500 Help Wanted

TRAVEL AGENT
Recent Agency experience required, Apollo preferred. 5 days, top salary, benefits. 353-1044 or 353-1291

WANTED: Finish carpenter. Send resume or letter to P O Box 618, Farmington, Mich. 48024

WAREHOUSE
General Factory - Packaging

Call 9 A.M. to 12 noon
Interviews 8 A.M. to 10 A.M.

478-8352

29200 Vassar, Livonia
(N. of 7 Mile & Middlebelt)

Personnel Pool

502 Help Wanted Dental-Medical

A LPN OR MEDICAL ASST 8185 WK. Clinic has spot Mon thru Fri., 9 AM-5 PM. Hour for lunch. Full benefits. Employment Center 559-1828 or 968-5995

A NEW total health clinic including a psychiatric department is seeking ambitious physicians of all specialities: psychological, social worker, pharmacist, dentist, podiatrist, chiropractor & physio-therapist. The clinic will provide 24 hour emergency service for both medical & psychiatric patients. Please call Dr. Perlmutter at 838-0001

BILLING CLERK - mature woman, typing & filing. Mon. thru Fri. 8:30-5. Southfield area. 559-5808

BUSY Dermatology office seeking well-rounded person withreception & medical assistance background. Call, ask for Helga 569-4234

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist full time. Excellent pay, paid holidays, Blue Shield, Medicaid, experienced preferred. Reply to Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CARDIOLOGY Nurse, clinician, for private physician's office, masters preferred, part time, send resume to Carol Adonis, 27829 Telegraph, Suite 200, Southfield, MI 48075

DENTAL ASSISTANT
Mature, experienced individual for Charlotte Area Oral Surgeon. Call Telegraph area. Call 531-6660 for interview.

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge & lab abilities. Attractive benefits & opportunity salary commensurate with abilities. 553-7618

DENTAL ASSISTANT full time, experience necessary, certified preferred. Dearborn area. 277-0510

DENTAL ASSISTANT wanted for Livonia office. Full time, experience preferred. Ask for Jean 421-0121

DENTAL ASSISTANT for pediatric dental office. Experience preferred. Salary & fringe benefits contingent on experience. 553-3250

DENTAL ASSISTANT
Full time Detroit office. Graduate Assistant or at least 2 years experience preferred.
Call 861-1046

DENTAL ASSISTANT
Full time for practice in downtown Birmingham. Experience preferred.
Call 646-1046

DENTAL assistant, chairside, full time, general practice, no Saturdays, background or experience preferred. Call with resume for interview. Fenkell near Telegraph. 535-8600

DENTAL ASSISTANT
Part time. 1 year recent experience required. Certification preferred. 16 Mile & Ryan. 979-0600

DENTAL ASSISTANT
Experienced, 4 days, no Saturdays. Dearborn Heights, Warren & Telegraph area. 531-0373

DENTAL ASSISTANT
Full time position available at Northville practice, must have experience. 348-7997

DENTAL ASSISTANT, Plymouth Canton area. Full time position. Experience desired but not necessary. Send resume to box 41680Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT - are you interested in a diversified & interesting position as a dental assistant in a Livonia office. This position offers pleasant surroundings & friendly associates. Experience preferred. 477-6833

DENTAL CHAIRSIDE Assistant, mature, experienced, no evenings, salary negotiable. Livonia. 416-1001

DENTAL HYGENIST
Plymouth area position.
2 to 2 day week. 453-4150

DENTAL OFFICE in Southfield - seeking experienced Dental Assistant for congenial, small office. Mon. thru Fri., no eves. Benefits. 352-8406

DENTAL Office/Manager Receptionist. Experienced only. Knowledge of field office. Involves some assisting, insurance & bookkeeping. Caring personality, 4% days a week. Call 352-8505

502 Help Wanted Dental-Medical

DENTAL HYGIENIST - mature, experienced, personable, Mon. & Tues. Northland. Send resumes to box #388 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

DENTAL RECEPTIONIST
Livonia. Experienced. Good salary and benefits. Apply to Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST. Excellent opportunity to work in congenial multistaff office in Plymouth. Experience preferred. Diversified duties in a pleasant work environment. Salary commensurate with ability. Call 453-8850

DENTAL RECEPTIONIST
to handle insurance, etc. Full time, W. Dearborn. Excellent benefits including pension & profit sharing. Experience necessary. 565-5507

DENTAL RECEPTIONIST ASST.
Orthodontic office, Birmingham area. Excellent opportunity for right person. Some typing. Experience helpful, but not necessary. Apply in own handwriting to Box #488, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Mature friendly experienced person, knowledge in appointment scheduling, part time afternoons. 453-5070

DENTAL TECHNICIAN
Set up experience. Will Open Salary.

DENTURE ASSISTANT
Investing, packing, processing.

FINISHER
Crown & bridge framework. All benefits & profit sharing. Sahra Dental Studio, 5050 Schaefer Rd. Dearborn.
582-5234 or 582-5235

HOME HEALTH AIDES-Companions needed to care for patients in their home. Hourly or live in assignments. Top pay, benefits. 357-3850
Professional Medical Personnel

HYGENIST, Full time, Some dental assisting duties, new Livonia Office.
Send resume to Box 302, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Professional Medical Personnel

INDUSTRIAL NURSE AFTERNOONS
Must have industrial experience.
RN ONLY
Open salary.
Paid benefits.
Fee Paid.
BETTY HAHN, PERSONNEL
424-8470

LABORATORY TECHNICIAN
needed for doctors office, 13 Mile/Northwestern area. Call
352-4880

LICENSED NURSES
Openings now available for RNs & LPNs full time afternoons, and part time afternoons & midnights, in skilled Nursing facilities. Excellent wages & benefits. In service to meet your needs. Contact Kay Kermode, RN Director of Nursing, University Convalescent Home, 28550 Five Mile Road, Livonia.
427-8270

LPNs
Afternoons and midnights, full or part time. Good wages. Wishing Well Manor, 520 W. Main St., Northville.

LPNs
Full or part time. Day & Afternoon shifts. Apply at AM to 4 PM, Mon. thru Fri. The Arnold Home, 15520 W. 7 Mile, Detroit. 531-4001, Ext. 38

LPN'S OR RN'S
Midnights, part time, quiet 18 bed nursing home or main facility. Farmington.
477-3232

L.P.N. - RN.
Day and 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.

An Equal Opportunity Employer

L.P.N.'S
PRIVATE DUTY
CANTON AREA
Excellent opportunity for an LPN who enjoys working with children. Please call toll free.
TEMPORARY
HEALTH CARE SERVICES
1-800-462-7593

MATURE RECEPTIONIST (for dental office. Livonia. Full or part time. Good salary and benefits.
Apply to Box 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT, Farmington Hills O.B/GYN. Part time maternity leave, 32-36 hrs. per week. Box 454, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MATURE MEDICAL billing clerk, flexible hours, Blue Shield, Medicare, Medicaid experience. 548-8717

MEDICAL ASSISTANT
To assist in ophthalmologist office, full time, dependable, will train, Southfield area. 353-1754

MEDICAL ASSISTANT
Experienced OB/GYN. Southfield area. Please reply to Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT Exciting part time career opportunity with Troy doctor's office. Seeking a bright vivacious hard working and responsible person. No experience required, will train ambitious self starter. Good starting salary. Send resume to Box 194, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Fine opening in Pediatrician office, SW suburban area. Experience VP'S, injections, finger pricks, etc. From $4 an hour up.

TROY AREA - Heavy lab work, thrust cultures, Moon spots. Work with doctor, etc. $6 an hour

Other fine openings in Rheumatology, Internal Medicine practices.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL ASST
Part time for Doctor's office. Experienced only. EKG, X-Ray- Injection & Vena Puncture. Plymouth area.

MEDICAL OFFICE needs part time, mature, conscientious gal, experienced, assisting & general office procedures. Livonia area. 474-2400

MEDICAL SECRETARY - receptionist, allergist's office Southfield area, hrs. & compensation negotiable. Resume to box #473 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Needed for Livonia area clinic. Please call Jan: 591-0440

NURSE AIDE. Home Health Aide, Home Care Aide. Live in positions available. 5 days per week, Mon. thru Fri. Top pay, benefits 357-3850
Professional Medical Personnel

NURSES AIDE AND Physical Therapist positions and medical related positions available now on these and 400 others. Call Employment Directory, Inc. 868 Fox. Open Saturdays. 559-8400

NURSES
Full & part time, come in or call; Hendry Convalescent Center, 105 Haggerty Rd. Plymouth 455-0510

OFFICE MANGER, experienced, full time for private mental health OPC Clinic. Third party billing & bookkeeping skills required. Also part time Secretary/Receptionist, medical office experience necessary with good telephone skills willing to work Saturdays. Call Sandy 425-5320 or apply with resume to Baywood Clinic, 15645 Farmington Rd., Livonia, Mich 48154.

PART TIME
Medical Assistant. Will train to assist Doctor, downtown Farmington. Call 476-5256

PHYSICAL THERAPISTS
Immediate openings for registered Physical Therapists with opportunities in an industrial clinic and/or out-patient extended care facility . Full or part time positions available with hours varing from 3 afternoons per week to full time. Contact: Personnel Dept.
522-0150

PHYSICAL THERAPIST
Michigan licensed. Dedicated professional to work with physically & neurologically handicapped children in an outpatient multi disciplinary facility. Experience with pediatrics desirable. Send resume & salary requirements to L. Adler, The Detroit Institute for Children, 5447 Woodward, Detroit, MI. 48202.

An Equal Opportunity Employer

PHYSICAL THERAPY SUPERVISOR
Michigan licensed. Outpatient facility for physically & neurologically disabled children, requires working supervisor in a community based program with opportunity for teaching & program development. Send resume & salary requirements to L. Adler, The Detroit Institute for Children, 5447 Woodward, Detroit, MI. 48202.

An Equal Opportunity Employer

PHYSICAL THERAPIST
Immediate opening for an experienced, independent, and creative registered Physical Therapist in a well established department of rehabilitation. Therapist to maintain current and explore new services for interesting variety of patients with orthopedic, neurological, medical, and trauma related conditions. Excellent salary commensurate with experience, plus full benefit package. Call: Personnel Dept.
353-0250

502 Help Wanted Dental-Medical

PART TIME
Medical assistant needed, approximately 24 days work. Call Tues. & Fri.
261-3808

PSYCHOLOGIST Ph.D. Michigan Licensed. Multi disciplinary outpatient clinic for physically & neurologically handicapped children. Requires dedicated professional with outstanding interpersonal skills to provide testing, diagnosis, psychotherapy to patients/family, training and consultation to colleagues & paraprofessionals. Interdisciplinary service training. Experience with learning disabled children desired. Send resume & salary requirements to T. Vaughan, The Detroit Institute For Children, 5447 Woodward, Detroit, MI 48202.

An Equal Opportunity Employer

RECEPTIONIST -Internists office- Beverly Hills. 4 day week, typing, experience preferred. Call 9AM-5PM, week days except Wed. 645-2280

RECEPTIONIST & light medical assisting, full time. Experience preferred. Farmington area. 538-0660

RECEPTIONIST - experienced for busy office near Providence Hospital, some typing & insurance, call between 8am-2pm Mon. thru Fri. 559-6570

RECEPTIONIST - PART TIME
Mature, friendly, experienced for expanding dental group in Westland-Livonia area. Knowledge in appointment scheduling, preferred. Confidential. Send resume to Box 458, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSE
To work part time in women's medical clinic, 3 days a week, 20 hours. Will assist doctors in obstetrics and gynecology, O.R. experience helpful.
Call Nancy Simmons 538-0600

REHABILITATION or Occupational Health Nurse. If you enjoy meeting people, this part time marketing position with Medical Rehabilitation Clinic may be for you. Contact Mrs Fedak, at 569-3142, ext 307.

RESIDENT AIDE For Senior citizens home in Farmington Hills needed for midnight shift, 10PM-6:30AM. Call week days 9AM-5PM. 851-9641

RESPIRATORY
THERAPY
Providence Hospital is seeking experienced, CRTT, Registry eligible or RRT to work as Cardiopulmonary Technologist in our Novi Ambulatory Care Center. Positions immediately available to work every or every other weekend and Holidays on the day or afternoon shift. Excellent salary and working environment. Apply Employment Office, Mon. - Fri. 8 AM. - 3 PM.
PROVIDENCE
HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield
An Equal Opportunity Employer

RN-LPN
Seeking charge nurses for afternoon and midnight shifts. Full or part time. Flexible hours. Great benefits. Come join the nursing team at "The 1978 Facility of The Year". Contact Ms. Heaton, 728-8100. Westland Convalescent Center.

RN, PART TIME, Evenings and alternate Saturdays. Busy OB-GYN office. Royal Oak area. Contact Mrs Thomas. 549-4775

RNS
Full time, $14,500 plus fringes

LPNS
Full time, $14,500 plus fringes
Separate program for part time nurses.
Weekend differential paid.
Farmington Nursing Home
30405 Folsom, Farmington
477-7400

RN'S - LPN'S
Flexible Scheduling - Top Pay
Variety Of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5353
SOUTHFIELD 569-4400

RN'S & LPNS
Full & part time positions available on day shift. Excellent benefits, no evenings. Contact Nursing Office, 569-1500, Ext 310, Southfield Rehabilitation Center, 21401 Foster Winter Drive, 9 Mile-Greenfield area.

RN'S - LPN'S
Immediate openings for home care.
Medical Home, Inc.
656-1888

RNs or LPNs
All Shifts, full and part time.
Apply
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

502 Help Wanted Dental-Medical

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 OR LPN'S
Large nursing home has full and part time openings on all shifts. Blue Cross - Blue Shield, life insurance, flexible hours.
Contact M. Forker, RN
273-6850

RN'S
PRIVATE DUTY
Suburban Area
All shifts available. 4 & 6 hour shifts available also. Call or stop by today.
TEMPORARY
HEALTH CARE SERVICES
16415 W. 8 Mile, Southfield
835-5600

RN
SUPERVISOR
RN needed to supervise office of suburban nursing service. Midnight to 8am, every other weekend (Fri & Sat. night). Lovely Town Location. Call Alice Alexander RN for interview.
MEDICAL
PERSONNEL
POOL
352-6111

R.N., part-time & 2 days & 1 evening each week, some Saturdays & fill-in; for a Family Practice Center.
Call Mr. Johnston. 684-9700

SMALL NURSING Home has opening for an RN. Flexible hours. Ideal working conditions.
Canton. 459-7060

STAFFING
COORDINATORS
Scheduling responsibilities for a supplementary nursing service. Must have medical background and good communication skills. Full time and part time positions available. Benefits (F/T) including major medical. Town Center location. Call Alice Alexander RN for interview.
MEDICAL
PERSONNEL
POOL
352-6111

SURGICAL ASSISTANT
Full time needed for busy oral surgery office. Experienced preferred. South field area. Mon. - Fri., 8-5 PM. 557-4644

VENA-PUNCTURE TECH. needed, full time, day shift, good driving record required. Call between 8:30AM-12 noon. 358-1010

WESTLAND PHYSICIAN needs medical assistant, RN or LPN, must do venapuncture, I.V.'s, EKG, minimum clerical ability, apply at Westland. Call between 4PM & 5PM 728-1313

X-RAY TECH - full time afternoons with some weekends & call. NW suburb. 537-6200 ext.303

X-RAY TECH
Registered, full or part time position for full time position in private lab in Southfield area. 353-7500

504 Help Wanted Office-Clerical

Accounting Clerk/Sec'y
Suburban firm needs 3 years experience in accounts payable, receivable, payroll, general ledger, light typing, shorthand preferred. Salary is $16,000. Fee Paid. Call
Marilyn Carney - 552-8320
Assoc. in Personnel

ACCOUNTING, PAYROLL CLERKS
Immediate opening for an experienced full time and part time accounting payroll clerk, calculator & keypunch experience necessary, free meals, excellent benefits, with regular union increases, apply in person: Monday through Friday 9AM-3PM to the Personnel office, located on the ground level of the Airport Hotel
or Call Mrs. Bjordarin at 946-3029
HOST INTERNATIONAL
DETROIT METRO AIRPORT

ACCOUNTS PAYABLE and Payroll. 1 2 years experience, computer experience a plus. Wayne area. Call 729-8200

ADMINISTRATIVE
SECRETARY
$10,400 PLUS-FEE PAID
Growing national company. Corporate offices. Good location, excellent benefits, friendly environment and chance to advance. Call Mark.
SNELLING & SNELLING
649-5900

504 Help Wanted Office-Clerical

ACCOUNTS
PAYABLE
CLERK
Established Farmington Company offering comprehensive benefit package for individual with minimum 2 Yrs. experience. Fee Paid.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTS
PAYABLE
CLERK
Immediate opening in our busy accounting office. Credit experience necessary. Excellent benefits package.
Please apply in person:
PERSONNEL OFFICE
MON. THRU FRI.
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD
HOTEL
17017 W. 9 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

ADMINISTRATIVE
ASSISTANT
$13,000-$15,000
FEE PAID
Progressive leasing company needs ambitious person with strong typing, and some shorthand. If you enjoy customer contact and variety, this job is for you! Plush office and relaxed environment. Benefits include dental. Elaine.
SNELLING & SNELLING
478-3500

Administrative
Assistant
Super secretary/assistant desperately needed for this busy company president. Must have excellent typing, shorthand, communication skills and experience. If what you enjoy being part of a dynamic team, with pressure filled days and plenty of responsibility, please respond. Generous starting salary and benefits. Fax resume to Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING AGENCY, Clerical. Experience with TV billings needed. Full-time, Farmington area. 476-6470

A PERMANENT part time secretary needed for busy but interesting office. Must be mature with experience, good skills & pleasant personality. Work 8-5 two days per week, opening in Social Security field, 1 in Birmingham (Bingham).
Call Dory 647-4707

ATTRACT
Magnetic personality and good personal appearance can pave your way to exciting Media sales. Strong typist can enjoy and learn. $$$ start depends on you.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

BEGINNER
TYPIST
Major west suburban company will train bright promotable person with good typing for entry level position in beautiful office. Good starting salary, full benefits, fast advancement and company paid fee. Excellent opportunity for beginner. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

BOOKKEEPER - experienced in restaurant accounting. Salary commensurate to experience. Phone between 1-5PM. 649-6444

BOOKKEEPER
Experienced, on permanent part time basis. Flexible hours. Southfield area. 557-5160

BOOKKEEPER, full time for Southfield CPA firm, experienced through Trial Balance, including Payroll Taxes, Call 559-5511

BOOKKEEPER
Full charge, through financial statements, and payroll returns. Full time/part time. 532-6525

BOOKKEEPER/SECRETARY
Part time. Responsible & efficient, for small cabinet shop in the Birmingham area. 968-3828

504 Help Wanted Office-Clerical

BOOKKEEPER, full charge, experienced in Accounts Receivable/Payable, Payroll, Tax Forms, thru trial balance, gal board system. Send resume to Box 466, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Prepare daily reports, sales & expense summaries. Experience preferred. Apply in person to Ron Guy, Mobil Station, 810 N. Hunter, Birmingham, Mich.
An Equal Opportunity Employer

BOOKKEEPER - SECRETARY, Office Manager. Experienced and mature for a one person builders office. Able to do everything from typing letters, answering phones, posting books, preparing trial balance, dealing with customers and suppliers. West Bloomfield Location. 851-1669

BOOKKEEPER - work at home. Small corporation needs 10 to 15 hours per week. Time must be flexible. Send brief resume to "Bookkeeper", 1645 South Hills Blvd, Bloomfield Hills, Mich 48013.

BUSY apartment complex in Canton Twp. needs clerical help to train as Assistant Bookkeeper. Must be intelligent, mature, accurate with numbers, have good typing, filing and telephone answering skills. Must be willing to work. Call 10AM-Noon only. 459-0455

CLERICAL POSITION-full time Franklin Village office, for person with good typing skills and office skills, able to do assuming building department duties. Good benefits. 626-9666

CLERICAL WORKER needed for Summer part time for busy Plymouth Development complex office. Typing and ability to work with public. Call 10AM-Noon only. 358-0455

CLERK TYPIST
Full time only. Knowledge of light bookkeeping & good typing & math are required. References. 19 Mile-Woodward area. Call for appointment, ask for Greg Or Gary.
541-2023

CLOSING SECRETARY for busy West Bloomfield Real Estate Office. 3 to 5 years previous real estate closing or title escrow closing department experience. Call 626-2900

DATA ENTRY
Challenging opportunity for bright conscientious person with fast growing Southfield computer service company. Terminal experience and/or excellent typing skills required. If you are a fast learner, like responsibility and variety and can deal effectively with blue chip clients, please call and tell us why you are the person we are looking for.
Ask for Erin Load. 557-4404

DESK CLERK
SECRETARY
$12,000 PLUS TO START
Fee half paid. Hospitable suburban firm needs personable Secretary to work in busy office. Typing skills and a willingness to learn will get you into this successful company. Experience with computer helpful. Profit-sharing and paid benefits. A great future awaits you.
SNELLING & SNELLING
478-3500

DEVELOPMENT FIRM has immediate opening for experienced secretary. Excellent skill skills required, diversified duties. Good benefits. Northland area. 569-4180

ENERGETIC?
$9,200-$9,300
FEE PAID
National company is seeking versatile Secretary. Beginning office experience. Typing 50 wpm. Immediate opening. Full benefit package, professional environment. Call Elaine.
SNELLING & SNELLING
478-3500

Excellent
Pay
If You're An Experienced:
Secretary
Typist
Word Processor
We have long and short term assignments close to your home - call now.
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT
SERVICES
The Temporary Help People

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand. Pleasant working conditions. Southfield area. Full benefits. Call
353-3100

EXECUTIVE
SECRETARY
$13,000 TO START
FEE PAID
A professional image and good skills needed for growing company. New building, great environment in suburban location. Type 75 wpm, shorthand, 80. You can't afford to miss this immediate opportunity. Call Deb.
SNELLING & SNELLING
478-3500

EXECUTIVE - secretary, Bloomfield Hills, typing 70 WPM, shorthand 80, for financial VP, high degree of professionalism for photo environment, benefits, $15,000, fee paid

SECRETARY - Troy, excellent typing and shorthand required for this important position, benefits, $14,000, fee paid

LOIS RAY
PERSONNEL
559-0560

504 Help Wanted Office-Clerical

EXECUTIVE
SECRETARY
Fine North Woodward area company wants the classic professional for a well paying position in the financial department. Typing, shorthand, and talent with people. A good opportunity for the secretary who likes the financial setting. Company pays our fee.
PERMANENT STAFF
TROY 362-4004

EXECUTIVE
SECRETARY
Salary into mid-teens
& benefits offered
Permanent opening available in growth firm located in Wayne. Excellent typing and shorthand skills required. Busy position with responsibility and growth potential. Excellent for career minded individual. Call Pam
Somebody
Sometime
Temporary Help
17220 Farmington Rd.
(In Burton Executive Park)
525-5170

EXPERIENCED LEGAL Secretary for expanding Southfield firm. Good typing, fast paced. 352-1552

EXPERIENCED legal secretary for expanding Southfield firm. Fast paced, relocating to new offices on Telegraph just south of Maple. Call 645-5105

EXPERIENCED Legal Secretary for medium size Southfield Law Firm. Management required, shorthand preferred, salary commensurate with abilities.
353-1611

FILE CLERK
for Law office. Experience preferred. Southfield area. Ask for Marilyn
358-0100

FOR Physician in Southfield
Legal Secretary - experienced only. Experience in domestic relations helpful. Call 542-6870 today!
Royal Oak Employment.

FULL TIME SECRETARY
for Jewish Women's Organization. Call between 8:30AM-4:30PM, Mon. thru Fri. 355-9181

GENERAL OFFICE
Experienced typing, filing & follow-up. Call between 8-11:30am, Monday thru Friday. 883-0135

GENERAL OFFICE
We are seeking a person interrupted in a career in the business world. Entry level position. Typing required. Southfield area. Full benefits. Call 353-3209

GENERAL
OFFICE
An excellent opportunity exists for an individual with general office experience in our retail gas operations located in Farmington Hills. Responsibilities will include bank reconciliation, accounting payables, receivables, and other general office procedures. Applicates must have excellent communication skills.
We offer a good salary and excellent benefit package. Please apply in person at:
GUANDIAN AUTO GLASS
24150 Haggerty Rd.
Farmington Hills
(S. of 10 Mile)

INSIDE - sales correspondent for national company. Secretarial skills necessary, a quick thinking self starter will love this position. Blue Cross, dental, & stock purchase plan. $12,500 salary, fee paid

TAKE - charge secretary, for fast moving dept. of big company - your writing skills will be an asset and so will your organizational abilities. $13,500 plus benefits. 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

INSURANCE ASSISTANT needed minimum 2 years commercial fire &/or casualty experience. Typing required. Salary open. Call Kathy 533-0937

INSURANCE BILLERS
Medical billing experience only. Southfield medical lab. Full time. Excellent benefits. Call between 8-5, 358-4510

INSURANCE COMPUTER, Lapeer in W. Bloomfield desires person with 2 years experience in small agency.
851-6838

Legal Secretaries
Don't willie time wondering if you can better your situation. The legal world is virtually recession proof. I have job orders going unfilled because the employer can't find the person who knows their specialty. They are willing to invest in a fee to get you. Don't put off until tomorrow what should be done today. Only experienced legal secretaries should apply. Act now! Call Joanne. Temporary legal secretaries are also needed.
MANSFIELD &
ASSOCIATES, INC
A subsidiary of LPI - Fees Paid
900 Tower Drive, Troy, MI 48084
Troy 879-8833 Rem Con 879-8873

504 Help Wanted Office-Clerical

INSURANCE SECRETARY
Experience preferred, 12 Mile-Southfield area. 557-4874

INTERNATIONAL marketing subsurface location. Part time Secretary. Typing, phone, experience desired. Call 559-8843

KELLY
Secretaries
WORK!
KELLY SERVICES has temporary assignments for all SECRETARIAL and WORD PROCESSING skills. We offer top assignments, merit increases and paid vacations, if interested, call for appointment Mon. thru Fri. between 9 AM. & 5 PM. at the office nearest you.
29449 W. 6 Mile, Livonia
522-4020
4000 Town Center
(suite 100)
Southfield
352-7490
999 W. Big Beaver, Troy
(suite 100)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY
SERVICES
Equal Opportunity Employer M/F/H.

LEGAL SECRETARY for Southfield Personal Injury Firm. Experience preferred. 353-7575

LEGAL SECRETARY
Experienced, General Practice. 2 days per week, shorthand desired. Southfield Area. 358-3010

LEGAL SECRETARY
Full time for growing law firm. Experience preferred but not required. Call Ann Marie at 961-3020

LEGAL SECRETARY
Full time needed for Pontiac law firm. 332-0274

LEGAL SECRETARY for Livonia General Practice firm. Legal experience preferred. Full time.
477-3777

LEGAL SECRETARY. Southfield law firm, excellent salary, benefits & opportunity. Legal experience required, litigation. 353-7550

LEGAL SECRETARY - Experienced needed for Bloomfield Hills law firm. IBM Memory 50 Experience required, good salary & benefits. Call Margie 332-2156

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LEGAL SECRETARY
Top Northwest suburban firm seeks 3-5 years experienced general practice, skilled typing. 60wpm, shorthand & dictaphone required. Salary to $13,000. Fee Paid. Call
Sandy Lane, 552-8320
Assoc. in Personnel

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Beautiful office, word processor and super benefits just hint about this position. To find out more, call Mark, Legal Department.
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LEGAL SECRTARY. Birmingham. Nice, small office, needs collaborated and ambitious secretary. Will send to Paralegal or night Law School at employer's expense. 645-6750

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Part time. 20 hours per week. Typing 50 wpm, high school equivalency. $4.70 an hour. Apply at Managers Office, Plymouth City Hall, 201 S. Main, Plymouth, by June 26, 1981.

LIGHT OFFICE & CLERICAL work needed. Spot car detailing. 394 S. Woodward Ave., in-town, Birmingham. Full or part time. Apply in person.

MAG CARD OPERATOR
Needed for Farmington Hills law firm, excellent benefits. Call Linda Kelly at 851-9020

MATURE PERSON needed for large Apartment Complex in Troy. Office experience required. Hours: 11AM-7PM. Pleasant working conditions & excellent fringes. Please call between 9AM-4PM. 643-6844

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$4 an hour. Receptionist, light typing. Farmington Hills area. Call.
855-3770

PRDUCTION
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Take charge person who likes interesting work environment. Some Bookkeeping helpful. Light typing fine.
Call Sandy
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PROFESSIONAL TYPIST with good math aptitude, willing to learn purchasing for commercial furnishings business. Desire mature, responsible person who needs permanent person. Troy area. Call Edith for interview, 643-7050

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Immediate opening. Must have prior food & beverage inventory experience. Generous benefits package.
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9AM-1PM 3PM-4PM
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RECEPTIONIST
Southfield office looking for attractive outgoing Receptionist with recent experience. Must type at least 60 WPM. Salary and benefits. Please call Robbie, 354-3948

STAFF NURSES NEEDED
RNS & LPNS

Days, Afternoons & Midnights
Good working conditions, many benefits including shift premium. Contact Ms. Grieve, RN, DON, between 10 A.M.-4 P.M. 522-1444.

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Suburban ad agency seeks career oriented individual responsible for support activities of key management executive. Applicants must have shorthand skills. Organization and communication a must. Liberal fringe benefits, salary commensurate with experience. Reply in confidence to Kelly Calacci:

DESMOND & ASSOC. INC.
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Oak Park, MI 48237

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The corporate marketing department of a national printing ink manufacturer located near Schoolcraft and Telegraph requires a Secretary with typing of at least 70 wpm and shorthand of at least 80 wpm. Pleasant working conditions and complete fringe benefits including dental.
Send resume, call 538-6800 and an application will be mailed, or apply in person between 9 AM-4 PM.

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We are offering a growth opportunity for individuals to work in our servicing division and become involved in customer contact, typing and other office duties. To qualify for these openings you must have accurate typing ability of 40 plus wpm, good figure aptitude and good communication skills. Ability to work under pressure a must. Our corporation offers a complete benefit package. For consideration, please apply in person during the following hours:
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Attractive compensation and benefits plan offered. CALL or forward resume PROMPTLY to:

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(313) 553-9320
32985 Hamilton Court, #135
Farmington Hills, Mich. 48018

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EXECUTIVE SECRETARY

Medium sized Troy manufacturer and supplier to the transportation industry requires an experienced Executive Secretary to both the Chairman and President.

Position involves the handling of personal correspondence and matters in addition to general secretarial and administrative duties.

Background should include a minimum of 5-8 years experience in a similar environment as well as exceptional skills. The ability to "shift gears" quickly is a must.

Interested candidates are invited to submit their resume in confidence to:

BOX 492
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O & E