Help Wanted

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST ON CALL
We are currently seeking 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

MLT full time, ASCP registered for busy Southfield Dr's office, hematology, urinalysis, RIA, experienced preferred. Hrs 9-6. Ask for Meg 356-5743

NURSE AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for midnights. Four hr. shifts available.
EARN $2.95-$3.60 HR.
APPLY NOW
HENDRY Convalescent Center
165 Hesperia, Plymouth
455-0510

NURSE AIDES
Full time, All shifts.
Apply in person
WILLIAMSBURG Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile

NURSE AIDES
Full and part time. Afternoon and Midnight shifts available. Will train, good benefits. New starting rate. See Ms. Watkins
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN'S & LPN'S
Needed at:
Northville Regional Psychiatric Hospital
RN's-$17,309 and up
Based on experience
LPN's-$13,133 to start
Michigan Civil Service benefits
Contact Mrs. Bacon at 349-1809 ext. 231
An Equal Opportunity Employer

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
Southfield 569-2781 Pontiac 643-6970

502 Help Wanted Dental-Medical

RN's & LPN's
Positions available 7am-3pm, 3pm-11pm & 4 pm-9pm.
Call Director of Nursing
Mrs D. Hall - 476-0550
Dorvin Convalescent Center
29270 Morlock, Livonia,
One block so. of 8 mile on Middlebelt

SOUTHFIELD surgeons looking for part time help. Typing, filing, medical terminology helpful. High school grad. Ask for Jan. 642-1415

$10 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. 16415 W. 8 Mile, just west of Lodge.

$10 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. 16415 W. 8 Mile, just west of Lodge.

DENTAL RECEPTIONIST
Full time for expanding group practice in Fisher Building, Detroit. Graduate Dental Assistant or at least 3 years experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No evenings or Saturdays. Excellent potential for qualified person. 871-2144

DOCTOR'S OFFICE - MEDICAL ASST. Experienced EKG, X-rays, INJ. Some insurance. Full time, ½ day Sat. and Tues. Southfield area. Call 356-5275

EXECUTIVE SECRETARY
WNIC Radio has an extraordinary opportunity for a bright & skilled person. We are searching for an executive secretary for our vice president & general manager. The successful candidate must be skilled as a typist, an excellent organizer, possess basic math skills & enjoy working in a highly creative atmosphere. If you are bright & outgoing and are seeking a career move & challange please let us hear from you. Apply with resume during business hours to WNIC 1500 Michigan Ave, Dearborn, 48126. An Equal Opportunity Employer

EXPERIENCED chairside assistant. Redford-Dearborn area. Mon thru Thurs some Saturdays, 2 early evenings. Send resume: M A Drzewiecki, DDS, 23738 Joy Rd., Redford, Mich., 48239

EXPERIENCED chair-side dental assistant for progressive dental practice. 4 day week, benefits.
338-1910

EXPERIENCED Dental Assistant, full time, W. Bloomfield area 626-8600

EXPERIENCED DENTAL assistant wanted, 582-1227

EXPERIENCED PERSON for Orthodontic Office. General assistant needed. Southfield/Birmingham area. Days 642-6800; Eves 681-3731

FARMINGTON NURSING HOME
Dietary Aides, Nurse Aides
Training available
30035 Folsom Rd. 477-7400

FULL TIME
In Service Director
RN or LPN
For modern Convalescent Center
Must be motivated
Flexible hours.
Dorvin Convalescent Center
476-0550

502 Help Wanted Dental-Medical

FULL-TIME Medical Biller. Must be familiar with Blue Cross, Blue Shield, Medicare, Medicaid and independent insurances. Northland area. Ask for Gail 559-0505

Jewish Home For Aged
RN'S
11-7 SHIFT
$6.37 Hr. $51 Per Day. $13,250 a year
Plus 3 wks paid vacation
MRS. YOUNG - 9AM - 3PM
352-2336

LARGE MEDICAL office in Livonia Plymouth area seeks experienced telephone receptionist. Top pay to person with outstanding personality and references. Submit letter stating qualifications too box 739 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $159wk.
Stenos & Secy's to $12,002
Many other positions available. Must Fees paid by Employer.
Employment Center Inc
569-1636

ACCOUNTANT-C.P.A.
Or very-near Certification. Rapidly growing local C.P.A Firm, varied practice, emphasis audited & review reports. Unlimited opportunity! 358-5700

ACCOUNTING CLERK for retail food store. Must be skilled as a typist, an excellent organizer, possess basic math skills & enjoy working in a highly creative atmosphere. If you are bright & outgoing and are seeking a career move & challange please let us hear from you. Apply with resume during business hours to WNIC 15001 Michigan Ave, Dearborn, 48126. An Equal Opportunity Employer

ACCOUNTING - clerk, with NCR experience for excellent Birmingham company. Offers full benefits, free parking in good location. Salary $750 to $800. Fee paid.

SECRETARY - with good skills for outstanding Birmingham firm. Good experience counts heavily for this position paying $12,000 to $14,800 plus benefits and agency fee paid

RECEPTIONIST - for Troy land development company. Good typing required to work in lovely new offices. Salary $693 to $758 and benefits including dental. Fee paid.

PERSONNEL - assistant for Bloomfield law firm. Duties include typing and bookkeeping. Salary $750 to $800. Benefits & fee paid.

SMALL - business bookkeeper for Troy dentist Office. General assistant needed. Southfield/Birmingham area. Days 642-6800; Eves 681-3731

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Needed for Bloomfield Controller's Staff, must have 1 year experience, be detail oriented and have excellent organizational skills, excellent benefits and good working conditions. Call or apply at the Personnel office, Stanley Door Systems, 1225 East Maple, Troy.
528-1400, ext. 278

Accounts Receivable Clerk
Needed for a good background in Receivables. Minimum 3 years experience. Must know all functions of receivables thru balancing of statements. Nova area. Call weekdays between 10 AM and Noon.
349-5000

ADVERTISING AGENCY, has 3 openings: For Receptionist & 2 Typist positions, must have good Typing Skills, Well Groomed, Dependable, Bookkeeping Southfield Area Call Addie 353-2000
An Equal Opportunity Employer

ADVERTISING Agency Communication House wanted full time receptionist, MUST have good telephone voice & manner. Typing 55WPM, some office experience preferred. Bloomfield Hills Area call between 9AM-5:30PM. Ask for Becky 334-5624

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings: a Receptionist, Clerical & Sales Counselor - $7000 to $15,000. Full benefits. Flexible hours - for Interactions Dating Club. Ask for Mr. Gray. 569-6222

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

DIAL A JOB
24 Hour Access To Hear About Our Most Recent Openings.
646-8780

ARCHITECTURAL OFFICE in Southfield requires secretary. Background in architecture desirable. Contact Mr. Chawney at 356-3200

A SECRETARY
To $12,500 per year.
Advance Employment Center
559-2710

APARTMENT complex office in Pontiac Twp needs clerical help to train as an Assistant Bookkeeper. Must be intelligent, mature, accurate with numbers, have good typing, filing and telephone answering skills. Must be willing to work. Call 10AM to noon only. 338-0455

BILLING CLERK - marketing services company travel division, cost posting, invoicing, reconciling, detailed supplier invoices, accurate typing and filing skills, Birmingham Mr. Cabrera 645-0500 ext 21

504 Help Wanted Office-Clerical

ASSISTANT EXECUTIVE SECRETARY
FEE PAID. Coming back to work? This is your job! Must type 60 wpm, and take shorthand. Excellent benefits!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

AUTO DEALER NEEDS
Full-time Cashier-Telephone Receptionist. Pleasant telephone personality and good figure aptitude required. Call Glen Bragg, 645-5930 for appointment.
FRED LAVERY PORSCHE + AUDI
499 S. HUNTER 645-5930

AVAILABLE-TRAINING
SECRETARY TRAINEE - Graduates of Oakland County with High School diplomas or equivalent currently unemployed or underemployed. This is an excellent opportunity to prepare for a rewarding career as a Secretary. This program is sponsored by Oakland County C.E.T.A. Equal employment opportunity. For more information call Ms. Smith. 332-3591

A WORD PROCESSOR SUBURBAN LEGAL FIRM
Will train an excellent typist in their word processing and practice. No legal experience necessary! $800 Plus. Fee paid. Call Judy
353-2090
SNELLING & SNELLING PERSONNEL

BEAT THE RUSH EXTRA MONEY FOR CHRISTMAS IMMEDIATE OPENING
For Office Clerks, Marketing People, No Typing Necessary. Mornings or afternoon shift, must be 18 and have transportation.
Apply Mon, thru Fri. 9-3
19500 Middlebelt, Suite 310E
Livonia, Mi.
478-1130
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

BE THE BOSS
Mature woman with experience in bookkeeping, typing & general office procedure. Real estate knowledge a plus. Excellent salary.
522-8300.

BILLER
Must have system 32 experience on shipping and release portions for a manufacturing company. Typing and good aptitude for figures necessary for excellent salary. Must be good switchboard operator back-up. Liberal employee benefits. Apply immediately.
S.M.C.
800 Junction, Plymouth
425-5600

BILLING CLERK
FTD is seeking a Billing Clerk for our Special Services Division to handle purchasing requests from florists. Knowledge of office procedures, accurate typing and good figure aptitude required. If qualified, please contact Jean Kendall, Florists' Transworld Delivery Association,
355-9300, ext. 284

BLOOMFIELD HILLS law office, looking for an IBM trained 6240 or mag 2 operator, please call Mrs. Herrala 642-5770

BOOKKEEPER
Full charge, large volume, retail, Birmingham area. Call Edie days, 339-8200; Evenings, 352-8163

BOOKKEEPER, full charge bookkeeper wanted. On a permanent part time basis. Flexible hours, Birmingham area. Compensation commensurate with abilities. Send resume to Box 836 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
GM auto dealership experience preferred. Excellent salary and benefits. Call Nick Circeo, Roger Peck Chevrolet, Farmington. 474-0500

BOOKKEEPER
Growing Birmingham advertising agency needs experienced capable bookkeeper. Responsibilities through trial balance, posting on NCR bookkeeping machine, and managing company benefits program. Agency experience desirable, but not necessary. Send resume or call for appointment. 645-5300
BACKE INC.
55 WEST MAPLE
BIRMINGHAM, MICHIGAN 48011

BOOKKEEPER
Immediate opening for full charge bookkeeper thru general ledger for construction company. Previous experience required. Salary commensurate with experience. Excellent benefits. For interview call 255-7404

BOOKKEEPER
Immediate opportunity to expand your career with an exciting computer corporation in Birmingham. You will be responsible for Payroll & Related Taxes, Bank Reconciliations & other Misc. Duties. You should have 5 yrs. experience. Excellent salary with Blue Cross, Blue Shield including dental. Fee Paid. Call or send qualifications to: Susan Berns.
CORPORATE SEARCH INC.
18030 W. 10 Mile Rd.
Southfield, Mich. 48075
559-3310

BOOKKEEPER
Mature experienced person for part time bookkeeping in professional office. 20 hours per week. Salary plus benefits. Some computer experience desireable. Potential for full time position. Ask for Diane. 334-8000

BOOKKEEPER - Men's Clothing Store. Full-time. General Office, some bookkeeping experience. Northland Shopping Center. Call Edith 569-5885

BOOKKEEPER OFFICE MANAGER
Expanding Troy Company seeks mature self-motivated person with experience in full charge Bookkeeping & the ability to Supervise small office staff. Excellent Troy location. Reply with references & desired salary to Box 838 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
PART TIME
For Southfield property management office in Northland area. Must have all around knowledge and understanding of Bookkeeping functions. Flexible days, pleasant surroundings.
Call Sylvia
569-5555

BOOKKEEPER - PART TIME
Familiar with peg board system, accounts receivable, payroll & taxes. West Bloomfield area. 20 hrs. week, good pay. Call Pat
4PM-8PM: 851-6693

BOOKKEEPERS, full charge. Ledgers, sub-ledgers and trial balance experience required. Full time, complete benefits. Birmingham area. 644-4911

504 Help Wanted Office-Clerical

BOOKKEEPER
Small office in Northwest Southfield, has immediate opening for individual experienced in General Accounting, including Taxes & General Ledger, through Financial statements. Please mail resume with salary requirements to Controller: C/O TWI International, 30621 Northwestern Hwy. Southfield Mich. 48034

BOOKKEEPER - WANTED
Experienced, full-charge bookkeeper to prepare Financial & Financial Statements. Computer input & read-out experience preferred. Troy office 648-4500

Business Is So Good We Need More People
Secretaries
Typists
All Office Skills
Long & Short Term Assignments
CLOSE TO HOME
BONUS & GOLD CARD
Discount Program
TOP PAY RATES
CALL THE OFFICE NEAREST YOU
SOUTHFIELD 569-7500
LIVONIA 525-0330
DETROIT 259-7788
WITT
The Temporary Help People

BUSY apartment complex office in Westland needs Clerical help to train as Assistant Bookkeeper. Must be intelligent, mature, accurate with numbers, have good typing, filing and telephone answering skills. Must be willing to work. Call 10AM to noon only. 338-0455

CAPABLE, mature secretary wanted to take full charge of small office. Real estate and/or home improvement background helpful. Salary commensurate with experience and ability. 525-0111

CARPENTRY CONTRACTOR needs responsible girl, with some experience in job cost, accounts payable and payroll, 8 Mile, Beech area. 532-4040

CLERICAL - Southfield location. Seeking individuals with good typing skills & previous office experience for various clerical positions.
Call Paul Geyer. 355-9200

CLERICAL
Will train person in office work; light typing required. Call J. Karavas Bertera Chemical Industries, 4000 Town Center. 358-5800
An Equal Opportunity Employer

A CLERK TYPIST
$7500
HSG, 45 wpm., Southfield location. On job training. 45 hours per week. Call Sally Hamdy, days, nights or weekends for.
Personnel Recruiters
358-3300

CLERK - large Southfield company has a full time opening for clerk in payroll dept. Must have ability to work quickly, have an eye for detail & type 45 WPM. Previous office experience required. Complete fringe benefit package. Call 354-7100 ext 291

CLERK TYPIST-for building contractor, must be personable, previous contractor experience helpful. 353-1937

CLERK TYPIST
Hospitalization, Paid Vacations, Good Working Conditions, 8:30AM-5PM. Ask for Mr. Shook
Wolverine Tractor & Equipment
25900 W. 8 Mile, Southfield.
444-4840
An Equal Opportunity Employer

CLERK TYPIST
Mortgage company in Southfield is seeking individuals with good typing skills and good math aptitude for positions in the Loan Administration and Controller's department. Salaries commensurate with experience plus outstanding fringe benefits. For appointment, call Mrs. Fischer, 355-0500.
An Equal Opportunity Employer

CLERK TYPIST needed for Mortgage company in Southfield. Typing minimum 40 wpm. Call Beverly. 355-9513

CLERK/TYPIST
PART TIME
Clerk Typist to work 4 hours/5 days. Typing, filing & other Clerical Duties. Report to Director of Top Notch computer corporation, Birmingham Area. Fee Paid. Call Susan Berns.
CORPORATE SEARCH INC.
559-3310

CLERK TYPIST-Type 50-60WPM accurately. Insurance background helpful. File Clerk-service & mail room duties. Xerasing, light typing. Company relocating in Troy. Call Miss VanderVoort for an interview. 559-8400

CLERK TYPIST. Full time permanent position for Southfield CPA firm. Telephone experience and typing skills required. Call Judy 559-4656

CLERK-TYPIST
14 Mile- Crooks.
8 Mile,- Telegraph,
8 Mile - Greenfield.
Min. typing speed of 50 wpm accurately for general office duties. Basic math ability essential.
Apply in person at 16111 W. 8 Mile rd. Between Southfield and Greenfield or please call
837-8600

CLERK TYPIST - 42 Weeks per year, 1 person office, experience preferred. Send resume to: Troy Adult Education, 4532 John R, Troy, MI. 48098.
524-8770

DICTAPHONE typist with good vocabulary and grammar to prepare correspondence and pleadings for medium sized downtown Detroit law firm. Also general office duties including filing, typing forms and answering phone. No shorthand. Pleasant surroundings, good salary and benefits. Call Mr. Stuart Rice at 962-7770

EXCELLENT TRANSCRIBER
Needed on xerox 800 or 850 ? line.
Afternoon shift, 5-9 p.m.
Apply Mon. thru Fri. 9-3
19500 Middlebelt, Suite 310
Livonia
478-1130
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

EXECUTIVE-ASSISTANT to the president of a subcontracting firm. Bookkeeper, or secretary or etc. for well paid career handling hectic, critical, demanding details. Must learn fast, work rapidly, have initiative, be good with numbers and work well with and without supervision. Phone 547-0137

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Working for president of manufacturing firm located in Wayne. Fantastic opportunity for career minded individual. Must have good secretarial background, good typing, and shorthand skills. $260 per week. Apply immediately.
Somebody Sometime
272-8500

EXECUTIVE SECRETARY
required for Southfield firm. Typing, filing & misc duties. Call Mon thru Fri. 9am-5pm 424-8770

EXECUTIVE SECRETARY
Progressive Southfield firm looking for skilled individual to perform challenging secretarial duties. Position demands perfection and responsibility. Call for appointment 352-3209

EXECUTIVE SECRETARY
TO $14,400
World wide company offers an outstanding opportunity! Excellent benefits include dental. Suburban location Flurry!
353-2090
SNELLING & SNELLING PERSONNEL

EXECUTIVE SECRETARY
To the superintendant. Looking for a highly skilled mature individuals with excellent typing and shorthand skills. Flexibility in organizational skills a must. Salary commensurate with experience, up to $18,200 annually. Excellent Blue Cross Benefits. Apply with resume to W. Bloomfield schools, 3250 Commerce rd. W. Bloomfield 682-2555

EXPERIENCED executive secretary/bookkeeping skills preferred, salary open, small office in Bloomfield Hills.

EXPERIENCED LEGAL Secretary Dictaphone, salary commensurate with ability. 353-0600

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 to provide all secretarial functions for a 3 man sales service office. Accuracy, versatility ability to work with minimal supervision are key attributes needed. Please call MTS Systems to arrange an interview. 645-9506

EXPERIENCED, pleasant phone voice, knowledge of bookkeeping records, etc. Sharp with figures, apply Ferguson Carpet Cleaners, 27513 Schoolcraft, Livonia.

EXPERIENCED Secretary-Receptionist for growing Southfield Real Estate firm. Call Sharon between 8:30 - 5PM. 355-1780

EXPERIENCED secretary for part time position for leasing company in Southfield. 354-6642

FALL INTO
Pleasant surroundings with suburban company. Accurate typing, various duties, fee paid $10,000. Call Lynn.
644-4600
SNELLING & SNELLING AGENCY

FILE CLERK - typing experience necessary. Potential advancement for additional office duties. Contact Sue Hight, 349-4600 — 8-5PM. Michigan Tractor & Machinery Co. Novi, Mich., an Equal Opportunity Employer.

FILE CLERK
Wanted for large office in Southfield Minimum experience acceptable. No typing. Permanent. Good benefits. NAS Creditors Service. 353-6000
An Equal Opportunity Employer

FULL OR FLEXITIME
Legal secretary. Must have good skills and experience. Memory typewriter and dictaphone. Business practice Salary open, After 4PM & Saturdays
644-4309

FULL TIME office Girl needed for 2 girl office, hours 9AM-5PM, general office and purchasing duties. Hedford Twp. 521-7220

GENERAL OFFICE WORK
Experienced clerk-typist
Full time, Southfield area
Benefits. 424-8335

GENERAL OFFICE - shipping clerk, typing, file maintenance, Livonia location, Call Roy Bowen at 591-3000

GENERAL OFFICE
Full time for Southfield public accounting firm. Must have adding machine experience. 353-5505

GENERAL OFFICE - Livonia manufacturer would like a responsible worker for diversified office, requirements include typing 55 WPM, light posting and a pleasant telephone voice, salary negotiable. Call Mrs. Clark after 2pm 522-6668

GENERAL OFFICE
National firm offers interesting position with varied duties. Good typing speed & accuracy required. National Accounts Systems. Call Mr. Baldwin 353-2685
An Equal Opportunity Employer

GENERAL OFFICE
No Experience Necessary
National Publishing Company in Southfield needs accurate typist to work in company's accounting department. Modern pleasant office, excellent benefits, full time position. Minimum of 30WPM. Call Mr. Clark.
557-0100

GENERAL OFFICE
Typist with bookkeeping skills, some receptional duties, full time, at least 2 years office experience, salary dependent upon experience. Full benefits.
Apply In Person
MARION TOOL & MFG.
12980 Wayne Road
Livonia, Mich. 48150
An Equal Opportunity Employer

GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Dept.
Alexander Hamilton Life Insurance Co. Of America
553-2000
12 Mile & Farmington Rd.

GENERAL OFFICE, part time, for light typing, and filing. Telegraph and Grand River area. Call between 9AM-5PM. 532-7590

GENERAL OFFICE
Person needed for typing, detail work, accounts receivable, filing. Must be willing to learn keypunch operation. Office located in Southfield. Call between 4 & 6 PM
355-2424

GOOD TYPIST to learn computer type setting. Livonia area. 261-3730

HEALTH CLAIMS adjuster - Northland area. Small claims office at large insurance company. Requires payment of group insurance benefits, accurate typing, customer contact experience. 559-3135

504 Help Wanted Office-Clerical

General Office
Attractive part time positions for individuals who prefer a busy schedule and working with people. Versatile work including cashiering, credit work and inventory control. General office experience helpful but we will train. Apply in person -
Highland Appliance
23351 Telegraph Rd.
Southfield 356-5475

GIRL NEEDED for busy Doctor's Office. No secretarial skills required, except typing. Variety of duties, 5 day week including Saturdays. Call 569-1770

HELP WANTED
General Office Work
With emphasis on typing. Contractor located in Novi, on 12 Mile, near Beck Rd
An Equal Opportunity Employer

Immediate Openings
Local insurance Company has immediate openings in several areas.
STENO
Shorthand Skills required - diversified duties
CLAIMS CLERKS
Some typing - diversified duties
CLERKS
Diversified duties
Liberal fringe benefits, 4½ day work week. For appointment call:
453-2000

INDUSTRIAL DISTRIBUTOR near Oakland Mall seeks responsible individual with good typing skills and excellent phone presence. Job includes order processing, order filling, and correspondence. Full time, benefits. Salary to commensurate with experience. Contact Mrs. Laurie. 349-0850

INSURANCE AGENCY
Commercial lines department will train eager beginner. Typing required
Contact Mrs. Basso at 358-1100

INSURANCE or Bookkeeping for Insurance Agency, some experience necessary. Located in Troy-Rochester area 852-3300 or Eves. 375-9468

INSURANCE PROCESSOR for Southfield mortgage company. Must type. Insurance background preferred. Salary open Call Beverly. 355-9513

JR. STENOGRAPHER for consulting firm. Good knowledge of spelling and grammar. Type 35WPM, short hand 60WPM, should live close and have car. Call Mrs. Bigelow Beaver area 5 day week 649-1662 after 5pm 642-1425

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

KEYPUNCH OPERATOR
Experienced. Full time. 9.30 AM-6 PM. Apply in person between 8.30 AM - 4 PM.
Multi-Elmac Co.
22700 Heslip Dr.
Novi, Mi.

KEYPUNCH OPERATOR
FTD is looking for an individual with Keypunch experience and/or school training. Experience on Entrex equipment desirable or we will train. If interested, contact Jean Kendall, Florists' Transworld Delivery Association 355-9300, ext. 284

LAID OFF?
Keep your office skills from becoming rusty - become an employee of KELLY SERVICES. We have temporary assignments available now for SECRETARIES with shorthand, TYPISTS, BOOKKEEPERS, CLERKS and MORE. KELLY SERVICES offers top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. Work as often or as little as you want in the area nearest your home. Apply now:
Not an Agency - Never a'Fee
29449 W. 8 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23777 Greenfield
Suite 122, Southfield
424-9100
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

LARGE CORPORATION
Requires individual to work in sales oriented dept. Normal secretarial skills essential. Dictation not required. Contact L. Tamimki for further information 646-5100 ext. 279

LAW OFFICE Clerk. Full time position available in Birmingham for person who has own car. Responsibilities will include management of library, filing, delivery and general office duties. Students and retirees may apply. $575 month plus parking & mileage 642-2200

LEGAL SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

MARKETING SERVICE Company with an immediate opening for an experienced secretary in the account sales group. Requires good telephone personality, excellent typing skills, shorthand or dictaphone. Birmingham. 645-6500 ext. 13

504 Help Wanted Office-Clerical

LEGAL SECRETARY - salary open, shorthand essential, experienced preferred. N.W. suburbs near a way. 626-9722

LEGAL SECRETARY - small Southfield office, experienced expert typist. 354-4030

LEGAL SECRETARY for 2 - attorney litigation - oriented office in Southfield Salary open Call 341-9618 evenings, persistently.

LEGAL SECRETARIES
SOUTHFIELD
Three attorneys on staff engaged in corporate, tax and estate activities Nice location. Must be very accurate. Good benefits. To $13,000.

BLOOMFIELD HILLS
Solid typing and dictaphone experience needed. Probate and real estate practice. Bonus. Benefits. To $14,300.

RENAISSANCE CENTER
Twelve attorneys. Corporate work. Very nice environment. Shorthand required. To $14,000

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 336-5777
Renaissance Center 567-0142
Troy 649-2065

LEGAL SECRETARY for a Southfield Law Firm. Excellent Salary, benefits, surroundings & opportunities. Experience required. Call Ann 353-7359

LEGAL SECRETARY - experienced, for general practice, in Wayne-Westland firm. Salary commensurate with experience, call Mr. Unwin 729-2300

LEGAL SECRETARY - Travelers Tower, Southfield. Personal injury firm. Excellent typing, experience preferred Call Joyce 353-7575

LEGAL SECRETARY
To $250 Fee Paid
Advance Employment
559-2710

LEGAL SECRETARY with knowledge of personal injury & divorce. Troy law firm requires person who can assume responsibility. Salary commensurate with experience 649-2828

LEGAL SECRETARY-At least 1-2 years experience. Must be able to work without close supervision. Salary commensurate with experience. Call after 5pm. 864-3221

LEGAL SECRETARY - experienced, Southfield Corporate Law firm. Excellent typing, heavy dictaphone, benefits, salary commensurate with experience. Call Mrs. Pullan 352-8100

LEGAL SECRETARY
To assume responsibilities for Legal office specializing in Real Estate, Estate planning and Corporate business Overlooking Atrium - Tri-Cities area Excellent hours. Salary and incentive bonus commensurate with ability and experience. For appointment call 819-0169 or 642-9406

LEGAL SECRETARY. Experienced for Southfield Law Office. Good salary and benefits. Immediate opening
Call Marcia 358-0100

LEGAL SECRETARY
Must have experience in personal injury field. Salary negotiable. Contact Miss DeKreuz, 961-9989

LEGAL SECRETARY - Typing & shorthand required. Will train someone with good skills & initiative, salary commensurate with experience. Birmingham Firm. 645-1003

LIBRARY AIDE
Ability to work with children. Library experience preferred. 5 day week. 8 hours per day. $4.21 to $4.63 to start. Benefits. Apply Northville Public Schools, 501 W. Main, Northville.

LIVONIA firm - requires permanent part time bookkeeper. Mon & Tues every week. Preparation of payroll data from time cards primary responsibility. Reply in own handwriting to box 8872. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANUFACTURING FIRM needs accountant to assist the controller. Some experience preferred but not necessary. Please write stating qualifications to
Entrepel Engineering & Manufacturing Corp.
Attn: Controller,
P. O. Box 509,
Novi, Michigan, 48050.

MATURE COMPUTER operator for mini-computer. In-put, accounts payable, accounts receivable, etc. Must be experienced. Full time. Downtown Berbara 336-8300

MEDIA DEPT. - mature, detail oriented skilled typist, heavy telephone usage, immediate opening in Livonia location CBT experience desireable, call Roy Bowen 591-3000.

MEDIUM SIZE General Contracting Firm seeking General Office help. Typing - a Must. To arrange for an interview, please call 851-8360
Hasko Construction Co
An Equal Opportunity Employer

OFFICE CLERICAL - part time. High school student preferred. Farmington area restaurant. Call 851-0094

OFFICE MANAGER
Must have bookkeeping experience. Must be willing to learn computerized system. Salary commensurate with experience. Apply in person Holiday Inn of Southfield, 25555 Telegraph Rd.

OFFICE POSITION Open for mature woman in Southfield apartment complex. Will require accurate typing and figure work. Call between 9 Am. and 4 PM. 644-5354

OFFICE SERVICES - large retail company has full time position available at its corporate headquarters in Southfield. Duties include typing, filing, mailing, etc. Previous office experience required. Complete fringe benefit package. Call 354-7100 ext. 261

PART TIME Secretarial - Individual who has had past Secretarial experience need 20 hours per week. Experience on dictaphone helpful. A good opportunity to get out of the house for a few hours and keep your skills current. Located in Wayne, Call Friday, Oct. 26, or Monday, Oct. 29, 9 Am. to 5 Pm. for an interview. 595-1315

PAYROLL CLERK
Field office of a national corporation desires an individual for payroll, billing, insurance claims. Applicant must be very good with figures, some typing. Full time-immediate opening.
Call Robin for interview at
538-9090
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PERMANENT new position now available in sales office for person experienced in General Office work. For appointment, call Gordon Muir, 525-7883

PERMANENT PART TIME
General office, 1-4 pm Southfield, call Betty between 2-5pm 425-3357

504 Help Wanted Office-Clerical

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Address all responses to:
Mr. Douglas
P.O. Box 691
Southfield, MI 48037
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502 Help Wanted Dental-Medical

RNs - LPNs
GRAD NURSES
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ICU/CCU: Experience required.
RN - full time, nights.
RN - part time, afternoons.
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RN - full time, days and afternoons.
Emergency Room: Experience preferred.
RN - part time, afternoons.
Medical/Surgical:
RN - part time, days
RN - full time, nights
RN - part time, afternoons (2 positions).
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University of Michigan Hospitals
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