502 Help Wanted Dental-Medical

CO-ORDINATOR NEEDED
If you enjoy talking to people on the phone & feel you can speak with professionals in an organized & competent manner & be coordinate their activities call Mrs. Clark.
835-9542
NORTHLAND AREA

DENTAL ASSISTANT
Experienced only, full time, no Sat. Good Salary, benefits.
Westland. 728-2616

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities 535-7646

DENTAL ASSISTANT - for dental specialty office in Southfield. Good salary & benefits for right individual, experience definitely preferred. 352-5531

DENTAL ASSISTANT, part time, oral surgery office, Birmingham-Troy area. Experience preferred but will train. Call between 10AM-5PM. 647-7338

DENTAL ASSISTANT/Receptionist. Part time leading to full time position. Farmington. Experience or school program preferred. 476-4818

DENTAL ASSISTANT
Assisting only. Farmington, Orchard Lake area.
851-3767

DENTAL RECEPTIONIST- 4 days, two evenings. General practice, Rochester. Experience preferred. Will train right person. Send hand written resume to Box 964, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Full time to manage front desk. Looking for someone special to complete a member team. Insurance, peg board, appointment book control, good with people. Excellent salary & benefits. Southfield 559-3029, weekends after 6pm. 357-5577.

DENTAL RECEPTIONIST. Assistant for progressive office in Bloomfield. Assisting experience preferred. Call 642-5471.

DENTAL RECEPTIONIST-Chairside. Experience preferred. Mature, stable woman. Rochester area.
852-9222

EXPERIENCED DENTAL Hygienist. For Birmingham Periodontist, 4½ days. Excellent benefits.
647-7232

EXPERIENCED medical assistant to do EKG's, venipuncture, allergy office testing, in Birmingham cardiology office. Full time. Call Ann 645-2010

EXPERIENCED MEDICAL Assistant needed. Sinai Hospital area. Please call 9 30 AM-5 4 PM.
559-9283

MEDICAL TRANSCRIPTIONIST for X - ray dept. 1 yr. experience required, call Linda between 8.30 - 4 pm 538-4700 ext. 350

MEDICAL TRANSCRIPTIONIST. 60 WPM. Must be capable of all insurance forms, 3 days a week. Orthopedic surgeon, Southfield. Send resume to box 170, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Mental Health Workers
Males Preferred
All Shifts. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

FULL TIME CHAIRSIDE ASSISTANT
Endodontist office. Physician Dental experience needed. 459-8844

FULL TIME experienced chairside Assistant for West Dearborn Dental practice. No evenings or Saturdays. Call between 9AM-4PM. 563-0600

FULL TIME for opthalmologist office, experience preferred, but will train suitable person. Livonia area. Reply with resume to Box 156, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

JEWISH HOME FOR THE AGED
SOUTHFIELD
RN OR LPN
PART TIME, 3rd SHIFT
$6.87 per hour, $54.96 daily pro-rated vacation, holidays, sick days.
Call Jan Young, RN.
9AM-2PM Mon. through Fri.
352-2336

LPN/Medical Asst

Organization and Public Relations
Use your background as a LPN or Medical Assistant to work as a co-ordinator with our temporary nursing service. Position open in Detroit area. Duties for this full time, day position include staffing, scheduling and follow-up. Shares social responsibilities involved.

Applicants should have assertive, pleasant personality, good organizational and inter-personal skills and enjoy telephone contact. Minimum of 2 years recent work experience required. EXCELLENT WORK RECORD MANDATORY. Please call Monday thru Friday, toll free from 8AM - 5PM 1-800-255-5018 or 5019
An Equal Opportunity Employer

LPN - Midnight shift, full time, small quality nursing home in beautiful suburban setting. Benefits, competitive salary, supportive staff. Ask for Mrs. Kelley, 9-3, Mon thru Fri. 363-4121
An Equal Opportunity Employer

LPN'S or RN'S,
Midnights, part time, quiet 16 bed nursing home. Farmington.
477-7373

MEDICAL ASSISTANT experienced only for Drs office in Southfield. Must know vena puncture, injections, EKG, PF, lab, & general assisting. X-ray helpful
559-5858

502 Help Wanted Dental-Medical

LPN's
To $12 an Hour
East side. Immediate openings in Detroit & suburban facilities. All shifts available.
S.R.T. Med-Staff International
557-2505

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.
Afternoon shift only. Full or part time positions available in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightingale West 8365 Newburgh Rd., Westland near Joy Rd.

An Equal Opportunity Employer

MEDICAL ASSISTANT
Experienced needed for OB-GYN office, full time, Sinai Medical Building.
837-7609

MEDICAL ASSISTANT/Receptionist. Lab & X-Ray. Will train a mature, positive minded person. Part or full time. Dearborn Hts. 274-0641 338-2501

MEDICAL OFFICE assistant for an Internist in Southfield. Experienced preferred 569-0495

MEDICAL RECEPTIONIST and billing Clerk. Only experienced need apply. Typing a must. Good job benefits. Please apply in person. Dr. William Ryan, 1811 Ann Arbor Rd., Plymouth, Plymouth Community Clinic.

MEDICAL RECEPTIONIST with minimum 2 years experience wanted for busy O.B.-G.Y.N. office in Southfield
358-5907

MEDICAL RECEPTIONIST, full time for multi specialty group practice in Southfield, experience preferred. Call Char 569-5140 ext. 346

MEDICAL RECEPTIONIST, mature & experienced only. Pegboard, appointments, some Blue Cross, Medicare & Medicaid. Busy doctor's office, Northland area. Call office manager after 6pm. 645-1235

MEDICAL TECHNICIAN
Part time work doing peripheral vascular non-invasive testing. Southfield area. Call 552-9282

MEDICAL TRANSCRIPTIONIST
Excellent benefits.
Farmington
Nursing Home
30405 Folsom, Farmington
477-7400

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA 425-6316
SOUTHFIELD 569-4400

RN's, LPN's
ALSO MIDNIGHT SUPERVISOR
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. Contact Nursing Director between 9AM-5PM.
CAMBRIDGE NURSING HOME, W.
18633 Beech Daley. 535-1010
An Equal Opportunity Employer

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. 531-4091, Ext. 38

RNS or LPNS
Full or Part Time
Afternoon & Midnight Shifts
Williamsburg
Convalescent Center
21017 Middlebelt, Farm.
Between Grd River & 8 Mile
476-8300

RN'S
To $15 an Hour
East side. Immediate openings in Detroit & suburban facilities. All shifts available
S.R.T. Med-Staff Int.
557-2505

R.N.'S
$12 PER HR
INSURANCE REHAB
Excellent opportunity for R.N. experienced in insurance rehabilitation. Flexible hours & days. Call for details
835-5400

502 Help Wanted Dental-Medical

OPTOMETRIC ASSISTANT
Full time. Pleasant working conditions. Westland area. Experience preferred.
459-7250

ORTHODONTIC LABORATORY Technician. Male or female. Artistic ability required. Full time, full benefits. Plymouth area. Will train right person. Apply in own handwriting to Box 993, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME medical assistment needed for busy Physicians office. Monday & Thursday evening & Saturday morning & afternoon. 554-1850

PHONE SALES
MEDICAL/DENTAL
Will train aggressive sales person with medical/dental product knowledge for phone sales position. Good phone manner and voice a must. Salary plus commission, new accounts, bonuses. Troy location. Excellent fringes. Contact- A. Henderson at 585-5970, Ext. 255.
An Equal Opportunity Employer

PODIATRY OFFICE needs mature, neat, personable assistant. Medical office experience required. Ford/Middlebelt area. 427-6200

RECEPTIONIST wanted for busy doctor's office. No experience necessary. Will train. Typing necessary. Salary open. Call between 2 and 4 PM 537-4545

Registered Nurse
with psychiatric experience
desirable. All Shifts. Apply
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RN FOR INTERNIST'S OFFICE
Part time, Warren/Southfield area.
331-7237

RN-LPN
Seeking Charge Nurses for the Midnight shift only. Full time or part time. Contact: Ms. Heasten, Westland Convalescent Center
728-6100

RN & LPN'S
180 bed skilled Nursing facility has several full time & part time openings for licensed professionals. All shifts. Good benefits package. Contact Kith Haven, Ypsilanti. 483-6123

RN - LPN
to complete insurance exams mobile basis. Excellent benefits. Call Dr. Gill, Detroit, Michigan, 48235.
An Equal Opportunity Employer

RN OR LPN
for midnight shift in modern nursing facility. Full or part time. Pay scale. Fairborvin Convalescent Center, Livonia, one block so. of 8 Mile on Middlebelt.
476-0550

RN or LPN
FULL OR PART TIME
Afternoon shift 2:45 PM to 11 PM.
Middlebelt-Hope
Nursing Center
38410 Cherry Hill, Westland
326-1200

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

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500

WITT SERVICES
The Temporary Help People
A SERETARY, YES
But More. A member of the team. Must type minimum 70 wpm & be an expert phone handler. Poised, cheerful & experienced. No shorthand. For well established Redford area advertising/marketing firm. Salary $800 + Includes Blue Cross Call Joan:
255-4163

ASSISTANT Bookkeeper, full time for a small corporation in Southfield. General accounting experience necessary. Call Phyllis
352-3750

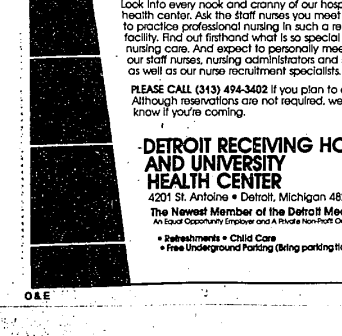
ASSSITANT
Relocation Coordinator
Relocation company located in Southfield has opening for Asst. Coordinator. Applicant must have 2 Yrs experience with Real Estate or related Mortgage Financing background. Good typing and organizational skills required.
For interview, call 352-8400, Ext. 212
An Equal Opportunity Employer

ATTENTION
ALL JUNIOR &
SENIOR TYPISTS
We have long and short term temporary assignments available. Call for an appointment between the hours of 9am-4pm except 12 noon to 1.
Somebody
Sometime
TEMPORARY HELP
17322 Farmington Road
(In Burton Executive Park)
525-5170

BIRMINGHAM CPA Firm needs individual for General Office, Reception & typing. Some experience necessary. Permanent position. 647-4450

to work in Southfield, on several sets of books. Experienced with financial statements, payroll & sales tax. Full time. 557-5255

502 Help Wanted Dental-Medical



attend our
R.N. & G.N. CAREER
OPEN HOUSE
Sunday, May 3, from 1 p.m. to 5 p.m.

Look into every nook and cranny of our hospital and health center. Ask the staff nurses you meet how it feels to practice professional nursing in such a remarkable facility. Find out firsthand what is so special about our nursing care. And expect to personally meet several of our staff nurses, nursing administrators and supervisors, as well as our nurse recruitment specialists.

PLEASE CALL (313) 494-3402 if you plan to attend. Although reservations are not required, we'd like to know if you're coming.

DETROIT RECEIVING HOSPITAL
AND UNIVERSITY
HEALTH CENTER
4201 St. Antoine • Detroit, Michigan 48201
The Newest Member of the Detroit Medical Center
An Equal Opportunity Employer and A Private Non-Profit Organization
• Refreshments • Child Care
• Free Underground Parking (Bring parking ticket in with you)

502 Help Wanted Dental-Medical

TELEPHONE COLLECTOR
Experienced, Medical background, hospital or doctor bills.
For App't. call Don Chester at: 538-4437

WESTLAND DENTAL OFFICE - Receptionist for progressive office, 4 day week, 2 evenings. Experience required. 728-5600 or 722-3341

X-RAY TECHNICIAN -
with medical assistance experience for family practice clinic in Taylor. Call 9AM-5PM 946-8551

X-RAY TECHNICIAN
Registered, part time mornings including Saturday. Radiology clinic, Redford area. 937-6159 937-6160

X-RAY TECHNICIAN - Transcription-tist for North Suburban X-Ray Assoc. Call after 2PM. 851-7682

eRN'S/LPN'S
To $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview
S.R.T. MEDSTAFF, INT.
557-2505

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
familiar with 3200 Systems, salary based on qualifications, immediate opening. Apply 32225 Northwestern Highway, Southfield.

Accounts
Receivable Clerk
Distron, a division of the Burger King Corporation, has an opportunity for you in our distribution center in Romulus. You'll need 1 to 2 years of general office and accounting clerical experience, a good math aptitude, typing and calculator skills to qualify. The starting salary is attractive plus you'll be eligible for an excellent company paid benefit program. To arrange for an interview call PAM MADDEN 941-4100
BURGER KING CORP.
Distron Division
An Equal Opportunity Employer

ACCURATE TYPIST - 75-80 WPM, accurate, good spelling, telephone answering. Birmingham location 645-0740

AD AGENCY Secretary needed for diversified, fast paced environment. Good skills a must; previous ad agency experience a plus. Excellent benefits. Call 358-4500 ext. 201.

ADMINISTRATIVE - assistant, greet clients, type 65, some shorthand and dictaphone, good with math work, benefits, $11,500, fee paid

STAT - clerk, large Southfield company, 1 yr. office experience, type 50, CRT experience a plus, good math aptitude, excellent benefits, $675, fee paid

LOIS RAY
PERSONNEL
559-0560

AREA Social Service Agency needs executive secretary to assist director. Opportunity for growth in development & fund raising. Excellent writing & typing skills needed. Experience in word processing desirable. Send resume to Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Are You An Experienced:
Secretary
Typist
Word Processor
We have long and short term assignments close to your home or call now.
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500

WITT SERVICES
The Temporary Help People

A SERETARY, YES
But More. A member of the team. Must type minimum 70 wpm & be an expert phone handler. Poised, cheerful & experienced. No shorthand. For well established Redford area advertising/marketing firm. Salary $800 + Includes Blue Cross Call Joan:
255-4163

ASSISTANT
Relocation Coordinator
Relocation company located in Southfield has opening for Asst. Coordinator. Applicant must have 2 Yrs experience with Real Estate or related Mortgage Financing background. Good typing and organizational skills required.
For interview, call 352-8400, Ext. 212
An Equal Opportunity Employer

ATTENTION
ALL JUNIOR &
SENIOR TYPISTS
We have long and short term temporary assignments available. Call for an appointment between the hours of 9am-4pm except 12 noon to 1.
Somebody
Sometime
TEMPORARY HELP
17322 Farmington Road
(In Burton Executive Park)
525-5170

BIRMINGHAM CPA Firm needs individual for General Office, Reception & typing. Some experience necessary. Permanent position. 647-4450

to work in Southfield, on several sets of books. Experienced with financial statements, payroll & sales tax. Full time. 557-5255

504 Help Wanted Office-Clerical

BOOKKEEPER
A large international CPA firm, located in the Renaissance Center, has an opening for a Bookkeeper in their internal accounting department. Applicants should have minimum 3 to 5 years experience in the bookkeeping field and be able to type and operate a calculator, perform various accounting and bookkeeping functions under the direct supervision of the department head. Responsibilities include, but not limited to, functions of accounts payable, accounts receivable, preparing petty cash transactions, billing, and preparation of reports. Reply to: Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
AUDITOR
Successful firm is looking for a full charge bookkeeper to work in some of their clients' books. Must enjoy doing a variety of things and be a flexible person. Education preferred. Generous compensation package. Send resume, or call Mr. Floyd, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

BOOKKEEPER- For Office in Troy. Journal entries. Will train recommendation thru trial balance. Good benefits & good working conditions. 524-8904

BOOKKEEPER
Full Charge, Immediate Opening. Experience in all aspects of Accounting, through Trial balance, located in Northern attractive offices. Please send resume & salary desired to: P.O Box 346, Madison Hts Mich. 48071

BOOKKEEPER & RESTAURANT Office Personnel. Must have Payroll & Accounting background. Please send resume to: Jacobson, Inc., 32100 Telegraph Rd., Suite 182, Birmingham, Mi. 48010, or call Diane Dicks, between 10AM & 2PM. 642-2183
An Equal Opportunity Employer

CITY CLERK
CITY OF FARMINGTON
Population 11,000. Qualified person to serve as City Clerk for the City of Farmington. Work performs highly responsible secretarial duties, council minutes, city board minutes, business licensing, sale of cemetery lots, record retention, deed of lots, general public. Election administration experience desirable. Must possess a pleasant wide range of personal skills with experience and qualifications. Excellent fringe benefits. Send complete resume to: City Manager, 23600 Liberty St., Farmington, Michigan 48024.

CLERICAL
Misc duties including filing, errands, typing and mail. Southfield area.
352-7510

CLERICAL-PART TIME. Will train. Growing insurance agency. Opportunity for full time position. Must have typing skills. Southfield. 557-0870

CLERICAL, part time position available for mature, responsible individual. General office duties and light delivery in company car. Must be willing to work weekends and have good driving record. For information please call Ms. Gallagher weekdays between 11am-5pm. 358-3646

CLERICAL - State work experience. Farmington area. Good benefits. Send resume to: Avis Rent A Car, Detroit Metro Airport, P. O. Box 42135, Detroit, MI 48242. Attention: Connie Brown

CLERICAL
SUPERVISOR
Great opportunity! Southfield company needs a manager to supervise and coordinate the administrative aspects of their office. Must have supervisory experience. Generous starting salary and benefits. Send confidential resume to: Mr. Fobar, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

CLERK TYPIST
for general office work, full time, N.W. Detroit. Call Tom Valletti, 273-9500

COLLEGE STUDENTS
Summer Jobs - No Fee
OFFICE CLERICAL
LIGHT INDUSTRIAL
VICTOR
TEMPORARY SERVICES
362-4070
Equal Opportunity Employer M/F

COMPUTER OPERATOR
Ambitious person needed for a position in rapidly expanding distribution company. Accounting, typing, Honeywell-62 helpful. Good resume and salary requirements to: Box 998, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER
OPERATOR
Experience required for this full time position - some programming experience of a basic language will be a plus. Excellent benefits. Call Mr. and Mrs. GOLDMAN for an appointment
557-7040

Correspondence Center
SUPERVISOR - CPHA is seeking a person to supervise the staff of our correspondence center. Responsibilities also include supervision of filing, reception and travel. Must be proficient in the understanding and operation of text editing and telecommunications equipment. Excellent oral and written communication skills required. Supervisory or teaching experience preferred.

Word Processing Operator
Full time position available in our modern correspondence center. Qualified candidate must have excellent knowledge of punctuation and grammar and have fast, accurate typing skills. Word processing or text editing experience preferred.

We offer an excellent benefit package. Call our personnel office for an appointment.
CPHA
1968 Green Rd.
Ann Arbor, MI 48105
769-6511
Equal Opportunity Employer M/F

CPA FIRM in Prudential Town Center needs accurate typist for financial statements. Position open now. Congenial people, salary open. 352-4927

EXECUTIVE SECRETARY
1 yr. experience, good typing, shorthand, typing, short hours. Experienced typing, shorthand, 1 yr. bookkeeping. $675 fee paid. 559-7577

504 Help Wanted Office-Clerical

Credit & Collection
Correspondent
A $2 billion international corporation with facilities located near Metro Airport is in need of a Correspondent to handle customer credit status and collect outstanding bills. Applicants should possess excellent verbal and written communication skills, demonstrate ability of a balanced and organizational skills. For confidential consideration, please send resume with salary history to: American Hospital Supply, 30400 Cypress, Romulus, Mi. 48174, Attention Helen Jackson.
Equal Opportunity Employer M/F

CUSTOMER SERVICE
PART TIME
FULL BENEFITS
Take calls from customers with questions, problems, and complaints. Requires thorough research and follow-up. Pleasant working environment. Attractive skills, typing 40-45 wpm. Troy location. Excellent fringes. $3.35 per hour, 20-25 hours per week. Possibility to work into full time.
Contact A. Henderson
585-2505, Ext. 255
An Equal Opportunity Employer

DATA ENTRY CLERK
1 yr. experience, good telephone skills. Full time position. 8.30 AM-5.30 PM. Southfield Area. Call ask for Peggy. 424-8904

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position requiring top notch skills. Call for appointment. 557-2757

EXECUTIVE SECRETARY
PROFESSIONAL Southfield Law Firm looking for executive secretary/legal typist for senior law partner. Excellent shorthand and typing skills with minimum 2 years secretarial experience. Will teach word processing. Excellent benefits and salary. Management, non-smoking environment. Call Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Shorthand and typing required. Some bookkeeping & word processing. Light duties. Pleasant office. Some bookkeeping experience with experience. Send resume to Q & M, 23240 Lahser, Southfield, Mich. 48034.

EXECUTIVE SECRETARY
Challenging opportunity with manufacturer of consumer products. Must be able to work with corporate officers & must possess proficient secretarial skills. Experience with industrial mfg. firm is absolutely necessary. Pleasant surroundings in northern suburban area. Excellent benefits. Only qualified persons need apply. Send resume & salary requirements to Box 994, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED ACCOUNTS, receivable clerk. Full time. Livonia area. Qualified applicants send resume to Box 996 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED ACCOUNTS payable clerk, full time. Must be experienced with safe guard system. Livonia area. Qualified applicants send resume to Box 996 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SECRETARY
1 girl office. Requires excellent typing, phone work, light bookkeeping. Downtown Birmingham. Pleasant office, working conditions. Salary open 646-6560

EXPERIENCED SECRETARY
Industrial market research firm in suburban area is seeking a personable Secretary with excellent shorthand and typing skills for a challenging and diversified position. Ideal location and working conditions. Salary commensurate with experience. Reply to:
Box 160, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FARMINGTON HILLS LAW FIRM
looking for legal secretary. Pay commensurate with ability.
476-2448

FILE CLERK, Troy Law firm. Full time. Typing & misc. duties 8am-5pm $5.50 per hour. Contact John Molnar

FULL TIME Office help needed for business located in Southfield. Typing skills required, call 352-4740

GENERAL OFFICE WORK
Fast typist, minimum 50WPM. 559-0104

GENERAL OFFICE work in Livonia. Good typist, minimum 50WPM, full time. 591-5560

GENERAL OFFICE personnel. Experienced, full time, 5 days per week permanent position. Farmington area. Mile & Lahser, Southfield. 553-4491

GENERAL OFFICE work in Troy. Typing skills for a challenging and diversified position. Ideal location and working conditions. Salary commensurate with experience. Reply to:
Box 160, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE, must type For 1 girl office Southfield area. Good pay and benefits. Call for appointment. 353-3190

GENERAL OFFICE
We are seeking a person interested in a career in the business world. Entry level position. Typing required. Good math aptitude. Pleasant working condition and full benefits Call 353-3200

GLAMOROUS - job in Bloomfield Hills for top secretary - administrative assistant, busy spot for top executive, $15,000 with benefits & fee paid

LAISON - secretary for leasing type company. Assertive, personable individual, 50 WPM accurate, benefits plus dental, fee paid

ADAMS
&
MARTIN
PERSONNEL
1003 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Jobs
646-8780

GROWING MORTGAGE COMPANY needs intelligent, reliable clerk. Typing & shorthand necessary. Mortgage experience helpful but not necessary. Greenfield-10 Mile area. 968-5310

GROWING Southfield law firm seeking experienced legal secretary, pleasant atmosphere, call Vickie 353-6506

IMMEDIATE OPENING for top notch secretary with minimum 4-5 years secretarial experience for high pressure office. Must have good typing & organizational skills. A pleasant phone personality a must. Good pay/benefits. Call Linda Haney. American Delivery System. 348-3690

IMMEDIATE OPENINGS for person with Min. 45WPM and good verbal skills. Duties include typing, filing, and various clerical duties for Management. Great opportunity to learn and gain experience toward Executive Secretary position. Please send resume and salary desired to: P.O. Box 346, Madison Hts. Mich. 48071

IMMEDIATE POSITION. Experienced legal secretary for Southfield law firm (Excellent) benefits. Salary commensurate with experience. Please send resume, all responses confidential, to Box 604, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMPORTED FOOD PRODUCTS company needs a mature individual for 1 girl general office work which includes inventory control, broker phone contact, shipping, invoicing etc. Must type and have some knowledge of Bookkeeping. Shorthand helpful. Must be able to work independently.
Southfield location. 357-5793

INDUSTRIAL DISTRIBUTOR has opening for Order Clerk. General Office work & typing. Good phone voice (customer relations). Salary commensurate with experience. Appointment. 398-2500

INSURANCE
Agency has position open for File Clerk. American Center Building, Southfield. Call Mrs. Wick. 354-0600

LEGAL SECRETARY
7 to 10 yrs. experience in litigation & real estate. Excellent typing & shorthand skills required. Excellent salary & benefits. Call 559-7500 ext. 134.

LEGAL SECRETARY, some experience, excellent working conditions, Southfield area. 569-5743

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced, typing, shorthand, mag card. Salary commensurate with ability. Royal Oak 288-5000

LEGAL SECRETARY
For Southfield Law firm. Legal background preferred but will train if you have exceptional office skills & typing minimum of 65WPM. 552-1000

INSURANCE
AGENCY
Farmington Hills, experienced person in taking commercial auto, general liability & property. Agency experience preferred. Salary commensurate with experience. Call Mon. thru Fri. 9-5.
626-8543

INSURANCE SECRETARY
Part-time or full-time. Exp. Experience, references required. Non-smoker. Ability to re-date 646-4170

Legal Secretaries
Joanne Bloomfield is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, para-professionals and law office management personnel.
Permanent, part-time, and temporary positions available for experienced legal personnel in the greater metropolitan area.
Invest in your future by contacting Joanne, the legal placement professional today. All fees company paid.
MANSFIELD &
ASSOCIATES, INC
900 Tower Drive - 8th Floor
Troy, Mi. 48084
(313) 879-8832
Subsidiary of Laser Personnel Inc.

LEGAL
SECRETARIES
Success in our business is based on our ability to introduce legal services to law firms who each feel are just right for each other. We have been doing this for several years now. Our list of satisfied clients is long.
In the related atmosphere of our office we will carefully discuss the variety of positions we are representing that fit your background and desires. You decide who you would like to meet. We will arrange the interview. Placement is right for you. When we share our contacts with you, changing positions can be that simple.
Call, come in, or drop us a note. After-hours and weekend appointments are available. There is never a charge for our courteous and professional placement assistance.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2180
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-3140
Renaissance Center 567-0414
Troy 649-2042

LEGAL SECRETARY - experience required. Shorthand a must. Southfield area. Call Mrs Galasso 352-8200

For Southfield Personal Injury Firm. Experienced preferred. Excellent salary, pleasant office. 353-7575

LEGAL SECRETARY, attorney looking for reliable & full time secretary, experience in law office necessary, salary negotiable. Call Sue
352-8700

LEGAL SECRETARY-responsible, well groomed, conscientious. Experienced, full time, preferred. W. Bloomfield or Orchard Lake Rd/15 mile
682-7264

LEGAL SECRETARY needed for Troy law firm. Experience preferred but not required. Excellent benefits. Salary commensurate with experience. Contact Dean for interview. 879-0326

LEGAL SECRETARY - Looking for a change to a more positive work environment? If you have reasonable expertise and desire to work in a busy Southfield law office, call 424-8500

LEGAL SECRETARY needed for small pleasant Southfield law firm. Experience necessary, P.I., workman compensation preferred.
353-5360

LEGAL SECRETARIAL POSITIONS-Ct. Bloomfield Hills firm Experience required Benefits
Contact Mrs. Jordan at: 642-0333

LEGAL SECRETARY for Southfield Law firm. Litigation and or negligence experience necessary. Salary and fringe benefits commensurate with experience. Ask for Cindy at: 353-1550

LEGAL SECRETARY - SOUTHFIELD
1 to 2 yrs. office experience required, excellent secretarial skills, must be willing to learn and run a word processing machine, type 70 WPM and above. Call Elissa 358-5080

LEGAL
WORD PROCESSING
Southfield Law firm has opening for Secretary with word processing experience. Top salary and excellent benefits. Legal background helpful, but not necessary. Management opportunities. After 10 AM, call
645-5940

LOCAL CORPORATION has a position available for an experienced Secretary with good office background. Average typing ability & some bookkeeping experience are also necessary. Customer contact requires our Ideal Applicant to have good communicative skills. We offer a competitive compensation package & career opportunity. For interview, call 681-8500, or send resume to Tru Green, 4475 Portlac Lake, Pontiac, Michigan. 48054

MAKE A
CHANGE
For the better to an easy going pleasant suburban office. Accurate typing and office experience needed. Fee paid $200 a week.
644-4600
SNELLING & SNELLING
AGENCY

MANUFACTURER'S REP Agency seeks mature secretary capable of bookkeeping and phone contact with customers and manufacturers. Pleasant working conditions with 5 man firm in Farmington Hills area 477-5589

OFFICE ASSISTANT
Mature for rep of European mfg. companies. Typing skill required. Shorthand preferred. Estable follow-up European Shipments to US customers. Located in Birmingham. 647-1153

OFFICE CLERICAL
Full time position. Must be good with figures. 8 Mile & Lahser area.
Mr. Pearlman. 353-0160

OFFICE - CLERICAL
Full time. Light bookkeeping, reception, light typing & general office. Located in Troy. Experience necessary. Candidate must be personally pleasant on telephone. Mrs Richards 585-0600

ONE GIRL Bloomfield Hills real estate office, competency required in typing & telephone skills & dealing with upper income clientelle. Full 40 hr. week. Call Ms. Pomonby or Mr. Reed, Century 21 Woodward Hills. 646-5000

OPTION
Career focus clears around this Troy spot offering Exec contact and word processing exposure. Experienced only - start @ $12,000. Shorthand helpful. Plan now, call
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

PHOTO STUDIO & Lab needs Career-minded "Gal Friday" for reception, front counter Sales, filing & light typing. Some Photographic experience helpful. Royal Oak area. 545-3800

PURCHASING ASSISTANT- Must be good with figures, type accurately. Experience desirable but not necessary. Call Mr. Swenson,
W.D. GALE INC.

RECEPTIONIST, light typing, light bookkeeping. Milford, New Hudson area. 437-4141

RECEPTIONIST TYPIST
needed to work in private country club in Rochester. Good with figures $11-$100

RECEPTIONIST/TYPIST
part time
Bloomfield Hills construction company.
642-0850

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
For busy Southfield law office. Position requires accurate typing and some light duties. 557-5255

RECEPTIONIST-TYPIST
for busy real estate office in Redford. Part time evenings. Good typing and telephone skills. Call for appointment.
255-3100

RECEPTIONIST for Birmingham Pediatrians' office. Good with figures, light typing, permanent full time. Will train. Send resume to 815 Pierce, Birmingham, Mi 48009.

Order Scheduler
VLASIC FOODS INC. is seeking an Order Scheduler for the Traffic Department. This entry level position involves telephone work with brokers, light typing, and some filing. The ideal candidate will be detail oriented and able to work in a busy environment at a fast pace. Experience on a 10 key adding machine and TWX machine is beneficial though not required for consideration, please call:
Vlasic Foods Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
851-9400
Equal Opportunity Employer M/F/H

PARALEGAL - A Troy litigation firm needs bright individual with excellent writing skills. Also, research. Experience not required. Reply Box 140, Franklin, Petrulis, Etal., 500 Tower Dr., Troy, Mich. 48084

PART TIME, experienced only in bookkeeping through trial balance, payroll, and all phases of general office. Mon. thru Fri. 9 AM thru 4 PM. 427-4343

PART TIME LEGAL SECRETARY
Will consider one person for two clients, Town Center Building, Southfield. 358-6400

PART TIME RECEPTIONIST is needed for a national recruiting agency in Troy area. Light typing, phone work, nice surroundings. For interview, call Steve Kleinman 362-3020

Troy area, Secretary, 10-15 hrs per week, Mon. Tues. Wed or Thurs. Flexible. Preferably a mature woman. Contact Lori or Karen
528-6500

PART TIME TYPIST
Needed for Southfield firm, 500WPM required. Hours negotiable. Call between 9 AM-4 PM, Mon. thru Fri.
424-8770

RECEPTIONIST
Excellent opportunity for an organized, intelligent, people oriented person with good communication & secretarial Skills. Renaissance Center location. Send resume to box 168 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150
An Equal Opportunity Employer

SALES SECRETARY for 1 girl office. Typing 50 wpm acc. good typing, & dictaphone required. Send resume to M Greene, 30833 Southfield Rd. Suite 201, Southfield, Mich. 48076.

SECRETARIAL-CLERK, TYPIST
Excellent benefits. Salary open. Duties include telephone, filing, posting, typing, basic office skills, etc. Salary commensurate with experience. Excellent fringe benefits Call 352-3810.
LYON-SOUTHFIELD PRODUCTS, INC
An Equal Opportunity Employer

SECRETARIAL POSITION available in small Farmington Hills firm. Willing to train the right person Call for interview. 553-8720

SECRETARY for small office, desirable Rochester location. Competitive salary, benefits. 651-6031

SECRETARY for busy Southfield office. Dictaphone experience and excellent English skills required Call
355-1050

SECRETARY for mfg company, general office skills required Minimum 2 years experience. Apply in person H R Group Co., 24650 N Industrial Dr., Farmington

SECRETARY for small Southfield office. Light typing and bookkeeping. Resume letter to Mr. Allen, 17117 W 9 Mile Rd., Suite 419, Southfield, Mich 48075.

SECRETARY
Organized outgoing person for diversified position in travel & advertising. Must be excellent typist. Shorthand preferred. Max pay, benefits. Southfield area. Keep calling (
424-8194

SECRETARY PART TIME
Good typing skills a must. No shorthand. Flexible schedule Southfield business consultants 355-0140

SECRETARY - RECEPTIONIST
Christian organization seeks person with excellent typing skills & some transcription work. Good telephone manner & memory for details a must. Contact Mrs Hein.
557-8390

SECRETARY
Some legal experience necessary. Will train for data processing position. Person over 25 yrs. of age preferred. Big Beaver Rd between Crooks & Coolidge. Willard Munro 643-9494

SECRETARY, TYPIST
for Southfield CPA firm, experienced only. Strong typing background required. Nice office.
557-0440

SECRETARY
TYPIST
As a UNIFORCE - TEMPORARY WORKER you can have a challenging temporary job Short term and long term assignments available.
Call Nancy for an appt.
646-7660
UNIFORCE
TEMPORARY SERVICES

SECRETARY TYPIST for a small law office at Maple & Telegraph Good typing required, no experience necessary. Congenial at