EMPLOYMENT

500 Help Wanted

PHYSICAL Education Instructor, Gibson School for the gifted. Open class room, program for pre-school thru 8th grade. Interest in physical development, sport skills, new games, gymnastics, movement/dance. Opportunity for integrated planning with music. Call for appointment. 358-2150

PHYSICAL PLANT DIRECTOR

Private College, complete responsibility for Administration of Physical plant. Responsibilities include direction for all buildings, maintenance functions, custodial services, grounds & operations of mechanical equipment. Management & supervisory experience required. Send resume with salary requirements to Box 204,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PLANT MANAGER

Westland sheet metal fabricator of electrical enclosures is looking for an experienced plant manager. Responsibilities will include production scheduling, product improvement & development, manufacturing profit & loss. Full benefits. Please send resume to Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PLASTICS injection molding foreman, experienced in all phases of injection molding. Call Service Plastics Inc. 30930 Industrial Rd. 425-3054

POULTRY PROCESSORS

MALE OR FEMALE
OVER 21
NO EXPERIENCE NECESSARY
WILL TRAIN
Apply in person 9AM-5PM, Mon/Fri.
4100 W. Jefferson, Detroit

PROCESS ENGINEER
N/C experience. Designs or purchases necessary, tooling for N/C equipment, jigs & fixtures. Minimum 3 years experience. Contact Clipper International Corp Cathi Personnel, 366-6310, ext. 281

PROFESSIONAL management firm is seeking self motivated individual with general repair and mechanical knowledge to service various complexes in NW suburbs, own tools and van or truck desirable. 11am-3pm. 626-9160

RESPONSIBLE person interested in cars. We do the highest quality reconditioning and restoration. Our pay starts at approx $25 take home per day. We expect hard work and punctuality. Birmingham. Mr. Page. 644-2551

RESTAURANT career, some restaurant management experience, 5 days from $11,000.
Ray Green Personnel 359-1428

RETIRED PERSON as starter, Mondays, 11 AM to 7 PM, for private Country Club. Please contact:
John Deltart, Jr., 349-3500

RETIREE wanted for driver, part time, with your car. Hourly rate, plus mileage, to drive surrounding suburbs. Apply front door 12090 Farmington Road, Livonia.

SALES CLERK
Afternoon shift. Full & Part Time positions. Apply in person daily before 1 PM. Mayflower Party Shop, 834 S. Main, Plymouth. No Phone calls accepted.

SCIENCE TEACHER - Gibson School for the gifted. Open class room, pre-school thru 8th grade. Broad acquaintance with life and physical sciences, outdoor Ed., experience with curriculum design and with a hands-on exploratory program. Call for Richard, 557-4590 358-2150

SEAMSTRESS for cleaners, full time and good working conditions. Livonia area. 427-3111

SEAMTRESS - EXPERIENCED
Mc Leod Slip Covers
531-8000

500 Help Wanted

SECURITY PLAINCLOTHES

Plainclothes security officers needed to join large Detroit based retailer. One year plainclothes experience required. To arrange for an interview call Mon. thru. Fri. between 9 am and 12 noon at:
643-1329

CUNNINGHAM DRUG STORES INC

SHAMPOO GIRL
License required, guaranteed salary. Southfield Salon. 557-2906

SHAPER HANDS

Job Shop Experience
Days & Nights
PEERLESS GAGE
13320 Stark Rd. Livonia
261-3000

SHOE SALESPERSON, for high fashion womens shoes, experience preferred. Full & part time. Southfield area. 559-8833

SMALL Fabricating shop, Joy Rd.-Livergreen area. 6 hours per day, Mon. thru Fri. Minimum wage. Male retiree accepted. Call 10am-4pm. 565-3882

SOUTHFIELD based Mortgage Co. seeking individual for position as Mortgage Loan Auditor. Must be familiar with FHA, VA and Conventional Loan documentation. Mr. Stoll, 355-9200

STOP!
We have a job for you. As a matter of fact, we have hundreds of job openings. Call 557-4070 JOB FINDERS INC.

SUMMER HELP - Must be 18; for Shop Help & Fabrication. Apply: 30175 Ford Rd., Garden City, Mi.
No phone interviews.

SUMMER HELP NEEDED - work with mentally handicapped in a residential setting. 18 yrs. of age, at least high school graduate. Starting wage $3.50 hr. Phone for appt. 348-2230
Alternative Services Inc.
An Equal Opportunity Employer

TELLER

PART TIME position is open at our office located in Novi on 10 Mile at Meadowbrook. Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Part time position requires full days of work Mondays and Fridays and other days to be discussed. Apply in person 10 to 3 PM.

1st Federal Savings of Detroit
41400 W. 10 MILE, NOVI
An Equal Opportunity Employer

TRAVEL AGENT
Apollo experience, good steady job for right person. Ask for Richard, 557-4590

UNEMPLOYED? 18 to 24 yr. olds living in Wayne County for a job placement program. Call Jan, Ann, or Pat. 9AM-5PM at Growth Works, 435-4094

WALLPAPER HANGERS
Experienced, previous work references required. Call. 722-0180

500 Help Wanted

TYPISTS CLERKS SECRETARIES

SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
NO FEE
BLOOMFIELD HILLS 334-6790
ROYAL OAK 543-9235

WANT TO Be Your own Boss? Farmers Insurance Group has agent trainee positions available in this area. Training will not interfere with your present employment, excellent income potential, call for details 559-1031

WHEEL ALIGNMENT, Frame & Springs Man, car or truck, full time. Novi area. 349-7350

WORKING MOTHER - Cook's Helper & Dishwasher, 20 hours per week, 11am to 3pm. Immediate employment. Apply in person: Plum Hollow Lanes, 31600 W. 8 Mile, Southfield.

xIMMEDIATE OPENINGS

Suburban company has 15 openings available to hard workers. Positions include service, stock & display.
Company training & benefits. Average salary $5.87 per hour. Call for interview.
537-0015

502 Help Wanted Dental-Medical

BONUS
Up to $500 bonus for full time afternoon and midnight RNs and LPNs.
Mrs. Lindow, Farmington Nursing Home, 30405 Folsom Rd. 477-7600

CASHIER

Immediate opening. Part time, night shift. Call Personnel Manager 10am-5pm, Mon-Fri. 358-3666 or apply in person 2-4pm Tues.-Sat. Ray Bobkam.
TUNNEL BAR-B-Q
29161 Northwestern Hwy.
(near 12 Mile)
Southfield, Mich.

CHAIRSIDE ASSISTANT
Part time - Experienced
Canton Area
453-2060

CHERRY DENTAL ASSISTANT needed. Experience in 4 handed dentistry. Full time. Excellent pay & benefits. Birmingham area. 647-3950

DENTAL ASSISTANT - chairside, certified preferred. New office, Plymouth/Canton area. Send resume to Box 200 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

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

DENTAL ASSISTANT
Looking for a change? No weekends or nights? Challenging, Bloomfield Hills position, excellent salary and commission program, with major dental supply dealer. Dental office experience required. Contact A. Henderson. 588-2970
An Equal Opportunity Employer

RN for Farmington Hills allergy office. Experienced, mature individual desired. Send resume to Box 275, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

DENTAL ASSISTANT experienced good benefits, Westland area. Call between 9 & 5pm ask for Mrs Wood. 722-5150

DENTAL ASSISTANT
Experience preferred but will train. Must be flexible in hours. Canton area. 459-1950

DENTAL HYGIENIST, mature, experienced person for Farmington, general dentist. 5 days per week. Call eves. 661-4326

DENTAL HYGIENIST experienced, personable. Birmingham area. 13 mile & Telegraph Rd. 645-8455

DENTAL Specialty office requires competent aggressive person with some chairside experience, needed full or part time. Farmington Hills 553-3052

DENTAL TECHNICIAN
Wax and model work, occlusion. Royal Oak area.
Call: 548-4040

EKG TECHNICIAN
Permanent & Part time positions. Doing mobile EKG's in tri-county area. Travel reimbursement. 644-4134

EXECUTIVE secretary with top notch medical transcription skills. Minimum 80 wpm. Professional setting. Southfield. Call Phylis at 557-3444

GIRL - bookkeeping knowledge, prefer experience, keypunch operator, full time, Southfield area, fringe benefits. 557-1900

HELP! Specialists office in Southfield needs a part time medical assistant to work Monday, Wednesday, Friday, 9AM-5PM, 24 hours per week, will train the right person. 569-3888

INSURANCE CLERK, part-time. Oral Surgery office. Insurance or Medical/Dental background preferred. Call between 9 and 5. 647-7336

LEGAL SECRETARY
Experienced, good typing, spelling skills. Salary open. Solo practitioner in Town Center. Elliott Bettner. 358-4850

LPN, experienced, and a Medical Assistant, experienced for doctors office. 538-4700

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
29650 W. Warren
Canton

MATURE RECEPTIONIST interested in permanent position, able to type & manage medical insurance forms, appointments, general desk duties. Own transportation. Northland area 569-1395

MEDICAL ASSISTANT - Full time for Southfield Internist. Experience with venapuncture, injections, EKGS & front desk. Call 557-6994

MEDICAL ASSISTANT
Full time, needed for doctor's office. Experience preferred. Bloomfield Hills position, excellent salary and commission program, with major dental supply dealer. Dental office experience required. Contact A. Henderson. 588-2970
An Equal Opportunity Employer

MEDICAL ASSISTANT
Part time. Experienced in vena puncture for woman care clinic in Southfield. 559-7010

MEDICAL ASSISTANT - 12 mile Southfield area. Front desk, EKG, medical terms, no lab, full time. Call Sue or Elaine at: 559-6969

MEDICAL BILLER
Knowledge of B.C. M.A., M.C necessary. Typing required. Mon. thru Fri.
644-4134

MEDICAL RECEPTIONIST. Minimum 3 years experience. Must have typing, pegboard, insurance forms. 5 days a week. Good pay & benefits. 553-8900

MEDICAL RECEPTIONIST
Experienced only in Physician's office need apply for managerial position in Oxford-Waterford areas. 889-3443

MEDICAL RECEPTIONIST. We are looking for a mature, positive-minded, fast working woman. Your responsibilities will include greeting patients & making them feel at home, helping create a cooperative work atmosphere & being proud of your work & our office. Hours negotiable. 274-0641

MEDICAL SECRETARY RECEPTIONIST

Mature for part time evenings, 5-9PM, one Sat. a month. Experience on Medical Peg preferred but will train with good Math background. Light typing, no shorthand. Prime Dearborn location.
271-5800

MED TECH needed, MT or MLT or eligible, full time, experience not necessary. Twin Mile-Telegraph area. Call between 10-5pm. 537-1700

MIDNIGHT NURSES
Full or part time, come in or call, Henry Covenant Center, 105 Haggerty Rd. Plymouth 455-0510

NOVI Dental office needs full time Receptionist and Bookkeeper. Experience in insurance, and office management required. Knowledge of dental assisting preferred. 348-9555

OFFICE MEDICAL Assistant. $5.50 per hour. Must have experience in Office X-ray, EKG, & general office procedures. Redford Twp. 537-1890 or 338-6468

ORTHODONTIC Chairside assistant, experience required, modern progressive office in Birmingham. 647-9496

PART TIME RECEPTIONIST
Receptionist for Northland area, noon to approx. 6PM, 4 days per week, plus some Sat. Experience desirable. Call 569-4366

Student Nurses

NEEDED
PART TIME & FULL TIME
NEAR YOUR HOME
WORK THE DAYS & SHIFTS
YOU DESIRE
TEMPORARY
HEALTH CARE SERVICES
835-5400

ULTRASOUND TECHNICIAN
full time, for Southfield Internist/Gynecologist, college grad preferred, will train. 848-3330

WEST BLOOMFIELD Medical Billing Service is looking for an office assistant with experience in medical insurance billing. Paid Blue Cross and other benefits Call for appointment, 661-0320

502 Help Wanted Dental-Medical

"At Harper Hospital, we'll make you a better nurse."

Carole Crothers
R.N.
O.R.
Harper Hospital

"It's not just our continuing education units or our inservice programs or our tuition reimbursements that'll help you grow. It's not just the new techniques and new ideas you'll be exposed to. It is the people you'll be working with, their dedication and commitment. And Harper's commitment to them. And you. It's a unique environment that makes you want to do even more, to be even better. At Harper, you will be."

Harper-Grace Hospitals
Harper Hospital Division
3990 John R.
Detroit, Michigan 48201
Member Detroit Medical Center
Equal Opportunity Employer M/F

1980, Harper-Grace Hospitals

The Harper Hospital Division
HAS IMMEDIATE OPENINGS IN
MED/SURG. & ONCOLOGY
FOR R.N.'s AND L.P.N.'s
——All 3 Shifts——

NOW!

Excellent compensation and benefits...PLUS
- Individualized Orientation
- Total Patient Care
- Preceptor Program
- Employee Oriented Benefits
- Tuition Reimbursement
- Interdisciplinary Conference
- Ongoing Continuing Education Credits through In Services

For Information, Contact
STELLA SALAZAR, RN, 494-8871
SUBSIDIZED HOUSING AVAILABLE

502 Help Wanted Dental-Medical

Pharmacy Dispensary Technician

Excellent opportunity to work in large pharmacy with satellite units, unit dose system, etc.

Must be high school graduate able to perform mathematical calculations. Some typing involved. Prestigious pharmacy dispensary experience a plus.

CONTACT:
W. M. JONES
(313) 494-8082
Harper-Grace Hospitals
Operating Harper and Grace Hospitals
3990 John Rd.
Detroit, Michigan 48201
Equal Opportunity Employer M/F

RECEPTIONIST for active dental practice, full time Westland area. Must have experience. 422-5560

RECEPTIONIST. Modern Farmington Dental office, experienced in insurance, billing, scheduling, etc. Salary commensurate with experience. Call Arlene 476-4013

RECEPTIONIST for large medical practice near Beaumont Hospital. Position open Aug. 1. Send resume & references to Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST experienced in insurance billing, internist office, full time. Garden City area. Call between 3-5pm. 522-4350

RECEPTIONIST ASSISTANT orthodontic office, dental experience necessary, part time, 12 mile Telegraph, Troy/Fancy. 878-8100

RECEPTIONIST - Orthodontic office, mature woman, Livonia area. Part time, hours flexible. Some typing helpful. Send resume to: Box 312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN & LPN
Immediate openings available in suburban Southfield area. Full and part time, afternoon and midnight shifts. Also, vacation relief. Top wages. Contact Director of Nursing. 477-2000

RN-LPN
Needed too fundamental Charge Nurses. Afternoons or midnights, full or part time. Join the team at The Facility of The Year. Flexible hours, new wage scale. Contact Susan Heaston, RN. 728-4100

RN - LPN - Part time, office position, must have office experience & critical care experience. 421-3450 277-6887

RN - OR CIRCULATOR

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

RN or LPN
3 pm - 11PM & 11pm - 7am. Full time or part time. New pay scale. Contact Mrs Hall, 476-0550.
Davis Convalescent Center, one block so. of 8 Mile on Middlebelt.

RNS and LPNS, Full or part time. Afternoon and Midnight shifts. Apply Farmonold Home, 9 AM to 4 PM, Mon. thru Fri. 18520 W. 7 Mile. 531-4001, Ext. 38

RN'S - LPN'S - AIDES

Full or part time
Very good pay.
AMC HEALTH CARE I
SOUTHFIELD, Inc. 559-2569
17000 W. 8 Mile Rd.
LIVONIA 478-2590
19500 Middlebelt
PONTIAC 453-6970
3505 Elizabeth Lake Rd.

RN'S, LPN'S

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

RN's - LPN's
Charter membership RN's $9.60 to $17.70, LPN's $8.30 to $15.75 plus other benefits. Professional Medical Personnel. Phone. 642-3050

RN'S - LPN'S
Full & part time
Name your own hours.
421-3450 277-6887

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.
18933 BEECH DALY 532-1010

R.N./L.P.N.

ALL SHIFTS
Full or part time. Good starting salary. Hospital insurance. Modern nursing home. See Mrs Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.

504 Help Wanted Office-Clerical

INSURANCE & TAX CLERK

Experienced person required for this position, some escrow background helpful. Must be good with figures and have a pleasant phone manner. Good starting salary and benefits. Call MR. GOLDMAN for appointment:
557-7040

INSURANCE. One girl agency in Southfield needs secretary to run office. Insurance experience preferred. Nice environment. 557-7822

KEYPUNCH OPERATOR, 2 years experience on IBM 129, 18,000 to 14,000 strokes. Send resumes to Mr. Smith, P. O. Box H, Detroit, Mich 48213.

SECRETARY
Independent Insurance adjusting company. Full time. Southfield area.
948-3560

SECRETARY PLUS - Needed for small Southfield office. Occasional high pressure, but interesting work. Must have excellent office skills 358-4055

502 Help Wanted Dental-Medical

INFECTION CONTROL COORDINATOR

An exciting, newly created position has been established for an individual to be responsible for building and expanding the Infection control program. The successful candidate will work in conjunction with a physician spec ializing in Infectious disease. If you have a minimum of 2 years experience working in the area of infection control:

Contact Human Resources Dept.

botsford general hospital
an affiliate member of the Botsford Health Care family
28050 Grand River Ave., Farmington Hills 48024 476-7600
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

$715 PER MONTH
Diversified position with good benefits.
Snelling & Snelling
336-7400

ACCOUNTING CLERK

Super temporary position at friendly suburban firm. TOP PAY for person with experience on IBM system 34 or 32, computer accounting functions. CALL LINDA IMMEDIATELY!

522-4210
TEMPORARY STAFF

ACCOUNTS PAYABLE clerk experienced in posting invoices, accounts payable for well established firm. Experience must include reconciliation of venders statements & daily detail processing. Send resume to box 296 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE clerk for small office in Southfield. Some experience on adding machine & typewriter. Call Mrs. Burnes after 10AM 353-0510

ADMINISTRATION SECRETARY
For Private Southfield Accounts
Excellent Secretarial & Receptionist skills Ask for Marguerite.
358-0090

ADVERTISING AUDITOR
We are looking for an experienced, self-starting individual to fill an entry level position of Co-operative Advertising Auditor. CRT experience is helpful, typing essential. The individual we are looking for will primarily handle auditing for co-op advertising program, also including client contact, correspondence & other related responsibilities. 1-3 years of previous business experience preferred. Send your resume to Personnel Dept., P.O. Box 235, Southfield, Mich., 48037.

ADVERTISING FEE PAID$11,500

Opportunity knocks Now! Get involved with ideas & programs in the making with this prestigious advertising firm. Promote yourself.
Your New Boss Pays Our Fee
See Us were across from K-Mart HQ
CALL 649-4144
HARRIET SORGE PERSONNEL

ADVERTISING SECRETARY

To the Vice President of one of the largest agencies in Michigan. Excellent skills and experience a must. Don't miss this opportunity! Fee paid. To $11,600. Call today!
353-2090
SNELLING & SNELLING PERSONNEL

BOOKKEEPER - accurate typing, accounts payable & general accounting duties. Company benefits. Salary open. Full time, competitive salary & benefits. Send resume to R. Bowden, 6755 Telegraph Rd. Birmingham. Mich 48010.

BOOKKEEPER for fast growing Property Management firm. Must live in Troy. Excellent opportunity for growth, good salary, complete benefit package. Call Richard 649-6670

BOOKKEEPER - for Madison Hts. company, full charge, thru trial balance, salary $9400 and benefits include dental. Agency fee paid.

OFFICE MGR. - for Birmingham design studio, secretarial and bookkeeping duties, design background a plus, salary $12,000, fee paid.

LEARN LEGAL! - secretary with good typing (no shorthand) will be trained by outstanding law firm. Salary $12,450 to start, agency fee paid.

ADAMS & MARTIN

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

BOOKKEEPER
Full charge thru financial statements and depreciation. Mature, responsible opening. Mrs. Carr 464-4466

BOOKKEEPER-SECRETARY for small, growing Troy based company. Must have good general office skills & be a self starter. Please send resume to Sirco Enterprises Inc., 3182 Rochester Road, Troy, Mich. 48084

LEGAL SECRETARY-Farmington Hills office, salary based on experience, pleasant working conditions. 553-9880

LEGAL SECRETARY
Needed for small pleasant Southfield office. Ask for Patty. 353-3600

504 Help Wanted Office-Clerical

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

CASHIER RECEPTIONIST

ACTION OLDS
261-6900

CHEERLEADERS ATTENTION!
If you used to be a cheerleader in college, you may qualify for a challenging secretarial position available soon. Contact Mr. Johnston at 350-9000

CLERICAL. Steady part time for Grand River, Halstead area. Flexible hours, no Saturdays. Must like filing. Send age, phone no., and qualifications to T. Francis, P. O. Box 36255, Grosse Pointe, MI 48236.

CLERK - TYPIST

Must have excellent typing skills, experienced in Construction office procedures and files. Assist Project Mgr. with contracts, job minutes and records. Good salary and benefits, pleasant working conditions. Send resume to Box #304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST

Mortgage company in prime Southfield location is seeking qualified individuals for positions in their Loan Administration Department. Currently job opportunities are available in the following departments:
ASSUMPTIONS
INSURANCE
PROPERTY TAXES
Salary commensurate with experience plus excellent fringe benefits. For interview contact Mrs. Fischer,
355-0500
GRAHAM MORTGAGE CORPORATION
An Equal Opportunity Employer

CLERK - TYPIST
needed for Southfield CPA office, full time and permanent. Experience required. Call 352-5550

CLOSING SECRETARY

Real estate developer needs a SECRETARY with closing experience. Excellent secretarial skills and a good figure aptitude. Pleasant working meeting and dealing with the public. Good starting salary and benefits. If interested in this exciting opportunity send confidential resume to: Mr. Page, P.O. Box 691, Southfield, Michigan 48037.

Plante & Moran Recruiting
for an equal opportunity employer.

COMPETENT SECRETARY with excellent shorthand and typing skills for small pleasant Birmingham office. This permanent position to include Telex, computer and general office work. For interview, telephone: 645-5666

COMPUTER FIRM located at Prudential Town Center complex in Southfield desires part time receptionist. Monday thru Thurs 8am-2.30pm. Duties will include light typing and filing. Previous experience is desirable. For more information please call Sue. 352-3820

COURT REPORTER looking for experienced typist with own equipment to type transcripts. Southfield area. Days 557-2122. After 6 PM 557-5524

DON'T READ THIS!

Unless you want to use your excellent typing skills. Nice hours, benefits. Fee paid. $850 a month.
644-4600
SNELLING & SNELLING AGENCY

EXCELLENT OPPORTUNITY for an experienced Computer Operator with an expanding company in Troy. Send resume to Box 280, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 SECRETARY needed. Experience with Workmen's Comp and negligence. Salary commensurate with experience. Southfield 3 girl office. 557-2590

504 Help Wanted Office-Clerical

EXEC SECY

To President division of large corporation. Must have good skills and previous executive experience. Excellent starting salary, working conditions and good benefits.

Allis-Johnson Personnel
Quakertown Plaza, 32969 Hamilton
Farmington Hills 553-3100

EXECUTIVE SECRETARY

For 400 room suburban hotel. Professional typing and dictaphone skills. Must enjoy working with the public. Excellent benefit package. Contact:
Barbara Gollanke,
358-6500, Ext. 7251
An Equal Opportunity Employer

EXEC. SECYS GOP

CONVENTION
Typing 60 wpm
Shorthand 75 wpm a Must
APPLY AT:
MANPOWER
TEMPORARY SERVICES
Troy 750 Stephenson Hwy.
Suite 111 585-5595
Livonia 19500 Middlebelt
Suite 310E, 478-1130

EXPERIENCED BOOKKEEPER - Part time. Livonia area, 1 or 2 days a week, peg board, call after 5pm. 477-6724

EXPERIENCED LEGAL Secretary. Trial practice experience preferred. Salary commensurate. Blue Cross Southfield area. 559-9888

FILE CLERK
For large office in Farmington area. Minimum experience acceptable. No typing. Permanent. Good benefits. Call, 353-5100
An Equal Opportunity Employer

FILE Clerk, must be organized with pleasant telephone manner. Filing light typing, will train for computer input. Call Anita 646-8250

GAL FRIDAY INVESTIGATOR

Northland area security company needs active & aggressive gal with investigatory or retarial skills who also is capable of accomplishing investigation work. Must be able to type at least 45 WPM & be able to work flexible schedule
Call 10am-4pm Mon thru Fri
537-9733

INSURANCE AGENCY ADMINISTRATIVE ASSISTANT

Beat the recession and inflation in this outstanding position. Good experience and typing are the key. $15,000. fee paid. Don't miss this opportunity. It won't last long! Call Joanne Headley.
353-2090
SNELLING & SNELLING PERSONNEL

INSURANCE GIRL
Experienced in Life, Health, or Commercial lines. Full Time. Southfield area. 358-0416

INSURANCE RATERS

We are a national insurance corporation, located in Bingham Farms, with immediate openings in the rating department.

SENIOR RATER
3-5 years experience as full multiple line rater with a knowledge of property package business. Candidate will possess skill & experience in training others in rating function.

RATER A
2-3 years experience as multiple line rater with knowledge of property package business.

We offer outstanding benefits including dental, excellent salary and advancement potential.
Contact Pam Gildner 645-6940
Equal Opportunity Employer M/F

SECRETARY
Beautiful Troy office has immediate opening for experienced Secretary. Requires typing and good phone experience. Must be able to deal well with the public. Call Laurie at:
879-2414

SECRETARY - Birmingham Attorney has position for mature, motivated individual with general legal experience to assume office responsibilities. Higher than average salary plus benefit package. 642-9696

Secretary/Clerk Typist

Full-time position in Technical Dept of small international manufacturing firm. Must have 1-2 yrs. experience working in Engineering or Manufacturing Dept. Type 60 wpm. Good salary for organized type of individual. Livonia/Plymouth area. Contact Mary Ann:
455-6000

504 Help Wanted Office-Clerical

LEGAL SECRETARY, full time for Southfield office, must be experienced in Collection work. 358-4545

LEGAL SECRETARY

$12,000 FEE PAID
Prestigious law firm needs your excellent skills in this fast-advancement position. Wide variety of duties including some research. Super fringe benefits. Hurry! Call Kathy today!
353-2090
SNELLING & SNELLING PERSONNEL

MARKETING - NYSE
Company seeks additions to growing sales staff
Paid Training
Complete Benefit Package
Car Allowance
Must be highly motivated, excellent for career minded female
522-7873

MATURE, People-oriented Woman wanted, part-time 9 to 1 PM. 'One-girl' Office in Troy Church. Call before 1pm. 644-5920

NATIONAL FRANCHISOR of retail book stores has an immediate opening for an experienced secretary. A minimum of 3 years experience with the ability to type 80 WPM are essential. Legal and/or accounting experience would be helpful. For further information call Mr. Wessel in Livonia 525-1500

NATIONAL TITLE company is seeking an experienced secretary. This entry level position requires a candidate with a pleasant telephone manner, an adjustable figure work, good typing skills & the ability to deal effectively with people. We offer a complete benefit package & great opportunity for growth. Please call Mr. Forster, 354-3800
An Equal Opportunity Employer

ORGANIZED Secretary needed for fast paced engineering department of Fortune 500 manufacturer. Candidate should have good typing & shorthand skills and work well with professionals. This entry level position will have a salary commensurate with experience. For prompt consideration, please forward resume to W. Midgley, Employee Relations Administrator, ITT United Platinum Div., 1645 E. Avis, Madison Heights, Mi 48071
Equal Opportunity Employer M/F/H

PART TIME office help wanted, 8am-1pm. Must be accurate typist & able to work some flexible hours. Non-smoker preferred. Troy. Call between 9am-5pm, ask for Teri 362-1060

PERMANENT PART TIME office clerical position available in Troy, 3 full days weekly, for mature person with good math & general office skills. Shorthand helpful. Call 689-8100

RECEPTIONIST/TYPIST - Troy Law Office. Experienced preferred. Salary 50 WPM. Call 649-3200

RECEPTIONIST/SECRETARY
Receptionist with good typing skills needed for position opening immediately. Excellent working environment in new Livonia office complex. Competitive starting salary. Reply by resume only in confidence to Office manager CPBC, Box 3316, Livonia, Mich 48151

RECEPTIONIST
For Bloomfield Hills Law firm. Typing required. Call Mrs. Rigonan at 645-9400

RECEPTIONIST
With typing skills, pleasant surroundings. Farmington area. 477-4767

RECEPTIONIST
Full time, Southfield law firm. Experienced preferred, but not necessary. Will train right person. Salary commensurate with ability. 424-8000

RECEPTIONIST SECRETARY experienced, competent, pleasant, with good typing ability. Diversified co. Southfield area. Send application to box 259 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Required 1st class Executive Secretary for Developer, experience required, good secretarial skills. Excellent salary. Southfield Area. 352-4410

RN. On Call positions available with Home Health Agency in N. W. and Eastern Wayne county for BSN with medsurg or home health nursing experience. Visit and travel allowance.
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Full time, diversified duties in sales dept. Shorthand & typing required. Livonia area Call 464-2550

SALES SECRETARY

SOUTHFIELD based company needs experienced Sales Secretary. Busy office with extensive customer phone contact. Typing 60 wpm required. Good benefits and working conditions Call Don Frandsen for appointment at:
358-2505
COMTEL CORPORATION

SECRETARIAL Position, mature person for general duties in sales office. Advanced Systems & Forms, 1464 Schoolcraft, Detroit. 272-5000

SECRETARY

NEEDED IMMEDIATELY
Full time, experienced, for landscape contractors in Canton.
422-2022

504 Help Wanted Office-Clerical

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An Equal Opportunity Employer M/F

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