502 Help Wanted Dental-Medical

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Good starting salaries, and good hospital benefits. Full time. Modern facilities. See Mrs. Ferguson.
Nightingale West
8345 Newburgh Rd.
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NURSE AIDES
FULL OR PART TIME
Days-Afternoons-Midnights
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ATTENTION NURSE AIDES
Avondale Convalescent Home - has full time openings on all shifts for experienced Nurse Aides 653-6422

504 Help Wanted Office-Clerical

MICHIGAN NATIONAL BANK OF DETROIT
Has Openings For
CLERK TYPISTS
- Southfield Locations
- 55 WPM typing
- Previous experience helpful

Excellent salary, benefits and opportunity for advancement. Qualified applicants please call
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GENERAL CLERKS
Immediate openings for full time general clerical positions. Applicants MUST HAVE own transportation. Possible traveling to various branch offices in the Metropolitan area. Good Math skills required. Excellent starting salary, full fringe benefits.
Interviews will be held 9 AM-4 PM on Wed & Thurs, Jan. 11, 12 and Jan. 18, 19
at
Detroit Bank & Trust
Employment Office
750 WEST EIGHT MILE
½ block W. of Woodward
or apply Mon. thru Fri.
9 AM-4 PM at our Downtown Office
211 FORT ST., Detroit
corner Washington Blvd

DETROIT BANK & TRUST

502 Help Wanted Dental-Medical

EKG TECHNICIAN- Part-time, 559-9640

DENTAL HYGIENIST Needed 1 or 2 days in modern, Motivating office in Plymouth-Livonia Area 453-4850 or 420-1494

MEDICAL ASSISTANT or LPN for ENT & Allergy office in Southfield full or part time. 9AM-5PM 559-5430

DENTAL Assistant, experience, chairside, all fringe benefits Redford, Dearborn His area Call after 6PM 533-7687

TYPIST - Part Time - Oral Surgery Office, Birmingham area. Minimum of 60 WPM Call between 9:30 & 4:30 at 647-7336

RECEPTIONIST
Busy Ophthalmologist's Office, full time, begboard, Medicare, Medicaid, Blue Shield. Reply to Box 988, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

MICHIGAN NATIONAL BANK OF DETROIT
Has Openings For
CLERK TYPISTS
- Southfield Locations
- 55 WPM typing
- Previous experience helpful

Excellent salary, benefits and opportunity for advancement. Qualified applicants please call
967-1088
An equal opportunity employer M-F

GENERAL CLERKS
Immediate openings for full time general clerical positions. Applicants MUST HAVE own transportation. Possible traveling to various branch offices in the Metropolitan area. Good Math skills required. Excellent starting salary, full fringe benefits.
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Employment Office
750 WEST EIGHT MILE
½ block W. of Woodward
or apply Mon. thru Fri.
9 AM-4 PM at our Downtown Office
211 FORT ST., Detroit
corner Washington Blvd

DETROIT BANK & TRUST

502 Help Wanted Dental-Medical

DENTAL HYGIENIST wanted for full time, Monday through Friday position. Will also consider part-time. Pleasant working conditions in modern, 2-doctor office in Plymouth area. Please send resume to: Dental Office, P.O. Box 355, Plymouth, Mich., 48170

Nursing Education INSTRUCTOR
In-service instructor needed to work full time on the 2nd and or 3rd shift for training coverage. Excellent working conditions. Apply Tuesday through Friday 9 Am to noon or call 632-5382
Crittenton Hospital
1101 W. University Dr.
Rochester, Mich
M-F Handicapped
An Equal Opportunity Employer

RN & LPN
We offer a unique work experience with the mentally retarded of Plymouth Center for Human Development, 15480 Sheldon Rd., Northville, Michigan.

1. Civil Service Status
2. No shift rotation
3. Opportunity for advancement
4. Vacation, 3 weeks, 8 paid holidays, hospital insurance, immediate accrual of sick time, retirement plan
5. In service education opportunities
6. Michigan Licensure required
7. Salary commensurate with experience

CONTACT NURSING OFFICE
453-1500, Ext. 212

RN'S - LPN'S
NURSE AIDES
FULL & PART TIME
Days - Afternoons
Apply in person
FRANKLIN MANOR
26900 Franklin Rd., Southfd
352-7390

ANIMAL HOSPITAL seeks mature person interested in working with animals. Must enjoy meeting the public and be efficient with office procedures. Reply to Box 908, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY
Full-time position with West Dearborn builder-developer. Experience preferred but not necessary. Must type and use machines skillfully. Apply in person. 24610 MICHIGAN AVE., 9-5 P.M.

LEGAL TRAINEE
Suburban Legal firm needs your good typing & friendly personality Now! $550 Excellent benefits Prepaid
PERMANENT STAFF
522-4210

504 Help Wanted Office-Clerical

INSURANCE
UNDERWRITING CLERK
To perform various clerical and typing functions. Excellent fringe benefits
Kemper Insurance
28711 Northwestern Hwy
Southfield
355-3000 ext 40
An Equal Opportunity Affirmative Action Employer

CAREER MINDED
Suburban co. needs that special person with rare combination of diversified skills and great personality. No shorthand. Salary $625 Call Debbie
644-4600
SNELLING & SNELLING AGENCY

AUTOMOBILE DEALERSHIP needs a girl to work in a computer oriented office. Dealership experience preferred. We have excellent fringe benefits, Blue Cross, Delta Dental, Life Insurance, Income Protection, Pension Plan. If you are looking for a job with a future, call Mrs. Grimes at 453-2255

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Bloomfield Hills 642-9650
Southfield 424-9100
Livonia 522-4020
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EXECUTIVE SECRETARY
Full time EXECUTIVE SECRETARY for real estate and brokerage office. Good typing and real estate experience background helpful
CENTURY 21
CORNERSTONE 478-4660

504 Help Wanted Office-Clerical

RECEPTIONIST
Lots of public contact at this local engineering firm. Good typing a must. $560. Good benefits. Prepaid
PERMANENT STAFF
522-4210

RECEPTIONIST TYPIST
Southfield accounting office is looking for intelligent, sharp girl to handle the front desk. Full time now, flexible hours after tax season. Accurate typing required, some bookkeeping 559-7950

CLERK TYPIST - 55 WPM, diversified duties, no shorthand. Fine company with all benefits and excellent salary. Fee Paid. Beryl Personnel, 4274 N. Woodward, Royal Oak 576-0270

ACCURATE TYPIST, personable, some shorthand. 2 girl office, Southfield, consider recent grad. Fringe benefits. 8-4SAM-5PM 352-6532

ACCOUNTS RECEIVABLE Clerk needed for day time position, will train. Phone Sandy 10AM-12PM Southfield. 569-1010

EXPERIENCED BOOKKEEPER needed for Accounts Receivable position. Month end reports & billing included. Possible management position. Phone Sandy between 2 30PM & 4 30PM Southfield 569-1010

GIRL FRIDAY
For 1 girl office. Prefer 30 or over. General office work. Livonia area 537-1671

KEYPUNCH-KEY TAPE OPRS
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights. Call between 10 AM-12 Noon 522-1210

SUBURBAN OPPORTUNITIES
SECRETARY, to $800. Good typing. Average S/H. Financial experience preferred. W. Bloomfield
LEGAL SECRETARY, to $900 - Good secretarial skills. Prefer corporate legal experience. Southfield.
PROOF READER, to $825. Competent in spelling and grammar. Knowledge of adding machines. Southfield
CLERK TYPIST, to $650. Good typist needed for Farmington Company
SECRETARY, to $820. Good typing. Average S/H. International company. Southfield
CLERK TYPIST, to $600. Good typist. Will train for various clerical positions. Southfield
EMPLOYERS PAY ALL FEES
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

BRIGHT BEGINNER
To $6000
By great company. Will train. If you have a flare for figures and can type. Terrific advancement. Call
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478-3500

RECEPTIONIST - For Troy com pany. Typing, 50 wpm, nice atmosphere. Good spot for the right person. Salary $550. Fee paid
PREFERENCE PERSONNEL
362-3420

504 Help Wanted Office-Clerical

Accounting Dept. Asst.
For pleasant Birmingham office location. Some college background and/or previous accounting and typing experience desirable. Attractive salary and fringe benefits. Call Veronica
642-8700

BEGINNING - steno for N. suburban ad agency. Good spot for recent business school grad. Beautiful offices, nice benefits and salary $600 to $625

PERSONNEL - secretary for VP of large Birmingham company. Diversified position includes interviewing applicants for clerical positions. Very nice boss. Good location. Salary $10,000 to $10,500

RECEPTIONIST - for Ferndale company, average typing required. Lots of phone work. Busy spot requires some general office experience. And pays $600 to $700 with benefits

ADVERTISING - secretary for small Southfield company. No shorthand required. Excellent opportunity for person interested in learning this exciting business. Salary $750 with full benefits and fee paid

BOOKKEEPER- Secretary for owner of Birmingham manufacturer's rep. All functions of bookkeeping to trial balance, plus secretarial skills. Salary $750 to $800, fee paid

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

PUBLIC RELATIONS SECY $12,000
To assist director of P.R. of large Southfield Corp. Write issue press releases, type reports & handle visitors. Type 60 WPM, knowledge of shorthand, full benefit package, includes dental plan & cost of living. Employer paid fee
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

Medical Receptionist $175
For X-ray dept. of growing hospital complex. Greet out-patients, schedule x-ray treatments & pull files for doctors & therapists, type 50WPM
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

SECRETARY $900
For large Suburban Company, prefer minimum 2 yrs office experience, type 55 WPM, light shorthand, employer paid fee
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

PART-TIME SECRETARY
Good typing and shorthand skills required. Excellent fringes. Call Mrs. Jones
BIRMINGHAM PUBLIC SCHOOLS
644-9300, extension 297

PUBLIC CONTACT JOB
Busy Southfield company needs person to greet public, answer phones & do general office duties. Type 50, beginner or back to work acceptable. Call Colleen 357-4810

504 Help Wanted Office-Clerical

ATTRACTIVE OFFICE Has opening for office personnel, typing necessary, some telephone work. Call Mrs Gray 261-5762

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To perform various clerical and typing functions. Excellent fringe benefits
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Southfield
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IN PLYMOUTH
Plymouth based insurance company has several openings in the accounting department. Positions in ACCOUNTING, CLAIMS and GENERAL CLERICAL DEPARTMENTS. The company has an excellent fringe benefit program and 4% day work week. Please call for an interview 453-2900

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To $11,000 Fee Paid
Several excellent opportunities available for experienced bookkeepers. Great locations, terrific benefits. Call today
Snelling & Snelling
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Enjoy the benefits of working for a Fortune 500 firm. Supervisory and personnel duties fill your schedule at $200 for top skills. Call 542-8900
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HARRIET SORGE PERSONNEL

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Super location plus $165-$175 start for bright beginner with good sec'y skills. Good appearance and personality needed for lots of public contact. Call 649-4144
Your New Boss Pays Our Fee
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Permanent secure position. Training program leads to managerial assignment, rapid advancement. Work consists of helping people with their financial problems, both inside & out of the office. Business is unusually steady, good during prosperity, depression or recession. See Mr. Lambert. General Finance Corp., 20338 W. 7 Mile, Detroit

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Large advertising agency will hire an excellent typist today. A terrific opportunity. Call now
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478-3500

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$9000 Fee Paid
Fantastic opportunity to assist the Research Director of a Major Ad Agency. If you're interested in an exciting career and have a good secretarial background, call
SNELLING & SNELLING
478-3500

504 Help Wanted Office-Clerical

RECEPTIONISTS
To $8000 Fee Paid
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Snelling & Snelling
478-3500

RECEPTIONIST - PBX
$175 - WEEK
TYPE ACCURATELY, SOME EXPERIENCE. Good benefits. Fee paid.
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6 HOURS PER DAY
5 DAYS PER WEEK
REDFORD TWP. AREA
Apply In Person
MAYER
JANITORIAL SUPPLIES CO
25743 W. 7 MILE at BEECH

GENERAL OFFICE
Full-time, 5 days per week, Redford Twp. area. Apply At
MAYER
JANITORIAL SUPPLIES CO
25743 W. 7 MILE at BEECH

LEGAL Secretary - good skills, small Birmingham firm, dictaphone. 644-4420

Exec. Secretary
Must have excellent typing & shorthand skills to work in Hotel in Southfield. Please apply in person only. 1 30pm to 6pm, Monday thru Thursday, security entrance of
Michigan Inn
16400 J.L. Hudson Dr., Southfd.
Equal Opportunity Employer M/F

GENERAL OFFICE
Posting to general ledger & operating accounts, trial balance & general ledger controls. Monthly & Quarterly reports. Send resume to Business Manager, Madonna College, 36600 Schoolcraft Road, Livonia, Mich 48150
Equal Opportunity Employer M/F

PUBLIC CONTACT
Outstanding person with good office and communication skills needed for national firm. Phone skills important, nice people. $750 a month. Call Diana
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RECEPTIONIST $125
Will train to assist Personnel Director of medium size company. Greet job applicants, handle incoming calls & type New Hire reports. Full benefits, employer will pay ½ the fee
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SHARROW & ASSOCIATES PERSONNEL AGENCY

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Suburban firm offers diversified client-contact. Position for enthusiastic. You with good typing. Advancement and benefits. $650 Call Kyle Fox
569-0400
Snelling & Snelling
PERSONNEL

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Great position for experienced secretary, seeking a versatile position, a creative atmosphere. Fee paid
DURHAM ASSOC 569-1522

504 Help Wanted Office-Clerical

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Excellent employee benefits and promotional opportunities. Birmingham area. Call Vickie Sata.
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HIMELHOCH'S
Has openings for Secretary with shorthand. Legal experience. Excellent salary & benefits. Call for appointment
MS T. MEHAS 965-5000

HIMELHOCH'S DOWNTOWN
Has full time openings
Bookkeeper-retail experience
Keypunch Operator-Day Shift-experience on the Mohawk Key tape machine
Retail Order Checker with Accounts Payable experience
Excellent benefits, salary & hours
Call for appointment
Ms Kidde 965-5000

PART TIME CLERK
Familiar with Hospital admission procedures, knowledge of telephone switchboard operation and filing systems. Must type, be willing to handle cash, be flexible in working hours and days
Apply Personnel Office from 9 AM-3 PM only
KINGSWOOD HOSPITAL
10300 W. 8 Mile, Ferndale

CAREER SPOT
Publishing company in suburban location needs an intelligent, poised, dependable person for diversified position. Typing, no shorthand. Salary $750 a month. Call Mary Alice
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SNELLING & SNELLING AGENCY

OFFICE POSITION
Management Department
Southfield Area
557-0770

SECRETARIAL OPPORTUNITY-Established firm seeking individuals with superior typing skills & demonstrated ability to deal effectively with clients. Professional appearance & manner essential. Person must thrive on variety & challenge. New Offices at 13 & Northwestern
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PART-TIME. Good on phones, some typing. 9am-1pm, 5 to 6 days. Southfield 642-7551

SOUTHFIELD Firm needs bookkeeper through trial balance with typing skills. Salary commensurate with ability 569-7300

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First rm. & hall $25. Add'l rms $10 Sofas $25
We Steam Clean Only
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$35 FACE CORD
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FINEST Spray Blown product available. All season comfort.
BEST PRICE-FAST SERVICE
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