EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL OFFICE - 2 positions open, dental receptionist, experienced with phone, appointments and insurance. Dental assistant experienced in 4 hand-6 months and x-rays. Benefits. 4½ days, no Saturdays. Pontiac area. Call between 8:30-4:30. 335-8031

DENTAL RECEPTIONIST, experienced to handle insurance, payroll & taxes, in pleasant office. Northland area, 4 afternoons/week. 569-0439

DENTAL RECEPTIONIST, full-time, 2 years recent experiences. Responsible individual for Troy office. Must have knowledge of Insurance & Pegboard-system. 839-9182

DIRECTOR OF NURSING
A professional nursing service is seeking a registered nurse to be responsible for all nursing related activities including public relations, recruiting, training and supervising employees and patients. This is an excellent opportunity for an individual who has administrative experience or abilities and wants to grow with us. This is a key position. We are offering excellent compensation and benefits package. For a confidential interview call 643-2030 or submit resume to 1080 N. Woodward, Birmingham, Mich. 48011.

EXPERIENCED FULL time Medical Receptionist for 1-man internist office. Birmingham area. Experience with peg board, typing, telephone skills and insurance. Please call between 8AM-5PM. 644-6100

EXPERIENCED medical biller for busy dermatological office in Southfield. Must be familiar with Blue Shield, Medicare, Medicaid, private insurance. Approximately 30 hr. work week. Pleasant working conditions, ask for Betty 557-7600

FULL & part time hygiene positions available in Dearborn area specialists office 274-9550

FULL time Pediatric medical assistant, experience preferred. Apply in person Pediatric Associates of Farmington, 23133 Orchard Lake Rd., Farmington.

HANDICAPPED CHILD CARE
WAYNE & S. OAKLAND COUNTY
If you have 6 months or more experience working with handicapped, retarded or autistic children, Temporary Health Care Services can use you for a special care program. Full or part time. This is not a baby sitting job. References required.
Call Miss Hunter, 835-9543

HOUSEPARENT
position available at Vinton Cottage, an alternative to traditional state hospital treatment programs. Weekend and evening shifts available. Great opportunity to develop skills working with emotionally troubled people. 1 month trial period. Free room and board, plus per per shift. Contact Ms. Evaseff. 338-7241, Ext. 212, 10-5 PM weekdays.

HYGIENIST
Full time or part time, 4 days, no Saturdays. Periodontal office, Birmingham area 647-3546

HYGIENIST
Tues or Thurs. Dearborn area.
651-0539

LPN
MIDNIGHTS
APPLY IN PERSON
GOOD WAGES, BENEFITS
WISHING WELL MANOR
520 W. Main St.
Northville

LPNS
FULL TIME
ALL SHIFTS
Apply in person
Whispering Willow Manor
49650 W. Warren
Canton

MATURE MEDICAL receptionist. Permanent part time, Mon., Wed., Fri. 5-9pm. Alternating Sat. 8-4:30pm. Experience on medical peg preferred but will train person with accounting background or good math. Typing 55 WPM, no shorthand required. Prime Dearborn area Call between 9-5pm 271-5800

MEDICAL ASSISTANT to assist Doctors in busy OB/GYN practice in Southfield. Must have office experience and references. Light lab required, U. A., C. P. injections, etc. Benefits. Please call Darlene at 569-5463 or 569-5182

MEDICAL ASSISTANT
Doctors office, Northwest area. Part time days. Experience preferred. After 11am 538-7800

MEDICAL LABORATORY Technologist - IMMEDIATE opening for a Chief Medical Technologist responsible for supervision of technical and clerical functions and compliance with JCAH requirements. Candidate must be a M.T.-A.S.C.P. with blood bank and supervisory experience. Excellent salary and fringe benefits including dental and optical plan. Send resume to Brent General Hospital, 16262 Dexter Blvd., Detroit, Michigan 48221

MEDICAL RECEPTIONIST
needed part time
Some experience necessary
353-4270

NURSES NEEDED
Full Time
3PM-11PM Shift
Call 433-5421

504 Help Wanted Office-Clerical

RECEPTIONIST
We are looking for a receptionist for our Farmington office. Duties will include typing, filing and answering phones. Must be able to work with the public. Call 591-2300 and ask for Mrs. Lane.
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150
We are an equal opportunity employer

CALLING ALL
Students - Teachers - Domestic Engineers
Start your SUMMER FUN FUND
Temporary Assignments Available
ALL AREAS
Secretaries - Stenographers
Dictaphone Operators
Clerks - Typists
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WHY DELAY	DIAL NOW
Livonia	525-0330
Dearborn	565-8060
RenCen	259-7788
Wixom	669-2409
Southfield	569-7500

WITT SERVICES
The Temporary Help People

O & E

502 Help Wanted Dental-Medical

MEDICAL SECRETARIES
Temporary Assignments
Excellent typist, medical terms, etc. $5.50-$6.00 per hour. No fee to you.
DAVIS SMITH
MEDICAL SERVICES
TEMPORARY DIVISION
557-7200

MEDICAL TRANSCRIPTIONIST
For Troy doctors office. Very pleasant opportunity. Hours: 9-5, Mon. - Fri. Some relief reception and other variety as well as transcribing. Start at $800. Fine opportunity.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-6958.

Mental Health Workers
Males preferred
Afternoon & Midnight Shifts
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

NORTHWEST Area Dental Assistant full time, experience preferred. 538-2688

NURSE
Exciting opportunities for RN interested in counseling and nutritional guidance. Full time position. Must be energetic, positive and enjoy working with people. Openings in Grosse Pointe, Bloomfield Hills, Sterling Heights and Dearborn. Call Gert. 567-2603

WEIGHT LOSS CLINICS
NURSES AIDE wanted for private duty, days, Westland. 427-2088

Nurses
RN'S
LPN'S
$200 FREE!
PRESENT THIS AD. COMPLETE AN APPLICATION. WORK 20 SHIFTS OF 3-11, 11-7, OR 7-3 WEEKENDS AND RECEIVE $200 FREE IN ADDITION TO ALL OUR TOP WAGES.
CAMBRIDGE NURSING HOME, W.
18633 BEECH DALY 255-1010

RN'S
TO $12.50 PER HOUR
LPN'S
TO $9.30 PER HOUR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM MAY 19, THRU JUNE 6, 1980 AND WORK COMPLETED BY AUG 1,1980.
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OB. CALL NOW FOR IMMEDIATE OPENINGS

OPTICAL DISPENSER-Experience only. Westland area. 261-8917

PART Time pediatric phone reception-ist, midnights. Apply in person, Pediatric Associates of Farmington, 23133 Orchard Lake Rd., Farmington.

PHARMACY TECH
Immediate full time position for experienced Pharmacy Tech. Must have previous hospital experience in unit dosage and IV admixture. Accurate typing skills a must. Excellent wage and benefit package. For details call
DETROIT OSTEOPATHIC HOSPITAL
12523 Third Ave.
Detroit, Michigan
252-4000, ext. 2183

PHYSICAL THERAPY Assistant - immediate opening for part time Physical Therapy Assistant. Applicant must be a graduate of a 2 year P.T.A. Program or have a minimum of 3 years experience. Apply: Brent General Hospital, 16260 Dexter Blvd., Detroit, Michigan 482-3100

TRAINED AIDE for lovely elderly couple. Must have professional skills and in-home experience, be able to drive and cook, be at least 30 years old. References required. 645-6788

P.T. ASSISTANT
Registered Physical Therapy Assistant needed for full time opening in Southfield. Excellent salary and benefits.
Call Personnel:
353-0250

X-RAY TECHNICIAN, Farmington area, full time. Registered. Doctors office. Excellent opportunity, fringe benefits, top salary. 476-5618

502 Help Wanted Dental-Medical

RECEPTIONIST/Assistant for orthodontic office. Negotiable hours. Basic experience necessary. Southfield, Birmingham, Bloomfield area. 870-8200

RN-CHALLANGING POSITION
Looking for individual with strong Med-Surg background. Congenial atmosphere with home health agency in Dearborn/Detroit area. Prefer BSN. Excellent salary package. Openings for weekends & summer help only. 278-7200

RN - LPN

Full Time Afternoons
Call: MRS. QUINN
FRANKLIN MANOR
25900 Franklin Rd., Southfield
352-7390

RN & LPNs
RN, part time, swing shift, alternate weekends, contingent basis.
LPNs, full time, part time, days, afternoons. Possible 12 hour shifts when opening available.
Apply:
KERN HOSPITAL
21230 Dequindre, Warren

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/Frmgtn 334-9220
Detroit/Sfld. 569-1950

RN'S, LPN'S
GRADUATE NURSES
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Revised pay scale and good benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-3PM at:
CAMBRIDGE NURSING HOME, W.
18633 BEECH DALY 255-1010

RNS - LPNS
Needed to function as charge nurses. Days and afternoons. Full or part time. Join the team at " The Family of The Year". Flexible hours. New wage scale. Contact Susan Hession, RN. 728-6100.

RN'S - LPN'S
Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
SOUTHFIELD 569-2598
7000 W. 8 Mile Rd.
LIVONIA 478-2590
19500 Middlebelt
PONTIAC 643-6970
3505 Elizabeth Lake Rd.

RNs or LPNs
For modern Nursing Home, in Livonia. 3pm - 11pm or 11pm-7am shift. Full or part time. Devon Convalescent Center. Contact Mrs. Hall. 476-0550

RNS OR LPNS
Full or part time
Midnight shift
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

TEMPORARY
INSURANCE BILLERS
Blue Cross Blue Shield, Medicare & Medicaide experience. Choose when and where you prefer to work. No fee to you.
Call:
DAVID SMITH
MEDICAL SERVICES
TEMPORARY DIVISION
557-7200

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
TO $12,000
Dynamic firm seeks assistance with diversified office requirements. Lots of activity, responsibility, and fine benefits. An excellent career opportunity. Fee paid. Call Carol.
SNELLING & SNELLING
649-5900

ADMINISTRATIVE - Secretary, excellent skills, for top executive of national firm. $15,500. Fee paid.

MAG CARD - operator, Troy legal firm, typ@ 75 WPM, $10,800, fee paid.

CLERK - large Southfield company, no typing, excellent math & English skills. $700; mo. Benefits, fee paid.

LOIS RAY PERSONNEL
559-0560

AGENCY SECRETARY
FEE PAID $10,400
Be prepared to run the show. This suburban insurance office needs good ability, experience, and a super personality. Benefits include dental. Call Carol.
SNELLING & SNELLING
649-5900

AMBITIOUS!
$207 WEEK
Move into this outstanding opportunity. Covers most Extraordinary, benefit package. Is the best in the industry. Call Deb. 478-3200. Fee paid.
SNELLING & SNELLING

AN administrative/secretarial career opportunity for an experienced pro. 45 wpm typing & 50WPM. Be capable on phone, able to handle clients and vendors. Friendly, Cheerful, Presentable. Shorthand not required. For well established Bloomfield area creative counselling firm. Salary open, includes BC. 355-4163

APPLY NOW FOR
GOP
CONVENTION
Plus Other Office Assignments
Typists & Stenos Needed
Apply Mon. thru Fri. 9-3
LIVONIA
19500 Middlebelt, 3rd Floor
478-1130
ROYAL OAK
26075 Woodward, 3rd floor
543-1080
Ask how you can earn extra money with our talent scout referral program.

MANPOWER
TEMPORARY SERVICES
THE WORLD'S LARGEST
An Equal Opportunity Employer

ARA, the unique Service Management Company is seeking a bright and assertive Personnel Secretary for our Southfield headquarters.
ARA Centre is personable individual with 2 Yrs. clerical experience, good typing skills with shorthand a plus. Organizational skills and attitude are an integral part of this position.
We offer an excellent starting salary with a comprehensive benefit package with the potential for career growth in a fascinating business.
For an appointment, please contact:
Mae Hoover
644-7500, Ext. 253

ASSIGNMENTS
Near your home for experienced:
MAG CARD OPERATORS
DICTAPHONE TYPISTS
STENOS
SWITCHBOARD OPS.
SUBURBAN
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ASTOUNDING
$250 WEEK
Need a challenge! Are you tired of being in a rut? Need Bookkeeper, accounts receivable person, lots of detail. Call Sister Bonnie for advancement. Terrific benefits. Paid vacation. 478-3200.
SNELLING & SNELLING

AVAILABLE NOW
Southfield Medical firm has immediate opening for individual with transcribing experience, (Medical a plus). 55 WPM, and good communication skills. All salary commensurate.
FEE PAID POSITION CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

504 Help Wanted Office-Clerical

BILLING CLERK typist with some bookkeeping experience preferred. Steady work, liberal benefits, equal opportunity employer. Plymouth Telegraph Rd area. 538-4500

504 Help Wanted Office-Clerical

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

TYPIST
Part-time, needed immediately. Capable typist able to learn electric typesetting. 60 wpm minimum. Days. Apply in person W-Th-F. Mr. Brown, 560 S. Main, Northville.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BEAUTIFUL OPPORTUNITY!
$250 WEEK
Bookkeeper, accounts receivable, loads of detail work - steady reliable individual that gets top benefits, paid vacation. Call Shirley. 478-3200.
SNELLING & SNELLING

BEGINNER
VARIETY JOB
Major West Suburban company will train bright promotable person with good typing for entry level position. A 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

BIG BUCKS!
$220 WEEK
SUBURBAN
LOCATION
Executive assistant position! Strong typing and shorthand required. Super benefit package! Call Thom. 478-3200.
SNELLING & SNELLING

BILLING PERSON FOR MEDICAL SOUTHFIELD
Tabulation, input for computer. Must have experience. $700-$800. Paid Benefits. Fee Paid.

BILLING TYPIST
Excellent opportunity for services Excellent typing. Salary $750 Range. Fully paid benefits & tuition refund. Dental & Optical. Fee Paid.

INVENTORY CONTROL
Southfield
Excellent typing, letters, accounts payable, accounts receivable, bank reconciliation, phones. $250 per week. Fully Paid Benefits. Fee Paid.
BETTY HAMIL PERSONNEL
424-8470

BIRMINGHAM COMMUNITY HOUSE is seeking a woman to work on a permanent part time basis in our adult education department taking registration, answering phones. Must have good typing skills. Call Bob Mader 644-5452

BIRMINGHAM - sales office of outstanding publication needs secretary to run the office. Boss out of town a lot. Plush surroundings, convenient location. Adv. print experience helpful. Salary $13,200. Benefits include dental. Company pays agency fee.

SECRETARY - for land development vice president of Birmingham company. No shorthand. Intelligent person with good typing will earn $12,000 plus outstanding benefits & fee paid by boss.

BILLING - clerk for large Troy company, experience & A/P & construction or land development required. Salary $9450 to $10,400 plus benefits & company pays our fee.

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

BLOOMFIELD HILLS law office seeks secretary with excellent shorthand and typing skills. Benefits. 644-4840

BLOOMFIELD HILLS LAW FIRM
Seeking responsible Secretary with good typing & dictaphone skills. Legal experience preferred but will train right person. Call
BONUS BABY
$9100
VARIETY GALORE!
Think for yourself here! Good typing and personality gets this one! Super benefits, plus C. O. L. A. Call Thom. 478-3200.
SNELLING & SNELLING

BOOKKEEPER/ACCOUNTANT
for CPA office in Northwest Detroit. 273-4242

BOOKKEEPER, experienced through general ledger. Salary commensurate with experience. Birmingham area. 645-6310

BOOKKEEPER
Experienced with payroll and sales taxes, financial statements. Work in a Southfield CPA office on several sets of books. Full time. 557-5257

BOOKKEEPER-full time position open with growing management firm in Southfield. Typing required. Ask for Denise from 8AM-5PM. 352-3333

BOOKKEEPER
Growing Birmingham Advertising Agency needs experienced, capable Bookkeeper. Responsibilities thru trial balance, posting on NCR bookeeping machine, and maintaining company benefit program. Agency experience desirable, but not necessary. Send resume or call 645-6500 for appointment. Baker, Allen, Cunningham & Kingsper, Inc., 55 W. Maple, Birmingham, MI. 48011.

BOOKKEEPER, Part Time. Must be excellent typist & bookkeeper. Pleasant business phone manner necessary. Office at 10 Mile & Evergreen. 354-4808

BOOKKEEPER
Part time. Experience necessary. Apply: 2050 Stephenson Hwy, Troy.
689-0003

BOOKKEEPER primarily accounts receivable, credit and collections. Ability to operate computer terminal and CRT required. Familiarity with office products a big plus. Must enjoy detail work and detest loose ends. Will talk at 8-10AM. Call Mr. Bell 644-6858
BIRMINGHAM OFFICE SUPPLY

BOOKKEEPER
With general office experience, for ladies apparel shop, good salary & future advancement, located near Grafton Farms Market. Mail resume with experience to Box 984, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
$12,000
FEE PAID
Excellent benefits at prestigious location!
Snelling & Snelling
336-7400

CLERICAL, accounting background, part time days. Northland area. 569-4493

CLERICAL-Filing department, full time. Light typing, salary plus fringe benefits. Local insurance firm in Birmingham. Call Mr. Barton at 645-6100

CLERICAL TRAINING
An opportunity is available for resident of Oakland County to train for a Clerical career through the CETA program. You must be a High School graduate or equivalent, unemployed or underemployed. Equal Employment Opportunity. Training will be held in our new Troy location. Call between 10AM-4PM at:
588-9660

EXPERIENCED SECRETARY
Marketing Services Co. - with an immediate opening for an experienced secretary in the Account Sales Group. Require good telephone personality, excellent typing skills, shorthand or dictaphone.
Livonia - Catherine 645-6500, ext. 13

504 Help Wanted Office-Clerical

Clerks
Typists
Secretaries
Bookkeepers
KELLY SERVICES has a special REQUISITION for positions in Garden City. We have assignments for all clerical and secretarial skills - your skills in demand. Apply between 9 and 3 P.M. Mon. thru Fri.
32669 W. WARREN
(at Venoy - in the Shea Delight Beauty Salon)
GARDEN CITY
522-4020
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

CLERK TYPIST
A national corporation located in Birmingham Farms has immediate opening for experienced:
CLERK TYPIST (60WPM)
We offer outstanding benefits including dental, extensive salary plan and retirement potential.
Please contact Janet LaFata. 645-6940.
Only if your typing skills meet the above requirements please. Individuals returning to work force welcome.
Equal Opportunity Employer M/F

CLERK-TYPIST, immediate opening for interesting and diversified position. Must have ability to type 50WPM, pleasant phone manner and accurate typing skills required. Complete benefit package Call Chris. 288-6545

CLERK TYPIST
Position open in Southfield office. Typing 35 WPM. No office experience necessary. Call Cathy Pritchard at 353-5000

CLIENT REP
FEE PAID
Meal situation in our customer service department of large company. Super benefits and salary.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

CONTROLLER
For large Insurance Agency in Southfield. Insurance background preferred but not required Good benefits. All inquires confidential. Send resume to Box 970 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COORDINATOR
Fee Paid $13-$14,000
Putting the big picture in to focus - thats your assignment. Deadline & details put excitement into this career start. Take basic Secy skills to the Boardroom level.
See us - we're across from K-Mart HQ.
CALL 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

DOCTOR OFFICE RECEPTIONIST
Full time or part time. Varied office duties. Light accurate typing, pleasant manner. Call Mon., Tues., or Thurs., 2-4 PM. 464-2018

ESTABLISHED sales rep firm needs secretary with excellent shorthand and telephone skills. Informal atmosphere, downtown Birm. Super opportunity for woman who wants to get involved in every phase of operation. Reply Box 986 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXCITING & challenging opportunity for experienced legal secretary with supervisor skills in growing Birmingham firm. 644-4433

EXECUTIVE Secretary, Southfield sales office. Shorthand required. Experience preferred. $800 a month plus cost of living with excellent benefits including medical and dental. 352-5820

EXECUTIVE
SECRETARY
Southfield location. A dynamic person interested in a challenging position. P.B. work. 110 WPM, shorthand 70. Salary $12-15,000.
FEE PAID POSITION CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

EXECUTIVE
SECRETARY
Minimum - $10,800
Challenging position in beautiful suburban hi-rise. Advancement and excellent benefits are part of this package. Your new boss pays the fee. Call Joanne Headley today.
353-2900
SNELLING & SNELLING
PERSONNEL

EXECUTIVE SECRETARY
- Bonus, Medical, Dental, typing, steno, spelling, grammar and writing skills REQUIRED.
- Knowledge of bookkeeping USEFUL.
- Knowledge of employee benefits or insurance HELPFUL.
- Position leads to direct client contact.
- Salary commensurate with experience.
- Full range of benefit plans.
- Send resume including present salary and salary expectation to:
SWNL Sec.
Suite 1041, 17117 W. 9 Mile
Southfield, MI 48075
- Telephone Mrs. Miller, 424-8149 for interview.

EXECUTIVE
SECRETARY
A key westside manufacturing facility of our corporation is seeking and executive secretary, experienced in all aspects of secretarial & office administrative activities.
Reporting to the general manager, the person for this job will be required to keep a compact office team functioning at peak efficiency while providing flawless clerical support to the senior executive.
Typing and shorthand skills should be well developed over at least 4 years of diversified office experience. Business education beyond high school is highly desirable.
We offer an excellent compensation package & pleasant working conditions. Interested & qualified applicants should respond in writing to Personnel Dept., Box 305, Taylor, Mich. 48180
An Equal Opportunity Employer

EXPERIENCED full time position, familiar with addressograph, preparation and maintenance of mailing lists, accumulation and publishing direct mail to retail & food service and drug customers. Minimum direct sales 3 years. Typing skills and familiarity with steno pad. Send resume to Depat Corp., P.O. Box 19188, Redford, Michigan, 48219

EXPERIENCED legal secretary wanted for Bloomfield Hills law firm, excellent typing & good shorthand required. Some bookkeeping experience helpful. Call Cheryl. 647-8860

EXPERIENCED secretary, typing, shorthand, all benefits, Warners Plus, Dish Corp. 947-1060
An Equal Opportunity Employer

FULL CHARGE Bookkeeper, general office, no shorthand. Many benefits. 15 min. to Troy. 288-3144

FULL CHARGE Bookkeeper, must be able to supervise 3 girl staff, experienced in all phases of accounting including preparation of financial statements & payroll for 40 employees. Salary based on experience. Full benefits. Farmington area. Call Miss Ashton 774-4600

504 Help Wanted Office-Clerical

EXPERIENCED TYPIST wanted for free lance court reporter, in Troy area. 70 w.p.m. minimum, work out of house. Call after 1PM. 362-3683

FARMINGTON HILLS LAW FIRM
Looking for experienced legal Secretary, pay commensurate with ability. 626-3448

FRONT PLUS
Fee Paid $100-$200
Opportunity puts you out front on this management Group's team. Bright receptionist moves ahead with your skills in typing and light dicta skills. Your future is here in Troy.
See us across from K-Mart HQ.
CALL 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

FULL TIME Clerical, typing, filing, answering phones, starting $166 per week plus benefits. Call Dorothy, 463-0946

GAL FRIDAY TYPE - permanent part time, send resume to M. Belman, Northwestern National Life Insurance, Suite 1041, Southfield, Mi. 48075

GENERAL OFFICE Work - full or part-time. Must be good typist.
3 Mile & Grand area. 532-8688

GENERAL OFFICE work, will train. Light typing required, 30 hours per week, 8am-3pm. Please apply between 2am-11 noon at Suite 107,
26645 W. 13 Mile, Southfield,
Addison Petroleum Co.

GENERAL OFFICE work for 1 girl office. Duties will include typing, filing, billing, etc. Part time, approximately 20 hours. Reply area. Reply to Box 986, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

General Office
You'll handle the phones for busy Farmington Hills Mfg. firm and have an excellent opportunity to learn the office routine. Must be accurate typist. Good benefits and starting salary to the right person. For interview call
Mrs. Springer
478-1204

HAPPY
SPRING
From all of us at "SOMEBODY-SOMETIME" temporary help. Now is the time to think about earning extra $ for summer vacations. We have the answer - a temporary job near your home. Use your office skills and receive top rates. We have openings for:
SECRETARIES
TYPISTS
SWITCHBOARD OPRS.
ACCOUNTING CLERKS
Come in and see us and start your temporary assignment now!
Somebody
Sometime
SOUTHFIELD
16415 West 8 Mile
272-8500
LIVONIA
17322 Farmington Road
(In Burton Village Executive Park)
525-5170
DEARBORN
420 Village Plaza
565-3500
MADISON HEIGHTS
28377 Dequindre
545-1700

INSURANCE AGENCY
Experienced personal and/or commercial lines, secretary, top salary and benefits. Southfield. 569-5600

INSURANCE
AGENCY has position open for File Person. Insurance experience preferred. American Center Building, Southfield, call Mrs. Wick, 354-0400

INSURANCE
Commercial Rate Clerk
Immediate opening for experienced Commercial Lines Rate Clerk. Ability to rate minimum of 2 commercial lines. Excellent fringe benefits & pleasant working conditions. Starting salary $184 - $225 commensurate with experience. Call
Personnel Director, 557-5700
Equal Opportunity Employer M/F

INVENTORY CONTROL PERSON
For retail chain located in Town Center Bldg. in Southfield. Experience desirable. Fully paid Blue Cross and Profit Sharing. Please call: 358-1181

JR. SECRETARY
Phone - Type - File
International Heating Contracting Co.
Southfield 353-8674

LEGAL RECEPTIONIST. Southfield law firm. Typing required. Opportunities for advancement. Excellent salary, benefits and surroundings. 356-4740

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

LEGAL SECRETARY
Experience necessary ... 424-8000

LEGAL SECRETARY for Birmingham law firm, experienced in general practice, salary commensurate with experience. 645-9502

LEGAL SECRETARY
Trial experience preferred, shorthand. Good pay & benefits. Southfield. Call for appointment. 355-1720

LEGAL SECRETARY - needed for Farmington Hills law firm, good typing & dictaphone skills required, excellent benefits, call Linda Widrig 851-9500

LEGAL SECRETARY for expanding Southfield firm, experience necessary, shorthand preferred, benefits, salary open. 355-8141

LEGAL SECRETARY
Birmingham area, one year legal experience preferred. 645-0100

LEGAL SECRETARY
West Bloomfield law firm
Preferably with mag card experience. Full time position. Salary commensurate with experience. Call for interview.
851-0100

LEGAL
SECRETARY
$12,000 UP
FEE PAID
Excellent firm, friendly atmosphere, full benefits. Convenient location and more. Want to know the rest? Mark.
SNELLING & SNELLING
649-5900

LOVE
TYPING
Big opportunity to work for world wide firm. Responsible person with good typing skills for variety position in busy department. Good starting salary, full benefits, room for advancement. Hurry, call CARRIE.
PERMANENT STAFF
SOUTHFIELD 353-0505

504 Help Wanted Office-Clerical

Legal Secretary
Word Processing
Operator
For busy, but congenial, corporate law firm. Applicant should have knowledge of IBM Mass systems 6 or similar word processing equipment. Also 1 year minimum legal and word processing experience is necessary. Excellent transcription skills and a minimum typing speed of 70 WPM are required. No shorthand. Located in the pleasant surroundings of downtown Birmingham. All benefits, including paid covered parking. Excellent salary. For information call Karen at 642-2000

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TEMPORARY
PERMANENT
We are in desperate need of experienced Legal Secretaries seeking temporary assignments. Detroit and suburban locations are available. Earn $40-$45 per day.
Many outstanding permanent positions are also available to candidates seeking full time positions. Openings exist throughout the Tri-county area. Salaries range as high as $15,000.
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Openings available. Must start immediately. 552-8570. JOB FINDERS.

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FEE PAID
Put your friendly nature to good use working for suburban firm. Type 60.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

PART TIME Legal Secretary needed. Experience necessary. Southfield area 353-3021

PART TIME Secretary, 4 - 5 hrs. Mon thru Fri. - Sun afternoon. Art background helpful. Southfield area 569-1624

PERMANENT PART TIME
SECRETARY, diversified Southfield office. Mature, good skills. 352-2992

POSITION OPEN - in accounts payable. Light typing, filing, etc. Must have pleasant personality. Accounting experience not required. Send resume only to Grinders Bore Industry, 51300 W. Pontiac Trail, Wixom, Mi. 48096. Attn: Steve Freeburn.

PUBLIC RELATIONS
FEE PAID $14-15,000
Opportunity to work in PR/Promotional area, emphasize secretarial skills plus people handling expertise. Spotlight your future in this Southfield start. See us at 611 Village Plaza Tower.
Call 562-8900
Your New Boss Pays our Fee
HARRIET SORGE
PERSONNEL

RECEPTIONIST
Full time, evenings & Sundays. Jewish Community Center Downtown Health Club. 661-1000, ext. 269 or 271

RECEPTIONIST
Full time, with typing skills.
Southfield area.
569-3050

RECEPTIONIST for Birmingham Pediatricians Office. Pay board, light typing, insurance, phone, etc. Full time. Call between 10-12 noon. 645-1741

RECEPTIONIST
FOR SOUTHFIELD advertising agency. Have pleasant telephone personality, good typist, experienced. 557-1414

RECEPTIONIST/TYPIST for CPA Firm in Birmingham Hills. Neat appearance, dependability and good typing skills required. Also good telephone manner. Please respond to Box 988, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
SECRETARY
Friendly West Suburban insurance company needs pleasant person with good typing for variety job in beautiful office. Good starting salary, full benefits and company pays our fee. Great opportunity to grow with the company. Call now for a personal interview.
PERMANENT STAFFF
LIVONIA 522-4210

Sales Secretary
TRAINEE
National company is looking for full time Sales Secretary. Good phone personality and ability with numbers and pricing. No typing or bookkeeping. Minimum 5 years experience. Permanent position in Bloomfield area. Salary after training and probationary period - $190 per week. 624-8084

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Must have good organizational and typing skills. Enjoy young people. 12 month position. $4.81 - $5.39 hour to start. Excellent benefits. Apply in person or send resume to Personnel Office: Northville Public Schools, 501 W. Main, Northville, Michigan, 48167.

SECRETARIES
DELIGHT
$10,000 PLUS
If you like gaimour, excitement, and creative duties, it's all right here! Firm deals in international business.
Call Debbie.
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649-5900

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Entry level to seniors. A major suburban corporation has several positions available. $11,000 - $16,000. Skills of 60 WPM., plus some shorthand or speed writing. Top pay & benefits including paid Christmas week off, dental, medical & life insurance. Company pays our Fee. Immediate referral. Call
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SHARROW & ASSOCIATES
PERSONNEL AGENCY

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Part time or full time to work in Southfield Art Gallery. Excellent working conditions. 569-3535

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Established office of a recognized leader in the field of fire protection system/equipment needs a skilled secretary to handle a broad base of office duties. Must have secretarial experience, good typing and steno skills, working knowledge of office procedures and the ability to function independently. Good telephone manner & definite asset.
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$9,400
Develop your future with active Troy firm. Variety galore! Work with congenial boss, generous benefits. Call Debbie now.
SNELLING & SNELLING
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SECRETARY
Exciting, challenging work. 358-5006

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Legal office, mag card experience, shorthand. Experienced management position. Salary commensurate with ability. Contact Delpha at 353-1811

SECRETARY for Birmingham office, excellent skills required, will train to be legal secretary. No experience required. 645-9502

SECRETARY for Birmingham CPA firm. 2 years typing experience with good organizational skills. Tax experience helpful. 644-6913

SECRETARY for optical shop, 20 hours per week. Invoicing, insurance forms and light bookkeeping. Will teach personable, dependable person the fundamentals of working with patients.
649-3939

SECRETARY
For office in Lathrup Village. Salary commensurate with experience. Excellent fringe benefit package. Send complete resume in confidence to Box 984 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
High school graduate or equivalent. 2 years related experience. Minimum requirements, typing 60WPM, Shorthand 100 WPM. Applicants must be retired. Starting salary $9,624 per annum. Regular increment increases, excellent fringes. Send resume to personnel office. 33500 Van Born Rd. Wayne, Mich. 48184.

SECRETARY
LEAD GIRL for Finance related company with top Secretarial skills. Who can handle responsibility & pressure that a salary organization realizes. Your qualifies must include a good telephone manner, enjoy paper work & be organized. Huntington Woods area. Call ask for Stephanie Storey between 10 AM-5 PM. 399-8900

SECRETARY - Must have good typing and shorthand skills. Some knowledge of Bookkeeping desired. Excellent fringe benefits. Call Schoolcraft College Personnel. 591-6400
An Equal Opportunity Employer

SECRETARY-RECEPTIONIST
Full time position for self motivated person. Must be experienced in all business practices. Duties include typing, office organization, reception and filing. Salary open with excellent fringe benefits plus pension plan. Call 358-4510

SECRETARY/SALES SUPPORT
Secretarial and sales assistant duties for progressive office interiors company. Must have good command of typing and telephone skills and ability to accept responsibility. Excellent salary. Excellent opportunity for career minded individual. Send resume to Carson Business Interiors, P. O. Box 903, Southfield, Michigan, 48037, Attention: Office Manager.

SECRETARY to
SALES DIRECTOR
Southfield location
Large automotive supplier providing good fringe benefits. Must have general office experience, typing & shorthand experience necessary along with pleasant phone manner. Position open immediately. Salary commensurate with qualifications at $12,000 range.
Call Ms Mc Gee
Mon. thru Fri., 8:30am-5pm
569-5520

SECRETARY
TRAINEE
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Large suburban firm needs enthusiastic people person in their office. No experience necessary, just good typing. Variety and advancement. Starter $9,000. Hurry it won't last! Call Kathy.
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY
Well known company located in Bingham Farms has a position vacancy for mature secretary to assist manager in the life sales department.
The successful candidate will possess a minimum of 3 years general secretarial experience with a professional manner, motivation with emphasis on verbal & written communication