500 Help Wanted

WAREHOUSEMEN
Needed for Steel Company. Applicant must have good math skills, driving record & welcome a challenge. Opening for advancement. Redford. 537-3370

502 Help Wanted Dental-Medical

LPN'S
To $21,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview
MED-STAFF
557-2505.

ASSISTANT FOR podiatry office, receptionist & medical duties. Call for appointment. 548-5611

CHAIRSIDE ASSISTANT for progressive holistic dental office in Birmingham. Poised, intelligent person with dental experience and a desire to join a hardworking, happy team. 646-7550

DENTAL ASSISTANT
Experienced for newly opened office. Orchard Lake Rd./14 Mile Rd. areas. Farmington Hills. 855-3434

DENTAL ASSISTANT
Livonia area. Pleasant working conditions. 4½ days. Call
GA 5-0643

DENTAL HYGENIST
Experienced. 2 days a week.
Plymouth area.
453-6848

DENTAL HYGIENIST wanted to work substantial percentage, additional income, flexible days, experience only. Temporary Hygiene Services. 855-1335

DENTAL OFFICE: Immediate opening for front desk position. Experience and references necessary. NW area. Call days, 334-4344. After 7 PM, 626-2881

DENTAL RECEPTIONIST - experienced with working knowledge of dental insurance desired. No nights or Saturdays. Please send resume to box 696, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST, mature. Experienced typist, knowledge insurance. No nights or weekends. Benefits. Farmington Hills. 855-2020 549-3110

DENTAL RECEPTIONIST for W. Bloomfield orthodontic office. Typing, part time, Mon., Tues., 8-5
Thurs.,8-12 Noon. 851-7272

DIRECT CARE STAFF
Group home in Troy. Full time. Paid training, fringe benefits.
Call 641-7297

DOCTOR'S OFFICE needs mature, neat, personable assistant. Medical office experience required. Ford Rd/ Middlebelt area. 30 hours per week. 477-8300

EXPERIENCED dental receptionist with bookkeeping experience. Also experienced chairside dental assistant. Excellent opportunity for right people Garden City. 421-1182. After 7PM 349-0767

EXPERIENCED MEDICAL ASSISTANT for busy doctors office. Lab and EKG, no evenings or weekends. Call 647-6420

FULL TIME dental chairside assistant desired for general practice. Training and/or experience preferred. Send resume to Dr. Rubin, 22535 Lindell, Detroit, Michigan, 48223

LICENSED NURSES
YOU can make the difference!
Full & part time afternoon & part time midnights in modern skilled nursing facility. Nw. revised wage scale. Excellent benefits including shift & charge nurse differential. Paid help & pension plan & tuition reimbursement. Individualized in service to meet your needs including those wishing to reenter the nursing field. Contact
Ray Kermeko, Director of Nursing, University Nursing Home,
28550 Five Mile Road, Livonia. 427-8270

LIVONIA MEDICAL OFFICE needs mature person. Must be organized & able to type. Medical terminology preferred. 474-0144

LPN - AFTERNOONS
3-11 PM Good wages. Apply in person. Walting Well Manor, 320 W. Main St., Northville

LPN'S, RN'S
Full and Part time. Flexible scheduling. 100 bed nursing home. Birmingham area.
Call for appointment.
647-6500

MEDICAL ASSISTANT - full or part time. Some knowledge helpful in EKG, or X-Ray lab
Dearborn Hts 561-4540

MEDICAL ASSISTANT for busy 5 doctor Dermatology office in Southfield. Call between 8:30-5pm, Mon thru Fri & ask for Hilga. 559-0389

502 Help Wanted Dental-Medical

LPN'S with
starting wage of $6.50 per hr.
ALSO RN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lahser

L.P.N.
FULL TIME OR PART TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs. Ferguson
NIGHTINGALE WEST
8355 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

L.P.N.'S
FARMINGTON
PRIVATE DUTY
Full & part time available. Flexible hours. Sit hour shifts available also.
TEMPORARY
HEALTH CARE SERVICES
835-9490

MEDICAL ASSISTANT
For Northland office for 4 days a week.
569-0789

MEDICAL OFFICE MGR.
Doctor in Southfield area office. Must have medical experience, mature. To $11K. Employment Center. 544-0618

MEDICAL OFFICE - Royal Oak area requires full time, experienced individual to handle all accounts receivable, status report & insurance billing. Knowledge of Blue Cross terminal helpful. Salary commensurate with ability & experience. Call 9am - 5:30 pm weekdays 645-9850

MEDICAL RECEPTIONIST
3 days a week. OB-GYN office. Experience preferred. Send resume to 27600 Farmington Rd., Suite 104, Farmington Hills, MI. 48018

MEDICAL RECEPTIONIST for Troy Physician. Experience in pegboard, Blue Cross, Medicare, etc. Afternoons Monday thru Friday. 855-1359

MEDICAL RECEPTIONIST
Part-time. Pediatrician's office located in Farmington area. Experience with insurance required. 357-4144

MEDICAL RECEPTIONIST
for front desk in busy 5 doctor Dermatology office in Southfield. Call between 8:30-5pm, Mon thru Fri & ask for Hilga. 559-0389

MEDICAL SECRETARY for small private X-ray office. Knowledge of billing & medical terminology. Bloomfield Hills, N. of Square Lake Rd. 642-8109

MEDICAL TECHNOLOGIST
M.T.A.S.C.P. 3 years experience in all lab areas. Independent laboratory in Southfield. 353-5488

MEDICAL
TECHNOLOGIST
Our small neighborhood lab has an immediate opening for a Medical Technologist on our day shift. Selected applicant must have an MTASCP and be able to rotate in all areas including Blood Bank. We offer an excellent salary and a fully paid benefit program. For more information, please call Personnel.
523-6685
METROPOLITAN HOSPITAL
& HEALTH CENTER WEST
28303 Joy Rd., Westland
Equal Opportunity Employer M/F/H

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
Full time for Pediatrician's office located in Southfield.
Call: 357-4144

NURSES
NURSES AIDES
HOME HEALTH AIDES
IMMEDIATE cases available in Hospitals, Nursing homes and private homes. For full or part time. Good pay and benefits. Call
Quality Care
274-2309

- NURSES -
Several Full-time & Part-time positions available to RNs & LPNs. Comparable wages, excellent benefits. Applications accepted Mon. thru Fri., 8AM-4PM. Kiph Haven-Ypsilanti, 28 S. Prospect, 483-6125 485-0389

502 Help Wanted Dental-Medical

PART TIME Position in Southfield Doctors office. Venapuncture experience required. Call 354-3606

PART TIME Receptionist/physician assistant for Doctor's office, 14 hour, will train. Send resume to: Dermatology Assoc., 30195 W. 10 Mile, Novi, Michigan 48050

PART TIME typist for Doctor's office in Troy, medical terminology helpful. Please contact. 649-6456

PHARMACIST
Full and part time. Excellent salary and good benefits. Please call:
Northwest General Hospital
8741 West Chicago
Detroit, MI 48204
934-3030
Ext. 437 & 399
Equal Opportunity Employer M/F/H

PRENTIS MANOR
JEWISH HOME FOR AGED
SOUTHFIELD
RN'S
FULL OR PART
ALL SHIFTS
Join our team for the best in geriatric medical long term care. Top salaries, premium holiday pay, free meals, paid Blue Cross, paid sick days, life insurance, sickness & accident insurance, retirement plan. Excellent working environment. Call Mrs. Young, RN, 352-2336

RECEPTIONIST Office Manager, very responsible position for a mature, self starter, smaller office.
Come grow with us!
477-5115

RN'S YOU CAN COORDINATE
Family or individual care responsibilities with a job that offers flexibility to your schedule. Contingent positions available with highly respected home health agency servicing N. E. and N. W. Wayne County. 968-5200

R.N.'S
$12.50 PER HR
Full & part time available. Work flexible hours & close to home.
CALL OR STOP BY
TEMPORARY
HEALTH CARE SERVICES
16415 W. 8 Mile, Southfield
835-5400

SOUTHFIELD AREA
Mature woman, medical billing office, typing no-essary. Mon. thru Fri. 8:30-5. 559-5808

THE SEARCH IS ON!
Are You The Supplemental
NURSE OF THE YEAR?
Then The Run At
PRO CARE ONE, INC.
569-4400

WANTED - experienced office Manager for busy Internal medicine office in Southfield. Knowledge must include medical terminology, peg board, bookkeeping, payroll, & all insurance billing. Knowledge of medicare assisting also a plus. Call Jill 552-0920

WESTLAND PODIATIST needs office assistant, 3 days in person, 37392 Glendale, Westland, Joy & Merriman. 728-4300

X-RAY TECHNICIAN
Radiology Clinic part time, mornings including Saturdays. Redford area. 937-8159

504 Help Wanted Office-Clerical

ACCOUNT EXECUTIVE - aggressive, hands on, hard worker for office & customer follow-up. Experience in advertising industry a plus. Immediate position. Area Trinia, 15800 Wahrman Rd. Romulus.

ACCOUNTING CLERK
For apartment management office in Southfield. Post ledgers and cash disbursements and balance bank statements. Set through payroll.
Edward Rose & Sons, P. O. Box 5071, Southfield, Michigan, 48037.

ACCOUNTS PAYABLE CLERK
Mortgage Record keeping experience needed. Good typing. 855-7800

ADMINISTRATIVE
ASSISTANT
TO $20,000
Unusual opportunity to advance with a rising executive. Natuel company. Top executive secretarial skills and experience. Must be relocatable. Fee paid
353-2090
SNELLING & SNELLING
PERSONNEL

Administrative
Assistant
TO TOP EXECUTIVE
One of the busy partners of a successful Southfield Professional firm needs a super secretary to keep up with his pace. Challenging job — the normal executive secretarial responsibilities and also taking minutes at highly confidential meetings and coordinating many details. Excellent salary and benefit program. If interested in a truly career spot, please respond by resume to: Mr. LaRose, P O Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

APARTMENT
Rental Agent
WEEKENDS
Person needed as Rental Agent in large well maintained complex in Oak Park for approximately 8 hours per day on Sat. & Sun. Only. Must be personable & able to meet the public. Immediate opening. Call 544-6073

ASSISTANT to manager position, with secretarial skills, some shorthand required. Office work & handle accounts receivable. 642-8400

ASSISTANT TO Office Manager, good math & English skills necessary, fluency in Spanish helpful. 281-8820

ASS'T BOOKKEEPER
To work under Full-charge Bookkeeper in Retail store. Maple-Orchard Lake area. Must have 2 years current work experience as Assistant Bookkeeper. Position available immediately.
559-7871

ASS'T
TO THE PRESIDENT
CAREER
Real Estate or Bookkeeping background preferred.
W. Bloomfield area. Call today for interview
Nina - 851-6600

BANK PROOF OPERATION
Previous bank experience preferred. Competitive salary offered along with excellent benefit package. Call George Oakley for an appointment. Mon. - Fri., 10-2 PM.
MANUFACTURERS
BANK OF LIVONIA
464-9000
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BOOKKEEPER through Trial Balance. Peg board, typing, shorthand. Part time now, full time later. Near Farmington. Reply to Box 714, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
CLERICAL - GENERAL OFFICE
Southfield based Property Management Firm seeks take-charge person, with minimum 5 yrs. office experience for accounts payable, ADP payroll, payroll taxes, bank rec's & preparations of work for data processing. Pleasant working surroundings in attractive 4 girl office. Immediate opening. Call 557-3500

502 Help Wanted Dental-Medical

RN'S
Career Opportunity
We have several positions open which your initiative and concern for others will prove invaluable. Work professionally rewarding—and without the need for weekend, holiday or evening hours. You'll guide and encourage overweight individuals towards better health and nutrition through one to one counseling sessions. Congenial clinic atmosphere. Salary plus bonus. Please call Beverly at 559-1868
Openings in Renaissance Center, Oak Park, Livonia and Troy.
WEIGHT LOSS CLINIC

RNS & LPNS
Full or part time. Afternoon & evening shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18526 W. 7 Mile, Detroit. 531-4001, Ext. 38.

RN's, LPN's
Positions available on all shifts, either full or part time in modern skilled nursing facility located in Redford Twp. Excellent salary and good benefits. Good orientation offered. Geriatric Nursing. Contact Nursing Director between 8AM-5PM, at
CAMBRIDGE NURSING HOME, W
18444 Beech Daley, 535-1010
An Equal Opportunity Employer

RN'S
To $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities
Call Today For An Interview
MED-STAFF
557-2505

RN'S YOU CAN COORDINATE
Family or individual care responsibilities with a job that offers flexibility to your schedule. Contingent positions available with highly respected home health agency servicing N. E. and N. W. Wayne County. 968-5200

RESPIRATORY
THERAPIST
Full time position available for our midnight shift for an experienced RESPIRATORY TECH. Excellent salary and fringe benefits. Please contact:
HUMAN RESOURCES
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

RESPIRATORY THERAPIST TECH
We have 2 part time openings for experienced Respiratory Technicians on the following shifts
7 AM-3 PM
11 PM-7 AM
Excellent salary and good benefits. Please call
Northwest General Hospital
8741 West Chicago
Detroit, MI 48204
934-3030, Ext 437 or 328
Equal Opportunity Employer M/F/H

RN - LPN
Afternoon & Midnight Shift position available for full time employment in modern Nursing Home. Contact
Mrs. Marcusa, RN,
Devon Convalescent Center, Livonia, one block so. of 8 Mile on Middlebelt
476-6550

RN - LPN
Needed Immediately
Medical Care, Inc.
134 W. University, Suite 121
Rochester
656-1888

RN needed part time for evenings & some weekends in busy pediatrics office, Farmington area. Call Mr. Crumb 477-0851

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

RN'S
"BECOME A VITAL TEAM MEMBER IN OUR PROGRESSIVE CRITICAL CARE COMPLEX
Besides offering total patient care, no pulling to other units, no shift rotation and excellent benefits, we offer an on-going in-service program monthly.
If you have previous critical care or medi/surg experience, apply now for our March orientation.
AVAILABLE IMMEDIATELY
BEGINNING PEDIATRIC POSITIONS
RN'S & LPN'S
If you have experience in an acute care facility within the last 3 years, and wish to work ONLY 3 DAYS MONTH on the SAME UNIT, call today:
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-5263

504 Help Wanted Office-Clerical

BOOKKEEPER - full charge. Southfield real estate company needs bookkeeper with experience in accrual activities. Call Mary 557-7700

BOOKKEEPER
FULL CHARGE
Successful company needs an experienced Bookkeeper to take full responsibility for their entire set of books. Must have experience doing financial statements. Salary commensurate with ability. Send confidential resume to:
Mr. Lichtle, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

BOOKKEEPER/KEYPUNCH
Part-time Operator
For small CPA firm in Troy.
Call: 362-1133

- BOOKKEEPER -
OFFICE MANAGER
Downtown Detroit Law Firm seeks Full-charge Bookkeeper to assist Senior Partner in physical operation of firm; administrative duties include Office Management, Supplies, Personnel, etc. Please resume, including salary, phone number for interview contact, to: P.O. Box 736, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - SECRETARY
Part time, small office in Bloomfield area, experienced & references required. Call M. Grimaldi 645-2060

BE A WINNER
WITH WITT
We need experienced:
SECRETARIES
STENOGRAPHERS
JR. & SENIOR TYPISTS
DICTAPHONE OPERATORS
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WORD PROCESSORS
We have temporary long and short term assignments. Call now for
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

CLAIMS - secretary for Southfield insurance company, no shorthand for this interesting work. Type 55 WPM and be well organized. Self starter. To make $8000 to $10,000 plus benefits, fee paid

PARA - legal, certified, for outstanding Detroit law firm, requires probate skills and typing. Start at $14,000 plus unusually good benefits. Fee paid

SECRETARY - no shorthand, for large Bloomfield area company. Some phone work. Good organizational skills required. Salary $900 to $931. Benefits and fee paid.

ADAMS
&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

UNIFORCE
TEMPORARY SERVICES
FOR APPT.
CALL NANCY 646-7660

CLERICAL position for a beginner Bookkeeper. Call Mr. Scott. Call after 1pm. Lyndon. 477-8180

CLERK TYPIST
Good typing skills, pleasant telephone voice, congenial and pleasant personality. Routine clerical duties. Please contact:
425-2600 ext 362

COMPUTER - operator, Southfield company, 2 yrs. recent experience, IBM 360-370, BOS-DS power system, afternoon shift, excellent benefits, $12,500, fee paid

SECRETARY - Southfield firm, excellent typing, figure aptitude & experience, benefits, $10,600, fee paid

LOIS RAY
PERSONNEL
559-0560
Computer Programmer
Programmer/Analyst
SUBURBAN LOCATION
4½ DAY WORK WEEK
(7:30-4:15 Mon. thru Thurs.
8-12 noon Fri.)
Home office of local insurance company has open positions for Computer Programmer & Programmer Analyst. Applicants must have minimum of 2 years of experience in COBOL or RPG languages. IBM - CICS experience helpful but not necessary.
Company is located in Plymouth, building a new home office in Livonia to accommodate substantial growth.
Excellent fringe benefits. For further information and appointment.
CALL
453-2000

CREDIT CLERK - 6 months to 1 year experience, preferably in a credit department in retail or wholesale. Minimum high school, preferably associates degree. Send resume & salary requirements to Box 720, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EDITOR
SECRETARY
...for Birmingham publishing firm. Advertising background helpful. Excellent proof reading skills necessary. Must work quickly and accurately under pressure with minimum supervision, must be highly organized, good clerical skills. 5 years office experience. Phone Ms Smith. 642-8300

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand. Southfield area. Pleasant working conditions Call 355-8229

EXECUTIVE
SECRETARY
How would you like a secure future with a large prestigious CPA firm? Bring your administrative talents to us. Good typing and shorthand required for this position. To $15,000. Fee paid. Bev.
353-2090
SNELLING & SNELLING
PERSONNEL

EXPERIENCED Bookkeeper Secretary wanted for Busy construction office in Novi. Must have experience in pegboard systems of payables, receivables & payroll. 478-8661

504 Help Wanted Office-Clerical

Executive Secretary
RIGHT ARM
This successful executive has visions of a top-notch secretary with a friendly, cooperative manner, excellent skills and great job experience making his dream come true. Qualified candidates will become a part of a group of positive thinking achievers. Enjoy a fun work atmosphere and benefits. Send confidential resume to Mr. Lacross, P. O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

EXPERIENCED LEGAL Secretary needed for Farmington Hills law firm. Good typing and dictaphone required. Excellent benefits. Call Linda Widrig. 851-2133

EXPERIENCED legal secretary wanted for Southfield law firm. Mag card experience required. Salary commensurate with ability. Blue Cross & dental plans. Call Gerry. 353-7850

EXPERIENCED Legal Secretary for Southfield Law firm, mag car experience required, salary commensurate with ability. Call office manager. 444-4848

FILE CLERK - Sharp person for filing in P.O. Box 736, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME ANIMAL hospital receptionist, some experience preferred. Greenfield/Plymouth Rd. area. Call between 9AM-5PM 937-0115

FULL TIME, mature, responsible Secretary for fast moving company. Typing, pleasant phone personality and filing skills required. Ask for John Healy

Century 21
PIETY HILL, INC. * 642-8100

GAL FRIDAY
INVESTIGATOR
Northland area security company needs attractive & outgoing gal with good secretarial skills who is also capable of accurately typing 60 WPM. Must be able to type at least 45WPM and be able to work flexible schedule. Call 10am-4pm Monday thru Friday.
837-8733

Gallagher
TEMPORARY PERSONNEL
NO FEE

EXECUTIVE SECRETARY
Typing 65WPM, no shorthand required. Must be able to deal with executives. Ford area. Pleasant working conditions. Big office. 3 month assignment. Southfield-Oak Park area

RECEPTIONISTS
Various assignments. Some light typing required.
968-1530
Minimum age 18

GENERAL OFFICE
Experienced office clerk for typing, filing, detail work & keypunch operation. Must be good with figures. Call between 6 PM & 7 PM only.
355-2424

GENERAL OFFICE WORK - typing & bookkeeping. Experience preferred. Salary will train. Southfield area. 557-7468

GENERAL OFFICE
Experienced. Typing required. Northwest area, good benefits
356-1040

IMMEDIATE
OPENING
Large well established company needs good Typist with switchboard experience. Good salary range $11,000, fee paid. Benefits Call
644-4600
SNELLING & SNELLING
AGENCY

INSURANCE AGENCY TRAINEE - Typing, good phone presence, willingness to learn required. Birmingham area. Please call 644-5621

INSURANCE AGENCY
Experienced Typist required, part time Southfield location. Contact Mrs. Bassett 358-1000

INSURANCE CO. Office, Receptionist & Clerical, 5 day week. Nice working environment. Jackson Republic Insurance Co., 26400 Lahser Rd., Southfield

INSURANCE SECRETARY, needed immediately for Rochester agency. Must have experience in property & casualty with knowledge of rating some owner & automobile coverage. Also light typing, filing, & bookkeeping skills required. Call between 9am-5pm 651-8700

INSURANCE
SECRETARY
TO $17,000
Beautiful Southfield office in a suburban agency. Good skills and commercial experience preferred. Nice benefit package includes dental. Hurry for this!
353-2090
SNELLING & SNELLING
PERSONNEL

INTEREST This suburban group has your future in mind. Typist with problem solving communications feel can earn promotion and $$$. They offer top benefits, cafeteria and training.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

KEY PUNCH
OPERATOR
Immediate opening for KEY PUNCH OPERATOR. Experience on a Decision Data 8010 helpful but not required. 4½ day work week, excellent fringe benefits. For appointment call
453-2000

LANIER no problem operator to work evenings and/or weekends for Southfield law firm located in American Center. Salary open. Experienced and qualified applicants only please. Call Gloria 353-1604

LEGAL SECRETARY, part time (approximately 30 hours per week). Salary commensurate with experience. Northville. 348-2999

LEGAL SECRETARY
For Southfield personal injury firm. Experience preferred. Excellent skills required. 353-7575

LEGAL SECRETARY, experienced for pleasant Southfield office. 1 to 2 Yrs experience in negligence. Good benefits and salary. 353-3340

LEGAL SECRETARY needed for Southfield law firm, good typing & dictaphone required. Mag card helpful. Good growth opportunity for right person. Good benefits. Salary commensurate with experience. 557-4600

LEGAL SECRETARY trainee for Law firm in Bloomfield area. Full time position. Must have good typing skills, no shorthand necessary. Recent high school graduate preferred. No experience necessary. Call Mrs. Jackson at: 642-2992

LEGAL SECRETARY
$13,800 FEE PAID
Prestigious law firm needs your excellent skills and experience. Assist 2 Associates in leading firm. Immediate
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY
Experienced desired. Good typing skills mandatory. 644-1848

LEGAL SECRETARY, experienced, for Southfield law firm. Auto neg., malpractice & general law. Benefits. Ask for Marilyn 258-0100

LEGAL SECRETARY
Minimum 2 years experience. Minimum 60 WPM. Salary commensurate with experience & ability. Southfield area. Call Ellen at 548-6500

MATURE WOMAN preferred for office help. Good typing a must. Accounts Payable and Receivable experience. Excellent benefits. Call for interview: 981-0940

504 Help Wanted Office-Clerical

· 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. For more details call
HILLSTROM & ROSS
626-8188

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 law firms located throughout the tri-county area

We may be representing exactly the type of opening you have been looking for - find out - telephone us

Evening appointments available. Never a charge to you for our courteous, professional and results-oriented placement assistance. Permanent & temporary positions available.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 582-3140
Renaissance Center 567-0414
Troy 649-2042

LEGAL SECRETARIES
Dear Legal Secretaries

If you get up on the morning and think "I wish I didn't have to go to work today", believe me, it's time for a change in jobs

Stop being a masochist and do something about it! Isn't your mental health important to you? Why bang your head out all day long on a job that no longer fulfills you. Do you realize most of us have to spend more 2,000 hours a year working away from home, so you better like what you're doing.

A good job is one where the week isn't long enough, and you resent the week ends that take you away from it. Do yourselves a favor TODAY. Pick up the phone and call Jeanne. It only costs 20¢ for a few minutes of your time. A psychiatrist is a lot more expensive

If I don't have the job that turns you on, I'll find one for you. We don't push people into situations they don't want. We keep you out of them

If you have what you think is a great job, have you bothered to tell your employer thanks?

All fees employer paid

MANSFIELD & ASSOCIATES, INC
LEGAL PERSONNEL
900 Tower Drive
Troy, Michigan 48084
Troy 362-8032

LIVONIA FIRM seeks experienced well organized person. You'll need accurate typing, good phone skills and a knowledge of office procedures, and be mature, responsible, cheerful, and dependable. Salary based on experience. Call after 2pm. 261-2629

MAJOR BROKERAGE FIRM looking for Experienced Operations help for new office opening in the Southfield area. Interested Professionals send resume to P O Box 915, Bloomfield Hill, Mich 48013
Attention Operations Manager.

MATURE Experienced person for Wm. Construction Company, payroll, general office receptionist duties. Call before 4PM 349-7000

MATURE INDIVIDUAL to function as Office Manager Southfield location. Some Computer & bookkeeping experience desirable. 3 to 5 years experience preferred. 3 Person Office Staff. Salary negotiable. Call for interview. 356-6430

MATURE people orientated secretary for 1 man 2 secretary insurance office, must have good office skills, good benefits Southfield Location. 642-7535

MATURE RESPONSIBLE individual, full time. Receptionist & office clerical duties. Typing ability required. Call 5700 Drake Road, W Bloomfield

OFFICE MANAGER - Experienced for Mt. Clemens law firm. Must have accounting, bookkeeping experience. Send resume to Box 718, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON NEEDED with typing & math skills, to learn to operate an IBM 34 computer. Applicant must be bright and welcome a challenge. Good benefits and salary. Redford 937-3970

POLICY TYPIST
Immediate opening for POLICY TYPIST 50 plus WPM. 4½ day work week, excellent fringe benefits. For further information and appointment call:
453-2000

PROFESSIONAL SECRETARY
Full time, experienced secretary needed. Must have excellent typing & communication skills. Word processing, dictaphone experience helpful. Send resume to Yvonne Leonard, Photon Sources, 12161 Globe Rd., Livonia, Michigan, 48150.

PROFESSIONAL
RECEPTIONIST
Must be professional in appearance and on the telephone. Minimum of 3 years experience as Receptionist is required. Experience at an Accounting or legal firm or an advertising agency is a plus. Training on Dimension PBX and good typing skills desirable.
We offer competitive salary and excellent benefit program. Call or send resume to
ADVANCED
TECHNOLOGY & TESTING
12921 Stark Rd.
Livonia, Michigan, 48150
522-1900

An Equal Opportunity Employer

PROOF READER
Do you have the reputation of being a great speller and a grammar expert? Well then, this Southfield professional firm needs you to proof read! Great starting salary and benefits. Send confidential resume to Mr. Langley, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

RECEPTIONIST WANTED full time For plastic surgeon in Troy. Experience required. Salary negotiable 362-0910

RECEPTIONIST-TYPIST - CPA firm in Prudential Town Center has immediate opening for front office position. Good starting salary for at least 1 year experience. Congenial staff. 352-1927

RECEPTIONIST - Real Estate, permanent position for a sharp young lady with a bubbly personality. Typing and secretarial duties. Hours 9-5 pm Monday thru Friday. $150 per week and profit sharing. Call Don Wolfe for interview 421-5463.
Harry S. Wolfe
RECEPTIONIST
Pleasant front desk variety position. If you enjoy customer contact and diversification, this is for you! Accurate typing and a little figures work experience Start at $750.
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST- Greet clients, busy call director, typing required. Southfield Location, Call Mrs. Baker 352-6750

RECEPTIONIST
Life insurance service company specializing in premium payment administration located in Southfield (Northland area), seeks receptionist. Must have good typing skills, 50 WPM, & math aptitude. Good opportunity for advancement, salary $10,000. For an appointment, call Mrs. Kouksi 559-5955

504 Help Wanted Office-Clerical

RECEPTIONIST - CLERK
Full time position. Requires professional approach in the handling of both phone calls and personal contact. Ability to type with speed and accuracy is a necessity. Must perform general clerical and secretarial tasks with frequent interruptions. Shorthand not required, but a definite plus. Hours, 8 to 5, Mon thru Fri. Starting salary, $10,200.
Contact: Administrative Asst., Management Education Center, M.S.U., 811 W. Square Lake Rd., Troy, Mich. 48098 859-2456. MSU is an Equal Opportunity/Affirmative Action Employer

SECRETARIAL POSITIONS
In all suburbs
CDI Temporary Services
259-7616

RECEPTIONIST
Typing required. Life insurance company located in Troy. Call Mr. Krause at 879-8900

RECEPTIONIST - general office experience with some secretarial background. Telephone experience utal
645-9253

RECEPTIONIST
For Southfield Realty sales.
Experienced only need apply.
646-7595

SECRETARY-CLERK
PONTIAC
An Equal Opportunity Employer

Shorthand not necessary. Full helpful Mature person required
Salary $11,000 minimum. Company will pay Agency Fee
BETTY HAMIL PERSONNEL
424-8470

SECRETARY - experienced only. Excellent typing & shorthand. Near working conditions. Good salary, suburban location Call Mrs. Ryan 557-3591

SECRETARY, experienced, needs 4 for W. Bloomfield office located in Pine Lake Mall. Jim Pine & Orchard Lake Rds. Call Kathy at 851-3606

SECRETARY - Farmington Hills company involved in construction industry seeking secretary to handle office duties. Typing, filing, phone. $750 Mail ture immediately 855-1444

SECRETARY
Farmington Hills corporate office needs mature person to work part time with flexibility to work full time in future. Experienced. Good typing & shorthand skills necessary. Pleasant work environment. Competitive salary and fringe benefits. Send resume to
Box 676, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY for law office. high pressure hours per week Living environment. Southfield 354-5610

SECRETARY For Troy law firm. No legal experience necessary. Proficient with dictaphone & typing. Speed 50 WPM. Salary open, good fringe benefits. Phone 879-0155 ext 212

SECRETARY-GIRL FRIDAY
Part time. Good typing skills.
Haggerty-7 Mile area
464-6411

SECRETARY
One girl office, experience and accurate typing required. West Bloomfield area 626-0220

SECRETARY PLUS Consumer Research Firm seeks bright, energetic individual with good typing skills (Min 70wpm). Will train for additional research responsibilities. No experience required but should be comfortable working with numbers. Start $1,000 EOY benefits after 3 months. Call Mrs. Southfield 559-2525

SECRETARY RECEPTIONIST for president of a growing engineering firm. Work form Two-three years experience. Minimum 55wpm typing, dictaphone and good communication skills. Send resume to Tony Durham, Computed Engineering Inc., 22551 Greenfield, Southfield, Mich., 48076, or call 559-9557
Equal Opportunity Employer M/F

SECRETARY - RECEPTIONIST
Requires excellent typing & shorthand skills, call John Seibel Champion Home Communities 652-4073

SECRETARY
Suburban advertising agency seeks experienced secretary for diversified duties. Good skills will land you this opportunity with good benefits. Southfield
Monday thru Friday
Carlos Murphy's
29244 Northwestern Hwy.
Southfield, Michigan
Corner of Northwestern
& 12 Mile
M/F Equal Opportunity Employer

SECRETARY MACHINE
Now taking applications for full time day shift secretaries & full & part time hours. If you enjoy people and can smile easily apply in person, 2.30 to 4.30 pm. 1234 Walton Blvd Rochester

504 Help Wanted Office-Clerical

SECRETARY, RECEPTIONIST
Good typing and telephone skills a must. Dictaphone and retail sales experience desired. Experienced only need apply. Benefits. Starting salary $125 per week, review 90 days. Call 477-0209 or Send resume to Poly Midwest, 24780 Crestview Court, Farmington Hills, Michigan, 48018.

SECRETARY
$13,500 PLUS
Legal firm looking for sharp Secretary to train. Fee paid. Call Brigid.
Snelling & Snelling
336-7400

SECRETARY, Good shorthand and typing. All-around office procedures for-ply to Box 716, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD AREA firm is looking for a Self-Starter with Financial background & some CRT experience to fill a Typist Receptionist position. Call Debbie, between 9AM-6PM. 552-9660

TELEPHONE ANSWERING Service operators. Reliable, permanent Typing spelling skills a must. Weekdays. Farmington Hills. 474-0782

TYPIST-BILLING CLERK
Full time steady work, good at figures, accurate typist, fringe benefits, Livonia Area Call for interview after 12
522-9310

TYPIST RECEPTIONIST Receptionist 3 days a week, typing experience helpful but not necessary. Call Ann Hobson for interview between 8:30AM-5PM 634-1900

TYPIST-SOME DICTAPHONE. Must type 60WPM accurately. Excellent hours & benefits. Southfield location. Call Edna Fields for appointment
557-1600 An Equal Opportunity-Affirmative Action Employer

WANTED
TYPISTS - 55 WPM
For Temporary Assignments
For agst call.
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595

505 Help Wanted Food-Beverage

APPLICATIONS now being taken for Waitresses, Barmaids, Barboys, Dishwashers, Cooks & Hostesses. Apply at 31410 Grand River, Farmington

ABBY'S
Help wanted: adults 18 or over, full or part time positions available. Apply 35300 Middlebelt, Livonia

BAR H Q HOUSE of Southfield needs Waitresses, with experience, Barboys and Hostesses. Full or part-time. Apply in person 27000 Greenfield 559-5400

BAR MAID/personable, friendly, nights, full time, some grill experience.
Sub-Orbital Express
Ask for Joe 386 5474 837-0945

FARMAHIS, Waitresses (mornings), no experience necessary. Apply in person. McEwan's Clubhouse Bar, 34490 Plymouth Rd., Livonia

CARLOS MURPHY'S
is now accepting applications for full and part time employment. We offer a full company benefit program including paid vacation and insurance. Experience is not a necessity as we have a full training program for each position. The following positions are now accepting applications:
Cocktail Waitresses
Prep Cooks
Line Cooks
Hosts
Apply in person between the hours of 2:30-4:30pm
Monday thru Friday
Carlos Murphy's
29244 Northwestern Hwy.
Southfield, Michigan
Corner of Northwestern
& 12 Mile
M/F Equal Opportunity Employer

504 Help Wanted Office-Clerical

PART TIME
SCRIPT TYPIST
Part time work. Join our group of typists. You can be on-call for daytime, evening or weekend work in pleasant surroundings. Must be experienced and an accurate typist. Southfield location.
Call 569-2900, Ext. 365.
MARITZ COMMUNICATIONS CO.
Subsidiary of Maritz Inc.
18000 West Eight Mile Rd., Southfield, MI 48075
An Equal