502 Help Wanted Dental-Medical

RECEPTIONIST for orthodontic office, Farmington area. Experience preferred, insurance, appointment scheduling preferred. 553-4550

RECEPTIONIST
For doctors office in Livonia. Must have experience. 261-1447

RECEPTIONIST for group practice. Experience in billing all insurance carriers a "must". Good typing skills. Deal well with people. Aspen Hills area. 373-9200, ext 270

Registered Nurse
Ambulatory Surgery
Henry Ford Hospital Facility is seeking a Registered Nurse to work part-time flexible hours in their ambulatory surgery operating room. Applicants must be able to scrub and circulate and perform other operating room procedures and possess 5 years of current operating room experience. Qualified applicants may contact Mary Ann Edwards at Mon. Tues & Fri. at 641-4100, ext 291.
HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI. 48126
Equal Opportunity Employer M/F/H

Registered Nurse
HENRY FORD HOSPITAL
Maternity Center
Henry Ford Hospital Maternity Center has a position available for a part-time Registered Nurse on the midnight shift, every other weekend. This Registered Nurse would have medical/surgical experience with substance abuse experience preferred. Qualified applicants may contact Rosemary Kubek, Mon. thru Fri. from 9 am to 4 pm, at 641-5100 ext 111.
HENRY FORD HOSPITAL
6773 W. Maple
W. Bloomfield, MI. 48033
Equal Opportunity Employer M/F/H

REGISTERED PHYSICAL THERAPIST to work 1 day per week in Southfield office. Must have malpractice insurance. Ask for Doctor. 557-0460

RN/ASSISTANT MANAGER
Home Care
Development
Exciting career opportunity exists in Southfield branch of national home care chain for energetic RN with previous home health experience. Position involves patient assessment, client/customer relations in service education in addition to marketing responsibilities. Position requires previous home health/community health experience, a strong working knowledge of the medicare guidelines for reimbursement. Competitive salary with complete fringe benefit package. Interested applicants please call 354-1440
An Equal Opportunity Employer

RN/ASSISTANT MANAGER
Home Care
Development
Exciting career opportunity exists in Southfield branch of national home care chain for energetic RN with previous home health experience. Position involves patient assessment, client/customer relations & service education in addition to marketing responsibilities. Position requires previous home health, community health experience & a strong working knowledge of the medicare guidelines for reimbursement. Competitive salary with complete fringe benefit package. Interested applicants please call Tues thru Fri. 559-355-5018
An Equal Opportunity Employer

RN for private duty. 12 hour shift. Long term positions available in the home. Northville - Farmington area
United Home Health Services 451-3255

RN
PART TIME, 3-11
PART TIME, 11-7
Please call Mrs. Ferguson for appointment at 261-5300.

RN - Part time for allergists office. Immediate employment for Saturday morning & occasional weekdays. Apply at 27870 Orchard Lake Rd., Farmington Hills 851-4657

RN'S - LPN'S
Growing home care agency is seeking qualified licensed nurses for interesting assignments throughout Oakland Co. Choice of days & hours. Call between 10am-4pm. Ask for Jim Pi.
OAKLAND NURSING UNLIMITED
540-2360

502 Help Wanted Dental-Medical

RNs & LPNs needed full time for midnight shift. Apply in person Vency Continued Care Center 3999 Venoy, Wayne, MI

RNS
work close to home, flexible schedules, top dollar. MICU, ICU, CCU, M/S. Pro Care 559-4550

RN & POSITION Available in accelerated preventive dental practice in the Livonia area. To be considered, you must have a successful background in dentistry. Benefits include:
Call Linda. 422-8700

SOUTHFIELD orthopaedic surgeons. Part time position for Medical Assistant with X-ray experience, some cast work, mornings. 4 days, call Sandra. 9-5. 352-2182

TRANSCRIPTIONIST - full time position available in Southfield orthopedic doctors office for medical transcriptionist with experience in Blue Shield. Must know Medical Terminology & Word processing. Call Ms. Sue. Excellent benefit package. 569-4710

TWO MEDICAL ASSISTANTS - part time, experienced in front desk, injections, phlebotomy, billing & EKG. 750 eves or weekends. Start immediately. Apply in person at 30 Medical Center, Ste. 41431 W. 10 Mile, Thurs between 1:30-4 Fri between 8-noon. Mon between 8-noon

504 Help Wanted Office-Clerical

ABILITY & SKILLS GOING TO WASTE?
Earn your potential $
Apt. 37220
Legal Secretaries
Secretaries
Word Processors
Typists
CRT Data Entry
Join Temporary Resources today
Call 356-1616

ACCOUNTING CLERK
Real estate firm located in Southfield is seeking an individual as Accounting Clerk. This position reports to the Bookkeeper and is responsible for maintaining rent rolls, posting rent payments and in general handles Accounts Payable and Accounts Receivable. Candidates should qualify themselves based on 3 years general bookkeeping experience, or property management accounting experience preferred. Candidates should be organized, detail-oriented, have good follow-through and an optimistic & cheerful nature. Send resume and salary requirements in confidence to 1996-A Woodward, P.O. Box 136, Bloomfield Hills, MI 48013

ACCOUNTS PAYABLE CLERK
Experienced Only! Matching thru check print with Computer Entry. Bank Reconciliations Type 55 WPM. Good Benefits. Jeffries/Evergreen area. Resume & salary requirements to Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Payable
Full-time position Typing skills required. Data entry & payables experience a plus. Applications accepted between 9am and 6pm or send resume to
White & White
45755 S Mile Rd.
Plymouth, MI 48170
(Between Beck & Sheldon)

ACCOUNTS PAYABLE CLERK
Detail-oriented person needed to verify invoices against receiving reports and purchase orders. Light typing required. Accounting and 10 key experience & knowledge. Call Supervisor personnel, 7700 Lorna Lane, Bloomfield Hills, MI 48013

AD AGENCY
Billing Clerk
Accurate typist. Some experience. Southfield office. 356-4191.

ADMINISTRATIVE ASSISTANT or sales secretary for Farmington Hills contractor. Phone skills, typing & filing, dictaphone or shorthand. Receive Mail replies to Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT - long term assignment for individual with B.A. Degree. Must have oral and written capability, will assist in analysis, cost estimations and report for Engineering components. Top pay and benefits with this outstanding position.

EXECUTIVE SECRETARY - short term assignment in beautiful Troy location for individual with excellent secretarial skills and word processing. Shorthand helpful but not necessary.

SECRETARY - long and short term assignments available in various companies throughout the Detroit Metropolitan area. Work when you want to. Share your home Word processing helpful.

GENERAL OFFICE - long and short term assignments in Fortune 500 companies. Must be flexible, able to type 45 WPM, have general office skills and be dependable.

RECEPTIONIST - long term assignment for individual with Dimension/Switchboard experience, light typing and telephone experience a must.

WORD PROCESSORS - if you have training and/or experience on any of the following equipment, call today: Wang, Lanier, IBM Displaywriter, IBM 5520, IBM PC, Wang Four Phase, Lanier, Xerox, Mod or DecMate. We've got a job for you.

Call or Today for your personal interview and see why we're "Ahead of the Rest". NEVER A FEE.

ENTECH SERVICES, LTD.
999 Chicago Rd., Troy
832-4350 568-5610
Ahead Of The Rest

ADMINISTRATIVE SECRETARY
Financial services organization in Troy is seeking an experienced secretary. Must be capable of organizing work flow, handling client inquiries & typing proper business letters & proposals. Pleasant office environment. Salary commensurate with experience & abilities. Call Nancy for interview 649-8000

ADMINISTRATIVE SERVICES positions available with Clerk Typist in the Treasurer office located near Northville. Must have initiative to assume responsibilities and work well under time constraints in a fast paced, extremely detailed position. Send resume to Carson Business Interiors, 29355 Northwestern Hwy, Southfield, MI 48034 Attn Jan Schmidt.

ADMINISTRATIVE - secretaries for New Center area. Type 60 WPM. No shorthand, to start immediately

EXECUTIVE - secretary, some word processing, must 3 days per week Mon-Wed 12 noon 8:30-5 Troy company, top dollar paid

BRIGHT - beginner, filing, typing, 40 WPM, for fortune 500 company. Must like people, 3 openings. Southfield & Troy Walk 12 noon or more

SALES - secretary, Troy area, people oriented, start immediately. Type 40 WPM

RECEPTIONIST - Southfield area, Environmental firm, will train, prefer some experience helpful. Top dollar. Long term

BOOKKEEPER - detail oriented, regular hours, good pay, pleasant manner, type 55 WPM for Troy area

Students - Teachers - Home Makers & Retirees needed now

Word processing taught in our offices, with assignment at training

Paid Vacations & Bonuses

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

AUTO DEALERSHIP
Looking for office manager with realtil service accounting & supervisor experience. Must be a tale-charge type person with the ability to organize, train & be responsible for all business office operations. This is a rare opportunity with top wages & benefits for the person with the best references. Qualified applicants send resume or apply in person at Toyota Ann Arbor, 3897 Washtenaw Ave, Ypsilanti, MI 48197.

BILLING CLERKS
Immediate full time openings for Billing Clerks with Bloomfield Hills ad agency. Must have Medical Accounting background, general office skills, good math aptitude and proficiency on calculator. Some require typing skills. Starting pay, $750 per month plus good benefit package. Send resume in confidence to Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

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, Farmington Hills and Southfield areas. Must have 6 months experience. Call immediately for an appointment.

Somebody Sometime
Temporary Help

Livonia	477-0900
Farmington Hills.	545-7700
Southfield	272-8500

BOOKKEEPER/Administrative Assistant Part time. Hours and salary negotiable for growing small business. Send for appointment. 356-1150

BOOKKEEPER, experienced Full Charge Part-time office. Must type & have good phone personality. Immediate opening. Excellent pay & benefits. Farmington area 477-1030

BOOKKEEPER for Doctor's office, part time, experience required
Southfield area.
352-8880

BOOKKEEPER
For 3 girl office Full time. 8 Mile-Evergreen area. Call between 8 30am-3pm 255-3500

BOOKKEEPER
For industrial business, full charge thru trial balance, some computer experience preferred. Send resume to PO Box 71236, Madison Hts MI 48071

BOOKKEEPER Full Charge/Secretary. Accounting & management experience. Send resume to Box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION
- SECRETARIES (with shorthand)
- SR. TYPISTS
- SWITCHBOARD OPERATORS
- DATA ENTRY

Learn about "NORRELL DIFFERENCES"
- PAID VACATIONS
- REFERRAL BONUSES
- TOP PAY
- GIFTS - AIRFARE
- INSURANCE

Call office nearest you
NORRELL SERVICES, INC.

Farmington	477-9840
Rochester	651-1500

AUDITOR - Part time - some office work & Schulers limited experience helpful but will train. Call June or Mr Meyers 851-8440

AUTO BILLER
Large volume Southfield Dealership looking for Auto Biller. Must have at least 1 year experience on Oakleaf, or similar type Billing Computer. Pleasant office and good benefits. Call Patricia Chevrolet, 28111 Telegraph, Southfield. Call for appointment. 355-1000

504 Help Wanted Office-Clerical

ASSIGNMENTS AVAILABLE
Long & Short Term
We need experienced
- Sr. Clerks
- Receptionists
- Stenographers
- Medical Trans.
- Legal Secy's
- Word Processors

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

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, FULL CHARGE. Birmingham general contractor needs a full charge bookkeeper thru Trial Balance and financial statements. Full benefits provided. Experience in construction or property management a plus. Send resume to Box 921, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Immediate opening in a busy life insurance agency. Must be experienced. Excellent benefits & location. Full time. Send resume to: Office Manager, 3000 Town Center, ste 2400, Southfield, 48075

BOOKKEEPER - Part time, Birmingham/Troy area. Experienced full charge. Busy office. Pleasant surroundings. 16-18 hours per week. Call Housemaker, Set own hours 649-4880

BOOKKEEPER
Small retail chain. Farmington Hills office. 3 days, experience preferred. 553-8220

BOOKKEEPER, Statistical Typist. Public accounting detailed. Resume to W.J.D. 913 W. Big Beaver, Suite 211, Troy, Mich 48084

CAR DEALERSHIP HAS openings for accounts receivable/accounts payable & payroll. Seven/Grand area. Please call Cindy for appt. 538-4600

CJH TEMPORARY SERVICES
SECRETARIES
HEN CTN 559-5868 SOUTHFIELD 352-3095

CLERICAL
Busy contractor seeking versatile & energetic individual with excellent phone & bookkeeping skills. Above average typing required. Construction office background preferred, but not necessary. Send resume to: 22861 Heslip, Novi, Michigan 48050.

504 Help Wanted Office-Clerical

CLERICAL - FULL-TIME
Filing Clerk - must type & be good at basic math. 8 (8am)-5pm. Please call Barb, 358-0900

CLERICAL
Light bookkeeping/CRT experience/filing. Part time, possibility of growing into position for a sell starter.
Livonia area. 591-4341

CLERICAL, part time, permanent, experienced. Excellent phone skills required. Mon, Wed, Fri. 12 30 to 4 30, non smoker. Birmingham area. 644-8383

CLERICAL POSITION - Southfield insurance agency. Filing, typing, errands. Must have a pleasant phone manner & enjoy helpful. Send resume to: Clerical, P.O. Box 2004, Southfield, MI. 48037.

CLERK MEMBERSHIP RECORD PROCESSING
Fitness Management Corp. has full-time entry level positions open for individuals who excel in accuracy, are fast and enjoy working with detailed information. Outstanding salary with increases based on performance. Fully paid health, accident & life insurance plus paid holidays and annual vacation. Call Irene Delaney for a phone interview, which, if you meet the above qualifications, will lead to a personal interview at
342-4300

CLERK TYPIST
Immediate opening in Southfield area for individual with good clerical skills. Typing 50-55 wpm; must have good attention to detail. Apply:
MICHIGAN NATIONAL BANK
- Oakland -
24725 Southfield Rd.
Southfield
552-7564
An Equal Opportunity Employer

CLERK TYPIST
PART TIME
Guardian Industries is looking for a part time Clerk Typist in its Treasury office located near Northville. Major responsibilities in this generalist clerical position are typing and filing. Good typing skills and prior office experience required. Flexible hours. Ideal for retiring experience helpful. Send resume to Rob Kenney at
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, MI. 48167
An Equal Opportunity Employer

COMPUTERIZED
ACCOUNTS PAYABLE & RECEIVABLES
TO $15,600 PER PAID
Expanding administrative office. Assist controller and other accounting professionals. Computerized payables, light clerical and receiver contact. Excellent locations and benefits. Immediate openings 649-3900

SPELLING & SNELLING

CONFIDENTIAL SECRETARY/ ADMINISTRATIVE ASSISTANT
Southfield Advertising Agency is looking for a person with the ability to type 60 WPM + on word processing equipment, will transcribe from dictation, organizing meetings & making travel arrangements. A professional attitude & appearance plus the ability to relate well to people is a must. Salary & benefits commensurate with your experience. Respond to M.D.M., 25487 Northwestern, Suite 1A, Southfield, MI., 48075

CUSTOMER SERVICE REP
for a cable TV firm with typing, phone skills and scheduling experience required. Send resume to P.O. Box 1053, Troy, Mich., 48084

CUSTOMER SERVICE REP
We are a leading laboratory distributor and are in need of an experienced customer service rep. College degree preferred but not necessary. We offer a competitive salary and exceptional benefit package. Please send a summary of your qualifications to: Scientific Matheson Scientific, 1600 Howard St. Unit 10, Rochester, 48306. Attn: Dave Smith Principles only.
Equal Opportunity Employer M/F

DATA ENTRY
- Inforex
- IBM
- Nixdorf

We need data entry operators with experience. A minimum of 10,000 key strokes per hour is required.
To learn more about our high paying long & short term assignments call:
Manpower
TEMPORARY SERVICES
TROY 585-5595
LIVONIA 478-1130

504 Help Wanted Office-Clerical

DATA CLERK
For billing department. Prefer system 34 experience on shipping and release portion for a manufacturing company. Typing and good aptitude for figures necessary for diversified work. Redford area. Call Mary LaFave 533-5000

DETAIL-ORIENTED person needed for responsible position in fast-paced Redford office. Must be good at dealing people and have real estate, mortgage or title insurance experience. Salary negotiable for the right person. Call Mr. Christian for confidential interview. 537-1600

DOWNTOWN BIRMINGHAM - Legal secretary wanted to occupy beautiful private office in litigation oriented law firm. Word processing skills helpful. O'Brien Law Center. 258-8383

ENTRY LEVEL POSITION with a rapidly growing company. Typing with accuracy more important than speed. Controls Receivable bookkeeping. Good phone voice a must. Salary, plus benefits. Experience helpful, but not necessary. Computer knowledge helpful. Diversified Industrial Distributors 557-8455

EXECUTIVE SECRETARY
For Birmingham Accounting firm. Must be 40-50 WPM & be experienced in statistical typing, shorthand, 100 WPM. Salary commensurate with experience. Reply to box #908, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - V.P. of a fast growing leasing company in Livonia area. Must be a self-starter with excellent secretarial skills. Word processing helpful. Good starting salary & benefits. Send resume to Box #916, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Real Estate Developer in Southfield requires an Executive Secretary with excellent typing & shorthand skills. Real Estate experience helpful but not necessary. Excellent salary & benefits. Send resume to: Box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Experienced secretary for an executive vice president of a Southfield based financial institution. Excellent typing, shorthand & public relations skills required. Banking background helpful but not necessary. Excellent salary & benefits. Send resume to: Box 923, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
position at leading Northwestern Real Estate office requires ability to handle all clerical & communication responsibilities. Top caliber typing, shorthand skills important. Also requires excellent organizing ability & light bookkeeping. Salary commensurate with skills.
The Durbin Company Realtors ERA
Fran Mirsky, Vice President

EXECUTIVE SECRETARY
Real Estate investment firm located in Southfield is seeking a skilled individual as Executive Secretary. This position reports to the President and will be responsible for full secretarial duties, especially typing of lease agreements, organizational and verbal and written communication skills. Candidates should qualify themselves based on their ability to function effectively, exercise initiative and tact. Resume and salary requirements in confidence to 1996-A Woodward, P.O. Box 136, Bloomfield Hills, MI 48013

EXPERIENCED Receptionist-Typist, 55-60 wpm, with experience in phone. Benefits. Send resume to Office Manager, 14158 Gratiot Rd., Farmington Hills, MI 48025.
An Equal Opportunity Employer

FINANCIAL CLERK - experienced national company, Southfield area. Good salary, benefits, fee paid. Beryl Personnel, 24661 Coolidge, Oak Park. 548-2055

FILE CLERK
Immediate opening for a sharp, hard-working person that has the ability to work well with others and the ability to be neat. Individual should be familiar with basic office procedures and type at a minimum of 50-55 wpm. Excellent benefits and pleasant working environment. If interested please send resume to
Personnel Department
P.O. Box 2004
Southfield, MI 48037
Equal Opportunity Employer M/F/H

FINANCIAL PLANNING FIRM in Bloomfield Hills needs receptionist with good secretarial skills. Typing 60 WPM, computer experience desirable, non smoker preferred. Send resume to Cindy Culvert, Octagon Corp. 838 W. Long Lake Rd #100, Bloomfield Hills, MI. 48013

FULL TIME Entry Level Inventory & File Clerks needed. Reply to P. O. Box 2153, Southfield, MI., 48037

FULL TIME OFFICE POSITIONS
Southfield company seeks responsible individuals in the following areas:

- Accounts Payable Clerk - Entry Level Accurate & detail oriented. Good follow thru. Excellent calculator and math ability.
- Accounts Payable Clerk - Entry level Good calculator & math aptitude required.
- Order processing Clerk - accurate calculator & key punching skills a must.
- Inventory Control Clerk - must have good math aptitude. Calculator experience and be detail oriented. Key punching skills helpful.

Good benefits. Call Pauline Hearn 332-0370

GENERAL CLERK/Customer Service. Redford area. $13,000 + Typing, filing, accuracy and detail-minded. Excellent benefits. Reply to Box 923 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

GENERAL OFFICE
Payroll, typing, filing. Experience necessary. Bloomfield Hills Area.
644-8015

GENERAL OFFICE. We will train. Full-time, 8am-5pm. Mon. thru Fri. Bloomfield Hills area. 335-4555

GENERAL OFFICE (4) positions available - Secretary, Receptionist and Cashier. Typing is required for all positions. Southfield area. 559-3200 ext. 356

GENERAL OFFICE
Mature person with experience. Mon. Wed & Sat. (24 Hrs) 8 Mile & Grand River area 537-4049

GENERAL OFFICE CLERK
Experienced, for filing, mailing & misc. office duties. Apply: Contractor Steel, 38555 Amelia, Livonia.

GENERAL OFFICE
Real estate office experience necessary. Good salary to the right person. Contact: George Goodling. 9am - 12 noon 478-5400

GENERAL OFFICE Receptionist
Type 50 plus, filing, telephone & light typing. Southfield location. Send resume to: Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK
Permanent position available for mature person. Must be able to type 50-60 wpm, operate 10 key calculator, have some bookkeeping experience, data processing pleasant phone personality and interview well with co-workers. Send resume to: Box 908, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE-SECRETARY
Diverse interesting job requires Take-Charge and to Administer growing Southfield branch office of nationwide Tech Aid Corporation. We are looking for a person with excellent organizational ability and problem solving skills. We offer an excellent based salary, Manager Bonus, Health plan, Paid vacation and holidays, Vested pension, personal detailed, Job is a full time permanent position. Please call 644-5540 or send resume to Ron Potenice.
EDP TEMPS
17117 W. 9 Mile
Suite 410
Southfield, Michigan 48075

GENERAL OFFICE
Part time permanent position for Manufacturers Rep. Typing, good communication skills. Southfield area. 948-0700

GENERAL OFFICE - permanent part time, 10-3pm. Mon. Wed. Fri. Mature adult, light typing, good with figures. Southfield area. 642-8485

GENERAL OFFICE
Must have accounting experience. New Hours. Call Mr. Ettinger 559-5500

504 Help Wanted Office-Clerical

GENERAL OFFICE Skills required. Full time. Ft. Bloomfield area. Transportation a must. Call 8am-5pm 851-2244

GENERAL OFFICE CLERK
Good with figures & phone. Must be neat. Apply in person. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE: Insurance Co office. Typing, filing, phones, 35 to 50 WPM, a day week. Benefits, nice work conditions. Health Insurance Co. 24450 Lahser Rd., Southfield

GENERAL OFFICE clerk for retail & wholesale company in Royal Oak area. Opportunity for recent high school graduate seeking clerical position with growth. Full time permanent position. Call Mon. thru Fri., 12 noon to 5:30pm. 548-2280

GTE SPRINT, the company that brings you low cost, long distance telephone service is seeking a general office clerk & order entry operator for their Southfield marketing office. Qualified candidates must have 40 WPM, have a professional attitude, excellent written & verbal skills, 1 to 2 years clerical experience. Word processing a plus. For immediate consideration call or send resume to Diane Palestra, 3000 Town Center, Suite 200, Southfield, Mich 48075. 357-8200

IMMEDIATE OPENINGS
Home office of Livonia based insurance company has full time positions for mature, responsible individuals with good typing skills (Accuracy a must) Diversified duties. Liberal fringe benefits. 4 day work week.
For further information & appointment
CALL
591-9000

IMMEDIATE OPENING - for a part time secretary, qualified applicant must have secretarial experience of 2 years, shorthand, typing & dictating machine skills. Interested applicants should send resume to The Centers Co. Tower 14, #800, 21700 Northwestern Hwy., Southfield, Mi. 48075
Att: Personnel Dept.

INSURANCE
Customer Service Representative
Personal Lines. Troy Insurance Agency. Pleasant surroundings Sally Ann Call Bob at: 613-0710

INSURANCE - experienced agency personnel needed for a Livonia agency. Call Lee, 9am-5pm 261-2700

INTERIOR DESIGN FIRM needs a creative thinking person with some office versatilled office position. Good typing a must, bookkeeping background helpful, experience required. Send resume P. G. P.O Box 608, Southfield, Mich 48037 or call 353-4150

KEY TAPE OPERATORS - Days & afternoons, full or part time. Experienced always welcome. Call Dimension 3 Days Fredom Rd., Farmington. 476-1444

LEGAL SECRETARIES
For professional job placement services, temporary or permanent. Registration fee paid. Send resume and expectations to work for you.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

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

LEGAL SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call our office for current openings.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD LEGAL PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI. 48084
362-3450

LEGAL SECRETARY for Plymouth law firm. Excellent typing & word processing experience preferred. Salary open 453-4040

LEGAL SECRETARY
Experienced. 32-20 hours
Evenings & weekends.
351-8431

LEGAL SECRETARY
Farmington Hills law firm. Litigation experience required. Call Denise at 855-6660

LEGAL SECRETARY
Bloomfield Hills area. Salary commensurate with experience.
540-0333

LEGAL SECRETARY
Medium size Oakland County firm needs a secretary & a word processor. Experience preferred. New remodeled office. Salary commensurate with experience. Send resume to: Box 902, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Prestigious firm needs a Secretary for a partner. A choice building and plush and co-workers could be yours. Good skills, a pleasant personality and some legal background are the keys. Hurry!
SNELLING & SNELLING
353-2090

LEGAL SECRETARY
Needed part-time or full-time for Bloomfield Hills law firm. Minimum 2 years legal experience, excellent typing skills and dictaphone experience required. Word processing experience helpful. Must be well organized and able to work independently. Send resume and salary requirements to
OFFICE MANAGER
505 Woodward Ave., Suite 3100,
Bloomfield Hills, Mich., 48013.

LEGAL SECRETARY - Experienced, small law firm in Birmingham/Bloomfield area. Word processing experience preferred. Call Ginger 646-1717

LEGAL SECRETARY
For 4-lawyer Birmingham law firm. Word Processing skills preferred.
644-3064

LEGAL SECRETARY - experience for Farmington Hills law firm. Good typing & dictaphone required. Salary & benefits. Send resume to P.O. Box 2002, Farmington Hills, Mich 48018.

LEGAL SECRETARY position - downtown Birmingham office - Word processing helpful but not required - salary commensurate with experience.
647-6966 or 642-6355

LEGAL SECRETARY - Litigation motivated, organized individual. Minimum 2 years litigation experience. Medium Southfield law firm, American Center. Opportunity to learn IBM word processing. Full benefits. 353-7550

LEGAL SECRETARY
Tray Litigation Firm needs secretary with legal experience. Must be proficient with dictaphone & type 70 WPM. Good fringes, salary open.
679-5150, ext. 12

LOOKING FOR Full time summer replacement to start immediately as office manager for Bloomfield area firm. Must be an accurate typist & have organizational abilities. Job is a permanent position. Please call 644-6540 or send resume to Sue Potenice.
EDP TEMPS
17117 W. 9 Mile
Suite 410
Southfield, Michigan 48075

MATURE - receptionist/typist with dictaphone experience for out patient mental health clinic. Good communication skills & a must. Alternoons & half days Sat. 25-40 hrs. per week. Send resume detailing experience & salary history to Psychological Resources Inc. Attn: Elizabeth, 1575 Woodward #301, Bloomfield Hills, MI. 48013.
No phone calls, Please

MORTGAGE ORIGINATORS - experienced to work Western Wayne/Oakland Counties & Downriver areas. Send resume to: Lambertz Co, 3500 Pontobocci Road, Detroit, 48239.
Att'n.: Richard F. Marriotti

504 Help Wanted Office-Clerical

MATURE SECRETARY needed for executives of busy real estate office in Farmington Hills. Must be a self-starter, good organizer, have pleasant phone manners and be interested in learning more about this business, word processing experience helpful. Please send resume to Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST needed for Ophthalmologist office in Troy Michigan. Experience necessary. Full time. Call 362-8300

MORTGAGE Processors & Closing Clerks for rapidly growing Mortgage company. Current experience required. Call between 2pm-5pm only. 855-3218

NATIONAL TITLE INSURANCE CO has an immediate opening for an escrow closer/processor. Individual must have good secretarial skills, an aptitude for figures & be detail oriented. Experience in the processing of real estate transactions preferred. Great opportunity for career minded individual. Please call Mary Forster 645-5200
An Equal Opportunity Employer

NURSES AIDES
All shifts. Apply in person
Canton Care Center, 43825 Michigan Avenue, Canton

OFFICE HELP wanted for small local stamping plant. Experience in office procedures, computer & material control/scheduling. Salary negotiable with good benefits. Call Mr. Bartolotta for interview, 12 noon to 1 pm, 27 Hamilton, Plymouth, Mi. 42172.

OFFICE MANAGER
Apply 8am-5pm at Westland YMCA, 31735 Wayne Rd
Westland, Michigan

OFFICE MANAGER
EXPERIENCED for busy advertising company. Call Debbie 552-0800

OFFICE MANAGER
Well rounded office person with telephone skills, moderate typing & dictating, general ability with numbers and basic arithmetic, some basic bookkeeping helpful. Person needs to be able to deal with sales people and supervise busy receptionist. Office of active retail business. Candidate needs to be self-starter, organized, efficient, flexible, pleasantly aggressive.

For the Right Person, the Right Salary and All Fringe Benefits and a THRIFTY OPPORTUNITY TO GROW

SEND RESUME OR CALL FOR APPOINTMENT
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850 S. Woodward, Birmingham, 48011
642-2511

OPTOMETRIC RECEPTIONIST/ASSISTANT
Three days per week for Southfield office.
Call 352-0320

PARALEGAL for Farmington area real estate. Research and drafting experience required. Contact Debbie at 855-6660

PART TIME Position available for rental agent at Farmington Hills office. Must be a 2 year real estate record. Call 548-7580 for appointment.

PART TIME RECEPTIONIST - 1-5 pm Mon-Fri. Pleasant office. Call Jerry at 1-800-292-7827 or send resume to 4000 Town Center, #101, Southfield, Mi. 48075

PART TIME TYPIST
for an Oakland University Professor. Experience or interest in word processing a must. Call 370-3180. Or send resume to the Employment office, 140 North Foundation Hall Oakland University Rochester, MI 48063
Oakland University is an equal opportunity affirmative action employer.

PAYROLL CLERK
Positions available for students as a payroll clerk to fill full time position in multi store retail chain. Competitive salary, hospital & dental plan available. Send Resume to box #864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PBX
If you have experience on any cordless systems, we have many interesting positions available in the metro area - control of where & when you want to work.

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BONUS PLAN
Livonia 525-0330
Southfield 569-7500
Warren 977-5740
SUPPLEMENTAL STAFFING, INC.
The Temporary help People

PERMANENT PART-TIME, General office. Light typing, phones, 20 - 30 hours a week. Yates Office Supply, 30 Mile & Mile Rd., Detroit 534-6445

PERSON FRIDAY - Excellent phone voice, good typing. Must have transportation. 31-32 hour work week. Ask for Debbie or Kathy. 569-3020

PODIATRY OFFICE
Receptionist/Office Manager. Must be good typist, intelligent, living resume
569-3920

POLICY HOLDER Service. Person needed by highly successful Life Insurance Executive. Looking for good administrative skills, Life Insurance background & ability to work effectively with clients as well as staff. Send resume to Box 970, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PURCHASING DEPT. SECRETARY
Southfield corporation office needs a person with very strong secretarial skills, i.e. accurate typing at about 70-80 wpm, abacus and good organizational ability. Minimum 3 years secretarial experience. Purchasing experience and bookkeeping background a plus.

Competitive salary and excellent company paid benefits.

Please send resume listing daytime telephone number, salary information and business references in confidence to Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

REAL ESTATE OFFICE, experience preferred, good typist, Southfield area, 5 days. Mr. Wells 15-3pm. 569-7544

REAL ESTATE SECRETARY
Michigan National Corporation is seeking experienced real estate secretary to assist our attorneys in the purchase, sales or lease of bank properties. Position will be located in Bloomfield Hills. Strong typing skills required. Shorthand and computer knowledge helpful.
270-5207
An Equal Opportunity Employer

RECEPTIONIST-Chiropractor in Plymouth. Must be intelligent, neat, clean, non-smoker. Typing necessary. 25-30 hours per week. 459-0260

RECEPTIONIST - Proven experience with active phone counts a must. Able to type & perform general office duties. Call operational manager at 540-8414

RECEPTIONIST/CLERICAL WORK
Weekends part time at private club in Bloomfield Hills. Experience preferred. Call 641-3410

RECEPTIONIST/TYPIST
For small Farmington Hills contractor. Phone, filing, dictaphone or shorthand experience. Send resume to box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Pleasant personality, well groomed for "People" oriented Southfield. Typing required. CRT skills helpful. Livonia. Send resume to: Box 891, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Full time. 8.30-5pm. Mon thru Fri. 5 mile & Telegraph. 533-8510

RECEPTIONIST & PHONE
Willing to train. Apply in person 14840 Greenfield, Suite 202, Oak Park, MI. 968-2770

RECEPTIONIST secretary - minimum 2 years experience. Good phone & typing skills. Busy Southfield office. Call Mrs Massey 557-3780

RECEPTIONIST/TYPIST
(31 years experience. Phones, typing (45 WPM) & Computer experience. Send resume & salary requirements to:
Personnel Director, 21211 Telegraph Rd., Southfield, Michigan 48034.

504 Help Wanted Office-Clerical

Secretaries
Put your skills to work for Kelly Services on interesting and varied temporary assignments. We're looking for Secretaries with previous experience - with or without shorthand or dictaphone - who can type a minimum of 50 wpm. Assignments are both long and short term, and you'll receive:
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