500 Help Wanted

WRITER

If you can write, local division of top 500 corporation seeks individual to write articles for publication in industrial (technical) journals as well as copy for industrial product brochures. Technical background includes publication of in-house newspaper. Technical degree not required. Ability to interview & write essential. B.A. degree is required. This is an excellent opportunity to grow into major public relations responsibility for a high-growth company with attractive facilities in a pleasant area. Salary commensurate with experience. Excellent fringe benefits. For personal interview send resume in confidence to Box 864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

7 - 11 FOOD STORE in Farmington Hills needs full time evening help or part time, prefer 21 or over. Apply at 29218 Orchard Lake Rd. S. of 14 Mile

551-8918

502 Help Wanted Dental-Medical

ACTIVITY DIRECTOR
For modern nursing home. Experience preferred, but will train. Call for interview, Dorvin Convalescent Center, Livonia 476-0550

A DIRECTOR OF SECURITY $24K
5 yrs. experience necessary. Some in Hospital. Employment Center.
549-1858

WE NEED
Nurse Aides & Orderlies

If you are interested in work in the health care field, why not consider our facilities. If you are 18 years of age, we will pay $3.10 per hour, plus a premium pay of $2 per shift for weekends. Benefits include paid pay and vacation pay.
IMMEDIATE OPENINGS
Please apply in person on weekdays between 10 AM. & 4 PM, and see Camelot for yourself!
CAMELOT HALL CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia

A PHYSICAL THERAPIST TO $24K
Fee Paid. Call Employment Center.
549-1858

A RN ASS'T SUPV. $21K
Days. Fee Paid. Employment Center.
549-1858

ASSISTANT OR RECEPTIONIST
For modern office in Troy.
Call: 879-1113

BILLING CLERK
for laboratory, experience preferred. Southfield location. Call 9-5pm.
353-7500

BOOKKEEPER/RECEPTIONIST. Birmingham Insurance Agency. Insurance and typing experience necessary. Good benefits. 644-8510

CHAIRSIDE ASSISTANT

I need a "drilling" assistant. If you are the best, I want you. Salary no object, all fringe benefits.
Greenfield 9 Mile area
968-5540

CHAIRSIDE Dental Assistant - Are you looking to put your experience and talent to work? Do you want a position with a future? Chairside assisting experience needed. (This ideal, Westland dental clinic, excellent pay and benefits. Call Diane. 722-6132

COORDINATORS NEEDED

Part Time Weekends. If you enjoy talking to people on the phone & feel you can speak with professional tact in organized & competent manner & coordinate their activities Call Mrs. Clark.
835-5400
Northline

DENTAL ASSISTANT
Experienced for Southfield dental office. 4½ day.
358-4571

DENTAL ASSISTANT. Full-time. Oral Surgery Office, Birmingham area. Must have dental background or previous experience. Good benefits.
Call between 8-5PM. 647-7338

DENTAL ASSISTANT for specialist office in Southfield. Salary commensurate with experience. 352-4551

DENTAL ASSISTANT-part time, experience necessary. 5 days per week. Farmington Hills. 474-2260

DENTAL ASSISTANT
part time, experience preferred, Northwest Area 557-4488

502 Help Wanted Dental-Medical

CREDIT MANAGER

Minimum of two years credit and collection experience preferable in an accredited hospital. Previous supervisory experience desirable. Responsibilities include supervision and direction of hospital credit and collection activities. Excellent salary and fringe benefit package. Contact:
Personnel Office
ANNAPOLIS HOSPITAL
33155 Annapolis Ave.
Wayne, MI, 48184
722-4400

An Equal Opportunity Employer

DENTAL ASSISTANT experience desirable, 4 girl office. Southfield area. Benefits. 569-3364

DENTAL ASSISTANT - Experienced at 4 handed dentistry, needed for large group practice in Dearborn Heights area. Ask for Ann 271-4160

DENTAL ASSISTANT
Four Handed Dentistry
Southfield Area
646-2450

Dental Insurance BILLER & BOOKKEEPER

... for large NW Detroit practice. Typing skills necessary. 2 years minimum experience. Send resume and details to P.O. Box 35368, Seven Oaks Station, Detroit, MI.

DENTAL OPPORTUNITY - for experienced Dental Assistant, Rochester - Avon Twp. area. Knowledge of 4/4 handed chairside assisting and office procedures. Full time, no evenings or weekends. 853-3130

DENTAL RECEPTIONIST, neat, personable individual experienced in scheduling insurance forms and all facets of patient relations. Lake Orion area. Please send resume to Box 614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Experienced, responsible person for busy W. Dearborn office. Fringe benefits. 563-3400

DENTAL RECEPTIONIST-must type, will train. W Detroit area. 342-0023

DENTAL RECEPTIONIST, neat, personable individual experienced in scheduling insurance forms and all facets of patient relations. Lake Orion area. Please send resume to Box 614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST/TYPIST
Experienced, pleasant, front desk, insurance forms, peg boards, appointment scheduling, modern office in Livonia. Salary open. 476-4300

DENTAL RECEPTIONIST Assistant for Birmingham specialty practice. Dental experience necessary, excellent benefit program, salary & advancement open. 647-7739

DENTAL RECEPTIONIST - 6 man dental office in Westland in need of receptionist looking for challenge in the field of dentistry. If you are willing to take initiative and have experience - we're just what you've been looking for. Salary negotiable, good benefits, excellent hours. 722-5132

DENTAL TECHNICIAN wanted to work in private office. North area. Experience desired in CAD and removable. Salary commensurate with ability to do work. Reply to Box 850, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTOR'S OFFICE Seeks mature, individual with all front office skills. Willing to train but typing is a must. Eager to learn, willing to work flexible hours. 40 to 45 hour week. 851-4455

EKG TECHNICIAN, part time, ventpecture skills helpful. Call between 10am-1pm. Southfield. 557-2501

EXPERIENCED MEDICAL
ASSISTANT, EKG & Lab work. Busy 3 doctor office. Birmingham location.
Call 647-4430

EXPERIENCED MEDICAL Receptionist wanted for busy Internist office. Northland area. 4 day week, excellent pay & benefits. 559-6370

EXPERIENCED ONLY, Medical Receptionist, full time, front desk duties, peg board, all insurances, phone duties. Southfield. Call Elaine 358-2744

FULL TIME Chairside Assistant for Livonia Orthodontic office. Experienced only. Salary commensurate with ability. Benefits. Only serious applicants need apply. For interview call. 261-8863

502 Help Wanted Dental-Medical

EXPERIENCED SECRETARY for Physician's office, full time. General office work, some light bookkeeping. Knowledge of BC/BS, Medicare, Medicaid. Non-smoker. Salary commensurate with experience. Send resume to P.O. Box 864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRONT DESK ASSISTANT
Experience in the Typical field required. Full time positions available in Westland & Madison Heights areas. Call Penny. 281-8914

FULL TIME - medical front office person, to grow with new practice in Southfield. Knowledge of billing procedures, peg board bookkeeping experience, typing and transcription, appointment scheduling. Pleasant personality and kind disposition a must. Send resumes and references to 17223 W. 11 Mile Rd. Suite 107, Southfield, MI. 48076

IF YOU are a mature individual interested in a challenging position and have experience in dental insurance and light bookkeeping we need you for our practice. This is a permanent full time position. No evenings or Saturdays, full fringe benefits, Southfield. 552-9406

INSURANCE DEPARTMENT in busy Dra office, looking for a person willing to work flexible hours, prefer some billing experience. Birmingham 645-1799

JEWISH HOME FOR AGED
SOUTHFIELD
RN - PART TIME - DAY SHIFT
$8.50 hour, $52 daily, pro-rated vacation, holidays, sick days.
LPN - AFTERNOON SHIFT
$5.75 hour, $46 daily, 3 weeks paid vacation and other liberal benefits. Call Jan Young, RN, 9 AM. to 2 P.M., Mon thru Fri.
352-2358

LAB PERSON for dental office, experience & references necessary. Call days 354-4344 After 7Pm 626-2681

LIKES PEOPLE?!? EXPERIENCED?? Like to keep busy? Need Medical Assistant for busy doctor. Northwest area. 569-2616

LIVELY office needs personable Hygenist for Tuesday & Alternate Saturdays. Plymouth-Livonia area.
420-2040 626-1494

LPN FOR New supervised residential care facility, opening in Farmington Hills. Full charge of medical dept. Call 256-3260

LPN's,
6 months to 1 year experience.
Woodlawn Medical Group, PC,
22310 W. Eight Mile, Detroit.
Contact Mrs. LaLonde at: 538-4700

LPN
WESTLAND
CONVALESCENT CENTER
"1979 FACILITY OF THE YEAR"
We are seeking Charge Nurses to motivate and stimulate our staff and patients. All shifts, flexible hours, excellent benefits. New wage scale. No experience in Geriatics necessary. Will provide in-service. Contact: Ms. Heaston Rd., Director of Nursing. 728-6100 to join the Nursing team at "The 1979 Facility of the Year."

L.P.N. MIDNIGHT SHIFT

Full or part time. Good starting salary. Hospital insurance. Modern nursing home. See Mrs. Ferguson.
NIGHTINGALE WEST
8345 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL Receptionist. Busy Plymouth Surgeon's office, mature, experienced, knowledge of insurance billing, 5 days. Days, 453-0330; Eves, 349-3784

MEDICAL RECEPTIONIST
For Farmington Hills Allergy office. Mature, experienced (individual) desired. No smoker. Send typed resume to: P.O. Box #2241,
Farmington Hills, Mich., 48018

MEDICAL RECEPTIONIST/Secretary, part time, for doctor's office. Knowledgeable in insurance billing, non-smoker preferred. Livonia 474-4420
Call

MEDICAL RECEPTIONIST
Experienced preferred.
Woodland Medical Group, PC,
22310 W. Eight Mile, Detroit.
Contact Mrs. LaLonde at: 538-4700

MED TECH HEMO SUPERVISOR
Experienced Only
Midnight Position
Southfield Lab
353-1452

502 Help Wanted Dental-Medical

NURSE AIDES

Weekends only, all shifts
Will train. Good benefits. Modern nursing home. See Ms. Watkins.
NIGHTINGALE WEST
8345 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

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

NURSES ATTENTION RN'S AT WEIGHT LOSS CLINIC

Are you looking for that special career opportunity? Would you like to return to work or change jobs?
Counsel and encourage others towards health and nutrition. Share in the efforts and rewards of our clinic team.
Warm and Congenial atmosphere
Salary plus bonus
For openings in Sterling Heights
Call Gert 967-2603

NURSES
Full or part time, come in or call, Henry Convalescent Center, 105 Haggerty Rd. Plymouth 455-0310

PART TIME medical assistant for doctors office in Farmington. Some previous office experience necessary. 478-1070

PROOF READER NEEDED for afternoon shift. Good english background, medical background helpful. Call for details 352-3872

RECEPTIONIST
Ophthalmologist's office - experience desirable, not necessary. Must be pleasant and eager to learn. Salary commensurate with ability, excellent fringe benefits. Reply to Box 810, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST needed for Dearborn Hts Neurologist. Good hours, no nat. Medical experience preferred. Call between 1-5pm 274-7882

RECEPTIONIST
Part time, 1-5PM for Orthodontic in Birmingham. Must be pleasant and able to work with patients. 645-5540

RECEPTIONIST to work in Northwest Detroit Doctor's clinic, 4PM to Midnight and half day Saturdays. Knowledge of Medical Assisting helpful. Call Nancy. 427-3504

RECEPTIONIST
For busy OB/GYN office, experience necessary. Bloomfield Hills area. Call 335-9234

RECEPTIONIST
FOR active dental practice, full time, Westland area. Must have experience. 422-5360

RECEPTIONIST/TYPIST
Southfield doctors' office. Mature experienced person desired. Send typed resume to P.O. Box 2191 Farmington Hills, MI 48018.

RECEPTIONIST
Opthamologist's office, to supplement present front desk staff. Birmingham/Bloomfield area. Fringe benefits. Send resume to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN
for Ann's Director of Nursing. Excellent program. Dorvin Convalescent Center, Livonia. One block So. of 8 Mile on Middlebelt. Call for interview. 476-0550

RN & LPN
Full or part time, day shift. Apply: The Arnold Nursing Home, 18520 W. 7 Mile, 9 to 4 PM., Mon. thru Fri.
531-4001 ext. 38

RN--LPN
•Top Pay
•Choose Your Hours
•Choice Assignment

MEDICAL CARE
656-1888

RN OR LPN
Full time afternoon nurse, good wages. Call Mrs. Mc Williams, between 10AM-3PM, Livonia area. 522-8070

RN OR LPN
Midnights, 3 days a week, good wages. Livonia area. Call Mrs Pena.
522-6575

502 Help Wanted Dental-Medical

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
PM shift for a 50 bed private psychiatric hospital. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

RN'S
EARN $10 PER HOUR
AND A WEEKEND IN TORONTO
Full & part time positions available.
Call Now!
TEMPORARY
HEALTH CARE SERVICES
433-5400 DETROIT
647-0070 SOUTHFIELD

RN'S - LPN'S - AIDES

Private duty in the home and hospital, flexible hours, choice of assignments
ABCARE
424-8377

RN'S, LPN'S

Positions available on 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. Apply in person. Director of Nursing between 9AM-5PM, at:
CAMBRIDGE NURSING HOME, W.
18838 BEECH DALY 255-7010
An Equal Opportunity Employer

RNS or LPNS
Full & Part Time
Afternoon & Midnight Shift
COMPETITIVE SALARIES
PAID VACATION
PAID BLUE CROSS
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
476-8300

RN's, Pediatric experience necessary. Woodland Medical Group, PC,
22341 W. Eight Mile Rd., Detroit.
Contact Mrs. LaLonde at: 538-4700

TROY AREA
Plastic Surgeon needs full-time Medical Secretary. Typing. 649-5910

VETERINARY HOSPITAL attendant. Ward work & assistant. Experience preferred. 8 Mile - Livernois area. 535-1198

WE ARE SEEKING energetic motivated, and dedicated nursing assistants to work weekends only on all shifts. Orientation program available, flexible hours. Contact: Ms. Heaston, Director of Nursing 728-6100.

X-RAY TECH for sales & in service Southfield Area. 559-9657

504 Help Wanted Office-Clerical

A BANK TYPIST $10,000
Fee Paid. Excellent position. Must type 55WPM accurately. Employment Center.
549-1858

- ACCOUNTING -
Accounts Receivable, Inventory Control & Collection background preferred. Must be experienced with On-Line Entry Systems. Salary commensurate with experience & ability. Send Resume to: Personnel, P.O. Box 8000, Franklin, MI. 48025.

ACCOUNTING ASSISTANT & TYPIST
Experience preferred. 20 hours a week (flexible), can't work into full time. Farmington Hills. Call 10-3. 626-8160

ACCOUNTS PAYABLE CLERK
Southfield location is seeking an experienced Accounts Payable Clerk. Experience in Keypunching & Knowledge of EDP helpful. Send resume to P. O. Box 2405, Southfield, Mich. 48076. Attention T. Maynard.

ADMINISTRATIVE ASSISTANT
$11,000
Prestigious financial company needs dynamic well spoken individual. Fast paced atmosphere. Brokerage experience a plus. Fee paid.
Snelling & Snelling
336-7400

ADVERTISING AGENCY is seeking an individual with high organizational skills to handle media departments' print, radio, & TV insertion orders & record keeping. Some bookkeeping knowledge helpful. Send resume to Starr Advertising, Media Dept. 18600 Northville Rd., Northville, Mich. 48167

AN EXCELLENT opportunity for a administrative assistant with organizational skills is needed. Knowledge of current events and interest in the arts will be a major consideration. Reply to box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION HOUSEWIVES
For work in fall call
MANPOWER
TEMPORARY SERVICES
WE NEED
SR.-TYPISTS
WORD PROCESS OPRS.
For appt. call;
LIVONIA 478-1130
TROY 585-5595

AUTO BILLER - Experience required - Nix Dort. Excellent salary & benefits. Stage Peck Chevrolet, Farmington. Call Nick. 474-0600

504 Help Wanted Office-Clerical

APPLY NOW
CLERKS
RECEPTIONISTS
SR. TYPISTS
SECRETARIES
We need your skills 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-17322 Farmington Rd.
(In Burton Executive Plaza)
525-5170

Southfield-16415 W. 8 Mile
272-8500

Dearborn-23400 Michigan Ave.
Suite 430, Village Plaza
565-3300

ARE YOU EXPERIENCED?
TYPISTS
SECRETARIES
SWITCHBOARD
WORD PROCESSORS
We have temporary positions close to home. Call for appointment.
SUBURBAN Office Services
Rochester 651-1500
Farmington 477-9840

AUTO DEALER NEEDS full time person with good typing ability willing to learn computer input. Bookkeeping background helpful. Pleasant atmosphere & benefits. Position available immediately.
Fred Lavery, Porsche-Audi
499 S. Hunter, Birmingham 48011
Call Peggy for interview
645-9530

AUTO DEALERSHIP
Need people with dealership experience in accounts payable and bookkeeping.
Contact Lottie Sorrell
LOU LaRICHE CHEVROLET
Plymouth Rd. - Just West of I-275
453-4600

BIRMINGHAM - company needs secretary with good phone personality. Beautiful offices, congenial group. Salary $155 - $900 plus full benefits and fee paid.

ACCOUNTS - payable clerk for Troy corporate headquarters of following company. Very pleasant working conditions, will train on IBM systems 34. Good accounting background required to work independently. Salary $8200 to $10,000 with excellent benefits and fee paid.

DETAIL - oriented person with secretarial skills for large Troy company. Assist boss with special projects, make travel arrangements, organize meetings. Salary $12,000 to $15,000, benefits, fee paid.
ADAMS & MARTIN
PERSONNEL
320 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

BLOOMFIELD HILLS tabor law firm seeks part time bookeeper for 1 day per week. Month end, three days. Experience required. The Fishman Group.
338-8700

BOOKKEEPER & ADMINISTRATIVE ASS'T
for new Farmington Hills furniture store. Must be experienced and able to assume full responsibility of office procedures. Exciting opportunity for someone who likes to work and is willing to learn. Salary commensurate. Training will be in Troy. Submit resume to:
GLOBE INTERIOR RENTALS
1100 E. Maple Rd. Troy, MI 48084
Att: Patti Lance

BOOKKEEPER/CLERICAL
For apartment management office in Southfield. Post Papers and cash disbursements and balance bank statements. Send resume to: P. O. Box 5011, Southfield, Michigan, 48037.

BOOKKEEPER
Livonia law firm requires experienced bookkeeper with light typing. Call Karen at 477-8333

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
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER-SEC'Y
Small N. Royal Oak firm needs computerized Bookkeeper-Secretary who can organize multiple responsibilities & work effectively & efficiently. Must use IBM Executive (proportional space) type writer & possess excellent skills in typing, grammar & punctuation, as well as bookkeeping techniques. Good starting salary with excellent potential for a Professional. Reply to: Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER with minimum experience for CPA's office, will train, typing necessary, good opportunity for advancement, W. Bloomfield. 855-3400

BOOKKEEPER. Birmingham Athletic Club is accepting applications for bookkeeper. Immediate opening. Call for details. 646-5050

BUSY APARTMENT Management/Law office in Southfield needs receptionist, typist, telephone, answering. Must be intelligent, articulate, accurate, dependable and willing to work. Excellent opportunity for advancement. Call 10 am to noon only. 358-0110

BUSY NORTHVILLE insurance office needs experienced full time clerk.
8-5pm Mon thru Friday 349-5041

CAREER SECRETARY
$9,600 PLUS
FEE PAID
Southfield insurance company needs person with good typing and experience. Tuition reimbursement, and benefits. Call Mike.
SNELLING & SNELLING
649-5900

CASHIER-TYPIST
High School Graduate, 45WPM Typist. Will accept qualified Beginner. $150 per week to start + paid vacation & insurance.
Creditbrift of America, Inc.
32160 Plymouth Rd.,
Livonia, Michigan
- 422-1505 -

Children
Back in School
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

CHURCH SECRETARY
Part time, in your home, Bookkeeper Office. Office experience required. $90 a month. After 5pm, 651-3498

CLERICAL PART TIME
Monday thru Friday, 9 AM. - 2:30 PM. Typing required. Orchard Lake Rd., W. Bloomfield location. Call:
851-6500

CLERICAL RECEPTIONIST good typing, hours 4-9 Mon thru Fri. Some billing experience. 557-1700

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 be - Farmington Hills residents, unemployed 15 of the last 30 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

CONFIDENTIAL FINANCIAL SECRETARY. ½ day per week. Excellent references required.
Phone 683-2363

CREDIT CLERK. To contact customers with past-due balances. High school graduate or equivalent. Good verbal communication skills. Salary commensurate with experience. Contact Dave Malosh 437-3000

CRT OPERATOR
We are looking for an individual with an aptitude for figures to work evenings in our general office. Major responsibilities will be operation of the CRT. Experience in this area a plus, but not mandatory, as we will train. Ideal position for a student. Apply in person. Personnel Dept.
SAKS FIFTH AVENUE
SOMERSET MALL
TROY

DICTA-TYPIST
Opening in Livonia office of Detroit based Insurance company for mature and stable individual. Must have good general office skills, 55-65 WPM, good spelling and language skills. Dicta-machine training or experience preferred. 1 year previous office experience necessary. Need not be recent experience. Good salary, excellent benefits, pleasant office.
CALL PERSONNEL
965-8600 ext 422
Michigan Mutual Insurance
Affirmative Action Employer

ENERGETIC & COURTEOUS Person for general office duties & phone. Presidential Town Center. 60wpm typing - a Must. Call 354-5730

504 Help Wanted Office-Clerical

Dear Legal Secretaries:

If you are a victim of the following symptoms It's time for a change in jobs: Boredom, Apathy, Indifference, Weariness, Lack of Initiative and Poverty.

The prescription to your problem is one quick telephone call to Joanne at 644-4210 and you will be on your way to happier days.

Good job orders are flowing in for experienced legal secretaries with and without shorthand. I have never been busier than I am now.

If you are looking for a change and want permanent employment I may have the job with your dollar requirement, geographic preference and legal specialty. I am not interested in job hopper, disruptive personalities, poor spellers or those with grammar deficiencies.

Your new employment must pay a fee to get you. I owe it to the employer to send viable candidates interested in long term employment. I will not put you into a situation you do not want. It destroys my credibility and throws you into the same dilemma from which you are trying to free yourselves.

I am actively recruiting - RIGHT NOW. Accept my service and I'll come to you and put a little change in your life.

Best wishes for your future. I hope to be seeing you soon.

Sincerely,
MANSFIELD & ASSOCIATES
30200 Telegraph Rd.
Suite 475
Birmingham, Mich 48010
644-4210
A Division of the Human Resource Group

PUT YOUR SKILLS TO WORK

KELLY SERVICES has immediate temporary assignments available for TYPISTS, STATISTICAL TYPISTS, DICTAPHONE & SHORTHAND 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 1100
Southfield
352-7490
999 W. Big Beaver, Troy
(suite 106)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

EXECUTIVE SECRETARY

Busy company President needs a super Secretary to assist him. Must have excellent shorthand, and typing skills, and be able to co-ordinate many projects. Generous salary and fringe benefits. Send confidential resume to: Mr. Paint, P. O. Box 491, Southfield, Michigan, 48037.

Plante & Moran recruiting for a equal opportunity employer.

EXECUTIVE - secretary, handle executive responsibilities, good secretarial skills, banking experience helpful, $13,500, fee paid

LEGAL - secretary, Bloomfield Hills, excellent typing, light shorthand, $12,000, fee paid
LOIS RAY PERSONNEL
559-0560

EXPERIENCED BOOKKEEPER
Part time, for investment counselor. Must be available mornings Mon. - Fri. Brokerage house experience helpful. Birmingham area. John Cooper Associates Inc 644-5414

EXPERIENCED
Legal Secretary desired for challenging position in small Birmingham office. Salary commensurate with experience.
644-4032

EXPERIENCED Legal Secretary, Farmington Hills law office, Pleasant surroundings. Salary commensurate with experience. Call weekdays between 1-3 476-2306

EXPERIENCED payroll work, shorthand and typing. Accurate, neat, responsible. Nine Mile/Telegraph area. Call for appointment. 357-1775

EXPERIENCED SECRETARY, small Southfield firm, good shorthand/typing skills, good benefits, salary commensurate with ability. Call for appointment 352-0996

EXPERIENCED telephone answering & typist for busy secretarial service. Four day week. Northwestern & 12 Mile. 353-4466

FILE CLERK
For large office in Southfield. Minimum experience. Permanent. Good benefits. Call Mr. Baldwin. 352-2683
An Equal Opportunity Employer

FULL-TIME HELP wanted. Secretarial position. Invoice typing, phones & filing. 50 wpm in accuracy important. Good simple Math Aptitude & Experience with a Calculator - a Must. Bloomfield area. $165 per week + Blue Cross. Call. 538-9205

FULL TIME SECRETARY. Typing & business machine experience. Light bookkeeping also advisable. W. Bloomfield area. Send resume to box 788 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL Office Clerk, immediately. Permanent full-time. Light bookkeeping & typing. Experience required. Apply at: 28715 Grand River, Farmington

504 Help Wanted Office-Clerical

FINANCE CLERK

Assist department with a variety of bookkeeping and finance functions. High school completion with training and/or experience in bookkeeping, typing, filing, and use of related equipment. $3.88 per hour. Applicants must be Farmington Hills residents, unemployed at least 15 of the last 30 weeks and within the lower living standards income level. Call Personnel Office for information and appointment. City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

GENERAL OFFICE. Full or part time. 8:30AM-4:30PM. Downtown Livonia area. $4.50 per hour to start.
953-3102

GENERAL OFFICE girl to handle phone typing, light bookkeeping, order taking & possible steel sales, to start immediately. W. Chicago, Greenfield area. 557-0440

GENERAL OFFICE
Full time. Northwestern-Evergreen area. $ 30 to $ 40.
353-5560

GENERAL OFFICE. Typing, light bookkeeping. Southfield property management company. John P. Carroll Company. Call 642-1820

GENERAL OFFICE
Typing. Telephone. Receptionist. Part time position. N. Redford Twp. Area. Ask for Mr. Adam 255-4050

GENERAL SECRETARY
TO $11,180 FEE PAID
Be your own boss working for dynamic company. Excellent benefits, full office facilities and working on special projects. Call Mark.
SNELLING & SNELLING
649-5900

INSURANCE AGENCY
Excellent opportunity for experienced person in commercial rating. Person needed to assist producers in the handling of accounts. Excellent benefits and working conditions. New building in Southfield. 355-4400

INSURANCE AGENCY

Farmington Hills - Experienced in rating commercial lines insurance liability & property. Agency experience preferred. Salary commensurate with experience.
Call Mon. thru Fri. 9 AM-5 PM.
626-8543

KEY ENTRY
Control clerk. Must be for IBM system 34. Diversified job duties, full time position, experience preferred. Oak Park area. Call Laura 968-2600

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Experienced
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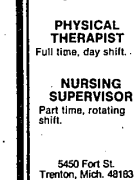

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