502 Help Wanted Dental-Medical

PART TIME
DENTAL ASSISTANT. 3 years experience required 1 day per week. Livonia area. 522-6774

PEDIATRIC CLINICAL NURSE Specialist needed for Medical clinic in Novi Call Monday - Friday, 8:30-4:30 348-8000, Ext. 400.

RECEPTIONIST - Farmington Hills endodontic office is looking for Receptionist with dental assisting skills. 6 months experience required. 553-3828

RECEPTIONIST for Doctors office One years experience, must know pegboard, insurance, typing, dictation. Ear Nose, Throat allergy practice. Southfield area. Full benefits. 559-3434

RECEPTIONIST
Part time, eventual full time. Good typing, interviewing & phone skills a MUST! 8 Mile & Southfield area. Ask for Mrs. Clark. 835-5400

Registered Nurse
HENRY FORD HOSPITAL
MAPLEGROVE CENTER
Henry Ford Hospital Maplegrove is seeking a RN to work part time on the day shift every weekend. 1 year medical surgical experience is required and 6 months substance abuse experience is preferred. Interested applicants should contact: R. Kubek, between noon and 3 pm. at 661-6100.
HENRY FORD HOSPITAL
6773 W. Maple Rd.
West Bloomfield, MI. 48033
Equal Opportunity Employer M/F/H

Registered Nurse
AMBULATORY NURSING
Henry Ford Hospital, one of the midwest's largest health care facilities, has the following openings:
CARDIOLOGY, full time, day position. Qualified individual must have experience in treadmill testing and/or permanent spacemaker testing.
GENERAL SURGERY: 2 to 3 years of progressively more responsible surgical nursing is necessary for this position, vascular surgery nursing experience preferred. Part-time, day position. Interested applicants may call or forward resume to:
COLLEEN J. KASTELEN
HENRY FORD HOSPITAL
2921 W. Grand Blvd.
Detroit, MI. 48202
An Equal Opportunity Employer

REGISTERED NURSES
NO SHIFT ROTATION
Midnights
SCU - Part time.
Afternoons
Med/Surg - Full time.
Peds - Full time.
BEYER MEMORIAL HOSPITAL
135 S. Prospect
Ypsilanti, MI 48197
(313) 484-2200
Equal Opportunity Employer

REHABILITATION COUNSELOR - M.A. or M.S. degree preferred for private Southfield Rehabilitation Firm. Send resume in complete confidence to box 346, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

RESIDENT CARE AIDES
Nurse Aide experience required. Full time, part time; all shifts. Applications accepted 9AM-11AM. Wayne Village, 31710 Van Born, Wayne, MI 326-8100

RN - Full time
for 3-4 days - Day shift. To start $9.375 per hour. Excellent benefits. Dorvin Convalescent Center, Livonia, one block, So. of 8 Mile, on Middlebelt.

RN/LPN, full time, with pediatric experience. Medical clinic in Novi. Call for appointment. Mon. thru Fri. 8:30AM-4:30PM 348-8000, ext 325

RED WING TICKET WINNER

Don Sauyer
20476 Sumner
Redford

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Tuesday, January 31, 1984, to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

RN & LPN
FULL TIME for doctor's office. Must have dermatology experience. Send resume. P.O. Box 712, Novi, MI. 48050.

RN, LPN
Nationwide company with good benefits looking for part time day shift (2 days per week & every other weekend).
Williamsburg
Convalescent Center
476-8300

RN's
Full time or part time. 3pm to 11pm Psychiatric experience preferred but not required. For information, call Mon thru Fri., 8am to 3pm
474-3500
Ardmore Acres
Hospital
19810 Farmington, Livonia

RN'S INDUSTRY
Temporary assignments by the day, week, or month in corporate medical departments. Prefer industrial, ER, or ICU experience. Please call for further information.
DAVIS-SMITH
Temporary Medical Services
557-7200

RNS & LPNS
All Shifts. Apply at: The Detroiter Residence, 8am to 4pm, Mon thru Fri 2560 Woodward, corner of Adelaide.

RN's - LPN's
Start the New Year
With
"THE PROFESSIONALS"
PSYCH - REHAB - SCU
Staff Relief - Private Duty
All Areas - All Shifts
Special Incentives & bonuses
357-3650
Professional Medical Personnel

RN'S ONLY
JOIN THE "520" CLUB
FOR DETAILS CALL
423-6500
The Health Care Professionals
Pro Care One/PCO Assoc

RN - SUPERVISOR
Full time, 3-11:30pm. Mon. thru Fri. 1 weekend per mo. Excellent pay & benefits. Contact Susan Gilbert 728-4100

RN
Weekends only. Day shift. Contact Susan Gilbert at 728-4100

SECRETARY
Transcription, minutes of meetings, medical terms experience, administrative duties. Good secretarial experience necessary for professional medical organization. Downtown, salary to $10,000 Fee Paid
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

SPECIAL
EMPLOYMENT OPPORTUNITY
Free classes for interested Nurse's Aides with previous experience in hospitals and/or nursing homes.
The Health Care Professionals
423-6500

TECHNICIAN with background in clinical testing, to work in vascular surgeon's office doing non-invasive testing. Part time, Mon. & Fri. 552-9223

WARM & CARING Livonia Dental Office needs experienced, part-time Dental Assistant. 522-5510

X-RAY TECHICIAN, Full time.
Ultrasound Technician, part time.
For clinic in Madison Heights.
Call between 9AM-3PM, Iris, 544-7640

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Flexible hours, 2 - 4 days per week. Troy. Send resume, detailing job experience and salary desired to: Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK, $12,400
Fee Paid. Clerical and CRT experience required. Associate in accounting helps. Sharrow & Sharrow Assoc., 739-4910

ACCOUNTING CLERK
Challenging position for a person with experience on a CRT & general office duties. Must have a good figure aptitude. Outstanding benefits, good salary, & employer paid fee. Call for an appointment today.
PERMANENT STAFF, TROY 362-4004

ACCOUNTING - filing & typing clerks, type 65 WPM

ALSO - full charge bookkeepers.

All needed for long term assignments in Troy, Southfield, Birmingham & Detroit

SECRETARY - for Southfield law firm, some legal & dictaphone experience a plus

SECRETARY - for international firm in Troy, type 65 WPM. Good communication skills - this position to go permanent.

FREE word processing training for typists & secretaries in our office.

UNIFORCE
TEMPORARY SERVICES
1000 S. Woodward Birmingham
646-7660

Accounts Payable
Livonia/Farmington area. Large expanding company offering full compensation including company paid Fee. Qualified candidate will have minimum one year related background. Excellent advancement potential. 525-7870
SHARROW PERSONNEL AGENCY

ACCOUNTS RECEIVABLE CLERK
For Downtown Detroit Nursing Home. Medicaid billing experience necessary. Send resume to: Attention Judy, 10 Witherell, Suite 2600, Detroit, MI 48226

ACCOUNTS RECEIVABLE CLERK
Minimum 1 year experience required for position in accounting department. Typing & calculator experience necessary. CRT experience a plus. Contact Jan, Tuesday, 1-31-84, between 9am-12 noon only. 697-9151

ACCURATE TYPIST/Dictaphone Operator for busy Southfield office. Experienced only. Immediate opening. Phone. 354-1600

ADMINISTRATIVE SECRETARY
Professional member service organization in Southfield seeks enthusiastic individual for key secretarial position. Typing, 60 - 80 wpm and primary phone experience required. Shorthand and word processing helpful. 1 - 2 years secretarial experience. We offer people contact and good benefits. Salary commensurate with experience. Send resume with salary history to: Box 306 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT - to Human Resources Manager. Excellent typing required plus dictaphone & other secretarial skills. Person should be career secretary but willing to be involved in recruiting, etc. Our Livonia client pays complete benefits plus bonus & of course our fee. Salary $15,000 to $18,000

BOOKKEEPER - full charge for Warren company. Computerized payroll. Confident self-starter will work unsupervised. Paid hospitalization. Salary $15,000 to $17,000 Fee paid.

ALL FEES COMPANY PAID
Adams & Martin Personnel
We've Moved To
Coventry Place
1637 W. Big Beaver Rd - Troy
649-2210

Attention Secretaries
$10,400 to $13,000
Looking for a change? A growing Southfield office needs an efficient Secretary/Receptionist. Good typing skills required, plush office, excellent benefits & friendly people. Don't pass up this great opportunity. Call Sandy, 478-3500
SNELLING & SNELLING
29200 Vassar, Suite 404
Livonia, Michigan 48152

BILLING CLERK
We will train you to use the IBM System 34 if you are an excellent typist and understand a little accounting. Permanent position with significent benefits and opportunity to learn computer technique. Starting salary $3.75 hour. Apply in person at 26400 West Eight Mile Rd., Southfield
An Equal Opportunity Employer

BOOKKEEPER
Detroit professional firm requires experienced full charge Bookkeeper to administer fiscal & administrative office affairs. Please send written resume & salary requirements to Box 288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Excellent position open in a well established Farmington Hills Construction Firm for a qualified full charge Bookkeeper. Will pay top salary, profit sharing and benefits. Submit resume to: Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER for west side construction company. Pegboard system. Experience thru trial balance. CPA recruiting for client. Send resume to box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

BOOKKEEPER for Interior Design Firm. Experience preferred. 3 days per week. Send resume & salary requirements to: President, 4050 W. Maple, Suite 200, Birmingham, Mi. 48010

BOOKKEEPER, full charge, minimum 3 years experience. Construction/property management accounting preferred. Salary negotiable; benefit package available. Send resume to box 344 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER -Northwestern suburban CPA firm requires person with current experience in general office duties, including proofreading, schedules and filing and bookkeeping. Computer experience helpful. This is a full time, permanent position. Call Linda, 398-7100

BOOKKEEPER/Office Manager - established firm seeks seasoned ability to handle book work and all office procedures. Type 60. Benefits $5.50 & up. Fee paid
SNELLING & SNELLING
Royal Oak 399-3450

BOOKKEEPER
PART TIME
This Northville office needs someone with good bookkeeping and office skills from 12-5pm. Mon.-Fri. Generous hourly rate. If interested, send confidential resume to Mr. Dixon, P. O. Box 691, Southfield, MI 48037

Plante & Moran, an employment agency, recruiting for an equal opportunity employer

BOOKKEEPER
Troy Medical office. Thru balance sheet, insurance forms, typing & related office procedures. Call Mon. thru Fri., 9-12 noon. 362-3322

BOOKKEEPER
Wanted for Auburn Heights construction company, computer background helpful, but not necessary. Send resume to P.O. Box 4280, Auburn Heights, MI 48057.
An Equal Opportunity Employer

BOOKKEEPER
Work in Southfield CPA office on several sets of books, experienced with financial statements, payroll & sales taxes. Full time. 557-3333

Branch Secretary
New local office of a national company offers an outstanding opportunity. Your good skills and experience are the key. To $14,000. Call Bernice at 353-2090.
SNELLING & SNELLING
24500 Northwestern Hwy., Suite 306
Southfield, Michigan 48076

CAREER OPPORTUNITIES
Wide variety of positions are waiting for you now! Southfield suburban areas. Typing skills a must, don't pass up this chance for a new career! $8320 to $12,000. Call Scarlett now at 478-3500!
SNELLING & SNELLING
29200 Vassar, Suite 404
Livonia, Michigan 48152

CAREER SECRETARY
Excellent opportunity at a major suburban company for an experienced person with good secretarial skills. Diversified and promotable position. Generous starting salary and company pays our fee. Call immediately for an interview.
PERMANENT STAFF 322-4310

CLERICAL - Experienced with bookkeeping, excellent phone & typing skills a must. Full time, Livonia area. 427-1447

CLERICAL
Livonia area. CRT experience a plus. Full time. Phone for appointment. 525-6630

CLERICAL, PART TIME MORNINGS. Must have good typing and phone skills, neat appearance and congenial manner necessary as well as some past office experience. Call Marie at: 643-0040

CLERICAL/RECEPTION position, half time, available now in Southfield with branch office of a liberal arts college. Duties include: typing, filing, ordering, answering phone, mailing, reception functions. Some weekend & evening hours required. Send resume & letter of application to: Siena Hts. College, 17050 Dorset, Southfield 48075
An Equal Opportunity Employer

CLERICAL
(Temporary)
Our corporation is seeking part time & full time temporary help in the following areas:
PAYOFF - Seeking an individual with typing of 40 wpm, excellent organizational skills and the ability to work under pressure. Responsibilities include mass mailings, a variety of filing assignments and misc. typing. Individual must be able to work 20 hours per week between 8:30AM-4:45PM Mon. thru Fri. for a minimum of 2 months. No benefits with this part time position.
FORECLOSURE - Seeking individual with light typing skills of 30-40 wpm, good organizational and excellent communicational skills. Responsibilities include extensive phone contact with our various contractors. Foreclosure background a plus. Position is temporary full time working 8:30AM-4:45PM Mon. thru Fri. for at least 2-3 months. Position may become full time. No benefits.
We will be accepting applications Mon. thru Fri. 9-11AM and 1-4PM at:
Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Road
corner of 12 Mile Rd.
Farmington Hills, MI 48018
An Equal Opportunity/Affirmative Action Employer M/F/H

CLERICAL
$11,000
Good figure aptitude and basic office skills for entry level position with customer and phone contact. Advancement potential. 525-7870
SHARROW PERSONNEL AGENCY

CLERK TYPIST - TROY
Purchase order department experience, accurate typing. $850 per Mo., fully paid benefits including dental, tuition refund and optical. Fee Paid.

CLERK TYPIST - SOUTHFIELD
Manufacturers sales office. Experience in customer contact, word processor preferred. $890 per month, full benefits. Fee Paid

KEYPUNCH
Card system, able to verify, $900 range. Full benefits, fee paid.

BETTY HAMIL PERSONNEL
Southfield Rd., Lathrup Village
424-8470

CLOSING OFFICER
Real estate receptionist-secretary. 14 Mile, Middlebelt Rd area. 40 hour week. Closing experience with title company coordination an absolute must. Shorthand preferred. Pay commensurate with skill and experience. Resume helpful.
CENTURY 21
Vincent N. Lee
Executive Transfer Sales
626-3900

CPA FIRM Located in the Renaissance Center has immediate opening for experienced word processor or will consider training good typist with at least 1 yr. office experience. Please send resume to: Box 312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTRY LEVEL CLERICAL opening for Redford company. Must have some experience in bookkeeping, accounts receivable, accounts payable, invoicing, posting & some secretarial skills. 255-1611

EXECUTIVE ASSISTANT
To work afternoons & evenings to assist executive staff. Duties include clerical functions and assisting president when needed. Potential for advancement. Please send resume to: P. O. Box 300, Southfield, MI 48037. Attention: T. M.

EXECUTIVE SECRETARY, permanent part time. Southfield area. Challenging position serving top executives. Call for appointment. 557-2757

EXECUTIVE SECRETARY
Experienced, intelligent individual to assist President of a fast paced insurance company. Shorthand required. Must be a non-smoker, ability to handle pressure and possess excellent memory skills. Flexible as to overtime, and willing to work long hours a must. Immediate opening. Mail resume to: P. O. Box 300, Southfield, MI 48037. Attention: T M M.

EXECUTIVE SECRETARY
This Southfield company needs your excellent typing and shorthand skills. Word processing experience preferred. Nice surroundings. Generous salary and benefits. If interested, send resume and salary history to: Mr. Dobbs, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

Expanding equipment leasing company seeks permanent part time, office help. May develop into full time position. Please send qualifications to office manager, B - 2, 2915 Quarton Road, Bloomfield Hills, MI 48013

EXPERIENCED, accurate bookkeeper with computerized data-entry skills. Must have complete understanding of debits and credits. Needs to be knowledgeable & comfortable with computer functions. Reply to: Box 340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED WANG OPERATORS needed for long and short term assignments in the Tel Twelve area.
ENTECH SERVICES, LTD
588-5610 332-4350

Front Desk Secretary
This pleasant, professional office could be the perfect setting for your good skills, positive manner. To $12,000 plus benefits. Hurry! Call 353-2090
SNELLING & SNELLING
24500 Northwestern Hwy., Suite 306
Southfield, Michigan 48076

GENERAL OFFICE - Full time. Typing Light bookkeeping. Telephone. Apply in person 8-5pm. United Janitor Supply Co 18434 Fitzpatrick Ave. Detroit

GENERAL OFFICE
2-3 days per Week +. Hourly rate & profit sharing. 1 person office. Work for small exciting growing business. Troy Area. 585-2040

GENERAL OFFICE WORK
Including typing, for busy real estate office. Call Miss Walkowicz 525-0990

GENERAL OFFICE - 4 days, 8am-5pm. Must have good telephone manner and be accurate typist. Please apply: 5600 W. Maple, Suite C-304, West Bloomfield

GENERAL OFFICE/Accounts Receivable. Part time, 20-25 hours. Farmington Area. (Our employees know of this ad) Reply to Box 322, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GET EMPLOYED
Start the New Year by getting employed with one of this nation's fastest growing temporary personnel services, CDI Temporary Services, Inc.
We are a subsidiary of a multi-million dollar American Stock Exchange Company. We offer good pay and flexible work schedules. We are interviewing now for these open positions:
Lanier Word Processors
NBI Word Processors
CRT Operators
Typists
Secretaries
And More ...
Call us for an appointment to be interviewed and join us in our success.
CDI
Temporary Services
Southfield Renaissance
352-1005 259-8868
Equal Opportunity Employer M/F/H

IMMEDIATE OPENING
for an experienced Dermale II word processor. Litigation experience required for medium sized Southfield law firm. Call 9:30 to 3 557-8300

IMMEDIATE
TEMPORARY ASSIGNMENTS AVAILABLE
TRANSCRIBERS MEDICAL
(6 Months Experience Required)
SECRETARIES
SENIOR TYPISTS
SWITCHBOARD OPERATORS
(Dimension & Horizon)
WORD PROCESSORS
(all models)
FOR APPOINTMENT CALL:
DEARBORN 565-8060
LIVONIA 525-0330
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

INSURANCE AGENCY
has an immediate opening, for someone with personal lines experience. Call Kim, at 358-2760

KEYPUNCH OPERATOR - IBM Series I. Experience necessary. Medical Billing Service, Farmington Hills. Days, full-time. Call Mary Lou, 553-0850

KEYPUNCH OPERATORS
Temporary, full-time Key Punch Operators. Day & afternoon openings. Experience a Must! Southfield area. 553-0618

LATE EVENING hours can mean money for you - Billing Typists needed, 45 wpm., Troy area, good rate of pay, excellent experience for you. Call: Citation Temporary Services. 373-7188

LEGAL ASSISTANT with at least one year's experience for small commercial litigation firm in Birmingham area. Salary commensurate with experience. Must be able to assume substantial responsibilities. Send resume to Box 290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL RECEPTIONIST- Southfield law firm, American Center. Experience required with typing skills. Full benefit program. Advancement. 353-7350

LEGAL SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send me your resume.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD LEGAL PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
362-3130

LEGAL SECRETARY
needed for Troy law firm. Experience preferred. Excellent benefits. Salary commensurate with experience. Contact Shelly for interview. 879-0300

LEGAL SECRETARY
Experienced for small Birmingham Office. Full time. Competitive salary and benefits. 540-7060

LEGAL SECRETARIES
If one of your New Year's resolutions was finding new employment in 1984, start by calling Personnel at Law at 358-0060. We help Legal Secretaries turn their resolutions to reality. There is never a charge to you for our courteous and professional placement assistance. Permanent and temporary positions are always available throughout Detroit and suburbs.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH 48075
358-0060

LEGAL SECRETARY - full time for Troy law firm. Must have shorthand and prior experience. Salary commensurate with ability. 362-3220

LEGAL SECRETARY Southfield
Serious mature secretary seeking future with smaller firm. At least 2 years personal injury experience required. Fringes. 354-2500

LEGAL SECRETARY, part time afternoons, approximately 1-7pm, 4-5 days per week. Birmingham-Southfield area. Excellent typist, Lanier word processing experience preferred. 644-4133

LEGAL SECRETARY/Administrative Assistant or comparable skilled person with strong organizational capabilities. Automotive knowledge and advertising experience helpful but not necessary. Company benefits with negotiable salary. 643-2900

LEGAL SECRETARY
Defense Litigation, experienced. Full time temporary position in Southfield Area. Please Call Judy. 355-4100

LEGAL SECRETARY
Troy firm needs Secretary with Legal experience. Must be proficient with dictaphone and type 70 WPM. Good fringes, salary open. 879-8150, ext. 330

LEGAL SECRETARY
Highly skilled and experienced legal secretary for partner of a medium sized busy Southfield firm. Typing, 90 plus, shorthand 100 plus. Call 9:30 to 3:30 557-8300

LEGAL SECRETARY - downtown Detroit. Experienced, or will train
Person with good typing & professional appearance. Send resume or letter of qualifications to: Mr. Cervas, 27832 Ford Road, Garden City, MI 48135.

LEGAL SECRETARY
for growing Southfield law firm with large litigation practice. At least 3 Yrs. legal experience required. Word processing skills desirable. Good salary and benefits. Call: 355-8855

LEGAL SECRETARY
We have some excellent positions with prestigious firms that offer competetive salaries and fringes plus pay our agency service charge.
SHARROW & ASSOCIATES, 739-4910

LEGAL SECRETARY
Bloomfield Hills firm, domestic work. Word processing experience preferred. Excellent benefits. Respond with resume to Box 312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Highly motivated Secretary with proven skills and legal experience wanted for small but growing Detroit law firm. IBM displaywriter or other word processing experience helpful. Salary and benefits negotiable. Call 965-1700 (ask for Debbie) or send resume Damm and Smith, P.C., 400 Renaissance Center, Suite 2800, Detroit, MI 48243

LEGAL SECRETARY
Prestigious legal firm needs experienced secretary with excellent typing & shorthand to work in plush office with professional atmosphere. Word processing a plus. Salary commensurate with experience, full benefits and company pays the fee. Qualified applicants respond to
DUNHILL PERSONNEL
336-0775

LIGHT BOOKKEEPING & CLERICAL
Part time person to work in Birmingham. 10 key & typing skills desirable. Generally Thurs. & Fri., $5./hr. Send resume or short letter describing skills. P.O. Box 1161, Birmingham, MI. 48013.

MATURE PERSON to work in Livonia Funeral Home as Receptionist/Hair Dresser. Full time includes Sat., Sun., Holidays. Health insurance. Call 3-5PM Only. 422-6721

Message Center CLERK
Expanding firm, located in Troy, currently has an opening for an individual with excellent telephone skills to handle busy message center. Minimum typing of 50 WPM, previous office experience required. Starting salary: $700 per month. Full benefits. For consideration, phone 362-2188 on Tuesday, January 31 or Wednesday, February 1, between 9:30 - 11:30 a.m.

Equal Opportunity Employer M/F

MORTGAGE ESCROW REPRESENTATIVE
We are seeking a Spanish/English speaking individual with strong mortgage banking escrow analysis experience to work in our customer service department. Qualified candidate must possess excellent communication skills, strong math and letter writing skills and accurate typing of 45 plus wpm. The ability to work under pressure is a must. Responsibilities involve preparation and explanation of the escrow analysis. Some overtime required. Working hours will be from 11:45AM thru 8PM Mon. thru Fri.
Qualified applicants should apply Mon.-Fri. 9-11AM or 1-4PM.
Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Road
Corner of 12 Mile Rd
Farmington Hills, MI 48018
An Equal Opportunity/Affirmative Action Employer M/F/H

NEEDED
GENERAL CLERKS
CLERK TYPISTS
(35 wpm plus)
SWITCHBOARD OPERATORS
WE NEED YOU
Livonia & Farmington areas. Please call for appointment Mon. thru Fri between 9 & 5 pm.
29449 W. 6 Mile, Livonia
(W. of Middlebelt)
522-4020
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

NEW CAR BILLER - need high volume dealership experience billing and cashiering. Type 70, some W/P. $10-$12k. Fee Paid
SNELLING & SNELLING
Royal Oak 399-3450

OAK PARK electronics catalog company needs person to accept phone orders. 5 day week. $185. Blue Cross. 543-0040

OFFICE ASSISTANT to help run small office. 35 hour week. Farmington Hills area. Call between 10am - 4pm. 855-0650

OFFICE CLERK - well established, solid company needs math ability. Type 50. Will train on computer. $10,400, benefits. Fee Paid.
SNELLING & SNELLING
Royal Oak 399-3450

OFFICE HELP
Typing & bookkeeping, full time.
Majestic Auto Trim
373-5335

OFFICE HELP
wanted with typing & office procedure experience. Mainly an on-call & fill-in position when secretary is on vacation. Salary is commensurate with ability. Please contact Phyllis at 537-4000

OFFICE PERSON
For manager of management property and development. Must be experienced in areas of typing, filing and general bookkeeping. Candidate should be outgoing and self-motivated.
Please call Mon. thru Fri. between 10 and 11 AM only. 643-7900

OFFICE SUPERVISOR
Our university admissions office is seeking candidates with strong clerical skills, supervisory experience & word processing or computer background. College course work & university experience highly preferred. Salary of $13,838 and excellent benefits including [illegible] Send letter of interest & resume to: M. Cieslak, Personnel Department, University of Detroit, 4001 W McNichols, Detroit, MI 48221
An Equal Opportunity Employer

PART TIME SALES SECRETARY to assist with filing and logging reports. Excellent opportunity for students. Southfield area. Phone 353-3209

PART-TIME - 16 Hour week - for Troy Co. Must have good math aptitude & excellent typing & telephone skills. Flexibility of work schedule important. Call Mon-Fri, 8am-5pm, 362-0770

PERSON FAMILIAR with Accounting and Bookkeeping functions for small bank. Apply at office 41335 Ten Mile Rd., Novi, or call 478-4000

PHONE SALES RECEPTIONIST
For Southfield based service company. Cheerful telephone voice & phone experience necessary. No phone solicitation. Mature, sales oriented person with good secretarial skills. Call between 11am-4pm 353-5370

PICTURE FRAME WHOLESALER needs individual to assume responsibility for Order Desk. Must have pleasant phone personality, excellent organizational skills & experience in Picture Framing. Write to: Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PODIATRIC SURGEON'S Office in Troy seeks a mature responsible individual, with a good personality, to serve as a Medical Assistant. Will train qualified individual. Send resume to Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
$10,400
Suburban location. Varied duties, type letters, basic bookkeeping responsibilities, pleasant environment with excellent advancement potential. Full benefits 525-7870
SHARROW PERSONNEL AGENCY

PROGRAMMER/Office Manager
Farmington Hills based manufacturer seeks individual to manage small office personnel & many computer operations. Experience in programming & implementing application software & supervision required. Salary based on experience. Please send resume & salary requirements to: Box 224, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTION/CLERK
Some record keeping. Typing. 70 - 80wpm. Call for appointment. 647-1844

RECEPTIONIST/TYPIST
Needed for pleasant Royal Oak office. Applications being taken from 10am-3pm at 1809 E. 11 Mile Rd. 545-4445

RECEPTIONIST needed for permanent part time position in West Bloomfield. Must have good phone skills & outgoing personality. Looking for person with experience in handling cash drawer. If you are this person send resume to: Box 240, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
New York Video World is seeking ambitious mature person to handle receptionist duties. Light typing & phone answering skills required in Farmington area. Mr. Kennedy 755-1070

RECEPTIONIST with word processing experience. Pleasant personality to greet public. Birmingham area. Ask for Mr Weiss. 642-2521

RECEPTIONIST needed for Veterinarian Hospital. Must have Veterinary experience & be a 'People Person'. Apply. 21429 Grand River, Detroit, 48219.

RECEPTIONIST
Light typing, General Office skills. Keypunch or D.P. experience a Plus. Southfield area. 352-0814

RECEPTIONIST/SECRETARY
Shorthand & typing skills required. Farmington Hills area.
Call I.B.C. 855-8450

RECEPTIONIST, experienced, with bookkeeping exposure. Professional image for medium sized law firm in Troy. 649-3200

RECEPTIONIST/Phone Operator
Immediate opening for person with good personality, appearance and typing skills (word processing experience helpful) for Madison Hgts. firm. Full time, excellent benefit package. Submit resumes to: Box 320, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Wholesale Distributor located in Royal Oak requires full-time Switchboard Operator with professional, pleasant phone manner & good typing skills. Executone Phone Systems! Send resume, in confidence, to: Box 176, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Nice opportunity with a well established clinic. Excellent position for an experienced person who can handle responsibility. $12,480 to start. Call Nancy at 353-2090
SNELLING & SNELLING
24500 Northwestern Hwy., Suite 306
Southfield, Michigan 48076

RECEPTIONIST
Permanent position available for reliable, mature person with good typing skills, some accounting experience or background and a good phone personality. Responsibilities will include: telephone, general correspondence, report preparation, typing, accounts payable and other clerical duties. We offer a deluxe office environment in Southfield. $800 month starting salary, health benefit package, paid holidays, and vacation. For interview send resume to
PERSONNEL
P.O. Box 5041
Southfield, MI. 48086-5041

SALES SECRETARY
part time, for manufacturers rep office, Mon. thru Fri. 1pm-5pm Typing & shorthand required. Must be willing to learn pricing procedures & order follow up, pleasant Southfield office in 12 Mile-Northwestern area. Call for appointment. 353-1612

SECRETARIES
$8,320 to $20,000
We have an extensive assortment of clerical positions ranging from entry level to $20,000 a year executive/legal. To discuss your future call our clerical specialist after 1:30 at 649-5900
Snelling & Snelling
3270 W. Big Beaver
Troy 649-5900

SECRETARY - Birmingham sales office for national company. Full time, detail work involved. Mature, flexible & with initiative. Send resume to Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Experienced Auto Insurance Specialist for State Farm agency in Farmington Hills. Experienced in sales, underwriting, rating & claims. Computerized professional office for person that is trained & looking for a long term position. 851-5408

SECRETARY
for one girl office.
Experience necessary. Please call 9am - 12 noon. 477-0252

SECRETARY for Farmington Hills corporate office. Excellent English and Dictaphone typing skills required. Background in insurance and/or claims preferred. Pleasant work environment, competitive salary & benefits. Send resume in confidence to Box 224, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for branch manager. Fast paced environment. Newly created position provides great opportunity with growth potential for a take charge person. Minimum 2 years experience, type 60WPM, good organizational skills essential. Send resume & salary requirements to Advo Systems, Box 2178, Livonia, MI 48150
An Equal Opportunity Employer

SECRETARY
Interesting, challenging position now available for an experienced Secretary to work in our busy Metalworking sales office located in the Southfield area
Individual must have excellent typing, shorthand and dictaphone skills. Customer contact will require pleasant telephone personality and ability to work independently.
Position offers full range of benefits and a competitive starting salary. Please forward resume, including salary history and requirements to
Box 338
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M F

SECRETARY
Light typing, phone answering & some clerical work. Good telephone voice. Must be over 18. Automobile warehouse in Troy. 362-2404

SECRETARY
needed for ad agency. Diversified, fast-paced environment. Excellent skills a must. Previous ad agency experience a plus. Excellent benefits.
Call 356-4800, ext. 200

SECRETARY
Major suburban firm needs energetic person to assist manager of human resource department. Professional manner, excellent typing & communication skills required. 3 years minimum experience. Excellent salary. Full benefits and company pays the fee. Qualified applicants respond to
DUNHILL PERSONNEL
336-0775

RED WING TICKET WINNER

Gavin Kelly
26710 Meadowbrookway
Lathrup Village

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Tuesday, January 31, 1984, to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

SECRETARY
North suburban ad agency has part time opening for Secretary in Financial Department. Must have typing at 60 wpm, statistical typing experience and 1 to 2 years previous secretarial experience. Qualified candidate must be highly motivated, work independently and have ability to work efficiently under a deadline pressure. Send resume and salary history in confidence to:
Box 344, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY - PART TIME
Insurance office, 3 afternoons per week, Mon. thru Fri. No experience necessary. Plymouth area. 455-4660

SECRETARY - PART TIME
Permanent position in Southfield for mature secretary with good skills & word processing Call 352-2993

SECRETARY-part time for Southfield office, 3-4 hours daily. Future full time possible. Skills in shorthand typing & office procedures, computer experience a plus. Call 11am-3pm daily. 540-0005

SECRETARY/RECEPTIONIST
Farmington Hills' CPA Firm is looking for ambitious person with excellent telephonemanners. General Office duties, some statistical typing. Computer or Word Processing knowledge could be helpful but not required. 40 hours per week, overtime as required. Flexibility a Must! $4.50 per hour. Send qualifications with work history, to P.O. Box 3366, Farmington Hills, Mi. 48018.

SECRETARY/RECEPTIONIST
Good typing & math skills
Shorthand desirable Livonia. Call Mr. Hood 425-7820

SECRETARY
Reliable individual with flexible personality & keen desire to strive for accuracy at all times. Typing, Math & Shorthand Skills are required. Send resume to Dept. S, P.O. Box 2204, Southfield, Mich. 48037.
An Equal Opportunity Employer

SECRETARY/SALES ASSISTANT
ORDER DESK POSITION
for progressive office interiors company. Excellent & accurate typing skills & math aptitude required. Order entry & word processing/computer experience a plus. Must have ability to accept responsibility and work well under pressure in a fast paced extremely detailed position. Send resume to Carson Business Interiors, 29355 Northwestern Hwy., Southfield, MI 48034, attention office manager.

SECRETARY
WORD PROCESSING
A.B. Dick - Magnawriter
Burroughs Redactor III & IV
CPT 8000 Digital Dec-Mate
IBM Displaywriter IBM 5520
IBM Mag Card I & II Lanier NB13000
Comp Corp Dictaphone
Xerox 800, 820, 850, 860
General Office - Minimum Typing 60 WPM. Dictaphone helpful but not necessary. No Fee. Call for an appointment.
ENTECH
Services, Ltd.
'Your Temporary Solution'
999 Chicago Rd., Troy
588-5610 332-4350

SECRETARY
$13,000
Report to Divisional Vice President. Qualified candidate will have basic secretarial skills, good figure aptitude and flexible personality for variety of duties, book flight and travel arrangements, screen clients and type correspondence. Full benefits with Dental and company Paid Fee 525-7870
SHARROW PERSONNEL AGENCY

SMALL OFFICE needs part-time Secretary/Typist. Must be proficient in Shorthand. 12 to 16 hours per week. Call 855-9455

SR. OFFICER - offers position of prominence utilizing 10 yrs. of administrative & executive secretarial abilities. Excellent typing & bookkeeping required. Benefits. $26,000 Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

STATISTICAL TYPIST
with experience - word processing preferred, needed for progressive CPA firm. Send resume to PO Box 341, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STENOGRAPHER needed for Livonia retail business office. Shorthand and good typing skills a must. Experience with marketing or advertising beneficial. Please send resume and salary history to P. O. Box 9481, Livonia, MI 48150

TELEPHONE MARKETERS
Part time work in Southfield office. Flexible hours available. Experience not necessary but desirable. Will train. Good phone manners needed. Call Brian Kiell 423-4517

TELEPHONE PERSON
for busy Builder's office. Some general office experience. Call between 10am - 4pm 559-7981

TEMPORARY jobs available now! Secretaries, typists, Wang WP, Switchboard Operators. Call Temporary Specialists, Inc 354-3411

TEMPORARY - word processors. Experienced on Wang, long & short term assignments

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

TIRED OF NOT BEING RECOGNIZED FOR YOUR SKILLS?
Let MANPOWER help you get the recognition you deserve. Applications being accepted for the following skills:
IBM 5520 OPRS.
XEROX 850/860 OPRS.
SECRETARIES - 55 WPM
SWITCHBOARD OPRS.
For Immediate Appt. Call
Manpower
TEMPORARY SERVICES
LIVONIA 478-1130
(Covering S'Fld & B'ham Area)
TROY 585-5595
WARREN 294-6330
DETROIT 965-7000

TYPIST
Growth oriented firm, located in Troy, currently has an opening for an individual with previous office experience and minimum typing skills of 65 WPM. Word processing experience helpful. Hours are 12-8pm. Starting salary $750 per month
Full benefits. For consideration, please send letter or resume to
CMI Corporation
755 W. Big Beaver Rd.
Suite #1900
Troy, MI. 48084
Equal Opportunity Employer M/F

WANTED part time Insurance Biller for Garden City Physician's office. Send resume to PO Box 45, Garden City, MI 48135

WORD PROCESSING, Model II scriptil, experienced only, excellent salary and benefits. Must be able to work overtime when needed. 357-4674

WORD PROCESSING
Wang Operators
Temporary assignments available, Southfield area. 6 months experience required.
FOR APPOINTMENT CALL:
LIVONIA 525-0330
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

WORD PROCESSORS
Many openings for 1 to 2 years experience. Minimum of 60WPM and career oriented. Salaries up to $17,000 and good benefits. Employer paid fees. Call for an appointment today.
PERMANENT STAFF, TROY 362-4004

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for experienced Waitresses (Waiters). Apply at Mama Lorrecchio's Family Restaurant, 30685 W. 12 Mile Rd., Farmington Hills

ARBY'S
We're looking for cheerful enthusiastic people. Why not you? Ideal for students & homemakers. Apply in person only 29515 Southfield Rd., Southfield

AREA NIGHT CLUB now accepting applications for Waiters/Waitresses, Floor & Door Personnel & Barbacks. Apply in person Mon. thru Fri. 1:30-4:30PM at 14060 Telegraph at I-96.

ASSISTANT COOK
We currently have a part time position available at our Southfield Senior Citizen Center. A high school diploma with previous cooking experience in an institutional setting is required. Experience in menu preparation & food ordering a plus. Salary $3.75 to $3.90/ hr - 5½ hrs. per day, 5 days per week. Contact OLHSA, 196 Oakland Ave., Pontiac, Mich 48058. 858-5195
An Equal Opportunity Employer

BANQUET PORTER (set-up person) with minimum 2 yrs. experience for large hotel. Also hostess, host & bus persons. Apply between 2-4 pm, Holiday Inn of Southfield, 26555 Telegraph, Southfield

BAR PERSON & WAIT PERSON needed. Salary & commission paid. Apply Mon thru Fri., after 7pm Bootleggers Too, 34275 Ford Rd., Westland

BARTENDER, experienced, part time Private club. Work lounge & parties. Could become full time position. Send resume to: 9012 Marion Crescent, Redford Twp., MI 48239

COOK POSITION AVAILABLE
with supervisory responsibility. 11AM-7:30PM shift. Apply in person. Oak Hill Care Center, 34225 Grand River, Farmington.

COOKS & CHEFS WANTED
For new fast food restaurants in the Southfield area. Please send resume to Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COOK
WAITRESSES/WAITERS
Full time - Days or Evenings
Paid vacation. Apply:
Livonia Big Boy
Plymouth & Farmington Rds.
421-4349

DELI PERSON
Experienced - for Party Store'
Part or full-time. Pleasant surroundings. Call 9am-11am, 332-3632

EXPERIENCED dining room captain for fine dining restaurant. Must have extensive wine & table side knowledge. Apply in person only 2-5. Somerset Inn, 2601 W. Big Beaver, Troy

EXPERIENCED PIZZA MAKER
Experienced Delivery People
478-0407

FLOOR MANAGER - HOSTPERSON
Mature reliable person, experienced, full time, Tues thru Sat. 4:30pm Closing. Leather Bottle, 20300 Farmington Rd Livonia. Apply in Person.

FULL & PART TIME help,
late nights. Apply in person.
Burger King, Garden City
28333 Ford Rd

FULL TIME WAIT PERSONS
Must have cocktail experience. Apply in person only between 2-4PM. Ask for Joanie, Sneaky Pete's, 15231 Farmington Road at Five Mile, Livonia

GRILL HELP
EXPERIENCED ONLY
Full Time, Midnight Shift. Top salary, uniforms and meals furnished. Apply in person between 7 & 11am and 3 & 5pm
Bates Hamburgers
Middlebelt at 9 Mile, Farm.

HARDEE'S OF REDFORD
Is now accepting applications for employment. Morning and afternoon shifts only. Apply in person at Hardee's on Telegraph Rd at Plymouth Rd

HOSTPERSON - Mature reliable, part time days, 11am-2pm. Tues thru Fri. Leather Bottle, 28937 W. Warren, Garden City. Apply in person

MANAGER, sports bar with fast food, NE suburb, minimum 2 years experience, top salary & bonus. Send resume to PO Box 604, Franklin, MI 48025

MOUNTAIN JACK'S
Needs Experienced
Cocktail Waitress/Waiter
Cooks
Busporsons Dishwashers
Apply in person
Mon. thru Thurs. 2-4
26855 Greenfield Rd., Southfield (at 11 Mile Rd.)

MR. LAFF'S
accepting applications for Manager. Experience and Degree required.
Apply in person to Mr. Waynick,
15116 Beech Daly, Redford, Mi.

NIGHT DINING Room Hostess Supervisor Apply in person between 3-5PM at Machus Sly Fox Restaurant, 725 South Hunter Blvd., Birmingham

NORTHVILLE CHARLEY'S
is now interviewing for part time, night, host/hostesses. Please apply in person after 4PM
41122 W. Seven Mile
Northville
An Equal Opportunity Employer

NOW HIRING COUNTER PEOPLE: Must be 18. Enthusiastic & dependable. Apply in person Mon thru Fri. Arby's Inc, 27140 Plymouth Rd, Redford
An Equal Opportunity Employer

PART TIME - experienced wait person for days, nights & banquets. Please apply in person only. No phone calls. Holiday Inn, 1801 S. Telegraph, Bloomfield Hills.

PART TIME LINE COOK
Experienced only. Apply Mon thru Fri., in person, 11am-4pm, personnel office Ramada Hotel, 28225 Telegraph Rd., Southfield, MI
An Equal Opportunity Employer

PART TIME restaurant help. Mon-Fri 9am-1pm. Pay above average. Call Noah's (14) Pierres after 2pm, ask for Marie. 644-6657

PIZZA COOK - WAITPERSON & COUNTER HELP
Apply in person, 735 Beaubien
Greek Town, Detroit

POPPIN FRESH Restaurant
is accepting applications for all positions, full and part time. Apply in person between 2-5PM at
825 Bowers St., Birmingham
or 24640 Greenfield, Oak Park

SHORT ORDER COOK
At least 2 years experience. Must have local references that can be checked. Apply in person. Jason's Restaurant, 31675 Southfield at 13 Mile Rd.

SHORT ORDER COOKS,
Highly experienced
SALAD PREP COOKS
Full time positions. Excellent wages & benefits. Apply in person at Pickle Barrel Deli, 19401 W. 12 Mile, Southfield

STEAK AND ALE
OF MADISON HEIGHTS
14 Mile & John R
are looking for
HOST - HOSTESSES
WAIT PEOPLE & KITCHEN HELP
Apply in person 2:30-4PM Mon.-Fri.

WAIT PERSON
Apply in person after 5PM
at Token Lounge
28949 Joy Rd., Westland

WAIT PERSONS & BARTENDERS
Experience needed. Apply in person Col. Clerkers, 30859 W. 10 Mile (E. of Orchard Lake Rd.). Farmington Hills - Mon thru Thurs., 3:30pm-6:30pm

WAITPERSONS, DISHWASHER, Driver with own car. Apply in person, Aldorella Restaurant 550 Forest down town Plymouth in Westchester square

WAITRESSES WAITERS
COOKS
Apply between 2-4 pm. Four Green Fields, the Irish Pub. Northland Shopping Center 2333 N. Woodward. Royal Oak

WAITRESSES (Waiters)
For dining room and cocktail lounge. Must 18 years old. Days and nights. Apply in person
Olga's Kitchen
Old Orchard Plaza, 6655 Orchard Lake Road, West Bloomfield

The Tel Twelve Mall
WAITRESSES WAITERS
Days. La Terrice Restaurant, 4000 Town Center, 1st Floor, Suite 6
Call Frank, 356-3110

WAITRESSES WAITERS
Experienced. Also bus persons wanted. Apply in person 35780 5 Mile Rd. Livonia

WAITRESS or WAITER. Must be over 18, experienced. Apply in person after 3pm. Francos Italian Restaurant. 7034 Middlebelt, Garden City 421-4140

506 Help Wanted Sales

A BETTER WAY TO EARN MONEY
Join Queensway to Fashion. No investment. Free training. Call for interview. Pat. 522-4378 or 476-5174

ACCOUNT EXECUTIVE
wanted for Detroit Suburban market quality long distance phone service, training 50% plus commission. Excellent commission plan. Bonus incentives. Future management. Telemarketing Communications 353-7221

504 Help Wanted Office-Clerical

IMMEDIATE OPPORTUNITIES
Olsten, a nationwide temporary service offers the variety and adaptability of temporary employment with unique benefits. We have opportunities for experienced office personnel with a minimum of 6 months work experience. Word processing, shorthand, medical or switchboard experience a plus
We offer excellent wages (Friday pay), vacation pay and no fee. Please call the office nearest you
DETROIT 962-9651
S'FLD 354-0557
TROY 362-4650
Olsten Temporary Services
We know how to help. EOE M/F/H

504 Help Wanted Office-Clerical

KELLY
Has Assignments For...
- SECRETARIES WITH SHORTHAND (80 wpm)
- TRANSCRIPTION SECRETARIES
- SENIOR TYPISTS (65 wpm plus)
- EXPERIENCED WORD PROCESSING OPERATORS (all models)
- ELECTRONIC SWITCHBOARD OPERATORS (typing 45 wpm plus helpful)
- EXPERIENCED DATA ENTRY OPERATORS
- ACCOUNTING CLERKS/BOOKKEEPERS (proficient calculators)

If you qualify for any of these above, want temporary work, are available for 8 hour days Mon. thru Fri. - WE NEED YOU. Please call for an evaluation/interview appointment.

KELLY SERVICES, INC. The "Kelly Girl" People
19668 W. 11 Mile Rd.
Lathrup Village
(11 Mile at Evergreen)
559-0300