502 Help Wanted Dental-Medical

PRESTIGIOUS Birmingham office seeking experienced Dental Hygienist with Perio knowledge. Professional appearance and attitude required. Others may not apply. 642-0401

RECEPTIONIST for medical office, Livonia, should be experienced in paperboard insurance billings. 427-6750

RECEPTIONIST - part time for Livonia Chiropractor. Approximately 25 hours per week, 7 to 9pm. Experience preferred but will train. 261-3131

RECRUITING MANAGER
needed to interview professionals. If you enjoy talking with people, are organized and have recruiting ability call
MRS. MC MANUS
835-5400

REGISTERED Radiologic technologist with previous radiography experience to work afternoon shift & weekend call, for Mobile X-Ray Department. 353-7500

RN
For The Recovery Room
A full time afternoon position is available for an experienced RECOVERY ROOM NURSE.
BOTSFORD
General Hospital
HEADING FOR HEALTH
28050 Grand River, Farmington
476-7600
RN PART TIME
Evenings. Pediatric experience preferred. Immediate openings. 477-6321

RNs and LPNs
Full and part time. Flexible scheduling. Excellent benefits.
Farmington
Nursing Home
30405 Folsom, Farmington
477-7400

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
Now taking applications for afternoon & midnight supervisors. Staff positions also available. Valley Care Center, Bloomfield Hills 338-0343

RN'S, LPN'S
Positions available on all shifts, either full or part time. Modern skilled nursing facility located in Redford Twp. Good salary and excellent benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-3PM, at:
CAMBRIDGE NURSING HOME, W.
18633 BEECH DALY 255-1010
An Equal Opportunity Employer

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

ROCHESTER AREA
Dental Receptionist. Medical/Dental experience preferred. 4-5 days, no Sat. Good benefits, pay open. Call Mon. thru Fri. 9-5. 651-8491, Sat. 9-12. 332-6184

R.N. SUPERVISOR
ALCOHOLISM UNIT
For 18 bed alcoholism treatment unit in fully accredited 90 bed private acute care psychiatric facility. Psychiatric nursing & supervisory experience needed. Opportunities for staff teaching & primary nursing care. Flexible schedule; competitive salary & benefits. Call 9AM-3PM Mon. thru Fri. 338-7144
WOODSIDE MEDICAL INC.
845 Woodward, Pontiac

R.N.'S
$10 PER HOUR
21 R.N.'S needed for special project starting immediately. Full or part time, no specialty needed. Call Miss Weber between 9am-5pm.
TEMPORARY
HEALTH CARE SERVICES
835-5400

SECRETARY for Doctors office, typing is essential. Garden City/Dearborn Heights area. 261-2323

WARD CLERKS
Immediate opportunities available in suburban nursing home for 2 part time Ward Clerks 4-8 PM, Mon. - Fri., and 8 AM - 4:30 PM, every other weekend. Contact: Director of Nursing. 477-2000
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

A BANK STENO $177. WK. FEE PD. Excellent position, terrific benefits. Must type 55 WPM & take dictation 80-80 WPM. Employment Center. 569-1636

ACCOUNTANT - BOOKKEEPER
Small business in Farmington needs full charge bookkeeper to do complete financial operations including corporation records thru trial balance, financial statements & payroll returns etc. Pleasant working conditions, many fringe benefits. Please send resume to P.O. Box 37, Farmington, Mich., 48024

ACCOUNTS PAYABLE
SENIOR CLERK
A Detroit hospital is seeking a an individual to be responsible for processing vendor invoices by matching invoices with receiving reports and purchase orders and assigning proper general ledger account numbers. Must be H.S. grad with accounting experience. Requires typing at 40 wpm and ability to operate an adding machine. We offer a starting pay rate of $7.15 per hour and an excellent benefit program. Please send your resume to Box 656, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE
Wholesale distributor is seeking experienced person, NCR bookkeeping machine experience is preferred. Call between 1PM-4PM
A DETROIT based packing house has an immediate opening for an experienced billing clerk. Must be mathematically inclined to work with billing formulas. Outstanding benefits, excellent opportunity for advancement. Call 832-6080 Ex.28

ADMINISTRATIVE-EXECUTIVE SECRETARY with excellent Clerical and organizational skills for large Southfield law firm and Airport Center. Maturity, flexibility, pressure functioning and accuracy are requirements for working with Sr. partner. Experience mandatory. Mr. Bernstein, 355-3000

ADVERTISING AGENCY
SECRETARY
Suburban ad agency seeks career oriented individual responsible for support activities of key management executive. Applicants must have shorthand skills. Organization and communication ability a must. Liberal fringe benefits. Salary commensurate with experience. Reply in confidence to:
Gail Meyer
20700 Greenfield Oak Park, MI 48237

ADVERTISING
AUDITOR
ARE YOU GOOD at calculating figures and like a customer service type position? You may be the experienced self-starting individual we are looking for to fill the position of Co-operative Advertising Auditor. CPT experience is helpful. Typing is essential. The individual we are looking for will primarily handle auditing for a Co-op advertising program, including client contact, correspondence, and other related responsibilities. 1-3 years of college preferred.Send resume and salary requirements to:
Personnel Department, 31000 Lahser Rd., Birmingham, Michigan, 48010.

A leading furniture retailer has opening full & part time office help. Liberal fringe benefits, pleasant working conditions. Evenings & weekends are a must. Art Van Furniture. 255-4580

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY
We are looking for a part time Sales Secretary for our Livonia office. The hours will be from 9 am until 3:30 pm., Monday thru Friday. Typing speed required is 45 WMP. Must have secretarial experience. Apply at:
Observer & Eccentric
Newspapers
36251 Schoolcraft
Livonia, Mich. 48150
An Equal Opportunity Employer

ANIMAL hospital receptionist. Typing necessary. Apply Monday, Tuesday, Thursday, Friday 1-6pm. Saturday 9-12. 17630 W. 12 Mile, Southfield.

Ass't
Bookkeeper
Experienced, mature & dependable person for Southfield property management office. Accounts receivable background preferred. Full time position. Call Helen for interview. 358-5550

AVAILABLE
TEMPORARY
ASSIGNMENTS
DOWNTOWN AREA
We need SENIOR TYPISTS, SECRETARIES, ACCOUNTING CLERKS & WORD PROCESSORS with at least 6 months experience.
REGISTER NOW DON'T DELAY
FOR MORE INFORMATION CALL
REN CEN 259-7788
WITT SERVICES
The Temporary Help People

AVAILABLE TRAINING
For residents of Macomb County excluding Warren Unemployed or Underemployed. This is an excellent opportunity to train for a rewarding career as a Secretary. This program is sponsored by Macomb County CETA, Equal Opportunity Employer. For more information, call Ms. Smith. 558-5860

BARMAID/BARTENDER wanted for night spot in NW suburb. Must be experienced and sharp. Good pay. Call and leave name & phone number. 354-1481

BILLING CLERK, some experience required. Also seeking general clerical person, must be good typist. Apply in person: 2pm-4pm daily, Mon thur Fri. Norwest Heating & Air Conditioning Inc. 20101 Fenkell, Detroit. No phone calls please.

BIRMINGHAM CPA Firm needs full time general office help for typing, filing, & misc. Bookkeeping helpful but not necessary. Statistical typing experience preferred. Call between 9AM-5PM, 647-7590

BOOKKEEPER ASSISTANT
For retail store. Some experience required, willing to train. West Bloomfield area. 559-7870

BOOKKEEPER
Experienced bookkeeper needed for parttime in Lathrup Village Travel Agency. Hours, Days, flexible, salary commensurate with experience. Call Donna Gregory 358-5040

BOOKKEEPER Needed by small manufacturing company in Rochester-Utica area. Please mail resume to Sue Hawk, 30633 Ryan Rd., Utica, Mich. 48037.

BOOKKEEPER - Part time, 3 years experience. Property & Casualty insurance agency. Southfield area. 424-9191

BOOKKEEPER/SECRETARY
Experienced bookkeeper through trial balance, good typing and shorthand. good salary, excellent working conditions, Southfield location. 353-7581

BOOKKEEPERS
TYPISTS
(50 WPM)
SECRETARIES
TEMPORARY
Long Term Assignments
Positions open in Livonia, Farmington & Southfield area.
Call Clara 478-8352 for interview
PERSONNEL POOL NO FEE

BOOKKEEPER
$225 PER WEEK
FEE PAID
SUBURBAN LOCATIONS
EXCELLENT BENEFITS!
Snelling & Snelling
336-7400

BORED? Need to get away and earn some money for a few hours? Part time typing position open for Troy office Mon. thru Fri., 4 hour evening work. Excellent hourly rate, pleasant working conditions. Call Citation Agency, 573-7188
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BORED?
NEED EXTRA $$?
Call
MANPOWER
Temporary Services
For appointment
Sr. Typists Livonia call
Clerk Typists 478-1130
Stat Typists Troy call
Stenos 585-5595

CASHIER CLERICAL
Mens's Retail store. Pleasant surroundings. Excellent fringe benefits. Ostmun's, Tel Twelve Mall, Southfield.

CHILDREN
BACK IN SCHOOL
WOULD YOU
LIKE TO WORK?
Call for appointment to discuss an opportunity to maintain your office skills, have some fun, and earn extra cash. Many temporary positions available.
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

Clerical Assistant
CITY OF SOUTHFIELD
$3.10 - $4 hour, approx. 20 hours week. Requires clerical skills and a knowledge and interest in Cultural Arts. Apply: City of Southfield, 26000 Evergreen Rd., Southfield, Michigan, 48076, by 5 PM., Friday, Sept. 19, 1980.
Equal Opportunity Employer M/F

CLERICAL
to handle mail & filing. Permanent position. Must type. Call Mr. Ames 8am-5pm 398-8590

CLERK BILLING-experienced in invoicing or billing. Good at figures, willing to train on computer, excellent starting salary & benefits. 547-2413

CLERK TYPIST, bookkeeper, full time, references, must apply in person after 11Am. Wilbert Household Appliances, 23363 Woodward, Ferndale. 545-5600

CLERK TYPIST
Expanding Southfield Company needs accurate clerical typist. Fringe benefits, future advancement. Call between 10 AM-2 PM. 353-6222 ext. 101

CLERK TYPIST
If you are looking for part time work during the day with pleasant working conditions & congenial co workers we're looking for you. Good typing & office experience required. Call Mr Pillow to arrange for an interview.
Gail Finance 468-4100

CLERK - TYPIST
With experience.
Wanted for office in Southfield.
Call: 352-5551

COMPUTER - company off I-275, needs secretary, no shorthand, for dept. managers. Salary $10,000 plus benefits and fee paid.

STAT - typist for nice Birmingham company. Prepare financial statements and reports. Salary $166 plus excellent benefits and agency fee paid

OFFICE - manager of Bloomfield law firm will assist in hiring of all office personnel. Handling confidential matters, implement procedures, supervise receptionist. Strong accounting background needed. Salary $15,000 plus benefits and 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

COMPUTER CONTROL Clerk, part time, 5 AM. to 9 AM., keypunching or typing required. Southfield area. Call Eileen. 353-4068

DATA CONTROL CLERK
Entry level position in our data processing department. Good typing skills required, full benefit program. Call Ethel, Erb Lumber Co., Birmingham. 644-5300, Ext 245

DESK RECEPTIONIST needed for evenings 3PM-10PM at Court House Racquet Club. Call 8AM-5PM. Ask for Donna. 626-2900

EXECUTIVE SECRETARY to pres & vice pres. Excellent shorthand & typing skills necessary. Challenging position requiring self motivation & ability to follow projects through to completion. Please submit resume to: 2550 Auburn Ct. Auburn Hts 48057 Attn: Jack Nater.

504 Help Wanted Office-Clerical

Do You Have
House Fever Blues
BREAK OUT NOW
IF
you are a ...
SECRETARY
STENOGRAPHER
DICTAPHONE OPR.
PBX OPERATOR
WORD PROCESSOR
DON'T DELAY DIAL NOW
LIVONIA 525-0330
WARREN 977-0860
SOUTHFIELD 569-7500
WITT
SERVICES
The Temporary Help People

EXECUTIVE SECRETARY - permanent part time, Southfield area, challenging position, serving top executives. Call for appt. 557-7757

EXECUTIVE
SECRETARY
Plush Southfield office has need of a super-Secretary to be part of its busy team. Must have excellent typing skills and experience on word processing equipment. Generous starting salary and benefits. Send confidential resume to: Mr. Gage, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

EXECUTIVE
SECRETARY
$12,000
FEE PAID
This prestigious suburban firm needs your organizational ability and good skills. No shorthand! Banking background helpful. Top benefits and advancement! Hurry for this. Call Kathy now.
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE SECRETARY
Needed for 6 to 8 weeks during pregnancy leave for Executive office located at 13 Mile & Southfield Road area. Must have excellent typing & shorthand skills. Will completely train.
Call Linda or Tony 642-4200

EXPERIENCED LEGAL Secretary, located in Bloomfield Hills firm. Ask for James Rose, 334-0562

EXPERIENCED legal secretary desired for challenging position in small Birmingham office. Salary commensurate with experience. 646-4433

EXPERIENCED OFFICE help wanted for commercial property & casualty agency. Ask for Mark or Pat.
851-6808

EXPERIENCED TYPIST. General office duties including, typing, filing, telephone receptionist. Southfield location. Pleasant surroundings & good benefits. Send resume including salary requirements in confidence to box 666, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FIRM looking for person with good typing ability, able to train as computer operator. Must be sharp, good personality and able to work in professional environment. Apply in person, week of 9-8-80 Rollins Medical Dental Systems, 775 Clausen Bldg., 23100 Providence Dr., Southfield.

FRONT DESK - greet clients, answer phone, light typing - free parking Sanford Rose Assoc. Call 455-8460

FULL TIME help wanted midnights. Must have good typing & general office skills for growing company in the Southfield area. Please contact Rhonda after 6:30pm, 353-9770, Ext 358.

FULL TIME help wanted for Customer Service department. Mon. thru Fri., 8:30 to 5:30. Realtron Corp. Contact Sales Dept. for information. 355-1200

FULL TIME RECEPTIONIST, must type. Apply in person: 34600 W. Eight Mile, Farmington Hills.

GAL FRIDAY for 1 girl office, electrical contractor in Berkley, Mon. thru Fri. 398-5522

GENERAL INSURANCE AGENCY
Located in Farmington Hills has an immediate opening for Bookkeeper. Experience with General Insurance operations helpful but not necessary. Salary & benefits commensurate with ability. Send resume to: Box 602, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE- Gardener White Furniture Co. 21150 W 8 mile. Days & evenings, full & part time. Please call Mr Marshall or Mr Howard. 357-1383

•GENERAL OFFICE•
Career Opportunities - full-time positions now available for expanding Southfield corporation. Good salary & benefit package, convenient office location. Experience desired, training available. Ask for Jean. 642-4200

504 Help Wanted Office-Clerical

GENERAL OFFICE
Southfield construction company needs a well-organized person to run its office. Must be able to type, do some bookkeeping and reception work. Generous starting salary and benefits. Send confidential resume to: Mr. Gleeson, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

GENERAL OFFICE work, Livonia area, some experience required. Call for appointment, 261-7878

GENERAL OFFICE-Shorthand required. Letter writing helpful. Apply at: 29200 Vassar, Suite 718, Livonia. N.E. of 7 Mile & Middlebelt.

GENERAL OFFICE CLERK
Duties include phone orders, and order entry/billing on the computer. Also, some typing, filing and misc. Some experience required. 8-5 PM., Mon. - Fri. Call Sue. 348-6000

GENERAL OFFICE
Manufacturing Firm
in Farmington Hills is seeking experienced full time typist, receptionist & general office worker. Type 50WPM. Familiarity with engineering or metallurgical vocabulary is desirable. Fringe benefits.
Call before 2 PM.
478-5600

HIGH SCHOOL Senior wanted for general office work. Will train. Typing a must. Part time, probable full time upon graduation. 8 Mile/Greenfield area. 997-1044

HOSPITALIZATION INSURANCE Clerk. Process employee claims plus. Experience preferred. Southfield. Call. 358-5800 ext 230

IMMEDIATE OPENING in our Livonia Sales Office for a well organized, mature person to assume Office responsibilities. Good typing skills a Must. Experience in Payboard system, A/R, A/P thru Trial Balance (some taxes); 3 years minimum experience required. Excellent benefits, $900 per month. For interview, call 427-7767

INSURANCE AGENCY
Experienced in rating commercial auto, general liability & property. Salary commensurate with experience. Southfield location. 355-4400

INSURANCE AGENCY
Farmington Hills - Requires experienced Commercial Casualty & Commercial Auto Rater. Also experienced Personal Lines Rater. Agency experience preferred.
Mon. - Fri. 9-5. 626-8543

INSURANCE AGENCY
Career opportunity for person experienced in home owner, auto or commercial, rating & processing. Salary open. Birmingham 646-6657

INSURANCE SECRETARY, full or part time, good typing skills, experienced preferred, but not necessary. Farmington 474-6254

INVENTORY CONTROL PERSON
For retail chain located in Town Center Bldg. in Southfield. MIT experience required. Fully paid Blue Cross and profit-sharing. Please call. 358-1191

KELLY
TOPS IN
TEMPS
KELLY SERVICES is tops in the temporary help field. We offer top pay, top assignments, medical, dental and paid vacation plan. Apply Mon thru Fri, 9 AM. to 3 PM.
29449 W. 6 MILE, LIVONIA
522-4020
OR
TUES thru THRUS. 9 AM. to 3 PM.
32669 W. WARREN
(at Venoy Corner Near Delight Beauty Salon)
GARDEN CITY
522-4020
KELLY
SERVICES
The Kelly Girl People
Equal Opportunity Employer M/F/H

LEGAL SECRETARY for desirable Southfield office, some experience necessary. 358-4545

LEGAL SECRETARY: Experience on or willingness to learn CPT word processing equipment. Full medical and dental benefits. Bloomfield Hills location. Call for appointment. 647-6860

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

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
Dear Legal Secretaries:
If you get up in the morning and think I wish I didn't have to go to work to pay", believe me, it's time for a change in jobs.
Stop being a masochist and do something about it! Isn't your mental health important to you? Why beat your brains out at your long on a job that no longer fulfills you. Do you realize most of us have to spend more than 3,000 hours a year working away from home, so you better like what you're doing.
A good job is one where the week isn't long enough, and you regret the weekends that take you away from it. Do yourselves a favor TODAY. Pick up the phone and call Joanne. It only costs 20c and a few minutes of your time. A psychiatrist is a lot more expensive.
If I don't have the job that turns you on, I'll find it for you. We don't place people into situations they don't want. We keep you out of them.
If you have what you think is a great job, have you bothered to tell your employer thanks?
All fees are employer paid.
Mansfield &
Associates
Legal Placement
30200 Telegraph Rd, Suite 121
Birmingham, MI 48010
(313)646-4210

LEGAL SECRETARY - Experienced - Mag Carte, dictaphone, shorthand. Pleasant Royal Oak office. Salary commensurate with ability. 398-5000

LEGAL SECRETARY - Bloomfield Hills area. Experience. Call Phyllis 647-7200

LEGAL SECRETARY
For Southfield law firm. Experience required. Bue Cross. Phone: 353-8811

LEGAL SECRETARY for Southfield firm. Experience necessary. Shorthand preferred. Benefits. Salary Open. 355-4141

LEGAL SECRETARY
Downtown law firm is looking for a full time secretary with experience in the litigation field. Shorthand not required. Call Carol at 961-8989

LEGAL SECRETARY wanted. Experience necessary. Know Shorthand. General practice law firm. Troy. 362-3560

LEGAL Secretary American Center, Southfield, excellent salary, benefits, opportunity for advancement, minimum 3 years experience. 353-7550

LEGAL
SECRETARIES
TEMPORARY
PERMANENT
We are in desperate need of experienced Legal Secretaries seeking temporary assignments. Detroit and suburban locations are available. Earn $40-$55 per day.
Many outstanding permanent positions are also available to candidates seeking full time positions. Openings exist throughout the Tri-County area. Salaries range as high as $17,000.
Demand for Secretaries with as little as one year legal experience remains strong. Your skills seem to be receiving much interest. If you are happy in your present position, call for the full particulars on how many openings we are actively trying to fill. Whether you are seeking a permanent position or a temporary one, the time to act is now.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 533-3140
Renaissance Center 567-0141
Troy 649-2042

504 Help Wanted Office-Clerical

LEGAL - secretary, excellent typing, shorthand, and dictaphone, recent experience required, $13,500, fee paid

LOIS RAY
PERSONNEL
559-0560

MATURE, Experienced Order Clerk for afternoons & Saturday. Diversified position. Utica area. Type 50 wpm, good phone personality & figure aptitude. 739-6815

MATURE telephone answering typist, for busy office, 3 full days. Northwestern Hwy, 13 Mile Rd. area. 353-4686

MATURE WOMEN to work management & clerical capacity in Westland apartment complex. Office typing skills required. Experience preferred. 729-6638

MEDIUM SIZE downtown Detroit law firm seeks mature individual with good vocabulary & grammer, & basic typing skills, to act as receptionist/ form letter typist & filing clerk. Pleasant surroundings. Good salary & benefits. Ask for Greta. 962-7770

MFG REP. in Southfield, 12 mile & Northwestern needs office secretary, typing required. Please call 358-5200

NEEDED part time help for
Farmington Hills sales office. Detail work & assisting bookkeeper.
Call Mrs Curtis, 477-7185

OFFICE WORK
10 key adding machine, light bookkeeping, typing, experience necessary or sufficient education. Call Val. 851-1214

OUR growing computer services company needs a secretary. Applicants should possess good typing, clerical & language skills. For an interview call Financial Data Systems, 30100 Telegraph, Suite 172, Birmingham. 642-0555

PART TIME secretary needed for insurance office in Redesire area. Must have individual with office experience. To apply call, 851-4490

PAYROLL ASSISTANT
Part-time. Phone work, calculator experience helpful. Southfield location. Mon. thru Wed., 8 to 5 PM. 358-4464

PAYROLL CLERK familiar with ADP input. Other duties include invoice proof & checking, adding, extending. Pleasant office in Southfield. Pay range $100 - $275. per week. Call Mr. Heyer 559-6656

PROMOTIONAL sales position. Experience in sports or entertainment, packaging helpful. Weekly planner. Send brief letter of qualification to P. O. Box 416, Bloomfield Hills, Mich 48013.

PROPERTY management firm needs an all around person with experience in bookkeeping, typing, resident relations & telephone. Must be self motivated & willing to learn all areas of property management. Starting salary based on past experience. Call 358-3240.

RATER TO $14,000
Casualty & Workmens compensation experience, N. Suburban location. Super benefits. Fee Paid. Call Karen.
BRYANT BUREAU
Placement Service
358-2141

RECEPTIONIST-Typist, compensation commensurate with experience. Excellent typing skills required. Walled Lake. 624-8320

RECEPTIONIST/TYPIST - 50 wpm. Interesting position, diversified duties. Pleasant Southfield office. Excellent benefits. 352-1150

RECEPTIONIST needed for busy Southfield law office. Must be able to type and spell accurately. Call Sue Vasek at 356-7744

RECEPTIONIST
Full time position for a girl Sales Office. Good phone & typing skills required Southfield Area. 352-1040

RECEPTIONIST for Birmingham pediatricians office. Pegboard, light typing, insurance, phones, etc. 30 hour per week with possible full time in future. Send resume to Box 656, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Small sales company in Troy has immediate position for conscientious individual with a good personality. Light typing skills a must. Major medical with life insurance plus paid vacations. Salary $150 a week to start. Call: Gary Priske at American Personnel 879-2414

RECEPTIONIST/SECRETARY
Attractive opening immediately available in corporate offices. Must have above average typing skills, some shorthand. Excellent advancement potential for ambitious person. Send resume and salary requirements to: American Safety Equipment Corp., 800 Tower Dr. Suite 800, Troy, MI. 48098.

RECEPTIONIST/TYPIST
Hotel Pontchartrain is looking for a full time Mature, Receptionist/Typist for our executive office. Excellent working conditions and fringe benefits, interviews by appointment only please send resume to 2 Washington Blvd. Detroit, Mich 48226 attention: Kelly Stawars.

RECEPTIONIST
Join in the excitement of this fast paced office! All you need are good typing skills, to act as receptionist & perform letter typist & filing clerk. Pleasant surroundings. Good salary & benefits. Ask for Greta. 962-7770

P'lante & Moran recruiting for an equal opportunity employer.

RECEPTIONIST/SECRETARY
for government, experienced, 12 mile & Dequindre area. 547-9676

RECEPTIONIST/TYPIST
needed for small troy office Sept 16 thru Oct 31. Hours 9:30-3:30
649-2260

RECEPTIONISTS
To 19,500. Experienced typist for Telegraphic Read in Birmingham area. Starting date of employment, November 3, 1980. Send resume to Mr. Roger Burgess, Mechanex Corporation, Medical Liability Co., 18911 10 Mile Road, Suite 101, Southfield, Michigan 48076

SECRETARY
Needed for CPA office located in Town Center, Southfield. Good typing skills & a diversity of office experience a plus. Salary open. 352-6350

SECRETARY, part time afternoons, for office in Lathrup Village. Call for appointment 557-3100

SECRETARY, part time, typing & switchboard, pleasant voice, accurate typing required. Birmingham. Before 5 PM. 647-7400, After 5 PM. 647-0814

SECRETARY - Sales Department. Part time/20 hours flexible. Accurate typist, good speller, dictaphone. Experience preferred. Call J. Maples 532-5000
An Equal Opportunity Employer

SECRETARY/Statistical Typist for attorney/CPA. Southfield helpful. Salary commensurate with experience, ability. Farmington Hills. Appointment call 626-9722

SECRETARY
to Sr. High School principal. Interesting position with variety. Ability to work genial individual interested in working with people. Good typing, shorthand or speed writing and communication skills required. Salary commensurate starting salary plus excellent benefits.
Call Mrs Janes,
WEST BLOOMFIELD PUBLIC SCHOOLS
644-9300, ext. 246.

SECRETARY
Wanted for Southfield sales office. 11 Mile-Lahser area. Typing, shorthand. 354-4310

SECRETARY with shorthand, typing and clerical skills needed for small business in Lake Orion area. Excellent working conditions. Send resume to: Group Promotions, attention Lynne Larivee, 4140 S. Lapeer, Pontiac, Michigan 48057

504 Help Wanted Office-Clerical

SECRETARY - Corporate office of large real estate company, Birmingham location. Must have good skills in typing (60 WPM), filing, telephone techniques and shorthand preferable. Salary commensurate with excellent benefits. Call Mr. Ward. 644-2800

SECRETARY, experienced using dictaphone equipment, must type 60 wpm, good clerical ability required. good salary & benefits. 547-7408

SECRETARY for Southfield Advertising Agency. Diversified, challenging position for responsible person with good office skills and typing skills. In addition to general office duties, position includes training on typesetting equipment and on electronic memory typewriter. Send resume with letter to Box 650, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Friendly suburban office needs your maturity and good skills for a position offering variety and responsibility. Don't miss this opportunity. $9,100 to start. Call Mary Ellen today!
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY, Full time, for West Bloomfield Estate office. Previous closing experience or title company escow department experience required. 626-3900

SECRETARY. General skills for financial and foreign trading firm. Will train recent college grad for IBM memory typewriter, and telex.
Spanish desirable. 353-8670

SECRETARY
Needed for new office. Legal - Medical background required. Excellent salary & fringe benefits. Office located on Telegraph Road in Birmingham area. Starting date of employment, November 3, 1980. Send resume to Mr. Roger Burgess, Mechanex Corporation, Medical Liability Co., 18911 10 Mile Road, Suite 101, Southfield, Michigan 48076

SECRETARY
Needed for CPA office located in Town Center, Southfield. Good typing skills & a diversity of office experience a plus. Salary open. 352-6350

SECRETARY, part time afternoons, for office in Lathrup Village. Call for appointment 557-3100

SECRETARY, part time, typing & switchboard, pleasant voice, accurate typing required. Birmingham. Before 5 PM. 647-7400, After 5 PM. 647-0814

SECRETARY - Sales Department. Part time/20 hours flexible. Accurate typist, good speller, dictaphone. Experience preferred. Call J. Maples 532-5000
An Equal Opportunity Employer

SECRETARY/Statistical Typist for attorney/CPA. Southfield helpful. Salary commensurate with experience, ability. Farmington Hills. Appointment call 626-9722

SECRETARY
to Sr. High School principal. Interesting position with variety. Ability to work genial individual interested in working with people. Good typing, shorthand or speed writing and communication skills required. Salary commensurate starting salary plus excellent benefits.
Call Mrs Janes,
WEST BLOOMFIELD PUBLIC SCHOOLS
644-9300, ext. 246.

SECRETARY
Wanted for Southfield sales office. 11 Mile-Lahser area. Typing, shorthand. 354-4310

SECRETARY with shorthand, typing and clerical skills needed for small business in Lake Orion area. Excellent working conditions. Send resume to: Group Promotions, attention Lynne Larivee, 4140 S. Lapeer, Pontiac, Michigan 48057

504 Help Wanted Office-Clerical

TYPIST

Major corporation located in Northville has an opening for an experienced Typist in it's Data Processing Center. You must be an accurate Typist with a speed of 55 wpm. plus. Position would be either on the second or third shift. Word processing experience would be a plus. We offer a good salary and a complete benefit package. For more information forward a resume or call

ROBERT MERRICK

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

ADVERTISING SECRETARY
We are looking for a part time Sales Secretary for our Livonia office. The hours will be from 9 a.m. until 3:30 p.m., Monday thru Friday. Typing speed required is 45 WPM. Must have secretarial experience. Apply at:
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150

CLERICAL
OPPORTUNITIES
Mortgage banking company in prime Southfield location is seeking individuals to fill various positions in the following areas

- ACCOUNTING CLERKS
- INSURANCE CLERKS
- PAYOFF CLERKS
- LOAN CONTROL CLERKS
- STENOGRAPHERS

Previous experience helpful but not necessary. Salary commensurate with experience plus outstanding fringe benefits.
For interview call Mrs. Fischer
355-0500
GRAHAM MORTGAGE CORP.
An Equal Opportunity Employer

ADMINISTRATIVE
CLERK
A small tool division of a major corporation located in Plymouth seeks person to handle it's general office/-clerical duties. Reporting to the plant manager, this function is responsible for recreational, secretarial, bookkeeping, and routine purchasing duties. The qualified candidate will be experienced in office clerical procedures and possess a general accounting/bookkeeping background.
The position offers an excellent salary and employee benefit program. Please send letter and/or resume including education, work experience, and salary history to:
Box 698
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

REGISTERED NURSES
Walter P. Reuther Psychiatric Hospital
of Westland, Michigan
is accepting applications for Registered Nurse positions for the afternoon and Midnight shift: No permanent scheduled rotation. Salary ranges are listed below:
STAFF NURSE (non-supervisory)
$14,783 to $19,961 (Effective Oct. 1, 1980)
FIRST LINE SUPERVISOR
$16,307 to $21,798 (Effective Oct. 1, 1980)
A 5% shift differential is paid for Afternoon and Midnight shifts. A complete range of Michigan Civil Service benefits is available. Up to 15 days of paid administrative leaves will be granted annually for professional development. Contact
Carol L. Crew, RN, MSN,
Director of Nursing,
at 313-722-7030, extension 6651,
to arrange an interview.

This could be your ticket to the nursing job you've been looking for.

SEPT. 17 & 18 • NOON - 8 P.M.

OPEN HOUSE

NURSING OPEN HOUSE

SEPT. 17 & 18 • NOON - 8 P.M.

Harper Hospital Nursing Open House
3990 John R.
Detroit, Michigan
(313) 494-8871

Grace Hospital Nursing Open House
18700 Meyers Road
Detroit, Michigan
(313) 927-3101

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E.N.T.
Neurology
Thoracic
Hand Surgery
Ophthamology
Orthopedics
Urology
I.C.U./C.C.U.
O.R./P.A.R.
Psychiatry
Substance Abuse

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Oncology
E.N.T.
Orthopedics
Urology

Harper-Grace Hospitals
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If you are a licensed RN or LPN, we have a free scrub suit top for you.

Q&E