502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Part time
Rochester
651-0339

DENTAL HYGIENIST
Experienced girl needed 1 or 2 days a week to join our team. Plymouth, Livonia area 459-2940 626-1994

DENTAL RECEPTIONIST - experienced. Full time, mature, pleasant personality, beautiful new office, Livonia 476-4300

DENTAL RECEPTIONIST - Long Lake/Rochester Rd. Experienced in dental insurance, appointment book, telephone, peopleand. Light typing. After 5 646-0036

DENTAL RECEPTIONIST Northland area. 4 days, work every other Sat. Experienced only. Busy office. 967-1194

DENTAL RECEPTIONIST - Mature, knowledgeable, front desk procedures. Insurance & typing. full-time. Farmington Hills. 855-2020 or 569-5110

DENTAL RECEPTIONIST for orthodontic practice in Southfield & Livonia. Please call Mrs. Ray 294-Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST/
Assistant. Part time. Troy - Birmingham area. 3 days week with flexibility to pinch-hit more time. Experienced. Mature. Before 10 AM or after 3 PM. 643-6650

EXPERIENCED DENTAL receptionist needed for the Northville area. Experienced need only apply 349-7560

EXPERIENCED MEDICAL ASS'T
Needed for Medical Clinic. Must be experienced in EKG, Xray, Injection & VP. Good salary & benefits. Call for interview 591-6440

EXPERIENCE Insurance Biller Secretary. Blue Shield, Medicare, Medicaid, Accounts Receivable, Billings. Farmington Hills area 553-2638

FRONT DESK Receptionist. Must have good typing, telephone manner. Bookkeeping helpful. Full time. Good benefits. Livonia area. 261-0400

LAB TECHNICIAN needed. Experienced with Chemistry, Hematology, and Bacteriology. Farmington Hills area 553-2038

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

LPN or Medical Asst - Full time for busy Livonia Internal Medicine Office. Must experienced in EKG, Vena Puncture, injection. Call Nancy 427-3595

LPN or RN
DAYS & AFTERNOONS
FULL OR PART TIME
Good wages, benefits.
Apply in person at:
WISHING WELL MANOR
520 W. Main St.
Northville, Michigan

MATURE enthusiastic Chairside Dental Assistant for pleasant Plymouth office. Experience preferred but will be willing to train the right person. Ask for Pat. 453-0594

MEDICAL ASSISTANT
Experienced Full time Walled Lake area 624-4511

MEDICAL ASSISTANT. Experienced in EKG, Venapuncture, Injections, PST & minimal Lab Work. Birmld area. Mon.-Fri. 9-5pm. 644-3800

MEDICAL ASSISTANT part time experienced in peg board, insurance forms, light bookkeeping. Only for internist office in Rochester. Mature woman preferred. 651-9700

MEDICAL Assistant, experienced only, for Internists office in Southfield. Must know Lab, Venapuncture, Injections, EKG, P.F., Chest X-ray & general assisting. 559-5858

MEDICAL ASSISTANT, for Livonia Internist. Experienced Medical Secy. commensurate with experience. Send resume to Box 893, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT TRAINEE
Internist office in Birmingham. Experience desired but not necessary. 644-4900

MEDICAL ASSISTANT, experience in injections, blood pressure, venapunctures. EKG Good salary & benefits 271-6290

MEDICAL ASSISTANT. Minimum 3 years experience. Internist. Typing, pegboard, insurance forms. 5 days a week. Good pay & benefits 553-8800

MEDICAL RECEPTIONIST
Part time. Must have insurance forms. Farmington area. Call after 12 noon. 478-3366

MEDICAL SECRETARY for vascular surgeon, experience with peg board, insurance forms & billing. Benefits. 552-9292

Mental Health Workers
All Shifts for private psychiatric hospital. Apply.
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

MIDNIGHT NURSES
Full or part time, come in or call, Henry Convalescent Center, 165 Haggerty Rd Plymouth 455-0610

NURSE AIDE
FULL TIME
Midnights & Days
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin & Southfield
352-7390

NURSE AIDES
Top pay & benefits. Care for patients in their home. Professional Medical Personnel 642-3050

NURSE AIDES
2 years minimum experience. Full time positions available, excellent Fringe Benefits, no rotation. Contact Nursing office, Southfield Convalescent Center 22401 Foster Winter Drive, 9 Mile-Greenfield area. Monday through Friday 10-3pm.

NURSES
Attractive Geriatric facility in Southfield needs nurses interested in change. Fully paid Blue Cross, free meals, weekend differential, uniform allowance, and the greatest patients in Greater Southfield. Are you for us? LAHSER HILLS NURSING CENTER 354-3232
Ask for Mrs. Lee or Ms O'Rourke

Nurses

RN'S LPN'S
$200 FREE!
PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 32 SHIFTS OR 101, 11, OR JUST WEEKENDS AND RECEIVE $200 FREE IN ADDITION TO ALL OUR TOP WAGES
RN'S
TO$12.65/HR
LPN'S
TO $9.45/HR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM JULY 11 THRU AUGUST 4, 1980 AND WORK COMPLETED BY SEPT 19, 1980.
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OR. CALL NOW FOR IMMEDIATE OPENINGS

ORTHODONTIC Chairside Assistant. Experience required, modern progressive office in Birmingham. 647-0688

O&E

502 Help Wanted Dental-Medical

ORTHODONTIC DENTAL Assistant - full time. Mature, pleasant, enthusiastic. Bloomfield area. Call between 6-7pm. 644-4324

PART TIME experienced medical assistant for Ophthalmologist's office. Birmingham area. Call after Noon. 647-5504

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. Previous pharmacy dispensary experience a plus

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

PHYSICAL THERAPIST
Physical Therapist needed for small inner City Hospital. Salary based on experience. Michigan License required. Send resume to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Physical Therapy Aide
Experience desirable. To work in an extended care facility in a developed physical therapy department. Contact Mr. Odom, M.S., P.T.
University Convalescent Nursing Home
28550 Five Mile, Livonia.

PHYSICAL THERAPIST Aide, will train, permanent 5 hours daily, Mon thru Fri, Bloomfield area Call 886-4985

RECEPTIONIST ASSISTANT Orthodontic office, dental experience necessary, part time, 13 mile Telegraph, Troy Nearby. 879-6240

RECEPTIONIST - part time. Mature person, pleasant manner, responsible and accurate with figures needed for family practice in Troy 362-1350

RECEPTIONIST needed for Troy physician. Experienced in pegboard, insurance, etc. Part time summer, full time fall. 644-4400

RN for Farmington Hills allergy office. Experienced, mature individual desired. Send resume to Box #754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN-LPN
Needed too function as Charge Nurses Afternoon or midnights, full or part time. Join the team at "The Facility of the Year." Flexible hours, new wage scale. Contact Susan Heaston, RN. 722-6100

RN or LPN
Full or part time. Afternoons and midnights. Patient care and supervision.
WHITEHALL
Convalescent Home
43455 W 10 Mile, Novi

RN or LPN
PART TIME - MIDNIGHTS
Apply in person:
Middlebelt-Hope Nursing Center
36410 Cherry Hill, Westland
326-1200

RN'S - LPN'S - AIDES
Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
SOUTHFIELD Convalescent Home
17000 W. 8 Mile Rd
LIVONIA 478-2590
19500 Middlebelt
LIVONIA 473-6670
3505 Elizabeth Lake Rd.

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

RN'S & LPN'S
ALL SHIFTS for a new 25 bed, young adult home, start opening soon in private psychiatric hospital. Apply.
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

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
Unlimited personal & professional satisfaction - are yours to enjoy. Experience the rewards of providing personal service and attention to those in your care. Weight Loss Clinic will train you to administer our unique program of counseling and nutritional guidance. Salary plus bonus. For full time openings in metropolitan areas call Lin. 335-2377

RN'S-LPN'S
(With Experience)
Needed now for home care. For more information call
Upjohn Health Care Services
334-4751 642-7900

RNS or LPNS
Full & Part Time
Midnight Shift
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN - SUPERVISOR
Seeking an energetic and motivating RN to supervise and assume our mid-night shift. Excellent benefits, flexible hours, 4-6 days per week, come join the management team at "The Facility of The Year". Contact Ms. Heaston, Director of Nursing. 722-6100.

RN'S $10 HOUR
Do you dread the treadmill of rotation and double shifts, personal plans going down the drain? Don't quit now! There's another way to stay with your profession. Call:
TEMPORARY
HEALTH CARE SERVICES
-We Need Your Skills-
835-5400

R. N., challenging position. Looking for an individual with strong Med-Surg background. Congenial atmosphere with home health agency in Detroit/Dearborn area. Prefer BSN. Excellent salary package, full time available. 278-7000

R.N./L.P.N.
ALL SHIFTS
Full or part time. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs Ferguson.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

WEST BLOOMFIELD Medical Billing Service is looking for an office assistant with medical insurance billing experience, anesthesia experience preferred. Call for appt. 661-0220

504 Help Wanted Office-Clerical

ACCOUNTING POSITION
A fast growing national equipment leasing company has an immediate opening for a person with Accounting training and at least one year's experience. Excellent salary and benefits. Computer experience not necessary as we will train you. This job has potential for advancement. Call:
MASTER LEASE CORP.
399-9860
Ask for Kay

ACCOUNTS PAYABLE Clerk, experience helpful. Must be good with figures. Reasonable typing skills are required. For interview, send resume & salary requirements to:
PAHI, Inc., 31000 Lahser Road, Birmingham, Mi. 48010 - Attention: Accounting

ACCOUNTS PAYABLE RECEIVABLE CLERK
Farmington office needs a congenial person with accounts payable & receivable experience. Must be happy staff. Typing and data processing exposure preferred. Great compensation package. Call 352-2500, Ext. 246.

Plante & Moran recruiting for an equal opportunity employer.

ALL OFFICE SKILLS NEEDED
WORK WHERE
and
WHEN YOU WANT
Temporary
and
Permanent Positions
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
BLOOMFIELD HILLS 334-3780
ROYAL OAK 545-9222

A SHARP, organized person is required for position in medical equipment distributing company located in Bloomfield Hills area. Excellent salary and benefits. For interview please call 338-4571

ASSISTANT BOOKKEEPER
Position to handle variety of office duties. Payables, Payroll, Receivables, General Ledger. Secretarial skills, office equipment, typing, computer experience helpful
Excellent fringe benefits, salary commensurate with experience. Request written resume at time of application. Apply from 9AM to 5PM, at:
1759 Larchwood, Troy 689-7323

ATTENTION
Do you like typing, customer contact, and Bookkeeping. Benefits, $750 month. Fee paid. Call now.
644-4600
SNELLING & SNELLING AGENCY

ATTENTION HOUSEWIVES
FOR WORK IN FALL
MANPOWER
TEMPORARY SERVICES
Livonia - 19500 Middlebelt, Suite 310E
478-1130
Troy - 750 Stephenson Hwy.
585-5595

BILINGUAL SECRETARY
ENGLISH-SPANISH Export office experience helpful. Southfield area. Small corporation. Pleasant working conditions. 352-8028

BIRMINGHAM Southfield law firm needs experienced Legal Secretary, good benefits 642-3207

BOOKKEEPER
Full Charge, experienced thru Financial statements, light typing. Must be self starter and able to carry office. Call Mary Praus.
MURRAY'S
ACE HARDWARE
937-0160

BOOKKEEPER - Full time position with Southfield CPA firm. Applicants must be familiar with accounts receivable, payroll, etc. Good salary & benefits. Send resume to Parker, Wittes & Co. Suite 315 Travelers Tower, 26555 Evergreen, Southfield, Mich. 48076.

BOOKKEEPER, must be experienced in preparation of payroll, payroll returns, bank reconciliations, journals, posting to general ledger, trial balance. Full time, 8am-5pm. BS Electronics, 34443 Schoolcraft, Livonia. Call Mrs Coates 525-1155

BOOKKEEPER needed with mini computer experience. Plymouth area. Please reply to box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/ OFFICE MANAGER
Wanted immediately. Long term care facility in western suburbs. Knowledge of geriatric health care helpful. Excellent opportunity for an with leadership ability. Send resume to: Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER PERSONNEL
If your looking for a job with diversification and growth potential, this newly creative position is for you. We want a bookkeeper with experience through trial balance who also wants to handle the payroll and personnel responsibilities. Salary commensurate with experience. Interested applicants call L. Fanok. 879-7600

MERIT SYSTEMS INC
SUITE 210
5700 CROOKS RD. TROY

BOOKKEEPER/Receptionist, needed to compliment progressive law firm, specializing in the field of employees. Legal experience helpful. Salary & benefits commensurate with ability and dedication. Please call Joe Golden at 352-1552

BOOKKEEPER/ SECRETARY for Livonia CPA. Full or part time, experienced preferred. Reply box 395 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
Full time, immediate position in a growing company for bookkeeper with construction experience in 14 Mile-Middle belt area. Rapila Construction 851-9755

BUILDER needs Gal Friday. Knowledge of construction helpful. Salary + plus Requirements. Peg board bookkeeping. Interested only call and state qualifications, phone experience, sales experience. Salary, plus commission. 258-4663

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 ORIENTED INDIVIDUALS
Needed for full time employment. Must be analytical, possess an aptitude for figures, be detailed minded with good typing & phone skills. At least 3-5 years full time recent experience. Excellent salary & benefits. Apply at
Allmand Assoc. Inc.
12119 Levan, Livonia 48150

CASHIERS
For self serve gas & convenience food stores. Metro Detroit areas available. Call 478-3651

CASUALTY WOMAN
Experienced in Independent agency system. Top pay & benefits. No others need apply. Plymouth Area. 459-1240

504 Help Wanted Office-Clerical

BOOKKEEPER
Accounts Payable & Order Processing
Farmington Hills Manufacturer needs a sharp person with good business knowledge who likes detail. Must have previous experience in accounts payable and order processing and be interested in learning payroll. This job is a modern 2 girl office. Excellent pay and benefits for the self-motivated person. Non smokers need apply. For appointment call Mrs. Springer, 478-1204.

BOOKKEEPER ASSISTANT
Current, experienced necessary for Southfield office. Desirable working conditions

BOOKKEEPER
Experienced. Small office.
261-5761

BOOKKEEPER, experienced to assist senior bookkeeper. NW area. 533-7007

BOOKKEEPER - experienced thru trial balance, payroll & payroll taxes, pegboard system, pleasant office & staff. Hendry Convalescent Center 455-6510

BOOKKEEPING position. Part time available 25 to 40 hours 4 to 5 day week year around. Good working conditions. References & experience required. Novi Auto Parts. 348-2800

CATERING SECRETARY
We have an immediate opening for a person to work in our catering office. Must have previous experience & good typing skills
Please apply in person.
PERSONNEL OFFICE
MON. THRU FRI.
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD HOTEL
17017 W. 9 Mile Road
Southfield, Mich
An Equal Opportunity Employer

CLERICAL - Immediate Vacancy. Pleasant working conditions. Typing, filing & Order taking. Drapery/Hardware Distribution Center.
Call Branch Manager 399-9404
An Equal Opportunity Employer

CLERICAL
Typing, filing, full time position. Fully paid Blue Cross, other benefits.
Contact Caroline Stephens
562-3870
MICHIGAN METAL DOOR
26051 Michigan Ave.
Inkster, Michigan
An Equal Opportunity Employer

CLERK TYPIST
For large Insurance Agency in Southfield. Call for interview.
353-5809 ext. 301 or 309

CLERK-TYPIST
Manufacturers Bank is seeking qualified individuals to add ability to type 40 wpm. We offer an excellent benefit package which includes pleasant working conditions, competitive salary, medical & dental insurance. Apply in person at:
Manufacturers
Southfield Tower
29201 Telegraph Rd., at 12 Mile
Friday, July 25, 1980 ONLY
9-11 AM.
Equal Opportunity Employer M/F/H

CLERK-TYPIST
Manufacturers Bank is seeking qualified individuals to add ability to type 40 wpm. We offer an excellent benefit package which includes pleasant working conditions, competitive salary, medical & dental insurance. Apply in person at:
Manufacturers
Southfield Tower
29201 Telegraph Rd., at 12 Mile
Friday, July 25, 1980 ONLY
9-11 AM.
Equal Opportunity Employer M/F/H

CLERK-TYPIST/RECEPTIONIST
Wanted for Southfield Law Firm - to start Sept. 1, 1980. Good typing, dictaphone experience helpful but not necessary. Must have initiative & be able to handle responsibility. Call 355-2100

CLERICAL
Typing, filing, full time position. Fully paid Blue Cross, other benefits.
Contact Caroline Rijenbark,
562-3870
MICHIGAN METAL DOOR
26051 Michigan Ave.
Inkster, Michigan
An Equal Opportunity Employer

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For large Insurance Agency in Southfield. Call for interview.
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Wanted for Southfield Law Firm - to start Sept. 1, 1980. Good typing, dictaphone experience helpful but not necessary. Must have initiative & be able to handle responsibility Call 355-2100

COLA FEE PAID$900
Enjoy an extra check twice a year! Super benefit plan adds to the sales Contact at this Super Job. Call Mr. Shtand needed. See us at 611 Village Plaza Livonia Dearborn.
CALL 562-8900
YOUR NEW BOSS PAYS OUR FEE
HARRIET SORGE PERSONNEL

CONSTRUCTION PAYROLL
Established company needs a bookkeeper with experience doing union reports and payroll. Great salary and benefits. Send confidential resume to Mr. Ham, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

DENTAL RECEPTIONIST
Full time day shift position immediately available at our Novi/Northville Care Center for a Receptionist in the Department of Family Dentistry. Qualifications include, minimum 6 months experience, processing dental insurance claim forms, and ability to type 35 wpm accurately. Receptionist experience in a dental office preferred. We offer a pleasant, comprehensive fully paid benefit package including medical, dental, optical, life and disability insurances, Apply Employment Office, Mon - Fri, 9-3 PM.
PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

DEPENDABLE PERSON with good typing and general office experience helpful. Interesting full time position. Good benefits and excellent working conditions. Ask for Karen Adamson. 557-5520

EXECUTIVE SECRETARY
Opening for SECRETARY with typing skills of 60 WPM, ability to use dictaphone equipment and take dictation at 80 WPM. Excellent salary, benefits and pleasant working conditions. If you are qualified call Personnel Dept.
552-6216
Fireman's Fund Insurance Co.
Equal Opportunity Employer M/F/H

EXPERIENCED full or part time secretary for small Southfield law office. Salary and hours open. Good skills and shorthand required.

EXPERIENCED LEGAL Secretary for Farmington Hills Law firm. Good typing and dictaphone skills required. Excellent benefits. Call Linda Widrig 851-9500

EXPERIENCED legal secretary. Negligence & divorce experience preferred, salary commensurate with experience. Southfield area. 358-8100

EXPERIENCED LEGAL Secretary
For large Southfield law firm. Salary commensurate with ability. Call 552-1000

504 Help Wanted Office-Clerical

EXECUTIVE - secretary, advertising agency, centrally located in Troy, Birmingham and Southfield, needs executive secretary in broadcast dept. Typing 60, shorthand 8, salary $633 with benefits and fee paid.

SALES - secretary, Southfield company has opening for person with good writing skills, and telephone manner, your English major can help here. Typing 60, salary $900 and fee paid.

ADMINISTRATIVE - assistant to international executive, must speak Spanish-French, German and be able to relocate to Michigan and travel. Secretarial skills a plus Salary $15,000. Great benefits and 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

EXPERIENCED
CLOSING SECRETARY needed by title company in Troy. Call 643-9459

EXPERIENCED LEGAL Secretary for growing suburban Redford law firm, pleasant working conditions, salary commensurate with experience Easy access to X-way.

EXPERIENCE NECESSARY in accounts receivable, payable and use of 10 key adding machine. Must be able to type. Good pay with excellent benefits. Apply daily, 10am-4pm, 9109 Freeland between Greenfield & Schaefer, South of W. Chicago.

EXPRESS YOURSELF FEE PAID $800-$900
Good accurate typist needs English/Grammer background. Excellent benefits. Execs Correspondence counts for quick start. See us were across from K-mart HQ in Troy.
CALL 649-4144
YOUR NEW BOSS PAYS OUR FEE
HARRIET SORGE PERSONNEL

FARMINGTON HILLS property & casualty insurance agency looking for experienced personal lines underwriter. Typing a necessity, salary negotiable. 855-2600

FRONT DESK
Type 55 WPM. Must have previous telephone sales experience and an enthusiastic personality for greeting the public. We are a temporary personnel agency and you would be working the in Hen Gen. If you meet the above requirements and think you would like this type of work, call Cheryl at 568-0909.

FULL CHARGE bookkeeper with general construction background, payroll & union reports. Construction office experience. Mature person preferred. Please state salary required in resume to Box 418, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL & PART TIME office help is needed in a busy retail office. Light bookkeeping & typing is helpful. Evenings & weekend hours are required. Please call for interview. 255-4180

FULL TIME secretary wanted for Westland insurance agency. Experience very helpful. Salary & benefits negotiable Call 261-5010

GAL FRIDAY INVESTIGATOR
Northland Area Investigator firm needs attractive & outgoing gal with good secretarial skills who also is capable of accounting investigation work. Must be able to type at least 45 WPM, have good accounting skills & be able to work flexible schedule. Call 10am-4pm, Mon thru Fri.
837-8733

GENERAL OFFICE position in Southfield area, part-time to permanent full time. Must have bookkeeping experience, accurate typing and pleasant phone manner. Call 9-5 PM, Mon-Weds & Thurs only. 352-6363

GENERAL OFFICE
If you enjoy the variety of a one person office and like the feeling of being involved in the whole work process, this building-related company wants you. Must be able to do a complete set of book type, and enjoy working with people. Generous starting salary and benefits. If interested, send confidential resume to Mr. Ham, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

GENERAL OFFICE - with bookkeeping experience. Livonia office 474-4143

HIGH SCHOOL Graduate, part time entry level position, possibly leading to career opportunity in financial service industry. Must be good at typing, filing and on telephone. Respond by mail to: Mutual Service Corp., 100 Renaissance Center, Suite 2780, Detroit, MI 48243

INSURANCE AGENCY in City of Northville needs experienced commercial lines service representatives. Call 348-1272

INSURANCE AGENCY in Farmington Hills, looking for bookkeeper with insurance experience preferable. Wages negotiable 855-2600

INSURANCE AGENCY
Permanent position for sales secretary. 60 WPM typing and good communication skills. Distinctive office environment and accurate spelling ability required. Farmington Hills 553-4850

INSURANCE SECRETARY to president of insurance agency. Must have knowledge of commercial insurance. Top pay, excellent benefits. 851-1890

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

LEGAL SECRETARY
Southfield personal injury firm, excellent salary, legal experience preferred. Call Joyce.
353-7575

LEGAL SECRETARY experienced shorthand required for Southfield law firm. Wang word processor, will train if necessary. Call Sam 358-1000

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

LEGAL SECRETARY - OFFICE MANAGER
Birmingham attorney will train serious college-educated woman who is interested in law school or a para legal career. Good pay. Good place, near 555 Building.
Call 645-0750

LEGAL SECRETARY - experience preferred, with typing and dictaphone skills. Good salary plus benefits. Call 355-6520

LEGAL SECRETARY
wanted for Southfield Law Firm. Good typing skills required, shorthand helpful but not necessary. 1 year legal experience. 559-4210

SAKS FIFTH AVENUE
Secretary, Saks Fifth Avenue has immediate full time opening for secretary to work in their executive offices. Good salary & excellent benefit package. Pleasant working conditions. Apply in person: Canton Big Boy, 45350 Ford Rd.

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Minimum of 3 yrs. legal experience. Shorthand 100WPM, Typing 60WPM. Experienced in the use of Dictaphone. Apply 9:30 to 4:30 PM
Mon. thru Fri.
STANDARD FEDERAL SAVINGS
Personnel Dept. 4th Floor
2401 W. BIG BEAVER - TROY
No Telephone Calls Please
Equal Opportunity Employer M/F

LEGAL SECRETARIES
Tired of going to work, doing the same routine tasks, and seeing the same desired faces? Are you bored and unchallenged? Are you ready for a change? Telephone or write may be advise to help you secure a more interesting and rewarding position. Personnel At Law is actively seeking experienced Legal Secretaries for a variety of legal firms located throughout the Tri-County Area.

At one sitting, over a cup of coffee, we will divulge the final results of many situations that fit your experience level. We then decide who you would like to interview with. It's the pleasureable and sensible way of locating a new position.

Permanent and temporary positions are available.

Never a charge to you for our professional placement assistance.

After-hours appointments available.
PERSONNEL AT LAW
2000 TOWN CENTER, SUITE 2080
SOUTHFIELD, MICH. 48075

Southfield 358-0060
Dearborn 582-3140
Renaissance Center 567-0910
Troy 649-2942

MATURE Legal Secretary/Receptionist for growing practice. Redford area. Call between 10 am and 1 PM. 538-7062

MATURE, Part Time Secretary, good typing, no shorthand necessary. Send reply to Observer & Eccentric, 36251 Town Center, Suite 1780, Southfield, MI. 48075

MICHIGAN SAVINGS & LOAN ASSOC. Has openings for part time Teller at it's Canton office. Salary from $3.25 to $4.90 per hour or from $563.00 to $840.00 per month depending on ability & experience. Join our rapidly expanding progressive Savings & Loan Assoc. now. Many opportunities for future advancement. Please call Kathy Hart at 981-2020 for application & interview

OFFICE CLERK - Bloomfield Hills area. Light Bookkeeping, Bloomfield Restaurant & Pub Shop, 12721 Michigan Ave., Dearborn

OFFICE MANAGER
We are looking for an individual with a pleasing personality and some clerical skills for our large apartment complex in Birmingham. Self motivation and leadership abilities a must. Advancement potential for qualified individual, good salary and benefits available for the right applicant. Call between 9 am & 3 PM Mon thru Fri. 644-1300

ORDER WRITE-UP CLERK Wanted, light typing preferred, must be able to work overtime & some Saturdays in Southfield area. Call 559-7100 for an hour. Apply Tues. thru Fri., North American Photo, 27451 Schoolcraft, Livonia.

PART TIME
Bookkeeping and clerical. Typing, filing, accounts payable. Hours 1 thru 5 PM. Call 355-2530

PART TIME office help needed. Experienced in bookkeeping, knowledge of real estate. Southfield area. Please call Tuesday from 9-11. 355-5520

PART TIME office assistant for mental health clinic. 4 eves. & Sat. am. Farmington Hills area. Call between 10am-noon 851-2863

PART TIME POLICY TYPIST
Immediate opening for experienced typist. Minimum 50WPM, salary commensurate with experience excellent working conditions. Southfield. Call Personnel
Equal Opportunity Employer M/F/H

PART TIME position for accurate typist. Some clerical duties involved. Ideal for a retiree. Call Personnel Opportunity Employer
349-3500

PART TIME SECRETARY
6 Mile and Middlebelt area. Accurate typist, shorthand, knowledge of Word Processing helpful but not necessary (will train). Call for application. Interviewing approximately Aug. 11. 792-6402

PART-TIME TYPIST/RECEPTIONIST for a Southfield CPA firm. Good typing skills, pleasant working environment. 642-0133

PAYROLL SUPERVISOR - If you are seeking a career opportunity with a young, aggressive company, with a strong background in all aspects of payroll, including trade union reports and fringe benefits, we want you. Excellent salary, fringe benefits in a well-maintained environment. Send resume to P. O. Box 633, Novi, MI 48050 or call 348-1300
An Equal Opportunity Employer

PROPERTY Management Department of real estate development company has aggressive bookkeeper looking for a challenge. Accounts receivable experience a must. Good benefits. Southfield area. Call 9-5. 559-4800

PSYCHOLOGICAL CLINIC needs receptionist/typist. Pleasant office staff. Permanent full time position. Long Lake-Telegraph area. 646-5500

REAL ESTATE GIRL FRIDAY
Requires excellent typing and phone skills, shorthand or notebook preferred, real estate, advertising, or legal experience helpful. W. Bloomfield area. Call 9-5, Mon. - Fri. Ask for Karen.
626-4005

RECEPTIONIST/SECRETARY
Responsible person needed for fast paced real estate office. Birmingham area. Typing 50 WPM, telephone typing and filing, pleasant phone voice a must organized and able to work without supervision. Call Suzanne. 646-6000

RECEPTIONIST - full-time position. Good people skills, telephone manner & taking orders The Athletic Supporter 27591 Schoolcraft Rd., Liv. 261-8820

RECEPTIONIST & TYPIST, full time for art studio. One girl office. Mature experienced person required. Send resume to Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Typing, filing skills
Stage Flight AV, Birmingham.
642-9881

RECEPTIONIST for Farmington Hills firm. Requires bright young girl with good telephone voice and accurate typing skills. Please call Karen for exciting dental interview. 476-1920

RECEPTIONIST/Switchboard Operator. Light typing, filing. Will train for Telex Operator. Send letter stating qualifications and salary requirements to: 2550 Auburn Ct., Auburn Heights, Mi. 48057, Attention Mrs. Pat Cyrek.

RECEPTIONIST
Good typing skills required to handle receptionist/switchboard position in busy offices. Telegraph - 11½ Mile Southfield. Good benefits. Call for appointment. 644-9200
Equal Opportunity Employer M/F

REGISTER NOW
There will be openings for MAG CARD II operators soon. Southfield area.
NO FEE NO CONTRACT
For Information Call
Southfield 569-7500
WITT SERVICES
The Temporary Help People

WAITRESSES - full time, good pay and pleasant working conditions. Apply in person: Canton Big Boy, 45350 Ford Rd.

504 Help Wanted Office-Clerical

SALES SECRETARY
EXCEPTIONAL professional opportunity for a full time Sales Secretary for a branch suburban sales office. A Take Charge, pleasant personality with the ability to deal comfortably with customers on the phone and in person. Ability to read Blueprints, plus 3-5 years related office experience. Call for appointment, Dorothy O'Brien,
PELLA WINDOW & DOOR CO.
624-8080

SECRETARIAL & COUNTER position available in a Photographic Lab. Right individual can grow with company. Call for appointment interview 477-9393

SECRETARY - Assistant to President, office attached to home in Northwest suburbs. Typing, math, verbal, research skills. Some helpful. Non-smoker preferred. Send resume to Box 390, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY & Counter Girl
Full time days. Some typing, good with numbers. Must be able to deal with people. Experienced preferred. Southfield area. 353-2958

SECRETARY - Entry level position, will train. Must have good typing skills. Full benefit program. Send resume or call Ethel Chapman, Ethel Chapman Co., 325 S. Eton, Birmingham 48012. 644-5300, Ext 245

SECRETARY - Experienced mature, Southfield sales office. Good typing, some shorthand. No smoking. Good benefits and working conditions. Send complete resume to Box 404, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for legal office. Immediate opening. Typing 60WPM, good skills required, 1 year office experience. American Center Building, Southfield. Call 559-4700

SECRETARY-for Southfield office. Hours 9.30am-4.30pm, 4½ days per week, pay according to ability. Skills 60WPM typing, statistical typing, shorthand or speed writing. Personal qualities, mature & intelligent. For interview phone Mr. Rader 557-3355

SECRETARY
Full time. Mature attitude. Taking applications Friday & Saturday, 9-5 PM. Bennvest Building, 23880 Five Mile, Livonia, 2 blocks W. of Farmington.

SECRETARY, general skills: Word processors, IBM Mag Cards, Telex, Dictaphone, phone, Telex/TWX. Experience preferred. NW Hwy/12 Mile. 355-8676

SECRETARY - good typing, some shorthand, telex experience a plus, steady work background, automotive benefits, $11,000, fee paid.

LOIS RAY PERSONNEL
559-0560

SECRETARY PART TIME
Minimum 20 hours. Bloomfield Hills area. Loula Deshiotes & Assoc. Architects 642-7771

SECRETARY RECEPTIONIST
Troy Computer Firm in need of Secretary/Receptionist with good clerical skills & typing at 60 WPM a must. We offer an excellent benefits package. Salary commensurate with experience. Interested applicants
Call Lynn Fanok at 879-7600
Merit Systems Inc.
5700 Crooks Rd
Suite 219, Troy.

SECRETARY - Southfield firm. Position requires ability to organize and take charge. Salary commensurate with experience. 353-0080

SECRETARY TO CPO
Need career-oriented conscience individual to work for Chief Financial Officer, VP and Controller. Must be strong statistical typist and willing to work overtime. Shorthand a plus. Very good location. Excellent fringes. $10,000-$11,000 to start depending on skills and experience. Send resume to: Veratex Corporation, Box 4031, Troy, Michigan, 48099. Attention A. Henderson.
An Equal Opportunity Employer

SECRETARY TO VP
Diversified position for secretary to VP. Potential for advancement to Administrative Assistant. Must have Typing skills to include statistical typing. Shorthand a plus. Need responsible individual to handle confidential matters. Diversity of position calls for individual with well rounded office background (3-5 general office experience). Troy location. Excellent fringes. $9600 to start. Send resume to.
Veratex Corporation, Box 4031, Troy, Michigan, 48099.
Attention: A. Henderson
An Equal Opportunity Employer

SECRETARY
Typing and general office skills. 2 to 3 years experience. Approximately 40 hours. Madison Heights area. 589-3195

SECRETARY wanted for manufacturers representative. Must have good typing necessary. Starting wage commensurate with experience. Reply to Box 408, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia,