502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Busy dentist needs person to work in all phases of assisting, experience necessary.
FEE PAID.
Dr. Personnel
569-5254

DENTAL HYGIENIST, part time, Middlebelt and Cherryhill. 721-3022

DENTAL HYGIENIST
Hygienist needed part time. General practice. No evenings or Saturday. Redford area. Call 535-1198

DENTAL RECEPTIONIST, full time, experienced preferred, pegboard, insurance forms. Garden City. 425-9130

DENTAL RECEPTIONIST
West Bloomfield, aggressive and mature. Must be experienced, 4½ days, benefits. Salary commensurate with credentials. For interview, call 851-2242

Director of Nursing Service

Experienced preferred. Resumes being considered thru June 18, 1979

Salary negotiable.
Excellent fringe benefits.
The very finest of working conditions in a 180 bed skilled nursing facility. Mail resume to:
Director of Nursing,
21411 Civic Center Dr., Suite 205,
Southfield, 48076

DOCTORS' OFFICE - TROY
Receptionist full time. Medical background not necessary. Similar experience will qualify. Individual should have some secretarial and organizational skills, be responsible and mature. Pleasant office and good benefits. Send resume to Box 966: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTORS RECEPTIONIST
For Ophthalmology office. Excellent position for second Receptionist. Insurance, light typing. Very generous benefits and raises. Paid uniforms, bonuses and etc.

MEDICAL ASSISTANTS
3 fine openings in busy suburban clinic to assist Allergist, Cardiologist, or Orthopedic Specialists. Assisting experience, VPS, INJS, etc. Fine hours, no Saturdays. Salary good, plus bonus.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-6558.

DR'S ASSISTANT
Position open for a GP in Garden City
Call between 12-2PM
538-1910

EXPERIENCED dental assistant for modern Westland practice, full time. 422-5560

EXPERIENCED dental assistant wanted for progressive dental practice. 4 day work week, benefits. Redford area. 532-2100

EXPERIENCED medical assistant, full time afternoons. Must have knowledge in EKG and X-ray. A challenging position in an expanding internal medicine department. Good pay and benefits. Call Dee at 591-0440

FULL TIME Dental assistant wanted Endodontic office. No experience necessary. 553-2828

FULL TIME X-Ray Technician for small clinic, Livonia area. 425-2140

LPN wanted for pediatrician's office in Garden City, part time. Must give references. 522-1270

502 Help Wanted Dental-Medical

GENTLE chairside assistant, mature. Full or part time. Experience not necessary. 4 days, 9AM-5PM. Write: Dr. Wm. Winokur, 20180 W. 12 Mile, Southfield, Mich. 48076

HYGIENIST - 1 day, ½ day Saturday, Farmington Hills. 553-3171

INSURANCE BILLER
TO $14,000
Minimum 3 years front office. Expertise and a flair for organization are needed for top position with Farmington area clinic.
COMPUTERIZED
PERSONNEL SERVICES INC.
MERRIMAN AT 7 MILE
476-0760

LABORATORY TECH.
Hemotologist-Internist office
Excellent Salary-Benefits
9Mile-N'Western Hwy Area
559-8660

LIVE-INS-COMPANIONS
PUT a ray of sunshine in your life, a smile on someone's face, and know you're appreciated! Serve with the Personalized Home Care People.
QUALITY CARE
643-0311 274-2309

LPN - with secretarial skills, full time employment, Med Call 559-8090

L.P.N. care of female invalid. Excellent wages. 4 days, permanent job. Farmington Hills. After 6 PM: 474-8832

MATURE medical receptionist, must be able to type, experience not necessary, will train.

MEDICAL ASSISTANT. Troy Dr's. office. Must have billing & typing experience. References necessary. 643-4646

MEDICAL ASSISTANT
Full time for Livonia MD. Experience preferred. 437-6700

MEDICAL ASSISTANT
Experienced in lab work.
Birmingham office.
Call 647-4420

MEDICAL ASSISTANT wanted for Allergist Office in Farmington Hills. Lab experience necessary. Must know Differential test. 851-6655

MEDICAL ASSISTANT

Rochester area.
851-2800

MEDICAL ASSISTANT. Experienced, must know EKG, Vena-puncture. Part time, 12 until 6 pm. 3 - 4 days a week. Southfield. Call Anne 358-2744

MEDICAL ASST for family practice office. Must type. Southfield 557-8866

MEDICAL OFFICE ASSISTANT
Experienced in BC/BS, EKG, Venapuncture, to start July 1 in new practice. References. 644-2234

MEDICAL RECEPTIONIST
For Farmington Hills Allergy office. Good pay for mature, experienced lady. visual 553-0008

MEDICAL RECEPTIONIST
FOR Ob/Gyn office, experience necessary. Bloomfield Hills Area.
335-9207

MEDICAL RECEPTIONIST Billing Clerk - Southfield. Typing required, will train. Call 10-4; Monday & Tuesday only. 559-3063

MEDICAL RECEPTIONIST. Experience preferred but will train suitable person. Must type. Office located W. 7 Mile Rd. between Wyoming & Meyers. Send resume to: Box 946, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST for Dermatologist, Sterling Heights-Troy. Secretarial, bookkeeping, General Medical office experience preferred. Excellent pay & benefits. Send Resume to: Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

MEDICAL SECRETARY, experienced, dictaphone, shorthand helpful but not essential. 9-5 weekdays, benefits. 8 Mile/Grand River area. 478-7733

MEDICAL-Surgical-Insurance-Billing-position available part time. Must be thoroughly experienced with Blue Cross, Medicare & private insurances. For interview phone 533-0320 or 348-3764

MEDICAL TRANSCRIPTIONIST
Expanding firm has openings on all shifts for experienced people to type O/R, D/S, H & P reports. Exceptional earnings, fringes and bonus.
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

MED TECH
2 year Med Tech for medical doctors office. Mon., Wed., Fri., 11am-5pm. Southfield area. Call mornings 355-5840

Mental Health
Workers
Females preferred
For Midnight Shift
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

NURSE
AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for mid-nights.
EARN $2.95 - $3.60 HR.
APPLY NOW
HENDRY
Convalescent Center
195 Hagerty, Plymouth
455-0510

NURSE AIDES
Full Time, All Shifts,
Apply in person
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile

NURSE AIDES
We are offering a course for nurse aides and orderlies. Our program is free of charge and we will place you where and where you want to work after training. Call us about the many benefits and opportunities.
QUALITY CARE
643-0311
An Equal Opportunity Employer

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

NURSE or medical assistant for Troy medical office, part time. Respond to P.O. Box 1181, Troy, Mich. 48084

NURSES - All shifts, full or part time, four hour shift available on days & afternoons. Call Hendry Convalescent Center. 455-0510

NURSES - RN'S, LPN'S & GN'S, needed part time & full time, day shift, competitive salary & benefits, excellent geriatric facility.
Experienced secretary ward clerk, needed for Director of Nursing, typing required, very pleasant working conditions. Apply Oak Hill Nursing Home, 34225 Grand River, Farmington or call Personnel 477-7373

PART TIME medical assistant for orthopedic office in Southfield. 2½ days per week, experience helpful, salary negotiable.

PART TIME Phone Receptionist needed for busy Garden City Clinic. Hours 2pm-5pm, Tuesday & Thursday, 1pm-5pm, Monday, Wednesday, Friday. Call Janet for interview, 421-7478

PERSONNEL
CONSULTANT
Great job for people oriented individual with good medical background. Excellent earning potential.
COMPUTERIZED
PERSONNEL SERVICES, INC
Merriman at 7 Mile
476-0760

PHARMACY POSITION
opening soon for appliance fitter, full/part-time, must have pharmacy experience. Apply in person only: Garden City Medical Center Prescriptions, 6033 Middle Belt Road, Garden City.

RECEPTIONIST for Internist office. Southfield area. Typing essential. Experience preferred. No evenings. Corporate benefits. 357-1254

RECEPTIONIST - part time for large medical office in Livonia-Plymouth area. Ask for Mr. Muir. 464-8900

Recreation
Therapist
For Psychiatric Hospital.
Degree required.
Mrs Ettinger
474-3500 Ext 18

Registered Nurses
Supervisory and Staff positions available on both day and midnight shifts. Full time, psychiatric experience preferred. Apply
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RN
Livonia area convalescent center offers day hours and excellent benefit package.
COMPUTERIZED
PERSONNEL SERVICES, INC.
Merriman at 7 Mile
476-0760

RN - LPN, full and part time, call for appointment. Cambridge Nursing Center East, 585-7910

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

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

RN-LPN Positions available, all shifts. Part time relief or full time positions. Excellent benefits. Professional upgrading as needed.
Cambridge Nursing Center North,
535 No. Main, Clawson 625-3230

502 Help Wanted Dental-Medical

RN'S-LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
RN'S-TO $80 Per Shift
LPN'S-TO $70 Per Shift
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL
PERSONNEL
POOL
Bimfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RNs & LPNs
Full & Part time positions available on all shifts. Excellent benefits, Education reimbursement plan. No rotation. Contact Nursing office 569-3500 Ext. 315 Southfield Rehabilitation Center, 22401 Foster Winter Dr. Southfield Mich.

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

RNS & LPNS
Full, Also All Shifts. Starting salary, LPN $64 per shift.
RN $80 per shift.
WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grand River & 8 Mile
476-8300

RN'S, LPN'S
YOU're not "just another Nurse" With us, you're a specialized person with a specialized agency, receiving top pay.
QUALITY CARE
643-0311
An Equal Opportunity Employer

RN'S-LPN'S
You're not "Just Another Nurse". With us, you're a specialized person with a specialized agency.
QUALITY CARE
643-0311
An Equal Opportunity Employer

RN SUPERVISOR
3PM-11PM SHIFT
Full time position available for experienced responsible person with E&G. Challenging career opportunity in a progressive Southfield non-profit 100 bed long term care facility. Full benefits with salary range, $14,560-$15,000.

LPN-$45, per day, part time, 3PM-11PM, shift. For more information contact Mrs. Harris, Jewish Home for the Aged, 9AM-5PM. 352-2336

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

SUPER WOMAN
For dental office manager. Familiar with insurance. Excellent opportunity for mature, qualified woman. 534-6685 or 352-6857

TECHNICIAN, Summer job for University student, bio-chemical Eye research, $2.90 per hour.
Oakland University, 377-2395

TRAINED Medical Assistant for busy Livonia Pediatric office, must do CBCs and injections.

VETERINARY Hospital is looking for capable individual to fill full time position as Ward Nurse or Technician. All shifts available. Health benefits. Apply in person at Wescott Hospital, 34425 Grand River, Redford

WOMAN WANTED for Livonia physician's office, preferably with experience in office procedures. Some typing, able to learn some lab work, do insurance forms. 477-3310

X-RAY TECHNICIAN - registered, needed part time for small clinic. Warren, Southfield Rd. area. Call Denise, weekdays between 10-3pm 271-7805

X-RAY technician for Orthopedic office, part time, no nights or weekends. Excellent salary. Reply to Box 838, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY
TECHNICIAN
VACATION REPLACEMENT
Our small suburban hospital is currently seeking an X-Ray Technician to work throughout the Summer as a vacation replacement for our day and afternoon shift. If you are interested in working during the Summer in our X-Ray department, please call the Personnel Department.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

X-RAY/ULTRA SOUND
Ideal opportunity for the experience Tech. Nice hours and benefits.
COMPUTERIZED
PERSONNEL SERVICES, INC.
Merriman at 7 Mile
476-0760

YOUNG MEDICAL Secretary with experience in dictaphone, medical terminology, full time. Full fringe benefits. Monday thru Friday in Town Center, Southfield. Call 493-6116 for interview.

504 Help Wanted Office-Clerical

ACCOUNTING GENERAL OFFICE
Do you like working with numbers and faces? We need a bright, dedicated person interested in developing a career with a growing company. Bookkeeping, light typing and a lot of contact with public. This person must be able to handle detail work and varied responsibilities in pleasant working conditions. Call for appointment, Livonia 595-5665

504 Help Wanted Office-Clerical

NEW FACILITY IN ROMULUS
REQUIRES:
RECEPTIONIST
Full time position, good phone voice, typing skills, ability to meet and greet people. Experience desired but not a requirement.
SECRETARY
Full time position. Previous office experience including typing, organizational and communication skills required.
Excellent fringe benefits.
For interview, call:
FEDERAL MOGUL CORP.
PRECISION FORGED
PRODUCTS DIVISION
17000 Northville Rd.
Northville, Michigan
313-349-3410
Equal opportunity employer

504 Help Wanted Office-Clerical

ABOUT THAT
SUMMER JOB
We have openings for ALL OFFICE SKILLS.

SECRETARIES	TYPISTS
CLERKS	DATA ENTRY

Top pay for top skills. Bonus programs. Work close to home.
No Fee No Contract

LIVONIA	525-0330
CLAWSON	585-8387
ORCHARD LAKE	851-7585
DEARBORN	565-8060
OAK PARK	967-0350
FARMINGTON	478-8088

WITT
THE Temporary Help People

ACCOUNTS PAYABLE
BOOKKEEPER
Detroit based manufacturer seeks individual with 2 years exp. & 55WPM typing. Good growth potential for the right person in an automated environment. Jeffries-Wyoming area. Please call Mr. Migoski, 931-3300

CLERK TYPIST
An immediate opening exist in our Southfield office for a CLERK TYPIST. Our office will be relocating to the Novi area in the fall of 1979. The successful applicant will have good typing skills, filing skills and excellent telephone skills. Duties involve: typing sales letters, quotations, and contracts. We offer an excellent fringe benefit program and a competitive salary. You are invited to submit your resume along with previous salary history to:
Beckman Instrument, Inc.
Dept 1000
25511 Southfield Rd.,
Southfield 48075
424-8800
An Equal Opportunity Employer

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

IMMEDIATE NEEDS:
SWITCHBOARD
TYPISTS
STENOGRAPHERS
KEY PUNCH
WORD PROCESSING
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-8842

GROWING
Advertising firm needs person to start out doing general office work. Full time. $3.50 per hour. Call Penny at:
559-2591

PERSONNEL
CLERK
Need outgoing person to assist with recruiting, interviewing clerical applicants & completing various personnel related paper work.

Excellent employee benefits & promotional opportunity.

If you have office experience & typing skills call Vicki Sala for appointment. 645-2160.

LIBERTY MUTUAL
INSURANCE CO
Telegraph at 12½ Mile
An Equal Opportunity Employer

RPG II
PROGRAMMER
EXPERIENCED
System 3 model 15 experience necessary, system 32, experience helpful. Liberal employee benefits. Apply immediately:
425-5600

SECRETARY
The office of the Assistant Administrators has a position available for an experienced individual who can type 60 WPM accuracy and has dictating equipment knowledge. The typing responsibilities include graphs, charts, tables and mine. report forms.
We are looking for a flexible self-starter who enjoys both detail work and dealing with people. We have an excellent salary and fringe benefit program. Please send resume to:
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington

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

Accounts Payable
Clerk
Requirements include minimum of 3 years office experience, preferably in a manufacturing environment. We require mature self-starter with an above average numerical aptitude. Our payables are computerized and experience in this area would be a plus. Apply at:
Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

We Need
You
SWITCHBOARD OPRS.
BOOKKEEPERS
10 KEY CLERKS
TYPISTS
SECRETARIES
KEY PUNCH OPRS.
For temporary work! It offers convenient work location, top pay rates, top assignments, merit raises, bonus referral plan and paid vacations. Call or visit the office nearest you. Don't wait any longer to put those skills to work.

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

A BANK HIRING TRAINEES
Tellers to..$163wk.
Proofers to..$198wk.
Stevos & Secy's to..$12,000
Many other positions available. Most Fees paid by Employer.
Employment Center
Inc
569-1636

ACCOUNTING CLERK
Life Insurance Company located in Plymouth has opening for Clerk Typist. Figure aptitude & light typing required. Contact Mr. Love. 453-8100

ACCOUNTING CLERK
$10,000
Large suburban corporation, handle general ledger posting and varied related duties. Assist with phones and occasional typing. Excellent advancement, full benefits with dental, cost of living and educational assistance. No fee.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTING CLERK
Small quality office seeks individual experienced in the following: Accounts payable, accounts receivable, payroll, and general office skills. References required. Excellent working conditions and good benefits. Farmington Hills area. 8:30 to 5 pm.
851-8800

ACCOUNTS PAYABLE CLERK. Accurate typist, experienced in NCR bookkeeping machine helpful. Oak Park area. Phone 543-7613

ACCOUNTS PAYABLE
Troy Firm seeks mature individual having good judgement. Duties include: Accounts payable, payroll, costing, inventory control via computer. Numerical aptitude a must. Company paid fringe benefits. Call Mr. Gustafson 280-0101

ACCOUNTS PAYABLE clerk, experience required. Enjoy interesting and challenging work with growth company. Pleasant working conditions with fringe benefits. **+1 location in Town Center Bldg. in South... 356-1191 for interview.

Accounting Clerk
VLASIC FOODS INC. has an immediate opening for an Accounting Clerk who will be responsible for checking and verifying cost data from production plants.
Minimum requirements include a high school education and knowledge of accounting procedures with manufacturing costs exposure helpful. Desired traits include an above average math aptitude, dependability and pleasant attitude.
Apply or send resume to:
Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI 48033
An Equal Opportunity Employer

ADVERTISING
SECRETARY
Excellent opportunity to enter the fascinating world of advertising. Convenient suburban location. No shorthand - fast good typing. Hurry for this! Call Joanne Headley,
353-2090
SNELLING & SNELLING
PERSONNEL

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK
Experienced for posting of daily cash receipts & various related duties. Experienced with office machines is a must. Troy location. Excellent benefits. Call Mrs Aucoin 879-1920

AD AGENCY SECRETARY
Growing NW area agency needs experienced secretary with excellent typing skills and shorthand. Media experience helpful. Duties are varied in creative atmosphere with good fringes and income opportunity. For appointment call: 557-1814

Administrative Ass't
To Estate Director in Engineering-project planning and control division. Must have 10-15 years in a responsible supervisory capacity. Successful candidate will be trained in job duties which will include contract reviewing, preparation of monthly division reports, maintenance of division records. Staff coordination, etc. Salary is commensurate with experience and ability with a minimum of $13,000 per year and full company benefits. For consideration, please send resume to
Johnson & Anderson, Inc.
PO Box 1166, Pontiac, MI 48056
Mrs. Patricia Andrick, 313-334-9901
Equal Opportunity Employer M/F

ADMINISTRATIVE
ASSISTANT
Person with strong accounting experience who is interested in reporting to division president as "Gal Friday". Good typing skills required, but will less than 25% of job. Administrative skills & backup to senior accounting clerk are major responsibilities. Highly responsible position requiring good judgement and confidentiality.
Send resume to:
Twin Pane Division
31251 Industrial Rd.
Livonia, Mi., 48150

ADM. ASSISTANT
$11,700 TO START
Secretarial skills qualifies you for executive position with private office which involves public relations, research project, coordinating speaking engagements, decision making and be an accurate typist. Dictaphone experience helpful. Paid Blue Cross and other fringe benefits. Send resume, which is to include desired rate of pay, to Box 960 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Career Secretary
Should have experience in Real Estate office. Skills required, typing, letter construction, shorthand preferred but optional. Must be well organized. Salary position with benefits.
Durso 255-5212

CASHIER
Automobile dealership. Must be good with figures. See Norm Finch.
COLONY
CHRYSLER PLYMOUTH
111 W. Ann Arbor Rd.
Plymouth

CLERICAL - Apartment Management office. Typing, telephone, some accounts payable experience. Southfield area. Call 9am-5pm. 569-0756

CLERICAL
Large expanding Southfield based multi-line insurance agency is seeking experience help. Bookkeeping helpful. Good starting salary, fringe benefits and advancement.
NISE INC.
569-6464

CLERICAL - PART TIME
Large distributor needs individual to run copy machine as well as order literature. 532-5000

CLERICAL TEMPORARY job openings in all Metropolitan areas. Call TLC Temporary Staff, Inc. 384-4730

CLERICAL - Typing, filing, general office. Mature person. Permanent. 25 hours week. Apply 960 E. Maple, Suite 120, Birmingham

CLERK needed for membership department of large community agency. Some typing. Call Jodie Sandstead 661-1000 ext. 168

CLERK-TYPIST
No experience necessary. Entry level typist positions open. Southfield area. $540 WPM benefits. $135-$155 per week. OUR FEE IS EMPLOYER PAID
Call Ann Jaworski, 532-4330.
TLC PERSONNEL

504 Help Wanted Office-Clerical

BOOKKEEPER
Automobile dealership experience necessary. Salary open. Blue Cross/Blue Shield. Include dental and vision care.
BOB JEANNOTTE
PONTIAC
874 W. Ann Arbor Rd.
Plymouth
453-2500 963-7192

BOOKKEEPER NEEDED part time for Vet Hospital. Morning or early afternoons. Good benefits, salary negotiable. Must be mature individual with previous experience. Send resume to: Box 1000, 34425 Grand River, Redford.

BOOKKEEPER/SECRETARY
Desirable full time position with photographer in Troy near Maple Rd. Non-smokers only. Call 559-7870

BOOKKEEPER-SECRETARY - pegboard, payroll, all taxes, trial balance. Typing, shorthand or speed writing. Full or part time. Benefits. 3 girl office. Farmington Area. Call eves. 477-7411

BOOKKEEPER
Work in a Southfield CPA office on several sets of books. Duties include payroll and sales taxes, ledgers thru financial statement. 557-5757

BOOKKEEPER
Experience necessary. Farmington area. Contact 554-0044

BUILDERS office in Farmington Hills needs clerk-typist with pleasant telephone manner, previous office experience preferred. Call 626-0350

BUSY PROPERTY MANAGEMENT AND LAW OFFICE NEEDS CLERICAL HELP. VERY DIVERSIFIED JOB DUTIES. MUST BE INTELLIGENT, ACCURATE WITH NUMBERS HAVE GOOD TYPING, FILING & TELEPHONE ANSWERING SKILLS. MUST BE WILLING TO WORK.
CALL 10 AM-NOON ONLY
358-0455

CAREER MINDED Executive Secretary for rapid growing concern. Must be able to handle phone calls and be an accurate typist. Dictaphone experience helpful. Paid Blue Cross and other fringe benefits. Send resume, which is to include desired rate of pay, to Box 960 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK - Sales Department. Must type 50 WPM accurate and have general knowledge of office machines and phones. Filing and record keeping. Good fringe benefits. Apply between 8 AM. and 4 PM., 33106 W. 8 Mile, Farmington, Michigan.
An Equal Opportunity Employer

CLERK TYPIST - accounts payable clerk, accurate with figures, typing required, 8:30am - 5:00 pm. Paid vacation, insurance. 444-1840
An Equal Opportunity Employer

CLERK TYPIST
ENTRY LEVEL
Responsibilities include: typing and clerical work in a variety of assignments. Typing required: 35-45 wpm. Excellent benefits. Apply personnel department. 9-11 AM.
MANUFACTURES BANK
OF SOUTHFIELD
29201 Telegraph
Southfield
Equal Opportunity Employer M/F/H

CLERK-TYPIST
Good typing, phone, filing & Math skills. Troy - Parts & Manufacturing Firm in Troy. Part or Full time. 362-4055

CLERK TYPIST
Life Insurance Company located in Plymouth has opening for Clerk Typist. Good Typing Skills & Figure Aptitude required. Excellent benefit package. Contact Mr. Love. 453-8100

CLERK TYPIST
Must be accurate. Must type 60 WPM. For Title Company in the Westland area. Call for appointment. 425-3010

COLLECTION DEPARTMENT needs capable person to take charge of outstanding accounts receivable.
Birmingham Area. 644-6500

COLLEGE
STUDENTS
&
TEACHERS
If you can Type, take Shorthand or do General Clerical work
OLSTEN'S
Has Jobs available in both Downtown & Suburban areas.
For More Information
Call
557-7711
OLSTEN'S
Temporary Service

COMPUTER PROGRAMMER/D.P. MGR. - IBM System 32 & 34, RPG II, experience necessary, manufacturing background preferred. Perfection Automotive. 591-4111, ext. 7

CONFIDENTIAL MEDICAL Secretary wanted for Manager of Farmington Hills Laboratory. Typing & Shorthand required, familiarity with medical terminology helpful. Salary dependent on experience and skills. Call Dr. Noonan, 478-4474

COST CLERK
Accounting background with some cost experience helpful. Salary based on experience.
Pyles Industries
28990 WIXOM RD.-WIXOM
349-5500
An Equal Opportunity Employer

CRT OPERATOR
Surety Federal Savings of Southfield has immediate opening for CRT OPERATOR in the loan servicing department. Experience preferred. Excellent salary and fringe benefits. For appointment call:
CHRISTINE WATTERWORTH
353-3010
An Equal Opportunity Employer

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

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:
353-3299

504 Help Wanted Office-Clerical

TYPIST
FULL TIME
Accuracy
more than speed
preferred.
Apply Ms. Hubbard,
Central Accounting,
Second Floor
TEL TWELVE MALL
12 Mile-Telegraph, Southfield
MONTGOMERY
WARD
An Equal Opportunity & Affirmative Action Employer

TELLERS
Michigan's largest savings & loan association has Teller positions available at office locations listed below: The candidates must have ability to meet the public and be accurate with figures. Positions offer excellent working conditions and competitive salary and benefits.
Office Locations:
Redford-Grand River at McNichols
Southfield-10 Mile, West of Telegraph
Dearborn-Michigan Ave., East of Telegraph
Full and Part time*
Livonia-Plymouth at Merriman
Plymouth-Main & Penniman
Part Time*
Canton Twp.-Ford Rd. & Haggerty
Full time and part time * Teller Pool positions also available.
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