502 Help Wanted Dental-Medical

HENRY FORD HOSPITAL
PARKLANE CENTER
Certified Ophthalmic Technician
Henry Ford Hospital, Fairlane Center, is seeking a certified OPHTHALMIC TECH. to work full time. The qualified person will have experience in keratometry, tonography, visual fields, contact lens fitting, and assisting with minor surgical procedures. We offer excellent benefits. Qualified applicants may contact JUDY SIMON at 593-8294 from 3 PM. to 5 PM. Mon. thru Fri.
HENRY FORD HOSPITAL
19401 Hubbard Dr., Dearborn
Michigan 48126
Equal Opportunity Employer M/F/H

HOUSEWIVES, STUDENTS, NURSES AIDES - experienced or will train, opportunities for advancement. Apply Hendry Convalescent Center, 105 Haggerty Rd. Plymouth 453-6510

LAB TECHNICIAN
Experienced Tech to run multi-office lab in Ann Arbor. Please reply to Box 738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LAB TECH to work in Physician's office. Must have experience in RIA testing and other phases of lab work. Must also be able to draw blood. Ask for Pete 531-1754

LPN
Full Time Midnights
Part Time Float Relief
GOOD WAGES
-Whispering Willow Manor-
49650 W. Warren, Canton
459-7060

LPN-RN
We are seeking enthusiastic Charge Nurses to motivate our pediatric staff members. All shifts available. Flexible hours Excellent benefits. Contact: Ms. Heaston. 728-8100.

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

MEDICAL ASSISTANT needed, Southfield area. Knowledge of or willing to learn light bookkeeping. 559-6565

MEDICAL ASSISTANT/Receptionist needed for a new suburban office. Light typing required, experience helpful. Farmington area. 538-0660

MEDICAL ASSISTANT needed full time for busy Dr's office, must be experienced in venipuncture, EKG and injections 543-2342

MEDICAL ASSISTANT
Unusual opportunity for experienced MEDICAL ASSISTANT in busy OB-GYN office. 4 day week, $10,250 plus profit sharing, uniform allowance, and paid Blue Cross.
DAVIS - SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL CORPSMAN
Immediate opening for individuals with experience in all phases of Medical Technology, full time day or night shifts available. We offer an excellent benefit package, and pleasant working conditions in the Novi area. For consideration, contact Mr. Danks at 734-1434

MEDICAL SECRETARY: Billing & Reception, Joy Rd. & Greenfield, experience necessary. Call between 10am-4pm 835-5228

MEDICAL RECEPTIONIST, 2 years minimum medical experience. Typing, pegboard, insurance forms, Mon thru Fri, good benefits, Farmington area. 553-8800

MEDICAL RECEPTIONIST, non smoker, part time for dermatologist in the Sterling-Troy area. Typing essential. Knowledge of peg board & insurance helpful. Excellent pay & benefits. Send resume to Box 739, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

MEDICAL RECEPTIONIST, part time, Medical Assistant part time, OB-GYN office of Farmington area. Good benefits, send resume: 27650 Farmington Rd. Suite 6 Farmington Hills, 48018

MEDICAL RECEPTIONIST, Experienced, full time with medical billing experience in Blue Cross, Blue Shield & Medicare. Doctor's office, Farmington Hills Phone 626-6500

MEDICAL RECEPTIONIST
With medical billing experience. Blue Cross, Blue Shield & Medicare. Full time position. Doctors office. Farmington Hills. 626-6500

MEDICAL RECEPTIONIST - experience necessary. Excellent benefits. Southfield area, busy office 355-0225

MEDICAL RECEPTIONIST - Part time. Typing required. Knowledge of pegboard or willing to learn. Call 549-6162

MEDICAL RECEPTIONIST for Troy office. Mon thru Fri., 9-5pm. Office experience, typing, good telephone manner essential. Send Resume to Box 740, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Here's your chance to shine in this large suburban medical office. Typing and 'people ability' needed. Don't miss this! Call Maryellen today.
353-2090
SNELLING & SNELLING
PERSONNEL

MODERN PLYMOUTH OFFICE
Needs 4 handed chairside Dental Assistant. Full time. Experience necessary. 4 day week, no Saturdays 453-0940

504 Help Wanted Office-Clerical

COMPUTER OPERATOR

Experienced only for afternoon shift. Qualified applicants must be capable in all aspects of data handling, as well as keypunch functions. Position offers excellent salary and benefit program. For details contact:

Garden City Hospital
6245 N. Inkster Road
Garden City, Michigan
421-3300, ext. 277

PART-TIME TELLERS
TYPISTS
SECRETARIES
CLERKS

National Bank of Detroit will be interviewing at the Southland Mall for part-time Tellers and other part and full-time positions as: Typists, Secretaries and Clerks. All of these permanent positions offer good starting salaries, pleasant working conditions and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at the Southland Mall, Auditorium, 23000 Eureka Rd., on Tuesday, September 23, from 10 A.M. to 3 P.M.

NATIONAL BANK OF DETROIT
An Equal Opportunity Employer M/F
We Employ the Handicapped
NBD

502 Help Wanted Dental-Medical

M.T. or M.T.
wanted for Pediatric office. Experienced in Micro Biology preferred. 4 days. Farmington area 477-0613

M.T. HEMO SUPERVISOR, experienced only, midnight position, Southfield lab. 353-1452

Medical Record Clerk
Experinced preferred, must be able to type 45 WPM. Call Mrs. Reid, 474-3500, Ext. 20.
Ardmore Acres Hospital
19810 Farmington, Livonia

MEDICAL RECORD TECHNICIAN
(Novi)
Full time position immediately available on the Day Shift for Accredited Record Technician to work in our new Novi Ambulatory Care Center. Qualified candidates must have completed 1 year A.R.T. experience, and type 40 wpm accurately. Responsibilities include a variety of Medical Record functions such as Coding, Indexing, Transcription and compiling statistical reports. Excellent salary and fully paid benefit package offered. Apply Employment Office, Mon. - Fri., 9-5 PM.
PROVIDENCE HOSPITAL
Fisher Center
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

MEDICAL SECRETARY
12 hours weekly. Northwestern Highway & Evergreen area. 355-2525

MEDICAL TRANSCRIPTIONIST experienced only. Excellent hours in pleasant office near Northland. 557-3150

MEDICAL TYPIST with transcription experience for new physical medicine office in Madison Hts., excellent starting salary. Send resume to Box 750, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MLT - ASCP registered for busy Doctor's office in Southfield. Experience preferred. Send resume to 26206 W. 12 Mile Suite 201, Southfield 48034. Attention Renee or Carol.

NURSE AIDES
Full time, part time or Weekends only. Will train. Good benefits. Modern nursing home. See Mr. Watkins.
NIGHTENGLAE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSE AIDES
ORDERLIES
Mature persons for rewarding career in nursing. Experience preferred. Good salary and fringe benefits. Excellent working conditions.
APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner of 16 Mile

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
25900 Franklin Rd., Southfield

NURSE, Registered, for Pediatrician's office, Southfield area. No evenings. 559-0606 or 356-5267

NURSES
Full or part time, come in or call, Hendry Convalescent Center, 105 Haggerty Rd. Plymouth 459-0519

NURSES
Now the opportunity is available for individuals to conduct extensive patient teaching & nursing care. Will be involved with cancer patients & their families. Requires RN with Med-Surgical or Oncology experience. BSN or working toward BSN preferred. Excellent salary & benefits. Contact Personnel at Michigan Cancer Foundation. 833-0710

An Equal Opportunity Employer

NURSING HOME experience-3 women or married couple to care for elderly couple. Salary $100 week each. One free lakefront apartment. Must cover 84 hours per week together. Call evenings or weekends only. 882-8278

OFFICE MANAGER-Bookkeeper, Southfield Medical Clinic, experience required. Efficient & personable. Call Mr. Maier. 552-8434

OPHTHALMOLOGISTS Office in Southfield needs mature receptionist full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid experience preferred. Reply to Box 896 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC ASSISTANT
Experienced orthodontic assistant to work for Livonia orthodontist, full or part time. All fringes 425-2240

PART TIME - flexible hours, excellent typing & shorthand required. Pleasant setting, approved group clinic. Call Pat - Ten-Southfield Clinic. 557-1282

PART TIME Medical assistant, experienced only apply. Livonia area. Evening hours & Sat. 281-3290

PART-TIME MEDICAL Receptionist needed in Livonia (near St. Mary's Hospital) Mon., 9am-3pm. Tues., 9am-6pm. Please send resume to Box 730, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Receptionist for optometrist office in Berkley, references required. Call 543-9550 or 559-5527

504 Help Wanted Office-Clerical

Nurses

RN'S
LPN'S
$200 FREE!
PRESENT THIS AD. COMPLETE AN APPLICATION. WORK 20 SHIFTS OF 8-11, 11-7, OR JUST WEEKENDS AND RECEIVE $200 FREE IN ADDITION TO ALL-OUT TOP WAGES
RN'S
TO $12.65/HR
LPN'S
TO $9.45/HR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM SEPT 8 THRU OCT 3, 1980 AND WORK COMPLETED BY NOV 14, 1980.
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU. CALL NOW FOR IMMEDIATE OPENINGS
An Equal Opportunity Employer

NURSING ASSISTANTS
Afternoon or midnight shift positions available. Please apply, September 23 or September 24, between 10am-4pm. University Convalescent.
28550 Five Mile, Livonia.

PRIVATE DUTY
Need mature, reliable woman for hours of 7:15 AM to 1:15 PM. Monday thru Friday, to care for stroke patient in Northville area. Please call Staff Builders for more information. 557-8600

PROGRESSIVE computerized dental office, located in Dearborn Heights area, needs mature, responsible and friendly person for Monday, Wednesday & Saturday for front desk duties. Accuracy and detail work a must. Office experience preferred. Ask for Ann. 271-8160

RECEPTIONIST
Part time, doctors office
Northwestern area
569-0157

RECEPTIONIST ASSISTANT
Podiatry office, Livonia. Medical background preferred but not required. Part time, approximately 20 hrs. per week. 261-2130

RN, LPN, CMA to teach medical assistant, private vocational school in Livonia. Full time, day position.
Call 478-8170

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

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

RNS and LPNS
We have openings for full or part nurses to work in a clean, pleasant atmosphere under pleasant conditions. Even if you have not practiced your profession for some time, we can offer you a chance to refresh your skills while earning competitive wages, plus excellent working conditions. Apply at Come to Your Chaplaine Convalescent Center, 28349 Joy Rd., between 9 AM and 4 PM, or call Personnel Coordinator with Mrs. Kerpet, our Director of Nurses

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

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

RNS or LPNS
Full & Part Time
Afternoon & Midnight Shift
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
476-8300

RN TO Work Thurs & Fri in Pediatric Dermatologist office. Dermatology & surgery experience desirable. Excellent pay & working condition. 353-0818

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

R.N. With Lamaze training for 1 or 2 days per week in OB-GYN office, plus class rotation about every 3 months. Farmington Hills area. 553-3870

ultra SOUND Technician, part time for Farmington Hills area for Dr. Lipsky. Should be familiar with all phases of ultra-sound, including echo cardiography. Call 9AM-4PM. 471-6675

504 Help Wanted Office-Clerical

A BANK STENO $177. WK. FEE PD. Excellent position, terrific benefits. Must type 55 WPM & take dictation 50-80 WPM. Employment Center. 549-1144

ACCOUNTING CLERK-$185
Well established company located in southern Farmington Hills offering comprehensive health coverage which include dental plan and complete master medical with prescription. Qualified candidate will have some previous experience to assist in both payables and receivables department. Employer pays fee.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTS PAYABLE clerk, full time position beginning immediately, hours 8am-4pm. Mon-Fri. For more information contact Charlene 971-8100

ACCOUNTS PAYABLE/RECEIVABLE
Industrial based manufacturer needs individual for diversified accounting position, primarily in A/R and A/P. Livonia location. Apply at: 11163 Globe Rd., Livonia, or call 591-0101

ACCOUNTS
PAYABLE
CLERK
Full time position available for a person with at least one year Accounts Payable experience. Retail Accounts Payable would be a plus. Must be able to run a key adding machine and be very accurate with figures. For more information, call Monday or Friday between 9AM-3PM at: 953-7781

CUNNINGHAM
DRUG STORES INC

ACCOUNTS RECEIVABLE & General ledger clerk. Some typing. Near Six Mile & Grand River area. 8:30am-5pm 533-5900

ACCOUNTS RECEIVABLE clerk, minimum 2 years experience required. Wholesale food co. Located in Livonia. Call for appointment. 477-7650

ACCOUNTS RECEIVABLE Clerk - seeking experienced person for part time collection, 3 days per week, in northern Detroit suburb, must have 2 years related experience and flair with figures. Call: Clinton Personnel. 573-7188
An Equal Opportunity Employer

Acct's Receivable
Bookkeeper
Detroit based manufacturer seeks individual with 3 years a/r experience and good calculator and typing skills. Salary commensurate with experience and ability. Jeffries-Wyoming area. Please call Mr. Migoski
931-3300, ext 226

ACTION!!!
$8,300 PLUS
FEE PAID
Farmington Hills needs customer service person! Nice appointments and good office skills needed. Flush office, super bons and benefits. Call Terry
SNELLING & SNELLING
478-3500

ADMINISTRATION
OUTSTANDING ADMINISTRATIVE ASSISTANT OPPORTUNITIES
Farmington area president needs a top level secretary. Great typing and shorthand skills and executive secretarial experience required. This is the chance to be in on the action and excitement of growth-oriented company. Excellent salary and benefits. Send confidential resume to Mr. Zack, P. O. Box 691, Southfield, MI 48037.

This extremely active company president needs an energetic professional to serve as administrative support. Excellent secretarial skills required. In addition must be free to travel, have good communication skills and be able to deal with top level executives. Fantastic opportunity - great starting salary and benefits. Send confidential resume to Mr. Zack, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for equal opportunity employers.

ADVERTISING AGENCY in Southfield has opening for Receptionist. Busy switchboard. Will train. Must have good typing skills, be well groomed and dependable. Benefits. Call Mrs. Evans Twp. 352-3300
An Equal Opportunity Employer

Advertising Agency
EXECUTIVE SECRETARY for Chairman of the Board - Troy based agency. Typing shorthand, and dictaphone experience required. Full benefits including prescription and Delta Dental average 3 AM to 5:30 PM. Call Maureen.

649-5600
All Around Secretary
$10,400 Plus
Fee Paid
Contracting company is looking for good person to handle office. Lots of customer contact for this position.
Call Mrs. Ryan
SNELLING & SNELLING
649-5900

AMBITIOUS AGGRESSIVE women wanted for 3 opening as receptionist, clerical & sales counselor. $7000-$15,000, full benefits, flexible hours. Interactions Dating Club. Ask for Mr. Gray 559-6212

ANIMAL hospital receptionist, typing necessary. Apply Monday, Tuesday, Thursday, Friday 1-4pm. Saturday 9-12. 17830 W. 12 Mile, Southfield.

BOOKKEEPER
TOOL & DIE
Manufacturer in Farmington
Needs full Charge Bookkeeper for 1 person office, excellent salary and benefits for qualified applicants.
Send Resume to:
P.O. Box 720
Farmington, MI 48024

CLERICAL - TYPIST
General, excellent opportunity in new local office. 34 hr. old NYSE, Three Hundred $ million international corporation. For appt. interview call.
Mrs. Friday 553-8200
General Development Corp.

CLERK/TYPIST
General office procedures plus use of mobile radio, good typing and filing skills and pleasant phone manner important. $5,694 per year. Applicants must live - Farmington Hills residents, unemployed 15 of the last 20 weeks, and within the lower living standard income level. Call Personnel Office for appointment or information. City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

CLERK TYPIST - for WPM, knowledge of bookkeeping helpful but not necessary, to $15,000. Resumes to Allied Delivery, 2201 Fenkell, Detroit, MI. 48238

EXECUTIVE Secretary for regional sales manager, national company, Flaper Building 5 years experience or Business School graduate. Able to assume responsibility. 875-1112
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY. Northern Detroit suburb seeking sharp person Mon thru Fri, 8:15-3pm, 60 Wpm typing skills, excellent ability & a minimum of 3 year equivalent experience. Excellent salary & pleasant working conditions. Call Clinton Personnel. 573-7188
An Equal Opportunity Employer

FILE CLERKS

We have immediate openings for dependable individuals to assume temporary and permanent positions in our record retention department. Responsibilities will include filing and packing of medical records. Position will involve lifting and record retrieval from off-site storage. Tuesday thru Friday, 9 AM-11 AM and 1-4 PM

MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 FARMINGTON RD.
corner 12 Mile Rd.
Farmington Hills
Equal Opportunity Employer M/F/H

SLIDE FILM SECRETARY

Must have general office experience, knowledge of Graphic Arts helpful in maintaining records, correspondence, purchasing and vendor services. For appointment, call:

Wilding Division
Bell & Howell Co.
18000 W. 8 Mile Rd.
Southfield, Mich. 48075
569-2000, ext. 365
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

APPLY
NOW
CLERKS
RECEPTIONISTS
SR. TYPISTS
SECRETARIES
We need people who want to work in the Livonia, Farmington, Southfield and Dearborn areas. These temporary jobs provide an excellent way to improve your references. Work long or short term assignments. Apply now.

Somebody
Sometime
TEMPORARY HELP
Livonia-17382 Farmington Rd.
(in Burton Executive Park)
525-9717
Southfield-16415 W. 8 Mile
272-8500
Dearborn-23400 Michigan Ave.
Suite 420, Village Plaza
565-3500
A SECRETARY $11,500 FEE PAID
Excellent Benefits, Location. Must type 65WPM & have minimum 80WPM shorthand. Some previous Real Estate Terminology preferred. Top Benefits. Employment Center. 569-1616

ATTENTION HOUSEWIVES
For work in fall call
MANPOWER
TEMPORARY SERVICES
We need: Typists
For appt. call:
LIVONIA 478-1130
TROY 585-5595

BOOKKEEPER ASSISTANT. Full time position. Must be a college graduate preferred system. Must be fast and accurate for busy office. Good benefits. Call Mary Price, Murray's Ace Hardware, 27107 Plymouth, Redford.
937-0160

BOOKKEEPER for busy Livonia corporate office. Accounts receivable, accounts payable, invoicing, general ledger to P & L statement.
Call Barbara. 478-9206

BOOKKEEPER- Part time, wanted for attorneys office. Redford area. Salary commensurate with experience.
255-4720

BOOKKEEPER - Part time. 5 years experience in Property & Casualty insurance required. Southfield area.
424-9191

BOOKKEEPER
Permanent position for a person experienced in full charge bookkeeping trial balance including accounts payable & reconciliation of statements. Send resume with detailed experience & salary requirements. Reply to 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER TYPIST for building company located in Southfield. Experience preferred, part time. Write to: Box 744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREER Opportunity, Local Livonia Credit Union, excellent benefits, good hours, experience preferred, Teller/Loan department. Mr. Bartlett 526-6700

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 477-9940

CLERICAL CASHIER-typing ability, math aptitude necessary, work close to home. Good salary, company benefits. For interview contact Ms M Hurley, Mon thru Wed, 10-6pm Sept 22,23,24. 559-2100
Smart Size a division of Lane Bryant.

CLERICAL, general duties, 5 days per week, light shorthand, 35 hrs per week. Pleasant working conditions. Farmington Hills area. 855-3500

CLERICAL
Our servicing division is continuing it's expansion program for individuals who possess a wide range of general clerical skills including accurate typing ability, good communication skills, and Math aptitude.
Pleasant surroundings, merit increases and full range of benefits including DCBS, dental care and tuition reimbursement, await qualified candidates who display an eagerness to learn.
We invite you to apply in person to the Personnel Department of our new office on the corner of Farmington Rd. and 12 Mile during the following hours:
Tues. thru Fri. 9-11AM and 1-4PM
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills
Equal Opportunity Employer M/F/H

CLERICAL, Permanent Part-time with possible Full-time later. Beverly Manor, Rochester operations. Must be proficient with figures & typing is mandatory. Previous Bookkeeping experience preferred. Hours: 1-5PM to start. Call Lenore, 852-8390 852-8390

CLERICAL - TYPIST
General, excellent opportunity in new local office. 34 hr. old NYSE, Three Hundred $ million international corporation. For appt. interview call.
Mrs. Friday 553-8200
General Development Corp.

General Office
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

GENERAL OFFICE - Birmingham corporate headquarters need individual with good typing & math aptitude. Full benefit program. Call Ethel, Erb Lumber, 644-5300, Ext. 245.

GENERAL OFFICE, Children Grown? Do you want to work outside the home again? Mature person needed for typing, filing, & telephone. Contact Balder Electric Co., located across from Sandra's Candy Factory Co. in Highland Park. Call between 1-3PM. 883-5700

GIRL TO Train to be legal secretary working 5 to 8 hours per day, starting in the afternoon, flexible starting time. Livonia. Call Kathy. 525-3950

HIGH SCHOOL graduate needed for clerk/typist position in Southfield law firm. Good typing skills required. Call 559-8310

INSIDE SALES - trainee, energetic person, good phone personality, coordinating all sales activities, record keeping. Southfield company. $1,000, paid

BILLING - administrator, Southfield, reconcile, process and resolve differences in billing, excellent math and English required, benefits, $760, fee paid

LEGAL - secretary, excellent typing, shorthand, dictaphone and recent legal experience. Large Troy firm. Benefits, $13,000, fee paid

LOIS RAY
PERSONNEL
559-0560

INSURANCE AGENCY
Career opportunity for person experienced in home owner, auto or commercial, rating & processing. Salary open. Birmingham. 644-0437

LOOKING FOR recent High School Graduate interested in Underwriting Clerk position. Some typing required. Appointment, call Linda Nash, 559-4700

504 Help Wanted Office-Clerical

DESIGN STUDIO - in nice Oakland Mall location needs general office person with basic bookkeeping for diversified position, will train in job coding figure forecasting. Unusually nice benefits, $5500, full benefits include dental and they pay our fee.

LEGAL - secretary, for female attorneys in prestigious Bloomfield firm. Real estate legal experience required. No shorthand. Salary $14,400 plus benefits and fee paid.

ADAMS
&
MARTIN
PERSONNEL
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Hotline Hear About Our Most Recent Openings.
646-8780

DETROIT COUNTRY DAY SCHOOL seeks secretary/receptionist for second-around position as Executive Secretary. Must possess skills in typing, shorthand and general English usage. Previous experience as legal or private secretary or administrative assistant is preferred. Call 646-7717

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

EMPLOYMENT COUNSELOR
For rapidly expanding well established agency, previous experience preferred but will consider individual with proven sales background. Excellent first year salary potential with negotiate commission rate and bonus. No fee.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE SECRETARY needed for 8 to 10 weeks during pregnancy leave for executive office located at 13 Mile and Southfield Rd. area. Must have excellent typing and shorthand skills. Will completely train. Apply in person at 30555 Southfield Rd. Suite 400, Southfield.

EXPERIENCED BOOKKEEPER
needed for Livonia operation
Call for information
746-6381

EXPERIENCED BOOKKEEPER with good typing & general office skills to manage a transportation firm. Send resume to Box 752, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED RECEPTIONIST with good typing skills, telephone manner and experience desired. Competitive salary. Fast growing company. Must be available for full-time employment 8:30-5:30. M/F. Excellent benefits. Farmington area. Call 476-3240

FARMINGTON HILLS Law Firm looking for experienced Legal Secretary. Pay commensurate with ability.
626-3448

FULL CHANGE
BOOKKEEPER
Through Financial Statement, Pegboard system, payroll, and P.A. Payroll taxes.
Liberal fringe benefits. Apply in person only 8AM-5PM.
25180 Seeley Rd., Novi

FULL CHARGE
BOOKKEEPER
Troy company needs a Bookkeeper with full experience for its manufacturing books. Generous starting salary and benefits. Send complete resume to Mr. Lowe, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

FULL TIME position open for dependable person interested in working with figures, must be neat and accurate, excellent benefits, apply in person Monday-Friday 2-5PM, HMHF Travela, 23077 Greenfield, Suite 146, Southfield, MI.

FULL TIME RECEPTIONIST
For Bloomfield Hills Law firm.
642-0030

FULL TIME Receptionist & Insurance biller needed for Podiatrist office, experience preferred but will train, office in Farmington Hills area. 476-5200

GENERAL OFFICE
Full time, must type, variable hours including one weekend, 8:30 AM to 5:30 PM, 9am to 1pm. Arnold Nursing Home, 18256 W. 7 Mile.

GENERAL OFFICE
LARGE DOWNTOWN law firm seeks experienced legal secretary to work for partner. Strong organizational skills and corporate background. Shorthand required. Salary to $14,000 plus excellent benefits.

SMALL SOUTHFIELD law firm seeks experienced litigation secretary. Nice place to work. Typing 70WPM, shorthand 60 WPM. Salary to $14,000 plus excellent benefits.

OUTSTANDING DOWNTOWN law firm seeks experienced legal secretary with strong appellate background. Beautiful offices. Salary to $15,000.

SOUTHFIELD ATTORNEY needs secretary with 1-3 years law background. Mature, hardworking individual desired. Salary to $14,000.

PRESTIGIOUS DOWNTOWN law firm in need of experienced workhorse legal secretary. Must have experience in standable law firm. Excellent salary and benefits.

Many other fine positions now available for experienced legal secretaries. Never a charge to you. Call, come in or mail your resume.

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 565-3110
Renaissance Center 567-0141
Troy 649-2042

MATURE, DEPENDABLE person for general office, answering and typing. Good skills. National Real Estate Company. Southfield area. Call Carmen 353-5850

MATURE secretary, legal experience desirable but not necessary. Telegraph Rd near 13 Mile. Mr. Cooper or Mr. Sinai. 645-2600

MEDICAL
SECRETARY
Long Term Assignment
Call Clara for interview
478-8350
NO FEE
PERSONNEL POOL

NEED FRONT OFFICE person with heavy typing and light bookkeeping experience for fast paced Southfield office. Must be able to take pressure. Good salary and benefits. Call Rosemarie, 354-4949

504 Help Wanted Office-Clerical

INSURANCE AGENCY
Excellent opportunity for experienced person in the rating of casualty policies. Assistant needed in growing agency. Southfield location. 355-4400

INSURANCE GIRLS needed for busy Chiropractic Clinic, good working knowledge of insurance billing necessary. Pleasant working conditions.
399-6889

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

INVENTORY
CONTROL
ASSISTANT
(Part Time
Rapidly expanding Troy marketing firm has immediate need for experienced clerical help. CRT experience helpful with typing at 50 WPM, excellent phone skills and office experience required. Hours 11:30 am - 3:30 pm, $4.30 per hour. For consideration, please call, 362-2188
CMI
CORPORATION
An Equal Opportunity Employer

KELLY
SERVICES
has immediate temporary assignments available for TYPISTS, STATISTICAL TYPISTS, DICTAPHONE & SHORT-HAND SECRETARIES, WORD PROCESSORS, SWITCHBOARD OPERATORS. We offer top assignments, merit increases and paid vacation. If interested call for an appointment Mon. thru Fri., between 9 AM. and 3 PM., at the office nearest you.
29449 W. 6 Mile, Livonia
522-4020
4000 Town Center
(suite 1215)
Southfield
352-7490
999 W. Big Beaver, Troy
(suite 160)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

KEYPUNCH
(Afternoon Shift)
Experienced with an interest in keypunching who has some prior business machine experience. Prior keypunch experience preferred.
Work 6pm - midnight, Mon thru Fri. at our main office location.
Interested applicants should call Ms J. Juliano, 833-4905 to explore further.

Winkelman's
An Equal Opportunity Employer

LEGAL SECRETARY
Part time. Experienced. Southfield office. Call Lois 354-0330

LEGAL SECRETARY - American Center, law firm in Southfield, excellent salary, benefits, Blue Cross & advancement. Minimum 1 yr. experience.
353-7550

LEGAL SECRETARY
Bloomfield Hills area. Experienced. Call Phyllis 642-7320

LEGAL SECRETARY
Part time evenings & week-ends. Word processing experience necessary, located in the Town Center, Southfield. Call Carol 559-8990

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 (with experience) for small Law Office. Proficient typist (80wpm), dictaphone experience, shorthand skills. Flexible hours. Excellent benefit package. 642-9406

LEGAL SECRETARY MATURE
Experience preferred. Background in defense matters, able to supervise $12,000 Range. Fully paid benefits including Dental. Fee Paid.
Call Ann
Week. Fee Paid.

BILLING TYPIST
53-60 typing, good billing experience. 6 month min. in Manufacturing, CRP-4 plus. $7,0-$800 Min. Full Benefits including Dental and company pays our fee. Hurry! Call today. Interview tomorrow.

PERMANENT STAFF
LIVONIA 522-4210

RECEPTIONIST
Here's your chance to be part of the team at this friendly office. The job has it all - nice surroundings, an opportunity to meet interesting people and an assortment of clerical duties. Good typing and previous office experience required. Send confidential resume to Mr. Leach, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

SALES OFFICE - experienced full-time person. Duties include: quotations, proposals, order entry & secretarial. Southfield area. 559-1080

SALES OFFICE in Livonia now hiring full time office clerk. Light office experience helpful. Knowledge of typing. Competitive salary. Call 261-2100 for appointment. Craft, Inc.

An Equal Opportunity Employer

Sales Secretary
$9100 Plus
Dynamic sales manager needs fun outgoing Secretary. Lots of variety and people contact. Company likes to promote from within. Call Mark.
SNELLING & SNELLING
649-5900

SECRETARIAL HELP wanted. General typing, telephone skills. Shorthand or willing to learn. Salary. Medical, Dental & Life insurance. Call or come in contact Kathy between 8:30AM-5PM. Blue Cross's Enterprises, 30700 Grand River, Farmington Hills.
478-6200

SECRETARIAL- mature person, part time, days, type 40 WPM. Apply in person between 9am-5pm, at Radio Shack Computer Center, 5820 W. Maple, Birmingham.

SECRETARIAL WITH
DESIRE FOR
ADVANCEMENT
Major financial corporation is looking for an aggressive individual for their expanding Ann Arbor office. Qualified candidate will have adequate typing & office skills. Salary commensurate with experience. Compensation includes an excellent benefit package. Call 668-7555, ask for Mr. Wheaton.
EQUICO LESSORS, INC.
A WHOLLY OWNED SUSIDIARY OF
THE EQUITABLE LIFE
ASSURANCE SOCIETY
OF THE UNITED STATES

SECRETARY-Farmington Hills management firm requires an experienced secretary in their corporate home office. Good typing skills and ability to deal with clients and company personnel desirable. Mr. Cousins. 851-8400
An Equal Opportunity Employer

SECRETARY
FEE PAID
$11,000 PLUS
Insurance agency wants experienced person with good skills. Central location and lots of variety for the right one. Call Mike.
SNELLING & SNELLING
649-5900

SECRETARY
for Birmingham law office, experienced preferred.
642-5555

504 Help Wanted Office-Clerical

SECRETARIES
OFFICE/CLERICAL
Personnel
Looking for more income, better working conditions, more pleasant management, solid benefits, better hours, something closer to home? If your answer is yes to one or all of the above, the time to contact us is now. The demand for experienced secretarial/office/clerical personnel is solid despite the current recession.
Let one sitting we can divulge the full particulars of all positions that meet your experience level. Call, come in or mail your resume in total confidence.
SECRETARIES,
ET CETERA
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 353-8800
Dearborn 322-3140
Renaissance Center 567-0141
Troy 649-2042

SECRETARIES
We have long term temporary openings downtown and N.W. suburbs. Enjoy excellent work environment, increased feeling of responsibility and top pay. Type 60 WPM? Dictaphone? Word processing? Word processing helpful for some assignments. Call Pat immediately.
TEMPORARY STAFF
SOUTHFIELD 353-0505

SECRETARY - downtown Birmingham office needs dynamic Secretary with excellent typing & language skills. Shorthand desirable. Send resume to: Box B.A.C.K., Inc., 35 W. Maple, Birmingham, MI. 48011

SECRETARY
For district sales office of publishing firm. Must be experienced. Somerset area. 649-4330

SECRETARY/FRONT DESK
We have a wonderful position for that vivacious someone who desires front desk variety. Shorthand at 80 required, 70% of the time. Lots of phone work & pleasant people contact. Ideal with lots of dynamic extroverts. Salary to $13,000, benefits. Call Autumn Rain
644-4570

SECRETARY. Full time, for West Bloomfield Real Estate office. Previous closing experience or closing company escow department experience required.
626-3300

SECRETARY- International firm's trading & accounting Dept. will train responsible self starter for Memory typewriter, dictaphone and telex. Spanish or Arabic and bookkeeping characters.
353-8670

SECRET