500 Help Wanted

TRAVEL AGENT - Minimum 2 years. domestic Group work. Troy area. 649-1820

TRAVEL office manager qualified for new agency. Experienced retail agent. Send resume to: Travel, 31201 Schoolcraft, Livonia, Mich. 48150.

TRUCK DRIVER
Experienced
652-7623

USED Car Porter, full time, must be steady with good driving record. Steady work. Apply Mr. Klix, Used Car Manager, Dameron Chrysler Plymouth, 29201 Grand River, Farmington 478-7900

WAITRESSES
Wanted, must be 18. Apply at Dino's Pizza Parlor, 1 31525 Joy Rd., Westland. 261-5720

WAITRESSES. Experienced. Apply after 1 PM. The Village Pump. 22306 W. 8 Mile Rd.

WANTED:-Business Teacher for a business college in Oxford. 628-4847

WANTED experienced welders & fitters. Apply in person between 8-4:30. Safety-Flow Co., 36057 Schoolcraft, Livonia. 591-0077

WANTED: hydraulic press operators! all shifts, no experience required. 60 per hour to start. Call Madison Products, 591-1646

WANTED: Mature Condominium Maintenance Supervisor. 15 hours per week, for large condominium, Plymouth Twp. Male or female - experience in maintenance supervision, paper work and public relations. Good salary. Call for an appointment, 358-1242

WANTED: pest control technician for Wayne, Westland, Redford route. No experience necessary. Will train. Call for information, 525-1300

WANTED: RELAIABLE mature woman as inspector for dry cleaners Farmington area. Steady. Gross Grimes Cleaners 553-0022

WANTED - two good men to cut grass for apartment complex. Must be 18 years old & own own transportation. Plymouth area. Call

WAREHOUSEMAN wanted - 54 to $[illegible]. Royal Oak area. 549-5844

WARNER & SWASEY - A.C. operator, days, full benefits, must have own tools and be able to set up and operate. 729-3900

WE HAVE positions available on day & afternoon shifts for full & part time people. We offer paid vacations, regular salary increases and the opportunity for qualified people to eventually go into management. Apply in person: Arby's Roast Beef, 30049 Ford Rd., Garden City.

WELDERS-ARC
EXPERIENCED ONLY
535-6604

Welders & Apprentice Welders
Also Spray Painter Hi-Lo Driver.
For Small Welding Shop. W. Suburban Area.
422-5772

WELDER & FITTERS. Good pay, overtime. 27481 Beverly Hornblus.

WHITE CASTLE
OPERATORS

Full time hours available, rotating shifts, food & uniforms free, steady work, liberal fringe benefits, merit increases based on job record. Applications now being taken at 41205 Ford Rd. & I-275 - The newest White Castle in Canton Twp

WOMEN & COLLEGE Girls! Come join the shirley Girls, who clean homes in Northwest Wayne & N.W. Wayne Co. Flexible hours. Call Mon. thru Fri. 8-5 PM. 453-2344

WOOD PALLET ASSEMBLY and Cutting operations. Evening shift openings for General Maintenance in woodworking facility for retirees. Better Built Box Co., 498 Farmer St., Plymouth

YARD WORK
Young man with lawn mower, part time, good worker $3 per hour. Kurtz Brick Co., 11163 Wyoming, Detroit. 424-4411

YOUNG PERSON, 18, to train for light production electrical production work. M-59 & Crooks Rd. area. $2.75 hourly to start. 852-6540

3 POSITIONS OPEN
PROCESSOR DRAFTSMAN, should have 1 or more years towards engineering degree and/or 1 - 5 years experience relating to metal fabrication. N.C. programming experience helpful.
MACHINIST-PROGRAMMER for N. C. machining department. Must know milling, lathe & able to work with programmer. Prefer individual with 1 year minimum schooling.
PURCHASING AGENT, experienced in steel buying, mechanical equipment & general lab shop supplies. Minimum of 4-years in related job.
Full benefits. Local area. Send resume to: Box 120 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

$8 PER HOUR

Need 10 full time people only for new factory branch hiring now. For driver delivery sales of a small home appliance line. Must be next 18 years or older, have transportation Call.

525-5210

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST in Livonia Specialist's office. Experience preferred. 261-7800

NEED mature woman for Receptionist position in busy Doctor's office. Must be experienced. Call. 668-8100

MATURE receptionist for Farmington Hills dental office. 4½ days. Experience helpful. 553-2828

DENTAL ASS'T
Experienced for Dearborn area. Contact 274-9860

INSURANCE BILLER/BOOKKPR.
Must know insurance forms. Light bookkeeping. Mon thru Fri. Suburban area, needed immediately Benefits

DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

RECEPTIONIST-ASSISTANT
Southfield and Birmingham areas. Any medical experience helpful. Benefits. Full time.

DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST - Assistant. For specialty practice. Birmingham area. 1 year previous experience in dental office necessary. Excellent benefits, 647-7729

NURSE AIDES
All shifts. Fee Paid while you train. No experience necessary. Apply in person. University Convalescent Nursing Home, 28550 Five Mile Road, Livonia.

RECEPTIONIST
NW suburban Allergist seeks sharp Receptionist to greet patients, make appointments, take rash payments, etc. Prefer experience and career person.

DAVIS-SMITH
Medical-Dental Personnel
Since 1948 557-7220

JOB LINE - 24 hour service to hear about our most current openings. 557-6858.

MEDICAL SECRETARY receptionist. Experienced. Knowledge of medical terminology with forms typing skills. Excellent salary & benefits. Telegraph-Michigan Area

METRO HOME HEALTH
272-7000

MEDICAL TRANSCRIPTIONIST - Experienced. 40PPM. ML Clerical area. Excellent salary & Benefits
RECEPTIONIST for new office. 3½ days. Insurance, pegboard. Excellent salary, terrific employer.
DENTAL RECEPTIONIST - Will train the right person. Warren area.
OFFICE MANAGER - Heavy Bookkeeping thru Trial Balance. Good salary, benefits.

HEALTH CARE PERSONNEL
358-0039

NURSE AIDES

Immediate opening for experienced Nurse Aides in home health care and staff relief. Choose your own hours with top pay. Phone

334-9220

MEDICAL
PERSONNEL POOL

NURSES

RN'S and LPN'S. Let us show you the best of both worlds with our full time program.
WE PROVIDE:
•Guaranteed full time employment
•Excellent wages
ENJOY PAID BENEFITS
•Health Insurance
•Your Uniform Allowance
•Vacations
•In-Service Education
•Time and ½ Holidays
•Mileage
•Mal-Practice Insurance
•Pension
•Unemployment compensation

MEDICAL
PERSONNEL POOL
Bloomfield - Pontiac
334-9220

ASSISTANT for Optometric office, over 23, knowledge of insurance helpful but not necessary. Farmington Hills. 626-8029

MEDICAL ASSISTANT
Wanted for Livonia Office. Knowledge of Insurance, Pegboard & Typing. Excellent benefits. Please Call. 851-7099

RNs or LPNs

Full or part time, days or afternoons. Apply

WILLIAMSBURG
Convalescent Or.
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile

476-8300

NURSE AIDES

Full time, all shifts, experienced preferred but not necessary. Apply in person.

WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grd/River & 8 Mile

MEDICAL
TECHNOLOGIST

Small suburban hospital has a one year temporary opening for a Medical Technologist on our afternoon shift. Selected applicant must have a MALT or equivalent degree. Able to rotate in all areas including blood bank. We offer an excellent salary and congenial work environment. For more information call Personnel.

METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

REGISTERED NURSE
"ON CALL"
We have an immediate opening for a Registered Nurse with operating room, recovery room experience. If you are interested in working on an "as needed" basis and becoming a part of our dynamic and growing team, call Personnel for more information.

METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

RN'S
VACATION REPLACEMENT
We have immediate openings for Registered Nurses to work throughout the Summer as vacation replacements. Positions are available on our day, afternoon and midnight shifts, part time and full time. If you are interested in working during the Summer in our Inpatient department, please call Personnel.

METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

Pharmacy Technician

Immediate full time position available for a Pharmacy Technician. Must be an accurate typist. Prefer 1V Admixture experience & training in a community college Pharmacy Technician program. We offer a starting salary rate of $4.90 per hour & a comprehensive fully paid fringe benefit program. Apply at the Personnel Department.

METROPOLITAN
HOSPITAL
1800 Tuxedo, Detroit
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

FREE VOCATIONAL EDUCATION
OPTICAL DISPENSER
The City of Livonia CETA program is seeking participants for CETA Vocational Education as an OPTICAL DISPENSER. The program will begin in July. Tuition and books will be covered by CETA. Applicants must be Livonia residents, unemployed or underemployed for 30 days and have completed 9th grade. Only those interested in a career will be accepted. Preference will be given to qualified applicants according to the rules and regulations of the department of labor. Special preference will be given to qualified veterans. Applications must be made at the CETA office, 15450 Farmington Rd., 2nd floor, no later than 5 Pm., Tuesday, June 13, 1978. For further information call 522-8870.
An Equal Opportunity Agency

DENTAL ASSISTANT, some experience in 4-handed dentistry preferred. Westland area. 728-1750

PATIENT EDUCATION
CO-ORDINATOR

We are currently seeking a Patient Education Co-ordinator to work full time at our Mid-Detroit Hospital A Masters Degree in Health Education is preferred. At least 2 years of Nursing and or Educational Program Planning experience preferably in a Hospital or Clinic setting is required. Experience in individual hour group patient teaching is essential. We offer an excellent wage rate & a comprehensive fully paid fringe benefit program. Send resume in confidence to: Box 682, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PARA PROFESSIONAL
This east side clinic needs a person with X-ray and strong emergency experience. No evenings or weekends

DENTAL RECEPTIONIST
This Birmingham doctor offers room for growth in the Dental field if you have expertise at the front desk with insurance. Call now!!

INSURANCE BILLERS
We need you!! If you have experience and want a change of pace, call and let us tell you about the availabilities we have.

TOWN & COUNTRY
EMPLOYMENT CENTER
Med. Dental Div. 474-1717

CHAIRSIDE dental assistant, full time, some experience necessary. Livonia, Farmington Hills area. 474-8888

RECEPTIONIST Business Manager, full time for busy dental office. Experience preferred. Apply to: Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

R.N.'S

Registered Nurses certified for full and part time positions in ICU and CCU in the cardiac care Unit. Nursing Education Department provides classes for certification in specialized areas. Apply Tuesday through Friday, 9 AM to 12 Noon.

Crittenton Hospital
1101 W. University Dr
Rochester, Mich.
equal opportunity employer M/F/H

OFFICE MANAGER

Wanted, bright, mature, organized person with supervisory & bookkeeping experience to handle the administrative responsibility of a busy 4 doctor Ophthalmology office in Livonia. General office, billing, insurance, secretarial and computer skills helpful. Good pay and benefits, with pleasant surroundings. Send typed resume with salary history to Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MATURE, ambitious, responsible person with typing and business ability, work well with others. Permanent position. For personal interview, send letter stating qualifications to: 2561 Elizabeth Lake Road, Pontiac, Michigan 48054.

DENTAL HYGIENIST for prevention orientated practice. Farmington Area. 1½ day per week. Must be willing to learn our preventative techniques. Love Children & Happy disposition. Non Smoker. References. By appointment. 464-7770

LPN OR NA
Part time, 3 days & Saturday. Must be experienced in doctor's office procedures including Vena Puncture, operating EKG. Livonia Area. Call Andrea: 427-3500

FULL TIME - experienced medical receptionist, for busy Southfield office. Salary based on ability & experience. Call 645-2529

RECEPTIONIST with OB-GYN experience preferred. Insurance experience. Part time Thursday & Friday. Novi area. 348-2440

NURSES, looking for a future? O.R. Nurses, Staff Nurses, LPN, Medication Nurses come to Plymouth General Hospital. 15366 Plymouth

OPHTHALMOLOGIST OFFICE in Dearborn looking for full time receptionist. Typing experience necessary. 561-7255

PART TIME medical receptionist. Wed. Sat. Pontiac, St. Joe area, experienced in all phases of medical forms, must have knowledge of general office work. 335-6610

DENTAL ASSISTANT - experienced and mature preferred, full time. If you are interested in working during the Summer in our Inpatient department, please call Personnel.

METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

DOCTOR RECEPTIONIST
Busy West side office, experience preferred. Some typing, delightful and pleasant personality required. Good salary. Call Jean. 838-0138

DENTAL HYGIENIST to substitute approximately 1 month this summer in Livonia specialty practice. Desire full time but will consider less, possibility of continuing position. Call Gloria at 522-7314

RNS & LPNS. Full and Part time. Afternoon shift. Apply

Arnold Home
15370 W. 7 Mile
KE1-4001, Ext. 38

DENTAL RECEPTIONIST busy 3 man group practice, 4 ½ days. Dental chairside experience desirable, not mandatory. Pension plan, competitive salary, pleasant working conditions. Telegraph-Grand Rand area. References required. Call Mary. 531-2220

Nurse Aides

Full-time, Midnight shift preferred. Will train, good benefits. See Ms. Watkins.

NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN-LPN

Good starting salaries, and good hospital benefits. Midnight shift preferred. Modern facilities. See Mrs. Ferguson.

NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN-LPN
ALL SHIFTS
FULL & PART TIME

CAMELOT HALL
35100 Ann Arbor Trail
Livonia

NURSE AIDES
Earn While You Learn.
IMMEDIATE OPENINGS for Training Classes. Apply 8 AM to 4 PM. Monday through Friday, ask for Sue.

FARMINGTON NURSING
HOME
30405 Folsom Rd. Farm.
477-7400

RN

with psychiatric experience desirable. Full time, afternoon shift. Apply

Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

DIRECTOR OF NURSING for small nursing home in Southfield. Send resume to Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

R. N. Relief, days & afternoon shift, for month of July & August. Bedford Villa Nursing Home, Southfield. 557-3333

FULL TIME medical assistant. Experience preferred & full time receptionist for busy Livonia doctor's office. Call between 10AM & 4PM. 427-0500

AIDES & ORDERLIES Pleasant working conditions. Fringe benefits. Bedford Villa Nursing Home, Southfield 557-3333

DENTAL OFFICE MANAGER
Mature, intelligent person who relates well with people. Pleasant office, 4½ days, excellent salary. Northland 9 Mile, Medical Building. 569-3535

DENTAL TECHNICIAN TRAINEE
Person needed to train in Dental Technician. No experience necessary. Ideal opportunity for young person with artistic talents. Apply in person only, Monday thru Friday, 8-5. Ramp Dental Dental Ceramics, 32323 Five Mile, Livonia.

PARA-MEDICAL
EXAMINER

Perform mobile exams. All areas open, part time RN, LPN & Eyecorpsmen. 644-0202

DENTAL ASSISTANT
Full time in busy central Livonia office. Must be 18 and a high school graduate, ambitious, personable and willing to learn new skills. 261-7801

PART Time needed for internist's office. Must be fully experienced in Blue Cross, Medicare and other insurance billings. Ask for Gail. Southfield. 559-0505

DENTAL RECEPTIONIST with experience in insurance also. 4½ day week. Southfield. 477-2500

RN'S
LPN'S
AIDES
LIVE IN COMPANIONS
PHYSICAL THERAPIST
RESPIRATORY THERAPIST
BLUE CROSS/BLUE SHIELD,
COMPETITIVE PAY SCALE
SHIFT DIFFERENTIAL
HOLIDAY PAY & PAID HOLIDAYS,
VACATION PAY
18 Months recent hospital experience necessary.

MED -. CALL
897-8941

RN'S & LPN'S
AFTERNOONS
Apply in Person

FRANKLIN MANOR
26900 Franklin Rd., Southfield

352-7390

EXPERIENCED receptionist for busy orthopedic office in Southfield. Monday thru Friday. Fringe benefits. 569-2569

RN'S-LPN'S
Afternoons-RN-$50 Day
LPN-$43 Day
MIDNIGHT-RN-$51 Day
LPN-$44 Day
Excellent Fringe Benefits
Apply In Person
DORVIN CONVALESCENT
29270 Morlock on Middlebelt, one block south of 8 Mile.

MATURE PERSON, full time for busy Ophthalmology office. Good board, insurance, telephone experience helpful. Full time. Reply: Box 792, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - Experienced 4 handed dentistry. Familiar with Kelsey Seybold. Salary commensurate with experience. Send resume with salary and working with people. Written resume to: Dr. Myron Gus, 21701 W. 11 Mile, Southfield, Mi. 48076; or call 358-0010

504 Help Wanted Office-Clerical

CLERK-TYPIST
MICHIGAN BANKARD
High School graduate able to handle volume, minimum requirement of 55 wpm, no experience necessary. Good salary & benefits. If interested, call Mr. Morlock at 477-8000
Equal Opportunity Employer M/F

RECEPTIONIST
Start a new career with suburban company that needs your personal touch, pleasant phone voice, typing, no shorthand. $750 a month. Call Gina.

644-4600
SNELLING & SNELLING
AGENCY

CLERK-TYPIST
MICHIGAN BANKARD
High School graduate able to handle volume, minimum requirement of 55 wpm, no experience necessary. Good salary & benefits. If interested, call Mr. Morlock at 477-8000
Equal Opportunity Employer M/F

RECEPTIONIST
Start a new career with suburban company that needs your personal touch, pleasant phone voice, typing, no shorthand. $750 a month. Call Gina.

644-4600
SNELLING & SNELLING
AGENCY

ASSOCIATES
FINANCIAL SERVICES
A leading consumer finance company has an immediate opening for a service customer service representative. Must type 40wpm minimum. Excellent opportunity for advancement. Contact Mr. Kilbourne, 24011 Greenfield 557-6600
Equal Opportunity Employer M/F

LEGAL
SECRETARIES

We have an immediate need for on-call temporary legal secretaries in the Tri-County area. No charge to you. Employer pays fee. Please call or come in.

PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MI. 48075
358-0060

504 Help Wanted Office-Clerical

ATTENTION
College Students

We need your clerical skills. Summer positions long & short term, good pay. Call Peggy. 553-0507

PERMANENT STAFF

CLERK-TYPISTS.
Full time and part time positions. Experienced, excellent salary and fringes. Call Mrs. Janus, Birmingham Public Schools. 644-5500, ext. 297.

INSURANCE
Agency in north suburb needs experienced insurance bookkeeper, computer experience is plus, nice office, good salary. Call Glen Williams, Frank Marsh Agency. 358-4514

TYPIST

Will train beginner who has pleasant personality and types 45. General office duties. Northwestern suburb, fee paid, salary to $550.

PERMANENT STAFF
353-8555

TYPIST
Nice pleasant Redford Twp. location. Phone Penny at 255-9750

TYPIST - Clerk, general office work, for metropolitan related facility, will train, benefits. 478-7900

MEDICAL RECEPTIONIST for busy Southfield allergists' office. Moderate typing skills, pleasant personality & excellent telephone manner required. Some experience helpful. 4½ day week, no evenings or weekends. Paid Blue Cross & other benefits. 569-4477

Gen. Office/Rec'pt

Varied duties & opportunity to advance in Southfield company. Ideal for someone coming back into the work force who can type 50.

556-1616

TELEPHONE RECEPTIONIST: We are looking for a person with a pleasant voice to handle our telephone calls. Typing is essential. Michigan Testing Engineers, Shaw Hall. 255-4220

GIRL Wanted for office work. Pleasant voice desired. Livonia area. 531-0150

GROWING West Side Company needs experienced secretary 50-WPM, shorthand helpful, good pay, benefits. Phone for appointment between 10am-2pm weekdays. Ask for Peter 691-6440

MEDICAL RECEPTIONIST
Suburban eye doctor will train to schedule & greet patients & dispense glasses. Typing 55 wpm.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

MEDICAL RECEPTIONIST $135
For X-ray department of growing hospital complex, greet out-patients, schedule X-ray treatments & full file for doctors & therapists, type 40 wpm.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

FIGURE CLERK $165
For rapidly expanding suburban corporation. Will train individual with previous figure or clerical background. Assist administrator of records department in compiling records & data, type 40, complete benefits including fully paid medical coverage.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SUBURBAN RECEPTIONIST $550
Plus employer paid, fee, prefer some office experience, so greet clients type occasional letter, willing train to use small Telex & switchboard. Full benefits.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST-for busy sales office and rental office in Farmington. Answering phones, filing, light typing. Experience preferred. Call for interview. 478-8022
Equal Opportunity Employer M/F

AVAILABLE NOW

Exec. Sec'y	$1083
Exec. Sec'y to Pres.	$1100
Sec'y to Attorney	$750
Stenographer	$866
Legal Sec'y	$860
Data Typist	$700
Typist (statistical)	$866
Typist	$671
Clerk-typist	$800
File Clerk	$541
Keypunch	$780

Most positions available in the N. E. & N. W. Suburbs.

ALLIS JOHNSON PERSONNEL
Quakertown Plaza 22960 Hamilton
Farmington Hills 553-3100

Purchasing Clerk

Office experience with purchasing background preferred Successful applicant will be responsible for filing, record keeping and all clerical functions associated with a purchasing department. Must be able to accurately type 55 WPM. Convenient suburban location, liberal benefit program.
Apply in person or call:

Ingersoll Rand Co.
Automatic Production Systems
23400 Halstead Rd.
Farmington Hills, Mi 48024

477-0800
An Equal Opportunity Employer
Minorities, Women & Handicapped are encouraged to apply.

EXEC. SEC'Y
TO PRESIDENT

of western suburb. Division of conglomerate requires good skills; shorthand, typing, and experience working at the executive level, opening is immediate, starting salary $1100.

ALLIS JOHNSON PERSONNEL
Quakertown Plaza 22960 Hamilton
Farmington Hills 553-3100

GENERAL office position open. Typing a must, minimum accounts Receivable background, preferred in growing company. Full time. Plymouth area. Mrs. Whalen 459-1000

ROUTE SALESMAN WANTED. Must be dependable, established route, excellent opportunity 459-1000

PERSON FRIDAY

This variety spot is perfect for a bright beginner. Relieve on switchboard, help with production schedules and learn while you learn. $600 to $700 to start in Troy. Call 649-4144.

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

FILE CLERK, full time only, 8 AM - 5 PM. RS Electronics, Livonia. 525-3158

OFFICE MANAGER, experienced in typing, bookkeeping through P & L statements, payables & purchasing. Glassline, Inc., 199 W. Ann Arbor Trail, Plymouth. 453-5728

CLERK TYPIST

On-the-move Southfield firm offers reliable typist a chance to get ahead. Beginner spot starts $150 thru $175 when you call 569-8900.

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

STATISTICAL typist and general office for CPA located in Livonia, full or part time help. Send resume to box #184, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

SECRETARIAL OPENING For Livonia Real Estate Office. Typing required. Good phone manner. Call BARBARA WALKOWICZ. 535-0990

SECRETARY
Farmington Hills area. Interior office of national firm. Experience. Shorthand a must. Very busy office. Call Mon., Tues. only 9 AM-12 Noon. 851-8042

CLERK TYPIST
Experience. Mature person for general clerical duties. Accurate typist, pleasant phone manner. Must be self starter and reliable. Apply: Michigan Automation Co., 1040 Capitol, Telegraph/Plymouth Road area, Redford. 538-5800

TEMPORARY
EMPLOYMENT
POSITIONS
RECEPTIONISTS
TYPISTS
STENOGRAPHERS
SECRETARIES
MAG CARD OPERATORS
For An Appointment Call:
Proficiency Plus
977-1970

SUMMER
OFFICE
JOBS

While you are home from school, earn all you a can. Work when you want, get paid weekly. We have openings with:

SECRETARIES
TYPISTS
KEYPUNCHERS
CLERKS

Apply 9am-3:30pm Mon thru Fri.

24755 S Mi. W. of Telegraph

29236 Ryan Rd. at 12 Mile

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SWITCHBOARD
RECEPTIONIST

Auto Dealer needs Switchboard/Receptionist. Must Type. Good working conditions. Many employee benefits. Call for appointment.

Jim O'Brien
Mulligan of Dearborn, Inc.
274-8800

SECRETARY
RECEPTIONIST

FOR 1 Girl office in Maple-Coolidge area in Troy. Low-pressure position in quiet, luxurious surroundings with excellent salary.

649-4770

CLERICAL

1 to 2 years general office experience required. Type 40 wpm and enjoy detail work. Accounts payable background preferred. 35 hours week, good benefits and pleasant working conditions N W. Detroit area.

532-2600 ext 51

RECEPTIONIST - needed for Troy financial institution, beautiful offices and excellent shopping nearby. 40 WPM Typing 830, full benefits, and fee paid.

SUPER - Boss in Troy advertising agency needs receptionist who types 60 WPM and has shorthand of 80. Lovely offices, great people to work with. Salary $750, good benefits and fee paid.

MADISON HTS - contractor needs accounts payable/receipt for metric receivable and accounts payable department. Up to total balance & plus. Salary $750 plus. plus. Good benefits. fee paid.

ADAMS
&
MARTIN
PERSONNEL
920 E. Maple BIRMINGHAM

646-5600

DIAL A JOB

24 hr service to hear about our most recent openings. 646-8780

JR. ACCOUNTANT

Large manufacturer needs some college & experience for position in financial department. Will work into cost & payroll & learn minicomputer. Starting salary to $800

ALLIS JOHNSON PERSONNEL
Quakertown Plaza 22969 Hamilton
Farmington Hills 553-3100

Garden City

Receptionist wanted for real estate office. Hours. 8.30am-5pm, Monday thru Friday. Experience in closing statements and light bookkeeping helpful. Call John Buggy, Integrity Real Estate, 27427 W. Warren, Garden City - 522-8300.

Key Punchers
Secretaries
Typists
Accounting Clerks

We need your skills. Variety of assignments available. Work as temporary to permanent. Work experienced only. Full time Plymouth area. Mrs. Whalen 459-1000

ROUTE SALESMAN WANTED. Must be dependable, established route, excellent opportunity 459-1000

504 Help Wanted Office-Clerical

Administrative Ass't

Must have residential builder, or related experience. Job requires ability to communicate effectively with public and coordinate schedules, make mature decisions; accuracy with figures, and good typing skills. Job offers good salary and fringe benefits plus a busy and pleasant office environment. Send resume in confidence to: Herman Prashel Organization, 3475 Lone Pine Road, W. Bloomfield, MI. 48033.

SECRETARIAL POSITION available in Bloomfield Hills' law firm. Experienced, or will train. Excellent skills a must. Salary commensurate with ability. Contact Cheri: 644-8840

AUTOMOTIVE
BOOKKEEPER

Must have auto dealership, light bookkeeping experience, good working conditions. Many employee benefits. Call for appointment.

Jim O'Brien
Mulligan of Dearborn, Inc.
274-8800

IMMEDIATE OPENING for experienced personal lines underwriter for general insurance agency. 12 Mile - Orchard Lake vicinity. 855-1160

EXECUTIVE SECRETARY
Full time position. Excellent typing skills, experienced in general office procedures. Must be well under pressure with little supervision. Am Arbor Area. Call 769-0200

SUBURBAN
OPPORTUNITIES

EXECUTIVE SECRETARY, to $950. Experienced secretary for position in company's financial section. Novi area.
CLERK TYPIST, $600. Good typist for diversified job with Farmington company.
GENERAL OFFICE, to $650 Type 50 WPM Company will train on telex and switchboard 9 To5.
COLLATOR, $525. Collating and assembling reports. Tel-12
EMPLOYERS PAY ALL FEE

Suburban
Office Services
Rochester 651-1500
Farmington 477-8940

WORLD WIDE Computer Manufacturer needs full time Receptionist to answer telephone, do typing, greet customers, operate computer, on occasion, and occasionally do some keypunching. Small location, good working conditions, good benefits. For interview call: 355-2070

TYPIST
$7,000

All you need for this great job is good typing abilities: they will train you on the rest. Kathleen.

SNELLING & SNELLING
478-3500

AVAILABLE NOW

SECRETARY - minimum $187 a week, typing 65, dicta experience a must.
INSURANCE SEC'Y - $800 plus, type 55, dicta experience, insurance background.
LEGAL SECRETARY to $850, type 70, shorthand 100.
BOOKKEEPER - $175 a week, minimum 2 yrs., A/P, A/R, disparements, cash receipts, peg board experience.
PRODUCTION TYPIST - to $850, accurate typing at 70 wpm.
BEGINNER TYPISTS - $130 a week, type at least 50 wpm.

PLACEMENT PLUS
PERSONNEL 358-3250

SECRETARY
International corporation in a desirable Troy location needs experienced Secretary. Accurate typing with light shorthand required. Call Mr. Hartman for appointment 649-2222

RECEPTIONIST-TYPIST
To work in office of local restaurant chain. Must have good typing skills and pleasant telephone personality. Call for interview. Our office near Lodge Freeway. Frank Sheridan. 342-6539

MATURE WOMAN to work in office of local restaurant chain. Must have good typing skills and pleasant telephone personality. 8am-1pm. Office on Meyers near Lodge Freeway Frank Sheridan. 342-6539

DATA INPUT CLERK
Full-time. Redford Twp. Area. Call between 9-3pm 937-8270

SECRETARY
$11,000

Your skills and know-how will land you this superb opportunity. Real career potential. Kathleen

SNELLING & SNELLING
478-3500

A - 1 fringe benefits, good wages - excellent security plus growth if you are a mature gal with good secretarial skills and minimum of 5 years experience. Insurance background helpful, but not necessary, good skills a must. Please send resume with expected salary to: L. Grams, Equitable Life Assurance, 2401 W. Big Beaver, Suite 300, Troy, Mich 48084
An Equal Opportunity Employer

KEY POSITION
Available in large suburban company that wants someone to grow with them. Personality and typing needed. $750 a month. Call Chris.

644-4600
SNELLING & SNELLING
AGENCY

CLERK TYPIST
$7800

Growing company is looking for your typing and reception skills. Lots of room for advancement with excellent benefits. Tina.

SNELLING & SNELLING
478-3500

SOUTHFIELD - publisher needs secretary to run office, good typing and dictaphone, shorthand helpful. $10,000. Fee paid.

ADMINISTRATIVE - assistant president's right hand, excellent typing and shorthand, salary commensurate with experience, fee paid.

ACCOUNTING - clerk, Troy, figure aptitude and detailed minded, light typing, $550 with 3 months raise. Fee paid.

CUSTOMER - relation correspondence. Southfield, typing and phone work experience. $650, fee paid.

LOIS RAY
PERSONNEL
559-0560

OFFICE TRAINEE
Beautiful position to launch your office career! This is a large nationally known firm with fine advancement opportunities. All you need is ambition and typing. $570 a month.

353-2090
SNELLING & SNELLING
PERSONNEL

ARCHITECTURAL
SECRETARY

Bookkeeping - typing - receptionist. Full benefits. WOLF & RUDELL ARCHITECTS, Southfield. 559-8575 or 538-5221.

SOUTHFIELD mortgage company looking for good typist to work in our mortgage service department. No previous experience required.

352-2200

504 Help Wanted Office-Clerical

RECEPTIONIST

Superb opportunity to work for largest suburban company in it's field. Personality a key factor. Typing, benefits, fee paid, $400 month. Call Chris.

644-4600
SNELLING & SNELLING
AGENCY

Data Processing

$5-$5.50 Per Hour

For

Key Punch
Key To Tape
Key To Disc
CMC-CRT-Inforex
IBM 3741
Honeywell

Temporary assignments. Must have working experience.

FOR INTERVIEW CALL

565-0266

Exec-U-Temp

RECEPTIONIST

Use your friendly smile, personality, and pleasant phone voice in expanding suburban company, typing, no shorthand. $700 a month. Call Sandee.

644-4600
SNELLING & SNELLING
AGENCY

EXECUTIVE SECRETARY-for Troy firm, requires 6 years secretarial experience plus 60 wpm typing and 90 wpm shorthand Salary $12,000 plus great benefits Fee Paid.

SECRETARY/RECEPTIONIST-for Southfield area. Duties include typing, phone, no shorthand. Salary $800. Fee Paid.

BOOKKEEPER-Southfield company requires full charge bookkeeper thru trial balance Salary $800 Fee Paid.

GENERAL OFFICE-to work in accounting department. Requires 45wpm accurate typing of reports, filing and forms. Plus assist in accounts receivable, phones and typing $650 plus benefits. Fee Paid.

OPEN SATURDAYS 9am-12 noon.

Accuracy Personnel
643-3050 358-2010

KEY PUNCH
OPERATOR

Position available immediately. IBM 129, 70% Numeric, 30% Alpha. 2 years experience preferred. Belleville area, Division of Multi-National Manufacturing Organization. Good fringe benefits. Call for appointment between 9AM and 4PM.

697-8081
An Equal Opportunity Employer

CLERICAL

National service corporation has immediate openings for general office CLERKS at the beginning level Will be moving from Southfield to Troy within the next 3 months.
Requires good math aptitude and typing ability. Benefits are provided.
If interested, call 275-5550 ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL

International corporation presently located in Southfield but moving soon to Troy has several permanent openings Requires good clerical skills and typing ability. Must have 1 to 2 years experience in either payroll, billing or accounts receivable
Call today ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERK-TYPIST

Permanent position. International service company moving soon to Troy.
Must have the ability to type 50 WPM with some general office experience.
Benefits are provided.
Call 569-5500 ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

Accounting Ofc.

Experienced, permanent, full time position. Must know how to handle incoming and outgoing credits. Novi area. Call Miss Harrier weekdays between 10 AM and 3 PM.

349-5000

CLERK-TYPIST
MICHIGAN BANKARD
High School graduate able to handle volume, minimum requirement of 55 wpm, no experience necessary. Good salary & benefits. If interested, call Mr. Morlock at 477-8000
Equal Opportunity Employer M/F

RECEPTIONIST
Start a new career with suburban company that needs your personal touch, pleasant phone voice, typing, no shorthand. $750 a month. Call Gina.

644-4600
SNELLING & SNELLING
AGENCY

SECRETARY, Life Insurance Agency, experienced preferred. Southfield area. Excellent benefits. Clean, pleasant surroundings. Contact Mrs. Rost. 357-3550

LEGAL SECRETARY
Experienced preferred 1 old office. Southfield Area. 358-0060

Accts. Payable

Clerk. Must have 2 years experience in payables. Good pictures and enjoy detail work. Permanent position, full time. Novi area. Call Miss Harrier weekdays between 10 AM and 3 PM.

349-5000

BOOKKEEPER
15-20 hours per week at your convenience. Experience required Excellent working conditions. Troy. Call Mr. Scherbin 689-5600

GENERAL OFFICE:
Part Time. Advertising agency needs person performer with typing ability and experience Northland area Week afternoons No Saturdays 352-9944

CLERK TYPIST
CITY OF SOUTHFIELD
IMMEDIATE OPENINGS
$9,467 to $11,680 plus comprehensive benefit program. Must be Southfield resident and have completed 2 years (CETA II) or unemployed for 15 days (CETA VI). Apply at Human Resources Department, 26000 Berg Rd., Southfield.
An Equal Opportunity Employer

GIRL FRIDAY
General office typing 40 hours $115 weekly to start. Mon. Fri. Livonia Mrs Roman 477-6560

RECEPTIONIST - If you are people oriented, a self starter, & able to work with a minimum of supervision, please call: Professional Placement Partners 644-2852

AUTO DEALERSHIP requires experienced switchboard operator. Excellent fringes including first year vacation. Call for appointment. Clarence Lane, Stark Hickey West for Ford, 7 Mile-Grand River. 538-6640

502 Help