## 500 Help Wanted

# SECURITY PLAINCLOTHES

Plainclothes security officers needed to join large Detroit based retailer. One year plainclothes experience required.

Excellent starting salary and full benefit package including Fully paid Blue Cross, Blue Shield and Life Insurance

To arrange for an interview call Mon. thru Fri. between 9 am and 12 noon at:

963-1329

SELF STARTER, experienced in repairing Mark trucks and hydraulics to form partnership with mechanic. No working capital required, business already operating Call after 5. 425-0548

SERVICE STATION Attendant needed full-time days Apply in person 8 Mile & Taft Drive. 349-5115

SPORTSPECIALTIES
Need experienced Baseball & Softball Umpires $8 to $15 per game. Non-residents may apply. Apply immediately to City of Livonia, Civil Service Commission, 33000 Civic Center Drive.
An Equal Opportunity Employer

STENOS
GENERAL LABORS
GOP Convention Work
Downtown - Long Hours
MANPOWER
TEMPORARY SERVICES
Call for Appt.
Livonia 478-1130
Troy 585-5595

STOP
We have a job for you As a matter of fact, we have hundreds of job openings Call 552-8570 JOB FINDERS INC.

TAX ACCOUNTANT
$25,000
FEE PAID
Unlimited advancement
Fortune 100 company
Snelling & Snelling
336-7400

TEEN Center Director, 6 week program, 30 hours per week, experienced with young teens helpful. Novi Area. Ask for Fran

TELEPHONE OPERATOR needed Afternoon shift Must be able to write legibly and speak clearly Call 355-3100

TELEPHONE OPERATOR
to take and place telephone service calls Full time Call Glen at 223-5650

TELEPHONE SALES
Part time, excellent pay, work from home O.K. 868-9090

TELLER
WOODWARD & 13 MILE AREA
Full time position available Ability to meet the public and accurately with figures essential. Some typing skills necessary. Experience desirable.
PHONE FOR APPT
567-2100
PEOPLES FEDERAL SAVINGS
400 RENAISSANCE CENTER
DETROIT, MICH
An Equal Opportunity Employer

THE Jewish Parents Institute a Sunday School of Jewish History & culture affiliate with the Jewish Community Center of Metropolitan Detroit is looking for a dance instructor for the 1980-81 school year. Applicant should be qualified to teach Israeli & other dances. Please contact the JPI office Mon.-Thurs 10-2. 661-1000 ext 158 or 159

TIME KEEPER
We are looking for a responsible assistant & efficient individual to control time cards Qualified individual will be adept at payroll reports. Hours 6pm-2am. Mon thru Fri
Please apply in person
PERSONNEL OFFICE
MON THRU FRI
9AM-3PM 3PM-4PM
SHERATON-SOUTHFIELD
HOTEL
17017 9 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

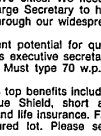
TYPISTS
CLERKS
SECRETARIES
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE

NO FEE
BLOOMFIELD HILLS 334-9790
ROYAL OAK 542-9232

WANTED
Experienced carpet layers
Must have tools & truck.
464-3878

## 504 Help Wanted Office-Clerical

**CALLING ALL**
Students - Teachers - Domestic Engineers
Start your SUMMER FUN FUND
Temporary Assignments Available
**ALL AREAS**
Secretaries - Stenographers
Dictaphone Operators
Clerks - Typists
**LIVONIA-PLYMOUTH AREA**
Packagers - Light Industrial
Suitable for Women



BE A
WITT WORKER
Ask about our
BONUS & GOLD
CARD PLAN

WHY DELAY DIAL NOW
Livonia ..... 525-0330
Dearborn ..... 565-8060
RenCen ..... 259-7788
Southfield ..... 569-7500

**WITT SERVICES**
The Temporary Help People

# EXECUTIVE SECRETARY
Excellent Career Opportunity

American Delivery Systems, distributes consumer products in 170 cities. We need a responsible take charge Secretary to help coordinate activity through our widespread operations.
Excellent advancement potential for qualified person. 10 years executive secretarial experience required. Must type 70 w.p.m., shorthand a plus.
Attractive salary plus top benefits including paid Blue Cross/Blue Shield, short and long-term disability and life insurance. Free parking in our secured lot. Please send resume to:

Vice President
**AMERICAN DELIVERY SYSTEMS**
300 E. 7 Mile Rd.
Detroit, MI 48203
*An Equal Opportunity Employer*

## 500 Help Wanted

WANTED experienced estimator in reading blue prints for R. G. Jusca Painting Company. 525-0635

WANTED - someone with home remodeling experience, pay will depend on ability. 728-4212

WATCHMAN
Swing shift
Apply Immediately:
STAHL MFG.
12282 Woodbine, Detroit

WELDER-FITTER
Mig welder. Must have the minimum of 3 years experience in layout and fabrication of light structure enclosures. Must be able to read prints. If you have not welded electrical enclosures in the past, please do not apply. Livonia area.
591-1272

WORKING FOREMAN, experienced with metal stamping and progressive dies. References required. Reply to Box 114 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORK WITH the mentally handicapped in a residential setting Must be 18 years of age and at least high school graduate Starting wage $2.50 hourly Phone for an appointment.
Alternative Services, Inc
An Equal Opportunity Employer

YOUNG MAN for yard work, 5 days a week, 4-5 hours a day, $3.00 an hour. Walnut Lake-Middlebelt area. 851-1071

YOUNG MEN & WOMEN needed for part-time help, Ewes & Westwood, brand new Rochester area Movie Theatre. Apply
Winchester Mall Cinemas, 1136 Rochester Rd., June 5 & 6th. 3 to 6pm

## 502 Help Wanted Dental-Medical

ADD TO FAMILY INCOME
RNs & LPNs, 2 to 5 days a week
Farmington Nursing Home, 30435 Folsom Rd. 477-7430

BILLER, experienced, in doctors office Must know Blue Cross, Medicare & Medicaid billing. Royal Oak area.
543-1720

CERTIFIED X-RAY Tech, full or part time for busy doctor's office. Farmington Hills area. Call Monday or Wednesday, ask for Cathy. 553-4646

CHIROPRACTIC assistants needed full and part time. Basic office skills necessary. Must have pleasant appearance, personality, enjoy people & be eager to learn Northville Area.
537-5452

DENTAL ASSISTANT - Secretary. Many experienced. Insurance knowledge, 4 day week. Redford area
531-1078

DENTAL ASSISTANT
Experienced for modern Westland practice. Full time.
422-5560

DENTAL ASSISTANT, also reception-ist Mature & experienced. Excellent opportunity & benefits Farmington orthodontist. 855-2020

DENTAL ASSISTANT
Looking for a great job. Lots of responsibilities, fun people to work with. If you're sharp, and have some dental experience. Plymouth, Livonia area. Call 420-2040

DENTAL ASSISTANT
Full time for Birmingham dental practice. Minimum 3 yrs. experience in a hands-on dentistry required.
647-2050

DENTAL ASSISTANT- Responsible person wanted for part time position, Wed. Fri. & Sat. Woodward-11 Mile area. Experience preferred but not necessary. 399-1200

DENTAL ASSISTANT
Full or part-time. Some experience or training preferred. 4½ days or less per week. Very pleasant office in the Northland-Nine Mile Medical Building.
Call Evenings 626-6595

DENTAL ASST
Part time - experience not necessary. Berkley 547-7110

DENTAL HYGIENIST, Plymouth,
453-1190

DENTAL HYGIENIST
Excellent opportunity to work in congenial multi-staff office in Plymouth. Established recall system, gentleness, pleasant work environment. Wed. & ½ day Sat. Salary commensurate with experience
453-8650

DENTAL RECEPTIONIST
Must be experienced.
Novi-Northville area
349-7560

DENTAL RECEPTIONIST - experienced with appointments and insurance. 4½ day week preferred - Southfield area Please Jean Patterson, call Dr. Denes 557-2616

DOCTORS ASSISTANT
Part time. Must type, will train. Call Linda. Friday 9-5pm. Monday 2-5pm
881-1989

MEDICAL TYPIST
Wanted for busy allergist office in Farmington Hills, dictaphone experience helpful, experience with medical terminology & all insurance forms needed Flexible hours. Call between 10 AM-3 PM. Mon. thru Fri.
851-8080

MODERN Southfield dental office needs experienced Dental Assistant, 4½ days a week. Call 352-8555

## 502 Help Wanted Dental-Medical

DOCTORS RECEPTIONIST
Fine position in Cardiologist's office. Handle the front desk. Type from dictating equipment, etc. Involve office experience necessary. Hours, 9-5 PM., Mon. - Fri. Excellent conditions. Start at $800. NE or SW suburban office.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings 557-6958

EARLY MORNING part-time position available in private laboratory, Southfield area for M.T. or MLT. Experience necessary. No weekends. Call Monday-Friday 11AM-1PM. 557-8080

EXPERIENCED insurance biller, needed for busy Dr's office, full or part time, must have experience. 478-1100

EXPERIENCED Phlebotomist, wanted for Southfield lab. full time. Call Wendy at Laboratory Science.
353-7060

EXPERIENCED person to work front desk in busy dental office, 4 days, some Saturdays, must type. Maple Telegraph area. Send resume to Box 498, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FAMILY PHYSICIANS OR INTERNISTS to practice in well known doctors office in Dearborn. Michigan & Greenfield Ave. Full apartment upstairs 846-1144, 647-8732, 561-3024

FULL TIME - Experienced Medical Biller for Busy Clinic. W. Chicago - Southfield Road, call Linda 532-4113

FULL-TIME MEDICAL Receptionist with Insurance Billing experience for Troy Office
643-7775

FULL TIME Medical Insurance Biller, experienced in BC-MC-MA and private insurance. Hours, 9 to 6, Mon. thru Fri. 14 Mile & Middlebelt.
855-2291

LEGAL SECRETARY
Experienced, 2 to 3 days a week for Southfield Law firm.
Call 355-1727

LIVELY OFFICE needs personable Hygienist for Tuesdays and alternate Saturdays. In Plymouth/Livonia area 420-2040 or 626-1494

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

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

MATURE ADULT LADY for Chiropractic Receptionist, Non-smoker. Typing required. Will train. Hours: Tues., Thurs. & sat. 459-0200

MEDICAL ASSISTANT full or part time, Northland area. 569-0157

MEDICAL assistant, experienced, part time, for doctors office, Dearborn Hts. Joy & Telegraph. 561-4540

MEDICAL ASSISTANT - part time, Farmington Hills area, previous office experience preferred, call 553-2222

MEDICAL ASSISTANT for Pediatrician's office, Southfield area. Mornings and full in during vacation time. Livonia area 425-1770

MEDICAL ASSISTANT/Secretary. Doctor's office, EKG, billing, transcription experience. Attractive salary, top fringes. Wm. Beaumont Troy Office Bldg Call 879-5663

MEDICAL ASSISTANT for busy OB-GYN practice in Southfield Must know Venapuncture, light lab and have references. Benefits.
358-5906

MEDICAL Assistant, part time, 2 evenings & Saturdays. Write Kenwood Medical Center PC, 30900 W. 7 Mile Rd., Detroit, Mich. 48219

MEDICAL ASSISTANT
Part time, experienced, vena-puncture, white blood count, typing. Good hours, Livonia area call after 7 PM. 353-5360

MEDICAL billing clerk typist, part time, BS-MC-MA billing experience essential. Corp of Grace NW Detroit, $5.15 per hour. Call 10-4pm 927-1087

MEDICAL RECEPTIONIST
Medical Billing experience preferred - Rochester area. Phone between 9AM & 5PM. 652-3300

MEDICAL RECEPTIONIST
Medical Billing experience preferred. Rochester area. Phone between 9AM & 5pm. 652-3300

MEDICAL Secretary needed for Allergist's Office in Troy, experienced typist, dictaphone, billing, insurance forms & bookkeeping. 528-9010

NEEDED-RN OR LPN
for part time work in doctors office in Birmingham. 2 to 3 days a week.
646-8100

NEEDED: we know you're out there! Person with common sense, intelligence, ambition and personality to assume medical assistant and medical secretarial position in cardiologist office in Renaissance area. Never a dull moment! Experience necessary. For details call 963-3628

NURSE AIDES
We are now accepting applications for nurse aides to provide home care to private patients. We require a minimum of 1 year experience as a nurse aide. You choose your own hours and receive top pay and benefits
Phone us today, you'll be glad you did
642-3050
Professional Medical Personnel
1080 N. Woodward
Birmingham, Mich. 48011

NURSES AIDES
Full & Part Time
Must be Experienced
277-6887

NURSES - attractive geriatrics facility in Southfield needs Nurses interested in change Fully paid Blue Cross, free meals, weekend differential, uniform allowance and the greatest patients in greater Detroit-all for you. Are you for us? Lahser Hills Nursing Center. Ask for Mrs. Lee or Miss O'Rourke. 354-3222

NURSES NEEDED
Full Time
3PM-11PM Shift
Call 489-5431

NURSES
RN'S
LPN'S
• Top wages and benefits paid for your nursing skills.
• Paid vacation, mileage, holiday pay, weekend differential, specialty pay, paid malpractice, professional liability and bonding.
• You choose your days, hours and assignments.
• Staff relief or private duty.
• Work as little or as much as you choose.
We are a professional nursing service that lets you be a professional nurse and still have the freedom and life style that you desire.
642-3050
Professional Medical Personnel
1080 N. Woodward
Birmingham, Mich. 48011

RN'S
Full time position
All shifts open
New pay scale
Contact Mrs. Hill, RN
Dorvin Convalescent & Nursing Center
29270 Morlock, Livonia
One block so. of 8 Mile on Middlebelt
476-0550

RN'S & LPN'S- Full and part time positions available on day shifts. Excellent benefits. Education reimbursement plan. No Rotation.
Contact nursing office
549-1500 Ext. 319.
Southfield Rehabilitation Center
22401 Foster Winter Dr.
9 Mile-Greenfield.

RNS - LPNS
full or part time, days - afternoons. Sherwood Hall Convalescent Home.
288-6610

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.
18033 BEECH DALY 255-1010

## 502 Help Wanted Dental-Medical

Nurses

RN'S
LPN'S
$200 FREE!
PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 20 SHIFTS on 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 ONLY FROM JUNE 9THRU JUNE 30, 1980 AND WORK COMPLETED BY AUG 29, 1980
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OR. CALL NOW FOR DETAILS. OPENINGS

ONCOLOGY NURSE needed to work in Southfield doctor's office. Venapuncture experience necessary. 354-2606

OPITALMIC ASSISTANT. Experience desired but not necessary. Must be pleasant and eager to learn. Salary commensurate with capabilities. Excellent fringe benefits Please reply to Box 166, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Dental Assistant needed for Livonia specialty practice. 2 or 3 days, flexible schedule. No weekends or evenings. Experienced only. Call Jane at

PART TIME DENTAL ASSISTANT
Bloomfield Hills practice. Experience preferred. Call 858-3122 or
Evenings, 373-8748

PATHOLOGY secretary for private lab, must have extension transcription experience. Immediate full time opening, excellent salary & benefits.
476-1900

PAYROLL CLERK
Detroit area hospital is currently seeking a full time payroll clerk. Must have experience in computing Mich. Cards & 2-3 yrs. experience with a computerized system. We offer a competitive wage rate of $8.98 per hr. and a comprehensive fully paid fringe benefit package. Qualified applicants reply in confidence to box #165, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST - part time for Doctor's clinic. Wed. & Sat. Call Linda
522-4113

REWARDING position as assistant in podiatry office in City of Wayne. Must be cheerful and have a genuine interest for people and eager to learn. Days 721-0161 Eves & weekends. 476-0214

RN -CHALLANGING POSITION
Looking for individual with strong Medical background. Challenging work environment with home health agency in Dearborn/Detroit area. Prefer BSN. Excellent benefits include profit sharing. Agency fee paid.

SECRETARY - with good bookkeeping ability for Southfield insurance office. No shorthand, average typing. Salary $900 to $1,250 plus bonus plus tax free

ADAMS
&
MARTIN
PERSONNEL
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

AUTO DEALERSHIP car biller
Dealership experience required no others need apply. Farmington Hills area. Contact Mrs Fromtera for appointment at 471-6800

AVAILABLE IMMEDIATELY, a permanent position, to handle 50 of shorthand, typing, & small amount of computer work in a pleasant Birmingham Sales office. If necessary we will train. If you have good skills and would like this excellent position Call Mayer at 645-5666

BOOKKEEPER
Full charge, experience necessary, salary based on experience. Call. 559-9577

BOOKKEEPER primarily accounts receivable, previous 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 8-10 AM. Call Mr. Carlson 644-4836
BIRMINGHAM OFFICE SUPPLY

BOOKKEEPER - Secretary, 2 days per week. Tuesday & Thursday. Work in house in Southfield. Small construction firm. Must have worked previously for same. State experience & wage required & other kinds of your choice to Box 120 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield CPA firm needs a part time /full time, experienced bookkeeper. Salary based on experience. Call Mr. Dion 559-3133

BOOKKEEPER - with diversification including computer operation and customer contact. Permanent position offers profit sharing. Send resume to: Mrs. Ferguson, 25890 E Mile, Redford, Mi. 48240

CLERICAL position in pleasant national office. Interesting job includes good typing skills. Farmington Hills.
855-1750

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:
588-0660

CLOSING Secretary for Birmingham Real Estate office, bookkeeping experience helpful, interesting job. Contact Mr. Demetrio. 645-5700

COMPUTER
OPERATOR S/34
with strong bookkeeping background. Duties to include daily data entry, operations, scheduling, reports, forms, supplies and related computer room activities PLUS 1 or more specific bookkeeping functions, e.g. A/R, A/P, credit, etc. Solid successful experience required. Excellent pay, benefits and facilities. Farmington Hills Manufacturing firm. For appointment call Mrs. Springer. 476-1204

CONTRACTOR SECRETARY- Full time - start immediately. Greenfield office. Livonia based underground construction company. Pleasant surroundings. Good salary & fringe benefits Call Nick Stromel. 281-2200.

EXECUTIVE SECRETARY Permanent part time. Southfield area. Challenging position serving top executive. Call for appointment. 557-2757

EXECUTIVE
SECRETARY
Independent educational community in Bloomfield Hills seeking EXECUTIVE SECRETARY. Organizational ability, initiative, experience with dictating equipment. Excellent fringes. Salary commensurate with experience. Send resume to Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED LEGAL SECRETARY- Trial practice experience preferred. Salary commensurate. Blue Cross, Southfield area. 559-9488

EXPERIENCED LEGAL Secretary desired for Birmingham area law firm. Typing 60 WPM, dictaphone and steno required. 641-6436

## 504 Help Wanted Office-Clerical

ACCOUNTING CLERK - GAL FRIDAY
Birmingham location.
Call Jean, 647-1116

Accounting Clerk
Immediate opening for an experienced Accounting Clerk. Calculator and keypunch experience necessary. Starting pay $3.40 per hour with union increases. Free meals, excellent benefits. Apply in person, Mon. thru Fri. 9 AM thru 3 PM at Host International, Inc. located on the ground level of the Airport Hotel or call Mrs. Bundarin at 941-3929.
Host International
Metro Airport
An Equal Opportunity Employer

ACCOUNTING
CLERK
Due to a promotion, we are seeking an Accounting Clerk who will be responsible for processing, and balancing payables and commission reports. You should be accurate with numbers with Bookkeeping experience helpful a plus. We offer a complete fringe benefit package and a good salary. To investigate this position, call Robert Merrick.
349-0700, EXT. 419
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, Michigan
Equal Opportunity Employer M/F

ASSISTANT to Bookkeeper, part time, 12 Mile, Beck Rd. area in Novi. We are an equal opportunity employer. Call 349-3300

## 504 Help Wanted Office-Clerical

ACCOUNTS
PAYABLE
Northwest area contractor has opening in accounting department for highly qualified individual with computer experience. Demanding position with good salary and fringe benefits. Send resume to: P. O. Box 833, Novi, Michigan 48050
An Equal Opportunity Employer

Accounts Payable
BOOKKEEPER
Detroit based manufacturer seeks individual with 3 years experience & 55 WPM typing. Good growth potential for the right person in an automated environment. Jeffries-Wyoming area. Please call Mr Migoski
931-3000, Ext 226

ADMINISTRATIVE ASSISTANT
For group insurance marketing & analysis form. Experience in contract analysis, forms, terminology & client contact a must. In the $15,000 commensurate with experience. Call Bile
649-1999

AMBITIOUS
SECRETARY
$11,000 PLUS
Same old routine everyday, tired of being down? Looking for flexible work hours, plus a variety of duties and responsibilities? Then this friendly suburban office needs you. Call Sue
SNELLING & SNELLING
649-5900

APARTMENT FURNITURE RENTAL needs a person for inventory control and other various office duties. Qualifications- previous clerical experience-, a well organized person with a good attendance record. If interested in the position in Southfield call for appointment.
353-8430

APARTMENT
LEASING AGENT
If you are a mature articulate well-groomed person, who enjoys working with people, we have an excellent opportunity for you. Flexible schedule, but you must be willing to work weekends at one of our luxurious apartment communities in the Farmington Hills/W. Bloomfield area.
Call Annabelle Grainger
852-0105 Ext 3
352-1450

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

ATTRACTIVE - position, for word processing supervisor with legal experience, work in exciting Ren Cen area, good typing, salary $14,925 to $16,000 Excellent benefits include profit sharing. Agency fee paid.

BOOKKEEPER
Full charge, experience necessary, salary based on experience. Call. 559-9577

BOOKKEEPER primarily accounts receivable, previous 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 8-10 AM. Call Mr. Carlson 644-4836
BIRMINGHAM OFFICE SUPPLY

BOOKKEEPER - Secretary, 2 days per week. Tuesday & Thursday. Work in house in Southfield. Small construction firm. Must have worked previously for same. State experience & wage required & other kinds of your choice to Box 120 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield CPA firm needs a part time /full time, experienced bookkeeper. Salary based on experience. Call Mr. Dion 559-3133

BOOKKEEPER - with diversification including computer operation and customer contact. Permanent position offers profit sharing. Send resume to: Mrs. Ferguson, 25890 E Mile, Redford, Mi. 48240

CLERICAL position in pleasant national office. Interesting job includes good typing skills. Farmington Hills.
855-1750

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:
588-0660

CLOSING Secretary for Birmingham Real Estate office, bookkeeping experience helpful, interesting job. Contact Mr. Demetrio. 645-5700

COMPUTER
OPERATOR S/34
with strong bookkeeping background. Duties to include daily data entry, operations, scheduling, reports, forms, supplies and related computer room activities PLUS 1 or more specific bookkeeping functions, e.g. A/R, A/P, credit, etc. Solid successful experience required. Excellent pay, benefits and facilities. Farmington Hills Manufacturing firm. For appointment call Mrs. Springer. 476-1204

CONTRACTOR SECRETARY- Full time - start immediately. Greenfield office. Livonia based underground construction company. Pleasant surroundings. Good salary & fringe benefits Call Nick Stromel. 281-2200.

EXECUTIVE SECRETARY Permanent part time. Southfield area. Challenging position serving top executive. Call for appointment. 557-2757

EXECUTIVE
SECRETARY
Independent educational community in Bloomfield Hills seeking EXECUTIVE SECRETARY. Organizational ability, initiative, experience with dictating equipment. Excellent fringes. Salary commensurate with experience. Send resume to Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED LEGAL SECRETARY- Trial practice experience preferred. Salary commensurate. Blue Cross, Southfield area. 559-9488

EXPERIENCED LEGAL Secretary desired for Birmingham area law firm. Typing 60 WPM, dictaphone and steno required. 641-6436

## 504 Help Wanted Office-Clerical

EXPERIENCED Legal Secretary
Negligence and divorce. Salary commensurate with experience. Southfield.
358-0100

EXPERIENCED LEGAL Secretary needed in downtown Detroit law firm for a temporary summer position commencing July 19, 1980 through August 29, 1980 Call 962-2911

EXPERIENCED Secretary with good typing skills for small Troy law firm. Pleasant working atmosphere. Will train for legal. Salary commensurate with qualifications. 649-1100

FILE CLERK
For large office in Southfield. Minimum experience helpful. No typing. Permanent. Good benefits. Call. Mrs Weinberg. 353-0350
An Equal Opportunity Employer

FILE CLERK/RECEPTIONIST
Law firm in Troy area. Hours 7:30 to 4:30 Mon. thru Fri. Fee paid Call
643-7040

GENERAL OFFICE WORK
Order desk, Inventory control & warehouse duties. Phone for appointment Ferndale 398-2400

GENERAL OFFICE WORK
Must type, be good in arithmetic, pleasant, neat & methodical. Experienced only.
541-1312

GENERAL OFFICE
Shorthand, typing, all around office. Full time position. Small office located in Southfield. Salary negotiable. 557-3216

GENERAL SECRETARY
Full-time position in Pr. a office in Farmington Hills: requires experience, maturity, reliability, organizational skills, initiative, & pleasant personality. Salary & fringe benefits commensurate with experience. Call betw. 9-4pm 851-4046

GENERAL
SECRETARY
$10,400 FEE PAID
Don't call if your looking for a boring position. Small suburban office environment offers lots of variety, congenial atmosphere and super benefits Call Mark.
SNELLING & SNELLING
649-5900

HOTEL
SECRETARY
Public relations ability and good typing for this busy public contact position. Suburban location. Hurry for this! $800 plus Call Jan today
353-2090
SNELLING & SNELLING
PERSONNEL

IMMEDIATE Opening for full time Statistical office typist. Knowledge of 10 Key calculator a must. Northwest Area, Call 352-7007

Immediate position open for Legal Secretary with good typing and light shorthand for general practice. Experience not essential. Call 537-1455

KELLOGG'S
THE GREATEST
NAME IN CEREAL
Is looking for an alert office employee to fill a position in our Legal & General office experience. Here is an opportunity to work in a career with one of the nation's top organizations. Small secretarial office. Salaries and investment plan and other excellent company benefits. Salary commensurate with your ability and experience. Phone for appointment.
855-1060
KELLOGG'S
SALES COMPANY
31315 Northwestern Hwy.
Suite 215
Farmington Hills, Mi. 48018
An Equal Opportunity Employer

LEGAL SECRETARIES. Experience preferred; salary commensurate and essential. Farmington Hills firm. Near expressway. Call for appointment
626-9722

LEGAL SECRETARY- experienced, to work Monday thru Friday, 1-5pm. Salary negotiable. Northland area.
559-4649

LEGAL SECRETARY needed for Southfield law firm. Must have excellent skills. Salary commensurate with experience. Call Barbara 356-7100

LEGAL SECRETARY wanted for Southfield law firm. Good typing skills required, shorthand helpful but not necessary. One year legal experience.
559-4210

LEGAL SECRETARY for Bloomfield Hills office. Legal experience not absolutely necessary but preference in handling probate. Competent shorthand and typing essential.

LEGAL SECRETARY - Receptionist, full time with busy Troy firm; shorthand, typing & filing required. Send resume and salary requirements: C/O 800 Wattles Rd., Bloomfield Hills, Michigan 48013.

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

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 TOWN CENTER, STE 2540
SOUTHFIELD, MICH. 48075
Southfield 354-0060
Dearborn 532-3149
Renaissance Center 567-0141
Troy 649-3044

LOCAL WALL COVERING distributor has immediate opening in sales dept. for sales coordinating person. Duties include, billing, typing, filing, etc. Must have basic computer knowledge. Experience in wall coverings useful but not necessary. For interview contact G. Muir 525-7884

MATURE PERSON must be familiar with general office work. Requirements, high school diploma or 1 year of business school or equivalent. Located Plymouth, Telegraph area. Please call Pat Scott. 355-0800

MATURE telephone answering /typist, for busy Secretarial Service. 12 Mile & Northwestern 353-4168

MORTGAGE COMPANY in Southfield in need of a home mortgage insurance clerk. Experience necessary, must type 45 WPM, salary open. Call Mrs. Demorest 355-9513

MOTIVATED Individual to run 1 person office operation for site construction company. Typing, telephone, radio contact & general bookkeeping functions are involved. Compensation commensurate with ability and experience. Reply in confidence to Sabella, P.O. Box 35-351, Detroit, 48235. Or phone after 6 PM. 538-8178.

NOW SELECTING a capable mature person for clerical typing, (50WPM and accurate position with large apartment complex. Shorthand helpful. Mon thru Fri. 40 hours per week. Vacation, paid holidays, Blue Cross & life insurance available, $4.50 per hour to start with regular increases. 474-7284

OFFICE
CO-ORDINATOR
TO $15,000-FEE PAID
Suburban insurance office is seeking good skills and experience for this responsible position. A real initiative fighter in a stable industry. Call Joanne today for an appointment.
353-2090
SNELLING & SNELLING
PERSONNEL

PART TIME office assistant for mental health clinic. Farmington Hills area. 4 eves. and Sat. am. 851-2843

PART TIME office work for busy doctors office, Garden City area. Must type. 422-7600

## 504 Help Wanted Office-Clerical

PEOPLE
Fee PaidTo $14,000
People/Personnel. Duties fill your schedule and put interest into Dictaphone typists. Deadlines are more fun with typing problem focus
Your New Boss Pays Our fee.
See its success from Kmart HQ
649-4144
HARRIET SORGE
PERSONNEL

POLICY TYPIST
TYPE 40 WPM.
SUPPLY CLERK.
RECORDS CLERK
We have opening in our Southfield branch office - if you feel that you meet the qualifications and are looking for a progressive company - please call SHIRRANK at 353-5500. We offer good working conditions and good company benefits
TRANSAMERICA
Insurance Group
Equal Opportunity Employer M/F

RECEPTIONIST TYPIST for professional office in Southfield. Must be able to handle busy switchboard. Accurate typing required Good salary and benefits Call
358-4411

OPPORTUNITY
$12,000
Pleasant suburban company needs intelligent Executive Secretary with good skills Benefits paid.
644-4600

SNELLING & SNELLING
AGENCY

PART TIME Computer Entry - Livonia Permanent position for mature, reliable person who doesn't mind working alone. Much numeric entry, on data-scope terminal. Hours 4pm - 8pm, Mon. - Fri. Call Mr. Pawlowski 591-1000

PART TIME experienced Legal Secretary for Southfield office, hours 9 to 1 PM., 5 days week. Good typing skills, dictaphone, litigation experience. Call Karen Richter 358-5350

PART TIME girl, 16-20 hours, must type, excellent working conditions. Bloomfield Hills insurance agency, call Sue. 646-3030

RECEPTIONIST
Requires accurate typing (business letters), 50WPM, ability to communicate effectively, general office duties

Apply: 8:30 AM-3:30 PM Mon thru Fri.
Standard Federal Savings, 4th. floor Personnel Dept., 2401 W. Big Beaver, Troy

No Telephone Calls Please

Equal Opportunity Employer M/F

RECEPTIONIST
Requires accurate typing (business letters), 50WPM, ability to communicate effectively, general office duties.

Apply: 8:30 AM-3:30 PM Mon thru Fri.
Standard Federal Savings, 4th. floor Personnel Dept., 2401 W. Big Beaver, Troy

No Telephone Calls Please

Equal Opportunity Employer M/F

RECEPTIONIST/TYPIST
Southfield CPA firm needs receptionist/typist. Must be good typist and accurate with figures. Experience helpful but not necessary. Call Ms Swenson
559-3133

RECEPTIONIST/TYPIST
For CPA firm located in Bloomfield Hills. Good typing skills and pleasant phone manner. Send resumes to Box #192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Receptionist
Sales
Receptionist
Nordson Corporation, a world leader in the Finishing Industry, is searching for a Sales Receptionist in one of their busy regional offices. Duties include processing sales orders, greeting visitors to the office, filing, answering phones and typing sales forms.
If you get along well with people, are a good typist and have had past experience in a sales office or processing orders, you would be a viable candidate for this position.
We offer ideal working conditions, an excellent salary, an opportunity to grow and an attractive benefit package which includes a dental expense plan.
If you are qualified, please call our office to set an interview time.
NORDSON
Corporaton
41252 Vincentii Court
Novi, Michigan 48050
477-5700
Equal Opportunity Employer M/F/H

SECRETARIAL POSITION Troy Insurance agency. Professional atmosphere, good typing skills, shorthand desirable. Call Mr. Krause at 879-9000

SECRETARIAL PARTTIME
4 hours per day, 5 day week. Could lead to full time position as vice president of operations. Hours flexible.

Send resume or call Leon Warshaw
357-4650 or 353-7766
Healthy Jones
29221 Northwestern Hwy.
Southfield, 48034

SECRETARIES
We have a rapidly expanding major Corporation located in the suburbs offering Secretarial positions ranging from the beginning level through Administrative Assistant. Job candidate should type a Min. of 60 and have some shorthand or speed writing. Benefits include complete Master Medical coverage, Dental plan, paid vacations plus 1 week paid at Christmas, and education assistance. Company Paid Fee. Confidential inquiries at:
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY - attendence person needed in large private school. Typing, shorthand & filing experience required.
324-0660

SECRETARY - Birmingham Attorney has position for mature, motivated individual with general legal experience to assume office responsibilities. Higher than average salary plus benefit package.
642-9406

SECRETARY
Bond Department of large insurance office. Accurate typist. Shorthand, general office experience. Downtown location.
962-0034

SECRETARY, excellent opportunity for professional legal secretary, requirements are: good telephone presence, excellent ability for shorthand dictation, and good clean typing skills. Birmingham-Bloomfield law firm, salary open. Contact Mr. Dionis. 642-7000

SECRETARY for 1 girl manufacturer agent's office in Lathrup Village. Good benefits. Typing & shorthand required. Send resume to Box 103, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 504 Help Wanted Office-Clerical

SECRETARY for new religious inspirational radio station. Good typist, good shorthand or speed writing and general office skills. Attractive appearance and mature. Send qualifications and requirements to: Box 1000, Stenger, 21700 Northwestern Hwy., Suite 600, Southfield, Mich., 48075.

SECRETARY - for district field service office of growing computer company. Customer oriented. Telephone & organizational skills required. Self starters, efficient, light typing. Minimum 2 years general office experience. Salary commensurate with experience. Good benefits. Send resume & salary requirements to Quintel Corp.,