502 Help Wanted Dental-Medical

MEDICAL ASSISTANT

Suburban doctor offers great opportunity to the experienced Assistant! Super hours and salary too!
TOWN & COUNTRY EMPLOYMENT CENTER
Med. Dental Div. 474-1717

MEDICAL INSURANCE secretary needed now. Westland physician needs experienced and pleasant personality. Call for interview. 728-1125

MEDICAL insurance processor, experience, Blue Shield, Medicare, Medicaid, 24 hours, $4.50 per hour. Rochester area. Send resume and references to Box 638, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
For Farmington Hills Allergy office. Good pay for experienced individual. Send typed resume to: P.O. Box 298, Southfield Mich. 48037.

MEDICAL Receptionist and Insurance Biller, minimum one year experience. Pegboard Novi area.
349-5710

MEDICAL RECEPTIONIST wanted for busy OB-Gyn office in Troy. Must be experienced in Pegboard, and Blue Shield. Must be excellent typist. Please call Mon. thru Thurs 362-0301

MEDICAL RECEPTIONIST, experienced, one doctor family practice. Pegboard, insurance forms, appointments, good typist. Good salary and benefits. 261-6600

MEDICAL SECRETARY, experienced. Internist's office. Knowledge of insurance forms, appointments, patient contact, bookkeeping, dictaphone. 569-1770

MED TECH for Bariatrics department, full time weekdays, private lab in Southfield. Experience required. Call Dora Mon. thru Fri. 9 am to 3 pm. 557-8089

Mental Health Workers

Males preferred for All Shifts
Ardmore Acres Hospital
19810 Hamilton, Livonia
474-3500

NUCLEAR MEDICAL technician, part time, experienced only. Pontiac area. Call between 8-5PM 681-1010

N'JRSE AIDES

ALL Shifts'TS, full time. Will train, good benefits. New starting rate.
Hospital insurance available. See Ms. Watkins

NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
Equal Opportunity Employer M/F

NURSE AIDES, day and afternoon shifts. Apply 8 to 2. Sherwood Hall, 3030 Greenfield, near 12½ Mile Rd. Royal Oak. 288-6610

NURSE AIDES
looking for a summer job? For a friendly environment to work? We need experienced nursing assistants All shifts, for skilled nursing facility in Canton. Flexible schedules. Call 397-0600

NURSE AIDES

With experience and transportation needed to work in hospitals, nursing homes & private homes Experience the freedom & flexibility of scheduling when you are available to work No fees. Excellent wages, work near home.
AMC HEALTH CARE I
Livonia - Suite 107W, Livonia Office Pavilion across from Livonia Mall, 19500 Middlebelt, Mon. 1-4 PM , Wed & Fri 10-2 PM.

569-2781
SOUTHFIELD - Suite 218, 17000 W. 8 Mile.

569-2781
PONTIAC - Suite 205, Capitol Savings & Loan, 75 W. Huron at Widetrack. Mon. thru Fri. 1-4 PM.

338-6881

Nurse Attendants & Orderlies
Full time, fringe benefits. Bedford Villa Nursing Home
Southfield 557-3323

NURSE FOR Saturday ear piercing in metro Detroit area. Weekdays, 852-5600

502 Help Wanted Dental-Medical

NURSE AIDES & ORDERLIES

MIDNIGHTS ONLY
1.$3 an hour to start.
2.Increase after 90 days.
3.Paid free training, no experience necessary.
4.Certified attendant program with raise and certificate.
5.Paid holidays.
6.Uniforms not required. We use a dress code.
7.Babysitting service for day shift.
8.Attendance bonus of 5 days pay every 6 months.
9.Ten (10) paid sick days per year.
10.Seven (7) paid holidays per year.
11.Medical insurance including prescriptions available.
12.Life insurance available.
13.Dental insurance available.
14.Paid vacation after a year.
15.Pro-rated part time benefits.
16.Retirement savings program available.
APPLY MON.-FRI.
9 AM - 5 PM
AT:
BEVERLY MANOR CONVALESCENT CENTER
24500 Meadowbrook Rd.
Novi, MI. 48050

NURSE AIDES & ORDERLIES, full and part time. No experience necessary, all shifts. Starting salary $3 to $3.10 an hour. Farmington Nursing Home. 33405 Folsom Rd.. 477-7400

NURSE AIDES

UPJOHN HEALTHCARE SERVICES...has part time and full time openings in home health care and private duty. Must have 1 years recent hospital or nursing home experience. For more information call.
Oakland Cty. 334-4737, 642-7900
Wayne Cty. 277-2060, 872-0200

UPJOHN HEALTHCARE SERVICES
An Equal Opportunity Employer

NURSES AIDES COMPANIONS

$3.50 HOURLY
Temporary Work Experience only
SUBURBAN HEALTH CARE SERVICES
352-7150
Professional assistance with a personal touch

NURSES RN'S & LPN'S

UPJOHN HEALTHCARE SERVICES ...has part time openings available in home health care, private duty and staff relief. Competitive wages, flexible scheduling, case variety, Malpractice Insurance, Major Medical and Life Insurance available. For more information call:
Oakland Cty. 334-4751 642-7900
Wayne Cty. 277-2060 872-0200

UPJOHN HEALTHCARE SERVICES
An Equal Opportunity Employer

OPTOMETRIC ASSISTANT - Part-Time, mature, pleasant working conditions, Westland area. Will train. Call 425-7250

ORTHODONTIC chair side assistant. Modern, progressive Orthodontic practice in Birmingham. Experience required 647-0696

PART TIME evening position available in private lab, no experience necessary, call Mon. thru Fri. 557-8089

PART TIME. General assisting background including EKG and Venupuncture. Southfield. Call Anne 358-2744

RECEPTIONIST
Experienced. Part-time and full time evenings for busy Berkley Clinic. Please call 543-2340

RECEPTIONIST, experienced, insurance biller and pegboard poster. Monday thru Friday, 1-6PM and Sat mornings 14 Mile & Middlebelt. Call 8am-5pm 855-2291

502 Help Wanted Dental-Medical

PART TIME medical typist needed, Bloomfield Hills, Call for interview 334-4535

PART TIME Office Assistant, 2 days weekly. OB/GYN practice. Reliable, mature, responsible. Call 4-8 PM weekdays. 356-3068

PEDIATRIC - Medical Assistant, full time and part time positions, apply in person, or by mail, Pediatric Associates of Farmington, 23133 Orchard Lake, Farmington, Mich., 48024

PHARMACY TECHNICIAN

IMMEDIATE full time temporary position for an experienced Pharmacy Tech. Must have previous experience in Unit dosage and I.V. additives. Accurate typing skills a must. Excellent wages.
Call for details:
869-1657
An Equal Opportunity Employer

RECEPTIONIST - experienced for pediatrician's office, 15 Mile-Woodward area. 355-0736

RECEPTIONIST
Full or part time, doctor's office Northwest Detroit. Diversified responsibilities to include all aspects of insurance billing. Individual should be knowledgeable in typing and have some organizational skills. Medical office experience helpful, however not necessary, as similar experience will qualify. Top position for responsible and mature individual. Salary commensurate with ability and experience. Call Monday thru Thursday, between 11am-3pm. 271-8116

RN-LPN

Afternoon & Midnight Shift
Full or Part Time
AFTERNOON SHIFT TO START
RN-$ 125 per hour
LPN-$ 95 per hour
MIDNIGHT SHIFT TO START
Rn-$ 25 per hour
LPN-$ 3.25 per hour
Full benefits.
Dorvin Convalescent Center
29270 Middlebelt, Livonia
One block so. of 8 Mile on Middlebelt
476-0550

RN-LPN

Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. See Mrs. Ferguson.

NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN-LPN

Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. See Mrs. Ferguson.

NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN'S-LPN'S

A "Guaranteed" work schedule to meet your needs
TOP WAGES
Excellent Benefits
MEDICAL PERSONNEL POOL
BLOOMFIELD
PONTIAC
334-9220
DETROIT
SOUTHFIELD
569-1950
DEARBORN
DOWNRIVER
562-0900

TYPIST
Full time for industrial medical clinic in Novi. Medical terminology preferred. Call between 9-5 PM. 348-3055

WHITEHALL HOME on Grand River needs Nurse Aide.
4 PM - 9.30 PM. Saturday & Sunday. Call 474-3412

502 Help Wanted Dental-Medical

RN'S -LPN'S

Experience the freedom and flexibility of scheduling when you are available to work. No fee. Excellent wages. Challenging opportunities.
AMC HEALTH CARE I
LIVONIA - Suite 107W, Livonia Office Pavilion across from Livonia Mall, 19500 Middlebelt, Mon. 1-4pm. Wed & Fri. 10-2pm.

478-2590
SOUTHFIELD - Suite 218, 17000 W. 8 Mile

569-2781
PONTIAC - Suite 205, Capitol Savings & Loan, 75 W. Huron at Widetrack. Mon. thru Fri. 1-4 PM.

338-6881

RNS, LPNS, Full and part time. All shifts, starting salary RNS $12,500 to $13,000. LPNS $10,500 to $11,500. Farmington Nursing Home, 30405 Folsom Rd. 477-7400

RNS & LPNS

Full time, all shifts. Fringe benefits. Pleasant working conditions. Bedford Villa Nursing Home. Southfield.
557-3323

RNS or LPNS needed for day or midnight shift, full or part time. Good starting salary. Small units.
Sherwood Hall, Greenfield Rd, Royal Oak. 288-6610

RN. Dedicated and enthusiastic to teach Lamaze classes, part time, evening hours in Livonia-Westland area. Prefer O.B. or past teaching experience. Call LCEA of Livonia, 464-7741

R.N. FOR ALLERGIST'S OFFICE
In Northland area. 4½ day week. Please call between 10 AM - 5 PM:
549-0569

SECRETARY - ASSISTANT
Surgeon's office in Troy seeks a responsible person with good typing and phone skills. Excellent salary and benefits. Will train qualified individual. Send resume to: Box 274, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
For a Plastic Surgeon with offices in Bloomfield Hills area. Must type 70 WPM accurately. Call: 332-0103

TELEPHONE receptionist, Pediatrics. Experience in handling routine patient inquiries, appointments and advice. Only experienced need apply.
Gladys. 477-0851

X-RAY TECHNICIAN, part time experienced. Call between 8-5PM 681-0581

504 Help Wanted Office-Clerical

ARE YOU AVAILABLE FOR

MAG I or II
WORD PROCESSERS
SWITCHBOARD
(Dimension)
DICTAPHONE
SHORTHAND
If so we have long and short term positions for you.
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

CLERICAL

MAIL & STOCKROOM CLERK - Open & sort incoming mail & prepare outgoing mail. Unpack & store supplies.

LEGAL CLERK - Good clerical skills & accurate typing.

Will also consider high school senior, part time now, to transfer to full time after June graduation.

PERSONNEL CLERK - Initial screening of clerical applicants & personnel paperwork. Need telephone personality, typing skills & general office background. Supervisory experience helpful.

Excellent benefits. Call Vicki Sata for appointment, 645-2700.
LIBERTY MUTUAL INSURANCE CO
Telegraph at 12½ Mile
An Equal Opportunity Employer

BILLING CLERK
Permanent position available for conscientious person with some Bookkeeping experience. Experience with Burroughs' Mini-computer or similar machine helpful, but not necessary. Accurate typing a must. Call Jean for appointment. Plymouth Area. 459-2000

504 Help Wanted Office-Clerical

SECRETARY

Immediate opening for individual with excellent typing skills, 60 wpm. accurately and shorthand of 90 wpm., experienced preferred.

FOR APPOINTMENT CALL:
MRS. POWELL
421-8200
MICHIGAN NATIONAL BANK WEST METRO
An Equal Opportunity Employer

KEYPUNCHER

PLYMOUTH AREA

Keypuncher, full time position available. Some Accounting background helpful.

Qualified applicants are asked to send resume or call Personnel Dept. to arrange an appointment.

Associated Spring BARNES GROUP INC
40300 Plymouth Rd., Plymouth, Mich. 48170
Phone 453-6100, Extension 265
Located West side of I-275, 1 mile South of I-96
An equal opportunity employer M/F/H

TYPIST

Insurance Company of North America has immediate full-time permanent position available in its Group Life Benefits Department for sharp individual with accurate typing skills. The successful candidate will possess a typing speed of 45-50 wpm. with emphasis on accuracy.

We are located in a lovely, modern building, with easy access to I-75. We offer a competitive salary with a liberal range of benefits including partially paid hospitalization, company paid life insurance, generous paid vacation plus paid personal holidays.

To arrange for an interview appointment, call:
Mr. William Collins
879-5352
INSURANCE COMPANY OF NORTH AMERICA
P.O. Box 3051
900 Tower Drive
Northfield Financial Building
Troy, MI 48098
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

BOOKKEEPER

Position with finance department of large retail corporation. Excellent opportunity for person with some formal accounting training.

Should have good knowledge of double entry system. Will perform bookkeeping, reconcile bank accounts and other accounting functions. Plus some secretarial duties. Good salary and outstanding benefit program including life, hospitalization, dental and optical insurance and pension program. Enclosed parking provided.
Call: 835-9500 ext. 242
CORPORATE PERSONNEL
BORMAN'S, INC.
(Farmer Jack SUPERMARKETS)
An Equal Opportunity Employer

SECRETARY

Office in Northland area needs an experienced secretary. Qualified applicant must possess excellent typing, shorthand skills and have pleasant phone handling manner. Excellent fringe benefits and working conditions. Salary commensurate with background and ability. Call to arrange an interview:
(313) 968-2200
An Equal Opportunity Employer M/F

STENOGRAPHER

NBD of Detroit has a full time opening for a stenographer at our Farmington office. You should have shorthand skill at 80 wpm and a typing speed of 45-55 wpm.

You'll like the attractive salary and comprehensive benefit plan as well as the pleasant working conditions. Interested? Apply in person at our Farmington office between 10 a.m. and 3 p.m., Monday-Friday.

NATIONAL BANK OF DETROIT
23309 Farmington Road
Farmington, Mich. 48024
An Equal Opportunity Employer M/F
We Employ the Handicapped
NBD

504 Help Wanted Office-Clerical

College Students High School Sr. Teachers

Now is the time to register for temporary employment during your semester and summer breaks. Join the wonderful world of Witt. Work close to home. We pay top wages for top skills.

WE NEED:
SECRETARIES
TYPISTS
ALL OTHER OFFICE SKILLS

No Fee	No Contract
FARMINGTON	478-8088
LIVONIA	535-0330
CLAWSON	585-6387
ORCHARD LAKE	681-7685
DEARBORN	565-5560
OAK PARK	967-6336

WITT
THE Temporary Help People

Going Back To Work

Even if you've been out of the work field for many years, we need your valuable skills. Work as much and as often as you like. Sign up now for "close to home" temporary work.

Listed are more advantages of working for Kelly Services.

BONUS REFERRAL PLAN
TOP PAY RATES
TOP ASSIGNMENTS
MERIT RAISES
PAID VACATIONS
Call the office nearest you today!

29449 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23777 Greenfield
Suite 122, Southfield
424-9100

Not An Agency - Never a Fee
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

RECEPTIONIST

For Livonia real estate office. Must have general office skills with pleasant personality. Mature woman preferred.
261-4200

STENO CLERK
2 or more years secretarial or steno experience. Good salary and typing skills. Will take minutes of meetings 2 or 3 times per month. Salary $8-$7.5. Applicants must be Farmington Hills residents, unemployed for the last 12 weeks and within the lower living standard income level. Call Personnel Office for interview. City of Farmington Hills. 474-6115
Equal Opportunity Employer M/F

SUMMER JOBS

OFFICE CLERICAL POSITIONS
NEED SUMMER WORK ONLY?
Why not be a POOL GIRL, We have openings now just for you. Top pay ... never a fee.
478-8350
Office Personnel Pool
Temporary Personnel Since 1969

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $139wk.
Steno & Sec'y to $12,000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

A BANK TYPIST TO $190-WK
FEE PAID
ADVANCE EMPLOYMENT CENTER
559-2710

A CAREER OPPORTUNITY
Excellent opportunity for high school grad to grow with expanding Birmingham Property Management Firm. Typing skills and phone personality an asset. Dependability essential. Metro Group Management Corp. 645-2111

ACCOUNTING, Bookkeeping and Data Entry person for Allen Park travel agency. Should have agency or computer experience. Call 381-6668

ACCOUNTING CLERK

Expanding catalog showroom is seeking an experienced applicant with a knowledge of accounts payable and reconciling accounts. Send resume or apply: A.J. FOLAND & CO.
13503 Middlebelt, Livonia, 48150.
Att: Personnel Dept.

Accounting Clerk

Immediate part-time position open in Southfield for someone with a flexible schedule, having some accounting experience and willing to do detail work and light typing. Competitive salary, attractive benefits with regular performance reviews. Call for an appointment at
642-4200

ACCOUNTING
COST CLERK/SECRETARY
Excellent opportunity with Southfield based marketing and sales promotion company. Perform a variety of accounting duties including maintenance of data for a computerized cost system. Requires an experienced typist to type financial schedules and reports. Please call Personnel Dept. to arrange an appointment. 353-5900
An Equal Opportunity Employer

Accounts Payable Clerk

Experienced person needed for accounting staff to assist in all phases of accounts payable functions. Must have good math skills, detail oriented and data processing exposure. Novi area. Call Mrs Harrier weekdays 10 AM to 3 PM.
349-5000

ACT NOW!

TEACHERS, HIGH SCHOOL GRADS & COLLEGE STUDENTS.
Register today for immediate assignments and summer work.
Your typing, shorthand, dictaphone, bookkeeping and other office skills qualify you for TOP WAGES. Long and short term jobs available.

TEMPORARY STAFF
Livonia 522-4210
Dearborn 565-2770

ADMINISTRATIVE Secretary, experience required. 351-8877

A GREAT BOSS!

FEE PAID
You'll enjoy working for this friendly company. A pretty smile and good typing are all that's needed!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

504 Help Wanted Office-Clerical

ADVERTISING SEC'Y

Major W. SUBURBAN AD Agency will train pleasant person with good typing for exciting creative contact job. $900. more $ for shorthand. Plush offices, full benefits, very personable and company pays our fee. Please call the office nearest you.
PERMANENT STAFF
Southfield 353-0505
Dearborn 565-2270
Livonia 522-4210

AGENCY SECRETARY-full time. Good typing skills. Experience preferred but not necessary. Farmington. 474-7182

A LEADING TV NEWS Consulting firm is expanding its roding department. Positions are open for people who are clerically oriented, can follow directions, edit, proofread and are available to work Monday thru Friday from 9-4. Call Jo between 1-4pm. 968-3211

APARTMENT RENTAL OFFICE
Located in Southfield is seeking an experienced individual to perform general office duties which include preparing tenant leases, recording rents payments & paying invoices. For consideration please call 358-5670

A SECRETARY, YES

But, a receptionist, bookkeeper. Must type minimum 70 words and be an expert phone handler. Poised, cheerful, experienced and personable are a must hand. For well established Redford area advertising/marketing firm. Salary $800 plus. Includes Blue Cross. 255-2821

AUTO BILLER

Familiar with license and title requirements for new and used vehicles.
Ask for Ralph
STELLA BUICK
25432 Grand River, Redford
531-7000

AUTO BILLER

Large volume GM dealer has opening for experienced Car Biller, in addition to salary, fringes. Experience a must. Call for appointment.
Mary Grogg,
478-0500

AUTO BOOKKEEPER

Excellent opportunity for individual with bookkeeping background. Top benefits and working conditions. Roger Penske Chevrolet, 28111 Telegraph, Southfield. 355-1000

BE A GET-OUT-OF-THE-HOUSE WIFE

MANPOWER
TEMPORARY SERVICES
NEEDS YOU
Secretarial, typing, stenographic skills, or office clerks, no typing necessary.
19500 Middlebelt, Suite 310F,
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
2911 Pontiac Lake Rd
Pontiac
682-7700
An Equal Opportunity Employer

BILLING CLERK
& GENERAL OFFICE
Apply at James River - Rochester
340 Mill St. Rochester, Mi.

BLOOMFIELD Hills Architectural Office requires secretary, experienced in typing and bookkeeping. Hours 8am-3pm. Apply for interview. 644-3242

BOOKKEEPER
Experienced thru general ledger. Salary commensurate with experience. Seven Mile - Lahser area. 531-7850

BOOKKEEPER for Southfield accounting office, experienced in payroll taxes, bank reconciliation, write-up work and light typing. Call 557-6439

BOOKKEEPER for Oak Park CPA firm. Permanent position for mature person. Experienced thru trial balance & payroll tax reports. Mr. Silver. 258-7405

BOOKKEEPER
For Novi area firm. Knowledge of Burroughs systems L mini computer or equivalent preferred. Call John Eckstrom, 349-7600

BOOKKEEPER-Full time. Bloomfield Hills area. Progressive company. Must be familiar with payroll, accounts receivable, trial balances Good salary, benefits. Call Mrs. Foy. 642-2330

BOOKKEEPER Full time, for Small Southfield Office engaged in Real Estate investment/management. Responsible for all phases of internal record keeping and tax reports. Salary $12,500 annual. Call between 10AM-12PM or after 3:00PM. Ask for Mrs. Reeves. 354-0032

BOOKKEEPER

Full charge thru trial balance. Job is part time includes some typing & general office duties. Southland hospital, not essential. Top hourly pay negotiable. Southfield-Franklin area.
626-7272

BOOKKEEPER - mature person with good experience. Accounts receivable and payable and small payroll. To $200. Fee Paid. Beryl Personnel, 26661 Coolidge, Oak Park 548-3055

BOOKKEEPER, part-time, preferably retired. Ideal working conditions. 38741 Ann Arbor Rd., between I-275 and Ann Arbor Rd. 464-4121

BOOKKEEPER - part time, Southfield CPA firm requires experienced person to assist with its own bookkeeping & accounting records. Duties include original books of entry, payroll, & accounts receivable & payable. Contact Ron Hiller 354-0900

BOOKKEEPER-part time, hours flexible. Would prefer someone who has worked for a bookkeeping service. Must know all phases of single entry bookkeeping. Call Mrs. Cooper 355-4910

BOOKKEEPER-PERSON FRIDAY-Letter composition, filing, self starter, organizer, business knowledge. Birmingham area. Residential Management & Development Co. Ask for Mr. Gross. 435-2280

BOOKKEEPER SECRETARY

Nice position with suburban CPA firm. Interesting variety for responsible person. To $11,700 to start, plus 2 bonuses a year! Hurry!
353-2090
SNELLING & SNELLING PERSONNEL

BOOKKEEPER through trial balance. Federal form, payroll, pegboard system. Typing and shorthand helpful. Farmington area. Reply to Box 660, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
With general office skills for Southfield CPA firm. Excellent working conditions.
557-0440

BOOKKEEPER. Travel Agency. Birmingham location. Knowledge of Burroughs Computer. Phone 644-5731

CLERK TYPIST
Life Insurance Company located in Plymouth has opening for Clerk Typist, Light Typing required. Contact Mr. Love. 453-8500

CLERK TYPIST
Position in accounting department. Responsibilities include working with invoicing, receiving and payables. Accurate typing required. Experienced preferred but not necessary. Allied Lake building materials distributor. Excellent benefits. Call Sandy, 643-2277 or 649-2323

504 Help Wanted Office-Clerical

CASHIER

FULL TIME POSITION.
LARGE MEDICAL CLINIC GOOD BENEFITS WORLD FREEPER SOME MEDICAL EXPERIENCE FOR APPOINTMENT CALL:
538-4700, Ext. 202.

CASHIER-RECEPTIONIST needed part time, days. Apply in person:
Complete Auto Center, 25788 Joy Road, Redford, corner of Beech.

CASHIER - RECEPTIONIST. Sharp individual who enjoys meeting and serving the public. Must be able to type and work with figures. Business experience desirable but not necessary. Credit Thrift, 35630 Michigan Avenue, Wayne, Michigan.
Equal Opportunity Employer M/F

CLAIM CLERK - clerical, some typing, claims experience preferred but not necessary. $600 per month, Southfield location, call Claims Mgr. between 9-5.
559-4700

CLAIMS PROCESSOR

Leading insurance company needs your typing skills and math aptitude for this interesting position. Take advantage of their job enrichment program. Fee paid. $637. Call Joanne Bradley.
353-2090
SNELLING & SNELLING PERSONNEL

CLERICAL
Misc duties including filing, errands, typing and mail. Southfield area.
352-7350

CLERICAL

Need persons with office and some drug store experience for dispatch office and return goods department. Good opportunity for right person. Good benefits. Novi area. Call Miss Harrier weekdays 10 AM to 3 PM.
349-5000

CLERICAL

Newark Electronics an enterprize premier industrial corp. has an immediate opening for a person with a pleasing telephone voice. Duties include light typing, filing, and other related functions. We offer a pleasant working environment along with a complete compensation program including many fringe benefits. If you would like to arrange for a confidential interview, Call Mr. Reiman. 967-0600
An Equal Opportunity Employer

CLERK for accounting office. Must be accurate and good with figures. Will train. Apply to Abar Inc., 21121 Telegraph, Southfield

CLERK/TYPIST - Accurate typist for small health agency. Requires pleasant phone manner & flexibility to assume diversified office duties. 559-4440

CLERK/TYPIST for Sales & Engineering Department. Minimum 45 WPM. Multi-Elmaze Co. Novi. Call Mr. Alabeskie for appointment, 349-3590

CLERK/TYPIST for Southfield office. Two years office experience skills should include typing 60-80WPM, accurate filing, able to handle telephones in a professional manner. Call Pat. 352-0910

CLERK TYPIST
Good with figures. Salary commensurate with experience. Serve Lahser area. Call 531-7850

CLERK-TYPIST
Inventory, billing, receiving. Full time. Experience a plus. Troy area. Please call 588-4504

CLERK TYPIST

Insurance - type accurate 50 WPM, $450 to $525 per month, plus great paid benefits. 9 Mile-Northwestern Hwy. Call Mr. Gudelsky.
569-3188

CLERK TYPIST - Sales/Service office of major manufacturer has immediate openings for a clerk typist. Typing of sales quotes, sales reports, letters, memos, etc. Accurate typing a must. Excellent benefits and pleasant working conditions. Send resume or call Sandy between 10AM and 2PM only at Unimation,® Inc., 23400 Industrial Park Court, Farmington Hills 478-7780

Closing Secretary

NEEDED. REI Estate experience helpful but not necessary. Good aptitude for figures and typing are essential. Troy Area. Call Mrs. Skubik.
643-9455

College Students High School Grads

Have temporary jobs now & thru the summer. All types of general labor & office.
Interviewing 9am-3pm
Must be 18 and have transportation. Apply
MANPOWER
TEMPORARY SERVICES
19500 Middlebelt, Suite 310E
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
An Equal Opportunity Employer

COLLEGE STUDENTS!

EARN $$$
DURING VACATION
WE NEED
SERETARIES
TYPISTS
CLERKS
LABORERS
TOP MONEY
NO FEES
BEST COMPANIES
SCOTT GROUP
TEMPORARY DIVISION
334-9799
1283 N. Woodward, Suite 20
Bloomfield Hills
OR
543-9222
738 S Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

CONTROL CLERK

Computer services company has a permanent position available on the afternoon shift in the control area. Applicants must be dependable, conscientious and well organized. Previous experience is not necessary but ability to work with figures and detail work are considered an asset. Dearborn location. For more information call Janet at
278-1180

CREDIT INVESTIGATOR
Successful candidate should be high school graduate with good typing skills. Experience not necessary. Your duties will consist of conducting a variety of credit investigations, maintaining credit files, typing and filing. A pleasant telephone personality is essential. We offer a good starting salary, excellent company benefits, including dental plan. Congenial working conditions in a bright modern office. Please call for an appointment or apply to Mr. Handy Bobala, Finance America Corp., 5974 E. Long Lake, Troy, Michigan 48098 - A Bank-America Service Corp. 528-1850
Equal Opportunity Employer M/F

CRT OPERATOR, Typist, day and evening shift, 40 hour week, 30 WPM. required. Top pay. Southfield area. Call Monday thru Friday 9 to 5 PM. 424-8770

504 Help Wanted Office-Clerical

Data entry clerk required by medium size D. P. Dept. located at 15 S. Woodward for 2nd shift. Inforex key disk experience preferred. Minimum 1 years recent experience. Excellent benefits. Send resume to D. P. Manager, Cadillac Plastics, P.O. Box P-1820, Birmingham, 48012. Equal Opportunity Employer M/F

DATA ENTRY TRAINEE

Expanding Livonia company needs friendly person with accurate typing and good math aptitude to train on Computer Terminal in Data Processing Dept. Related experience helpful, good starting salary, full benefits, room for advancement and company pays our fee. Interview.
PERMANENT STAFF
522-4210

DENTAL RECEPTIONIST- Full time in Fisher Building in Detroit. Certified dental assistant with experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No Evenings or Saturday. Benefits included Good potential for qualified person. 871-2144

DICTAPHONE, typist, insurance Claims experience, Southfield area, full time, call for appointment. 353-9300

EXCELLENT OPPORTUNITY for qualified ambitious individual in our active construction division. Experience and academic background should include typing, bookkeeping and general office experience helpful, good Competitive salary and benefits. Excellent location and working conditions. Call 559-2400

EXECUTIVE SECRETARY
Permanent part time. Southfield area. Challenging position serving top executives. Call for appointment. 557-2757

EXECUTIVE SECRETARY
Southfield service organization is seeking a highly skilled individual to perform demanding secretarial duties. Maturity and dependability are essential in this position. Call for appointment:
353-2350

EXECUTIVE SECRETARY
60 wpm typing, 90 wpm shorthand. Minimum of 3 years recent experience in Social Service agency. Must have excellent verbal and public relations skill. Super location, benefits, and company paid benefits. Call AMY at 967-0500
An Equal Opportunity Employer

EXECUTIVE SECRETARY - 40 hours. Tuesday thru Saturday week. 8 30am-5 30pm. Ability to create letters from shorthand notes. Starting salary $200 476-5000

EXECUTIVE SECRETARY
Needed by Farmington Hills Manufacturer. Must be exceptionally sharp on details. Will handle special projects. This is a modern computerized 4 girl office. Excellent pay and benefits for the right self-motivated person. Call for appointment: 478-1200

EXECUTIVE SECRETARY SUPERINTENDENT OF SCHOOLS

12 month position, 8 hours per day, available immediately. Salary open, shorthand or equivalent required. Benefits. Apply to:
Personnel Office
BLOOMFIELD HILLS SCHOOL DISTRICT
4175 ANDOVER
BLOOMFIELD HILLS
PHONE: 647-1224
An Equal Opportunity Employer

EXPERIENCED ACCOUNTS Receivable Clerk with some bookkeeping background, also light typing & filing. Small 3 girl office. $160 per week to start. Send resume only to: Electronic Imports, 456 E. 14 Mile Rd. Madison Heights, Mi. 48071 591-9044

EXPERIENCED COMMERCIAL Accounts assistant. For casualty and package, rating and underwriting. Good opportunity for advancement and bonus plan for qualified employee. Southfield area 352-7250

EXPERIENCED Legal Secretary needed for Farmington Hills law firm. Excellent typing and Dictaphone experience required. Excellent benefits. Call Linda Widrig. 851-9500

EXPERIENCED STATISTICAL Typist for CPA firm. Four months, full time, 9 AM - 5PM. Southfield area. 559-4707

EXPERIENCED SECRETARY
Needed. full time, good typing, limited bookkeeping ability essential. Good benefits. Livonia area. Contact Roy 591-3000

EXPERIENCED TELLER.
For credit union in Farmington.
Call Mr. Smith at:
474-7109

FILE CLERK-immediate opening. General office work. Filing and light typing duties. Must be good speller. Northland area. Call Fidelity & Deposit Co.
569-1990
Equal Opportunity Employer M/F

FILM COMPANY

Needs your creativity, real disposition with its you secretarial skills. Typing, $800 a month. Paid fee. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

FILM COMPANY
TYPIST-FEE PAID
Looking for something interesting? Company that makes films for advertising agency needs your good typing in their busy office. $693. Immediate!
353-2090
SNELLING & SNELLING PERSONNEL

FULL TIME position available in growing publication for a conscious, dependable individual with good typing, filing and general office skills. Call 9 AM - 5 PM, Mr. Parrell 478-8220

GAL FRIDAY, must be sharp, general office and receptionist duties. Also take phone orders. 1037 E. 14 Mile Rd., E. of Oakland Mall, Troy.

GENERAL CLERK Typist, approx. 50 WPM., good phone skills, light filing and inventory. Adatra Corp., 101 Union St., Plymouth. Contact Pat Haines.

GENERAL OFFICE - at least 1 year experience in typing, billing and all office procedures. Ask for Helen. 352-8160

GENERAL OFFICE
Part time afternoons. Mature woman. Primarily typing and filing. Bedford area. Apply or call mornings. Mary's 14834 Telegraph. 531-1256

GENERAL OFFICE - Do you like to type, file and do varied office assignments? Immediate opening. $575 per month with full benefits. Bingham Farms location. 644-7500 ask. 230 An Equal Opportunity Employer

GENERAL OFFICE WORK

Excellent fringe benefits
DEXCO CORP.
15776 Telegraph
CALL FOR APPOINTMENT
535-9440

GENERAL OFFICE. Southfield. 8AM to 4 30 PM, 5 days. 569-2600

GENERAL OFFICE HELP
No typing required. ARA Automotive, Garden City. Call for an appointment

GENERAL OFFICE - Bookkeeping experience preferred. R & D Service. 18231 Hamilton, Highland Park. 345-5300

GENERAL OFFICE - Bookkeeping experience preferred. Light typing. Answering phone, minimum wage. Hours to be discussed. For appointment call 8AM-5PM. 949-8384

INSURANCE AGENCY needs full time employee, insurance experience, typing, some shorthand and light bookkeeping. 845-1300

504 Help Wanted Office-Clerical

GENERAL OFFICE

Knowledge of Acc'ts. Rec., Acc'ts Payable, Insurance, etc. Female preferred Good wages and fringe benefits. Apply in person at:
Engineered Heat Treat
31271 Stephenson Hwy.,
Madison Heights.

General Office

Position involves preparing and organizing invoices and billing clients. Opportunity to learn & keypunch Accurate typing, excellent phone manners and good organization required. Good starting salary plus profit sharing and health insurance. Apply in person
United Model Distributor
11865 Mayfield, Livonia
422-8800

GENERAL OFFICE

N. W. suburban company has diversified position Phones, contracts, typing, files and etc. Good Figure aptitude. Excellent fringe benefits. $800 a month. Free paid lunch. Day shift. Many other positions available Monday thru Friday 8 30AM-5PM and Saturday 9AM-12.
Allis-Johnson Personnel
Professional Plaza, 32969 Hamilton
Farmington Hills 553-3100

GIRL FRIDAY NEEDED Opening new location in Berkley. Automotive office experience helpful. 547-2300

GIRL liking to work with numbers needed 30-40 hours weekly. Some filing, light typing and typing experience required. Apply North American Manufacturing, 20975 Telegraph Road, Southfield.
358-8500

GIRL WANTED for typing and general office work. Apply in person 9 to 11 AM, Monday thru Friday.
Universal Weatherstrip Co.
21546 Schoolcraft, Detroit

"I Need a Bright Person looking for a permanent position with a future. If You can Type well, Spell & take Shorthand call Me for a personal interview. (Southfield Location) Salary $190 per week. Mr. Sills 354-0031

INSURANCE AGENCY
Is in need of a permanent secretary for it's Bloomfield Hills office. Minimum typing skills of 50wpm, filing, and record keeping. Four day work week. Call for an appointment. 646-3888

INSURANCE AGENCY
Female preferred - part time - flexible hours - claims experience preferred.
653-2400

Insurance Clerk

Seek individual with insurance experience to work in Mortgage Servicing Department in our main office in Downtown Detroit. Apply in person from 10 AM to 2 PM, Monday thru Friday, Personnel Department, 5th floor.
1st Federal Savings of Detroit
1001 Woodward, Detroit
An Equal Opportunity Employer

Insurance Specialist

Seek individual with casualty and fire loss insurance experience to assist Insurance Division Supervisor in Mortgage Servicing Department in our main office in Downtown Detroit. Apply in person from 10 AM to 2 PM, Monday thru Friday, Personnel Department, 5th floor or send resume with salary requirements to Employment Manager, Personnel Department.
1st Federal Savings of Detroit
1001 Woodward
Detroit, Mich