502 Help Wanted Dental-Medical

-OPPORTUNITY- for experienced dental assistant. Rochester - Avon Township area. Knowledge of office procedures and chairside. Full time, no evenings or weekends. Send resume to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT for children's dental practice in Birmingham. Experienced or formal education necessary. Full time. Send resume to Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT-Receptionist for Birmingham office, some chairside, pleasant working conditions, excellent wages. Send resume to Box 144, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BUSY Doctor's office, 2 positions open. Receptionist and File Clerk. Must be experienced. Call after 6:30 P.M. 851-3474

504 Help Wanted Office-Clerical

INTERESTING POSITION for secretary with a future in becoming assistant to office manager. Typing speed 60 WPM on electric typewriter. Accuracy important. Dictaphone. Shorthand not necessary. Fringe benefits. Salary commensurate with experience. Send resume to: P.O. Box 183, Bloomfield, Michigan 48013. Call between 9AM and 11AM and 2PM and 4PM. 645-3819

LEGAL SERVICE CLERK

Need bright individual with good clerical skills for full time beginner position in our Legal Dept. Duties include mail handling, filing, photo copy & light typing.
Birmingham location. Excellent employee benefits & promotional opportunities. Call Vicki Sala for appointment. 645-2700

LIBERTY MUTUAL INSURANCE CO

(Telegraph, at 12½ Mile)
An Equal Opportunity Employer

TYPIST with Legal Experience for Birmingham Law Firm, part time, salary negotiable. 646-7474

MEDIUM sized manufacturing company located in Livonia requires Bookkeeper, experienced thru trial balance, including all payroll taxes. Please send resume in confidence to: Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

IMMEDIATE opening, diversified secretarial position for purchasing department, good typing skills and figure aptitude a must. Previous purchasing department experience desired but not necessary. Tenter. Call for appt. 625-5607

PERSONABLE Mature Women Experienced in Bookeeping, & all phases of office proceedure. Desire Part-time. Troy-Birmingham Area. 549-9335

CLERK

Southfield based international organization has an interesting and diversified position available in its administrative services department.
The requirements of the job include good typing and clerical skills and a working knowledge of the switchboard. Some general office experience is essential.
If interested, please call 569-5700 ext. 222 - for an interview appointment.
Equal Opportunity Employer M/F

RECEPT.-TYPIST
Misc. office duties. Farmington Hills area. 851-2300

FULL TIME girl. Warranties - Switchboard - Cashier. Warranty experience desirable. Bob Jeannotte Pontiac. 453-2200

DETROIT COUNTRY DAY SCHOOL seeks experienced person for year round secretarial position. Must enjoy people and children. Possess skills in typing, shorthand, and general English usage, be well organized and have general office experience. Should like work that involves responsibility, variety and initiative. Call 646-7717

BRIGHT BEGINNER To $6,000

Your career starts here! There is no obligation to come in and talk to one of our counselors. Several excellent opportunities available. Use your skills!

Snelling & Snelling
478-3500

SOUTHFIELD Real Estate Company is seeking reliable individual for filing, Xeroxing, switchboard relief and mail processing. Call 559-2000 ext 134

LEGAL SECRETARY for Bloomfield Hills law office. Shorthand & some legal experience required. IBM mag card familiarity preferred. 642-1970

OFFICE Work, mature, experienced woman, good on telephone, Warren-Middlebelt 277-1900

CPA FIRM- Southfield. We are looking for a good typist, who can also file and answer the phone, must be able to follow directions & like detail work. Call 358-4411

504 Help Wanted Office-Clerical

AUTO DEALERSHIP

Needs experienced service cashier. Excellent pay & Fringe benefits. Contact Clarence Kruse

Stark Hickey West
24760 W. 7 Mile
Detroit
538-6600 Ex. 224

SECRETARY

EXCELLENT opportunity for Executive Secretary desiring part time position. Local Sales Office has an opening for a well - qualified person on a half day basis. Good Shorthand and typing skills are a must.
Meet the Challenge of managing a small office, handling customer correspondence and working with 3 salesmen. Send resume and salary requirements to Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

ADVERTISING AGENCY has opening for experienced statistical typist/secretary. Must type minimum 60 WPM, be dependable, well groomed. Advertising background helpful. Southfield Area. Benefits. An equal opportunity employer. Call Addie 353-2000

CLERICAL
GENERAL OFFICE WORK

Type 50 WPM. 5 Days , 35 Hour Week. Good starting salary. Northwest Detroit area. Call Mr. Holland for interview.

933-9160

KEY DISC OPERATORS
Day shift & some afternoon positions open. Good pay for experienced operators. Fringe benefits. Canton - Plymouth area. Call

SWITHBOARD OPERATOR
and cashier. Full time will train person. All fringes and Holiday pay. Call Martha.

ROGER PECK CHEV.
474-0500

GENERAL OFFICE, varied duties include typing, filing and office machines. Ability more important than experience. West side manufacturing company. Good fringe benefits. Write to Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

AFTERNOON Switchboard Operator, also part-time midnight operator, Southfield area. Call 353-6006

504 Help Wanted Office-Clerical

SUBURBAN OPPORTUNITIES

SECRETARY, $800, Fee Paid. S.H. and Mag Card experience. 11 Mile -Telegraph.
BOOKKEEPER, $800. Fee Paid. Thru T.B. Southfield. Moving to Troy in fall.
DICTAPHONE, $650+. Fee Paid. Mature individual. Southfield.
RECEPTIONIST, to $575. Fee Paid. Cord board experience plus typing. Southfield.
SECRETARY, to $750. Fee Paid. Diversified duties with S.H. Farmington area.
SECRETARY, (3), $800, Fee Paid. S.H. 80. Typing 50+. Minimum 1 year experience. Southfield.
SECRETARY, $850. Fee Paid. S.H 80. Type 50. Some office experience helpful. Farmington area.
Call Mrs. Evans 477-9840

SUBURBAN PERSONNEL

FULL TIME office help needed for inventory control, purchasing, control and dispatch of service. Good benefits, good working conditions. Salary commensurate with ability. Call for appointment. Livonia. 421-6500

RECEPTIONIST -TYPIST. Good typing skills, pleasant. Bloomfield Hills office. Good salary. 642-6500

RECEPTIONIST - typist, small Southfield office: type 50 WPM, office experience, starting salary $160 per week. Call Greg. 358-1950

SECRETARY for Birmingham firm, life insurance experience helpful. Good typing and shorthand required. Salary $700 to $900 a month plus benefits.

SECRETARY to Vice President of prestigious Southfield firm. Excellent typing and shorthand required. Salary $740 - $760 per month, plus benefits.

SECRETARY for Southfield firm, math aptitude and good typing required. No shorthand necessary. Salary $650 per month plus excellent benefits.

CLERK TYPIST for Ferndale firm. Diversified position requiring good typing, no experience necessary. Salary $500 per month, plus benefits.

ACCURACY PERSONNEL
642-3050 358-2010

GENERAL OFFICE HELP needed. Must type & have adding machine experience. Middlebelt-Ford Rd. Area. Call Mr. Godewski 261-9460

504 Help Wanted Office-Clerical

TWO GIRL office, diversified work, typing required. Some office experience necessary. Fringe benefits. Paid vacation. 5 days. For appointment, call Mrs. LaBurn, 532-5636

Anchor Fence Co.
19235 Glenmore, Detroit
An Equal Opportunity Employer

OFFICE help wanted. Neat appearance and pleasant telephone personality important. Above average typing essential. Some shorthand helpful. Novi area. Call Nancy 349-6103

RODEO TICKET WINNER

Dennis M. Mennien
2788 Winter Drive
Troy, MI 48084

But you must call the Promotion Dept. of The Observer & Eccentric by 5 p.m., Friday, August 5, 1977, to claim your two free passes to the WORLD CHAMPIONSHIP RODEO. 261-8600, ext. 243.

CONGRATULATIONS!

FULL CHARGE Bookkeeper, experience required. Variable work schedule, beautiful working atmosphere. Farmington Hills Commercial Design Co. Call 477-8880

CLERK TYPIST I
At least 1 year of office experience. Typing 55 WPM. Salary $7,327 per year.
City of Farmington Hills
31555 11 Mile Rd.
474-6115

BOOKKEEPER
Through trial balance for large shopping center. Must have some experience. 5 days. Call for appointment 478-1160

EXPERIENCED, mature person, for church office, in W. Bloomfield, secretarial and managerial skills required. Reply to PO Box 188, Orchard Lake, 48033, giving full details of qualifications.

EXPERIENCED FEMALE for Clerical & Light Bookkeeping, 8 Mile-Lahser Area. Call Mr. Lawton. 355-8880

TYPIST to work full time in Southfield. Some dictaphone work. Good typing skills. Immediate openings. Kathy, 559-7662

504 Help Wanted Office-Clerical

TYPIST RECEPTIONIST
FARMINGTON HILLS

Firm. Good typing skills a must. Neat appearance and pleasant phone manner required. Starting salary, $550. Benefits. Send Resume to Box 854, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY
Leading Financial institution seeks bright energetic individual to perform general office work & also serve as a private secretary at executive level. full benefits, pleasant working conditions & favorable hours. Somerset Mall Area. 645-3250

SECRETARY, part- time. Some bookkeeping, general office. Long Lake - Telegraph area. Hours flexible 642-2330

GIRL FRIDAY
Secretary
General Office

TYPING 65 WPM ACCURATE
SHORTHAND HELPFUL
CUSTOMER PHONE CONTACT
BILLING

$700 PER MONTH
EXCELLENT BENEFITS

Oak Park Location
-Relocating to Southfield-
358-2500
8 AM - 4 PM
An Equal Opportunity Employer

SALES OFFICE requires person to answer phones, type invoices and quotations, maintain office record and files. Motivation, organization and Take Charge responsibilities required.

KUBIK, INC.
247 Minnesota, Troy
585-2031

General Office

Requires typing, records & filing. Good grammatical & mathematical skills. Shorthand helpful. See Jane Custance.

Ardmore Acres
19810 Farmington, Livonia

504 Help Wanted Office-Clerical

TYPIST & LIGHT Bookkeeping - Public Relations Agency. In Southfield. 646-5458

SECRETARY - TO $750
Fee paid. This challenging position with suburban firm offers excellent advancement opportunity plus lots of variety! Good typing and shorthand skills required.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

GIRL FRIDAY
Medical Products Company - typing, general office work, no dictation. Responsibilities include invoicing, customer contact, telephone & mail. If interested please contact James Smart.
NUCLEAR DIAGNOSTICS
575 Robbins Dr., Troy
313-585-7600

SECRETARY - Southfield based typing and communication company has need for a mature, experienced secretary. Good shorthand & typing skills necessary. Call Mrs. Klee for appt. 569-4000

EXPERIENCED EXECUTIVE Secretary needed for established insurance agency, Troy location. Call Mr. Archey at 879-9000

SECRETARIES
TYPISTS
KEYPUNCH

Looking for a great job today? We have many temporary assignments that offer diversity as well as good pay. You're always welcome at:
2377 GREENFIELD
424-9100
KELLY GIRL
DIV. OF KELLY SERVICES
Not an agency - never a fee.
Equal Opportunity Employer M/F

TYPIST-RECEPTIONIST for busy Real Estate office. Excellent opportunity for right girl. Schram Realty Co. 851-3800

SECRETARY-RECEPTIONIST Needed for Chemical company to handle correspondence, telephone, general office, typing & shorthand. Salary open. Contact Mr. Randell. 535-3300

DESPERATELY NEED Gal Friday. Must be self starter. Great opportunity for right person. Full time, Southfield. 644-7867

SECRETARY. General secretarial duties. Must have experience in correspondence, good typing skills. Telephone experience. Wixom area. 8 AM - 4 PM; Mon. thru Fri. 437-2043

504 Help Wanted Office-Clerical

LEGAL SECRETARY

MINIMUM of 2 years legal experience required. Shorthand and dictaphone. Secretary to Senior Vice President, Legal Department, Standard Federal Savings. Please call:

643-9600 ext 351

Equal Opportunity Employer M/F

COLLECTION AGENCY has immediate opening for Telephone Collector. Southfield Area. 569-2600

MAJOR BOOK distributor is looking for a conscientious person to work in their sales-service department. Good telephone personality is essential, general office skills required. Competitive salary & benefits. Book Distributors, Livonia. 525-1500

HOME OFFICE

Of Insurance Company located in Plymouth has immediate openings. 4½ days per week
Excellent Fringe Benefits

453-2000

LOOKING for accurate Typist, 40-60 wpm., with transcription experience, no shorthand necessary, some light office work also involved. Opportunity to learn computer operation. Campbell Services Inc., 21700 Northwestern Hwy., Suite 1070, Southfield. Ask for Mr. Philips 559-9555

SWITCHBOARD Operator with additional typing & clerical duties. Prior switchboard experience not necessary. Bloomfield Hills location. 647-6500

SECRETARY
Require Shorthand & Good Typing Speed. Excellent working conditions & fringes. $800 per month. Farmington Area.
474-8200
An Equal Opportunity Employer

TYPIST
To perform misc. clerical functions. Typing speed 45 WPM minimum. Salary $7,327. Applicants must meet the following CETA requirements :
•Farmington Hills resident
•Family income within 70% of the lower living standard.
•Registered with MESC
•Unemployed for 15 of the last 20 weeks; or whose family is receiving AFDC; or recently discharged veteran.
City of Farmington Hills
31555 11 Mile Rd.
474-6115

CLERICAL
Girl Friday, immediate opening. Life Insurance Agency at the Honywell Center, Southfield. 1 girl office. Typing, shorthand required, pay according to skill. Call 8:30 AM - 5 PM. 559-4100

504 Help Wanted Office-Clerical

RECEPTIONIST- for Southfield company moving to Troy, pleasant personality required to greet clients and handle phones. Good typing and some experience. Salary $550 to $600 with benefits and fee paid.

PERSONNEL ASSISTANT - for large Suthfield company, degree essential plus good experience. Salary $15,000 or more. Fee paid.

BOOKEEPER - thru trail balance for large suburban company. Must have 4 to 5 years experience. Stary $700 to $750 with benefits and fee paid.

TROY - financial company looking for someone who loves to file. Outgoing personality. Salary starts at $498 with good fast raises. Excellent benefits and fee paid.

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

FOR YOU OPPORTUNITIES

ACCOUNTING CLERK - degree or equivalent experince work with controller, Troy firm, excellent benefits. $800 to $1000, fee paid.

SECRETARY - Birmingham firm, work for treasurer, math background, $180 to $200. Fee paid.

PURCHASING SECRETARY - good typing and figure aptitude, salary open.

LOIS RAY PERSONNEL
559-0560

Payables Clerk

Seeking an individual with 1-3 years Payable experience in a manufacturing environment. Excellent salary with attractive benefit package.
Personnel Dept.
Ingersoll Rand Co.
Automatic Production Systems
23400 Halstead Rd.
Farmington Hills
477-0800
Equal Opportunity Employer M/F

Classified Ads keep your rental property filled with tenants

Wise landlords have discovered how easy and profitable it is to keep their rental properties filled by using fast-action Classified Ads. No more costly vacancies for them—because just as soon as they know one tenant is leaving, they place the far-reaching Ad that quickly has a new tenant ready to move in.

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852-3222....ROCHESTER AVON TWP.

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