502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Full or part-time, large suburban office, Pontiac area.
Call: 335-6164

DENTAL HYGIENIST
For part time position in general dental practice, 8 Mile-John R.
481-4443

DENTAL HYGIENIST
Needed for part time. Pleasant working conditions, Rochester area.
652-7777

DENTAL HYGIENIST
2 days, Monday & Wednesday 3-8pm. Dearborn.
278-6333

DENTAL OFFICE-WESTLAND
2 openings for permanent positions as dental secretary & chairside assistant. Chairside experience is required for the assistant. Experience preferred for secretary but not essential. Call for interview, 12-6pm.
557-6312

DENTAL OFFICE - 2 positions open, dental assistant, experienced with phone, appointments and insurance. Dental assistant experienced in 4 handed dentistry and x-rays. Benefits, 5 days, no Saturdays. Pontiac area. Call between 8-5:30.
335-8020

DENTAL RECEPTIONIST, experienced to handle insurance, payroll & taxes, in pleasant office. Northland area, 4 afternoons per week.
569-0429

DENTAL Receptionist, an opportunity for a part time permanent position in busy, efficient office. Need experienced, energetic, cheerful person to join already excellent staff. Send resume to 2877 Eastlake Lake Rd., Pontiac, MI 48054

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 542-3050 or submit resume to 1040 W. Woodward, Birmingham, Mich. 48011.

EXPERIENCED Dental assistant, certified. Good benefits. Westland area. Call between 8am-5pm. Ask for Mrs Wood
722-5129

EXPERIENCED FULL time Medical Receptionist for 1-man internist office, Birmingham area. Experience with peg board, typing, telephone skills and insurance. Please call between 9AM-5PM.
644-8100

EXPERIENCED medical biller for busy dermatologists' 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

Fast working, positive minded medical receptionist/secretary. Experience preferred or will train the right person. Dearborn Heights area.
274-0641

FULL & part time hygiene positions available in Dearborn area specialist office.
274-0980

FULL time Pediatric medical assistant, experienced preferred, but not essential. Pediatric Associates of Farmington, 23133 Orchard Lake Rd., Farmington.

HANDICAPPED CHILD CARE
WAYNE & OAKLAND COUNTY
If you have 6 months or more experience working with handicapped, retarded or emotionally disturbed children, 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 Weber,
835-9545

HOUSEPARENT
position available at Vision Cottage, an alternative to traditional state hospital treatment programs. Weekend and evening shifts available. Great opportunity to develop skills working with emotionally troubled people. 3 month trial period. Free room and board, plus pay per shift. Contact: Mr. Fywell. 858-7241, Ext. 213, 10-5 PM. weekdays.

LPN
MIDNIGHTS
APPLY IN PERSON
GOOD WAGES & BENEFITS
WISHING WELL MANOR
530 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 with accounting background or good math. Typing 35 wpm, no sales or hard required. Prime Dearborn area. Call between 9-5 pm.
271-5800

MEDICAL ASSISTANT
Doctors office, Northwest area. Part time days. Experience preferred. After 10am
538-7800

MEDICAL ASSISTANT - full time, will train. Rochester area.
651-2900

MEDICAL ASSISTANT, full time, for doctor's office, experience preferred. Sinai Hospital area. Call
838-7900

MEDICAL ASSISTANT
For Dr.'s clinic, 4 day work week, experience in injections, X-rays, suture, minor surgery.
659-2559

MEDICAL ASSISTANT for Dr's clinic, part time Wednesday 4:30-9:00PM, Saturday 1-4PM. Experienced in X-Ray, injection & also venepuncture.
459-3251

MEDICAL ASSISTANT
Experienced, X-ray exam, Venepuncture, X-Ray, EKG. Joy & Telegraph
534-4540

MEDICAL BOOKKEEPER
Part time for Physicians office. Experienced. Willing to do Misc. office duties. Call after 2 PM.
559-0505

502 Help Wanted Dental-Medical

MEDICAL LABORATORY looking for person with some knowledge in general office procedures. 46 hour week. Excellent benefits. Send resume to Box 100-Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Mature, experienced person for Ophthalmologist office. Full time. Southfield area.
353-1754

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

NURSES AIDE for elderly woman, part time, experienced and references. Oak Park area.
847-1148

NURSES' AIDES
Weekends Only- Will train.
See Miss Watkins in person at
NIGHTINGALE WEST
NURSING HOME
8365 Newburgh Rd., near Joy Rd.

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

NURSES NEEDED
Full Time
3PM-11PM Shift
Call 483-5431

Nurses
RN'S
LPN'S
$200 FREE!
PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 20 SHIFTS OF 3-11, 11-7, OR JUST WEEKENDS AND RECEIVE $200 FREE, IN ADDITION TO ALL OUR TOP WAGES.
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/OR. CALL NOW FOR IMMEDIATE OPENINGS.

OPTICAL DISPENSER-Experience only, Westland area.
981-8917

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

PHYSICAL THERAPY ASSISTANT
Part time. Graduate of a 2 yr. Physical Therapy program. Minimum 3 yrs. experience. Apply Personnel Department, Brent General Hospital, 18260 Dexter Blvd., Detroit, Michigan. 48221 843-3400

PROGRESSIVE Office located in Dearborn Heights area needs friendly organized person to work front desk. Full & part time hours available. Contact Betti,
271-6160

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

RN -CHALLANGING POSITION
Looking for individual with strong Medical background. Congenial atmosphere with home health agency in Dearborn/Detroit area. Prefer BSN. Excellent salary package. Openings for weekends & summer help only. 278-7000

RN for Farmington Hills allergy office. Experience, mature individual desired. Send resume to Box 8754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - LPN
Full Time Afternoons
Call: MRS. QUINN
FRANKLIN MANOR
26900 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 shift 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
Bimfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

502 Help Wanted Dental-Medical

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-5PM, at:
CAMBRIDGE NURSING HOME, W.
18633 BEECH DALY 255-1010

RN'S - LPN'S
Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
SOUTHFIELD
17000 W. 8 Mile Rd. 569-2598
LIVONIA
19500 Middlebelt 478-2596
PONTIAC
3505 Elizabeth Lake Rd. 681-6978

RN's or LPN's
For modern Nursing Home, in Livonia 3pm - 11pm or 11pm-7am shift. Full or part time. Dorvin Convalescent Center. Contact Mrs. Hall.
478-0550

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

R.N./L.P.N.
Day shift, Full time. Good starting salary. Hospital insurance. Modern nursing home. See Mrs Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.

SECRETARY, Livonia Area. Medical office experience necessary, should know medical insurance, peg board, etc. Salary open, send resume with references to Box 111, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Social Workers
ACSW, CSW, MSW for an expanding private psychiatric hospital. Must have some in-patient psychiatric experience. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

TELEPHONE operator needed. Doctor's clinic, 8:30 AM to 5 PM, call Mrs. Kahn.
399-6090

WANTED-experienced or certified Veterinary Technician, part time, to work N. Rochester area. 651-8145 or 651-9025

WEST DEARBORN AREA
Dental Assistant wanted, full time, for orthodontic office. Good pay, opportunity for advancement, fringe benefits. General dentistry assistant experience necessary. Call 8AM-5PM.
274-6900

X-RAY TECHNICIAN, Farmington area, full time. Registered. Doctors office. Excellent opportunity, fringe benefits, top salary
474-5618

X-RAY Technician to work Evenings busy N. Western Doctor's office. Hours per week. Call between 8am-3:30pm.
545-2342

504 Help Wanted Office-Clerical

Accounts Receivable Clerk
VLASIC FOODS, INC. has an immediate opening for an Accounting Clerk who will be responsible for handling customer deductions and billing customers for unauthorized deductions.

Requirements include at least a high school education and 2 years accounting experience with meaningful exposure to credit and/or accounts receivable. Personal traits include being a self-starter with good communicative and organizational skills.
Apply at:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI 48033
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
$10,000+ - FEE PAID
Advancement opportunity with suburban manufacturer in Farmington. Outstanding opportunity for responsible individual. Call Sue.
SNELLING & SNELLING
649-5900

AN administrative/secretarial career opportunity for an experienced word processor, able to handle clients and vendors. Fluent Shorthand preferred. Short hand not required. For well established Redford area creative consulting firm. Salary open, includes BC.
255-4163

APARTMENT Furniture Rental Inc. needs a person for inventory control and other various office duties. Qualifications- previous clerical experience, a well organized person with good attendance record. If interested in the position in Southfield call for appointment.
353-9430

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

504 Help Wanted Office-Clerical

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

Ask how you can earn extra money with our talent scout referral program.

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

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

ASSISTANT BOOKKEEPER
Southfield multi company operation. Must have recent Bookkeeping experience.
559-7876

BILLING CLERK typist with some bookkeeping experience preferred. Steady work, liberal benefits, equal opportunity employer. Plymouth Michigan Rd area.
533-4600

BILLING CLERK
Person with experience needed in billing to handle all phases of billing & shipping, accurate typing a must. Plymouth area.
455-2300
An Equal Opportunity Employer

BILLING & FILING CLERK
To work for computer service office. Office benefits. Start $3.75. Farmington Hills. Call.
477-7100

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 Miss Mader
644-5832

BLOOMFIELD HILLS law office seeks part time 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
335-5303

BOOKKEEPER/ACCOUNTANT
Experienced, part time days, Northland area.
540-6433

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.
557-5357

BOOKKEEPER EXPERIENCED, with secretarial skills - Typing & shorthand. Send resume to P.O. Box 10, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER-full time position open with growing management firm in Southfield. Typing required. Ask for Denise from 9AM-5PM.
352-3333

BOOKKEEPER - full or part time wanted by Livonia law firm. For appt. call
477-8333

BOOKKEEPER
Growing Farmington Advertising Agency needs experienced, capable bookkeeper. Responsibilities include trial balance, posting on NCR bookkeeping machine, and managing company benefit programs. Firm prefers someone stable, but not necessary. Send resume or call detailing full or part time. Salary. Abbe, Cunningham & Kleisinger, 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.
649-0063

BOOKKEEPER primarily accounts receivable, credit and collections. Ability to operate computer terminal and CRT required. Familiarity with office procedures a big plus. Must enjoy detail work and be able to work cross ends. Will train. 8-10M. Call Mr Carlson
644-6456
BIRMINGHAM OFFICE SUPPLY

BOOKKEEPER Southfield CPA firm, experience required.
352-3330

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

CLERICAL/BOOKKEEPER
Small construction company located in Dearborn has opening for someone experienced at running a complete office. Responsibilities include full charge of disbursements, weekly payroll, A/P account analysis. Good starting, salary. Send complete work & salary history in confidence to Mr. Wallis, 2550 S. Telegraph Rd., Suite 105, Bloomfield Hills, Mi 48013.
Market & Market is recruiting for an Equal Opportunity Employer

CLERICAL-Filing department, full time. Light typing, salary plus fringe benefits. Local insurance firm in Birmingham. Call Mr. Barton at
645-6400

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

Legal Secretary
Word Processing
Operator
For busy, but congenial, corporate law firm. Applicant should have knowledge of IBM office systems & 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 Southwestern Birmingham. All benefits, including paid covered parking. Excellent salary. For interview call Karen at
643-2000

504 Help Wanted Office-Clerical

CLERK TYPIST
A unique position located in Bingham Farms has immediate opening for experienced:
CLERK TYPIST (66WPM)
We offer outstanding benefits including dental, excellent salary plus advancement potential.
Please contact Janet Lafata, 645-8940. 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 accuracy with figures required. Compete benefit package. Call Chris.
288-6445

Color Information Clerk
Fortune 100 Company, Troy area. Beautiful working conditions, excellent fringe benefits. High salary rebate or equivalent. Applicants must have good telephone ability and enjoy light detailed clerical work. Send resume with work and salary history to:
L. Keenan,
Box 3510, Troy, MI. 48084.
An Equal Opportunity Employer

CONTROLLER
For large Insurance Agency in Southfield. Insurance background preferred but not required. Good benefits. All inquiries 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 get scattered into the career start. Take basic Secy skills to the boardroom.
See us - we're across from K-Mart HQ.
CALL 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

Credit Control Clerk
To handle bury A/R desk. Includes posting payments and telephone contact with customers. Must have pleasing telephone manner. Math aptitude helpful. Farmington area. Call
478-0005
An Equal Opport unity Employer

EXCITING & challenging opportunity for experienced Secretary with superior skills in growing Birmingham firm.
644-4433

EXECUTIVE SECRETARY
Minimum - $10,800
Challenging position in beautiful suburban hi-tech. Advancement and excellent benefits are only a part of this package. Your boss pays the fee. Call Joanne Healey today
353-2090
SNELLING & SNELLING PERSONNEL

EXECUTIVE SECRETARY
- Better than average salary, skills, 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.
- Top range of benefit plans.
- Send resume including present salary and expectation to:
NWM, Inc.
Suite 1041, 17117 W. 9 Mile
Southfield, MI 48075
- Telephone Mrs. Miller, 424-8140 for interview.

EXECUTIVE SECRETARY
A key westside manufacturing facility of our corporation is seeking an executive secretary, experienced in all aspects of secretarial & office administrative activities.

Reporting to the general manager, the person who joins our team will be expected to keep a compact office running smoothly at peak efficiency while providing flawless clerical support to the senior executive.

Typing and shorthand skills should be well developed or at least in evidence 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 352, Taylor, Mich. 48180
An Equal Opportunity Employer

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position serving top executive. Call for appointment.
557-3757

EXECUTIVE SECRETARY
New Southfield offices. Light record keeping, knowledge of leases and contracts helpful. Apply Dino's Inc.,
552-8860

EXECUTIVE SECRETARY, experienced, for expressway. Must be well organized and able to work under pressure. Send resume with phone number to Martin Rom Co., Inc. 5138 Corners Dr., West Bloomfield, MI 48033.

EXECUTIVE - secretary, type 75 WPM, shorthand 100, for partner of prestigious legal firm. Benefits, $14,000. Fee paid.

TYPIST - Southfield company, 50 WPM, phonework, $696 per mo. Fee paid.

LOIS RAY PERSONNEL
559-0560

EXPERIENCED Bookkeeper/Secretary. Bookkeeping to trial balance. Maple Park area. Salary $833, good benefits and employer pays our fee.

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 Rodbin Corp.
967-1060
An Equal Opportunity Employer

EXPERIENCED SECRETARY
Marketing Services Co. - with an immediate opening for a experienced secretary in the Account Sales Group. Requires good typing, shorthand, excellent typing skills, shorthand or dictaphone.
Livonia - Catherine
645-0500, ext 13

FARMINGTON HILLS LAW FIRM
Looking for experienced legal Secretary. pay commensurate with ability.
828-3418

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No typing. Permanent. Good benefits. Call Mr. Baldwin.
353-2825
An Equal Opportunity Employer

FRONT PLUS
Fee Paid $100-$200
Opportunity galore - we need help in this management Group's team. Bright receptionist moves ahead with personality, typing and light data skills. Your fee is here in Troy.
See us across from K-Mart HQ.
CALL 649-4144
Your New Boss Pays Our fee.
HARRIET SORGE PERSONNEL

FULL CHARGE Bookkeeper with experience, must be familiar with payroll. Tax forms, and accounts payable, receivable, new office, nice working conditions. Send resume to Vinyl-Fab Industries, 13550 Otterson Court, Livonia, Mich. 48150.

FULL TIME Clerical, typing, filing, answering phones, starting $150 per week plus benefits. Call Dorothy,
643-0946

GAL FRIDAY TYPE - permanent part time, send resume to M. Reinman, 17117 W. 9 Mile, Northwestern National, Suite 1041, Southfield, MI 48075

LEGAL SECRETARY
For small Birmingham office. Experience required.
644-3777

LEGAL Secretary for established practice in Plymouth, must be experienced, excellent typist, able to assume responsibilities of managing office.
453-7050

504 Help Wanted Office-Clerical

GENERAL OFFICE Work - full or part-time. Must be good typist. 8 Mile & Evergreen area.
353-8684

GENERAL OFFICE work, will train with college education & desire to be a lawyer or paralegal. Good pay. 645-0750

GENERAL OFFICE work for 1 girl office. Duties will include typing, filing, billing, etc. Part time, approximately 20 hours. Redford area. Reply to Box 984, 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

GENERAL OFFICE - various duties includes light typing, accounts receivable. Need reliable, mature person. Call Friday- AM.
278-5545

GENERAL OFFICE-ORCHARD LAKE. Filing, typing, posting, telephone, etc. Part time, flexible scheduling. am/pm/or combination. Future full time potential. Insurance benefits. Services Organization. Call 9-11am, Mon thru Fri.
626-8388

GENERAL SECRETARY
$10,000+CP
FEE PAID
International firm has excellent opportunity for a self-motivator. Troy location and pleasant working atmosphere. Call Sue
SNELLING & SNELLING
649-5900

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 Executive Park)
525-5170
DEARBORN
420 Village Plaza
565-3500
MADISON HEIGHTS
28237 Dequindre
545-1700

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

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

INSURANCE AGENCY
Birmingham area experienced person in homeowner's, auto, railing underwriting. Full time, permanent. Salary open. Days, 646-6657, eves., 681-0251

INSURANCE BILLER
Experienced needed in Medical office. Insurance billing. Good benefits. Light typing. No Saturdays.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

INSURANCE CLERK
Immediate opening for a position in the Southfield area for Insurance Clerk. High School grad with accurate clerical typing skills required. Salary open: We will train for the position. Please call Sharon at 647-8600 for interview

INSURANCE CLIRK, experience in commercial property type lines. Work in city, Northville area. Ask for Bev.
349-2000 or
476-1810

INSURANCE GIRL with experience, personal lines/commercial or property in Southfield. Full time position.
358-0446

LEGAL RECEPTIONIST, Southfield law firm. Typing required. Opportunities for advancement. Excellent salary, benefits and surroundings.
354-4740

LEGAL
SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for qualified secretaries. Immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY
Experience necessary ...
Southfield Plzm
424-8900

LEGAL SECRETARY for Birmingham law firm, experienced in general practice, salary commensurate with experience.
645-9522

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

LEGAL SECRETARY - needed for Farmington Hills law firm. Typing required & dictaphone skills required, excellent benefits, call Linda Widing
851-9500

LEGAL SECRETARY for expanding Southfield firm, experience necessary, shorthand preferred, benefits, salary open.
355-1141

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

LEGAL SECRETARY
West Bloomfield law firm
Preferably with some real estate experience. Full time position. Salary commensurate with experience. Call for interview.
851-0400

SECRETARY for Birmingham office, excellent skills required, will train to be legal secretary. No experience required.
645-9522

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

SECRETARY for Southfield CPA Firm. Statistical typing and general office skills required.
434-8575

SECRETARY for Southfield area 1 girl sales office. Typing and shorthand required. Send resume including salary desired. Our personnel know of this ad. Box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY, full time for Southfield Law Firm. Fast, responsible typist a must. Maturity and quick learning ability important but legal experience not necessary. Ask for Mrs. Dollar. 557-1115

504 Help Wanted Office-Clerical

LEGAL SECRETARY needed for Southfield law firm. Must have excellent skills, salary commensurate with experience. Call Barbara
356-7190

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

LEGAL SECRETARY
for Southfield. Excellent benefits and experience required. Salary open.
353-4949

LEGAL SECRETARY for Bloomfield Hills office. Legal experience not absolutely necessary. Experience in banking, insurance, securities for allied fields helpful. Competent shorthand and typing essential.
642-2255

LEGAL SECRETARY
$11,500-UP
FEE PAID
Lots of variety, super benefits, and convenient location are all part of this attractive position. Call Sue
SNELLING & SNELLING
649-5900

LEGAL
SECRETARIES
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.
PERSONNEL AT LAW
3000 TOWNSEND, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-3140
Renaissance Center 567-0141
Troy 649-3042

MATURE Woman, one girl office, bookkeeping experience. Apply Mon. thru Friday, 9AM-5PM, Pease Paint & Wallpaper, 570 S. Main, Plymouth.

OFFICE & CLERICAL
Openings available. Must start immediately. 552-8570. JOB FINDERS.

PART TIME Legal Secretary needed. Experience necessary. Please call
353-3021

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

PERSON FRIDAY
Small but growing Medical manufacturer needs all around office person. Must be good typist, some Bookkeeping helpful. Call Barbara. Southfield area.
353-2459

PERSONNEL CLERK
For personnel dept. of major consumer products company in Troy. Qualified candidate must possess excellent communication & typing skills plus good People skills & be able to work with minimum supervision. Prior personnel / insurance experience preferred. Excellent benefits. Salary commensurate with skill & ability. Please submit resume including salary history to Box 111, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

POSITION OPEN - in accounts payable. Light typing, filing, etc. Must have pleasant personality. Accounting experience not required. Send resume only to Grinders Rare Industry, 5130 W. Pontiac Trail, Wixom, MI. 48096. Attn: Steve Freeburn.

PUBLIC RELATIONS
FEE PAID $14-15,000
Opportunity to work in PR/Personnel area, emphasis 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 PERSONNAL

RECEPTIONIST for Birmingham Pediatricians' Office. Peg board, light typing, insurance, phone, etc. Full time. Call between 10 AM-12 Noon. 645-1741

RECEPTIONIST
FOR SOUTHFIELD advertising agency. Have pleasant telephone personality, good typist, experienced.
557-5140

RECEPTIONIST/TYPIST for CPA Firm in Bloomfield 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, full time, 8am-5pm, 5 days a week. Salary commensurate with experience. Over 25. Canton area.
459-1400

RECEPTIONIST- Part time, afternoons for, Troy data processing firm. Busy PBX, light typing, call Ms. Devie, Secure Data Corp.,
879-8700

Sales Secretary
TRAINEE
National company is looking for full time Sales Secretary. Good phone personality and ability with numbers and spelling. No typing or bookkeeping. Minimum 5 years experience. Permanent position in West Bloomfield area. Salary after training and probationary period $190 per week.
SECRETARIAL POSITION. Troy Insurance agency. Professional atmosphere, good typing skills, shorthand desirable. Call Mr. Krause at
879-9000

SECRETARY - bookkeeper, for record company, lots of public contact, work close to convenient shopping area. Type 50 WPM, thru trial balance. Salary $10000, full benefits, company pays our fee.

BRIGHT - beginner for filing position with large company in Troy. Good typing. Typing wage. Apply at the Chalet, 33305 Plymouth rd. Livonia.

504 Help Wanted Office-Clerical

SECRETARY
LEAD GIRL for Pleasure related company with top Secretarial skills. Who can handle responsibility & presume at a sales organization realizes. Your qualifications must include a good telephone manner, enjoy paper work & be organized. Huntington Woods area. Call ask for Stephanie Storey between 10 AM-5 PM.
399-8800

SECRETARY
needed for Southfield based company. Must have excellent typing skills, dictation experience, phone skills & good figure aptitude. Good benefits. Pleasant surroundings. Contact Mary Ann McGuire.
353-6700

SECRETARY to
SALES DIRECTOR
Southfield location
Large automotive supplier providing good fringe benefits. Must have general office experience, good typing & shorthand. Excellent opportunity for the right person. Position open immediately. Salary commensurate with qualifications in $12,000 range.
Call Ms Mc Gee
Mon. thru Fri., 8:30am-5pm
569-5529

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

SECRETARY
Well known insurance company located in Bingham Farms has a position vacancy for motivated 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 organization with emphasis on verbal & written communication skills. Further requirements include above average typing, dictaphone, shorthand skills and the personal characteristics & desire to function in a fast paced environment.

Excellent benefits including dental. Please contact J. Lafata.
645-6940.
Equal Opportunity Employer M/F

SOUTHFIELD Law firm seeks experienced legal secretary. Call Vicki,
352-6565

STENOGRAPHER. All-around office girl. Good stenographic and typing skills required. Good benefits. Southfield area. Reply Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TAX DEPARTMENT of large Birmingham CPA firm has position available. 1-3 years tax experience required.
644-5832

TELEPHONE Answering & light typing, legal secretarial service, 5 days. Northwestern - 12 Mile area. Call.
353-4466

TELLER
Full time position is open at our office located in Birmingham on Haynes between Hunter and Adams. Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Apply in person 10 AM to 3 PM.
1st Federal Savings of Detroit
1000 Haynes, Birmingham
An Equal Opportunity Employer

TWO OFFICE people needed by Title Company in Troy. Credit experience with experience and a typist with experience for title commitments. CALL
Mrs. Stokic, 643-0069

TYPIST
Experienced for accounting office
Oak Park area
Mrs. Newman.
398-7406

TYPIST, 4 hours a day, good typist for Southfield office. Call Mr. Sadow.
358-1100

VICTOR,
TEMPORARY SERVICES
-Now Hiring-
GENERAL CLERICAL
TYPISTS
FILE CLERKS
No Experience Necessary
Call Today - Work Tomorrow
TROY 362-4070
SOUTHFIELD 569-6401

WANTED - Girl Friday with fast & accurate typing. Shorthand a plus. Good receptionist skills. Pleasant phone voice. Must have experience working with figures. Call Lorlei at
338-2274

WANTED good detail bookkeeper. Send secretarial skills if you have them, hard skills a plus. Call Lorlei
338-2274

WOMAN for customer service department. Some light typing. Must have a pleasant phone personality. Personal position in West Bloomfield area. Salary after training and probationary period $190 per week.

YOUR NEEDED
Immediate opening in modern suburban firm. Accurate typing, pleasant on phones, $700 a month. Fee paid. Call Patsy.
644-4600
SNELLING & SNELLING AGENCY

505 Help Wanted Food-Beverage

BAR MAID
Personable. Grill Experience required. Days. $350 wk base. Schoolcraft and Evergreen. 585-5474.
837-0945

BARMAIDS needed for nights, great with customers and sharp at service station, excellent tips. Apply at Fingers Saloon, 761-6 Plaza, Telegraph & Five Mile.
353-3910

BARMAIDS & Waitresses. Must be experienced. Apply in person. Sheet Body Lounge, 19118 W. Warren, Detroit.
336-7585

CHEF'S (EXECUTIVE)
Professional Chef with Culinary degree to supervise all areas of Food Preparation in a 400 room suburban Hotel. Extensive background in all areas of Culinary Art, menu planning & cost control required. Excellent benefit package & salary. Contact Mon. thru Fri., D. Colombo
559-3316
An Equal Opportunity Employer

Day shift prep and short order. Monday thru Friday only. Must be very reliable. Apply in person only, Pleasant Ridge area. Apply daily between 3-5. The Bagel Wagon, 29535 Orchard Lake, corner 13 Mile.

COOK
Prefer ambitious young man willing to work nights. Must have experience. Top hourly wage. Apply at the Chalet, 33305 Plymouth rd. Livonia.

505 Help Wanted Food-Beverage

BARMAID
$375 a week, will train. Day shift. Must be 18 or older, neat wear costume, NW Detroit Lounge.
537-4873

CASHIER
Immediate opening, night shift, part time. Call Personnel Manager 10am-3pm, Mon.-Fri. 352-3464 or apply in person 2pm-5pm Tues.-Sat. Kay Bonham.
TUNNEL BAR-B-Q