500 Help Wanted

PROTOTYPE/DIE MAKER
Must have die and machining experience. References. Full automotive benefits.
DAVIS TOOL & ENG. CO.
35305 Glendale, Livonia
261-0850

PROTOTYPE STAMPING & MACHINING SUPERVISOR
Stamping and die experience, machining experience. References. Excellent management position and future
Davis Tool & Eng. Co.
35305 Glendale, Livonia
261-0850

RECEPTIONIST Busy Birmingham Beauty Salon needs qualified receptionist with experience for part time Call 646-4123

RENTAL AGENT, experienced in apartment leasing NW suburban location Salary plus incentive Reply occupant, P.O. Box 824, Southfield, MI 48037

RETAIL CANDY SALESGIRLS for the Farmington area. Must be neat, pleasant & able to work well with people. Applications taken Treats Candies, Inc. 13716 Tireman, Detroit. W of Schaefer

RETIREE-MORNINGS FREE
Permanent part time position, cleaning and some stock handling for retail store at Livonia Mall and other Wayne-Suburban Mall locations. 9 AM. - 12 Noon, 5 days. Call 358-3933.

SALES & CASHIERS
Join the exciting World of Fashion at Hadley Arden. We have openings for full & part time sales & Cashiers at our Oakland Mall Store. Previous experience desired. Apply in person to Ms Lesher, at the Oakland Mall
Hadley Arden

SALES
Industrial manufacturer will interview person with experience for position traveling around USA setting up industrial distributor and calling on major accounts. Send resume to: Box 254, Farmington Hills, MI. 48018

SENIOR DESIGN ENGINEER
Suburban Detroit/Ann Arbor area is a design engineer, experienced in automatic machine design. Applicant should possess a background in parts feeder, escapement & placement design. Additional responsibilities may include machine conceptualization, estimating & liason with a national sales force. Competitive salary, benefits & bonus package. Send resume including salary history to Box 202, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

SERVICE ATTENDENTS - cashiers. full time for all shifts including midnights at service station snack shop. Benefits include hospitalization, paid holidays vacation. Paul Puma at Mobile Oil Corp. 30 Hilltop, Birmingham
An Equal Opportunity Employer

SOUTHFIELD BASED Top 50 Medical shopping center development & management company seeks a career oriented person with at least 2 years experience as a tenant coordinator and a potential for a future management position. Must be self starter with the ability and knowledge to act as liaison between tenants & Property Management Dept. Position requires up to 50% travel. Reply in confidence with resume to: R.S. Shelkey, Director of Property Management, Massel & Assoc. P. O. Box 214, Southfield, Mich 48037

SPECIAL BLAND NEEDS CALLER
High school graduate, pleasant telephone voice, ability to persuade persons to donate blood. Telephone experience helpful. Position offers flexible hours. If qualified, please call American Red Cross, Oak Park Office
968-2255
An Equal Opportunity Employer

SR. ACCOUNTANT - handle general ledger for all statement management reports, references required, only high fly experienced need apply 432-8128

STOCK CLERK WANTED IMMEDIATELY
Experienced only need apply. Livonia area 522-7200

STOCK
Permanent part time opening at retail store in the Westland Center. Prefer student, 12 or older. Late afternoons, evenings and weekends.
Must be neat with good references. Call for appointment 728-3337

SUPERVISORS — seasonal supervisors needed January to April or June only for clerical department. Successful experience required. (4 H Computer, 22433 Globe in Western Livonia. Call Ruth Henderson 591-1614

SURFACE GRINDER
With experience in Carbide form tools. Liberal benefits. Livonia area 525-3062

SURFACE GRINDER OPERATOR
Must have at least 5 years experience in gage and fixture grinding. Complete benefits, with the finest working conditions.
O. KELLER TOOL
12701 Inkster Rd
Livonia
425-4500

TRAINER NEEDED for day care center in Farmington Hills. Hours of employment 1 pm - 5pm Approximately 30 hours per week. 591-0275

TEACHER - Preschool Toddler room needed. Must be available Monday thru Friday, 7 Oam's-4 0pm 20 hour work minimum wage. Call between 7am-1pm only. Little Guys and Dolls. 525-3730

TECHNICAL ASST. Part time in area of Business Education Garden City Public Schools. Must have 2 years work experience in Retail Distribution. 4 hours per day 10 hours per week 5 day week. 12 an hour. Please call Betty Alabod 427-8400. 421-8229

502 Help Wanted Dental-Medical

TEACHERS AIDE, full time, Montessori pre school, Farmington Hills 851-9695

Telephone Sales

Immediate openings for LONG term assignments for telephone sales work. PAY RATE PLUS BONUS 3 shifts Mon. thru Fri., OR weekends. Birmingha area Call 362-1180 or 642-9650 between 8 AM. & 5 PM. Must be 18 and have own transportation. Experience required

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

TELLERS FOR BANK
Full & Part Time positions available. Cashier experience helpful Employment Center 544-0416

THE PROFESSIONALS HAVE ARRIVED
We need DESIGNERS, DETAILERS, DRAFTSMEN Temporary long terms projects will be available soon Troy area CALL
DENNIS GHEZZI
649-6117
WE GUARANTEE NO FEE
BARCLAY DIVERSIFIED

TOOL & DIE MAKER
5 to 7 years experience. Skilled machine & grinder hands. Multi-plant operation. Westside suburbs. Surplus overtime available. Send resume or apply today.
STAHL MFG.
12250 WOODBINE, REDFORD

TRAINEE
Numerical control machines. Must have machine shop experience, must be capable of using micrometers and other precision measuring instruments. All others do not apply.
SEVAKIS INDUSTRIES
12693 Marlin, Redford
535-5150

TRAVEL AGENT — mature, experienced with manager abilities. Apollo preferred. 5 days, top pay, benefits. Southfield 557-3414

TROPICAL PLANT MAINTENANCE
Must have working knowledge of tropical plants 643-0662

TRUCK DRIVER, Part Time. Retired man preferred. Local driving. F. L. Jurisik Company, Highland Park 868-8200

TYPESETTER WANTED 2 years experience Southfield graphic arts studio. 557-3741

WANT TO BE your own Boss? Farmer - Insurance Group has Agent Trainee positions available in this area. Training will not interfere with our present employment. Excellent income potential. Call for details 559-1632

502 Help Wanted Dental-Medical

ATTENTION ALL NURSES
You recognize our name KELLY. Due to rapid growth of clients, KELLY HEALTH CARE needs dozens of qualified nurses for relief staffing and home care. RIGHT NOW. Get a $100 bonus while openings last. For interview, call today
KELLY HEALTH CARE
644-9131

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist full time. Telephone, pegboard, Medicare Blue Shield. Medical experienced preferred. Reply to Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia Michigan 48150

CERTIFIED DENTAL TECHNICIANS Experienced in crown & bridge. Experience in ceramics. Experience in metal casting & finishing. Experienced only need apply. 728-1200

DENTAL ASSISTANT, full or part time positions available in group practice. 3 year experience preferred. Excellent benefits. Westland area Call 722-3122

DENTAL ASSISTANT, certified, registered or experienced, full time. Evenings & Saturdays. Benefits. Salary commensurate with experience 326-2010

DENTAL ASSISTANT for progressive 3 dentist office in Livonia. Must be CDA. Excellent benefits package 478-2112

DENTAL ASSISTANT needed in Flat-Rock area. Experienced in a Hartford Dentistry. Call 9AM-4PM 433-0650

DENTAL ASSISTANT
Full time. 1-2 years recent chairside experience and certification required. Benefits. Oak Park 557-1910

DENTAL ASSISTANT part time Mon & Fri. evenings, all day Saturday. N. Farmington area. Will train. Starting wages expected & qualifications are resume to Box 226 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia Michigan 48150

DENTAL ASSISTANT full time for progressive practice-associate will pay experience only good salary benefits. Westland area 422-5660

DENTAL ASSISTANT Receptionist Experienced preferred mature. Rochester Dentist area Call after 6 30pm 652-3742

DENTAL ASSISTANT needed full time, 4½ days. experienced in a Kanfeld dentistry & light office work. Call for interview 478-2404

DENTAL RECEPTIONIST
Opportunity for full time employment for an experienced, mature, responsible and productive person. Position would be with experienced people oriented office with existing excellent staff. Send resume to 2023 Elizabeth Lake Rd. Pontiac, MI 48054

LPN'S
with starting wage $6.55 per hour
also RN'S
AFTERNOONS
Apply in person at
MEDICO'S RECOVERY CARE CENTER
22355 W. 8 MILE RD.
3 Miles W of Lahser

LPN'S
$8.50 & UP PER HOUR
Immediate assignment available, part time/full time. Work your own schedule
Call for confidential interview
Quality Care
274-2309
643-0311

MATURE MEDICAL Assistant needed part time for Northland Internist. Experience needed Call 559-0290

MEDICAL ASSISTANT. Experienced for 4th YN office, full & part time. Sinai Medical Building 855-2490

MEDICAL ASSISTANT, part time full-time. For well-established Podiatrist. Southfield - Farmington area & N.W. Detroit area 538-0660

MEDICAL BILLING
Full time - RN - BSN - MA Billing experience a must. Corporation of Doctors in Northwest Detroit Between Ram - 6pm! 967-7087

MEDICAL dietaphone typist willing to learn all front office duties including billing, insurance, filing, reception, etc. Start immediately. Full time Call between 2 & 4 PM 851-6527

MEDICAL PROFESSIONALS we are currently in the process of developing & staffing our newest medical facility in the S.W. Detroit area. We need Dr's of all specialties, Podiatrists, Dentists, Psychologists, PhD. D only, Social Workers, Pharmacists, Physician assistants certified only, RN'S & LPN'S. The center will establish a 24 hr. 7 day a week emergency schedule
If interested in joining our team of professionals, contact Ms Rengoak or Ms Hawn. Mon. thru Sat. 10-5 pm
534-7950 534-7951

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT Experienced in insurance and all office procedures including pegboard system. Part time or Canton area 459-0550

Medical Assistant
Medical Receptionist
Applications being taken now for positions opening later this fall in Farmington Hills. Experience preferred. Please send applications to Box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Doctors office, part time.
Northwest area - Experience preferred. Call after 10am 538-7800

MEDICAL ASSISTANT
MATURE woman, experienced, Medical Assistant for OB GYN in Rochester area 652-1330

MEDICAL RECEPTIONIST for 3 internist, must be experienced in insurance, telephone, pegboard & typing. Southfield area 354-9668

MEDICAL RECEPTIONIST For physical medicine clinic in Farmington Hills. Typing Skills required. 25-30 hrs per week. 489-5600

MEDICAL STAFF SECRETARY
Immediate opening. Experience a congenial work environment in a small hospital. We have a challenging position for a Medical Staff Secretary. Applicants must have previous medical secretarial experience with good typing and shorthand skills. We offer an excellent salary with a comprehensive benefit package. Interested applicants please submit their resume or apply at
Northwest General Hospital
8244 West Chicago
Detroit, MI 48204
934-3030, Ext. 437
Equal Opportunity Employer M F H

MEDICAL STAFF SECRETARY
Experience a congenial work environment in a small hospital. We have a challenging position for a Medical Staff Secretary. Applicants must have previous medical secretarial experience with good typing and shorthand skills. We offer an excellent salary with a comprehensive benefit package. Interested applicants please submit their resume or apply at
Northwest General Hospital
8244 West Chicago
Detroit, MI 48204
934-3030, Ext. 437
Equal Opportunity Employer M F H

MEDICAL TRANSCRIPTIONIST
Full time. Pediatrical experience preferred for Southfield office. Days or afternoons. Previous hospital medical transcription experience helpful. Excellent pay & benefits. Call Ms. Krueger 354-3400
An Equal Opportunity Employer

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

NEWLY DEVELOPED Home Health Agency has need for RN BSN with Medicare Medicaid Home Health experience and physical assessment skills. Flexible hours, make your own schedule, attractive salary and mileage reimbursement. Call Staff Builders, AA for Bertac 557-8650

NUCLEAR TECHNICIAN for Physician doctor's office. Full time. Experienced only. Good benefits. Send resume to Box 212, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSE AIDE & ORDERLIES
Experienced Full and part time. Flexible scheduling. Apply 3pm to 3pm. Mon thru Fri. Farmington Nursing Home 30401 Folsom 477-7400

RN & LPN
Full time & part time. Afternoon & Midnight shifts. Apply 9 AM to 4 PM. Mon thru Fri The Arnold Home, 14020 W. 7 Mile, Detroit 531-8001, 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

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. - Office Manager Position - for Oakland District Nurses Assoc. Salary range - $18,000. Call 559-8677

SECRETARY MEDICAL
Fast-paced position for sharp individual, $265 week plus fantastic benefits.
Snelling & Snelling
336-7400

SOUTHFIELD DOCTOR seeking experienced part time office girl. Must know insurance billing. Send resume to box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SUPERVISOR reception desk, in large dental office, Oakland County. Knowledge of dental insurance & patient scheduling required, excellent salary. Reply to box 248 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSES
Assistant Wanted
Opening on all 3 shifts. Experienced only need apply. Must have prove of H.S. Graduation. Applicants will be interviewed. Mon., Tues., Wed., Sept. 21,22,23, from 1 PM 3 PM Only
GEORGIAN BLOOMFIELD
2975 N. Adams Rd.
Bloomfield Hills

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

502 Help Wanted Dental-Medical

NURSES
FIND SATISFACTION IN GERIATRIC NURSING at Henry 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 those who are and has limited part-or full-shift positions available on 7-3 and 3-11. Visit our facility — no obligation. 105 Haggerty Rd., Plymouth. 455-8510

OUT PATIENT Cardiology practice in Farmington Hills needs RN, LPN or cardiac sonographer experienced in non-invasive cardiology. Position involves 30 hours a 2-for echocardiography. Holter monitoring, scanning and interpretation
Contact Joan Valente, RN, at: 478-1244

PART TIME insurance biller for pediatric office, must have BC & Medicaid experience 532-1250

PROFESSIONAL for oral surgeon in Plymouth area, part time, experience preferred, typing skills helpful Call 455-6710

RECEPTIONIST
Doctor in Southfield area needs your friendly smile. Greet patients. Answer the phone, and type. Salary $160 to start. Call Sandy now!
559-9090
SNELLING & SNELLING PERSONNEL

RECEPTIONIST, experienced in optometry office, 12 Mile & Drake area 557-9676

RECEPTIONIST Physicians assistant mature women preferred, will train, part time. Novi area. $4 per hour. Send resume to box 260 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN Assistant Director
of Nursing. Challenging Nursing position. Excellent salary & benefits. Apply at Borgess Convalescent Center, one block So. of 8 Mile On Middlebelt. 476-6510

RN
Full time day positions available in this modern nursing home. Good starting salary. Hospitalization, Dental and new Mrs. Ferguson at Nightingale West, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

RN or LPN
Full time for midnight shift.
RN to start - $ 825 per hour.
LPN to start - $7.25 per hour
Full benefits Apply at
Barton Convalescent Center, Livonia, one block so. of 8 Mile, on Middlebelt.

RN - position available in the Pediatric Dept at large clinic. Peds experience necessary, good working conditions, fringe benefits. Apply Nursing Office, Woodland Medical, 22341 W. 8 Mile

RNS
Full time, $16,000 plus fringes
LPNS
Full time, $14,500 plus fringes
Separate positions for afternoon 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 522-5753
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, 14020 W. 7 Mile, Detroit 531-8001, 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

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

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SECRETARY MEDICAL
Fast-paced position for sharp individual, $265 week plus fantastic benefits.
Snelling & Snelling
336-7400

SOUTHFIELD DOCTOR seeking experienced part time office girl. Must know insurance billing. Send resume to box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SUPERVISOR reception desk, in large dental office, Oakland County. Knowledge of dental insurance & patient scheduling required, excellent salary. Reply to box 248 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Dental-Medical

504 Help Wanted Office-Clerical

ACCEPTING applications for general office. Mature person preferred. Good handwriting & phone voice. Approx. 25 hrs. Redford area. Miss Rose. 534-1700

ACCOUNTANT BOOKKEEPER, part time, experienced for CPA firm in Redford, previous experience helpful, minimum of 25 hours per week. 533-1503

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.
348-3000, Ext. 728

504 Help Wanted Office-Clerical

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. In Personnel

ACCOUNTING TECHNICIAN/
COMPUTER OPERATOR
An Accounting Technician will operate a computer. Duties to include, but not limited to, billing, budgetary accounting payroll, accounts payable, and other general office duties as assigned

MINIMUM QUALIFICATIONS
In order to qualify for this position, an applicant must:
(1) Possess a high school diploma or equivalent
(2) Be able to type at least 30 words per minute, accurately.

Please type complete resume and accompanying cover letter. Salary range From $12,000 to $15,000 commensurate experience. Applications will be received at the Municipal Offices at the City of Rochester, 400 South Street, Rochester, Michigan 48063 until October 1, 1981.

The City of Rochester is an Equal Opportunity Employer

ACCOUNTS PAYABLE
2 years experience in accounting. Livonia area. Full time position. Call Rhonda or Nancy 591-3111

ACCOUNTS PAYABLE CLERICAL
Troy, Minimum 2 years experience. Includes payables, bank reconciliations, typing dependable, mature individual with detail skills. For appointment, call between 8 and 4 PM. 524-0369

ACCOUNTS PAYABLE
PAYROLL
Immediate opening for a permanent full time position for a mature person who is good with figures to work in an accounting office located in Livonia. Hospitalization & life insurance. Hours 9 AM to 5 PM. Call between 1 P.M. P. O. Box 2469, Livonia, MI 48151

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

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

AIM FOR THE TOP
With dynamic company in stimulating public contact spot. A talent personality and good clerical skills will get you $1083 a month and opportunity to advance. Fee paid. Call Lynn
644-4600
SNELLING & SNELLING AGENCY

AMERICAN CENTER law office, experienced word processor. IBM system 6 excellent salary 353-5050

ARE YOU A
SECRETARY
SR. TYPIST
DATA ENTRY OPT.
We have long & short term assignments close to your home. Call now.
Southfield 569-7360
Livonia 525-0330
Dearborn 565-8660
WITT SERVICES
The Temporary Help People

A SPECIAL PERSON
A small 3 man office in Southfield is in need of a special person that is
1 Honest
2 Confidential
3 Willing to work part time
4 In command of good Secretarial skills
5 Willing to work part time 11 AM-5 PM
6 Able to follow directions by responding to this ad in letter form. outlining special skills
P O BOX 20234
FERNDALE MICHIGAN 48220

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
17322 Farmington Road
(In Burton Executive Park
525-5170
16415 W. 8 Mile
272-8500

ATTORNEY, female, solo practitioner, seeks receptionist part time. Will train $160 to start. NW area office. Reply to Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

BOOKKEEPER - FULL CHARGE
For Royal Oak area growing T-shirt company. Please send resume to Thomas Burns, CPA, 517 No. Pontiac Trail, Walled Lake, Mich. 48088.

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

BOOKKEEPER. Full charge, experience essential. Office location - Travelers Tower Southfield. Starting salary $1050 per month. Send resume & references to box 262,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
3-5 yrs experience. Payroll, Pegboard System, Financial Statement thru Tax-ex. $200 week. Bring resume. Livonia Area Call

504 Help Wanted Office-Clerical

CASHIER RECEPTIONIST-full time. Apply in person Classmen Oldsmobile 28600 Telegraph, Southfield.

CHURCH SECRETARY
Birmingham-Bloomfield area. 35-42 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. Inquiries & resumes to Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NEED MONEY?
Register Now for Temporary Work this Fall - No Fee!
Long and short term jobs ranging from Receptionists to Word Processors
VICTOR
TEMPORARY SERVICES
362-4070
Equal Opportunity Employer M F

CLERICAL POSITION Part time afternoons, 2 days a week. Monday-Friday 12 30PM-4 30PM. Some medical terminology and third party billing experience helpful. Ask for Ms. Weston
353-1020

CLERICAL RECEPTIONIST position available in the recreational boating industry. Typing skills required. Transcribing experience required. Filing helpful. Pleasant telephone voice. Ability to meet public. Salary commensurate with experience. Call Mrs Donnan or Mrs Cooper at Livonia. 477-5710

CLERICAL & SECRETARIAL
Branch Secretary. Fast typist, good personality, experienced, insurance work. Full time. Call for Manager at 332-0149 or 232-0070.
An Equal Opportunity Employer

CLERK TYPIST
PART TIME
Working 4-8 as attendant. Mon. thru Fri. Coding, Assembling of Insurance Policies & Typing
Call For Interview
MICHIGAN LIFE INS.
28333 Telegraph Rd.
Southfield, Mich.
355-5500 ext. 215.
An Equal Opportunity Employer

CLERK TYPIST - 2 girl office in Southfield needs 2nd girl Friday 9-5pm. Mon - Friday. Pleasant surroundings, record keeping, filing, typing, must be accurate, office experience necessary. Call Mary Ann 255-3166

COMMERCIAL insurance agency in N Bloomfield desires clerk typist. 9-5, Monday thru Friday 334-6889

COMPUTER OPERATOR
Experience on IBM system 34 starts you at $10,500 to $11,500 and company pays fee in Southfield.
2 1 Personnel Place
846-7280

COORDINATOR of
COMPUTER OPERATORS
in accounting department of our rapidly growing equipment leasing company. Require experience in accounting & computer applications with supervisory capabilities. Royal Oak area. Salary $15,000, per year. Call F. Storey between 9AM-3PM
399-9800

DISPLAY
Your interest in skill building can turn CBT word processing experience into a career challenge
Start to $14,000 depends on your potential for career challenge
562-8900 649-4144
Your New Boss Pays Our Fee

HARRIET SORGE PERSONNEL
DON'T CALL
anyone else before calling Temporary Staff. We have excellent opportunities, top pay working temporary assignments in your area.
WE NEED
Legal Secretaries
Secretaries with shorthand
Word Processors
Typists & more
Work when and where you want
No Fee Involved
CALL FOR AN APPOINTMENT
356-1616
TEMPORARY STAFF CO.

EXACTING, Pleasant person for administrative secretarial work. Typing, shorthand & life health insurance experience preferred 855-1010

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 resume to: Personnel Dept. 1000 P O Box 931, Southfield, MI 48037

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Challenging position available for sharp individual with good organizational capabilities. Excellent Salary & benefits Call 353-8209

EXECUTIVE SECRETARY
Southfield Law Firm seeks experienced secretary. Excellent working environment & benefits. Southfield location. Minimum skills. 80wpm with extreme accuracy. Dictation machine experience. Permanent career position. Resume required. Salary commensurate with experience & skills 352-3655

EXECUTIVE SECRETARY
Dynamic Southfield professional firm needs a right arm assistant. Must have excellent typing, shorthand and executive secretarial experience. Generous salary and benefits. If interested, send resume to: Personnel Dept. 1000 P O Box 931, Southfield, MI 48037

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Challenging position available for sharp individual with good organizational capabilities. Excellent Salary & benefits Call 353-8209

EXECUTIVE SECRETARY
Southfield Law Firm seeks experienced secretary. Excellent working environment & benefits. Southfield location. Minimum skills. 80wpm with extreme accuracy. Dictation machine experience. Permanent career position. Resume required. Salary commensurate with experience & skills 352-3655

EXECUTIVE SECRETARY
Promotion conscious company will appreciate your good skills and intelligence. If you like a fast paced with a good sized 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
Home office of prestigious suburban retailing concern is seeking secretary to the president. Skills must include shorthand, typing, dictaphone. Send confidential resume, including salary history, to Executive Secretary, P.O. Box 684, Dearborn, Mich. 48121

EXECUTIVE SECRETARY
Area staff offices of a NYSE company experienced in computer keying and Birmingham area is seeking an experienced, assertive Administrative Assistant to handle full Secretarial responsibilities for Vice President and staff. The successful candidate should possess strong typing, shorthand and organizational skills. Diversified duties with excellent growth potential, attractive starting salary and a complete benefit package.
For consideration, call confidentially 644-7500
EEO/Affirmative Action Employer

504 Help Wanted Office-Clerical

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

FULL CHARGE Bookkeeper, retail wholesale computer firm. To $12,500 Livonia area Call 525-8200

FULL CHARGE Bookkeeper for retail wholesale computer firm. To $12,500. Livonia Call 525-8200

GENERAL CLERICAL
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Southfield publishing firm seeks productive office person for diversified duties. Must have a sense of responsibility and good personality capable of answering phones, typing, maintaining files & light bookkeeping. Training for a future office computer is included but no experience is necessary. Must have good typing skills. Pay starts at $174 per week plus Blue Cross. Send resume & references to Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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504 Help Wanted Office-Clerical

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