EMPLOYMENT

502 Help Wanted Dental-Medical

NURSE ASSISTANT
Full & part time positions available for trained assistant. Good salary - benefits. Apply in person St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia.

NURSES AIDES - experienced and/or with certification, all shifts. Excellent possibility of future full time placement. Mt. Vernon Nursing Center, Southfield. 557-0050

NURSES AIDES
Join our nursing team providing quality care. Ideal candidates must be mature, warm, dependable and enjoy working with the elderly. Contact Rita LaHaye, RN, Inservice Director, 8am-3pm, Mon. thru Fri. for additional information.
Farmington Nursing Home
A Unit of
Botsford Continuing Care Center
477-7400

NURSES - AIDES & ORDERLIES
Are you looking for a challenging position in respiratory care? Ventilator and spinal injuries & head trauma?
Apply in person Oakland Hill Care Center, Mon. thru Fri. 9-3. 34225 Grand River, Farmington.

NURSING ASSISTANTS
Middlebelt Nursing Home. 34800 Middlebelt Rd. has a few openings for experienced Nursing Assistants for full or part time. Apply in person.

NURSING ASSISTANTS
& DIETARY AIDES
Now accepting applications for both departments. Apply in person
Presbyterian Village of Detroit,
17383 Garfield
Redford Twp., Mich. 48240

OCCUPATIONAL THERAPIST
Part time position opening. 1 year medical experience required. Must be registered. Homebound visits. Send resume or credentials to
Medi-Speech Service, 735 W. Big Beaver, Suite 816, Troy, MI 3801

FULL TIME OFFICE HELP
For busy doctors office in Farmington Hills. Prefer Blue Cross/Blue Shield billing experience and computer knowledge. Full fringe benefit package. Salary commensurate with experience. Send resume to: P. O. Box 2133, Farmington Hills, Mi., 48018.
ALSO need 1 part time billing person

OPHTHALMIC TECHNICIAN. Experienced in Ultrasound. Southfield area. Ultra modern facility. Send resume to Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICAL DISPENSERS
Experience preferred. Full & part time positions available for qualified individuals. Excellent pay, commissions & benefits. Contact Ms. Schlepel, Pearle Vision Center/ District Office 559-5750

OPTICIAN
Experienced, Plymouth area. No saturdays or evenings. Send resume and salary desired to: Box #218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC ASSISTANT
Part time - experience preferred
Rochester area 852-9405

PART TIME assistant for podiatrist office in Bloomfield Hills. Prefer medure person. Also clerical duties. 399-1938

PART TIME - medical technician EKG/TV, 4 hrs/wk, 20 hours. Send resume to: Irene, 25811 W 12 mile, Southfield 48034

PART TIME Office Staffing Coordinator- Retired medical assistant, dental exam service is seeking an aggressive, self-motivated LPN or Medical Assistant, who enjoys people contact, for part time (flexible 20 Hours) position in our Detroit Branch Office. Duties include scheduling and performance of in-office insurance physicals, daily contact with life insurance agencies, plus customer service functions. EKG and Venipuncture experience necessary. Interested candidates please call Toll Free:
1-800-215-5018
An Equal Opportunity Employer

PART TIME - permanent X-Ray Tech for weekend midnight shift, 11-7am - Tam, Fri., Sat. & Sun. Some portable work. Call Hiam 559-5190, ext. 202

QUALIFIED AIDES
HOMEMAKER AIDES
for Oakland County or provable home care. Experience/training an aide helpful. 313-539-1013 313-437-4090

RECEPTIONIST
For modern progressive dental practice, full time. Dental office experience necessary. Westland area. 522-5340

RECEPTIONIST
Part time for Optometrists office in Berkley. Pay board experience.
References. 545-9150, 559-5337

RECEPTIONIST - expanding practice is interviewing for full time position in our Southfield - Plymouth & Allen Park offices. Good communication skills & bookkeeping a must. For further information please contact Mary 349-7781

RECEPTIONIST
Busy Southfield doctor needs experienced person for phones, appointments, insurances, and dictaphone. $4 an hour.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

502 Help Wanted Dental-Medical

REGISTERED NURSE - part time position, day shift only, good salary & working environment. call Mrs. Hicks D.O.N. 261-4200
St. Jude Convalescent Center
34350 Ann Arbor Trail, Livonia

RN
Afternoon Supervisor, full or part time Mt. Vernon Nursing Center, Southfield. 557-0050

RN OR LPN
Full or part time for 3pm-11pm shift. Call Heather Convalescent Center Mon. thru Fri. between 9-4. 425-0510

RN's
Large suburban nursing home seeking RN's for afternoon shift. Full and part time. Excellent benefit package. Contact, Joanne Nye, Asst DON, at
477-7400

HNS - LPNS
Full and part time positions available for afternoon shift, 8 hour or 5 hour shifts. Contact Beverly Manor of Novi. 477-2000.

RN'S
Work close to home. Flexible schedules, top dollar, bonus program in effect. Medical, OB, CCU, Med surge
PHO CARE ONE 422-4500

SECRETARY
$16,000
Word processing, shorthand or speedwriting for meetings. Good experience for busy Executive, paid Blue Cross, Dental, Optical. Employer pays fee.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

SURGEONS Insurance Secretary. Current knowledge ICDSM, MC, MA, MUPC, new CPT coding required. SGOT, APHO, Pace knowledge necessary. Some bookkeeping needed, will train specialty. Single practice. Pleasant offices. No Saturdays. Non smoker 801-2773 or after 7pm 852-5414

TEMPORARY
ASSIGNMENTS
If you have medical experience, come in and register with us, so we can help you.
TRANSCRIPTIONISTS
WORD PROCESSORS
INSURANCE BILLERS
MEDICAL RECEPTIONISTS
MEDICAL ASSISTANTS
DENTAL RECEPTIONISTS
DENTAL ASSISTANTS
Top pay for short and long term assignments throughout the Metro area and suburbs.
NEVER A CHARGE TO YOU
DAVIS-SMITH
Medical Temporary Division
557-7200

VETERINARY RECEPTIONIST - part time position available, must be able to work afternoons, eves & Sat. 352-4560

WEST DEARBORN Dental Practice seeks Dental Assistance and Hygienist. Full or part time. Some experience necessary. 343-5546

X-RAY ASSISTANT for an expanding mobile X-ray company. Duties include driving & transporting X-ray equipment in nursing home setting. 353-1155

X-RAY TECHNICIAN, registered, part time, some weekends to include some weekdays for diagnostic X-ray clinic. Redford area 537-8153
399-1938

X-RAY TECHNICIAN
Registered, 3 years experience, bone & ANCILLY, 4 days, 32 hours. Send resume to: Irene, 25811 W 12 mile, Southfield 48034

X-RAY TECH
Part time for doctor's office in Livonia 2 to 3 days (12-15 hours) per week. Reply to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Accounting Clerk
We have an immediate opening for a clerk in our Accounts Payable Department. The successful candidate will have 2 years accounting experience in clerical accounting or banking function, be team oriented, detail oriented to detail, have experience meeting daily deadlines, have a strong numerical aptitude, and will perform light typing. To be considered for this position, please send your resume to:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
Attn: Employment Asst.
Equal Opportunity Employer M/F/H

ACCOUNTS PAYABLE
Local contractor has opening for Accounts Payable clerk. Light typing required and should be familiar with general business machines. 3 years minimum experience. For Appt. contact:
Ms. Ridgeway at: 478-2020
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Person needed for part time position at Southfield construction office. Only experienced need apply. Reply Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Excellent opportunity for a conscientious, experienced person. Wholesale Distributor seeks a candidate with (2) years experience & desire to grow with company. Data Entry experience a Plus. Send resume to: Mr. Penn, CTS315, Livonia, Mich. 48151.

ACCOUNTS RECEIVABLE
Accurate Typing, Billing.
American Medical Evaluation
23723 Northwestern Hwy., Southfield

ACCOUNTS RECEIVABLE CLERK
Electronics distributor seeks individual with expertise in the cash application & reconciliation of accounts. Must be accurate and well organized. Call D. A. Hoopes for appointment at:
525-2155, ext. 300
An Equal Opportunity Employer

ACCOUNTS
RECEIVABLE
$13,500
Large established manufacturing company, Suburban location. Handle invoicing on computer system. Full benefit package with free parking.
ALLEN PERSONNEL AGENCY

ACCURATE TYPIST/Receptionist for expanding Southfield firm. Word processing service needs experienced data entry computer operator. Some telephone, light secretarial and dictation equipment. 30-40 hours per week. Immediate opening. Excellent spelling and punctuation a must. Will be tested. Will train on our equipment. Send resume, including recent & salary requirements. P. O. Box 3038, Southfield, MI 48037

ADMINISTRATIVE ASSISTANT Secretary for ad agency. Must have supervisory experience, excellent typing & administrative skills. Previous agency experience a plus. Send resumes to box 123, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Administrative
Assistant
MARKETING
We have an immediate opening for an experienced administrative Assistant with excellent organizational skills to assist Vice President of Marketing. The ideal candidate should be able to work under pressure in a fast-paced environment, and have a minimum of 7 years sound professional secretarial experience. Requirements include: Typing 80 WPM, transcription ability, Wang Word Processing, Shorthand and prior accounting experience/background desirable. Our offices are located in an attractive Northwest Suburb. We offer a competitive salary and an excellent benefit package. For consideration, send your resume and compensation requirement to:
Box 280
Observer & Eccentric Newspaper
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Must have pleasant telephone personality, some typing necessary (40 WPM). Previous experience with leasing company helpful. Light gas commissions. Opportunity for advancement. 855-9911

ADVERTISING
RECEPTIONIST
With strong skills - know office procedures - be your pleasant, congenial self. $210-$250 per week.
SNELLING & SNELLING
399-3450

A GROWING firm in Plymouth is seeking assistance for full time employment in our office. Duties will include typing, filing, and answering phones. Please submit resume to: Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A LARGE Company desires Typists, also Typists with shorthand. Secretary with 3-5 years on-job experience. General Office & Word Processors. FEE PAID. Employment Center II. 810-4130

ALL AROUND OFFICE PERSON
For computer supplies firm. Bookkeeping, typing, 60 WPM required. Non-smoker, own car preferred. Resume Data-Rite Inc. 18325 W. McNichols, Detroit, Mich. 48219

ASSISTANT OFFICE MANAGER
TROY
Looking for creative, innovative person who can grow in abilities with a sales - marketing leader (5 year average growth - 45%). W. Jay Blocks, Co. manufacturer's representatives for medical corporations. Please send resumes to P. O. Box 12111, Birmingham, MI 48012

ASSISTANT
OFFICE MANAGER/
SECRETARY
TO $14,000 FEE PAID
Growth position requires lack of all trades, client contact, deadlines, detail work as well as secretarial and administrative responsibilities. Excellent benefits. Suburban location and 6 month salary review. 649-8900.
SNELLING & SNELLING

504 Help Wanted Office-Clerical

APPLY TODAY
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
Switchboard
(Dimension)
(Horizon)
Our service has immediate temporary openings in the Livonia and Farmington Hills areas. Must have 6 months experience. Call immediately for an appointment.
Somebody
Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-8500

ASSIGNMENTS
AVAILABLE
We need experienced:
- Sr. Clerks
- Typists
- Secretaries
- Switchboard Receptionists
- IBM Displaywriter Oprs.

TOP PAY
BONUSES
BENEFITS
NO FEE
TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555
OLSTEN
Temporary Service
An Equal Opportunity Employer

ASSISTANT TO CONTROLLER - medium size manufacturer in Redford area requires a person with good bookkeeping skills thru financial statements. A strong job cost background in metal stampings is necessary. This person will be office manager & responsible for our computer system. Send resume & salary requirements to Box #180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

Put your skills to work now, our assignments could lead to the job you've been looking for. Sharpen your skills and gain the exposure you need. Call now.
525-0330
- Bonus Plan
- NO FEE

Supplemental
Staffing, Inc.
The Temporary Help People

BOOKKEEPER
Birmingham/Troy area. 10-20 hours/week. Times to fit your schedule. Small firm, pleasant surroundings. 642-8380

BOOKKEEPER - experienced thru trial balance for month end closing skills. Northwest Detroit area. Full-time. Call Mon. thru Fri. 8am-5pm. 864-1500

504 Help Wanted Office-Clerical

AVAILABLE
FREE TRAINING
For residents of Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hts., Auburn Hills, Waterford & Waterford Twp. who are unemployed or underemployed. This is an excellent opportunity to train for a rewarding career as a Medical Secretary or a Word Processing Secretary. This program is sponsored by government agency and provides transportation allowance. We are an equal opportunity employer. For more information call Ms. Jones.
345-8200

BENEFITS!!!
EARN $$$
Paid Holidays
Paid Vacation
Health PACKAGE
Be a Technical Services clerical
Secretaries
Typists
Word Processor
Data Entry
CALL TODAY
TECHNICAL
SERVICES, INC.
(Formerly Matekanitis)
Southfield 569-8290
Troy 583-0515

BILLING CLERK - Plymouth area, this job requires good typing skills & knowledge of medical billing duties. Please send resume to Box #242, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM - challenging, full time position with growing company for machine, experienced secretary. Must have word processing knowledge & excellent grammar skills. Job includes responsibility for 3-girl office. A very people oriented position. Send resume with salary requirements to: Box #244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge with complete knowledge of all phases of accounting. Responsible for payroll, uniforms, invoices, & financial statements. Send resume to box 333 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full time, for Southfield firm. 552-8198

BOOKKEEPER
Full time, for trucking company.
Call: 261-0949

BOOKKEEPER, full charge, to handle multiple sets of books. Computer payroll experience required. Secretarial work also required. Minimum experience, 3 yrs. Waterford Area. 342-1851

BOOKKEEPER/GENERAL OFFICE
AFTERNOONS
Commercial arts studio seeks an individual with a working knowledge of basic bookkeeping functions and CRT experience. Send resume to: Detroit Art Studio, 1499 Stein, Troy, Mich. 48084. No phone calls please.

BOOKKEEPER/OFFICE MANAGER
for Farmington Hills Real Estate Developer. Our rapidly growing dynamic company needs a take-over person that does bookkeeping thru trial balance, payroll, taxes and payroll. Computer or knowledge very helpful. Attractive setting 4 days, 32 hours with good conditions. Non-smoker only. Call: 851-5400

BOOKKEEPER
Part Time. Birmingham/Southfield area office. No smoking. $4.25 per hour. Call for an appointment. 569-7726

BOOKKEEPER, part time, 1 girl office. Livonia Area. General Ledger, Taxes, answer phone, typing. Flexible hours. 478-6338

BOOKKEEPER
Part time. North Oakland County distributor desires a Jr. Bookkeeper. Must be familiar with Accounts Payable, Accounts Receivable, Data Entry and Word Processing. Hours 2:30PM - 8:30PM. Please reply Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Bookkeeper Receptionist
Southfield law firm. Experienced, with benefits. 559-8360

BOOKKEEPER/
RECEPTIONIST
TO $12,000 FEE PAID
Great clients, handle front desk. Accounts Receivable & Payable, and phones. Dairy office. Congenial staff and immediate hire. 649-8900.
SNELLING & SNELLING

BOOKKEEPER/SECRETARY - hard-working liberal minded person needed immediately. Must have good accounting knowledge, be easy going & quick-minded. Blue Cross/Blue Shield & paid vacation. Ask for Mike. 549-6320

BOOKKEEPER SECRETARY
Experienced needed for Southfield to do accounts receivable. Accounts payable, Paymaster system. Call between 10am-1pm. 947-6651

504 Help Wanted Office-Clerical

BOOKKEEPER
Some experience required. Computerized accounting, will train. Excellent growth opportunity. Call Vicki, 471-0027

BOOKKEEPER - thru trial balance with some experience in accounts payable. Jack in the Box Contractor. Part time could develop to full time. Call 373-5400
An Equal Opportunity Employer

BOOKKEEPER
$18,000
Troy location. Will train for office management. Handle posting to general ledger, payroll and related areas. Detail oriented. Established company offering promotional opportunity and full benefit package. Fee Paid.
355-7370
ALLEN PERSONNEL AGENCY

BOOKKEEPER. EXPERIENCED qualified bookkeeper needed for Mountain Jack's Restaurant in Dearborn Hts. Excellent benefits. Apply in person 2-4pm at 24207 W. Warren.

BUSPERSON, DISHWASHERS needed for Mountain Jack's Restaurant in Dearborn Hts. Apply in person 2-4pm at 24207 W. Warren.

CASHIER/General Office
Part time positions available to work nights and weekends. Will train. Apply in person at:
HIGHLAND APPLIANCE
23361 Telegraph
Southfield, 48075
Mon. - Fri. 10-5 PM.
Equal Opportunity Employer M/F

CDI
Assignments available in your area for:
TYPISTS
SWITCHBOARD OPERATORS
SECRETARIES
WORD PROCESSORS
Call CDI for "Can Do It" company now and register. Call 259-8848 or 225-1905

CHURCH OFFICE MANAGER, full time, requires secretarial and administrative skills. Salary $18,000 +.
Send resume to Birmingham Unitarian Church, 651 Woodward Ave., Bloomfield Hills, MI 48013, Attn. Hugh Brown

PART TIME
CLERICAL SUPPORT PERSON
Needed for fast-paced office. Proficient typing skills required, word processing experience a plus. Position could develop into full time. Send resume to:
Kathy Ashman, Intracorp., 26100 Civic Center Dr., Suite 304, Southfield, Michigan, 48076.

CLERICAL HELP needed for rubber stamp company in Southfield. Pleasant working environment. Good Salary & benefits. Call 948-1734. 414-8454

CLERICAL OFFICE
Small manufacturing company in Farmington Hills has opening for individual with good general office skills. Candidate should have experience with phone, typing 50 wpm., and knowledge of office procedures. Individual will be trained as a Data Entry Operator. Company offers good benefits package with salary requirements to: Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - PART TIME
Diversified dealer looking CHT and Data Entry. Must be independent, motivated person. Send resume to: Box 1300, P.O. Box 3300, Troy, Mich. 48007.

CLERICAL PERSON required for Construction Control (International Traffic) with typing & sales knowledge. Previous experience preferred. 559-4330

CLERK DISPATCHER
The Charter Township of West Bloomfield is seeking an individual for the position of Clerk Dispatcher in the Police Department. This position involves the dispatching of Police, Fire, Medical and Rescue Units in response to calls for assistance; the maintenance of radio logs; and performance of related clerical duties as assigned. This is a permanent part time position, 20-28 hours per week. Applicants must be available for evening and weekend shift duty. Applicants must possess a High School diploma or its equivalent, supplemented with courses in typing, and a minimum of one year clerical experience. Starting salary $7.93 per hour. Applications will be accepted until 4pm Thur., Apr. 18, 1985, at the Personnel Department, West Bloomfield Twp., 4640 Orchard Lake Rd., West Bloomfield, MI 48033.
An Equal Opportunity Employer

CLERK for accounts receivable, collections preferred. Must have good typing and knowledge of accounting. Send resume stating education, experience and salary desired to: P. O. Box 187, Birmingham MI 48012

504 Help Wanted Office-Clerical

CLERKS
We have immediate openings for night school graduates with good clerical ability, both full time and part time, in our accounts payable/accounts receivable departments. Prior experience not necessary but must be accurate & dependable. If you are interested please stop in any week day between 8:30AM-4:30PM and here an application for consideration.
HANDLEMAN COMPANY
840 Katu Blvd., Troy
An Equal Opportunity Employer

CLERK/TYPIST
Detroit based firm is seeking an individual for entry level position. Excellent typing and telephone skills necessary. Word processing skills helpful. Salary plus benefits. Send resume to: Personnel, P.O. Box 431, Lathrup Village, Mich. 48076.

CLERK TYPIST (experienced)
Southfield CPA firm has opening for applicant with experience. Good salary and benefits. Reply Box 239, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
JR. TYPIST
Do you enjoy a variety of duties? Can you type a minimum of 35 wpm?
We offer an opportunity to work at top companies while you improve your skills. Call us for more information if you are interested in working on temporary assignments close to home.
348-2820
339 N. Center Dr.
Northville
KELLY
SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

CLERK/TYPIST needed for Southfield branch of insurance co. Good math aptitude, typing & filing skills required. Contact Sharon at IDM. 559-3450

CLERK TYPIST
seeking good typing skills & dictaphone experience. Send resume in confidence to: Citizens Insurance Co. of America, attention Sandra Hatchigian, PO Box 9307 Livonia, Michigan, 48151.
Equal Opportunity Employer M/F

COMPUTER KNOWLEDGEABLE SECRETARY, fast paced growing Birmingham firm seeks bright secretary with computer or word processing experience. Must type 55 wpm and possess good telephone skills. Non smoking candidates with office experience. Send resume to COS, 132 N. Woodward, Birmingham Mich. 48009

DISPATCH OPERATOR
Evening shift. Applicant should be familiar with IBM equipment & statistical programs. Send resume & salary requirements to: Twelve, 26100 Civic Center Drive, Suite 320, Southfield, MI 48076. No phone calls please.

CREDIT UNION TELLERS
Full and part time entry level position. Need typing & filing skills. Farmington area. Call
477-7106

CUSTOMER SERVICE POSITION
Part time, Mon., Wed., Fri. Heavy telephone customer contact. Good typing skills. Experience preferred. Salary $5.00 per hour. Call Kathy between 3pm-5pm. 476-8700

Customer Service
Coordinator
Applications being accepted. Retail experience, great organizational skills, and telephone experience are necessary for coordinating deliveries and inconvenience calls. Good pay and benefits. Immediate opening. Apply at:
23175 Schoolcraft, Livonia

DEPARTMENT SECRETARY for born health agency in Oak Park. 50 plus typing, CRT, medical experience a plus and good organizational skills. Part time to work into full time.
968-5300

504 Help Wanted Office-Clerical

ENTRY LEVEL SECRETARY
for Detroit law firm located in Renaissance Center. Excellent typing, dictaphone transcription & spelling required. Legal experience not essential. Will work for partner engaged in extensive litigation work & be assigned some paralegal activities. Opportunity to learn & use word processing equipment. Salary commensurate with experience. Free parking. Send resume only to: Box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EVENING SECRETARY
Secretary needed for continuing part time work, 5pm - 9pm, Mon., Wed. & Fri. eves. Should be able to type well & take dictation. Word processing experience desired. Excellent opportunity for someone seeking a positive relationship family income. Academic atmosphere & pleasant job setting. Call for time & phone interview, 358-2410, School of Architecture, Lawrence Institute of Technology, Southfield.
An Equal Opportunity Employer

EXCELLENT
OPPORTUNITIES
for
WORD PROCESSING &
DATA ENTRY OPERATORS
Let Kelly Services put your skills to the test. We offer a chance to work at top companies.
- Earn merit increases
- Paid vacation
Call
For An Appointment:
553-7820
34115 W. 12 Mile Rd.
Suite 155
Farmington Hills
KELLY
SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

EXECUTIVE ASSISTANT
And Secretary needed to fill vacancy. Experience with customer relations and good head for detail and thoroughness. Apply at: American Shorting & Oil, 34118 Industrial Rd., Livonia.

EXECUTIVE SECRETARY - Office Manager. Must be neat & have excellent skills with good office skills. Northland area. Call Laura. 864-1244

EXECUTIVE SECRETARY
Work for controller & 4 accountants. Stat typing, word processing skills. Salary range - $18 to $19,000. Fee paid.
Grasshoff Employment
545-1700

EXECUTIVE SECRETARY Shorthand & minimum 3 years experience. Resume & salary. Mr. Peter, 31777 Franklin Rd., Suite 500, Southfield MI 48034

EXECUTIVE SECRETARY - Southfield area. Minimum 5 years. Good hand minimum 80. Good benefits. Call Kathy Harmon. 557-5300

EXECUTIVE SECRETARY
for Southfield Developer. Must be well-organized, with excellent typing, shorthand, typing & selling skills. Luxurious office. Salary commensurate with experience. Send resume to: Box 1, Southfield, Mich. 48037

GENERAL OFFICE
Help needed, full time experience helpful but not necessary, will train.
Apply in person - Tri State Furniture, 27711 Middlebelt, Livonia

504 Help Wanted Office-Clerical

EXECUTIVE - secretary, Birmingham/Bloomfield area. Excellent typing, dictaphone, CRT experience, benefits, $18,000, fee paid

SALES - secretary, Farmington Hills/Livonia area. Excellent typing, dictaphone transcription & spelling required. Sales experience not essential. Will work for partner engaged in extensive litigation work & be assigned some paralegal activities. Opportunity to learn & use word processing equipment. Salary commensurate with experience. Free parking. Send resume only to: Box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEVEL - entry secretary, Southfield, Birmingham, good typing, shorthand, IBM word processing, benefits, $14,500. Fee paid

Typing, long & short term assignments available
LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXPERIENCED EXECUTIVE
LEGAL SECRETARY
Legal Secretary experienced, shorthand preferred with self starting ability. Applicants should be familiar with Corporations $50 or similar word processing equipment. Downtown Detroit law firm. Qualified applicants, call Allan W. Gilbert of Rice, Rice & Gilbert, 963-7777 and submit a written resume with salary requirements prior to interview.

EXPERIENCED WORD PROCESSOR
Immediate opening in Southfield office for a mature individual with demonstrated experience on Zenith 150 IPS word processor. Successful applicants will have ability to type 60-75 wpm, transcribe from dictating equipment & possess excellent verbal & written communication skills. Call Kathy Fisher at: 353-9770, ext. 1334

FANTASTIC TYPIST Opportunity on a part-time basis. Flexible hours. Farmington Hills area. Call Carol 851-4303.

FARMINGTON HILLS insurance agency needs aviation insurance person. Full time. Includes typing & telephone. If no aviation experience, will train person with insurance background.
348-2266

FILE CLERK for insurance office located in Southfield. Respond to: P.O. Box 5094, Southfield, Michigan, 48076, attention: Personnel Department.

FILE CLERK NEEDED for temporary position. 4 days a week. Troy area. Contact Mrs. McCallum. 879-2400

FILE CLERK
Permanent, part time position with Troy law firm. Must have good telephone voice, ideal for mother of school age children. Send resume, including salary requirements, to: P.O. Box 99118, Troy, Michigan 48099.

FIRM SEEKS self motivated person to fill very responsible office & bookkeeping position. We are looking for that person who is willing to learn & grow with company. Send Resume to Truax's Candies, 1510 Tiernan, Detroit, MI. 48220, or call 864-3400

FREE TRAINING
Word Processing, Clerk Typist
Legal, Medical
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. This program is sponsored by a government agency and offers transportation allowance. For more info call 545-1545

GENERAL OFFICE
Data collection in Southfield office for business publication. Need clear phone voice, neat printing, good spelling. Will train. Call Mrs. Gallagher 557-4716

GENERAL OFFICE/Rental Hostess - Part time for Bloomfield Hills apartment complex. Must have organizational skills a must. Please send resume to Box 238 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Help needed, full time experience helpful but not necessary, will train.
Apply in person - Tri State Furniture, 27711 Middlebelt, Livonia

504 Help Wanted Office-Clerical

JOIN THE KELLY WORD PROCESSING TEAM!

Kelly Services can give you word processing opportunities PLUS...
Top paying temporary assignments that are long and short term, full and part time PLUS..
Merit increases and paid vacation.
AND, you'll have the confidence and security of working for a leader in the temporary help industry who guarantees customer satisfaction 100%.
If you're a word processing operator with typing skills of at least 50 wpm, or a typist/secretary wishing to expand your skills in word processing, call us at:
LATHRUP VILLAGE 559-0300
19668 W. Eleven Mile
BLOOMFIELD HILLS 642-9650
2000 N. Woodward 338-0338
KELLY The Kelly Girl People
SERVICES, INC.
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

REAL ESTATE
SALES SECRETARY/RECEPTIONIST
Prominent area realtor seeks career-minded individuals to fill two positions in Troy and West Bloomfield areas. Pleasant phone manner, accurate typing ability and professional dress required. Includes medical-dental benefits. Send resume and salary requirements to:
Merrill Lynch Realty
1600 N. Woodward
Birmingham, MI 48011
Attention: Joanne
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