502 Help Wanted Dental-Medical

MEDICAL ASSISTSANTS
Full and part time. Please apply in person. Pediatric Associates of Farmington, 23133 Orchard Lake Rd., Farm.

MEDICAL ASSISTANTS
For eye doctor. Livonia area. Ophthalmology experience preferred. Nice hours, no Saturdays.
Certified Medical Assistant, west area. All-around assisting. X-Ray, E.K.G., injections.
Part time instructor, certified, teach 4 hours a day.
Many others, too.

RECEPTIONIST/
OFFICE MANGER
Insurance billing, bookpeeing, accounts receivable-payables, phone, appointments, errands for office. Career-minded person, doctor office experience necessary, psychiatric experience helpful. Start at $500 and up.
DAVIS SMITH
MEDICAL-DENTAL PERSONNEL
557-7200
Job Line 24 hour service to hear about our most current openings 557-6958

MEDICAL RECEPTIONIST full time and part time. Apply for 6 doctor office in Livonia-Plymouth area. Call Mr. Muir
464-9200

MEDICAL RECEPTIONIST & Medical Assistant. Excellent salary, fringe benefits & profit sharing for full time position. Busy General OB-GYN practice, including vasectomy, pregnancy terminations. Only experienced, energetic, hard-working, career-minded persons need apply. Call between 9 AM - 12 937-1550

MEDICAL
RECEPTIONIST ASSTS
If you have doctor's office experience and can't commit to a permanent job, please call us. We are looking for people who want to work on temporary assignments by the day, week, month or longer. Doctor's office experience necessary. Davis Smith Medical Agency
557-7200

MEDICAL SECRETARY, experienced, mature, willing to learn assist. Industrial clinic. Call between 8AM - 5PM, 851-3464 or 682-9655

MEDICAL SECRETARY. Oral Surgery practice. Westland area. Knowledge of filing, Insurance Forms and Peghoard System. P.O Box 458, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan, 48150.

MEDICAL SECRETARY - Assistant. Surgeons office in Southfield. 569-1500 ext. 319.
Southfield Rehabilitation Center
22401 Foster Winter Dr.
Southfield, MI 48075

OPTHALMIC ASSISTANT to work with patients. Must be neat personable and have automobile. Experienced preferred. 618-2538

PART TIME-afternoon position, in private lab, in processing. Will train, call 557-6080

PART TIME Dental Assistant for Livonia specialty practice. Experience preferred. Weekdays only. Call Betty.
522-7213

PART TIME
National firm with local offices needs medically trained person (RN, LPN, medical technician, or physician's assistant). Experienced in taking blood pressure and health histories. Need car for travel in western suburbs. Hours will vary and will be flexible. Call
569-1878

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
28303 Joy Rd., Westland
522-6800,ext 286
An Equal Opportunity Employer

Physician's Assistant
and
Medical Receptionist
for Medical Clinic in Farmington Hills area
478-6770

RECEPTIONIST for OB-GYN office knowledge of Medical terminology, preg board, Blue Cross, etc. Salary open.
553-7150

RECEPTIONIST - Business Assistant Medical surgery office. Livonia. Monday to Friday, 8 to 5 PM. 427-3367

RECEPTIONIST
Excellent opportunity for Medical Receptionist. Busy medical office, N.W. area. 569-0468

REGISTERED NURSES
Licensed Practical Nurses
Nurse Aides
Top Wages & Benefits
Secretarial
Office Services
Phone 569-8480
Equal Opportunity Employer

RN/MA
Great Opportunity in friendly MD'S office. Experience in VP, INJ & EKG a must! 4 days, no Wednesdays or Saturdays.
TOWN & COUNTRY
EMPLOYMENT CENTER
Med. Dental Div. 474-1717

REGISTERED X-Ray technician, part time. Private office, Bloomfield Hills.
338-7870

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 Mileage
Holiday Pay
In Service
Education
MEDICAL
PERSONNEL
POOL
BLOOMFIELD
PONTIAC
334-9220
DETROIT
SOUTHFIELD
569-1950
DEARBORN
DOWNRIVER
562-0900

NURSES
Southfield Rehabilitation Center is now accepting applications for R.N. & LPN'S. All shifts available. Excellent benefits, accute care rate & education reimbursement plan. No Rotation. Contact Nursing Office 569-1500 ext. 319.
Southfield Rehabilitation Center
22401 Foster Winter Dr.
Southfield, MI 48075

MEDICAL TRANSCRIBER-6 months experience. Italian speaking area. Send resume to Box 452,Observer Newspapers, Inc. 36251 Schoolcraft Rd., Livonia, Michigan 48150.

Mental Health Workers
For Midnight Shift
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

NURSE AIDES
All shifts, full time only. Will train, good benefits. New starting rate. See Ms Watkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
Equal Opportunity Employer M/F

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 Hagstrom, Plymouth
455-0510

NURSE ATTENDANTS & Orderlies. Full time, fringe benefits. Bedford Villa Nursing Home, Southfield.
557-3333

NURSE - RN or LPN in private home. Full or part time, good hours and wages. Birmingham area. 646-7696

NURSES AIDES
DAYS & MIDNIGHTS
Good wages and benefits
Apply in person
WHISPERING WILLOW MANOR
49650 W. Warren
Canton

NURSES AID
MIDNIGHTS 11-7
GOOD WAGES & BENEFITS
Apply in person
WISHING WELL MANOR
520 W. Main St.
Northville

RN, midnight supervisor, good salary, 5 nights per week. Sherwood Hall, 3800 Greenfield, Royal Oak. 288-8610

RN OR LPN
Full or part time, Pontiac area 334-4732

502 Help Wanted Dental-Medical

REGISTERED
NURSE
ON CALL
We have an immediate opening for a Registered Nurse with Operating Room/Recovery Room experience. If you are interested in working on an "as needed" basis and becoming a part of our dynamic and growing team, call Personnel for more information.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

REGISTERED
NURSE
We are currently seeking a Registered Nurse to work full time in our small suburban hospital on our afternoon shift. The requirements for this position is a minimum of one years experience in Medical - Surgical Nursing. We offer an excellent starting salary which includes cost of living, a fully paid benefit package and an equal opportunity environment. For more information, please call personnel.
METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext.286
An Equal Opportunity Employer

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

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

SECOND Receptionist wanted for busy Birmingham Orthopedic practice. Days only, no Saturdays. 644-6360

TRAINED MEDICAL ASSISTANT, experienced only, full time for busy Troy practice. 689-3420

WANTED dental assistant in a fine dental office, motivated individual with some experience preferred. Call for interview 891-6667

X-RAY TECH
ON CALL
Our small Westside suburban hospital is currently seeking an X-ray tech to work on an "as needed" basis. Prefer an experienced, registered technician. We offer an excellent wage rate and a congenial work environment. Contact the Personnel department.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

YOUR CHOICE - 3 or 4 days, on evenings or Saturday, modern Birmingham office. 647-5434

504 Help Wanted Office-Clerical

NEED A
Temporary Job?
OFFICE PERSONNEL POOL has immediate openings for:
SECRETARIES
TYPISTS
DICTAPHONE
One easy phone call will give you all the information you want.
478-8350
OFFICE
Personnel Pool
Temporary Personnel Since 1946

SECRETARIES
People ability & good typing will land you this responsible position. Diversity is the key here. $9,500-$10,500.
Prestigious law firm with gorgeous offices will train you in legal to work for senior partner if you have excellent skills & experience. Salary $12,000.
Leading international firm with plush offices needs a secretary with good skills & experience. Excellent growth potential, salary $11,400.
Major Southfield law firm needs 3 super legal secretaries with experience & good typing. Shorthand would be a plus. Salary $12,000.
ALL FEES EMPLOYER PAID
For these & other secretarial & clerical positions call or come in.
PROFESSIONAL PLACEMENT PARTNERS, LIMITED
555 S. Woodward Suite 616
Birmingham, 48011
644-2852

SECRETARY
Immediately, 12 months, 8 hours per day. Shorthand equivalent required. Benefits. Apply in Personnel Office
BLOOMFIELD HILLS
SCHOOL DISTRICT
4175 Andover Rd., Bloomfield Hills
An Equal Opportunity Employer

WORK WHEN
YOU WANT!
SECRETARIES
With Shorthand
TYPISTS
BOOKKEEPERS
10 KEY CLERKS
DATA ENTRY
KEY PUNCH
SWITCHBOARD
We need your skills for temporary clerical assignments. Work as your schedule permits while earning top pay. If interested apply at nearest location:
29410 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 190, Troy
362-1180
23777 Greenfield
Suite 110, Southfield
424-9100
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

A BANK SECRETARY
$198 Wk. Spots available. Fee Paid by employer for persons with Typing & Shorthand, previous experience not necessary. Employment Centers
1636

ACCOUNTING CLERK. Experienced in daily sales and receipts journal. Birmingham area. 644-6500

ACCOUNTING CLERK-Birmingham corporate headquarters needs individuals with light typing and good math aptitude. Salary commensurate with experience. Call Linda Bell, Erb Lumber Company 644-5300

ACCOUNTING CLERK $180
For major corporation. Hospitals payroll & some general ledger posting, excellent advancement & full benefits with dental plan. Employer paid fee.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR - Mature, professional person to work in a fast paced, detail-oriented food broker office now located in Southfield, planning to move to Livonia in 1979. Accurate typing skills & aptitude for figures a must. Office experience desired. Permanent position with full fringe benefits. Please send detailed resume to L. D. Pawlovich at P.O. Box 2105, Southfield, Mich. 48037

ACCOUNTING
Bookkeeping, peg board experience, accounts receivable, accounts payable, payroll. Troy location. 585-3910

ACCOUNTING CLERK, entry level position. At least 6 months experience in figure work. Birmingham area.
644-6500

ACCOUNTING FILE Clerk/Typist. Flexible hours including weekends. Bookkeeping experience helpful. Plymouth Hilton Inn, 14707 Northville Rd. Plymouth.

ACCOUNTING
Journal posting involves experience in Debit & Credit entrees. Super Suburban location convenient to I-696 to state and extensive benefit package.
CALL 545-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL
RECEPTIONIST
Attractive and personable greeter needed for front desk of prestige Year Location. $$$ Depend on your skills and people handling abilities.
CALL 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

ACCOUNTS PAYABLE CLERK. Experience necessary, located in Southfield. Good working conditions and fringe benefits. Please call 358-1191

ACCOUNTS
PAYABLE
Experienced, to assist in Accounting Department. Must be mature and have aptitude for figures. Novi area. Call Ms Harrier weekdays, 10 AM to 3 PM.
349-5000

ACCOUNTS
PAYABLE CLERK
Excellent opportunity available with manufacturing division of Fisher Body Corporation. This position requires 6 months to 1 year accounts payable experience. Must be high school graduate. Please send letter of application or apply in Person to:
Manager Employee Relations
SELASTOMER DETROIT INC.
23800 Research Drive
Farmington Hills, MI 48024
Located Farmington Industrial Freeway Exit, 10 Mile-Grand River
Equal Opportunity Employer M/F

AD AGENCY in Troy requires experienced secretary with good typing skills. Agency experience preferred.
362-4800, Ext 212

ADMINISTRATIVE ASSISTANT, Jewish Community Center, West Bloomfield. Ability to organize and work independently. Strong secretarial skills. Excellent fringe benefits. Salary commensurate with experience and background. Call 681-3800, Ext. 205

ADVERTISING AND Sales Promotion Department of Fortune 100 company seeks self-starter for light typing, filing and maintaining mailing list assistance. Excellent benefits and compensation. Interested applicants should call or send resume to L.G. Ciancio, P.O. Box 5090, Southfield, MI 48037. 375-5550

ADVERTISING ASSISTANT
Fee Paid - $800
Excellent typing & clerical skills qualifies you for this diversified position in suburbs. Prior advertising experience a plus, promotional opportunity. 3 months review. Call Helen.
PLACEMENT PLUS
PERSONNEL 358-3250

A GREAT BOSS
Birmingham professional office needs congenial person, medium typing, regular raises, Fee paid. $890 a month. Call Nancy.
644-4600
SNELLING & SNELLING
AGENCY

A NATIONWIDE Income Tax firm needs temporary clerical help. No experience necessary. Full time or part-time, day or evening shifts. $2.90 per hour. Plymouth location. For more information call 459-4704

ASSISTANT Bookkeeper, general office duties, some experience required, call for an appointment 452-7186

ATTRACTIVE career position, for executive secretary to Vice President of Farmington Hills corporation. Proven Secretarial and interpersonal skills. Occasional travel and overtime required. Pleasant working environment. Competitive compensation and fringe benefits. Send resume in confidence to Box 420, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

AUTO
Cashier-Telephone
Part time position Monday thru Friday 4-9 PM. Experience desirable. Will train right individual. Apply with office manager at LIVONIA VW, 34501 Plymouth Rd. 425-6500.

AUTO CUSTOMER
RELATIONS
Person with good phone personality to contact service customers. Prefer person with some parts or service background. Contact Paul Hennis at STU EVANS Lincoln-Mercury, 31000 Ford Rd, Garden City
425-4300

AUTO DEALER - N.W. area G.M. Dealer needs experienced bookkeeper to handle insurance receivables and warranty claims. Excellent pay and benefits. Contact Mike Sastre, Morris Buick Co. 342-7100

AUTOMOBILE OFFICE MGR.
Fantastic chance to combine your interest in accounting with personnel management functions. Terrific benefit plan. Roger Penske Chevrolet, 28111 Telegraph Rd, Southfield. 355-1000

AUTOMOBILE OFFICE MGR.
Fantastic chance to combine your interest in accounting with personnel management functions. Terrific benefit plan. Roger Penske Chevrolet, 28111 Telegraph Rd, Southfield. 355-1000

AUTO-SWITCHBOARD
Recent High School graduate with some experience. Must be able to type 35WPM, excellent benefit plan. Roger Penske Chevrolet, 28111 Telegraph, Southfield. 355-1000

AVAILABLE NOW

Insurance Adj's & Raters to	$1,500
Exec Secretaries	$1100
Receptionists	$950
Secretaries	$900
Figure Clerk	$865
PBX Opr	$800
Receptionist	$760
Telephone Opns	$715
Clerk Typists	$700
File Clerks	$610
Typists, No exp	Open

Many other positions available. More positions are fee paid, also open Saturday by appt only.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32949 Hamilton
Farmington Hills 553-3100

BOOKKEEPER
Career opportunity for full charge bookkeeper with experience in accounts payable, journal entry, expense reports and balance sheet auditing, monthly reports and graphs and good typing. Salary to $15,000, with excellent benefit package. Call Patricia Gossman, Inc. 9901, Johnson & Anderson Inc., Pontiac, Mich.
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

BEGINNERS SPOT
IF you can type 50 and like variety, major W. Suburban company has spot for you. $600 to start, great benefits, room for advancement, and company pays our fee.
Permanent Staff 522-4210

BEGINNERS SPOT
IF you can type 50 and like variety, major W. Suburban company has spot for you. $600 to start, great benefits, room for advancement, and company pays our fee.
Permanent Staff 522-4210

BEGINNER, work in parts department. Answer phone, some office work, good with figures. Write Diebold Inc., P.O. Box 163, Southfield, Mi. 48037

BOOKKEEPER-Accounts Receivable to handle daily sales report, for retail stores. Typing. Royal Oak location, send resume and salary requirements to: Box 412Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BOOKKEEPER AND payroll, for retail furniture store. Mon., Tues., Thurs. Friday, 9-5.30pm. Accuracy, efficiency and speed with figures most essential. Scandinavian Church Interiors, W. Bloomfield, Mrs Brasch 626-0622

BOOKKEEPER, experienced, 3 days a week, Birmingham parish, good benefits, call between 9AM - 4:30PM, Mon. thru Fri. 646-2286

BOOKKEEPER
Full time.
Must have experience with Medicare and Medicaid for Nursing Home in Farmington.
476-8300

BOOKKEEPER, FULL charge, assume responsibility for complete bookkeeping functions. Salary commensurate to experience and ability. 559-4242

BOOKKEEPER - Livonia area, retail experience helpful, accounts receivable, accounts payable, collections, salary negotiable, benefits. 477-0336

BOOKKEEPER - mature person preferred for part time work in law office. Ask for Mary Ann 615-2600

BOOKKEEPER - TYPIST
Southfield - 12 Mile
CPA office.
559-3750

BOOKKEEPER WANTED - for Manufacturers Rep. office, part time, hours flexible, experienced only. Mr. Funke. 645-1189

BOOKKEEPING
RECONCILIATION
CLERK
Immediate full time opening for experienced bookkeeping/reconciliation clerk. Bank bookkeeping experience preferred. Good working conditions, excellent fringe benefits. Salary commensurate with experience. APPLY AT:
PERSONNEL OFFICE
FIDELITY BANK
OF MICHIGAN
1010 E. MAPLE RD.
Maple at Adams Road
BIRMINGHAM, MI.
An Equal Opportunity Employer

Burglar Alarm Co.
Needs
Switchboard monitor. Will train at $3 per hour. Mature person desired with some phone experience. Hours are evening shift available. Call for appointment.
864-8900

BUSY BUILDERS office needs secretary. Shorthand, typing & telephone. Full time position, experience required. Call 399-8350

Choose Your Hours!
CHOOSE YOUR LOCATION
Work for top firms in the Detroit and Northern suburbs.
NO FEES OR CONTRACTS
We have long and short term assignments. All office skills needed. contact:
SCOTT GROUP
334-9790
1383 N. Woodward, Suite 20
Bloomfield Hills
OR
542-9232
738 S. Washington, Royal Oak
TOTAL EMPLOYMENT SERVICE

CHURCH SECRETARY, Beech Daly at 9 Mile, mornings, 14 hours a week, yearly salary, $2157. Call Am
534-4907

CLERICAL help for Fridays only 9:30AM to 4:30PM. $3.75 per hour. Birmingham area. 644-2846

CLERICAL - If you are experienced in peg board system & need a challenging permanent full time position, we have an opening in our busy practice in Southfield. Mon thru Fri, no evenings, many benefits. 352-8406

Clerical
NBD is seeking a full-time clerical help. Typing and general clerical skills are required. Good wages, attractive benefits and pleasant working conditions. For more information call:
Mr. Jes Hebert
NATIONAL BANK
OF DETROIT
647-8800

CLERICAL
Need persons with office experience and drug store experience helpful for dispatch office and return goods department. Novi area.
Call Mrs. Gilbert weekdays,
10 AM to 3 PM.
349-5000

CLERICAL, part time, 5 day week.
549-4719
An Equal Opportunity Employer

Clerical Positions
Mothers of school-aged children, full and part time positions available with flexible work schedules. Basic office clerical responsibilities. Livonia location. Call for appointment.
427-2000, Ext 224

CLERK
PART TIME ONLY
Part time clerical position with large area employer. Typing skills a must. 10-25 hours per week. Mon. through Fri. Days only. $4.43 per hour.
Send resume or job history to Box 390, Pontiac, Mich., 48056
An Equal Opportunity Employer

DETROIT COUNTRY Day School has an opening in the Academic office for a year-round Secretary. The position entails diversified office duties. Requires responsible person with excellent typing skills, some shorthand, and ability to deal with people. 646-7717

DICTAPHONE and general office work in small pleasant insurance claims firm. Southfield. Call Mr. Myers or Mrs. Clark. 353-1900

504 Help Wanted Office-Clerical

CLERK-Typist entry level. Responsibilities include typing and clerical work in a variety of assignments. Typing required 35-40WPM, excellent benefits. Apply Personnel Department 411A3, Manufacturer's Bank of Southfield, 29201 Telegraph, Southfield.
An Equal Opportunity Employer M/F/H

CLERK-TYPIST- Insurance Claims office. Typing minimum of 40WPM. 37½ hour week. Ypsilanti, Ann Arbor area. Send Resume to: Box 434, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.
An Equal Opportunity Employer

CLERK TYPISTS
A progressive Southfield Bank has openings of clerk typists. Previous clerical experience preferred but will train individuals who have good aptitudes. Good benefit program. Michigan National Bank Oakland. 560-1300 ext. 208 or 298
An Equal Opportunity Employer

CLERK TYPISTS
FTD is offering an excellent opportunity for individuals who possess strong organizational ability and a flair for detail. Individuals should have typing of 60 wpm and the ability to edit work. Southfield area. If interested, contact Jean Kendall
FLORISTS TRANSWORLD
DELIVERY ASSOCIATION
355-9300, ext 284

COMPANY in Southfield needs capable person with good office aptitude and typing skills, pleasant voice for telephone receptionist. Send resume to Box 428 Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR
Part-time (2), evenings from 4 to 10, System 3, Control Minimum of 6 months experience. Call Vern between 9 and 4. 644-4444, ext. 511.

CRT OPERATOR, typist, day and evening shift, 40 hour week, 50 WPM. required. Top pay, Southfield area. Call Monday thru Friday 9 to 5 PM. 424-8777

DATA ENTRY
TRAINEE
LARGE LIVONIA company needs friendly person with pleasant voice and good math aptitude to train on computer terminal in data processing entry. Related experience helpful. Good starting salary, full benefits, room for advancement and company pays our fee. HUBBY
Permanent Staff 522-4210

DEPENDABLE person wanted for general office work, full or part time. $3 per hour. Apply in person Mon. - 4:30 PM Monday through Friday. Petrolane Flame Gas, 12801 Gratiot Ave., northwest Detroit. (1 block east of Evergreen, ½ blocks south of Schoolcraft.)

DOCTOR'S OFFICE - Receptionist, full or part time. Medical background not necessary. Similar experience will qualify. Individual should have some secretarial skills and be responsible for operating office & good benefits. Call Mon. thru Fri. between 9 - 4 PM. 271-6116

DOWNTOWN Birmingham office needs legal secretary. Excellent salary commensurate with experience. Need adequate shorthand and typing. Pleasant working conditions. Call Becky at 645-1260

DO YOU NEED
MONEY?
We have work-secretaries, typists, general office, light factory etc. Apply at:
19590 Middlebelt, Suite 310E
Livonia
478-1130
26705 Woodward, Suite 305
Huntington Woods
543-1080
ALSO
2911 Pontiac Lake Rd
Waterford
682-7700
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

EFFICIENT PERSON, needed for clerical position, must be reliable, no previous experience necessary, will train. Typing preferred. Farmington Hills.
477-2440

ELEVATE YOUR CAREER
Step into a full charge Bookkeeper position in Troy. Requires 1 to 3 years experience in Bookkeeping. Salary $725 per week-more for right person. Fee Paid.
ACCURACY
Personnel Service
642-3050

ENGINEERING DEPARTMENT has opening for experienced secretary. Emphasis on accuracy rather than speed in shorthand and typing. Pleasant working conditions, excellent employee benefits. Call J. Kanavas 868-8600
Detroit Chemical Industries
An Equal Opportunity Employer

ESCROW secretary for Title Company in Troy. Experience preferred but not necessary. Call for appointment.
879-9959

EXEC SECRETARY
Exciting position for professional secretary to work in marketing, corporate organization. Duties will be diversified with reports, and administrative work, will be self-starter, able to work on own. Interviewing now. Starting salary to $13,200. Fee paid.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32949 Hamilton
Farmington Hills 553-3100
Saturday by appointment

EXECUTIVE GAL FRIDAY needed to assist publisher. Typing, shorthand desired. Salary commensurate with ability. References required. Birmingham area. Call for appointment, ask for Carol. 642-8833

EXECUTIVE SECRETARY
For Sales VP of stable Birmingham financial institution. Experienced, responsible attitude and shorthand required. Working conditions, fringe benefits and pay, all excellent. Call Stella, between 8.30 and 4.30pm.
644-6600

EXECUTIVE SECRETARY
Southfield Office
of American Plant Administrators Inc
31 HOUR WORK WEEK
TOP SALARY
For mature self starter with ability to organize office work flow, excellent typing skills. Must include spelling, and meet public. Call 557-2355 for interview 557-2355

EXECUTIVE SECRETARY
Opportunity for ambitious, intelligent, outgoing individual with good typing and shorthand skills. Position demands perfection and responsibility. Salary commensurate with ability and experience to learn. Pleasant working conditions, excellent benefits. For appointment call 352-3209

EXECUTIVE SECRETARY - Southfield company, good typing, dictaphone experience, benefits, $850, fee paid.

TYPIST - for beautiful Birmingham Birmingham marketing company in new creative department. Good organizer familiar with sales/marketing, excellent opportunity, $10,500, fee paid.

RECEPTIONIST - Troy firm, typing 65 WPM, great clients, good promotional potential, $650, fee paid.
LOIS RAY
PERSONNEL
559-0560

EXPERIENCED CLERK. Typing, pleasant telephone voice, math aptitude. Paid Blue Cross. 272-4100

EXPERIENCED Dictaphone Operator-Receptionist, Switchboard skills desirable but not essential. Excellent fringe benefits. Send personal and work resume including salary history, to Betty, Social service agency, 24123 Greenfield, Southfield, Michigan, 48075.
559-1500

504 Help Wanted Office-Clerical

EXPERIENCED
EDIT CLERK
o work in Data Processing Dept of suburban manufacturing company. Good aptitude for figures necessary. Diversified paper work. Opportunity to learn Data Entry work. Liberal employee benefits. Apply immediately!
S. M. C.
800 Junction, Plymouth
425-5600

EXPERIENCED Legal Secretary, Southfield law firm. Excellent benefits. 354-3200 ext 21

EXPERIENCED PAYROLL & Accounts Payable Clerk. Call Janet, 642-0024

EXPERIENCED PERSON to handle accounts receivable and payable for a Ford tractor dealership, located in Weston area. 476-3500

EXPERIENCED secretary wanted. Good typing & office skills. Some light bookkeeping. Pleasant working conditions. 424-9292

EXPERIENCED Secretary with shorthand and some accounting background for manufacturing company in Canton area. Our girl office. Starting $3 per hour. Call 453-7114

FILE CLERK - no typing, 5 day, 40 hour week, paid insurance and vacation, Southfield office. Call Mrs. Adler 557-2100

FILE CLERK
wanted for large office in Southfield. Minimum experience necessary. No typing, permanent, good benefits. NAS Creditors Service. 353-8300
An Equal Opportunity Employer

FULL TIME file clerk for Southfield Law Firm. Must be hard-working, conscientious person for position that includes a variety of duties. 358-6660

FULL, Time legal steno with good skills and part time receptionist with light typing required for Southfield law office. Call Jackie, 354-1616

FULL TIME Office worker needed immediately. Experienced in invoicing, posting and accounts receivable. Good phone manners. Livonia office of national company offers salary, commission, plus full benefits. Apply Monday thru Friday, 13438 Stamford Ct., S. off Schoolcraft, 1 block E. of Stark Rd.
An Equal Opportunity Employer

FULL TIME receptionist wanted for busy construction firm. Varied duties. Call 851-0950

GENERAL OFFICE
CLERICAL
Payroll, 10 key adding machine. Light bookkeeping and typing experience necessary. Must be pleasant and dependable. Call Darlene 645-9500
KAY BAUM, INC.

GENERAL OFFICE WORK-5 days. Canton area, good typing and proved keeping skills necessary. Call 455-7654

GENERAL OFFICE - Typing, filing, and phone. Full time. Jeffries Freeway, Farmington Road area. 398-0085

GENERAL OFFICE
WORK
Excellent fringe benefits.
DEXCO CORP.
15776 Telegraph
Call For appointment.
535-9440

GENERAL OFFICE. Part time, hours flexible. Some bookkeeping and typing required. Mature person preferred. Call for appointment. 626-9559

GENERAL OFFICE help wanted. Accurate typing, bookkeeping skills helpful. Snyder Equipment & Supply Co. 550 W. Maple, Troy. .

GENERAL OFFICE, some experience. Hours 1 to 5 PM, Monday thru Friday. Southfield area. 559-1150

GENERAL OFFICE
Southfield Carpet Office is looking person with general office skills. No typing required. Start immediately. Call
553-7903

GENERAL OFFICE - good typing skills required, no shorthand, immediate opening with growing management company, excellent promotion potential. Telegraph - 13 Mile area.
644-7200 ext. 230
An Equal Opportunity Employer

GENERAL
Office Position
Enthusiastic, pleasant on phone, eager to learn, typing required, exemplary position possibilities. Troy - Madison Heights location. Mr. Descelopoulis.
585-5735

GENERAL OFFICE for Financial Service. Good math and phone skills, typing 50WPM accurately, 37½ hour week, good opportunity for growth.
Campbell Services Inc., 21708 Northwestern Hwy., Southfield. Call Carol 559-5955

GENERAL OFFICE
Dependable woman. Over 25, full time, 5½ days. Hours variable. Order processing, filing, some phone work. Excellent pay. Apply in person:
SUN CONTROL INC.
26400 West 8 Mile, Southfield
(1½ Miles West of Telegraph)

GENERAL OFFICE
Good typing, 50-55 w.p.m., some phone experience, good benefits, excellent working conditions. Salary commensurate with experience. Troy.
585-3910

General Office
Accounting Clerk
Career opportunities, full time positions now available in expanding Southfield Corporation. Good salary and benefit package, convenient office location. Experience desired, but will train right person. Ask for Jean at, 645-4200.

GOOD TYPIST needed for Southfield Mortgage Co. No experience necessary but must type minimum 65 wpm. Starting salary $250 an hour. Prefer full time person but would consider part time until graduation if presently still in school. Call Mrs. Ward, for appointment. 355-4000

GOOD TYPIST needed for busy insurance/pension sales office in Bloomfield Hills. Great atmosphere, diversified duties. Office experience required.
644-5760

GOOD TYPIST, 60 wpm minimum, dictaphone, busy engineering sales office. Wixom area. 349-4200

HOSPITAL RECEPTIONIST $185
For patient relations department. Considerable volunteer program, schedule meetings, type letters & assist with fund raising activities. Type 50, full benefits with dental plan
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

IMMEDIATE
OPENING
Looking for evening Secretary and Dispatcher. Good pay and benefits. Ask for Mr. Mobley between 10 AM and 3 PM.
Redford Area.
533-5700

INSURANCE AGENCY position in group department. Will train inexpert beginner. Typing required. Beautiful Southfield office. Contact Mrs. Bauer 358-1100

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

504 Help Wanted Office-Clerical

INSURANCE - Opportunity for experienced person qualified to assume responsibility of personal lines department of casualty insurance agency in Birmingham. Also part time position open in commercial department. Days. Call 646-6657 or evenings 681-0253

INVOICE Clerk, immediate opening, person with ability to operate office machines, basic typing skills and accounting knowledge, excellent insurance package with pleasant working conditions. Located in new office building in Farmington Hills. Call Steve Paszek. 851-7700

IS YOUR JOB STALEMATE?
Then upgrade your secretarial career with a sales firm in Southfield. Require typing. 50-60 wpm and shorthand. Etwynn. Salary $875 month. Excellent benefits. Fee paid.
ACCURACY
Personnel Service
642-3050

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for full time, excellent benefits and incentive pay.
Livonia 569-2220
Utica 254-1910

KEYPUNCH OPERATOR
Eastern Michigan University accepting applications for the position of Keypunch Operator. Responsibilities include keypunching materials and data submitted by research, instructional or administrative areas requiring computer processing. A high school diploma or the equivalent combination of education and experience plus completion of a Keypunch Training Course or 6 months keypunch experience is necessary.
For application contact:
Eastern Mich. University
Personnel Office
112 OE Welch Hall
Ypsilanti, Mich., 48197
(313) 487-3430
Affirm. Action/Equal Opportunity Employer and Educational Institution

LEGAL SECRETARY immediate opening, suburban northwest firm. Good typing, shorthand, minimal supervisory commensurate. For appointment call 559-7300

LEGAL SECRETARY wanted. Experience required. Salary commensurate with experience. Southfield area. Call Sue: 354-3780

LEGAL SECRETARY
Experience in Real Estate and Corporate helpful. Good typing and shorthand skills required. Excellent salary and benefits. Call 358-7100, Ext. 154

LEGAL SECRETARY
Experience in Domestic Relations and Real Estate helpful. Good typing and shorthand skills required. Call 559-7500 Ext. 154

LEGAL SECRETARY
wanted for small firm at 9 Mile and Greenfield. 568-2100

LEGAL SECRETARY (for Municipal Attorneys in Farmington Hills. Dictaphone experience preferred. Salary commensurate with ability. 626-3448

LEGAL SECRETARY
6 Mile & Telegraph area, good typing skills, phone experience necessary, legal experience preferred, salary commensurate with experience. 255-6600

LEGAL
SECRETARIES
TEMPORARY
PERMANENT
We are in desperate need of qualified Legal Secretaries seeking temporary assignments. Detroit and suburban locations are available. Earn $40-$45 per day.
Many outstanding permanent positions are also available to candidates seeking full time positions. Openings exist throughout the Tri-county area. Salaries range as high as $15,000.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 258-0060
Troy 649-2065
Dearborn 336-5777

MATURE experienced office clerk for answering phones and typing. Tuesday thru Saturday, 9-5.30. 525-9530

MATURE WOMAN needed for local manufacturing office. Requires experience in all phases of general office work. Good typing skills, shorthand, and lots of initiative. Pleasant working conditions. Excellent benefits. Hours 8 to 5PM. Reply to Box 437, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

MORTGAGE SERVICING
Excellent opportunity for young person to learn all facets of the operation of mortgage banking. Must have typing ability and aptitude for figures. Call between 10AM-4PM.
357-5000
Equal Opportunity Employer M/F

MORTGAGE SERVICING
Southfield home office of a rapidly expanding mortgage company has immediate openings for qualified experienced personnel in the following positions: Payoffs and Assumptions, escrow department. We offer excellent working conditions and competitive salaries for people oriented individuals. Please call Mrs. Anderson at 353-8700 for personal interview.
An Equal Opportunity Employer

OFFICE ASSISTANT - for President and numerous department manager, typing, telephone, and follow up work, good writing and communication skills necessary. Fringe benefits, call
548-5555 ext. 128

OFFICE CLERICAL wanted for 38 hours per week, for information call between 9AM and 5PM. Southfield area. 358-5700

OFFICE CLERKS
Immediate openings, no typing necessary.
19500 Middlebelt, Suite 310E
Across from Livonia Mall
Livonia Office Pavilion
478-1130
26075 Woodward, Suite 205
Huntington Woods
543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

OFFICE in Troy needs full and part time help. Duties include typing, filing, phone answering and dictaphone.
689-6100

OFFICE PERSON, must have typing, full time, Southfield area. Ask for Lorine.
557-9172

OFFICE POSITION
Immediate full time position in our main office, interesting job opportunity for individual with typing and shorthand skills. Pleasant phone voice. Excellent working conditions. Full benefit program including profit sharing. Apply 8am-5pm. 2985 Wayne road, off Schoolcraft, Livonia.
HADLEY'S

OFFIC