Help Wanted

502 Help Wanted Dental-Medical

RECEPTIONIST for N.W. Suburban veterinary outpatient clinic. Mature individual capable of accepting responsibility. Experience not necessary. Send resume to: 43377 Grand River, Novi, Mi. 48050

REGISTERED NURSES
We are currently seeking Registered Nurses to fill the following positions:
Emergency Room, days,
10 hours per week
Special care unit,
afternoons, 24 hours per week
In-patient, nights,
36 hours per week
Supervision, midnights,
8 hours per week
Supervision vacation replacement, rotating shifts.
If you are interested in becoming a part of our dynamic and growing team please call Personnel for more information.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6600, ext. 286
An Equal Opportunity Employer

RN & LPN
Explore with us the opportunity of a future 12 hour shift. Work 3 days, enjoy 4 days in pursuit of your other activities, immediate advancement, great benefits.
RN 11-7 Full Time
LPN 11-7 Full Time
LPN 3-11 Part Time
Every other weekend
LPN 7-3 Part Time
Every other weekend
-No shift rotation
-No overlapping of shifts
-No rotation of unit assignments
-6% Differential for evening shift

NEW POTENTIAL RN graduate applicates welcome at a salary midway between RN & LPN level, pending successful passage of the state board examination. Apply: Kern Hospital, 21230 Dequindre, Warren.

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
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL PERSONNEL POOL
Bimlid/Pontiac 334-9220
Detroit/Wind. 569-1950

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

RN'S, LPN'S & Nurses aides needed. Applications now being accepted for all shifts. Apply in person, Dixie Nursing Home, 43832 Michigan Avenue, Canton.

RN's
Needed at Northville Regional Psychiatric Hospital. 315.74 to $19.63.
Michigan Civil Service benefits. Please contact Mrs. Nelson
349-1800 ext.231
An Equal Opportunity Employer

WANTED DENTAL ASST
Experienced preferred
Livonia area
All fringe benefits
Call 427-8111

WANTED: One mature office manager/receptionist for dental office. Must have experience in this type of work and knowledge of peg board, insurance forms, & billing. Southfield location. Mon., Tues., Wed., Fri. - half day Sat.
557-1200

X-RAY TECHNICIAN
Part time. Flexible hours for busy Garden City clinic. Call Janet for interview.
421-7478

504 Help Wanted Office-Clerical

CLERK/TYPISTS
Like Social work? Want a job in your city? Birmingham office of major insurance company seeking typists with speed, accuracy, good clerical skills & research ability for projects in its Business Sales & Loss Prevention assignments. Call Ginny Liddane, at 645-2700, Ext 324 for further information.
LIBERTY MUTUAL INSURANCE CO
Telegraph at 12½ Mile
Equal Opportunity Employer M/F

PRUDENTIAL
We currently have 2 openings for secretaries. Shorthand desired, typing 55 60WPM. Permanent employment, pleasant working conditions. Excellent office facilities. Located in Southfield. 5 day week, paid vacations, excellent employee benefits. Please call for interview.
557-5000
Equal Opportunity Employer M/F

A BANK HIRING TRAINEES
Tellers, to $183wk.
Clerk Typist to $189wk.
Senior Clerk to $212.60wk.
Many other positions available. Most Fees paid by Employer
Employment Center Inc
569-1636

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.
Fee No Contract
LIVONIA 525-0550
CLARKSON 583-6287
WEST BLOOMFIELD 681-7683
DEARBORN 565-8060
OAK PARK 967-0338
WITT
THE Temporary Help People

ACCOUNTING CLERK
Full time entry level position. Adding machine and typing a must, will learn computer input. Benefits. Grand River and Drake Rd. Call Janet 478-8700

EXPERIENCED BOOKKEEPER
Must be a good typist.
Southfield area
557-8010

EXPERIENCED: Full time general office clerk. Apply in person, Charter Township of Plymouth. 43350 Ann Arbor Rd., Plymouth.

EXPERIENCED Legal Secretary for General Practice in Wayne, Westland Firm. Salary commensurate with experience. Call Mr. Unwin 729-2500

504 Help Wanted Office-Clerical

Accounting Clerk
Cover the financial field from operations to inventory and petty cash. Suburban Big Name offers promotion from within and $200-$225 start.
Call 649-4144
Your New Boss Pays Our Fee
Harriet Sorge Personnel

ACCOUNTS PAYABLE. Student preferred, for summer months to fill in for controllers secretary. Bookkeeping background helpful. Typing necessary. Apply in person: 1180 Beech Daly, Redford. Ask for Controller.

ACCOUNTS RECEIVABLE CREDIT & COLLECTION
We have position open in our accounting dept. for an individual to contact customers with past due balances, assign and check credit limits and release orders for shipment & do misc. accounts receivable work as time allows. We need individual who can be tactful yet firm in the collection effort - good manner and communication skills important. Light typing required, Troy location, excellent fringes and working environment. $150 week, contact A. Henderson at 588-2970 ext. 216
An Equal Opportunity Employer

ACTION
ACTION
Immediate openings, college students, high school grads & housewives. We have work. Typists, steno, secretaries, data clerks. Must be 18 and have transportation.
Apply Mon. thru Fri. 9-3
19500 Middlebelt, Suite 305
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080

MANPOWER
Temporary Services
World's largest
An Equal Opportunity Employer

A GOOD BOSS
Needs you immediately if you can work on your own. Suburban company, good typing, $866 month. Fee paid. Call Polly.
644-4600
SNELLING & SNELLING AGENCY

ASSISTANT office manager for large Troy legal firm. They will train you on their computer. Math aptitude a plus. Salary $800, good benefits and fee paid.

RECEPTIONIST needed for large Farmington financial institution. Work in corporate offices meeting and greeting clients. Type 60 w.p.m. Salary $825. Plus benefits and fee paid.

CLAIMS SECRETARY needed for small office in Troy. Work in very lovely offices, close to Somerset Mall. Type 70 w.p.m. Salary $800. Great benefits and fee paid.

ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-6780

ATTENTION
CLERKS
TYPISTS
BOOKKEEPERS
DATA ENTRY
SECRETARIES
All office skills needed for temporary assignments. Don't delay. Call your local KELLY office today. In addition to top pay rates, we offer top assignments, merit raises, bonus referral plan, and paid vacation. Let us put you to work the "Kelly Way".
29469 8 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
424-8100
Not An Agency-Never a Fee
KELLY SERVICES
CRT OPR.
We have position open for an individual to process returns & credits on a CRT terminal. CRT experience preferred or good typing required. Analytical aptitude important and 10 key a plus. Troy location, excellent fringes & working environment, $135 week. Contact A. Henderson at 588-2970 ext. 216
An Equal Opportunity Employer

ATTENTION
KELLY SERVICES now has a special recruiting center at Warren and Venoy Plaza. All office skills needed. Apply between 9 AM - 5 PM, beginning today.
32669 W. WARREN
GARDEN CITY
522-4025
KELLY SERVICES
"THE KELLY GIRL PEOPLE"
Equal Opportunity Employer M/F

BEAUTY SALON BOOKKEEPER
Part time, hours flexible, some typing, own transportation. Franklin area.
626-7176

BIRMINGHAM LAW OFFICE
Secretary, 1-5 PM. Light shorthand or speed writing. Parking. Will train. Call 642-0015

BOOKKEEPER - experienced, part time, to assist office manager of modern progressive company located in Birmingham. Various office duties including some phone work. Please call Mrs. Hart for appt. 644-7900

BOOKKEEPER - experienced, some secretarial skills. Southfield accounting office.
353-4343

BOOKKEEPER
EXPERIENCED
Excellent salary & benefits. Farmington area.
Send resume to Box 982, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, part time/full time, experienced, some typing required. Southfield area. Send resume to P. O. 188 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUILDER'S OFFICE - receptionist & bookkeeper, located at Telegraph & 8 Mile, experienced preferred. 366-8097

504 Help Wanted Office-Clerical

BOOKKEEPER-full charge thru trial balance, typing a must. Working hours, 11am-4pm or full time. Salary, commensurate with ability. Ask for Jim.
288-6043

BOOKKEEPER
Full time & Part time
Work in Southfield CPA office on several sets of books through pay roll & financial statements.
557-5357

BOOKKEEPER
Full charge retail accounts payable, experience required, Northwest area, beginning salary $350 - $400 per week.
559-7870

CANTON!
$10,000 PLUS
FEE PAID. Friendly atmosphere, chance for advancement, great location, and more! All with super positions. Good clerical skills a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

CANTON!
$10,000 PLUS
FEE PAID. Friendly atmosphere, chance for advancement, great location, and more! All with super positions. Good clerical skills a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

CAREER MINDED
Excellent opportunity for career minded candidate with good secretarial skills. Immediate opening with good salary while training to learn the expanding employee relocation industry. Call 541-1600, or send resume to P.O. Box 207, Royal Oak, Mi 48068.

NEED Experienced Group Health Insurance claims examiner, and also an individual with adding machine skills, aptitude for figures, and typing for General Office position. Excellent fringe benefits. Call Gail at: 967-1640

CLERICAL
Southfield professional firm is seeking a sharp beginner to handle general clerical duties. Position requires good typing and a responsible attitude. Nice location and friendly co-workers make this an ideal opportunity. Please send resume in confidence to Mr. Alston, P. O. Box 691, Southfield, Mich. 48037.
An Equal Opportunity Employer

CLERK TYPIST
Full time. Experience necessary.
Call for interview appointment.
557-7660

CLERK TYPIST
Immediate opening available in the mortgage department of our Birmingham Office at Adams & Haynes. Must type accurately minimum 45 WPM. Interested persons contact manager at
646-9340
1st Federal Savings of Detroit
An Equal Opportunity Employer

CLERK TYPIST
Immediate opening for sharp clerk typist. Full time position, competitive salary & full benefit program. We are an Equal Opportunity Employer.
Call 349-3800

CLERK TYPIST
Must have knowledge of bookkeeping to handle a portion of accounts payable. Accurate typing. Hours 8:30am-5pm. Hospitalization, paid vacation.
Wolverine Tractor & Equipment Co.
21900 W. 8 Mile
An Equal Opportunity Employer

CLERK TYPIST
MICHIGAN BANKARD
High school graduate able to handle volume. Minimum requirement of 60 words per minute. Excellent fringe benefits & salary. If interested, call:
552-3929

29410 Southfield Rd., Southfield
Equal Opportunity Employer M/F

CLERK-TYPIST. Typing 45 w.p.m. Subscription department. Troy firm. $650. Fee paid.

SECRETARY. Southfield. Typing 60 w.p.m. Shorthand 90 w.p.m. $800. Fee Paid.

PART TIME TELEX OPERATOR. 6 PM - 9 PM Experience required. $5.50 an hour. Fee paid.

LOIS RAY PERSONNEL
559-0560

CRT OPR.
We have position open for an individual to process returns & credits on a CRT terminal. CRT experience preferred or good typing required. Analytical aptitude important and 10 key a plus. Troy location, excellent fringes & working environment, $135 week. Contact A. Henderson at 588-2970 ext. 216
An Equal Opportunity Employer

Customer Service/Telephone Sales Rep
For growing Farmington Hills Mail Order Company. Detail oriented, pleasant phone personality. Light typing. One year office experience preferred. Call Miss Hatchford. 348-2965

DATA ENTRY CLERK
Assist inventory control clerk using time sharing terminal. Accurate typing a must, Plymouth area.
Call 453-2100 ext. 215.
An Equal Opportunity Employer

DATA SYSTEMS
SECRETARY
New rapidly expanding firm has just moved to beautiful suburban office. Good typing and professional attitude are key factors. Learn data word system. To $10,668.
353-2090
SNELLING & SNELLING PERSONNEL

DENTAL OFFICE:
Needs Receptionist. 8:30 AM-3:30 PM at least 3 days per week. 7 Mile - Grand River Area.
533-1888

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

GENERAL OFFICE for tool company, experienced preferred, full time. Oak Park.
543-9300 ext. 0 or 9

GENERAL OFFICE -duties consist of telephone, accurate typing, filing. Experience helpful but not necessary, full time. Mr Farber. 696-3997

GENERAL OFFICE & TYPING
Must have good English and good typing background. Also needed: Women good in fixed skills. Nine Mile - Middlebelt area. Full time only. 474-9100

GENERAL OFFICE
Person needed to do miscellaneous duties in rapidly growing Southfield firm. Typing required. Excellent benefits and opportunity for advancement. Pleasant working conditions. For appointment call
353-3299

GENERAL office work, typing required, fringe benefits, Southfield area. Call Mrs. Barron, 356-8000

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY needed by agressive sales organization in Plymouth. Excellent Secretarial skills are necessary. Pleasant working conditions, assertive personality, be able to handle all aspects of assisting corporate officer. Send resume with salary requirement to Box 201, Plymouth, 48170.

EXECUTIVE SECRETARY
Growth position with company in Positive area. Excellent shorthand and typing skills required with secretarial experience necessary. Person must be mature, responsible, and able to work well under pressure. Good advancement potential for right person. Salary commensurate with experience. Please call Maggie. 666-3500

Executive Secretary
...to department head. Good shorthand and typing skills. 1 or 2 years experience. Letter composition. Statistical typing. Purchasing assistance, and public contact. Salary $11,000 to $12,000 per year. Send resume to Personnel Office, City of Farmington Hills, 31555 11 Mile Rd., Farmington Hills, Mich 48018.
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
Immediate opening for an executive secretary reporting to Vice-President, Northwest Suburb. Three to five years related experience. Excellent salary & benefits. Send resume, in confidence, including salary requirements to: American Express, 18400 Walnut St., Southgate, MI. 48195.

EXPANDING FINANCIAL firm seeks talented individual for new Clerical office. Must be take-charge type. Typing, telephones, interviews required. Salary plus monthly bonus. High pay potential.
453-7257

EXPERIENCED LEGAL SECRETARY
Typing 60WPM, shorthand preferred. Excellent salary and fringe benefits, paid parking included. Call Mrs Merritt. 875-5688

EXPERIENCED legal secretary needed for Troy law firm on a full time basis starting in July. Good typing skills essential.
643-4444

EXPERIENCED PERSON for 1 girl office. Full or part time, must have payroll & bookkeeping experience, call for interview.
585-6930

EXPERIENCED word processing operator with general office skills for Farmington Hills office, call Marylon 851-8848

FILE CLERK
Southfield professional firm is seeking a bright individual to handle complex filing systems. This position requires a well organized, detail minded person. Friendly atmosphere, convenient location and good starting salary make this a fine opportunity for the right individual. Please send resume in confidence to Mr. Fink, P. O. Box 691, Southfield, Mich. 48037.
An Equal Opportunity Employer

FILING-CLERICAL
Detail oriented person to work in medium size office located in the Farmington Freeway Industrial Park doing filing and some clerical work. Must be neat, well organized and reliable.
477-8100
ext 231
An Equal Opportunity Employer

FINANCE CLERK
With Accounting background for growing Farmington Hills Mail Order Company. Duties include credit card transactions, purchasing, inventory control. Call Miss Ratchford, 348-2965

FRONT DESK
Position for sharp pal with experience. Call for appointment, ask for Sue
353-7030

FULL TIME clerical office position, business background with good aptitude for figures. Retail furniture store. Colonial House of Furniture, 27275 Middlebelt, Livonia.

FULL-TIME POSITION for Secretary for major Finance Company. No experience necessary. Call 548-6700
An Equal Opportunity Employer

FULL TIME RECEPTIONIST 9-4PM, photo experience desired. Apply at: King Photo Service, 19441 W. McNichols, Detroit.

GENERAL OFFICE - Position involves preparing and organizing invoices and billing clients. Opportunity to learn keypunch, accurate typing and excellent phone manner. Good organization a must. Good starting salary, profit sharing, and health insurance. Livonia area
422-8800

GROUP HEALTH-insurance claim examiner. Computerized payroll system, excellent starting salary and benefits. Southfield location. 424-8218

GROWING TRANSPORTATION firm offers interesting position with varied responsibilities. Applicant should be a self-starting individual who enjoys telephone work and has good typing and secretarial skills.
362-4200

IMMEDIATE OPENING with an expanding company in Troy for an individual with payroll experience and general accounting skills. Send resume to Box 138, Observer & Eccentric newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING in Birmingham/Southfield area for person with excellent typing skills. Knowledge of bank wire not necessary. Substantial telephone contact, some filing. Benefits Hours 9 to 5PM, Monday thru Friday.
Call Greg Stimpson 645-8177

IMMEDIATE OPENING for administrative secretary for the agency department of national company. Top shorthand & typing necessary. Pioneer National Title Insurance Co., 18700 W. 10 Mile Rd., Southfield
An Equal Opportunity Employer

INSIDE SALES Clerk. Prefer filing, limited typing and proofing experience. Back-up on telephone. Mark Parrington
476-8700

INSURANCE AGENCY, Downtown Northville, full time, typing required. Experience preferred. Good wages, pleasant surroundings. 349-1122

INSURANCE agency wants take charge gal, to deal with personal lines in Bloomfield Hills State Farm agency. Not looking for turn over type, experience preferred.
645-3818

INSURANCE office relocating to Bloomfield area seeking secretary. Experience in personal lines helpful. Must be prepared to assume responsibility. Salary commensurate with experience. For appointment call Karen. 353-1155

INVENTORY CONTROL Clerk wanted in Livonia office. Must be able to type and have general office experience.
464-3550 or 537-8850

INVENTORY CONTROL
Immediate opening for inventory control person with full knowledge of retail inventory.
Responsibility of ordering and control of 4 retail stores.
Hours Mon. Tues. Thurs. Fri. Sat. 9 am 5:30 PM Interviews only Mon. July 9. 9 am to 12 noon.
Towne & Country Interiors
23600 Michigan
(between Telegraph and Outer Dr. Dearborn)

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights.
352-1710

KEYPUNCH OPERATOR
for IBM #3743. Hatfield area
Full or part time, days
637-1180

OFFICE ASSISTANT
Experienced in Bookkeeping and account control procedures. Able to interact clerical employees in a variety of work methods and procedures and to prioritize and expedite work processing. Accurate typing and shorthand skills. Excellent fringe benefits. Call Director, Management Education Center, MSU, Troy, Michigan 879-2454
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

KEYPUNCH OPERATOR
Needed for full time position in progressive Southfield Firm. Some experience helpful. Pleasant working conditions, excellent benefits. For appointment call 353-3299

LEGAL SECRETARY
One girl office. Garden City. 425-7030

LEGAL SECRETARY - experienced, Southfield Law Firm, good benefits. Call Terri. 355-0022

LEGAL SECRETARY Salary open. Shorthand essential. Experience preferred. Farmington Hills firm. Call for appointment. 626-9722

LEGAL SECRETARY
Needed for Troy Law Firm. Personal injury experience and shorthand required. Excellent wages. 649-2828

LEGAL SECRETARY
Experience in Domestic Relations and Real Estate required. Excellent typing and shorthand skills required. Excellent salary and benefits. Prestigious Southfield law firm. Call 559-7500, Ext. 154

LEGAL SECRETARY - Active Southfield law firm specializing in insurance defense and subrogation requires well organized, experienced, legal secretary with typing, dictaphone, and excellent knowledge of pleadings and legal procedures. 358-5500

LEGAL SECRETARY
Experienced, for Downtown Law firm. Pleasant working environment and good practice experience preferred. Good skills required. Salary commensurate with ability and experience. Send resume to Box 172, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
TEMPORARY
STUDY THIS FIELD
We are in desperate need of experienced Legal Secretaries seeking temporary assignments. Downtown and suburban locations are available. Earn $40-$45 per day.
Many outstanding permanent positions are also available for candidates seeking full time positions. Openings exist throughout the Metropolitan area. Salaries range as high as $15,000.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2525
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

LEGAL SECRETARIES
Highly respected established agency serving the legal community in the tri-county area has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid.
HILLSTROM & ROSS AGENCY
626-8188

MAJOR Fast Food franchise needs girl interested in full time office work. Bookkeeping or math type. Light typing for 9 mile-Telegraph area. Call Carl for appt.
353-5460

MATURE SECRETARY-good typing skills dictaphone experience for accounting firm located in Southfield.Send resume to Box 130,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

N. WOODWARD AREA - full time, challenging position as office manager/secretary in lovley new multi-office suite. Good secretarial skills, thorough knowledge of basics a must. Executive Group Inc. For appt.
352-3992

OFFICE CLERICAL
Full time permanent position for CPA Office. Telephone experience, filing and some typing. Pay commensurate with experience
559-6664

OFFICE CLERICAL, full time, 8 AM - 5 PM. RS Electronics, 34443 Schoolcraft, Livonia. Ask for Mrs. Gudes
525-1155

OFFICE CLERICAL person for retail clothing store, part time. Apply in person, between 9-11 AM-5PM. D'Berlee Mens World, Northland Shopping Center, Lot E.

OFFICE GIRL. Full-time position. Evenings and weekends. Submit resume to:
The Hearthside, 15700 Middlebelt, Livonia, Mi. 48154

OFFICE HELP
Individual needed to fill position in maintenance office. 1 year office experience necessary. Must have good figure aptitude and be able to type 55wpm accurately. Excellent starting salary and benefits. For appointment contact
729-8150

OUTSTANDING CAREER OPPORTUNITY with growing electronics company. Position for Administration and Marketing Assistant. Must be able to learn sales techniques correspondence, take dictation, and perform other duties as assigned. Light typing responsibilities. Contact Control Pak Corporation, weekdays 10 to 5PM
349-4231

OUTSTANDING CAREER OPPTY.
TV
Good typing skills are all you need to secure an excellent position in the Production Department of this glamorous company. Call Ann
CALL 524-1750
PERMANENT STAFF TROY

PART TIME clerical position available at private college. For more information call
649-8282

PART TIME TYPIST
Includes general office duties. Call between 8:30AM - 4:30PM. Mary Jaworski. 646-1620

PERMANENT
PART TIME OFFICE
Major automotive supplier in Southfield, needs well-qualified office person. Should have good typing skills, 50-65 wpm accurately, will handle correspondence, filing, and telephone contact with customers, vendors and field salesmen. Position offers responsibility and variety. Some flexibility on hours, requires 25 hours per week at $3.50 - $4.25 per hour depending on ability and experience. Call Sarah King to arrange for interview:
964-0228
An Equal Opportunity Employer

PRESTIGIOUS - large corporation requires executive secretary to work with corporate officer. Must have excellent strong public relation skills & administrative abilities. Proven secretarial skills essential. The position located in Birmingham offers and excellent compensation package commensurate with experience. For consideration reply in kind with complete resume to Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST OPERATOR
Typing & clerical experience preferred. Plymouth area. Call 455-2200 ext. 215.
An Equal Opportunity Employer

RECEPTIONIST, Part-time, 14½ hrs. per week. Minimum typing skills. Evenings and weekends. Farmington Hills childrens home.
626-7537

RECEPTIONIST
Southfield area. Experienced only need apply. Exceptional opportunity, excellent working conditions. Ask for Barbara.
358-3283

SECRETARY - Birmingham area. Must have good shorthand and typing. Salary commensurate with ability and experience. Excellent working conditions and benefits. Call:
642-8283

SECRETARY, experienced, with shorthand. Salary $150 week. Call Mr. Lee. Salary commensurate with experience.
557-8300, Ext. 53

504 Help Wanted Office-Clerical

Receptionist Plus
Executive potential marks this suburban front desk with success. Personable image helps. $150 start and benefits include Dental Plan.
Call 362-8900
Your New Boss Pays Our Fee
Harriet Sorge Personnel

RECEPTIONIST - GENERAL OFFICE
Southfield CPA firm has 2 full time permanent openings. Both positions require general typing. Receptionist should enjoy working with people & be capable of handling an active telephone. Apply at
Elmer Fox, Westheimer & Co.
3000 Town Center, suite 570,
Southfield, Mi.
355-5587
An Equal Opportunity Employer

RECEPTIONIST for doctors' office. Excellent opportunity, no experience necessary. Busy office, Southfield area.
569-0488

RECEPTIONIST
Typist.
Bloomfield Hills area.
645-2225

RECEPTIONIST - Typist, must have pleasant telephone voice, 60wpm typing accuracy. Southfield area, call for appointment.
353-5548

RECEPTIONIST for Real Estate Firm. Afternoon hours, 3-9 PM. Light typing, answering phones, and ad writing. Chance to work in an interesting environment. Call Sandy after 3 PM week-days. Canton.
459-5600

RENTAL CONSULTANT-Part Time
Interesting, diversified position with luxury apartment complex, Northville area. Good typing skills required. Schedule includes rotating weekends. For interview call
349-8410

RESTAURANT SECRETARY/Girl Friday. Are you looking for a challenging position? C. A. Moer's Clam Diggers Restaurant is accepting applications for a Secretary/Girl Friday. This can be an interesting position with varied duties for the right person. Accurate typing skills and ability to work with figures a 'must', shorthand not necessary. Must be pleasant and able to deal with people. Excellent benefits. Apply in person only Monday - Friday, 9 AM - 3 PM.
CLAM DIGGERS
30555 GRAND RIVER, FARMINGTON
An Equal Opportunity Employer

SALES MARKETING AGENCY, Southfield, light typing, general office. Positive entry into marketing level. Full or part time. Professional working conditions. Call Miss Hiller 352-4454

SALES
SECRETARY
High quality firm needs people oriented person with good typing skills, who can work independently in this fast paced office, which is interesting and fun.
Call 524-1750
PERMANENT STAFF TROY

SALES SECRETARY, some knowledge of bookkeeping for builder. Full time. Northville - Livonia area. Ask for Mr. Rand 348-0838

SECRETARIAL
Experienced statistical typist for established Rochester CPA firm. Excellent opportunity.
651-4655

SECRETARIES
TYPISTS
KEYPUNCHERS
In between jobs, or need a summer job? Earn top pay and still have time to look for a permanent job. Come in and let us sell you your skills. Not an agency, never a fee.
SOMEBODY SOMETIME
Temporary Help
Livonia 525-5170
Southfield 272-8500
Madison Heights 545-1190
Dearborn 565-3500

SECRETARY
AD AGENCY
Bloomfield Hills advertising agency has limited secretarial position open. Interest in our Media department. Typing at 60 words and light Shorthand required. Candidate should enjoy phone contact and be motivated toward future growth opportunities in Marketing.
Call Personnel department.
646-9340
Equal Opportunity Employer M/F/H

SECRETARY wanted for Southfield office, typing, dictating machine, general office work, call
355-1050

SECRETARY
We need an energetic, self starter with shorthand & typing skills for our Troy office. This position is newly created and reports to upper level management. Duties will include clerical work, phone contact and assisting in training of our prospective applicants. Excellent growth potential and working conditions. If you have at least 3 years secretarial experience and or training you might qualify for this challenged position. Call us for an interview at
554-5444 8-3:30 EST

SECRETARY. Ad Agency. Farmington. Typing 60 W.P.M. Shorthand. $250 plus fringes. Resume to Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY RECEPTIONIST
Mature person needed for branch office located in Troy. General office skills & typing required. Full time position with complete benefits. Send resume with salary requirements to 1650 W. Big Beaver, Suite 202, Troy, Mich. 48084.

SECRETARY. Experienced mature woman for 1 girl office. Typing and bookkeeping. 5 days. Good salary and fringe benefits.
554-1818

SECRETARY
8:30AM-1PM. Monday thru Friday. Real Estate firm in Southfield. Call Mr. Le Voir,
559-8590

504 Help Wanted Office-Clerical

SECRETARY
AMCHEM PRODUCTS, INC. a subsidiary of Union Carbide has an interesting position available for a secretary with several years of experience to work in our busy sales office. Good typing skills and the ability to work independently are required.
Position offers full range of company paid benefits and a competitive starting salary. For an appointment please call:
Mr. Russell
354-1711
AMCHEM PRODUCTS, INC.
Subsidiary of Union Carbide
Ag. Products Co., Inc.
Equal Opportunity Employer M/F

SECRETARY-Birmingham area. Must have good shorthand & typing.Salary commensurate with ability & experience. Excellent working conditions, and benefits. Call 642-9393

SECRETARY
Farmington area company is seeking dependable secretary for purchasing department. Typing and good math aptitude is essential. Purchasing background a plus. 40 hour week. Good fringe benefits. Salary commensurate with experience. For interview call Mr. Grant
476-5870

SECRETARY FOR Manufacturers rep. 12 Mile Northwestern 1 girl office, looking for mature dependable person with good office skills. Pleasant atmosphere, excellent benefits, salary range $550-$750 monthly. Phone 353-7660

SECRETARY - For local Engineering office. 8AM-5PM, 60 WPM, good telephone voice required for this interesting job opportunity in good location. All benefits paid, no Saturdays. Call for interview appointment.
350-7222
An Equal Opportunity Employer

SECRETARY for downtown Detroit Lawyers. Good secretarial skills, will train. Salary based on ability. Fringe benefits.
352-7020

SECRETARY for one girl office in Livonia, varied duties including typing. Pleasant working conditions. Excellent benefits. Call for appointment.
356-4954

SECRETARY
Our construction department is expanding & we need an experienced secretary. Dictaphone, good shorthand helpful but not necessary. Good benefits. Southfield location. 569-4600

SECRETARY
PERMANENT PART TIME
Hoover's Inc. Southfield, Mi.
8:30AM-12:30PM, Monday thru Friday
Diversified assignment in our divisional field engineering group office.
Applicant must be a high school graduate with previous office experience, a skilled typist & able to handle customer phone calls well.
Excellent starting salary & fringe benefits. Please call for interview appointment.
Equal Opportunity Employer M/F

SECRETARY
Position available in our Medical Research and Education Center for a person with good typing and excellent language skills. Dictaphone or ediamite typewriting experience preferred. Must be able to type 55 WPM accurately. Excellent benefits. Starting salary from $9,638. Call our Personnel Office for an appointment.
CPHA
1968 Green Rd.
Ann Arbor, Mich. 48105
769-6511
Equal Opportunity Employer M/F

SECRETARY RECEPTIONIST
Mature person needed for branch office located in Troy. General office skills & typing required. Full time position with complete benefits. Send resume with salary requirements to 1650 W. Big Beaver, Suite 202, Troy, Mich. 48084.

SECRETARY, Experienced mature woman for 1 girl office. Typing and bookkeeping. 5 days. Good salary and fringe benefits.
554-1818

SECRETARY
8:30AM-1PM. Monday thro Friday. Real Estate firm in Southfield. Call Mr. Le Voir,
559-8590

504 Help Wanted Office-Clerical

Secretary Receptionist
TROY AREA
Experience necessary, good typing and shorthand or equivalent desired. Good pay, liberal benefits. Call Mr. Poppy.
588-0781

SECRETARY. Clerical experience, typing, some bookkeeping and filing. Benefits. Apply at 31529 Parnell Drive, Livonia, or phone Mr. Fleming. 261-5900

SHIPPING CLERK WANTED
Full time, will train. High school diploma required. Call, ask for Don Cox
478-2210

SMALL Busy office needs take charge Office Manager. Must be fast and efficient, well organized, good on telephone, and all typing. Knowledge of insurance or Securities helpful. Located in exciting ReoGen. State your salary requirements when replying to Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SMALL INSURANCE OFFICE in Southfield needs 2 clerk typists, full time, starting immediately.
Call 557-5353

SMALL manufacturing firm located in north Royal Oak looking for part time clerical help. 4 hours daily, flexible starting times. Duties include typing, filing, sales support, mailing, other clerical tasks. Some experience preferred. Salary 3½ per hour. Send resume or apply in person to Industrial & Automotive Fasteners, 3200 W. 14 Mile, Royal Oak, Mich. 48073.

SOUTHFIELD LOCATION - accurate typist, shorthand necessary, full time, benefits, call Mon. thru Fri. 9-4353-7747
An Equal Opportunity Employer

STATISTICAL TYPISTS
Full time, and part-time for Ferndale CPA office. Excellent pay. 5 day week. Send typed resume to:
Zack, Fields & Company,
568 Livernois, Ferndale, Mich., 48220

SUMMER JOBS
ALL OFFICE SKILLS NEEDED
Glamorous assignment with the big 3.
NO FEES
BEST TEMPORARY JOBS IN TOWN
CALL NOW
SCOTT GROUP
334-9790
1383 N. Woodward, suite 20
Bloomfield Hills
or
542-9232
738 S Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

TELEPHONE ASSISTANCE - Pediatric specialty, part time, experience helpful. Apply: Pediatric Associates of Farmington, 23183 Orchard Lake Rd., Farmington, or call Gladys. 477-0851

TELLER
POSITIONS
Full and part time
RECORDS RETENTION
CLERK
Inventory identify and reorganize existing records in storage.
Excellent benefits. Apply to Personnel Department.
MANUFACTURES BANK
OF SOUTHFIELD
29251 TELEGRAPH
SOUTHFIELD
Equal Opportunity Employer M/F/H

TYPISTS
Now is your time to get into the very demanding field of data processing and train on the job as a data entry keypunch operator and get paid at the same time. Must type 55 wpm accurately. Great benefits and bonus pay.
Livonia, 8 Mile & middlebelt
Call Dan Kaiser 8AM - 5PM
478-7449

WANTED - experienced Legal Secretary for busy small general litigation firm. Southfield. Call 557-4000

WORD PROCESSOR - Birmingham, $200 - One year experience, 60 WPM, fee paid.
Ray Greene Personel 399-1426

WORD PROCESSOR - Birmingham, Gets quality food at suburban Detroit hotel. Call for appointment 355-5423
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

TYPIST
Experienced. 40 hours per week. Pleasant atmosphere. Good benefits. 476-6122

TYPIST FOR BUSY ADVERTISING DEPARTMENT OF FARMINGTON HILLS REAL ESTATE OFFICE. CALL SUE MCNUTT 851-1900

ADMINISTRATIVE Assistant, good typing skills, dependable mature possesses self confidence, able to meet deadlines, organized able to work with little supervision. $800-$860 depending upon experience. 569-4545

505 Help Wanted Food-Beverage

BURGER CHEF
1365 SOUTH MAIN ST.
DOWNTOWN PLYMOUTH
Will hire one person, 18 years or older for our early morning year-around permanent position. Neat appearance is essential, previous experience a plus. To apply, ask for Manager.

BUSBOYS - part-time afternoon shift. Apply in person Rama Horn Restaurant, 8590 Middlebelt, S of Joy Rd.

BUS PERSONS
Full & part time positions now available for dependable, energetic individuals.
APPLY IN PERSON:
ORIGINAL PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen.

CAFETERIA OPENINGS
Day work. Mon - Fri. Full or part time Male or female. Apply 2-4PM Quikee Cafeteria, 3001 W. Big Beaver Near Coolidge, enter Coolidge side of building.

COCKTAIL WAITRESS
Apply in person
Between 1 - 5 PM
HINES PARK INN,
36655 Plymouth Rd.
Livonia.

COOK
Broiler and salad experience necessary, also need other fringes. See Chef Curtis. Bloomfield Open Hunt Club
644-9412

COOKS
BARTENDERS
Train and develop in a professional atmosphere with excellent training procedures