Help Wanted

502 Help Wanted Dental-Medical

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 jobs. Experience is helpful but we will train you (with pay). These are permanent position. Along with excellent working conditions, we offer a good salary with benefits (paid Blue Cross, life insurance, vacations, sick days and holidays)

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

NURSE AIDES
REWARDING JOB OPPORTUNITIES
Become a needed and special individual by caring for the elderly. Full and part time positions available on all shifts. Starting wage 30c over minimum wage. Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd. Southfield
352-7390

NURSE AIDES RN'S - LPN'S
Immediate assignments. Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
Suite 102W, Livonia Office Pavilion across from Livonia Mall, 19500 Middlebelt. Mon 1-4, Wed. & Fri 10-2.
478-2590
Southfield 569-2781 — Pontiac 643-6970

NURSE AIDES
To work in pleasant senior citizen apartment complex. Southfield area. All shifts available, full or part time. Experience necessary.
COMPANIONS
4 PM to 9 PM eves. & weekends
Franklin Club Apts.
28301 Franklin Rd., Southfield
353-2810

NURSES AIDES
7-3 PM. Start $3 an hour, benefits. Apply in person. Wishing Well Manor, 520 W. Main St., Northville.

Nurse's Aids
DAYS & AFTERNOONS
Help us replace our college students who will soon be leaving. No experience needed, we will train you. Come in for an interview between 9am-3pm Mon thru Fri
University Nursing Home
28550 W. Five Mile
Livonia 427-8270

NURSES - All shifts, full or part time, four hour shift available on days & afternoons. Call Hendry Convalescent Center 455-0510

NURSING ASSISTANTS
ALL SHIFTS
Training classes starting Monday, August 27. Apply in person
Middlebelt Nursing Center
14900 Middlebelt Rd., Livonia

OB-GYN OFFICE
Experienced receptionist. Insurance billing, all insurances & bookkeeping. Southfield 559-0550

OB-GYN OFFICE Help for desk and examining rooms. Approximately 30 hours weekly, including Tuesday evenings and some Saturdays. Farmington Hills area 553-2870

OFFICE RECEPTIONIST, in busy general practitioner's office, full time, experienced, typing, Garden City. 261-0630

RN Farmington Hills Allergy office. Good pay for experienced mature individual. Call 553-0908

SECRETARY-RECEPTIONIST for Orthodontic Office in Allen Park. Excellent salary and benefits for mature, executive-type person. Experience in medical-dental areas preferred. Call after 4 PM 682-0732

PACKAGER
AMERICAN HOSPITAL SUPPLY DIVISION
A leading distributor of hospital supplies has an immediate opening for a Kit Packager.

Job functions include accurately assembling small component items found in hospital admission and maternity kits, packaging, and stage merchandise for shipment

Starting salary is $3.70 per hour with a comprehensive benefit package. Monday through Friday work week

Applications will be accepted daily through August 15 at:

AMERICAN HOSPITAL SUPPLY
30400 Cypress
Romulus, Mi 48174
Equal Opportunity Employer
Minorities and females are encouraged to apply.

PART TIME receptionist, 3 mornings, & 1 afternoon for Doctor's office in Troy. Reply to Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHONE SOLICITING
Experienced Only
Hours 9-3PM 3 Days a Week
Good wages 261-8919

PROGRESSIVE CANTON Dental office, seeks an ambitious full time dental assistant. Experience preferred. Call Monday thru Thursday 9am-5pm 459-5354

RECEPTIONIST SECRETARY, full time. Livonia dental specialist, no weekends. Must be career oriented, affiable and willing to work with people. Pay commensurate with experience and on the job developement. Ask for Debbie. 522-7313

RECEPTIONIST - busy medical specialty practice to handle telephone, pegboard, appointments, insurance. Full time. Northwest suburb. Reply to Box 374, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full time. Oral surgery office, Birmingham area. Some experience preferred. Call between 9-5. 647-7336

RECEPTIONIST-Secretary. Busy Birmingham Psychology clinic, part time, Mon. thru Thurs. from 1PM-8PM, Fri., 9AM-3PM. Typing, pegboard, insurance forms 644-7077

RECPTIONIST
FARMINGTON
Peg board and insurance work, cash and appointments. Doctor office experience necessary. Nice position in Specialist office. Paid benefits, Blue Cross, profit-sharing, etc.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings 557-6958.

RN
Explore with us the opportunity of a future 12 hour shift. Work 3 days, enjoy 4 days in pursuit of your other activities, immediate 8 hour per day opening:
3 PM to 11 PM Full Time
- No shift rotation
- No overlapping of shifts
- No rotation of unit assignments
- 9% Differential for 2nd and 3rd shifts

NEW POTENTIAL RN graduate applicates welcome at a salary midway between RN & LPN level, pending successful passage of the state board examination. Apply: Kern Hospital, 21230 Dequindre, Warren

RN-LPN
Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. See Mrs Ferguson.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN - LPN or Medical Assistant needed in Westland doctors office, 20 or 40 hours a week, Monday thru Friday. Must have experience with Injections, EKG, Venapunture. Interesting work with nutrition. For interview call 728-1212

RN - LPN. Full and Part-time positions available on the 3-11PM Shift. Benefit package includes paid Blue Cross Blue Shield, Holiday, vacation and sick time. Apply: Cambridge South, 18200 W. 13 Mile Rd., Birmingham 647-6500

RN'S
For midnights, full or part time, call
HENDRY CONVALESCENT CENTER
455-0510

RN'S-LPN'S
- ENJOY -
- YOUR FREEDOM
- YOUR FAMILY
- YOUR PROFESSION

- TOP WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
- Assignment
- Schedule

PART TIME/FULL TIME
MEDICAL PERSONNEL POOL
Bimfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RN'S & LPN'S
FULL OR PART TIME
Days & Afternoon Shifts
Apply in person
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

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

SENIOR CHAIRSIDE - This opportunity will come once in your career. Excellent opportunity for motivated assistant for excellent pay and benefits. Join a 3 DA team and organize scheduling of 2 dentists. Must have experience in team, 4 handed and quality restorative service. Oakland County 569-7936

SOUTHFIELD AREA - Nurse aide and light housekeeper to care for young woman with MS. Monday thru Friday 10-3. $3.50 per hour plus Social Security. References wanted. 559-2542

THERAPISTS-Speech & Physical, part time, for home health care agency. ABCARE 424-8377

WANTED CONGENIAL Medical front office assistant - Podiatry. Must be experienced in Insurance Billing. Wayne-Westland area. Salary commensurate with experience. Excellent benefits. Call evenings 476-0214

X-RAY TECH
Reg. or reg. eligible, contingent only. Apply Kern Hospital, 21230 Dequindre, Warren from 8 AM - 2 PM
759-4520, ext. 126

504 Help Wanted Office-Clerical

PRUDENTIAL
We currently have 2 positions open for general office work. (50-55WPM typing, Shorthand a plus.) Permanent employment, pleasant working conditions, executive office facilities located in Southfield. 5 day week, paid vacation, excellent employment benefits. Phone Personnel for interview. 357-5000
Equal Opportunity Employer M F

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $198wk.
Stenos & Secy's to $12,000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

ACCOUNTANT. Farmington accounting office need person with experience in small business tax & accounting. 478-5537

ACCOUNTING CLERK. Full-time. Entry level position. Adding machine and typing - a Must. Will learn computer input. Benefits, salary open. Grand River and Drake Rd. Call Janet 478-8790

ACCOUNTING CLERK
Rokin the worlds largest pest control company is seeking a detail oriented individual possessing good typing & math skills. We will train you for a broad range of clerical accounting assignments. We offer a good starting salary & excellent benefit program. If you enjoy variety with a position with responsability, call today, our office is located in Southfield. For application & interview call today, ask for Mary. 356-5082

ACCOUNTING CLERK
MAJOR W. Suburban firm needs outgoing person to assist in accounting department. Accurate typing, good math aptitude and one year related experience qualifies you. Excellent starting salary, full benefits, room for advancement and company pays our fee.
PERMANENT STAFF
522-4210 LIVONIA

ANTIQUE AUTO PARTS CO.
Will train ADMINISTRATIVE ASSISTANT. Starting duties include: Customer orders, typing, work with ad agency & suppliers. Must be personable & eager to learn. Northland area.
Mr. Cowen 535-7855

ACCOUNTING & secretarial experience in office procedures needed to assist controller, of a large, dynamic architectural engineering firm in Warren. This is an exceptional opportunity for the person with the ability & desire to succeed in the performance of varied & interesting accounting, secretarial & administrative duties. Contact Mr. Hendrick at 755-4484

ACCOUNTING TRAINEE
Excellent opportunity for individual with 1 yr. H.S. Accounting, to learn automobile dealer accounting. Ideal position for older woman desiring to re-enter job market. Full time position. Excellent starting wages & fringe benefits. Call W. H. Hadley.
534-1400
Dexter Chevrolet

ACCOUNT RECEIVABLE
CLERK ROYAL OAK
Good accounting, typing, prefer NCR machine experience. Must know debit from credit. Work with Shippers. Experince with invoicing. Salary $700-$850 Range. Fully paid benefits. No Agency Fee.

BOOKKEEPER WITH
REAL ESTATE - ROCHESTER
Construction Company. $300 week maximum range. No Agency Fee.

PRODUCTION CONTROL CLERK
Troy
Must have 1-2 years experience. Salary Range $850-$900. Excellent Benefits including Dental. Tuition refunded. No Agency Fee.

KEYPUNCH OPERATOR
129. Experience, good speed, 2 years experience, promotable into operations. Rate $4.00-$4.50 Range. Full benefits including dental. No Agency Fee.
BETTY HAMIL PERSONNEL
424-8470

ACCOUNTS PAYABLE
Manufacturing company seeks individual to assume responsibility for computerized accounts payable function. Minimum 2 years experience or educational equivalent. Excellent benefits and pleasant working conditions.
IPE CHESTON
32201 N. Avis Drive
Madison Heights
585-9393

ACCOUNTS Payable Bookkeeper for sales promotion company. Some experience and accurate typing needed. Starting salary based on experience. Send resume to R. Bowden, 6755 Telegraph Rd., Birmingham, Mich. 48010

Accounts Payable Clerk
Experienced person needed for Accounting Staff to assist in all phases of accounts payable functions. Must have good math skills, detail orientated and data processing exposure. Novi area. Call weekdays between 10 AM and 3 PM.
349-5000

Accounts Payable Clerk
Northwest area contractor looking for someone with accounts payable experience. Must be proficient in typing, 10 key, and desire to be trained in computer methods. Must be self-starter, industrious, and capable of organizing and maintaining own area of responsibility. Good salary and fringe benefits. Apply between 8 AM and 5 PM at 24855 Novi Rd., Novi, or call 348-2800.
An Equal Opportunity Employer

ACCOUNTS — payable clerk for large construction company in Pontiac. Type 55 WPM, math aptitude. Salary $693. Benefits & fee paid.

BIRMINGHAM - firm is seeking mature secretary with light bookkeeping skills. Centrally located to shopping district. Type 60 WPM, salary $875, good benefits & fee paid.

SECRETARY - who likes people, diversified responsibilities & a growth situation for Troy wholesaler. Type 60 WPM, benefits & fee paid.

RECEPTIONIST - typist to handle busy phone in relaxed atmosphere. Type 60 WPM, fine benefits & fee paid.

COMPUTER — operator plus accounts payable responsibilities needed for Birmingham company. Fast pace & busy spot, for this they will pay $12,000 plus benefits & fee paid.

EXECUTIVE - Row position available immediately in this lovely Somerset area company. Secretarial skills needed to work for vice chairman. $225 week, fee paid, excellent benefits.

ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

ADMINISTRATIVE SECRETARY
to one of the top producing insurance salesman in the U.S. Excellent skills required. Competitive salary and benefits. Send resume to K. Edwards, 1570 American Center, Southfield, 48034.

ADMINISTRATIVE AIDE
Supervise & coordinate office functions in the external degree program for Central Michigan University at Troy. 12th grade plus one year of secretarial business education. 3 to 5 years clerical experience and ability to work with faculty and staff. Salary range is $4.39 to $5.27 an hour. Send resume to: C. Carlson, 2075 W. Big Beaver, Troy, Mich. 48084. Deadline August 15th.

ADMINISTRATIVE SECRETARY
1. General Secretarial duties, including Secretary to Administrator.
2. Works closing with Administration and Director of nursing.
3. Experience in health care setting.
4. Responsibile for admissions, dealing with families, patient monies and billing.
5. Works with third party billing forms.

Good salary and benefits. Apply in person 10 AM - 2 PM.
BEVERLY MANOR
CONVALESCENT CENTER
24500 Meadowbrook Rd., Novi

ADVERTISING EXECUTIVE SECRETARY
Excellent suburban agency is seeking good skills and experience for challenging position that offers advancement into Administration. Nice working conditions in a relaxed office. $9400 up. Call Joanne today.
353-2090
SNELLING & SNELLING PERSONNEL

ADVERTISING SECRETARY
We seek an intelligent career person with good typing skills, knowledge of account and record keeping and the desire to get to the top. Will start as secretary at $200, per week and grow to position of business manager.
Call Lee Alan 358-4050
REICHELD CORPORATION
Southfield

A FOOT IN THE DOOR
Legal firm willing to train ambitious person who likes to type. $750 or more. Fee paid. Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

ARE YOU FRIENDLY?
This suburban company needs you. Good typing and prper grammar a must. $700 month, fee paid. Call Polley.
644-4600
SNELLING & SNELLING AGENCY

ASSISTANT BOOKKEEPER. Payroll experience required. Must be detail-minded and have strong math aptitude. Garden City Livonia area. Sharon: 474-2429. 522-2409

ASSISTANT BOOKKEEPER
Suburban advertising agency seeks person with knowledge daily journal, accounts payable functions, and general office procedures to assist the bookkeeper in all accounting responsibilities through financial statements and with the establishment of a data processing system. Accurate typing and strong organizational skills required. Reply in confidence to:
Controller
Desmond & Associates
20700 Greenfield Rd.
Oak Park, Mi 48237

A TOP JOB
Executive just relocated needs bright Secretary. Great company, benefits, $13,000, fee paid. Nancy.
644-4600
SNELLING & SNELLING AGENCY

ATTENTION
WITT
The "Temporary Help" People
WE HAVE MOVED TO LARGER QUARTERS IN THE:
LWL Executive Offices
29865 W. 6 Mile
525-0330
We are looking for:
SECRETARIES
JR. & SR. TYPISTS
DATA ENTRY
ALL OTHER OFFICE SKILLS
Come in and have a cup of coffee and find out what we can do for you.
Other offices to help you:
WEST BLOOMFIELD 681-7685
OAK PARK 967-0336

AUDITING CLERK TRAINEE
Challenging entry level position for Southfield firm. Typing required. Excellent benefits with rapid advancement opportunities. No previous job experience necessary. Call 353-3209

BIRMINGHAM computer service company needs full time office person for night hours. Duties include general office plus work on the computer. Experience helpful, but not necessary for right person. 644-3872

BIRMINGHAM VARIETY!
FEE PAID. Your good typing and flair for detail are needed by friendly boss. Salary to $200 per week to start!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BOOKKEEPER
Full charge through financial statements. CPA office in Bloomfield Hills. Call mornings 858-2400

BOOKKEEPER & DESK clerk. Must have good phone manner, experience a plus. Lincoln Oil Co. 837-2530

BOOKKEEPER, double entry experience, for Farmington Hills accounting office. 4 day work week available. 478-5537

BOOKKEEPER, experienced, one girl office, full time. Pontiac area. Must be familiar with payroll, taxes, bank reconciliation, filing, etc. Call 858-8710

BOOKKEEPER, experienced, full charge thru trial balance and all payroll taxes. Troy area. 559-4707

BOOKKEEPER, Experienced through trial balance, good typist, accountant's office, Southfield. 557-6565

BOOKKEEPER, Farmington Hills. Experience through Trial Balance for growing Manufacturing Firm. Salary commensurate with experience. Call Mr. Ledbetter 478-8870

BOOKKEEPER - For Southfield CPA office. Capable of handling client accounting thru financial statement. Some audit work. Gross, Bornstein & Co., P.C. 275-4118

BOOKKEEPER for foreign car dealership. Must have experience. Full time, 5 days a week. Salary open. For appointment call Mrs. Consiglio at 477-6400

BOOKKEEPER - OFFICE MANAGER
Immediate opening for full charge bookkeeper with retail experience. Must be able to supervise and coordinate office procedures and personnel. Typing experience preferred. 569-0390.

BOOKKEEPER
Full charge thru financial statements, payroll & taxes. Must have experience on Burroughs L 6500 or equivalent. Small growing company in Southfield. Excellein pay, benefits & working conditions. Opportunity for advancement. Phone for appointment.
353-1606

BOOKKEEPER, FULL CHARGE
2 - 3 years experience. Immediate opening for Birmingham CPA firm. Taxes helpful but not necessary. Please call between 9-5 for an appointment 647-7590

BOOKKEEPER & OFFICE WORK
Part time, 20-30 hours per week, hours flexible, must be able to type 50 wpm, call between 9-5 for an appointment. 647-7590

BOOKKEEPER-PART TIME
Will consider retiree. Hobby House, 8208 Merriman, Westland. 425-9720

BOOKKEEPER-position open in Insurance Agency Accounting Department. Some experience needed. American Center Building, Southfield. Call Mrs. Wick. 354-0400

BOOKKEEPER-SECRETARY
organized, dependable, experienced. Pleasant working conditions, good pay. Nathan Levine Asso. Architects, 26600 Telegraph, Southfield. 358-3400

BOOKKEEPER SECRETARY
Must be detail conscious, dependable, able to work well in both accounting & secretarial departments. Typing 60WPM, shorthand necessary, salary open. Benefits. Farmington Hills area. Send resume to Box 422 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER TYPIST
Will train an unusually capable person for a well paid career handling critical details for sub contractor. Northwest area. 574-0137

BRIGHT organized individual interested in learning basic secretarial skills in a Birmingham law office. No prior legal experience required but typing skills preferred. 645-0702

BUSY APARTMENT COMPLEX
OFFICE IN WESTLAND
needs mature woman to train as
BOOKKEEPER OFFICE MANAGER.
Very diversified job duties. Must be intelligent, accurate with numbers, have good typing and telephone answering skills. Must be willing to work. Call 10AM-NOON only.
358-0455

BUSY MANUFACTURING plant in West Bloomfield needs a sharp gal with good typing skills and familiarity with billing procedures. Small computer experience helpful. Please, only experienced applicants apply in person from 1:30PM-4:30PM only. No phone calls. Aerolite Inc., 7350 W. Walnut Lake Rd., E. of Haggerty Rd.

CAREER MINDED- excellent opportunity for career minded candidate with good secretarial skills. Immediate opening with good salary while training to learn the expanding employee relocation industry. Call 541-1600 or send resume to po box 207, Royal Oak, 48068

CAREER POSITION with Insurance Agency. Novi area. Typing & shorthand helpful 348-1270

CASHIER
Southfield based Mortgage Co. has immediate opening for recent high school grad with knowledge of 10 key adding machine and light typing. Call Gloria at: 355-9200, Ext. 254

CASHIER WANTED - Energetic, accurate, reliable. Apply in person, noon to 4PM. Tech HiFi, 4526 N. Woodward, Royal Oak.

CLERICAL
For Property Management Office in Southfield. Experience with posting, typing, filing and other general office procedures. Excellent fringe benefits. References. Call Mon. thru Fri. 9 to 5. 352-2013

CLERICAL, full time, aptitude for figures, good benefits. Colonial House of Furniture, 20292 Middlebelt, between 7 and 8 Mile, Livonia.

CLERICAL - Full or part-time. Typing and dictaphone necessary. Shorthand helpful but not essential. Call between 9-5PM 358-3650

CLERICAL POSITION
Full time position, full benefits, brand new facility in Southfield. Duties include: Telephone, light typing, filing. Rapid advancement potencial. We are a national company listed on the New York stock exchange. For interview call Mr. Weiss. 356-5080
An Equal Opportunity Employer

CLERICAL SECRETARIAL. Experience desirable. Apply in person at General Fasteners Company, 12000 Globe, Livonia 1 block E. of Newburg, 1st block N. of Plymouth rd.

CLERICAL. CPA firm seeking above average experienced responsible self starter for Secretarial-General Office-Administration. Send resume in confidence to: Schmaltz & Co., 470 American Center, Southfield, Mich. 48034

CLERK
Building department, for the Village of Beverly Hills. Applicants must have office experience, be able to type, keep records, work with public. Apply before August 17. Please apply in person at the village offices 18500 W. 13 Mile, Birmingham.

CLERK - Front Desk, experience preferred, please apply in person. Troy Hilton Inn, 1455 Stephenson Highway, At Maple Rd.

CLERK TYPIST
Apply:
Gallagher Fire Equipment
40120 Grand River, Novi

CLERK TYPIST for management consulting firm in Southfield. Excellent typing skills required. Also other general office duties. 557-1115

CLERK TYPIST
For small Manufacturing Company in Troy. Shipping & Billing experience required. Good benefits.
Thoreson-McCosh Inc.
362-0960
An Equal Opportunity Employer

CLERK-TYPIST
Launch your career!
...in the Group Claims Field Office of one of America's most progressive insurance companies! This is an entry-level position with great possibilities. Build your good typing skills and learn to handle a variety of important and interesting duties. We offer a good starting salary and excellent benefits in our convenient, attractive office. For an interview appointment, please call Richard Northway at (313)358-1290

MUTUAL BENEFIT LIFE
Equal Opportunity Employer M/F

CLERK TYPIST
MORTGAGE COMPANY
Southfield area, needs person to type 50 to 55 WPM accurately. Call Bev at:
355-9513

CLERK TYPIST. Variety of office duties for growing Romulus firm. Good telephone rapport a must. Close to 275 and I-94 Freeway. 729-5222

CLERK. General office work, 40 hours per week which does include Sat. and someevenings. Some knowledge of bookkeeping and typing desired. Apply in person only, 10 until 5:30 daily. Newton Furniture, 15950 Middlebelt Rd., Livonia.

DICK HARRIS CADILLAC
as opening for general office work and switchboard. Must be able to type and use adder. Call Ralph Reiber or Zel Garrett 834-3400

CRT OPERATORS
Southfield firm has a need for accurate typists to train as CRT operators. Good benefits and pleasant working conditions. National Account Systems. Call Mr. Baldwin 353-2685
An Equal Opportunity Employer

CRT OPERATOR - typist, day and evening shift, 40 hour week, 50 WPM required, top pay, Southfield area. Call Monday thru Friday 9 to 5 PM 424-8770

DATA ENTRY OPERATOR
AD AGENCY
Bloomfield Hills Advertising Agency has an immediate opening for a Data Entry Equipment Operator. Candidate must have actual Keypunch experience and currently be capable of punching 10,000 strokes per hour. Position will be on second shift
Call Personnel department
646-1000
Equal Opportunity Employer M F H

DATA Entry position available. Garden City office. High School grad, college and or office experience helpful. Proficiency with office equipment necessary. Between 10AM-4PM. 522-7903

DEARBORN AREA Legal Secretary, full time. Superior skills necessary. Some legal experience preferred but not required. Will train. Benefits, salary commensurate. Immediate availability. Call Mr. Wygonik at 278-7030

DICTAPHONE TYPIST, Insurance Claims, full time. Ohio Casualty Group, Westland area. 427-7900
An Equal Opportunity Employer

EAGER TRAINEE!
FEE PAID. Friendly firm pays great salary and super benefits for your good clerical skills. Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

ESTABLISHED Southfield architectural firm looking for mature career minded executive secretary. Must be free to travel. At least 5 years experience. 80wpm typing, 100wpm shorthand. Some figure aptitude. Forward resume to Q.M., 25240 Lahser, Suite 3, Southfield, Mich., 48034

ESTABLISHED Troy law firm needs experienced legal secretary. Salary commensurate with ability.
Dennis C. Drury 689-8696

EXCELLENT CAREER Opportunity with rapidly growing company. Duties include forming and typing business correspondence, maintaining files, some bookkeeping and dictation. Call Robert or Mark at Control Pak, between 10AM & 5PM weekdays 349-4231

Executive Secretary
Young and vibrant Corporation with growth in Michigan and Ohio seeking Secretary with good business skills and Administrative background. If you qualify for this career position, call:
Mr. Black
543-1666

EXECUTIVE - secretary, Troy firm, working for sales executives, good typing & dictaphone experience, benefits, $900, fee paid

BOOKKEEPER SECRETARY - Southfield office, experience in typing required, work independently, $750, fee paid

CASHIER BOOKKEEPER - experience necessary, Birmingham location, benefits, $650. Fee paid

SECRETARY - fascinating Southfield company, typing 65 WPM, working with checks & invoices, benefits, $10,400, fee paid

RECEPTIONIST TYPIST - will train, good typing on mag car machine, phone work & filing tax reports, $866, fee paid

LOIS RAY PERSONNEL
559-0560

EXEPERIENCED legal secretary needed for small Birmingham law office, with corporate & real estate practice, salary commensurate with experience. 644-4433

FIGURE FANTASY
Switch from billing & quotes to Front Desk duties, with this Troy Group, needing typing skills & some office experience. $750 plus start depends on you. Dental plan included.
Call 649-4144
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

FILE CLERK
Insurance company in Southfield needs energetic, experienced file and mail clerk. Comprehensive benefits. Call Pam Rinas 353-5800
An Equal Opportunity Employer

FILE CLERK
No experience. Southfield. Call Cathy: 353-3000

FINE MUSIC STORE in Troy seeks full time employee. Some light bookkeeping and typing required 739-8501

For Your Convenience
KELLY SERVICES HAS (2) SPECIAL RECRUITING CENTERS IN PLYMOUTH AND GARDEN CITY. NOW TAKING APPLICATIONS FOR PERSONS WITH ANY OFFICE EXPERIENCE, WHO WOULD BE INTERESTED IN WORKING ON TEMPORARY CLERICAL ASSIGNMENTS. LET US EVALUATE YOUR SKILLS AND FIND OUT HOW MANY OF OUR 100 JOB CLASSIFICATIONS YOU QUALIFY FOR. VISIT THE CLOSEST INTERVIEWING CENTER TO YOU BETWEEN 9 AND 3 PM. TODAY.

233 S. MAIN, PLYMOUTH
(across from the Dairy King)

32669 W. WARREN
GARDEN CITY
(Warren & Venoy Plaza in the Mall)

522-4025
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M F

FOX PHOTO - clerical receptionist, 8:30 am start, good phone manners, light typing, apply 775 Davis St. Plymouth, 8:30am-5pm.
An Equal Opportunity Employer

FRONT DESK
Prestige Firm offers Front & Center Spot, needing good personal appearance & people handling skills.
$600-$700 Start.
Call 562-8900
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

FULL or part time, experienced accountant with tax corporation experience for local CPA firm. 557-6066

FULL TIME office help needed for major fast food franchise, record keeping, telephone, dictaphone, catering, etc. Light typing, good wages with benefits, call Gail for interview 353-7604

GAL FRIDAY. Livonia, Westland, Plymouth, Canton area. Small real estate firm needs a person with an aptitude of logic, typing and preferably some shorthand skills, accuracy in spelling and grammar, a pleasant people oriented personality, who desires to work near home 35 to 40 hours per week in office located near Ann Arbor Rd and Newburgh. Salary commensurate with experience. Call Mrs Goad at One Way Realty 522-6000

GENERAL OFFICE WORK
Experienced only for steel corporation in Downtown Detroit. 259-2313

GENERAL OFFICE person needed. Light bookkeeping. Birmingham area. Please call 644-4188

GENERAL OFFICE
Person needed, light Bookkeeping. Birmingham Area. Please Call 644-4188

GENERAL OFFICE. Must type. Farmington Hills area 478-4333

GENERAL OFFICE CLERK
some knowledge with figures
557-2736

GENERAL OFFICE
Immediate part time openings for general office work. Call 255-4581
Art Van Furniture

GENERAL OFFICE
8:30AM-3PM, 5 days, 15 Mile-Telegraph area. Call after 3PM. 642-2100

GENERAL OFFICE work. Paid hospitalization, profit sharing plan, holiday and vacation. Starting rate $4 per hour, $4.40 after 90 days. Apply at front door, 12090 Farmington Rd. Livonia, before 11:30AM and after 1:30PM

GENERAL OFFICE
Primarily for Reception and telephone answering. Filing and some typing. Accuracy more important than speed. Full time, good benefits. Apply at 9260 General Dr., Plymouth

GENERAL OFFICE - clerk typist. Mortgage or insurance experience preferred, must be good with figures and capable of getting along with others. Excellent starting salary and benefits, chance for advancement. Call for appt. Mike Goldman 557-7040

GENERAL OFFICE WORK
Experienced mature individual for general office work. Management company in Southfield. Benefits 424-8335

GENERAL OFFICE. 40 hours including Sat 9-12. Southfield area. Typing, speed not important. Diversified duties 557-0014

GENERAL OFFICE-TYPISTS
Needed. Good benefits. Full time positions. Southfield medical billing office. No experience needed. Contact Cheryl 354-4026

GENERAL OFFICE
Person needed to do miscellaneous duties in rapidly growing Southfield firm. Typing required. Excellent benefits and working conditions. For appointment call 353-3209

GENERAL OFFICE - mature person preferred with good typing skills, pleasant telephone personality, and filing. 40 hour week, good benefits. Redford area. Contact Christine 8 to 5 PM Monday thru Friday. 937-8700

GIRL FRIDAY for excavating & concrete contractor. Nice office. Beginner accepted. Non smoker preferred. Submit resume & state salary requirements to P O Box 2666, Livonia, Mich 48150

GIRL FRIDAY
For one Girl Office. Prefer over 30. W. Suburban Area. Small Welding Shop 422-2772

GIRL FRIDAY for manufacturers rep office. Capable of secretarial work and record keeping. Can be involved in sales incentive program. Benefit plan available. Southfield office. Call 557-0370

GREAT BOSS!
FEE PAID. Livonia company offers challenging opportunity! Some bookkeeping and the ability to organize are all that's required.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

GROWING
SOUTHFIELD LAW FIRM
Seeking full time File Clerk
Call 353-6500

IMMEDIATE OPENING for Accounting Clerk on a part time basis for Southfield office. 1-2 year college accounting, bookkeeping required. Could develop into a permanent position. Salary commensurate with experience and ability. Call Eileen Bukowski any week day from 8 AM - 5 PM 352-0202
An Equal Opportunity Employer

IMMEDIATE Opportunity. Secretary with shorthand and typing skills, preferably 2 years automotive experience. Salary with complete benefit package. Send resume to P.O. Box 966, Southfield, Mi 48037 or call between 9-11AM, ext. 230. 357-5400
Equal Opportunity Employer M F

INSURANCE AGENCY
Personal lines, experienced, Southfield area 559-9060

INSURANCE AGENCY
Clerk Typist to assist in Claims Department. Filing and other clerical duties. Benefits. Farmington Hills. 553-4800

INSURANCE
Agency has position open for Clerk Typist and File Clerk. American Center Building, Southfield. Call Mrs Wick. 354-0400

INSURANCE COMPANY
Has need for Rater & Coder. Good benefits. Rapid Advancemnet, will train, near Tel Twelve Mall, hrs. 8:30-4. Ask for Jinny.
Universal Underwriters Insurance Co
642-6013

INSURANCE
Mortgage Company
In Southfield
needs an experienced Fire Insurance clerk. Must type minimum of 50 WPM.
Call Bev, 355-9513

INSURANCE
Southfield Insurance Agency needs experienced commercial lines person. Full time. Salary open. 275-5076

INTERVIEWING NOW
Auto related company needs Secretary with shorthand good skills. Career minded, $1,000 a month, fee paid, benefits. Call Gina.
644-4600
SNELLING & SNELLING AGENCY

JUNIOR SECRETARY for busy Southfield office. Must be a self motivated individual with good typing skills, excellent spelling grammer & be willing to be trained on word processing equipment. 353-8675

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights. 522-1710

LARGE APARTMENT PROJECT
In Oak Park seeks person as Rental Agent & to run project office. Light office duties with some figure work, mature young woman preferred who has pleasing personality & is able to deal with public in person & on the phone. Full time permanent position with good salary. Please call 9 AM-5 PM.
557-2500

OFFICE CLERICAL
For Southfield Firm. Days, Mon. thru Sat., Thursday off. Hours 8 AM-5 PM. Typing experience necessary. Applications accepted Monday thru Friday, 2 PM to 6 PM at: 19068 W. Ten Mile, Southfield.

LAW OFFICE RECEPTIONIST
Southfield. Full time. Neat, pleasant. Duties include typing and filing. For interview, call 353-1122

LEGAL PRESTIGE!
FEE PAID. 1 year legal experience is all that's required to work for prestigious suburban firm!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

LEGAL SECRETARY
Active Southfield Law Firm,
Specializing in Insurance Defense, Subrogation. Requires well organized experienced Secretary. Typing, Dictaphone. Working Knowledge of Reading and Legal Procedures
358-5500

LEGAL SECRETARY
Part time, some experience necessary. Shorthand required. 6 Mile-Telegraph area. Call 537-1455

LEGAL SECRETARY - wanted by Livonia law firm, call Sue for appt. 477-8333

LEGAL SECRETARY, Southfield office, excellent skills required, experience necessary, benefits, salary open. 355-4141

LEGAL SECRETARY for Southfield Office, from 10-3pm. Must have good typing skills, dictaphone. Three Girl office 569-5559

LEGAL SECRETARY needed for Southfield Law Firm. Good typing skills and dictating machine experience a must. Legal experience preferred but not necessary 559-4210

LEGAL SECRETARY - BIRMINGHAM
needed for two-man office across from Archibald's. Broad responsibilities and independence. Experience not necessary. Desire and smarts are. Nice environment, good pay 645-0750

LEGAL SECRETARY
Downtown law firm. Negligence and Workmen's Compensation experience required. Good typing necessary. Excellent benefits. Salary commensurate with ability
961-0130

LET THE IRS PAY YOU
Become a Taxpayer Service Representative. Permanent seasonal employment with IRS. $4.51 per hour to start. Written examination and at least 2 yrs. of college education or the equivalent in acceptable work experience required. Paid classroom training for 5 weeks. Work on an "as needed" basis in Internal Revenue Service, Detroit Office, providing information directly to Taxpayers regarding Federal Income Tax Laws. Contact with Taxpayers will be primarily by telephone. Heavy work load period is January 1st thru April 15th each year. If interested call 226-6908 or 237-0800

LIVONIA AREA.
1 Girl Office.
Must be good typist. Handle Books through Trial Balance.
Good Working Conditions. Salary Commensurate with Experience.
478-2121

LOOKING FOR A CHALLENGE?
Entry level position available in the Licensing Department of a young and growing firm. Must type accurately, be organized and good with details. Excellent benefits and working conditions. Interested call 353-3209

LOOKING FOR sharp responsible individual as receptionist for reputable growing southfield law firm. Send resume to Karen box 424 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAIL ROOM, filing & switchboard relief, typing ability helpful but not mandatory, excellent chance for advancement, large Southfield insurance agency. Call Mr Sadow 358-1160

MAJOR PHARMACEUTICAL CO seeking applicant to work part time (22½ hours a week) in division manager sales office. Individual with a minimum of one year experience and the ability to work independently. Routine secretarial duties including reports. Medium telephone contact. Send resume and salary requirements to box 426 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

MARKETING REPRESENTATIVE
$13 to $19,000 Salary. Bonus, expenses and incentives. Must have degree and 1 or more Yrs. Sales experience
Baron Personnel 354-6690

MATURE production typist for direct mail services, full or part time. Magaw-Johnson Assoc. Inc. 20600 Schoolcraft, Detroit. 533-4780

NATIONAL TITLE COMPANY
Seeking responsible person, real estate or closing experience preferred. Call Nancy. Transamerica Title Insurance Company 645-5200
An Equal Opportunity Employer

OFFICE CLERICAL, full time, must type, busy downtown Birmingham office. 647-7171

Office Clerk
Full time position. Must have experience in typing and general office skills, Novi area. Call weekdays between 10 AM and 3 PM
349-5000

OFFICE CLERKS
NO TYPING NECESSARY
DAYS & AFTERNOON SHIFT
Must be 18 & have transportation.
NO FEE
19500 Middlebelt, Suite 310E
478-1130
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

OFFICE GIRL - full time position, evenings and weekends. Apply between 1 and 3 PM, Monday thru Friday - The Hearthside, 15700 Middlebelt, Livonia

OFFICE HELP, experienced only need apply. Gardner Furniture Center, 30850 Plymouth rd. Livonia. Call between 12 noon and 9 PM. 937-1614

OFFICE Help wanted to schedule and dispatch Service men. Experience in Inventory control. Service writing helpful. Mon. thru Fri. Salary and benefits. Call 421-0500 for an appointment.

OPERATOR PROGRAMMER
Central office of expanding Retail Drug Chain, headquarters in Dearborn, needs a responsible individual to take charge of the Data Processing Department, and will assume direct supervision of a staff of 3. Experience in operating an IBM S-34 a Must. Will maintain existing RPG II program and development of new applications & program. Excellent working conditions & advancement opportunities. Compensation commensurate with qualifications. Full benefits. Send Resume along with salary requirements to: P.O. Box 684, Dearborn, Mich. 48126.

PART TIME - experienced legal secretary wanted for pleasant law office near Maple - Telegraph. Flexible hours 644-8330

RECEPTIONIST
Needed for graphic arts studio. Pleasant personality. Full time Southfield area. Call 557-5713

RECEPTIONIST for High Volume Real Estate Wanted, experience required, 40 hours. 7Mile- Telegraph, confidential interview. Contact Madge 255-5212

504 Help Wanted Office-Clerical

PURCHASING CLERK
Successful applicant will be responsible for filing, record keeping and all clerical duties usually associated in a purchasing function. Prefer candidate able to accurately type approximately 55 WPM.
Pleasant working conditions and convenient suburban location. Please apply in person or call.

PERSONNEL DEPARTMENT
INGERSOLL-RAND CO.
Automatic Production Systems Division
23400 Halstead Road
Farmington Hills, Mi. 48024
477-0800
An Equal Opportunity Affirmative Action Employer m/f/h

SECRETARY CLERK/TYPIST
Excellent typing skills needed immediately. Good benefits and working conditions. Call for interview:
476-7100, Ext. 277
DIAMOND INTERNATIONAL CORP.
23400 Haggerty Rd.
Farmington
Equal Opportunity Employer M/F

ENGINEERING CLERK
Rapidly expanding national printing ink manufacturer, headquartered near Schoolcraft and Telegraph requires Engineering Clerk with one year experience. Candidates should have good communications skills and basic typing skills.

Send resume, call 538-6800, ext 10 for application or apply in person between 9AM-4PM.

Flint Ink Corporation
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

The Quaker Oats Co.
Major food manufacturer has opening for permanent sales office clerical position. Company has long term lease in desirable Bloomfield Hills location. Good starting salary. Major medical/dental, retirement and profit sharing plan. Send resume To:

The Quaker Oats Co.
4190 Telegraph Rd., Suite 308
Bloomfield Hills, Michigan 48013
An Equal Opportunity employer M/F

GIRL FRIDAY
NEED EXPERIENCED
"GIRL FRIDAY"
for Birmingham branch of large company. Mature person with good typing skills, light shorthand and pleasant telephone manner - a Must for this diversified position.
Excellent working conditions
salary open.
647-0400