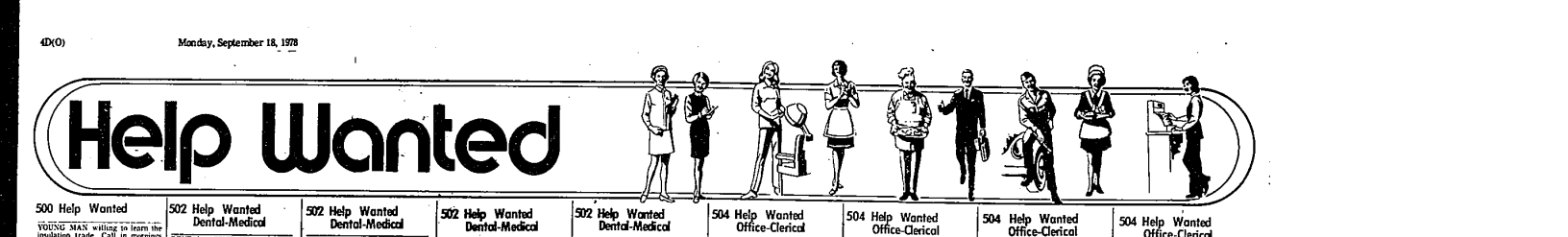
Help Wanted



500 Help Wanted

YOUNG MAN willing to learn the insulation trade Call in mornings between 7 & 8. 478-6646

YOUNG MAN 18 or older, work part time or full time light assembly work in West side Detroit machine shop Call Bill, 8-30am-5pm. 272-7715

3 POSITIONS AVAILABLE. Advance in a career with Beeline Fashions For interview call 421-0496 or 937-0319

$8 PER HOUR

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

525-5210

502 Help Wanted Dental-Medical

DENTAL ASSISTANT. Prestigious Birmingham office seeking mature responsible individual for full days. No Saturdays. Experience helpful. Salary open. Fringe benefits, including profit sharing and occasional use of year round home on Lake Charlevoix in Boyne country. Only serious career minded individual need call Diane. 642-4484

RN'S - LPN'S, full and part time, nurse aides, all shifts Call for appointment weekdays 10 A M to 3 P M. Cambridge Nursing Center East. 885-7010

MEDICAL ASSISTANT - experienced only. General practice in Dearborn Heights 278-1820

DENTAL ORTHODONTIC RECEPTIONIST Downtown Rochester. Mature well groomed receptionist. Typing and public telephone manners essential. Send resume to: Box 972, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - must be experienced for this job. Fantastic employer. Salary commensurate with experience. Fee paid Health Care Personnel 398-0020

RN'S & LPN'S. Full and part time. Afternoon shift. Apply 3 P.M. to 4 PM. Mon. Thru Fri. Arnold Home, 18500 W. 7 Mile Rd. E-1001, Ext. 38

DENTAL ASSISTANT - full time experience, Birmingham area. 642-5000

MEDICAL Assistant, Dr's office. Troy, immediate part time position open, no experience necessary, however medical or public contact employment experience helpful. Willing to train responsible and mature individual, please call Mon. Tues Thurs Fri. between 10-12 am. 879-8090

WILL TRAIN HOSPITAL SITTERS

You are needed for private duty sitting in the hospital. Assignments available in West Wayne County area. No experience necessary. Ideal for college students. call for more information

KELLY HOME CARE

968-5630

Equal Opportunity Employer M/F

DENTAL ASSISTANT part time or full time, experience necessary. Bloomfield Hills area 338-4160

MEDICAL ASSISTANT, Laboratory. Insurance. Front desk experience. 15 Mile-E. Woodward area m 355-0736

NURSE

PART TIME

For Saturday

EAR PIERCING

Call Weekdays,

852-5600

INSURANCE, Birmingham Local Agency,

Ready for Advancement and Responsibility? We need an experienced Girl to Manage package department. Must be familiar: Commercial, Fire rates. Salary commensurate with experience and ability. Blue Cross, Life insurance and major medical paid. Send resume to: Box. 948,Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WANTED EXPERIENCED Dental Receptionist for new W. Bloomfield office. Must have knowledge of bookkeeping, insurance forms & some typing ability. Dental assisting experience would be helpful. 851-6454

DENTAL ASSISTANT, experience preferred. No weekends, some evenings. Walled Lake area. Call between 9 AM - 2 PM. 624-5528

DENTAL OFFICE Receptionist assistant Duties include processing insurance claims. Part time mornings. Livonia. 464-8180

SECRETARY RECEPTIONIST,

Birmingham Firm needs person with pleasant phone manners, ability to greet clients. Must be excellent typist (some shorthand preferred), willingness to learn and accept diversified assignments. An excellent growth potential. Call for Details:

Corporate Search

559-3310

DENTAL RECEPTIONIST, mature, responsible person. Busy office. Experienced preferred. Northland area. 967-1105

Medical Secretary

For OB GYN & Derm. Full time. Ask for Cheryl.

647-5450

OCCUPATIONAL THERAPIST aide position at extended care facility in Westland. Call 728-8100 Ex.16

DENTAL RECEPTIONIST, experience preferred. 3 to 5% days. Plymouth/Canton area. 453-0960

CHAIRSIDE Dental Assistant, Westland area. Experience preferred but not necessary. 729-4440

LAB TECHNICIAN & Janitor needed for laboratory located near 7 Mile & Telegraph. Call between 9-5 P.M. 537-1700

502 Help Wanted Dental-Medical

OPTOMETRIC RECEPTIONIST. One evening and Saturday. Cherry Hill. Inkster area. 427-2900

PHYSICIANS OFFICE: Part time position available. Experience in all types of insurance. 344-3030

MEDICAL OFFICE ASSISTANT Part-time Wed. & Sat. Experienced only. Troy Area. 689-3443

DENTAL ASSISTANT experienced only. Full time, excellent job for qualified person. Westland. 421-2677

NURSE AIDES

needed in clean, caring nursing home. No experience necessary. See us first if you are seeking a regarding position. Many fringe benefits.

FOUR CHAPLAINS

Convalescent Center

28049 Joy Rd. Westland

261-9500

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

MEDICAL ASSISTANT - Receptionist. Part time, mornings.

RECEPTIONIST for Birmingham dental office; will train. Send complete resume to Box 947, 36251 Lahser, Birmingham, Mi. 48010

MEDICAL ASSISTANT full time. Experienced only. Cardiologist, experienced. EKG, Lab, Venapuncture. 553-3200

DENTAL ASSISTANT For Madison Heights group practice. 4 day week. Must have 1 year experience 398-5228

RN'S & LPN'S Paid Blue Cross, other benefits. Call Mrs. Cole for appointment. LAHSER HILLS NURSING HOME 25300 Lahser Rd. Southfield 354-3222

RN DAYS

WISHING WELL MANOR

520 W. Main

Northville 349-4290

EXPERIENCED Dental receptionist needed, full time, Westland area. 525-7016

MEDICAL INSURANCE biller for busy doctor's office. Experienced only. No weekends or evenings. Birmingham location. 647-4420

DENTAL ASSISTANT Part time, 4 mornings a week. No experience necessary. 425-0440

NURSE AIDES, day and PM shifts, apply 8 AM - 2 PM. Brentwood Hall, 3030 Greenfield, Royal Oak. 288-8610

HAWTHORN CENTER

Announces

Immediate Job Openings For:

RN'S

To qualify you must enjoy working with children. Be able to work in a creative and informal atmosphere. Want to be part of a well defined multi-disciplined treatment program for emotionally disturbed children. Openings are available for full time employment on afternoon shift. No previous experience necessary. Orientation program for continuing in service training, for all staff. State Civil Service fringe benefits.

PHONE: 8AM -4PM

349-3000 Ext. 471

EXPERIENCED DENTAL assistant with front desk knowledge for busy Oral Surgery Office in Farmington Hills. Must be able to work Saturdays and 32 hour week. 553-2280

Nurse Aides Orderlies

Experienced or will train for rewarding career in nursing. Good salary and fringe benefits. Excellent working conditions.

APPLY IN PERSON

GEORGIAN BLOOMFIELD

2975 Adams Rd. (North of 14 Mile

NURSES - RN'S, Lpn's needed, part time, day shift, afternoon shift, midnight shift, apply at Oak Hill Nursing Home 31223 Grand River, Farmington 477-7373

MEDICAL INSURANCE & Billing Secretary wanted. For office near St. Joseph Mercy Hospital, Pontiac, Part time. Experience necessary, good salary. 333-1110

DENTAL ASSISTANT Full Time, Plymouth Area. Experience preferred but will train 453-5585

X-RAY TECHNICIAN, general practice office. Farmington Hills area. Send Resume to Box 968, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL RECEPTIONIST for children's dental practice in Birmingham area. Full time, experienced desired. Call for interview appointment 647-8656

MEDICAL TRANSCRIPTIONIST. Experienced, full or part time, days or evenings. Northwestern Hwy. between 12 & 13 Mile Rds. 353-7119

ORAL SURGERY Secretary-Receptionist. Knowledge of typing, filing and peg board. Westland area. Submit resume to Box 916 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

NURSE AIDES

EXPERIENCED

FULL & PART TIME

All shifts. Modern suburban nursing home. Good pay and benefits.

CAMBRIDGE

NURSING CENTER SOUTH

18200 W. 13 Mile Rd.

Near Southfield 647-4500

EXPERIENCED medical assistant either to assist Dr. Venapuncture, injections, EKG, insurance, typing board and telephone. Southfield area. 354-0666

NURSE AIDES

Experienced or will train. Full or part time. All shifts. Good benefits. Opportunities for advancement.

EARN $2.70 - $3.35 HR.

APPLY NOW

HENDRY

Convalescent Center

455-0510

LPN

AFTERNOONS

Good Fringe Benefits

WHISPERING WILLOW MANOR

49650 W. Warren

Canton 459-7060

AVONDALE CONVALESCENT HOME has full time openings for experienced Nurse Aides. New salary schedule in effect. 651-4422

RECEPTIONIST - full time oral surgery office, experience preferred. Birmingham area. 647-7336

LPN

AFTERNOONS

Good Fringe Benefits

WISHING WELL MANOR

520 W. Main

Northville 349-4290

Nurse Aides

FULL TIME

DAYS 7-3, AFTERNOONS, 3-11

Starting Salary $3 Hr.

WISHING WELL MANOR

520 W. Main

Northville 349-4290

DENTAL RECEPTIONIST, immediate position for a personable experienced woman for a Southfield general dentist. Salary commensurate with experience. 559-2787

Nurse Aides

DAYS, 7-3

Starting salary $3 Hr.

WHISPERING WILLOW MANOR

49650 W. Warren

Canton 459-7060

DENTAL ASSISTANT. Experienced. For modern practice. Westland area 425-5560

RNS & LPNS

Immediate openings. Excellent pay and benefits. Baby sitting service available.

FARMINGTON NURSING HOME

30405 Folsom Rd. Farm.

477-7400

RECEPTIONIST

Large medical office in Livonia/Plymouth area. Salary open. Ask for Mr. Muir. Call 464-9200

NURSE AIDES & ORDERLIES

Immediate openings. No experience necessary. Excellent benefits. Baby sitting service available. Call

FARMINGTON NURSING HOME

30405 Folsom Rd. Farm.

477-7400

DENTAL ASSISTANT. Looking for a mature, responsible individual that would enjoy working in the Birmingham area in lovely surroundings. No experience necessary. A great opportunity for the right person. Send resume and referrals to: Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

LAB TECH with X-ray knowledge needed for busy Allergist's Office. Full time. Farmington Hills 851-6655

RN'S - LPN'S

DAYS & AFTERNOONS

Apply in person

MEDICO'S

RECOVERY CARE CENTER

22355 W. Lahser

3 blks. W. of Lahser

253-6450

NURSE'S AIDS

All shifts. No experience necessary. Be paid while you train. Training classes now being scheduled. Apply in person only.

University Convalescent & Nursing Home

28550 Five Mile Road, Livonia

A Health Saving Services Facility

RN-LPN

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

NORTHWESTERN WEST

8363 Newburgh Rd.

Westland, near Joy Rd.

An Equal Opportunity Employer

Nurse Aides

AFTERNOON & MIDNIGHTS

Full time. Modern facility. Will train, good benefits. See Ms. Watkins.

NIGHTINGALE WEST

8363 Newburgh Rd.

Westland, near Joy Rd.

An Equal Opportunity Employer

PART TIME

MEDICAL TECHNOLIGIST

Livonia Area Monday thru Thursday 4-9pm. 8am-1pm on Sat.

464-1410

Registered Nurse

with psychiatric experience desirable. Full & part time for all shifts. Apply

Ardmore Acres Hospital

19810 Farmington, Livonia

474-3500

LPN'S

PART TIME

DAYS & EVENINGS

Apply in Person

Marycrest Manor

15475 Middlebelt, Livonia

427-9175

502 Help Wanted Dental-Medical

CERTIFIED DENTAL Assistant, highly trained person for top job. Southfield general dentist. 4½ days. Salary commensurate with skills. 559-2797

BUSY WESTLAND Doctor needs an insurance secretary to do billing phone & scheduling desk work. Experience. Phone 728-1212

MEDICAL ASSISTANT - for busy Ophthalmologists' office, mid Livonia, W. suburban. Experience helpful. Please reply box 824 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RNs - LPNs

Positions available for full or part time Nurses in a modern health care facility in the Livonia - Westland area. Good starting salary with regular advancement, full benefits including paid Blue Cross & Life Insurance, sick leave, vacation pay and credit union. All shifts needed, no shift rotation. Apply:

CAMELOT MANOR

CONVALESCENT CENTER

35100 Ann Arbor Trail

Livonia 522-1444

NURSE AIDES

FULL TIME

ALL SHIFTS

Apply In Person

Marycrest Manor

15475 Middlebelt, Livonia

427-9175

RN'S - LPN'S

FULL OR PART TIME

DAYS & AFTERNOONS

Apply in person at

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

RECEPTIONIST

Needed for beautiful Dearborn office. Good typing & communication skills. Starting salary to $145. Call Jacquie at

TLC PERSONNEL

522-4330

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.Mrs. Meadows 353-0160

EXPERIENCED secretary. 12 Mile - Telegraph area. $850 - $900 month. Call Debbie. 642-2900

CLERK TYPIST

Entry level position in Oak Park require accurate typing skills. Duties include typing and filing. OUR FEE IS EMPLOYER PAID. Call Jacquie at

TLC PERSONNEL

522-4330

Executive Secretary

Ren Cen position requires 60+ typing and good shorthand skills. Starting salary to $11,000 with excellent benefits. OUR FEE IS EMPLOYER PAID. Call Jacquie at

TLC PERSONNEL

522-4330

Legal Secretary

Wayne-Westland area law office needs your excellent skills and previous legal experience. Starting salary to $10,000. OUR FEE IS EMPLOYER PAID. Call Jacquie at

TLC PERSONNEL

522-4330

OFFICE MGR.

Needed for major Livonia Corp. Knowledge of inventory control, accounts receivable, computer use and your 2+ years. Office leadership experience required. Salary to $10,000. Call Jacquie at

TLC PERSONNEL

522-4330

GENERAL OFFICE work, allen-hosiery. Southfield area 559-8229

GENERAL OFFICE- National firm offers interesting positions with varied duties. Good typing speed and accuracy required. Apply in person: NAS Creditors Service, Suite 220, 29410 Lahser Rd. Southfield, ask for Mrs. Weinberg.

An Equal Opportunity Employer

DIVERSIFIED DUTIES

Major firm offers excellent training program and top benefits for your phone flair, and typing ability. $700. Call Linda Neely.

644-4600

SNELLING & SNELLING AGENCY

TYPISTS - good skills, interesting jobs to $200. Legal Secretaries. Looking for advancement? If you have good skills and experience we have numerous positions. Fee paid.

Certified Personnel Inc.

OFFICE SKILLS?

KELLY CAN HELP

Whether your last job ended 15 yrs. ago or just yesterday, call Kelly Services. We'll match your job to your office skills to work.

We Call It (Temporary) Work. That means flexible work schedule that fits your life.

Many immediate openings. So Call Kelly Today! We want to hear from you.

Another Way To Help People

2229 S. Telegraph - Bloomfield Hills

642-9658

29419 8 Mile - Livonia

522-4020

23777 Greenfield

Suite 122, Southfield

433-6100

27629 John R.

Madison Heights

398-2620

KELLY SERVICES

(The Kelly Girl People)

Equal Opportunity Employer M/F

Not An Agency Therefore No Fee

SECRETARY-PERSONNEL. Substitute caller. Must have have good telephone manner, a way with people; good secretarial skills, good math figures. 12 month position, early AM start. Northville Public Schools. 349 W. Main. 349-3400 Ext. 222

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE/THOU Some experience, paid benefits, salary $750 to start. No agency fee.

TRAVEL AGENCY

1 yr. experience with either domestic or international. Free travel, salary $800 month to start, company will negotiate on agency fee.

CONSTRUCTION-BKPR-SEC'Y Must have construction background, construction bookkeeping busy hectic office. Salary $13,000 minimum range, paid benefits, no agency fee.

PURCHASING AGENT WHOLESALE HOUSE

Prefer some experience but will see beginner. Detroit location, paid benefits, no agency fee.

LEGAL SECY'S-FLD

Mag Card A or similar experience. 2½ years legal - shorthand 180 $13,000 minimum range. Fully paid benefits including bonus. No agency fees

4 YR. ACCT DEGREE

Light experience with CPA firm preferred. Troy location Salary $14,000-15,000 depending on start. Fully paid benefits. No agency fee.

ACCTS RECEIVABLE-BKPR

3RD PARTY BILLING EXP.

Able to deal over phone, opens desk. Salary $14,000 minimum range.

CREDIT & COLLECTION

Good typing in 60's. Manufacturing company in $13,000 range. Fully paid benefits. No agency fee.

GENERAL ACCOUNTING CLERK

10 key calculator experience, minimate typing. $700 range. Full benefits. Including medical Dr. Bacon. No fee.

CONSTRUCTION BOOKKEEPER

Must have union payroll experience. Also CRT Fujitsu Cardiologist, puter background. Salary commensurate with experience fully paid benefits. No agency fee.

LEGAL STENO-RENCEN

2 yrs. experience Legal. 70 typing no shorthand required. $12,000 minimum range. Paid benefits. No agency fee.

PAYROLL-BKPR $225 WK

Troy, full benefits. No agency fee

TYPIST-Clerk Typist - CITY

Southfield plus office. Legal experience not required, self starter, able to organize, 50 wpm minimum, new television screen typewriter. $10,000 absolute minimum, fully paid benefits. No agency fee.

BETTY HAMM PERSONNEL

424-8470

LEGAL SECRETARY TRAINEE

NO SHORTHAND

On the Job training program. Large Law firm will train the right person, eager to learn. Should have previous office experience and 50 wpm. Will learn legal terminology, pleadings, how to process legal documents etc. Must be Oakland County resident and unemployed. Call Royal Oak S.E.T.A. office 541-1350

FRONT DESK

Receptionist

$650 mo.

A lot of public contact, greet customers, answer telephones, some typing of forms & letters. 145 wpm+. Lovely offices, plus full fringe benefits. Must be Oakland County resident and unemployed. Call Royal Oak CETA office. 541-1350

EXEC SECY. $11,000

For major suburban corporation. Handle some administrative duties for Vice President, book travel arrangements and conduct company tours for 1st graders. 100 minum 2 yrs. previous Secretarial experience. Must be complete benefits including dental plan. Call Royal Oak CETA office. Must be Oakland County resident. Company paid fee.

525-7870

SHARROW & ASSOCIATES

PERSONNEL AGENCY

MEDICAL SECRETARY $12,000

To handle public contact in pediatric department. Greet & book patients. Type correspondence, shorthand is helpful but not necessary. Prefer someone who uses terminology but will consider individual with minimum 1 yrs secretarial experience. No evenings or weekends. Full benefits with dental plan.

525-7870

SHARROW & ASSOCIATES

PERSONNEL AGENCY

HOSPITAL SECRETARY $10,800

To work for department of medicine. Scheduling of Interns and Medical Students for rounds with doctors. Type correspondence, full benefits with dental and cost of living

525-7870

SHARROW & ASSOCIATES

PERSONNEL AGENCY

SECRETARY, $800.

Challenging position for individual with 1 to 3 yrs. past office experience. Handle a variety of duties involving some public relations work. Type 50 wpm. Excellent paid dental package, cost of living, paid 1 week Christmas shutdown plus 2 weeks paid vacation Company paid fee.

525-7870

SHARROW & ASSOCIATES

PERSONNEL AGENCY

SUBURBAN RECEPTIONIST

$750

Excellent position with major corporation, books travel arrangements for visiting executives, handle letter typing and incoming mail. Type 50, full benefits including dental plan, cost of living, 2 weeks paid vacation plus 1 week paid Christmas vacation Employer paid fee.

525-7870

SHARROW & ASSOCIATES

PERSONNEL AGENCY

RECEPTIONIST $200 Weekly

Will accept trainee to greet patients, take phone messages, type letters and handle incoming calls. Type 50. Excellent advancement potential Full benefits with dental & cost of living raises.

525-7870

SHARROW & ASSOCIATES

PERSONNEL AGENCY

CLERK TYPIST

Large suburban firm looking for bright person with some office experience for variety job. If you can type 35 wpm, call now 18+ more details. To $600, fee paid, excellent benefits.

PERMANENT STAFF

522-4210

SECRETARY

PERSONNEL COORDINATOR

Large well known company seeking person with some previous experience in personnel, payroll, or college psychology courses. Job is 40% typing and 60% secretarial work. Must have good office skills. 55 wpm typing, good personality. No shorthand required. Excellent insurance plan and confidential personnel matters. Excellent salary and fringe package. Advancement! Must be Oakland County resident and unemployed. Call Royal Oak S.E.T.A. office. 541-1350

AVAILABLE NOW

Secretaries (no shorthand) $860

Bookkeeper (secretary) $850

Secretaries (shorthand) $820

Secretary (customer service) $810

Typists $750

Clerk Typist $740

Receptionist $650

Many other positions available in the N. E. & N. W. Suburbs.

ALLIS JOHNSON PERSONNEL

Quakertown Plaza - 32969 Hamilton

Farmington Hills 553-3100

SECRETARY with Bookkeeping experience. No shorthand. Immediate opening. Call: 353-7790

OPPORTUNITY

Knocks only once with this firm focusing on expanding entertainment areas. $185 start for poise, personality and strong typing skills. Call 649-8144

HARRIET SORGE PERSONNEL

504 Help Wanted Office-Clerical

ORDER CLERK

Large manufacturing company needs person to process and price orders. Mechanical or technical aptitude helpful. $770 per month. excellent benefits.

PERMANENT STAFF

522-4210

ACCOUNTS PAYABLE

Diversified corporation offers you this spot as department head. Payables fill your day. Good benefits. Call

542-8900

HARRIET SORGE PERSONNEL

NOW INTERVIEWING: for experienced general office person to oversee order entry and customer service. Requires mature common sense and organizational abilities than typing skills, work in a great location with a growing company, benefits. Call for interview Mold - Ex Rubber, 471-0124

AVAILABLE NOW

Bookkeeper to $12,000 yr

Secretary to $10,000 yr

Personal Sec'y to $9,000 yr

Quote Clerk $8,840 yr

Typist to $9,000 yr

Receptionist to $7,020 yr.

Partial listing only. All fees paid.

PLACEMENT PLUS

PERSONNEL 358-3250

ACCOUNTS RECEIVABLE

PAYROLL

An excellent opportunity for a competent person who thrives on challenge to assume full responsibility of Accounts Receivable and hourly Payroll. You must have a minimum of 2 years work experience in Accounts Receivable/Accounting, Payroll, and be able to accurately type 60 wpm. We are a NW Detroit manufacturer and offer a growing company paid benefits including 13 paid holidays. Call for an interview appointment or apply in person, 8 AM - 3:30 PM at: Gist Incorporated, 15300 Fullerton, Detroit, 48227. 1 block E. of Greenfield 838-0780

Equal Opportunity Employer M/F

CLERK TYPIST, $8,000

Start work today for this super company. Typing skills and a nice phone manner can land you this golden opportunity. Call Tina now.

SNELLING & SNELLING

478-3500

PERSON to handle small contracting office in Southfield. Experience preferred. Typing, bookkeeping, etc. Call 352-7121

CUSTOMER SERVICE REPRESENTATIVE

For well established Business Form company. 9 Mile-Telegraph area. No experience necessary, but area rate typing a must. Ron Huffstutter 353-5310

TELLER

NO SATURDAYS

Two part time positions available in pleasant suburban location at South Blvd. & Opdyke Rd. Position requires good math aptitude, 1 year prior cashier experience and excellent communication skills. 3 week training program in downtown office required.

PLEASE APPLY

Wed., Sept. 20, between 4-5pm

City National Bank

1655 Opdyke Rd.,Bloomfield Hills

equal opportunity employer M F/H

CLERK TYPIST. Experienced, general office. 50 wpm min Benefits. Call between 9 am and noon. 354-1618

RECEPTIONIST

For professional office. Greet public, answer phones, detail, and accurate typing. Figure aptitude helpful. Paid Blue Cross & Blue Shield. Call Davis-Smith, Medical-Dental Personnel 537-3220

TYPIST

Will train on Mag Card A also miscellaneous office duties for small Bloomfield Hills office 335-9245

RECEPTIONIST. CPA firm in Southfield. Pleasant phone voice, good typist Call 354-4441

BOOKKEEPER wanted, full time, corner of 14 Mile & Main 435-0101

TEMPORARY Receptionist/Typist. Approx 3 weeks, full time, flexible hours. Index-O-Matic, 23101 W. 8 Mile Rd., Livonia 476-5362

EXPERIENCED legal secretary for young 3 man firm in Troy. Excellent typing and some dictation. Competitive salary and benefits. Call Mr. Foran.

SOMETHING SPECIAL

Everyday is a treat behind the desk of this international food company. Typing Excellent benefits. Fee paid. $750 monthly. Call Sandee.

644-4600

SNELLING & SNELLING

AGENCY

OAK PARK office phone receptionist with light bookkeeping, typing 45 wpm. 968-2820

STAFF ASSISTANT II

Typing 50 wpm, knowledge of office procedures, supervisory experience helpful, ability to work with volunteers. For appointment call American Red Cross 422-2787

An Equal Opportunity Employer

SECRETARY for sales office in Troy requires office experience. 55wpm typing plus some bookkeeping. Fee Paid

RECEPTIONIST-for Southfield, accurate typing required mostly phones. 557-5.

ACCOUNTANT for Birmingham firm. No typing. Duties include computer input, account receivables, general ledger, plus financial statements — $12,000 Fee Paid.

Open Saturdays 9am-12noon

Accuracy

Personnel 642-3020 358-2010

642-4010 OR

CAREER HOT LINE

642-4234

MAIL/STOCK ROOM CLERKS

Mail and stock room openings, full time, 8:30 AM - 4:45 PM. Part time 12:45 PM - 4:45 PM, Mon. - Fri.

Open and sort incoming mail, prepare outgoing mail and shipments, unpack and store supplies. Excellent employee benefits. Call Vicki Sato 645-2700.

UBERTY MUTUAL INSURANCE

Telegraph at 12½ Mile Rd.

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

STATISTICAL TYPIST, general office, part time, for North Suburban CPA firm. Mature lady preferred. Please call Ms Reese, after 10am, for appointment. 355-4707

LEGAL SECRETARY - Bloomfield Hills area, small firm, previous experience necessary, mag-card experience preferred, criminal and domestic relations. 851-9960

SECRETARY, $9,000

This exciting firm needs you for a super variety filled job. Typing, dictaphone, and figure work will keep you busy here. Call Kathleen.

SNELLING & SNELLING

478-3500

CLERK TYPIST

Accuracy more important than speed. 35 hr. wrok week, congenial atmosphere, call Judy. 642-6013

Universal Underwriters Insurance Co.

30400 Telegraph Rd.

SECRETARY - for Birmingham marketing company. Mature person who enjoy this congenial atmosphere. Good skills required. Salary $10,000 or better. Plus full benefits including 3 weeks vacation. Agency fee paid

BEGINNER - for large company in Ren Cen Typing, phone work. Salary $600 plus full benefits and fee paid

RECEPTIONIST - for Troy financial company. No typing. Lots of customer contact, nice offices, fringe work. Salary starts at $585 with excellent benefits and 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

ENTRY LEVEL

CLERK TYPIST

Responsibilities include typing and clerical work in a variety of assignments. Typing required 60 wpm.

TELLER POSITIONS

FULL & PART TIME

Excellent benefits. Apply: Personnel Department, 9-11 AM.

MANUFACTURERS BANK

OF SOUTHFIELD

29201 Telegraph

Southfield

equal opportunity employer M/F/H

JR SECRETARY - Southfield firm, good position for person with 6 months experience, typing 60 and Shorthand 90. $750 to $800. fee paid.

RECEPTIONIST - Troy customer service department, excellent typing, some shorthand, good phone skills. $600 to $750

ENTRY - level typist. Southfield, typing 60 WPM, detail oriented, $575, fee paid.

SECRETARY - hours 8-15 to 3 pm Typing and shorthand for diversified job, benefits. $4.70 to $5.50 hr Fee paid.

LOIS RAY PERSONNEL

559-0560

SECRETARY. Sterling Heights company looking for competent secretary. Immediate opening, salary commensurate with experience. Fee paid. Monarch Personnel 773-5500

CLERK TYPIST

Immediate opening for Typist to work at our Mortgage office located at 12 Mile & Farmington Rds. Must type at least 45 WPM accurately, previous office experience desirable. Hours in person from 9 AM to 4 PM, Monday through Friday.

1st Federal Savings of Detroit

33333 W 12 Mile Rd.

Farmington Hills

An Equal Opportunity Employer

CASHIER RECEPTIONIST

Sharp individual with good meeting and serving the public; must be able to type and work with figures; business experience desirable but not necessary. EOE. Apply at Crediburgh of American, 33610 Michigan Ave. Wayne. 721-4900

TYPIST 50WPM

Good company, all benefits to $750 Fee Paid.

Bery! Personnel

4214 N. Woodward, Royal Oak

576-0270

ACCOUNTING CLERK For rapidly expanding management company. Accounts payable, payroll, general office experience desirable. Computer experience a plus. Excellent salary and benefits. Mr. Goodballan.

An Equal Opportunity Employer

RECEPTIONIST - Immediate opening in Farmington Hills corporate office. Dependable, outgoing and well spoken. The ability to exercise good judgement is necessary. Light typing desirable. Excellent opportunity for the woman returning to work. Submit resume in confidence to: Box 968, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SUBURBAN OPPORTUNITIES

STATISTICAL TYPIST, $750, benefits. 2 girl office. Varied Duties. 60WPM typing. Rochester.

SECRETARY - $700. 2 needed. Experienced. type 60WMP. Shorthand 80 Real Estate Background helpful. Troy & Southfield.

SECRETARY - Type 40 Accurately, phones, experience quoting insurance rates. Rochester.

ACCOUNTANT - $20,000. With supervisory experience. Farmington Area.

LEGAL SECRETARY - to $225. Southfield.

PROOF READER - $500. Good spelling abilities. Southfield.

EMPLOYERS PAY ALL FEES

Suburban Office Services

ROCHESTER 651-1500

FARMINGTON 477-9860

504 Help Wanted Office-Clerical

RECEPTIONIST

DOCTOR'S OFFICE

Front desk and some assisting in suburban area. Typing and billing a plus. No Saturdays To $650. Now

353-2090

SNELLING & SNELLING

PERSONNEL

SECRETARY with some bookkeeping. Must be efficient & conscientious. Good salary & benefits Call Building Company. 614-5500

GENERAL OFFICE

Birmingham branch of nationwide insurance company may have the position you're seeking. Various amounts of typing required

CLERICAL ASSISTANT

TYPIST

FILE CLERK

Excellent employee benefits Call Vicki Sato for appointment. 645-2700

LIBERTY MUTUAL INSURANCE CO.

Telegraph at 12½ Mile Rd.

An Equal Opportunity Employer

GENERAL OFFICE position for company moving to Novi the first of October. Contact Don Hovey 559-7000

GENERAL OFFICE

This Southfield co. offers lots of people contact along with typing answers, labels, filing and other diversified duties. Excellent position for a beginner with typing of 50 Benefits. 356-1616

FILE CLERK

Birmingham Firm has opening for full time File Clerk. Will train. Telephone Mrs. Jones 644-5810

MANAGEMENT SECRETARY

Sharp ambitious individual needed for our girl builder's office. Typing, filing, bookkeeping required. Salary commensurate with experience

COMPUTER TO $866

FEE PAID

Excellent opportunity with suburban manufacturer rep

TOWN & COUNTRY

EMPLOYMENT CENTER

474-1717

RECEPTIONIST - SECRETARY - for president of small retail business in Birmingham area. Must have good clerical skills and excellent phone manners 642-7163

General Office

Typing, filing and detail work. Must be good typist and willing to learn keypunch. Applications being taken between 10 AM & 3 PM, Monday through Friday at

21901 Northwestern Hwy.

Suite 712, Southfield

RECEPTIONIST GENERAL OFFICE

Mature, experienced person with telephone skills and typing ability. Excellent working conditions and benefits. Salary open.

478-1200

PART TIME, EVENINGS - receptionist with some typing experience. Needed for Plymouth area. For interview call 453-6326

DEPENDABLE Front Desk Receptionist for Southfield firm. Sharp person to answer busy phones and do general office work. Excellent benefits 353-5774

SALES DEPARTMENT of Southfield Firm needs sharp, responsible secretary to work with brokers. No shorthand necessary. Excellent benefits. 353-9774

Accounts Payable

Must have 3 years experience in checking invoices for payment and the processing of high volume of Accounts Payable. Nov area Call Miss Harner weekdays between 10 AM and 3 PM.

349-5000

PROMOTION INCENTIVE DEPARTMENT of a rapidly growing company has immediate opening for mature, responsible person. Good math aptitude helpful. Fast advancement possible with excellent benefits. Southfield area. For appointment call 352-3209

GENERAL OFFICE Expansion challenges exist for people for clerical office personnel. Excellent benefits and rapid advancement opportunities. Typing required. Shorthand a plus Southfield area. Call for appointment 353-3209

ORDER DEPARTMENT

Mature, responsible person needed in rapidly growing company. Detail work with good math aptitude. Typing 55 WPM, excellent benefits, hours Index-O-Matic, 23101 W. 8 Mile Rd., Livonia 476-5362

CLERICAL AUDITING. Good math aptitude, accurate typing. Excellent benefits and advancement opportunities Southfield area Call for appointment at 353-3209

SECRETARY - Challenging position for a sharp girl with fast, accurate typing and shorthand. Excellent fringe benefits and working conditions. Southfield area. Call 353-3209

RECEPTIONIST-TYPIST

For expanding CPA firm in Southfield Beginning duties include answering phones, filing and light typing. Must be willing to learn statistical typing. Full time 356-2190

BOOKKEEPER to assist in time keeping system in large Southfield law firm. Must have knowledge of office procedures, supervisory experience helpful, ability to work with volunteers. For appointment call American Red Cross 422-2787

An Equal Opportunity Employer

SECRETARY for sales office in Troy requires office experience. 55wpm typing plus some bookkeeping. Fee Paid

RECEPTIONIST-for Southfield, accurate typing required mostly phones. 557-5.

ACCOUNTANT for Birmingham firm. No typing. Duties include computer input, account receivables, general ledger, plus financial statements — $12,000 Fee Paid.

Open Saturdays 9am-12noon

Accuracy

Personnel 642-3020 358-2010

642-4010 OR

CAREER HOT LINE

642-4234

MAIL/STOCK ROOM CLERKS

Mail and stock room openings, full time, 8:30 AM - 4:45 PM. Part time 12:45 PM - 4:45 PM, Mon. - Fri.

Open and sort incoming mail, prepare outgoing mail and shipments, unpack and store supplies. Excellent employee benefits. Call Vicki Sato 645-2700.

UBERTY MUTUAL INSURANCE

Telegraph at 12½ Mile Rd.

An Equal Opportunity Employer

SECRETARY For Life Insurance Agency. Excellent opportunity for person with good shorthand & typing skills. Benefits include Pension, Life Insurance & Major Medical. Salary commensurate with experience and ability. Southfield. 353-1760

SECRETARY - Full time, Livonia. Typing 60 wpm, must have pleasant phone manner and enjoy working with public. Shorthand not necessary but helpful. Starting salary $750-$750. Livonia Chamber. 427-2122

MESSENGER type individual with drivers license. Familiar with Detroit area. General office. Call Don Gordon: 569-1430

Equal Opportunity Employer M/F

BOOKKEEPER to assist controller with books for Southfield real estate firm. Experience should include general ledger, payroll & taxes, bank reconciliation, typing. Must be organized, energetic and work with little supervision. $11,000. to $12,000. per year. Please call controller at 569-2882

504 Help Wanted Dental-Medical

CARING PEOPLE NEEDED

AS AIDES & ORDERLIES

FULL OR PART TIME

ALL SHIFTS AVAILABLE

FREE TRAINING PROGRAM WITH CERTIFICATE CONSIDERATION FOR EXPERIENCE

Baby Sitting-Service for Day Shift Only

Employee benefits include Employee Group Insurance, Paid Vacation, Paid Holidays. Applications and inquiries being taken from 8 AM - 4 PM., Monday thru Friday. Apply in person at:

BEVERLY MANOR

CONVALESCENT CENTER

24500 Meadowbrook Rd., Novi

O&E

504 Help Wanted Dental-Medical

RN'S - LPN'S

Full and part time

Afternoon shift. Modern suburban nursing home. Join our rehab nursing team, ongoing in-service. Pleasant working conditions, revised pay scale. Apply