# WIN 2 HOCKEY TICKETS

**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.

**SEE THE RED WINGS AT OLYMPIA STADIUM**

## 502 Help Wanted Dental-Medical

### NURSES

All shifts, full and part time. FOUR HOUR SHIFTS AVAILABLE ON DAYS & AFTERNOONS.

HENDRY CONVALESCENT
105 Haggerty Plym.
455-0510

R.N.'s: $6.60 - $8.40
L.P.N.'s: $5.40 - $6.60
FULL AND PART TIME
WORK YOUR OWN SCHEDULE
WORK CLOSE TO YOUR HOME
SUBURBAN HEALTH CARE SERVICES
Michigan Life Building
28333 Telegraph Road
Suite 407
Southfield, Michigan 48034
or call:
352-7150

DENTAL Assistant, experienced in four-handed dentistry, for one man general practice. 32-37 hour week. West Bloomfield. 851-5620

### NURSE AIDES & ORDERLIES

Good Health Care Opportunity
The Georgian Bloomfield Nursing Home has immediate openings on all shifts, both full and part time for people interested in challenging health care work. Experience is helpful but we will train you (with pay). There are permanent positions. Along with our excellent working conditions, we offer a good salary with benefits (paid Blue Cross, life insurance, vacation, sick days and holidays).

CALL NOW
OR APPLY IN PERSON TO
Mrs. Diller, In-service Director
645-2900
2975 Adams, cor. 16 Mile

DENTAL RECEPTIONIST
Mature Reliable woman for Plymouth Office. Knowledge of Dental Insurance & Prepaid Plan System desired. Sharp with figures, good telephone manner is needed, necessary. Call: 455-8686 or 453-1160

Holistic Medical Assistant
Male/Female, 25-35 years old preferred, non-smoker, ethical. Must be able to listen and communicate well with people and have all essential skills down perfectly - simple X-ray, EKG, venapuncture, intravenous and intramuscular injection, simple physical therapy modalities. Willing to learn: Nutrition, Preventive Medicine, histories and physical. Send resume to: Box 10, Westland, MI. 48185.

PLYMOUTH DENTAL OFFICE
Charlotte Assistant needed. Work experience necessary and training desirable in 4-handed dentistry. Call: 455-6686 or 453-1160

DENTAL OFFICE in Birmingham area is looking for a full time experienced dental assistant. Lovely surroundings with a great future for the right person. Please call 646-1171

### NURSE AIDE

Full time days. Apply in person.

FRANKLIN MANOR
CONVALESCENT CENTER
20800 Franklin Rd., Southfield
352-7390

DENTAL INSURANCE Secretary - Full time in Fisher Building-Detroit. Certified Dental Assistant with experience preferred. Must have good secretary skills. No Evenings or Saturday. Benefits included. 871-3144 871-3146

DENTAL RECEPTIONIST. Full time, in Fisher Building in Detroit. Certified Dental Assistant with experience preferred. Must be neat, personable and have good telephone manner and have good secretarial skills. No Evenings or Saturdays. Benefits included. Good potential for qualified person. 871-3144 871-3146

BOOKKEEPER-OFFICE Manager, for busy Dental office-but still Administrative ability with high degree of maturity & sense of responsibility - absolutely necessary. Excellent dental skills required. Some dental experience & accounting background desired. Good opportunity for right person. Salary commensurate with credentials. Send Resume to: Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

### DIETARY AIDE

Full time days. Apply in person.

FRANKLIN MANOR
CONVALESCENT CENTER
20800 Franklin Rd., Southfield
352-7390

Registered Nurse
With psychiatric experience desirable. Full & part time (3 or 4 shifts including weekends and/or mid-night shifts only. Apply

Ardmore Acres Hospital
19410 Farmington, Livonia
474-3500

## 502 Help Wanted Dental-Medical

### RN'S-LPN'S

LEADING NATIONAL NURSING SERVICE

OUTSTANDING BENEFITS
TOP WAGES
HOLIDAY PAY
MALPRACTICE INSURANCE
UNIFORM ALLOWANCE
Shift & Weekend Differential
Choose your days & assignments
No Fees

MEDICAL PERSONNEL POOL
BLOOMFIELD
PONTIAC
334-9220
SOUTHFIELD
569-1950

### ALCOHOLISM THERAPIST

Our small West side suburban hospital is currently seeking a full time Alcoholism Therapist. Minimum requirement is a Bachelors Degree in Sociology or Psychology. 2 years experience in alcoholism counseling is preferred. We offer a competitive wage rate and a comprehensive, fully paid fringe benefit program. Qualified applicants send resume in confidence to Box 854, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

### STAFFING CO-ORDINATOR

Busy Medical Services office has an immediate opening for a part time Staffing Co-ordinator for the day shift on weekends. Must be licensed in the State of Michigan as an LPN or RN & be mature, personable, with good clerical skills. Staffing & scheduling responsibilities. Phone Brian Gangnier for interview.

MEDICAL PERSONNEL POOL
569-1950

DENTAL HYGIENIST
Full time. Specialist's office. Dearborn area. 274-9660

NURSES
Southfield Rehabilitation Center is now accepting applications for R.N. and L.P.N.'s. All shifts available. Excellent benefits, accute care rate & education reimbursement plan. No relation. Contact nursing office. 569-1500 ext. 319.
Southfield Rehabilitation Center
22401 Foster Winter Dr.
Southfield, Mich. 48075

WANTED Receptionist for dental practice in Livonia. Must have experience. Send resume stating previous experience and education to: W. E. McMinn DDS, 30100 Five Mile Road, Livonia, 48154.

### RNS & LPNS

Full time afternoons, part time midnights. Apply in person.

WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile
476-8300

### NURSE AIDES

Full time, all shifts. Apply in person.

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

### RN-LPN

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

NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Jay Rd.
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

SECRETARY - Right hand to sales Executive. West greenend woman for telephone assistance. Some typing required & good with figures. Non smoker preferred. Southfield. 261-7740

WORD PROCESSOR, downtown law firm. Legal experience not necessary. Must type 65 wpm. Accuracy important. 963-2500

SECRETARY
Office of Vice-President, scientific director, seeks secretary with top skills, to behave and organize office work of high caliber scientific personnel. Must have several years experience and typing 60-70 WPM. Salary commensurate with background. Excellent benefits, free parking. Medical Center Complex. Contact Personnel. 833-0710

## 504 Help Wanted Office-Clerical

### SECRETARY

A great opportunity for a sharp secretary to earn $170 per week plus benefits - working in a new, ultra modern office located in Livonia. For an easy-going atmosphere and a chance to advance with a growing company, call between 11AM-5PM, Monday thru Friday.
478-3830

RECEPTIONIST $650
Assist in hectic sales office, give quotes, trace orders, schedule meetings and make travel arrangements. Type 45WPM, excellent benefits.
525-7870

SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST $700
Book Keeper in airline operations. Type letters & handle phones. At front desk of Suburban Company. Full benefits, with profit sharing, paid insurance & guaranteed raises. Type 50WPM.
525-7870

SHARROW & ASSOCIATES
PERSONNEL AGENCY

TYPIST-downtown law firm. Will train on Mag Card. Must type 65 wpm. Accuracy important. 963-2500

### CASHIER

Light Office 4-5 days a week, must work 1 evening & Saturdays.
ALVIN'S at Davison
769 Pierce St.
Birmingham
No Phone Calls Please

FILE CLERK
Wanted for large office in South-field. Minimum experience accepted, no typing, permanent, good benefits. NAS Creditors Service.
353-0300

An Equal Opportunity Employer

SECRETARY - to project manager, beautiful Southfield firm, typing 65 WPM, shorthand 90, interesting, and diversified position, excellent benefits, $750 to $860, fee paid.

SALES SECRARY front office position for Troy VP, good typing, shorthand, lots of customer contact, $275, fee paid.

BILLING CLERK - Dearborn company, must have construction billing experience, with job costing, contract, time and material. Benefits, $10,000 to $12,000, fee paid.

### LOIS RAY PERSONNEL
559-0560

GENERAL LEDGER CLERK-requires three years accounting experience plus 50 wpm typing, proficiency with machine. Prepare daily statements, etc. Good benefits, including tuition reimbursements. $10,000. Fee Paid.

SECRETARY/DISPATCHER-four years office experience plus 50 wpm typing, variety of duties at Southfield. Graphics office. $800. Fee Paid.

### ACCURACY
Personnel Service
642-3050 358-2010

### PERSONNEL SECY

Livonia company seeks secretary with outgoing personality and eye for detail. Type 55, some experience needed. Start today for superbenefits. Fantastic benefits, $650, fee paid. Call Ms. Hill
PERMANENT STAFF 522-4210

LEGAL SECRETARY needed for Bloomfield Hills law firm. Minimum 3 years experience with excellent skills. Salary commensurate with ability. Contact Susan at 642-2729

### FIGURE FLARE

Excellent opportunity for beginner with good figure aptitude and light typing. Company offers benefits, advancement, $575 and pays our service fee. Call Ms. Dwyer
PERMANENT STAFF 522-4210

### CLERICAL

FULL TIME. Assistant to Credit Manager. Must have experience in posting of accounts receivable ledger, typing skills, and general office procedures. Excellent benefits and working conditions. Office located in Plymouth, Livonia area. Call Dan Franas for interview appointment. 464-1200

SECRETARY - for company near Oakland Mall. Maturity appreciated. Salary $800 and agency fee paid.

LEARN LEGAL! - Troy attorneys will train secretary with good typing. No shorthand. $800 plus benefits and fee paid.

INVOICE PROCESSOR - retail sales experience required, aggressive, responsible person will make $800 plus benefits and fee paid.

RECEPTIONIST - Secretary for international company in Troy. No shorthand. Some experience and accurate typing. Salary $750 to $800 with excellent benefits and fee paid.

ASSISTANT BOOKKEEPER - for Birmingham company, posting, general office work. Salary $650 plus 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

GIRL FRIDAY Preferred for i girl Birmingham office. Salary negotiable, some experience. Kiay Products Co. Inc. Call Mr. Brasko for appointment. 644-0274

MTGE FORECLOSURE CLK
Southfield mortgage company seeks responsible & intelligent individual with typing & filing skills. Experience with foreclosure or mortgage servicing helpful. Salary commensurate with experience. Call Miss Blake, 353-8700

SECRETARY - Statistical typing, receptionist. Suburban CPA firm. Excellent pay for dedicated, professional person. 424-0050

MATURE WOMAN preferred. Opportunity to sharpen your former office skills. Afternoon Admitting Receptionist. Mon. thru Fri., 11AM-7:30PM. Full time, benefits. ALSO: part time position every other weekend, 8AM-4PM. 338-7144

## 504 Help Wanted Office-Clerical

### Secretary
PART TIME

Control Data Corporation, a major computer manufacturer has an immediate opening for a Secretary in our Marketing Administration office. If you are a high school graduate with 2 years clerical experience and typing ability of 55 wpm., you may qualify for this position. Previous collections experience is desirable. We offer an excellent salary. For an appointment, call Marilyn Shields at: (313)552-6702.

CONTROL DATA CORPORATION
Tower 14, Suite 1300
21700 Northwestern Highway
Southfield, Michigan 48075

More than a computer company

An Affirmative Action Employer

### LEGAL TRAINEE
$12,000

An exciting prestigious position for a downtown law firm is waiting for you ? you are willing to learn and have excellent skills Great benefits and company pays our fee. Call Ms. Rae.
PERMANENT STAFF - 522-4210

MEDIA ASSISTANT
Is needed in a large suburban advertising company. Typing, benefits, no shorthand. $650 month. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

Personnel Consultant
Join growing office clerical personnel agency staff. Self motivated sales ability. Great chance for top earnings. Call
642-3050

### COMPUTER TRAINEE

Friendly W. Suburban company needs pleasant person with good math and light typing for diversified position. Beautiful office, $650, full benefits. Room for advancement and company pays our fee! Call Mrs. Kendall.
PERMANENT STAFF 522-4210

### PERSONAL ASSISTANT

Downriver professional requires your organizational skill to complete his presentation package, $225 start with benefits, provides extensive public contact & no shorthand necessary.
Call 562-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

### SALES ASSISTANT

Terrific potential, complements $12,000 start with expanding Sales/Service organization, top benefits, top location, join staff teams, guided by experienced Pro.
Call 949-4144
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

LAW FIRM will train legal skills, to secretary with good secretarial skills, shorthand or notehand necessary. Call Judy 477-7338

ENJOY, ENJOY
If you have to work, let's make it more profitable and interesting. National company. Typing. $750 month. Fee paid. Call Gina.
644-4600
SNELLING & SNELLING AGENCY

### CUSTOMER RELATIONS

Secretary with pleasant phone voice & mag card is experience needed by Southfield Firm. Typing 60 WPM, diversified. $10,200 & benefits. Fee Paid.

PLACEMENT PLUS PERSONNEL
358-3250

OFFICE MANAGER, $12,000 FEE PAID. Your organizational ability and responsible manner are needed by suburban firm. Supervisory experience a must. Some Bookkeeping experience a real plus.

TYPISTS, $800
FEE PAID. Beautiful suburban office, many jobs to choose from. Some positions available for those who type to type! Hurry.

COMPUTER OPERATOR
To $14,000. Fee paid. Fantastic opportunity with growing company. Experience on a Systems III, model 10 or 15 preferred. Great benefits!
RECEPTIONIST
FEE PAID. Use your outgoing personality and friendly phone manner, in super front desk spot with Southfield firm. Typing of 40 is all you will need.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

FARMINGTON $700 +
Large Mfg. company needs outgoing person with good typing for diversified position. Beautiful offices, super benefits. Very promotable. Company pays our fee! Call Mrs. Kendall.
PERMANENT STAFF 522-4210

INSURANCE TYPIST. Bookkeeping experience helpful. Good opportunity for growth. Top salary & excellent working conditions. Southfield location.
355-4900

### INSURANCE

Expanding Southfield agency. Top salary for qualified, experienced person in property and casualty commercial rating. New office, excellent working conditions.

355-4400

ADMINISTRATIVE ASSISTANT - Troy area. Good secretarial background. Excellent salary, good benefits & fee paid. Monarch Personnel. 773-5900

KEY PUNCH OPR. - Due to recent expansion, local insurance company has immediate opening for KEY PUNCH OPERATOR with experience on IBM 129. 5000 or decision data 9610., 4% DAY WORK WEEK, liberal fringe benefits. For appointment, call 653-2000.

## 504 Help Wanted Office-Clerical

INSURANCE SECRETARY experienced in auto and home. Bookkeeping helpful. Downtown - Troy area. 852-3300. Evenings 375-9468

CLERK-TYPIST
For Accounting Department of large insurance agency. Full time, permanent position. Call Carol at: 353-5800

OFFICE HELP WANTED
20-25 hrs. per week, for small Birmingham office. Typing, light bookkeeping, filing, telephone. Maturity an asset. 851-0600

SECRETARY - Experienced in accounts payable or receivable for office in Troy. 2-5 Years experience preferred. Excellent benefits & pleasant surroundings. Send resume to Sahlin International, Box 289, Birmingham, MI. 48012.

ACCTS. PAYABLE CLK.-SFLD. Accurate typing, matching process, preparing for computer, 5 hours. Starting salary $4.85 per hour; after 4 months $5.12. Excellent benefit package.

TYPIST FOR ACCTG. DEPT. 50 wpm minimum. Number typing background preferred. $750 a month range. Paid benefits. No Agency fee.

KEYPUNCH
PREFER MATURE PERSON
Grown children - Ferndale location. 129 experience and 5096. 1-2 years. Salary range $700-800. Fully paid benefits including dental. No Agency fee

BEG. TYPIST - FERNDALE
50WPM, accurate, shorthand note, good phone voice & personality. $600 min. starting salary. Excellent benefits. Fully paid benefits. No Agency Fee.

ACCOUNTS PAYABLE CLERK
Light typing, figure aptitude. $750 Min. month. Full benefits. Royal Oak. No agency fee.

GEN'L OFFICE BEG. $750
Accurate 40's typing, will train in bookkeeping procedures, good math aptitude, salary $500 minimum range. Benefits. No agency fee.

MATURE SECRETARY
Moving to Birmingham! Typing, dictaphone, no shorthand. Legal negligence background A+ but will use others. $800 absolute minimum. Fully paid benefits. No agency fee.

AUTO UNDERWRITER TRAINEE
Mature - MOVING TO BIRMINGHAM!! - Answer phones, learn quotes, basic office experience. Minimum $800 $750 min imum. Paid benefits. No agency fee.

BETTY HAMIL PERSONNEL
424-8470

CASHIER, experienced for head cashier and light bookkeeping at our Birmingham location. 94, an hr. to start plus benefits. Apply in person Jax Kar Wash, 32, 28945 Telegraph rd. just S. of 12 Mile, Southfield, Michigan.

ACCURATE Typing more important than speed, chance for advancement in a growing microfilm company. Safety conscious attitude is ambition. For information or Send Resume to: Ron Meyer Enterprising, Inc. 3010 Coolidge, Berkley, MI 48072 546-5622

### RECEPTIONIST

Motion picture labratory needs a cheerful person to-serve telephone receptionist. Duties include greeting customers and directing them to the proper department, taking messages, etc. Experienced preferred, but not mandatory. We are located nea Fisher Building. Write, giving background, to Box 188 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE
Small property management firm. Will train energetic person. Some typing required. Farmington Hills area. Contact Mr. Greg Willis 851-0070

I HAD A DREAM
That I found a new job through Permanent Staff! If you type 50 or better with office skills, make your dream come true. Call now
PERMANENT STAFF 353-8505

EXECUTIVE SECRETARY -You'll not be just typing all day. Most of your time will be spent working on special projects. Salary 12-13K plus. Call 644-2452.; Professional Placement Partners. Fee Paid.

PSYCHOLOGICAL CLINIC needs clerk, typist/receptionist with good typing ability. Long Lake - Telegraph area.

FULL TIME desk clerk wanted, hours include 3 nights, alternate Sat. Call Avon Twp. Mr. Hall to arrange interview. 651-1428
An Equal Opportunity Employer

BOOKKEEPER - Capable of handling general accounting responsibilities through general ledger. Minimum 2 years experience and some formal accounting training required. Northwest area. Salary commensurate with experience. Send resume to: O. Box 815, Franklin, MI. 48025. Attn: Fran.

### GENERAL OFFICE

Excellent opportunity for "Gal Friday" type. Applicants must have pleasant personality and be willing to accept responsibilities. Typing a must.

ADVANCE WATCH
12260 Beech Daly, Redford

### BEGINNER SECY

Opportunity for person wanting to become a SECRETARY. Individual should possess good typing skills and some shorthand. Wide variety of work assignments. Must enjoy working with people. Call:

553-2080
Masonry Institute of Michigan
FARMINGTON HILLS
An Equal Opportunity Employer

FULL TIME POSITION available for Oak Park office. General office work, typing required, fringe benefits. Call 8:30 - 5 PM. 543-3006

SECRETARY - experienced in general office, must have good typing skills and like detail. Part or full time, Livonia, call Tues before 2 pm- 261-0062

RECEPTIONIST-TYPIST
Immediate opening in expanding chemical production and marketing operation for personable individual with strong typing and secretarial skills. Familiar with transcribing equipment. Pleasant office in Redford area. Excellent benefits. Reply: For appointment, call Gail, 9-5, 527-0710

SECRETARY. Established Insurance Agency in Troy. For interview call Ann Houser at 879-9000

### Accounting Clerk

Two year's college accounting courses. Excellent downtown Detroit location (Woodward/Congress). Substantial fringes, nearby paved parking.

Detroit Federal Savings
961-0780, ext. 12
Equal Opportunity Employer M/F

## 504 Help Wanted Office-Clerical

### TELLER
TROY AREA

Full time position available. Ability to meet the public. Accurate with figures. Some typing skills helpful.

PEOPLE'S FEDERAL SAVINGS
751 Griswold, Detroit
961-0170
An Equal Opportunity Employer

SECRETARY. Full time, 1 girl office in Birmingham, excellent typing, light bookkeeping, experience necessary. Call for appointment 646-6560

SWITCHBOARD OPERATOR
Monday through Friday, North Brae. Ford, 33300 Ford Rd. Westland. Call North Augustine 421-1300

BOOKKEEPER/TYPIST, experienced for Accounting Office in Ferndale. Days, 341-2416. Evenings 968-6349

RECEPTIONIST/Phone Operator - Mature woman for 5½ day week. Light Typing helpful. 5 Mile/Telegraph area. Call for appointment. Wiltshire Office Center. KE 7-6660

BANK SECRETARY
FEE PAID
Busy job in training and development area of famous bank. Lots of variety. Hurry for this!
353-2090
SNELLING & SNELLING PERSONNEL

### ACCOUNTING CLERK

Immediate opening for general Accounting Clerk to assist in all phases of accounting. Must be fast and accurate with 10 key calculator and have a basic knowledge of accounting procedures. Location, Livonia location, modern office, hospitalization and life insurance. Hours 9 AM to 5 PM. Send resume to P. F. M., P. O. Box 2469, Livonia, Mich. 48151.

SALES SEC'Y $185 - Super Southfield suburban firm seeks a sparkling typist now! Rosemary Ford Employment. 424-8416

EXPERIENCED Secretary with bookkeeping capabilities for full time position. Opportunity for responsibility and diversity of work. One year legal experience and excellent typing needed. Call for appointment. Call Sandy between 8:30AM - 5PM
PERMANENT STAFF 352-6227

OUTSTANDING CAREER Opportunity
Growing electronic manufacturing company seeks Administrative Assistant/Secretary. Duties: typing, telephone, meet customers. Part time or full time. Control Pak Corp. Contact Robert Abraham 471-2211 348-4231

### City of Southfield Job Announcement

CLERK/TYPIST
SALARY $10,284
Applicants must be Southfield residents and meet other Federal program requirements. Apply in person: Community Placement Service, Human Resources Department, 26000 Berg Rd., Southfield.
An Equal Opportunity Employer

PERSON to work in Novi office and showroom. Will handle general office work and customer contacts. We need an intelligent, quick learner with a pleasant personality. Salary commensurate with experience. Bookkeeping knowledge helpful, public contact experience helpful. Call 349-6900

CLOSING SECRETARY
For large real estate office in Livonia. Typing required. Hours 9 to 5 PM. Call Pat or Sandy 261-4242

MAIL PBX relief, typing. Minimum 50 WPM. Excellent chance for advancement in large Southfield insurance agency. Mr. Sadow. 356-1100

SECRETARIES
SENIOR TYPISTS
CLERK TYPISTS
FIGURE CLERKS
GENERAL OFFICE
TEMPORARY
TOP RATE
We are expanding & we have many job assignments near your home. If you are interested in working a few days, a few weeks, or a few months, call us. We have what you're looking for. For more information and a personal interview, call office nearest you.

SOUTHFIELD 569-6404
TROY 362-4070

VICTOR
TEMPORARY SERVICES
An Equal Opportunity Employer

KEYPUNCH OPERATOR
9:30 AM - 6:30 PM. One year experience required on 129. Good salary and benefits. Detroit company. Call Mr. Borr.

897-7990

WANTED: Gal Friday, permanent part time help for busy office. Typing a must. Hours 1-4, Monday thru Friday. Farmington Hills area. Send resume to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

WANTED: Part-time clerical help. Typing required. 8am-1pm, Mon. thru Fri. $3.00 per hour. Farmington Hills area. Please call 478-2347

DICTAPHONE and general office clerk wanted, must type 60 WPM. Part time schedule, 9-3, 3 day week. $3.75 per hr. 646-0992

SECRETARY-BOOKKEEPER-for construction company. Experience necessary. Southfield area. 568-7078

GENERAL OFFICE- full time. Call daily between 10AM-2PM. Birmingham location. 644-8770

BOOKKEEPER/CLERICAL wanted. Health benefits available. Southfield area. 557-1430

SECRETARY. Excellent opportunity for career office girl to be your own boss, operating a corporate regional sales office located in Troy. Full time permanent. Hiring immediately to Sales Manager. 689-5112

MEDIUM sized commercial lines agency has a position with advancement for a person with secretarial skills. Shorthand. Dictaphone, typing and high school diploma required. Some general office duties. Previous office experience preferred. Salary open. 275-5070

BOOKKEEPER-PART TIME
We need a person, accurate with numbers and some typing experience. Short hours. Flexible. Approximately 20 hours per week. Apply in person. 32214 W. 8 Mile, Farmington.

## 504 Help Wanted Office-Clerical

### CLERK TYPISTS

We have several full time entry level clerical positions at our main office in Southfield. 40 hr. week accuracy, competitive salary, liberal fringe benefits and excellent working conditions.

APPLY IN PERSON
TUES. FEB. 13
PERSONNEL DEPT.

AMERICAN FEDERAL SAVINGS
26700 Northwestern Hwy. Sfld., Mi.
An Equal Opportunity Employer

LOCAL BRANCH office of national finance company has an opening for clerical person. No experience is necessary but a minimum typing speed of 40 WPM is required. Duties will involve typing, credit investigation, filing, figure work and some public contact. Position offers pleasant working conditions, company paid benefits and training to prepare you for greater responsibility. Commercial Credit Corp., 21529 W. 8 Mile, 1 block E of Lahser, Detroit. 538-7000
An Equal Opportunity Employer

SECRETARY. Experienced, mature person wanted for Troy C.P.A. firm. Diversity of duties require excellent typing, light shorthand, dictaphone, pleasant phone voice and ability to work well with others. Benefits. $800-$950 to start. Send resume to Box 172, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

### CLERK TYPIST

Needed for private educational community located near Mt. Bloomfield Hills. Excellent fringe benefits. Send resume to:

Box 176
Observer & Eccentric Newspapers,
36251 Schoolcraft, Livonia, Michigan 48150.

AUTOMOBILE Dealership needs accounts receivable person. Excellent benefits. 7 Mile/Grand River, Redford Twp. Mr. C. 538-6600

LEGAL SECRETARY
Experience preferred, not required. Good typing necessary. Southfield firm. 569-0888

TYPIST & GENERAL CLERICAL - For suburban real estate office. We will train on NCR machines. Must have previous office references. Salary open. 967-0200

PART TIME RECEPTIONIST
YMCA - Typing skills preferred, varied hours, some Saturdays. Ask for Donna. 721-7040

BUSY SURGEONS OFFICE needs receptionist 2 days per week. Typing and Bookkeeping helpful. 353-7891

CLERK-TYPIST. Number oriented with an aptitude for detail. 50 year old trade association in Southfield. Experience necessary. Call Marilyn. 273-3166

INSURANCE AGENCY The very best benefits, working conditions and future. Must have casualty experience, pleasant personality and be able to deal with customers and insurance companies. 851-1800

BOOKKEEPER-needed for Southfield law firm, experienced, accurate, light typing helpful. Salary commensurate with experience. Fully paid benefits. Call Diane. 353-3850

FULL KEYPUNCH OPERATOR - Full time 8:30 am-5 pm, experienced. Call
353-0300

SECRETARY - 3 man office. National original equipment supplier of automotive electrical components. Good working conditions and benefits in new Farmington office building. 614-6997

EXPANDING MORTGAGE Company has full time positions open in the Servicing Department. Will train. Basic typing required. 968-1800 ext. 222

BOOKKEEPER thru trial balance, experienced for building and maintenance company, Southfield area. Able to type and keep accurate books, 5 day week, good starting salary. Send reply in own handwriting to Box 170, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY with good typing experience for one engineer. Excellent working conditions. Livonia area. 464-4340

PART TIME receptionist/secretary, light typing required, needed for sales office in Livonia, call for appt. 261-6560

LEGAL SECRETARY, experienced, wanted in Southfield. 358-1960

GIRL Friday, part time - flexible hours, Farmington Hills area. 6PM 661-3569

MORTGAGE SERVICING
Southfield based national company has an immediate need for person experienced in all aspects of delinquency reporting on conventional, FNMA, FHA, VA, etc. Typing skill a necessity. Salary open commensurate to experience. Call Mr. Dudosh.
An Equal Opportunity Employer

CETA OPPORTUNITY
Experience in public contact a necessity. Typing skills, 50WPM, fringes. Applicants must be Farmington Hills resident, unemployed for 15 of the last 20 weeks and within the lower living standard income level. Contact Marilyn Mosier, Administrator, 34 District Court, 31555 W. 11 Mile, Farmington Hills. Applications accepted until Feb. 20.

RECEPT./BOOKKEEPER
For dental office. Knowledge of patients and third party billing desired. Farmington area 569-5433

SWITCHBOARD/TYPIST
Busy Real Estate Office needs dependable person Tues. thru Sat. 11 AM to 8 PM. Bookkeeping helpful. U of D area. King Realty, 342-8600. Ext. 22

General Office Work
Full Time
Good typing skills, no shorthand, no bookkeeping.
Triple Seal Engr.
31122 W. 8 Mile Rd.
Farmington 553-6050

### SECRETARY

We are manufacturers representatives selling and serving the automotive industry. Our Troy located office needs an additional secretary who is familiar in automotive follow-up and follow-thru. Salary commensurate with experience. Please forward resume to:

BOX 168
Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BUYING - CLERICAL
Position open in Buying Department for person with effective clerical skills. Apply in person at AM-AM - National Wholesale Drug Co., 445 E. Lafayette at Brush, Detroit.

## 504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY - for Southfield based multi plant manufacturer. Good shorthand and typing speeds required. Starting salary $1000 per month plus excellent benefits program. Reply in confidence to PO Box 19332, Det. Mi. 48219.

### Service Sales Clerk

Livonia based manufacturer of filtration equipment needs a Clerk/Typist. Responsibilities include typing and filing of invoices, communicating with customers and vendors for the placing and expediting of orders.
Applicants must have 1-2 years of general clerical experience and be able to type at least 55 WPM. If interested send resume or contact:
PAUL J. WITTIG
Hydromation Company
29291 Amrhein,
Livonia, Mich. 48150
An Equal Opportunity Employer

SECRETARY, experienced, with good typing skills and ability to compose and type letters. Some experience helpful. Southfield. 358-9200

TYPIST/BOOKKEEPER - young woman; prefer medical office experience; but will train right girl. 845-8222 846-8222

SECRETARY
Law office experience. Decisive, self-directed, capable of nurturing Managerial capacity. Salary plus lucrative fringe. Telegraph - near 12 Mile. Reply to Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER
For Sheldon Williams store Div. Michigan. Accounts Receivable office $177 week. Health Insurance paid. Office located at Orchard Lake for Pat Czadzeck, (Oak Park)
542-9115

PHONE GIRLS. Part-time or full time. Afternoon and or evening. Work phoning qualified prospects to set up appointments for our salesmen. Work in a pleasant office in the Livonia - Plymouth area. Call for interview 459-3100

PART TIME SECRETARY
Flexible hours. Southfield 647-0747

### SECRETARY

No shorthand, accurate typing 50 w.p.m. minimum, good spelling and grammar required, as well as general clerical skills. Mercy College of Detroit. 531-7820, ext. 257

PART TIME Office. Thursdays 4-8, Sundays 10-4. Phone, typing, filing
THOMPSON-BROWN REAL ESTATE, W. Bloomfield 642-6788

CLERICAL-TYPIST
Southfield CPA office. Good salary, benefits. Office experience desirable. Parker, Wittus & Co., 25 Traveler's Tower. Call Ms. Yolan, 352-7900

SECRETARY wanted, 1 girl office in Troy. Must know typing, some shorthand. Good salary. Must be neat. 362-2236 682-0439

GENERAL OFFICE for financial service company. Good math aptitude and telephone ability. Employer M F 19, $150. per week to start, 37½ hr. week. Good opportunity for growth. Call Carol, 559-5955

LOOKING for office girl to work in Farmington Hills area office. Bookkeeping knowledge helpful. Typing and phone ability a must. Salary commensurate with experience. Job benefits. United Insurance Inc. Donna 478-7575

PURCHASING
2 years experience. Type 50 w.p.m. Automated Industries. 30625 W. 8 Mile Rd., Livonia 478-0298

CLERICAL help wanted, part time. Southfield area. Call 557-6667

### FOLLOW-UP

Industrial tool supply company located in Farmington is seeking ambitious person to handle expediting for Purchasing Department. Experience is a plus. Must have pleasing telephone personality. Typing is helpful but not necessary. For interview contact Mr. Grant. 476-5070

SECRETARY - general office skills required, Karate Studio located in Bloomfield location. Call 851-5006.
An Equal Opportunity Employer M-F

GIRL for general office work in Wall Covering Studio, experienced in wallpaper helpful 968-8853

TYPIST-SECRETARY - Plymouth area. Must be quick with figures and type proficiently. Call Mary at 459-1000

RECEPTIONIST-TYPIST for Real Estate firm in Southfield. 355-1780

SMALL Firm with pleasant surroundings in Tel-12 area desires full time secretary. Salary commensurate with experience. 644-4433

TYPIST-Statistical. Experienced only need apply. Good salary, benefits and working conditions. 358-4411

OFFICE Manager for Southfield CPA firm. Must have strong bookkeeping background but not required. Good salary and benefits. Please send resume or write stating qualifications to: Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

STATISTICAL TYPIST. 50 - 60 w.p.m. Salary commensurate with experience. 7 Mile - Lahser area. 537-7850

HEALTH CLAIMS EXAMINER, 7 Mile & Lahser area. Salary commensurate with experience. 531-7850

### Farmington Area

Experienced accounts receivable & payable bookkeeper. Minimum 2 years experience required. Will consider applicant who does not have recent working experience. $4 hourly to start. Phone Mrs. Crager. 478-0100

CLERICAL TYPISTS. 50 - 60 w.p.m. Salary commensurate with experience. 7 Mile - Lahser area. 537-7850

SECRETARY/BOOKKEEPER, salary commensurate with experience. Shorthand required. 7 Mile - Lahser area. 537-7850

TYPIST
Investigative Department of a nat'l. security corporation needs an accurate spoller & typist (50-60 WPM). Mile/Evergreen area. Call for appt. between 9-4, Monday thru Friday. 538-9050

### OFFICE CLERK

Weekends & Holidays, 8AM-3:30 PM, good Typing Skills. Previous office experience desirable. Call Mrs. Moffet 8 AM-3 PM.
REDFORD
Community Hospital
531-8200 ext. 483
An Equal Opportunity Employer

GENERAL OFFICE, must be experienced in the following: typing 50 WPM or better, pay board, payroll and accounts payable, bookkeeping and receptionist duties. Salary based on qualifications. Call between 8 - 6:30 PM 581-7540

## 504 Help Wanted Office-Clerical

### SEC'Y/RECEPT.

Busy Farmington area sales office needs well groomed person who likes diversified work. Shorthand required. Accuracy more important than speed. Minimum 5 years experience. Salary $850 to $925 per month. Will consider mother returning to business world. Send resume to: Box 156, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER - full-charge with good Secretarial skills for 1 girl Southfield CPA office. 557-6070

SECRETARY wanted for general office work, good typist. Knowledge of simple bookkeeping. Min. 2 yrs working experience. Southfield area 353-2424

CLERK-TYPIST, general office, good starting position. Ken Hayes at Case Heavy Hauling, 5800 Wyoming, Room 221. 584-2370

### /Receptionist/Typist

Active Real Estate Office seeks individual with good clerical skills, pleasing phone voice, available for full time employment in the Southfield and Farmington areas. Contact Jack Keoshian at 538-2000

CENTURY 21
TODAY 538-2000

GENERAL OFFICE PERSON for Southfield Law Firm to do various types of office work. Good typing required Contact Gayle at 559-4210

SECRETARY WANTED for Southfield Law Firm. Good typing a must. Some legal background helpful. Contact Gayle at 559-4210

CLERK TYPIST
For accounting office, full time, in Southfield. 559-2210

PART TIME - clerk typist with bookkeeping experience. Call 531-7381

INSURANCE AGENCY needs experienced typist. Flexible hours. Salary open. Southfield area. 557-3090

SECRETARY - Billing capability for commercial photographic studio. Experience desirable. Bloomfield Hills area 642-2221

### BOOKKEEPER

Specialty auto repair shop needs experienced person, 5 day week, paid holidays, vacations, Hospitalization.
Apply in person:
LIVONIA BRAKE CENTER
31290 Plymouth Rd.
Corner Merriman