502 Help Wanted Dental-Medical

MEMO
TO: POOL NURSES
FROM:
SUPERIOR CARE
BR: MERIT INCREASES, CASH BONUSES, BENEFITS, HIGHEST PAY RATES, and FLEXIBLE SCHEDULING
A respected national health care provider, now in the Detroit area, invites you to call or stop by our offices & discover what we have to offer.
16900 W. 8 Mile Rd, Suite 417
Southfield, MI
559-9777

NURSE AIDES - If you have home care experience, transportation, enjoy caring for the elderly & are able to work as a live-in or on an on-call basis we invite you to join our team.
PRO CARE ONE, INC
The Health Care Professionals
Livonia 522-5752
Southfield 569-4400

NURSE AIDES/
MALE ATTENDANTS
2 years of current Hospital or Nursing Home Experience required.
Superior Care
559-9777

NURSES AIDES - LIVE-INS
Needed experienced Nurses Aides and Live-in to do home care and staff relief in area institutions. Choose your own hours, call 274-2300

NURSES
Assistant Wanted
Opening on all 3 shifts. Experienced only need apply. Must have grove of 8 Graduates. Applicants will be interviewed Mon., Tues., Wed., Sept. 21,22,23, from 1 P.M.-3 P.M.Only'
GEORGIAN
BLOOMFIELD
2975 N. Adams Rd.
Bloomfield Hills

NURSES
FIND SATISFACTION IN GERIATRIC NURSING at Hendry Convalescent Center, a 129-bed facility with full J C A H accreditation providing skilled nursing care. HCC offers RNs and LPNs a challenging environment for their skills and now has limited part or full shift positions available on 7-3 and 3-11. Visit our facility - no obligation 105 Haggerty Rd., Plymouth 455-0510

OPTICAL DISPENSER Receptionist. Wayne Canton Part time. No evenings. Experience in Blue Cross billing. Send resume, references, P. O. Box 2191, Farmington Hill, MI 48018

OUT PATIENT Cardiology position in Farmington Hills needs RN, LPN or cardiac sonographer experienced in non-invasive cardiology. Elements involves M mode and 2-De echocardiography, Holter monitoring, scanning and interpretation
Contact Joan Valente, RN, at 478-8244

PART TIME Dental Assistant - W. Bloomfield area Experience helpful but not necessary
PART TIME insurance biller for pediatric office, must have BC & Medicaid experience

PHYSICAL THERAPY AIDE
Full time position open in Westland area. Experienced preferred, must have transportation Call for appt. 644-4324
An Equal Opportunity Employer

PODIATRY OFFICE in Westland seeks an experienced, enthusiastic & self-motivated person for full time position. Should possess a medical background & be experienced in medical assisting. Send resume to P. O. Box 97, Westland Mich 48185

RECEPTIONIST for oral surgeon in Plymouth area, part time, experience preferred, typing skills helpful Call 455-0710

RECEPTIONIST
Doctor in Southfield area needs your friendly smile. Greet patients Answer the phone, and type. Salary $160 to start. Call Sandy now
353-2090
SNELLING & SNELLING
PERSONNEL

RN Assistant Director
of Nursing. Challenging Nursing position. Excellent salary. Full benefits Apply at Dorvin Convalescent Center, one block So of 8 Mile On Middlebelt 476-0550

RN
Full time days, $16,000 plus fringes
LPNS
Full time, $14,500 plus fringes
Separate pay plan for part time nurses
Weekend differential for all
Farmington Nursing Home
30405 Folsom, Farmington
477-7400

RN'S - LPN'S
For the best in supplemental nursing opportunities, wages & benefits join.
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5752
SOUTHFIELD 569-4400

RN's & LPN's
Full and Part Time
All Shifts
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RNS & LPNS
Full or part time Afternoon & Midnight shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18520 W. 7 Mile, Detroit. 531-4001, Ext. 38

RNs - LPNs
Let Us Make YOU Happy!
CHOOSE YOUR OWN
HOURS & ASSIGNMENT
RNs to $12.50 Hour
LPNs to $9.35 Hour
TEMPORARY
HEALTH CARE
CALL NOW
Mon. & Tues.,
Ask for Maryann
835-9542

RNs or LPNs
Full Time Midnights
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

O&E

502 Help Wanted Dental-Medical

RN'S
$10.50 & UP PER HOUR
Immediate assignment available,part time/full time.
Work your own schedule
Call for
confidential interview
Quality Care
274-2309
643-0311

R.N. - L.P.N.
Charge position available on days in a basic nursing home. Excellent wages Apply in person at
28510 Plymouth Rd., Livonia.

SECRETARY
MEDICAL
Fast-paced position for sharp individual. at $185 week plus fantastic benefits
Snelling & Snelling
336-7400

SOUTHFIELD DOCTOR seeking experienced part time office girl. Must know insurance billing. Send resume to box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SUPERVISOR reception desk, in large dental office, Oakland County, knowledge of dental insurance & patient billing helpful preferred, excellent salary Reply to box 246 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST - RECEPTIONIST
Ophthalmologists office, Full Time, North Woodward Area.
353-1754

WAITRESS
Full & Part Time. No experience necessary. Apply In Person Original Pancake House, 19355 W. 10 Mile Rd., Southfield

X-RAY TECHNICIAN - Full time for Northwest suburban radiology department. Call between 8am - 2pm. Mon. thru Fri., for interview appointment. 531-4290, ext. 302

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Recent high school grad with a minimum of 1 year general office experience required by an electrical contractor located in Southfield. This is a full time, entry level position. Beginning salary to be $10,000. Qualified applicants are requested to submit a resume and or letter of qualifications for consideration to box 168 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
All replies will be acknowledged.

ACCOUNTING CLERK
Detail minded individual with experience in all phases of accounts payable and accounts receivable functions for busy office in Novi. Full benefits. Call Personnel Department between 10 AM and 2 PM, Monday thru Friday.
Tony office in Novi. Full benefits. 349-5000, Ext. 228

Accounting Clerk
Troy manufacturer seeks one year of College Accounting. 2 years of Accounts Receivable Salary to $12,200. Fee paid !
Call 552-8320
Assoc. Inc. Personnel

ACCOUNTS PAYABLE/CLERICAL
Troy. Minimum 2 years experience. Includes payables, bank reconciliations, typing. Dependable, mature individual with detail skills. For appointment,
Call between 2 and 4 PM. 585-0929

ACCOUNTS RECEIVABLE- Collection Clerk. Experience necessary. Good benefits. Redford Area. J & L Industrial Supply Call Kim Orten at 532-8700

ACCOUNTS RECEIVABLE - Must enjoy working with numbers and following details. Full time. Send resume to Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AD AGENCY
SECRETARY
$11,500 FEE PAID
Exciting career opportunity with Southfield branch of national firm. Office is growing new clients and needs your assistance. Excellent benefits. Week off at Christmas. Stimulating environment, advancement potential Call Mark.
SNELLING & SNELLING
649-5900

ADMINISTRATIVE
SECRETARY
$11,000 FEE PAID
Work with top administrators and pleasant surroundings. Wide variety of duties, advancement. Lots of people contact and excellent benefits including tuition refund. Call Kent.
SNELLING & SNELLING
649-5900

ADMINISTRATIVE
ASSISTANT
TO $18,000
Well organized individual willing to assume responsibility. This general agent needs you! No shorthand necessary. Fee paid. Hurry! Call Alice now!
353-2090
SNELLING & SNELLING
PERSONNEL

AMERICAN CENTER at law office, experienced word processor, IBM system 6, excellent salary 353-5550

ARE YOU A
SECRETARY
SR. TYPIST
DATA ENTRY OPT.
We have openings for experienced people close to home. Call now.
Southfield 569-7500
Livonia 525-0330
Dearborn 565-8960
WITT
SERVICES
The Temporary Help People

ATTENTION:
Secretaries
Senior Typists
Statistical Typists
Word Processors
Your skills are needed for temporary assignment. Many areas available. If you have experience, please call for an appointment between the hours of 9am-3:30pm except 12 noon to 1pm.
Somebody
Sometime
TEMPORARY HELP
17332 Farmington Road
(In Burton Executive Park
525-5170
16415 W. 8 Mile
272-8500

ATTENTION
$11,000 TO START
Nationwide advertising company is looking for Secretary - typing 60-70 wpm, to fill fast-paced key position. Client contact requires sparkle, and excellent communication ability.
Call Mary.
SNELLING & SNELLING
478-3500

504 Help Wanted Office-Clerical

ATTORNEY, female, solo practitioner, needs receptionist/typist. Will train. $160 to start. NW area office. Reply to Box 754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AUTO DEALER - part time clerical, mature individual needed to handle filing system, Mon - Fri., 3-8pm. Joe Parian Chevrolet. 355-1000

BACK
TO WORK
Temporary assignments close to home.
SENIOR TYPISTS
SECRETARIES
WORD PROCESSORS
CALL FOR APPOINTMENT
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

BE AN
AMERICAN
TEMPORARY
Work For
TOP $$
In The Job
Of Your Choice
NEEDED.
Secretaries
Typists
Stat Typists
Word Processors
For Personal Interview
Call Colleen
AMERICAN
PERSONNEL
355-5526

BEGINNER TYPIST
Major northwest firm, seeks High School grad for entry level job Salary to $8400 Advancement. All benefits Fee Paid Call
552-8320
Assoc. In Personnel

BETTER YOURSELF
SECRETARY
FEE PAID TO $13,000
Exciting growing company located in posh Southfield office. Needs your excellent office skills Typing 60 wpm, and outgoing personality. Move ahead with this company. Great benefits too! Call Stephanie
SNELLING & SNELLING
478-3500

BOOKKEEPER - full charge Experienced, payroll, typing for accounting firm. NW section. Please send resume to box 232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full time, experienced in trial balance, knowledge of pegboard system helpful, but not necessary. Salary commensurate with experience Paid benefits. Call between 2 and 4 PM.
Box #208, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - mature woman, experienced, full time position, exception office Bloomfield area State salary expected Submit resume in own handwriting to P.O. Box 43, New Haddson, Mich 48165

BOOKKEEPER -
Mature, full-charge, with Trial Balance experience, for offices of Manufacturing Concern in N.W. Suburb Please send resume to Box 224, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER -New Southfield insurance company needs insurance accountant familiar with quarterly filing for insurance bureau & related insurance accounting. Competitive pay scale & other benefits 540-7800

Bookkeeper/Secretary
Part time Financial Services firm in Southfield seeks Bookkeeper Secretary. Modern work environment includes word processing, data processing, automated general ledger, time and expense reporting. Some general secretarial required. Must enjoy small office environment. Great opportunity with flexible hours. May result in full time position before year end Send resume with salary requirements to
Box 210, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M F H

BOOKKEEPER
SECRETARY
Run your own show in this suburban office! Take charge of billing, payroll, accounts, and typing. Hurry for this! $11,700 plus benefits. Call Bobbi
353-2090
SNELLING & SNELLING
PERSONNEL

CAREER
SECRETARY
LOOK NO FURTHER . Your good secretarial skills and 1 year legal experience is needed for this centrally located firm in their plush offices. They will train on word processing. Top starting salary, good raises and benefits plus company pays our fee. CALL CARRIE for a personal interview, company assists to hire this week.
PERMANENT STAFF
SOUTHFIELD 353-0505

CASHIER
General office work. No experience necessary. Excellent opportunity for advancement. Contact Ms. Pellows, Crestwood Dodge 421-5700

CHURCH SECRETARY
Birmingham-Bloomfield area, 35-40 hours per week, pleasant working conditions, good skills in typing, general office machine use, and a pleasant telephone manner required Shorthand & basic knowledge of posting desirable. Inquires & resumes to Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION Part time. Southfield Office. Monday-Friday 8:30AM-4:30PM. Some medical terminology and third party billing experience helpful Ask for Ms. Weston
353-1820

CLERICAL & SECRETARIAL
Branch Secretary - Fast Typist, good personality, experienced, insurance work. Full time. Ask for Manager at 332-0149 or 332-6870.
An Equal Opportunity Employer

CLERK/TYPIST
Data entry Clerk to operate CRT for accounts receivable invoicing. Must be accurate typist. Basic accounting knowledge or experience helpful. Answer phones & filing. Pleasant working conditions - located in Livonia. 464-4466

CLERK TYPIST
PART TIME
Working 4-8 hours. Mon. thru Fri. Coding, Assembling of Insurance Policies & Typing.
Call For Interview
MICHIGAN LIFE
INS.
28333 Telegraph Rd.
Southfield, Mich.
355-5600 ext. 215
An Equal Opportunity Employer

EXACTING, Pleasant person for administrative secretarial work. Typing, shorthand, & life/ health insurance experience preferred. 855-1810

504 Help Wanted Office-Clerical

DISPLAY
Your interest in adult building can turn CIRT/word processing experience into a golden opportunity.
Start at $14,000 depends on your potential for career challenge.
562-6900 649-4144
Your New Boss Says Our Fee
HARRIET SORGE
PERSONNEL

EMPLOYMENT
OPPORTUNITIES
We have numerous positions available full and part time.
Please call Gary Devine, Mon. - Wed., between 9-4 PM.
357-4800, Ext. 392
MACCABEES MUTUAL
LIFE INSURANCE
An Equal Opportunity Employer

EXECUTIVE
ASSISTANT
Great opportunity! One of the busy partners at this Southfield professional firm needs a right arm assistant. Must have excellent, typing, shorthand and executive secretarial experience. Generous salary and benefits. If interested, send educational resume to: Mr. Bingel, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

EXECUTIVE SECRETARY and office manager for Detroit office, to do light bookkeeping with complete office responsibility. Good communication skills required. Salary commensurate with experience. Reply to 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARY
Manufacturers Agents in American Center Building, Southfield, need experienced Take Charge Secretary, responsible position requires ability to work independently, excellent typing, dictaphone and telephone skills. Starting salary, $14,000 to $15,000.
Send resume to Box 4242, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Needed by attorney in Rochester area 852-8700

EXECUTIVE SECRETARY
Challenging position available for sharp individual with good organizational capabilities. Southfield area Full benefits 353-3209

EXECUTIVE SECRETARY
Rapidly expanding Southfield office seeks intelligent Secretary with good typing, dictaphone and telephone skills. Excellent opportunity. Call 358-5755

EXECUTIVE SECRETARY
To President of manufacturer's rep agency. Excellent working environment & benefits Southfield location. Minimum skills 80wpm with extensive accuracy. Dictation machine experience preferred. Excellent position Resume required. Salary commensurate with experience. Call 352-3455

EXECUTIVE SECRETARY
TO CREATIVE DIRECTOR
Your ad agency experience will influence your choice for this key position Also required first rate skills and ability to play an active role in a dynamic team operation Excellent working conditions, salary, fringes and location Call Mrs. Evans for appointment
646-9200

EXECUTIVE
SECRETARY
Promotion conscious company will appreciate your good skills and intelligence. If you like a fast-paces well a good run company, this is it! To $12,000. Fee paid Call Bobbi now!
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE - secretary, preferably with mag card experience needed for long term assignment.

TYPISTS - experienced typists needed for short & long term assignments, minimum 55 WPM

WORD PROCESSORS - experienced operators needed for temporary assignments

UNIFORCE
TEMPORARY SERVICES
1000 S Woodward Birmingham
646-7660

EXECUTIVE - secretary, N.E. suburbs, excellent typing & shorthand for top executives, working with corporate personnel files and personal accounts of president, benefits, $16,000.

SECRETARY - Southfield ad agency, good math background, typing 80 WPM, shorthand, with outstanding personality, benefits $11,000

LOIS RAY
PERSONNEL
559-0560

EXPERIENCED full time File Clerk in Livonia area. Paid medical insurance plus other benefits Apply in person to 11800 Mayfield, Livonia

EXPERIENCED in General Office to work in Accounts Payable department. Typing required. Must be accurate with figures 3 day, 40 hour week. Personal interview only. Apply at Slater Walls coverings, 13223 Merriman Rd. 1 blk S of Schoolcraft, Livonia

EXPERIENCED Legal Secretary-Southfield law firm Excellent typing and shorthand
557-8300, ext. 154 or 118

FILE CLERK
for Insurance agency - full time. Call Mary Beth. 357-4500

FULL CHARGE Bookkeeper, retail establishment carpet firm. To $12,500 Livonia area. Call 522-6200

FULL CHARGE Bookkeeper for retail wholesale computer firm. To $12,500. Livonia. Call 522-6200

FULL TIME office help for computer entry & general office work. Apply at 13520 Merriman or call 427-3530

FULL TIME Typist & telephone receptionist for Livonia insurance agency. Insurance experience - a definite plus. Call 8:30am - 4:30pm, Mon thru Fri., 525-9150

FUN - job, with ad agency, good with English, proof reading & secretarial skills, $10,000, fee paid, & benefits

SPANISH - speaking secretary needed for Southfield firm, typing essential. $12,000 to $14,000, benefits, fee paid

ADAMS
&
MARTIN
PERSONNEL
1010 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-6780
24 Hour Service To Hear About Our Most Recent Openings
646-6780
&
MARTIN
PERSONNEL
1090 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-6780

504 Help Wanted Office-Clerical

GENERAL
CLERICAL
Variety is the spice of this choice position with a Southfield insurance company. Front desk responsibility included. Your good typing and personality is the key. To $12,000, fee paid. Call now!
353-2090
SNELLING & SNELLING
PERSONNEL

GENERAL CLERK
Local company has immediate opening for entry level person with office skills, your willingness to learn and grow with the job opens the door! Good benefits to starting salary, fast raises & company pays our fee! Call Sheri for personal interview.
AMERICAN
PERSONNEL SERVICE 355-5526

GENERAL OFFICE
Full time. Southfield area
569-4545
An Equal Opportunity Employer

GENERAL OFFICE
Must be experienced. Purchasing experience a plus, pleasant working conditions 543-9300

GENERAL OFFICE - part time. Typing, phone, posting & filing. Apply in person: Dubor Sales 4701 N. Woodward, Royal Oak.

GENERAL OFFICE
Bloomfield Hills area
For appointment, call
338-7230

GENERAL OFFICE
Experience in adding machine & word processor helpful. Must have good typing skills. Excellent fringe benefits. Farmington Hills area. J. Lee Hackett Co 478-0200

GENERAL
OFFICE CLERK
Need aggressive, versatile individual with excellent typing skills & attention to details. Quality for order data entry & product cost entry position. Must also be willing to learn variety of general office duties. Exceptional opportunity for right individual. Salary commensurate with experience. Exceptional working conditions & fringe benefits Call Mr. Kessler.
531-3000
An Equal Opportunity Employer

GENERAL
OFFICE
Friendly fast paced office needs person with diversified abilities for this entry level job. If you have accurate typing, enjoy telephone & figure work, your co-ops or high school experience will help you. Your new boss offers good starting salary, paid benefits, and pays our fee.
PERMANENT STAFF
LIVONIA 522-4210

GENERAL OFFICE
CLERK
We are offering a growth opportunity for individuals to work in our servicing division and become responsible for customer contact, typing and other office duties. Qualify for these openings you must have accurate typing ability of 40 wpm, good math figure aptitude and good communication skills. Ability to work under pressure a must. (But no assumption Department has one clerical position available for an individual with previous Mortgage Banking experience. Assumption background a plus) Our corporation offers a complete benefit package For consideration, please apply in person during the following hours
TUES. & WED. ONLY 9-11AM or 1-3PM
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington (Nov area) Near 8 Mile
corner of 12 Mile Rd.
Equal Opportunity/Affirmative Action Employer M/F

GIRL FRIDAY
GENERAL OFFICE
Good typing, clerical & phone skills required. Must be experienced. References. Starting pay $200 per week.
933-5890

"GIRL FRIDAY"
Small office needs mature person with 4 years office and bookkeeping experience. Located in Dearborn Heights, Joy Rd and Telegraph area. Call between 10AM-3PM.
552-5521

INSURANCE AGENCY
1- girl Southfield office, rating experience preferred but can train if good aptitude 557-7822

INSURANCE AGENCY, experienced person for commercial department. Novi area. 348-8100

INSURANCE AGENCY-CASUALTY
Key Girl wanted - minimum 2 years experience Also part-time work available. Livonia area 478-5385

INSURANCE CO needs part time Typist for insurance Bureau. Flexible hours. Southfield area. 553-7233

INSURANCE OFFICE needs responsible girl for General Office. Record keeping, phone contact & typing. Previous insurance preferred. 12 Mile & Southfield area. Nice hours 8am-4:30pm 552-1990

INSURANCE RATER - All lines, for Birmingham agency. 2 years minimum experience. Excellent benefits, salary open Call Mr. Fletcher. 645-6282

INTERNATIONAL
COMPANY
needs experienced person with figure aptitude and good secretarial skills. Challenging position with lots of variety. Beautiful offices, generous starting salary to $12,000, full benefits including dental, good advancement and company pays our fee. Call now for a personal interview this week.
PERMANENT STAFF
LIVONIA 522-4210

LAW OFFICE Receptionist/ Secretary, 10am - 2pm, Mon. thru Fri., Some law office experience required. Good computer skills. Call Mrs Smith 358-0870

LEGAL SECRETARY
Experienced
Lathrup Village Office
569-4760

LEGAL SECRETARY 1- Southfield Town Center, Southfield area. Secretarial experience required. Salary commensurate with experience. 355-4141

Legal Secretaries
Joanne Mansfield 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 profession-al today. All fees company paid.
MANSFIELD &
ASSOCIATES, INC
500 Tower Drive - 8th Floor
Troy, Mi. 48084
(313) 879-8832
Subsidiary of Laser Personnel Inc.

LEGAL SECRETARY
Southfield Town Center, small office, pleasant. Fringes. Immediate. 354-2500

LEGAL SECRETARY position for senior partner in Southfield firm with experience in criminal & domestic relations field available. Pleasant new atmosphere, salary commensurate with ability. Call Vicky. 353-8500

LEGAL SECRETARY for small Southfield office. Experienced only. 353-3600

LEGAL SECRETARY- experienced 3 days per week, must take shorthand. Good hourly rate for right person. Call Mrs Sadlowski 358-4411

504 Help Wanted Office-Clerical

LEGAL SECRETARY - American Center, Southfield law firm. Legal experience, litigation. Salary commensurate with ability. Benefits. 353-7550

LEGAL
SECRETARY
Report to Senior partner of large progressive firm. Qualified candidate will have previous Secretarial experience with strong typing and shorthand. Hours 9 to 5. Full fringes with Dental plan and 3 week paid vacation. Fee Paid.
552-5870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

LEGAL
SEECRETARY
$13,000 FEE PAID
Put your talents to better use and be appreciated. Will training firm offers security, fast salary reviews and congenial atmosphere. Enjoy your profession even more. Call Mark, Legal Department.
SNELLING & SNELLING
649-5900

LIGHT
BOOKKEEPING
PART TIME
Light bookkeeping and general clerical duties. Apply at the Twelve Oaks Mall management office. 9:30am-4:30pm, Monday thru Friday.
An Equal Opportunity Employer

MATURE WOMAN - for insurance office. Shorthand & general experience necessary. Rochester area. Call between 8-5 pm 652-4100

MATURE WOMAN over 40 to work in Livonia funeral home as Receptionist and Hairdresser. Full time. Blue Cross, life insurance. Some Saturdays. Sundays holidays 422-6721

MEDICAL LABORATORY billing dept. is looking for one full time person with general office experience. Someone experienced in computer keying would be preferred but will train. Excellent benefits. Send resume to Box 214, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MINIMUM OF 2 years, full charge bookkeeping experience required for small manufacturing plant near 15 & Coolidge. Call for appointment 619-6310

MORTGAGE
ESCROW CLERK
Seeking an individual to assume the responsibility of preparation and explanation of the escrow analysis You will analyze escrow accounts for a variety of various mortgage accounts and be responsible for analyzing them to our mortgagors. Qualified candidate will possess excellent communication skills, attention to detail, accurate typing of 45 plus wpm. The ability to work under pressure a must. Individual experienced in mortgage escrow analysis preferred. Mortgage banking a plus. Our growing corporation offers a complete benefit package Interested applicants should apply in person during the following hours
TUES. & WED. ONLY
9-11AM OR 1-3PM
661-7145
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Rd.
corner of 12 Mile Rd
Farmington Hills, Mi 48018
Equal Opportunity/Affirmative Action Employer M/F

OFFICE GENERAL - Individual for complete full time office duties, including payroll, accounts Payable experienced, billing, etc. Some experience helpful. Applications taken Tuesday's Cadaco, Inc., 13716 Tireman, Detroit, W. of Schaefer

OFFICE MANAGER - secretary for busy Southfield office, good skills & experience required, for this diversified and challenging position.
Call Mary 353-9768

ONE CALL DOES IT ALL!
Place your classified want ad in Suburban Detroit's finest market.
The Suburban Newspapers of Greater Detroit
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

ONE GIRL Sales office, part time. General office skills with Southfield area. Call between 9AM-5PM.
569-7210

PARA LEGAL
Excellent firm needs experienced Legal Secretary. Well skilled with medical terminology. Salary to $15,000 Benefits. Fee Paid Call
552-8320
Assoc. In Personnel

PART TIME college student or experienced housewife wanted to answer phone, light typing, approx 2-3 hours per day around you schedule. $4, per hr. Southfield area. Call Mrs. Raymond Box 250, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME, Retail Store Sales and General Office work. Southfield area. Farmington area Ask for Ray.
478-8850

PART TIME
12-5 daily Southfield area Must type 50 accurately and be good at filing. Typing invoices, orders, etc. with people contact.
357-4850

PAYROLL BILLING CLERK
Experienced in computerized payroll, with proven accuracy. Excellent telephone skills & typing. full time position.
Apply in Person
Fri or Sat. 10 am - 3 pm.
Pro Care One, Inc.
17000 W. 8 Mile Rd. SII'd

PERSON FRIDAY
Part time in Birmingham Sales Rep firm
Assist Sales Personnel
General Office & some Bookkeeping.
Telephone Reception
Call
FAVCO INC
644-0173

PROCESSING CLERK
Must have good typing, clerical skills & possess basic knowledge of bookkeeping position with full benefits including dental. Contact Helen Ind. Publications Division, between 8:30am-4:30pm. 865-5000 ext 219

PROFESSIONAL
OFFICE
$200 WEEK, FEE PAID
General secretarial duties, some reception work, people contact, very good salary increases, and benefit package Call Kent now to arrange an interview.
SNELLING & SNELLING
649-5900

PROOFREADER
WORD PROCESSOR
Lots of variety here! Super Southfield firm needs someone with excellent grammar, spelling, and fast typing skills to work on its Vydec equipment and assist with proofreading. Will train on the equipment, although prior experience would be great. Send confidential resume to Mr. Bender, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

REAL ESTATE
Executive Secretary
Growing West Bloomfield Real Estate office seeking full time knowledgeable Receptionist/Secretary. Obtain job satisfaction, responsibility and enjoy being appreciated and making a professional contribution. Call for details, have resume prepared.
861-4990

RECEPTIONIST - Insurance Agency in Troy, excellent working conditions. For interview call Jane Demers. 879-9000

RECEPTIONIST - Southfield accounting office. PBX experience, good telephone habits, pleasant voice, neat appearance, good typist.
Call Mrs Sadlowski 358-4411

504 Help Wanted Office-Clerical

RECEPTIONIST/Typist, full time, for health agency in Southfield. $8,000. Call Gail: 557-5353
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
For busy Southfield Architectural firm. Must type 50 wpm., and have minimum of 1 year experience.
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Typing, bookkeeping skills. Mature preferred. $850 per month, 3 raises during 1st year. Fully paid benefits. Fee Paid.
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$160 WEEK AND UP
Excellent opportunity for person who loves talking with people. Accurate typing and hobbly personality will get you this job. Excellent benefits and nice location. Call Cheryl.
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CLERK
Magnetic Video Corporation, a Twenties Century-Fox company has a full time, newly created opportunity for a Reconciliation Clerk.
You'll be responsible for researching, organizing and reconciling discrepancies in a customer's account, and maintaining effective communications with various departments and customers. You'll also prepare and submit progress reports to the Credit Manager. You must have 1-3 years commercial credit experience and strong phone/written skills.
We offer an attractive compensation and benefits package that includes a complete dental program, growth opportunities and an exciting, fast-paced environment. Please submit your resume or letter in confidence to:
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Personnel Recruiter
MAGNETIC VIDEO CORP.
23629 Industrial Park Dr.
Farmington Hills, MI, 48024
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Responsible secretarial position with large brokerage firm in Bloomfield Hills. Public relations experience & proficient skills a must. Positive & enthusiastic individuals call 9am-4pm:
647-3300, ext. 202.

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Lots of chance to exhibit your outgoing personality in a variety spot of a large international company. Must like to type (70WPM) and be able to handle detail work. Good telephone skills and administrative ability required. Company will pay you up to $11,000 plus excellent benefits. Employer pays our fee Call now for a personal interview
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IF YOU HAVE FRIENDS who are ready for a career change tell them to call Office Mates 5 immediately so they can get professional assistance in their career search. Our reputation is important. If you have good typing AND/OR shorthand, bookkeeping, word processing, legal experience, we want to talk with you. Our companies are our clients, therefore they ALWAYS pay our fees. We are dedicated to helping you take the next step in your career. Please call
CALL US AT 559-3229
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Division Mgt. Recruiters

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Good starting salary and excellent fringe benefits For consideration, please call
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SECRETARY -
Immediate opening for experienced Secretary in busy Farmington Hills Sales Office. Must have 3 years prior experience. Typ 65 WPM (net), light shorthand, math aptitude & be an energetic Self-Starter Send resume with salary requirement to Personnel, P.O. Box 1600, Farmington Hills, MI. 48018.

SECRETARY
FEE PAID
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Want to make a career move? This is the company for you. Large national firm, professional atmosphere. If you have good skills and like variety, don't pass this up. Excellent benefits. Cheryl.
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SECRETARY for 4 man manufacturers rep office in Livonia. Farmington area. Requirements Typing, shorthand or speed-writing, answering phones. Call 476-8075

SECRETARY, full time, OEM sales department, typing & dictation, Bloomfield area. Good pay and benefits. ask for Mr. Barnes 642-0760

SECRETARY
full time for one girl office in Livonia. Must have typing, good phone manner. Some experience Call between 8AM-11AM. 522-8220

SECRETARY - Good typing, excellent phone manner, some bookkeeping knowledge and general secretarial duties. Good pay and benefits. Call Mansville Manufacturing Corporation Call 8:30am-4:30pm. 354-4580

SECRETARY - Part time afternoons, for Southfield lawyers office. Will train. Good typing skills necessary. 647-6868 or 642-3060

SECRETARY
Prestige motor inn now under construction in Southwest Oakland County seeks dynamic Secretary for part time employment. Must have multiple skills and outstanding organizational ability. Typing, 60 wpm, shorthand, and superior communication abilities required. Previous hotel or similar public service contact preferred. Willing to work flexible hours under temporarily austere conditions. Able to assume full time responsibilities in near future. No telephone inquiries please. Reply with resume and references to
SHERATON OAKS
MOTOR INN
27000 Sheraton Drive
Novi, MI 48050

SECRETARY
Promotable position with large South-field firm. Type 60 wpm., with 1 to 2 years proven performance.
573-8000
Snelling & Snelling

504 Help Wanted Office-Clerical

SECRETARY
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Professional firm with exciting atmosphere. Type 60 wpm. Great benefits. Fee paid. $12,600.
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Snelling & Snelling

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SECRETARY
RECEPTIONIST
Good typist, light shorthand, figure aptitude, ability to communicate well. Excellent benefits. Send resume to Controller, Box 337, Farmington 48024.

SECRETARY/RECEPTIONIST
Experienced. Expanding communications company in Southfield. Good phone, typing, organizational skills. Sense of humor a plus.
Please Call 353-0610

SECRETARY
SALES OFFICE
Fast paced Southfield Company needs a sharp, experienced secretary. Must have excellent typing, dictation equipment experience and easy people contact. Excellent starting salary and benefits. Send confidential resume to
Mr. Benson, P. O. Box 691, Southfield, MI 48037.

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Secretarial position available for mature individual with a minimum 1-3 yrs experience. Typing 60-65 WPM, shorthand 80 WPM. For futher information please contact Personnel Dept. between 8.30-4.30.
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Southfield
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(suite 100)
362-1180

2239 S. Telegraph
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642-9650

3233 Woodward Ave.
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AN EXCITING OPPORTUNITY. Your good typing and experience is needed for this Southfield company. Good starting salary, fast raises and benefits plus company pays our fee. CALL LYNN TODAY for a personal interview. Company assumes to hire

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Troy marketing firm has an opening in their word processing department for experienced typist with previous office experience and minimum typing of 60 wpm. Starting salary $175 month, plus full benefits For consideration, forward letter or resume to
CMI
CORPORATION
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