502 Help Wanted Dental-Medical

RECEPTIONIST - part time, oral surgery office, 15-25 hours per week, Birmingham/ Troy area. Dental experience required. 647-7336

RECEPTIONIST, part time, Livonia doctors office. Must type, have good telephone voice. 477-5223

RECEPTIONIST with medical/billing background for busy medical lab in Garden City. Must have pleasant, mature phone personality & typing skills. Call Diane 537-0610

RECEPTIONIST for Southfield Dental office. Excellent phone personality, must relate well to patients, typing 45 wpm, good resume & salary requirements to JRN/DDS/REC, 29200 Telegraph Rd, Suite 111, Southfield, Mich 48034

RECEPTIONIST - experienced, Livonia Radiology office 3 days per week. Answer phone, book appointments, some typing 471-0448

REGISTERED LAB TECH 2 to 3 days per week W. Bloomfield-Doctor's office. Ask for Sandy. 855-1441 or 886-8041

REGISTERED NURSE

SUPERVISOR
Emerency Services

Full time position immediately available for a qualified Registered Nurse to coordinate staff assignments and serves to assure quality patient care on the Midnight shift.

Requirements include 3 years previous Medical Surgical experience, (Critical Care experienced preferred) In addition to a minimum of 2 year emergency experience Charge nurse experience and demonstrated leadership ability required ACLS, CEN and BSN degree preferred.

Excellent salary offered commensurate with experience in addition to a fully paid benefit package. Apply Employee Relations Mon - Fri, 8-5 PM or call 474 3900 for additional information

PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.,
Southfield, Michigan, 48075
An Equal Opportunity Employer

Registered Nurse
Full time days for Medicare wing. Ask for Mrs. Linson.

Williamsburg
Convalescent Center
21017 Middlebelt
Farmington Hills 476-8300

RN - full time in service position for large skilled nursing facility. Geriatric experience preferred
Call between 9-4 557-0050

RN - PART TIME - a national leader in home health care is seeking an experienced RN with good communication skills. Duties to include managing patient medical supplies & co-ordinating delivery. Send resume to 19170 Hubbard, Livonia, Michigan 48151

RN
Position Available
PART TIME
MIDNIGHT SHIFT ONLY
Please call Mrs. Ferguson for appointment at 261-5300.

RNs and LPNs needed. Progressive geriatric facility seeking RNs and LPNs for long term care. Excellent wages and benefits. Full and part time positions. Contact Mrs. Freeman, LNH, at 348-6410

RNs/LPNs
Alcohol treatment and psychiatric intervention clinic located in Westland has immediate part-time and on-call openings. Attractive salary. Competitive wages. Call Pam, Mon-Thurs, Fri, from 9-3 at 721-5180
An Equal Opportunity Employer

RNs, LPNs, full or part time. Revised benefits. Flexible scheduling. Required in service. Personalized orientation. Full for department 7am-3pm, skilled nursing facility.
An Equal Opportunity Employer

RN's - LPN's
NURSE AIDES - LIVE-IN's
HOMEMAKERS
Needed for home care agency. 1 year experience required, transportation necessary. Excellent salary & benefits. Midwest Home Care 335-4466

TRANSCRIPTIONIST, Westland Poultry office seeks full time person experienced. Only - need apply. Call Mon, thru Fri., 9am-3pm. 595-2555

502 Help Wanted Office-Clerical

VETERINARIAN'S ASSISTANT
Full time, will train. Office & surgery involved. 437-8160

X-RAY TECHNICIAN
needed to do In-Service Sales and P.R. to Nursing Home.
Call 848-0617

504 Help Wanted Office-Clerical

40 - Telemarketing people for Southfield area, 4 hr. shifts available. Temporary to perm. assignment with benefits. Ideal for college students with good communication skills

TYPISTS - for Farmington 500 company in Mt. Clemens. Some IBM Display Writer experience or IBM PC. Long term assignment, top dollar

CRT - operators, for 15 mo. assignment, 11/2 - 1st mo. 6am - 6.45pm thereafter 1pm to 8.45pm daily. Will train good typists with interpersonal skills.

SECRETARIES - many short & long term assignments in Southfield, Troy, Birmingham & Detroit.

RECEPTIONISTS - for Troy, Southfield, Birmingham & Bloomfield. Some experience in Horizon, Dictaphone or Rolm. All long term.

Many of our temporary positions are becoming permanent.

Paid vacations & bonus referrals

Word processing training
Given in our office

UNIFORCE
TEMPORARY SERVICES
S'THFLD B'HAM
357-0034 646-7660

RED WING TICKET WINNER

Gary Drwiega
38584 Summers
Livonia

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Friday, February 15, 1985, to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

$$$$$$$$$$
Accepting Applications For
50
JUNIOR & SENIOR TYPISTS
For Temporary Assignments in Livonia, Plymouth and Southfield areas. Must be 18 and have own transportation. Never a Fee
Call Now For An Appointment
427-7660
GENERAL MANAGEMENT SERVICE
29701 W. 6 Mile - Livonia
The Bell Crook Plaza
Suite 140A
$$$$$$$$$$

NURSE AIDES - Part time, 3-9 and Saturday 348-2345

ADMINISTRATIVE ASSISTANT
To manager of Plymouth brokerage office. Salary commensurate with experience. Call Charlotte between 8 & 11 am 455-1000

ADMINISTRATIVE ASSISTANT
Needed for Southfield Commercial Real Estate Firm. Real Estate background preferred. Good clerical skills required. EOE. Call:
Marilyn Donaldson
353-4400

AN INTELLIGENT, Common Sense Person with Office skills for Computer & General Office training. Must be reliable & self-motivated. 9 Mile & Telegraph Mr. Haff, 355-1310

ANSWER PHONE, typing, filing, government reports, office experience necessary. Send resume stating required salary. Attention Nadine, PO Box 369, Southfield 48037

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Growing retail/wholesale operations seeks a person with good basic experience in Accounts Receivable & Accounts Payable. Good benefits. Send resume to Controller, P. O. Box 157, Troy, Michigan, 48099.

ACCOUNTING CLERK
part time, daily Mon thru Fri, 1-5pm. Must have aptitude for figures, type 35-wpm, have own transportation. College students welcome. A Challenging position with wide variety of duties. 7 Mile/Oak. Call Linda. 348-3221

ACCOUNTING Position for national organization based in Troy has opening for someone experienced in full cycle accounting with knowledge of general ledger & corporate income & payroll taxes. Mail resume & salary requirements to:
M. E. Patrick, P. O. Box 7668, Troy, Mich. 48007-7040.

ACCOUNTS PAYABLE CLERK
Position available with Insurance company. Typing 40 WPM. Computer familiarity a plus. Flexible hours. Send resume to Personnel, P. O. Box 500, Southfield, MI 48037. Attn: ACT/EC

ACCOUNTS PAYABLE
Excellent opportunity for current high school grad with 1 yr. of bookkeeping experience. A good figure aptitude. Must be able to type 45 WPM. Excellent benefits & working conditions. Full time position. Joe Pantas Chevrolet, 34111 Telegraph, Southfield. Call for appointment 335-1900

ACCOUNTS Receivable & Billing Clerk. Must be experienced. Warner Tower & Equipment Co. 23900 West 8 Mile Rd., at Beech Daly, Southfield.

ADMINISTRATIVE CLERICAL Person needed for small office company in petroleum business typing and/or 10 key experience helpful. Send Resume to: Knight Enterprises, 30715 Grand River Avenue, Suite 8106, Farmington Hills, MI. 48021

ADMINISTRATIVE ASSISTANT needed for marketing firm in Royal Oak. Must have following credentials: typing 45 wpm, shorthand 120 wpm, experience in IBM Wordstar, minimum one year professional experience. Good working conditions. Excellent benefits. Salary open. Call and ask for Mr. Ledgerwood, 545-1845

ADMINISTRATIVE SECRETARY TO CHAIRMAN
Choice position for a highly skilled Executive secretary. Excellent benefits and flexible hours. $15,000 plus fee paid. Call Rita

SNELLING & SNELLING
353-2090

ADMINISTRATIVE ASSISTANT - Long term assignment for person with outstanding ability in typing and shorthand. Word processing background helpful

IBM DISPLAY WRITER - Golden opportunities for 8 IBM Display Writer Operators. Long term positions available

IBM PC - If you have training and/or experience on the IBM PC, we have both long and short term positions available

SECRETARY - Assignments in Dearborn and Downtown Detroit Prestigious firm. Long term

WANG WORD PROCESSORS - Needed for short term assignments

GENERAL OFFICE - Long and short term positions available immediately for individuals willing to do general office work, with and without typing

For your Personal Interview Call

ENTECH SERVICES, LTD.
999 Chicago Rd., Troy
332-4350 588-5610

Ahead Of The Rest

ADMINISTRATIVE
Light typing. Hours Mon - Thurs. 3-9 and Saturday 348-2345

ADMINISTRATIVE ASSISTANT
To manager of Plymouth brokerage office. Salary commensurate with experience. Call Charlotte between 8 & 11 am 455-1000

ADMINISTRATIVE ASSISTANT
Needed for Southfield Commercial Real Estate Firm. Real Estate background preferred. Good clerical skills required. EOE. Call:
Marilyn Donaldson
353-4400

AN INTELLIGENT, Common Sense Person with Office skills for Computer & General Office training. Must be reliable & self-motivated. 9 Mile & Telegraph Mr. Haff, 355-1310

ANSWER PHONE, typing, filing, government reports, office experience necessary. Send resume stating required salary. Attention Nadine, PO Box 369, Southfield 48037

504 Help Wanted Office-Clerical

APEX DRUGS is accepting applications for an experienced clerk typist who have good typing, telephone & organizational skills. Apply in person 41950 Plymouth Cont., Novi, MI 48050 (Meadowbrook/N. of Grand River)
An Equal Opportunity Employer

ASSIGNMENTS AVAILABLE
We need experienced:
- Receptionists
- Typists
- Secretaries
- Word Processors
- Telemarketers

TOP PAY
BONUSES
BENEFITS
NO FEE
TROY 362-4650
DETROIT 982-9651
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

ATTENTION:
- Typists
- Word Processors
- PBX
- Secretaries
- Data Entry

Put your skills to work now. Assignments could lead to the job you've been looking for. Sharpen your skills and gain the exposure you need. Call now.

525-0330

Supplemental Staffing, Inc.
The Temporary Help People

AVOID RUSH HOUR TRAFFIC - Troy firm needs bookkeeper. Must be pleasant personality & good penmanship to answer phones, file, post invoices, photo copy, run errands & do light typing. 613-6315

Birmingham Real Estate Office

Secretary - Prominent broker is seeking personable woman with many skills including typing & shorthand. Interesting & challenging work. To arrange a personal interview, call

Jerry Mc Keon 644-4700

BOOKKEEPER/COMPUTER Operator. Immediate opening. Must be experienced. Excellent salary, benefits & working conditions with progressive Southfield sales firm. Mr. Neal, 559-3299

BOOKKEEPER/Executive secretary. Experience preferred. Full time position. Southfield area 352-3000

BOOKKEEPER - FULL CHARGE. Immediate opening in Farmington Hills for a sharp, experienced bookkeeper. Computer background and experience in restaurant bookkeeping helpful. Please call Joan Todd at 855-8222

BOOKKEEPER - FULL CHARGE. Mile - Middlebelt. Full time With credentials. Manufacturing background 476-8100

BOOKKEEPER-General Ledger, knowledge of payroll & sales tax, computer knowledge helpful. Farmington Hills, organized and possesses skills. $4k. Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - PERSONNEL - PURCHASING. Small manufacturing company needs salaried person experienced in computer payroll, benefits administration & benefits coordination as well as experience. Only the adventurous need apply. Send resume to Box 578, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER then Financial Statements. Must have at 3 yrs. experience, computer knowledge necessary. Salary. Send Resume to box 8543, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

BRIGHT, energetic Receptionist/General Office. Farmington area. Salary commensurate with experience. Contact Mrs. Rabe 478-8196

CHARTER BUS COMPANY in Livonia area seeks an appropriate person to manage charters. Good phone personality & a willingness to learn are important qualities. Must have knowledge of general office skills. Please send resume to Box 512, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

CHURCH SECRETARY
Full Time. Must type, have pleasing personality and normal office duties. Call 427-3660

CLERICAL - Excellent starter position open in large office. Must be proficient with Business Ed background. Typing, switchboard. Will train. Call Mr. Starbe, 546-6500

CLERICAL
Farmington Hills food broker has an immediate opening for billback clerk. Incumbent must have ability to work in reverse resistance & to stay organized. Accounting or business background & 3 years of office experience. Competitive salary & fringe benefits. Send resume to Personnel Dept. C, P.O. 1040, Farmington Hills MI 48331

CLERICAL for 1 Girl office. Bookkeeping, phone, pegboard. Dependable, reliable, attractive. West Grand Blvd area, ward area. 543-8412

CLERICAL
Good typing, general office duties, some bookkeeping helpful. Birmingham area. 540-2343

CLERICAL HELP part time - answer phone, filing, some typing. 8-5pm 2 days per week. Southfield Call 358-0600

CLERICAL HELP. 3 days per week, typing, filing, light bookkeeping. Engineering firm, Southfield 33 35 Mon, Wed, Fri. Call Mrs. Bryan Inc., 21540 W. 11 Mile Rd., Southfield, Mich 48076

CLERICAL - PART TIME
Southfield Office has immediate opening 20 hours per week. Can flex to fit your schedule. Call & ask for Marilyn Smith 352-3750

CLERICAL POSITION, part time. Woodward/Big Beaver area. Send resume & salary requirements to Box 572, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL Position in custom drapery office. Calculator & light typing. Prefer someone who lives in Troy area. Call Mr. Gibbs. 362-2930

CLERICAL POSITION - Inside insurance claim representative. Must have Ft. Schoolcraft/Farmington Rd. area. Send resume to Box 600, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/RECEPTIONIST
Part-time. Mon. thru Fri., 9am-3 30pm. Light Clerical duties. Must type 45 WPM. Rolm Chg. W. Bloomfield area. Call Sharon, 661-1000 ext. 273 or 377

CLERK TYPIST - Entry level position in Farmington Hills law firm. Minimum 35wpm. No experience necessary, will train. Contact Judy between 10am-2pm at 940-7701

Clerk-Typist
Immediate openings for individuals to work in our office in downtown Detroit. Candidates must type accurate 50 WPM and have the ability to deal effectively with the public over the phone. Must be good math skills and be familiar with business machine office procedures. Apply in person, 10am-2pm, Mon-Fri., Mel Mix Office, Personnel Department, 5th floor

First Federal of Michigan
1001 Woodward
Detroit, MI
An Equal Opportunity Employer

CLERK - TYPIST
People oriented, sales minded individual needed for sales and catering department of large Southfield office. Must type, good proficiency. 4 days per week. Phone Pat McKay. 477-4000

CLERK/TYPIST
Typical typing & experienced in accounting helpful & preferable. Pleasant telephone voice. Apply Mr. Bernard
National Food & Die Molding, Inc., 12345 Schoolcraft, Detroit

CREDIT COLLECTION Administrator. Full/temporary 6 months with potential permanent employment. Governing lease company seeks individual who is organized and possesses skills to communicate effectively both verbally & in writing. Reply Box 578, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

CRT OPERATOR
to work 3 pm to 11 30pm in our material management department of Wayne State. Primary duties will be data entry, typing & filing. The candidate selected will have good math & typing skills, must be flexible and have the ability to adapt to priority demands.

Excellent benefits package. Apply in person

PRECISION COATINGS, INC.
8119 Golden St., Walled Lake, MI 48088

DATA ENTRY OPERATOR
needed for a small Southfield office. Applicants should be able to accurately type 50 WPM. Interested parties call Karen: 644-8322

DATA PROCESSOR/Word Processor for Southfield Dental office. Minimum 1 year computer experience and knowledge of office application, dental terminology helpful. Send resume and salary requirements to JRN/DDS/DPV, 29200 Telegraph, Suite 111, Southfield, Mich 48034

DO YOU like to wear Bluejeans? Thats what we wear in our casual W Bloomfield office. We need someone to join us who has general office experience, can type 50wpm & has a pleasant telephone manner. Send resume & salary requirements to Box 2873 Farmington Hills, 48018

EARN $$$
CLERICAL SKILLS
- CLERK TYPIST (45 wpm)
- CLERK TYPISTS (55 wpm)
- SR. TYPISTS (60 wpm)
- CRT OPERATORS (minimum 1 yr. experience)
- SECRETARIES/Shorthand

Temporary long and short term assignments, full PTEL, bonuses. Call now for appointment.

651-1500
NORRELL SERVICES, INC.

EMERGENCY ROOM RECEPTIONIST
Typing (54WPM) minimum required for part time position, afternoon & midnight shift. Typing (54WPM) minimum required. Contact Redford Community Hospital, 531-4300 ext. 445

ENTRY LEVEL General office position. Day & afternoon shifts available. Requirements: Math aptitude, typ 50 WPM. Send resume to Personnel, P. O. Box 500, Southfield, MI 48037. Attn: GO/EC

EXECUTIVE SECRETARY, permanent part time position. Good detail. Challenging position serving top executives. Call for appointment. 537-7757

TEMPORARY 2-4 weeks, top flight Executive Secretary, Bloomfield Big Beaver Rd., Troy. Good wages, excellent working conditions. Send to: Box 534, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

EXPANDING SOUTHFIELD COMPANY needs mail motivated individual with data entry, bookkeeping & sales experience. Pleasant telephone personality & voice a must.
Ask for Tiffany. 358-2255

EXPERIENCED
LEGAL SECRETARY - for Southfield law firm. Salary commensurate with ability. Benefits. Call Nancy 352-1550.

EXPERIENCED Legal Secretary - full time, for Redford/Livonia law firm. Salary commensurate with experience & skills. 533-4730

GENERAL OFFICE - Assistant bookkeeper, typing 50 wpm, computer data input for Southfield law firm. Temporary assignment.
Contact Kaye Hodge. 353-1611

504 Help Wanted Office-Clerical

FACULTY SECRETARY
Challenging, diversified position for a bright, experienced secretary to the faculty in The School of Architecture. The successful candidate must have good communication skills, strong organizational ability, pleasant personality and the ability of dealing well with people.

Pleasant Job Setting
Excellent Fringe Benefits
Academic Pay & Work Schedule

Call for telephone interview, followed by submittal of resume.
Ms. Kathy Lewis 596-3318

SCHOOL OF ARCHITECTURE
Lawrence Institute of Technology
Southfield, Michigan
An Equal Opportunity Employer

FREE TRAINING
Word Processing Clerk Typist
Excellent Opportunity for qualified low income Chicago Transplants. We train for a rewarding career. This program is sponsored by a government agency and provides transportation allowance. For more information call Sandy at 543-5363

GENERAL CLERK
National company is seeking a person with minimum of 1-3 years general office experience. Must possess good typing skills, calculator skills & ability to do comprehensive fringe benefits. Submit resume to Personnel Dept. Black & Decker, 2250 W. Big Beaver, Suite 410, Troy, Mich. 48084.
Equal Opportunity Employer M/F

GENERAL OFFICE -
Full time, knowledge of typing, answer phone. Southfield. 6 to 10-362

GENERAL OFFICE Math ability, Farmington Area Dealership experience preferred. Resume or brief letter to Harley, 8410 Lilley, Canton, MI 48187

GENERAL OFFICE
Distribution manager experience required. Dearborn Heights area. 562-3050

GENERAL OFFICE - Novi area. Experience in typing, filing, phone answering, computer preferred. Benefit package EOE. Call 348-3430

GENERAL OFFICE - switchboard ability desired, typing 45 WPM minimum, excellent benefits. Send resume with salary requirements to J Lee Hair Inc, Co 23550 Haggerty, Farmington, MI 48024. Attn. Jack Webster

GENERAL OFFICE
Accountants' office, Troy. Full time, light office. Typing, bookkeeping, receptionist duties. Computer experience helpful. Must be accurate, neat and dependable, able to handle all office procedures. Call Mr. Gibbs. 362-2930

GENERAL OFFICE
Part-time position. Experience required. Must have good typing & figure ability. Diversified duties. Good starting salary. Send resume to
P O Box 207, Northville, Mich. 48167

GENERAL OFFICE/
COMPUTER OPERATOR for Birmingham Property Management firm. Minimum 6 months computer experience. Spellbinder helpful. Must be detailed, well organized & deal well with people. Salary commensurate with qualifications to: GMC/JCH, 5870 Cheltenham, #18A, Birmingham, Michigan 48010

GENERAL OFFICE
Including Clerical & handling
Farmington Hills area. 626-5222

GENERAL OFFICE CLERK
Typing essential. First Aide/Telegraph Area Starting at $160. 40 hours a week. Call between 10AM-4PM, Mr. Roberts. 255-8128

GENERAL OFFICE - part time. Approximately 20 hours per week. flexible, dependability & enthusiasm a must. Bloomfield area. For appointment call 335-6005

GENERAL OFFICE
Pleasant telephone personality, typing & knowledge in the interior design field helpful. Apply in person, 1700 Stutz Dr. Suite 10, Troy.

GENERAL OFFICE, full time, good secretarial skills. Shorthand not necessary but helpful. Typing 50 wpm. Must be willing to travel. Plymouth area. 459-5313

GENERAL OFFICE
Data collection in Southfield office for business publication. Need clear phone voice, typing 35 wpm, good spelling & math. Call Helene, 8-11am. 357-0714

GENERAL OFFICE
Receptionist for 1 girl office. Good typist, personal computer experience preferred, telephone, a variety of other duties. Write: Box 2777 Franklin, Southfield, MI. 48034.

GENERAL OFFICE/Administrative Assistant to the President of fast growth retail organization. Good growth position for the right person. Must be organized, able to handle pressure, ensure purchase orders, handle computer entries and most more. Office experience required. Apply in person, Thurs., Feb. 14th, between 1 pm. or send resume to Alt. of B Hendler, Vice President, 1900 Stewart Park Dr., Farmington Hills, MI. 48018

GRAND OPENING

PATNEL TEMPORARY SERVICES
18933 FARMINGTON RD
LIVONIA, MICH 48152

Needed at once: Secretaries, Word Processors, Typists, Receptionists, Bookkeepers, Clerks. Please call Rose Anne or Judy at 476-8722

GROWING COMPANY
Has 3 immediate positions to fill.
(1) Receptionist Secretary
(2) Administrative Assistant
Five years experience only need apply
Call Vikki or Sherree at 352-3755

Immediate Openings
Typists, 55 wpm - Secretarium - Word Processors - Keypunch Operators, flexible hours. Top pay, short and long term assignments
HEMLOCH TEMPORARY SERVICES 254-8996

INSURANCE AGENCY needs experienced Entry typist. Southfield area. Ask for Dorothy. 354-1150

INSURANCE AGENCY - N.W. Suburbs - seeking responsible individual for Commercial Client Service/Marketing position, with min. (3) years Agency experience. P/C Marketing background necessary. Rating & computer experience - a Plus! Call Ms. Mitchell, 855-8382

INSURANCE AGENCY located in West Bloomfield needs receptionist. Some typing. Rating. Insurance experience helpful. Call Pat Cummings. 851-3300

INSURANCE AGENCY
in Southfield has opening for clerical position in our commercial department. Rating background & good typing ability. 557-8100

INSURANCE AGENCY
Personal Lines needs to assist customer service reps. Experience with home owners & auto policies. Type 55 wpm. Computer input experience helpful. Salary commensurate with experience. Southfield location. 355-4400

INSURANCE AGENCY POSITIONS
Experienced Only! Commercial Service Rep. (1) to $15,000 & to $25,000. Claims Administrator to $25,000. Personal Lines C/S Rep. to $15,000. Bookkeeper. Open. Employer Pays Fee! Employment Opportunities. 355-8744

INSURANCE AGENCY
Southfield location seeking career minded individual for commercial service/marketing position. Minimum 3 years insurance experience. Word processing/marketing background. Must type. Send resume to P. O. Box 994, Southfield, Mich. 48037.

INSURANCE PERSON
Must have commercial, casualty & property agency experience. Complete rating applications and processing policies. Farmington Hills area. 476-5222

KEY DISC OPERATORS
Experienced operators for our New Troy office. Day & afternoon shifts. Full or part time. Choose your hours. Top wages for top operators. 528-8660

KEYPUNCH KEYDISC
Full and part time openings on all shifts. Experienced. Good benefits. Variety overtime. Troy. 643-8119

KEYPUNCH OPERATOR
1 year experience, afternoon shift. 3 days, 3 hours, Southfield location. 352-8740

KEY PUNCH OPERATORS
full time, days & afternoon shift. 3 yrs. experience on CRT & 069. Telegraph - 12 Mile area. 537-4410

504 Help Wanted Office-Clerical

KEYPUNCH/DATA ENTRY Operators needed immediately through end April on first and second shifts. 1,000 strokes required. Located in western Livonia. For appt call 464-5775

KEY-TYPE OPERATORS
Full-time, temporary-to-perm for Tax season. Good pay, plus bonus. Day shift. Plymouth Area. Call between 10-4. 459-8550

LEGAL RECEPTIONIST/TYPIST.
Experience in shorthand preferred. Good skills required. Franklin Village. Call Nancy at 855-5190

LEGAL
SECRETARIES
Experienced, for tri-county area. Permanent & temporary positions available. All fees employer paid.
FREGELA CONSULTING
& EMPLOYMENT SERVICES
258-5118

LEGAL SECRETARY
Needed immediately personable legal secretary. Type office primarily. Personal injury work. Please send resume and salary requirements to: Legal Secretary, P. O. Box 83064, Troy, MI. 48084

LEGAL SECRETARY
Full Time for medium size Birmingham law firm. Several years experience. Good typing, telephone and office skills. Salary commensurate with experience. Contact Jeanette 646-5900

LEGAL SECRETARY
2 positions available. 5-10 years experience in Civil Litigation. Know word processing skills needed. Also 2-5 years Civil Litigation experience. Good benefits and salary. Contact Judy at 557-1155

LEGAL
SECRETARIES
For professional job placement service, temporary or permanent. Register now and put your resume, skills and postures to work for you.
FULL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL SECRETARY
For small law firm in Troy. Excellent typing & transcription skills required. Word processing experience helpful. Salary commensurate with experience. Call Betty & Tuli, 3503 Rochester Rd., Troy, Mich. 48084

LEGAL SECRETARY
Full time. Typing. Transcription bookkeeping skilled. Intelligent self-starter. Excellent benefits. Ability to demonstrate legal skills with ability. 3 years minimum legal experience and proficiency in use to work with dictation equipment. Hours (Mon., Wed and Fri.) 40. 352-7620

LEGAL
SECRETARIES
PERMANENT
TEMPORARY
Tremendous demand exists throughout the tri-county area for legal secretaries seeking full time permanent positions or temporary assignments. Permanent positions are offering starting salaries from $13,000 to $20,000 and above. Temporary assignments offer a variable salary per day depending on experience. A number of exceptionally attractive positions are available to those with word processing experience. Telephone this week for details on these opportunities.

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY
Part time, approx 20 hours a week. Litigation experience necessary. Birmingham area. 647-1150

LEGAL SECRETARY - Birmingham law firm. Experienced only. Litigation, personal injury, defense & Workmen's Comp. Two attorney firm. 646-1540

LEGAL SECRETARY - Minimum 3 years experience. Bloomfield Township law firm. American Center. Litigation experience preferred. 855-7558

LEGAL SECRETARY
For busy Southfield law firm. Must type 55 wpm plus have previous legal experience, shorthand required. Please call 352-7700

LEGAL SECRETARY to partner of growing Farmington Hills law firm. Experienced with word processing and computerized legal billing. Call Mrs. Please contact 851-2000

LEGAL SECRETARY
Personal Injury & Workmen's Compensation experience necessary. Southfield law firm. Salary commensurate with ability. Benefits. Call Nancy 353-1530

LEGAL SECRETARY - Experienced, large law firm in the Tel-Twelve area. Word processing experience needed. Must be able to assume substantial responsibility. Salary & benefits commensurate with experience. 644-4132

LEGAL SECRETARY, approx 35 hours per week, must have experience, be excellent typist and independent thinker. Pay up to $5 per hour depending on qualifications
Ask for Geneviève at 642-3120

LEGAL SECRETARY
for medium sized Southfield law firm. 3 years legal experience required, excellent typing and Dictaphone skills essential. New office Benefits Salary negotiable. Call 352-1500

LEGAL SECRETARY. Experienced, Troy law firm seeks person skilled in transcribing skills, salary negotiable. Respond with resume to
Howard & Guido, 19475 W. 10 Mile, Suite 610, Southfield Mi. 48075

LEGAL SECRETARY
Experienced. General practice. Good shorthand & dictating machine capabilities, knowledge of of memory typewriters & IBM PC preferred. Immediate opening. Excellent Salary and benefit package. 1644 Penobscot Bldg., Detroit. 963-9614

LEGAL SECRETARY
Experienced. General practice. Good shorthand & dictating machine capabilities, knowledge of of memory typewriters & IBM PC preferred. Immediate opening. Excellent Salary and benefit package. 1644 Penobscot Bldg., Detroit. 963-9614

LEGAL SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send your resume.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
LEGAL
PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
362-3430

LOOKING FOR
PERMANENT WORK?
Give us a call - We can help!
While looking for that perfect job work for us temporary while maintaining your skills & polishing new ones to make you more marketable.
If you QUALIFY we will train you on either the Xerox 860, Wang, or the IBM PC
The following skills will enable you to obtain a good paying job with the possibility of permanent employment:
Typing - 45 WPM. Shorthand preferred. Word Processing or PC experience helpful but not necessary
For Immediate appt. call

Manpower
TEMPORARY SERVICE
29777 Telegraph #1240
Southfield
353-6780
OR
19500 Middlebelt #310E
Livonia
476-1130

504 Help Wanted Office-Clerical

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Prefer experience or residential real estate background. Rapidly expanding local mortgage banker. Please reply in confidence to

Mr. Pulek or Mr. Brix
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21061 Northwestern Hwy.
Suite 118
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358-2345

OFFICE HELP needed for phone work and various office duties. Prefer some phone experience. $3.35 per hour, 40 hour work week. Apply in person, 937 Manufacturers Dr., Westland (Cherry Hill & Newburgh) Mon

OFFICE MANAGER
Full time position. Apply at:
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OFFICE PERSON - Part time. Bookkeeping experience helpful. Typing necessary, some filing. 9-5pm 3 days. Job to start. Farmington. Call 477-4070

OFFICE PERSON - with experience, Clerical, immediate opening. Legal Secretary, P. O. Box 83064, Troy, MI. 48084

LEGAL SECRETARY
Full Time for medium size Birmingham law firm. Several years experience. Good typing, telephone and office skills. Salary commensurate with experience. Contact Jeanette 646-5900

LEGAL SECRETARY
3 positions available. 5-10 years experience in Civil Litigation. Know word processing skills needed. Also 2-5 years Civil Litigation experience. Good benefits and salary. Contact Judy at 557-1155

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For professional job placement service, temporary or permanent. Register now and put your resume, skills and postures to work for you.
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For small law firm in Troy. Excellent typing & transcription skills required. Word processing experience helpful. Salary commensurate with experience. Call Betty & Tuli, 3503 Rochester Rd., Troy, Mich. 48084

LEGAL SECRETARY
Full time. Typing. Transcription bookkeeping skilled. Intelligent self-starter. Excellent benefits. Ability to demonstrate legal skills with ability. 3 years minimum legal experience and proficiency in use to work with dictation equipment. Hours (Mon., Wed and Fri.) 40. 352-7620

LEGAL
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PERMANENT
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Tremendous demand exists throughout the tri-county area for legal secretaries seeking full time permanent positions or temporary assignments. Permanent positions are offering starting salaries from $13,000 to $20,000 and above. Temporary assignments offer a variable salary per day depending on experience. A number of exceptionally attractive positions are available to those with word processing experience. Telephone this week for details on these opportunities.

PERSONNEL
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3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY
Part time, approx 20 hours a week. Litigation experience necessary. Birmingham area. 647-1150

LEGAL SECRETARY - Birmingham law firm. Experienced only. Litigation, personal injury, defense & Workmen's Comp. Two attorney firm. 646-1540

LEGAL SECRETARY - Minimum 3 years experience. Bloomfield Township law firm. American Center. Litigation experience preferred. 855-7558

LEGAL SECRETARY
For busy Southfield law firm. Must type 55 wpm plus have previous legal experience, shorthand required. Please call 352-7700

LEGAL SECRETARY to partner of growing Farmington Hills law firm. Experienced with word processing and computerized legal billing. Call Mrs. Please contact 851-2000

LEGAL SECRETARY
Personal Injury & Workmen's Compensation experience necessary. Southfield law firm. Salary commensurate with ability. Benefits. Call Nancy 353-1530

LEGAL SECRETARY - Experienced, large law firm in the Tel-Twelve area. Word processing experience needed. Must be able to assume substantial responsibility. Salary & benefits commensurate with experience. 644-4132

LEGAL SECRETARY, approx 35 hours per week, must have experience, be excellent typist and independent thinker. Pay up to $5 per hour depending on qualifications
Ask for Geneviève at 642-3120

LEGAL SECRETARY
for medium sized Southfield law firm. 3 years legal experience required, excellent typing and Dictaphone skills essential. New office Benefits Salary negotiable. Call 352-1500

LEGAL SECRETARY. Experienced, Troy law firm seeks person skilled in transcribing skills, salary negotiable. Respond with resume to
Howard & Guido, 19475 W. 10 Mile, Suite 610, Southfield Mi. 48075

LEGAL SECRETARY
Experienced. General practice. Good shorthand & dictating machine capabilities, knowledge of of memory typewriters & IBM PC preferred. Immediate opening. Excellent Salary and benefit package. Bloomfield area. 1644 Penobscot Bldg., Detroit. 963-9614

LEGAL SECRETARY
Experienced. General practice. Good shorthand & dictating machine capabilities, knowledge of of memory typewriters & IBM PC preferred. Immediate opening. Excellent Salary and benefit package. 1644 Penobscot Bldg., Detroit. 963-9614

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353-6780
OR
19500 Middlebelt #310E
Livonia
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504 Help Wanted Office-Clerical

SECRETARIES
Must type 55 WPM, take shorthand at 60 WPM and have 1 to 3 years experience. 5 openings in Birmingham area in Detroit. $15,000-$18,000 plus benefits. Banking background helpful. Ms. Fiar Pilar Office Services 335-2310

SECRETARIES
Write or without shorthand
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To ad agency senior VP, 100 shorthand, 70 typing. Experienced with travel arrangements, expense reports. Excellent salary + open. Excellent benefits Birmingham area. N. Newman 644-3174
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Full time position in Southfield law firm. Strong bookkeeping and secretarial skills, requires limited legal experience. Ask for Mary Ann at 645-8008

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SECRETARY
Company in Troy area needs acc