EMPLOYMENT

500 Help Wanted

SKILLED WRITER
Individual with expertise in the use of written language skills. Creative ability and experience in the formulation of product brochures, procedure manuals and training materials desired. Expanding dynamic Southfield firm. Full benefits. Reply in confidence to P O Box 300, Southfield, MI 48037

STORE MANAGER
Experienced manager for Tall Girls Shop in Northland and Fairlane Town Center. Salary commensurate with experience. Fringe benefits. Call for appointment.
855-2500

SUPERVISOR, Buildings & Grounds
Qualifications 1 Extensive experience in supervising custodial work 2 Working knowledge of electrical, plumbing, heating & mechanical areas 3 Knowledge & experience in school transportation Forward letter of application & resume by July 13 to
Gene A Thielke, Assistant Superintendent, Royal Oak Schools
1000 Crooks Rd Royal Oak 48073

SUPERVISOR
$14,000 $15,000 Light machine repair. Midnight shift
Ray Greenger personnel 359-1426

SURFACE GRINDER with hand experience on doweled form tools. Send resume to P O Box 2928 Livonia, MI 48151

TEACHERS MUSIC & DANCE
Jewish community school needs music & dance instructors for 1981-82 school year Please send to Jewish Parents Institute Mon thru Fri.
681 1000 ext 159 or 163

Telephone Sales
Immediate openings for LIVE clerical assignments for telephone sales review. PAY RATE PLUS BONUS 3 shifts Mon thru Fri 40 weekends Morning hours area Call 362 1880 or 642 9650 between 8 AM & 5 PM Must be 18 and have own transportation Experience preferred

KELLY SERVICES
The Kelly Girl People
Equal Opportunity Employer M/F

TELEPHONE SALES & customer relations person needed by national hardware distributor Part or full time Must be organized, well organized and have typing skills No pressure or quotas Southfield office Hourly rate
355-5950

TELEPHONE SOLICITATION
Experienced only
Call 644-0145

TELLERS ALL AREAS
A Part Time Pool Operators, Troy Area Employment Center
544 0656

THE CHANGER truck & passenger tire boot work Apply Allied Tire Co 21876 W 8 Mile near Lahser

TOOL & DIE MAKER
Wanted Dies, inverters, and benches Apply at 38915 Schoolcraft, Livonia

TOOLROOM MACHINIST
LATHE, HARDINGE, MILL, GRINDER, EDM.
Must have tools and do craft setups Wages commensurate with experience Good benefits.
RETOOL MACHINE CO
13640 Elmira, Detroit
834-6680

TRAVEL AGENT
Need additional travel agents Must have 1 or 2 years experience preferably with Travel Companies Best working conditions Benefits plus opportunity for promotion Southfield & W Bloomfield area Call Hold Travel between 9 AM 5 PM
358 3320

TRUCK DRIVER experienced for established wall paper supply in person Wed after 10am Home Style Foods, 34651 Lyndon Farmington Hills

TRUCK DRIVER Must have license for office warehouse facility in Livonia area Responsibilities include loading & unloading trucks and local delivery of merchandise High school education, experience with 1 1/2 ton trucks, chauffer's license If qualified please contact Linda
522-8100

TURRET LATHE OPERATOR
W & S
Must be experienced in short run tool work. Top wages, complete benefits, overtime
O. KELLER TOOL
12701 INKSTER,
LIVONIA 425-4500

VAN CUSTOMIZER MOPARS INC is expanding & currently looking for qualified & experienced help in the following departments Sewing & Trim, Sunroof Installer Assemblers, General Construction, Woodshop Apply 15810 Technical Rd, Redford, Mon thru Sat 9 AM to 6 PM

WANTED FOR exclusive skin care salon in Southfield Experienced preferred, also needed experienced makeup artist Call Tues thru Sat 354-1128

WANTED healthy normal males 21 to 55 for participation in research study Subjects will be paid Call T J Variakojis, Henry Ford Hospital 876-2233

WANTED Part time Experienced Mechanic preferably Henry Ford to maintain small fleet of vehicles.
994-4495

500 Help Wanted

SOUTHFIELD based co seeking experienced landscaped maintenance man with leadership capabilities. Potential foreman, call for eve or weekend interviews Able Arena Landscape Co
356-6281

STOCKROOM CLERK
Troy, 1-5pm, Monday through Friday, $3 35 per hour. Bigelow - Sanford, Inc.
362-1440

502 Help Wanted Dental-Medical

ATTENTION
Experienced RNs!
Interested in working contingent or on-call? Flexible hours and shifts now available at Beaumont - Troy.
We are looking for experienced RNs in Med Surg, E R and Step-down with cardiac monitoring background.
Work as little as 8 hours per week or as much as 32 to 40 per week.
Come in and discuss the unique professional nursing opportunities offered Salary commensurate with experience
Call Andrea Marcus, RN Nurse Recruiter for appointment at
828-5485 or 828-5160
William Beaumont Hospital - Troy
4601 Coolidge, Troy MI 48098
An Equal Opportunity Employer

BIRMINGHAM - Dental assistant for outstanding dental office. Bright, impeccably groomed & interested in training for long term employment in demanding position. Apply to Box 555, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CERTIFIED MEDICAL ASSISTANT
Full time Dentist Hills area
Experience necessary
478-6720

CHIROPRACTIC ASSISTANT
Must be intelligent, mature & eager to learn Chiropractic knowledge helpful Over 21 Farmington Hills area
471-0440

CRNA
Afternoon shift, 3PM-11 30PM
Full time Shift differential
Excellent opportunity
857-7306 857-7301
PONTIAC GENERAL HOSPITAL

DEVELOPMENT INSURANCE CIRL
Dental full time experience necessary Have knowledge of assisting needed for chair duties & present office has process of building new ultra-modern Medical Dental facility in Livonia, Newburgh & Ann Arbor Great opportunity for right person
626-1494
420-2040

DENTAL ASSISTANT
Full time Detroit office Graduate Assistant or at least 2 years experience preferred
681-2144

DENTAL ASSISTANT General practice seeks qualified chairside with minimum of 2 years experience Excellent benefits, Competitive salary commensurate with abilities
525-7616

DENTAL ASSISTANT
Over 40 years chairside part time Busy Livonia office
Call 476-2148
855-1077

DENTAL ASSISTANT
Part time Experience necessary Farmington Hills area
474-2280

DENTAL ASSISTANT experience, wanted for busy Birmingham office 3 days, some Saturday mornings Please call
646-2988

DENTAL ASSISTANT, part-time, 1 evening, experienced preferred Certification preferred 16 & 18yrs
979-0600

DENTAL ASSISTANT
Full time position, part Northville office Must have chairside experience
348-7992
559-9092

DENTAL ASSISTANT
Part-time
Rochester area Experienced only
Call 651-0539

DENTAL ASSISTANT - PART TIME
For evenings, and Saturday in Dearborn Heights area Salary commensurate with experience Ask for Carol 277-3300

DENTAL ASSISTANT NEEDED Experience in 4 handed dentistry and light office work 4½ day week for general practice in Southfield Call for interview
358-2404

DENTAL HYGIENIST
Saturdays only, 8am 3pm
Westland office
421-2515

DENTAL Lab Technician for Dental office Models, blue waxing, casting, polishing Experience a referrences 10 Mile & Northwestern area Days Call 354-4344 or after 7PM
626-2581

DENTAL RECEPTIONIST - orthodontic office Typing & dental experience necessary 37 hours per week, Mon thru Thurs 13 Mile-Telegraph
879-6290

DENTAL RECEPTIONIST - maturity, responsibility, personality, good salary benefits Livonia Apply box 582 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL SURGICAL SPECIALTY office requires competent, aggressive person with some chairside experience Farmington Hills Area Full or part time
553-3350

DENTAL TECHNICIAN needed Must be artistically inclined for work in prosthetic department Experience preferred or will train Call for appointment Mason Dental Ceramics 535-1071

DENTAL TECHNICIAN
Sahra Dental Studio 5050 Schaefer Rd., Dearborn, Mich. 313 533 0 or 24 Sat
Technician top notch Benefits + Salary open Good opportunity

EEG TECHNICIAN
For Dearborn Div Neurology office Experience required Full time, benefits Call Mrs Perkins
274-7880

LAB TECHNICIAN & MANAGER
Preferred, female to manage & work in orthodontic Lab Garden City. 422-6420

LICENSED NURSES
Limited Openings available in shifted staffing facilities for RNs or LPNs, due to relocation Excellent wage & benefits For newly revised shift differential Flexible scheduling, In service to meet your needs including those wishing to re-enter the nursing field Contact, Kay Kermode, RN, Director of Nursing, University Convalescent Home
28550 Five Mile Road, Livonia
427-8270

LPN OR MEDICAL ASSISTANT - for OB, orthopedic & endoscopy, will train, Dr's office
538-4700

502 Help Wanted Dental-Medical

EXPERIENCED Medical Transcriptionist for the Farmington area Full or part time, weekends Openings on all 3 shifts. Experienced only need apply
324-0469

EXPERIENCED
MEDICAL RECEPTIONIST
Pleasant capable alert responsible person, Knowledge of insurance desirable, pleasant working conditions, and fringe benefits, salary commensurate with ability & experience. Birmingham-Bloomfield Area. Send resume
Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED REGISTERED X-Ray Technician needed part time for Garden City clinic Send resume to Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LAB ASSISTANT needed for physicians lab Must have understanding of medical terminology & tests Will train, full time Detroit
838-9481

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

LPNS
Full or part time Day & Afternoon shifts Apply 9 AM to 4 PM, Mon thru Fri The Arnold Home, 18520 W 7 Mile, Detroit
531-4001, Ext 28

LPN'S OR RN'S part time afternoons for basic & skilled nursing home. Farmington
477-7323

LPN'S
with starting wage $6 50 per hour
also RN'S
ALL SHIFTS
Apply in person at
MEDICO'S RECOVERY CARE CENTER
22355 W. 8 MILE RD.
3 blks W of Lahser

LPNs
2 needed, part time, 3 day shifts per week which include every other weekend Must be certified to pass meds Apply
KERN HOSPITAL
21230 Dequindre, Warren.

L.P.N. - RN.
ALL SHIFTS - Full or part time positions available in this modern nursing home. Good starting salary. Hospitalization insurance Call or see Mrs Ferguson at Nightingale West, 8365 Newburgh Rd., Westland near Joy
An Equal Opportunity Employer

L.P.N.'S
Pontiac Area
Your choice of shifts or area
TEMPORARY
HEALTH CARE SERVICES
835-5400

MEDICAL ASSISTANT with experience for doctors office, Livonia area Part time afternoons and evenings
427-9222

MEDICAL ASSISTANT Receptionist, experienced only, 28 to 30 hours including Sat A M Must know WBC & DIFF, pediatric office
533-5335

MEDICAL ASSISTANT - full time for doctors office, Experience, can measure vena puncture, X-Ray & injection Detroit
838-9403

MEDICAL ASSISTANT - part time, Berkley area Must have at least 2 years experience in EKG, Vena Puncture, Injection, evenings
543-2349

MEDICAL ASSISTANT
Experienced only, mature Insurance, pegboard, vena puncture, WBC Good hours Livonia Call after 7pm 353-5660

MEDICAL ASSISTANT
For internist office Lab experience CBC, urinalysis, sed rate, mono & thyroid, assisting experience EKG, VP, injections, 4½ day week W 12 Mile area $200 week
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL ASSISTANT-RECEPTIONIST for Dermatology office Experienced Four weekdays plus Sat. AM. Send resume Dermatology, 30445 Northwestern, Suite 309, Farmington Hills, Michigan 48018

MEDICAL BILLING personnel with general office Skills Good benefits Southfield
358-5151

MEDICAL SECRETARY Receptionist - Troy area Experience desirable but will train proficient typist.
649-2940

MEDICAL TRANSCRIPTIONIST
Experienced - also to share Reception duties in private X Ray office
855-4700

MIDNIGHT NURSE
FULL or PART TIME
Pleasant working conditions in an extended care facility Apply in person
Middlebelt
Nursing Center
14900 Middlebelt Rd., Livonia

NEEDED IMMEDIATELY
RN'S, LPN'S, Aides, Homemakers, Livins, Companions, for staff relief private duty and home care Clients waiting For details call
274-2359

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

NURSES, RNS & LPNS
Part time on contingency basis for afternoons and midnights in pleasant Novi facility 8 hour shifts available Please contact Director of Nursing between 9 and 4 PM
477-2309
An Equal Opportunity Employer

NURSES
RN'S
O.R./P.A.R.
I.C.U./C.C.U.
We need you for various assignments in major hospitals on the east, west, and northwest side immediately!
Come and join the Staff Builders family and see for yourself why STAFF BUILDERS Health Care Services is one of the nation's most progressive nursing services. Practice your specialty on your own schedule.
STAFF BUILDERS
HEALTH CARE SERVICES
22355 Greenfield, Southfield
557-8600
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST aide with experience in hospital or outpatient setting. Full or part time, NW suburb, competitive salary & good working conditions Apply box 561 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

POSITION OPEN Immediately to assist Doctor in ears, nose, throat, allergy office Must be experienced in medical venture, typing & dictaphone, 4½ days, full time, no weekends, salary open For appointment call
559-5450

QUALIFIED E K G Technician with blood drawing experience needed for independent Lab serving nursing homes in Metro Detroit Area
353-5188

RECEPTIONIST for Pediatric office in Birmingham; able to do Blue Shield. Call Mrs. Burgoyne
644-6210

RECEPTIONIST needed for Psychiatrist's office in Southfield area Need basic secretarial & good typing skills Call evenings
851-5482

RECEPTIONIST/Computer Biller needed for progressive medical practice. Mature, career minded individual is essential. Must like responsibility, knowledge of 3rd party billing, medical terminology and typing a must Send resume and salary requirements to P O Box 141, Novi, Michigan 48050

REGISTERED NURSE
To work part time in pediatric medical clinic, 3 days a week, 28 hours. Will assist doctor in obstetrics and gynecology. OR experience helpful
Call Nancy Simmons
538-0600

REGISTERED NURSES
For 18 bed alcoholism unit & 36 bed psychiatric unit
Call Lou McMaster, Mon-Fri 8am-4pm
338-7144
WOODSIDE MEDICAL INC
845 Starkweather, Plymouth

RN ASSISTANT DIRECTOR
Achievement oriented RN with solid clinical skills and goal to the Director of Nursing of skilled nursing facility Outstanding salary and benefits We will train you for promotion to Nursing Administration Contact Director of Nursing 981-2400 or 981-2404
477-2009
An Equal Opportunity Employer

RN - experienced in office nursing, part time or full time in Madison Hts clinic Excellent working conditions, fringe benefits Must have references Call 10am-1pm
547-3100

RN - LPN
Home care coordinator, responsible for scheduling, interview orientation P R, etc 2 to 5 days per week Typing skills helpful, salary DOE
Call Mon thru Fri 9-3
424-8377
AB CARE

RN - LPN PART TIME POSITION
Available July 1 for Bedford Villa, a 68 bed basic nursing facility 3 days per week, 8 AM 4 PM Call between 8 AM 5 PM
557-3333

RN-LPN
Seeking charge nurses for afternoon and midnight shifts Full or part time, Flexible hours, good benefits Come join the nursing team at "The 1979 Facility of the Year" Contact Ms Heatonz, 728-4100 Westland Convalescent Center

RN or LPN
Large nursing home has full or part time openings on all shifts Blue Cross, Blue Shield, life insurance Flexible hours M Furker, RN
273-6850

RN OR LPN to work in vascular surgeon office, must have current cardiac testing, experience preferred, or will train
552-9202

RN OR LPN Out patient cardiology practice needs full time RN or LPN Experienced in cardiovascular nursing, Cardiac rehabilitation and Holter monitoring Must have recent CCU or telemetry experience Position primary involves Holter scanning and interpretation. Contact Joan Valente, RN
478-1244

RNS
Full time, $16,000 plus fringes
LPNS
Full time, $14,500 plus fringes
Separate positions for both nurses
Weekend differential for all
Farmington Nursing Home
30405 Folsom, Farmington
477-7400

RNS - LPNS
Immediate openings for home care Medical Care, Inc
656-1888

RN'S - LPN'S
New Rates
New Facilities
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5753
SOUTHFIELD 559-4400

RNS - LPNS
Positions available on afternoons and midnights Good pay, Great working conditions Avondale Convalescent Home, 1480 Walton, Rochester 651-4422

RN - Supervisor
Seeking an energetic and motivating RN to supervise and stimulate our afternoon shift Full time position available hours 4-8 days per week Come join the management team at "The 1979 Facility of The year."
Contact Ms. Heaston
Director of Nursing
728-6100

R.N.'S
Novi - Private duty
4 hour shifts available. Call today for details.
TEMPORARY
HEALTH CARE SERVICES
835-5400

STRAITH MEMORIAL HOSPITAL
23901 Lahser Rd All Surgical Hospital in Southfield is seeking a part time on-call Surgical Technician to assist surgeon for the Midnight to 8AM shift. Apply in person or call the nursing director at
557-3360

TYPIST for Medical lab Insurance experience helpful 7 Mile-Telegraph area. Call between 9-5pm, Mrs. Karen
537-1700

VENA PUNCTURE TECH needed, full time, day shift, good benefits Call
Mon thru Fri 8 30 AM-12 Noon, Southfield area
358-1010

WESTLAND PHYSICIAN needs medical assistant, RN or LPN, must do venapuncture, EKG, injections, minimum physical therapy, regular hours
Call between 4PM & 5PM
728-1212

X-RAY TECHNICIAN - registered, full time position available at large Northwest clinic Apply in person only Woodland Medical Clinic, 22341 W. 8 Mile.

504 Help Wanted Office-Clerical

ACCOUNTANT - BOOKKEEPER
Experience required Ability to do all payroll taxes, trial balance & financial statements Job costing experience helpful but not required. Located in Walled Lake area
442-0132

ACCOUNTING CLERK
For expanding suburban Company. Handle ledger posting, credit and accounts receivable. Qualified candidate will have some previous general accounting or bookkeeping experience with some receivable background Full fringes with dental, excellent advancement potential. Fee Paid.
Call 473-2470
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTING SUPERVISOR
Good opportunity, good money. Accounting, Computer, & personnel experience. Good verbal communication skills. Send resume to Attention R. K. Hopkins, Box 2000, Southfield, Mich. 48076

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE Clerk for large apartment complex Experience, computer, EDP experience preferred, math aptitude essential, Southfield location
355-7417 ext 230

ACCOUNTS PAYABLE CLERK
Experienced. Salary commensurate. Exciting and challenging position with growing company. Pleasant working conditions. Blue Cross and Dental. Ideal location in Town Center Bldg in Southfield. For interview call
358-1180

Accounts
Payable Clerk
$160 per week Your experience with figures and talent for detail will land you this fabulous position. Great benefits.
Snelling & Snelling
336-7400

ACCOUNTS
PAYABLE
CLERK
Established Farmington Company offering comprehensive benefit package for individual with related experience Fee Paid
525-7870
SHARROW ASSOCIATES
PERSONNEL AGENCY

Accounts
Receivable Clerk/On Call
We need an Accounts Receivable Clerk to help out on a part time basis. Clerk at our westside office located at Greenfield & Grand River Way. Must have accounts receivable experience, be able to type accurately, use a 10 key calculator, and be available several full days a week as needed. Please call 961-5474 between the hours 9 AM & 12 noon on Tuesday, June 30th
Equal Opportunity Employer M-F

AD AGENCY GAL FRIDAY
Busy Farmington Hills agency needs experienced Secretary-Receptionist Superior typing skills, 65WPM with shorthand Salary commensurate with ability - fringes Call for appointment Thompson Advertising
553-6666

ADMINISTRATIVE ASST TRAVEL
Mature person varied duties include secretarial, advertising, promo & sales Preference to applicants with some experience in advertising, Apply in person Can Am Travel, 2900 Town Center, Suite 2310, Southfield

ADMINISTRATIVE SECRETARY for National Corporation with headquarters in Southfield, position requires a highly motivated person with exceptional shorthand & typing skills, opportunity for advancement, excellent salary and benefits Send resume to
Dept 200 ADC, 19800 W 8 Mile, Southfield, MI 48075

ADMINISTRATIVE
ASSISTANT
Assist Controller of well established suburban company Qualified candidate will have the ability to work without direct supervision. Assist in training and management of clerical staff, supervise the preparation of payroll and general accounting functions. Type 50 WPM Full fringes with dental Fee paid
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Advertising Secretary
$10,400
Fee Paid
Plush offices, wide variety of duties An excellent chance for advancement Company has excellent benefits Start with week off at Christmas Call Mark
SNELLING & SNELLING
478-3500

AFTERNOON RECEPTIONIST needed
Pleasant working conditions Basic for busy Chiropractic Physician
455-2145

ASSISTANT Bookkeeper for private club Knowledge of payroll, Send resume to box 538, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION
Legal Secretaries
Executive Secretaries
Our agency has openings in the Southfield area for people with 1 to 2 years experience. To qualify you will need SDWPM typing and 80WPM shorthand. Salaries range from $10,000 to $12,800. For information and appointment call:
Gardner Employment Agency
565-3502

AUTO DEALER
PBX OPERATOR/
CASHIER
Dealership experience required - Farmington Hills area. Call for appointment:
471-0800

BILLING CLERK Typist for an established Farmington Hills manufacturing firm Steady hours, generous fringes. All new office Call for appointment
553-2036
An Equal Opportunity Employer

BOOKKEEPER For contemporary furniture store in W Bloomfield area Accuracy with speed essential Handling customer orders, purchase orders, handling customer accounts, Phone, Experienced only. Apply by calling for appointment Mrs. Beach, Scandinavian Design Center, 682-7600 Closed Mon.

BOOKKEEPER for telecommunications company, duties include preparation of financial statements, accounts receivable, accounts payable Send resume to William Hartsock, 30200 Telegraph, Suite 274, Birmingham, Mi. 48010

BOOKKEEPER Full or part time, permanent position, excellent working conditions, all benefits. Downtown Farmington Hills Interiors.
476-7272

BOOKKEEPER - Full charge. Experienced in construction accounting Must also have supervisory experience. Send resume and salary requirements to Box 568, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeeper
Full charge bookkeeper thru Trial balance, financial statement, Pegboard system, accounts payable, accounts receivable and payroll. Send resume only to:
WEST END WELDING & FABRICATING CO.
25 1/80 Seeley Rd.
Novi, MI 48050

BOOKKEEPER - PART-TIME
Southfield area 20 Hrs per week
Some experience necessary
Call: 557-5741

BOOKKEEPER
Part Time - Birmingham area Property Management Company needs Full Charge Bookkeeper to work half days to start. Immediate opening for mature, dependable, friendly individual Contact John Palmer between 9 & 11 AM at
645-2111

BOOKKEEPER PART TIME
Accounts receivable & payables, payroll, some typing. Minimum 4 hours daily, within 9am-5pm. Call Eastern Dolphin Singing Telegram Company for appointment.

CHIROPRACTIC INSURANCE GIRL
For Zewicke Chiropractic Life Center. Must be experienced with Medical Insurance Salary negotiable. Call anytime with the public. Call 3pd at
421-4110

504 Help Wanted Office-Clerical

BOOKKEEPER - permanent part time, typing speed 60 WPM, flexible hours, call Nancy at 358-3730

CLERICAL HELP WANTED
Part Time, Light Typing 9 AM-12 Noon. 34905 Schoolcraft corner Stark - Schoolcraft.

CLERK TYPIST I - $11,024 - $12,417 plus COLA. Must be Livonia resident, have high school diploma or equivalent, have a minimum of 1 year full time paid typist experience (45 WPM). Apply no later than Friday, July 10, 1981. Human Service Commission, 33000 Civic Center Dr, Livonia
An Equal Opportunity Employer

COMPUTER PROGRAMMER, experienced in Data Point 2200 System, part time hourly or by the project. Computer Systems, Oak Park 541-7888

COORDINATOR
to $12,000
FEE PAID
Farmington Firm seeking well organized career - minded person to coordinate tasks, set priorities, Typing 60wpm & 2 year office experience will begin a period of future growth in this Nationwide company All benefits including profit & sharing Call Debra
SNELLING & SNELLING
478-3500

CUSTOMER SERVICE AREA, full time, 14 Mile & John R, office environment, experience, typ 50 60 WPM, good telephone manner, math aptitude and knowledge of geographic locations For appointment contact Beverly
588-1929

DATA ENTRY OPERATOR
12,000 strokes per hour or better, Mon thru Fri afternoons Send confidential resume, or phone requirements to Personnel Dept., Box Inc. 23333 Commerce Drive, Farmington Hills

DESK CLERK SECRETARY
$12,000 TO START
FEE PAID Position
Reputable suburban firm needs personable Secretary to work in busy office Typing 60 wpm, and a willingness to learn will get you into this successful company Company experienced Equal Profit-sharing and paid benefits A great future awaits you Call Deborah
SNELLING & SNELLING
478-3500

CAREER
SECRETARY
Excellent opportunity at major west suburban company for experienced person with superior skills Diversified and promotable position in a fast paced environment starting salary to $14,000, fantastic fringes and company pays our fee Call now for personal interview
PERMANENT STAFF
LIVONIA 522-4210

CAREER SPOT
More than just a mere rapidly expanding firm has openings for several highly motivated people with good clerical & organizational skills CRT Experience a Plus! If you thrive on challenge, responsibility & work well on your own this is for you Salary $11,000 plus full benefits & company pays our fee
Call Sherri Hill for personal interview
AMERICAN
PERSONNEL SERVICE 355-5526

CHALLENGING POSITION available with established Farmington firm for sharp, take charge person Must have excellent typing skills and a spelling skills, pleasant telephone manner and management of clerical staff, supervise life insurance processing helpful
Contact Ms. Hayes
478-3220

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 565-0060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT
SERVICES
The Temporary Help People

EXECUTIVE SECRETARY
Chairman of the Board of a company rapidly growing Real Estate Corp looking for individual with initiative and ability to work with minimum supervision Thus is a very challenging position requiring excellent typing, shorthand & dictating equipment skills Ability to deal with people essential Send resume & salary requirements to box 554, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARY
Progressive Southfield financial institution is seeking a dependable individual capable of handling executive responsibilities. Previous banking experience necessary. Typing 60-80 w.p.m., shorthand skills preferred. Good benefits. Salary commensurate with experience.
MICHIGAN
NATIONAL BANK
OAKLAND
An Equal Opportunity Employer

EXECUTIVE SECRETARY
To President of distribution company offering up to 70 WPM, dictaphone and knowledge of expediting, Position contact with customers Varied, interesting and challenging work Maple & Telegraph area Call Bernice
Executive Secretary
$13,500 Plus
Fee Paid
Exciting fast moving position that offers challenge, responsibility & possible travel Top skills a must!
Call Mark
SNELLING & SNELLING
649-5900

Executive
Secretary
A very successful and busy executive seeks an experienced secretary/typist secretary to organize his work load Must have excellent typing, experience with taking meeting minutes, and dealing with top executives Super opportunity, Generous compensation package. Send confidential resume to Box 570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED Bookkeeper and General Office Secretary for small auto dealership. Fringe benefits, good hours. Overseas Motors, 32400 Plymouth Rd., Livonia.
427-0840

EXPERIENCED Legal Secretary desired for medium sized Birmingham area law firm with capability to operate a Lanier "No Problem" typewriter quiet. Salary negotiable. Call Diane for Appt at
642-6433

504 Help Wanted Office-Clerical

EXPERIENCED LEGAL Secretary
General practice
Attractive Southfield office.
356-7601

EXPERIENCED Legal Secretary for Birmingham law firm. Good typing skills & dictaphone experience. Fringe benefits & good working conditions Please call Mr. McGlynn at
645-0100

EXPERIENCED LEGAL Secretary wanted, excellent office, good salary, benefits. Call 9am-5pm
353-3550

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

EXPERIENCED LEGAL Secretary for Corporate Attorney specializing in litigation. Need good typing, shorthand & dictaphone skills Excellent working conditions
443-4610
For Appointment - - Contact Charlene

EXPERIENCED Legal Secretary Excellent benefits Telegraph and Schoolcraft area Call Duane at
538-1445

FARMINGTON - company needs receptionist secretary. Varied duties for friendly personality in this popular job. $11 200 with dental, medical & fee paid

FILES - Troy company needs your excellent skills and organizational ability to help the president run company. Set up system, take care of travel arrangements $16,000 to $20,000 & fee paid

ADAMS
&
MARTIN
PERSONNEL
1000 S Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
642-6780

FULL TIME
Clerical position Typing required Call 9am - 12 noon
261 6925

GENERAL OFFICE
Minimum accounting required, Western area Call Larry at
624-8700

GENERAL OFFICE
Career opportunities, full time position now available in expanding Southfield Corporation Good salary and benefit package Ideal office environment Experience desired training available Ask for Mrs Beech at
642-7200

GENERAL OFFICE
Must be high school graduate with good typing skills & knowledge of basic math Will answer phones, type invoices & do general clerical work Good benefits, full time only need apply Starting salary $150 per week Apply at 20300 W 8 Mile, Southfield Ms 9 30am 5pm

GENERAL OFFICE
Receptionist for medium-size Law Firm Light typing, filing & some bookkeeping.
353-1611

GENERAL OFFICE Responsible Person must have pleasant phone voice, adequate typing, to handle all office procedures, including light bookkeeping Call Carol Center 525-8 Hardin Rd.

HELP WANTED Clerical full time, insurance experience required Apply in person Professional Insurance Assoc., 3028 S Wayne Rd Wayne

INSURANCE AGENCY looking for person with clerical skills for general office work 8 30am 4 30pm
652-6030

INSURANCE
Agency has position open for part time File Clerk Southfield area. American Center Building Mrs Wick
354 0400

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

INSURANCE ASSISTANT needed minimum 2 years commercial line & or property experience Typing required Salary open Call Kathy
523-0927

JUNIOR SECRETARY
Terrific beginner spot for person with good typing & adaptable personality Your eye for detail & good phone voice gets you the job Ref between 8 AM and 5 PM at our special recruiting center at the
Roman Terrace Restaurant
27822 Orchard lake Rd.
(at 12 Mile & I-696)
KELLY
SERVICES
"The Kelly Girl People"
352-7490 522-4020
Equal Opportunity Employer M F H

Legal Secretaries
Don't waste time wondering if you can better your situation The legal world is virtually recession proof I have job orders going daily and if you don't like where you are I'm 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 879-8832 Hen Cen 879-8823

LEGAL SECRETARY needed for small, pleasant Southfield law firm PI workman's compensation preferred, ask for Patty.
253-3400

LEGAL SECRETARY - experienced with emphasis on workers comp defense preferred Birmingham law firm
644-2213

LEGAL SECRETARY - experience needed for Farmington Hills law firm Good typing & dictaphone skills required. Excellent benefits Call Linda Widrig
851-9500

LEGAL SECRETARY
Challenging position available for sharp person with good typing and shorthand Pleasant working conditions Southfield area, Full benefits Call
352-3109

LEGAL SECRETARY
Full time 6 months experience required Salary negotiable Call Diane for Appt at
552-9520

504 Help Wanted Office-Clerical

LEGAL SECRETARIES (2) for South-field & Birmingham offices, 2 - 5 yrs minimum experience, salary commensurate with experience, call office mgr
444-4844

LEGAL SECRETARY - Southfield office needs full time secretary, work for 3 attorneys and answer phone, must be good typist with some legal experience $160 to start with rapid advancement Phone Mr Bolger
353-5555

LEGAL SECRETARY
Troy firm needs Secretary with bankruptcy experience, will train person with exceptional aptitude Must be proficient with dictaphone and type at least 70 wpm Ideal working conditions, good fringe benefits Phone 879-5150, ext 118

LEGAL
SECRETARY
Golden opportunity to work in ideal location for a person with some legal background Great hours and benefits $1,840 Call SANDY now!
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY
To $13,000
FEE PAID
Learn Word Processing, work in plush professional environment & receive excellent benefits including dental Call Mark, Legal Department
SNELLING & SNELLING
649-5900

LEGAL SECRETARY Birmingham New small office seeks college educated ambitious secretary Will send to Paralegal or night Law School at employer's expense
645-0750

LEGAL SECRETARY - for Southfield Town Center, experienced Call Nancy
352-9086

LOVE TO TYPE?
International firm needs you! Top skills & personality are what you ask! Beautiful offices, excellent salary, full benefits with dental & company pays our fee This one won't wait, for personal interview
Call Sherri Hill
AMERICAN
PERSONNEL SERVICE 355-5526

MAIL CLERK Opportunity
Needed for Farmington Hills law firm excellent benefits Call Linda Widrig at
851-9500

MANAGER
TRAINEE
$9 600 to start Talent for management will guarantee you rapid advancement with this established financial firm Terrific benefits
Snelling & Snelling
336-7400

MANUFACTURERS REP
in automotive sales, needs full time secretary Must have shorthand Excellent compensation package & fringe benefits Please send resume to Box 512 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE LADY - with payroll & bookkeeping experience Must have the ability to pay attention to detail, acceptable typing skills & pleasant personality Good salary, 35 hrs 9-5PM with occasional ½ day on Sat.
Pleasant working conditions, Blue Cross, paid variations & other benefits Call Mr Bergman
Apply in person Christian Memorial Cultural Center 22 E Harris Rd.

MATURE SECRETARY TO WORK FOR ADMINISTRATORS
SERVICES AFICA SCHOOL
Excellent typing, shorthand preferred, typewriter experience, Must be organized and personable person $12,000 range. Full benefits Fee Paid

PERSON FRIDAY - WARREN
To work as Secretary in Sales Office of Industrial firm Excellent benefits Typewriter experience preferred Salary around ideal $12 $14,000 mid range Paid Benefits Fee Paid

STENO - TROY
Some experience in legal Dept required Good typing shorthand & data phone experience important $12 $13,000 range BEAUTIFUL LOCATION Full benefit package Fee Paid

BETTY HAMIL PERSONNEL
424-8470

OFFICE CLERICAL, full time with some dictation Must like working with figures Southfield-10 Mile Rd area Salary open Call Betty
557-5383

OFFICE CLERK for construction co. in Livonia Experience helpful but not required Typing, light bookkeeping, filing, phone, payroll, etc Send resume to Box 24681 Livonia 48151

OFFICE MGR - Southfield law firm needs mature, career oriented individual to manage staff of 16 people Must be strong, yet able to gain rapport & respect, people management experience required, Heavy bookkeeping involved, some typing, only sophisticated, intelligent assertive people need apply Phone
851-4556
An Equal Opportunity Employer

PART TIME SECRETARY
3 days per week 8 15 to 4 45 Going to full time in July Duties include typing some phone work, etc Southfield office Phone
352-3455

PAYROLL CLERK
National Company has full time entry level position available in Southfield office Skills required are accurate and personable Call for appt
358 4463

POTENTIAL
Southfield firm likes to train it's one? Bright detail typist needs fast reading shorthand and an interest in learning legal to start work Will depend on you
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

PSYCHIATRIC OFFICE - typist billing Mature, with secretarial experience, light bookkeeping Double header Troy area
352 0888

RECEPTIONIST & OFFICE CLERK
Responsible individual Bookkeeping experience preferred
Center Racquet Club, 5700 Drake Rd, W Bloomfield Call
661-2000

RECEPTIONIST
Part time in office
Livonia location
525 9610

504 Help Wanted Office-Clerical

RECEPTIONIST - Light typing and answering phones
835-2277

RECEPTIONIST
with some typing experience 35 hours a week $4 00 per hour Rochester area
653-7112

RECEPTIONIST TYPIST
Full time position available with constru