502 Help Wanted Dental-Medical

FULL TIME dental assistant/experienced in a handed dentistry. Call Mary 271-6160

PHYSICAL THERAPIST AIDE. Full time. Blomfield Hills. Call 335-1185

DENTAL ASSISTANT - Excellent opportunity in progressive Livonia group practice. Involves all phases of dentistry. CDA or experience preferred 478-2110

MEDICAL Assistant for Dermatology Office in Livonia. Will train young lady with good aptitude and interest 261-6060

Nurse Aides

FULL TIME
DAYS & AFTERNOONS
Starting salary $3 Hr.
WISHING WELL MANOR
520 W. Main
Northville 349-4290

MEDICAL ASSISTANT - for busy Ophthalmologists office. Full time. No weekends. Experience helpful. Please reply box 41 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT
Southfield & Livonia Area Experience preferred. Will train bright reliable girl. Excellent hours. 569-0455

CHAIRSIDE dental assistant, full time. Plymouth area, must have own transportation. Experience preferred 453-6880

EXPERIENCED NURSES and dietary aides. Full or part time. 334-1232

RECEPTIONIST
FOR MEDICAL OFFICE
In Bloomfield Hills
Must be experienced in all insurance procedures including pegboard, bookkeeping and typing.
Send Resume to Box 764
Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY - 5 days, 8 3-5, including alternate Saturdays. Excellent typing and some shorthand required. Medical insurance billing and medical typing experience helpful. Farmington Hills location 851-7881

BUSINESS MANAGER for dental office, full time, Plymouth area. Dental assistant preferred. Salary pay for best applicant 453-6840

MEDICAL ASSISTANT - experienced preferred Northville area PA1-2861

X-RAY TECHNICIAN

Part time for private Diagnostic Radiology Clinic, Redford area. 937-8155

MEDICAL ASSISTANT
Ophthalmology Office, experience beneficial but not necessary, training will be given. Very compensurate with qualifications. Send resume to Box 41 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT - for children dental practice in Birmingham. Experience or formal education necessary. Full time. Send Resume to 4343 Telegraph, Building H Birmingham 48010

DENTAL ASSISTANT - Northville area, experienced in chairside & handed dentistry. 349-3644

RNs - LPNs

Positions available for full or part time Nursing Aides at modern health care facility in the Livonia Westland area. Good starting salary with regular advancement, full benefits including paid Blue Cross & Life Insurance, sick and vacation pay and credit union. Shifts needed, no shift rotation. Apply

CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia 522-1444

MEDICAL ASSISTANT
Must have experience or education in vena puncture, electrocardiograms, EKG's. Excellent benefits. Good salary. Apply: VP Office Romeo Area Call Mrs Rossetti 752-9236

RN Full time, midnight Supervisor with strong supervisory ability. Fringe benefits, pleasant working conditions. Bedford Villa 537-3333

RN's & LPN's

Full & Part Time-All Shifts
Days Start
RN'S - $47
LPN'S - $41
Afternoons-Start RN's $49 - LPN'S $42
Midnights Start RN'S $50 - LPN'S $43
Plus full benefits package upon employment
Have after 60 Days
Apply in person to Mrs Foley, RN, or Mr Spiro
University Convalescent & Nursing Home, 28566 Five Mile Road, Livonia, Michigan
A Health Saving Services Facility

NURSE ATTENDANTS and Orderlies. Full time, fringe benefits. Bedford Villa Nursing Home, Southfield 557-3333

MEDICAL RECEPTIONIST full or part time, experienced desired 10 Mile & Telegraph area 356-6100

DENTAL ASSISTANT

Experienced full or part time. Dependable self-starter needed for Southfield general Dentist Salary commensurate with ability

559-2797

NURSING director for small convalescent home, Southwest area Good starting salary. Call 538-1550

DENTAL ASSISTANT Receptionist Livonia area Must be experienced Full time, no Saturdays 261-8110, 261-3763

NURSES
RN's and LPN's Growing facility needs nurses for shifts in all positions

STAFF NURSES
HEAD NURSES
SUPERVISORS
Excellent wages, acute care rate Excellent benefits, excellent reimbursement plan, no rotation

REHABILITATION CENTER
22201 FOSTER WINTER DR
Southfield, Mich
CONTACT NURSING OFFICE
569-5500 ext 318

MEDICAL ASSISTANT, part time for 9 Mile - Greenfield area. Interest office Call 569-5060

502 Help Wanted Dental-Medical

RN-LPN

Good starting salaries, and good hospital benefits. All shifts. Modern facilities. See Mrs. Ferguson.

NIGHT ENGALE
WEST
8 3 6 5
Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

BLOOMFIELD Progressive dental office with multi-e ceramics lab needs a dependable & enthusiastic dental assistant. Will train right person. Send resume to Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT wanted with Pegboard and Insurance experience. Office located Farmington, Plymouth rd area of Livonia. Salary and benefits 525-7621

RN'S - LPN'S

DAYS & AFTERNOONS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W of Lahser
255-6450

DENTAL ASSISTANT, part time or full time Birmingham Call 642-0562 or 642-0552

LEGAL SECRETARY
Southfield Law Office Experienced shorthand & typing required. 4 day week 358-3810

BUSINESS ASSISTANT
Progressive Dental Practice in the Plymouth Canton area is seeking capable person to work in business office experience preferred. 4 day week. Exceptional working atmosphere Please call 453-6321

NURSE AIDES needed, all shifts, full and part time, apply at Oak Hill Nursing Home 31225 Grand River, Farmington. 477-2373

DENTAL Assistant, chairside, experience preferred. Pt days, pleasant office, Oak Park 398-5400 544-1929

EXPERIENCED Dental Assistant for modern Westland practice 422-3560

MEDICAL SECRETARY and transcriber needed. Experienced only. Livonia doctor's office. Full or part time 522-7176

DENTAL ASSISTANT to work full time in specialist's office. Southfield Pleasant working conditions. Fringe benefits Pay commensurate with experience 557-1552

MEDICAL ASS T with cutting experience or plaster tech for orthopedic office in Farmington. Good pay and benefits. Send typed letter in response to Box 772, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT Livonia area Experience in four handed dentistry necessary. Full time position with excellent benefits and salary. Call 522-6012

LAB TECH - to work in Western Suburban doctor's offices. Call 537-1700

LPN'S - FULL TIME - afternoons Franklin Manor, 26900 Franklin Rd. Southfield 352-7390

RN'S & LPN'S part time days Franklin Manor, 26900 Franklin Rd., Southfield 352-7390

RECEPTIONIST
Part Time for Livonia Specialty Practice Must be available 2 full days per week Experience helpful Call Susan 522-7311

RECEPTIONIST, busy Pediatric office Phone, insurance, appointments Birmingham area Reply to Box 341 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT, experienced preferred, full time, fringe benefits Livonia area 477-8111

EXPERIENCED DENTAL receptionist-office manager. Top salary, benefits. Excellent office environment Ten Mile - Coolidge area Phone 547-3410

MIDNIGHT NURSE

Modern extended care facility. Good working conditions and benefits. Apply

MIDDLEBELT
NURSING CENTER
13900 Middlebelt Rd., Livonia

RNS & LPNS

Full and part time All shifts No rotation of shifts Good salary and fringe benefits Excellent working conditions

Apply in person
GEORGIAN BLOOMFIELD
2975 Adams Rd corner 16 Mile

DENTAL ASSISTANT, Middlebelt, Livonia area 231-6944

MEDICAL - CLERICAL, part time days, must have knowledge of medical billing, Blue Cross, Medicare, for surgical supply store N. Woodward area Mr Smith 588-1400

NURSE AIDES

All shifts. No experience necessary, be paid while you train Training classes now being scheduled Apply in person only
University Convalescent & Nursing Home
28566 Five Mile Road, Livonia
A Health Savings Services Facility

502 Help Wanted Dental-Medical

THE WALLED LAKE CONSOLIDATED Schools is advertising for a medical office assisting instructor - expended day program (2:30pm to 5:30pm daily for school year). Applicants should possess a Bachelors Degree with a minimum of 2 years related work experience in the medical field such as a registered nurse, medical technologist or certified medical assistant. Candidates may make application or inquiry at Southwest Oakland Vocational Education Center, 1000 Beck Road, Wixom, Michigan, 48096. Phone 624-6000

THE WALLED LAKE Consolidated School is advertising for a dental office assisting aide (1 day per week during the school year). Applicants should have 2 years of current work experience with proficiency in laboratory, use of equipment, chair-side assisting and office skills. Candidates must be able to relate well with High School Students. Candidates may make application or inquiry at Southwest Oakland Vocational Education Center, 1000 Beck Road, Wixom, Michigan, 48096. Phone 624-6000

MEDICAL ASSISTANT or LPN for busy doctor OBGYN office. Must have previous office experience. Call 9 AM - 5 PM, Southfield, 569-5440

AVONDALE CONVALESCENT HOME has full time openings on all shifts for experienced Nurse Aides. Call: 651-4422

DENTAL ASSISTANT
Children's Dentistry! 4 handed dentistry in modern office. Experienced, energetic and cheerful person desired for this position with many department benefits. Send resume to 25681 Elizabeth Lake Road, Pontiac, 48054

CLERK TYPIST
For doctor's office, full or part time positions available immediately. 335-7783
between 9 A. M. - 12 noon.

DENTAL RECEPTIONIST
Wanted 3 afternoons per week knowledge of Insurance & Pegboard System helpful, but not necessary. Will train for Busy Canton office Please Call 459-1950

RECEPTIONIST - Busy pediatric office, phone, insurance, appointments, full time Birmingham area Apply: Box 341, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXPERIENCED Medical Assistant Secretary. Thus job involves usage of assistant & receptionist skills Full time Monday thru Friday Some evenings No Saturdays. Southfield location Call 569-1232

RECEPTIONIST Wanted for Chiropractor's office Knowledge of insurance and Blue Cross. Excellent benefits Please Call for interview 851-3997

DENTAL RECEPTIONIST, dental experience preferred, large specialty practice Good pay and fringe benefits Birmingham area 647-7323

RN'S & LPN'S

LEADING NAT'L. NURSING SERVICE

OUTSTANDING BENEFITS

*TOP WAGES
*HOLIDAY PAY
*MALPRACTICE INSURANCE
*UNIFORM ALLOWANCE
*SHIFT - WEEKEND DIFFERENTIAL

Choose your days and assignments

"LET US PAMPER YOU"

MEDICAL
PERSONNEL POOL
Bloomfield-Pontiac 335-9220
Southfield 569-1950

NURSE AIDES

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

334-9220

MEDICAL
PERSONNEL POOL

LPN'S OR RN'S needed, part time, PM shift, full and part time positions available. Apply at Oak Hill Nursing Home, 31225 Grand River, Farmington. 477-2373

NURSE AIDES ORDERLIES

Mature persons for rewarding career in Nursing. Experience preferred Primarily interested in permanent position. Good salary and fringe benefits. Excellent working conditions

APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 16 Mile

NURSE AIDES

FULL Time and
ALL SHIFTS
Apply In Person

Marycrest Manor
15415 Middlebelt, Livonia
427-9175

RN'S - LPN'S
FULL OR PART TIME
AFTERNOONS
Apply in person

FRANKLIN MANOR
26900 Franklin Rd. Southfield
352-7390

NURSE AIDES

FULL & PART TIME
ALL SHIFTS
Apply In Person

FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

504 Help Wanted Office-Clerical

IMMEDIATE OPENING with established automotive repair, the Livonia area Minimum of 3 years experience in accounts receivable, payable preferred Outstanding benefits and chance to grow with company. Send resume in confidence to P. O. Box 2804, Livonia, Michigan, 48150

CLERICAL TYPIST Immediate opening in Livonia area. Primary functions, typing, filing, and general girl Friday duties. Outstanding benefits and chance to grow with company. Send resume to P O Box 2804 Livonia Michigan 48150

SALES SECRETARY

This exciting position requires 50 plus typing skills, and 1 year experience. Offers starting salary to $140 with excellent benefits. Our fee is employer paid. Call Jacque at:

TLC PERSONNEL
522-4330

RECEPTIONIST

Northern suburban corporation is looking for your 60 plus typing skills and phone experience. Offering starting salary of $145 a week with excellent benefits. Our fee is employer paid. Call Jacque at:

TLC PERSONNEL
522-4330

ACCOUNTS RECEIVABLE CLERK
Your accounts receivable skills and experience could qualify you for a downtown position in glamorous surroundings. Starting salary of $700 with excellent benefits. Call Jacque at:

TLC PERSONNEL
522-4330

ACCOUNTING/Insurance Clerk, responsible person with knowledge of accounting and typing ability needed to perform basic accounting functions, process medical claims & complete misc. reports. Experience required Plymouth area. After 9 AM 455-2200, ext 215.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL SECRETARY
Beckman Instruments, a national manufacturer of scientific instruments requires a clerical secretary for its sales service office located at 10 Mile - Southfield area. This is a permanent position, with diversified duties that requires 55-60wpm typing, good clerical and filing skills. Full fringe benefits. Call Beckman Instruments, Inc. 355-1300 Southfield Road. 424-8460

CLERK

Data Entry Accts Payable
Permanent position, international service company, moving soon to Troy
Requires good typing and clerical skills Will train on Data Entry Equipment
If interested, call 569-5700 ext 296 for an interview appointment
Equal Opportunity Employer M/F

CLERK TYPIST
For large office Fringe benefits Call 357-3759, ext 201.

PERMANENT FULL TIME position for mature woman who is good with figures, to work in accounting Office of large retail chain Located 8 Mile-Lahser area Contact Mrs Meadows 353-5100

NORTHWEST DETROIT auto dealer needs cashier-PBX operator Dealership experience preferred Call Mr Sauer 342-3300

TYPIST for General Office work Must be good with figures Farmington area. Call Mary Wicha for appointment 477-6706

Customer Service

Livonia office has an opening for a CUSTOMER SERVICE CLERK If you enjoy people, type 45-50 WPM and enjoy diversified work; if you have had 2 years of office experience, you could qualify for this most interesting spot.
Good salary, excellent benefits including dental. Call TANYA TERRY 937-1850

MICHIGAN
MUTUAL INSURANCE
Affirmative Action Employer

CLERK TYPIST
Insurance General Office Work
Pleasant surroundings - Bloomfield Hills 641-7161

CAREER JOB

Suburban location of nationwide firm seeks well organized person desiring challenge and advancement Type 50, sales office experience preferred Good starting salary, excellent company benefits Company pays fee
PERMANENT STAFF 522-4210

CLERK TYPIST, full time, billing experience preferred Pleasant atmosphere, advancement opportunities 547-0040

SECRETARY
for real estate office in Westland We need someone with a pleasant telephone voice, accuracy rather than speed is a plus. Some evenings and Saturdays Call for details and appointment. 525-1111

HOSPITAL RECEPTIONIST $135 Book patients into rooms, handle incoming calls, type admission slips, excellent advancement opportunities, full fringe benefits, standard office hours, no evenings or weekends Type 40
ALL SHIFTS
SHARROW & ASSOCIATES
PERSONNEL AGENCY

DOCTOR'S RECEPTIONIST - For well established Livonia practice Schedule appointments, greet patients, handle incoming calls and do light typing Full benefits 525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST TYPIST
Need gal to answer phones, great clients, and type reports. Must type 50 wpm 851-4356

EXECUTIVE SECRETARY - Opportunity for experienced executive secretary. Good support staff and word processing skills important No shorthand. 851-1456

MEDICAL RECEPTIONIST $136 - For surgery department of rapidly expanding medical center. Schedule patients for consultation with doctors, answer incoming calls and handle appointments. Must type 40 wpm. Excellent benefits. Good chance to advance. Call 525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST TRAINEE $135 - Distribute mail, handle incoming calls & process simple orders for large suburban company Type 40, full benefits with Dental & Cost of Living employer paid fee. 525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ASSISTANT

Terrific chance to join aggressive sales group, training & MBO track to success. Great location and $800 to start Call 649-8114
HARRIET SORGE PERSONNEL

PERSON FRIDAY

General duties, need your personality and flair for this one. Come from PBX to posting. $850-$1000
Call 542-8960
HARRIET SORGE PERSONNEL

GAL FRIDAY - with payroll experience. General contractor's office. Birmingham area Equal Opportunity Employer 646-8414

SECRETARIES

Large company in Southfield needs 3 secretaries Some with shorthand, - some without Fringe benefits. Salaries from $750 to $1000 Fee paid Great benefits
PERMANENT STAFF
351-0565

CLOSING SECRETARY for Realtor in Canton-Plymouth area Will train Ask for Chuck 459-2700

RECEPTIONIST

Suburban company needs good typist for phone coverage and greet clients, answer phones. $650, excellent benefits Hurry for this one.
PERMANENT STAFF 522-4210

WARRANTY CLERK
Willing to train. Will be working with figures Moving to Farmington Hills 553-7600

504 Help Wanted Office-Clerical

SOUTHFIELD SECRETARY
Assist partner of prominent livonia law firm Requires 2 years experience and good skills Full benefits, fee paid. $11,100
Durham Personnel 569-1522

GIRL FRIDAY
For l girl office Prefer 30 or over. 422-2272

BOOKKEEPER, full charge part time Experience necessary, some knowledge of bookkeeping machines Call for appointment 518-9000

CLERICAL

International corporation presently located in Southfield but moving soon to Troy has permanent opening Requires good clerical skills and typing ability, experience in order part-billing
If interested call 569-5700 ext 296 for an interview appointment
Equal Opportunity Employer M/F

Secretaries
Typists
Key Punchers
Accounting Clerks
Bookkeepers

Don't let your skills get rusty!

We have many long and short term assignments available immediately. All office skills needed If interested apply at

KELLY SERVICES
"The Kelly Girl People"
29419 6 Mile, Livonia
522-4020
2229 S Telegraph, Bloomfield Hills
642-9650
23737 Greenfield, Southfield
suite 122
424-9100

27629 John R, Madison Hts.
399-2688
NOT AN AGENCY ...
THEREFORE NO FEE
Equal Opportunity Employer M/F

CLIENT CONTACT FEE PAID
Secretary with Word Computer firm seeks energetic you with good typing. $850-$950 benefits, super boss, convenient office Call Kyle
353-2090
SNELLING & SNELLING
PERSONNEL

CALL
ANY OF THESE
NUMBERS

KELLY WANTS
TO HELP

522-4020
LIVONIA

424-9100
SOUTHFIELD

642-9650
BLOOMFIELD HILLS

398-2680
MADISON HTS.

A call to KELLY SERVICES could be the best call you'll ever make. As a Kelly employee your work schedule is flexible You'll work as much or as often as you like
We have over 100 classifications of jobs So we take care in evaluating what kind of work is right for you. So we get the right people in the right jobs Our customers are happy and you're happy
Whether your last job ended 15 years ago or just yesterday, call KELLY SERVICES

KELLY
SERVICES
"The Kelly Girl People"
NOT AN AGENCY
THEREFORE NO FEE
Equal Opportunity Employer M/F

SECRETARY - No shorthand. Type 55 WPM Good figure aptitude All benefits Call Mrs Beryl Perlmutter, 1274 N Woodward Royal Oak 576-0570

RECEPTIONIST part time for Southfield Doctor's office Mon-Tues, Thurs, Fri, 12:30-7:30 PM. Experience helpful but not necessary. 557-2502

FILE GIRLS

With Bookkeeping knowledge.
Full time. Contact C Kruse.
Stark Hickey W.
7 Mile-Grand River
538-6800

DECORATING STORE in Berkley needs mature woman to manage office Must be able to take charge. 542-6561

EXECUTIVE SECRETARY - Shorthand necessary. Marketing or financial experience preferred. Fee Paid. $18,000 up

CLERK - MBS report experience with good figure aptitude Fee Paid $8,500 up

CLOSING SECRETARY - Minimum 1 year experience 65 WPM accurate. Fee Paid $9,500 up
PLACEMENTS UNLIMITED
H Busy Call 478-8770
1-227-7651

GAL FRIDAY for insurance office Must be able to take charge and home owners Salary commensurate with experience Call 261-2230

SECRETARY RECEPTIONIST
Part time for Personnel Agency Type 55 wpm, good phone manners 358-3253

BOOKKEEPER - 10-20 hours per week Small professional office Payroll, banking, billing, accounts payable Light typing Hours & days negotiable 525-5241

Nice Troy Company needs Secretary for Engineering department in leasing area Good skills required for interesting company in new building Salary $800 plus benefits and agency fee paid

Hard Work Manufacturer needs General office helper Good typing, light experience Salary $640 to $650, excellent medical benefits & fee paid

Good typist needed for nice Birmingham company Good hours and benefits, congenial office Salary $738 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

504 Help Wanted Office-Clerical

FARMINGTON TYPIST
55 WPM, excellent figure aptitude, will be trained in inside sales. Salary $9 Hrs range Full benefits. No agency fees

BEGINNER-SHORTHAND
50 WPM typing, figure aptitude, prior office experience, general office position Salary $600-$680 range Fully paid benefits No agency fees

ACCOUNTS PAYABLE CLERK
Cut Experience, high school bookkeeping ROYAL OAK Manufacturing Company Salary $600-$750 range Fully paid benefits No agency fees

EYE ACCT DEGREE
Light experience with CPA firm preferred Full time position Salary $14,000-$15,000 range to start Fully paid benefits No agency fees

FULL CHROMEBOOK
Prod & bass statements, payroll, $12,000 minimum Paid benefits No agency fees

TYPIST - FARMINGTON
50 WPM accurate typing, will see new grads, good starting salary paid benefits No agency fees

JR. DRAFTSPERSON
6 Months experience on board, detail layout exp Salary $800 plus life min Fully paid benefits no agency fees

ACCOUNTING PERSON
Heavy experience debits-credits Excellent opportunity depending on experience Fully paid auto benefits No agency fee

TYPIST-PAYROLL EXP
45 WPM typing, familiar with business machine experience, System 38 Single Disc Drive Computer Hours 9-5 Salary $9000 absolute minimum Paid paid benefits No agency fees

ACCOUNTS RECEIVABLE
NCR EXP
Must have bookkeeping schooling 50 wpm typing ROYAL OAK Manufacturing firm, Salary $750 minimum range Fully paid benefits No agency fees

BEG TYPIST STH
Good figure aptitude 55 wpm Will train Salary $600 range Fully paid benefits No agency fees

TYPIST-SHORTHAND
Beginner accepted-but 45-50 wpm typing Will learn programming of minutes, Plus computer Salary $600 range Fully paid benefits No agency fees

ACCTS RECEIVABLE-BKKPER
3rd PARTY BILLING EXP
Able to deliver edit a mess desk Salary $11,000 minimum range

STAT-TYPIST
PLEASANT RIDGE
50wpm typing accurate Answer phones Salary range $3.50 $1.50 per hour Paid benefits Agency fee reimbursed after 90 days

CLERK TYPIST
Good typing 60 wpm Manufacturing experience Salary $700 range Full paid benefits No agency fee

GENERAL ACCOUNTING CLERK
10 Key calculator experience Accurate typing $700 range Full benefits Including dental No agency fee

TYPIST-TROY
Good typing for export division International Company Will train Good typing Able to compose letters Paid benefits including dental No agency fee

KEYPUNCH-W DETROIT
129 Exp., will train on Tab 501 14,000 strokes required $4.25 per hour to start $4.50 after 90 days Full benefits No agency fee

OUTSTANDING SECRETARY
REN CEN, 70 type, 100 shorthand $12,000 plus absolute minimum Fully paid benefits, including 26% bonus No agencies fee

1 PERSON OFFICE
Moving Materials Handling Pref construction background Will train accounting person with pegboard bookkeeping background Accurate typing $200 range Paid benefits No agency fee

CREDIT PERSON MATURE
3-5 years minimum experience Dearborn area Customer relation experience Typing ability, 3 years college preferred Construction, industry or established trade experience $12,000 absolute minimum, full benefits to handle incoming

RECEPTIONIST-EXPERIENCED
Well groomed, light accurate typing, will handle 4-6 phones, $165-$175. Full benefits. No agency fee

CONSTRUCTION BOOKKEEPER
Must have union payroll experience Also CRT keypunch computer background Salary commensurate with experience Full benefits, no agency fee

BETTY HAMIL PERSONNEL
424-8470

OPPORTUNITY

We have several openings in the Southfield, Troy & Detroit areas for Secretaries, Typists, Figure Clerks, Receptionists, General office & Bookkeepers. Come in or call.
PLACEMENT PLUS PERSONNEL
21900 Northwestern, suite 103
352-7800

RECEPTIONIST TYPIST for busy construction office located in Troy 528-5527

GENERAL OFFICE - Typing 60WPM. Office experience for Birmingham marketing company. $600 Fee Paid

ACCOUNTS RECEIVABLE with experience in billing, typing required Royal Oak firm $650 Fee paid

SWITCHBOARD TYPIST. 50WPM, general office duties and switchboard relief. $700 Fee Paid

PROGRAM COORDINATOR, previous office experience, ready for responsibility. Small growth company and client. $900 Fee Paid

LOIS RAY
PERSONNEL
559-0560

WARRANTY CLERK & Cashier, Farmington area Prefer experienced Salary Rochester 852-7200

LEGAL SECRETARY
Young aggressive, 3 man Southfield firm needs responsible, hard working and skilled legal secretary as paralegal assistant. Must be self organization to our rapidly growing general practice. Excellent career opportunity for the right person. Call Mr Wood 552-7100

Yellow Pages Dept.

National service corporation has permanent openings in our Yellow Pages Dept Telephone company or related background in white or yellow pages advertising required Must enjoy telephone and personal contact with people and have the ability to sell
Benefits provided
If interested please send resume with salary requirements to Personnel Dept., P O Box 1119, Detroit, 48231
Equal Opportunity Employer M/F

CLERICAL AUDITING Good math aptitude, accurate typing Excellent benefits and advancement opportunities Southfield area Call for appointment 557-2502

RECEPTIONIST
Time to start a new job for established suburban company, light typing, pleasant office, friendly phone manner, $650 monthly, excellent bonus, call Gina

644-4600
SNELLING & SNELLING
AGENCY

EXPERIENCED SECRETARY for a girl office Southfield department in leasing area Good skills required for interesting company in new building Salary $800 plus benefits and agency fee paid

HEAVY TYPING
Work when and where you want on various temporary assignments Call the Office nearest you for appointment
LIVONIA SOUTHFIELD 353-0505
TROY 524-1750
DEARBORN 565-2220
WYANDOTTE 284-2170

TEMPORARY
STAFF

IMMEDIATE OPENING for messenger - mail clerk, company located in Birmingham area Please call Jill for interview. 647-8600

PART time girl Friday for general office work Farmington Hills area 851-7720

SALES ORIENTED?

Suburban Employment agency needs career minded person seeking a challenging position in personnel placement. Sales experience and some college preferred. If interested please contact. Ms. Dwyer to discuss qualifications and arrange for a personal interview.
522-4210

504 Help Wanted Office-Clerical

TYPIST

If you like to type, CPHA has a full or part-time position available in our word processing center Work with modern efficient equipment in pleasant surroundings Must be able to type 70 WPM with good spelling and language skills Dictaphone experience preferred Starting salary of $8 246 plus excellent benefits and free parking Call our Personnel Office for appointment

CPHA
1968 Green Rd
Ann Arbor, Mich. 48105
769-6511
Equal Opportunity Employer M/F

FARMINGTON!
FEE PAID Exciting opportunity in downtown Farmington, good typing, and an outgoing personality are all that's needed!

ACCOUNTING SUPERVISOR
FEE PAID Excellent opportunity with well known organization Experience in Accounts Receivable is a must

TYPIST TO $10,000
FEE PAID Your good typing skills are the key to this great opportunity.

RECEPTIONIST TO $700
Meet lots of interesting people while working with this suburban firm Typ- 45 Sh

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

GENERAL office insurance secretary. Mature woman preferred. Full time Southfield area. Call between 9 A. M - 5 P. M 352-2560

EDIT clerk - inventory control Need for experienced individual required knowledge of ch/ch/ch Dobbs Furniture, Mr. Camp, 588-3500

GENERAL OFFICE - Expansion has created several openings for clerical office personnel Excellent benefits with rapid advancement opportunities Typing required shorthand a plus Southfield area Call for appointment 357-3209

GENERAL OFFICE
FULL OR PART TIME

No office experience necessary for these job openings in national publishing company. Ideal for those who want to move ahead with this growing firm Must be accurate Typist will train for additional responsibilities Pleasant working conditions, modern office building Apply between 9-1 PM, 21616 Southfield Rd - Southfield Office Park, 12½ Mile & Southfield Fwy.

RECEPTIONIST TYPIST to train on PBX for offices of large Southfield law firm Salary depends upon with typing & clerical skills Pleasant telephone personality a must Call Barb 559-5300

IMMEDIATE OPENING for growth position for ambitious, quick learning person with some accounting experience. Competitive starting salary with regular performance reviews in attractive benefit package Apply by mail or call Mr Lemmark for appointment at 642-1200 Silhouette American Health Spa Southfield, Michigan, 48076

OFFICE POSITION

Available at 11874 Market, Livonia. We need an energetic individual for General office work. Previous experience not necessary. Light typing required Apply in person
IHYBONY WALLCOVERINGS

FILE GIRL
$2.75 per hour to start No experience necessary Ideal for high school & graduate personality Full company benefits & profit sharing Call 9AM-6PM August 28 Quality Corporation 25928 Industry Drive Southfield River-Drake Rd area Farmington Hills.

MAG II TYPIST

Permanent opening at corporate offices of international organization presents headquarters of a major field but moving soon to Troy
Experience on Magnetic typewriters required as well as good clerical skills Dictaphone would be helpful Call 560-3700 ext 296 for an interview appointment
Equal Opportunity Employer M/F

CLERICAL

Good typist to work in insurance dept of national corporation Knowledge of or interest in learning corporate insurance and risk management would be moving from Southfield to Troy within the next few months.
If interested, call 569-5700 ext 296 for an interview appointment
Equal Opportunity Employer M/F

Word Processing
TYPIST

International corporation soon to be Troy based needs expressive individual with good typing, spelling and grammar skills Must show initiative and like to work independently Ability to organize, design and set-up of text form must describe Will train on Vydec equipment
Benefits are provided If interested call 569-5700 ext 296 for interview appointment
Equal Opportunity Employer M/F

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 few months
Requires good math aptitude and typing ability Benefits are provided
If interested, call 569-5700 ext 296 for an interview appointment
Equal Opportunity Employer M/F

TOGETHER WE CAN
Broaden your horizon and increase you money, Excellent benefits, necessary, good figure aptitude fee paid. $650 monthly call Sandee

644-4600
SNELLING & SNELLING
AGENCY

RECEPTIONIST - Full time days Part time evenings Apply in person Monday thru Friday after 2PM, Dearborn Heights 25300 Telegraph Rd., Southfield

GENERAL OFFICE - Good typing, some experience. Hours 7:30 AM 4:30 PM Call Mary 883-1800

FULL TIME salaried position as clerk typist in pleasant office atmosphere Included are company benefits For personal interview call Dianne 968-0200

PUBLIC RELATIONS
FEE PAID Type advertising copy, use your phone ability, and people personality Never be bored here! $700 a month, call Linda Neely

644-4600
SNELLING & SNELLING
AGENCY

COORDINATOR

For our company services department in Southfield Must be people oriented, detail minded individual who can work at a fast pace Salary $800 to $900 a month. Call Peggy
TEMPORARY STAFF 353-0565

GENERAL OFFICE - must be able to type accurately with knowledge of bookkeeping and general office procedures. East Dearborn. 581-7300

BOOKKEEPER
SALES PERSON
PART TIME
Call MR. BERG, Before 6 PM
846-3976

GENERAL OFFICE
1 girl office needed immediately. Life insurance agency at the Hengwell Center in Southfield Good typing and shorthand, pay according to skill. Call 559-1100

504 Help Wanted Office-Clerical

NEW TROY OFFICE

National firm needs SECRETARY with shorthand. KEY PUNCH and CRT OPERATORS Excellent salary and benefits for right

Suburban
Office Services
ROCHESTER 651-3500

FAST GROWING Industrial Sales office needs outgoing person with some clerical skills to handle parts order desk. Must be accurate with figures, light typing. Have good ability to deal with people Technical aptitude helpful Phone for appointment 477-1429

ADMISTRATIVE
ASSISTANT

Office administration, order processing, summary reports, organizational experience with typing & math skills required Troy area Excellent benefits & working conditions Major company Call Manager

588-1974

SECRETARY for General Office work Phone, typing, filing Knowledge of office procedures Redford Township company Benefits 538-1933

SECRETARY ASSISTANT BOOKKEEPER Position available with busy corporate headquarters Located in Livonia Must have typing skills 591-0300

SECRETARIAL Position available, experience preferred Typing, filing, dictaphone and telephone answering. Salary negotiable Call Barbara Little 535-3130

559-6700 ext 215

SOUTHFIELD Private School requires Receptionist-Typist Monday through Friday 8 30 AM - 4 30 PM Salary commensurate with duties Call Rosemital 354-1664

PART TIME
SECRETARY

For Livonia Real Estate Office 9AM-PM daily, possibly full time in Future 522-3541

SUBURBAN BASED
Insurance Company

Has immediate openings for CLERK-TYPISTS and KEY PUNCH OPERATORS with experience on IBM 5496 or IBM 129 or devision data 96hp Includes 4½ day work week, excellent fringe benefits and advancement potential for the right person Call 353-2000

BOOKKEEPER - experienced, responsible, conscientious, with good typing skills for time keeping system in large Southfield law firm Call Barb 355-5000

STENOGRAPHER
SAFE DEPOSIT

Excellent opportunity for individual seeking public contact position with variety of responsibilities, current assignments for experienced Stenographer.

Competitive salary offered along with excellent benefit package

Typing 50 wpm, and shorthand at 90 wpm preferred Apply at

MANUFACTURERS BANK
OF LIVONIA
38047 Ann Arbor Rd.
Mon - Fri, 10-3 PM
An Equal Opportunity Employer

PART TIME Secretary Receptionist needed for diversified duties on Southfield insurance agency Tues Wed, Fri, 8 30 AM - 1 30 PM 19630 W 10 Mile Rd, Suite 300 Call 8 30 AM - 4 30 PM. 352-4770

VERSATILE Receptionist for small industrial business in northwest Detroit 341-1620

PERMANENT full and part time positions available Oak Park CPA office Call weekdays till 6 968-2000

SECRETARY-part time Engineering office in Southfield Typing & other bookkeeping Call 559-8466

Head Teller

Experienced Northville Area Excellent salary & benefits Type 50wpm Train in downtown Detroit Woodward at Congress Parking Paid

Detroit Federal Savings
963-7561 ext 16
Equal Opportunity Employer M/F

PERMANENT part time position available Secretarial skills helpful Call 7 Mile-Middlebelt area 476-5490

PART time typist to work 15-20 hours per week at your convenience. Call Good typing skills required Call Farmington YMCA 553-4400

YOUNG lady for full time office work, to learn payroll and general clerk Some experience helpful 591-1313

BRIGHT young person wanted for general office duties, accurate typing, light bookkeeping, pleasing telephone Southfield area 354-1040

GENERAL OFFICE, Southfield Building 3 weeks experienced typing $3 50 per hour Call 557-4150

PASTOR'S Secretary, local church, part time, hours can be flexible After 5PM 421-2175

SECRETARY

Position available for neat appearing individual with knowledge of secretarial office procedures, good typing skills and bookkeeping background Detroit office to relocate in Southfield area Jan - Applications now being taken for qualified individuals at

CLAWSON CONCRETE CO
15221 W. DetroitNo Rd. Brownstown
DETROIT
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
CLERK

Position open for individual experienced with accounts receivable Detroit office Relocate in Southfield after Jan 1 Interested applicants call

CLAWSON CONCRETE CO
15221 W. DetroitNo Rd. Brownstown
An Equal Opportunity Employer

EXECUTIVE
SECRETARY

Leading hospital supply distributor has immediate opening for experienced Executive Secretary with 2-5 years demonstrated excellence in administrative capacity. Will report directly to Group Vice President and be responsible for all secretarial and administrative duties.
Requirements include strong organizational and interpersonal skills, analytical ability and outstanding secretarial skills. Dictaphone experience required, shorthand a 'plus'.
We offer competitive salary, outstanding benefit program and stimul