WIN 2 HOCKEY TICKETS

SEE THE RED WINGS AT OLYMPIA STADIUM

TO WIN: Send your name and address, on a postcard; to RED WING TICKETS, The Observer & Eccentric · Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then-watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST-Busy practice. Farmington area. Monday thru Friday, 8:30-5:30. Mature individual. Experience not necessary. Call for appointment. 476-2420

MEDICAL SECRETARY-Assistant. Surgeon's office in Troy seeks a mature, responsible person with good typing & phone skills. Excellent salary & benefits. Qualified individual. Send resume to Box 400, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL secretary, part time, experienced receptionist, able to bill all insurances. Call 477-2810

LAB Aide to process blood specimens in a medical laboratory. Hours are 5PM to 12 Midnight. Alternating Saturdays. Call Bob Between 9AM and 12 noon. 255-9622

PHYSICAL THERAPIST TP SARY FRINGE BENEFITS Excellent Working Conditions Call Mon thru Fri. 9-4:30 pm 358-1890

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

RN'S & LPN'S
Full time, all shifts, fringe benefits. Pleasant working conditions Bedford Villa Nursing Home, Southfield. 557-3333

RN ASSISTANT Director of Nursing for large nursing home. Challenging opportunity in health care field. Should be strong in management techniques and nursing administration. Benefit package and excellent working conditions - weekdays. Call Mrs. King. 261-4121

PSYCH. RN'S
Immediate openings, full time, all shifts; for 54 bed Acute Care Psych. Facility. Competitive salary, fringes, excellent educational opportunities through paid orientation and continuing education programs. Apply: Woodside Medical Inc., 845 Woodward, Pontiac, Mi. 48053; or Call 9 am-2 pm, Mon. thru Fri. 338-7144

PART TIME allergy technician needed for Southfield E.N.T office. 557-2778

RN'S, LPN'S
Positions available, full or part time in modern nursing facility in Redford Twp.
AFTERNOON SUPERVISOR needed.
Newly revised pay scale. Will orientate nurses in Geriatric Nursing. Please apply at:
Cambridge Nursing Center, West
18633 Beech Daly Rd.
The Nursing Director 255-1010

OPTOMETRIC ASSISTANT - Dispenser. Needed for highly professional Livonia Optometric office. Experience preferred, but will train if necessary. 464-6090, 464-6091

DENTAL ASSISTANT. Northland area, experienced preferred. 569-0439

MEDICAL ASSISTANT for Doctor's office in Troy. 2½ to 3½ days per week. Experience preferred. Reply to: Box 454, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PHYSICAL THERAPIST
Registered or eligible in Michigan, Staff Therapist sought for immediate opening. Department offers varied therapy experience. Competitive salary, commensurate with experience. Excellent fringe benefits including medical insurance, dental and optical. If interested, contact Personnel Department, Riverside Osteopathic Hospital, 150 Truax, Trenton, Mich. 48183. Equal Opportunity Employer M/F

ADMINISTRATOR or RN with relations to managed medicare

RN ASSISTANT Director of Nursing for large nursing home. Challenging opportunity in health care field. Should be strong in management techniques and nursing administration. Benefit package and excellent working conditions - weekdays. Call Mrs. King. 261-4121

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ADMINISTRATOR or RN with administrative abilities and experience in public relations to manage medical entity. Exciting, lucrative position. Send resume to Box 414 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

QUALIFIED EKG Technician for busy Cardiologist's office. Livonia 476-1100

MEDICAL RECEPTIONIST
Experience necessary. Pegboard, Insurance knowledge Helpful. Benefits. Novi Area. 349-5710

RNS & LPNS. Full and part time. Afternoon shift. Apply 8 AM to 4 PM. Mon. thru Fri., Arnold Home, 5820 W. 7 Mile.Kt 1-4001, Ext. 38.

BILLER FOR full-time position. Recording daily billing data and sending monthly statements for Therapy group. Typing experience and math skills required. Excellent fringe benefits. Office located in Southfield. Call 353-6250

X-RAY HELPER
Full time position, large medical clinic. Some heavy lifting. For personal interview contact Ron, ext. 270. 338-6700

502 Help Wanted Dental-Medical

DENTAL ASSISTANT - In Livonia Area. Experience necessary in four-handed dentistry. Excellent salary & benefits. Send Resume to Box 450, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSING ASSISTANTS
ALL SHIFTS
Will train. Apply in person:
Middlebelt-Hope Nursing Center
38410 Cherry Hill, Westland
326-1200

X-RAY TECH
Certified X-Ray Technician, full time position, large medical clinic. Experience preferred. For personal interview contact Ron, ext. 278: 338-6700

DENTAL RECEPTIONIST and Business Manager. Plymouth area. Must be organized, firm on collections and pleasant on phone. Send resume with references to Box 612 Plymouth, Michigan 48170

DENTAL ASSISTANT. Bloomfield Hills, part time or full. Experience necessary, benefits available. 338-4140

NURSE AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement.
EARN $2.70 - $3.35 HR.
APPLY NOW
HENDRY Convalescent Center
105 HAGGERTY, PLYM.
455-0510

DENTAL ASSISTANT
Livonia, full time. Chairside. Call after 15-19-78. 261-7611

EXPERIENCED RECEPTIONIST-West side Dr's. clinic, some typing, full time. Call Jean 835-9340

OCCUPATIONAL THERAPIST. Registered, interested in Geriatric patients. Car necessary. Call 967-0075

DENTAL RECEPTIONIST experienced only. Westland area. Knowledge of Insurance Forms and general office procedures. Good salary and benefits. Call 728-2616

DENTAL RECEPTIONIST - No experience necessary, but must have secretarial skills, & be pleasant, personable & fast learner. Full time in Livonia. Call for address. 261-7081

DENTAL ASSISTANT
Certified or 1 year experience preferred, position available in a group practice, preventive orientated, excellent salary and unlimited benefits. Westland area. Call 722-5130

Nurse-Educator
ASSISTANT DIRECTOR FOR STAFF DEVELOPMENT
American Red Cross Blood Center, Detroit. BSN required. Previous experience in staff development or degree in education preferred. Blood bank experience not required. Call:
833-4440
An Equal Opportunity Employer

REGISTERED NURSE
We have an immediate opening for a Registered Nurse in our Special Care unit. Part time, 24 hours per week, afternoon shift, ICU or CCU experience required. Our excellent salary scale includes cost of living allowance and our professional staff offers a congenial, friendly work atmosphere. For more information, please phone the Personnel Department.
METROPOLITAN HOSPITAL WEST
28303 Joy Rd. - Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F
An Equal Opportunity Employer

DENTAL ASSISTANT, experience preferred but not necessary. Livonia area. Send resume to Box 414 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSES
RN'S & 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.....
Double Time Holidays.....
Mileage.....
Practice Insurance.....
Bonding.....
Unemployment compensation.....
MEDICAL PERSONNEL POOL
Bloomfield-Pontiac
334-9220
Southfield
569-1950

Registered Nurse
with psychiatric experience desirable. Full & part time for afternoon & midnights shifts. Apply
ARDMORE ACRES HOSPITAL
19810 Farmington, Livonia
474-3500

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. Corner 16 Mile

NURSE AIDES
FULL & PART TIME
ALL SHIFTS
Apply in Person
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

502 Help Wanted Dental-Medical

CHALLENGING positions available at 3 Doctor Dental offices. CDA or equivalent and front desk persons needed. Full time. Excellent benefit package. Livonia area. 476-2110

MATURE Dental Assistant, Telegraph - Ford Rd. Area. Full time, pleasant surroundings. Wages commensurate with previous training. Reply to: Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL ASSISTANT-Farmington area. Knowledge of injections, EKG, able to assist doctor. Hours 2-9PM. Call for appointment. 476-2420

CHAIRSIDE DENTAL Assistant - Full time experienced, for progressive crown & bridge practice. $150-$170 to start. Resume & references. For an appointment 653-8849

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

504 Help Wanted Office-Clerical

MAJOR COMPANY NEEDS NEAT, EFFICIENT INDIVIDUAL WITH GOOD OFFICE SKILLS TO WORK IN INPLEASANT ENVIRONMENT. MUST BE GOOD TYPIST AND HAVE ABILITY TO LEARN QUICKY BASIC BOOKKEEPING KNOWLEDGE A PLUS. CALL 661-1900 EXT. 265 OR 206. DURING BUSINESS HOURS.

CLERK TYPIST
Farmington Hills office needs clerk typist willing to train on CRT. Plus years experience & 50 plus WPM typing required. Salary to $760 & good benefits. OUR FEE IS EMPLOYER PAID. Call Jacquie at TLC Personnel 522-4320

ACCTS. RECEIVABLE CLERK
Farmington office needs accounts receivable person with 1 plus years experience. Good salary & benefits. OUR FEE IS EMPLOYER PAID. Call Jacquie at TLC Personnel 522-4320

INSURANCE
Oak Park insurance office needs experienced transcriptionist. Good salary & benefits. OUR FEE IS EMPLOYER PAID. Call Ann Jaworski at TLC Personnel 522-4320

TYPIST
Rapidly expanding medium sized Birmingham CPA firm is seeking experienced typist. 35 hour work week. Paid overtime. Bonus. Fringe benefits. Salary commensurate with experience.
HARRY M. GORDON & COMPANY
642-6733

CLERICAL SUPPORT GROUP
Troy area marketing firm has clerical openings in several areas. Must have at least one year recent office experience including light typing, filing and phone experience. Some knowledge of computers or accounting helpful. Salary $850 with plus benefits. For immediate consideration, call Mrs. Porter 362-2188

C.M.I. Corp.
Equal Opportunity Employer M/F

ORGANIZED PRO
Communications specialist enjoys secretarial assistance with clients in international scale. $175 start a minimum. Call 582-8900

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

FRONT DESK
Super Spot in Front Lobby needs you personal touch, pleasant. Starts in Troy, needs co-ordinator for people & product details. Call 649-4144

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

AVAILABLE NOW

Mortgage Processor	$1000
Secretary-shorthand	$1100
Legal Secretary	$970
Bookkeeper	$970
Keypunch Operator	$820
Key Operator	$740
Insurance Acct Asst.*	$700
Secretary-no shorthand	$750
Receptionist typist	$650
Clerical	$600

Many other positions available in the N. E. & N. W. Suburbs
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 22980 Hamilton
Farmington Hills 553-3100
LEGAL SECRETARY, experienced, wanted for Southfield law firm. Good typing skills, & shorthand required. Call Mrs. Nolan, 557-8900

GENERAL OFFICE
Career opportunities, full time positions available in expanding Southfield Corporation. Good salary & benefit package, convenient office location. Experience desired. Training available. Ask for Jean at 642-6200

SECRETARY-RECEPTIONIST for firm in Southfield requires three years experience plus 60wpm typing and 90wpm shorthand. Good benefits. $800 Fee Paid.
Accuracy Personnel
643-3050 358-2010

GENERAL OFFICE
Experienced, some evenings and weekends. Apply 10 to 2, House of Bedrooms, 1715 Telegraph, B.H.

CAREER SPOT
Start off as a typist for top Southfield firm and work your way up. Typing ability 50 - 60 wpm and good phone manner necessary. Call Helen for details.
PLACEMENT PLUS
PERSONNEL 358-3250

RECEPTIONIST - for busy Southfield attorney's office, moderate typing skills, pleasant personality, excellent telephone manner required, some experience helpful, 4½ day week, no eve. or weekends. Paid blue Cross and other benefits. 548-4477

SWITCHBOARD/RECEPT.
Large Southfield mortgage company seeks a responsible & intelligent individual for a very active switchboard. Experience preferred. Call Miss Blake, 353-6700

TRAVEL TO SUCCESS
This suburban company will fly you far and wide then back to busy office. Typing, secretary skills - $4.00 an hour. Call Gina
644-4600
SNELLING & SNELLING AGENCY

BOOKKEEPER with some experience in medical billing for work in Warren area nursing home. Diane, 558-5200

504 Help Wanted Office-Clerical

SECRETARY IV
Salary $13,968 to $18,411 (Effective 12-1-78). By the closing date for filing applications, applicants must be a bonafied resident of the City of Livonia & a Citizen of the United States, have completed the 12th school grade, or have a valid equivalency certificate, & have had a minimum of 3 years of responsible to advance job experience. Secretarial work experience - must have been the personal secretary to a Department Manager or similar position. Minimum skills: Shorthand - 100 wpm; typing 50 wpm. Apply: City of Livonia Civil Service Commission, 33625 7 Mile Rd., Livonia, Michigan 48152. No later than Friday December 1, 1978.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
FEE PAID
Fantastic opportunity with international sales office. Automotive related. Don't miss this. To $12,000. Call Joanne.
353-2090
SNELLING & SNELLING PERSONNEL

MEDICAL SECRETARY
Friendly suburban medical sales office pays the fee for your great typing & filing personality & expertise. To $800. Must hire this week. Call Joanne now!
353-2090
SNELLING & SNELLING PERSONNEL

STATISTICAL - typist, typing 65 WPM, some experience, $700, fee paid.

SALES - secretary, national firm, typing 60 WPM, work for district manager, $900, fee paid.

DIRECTOR - of programming, heavy administrative background, knowledge of Computer Systems, beautiful Birmingham company, benefits, $18,000, Fee paid.
LOIS RAY PERSONNEL
559-0560

EXPERIENCED SECRETARY for Call Ms. Sternberg Mon. thru Fri. 4:30 pm 353-7747
Equal Opportunity Employer M/F

SWITCHBOARD RECEPTIONIST
Experienced. Full time for busy Southfield travel agency. Excellent working conditions and benefits. Call Shirley, H.M.H.F. Travel, 557-4933

AMERICAN LEGAL CLINICS
Opening In Garden City
Applications taken for Secretary, type 60 wpm, $150 per week, evening hours. Call, ask for Mr. Greenfield 353-4940

FARMINGTON COMPANY desires a responsible person with a pleasant phone manner, 35 hours and average typing ability - 45-55 wpm, to work in Customer Service. Call Mr. Youngs for interview, 477-6066

KEYPUNCH-KEY TAPE OPRS
Schoolcraft & Middlebelt Area. Minimum 6 months experience, full and part time, days, afternoons & midnights. 525-1710

EXPERIENCED Legal secretary for Southfield Law office. 354-3500

"GOBBLE" THIS UP
Your job "May-Flower" into a beautiful career. Stenos/Secretary beginner positions in Southfield area. Good typing required. Applicants should have at least 2 years experience in accounting. Exposure to payroll, sales journal and installment contracts a definite asset. Starting salary of $180 per week is being offered plus Blue Cross, vacation, paid holidays, life insurance. To schedule an interview please call 622-7000, Monday through Friday 9 AM to 5 PM.

RECEPTIONIST
FOR REAL ESTATE office, Pleasant phone personality. Excellent working atmosphere. Full time, 8:30 to 5:00. Call Anne, 647-5100.

RECEPTIONIST - Secretary, for Troy day care nursing firm, type 50 WPM, minimum, phone experience helpful. Call Susan Devette at National Shirtcraft Corp. 528-2540
An Equal Opportunity Employer

INSURANCE
Commercial Insurance Agency experience of 5 years or over. Supervisory position. Top salary. Southfield location.
355-4400

SECRETARY $825
For Livonia office large corporation. Full benefits including dental plan, paid 2 weeks vacation plus 1 additional week paid at Christmas. Company paid fee. Varied duties including telephone, scheduling travel arrangements and keypunching machine. Prefer 1 yr. secretarial experience. Type 65. Call Ann
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

SECRETARY
Challenging position for a sharp girl with flair, accurate typing 55-60 WPM, excellent benefits and working conditions. Southfield area. Call 353-2209

EXECUTIVE SECRETARY
$350 Per Week
Friendly personality-Bold. Takes management direction without hesitation. Trade shows, Some travel, customer contact. Phone Monday Nov. 29
7PM-9PM ONLY
Mr. Gerard 352-4101

FULL TIME Position with Troy based firm. Typing 55 WPM, shorthand 90 WPM. 3-5 years secretarial experience. Call Mrs. Epstein.
Call for appointment.
An Equal Opportunity Employer

EVENING (5-9) RECEPTIONIST. Typing 50 wpm, pleasant phone, Lake Road. Call Jim Stevens 851-1900

AUTO DEALERSHIP in West Suburban area needs computer oriented bookkeeper. Must have bookkeeping experience, preferably in a dealership. HOURS 9-5. BLUE CROSS, Dental, Pension. Etc. Send resume to Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXECUTIVE SECRETARY
For top school administrator. Typing 60 wpm, shorthand 100 wpm minimum, testing required. Good experience preferred. Salary range $14,500 - $16,500. Excellent fringe package. Send resume to: Personnel Dept., 33500 Van Born Rd., Wayne, Michigan, 48184.
We are an equal opportunity employer.

OFFICE ASSISTANT
A responsible position with a retail drug chain, main office. Located in the Birmingham area. Stevens. Ability to deal with people essential. For interview, call B. Gerson, 851-7741
SAV-ON DRUGS, INC.

504 Help Wanted Office-Clerical

Secretary

A great opportunity for a sharp Secretary to earn $175. per week or more working in a super ultra modern office located in Livonia. For any easy going atmosphere & a chance to grow with a growing company, call between 11 AM - 5 PM Monday through Friday.
478-2300

PERSONNEL SECY. $825
Greet job applicants, process new hire reports, assist with hiring, viewing & screening, type 60, light shorthand. Prefer some office experience. Full benefits.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

SUBURBAN OPPORTUNITIES
SECRETARY - Banking and finance. Responsible position needs shorthand 80, typing 55. Farmington. To $197.
SECRETARY - Mag H or Zerox 800. Insurance background helpful. Southfield. To $225.
CRT with variety and opportunity for computer training. Farmington. To $1178.
SECRETARY - To general manager. Late mornings, part time runners. Good typing. Birmingham. $650.
ACCOUNTS PAYABLE - Learn CRT. Bookkeeping. $750 plus benefits.
EXECUTIVE SECRETARY - Legal & plus. Shorthand 70, typing 60. Bloomfield Hills. To $12,000.
SECRETARIAL POSITIONS - Part time. Southfield. Westland.
EMPLOYERS PAY ALL FEES
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-5840

GENERAL OFFICE
Southfield ad agency needs responsible person for diversified office position. Must possess excellent typing skills. Good salary and benefits. Call 358-4800 ext. 201.

ACCOUNTING CLERK $800
For major suburban corporation, prefer minimum 1 yr. general accounting experience. Type 35. Full benefits including dental, cost of living. Master Medical & 3 weeks paid vacation. Educational assistance is available if pursuing a career in accounting. Employer paid fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

JR. BOOKKEEPER needed for Southfield office. Salary commensurate with experience & ability. Modern office building located 9 Mile & Northwestern area. Call Donna 355-5410

BOOKKEEPER - Full charge Bookkeeper with minimum of 3 to 4 years experience thru general ledger. Experience in preparing financial sales taxes extremely helpful. Farmington Hills CPA firm. 477-2500

BOOKKEEPER
Part-time Wed. Thurs. Fri. 10-3:30, simple bookkeeping and record keeping for small food service, background or knowledge of foods helpful. Complete training, 3 meals, 1 week Christmas holiday. Apply Mon. Tues. or Wed. 1-5 pm. Studio'a at Meadowbrook Hall, Adams-Walton Rd., Rochester, MI.
An Equal Opportunity Employer

KEY PUNCH OPERATORS
Day & afternoon shift, experienced preferred, competitive wages.
10% Shift Premium
Paid Sick Days
Paid Holidays
Paid Vacations
Paid Blue Cross plans
Southfield Location 358-3852
Warren Location 779-4430

EXCITING OPPORTUNITY
FEE PAID. Position wide firm needs your good typing and organizational ability. Super benefits.
TYPING 50 WPM. $500 PLUS
Fee Paid. Suburban company needs your stat typing expertise. Hurry!
TRAINEE
FEE PAID. Good typing & one year office experience will start you tomorrow with well known company.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

HOSPITAL RECEPTIONIST $190
To greet patients, schedule appointments & screen calls in Pediatrics Department, pleasant work environment & excellent promotional opportunities. Full benefits.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

TYPIST- Insurance office in Troy has opening for just such a date-to-phone experience. Excellent working conditions and benefits. 649-3800

LEGAL TYPIST for several hours in the evening. Call Kathy at 525-2600

SECRETARY
Suburban firm offers full fringes and minimum salary, $19,600 to candidate with 3 years general office experience & short hand skills. Fee paid.
Durham Personnel 569-1522

504 Help Wanted Office-Clerical

SECRETARY-CONTL MGR MANUFACTURING
Typing-bookings, travel arrangements, mature. Salary $19,000 - $19,000 to start. Excellent benefits including dental. No agency Fees.

ACCOUNTING DEPARTMENT MPG
Good billing or invoicing experience, prefer 55 or better when typing. $700-$750 start. Full fringe paid benefits including dental. No agency fees.

CREDIT DEPT-MFG
Utility Clerk-some collection calls, typing 45 wpm, good figure aptitude. $150.80 a week to start. Full benefits including profit sharing. No agency fees.

CREDIT CORRESPONDENT-DEARBORN AREA- MFG FIRM
Basic accounting-some typing, must have retail credit experience. $800-$850 to start. Fully paid benefits. No agency fees.

BETTY HAMIL PERSONNEL
424-8470

TYPIST-RECEPTIONIST
Now testing well-groomed, personable ladies for position with apartment complex. Must have own transportation, able to run errands and have pleasing telephone voice. $3.45 to start with automatic increases and auto mileage. Mon. thru Fri. 8:30 AM - 5 PM. prefer Farmington area resident.
474-7515

SECRETARY - immediate opening, Salary commensurate with experience. Type 65 - 70 WPM, benefits, call Adele
An Equal Opportunity Employer

BOOKKEEPER. TYPIST needed for a small office. Hours flexible. Salary commensurate with experience. Ideal situation for working Mother. Call Michael Lynn at 355-0750

SENIOR SECRETARY for national corporation - Good typing & shorthand a must. 3-5 years secretarial experience. Figure ability would be a plus. Salary $12,600 plus excellent benefits. For other clerical positions call us, come in or send your resume to:
PROFESSIONAL PLACEMENT PARTNERS LTD
555 S. Woodward Suite 616
Birmingham 48011
644-2852
OPEN TUES TILL 8PM

SECY. -This is a one person office & your new boss travels a lot. He is looking for someone to hold the fort while he is gone. Good job for someone going back to work. No pressures here. Typing, shorthand. For more info. about this job call 644-2852, Professional Placement Partners.

Ass't Bookkeeper
Northwest area contractor looking for someone with accounts payable and/or payroll experience. Must be proficient in typing, 10 key, and desire to be trained in computer methods. Will be self-starter, industrious, and capable of organizing and maintaining own area of responsibility. Excellent working environment, good salary, and fringe benefits. Call between 4 & 5 PM, Mon. thru Fri.
348-2800
An Equal Opportunity Employer

ACCOUNTING CLERK
Needed at Livonia corporate headquarters of rapidly growth service organization. Applicants should have at least 2 years experience in accounting. Exposure to payroll, sales journal and installment contracts a definite asset. Starting salary of $180 per week is being offered plus Blue Cross, vacation, paid holidays, life insurance. To schedule an interview please call 622-7000, Monday through Friday 9 AM to 5 PM.

RECEPTIONIST
FOR REAL ESTATE office, Pleasant phone personality. Excellent working atmosphere. Full time, 8:30 to 5:00. Call Anne, 647-5100.

RECEPTIONIST - Secretary, for Troy day care nursing firm, type 50 WPM, minimum, phone experience helpful. Call Susan Devette at National Shirtcraft Corp. 528-2540
An Equal Opportunity Employer

INSURANCE
Commercial Insurance Agency experience of 5 years or over. Supervisory position. Top salary. Southfield location.
355-4400

SECRETARY $825
For Livonia office large corporation. Full benefits including dental plan, paid 2 weeks vacation plus 1 additional week paid at Christmas. Company paid fee. Varied duties including telephone, scheduling travel arrangements and keypunching machine. Prefer 1 yr. secretarial experience. Type 65. Call Ann
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

SECRETARY
Challenging position for a sharp girl with flair, accurate typing 55-60 WPM, excellent benefits and working conditions. Southfield area. Call 353-2209

EXECUTIVE SECRETARY
$350 Per Week
Friendly personality-Bold. Takes management direction without hesitation. Trade shows, Some travel, customer contact. Phone Monday Nov. 29
7PM-9PM ONLY
Mr. Gerard 352-4101

FULL TIME Position with Troy based firm. Typing 55 WPM, shorthand 90 WPM. 3-5 years secretarial experience. Call Mrs. Epstein.
Call for appointment.
An Equal Opportunity Employer

EVENING (5-9) RECEPTIONIST. Typing 50 wpm, pleasant phone, Lake Road. Call Jim Stevens 851-1900

AUTO DEALERSHIP in West Suburban area needs computer oriented bookkeeper. Must have bookkeeping experience, preferably in a dealership. HOURS 9-5. BLUE CROSS, Dental, Pension. Etc. Send resume to Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXECUTIVE SECRETARY
For top school administrator. Typing 60 wpm, shorthand 100 wpm minimum, testing required. Good experience preferred. Salary range $14,500 - $16,500. Excellent fringe package. Send resume to: Personnel Dept., 33500 Van Born Rd., Wayne, Michigan, 48184.
We are an equal opportunity employer.

OFFICE ASSISTANT
A responsible position with a retail drug chain, main office. Located in the Birmingham area. Stevens. Ability to deal with people essential. For interview, call B. Gerson, 851-7741
SAV-ON DRUGS, INC.

504 Help Wanted Office-Clerical

YOUNG MAN to train as Office Supervisor in the security business. Small office, Southfield location, excellent potential. Call Mr. Walters. 354-0340

BOOKKEEPER with typing ability needed for rapidly growing Southfield firm moving to Troy first of year. Phone 356-7674

CLERICAL POSITION
For Livonia warehouse. Afternoon shift, 4 PM to Midnight. $3.35 per hour to start. Excellent fringe benefits. Call Monday thru Friday.
398-7170

BOOKKEEPING ASSISTANT
Accounts Receivable and Payable Department. Some typing. Some experience needed. Preferably living in Farmington area.
474-7744

GENERAL OFFICE
Birmingham branch of nationwide insurance company may have the position you're seeking.
Excellent training & promotional opportunities for beginners. No experience needed. Various amounts of typing required.
FILE CLERK
CLERK TYPIST
TRANSCRIPTIONIST
PART TIME
Excellent employee benefits. Call Vicki Satat for appointment, 645-2700.
LIBERTY MUTUAL INSURANCE CO
Telegraph at 12½ Mile
An Equal Opportunity Employer

STENOGRAPHER & TYPIST for interesting job in Northland area. 5 Days. 569-1090

BOOKKEEPER
Full charge bookkeeper. Must be able to type. Experienced in apartment operation. Good salary & benefits to qualified person. Southfield location, Call: 559-7783

SECRETARY
Farmington area manufacturing firm needs bright, energetic Secretary with good typing and dictaphone. Must be self-starter and able to accept responsibilities. Excellent fringe benefits. Call for interview.
476-7100 Ext 277
Equal Opportunity Employer M/F

LEGAL SECRETARIES
Looking for more income, better working conditions, more pleasant management, benefits, better hours, something closer to home? If your answer is 'yes' to one or all of the above, the time to contact us is now. The demand for experienced legal secretaries is phenominal! We are receiving requests from attorneys and corporations on a daily basis. The openings exist throughout the tri-county area, including downtown Detroit. In general the positions are offering $700-$250 per week to start. Sometimes more. At one sitting we can divulge the full particulars of all positions that meet your experience level. The cost? Absolutely nothing. Our corporate and attorney clients assume all charges for our services. Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.
553-2000

CLERICAL, position person with office experience, aptitude for figures, good typing. Southfield area 353-9774

ASSISTANT BOOKKEEPER needed by Southfield investment firm. Experienced some office detail, accounts receivable or cash receipts helpful. 353-9774

SALES SECRETARY, national broadcast representative, good skills needed, excellent benefits, Southfield office. Call for appointment 353-8050

CLERICAL TYPIST
Southfield CPA office. Good salary, benefits. Some office experience desirable. Parker, Witten & Co., 315 Travelers Tower. Call Ms. Tolan, 354-4900

PAYROLL, CLERK-Bookkeeper, experienced in computer payroll, payables, receivables and billing. Salary commensurate with experience. Birmingham area. Call Gordon at 642-8293

WANTED: female typist and receptionist. Good salary and benefit package. Contact Mr. Anderson, 37645 Schoolcraft, Liv. 591-0055

JR. SECRETARY wanted for small, congenial insurance office in Southfield. Good typing and mathematical abilities needed. 557-5253

PART TIME clerk/typist. Square Lake Rd. & Telegraph. 355-3020

SECRETARY for life insurance pension office in Bloomfield Hills. 3 years experience & good typing a must. Great atmosphere. Call Wendy: 644-5760

OPPORTUNITY FOR Secretary. Position open to work for 3 field sales engineers in large sales office located in Southfield. Products are technical nature. Applicants must have good telephone personality, be able to deal with customers and follow up orders. Typing 60 WPM, filing, shorthand. Excellent benefits. Call Debbie at Texas Instruments, 355-0600

CLERICAL TRAINING-CETA
Must have been unemployed for 15 of the last 20 weeks. Must have typing skills. $3.35 per hour plus fringe benefits. Northville Public Schools, 501 W. Main. 349-3400 ext. 206

504 Help Wanted Office-Clerical

GENERAL OFFICE
Office background should include light bookkeeping, typing, general filing. Periodic day time travel. Excellent benefit package. Salary commensurate with experience. Interviews will be conducted only Tuesday thru Friday. Contact: HELEN GREEN.
C.A. Muer Corp.
2 Washington Blvd., Detroit
965-1772
An Equal Opportunity Employer

CLERK-TYPIST needed for accounting firm in Farmington Hills area. Some accounting experience required. Ask for Gloria. 851-2300

ADMINISTRATIVE Assistant. Progressive and rapidly growing company needs intelligent and ambitious person with accounting, inventory and secretarial skills, telephone & typing. Varied duties in a fascinating field. Experience preferred, good $ fringe benefits. Send resume with salary requirements to: Box 476, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST - Full time position with company in Pontiac area. This job requires person who can meet & deal with public, answer telephones & light typing. Varied duties in a fascinating field. Experience preferred, good $ fringe benefits. Send resume with salary requirements to: Box 476, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST - Part time for weekends. Company located in Pontiac area. Must be able to greet public, answer phones, & work independently. Looking for responsible, self starter. Please send resume & salary requirements to: Box 476, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PART TIME Clerical - growing organization needs experienced individuals with typing & filing skills. Excellent benefits. Great atmosphere. Salary open. Prefer afternoons 464-5220

MATURE PERSONNEL needed. Competent typist with adding machine skills. Interesting position for reliable person, capable of accepting responsibilities. Full time preferred but can use part time if the right person. Redford area.

SECRETARY for small Southfield Law Office, must have 1 year legal experience. Salary commensurate with ability.
Mr. VanFusen 559-5670

INSURANCE,
Westside Insurance Agency is looking for a commercial line Underwriter, min. 2 years experience in both fire and casualty.
425-2227

GENERAL OFFICE and part-time secretarial work. Apply in person Slater Wallcoverings, 31195 Schoolcraft, Livonia, between Middle Belt and Merriman.

SECRETARY
For Insurance Company - Typing, answering phones and general office duties. Full time 11 Mile & Lahser Area. Salary, hospitalization & other benefits. Mr. Richards 358-1262

TYPIST/RECEPTIONIST - Errands in our car. Business English abilities. Pleasant benefits, salary based on experience. Southfield Area. Call Ms. Tolan 353-4010

SECRETARY for rapidly expanding management firm. Must possess excellent typing and secretarial skills. Excellent salary and benefits. Mr. Bloom 557-6400
An Equal Opportunity Employer

RECEPTIONIST TYPIST with good phone abilities to work at corporate offices for wholesale, retail furniture distributors. Salary commensurate with ability and experience, will train. Madison Height. Call Mrs. Boyle. 585-1550

LEGAL SECRETARY - Troy area, excellent skills and litigation experience required. Excellent benefits. Salary commensurate with ability and experience. Call Mary between 8:30 AM and 2:45 PM 362-4140

CHIROPRACTIC CLINIC in Livonia. Full time challenging position with experience in typing. Must have pleasant personality, enjoy public contact, and a pleasing phone voice. Ideal for individual who would like to re-enter to work force. 27645 W. 7 Mile. In person Tuesday, Thursday and Wednesday 9 to 1, 3 till 5PM. 27645 W. 7 Mile Rd.

ORDER DESK Trainee - typing helpful, female preferred, benefits. Modern Office Inc., 21355 Southfield Rd., between 13 & 14 Mile Rd. Call Dan Campbell 9-11, Mon thru Fri. 842-5600

SECRETARY
Personable. Good skills, shorthand, dictaphone and typing. Immediate opening for someone who can meet and work well with the public. Livonia Area. Contact Nancy Jo.
522-2120

OFFICE GIRL - light typing and phone. Southfield area. 557-6770

IMMEDIATE OPENING for administrative clerk within a modern office. Located in Plymouth, Livonia area. Responsibilities involve regular meetings, write sales orders, invoices & general office duties. Full time position with excellent benefits. Contact Mrs. Taylor 464-1200

CLOSING SECRETARY
Experience required. Real Estate day. Excellent & academic. Top Pay. Beautiful working condition. Call Mr. Cheyney.