502 Help Wanted Dental-Medical

CHAIRSIDE Assistant, for Plymouth Area Orthodontist, experience preferred. 533-5550

CHIROPRACTIC ASSISTANT — required for Chiropractic Life Center. Experience preferred. Call 455-9149

CO-ORDINATOR NEEDED
If you enjoy talking to people on the phone & feel you can speak with professionals in an organized & competent manner & co-ordinate their activities call Mrs. Clark.
835-9542
NORTHLAND AREA

DENTAL ASSISTANT
Experienced. Full-time. Pleasant office in Farmington.
477-0288

DENTAL ASSISTANT - experience a must. Livonia area. Call between 10 and 12 noon. 476-1001

DENTAL ASSISTANT - full-time - for City of Farmington Office. Willing to train right person. No evenings or Saturdays. Call 476-0373

DENTAL ASSISTANT, full time, no experience needed. Dearborn Area.
562-8200

DENTAL ASSISTANT
Experienced chairside. 4 handed dentistry for busy Rochester general practice 651-6441

DENTAL HYGIENIST
Part time Mondays and/or Tuesdays & Thursdays.
Farmington Area 474-6600

DENTAL HYGIENIST, full or part time, for Preventive-oriented 3 dentist office. Modern facilities. Private exam room. Cavitron. Replies confidential to Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST wanted full or part time for Livonia general practice. Preventive orientation. Call for interview.
535-7618

DENTAL HYGIENIST
Full & part time for Dearborn area specialists office.
274-9060

DENTAL HYGIENIST
Monday & Friday, 8am-6pm
Saturday - Half Day.
Livonia area 261-5190

DENTAL OFFICE administrator wanted for progressive 5-dentist ultra-modern dental clinic in Warren. To manage all aspects of the group operation including financial, personnel, dental insurance and patient presentation. Experience or training in all aspects of dental office management is required. Salary commensurate with experience and qualifications. Multiple fringe benefits. Send resume to Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DIRECTOR of Nursing Services. RN, long term care experience preferred. Send resume to: Administrator, Oak Hill Nursing Home, 34325 Grand River, Farmington, MI 48024

RN
NURSE EXPERIENCE
IN MEDICARE - MEDICAID
Blue Cross, Blue Shield, and UAW to handle entire program in 166 bed facility Mon., Wed., Fri., days
Contact Mrs. Mix, RN, Administrator for interview at 522-1444
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia

FARMINGTON AREA — outpatient mental health clinic needs experienced full time person for insurance billing, bookkeeping & typing. Salary competitive. Call from 9am-5pm daily. 477-0187

FULL TIME chairside dental assistant for busy Livonia general practice, C.D.A. a plus, must be experienced in all phases with strong CR. & bridge. Call for interview. 525-7618

LAB AIDE for immediate full time position in dental office lab. Must be experienced in processing and routine procedures. 838-0651

LIVONIA Physician seeking a Medical Assistant, experienced with Billing. Call 9AM-5PM. 476-8100 or after 6PM. 349-7122

LPN - AFTERNOONS
3-11 PM. Good wages. Apply in person. Wishing Well Manor, 520 W. Main St., Northville.

LPN OR RN, Saturdays, for family planning clinic in Southfield. 569-7010

LPN's with
starting wage of $6.50 per hr.
ALSO RN's
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W of Lahser

L.P.N.
FULL TIME OR PART TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs. Ferguson.
HIGHLANDALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL ASSISTANT, part time for Troy pediatrician office, will train ambitious, self-starter. Send written resume to Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT must be mature & experienced. Know peds, vena puncture & injections. Call Mon thru Fri. 9am-5pm. 647-0013

MEDICAL ASSISTANT, part time, for family planning clinic in Southfield. Gyn & vena puncture experience.
569-7010

MEDICAL BILLER, able to do Blue Cross, Medicare, Medicaid. Madison Heights. Call for Mrs. Bell. 399-6090

MEDICAL RECEPTIONIST
Full-time Must have at least 2 years experience - 12 Mile & Woodward area. 543-2340

OFFICE MANAGER
Good Medical accounting background for large needs-Dental facility. In complete charge of 20 employees. Must have excellent background and personality. Communicative salary given depending on experience.
JOB LOCATION - WARREN AREA
For appointment call
BETTY HAMIL PERSONNEL
424-8470

OPHTHALMOLOGISTS OFFICE in Southfield needs medical-dental, receptionist full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid experience preferred. Reply to Box 766, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

RN
Nurse needed full time days to supervise qualified wing of large nursing home. Good working conditions. Many benefits. Call Ms. Grieve, RN, DON at 522-1444 for appointment or apply in person between 10 AM. - 4 PM.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia

NURSE AIDES
FULL TIME - MIDNIGHT SHIFT
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES
3 to 11:30 P.M. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
25900 Franklin Rd., Southfield

NURSES
Full & part time, come in or call: Hebrew Convalescent Center, 105 Hagerty Rd., Plymouth 455-0510

NURSES
Several Full time and Part time positions available to RNS & LPNS. Comparable wages, excellent benefits. Applications accepted Mon. Thru Fri., 9am-4pm. Kith Haven-Ypsilanti, 28 S. Prospect.
483-8125

OPTICAL ASSISTANT, experienced, Plymouth - Canton area. Send resume to Box 808, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORAL SURGEONS office in Southfield needs mature office manager. Experience necessary for insurance & medical, must be able to type. Call 8-5pm. Mon thru Fri. 557-4444

ORTHODONTIC ASST. Part time. Telegraph/13 Mile Rd. 645-5340

ORTHODONTIC Chair-side assistant. Modern, progressive orthodontic practice in Birmingham. Experience required. 647-0658

PART TIME receptionist - doctors office, 12 Mile/Southfield Rd. area. Typing essential. Previous experience desired. Salary based on experience. Send resume to Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PSYCHOLOGICAL Clinic needs mature & reliable person for part-time general office duties. Peg board experience helpful. Afternoons and 1 or 2 evenings, schedule flexible. Contact Cher Mon. & Wed. evenings after 8 PM. 851-3516

RECEPTIONIST/NURSE
For complete care of elderly gentleman in private home. Approx. 8 hours, 8 AM to 4 PM, Southfield area.
After 4 PM, call 569-2758 or 569-2841

REGISTERED X-RAY Tech., part time, Bloomfield orthopedic office.
334-5545

RN - Challenging position for RN. Looking for an individual with strong Med-Surg background, congenial atmosphere, with home health agency, in Detroit S.W. Wayne County. BSN, excellent salary package. Monday through Friday, Days, also part time, also openings for weekends. Also opening for Oncology Consultant. 278-7000
An Equal Opportunity Employer

RN
FULL TIME
Apply in Person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN - LPN
Needed Immediately
Medical Care, Inc.
134 W. University, Suite 121
Rochester
656-1888

RN or LPN
Needed for full time or part time midnight shift in modern nursing facility. Contact Mrs. Mancuso, RN, Devon Convalescent Center, Livonia, one block so. of 8 Mile, on Middlebelt. 476-0550

RNs and LPNs
Full and part time. Flexible scheduling. Excellent benefits.
Farmington
Nursing Home
30405 Folsom, Farmington
477-7400

RN's, LPN'S,
All Shifts.
Individualized orientation and in-service according to your needs. Revised pay and benefit package. Flexible scheduling.
CAMBRIDGE
Nursing Centre South
18200 W. 13 Mile Rd.
647-6500

RNS & LPNS
Full or part time. Afternoon & evening shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18530 W. 7 Mile, Detroit. 531-4001, Ext. 38.

RN'S
To $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview
MED-STAFF
557-2505

RECEPTIONIST area - dental secretary, full or part time, some dental experience preferred. Call 8 to 5 PM. 851-8965

R.T.A. TECH
Experienced R.T.A. Tech Certified. Part time edition to existing R.T.A. division in a computerized Southfield lab. Starting hours 7AM. Call between 10-4.
338-4510

TYPIST will train for medical transcription, at least 50WPM. Southfield Area. Call Dolores 353-2600

X-RAY TECH medical assistant, lab experience preferred, positive minded, fast working. Call O Opsitan, D.O. 274-0641 538-2621

502 Help Wanted Dental-Medical

MEDICAL OPPORTUNITIES
At Peoples Community Hospital Authority

SEAWAY HOSPITAL
PHYSICAL THERAPIST
Full time, day shift.
REGISTERED X-RAY TECHNICIAN
Part time.
REGISTERED NURSE
CCU - Full time, midnight shift.
REGISTERED NURSE
OB Area - Full time, afternoon shift.
5450 Fort Street • Trenton, Mich. 48183
(313) 676-7000
SEAWAY HOSPITAL
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

X-RAY TECHNICIAN. Registered, full time for radiology clinic. Salary based on experience. Liberal fringe benefits. Send resume to bureau/Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECHNICIAN
Full time in Farmington.
Call Donna 471-0680

X-RAY TECHNICIAN, registered. Full time position available at Oak Park Northwest Detroit Clinic. For appointment call Ron 538-4100, Ext. 278

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS- Established firm is opening new office in Livonia. Accounting clerks needed. Positions in various accounting functions available. Previous experience helpful. Excellent wage & benefits package. Send resume and wage requirements to Box 854, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING
Highway contractor located in Novi, has immediate opening for accounts payable clerk with computer experience. Excellent salary, fringe benefits and working conditions. Send resume or P. O. Box 433, Novi, MI 48050 or call
348-2800
An Equal Opportunity Employer

AD AGENCY
SECRETARY
To provide comprehensive clerical support to account executive staff. Applicant must have strong typing and clerical talent as well as accurate organization skills. Must be a self-starter. Shorthand a plus. Experience required. Benefits and salary commensurate with experience. Send resume to:
Cherie Robertson
Desmond & Associates, Inc.
22100 Greenfield Rd.
Oak Park, MI 48237
967-1313

ADMINISTRATIVE ASSISTANT
President of small Southfield firm (offer with National coverage needs Self-Starter to handle all client relations, accounting functions and general correspondence. Applicant should be experienced in all business accounting functions, telephone contact, typing, shorthand and possess good organizational ability. Job offers responsibility and challenge. Competitive salary plus medical disability. 355-5899

ADVERTISING AGENCY requires experienced Secretary. Must have excellent typing skills, dependable, well groomed. Call 557-2600

AMERICAN CENTER, experienced legal Secretary. Salary commensurate with ability. 353-5050

APPLY NOW
Statistical Typist
We need your speed and skills now for a temporary assignment in Livonia. Call for appointment.
Somebody Sometime
TEMPORARY HELP
17322 Farmington Road
(Burton Executive Park)
525-5170

AUTO DEALER
PBX OPR./CASHIER
Dealership experience required. Will train. Multiple Area. Call MRS. FRONTIERA for appointment at:
471-0800

BE A WINNER
WITH WITT
We need experienced:
SECRETARIES
STENOGRAPHERS
JR. & SENIOR TYPISTS
DICTAPHONE OPERATORS
PBX OPERATORS
WORD PROCESSORS
We have temporary long and short term assignments. Call now for!
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

BOOKKEEPER & GENERAL OFFICE - through trial balance. Pegboard experience. Livonia based construction company. CPA consulting for client. Send resume to: Bookkeeper, 29200 Vassar, Suite 224, Livonia, MI 48152

BOOKKEEPER/
GENERAL OFFICE
Through Trial Balance. Must type and take charge of one-person office. Management company in Southfield is seeking experienced, career-dedicated person. This is a permanent position with top salary & benefits.
424-8992

BOOKKEEPER, Part Time
Wanted 2-3 days per week. Woodward Long Lake area. Call 646-5040

BOOKKEEPER (part time). Experienced in accounts payable, receivable & posting general ledger. Southfield area 645-5850

BOOKKEEPER
Strong accounting background, needed location in Northwest area. Call Martin Waller, 645-6310

BOOKKEEPER thru General Ledger. Experienced only. Willing to learn Computer. 4130 Rochester Rd., Royal Oak.

CLERICAL- person with experience in accounting, typing and filing. CRT experience helpful but not required, good salary, excellent employee benefits. Delvex Chemical Matrices Inc. 4000 Town Center, Call Mr. J. Diamond 358-5890
An Equal Opportunity Employer

CLERK TYPIST
Individual should have typing skills of 55 wpm, previous office experience and enjoy statistical typing.
We offer a competitive salary and fringe benefit package to the successful candidate. If qualified, contact Sue Orbell at.

FLORISTS- TRANSWORLD DELIVERY ASSOCIATION
556-8300, Ext. 121
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

COLLECTION DEPARTMENT
Mortgage Co. in Southfield is in need of an experienced Mortgage Counselor. Must have knowledge of FHA, VA and Conventional mortgages. Salary open. Call Mrs. Demorest, 355-5515

COMPUTER PROGRAMMER/Analyst, RPG-2. 3 or more years experience with exposure to communications for service bureau environment. Location City of Plymouth. Send resume and salary requirements to Box 744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY Operators on PM shift needed. CMC key to disc. Only experienced need apply. For interview call Ms. Williams, 535-4210, ext. 329

EAGER & responsible person that has a bookkeeping background (pegboard system) & can type minimum 40 WPM. Complete responsibility of everyday office operations. Call for an appointment. 19045 Farmington Rd., Livonia.

CLERKS
TYPISTS
SECRETARIES
WORD PROCESSORS
Long & short term jobs
Good wages
Paid for
MATCHMAKERS
OFFICE SERVICES, INC.
Southfield 569-8290
Madison Hgts. 398 - 4390
Detroit 963-5026

CLERK TYPIST, general office work, afternoon shift starting at 5PM, generous fringe benefits, private country club. 531-1250

EXECUTIVE SECRETARY, permanent part time. Southfield area. Challenging position requiring top experience. Call for appointment 557-3757

EXECUTIVE SECRETARY for pleasant Royal Oak office. Full time. Seeking individual with excellent skills and top office experience. Typing and shorthand. Interested persons send resume to Schwegman & Associates, PO Box 1288, Royal Oak, MI. 48067

EXECUTIVE
SECRETARY
This eager team of young professionals needs a energetic secretary to keep up with them! The person to do this must have good secretarial experience, excellent typing, some shorthand or dictaphone skills, and a sharp figure. Applicants must be reliable and neat appearing. Send confidential resume to:
Mr. Saubers, P. O. Box 651, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY, challenging position available for dynamic person with good typing & shorthand skills. Bloomfield Hills area. Send resume to Peter Christiano, 710 N. Woodward, Bloomfield Hills, MI 48013.

EXECUTIVE SECRETARY
For diversified Real Estate investment firm in Southfield. Must be personable, energetic, experienced in dictaphone use and correspondence/financial typing. Salary and benefits commensurate with experience. Call 569-4345

EXPANDING SOUTHFIELD Law firm, needs experienced legal secretary for new office. Call Vicki.
353-6500

EXPEDITOR
Farmington, responsible for expediting orders, handle all orders from start to finish. Order desk or inside sales experience to earn $11,000 to $12,000 and company pays fee.
#1 Personnel Place
846-7280

EXPERIENCED accounts receivable person with heavy collections experience to manage all phases of accounts receivable for mfg co in Troy. Ask for Tom Hanson 649-6670

EXPERIENCED SECRETARY
Must be thoroughly knowledgeable in construction-type office work. Immediate office clerk dept. experience desirable. Fast paced office. Small one-girl office. Must be self-starter, take-charge person. Minimum 5 years experience necessary in this field. Hours 9AM-5:30PM daily; 10AM-1PM Saturdays. Salary $930-$1,200 month. Our employees are aware of this ad. Send resume to P. O. Box 2904, Farmington Hills, Mi. 48018.

FULL TIME FILE CLERK/SECRETARY for law office in Southfield. Legal experience not necessary. Pleasant phone personality required. Pleasant Southfield location and full benefit package. 559-9200

FULL TIME office help wanted. Must do light typing, filing and be good with calculator. Call 8AM-Noon. 522-4161

FULL TIME POSITION available as a clerical assistant for sales manager, excellent working condition with full benefits. Accepting applications on Thurs & Fri. only. Please place application in our lobby & submit to the receptionist. No interviews at this time. No phone calls, please. American Vacuum Corp. 31700 Capitol, Livonia.

GENERAL OFFICE worker includes dictation, typing, billing & answering phones. Burt Rd & Plymouth. Northwest location. 535-0104

GENERAL OFFICE
Pegboard bookkeeping. 8am-5pm. Mon thru Fri. $160 per week. Phone 824-2115

GENERAL OFFICE CLERK. Must have knowledge of 10 key calculator, good typing skills and mathematical ability. 7 Mile, Telegraph area. 533-7007

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 and full benefit Call 353-3209

IMMEDIATE position available for individual with light clerical office experience who enjoys small office atmosphere. High applicant must be self-starter with accurate typing skills, pegboard, math, typing and some CRT experience preferred. Salary open, Good starting salary plus profit sharing & health insurance. Call for appointment 422-8800

INSURANCE AGENCY in Southfield switchboard and light typing. Only experienced need apply. Call between 8 and 12 noon. 387-2887

INSURANCE AGENCY - Career opportunity for experienced commercial lines rater. Permanent, full time. Salary open, top fringes. Phone Dobson-McOmber, Attn Arbor. 973-0105

INSURANCE
Agency adding to staff, positions open for a commercial underwriter & rater. American Center Bldg., Southfield. Call Mrs. Wick 354-0400

INSURANCE
BILLING CLERK
$16,000
Suburban location.
Call Vickie.
Sneiling & Snelling
336-7400

504 Help Wanted Office-Clerical

SECRETARY
The corporate marketing department of a national printing ink manufacturer located near Schoolcraft and Telegraph, requires a Secretary with typing of at least 70 wpm and shorthand of at least 80 wpm, pleasant working conditions and complete fringe benefits including dental.
Send resume, call 538-6800, ext. 10 for application or apply in person between 9 AM-4 PM.
FLINT INK CORPORATION
25111 Glendale,
Redford MI 48239
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

INSURANCE SECRETARY, Insurance experience required, responsible position. Call 8:30am-3pm ask for Mr. Arnold 837-4400

KEYLINER
SUBURBAN advertising agency seeks experienced professional with a knowledge of and feeling for typography, mechanical procedures for full or part time position. Contact for interview:
Production Manager
DESMOND & ASSOC. INC.
20700 Greenfield Ave.
Oak Park, MI 48237
967-1313

Legal
Secretaries
Highly respected law firm 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
SECRETARIES
Success in our business is based on our ability to introduce legal secretaries to law firms who seek the best of the best for each other. We have been effectively doing this for several years now. Our list of satisfied clients is long.
In the relaxed atmosphere of our office we will objectively discuss the wide variety of positions we are currently offering that fit your background and desires. You decide what Employ like to meet with. You decide which offer of employment is right for you. When we share our contacts with you, changing positions can be that simple.
Call, come in or drop us a note. After you are hired additional appointments are available. There is never a charge to you for our services and professional placement assistance.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2500
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 582-3163
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY
some Legal experience. Flexible hours for Birmingham Law Firm. Willing to learn Word Processing. 644-8350

LEGAL SECRETARY
Royal Oak office
Experienced preferred
543-2407

LEGAL SECRETARY - general practice, experience required. Full time, W. Bloomfield area. Zeros 800 preferred. Call 474-5570

LEGAL SECRETARY. Immediate position. Town Center, Southfield. Personal deputy and staff attorney. Some experience necessary. Salary negotiable, fringes. 354-2500

LEGAL SECRETARY for Bloomfield Hills office. Legal experience not absolutely necessary, experience in banking, insurance, secretarial or legal fields helpful. Competent shorthand & typing essential.
642-7555

LEGAL SECRETARY - Opportunity for experienced Legal Secretary as Personal Secretary, in 3 lawyer office. Excellent green-10 Mile location. Opportunity involving diversity of legal and office administration responsibilities. 3 years experience and excellent skills necessary. Top salary. Call David L. Smith, 352-0337

LEGAL SECRETARIES
Dear Legal Secretaries,
If you're looking in this section, you must be unhappy with your job. Call Joanne. All fees employer paid.
MANSFIELD & ASSOCIATES, INC.
900 Tower Drive, 8th Floor
Troy, Mich. 48084
879-8833

- LEGAL SECRETARY
TRAINEE
A person with good skills who takes pride in doing a good job has an excellent opportunity with this well established firm. $12,900 plus fee paid. Make your appointment with Jo Smith!
352-7900

SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY for prestigious Bloomfield Hills firm. Minimum 5 years experience. Heavy emphasis on estate planning. Excellent typing and organizational skills required. Benefits. Contact Connie 642-6233

LEGAL SECRETARY
For downtown Detroit. Negligence Defence firm. Good typing, no shorthand. Some legal experience. Pleasant, private office across from RenCen. Salary based on experience. Pat Patterson 962-5180

LEGAL - secretary, position available in luxurious suburban offices. Mag card, no shorthand, $13,000 plus benefits

We also have a 16 K legal secretary position in Southfield. Fee paid on both.
ADAMS
&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780
L. & W. ENGINEERING Company is in need of a receptionist immediately. Duties will include - operating a com-key telephone system, typing. Only experienced need apply. Call between 8 and 12 noon. 387-2887

METRO VISION of Redford seeking experienced person able to handle multiline phone. Typing & good speech voice are a must. Salary $700 per month. Call Carol at 538-1313

NEEDED
Stat typists, Sr. typists, word processors. We need reliable people who have good skills and are quality performers. Short & long term assignments for Livonia, Farmington & Southfield areas.
Call For Appt.
MANPOWER
TEMPORARY SERVICES
Livonia 478-1130
Troy 585-5595

504 Help Wanted Office-Clerical

NEEDED
NOW
CRT OPERATOR
(Regent 25)
We have a temporary 2 to 3 month assignment available now. Call for appointment.
Somebody
Sometime
TEMPORARY HELP
17322 Farmington Road
(Burton Executive Park)
525-5170

OFFICE ASSISTANT
Birmingham area, 5 days a week 9am-5pm. Some typing, filing & bookkeeping. Previous experience not essential. Full benefits. Call Mr. Gerson 851-7741.
A SAV-ON DRUGS

OFFICE CLERICAL - Full time, permanent. Opportunity for advancement. 12 Mile/Southfield Rd. Start immediately. Call Mr. Miner. 414-6668

OFFICE help, Filing, Payroll, light Typing, minor Accounting. Mature woman preferred. 8 Mile-Farmington area, call absolutely after 5PM 476-0012

OFFICE HELP Wanted - typing experience helpful. Apply Wednesdays Only, 8AM-5PM: 21447 Plymouth Rd., Livonia. 261-5860

OFFICE MANAGER for medium size Troy law firm. CPA or strong accounting background required. Send resume to: Box 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

ON THE JOB TRAINING
General office, computer trainee, receptionist, secretary, office manager & clerk typist. Must meet CETA requirements. Oakland County project, low income criteria. Bring proof of residence & income for last 6 months. Contact Judy Hilliard at Western Wayne, 349-1630 Walled Lake 624-7687

ORDER ENTRY administrator
Large computer company in Birmingham area. Responsible to order computer system. Good benefits, room to grow, general office experience, some typing, switchboard, accounts receivable, telex. Jane 645-6060

PART TIME Bookkeeper and General office experience through trial balance. Livonia. Call 8 AM to 4:30 PM.
477-4343

PART TIME Possible full time receptionist typist for Professional firm in Southfield! Must type 60WPM, excellent fringe benefits, call Debra 356-8181

PART TIME, possible full time receptionist/typist. Professional firm in Southfield is looking for ambitious person, must type 45 WPM, excellent fringe benefits. Call Debra 356-8181

PART TIME
SCRIPT TYPIST
Part time work. Join our group of medical transcribers. Flexible hours for daytime work in pleasant surroundings. Must be experienced and an accurate typist. Southfield location. Call:
569-2900, ext. 365

PART TIME
SECRETARY
We have an opening for a Consumer Services Secretary to work 20 hours a week. This position offers varied, interesting responsibilities and requires the person who is proficient in communication skills. Requirements include 5 years clerical experience, typing 70 WPM, and shorthand. Hours are 9 AM to 1 PM, Monday thru Friday. For information please call:
Vlasic Foods Inc.
33200 14 Mile Rd.
West Bloomfield, MI 48033
851-9400
Equal Opportunity Employer M/F/H

PBX OPERATOR
with receptionist experience in a hospital or clinic. Available for part time or full time. Pleasant, private office and afternoon shifts. Some weekends. Must type, be able to handle public. Contact Personnel office
KINGSWOOD HOSPITAL
18309 W. 10 Mile Rd.
Ferndale, MI 48220

PEOPLE
FEE PAID $13,200
Now is your chance to move up. Excellent Variety schedule involves people, project follow-up, shorthand a. Personality oriented. Excellent typist.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

PROFESSIONAL legal secretary preferred but will train if you have the skills: shorthand, typing & organization. Salary open. Between 2-5pm. 641-4100

PURCHASING ASSISTANT
Typing required, knowledge of computer helpful. Experience helpful but not necessary. Farmington Hills area. Contact Ron Alderson. 477-3700

REAL ESTATE SECRETARY. full time for busy Real Estate office. Minimum 2 years real estate office experience or related experience in title insurance, escrow closing, etc. Good typing skills a must. Shorthand preferred. Call between 8 to 12, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/Switchboard - looking for someone that enjoys talking to people. Excellent phone voice & ability to handle a busy board. Typing minimum 45 WPM. Previous switchboard experience necessary. 559-0650

RECEPTIONIST/TYPIST
Immediate part time opening. Located in New Hudson area.
Call: 437-4141

RECEPTIONIST needed for Resort Marketing office in Southfield. Average typing & some shorthand required. Varied duties.
Call for appointment 559-8181

SECRETARY
ENTRY LEVEL
Or someone returning to the work force. Great clients, hands customer service, type correspondence and light shorthand or speedwriting. North suburbs. Full fringe package with company paid fee.
559-7890
SHARROW & ASSOCIATES
PERSONNEL AGENCY

504 Help Wanted Office-Clerical

RECEPTIONIST
We currently have a full time opening for a receptionist. This position involves the answering of incoming calls, typing of various correspondence, and other office duties. Knowledge of the Dimension System would be helpful.
We are a small manufacturer conveniently located in the Plymouth-Canton area. We offer a competitive starting salary plus full company paid benefits.
If interested please apply in person or send resume to: Personnel Manager
W. E. Hennells Co.
50625 Cherry Hill Rd.
Canton, MI 48188
495-0000

RECEPTIONIST
SECRETARY.
We are looking for a bright, outgoing personality to perform secretarial and receptionist duties for our Farmington Hills office. A pleasant phone voice and excellent typing skills will enable you to perform this jobs various responsibilities. Short hand a plus. Excellent working conditions and good benefits. 8:30am to 5pm.
851-8800

RECEPTIONIST-TYPIST
For advertising agency. Full or part time. 647-6050

RECEPTIONIST - Male & female experience, cash register and phone answering. Apply in person. Franklin Square Shop, 29350 Northwestern Hwy., Southfield.

RECEPTIONIST
Full time position. Good telephone etiquette with good typing skills required. Ability to meet and greet people. Must. Excellent salary and fringe benefits package. Qualified individuals are encouraged to call 326-9550, ext. 271 for appointment.
FEDERAL MOGUL CORP.
8111 Middlebelt Rd., Romulus MI 48174
An Equal Opportunity Employer

SALES CLERK
Clerk for phone sales department. Typing, (60 wpm). Phone and customer service work. Diversity of duties. Need individual with strong, big personality personality. Potential for advancement. $4.50 per hour. Excellent fringes. Troy location. Contact A. Henderson.
348-2970, Ext. 269
An Equal Opportunity Employer

SECRETARIAL
With a desire for advancement. Major financial corporation is relocating to a full service office to the north metro area & is looking for an agressive individual to fill their expanding office. Qualified candidate will have adequate typing & office skills. Salary commensurate with experience. Compensation includes an excellent benefit package. Please send resume to Po Box 1338, Birmingham, Michigan.
EQUICO LESSORS, INC.
A subsidary of Equitable Life
Assurance Society of the United States

SECRETARY
Executive Search Firm in Southfield has immediate opening for a professional, goal oriented secretary with experience in office organization: typing, filing bookkeeping and other general office duties. Individual must have strong communications skills and be able to deal effectively with clients. Outstanding working environment along with excellent salary and benefits to include dental insurance. Call or send resume to: Mary Basse, Corporate Search, 3000 Town Center, Suite 3232, Southfield 48075. 352-4960

SECRETARY, experienced for Real Estate office in Southfield. Excellent typing & organizational skills required. 559-7430

SECRETARY, experienced. Diversified position. Must be able to transcribe from dictabone and possess excellent language and typing skills. Competitive salary and fully paid benefit package. Call, 355-3000
Equal Opportunity Employer M/F

YOUNG fast-growing company needs ambitious person with some experience in Bookkeeping/general office help in Birmingham area. Call 642-4707

505 Help Wanted Food-Beverage

SECRETARY/CAL-FRIDAY
More than a job - a challenge. Busy W. Bloomfield Realtor needs dynamic Gal Friday to organize & run office. Good skills & pleasant phone voice a must. Professional appearance & capacity to deal with public essential. Duties varied. Phone 626-6000 between 8:30am - 11am Mon. thru Fri.

SECRETARY
Growing Troy marketing firm (9-75 & W. Big Beaver) has an immediate opening in the Accounting Department for an individual with good secretarial skills and general bookkeeping knowledge. Salary range - $10,000 - $12,000 plus full benefits. For immediate consideration, call 362-2188.

CMI
CORPORATION
An Equal Opportunity Employer

SECRETARY
Industrial real estate firm located in Southfield desires a secretary for a 2 girl and 5 man office. Qualified individual should have knowledge of typing as well as general bookkeeping experience. Salary range - $10,000 - $12,000 plus full benefits. For immediate consideration, call 352-2188.

SECRETARY
Mature, experienced typist. Small office in the Livonia area.
Call: 525-0050

SECRETARY
Mfg representative selling engineered products needs full time, reliable, personable secretary. Previous switchboard deal with customers by phone. Good typing skills & shorthand required. Call between 7-10pm. 649-6058

SECRETARY- part time. Southfield, law office, excellent typing, will train, pay commensurate with ability.
559-5620

SECRETARY/RECEPTIONIST for United Way agency located in Mt. Carmel Hospital. Must have minimum 2 years experience with good typing skills. Call Mon-Fri. 8-5pm. 341-7770
An Equal Opportunity Employer

SECRETARY/STATISTICAL TYPIST
Experienced - for small Troy CPA firm. Call between 8-11AM. 362-1133

SECRETARY to be assistant to secretary of catholic parish. Monday thru Thursday. Typing & minimal shorthand. Mature person. Birmingham - Bloomfield area. Reply to box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY - Solid Secretary, typing 60 WPM, shorthand 80, good experience for sales dept. Benefits. $10,740, fee paid

LEGAL - secretary, Bloomfield Hills, typing 70 WPM, shorthand 90, 3 yrs experience, benefits, $10,800, fee paid.

LOIS RAY
PERSONNEL
559-0560

SECRETARY
$11,000 TO START
Terrific opportunity with top advertising firm. Type 65, fee paid. Brigid.
Snelling & Snelling
336-7400

SECRETARY
$16,000
Adaptable individual with good office skills to handle a variety of duties as President's Assistant. Call Vicki.
Snelling & Snelling
336-7400

SECRETARY. Mature person preferred with experience in typing, telephone, filing, other general office duties. Ability to deal effectively with our professional clientele important. Full benefits. Southfield area. Please send resume to Hal Strassberg, Commerce Clearing House, Inc., 3000 Town Center, Suite 680, Southfield, MI 48075
Equal Opportunity Employer M/F

SHIPPING-BILLING CLERK
Typing and knowledge of keypunch a must. Must be able to work overtime and some Saturdays during busy season. Starting pay $4.85 per hour. Apply Tuesday thru Friday. 10am-4pm. 21451 Schoolcraft, Livonia.

SOUTHFIELD business needs young conscientious woman to work with accounts receivable on computer. Please, ant attitude a must. Good pay, excellent fringes. Mr. Stone. 357-3780

TYPING, BOOKKEEPING, collecting rents, also be able to handle renting of units, experience necessary, salary commensurate with ability. Mail resumes Write to P.O. Box 181, Farmington, Mi. 48024

TYPIST/DICTAPHONE, 55 WPM minimum, accurate, permanent fast paced position, good benefits. Contact Carol Cox, 21400 Telegraph Rd., N. of 8 Mile.

TYPIST - Must type 60wpm accurately. Experienced in general office duties. Will train word processing. Excellent opportunity, good benefits. Salary commensurate with ability. Send resume to: Box 826, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST - 40 WPM. Clerical & Bookkeeping skills preferred. For appointment, call Shari - 10am-3pm. 557-8068

UP FRONT
OPPORTUNITY
Bright, Attractive Receptionist who enjoys diversified responsibilities. Major international company needs your good typing and phone skills. $10,400. Full benefits.
644-4600
SNELLING & SNELLING
AGENCY

We Need
WORD PROCESSORS
SECRETARIES
VICTOR
TEMPORARY SERVICES
362-4070
Temporary - No Fee
Equal Opportunity Employer M/F

WORD PROCESSOR
Insurance company located in Southfield seeks an individual experienced in operating automated typewriters and word processing equipment. Working knowledge of Xerox 850, 860 or similar machines. Must be able to transcribe from dictabone and possess excellent language and typing skills. Competitive salary and fully paid benefit package. Call, 355-3000
Equal Opportunity Employer M/F

YOUNG fast-growing company needs ambitious person with some experience in Bookkeeping/general office help in Birmingham area. Call 642-4707

505 Help Wanted Food-Beverage

APPLICATIONS now being taken for; Waitresses, Barmaids, Busboys, Dishwashers, cooks & Hostesses. Apply at 34410 Grand River, Farmington.

ATTRACTIVE responsible, Bar Maid. Private club, weekend evenings. Livonia area. For interview call between 4-8 PM. 522-7522

BARMAIDS, Waitresses (customers), no experience necessary. Apply in person: McKeen's Clubhouse Bar, 34101 Plymouth Rd., Livonia

BARMAID WAITRESS - experience preferred. Call for interview between 10-2PM only. Weekdays.
591-4149

BAR MAID WANTED
Nights, 1 - 2 year's experience. Livonia area
261-3600

BARTENDER WANTED apply within. Moys Restaurant, 16825 Middlebelt, Livonia. Ask for Jerry

BUSBOY DISHWASHER - full time, day shift, must be out of school. Apply Village Place 4