Help Wanted

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST

We have a challenging opportunity available for a Physical Therapist to treat patients in our small but growing physical and occupational therapy department. We offer a excellent salary and fringe benefit package. For more information please call Personnel:

METROPOLITAN HOSPITAL WEST
28340 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

OFFICE MANAGER experienced, for doctor's office in Birmingham. Must type and Blue Shield. 642-9112

RN or LPN, full time, 3-3 years experience required for busy Dermatology Clinic. Liberal fringe benefits, position available immediately. Call

PART TIME insurance billing clerk must know doctors office procedures and all forms of insurance billing. Apply in person Monday thru Friday 1PM to 4PM. Plymouth Community Clinic 1311 Ann Arbor Rd, Plymouth. Ask for Mrs T. Hay.

FULL TIME Dental Receptionist, Farmington Hills area. Experience necessary. 553-2323

TWO Southfield Internists looking for girl experienced in Vena-punctures, EKG'S and injections. Salary negotiable. Call 9 AM-5 PM. 354-6666

X-RAY TECH
Full time position, large medical clinic, must be registered, experienced preferred. Interested interview Call Ron 526-5740 ext. 279

WILLING TO TRAIN
Dental Assistant. Good pay. Northwestern Suburbs area. 398-1388

DENTAL ASSISTANT - needed for Southfield office, experienced preferred, full time only 855-1290

DENTAL ASSISTANT, part-time, 3 days a week in Southfield area. Prefer some experience. 477-2500

MEDICAL receptionist for surgeon's office, Plymouth - Livonia area, full or part time, must be fully experienced in Blue Cross, Medicare insurance billing. 453-6330, eves. 349-3794

DENTAL ASSISTANT - full time, oral surgery office, Birmingham area, experienced preferred, call between 9 - 4 667-7258

RECEPTIONIST part time, medical office, Farmington area. Morning hours. 474-5515

OCCUPATIONAL Therapist. Part time, must be registered, work in Farmington area. 474-5515

RECEPTIONIST AND Gal Friday for doctors office, Birmingham area, call below 647-3400

AFTERNOON
RNS & LPNS
Full time or part time
or 4-8PM shift.
Full benefits
Educational Opportunity
Be a part of the best
Contact Mrs. Hall, Director of Nursing, Dorvin Convalescent Center
29270 Morlock, Livonia
478-6530

NURSE'S AIDE - days, 7 - 3, good wages and benefits. Apply in person: Wishing Well Manor, 330 W. Main, Northville.

MEDICAL SECRETARY-Assistant, surgeons office in Troy seeks a mature responsible person with good typing and phone skills. Excellent salary and benefits for qualified individual. Send resume to box 608, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DIRECTOR OF NURSING
Parkview Convalescent Center, a 180-bed skilled nursing facility in Ypsilanti, seeks a qualified RN to assume duties as Director Of Nursing immediately. Experience as Director preferred, supervisory experience a must. SALARY - negotiable. For more information, contact Administrator at 482-6125

DENTAL TECHNICIAN
Experienced Waxer & Experienced Finisher for Crown & Bridge Lab. Southfield. 357-1880

OPTOMETIC OFFICE assistant. Tues., Thurs., Fri., 3-6PM, Sat. 9AM-2PM. Typing, telephone. 478-8080

LPN'S-RN'S-CHARGE NURSES
For 60 bed skilled unit, all shifts, no rotation. Call Parkview Convalescent Care Center. 482-4125

LPN
PART TIME
Days or Afternoons
Apply in Person:
WHISPERING WILLOW MANOR
-Nursing Home-
49650 W. WARREN
Canton 459-7080

NURSE AIDE
FULL TIME
11Pm - 7 AM or 7 AM - 3 PM
$3 AN HOUR TO START
Apply in person:
WHISPERING WILLOW MANOR
-Nursing Home-
49650 W. WARREN
Canton 459-7080

DENTAL ASSISTANT-for position on DENTAL RECEPTIONIST, 5-man busy practice in Fisher Building, Detroit. No evenings or Saturdays. Must be certified and have good Secretarial skills. 876-5181

502 Help Wanted Dental-Medical

DENTAL ASSISTANT-full time in Fisher Building-Detroit. Must be certified with some chairside experience. No evenings or Saturdays. Excellent position for qualified person. 871-3144

NURSE AIDES

Experience not necessary. Be paid while you train. Mature applicants desired. Opportunity for advancement.
EARN $2.95 - $3.80 HR.

APPLY NOW
HENDRY
Convalescent Center
105 Haggerty Plym.
453-6510

RN'S

needed at Northville Regional Psychiatric Hospital. $15,743 to $16,683. Michigan Civil Service benefits. Please contact Mrs. Wilson.
349-1800, ext. 231
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Orkin, the world's largest pest control company is seeking a detail oriented individual possessing good typing & math skills. We will train for a broad range of clerical, accounting assignments. We offer a good starting salary & excellent benefit program. If you enjoy variety & a position with responsibility call today. Our office is located in Wayne. For an application & interview call today. Ask for Jerry Weiss, 721-0650
An Equal Opportunity Employer

TYPISTS

Excellent opportunity for mature individual with good typing skills. Salary commensurate with experience. Liberal fringe benefits. Hours 8 am to 4:15 pm Mon. thru. Fri. For appt. call Miss Nicholson

Royal Globe Insurance
Equal Opportunity Employer M/F

TYPIST
For national security corporation, must type 55-60 WPM. Accuracy and spelling a must. Call for an appointment, between 9AM-4PM, Monday through Friday. 538-8080

TYPING and diversified clerical duties with marketing research firm - requires bright, energetic individual with typing 45-50. Salary commensurate with ability. Full benefits, growth potential. Southfield area. 358-2974

LEGAL FIRM - in Bloomfield Hills, needs secretary with drug card experience. Accounting background helpful, salary $800 plus benefits and agency fee paid.

CHIEF - financial officer of Birmingham company needs secretary, ability to handle confidential material essential. Salary $700 to $750 plus benefits. Fee paid.

SECRETARY - for Troy management company. Run office for busy executive, no shorthand. Salary $13,000. Fee paid.

PRESIDENT - of company moving to Madison Hts. needs top notch secretary - assistant. Good skills required. Office in lovely new building. Salary $13,000 plus nice 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

EXECUTIVE SECRETARY-for Automotive Division. Requires 80 wpm typing, 90 wpm shorthand plus 3 years experience. Full automotive package of benefits. $13,000. Fee Paid.

SECRETARY for Manufacturing firm to work for one person. Requires 50wpm typing plus office experience. Manufacturing background helpful. $954. Fee Paid.

RECEPTIONIST-With one year experience and light typing for Southfield office. Excellent benefits. $650. Fee Paid.

CALL OUR CAREER HOTLINE 643-6236
ACCURACY PERSONNEL
1000 North Woodward
Bloomfield Hills 258-2010

TEMPORARY HELP: Clerical persons needed 8 to 10 weeks to handle incoming phone calls for a Mortgage Company. Basic figure aptitude important. Hours, 8:30 to 4:30 PM. Call Mr. Boyle for an appointment at 559-5181

504 Help Wanted Office-Clerical

SECRETARY NW area, recent secretarial experience, good typing, grammatical skills & phone voice, approximate 24 hours. 341-6661

AN BANK SECRETARY
$171. Wk. Spots available, Fee Paid by Employer for persons with Typing & Shorthand, previous experience not necessary. Employment Center 569-1638

ENTRY LEVEL CLERK/TYPIST
Responsibilities include typing and clerical work in a variety of assignments. Typing required: 35-40 w.p.m.

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

EXCELLENT TYPIST - Secretary for life insurance/pension office in Bloomfield Hills. Great atmosphere. Call Wendy. 644-5780

TYPIST
55WPM -clerical duties. Salary, bonuses, Southfield, Oakley. 352-5600

GENERAL OFFICE for tool shop. Accurate typing and math. $3.50 an hour. Birmingham area. Non-smoking preferred. 642-2904

INSURANCE Billing Clerk, experienced, Southfield Lab. Days or afternoons, Blue Shield, Prescription, Dental, Life Insurance, sick days, vacation. 358-4510

LIVONIA FEE PAID
Great job for career girl starter who likes to type, nice working atmosphere.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

SECRETARY wanted for permanent position with Southfield CPA firm. Minimum of 3 years experience with statistical typing background. 434-5377

Production/Inventory Control Clerk
Diamond International in Farmington offers a permanent clerical position in Production Control. Ability to work accurately with numbers and light secretarial duties are required. Interviews by appointment.
476-7100 Ext. 277
Equal Opportunity Employer M/F

AUDITING CLERK TYPIST
Challenging position for person with good math aptitude. Typing required. Excellent benefits and rapid advancement opportunities. Southfield area. Call 353-2320

SECRETARY/Bookkeeper strong administrative skills. Fee paid. Advertising agency experience preferred. Birmingham area. Start immediately. 646-6424

GENERAL OFFICE
Good phone manners. No experience needed. Pleasant working conditions. 355-1300, Ext.10

ACCOUNTS RECEIVABLE clerk, good typing skills, some math and other secretarial duties.Mon thru Fri. 8-5. Call for appointment. 476-6451

GENERAL OFFICE Work, phone billing, filing and related duties. Call Doris for appointment 255-4855

GENERAL OFFICE
Check with us for a job you'll find interesting.
CLERK TYPIST
Various assignments, good typing skills needed.
TRANSCRIPTIONIST
Good typing & spelling skills. We will train on dictaphone equipment & IBM work processing.
Excellent employee benefits. Call Vicki Sata for appointment, 645-3700.
LIBERTY MUTUAL INSURANCE CO
Telegraph at 13½ Mile
An Equal Opportunity Employer

BURGLER ALARM COMPANY
Needs switchboard monitor. Will train at $3 per hour. Mature lady required with some phone experience. Shifts available: 4 PM to 12 midnight. Full time includes weekends. Also 12 midnight to 8AM. Monday thru Thursday. Call for appointment 864-8300

BOOKKEEPER part time, flexible hours, some experience necessary. 852-6215

OFFICE CLERK - diversified duties, must be willing to learn office experience helpful. Apply Unique Inc. 11963 Market St. Livonia.

Switchboard
Data Entry
Secretaries
Typists
Accounting
Clerks
ALL OFFICE SKILLS NEEDED
For temporary clerical assignments in Oakland area. Work as your schedule permits. Immediate openings. If interested apply at:
29640 8 Mile, Livonia
522-4020
2230 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
22777 Greenfield
Suite 123, Southfield
424-9100
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

RECEPTIONIST & General Office girl. Must have good typing skills, pleasant telephone manner & be able to work with figures. Farmington area. 532-0230

SECRETARY - Ad Agency Experience, Typing 60 WPM, Shorthand. $900 Fee Paid by Employer. Resume to: Box 674, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

ELECTIVE Secretary for fast growing advertising agency in Birmingham. Great opportunity for an enthusiastic individual with good typing and shorthand skills and an interest in people and variety. Call for appt. Mrs Hing 645-0541

BOOKKEEPER - General insurance agency requires experienced full charge bookkeeper. Work will also include personal lines insurance. Small pleasant Birmingham office. Call 642-6464

RECEPTIONIST
High School grad, neat appearance, some typing, 5 day week. Company benefits. Call for appointment:
RAMSHAW PHOTO
28299 Franklin Rd., Southfield
358-5110

RECEPTIONIST
For REAL ESTATE OFFICE. Phone techniques and typing experience necessary. Redford area. Start immediately. For interview call Mr. Durso or Dorothy.
255-5212

SWITCHBOARD - operator, Birmingham company, 2 years experience required. $800, full benefits, $800. fee paid.

SECRETARY - N. W. suburbs, typing 70 WPM, shorthand 90, excellent phone ability, 2 years general office experience. $10,400. Fee paid.

CLERK - Typists - for suburban advertising firm, type 65 WPM, good phone skills, $675 per month, fee paid.
LOIS RAY PERSONNEL
559-0560

FARMINGTON service station needs person for light bookkeeping, telephone, etc. Hours are coinciding with school. Very flexible to right party. Write to Box 682, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

KEYPUNCH
Full time, 8:30 to 5. Experienced only. Southfield.
353-0556

START the New Year off right in an interesting position. Full charge bookkeeper for real estate management company. Flexible hours ! if you have children. Must be able to type & deal with people. Good potential with small growing company. Birmingham area. Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST-TYPIST for Schools located Medical Supply Co. Call Miss Linda Potter for interview. 581-0880
An Equal Opportunity Employer

PART Time Receptionist, law firm. Afternoons. Accurate typing. Birmingham area. 646-5200

BOOKKEEPER, experienced through general ledger. Salary commensurate with experience. 7 Mile - Lahser area. 531-7850

STENO SECRETARY, part time, evenings, typing 70 w.p.m., shorthand 100 w.p.m., experienced. 7 Mile - Lahser area. 531-7850

HEALTH CLAIMS EXAMINER, 7 mile and Lahser area. Salary commensurate with experience. 531-7850

RECEPTIONIST - Farmington Hills Ad Agency. Experience necessary with excellent typing skills and clerical functions. $175 plus fringes. Resume to: Box 678, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY/RECEPTIONIST
Good typing, filing, some shorthand, general office work. Must be responsible. References required. Social service agency in Southfield. Call Mon. - Fri., 9 AM - 5 PM
355-3727

TYPIST - Part time, Mornings, afternoons, Sat-Sun. Farmington location. Resume, wage requirement to: Box 676, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GIRL FRIDAY for 3 man insurance agency, good starting salary. Large modern Fisher Bldg. office. Some insurance experience preferred. 872-2005

SECRETARY Wanted for insurance agency, must be able to type, use adding machine, excellent hours & benefits. Call between 9AM-4PM 569-0400

GENERAL OFFICE TO $700
FEE PAID
Terrific opportunity with company moving to Telegraph-Schoolcraft area. Some billing experience or figure clerk experience very beneficial. Good typing required.
GRAEBNER EMPLOYMENT
23400 MICHIGAN AVE
VILLAGE PLAZA - DEARBORN
565-3502

RECEPTIONIST - sharp gal required to handle our new paging and mobile unit communication system. Also involves some light typing and general office work. Located in Novi on 12 Mile near Beck Rd. 348-3200
An Equal Opportunity Employer

EXECUTIVE SECRETARY, full time, 1 girl office in Birmingham, excellent typing, light bookkeeping, experience necessary. Call for appt. 646-1560

SECRETARIES - Meet fascinating, creative & professional men with titles "People Position". Must have secy. or receptionist exp. plus typing. Two locations - Ren Cen and Birmingham.

Legal Secretary for one of Michigan's largest law firms. Shorthand a must. Some legal exp. needed. Salary negotiable.

Working in a most pleasant and comfortable environment. Must be articulate and able to project a good image to our incoming clients. Willing to assume a variety of responsibilities.

All fees assumed by our client companies. For other clerical positions call, come in or send your resume to:

PROFESSIONAL PLACEMENT PARTNERS, LIMITED
555 S. Woodward Suite 616
Birmingham, 48011
644-2852
OR
440 Renaissance Center
Suite 2720
Detroit, 48243
259-4141

MATURE PERSONNEL needed. Competent typist with adding machine skills. Interesting position for reliable person. Capable of accepting responsibilities. Full-time permanent but could use part time if the right person. Redford area. 538-8610

504 Help Wanted Office-Clerical

PAYROLL CLERK TO $700
FEE PAID
Some payroll experience needed to prepare payroll for auto parts company. Light typing required.
GRAEBNER EMPLOYMENT AGENCY
23400 MICHIGAN AVE.
VILLAGE PLAZA - DEARBORN
565-3502

SECRETARY-EXECUTIVE. Secretary to company officers. 3 years minimum of typing, shorthand. Work extra hours, free to travel. $18,500. Resume to: Box 670, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY - Renaissance Center location. 2 years secretarial experience. Shorthand, typing 60 WPM. $250 plus fringes. Resume to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

OFFICE ASSISTANT needed for busy office, Male or female. Must have car. Various duties. Good benefits. Southfield area. Call 9 AM - 5 PM

EXPERIENCED Secretary for busy development firm. Real Estate background helpful. Good typing skills. Good salary. Excellent benefits. Southfield area. Call 9-5 PM. 569-5260

SECRETARY for Plymouth law firm, excellent typing ability, dictaphone experience and shorthand preferred. Salary open. 453-4044

SOUTHFIELD MANUFACTURERS Agent desires mature woman as part time secretary, 3 days daily, afternoons preferred but negotiable. Write Box 683, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPIST for Southfield CPA Office. Light Bookkeeping experience desirable. Pleasant working conditions, opportunity for advancement. Contact Donald Nitkin 357-1558

TELEPHONE Operator- experience not required. Excellent wages. Southfield area. 557-9080

RECEPTIONIST for Birmingham beauty salon, full time experienced. 626-4474

PROFESSIONAL full time bookkeeper wanted. Career oriented not only need apply. Tappers Jewelry Store, Southfield. 357-5578

SWITCHBOARD/receptionist, Birmingham Co. desires mature individual with pleasant phone voice. Experience required. Call Linda Bell, Erb Lumber Co., 644-5300

CLERK TYPIST
Immediate opening for a person with general office skills including typing, filing, etc. Apply in person at Furniture Courier, 12200 Cloverdale, Oak Park.

AUTO Dealership Biller for large volume GM dealer in Farmington Hills. Some dealership experience preferred. Call Mary. 478-0500

CLERK TYPIST
For Southfield Law Office - Will train. Good secretarial skills required. 557-9220

SECRETARY Part time. Paychiatry office, top of Troy Building. 362-0088

CLERK/TYPIST
Troy based Retail Firm requires clerk with accounting & payable background. Salary based upon experience. Please call Mrs. Reibold. 362-1466

GENERAL OFFICE, light typing, 9 to 4PM, Monday thru Friday. No experience necessary. De Mol, Forman Studio, 18828 Beech Daly, Redford.

INVENTORY CONTROL
Lathrup Village company needs person with good figure aptitude and typing. Full benefits, good starting salary. Call W. Schmidt, 559-9128

BOOKKEEPER
For Troy Travel Agency. Full time. Fringe benefits. 648-1817

RECEPTIONIST/TYPIST
Excellent phone manner for busy phones and typing speed of 50 WPM required. Farmington Hills 553-4000

SECRETARY
Interested in working in Troy? If you have previous experience in dictation, good phone personality, like to meet & talk with key executives, then call for an interview. We are looking for someone interested in growth potential. Salary $$$-$$$. 643-0800

YOUNG LADY to run errands. Some filing for Southfield law firm. Light typing. 358-5050

GOOD TYPIST & Good spelling for Advertising publication. Livonia area, opportunity to learn photo-developing. No public transportation. Call Betsy 261-8300

GOOD opportunity for experienced secretary with bookkeeping skills in CPA's office. Call between 5-3 PM. 477-3733

ASSISTANT BOOKKEEPER - full time. Experienced preferred. Clawson area. 435-2520

FULL TIME position for accurate typist. Clawson area. 435-2520

ACCOUNTING DEPARTMENT
For Accounts Payable. Must be detailed oriented with good diction for aggressive person. Excellent benefits for the commencement with experience. Apply in person, 21255 Hagstrom Hwy., Farmington Hills, (Upstairs) Monday thru Friday between 10 AM - 3 PM; or call 476-8281
An Equal Opportunity Employer

RECEPTIONIST for Rock Breakers firm, experienced preferred. Southfield area. Call Barbara 358-2323

CLERK - TYPIST
Openings available in Troy and Oak Park for Clerk/Typist, typing 50WPM, 3 years office experience, salary commensurate with experience, full fringe benefit package. Call for interview, 649-1000 ext 288
An Equal Opportunity Employer

DETROIT area Meat Packer has immediate opening for someone with secretarial experience, typing experience, opportunity for advancement. Please call daily between 7AM-10am 273-8000

504 Help Wanted Office-Clerical

DETROIT area Meat Packer has immediate opening in its Billing Department for someone with office machine and accounting experience, prefer some college due to complexity of operations. Call daily between 7AM- Noon, 273-8000

LEGAL SECRETARIES
Maybe 1979 will be the Year you decide to improve your employment situation. There is certainly a wide range of attractive positions available for Legal Secretaries with as little as 1 year experience. There is no reason to be a dissatisfied or find displeasing. Telephone us. We can discuss the particulars of any position that meets your needs and requirements. Your time will not be wasted on a marginal position not right for your experience level. The time to act is Now. Make 1979 a rewarding year for yourself. Many positions are available for secretaries seeking permanent part time or temporary positions. Never a fee to the personnel professional and discreet placement assistance.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2300
SOUTHFIELD MICH. 48075
Southfield 358-0060
Troy 649-2660
Dearborn 336-5777

GENERAL OFFICE with secretarial skills, for National CPA firm. Ability to handle detail work, typing for specialized procedures. Excellent fringe benefits. Prudential Town Center, Southfield. 355-5585

GIRL FRIDAY
Secretarial plus sales for Small Manufacturing work. Full Time. Central Sign, 30610 W. 7 Mile Rd., Redford Twp. 534-3320

SECRETARY/RECEPT.
We have an excellent opportunity to a poised, intelligent person to associate with an established branch office located near Northeast Mall in Troy. You should have secretarial experience and enjoy meeting people. Shorthand preferred but not required. Complete fringe benefits and pleasant working conditions. Call 649-3370. B.C. Ziegler & Company.

KEYPUNCH OPERATORS
Temporary full time positions available for experienced operators. CMC background helpful, day & afternoon shift, call Charlotte 261-8700

BOOKKEEPING & Secretarial position. Southfield area. Property Management firm related experience required. 45 day week. 569-1982; Eves. 851-3353

OFFICE MANAGER - F/C Bookkeeper through trial balance, Southfield branch of national company. Recently employed; take charge of busy office. Send resume to: P. O. Box 101, Southfield, Michigan 48037

LEGAL SECRETARIES
We have many fine openings for experienced legal secretaries. Fee paid by employer.
Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 626-8188

SECRETARIAL. Must be from Plymouth Area. General office skills, bookkeeping & accounting experience preferred. Must be neat & organized. 459-4300

RECEPTIONIST SECRETARY, full time; good typing ability, shorthand not necessary. 12 Mile-Southfield Rd. 557-5050

RECEPTIONIST-INSURANCE CO. 8 Mile/Southfield area. Typing & clerical skills more important than experience. 538-8080

BOOKKEEPER
Southfield office has opening for full charge bookkeeper experienced through trial balance. Top salary to accept responsibility and work independently. Reply in confidence to P. O. BOX 653 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY
Busy Southfield office needs full time, mature individual capable of handling a minimum of supervision. No shorthand required.
355-5823

SECRETARY, part time, 20 hours per week, life insurance agency, Southfield area. Pleasant surroundings. Call Mrs. Rost 357-3550

KEY PUNCH OPERATOR, full time, day shift. Experienced on keydisk system. Top salary based on experience. Small company in Southfield area. 352-2282

ACCOUNTING CLERK, experience required. Southfield firm. Full time. Call Rhonda 355-5850

OFFICE CLERICAL, part-time, 20 hours per week, 3 days a week, 3 evenings and Saturday. Ray Interiors, 476-7272

X-RAY RECEPTIONIST $190
Major hospital will train to screen calls, handle patients and process X-ray reports. Type 40. Pleasant working conditions and excellent benefit coverage including dental plan, cost of living and paid uniforms. Regular hours, no Saturdays.
225-7270
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST NEEDED for Southfield Law Firm. Experience not necessary. Full time. 558-4310

KEYPUNCH
Positions available for Saturdays only. Experienced operators on CMC or CGS equipment. $4 up to start. Call Livonia
569-2220

POP YOUR CORK
Bubbling personality, sparkling skills needed to keep sales office feeling smooth. Typing, $833 a month. Call Gina.
644-4600
SNELLING & SNELLING AGENCY

GROUP INSURANCE Secretary - typing, ratings, other general office duties, will train, fringe benefits. Southfield location. 275-4410

GENERAL OFFICE - typing 50 WPM also familiar with office machines, experience necessary, neat appearance and a pleasant personality a must, hours are 8-5 in our Troy office, full benefits, apply between 9-4 at 950 W. Maple, Troy.

PERSON GOOD with figures, must type, no experience necessary, for accounts receivable, Industrial Corp, 16861 Meyers, Rd. Det. 481-3600

OPPORTUNITY for Good accurate typist with general office and phone answering skills. Permanent position in 5 girl office. 5 day week, in 10 Mile and Southfield area. 557-3030

504 Help Wanted Office-Clerical

SUBURBAN RECEPTIONIST $140
Will train to handle small switchboard, greet visitors and handle light typing. Complete benefits including fully paid medical coverage with dental plan. Company paid fee.
225-7270
SHARROW & ASSOCIATES
PERSONNEL AGENCY

PERSONNEL RECEPTIONIST $185
Screen calls, greet and test job applicants, assist with interviewing and type new hire reports. Type 50, excellent working conditions, full benefits include educational assistance, dental and cost of living.
225-7270
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SOUTHFIELD LAW FIRM
SECRETARY-bright & sharp with good clerical skills to train as LEGAL ASSISTANT, college preferred.
SECRETARY-to train for legal work, bright, accurate with excellent clerical skills.
TYPIST-fast & accurate to train on word processing equipment.
Call Mr. Bernstein
355-5000

SECRETARY
Good typing and shorthand skills, Land Management Firm. Schoolcraft and Merriman.

PART TIME office work. Evening hours. For busy doctor's office. Garden City area. 422-7800

RECEPTIONIST/TYPIST for Livonia CPA firm. Telephone experience and good typing skills desirable. Call Mrs. Verney for interview. 474-6400

SECRETARY for Group insurance Office. Know Blue Shield. Heavy calculation and general office skills desirable. Good starting salary and fringe benefits. Call 354-5850

STENO'S TYPISTS
IMMEDIATE OPENINGS
Long & Short Term Assignments
Call For Appt. Today
18500 Middlebelt, Suite 310E, Liv.
478-1130
34755 5 Mile, Redford
538-3130
26075 Woodward, Suite 305
Huntington Woods
542-1000
MANPOWER
TEMPORARY SERVICES
"World's Largest Temporary Help Service"
An Equal Opportunity Employer

SUBURBAN RECEPTIONIST $150
For well established CPA firm, greet clients, screen calls, handle correspondence, type 50. Full benefits, company paid fee.
225-7270
SHARROW & ASSOCIATES
PERSONNEL AGENCY

PERSONNEL
Human Relations Area with multi-location exposure, treats you to management contact. $215-$250 start with promotion. Call 642-8900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

SECRETARY
Excellent opportunity at growing suburban area newspaper. Type 65 wpm; shorthand and other secretarial skills a must. Good math aptitude, ability to prepare reports and charts. Experience helpful. Excellent benefits, pleasant working condition. Apply in person, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan, 48150.
An Equal Opportunity Employer

PERSONNEL CONSULTANT
Join growing office clerical personnel agency staff. We will train you. Sales ability helpful. Great chance for top earnings. Call Accuracy Personnel 643-3050

RECEPTIONIST
Advertising agency needs personality-plus in this people-greeter spot! $800. Call Kathy now.
353-2090
SNELLING & SNELLING PERSONNEL

PEOPLE NEEDED
Stenos
Receptionists
Secretaries
Typists
Many Temporary positions available for short and long term assignments. Good wages. No Fee. Come in or call
643-3050
Accuracy Temporary Service
1000 No. Woodward, Birmingham

SECRETARY
Full time position, experience necessary. Typing, dictaphone, varied duties. Pleasant working conditions. Excellent benefits. 477-8080
An Equal Opportunity Employer

BOOKKEEPER - for art gallery in Southfield, mature, experienced, full charge, knowledge of sales tax helpful. 3 bookkeeper office, call for appointment, Mrs. Teper 354-3343

CLERICAL
Misc. duties including filing, errands, typing and mail. Southfield location. 352-7250

ADMINISTRATIVE SECRETARY
Large restaurant chain needs your sparkling personality and good skills for area office. To $10,000. Call Joanne now.
353-2090
SNELLING & SNELLING PERSONNEL

CLERICAL
Girl Friday. Immediate opening for Life Insurance Agency at the Hungarian Cultural Center in Southfield. One girl office. Good typing & shorthand or typing. Call
EXPERIENCED LEGAL Secretary needed for Bloomfield Hills Law Office. Call 647-1427

SECRETARIAL POSITION for Farmington Hills based firm; typing and shorthand skills required. Call Mr. Hansen 851-1800

FILE CLERK. Southfield law office. Call Charlotte. 559-2600

504 Help Wanted Office-Clerical

OFFICE CLERK
Internationally known Manufacturer of Business machines located Southfield has opening for an office clerk, experienced in customer relations, ability to initiate process, schedule and fill service orders. Accurate typing and math skills. Pleasant telephone manner as a willingness to work permanent position with opportunity for advancement. Good salary and benefits together with pleasant surroundings.
CONTACT
MARJORIE HIRSCHFIELD
444-8949
A B DICK CO
An Equal Opportunity Employer

JUNIOR Secretary, willing to learn legal work. General office duties. Type 55 WPM, Southfield law office. Call Carol

TELEPHONE RECEPTIONIST. Southfield law office. Call Charlotte, 358-3030

NEW TRAVELERS POSITIONS in Ft. Legal secretary-secretary, high school or one year experience in law office. Type 50-55WPM. Use dictaphone transcriber. Assistant group claim processor. High school graduate or one year clerical experience. Good math ability. Typists. Good typing ability with or without experience using dictaphone transcribers. Excellent learning opportunities in these positions. These jobs are available immediately. We offer excellent starting salaries and excellent benefits. 37½ hour week at our Southfield location. Free parking. Equal Opportunity Employer M/F
Call personnel. The Travelers
557-7280

FULL TIME help wanted, for westside lighting showroom, sales and clerical work involved, typing helpful, call 357-6505

BOOKKEEPER (assistant) for Southfield advertising agency. Must have good typing, filing and phone. Basic office procedures required. Salary open. Call Mr. Robert for appointment 591-3141

SALES OFFICE TYPIST
Varied duties including transcribing, filing, cataloging, some receptionist duties. Experience preferred. Send resume to: Ace Controls, Box 71-S, Farmington, Mi. 48024

SHIPPING CLERK - medium sized manufacturing plant in Dearborn area requires shipping clerk. Good math aptitude and typing. Previous shipping experience desirable. Salary open. Call between 10AM-3PM weekdays. 843-3850

SUBURBAN OFFICE SERVICES
Wants to help you start the year out right and keep your clerical skills sharp. Work when, where and as often as you like in 1979. Call our "Temporary Division":
ROCHESTER 651-1500
FARMINGTON 477-9842

NEW Novi branch office creates immediate opening for an office clerk with 1 or 2 years bookkeeping experience. Must have organizational ability, good communication skills and type. Competitive salary and full benefits program. Call Bill Russell for interview and appointment at 624-8905

SECRETARY-light typing required. Salary based on experience. For appointment call Gary 878-2080

PRESTIGIOUS position at the Somerset Mall available for a receptionist/typist with professional office skills. Experience a must, typing required, 55 wpm. Apply at 2697 Somerset Mall, Troy, Mi. 48084

CLERK/TYPIST
No experience necessary. Meet the public; interesting, varied work centering around operation of our copiers. Must type 45 WPM. Good salary; regular increases based on merit. Learn to operate computer terminal. See Mr. Leitnace at Leitnace Business Forms Corporation, 23214 Grand River, Redford, Mich. 48240. An Equal Opportunity Employer M/F

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Rochester 651-1500
Farmington 477-9842

RECEPTIONIST/SECRETARY
Person to be receptionist for national company with corporate headquarters in Farmington Hills. In addition to greeting visitors, answering phones, you will be trained in a variety of secretarial duties. Pleasant working conditions and atmosphere challenging, varied position for bright person. Competitive salary and excellent benefit package. Contact: Steven Lace 476-7700

BOOKKEEPER - full time, experienced 357-0809

FULL TIME receptionist position for busy office. Hours 8AM-5PM. Dearborn area. Experience preferred. 336-5118

PART-TIME RECEPTIONIST/Secretary for Southfield law firm. Short, dependable person with poised business appearance to handle telephone use and, correspondence, transcribing, typing and basic office skills commensurate with experience. Call Susan 948-3822

SECRETARY
Nationally known insurance company is seeking a secretary to the president of its Troy ad agency. Career opportunity for a well organized person with good office skills. Salary commensurate. Call
An Equal Opportunity Employer
Ann Barrier
WARRANTY CLERK - for car dealership, willing to train, problem solver, good with telephone. Farmington Hills area. 478-8080

GENERAL OFFICE - accurate typist and aptitude for figures essential. Bookkeeping, Accounting and pension plan. Southfield area. Call Shirley 352-1386

PLEASANT, informal 3 girl sales office needs girl with pleasant phone voice for taking orders, filing and typing as same. Phone Edell for appointment 968-7225.

Safeguard Business Systems, 731 E. Adams, Birmingham

TYPISTS
There's A Bouquet of Opportunities Waiting For You at FTDI
If you have good typing skills of 50 wmp, excellent organizational skills, and seek a congenial professional atmosphere, you'll find just the right "arrangement" at Florist's Transworld Delivery Association.
For more information, contact: Jean Kendall 355-9300
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
An Equal Opportunity Employer