EMPLOYMENT

500 Help Wanted

SECURITY
PLAIN CLOTHES

Plain clothes security officers needed to join large Detroit based retailer. One year plain clothes 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

SET-UP PERSON
Person needed to do machine set-up on conventional machines and/or CNC equipment. Minimum 2 yrs. experience. Send resume and salary requirements to:
Clipper International Corporation Personnel Dept. 8551 E. 7 Mile rd. Detroit Mich. 48234
An Equal Opportunity Employer

SHAPER HANDS
Job Shop Experience

LONG PROGRAM DAYS & NIGHTS
PEERLESS GAGE
13320 STARK RD.
LIVONIA
261-3000

SHIPPER/RECEIVER for 1 person warehouse operation in Livonia. Will train. Experience helpful. $200 + weekly. Excellent benefits. Call for appointment. Ask for Mr. Collins 261-5410
Equal Opportunity Employer M/F

SPORTS OFFICIALS
Need experienced Baseball & Softball Umpires. $6 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

SPRINKLER FOREMAN - experienced in design, layout & installation of sprinkler system. Established firm, benefits. Send resume to PO Box 504, Walled Lake, MI. 48088

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.

STORE Activities Reps. wanted. Must be dependable, have good personality & work well with public. Flexible hours. Apply in person Mon. thru Fri. 2PM-5PM. Mc Donald's of Southfield. 21399 Telegraph, (between 8 & 9 Mile.)

SWIM INSTRUCTOR
W.S.I. or Y.S.I. 21 years preferred, minimum 18 years. Rochester YMCA. 651-1066

500 Help Wanted

TELEPHONE INTERVIEWERS
No sales. Various times of day and night available. Excellent working conditions with prominent employer. Good communication skills are necessary. For details, call today or Tues., 9 to 5.

542-3222
Equal Opportunity Employer M/F

TELEPHONE SALES
Part time, excellent pay, work from home O.K.
558-0097

TOOLROOM, experienced Machinist, capable of running Mill, Lathe, etc. Excellent opportunity and benefits with a growing company. LDJ Electronics, 689-3832

WAITRESSES
Full & Part time. All shifts. Must be experienced. No summer help. Apply the Village Place, 4170 Orchard Lake Road, near Pontiac Trail.

WANTED hair stylist sals clientele for Farmington Novi area salon. For information call days 476-1128
Evenings. 476-5934

WANTED part time meat clerk, must be fully experienced. Apply in person at: Michalak's, 18310 W. Warren.

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

WELDER-FITTER
Mig welder. Must have minimum of 3 years experience in layout and fabrication of Heima type 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

WELDERS
Broad Crop.,leading in-plant structural steel fabricator is now accepting applications for AWS certified welders. Contact Mr. Gengle 849-3067

SPORTS OFFICIALS
Need experienced Baseball & Softball Umpires. $6 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

502 Help Wanted Dental-Medical

AMBITIOUS SECRETARY
For Livonia doctor's office. Front desk, insurance experience. Salary negotiable.
522-6625

ASSISTANT
For Oral Surgery office
Livonia
427-2320

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.
553-0466

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

500 Help Wanted

COPY EDITOR - NIGHTS

Two years of newspaper experience in reporting and editing required. Layout experience helpful. Applications or resumes will be taken at:

The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150
We are an equal opportunity employer

504 Help Wanted Office-Clerical

Michigan Natural Corporation
HAS OPENING FOR

EXECUTIVE SECRETARY

Michigan National Corporation, located at Long Lake Rd. and Woodward is looking for an Executive Secretary for their buildings and properties division. Requirements for this position include:
Min. of 60 wpm typing
Min. of 100 wpm shorthand
Min. of 1 year previous secretarial experience.
Responsibilities include performing various secretarial functions including taking dictation, answering correspondence, handling incoming and outgoing phone calls. Typing reports and letters.
Excellent salary, benefits, and opportunity for advancement. If you meet the above requirements and would like to begin an exciting and challenging career in banking please call

837-8600
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

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

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

DENTAL ASSISTANT
Full time for Birmingham dental practice. Minimum 3 yrs. experience in 4 handed dentistry required.
647-3109

DENTAL ASSISTANT- Responsible person wanted for part time position, Mon. Wed. Fri. & Sat. Woodward-11 Mile area. Experience preferred but not necessary.
559-1200

DENTAL ASSISTANT, for orthodontic office full time, permanent position. Preference to OAA. Apply to Box 204 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT - chairside, certified preferred. Mon. thru Fri. Please call Canton area. Send resume to Box 206 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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
559-3535

DENTAL HYGENIST - Novi office needs part time dental hygenist. Tues and Fri.
348-6555

DENTAL HYGIENIST
Excellent opportunity to work in congenial multi-staff office in Plymouth. Established recall system, cavitron, pleasant work environment. Wed. & ½ day Sat. Salary commensurate with experience.
453-8850

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

DENTAL RECEPTIONIST 2 years recent experience, full time responsible individual for Troy office. Must have knowledge of insurance & peg board system.
689-9818

DENTAL RECEPTIONIST - Progressive Office, located in Dearborn Hts. area, needs friendly, organized person for front desk, who not only likes people but can do accurate, detail work. Part-time & full-time hours, but must be available for Saturday for approx. 6 hours. Ask for Ann,
271-6160

DOCTOR'S OFFICE RECEPTIONIST
No experience necessary. Southfield area. Call between 9 AM and 5 PM.
559-6090

DOCTORS OFFICE - NW Detroit, part time positions open for outgoing responsible individual as medical assistant or receptionist. Hours flexible. No medical experience necessary, as we will train ambitious individual looking for a part time career position. Must be self starter, able to work independently with minimum supervision. Experience in supervisory or position of responsibility to your advantage. Salary open. Send resume to box 212, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DR'S office 4 day week middle aged girl friday preferred for a 1 person office in Garden City. Knowledge of insurance desirable. Send resume with salary desired to 19376 Sunnybrook, Lathrup Village, 48076.

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

EXPERIENCED Dental Assistant, ortho & crown & bridge. Good benefits. Westland area. Call between 9-5, ask for Mrs. Wood.
722-5131

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

EXPERIENCED person to work front desk in busy dental office, 4 days, some Saturdays, must type. Maple Telegraph area. Send resume to Box 198, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FAMILY PHYSICIANS OR INTERNISTS to practice in well known doctors office in Dearborn. Michigan & in Greenfield Ave. Full apartment upstairs. 826-1144, 647-8733, 851-3622

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

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

LPN or MED. ASS'T
If you have a Hospital oriented background, we may have the position you are looking for. National Hospital Service Co., has full time office position available for a medical assistant in our Detroit Branch office. Duties involve staffing for a temporary Nursing Service. Candidate should have pleasant personality, organizational skills, ability to work independently & enjoy telephone communication & a busy work day. A minimum of 3 year's recent work experience in a Hospital or Physician's office required. Excellent work history MANDATORY. On call responsibility involved. If you meet the qualifications for this challenging & varied position, please call 354-1640 from 10am-2pm, Mon. thru Fri. All inquiries confidential.

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

502 Help Wanted Dental-Medical

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

MEDICAL Assistant, part time, 2 evenings & Saturdays. Write Kenwood Medical Center PC, 20201 W. 7 Mile Rd., Detroit, Mich. 48219

MEDICAL ASSISTANT
Full or part time, Northland area.
559-0157

MEDICAL ASSISTANT Or Lab
Immediate opening. 6 PM. - Midnight for Livonia Doctors Clinic. Must know EKG, Venapuncture, Injection, X-rays. Call Nancy.
427-3594

MEDICAL ASS'T
Needed, experienced preferred. Sinai Hospital area, call
558-7900

MEDICAL RECEPTIONIST
Medical Billing experience preferred - Rochester area. Phone between 9AM & 5PM.
652-5200

MEDICAL TYPIST
Wanted for busy allergist office in Farmington Hills. Medical terminology experience helpful, experience with medical terminology & all insurance forms needed. Flexible hours. Call between 10 AM-3 PM, Mon thru Fri.
851-6655

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 extreme 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
953-3636

NURSE AIDS - Midnight Shift
Universal Convalescent,
28550 Five Mile, Livonia.

NURSES AIDES
Top pay and benefits. Care for patients in their home. Professional Medical Personnel.
642-3310

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? Labser Hills Nursing Center. Ask for Mrs. Lee or Miss O'Rourke. 354-3223

Nurses

RN'S
LPN'S
$200 FREE!

FOR 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 JUNE 8THRU 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 IMMEDIATE OPENINGS.

OPTHALMIC ASSISTANT. Experience desired but not necessary. Must be pleasant and eager to learn. Salary commensurate with capabilities. Excellent fringe benefits. Please reply to:
Box 196 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPPORTUNITY KNOCKS
Fast growing busy office needs chiropractic assistant but only sharp happy energetic people need apply. Must love working with people and be reliable. Experience helpful. Immediate opening. Apply in person Mon. & Tues Morning.
Zewicke Chiropractic Life Center
28222 Ford Rd.
Garden City, Mich

PART TIME Receptionist for physician's clinic. Experience necessary. Redford Twp. area. For interview call between 3 PM and 6 PM.
349-1444

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

RECEPTIONIST - part time for Doctor's clinic. Wed. & Sat. Call Linda
532-4113

RECEPTIONIST
For large medical group. Sharp receptionist to handle the phones, medical insurance, type 40-50 wpm. Medical experience necessary. Excellent hours, no evenings or Saturdays. Start $856. NW area.

DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-6958.

RESPIRATORY
THERAPIST
Immediate opening, Graduate or Registered Respiratory Therapist on the afternoon shift. Will consider recent grad. Excellent wages and benefits.
DETROIT
OSTEOPATHIC HOSPITAL
12523 Third Ave.
Detroit, Michigan 48203
252-4000, ext. 4081

RN Needed
For busy Doctor's office, with CCU Experience, full time & part time.
Livonia Area
478-1100

RN - OR CIRCULATOR
Part time, 3 days a week, alternate Saturdays. NO HOLIDAYS, NO CALL, NO SHIFT ROTATION. Apply:
KERN HOSPITAL
21230 Dequindre
Warren

SOUTHFIELD Internist's office needs part time medical assistant, must know X-Rays, EKG, Venapuncture & pulmonary function test.ing. Microbiology and lab helpful. Call
358-2310

504 Help Wanted Office-Clerical

SECRETARY

In this new position you would be working within our corporate accounting group. Responsibilities would be wide ranging. You should have strong secretarial, organizational, and communicational skills. Experience in an accounting environment would be desirable.
Guardian Industries is a growing and diversified company with sales approaching $300 Million. We offer a competitive salary and a comprehensive employee benefit package. For immediate consideration forward a resume to: Robert Merrick.

GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan 48167
An Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

RN
Full time, afternoon and midnights. Psychiatric experience helpful. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

RN'S, LPN'S
ALL SHIFTS
Apply in person
MEDICAL
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lahser

RN'S & LPN'S- Full and part time positions available on day shifts. Excellent benefits. Education reimbursement plan. No weekends.
Contact nursing office
559-1500 Ext. 318
Southfield Rehabilitation Center
22401 Foster Winter Dr.
9 Mile-Greenfield.

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
Revised Pay Scale. RNs start $7 - LPNs start $6. Fitness working conditions. Venoy Continued Care Center. 3595 Venoy, Wayne. Call Mrs Hardin or Mrs Mayville
326-6600

RN'S - LPN'S
Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
SOUTHFIELD
1000 W. 8 Mile Rd.
559-2598
LIVONIA
19500 Middlebelt
478-2590
PONTIAC
1365 Elizabeth Lake Rd.
683-6970

RN'S-LPN'S-Staff relief and private duty. Choose your hours, days and assignments. Top wages, benefits. Professional Medical Personnel
642-3350

R.N./L.P.N.
Afternoon and Midnight shift. Full or part time. Good starting salary. Hospital insurance. Modern nursing home. See Mrs Ferguson.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.

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

SPECIALIST office. Medical office experience preferred, but not necessary. Southfield & Lahser Rds area. Please call Mrs. Needham.
358-2280

STRAITH MEMORIAL Hospital
23901 Lahser Rd. All surgical hospital in Southfield. Is seeking a part time reg. interred nurse for afternoon shift 4pm-12 midnight. Apply in person or call the nursing director at
357-3360

504 Help Wanted Office-Clerical

A BUSY SECRETARY FEE PAID
$10,800 UP
Are you up to a challenge? I'll bet your shorthand and good typing for an excellent salary, super benefits, and choice location - that you are. Call Mark
SNELLING & SNELLING
649-5900

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

ACCOUNTING
Insurance agency has opening for accounts payable position. American Center Building Southfield. Call Mrs Wick.
354-2020

Accounts Payable BOOKKEEPER
Detroit based manufacturer seeks individual with 2 years experience & 55 WPM typing. Good growth potential for the right person in an automated environment. Jeffries-Wyoming area. Please call Mr Migoski.
931-3300, Ext 226

ADMINISTRATIVE ASSISTANT
For group insurance underwriting & analysis form. Experienced in contract analysis, forms, terminology & client contact a must. Salary to $15,000 commensurate with experience. Call Billie
649-1990

ADVERTISING Secretary, experience necessary. Will be involved in all areas of advertising. Lake Orion area.
373-1690

ASSISTANT to Bookkeeper, part time, 12 Mile, Beck Rd. area in Novi. We are an equal opportunity employer. Call
343-3500

AUTO DEALERSHIP car biller
Dealership experience required on other than sales. Farmington Hills area. Contact Mrs Frontiera for appointment at
471-6800

AVAILABLE IMMEDIATELY, a permanent position, to handle lots 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
645-5666

BOOKKEEPER
$200 A WEEK
Excellent opportunity at suburban location!
Snelling & Snelling
336-7400

504 Help Wanted Office-Clerical

BEGINNER TYPIST
Major Farmington Hills company will train bright promotable person who can type 35 for entry level position in beautiful office. Good starting salary, full benefits, good advancement and company pays our fee. Excellent opportunity for beginner. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

BOOKKEEPER ASSISTANT
Recent experience required. Variety of duties in small Southfield office. Attention to detail a must, prefer non smoker.
559-7870

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 deadlines. Call Ms. Ann at 8-10 AM. Call Mr. Carlson
644-4436
BIRMINGHAM OFFICE SUPPLY

BOOKKEEPER
Southfield CPA firm needs a part time /full time, experienced bookkeeper. Salary based on experience. Call Ms. Dion
358-3133

Bookkeeper/Statistical Typist
Full-time for CPA firm. Experienced only.
Call 8-5 pm.
427-2030

BOOKKEEPER
Your pleasant personality and peg board experience are needed in this friendly suburban office. Excellent career opportunity. $10,400. Call Joanne now for an appointment.
355-2090
SNELLING & SNELLING
PERSONNEL

Can You Type 55 WPM?
Temporary assignments near your home. We need all office skills.

WORD PROCESSORS
SWITCHBOARD
STENEOS
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

CAREER
OPPORTUNITIES
SECRETARIES $9 to 12,000
1-2 years exp. word processing, shorthand. 60 WPM. Excellent phone manner, mature, calm, easy going personalities desired, challenging position.
CLERK-TYPIST $8-9,500
1-3 years experience with good typing, basic math skills, nice environment, excellent benefits.
CREDIT & COLLECTION $10-11,000
1 year experience in manufacturing background. 55 WPM. Good grammar and letter composition. Will lead into secretary. Nice office, Farmington N.E. Suburb. Excellent benefits!
FEE PAID POSITIONS CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

CLERICAL
Manufacturers Bank is seeking qualified individuals with the ability to type 45-50 wpm., accurately for Clerk Typist positions.

Secretarial positions, also, available for individuals who have at least 2 years previous experience. Ability to type of 55-60 wpm., and shorthand skills of 80-100 wpm.

We offer excellent benefit package which includes pleasant working conditions, competitive salary, medical and dental insurance, and paid vacations.

APPLY IN PERSON
MANUFACTURERS BANK
36600 Grand River
At Halstead, Farmington
Tues., June 10 Only
1:30-4 PM.
An Equal Opportunity Employer

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

CLERK TYPIST - beginners position, 45 to 55 WPM accurately, dictaphone necessary, good spelling a must, no shorthand. Birmingham area. Call for appointment 9 to 4 PM, weekdays.
644-8200

CLERK TYPIST, general. Luxurious new Lathrup Village office. 26 year old WSU Grad seeks friendly. Top wages to qualified person. Apply in person Sat only, June 14 26600 Southfield Rd. Between 10 and 11 Mile Rds. Personnel Dept. General Dev. Corp.

CLERK TYPIST
Immediate opening at Bloomfield Hills Architectural firm. Good typ. 55 wpm. Call for an appointment
338-4541
An Equal Opportunity Employer

CLERK TYPIST needed for Southfield claims office of a small insurance company. Full time. Accurate typing & knowledge of computer a must. Experience not necessary
559-3233

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

COLLEGE GRAD
With strong Secretarial skills for Entry Level Advertising position - Administrative Secretary. Must want to learn the business and be promotable, type 70wpm, be trained and experienced in office procedures, and clerical routines. No shorthand. $10,900-$12,900 to start, plus Blue Cross.
Redford Area. Call
255-4163

Customer Service
Livonia office has excellent opening for stable individual who enjoys phone work, has general office experience and types 60-65 WPM. The successful candidate will be willing to learn, and is seeking an exciting and fulfilling career, as well as responsibility in a job. Good salary and excellent benefits. Call:

JUDY KRIZAN
525-1600

MICHIGAN MUTUAL
INSURANCE
Affirmative Action Employer

DENTAL ASSISTANT, Livonia, experienced chairside 4 day week, good salary, benefits. Write box 210 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTORS
OFFICE
Front desk and some assisting in suburban medical. Dev. Your front desk appearance and good typing will count here. $730 up, plus benefits. Call Jan.
353-2090
SNELLING & SNELLING
PERSONNEL

ESTATE PLANNING firm in Bloomfield Hills seeks receptionist - typist with good general office skills. Call Cindy for an appt.
645-1320

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position serving top executives. Call for appointment.
557-8127

EXECUTIVE
SECRETARY
$10,000 PLUS
Looking for responsibility and importance? This dynamic suburban company offers you variety, plus challenge. Great benefits. Call Sue.
SNELLING & SNELLING
649-5900

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Progressive Southfield financial institution is seeking dependable individual capable of handling executive responsibilities. Previous bank experience helpful, typing 60-80 w.p.m., shorthand skills preferred. Good benefits. Salary commensurate with experience.
MICHIGAN
NATIONAL BANK
OAKLAND
569-1700, ext. 394

EXECUTIVE SECRETARY
Busy partner at this Southfield professional firm needs an Executive Secretary. The successful candidate will possess excellent skills, some data processing exposure and the ability to handle a lot of detailed work. Must enjoy dealing with people. Generous starting salary, with good benefits and opportunities to advance are offered here. Send complete dental resume to: Mr. Blair, P. O. Box 931, Southfield, MI 48037.

An Equal Opportunity Employer

EXPERIENCED LEGAL SECRETARY -Trial practice experience preferred. Salary commensurate. Blue Cross, Southfield area.
559-8880

EXPERIENCED LEGAL Secretary desired for Birmingham area law firm. Salary open. Excellent benefits commensurate with experience.
644-4436

EXPERIENCED Legal Secretary
Negligence practice. 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
962-1913

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

FIRM located in Bloomfield Hills need individual to work in the permits administration area of company. Some clerical experience helpful and good aptitude in math essential. Salary open. Call Cindy.
645-1520

FULL TIME-receptionist for small law office, must type, Call 9-5pm ask for Barb
353-3600

GENERAL OFFICE
Shorthand, typing, pleasant office. Full time position. Small office located in Southfield. Salary negotiable. 557-5210

GIRL FRIDAY-general office work including typing, filing, light bookeeping. Apply: 26555 Evergreen, Suite 200, Southfield.
557-3100

ICE CREAM - manufacturer in Detroit needs receptionist who can type for $9500 to $10,400 and a telephone order clerk, no typing, for $8580 to $9100. Company offers full benefits and pays agency fee.

SECRETARY - for leasing dept. of large Troy company. Shorthand helpful, people oriented person will do well on this job. Salary $9776 plus excellent benefits.

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

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

INSURANCE AGENCY
Birmingham-Auto and homeowners underwriting experience required.
644-8284

INSURANCE AGENCY
General office work, 35 hour week. No experience. Will train. Typing required. All company benefits.
Southfield 557-0870

INSURANCE & TAX CLERK
Experienced person required for this position, some excesive background helpful. Must be good with figures and have a pleasant phone manner. Good starting salary and benefits. Call MR. GOLD-MANfor appointment.
557-7040

KELLY NEEDS YOU
KELLY SERVICES needs TYPISTS, SECRETARIES, BOOKKEEPERS & CLERKS for top temporary assignments. We offer top rates, top assignments, merit increases and paid vacation plan. If interested apply between 9 AM. and 5 PM. Mon. thru Fri.
32669 W. WARREN
(at Venoy in the
Shear Delight Party Sales)
GARDEN CITY
522-4020
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

KEYPUNCH MANAGER
Large international computer company with data center located in Plymouth is seeking a manager of it's keypunch department. Excellent entry level salary & benefits. Send resume in confidence to:
Tymshare Inc., 800 Plymouth Rd., Plymouth, Michigan 48170.
An Equal Opportunity Employer

KEY PUNCH
OPERATOR
Immediate position. Minimum of 8 months experience with good speed. $736 to start with merit raises. Nice benefits include dental. Call Jan.
353-2090
SNELLING & SNELLING
PERSONNEL

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

LEGAL SECRETARY for expanding Southfield firm, experience necessary, shorthand preferred. Benefits, salary open.
355-4141

LEGAL SECRETARY- experienced, to work Monday thru Friday, 1-6pm. Salary negotiable, Northland area.
559-4849

LEGAL SECRETARY -Southfield. Salary commensurate with ability. Word processing experience helpful.
Barb - 353-5050

LEGAL SECRETARY for lawfirm in American Center, Southfield, Corporate & real estate experience helpful. Flexible hours, fringe benefits, salary open. Call Gloria between 10-4pm
355-5336

504 Help Wanted Office-Clerical

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. Experience in banking, insurance, securities for allied fields helpful. Competent shorthand and typing essential.
642-2525

LEGAL SECRETARY
FEE PAID
To $14,000
Exceptional opportunity with established Troy firm. Work with 3 attorneys on litigation work. Train on new word processing unit. Firm will rely on your professionalism and abilities. Call Mark.
SNELLING & SNELLING
649-5900

LEGAL SECRETARY
If you are ambitious and want your secretarial abilities recognized...enjoy a really fast paced office atmosphere, this is probably your cup of tea. Super South field company offers top benefits, and salary commensurate with your value to the company.

PERMANENT STAFF
SOUTHFIELD 353-0505

LEGAL SECRETARIES
TEMPORARY
PERMANENT
We are in need of a number 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 Southfield area. Salaries range as high as $15,000.

PERSONNEL AT LAW
300 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-2040
MATURE telephone answering /typist, for busy Secretarial Service. 13 Mile & Northwestern
559-4460

MOTIVATED Individual to run 1 person office operation for site construction company. Duties include radio dispatch and all accounting functions are involved. Compensation commensurate with ability and experience. Reply in confidence to: Sabello, P.O. Box 35-35, Detroit, 48235. Or phone 6 PM. 538-9178.
360-1448

OFFICE ASSISTANT
$160 PER WEEK
Typing, filing, phones! Career spot.
Snelling & Snelling
336-7400

OFFICE CLERICAL, general office position for Southfield clerical office. Job for high school graduate, must have good telephone skills, some typing necessary, busy pace. Oberweis Securities
642-0014

OFFICE - MGR.; SECRETARIAL
Real estate investment company seeing mature person to take position, take charge of 1 girl office. Must have experience in real estate property and management, bookkeeping & administration procedures.
Call 351-1490 Eves.
851-3352

OFFICE VARIETY
FEE PAID
$10,400
Excellent opportunity will open the door to exciting career! Work in a pleasant, friendly, "family" friendly staff. Fine location and benefits. Call Debbie.
SNELLING & SNELLING
649-5900

ORDER DESK
Need pleasant, industrious person for busy front office order desk. Should be good with figures and quick to learn. Farmington location. Call
478-0005
An Equal Opportunity Employer

PART TIME office assistant for mental health clinic. Farmington Hills area. 4 eves. and Sat. am.
851-2862

PART TIME-OFFICE CLERICAL
No experience required.
Call for interview.
522-9470

PART TIME - SECRETARY
Recent high school graduate for a small law firm in Southfield. Typing skills required.
353-8070

PART TIME secretary for general office work, should be accurate typist & like to work with numbers. Send resume to Robert Boone, Mariner Financial Group, 29850 6 Mile, Livonia, Mi. 48154

PERSON FRIDAY needed to clear reports, make deposits, process transmittals, handle major money functions. Apply in person at Silvers, 741-12 Mall, for placement in our new downtown location.

STENOGRAPHER, part time, 9-1 PM Must be excellent in spelling, typing, and shorthand.
569-0441

Switchboard Operator & Accounts Payable Clerk
plus other varied duties. Minimum 1 year experience and typing 45 WPM. Large national corporation in northwest suburb. Excellent benefits. Call:
645-6720
An Equal Opportunity Employer

TELLER
Full time position is open at our office located in Birmingham on W. Maple at Cranbrook. Position offers public contact position with 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
2500 W. Maple, Birmingham
An Equal Opportunity Employer

TELLERS
Light Typing & good figure aptitude required. Experience as a cashier helpful. 3 weeks Teller training in Troy Position in Farmington Hills.
Apply: 8:30 AM-3:30 PM Mon. thru Fri. Standard Federal Savings, 4th. floor, Personnel Dept., 2401 W. Big Beaver, Troy.
No Telephone Call Please
Equal Opportunity Employer M/F

TEMPORARY HELP, Tuesday & Thursday, typist, IBM Selectric. Engineering office in Farmington Hills. 5 years general office experience. Call Mrs. Herbertington, The Fuxboro Co.
851-8000

TYPIST FOR court reporter. Experienced with medical knowledge.
644-4810

504 Help Wanted Office-Clerical

POLICY TYPIST
TYPE 40 WPM
SUPPLY CLERK
RECORDS CLERK
We have openings in our Southfield branch office - if you feel that you meet the qualifications and are looking for a progressive company - please call SUE RANK at 353-3060. We offer good working conditions and good company benefits.
TRANSAMERICA
Equal Opportunity Employer M/F

RECEPTIONIST/TYPIST
For CPA firm located in Bloomfield Hills. Good typing skills and pleasant phone manner. Send resumes to Box #197, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - SECRETARY
Phones, billing, receivables & filing. Farmington Hills
478-7575

RECEPTIONIST
Southfield Law firm. No experience necessary, car required $3.10 per hour. Call:
358-1727

RECEPTIONIST Typist - Troy CPA firm has immediate opening - permanent position. Must handle telephone and typing, reliability and punctuality a must. Experience helpful but not essential. Call 9 to 5 PM.
362-2300

RECEPTIONIST/
SECRETARY
SOUTHFIELD based mortgage and investment firm desires person with excellent phone manners and typing 50-60 WPM. Experience necessary. Benefits included. Contact: B. GOLDMAN
557-7040

RECEPTIONIST-MATURE
Southfield
Excellent typing required, busy phone desk, bookkeeping knowledge preferred. $200 per week Range. Fully paid benefits. Call
424-8470

RENTAL CLERK, 168 unit Upstairs Apt. complex, some typing required. Bookkeeping. Experience and references. Huron View Apts., 483-6007 Mon. thru Fri., 9 to 5:30 PM.

SALES
Secretary
Mature experienced Secretary for sales staff of electronics manufacturer rep firm. Very good benefits. Pleasant Farmington office.

Call Jinx
477-7700

SECRETARIAL POSITION. Troy Industrial park. Pleasant atmosphere, good typing skills, shorthand desirable. Call Mr. Krause at
879-5000

SECRETARIES
OFFICE/CLERICAL
PERSONNEL
Looking for more income, better working conditions, more challenging management, solid benefits, better hours, something closer to home? If your answer is yes to one or all of the above, the time to contact us is now. The demand for experienced secretarial/office/clerical personnel is solid despite the current recession.

At one sitting we can divulge the full particulars of all positions that meet your experience level. Call, come in or mail your resume today.

SECRETARIES
ET CETERA
3000 TOWN CENTER, SUITE 2589
SOUTHFIELD, MICH. 48075
Southfield 353-6800
Renaissance Center 567-0141
Troy 649-2040
Dearborn 572-3140

SECRETARIES
TYPISTS
STENOS
Must type 50 WPM
NO FEE
OFFICE
Personnel Pool
Temporary Personnel Since 1946
478-8350

SECRETARIES
$11,000 to $15,00.
For large expanding NW Corporation serving Southfield, Farmington area. Send resume to Jr. Level Secretary. Qualified candidate will type 65 WPM some shorthand. Full fringes with dental. No Fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL

SECRETARY - attendance person needed in large private school. Typing shorthand & filing experience required.
534-0660

SECRETARY
Attractive position for experienced individual. Excellent benefits available in corporate offices. Must have above average secretarial skills, very good shorthand and typing. Send resume to:
American Safety Equipment Corp
900 Tower Drive, Suite 800
Troy, Mich 48098

SECRETARY - Birmingham Attorney has position for mature, experienced individual with general legal experience to assume office responsibilities. Higher than average salary plus benefit package.
642-9400

TYPIST/PRINTER
Good typist, experienced in or