Help Wanted

502 Help Wanted Dental-Medical

JEWISH HOME FOR AGED
L.P.N. $5.62 Hr.-$45 Day-$11,700 Yr.
R.N., $6.37 Hr., $51 DAY, $13,250 Yr.
plus 3 Wks. paid vacation.
Ms. Young
352-2336

MEDICAL ASSISTANT
Part time. Experience in typing. Blue Cross-Blue Shield, front desk. 4 days, 11:30am-4pm. Southfield. 569-2345

MEDICAL ASSISTANT - Full time for Livonia Internal Medicine office. Training necessary. Send Resume to: Box 794, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT - Full time position for Troy area Internist. Must be experienced in Venepuncture, EKG, injections, CBC's, UA's. Certified preferred but not necessary. 649-5525

MEDICAL RECEPTIONIST
Family practice office. Troy area. For appointment, Call 689-6038

MEDICAL RECEPTIONIST - part time, experience in geneal, typing & insurance. Southfield area. 569-5147

MEDICAL RECEPTIONIST, part time, hours flexible for Pediatrician's office in West Bloomfield area. 851-4373

MEDICAL TECHNOLOGIST - ASCP or equivalent, part time, experienced in hematology and chemistry, private manual lab, Southfield area. 582-6927

MEDICAL TECHNOLOGIST ON CALL
We are currently taking an "on call" Medical Technologist to cover 2 weekends a month in our small suburban hospital. Selected applicant must be able to rotate in all areas including Blood Bank. We offer a congenial work environment and an excellent salary. For more information, please call personnel.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST ON CALL
We are currently taking a medical Transcriptionist to work on an "as needed" basis. This position requires a thorough knowledge of Med Terminology and an ability to type a minimum of 60 wpm. For more information, please call personnel.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

MED TECH
Part time. Must have blood bank experience. McNamara Community Hospital, Warren, Michigan. Call 751-6700 ext. 240.

NURSE AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants wanted for full time advancement. Differential for midnights. Four hr. shifts available.
EARN $2.95-$3.60 HR.
APPLY NOW
HENDRY Convalescent Center
105 Hiawatha Drive, Plymouth
455-0510

NURSE AIDES
Full and part time. Afternoon and Midnight shifts available. Will train. Good benefits. New starting rate. See Ms. Watkins.
NIGHTENGALE WEST
8363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

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
25900 Franklin Rd., Southfield
352-7390

Nursing Assistants
A few openings are available on our afternoon & midnight schedules for Nursing Assistants. Flexible scheduling. Apply in person
between 9am-3pm, Monday thru Friday
University Nursing Home
28336 W. Five Mile
Livonia
427-2222

WANTED. Experienced Dental Receptionist/assistant for Livonia Dental office. Call for an interview.
525-9320

502 Help Wanted Dental-Medical

NURSING ASSISTANTS
Afternoon and midnight shifts. Congenial atmosphere. Will train. Apply in person:
Middlebelt Nursing Center
14900 Middlebelt Rd., Livonia

OFFICE MANAGER for solo preventive dental practice in Bloomfield area. Applicant must be net and personable. Dental or medical experience preferred but will consider other qualifications. Insurance experience helpful. Now accepting resumes for January. Reply to Box 723 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORDERLIES, full time, all shifts. On the job training. Pleasant working conditions, Redford Villa Nursing Center, Southfield. 537-3333

PALMER'S ORTHODONTIC LAB - Person to pour & trim Record Models; also Persons to finish Retainers.
432-6430

PART TIME
Surgical office. Typing essential. Experience helpful. Excellent working conditions
478-7733

PHYSICAL THERAPY AIDE
Full time Monday thru Friday, no experience necessary. Westland & W. Detroit area.
844-4124

RECEPTIONIST, full time, for busy doctor's office, Garden City area. Insurance experience & typing a must.
422-7800

RECEPTIONIST
Ob-GYN office. Experienced in Insurance Billing, all Insurances & Bookkeeping. Southfield
559-6150

RECEPTIONISTS
For Opthalmologist's office, NW area. Pleasant phone voice, typing, some medical experience, (will teach medical insurance). 9-5 PM. hours, 4½ day week.
Inc
569-1636

ACCOUNTANT
With 2-3 years experience in public accounting a must. Must have worked for CPA. Excellent opportunity for advancement. $13,000-$20,000 depending on experience. Fee paid.
Blondale Personnel 645-9884

ACCOUNTING CLERK - experienced on payables, peg-board system, type 55 WPM, and good math aptitude. To $225. Benefits. Fee paid. Beryl Personnel 25881 Coolidge, Oak Park. 548-3055

ACCOUNTING POSITION open in Southfield construction firm.
Bookkeeping experience necessary. Typing a must. Ask for Rhonda 355-5850

ACCOUNTING SECRETARY $11,500
Excellent opportunity for individual with secretarial skills to work in accounting department of major South-field corporation. Handle correspondence, typing, light shorthand, book flight & travel arrangements & occasionally assist with general ledger work. Excellent promotional opportunities & full benefits with dental plan. Fee Paid.
110 PER HOUR
RN'S needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No specialty needed. Apply in person 8am-5pm, 18415 W. 8 Mile, just west of Lodge.

RN'S and LPN'S. Full or part time. afternoons or midnights. Meals, paid Blue Cross, plus other benefits. Bedford Villa Nursing Centre Southfield. 557-3333

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

RNS - LPNS, full and part time. Flexible scheduling. Individual orientation. Farmington Nursing Home. 20405 Folsom Rd. 477-7420

RNS & LPNS
Full time, Afternoons & Midnights. LPNS $44 per shift. RNS $50 per shift.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN'S - LPN'S
& NURSE AIDES with recent hospital nursing home experience.
Immediate assignments. Schedule when you are available to work. Top pay.
AMC HEALTH CARE ONE
Livonia
478-2590 Pontiac
Southfield 643-6970
569-2781

RN'S ON CALL
Our small suburban hospital is currently seeking Registered Nurses who want to work on an "As Needed" basis. The requirement is a minimum of one year experience in Medical Surgical Nursing. We have openings on all 3 shifts in our inpatient area. We offer a competitive salary and a congenial work environment. For more information, please call personnel.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN OR LPN
Position available for a part time Medication Nurse in modern skilled nursing facility located in Redford Twp. Retirement pay scale and good benefits. Contact Nursing Director between 9AM-3PM at:
CAMBRIDGE NURSING CENTER
18435 Beech Daly
255-1010

504 Help Wanted Office-Clerical

Bookkeeper Secretary
Mature, experienced person for public company corporate office. To assist treasurer/controller with investments S.E.C. reporting, financial consolidations, insurance, bookkeeping, taxes, typing letters & financial reports, etc. Occasional overtime required, good secretarial skills, shorthand a plus. Salary open.
Send resume to: T. Denton, Lynch Corp, 15300 Fullerton, Detroit, MI. 48227.
Equal Opportunity Employer M/F

A BANK HIRING TRAINEES
Tellers to $165wk.
Clerk Typist to $190wk.
Steno & Secy's to $12,000
Many other positions available. Most Fees paid by Employer.
Employment Center
569-1636

ACCOUNTANT
With 2-3 years experience in public accounting a must. Must have worked for CPA. Excellent opportunity for advancement. $13,000-$20,000 depending on experience. Fee paid.
Blondale Personnel 645-9884

ACCOUNTING CLERK - experienced on payables, peg-board system, type 55 WPM, and good math aptitude. To $225. Benefits. Fee paid. Beryl Personnel 25881 Coolidge, Oak Park. 548-3055

ACCOUNTING POSITION open in Southfield construction firm.
Bookkeeping experience necessary. Typing a must. Ask for Rhonda 355-5850

ACCOUNTING SECRETARY $11,500
Excellent opportunity for individual with secretarial skills to work in accounting department of major South-field corporation. Handle correspondence, typing, light shorthand, book flight & travel arrangements & occasionally assist with general ledger work. Excellent promotional opportunities & full benefits with dental plan. Fee Paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

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, 9 AM to 3 Noon
349-5000

ACCOUNTS PAYABLE
Experienced with some bookkeeping background. Good typing, pleasant working conditions.
559-8738

Accounts Payable Clerk
Northwest area contractor looking for someone with accounts payable experience. Must be proficient in 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 Receivable Clerk
Needed for a good background in receivables. Minimum 2 years experience. Must know all functions of receivables thru balance of statements. Novi area. Call weekdays between 10 AM and Noon.
349-5000

ACTION ACTION
Be a get-out-of the House wife. Become a Manpower Office Temporary. Come Where the Jobs really are. Join the Leader. The World's Largest.
REFERRAL BONUS
ACCIDENT BENEFITS
NO FEE
TOP RATE
Secretaries Typists
IMMEDIATE OPENINGS
19500 Middlebelt, Suite 310E
478-1130
26075 Woodward, Suite 305
543-1080
Renaissance Center
Tower 100, Rm. 1909
259-6511
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

ACTION ACTION
Be A Get-out of the House Wife. Become a Manpower Office Temporary. Come Where the Jobs really are. Join the Leader. The World's Largest.
REFERRAL BONUS
ACCIDENT BENEFITS
NO FEES
TOP RATE
IMMEDIATE OPENING
FOR OFFICE CLERKS
NO TYPING NECESSARY
DAYS &
AFTERNOON SHIFT
Must be 18 & have transportation
19500 Middlebelt, Suite 310E, Livonia
478-1130
26075 Woodward, Suite 305,
Huntington Woods
543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY
Excellent opportunity at expanding W. suburban ad agency for friendly person with good typing. Exciting public-contact job in small office. Salary $10,000 to start, full benefits, good chance for advancement and company pays our fee. Call now for interview.
PERMANENT STAFF
LIVONIA 522-4210

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - $17000 to $15,000. Full benefits. Flexible hours - for Interactions Dating Club. Ask for Mr. Gray. 569-6222

AN Agressive Office needs a hard working young man to expedite papers for office procedure. Economy car essential. $4 per hour, $30 per week gas allowance. 40 hour week. Call after 3 PM, 537-5800, ask for Sandy or Kay.

Announcing
Our New Farmington Location
Suburban Office Services
33245 Grand River
477-9840
OFFERING
TEMPORARY and PERMANENT
Come In & Register
Shorthand - Typing
Data Processing
Bookkeeping
Word Processing
Switchboard
Two Locations To Serve You
Rochester 651-1500
Farmington 477-9840

Suburban Office Services
ASSIGNMENTS Temporary Jobs, close to home. 478-8350, or 563-3339

ASSISTANT BOOKKEEPER - Experience required. 6 daily cash receipts & sales journal. Birmingham Troy area.
644-6550

ASSISTANT BOOKKEEPER
Take charge type, earn $12-$14,000 start, for basic accounting supervision. Enthusiastic self starter can grow as abilities improve. Suburban group offers dental plan and Christmas week off. Call 543-5900
Your ad runs part time free.
HARRIET SORGE PERSONNEL

ATTENTION $10,400
Suburban company wants person with accurate typing, and secretarial skills. Phone contact, before 10 AM and 4 pm.
644-4600
SNELLING & SNELLING AGENCY

AUTO DEALER, general office, clerical. Typing, filing and auto billing. Walled Lake area. Call Mrs. Ryan
624-6600

AUTO DEALER wants car biller, experienced. 4 day week, paid Blue Cross, fringe benefits. Call for appt. Gerald O'Brien. Krug Lincoln Mercury.
274-8800

A VARIETY SPOT
Suburban firm is looking for you. Computer training will be given to a loyal employee with good typing and shorthand skills. Fee paid. Call Meg now.
649-5900
Snelling & Snelling
PERSONNEL

Banking Positions
GREENFIELD 14 MILE BRANCH.
Career full time Tellers and Customer CLERK positions available for qualified applicants. No part time Monday, Friday, and Saturday Teller positions available. Excellent benefit, paid training provided. Apply : Personnel Dept, or call 857-5408 for an interview appointment.
COMMUNITY NATIONAL BANK
30 N. Saginaw, Pontiac
An Equal Opportunity Employer

Beginner Typist
Major Welt suburban location, good starting pay, good benefits. Call Nancy, no new "Word Stream equipment". Excellent opportunity to learn important new skill.
Fee paid offers, $550-$590 a month to start. Full benefits. Room for advancement & company pays our fee. Hurry!
PERMANENT STAFF
LIVONIA 522-4210

BEGINNING SECRETARY $11,500
For large suburban corporation, book flight & travel arrangements, handle letter typing & maintain appointment calendar for very busy department. Pleasant working conditions & excellent advancement potential. Full benefits with dental & paid 1 week Christmas break with standard vacation plan. No Fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

BOOKKEEPING CLERK $170
For rapidly expanding suburban corporation, handle invoices & general clerical duties. Pleasant work environment & excellent advancement potential. No typing required. Full benefits, employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Bookkeeper/Acountant
Tremendous growth potential with our rapidly expanding Builder/ Developer organization for an experienced full charge bookkeeper with the ability to manage a small department. Degree with training. Computer experience desirable. Pleasant working environment & excellent salary & fringe benefits. Call 626-2530 between 4pm - 5:30 pm only.

BOOKKEEPER and general office worker, 5 days a week. Excellent benefits, retirement necessary. Pension fund and good fringe benefits. Call 356-0113

BOOKKEEPER - CLERICAL position in Southfield area. Experienced - some knowledge of Computer operations.
358-1060

BOOKKEEPER
For Insurance Agency
3 days per week
Downtown Northville - 349-1122

BOOKKEEPER-For Life Insurance Service Company specializing in premium payment administration, located in Southfield(Northland Area). Should have knowledge in preparing financial statements & related schedules. Experience preferable. For an appointment call Mrs. Kaufak. 559-5955

BOOKKEEPER
Full charge, Livonia location, good salary, good benefits. Call Nancy,
464-6300

BOOKKEEPER
Full charge, payroll taxes, posting, typing. Flexible hours, pay commensurate with ability. Elderly person, 40 and up preferred. Ask for Jim.
358-6045

CHURCH SECRETARY
Full time Secretary to head of staff. Good typing skills, knowledge in use of dictating equipment. All general office duties. Monday thru Friday, 8AM-5PM. Call Rose Waters.
642-0200

504 Help Wanted Office-Clerical

CLERK-TYPIST
Prominent Birmingham firm seeking good typist and will train on dictphone. Variety of interesting responsibilities. Will groom for bigger position. $9,500. Paid fee.
Blondale Personnel 645-9884

CLERK TYPIST
Southfield corporation. Excellent clerk typist, must type 45 wpm accurately, call Helen 355-9200, ext. 281

CLERK/ TYPIST
Southfield Contractor/Real Estate Developer seeking Clerk/Typist for it's construction department. Must type at least 50wpm. Good benefits.
Send resumes to: Personnel Dept., 20411 W. 12 Mile, Suite 200, Southfield 48076
Equal Opportunity Employer M/F

COMPUTOR TERMINAL OPR.
Diablo 1620, Techtron-Data Cassette. Accurate 10 typing, good on phones, good office experience. $800 Range. Fully paid benefits. No Agency Fee.

KEYPUNCH
FISHER BLDG. AREA.
IBM Equipment preferred. Salary $4.00-$5.00 per hour depending on experience. Fully paid benefits including dental No Agency Fee.

ACCOUNTS PAYABLE
REN CEN
2 years experience, Hard worker, excellent personality, phones, etc... Accurate typing. $750-$800. Fully paid benefits. No Agency fee.

ADMINISTRATIVE ASS'T.
EXPORT DIV.
Troy Manufacturer
Export experience is a must. Spanish desirable, able to compose letters and work with transcriber. Excellent typing. Salary $880-$950 Min. Fully paid benefits, tuition refund and dental. No Agency Fee.

PRODUCTION CONTROL
CLERK TRAINEE
Troy
Clerical Background required, 50WPM typing, figure aptitude. Salary $755-$800 Min. Fully paid benefits. Dental & tuition refunds. No Agency Fee.

BOOKKEEPER
GENERAL OFFICE
General Ledger, Journal Entree experience. $250 min. per week. Excellent fringe paid union benefits. Agency Fee reimbursed.
BETTY HAMIL PERSONNEL
424-8470

DATA ENTRY OPERATOR
Part time weekend position is available for an individual with general keypunch knowledge and basic typing skills. Must be available for holiday coverage. Contact: Human Resources Dept.
BOTSFORD General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

DATA INPUT SUPERVISOR for Life Insurance service company, specializing in premium payment administration. Located in Southfield (Northland Area). Must be able to supervise self & others. Good math aptitude, minimum typing speed 50 WPM. Future management potential opportunity. Starting salary$11,000. For appointment call Mrs Kaufak. 559-5955

DEPENDABLE WOMAN wanted for receptionist position for dance studio. Hours: Monday thru Friday 10:30-5:00. Canton area. Call 455-0720

DETAIL CLERK - full-time. Adding machine knowledge. Redford area.
255-5510

DO NOT CALL!
$8,320
Unless you are ready for an exciting career with a national firm. Typing and dictaphone skills required.
SNELLING & SNELLING
478-3500

ERRAND RUNNER for Birmingham law firm, must have transportation and be able to lift heavy cartons, hours 1:30-5pm. Mon thru Fri. $3 per hour. Call Mrs. Watterson. 642-7000

EXCELLENT part time opportunity. Typist/mail person. 5 afternoons, Mon. 3 to 8 PM. Tues thru Fri. 1 to 5:30. Farmington Hills area. 851-4456
An Equal Opportunity Employer

EXECUTIVE SECRETARY - Experience necessary in typing, shorthand & general office procedures. Birmingham-Troy area. 644-6500

EXECUTIVE SECRETARY
for medical practice. Position offers potential for growth, requires strong communication and organizational skills, ability to work independently, accurate shorthand and typing, minimal experience with financial records, and must be capable of traveling for periods of 1 week. Write or call Mrs. Experience coordinating meetings and social functions a plus. Salary commensurate with experience. Fringe benefits. Submit resume and salary requirements in confidence to Executive Director, A.C.O.G., 900 Auburn Road, Pontiac, Mich. 48057

EXECUTIVE SECRETARY with bookkeeping knowledge for Southfield CPA firm. Right person could develop into administrative assistant in short time. If you have these qualifications call
352-6600

EXECUTIVE SECRETARY
To be groomed for Management position for prestige Farmington Manufacturer. Credit and trade experience helpful. Variety of responsibilities, particularly poise, for executive type position. $12,360 minimum, higher for outstanding experience. Paid Fee paid.
Blondale Personnel 645-9884

EXECUTIVE SECRETARY
Ladies fashion specialty stores seeking person to assume diversified responsibilities to assist the executive staff at offices located in Waterford Area. Applicant must be experienced & have shorthand skills. Complete fringe benefit program. Call Eleanor Diamond for appointment
674-4112

EXECUTIVE SECRETARY - Southfield, typing 80 WPM,shorthand 90, dictaphone experience, $950 fee paid.

LEGAL SECRETARIES - Detroit, Troy & Bloomfield offices. Shorthand & dictaphone, $850 to $950 depending on experience, fee paid.

BOOKKEEPER - accounting dept. progressive Troy manufacturer. Experience in accounts payable, good promotional opportunity, $900, fee paid.
LOIS RAY PERSONNEL
559-0560

EXEC. SECRETARY
Attractive position available in Southfield. Typing 50-60 wpm, shorthand preferred. Excellent working conditions, salary & benefits.
MICHIGAN NATIONAL BANK OAKLAND
569-2700 Ext. 394
An Equal Opportunity Employer

EXPERIENCED DICTAPHONE operator and general office. Small insurance claims office Southfield. For appointment call Mr Pelhouse, 353-1900

EXPERIENCED LEGAL Secretary for Downtown Law Firm. Pay commensurate with experience. Call 961-1063 ask for Mr. Gallinky or Mr. Meyerson.

EXPERIENCED LEGAL SECRETARY for suburban law firm. 255-4720

504 Help Wanted Office-Clerical

EXPERIENCED
LEGAL SECRETARY
for suburban law firm. 255-4720

EXPERIENCED ONLY
Must have knowledge of Bookkeeping, Clerical, Typing, General Office work. Administrative experience very important. Female preferred. Full time position. Call for an appointment. Ask for Betty 474-9100

EXPERIENCED person needed to take over general office duties, light typing skills required, must be able, to accept responsibilities, Novi area 348-6644

EXPERIENCED responsible typist and general office. Southfield area. 557-2030

FILE CLERK, experience not necessary. Excellent working conditions and benefits. Contact Mrs. McCallum, Home Insurance Co., Troy. 879-2400
Equal Opportunity Employer M/F

FILE CLERK
Immediate opening. General office work. Filing & light typing duties. Must be good speller. Northland area. Call Fidelity & Deposit Co. 569-1990.
Equal Opportunity Employer M/F

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No typing. Permanent. Good benefits. NAS Creditors Service. 355-0350
An Equal Opportunity Employer

FIRST JOB!
FEE PAID. No experience needed! Good opportunity to advance! Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

FRIENDLY BOSS
FEE PAID
Work for great employer and make super salary too! Good typing a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

FULL TIME BOOKKEEPER
Dealership experience preferred. Good starting pay & fringe benefits. Please call Director for interview 535-5900

FULL TIME CLERICAL POSITION WITH REAL ESTATE FIRM IN THE ORCHARD LAKE ROAD - 15 MILE ROAD AREA. GOOD TYPING SKILLS AND PLEASANT PHONE MANNER NECESSARY. CALL BELVEDERE AT
851-1900

FULL TIME
position for Southfield office, typing, invoicing, good verbal communications, Call 353-5670

GAL FRIDAY
Needed for office of small rapidly growing company near Schoolcraft & Burt Rd.
355-3300

GAL FRIDAY. Southfield Ad agency. General office experience. Typing, errands, reliability.
358-4980

GENERAL OFFICE - 6 Mile-Southfield. Typing, telephone, transcribing letters from a dictating machine. 8:30am-5pm.
531-4484

GENERAL OFFICE for Merchandising Dept., full time, 37½ hour week, starting salary $120. Must be detail minded. Some typing. Fringe benefits. Call Mrs. Ryan at 559-3333

GENERAL OFFICE work. Part time includes phones, typing & filing. Good with numbers and calculator a must. Start at $150 a week and Blue Cross. Bloomfield area.
338-9255

GENERAL OFFICE
Clerical and typing experience. Light bookkeeping experience helpful. Full time. Location Farmington Hills area. Call with salary offer. Please applying at 9am-12pm. 477-2703

GENERAL OFFICE
Rapidly growing, medium size manufacturer has opening for accurate typist for Shipping and Receiving Receiving Department. Math aptitude helpful. Non-smoker preferred. Good benefits. Apply at 9750 General Dr., Plymouth.

GENERAL OFFICE
Secretary needed for consulting engineering Firm located in Farmington Hills. Requirements include: Neat Appearance, Pleasant Phone Manner, Accurate Typing (60WPM), Mature approach to Detail, Ability to accept responsibility, Desire to make positive and constructive contributions to office procedures, and willingness to accept increased responsibility.
Call 534-5434 for appointment
Postiff Co.
26000 Northwestern Hwy.
Farmington Hills 48018

GENERAL OFFICE typist, full time, 40 hours 10 hours. Southfield 358-3979

GENERAL OFFICE - Light typing skills, 5 days week. Livonia area
591-3311

GENERAL OFFICE position available, experienced in typing medical forms preferred. Paramed Inc. 2800 N. Woodward Ave. Bloomfield Hills.

GENERAL OFFICE HELP - answering phones, filing, light typing.
Call for interview.
An Equal Opportunity Employer
557-2738

GENERAL OFFICE
Mon thru Fri. 9-5:30pm.
Light typing & figure work
Southfield 356-0158

GENERAL OFFICE
Must be good with figures. Experience helpful, but not necessary. Apply at: Alar Inc., 31211 Telegraph, Southfield

GENERAL OFFICE
Part time for Southfield Public Accounting firm, must have adding machine experience.
355-5505

GENERAL OFFICE WORK - Typing, filing, computer CRT experience helpful. Apply 9am-3pm: Novi American Inc., 40000 Grand River, Novi. ¼ mile west of Haggerty.

GENERAL OFFICE
Responsible person for distributing firm. Permanent position calls for good filling and typing abilities in small office. 8 Mile and Farmington Road area.
478-1010

GENERAL OFFICE DUTIES
Large apartment complex in southfield. Salary and benefits. For appointment call:
358-4954

GENERAL OFFICE
Sharp gal wanted to perform various Bookkeeping duties, handling invoices, accounts receivable, & purchase orders. Experience preferred. for Main office expanding Retail Drug Chain. Excellent working conditions, & benefits. Dearborn Location. Apply in person: Tuesday Oct. 9, 9AM-3PM, 15300 Century Dr. (block N. of Rotunda Dr. E. of Greenfield.
336-4700

IMMEDIATE OPENING with an expanding company in Troy for an individual with payroll experience & general accounting skills. Send resume to Box 434 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING for someone with pleasant phone manner, bookkeeping experience and good typing skills. Newton Manufacturing, 4319 Delemere, Royal Oak.
Call for appointment 549-9660

Keydisc/Keypunch
Experienced operators and sharp trainees. Immediate openings, all shifts. Top pay plus incentive, excellent benefits.
Livonia 427-2000
Utica 254-1910

KEY PUNCH OPENINGS - See Personnel Pool display, 478-8350, or 563-3339

KEYPUNCH OPERATOR
3742 experience preferred, part time days. Plymouth-Beech Daly area.
937-3180

504 Help Wanted Office-Clerical

GO!
Go and stop at KELLY SERVICES. We have (2) recruiting centers near your home for your convenience. Put your office skills to work now. We have many temporary assignments available for: PUNCHERS, CLERKS, TYPISTS and more. Apply Monday thru Friday 9 to 3 PM. at the office nearest you.
Not An Agency - Never a Fee
233 S. MAIN, PLYMOUTH
(across from the Dairy King)
32669 W. WARREN
GARDEN CITY
(Warren & Venoy Plaza in the Mall)
OR CALL
522-4020
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

LARGE APARTMENT PROJECT
In Oak Park
seeks person as Rental Agent & to run project office. Light office duties with some figures work. Mature young woman preferred who has pleasing personality & 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

LEARN - legal for large firm in Bloomfield Hills. Type 70, shorthand 60, salary $900 with full benefits & fee paid.

SECRETARY - for large Troy manufacturing firm. Type 65 WPM. Salary $848, benefits & fee paid.

BILLING CLERK - to learn computer for Southfield law firm. Read computer print outs. Light typing & math aptitude. Salary $900 plus benefits, fee paid.

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

LEGAL SECRETARY, no experience necessary, typing pleadings & receptionist duties. Troy law firm. 649-2828

Legal Secretary
TEMPORARY ASSIGNMENTS
Turn your leisure hours in $. We have TEMPORARY ASSIGNMENTS for qualified legal secretaries to fit your schedules. Call Marie at 626-8188.
HILLSTROM & ROSS AGENCY

LEGAL secretary, Southfield law firm, American Center. Excellent benefits, salary, minimum legal experience 3 years, pleasant surroundings. 353-7350

LEGAL SECRETARY
Great opportunity to help other people, in a 1 girl law office in Livonia. Fee paid by employer
425-6350

LEGAL SECRETARY, experienced preferred, quality appearance, and skills required, Salary commensurate with experience. Birmingham. 642-5122

LEGAL SECRETARY- Experienced, 2 days per week, shorthand required. Southfield Town Center office.
358-5522

LEGAL SECRETARY
Experienced and well qualified Legal Secretary needed full time for small Birmingham office dealing in corporate and real estate law. Call
644-4432

LEGAL SECRETARIES
DOWNTOWN. Top-notch type needed. Busy practice. Lots of trial work. Paid parking. Solid benefits. Bonus. No fee. To $14,500.

TROY, Great location. 15 attorneys on staff. Solid typing & shorthand skills needed. No fee. To $10,800.

SOUTHFIELD. 12 attorneys heavily involved in corporate work needs secretarial and articulate secretary. Busy practice. Paid overtime and profit-sharing. No fee. To $14,500.

WESTLAND. Nice work environment. Typing & shorthand needed. Domestic experience preferred. Benefits. No fee. To $12,000.

-call the office most convenient to you-
PERSONNEL AT LAW
Southfield 358-3060
Dearborn 336-5777
Renaissance Center 567-0143
Troy 649-2262

LEGAL SECRETARIES needed - See Personnel Pool display. 478-8350, or 563-3339

LEGAL SECRETARY
Downtown Detroit. Experienced, permanent part-time. Light shorthand and dictaphone. Call:
964-5079

LEGAL SECRETARY
For expanding Southfield firm. Legal experience required, Benefits. Salary open.
355-6147

LEGAL SECRETARY Experienced, no shorthand, expert typist. Small, pleasant Southfield office. Ask for Lois
354-6330

LEGAL SECRETARY
To $250 Fee Paid
Advance Employment
559-2719

LEGAL SECRETARY - salary open, shorthand essential, experienced preferred, N.W. suburbs near x way.
558-9722

LEGAL SECRETARY/BOOKKEEPER
For Southfield law firm. Salary commensurate with experience. Call
557-3525

LEGAL SECRETARY
Shorthand, 80, typing 70, with some light experience. Career-minded person willing to be groomed for Executive position. To $15,000. Fee paid.
Blondale Personnel 645-9884

LEGAL SECRETARY
2 positions, heavy experience in litigation, workmans compensation, liability, defense insurance background, heavy typing, no shorthand. Excellent benefit package. Fee paid.
Blondale Personnel 645-9884

LEGAL SECRETARY
Prestigious Southfield legal firm seeking Secretary. Experienced in tax and probate. Typing 60, shorthand 70. 1 year minimum and entry-level position. $10,400 fee paid.
Blondale Personnel 645-9884

LEGAL SECRETARY TRAINEE
Small Southfield firm seeks individual to train as a legal Secretary. Applicant needs good typing, dictaphone and spelling skills. Ability to perform and co-operative attitude count more than experience. Salary competitive.
Call 644-5410

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Southfield area, 65 wpm, dictaphone, general practice & bankruptcy.
$13-14,500/yr.
ALL FEES PAID CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

LIGHT TYPING, letters and phones, high school graduate, Michigan resident at least three years, paid vacation, blue cross and other benefits. Apply in person. Advance Watch Co., 12360 Brest Daly Rd., Redford. An Equal Opportunity Employer

LIVONIA INSURANCE Agency needs experienced personal lines rater/un derwriter.
261-2220

LIVONIA manufacturer would like a responsible worker for diversified office duties. Requirements include typing 50-55 WPM, 10-key proficiency, a 6 part telephone voice, salary negotiable, with opportunity for advancement. Call Mrs. Clark after 8am
522-6660

MATURE, conscientious person to perform variety of duties including filing & assisting for large Southfield Law Firm at Advertising Dir. Some shorthand preferred. Mr. Bernstein.
355-5000

MATURE PERSON to assist with Collective work. Part-time. Redford area.
255-5512

MATURE PERSON as health club receptionist. Mon thru Thurs. 3-10:30pm. Sat., 8am-5pm. Call The Jewish Community Center of West Bloomfield
681-1000 ext. 269 or 271.

MEDICAL ASSISTANT
No experience necessary. Type, file and be trained to assist doctor. 9-5 PM hours. Good benefits. Fee paid. $850. Call Joanne Heatley.
353-2090
SNELLING & SNELLING
PERSONNEL

MORTGAGE LOAN TYPIST
SHIPPING DEPT
Southfield mortgage company seeks an aggressive & intelligent individual with good typing & good figure aptitude. Mortgage closing, title company, or real estate experience helpful. Call Mary Kay, 433-6700

NEEDED!
Someone to fill responsible secretarial position with prominent Real Estate Company. If you have the following qualifications call Lisa immediately.
- DETAILED
- PLEASING TELEPHONE MANNER
- ACCURATE TYPIST
- DEPENDABLE
- EFFICIENT
Chamberlain
455-5200

NEWLY OPENED 2 man law office seeks part time secretarial help, approximately 25-30 hrs. per week. Call
352-4884

NOVI TO $900
FEE PAID. Exciting opportunity! Super modern Novi location! Some Bookkeeping experience is all that's needed!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

OFFICE HELP
Needed for restaurant bookkeeping - thru monthly journal. Experience working with numbers required. Must have good math aptitude. Please apply at Bloomfield Charles, 5656 W. Maple Rd., West Bloomfield, between 10 AM. to 4 PM. Monday thru Friday.
C.A. MUER CORP.
An Equal Opportunity Employer

OFFICE MANAGER
Attractive woman executive, preferably some college and business experience. Responsible person who likes challenges and interesting work and is looking for advancement within a established industry and a growing company.
Applicants for the position of Receptionist to the President & Office Manager are invited to apply in writing to:
JOHN BANES
OMNICOM OF MICHIGAN, LIMITED
838 South Main Street
Plymouth, Mi. 48170

OFFICE - Mature person needed to work in fast paced, detail oriented Livonia office. Must have good math skills & aptitude for figures - a must. Typing experience, per minute test. Work with full fringe benefits. Call Mr. Pawlowski 2-5 PM 591-1900

OFFICE PERSON with pleasant telephone voice and good typing. Excellent working conditions. 10 Mile/Telegraph area. Call for appointment. 356-0700

OPPORTUNITY KNOCKING
Executive Secretary needed to organize sales office of major company. Must have resume. Long term assignment. Ask for Gayle.
Not an Agency - Never a Fee
KELLY SERVICES
"The Kelly Girl People"
25419 W. 8 Mile, Livonia
522-4020

OPPORTUNITY to join unique retail sales office as receiving office employee. Must be math & detail oriented and willing to accept responsibility. Light typing. Good benefits. Non-smoker. Send resume and salary requirement to Box 746 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORDER CLERK
Paul Inman Associates, food brokers, have an immediate opening for an order clerk. Must be a high school graduate, have a pleasant phone voice and work well with others. Prior order desk experience helpful. Excellent benefits. Apply at or send resume to Paul Inman Associates, 30095 Northwestern Hwy., Farmington Hills, MI. 48018, Attention Fran.

ORDER CLERK
VLASIC FOODS has an immediate opening for an Order Clerk for taking telephone orders from brokers and customers.
Requirements include having a pleasant telephone voice and proficiency on a 10 key adding machine. Order desk experience helpful but not mandatory. Apply at:
Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

PART TIME for insurance agency, general office duties, typing required, afternoons, 5 days, Southfield,