502 Help Wanted Dental-Medical

RN's MED/SURG
Large Ann Arbor hospital has MED/SURG positions available NOW. Afternoons/Midnights. Weekdays/weekends. For nursing on your own schedule, ask for Cathy
STAFF SUPPORT
NEEDS YOUR SKILLS!!
Livonia 425-8387
Southfield 557-8000
WE WILL WORK AS HARD FOR YOU AS YOU DO FOR US!

RN'S
Nation's leading provider in long term care has positions open for RN's. Full, Part time, flexible scheduling available. Please contact: D.O.N., Wayne Total Living Center, 4427 Venoy, Wayne, MI 48184.
729-0857
An Equal Opportunity Employer

RNs needed for part-time for days. RNs or LPNs part-time afternoons. Flexible hours. Good benefits for LPNs and nursing assistants.
Four Chaplains 261-9500

SECRETARY, part time, for Troy M.D. Flexible hour. Must have typing skills, independent work habits. For interview 362-8608

RECEPTIONIST/RECEPTIONIST for cardiology clinic in Rochester. Experienced/medical terminology. Full time. Call Sue Harrison, 651-9200

STAFF DEVELOPMENT DIRECTOR
150 bed residential facility for the mentally retarded is seeking an Staff Development Director. Experience with MR preferred but will train the right person. Good wages and benefit package. Contact: D.O.N., Wayne Total Living Center, 4427 Venoy, Wayne, MI 48184.
729-0857
An Equal Opportunity Employer

TWO FRONT OFFICE positions needed. Receptionist type job & filing person. Formerly large Internal medicine practice in Southfield. Contact Sandra 557-8605

ULTRA SOUND TECH
Registered & experienced for Livonia doctor office. 464-7303

VETERINARY Receptionist/Technician. Experience preferred. Non-smoker. Southfield area.
353-1198

WE NEED a professional energetic and cheerful full time Chairside Assistant, a handed dentistry and expanded duties experience a must. Plymouth location offering competitive salary. 459-7110

WORK STAT
KEEP YOUR PRESENT JOB & WORK 1-5 SHIFTS A WEEK FOR:
Kimberly
NURSING SERVICE
• RN's, $13/hr
• LPN's, $11.50/hr
• NA's, $5.25/hr
ALL AT RECENT EXP.
Contact: Jackie Singleton 354-1640

X-RAY TECH
for Dearborn area, 25 hours per week. Call 563-5310

X-RAY TECHNOLOGIST (REGISTERED)
To perform routine x-ray procedures as needed. Primary scheduling will be on the day shift.
For details contact:
GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

VETERINARY RECEPTIONIST
Full time. Must be registered or registry eligible to service Nursing Homes with mobile x-ray company. Call Monday-Friday 9am-2pm
559-9658

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER with Associate degree preferred, at least 2 years experience. Full time or part time. 721-4720

ACCOUNTANT- Wholesale distributor has opening for accountant with 2-3 yrs. experience. Degree preferred but not necessary. Wages commensurate with experience. Reply to Box 106, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK (SR.)
Immediate opening for Sr. Accounting Clerk. Must have knowledge of Accounting Analysis & General Ledger Reconciliation. 10 Key Adding Machine, Calculator & Personal Computer experience desirable. Outstanding benefit package including: Life, Hospitalization, Dental & Prescription Insurance.
For Appointment Call:
370-1260
BORMAN'S, INC.
Farmer Jack Super Markets
An Equal Opportunity Employer

Accounting Clerk
Entry level position in Accounts Payable for N. Woodward service company. Position requires proof reading, making calculations, filing & using adding machine. Some accounting courses & 1 year office experience necessary. Send resume to Accounting Clerk, P.O. Box 811 Bloomfield Hills, MI. 48303.
Equal Opportunity Employer M/F/H

ACCOUNTS PAYABLE CLERK- Challenging opportunity with nationwide high technology company. Previous A/P and CRT experience required. Send resume & salary requirement to Hastec Corp., 24681 Northwestern Highway, Southfield, MI 48075; Attn C. Poole

ACCOUNTS RECEIVABLE Clerk with growing Troy company. Experience preferred. Benefits. Send resume to: Box 830, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK 2 years experience required. Typing 50wpm, problem solving. Self starter, Five Mile/Sheldon area. Excellent benefits. Send resume, with salary requirements, to: 15101 Clest St., Plymouth, MI. 48170. Attention: Office Manager. No calls.

ACCOUNTS RECEIVABLES/Collection Person for full time position in Troy office. Must be experienced & have strong communications background. Call Mr. House. 585-4750

ACCOUNTS RECEIVABLE CLERK Posting of accounts receivable, inventory control, handle 9 line phone, minimum typing. Troy area. $4.50 hour to start. Benefits. Call for appointment 524-4920

ACCOUNTS RECEIVABLE
Leading to office manager to handle receivables for real estate mortgages, land contracts. Immediate opening. Farmington area. Experience required. Excellent salary, benefits, great opportunities. Non-smoker. Send resume to Dick Pace, 20793 Farmington Rd, Suite 10, Farmington Hills, MI 48024 478-7840

ACCT'S. RECEIVABLE/CREDIT CLERK
Position requires high school diploma and 2 to 3 years accounts receivable/credit experience. Must have strong accounting background, verbal and written skills, P.C. experience and 40 WPM typing. This full time position offers a competitive salary and excellent fringe benefits package. Send resume with salary requirements to:
Human Resources Dep't.,
Acorn Building Components,
12820 Westwood, Detroit, MI. 48223
An Equal Opportunity Employer

AD AGENCY SECRETARY
MEDIA DEPARTMENT
Choice position with a major agency. Never a dull day here! Good skills are the key. $15,000 to start. Fee paid. Call Bernice at 353-2090. After 6 P.M. Appointments Available
SNELLING & SNELLING

ADMINISTRATIVE SECRETARY For pleasant suburban area. Must have 7 to 10 years experience. Word processing, some shorthand, type 75 WPM, outgoing, self-starting, decision maker. Salary and benefit package to $18,000. Send resume with references: Secretary, P. O. Box 2423, Farmington, MI 48018

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY Mature person for general office duties. Must be good typist. Dictaphone experience. Part or full time. Southfield area. 559-9030

ADMINISTRATIVE ASSISTANT (Research & P.R.), Clerical - diversified position. Salary negotiable. Send resume & salary requirements: 505 N. Woodward, Bloomfield Hills, MI. 48013

ADMINISTRATION ASSISTANT Entry level position available for a fast growing service company. Candidate will possess good communication and secretarial skills. Must be detail-oriented. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

ADMINISTRATIVE SECRETARY
MARKETING DEPARTMENT
Position requires high school diploma with 3 to 5 years experience. Some college preferred. Candidate must be well groomed, possess excellent verbal and writing skills, good processing, 80 WPM typing and dictaphone experience. Knowledge of accounting or broadsheet helpful. This challenging position offers a competitive salary and attractive benefits package. Submit resume with salary requirements to:
Human Resources Dep't.,
Acorn Building Components,
12820 Westwood, Detroit, MI. 48223
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT needed for marketing communications agency. Word processing experience essential. Shorthand preferred but not required. Excellent benefits including dental & profit sharing. Salary commensurate with experience. Send resume to: Flair Communications Agency Inc., 300 Park St, Suite 210, Birmingham, MI 48009. Attn: Office Manager. No phone calls.

ADMINISTRATIVE Legal Secy - shorthand 100, to $24,000.
EXECUTIVE SECRETARY - shorthand 90, $22,600
BILINGUAL SECRETARY - shorthand 80, to $16,000.
ENTRY LEGAL SECRETARY $14,700
LEGAL SECRETARY - low $20's
RECEPTIONIST, 3 years experience to $13,000
SECRETARY - shorthand 80 to $16,000
TYPIST - to $13,000
WORD PROCESSOR to $18,500
ALL FEES PAID
B. HANS BECKER ASSOC. INC.
EMPLOYMENT SERVICE
964-5300

ADMINISTRATIVE - secretary, type 60 WPM, shorthand 80, poised & polished, to work for C.E.O. & president of large Troy corporation, word processing helpful but will train, temporary to go permanent, salary $20,000

GENERAL OFFICE - accounting, typing (40-55 WPM), filing clerks, for large Troy corporation, temporary to go permanent

SECRETARY - type 60 WPM, shorthand 80, word processing helpful but not necessary for large Southfield financial corporation, terrific opportunity.

NEVER A FEE
Free word processing on IBM PC & Burroughs word processor
Homemakers - retirees & students welcome
UNIFORCE
S'THFLD 357-0034 B'HAM 646-7660

504 Help Wanted Office-Clerical

ALL
Senior Typists
Word Processors
CRT Operators
New Office
Top pay in Troy, Auburn Hills, Rochester, Pontiac, Bloomfield Hills areas. Call today.
Somebody Sometime
Temporary Help
1411 No. Woodward
334-1700

AMBITIOUS PERSON
TRC Temporary Services is expanding. We have a need for an ambitious person with good clerical skills. Industry experience desirable, but not mandatory. We offer salary, bonuses, profit sharing, excellent health/life package plus management opportunity. As we grow, so do you. Send resume in confidence to:
TRC
3463 Penobscot Bldg., Detroit MI 48226, attn. Ruth Paradise.

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Now through September 27, 1986 over 2000 chances to win instant cash.
IMMEDIATE LONG & SHORT TERM ASSIGNMENTS
Word Processing Operators
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Receptionists
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Light Industrial
Please call:
362-1180
Troy
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

APARTMENT BOOKKEEPER needed for large property. Accounts payable & receivable. Computer experience helpful. Some weekend and leasing required. Benefits. Apply in person: Sutton Place Apartments, 9 Mile between Lahser & Telegraph.

APPLY TODAY
HOMEMAKERS:
We have all kinds of clerical positions available in your area.
• SWITCHBOARD
• TYPISTS (45-50wpm)
• RECEPTIONISTS
• WORD PROCESSORS
• SECRETARIES
Call for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900

504 Help Wanted Office-Clerical

ART GALLERY - General clerical, full time. Mature, responsible person. Telephone & office skills. Enjoy dealing with the public. Must be flexible with duties. Experience necessary. Union Lake. 363-3003

A SECURITIES FIRM, with national headquarters in Southfield, requires Cashiering/Wire Operator Personnel. Prior Experienced - need apply. Non-smoker. Call Barbara, 358-1161

ASSISTANT BOOKKEEPER CROSSWINDS needs experienced assistant bookkeeper, knowledgeable with accounts payable. Some computer data entry required. Some college training is a plus. Send resume with salary requirement to: box 828 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION CLERKS
We have many long & short term assignments available in Southfield, Troy, Livonia, Downtown. We can keep you busy as you like.
Top pay - bonuses - vacation & holiday pay.
TEMPORARY RESOURCES
356-1616
Livonia - Southfield
Down River - Troy
St. Clair Shores - Ann Arbor

ATTENTION TYPISTS
We have many long & short term assignments available in Southfield, Troy, Livonia, Downtown. We can keep you as busy as you like.
Top pay - bonuses - vacation & holiday pay.
TEMPORARY RESOURCES
356-1616
Livonia - Southfield
Down River - Troy
St. Clair Shores - Ann Arbor

ATTENTION!! WE NEED YOUR SKILLS
Staff Builders needs Typists, Receptionists and word processors. Vacation and other benefits. Top Pay. Call Sharon for appointment
Bring this ad and receive a $50.00 BONUS After 100 hours work
STAFF BUILDERS
Temporary Personnel
32115 Plymouth Road
(3 blocks west of Merriman)
425-TEMP
NO FEES EOE M/F

AUTOMOBILE DEALERSHIP immediate opening for a part time cashier. Hours will be 12-9pm, Mon thru Thurs, possible full time employment starting in Sept. Apply in person at: Jack Cauley Chevrolet, 7020 Orchard Lake Rd. West Bloomfield.

504 Help Wanted Office-Clerical

ATTENTION JOB SEEKERS
If you're interested in gaining exposure at top companies, earning excellent wages, paid vacations, bonuses and health care availability ... then call S.S.I.
WE NEED:
TYPISTS
You accurately type at least 50 wpm and have 6 months office experience.
SECRETARIES
You are outgoing, efficient, and professional. Along with your excellent typing skills you can take shorthand and answer phones.
WORD PROCESSORS
You have at least 6 months word processing experience. All types of equipment and software is requested.
SWITCHBOARD OPERATORS
You are happy in a relatively busy office, you have experience with large switchboards and you work well under pressure.
DATA ENTRY
You have at least 6 months office experience.
CLERKS
You are detailed minded and have excellent phone skills.
NEVER A FEE
Farmington Hills 855-8910
Southfield 569-7500
Livonia 525-0330
Auburn Hills 373-9904
Detroit 963-2260
Sterling Hgts. 977-5740
Supplemental Staffing, Inc.
The Temporary Help People

AUTOMOTIVE SERVICE Receptionist wanted. Remote filing, phones, customer follow-ups, etc. Must have some knowledge of the automobile. Apply in person. See Wm at: Erhard BMW

BANKRUPTCY CLERK
Individual to assist bankruptcy manager in administration of case load for financial clients. Good typist preferred, Call Steve: 540-7701

BILINGUAL SECRETARY
Must have excellent secretarial skills plus a working knowledge of the French language. Send resume stating required salary to:
Saint Gobain/Ar Industrie Systems
255 East Brown St., Suite 400
Birmingham, MI 48011
Attention: B. Wagar
EOE/M/F

FULL TIME BOOKKEEPER
Mature person, must have computer accounting experience. Starting salary $15,000. 8 Mile-Newburgh Rd., Livonia. 591-2424

504 Help Wanted Office-Clerical

BOOKKEEPER - double entry (safe guard system), good typing skills for invoices, pleasant phone personality, excellent handwriting, willing to become involved in all office procedures. Mon. thru Fri., 8-5 pm. Call for interview between 8:30 & 9:30 pm., Mon. thru Thurs. 645-5133

BOOKKEEPER - FULL CHARGE
Experienced, no smoking. Send resume to Mrs. B. at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

BOOKKEEPER
full charge - with experience for Southfield apartment complex. Call for appointment 442-5130

BOOKKEEPER
General office, full time, Mt Clemens area. Call 336-3444

BOOKKEEPER - General office. Must have experience in pegboard system, accounts payable, accounts receivable, payroll and tax returns. Send resume and salary requirements to: P.O. Box 3147, Farmington Hills, Mich., 48018.

BOOKKEEPER/GENERAL OFFICE For Southfield company. Light duties. Start immediately and work 25-30 hours per week through winter, graduate to 40 hours in spring. Must have thorough knowledge of double/credit theory and be bondable. Strong references required. By appointment only. Call Jake at 591-1965

BOOKKEEPER - must be experienced in accounts payable & receivable & other misc clerical duties. Send resumes to: 17253 W. 12 Mile, Suite 201, Southfield, MI 48075.

BOOKKEEPER
needed for large apartment property. Accounts payable & receivable. General office skills. Computer experience helpful. Some weekends. Benefits. Apply in person: Sutton Place Apartments, 9 Mile between Lahser & Telegraph.

BOOKKEEPER/OFFICE MANAGER For Detroit area firm. Handle office and bookkeeping duties. Legal background necessary. Accounts payable and accounts receivable. Send resume, salary requirements to: Office Manager, 3200 Penobscot Bldg., Detroit, MI. 48226

BOOKKEEPER - 2 years experience in service business in Birmingham area. 3-5 hours per week, flexible hours. Experience necessary. Ask for Dave Shindel 855-8833

BOOKKEEPER - payroll & accounts receivable, minimum 3 yrs. experience minimum. Full benefits, send resume with salary requirement to Box 8852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
Full time. Experience or College necessary. Salary commensurate with experience.
Send Resume, Do Not Call to:
Fewcett Ace Hardware, Inc.
908 S. Adams
Birmingham, Michigan 48011

BOOKKEEPER/SECRETARY
With IBM PC experience for property management firm in Southfield. Part-time. Flexible hours. 559-6370

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
Experienced, part time for small real estate office in Southfield. Call Mon. thru Fri. 353-4545

BOOKKEEPERS
Experience in any phase of bookkeeping for temporary assignments. Good pay, close to home. 557-4150.
QUALITY PERSONNEL

BOOKKEEPER/SECRETARY
Immediate opening for full time position with a corrugated box plant. Wang computer skills preferred. Excellent compensation, benefits program. Send resume to: Fred Pitcher, 950 S. Mill St., Plymouth, Mich., 48170

BOOKKEEPER - Southfield area. Self starter - a must. Duties include coding for computer input, payroll preparation, file maintenance, collect information for bank reconciliation. Two years Bookkeeping experience required. Competitive salary. Please send your resume & salary requirements to Attention: Controller, American House, 28300 Franklin Rd., Southfield, MI 48034.

BOOKKEEPER
thru Trial Balance & Payroll Taxes. Telegraph/12 Mile Area. Accounting firm, flexible hours. 644-1040

BOOKKEEPER - Troy CPA firm seeks experienced, part or full time, full charge bookkeeper. CPA firm experience desirable. 649-1302

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing, attractive, full time positions. Ask for Rose Ann 851-6700

BUSY PURCHASING Department seeks reliable Ordering Clerk, full time position, good starting wage, benefits; chance for advancement. Ask for Jim B. 357-4715

BUSY SOUTHFIELD real estate investment company seeking an experienced accounts payable payroll bookkeeper. Please send resume, salary requirements to 4000 Town Center, Suite 190, Southfield MI 48075.

CASHIER RECEPTIONIST
Light typing & some clerical duties, full time position with Fred Lavery, Porsche Audi Company, Birmingham. 645-5930

CLERICAL
An aggressive Mortgage Banker is seeking individuals for immediate Clerical openings. Qualified candidates must have accurate typing skills, good Math aptitude & the ability to operate a 10 key calculator. Opportunities available at our corporate office located in Southfield. Salary commensurate with experience. Excellent benefit package included. For appt., call:
Ms. McTaggart, 358-2900
or send resume to:
Bloomfield Mortgage Corporation
24700 Northwestern Hwy., Ste. 300
Southfield, Michigan 48075
Attention: Personnel Dept.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL - Credit experience a must, bookkeeping, typing, computer skills, specifically Lotus 123. Send resume to: Congress Leasing, 555 No. Woodward, Lower Level, Birmingham, MI. 480 11.

CLERICAL - excellent typing, computer data input, telotyping, & answering phone. Part or full time. Wages negotiable. Must live in West Bloomfield area. 352-3422

CLERICAL - friendly, courteous person for phone answering & light typing, will consider job share. Plymouth area. For interview 455-5353

CLERICAL HELP WANTED - full time, 8-5, Farmington Hills area. Experienced preferred 471-1902

CLERICAL - Manufacturing firm in Livonia has an opportunity for an Accounts Payable and Accounts Receivable person. Applicants should have a minimum 2 years office experience including accounting and computer data entry. Competitive salary and excellent benefits. Please send resume and salary history to Box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - part time in Southfield. Aggressive self starter who would enjoy working with college students. Evenings & weekends available. Typing a plus. Call Kristy or Debbie 569-5320

CLERICAL POSITION open to start immediately for busy publishing company. Will include errands. Gas allowance & benefits paid. Must have dependable car. Full time. Call Tina for more info at 559-4330

CLERICAL POSITION. Full time at Farmington Hills location. Posting, invoices, record-keeping, light typing. Retail background helpful. Call Margie: 855-2500

CLERICAL POSITION
Some data entry, little or no experience required. Apply at: Northwest Stationery, 13450 Farmington Rd., Livonia, Mich., 48150.

CLERICAL WORKERS NEEDED for rent transport company located in Romulus.
TYPISTS
(55wpm to do computer verification)
PANAFEX OPERATORS
DOCUMENT SORTERS
These are full time positions in early morning shifts for a 1 year contract assignment. Call Judi, Mon. thru Fri., 8am-3pm
EMPLOYERS TEMPORARY SERVICE
425-2700
Never A Fee

CLERK
Full time for medical office, Southfield area. Typing skills required. Call Sylvia, 557-1472

504 Help Wanted Office-Clerical

CLERICAL
World-wide Headquarters, located in Southfield, is looking for an individual with a pleasant telephone Personality, to assist taking reservations, Telephone Receptionist. The individual must enjoy telephone contact & routine work. Excellent benefits including Medical, Dental, Prescription & Tuition reimbursement. Send resume to:
P.O. Box 2227
Southfield, Michigan 48037

CLERK, for filing, telephone and errands, for busy Birmingham law firm. Typing helpful. Must have reliable transportation, approx. 25 hrs per week. Tasteful. 644-3051

CLERK/TYPIST - answer telephone, computer accounts receivable & payable knowledge helpful. 40-45 person, National Tool & Die. Vicinity 13340 Merriman, Livonia

CLERK/TYPIST
Busy Orthopedic office, good telephone manners. Must be good with figures. Accurate typist, medical helpful. Call Maryann. 352-1695

CLERK/TYPIST
Experienced individual needed by firm located in northwest suburbs. Must have self-motivated personal Professional telephone manner & accurate typing. 50-55 wpm-good spelling accounts & willingness to work overtime required. Excellent benefits including medical, dental, prescription & tuition reimbursement. Please send resume to:
Clerk Typist
P.O. Box 2227
Southfield, MI. 48037

CLERK/TYPIST
Legal firm located in Southfield has immediate opening for skilled typist with minimum speed of 55 WPM to work in rapidly expanding foreclosure department. Word processing experience desirable. Call Robert Tramaine: 540-7701

CUSTOMER SERVICE PHONE TEAM for large Food Distributor in Livonia. Call for appointment 477-8550

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Detail oriented, attention to details. Non smoker. Send resume: Mr. B at Jobar, Inc., NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY CLERK - for busy office in northwest Detroit. 1 to 3 years data entry. Must be reliable. High school graduate. 838-8250

504 Help Wanted Office-Clerical

Contempra

ATTENTION: MOMS
Kids Back In School?
Looking for extra money for the Holidays? Exciting employment opportunities are yours when you come join our growing team at
Contempra.
We Need Experienced:
• KEYPUNCH OPERATORS
• WORD PROCESSORS (including Wang & Fortune)
• SECRETARIES
• TYPISTS
• CRT OPERATORS
• SWITCHBOARD OPERATORS
We have temporary clerical assignments for you in the areas of Detroit, Pontiac, Roseville, Southfield, Southgate, Troy & Wayne.
Call for an appointment today in these areas.
BENEFITS NO FEE
583-4858

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REPRESENTATIVE
We have several opportunities in our customer service department. If you have 1 to 2 years' customer service experience, possess good oral & written communication skills, are an aggressive self starter, we offer the opportunity to be trained & promoted through a formal advancement opportunity program. Starting salary $11,700 with growth potential to mid & upper teens.
For those who meet our high standards we offer one of the finest benefit packages in the industry including paid health care & tuition assistance.
Send resume or apply to
PERSONNEL
MACCABEES MUTUAL LIFE INSURANCE CO.
25800 NORTHWESTERN HWY.
SOUTHFIELD, MI 48037
Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
Guardian Industries, a multi-plant manufacturing company is seeking a dynamic Secretary to join it's corporate personnel team.
Responsibilities are a combination of secretarial assignments and administrative functions in the employee benefit area. Candidates must have excellent secretarial skills with word processing and shorthand required. Prior experience in employee benefits is a plus.
We offer a competitive salary and a comprehensive employee package. Interested applicants may forward a resume with salary requirements to Robert Merrick.
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd., Northville, MI 48167
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

WANG WORD PROCESSING OPERATORS NEEDED!
4 people for 2 month assignment in the Ren Cen. Must have 1 year legal, excellent Wang experience, 60+ wpm. Positions open on day & evening shifts.
Call Immediately for Interview
SOUTHFIELD — 358-2253
DEARBORN — 593-3703
Norrell SERVICES, INC.
Office Automation Staffing Division

EXECUTIVE SECRETARY
Manufacturers National Bank is seeking an experienced secretary for their Southfield location. Required skills incFude: 60 wpm typing & 100 wpm shorthand. Excellent written & verbal communication skills necessary. This position represents an excellent opportunity to enter the fast paced challenging & professional atmosphere of our growing financial institution. Salary commensurate with experience. Flexible fringe benefit package. Send resume or contact personnel for appointment at 222-4345.
MANUFACTURERS NATIONAL BANK
411 W. LAFAYETTE
DETROIT, MI 48226
Attention A. Yeager
Equal Opportunity Employer M/F/H

A Kelly job is for IBM PC operators
Kelly Services has immediate long and short term positions available for IBM PC operators experienced on:
• WordStar
• MultiMate
• Lotus 1-2-3
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We offer competitive pay and the chance to work with some of the best companies in town. Come to America's number one name in temporary help. We'll put your valuable skills to work.
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BEHR
We are an expanding industrial corporation with branches in Europe and the U.S.A. We are one of the leading manufacturers of special equipments for the surface treatment industry.
We are searching for an efficient SECRETARY to serve the management and Board of Directors of our American branch located in Rochester Hills, Michigan, to begin as soon as possible.
We are offering a modern place to work, nice colleagues, a very attractive salary and many social security benefits.
We expect you to be absolutely trustworthy and reliable, obliging and courteous to business partners. You must be accustomed to responsible work, possess organizing talent and be perfect in all kinds of secretarial duties. You are bilingual i.e., you speak and write fluently English and German.
We would appreciate your mailed resume with C.V. and references.
Send To:
BEHR INDUSTRIAL EQUIPMENT, Inc.
1911 NORTHFIELD DRIVE
ROCHESTER HILLS, MI 48063
ATTN: IRIS BEHR-BOEHM

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Call any of the offices listed below for more information.

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SOUTHFIELD	352-8780
DEARBORN	271-5310
TAYLOR	281-4430
TROY	585-5895
WARREN	294-8330
FARMINGTON HILLS	585-5677

EOE M/F/H

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Start saving for a college education, or pay for camp, summer school or music lessons. No matter what you want extra money for, Kelly Services can help you earn it.
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At Kelly, we can offer competitive pay, merit increases, vacation pay, bonuses — and the chance to work with some of the best companies in town.
So come to America's number one name in temporary help. A variety of long-term and short-term assignments are available right now. For details, call the Kelly office nearest you:

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Canton	981-3130
Farmington Hills	553-7820
Livonia	522-4020
Livonia	522-3922
Pontiac	338-0358
Southfield	352-5220
Troy	362-1180
Westland	729-1040

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