502 Help Wanted Dental-Medical

MEDICAL OFFICE RECEPTIONIST: Permanent, part time position available downtown Rochester office for a student, mature or college individual. 8 hrs; 1pm - 5pm. 5 days/week. Typing & medical office knowledge helpful. 656-5717

MEDICAL RECEPTIONIST: Full time position available for a Friday afternoon, self motivated, non smoking individual. Bloomfield area. 626-2411

MEDICAL RECEPTIONIST needed, part time for Urgent Care Center in Farmington Hills. Call Bob, 1-800-[illegible]. 476-6484

EXPERIENCED Medical Receptionist for Bloomfield internal medicine office. Immediate opening full time. Includes alternate Saturdays. Send resume to P.O. Box 2363, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Full time. Experienced needed for busy West Bloomfield clinic. Management skills helpful. Call. 851-8061

MEDICAL RECEPTIONIST/BILLER, experienced preferred but will consider training mature individual for busy allergy practice in Farmington Hills, located at 13 Mile & Orchard Lake. For interview contact 851-4437

MEDICAL TRANSCRIPTIONIST
3 years experience transcribing DR, OR reports. 437-8749

NEWLY CONSTRUCTED luxury retirement residence in W. Bloomfield is seeking a Director of Residential Health services. Registered Nurse preferred, but licensed Practical Nurse knowledgeable in Gerontological Nursing and Assessment acceptable. On site live in apartment provided. Hours of work week. 20 hours with on call responsibilities. Call 851-2979 for an interview appointment.

NUCLEAR MID TECHNICIAN
Must be registered Nuclear Technician with 2-yr. experience for NE suburban clinic. Full pay.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
657-7200

NUCLEAR TECHNICIAN
Part time to Taylor. Choose your hours. Call Monday thru Friday 9-4. 291-4242

NURSE AIDES
All shifts for small basic nursing home in Plymouth. Experience preferred. Call 453-3983

NURSE AIDES
All shifts. Full time.
Apply Mon-Fri 8am-5pm.
Livonia Nursing Center 425-8370 or 74

NURSE AIDES
(Certified only)

A - 20 hour or more nurse aide course with certificate within the last 2 years.
B - 1 year nurse aide experience within the last 2 years in Medical, Convalescent Home or Convalescent Center.
C - Adult and Geriatric Orientation
D - Must be available for 3 hour homecare paid visit in Oakland or Wayne Counties.
E - Only qualified need apply.

UPJOHN HEALTHCARE SERVICES
Oakland County - 645-7900
Wayne County - 277-2966

NURSE - or MEDICAL ASSISTANT to assist MD in Walled Lake. Mornings 1pm. Wed. 1pm-6pm. Send resume of education & experience to Assistant: 18151 N. Pontiac Trail, Walled Lake, 48088

NURSES AIDE
Experienced only
Weekends, all shifts. Apply in person. No phone calls, please. Nightingale West, 6363 Northfield Rd., Westland near Joy Rd.

NURSES AIDE
One year experience. Positions available in Dearborn area. Call between 9AM-4PM. 846-1888

OPENING FOR experienced nurses aide. Part time, St Jude Convalescent Center. 261-4400

OPENING FOR FULL-TIME R.N. Day Shift - at St. Jude Convalescent Center in Livonia. 261-4400

OPHTHALMOLOGIST specializing in Cataract surgery requires one team member experienced in OR work, Patient work & refracting. Call Kathy Jones. 649-2590

OPTOMETRIST ASSISTANT
Westland area. Must be experienced in optical. Full time. 261-6917

ORDERLIES
One year experience. Positions available in Dearborn area. Call between 9AM-4PM. 846-1888

ORTHODONTIC ASSISTANT
Experienced. Needed for modern, progressive orthodontic practice in Birmingham. Call Rose Marie 647-0690

ORTHODONTIST needs bright, excellent assistant. Must be experienced, necessary but will train. Excellent working conditions & salary. Call 851-8080

PART TIME 20-30 hrs per week, variable. Physician's office near Beaumont Hospital. Send resume, Box 2363, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICAL THERAPY
Assistant to Physical Therapy Chief. Full time permanent day position. Registered Physical Therapist, full time day position. Occupational Therapist full time program. For details contact: Garden City Hospital, 6245 Inkster Rd. Garden City. 421-3300, Ext.257
An Equal Opportunity Employer

PHYSICAL THERAPIST
Rare Opening for Licensed P.T., at one of the area's finest Out Patient clinics. Full time, salary - bet with overtime hours. A real definitiator & ability to fit into a very progressive atmosphere. Send resume or call:

AVONDALE CONVALESCENT HOME
1458 Walton Blvd. (at Dequindre)
Rochester, MI 48307
Att: Mr. Jack Adams
• 651-4423 •

RECEPTIONIST for radiology office - Medical billing experience necessary, part time 25 hrs. weekly. 471-8446

REGISTERED MEDICAL TECHNOLOGIST - R.M. with 6 years experience or M.A. with 4 years. Applicant must meet requirements for Michigan General Supervisor. Full-time, Days. Multi-Specialty Clinic. Reply with resume in Administrator, Redford Medical Center, 18210 Grand River, Redford, MI. 48240.

502 Help Wanted Dental-Medical

REGISTERED OCCUPATIONAL THERAPIST - full time for skilled nursing home, responsibilities to include care of long ventilated. 398-8919
Hinsdale Convalescent Center
196 Hungerford - Plymouth

RESPIRATORY TECHNICIANS
Our growing medical practice has an immediate opening for a part time position, 20 hrs. a week, both the day and afternoon shifts. On-call is also available. Applicants must be NBRT certified and have a minimum of one year experience. We offer a competitive salary and pro-rated benefits. Interested applicants please call personnel at 512-3825

METROPOLITAN WEST HOSPITAL
RN For PM Supervisor. Also RN 11pm 7am shifts. Medical facility in Livonia. Apply 10-4 PM or call Nada Vaskova, Director of Nursing, 425-1414.

RN/LPN, full time, with pediatric experience. Medical clinic in Novi. Call Mrs. Bell, 349-3300 Mon thru Fri. 8:30AM-4:30PM 348-8900, ext.225

RN'S INDUSTRY
Temporary assignments by the day, week or month in corporate medical departments. Prefer industrial, ER, or occupational experience. Please call for further information.
DAVIS-SMITH
Temporary Medical Services
657-7200

RNS
Midnights - Part time
Also, LPNs, some weekends and vacation relief. Call for appointment. Nightingale West, 6363 Northfield, Westland, near Joy Rd.

RN'S
Needed immediately full time (32 hrs) for pediatric private duty. W. & N.W. areas. 277-6457

R.N. - ALL SHIFTS
Medicare Certified Unit. Discover Hospital Care in a Convalescent setting. Flexible scheduling, competitive wages. Contact:
Mary Greene, R.N. 723-6100

SECRETARY
Medical Administration background, minimum 120 wpm. Administrative position involving of meetings, etc. Outstanding secretarial opportunities available in Southfield, Pat N. Woodward, or Downtown. Employer fee paid. Salary from $17,000 up.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
657-7200

SECRETARY/RECEPTIONIST
Full time, days, alcoholism treatment program, Livonia area. Typing 60wpm, dictaphone experience helpful.
Call Sandy 464-5300 Ex. 3436

SOUTHFIELD - HMO seeking dependable full time/part time Data Entry position. (1) to (3) years experience. Call for appointment. 424-9292 ext. 348

STRAITH MEMORIAL Hospital, 29001 Inkster, a surgical hospital in Southfield is seeking part time on call RN's with experience for the afternoon & midnight shifts. Apply in person or call the Nursing Director at 357-3340

ULTRA SOUND TECH
ARD/OB-GYN Mobile Service
Hours & salary negotiable
343-5353

X-RAY TECHNOLOGIST
Registered. Minimum one year experience. 30-34 hours per week. Livonia area. 476-8445

504 Help Wanted Office-Clerical

ACCOUNTING CLERK, Livonia, accounting. Computer experience helpful but not necessary. Ability to talk & get along with others. Box 424, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
COST ESTIMATOR, MANUFACTURING
Commensurate salary. 3 to 5 Paid.

SECRETARY TO CONTROLLER
Excellent skills, 55 wpm typing, manufacturing background. Commensurate salary. Paid benefits. Fee Paid.
BETTY HALL PERSONNEL
Southfield Rd., Lathrup Village
424-5470

ACCOUNTS PAYABLE
Small office in Farmington property needs permanent full time employee to handle accounts payable duties. At least 3 years of accounts payable experience required. Send summary of prior work experience, qualifications & expected salary to box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
$10,400
1 to 2 years background in accounting. Position experience needed for an established firm in Farmington Hills. Excellent benefit package.
BETTY HALL
SHARROW PERSONNEL AGENCY

ACCOUNTS RECEIVABLE - Southfield area. Full time position. Pleasant surroundings. Must type and have good telephone skills. Will train on computer. Call Marlene 352-8197

ACCTS. PAYABLE CLERK
You must have at least 3 years experience in Accounts Payable. You will be responsible for the banking & preparation of checks, daily posting. You will handle telephone & written correspondence with Vendors. Also, you will spend some time assisting other clerks at a Computer Terminal. Typing of 45 wpm required. Full-time Only. Benefits. Livonia area. Call 421-3300, ext. 300

ACCURATE TYPIST. Efficient, self-motivated, flexible hours, Farmington Hills. 851-8283

ADMINISTRATIVE SECRETARY
Hospitality industry looking for exceptional typing, good phone ability, writing skills, PR personality, and a competitive attitude. Excellent opportunity for advancement in deal with VIP's.
CAD Mae Marion 354-8187

ADMINISTRATIVE LEGAL Secretary 3-5 years experience in real estate, power's, estate planning, condominium documents, contracts, mortgages, light bookkeeping, letter composition and excellent grammar skills. Only qualified need apply. Bingham Farms 645-9490

ADMINISTRATIVE
ASSIST/SECRETARY
Sharp individual with good clerical and written skills. Typing 50 WPM, shorthand a plus. Interested in a varied position. Call for P. O. Box 208, Southfield, MI 48037. Attention Pam

ADMINISTRATIVE SECRETARY
To VP of busy Farmington Hills property management company. Qualified applicant must possess excellent typing, organizational and communication skills; ability to compose correspondence, exercise initiative and independent judgement. Experienced, professional background preferred. Send apply: Send resume and salary history to:
J. Ferman, P. O. Box 2360, Farmington Hills, MI. 48018.

504 Help Wanted Office-Clerical

ADVERTISING AGENCY. Receptionist/General Office for advertising agency in Southfield. Must be personable & have a pleasant telephone voice. Call Sandy Obert before 12PM: 353-3346

All Around Person
If you can type 60 WPM, file clerk, know how to make an accurate phone bill & maintain 2 years office experience, send resume to: Office Manager, P. O. Box 80136, Detroit, MI 48228. (Redford area).

APPLY NOW
Entry level clerical positions available for low income, Oakland County youth aged 16 to 21. No experience required. Call 851-9167

Are You A
Secretary
OR
Typist
Looking For Work
If you're available to work Mon. thru Fri. on temporary assignments and type 50 wpm, please call:
522-4020
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

ASSIGNMENTS - available immediately. Typing experience required. Typing or Shorthand helpful for Troy complex area. Long & short term

KEYPUNCHERS - 3 shifts, Bloomfield Hills, long term assignments

CRT OPERATORS - Southfield firm

TYPISTS - 50 WPM, also filing & accounting clerks

TWO IBM DISPLAY - writer word processors for Southfield Fortune 500 company

NEVER A FEE
UNIFORCE
TEMPORARY SERVICES
SOUTHFIELD BIRMINGHAM
357-0034 646-7060

ATTENTION
SECRETARIES
A growing Southfield office needs an office manager, Secretary/Receptionist, good typing skills required, plus office. Excellent benefits and friendly people. $12,000 per year. Call Carrie at 352-4400.
SNELLING & SNELLING
27290 Lahser Rd.
Livonia, Michigan 48153

BIRMINGHAM - company needs secretary for real estate dept. No shorthand required. Some mortgage or real estate background plus good accounting aptitude. Excellent salary and fringe benefits a salary of $14,000 to $16,000

EXECUTIVE - secretary for Troy brokerage firm. Strong organizational skills & problem solving ability important for fast paced office. Heavy client contact. Good benefits, salary $15,500

TROY - company needs secretary for shopping center leasing agent. Will train on word processor. Poised, professional person with outgoing personality will start at $13,750 & enjoy outstanding benefits

ALL FEES COMPANY PAID
Adams & Martin Personnel
We're Moved To
Coventry Place
1627 W. Big Beaver Rd. - Troy
649-2210

BOOKKEEPER/FULL CHARGE - Established company in suburbs needs person with 5 years exp. with experience. To $15,500 Fee paid.
ENGLING & ENGLING
Royal Oak 398-1150

BOOKKEEPER - Full Charge with computer experience (the more the better) for challenging opportunity in a professional office. Send complete resume with salary requirements to Bookkeeper position, 323 N. Telegraph, Pontiac, MI 48053.

BOOKKEEPER/OFFICE MANAGER for Birmingham advertising firm. Join our team of professionals. Pleasant phone manners a benefit. 645-3447

BOOKKEEPER, part time, Southfield - 16 hrs. a week. Typing, bookkeeping, filing, some computer experience.
557-7648

BOOKKEEPER/SECRETARY
Will assist accounting, bookkeeping, typing skills. Office has computers. Experience preferred but will train. Must be available 25 hours per week. Nine-Mile/Greenfield area. 559-4500

BRIGHT, MOTIVATED Secretary-Bookkeeper interested in a permanent position with growth potential. Excellent opportunity for advancement. Send resume & salary requirements to:
Investment V.P. Administration, P.O. Box 5218, Farmington Hills, MI. 48018.

EXECUTIVE SECRETARY - North-Western area. Will work for President, Beautiful offices. Desire Sec. Salary $19,000, fee paid. Call Ann Arbor 761-4220 in Personnel Agency.

EXECUTIVE SECRETARY, ad agency. Top office and personal skills. Interesting, challenging position. Call Ann Arbor Personnel Agency. Agency assist home buyers. Fee paid. Call Ann Arbor 761-4220 in Box 428, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SUITE service needs person with good typing skills, telephone manner, good attitude & be proficient on phone. Call between 2pm - 5pm 645-1140

EXPANDING company firm is looking for an outgoing person to handle phones for customer support, 1 yr. minimum customer service experience. Very background, data processing experience helpful. Excellent benefits & opportunity to HMO Division. 32566 Industrial Rd. Southfield

EXPERIENCED & DEPENDABLE. Aggressive person needed. Excellent typing skills. Knowledge of word processor required. Shorthand optional. Salary based on skills, references 352-8200

EXPERIENCED SECRETARY
needed for Hi-Tech Sales Office Employment Agency. Must be self motivated. Personal phone only need apply. Fee paid. Call Ann Arbor 761-4220 in Word Processing, Southfield & Oakland County area. Ask for Mary Ann.

EXPERIENCED SECRETARY
Must be proficient in Word Processing, Shorthand & Dictation. Must be able to keep accurate records. College or educational training is desirable. Call for appointment. 855-7800
Karen Daniels 855-1866

FILE CLERK for busy Sales opening in Southfield area. Must have good typing & confidence, 55 wpm. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK with office experience for busy Southfield office. Call Cindie between 9AM-1PM, 557-1158

FILE CLERK - 3 yrs. experience only, no others need apply. Pleasant office, not up now filing system & maintain it. Call Mrs. Ann Arbor Personnel, 761-4220, Birmingham, MI. 48010

FULL-CHARGE BOOKKEEPER
Responsible for entire financial data. General Ledger & Financial Statements.
For several Real Estate Projects on Southfield area. Minimum 5 years. Must be able to function under minimal supervision. Must be organized, self-starter & possess inter-personal sensitivity skills. At least 3 years experience. Computer experience preferred.
Salary commensurate with experience. Profits contribution to date 20%. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE PERSON - Gathering information for a word processing. Need a team oriented person. Good typing. Call Joyce, O.E. 3336, Livonia, MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK TYPIST
Our commercial loan servicing department is seeking a self-motivated individual with excellent verbal and written communication skills. Qualified candidate must possess accurate typing of 50 plus wpm, good math aptitude and demonstrated ability to handle large banking, real estate or related financial background preferred. Competitive salary and benefit package. If a will be interested in Applications Mon. thru Fri. 9-11AM or 1-4PM

Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27333 Farmington Road
corner of 12 Mile
Farmington Hills, MI 48018
An Equal Opportunity/
Affirmative Action Employer M/F/H

COMPUTER PROGRAMMER, Part time or full time for entry level position in new computer environment. Must know BASIC and Structured Programming. Minimum 2 years of course work required. Flexible hours. Send resume Attn: Audrey Foley, Sprayer & Company, Southfield Town Center, Suite 604, Southfield, MI 48075.

COMPUTER - PROGRAMMER - OPERATORS - ANALYST - Long term positions that may go permanent available for individuals experienced on IBM/3433 or IIP3000.

EXECUTIVE SECRETARY - long term assignment at large corporation in Troy area. Shorthand and/or word processing helpful.

WANG WORD PROCESSORS - short term assignment in Southfield area.

OPTIMUM WORD PROCESSORS - evenings and weekends at downtown Birm. Long term.

GENERAL SECRETARIES - short term assignments in Troy, Farmington and Bloomfield Hills. Good typing skills and previous work experience a must.

NO FEES TOP PAY
ENTECH
Services, Ltd.
'Your Temporary Solution'
999 Chicago Rd., Troy
588-5610 332-4350

CONSCIENTIOUS bookkeeping person needed for varied office work in a small but solid national business. Experienced in typing and in the use of calculators, but will train in all other phases of the business. Paradise Valley Call Ruth Huber. 2-4pm. Coordinated Products Corp. Troy. 649-8458

CRT OPERATORS

We need good, accurate typists for long-term assignments in Southfield. We offer top salaries, overtime, paid holidays & a bonus after 1 year. Work occasional Sat. & 8am. mornings.

Please apply at once
You're needed now!
Manpower
TEMPORARY SERVICES
478-1130

DATA ENTRY/KEYPUNCHER
Needed for afternoon shift. Good typing skills necessary, experience helpful. Excellent benefits & starting salary depending on experience.
Call Sandy 557-7200

DYNAMIC & BRIGHT Legal Assistant with at least 3 years experience commercial litigation. Must be self motivated, responsible, wanted for Southfield area firm. Salary DOE. Send Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENERGETIC PERSON Required for Livonia office. Duties to include: Light customer service, processing, receiving documents, filing, light bookkeeping, light typing. Call Sue Sales Clerk 425-6200

EXECUTIVE SECRETARY
Experienced. For Birmingham office. Typing - 70 WPM. Shorthand - 80 WPM. Word processing. Pleasant working atmosphere. Call Mr. Creighton Weber, The Martin Ross Co., 2998 Telegraph Rd., Suite 150, Birmingham, MI. 48010.

EXECUTIVE SECRETARY
The Chairman of a fast paced, highly active corporation needs a professional secretary who is self motivated, and interested, please respond to Box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Attorney firm in Southfield. Highly active, experienced & efficient secretary has key full personal responsibility for legal secretarial duties. Excellent benefits in the Southfield-Birmingham area. Organizational skills, typing 60 wpm required & initiative necessary. Call Lynda at 352-7900
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
Manufacturer's Representative Distributor requires highly motivated individual to handle Sales Manager/Administrative functions. Applicants should possess excellent secretarial skills & be able to work independently. Excellent opportunity for advancement. Send resume & salary requirements to:
Investment V.P. Administration, P.O. Box 5218, Farmington Hills, MI. 48018.

EXECUTIVE SECRETARY - North-Western area. Will work for President. Beautiful offices. Desire Sec. Salary $19,000, fee paid. Call Ann Arbor 761-4220 in Personnel Agency.

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FULL-CHARGE BOOKKEEPER
Responsible for entire financial data. General Ledger & Financial Statements.
For several Real Estate Projects on Southfield area. Minimum 5 years. Must be able to function under minimal supervision. Must be organized, self-starter & possess inter-personal sensitivity skills. At least 3 years experience. Computer experience preferred.
Salary commensurate with experience. Profits contribution to date 20%. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL CLERICAL & Secretarial work for this position. 3 years office experience. Gene Harris Insurance Agency, Livonia. 476-8456

GENERAL OFFICE work. Accurate typing 50 wpm. Full or part time. Farmington area. Call Ray 553-6606

GENERAL OFFICE/BILLING CLERK for small medical office, Farmington, in Southfield. Must be good typist.
Call 851-8080

GENERAL OFFICE, part time, experienced, good typing skills, good with figures. Farmington Road, 34455 Aberdeen/Lavan.

GENERAL OFFICE FULL TIME
Typing, bookkeeping, telephone communication. Good with figures & calculator, dependability a must. Blue Cross/Blue Shield benefits. Southfield. 352-5670

GENERAL OFFICE
Billing & payroll with typing. 50WPM. Excellent wages & benefits. Call Mr. Ellis for an interview.
837-9010

GENERAL OFFICE, Farmington Hills sales and marketing office currently seeking a person with good typing skills, with bookkeeping and organizational skills. Knowledge bookkeeping, general sales office experience, typing skills are necessary. Please send resume to Box 424, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE Farmington Hills sales and marketing office currently seeking a person with good typing skills, with bookkeeping and organizational skills. Knowledge bookkeeping, general sales office experience, typing skills are necessary. Please send resume to Box 424, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE
TEMPORARY
ASSIGNMENTS
AVAILABLE
TRANSCRIBERS
MEDICAL
(6 Months Experience Required)
SECRETARIES
SENIOR TYPISTS
SWITCHBOARD
OPERATORS
(Automatic Exchange)
WORD PROCESSORS
(all models)
FOR APPOINTMENT CALL:
DEARBORN 565-8060
LIVONIA 525-0330
SOUTHFIELD 569-7500
WITT DIV.
Supplemental
Staffing, Inc.
The Temporary Help People

INSURANCE AGENCY, Claims expersence. Office position processing commercial property and casualty claims. Send resume to P.O. Box 2004, Southfield, MI 48037

INVENTORY CONTROL CLERK
Full time position, experience, some college preferred.
Call between 8am-1pm 477-4400

JR. STENOGRAPHER
Solid Company, excellent benefits. Experience can be light if your skills are right. Salary, $12,211 to start. Call Nancy now at 353-2090.
SNELLING & SNELLING
31500 Northwestern Hwy., Suite 300
Farmington Hills, Michigan 48018

KELLY SERVICES
RECRUITING
IN
BIRMINGHAM
CLERKS
TYPISTS
SECRETARIES
Their are temporary assignments available for you in Southfield, Troy, Lathrup, Farmington Hills, and Hazel Park area. Call for appointment. Mon. - Fri. between 9 a.m. - 5 p.m. Must be 18 and have own transportation.
644-2150
30400 TELEGRAPH RD.
Suite 357
KELLY SERVICES
The Kelly Girl People
NOT AN AGENCY - NEVER A FEE
Equal Opportunity Employer M/F/H

KEYPUNCH OPERATORS
Experienced. Part time or full time weekend. 7AM-3PM or 10PM-11PM shifts. 12 Mile & Southfield Rd. 8-hour-day. 559-1310

KEYPUNCH OPERATORS
Temporary, full-time Key Punch Operators needed for Southfield area. One year experience a Must! Southfield area. 353-8618

KEYPUNCH OPERATOR
Attractive, 3 years experience - $225 a week. Telegraph Rd. area. 541-2441

LEGAL & SECRETARIES
TOP OF TROY
755 W. Big Beaver, Suite 200
Troy, MI 48084
Call 362-3456

LEGAL SECRETARY, part time afternoons, approximately 15 hrs. a week, per week. Birmingham-Southfield area. Must have excellent typing and word processing experience preferred. 644-4433

LEGAL SECRETARY. Small Troy law firm seeks person with excellent typing, flexible hours. Excellent typing skills and legal experience required. Word processing experience helpful but not necessary. Marion & Pollack, P.C. 643-6110

LEGAL SECRETARY
WORD PROCESSOR
Pleasant Birmingham office has an opening for a legal secretary/word processor. Ideal candidate will have 2-5 years legal experience, 3-5 years word processing experience & 2-3 years of secretarial experience. Salary negotiable. Qualified applicants may apply in person or send resume to: Mr. Jack Adams, 1458 Walton & Woodward, 300 Flour North, Birmingham, MI 48011. Attention: Carrie.

LEGAL SECRETARY
Due to expansion, a Bloomfield Hills-based company marketing firm seeks a legal secretary to assist in the starter with excellent office skills, some background with legal area, two years of secretarial experience and twenty helpful. Good salary, pen full benefits. For consideration, please forward resume to:
CMI CORPORATION
P.O. Box 2025
Bloomfield Hills, MI 48303-2025
Attn: Personnel

Equal Opportunity Employer M/F

LEGAL SECRETARY - experienced for Civil Part Time work, 40 hrs. per week. Immediate opening. 569-1280

LEGAL SECRETARY
Southfield Town Center. Small, pleasant office, good typing, shorthand, salary, benefits available. Immediate position with large law firm. Call Mary. 352-3666

LEGAL SECRETARY
Southfield Town Center. Small, pleasant office, good typing, shorthand, salary, benefits available. Immediate position with large law firm. Call Mary. 352-3666

LEGAL SECRETARY - 3 years + work, part time. One girl office. Typing 60wpm, some Shorthand. Experienced preferred. Plymouth. 453-8437

LEGAL SECRETARY - part time, 3 days. Southfield law firm. Minimum 5 yrs. personal injury experience required. Salary DOE. 352-4100

LEGAL SECRETARY for Birmingham Attorney. Litigation experience. Good personal, friendly office. Call Pat, 647-2470 or 645-3447

LEGAL SECRETARY - wanted - for Lake Orion law firm. Must have 1-3 years litigation experience. Starting salary $15,000. Call Mrs. Bissel for interview. 693-8383

LEGAL SECRETARY
Intelligent, self-starter to assist litigation attorney & clerk with growing quasi-corporate practice. Approx. 40 hours/week at $5-6/hr per hour. Require typing 75 plus WPM, dictation, word processing, 2 years and some legal experience. Telephone Lynne 646-6422

LEGAL SECRETARIES
Excellent opportunities for temporary work for many great to highly experienced legal secretaries. Call for an appointment today.
SHARROW & ASSOCIATES
759-6910

LEGAL SECRETARIES
Excellent opportunities for temporary work for many great to highly experienced legal secretaries. Call for an appointment today.
Competitive salaries and fringes offered by staffing firms