502 Help Wanted Dental-Medical

MATURE, Friendly RN or LPN needed full time for busy Livonia office. Call between 9-5 AM 12 noon. 261-3963

NURSES AIDES

Nightingale West

NURSES

FRANKLIN MANOR

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HELPERS MEMBER Experienced in cooking, ordering, staff training, menu planning. Salary competitive. Alexander Lyon Lakeview Home 348-0274

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ALL SHIFTS

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RNS & LPNS

504 Help Wanted Office-Clerical

RECEPTIONIST & TELEPHONE OPERATOR

504 Help Wanted Office-Clerical

LEGAL RECEPTIONIST Light Typing & Filing. Between 18-28 H.S. graduate. Call office manager 348-3050

MAIL CARE operator. Farmington Rock area. Good benefits. Call Laura Waldorf 851-8300

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Excellent career spot for full Friday with minimum 60 WPM typing and proven clerical experience

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NATIONAL BANK OF SOUTHFIELD

20201 Telegraph, Southfield

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LEGAL SECRETARY Farmington Hills area. Good benefits. Great future and challenging required. Call Fran Wilkins 553-9300

RECEPTIONIST with typing skills. Experience required. Full time. Excellent benefits. Application in person. 32614 Northwestern Hwy. Farmington Hills

ACCOUNTS RECEIVABLE CLERK Minimum 5 years related experience. Large Suburban manufacturer. Excellent benefits and pay. Salary range $8-$9 hr. Call Mr. Fox 642-8020

TRUST Bank has opening for Bookkeeping Department. Good math and typing skills required. Salary $5.00/hr. with excellent fringe benefits. Call for appointment 559-5300

ADAMS & MARTIN PERSONNEL

646-5600

SECRETARY

504 Help Wanted Office-Clerical

EXPERIENCED SECRETARY needed typing and bookkeeping. Retirement salary and benefits. Apply at 700 E. Mile Rd. Perndale or call between 9 AM-4 PM Mon.-Fri. 398-7420

PART-TIME SECRETARY

20 hours per week including Saturday. Shorthand dictaphone and typing etc. Apply in person only

Sales Office

PLYMOUTH HILTON INN

PLYMOUTH, MICHIGAN

SECRETARY BOOKKEEPER Need typist, careful record keeper, bookkeeping experience. Telephone skills. Real estate experience helpful. Farmington Hills area. Call 851-7900

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Accounts Payable Bookkeeper

Excellent opportunity. Accounting background or high school bookkeeping. $5.5

LOIS RAY PERSONNEL

557-0560

BOOKKEEPING SKILLS Typing required for real estate & mortgage company. Knowledge helpful. Part time to start. Excellent working conditions. Fringe benefits. Call Ms. Gilbert 559-2000 Ext. 129

Show Biz W. 9 Mile $600 Fee Paid

Exciting administrative here. Enter business world from media straight organized typist. Great with words. Work background. Variety of people & office duties. Call Bethany for acknowledgment. PERMANENT STAFF. Fee paid

388-8900

SECRETARY Wanted for part time Wednesday local driving. Apply Box 102 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER Experienced

Payroll receivables payables commissions, payroll taxes, sales taxes. Postings etc. Western Wayne area. Please call between 8:30 AM 3 PM

SECRETARY Call Friday. Must be able to type, take dictation, knowledge of office equipment and general office duties. The Detroit Bicycle Club 22201 James Couzens

FRONT OFFICE EXPERT

Personable, calm, who likes to give out money. Consumer loan department of suburban bank. Full time portion $400 Fee paid. Call Shirley Nash

559-2400

Snelling & Snelling PERSONNEL

GENERAL OFFICE. Working Phone Order taking. Pricing. Advertising. Office Printing press 60/50 WPM dictaphone. Mail, graph. Will train. Full time or part time. Greenfield Plymouth Hills area 525-2400

A SUBSIDIARY OF A famous Fortune 500 company has an immediate opening for a payroll typist. Handle phone for department manager. $6.00 Hours Fee Paid

559-5400

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504 Help Wanted Office-Clerical

DENTAL OFFICE MANAGER Some experience with Typing, Filing, Receivables, Bills, Accounts, Etc required. Livonia. Full time. Send resume to Box 100 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

Airport Travel Aid $600/Mo.

Dream job with constant extra benefits including travel discounts. Company will train outgoing personable high school grad. You must like people. PERMANENT STAFF. Personnel

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LEVACY 21 261-4200

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RECEPTIONIST SECRETARY General bookkeeping architectural office References 348-3833

504 Help Wanted Office-Clerical

RECEPTIONIST SECRETARY

needed by large Real Estate firm Bloomfield Hills. Pleasant appearance and phone personality. Typing essential. Call Mr. Kelber 647-3050

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TEMPORARY FULL TIME Call for Age Office. Experience desirable but not necessary. Plymouth area. Pleasant working conditions. Noon to 7 PM. 5 days. Call 7 9 PM 278-8133

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SECRETARY

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BOOKKEEPER

Experienced

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SECRETARY Call Friday. Must be able to type, take dictation, knowledge of office equipment and general office duties. The Detroit Bicycle Club 22201 James Couzens

FRONT OFFICE EXPERT

Personable, calm, who likes to give out money. Consumer loan department of suburban bank. Full time portion $400 Fee paid. Call Shirley Nash

559-2400

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