EMPLOYMENT

500 Help Wanted

G.M.S.

Would Like To Wish All Our Customers & Employees

A VERY HAPPY HOLIDAY

GENERAL MANAGEMENT SERVICE

427-7660

500 Help Wanted

MANICURIST
Experienced in latest nail care, for busy salon in Dearborn Heights. For interview call, 376-7093

Marketing & Telephone Representatives

If you are:

- Articulate and detail oriented.
- Good on the telephone
- Good in dealing with people
- Looking for challenging, temporary assignments ...

Let KELLY SERVICES put you to work. Earn good money the KELLY Way by calling the office nearest you:

Farmington Hills 553-7820
Renaissance Center 259-1100
Ann Arbor 973-2300
Berkley 398-7900
Bloomfield Hills 642-9650
Brighton 227-2224
Dearborn 271-5300
E. Detroit 778-8100
Lathrup village 559-0300
Livonia 522-4020
Mt. Clemens 783-4600
Troy 362-1180
Warren 573-4100
Westland 729-1040

29701 W. 6 Mile
Livonia
The Bell Creek Plaza
Suite 140A

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
EOE M/F/H

500 Help Wanted

PHONE SOLICITORS needed immediately. Full & part time positions. No selling involved. Must have clear & pleasant speaking voice. Hourly wage plus bonus. Apply in person, Mon. thru. Fri. 10 am. to 1 pm. 29500 Vassar, Suite 612, Livonia. (1 block N. of 7 Mile, E. of Middlebelt).

POLICY TYPIST
PREFERABLY experienced in surplus lines. For Southfield office. Ask for Evelyn, 354-3150

PORTER WANTED - PART TIME
32720 Northwestern Hwy. Between Middlebelt & 14 Mile. Central Business Machine Co. 855-8400

RADIOLOGY TECHNICIANS
Good opportunity for steady employment & advancement. Also great learning opportunity for technicians just out of school. Call Mike at
399-5920 ext. 204

RECEPTIONIST and licensed assistant wanted for busy Southfield beauty salon 559-5182

RUBBISH TRUCK DRIVER
Experienced.
for roll off & front end.
591-4601

SALES PERSON - EXPERIENCED
Full or Part Time
For Women's Shoes
721-4900

SECURITY OFFICERS
Uniform positions available in the northern & western suburbs on all shifts. A strong interest, prior experience or college background & security or related field is preferred. Competitive wages & benefit plans available within a progressive & rapidly growing company. Call
569-2328

Security Officers

Positions available. Requirements: car, phone, driver's license and no police record. Free uniforms, life & health insurance. Apply Mon. thru Fri. 9 30am to 3 30pm

Pinkertons, Inc.
15565 Northland Dr.
Suite 206 E., Southfield
An Equal Opportunity Employer

SERVICE STATION ATTENDANT
Experienced. Apply 8AM 32FM at Dalton 78, 1531 S. Woodward, Birmingham.

SERVICE STATION MANAGER - full service, gasoline only, mail resume to 1531 S. Woodward, Birmingham, Mi 48011

SERVICE STATION HELP
Now taking applications for driveway attendants. Full time, part time Retirees may be interested. Responsible persons only. Amoco Station, 12 Mile at Evergreen

STOCK SALES
National Distributor of Beauty & Barber Supplies needs person for stock & sales work. Full time position with growth potential & excellent benefits. Please apply at:
MIDDLEBURY SUPPLIES
29457 W. 8 MILE RD., LIVONIA

SUMMER STAFF WANTED - swim club. W. Bloomfield. experienced pool manager, life guard, swim team coach. Send resume to 6865 Pine Eagle, W. Bloomfield, Mi. 48033

TAX PREPARER
Work in Southfield CPA office for the tax season. Experience required. Former IRS agents preferred. Excellent salary & working conditions. 557-5255

TEACHERS
Hugs & Kisses' Child Care & Learning Center of Plymouth has openings for Preschool Teachers. Must have a 4 year Degree in Education or Child Development + experience 459-5458

TEACHERS needed for Troy Nursery School. Full & Part-time positions available. Excellent working conditions & staff. Contact Director, 641-8440

TELEPHONE SOLICITORS
for Carpet Store. $3.35 to $8.00 per hour. (Garden City)
281-7700

TELEPHONE SOLICITOR
Major Jewish organization is seeking an experienced telephone solicitor
Call 548-2644

TOOL & DIE MAKER - experienced in small prospect die. All benefits plus profit sharing. Auburn Hills area. Send resume to box 918 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

- TRANSMISSION - REBUILDERS
Top Pay + Benefits
Ask for Joe Fox. 474-0911

TYPESETTER
Troy publishing firm needs experienced full or part time typesetter. Familiarity with A/M equipment desirable. Will consider & train strong typist with aptitude 80 wpm. Call between 9am-12 noon. 288-8560

VAN DRIVER
to transport clients for non emergency situations, experienced in health care. Excellent driving record. Call Marilyn, Midwest Home Care & Hospice
372-3550

VENDING MACHINE Attendant For school location. Southgate area Call 538-5123 10 am to 5 pm.

WORK IN ROCHESTER OR TROY AREAS

KELLY SERVICES has opened an office at

2565 S. Rochester Rd.
(Suite 107A)
Hampton Sq. Business Park
(btwn. Hamlin & Auburn)

- Word Processing Op'rs
- Secretaries
- Typists
- Switchboard Op'rs
- Data Entry Op'rs
- Clerks
- Light Industrial Workers

For long or short term temporary assignments NEAR HOME, call for appt. Mon.-Fri. btwn. 9AM & 3PM.

852-1511

KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
EOE M/F/H

500 Help Wanted

MECHANICALLY INCLINED MAINTENANCE person needed for a local airport. Pay will accomodate experience. 260-1431

MECHANIC - nights, Brunswick Pla Jacques Palisades Inn, is looking for well groomed and polite people to manage award winning gourmet retail food operations in Dearborn and downtown Detroit. Must have 2 years of management experience. Call between 1-3 PM, Mon. - Fri. 271-0600

HAIR DRESSERS/BARBERS

Michigan's foremost hair replacement clinic has job openings in the following areas:

- Laboratory Tech - starting wage $250 per week & up
- Stylist - $350 per week & up
- Scalp Therapist - $350 per week & up
- Clinic Marketing Reps - $400 per week & up
- Inside Clinic Consultants - $400 per week & up
- Clinic Consultant & Management - $500 per week & up

Total Hair & Trichology Clinic is expanding both within the state and out of the state of Michigan.

Must meet the following qualifications: Must be able to travel, and have background in Trichology.

For more information call

478-0300

502 Help Wanted Dental-Medical

Experienced RN's & Nursing Students

Welcome To Our Holiday Open House

DATE:
Thursday, January 3, 1985, 1:00 p.m.

LOCATION:
University of Michigan Hospitals
Towsley Center
Ann Arbor, Michigan

PROGRAM:
• Informal Discussions with Head Nurses
• Hospital Tours • Refreshments

for further details, call collect:
(313)763-4600
Nursing Employment

A Non-Discriminatory, Affirmative Action Employer

UNIVERSITY OF MICHIGAN MEDICAL CENTER

502 Help Wanted Dental-Medical

CLINICIAN
Physician's Assistant, R.N., nurse practitioner R.N., or 4th year OB/Gyn D.O. or M.D. resident needed to work part time in family planning clinics in River Rouge and Westland. Call 728-5444 or send resume to: SEMFPP, 1258 So. Wenger Rd., Westland, Mich. 48185.

DENTAL APPOINTMENT SECRETARY - We are seeking an enthusiastic individual to fill an appointment secretary position in a productive Quest dental office located near Downtown Birmingham. 4 day week.
642-5400

DENTAL APPOINTMENT CONTROL Secretary, part time. Looking for a personable person with flexibility in hours to work with our full time secretary. Experience in perio & insurance preferred. Salary & benefits. Southfield. Call Marie 559-3022

DENTAL ASSISTANT
Experience preferred. Excellent salary. Oak Park/Southfield area.
Evenings 851-8383

DENTAL ASSISTANT - Must be experienced in front office duties, insurance billing and 4 handed assisting. Full or part time 548-0200

DENTAL ASSISTANT Farmington Hills area. Experience in front office, insurance, 4-handed assisting, computer. 4 Day Week. Full time 626-8500

DENTAL ASSISTANT - experience preferred, 4½ days. Farmington Hills area 553-2171

DENTAL ASSISTANT
Chairside for total care dental office near St. Joseph Mercy Hospital, Pontiac. Flexible 30 to 40 hours per week. Send handwritten resume to Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
PART TIME
Modern group practice in Warren has opening for a dependable individual with sharp personality and good communication skills. Experience preferred but willing to train. Qualified candidate contact Jeanne. 979-2300

DENTAL HYGIENIST wanted for Tues and Thurs Royal oak office. Send resume to box 900 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

DENTAL RECEPTIONIST - Part time for specialty practice. Billing and insurance experience necessary. Call Joann at 652-7200

DENTAL RECEPTIONIST
Experienced Farmington Hills. Some chairside assisting ability preferred. Please leave message, 851-8228

Dental Receptionist

Livonia office is seeking a congenial, energetic individual who shines thru interaction with people. Must be experienced in all business aspects of the dental office. This self-motivated person will be compensated with a negotiable salary and excellent working conditions. We are enthusiastic to hear form qualified applicants.
Please call 471-1175

DOCTORS OFFICE in Livonia looking for LPN with OB experience, full time, benefits. Call Mon. - Fri.
Ask for Robbie at 348-8900.

EXPERIENCED BILLING, COLLECTIONS & Receptionist. Farmington Hills pleasant, suburban Multi-Specialty Clinic. Resume to Mrs. Haynes, 37285 W. Warren, Dearborn Hts., Mich 48125.

HOME HEALTH CARE Agency looking for clinically experienced L.P.N's and Nurses Aids interested in a challenge. Call 474-4945 between 9 & 5 pm Monday through Friday.

Hospital and Physician BILLERS

NEEDED FOR TEMPORARY ASSIGNMENTS
CALL 478-6815
Temporary Professionals

Human Resource Development
Experienced HRD professional is sought for salaried position in new staff development group. Experience as a process consultant and grad work in OD and HRD is desired. Excellent benefits, salary negotiable. Send resume to CODA, 33225 Farmington Rd. Livonia, Mi 48150

HYGIENIST NEEDED - Part time, 3 to 4 mornings. East Dearborn. Older practice Call after 2pm. 846-2422

LPN or RN wanted to work in doctor's office, part time. Must do IV, Phlebotomy, EKG, some lab experience a plus. Send resume to 15091 Northville Rd., Plymouth, Mi 48170.

MEDICAL ASSISTANT
Part Time
Rochester Internist
879-7230

MEDICAL ASSISTANT
Southfield area, part time. Tues & Fri. Must know Vena Puncture. Closed Thurs. Call 559-5557

MEDICAL CLAIM ANALYST with experience & CPT knowledge or medical background for full time position with a national insurance company. Call between 8am-5pm for appointment
569-4001, ext. 334
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Needed for busy Detroit orthopedic office. Typing and medical transcription required. Previous experience also required with pegboard system, billing all insurances, and other office procedures. Previous orthopedic office experience not necessary but would be helpful. Office will be relocating to a new building in Warren in spring '85. Full time. Salary commensurate with experience and abilities. Full benefit package. Please send resume to: Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST Billing Clerk - Experienced for medical office in Livonia. Part or full time. References & resume needed
Call Marilyn. 591-0453

MEDICAL SECRETARY
Southfield Office has openings for full-time, experienced Secretary who does transcription - to also work (3) Saturdays a month. Excellent benefits. Call Julie. 559-2929

NURSE AIDES

Full and part time ALL SHIFTS. Experience not necessary, will train. Must be 18. Apply in person only. Nightengale West Nursing Home, 4343 Fairburgh Rd., Westland, near Joy Rd No phone calls

NURSE AIDES RN/LPN'S

Flexible Home Care cases and staff relief in Oakland County. Requires one year clinical experience in last 3 years

Upjohn Health Care Services
Call Mon. thru. Fri. 642-7900

NURSES AIDE, full time, to care for handicapped teenager after school and one day on weekend. Must have references, and be extremely reliable. Position available Jan. 2, 1985. Farmington Hills area. 477-5232

NURSING ASSISTANTS
All shifts, apply in person. Ivy place at Westland Convalescent Center, 36137 W. Warren, Westland, between Wayne & Newburgh

OFFICE ADMINISTRATOR Full time, experienced, for private dental practice with several suburban locations. Applicants must have several years' experience in office management management duties including accounts management, supervision of staff dentists and other entire personnel. Other requirements: Working knowledge of 4-handed dentistry, personal system, and CPR. Starting salary range: $15,000-$20,000 per year. Salary commensurate with experience. Apply by sending resume to Box 892, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHLEBOTOMIST/TECHNICIAN
Full time. Southfield area. Experienced in ultra sound. Reply to Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME HELP needed for very busy orthopedic surgeon's office, Bloomfield Hills. Experience preferred. Two openings Medical Assistant and Receptionist. Ask for Donna at 334-4325

PEDIATRIC PRACTICE in Troy seeking LPN or MA with Peds office experience. Full time, benefits.
Ask for Barbara 344-8000

PUBLIC HEATH NURSES

Openings available for RN's in Oakland county for nurses who like to work independently providing direct bedside care in the home setting. Applicants must have a B.S.N. & experience is helpful. We offer competitive salary and an excellent benefit package. Please contact: Health Care Services Division
VISITING NURSE ASSOCIATION
OF METRO DETROIT
7700 Second Ave
Detroit, Mich 48202
875-3266
An Equal Opportunity Employer

RECEPTIONIST NEEDED for Westland area practice. Experience in insurance. Part time. Send resume to 15091 Northville Rd., Plymouth Mi 48170

RN - approximately 30 hrs per week for busy dermatological surgery clinic in Southfield. Fringe benefits available. Position available immediately
644-3657

RN & LPN AIDES & ORDERLIES ALL SHIFTS

For 166 bed capacity. Apply Camelot Hall, 9-5 PM., Mon. - Fri., 35100 Ann Arbor Trail, Livonia. 522-1444.

RN

PART TIME POSITION AVAILABLE
MIDNIGHT SHIFT
Please call Mrs. Ferguson for appointment at 261-5300.

502 Help Wanted Dental-Medical

ATTENTION
EXPERIENCED
NURSE AIDES
Come join our Nursing team at Beverly Manor of Novi. Full and part time positions for all shifts. 477-2000.

A PERMANENT position available for an experienced Chairside Assistant to work 3 full days per week. Livonia.
427-8318

CARDIOLOGIST OFFICE - seeks medical assistant experience in vena puncture & all lab procedures, full benefits. Southfield office.
647-7777

CAREER MINDED Dental Assistant, part time, wanted to be part of our dental family. Prefer CDA, RDA, or those years of experience on-the-job training. Responsibilities in local expanded duties. Most assist Scheduling & caring. Salary & benefits open. Southfield. Call Marie at 569-9020

502 Help Wanted Dental-Medical

SERVICE COORDINATOR
Experienced, excellent clerical skills to schedule home cases for busy home care agency. Call Marilyn.
Midwest Home Care & Hospice
372-3550

STAFF NURSES
Alcohol treatment & psychiatric inpatient treatment center located in Westland has part time openings, all shifts including weekends. Competitive wages.
Call Pam 721-5190
An Equal Opportunity Employer

TWO REGISTERED NURSES, PM shift at 41 bed nursing home in Southfield. Contact: Director of Nursing
557-3353

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Needed for multi-store company. Must have accounts receivable & accounts payable experience. Send resume to: Kerth Kitchens, 12500 Merriman Rd., Livonia, Michigan 48150. Attention Accounting Manager.

ACCOUNTS PAYABLE position for manufacturing company. Southfield location. Self-motivated individual with at least 1 years experience. Typing skills needed 559-0772

ADMINISTRATIVE ASSISTANT
For Home Health Agency in Oak Park - prefer BA in English, Medical or PR experience a plus. Good typing and writing skills required. 968-5500

ALL AROUND office person for local branch office of international company. Invoicing, bookkeeping, typing, customer contact, computer terminal skills helpful. Full benefits. Apply in person 8-5pm. Rise International, 15110 Capital, Redford.

APEX DRUGS has an opening for a full time personnel file clerk in their Novi office. Typing, telephone skills & a love for clerical organization is a must. Apply etween 8am-4pm, Dec. 28, 41050 Vincenti Court, Novi.
(Off Meadowbrook, N. of Grand river)
An Equal Opportunity Employer

AVAILABLE
FREE TRAINING

For residents of Oakland County except Pontiac, White Lake, White Lake Twp., Lake Orion, Orion Twp. Independence Twp., Auburn Hts., Auburn Hills, Waterford & Waterford Twp., who are unemployed or under employed. This is an excellent opportunity to train for a rewarding career as a Legal Secretary. This program is sponsored by a government agency and provides transportation allowance. We are an equal opportunity employer. For more information, call Ms. Jones at 335-9200

BEAT THE JANUARY BLAHS!

KELLY SERVICES can get you out of the house and into an interesting job assignment:

IMMEDIATE OPENINGS:

- Word Processing Op'rs
- Secretaries
- Typists
- Switchboard Op'rs
- Data Entry Op'rs
- Clerks

Short or long term - It's up to YOU

Call today for an appt.

Birmingham/Bloomfield area
642-9650 or 338-0338

200 N. Woodward
Bloomfield Hills, 48013

KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
EOE M/F/H

BOOKKEEPER
Birmingham based corporation seeking an individual to be responsible for all accounts payable & misc. bookkeeping functions on a computerized system. Reply to 33100 Telegraph Rd., Suite 310, Birmingham, MI 48010

504 Help Wanted Office-Clerical

Immediate Openings

DATA ENTRY OPERATORS

- 6 months experience
- High inputting skills
- Able to input alpha & numeric data

Call for appointment Mon.-Fri.

KELLY Job Corner
STATISTICAL CLERKS

Kelly Services has IMMEDIATE openings for Statistical Clerks with:

- 10-key calculator experience
- 6 months experience - minimum

Earn money the Kelly Way. Call for an appointment. Mon.-Fri., or apply in person.

522-4020
33133 Schoolcraft
(S.E. of Farmington Rd.)

KELLY The "Kelly Girl" People
SERVICES, INC
Not an agency, never a fee
Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
Experienced Bookkeeper for Firm. Must be familiar with complete accounting cycle and payroll tax returns. Send resume to 3000 Town Center, Suite 1010, Southfield, MI 48075

BOOKKEEPER for Farmington Carpets to head accounting operations. Top salary & benefits for talented & dedicated person. 477-1430

BOOKKEEPER for Southfield Ad Agency. Computer knowledge & bookkeeping experience required. Excellent benefits. Please send resume to Box 930, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, full charge thru trial balance, previous manufacturing experience preferred. Send resume to box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RED WING TICKET WINNER

Bridget Moran
30520 Springland Dr.
Farmington Hills

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Friday, December 28, 1984 to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

BOOKKEEPER
thru Trial Balance - and
General Office work. 353-3600

BOOKKEEPER
To assist in preparation of accounts and payroll for computer. Also to assist accounts payable. Some experience needed Call Mr. Hurwitz
Bonded Collection Corp.
557-2100

BUSINESS WOMAN needs part-time Secretary in my W. Bloomfield home. 2 to 3 afternoons a week. Good typing, education, experience & computer experience, to 1925 N. Lamac Trail, Walled Lake, Michigan 48088.

CLERICAL OPENINGS

Due to continued growth, CMI Corporation, a progressive marketing firm, currently has full time, part time and temporary openings for clerical personnel.

We are seeking "self-starter" individuals with excellent office and communication skills. Accurate typing (50-60 wpm) is required.

Good starting salary, Full benefits, including dental, for full time positions. If you qualify and are interested, please forward resume or letter with salary history to:

CMI Corporation
2600 Telegraph Road
Bloomfield Hills, MI 48013
Equal Opportunity Employer M/F

CLERICAL, part-time. Experienced in typing, filing, phone. Southfield area by 11/1/85 W. 8 Mile, Southfield, Michigan 48075

CLERICAL part time. Filing, typing & switchboard duties. Mon. thru Fri. 12-5PM. To start Jan. 2, 1985. Farmington Hills 553-8600

CLERICAL POSITION - full time for CPA firm. Ask for Denice. 644-4811

CLERK TYPIST

Livonia typist needed to work in customer service, type 50, answer phones & handle customer calls.

#1 Personnel Place
846-7280

CLERK TYPIST needed for Southfield branch insurance company. Good mathematical, typing & filing skills required. Contact Sharon at (313) 559-3450

COMMERCIAL INSURANCE
Account Typist to assist Processor with Servicing & Marketing Accounts. Experience required. Send resume to: P.O. Box 2737, Livonia, Michigan 48151.

504 Help Wanted Office-Clerical

Immediate Openings

RECEPTIONISTS & SWITCHBOARD OPERATORS

- Trained/experienced
- Reliable transportation

Call for appointment Monday-Friday

KELLY The "Kelly Girl" People
SERVICES, INC
19668 W. 11 Mile
Lathrup Village
559-0300
Not an agency, never a fee
EOE M/F/H

WORD PROCESSORS

EARN EXTRA $$$ WHILE YOU'RE LOOKING FOR THE RIGHT PERMANENT JOB

We need experienced:
• NBI • Lanier • IBM 5520
and other systems. No fee.

TROY 362-4650 | DETROIT 962-9651 | LIVONIA 464-9490 | ST'FLD 354-0555

Olsten Temporary Services
We know how to help. EOE M/F/H

504 Help Wanted Office-Clerical

COMPUTER OPERATOR, experienced, with knowledge of operating and general office skills. Excellent working conditions & fringes. Belleville area. Call between 8am and 5pm. 397-5001

CREDIT CLERK for a large Distributor. Credit & Accounts Receivable experience preferred but not necessary. Must be a good typist (at least 40 wpm). Send resume to: Credit Dept., P.O. Box 1030, Troy, Mich. 48099.

CUSTOMER SERVICE
Macabees Mutual, the oldest & one of the fastest growing life insurance companies in Michigan is seeking a customer service representative to add to our home office staff.
This is an in house training program starting at $10,700 with growth potential to the higher teens plus outstanding benefits. We require strong communication & interpersonal skills in addition to an excellent knowledge of math & english. Some college or customer service experience & keyboard skills preferred.
Send resume or apply to:
PERSONNEL
MACABEES MUTUAL
LIFE INSURANCE CO.
25800 Northwestern Hwy.
P.O. BOX 2145
SOUTHFIELD, MI 48037
An Equal Opportunity Employer

DATA ENTRY CLERK
FRETTER APPLIANCE has a full-time position available in the Data Processing Dept. Responsibilities include calculator operations, data entry and general clerical duties. Typing skills or CRT experience helpful. Apply in person, 9am to 3pm. Fretter Appliance, 35901 Schoolcraft Rd., Livonia.

DATA ENTRY/
COMPUTER OPERATOR
Southfield-based distributor seeks qualified individual to fill new opening in the afternoon shift of our computer department. Good calculator & math ability, accuracy a "must". Knowledge of basic language helpful. Excellent benefits. Call before 11AM. 352-6324

Executive Secretary
$15,000 PLUS

It will be a Happy New Year for you with this choice position! Local office of national progressive company. Your good skills will be appreciated here. Fee Paid. Call
SNELLING & SNELLING
353-2090

EXECUTIVE SECRETARY with good administrative skills. Must know word processing & be able to type 60 wpm. Send resume to Jeanne - Mercy Center, 28600 Cheney Mile Rd., Farmington Hills MI 48018

EXECUTIVE SECRETARY - Jewish organization is seeking an experienced secretary with experience in public relations & fund raising. Send resume to: Box #832 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY -
ADMINISTRATIVE ASSISTANT.
Experienced in all phases of secretarial responsibilities. Maturity, dependability, accuracy and attention to detail must be a part of your make-up. Job requires a basic understanding of computers (IBM PC/Lotus & DEC file & report) and their adaptability to the sales/marketing function. Computer training will be accomplished with outside consultant assistance. Excellent advancement to inside/outside sales position with some travel. Willingness to visit our plants to obtain a basic understanding of our product and processes is must. Office management responsibility. Interviewing week of Jan. 7. Birmingham based manufacturer. Send resume to Box 888, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SWITCHBOARD Operator/Typist needed immediately in health care organization located in Plymouth. Experience with Rolm Telephone system desirable but not essential. Salary $10,000 to $15,000. If interested please call Betty Rudy 668-6772

FULL CHARGE BOOKKEEPER position with growing Birmingham area property mgt. company. We are seeking an experienced self-starter to handle our accounting dept. Pleasant office. Salary open. Immediate opening. Send confidential resume to Mathis Group Mgt. Corp., 1040 W. Maple, Birmingham, Mi 48010

FULL CHARGE BOOKKEEPER for home furnishing retail operation. Some computer background & inventory control. Salary negotiable. Send resume & salary requirements to: 27850 Orchard Lake Rd, Suite 108, Farmington Hills, Mich 48018.

504 Help Wanted Office-Clerical

GENERAL OFFICE - Southfield location. Experience in retail office procedures including auditing of cash register deposit. Good math skills. Complete benefits. Call after 5pm 358-1191

GENERAL OFFICE

full time position available in rapidly expanding Out-patient Rehabilitation Agency. Experience preferred with peg board, accounts receivable, filing, record keeping, other clerical functions. Fringe benefits. Send resume to: Medi-Speech Service, 755 W Big beaver, Ste 314, Troy, 48084.

GENERAL OFFICE
SECRETARIES
WORD PROCESSOR

Experience The Difference!!!

Are you in a situation with another temporary service, or no job, and may not have had the time to discover your best alternative in this market. All the advantages you want and have been missing are here at Entech.

TOP PAY
PERSONAL ATTENTION
We are as committed to our Temps as we are to our clients. Call Us Today!

ENTECH SERVICES, LTD.
999 Chicago Rd., Troy
AHEAD OF THE REST
332-4350 | 588-5610

JOB DESCRIPTION
Part-time Secretary,
Building/Engineering Department.

The City of Plymouth has a part-time secretarial position available in our Building/Engineering Department. Position reports directly to the City Engineer and is responsible for composition and typing of departmental correspondence, memos and reports, typing of building permits and related documents, maintenance of filing system, and scheduling of appointments.

SKILL REQUIREMENTS

Typing (60 wpm minimum), shorthand (preferable but not necessary), dictation experience a plus, ability to deal directly with the public, record keeping, previous experience in building/engineering a definite plus

WORK WEEK

6 hours per day, Monday thru Friday. Hours will probably be scheduled during the afternoon.

RATE OF PAY

$5.00/hr. Employee would be on one year probationary period.

All interested individuals should contact Carol Stone, Personnel Director, at 453-1234

LEGAL SECRETARIES

For professional job placement services, temporary or permanent. Register today and get our experience and contacts to work for you.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY
626-8188

LEGAL SECRETARIES

Experienced secretaries needed for permanent & temporary assignments in the metropolitan Detroit area. Call now or send me your resume.
FEE PAID
JOANNE MANSFIELD LEGAL PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 100
Troy, MI 48084
362-3450

504 Help Wanted Office-Clerical

KELLY Job Corner
SHORTHAND SECRETARIES

Put your skills to work for Kelly on interesting and varied temporary assignments. You'll need:

- Typing - 50+ wpm
- Shorthand - 80+ wpm
- 6 months experience - minimum

Start earning the Kelly Way. Call today for an appointment:

559-0300
19668 W. 11 Mile
Lathrup Village

KELLY The "Kelly Girl" People
SERVICES, INC
Not an agency, never a fee
Equal Opportunity Employer

KELLY Job Corner
JOIN OUR TEAM!

- Earn Good Income
- Do Interesting & Varied Work
- Work The Assignments Of Your Choice

We're seeking...
TYPISTS
SECRETARIES
WORD PROCESSING OPERATORS
SWITCHBOARD OPERATORS

CALL MONDAY-FRIDAY:

Livonia 522-4020
Lathrup Village 559-0300

KELLY The "Kelly Girl" People
SERVICES, INC
Not an agency, never a fee
EOE M/F/H