502 Help Wanted Dental-Medical

MEDICAL OFFICE MANAGER
Experienced. Insurances, Bookkeeping knowledge. Etc. Excellent salary & fringes. Southfield Area. 647-7272

MEDICAL SECRETARIES & TRANSCRIPTIONISTS TEMPORARY

If you can type 55 wpm., and have medical terms, we have temporary assignments for you. $5.50-6.00. Never a fee to you. Call Davis Smith Medical Agency, (Temporary Division), 557-7200.

MEDICAL TRANSCRIPTIONIST On Call

We are currently seeking a Medical Transcriptionist to work on an "As needed" basis. This position requires a thorough knowledge of medical terminology and an ability to type a minimum of 60 wpm. For more information, please call Personnel.

Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

MEDICAL TYPIST - part time, Bloomfield Hills, for interview call 334-6535

Mental Health Workers
Males preferred for All Shifts
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

NURSE AIDES
Afternoon & Evening shifts full time. Will train, good benefits. New starting rate. Hospital insurance available. See Ms. Watkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, one Joy Rd.
Equal Opportunity Employer M/F

NURSE AIDES
Experience not necessary. Be paid while you train. Attractive, responsible, friendly atmosphere. Opportunity for advancement. Differential for midnights.
EARN $2.95 - $3.60 HR.
APPLY NOW
HENDRY
Convalescent Center
105 Hagerty, Plymouth
455-0510

NURSE AIDES
Full time, all shifts.
Apply in person.
WILLIAMSBURG CONVALESCENT CENTER
21017 Middlebelt rd., Farm.
Between Grd River & 8 Mile

Nurse Attendants & Orderlies
Full time, fringe benefits. Bedford Villa Nursing Home.
Southfield. 557-3333

NURSES AIDES and orderlies, full and part time. No experience necessary, all shift. Starting salary $3 to $3.10 an hour. Farmington Nursing Home, 30405 Folsom Rd. 477-7400

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

NURSES AIDES
Needed for skilled nursing facility. Contact Director of Nursing. 337-0656

NURSES
Full and part time. Paid Blue Cross, benefits. Apply in person at
Lahser Hills Nursing Center
25300 Lahser Rd.
between 10 & 12 & 1 & 5 Mon. thru Fri.

OPTOMETRIC RECEPTIONIST & TECHNICIAN. Experience required. Lessonnetta Optometrist, 34444 Schoolcraft Union Lake Area. Call between 9 AM-5 PM. 349-7820

ORTHODONTIC chair side assistant. Modern, progressive Orthodontic practice in Birmingham. Experience required. 647-0656

PART TIME Office Assistant, 3 days weekly. OB/GYN practice. Energetic, mature, responsible. Southfield area. 1 PM - weekdays. 356-3060

PART TIME X-ray Technician needed for Garden City Clinic. Mon., Wed. & Fri. mornings. Call Janet for interview. 421-7478

PHYSICAL THERAPY
assisting part-time. Woodward - Square Lake area.
Call: 335-1165

RECEPTIONIST FOR Doctor's office, part-time, evenings and Saturdays. Northwest area. 537-7602

REGISTERED NURSE
ON CALL

We have an immediate opening for a Registered Nurse with Operating Room/Recovery Room experience. If you are interested in working on an "As needed" basis and becoming a part of our dynamic and growing team, call personnel for more information.

Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

RN-LPN
Full or part time, all shifts. Good starting salary, and good hospital benefits. Modern facilities. See Mrs. Ferguson.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN, LPN, OB-GYN. Office. Mon. thru Thurs. Send resume to: Suite 102, 27600 Farmington Rd., Farmington Hills, MI. 48018

RN's and LPN's
Needed for skilled nursing facility in Canton. Contact Director of Nursing: 397-0600

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

RN'S & LPN'S
Full time, all shifts, fringe benefits. Pleasant working conditions. Bedford Villa Nursing Home. Southfield.
557-3333

RN'S - LPN'S needed for day or midnight shift. Full or part time, good starting salary. Small units. RN'S $50 per shift, LPNS $42 per shift, Sherwood Hall. 288-6610

RN's LPN'S, revised pay scale, benefits. All shifts, full and part time, pleasant working conditions. Cambridge Nursing Centre South 647-6500

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 374, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

O&E

502 Help Wanted Dental-Medical

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

SECRETARY, experience in billing, appointments, etc. medical office in Canton, send resume to 7288 Sheldon Rd., Canton, Mich. 48187.

SUMMER WORK - now available for nurse aides, day or PM shift, apply 9-2, Sherwood Hall, 3020 Greenfield, Royal Oak. 288-6610

SUPERVISOR NEEDED for Bacteriology Department at private lab in Southfield. Minimum 4 years experience in bacti. Call Dara, Mon thru Fri, 3pm-3pm. 557-8080

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

TYPIST for Medical Laboratory, 7 Mile-Telegraph area. No experience necessary. Call between 1 and 5PM Ask for Karen 537-1705

WANTED experienced dental assistant for full time chairside position. Beautiful Livonia office. Salary will commensurate with ability and experience. Please send resume to Box 760 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WANTED-1 pleasant dental assistant with at least 1 year experience, some 4 handed, full time assistant. Half a day Sat. Good opportunity for reliable girl. General practice. Southfield area. Call everyday but Thurs. 557-1200

X-RAY TECH
ON CALL
Our small West side suburban hospital is currently seeking an X-Ray Tech to work on an "as needed" basis. Prefer an experienced, registered technician. We offer an excellent wage rate and a congenial environment. Contact the Personnel Department.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK
A position is available for an individual to assist in our Payroll Department. This ENTRY LEVEL position is for a person who can type 45 WPM and enjoys working with figures.
BOTSFORD
General Hospital
(ORTHOPAEDIC)
28050 Grand River, Farmington
476-7600

College Students
Teachers
Housewives
Retirees
If you have any OFFICE SKILLS and would like to work close to home - we pay top rates for top skills.

No Fee	No Contract
FARMINGTON	478-8088
LIVONIA	525-0330
CLAWSON	585-0387
ORCHARD LAKE	681-7685
DEARBORN	565-8060
OAK PARK	967-0336

WITT
THE Temporary Help People

FIGHT INFLATION
Many long and short term CLERICAL POSITIONS available now and through the summer months.

IMMEDIATE NEEDS:
SWITCHBOARD
TYPISTS
STENOGRAPHERS
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

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

504 Help Wanted Office-Clerical

SECRETARY
Immediate opening for individual with excellent typing skills, 60 wpm. accuracy and shorthand of 90 wpm., experienced preferred.
FOR APPOINTMENT CALL:
MRS. POWELL
421-8200
MICHIGAN NATIONAL BANK
WEST METRO
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
We have an accounts receivable opening in our busy hotel accounting department. Good telephone manner essential. Credit experience helpful. Excellent opportunity for aggressive individual to learn all phases of accounting operation. Generous benefit package. Please apply:
PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.
Sheraton-Southfield Hotel
SHERATON HOTELS & INNS WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN
EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER

504 Help Wanted Office-Clerical

Key Punch Operator
Henry Ford Hospital-Troy now has opportunities for experienced Key Punch Operators with a minimum speed of 10,000 strokes per hour. Experience with key disc systems preferred. Afternoon shift. We offer excellent salary and benefit program including shift differential. For appointment qualified applicants call Ms. LaBo at 689-3200.
HENRY FORD HOSPITAL
2840 Cattermole
Troy, Michigan 48084
An Equal Opportunity Employer

PERSONNEL CLERK
Need outgoing person to assist with recruiting, interviewing clerical applicants, & completing various personnel related paper work.
Excellent employee benefits & promotional opportunities.
If you have office experience & typing skills call Vicki Sata for appointment. 645-2700.

LIBERTY MUTUAL INSURANCE CO
Telegraph at 15½ Mile
An Equal Opportunity Employer

STENO CLERK
2 or more years secretarial or steno experience. Good shorthand and typing skills. Will take minutes of meetings 2 or 3 times per month. Salary 19,473. Applicants must be Farmington Hills residents, unemployed 10 of the last 12 weeks and within the lower living standard income level. Call Personnel Office for interview. City of Farmington Hills, 474-6115
An Equal Opportunity Employer M/F

Students & Teachers
Want to work this summer? Let KELLY SERVICES work for you. We have temporary office and clerical assignments available for:
Switchboard Opr's
Typists
Clerks
Bookkeepers
Key Punchers
We have over 100 job classifications in addition to offering top pay rates, top assignments, merit raises, paid vacations and a bonus referral plan. Apply at the office nearest you and find out why so many people enjoy working the "KELLY WAY".
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

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 1946

TYPIST
With engineering or manufacturing related background required by firm located in Redford Twp. Shortland helpful. Liberal employee benefits. Apply immediately:
STAHL MFG.
12282 Woodbine, Detroit

A BANK HIRING-TRAINEES
Tellers to $185wk
Clerk Typist to $198wk.
Stenos & Sec'y's to $12,000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

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 AND OFFICE OPPORTUNITY
MAJOR COMPANY
NORTH SUBURBS
Accountant with 2 years college or equivalent experience. Opportunity for immediate significant general accounting activity.
ACCOUNTING CLERKS
1 to 3 years general office background and familiarity with desk top office equipment. Top salary and fringe package. Call between 9 and 5PM 398-2026

504 Help Wanted Office-Clerical

ACCOUNTING clerk for furniture store in Southfield. Must be responsible, experienced and familiar with 10 key. Good pay and liberal benefit package. 354-2272

ACCOUNTING CLERK $175
For well established suburban company, excellent opportunity to advance. Prefer minimum 6 months general bookkeeping experience. Full benefit package. Employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Accounting Cost Clerk
Immediate opening for beginner. Must have good math aptitude and know proper use of adding machine. Starting pay $3.40 per hour with union increases. Free meals and excellent benefits.
Apply in person to the Personnel Office located on the ground level of the Airport Hotel between 9 AM and 12 Noon, Monday through Friday or call Mrs. Bundarin at 941-3019.
Host International
Metro Airport
An Equal Opportunity Employer

ACCOUNTS PAYABLE: paid benefits, full time, Schoolcraft & Evergreen area. 272-4548

ACCOUNTS PAYABLE CLERK, experienced person needed for an accounting staff to assist in all phases of accounts payable functions. Must be able to type in order to learn data entry thru a CRT. Call Mr. Campbell weekdays 8AM-5PM. 398-8500

ACCOUNTS PAYABLE bookkeeper, for growing plastic company in Southfield, Detroit area. 353-2588

ACCOUNTS PAYABLE CLERK. Must be experienced. Full time. 8 AM - 5 PM. BS Electronics, 34443 Schoolcraft, Livonia. Ask for Mrs. Oades. 525-1155

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

ACCURATE TYPING
Plus your peppy personality on phone is needed by established suburban company. Interviewing now. $800 a month. Call Gloria.
644-4600
SNELLING & SNELLING AGENCY

A CLERK TYPIST
Insurance - type accurate 50 WPM, $460 to $600 permonth, plus great paid benefits. 9 Mile-Northwestern Hwy. Call Mr. Goodwin
569-3188

ADMINISTRATIVE ASSISTANT
FEE PAID
A desire to succeed and good clerical skills will advance you to the top with this suburban firm.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

ADMINISTRATIVE - assistant- secretary for Troy division of international company. Varied duties of administrative nature. Also requires food skills. Salary $13,000 to $15,000 & benefits include dental. Agency fee paid.

ASSISTANT - to chemical lab secretary. Good typing required for this interesting job in Troy. Salary $750 plus benefits and fee paid

LEARN LEGAL! - Good skills & some secretary experience gets you one of several openings in top Birmingham law firm. Salary $875-$900 plus benefits and fee paid.

ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

ADVENTURE
Make the most of your potential in this corporate advertising program. Fantastic exposure to people, projects and presentations. $850 - $950.
Call 562-8300.
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

BILLING CLERK, we will train, Southfield area. Call Mr Cook. 353-6237

504 Help Wanted Office-Clerical

SERVICE CASHIER & RECEIVABLE CLERK
Person to do both Service Cashiering & Receivables. Auto Dealership experience preferred. Full time position. Excellent company benefit package.
Apply in person:
ACTION OLDSMOBILE
33850 PLYMOUTH RD.
LIVONIA, MICHIGAN 48150
261-6900
An Equal Opportunity Employer

STENOGRAPHER
This challenging position with a major Fortune 500 Corporation offers you an opportunity to begin your professional secretarial career. An applicant with good typing and shorthand skills, as well as organizational and administrative abilities, will assist Management personnel. Opportunities also exist for personal and professional growth.
This position offers a competitive salary, and an excellent benefit package, including health and dental insurance as well as FLEX-time.
To arrange for an Interview
Call Linda Holdredge
354-8895
FEDERAL MOGUL CORP.
26555 Northwestern Highway
Southfield, Michigan 48034
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ADVERTISING related company in Birmingham needs secretary to handle variety of duties, people contact, 80 shorthand, typing 50 needed. Send resume to Marketing Action Group, 920 E. Maple, Birmingham, MI. 48011

AN EXPERIENCED SECRETARY
Construction and management office, 13 Mile/Northwestern area. Shorthand, typing & references required. Monday thru Friday, 9 AM - 5 PM. Call 9:30 AM - 4:30 PM.
626-5595

APPLICATIONS are now being accepted to fill a teller position at the L.O.C. Federal Credit Union. 23617 Liberty, Farmington.

Artistic Interiors
Of Livonia Needs
TYPIST
To work in friendly office. Good starting salary and benefits.
CALL DONNA AT
478-7770

A TRAINING OPPORTUNITY
Promotion creates this vacancy and a growing suburban company. Ability to organize, plus typing, $700 month. Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

ATTENTION
June Graduates
Secretary for life insurance agency. Excellent opportunity for person with good shorthand, and typing skills. Benefits include: life insurance, and major medical. No experience necessary. Salary commensurate with ability. Southfield.
353-1760

AUDITING CLERK TRAINEE
Challenging entry level position for sharp person in progressive Southfield firm. Typing required. Excellent benefits with rapid advancement opportunity. No previous job experience necessary. Call
353-3209

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

AVAILABLE NOW
ALL FEE PAID

Bookkeepers	to $12,500
Secretary	to $12,000
Detailypsts	to $9,000
Accounts Receivable	to $9,000
Administrative Clerk	to $8,500
Customer Service	to $8,500
General Office	to$8,200

Suburban locations. Excellent benefits.
PLACEMENT PLUS
PERSONNEL 358-3250

AVAILABLE NOW
Accounting Clerk-$11,500. Figure Aptitude, Accurate typing, college preferred in professional N.W. suburban office. Fee paid.

CLERK/TYPIST-$9400. Int'l offices in pleasant suburban area requires an accurate 50WPM typist and valid drivers license. Fee paid.

REAL ESTATE CLOSING SEC-$14,500. Suburban Co requires secretary experienced with title work. Fee paid.

EXEC LEGAL SECRETARY-Int'l Co in N.W. suburb needs professional secretary. Excellent benefits. Salary open. Fee paid.

TYPIST-accurate 50WPM general office. No experience. Will train. Fee paid. $9600.

Many other positions available. Daily 8:30am-5pm. Sat and Evening appointment.
Allis-Johnson Personnel
Plymouth Square, 37969 Hamilton
Farmington Hills 553-3100

BANK TELLER
Plymouth branch of major bank needs friendly person with good math aptitude and accurate typing for public contact job. Good starting salary, full benefits, room for advancement and company pays our fee.
PERMANENT STAFF 522-4210

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 310E
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
2911 Pontiac Lake Rd.
Pontiac
682-7700
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BEGINNER RECEPTIONIST
Friendly W. Suburban company will train pleasant person with good typing for diversified position in plush office. Good benefits. Call today for details and company pays our fee. Hurry!
PERMANENT STAFF 522-4210

BELEAGURED lumber broker needs help. I require an experienced person to work 5 hrs. per day Mon. thru Fri. Skills required are: bookkeeping, typing, & general administrative abilities. Must be able to work with minimum direction. Location at Middlebelt & Northwestern Hwy., Farmington Hills. Please reply stating experience & skills to PO Box 5278, Northville, MI. 48167

BILLING TRAINEE - Typing and aptitude for figures required. Will be trained on IBM systems 32. Call
425-5600

BIRMINGHAM MANUFACTURER
seeks alert, experienced person for diversified and exciting Receptionist, customer contact, computer & typing. Please state salary, references & availability. Box788, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM SEC'Y
A POIN NEW position open with a large stable firm. Good typing and shorthand skills required. Variety and interesting responsibilities with growth potential. Employer pays your fee. Ultra modern offices. Hurry for this choice location. Call
PERMANENT STAFF
353-0505

BOOKKEEPER
Advertising agency in Southfield needs experienced person for diversified bookkeeping position. Hours 8:30 AM - 5 PM. 358-4800, ext. 201

BOOKKEEPER Assistant - Individual to assist in retail bookkeeping department. Experience desirable, well trained. Excellent working conditions. Northwestern Hwy Orchard Lake Rd. area. 559-7870

BOOKKEEPER
Complete books thru financial statement and payroll taxes for various clients in Southfield CPA office. Full time. Experienced. 557-5257

BOOKKEEPER - Experienced, one girl office, all phases of bookkeeping, qualifications: Call Mrs. England between 10AM-2PM. 651-4343

BOOKKEEPER
Experienced payroll, accounts payable & receivable. Oak Park area.
543-7200

BOOKKEEPER for progressive expanding Manufacturing firm located in Farmington. Liberal fringe benefits and pleasant working conditions. Call Mr. Moore, Smith & Dale, recruiting for our Client. 354-0350

BOOKKEEPER
Full time for Nursing Home in Farmington.
476-8300

BOOKKEEPER
Full charge through P & L. Must be able to handle all office accounting functions. Good typing skills a 'must'. IBM 5102 and/or 5104 experience a 'plus'. For interview contact Ms. Hayes. 478-1205

BOOKKEEPER, full charge with computer experience or willing to learn, I-75 - 10 Mile Rd. area. Call Cheryl
398-5020

BOOKKEEPER, part time, approx. 24 hours for industrial distributor, Redford Twp area. Experience thru trial balance; financial reports a plus.
537-3316

BOOKKEEPER'S ASSISTANT and general office work. Must be good typist. 10 Mile and Southfield area. Salary negotiable. Mrs Turkal. 557-9393

BOOKKEEPER SECRETARY
for president of large franchise concern. Skilled through trial balance, shorthand desirable, needs self-motivated, versatile individual. Resume only to Dino's Inc. P. O. Box 505. Garden City, Mich. 48135.

BOOKKEEPER - we need someone with accounts receivable and accounts payable experience who would like to advance to general ledger and trial balance. Salary commensurate with experience. For appointment call
353-1424

BORED
Try the Film Business
Intelligent junior person. Good typing essential. No experience necessary. Hard work, poor pay, but crazy style. Expanding company with good opportunities for the productive and ambitious. 9 Mile, Greenfield area.
968-3350

BUILDER'S OFFICE needs diversified worker. Pleasant phone manner, typing, light bookkeeping, full time, 8:30 to 5 PM. Farmington Hills area. 553-5600

BUSY PUBLIC relations firm in Troy offices needs secretary. Require good typing skills and ability to creatively perform under pressure from a variety of different directors. $700 monthly to start, prefer resident of area. 362-2750

CLERICAL POSITION.
Insurance Agency in Troy
call Ann Houser at
879-5000

504 Help Wanted Office-Clerical

TRANSCRIBING TYPIST
Part Time or Full Time
Our Southfield Office has openings available for experienced transcribing typists. Hours are flexible and can be tailored to meet your availability.
Typing speed of 50 w.p.m. excellent spelling and grammar are essential.
Positions offer paid vacation, holiday pay, group health and life insurance, and retirement benefits.
CONTACT MISS MORRISON
EMPLOYERS INSURANCE OF WAUSAU
352-1500
An equal opportunity employer

PART-TIME TELLERS, TYPISTS, SECRETARIES, CLERKS
National Bank of Detroit will be interviewing at Eastland Center for part-time tellers and other part and full-time positions such as typists, secretaries and clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at Eastland Center, lower concourse - Auditorium, Friday, May 18, between 10 a.m. and 3 p.m.
NATIONAL BANK OF DETROIT
NBD
An Equal Opportunity Employer M.F.
We Employ the Handicapped

504 Help Wanted Office-Clerical

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

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. Apply at Credit Thrift, 5072 Rochester Rd., Troy.
An Equal Opportunity Employer

CHALLENGING POSITION for dependable well organized secretary. Detail and figure aptitude, must work well under pressure, typing 60 WPM, shorthand 80, send resume to J.M. Copeland, Mutual of New York, 3281 W. Big Beaver, Troy, Mi 48084.
An Equal Opportunity Employer

CLERICAL ASSISTANT & REPORT EDITOR
General office duties plus editing reports & typing (no dictation). 9 Mile/Lahser area. Please call Betty for appointment.
353-3203

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

CLERICAL POSITION
Established firm in Ypsilanti has full time position available. Duties include typing, filing, and other diversified office duties, pleasant phone manner.m. Call Mr. Neubacher at: 483-6503 for an appointment.
Smith Furniture Co.

CLERICAL WORK, part time, 8:30AM to 12:30PM, Mon. Thru Fri. experienced please. Creo Manufacturing, 12245 Wormer, Plymouth Rd., Telegraph

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

CLERK NEEDED half day, 5 days, must type. Some driving. Lease and rental experience helpful. Please call Ms. Nowak at 525-0900
Armstrong Bank Opel Inc.
30500 Plymouth Rd.

CLERKS PART TIME
We need an accounts receivable & order processing clerk to help us on a part time, on-call basis, at our west side office located at Greenfield & Jeffries Expressway. Should have experience & be available from 7:30 AM- 5PM several days a week as needed. Please call after 10 AM 961-2242, ext 243
Equal Opportunity Employer M/F

CLERK-TYPIST
One girl office, Farmington, light typing, and many phones, full benefit. Contact Jim DeLee. 474-7040

CLERK/TYPIST, pleasant, capable, mature woman, 20 to 24 hours per week, good working conditions, Industrial Distributor, N.W. Detroit. 537-3315

Clerk Typist
START OFF RIGHT!
with this interesting, entry-level opening at one of America's leading, aggressive insurance companies. We are seeking someone with good typing skills and the ability to handle a variety of important responsibilities. We offer a good starting salary and excellent company benefits in our convenient attractive office. Please call Dick Northway (313) 358-1290.

Mutual Benefit Life
Equal Opportunity Employer M/F

Closing Secretary
NEEDED. Real Estate experience helpful but not necessary. Good aptitude for figures and typing are essential. Troy Area. Call Mrs. Skubic.
643-9455

504 Help Wanted Office-Clerical

COLLEGE STUDENTS
HIGH SCHOOL GRADS
TEACHERS
Make money working temporary positions during the summer. Long and short term assignments. Call Diana for more information

TYPISTS	CLERKS
SECRETARIES	KEYPUNCH

TEMPORARY STAFF TROY
524-1750

CRT OPERATOR, Typist, day and evening shift, 40 hour week, 50 WPM, required. Top pay. Southfield Area. Call Monday thru Friday 9 to 5 PM 424-8770

CUSTOMER SERVICE/ORDER Department, mature, responsible person needed in rapidly growing company. Detail work with good math aptitude. Typing 55 WPM. Pleasant voice needed for telephone contact. Excellent benefits. Southfield area. For appointment call 353-2020

DENTAL RECEPTIONIST- Full time in Fisher Building in Detroit. Certified dental assistant with experience preferred. Must be neat, personable, mature, responsible and have good background in bookkeeping and typing would be plus for qualified person. Apply at: 22605 Heslip Dr. Novi
E. of Novi Rd.
N. of 9 Mile

DENTAL RECEPTIONIST needed, includes weekends, exeprience preferred, Livonia area. Call Ann Long 937-1814

GENERAL OFFICE -
Typing, filing, telephones, etc.
Livonia area. 525-0710

GENERAL OFFICE and warranty clerk for car dealership in Livonia, experience helpful but not necessary.
525-5000

GENERAL OFFICE CLERICAL. Full time position, 8 AM-5PM. Ask for Mrs. Oades. BS Electronics, 34443 Schoolcraft, Livonia. 525-1155

GENERAL OFFICE help, sharp person for various work responsibilities. No typing or experience necessary. Apply Altar, 21121 Telegraph, Southfield.

GENERAL OFFICE - typing abilities required. Must live in western Wayne County. Starting at $4.00 per hour plus benefits. Call Linda Clark after 9AM. 522-6668

GENERAL OFFICE
PART TIME
Permanent part time position available for someone who works well with numbers and is familiar with the use of a 10 key adder; dependability is very important and you must be bondable. Ideal for a housewife looking for part time work while her children are in school Oak Park location. Call Mr. D'Agostino after 10AM at 548-2020, ext. 54

IBM SYSTEM 6 - Operator, experienced, beautiful suburban legal office, salary open, fee paid

SECRETARY - for automotive account large ad agency. Detailed oriented, good typing, shorthand & ability international travel arrangements $12,000, fee paid.

GENERAL OFFICE - type for salesman, some bookkeeping & phone work, $750, fee paid.

STENOS - employee relations ,recruiting & interviewing, typing 60 WPM, shorthand 80, $800, fee paid.

LOIS RAY PERSONNEL
559-0560

IMMEDIATE OPENING, secretarial position. Birmingham Insurance Agency. Full time or permanent part time. Salary based on experience Send resume or letter to Ann Rea, P.O. Box 1743, Birmingham, Mich 48011.

Inside Sales Rep.
Progressive Livonia company looking for someone with personal line insurance experience. Should know how to rate, sell, and service. Salary to $12,000. Full benefits, beautiful offices. Free Parking.
PERMANENT STAFF 522-4210

INSURANCE AGENCY needs full time employee, insurance experience, typing, some shorthand and light bookkeeping. 645-1200

INSURANCE AGENCY secretary/underwriter. Insurance experience necessary. Apply in person. Professional Insurance Assoc 3028 S. Wayne Rd.

INSURANCE SECRETARY, full or part time. Responsible, mature person needed. Pay commensurate with experience. 538-5577

LEGAL SECRETARY - Mature, experienced, part time now, full time possible later. Salary commensurate with experience. 355-5255

LEGAL SECRETARY - either full or part time, must be experienced Excellent opportunity and salary. Town Center Bldg. 358-5650

504 Help Wanted Office-Clerical

FULL TIME POSITION for responsible person with payroll and personnel knowledge. Good typing skills required. Office located American Center, Southfield. Fringes. Call Vickie 353-0250

FULL TIME SECRETARY
needed for Bloomfield Hills. Typing, filing & light bookkeeping. Call Mr. Stevens 557-5218

GENERAL OFFICE person to work retail counter & light bookkeeping. Birmingham area, call 644-6188

GENERAL OFFICE WORK
Typing required, experienced preferred. Full time. Call for appointment. 722-1400

GENERAL OFFICE, Part time. Must type. Variable hours including some weekends. Apply Monday thru Friday, 9 AM to 4 PM. Arnold Nursing Home, 18529 W. 7 Mile.

GENERAL OFFICE
Must have good clerical skills, and ability to follow procedures for accurate processing of detailed work. Background in bookkeeping and typing would be plus for qualified person.
Apply at: 22605 Heslip Dr. Novi
E. of Novi Rd.
N. of 9 Mile

GENERAL OFFICE - includes weekends, exeprience preferred, Livonia area. Call Ann Long 937-1814

GENERAL OFFICE -
Typing, filing, telephones, etc.
Livonia area. 525-0710

GENERAL OFFICE and warranty clerk for car dealership in Livonia, experience helpful but not necessary.
525-5000

GENERAL OFFICE CLERICAL. Full time position, 8 AM-5PM. Ask for Mrs. Oades. BS Electronics, 34443 Schoolcraft, Livonia. 525-1155

GENERAL OFFICE help, sharp person for various work responsibilities. No typing or experience necessary. Apply Altar, 21121 Telegraph, Southfield.

GENERAL OFFICE - typing abilities required. Must live in western Wayne County. Starting at $4.00 per hour plus benefits. Call Linda Clark after 9AM. 522-6668

GENERAL OFFICE
PART TIME
Permanent part time position available for someone who works well with numbers and is familiar with the use of a 10 key adder; dependability is very important and you must be bondable. Ideal for a housewife looking for part time work while her children are in school Oak Park location. Call Mr. D'Agostino after 10AM at 548-2020, ext. 54

IBM SYSTEM 6 - Operator, experienced, beautiful suburban legal office, salary open, fee paid

SECRETARY - for automotive account large ad agency. Detailed oriented, good typing, shorthand & ability international travel arrangements $12,000, fee paid.

GENERAL OFFICE - type for salesman, some bookkeeping & phone work, $750, fee paid.

STENOS - employee relations ,recruiting & interviewing, typing 60 WPM, shorthand 80, $800, fee paid.

LOIS RAY PERSONNEL
559-0560

IMMEDIATE OPENING, secretarial position. Birmingham Insurance Agency. Full time or permanent part time. Salary based on experience Send resume or letter to Ann Rea, P.O. Box 1743, Birmingham, Mich 48011.

Inside Sales Rep.
Progressive Livonia company looking for someone with personal line insurance experience. Should know how to rate, sell, and service. Salary to $12,000. Full benefits, beautiful offices. Free Parking.
PERMANENT STAFF 522-4210

INSURANCE AGENCY needs full time employee, insurance experience, typing, some shorthand and light bookkeeping. 645-1200

INSURANCE AGENCY secretary/underwriter. Insurance experience necessary. Apply in person. Professional Insurance Assoc 3028 S. Wayne Rd.

INSURANCE SECRETARY, full or part time. Responsible, mature person needed. Pay commensurate with experience. 538-5577

LEGAL SECRETARY - Mature, experienced, part time now, full time possible later. Salary commensurate with experience. 355-5255

LEGAL SECRETARY - either full or part time, must be experienced Excellent opportunity and salary. Town Center Bldg. 358-5650

504 Help Wanted Office-Clerical

GERMAN, FRENCH, or ITALIAN CLERK
Our organization, one of the largest and most prominent world wide associations, is seeking a Bi-lingual clerk. The ideal candidate will have a good math aptitude, accurate typing ability, and an excellent phone manner.
We offer a competitive salary and fringe benefit package to the successful candidate. If interested, please call or write, Debbie Dungey.
355-9300, ext. 283
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Highway
Southfield, Michigan 48037
FTD
An Equal Opportunity Employer

Billing Clerks & Secretaries
UNIVERSITY OF MICHIGAN MEDICAL CAMPUS
DEPARTMENT OF THE MEDICAL SERVICE PLANS
The Medical Service Plans of the University of Michigan are Physicians billing units within the Medical Campus. A variety of full time positions are available for entry level billing clerks and secretaries.
Positions are also available for persons possessing previous billing experience, secretarial skills and technical typing ability.
Salary commensurate with experience in addition to an excellent benefit program. Candidates should contact:
Employment Representative
UNIVERSITY OF MICHIGAN
HOSPITAL
Room 2260 HPPB, Box 46
1405 East Ann Street
Ann Arbor, MI 48109
(313) 764-6152
A Non-Discriminatory, Affirmative Action Employer
University of Michigan Hospitals