502 Help Wanted Dental-Medical

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 Detroit-all for you. Are you for us?
LAHSER HILLS NURSING CENTER
554-3333
Ask for Mrs. Lee or Ms. O'Rourke

OPTICAL LAB Assistant, full time. Salary commensurate with experience. Benefits. NW Detroit area. Send resume to Box 524, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME for OB GYN office, front desk. Insurance experience necessary. Farmington Hills. 553-2870

PART TIME Girl wanted for one man dental office in Canton, to work 18-24 hours per week. Responsibilities will include front desk and some chairside assisting. Experience preferred. 459-5370

PART TIME, mature, dependable person for doctor's office in Livonia.
General office work. Mon. thru Thurs. evenings only. Experience preferred.
522-5550

PART TIME MEDICAL Insurance Biller, with experience needed. Hours flexible. Troy area. 643-7775

PERSONS with Nurses Aide experience needed in private home to care for semi bedfast mentally alert gentleman. Personal care. Prepare meals, & light housekeeping. Livonia Area. Days full time or part time. Call Monday through Friday 9am-2Pm.
533-9660

PHARMACY TECHNICIAN
We are currently seeking a Pharmacy Technician to work days, full time, at our small suburban hospital. This position requires typing, 36 wpm, and previous Pharmacy experience. We offer an excellent starting salary, fully paid benefit package, and congenial work environment. For more information, please call Personnel.
Metropolitan Hospital
& Health Center, West
28303 Joy Rd., Westland
522-6685
An Equal Opportunity Employer

PHYSICAL THERAPIST ASSISTANT
Full time days. Associate Degree or equivalent experience. For west suburban hospital. Excellent salary and benefit program. For details contact:
GARDEN CITY HOSPITAL
421-3300 ext. 277
An Equal Opportunity Employer

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

RECEPTIONIST
For Pediatric office in Medical Center. Experience in front desk, pegboard, Blue Cross, Medicaid, preferred. Good salary and benefits. Please call 694-5733

RECEPTIONIST
Full time receptionist position available for dental practice in Westland area. Dental background preferred with knowledge of telephone procedure & appointment book control. Salary negotiable.
722-5130

RECEPTIONIST FOR doctors' office. Experience in private insurance, Workmen's compensation, typing and collections. Farmington area.
474-2601

RESPIRATORY THERAPIST
Expanding national home care equipment company is in need of a full time therapist for our home care respiratory patients. Good benefits with growth opportunities for applying CRT's, CPFT's & RRT's. To submit a resume & for an interview appointment please call Johnson Rentals.
535-2670

RN for allergists office. Part time, Flexible hours. Farmington Hills. Call between 10am-3pm.
851-6655

RN - LP
FULL TIME MIDNIGHTS
NO WEEKENDS
Contact Mrs. Quinn
FRANKLIN MANOR
CONVALESCENT CENTER
26901 Franklin, Southfield
352-7390

RN-LPN
Needed to function as Charge Nurses. Afternoons or midnights, full or part time, also the position of "The Facility of the Year." Flexible hours, new wage scale. Contact Susan Heatzine, RN.
728-6100

RN OR LPN or experienced Medical Assistant. Well equipped Internal Medicine. in Farmington Part Time.
477-1127

RN'S - LPN'S
Full or Part Time
Private Duty Only
AB CARE
424-8377

RN'S & LPN'S
To fill emergency staffing. Requirements Stanfby guarantee fee paid. Farmington Nursing Home 2405 Polsom Rd.
477-7400

502 Help Wanted Dental-Medical

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

RNS and LPNS
Full time and part time
All shifts for a 50 bed private psychiatric hospital. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

RN'S
LPN'S
$200 FREE!
PRESENT 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$12.65/HR
LPN'S
TO $9.45/HR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM AUG 4 THRU AUGUST 29, 1980 AND WORK COMPLETED BY OCT 31, 1980.
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OB. CALL NOW FOR IMMEDIATE OPENINGS

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

RNSUPERVISOR - Day Shift. Salaried, no weekends or holidays. Good working conditions and benefits.
Grace Convalescent Ctr., 18901 Meyers, across from Grace Hospital.

RPT for part time contract work treating homebound patients, 2 to 6 visits per week in Pontiac area, Macomb & eastside Detroit. Per visit fee plus mileage. Home Health Care, Inc.
313-1870

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

STAFFING COORDINATOR
RN or LPN needed for position in the office of a busy supplementary nursing service located in the Bloomfield-Pontiac area. This is a full time position Monday thru Friday, 8:15-3:30pm. Good telephone manner essential, some clerical background helpful. Call the associate director of nursing between 9am-noon for interview.
334-9247

WANTED experienced Dental ass't weekdays - mornings only.
Westland 421-2675

X-RAY TECH
For Birmingham Orthopedic office, no evenings or Saturdays.
Call: 644-2759

X-RAY TECHNICIAN with billing, typing and pegboard accounting experience for North suburban X-ray clinic. After 5 PM, call.
851-7682

504 Help Wanted Office-Clerical

ACCTS. RECEIVABLE
Livonia
Bookkeeper experienced with Nursing Home A/R billing of third party insurance. Salary commensurate with experience. Excellent fringe benefits. Call between 8am-4pm. University Convalescent Home
427-8270

ACTIVE and bright personality wanted for our bookkeeper, secretary and office manager. Call Mr. Day
421-2250

504 Help Wanted Office-Clerical

Accounts Payable
Excellent opportunity for recent high school graduate with some bookkeeping background. Must be able to type 45WPM. Excellent benefits & working conditions.
ROGER PENSKE CHEVROLET
28111 Telegraph, Southfield
CALL VICKIE AT:
355-1000

ADMINISTRATIVE SECRETARY
$12,500
FEE PAID
Super prestigious international advertising agency needs you! Excellent benefits and location.
Snelling & Snelling
336-7400

ADVERTISING SECRETARY
large suburban agency will pay the fee for your good skills and experience. Outstanding opportunity for a career in this fascinating industry. Minimum $10,000. Call Marge Wise.
353-2090
SNELLING & SNELLING PERSONNEL

ALL OFFICE SKILLS NEEDED
WORK WHERE
and
WHEN YOU WANT
Temporary
and
Permanent Positions
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
NO FEE
BLOOMFIELD HILLS 334-9780
ROYAL OAK 542-9232

APPOINTMENT CLERKS
Enthusiastic mature people to work in pleasant office. Must be responsible and willing to learn office procedures Telephone Mrs Lane.
459-3180

ASSIGNMENTS
SWITCHBOARD OPRS
WORD PROCESSORS
EXECUTIVE SECRETARIES
We have temporary or permanent positions close to your home. Call for App't.
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

ATTENTION
WORD PROCESSERS
DATA ENTRY
CRT OPERATORS
SHORTHAND SECRETARIES
TYPISTS
SWITCHBOARD OPERATORS
Work on temporary assignments in your area. KELLY SERVICES can help you keep your skills from getting rusty. We offer top rates, top assignments, merit increases, and paid vacation plan. Come in and apply at the office nearest your home
29449 W. 6 Mile, Livonia
522-4020
2239 S Telegraph, Bloomfield Hills
642-9650
999 W. Big Beaver, Suite 100, Troy
362-1100
4000 Town Center, Suite 1225, S'fld
352-7490
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

AUTO DEALER
PBX OPERATOR/CASHIER
Dealership experience required. Farmington Hills area. Call: MRS FRONTIERA for appointment at:
471-0800

AUTO DEALERSHIP
Part time ass't in body shop. Office & service dept. Answer phones & filing. $3.10 hour. Contact Rick Topp.
Lou La Riche Chevrolet
40875 Plymouth Road, Plymouth.
453-6600

BEGINNING SECRETARY
For Southfield Stock Brokerage firm. Requires good typing & shorthand skills. Will be taught other general office duties
353-0630

BOOKKEEPER, also phone answering, general clerical, older woman preferred to work in home improvement & decorating maintenance company office, Farmington, full time seasonal work. Also some part time available. 476-0012

BOOKKEEPER ASSISTANT
Current experience necessary for Southfield office. Desirable working conditions.
559-2870

BOOKKEEPER
Experienced, with references for Birmingham Law firm. Part time, 3 days per week.
644-2213

BOOKKEEPER - experienced, part time, 10-20 hrs. per week. Executive Office Supply, Farmington.
476-1324

BOOKKEEPER
Experienced bookkeeper needed for a well established retail operation in the Westland area. Call Mr. Day
421-2250

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge thru trial balance. Retail experience necessary. Immediate opening. Call Mr. Klare.
646-1625

BOOKKEEPER To work In Southfield. Experienced with financial statements, payroll & sales taxes. Full time.
557-5757

BOOKKEEPER
with some experience to work in a Southfield CPA office.
557-5757

BOOKKEEPER
With mini computer experience. Plymouth area. Full time position. Reply to Box 526, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY Civil Southfield Law firm, with deluxe offices in conviniently located smaller building, seeks legal secretary with at least 1 year's experience. Typing and shorthand required. 1 of 4 secretaries leaving to return to school. Compensation dependent upon individual qualifications.
Call 353-4397 during business hours

BUSY SOUTHFIELD corporate office has opening for secretary with above average typing skills, general office experience & pleasant telephone voice. Some real estate experience preferred.
For interview: 352-6633

CASHIER & GENERAL OFFICE
Duties include cashiering, phone, light typing & filing. Must be able to deal with customers. 6 days, $160 per week to start. Southfield.
353-0313

CHURCH SECRETARY
Full time duties as office Manager, Receptionist & Pastors Secretary. Main summary of references & experience to Congregational Church Of Birmingham, 1000 Cranbrook Rd., Bloomfield Hills, Mich. 48013

CLERICAL TRAINEE
for large insurance group offices. Must be good with figures & correspondence. Excellent opportunity to learn retail credit.
643-9200

CLERK-MACHINE OPERATOR
Full time position in Finance Department of City of Birmingham 3 days, 24 hours per week. Duties include water and rubbish collection billing.
Requires good clerical and office skills and must demonstrate ability to work with figures accurately.
Full benefit package. Starting rate of $5.28 per hour.
Apply between 9AM-11AM, Personnel office, City of Birmingham, 151 Martin St., Birmingham, Mi.
An Equal Opportunity Employer

CLERK-TYPIST
Citizens Insurance Co. currently has an opening in its Livonia Branch Office for an experienced Clerk-Typist. Accurate typing skills required. If interested please send resume in confidence or call Janet Haughton, Clerical Supervisor, 13319 Farmington Rd., Livonia, Mich. 48150
313-525-5900
Equal Opportunity Employer M/F

CLERK TYPIST I
General clerical duties included typing, filing and receptionist. Some experience dealing with the public and handling money preferred. Salary $9,636 to $11,109. Applicants must be Farmington Hills residents, unemployed 15 of the last 20 weeks, and within the lower living standard income level. Call Personnel Office for interview or more information. City of Farmington Hills.
474-6161
Equal Opportunity Employer M/F

CPA OFFICE in Southfield needs Bookkeeper who has worked in a CPA Office and is experienced in payroll taxes, trial balance & financial reports. 559-3120

DENTAL RECEPTIONIST
Full time days, part time immediately available at our Novi-Ambulatory Care Center for a Receptionist in the Department of Pediatrics. 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. Excellent salary and 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

DOCTORS OFFICE
Pleasant atmosphere in suburban Optometrist's office. Receptionist and patient assisting duties include light typing. Contact mrs Carter 8:30 up., plus benefits. Hurry for this!
353-2090
SNELLING & SNELLING PERSONNEL

EXECUTIVE SECRETARY
Part time for Bloomfield Insurance Agent, office Big Beaver, Troy. Experienced person needed for policy owner service, telephone follow-up. For interview Call T. Simon
362-2220

EXECUTIVE SECRETARY of distributorships office with typing (OWPM) dictaphone and bookkeeping experience/telephone contact with customers, varied, interesting and challenging work. Maple & Telegraph, Birmingham.
646-0950

EXECUTIVE SECRETARY
Excellent opportunity with fast expanding company in Troy for an experienced executive level secretary responsible directly to our marketing V.P. Qualified candidate must be self motivated and possess good organizational and communication skills. Excellen compensation package. Send resume to box 488 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPANDING company needs a Receptionist. Must be capable of handling light secretarial duties Call Mrs. Dobler appointment.
852-7300

EXPERIENCED full or part time secretary for small Southfield law office. Salary and hours open. Good skills and shorthand required.
353-4960

504 Help Wanted Office-Clerical

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

EXPERIENCED LEGAL Secretary for Farmington Hills Law firm. Retail insurance Detroit office. 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
358-0100

EXPERIENCED LEGAL Secretary in Troy, word processing experience required. Contact Lydia or Barbara
643-8300

EXPERIENCED legal secretary for IBM Word Processor, Southfield
353-5050

EXPERIENCED
LEGAL SECRETARY needed for Birmingham law firm. Good typing skills & shorthand required
Please call Jean at
645-0100

EXPERIENCED SECRETARY wanted for busy Southfield lawfirm, only those with top bonuh skills need apply. Legal experience not necessary, will train
Call Carol
552-1000

EXPERIENCED SECRETARY
Needed to work in a law office. Must enjoy responsibilities, stat typing. Busy 14251 Schoolcraft Rd., Livonia. Pension background very helpful Bloomfield Hills location. Call Judy
644-5760

EXPERIENCED TYPIST - typing skills required. Mature, self-motivated person with ability to work well with existing staff. Opportunity for advancement. All fringe benefits Salary Open. Opendaun upon experience.
Call David Manno at
Exotic Rubber & Plastics, 313-477-6926

FULL CHARGE bookkeeper with general ledgerand bank background, payroll & union, typing and general office experience. Mature person preferred. Please state salary requirements.
Box 418, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GAL FRIDAY
INVESTIGATOR
Northland area security company needs attractive & outgoing gal with good secretarial skills who also is capable of accomplishing 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
Pleasant surroundings & diversified office duties are offered by Royal Oak manufacturer. Good business skills & amenability are essential. Computer experience helpful. Full time, good benefits - profit sharing & pension. Send resume, including salary history to Box 464
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Accurate typist, all around duties, 9-5, thru November. Farmington
474-2601

GENERAL OFFICE - Some telephone, typing, filing, customers service for insurance office, 25-40 years old, long term orientated.
537-7410

GENERAL OFFICE work for Livonia firm. Call for appointment.
591-0878

GENERAL OFFICE and Receptionist. Prefer some typing. All company benefits. 35 hour week.
557-0870

GENERAL OFFICE
Career opportunity; full time position now available in expanding Southfield Corp. Good salary and benefit package, convenient office location. Experience preferred, training available. Ask for Jean at 642-4200.

GENERAL OFFICE
Mature, responsible person with good typing skills and pleasing telephone personality to take charge of 5 days per week. Must be willing to work Saturdays. Apply in person: Gaslight Apts., Grand River and Drake Rd., Farmington Hills

GENERAL OFFICE - INSURANCE
Medical office of Mr. Kornblum. Immediate full or part time position available. Willing to train career minded individual with a strong or good business background for general office duties and insurance billing. Preference given to those knowledgeable in Blue Cross, Medicare, misc insurance billing procedures. Top pay and growth potential for ambitious responsible individual. Hours between 9am-12 noon, Mon, Wed, Fri.
271-6181

GENERAL OFFICE
Applicants must include typing figures and ability to type 45 to 50 WPM, office experience helpful but not essential. For further information contact Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 MILE & FARMINGTON RD

HOUSEWIVES
STENOS
TYPISTS
Also General Laborers
Needed For Work In Fall.
Call For Appt.
MANPOWER
TEMPORARY SERVICES
Livonia - 19500 Middlebelt, Suite 310E
Call For Appt.
478-1130
Troy - 750 Stephenson Hwy.
585-5595

INSURANCE - A Career opportunity in general and personal lines insurance, knowledge of rating, underwriting and claims required. All employee benefits. Birmingham business district. Call anytime for appointment.
644-7910

INSURANCE AGENCY - TROY
Experienced commercial underwriter - typist needed. Excellent working conditions. Salary open. Mr. Korth, 649-6006

504 Help Wanted Office-Clerical

INSURANCE AGENCY in City of Northville needs experienced commercial lines service representatives. Call
348-1270

INSURANCE
Personal lines underwriter. Strong background in marketing and rating all lines desired. Southfield area. Call
358-1100

KEYPUNCH
OPERATORS
CPHA is seeking experienced Keypunch Operators to join our Data Entry staff. If you have at least 1 year of recent keypunch experience, we would like to talk to you. Excellent fully paid benefit package. Must be able to work afternoons or midnight shift. Call our Personnel Office for an application or apply in person to
CPHA
1968 Green Rd.
Ann Arbor, Michigan, 48105
769-6511
Equal Opportunity Employer M/F

LEADING MARKETING firm in TV & radio news media looking for 2 positions. Production manager & typist. Both must have dictaphone experience, stenorical typing helpful but not necessary. Send resume including pay scale to Box 506 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Legal Secretary
We are looking for a legal secretary for position for you in the legal field. These positions include: Legal Secretaries, Para-professionals & Law Office Management personnel.
Permanent, part-time & temporary positions available in the greater Metropolitan area
Invest in your future by contacting us - The Legal Placement Professionals today! Division of Human Resources Group. All fee's paid.
Marshfield & Associates
30300 Telegraph Rd., Suite 121
Birmingham, Mi 48010
646-6210

LEGAL SECRETARY for Downtown office. Experienced or will train individual with neat appearance and good typing
663-7755

LEGAL SECRETARY - Experienced. Shorthand required, dictaphone, use of Wang Word Processor. Will train if necessary. Call 9-5 PM.
358-1000

LEGAL SECRETARY
Birmingham Law firm requires experienced Legal Secretary, 9am-5pm
646-1540

LEGAL SECRETARY TRAINEE. Must be excellent in typing. Apply in person. Tom Heuvel Law Office, 1560 City National Bank Bldg., Fort St. & Griswold, Downtown Detroit.
965-8000

LEGAL SECRETARY TRAINEE
Small Law firm in Birmingham looking for recent High School grad with good typing skills. No office experience necessary. Call Pat Jackson.
642-2992

LEGAL SECRETARY
at Northland Part time, 20-30 hrs per week. Some experience in negligence & divorce helpful. Must be willing to learn computerized typewriter. Salary commensurate with ability.
424-6222

LEGAL SECRETARIES (2) for Southfield law firm. Executive-bookeeping secretary sought for senior partner. Major card experience for senior associate. Each applicant should have experience, concentration with position applied for. Call office manager.
644-4948

Legal
Secretaries
Highly respected established agency serving the legal community in the tri-county area for over 36 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY, experienced for Bloomfield Hills law firm
645-5205

LEGAL SECRETARY to work in pleasant Southfield office. Telephone IBM OS6 experience helpful. Call Mrs. Stevens.
644-8383

LEGAL SECRETARY for Southfield law firm. Must have minimum 1 year experience, or will train someone with exceptional office skills. Salary commensurate with experience.
552-1000

LEGAL SECRETARY - Experience necessary for partner of Southfield corporate & commercial firm. Excellent skills required. Mag card experience desirable. Salary commensurate with ability.
358-1011

LEGAL SECRETARY - no shorthand, for Rochester law firm. Typing required, with heavy dictaphone to work for general practice attorneys. Salary $15,600 and they pay our agency fee.

WORD PROCESSOR - needed by Southfield law firm. Legal experience a plus, excellent company will pay 15% fee, give you top benefits. 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

NEW ACCOUNT ADMINISTRATOR
Life Insurance service company specializing in pension and group insurance administration located in Southfield (Northland area) seeks a New Account Administrator. Responsibilities require good math aptitude and telephone communication skills. Light typing. Salary: $10,000. Call Mrs Keakal
559-5955

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
Solid and established personal injuries, medical malpractice firm located Downtown needs a mature thinking well experienced secretary to direct the efforts of its support staff. Must be a fast and accurate typist. Heavy Dictaphone. To $350 per week.

Financial institution requires legal as well as word processing experience. Troy location. Good benefits. To $325 per week.

Southfield practice, heavily involved in domestic cases, seeks an accurate typist with solid Dictaphone and shorthand skills. Great location. Benefits include paid overtime and profit-sharing. To $275 per week.

Well respected law firm located in the desirable Town Center complex seeks secretary with pleasant personality to join its 20-member law firm. Dictaphone and shorthand required. To $220 per week.

D-trout firm heavily engaged in applied late work seeks a candidate with at least one year typing and dictaphone background. Very professional atmosphere. Good benefits. To $135 per week.

One year legal experience qualifies you for this productive practice. Late of litigation. Paid overtime. Benefits. To $125 per week

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 322-3140
Renaissance Center 567-0141
Troy 649-2042

LIFE INSURANCE
Troy Agency requires Assistant to Life Manager with minimum 2 yrs experience in processing and servicing life and allied lines. Must have excellent clerical and typing skills and experience in underwriting or assisting in selling or solicitation. Opportunity for advancement, full fringe benefit program. Call Mr. Hill.
643-6300

LOOKING FOR young lady to work switchboard, take 40-50 wpm. Good benefits. Starting salary $8,500-$9,500 per year for 35 hour work week. Call between 9AM-11AM for appointment.
512-7295

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

MORTGAGE BANKING
Seeking experienced individual for Clerical position in Mortgage Loan Delivery Dept., must be familiar with FHA-VA loan documentation. Southfield location. Call Ron Stoll. 355-9200

O.T.R.
Occupational therapist for nursing home work, suburban area.
Full & part time positions available
FOR INFORMATION CALL:
552-8811

PART TIME Secretary, 3 days per week. Pleasant surroundings, typing office management. Southfield
358-5750

PART TIME TELLERS
Permanent part time openings available for suburban branches of a savings & loan association.
Applicants should have light typing skills & good math aptitude. This public contact position requires well groomed, personable individuals.
Qualified applicants may complete application at the branch locations below. Tues. - Fri., between 10-3pm. Only those seeking part time employment will be considered.
22180 Greenfield Rd., Oak Park
13007 W Warren, Dearborn
31550 Northwestern Hwy., Farm. Hills
Metropolitan Savings Bank
Equal Opportunity Employer M/F

PATENT LAW SECRETARY
Experienced secretary with good shorthand and typing skills. Excellent working conditions & location in Birmingham. Salary negotiable. Call Mrs. Watterson.
642-7000

PERFECT PART-TIME JOB
Receptionist-Secretary for Tues., Thurs and Fri., 8:30 AM to 5 PM. Above average typing and grammar skills and pleasant telephone voice required.
557-6960

PERMANENT part time days for experienced office clerical telephone answering Westland area. Please call Mr. Day
421-2250

PERSONAL SECRETARY, part time, flexible hours, to assist busy women executive, some typing, driving, varied responsibilities. Personal references necessary. Call Jane Moir, Fri. 9-5.
644-2323

POSITION AVAILABLE in dental clinic for a person experienced in handling light bookkeeping, collections & some insurance adjustments. Salary negotiable. Westland area.
722-5130

PROPERTY & Casualty insurance agency. Clerical position opening. Must have rating & policy background. 2 years experience necessary. 12 Mile/Orchard Lake area. Contact Joyce
851-0220

PROPERTY Casualty Girl for independent agency in Southfield. Experience only, salary commensurate with ability.
352-9940

P. R.
FEE PAID 314-15,000
Sales Promotion area needs your interest & energy. Attractive self-starter can go far. Suburban location. Top benefits. Some shorthand a must. See us across from K-Mart.
CALL 649-4144
YOUR NEW BOSS PAYS OUR FEE
HARRIET SORGE

504 Help Wanted Office-Clerical

REAL ESTATE OFFICE in Southfield needs Secretary and typist, full time Answer phones.
Call 559-5200

RECEPTIONIST TYPIST
Northwest suburban office. Call Judy.
855-9206

RECEPTIONIST/TYPIST
For accounting firm
Located in Southfield
Call for appointment
424-8575

RECEPTIONIST - needed for our Southfield sales center. Applicant must have good telephone manner and be comfortable working with public. Position pays $3.35 per hour with company paid fringe benefits, including group life and health insurance Office hours are Monday thru Thursday 12 to 8 PM and Friday thru Sunday 12 to 6 PM. Position requires applicant to work 3 days per week plus every other weekend. Please call Frank Bigi at 335-1272, week days between 12 & 4 PM to schedule interview.

RECEPTIONIST/TYPIST wanted for busy Law Firm. Accurate spelling & grammatical skills - good typing skills required Ask for Diane.
316-7744

RECEPTIONIST - TYPIST
Full time Receptionist - Typist needed for Southfield CPA firm. Must have 2 years good typing skills. Experience helpful. Please call
559-3133

RECEPTIONIST/
SECRETARY
Livonia real estate office looking for someone to start part time & work up full time in near future. Must be mature and have pleasant personality. Duties include typing & filing. Starting pay $3.25 per hour. For appointment, call Mr Bonnville.
464-9600.

RETAIL DEVELOPMENT firm has immediate opening for mature, experienced secretary with ability to work without direct supervision. Position requires good typing, shorthand, grammar and telephone contact. Excellent fully paid company benefits including insurance package and profit sharing. Southfield location. Call
559-4800

SALES SECRETARY-Experience preferred. Responsible position. Typing, filing, telephone phone, sales experience. Includes full benefits. Troy area. Call for appointment. LDJ Electronics Inc., Walt Bassom.
559-2323

SECRETARIAL/TYPIST position available. Birmingham location with exciting mission statement company. $250 per week with benefits. Send letter and details to Box 479, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY bi-lingual English-Spanish, export experience helpful. Southfield area Call for appointment.
352-8028

SECRETARY/
BOOKKEEPER
Plant in Livonia seeking secretary/bookkeeper for one person office. Secretarial and bookkeeping experience necessary.
Apply in person:
12801 Inkster Rd.

SECRETARY
Career opportunity requiring good shorthand (80wpm), & typing, (65wpm) skills. Applicants must possess a good knowledge of real estate & property management terminology. Office located in Farm Hills. Excellent company paid benefit programs including BC/BS, dental, major med, dental & prescription drug, life & disability & non contributory pension plan. Salary range 10,000-11,000 Qualified applicants may call for appointment.
Personnel Department 851-5300
An Equal Opportunity Employer

Secretary
EXECUTIVE
SECRETARY
To top management in the marketing, advertising, public relations department or systems company in Southfield. Excellent secretarial skills necessary with four years minimum experience. Full time fringe benefit package. Salary commensurate with experience. Call or send resume to
Mary Bahn
MIS
INTERNATIONAL
24655 Southfield Rd
Southfield, Mi 48075
(313) 552-0550
An Equal Opportunity Employer

SECRETARY
For small industrial office in Troy Shorthand required. Must be able to operate Telex, and keep accounts and records Call
879-9700

SECRETARY, general skills required IBM Mag Card/A, IBM Selectric II Telex/TWX. Spanish or Arabic desirable. NW Hwy/12 Mile
553-8570

SECRETARY - Immediate opening for energetic, organized person to support fast growing Sales/Service orientated department. Minimum 2 years Sales experience helpful. Call
559-0650

SECRETARY NEEDED
for one girl office. 20 - 30 hours per week plus flexible schedule.
Southfield
358-0550

SECRETARY - PART-TIME
We are looking for somebody who can spend 4 hours a day, 8 AM to 1 PM, 5 days a week. Earn $150 per week. Must do general office work and typing. This is a one person office, informal dress. The boss travels 4 to 5 days a week. Must have good typing skills and be dependable. We prefer a non-smoking person. We will hire after Sept. 1st. Send resume to Box #502, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Position available for an experienced secretary who is minimum of 2 yrs. experience, typing 60 to 65 WPM, shorthand 80 WPM. For further information contact Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 MILE & FARMINGTON RD

504 Help Wanted Office-Clerical

SECRETARY - N.E. suburban firm, good typing, 160 WPM shorthand, benefits $10,200, fee paid.

MEDICAL - Transcriptionist, Detroit hospital, experienced medical, typing 65 WPM, excellent benefits, $11,400 Fee paid

LOIS RAY
PERSONNEL
559-0560

SECRETARY, one girl office, typing, bookkeeping experience necessary. Salary commensurate with experience. Rochester area Rhonda.
852-4525

SECRETARY PURCHASING
National headquarters of multi plant woodworking company desires experienced secretary for centralized purchasing/inventory control department. Accuracy and dependability essential for bookkeeping and typing functions. Must be able to maintain strong telephone relationships with internal personnel as well as outside suppliers. Attractive modern location in Farmington Hills. Send work experience and salary history to Box 465, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST for responsible position in a telephone sales office in Livonia. Excellent phone etiquette & typing skills required. Also shorthand preferred. Please call manager for interview, 8AM-4PM 525-1545

SECRETARY wanted for brokerage firm, downtown Rochester. Must have office experience. For appt call Gail.
652-6400

SECRETARY Prefer real estate or legal. If you have typing skills, experience & ready to move into full responsibility & top pay call K.J.
836-6000

SOUTHFIELD
FEE PAID 314-15,000
Career Heaven is right here! 5 Firms need Shorthand & your take charge attitude. Some advertising computer or promotional areas. See us at 611 Village Plaza
CALL 562-8900
YOUR NEW BOSS PAYS OUR FEE
HARRIET SORGE

STATISTICAL Typist for small insurance agency in Troy. Must be accurate, some CRT experience helpful. Call for interview
362-0510

TELLER TRAINEES
Full time Looking for interesting career in banking? Immediate openings available for full time Tellers. Paid training and fringe benefits. Auto a must. Applications taken daily from 1-3 PM at the American Center Office of Detroit Bank-Schoolcraft,
27177 Franklin Road, Southfield
Ask for Collection Manager
An Equal Opportunity Employer

TEMPORARY PERSONNEL CLERK
3 to 4 months, full time assignment for personnel dept. of major soft drink company in Troy. Qualified candidate must possess excellent communication and typing skills plus good people skills Salary $260 a week.
Please call Mary Durham to arrange a personal interview.
Pepsi-Cola Bottling Group
362-9110, Ext. 313
Equal Opportunity Employer M/F

THE BIRMINGHAM Community House is seeking a part-time employee experienced with procedures, public relations and skilled in typing. Pleasant surroundings, flexible hours 2 or 3 days per week. Call Lucy Nader for interview.
644-5832

TITLE COMPANY
IN TROY, needs experienced closing secretary.
Congenial working atmosphere in active office near I-75 & Somerset Mall.
Chamberlain
643-9459

TYPE AT HOME. You can earn $300 to $400 per week typing at home. Must be experienced typist, neat, accurate and dependable. We furnish the typewriter and all supplies. We are not looking for a person who has a full time job and this will be a second job. Will hire after Sept. 1st. Send resume to Box #500, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPING, involving, telephone communication, good with figures and calculator. Maturity and dependability a must. Benefits. Southfield
353-5670

TYPIST full time. Switchboard, dictaphone & general secretarial experience desirable. Social Service agency, excellent fringes. Call Mr. Miller,
Jewish Family Service
559-1500

TYPIST-RECEPTIONIST
Insurance office needs accurate typist for letters, and keep accounts and records. Call
559-2770

TYPIST - RECEPTIONIST, must have excellent typing skills and phone manner to start immediately for Bloomfield Hills office.
645-6580

TYPIST
$180 PER WEEK
FEE PAID
Fast-growing financial firm will train bright individual. Super benefits!
Snelling & Snelling
336-7400

WE HAVE A TIP
On immediate job opening. Suburban company in need of good typist, personality-plus. $700 a month. Fee Paid. Call Polley.
644-4600
SNELLING & SNELLING
AGENCY

505 Help Wanted Food-Beverage

APPLICATIONS TAKEN for Experienced Broiler Cooks, Kitchen Help. Full or part time, male or female. Grander Steak House, 24640 Grand River.

BARMAID - nights Experienced only. Farmington Hills restaurant. Call for interview
851-6094

504 Help Wanted Office-Clerical

OPPORTUNITIES AT MACCABEES
Full time permanent office openings. These positions require good oral & written communication skills, math aptitude, accuracy, initiative and 1 year of general business experience.
The company offers an Advancement Opportunity Program which will allow progression through job grades upon successful completion. Excellent fringe benefits. Fill out an application at: 25800 Northwestern, Southfield, 48037
Equal Opportunity Employer

SECRETARY BI-LINGUAL
If You Are:
- Fluent in Spanish
- An excellent Typist
- A good Organizer
- Able to take & transcribe Shorthand
- A good Communicator (in English & Spanish)
- Skilled in Human Relations

There can be an opportunity for you in the international Division of Federal Mogul, a leading manufacturer and distributor of Automotive and Industrial parts. Dependability and self-motivation are essential.

Interested applicants should call 354-7740 on Friday, August 8, between 8:30 AM-12 Noon.
Nancy Evans
FEDERAL MOGUL
26555 Northwestern Hwy.
Southfield, Michigan 48034
An Equal Opportunity Employer

GENERAL OFFICE WORK
PERMANENT POSITION
- Typing A Must
- Some Filing
- Billing
- Phone Work

N. Redford Construction Service Co.
Send Resume to:
BOX 484
Observer & Eccentric
36251 Schoolcraft
Livonia, Michigan 48250

BILLING CLERK
This position is for a well organized person who is proficient on an adding machine, and has experience in processing invoices and credits efficiently.

SECRETARY
Requires a person who can type 60 WPM, has a numerical aptitude, excellent written and verbal communication skills, and at least 2 or 3 years office experience. Shorthand is beneficial.
Apply in person or send resume to:
VLASIC FOODS, INC.
33200 West 14 Mile
West Bloomfield, Mi. 48033
An Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

COST OF PARKING-TRAFFIC CONGESTION-SAME OLD ROUTINE-LACK OF PARKING-LITTLE INDEPENDENCE-HIGH COST OF COMMUTING-SAME OLD ROUTINE-LACK OF PARKING-TRAF