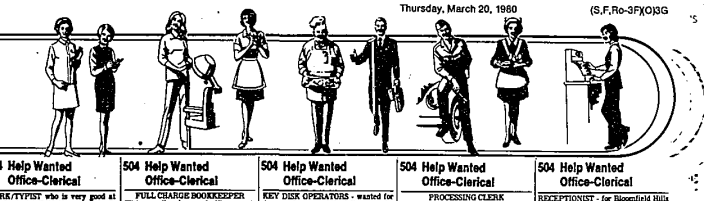
Help Wanted



502 Help Wanted Dental-Medical

RN - LPN

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

RN OR LPN
for part time & relief in busy pediatrician office in Farmington.
477-1127

RN or LPN
For private duty in home. Part time. Hours 4:30-9:00PM. Good salary. Birmingham area. Call 478-0970

RN or LPN
Position available 3pm - 11pm shift or 4pm - 9pm shift. Contact Mrs. Hall, Director of Nursing, Dorvin Convalescent Center, 29270 Morlock, Livonia, one block south of 8 Mile on Middlebelt.

RNS - LPNS & AIDES

For days and midnights, full and part time. apply P-5 PM.
CAMELOT HALL
CONVALESCENT CENTER
35190 ANN ARBOR TRAIL
Livonia, Michigan
522-1444

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
Birnfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RNS & LPN'S Full and part time on all shifts. Good wages and many benefits. Pleasant modern working conditions. Call collect. Huron Valley Lodge, Ann Arbor. 313-761-3400

RN'S

Unlimited Personal Satisfaction and Extensive Professional Rewards are yours to enjoy. Here's a special career opportunity where your initiative and concern for others will show matching results—and where the need for weekend, holiday or evening hours. You'll guide and encourage overweight individuals towards better health and nutrition through one to one counseling sessions. If this commitment sparks your ambition and enthusiasm, and you like working in a congenial clinic atmosphere, give us a call. Salary plus bonus. Ask for Lin. 967-2400

WEIGHT LOSS CLINIC

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. Call Mrs. Beverly Manor, 532 Orchard Lake Rd. Pontiac.

STAFF NURSES - $19,000
Intensive care units and all shifts available. Employer pays fee. Excellent benefits. Employment Center Inc. 859-1838

UNDER THE NEW DIRECTION OF
DR. GORDON W. ROSE
LABORATORY SCIENCE, LTD.

Has openings in all phases of the Medical Laboratory Division including the following positions:
• MEDICAL TECHNOLOGISTS
• QUALIFIED PHLEBOTOMIST
• X-RAY TECHNICIANS
• MEDICAL BILLING DEPT.
• SWITCHBOARD OPERATOR
• SECRETARIAL POSITIONS

Contact Laboratory Science, Ltd., 24451 Telegraph Road, Southfield, Mich. in person or call 353-7500

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

R11 PER HOUR
RN'S, ICU-CCU needed for special project in Farmington. Full or part time, midnights. Start immediately. 855-9945

NURSES AIDES & ORDERLIES
For physically handicapped & elderly. Experience not essential. Paid orientation, full or part time, some weekends, must be dependable. Oak Hill Nursing Home, 34225 Grand River, Farmington. 477-7373

502 Help Wanted Dental-Medical

NURSE AIDS
Afternoon Shift
No experience needed
Training class to begin March 31, 1980
University Convalescent & Nursing Home
28550 Five Mile Road, Livonia
NURSE'S
AMC Health Care I needs you
459-2781 645-6370

Nurses
RN'S
$200 FREE!
PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 89 SHIFTS OF 12-HOURS, 11-7, OR JUST WEEKENDS AND RECEIVE $200 FREE IN ADDITION TO ALL OUR TOP WAGES.
RN'S
TO $12.50 PER HOUR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM MARCH 9 THRU MARCH 24, 1980 AND WORK COMPLETED BY MAY 24, 1980.
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OR. CALL NOW FOR IMMEDIATE OPENINGS.

NURSING ATTENDANTS
Part time positions open on all shifts for Sat & Sun. Call Mrs. Machle. 338-0345

OCCUPATIONAL THERAPIST
Part time positions available in nursing homes in the Northwest Suburbs.
Flexible Hours. Salary Negotiable
Established Growing Rehab Company
Ancillary Health Care
27777 Franklin Rd., Suite 740
Southfield 353-0420

OFFICE ASSISTANT for foot specialist's office in Canton. Office experience helpful, medical experience not necessary. Full time. Call Monday thru Friday, 10am-4pm. 455-0770

OPHTALMOLOGISTS OFFICE in Southfield needs mature receptionist full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid. Experience preferred. Send resume to Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPPORTUNITY for Skilled Dental Assistant. Quality Southfield General Dental practice. Certification & experience in 4-hands assisting desired. Part-time schedule. Call 8am-5pm Daily, 559-3095

ORTHODONTIC OFFICE is looking for a full time dental assistant, experience required, pleasant working conditions, good benefits. Call Wed or Thurs. AM. 435-3000

PART TIME Chiropractic Assistant, female preferred. Progressive Canton office. 2 days only at this time. Ask for Susan 455-8787

PART-TIME DENTAL HYGIENIST
1 or 3 days a week. Wayne, Westland area 728-4300

504 Help Wanted Office-Clerical

ACCOUNTANT

Garden City area. Outstanding opportunity. Excellent fringe benefits. Salary commensurate with ability. Send resume to:
Box 696
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANT - N. Woodward area. CPA firm is seeking individual with Accounting degree. Offering diversity of assignments, excellent working conditions - excellent opportunity. Some Public Accounting experience preferred.
Send Resume to: Polewach & Co., 16267 W. 14 Mile, Birmingham, MI. 48009.

ACCOUNTING CLERK - position available immediately. Must have experience operating Calculator & retail background helpful. Excellent fringe benefits thru Southland Corporation.
7-Eleven. Call 538-8711

ACCOUNTING SECRETARY
to handle Accounts Payable and Invoicing. Must have good command of Accounting functions, typing skills and memory needed. Excellent salary with furniture sales company. Send resume to Sally Roe, Carson Business Interiors, P.O. Box 800, Southfield, MI 48037

BILLING CLERK-Accounts receivable. Southfield office-10 hrs. per week. Flexible area. Send resume to P O Box 5061, Southfield, Mich., 48037

BOOKKEEPER

Apartment Management Company, Southfield office. General ledger, management statements, payroll and reports. Experience required, small office. Excellent opportunity for competent, close person. CPA interviewing for client. Send resume to box 523, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

504 Help Wanted Office-Clerical

-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
Genesee Discount Credit Corp.
Equal Opportunity Employer M/F

ADMINISTRATIVE ASSISTANT To Provost. (Temporary position). Responsible to the provost of the S. F. campus for the operation of the office. Must be high school graduate plus business school or executive secretarial training. 4-5 yrs. secretarial experience. Typing of 60 wpm and shorthand 100 wpm required. Salary $487 - $776 bi weekly. Duration approx. 3 to 6 months. Applications accepted thru May 23, 1980. Apply Oakland Community College, 2480 Opdyke rd. Bloomfield Hills Michigan, 48013. Phone 847-6300
An Equal Opportunity Employer

ADVERTISING SECRETARY
Take charge of many responsibilities for branch office of related 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

All Around Typist
National firm is expanding to offer you a new permanent Dictaphone helpful. $19,400. FEE PAID Call:
Suburban Office Services
FARMINGTON 477-9840
ROCHESTER 651-1500

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

AUTO DEALER
ACCTS RECEIVABLE BOOKKEEPER
Are sales slowing down? Are you getting bored? Come to Michigan's number one Buick Dealer and come alive. Accounts receivable bookkeeper for large volume quick paced dealer. Dealership experience a must, excellent benefits and pay. Call Sandi.
TAMAROFF BUICK
353-1300

AUTO DEALERSHIP
BOOKEEPER
Needed. Experience necessary. Southfield area.
Ask for P. A. Henshaw
Call 354-6600

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 362-3921

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 WIXOM 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

502 Help Wanted Dental-Medical

504 Help Wanted Office-Clerical

BOOKKEEPER - Experienced, full time permanent position for quality mens store. Must have references. Excellent working conditions. 644-7840

BOOKKEEPER - Full time, with experience. Must be familiar with payroll tax forms, & accounts payable/receivable. New office, nice working conditions. Apply between 9am-4pm, 13550 Deerpass Court, Livonia. (Between Farmington & Levan)

BOOKKEEPER- Right typing, part time, 20 hrs. per week. Pleasant working conditions, Birmingham location. Reply to Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER needed for growing business. Responsibilities include: taxes, accounts receivable & payable & collection of accounts. Hours 10am-5pm. Mon thru Fri. Clawson area. Send resume: 560 W. 14 Mile Rd. Clawson, Mich 48017.

BOOKKEEPER or willing to learn for CPA. Part time, flexible hours. Middlebelt & 14 location. 851-5550

BOOKKEEPER/Secretary needed full time for liquor/export firm. Experience thru trial balance. Reply to Box 556, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER WANTED - Auto dealership experience preferred, but not necessary. P.O. Box 644, 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. Laffey, Metalfab & Co. 470 American Center, Southfield, MI 48034.

BRIGHT & PLEASENT person needed, background in accounts receivable helpful, must know 10 key adder, light typing, good phone personality. Southfield area. Call Marilyn. 353-4010

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

CHECK OUT
This opportunity will make your secretarial skills: Typing, Shorthand or Dictaphone needed. Work experience with other clerical duties is extremely helpful. Salaries location.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

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 fast thinking. Plenty of variety and client contact. $7,800 up. Call Joanne Bradley today!
353-2090
SNELLING & SNELLING
PERSONNEL

CLERICAL OFFICE located in Canton - person to work in buying department for major food wholesaler. Must be detail oriented, salary commensurate with experience. Interviews scheduled Sat. March 22nd, between 8am-11am. 41600 Van Born, Canton.
An Equal Opportunity Employer

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

CLERICAL & TYPING
Minimum 50wpm, full time busy phone in industrial distributor sales office. Dictaphone, must have aptitude for figures, neat, profile, etc. Minimum 3 years experience. Challenging job for mature person. Wixom area. Company benefits. Send resume with salary requirements to Box 618, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL WORK $3.50/hour. 10AM-5PM, Monday-Friday. Mason Auto Painting & Body Works, Garden City.

CLERK/TYPIST - Bookkeeping experience helpful, but not necessary for small manufacturing company. Apply 13000 Capital, Oak Park.

CLERK/TYPIST for large insurance agency located in Southfield. Call Carol Parnter for an interview: 353-5600

CLERK-TYPIST, full time, Southfield law office. Office experience, good typing skills and pleasant personality required. Shorthand helpful. 352-1945

EXPERIENCED LEGAL Secretary needed for Birmingham/Southfield law firm. Excellent working conditions and fringe benefits 642-3390

EXPERIENCED Legal Secretary, with excellent shorthand & typing skills, for civil trial, general practice. Salary commensurate with ability. 363-3660

504 Help Wanted Office-Clerical

CLERK/TYPIST who is very good at attention to detail (50-60wpm required), we have a non-smoker full time position that provides a variety of duties and responsibilities with excellent fringe benefits included. Salary open to discussion. Please apply in person at Christian Memorial Cultural Center-Cemetary, 531 E. Hamlin Rd., Rochester.
11 Mile N. of Auburn between Rochester & John R.).

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

CONTRACT ADMINISTRATOR
Secretary for engineering firm in Livonia. Full time position. Accomplishment oriented in long term employment. Must be a self starter, (typing - shorthand required, call Mrs. Campbell for an appt. 531-2271

CREDIT UNION experience, collections and loan processing. Apply: 17135 W. 10 Mile Rd., Southfield, or call
557-3734

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 Square Plaza
565-3500

ENERGETIC & FRIENDLY Sales Secretary needed for beverage distributor. Typing 55 WPM minimum, telephone experience necessary, excellent paid company benefits. Call to arrange interview. 835-8400

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

EXECUTIVE - administrative secretary for large Ferndale corporation. Answer to Operations Manager. Associate degree in business a plus. Typing 70, shorthand 100. Benefits include dental. Salary $15,000 and agency fee paid.

SCHEDULAR - for Ferndale manufacturer. Must have 3 yrs. master scheduling experience. Interviews scheduled Sat. March 22nd, between 8am-11am. 41600 Van Born, Canton.
An Equal Opportunity Employer

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

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CLERICAL WORK $3.50/hour. 10AM-5PM, Monday-Friday. Mason Auto Painting & Body Works, Garden City.

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EXPERIENCED Legal Secretary, with excellent shorthand & typing skills, for civil trial, general practice. Salary commensurate with ability. 363-3660

504 Help Wanted Office-Clerical

FULL CHARGE BOOKKEEPER
With payroll and general office experience for 1 girl office. Troy area. Must have minimum 4 yrs. experience. Candidate must be able to work with little supervision. Send resume to Box 690, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME, fast accurate typist with receptionist/telephone experience. Southfield area. Call Mon. Wed. Fri. between noon and 3 pm. ask for personnel.
642-2234

GENERAL OFFICE, help needed. Excellent fringe benefits and a starting wage of $134 per week. West side of Detroit. Call Ann Marie Tucker at 273-6611

GENERAL OFFICE. Experience not necessary, will train. Hours are 50-55 hr p.m. Northwest area. Call Don Ross for appointment: 348-5200

GENERAL OFFICE clerk small office, typing, bookkeeping, accounts payable, reception. Contact Abrams Moving Co.
432-1111

GENERAL OFFICE - mortgage company in Southfield has immediate openings for trainees in servicing dept. Must type 50 WPM, call Mrs Mohamed
355-5700
An Equal Opportunity Employer

GENERAL OFFICE - Canton, light bookkeeping, typing, payroll, billing & phone answering. Reply giving experience & salary requirements to box #873, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

GENERAL
OFFICE
Type 55 w.p.m. Call Personnel Manager 10am-3pm, Mon. Fri. 348-3667.
TUNNEL BAR-B-Q
29161 Northwestern Hwy
near 12 Mile
Southfield

GENERAL OFFICE WORK
Typing required, fringe benefits
Southfield area
Call Mrs. Barron 354-1970

GENERAL OFFICE WORK. Typing skills, filing Fringe benefits. Pleasant working conditions. Apply at Colonial House Of Furniture, 20322 Middlebelt, near 8 Mile, Livonia.

• GENERAL OFFICE •
No experience required - we will train. Light typing, filing & answering the phone. Good benefits. Salary commensurate with ability. Apply in person: Phil-Ann Realty, Inc., 15828 W. 10 Mile Rd., between Greenfield & Southfield.

GENERAL OFFICE
Part time. We are seeking a gal interested in a career in Insurance Sales. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location & full benefits. For appointment call
353-3209

GENERAL OFFICE
Stimulating, Energetic, Hard-working! Must like to deal with people. Interesting position which involves typing and general clerical skills.
CHERRY HILLS
VILLAGE APARTMENTS
Office hours 12-6 daily
Closed Thurs.
852-6260

GENERAL - office, Southfield firm, typing 60 WPM, good figure aptitude, $10,450.

RECEPTIONIST - Troy legal office, 60 WPM typing, $750, fee paid.

EXECUTIVE - secretary, 3 to 5 yrs. exp. in insurance or accounting, typing 75 WPM, shorthand 100, $14,000.

LOIS RAY
PERSONNEL
559-0560

GIRL FRIDAY SALES. Must a few years experience handling office sales position, excellent typing skills, telephone work. Typing a must along with a positive work ethic to helping customers. Please call Mr. Sherman for appointment. 642-8338

GREAT POSITION for person with children re-entering the job market. $4 per Hr., 35 Hrs. 9 to 2 PM, 5 days a week. Southfield location. Send resume or note of interest and experience to: Bonnie Smith, Southfield Public Children Services, Roosevelt Service Center, 24600 Greenfield Rd., Oak Park, 48237

GROWING BUSINESS in Farmington needs a top notch individual experienced in purchasing follow-up, cost analysis and typing. Secure position for one who has some expertise in the above areas. 476-2975

IF YOU'RE
GOOD ...
You ought to be KELLY! We need: SECRETARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS, SWITCHBOARD OPERATORS, CLERKS & MORE. Keep your skills from getting rusty and work on temporary assignments for KELLY SERVICES. We offer top assignments, top pay rates, paid vacations, bonus referral plan and paid vacations. Apply Mon. thru Fri., 9 to 5 PM. at the office nearest your home.
Not an Agency - Never a Fee
29449 W. 8 Mile, Livonia
522-4020
2339 S. Telegraph, Bloomfield H.
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 5061, Southfield, Michigan 48037

INSURANCE OFFICE (Livonia) needs Home Owners & Auto Rater. Additional insurance knowledge preferred. Ask for Judy 525-8450

INSURANCE SECRETARY
Experienced bookkeeper/claims rating and typing. General agency. Top salary and benefits. Southfield. 948-5600

JUNIOR SECRETARY
Typing, filing
Southfield
353-8474

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

504 Help Wanted Office-Clerical

KEY DISC OPERATORS - wanted for day or afternoon shift, full time only, must key 10,000 key strokes per hour minimum. Salary negotiable based upon experience, write or call Kim Steele, Dataco, 23500 Concord Dr. N. Madison Hts. MI. 48071. Located across from the Oakland Mall. 585-5460

LEGAL Secretary for partner in small Troy law firm. Mid City Call II, bookkeeping. Experience required. Pleasant working conditions. Salary commensurate with ability. 649-1100

LEGAL
SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, for over 35 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY, wanted for Southfield law firm, experience required. Call for appointment. 352-9080

LEGAL SECRETARY for large Southfield law firm. Must have previous experience. Salary commensurate with ability. Full benefit package. 354-4660

LEGAL SECRETARY
Experienced in Personal Injury, Divorce & General practice. Salary commensurate with experience. Southfield law firm, 649-2828

LEGAL SECRETARY for small general litigation firm, looking for professional attitude, will train qualified person. Southfield. 557-4400

LEGAL Secretary for small Southfield law firm. Minimum 1 yr. experience. Word processing experience helpful but not required. Call Maggie at 353-3340

LEGAL SECRETARY- Southfield area, minimum 2 yrs. experience. Shorthand 80 WPM, Typing 65 WPM. Salary commensurate with ability.
355-8080

LEGAL SECRETARY & Gal Friday, Birmingham lawyer will train woman with college education & desire to be a lawyer or paralegal. 645-0750

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

LEGAL SECRETARY
For Southfield Law Firm
Typing & shorthand required
Call Diane 557-8190

LEGAL
SECRETARIES
Many excellent permanent jobs are available for candidates with legal experience. The positions are located with private law firms and industry leaders throughout the [illegible] Permanent, [illegible] editor are available immediately. [illegible] fee for our professional part [illegible] assistance. Isn't it time you called Personnel at Law, a placement specialist in the legal profession?
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2260
SOUTHFIELD, MICH. 48075

Southfield	358-0090
Dearborn	582-3330
Renaissance Center	567-0141
Troy	649-2942

LEGAL SECY-No Shorthand $810. Corporate attorney's need at least 6 months experience. Fee Paid.
Rosemary Ford Personnel 434-8818

LOOKING FOR middleaged lady with jewelry experience as assistant and office coordinator. Call between 6 and 8 PM. 644-8049

MATURE WOMAN wanted for part time office work. Approximately 12 hours per week, some experience required. No evenings or weekends. Jambos Steel Drum Co., 12831 Inkster Road, Garden City.

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. Forster
353-8190
An Equal Opportunity Employer

OFFICE CLERK - experience necessary but some Blue Cross Blue Shield helpful. Call 543-7230

ONE GIRL OFFICE - Livonia manufacturing co., immediate opening, experience required, typing, invoicing, accounts payable, accounts receivable & payroll bookkeeping. Send resume to Quality Precision Products, 38761 Amsterdam, 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

PART TIME
TELEX-TELETYPE
MAG CARD II
WORD PROCESSING
Large international corporation needs assistance for peak work loads and special projects. Call Pat immediately for these part time opportunities.
353-0505
Temporary Staff

PART TIME, Temporary, Southfield. Transcribing typist needed. Accurate, excellent spelling & grammar are essential. Hours tailored to availability. Send resume to Crawford Rehabilitation, 36555 Evergreen, Suite 1218, Southfield, MI. 48076.
An Equal Opportunity Employer

PART TIME
Typing, 45 w.p.m., evenings, $5 an hour. Troy. Fee paid.
Monarch Personnel. 773-5900

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 psychology 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, 2 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 648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL
BACKGROUND
$10,500
Corporate headquarters needs very accurate typing, good Math. Benefits. Fee paid. Call Nancy.
644-4600
SNELLING & SNELLING
AGENCY

PERMANENT - PART TIME
Handle advertising mail-sort program, good typing skills, set your own hours (approximately 25 hours per week). Farmington area. Call 478-0063
EOE

PERSON FRIDAY
People are the Focus & the Fun in this variety schedule. Help make the contacts this consulting group needs to get ahead. Bright typist, earn to $900 start.
Call 644-4144.
Your new Boss pays our Fee.
HARRIET SONGIS PERSONNEL

RECEPTIONIST
For Life Insurance Office
Telegraph - 13 Mile Area
647-1616

504 Help Wanted Office-Clerical

PROCESSING CLERK
Must have good typing, clerical skills and possess basic math knowledge. Full time position with full benefits. (2) positions available. Contact Helen Ice, Publications Division. 865-5000 ext 310

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, organized, self-motivated would be helpful. This position calls for someone who is a good speaker and willing to work some week-ends and evenings when events are scheduled at those times. Excellent working conditions and fringe benefits. Please call Elaine Hecht for appointment. 357-1600
Equal Opportunity Affirmative Action Employer.

RECEPTIONIST
FRONT DESK-$600
Farmington company needs a receptionist with good accurate typing and 6 months previous office experience.
Call 565-3502
Graebner Employment Service

RECEPTIONIST - for Bloomfield Hills law firm, good typing skills necessary, call Jan. 647-6460

RECEPTIONIST For Bloomfield Hills law firm. Good typing skills necessary. Call Jan. 647-6460

RECEPTIONIST for Birmingham Pediatrician's office, Insurance, filing, phone etc. Full time call between 11 am and 12 noon. 645-1741

RECEPTIONIST/TYPIST, experienced. Permanent position for real estate company. Troy area. Call 9 AM to 5 PM, Monday through Friday. 362-1000

RECEPTIONIST - immediate full time position available in W. Bloomfield area. Good typing skills essential. Call Mrs. Ferguson 538-5383

RECEPTIONIST/Telephone Operator for office in Southfield. Individual must be able to perform a variety of duties including typing. Excellent hours. Please call Elaine Hecht for appointment. 357-1600
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RECEPTIONIST
FRONT DESK-$600
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SECRETARY, architect's office in Birmingham. Typing, filing, telephone, Dictaphone and general office. 647-5600

SECRETARY/CASHIER position available, for 20-30 hours per week. Some Accounting background helpful, must be able to work Saturday and Sunday.
Apply at the Dry Dock
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PERSONNEL

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SECRETARY
Farmington area. Immediate opening in district sales office. Typing and general clerical experience necessary. Full benefit package, Call between 9am-4pm. 471-6765
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Excellent opportunity for individual experienced in financial typing & projects. Responsible for all financial dept. secretarial duties, reports to corporate treasurer. Typing & ability to work with confidential material required. Important projects & budget, receive & ables & forecasting. Troy location. Attractive salary & benefits. Call for appt.
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SECRETARY for marketing research company dealing with consumer panels and advertising agency. Varied duties. Interesting skills necessary. Fee paid. Call Jane Bradley at Telegraph area. Immediate opening. Call Gary 647-8484

SECRETARY
for Farmington Hills insurance office. Excellent career opportunity for organized, self-motivated person. Good typing and shorthand skills. Pleasant work environment. Competitive salary and fringe benefits. Send resume in confidence to Box 667, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
for law office, part time, some legal experience preferred. Southfield area. Call Mr. Miller. 353-3080

SECRETARY
For Farmington Engineering Office. Good shorthand/typing & ability to follow up. Blue Cross/Blue Shield/Dental For interview please call 477-4500

SECRETARY for 3½ day week in Birmingham. Perhaps you are the career top secretary who would enjoy interesting work. Write Box 676, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
full time, experience in architectural and/or construction field. 10 & Lahser, Southfield office. Call 645-6530

SECRETARY - FULL TIME
For executive in Northwest Detroit & Southfield. Accurate typing, attention to detail and a pleasant phone personality are important requirements. National Co. provides full benefits.
Call Mrs. Hamilton for an appointment.

SECRETARY, full time position available in a marketing office. Start immediately. Good typing and general office skills required. Excellent benefits including Dental. Located in Troy, Michigan. For interview, contact
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SECRETARY
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Michigan Life Insurance Co.
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504 Help Wanted Office-Clerical

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RNs - LPNs
GRAD NURSES

Applications are being accepted for all shifts and units. NO SHIFT ROTATION. Present openings:

OPERATING ROOM -experienced required
RNs - Full time. Day shift and afternoon shift.

OBSTETRICS/FLOAT
RNs - Part time.

MEDICAL/FLOAT
RNs - Part time.

PEDIATRICS/FLOAT
LPNs - Part time.

MEDICAL/FLOAT
LPNs - Part time.

MEDICAL SURGICAL/FLOAT
RNs - Part time and full time.

PEDIATRICS/FLOAT
RNs - Full time.

ICU/CCU -experienced required
RNs - Part time and full time.

MEDICAL SURGICAL/FLOAT
RNs - Part time, midnight shift.

ICU/CCU -experienced required
LPNs - Full time.

For further information, contact:
BEYER MEMORIAL HOSPITAL
135 S. Prospect St.
Ypsilanti, Mich. 48197
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