

Help Wanted

Office General

Mansfield & Associates
are specialists in finding the best
person for you in the legal field. These
positions include Legal Secretaries,
-professionals & Law Office Man-
agement personnel.
Permanent, part-time & temporary po-
sitions available in the greater Metro-
politan Area.
If you are interested in these oppor-
tunities in your future by contacting us
for a free placement professionals to-
day.
All fee's company paid.

Mansfield & Associates
2020 Telegraph Rd., Suite 131
Birmingham, AL 35203
(205) 977-0103

646-4210
VRE, full charge Bookkeeper -

UNIVERSITY OF CALIFORNIA
Department of Psychology
Psychology Building
University of California, Santa Barbara
Santa Barbara, CA 93106-9600
Phone: (805) 893-7100
Fax: (805) 893-7101
E-mail: psychology@psych.ucsb.edu
Web: www.psych.ucsb.edu

openings for part time Teller at
on office. Salary from \$3.25

per month depending on ability
 to perform. Also need rapidly growing
 aggressive savings & loan association
 opportunities for future advancement.
 Please call Kathy Ray at
 202 for application & interview.

Business/underwriting clerk for
 insurance agency. Typing skill re-
 quired. Good math & communications
 skills. Southside location. Referral
 interview. 333-5600

**OFFICE
 ASSISTANCE
 \$180 PER WEEK**
 challenging position with
 a suburban firm.
**Snelling & Snelling
 336-7400**

OFFICE MANAGER
 We are looking for an individual with a
 strong personality and some clerical
 skills for the day department in the
 Birmingham. Best motivation and
 energy's activities a must. Send resume
 to: 336-7400

salary and benefits available
right applicant. Call between 9

FM Mon. 12:30 PM. 846-1350

**Opportunity
For
Executive
Secretary**

You type 65 WPM, take shorthand at 75 WPM, have light bookkeeping experience, and good communication and organizational skills, the sales office of a major company in the Lavonia area needs you.

Call today, 846-1350.

Not an Agency - Never a F

**KELLY
SERVICES**
The Kelly Girl People
9445 W. 6 MILE, LIVONIA
522-4020
Full and Parttime Employees M/F/H
PART TIME BOOKKEEPER
Eastern Market Area
Call 672 1841

PART TIME
Bookkeeping and clerical typing. ill-
structured payable. Hours 1 thru 5
Call 255-2152

PART TIME
Bookkeeping and clerical typing. ill-
structured payable. Hours 1 thru 5
Call 255-2152

ALISON with professional attitude and
experience for immediate office. Very ex-
perienced front desk position. Oppor-
tunity for advancement.

RECEPTIONIST / CLERK needs. Ex-

Permanent full time position. In the Telegraph area. 646-

**REAL ESTATE
GIRL FRIDAY**
Acquires excellent typing
and phone skills. Mature, ex-
perienced person preferred.
Call Pat 9-5, Mon-Fri.
464-2800
SECRETARY for 100 RED Nursing
Home. Typing essential. Apply in per-
son. Cambridge Nursing Centre South.
100 W. 13 Mile, Birmingham.

ical

**NURSES
WANTED**
Night shift. Excellent
wages.
Reply in person.

**ELLOT HALL
CONVALESCENT**

CENTER

nt Director of Nursing
experience necessary with
benefits.
erson.

MELOT HALL
CONVALESCENT
CENTER
35100 Ann Arbor Trail, Livonia

1000

ORTUNITIES
IME
tly recruiting for techni-
Novi-Ambulatory Care
in the near future. Part

IOLOGIST
hours bi-weekly to include
days. Day shift: 16 hours
or weekend and holidays.
senior preferred.

TECHNOLOGIST
(ory)
32 hours bi-weekly to
and holiday. Must be

or registered by the
ence preferred.

HOSPITAL
ENTER
ince Dr.
Michigan
ity Employer