502 Help Wanted Dental-Medical

BUSY Pediatric office in Birmingham area, injections, some lab work, very flexible hours, Box 194, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL RECEPTIONIST - good typist; also Assistant. Experienced and mature preferred. Farmington Hills 855-3020

LOOKING for a great career opportunity in dentistry? We are looking for an individual who would like to work in a dental office, having diversified career possibilities such as lab work, assisting the Dr. plus more. If interested, call 644-1177

BIRMINGHAM area- Dental assistant with experience. Looking for an assistant who would enjoy a variety of responsibilities in this busy dental firm. Great opportunity for right person. Please call 644-1177

DOCTOR'S RECEPTIONIST, Part time. Experience not necessary. Farmington area. Reply to 22905 W. Nine Mile Road, 156, Farmington Hills, Mich. 48018.

CHAIRSIDE Dental Assistant - enthusiastic, self motivated, career oriented for beautiful new progressive 2 dentist office. Some experience preferred. Excellent benefits. No evenings. Westland/Livonia area. Reply to Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL ASSISTANT or LPN - part time for a Physician's Office in Birmingham - Call between 8 & 5 PM 646-3734

MEDICAL SECRETARY - Assistant. Surgeon's office in Troy seeks a mature, responsible person with good typing and phone skills. Excellent salary and benefits for qualified individual. Send resume to: Box 274, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - (Children dentistry). 4 handed Dentistry, in modern office. Experienced, energetic and cheerful person desired for ideal dentist with benefits. Send Resume to 2077 Elizabeth Lake Rd. Suite 101, Pontiac Michigan. 48054.

HYGIENIST, Tues. & Thurs., Farmington area.

RN'S - LPN'S
Experience the freedom and flexibility of scheduling when you are available to work. No fee. Excellent wages. Challenging opportunities.
AMC HEALTH CARE I
LIVONIA - Suite 107W, Livonia Office Pavilion across from Livonia Mall. 19500 Middlebelt. Mon. 1-4 pm, Wed. & Fri. 10-3 pm.
478-2590
SOUTHFIELD - Suite 218, 17000 W. 8 Mile Rd. Mon.-Fri. 12-4 pm.
569-2781
PONTIAC - Suite 205, Capitol Savings & Loan, 75 W. Huron at Widetrack. Tues. & Thurs. 1-4 pm.
338-6880

COOK

EXPERIENCED
Skilled nursing facility needs COOK from 12 to 8 P.M. Supervisory experience an asset. Pleasant working conditions, good benefits. Apply in person:
Middlebelt Nursing Center
15900 Middlebelt Rd., Livonia
425-4200

NURSE AIDES

With experience and transportation needed to work in hospitals, nursing homes & private homes. Experience in the freedom & flexibility of scheduling when you are available to work. No fees, excellent wages, work near home.
AMC HEALTH CARE I
LIVONIA - Suite 107W, Livonia Office Pavilion across from Livonia Mall, 19500 Middlebelt, Mon. 1-4, Wed. & Fri. 10-3 pm.
478-2590
SOUTHFIELD - Suite 218, 17000 W. 8 Mile, Mon. Wed. Fri. 12-4 pm.
569-2781
PONTIAC - Suite 205, Capitol Savings & Loan, 75 W. Huron at Widetrack. Tues. & Thurs. 1-4 pm.
338-6880

WANTED YOUNG PERSON
Woman preferred. To work in Dental Lab. Livonia area. Full Time.
425-2210

A-1 DENTAL ASSISTANT
Chairside. Kindest dentistry. Well established general practice. Experience and references necessary. Northwest area. Call days only. 354-4344

DENTAL LAB PERSON, general dentistry experience necessary. Northwest area. Call days only 354-4344

DENTAL FILE CLERK
Typing, phone experience necessary. Northwest area. Call days only 354-4344

DENTAL Assistant, needed for dental specialist office in Livonia, full time position, experienced desired, phone for application. See at
522-7313

DENTAL HYGIENIST - Birmingham, Saturday mornings. 642-8156

REGISTERED NURSE

We are currently seeking Registered Nurses to work full time in our small 100 bed acute hospital on our afternoon and midnight shifts. The requirements for these positions are minimum of one year's experience in Medical - Surgical Nursing. We offer an excellent starting salary which includes cost of living, a fully paid benefit package and a congenial work environment. For more information, please call Personnel.
METROPOLITAN HOSPITAL WEST
36901 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

DIETARY AIDE
Immediate full time opening, 4 AM-2:30 PM. Experience desired. Apply Personnel Office, Redford Community Hospital, 25219 Grand River, between 7 Mile - Beech.
An Equal Opportunity Employer

PHYSICAL THERAPIST

We have a challenging opportunity available for a Physical Therapist to treat patients in our small but growing Physical and Occupational Therapy Department. We offer an excellent salary and fringe benefit package. For more information, please call Personnel.
METROPOLITAN HOSPITAL WEST
36901 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

MEDICAL ASSISTANT - Experienced with EKG, Venu Puncture, transcriptions, routine office work. 272-0900

MEDICAL TRANSCRIPTIONIST
Part Time
Can work out of own home
272-0900

INTELLIGENT, mature appointment secretary for progressive dental office in Livonia. Full time. Knowledge of dentistry necessary. Must be dependable & have phone experience. Please call: 478-3110

POSITION available for full time chairside assistant in aggressive Westland office. Call 728-5080 or 728-5241

REGISTERED NURSE with Pediatric experience for Pediatrician's office, Southfield Area - Salary & Hours Open. No evenings. Before 5pm 850-1117, after 5 pm 569-1117

MED TECH

Full or part time for Pediatric group practice. Lab experience required. Send resume or apply in person. 23133 Orchard Lake Rd. Farmington, suite 100

477-0100

DENTAL HYGIENIST, Ford Rd. Middebelt area. Available for Pt. Please send hygienist resume to: P. O. Box 466, Garden City, Mich. 48135

502 Help Wanted Dental-Medical

NURSES
ENJOY YOUR FREEDOM
YOUR FAMILY
YOUR PROFESSION

TOP WAGES
RN'S $7-$9.35
LPN'S $6-$8.35

BENEFITS
Uniform Allowance
Vacation Pay
Malpractice Ins.
Major Medical
Paid Medical
Paid Mileage
Holiday Pay
In Service
Education

MEDICAL PERSONNEL POOL
BLOOMFIELD
PONTIAC
334-9220
DETROIT
SOUTHFIELD
569-1950
DEARBORN
DOWNRIVER
562-0900

COOK

EXPERIENCED
Skilled nursing facility needs COOK from 12 to 8 P.M. Supervisory experience an asset. Pleasant working conditions, good benefits. Apply in person:
Middlebelt Nursing Center
15900 Middlebelt Rd., Livonia
425-4200

THANKS
OPTOMETRIC ASSISTANT
See General Column 500

DENTAL ASSISTANT Experienced, Birmingham. Chairside duties with future front office responsibilities. Full fringe benefits including profit sharing and pension. 647-7739

X-RAY TECHNICIAN-Farmington area, full time, excellent opportunity. 474-5618

DENTAL Hygienist, full or part time. West Dearborn. Excellent benefits including pension and profit sharing. Salary according to experience. 562-3407

EXPERIENCED Medical Secretary for plastic surgeon, part time. Call 851-7717

NURSE AIDES
FULL & PART TIME
Experienced preferred but not necessary. Apply in person.
CAMBRIDGE
NURSING CENTER WEST
18633 Beech Daly, Redford
255-1010

PHYSICAL THERAPY Aides, immediate openings. Full or part time, experienced or will train. Westland area. 733-1520

RECEPTIONIST
Excellent opportunity for Medical Receptionist. Busy Medical Office. N.W. area. 569-9608

RECEPTIONIST wanted for X-Ray office, part time. Insurance experience necessary. Redford area. 937-8155

MEDICAL Assistant with experience in front, back and insurance work. Paid vacation, Blue Cross, profit sharing plan. Garden City area. Call Mon., Tues., Thurs., Fri. 421-6318

DENTAL ASSISTANT
Experienced. Dental assistant needed for office in Taylor/Allen Park area. Certification preferred but not necessary. Car pool from Livonia. 291-8661... Thursday, call 581-3020

L.P.N. or Aide for young person. Full or part time. Private home, Rochester. Call before 7 PM 375-9459

MEDICAL Receptionist, experience typing, pegboard, dictaphone, days a week, benefits. Farmington Area 553-5800

MEDICAL SECRETARIES

We need qualified MEDICAL SECRETARIES to become essential members of the hospital team. To qualify, you must type 60 WPM accurately, have dictaphone experience, medical terminology and a minimum of 2 years secretarial experience or an Associate Degree in Secretarial Science. Shorthand helpful but not required for all positions. We offer an excellent salary commensurate with experience and qualifications and benefit program including Blue Cross/Blue Shield, Optical and Dental Insurance, 100% tuition reimbursement and more. Interested applicants please apply in person, mail resume, or call Mr. R. Birtos for a complimentary secretarial literature packet at:
Henry Ford Hospital
Employment Center
2980 West Grand Blvd.
Detroit, Michigan 48202
876-1811

WEST BLOOMFIELD
PEDIATRIC ASSISTANT/ RECEPTIONIST
Henry Ford Hospital is currently seeking an experienced MEDICAL ASSISTANT/RECEPTIONIST to become an essential member of its division of Pediatric Medicine at the West Bloomfield facility. Responsibilities encompass a variety of medical office duties including appointment scheduling and coordination and file maintenance. To qualify, you must have a minimum of 2 years experience in a pediatric setting, completion of a Medical Assisting program desirable. We offer an excellent salary and benefit package including Blue Cross Blue Shield, optical and dental insurance and more. Interested applicants, please call or apply in person to:
Henry Ford Hospital
Employment Center
2980 West Grand Blvd.
Detroit, Michigan 48202
876-1811

DENTAL ASSISTANT - Full time. Experienced preferred. Farmington area. Call after 2PM 476-8380

EXPERIENCED medical receptionist, pleasant, capable, steady employee desired. Knowledge of insurance desirable, pleasant working conditions. Prime benefits. Salary commensurate with ability and experience. Bloomfield Hills area 334-8743

502 Help Wanted Dental-Medical

MEDICAL Receptionist, busy family practice, Farmington area. Monday thru Friday 8:30AM-5:30PM. Experience preferred. Call for appt. 478-3120

RN OR LPN to teach Medical Assisting for private vocational school in Livonia. Part time, evening or day position. Call: 478-8170

DIETARY AIDES
To work on call as needed on various days including weekends. For details contact Personnel Department.
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Ext. 277, 421-3300
An Equal Opportunity Employer

MEDICAL TECHNOLOGIST
Midnight and day positions available. Experienced ASCT or C.L.S. registered or registry eligible. Excellent salary and benefits.
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Ext. 277, 421-3300
An Equal Opportunity Employer

DENTAL ASSISTANT in Livonia area. Experience necessary in a hands dentistry, for a progressive office. Excellent salary and fringe benefits. Call 522-0613

RN's-LPN's-GN's
ALL SHIFTS
GOOD BENEFITS
EXCELLENT PAY
Call Mrs Purdy for an appointment
338-0345
Bloomfield Hills Nursing Center
50 W. Square Lake Rd.
Bloomfield Hills, Mich.

RECEPTIONIST for Chiropractor's office. Monday, Wednesday, Friday, 2-9PM, non-smoker preferred. Plymouth area. 459-8200

RECEPTIONIST-SECRETARY for medical dentist office in Northwest suburbs, experience required, no evenings. 357-1224

RN'S - LPN'S
Experience the freedom and flexibility of scheduling when you are available to work. No fee. Excellent wages. Challenging opportunities.
HEALTH CARE I
LIVONIA - Suite 107W, Livonia Office Pavilion across from Livonia Mall, 19500 Middlebelt, Mon. 1-4 pm. Wed. & Fri. 10-3 pm.
478-2590
SOUTHFIELD - Suite 218, 17,000 W. 8 Mile, Mon. Wed. Fri. 12-4 pm.
569-2781
PONTIAC - Suite 205, Capital Savings & Loan, 75 W. Huron at Widetrack. Tues. & Thurs. 1-4 pm.
338-6880

NURSE AIDES

With experience and transportation; needed to work in hospitals, nursing homes & private homes. Experience the freedom & flexibility of scheduling when you are available to work. No fees. Excellent wages, work near home.
AMC HEALTH CARE I
LIVONIA - Suite 107W, Livonia Office Pavilion across from Livonia Mall, 19500 Middlebelt. Mon. 1-4 pm. Wed. & Fri. 10-3 pm.
478-2590
SOUTHFIELD - Suite 218, 17,000 W. 8 Mile, Mon. Wed. Fri. 12-4 pm.
569-2781
PONTIAC - Suite 205, Capital Savings & Loan, 75 W. Huron at Widetrack. Tues. & Thurs. 1-4 pm.
338-6880

CHEERFUL RECEPTIONIST Asst. wanted for Dr. Office in Livonia. Full time. Send resume to: Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDES

Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for midnights.
EARN $2.95 - $3.60 HR.
APPLY NOW
HENDRY
Convalescent Center
105 Haggerty Plym
455-0510

NURSE AIDES

Full time or part time. Afternoon shift. Will train, good benefits. New starting rate. See Ms. Watkins.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
261-0020

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

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 positions. Along with our 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. Diker, Reservice Director
645-2900
2975 Adams, cor. 16 Mile

NURSE AIDES

Full time, all shifts. Apply in person.
WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grand River & 8 Mile

RN-LPN

Good starting salaries, and good hospital benefits. Afternoon and midnight shifts. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN'S

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

502 Help Wanted Dental-Medical

NURSE AIDE

Full time days. Apply in person.
FRANKLIN MANOR
CONVALESCENT CENTER
20900 Franklin Rd., Southfield
352-7390

NURSES
Southfield Rehabilitation Center is accepting applications for R.N. and L.P.N.'s. All shifts available. Excellent benefits, accurate care ratio & education reimbursement plan. No rotation. Contact nursing office. 569-1200 ext. 319.
Southfield Rehabilitation Center
23901 Foster Winter Dr.
Southfield, Mich. 48075

504 Help Wanted Office-Clerical

WE HAVE a position available for someone who is energetic and likes numerical filing. Contact Miss Jackson 353-1300. Employers insurance of Wausau, Southfield Mich. An Equal Opportunity Employer

LEGAL SECRETARY, experience necessary, shorthand, busy Southfield Firm, Call 424-8000

WEST BLOOMFIELD. General office. Part time, typing necessary. Hours 5 P.M. to 9 P.M. Monday through Thursday, Saturday 9 A.M. to 3 P.M., Sunday 11 A.M. to 5 P.M. Call 851-7711

KEYPUNCH OPERATOR
Southfield location - 10 & Evergreen area. Experience a plus. Will train as back up computer operator. Call Greg Faubert between 8 AM-5 PM 353-7414

EXPERIENCED SECRETARY
Excellent opportunity for person with the ability to take initiative and responsibility. Must have good secretarial skills & be able to work extensively with figures. Pleasant working atmosphere, salary commensurate with ability. Call 348-1272

SECRETARY/Bookkeeper, beginners position in growing company for an ambitious individual willing to learn. Experience preferred but not required. Eight Mile/I-75 area. $140, weekly to start. 591-3900

SECRETARY needed in leasing department of regional retail firm in Troy. Typing 65 WPM, moderate steno, minimum 3 years secretarial experience required. Dynamic company, excellent benefits Call Deidre Hart, Taubman Co. 649-5671

FILE CLERK
Birmingham firm has opening for full time file clerk. Will train. Telephone Mrs. Jones 644-5811

OFFICE MANAGER - Sales secretary, experienced typing, 70 WPM steno shorthand. East suburbs $13,700, fee paid.

ENTRY LEVEL - accounting clerk, payroll experience, good figure aptitude, $750

LOIS RAY PERSONNEL
559-0560

ASSISTANT MANAGER
To $13,800. Our banking client seeking 2 individuals who have the following experience: new accounts, teller, some accounting background for W. Bloomfield branch. BBA degree helpful. Will take over when manager is out. Full benefits, company PAYS for Medical billing experience and all office skills required. 50 w.p.m. typing with accuracy. Good benefits.

OFFICE MATES 5
Division Management Recruiters

BOOKKEEPER
ASS'T. BOOKKEEPER
Three of our client firms are seeking sell starter type individuals experienced in the following:
BOOKKEEPER (to $11,400-$12,900). Full charge - trial balance, financial statements, computer input, readout, payroll taxes.
ASS'T BOOKKEEPER to $10,300 1 to 2 years light bookkeeping experience, posting cash receipts, general ledger, etc. Typing for all positions, 35 to 50 WPM. Full benefits. (assistant bookkeeper tuition paid benefits). Call 569-3220

OFFICE MATES 5
Division Management Recruiters

MAILROOM SUPERVISOR - Aggressive individual to supervise mailroom and messenger services of a major Southfield Real Estate Company. Responsibilities include mail handling, filing, switchboard relief, printing services and inventory control. Excellent opportunity and competitive salary. Call Jim 559-2000 ext 117.
An Equal Opportunity Employer

SECRETARY-to President, requires 3 to 4 years experience plus typing and shorthand skills. $12,000. Full benefits. Fee Paid.

ENTRY LEVEL SECRETARY- variety of duties required. Steno-typing, 50wpm shorthand. Full benefits. $750. Fee Paid.

RECEPTIONIST-leading to management. Typing preferred. Flexible hours. $800 Fee Paid.

ACCURACY
Personnel Service
642-3050 358-2010

MATH ability for friendly, busy new office. Lots of diversification. Southfield area. Call Georgia Deal for appt at 424-9020

GENERAL OFFICE
Full Time
Pleasant Surroundings
398-6085

SOUTHFIELD - sales office needs dictaphone, secretary, good with calculator, benefits include full life, medical and dental, $9000 to $11,000. Fee paid.

ROYAL OAK - Manufacturer's rep needs mature receptionist, good with math and good typist. Benefit package includes dental and Christmas week off. Fee paid. $700 to $800.

TOP BIRMINGHAM - firm needs person who wants to work. Type 50 to 60, good math aptitude a plus. Salary $11,000 plus and fee paid, good benefits.

FOUR BEGINNERS - who can type 40 to 50 WPM, are needed immediately by this Southfield company. Salary $687 plus benefits and fee paid.

MANUFACTURER'S REP - in Southfield, wants capable secretary, executive caliber; 60 WPM, no shorthand, good salary, no fee. Salary $12,000 plus, benefits and fee paid.

ADAMS & MARTIN PERSONNEL
920 E. Maple BIRMINGHAM
646-5600
DIAL A JOB
24 hr. service to hear about our most recent openings.
646-8780

ACTIVE OFFICE in Farmington Hills requires strong typing skills, financial office skills helpful, diversified duties, telephone contact, must have initiative, accurate typing and spelling for figures. Good salary with hospital & life insurance, profit sharing, pension & other paid benefits. 626-3113

SECRETARY
For "one girl" branch office of national industrial financial services company - located in Troy. Accurate typing and shorthand required. Personality required. Call 689-5277

504 Help Wanted Office-Clerical

SECRETARIES
We have 6 clients seeking experienced secretaries. All require good typing, and some require shorthand.

Secretary/legal to	$12,600
Secretary/Exec.	$10,800
Secretary/legal to	$10,500
Secretary/insurance	$9620
Secretary/adv.	$9600
Secretary/trainee	$8500
Secretary/retail	9074
Recept./Clerk	$8024
Personnel clerk	$7740

Our clients offer excellent benefits. Companies are located both in suburbs & downtown Detroit. CALL TODAY. 569-3220
Companies ALWAYS pay our fees.

OFFICE MATES 5
Division Management Recruiters

PART TIME
Secretarial position for aggressive sales manager. Must be proficient with ADP, a Fortune 500 top growth company. Work in Farmington Hills office with national marketing staff. Excellent opportunity to learn advanced data-processing techniques. Applicant must be energetic, personable and willing to accept responsibility. Excellent typing skills a must. If you are interested in a rewarding career with flexible working hours, call Donna 553-8900

LEGAL SEC'Y
2 yrs. legal background with commercial/corporate law. Type 60-80, no shorthand required. 9 am to 5 pm. Call Mrs. Ryan
PERMANENT STAFF 353-0505

SECY WITH PERSONALITY
Type 60, shorthand helpful, lots of phones and contact with sales personnel. Self started 1 yrs. experience. Company pays fee. Southfield. Call
PERMANENT STAFF 353-0505

SALES OFFICE SECY
No shorthand, type 55 plus, excellent phone voice and professional image. Neat figure background, for bank deposits and record keeping. Prime location in Southfield. Call
PERMANENT STAFF 353-0505

SECRETARIAL-Southfield Area. Medium size commercial lines insurance agency has a position with advancement for recent High School graduate secretarial skills. Typing, shorthand, dictaphone required. Some general office duties. Previous office experience preferred. 275-5078

SECRETARY
TROY LAW OFFICE
Prestigious firm seeks secretary with good typing and shorthand skills. Outstanding personnel. Benefits. Salary to $12,000. Fee paid by your new boss. Call Joan Hutton.
HARPER ASSOC
15655 W. 10 Mile
Southfield, Mich 48075
557-1700

CLERK TYPIST, full time. Accurate typing skills. Pleasant office, pleasant atmosphere. 547-0540

ACCOUNTING CLERK - Southfield based moving company. Investor accounting experience & knowledge of computer printouts a plus. Call Karen Turco. 559-2000, Ext 234

PART TIME - clerical position in Troy law firm: 15-20 hrs. Mon. thru Fri. Typing not necessary. Call Jerry 362-7700 Ext. 55

EXECUTIVE SECRETARY
Field headquarters operation of large multi-national corporation is seeking mature, experienced candidates for Executive Secretarial position. Must have 5-10 yrs. Secretarial experience. Good Typing, Shorthand & Dictaphone skills are required. Excellent pay & fringe benefit package. If interested please forward resume to: Box 278Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
An Equal Opportunity Employer.

TYPIST PART TIME
4 hours per day, 5 days per week. Excellent Typing Skills required. Call for interview: J.W. Zender, Personnel Director, ITT. 353-2300. An Equal Opportunity Employer

RECEPTIONIST/TYPIST, part time, 50 w.p.m., 8 AM - 12 or 1PM - 5PM. Rochester area. Executive Office Bldg. Call between 9 AM - 12, 651-2913 or 375-1223

SECRETARY-RECEPTIONIST working in a most Pleasant Academic Suite environment in Birmingham. Variety of duties, variety of responsibilities. 644-3857. Professional Placement Partners.

CLERK STENOGRAPHER
Immediate permanent opening in Southfield. Opportunity for advancement. Requirements may be a high school graduate or the equivalent and have 1 year of appropriate experience. Must be able to type minimum 40 WPM and take dictation at the rate of 80 WPM. Passing a written test is mandatory. $9,381 per year to start. If interested call
226-6229
Cornelia Smiley
Dept. of the Treasury
Internal Revenue Service
Room 2411 McNamara Bldg.
477 Michigan Ave. Detroit, Mich.

FULL TIME secretarial position, one girl office for a large corporation. Experience necessary in typing, telephone, filing, dictaphone. Downtown Plymouth. Call between 10 AM and 4 PM. 459-7878

LEGAL SECRETARY, experienced and good skills required. Call Cox Law Firm. Call JoAnn at 258-0070

MARKETING CLERK
Position available for individual with maturity, poise and 1 to 2 years experience as a Customer Service Representative or similar other public contact work. Computer terminal experience and insurance background desirable but not mandatory. Typing required. For further information, contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
553-2900

GENERAL OFFICE
Active Real Estate needs good typist with pleasant telephone voice, neat appearance. Full time, days. Call Mr. Tracy.
CENTURY 21
GOLD KEY HOMES
255-2100

CLERK TYPIST, Southfield Location. Medical billing experience preferred, but not necessary. Good figure aptitude a must. Call Miss Foster 355-9200

CLERICAL
Typing, filing and some figure work for property management office, Northland area. Call Marion.
569-5555

SUPER JOB
$700 PLUS
FEE PAID. Local firm needs your dictaphone typing of 55 wpm. plus, maintenance skills.

ADMINISTRATIVE ASSISTANT
TO $11,500
FEE PAID. Your flair for detail and organizational abilities are needed by wholesale firm. Type 50 plus.

TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

CLERICAL - Looking for an opportunity to grow? We have a challenging entry level position available immediately if you have good typing and general office skills. Bingham Farms location. Call Corinne at 644-7500
An Equal Opportunity Employer

MATURE PERSON to run small real estate office, Farmington area. 553-3113

504 Help Wanted Office-Clerical

BOOKKEEPER-OFFICE Manager, for busy Dental office-Detroit. Administrative ability with high degrees of maturity & responsibility absolutely necessary. Excellent clerical skills required. Some medical experience & accounting background desired. Good opportunity for right person. Salary commensurate with credentials. Send Resume to: Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPIST RECEPTIONIST for bonding management company in Southfield. 355-1780

LEGAL SECRETARY for 1 attorney in Troy Law office. Good skills necessary. Call after 1PM 362-4222

LOCAL wall covering distributor requires girl for Sales Office. General duties include typing, filing, billing. Contact Gordon Muir for appointment 525-7180

WOMAN with pleasant voice to work in telephone customer service department. Must be accurate with figures. Apply in person at Slater Wall Coverings, 31195 Schoolcraft between Merriman & Middlebelt.

STATISTICAL TYPIST-experience necessary with strong secretarial background. Must be proficient in For Southfield CPA firm. Full time permanent position. 557-0440

EXECUTIVE - Secretary for Southfield manufacturing firm, excellent salary & benefits, shorthand and good administrative skills, variety plus responsibilities, Call Personnel 559-2000 ext 234 353-5200

TRAVEL AGENCY desires receptionist, full time, salary. Dearborn area. Call between 12-2 PM. 278-4983

SECRETARY-STENO - with experience. Downtown ad agency. Free parking. 393-0440

RECEPTIONIST - Typist, to answer phones, light secretarial necessary. Call Miss Austin 353-4050

PART TIME for CPA firm. Typing & General Office. Approximately 3 days per week. Call 8 AM-5 PM 569-2595

CLERICAL POSITION, full time. Medical Lab. Southfield area. Insurance billing background preferred, but not necessary. 353-8188

KEYPUNCH OPERATOR, experienced. Full time, 8 to 5 pm. Excellent fringe benefits. 5 Mile, Middlebelt area. 525-4340

INSURANCE BILLING CLERK - Must be experienced with laboratory billing. No others need apply. Blue Cross, Blue Shield, dental, prescription, life insurance, sick days, vacation. Will pay higher wages for qualified person. Southfield area.

CLERICAL JOBS AVAILABLE
Entry Level with good chance for advancement, interested applicants will have good Math background, neat Handwriting and a desire to work. Near Metal Services center. 298-1800 ext. 21. An Equal Opportunity Employer

TEMPORARY HELP, March 12 thru June 30. Secretarial typist for Livonia based wholesale food distributor. Pleasant phone personality and general office experience required. For an appointment call 522-1004

GIRL FRIDAY
Exciting general office, good at detail work. Mrs. Roman. Alan Lori Design Center. 477-4500

PART TIME - clerical position in Troy law firm: 15-20 hrs. Mon. thru Fri. Typing not necessary. Call Jerry 362-7700 Ext. 55

TYPIST
For Southfield real estate appraiser's office. Must enjoy typing, have good vocabulary & spelling skills.
BILLING COORDINATOR
Biller, full time position. Recording daily billing data and preparing monthly statements for therapy group. Typing experience & math skills required. Excellent fringe benefits. Office located in Southfield. 353-2250

SECRETARY
Bored with 8 hours of typing a day? We are looking for an entry level secretary for challenging position with many varied responsibilities. Excellent typing skills, good phone etiquette. A well organized person, once a must. Excellent salary. Fringe benefits and working environment in our spacious Farmington Hills Food Brokerage office. Call Personnel, 737-7000, box 610, Franklin, Michigan 48025; Attention: Fran.

FILE CLERK
Wanted for large office in Southfield. Minimum experience accepted. Top salary, permanent, good benefits. HAS Creditors Service.
353-0200
An Equal Opportunity Employer

PART TIME Secretary wanted, permanent position, 2-3 days a week, must be willing to work more if necessary. 354-4662

ACCOUNTING CLERK - some experience, will train. Good typist, fine salary, all benefits. Fee Paid. Bernard Hecht, 4271 N. Woodward, Royal Oak. 576-8270

Mortgage Processor
for high volume real estate office. Must know mortgage financing including FHA-VA and preparation of closing statements. Immediate opening. Call Mr. Durso or Mr. Doyle, 355-5313

SECRETARY
Challenging opportunity for experienced secretary, 60 WPM. shorthand 70-80 WPM. For further information, contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
553-2000
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK TYPIST
Mortgage Company in prime Southfield location is seeking individuals for the HOME ADMINISTRATION DEPARTMENT. Minimum 45 wpm typing skills required. Experience helpful but not necessary for the following positions:
Tax Clerk
Insurance Clerk
Assumption/Payoff Clerk
For interview, call Miss Landygo,
355-0500
An Equal Opportunity Employer

SECRETARY wanted, immediate opening in Southfield office for bright individual with good skills. At least 1 year secretarial experience, good benefits plus pleasant working conditions, call Sandra Bush weekdays 9-5 557-9150

OFFICE/CLERICAL
Secretary-Receptionist position available starting April 1, 1979 Plymouth area. Accurate typing a must! Diversified office duties. Looking for responsible, mature woman. Must be neat, personable & likes working with people! Call Dick or Lisa for interview.
CHAMBERLAIN
455-5200

Temporary Clerical Help Needed In:
FARMINGTON
SOUTHFIELD - LIVONIA
BIRMINGHAM - BLOOMFIELD
ROCHESTER - TROY
Call for details:
Suburban Office Services
ROCHESTER 651-2000
FARMINGTON 477-9842

LEGAL SECRETARY - Good skills required. Experienced. Troy. 362-6466

MEDICAL ASSISTANT Experienced only. Must be familiar with all aspects of General Practice. Dearborn Heights area. 278-1820

SECRETARY-Mature, typing - light shorthand helpful, Walled Lake Area. 624-5710

ONE Girl office - landscaping firm, Drayton Plains. Secretary, bookkeeping duties, experienced with accounts payable, receivable & payroll. Send Resume to: Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Teller
Part time position is open for work at our office in Birmingham at Cranbrook & Maple. Requires ability to meet the public and be accurate with figures. Call Manager for interview at
647-3806
1st Federal Savings of Detroit
An Equal Opportunity Employer

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PLEASANT office in Southfield needs Girl Friday that is self starter, prefers office experience. Usual fringe benefits, salary open. Mr. Karlin 353-9930

CLERICAL POSITION open for person with skills in typing, filing, general office functions. Call Kathy at 557-7878

TOP NOTCH legal secretary wanted for RenCen law firm, legal experience required. Excellent typing and good shorthand required word processing experience helpful. Call for Anita. 567-0480

CLERK TYPIST-45 wpm or better, full time. Lots of Phone contacts, varied duties, for medical publication, Livonia Area. No public transportation. Call 261-8300

SECRETARY - manufacturer's sales office in Birmingham needs full experienced secretary. Accurate typing and office organizational skills a must. Resume required. 644-8411

SECRETARY to work from March 5th to Sept 7th performing normal office functions including typing, filing, bookkeeping and filing, convenient location located in Livonia. 522-4310

RECEPTIONIST - Evenings, 4PM-8:30PM Monday, Tuesday, Thursday Busy Mental Health Clinic. 362-1700

MATURE person to fill clerk/typist position with a Food Brokerage company. Must have good phone personality, be able to type 40WPM. Please contact Ms. Vaile 10Tween 8:30 AM-4:30 PM 535-7070

LEGAL SECRETARIES
Highly respected, established agency serving the legal community in the tri-county area, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Opportunities unlimited. Employer pays fee.
HILLSTROM & ROSS AGENCY
828-8180

KAUFMAN INSURANCE GROUP
- General Insurance -
Move to new quarters in the American Center Bldg., 14th floor, 27077 Franklin, Southfield. Additional people needed for full and part time positions.
Commercial Lines
Personal Lines - Experienced
Secretary/Dictaphone
Clerk/Typist
Accounting Dept.
Call Mrs. Wick, Personnel Director
354-0200

AUTO DEALERSHIP needs girl for service cashier and general office. Dealership experience necessary. Call Erma, 643-0070

SECRETARY - for controller of manufacturing company. We are looking for an experienced individual who can work independently. Responsibilities will include report typing, insurance programs, and various clerical functions. Excellent benefits, pleasant working conditions.
JPE CHESTON
32251 N. Avis Dr. Madison Hts.
585-8292

PLYMOUTH: Builder/Developer needs mature secretary, 30 hours per week, must type 50 wpm and bookkeeping experience. Send resume to: Box 273, Plymouth, Mich. 48170

504 Help Wanted Office-Clerical

SWITCHBOARD/CASHIER
For auto dealership. Must have dealership experience. Blue Cross fully paid, 10 Mile and Woodward. Ask for Irene or Karen 548-6000

SECRETARY
Birmingham property management firm needs bright secretary/gal Friday with telephone know - how. Good typing a must, some shorthand preferred. Salary commensurate with experience. Call Mrs. Crump Management Corp., 645-2111.

ACCOUNTING CLERK
Life Insurance Co. located in Plymouth has opening for Clerk Typist. Figure Aptitude & Light Typing Required. Contact Mr. Love. 453-8500

LEGAL SECRETARY
Needed for Bloomfield Hills Law Firm. Medium size office, friendly with excellent skills. Salary commensurate with ability. Contact Susan at 642-3720

STENOGRAPHER/TYPIST - Advertising Agency in Troy has immediate opening for capable girl. Shorthand helpful, hours 9 AM-5:30 PM. Good benefits. Call Mrs. Rae 649-5600

GENERAL OFFICE
Sharp person wanted to perform general office duties, such as: filing, adding machine, phone backup, & light typing, to work for an expanding retail drug chain. Experience helpful but not necessary. Excellent working conditions. Full Benefits. Dearborn Location. Call for an appointment. 336-4700

KEYPUNCH
Keypunch operator needed for Suburban office, located in Dearborn. Knowledge of 3742 helpful. Experience helpful but not necessary. Salary commensurate with experience. Excellent benefits & opportunity for hard working individual. Call for an appointment. 561-4400

RECEPTIONIST/Typist. Varied duties. National firm. Southfield area. 569-7144

RESEARCH
Enjoy the fun & excitement of team effort & discovery! Help edit published articles & new great deal. Dearborn Heights area. 278-1820

SECRETARY-Mature, typing - light shorthand helpful, Walled Lake Area. 624-5710

ONE Girl office - landscaping firm, Drayton Plains. Secretary, bookkeeping duties, experienced with accounts payable, receivable & payroll. Send Resume to: Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

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HARRIET SORGE PERSONNEL

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BOOKKEEPERS
TYPISTS
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