502 Help Wanted Dental-Medical

RN SUPERVISOR
Seeking an energetic and motivating RN to supervise and stimulate our aggressive staff. Excellent benefits, flexible hours, 4 to 5 days per week. Come join the management team at the 1970 facility of the year. Contact Ms. Heaton, Director of Nursing. 728-6100

504 Help Wanted Office-Clerical

A BIRMINGHAM Manufacturer's Rep. seeks an Inside Sales Assistant. The job involves communication with customers & sales people. Pricing of products & order write-up is involved. A knowledge of the Construction Industry & the heating & air Conditioning business would be helpful. A Math aptitude is essential. Typing skill is necessary. Only applicants with at least 2 years of relevant continuous experience will be considered. Call 645-1390
An Equal Opportunity Employer

ACCOUNTING - firm in Southfield needs word processing secretary. Professional position for person enjoying high pay. earn $12,000 to $13,000. Benefits and agency fee paid

FULL - charge bookkeeper, thru trial balance for rapidly growing Troy computer company. Salary $14,000 to $15,000, plus benefits and fee paid.

SOUTHFIELD - innovative company wants someone to file, handle claims & phone work. Some typing required for promotion. Salary and career here at $7800 plus benefits & they pay the agency fee.

ADAMS & MARTIN PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Listing
646-8780

AD AGENCY needs good typist to handle billing & misc. office duties, must be experienced. Southfield office. 557-1414

ADMINISTRATIVE SECRETARY
full time position for a self-motivated, responsible individual at corporate office of industrial climate. Excellent typing ability, good phone & English skills required. Responsible for variety of office duties & some work with figures. 569-5144

ADMINISTRATIVE ASSISTANT
Qualified individual with 3 to 5 years experience needed for area of office. Must be capable of 75 WPM typing and 40 WPM Shorthand. Must possess excellent communicative skills and be capable of client contact and product sales analysis. Salary: $12,000 - $14,000 and complete benefits. Send resume to
17278 W. 12 Mile Road, Suite 103,
Southfield, Mich., 48076

AD AGENCY - TV & newspaper placement. Experience helpful, full time available immediately. Call Ad Associates. 476-6670

ADVERTISING agency required experienced secretary, must have excellent typing skills, dependable and well groomed. Call Addie 552-7080

ADVERTISING - part/full time including Evenings & Sunday afternoons. Hard work, great money. Typing, shorthand a plus, bookkeeping, fast, paced office. 569-4381

AGGRESSIVE SELF starter for a one person office, must be capable of learning limited insurance information, good telephone communication, statistical work, customer relations. Southfield area. Send salary requirements & resume to box 438Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A NEW YEAR
A NEW JOB
We need experienced:
SECRETARIES
STENOGRAPHERS
DICTAPHONE OPERATORS
PBX OPERATORS
WORD PROCESSORS
We have temporary long and short term assignments. Call now for an appointment:
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

BIRMINGHAM LAW FIRM seeks experienced Legal Secretary. Knowledge of Lanier Word Processor preferable. Salary negotiable. Excellent benefits. Call P.M. 645-0800

BOOKKEEPER - experienced thru Trial Balance. Payroll Tax. A/R & A/P experience helpful. Start immediately! 478-3310

BOOKKEEPER
Fast growing company.
Occasional travel to Florida.
$13-$15,000. Ask for
Mr. Pro.
Snelling & Snelling
336-7400

BOOKKEEPER
Full charge for interesting work in medium sized company. Excellent pay and benefits

BOOKKEEPER over 30 preferred, full time, small office, some computer experience preferred. Southfield area 444-4470

BOOKKEEPER
Rehab facility has immediate full time position for person experienced in organizing & handling billing, payroll, A/P, A/R & preparation of deposits. Call for interview 644-4134
An Equal Opportunity Employer

BOOKKEEPER'S ASSISTANT - part time day position, must have experience handling cash, bank teller preferred. Troy area. Call Carol 643-6855

BOOKKEEPER/SECRETARY
Experienced, full charge, full time, excellent benefits 332-1415

Bookkeeper/Secretary
Small sales office needs person with full charge bookkeeping capabilities including trial balance, balance sheet and profit and loss statements. Excellent secretarial skills a must. No shorthand required. Minimum 8 years combined experience. Send resume to Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Temporary position with Southfield firm. Work includes accounts payable, billing & posting thru trial balances. 40 hours/week, overtime. Contact Patti Mattson at 424-6860

BOOKKEEPER
with management responsibilities for Troy law firm. Send resume to P.O. Box 1333, Troy, Mich. 48099

BOOKKEEPER
30 hours per week; posting, filing, a typing, 4 hrs. between 9am & 3PM. Southfield area. 358-0400

CASHIER-TYPIST
High School Graduate, 45 WPM typist. Will accept qualified beginner. $150 per week to start plus paid vacations and insurance.
Credithrift of America,
32160 Plymouth Rd. Livonia

CLERK TYPIST
Citizens Insurance Company currently has an opening in its Livonia Branch Office for an experienced Clerk-Typist. Accurate typing skills required. If interested, please send resume, in confidence, or call: Sandy Hatchigian, Clerical Supervisor, 13910 Stoepel Rd., Livonia, MI. 48150. 1-313-533-9500
An Equal Opportunity Employer M/F

O&E

504 Help Wanted Office-Clerical

CHIROPRACTIC ASSISTANT
Attractive, intelligent, personable woman. Office experience preferred. Call mornings, 8 to 12, Mon., Wed. & Fri., 471-0440

CITY OF Garden City - Records Clerk in Police Dept. Must be a notary, must CETA eligibility. Start $3.90/hr. Contact: Sue Matthew, City Hall, 6000 Middlebelt Rd.
Equal Opportunity Employer M/F

CLAIMS PROCESSOR TRAINEE
Step into the Business world with this progressive suburban insurance firm. Good typing necessary. Excellent advancement possibilities. Start at $737. Call Joanne today.
353-2090
SNELLING & SNELLING PERSONNEL

CLERK- Full time, Central Michigan University, High School education or equivalent, minimum 2 yrs. qualifying experience. Necessary receptionist skills including telephone, accurate typing & heavy telephone handling. Must be proficient with billing machine/calculator. Must project a good public image & be able to work well with a variety of publics. Salary range $4.91 to $4.99 per hr. Resumes must be postmarked no later than January 22, 1981. Send resumes to: Central Michigan University, Attn: Nancy Kolowski, 2275 W. Big Beaver, Troy, Mich. 48084
Central Michigan University is a nondescriminatory educational institution & employer.

CLERK TYPISTS
If you have good typing skills of 60 wpm, 2-3 years previous office experience, excellent organizational ability, and seek a congenial professional atmosphere, you'll find just the right "arrangement" at Florists' Transworld Delivery Association. For more information, contact Sue Cotsali:
355-9300, EXT. 253
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, MI 48037
An Equal Opportunity Employer

COLLECTION
We are looking for an individual experienced in adjusting and collecting delinquent mortgage accounts. Knowledge of investor and governmental regulations helpful. Must have strong communications and organizational skills. Salary commensurate with experience plus outstanding fringe benefits. For interview contact Mrs. Hirshbart.
355-0500
Graham Mortgage Corp.
An Equal Opportunity Employer

COMMERCIAL RATE PERSON
Prefer package rater. Will train sharp casualty person. Southfield location American States Insurance Co.
Mr. Samolin 354-1970

DOWNTOWN Birmingham advertising agency needs speedy accurate, typist for full time position now. Call Suzy for more information. 645-0305

EXECUTIVE ASSISTANT
Southfield professional needs help organizing a busy practice. Must have excellent secretarial skills and enjoy detailed work. Generous salary and benefits. Send resume to:
M. Vester, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

EXECUTIVE SECRETARY. Legal background preferred, bookkeeping knowledge helpful. Excellent salary, fringe package. All replies confidential. Send resume to P.O. Box 1198, Birmingham, Mi. 48012

EXECUTIVE SECRETARY
Prominent O. E. Manufacturing Sales Department is searching for an executive secretary to work in its Farmington Hills office.
Minimum requirements: business school and 3 years experience, shorhand desired. Must be proficient in transcribing and typing. Interested candidates respond to Box 408, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Excellent typing and shorthand skills. Troy Life Insurance Agency. For interview call Mrs. Clark at 879-9090

EXECUTIVE SECRETARY
$15,000
For Sales Department of Fortune 500 company. Must have confidential correspondence, book flight and travel arrangements and schedule travel itinerary. Qualified candidate will have minimum 5 years executive secretarial experience, type 65 WPM, shorthand 80 Big Three fringes. Fee Paid.
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE STENO
Needed for short assignment.
Call for appt. if speed is 100 plus WPM.
MANPOWER
TEMPORARY SERVICES
Livonia 478-1130
Troy 585-5595

EXEC. SEC'Y
To President Of Company.
Requires some legal experience, good shorthand & typing. New offices, established company. Pleasant atmosphere, good benefits. Excellent starting salary.
ALLIS-JOHNSON PERSONNEL
553-3100

EXPANDING COMPANY in Northville needs experienced receptionist with excellent typing & math aptitude, good salary & benefits, ask for Rosemarie 354-1910

EXPERIENCED DICTAPHONE Operator with accurate typing skills, wanted immediately for busy Southfield office. Light shorthand a plus 354-1600

EXPERIENCED Legal Secretary for Southfield law firm. Excellent benefits, salary commensurate with experience. Send resume, in confidence to Box 430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

FILE CLERK for general office, full time, 8am-5pm. Rx Electronics, 34415 Schoolcraft, Livonia 525-1155

FILE & RECORDS CLERK
Light typing. No experience necessary. Troy area. Benefits. Contact Mrs. McCallum 879-2400
An Equal Opportunity Employer M/F

FORCED RETIREMENT? how about a second career. We need a person to handle our sales office. Answer phone, printing of products, a limited amount of technical knowledge required. If willing to learn we will teach. Some typing required. Southfield area. If interested call 355-5444

FULL CHARGE BOOKKEEPER
Through Financial Statement, Pegboard System, Payroll, and all Payroll Taxes. Liberal fringe benefits. Send replies to Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GALLAGHER
TEMPORARY PERSONNEL
NO FEE
SECRETARIES
TYPISTS
SR. CLERKS
CLERKS
Long term temporary assignments in northwest and northeast suburban areas. Some afternoon and midnight shift work available. No experience necessary for some assignments.
CALL
968-1530
Minimum age 18

GENERAL OFFICE - Telephone Communication skills & some typing. Evergreen & 8 Mile area. 535-9020

504 Help Wanted Office-Clerical

GENERAL OFFICE. Typist 60-65WPM. Nutro Pandoree Co. 16200 N. Park Dr. Southfield.

GENERAL OFFICE, full time, order desk clerk, typing 60WPM, no shorthand, non smoker. For personal interview. 836-1003

GENERAL OFFICE - 9-4 Monday thru Friday. No Experience necessary. DeWall, Pontiac Studio, Redford. 535-3467

GENERAL OFFICE GAL
To be involved in Sales, Clerical & Accounting. In Retail/Wholesale Warehouse, located in Southfield. Will train. Call ask for Rose or Greg. 354-5644

GENERAL OFFICE Steady, reliable employee needed for full time opening in circulation department. Experience helpful but we will train. Good opportunity for team general office procedure. Apply Sat. Jan 17 between 9 am and 1 pm at Industrial Machinery News Corp. 39510 Southfield rd. in Southfield Office Park, N. of 12 Mile.

Immediate Openings
Typists
Minimum of 50 WPM.
Switchboard Operators
Experienced.
Secretaries
Call Clara for appointment
between 9 & 11 AM.
PERSONNEL POOL
IMMEDIATE SECRETARY
Opening with large suburban company. Use your accurate typing and shorthand skills. Experienced only. Client contact. $1000 a month. Fee paid.
644-4600
SNELLING & SNELLING AGENCY

INSURANCE SECRETARY
Permanent part time. Phone, typing. Filing. W. Bloomfield area. Call after 6 for Mr. Herman, Box 5072, Orchard Lake, Michigan 48033

INSURANCE Southfield agency looking for experienced commercial lines underwriter. Salary open. 275-5076

KEY PERSON Operators. Minimum 2 yrs. experience on card equipment. Days & afternoons available- 6 hours per shift & Mile & Telegraph area. Call Nancy 534-4440

RED WING TICKET WINNER
Colleen Riley
31942 Lamar
Farmington
Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, January 16, 1981 to claim your 2 free RED WING TICKETS.
591-2300 ext. 244
CONGRATULATIONS!

LEGAL OFFICE Manager. Secretary. Excellent typing & shorthand required. Some bookkeeping. Excellent salary for aggressive person. Southfield location 35 hours per week. Call Ms. Ross 353-1810 or 357-3969

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

LEGAL SECRETARY
for Southfield firm, excellent secretary, shorthand preferred, benefits. 355-4141

LEGAL SECRETARIES
Don't bother to call me if you're satisfied with your Christmas bonus, you never have to work overtime, your employer gave you a gas credit card. There are no openings I have that would concern you. I'm only interested in good legal secretaries who are underpaid, over-worked & flexible.
MANSFIELD & ASSOCIATES
LEGAL PERSONNEL

LEGAL SECRETARY
Immediate opening. Southfield office. Good typing and shorthand required 358-1770

LEGAL SECRETARY - permanent part time, for litigation oriented practice in Southfield, some experience necessary. Mr. Miller 353-2080

LEGAL SECRETARY, experienced, civil, IBM memory, Part Time, Bloomfield Hills. Call Philip Vestevich, 642-1920

LEGAL SECRETARY - 5 years experience. Shorthand & some paralegal work required. Word processing preferred but not necessary. Top pay. 354-0360

LEGAL SECRETARY, Law firm in Town Center good, typing, shorthand helpful & light bookkeeping for 2 attorneys. Call Paula 358-1900

LEGAL SECRETARY for busy law firm in Southfield, must have good typing & spelling skills. Shorthand preferred. Ask for Diane. 356-7744

LEGAL SECRETARY needed for Troy law firm. Experience preferred. Excellent benefits. Salary commensurate with experience. Contact Mr. Young for interview. 879-2600

LEGAL SECRETARY, experienced, sought for 4 attorney office in general practice. Note to work for. salary commensurate with experience. Call Donna. 352-7788

LEGAL SECRETARY for Troy tax & personal injury law firm. Must have excellent typing skills and be well groomed. Experience in personal injury preferable. Salary based on experience and ability. Call Jemmia. 643-9490

LEGAL SECRETARY - WORD PROCESSOR
Corporate law firm in downtown Birmingham has an opening for a legal secretary during its evening hours. This is a challenging position requiring a minimum of 1 year legal experience or one year more word processing experience preferred. Typing 70 wpm on shorthand. Good benefits including paid covered parking. Salary commensurate with experience. For information call Cheryl at 642-2000

LEGAL SECRETARY-Downtown Law Firm, Defense, Negligence, 3-5 years experience. Call Roberta 961-8989

LEGAL SECRETARY
Experienced. Good typing. shorthand. Southfield office. 424-8000

LEGAL SECRETARY, experienced - negligence field for Southfield Law Firm. Salary commensurate with experience. 353-5360

LEGAL SECRETARY Southfield. Domestic relations experience required. Typing 65, shorthand 80. Salary commensurate with ability. 353-6690

LEGAL SECRETARY
Part Time. Experienced, excellent skills, Southfield office.
Lois, 354-6030

LEGAL SECRETARY experienced in Plaintiff Worker's Compensation, good typing, light shorthand, excellent benefits, salary commensurate with experience Call Marion 354-7400

LEGAL SECRETARY - Preferably 3 years experience with some office management desirable, for Southfield law firm. Salary commensurate with experience. 353-7760

LEGAL SECRETARY with minimum 5 years experience for suburban practice, shorthand, dictaphone, & typing. 70WPM or better required. Good salary. Must have knowledge of civil litigation, forms & procedures. Ask for Linda. 348-3992

504 Help Wanted Office-Clerical

LEGAL SECRETARY, Experienced for general practice Birmingham Law Firm. Knowledge of word processing required, strong skills and ability to handle responsibility. Salary commensurate with experience. 644-8250

Legal Secretary
$300 ± Per Week
Our client will pay the Fee, offer full benefits & an opportunity to grow with a young aggressive legal firm.
To qualify you should have strong organization, 3-4 years experience in Corporate Litigation, type 65WPM & word processing experience.
Call Carol 352-8414
Executive Recruiters

LEGAL
WORD PROCESSING
Southfield law firm has opening for secretary with word processing experience. Top salary and excellent benefits, legal background helpful but not necessary. Management opportunities.
645-5940

MATURE part time secretary, 3 days a week, flexible area. Good typing & phone skills, insurance background helpful 352-0620

OFFICE MANAGER for Automobile Dealership, prior experience required. W. Bloomfield Area. 855-3800

OFFICE MANAGER/SECRETARY needed for 15 man Southfield law office. Experience with workmans compensation helpful. Must be assertive with excellent secretarial skills. Contact Gayle 559-4210

Temporary Personnel for Birmingham CPA firm, typing, phone answering, filing, full time through May, 1981. Please call for appointment 646-5028

ONE PERSON office - need mature person with pleasant telephone manner, typing skills 60 WPM., some shorthand, light bookkeeping, $175 up based on experience. Call after 3:30 PM for interview 968-4360

PART TIME AFTERNOONS
Claims adjuster to type and file in group claim department $4 per hour. Typing 40 WPM. Accuratey. File not applicable at Marcades Mutual Life, 25810 Northwestern, Southfield.
An Equal Opportunity Employer

PART TIME Clerical Typist, hours 9 to 1 PM., 5 days week, Plymouth office typing skills 60 WPM., some shorthand, light bookkeeping, $175 up based on experience. Call after 3:30 PM for interview 968-4360

PART TIME SECRETARY
Work available for legally trained secretary to formulate, prepare and type legal billings from time records. Call 644-4433

PART TIME qualified secretary for law firm, Huntington Woods area. No legal experience necessary. 3 days a week. Salary commensurate with ability. 359-7676

PART TIME- Secretarial, general office work, some driving for manufacturer's rep. firm. Enjoyable atmosphere, good benefits, Southfield 559-0840

PART TIME Typist needed for early morning shift, 45 WPM., Troy location, good hourly rate Call Citation Agency, 879-7188
An Equal Opportunity Employer

PR
FEE PAID $12,000
Super people, super program, fantastic training - bright typist can earn credits towards exceptional promotion
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

REAL ESTATE SECRETARY. Full time West Bloomfield area. 3 to 5 years recent title insurance or real estate office experience required. Good typing skills, pleasant personality a must. Shorthand preferred. 626-3900

RECEPTIONIST/Typist for Southfield real estate firm, full or part time. 358-0602

RECEPTIONIST-PART TIME
Wanted for Birmingham Tax office during tax season. Light typing. Call Jean. 642-2555

RECEPTIONIST TYPIST. Entry level position. 50 wpm minimum. Pleasant phone manner, Southfield location. Excellent benefits. 352-1155

RECEPTIONIST for photographic studio, full time, typing essential, Bloomfield area. 855-9100

RECEPTIONIST/CLERICAL
Full time position, switchboard clerical. Will train for switchboard, should have some formal training or experience for clerical portion. For appointment call
ADISTRA CORP.
101 Union St., Plymouth
425-2600 ext 282

RECEPTIONIST TYPIST to handle multiple line telephone and type 50 WPM. Benefits Farmington Hills. 553-4800

RESPONSIBLE PERSON, must have pleasant phone voice, accurate typing, to handle all office procedures including light bookkeeping. Full time. Southfield area. 557-5856

SALES-GENERAL OFFICE
Mature person, full time for Sales Department. Must have an excellent phone personality and be a self-starter. Light bookkeeping experience helpful but not necessary. Good fringe benefits. Farmington Hills. Call 477-6040
An Equal Opportunity Employer

SECRETARIAL individual needed for progressive medical company. Future growth desired. Flexible hours Call 9-2, Doctor Medical Realty 569-4407

SECRETARY
Accurate typist - 50-60 WPM, filing, professional phone manner, Southfield area 350-2256

SECRETARY
AUTOMATIC DATA PROCESSING