500 Help Wanted

CASHIERS
Lunch meat counter clerks, experienced. Apply 12 noon to 4PM. 38584 Joy Rd. Livonia, or 31506 Grand River, Farmington Shopping Plaza. Mom's Fruit Market

Ex DIE Maker Helper. At least 3 years shop experience. Farmington - Livonia area. 478-5799

GUARDS
SECURITY SERVICES
Has many new openings in all areas, men and women, 18 years and over.
31127 W. 10 Mile
FARMINGTON
476-4335

A-1 DIE maker. Must be able to build own dies. Farmington-Livonia area. 478-9159

WALKER LAKE Barmaid, mature woman, evening mornings. Town Pump Bar 624-2958

CRIB attendant, girl familiar with tools and crib items to assume responsibility for checking out tools and maintaining inventory. Will train girl with common sense will ing to learn. Close to I-94 and I-275 477-1 Haggerty, Belleville

MEN & WOMEN NEEDED
For LIGHT FACTORY WORK in cloding, running machines. Must be at least 18 year old. Pay - $2.30 per hour. Report to:
EMPLOYERS
Temporary Service
28333 Grand River
WANTED experienced apartment painters, full-time. References, transportation required. Call Mr. Flora. N.J.L. Maintenance Co. 255-2123

SURFACE GRINDER
Experience in carbide form grinding. Top pay - top benefits. Roseville
772-1260

OFFICE MANAGER
Construction and or Property Management. Experienced applicants female 261-0770 (Eves 569-2756)

ELECTRICAL APPRENTICE
Familiar with 110-220 volt power and machine control.
S. M. C.
800 Junction, Plymouth

EXPERIENCED COOKS, advancement opportunity. Dishwashers, must be 18 or out of school. Bay Birmingham area. Phone for interview appt between 3 PM and 7 PM. 642-2133

MANAGERS and Assistant Manager trainees no experience necessary. Also full-time and part-time counter help. Must be over 18
ATTENTION HUSBEWIVES
Apply at Kentucky Fried Chicken 27434 Plymouth Rd. Livonia

BEAUTICIAN with following. Southfield area 569-2686

Spring Openings
High School Seniors, college students and housewives. Ideal part time work. Chance to earn $100 per week. Salary plus commission and bonuses. Telephone sales. Call Marc Wallman
533-5702

MECHANIC
Experience preferred. Good established shop. Certified, or willing to get certified. 728-2330

MEN WOMEN NEEDED
General Labor. Apply 6AM. also 3PM. Bedford Temporary Services 21113 Penkell, Redford Mich.

SATELLITE CLEANING
Men & Women, part-time evenings Mon. thru Sat. Prior car experience Southfield area 351-5051

GUARDS
FULL & PART-TIME
All shifts available
GOOD PAY
Excellent benefits
255-2600

COUPLES to assist Manager in apartment complex. 9 Mile & Southfield area. Man for Maintenance Wife for cleaning Apartments and laundry. 968-0070

MICHIGAN'S Largest Gas Company needs drivers 18 and over $3 to $4 per hr. Call 208-7340

MALE and FEMALE applicants needed for positions open 12p W 8p Night. 444-0264
Birmingham Employment Bureau

502 Help Wanted Dental-Medical

MED TECH
For Commercial Clinical Lab. Permanent. Mon. 5 day, week. Need experienced, well rounded Tech ASCP or equivalent. Salary best offer, excellent growth potential. Washtenaw Medical Laboratory. 441-9522

X-RAY Technician for full and part time. Livonia and Farmington location. 425-1230

MEDICAL-DENTAL
SUBURBAN
FINANCIAL SECY
TO $14,000
Fee paid. For Lake Huron/Suburban dental office. An excellent dental background is required. A career opportunity.
TOWN & COUNTRY
EMPLOYMENT CENTER
Med-Dental Div. 474-1717

MEDICAL TRANSCRIPTIONIST
Experienced person to dictaphone machine, discharge summaries, histories and physicals, and X-ray reports for Troy area firm. Earning potential in excess of $4 per hour. Call for appointment. 362-3211

DENTAL ASSISTANT. Experienced, Birmingham area. Mass fringe benefits, salary open 642-2738

DENTAL RECEPTIONIST
Busy practice in suburban needs experienced person. Dental terms important. Salary $190 plus per week
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

RNs & LPNs, full or part-time, afternoon shift. Apply ARMILD HOME, 18520 W. 7 Mile, Detroit
KE 1-4091, Ext. 28

WANTED: MEDICAL LAB ASSISTANT. Full-time, 4 to 5 days per week, for routine Lab work in Troy Pediatric office. Mainly CBC's, urines with micro, throat cultures and strep. Experience preferred. Reply to: P.O. Box P-1082, Birmingham, Mi. 48012

DENTAL SECRETARY
New office in Southfield. Experience necessary. Salary to $190 plus bonus. No Sat.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

MEDICAL receptionist - experienced with insurance forms, typing boards, scheduling patients. Must have pleasant telephone manner. 4 days plus alternate Saturdays. Family practice in Lathrup Village. Please call between 10 AM - 5 PM. 557-2383

MEDICAL ASST
Full or part-time positions for experienced MA, salary open.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

EXPERIENCED Medi-Care, Medicaid billing clerk, receptionist. Birmingham area, full-time. 642-3789

DENTAL HYGIENIST, part or full-time. Saturday, definite. Beverly Hills. 274-8322

MEDICAL RECEPTIONIST
Excellent entry level position for person with some experience. No Sat. Suburban.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

LAB Technician for full-time employment in a varied lab. Experience in X-ray and lab procedures required. Southfield. 357-1284

502 Help Wanted Dental-Medical

MATURE middle-aged woman with driver's license to live in as Aide-Companion to elde ly lady in Southfield. Some housekeeping necessary. 355-4500

DENTAL Receptionist-Assistant for Orthodontic practice in Northville. Mature individual who enjoys young people to work at desk and chairside areas. Typing required. Send hand written resume to: 414 N. Center, Northville, 48167.

X-RAY
TECHNICIAN
Part time 3 to 4 mornings per week
For X-Ray office
937-8155

DENTAL Assistant, excellent pay and work situation. With benefits and bonus plan, for a person with a high degree of skill in four-handed dentistry. South Lyon area. For interview call 437-2040

EXPERIENCED Medical Assistant, IV Experience & Blue Cross preference required 437-2530

NURSES' AIDES
ALL SHIFTS
APPLY IN PERSON
CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

CHAIRSIDE ASSISTANT for Birmingham Dental Office. Experienced only. 642-6080

DENTAL Hygienist wanted 3 day week in downtown group practice. Top salaries or nominal salary. Office 20 to 30 minutes drive from NW or Birmingham area
[illegible] 928-0941

RNS
GRADUATE NURSES
NEW HIGHER
STARTING RATES
We have shifts to meet your needs. Part time positions available on the days, afternoon & midnight shifts. Full time positions available on the after noon & midnight shifts.

LPNS
Patient Care Only
Part-time positions available on the days, afternoon & midnight shifts. Full time positions available on the afternoon & midnight shifts.
Part-time positions consist of 2 days a week with every other week end. No rotation of shifts. Applications accepted with approved references.
APPLY TO PERSONNEL DEPT
PONTIAC
OSTEOPATHIC HOSP
50 Perry St
Pontiac, Mich 48058

338-7271 Ext. 262
DENTAL Receptionist for congenial multi-staffed practice (that keeping position experience preferred. Send resumes to Office, 1301 Ann Arbor Rd. Plymouth 48170

NURSE'S RN or LPN for after hours or midnight. Paid Blue Cross, pleasant working conditions. Call Mrs. Crane 334-3222

Psychiatric
Attendants
All Shifts-Apply in Person
Ardmore Acres
Hospital
19810 Farmington, Livonia

MEDICAL Transcriptionist experienced, excellent pay. Southfield area. Call. 557-6111

OFFICE ASSISTANT - medical office, days 5 day week. Saturday included. Must type. Southfield area 569-1720

RN'S
with Psychiatric experience
All shifts, full or part-time
Apply in person
Ardmore Acres
Hospital
19810 Farmington Livonia
474-3500

FULL-Time Dental Assistant for oral surgery office in Birmingham. Some experience helpful. Call between 10 AM - 4 PM 642-7220

EXPERIENCED DENTAL Assistant, or will train. Mass benefits for part-time position. Northville area 372-4529

RN'S or LPN'S
Full-time, day & afternoon shifts. Apply in person
WILLIAMSBURG
Convalescent Cr
21017 Middlebelt, Farm.
Betw. Grd. River & 8 Mile

MEDICAL Assistant for Internist in a beautiful ultra modern medical suite in Farmington Hills. Experience in medical billing desirable. 553-2818

CHAIRSIDE ASSISTANT
Oral Surgery office in Livonia 3 day week. Phone calls Tuesday only. 8AM-5PM 477-2362

NURSES
ALL SHIFTS
APPLY IN PERSON
CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

DENTAL ASSISTANT
Wanted for modern Troy office. Please call 689-6130 or 632-9094

RNs AND LPNs
NURSES' AIDES
Full or part-time all shifts. Apply in person. Mon - Fri 8 AM 4 PM
HOPE CARE
CONVALESCENT
CENTER
5810 Cherry Hill Rd
Westland

LICENSED NURSES
For medications. Needed for 3PM-11PM shift. Full-time Blue Cross and other benefits. Dorvin Convalescent & Nursing Center, near Livonia Mall. Call for appointment. 476-5050

RN- LPN
All Shifts. Good starting salaries. Modern facilities. See Mrs. FERGUSON
Nightingale West
8365 Newburgh Rd.
Westland Nr. Joy Rd.
An Equal Opportunity Employer

WE are accepting applications for RN or LPN to work full-time day shift in nursing home for job opening May 23. Hanlon Convalescent Center, Canton. 453-0113

NURSES' AIDES
Weekend positions now available. Full-time positions, days and midnight shifts. Mature persons. See Mrs. MAYVILLE.
Nightingale West
8365 Newburgh Rd.
Westland, Nr. Joy Rd.
An Equal Opportunity Employer

DENTAL Assistant. Mature office manager, experienced in insurance, Medicaid, Pegboard, Front desk, etc. 4 day week, no evenings. Call 531-1078

NURSE AIDES
Full-time, all shifts, experienced preferred but not necessary. Apply in person.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
Betw. Grd. River & 8 Mile

ACCOUNTS RECEIVABLE
Experienced for building supplier, Redford area. 937-0530

502 Help Wanted Dental-Medical

DENTAL ASSISTANT Certified or one year experience preferred. Position available in a group practice, preventive orientated, excellent salary and unlimited benefits. Westland area. Call 722-5170

Nursing Assistants
Immediate full-time positions available for TRACTION AIDE & INSTRUMENT AIDE. Excellent salary and fringe benefits. Contact Personnel Office
BOTSFORD
General Hospital
OSTEOPATHIC
28050 Grand River, Farmington
476-7600
Equal Opportunity Employer M F

IN-SERVICE
Enjoy flexible hours, top pay, variety or continuity of assignments in nursing homes or hospitals, no weekends. Call now - Health Care I Owned and operated in Nurses. Suite 63A, 12000 W 8 Mile, Sfld
559-2345

LPN'S
We are looking for mature and dependable nurses to work full time. Compare our wages and fringe benefits. Phone for appointment
349-9628
WHITEHALL
Convalescent Home
43455 W. 10 Mile, Novi

MATURE dependable Nurses' Aides and Male Attendants with own car and at least 1 year of experience in hospital or nursing home needed immediately for private duty in private homes in Farmington, Livonia, Birmingham area. Earn $2.65 an hr. $3.00 per hour Call now Health Care I
349-2345

NURSE'S AIDE
OR ORDERLY
ALL SHIFTS
Full or Part-time
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

REGISTERED X-Ray Technician wanted for busy Farmington internal medic practice. No nights or weekends. Immediate opening. Call Mr. Crumm 474-1020

RNS-LPNS
Pleasant Surroundings, good benefits. Apply
30400 Folsom
Farmington Hills
Contact Mrs. Lindow, RN, Dir. of Nursing
477-7400, Ext. 35

RNs afternoons full or part-time. Midnight part-time. For skilled nursing facility. Apply at Hartsfield Convalescent Center, 162 Haggerty Rd., Plymouth.

NURSE AIDES
Days only, two days a week minimum. Apply 12 to noon, Good pay, benefits, pleasant surroundings. Apply 8-2 Monday through Friday. Lynda
FARMINGTON NURSING
HOME
20405 Folsom Rd. Farm
477-7400

NURSES AIDES all shifts full or part time. Will train. Apply at Hemdry Convalescent Center 105 Hacker Rd. Plymouth. 459-6310

NURSES' AIDES
FULL-TIME MIDNIGHTS
Apply in Person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

OPHTHALMOLOGIST'S office assistant ophthalmologic, only experienced need apply. Visions Fields, Minor Surgery. Full-time. North west suburban area. Reply to Box 974, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NURSE'S AIDES
ORDERLIES
All shifts. Experienced preferred, but will train. Apply at
Dorvin Nursing
& Convalescent Center
29270 Merlock, Livonia
476-0500

OPHTHALMOLOGIST'S busy office. Receptionist, full-time experience with bookkeeping. Blue Shield Medicare, Medicaid, and Opthalmic logo's terminology. Reply Box 272 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

KEYPUNCH OPERATOR, must be fast $4.00 an hour. Livonia area 522-9350

ACCOUNTS PAYABLE
Experienced bookkeeper needed to maintain accounts payable and prepare checks on pegboard system. Pontiac Stadium area. Call 373-6400
An Equal Opportunity Employer

SECRETARIES
TYPISTS
RECEPTIONIST
Immediate assignments. Call Nancy Stevens for more information and a personal interview.
569-6404
VICTOR TEMPORARIES
Ask About Our Bonus Plan

HELP WANTED
Full-time secretary needed for Real Estate Office, typing required, salary determined by experience. Inquiries to Joan Downing. 559-1300

LEGAL Secretary for downtown Detroit office. Experienced or will train individual with good appearance and good typing. 963-2755

ACCOUNTING CLERK
Busy Southfield travel corporation needs conscientious accurate accounting clerk. Must have good handwriting and math aptitude. Typing a plus. Will train. Pleasant working conditions, salary negotiable, excellent benefits. Call Miss Lou. 557-5143

SECRETARY-RECEPTIONIST for commercial interior design firm in Farmington Hills. Beautiful working conditions for qualified person. Call 477-9880

FOR YOU
OPPORTUNITIES
Administrative Secretary. Excellent typing, knowledge of shorthand and office procedures. N.E. Suburban location. Salary open.

SALES SECRETARY. Troy firm, typing 60 WPM, shorthand or Word Work with customers and pricing. $800. Fee Paid

SECRETARY, excellent typing and shorthand, record keeping, previous experience, benefits, $750 Fee Paid.

F-C BOOKKEEPER. 2 sets of books, good typing and computer aptitude. Farmington Hills, $900. Plus fee paid.

LOIS RAY PERSONNEL
559-0560

DENTAL Asst., Fulltime, Dearborn area. Own transportation. No experience necessary. Please send resume, to Box 402, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARIAL Position in Farmington Hills. Good typing skills. Neat appearance. Pleasant phone manner. Call MISS HANSON 851-1900

Convalescent Center
21017 Middlebelt, Farm.
Betw. Grd. River & 8 Mile

504 Help Wanted Office-Clerical

GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45-50 WPM. Insurance experience helpful but not or entail. For further information, please contact Personnel Department.
Alexander Hamilton
LIFE INSURANCE CO.
OF AMERICA
12 Mile & Farmington Rd
553-2000

SECRETARY - Receptionist. Typing, bookkeeping, office machines, experience helpful. Fulltime. Please resume with salary requirements to Selection Committee, 19045 Farmington Rd., Livonia.

SECRETARY-RECEPTIONIST
Excellent opportunity for experienced and responsible person with good typing skills. Must communicate with experience 355-5 Woodward, Birmingham 642-3434

GIRL FRIDAY for machine manufacturer. Typing, billing, payroll purchasing, simple bookkeeping. Excellent fringes and working conditions. Call 8 - 5PM 557-2231

Receptionist-Typist
Neat with charming personality. Hours 9 to 5 Pm. $2.50 hour
Century 21
HARTFORD S. 261-4200

SUMMER POSITION as counselor-counselor 3 years plus College preferred. Call Mr. Grant 771-9842

TYPING RECEPTIONIST
Previous real estate experience preferred. Accurate typing a must
851-2300

BOOKKEEPER Full-time. Experienced person need resume to Box 468, Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia, Michigan 48150

TYPIST
Good typing essential and must have good phone voice. Must be willing to learn Southfield location.
352-7350

NEW National Temporary. Help Service has opening for enthusiastic person to call on companies. Sales ability essential. Some office experience. Good salary and benefits. Send resume to Box 398 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

Bloomfield
Beginner
$550/Mo.
NO TYPING NECESSARY
Bloomfield employer is looking for young high school grad on switchboard. Great working conditions. PERMANENT STAFF. Personnel

388-8900
LEGAL Secretary for Plymouth firm needs experienced person. Experience of pleadings and legal procedures. Well organized and self-starter. Pleasant perpetual job. 453-8699

BOOKKEEPER with private golf club experience. To assist controller in office responsibilities. Experience mandatory. Excellent salary and fringes. Call Tues thru Fridays after 9 AM for appointment
ACCOUNTANT
$14-$16,000 FEE PAID
Accounting degree with 2-4 years general accounting experience. Next area Call MR GHANT
SUBURBAN PERSONNEL
477-9840

GENERAL OFFICE. Full-time. Must type. Variable hours. Good for some weekends. Apply Monday through Friday, 9 AM - 5 PM Arnold Home, 18520 W. 7 Mile, Detroit

TELEPHONE OPERATOR
Needed by Southfield firm. Must have pleasant speaking voice and be able to relate well to people on phone. This job requires no typing. No shorthand. Call between 9-12 275-4020

SUBURBAN
OPPORTUNITIES
ACCOUNTS PAYABLE, to $700 Fee Paid. 2-3 years experience. Southfield office moving to Crooks, Big Beaver in fall.
JR. TYPIST $491 Fee Paid Beginning position. Type 40-45 minutes. Light typing. Big Beaver & Coolidge area.
JR. SECRETARY $500 Fee Paid Type 50 S.H. 80 Opportunity to advance Southfield
EXECUTIVE SECRETARY, $833+. Fee Paid Experienced Dictaphone transcriber, composer important. Tremendous potential. Farmington area
CLERICAL TRAINEE, $545 Fee Paid Opportunity for a high grade 9 Mile-Northwestern
Call Mrs Hyman 247-9840
SUBURBAN PERSONNEL
GENERAL Office, accounts payable & payroll, plus secretarial experience required; good pay plus benefits. For appointment call, 273-4560
An Equal Opportunity Employer

FARMINGTON industrial dep. seek ambitious, young female for general office work. Phone for interview 478-5056

TOP NOTCH TYPIST. For nice Southfield company. Some office experience required. Salary open. Call Mr. Hyman at $650 With benefits and ½ of fee paid

ASSISTANT BOOKKEEPER - With 4 years experience. Pleasant Birmingham insurance company. Salary $650 with full benefits and fee paid

FULL CHARGE BOOKKEEPER. For Troy manufacturer. Should be able to do financial statements. Salary $800, benefits, and ½ fee paid

EXECUTIVE OFFICES - of Great Troy company will train you to be relief switchboard operator. Good typing required. Salary starts at $500 with fast raises, full benefits and fee paid

RECEPTIONIST - For Southfield company. Accurate typing required. Plus pleasant manner. Salary $550 to $600 with benefits, fee paid.

ADAMS
&
MARTIN
PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

OFFICE EXPANDING, need additional experienced secretary with shorthand. Benefits. Pleasant office, Southfield Civic Center area. For interview call 352-4184

RECEPTIONIST - TYPIST
Birmingham Maple - Telegraph Real Estate firm needs attractive, ambitious, people-oriented person part-time to begin. Prefer someone living in area. Ask for John Palmer, Palmer Realtors. 645-8700

Super Fringes
Livonia
$675/Mo.
Top area manufacturer wants to hire accurate typist to handle varied job. Fast paced department has friendly atmosphere and benefits too numerous to list! PER-MANENT STAFF, Personnel.
388-8900

504 Help Wanted Office-Clerical

EXPERIENCED 3741 Operator. To train for midnight shift. Call David Wade for appointment interview. 422-7680

CLERK TYPIST
No experience necessary. Meet the public, operate varied switchboard, centering around operation of our computer terminal. Good salary, regular increases based on merit. Learn to operate computer terminal.

General Fundice Corp.
534-1265

SECRETARY. Experience necessary, typing 60, steno 90, excellent benefits. Call between 8-10 - 5PM 838-1063

ORDER DESK
CORRESPONDENT
Woman needed for order department, form typing, filing, general office type duties. Will train the motivated. Contact Jay Benner, send resume to: Garrett Burgess Corp., P.O. Box 427, Farmington, 48024
477-7440

Lite Typing
Telegraph Rd.
$600/Mo.
Great job even without heavy typing skills, detail work in accounting division calls for good, organized thinking. Excellent advancement PERMANENT STAFF Personnel

388-8900
FULL-TIME Typing, filing, phone orders. Must have pleasant phone manners & be good detail person. 21130 Greenfield between Plymouth - Schoolcraft

CLERK-Some experience desired for order desk and follow up for distributor's office. Kelly Girl Dolores 255-7550

Fast Raises
W. 10 Mile
$700/Mo.
Light typing OK for this progressive company where attitude comes first. You will mostly answer phones and greet clients. Promotions and raises come very fast PERMANENT STAFF Personnel

388-8900
EXPERIENCED legal secretary for established Plymouth office. Call 453-7081

SECRETARY
For busy Medical Office in Westland. Excellent clerical skills and related experience necessary. Top compensation for the right person. Call Pat Martin at Earl Kessler Realty of Westland 729-2500

Front Desk
Troy
$550Fee paid
Dream job in beautiful surroundings. Meet people from all over world to meet and greet visitors and answer phones. Can raise in 3 months PERMANENT STAFF Personnel

388-8900
QUALITY Control Manager must be able to read blueprints, some engineering experience desirable $1,000 a month. Call 352-4360

SOUTHFIELD EMPLOYERS seek personnel to staff Accounting Dept. Some tax for bookkeeping knowledge helpful. Up to $600 per month to start. $800 plus, in 2 yrs. Based on Ability. Call Mary Replies to Box 392, Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia Michigan 48150

Livonia
Trainee
$550 Fee Paid
Good typist with a smattering of experience will be set up for this nice Livonia company. Good math aptitude important. PERMANENT STAFF Personnel

388-8900
STATISTICAL Typist - Accounting firm has immediate opening for experienced individual. Must have minimum typing skills of 40 WPM. Salary - 3 Mile Rd area. Redford Twp Call Mr Siebert for appointment 537-0696

TELEPHONE SOLICITORS
Excellent working conditions. Bonus plus bonus. Southfield Mr. John.
559-6668

SECRETARY
Good general office skills necessary for this position with a Southfield law firm. Good working conditions in a new office building. Near the heart of Southfield area. Salary commensurate with ability.
559-4210.

STATISTICAL TYPIST. Experience requires Resume to Personnel, Fordree Jewelers & C.F.C. 2075 W. Big Beaver, Suite 401, Troy, Mich 48084

EXECUTIVE SECRETARY
Immediate openings large stable company in Southfield is looking for individual with take-charge ability, who can type 55-60 wpm, and some shorthand. Complete benefit plus excellent salary. FEE PAID Call Carole Bertorst

American
Personnel Agency 355-5529

TYPIST - General office work experience, 5 hrs - 5 days week. 645-0673

ACCURATE typist for office in Southfield. Must type 50wpm. Permanent employment. Monday - F - day. 43 per hour 442-3411

SECRETARY
PERSONNEL
Immediate opening for individual who can type 60 WPM accurately and is capable of taking shorthand at 25 to 90WPM. Minimum of 3 to 4 years previous secretarial experience preferred Contact Personnel Office
BOTSFORD
General Hospital
OSTEOPATHIC
28050 Grd.River, Farmington
476-7600
Equal Opportunity Employer M/F

SECRETARY-RECEPTIONIST
Large Southfield mortgage company needs professional receptionist mortgage loans. Excellent opportunity, pay and benefits compatible with ability. 2 years secretarial experience required. Call Mrs. Vogt 354-6700

LEGAL Secretary-Southfield area, full or part-time. Typing and some shorthand, will train. 559-3738

LEGAL SECRETARY - Needed for Troy firm. Must have typing 50 wpm 60 shorthand, and use the Mag card. Must also have good legal skills. Salary $800 to start, plus benefits. Fee paid.

VERSATILE POSITION - For self-starter. Good typing and no shorthand needed. Salary $650 - $750 plus benefits. Fee paid.

TELETYPIST - For Bloomfield company. Individual will be in charge of the Telexpo room. Salary $500 to start plus benefits. Fee paid.

PREFERENCE
PERSONNEL
362-3420

504 Help Wanted Office-Clerical

GENERAL OFFICE - light typing, filing, pleasant voice. Full-time. Apply between 8-5 PM: Great Lakes Wholesale Drugs, 11751 Levan, Livonia

ACCOUNTS payable - accounts receivable bookkeeper - Belleville area. Experience preferred, but will consider educational background only. Call L & W Engineering Co., ask for Ron Mullendore, Controller. 397-2212

SALES SECRETARY
Diversified distribution ability to assume responsibilities and work well with others, career opportunities with a progressive Southfield firm. Minimum requirements typing 60 WPM, shorthand WPM. For appointment, call 353-3209

CLERK-TYPIST
PROPERTY MGEMT OFFICE
General office work requiring typing 60 WPM, light shorthand and clerical skills. Mature experience preferred. Salary commensurate with ability.
353-1420

EXPERIENCED insurance girl personal lines. Northville area. Full-time, part-time. 349-3000

SECRETARIES wanted for Bloomfield law office. Must have dictaphone experience. Call 642-7700. Experience desired but not necessary if good ability & attitude. For appointment 851-8330

PART-TIME
Students & Teachers
Homemakers
Earn vacation money. Register now for summer and fall. We need receptionists, typists, stenos, PBX and general office clerks
569-6144
SUNNY GIRLS
NO FEE EVER

COLLECTION OFFICER
Southfield mortgage lender needs experienced collection officer. 2 years minimum collection experience. Applicant should be aggressive and energetic and prepared to make calls. Excellent salary. Benefits and pay increases come with experience. Call Mr. Anderson 353-6700

INSURANCE Agency, Garden City, needs permanent part-time for bookkeeping position. Experience and references required. Call 9 to 5 Pm 421-1515

SECRETARY
For real estate office in Garden City. Please contact Jack Knoshion, CENTURY 21, Today Realtors
538-2000

SECRETARY
Experienced in typing, shorthand, bookkeeping and all office machinery. Must be able to compose business letters. Ancer Manufacturing Co. 777 Basset Rd. Westland

SECRETARY. Shorthand, typing, office 9 years required. Hours 8 AM to 5 PM. Mondays through Fridays. Church office, Plymouth area. Submit resume & references to Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia, Michigan 48150

MATERIAL PRODUCTION Control Clerk for small but fast growing company. Must be good typist and good with figures. Prior experience in production control cards helpful. Must purchasing and ordering parts and expediting. $575-$600 plus benefits and overtime opportunity. Interested applicants apply in person, Signalone Corp. 34429 Schoolcraft, Livonia

BOOKKEEPER - TYPIST, accounting background, part-time, 20 to 25 hours per week. Church office Plymouth area. Submit resume & references to Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia Michigan 48150

Farmington Hills
FEE PAID $540
Treat yourself to an exciting business career, use your typing. Represent company and handle customer participants and follow-up papers. Type up reports, call Brenda plus 60WPM. FEE PAID $540. See or call branch nearest your home Dorothy Day Personnel Agency, 19600 Middlebelt Livonia Office Pavilion 2 blks N 7 Mile. 477-6680

INSURANCE AGENCY needs experienced girl, for personal line will train. A qualified or related clerical routine AXS for Mr. Carter 474-1808

LEGAL secretary - experienced in general personal injury litigation. Excellent skills required 557-4090

TELLER
Experienced or will train
Downtown Detroit, (close proximity to Renaissance Center). Willing to accept occasional temporary assignments of suburban branches. Excellent salary and fringe benefits, including paid parking downtown. Excellent opportunities. Detroit Federal Savings. 961-7600, ext 14
Equal Opportunity Employer M F

DOCTOR'S receptionist to assist with Blue Cross and insurance forms. EKG experience helpful. Call Dearborn Heights area. 274-0643

GENERAL office - has immediate opening for a secretary with bookkeeping skills. Excellent working conditions. 3 Mile - Middlebelt area 474-5483

ATTENTION!
We are Desperately in need of Qualified applicants for a wide range of exciting, challenging and well paying positions in the Detroit Metropolitan areas, that include

LEGAL SEC'YS-Sfld/d

EXEC SEC'YS-Sfld/d-Troy Det

SEC'YS-No S.H. Sfld/d Oak Pk

FIGURE CLK-Sfld/d-Birm hm Troy

CLERK TYPIST-Oak Park-Sfld/d-Troy

TYPIST Oak Park-Sfld/d-Troy

ASSIST. BKKPRS-Sfld/d-Royal Oak-Birm/hm

RECEPT. Detroit

Ranging in salary from $450 month to $1100 month
Call
ACCURACY
PERSONNEL
642-3050 258-2010

ACCOUNTS PAYABLE Clerk, experienced preferred. Livonia. 525-8300

RECEPTIONIST-Typist. Birmingham business office, detailed typing. 60 wpm. Bright office location. Call weekdays between 9-30 and 12. 646-8761

BIRMINGHAM
FEE PAID $700
Communications business and all its excitement can be exclusively yours". If you have a rapport with business people. Great clients, take messages and type up technical papers for engineers. COMPANY PAYS FEE. See or call branch nearest your home. Dorothy Day Personnel Agency 111 S. Woodward, Birmingham 642-6700

TYPIST-SECRETARY for construction company. West Bloomfield area. Good office skills, good attitude, good typing skills. Minimum 3 years experience. Call between 9AM-3PM only, Monday thru Friday. 661-0200

FULL charge bookkeeper with experience thru general ledger for Troy office. Should know payroll. Call Mary. 362-7440

504 Help Wanted Office-Clerical

A LARGE retail furniture store needs Credit collection clerk. Must loan experience helpful. Apply Lasky Furniture, 17300 Joseph Campau See Mr. Goodman

LIVONIA OFFICE
CLERK $650
Now that you have experience on a typewriter, let this company exercise your use the keypunch machine. Yes, employer will TRAIN a good typist! Enjoy 5-5 hours and promotions. See or call branch nearest your home Dorothy Day Personnel Agency, 19600 Middlebelt Livonia Office Pavilion 2 blks N. of 7 Mile 477-6680

SECRETARY - Law firm Ameritech Center, Detroit area. Experienced qualified only. Legal experience not necessary. 353-1181

LEGAL SECRETARY
Birmingham area. Prefer hard ground of general secretarial experience required. Excellent benefits. Fee Paid to $750. James Personnel 548-8664

TROY-REPS
SALES SECRETARY
$780
Your Expertise on a keyboard. Typing is important to these reps. Sales production manager. Make reservations travel etc. Type and handle expense reports. Pleasant offices and good benefits. See or call branch nearest your home Dorothy Day Personnel Agency, 1111 S Woodward 11 Mile Royal Oak 549-4360

SECRETARY
Experienced shorthand required. Apply Jim Robbins Co 130 Step Lemon Highway, Troy

SECRETARY Typing, shorthand, office machine experience. Excellent benefits. Call Halston Purina Com. for appointment 552-2339
An Equal Opportunity Employer

GENERAL OFFICE
Pleasant new surroundings. Diversified office duties are offered by Royal Oak Manufacturer. Experience, poise and ability, good business machine skills essential. Company expansion creates new challenge. Desirable. Full-time good benefits. Send resume including benefits to Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia, Michigan 48150

EXCAVATING contractor located in Novi on 12 Mile near Beck has need of individual experienced in handling accounts payable and payroll. Send resume to P. O. Box 417 Novi, Michigan 48050 An Equal Opportunity Employer

TYPIST
$7,189 - $7,646
TYPIST II
$7,189 - $7,646
STENOGRAPHER I
$7,189 - $7,646

All applicants must be residents of Oakland County, high school graduates or equivalent and able to type 40 correct words per minute. To qualify all applicants must have at least 2 years of clerical experience or 6 months experience immediately following graduation from a business or vocational school. Applicants for Stenographer I must be able to take dictation at 80 words per minute. Applications are also being accepted for C.E.T.A. funded positions under Titles II and VI. As such, applicants must also "Title II) be unemployed but a member of a family whose total annual income does not exceed the appropriate lower living standard income level. AND be receiving AFDC (the compensation ineligible for unemployment compensation or have exhausted such unemployment compensation. In addition for both Titles II and VI, applicants must be residents of Oakland County, but not the cities of Pontiac, Royal Oak Southfield, Farmington Hills, Troy or Waterford Township. For further information or to make application, contact

OAKLAND COUNTY
1200 N. Telegraph
Pontiac, Michigan 48053
PHONE 858-0530

Merit System Equal Opportunity & Affirmative Action Employer

Daniel T. Murphy
County Executive

REAL ESTATE operations office needs figure oriented person. Will train, full-time schedule, some overtime can be arranged. South field area 352-9550

EXCELLENT TYPIST to learn Steno setting and proofread reading for Southfield Printing company. Accurate and good spelling a must. Nancy 354-2211

RECEPTIONIST-Typist. 3 days a week for doctor's office in Southfield. Must type 55 wpm, accurate, friendly, able to handle switchboard system, insurance billing and medical terms desired. Call Tues. Wed. or Thurs only. 559-8944

OFFICE GIRL, typing, some bookkeeping, full-time. Redford 522-3722

ADMINISTRATIVE ASST
Career-oriented Manager a team of top Executives with your power and clerical expertise! $12,000 plus benefits! Call Jack Hurtz
569-0400
Snelling & Snelling
PERSONNEL

LEGAL Secretary, Bloomfield Hills law firm. Minimum 3 years experience, exceptional shorthand and typing skills required. Salary based upon qualifications. Call Cathy
642-0333

LEGAL SECRETARY
Experienced Needed for Southfield office
353-1611

Accts. Payable Clk.
A Farmington Manufacturing firm is seeking a responsible person for accounts payable. Experience preferred. Full-time position. Pleasant working conditions and fringe benefits. Phone Personnel Dept.
476-7100, Ext. 277
Equal Opportunity Employer M F

BOOKKEEPER
Experienced through trial balance. Restaurant background helpful
642-1560 ext. 3

CONFIDENTIAL SECRETARY
To officer of medium sized established Southfield based corporation. Must have good typing skills with excellent working conditions. Salary commensurate with efficiency. Call Marge. 352-6222

RECEPTIONIST
If you have an outgoing personality, desire for advancement. Some typing, no shorthand. $600 a month. Call Sandy - Cook
644-4600
SNELLING & SNELLING
AGENCY

EXECUTIVE
SECRETARY
Chief Corporate officer needs personal secretary. Applicants should be impressive, professional, experienced and energetic. This is an outstanding opportunity for the right person. Applicant has to be hard, good typing skills. Minimum 3 years experience. Call between 9AM-3PM only, Monday thru Friday.
Mr. Joan Warlich, Employment Services
[illegible]
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE
Must have Bookkeeping experience. No Trial Balance, Burroughs Sensimatic experience preferred. Typing required. Five day week, 9AM-5PM. No Saturdays
ASH WALLPAPER
Bloomfield Hills 858-7010

SECRETARY
Require Shorthand & Food Typing Speed. Excellent working conditions & fringes. $800 per month
Farmington Area
Call 476-2200
An Equal Opportunity Employer

CLERK-TYPIST, for small engineering firm in Detroit area. Experience helpful. Salary commensurate with ability. Call Miss Harrier weekdays between 10 AM-3 PM
349-5000

BOOKKEEPER
Accounts Receivable Clerk experienced only. EDP knowledge. Full-time permanent position. Novi area. Call Miss Harrier weekdays between 10 AM-3 PM
349-5000

EXPERIENCED office manager 60 WPM accurate typing. Must be at least 21 Mr. Steel [illegible]

SECRETARY. Secretarial experience required. Typing required. Must be available now. Hours flexible. Salary commensurate with experience
AUTOMOBILE
Southfield area. Experienced only. Must be able handle [illegible] Hours flexible. Salary commensurate with experience
354-3000

TYPIST. To work in Accounting Department. Must be able to type 40 WPM. Must have good math aptitude. Pleasant working conditions. Call Mr. Hyman for appointment at 557-2231

ASSISTANT Reception Secretary. Southfield firm. Executive Secretary. Must have outstanding attitude to help with demands of boss office. Good typing and shorthand required. Also to operate various office machines.