Help Wanted

502 Help Wanted Dental-Medical

NURSE AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants only. Excellent opportunity for advancement. Differential for midnights.
EARN $2.95-$3.60 HR.
APPLY NOW
HENDRY Convalescent Center
105 Hagerty, 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 TIME
11 PM - 7 AM or 7 AM - 3 PM.
$3 AN HOUR TO START
Apply in person:
WHISPERING WILLOW MANOR
-Nursing Home-
43650 W. Warren
Canton 459-7060

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

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

NURSES - RN'S, LPN'S & GN'S, needed, part time & full time, day shift, competitive salary & benefits, excellent geriatric facility.
Experienced secretary ward clerk, needed for Director of Nursing, typing required, very pleasant working conditions. Apply Oak Hill Nursing Home, 31225 Grand River, Farmington or call Personnel 477-7373

ORTHODONTIC Receptionist, Livonia, mature, dependable for part time position, typing needed, willing to train, send resume to box 998, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME MEDICAL ASST.
Dermatology office in Troy
Call after 6pm.
642-8090

PART TIME Receptionist, Southfield area. Mon.-Tues., Thurs., Fri. 12:30-7PM. Doctor's office. Salary open. Experience preferred but not necessary. 557-2563

PHARMACY POSITION
opening soon for appliance fitter, full/part-time, must have pharmacy experience. Apply in person only Garden City Medical Center Prescriptions. 6033 Middle Belt Road, Garden City.

RECEPTIONIST - part time for large medical office in Livonia-Plymouth area. Ask for Mr. Muir. 464-9200

RECEPTIONIST
experience helpful but necessary, will train, 5 day per week.Salary negotiable. Must be willing to learn. Northwest Detroit.
RECEPTIONIST-SECRETARY
Mature person preferred, busy doctor's office in Royal Oak. Light assignments, weekends. Experience desirable. Call Rose between 10am-5pm. 542-7133

RECEPTIONIST for OB-GYN doctor's office near St. Joseph Hospital, Southfield. Mon. 11AM - 7PM. Wed. & Fri. 8AM - 5PM. Responsibilities include insurance billing, bookkeeping, some typing. Prefer responsible, energetic, mature individual. Call Mon., Wed., or Fri. 2PM - 4PM. 424-8866

RECEPTIONIST & Doctors assistant for Livonia Internist. Must be mature and have good typing skills. Experience in dealing with the public & patient care. Hours 2-8PM Monday thru Friday. 261-2121

REGISTERED NURSES
We are currently seeking Registered Nurses to fill the following positions:
Emergency Room, days,
20 hours per week
Special care unit,
afternoons, 24 hours per week
In-patient, midnights,
36 hours per week
Supervision, midnights,
8 hours per week
Supervision rotation replacement, rotating shifts.
If you are interested in becoming a part of our dynamic and growing team, please call Personnel for more information.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
The Southfield headquarters of an international corporation has an immediate opening on the corporate staff.
This position reports to the Directory of Industrial Relations while providing staff assistance to marketing, advertising and public relations. A varied background in the above areas is preferred. However, an extensive executive level secretarial skills will be considered. Assertive personality, poise and neat appearance a must.
If you meet the qualifications this varied job will be of interest to you while receiving excellent salary and employee benefits. Please reply to:
DIRECTOR, P.O. BOX 2067
LIVONIA, MI. 48151
Equal Opportunity Employer M/F/H

SECRETARY / CREDIT
We need self motivated people orientated individual with good secretarial skills, preferably with some credit experience. Will act as secretary to Controller plus handle credit function.
Mon.-Fri. 8:30 am-5 pm
Generous benefit package. Please apply:
PERSONNEL OFFICE
MON. - FRI. 9 am - 5 pm
Sheraton-Southfield Hotel
SHERATON HOTELS & INNS WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN
Equal Opportunity—Affirmative Action Employer/M/F

O&E

502 Help Wanted Dental-Medical

RN - LPN, full and part time, call for appointment, Cambridge Nursing Center East, 585-7010

RN-LPN
Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8265 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN & LPN
LPN must be certified to pass meds. Full time position on midnight shift. Benefit package provided. Nursing department contemplating future experiment in working 12 hour day, 3 days a week. If interested in participating in a possible 3 day week week trial, apply Kern Hospital, 31230 Dequindre, Warren.
RN - LPN. Join our caring nursing staff in modern suburban facility. Full and part time, all shifts. Cambridge South, 18200 W. 13 Mile, Birmingham.
647-6500

RN'S-LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
RN'S-TO $80 Per Shift
LPN'S-TO $70 Per Shift
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL PERSONNEL POOL
Blmfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

X-RAY TECHNICIAN
VACATION REPLACEMENT
Our small suburban hospital is currently seeking an X-Ray Technician to work throughout the Summer as a vacation replacement for our day and afternoon shift. If you are interested in working during the Summer in our X-Ray department, please call the Personnel Department.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

RNS & LPNS
Full time, All Shifts. Starting salary, LPN $4 per hour. RN $50 per shift.
WILLIAMSBURG CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grand River & 8 Mile
476-8300

RN'S, LPN'S
YOU'RE not "just another Nurse" with us, you're a specialized person with a specialized agency, receiving top pay.
QUALITY CARE
643-0311
An Equal Opportunity Employer

RN'S-LPN'S
You're not "just another Nurse". With us, you're a specialized person with a specialized agency.
QUALITY CARE
643-0311
An Equal Opportunity Employer

RNs
We are looking for an RN with a lot of motivation and energy to be a Charge Nurse on our Midnight shift. We offer an exceptional wage program. Full paid Blue Cross with prescription program, weekend bonus, 8 paid holidays. Contact: Mrs. Cormier, RN. Westland Convalescent Center, 36137 W. Warren. 728-8100.

RNs
We presently have part time and full time Charge Nurse positions open. Exceptional wage program, weekend bonus, 8 paid holidays, full paid Blue Cross with prescription, plus many other benefits. Contact: Mrs. Cormier, RN. Westland Convalescent Center, 36137 W. Warren. 728-8100.

SECRETARY - ASSISTANT
Surgeon's office in Troy seeks a responsible person with good typing and phone skills. Excellent salary and benefits. Will train qualified individual. Send resume to: Box 835, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RN's & LPN's
Full & Part time positions available on all shifts, Excellent benefits, Education reimbursement plan. For details, Contact Nursing office 569-1500 Ext. 319. Southfield Rehabilitation Center, 22401 Foster Winter Dr. Southfield Mich.

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

504 Help Wanted Office-Clerical

ABOUT THAT SUMMER JOB
We have openings for ALL OFFICE SKILLS.

SECRETARIES	TYPISTS
CLERKS	DATA ENTRY

Top pay for top skills. Bonus programs. Work close to home.
No Fee — No Contract

LIVONIA	525-0330
CLAWSON	585-6287
ORCHARD LAKE	681-7685
DEARBORN	565-0060
OAK PARK	967-0336
FARMINGTON	478-8088

WITT
THE Temporary Help People

ACCOUNTS PAYABLE BOOKKEEPER
Detroit based manufacturer seeks individual with 2 years exp. & 55WPM typing. God growth potential for the right person in an automated environment. Jellrites-Wyoming area. Please call Mr. Migoski, 931-2300

ARE YOU AN EXPERIENCED Shorthand/Typist?
If so why not become part of the temporary SOS STAFF.
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-8842

Communications
Enjoy contact with people, customer & public-liking people at the top. Terrific suburban opportunity offers prestige, convenience, benefits & $1,600 start. Call 552-8909.
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

EXEC'S EXEC
Help this financial wizard organize his multi-national operation! Top skills merit top exposure & top $$$. Experience & ability count. Call 649-4144.
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

IN BETWEEN JOBS
Come work for us and still have time to look for something permanent. In addition to 100 job classification we also offer: pay rates, top assignments, merit raises, bonus referral plan, and paid vacations. If you have any of the following skills, call the KELLY office nearest you today.
TYPISTS
SECRETARIES
KEY PUNCHERS
SWITCHBOARD OPRS.
BOOKKEEPERS
CLERKS
29449 6 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
Not An Agency - Never a Fee

KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

KEY PUNCH OPERATOR & GENERAL OFFICE
Familiar with IBM 129 or 029. Excellent opportunity to work with and learn Data Entry Work. Liberal employee benefits. Apply today
425-5600
ACCOUNTING CLERK
6AM-3PM to extend and add invoices, prepare information for payroll, calculate commissions & other office duties. New(ly renovated offices in Highland Park. Above Average Salary, Pension, Profit Sharing, BC.
Call Mr.Brower 868-5511

504 Help Wanted Office-Clerical

Legal Secretaries
Looking for more income, better working conditions, benefits, better hours, something closer to home? If your answer is yes to one or all the above - the time to contact us is now. The demand for experienced LEGAL SECRETARIES is phenomenal. We are receiving requests on a daily basis. The openings exist throughout the tri-county area (including downtown Detroit). In general, the positions are offering $200 to $250 per week to start. Sometimes more. At one sitting we can divulge the full particulars of all positions that meet your experience level. The cost? - Absolutely nothing. Our corporate and attorney clients assume all charges for our professional placement services. Call, come in, or mail your resume in total confidence. Permanent, part time and temporary positions now available.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-3520
Dearborn 336-5777

POLICY TYPIST
Transamerica Insurance Group is looking for a full time typist to work in our Southfield office. Excellent opportunity for the right person in an automated environment. Excellent salary and benefits. Please call Mrs. Ferguson for an appointment 557-2600, ext. 219.
Transamerica Insurance Group
An Equal Opportunity Employer M/F

RPG II PROGRAMMER
EXPERIENCED
System 3 model 15 experience necessary, system 32, experience helpful. Liberal employee benefits. Apply immediately.
425-5600

A BANK HIRING TRAINEES
Tellers to..$160.wk.
Clerk Typist to..$199wk.
Steno & Secy's to..$12,000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

ACCOUNTING CLERK
Marketing Company needs full-time Accounting Clerk. No experience necessary. 354-4114

ACCOUNTING CLERK
Full time entry level position. Adding machine and typing a must, will train bookkeeping duties. Great benefits, convenience, benefits & $1,600 start. Call 552-8909.
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

ACCOUNTING CLERK
Life Insurance Company located in Plymouth has opening for Clerk Typist. Figure aptitude & light typing required. Contact Mr. Lore. 453-0500

ACCOUNTING CLERK - for general clerical duties in busy bookkeeping department of consulting engineering firm in Farmington Hills. Education or experience in bookkeeping required. Attention to detail a must. Typing necessary. Call for appointment. 851-4310

ACCOUNTING CLERK
$10,000
Large suburban corporation, handle general ledger posting and various clerical duties. Assist with phones and occasional typing. Excellent advancement, full benefits with dental, cost of living and educational assistance. No fee.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTS PAYABLE CLERK. Accurate typist, experienced in NCR bookkeeping machine helpful. Oak Park area. 545-7613

ACCOUNTS PAYABLE
Manufacturing company seeks individual to assume responsibility for computerized accounts payable functions. Minimum 3 years experience or educational equivalent. Excellent benefits & pleasant working conditions.
IPE CHESTON
32201 N. AVIS DRIVE
MADISON HTS, MI 48071
585-8393

ACCOUNTS Receivable girl, one day a week, Southfield Law office, near Northland. Ask for Karen. 569-5050

ACTION
Immediate openings, college students, high school grads & housewives. We have work. Typists, steno, secretaries, office clerks with no typing necessary. Must be 18 and have transportation.
19500 Middlebelt, Suite 310E
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
ALSO
2911 Pontiac Lake Rd.
Pontiac
682-7700
MANPOWER
TEMPORARY SERVICES
Equal Opportunity Employer

504 Help Wanted Office-Clerical

SALES SECRETARY
* * * *
We are looking for a full time secretary for our Birmingham sales office. You must be a good typist and good with figures. Also, you must be able to deal with salespeople and customers effectively. This is an entry level position; we offer an excellent fringe benefit program. We will be taking applications for this position between 8:30 a.m. and 5:00 p.m., thru June 22nd., Mon. thru Fri. at:
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan
We are an equal opportunity employer

PERSONNEL
Major Suburban Hotel is looking for a bright individual with good recruiting skills.
Minimum 2 years experience in Hotel/Institutional Personnel.
Generous benefits package.
Send resume and salary requirements to:
P.O. Box 1342
Northland Station
Southfield, Mich. 48075

504 Help Wanted Office-Clerical

ADMINISTRATIVE BOOKKEEPER
Experienced in preparing cash & accrual financial statements. Excellent salary & advancement, Bloomfield area. Call Sandy Samelson: 8:30 AM - 1 PM. 642-2330

Advertising Sec'y
Major W. Suburban ad Agency will train responsible person with good typing for entry level position. Call Jodi. Several openings, with and without shorthand, salary to $11,000. Excellent benefits plus office, very promotable and company pays our fee!
PERMANENT STAFF
Livonia 522-4210

A PEOPLE PERSON
Suburban agency needs person with office experience and good typing. Benefits. Fee paid. $830 month. Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

ARCH. MECH. DRAFTSPERSON
Window manufacturer. Apply in person. 10-12noon. Ask for Mr. Roland Jurnegi
Interlake Industries Inc.
23400 Novi Rd.
Novi, Mich.
Equal Opportunity Employer M/F

ASSISTANT BOOKKEEPER
Pegboard experience preferred. Accounts Receivable & Payable, Payroll, Job Cost. Typing. Telephone. Index-O-Matic Inc, 33101 W. 8 Mile, Livonia. 476-5342

ASSISTANT TO ADMINISTRATOR
General office work, good typing skills, with knowledge of accounting, responsibilities diversified, excellent salary and fringe benefits, 10 Mile, Southfield Rd area. 559-6730

ASSISTANT to Controller. Assertive self starter with accounting background and organizational skills responsible for account reconciliation, payroll tax returns and more. Growth potential. Call Mr. Palazzolo in Southfield. 354-4444

AUDITING CLERK TRAINEE
Challenging entry level position for sharp person in progressive Southfield Firm. Typing required. Excellent benefits. Rapid advancement opportunities. No previous job experience necessary. Call 353-3500

BEAUTY SALON, Bookkeeper/Secretary. Part time. Hours flexible. Some typing. Own transportation Franklin area. 626-7176

BEGINNER TYPIST
Variety job with friendly W. Suburban company for responsible person with good typing. Beautiful offices, excellent starting salary to $780. Full benefits. Room for advancement and company pays our fee! Hurry!
PERMANENT STAFF
Livonia 522-4210

BEGIN YOUR CAREER
Fun suburban firm offers bright person opportunity to step in and learn. Good typing skills necessary, shorthand a plus. Fee paid by company. Call Helen
PLACEMENT PLUS
PERSONNEL 358-3250

BIRMINGHAM law firm seeks experienced typist. Fees & Thurs. evenings work, hours flexible, call 644-7474

BIRMINGHAM office needs mature, congenial person for permanent full time position. Duties include: typing, filing, answering phone, operating telephone and general office work. Pleasant surroundings. 645-5666

BOOKKEEPER - Experienced. Accounts payable, payroll, payroll taxes. 8am-5pm Mon. thru Fri.
Lind-Colebrough Asphalt Paving Co. 1945 Barrett, Troy

BOOKKEEPER, experienced, full time for Florist located in the 6 Mile and Lahser Gourens area. Call for appointment between 8:30 and 4:30. 261-0333

BOOKKEEPER, Experienced Full Charge for small suburban restaurant chain. Southfield area. Call between 9 AM and 3 PM for appointment.362-2090

BOOKKEEPER for Oak Park CPA firm. Experienced thru financial statements, payroll tax reports. Full time, Mr. Mattsman 358-7406

BOOKKEEPER. Full Ledger for retail store in Birmingham area. One girl office. Full time. Call Mr. Jonas or Mrs. Snider 851-5889

BOOKKEEPER-SECRETARY
Full charge bookkeeper with 3 to 5 years experience. Must have general ledger through trial balance. Good typing skills. Experience in all aspects of small company operation. Call Mrs. Levine 261-0333

BOOKKEEPER- small office in NW Southfield has an immediate opening for an individual experienced in general accounting, including taxes and general ledger thru financial statements. Please mail resume with salary requirements to: Controller, TWI International, Inc. 29200 Northwestern Hwy., Southfield, Mich. 48034.

BOOKKEEPER TO $13,000
Responsible position for experienced person in Accounts Receivable, Payable, thru trial balance. Fee paid.
Durham Personnel 569-1525

BOOKKEEPER
Work in a Southfield CPA office on several sets of books. Duties include payroll and sales taxes, ledgers thru financial statement. 557-5757

BRIGHT PERSON needed to work full time in Woodward, Big Beaver area for NYSE Member Firm. Excellent H.S. grades and accurate typing a must. No experience necessary. Hrs. 9 to 5. Monday thru Friday. Call Bob Vogler
Dain, Kalman & Quail, Inc.
363-8900

BUSY APARTMENT COMPLEX OFFICE IN WESTLAND NEEDS CLERICAL HELP.
Very diversified job duties. Must be intelligent, accurate with numbers, have good typing, filing and telephone answering skills. Must be willing to work with people. Hours 8.30-5PM, Thurs. thru Mon.
CALL 10AM-NOON ONLY
358-0455

CAREER OPPORTUNITY
Progressive Insurance Investigation Corporation in need of bright individuals who are looking for future with advancement. Must be articulate & able to type 50WPM.
Call Mr. Peterp 357-3750
An Equal Opportunity Employer

CASHIER
ACCOUNTS RECEIVABLE CLERK
For work in student cash receipts, billing, receivables, & collections.
Send resume to:
BUSINESS MANAGER
MADONNA COLLEGE
36600 Schoolcraft
Livonia, Mich. 48150
Equal Opportunity Employer M/F

CASHIER
Service Cashier for auto dealership. Good starting wage plus excellent fringe benefits. Opportunity to advance into accounting. Call W. H. Hadley, Dexter Chevrolet, Detroit. 534-1400

CLERK TYPIST - high school graduate, minimum 1 year clerical experience, adept with figures and accurate typist. Apply: Kidde, Dynamics Division, 27600 Ford Rd., Garden City. No calls please.
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CLERICAL - Apartment Management office. Typing, telephone, some accounts payable experience. Southfield area. Call 9am-5pm. 569-0756

CLERICAL - for nursing office, assist in personnel & patient records. Some knowledge of Medicine, Medicaid & Blue Cross helpful. Call for appt. Cambridge Nursing Center East 585-7010

CLERICAL
Part time office work. 5 hours per day, 5 days per week. 545-4254

CLERICAL POSITION full time
Good math aptitude, must like details, excellent benefits. No experience needed, will train. Insurance Services Office. Mrs Boyce 357-3520 ext.210

CLERICAL position requires person with accuracy in figure work. Office experience helpful. Birmingham area. 644-6500

CLERICAL TEMPORARY Job openings in all Metropolitan areas. Call 912 Temporary Staff, Inc. 264-4739

CLERK TYPIST for Sales & Engineering Department. Typing minimum 45 WPM. Multi-Emat Company, Novi. Call Mr. Alsbestie for an appointment. 349-3590

CLERK TYPIST - part time permanent position doing statistical typing and filing with consulting engineering firm in Farmington Hills. Hours flexible. Call for appointment. 851-4310

CLERK TYPIST $800
For marketing department of major suburban corporation, handle incoming calls, type reports & correspondence, excellent benefits with dental plan & 3 weeks paid vacation. Fee paid.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

CLERK-TYPIST
45WPM, Telephone necessary. Southfield. Call Cathy. 353-3060

DATA CLERK
Individual needed for processing input documentation for billing. Excellent fringe benefits. Call Delia at 569-0814

DENTAL OFFICE CLERICAL - 4 days a week, insurance, filing, accounts receivable, etc. Some experience preferred. Livonia area. 474-8888

DOCTORS OFFICE in Westland area needs part time receptionist, 14 hours per week, good typing. Send resume to Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTOR'S RECEPTIONIST $850.
Your professional appearance and insurance background
starts you at top money NOW!
Employment Development Service
17000 West 8 Mile, 424-8616

EXECUTIVE SECRETARY
Southfield service organization is seeking a highly skilled individual to perform demanding secretarial duties. Maturity and dependability are essential for this position. Call for appointment:
353-3500

EXECUTIVE SECRETARY/
Administrative Assistant, full time for communications consultant. People-oriented position at upbeat pace for individual with good writing skills and phone technique. Diversified work with excellent professional growth potential. Salary dependent on qualifications. Southfield Area. Send resume to: Box 986, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Southfield firm seeks mature executive secretary. Nice location and congenial atmosphere. Very good starting salary, make this position an excellent beginning for a career minded individual. Please send resume in confidence to Mr. Thompson, PO Box 691, Southfield, Mi. 48037.

Plante & Moran CPA's recruiting for equal opportunity clients.

EXPERIENCED EXECUTIVE secretary for established suburban office of national law firm. Familiarity with IBM mag card helpful. Telephone for interview. 355-1619

EXPERIENCED Legal Secretary for General Practice in Wayne, Westland Firm. Salary commensurate with experience. Call 326-2550

EXPERIENCED legal secretary for growing Southfield law firm. Mag card experience preferred. 354-3100 Ex.23

EXPERIENCED Legal Secretary wanted for Ren Cen law firm. Excellent typing required. Shorthand and word processing experience helpful.
Call Anita 647-6860

EXPERIENCED OFFICE help desired. Recent High School Graduate. Typing, filing, answering phone. Southfield area. 559-1150

EXPERIENCED Secretary - reception-ist. Must type 55 WPM. Light general office activity. Livonia area, excellent company benefits, apply at Carter Control, 31291 Industrial, Livonia

Experienced word processing operator with general office skills for Birmingham Hills office.
Mary Loo, 851-8848

Experienced word processing operator with general office skills for Birmingham Hills office.
Mary Loo, 851-8848

FIGURE CLERK $700
Beginning time how plus accurate typing. Will land you a challenging SPOT NOW!
Rosemary Ford Employment Service 474-8616

FILE CLERK - Typist, full time for Southfield insurance agency, contact Cindy 355-5805

FORTUNE 100 Company, currently based in Southfield but relocating to Troy, seeks a mail clerk /typist. Excellent starting salary and company benefits. Contact Roger Bonsey 375-5550

FOUR-PHASE System requires a secretary to report directly to the Data Field Engineering Manager. Applicants should be able to type 60WPM, shorthand 90WPM, have 3 years working experience and some advanced clerical training. Company paid medical/dental insurance, profit sharing, stock purchase plan, tuition reimbursement and credit union are some of the benefits. Four-Phase provides. For an interview please call or send resume to, Mr. Brad Blasius, Four-Phase Systems, 17117 W. 9 Mile, Suite 615, Southfield, Mich.
557-3077
An Equal Opportunity Employer

FULL TIME clerical office position, business background with good aptitude for figures. Retail furniture store, Colonial House of Furniture, 20322 Middlebelt, Livonia.

FULL TIME Office Manager with bookkeeping experience, in the Howell area. Immediate opening. Wages negotiable. Write: H.S.S.Inc., 18720 Northwestern, Suite 403, Southfield, Michigan, 48037.

FULL TIME POSITION - 40 hour week, full benefits. Must have typing and bookkeeping skills. We have a brand new facility with pleasant working conditions. The office is located in Southfield. For application and interview call Mr. Weiss. 711-0450
An Equal Opportunity Employer

GAL FRIDAY
Full or part time for antique auto parts distributor. Duties include telephone orders, typing, filing. Prefer automobile knowledge but will train. Northland area. 355-7855

GEARING UP
Hiring experienced Bookkeeper, Clerical & Receptionist. Brief resume in own handwriting to: Dina's Inc., P. O. Box 505, Garden City, Mich. 48135.

GENERAL OFFICE & TYPING
Must have good English and good typing background. Also needed: Women good in Hand Skills. Nine Mile - Middlebelt area. Full time only. 474-9100

504 Help Wanted Office-Clerical

GENERAL OFFICE
For tool supply company in Oak Park area. A little of everything.
543-9300

GENERAL OFFICE
Auburn Heights area. Full time. Send resume to: PO Box 4357, Pontiac, Mich. 48057.

GENERAL OFFICE, Redford Area, good typing & filing skills, recent office experience helpful - not required. Call Mrs. Owen 532-8700

GENERAL OFFICE skills, pleasant phone voice, good with figures. Apply Ferguson Carpet Cleaners, 32165 Schoolcraft, Livonia.

GENERAL OFFICE
Permanent full time. Typing, filing, telephones. Increased responsibility for the right person. No experience necessary. Janet Davis Cleaners, Berkley, 543-8340

GENERAL OFFICE - marketing dept. requires general administrative support person, duties involve answering phones, order processing, filing & some typing, salary $150 per week. Call Carolyn Douglas 646-3100 ext. 377

GENERAL office work, some typing, East Bloomfield area, A.C. Leschiman Co. 647-6029

GENERAL OFFICE. Busy Rochester area Insurance office, commercial experience helpful, typing a must.
Days, 852-4100. Evenings 651-6488

GENERAL OFFICE-High School Grad. Pleasant position for CPA firm. Varied duties, fringe benefits.
352-0490

GENERAL OFFICE
Must be good typist, good phone personality. Light bookkeeping for manufacturer's rep in Troy. 689-5341

GENERAL OFFICE
Typist with related duties
Livonia area
591-0544

GENERAL OFFICE
Reliable help needed for various office duties. Experience necessary. Apply between 10 AM - 4 PM. Vic Tanny Executive Office, 15 Mile at Big Veaver in Birmingham.

GENERAL Office Receptionist, material control, typing, diversified responsibility for mature, experienced person. Immediate opening in Novi area. Excellent salary and benefits.
Call 349-6800

GENERAL Office Receptionist, material control, typing, diversified responsibility for mature, experienced person. Immediate opening in Novi area. Excellent salary and benefits.
Call 349-6800

GENERAL OFFICE work - paid hospitalization, holiday & vacation. Starting rate $4 per hour, $4.40 after 90 days, also offers profit sharing plan. Apply at front door: 12000 Farmington Rd. Livonia area between 10:30am and after 1:30pm.

GENERAL OFFICE help needed for Southfield auto dealership.
Ask for Jim Wood
GLASSMAN OLDS, INC.
354-3300

GENERAL OFFICE
An excellent opening exists for an individual with general office experience in our automotive glass operations located in Southfield. Responsibilities include customer contact, processing payables, receivables and other general office duties. Typing is not a requirement. We offer a good salary and an excellent fringe benefit package. For immediate consideration call:
Robert Merrick
GUARDIAN INDUSTRIES
29-8700, Ext. 479
Equal Opportunity Employer M/F

GIRL FRIDAY
Good typing skills,
figure aptitude a plus.
Novi Contractor,
349-3800
Equal Opportunity Employer

GROWING LIVONIA firm needs person with excellent figure aptitude for scheduling, production control and related duties. Paid benefits. Apply: Mr. Inc., 12249 Levan Rd., Livonia. 591-1171

HIGH SCHOOL STUDENT with office skills for part time summer (10 - 15 hours) and after school in Fall. Send resume to Personnel, 30100 Telegraph, Suite 333, Birmingham 48010

IMMEDIATE opening, full time, good benefits, typist and billing entry clerk. Good figure aptitude, adding machine and CRT experience helpful. Livonia - Plymouth area. Call Mrs. Taylor at 464-1700 between 9 AM and 12 Noon.

I need a Bright Person looking for a Permanent position with a future. Skills: Typing, Shorthand & Motivation. $200 per week to start Southfield Location.
Ask for Mr. Sills 354-0032

INSURANCE OFFICE in Bloomfield area needs secretary. Must have experience in personnel lines &/or auto. Full or part time, salary immediately. Salary commensurate with experience. Call 855-8300, 9:30am-5pm, Mon thru Fri. 645-1818

JUNE GRAD JOBS
$115 to $140.
Entree level clerical positions are available NOW!
Rosemary Ford Employment, W. 8 Mile, 424-8616

JUNE GRADUATE?
FEE PAID. We have several excellent positions which require no experience! All are in suburban areas and salaries range from $600 per month to $800. Hurry!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

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

KEYPUNCH OPERATOR
Needed for full time position in progressive Southfield Firm. Some experience necessary. Pleasant working conditions, excellent benefits. For appointment call 353-3500

KEYPUNCH $775
For rapidly expanding suburban company. Prefer minimum 6 months experience, excellent benefits which include full paid tuition reimbursement & 3 weeks paid vacation. Fee paid.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

LEGAL SECRETARY
Needed for Troy Law Firm. Personal injury experience and shorthand required. 649-2828

LEGAL SECRETARY
For Southfield Law Firm.
Experience required
353-8411

LEGAL SECRETARY
Plymouth law office requires an experienced legal stenographer. Good typing Salary commensurate with experience
453-8565

LEGAL SECRETARY
Law Firm in Canton Area
Needs experienced Secretary
Full or part time
Salary commensurate with experience
459-3800

LEGAL SECRETARY
Wanted for general practice law firm in Southfield. Minimal experience. Please call 352-4988

504 Help Wanted Office-Clerical

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for afternoon shift. Excellent benefits and incentive pay.
Livonia 427-2000
Utica 254-1910

LEGAL SECRETARY
Experience preferred for 2 lawyers in 1 girl office in westland area.
261-8400

LEGAL SECRETARY
TEMPORARY ASSIGNMENTS
Turn your leisure hours to $$. We have TEMPORARY ASSIGNMENTS for qualified legal secretaries to fit your schedules. Call Marie at 826-8188.
HILSTROM & ROSS AGENCY

LEGAL SECRETARY
to serve partner in five-member Birmingham firm. Prior legal experience not required. Call Mr. Young.
642-5555

LEGAL — secretary, no shorthand, for top partner in beautiful Bloomfield offices, mag card experience required. Corporate law practice. Salary $13,500 plus full benefits & our agency fee paid.

NEWLY - created position for Birmingham engineering firm for good typist. Will be trained on word processing machine. Light expertise. Salary starts at $650 plus excellent benefits and fee paid.

TWO SECRETARIES - for legal department of Detroit bank. Maturity and 2 to 3 years experience required. Salary $10,400 to $12,000 plus bonus. Outstanding benefits and fee paid.
ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

LIVONIA
A career opportunity in finance. We have an office position for a young person to learn all phases of wholesale & retail finance. Age 20 to 35 preferred and have good math aptitude. Good salary, benefits, profit sharing, etc. Call to arrange interview. 525-7800

LIVONIA $800
FEE PAID. Friendly co-workers, nice hours. Great boss, and much more, come with super position. Some real estate experience a must.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

LOCAL wallcovering distributor requires experienced person for sales office. Must have good math aptitude, filing & general office work. Must have office procedure experience. For interview contact Gordon Muir 525-7884

MAJOR Fast Food franchise seeds girl interested in full time office work. Bookkeeping or accounting background helpful. 9 Mile-Telegraph area. Call Gail for appt. 353-7604

MAJOR life insurance company is looking for a personable applicant who has a good aptitude for figures and detail work. Average typing skills. Must be prepared to assume responsibilities. Prefer college background and /or office experience. We offer pleasant surroundings and complete group insurance benefits. Excellent starting salary. Call Ms. Knight. 358-4440

MATURE PERSON
Clerical
Full and Part Time.
255-3590

MATURE WOMAN for bookkeeper secretarial position for small construction firm with office in home. 1-2 days per week, flexible hours, Farmington Hills area. 474-5228

NEED EXPERIENCED group health insurance claims examiner and also an individual with adding machine skills, aptitude for figures and typing for general office duties. Excellent fringe benefits. Call Gayle at 967-1640

OFFICE ADMINISTRATOR
New York based corporation expanding into midwest market.
Challenging professional career to include sales coordination, secretarial skills, office management.
Salary open, excellent company paid medical, dental, life insurance, pension plan. Excellent fringe benefits.
Send resume: Personnel Manager, 31805 Middlebelt Suite 106, Farmington Hills, MI. 48018.

OFFICE ASSISTANT NEEDED
Secretarial experience, male or female, Mon. thru Fri. 8-5 PM. Apply: City Chemical Co., 16515 Plymouth Rd., Detroit.

OFFICE/CLERICAL
National insurance/service firm has excellent opportunity for an individual with a high school education. The ability to type 30 wpm accurately, and an aptitude for figures. We offer an excellent benefit package and starting salary. Please call for an appointment.524-1500.
TOP INC.
Troy, Michigan
Equal Opportunity Employer M/F

OFFICE Manager for small service company to work full time. Knowledge of bookkeeping and accounting. Call Monday through Friday, 8AM-2:30PM. 838-4400

ONE girl office, typing and some bookkeeping, minimum 5 years experience required with some references. Transportation experience a plus. Salary commensurate with ability. Call Deluxe Motor Stages for appointment Mon. thru Fri. 10AM-2PM. 931-1044

OPPORTUNITY KNOCKS AT MAGNUSON
Senior Regional Sales Office secretary. Magnuson is looking for a well motivated and well organized secretary to set up and assist in operation of a new regional sales office in Southfield. You will be typing correspondence, setting up a new filing system, handling phones and taking care of the office financial records. You must type 65 WPM take shorthand at 80-100 WPM. Be able to work well with little supervision and have 3 to 5 years secretarial/accounting experience with at least 2 years being in a sales or marketing environment. Magnuson offers an excellent benefit package including company paid medical/dental insurance for employees and dependents, life insurance, tuition reimbursement, free prescription drugs, long term disability insurance, a credit union, excellent starting salaries and much more. For immediate consideration call: Mr. F. J. Hedstad, Magnuson Computer Systems.
1-313-335-7200
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PART TIME, experienced person for general office, approx. 2 to 4 hours a day depending on schedule. Farmington Hills area. 851-1966

PART TIME PERMANENT office position. 1-5PM. Southfield area. Typing 55 WPM, good phone manner.
557-4420

PART TIME Receptionist, Southfield area. Mon. Tues., Thurs., Fri., 12:30-7PM. Doctor's office. Salary open. Experience preferred but not nec