502 Help Wanted Dental-Medical

DENTAL HYGIENIST - 1 DAYS & 1 EVENING DEARBORN HEIGHTS AREA 563-5656

A 8 AM 8:30 PM FULL PAID Very high spot. Clean conditions Good benefits Medical Dental Employment Center 349-1420

SOUTHFIELD Specialist seeking experienced MEDICAL RECEPTIONIST Phone Benefits insurance and peg board experience required 8 5 Mon - Fri Will benefits Opportunity to grow into OFFICE MANAGER

DR PERSONNEL AGENCY Southfield 569-5254

INTERESTED IN advancing in your career, desirable expanded duties crown and bridge exp. 559-6380

DENTAL OFFICE MANAGER/RECEPTIONIST Full time Experienced preferred 644-6230

RN'S

Ardmore Acres Hospital

NURSE AIDES All shifts Full-time Experienced preferred Not necessary Apply in person Mon - Fri 9 AM - 5 PM Nightingale West 8365 Newburgh Rd Westland Nr Joy Rd

GLOBETROTTER TICKET WINNER

CONGRATULATIONS

DENTAL OFFICE manager 22 Assisting experience Salary commensurate 348-3248

MATURE woman to assist in operation of small Bookkeeping office Only 2 days Southfield 557-0500

RECEPTIONIST FULL LENGTH Experience not necessary Pleasant working conditions Call 420-0800 Mon - Fri 8 AM - 5 PM 425-2232

Psychiatric Attendants

Ardmore Acres Hospital

PART-TIME temporary for full time employee Experience not necessary Flexible hours 644-6230

502 Help Wanted Dental-Medical

RECEPTIONIST for Dental office Mature neat and personable Experience preferred Good resume to Box 126 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

NURSES AIDES

All shifts full-time will train Also weekend help only available See Mrs Mannix

Nightingale West 8365 Newburgh Rd Westland Nr Joy Rd

DENTAL ASSISTANT Part time 8 30 - 1 30 Mon Thurs Thurs Fri Salary open Experience not necessary Write Dr Balram Woodward 20 20 W 12 Mile Southfield 48076

DENTAL ASSISTANT - Experienced To the right girl (Lathrup Area) we offer you can't refuse! Fringe benefits Southfield Reply Box 300 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

LPN - RN

Afternoon and night shifts Good starting salaries modern facilities See Mrs Ferguson

Nightingale West 8365 Newburgh Rd Westland Nr Joy Rd

LPN'S

Variety of operative procedures Liberal fringe benefits Part time 6 30 - 10 30 PM per year Full or Part hours Nurse Director of Anesthesiology Providence General Hospital 16250 Northland Drive Southfield Michigan 48075 Or call 557-5200

DENTAL ASSISTANT - Experience preferred but not necessary Part Time Mon Fri Tues Thurs Livonia area Resumes to Box 416 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

NURSE AIDES

BOOKSMITH'S, Livonia area Full time Part time Mon - Fri Nurse aides needed Apply in person Mr Lewis

FOUR CHAPLAINS Convalescent Center 28240 Joy Rd Westland 261-9500

FULL REFERENCE FOR

502 Help Wanted Dental-Medical

DENTAL ASSISTANT, chair side experience preferred, but will train right girl Grand River - Telegraph area 535-1218

CHAIRSIDE DENTAL ASSISTANT wanted Excellent salary, hours and fringe benefits 547-3630

LPN'S

Pleasant working conditions

FOUR CHAPLAINS Convalescent Center 28240 Joy Rd - Westland

261-9500

DENTAL ASSISTANT Experienced only 533-8071

CHAIRSIDE Dental Assistant - Experienced only Excellent salary hours and fringe benefits 547-3630

NURSE'S AIDES

No experience necessary Openings all shifts Apply in person Mt Vernon Nursing Center 28713 Greenfield Road Southfield

RN'S, LPN'S

DAYS & AFTERNOONS

Apply In Person

Medico's RECOVERY CARE CENTER 22355 W 8 Mile 3 Lvn Oldtown 255-0450

DENTAL ASSISTANT Full time position, experience preferred 533-1530

NURSES RN'S-LPN'S

NIGHT SHIFT 11PM - 7 AM FULL BENEFITS

Apply Or Call Personnel Dept Nightingale Convalescent & Nursing Center 27270 Wright Farmington Hills 476-0550

ON-JOB TRAINING FOR NURSE'S AIDES

Apply In Person

Nightingale Convalescent Center 28240 Joy Rd Westland 261-9500

FULL REFERENCE FOR

RNs & LPNs ALL SHIFTS

Apply In Person

CAMELOT HALL

NURSES AIDES Full time Part time Experienced or interested in working where geriatric patients are cared and treated with respect Will train Apply Hartland Convalescent Center 7140 Hartland Rd Hartland 632-7171

FREE TUITION - ATTENDANT EDUCATION

The University of Detroit is a program is seeking participants for CETA Attendant Education as a licensed Practical Nurse The program will begin in January Tuition and books will be covered by CETA Applicants must be Unemployed or underemployed for 30 days and high school graduates only Those interested in a career will be accepted Preference will be given to qualified applicants according to the rules and regulations of the Dept of Labor Applications must be made at the U of D Nursing Dept Service Center 22625 7 Mile Rd no later than 3 PM Wednesday Dec 22 1976 For further information call 476 2115

An Equal Opportunity Agency

CHAIRSIDE DENTAL ASSIST Some experience required Livonia Southfield Send resume Box 348 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

LPN OR RN

PART TIME WEEKDAYS

BEVERLY MANOR 24557 Westmoreland Rd Farmington 477-2000

RN'S-LPN'S-AIDES

WORK NEAR YOUR HOME GENERAL DUTY-PRIVATE DUTY FULL TIME-PART TIME HEALTH CARE I

RN Owned & Operated 349-2580

NURSE'S AIDES

FULL OR PART TIME EXCELLENT working conditions Immediate openings available Seasonal help also openings are now being accepted

Apply in person UNIVERSITY CONVALESCENT NURSING HOME 28550 FIVE MILE RD Livonia

RNS & LPNS

Full time all shifts Part time all shifts Apply in person Mon Fri 10 AM 4 PM

HOPE CARE CONVALESCENT CENTER 30418 Cherry Hill Rd Westland

504 Help Wanted Office-Clerical

SECRETARY-GIRL FRIDAY for real estate office Accurate with figures Salary $650 to $650 Call Mr. Fran 425-7300

REAL ESTATE office desires woman with in-depth bookkeeping experience and general knowledge of mortgage processing Good working conditions 40 hour week Livonia Please call Mr Durant 261-4300

SECRETARY WITH Life Insurance background preferred, but not essential. Send good typist with figure aptitude Salary commensurate with experience Company benefits Call Miss DeGeorge 352-6300 An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SUBURBAN OPPORTUNITIES

JR SECRETARY $630 Fee Paid Good typist with light shorthand Opportunity for advancement Southfield

ACCOUNTS PAYABLE $650 plus. Fee Paid Advertising agency need knowledge of payable procedures Southfield

ACCOUNTING CLERK To $800 Fee Paid Bookkeeping experience required Formal accounting training preferred Assist corporate controller Novi area

FILE CLERK $500 Fee Paid Filing and mail room for attorneys Coolidge Big Beaver

INSURANCE SECRETARY To $875 Fee Paid Good typing figure aptitude Life Insurance background preferred Southfield

SUBURBAN PERSONNEL

SHARP GIRL General office good with figures House of Maple 421-0750

TYPIST - Receptionist Small, pleasant W Livonia office seeks mature personable individual with good typing ability Resume including salary requirements please to Box 412 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RECEPTIONIST

Full time position available for mature person with typing skills and general office experience Call Mrs Ferguson at 532-2760

SECRETARY for Madison Heights area one girl office typing of quotes and proposals mature easy going gal with 60 WPM no shorthand Salary to $750

LEGAL SECRETARY for Troy Park growing company wants to add to their staff Must be good at typing numbers $650 month plus benefits

TYPISTS for Southfield Insurance company 60 WPM typing $475 per month plus full benefits

ACCURACY PERSONNEL Where You Receive Special Attention

B.R.M.HAM 642-3050 SOUTHFLD 358-2010

PERMANENT part time general office work Apply Youth Center Store Tel 22 Mail Southfield

Farmington Super Salary $800/Mo.

Just right experience necessary Famous firm will hire alert over achiever with ambition for fast advancement by good accurate typing necessary and a pleasant telephone voice Call Mrs Lee at 477-2760 PERMANENT STAFF Personnel

388-8900

MATURE PHONY Applicants for Figures 8AM 3PM daily 9AM 12 Noon Saturdays Send resume to Box 416 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

LIABILITY SPOT

Busy office seeks friendly motivated person for a variety of duties Nice office and 5 days only here $600 plus Harry call Ann Murr 538-5420

Smelling & Smelling PERSONNEL

MATURE LADY to be trained for Quality jewelry with Harvard and Pantiles 8 Mile Merriman area Call 532-3640

TYPIST Assistant to Bookkeeper for Southfield law firm Good typing ability for responsible person Call Barb 559-9030

GENERAL OFFICE ORDER DEPARTMENT

Some experience preferred Excellent benefits and working conditions

Parasonic 23275 Research Dr Farmington Hills Michigan

477-2760

RECEPTIONIST and clerk for retail sales in a nursery Must be neat like kids and well groomed 8 Mile Merriman area Call 255-7800

TELEPHONE SALESWOMEN Work from your home Top call back waiting in local area Call between 8-9 PM 559-1550

PERSONNEL DIRECTOR

Must be proficient in selecting Employees for all levels of a small Manufacturing Co in Farmington Hills Send complete resume to Box 412 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

ORDER PROCESSOR

Experienced afternoons only Mon thru Fri Light typing figure aptitude essential Southfield Area 552-6328

EXECUTIVE SECRETARY. Wayne area 5 years secretarial experience shorthand 100 W/M typing 75 WPM Please send resume to P O Box 805 Wayne Mi Attn Mrs Daly

TYPISTS STENOS SECRETARIES KEYPUNCH OPRS.

Break out of the rut Go places Meet people and earn money all the same time Work for MANPOWER and earn for Christmas now Many overtime assignments No fees Apply 9am 3 30pm Mon thru Fri

28640 8 Mi at Beech Daly 29204 Ryan Rd at 12 Mile

Free 24 Hr Accident & Illness Protection Low Cost Medical Protection

MANPOWER TEMPORARY SERVICES

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SECRETARY mature woman needed for typing light shorthand and general office duties Bloomfield Hills Call Mrs Curnow 9AM to 3 PM 338-8181

LEGAL SECRETARY

Must be proficient at typing spelling grammar and punctuation Pleasant working conditions Blue Cross and other benefits Phone 961-1983

INSIDE CLAIMS Supervisor auto claims and some typing experience necessary Salary commensurate with experience Please call Mr Fawcett or Miss McGee 477-8200

SECRETARY to manufacturing manager Accurate shorthand and typing required Maximum 3 years experience Send resume stating salary requirements to box 400 Royal Oak Mich 48068 Attn Mrs Pat Cyrek

OFFICE GIRL Some bookkeeping filing book deposits light typing Good hours & pay Apply 8 AM Blaine's Restaurant 18731 Michigan Ave. E Dearborn

ACCOUNTS PAYABLE CLERK Interesting work in busy office Good salary & fantastic travel benefits

ELKIN TOURS 356-1234

504 Help Wanted Office-Clerical

OUR AD AGENCY, located in Bloomfield Hills has need of receptionist - typist If you are interested in this position, concerned about your appearance, have a pleasant phone manner & can type accurately, please call for an interview 855-7075

DIVERSIFIED OFFICE duties in Northwest area Auto Dealership Permanent full time position Some typing required Pleasant working conditions and insurance benefits 535-7227

Telegraph Rd. Medical Job $550/Mo.

Leading suburban medical group needs calm, organized clerk to help with patients bills and questions will train the right person Some Appointments and figure receptionist Fast advancement PERMANENT STAFF Personnel

388-8900

SECY-RECEPTIONIST

Experienced in all office procedures and possessing all office skills shorthand optional Must be intelligent and highly sociable Livonia Farmington area Ask for Ron

478-1745

SHOP OFFICE

Must be experienced in typing good with figures located in Wayne Call for appointment 729-2300

ASSISTANT BOOKKEEPER needed for accounting department Livonia Insurance background preferred Salary commensurate with experience Call 425-5500

Oak Park Pleaser $700/Mo.

Top money but no shorthand necessary Space age firm will use you if you are outgoing organized and a good typist Working lists with media and entertainment world in pleasant personality a must Super interesting job PERMANENT STAFF Personnel

388-8900

WILL train smart beginner who can type 50 wpm Northland area 273-5032

INSURANCE AGENCY needs good demo who knows homeowners and fire insurance Southfield 569-1092

SECRETARY - TYPIST for South Field LPA Some bookkeeping 524-1611

Phone Work Royal Oak $750 Fee Paid

Very challenging position for secretary with excellent detail skills Much phone contact with big & sophisticated attitude necessary Many extras here PERMANENT STAFF Personnel

388-8900

SECRETARY

Top notch gal Must type 50 wpm, adapting with charts and able to handle busy office with a lot of se- 559-8300 Southfield & 12 Mile 443-1774

SECRETARY needed to take charge of Southfield store office Should be experienced, excellent typist with no shorthand required Call Mr Hurt 559-8250

PROPERTY CASUALTY RATER large agency excellent benefits New Center area 872-2900 Ext 222

Personnel Trainee Royal Oak

Top suburban employment agency will train outgoing people oriented person with some sense of public contact experience College degree full but not necessary Excellent starting salary and rapid advancement Call Ms Merrill at 642-2626

SECRETARY experienced part time 25 30 hours per week Use of phone, dictating equipment and general office routine Downtown Plymouth 334-2300

RECEPTIONIST

For Real Estate office full time experienced preferred typists preferred Birmingham area 642-4300

MANUFACTURERS REP for beauty and beauty aides is looking for an organized gal who can think and act on her own and wants a permanent job with growth potential Call Lots of phone work regarding customer service keep mail and detail records, typing for follow up, shorthand for occasional letters At least 3 years office experience required In Southfield Benefits Call for appointment 557-7473

EXECUTIVE SECRETARY for officers of outstanding Southfield company Excellent skills required Salary $650 to $850 with good benefits and care free arrangement

DICTAPHONE TYPIST To operate Mag Card for Southfield company Duties include some reception work Great group of people Salary $600 to $650 with benefits and free parking 352-3300

ADAMS & MARTIN PERSONNEL

920 E Maple BIRMINGHAM

646-5600

SECRETARY

Part Time TYPE Shorthand Southfield Area Call Dorothy 424-6200

GENERAL OFFICE

To staff Present and future vacancies in Clerical Typing and Stenographic positions Typists must be able to type 55 wpm and Stenographer should take short hand at 80 wpm We offer a competitive salary and fully paid benefits with attractive working conditions in Southfield Call after 8 AM Ext 234 647 2200

Equal Opportunity Employer M F

LEGAL SECRETARY Southfield 12 Mile area Excellent typing and shorthand skills required Experience in legal field preferred Call Jan 557-6300

EXPERIENCED Executive Secretary Bookkeeping office Typing 50 WPM dictaphone Excellent references required 569-0870

TEMPORARY OR PERMANENT WE NEED IMMEDIATELY

Bonus, Sr Typists 50 wpm, Dictaphone typists, Accounting Clerks, PBX Operators, Legal Secretaries Insurance, Underwriters, Raters, Coders, Policy Typists, Claims and Workers Comp

MICHIGAN INSURANCE PERSONNEL SERVICES, INC 961-0020 Ext 6230

TEMPORARY PERMANENT

504 Help Wanted Office-Clerical

TYPIST - PART TIME

Experienced with good typing skills IBM Mag card A experience preferred The Service Bureau Co 35300 Civic Center Dr Southfield 352-9300, Ex 204

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BOOKKEEPER wanted part time will train you on the latest data phone & IBM mag equipment Excellent employee benefits Beautiful new office on Telegraph at 13 Mile Hours 8 30 A.M. to 4 45 P.M. Monday through Friday Call Nora Sala for appointment 443-2700

LIBERTY MUTUAL INSURANCE CO

An Equal Opportunity Employer

SECRETARY

Shorthand a must Typing Good starting salary fringe benefits Chicago Southfield Rd area 828-7446

RECEPTIONIST Full & Part time People manager with office skills Communication sense & experience for busy desk Alpha Animal Emergency North 26029 Grand River Detroit 3 Lucky west of Telegraph

TYPISTS

POLICY TYPISTS

TRANSCRIBING OPERATORS

Fireman's Fund Insurance Co We need typists capable of typing 55-65 wpm to work as Policy typists and Transcribing typists Experience preferred but not necessary We are located in Southfield and offer an excellent fringe benefit program and pleasant working conditions Salary commensurate with experience If qualified please call Mrs Maynor 352-3700

An Equal Opportunity Employer

RECEPTIONIST Busy Sporting goods store with figure aptitude needed in newly decorated branch office Free parking Durham Assoc 569-1022

PUBLISHING RECEPTIONIST

Your bubbly voice and top office skills are the beginning of a superior urban spot 8340 Greenfield Detroit Rice

559-7400

Snelling & Snelling PERSONNEL

SALES OFFICE

Experienced Typist 40 WPM required Modern Southfield Area Excellent benefits Salary commensurate with experience & skills Call Dennis Area Call Mr Marshall 353-3701

An Equal Opportunity Employer

TRANSCRIPTIONIST

Birmingham branch of nationwide insurance company has immediate opening in central steno for full time transcriptionist

Experienced preferred good typing & spelling skills required We will train you on the latest data phone & IBM mag equipment Excellent employee benefits Beautiful new office on Telegraph at 13 Mile Hours 8 30 A.M. to 4 45 P.M. Monday through Friday Call Nora Sala for appointment 443-2700

LIBERTY MUTUAL INSURANCE CO

An Equal Opportunity Employer

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Shorthand a must Typing Good starting salary fringe benefits Chicago Southfield Rd area 828-7446

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559-7400

Snelling & Snelling PERSONNEL

SALES OFFICE

Experienced Typist 40 WPM required Modern Southfield Area Excellent benefits Salary commensurate with experience & skills Call Dennis Area Call Mr Marshall 353-3701

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ADMINISTRATIVE ASSISTANT

Unique career opportunity for mature, experienced person to assist partner of large Northwest Suburban Professional Office Requires general office skills pleasant personality, energy and ability to keep on top of varied challenges of this responsible position Flexibility and attitude to detail a must Must be capable of handling correspondence Shorthand desirable Exceptional working conditions and unusually congenial staff Excellent starting salary for a capable career oriented individual Reply in confidence to Box 436 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

An Equal Opportunity Employer

RECEPTIONIST

Answer phone Input Accuracy more than speed Congenial office with benefits Livonia area Mail or phone to Box 429 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

SECRETARY TYPIST - Southfield Law firm excellent typing skills are essential shorthand preferred but not necessary 559-0640

Audit-Payroll Clerk

Full Time Permanent Accounting background required Must have experience in payroll Accounting Knowledge of Accounting Will train the right person Call Mr Hubbard 352-3300

MONTGOMERY WARD

12 Mile Telegraph Southfield An Equal Opportunity Employer

CALL FRIDAY needed for busy Non office Excellent typist no shorthand required Well educated recent graduate training job Pay lists and salary to $6A 352-1300 Writer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

DENTAL OFFICE MANAGER Some experience with Typing Billing Insurance Billing Accounting Excellent Livonia & Redford Send resumes to Box 320 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan

CLERK TYPIST

Part Time 25 40 WPM Monday thru Thursday 4PM 10 PM $3 35 per hour call Detroit

504 Help Wanted Office-Clerical

LADIES

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IMMEDIATE TEMP OPENINGS DAY WEEK OR LONGER

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Acctg Clerks
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$550 - $650 start with this varied spot Lots of phone work with clients means follow-up and good typing Call 342-6300

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CALL FRIDAY for young dynamic company must be career minded and experienced in all phases of office procedures including full charge bookkeeping duties Must be able to work with clients Must have a sense of humor and willing to work long hours Must be proficient in data processing Ground floor opportunity for the right individual willing to follow through Call Janet 851-2600

PART TIME Clerical office work 2 or 3 days a week Must be able to work 4 hours a day Call Farmington 553-3220

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Bateman Realty Co.
730 S. Rochester Rd. 651-8518

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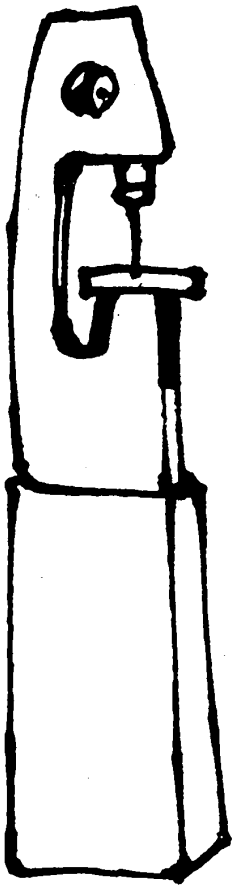

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