500 Help Wanted

PROTOTYPE MAKER
Must have 2 years lathe and mill experience. Full Benefits. Excellent Job. Davis Tool & Engineering 261-0859

PUBLIC AFFAIRS REP. - Southfield firm, writing & speaking ability, 3 yrs. experience in public relations, college degree. $15,000 plus benefits.

LOIS RAY PERSONNEL
559-0560

REAL ESTATE POSITIONS
Will train one of the most successful offices of Century 21 in the State of Michigan. Our continued success and growth has opened management positions for the experienced REALTOR/REALTOR ASSOCIATE. An excellent opportunity for high income and professional growth.
RELOCATION
Position for Relocation Department Director and also Sales Specialist. Prefer experience with corporate transfers and extensive knowledge of N.W. Wayne and Oakland County suburbs.
TRAINING INSTRUCTOR
Management/Training Position for training department, classroom, and field supervision. Prefer individual with sales and or management experience.
Inquiries confidential. Call Mr. Blimik
476-6000

RECEPTIONIST
Downtown Detroit finest apartment has 2 openings for mature relief clerk. Must be able to work all 3 shifts. P. W. Richards 10 AM. - 3 PM. 962-0674.

RESTAURANT - career, restaurant or business management experience, 3 days, 50 hrs $11,000 to $12,500
Ray Greene Personnel 398-1425

RETIRED gentleman wanted to supervise golf club storage at private country club 646-2813

ROUTE GIRLS wanted to cater lunches, part time to executive office buildings in Southfield area, must have own car & good sales personality, high commission, Call Daniel's Catering, ask for Dan 477-3966

SALES ASSOCIATE wanted. Part time for wholesale business Some retail possible Training provided without disturbing present job Mr. Baron between 1-7PM.

SALES ASSOCIATE wanted. Part time for wholesale business. Some retail possible. Training provided without disturbing present job. Mr. Baron between 1-7PM 476-0422

SANDERS
We are looking for bake-off clerks who would learn the Sanders production of our full line of bakery products. Some experience helpful and must be able to start work at 6AM.

APPLY IN PERSON
EVERGREEN SHOPPING PLAZA
12 Mile & Evergreen
An Equal Opportunity Employer

SEAMTRESS WANTED
Experienced only, apply Kingsview Cleaner, Canton 453-8585

SECURITY OFFICES
Excellent opportunity for persons interested in security work. Experience preferred, but will train qualified applicants Full & part time openings in many of our suburban locations Benefits include paid vacation & liberal merchandise discount. Apply Personnel office.

CROWLEY'S
Birmingham Store Only
200 No Woodward, Birmingham

Full time Experienced in Better Children's and Young Adult shoes Jerome Shoes Southfield

SURFACE GRINER Hand, top man required for cold heading dies & some form grinding. Good pay, benefits Apply, 13083 Fairlane, between Wayne & Stark Rds & Plymouth-Ferndale area between 9am-5pm. No phone calls. Newcraft Tool & Die Inc.

SWITHBOARD OPERATOR
Part time position available at a major branch location. Only experienced operators need apply. Competitive salary & benefits. Call for appointment, 10am-4pm
223-2750

TAKING APPLICATIONS
For guards, full & part time employment, all benefits included, apply 41750 Michigan Ave

TELLERS
Light typing and good figure aptitude required for teller or cashier helpful. 2 weeks teller training in Troy. Positions in the Southfield, West Bloomfield and Redford areas

STANDARD FEDERAL SAVINGS
4th Floor
Personnel Department
2401 W. Big Beaver
Troy
No telephone calls, please.
An Equal Opportunity Employer

TRAVEL AGENT
Full time, Northwestern Suburban Agency, min 2 years experience, Sabre trained. 352-4827

TUTOR NEEDED for private individual in strength of materials, calculus & physics in Birmingham. Heavy background in subjects required. 642-6376

TYPESETTER
For local firm. Followed by 1 year experience required. Salary open
Personnel Placement Consultants
360-1610

500 Help Wanted

TELLER
We have an immediate full time teller opening at the following location:
OAK PARK
9 Mile Rd. near Coolidge
Mon. thru Sat. Hours:
9-4:30 pm & Fri 9-8 pm
Candidates must be well groomed & personable. Prior cash handling experience required. Excellent working conditions & competitive salary.
AMERICAN FEDERAL SAVINGS
24700 Northwestern Hwy.
Southfield, Mi. 48075
Equal Opportunity Employer M/F/H

TEXAS 332-3431 NEWSPAPERS

TITLE COMPANY seeking experienced abstractor/examiner. Southfield area. 343-0660

TOOL & DIE MAKER, must be proveyourself, for small die room, build & repair work, liberal wage and fringe benefits offered. For appointment 531-7500

TYPESETTER/KEYLINER
Unique opportunity for experienced individual familiar with complete graphic procedures. Knowledge of printing helpful. Send resume in confidence to Art Department P. O. Box 2251 Livonia Michigan, 48151

WANTED: Full time, Part time Receiving clerk, with some bookkeeping for Women's Boutique in Sommerset Mall. Call Sheila 646-6001

WAREHOUSE ASSISTANT MANAGER
Young man wanted to help out in office & warehouse. Full time, 8am-4:30pm, Monday thru Friday. Location is West Jefferson & Jefferies expressway. Call Revere Aluminum Building Products. 491-6100

WAREHOUSE HELPER
Part time, 8:30 - 1 PM, $3.50 per hour to start. None others need apply. 31207 Schoolcraft, Livonia. 522-1121

WATERBED GALLERY is looking for a delivery and installation man, must be 18 or older. Apply in person: 18245 W. 8 Mile, Detroit.

WOMAN Wanted for bindery work for publishing company in Livonia. Five to Six days per month. Start $3.50 per hour. Contact Carmen 477-4450

7-ELEVEN FOOD STORE in Farmington Hills needs full-time & part-time persons for all shifts - 6a. an hour to start. Prefer 21 or over. 23318 Orchard Lake Rd., S. of 13 Mile. 851-8913

502 Help Wanted Dental-Medical

ACCREDITED RECORDS TECHNICIAN
Temporary Position
Medical Records A.R.T.
Days
Coding, abstracting, and/or analysis. For details contact:
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City

A MEDICAL ASSISTANT, #9100
Employer pays fee for experienced assistant. X-rays & injections required. Hours 9-5, Mon.-Fri. Full benefits. Employment Center 569-1635
353-3245

LPN
To $21,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview
MED-STAFF
557-2505

ASSISTANT Receptionist X-ray Medical, experienced, mature, fast working with business minded PR woman, Dearborn area. Ask for Dr. Apolan 274-0641

ASSISTANT TO WORK in Dearborn Heights pediatrician's office, 6 hours daily, must be experienced in typing, telephone & filing. 474-5029

BILLER
Doctors office. To $866. New opening in Livonia MDs office. Experienced in MHS & MMS. Other insurance required. Doctor office experience. Typing, phone, talk with patients. Excellent hours, 9-5, 4½ day week. No Saturday. Fine benefits and potential.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

CHAIRSIDE ASSISTANT for Southfield Oral Surgery office. Experience preferred but not essential.
Call 8AM-4PM. 559-6177

DENTAL ASSISTANT part time orthodontic office. Novi Twelve Oaks Area 348-8610

DENTAL ASSISTANT
Front office & chairside, experienced only Contact 358-0744

DENTAL ASSISTANT - dental experience needed Personable, reliable, 13 Mile & Telegraph area. Multi faceted 645-6363

DENTAL ASSISTANT SECRETARY
Mature, experienced in business and chairside. No evenings Salary negotiable. Benefits Livonia. 476-1001

DENTAL ASSISTANT - experience, full time, 5 evening. West Dearborn. 274-8404

DENTAL ASSISTANTS
Wanted, full time, experienced for large growing practice. Wayne area. Call 728-7190

DENTAL ASSISTANTS
Needed for multi-office Dental Network. Experience preferred.
Ask for Kris. 755-3350

502 Help Wanted Dental-Medical

DENTAL ASSISTANT, full time, chairside assistant desired, training & or experience preferred, Call or write for interview, Dr. Ruben 23630 Paxtell, near Telegraph, Detroit, Mich. 48223. 535-8600

DENTAL ASSISTANT
A certified dental assistant for flue office. Chairside experience necessary. Good hours, no Saturday. Salary to $13,440, benefits NO weekends.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DENTAL HYGIENIST, part time, West Dearborn area. 565-1440

DENTAL HYGIENIST
Full time position available for 6 man practice. Salary negotiable. Call Westland. 722-5123

DENTAL RECEPTIONIST
6 man practice Position is enthusiastic individual with dental & clerical experience. Hours flexible, benefits. Salary negotiable. Benefits. Westland. 722-5123

DIRECTOR of Nursing Services, challenging opportunity for progressively oriented RN with long term care experience. Send resume to: Administrator Oak Hill Nursing Home, 34225 Grand River, Farmington, Mi. 48024

DRS OFFICE Mature person for front desk, EKG, medical insurance, etc. Part time. Southfield. 559-6963

EEG TECH - experienced only. Needed for Southfield office. EKG, ECHO, PFT experience helpful. Monday thru Friday. Good benefits. Contact Sheila.
569-5142 Ex.345

EEG TECHNICIAN full time, neurologist office, college & computer background preferred. Will train. Dearborn 561-2330

EVENING PART Time processing position available in private lab, Southfield area. No experience necessary. Call Monday thru Friday. 557-2060

EXPERIENCED prosthodontist for lab. Part time, 16 to 30 hours per week. Birmingham area. Call 642-8379

FULL TIME front desk person, Westland pediatrician, billing & phone a-par. Send resume. Reply to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GIRL FRIDAY for Chiropractor in Livonia. Hours 2-6, Mon. thru Fri., rotate Saturday. Must have good skills. Call 261-2211 (today)

HEALTH CENTER SUPERVISOR, REGISTERED NURSE
Our Joy Rd. Health Center is currently seeking a Registered Nurse to supervise the day to day operations of an ambulatory care setting. Previous supervisory experience is preferred. We offer an excellent pay rate and comprehensive, fully paid benefit package. Interested applicants apply:
METROPOLITAN HOSPITAL WEST 4
JOY RD. HEALTH CENTER
28303 Joy Rd., Westland, Mi 48185
523-6685
An Equal Opportunity Employer

LAB TECHNICIAN
For Orthodontic office
Rochester area
652-1194

LARGE NEW Dental office in Livonia seeking a mature personable full time staff person to handle patient accounts, financial arrangements, insurance management & payment. Call between 9 am - 10am. 591-3536

LPN
needed full time day shift (7-3) in our small basic care nursing home in Bloomfield Hills. Call 644-4015

LPN-RN
Positions available on afternoons and midnights. Avondale Convalescent Home. 1400 Rochester, Rochester 651-4125

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.
2 blks. W. of Lahser

MEDICAL ASSISTANT part time, 3PM-7PM & Saturdays, experienced only, busy Livonia office. 591-3290

MEDICAL ASSISTANT for busy dermatologists office in Southfield. Prefer mature experienced individual. 32 hour week, pleasant working conditions. Ask for Betty. 557-7560

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

MEDICAL ASSISTANT
For Allergist office. Experience required. Farmington area 478-6302

MEDICAL ASSISTANT
Injection experience. Fee Paid, $175 week. Employment Center. 544-0610

MEDICAL ASSISTANT
Part time, 3-5 days per week. Novi area, mature responsible person. 349-9323

MEDICAL RECEPTIONIST. Experienced only for busy Internist office Southfield, must know all phases of front desk. 358-2744

MEDICAL SECRETARY for busy Rochester office. Experienced only need apply. Typing 55 wpm, dictaphone experience helpful. Call Susan 652-1565

MEDICAL TRANSCRIPTIONIST
Small medical practice in Troy has part time transcriptionist for day shift, must have a minimum of 6 months experience, good salary & benefits. Call for interview. Medical Records Dept. Straith Memorial Hospital 852-3200 ext 281

MEDICAL TRANSCRIBER
Experienced Part time.
Farmington Hills area.
626-8500

MEDICAL TRANSCRIBER
Experienced, part time, Farmington Hills area. 626-8500

MEDICAL TRANSCRIPTIONIST
Medical clinic in Southfield needs experienced transcriptionist. Dictaphone, typing 65 WPM+, some clerical duties Call Nancy. 569-5142, ext. 307

RECEPTIONIST fell or part time, orthodontic office, experienced. Novi, Twelve Oaks Mall area. 348-8610

502 Help Wanted Dental-Medical

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
28900 Franklin Rd., Southfield

NURSES AIDES
Needed For Private Duty
Home Health Care
Live In Positions
If you have 1 years experience, flexibility & own a car, call,
643-0311

NURSES AIDE
On call positions available for aides with certificate and one year experience in accredited hospital with home health agency in N. W. Wayne County. Car required. Excellent salary. 946-5350

NURSES
Full & part time, come in or call; Hendry Convalescent Center, 105 Haggerty Rd. Plymouth
455-0510

NURSES NO FEE
RNs, LPNs
Learn Why Thousands Of Nurses Nationwide Have Joined Staff Builders
At Staff Builders your needs come first. You'll work in challenging assignments and always on your own schedule. Have a varied nursing career plus plenty of time for your personal life too.
• Top Hourly Rates
• Paid Vacation Plan
• Health/Life Insurance
• Malpractice Insurance
• ANA approved Continuing Education Program
staff builders
Health Care Services
22255 Greenfield, Southfield
(313) 557-8600
Equal Opportunity Employer M/F

OPTHALMOLOGISTS OFFICE in Southfield needs mature receptionist full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid, experience preferred. Call Peggy Read, 559-5600

ORTHODONTIC ASSISTANT
Experienced Chairside Assistant wanted for busy, friendly practice in Rochester. Must enjoy children. 651-8880

ORTHODONTIC Chair-side assistant. Modern, progressive orthodontic practice in Birmingham. Experience required. 647-0696

ORTHODONTIC Chair-side assistant. Modern, progressive orthodontic practice in Birmingham. Experience required. Work hours will be Tues. & Thurs. 9AM-5PM. Salary open. For appointment call Monday - Friday, 8AM-4:30PM 569-5430

TIME PLANNERS
Multi-office Dental Network is seeking time planners. Good opportunity for career oriented person. Dental experience preferred. Ask for Sue. 755-3350

X-RAY TECHNICIAN, registered. Full time position available at large Northwest Detroit Clinic. For appointment call Ron 538-4700, Ext. 370

504 Help Wanted Office-Clerical

ACCOUNTING CLERK-part time position available. Approximate 15-20 hours per week Ideal position for housewives with bookkeeping background Send resume or apply in person: Franklin Foods Inc., 20411 W. 12 Mile, Suite 200, Southfield Mich. 48076

ACCOUNTING CLERK
Rapidly expanding Troy marketing firm is seeking an individual with minimum 2 years Accounting experience Must type 45 wpm, Salary range $9,500-$11,500, plus full benefit package. Ideal for young, ambitious, self-starter.
CMI CORPORATION
An Equal Opportunity Employer

ACCOUNTING CLERK
FERNDALE AREA
1 Yr. minimum experience in Accounting Dept., time-card background preferred, bookkeeping schooling, figure aptitude. Mature only. Salary $850 minimum, full benefits including dental, optical and tuition refund. Fee Paid.

EXECUTIVE SECRETARY
WEST BLOOMFIELD
Property Management experience required, excellent shorthand/typing. Mature person and mature salary. $16,000 range. Full benefits. Fee Paid.

PAYROLL CLERK - ROYAL OAK
Volume payroll experience required, accounts payable, accurate typing, good experience. $200 minimum salary, paid benefits Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

ACCOUNTING SUPERVISOR
Immediate opening $20,000-$22,000 to start. Accounting degree with accounting and supervisory experience. Northville Public Schools 348-3400. Ext. 206

ACCOUNTING through trial balance. Construction exp.-fresce necessary Call 8am-5pm 645-2171

ACCOUNTS PAYABLE
Must have experience or related background. Detail minded. Good salary and fringes. Pleasant working conditions. Troy area. Send resume of experience and salary to Box 810Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACT NOW
Use your clerical skills and earn $$. May be interviewed at the office nearest you. Ask about our vacation bonus. NO FEES. We need:
LEGAL SECRETARIES
SECRETARY WITH SHORTHAND
SECRETARY WITH DICTAPHONE
TYPISTS
CRT OPERATORS
SWITCBOARD OPERATOR
Call Now 358-1616
Temporary Staff Co.

AD AGENCY SECRETARY
Suburban firm will appreciate your good skills. Your chance to enter the exciting world of advertising. To $12,000. Fee paid!
353-2090
SNELLING & SNELLING
PERSONNEL

ANSWERING SERVICE
Mature woman preferred to work midnights. Permanent part time. Minimum 32 hours weekly. Will train.
Rose Humphrey, 355-3100

504 Help Wanted Dental-Medical

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

RNS and LPNS
Full and part time. Midnight Shift. 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
33900 Schoolcraft, Suite L4
425-6316
SOUTHFIELD
17000 W. 8 Mile Rd. Suite 271
569-4400

RN's, LPN's
ALSO MIDNIGHT SUPERVISOR
Positions available on all shifts, either full or part time in modern Allied nursing facility located in Redford Twp. Receive top scale and good benefits. Contact Nursing Director between 9AM-5PM at:
CAMBRIDGE NURSING HOME, W.
18633 Beech Daley 255-1010
An Equal Opportunity Employer

RNS & LPNS
Full or part time, afternoon & evening shifts. Apply 8 AM to 4 PM, Mon. thru Fri. The Arbold Home, 18322 W. 7 Mile, Detroit. 531-4001, Ext 268

RN'S & LPN'S needed immediately. Full or part time. All shifts. Skilled facility, good benefits and good benefits. Contact Nursing Director between 9AM-5PM. at:
CAMBRIDGE NURSING HOME, W.
18633 Beech Daley 255-1010
An Equal Opportunity Employer

RN'S - LPN'S
Needed for med-surg, critical care and nursing homes. We Care Professional Services. 533-3535

RN'S - LPN'S & NURSE AIDES
With recent experience. Like plenty of patient contact? Why not our private duty team. Qualified Nurses and Assistants needed who like one-to-one patient contact. Excellent competitive pay, flexible schedule and plenty of people work. To find out more, call today!
UPJOHN
HEALTH CARE SERVICES
642-7900 or 642-7929
Equal Opportunity Employer M/F

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

R.N.'S
$12.50 PER HR
Full & part time available. Work flexible hours & close to home. Call or stop by today.
TEMPORARY
HEALTH CARE SERVICES
16415 W. 8 Mile, Southfield
835-5400

SOUTHFIELD ear, nose, throat & allergy office needs experienced girl, 25 and over, for front office. Must know pegboard, dictaphone and all insurance work. Work hours will be Tues. & Thurs. 9AM-5PM. Salary open. For appointment call Monday - Friday, 8AM-4:30PM 569-5430

TIME PLANNERS
Multi-office Dental Network is seeking time planners. Good opportunity for career oriented person. Dental experience preferred. Ask for Sue. 755-3350

X-RAY TECHNICIAN, registered. Full time position available at large Northwest Detroit Clinic. For appointment call Ron 538-4700, Ext. 370

504 Help Wanted Office-Clerical

ACCOUNTING CLERK-Southfield medical lab. Full time, medical billing experience only. Excellent benefits
Call 358-4510

BOOKKEEPER
ASSISTANT BOOKKEEPER
Suburban ad agency seeks experienced accounting professionals for full time positions in an expanding accounting department. Applicants should be familiar with all aspects of bookkeeping of real entry, accounts payable and receivable, and billing. Positions require accurate typing and strong organizational skills. Prior experience helpful and salary commensurate with experience Send resume in confidence to:
CONTROLLER
DESMOND & ASSOC. INC.
31350 Southfield Rd.
Oak Park, Mi 48237
967-1313

BOOKKEEPER & GENERAL OFFICE - through trial balance. Pegboard experience. Livonia based construction company. CPA recruiting for client. Send resume to: Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, Livonia construction supply firm, some experience necessary, room for advancement. Send resume to Best Concrete, 32911 River Mile, Livonia, Mi. 48154

CAREER SECRETARY
Excellent opportunity at major W. suburban company for friendly person with excellent skills. Diversified and challenging position in plush office. Excellent starting salary to $14,000, fantastic fringes, good advancement potential and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

CAREER SEEKER
TO $18,000 FEE PAID
Tired of "Just Being A Secretary"? This is a super opportunity for a self-motivated Executive Assistant with above average skills, and personality! Southfield location. Excellent benefits. This one will go fast! Call Sue now
SNELLING & SNELLING
478-3500

CLERICAL - Contractor in Novi requires a mature individual for general office work. Good math & typing skills required. Previous experience in key punching & accounts payable record keeping a plus. For appt call. 348-8300

EXECUTIVE SECRETARY - Full-time position for Retail & Shopping Center Consultants. Northwestern Hwy., Middlebelt area. Call Shelly. 432-9150

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Immediate opening available at our Troy sales & engineering center for individual with top level secretarial skills.
Must demonstrate ability to type at the rate of 65 WPM with no errors & ability to take & remember shorthand notes at 120 words per minute.
High school education or equivalent with at least 2 years of post high school secretarial schooling & 4 years of office administrative &/or secretarial experience. Also equivalent combination of schooling & experience.
Must have a pleasant telephone voice & manner & a general knowledge of marketing, sales, service, engineering & general administrative functions as found in a machine tool or capital equipment co.
Qualified applicant may apply in person or submit resumes to Christine Hale, Personnel Representative at:
WICKES MACHINE TOOL GROUP
WICKES ALBION MACHINES
1661 Worden Rd.
Ferndale, Mich. 48220
Equal Opportunity Employer M/F/H

ADVERTISING SECRETARY
Your good secretarial background can get you into the creative department of a large Southfield advertising company located in Southfield area. Excellent salary, advancement and company benefits. CALL TODAY for a personal interview tomorrow.
PERMANENT STAFF
SOUTHFIELD 353-0505

AGGRESSIVE CO needs aggressive girl, 25 and over, familiar with marketing energy conservation equipment is interviewing girls for Secretarial Reception position. Excellent benefits. Call Sandy. Good starting salary & Medical Insurance. Call Mr Lang 835-1390

AMERICAN CENTER - experienced legal secretary, salary commensurate with ability. Phone 355-3050

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

Are You An Experienced:
Secretary
Typist
Word Processor
We have long and short term assignments close to your home - call now.
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

ASSISTANT BOOKKEEPER
Some experience. $3.35 per hour.
Five Mile - Telegraph area.
Call Ron at: 537-6869

ASSISTANT
FEE PAID OPEN
Exciting position! Exec needs Account Manager type able to handle budget and accuracy. Very skills a must.
Great potential
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE, PERSONNEL

Automobile Dealer
Chevrolet dealership needs a person with experience for accounts receivable position. This position also needs experience in billing and typing. Call 855-8100 Ask for Steve Ladang.
JACK CAULEY CHEVROLET
7020 Orchard Lake Rd.
W. Bloomfield

BEST AROUND!
$11,000
LIVONIA
The exciting environment offered by this lakeside company will be just what you need! Large, friendly staff is anxious to meet you! To qualify for this varied Secretarial position, you should possess 2 years office experience, type 50-60 wpm, and be outgoing and competent. An opportunity! Call Then:
SNELLING & SNELLING
478-3500

BILLING CLERK
Medical lab. Full time, medical billing experience only. Excellent benefits
Call 358-4510

BOOKKEEPER
ASSISTANT BOOKKEEPER
Suburban ad agency seeks experienced accounting professionals for full time positions in an expanding accounting department. Applicants should be familiar with all aspects of bookkeeping of real entry, accounts payable and receivable, and billing. Positions require accurate typing and strong organizational skills. Prior experience helpful and salary commensurate with experience Send resume in confidence to:
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DESMOND & ASSOC. INC.
31350 Southfield Rd.
Oak Park, Mi 48237
967-1313

BOOKKEEPER & GENERAL OFFICE - through trial balance. Pegboard experience. Livonia based construction company. CPA recruiting for client. Send resume to: Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, Livonia construction supply firm, some experience necessary, room for advancement. Send resume to Best Concrete, 32911 River Mile, Livonia, Mi. 48154

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Excellent opportunity at major W. suburban company for friendly person with excellent skills. Diversified and challenging position in plush office. Excellent starting salary to $14,000, fantastic fringes, good advancement potential and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

CAREER SEEKER
TO $18,000 FEE PAID
Tired of "Just Being A Secretary"? This is a super opportunity for a self-motivated Executive Assistant with above average skills, and personality! Southfield location. Excellent benefits. This one will go fast! Call Sue now
SNELLING & SNELLING
478-3500

CLERICAL - Contractor in Novi requires a mature individual for general office work. Good math & typing skills required. Previous experience in key punching & accounts payable record keeping a plus. For appt call. 348-8300

EXECUTIVE SECRETARY - Full-time position for Retail & Shopping Center Consultants. Northwestern Hwy., Middlebelt area. Call Shelly. 432-9150

504 Help Wanted Office-Clerical

CLERICAL DUTIES
Applicant must have strong typing and clerical talent as well as accurate organizational skills. Must be a self starter. Benefits. Ask for Mary. 557-2373

CLERICAL-GENERAL Office with good typing skills & telephone manner for Birmingham C.P.A. firm. Send confidential resume stating salary requirements to: Box 890 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL OPPORTUNITY
AT FYD
We have an entry level opening for an individual who possesses excellent organizational ability and a flair for detail.
We seek an individual who can type 55 wpm and possesses strong communication skills.
The successful candidate will receive an excellent benefit package and the opportunity for personal and career growth. If qualified, contact Sue Cebali
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, ext. 253
Equal Opportunity Employer M/F/H

CLERK/TYPIST
part time with possibility of full time, 35 WPM accurate typing. Tel-Ex. Minimum 3 yrs. office experience. Southfield area. Call Lisa 352-1464

CLERK
$10,000 PLUS
Position with large company. CRT experience. Typing. Terrific benefits. Fee paid. Ask for Brigid.
Snelling & Snelling
336-7400

CRT OPERATOR entry level position, no experience necessary, must type 40WPM. Apply in person 27255 Lahser, (Near 11 Mile)
Surety Federal Savings
An Equal Opportunity Employer

DISTRICT OFFICE ADMINISTRATOR
International company seeks an experienced individual for record keeping, typing & telephone skills. Dull benefit package offered. Salary details to be located in Oak Park. Contact Robert Kotowski 967-1532. Caretaker Communications Corporation
An Equal Opportunity Employer

EASTERN ONION Singing Telegrams need receptionist with nice singing voice. Salary starts at $4 per hour. Located in Southfield. Please call 552-8488

ENGINEERING Secretary, Part time, approx. 16 hrs. weekly. Livonia area. Reply to Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENGINEERING Secretary, Part time, approx. 16 hrs. weekly. Livonia area. Reply to Box 858, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Never a dull moment at this super friendly Southfield firm! Must have excellent secretarial skills to keep up the pace. Excellent salary and benefits, pleasant offices and congenial atmosphere. Send confidential resume to:
Mr. Yancy, P O Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

Executive Secretary
Right Arm
This successful executive has visions of a top-notch secretary who is equally as cooperative manner, excellent skills and great job experience should be his life much simpler. Great starting salary and benefits. Send confidential resume to: Mr. Yost, P. O Box 691, Southfield, MI 48037.

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