502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Part time in pleasant progressive office. Experience preferred but will train right person. Livonia Area. 535-1200

EXPERIENCED full time medical receptionist for medical office. 1 day a week, paid Blue Cross, no Sat. work. Huntington Woods area. 543-7335

EXPERIENCED RECEPTIONIST OB-GYN office. Southfield area. Call Mrs. Miller: 353-6670

FULL TIME experienced dental assistant for Orthodontic office in Dearborn-Westland area. Call Mon. thru Fri., 8:30-5. 561-6150

FULL TIME MEDICAL Records Clerk needed for busy Garden City Clinic. Phone Linda. 421-6030

LPN/Medical Asst

Organization and Public Relations Your Strong Point?
Use your background as a LPN or Medical Assistant to work as a co-ordinator with our temporary nursing service. Position open for experienced. Duties for this full time, day position include staffing, scheduling and follow-ups. Shared on-call responsibilities involved.

Applicants should have assertive, pleasant personality, good organizational and communication skills and enjoy telephone communication. Minimum of 3 years recent work experience required. EXCELLENT WORK RECORD MANDATORY. Please call Mondays thru Friday, call free, from 10AM - 3PM. 1-800-355-5018 or 5019
An Equal Opportunity Employer

LPNS
Afternoons and midnights, full or part time. Good wages. Woking Park Manor, 520 W. Main St., Northville.

LPNS OR RN'S
Afternoons & nights for skilled nursing home or quit 16 bed annex. Farmington 477-7373

LPN'S
To $21,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview
S.R.T. MED-STAFF INT.
557-2505

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.
Afternoon shift only. Full or part time positions available in this modern nursing home with outstanding salary, Hospital insurance. Come in and see Mrs. Ferguson, at Nightingale West, 8365 Newburgh Rd., Westland near Joy Rd

An Equal Opportunity Employer

MATURE Medical Assistant, part time Northland Internist. Will train right individual. Call

MEDICAL ASSISTANT needed for Farmington Hills area. Mature woman desired. Experienced in vena puncture & injections. Call for interview 559-2690

MEDICAL ASSISTANT needed for busy practitioner's office, experience or training necessary for EKG, X-ray, venapuncture & injections. 477-2530

MEDICAL ASSISTANT, general practice, full time. X-ray, Venapuncture, EKG, 1 yr experience necessary. Ask for Mary 261-1740

MEDICAL ASSISTANT
Experienced only, mature. Insurance, peg board, vena puncture. Wed. Good hours. Livonia Call 353-5660

MEDICAL ASSISTANT
Part time, 2-3 days per week. Novi area. Mature responsible person. Call Mrs Perwarter between 7-9 AM 349-0669

MEDICAL ASSISTANT- some experience necessary, vena puncture, x-rays, cardiography, and other medical office duties. Livonia area. Ask for Peggy between 11-5pm. 425-5850

MEDICAL OFFICE assistant for an Internist in Southfield. Experienced preferred 569-0495

MEDICAL Receptionist - experienced needed for OB GYN office, full time, Sinai Medical Building 837-7400

MEDICAL RECEPTIONIST needed for busy physician, experience in insurance filing & peg board necessary, part time afternoons Call 4-6pm 649-4456

MEDICAL RECEPTIONIST, full time includes ½ day Saturday. 1 year experience only, ask for Mary 261-1740

MEDICAL TECHNOLOGIST
MLT, ASCP or equivalent. Immediate position available for general laboratory work. Mon. thru Fri. with weekend rotation for midnight shift. 11 PM - 7:30 AM.
REDFORD
COMMUNITY HOSPITAL
531-6200 ext. 325
An Equal Opportunity Employer

NURSE AIDS
Mature person, all shifts.
Weekends only.
Walton
Will train. Good starting rate.
OTHER BENEFITS
NIGHINGALE WEST
8365 NEWBURGH RD. WESTLAND
An Equal Opportunity Employer

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

502 Help Wanted Dental-Medical

Mental Health Workers
Males Preferred
All Shifts. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

OPTICAL DISPENSER/Receptionist. Full or part time. Wayne/Westland clinic. Must be experienced in dispensing. Send resume and desired salary to P.O. Box 2191, Farmington Hills, Mi. 48018.

PART TIME RN for plastic surgery clinic in Southfield. O.R. experience helpful. Michigan registration, good references required. For appointment call Mrs. Forbes 557-1622

PODIATRY ASSISTANT
Experienced preferred. Redford - N.W. Detroit area. Call after 5PM. 278-4404

PODIATRY OFFICE needs mature, neat, personable assistant. Medical office experience required. Ford/Middlebelt area. 427-6300

RECEPTIONIST, full time for Farmington Hills Pediatrist's office. Mature, pleasant personality, with typing skills. Some Medical Assisting. Will train. Call after 3:30PM. 356-1893

RECEPTIONIST for Pediatric dental office. Experience preferred. Salary and fringe benefits contingent on experience. Reply in own handwriting to Box 10, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - ASSISTANT for Dental Office. Experience preferred. Full-time position for Southfield Office. Call 358-1976

RECEPTIONIST needed for full time in busy oral surgery office in Southfield area. Must be able to type well and have experience with insurance forms. Call Mrs. Lee, 9-5 PM. 557-4464

RECEPTIONIST - full-time. Recent High School Graduate - Pleasant & Intelligent, for Eye Surgeon's office in Northland area. Will train. Send resumes to: Box 28, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST BILLER
Farmington
For doctors office billing front desk. 1 year or more billing, medical experience. Peg board, light typing, etc. Nice hours Salary open. Call:
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

Registered Nurse
with psychiatric experience desirable. All Shifts. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

Registered Nurses
R.N. ALCOHOLISM UNIT
Full time night positions for 18 bed unit

R.N.'S PSYCHIATRIC UNIT
Full time afternoon position for 36 bed unit in fully accredited, psychiatric acute care facility.
Call Lou McMaster, 338-7144 Mon thru Fri 8am-3pm.
WOODSIDE MEDICAL INC
8th Woodward, Pontiac

RESIDENT AIDE for a 146 bed, home for the aged. Day shift, 32-40 hours per week. Call 851-9640

RN - for part time midnight shift & vacation relief. Revised pay scales. Excellent skilled facility. Professional updating available. Cambridge Nursing Center North, 535 North Main, Clawson.
An Equal Opportunity Employer

RN/LPN
ALL SHIFTS
Individualized orientation and in-service according to your needs. Revised pay and benefit package. Flexible schedules.
CAMBRIDGE
NURSING CENTER SOUTH
18200 W. 12 Mile Rd
An Equal Opportunity Employer

RN
Nurse needed full time days to supervise skilled wing of large nursing home. Good working conditions. Many benefits. Call Ms. Grieve, RN, DON, at 532-1444 for appointment or apply in person between 10 AM - 4 PM.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia, Michigan

RNS and LPNS
Full and part time. All Shifts
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 522-5753
SOUTHFIELD 559-4400

RN'S $15/HR
ICU/CCU
PONTIAC AREA
Immediate openings on all shifts. Call now for an interview.
S.R.T. MED-STAFF INT.
557-2505

502 Help Wanted Dental-Medical

RNs and LPNs
We have openings for full and part time Nurses to work in a clean, caring atmosphere under pleasant conditions. Even if you have not practiced your profession for some time, we can offer you a chance to refresh your skills while earning competitive wages plus fringe benefits including profit sharing. Apply between 8 AM & 5 PM.
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd, Westland
261-9500

RN'S & LPN'S
Full Time and Part Time. Afternoons and midnights. Liberal Fringe Benefits. No rotation.
SUPERVISOR
Full Time - Afternoon Shift
Call Mrs Caylor
REDFORD
COMMUNITY HOSPITAL
531-6200 ext. 409
An Equal Opportunity Employer

RNS or LPNS
Full or Part Time
Afternoon & Midnight Shifts
WilliamsburgCare
Convalescent Center
21017 Middlebelt, Farm.
Between Grd River & 8 Mile
476-8300

R.N.'S
PRIVATE DUTY
NOV!
MIDNIGHT SHIFT
Call today
835-5400

R.N.'S
$12.50 PER HR
ICU/CCU
All shifts available at Pontiac area facility.
1-800-462-7593

SCHEDULING SECRETARY
Part time position for mature, energetic individual with good communication skills, progressive dental office in Canton has evening & Sat. hrs. available. 453-6320

SOUTHFIELD ear, nose, throat & allergy office needs experienced woman over 30 to assist in hdrs & front office. Must be able to do vena puncture, know pegboard system, all insurance work, typing & dictaphone. Full time, 4½ days, salary open. Call for appointment. 559-5530

TELEPHONE COLLECTOR
Experienced, Medical background, hospital or doctor bills.
For Appt. call Don Chester at: 538-4437

TROY Orthopedist looking for medical secretary. Must know insurance, billing & general office work. Experience preferred. Salary negotiable 879-8441

X-RAY TECHNICIAN. Registered, full time for radiology clinic. Salary based upon experience. Liberal fringe benefits. Redford area 937-8155

BOOKKEEPER
FULL CHARGE
Successful professional firm needs a super qualified Bookkeeper for it's complex system. Must have full charge bookkeeping experience and some accounting education preferred. Very good salary and benefit plan. Send confidential resume to Mr. Jaynes, P.O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

Must have NCR machine experience. Model 31, Walled Lake area. Call Mr. Wood at Interface, 2040 Easy St., Walled Lake, 48088.

BOOKKEEPERS
Full charge through Profit & Loss Statements. Taxes and government reports. Good benefits and salary. Must be good Typist. Experienced only. Send resume to Box 17B, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER TYPIST
For CPA firm Southfield area, salary commensurate with experience.
353-3800

BOOKKEEPER wanted for medium sized insurance agency using automated bookkeeping system. 4 days per week Southfield office 354-1830

CHURCH SECRETARY. Farmington Hills. Mon thru Fri, 9-1. Send Resume to box 204 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLAIM ADJUSTER. - Disability insurance, mature, capable of making decisions, letter writing ability & good typing skills, full benefits, Southfield area 559-0814

CLERICAL OPPORTUNITY
Insurance office
Southfield office desires a person who can use office machines. Light typing figures. Previous office experience helpful. Interesting and varied duties. Outstanding fringe benefits. Raises after 6 months and 12 months. Starting salary, $155 per week. Call Ms. Magnuson between 9 and 3 PM. at 557-8444
An Equal Opportunity Employer

Clerical
We have immediate openings for individuals to assume accounting duties in our Servicing Division. To qualify you should have accurate typing ability of 40 plus wpm, good math aptitude and effective communication skills. Ability to work under pressure a must. (In addition to clerical, one secretarial position available). A complete benefit package is offered. Interested applicants should apply in person during the following hours

WEDNESDAY ONLY
9-11 AM OR 1-3 PM

MANUFACTURERS HANOVER MORTGAGE CORPORATION
27955 Farmington Rd.
Farmington Hills, MI 48018
corner of 12 Mile Rd.

Equal Opportunity Employer M/F/H

CLERK/TYPIST for religious school, 40 hour week, includes half day Saturdays. Pleasant surroundings, good benefits. Call Margaret

CLERK TYPIST-Permanent part time position Mon. thru Fri. 1pm - 5pm, for one girl office in Southfield insurance agency. For appointment 559-4100

CLERK/TYPIST
Southfield company seeks pleasant individual, type 50 w.p.m., good with figures necessary. Fringe benefits. 358-8434

COMMERCIAL INSURANCE agency in W. Bloomfield desires person with 5 years experience in small agency. 851-6868

CONVENTION SECRETARIAL POSITIONS
CDI Temporary Services, Inc., one of the nation's fastest growing temporary help firms is interviewing SECRETARIES. We provide secretaries with typing, shorthand, and good communication skills to many metro area conventions.

CDI will be interviewing in Southfield, Warren, and the Renaissance Center during the month of May for these positions. Please call for more information.

CDI
Temporary Services
Downtown 259-7516
Suburbs 978-8433

EXECUTIVE SECRETARY
This fast-paced firm needs an extremely sharp Executive Secretary to work for one of it's key positions. Must have excellent secretarial skills (including very rapid shorthand), be able to deal with top executives and handle extremely confidential matters. Excellent compensation package. Send confidential resume to Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

A BANK TRAINEE - positions available in all departments. Previous banking experience helps.
Employment Center. 544-0610

ACCOUNTING CLERK. Figure oriented, calculator and typing. Good opportunity to learn. Applications accepted at front desk. Plymouth Hilton Inn, 14707 Northville rd. Plymouth

ACCOUNTING CLERK - For mechanical contractor. Accounts Receivable, Accounts Payable, Payroll & Typing experience required. Telegraph & Grand Lake Rd. area. Call Carol 646-7200

ACCOUNTS RECEIVABLE CLERK
We have an immediate opening in our accounting department for an accounts receivable clerk. Previous accounting clerk experience is necessary.
APPLY IN PERSON
PERSONNEL OFFICE
MON. THRU FRI.
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD INN
17017 W. 9 Mile Road
Southfield, Mich
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE/Collections, with computer knowledge Experienced only. Electron Electronics 31403 Glendale, Livonia

ACCOUNTS RECEIVABLE
Expanding suburban company offering comprehensive benefit package which includes fully paid hospitalization and dental plan. Qualified candidate will have Min. 2 Yrs. previous general ledger experience, good working knowledge of accounts receivable. Employee paid fee. Confidential inquiries at:
525-7825
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCURATE TYPIST - 75-80 WPM. shorthand, good spelling, telephone answering, Birmingham location 645-0244

AD AGENCY SECRETARY
Don't miss this choice opportunity! Not a dull days here! Bring your good skills and personality, and we will do the rest. $15,000. fee paid.
353-2090
SNELLING & SNELLING
PERSONNEL

ADVERTISING SECRETARY
Major west suburban company needs friendly person with good skills for exciting public contact job in plush advertising office. Excellent starting salary, fantastic fringes, very promotable and company pays our fee. Call today for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

ADVERTISING
$850 MONTH PLUS
FEE PAID
Join the advertising and public relations department of this world wide firm. Beautiful office complex, and professional environment. This fascinating and exciting position requires 2-3 years office experience, typing 55-60 wpm, and shorthand of 75-80 wpm. Excellent benefits. Convenient suburban location. Call today for interview. Mr. Hax
SNELLING & SNELLING
478-3500

ANSWERING SERVICE
Switchboard experience preferred, mature woman, preferably to work midnights, 23 hours weekly, Northwest Detroit.

341-1000

ANSWERING SERVICE
Switchboard experience preferred
Part time evenings, some weekends
Northwest Detroit

341-1000

A SERETARY, YES
But More. A member of the team. Must type minimum 70 w.p.m. & be an expert phone handler. Poised, cheerful & experienced. No shorthand. For well established Redford area advertising/marketing firm. Salary $800 +. Includes Blue Cross. Call Jean:
255-4163

504 Help Wanted Office-Clerical

EASY DOES IT!!
$170 A WEEK
FEE PAID
All you need to get this Secretarial position is minimum office experience and accurate typing. 50 wpm. Southfield firm offers excellent benefits along with their normal welcome. No pressures here! Call Sue.
SNELLING & SNELLING
478-3500

Excellent Pay
If You're 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

EXCELLENT TYPIST
Must take shorthand. Only experienced need apply. Call for appointment. 559-7031

EXECUTIVE SECRETARY
$11,000 PLUS, FEE PAID
Major international firm, Southfield location, lovely office, good benefits. Skill and friendly personality needed to start immediately. Call Pat.
SNELLING & SNELLING
649-5900

EXPERIENCED LEGAL Secretary Southfield Town Center. Excellent salary. 353-0150

EXPERIENCED Legal Secretary for Birmingham law firm. Good typing skills and dictaphone experience. Fringe benefits and good working conditions. Call Mr. McGaw 645-0160

EXPERIENCED - typing, filing & knowledge of Office Equipment. Oak Park. 543-9300

EXPERIENCED TYPIST
Pleasant Law Office
70 WPM.
557-4464

FULL TIME position available in Redford area, typing skills & general office experience. Call Ms. Ferguson 478-9327

GENERAL OFFICE work. Phone, typing, filing. Salary negotiable. 3 Mile/Lahser area. Call Hoseann between 9-10 and 4 PM. 353-6385

GENERAL OFFICE
for filing, typing, general office work Plymouth. 459-5870

GENERAL OFFICE
Accounts Receivable experienced & typing a must for a 3 girl office. Call for appointment 559-8350

GENERAL OFFICE
Challenging position available in Southfield area. Typing 35wpm. Some math & good organizational skills. Full benefits. Call 353-3209

GENERAL OFFICE WORK - Excellent working conditions, posting invoices, checking orders, filing. Fringe benefits Send resume to: Box 206, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
We are seeking a person interested in a career in the business world. Entry level position. Typing required. Good math aptitude. Pleasant Southfield location and full benefits Call 353-3209

GIRL FOR Distributors office. Rochester area. 3 to 5 years relevant experience, customer billing, sales correspondence, accounting, & computer or word processing experience. Employer references required. Kathy 852-6350

IMAGE
Your ability to represent this firm's image counts towards a bonus plan start. Strong typist balances personnel duties. Shorthand or dictaphone.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

INSIDE SALES CO-ORINDATOR
for Dearborn and Ann Arbor offices of National company. Pleasant environment, work with orders and pricing - control inventory and customer contact. Send Resume to Box 216 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
needed with take charge attitude and secretarial skills to handle follow-up and act as right hand for busy executive of Birmingham area company, $1000 per month and many benefits.- Fee paid

A PLEASANT PERSONALITY
plus secretarial skills needed for Bloomfield Hills company and for Southfield sales office. $10,500. Benefits and fee paid- advancement potential with both

ADAMS & MARTIN
PERSONNEL
1090 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

INSURANCE AGENCY in Birmingham is looking for an Assistant Marketing Manager. Person must be experienced in rating commercial packages and must be self-starter. Salary commensurate with ability. Call Judy. 645-6282

INSURANCE AGENCY
Birmingham - Person who can assume responsibility of personal lines department of casualty insurance agency. At least 2 years experience required. Non-smoker. Benefits, salary open. 644-6457

INSURANCE AGENCY
Farmington Hills, experienced person to rating commercial auto, general liability & property. Agency experience preferred. Salary commensurate with experience. Call Mon. thru Fri. 9-5.
626-8543

INSURANCE AGENCY
Farmington Hills, experienced person in rating commercial auto, general liability & property. Agency experience preferred. Salary commensurate with experience. Call Mon. thru Fri. 9-5.
626-8543

INSURANCE Company office, receptionist at 2 day week, nice working conditions. Many benefits. Republic Insurance Co.
24400 Lahser Rd., Southfield.

INSURANCE SECRETARY
Insurance experience preferred. 12 Mile & Southfield area. 557-4474

INTERIOR DESIGN FIRM needs Secretary/Gal Friday. Peg board bookkeeping. Southfield Area. Monday through Friday 8:30AM-5PM. 569-5203

INVENTORY CONTROL PERSON
For retail chain located in the Town Center Building in Southfield. CRT and computer experience required, fully paid Blue Cross and profit sharing. Please call 354-1191

INVESTIGATORS SECRETARY
Your typing skills and knowledge of payroll will help you obtain a job that tops you in the world of intrigue! Call Alice.
353-2090
SNELLING & SNELLING
PERSONNEL

504 Help Wanted Office-Clerical

Kelly Girl Employees
Enjoy profitable temporary office assignments. We have openings for TYPISTS, SECRETARIES, & WORD PROCESSORS. We pay top pay rates, we offer top assignments, short increases and paid vacation. If interested, call for appointment Mon. thru Fri. between 9 AM. & 3 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 1005)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

KEYPUNCH OPERATORS
Southfield area, full time daytime. Key to Dice experience necessary. Call Nina at: 353-3840

LEGAL SECRETARY for Southfield Law firm. Litigation and/or negligence experience necessary. Salary and fringe benefits commensurate with experience. Ask for Cindy at 353-3150

LEGAL SECRETARY
In Southfield. Experience necessary. Shorthand helpful. Knowledge of bookkeeping necessary. 358-1090

LEGAL SECRETARY, experienced, for Bloomfield Hills attorney. Some real estate background helpful but not essential. Salary commensurate with qualifications 334-0552

LEGAL SECRETARY
For law firm specializing in tax & corporate matters. Located in Southfield. Career opportunity with unlimited including para-legal position. 5 years experience required. Word processing experience desired. Excellent salary & benefit program. 352-8980

Legal Secretaries
Joanne Mansfield is a specialist in finding the best positions for the legal secretary 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 Mansfield, a professional today. All fees company paid.
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Subsidiary of Laser Personnel Inc.

LEGAL SECRETARY experienced in divorce & personal injury, busy Southfield office, excellent benefits. 352-8811

LEGAL SECRETARY
Experienced, part time. Salary negotiable 437-0190

LEGAL SECRETARY needed for small pleasant Southfield law firm. Experienced typing, word processing, transcription preferred. 353-3500

LEGAL SECRETARY. Part time, 4 days. Light typing. Call Mrs. Xerox 850 or 860. Flexible hours, Southfield. 352-1090

LEGAL SECRETARY
For Southfield Law firm. MIN. 1 year experience in typing 60WPM or better. 352-1090

LEGAL SECRETARY
For Southfield Law office for personal part time. Workmans compensation injury, flexible hours, call 358-6660

LEGAL SECRETARY needed for general counsel of large corporation, Southfield real estate firm. Need well organized individual with strong secretarial skills & ability to work with minimum supervision. Prior experience with real estate is later preferred. Send resume to box #216 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
$14,000
FEE PAID
Work for partners in Town Center location. Fast salary review. Lots of vacation time and congenial environment. Call Mark, Legal Department.
SNELLING & SNELLING
649-5900

LIVONIA INSURANCE AGENCY needs full time Receptionist. Qualifications needed are typing, bookkeeping and telephone answering duties. Minimum 2 years experience required. Insurance background plus benefits preferred. Send resume to: P.O. Box 2467, Livonia, MI. 48151.

LIVONIA Sales firm, seeks experienced office person, with good skills. Job includes border processing, research, plus some in office sales. You must have good phone skills, type 60 wpm plus accuracy and calculator skills. Send resume to KAS, PO Box 2752, Livonia, Michigan 48151

MARKETING SECRETARY
$10,400FEE PAID
Lots of client contact, tuition refund and team concept. Nice office environment. Call Mark.
SNELLING & SNELLING
649-5900

MATURE, experienced, full time secretary, Southfield manufacturers rep firm. Excellent working condition & benefits. Call 9am-5pm 554-1695

OFFICE ASSISTANT
Part time position for small growth company. Typing skill required. Shorthand preferred. Entails follow-up European shipments to US customers located in Birmingham. 647-1152

OFFICE HELP. Experienced in Payroll, Accounts Payable & Sales Journals. 352-8000

OFFICE MANAGER - Secretary for CPA office in Southfield. Law firm preferred. Recent references. Excellent typing skills. Bookkeeping & shorthand preferred. Send resume to box 228, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

OFFICE PERSON and runner with own car. Pleasant surroundings. Call Contact Mr. Johnson for appointment between 1 and 3 PM. 553-8474

ONE-GIRL OFFICE needs person with Secretarial & Bookkeeping experience. Redford area. For appointment, 533-8875

Opportunity Knocks
IF YOU CAN
ACCURATELY TYPE 50 WPM.
GREAT PAY
We will train you for a long term WORD PROCESSING assignment in the downtown area. Free parking. 3rd & 3rd shifts. Call now.
569-7500
WITT SERVICES
The Temporary Help People

504 Help Wanted Office-Clerical

PART TIME help wanted, Keypuncher, experienced on 129 XP Infoscribe. Redford area. Call 255-1300, ext. 123

PART TIME Secretary/bookkeeper needed for small Rochester area business. $4.00 an hour.
852-0666

PAYROLL CLERK
Our payroll department has an immediate opening for an entry level payroll clerk. Responsibilities will include involvement in various aspects of payroll processing and posting. In addition to good figure aptitude, accurate typing skills and the ability to handle detailed work are a must. For consideration, please apply in person during the following hours:
WEDNESDAY ONLY 9-11AM or 1-3PM

MANUFACTURERS HANOVER MORTGAGE CORPORATION
27955 Farmington Rd.
Farmington Hills, MI 48018
corner of 12 Mile Rd.

Equal Opportunity Employer M/F/H

PENSION INSURANCE PROCESSOR, Math aptitude required plus typing, good verbal skills, good command of English & ability to retain detailed knowledge. Light typing. Call Anita De Grazia 477-6100
Equal Opportunity Employer M/F

REAL ESTATE SECRETARY, West Bloomfield/Farmington, full time. 3 years previous real estate office or escrow closing experience, and good typing skills required. If qualified, please call 628-2900

RECEPTIONIST/TYPIST
Bloomfield Hills construction company.
858-0850

RECEPTIONIST/TYPIST
to handle multiple line telephone and type 50 WPM. Good benefits. Farmington Hills. 553-4830

RECEPTIONIST Typist for Southfield lawfirm. Minimum 60WPM. Linda 557-8300

RECEPTIONIST/TYPIST
For busy Southfield CPA office. Position requires accurate typing and some figure detail 557-3255

RECEPTIONIST - Typist for small law office in Farmington Hills. Good typing skills necessary. No prior legal experience necessary. 555-3090

RECEPTIONIST/Insurance Biller
Some assisting for Podiatric Office in Farmington Hills. Part time leading to full time. Must type. Experience preferred, but will train Call 476-0022

RECEPTIONIST/SECRETARY
Permanent position with well established medical group in Canton/Belleville area. Seeking mature, responsible individual willing to work 50 plus hours a week. Call Chris at 397-3050
An Equal Opportunity Employer

RECEPTIONIST
Real Estate Permanent position for a sharp young lady with a bubbling personality. Typing, secretarial duties, hours 9-5 Mon. thru Fri. $150 per week profit sharing. Call Don Wolfe for interview.
Harry S. Wolfe Co.
32398 Five Mile Rd.

RENTAL AGENT
Apartment Project near I-75 & Oakland University seeks person as Rental Agent & to run project office. Light office duties with some figure work. Must be mature with pleasing personality & able to deal with public in person & on the phone. Full time permanent position with good salary & hospitalization insurance. Experience & references required.
Call 8 AM-5 PM Weekdays
557-2749

RESPONSIBLE, Hard working person for inside sales office. Typing & clerical experience required. Livonia area. Call between 8am-12 noon. 525-1545

SALES CO-ORDINATOR, must be dependable & accurate
Applied Manufacturing Systems
582-8160

SALES SECRETARY - local company has an immediate opening, job requires a high degree of organizational ability with minimum of 3 yrs. office experience. Typing accuracy a must, reply to Box #482, Madison Hts. Mi. 48071

SALES SECRETARY
Permanent part time. Excellent typing, machine transcription and phone skills required. Experience in sales office atmosphere a must. Starting date June 1. Large International Company branch located in suburbs. Call between 9 am and 12 noon. Ask for Mr. Gray 474-0320

SALES SECRETARY FOR LIVONIA REAL ESTATE OFFICE. PLYM-OUTH-MIDDLEBELT AREA. TYPING REQUIRED. GOOD PHONE MANNER. CALL BARBARA WALSKOWICZ 525-0990

SALES SECRETARY
Challenging position available for sharp person with typing 60 WPM and shorthand a plus. Southfield area. Pleasant working conditions and full benefits. Call 353-3209

SALES SECRETARY
Friendly person with good secretarial skills would qualify you for this busy job full of variety and responsibility. Plush office, fringe benefits, excellent salary, excellent benefits and company pays our fee. Call now.
PERMANENT STAFF
TROY 362-4004

SALES SUPPORT STAFF
Suburb import firm seeks typist or steno with phone and Math skills, $10,800. Fee paid 4 weeks vacation. All benefits
Durham Personnel 559-1522

SECRETARIAL POSITION
AND PAYROLL CLERK
Full time position available with benefits for the right person. Besides typing skills of 50 WPM, we're looking for a poised outgoing person to handle investigative duties, have bookkeeping skills, be able to work a flexible schedule. Call between 10am-4pm, Mon-Fri.
837-8733

SECRETARIES
Bi Lingual - German, French
3 - 5 Years experience. Good organizational skills. Typing 60wpm shorthand 80wpm. Excellent benefits. Salary to $18,000. Fee Paid. Call 557-8320
Assoc. In Personnel
12350 W. 10 Mile Southfield

SECRETARY/BOOKKEEPER
Progressive cabinetry distributor in Birmingham. Monday thru Sat. Call for appointment. 642-4310

SECRETARY CAREER OPPORTUNITY
Expanding company opening new office in Livonia. Excellent opportunity for responsible person with good clerical skills to land top notch position with a variety of duties. Generous starting salary to $13,000, fast raises, full benefits, annual bonus and company pays our fee. Good chance for advancement as company grows. Hurry! Company anxious to hire. Call now for an interview.
PERMANENT STAFF
LIVONIA 522-4210

SECRETARY/CUSTOMER SERVICE
Dynamic individual required to handle customer service/secretarial duties for progressive office furniture dealer. Great opportunity for positive self-starter. Must relate well to people & be detail oriented. Send resume to Carson Business Interiors, P.O. Box 2550, Southfield, Mi., 48037, Att: Office Manager.

SECRETARY/FULL TIME
Small retail leasing company in Farmington Hills looking for an individual with a min. of 3 years working experience with knowledge of all secretarial skills. Call 626-6300

SECRETARY
Growing manufacturing company in Farmington Hills, seeks experienced mature person for Secretarial/general office work. Applicants must have manufacturing company background with experienced in order entry, follow up & invoicing along with typing & general office skills. We offer a competitive salary, hospitalization & a pleasant working atmosphere. Send resume to Jhone Enertrols, 23414 Industrial Park Court, Farmington Hills, 48024, 478-1643

504 Help Wanted Office-Clerical

SECRETARY- General office duties, for 1 girl office in Birmingham. 642-1882

SECRETARY - insurance agency needs secretary. Insurance experience helpful, must be able to type. Westland. 261-5010

SECRETARY in Southfield building management office. Monday thru Wednesday, 8:30am-5pm. Send resume stating salary to M. Clarke Co. 25200 Southfield Rd. Suite 212, Southfield, 48076

SECRETARY - needed for short & long term assignments in suburban companies. Skills must include typing & previous office experience.

WORD PROCESSORS - needed immediately for good temporary assignments

COMPUTER - Experienced Honeywell Level 66 computer programmer needed for long term temporary assignment. Previous experience a must.

UNIFORCE TEMPORARY SERVICES
1000 S. Woodward Birmingham
646-7660

SECRETARY - professional - must have at least 5 years experience, or recent business school graduate. Flexible work hours. Shorthand 100WPM, typing 70WPM. Call Martin Waller for appt. 645-6310

SECRETARY-RECEPTIONIST
For office in Rochester.
For interview call
652-8200

SECRETARY/RECEPTIONIST - interested applicant must have 3 to 5 years office experience, excellent typing & communication skills preferred, no shorthand required. We offer excellent salary for qualified individual for full time position in the 10 Mile - Telegraph area. Your own transportation is required. Please call Edward Rose & Sons 352-0952
An Equal Opportunity Employer

SECRETARY RECEPTIONIST
$10,500 PLUS, FEE PAID
Southfield firm offers challenging position. Pleasant phone voice and manner a must. Excellent working conditions in small group, benefits included.
Call Susan
SNELLING & SNELLING
649-5900

SECRETARY - Southfield. Type 60 wpm, shorthand 80. 3 years experience required. Excellent benefits. 559-8400

RECEPTIONIST/SECRETARY
Southfield. Good bookkeeping and typing, required. Benefits. $10,400. Fee paid.

SALES COORDINATOR - Troy. Computer work, good math ability and typing, customer and client contact. Benefits $750.

LOIS RAY PERSONNEL
559-0560

SECRETARY
TO $14,000
Adaptable individual with good skills to handle a variety of duties as VP's right arm. Great benefits. Fee paid Call Joyce.
Snelling & Snelling
336-7400

SECRETARY wanted for full time employment with Troy Law Firm. Salary commensurate with experience. CPT 6000 experience helpful. Call Jan at 879-8560

SECRETARY with telephone & billing responsibilities for Bloomfield advertising office 645-2224

SECRETARY with good typing skills & good telephone manner needed for Southfield office. For appointment call Sharn from 11am-3pm. 557-8008

SECRETARY
$12,000 & UP
Top Executives need your skills in vital offices of major foreign manufacturing. Fluent French a plus. Great benefits Fee paid. Call Sue.
Snelling & Snelling
336-7400

SECRETARY, Hours 9 AM to 2 PM, for a law office. Legal experience helpful. Typing 55-60 WPM. Livonia 525-3950

SMALL BIRMINGHAM Law Firm at 14 Mile and Woodward desires experienced Secretary with excellent skills who can assume substantial responsibility. Call 644-4423

SOUTHFIELD CPA FIRM seeks experienced person to handle all filing systems, backup to telephone switchboard, typing & misc. office duties including some drawing. Excellent benefits & opportunities 358-4411

SOUTHFIELD CPA firm needs statistical typist. Word processing experience helpful. Some administrative duties. Salary commensurate with experience. Call Kelly at 353-2200

SOUTHFIELD law firm seeks experienced secretary with good skills. Real estate experience preferred. Salary commensurate with abilities. Call Sandy 353-4940

SOUTHFIELD LEASING COMPANY needs dependable person with office experience. Typing 40-50 wpm. $12,000 per year. Send resume to Box 198 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SUBURBAN LIBRARY needs experienced full time clerk typist. Knowledge important. 60 WPM. Must like public contact. 1 night weekly & every other Saturday required. Good Benefits. Apply to P.O. Box P-2, Birmingham, Mi 48012

SWITCHBOARD/RECEPTIONIST
Southfield company seeks pleasant responsable individual, with good clerical experience preferred. Fringe benefits. 352-6324

TELEPHONE RECEPTIONIST
for prestigious Real Estate office. Must have experience in handling 12 line phone, light filing & typing. Pleasant voice, attitude, personality & good grooming & handwriting a must. $775 per month, Blue Cross, Profit Sharing & Paid Vacation. Send hand written resume to our attention or calls please to
WILLIAM LEVITT
Carl Rosman & Co.
717 Tower Center
26555 Evergreen Rd
Southfield, MI 48076

CPA Firm in Prudential Town Center needs accurate typist for financial statements. Congenial people. Salary open 352-4927

TYPIST for court reporter needed immediately. Call Joy, 681-5810. Saturday 455-6847

TYPIST for Court Reporter. Must be accurate work machine,