## 500 Help Wanted

BRIDGEPORT MILL HAND
Overtime, all benefits, days $7.50 hour. Lor Performance. 291-1819

LATHE HAND
To work in job shop. Must be experienced. Overtime. All benefits. Days $7.50 hour. Lor Performance. 291-1819

COOKS. No experience necessary. Apply in person, between 2P-M-4PM. Film-Flam IX, 1231 West Maple, Clawson.

WAITRESSES, afternoons & mid-nights. Apply in person, between 2 PM - 4 PM. Film-Flam IX, 1231 West Maple, Clawson.

TELEPHONE SOLICITORS
People wanted for telephone soliciting. Good pay plus bonuses. Morning hours 9 to 1. Evening hours 6 to 9. Call
522-5064

FULLER BRUSH CO. has 2 well established Routes now open. Livonia & Dearborn Areas. $8 per hour average to start. For interview Call 478-2534

QUALIFIED TRUCK Mechanic for large fleet truck company. Steady employment, liberal fringe benefits. Good references required. Call between 8 & 9:30 Am. Mr. Breaugh. 831-6700

OFFICE MANAGER, Real Estate experience, for large building & property management company. 357-0770 (After 7 PM. 569-2758).

WANTED
Career minded young woman needed to fill full-time opening. Shoe sales and cashier work with management of Clothes Department at a later date. Apply at Kinney Shoes, 620 West Ann Arbor Rd., Plymouth, Michigan.

BUS BOYS, all shifts. Apply in person, Palace Restaurant, 13481 Greenfield, near Schoolcraft.

WAITRESS, afternoons, 16 and over. Waitresses, midnight shifts. Experienced only. Call week plus tips. Apply in person, Palace Restaurant, 13481 Greenfield, near Schoolcraft.

COOKS, all shifts, 18 and over, short order, experienced. Apply in person, Palace Restaurant, 13481 Greenfield, near Schoolcraft.

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

GENERAL cafeteria help wanted, lunch hour. Southfield area 356-2247

DINO'S PIZZA
Delivery help wanted. Must have car. $2 per hour. Plus 15c per delivery. 7 Mile-Inkster.
531-6330

MALE and female applicants needed for positions open 139 W. Maple. 644-4254
BIRMINGHAM EMPLOYMENT BUREAU

## 502 Help Wanted Dental-Medical

MEDICAL bookkeeper, office. Receptionist, Insurance Billing girl wanted. Pay commensurate with past related experience. Apply 8AM - PM. 8001 Merriman, Westland.

NURSE ATTENDANTS. All shifts. Fringe benefits. Redford Villa Nursing Home, Southfield. 387-3320

DENTAL OFFICE MANAGER
2 doctor GENERAL DENTISTRY PRACTICE needs sharp, experienced business assistant - manager. Seeking person experienced with bookkeeping and dental insurance. Overseas 12 - 15 people. Excellent opportunity.
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

BIRMINGHAM DENTAL office is looking for an experienced hygienist. Must be neat, reliable, personable. Able to accept responsibility. Preventative dentistry. Send resume to Box 526, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL RECEPTIONIST
Rochester medical office seeking sharp receptionist to handle front desk. Mon., Tues., Thurs., Fri. Must know insurance and ledger board. Send resume to Box 542, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSES AIDES
FULL or PART-TIME
EXCELLENT working conditions
Apply in person
UNIVERSITY CONVALESCENT NURSING HOME
28550 FIVE MILE RD.
LIVONIA
Immediate positions available. Seasonal Help applications are now being accepted

REGISTERED NURSE - part time. Evenings and every other Saturday morning. Garden City Medical Center. 595 week plus tips. Apply in person, Palace Restaurant, 13481 Greenfield, near Schoolcraft.

MEDICAL SECRETARY for a doctor's office, Livonia, must have office experience. 261-3231

RN, LPN
For extended care facility. Immediate positions available on the day or afternoon shift. Call Cambridge Nursing Center West, the Nursing Director, weekdays between 8 AM - 3 PM. 255-1010

DENTAL RECEPTIONIST, experienced only. Mature person. Busy office in Northland area. 967-1105

MEDICAL RECEPTIONIST-$675
LIVONIA PHYSICIAN needs experienced person to run busy front desk. Must know all insurance, phone and pegboard. Excellent opportunity
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

RN'S, LPNS
NURSES AIDES
Part-time, Full-time
Apply in person
LAHSER HILLS NURSING CTR
25700 Lahser Rd., Southfield
354-3222

## 502 Help Wanted Dental-Medical

RN
We are searching the West and Northwest area for a full-time day Supervisor. The job is challenging and requires an individual who can supervise other licensed and nonlicensed staff members. Other duties include: Monitoring, Care conferences, Nursing assessment, scheduling, and on duty once every 10 weekend. Wages competitive, benefits liberal. Come and visit our esthetically pleasing and progressive atmosphere. Westland Convalescent Center, 36127 W. Warren, Westland, Michigan, across from the Westland Shopping Center. Ask for Judy Gilbert, RN, Director of Nursing. 729-4100

NURSES' AIDES
EXPERIENCED for E.C.F. Excellent wages, exceptional benefits. Must be reliable and have transportation. Midnight and day shifts. An equal opportunity employer.
Heritage Convalescent Center
18200 W. 13 Mile near Southfield.
947-5500

MEDICAL ASSISTANT
Excellent opportunity. Experienced only with knowledge of insurance forms. Typing & assisting. Call 425-0960

LPN
MIDNIGHTS & AFTERNOONS
If you are an LPN with desire to do more with your career than you have done in the past, we will provide the atmosphere and opportunity to grow as a Nurse and help you develop your abilities as a Supervisor of patient care. We are in need of LPNs with this desire and potential. Are you willing to try? Call or visit us at Westland Convalescent Center, 36127 W. Warren, Westland, Michigan. 729-4100

DENTAL ASSISTANT, Livonia Area, experienced. Excellent salary and benefits. Call 537-6013

HOSPITAL STAFFING WEEKENDS
RN'S $6.50 Hr.
LPN'S $4.60Hr.
MON. THRU FRI.
RN'S $55.60 Hr.
LPN'S $4.60 Hr.
Ask About Our Bonus Plan
HEALTH CARE I
(RN owned & Operated)
569-2565

RESPIRATORY THERAPY TECHS.
Full time positions available for RESPIRATORY THERAPY TECHS with 1 years experience. Excellent salary and fringe benefits
BOTSFORD General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

MEDICAL ASSISTANT, experienced in E.K.G.'s, injections, venepuncture. Farmington area, no evenings. 626-4345

MEDICAL ASSISTANT - Receptionist. 4 days per week for doctor's office in Troy. Reply to: Box 578, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDES
Full-time, Midnight Shift, 11:30 PM to 8 AM. Excellent pay, fringe benefits, good working conditions. Suburban location.
Presbyterian Village
In Redford Twp
531-7200

DENTAL ASSISTANT, Schoolcraft, Merriman area. Some experience, part-time, chairside, bookkeeping and receptionist. 261-7733

## 502 Help Wanted Dental-Medical

ADM. ASSISTANT-MEDICAL
Rapidly growing clinical laboratory desires dynamic individual with good secretarial skills; medical background required; good salary - full benefits. Call between 9AM-4PM. 477-8300
Equal Opportunity Employer M/F

RN'S, LPN'S
DAYS & AFTERNOONS
Apply in person
Medico's
RECOVERY CARE CENTER
22355 W. 8 Mile, 3 blks. W. of Lahser.
255-6450

RN'S, LPN'S
Full-time, midnights, in extended care facility. Good salary.
18000 W. 13 Mile Rd.
near Southfield
647-6500

CRNA
Variety of operative procedures
Liberal fringe benefits
$17,582 to $20,433
Write:
Director of Anesthesiology
Pontiac General Hospital
461 W. Huron
Pontiac, 48053
Or Call:
857-7309

LIVE-INS
Home care aides to provide essential homemaking services. $150 per week plus room and board. Apply in person.
HEALTH CARE I
Suite 65A, 17000 W. 8 Mile, Sfld.

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

HOME CARE AIDES
HOME MANAGERS
To provide essential homemaking services
APPLY IN PERSON
HEALTH CARE I
Suite 65A, 17000 W. 8 Mile, Sfld.

EXPERIENCED
VENA PUNCTURIST
to work part-time at Williamsburg Convalescent Home, Middlebelt Grand River, God pay, good hours. Please apply at office: 21017 Middlebelt, Farmington Hills. Please DO NOT PHONE. Apply from 9-10 AM only. Wed., Thurs., Fri.

RNS or LPNS
PART TIME
Apply in person
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Farm
Between Grd River & 8 Mile

MEDICAL ASSISTANT - Experienced, preferred Part-time. Call Janet, Tuesday thru Friday. 535-0850

MEDICAL SECRETARY - RECEPTIONIST, full-time, experience preferred, billing, insurance forms, phone, handling. Birmingham - Royal Oak area. Write to Box 543, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN-LPN
Afternoon and midnight shifts. Good starting salaries. Modern facilities. See Mrs. Ferguson.
Nightingale West
Westland Nr. Joy Rd.

## 502 Help Wanted Dental-Medical

MEDICAL TECHNICIAN - all shifts, background in Cytology, some lab, some therapy. Livonia. Contact Jan. 261-6200

NURSES - RNS
Pleasant, professional environment for mature personable RN in Livonia. Mornings or early evening hours available. 293-1100

MEDICAL ASSISTANT in Rochester Obstetric-Gynecology office. Experience preferred. 651-7150

NURSES' AIDES
FULL-TIME preferred. Will train. For interview, see Mrs. Mayville:
Nightingale West
6565 Newburgh Rd.
Westland, Nr. Joy Rd.

DENTAL HYGIENIST
Full or part-time position in a busy Farmington office. Good hours, pleasant working conditions, call between 9 AM - 6 PM. 261-9110

MEDICAL RECEPTIONIST
Full-time. Some experience preferred. Send short resume with expected salary to Box 566, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN & LPN
We offer a unique work experience with the mentally retarded at Plymouth Center Human Development.
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 License required
7. Salary commensurate with experience.

CONTACT NURSING OFFICE
453-1500, Ext. 212

DENTAL ASSISTANT
Chairside, 3 days, experienced only. 534-6080

DENTAL ASSISTANT with experience in reception work. Full-time Bloomfield Hills area. 337-2618

RN & LPN
We offer a unique work experience with the mentally retarded at Plymouth Center Human Development
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 License required
7. Salary commensurate with experience

CONTACT NURSING OFFICE
453-1500, Ext. 212

NURSES AIDES-all shifts, full or part-time. Apply Hendry Convalescent Center, 105 Haggerty Rd. Plymouth.

NURSE AIDES
Part-time. Day shift, 7:30 AM to 4 PM. Excellent pay, good working conditions. Suburban location.
Presbyterian Village
In Redford Twp
531-7200

DENTAL FRONT office assistant. Experience essential. Chairside experience and/or insurance helpful. Typing, filing, peg board and appointing. Pleasant personality, ability to relate to patients. Busy group preventative practice. 4½ days. Old Redford area. Reply: Box 552, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

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

DENTAL OFFICE assistant, full time. Energetic person to work front desk. Insurance forms, etc. Experience preferred but will train if necessary. 646-2958

Dental Insurance Secretary
For productive office. Experience in dental procedures necessary.
Call 722-5130

WANTED DENTAL Hygienist. Thursdays only. Huntington Woods. 398-4455

NURSE AIDES
FULL OR PART TIME
ALL SHIFTS
Apply in person between 9 & 4 Pm.
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RN OR LPN- midnight shift for skilled nursing home. Apply HENDRY CONVALESCENT CENTER, 105 Haggerty Rd., Plymouth.

LPN OR RN
PART-TIME
MIDNITES
BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI 477-2000

X-RAY TECHNICIAN-with experience with laboratory procedures, needed to work full-time in busy Allergist's office. Good benefits. Farmington Hills area. 851-6655

ON-JOB TRAINING
FOR
NURSE'S AIDES
By Full-Time RN
In-Service Director.
Apply-Dorvin Convalescent & Nursing Center,
29270 Morlock,
near Livonia Mall.

PART-TIME RN needed - who may be available for full-time vacation coverage in busy Allergist's office. Farmington Hills area. 851-6655

## 504 Help Wanted Office-Clerical

TYPISTS
BOOKKEEPER
Southfield CPA firm requires experienced statistical typist, general typist, and full charge bookkeeper with recent CPA experience. Positions are permanent and full-time. Salary open. 559-5400
An Equal Opportunity Employer

PART-TIME RECEPTIONIST between hours of 3 & 5 to answer phone and do light typing. Birmingham, Adams Rd. just south of Maple. Restaurant. Will consider mature high school girl. Call Mr. Syrman at 647-3383.

TYPIST - RECEPTIONIST. Engineering firm is seeking experienced typist - receptionist. Send resume to: Halpert, Nemer, & Tacos, 22226 Orchard Lake Rd., Farmington Hills, MI. 48018. Attn.: Mrs. Benzel.
An Equal Opportunity Employer

CLERICAL
AND
ADMINISTRATIVE
SOUTHFIELD
Excellent opportunity. Duties are varied, stimulating, challenging, and rewarding.
Must be able to deal effectively with people in mature, pleasant and responsible manner.
Good typing aptitude for figures and spelling. Typing 50 wpm - transcription and invoicing helpful.
We offer a good starting salary with proficiency increases, salary reviews, program education and career counseling. Employee - Family Medical, Hospital, Income and Life Insurance protection. Paid vacation. Retirement.
569-2333

SECRETARY
BIRMINGHAM
Seeking qualified, personable secretary for opening in small branch office of well known area organization. Must be dependable, possess ability to organize work, type and handle telephone well; shorthand not required. Pleasant working conditions. Excellent benefits. 965-7100 Ext 260

DATA MACHINE OPERATOR
One year business machine experience or the equivalent preferred. Good mechanical aptitude a must. Excellent starting salary & fringe benefits. For interview, call Miss Halle at
425-6000
United Stationers Supply Co.

ENGINEERING CLERK
One year business office experience preferred. Good mechanical aptitude a must. Excellent starting salary & fringe benefits. For interview call Miss Halle at
425-6000
United Stationers Supply Co.

WE ARE pleased to announce that as of Jan. 1st, we converted to a FEE PAID ONLY agency. If you are looking for a new job, let us help you!

SECRETARY - For real estate office. This is a spot for an ambitious person with typing and shorthand. Salary $600, plus benefits.

LEGAL SECRETARY - For prestigious N. suburban law firm. Legal experience plus typing and shorthand required. $600, plus benefits.

SECRETARY - For Southfield insurance agency. Typing and shorthand required. Salary to $700, plus benefits.

PREFERENCE
PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TIL 5

BOOKKEEPER
Payable, Receivable, Trial Balance. For small industrial company in Dearborn Area. Full-time. Experience necessary. Age not important. For Appointment, Call 923-4430

MATURE woman for church's financial records, typing, general office. Approximately 30 hours per week. Own transportation. Farmington Hills area. Call 476-8850 or 331-7159

SECRETARY
Top notch gal, must type 70 WPM, outgoing with clients, able to handle busy office & a lot of variety. Southfield - 12 Mile. 645-5778

GENERAL CLERICAL POSITION in Warren requires person who has some experience and good figure aptitude to train on computer. Company has outstanding fringe benefits and c.o.l. Salary $600. Fee Paid.

LEGAL SECRETARY, experienced, for beautiful Bloomfield Hills office. Light shorthand helpful, mag card A-Plus. Start at $750. Hours 9 A.M. - 5 P.M. Company pays fee and benefits.

TROY ENGINEERING OFFICE looking for secretary with some knowledge of light figure work and good skills. Great opportunity for growth. Salary $650 - $700 with paid benefits. Company pays ½ of Fee.

RECEPTIONIST for TROY LAW FIRM. Good typing and nice phone manner a must. Start at $550 - $560 with Fee Paid.

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

SECRETARY for Sept office in Northland Towers, Southfield. 3 days, 8 AM - 5 P.M. Profit sharing, life insurance, Major Medical Plan. Shorthand or equivalent preferred. Beginner considered. Phone for appointment: 569-9350

SUBURBAN
OPPORTUNITY
ACCOUNTING, to $12,800, Fee Paid. Working supervisor. Accounts payable and receivable. Accustomed to fast pace. Good typing. Nice.
SECRETARY, to $850. Fee Paid. Type 55 WPM. No S.H. Figure aptitude. Southfield.
INSURANCE, to $875. Fee Paid. Light typing. Figure aptitude. Detail work. Southfield.
CLERICAL, $685. Fee Paid. Beginning position. No typing. Southfield.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

LEGAL SECRETARY, interesting, creative, mag card experience preferred. Small firm, West Bloomfield. 851-8000

INSURANCE AGENCY-Home owners & claims experience necessary. Southfield. 9 Mile-Lahser. Excellent fringe benefits. Salary negotiable. Phone: 354-3180

## 504 Help Wanted Office-Clerical

BOOKKEEPER
Part time, fully experienced, Southfield. 355-3026

IBM MAG II OPERATOR
Southfield Law Firm is in need of Mag II typist for new word processing center. Legal experience preferred. Must be able to pass typing test at 70 WPM or better. Call Sharon Patrick between 8AM-5PM.
355-2600

ENGINEERING
SECRETARY
Good engineering background, excellent typing, 3 years experience, no shorthand required. Immediate opening for Southfield company. $650. Fee paid.
LOIS RAY PERSONNEL
559-0560

SECRETARY
Experienced typist and transcriber. General secretarial work. Good phone voice. Local office, part-time. Good salary. Send resume and references to Box 578, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
E.O.E.M/F

GENERAL OFFICE, full-time woman to handle mail, typing and filing. Varied duties. Some experience required. No smokers. Livonia. Call 477-6650

LEGAL
SECRETARY
One man, Southfield office. Administrative ability. Excellent typing, some shorthand. Great benefits $900 fee paid.
LOIS RAY PERSONNEL
559-0560

SECRETARY to sales manager. Pleasant working conditions, good benefits. Southfield location. 354-4216

SECRETARY - The Community House in Birmingham needs a full-time secretary; good in typing and customer contacts. 644-5621

Love
Livonia
$600 Fee Paid
If you love Livonia then why not work there? Super friendly Livonia manufacturing company needs good typist who has desire to learn small PBX. Good extras. PERMANENT STAFF. Personnel
388-8900

Meet Public
W. 9 Mile
$700 Fee Paid
Important, stimulating position with tons of public contact. Prestige suburban company will train diplomatic, organized person in this area. Excellent salary upgrade. PERMANENT STAFF. Personnel.
388-8900

EXCELLENT TYPIST for 3 man office. No shorthand; but spelling, grammar, and simple bookkeeping ability - important. 13 Mile - Southfield area. 646-5458

BOOKKEEPER-peg board system, experience helpful. Southfield area. Call for appointment. 355-1335

Farmington
Beginner
$500 Fee Paid
No previous work experience necessary. One of our nicest employers loves to train bright high school grad with good math aptitude. Excellent working conditions and raises. Good typing helpful. PERMANENT STAFF. Personnel
388-8900

SECRETARY - experienced in typing and shorthand, for manufacturer, in two girl office. Farmington - 12 Mile area. Arden Corp. 557-8750

SECRETARY for downtown Birmingham manufacturer's rep agency. Good shorthand necessary. Send resume and salary requirement to: P.O. Box 256, Birmingham, 48012

Birmingham
Receptionist
$550 Fee Paid
Are you outgoing and able to relate well to all types of people? This busy personnel office needs pleasant, perky front desk receptionist to greet visitors and make them at ease. Lovely co-workers and all benefits. PERMANENT STAFF. Personnel
388-8900

PART-TIME Position, office in Birmingham. Proficient typing & shorthand skills required. Send typewritten reply stating job experience and references to: HLG & ASSOCIATES INC., P. O. Box 160, Bloomfield Hills, Mich. 48013. Attention: Office Manager.

ONE GIRL office, typing, general filing and bookkeeping. Livonia. 261-8000

Exciting Job
Dearborn
$750 Fee Paid
Do you crave interesting, exciting atmosphere only seen in movies and TV? Here it is at this fabulous world wide company with beautiful new Fairlane offices. Good office skills of course and personality plus a must. PERMANENT STAFF. Personnel
388-8900

LEGAL LEGAL LEGAL
We have 4 top jobs for experienced legal Secretaries. Fee Paid-Good firm. Nice area-$800 plus and benefits. Call Today!

CLERK TYPIST-60 WPM and mature personality. Get your job with a national company, Livonia area. Fee Paid. Benefits.

SALES MANAGER-SECRETARY 60 WPM. Good with records. $650. Fee Paid and benefits. Southfield area.

ACCURACY
PERSONNEL
Where You Receive
Special Attention
BIRMINGHAM 642-3050
SOUTHFIELD 358-2010

## 504 Help Wanted Office-Clerical

SECRETARY-TYPIST for Southfield law firm. High compensation, excellent selection, training and management procedures. Good location, growing company, looking for person who is career oriented, high secretarial skills, and who will either experience or willingness to learn. Knowledge of Mag Card II typewriter. Send resume to: Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

OFFICE GIRL. Typing & Filing. Experience necessary. Call between 8AM-4PM. 307-2600

KEYPUNCHERS. Want to work in Livonia? Earn incentive pay. 478-7447

MATURE woman for Bookkeeping job, typing necessary. Available from 8-5 PM. Mon. - Fri. Apply Garden City Auto Parts, 5659 Middlebelt; any morning between 10 AM. - 12 Noon.

BOOKKEEPER - to take charge thru Trial Balance & Quarterly payroll reports. Mature lady for part-time. Send salary since Southfield area. 557-6200. Evenings. 557-6279

RECEPTIONIST - Troy law firm needs very good typist with pleasant personality. $500 a month, good benefits. 362-2011

PART-TIME
Mature person to act as receptionist for busy real estate office in Troy. Typing necessary. Saturdays from 9 AM to 5 PM.
Call Mr. Dunn 647-6500

ADMINISTRATIVE ASSISTANT-employer benefit firm. Typing, light shorthand, job involves developing sales presentation and ability to analyze facts and figures. Four offices in Troy. 649-1133 ext. 5

SECRETARY WITH working knowledge of bookkeeping, billing, typing, and dictaphone. Hours 8:30 to 5 PM. 10 Mile, I-75 area 547-4242

SECRETARY
Excellent opportunity for mature individual with good typing and shorthand skills. Some knowledge of shipping and receiving procedures helpful but not necessary. Excellent salary and fringe benefit package. Applications accepted, 8:30 AM to 4:30 PM, Mon. thru Fri. Sealtomer Detroit, Inc., 22800 Research Drive, Farmington Located in Farmington Industrial Park, 10 Mile, Grand River.

DATA PROCESSING
System III - Model 8 Operator. Must have 2 to 3 years experience with 2741. Excellent fringe benefits. Located in Troy. Call Ralph.
524-9400

LEGAL SECRETARY
Birmingham law firm needs experienced legal secretary, shorthand required. Call 645-8400

FILE CLERK
Must be quick to learn, pleasant, hardworking and reliable. Monday through Friday, 8 hour day as filing and mail clerk. $3 per hour to start. Farmington Hills area. Call 478-0099.

Albin Industries
SECRETARY for Southfield Law Firm. Must be over 25 with excellent secretarial skills. Salary open. Call Barb. 559-9300

JR. STENOGRAPHER, good knowledge of spelling and grammar, accurate typing 50 wpm. Shorthand 80 wpm. Consulting firm. Troy area. 5 Day week. 8:15 to 4:30. Days 649-1670 Evenings 542-1435

SECRETARY
Terrific benefit package plus $180 - $200. Start as Secretary in this area corporation; this busy controller needs your able assistance. Call 562-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

INVENTORY CLERK
Full-time position, must have good handwriting and be accurate with figures. Starting pay $2.30 an hour, plus benefits. Apply Factory Official Radio, 30724 Grand River, Farmington Hills Between 1-4.
478-0028

LEGAL SECRETARY for Troy law firm, no shorthand, legal experience necessary. Pleasant surroundings. 9 AM - 5 PM. 649-6200

CLERK TYPIST
Birmingham firm offers bright typist $650, in great location. Enjoy this chance to learn the legal field. Call 642-4900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

GENERAL OFFICE
1 to 3 years clerical experience required. Applicant must possess aptitude for figures and ability to type 50 WPM. Insurance experience desirable, but not essential. Please contact Personnel Department.
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
12 Mile & Farmington Rd
Farmington Hills
476-9000

LEGAL SECRETARY. Excellent shorthand and typing required. Experience preferred, salary negotiable. 557-8900

TYPIST
For legal firm in Southfield. Mag card or Redactron experience preferred, however will train individual with good typing skills. Good salary and benefits. Call Mrs. Malcolm 352-8300

MANAGER'S ASSISTANT
$700
Established company not only needs your good typing, but your Sales Promotion and sales. Glass line Inc., 199 W. Ann Arbor Trail, Plymouth 453-3778

LEGAL SECRETARY
For office in Southfield. Experience desirable. Must have good shorthand and typing skills. Paid Blue Cross and insurance. Salary commensurate with ability. Call Mrs. Malcolm. 352-8300

GROUP INSURANCE
CONTRACT ANALYST
1 to 3 years experience in group contract preparation required. Experience should include Life, A.D. & D. and Medical. Individual should be exposed to insurance department statutes and regulations. College helpful. Please contact Personnel Department.
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
12 Mile & Farmington Rd.
476-9000

BOOKKEEPING KNOWLEDGE
Typing Required. Will train for computer. $180 per week, full time 1 A.M.-5 P.M. 5 day week. Call Mrs. Rhodes, Farmington Hills Area.
626-1888

LEGAL SECRETARY
Active Southfield law firm specializing in Insurance Defense and Subrogation, requires well organized, experienced Legal Secretary. Good typing, dictaphone, knowledge of Pleadings & Legal Procedure required.
557-6400

## 504 Help Wanted Office-Clerical

MANUFACTURING FIRM located in Birmingham needs experienced machine operator to run Burroughs L5000. Good benefits, call. 642-8700

BIRMINGHAM. Full-time, challenging position for experienced secretary serving business executives. No phone interviews. For appointment, call 642-2022

DICTAPHONE
OPERATOR
Mature gal to handle all dictaphone transcribing and filing maintenance. Must excel in typing skills and spelling, shorthand helpful. Permanent position with fringe benefits in fast moving, detail oriented manufacturer's representative's office. Salary commensurate, with ability. Call Mr. Pawlovich between 14 PM at
355-3400

SECRETARY. Small office. Telephone, shorthand, good typist. Posting and invoicing. System. Amount of sales. 585-7995

GENERAL OFFICE WORK - Full-time. Phone sales. Typing. Redford Twp. Area. 5209 5 Mile Rd. 534-1127

MANAGER'S ASST.
Career minded? Suburban company needs figure - oriented you to handle typing and varied office duties. Fee Paid! $600 plus benefits! Call Marty Gain.
569-0400

Snelling & Snelling
PERSONNEL
PERMANENT part-time, experience preferred, not afraid to accept responsibility; light typing in insurance company. 12 - Southfield area. 644-6611

RECEPTIONIST - Temporary for 3 months, hours 12 - 8 PM. Mon. thru Friday, law office. Dearborn Heights. For appointment call. 278-2242.

Accounting Clerk
Accounts Receivable & Accounts Payable Clerk. Experienced only. Full-time, permanent position. Non-Area Code. Mon-Fri. Monday - week days, between 10 AM and 3 PM.
349-5000

GENERAL OFFICE. Must type 60 w.p.m. Filing. Medical dept. Medical printing and marketing firm. Northland area 967-6773

PLEASANT GAL wish good typing experience to work part-time for CPA firm in Southfield area. Please reply to: Box 564, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Accounting Clerk
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