WIN 2 TICKETS TO THE DETROIT EXPRESS!

DETROIT EXPRESS

PONTIAC SILVERDOME

TO WIN: Send your name and address on a postcard to DETROIT EXPRESS TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then watch the classified section every Monday and Thursday. When your name appears you're a winner! Enter soon and as often as you like.

500 Help Wanted

TEACHERS wanted for physical education classes, Aerobics-fitness and/or pre-school tumbling. Part time. Call Rochester YMCA. 651-1066

TELEPHONE SOLICITORS
Experienced only.
353-9588

TELEPHONE WORK
No Selling
Setting up appointments only
Part Time-Evenings

Pleasant working conditions
Good hourly pay

FOR INTERVIEW CALL
ART MOORE
313-557-6677

PALM COAST, INC.
A subsidiary of
ITT COMMUNITY DEVELOPMENT CORP.

An Equal Opportunity Employer

TELLER
Needed, full time, good benefits, call Mr. Patten at 647-5958. Birmingham Teachers Credit Union.

TEST ENGINEER
BSME to set up, run and evaluate hydraulic experiments.
ACE CONTROLS INC.
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Machinist Apprentice
Minimum 2 years experience. Own tools. Liberal employee benefits.
S.M.C.
800 Junction, Plymouth

TOP CHECKER OPERATOR
Top pay. Livonia area. 591-3121

TRAVEL AGENCY in Southfield seeking manager with experience only. Apollo Computer experience a must. Minimum 4 yrs. experience. Call Tom Robertson, 559-5900

TRUCK DRIVER
Must have good driving record. Apply in person. Modern Office Inc. 31535 Southfield Rd, Birmingham.

TRUCK DRIVER - Semi-diesel, over-the-road experience, 24-36 per week plus road incentives. Accident and violation free, 21 or older. 313-981-1700

WANTED: Full time maintenance person for a 110 room motel. Apply in person. Red Roof Inn, 24300 Sinacola Ct., Farmington Hills.

WANTED: Young energetic licensed life insurance agent. Eager to work and learn. Leads are supplied. Excellent opportunity. Call 348-3030

WAREHOUSE STOCK PERSON
Apply in person.
Modern Office Inc.
31535 Southfield Rd. Birmingham.

WELDER/FITTER
Experienced only. Apply Michigan Automation, 24540 Capitol, Redford area. 538-5400

WOMEN PREFERRED to assist with sandwiches, salad & deliver gourmet lunches. Mon-Fri. 6AM-1PM. Southfield. After 6pm. 355-5153 626-2468

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
For micro dept. Saturday, part time. Southfield location 557-0380

ATTENTION! RN & LPN needed for day and PM shifts at Bedford Villa, Southfield, a 61 bed basic nursing facility. New salary scale. Blue Cross, life, disability & malpractice insurance. Free meals. Personalized scheduling. Call for appointment 557-3333

BILLING SUPERVISOR
Experienced in all medical B/C and NP insurances. Analytical & problem solving abilities a must. Supervisory experience preferred. Best only apply to Ida, 540-5152 ext. 325

Coordinator Needed
If you enjoy talking to people on the phone & feel you can speak with professionals in a pleasant & competent manner & coordinate their activities please call Mrs. Clark

835-5400
NORTHLAND AREA

DENTAL Assistant needed for Orthodontic office. Some experience necessary. Clarkston, Drayton Plains area. 674-4157

DENTAL ASSISTANT for Birmingham office, experience preferred. 647-2109

502 Help Wanted Dental-Medical

CHAIRSIDE Assistant- For Livonia Orthodontic office, full time, pleasant, congenial, neat appearance, willing worker, no other need apply. 261-8360

CHIROPRACTIC OFFICE Assistant for Northville. Attractive & intelligent with clerical experience. Call Mon. Wed. or Fri. 537-5440

DENTAL ASSISTANT needed for Modern office in Canton, experienced in 4 handed chairside, full time, no Saturday's. 453-0940

DENTAL ASSISTANT- Experienced, full time, for 3 man office in Garden City. 4-handed dentistry. Some evenings & Saturdays. 437-2880

DENTAL ASSISTANT
Immediate opening, dedicated, general practice, full time, no evenings, experienced preferred. Top salary.
After 7pm 616-2681

DENTAL ASSISTANT
Will train, 4 day week. Call before 2pm. 665-1920

DENTAL ASSISTANT needed. Some experience necessary. Part time hours available in medium size general practice. 525-5220

DENTAL ASSISTANT
For teen dentistry in highly motivated general practice. Experienced or CDA preferred. Salary and benefits commensurate with abilities and experience. Northville. 349-4210

DENTAL ASSISTANT - Excellent work environment, high quality, human relation oriented practice. Chairside assistant position immediately available. Experience preferred. Salary commensurate with ability. Please call 538-3550

DENTAL HYGIENIST
Experienced in general personality, reliable. Telegraph & 13 Mile area. 645-6363

DENTAL HYGIENIST - full-time for busy downtown Birmingham practice. Long term association preferred. Send resume to Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST - 3½ days week, pleasant office, Farmington Hills. 477-0208

DENTAL LAB - person wanted for model department, no experience necessary. 358-0045

DENTAL Receptionist full time, for large modern dental practice, Plymouth-Northville area, some evenings & Saturday hours, experience perferred. 420-3228

DENTAL RECEPTIONIST
Full time, experience necessary. New Livonia office. Call after 6pm, 683-7325

DENTAL RECEPTIONIST
Experienced including pegboard, insurance & billing, etc. Northwest area. Busy office. 957-1105 851-9595

DENTAL RECEPTIONIST/Assistant for Orthodontic practice in Northville. Accurate typing required. Individual who enjoys young people to work at desk & chairside areas. Will train. Call 349-8310

DENTAL RECEPTIONIST
General practice in Madison Hts. needs experienced receptionist or dental assistant interested in front desk position, must have dental background, Monday through Friday 398-5325

DENTISTS- Immediate openings for large downtown dental practice. Salary $50,000, annually plus incentives, 5 days per week. Call Mr. Powers, Golden Associates, Detroit. 963-0788

EXPERIENCED, (2 years), part time Medical Receptionist for busy Berkley doctors office. Evenings and half day Saturday. Call 542-5151

FOUR HANDED dental assistant needed part time per week in busy Livonia office. Approximately 28 hrs. week, 2 even. but no Fri. or Sat. Experience preferred. Please call 425-7090

FULL TIME Dental Assistant. Experience preferred. Garden City area. 522-3510

LAB AIDE - full time, afternoons. Some lab experience helpful. Lab certified lab. Call after 6PM. Ask for Debbie. 353-1453

LPN
For pediatricians' office, Southfield area. Experience preferred. Nice opportunity in new office being established. Full time, permanent position.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

LPN
We are looking for a mature person who has a love and understanding of the elderly to work full or part time as a supervisor on our afternoon shift. Starting wage $6 per hour with Blue Cross and other fringe benefits. We are willing to train people that have been away from nursing for a few years. Please 349-2230 for more information and to set-up an interview.
WHITEHALL
Convalescent Home
43455 W. 10 Mile, Novi

LPN
Immediate opening available in Novi skilled nursing facility. Full or part time. Afternoon and midnight shift. Contact Director of Nursing 477-2000
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

LPN for large clinic, various duties and specialties. Apply Woodward Medical Center, 12341 W. 8 Mile Rd., Detroit.

LPN OR RN
For Doctors Office
Farmington - Livonia area
Day or night 476-4198

L.P.N.
FULL TIME
Afternoon position available. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs. Ferguson
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL ASSISTANT, experienced, full or part time. Some typing knowledge required. Westland area. Call between 3-8pm 353-1171

MEDICAL ASSISTANT
Ophthalmologist's office seeks Capable & Responsible person. Experience desirable but not necessary. Fringe benefits. Birmingham-Bloomfield area.
Send Resume to Box 144,
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT - Receptionist/X-Ray & Lab. Please visit Dr. Apelian, Family Medicine, 25441 W. Warren, Dearborn Heights. 274-0441

MEDICAL ASSISTANT Internist's office in Southfield, front desk skills, venipuncture, lab & EKG helpful. Full time or afternoon. 557-7878

MEDICAL ASSISTANT - for opthalmologist, must have car and pleasant personality with ability to work with patients. Should have experience with contact lenses. 649-3535

MEDICAL ASSISTANT
Experienced preferred.
Sinai Hospital area.
Please call 538-7900

MEDICAL OFFICE ASST needed for Pediatric practice, Southfield area. Experienced in Blue Cross & general billing. Full or part time considered. References required. Send resume PO Box, 20180, Ferndale, Michigan 48220.

MEDICAL RECEPTIONIST
For Farmington Hills Alergy office. Mature, experienced individual desired. No smokers. Send typed resume to: P.O. Box #2841,
Farmington Hills, Mich., 48018

MEDICAL RECEPTIONIST
Experienced in pegboard, insurance, bookkeeping, billing, light typing, and appointments. Full time.
Rochester area. 652-0220

MEDICAL RECEPTIONIST. Experience preferred. Large clinic. Apply Woodland Medical Center, 22341 W. 8 Mile, Detroit.

MEDICAL RECEPTIONIST
Mature, part time, Mon.-Fri., 5-9 PM, occasional 8 hour day Sat. Pegboard experience preferred but will train with good medical background. Dearborn Area. 271-5820

MEDICAL RECEPTIONIST
Experience preferred. Typing necessary. Call Monday thru Friday from 9am-5pm. 538-5348

MEDICAL SECRETARY (4) doctor office, typing 60 WPM, transcription, insurance billing, dependable, experience preferred. Benefits available. Call 644-3920

MEDICAL TRANSCRIPTIONIST
Full time position. Experience a must. Good salary position. Southfield-12 Mile Rd. Call for interview. 557-1980

RN'S - LPN'S
FULL TIME - DAY SHIFT
Apply In Person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES
Westland-Garden City-Downtown
TOP WAGES!
Full & part time available.
3 years experience required.
CALL NOW!
835-9490

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
28500 Franklin Rd., Southfield

ORTHODONTIC ASSISTANT
Experienced preferred.
Rochester area.
Call 651-3317

PART TIME - Medical receptionist. Must be experienced in pegboard, insurance, Blue Cross for Clarkston Doctor. Call 9:30am-11:30am 625-1123

PART TIME Medical Assistant, experienced. Vena-puncture, EKG, chest X-ray, Northland area. 559-6370

RN
Immediate opening available in Novi skilled nursing facility. Full or part time. Afternoon and midnight shift. Contact Director of Nursing 477-2000.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

PRIVATE DUTY LPN or RN nurse for handicapped child, full or part time, prefer midnights, reference. Westland. 728-8108

RECEPTIONIST
Experienced for Doctors Office
4 Day Week Royal Oak Area
543-1720

RECEPTIONIST
professional office - Birmingham - Bloomfield area. 626-2104

Registered Nurses
& Live-In Aides
IMMEDIATE ASSIGNMENTS
Caring for cancer patients. Earn extra money during your free time.
Call today.
KELLY HEALTH CARE
961-4916

RESPIRATORY THERAPIST
Full time day position available in our Respiratory Therapy Dept. for an experienced Tech. We offer competitive salary and excellent fringe benefits. Please contact:
HUMAN RESOURCES DEPT.
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General Hopsital
(ORTHOPAEDIC)
28250 Grand River, Farmington
476-7600
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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

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments
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The Health Care Professionals
LIVONIA - Schoolcraft Professional Bldg. 33900 Schoolcraft, Suite L6
425-6316
SOUTHFIELD - 17000 W. 8 Mile Rd. Suite 271
569-4400

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

RNs & LPNs
Part Time, Afternoon Shift
Apply
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
476-8300

RN'S, LPN'S
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Township. Good 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

RN'S - LPN'S
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities
Call today for an interview.
MED-STAFF
557-2505

RN'sLP's
Full or part-time
For 100 bed nursing home.
Call for A.D. 647-6590

X-RAY TECHNICIAN - 3 internist, hours & salary negotiable. Southfield area. 354-3968

X-RAY TECH
REGISTERED
Full time- days.
KERN HOSPITAL
21230 Dequindre, Warren
759-4520, ext. 126

502 Help Wanted Dental-Medical

RN'S
$11 PER HOUR
SPECIAL PROGRAM
Suburban locations available. Work close to home. Full or part time. Call or stop by. 16415 W. 8 Mile, Southfield.
TEMPORARY
HEALTH CARE SERVICES
835-5400

SURGICAL ASSISTANT or Dental Assistant. Experience preferred, for oral surgeon's office in Plymouth, full time. Call for interview, 455-0710

RED WING TICKET WINNER

Ernie Minissale
30500 Marquette
Garden City

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, November 21, 1980 to claim your 2 free RED WING TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

504 Help Wanted Office-Clerical

A BANK SECY to $14,500
No Fee for previous employers. Typing & Shorthand Skills necessary. Excellent benefits. Employment Center. 569-1826

ACCOUNTANT, JUNIOR
Graduate preferred for growing CPA firm in Southfield. 352-8530

ACCOUNTANT with some income tax compliance experience, preferably corporations & partnerships, wanted for management consult firm. Opportunity ability to become a consultant in small & medium size companies. Write only: Personnel Director, 26022 Five Mile, Redford Twp., Mich. 48239

ACCURATE High speed typist with experience, typing 60 WPM, shorthand, flexible hours, pleasant working conditions, fringe benefits available, $3.55 per hour, call Sharon 644-8600

AD AGENCY looking for general office help. Accurate typing and diction a must. $640 a month. Call between 1pm-5pm. 559-1019

AD AGENCY
RECEPTIONIST
Exciting creative place and plenty of public contact here! Your front desk sparkle and good typing will make this choice position for you! $750 plus. Call:
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PERSONNEL

AD AGENCY
SECRETARY
Your sparkling personality and good skills are needed in growing ad agency office. Terrific opportunity with responsibility and variety. Start at $9,850 minimum. Call:
353-2090
SNELLING & SNELLING
PERSONNEL

ADVERTISING - Typing, shorthand & plus, bookkeeping. Full time including some evenings & Sunday afternoons. Take charge ability, one girl office. Call after 1pm, ask for Jeanenne. 569-4391

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CLERKS
RECEPTIONISTS
SR. TYPISTS
SECRETARIES
We need your skills to work in the Livonia, Farmington, Southfield and Dearborn areas. These positions will provide an excellent way to improve your reference. Work long or short term assignments. Apply now.

Somebody Sometime
TEMPORARY STAFF
Livonia-17322 Farmington Rd.
(in Burton Executive Park)
525-5170

Southfield-16415 W. 8 Mile
272-8500

Dearborn-23400 Michigan Ave.
Suite 420, Village Plaza
565-3500

Are You A ...
SECRETARY
STENOGRAPHER
DICTAPHONE OPERATOR
PBX OPERATOR
WORD PROCESSOR
We have temporary assignments.

CALL NOW
FOR MORE INFORMATION

LIVONIA	525-0330
WARREN	977-0860
SOUTHFIELD	569-7500
WIXOM	669-2409

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The Temporary Help People

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For work in fall call
MANPOWER
TEMPORARY SERVICES

WE NEED
SECRETARIES
SR. TYPISTS
WORD PROCESS OPRS.
For appt. call:

LIVONIA	478-1130
TROY	585-5595

BIRMINGHAM Law Firm seeks mature, conscientious receptionist with experience. Salary commensurate with ability. Call Pat 645-0400

BIRMINGHAM Law firm seeks motivated legal secretary with some experience. Shorthand, dictaphone helpful. Salary commensurate with ability. Call Pat 645-0400

BLOOMFIELD HILLS School District is accepting applications for 13 month secretarial vacancies. Typing and general office skills a must.
Apply in person Mon. thru Fri. between 8AM-4:30PM.
PERSONNEL OFFICE
6175 Andover
Bloomfield Hills, MI 48013
647-1234
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

BOOKKEEPER
Data processing and keypunch experience, understanding of of computer programming. Accounts payable, month end closing, financial reports, students scheduling, and grade records. Excellent benefits. $5.50 to $6.47 hour. Farmington Hills Public Schools, 501 W. Main, Northville, Mich. 349-3400, Ext. 206.

BOOKKEEPER
Data Processing

Northwest suburban company needs a sharp bookkeeper with data processing knowledge. Excellent benefits and salary. Send confidential resume to:
Mr. Garrett, P. O. Box 691, Southfield, MI 48037.

Plaste & Moran recruiting for an equal opportunity employer.

BOOKKEEPER - Full charge through financial statements. Small manufacturing company, located E. of Rochester. Send resume to Sales Products, 50633 Ryan Rd. Utica, Mich 48087.

BOOKKEEPER
General bookkeeping duties, typing & financial statements. CPA firm in Southfield area. Call:
BOOKKEEPER, 1 to 2 years experience. Will train for computerized bookkeeping. Interesting position with growth. Pleasant working conditions in Plymouth office of Metalurgical firm. Send bookkeeping & accounting firm. Send letter or resume to Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BRIGHT, enthusiastic Receptionist/Typist needed for small professional offices. Good phone personality a must. Duties include Blue Cross Blue Cross Blue Shield and dental. Send resume to R.B. Productions, 29275 Southfield Rd., Southfield, Mich 48076. Att: Jim.

BRIGHT & motivated person needed for entry level, general office in data entry. Part time, Redford. 937-3970

BROKERAGE SECRETARY
Shorthand not necessary but good typing skills essential. Light typing. Pleasant desired. Permanent full time position for major company located in Southfield. Call for interview Ask for Jim Blood. 258-2500

Clerical Order Department, neat appearance, good telephone manner, light typing, full time,
Livonia Area. Call Nancy 525-6100

Clerical Order Department, good telephone manner, light typing, Farmington Friday 4PM-7PM, Sat. 10AM-4:30PM. Livonia area
Call Nancy 525-6300

CLERICAL PERSONS
needed 6 to 8 weeks to assist Southfield based mortgage company with payoffs of Michigan paper. Basic figure aptitude important.
Hours 8:30AM-4:30PM.
Call Mrs. Wailey for an interview.
355-0500

CLERK TYPIST expanding Southfield office needs good typist (50WPM) should enjoy working with figures. Company paid fringes. 340 between 9-2 p.m.
352-6224 ext 32
2 p.m.

CLERK/TYPIST
Farmington Hills Area
Rapidly expanding company has an immediate opening for qualified individual to fill the position of Accounting Clerk. Must type at least 45-50 WPM, have bookkeeping or record keeping background & pleasant phone manner. Salary commensurate with experience but not necessary. Salary commensurate with experience. Call Mrs. Scungio for appointment between 9:00AM-4:30PM 476-2250

CLERK/TYPIST
General office duties plus use of mobile radio, good typing and filing skills and pleasant phone manner important. $9,654 per year. Applicants must be - Farmington Hills residents, unemployed 15 of the last 20 weeks, and within the lower living standard income level. Send resume and for appointment or information. City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

CLERK Typist receptionist for busy sales office. Good typing and phone experience a must. Benefits and opportunity for advancement. 968-3223

CLERK - TYPIST - STENO
Needed for Southfield CPA office
Full or part time
Work experience required. Call352-5550

CLERK TYPIST, 3 years office experience. Need good telephone manner, figure aptitude, typing and pleasant disposition. Livonia 522-2419

CLERK, full time position available in hotel accounting office. Light typing and 10 key required. Apply between 9 am and 3 pm. Plymouth Hilton, 14707 Northville rd.

COME
ALL YEA
Of good office skills, to fill this super ... Southfield firm. Type, dictaphone, $290 wks. Benefits. Call:
644-4600
SNELLING & SNELLING
AGENCY

Dear Legal Secretaries
Throw out the Bromide & Aspirins & let's get down to business!
How many times have you threatened to quit? Get rid of the job that's giving you a headache because it no longer challenges you. Rediscover the gumption you used to have and find out about what the Legal World is offering for your skills and talents.
Don't hesitate, inquire now! Don't take a backward step. Call Joanne.
All fees are Employer-paid.
MANPOWER & ASSOCIATES
A Legal Personnel Agency
30200 Telegraph Rd., Suite 121
Bloomfield Hills, MI 48010
Telephone: 646-4210
Division of the
Human Resources Group

DETROIT Country Day School has an opening in the Academic office for a year-round Secretary. Requires a responsible person with typing and shorthand ability. 646-7717

DICTAPHONE TRANSCRIBER, part-time, 3 days per week. Otto Cassidy Group. Ask for Helen. 261-8410
An Equal Opportunity Employer

EXECUTIVE SECRETARY

Two busy partners in this professional firm need an assistant. Must have excellent typing and shorthand and enjoy coordinating detailed projects. Generous starting salary and benefits. Send confidential resume to Mr. Galvin, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY
To President of Real Estate Development & Property Management firm, Bloomfield Hills. Must be thoroughly experienced in all phases of executive secretarial duties. 647-7961

EXPERIENCED BOOKKEEPER
Able to do typing, all taxes & payroll. 644-4370

EXPERIENCED legal secretary for Southfield law firm. Typing 65WPM, shorthand 80WPM. Ask for Diane or Linda at 557-8300

EXPERIENCED Legal Secretary for expanding Troy firm near Somerset. Practice is mainly corporate, tax and estate. Need good typing, shorthand and dictaphone skills and would prefer knowledge of Mass and IL Estate working conditions and benefits. Call Mr. Hagan for appointment. 643-6410

FILE CLERK for Southfield law firm, Mon thru Fri. 10am-5pm. No experience necessary. Contact office manager 644-8848

FILING CLERK
Legal office.
Full time, experience preferred.
Southfield. 358-0100

504 Help Wanted Office-Clerical

EXPERT
Fee Paid $14 - $16,000
Your cost to hire your top skills and exec exp. to keep up his pace. Busy boss Values independence and take charge approach. Call:
352-8900
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

FULL CHARGE
BOOKKEEPER
Birmingham company needs a self-motivated, experienced, full charge bookkeeper. Must be flexible and willing to do some general office work in addition to bookkeeping. Generous starting salary and benefits. Send confidential resume to Mr. Gibson, P. O. Box 691, Southfield, MI 48037.

Plaste & Moran recruiting for an equal opportunity employer.

FULL TIME Clerical Assistant. Must be neat, accurate, reliable person who is willing to do a variety of work. Some typing and phone work required. Hours 8:30-5. Salary $8,500. Birmingham area. Call for appointment 644-0800

FULL TIME Secretary, excellent typing skills required. Dictaphone, filing & general office work. Shorthand helpful. Hours 8:30-5. Salary $10,200. Birmingham area. Call Ellen for more information. 644-8000

GAIN
INSURANCE
EXPERIENCE
Records clerk position available in Troy insurance firm. Full time entry level for individual desiring business experience in many departments. Excellent benefits & working conditions. Call for appointment. 524-1500
TOP INC.
363 W. Big Beaver Rd., Troy

GENERAL INSURANCE agency located in Farmington Hills has immediate opening for a secretary with good typing and shorthand skills. Send resume to Box 172, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Typing and shorthand experience preferred. Southfield area.
353-6151

GENERAL OFFICE WORK
Typing, filing & answering phone. Farmington area. 40 hour week. 477-8108

GENERAL OFFICE, part time, S. Farmington area. Experience helpful. Apply to box 127, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GIRL FRIDAY for metal stamping manufacturing operation located in the Pontiac area to act as receptionist and perform stenographic, billing, production control, and ledger posting clerical duties. Above average typing and math skills a must. Send resume to Box 176, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

GOOD TYPING & shorthand skills necessary, for Southfield CPA firm. Full time position with good benefits, pay commensurate with experience. Call and ask for Mrs. Swenson 569-3132

INSURANCE AGENCY
In Birmingham seeks Personal Lines Underwriter. Minimum 3 yrs. experience required. 644-8234

INSURANCE AGENCY located in Farmington Hills has an opening for a person experienced in life insurance. Send resume or call Mrs. Ferguson, Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE
Agency in Southfield needs girl experienced in all commercial lines. Knowledge underwriting, marketing, rating and typing. Excellent opportunity. 353-7350

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

LEGAL SECRETARY
needed for Southfield lawfirm, experienced. Call Nancy at
352-9040

LEGAL SECRETARY
Experienced, for small law office in Southfield. Full time, must have typing skills. 355-4910

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

LEGAL SECRETARY. Experienced, preferably in Trusts & Estates. Salary commensurate with experience. Call Robin at. 643-6654

LEGAL SECRETARY
Busy Southfield Law Office. Minimum 2 year Legal experience required, with ... experience preferred. Salary commensurate with experience. Call Rose 355-3344

LEGAL SECRETARY. Unique opportunity. Birmingham law firm will train and send to para-legal or law school admission woman with recent college degree. Good place, good pay. 645-0730

LEGAL SECRETARY needed with 5 years experience, shorthand and some paralegal work required, word processing experience preferred but not necessary, top pay. Southfield. 354-0480

LEGAL SECRETARY - typing 50 WPM, dictaphone, good English and grammar and legal terminology - good working background. Excellent salary and all benefits. Beryl Pressler, 16661 Coolidge, Oak Park 548-3055

LEGAL SECRETARY
Experienced for Southfield law firm. Blue Cross. 353-8811

LEGAL SECRETARY American Center, Southfield lawfirm, excellent salary, benefits, advancement. Experience required 353-7550

LEGAL SECRETARY for one attorney law office. Experience preferred. Salary commensurate with ability. Pontiac Twp. area. 373-0777

LEGAL
SECRETARIES
Tired of going to work, doing the same routine tasks and seeing the same tired faces? Are you bored and unchallenged? Are you ready for a change? Telephone us, we may be able to help you secure a more interesting and rewarding position. Personnel at Law is actively seeking experienced Legal Secretaries for a variety of legal firms located throughout the Tri-County area.

At one sitting, over a cup of coffee, we can divulge the full particulars of the many situations that fit your experience level. You then decide who you would like to interview with. It's the pleasurable and sensible way of locating a new position.

Permanent and temporary positions are available.

Never a charge to you for our professional placement assistance.

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PERSONNEL
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3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075

Southfield	355-0068
Dearborn	565-3160
Renaissance Center	567-8161
Troy	649-3942

504 Help Wanted Office-Clerical

LEGAL SECRETARY - sales marketing for suburban law firm. Mag card and litigation experience a plus. Salary $12,000 to $14,500 plus benefits, and agency fee paid.

SECRETARY - with good typing, for VP of Troy property management company. Work for one boss in beautiful offices of this outstanding company. Salary $800 to $1083 plus benefits and fee paid.

DARK ROOM - technician, with 2 yrs. experience in portrait printing. Salary range starts at $3.50/hr and goes up according to experience. Fee paid.

ADAMS
&
MARTIN
PERSONNEL
950 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

MANUFACTURER needs person with small business experience. Must be accurate, able to handle customer relations and general office work. 8 Mile/Telegraph area. Call Pat Bailey, 559-2900, 9AM-12 for interview appointment. 533-7689

NATIONAL TRADE ASSOCIATION based in Southfield area looking for a person with general secretarial skills for a part time position, possibly expanding into full time. Typing skills required, experience with dictaphone, postage machine & addressograph helpful, also knowledge of recording & bookkeeping. Pleasant & professional phone manner a must. Interpersonal relations may expand job function. Pleasant working environment, flexible hours. Reply to Box 170, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE & INSIDE Sales person. Phone answering, billing, etc. No experience necessary. Ask for Chris. 425-4130

PART TIME Office help needed, evenings & weekends. 11 Mile-Evergreen area. Must have transportation. Call Ken or Ruby. 358-3798

PART TIME OFFICE Assistant, weekdays to box 127, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150 851-0313

PRESTIGIOUS corporate law firm in downtown Birmingham has a legal secretarial position available. Must have at least 1 year general legal experience & excellent word processing & typing skills. This is a challenging position during evening hours with advanced equipment and modern offices. Excellent benefits & compensation package, including paid, covered parking. Call Karen 642-3000

PSYCHOLOGICAL CLINIC needs receptionist/typist for medical office staff. Permanent full time position. Long Lake-Telegraph area. 646-3300

RECEPTIONIST Mature Responsible individual, full or part time, apply within Franklin Racquet Club, 29350 Northwestern Hwy. Southfield.

RECEPTIONIST for hearing aid & optical office, must be mature & dependable. Some bookkeeping knowledge helpful. Call Mrs Anderson 9am-5pm 681-6224

RECEPTIONIST
TYPIST
Busy Sales office in Southfield, needs person with good phone techniques & typing skills. Previous experience preferable, excellent fringe benefits. Send resume to confidential box 146, Sheffler Wang Laboratory
24445 Northwestern Hwy.
Southfield Mich 48075
An Equal Opportunity Employer

RECEPTIONIST TYPIST for Detroit sales office of national company. Experience, pleasing personality, mature attitude. Mrs. Wilson, 645-6060

RECEPTIONIST
professional office - Birmingham - Bloomfield area. 626-2104

RECEPTIONIST/Typist needed. Ability to type 50WPM minimum a must. Good phone personality and a like for figures are a requirement. Call train and expect hours of this ad. Respond to Receptionist, 78 S. Gratiot, Mt. Clemens, 48043.

RECEPTIONIST
Life Insurance Service Company specializing in premium payment administration. Located in Southfield (Northlake Area) seeks a receptionist. Must have good typing skills (60WPM) & math aptitude, good opportunity for advancement. Salary $10,000. For appointment call Mrs. Kunkel 559-5955

SALES ORDER DESK
Light typing. Call Dana Moran.
Modern Office Inc. Birmingham
642-5600

SALES SECRETARY needed, experience required in organizing and maintaining sales office. Typing and organizational skills a must. Our employees know of this ad. Respond to Secretary, 78 Gratiot, Mt. Clemens, 48043

SAVE GAS
Work Close To Home
Interesting long and short term assignments for experienced:
TYPISTS
SHORTHAND
WORD PROCESSORS
SWITCHBOARD
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

SECRETARIES
Michigan National Bank of Detroit has secretarial openings at the following offices:
8 MILE-TELEGRAPH Detroit in our commercial mortgage department. Real Estate knowledge preferred but not required. Typing 60 wpm, shorthand 80 wpm.
14 MILE-CROOKS, Clawson, in our commercial loan department. Typing 60 wpm, dictaphone and good figure aptitude required.
Qualified applicants please call
937-8600
An Equal Opportunity Employer

SECRETARY - bright, mature with excellent clerical & organizational skills to take charge legal work in large Southfield law office at American Center. Mr. Bornstein. 355-5000

SECRETARY- Marketing Research Company dealing with auto companies & advertising agencies, varied duties, good typing skills necessary. Shorthand helpful. 13 Mile & Telegraph area. Immediate opening. Call Cindy. 647-8448

SECRETARY - mature, responsible individual to work in top executive office of a leading Troy company. 3 to 5 yrs. secretarial experience with excellent skills typing, 65 WPM, shorthand 80 WPM, be able to handle highly confidential information and be willing to work overtime when need. Excellent benefits & salary commensurate with experience. Respond to Renee Evans.
649-5079

SECRETARY
Part time permanent position. Ability to work without direct supervision. Requires good typing, phone manners, well organized, bookkeeping, some shorthand. Call Ann Fleischer, typing 70 WPM, shorthand 100, benefits, $12,000, fee paid.

SECRETARY - suburban ad agency, good typist, good phone manner, bookkeeping background, will train on CRT, $800, fee paid

LOIS RAY
PERSONNEL
559-0560

SECRETARY, experienced, general office skills, typing, filing, answering phone. Farmington area. 40 hour week. 477-8108

SECRETARY for busy West Bloomfield real estate office. Generous previous closing experience and good typing a must. Send resume to Box 130, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
For small Southfield medical office. Hours flexible. Some experience required. Birmingham - Bloomfield 645-1227

ONE NOTE SECRETARY - person needs part-time secretary for correspondence, billing and filing. Neatness and good personality on phone are important. Hours flexible. 645-8260

SECRETARY
Part time executive assistant. Intelligence, motivation and acceptable office skills required. CLU experience desirable, also in Northland, 10 Mile - Southfield area. Call 9am-5pm. Jeanne Sheffler. 559-7711

SECRETARY- permanent part time, Farmington area. Typing required, excellent typist, experience in manuscript preparation preferred. Pleasant work environment, competitive salary, benefits. Send resume in confidence to box 166Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
Position open in our management office. Lovely location. Salaried with good benefits & diversified duties. We require 70WPM typing & 4 years minimum office experience. If you meet these requirements send resume to

MRS SHARMA
SERVICE MARKETING INC
36500 NORTHWESTERN-STE 307-A
SOUTHFIELD, MI 48076

SECRETARY
For Southfield CPA firm
Shore & Antmov 358-4448

SECRETARY - RECEPTIONIST
Need experienced typist. Excellent typing ability (65wpm) to handle phones & greet customers. Will also assist in other duties as assigned. Madison Heights area. Ask for Janet Wicker. 589-1905

SECRETARY - SALES DEPT.
Top Flight Company needs Sales-oriented Clerical person for variety of support activities. Good typing & ability to communicate well are required. No Shorthand! Good opportunity in pleasant Southfield location. Call Pam Bliss, Dennison Mfg Co., 22144 W. 9 Mile, Shiloh. 354-7440
Equal Opportunity Employer M/F

SECRETARY, small company needs versatile person to do general office work, must do accurate work & have good work references, excellent benefits, apply 29200 Southfield Rd. Between Plymouth & Schoolcraft, East of Farmington Rd.

SECRETARY Southfield Medical Clinic, part time $5.00 per hour, typing, filing, 2 hours 1-5PM Monday through Friday, Call Mr Saunders at 552-8434

SECRETARY to do follow thru work. Typing, shorthand & pleasant telephone voice. Insurance agency in Farmington Hills. Call Helen Braverman 855-1010

SECRETARY
We are looking for a Self-starter with above average skills & a pleasant phone voice. Duties would include some answering telephones, typing & filing. This is an excellent opportunity for the right individual. Send resume to P.O. Box 576, Farmington Hills, Mi. 48018
An Equal Op