500 Help Wanted

SUPERVISOR Distribution Facility

Expanding growth Company is seeking an assertive individual with Warehousing background. This position requires Supervisor experience in Shipping and/or Receiving. Will be responsible for merchandise transfer & inventory management reports. Excellent career potential & full benefit package. Please send resume including salary requirements to: Box 626, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

TEACHERS

Become a Foster Parent. Use professional skills in your home by providing care, training, and community living experiences for a developmentally disabled child. Foster child would require training at home as well as in a local special education program. Foster parent will receive additional training, professional support, and a monthly salary from Plymouth Center For Human Development. Call: 937-3560.

TECHNICAL ASSISTANTS

Needed to work with high school youth in areas of machine shop, commercial art, and auto mechanics. 2 years experience and/or Technical school or Community College required. Contact: Plymouth Youth Community Schools, 454 S. Harvey, Plymouth.

TELEPHONE PROFESSIONALS

Year round steady work, top salary plus bonus, call John James 1-4PM, Monday through Thursday 569-4370

TELEPHONE SALES

Part time positions available evenings & Saturdays for people with sales experience. Southfield location $4 per hour to start 552-7942

TELLER TRAINEES

Full time. Looking for an interesting career in banking? Openings available. Paid training and fringe benefits, auto a must. Applications taken daily from 1-4 PM at:

THE AMERICAN CENTER OFFICE DEPOT BANK SOUTHFIELD
27777 Franklin Road, Southfield
Ask For Colleen McKinney

An Equal Opportunity Employer

TOOL ROOM HELP GRINDER HAND

Experienced only

Apply at:

RETOOL MACHINE
13640 ELMIRA
Plymouth-Schoolcraft area

TYPESETTER

Compographic 9000 or Unified Composer. Full and part-time. Livonia. 591-3434 ext 476-4417

WAREHOUSE SUPERVISOR

For Livonia location Medical Supply Co. Must be able to manage all Warehouse functions, supervise receiving & shipping dock, process Truck Freight, etc. Apply P.O. Box 616, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WARNER & SWASEY 3AC Chucker Operator and Set-up Man, experienced. Excellent wage & benefits. Call 476-6600

We are now accepting applications for Lifeguards summer 1981, City Of Southfield municipal pool. Senior life saving required. After 7pm. 354-9550

502 Help Wanted Dental-Medical

ASSISTANT

For Farmington Dental Consultant. 4 days plus some Saturdays. Experience preferred. Call 557-4440

DENTAL ASSISTANT, full time, chairside with 4 handed experience, light back work, North West Detroit, pleasant office. 532-1842

DENTAL ASSISTANT, Chairside, experienced, part time needed for growing Livonia General Dental practice. 525-9320

DENTAL ASSISTANT

Part time, afternoons. Experience necessary. Farmington Hills area. 474-2280

DENTAL ASSISTANT - good working conditions. Must be personable & experienced. 28 hour week. Wages depend. 569-6722

DENTAL ASSISTANT - Also reception. Master's degree preferred. Excellent opportunity & benefits Farmington orthodontist office. 855-2020

DENTAL ASSISTANT

Experienced. Great opportunity, open salary for experienced girl for assisting, front desk & insurance forms. Hedge. 534-5010

DENTAL ASSISTANT chair side, W. Dearborn. C.D.A. or 4 handed experience preferred, permanent full time position, non smoker, pleasant modern office, benefits. 565-2810

DENTAL ASSISTANT wanted, part time, experienced only. West Bloomfield area. 851-2980

DENTAL ASSISTANT, orthodontic. Bloomfield. Good pay. Nice, pleasant, enthusiastic, experience preferred. Call between 6-9PM 644-1534

DENTAL ASSISTANT chairside, must have some experience. Full time. Good starting salary. Northwest area. 567-4105

DENTAL OPPORTUNITIES

Dental receptionist. Experienced Pleasant personality, front desk, busy dental office. Salary, benefits.

DENTAL ASSISTANT

Chairside Office. Busy orthodontist office. Experience a must. Excellent hours.

CALL KAREN 353-0367
Professional Medical Personnel

DENTAL/ORTHODONTIC Chairside. Excellent hours, benefits. Dental experience preferred. Southfield. 557-2730

DENTAL-PHONE SALES

Will train aggressive sales oriented person with dental practice experience to phone sales position. Good phone manner a must. Salary plus commission, new accounts bonus, paid vacation, excellent fringes. Contact A. Henderson 355-2870, ext. 270.

An Equal Opportunity Employer

DENTAL RECEPTIONIST

Providence Hospital area. No evenings or Saturdays. Apply box 2311 Farmington Hills, MI 48018

DENTAL RECEPTIONIST

Full Time. Experience preferred including insurance forms & record keeping. Salary commensurate with experience. Birmingham office. 642-1356

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST. Experienced preferred, for modern Bloomfield Hills office. Salary commensurate with experience. 338-4140

DENTAL RECEPTIONIST Needed, for new practice, must have previous experience in handling insurance, pegboard, bookkeeping, accounts receivable 348-7937. 559-5020

DENTAL RECEPTIONIST to handle Insurance, etc. Full-time, W. Dearborn. Excellent benefits including pension & profit-sharing. Experience necessary. 565-5507

DENTAL RECEPTIONIST. We are looking for an energetic, responsible individual to handle telephone, pegboard & insurance duties. Personal treatment is stressed in this smaller N. W. Detroit office. weekdays 9 to 5 833-8280

DENTAL RECEPTIONIST & Bookkeeper. Mature, long term employment, benefits. Aggressive take charge person. Plymouth/Livonia area. Send complete resume to Box 613, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL TECHNICIAN - experienced porcelain packer or experienced waxer. Full or part time. Clawson area. 288-5708

DRS office in Wayne. Good typing & bookkeeping skills required. Insurance billing helpful. 326-4100

HANDICAPPED CHILD CARE

Work with retarded & handicapped children. Full & part time available. Six months experience required.

835-9542

HYGIENIST Wanted, Rochester area. Health oriented dental practice seeking an assertive Hygienist who can relate well with people. Please send resume to P.O. Box 612, Rochester, Mi. 48063.

LICENSED NURSES

Join the Nursing team of the future. Full & part time positions. Afternoons & midnights in modern skilled nursing facility. Competitive wages. Excellent benefits including shift & charge nurse differential. Paid Health & Pension Plan & Tuition Reimbursement. Individualized in service to meet your needs including those wishing to re-enter the nursing field. Contact Kay Kermode, RN, Director of Nursing, University Convalescent Home, 28350 Five Mile Road, Livonia 427-8270

LPN OR RN

Days, 7-3 PM. Good wages and benefits. Apply in person. Walking Well Manor, 555 W. Main St., Northville.

LPNs - Full & Part-time PM & Midnight Shifts, including every other weekend. Oakhill Nursing Home, 34225 Grand River, Farmington 477-7573

LPN'S, RN'S

Full and Part time. Flexible scheduling. 100 bed nursing home. Birmingham area. Call for appointment.

647-6500

LPN'S

To $21,600/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today for an Interview

MED-STAFF
557-2505

LPN'S with

starting wage of $8.50 per hr.

ALSO RN'S
ALL SHIFTS
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MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks W. of Lahser

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FARMINGTON
PRIVATE DUTY

Full & part time available. Flexible hours. Six hour shifts available also

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MATURE WOMEN

With previous nurse aide experience needed for live in position, must have own transportation, $42.50 per day plus room & board.

PRO CARE ONE INC.
The Health Care Professionals
SOUTHFIELD 569-4400
LIVONIA 425-6316

MEDICAL ASSISTANT, part time, experience preferred in insurance billing. Exp. & ventopuncture. Afternoon & Saturday hours. Call 649-3060

LIVONIA PHYSICIAN

Seeking a Medical Assistant with Lab experience. Call 476-6100 9AM to 5 PM, After 5 PM, 349-7122

MEDICAL Receptionist/Secretary. Must have experience in dictation, insurance billing, etc. Royal Oak Internist. Call 9AM-5PM daily, except Wed. 398-5133

MEDICAL RECEPTIONIST

Full time, experience preferred. Typing required. Detroit area.

338-9401

MEDICAL - RECEPTIONIST, afternoons, experience desired. Westland area. Reply to box 628, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY

Troy surgical specialist desires mature professional individual possessing excellent communication skills, typing & insurance experience. Hours Mon.-Fri. Paid BC-BS. Salary range $300-$350 weekly. Send complete resume to Box 600, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST, experienced, full time, for Southfield medical office. Mon.- Fri. 9-5. No weekends. 559-3150

NURSES AIDES. Needed for private duty, home health care, and live in position. If pick have one years experience, flexibility and own car call 643-0311

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONISTS

Medical experience necessary. Nice offices in NW suburban areas. $350 a week, open.

PHYSICIANS ASSISTANT

Graduate of accredited PA school. National certification necessary. Work for established specialist. $10-$15,000. Good opportunity.

DAVIS SMITH
MEDICAL PERSONNEL SERVICE
557-7200

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Top pay, benefits. Care for patients in their home or nursing home. Must have 1 year experience & reliable transportation. 357-3850

Professional Medical Personnel

NURSE AIDES

3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.

FRANKLIN MANOR
CONVALESCENT CENTER
36900 Franklin Rd., Southfield

NURSES

Become a Foster parent. Use professional skills in your home by providing care and training for a developmentally disabled child. Foster child would require training at home as well as in a local special education program. Foster parent will receive additional training, professional support, and a monthly salary from Plymouth Center for Human Development. Call 937-3560.

NURSES NO FEE

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Learn Why Thousands
Of Nurses Nationwide
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At Staff Builders your needs come first. You'll work only at challenging assignments and always on your own schedule. Have a varied nursing career plus plenty of time for your personal life too. Also:

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SOUTHFIELD

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ALL SHIFTS

Join our team for the best in geriatric medical long term care. Top salaries, premium holiday pay, free meals, paid Blue Cross, paid sick days, life insurance, sickness & accident insurance, retirement plan. Excellent working environment. Call Ms. Young, RN 358-2358

RADIATION THERAPY TECHNOLOGIST

St. Mary's Hospital of Saginaw is seeking registered or registry eligible radiation therapy technologist for its new state designated regional cancer treatment center. Responsibilities shall include the daily treatments as directed by the radiotherapist. Excellent salary & benefits program. Interested persons may call or send resume to

PERSONNEL SERVICE DEPT.
ST. MARY'S HOSPITAL
830 S. Jefferson Ave.
Saginaw, Mich. 48601
(517)776-8290
An Equal Opportunity Employer

RECEPTIONIST needed for Troy physician, experience in peg board, Blue Cross, Medicare, etc. Mon. thru Fri. 435-1559

RECEPTIONIST for busy chiropractic office in Lathrup Village. Pleasing personality. Must type 45 WPM accurately. Insurance experience helpful. Send resume to Box 608 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150 559-3060

RECEPTIONIST/BILLING CLERK

Pleasant individual with problem-solving & organizational abilities. Experience in all Medical, WC and NF insurances. Excellent clerical skills - A Must. Only Best - need apply to

Box 649-5143 ext. 328

RN-LPN

Seeking Charge Nurses to motivate staff and supervise patients care. Afternoon shift only. Flexible hours. Contact: Ms. Heastie. 728-8100.

RN or LPN ... for Extended Care Facility - midnights. Call Sherwood Hall Convalescent Home. 288-6610

RNS and LPNS

Full and part time, Flexible scheduling. Excellent benefits.

Farmington
Nursing Home
30405 Folsom, Farmington
477-7400

RN'S - LPN'S - AIDES

Flexible Scheduling, Top Pay
Variety of Assignments

PRO CARE ONE
The Health Care Professionals
LIVONIA
31900 Schoolcraft, Suite L4
425- 6316
SOUTHFIELD
17000 W. 8 Mile Rd. Suite 371
569-4400

RNS & LPNS

Full or part time. Afternoon & evening shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18325 W. 7 Mile, Detroit. 531-4001, Ext. 34

RN'S & LPN'S Positions available on PM & midnight shifts. Shift differential pay, reduced wage scale, free meals, excellent benefits package. Bloomfield Hills Care Center. 338-0315

502 Help Wanted Dental-Medical

RN'S

JOIN
"The Professionals"
WE HAVE WHAT YOU ARE LOOKING FOR!!

357-3650

Professional Medical Personnel
"A Professional Nursing Service"

RN's, LPN's

Positions available on all shifts, either full or part time in well staffed skilled nursing facility located in Redford City, devised pay scale and good benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-5PM, at:

CAMBRIDGE NURSING HOME, W.
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RN'S LPN'S Private work with patients in their home or hospital room. Let us know when your available.

644-0311

RN'S

TO $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities
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MED STAFF
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$12.50 PER HR

Full & part time available. Work flexible hours & closer to home.

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HEALTH CARE SERVICES
16415 W. 8 Mile, Southfield

835-5400

THE SEARCH IS ON!
Are You The Supplemental
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Join The Fun At
PRO CARE ONE, INC.

569-4400

X-RAY TECH, needed part time, on weekends. Excellent working conditions For Livonia Drs office. Ask for Linda. 937-7177

X-RAY TECHNICIAN

Radiology Clinic, part time, mornings including Saturdays. Redford area. 937-8159

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

Must have experience. Full time position for large nursing home. Apply 9 AM to 4 PM. Mon. thru Fri.
The Arnold Home, 18330 W. 7 Mile, Detroit. Near Southfield Expressway.

ACCOUNTING CLERK

For expanding suburban company. Handle ledger posting, credit and accounts receivable. Qualified candidate will have some previous general accounting or bookkeeping experience with some receivable background. Full benefits package with excellent advancement potential. Fee Paid.

CALL
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Accounting Clerk

Prefer individual with General accounting background including and costing experience in a manufacturing environment desirable. Excellent salary with attractive benefit program.
Apply in person or call:

Personnel Department
Ingersoll-Rand Co.
Automated Production Systems Div.
23400 Halsted Rd.
Farmington Hills, MI 48024
477-0800

Equal Opportunity Employer M/F

ACCOUNTING CLERK

Growing Troy marketing firm (I-75 & W. Big Beaver) has an opening for an individual with minimum 3 years accounting experience. Must type 45-50 w.p.m. Salary range $8,400 - $10,500, plus full benefit package. For immediate consideration, call: 362-3168.

CMI CORPORATION
EEO/AA

ACCOUNTING CLERK

Must have 1-2 years experience in Accounts Payable and Receivable and General Accounting. Should also have good typing and filing skills.

We offer a competitive starting salary and excellent benefit program. Send your resume and salary history to:

CALL OR APPLY AT
ADVANCED
TECHNOLOGY & TESTING
12921 Stark Rd.
Livonia, Michigan, 48150
522-1900
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE

Experienced person to service customer account and follow collections. Prepare & coordinate input to computerized receivables system & prepare corresponding journal entries. Customer contact will occur at business office and by phone. Send replies to Box 638, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCURATE TYPIST - 70 to 80 WPM, shorthand, telephone answering. Birmingham location, 8:30 am to 5 pm 642-8740

504 Help Wanted Office-Clerical

SECRETARY

We offer an above average fringe benefit program. Minimum requirements: nine months secretarial experience and/or general business course, accurate typist (minimum 45 WPM), shorthand or speedwriting helpful. Knowledge of newspaper business helpful.

The Observer & Eccentric Newspapers

36251 SCHOOLCRAFT, LIVONIA, MICHIGAN 48150

We are an equal opportunity employer

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK

Due to continued growth, we are seeking an Accounts Payable Clerk for our corporate offices in Northville. Responsibilities will include:

Auditing and processing Vendor invoices, Accounts Receivable, and other clerical functions.

Accounts Payable experience is required. For consideration forward a resume to:

BOB MERRICK
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan, 48167
An Equal Opportunity Employer

RED WING TICKET WINNER

Gail Mueller
18382 Golfview
Livonia

Please call the promotion department of the Observer & Eccentric by 5 p.m. Tuesday, February 17, 1981 to claim your 2 free RED WING TICKETS.

591-2300 ext. 244

CONGRATULATIONS!

ACT NOW!

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

AD AGENCY - in northern suburbs needs secretary with experience in financial area, compose correspondence, set up files, good skills & 2 to 3 yrs. experience gets you $15,200 to $11,600. Excellent benefits and company fee paid

ASSISTANT - to property manager for Troy development company. Good typing required plus math aptitude, beautiful offices in great location. Salary $860 to $900, full benefits, agency fee paid.

ADAMS & MARTIN

PERSONNEL
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646-5600

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

ADAMS & MARTIN PERSONNEL IS PLEASED TO ANNOUNCE THE ESTABLISHMENT OF

UNIFORCE

TEMPORARY SERVICES

Applications are now being taken by appt. in the following areas.

General Office	Typists
Secretarial	Steno
Mag Card	Accounting

Please Call Nancy
646-7660

ADMINISTRATIVE SALES ASSISTANT

At $15,000

To assist Marketing Manager with major account, process orders, expedite merchandise, act as liaison between manufacturer and client. Qualified candidate will have previous experience in a sales environment, compose and type correspondence. Excellent advancement potential. Full fringe package with dental. Fee Paid

551-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

AN EXECUTIVE SECRETARY

who is a self-motivated "go" person, needed to coordinate financial sales seminar. Southfield area. Mr. Caswell 559-6600

ASS'T BOOKKEEPER

To work under Full-charge Bookkeeper in Retail store. Maple-Orchard Lake area. Must have 3 years current work experience as Assistant Bookkeeper. Position available immediately.

559-7871

AUTO DEALER

ACCOUNTS PAYABLE BOOKKEEPER for Southfield Buick Mercury Dealership experience a must. Excellent benefits and pay. Call Sandy at

TAMAROFF BUICK
353-1300

BOOKKEEPER - CLERICAL

Troy area, must be flexible, good typing & phone skills, OK W/PM, experienced in receivables, payables, payroll, payroll taxes, general ledger, excellent benefits. Inquiries held confidential. Send resume including salary requirements to P.O. box 8618, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER

Full charge Bookkeeper. Must be experienced with Accounts Payable and Receivable through Trial Balance. Call Mr. Goldman for an appointment:

557-7040

BOOKKEEPER - Immediate opening for person with Bookkeeping background. Diversified duties - some typing. Benefits. Send resume to: Linda Haney, American Delivery, 200 E. 7 Mile Rd., Detroit, MI. 48203.

BOOKKEEPER, Mature Person for a growing business in Farmington Hills. Experience in Accounts Receivable, Accounts Payable, Pay Board & ADP computer systems. Send resume to: Motion Control Corp., 28414 Industrial Park Ct., Farmington Hills, 48024. 478-1444

504 Help Wanted Office-Clerical

BEGINNERS SPOT

Centrally located Southfield firm needs your good typing and pleasant phone personality to work in purchasing department and be trained on the computer. Good starting salary, benefits include dental and company pays our fee. CALL TODAY, company anxious to hire this week.

PERMANENT STAFF
SOUTHFIELD 353-0505

BOOKKEEPER - PART TIME

Municipal experience preferred. Apply Canton Public Library, Call Deborah O'Connor by Feb. 28 397-0099

BOOKKEEPER/Typist - Part time. Experienced. Send resume to: Nancy Alexander, 15193 Farmington Rd., Suite A1, Livonia, Mich 48154.

CASHIER

Immediate opening for full time Cashier, work hours 10:30am-7pm. No experience necessary, we will train with references to Madonna College, 36600 Schoolcraft, Livonia, MI. 48154, Attn: Peggy Plunkett.

An Equal Opportunity Employer
Affirmative Action Employer
No phone calls, please.

CLAIMS ADMINISTRATION company in Bloomfield Hills is looking for Receivables Analyst/Typist with good general office skills. Some insurance background helpful. Salary $200 per week. For interview call Cindy: 645-1520

CLERICAL, busy office - some payables. Type 40, know 10-key. Full benefit package. $10,400.
Sandling & Sandling 399-3450

CLERICAL - General office: typing, filing, phones. Full time 3-5 years experience. For Livonia headquarters. Call 425-9000 or 478-3310

CLERICAL POSTION full or part time with work hours flexible, pleasant, will train. Heavy phone work. Good spelling & typing essential. Livonia. Ask for Lynn. 261-8200

CLERICAL

We have immediate openings for individuals with clerical positions in our servicing division. Individuals must possess accurate typing of 40 plus wpm and good Math aptitude. A complete benefit package is offered. Interested applicants should applyduring the following hours:

Tues. and Wed. 9-11 AM or 1-3 PM

MANUFACTURERS HANOVER MORTGAGE CORPORATION
27355 Farmington Rd.
Farmington Hills, MI 48018
corner of 13 Mile Rd.

Equal Opportunity Employer M/F/H

CLERK TYPIST-Typing skills of 55 WPM required, $4.65 hr. Employment Center. 544-0616

CLERK TYPIST - High school grad. Type 50wpm. Prior work experience preferred. Insurance experience a plus. Excellent employee benefits. Send resume to: Insurance, P.O. Box 732, Southfield, Michigan, 48037

CLERK-TYPIST

Light math needed. Excellent working conditions. Wayne area. Thunderline Corp. 728-2450

CLERK TYPIST

35 wpm, good fringe benefits. Southfield area. Call Kathy Hartman at 355-5000

COME WITH KELLY

and enjoy temporary assignments. TYPISTS, STENOGRAPHERS & SHORTAND SECRETARIES, WORD PROCESSORS, & SWITCHBOARD OPERATORS are needed. We offer top assignments, merit increases, and paid vacation. If interested call for an appointment Mon. thru Fri., between 9 AM and 5 PM, at the office nearest you.

29449 W. 6 Mile, Livonia
522-4020

4000 Town Center
(suite 1225)
Southfield
352-7490

999 W. Big Beaver, Troy
(suite 100)
362-1180

2239 S. Telegraph
Bloomfield Hills
642-9650

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Equal Opportunity Employer M/F/H

COMMUNICATIONS SECRETARY

Fantastic opportunity to work in the great office of an internal firm. Utilize your telex and great typing skills. Terrific benefits. $13,000

353-2090
SNELLING & SNELLING
PERSONNEL

COMPUTER OPERATOR needed in Medical office. Good accurate typing skills required. Will train. Farmington area. Call Mr. Crumb 477-4851

EXECUTIVE SECRETARY

Bustling atmosphere. Part time. Typist for machine transcription, filing, & general assistance to an administrator. Light work requirement. Non smoker. 18 to 35 yrs. per week. flexible schedule. Send resume & salary requirements to Box 610 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE Patent Law Secretary - north suburban Detroit area. Confidential resume to: Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

For President of private College. Must have 5 to 8 years experience, 60 - 80 wpm typing, good telephone ability & well organized. Excellent salary, benefits & work environment. Send resume & salary requirements to Box 64, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

Challenging position available for sharp person with good typing and shorthand. Southfield area. Pleasant working conditions. Call 352-8209

EXECUTIVE SECRETARY

Bi Lingual - (German). Good oral and writing skills. Type 65, 70. Salary to $17,000. Fee Paid. Benefits.

Call 552-8320
Assoc. In Personnel

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Fast moving professional firm is seeking a sharp "right arm" to one of its principals. Must have excellent typing and shorthand skills and experience. Great opportunity to become part of the happy and successful team. Generous starting salary and benefits. Send confidential resume to: Mr. Burrell, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY

The Southfield headquarters of an international corporation has an immediate opening on the corporate staff.

This position reports to the Director of Industrial Relations and the principal assistance to marketing, advertising and public relations, and general manager of a division. A varied background in the above areas is preferred. However, an extensive executive level exposure 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 P. O. Box 644 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

M

EXPERIENCED FULL Cycle bookkeeper wanted, part time. Stewarts Fabrics, Birmingham area. 645-0665

EX-SECRETARY $200-$230/WK

Typing 55 WPM. Shorthand or dictaphone helpful, but not necessary. Downtown and Suburban locations. Now interviewing. Call for appointment.

CDI
Temporary Services, Inc.
559-7516
EOE - NO FEE - M/F

EX-TYPIST $190/WK

Typing 55 WPM. Use of dictating equipment helpful. Shorthand of publication, will train. Heavy phone work. Good spelling & typing essential. Livonia. Ask for Lynn. 261-8200

EXECUTIVE SECRETARY

Typing 55 WPM. Use of dictating equipment helpful. Shorthand of publication, but not necessary. Downtown and Suburban location. Call for more information and appointment.

CDI
Temporary Services, Inc.
559-7516
EOE - NO FEE - M/F

FULL CHARGE BOOKKEEPER thru trial balance, experienced only. 739-1720

GENERAL CONTRACTOR in Southfield requires Secretary, typing, clerical work. Blue Cross and other benefits Phone 353-0320

GENERAL OFFICE - for Manufacturer's Rep. All office skills require. Excellent opportunity for intelligent, qualified person. 649-4860

GENERAL OFFICE

We are seeking a person interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location. Call 352-3209

GERMAN SPEAKING
SECRETARIES AND TYPISTS

Exciting long and short term temporary and part time job assignments available in North Suburban locations. Now interviewing. Immediate placement. Call for appointment.

CDI
Temporary Services, Inc.
559-7516
EOE - NO FEE - M/F

IMAGINE

FEE PAID $14-$13,000

Fantastic potential in out-front spot with image conscious group. Personal skills and style are VIP at this growth office. Shorthand a must.

562-8900 649-4144

Your New Boss Pays Our Fee

HARRIET SORGE
PERSONNEL

INSURANCE AGENCY

Clerk-Typist with Insurance experience required. Benefits. Farmington Hills area. 553-1100

INSURANCE AGENCY, experienced typist required, part time. Southfield location. Contact Mrs. Bassos 358-1100

INSURANCE

Agency has position open for accounting clerk to accompany receivable. American Center Bldg. Southfield. Call Mrs. Wick 354-0600

INSURANCE SECRETARY. Experience in commercial lines. Must have typing & shorthand. Agency located in Birmingham. Permanent position and career oriented individual. 646-7575

INSURANCE - several job openings for commercial property and casualty assistants. Minimum 3 years agency experience required. Comprehensive benefits. Contact Mr. Pevsen. 353-5890

LEGAL OFFICE Manager/Secretary. Excellent typing & shorthand required. Some bookkeeping. Excellent salary for qualified person. Southfield location. 25 hour week.

353-4940 or evenings 357-3098

LEGAL SECRETARY

Joanne Bachman Personnel is specialist in finding the best position for you in the legal field. These positions include legal secretaries, para-professionals and law office management personnel.

Permanent, part-time, and temporary positions available for experienced legal personnel in the greater metropolitan area.

Invest in your future by contacting Joanne, the legal placement professional, today. All fees company paid.

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30100 Telegraph Rd., Suite 121
Birmingham, MI 48010

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LEGAL SECRETARIES

Tired of going to work, doing the same routine tasks and seeing the same tired faces? Are you bored with your assignedl? Are you ready for a change? Telephone us, we can help you secure a more interesting and rewarding position. Personnel At Law is actively seeking experienced Legal Secretaries for a wide variety of legal firms and corporate legal departments located throughout the tri-county area.

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For downtown Detroit Law firm. Experience or will train. Salary open. Call 961-3020

LEGAL SECRETARY - Troy firm. Must have experience with general civil work. Preferably some probate. Good fringes. Shorthand not required. Salary open. 643-8434

LEGAL SECRETARY - Southfield, Jr. legal experience, salary commensurate with ability, will train on word processing equipment, call Elissa 358-3040

LEGAL SECRETARY - Experienced, for busy but congenial Southfield office. Good skills, pleasing personality necessary to work in unique atmosphere. If you are looking for a change for the better, this is it! Call 424-8000

504 Help Wanted Office-Clerical

LEGAL SECRETARY

$10,500 FEE PAID

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LEGAL SECRETARY, experienced, desired for small Birmingham law firm. Salary commensurate with experience. 644-4433

LEGAL SECRETARY, experienced - negligence field for Southfield Law firm. Salary commensurate with experience. 353-3340

LEGAL SECRETARY for small law firm in Birmingham. Good typing skills essential, no shorthand necessary. One year legal experience preferred. Send resume to: Mrs. Jackson, 30250 Telegraph, Suite 101, Birmingham, Mi., 48010.

LEGAL SECRETARY-Southfield firm. Pleasant office in full service building. Salary commensurate with experience. Excellent fringes. Linda 552-0200

LEGAL SECRETARY for Southfield Personal Injury firm, part-time. Experienced preferred. Excellent typing a Must. 352-7575

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Sr. partner of established firm offers excellent benefits and room to grow, $15,000 plus, fee paid.

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LIBRARIANCE Co specializing in premium payment administration located in Southfield (Northland area), seeks receptionist. Must have good typing skills, 60 WPM, & math aptitude. Good opportunity for advancement, salary $10,000. For an appt. call Mrs Knaks 559-5055

MAIL ROOM CLERK

Full time, must have car.
Birmingham location
Call Tuesday, 9 to 5, 644-8189

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Outstanding opportunity to use your medical background. $8,840 plus - fee paid! This excellent position won't last. Call Jo Smith now

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Order taking, invoicing, cost bookkeeping. Troy area. Salary commensurate with experience. 589-0703

OPPORTUNITY

Office Clerk with 3-5 years experience in Accounting and/or purchasing related areas. Must type or have CRT experience. Salary range $150-$210 weekly. For interview, call Mrs. Davis, 477-5433

PART TIME Secretary for Law Office. Mature. Bookkeeping helpful, good on telephones. Town Center Southfield 358-4104

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$8,400

Established suburban company is looking for adaptable individual with good office skills. This position offers lots of public contact and a profit-sharing program. Call Carol Lee

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2 - 3 years experience IBM hardware, cobol language, business applications. Salary $18,500 to $24,000 Excellent benefits Fee Paid.

352-8320
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REAL ESTATE SECRETARY PLUS

Job involves staff starter with good typing, phone & organizational skills. Real Estate, advertising or legal experience helpful W. Bloomfield area. Call Ada, 626-4005.

REAL ESTATE SECRETARY - PLUS

Redford area. Job requires Self-Starter with good typing, phone & organizational skills. Real Estate or Legal experience helpful. Call Mr. Cook 532-3210

RECEPTIONIST - Need responsible person for busy office switchboard, light typing required. Southfield area Contact Pam at 559-0650

RECEPTIONIST for Birmingham Pediatrician's office. Insurance forms, typing, figures, light typing required. Please reply to box 638 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

SECRETARY
$8,500 PLUS - FEE PAID

Excellent Southfield firm wants your personality and legal skills. Great opportunity advancement and good security. Excellent benefits, fast salary review, and work in relaxed atmosphere. Call Mark.

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SECRETARIAL ASSISTANCE needed, full time, flexible hours with future growth. Light typing, good with figures. Call Renate between 9am-8pm. 569-4607

SECRETARIAL-CLERK/Typist for small area sales office. Duties include telephone, filing, posting, typing. Light office skills etc. Salary commensurate with experience. Excellent fringe benefits. Call 352-5460

LYON METAL PRODUCTS INC.
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SECRETARY - Administrative, Typing, filing, light bookkeeping. Benefits. Pleasant working conditions. Full time. Highland Park. 624-8737

SECRETARY

Company located in Taylor needs secretary with good typing skills along with a good figure aptitude. Light shorthand would be helpful but not necessary. Position open immediately. Paid vacation, life insurance, health insurance with good working conditions. For appointment call Mr. Canham at 295-4500

SECRETARY, excellent typing & dictaphone skills. Good Friday position in insurance claims office. Salary open. Bradley-Thomas Adjusting Co., 11 Mile & Southfield Rd. Mr. Thomas 559-4158

SECRETARY - full-time. Excellent typing & Math skills required. Great telephone technique & communicative proficiency helpful. We offer management, salary, vacation, insurance, & year end bonus. Ask for John. 464-0773

SECRETARY - Good telephone etiquette, shorthand, typing, prefer experience. Large company; all benefits, excellent working conditions. Southfield Mr. K. 352-4550

504 Help Wanted Office-Clerical

SECRETARY - Bloomfield Hills, excellent skills in strong legal background. $15,000, fee paid.

TYPIST - 55 WPM, Southfield firm, shorthand helpful, good phone ability, $900

EXECUTIVE - secretary, Troy, administrative duties, plus excellent typing & shorthand, $14,000, fee paid

LOIS RAY PERSONNEL

559-0560

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$12,000 TO START

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Beautiful offices.

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