500 Help Wanted

QUALIFIED experienced pre-school teacher for Tuesday & Thursday, AM session. Send resume to: Community Education, Bingham Farms School, 23409 W. 13 Mile, Birmingham, 48010.

A RETAIL STORE ###
Management Trainee Positions available $18-$15,000 yr. for persons with previous Sales exp. or potential ability. Employment Center. 549-1436

RETAIL SALES
Branch of national womens fashion store in Livonia Mall has opening for a mature person with 3 or more years experience in retail sales. Must like to work with the public. Ideal for person wanting to return to the business world. Will work evenings and some weekend hours. Employee discount. If qualified, call for an appointment. 358-3833.

RUSTPROOFING TECHNICIANS
Experienced, dependable people needed in Farmington-Southfield. Tuff Kote shop. 478-6700

SAKS FIFTH AVENUE has an opening in the Handbag Department for an individual with some knowledge of electrical and plumbing function as well as general maintenance skills including carpentry experience. Approximately 32 hours a week with flexible schedule. Apply in person:

PERSONNEL
SAKS FIFTH AVENUE
SOMERSET MALL
TROY
An Equal Opportunity Employer

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

SALES REP. at least an Associate Degree in business with 1 to 2 years outside sales experience, word processor knowledge helpful, excellent benefits. Placements Unlimited 227-7651

SEAMSTRESS
Experienced
Hudson Robe Company
852-9338

SECURITY GUARDS
Wanted for Apartment Complex. Evening position. N.W. Detroit area on Outer Drive. 531-2160

SECURITY GUARDS
Experience helpful $3.60 hr.
Employment Center.
544-0616

SECURITY GUARDS
& Supervisor. Immediate openings Downtown, Ypsilanti, Canton & Detroit. No experience necessary. Employment Center. 334-6910

SIGNAL INTELLIGENCE
No experience. $4,000 bonus to qualified high school grad. Join the US Army. Ages 17-34. 729-2162

STAKE TRUCK driver needed. Experienced driver record required. No others need apply. Willing to work overtime dependable. 937-3970

STENOS
Needed for long & short term assignments

CALL FOR APPOINTMENT
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595

STORE MANAGERS
For Hallmark Card & Gift Stores
Located in Novi/Plymouth corridor. Applicants must have had previous management experience. Preferably in Hallmark Stores. Excellent career opportunity & many company benefits including profit sharing. Send brief resume listing past employment experience & references to: Store Manager Position, P. O. Box 35, Westland, Mich. 48185

SUPERVISOR
Factory maintenance supplies. Interest parking company has immediate opening for supervisor to direct a 6 person staff, responsibility for buying, receiving and inventory control for large factory maintenance department. Must have knowledge of plumbing, electrical transmission systems & mechanical maintenance. The ideal candidate will have a minimum of 5 years experience. Excellent starting salary & fringe benefits. Contact 832-6880, ext. 49.

SURVEYOR
No experience necessary. $2500 bonus to qualified high school grad. Join the US Army. Ages 17-34. 729-2160

SWIMMING INSTRUCTORS, Swim Team Coaches, Pool Managers, Pool Aides. All must have current Lifesaving cards and experience. Apply Livonia Family Y, 14255 Stark Rd., Livonia

TEACHERS OUT of Work? Training in real estate principles, share position lesson plan background helpful. Livonia, Westland, Canton area. Call Mr. Kangas at One Way 522-4000

TEACHING POSITION, school year '81, '82. Certified secondary Math, Science teacher needed for private school located in athletic facility. Part time afternoons. Wendy Smyrl 1-676-8425

TOOLROOM LATHE HAND
5 years experience. Days
Smithfield area
356-7670

TRAVEL AGENT
Minimum 3 years experience. Corporat/Sabre experience preferred. Need domestic & international experience For appointment 569-5720

TRAVEL AGENT
6 years experience required. Apollo preferred. 5 days, top salary, benefits. 553-1044 or 553-1291

TRUCK DRIVER
Pick up & delivery for Livonia and Farmington areas. Must have chauffeur's license.
P.O. BOX 647
FRANKLIN, MICH. 48025

502 Help Wanted Dental-Medical

ASSISTANT/RECEPTIONIST
for Farmington Hills dental office. Full time, some experience required.
553-2828

aRN'S
To $15 an Hour
LPN'S
To $12 an hour

East side. Immediate openings in Detroit & suburban facilities. All shifts available

S.R.T. Med-Staff Int.
557-2505

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid, experience preferred. Reply to Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHIROPRACTOR
Southfield area - requires a full time, mature gal. Must have some experience. Call for appointment.
557-0860

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities. 355-7618

DENTAL ASSISTANT
With 4 handed all-down chairside experience. Full time. NW Troy. 879-7249

DENTAL ASSISTANT
Experienced preferred. full-time Chairside for progressive office... 882-4371

DENTAL ASSISTANT
Part time in pleasant progressive office. Experience preferred but will train right person. Livonia Area. 525-1200

DENTAL ASSISTANT. Certified, registered or experienced in 4 handed dentistry. Pleasant office, some evenings and Saturdays. Salary open. Northwest Wayne area. 326-2010

DENTAL ASSISTANT full time, recent experience required. Certification preferred 16 Mile & Ryan. 978-0600

DENTAL ASSISTANT - experience preferred. Work afternoons in Garden City office. Good personality a must. Call 421-5200

DENTAL ASSISTANT for Orthodontic office in Lathrup Village. Mature person for permanent, full time employment. Experience desired, not necessary. Must like children. Call 559-4092

DENTAL ASSISTANT- Full time, general practice seeks experienced chairside with expanded duty abilities to work in friendly, progressive office. Livonia/Farmington area. 476-8888

DENTAL ASSISTANT
A position available for an enthusiastic individual with experience in 4 handed dentistry. Benefits, full time, Westland Area. 722-5310

DENTAL HYGIENIST
Experienced - Full Time
Westland office
Call -421-2675

DENTAL HYGIENIST - full time, Livonia Westland area. No evenings. Tension free office. 261-5560

DENTAL HYGIENIST needed Tuesday & Thursday for pleasant Royal Oak office. Call for interview appointment. 544-7200

DENTAL HYGIENIST NEEDED
Part time in modern Garden City practice. Must be good with people. Call 421-5200

DENTAL HYGIENIST
Part time Mon. & Tues. to work in friendly, progressive office. Livonia/Farmington area. 474-8888

DENTAL RECEPTIONIST - full time, experienced with pegboard accounting, insurance, typing, telephone. Happy person who likes people. 453-6549

DENTAL RECEPTIONIST Assistant for progressive office in Bloomfield. Assisting experience preferred. Call 642-5471

DENTAL RECEPTIONIST
Full-time. Heavy experience with primarily Insurance Forms as well as basic knowledge of assisting - needed to share office duties. In process of building new ultra-modern Medical/Dental facility in Livonia, Newburgh - 6 Mile. Great opportunity for right person. 420-2040 or 476-1494

DENTAL Surgical specialty office requires competent, aggressive person with some Farmington experience. Full or part time. Farmington Hills. 553-3052

EXPERIENCED NURSE (LPN or Medical Assistant) needed for allergist's office in Troy. Salary negotiable. Call 528-9010

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., 8:30-5:00 559-4160

HYGIENIST, full time, 1 year experience, Plymouth - Livonia area. 591-3636

HYGIENIST
Full time to join a rapidly growing practice in the Wayne area.
Call
728-1700

HYGIENIST
10 Mile/Orchard Lake area. Full time or part time. Starting in June.
474-1222

LPN for Oncologist office. Patient care & billing. Livonia area. 477-1264

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 in Detroit area. Duties for this full time, day position include staffing, scheduling and follow-up. Shared on-call responsibilities involved.

Applicants should have assertive, pleasant personality, good organizational and inter-personal skills and enjoy telephone communication. Minimum of 3 years recent work experience required. EXCELLENT WORK RECORD MANDATORY. Please call Monday thru Friday, toll free, from 10AM - 2PM:
1-800-255-5018 ext 5019

An Equal Opportunity Employer

502 Help Wanted Dental-Medical

LPNS
Full or part time. Day & Afternoon shifts. Apply 9 AM to 4 PM. Mon. thru Fri. The Arnold Home, 18336 W. 7 Mile, Detroit. 531-4001, Ext. 38.

LPN
Small nursing home in Canton has openings for an LPN for the Midnight shift for Tuesday, Wednesday, and Thursday. Pleasant atmosphere. 459-7060

LPN'S & MEDICAL ASSISTANTS
Out-patient clinic. Woodland Medical Center, 23341 W. 8 Mile Rd., Detroit, MI. 538-4700

LPN'S OR RN'S
Afternoons & midnights for skilled nursing home or quiet 16 bed assoc. Farmington 477-7373

LPN'S
To $21,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For Appointment
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. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightingale West, 8355 Newburgh Rd., Westland near Joy Rd.

An Equal Opportunity Employer

L.P.N. - RN.
Day, afternoon & midnight shifts. Full or part time positions available in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightingale West, 8355 Newburgh Rd., Westland near Joy Rd.

An Equal Opportunity Employer

MATURE Medical Assistant, part time. Northland Internist. Will train right individual. Call 569-0799

MEDICAL ASSISTANT needed for busy practioner's office, experience or training necessary for EKG, X-ray, venapuncture & allergy injections. 427-3520

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

MEDICAL ASSISTANT- some experience necessary, venapuncture, X-rays, cardiogram, PF, injections, general office duties. Livonia area. Ask for Peggy between 11-5pm. 425-5820

MEDICAL ASSISTANT for Oncologist office, experience in Venapuncture preferred, patient care & billing. Livonia area 477-1264

MEDICAL ASSISTANT. Farm. Hills OB/GYN. Alert, mature, adaptable, 12-16 hours per week. Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL Receptionist - experience needed for OB GYN office, full time. Sinai Medical Building. 537-7430

MEDICAL RECEPTIONIST, full time includes Sat. morning, 1 year experience only, ask for Mary 261-1740

MEDICAL RECEPTIONIST & medical assistant (3) needed for Troy physician. Must have experience in a medical office. Part or full time. 355-1859

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

NEEDED: Experienced Medical Assistant, typing, knowledge of injections, EKG, X-ray, assisting doctor; full time. Farmington Hills area. Send resume to Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NOW ACCEPTING APPLICATIONS
For Dental Assistant & Office Manager in busy Dental Office, Dearborn. Experience necessary. 274-6404

NURSE AIDE
Mature person, all shifts.
Weekends only.
See Ms. Watkins
Will train. Good starting rate.
OTHER BENEFITS
NIGHTINGALE WEST
8355 NEWBURGH RD. WESTLAND
An Equal Opportunity Employer

NURSE AIDS
Mature person, all shifts.
Weekends only.
See Ms. Watkins
Will train. Good starting rate.
OTHER BENEFITS
NIGHTINGALE WEST
8355 NEWBURGH RD. WESTLAND
An Equal Opportunity Employer

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

OFFICE MANAGER for busy Ob-Gyn practice in Southfield. Experience & references required. Salary commensurate with experience. 358-1907

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.

OPTOMETRIC ASSISTANT & Receptionist - career opportunity, professional working conditions, vacation & fringe benefits. Experience preferred but will train capable person. Farmington area. 476-5125

PODIATRY OFFICE needs mature, neat, personable assistant. Medical office experience required. Ford/Middlebelt area. 427-4300

RECEPTIONIST - ASSISTANT for Dental Office. Experience preferred. Full-time position for Southfield Office. Call 358-1978

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 Mon. - Fri., 9-5 PM. 557-4644

RECEPTIONIST - full-time. Recent High School Graduate - Pleasant & Intelligent; for Eye Surgeon's office in Northland area. Will train. Send resumes to: Box 288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Part time, Southfield Ophthalmology office, experience desirable, send resume: Box 238 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

RN
INSERVICE DIRECTOR
Seeking professional some geriatric experience. To stimulate and motivate our staff. Shift rotation mandatory. Flexible hours. Contact Ms. Heaston 728-0100. Westland Convalescent Center.

502 Help Wanted Dental-Medical

RN/LPN
ALL SHIFTS
Individualized orientation and in-service according to your needs. Revised pay and benefit package. Flexible scheduling.
CAMBRIDGE
NURSING CENTER SOUTH
18200 W. 13 Mile Rd.
An Equal Opportunity Employer

RN - LPN needed for Saturday & occasional Sunday in Pediatrician's office in Farmington. 477-1127

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 532-1414 for appointment or apply in person between 10 A.M. - 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 569-4400

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

RN'S & LPN'S
Part time positions available on the day and midnight shifts in a basic nursing home. Apply in person between the hours of 10am-3pm at 20910 Plymouth Road, Livonia, Mich. 48150

RNS or LPNS
Full or Part Time
Afternoon & Midnight Shifts
Williamsburg
Convalescent Center
21017 Middlebelt, Farm.
Between Gird Flivver & 8 Mile
476-8300

RNS, Part time positions available with Home Health Care Agency in N. E. and N. W. Wayne County. Prefer BSN with medical or home health nursing experience. Excellent salary, benefits, travel allowance. 968-5200

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

R.N.'S
PRIVATE DUTY
NOVI
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

SOUTHFIELD ear, nose, throat & allergy office needs experienced person over 30 to assist in back & 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. 559-5430

STAFF NURSES NEEDED
RNS & LPNS
Days, afternoons & midnights
Good working conditions, many benefits including shift premium. Contact Ms. Grieve, RN, DON
Between 10 AM - 4 PM.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia, Michigan
522-1444

VENA PUNCTURE Tech needed full time, day shift, no evenings or weekends required. Call 8 30am - 12 noon. 358-1010

X-RAY TECHNICIAN. Registered, full time for radiology clinic. Many benefits upon experience. Liberal fringe benefits. Redford area.
537-8155

X-RAY TECHNICIAN
Needed for doctor's office in Wayne.
326-4100

504 Help Wanted Office-Clerical

A BANK TRAINEE - positions available in all locations. Previous cashier experience helps.
Employment Center. 544-0616

ACCOUNTING CLERK - For mechanical contractor. Accounts Receivable, Accounts Payable, Payroll & Typing experience needed. Telegraph & Long Lake area. Call Carol 646-7100

ACCOUNTING CLERK
wanted for Full time position in a growing Box 119, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150 ing and data entry is preferred. Salary, medical, dentalcare and life insurance and profit sharing. For appointment call Kathy. 478-6200

Little Caesar Enterprises
24120 Haggerty Rd.
Farmington Hills, MI 48024
Equal Opportunity Employer M/F

ACCOUNTS PAYABLE clerk for Southfield Co. Processing & payment of invoices & assistance to purchasing agent. Accuracy on calculator & typewriter necessary. Minimum 3 years experience required. Call Mrs Mahl after 1pm 353-7540

ACCOUNTS RECEIVABLE/Collections, with computer knowledge. Experienced only. Neptune Electronics, 34663 Glendale, Livonia.

ACCOUNTS RECEIVABLE person, part time, 20 hours per week. Apply George Matick Chevrolet, 14001 Telegraph, Detroit.

ACURATE TYPIST - 75-80 WPM, shorthand, good spelling, telephone answering. Birmingham location. 645-9740

AD AGENCY
SECRETARY
Don't miss this choice opportunity! No dull days here! Bring your good skills and personality and we will do the rest. $12,000, fee paid.
353-2090
SNELLING & SNELLING
PERSONNEL

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

RN
INSERVICE DIRECTOR
Seeking professional some geriatric experience. To stimulate and motivate our staff. Shift rotation mandatory. Flexible hours. Contact Ms. Heaston 728-0100. Westland Convalescent Center.

504 Help Wanted Office-Clerical

ADVERTISING AGENCY
SECRETARY
International ad agency located in Bloomfield Hills has an entry level secretarial opportunity available. Requirements include: a confidential approach, and phone manner, business training and ability of 60 WPM typing. Call when shorthand. Some previous secretarial experience preferred. This position offers the chance to work in an interesting and challenging environment.
Please call Personnel
646-1000
Equal Opportunity Employer M/F/H

ADVERTISING
SECRETARY
You'll like to be among the advertising people as their friendly department secretary. Shorthand, typing and organizational ability is needed. No fee paid. We want to hear about you.

PERMANENT STAFF
TROY 362-4004

A LARGE international CPA firm located in the Renaissance Center has openings on their administrative staff. Compensation is based on experience and skills. Good fringe benefits and professional working environment. Qualified and interested applicants should send their resume in confidence to Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Internal accounting department. Applicants should have minimum of 3 to 5 years experience in the bookkeeping field and be able to type and operate a calculator. Perform accounts receivable and bookkeeping functions under the direct supervision of the department head. Responsibilities include but not limited to the functions of accounts payable, accounts receivable, processing petty cash transactions, billing and preparation of reports.

EXECUTIVE SECRETARY
Need a professional, mature, self-confident secretary to work in the tax department. Applicants should have 3 to 5 years secretarial experience, excellent typing ability, shorthand, and dictaphone skills, as well as a pleasant voice.

SECRETARY
A diversified position in support of our office staff working at a client's location in the downtown area. Applicants should have excellent typing skills, light shorthand, good telephone manner/voice, a pleasant personality and be capable of handling a variety of clerical/administrative duties for an office of 4 to 6 individuals.

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 organized, self motivated, flexible. Poised, cheerful & experienced. No shorthand. For well established Redford area advertising/marketing firm. Salary $800 +. Includes Blue Cross. Call Jean
255-4163

ASSISTANT TO Bookkeeper, part time days, bank teller experience preferred. Troy area. Call Carol 643-8865

ATTENTION
ALL JUNIOR &
SENIOR TYPISTS
We have long and short term temporary assignments available. Call for an appointment between the hours of 9am-4pm except 12 noon to 1.

Somebody
Sometime
TEMPORARY HELP
17199 Farmington Road
(In Barton Executive Park)
525-5170

BEGINNER
CLERICAL
Just getting started with your career? Super company needs your skills. $700, and benefits. Call today!
353-2090
SNELLING & SNELLING
PERSONNEL

BOOKKEEPER
Accounts receivable, accounts payable/ receivable collections. CRT input. Applied Manufacturing Systems
358-8160

BOOKKEEPER-Experienced full charge. 1 girl general contractors office. Available immediately. Salary hars area. 642-0551

BOOKKEEPER - experienced only, accounts payable, accounts receivables & journals. Must be a sharp, intelligent self organizer & a wiz on the adding machine—Salary commensurate with experience. Mon thru Fri. 9am-5pm. 891-5575

BOOKKEEPER
FULL CHARGE
Successful professional firm needs a super qualified Bookkeeper for it's complex system. Must have full charge Bookkeeper experience. Strong accounting education preferred. Very good salary and benefits plan. Send confidential resume to: Mr. Jaynes, P.O. Box 661, Southfield, MI 48037

An Equal Opportunity Employer

BOOKKEEPER
Full charge through Profit & Loss Statements. Taxes and government reports. Other related duties. Must be good Typist. Experienced only. Send resume Box 119, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHURCH SECRETARY Farmington Hills, Mon thru Fri. 9-1pm. Send Resume to Box 256 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLAIM ADJUSTER. - Disability insurance, mature, capable of making discisions, letter writing ability & good typing skills, full benefits, Southfield area. 559-5314

CLERICAL OPPORTUNITY
Insurance office
Southfield office desires a person who can use office machines and likes figures. Previous office experience helpful. Interesting and varied duties. Outstanding fringe benefits. Salary after 6 months and at 12 months. Starting salary, $115 per week. Call Ms. Maguire between 9 & 3 PM. at 557-4644
An Equal Opportunity Employer

CLERK/TYPIST for religious school. 40 hour week, includes half day Saturdays. Pleasant surroundings, good benefits. Call Margaret 851-3100

CLERK TYPIST
Located Downtown Area, Free Parking. Pleasant office environment, ability to type 55-60WPM, good telephone manner, hours 8AM-4:30PM Monday through Friday, wages based upon experience. For more information Call Ma Tripp 646-4600

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. 352-4224

CLERK/TYPIST
Southfield attorneys office. Type 50 WPM, good with figures, 40 hr. week. Call Mr. Rose 355-1734

CLERK/TYPIST. Full time only. Knowledge of light bookkeeping & math necessary, 44 day week, 10 Mile/Woodward area. Must ask for Greg or Gary Witbeck: 543-5600

CONSULTING Engineering Firm in Southfield requires clerk typist for general office work. 1 year experience or 1 year secretarial school. Good typing ability. Call Ms Seymore for interview. 353-9090

504 Help Wanted Office-Clerical

CONTROL CLERK
Permanent position available in business office of large medical group practice. Good salary, some typing, and ability to operate 10 key adding machine required. Will train. Good starting salary, semi-annual reviews, fully paid Blue Cross, disability and life insurance, 18 paid sick days per year, 3 weeks vacation after 1st year, 3 weeks during 1st year. Pension and profit sharing plan, medical, dental reimbursement plan, pleasant working conditions, Dearborn location. Send brief resume to: Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

EXECUTIVE ASS'T
20 HOURS PER WEEK
$5 PER HOUR
13 MILE-SOUTHFIELD
Southfield company starting a new division needs detail-oriented, experienced person to co-ordinate detail. Good typing skills are necessary. Set your own schedule - work 4 hours per day. Write, don't call, with details on your background to: Medco, P.O. Box 207 L.V., Lathrup Village, MI 48076.

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

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Suburban location has opening for experienced secretary. Minimum 65 WPM, minimum 110 words shorthand. Position reports to vice president, marketing director of executive office activities. Call for secretarial interview at Mr. Gaudreau 16000 W. 9 Mile, Suite 404, Southfield, MI 48075. 559-7940

EXECUTIVE-TYPE Secretary
Experienced in shorthand/speedwriting & dictaphone, for small office in Farmington area. 624-6400

EXPERIENCED Legal Secretary for Birmingham law firm. Good typing skills and office experience required. Fringe benefits and good working conditions. Call Mr. McGaw 645-0100

EXPERIENCED TYPIST
Pleasant Law Office
75 WPM.
557-4464

FILE CLERK
For filing and general office duties in Novi area. Typing essential. Good benefits. Call Mr. McGaw, Monday thru Friday, between 10 AM and 2 PM.

349-5000
GENERAL OFFICE
Challenging position available in Southfield area. Typing helpful but not necessary. Call
GENERAL OFFICE WORK - Excellent working conditions, posting invoices, checking orders, filing. Fringe benefits. Send resume to: Box 208, 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 353-5200

GENERAL OFFICE - busy market research office needs reliable, enthusiastic person to help run office. Call 645-5839

GENERAL OFFICE HELP, required for administrative duties, necessary typing skills. Hours are 9 a.m. - 5 pm Monday thru Friday, starting salary $4.10 per hour, immediate opening. Contact Susan at 545-1225

IMMEDIATE OPENING - Typist in Troy area. Small office, 3 hours per week. Fulfilling organization with great fringe benefits. Appointment, 362-2448

INSURANCE AGENCY
Birmingham - Farmington area assume responsibility of personal lines department of casualty insurance agency. At least 2 years experience necessary. Non smoker. Benefits, salary open. 646-6637

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

INSURANCE
Agency has position open for clerk/typist. Southfield area. American Center Bldg. Call Mrs. Weiss 354-8400

INVENTORY CONTROL PERSON
For retail chain located in the Town Center Building in Southfield. Must be computer experience required, fully paid Blue Cross and profit sharing. Please call 338-9181

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

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Medium sized Troy manufacturer and supplier to the transportation industry requires an experienced Executive Secretary to both the Chairman and President.
Position involves the handling of personal correspondence and matters in addition to general secretarial and administrative duties.
Background should include a minimum of 5-8 years experience in a similar environment as well as exceptional skills. The ability to "shift gears" quickly is a must.
Interested candidates are invited to submit their resume in confidence to:
BOX 238
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft
Livonia, Michigan 48150
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

INSURANCE COMMERCIAL agency in Bloomfield desires person with 5 years experience in small agency. 851-4400

INSURANCE. Company office, receptionist & clerical, 5 day week, nice working conditions. Many benefits. Employment Center Co.
24600 Lahser Rd., Southfield.

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

JUNIOR Secretary - Publications Dept. Southfield firm. 2 years experience, knowledge of graphic arts, good organizational skills, type 60 WPM, benefits. $775, fee paid.

ACCOUNTING Clerk - Southfield company. Excellent math and English skills, type 45 WPM, benefits, $450, fee paid.

LOIS RAY
PERSONNEL
559-0560

JUNIOR SECRETARY needed for sales office of growing north suburban company. Your hobby telephone voice and good typing will get you an interview. $900 month and fee paid.

DYNAMIC TROY company needs a bright sales correspondent to work with engineering, production and sales. Good math aptitude and light typing a must. $800 a month and fee paid.

ADAMS
&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780
KEYPUNCH OPERATORS
Southfield area, full time afternoons, for 1 hour experience necessary. Call Nina at: 355-3810

LEGAL SECRETARY
In Southfield. Experience necessary. Shorthand helpful. Knowledge of bookkeeping necessary. 358-1040

LEGAL SECRETARY
For lawfirm specializing in tax & corporate matters. Located in Southfield. Career opportunities unlimited including para-legal position. 5 years experience required. Word processing experience desired. Excellent salary & benefit program.
552-8980

Legal Secretaries
Joanne Mansfield is a specialist in finding the best position for you in the legal field. These positions include: secretaries, para-professionals and law office management personnel.
Permanent, part-time and temporary positions available for experienced legal personnel in the greater metropolitan area.
Invest in your future by contacting Joanne, the legal placement professional today. All fees company paid.
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ASSOCIATES, INC
900 Tower Drive - 6th Floor
Troy, MI. 48084
(313) 879-8832
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LEGAL SECRETARY needed for small pleasant Southfield law firm. Experience necessary, P.I., workmanship satisfaction preferred. 353-3600

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

LEGAL
SECRETARIES
SOUTHFIELD ATTORNEY seeks experienced Legal Secretary with general law office background. Light shorthand. Terrific location and work atmosphere. To $14,000.

MEDIUM SIZED general practice in is need of a Secretary with 5 to 7 years legal experience. No shorthand. Downtown. Good benefits. To $13,000.

THIS BLOOMFIELD HILLS corporate client desires a candidate with word processing experience. No shorthand required. Benefits are excellent. To $15,000.

POSITION WITH the Senior Partner exists with this large downtown law practice. Excellent typing and shorthand skills needed. Competitive benefits. To $15,500.

PRESTIGIOUS SOUTHFIELD practice seeks 2 experienced Legal Secretaries. One for the tax area, one for litigation. Shorthand needed. To $15,000.

REAL ESTATE or corporate legal background required for the Senior Partner of this large downtown firm. Fringe benefits. Salary negotiable. To $18,000.

Call, come in or mail your resume in total confidence. After hours interviews are available. Never a charge to you for our professional placement assistance.

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 313-336-8910
Resource Center 547-0141
Troy 649-3042

LEGAL SECRETARY. Part time. Knowledge of word processing on Xerox 850 or 860. Flexible hours, Southfield. 352-1000

LEGAL SECRETARY
For Southfield Law firm. MIN. 1 year experience in typing 84WPM. Salary better. 352-1000

LEGAL SECRETARY
For Southfield law office for personal part time, background in personal injury, flexible hours, call 358-4660

504 Help Wanted Office-Clerical

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

LEGAL SECRETARY part time position, with Bloomfield Hills lawfirm. Experience preferred. Contact Gail 642-0318

LEGAL SECRETARY. Wayne Center, Southfield law firm, excellent salary, benefits & working conditions. Legal experience required, litigation. 353-7550

LEGAL SECRETARY - Experienced, for Attorney in Southfield - specializing in Domestic Relations. Salary competitive. Call, 353-0930

LEGAL SECRETARY, for Southfield law firm, minimum 3 years litigation and/or negligence experience required. Salary commensurate with experience. Phone 355-7000

MAIL ROOM CLERK needed, some typing required. Livonia area. Full time only. For appt call. 525-1990

A MARKETING
SUPPORT SECRETARY
$16,500
Dynamic opportunity. Local sales office needs dynamic go-getter who needs challenge and fast paced environment. Must have good typing and communication skills. Fee paid.
644-4500
SNELLING & SNELLING
AGENCY

MORE THAN A SECRETARY
The mature, self-motivated person we're looking for not only will possess good secretarial skills but will also have the ability to work closely with our professional sales staff in a variety of roles that offer unlimited growth to learning potential. If you're interested, please send resume to 30700 Tyler Rd. suite 147B. Birmingham Mich. 48010

OFFICE MANAGER - Secretary for CPA office in Southfield. Mature person preferred. Recent references. Excellent typing skills. Bookkeeping & shorthand helpful. Please send resume to box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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GREAT PAY
We will train you for a long term WORD PROCESSING assignment in the downtown area. Free parking. 2nd & 3rd shifts. Call now.
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WITT
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PART TIME, office clerical, some typing, 5 days per week. Pay open. 644-8300 Graph Arts

PART TIME Secretary/bookkeeper needed for small Rochester area business. 84.00 an hour. 852-0666

PART-TIME SECRETARY for Church in Southfield. Call between 9AM-1PM. 356-1717

PART TIME
SECRETARY/
BOOKKEEPER
Farmington Hills-based shopping center developer has an opening for a permanent part time position. Good typing skills required, shorthand a plus. Bookkeeping experience helpful but not necessary. 20 to 30 hours a week. Excellent working conditions.
Call 8:30am-5pm
851-8800

PART TIME (13-5) Secretary needed to work for our Southfield office. Must be mature, organized and responsible. Good working ability helpful. For appointment Call Mrs. Forbes, 557-1622

PAYROLL - TYPIST for Southfield based construction firm. Must have experience with data processing equipment. Excellent fringe benefits & wages commensurate with experience. Send resume to P.O. Box 158, Southfield, MI. 48037 or phone 353-2910

PENSION INSURANCE PROCESSOR. Math aptitude required along with verbal skills. Good typing skills. English & ability to retain technical knowledge. Light typing. Call Anita De George 837-4400

Equal Opportunity Employer M/F

PERMANENT PART Time (20 Hours) Mature person needed for sales office in Southfield. Duties include answ