Help Wanted

502 Help Wanted Dental-Medical

RECEPTIONIST/assistant for orthodontic office. Negotiable hours. Basic experience necessary. Southfield, Birmingham, Bloomfield area. 878-6200

RECEPTIONIST - wanted for busy allergist office. Some office experience helpful but not necessary, light typing. Farmington Hills area 851-8655

RECEPTIONIST FOR ORTHODONTIC Office. Experience preferred. Plymouth area resident. For appointment call 453-0227

REGISTERED X-RAY TECHNICIANS Wanted for Part-Time Work Shifts 349-2737

REWARDING JOB OPPORTUNITIES

NURSE AIDES

Become a needed and special individual caring for the elderly. Afternoon and midnight shifts available with flexible schedules. $5.45 hour to start. Apply in person.

Franklin Manor Convalescent Center
26900 Bell Rd., Southfield

RN and LPN
Full or part time. Individual orientation. Farmington Nursing Home, 30405 Folsom Rd. 477-7400

RN-LPN
Full or part time afternoons & midnights. Good starting salaries, and good hospital benefits. Modern facilities. Apply in person. See Mrs. Ferguson, Director.

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

RN - LPN
Part time, day, afternoon and midnights.
Call: MRS. QUINN
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

RN OR LPN
AFTERNOON
& MIDNIGHT SHIFT
Immediate openings part time and full time. In pleasant Novi Nursing home. Contact Director of Nursing.
477-2000

RN OR LPN
PART TIME
Southfield based health care agency, looking for a Home Care Co-ordinator. Flexible hours, typing skills helpful.
AB CARE 424-8377

RN or LPN
Position available on 3pm - 11pm shift or 4pm - 9pm shift. Contact Mrs. Hall, Director of Nursing. Dorvin Convalescent Center, 29278 Meyerlock, Livonia one block south of 8 Mile on Middlebelt.

R.N.
HEAD NURSE
If you have 2 years experience in I.C.U., call us about this excellent opportunity. Suburban facility. Salary open. 354-4680
SABER-SALISBURY & ASSOCIATES
21650 W. 11 Mile Rd.
Suite 100
Southfield, Mi. 48076

R.N.
HEAN NURSE
Move up to supervisor if you have 2 years experience in med/surg. Suburban facility. Salary open. 354-4680
SABER-SALISBURY & ASSOCIATES
21650 W. 11 Mile Rd.
Suite 106
Southfield, MI 48076

R.N.'s and L.P.N.'s
Day positions open for supervisors and staff nurses. Openings for supervisors on all shifts. Skilled facility. Excellent salary and benefits. Apply at Beverly Manor, 535 Orchard Lake Rd. Pontiac.

STAFF NURSE - $19,000
Intensive care unit all shifts now available. Employer pays for Excellent benefits. Employment Center Inc. 659-1636

X-RAY TECH
Registered
Full time, days.
KERN HOSPITAL
21230 Dequindre
Warren
759-4520, ext. 126

502 Help Wanted Dental-Medical

RNS - LPNS & AIDES
For days and midnights, full and part time. apply 9-5 PM.
CAMELOT HALL CONVALESCENT CENTER
35100 ANN ARBOR TRAIL
Livonia, Michigan
522-1464

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
Blmfld/Frmtn/Livonia 334-9220
Detroit/Sfld. 569-1950

RN'S & LPN'S:n full and part time on all shifts. Good wages and many benefits. Pleasant modern working conditions. Call collect. Huron View Lodge, Ann Arbor. 313-761-3500

X-RAY TECH
Registered
Northwest area
Call between 10am-4pm. 547-7550

$11 PER HOUR
RN'S, ICU-CCU needed for special project in Farmington. Full or part time, midnights. Start immediately. 835-9543

LPNS
Afternoons or Midnights
Good working conditions, good wages and fringe benefits. Apply in person:
WISHING WELL MANOR
520 W. Main Street
Northville

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - full time, must have at least 5 yrs. experience, need not be recent, must type 50 WPM. Will train for computer input & various duties. Salary open. Blue Cross, life insurance & pension. Grand River - Drake Rd area. Call Janet 478-8750

-ACCOUNTS CLERK-
Enjoy interesting & challenging work with a local office of a nationwide Sales Finance Company. Must be an alert individual with typing skills of a minimum of 45 WPM. Good salary, outstanding employee benefits & pleasant working conditions.
Call Personnel for appt. 354-3810
General Electric Credit Corp.
Equal Opportunity Employer M/F

ACCOUNTS PAYABLE/Payroll clerk
Wayne Area
Immediate Opening
J. Schwarz 822-7700

ACCOUNTS Receivable Clerk - Minimum 1 yr. experience required. Wholesale food distributor located in Livonia. Call for appointment. 477-7850

Accurate Fingers
Management company offers career for LOVE TO TYPE Person with Real Estate background.
Relocating soon to Southfield area.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
TRE Specialists

ADMINISTRATOR SECRETARY
Capable person to fill administrative position of large corporation. Must possess basic office skills, be self sufficient, creative, and versatile. Please call,
425-4630

ADVERTISING SECRETARY
Take charge of many responsibilities for branch office of retained suburban firm. Good skills and experience a must. Wide range of duties. Fee paid. Minimum $9,600. Call Joanne now for appointment.
353-2090
SNELLING & SNELLING PERSONNEL

504 Help Wanted Office-Clerical

ARE YOU AN EXPERIENCED
BOOKKEEPER
SHORTHAND TYPIST
SWITCHBOARD OPR.
We have TEMPORARY or PERMANENT positions close to your home. Call for appointment.
SUBURBAN Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ASSISTANT - Claims Clerk for large busy Birmingham insurance company. Must have initiative and be able to talk to professionals. Great advancement opportunity. Type 45 WPM, salary $850, benefits and agency fee paid.

FIGURE CLERK - to work in traffic dept. of large Troy firm. Math aptitude and quality control experience a plus. Salary $800 with benefits & fee paid.

PERSONNEL - secretary needed in recruiting area for large Southfield corporation. Typing 50 wpm. Excellent benefits. Salary $1100 & fee paid.

ADAMS & MARTIN PERSONNEL
929 Maple Birmingham
646-5600

DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

AUTHOR SEEKS reliable, responsible, mature typist to help with manuscript. Must be excellent and will be paid accordingly. Only very experienced should apply. This is an exciting opportunity for the right person with usually good pay. Fisher Building location or can work out of home. Full time or part time. Call. 872-7400

AUTO DEALER
Accounts Receivable Bookkeeper for large volume brick dealer in Southfield. Dealership experience a must, excellent benefits and pay.
CALL SANDI
TAMAROFF BUICK
353-1300

AVAILABLE-TRAINING
SECRETARY training for residents of Oakland Cty with High School diploma or equivalent currently unemployed or underemployed. This is an excellent opportunity to prepare for a rewarding career as a Secretary. This program is sponsored by Oakland County CETA. Equal employment opportunity. Training will be held in Livonia & Troy. For more information, Ms Smith 348-3991

Beat Inflation
CALL
Witt Services
FOR TEMPORARY WORK
We need:
SECRETARIES - TYPISTS
DICTAPHONE OPRS.
BOOKKEEPERS
PBX OPRS.
ALL OFFICE SKILLS
Long and short term assignments available. Ask about our BONUS PLAN.
NO FEE NO CONTRACT
ALSO
We are pleased to announce the opening of our new WEST OFFICE.
For more information call:
LIVONIA 525-0330
DEARBORN 565-8060
REN CEN 259-7788
WIXOM 669-2409
SOUTHFIELD 569-7500
Witt Services
The Temporary Help People

CLERK-TYPIST
Brand new beautiful office. Top wages to qualified mature person. Mrs. Wertman, 478-1303

CLERK/TYPIST - Bookkeeping experience helpful, but not necessary for small manufacturing company. Apply 15000 Capital, Oak Park.

CLERK TYPIST, for general office work, permanent part time position. Mon to Fri. 1-5PM for 1 girl office in Southfield Insurance Agency. 559-4100

504 Help Wanted Office-Clerical

BEGINNER TYPIST
Major West suburban company will train bright promotable person who can type 45 for entry level position in beautiful office. Good starting salary, full benefits, fast advancement and company pays our fee. Excellent opportunity for beginner. Call now for a personal interview
PERMANENT STAFF
LIVONIA 522-4210

BILLING CLERK-Accounts receivable. Southfield office-10 Mile & Evergreen area. Send resume to P O Box 5061, Southfield, Mich., 48037

BOOKKEEPER
Apartment Management Company, Southfield office. General ledger, management statements, payroll tax reports. Experience required, small office. Excellent opportunity for conscientious person. CPA interviewing. Salaried. Send resume to box 552, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full charge through trial balance. Builders experience preferred but not necessary. Farmington location. 477-0189

BOOKKEEPER
Full charge. Good benefits.
Southfield Area
559-8181

BOOKKEEPER - large Southfield firm, general clerical background and good figure aptitude, benefits, $700, fee paid

LEGAL - secretary, Southfield, excellent typing and litigation experience, $13,200, fee paid

TYPIST - Troy office, 60 WPM required, receptionist duties and good figure aptitude, $750, fee paid

LOIS RAY PERSONNEL
559-0560

BOOKKEEPER needed for dental office 4-4½ days per week, job responsibilities day sheet, ledger, insurance forms etc. An exciting opportunity for the right person. 642-1004

BOOKKEEPER/SECRETARY
For Southfield architectural firm. Shorthand, good typist. 358-3400

BOOKKEEPER/Secretary needed full time for import/export firm. Experience thru trial balance. Reply to Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER WANTED - Auto dealer experience preferred. Immediate opening. P.O. Box 664, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
$1,000 PER MONTH FEE PAID
Suburban location. Excellent benefits.
Snelling & Snelling
336-7400

BOOKKEEPING - light; need stable, mature individual - willing to learn. Send resume to: David C. Laffrey, Schmalz & Co., 470 American Center, Southfield, MI. 48034.

BUSINESS TEACHER CMA, or equally qualified person to teach medical secretarial program at private vocational school in Livonia, part time. 478-8110

BUSY TROY LAW FIRM needs experienced Legal Secretary with minimum of 5 years litigation experience M-F 8-5 text skills. Salary begins at $13,500. Insurance benefits. Call Nancy 642-3200

CAR BILLER
EXPERIENCED
Must have knowledge of inventory control and all related duties. Send resume to:
Box 620
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREER OPPORTUNITIES
Partial listing of Current Openings
CLAIMS APPROVAL $10-12,000
Experienced in health group claims dental insurance for Southfield location. Typing minimum, must be good with figures. IBM 37-40, phase 1.
SECRETARY-TYPIST $9500-13,000
1 year experience in insurance forms, such as BC/BS, Medicare, Medicaid and private insurance, 50 WPM.
ASSISTANT BOOKKEEPER
Part time bookkeeper would lead into full time and other areas. A/P, A/R, typing, good organizational skills and excellent phone manners.
SALES REPRESENTATIVE
Great opportunity for sales oriented person with preferred experience in word processing equipment and/or computer knowledge. Salary commensurate with experience.
Fee Paid Positions, Call Now
PLACEMENT PLUS PERSONNEL 358-3250

CLERK/TYPIST - Immediate opening at Bloomfield Hills Architectural firm. Must type 45wpm. Call for appointment. 258-4561
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CHALLENGING COMBINATION $11,440
This new company wants you to grow with them! Sensational spot offers great hours and benefits. Fast paced efficiencds your strong typing and shorthand skills plus good bookkeeping. Company paid fee. Call Thom right now.
SNELLING & SNELLING
478-3500

CLERICAL ASSISTANT
If you are looking for an interesting job without a lot of typing, this is for you! Growing suburban firm will pay the fee for your experience and data thinking. Plenty of variety and client contact. $7,800 up. Call Joanne Hendley today!
353-2090
SNELLING & SNELLING PERSONNEL

CLERICAL OPPORTUNITIES
Mortgage company in prime Southfield location has opening for individuals with good office skills including minimum typing of 45 WPM. Excellent salary structure commensurate with ability or experience plus outstanding fringe benefits. For appt. call Mrs. Fischer
355-0500
Or apply directly at_lc
GRAHAM MORTGAGE CORP.
3000 Town Center, Suite 300
Southfield, Michigan
An Equal Opportunity Employer

CLERICAL & TYPING
Minimum 60wpm, handle busy phone in industrial distributor sales office. Dictaphone, must have aptitude for figures, cost, profile, etc. Minimum 3 years experience. Challenging job for mature person. Wixom area. Company benefits. Send resume with salary expectations to Box 692, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL WORK. $3.50/hour. 10AM-4PM. Monday-Friday. Macco Auto Painting & Body Works, Garden City. 522-1111

CLERK - TYPIST
A FORTUNE 500 Company has a general office opportunity available in a district sales office. The qualified applicant must possess good typing, filing & numerical skills. Excellent salary & benefit package with excellent working conditions at our 9 Mile-Farmington Hills office. If interested & qualified you may apply by calling 477-1210
Equal Opportunity Employer M/F

CLERK/TYPIST
$9400 PER YEAR
Customer contact! Typing skills.
Snelling & Snelling
336-7400

CREDIT UNION experience, collections and loan processing. Apply: 17135 W. 10 Mile Rd., Southfield, or call 557-2738

Customer Service
Livonia office has excellent opening for stable individual who enjoys phone work, has general office experience and types 40-45 WPM. The successful candidate will be willing to learn, and seeking an exciting and fulfilling career, as well as responsibility in a job. Good salary and excellent benefits. CALL:
JUDY KRIZAN
525-1600
MICHIGAN MUTUAL INSURANCE
Affirmative Action Employer

EARN EXTRA $$$
Be a "SOMEBODY SOMETIME" temporary employee. We have temporary assignments available in the Farmington & Wayne areas for:
SECRETARIES
DICTAPHONE TYPISTS
SWITCHBOARD OPRS.
We pay top rates for your skills. Come in and see us.
Somebody Sometime

LIVONIA
17322 Farmington Road
(In Burton Executive Park)
525-5170
DEARBORN
420 Village Plaza
565-3500

ENGINEERING SECRETARY
Mature, experienced, with initiative. K. J. Law Engineers, 23660 Research Drive, Farmington Hills.
478-3150
An Equal Opportunity Employer

ENTRY Level position. Designing Manufacturing Company. Must be excellent typist, good organizational skills required, pleasant telephone voice a must, competitive salary & benefit package. 535-2310 ext. 442.

EXECUTIVE SECRETARY
$14,000
Get with a growing firm! Move up!
Snelling & Snelling
336-7400

EXPERIENCED LEGAL Secretary needed for Birmingham/Southfield law firm. Excellent working conditions and fringe benefits. 642-3200

EXPERIENCED Legal Secretary, with excellent shorthand & typing skills, for Troy office, general practice. Salary commensurate with ability. 362-3662

EXPERIENCED Legal Secretary. Southfield area. Good typing skills, friendly atmosphere. Good opportunity. Full-time position. Salary Open. 569-5550

FILE CLERK!
FEE PAID. Super starter spot! Great benefits and friendly boss!
TOWN & COUNTRY EMPLOYMENT CENTER
474-7717

FILE GIRL WANTED - For Southfield Law Firm. Full-time employment. Call Ms. Dollar, in AM or after 4PM, 557-1182

FRONT DESK is $185. Diversified spot with Main Office!
Rosemary Ford Personnel
424-8416

FULL CHARGE BOOKKEEPER needed for a fast growing Bingham CPA firm. Minimum of 3 years experience in all phases through trial balance. Excellent benefits including dental coverage. 644-6818

GENERAL OFFICE
Experienced. Full time. Good typist, customer contact. Livonia area.
525-7370

GENERAL OFFICE. Experience not necessary, will train. Must type 50-55 w.p.m. Novi area. Call Don Silvey for appointment. 348-3600

504 Help Wanted Office-Clerical

GENERAL OFFICE clerk small office, typing, light bookkeeping and telephone contact. Contact Abrams Moving & Storage. 422-1112

GENERAL OFFICE - mortgage company in Southfield has immediate openings for trainees in servicing dept. Must type 50 WPM, call Mrs Mohamed. 557-5700
An Equal Opportunity Employer

• GENERAL OFFICE •
Part-time, 3 days per week; 2 to 3 years office experience required. Must have good typing & figure ability. Diversified duties, good starting salary.
Send resume to: P.O. Box 207, Northville, Mich. 48167.

GENERAL OFFICE - Canton, light bookkeeping, payroll, billing & phone answering. Reply giving experience & salary requirements to box #672. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
$7,200
A perky beginner spot for your light clerical skills. Personality and enthusiasm will carry you today. Call Mark 649-5900.
SNELLING & SNELLING
TROY

GENERAL OFFICE
$8900 PER YEAR
Busy friendly spot! Will train.
Snelling & Snelling
336-7400

GENERAL OFFICE
Type 35 w.p.m. Call Personnel Manager 10am-5pm. Mon. - Fri. 358-3607.
TUNNEL BAR-B-Q
29161 Northwestern Hwy
near 12 Mile
Southfield

IF YOU'RE GOOD ...
You ought to be KELLY! We need: SECRETARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS, SWITCHBOARD OPERATORS, CLERKS & MORE. Keep your options open while you and we try temporary assignments for KELLY SERVICES. We offer top assignments, top pay rates, merit increases, bonus related plans and paid vacations. Apply Mon. thru Fri., 9 to 3 PM. at the office nearest your home.
Not an Agency - Never a Fee
29449 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield Hl.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
4000 Town Center
suite 1225, Southfield
352-7490
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

IMMEDIATE full time opening, some typing. 10 Mile - Evergreen area. Send resume to P.O. Box 501, Southfield, Michigan 48037

IMMEDIATE OPENING
for clerical position insurance company. Minimum 50 wpm typing, 2 years office experience. 375-4019

INSURANCE AGENCY - word processing opening, prefer training on/experience with IBM O36, monthly salary range $650 to $865 based on background.
INSURANCE CLAIMS CLERK
$8,572
Your medium type skills of 50 wpm, and stable background will land you this job! Busy office, great benefits include dental and a yearly bonus program, plus merit increases. Sounds good? Call Thom
SNELLING & SNELLING
478-3500

INSURANCE OFFICE (Livonia) needs Home Owners & Auto Rater. Additional Insurance knowledge preferred. Ask for Andy 855-8455

Keydisc/Keypunch
Experienced operators and sharp trainees. Immediate openings, all shifts. Top pay plus incentive, excellent benefits.
LIVONIA 427-2000
UTICA 254-1910

KEY DISK OPERATORS - wanted for day or afternoon shift, full time-only, must key 10,000 hy strokes per hr. minimum. Salary negotiable based upon experience, write or call Kim Siecle, Datacon, 23500 Concord Dr. N. Madison Hts. Mi 48071. Located across from the Oakland Mall. 585-5655

LEGAL SECRETARY
For Southfield Law Firm
Typing & shorthand required
Call Diane 557-8300

LEGAL Secretary for partner in small Troy law firm. Mag Carte II, bookkeeping. Experience required. Pleasant working conditions. Salary commensurate with ability. 669-1100

LEGAL SECRETARY, wanted for Southfield law firm, experience required. Call for appointment.

LEGAL SECRETARY for large Southfield law firm. Must have previous experience. Salary commensurate with ability. Full benefit package. 354-4643

LEGAL SECRETARY
Experienced in Personal Injury, Divorce & General practice. Salary commensurate with experience. Southfield area law firm. 649-2822

LEGAL SECRETARIES
Many outstanding opportunities are available for candidates with legal experience. Top positions are offered by private law firms and industry throughout the Tri-county area. Permanent, part time and temporary positions are available immediately. Never a fee to you for our professional placement assistance. Isn't it time you called Personnel at Law, the placement specialist in the legal profession?
PERSONNEL AT LAW
3000 TOWN CENTER, STE. 2260
SOUTHFIELD, MICH. 48075
Southfield 352-3043
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-3942

LEGAL SECRETARY for small general litigation firm, looking for professional attitude, will train qualified person. Southfield. 557-4000

LEGAL Secretary for small Southfield law firm. Minimum 1 yr. experience. Word processing experience helpful but not required. Call Maggie at 353-3510

LEGAL SECRETARY- Southfield area minimum 3 yrs. experience. Shorthand 80 WPM. Typing 45 WPM. Salary commensurate with ability. 553-5650

LEGAL SECRETARY & Gal Friday. Birmingham lawyer will train woman with college education & desire to be a lawyer or paralegal. 645-0753

504 Help Wanted Office-Clerical

LEGAL SECRETARY WANTED
Experienced Legal Secretary for growing law firm in suburban Redford (easy access to Jeffries X-way), many benefits, salary commensurate with experience. 255-4720

LEGAL SECY-No Shorthand $310. Corporate attorneys need at least 6 months experience. Fee Paid.
Rosemary Ford Personnel 424-8416

LIKE TO TALK?
SECRETARY
TO $8,320
Outstanding career spot, good skills will advance your career. Southfield firm. Call Debbie 649-5900.
SNELLING & SNELLING
TROY

LIVONIA!
FEE PAID. Ideal situation! Lots of phone contact and variety.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

LOOKING FOR middleaged lady with jewelry experience as assistant and office coordinator. Call between 6 and 8 PM. 646-8349

MERCHANDISE Clerk, must be good with figures, 10 key calculator experience preferred. Background in invoice retailing helpful. Good starting pay, excellent benefits. Call Kathie at 537-8711

NATIONAL manufacturing firm located in the 15 Mile, Telegraph area seeks secretary. Must have exceptional grammar and office skills. Shorthand not necessary. Salary $450 per month plus company benefits. Pleasant surroundings. Please send resume to Box 554, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NATIONAL title company has immediate opening for an escrow secretary, must be well organized, able to work with figures, typing skills necessary. Great opportunity for career minded individual, good benefits, real estate or title experience preferred, contact Mr. Forester 569-3100
An Equal Opportunity Employer

OFFICE CLERK - experience not necessary but some Blue Cross billing helpful. Call 543-7230

OFFICE MANAGER
For Birmingham design studio. One girl office. Bookkeeper through trial balance, good communication, correspondence skills and decision making abilities required. 644-3656

ONE GIRL OFFICE - Livonia manufacturing plant, immediate opening, experience required, typing, billing, accounts payable, receivables & pay roll. Salary open. Send resume to Quality Precision Products, 38781 Amrhein, Livonia, MI. 48150

ORDER DESK
Busy manufacturers rep office offers definite advancement to a well organized self-starter. Customer contact, typing, lots of variety. $10,500. Fee paid. Hurry!
353-2090
SNELLING & SNELLING
PERSONNEL

OUTGOING RECEPTIONIST
$7,800
Dynamic suburban firm wants personable you. Advancement potential. Excellent benefits. Call Mark 649-5900.
SNELLING & SNELLING
TROY

PART-TIME SECRETARY
35 hours per week. Excellent typing & secretarial skills needed. Bloomfield Hills area. 646-5030

PATIENT RELATIONS
Permanent position in business office of large group practice. Some medical billing experience, some typing and telephone-work helpful, but not necessary. Will train inexperienced, but promising applicant. Attend Blue Shield school. Good starting salary, semi-annual reviews. Fully paid Blue Cross, disability and life insurance, 10 paid sick days per year, 3 week vacation after first year, 2 week during first year, pension and profit sharing plans, medical/dental reimbursement plan, pleasant working conditions. Dearborn location. Send brief resume to Box 668, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON FRIDAY
People are the Focus & the Fun is this variety schedule. Help make the contacts this coming week group seem far ahead. Bright typist earns to $900 start.
call 649-4144
Your new Boss pays our Fee.
HARRIET SOIGE PERSONNEL

PERSONNEL SECRETARY, $11,400
Perfect Plymouth location offers superatmosphere and benefits. You only need good typing and shorthand for this variety spot. Call Thom.
Snelling & Snelling
478-3500

PERSON TO ASSUME duties of payroll and related responsibilities for country club in Birmingham area. This includes computerized payroll, insurance, fringe benefits & all related report forms. 5 days a week. Good working conditions. Noon meal furnished. Blue Cross & life insurance. Wages negotiable. 644-0710

PROCESSING CLERK
Must have typing, clerical skills and possess basic math knowledge. Full time position with full benefits. (3) positions available. Contact Helen Fox, Pay-listions Division. 865-5900 ext 210

PROFESSIONAL CORPORATION
In Bloomfield Hills needs receptionist with good typing skills & knowledge of general office procedures. Salary open. Call Cindy at 645-1520

PROMOTIONS AND PUBLIC RELATIONS
Twelve Oaks Mall is looking for an experienced secretary to work with the director of promotions and public relations. Good typing, bookkeeping knowledge necessary. Shorthand would be helpful. This position calls for someone who is a good organizer and willing to work some week-ends and evenings when events are scheduled at those times. Demanding position and for the right person very rewarding. Call for appointment 348-8400

RECEPTIONIST wanted for Southfield law office. Typing required. Call for appointment.
353-9080

RECEPTIONIST - Secretary, mature, outgoing person with good phone manner & strong typing skills, Southfield area, call Jan 354-4444

RECEPTIONIST-Bookkeeper for commercial printing plant in Plymouth. Experience on peg board systems would be helpful. Call after 5pm. 455-6325

RECEPTIONIST - TYPIST, short person needed immediately, previous experience preferred, typing 50 w.p.m. Shorthand a plus, call Mrs. Boles. American Rental Systems, Troy 649-1300

RECEPTIONIST-TYPIST
INSURANCE COMPANY
Ideal Birmingham Location.
Typing 50-55 WPM
644-3100
Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY
Southfield based investment firm desires person with excellent phone manners and typing of 50 to 60 WPM. Good starting salary and benefits. Please contact Mr. Michaels 557-7040

RECEPTIONIST
To work 40 Hr. week Monday thru Friday. Southfield location. Duties include telephone, light typing and filing. Starting pay, $700 to $750 per Mo., depending on experience. Benefits include paid Blue Cross-Blue Shield, vacation, holidays and sick leave. Reply to Box #874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST
required for Southfield firm. 50WPM typing, light & misc duties. Call Mon thru Fri. 9am-5pm. 424-8770

RECEPTIONIST - TYPIST
If you can type 50-55 wpm, have a pleasant professional telephone voice and like diversified responsibilities we have a place for you in our Livonia office. Call Linda Clark after 9 AM for interview.
522-6668

RECEPTIONIST
For Life Insurance Office
Telegraph - 13 Mile Area
557-1819

RECEPTIONIST - FILE CLERK with good typing skills, needed for Southfield office. Good telephone presence required. Salary commensurate with ability. Please contact Roy Brown 355-0030

RECEPTIONIST
$850
FEE PAID. Utilize your good typing and outgoing nature working for nationwide firm!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

RECEPTIONIST
FEE PAID
Busy clinic wants to put your good skills and outgoing personality to use! Lots of public contact and variety. Medical terminology helpful. To $10,400. Call Kathy today!
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST
$7800 Per Year
Perky phone voice!
Variety spot!
Snelling & Snelling
336-7400

SALES SECRETARY
An international company needs motivated secretary/typist(50WPM) for our regional sales office in Southfield. Casual atmosphere working for regional manager/sales rep. Phone work with customers, typing, and general office skills. Nonsico dictation equipment. Part time now-full time/ benefits later. Negotiate pay. Call Mary Ann Make.
SALES SECRETARY, Southfield-located multi product district sales office of large corporation. Full time position available. No experience needed. Typing necessary, customer contact important. Bloomfield Company. For interview call Mrs. Selep. 352-3920

SALES SEC'Y
TO $12,000
Friendly Livonia company needs responsible person with good secretarial skills for diversified and challenging position in beautiful sales office. Excellent starting salary with regular merit raises, full benefits including dental and your new boss pays our fee. Great opportunity to grow with the company. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

SECRETARIES & TYPISTS
why hide your skills at home! bring them to
OLSTEN'S
We Have Many Interesting Assignments Available
CALL TO ARRANGE A FRIENDLY INTERVIEW
SOUTHFIELD 557-7711
OLSTEN
Temporary Service

SECRETARY/ Bookkeeper, full or part time, must type, experience preferred 8Mile & Evergreen Rds. 255-3600

SECRETARY - BOOKKEEPER, light typing, billing, general office skills for Bloomfield Advertising Agency. Immediate opening. 644-8811

SECRETARY/CASHIER position available, for 30-35 hours per week. Some Accounting background helpful, must be able to work Saturday and Sunday.
Apply at the Dry Dock
Greenfield South of 11 Mile Rd.
Monday through Friday 3PM-4PM.

SECRETARY
CPA firm is offering you a chance to advance into an Office Manager position. Up to $980. Great Southfield location. Pay your "Smarts" and "Skills" for work for you, and call Ann Wells now!
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY-EXECUTIVE
For president of firm. Shorthand & letter composition. Experience required. Call Monday thru Friday 8am-5pm for appointment. 424-8770

SECRETARY
Executive office located in Southfield has an opening for an experienced Secretary. Must be excellent typist & proficient at shorthand. Clerical or Accounting experience a plus. Excellent benefits. Salary based on experience. Call 354-1818

SECRETARY
Farmington area. Immediate opening in district sales office. Typing and general office experience necessary. Full benefit package. Call between 1-3pm. 471-0765
An Equal Opportunity Employer

SECRETARY
FEE PAID
- TO $13,000
Challenging spot with prestigious firm. Company offers training, advancement, exceptional benefits. Call Debbie today. 649-5900.
SNELLING & SNELLING
TROY

SECRETARY - filing, typing, telephones. Benefits and advancement. $175 to $190 per week. New center area. Call 8AM to 5PM 871-0325

SECRETARY - FINANCE
Excellent opportunity for individual experienced in financial typing & projects. Responsible for all financial department duties, reports to corporate treasure, maturity & ability to work with confidential material required. Important projects & budget, receivables & forecasting. Troy location. Attractive salary & benefits. Call for appt. 362-9160
An Equal Opportunity Employer

SECRETARY - required for Management Consultant office in Southfield. Attention to details a must. Typing, 65wpm, dictaphone. Word processing equipment. Experienced or willingness to learn. Salary commensurate with experience 353-6050

SECRETARY
Secretarial for Data Processing Department. Requires typing at 50 wpm, and ability to use dictating equipment. Minimum 1 year Secretarial experience required. Position will involve the usage of data processing equipment. Related education and/or experience helpful. Please submit resume and salary requirements to: Box 653, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY
Southfield insurance firm will train beginner with good typing and some shorthand. Call Mr. Accardo at 353-0770

SECRETARY - Southfield office seeks intelligent girl, good typing skills, dictaphone experience, general office procedures, room for advancement. Call 358-5755

SECRETARY - TROY
One girl office, shorthand not necessary. Good salary and benefits.
Call: 649-8051

SECRETARY
wanted for Southfield law firm. Good typing & dictaphone skills required. No legal experience necessary 559-4210

SECRETARY WANTED
Phone & typing experience necessary. 40 hours. Call Lynn between 11 AM-1 PM. 561-4044

SECRETARY
We are seeking a person with at least 2 years recent secretarial experience fast accurate typing and shorthand required.
We offer a good starting salary, complete benefit package, free assigned parking and a discount in our stores.
To arrange for a confidential interview please call between 8am-3pm:
963-7781
CUNNINGHAM Drug Stores, Inc

SECRETARY, we need a dependable person full time, 8:30am-4:30pm (35 hour work week) with good typing skills, some transcription ability. This is an interesting position with varied responsibilities and good benefits. $737 a month to start. Southfield area 557-8510

SECRETARY, with intelligence, good typing and adding machine skills. A nice place to enjoy working. Frankel Manufacturing Co. 261-5600

SECRETARY
$12,500
FEE PAID
Top office skills.
Prestige spot!
Snelling & Snelling
336-4700

SECRETARY. Full time, 9 until 5. Mon. thru. Fri. General office experience. Typing and calculator. Maple and Orchard Lake area. Send resume to: Attention N. Neff, P. O. Box 5407 W. Bloomfield Mich. 48033

Sec'y. - Personnel
$13,000
Challenging position in Personnel Department of major Suburban Company offering comprehensive benefits which include Dental Plan, excellent Blue Cross coverage with paid prescriptions. Greet job applicants, schedule appointments and book flight and travel arrangements for Department. Qualified candidate will have minimum 60 WPM and have some shorthand.
Employer Paid Fee.
355-7870
SHARRON & ASSOCIATES
PERSONNEL

SOUTHFIELD based advertising agency - immediate opening for statistical typist. Must type 60WPM. Good company benefits. Call 827-4343
Equal Opportunity Employer M/F

SOUTHFIELD LAW OFFICE seeks mature, experienced legal secretary on a flexible part time basis. Excellent working conditions. 353-2727

SOUTHFIELD OFFICE looking for general office clerk, good typing skills helpful, willing to train, excellent opportunity. Call 358-5755

SPARKLING SECRETARY
$9,620
Your good typing skills and rusty shorthand are all you need to qualify. Livonia location offers busy office, good benefits! Fee paid plus beautiful office. Call Thom today.
SNELLING & SNELLING
478-3500

SPECIAL
That's the unique quality this firm offers to competent Secretary. Administrative areas. Great Self Starter with good skills. Fee paid. Call Mart for Downriver Firm. Top Benefits.
Call 532-4900
Your new Boss pays our Fee.
HARRIET SOIGE PERSONNEL

STATISTICAL & Accounting clerk to keep records, make reports and assist bookkeepers & controller in social service agency. Knowledge and/or interest in numbers plus bookkeeping required. Math background helpful. Call Mr. Miller, Jewish Family Service. 559-1500

STATISTICAL TYPIST-experienced, part time, for local CPA firm. Flexible hours. Send resume to P.O. Box 445, Plymouth, MI 48170 or call after 7PM. 453-1028

STENO - Must be experienced. Part time. Flexible hours. Mature. 12 Mile/ Farmington Rd. area. 553-2124

STOP & GO
FEE PAID TO $12,000
STOP! Do you like excitement? Lively, large ad company has several openings. Will train experienced secretaries to become a part of there winning team. You'll go to the TOP! Don't wait, call Carrie today.
PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARY -
For Legal Office. Typing - 60-65 WPM. Full-time, 8:30 AM to 5 PM. American Center Bldg. 352-6700

SECRETARY for marketing research company dealing with automotive parts and advertising agency. Varied duties. Good typing skills necessary. Shorthand helpful. Maple & Telegraph area. Immediate opening. Call Ginny 647-8484

SECRETARY
for Farmington Hills corporate office. Excellent career opportunity for organized, dependable individual with good typing and shorthand skills. Pleasant work environment. Competitive salary and fringe benefits. Send resume in confidence to Box 643, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - GIRL FRIDAY
For computer software firm. Must have typing skills and be well organized. Secretarial duties, reports to corporate treasure, maturity & ability to work with confidential material required. Important projects & budget, receivables & forecasting. Troy location. Attractive salary & benefits. Call for appt. 362-9160
An Equal Opportunity Employer

SECRETARY
Livonia sales office requires flexible individual with excellent typing skills and telephone manner. Experience preferred. Excellent fringe benefits. Call for interview. 478-2060

SECRETARY
POSITION available for an experienced secretary. Minimum typing 60-65 WPM, shorthand 80 WPM. Knowledge of real estate or mortgage procedures preferred. For further information contact Personnel Dept.,
Alexander Hamilton Life Insurance Co. Of American
12 Mile & Farmington Rd.
553-2000

504 Help Wanted Office-Clerical

SECRETARY
REAL EST