500 Help Wanted

TRAVEL AGENT
Position open in the commercial department with minimum 2 years experience in retail sales including 1 year Sabre or Apollo. Call Libia at 642-8400

TRAVEL AGENT
Position open in Southfield for vacation & international desk with minimum experience of 3 years, including 1 year Sabre or Apollo. Call Libia at 642-8400

TUBBY'S SUB SHOP
Fast food restaurant. Full and part time positions available. 33995 Ford Road, Westland. 722-4900

WANTED FOR Nursery School, Certified Kindergarten teachers also teachers for pre-school & cooks. Must be 21. Minimum wage. 455-1950

THE PLYMOUTH - Canton Community Education Dept needs instructors in the following areas: Art, body, photography, medical assistants, ceramics, dollhouse miniatures, memory & concentration, picture framing, furniture refinishing, knit, sewn, sculpturing, sewing, bridge, chinese cooking, handwriting analysis, Spanish for travel, French for travel, natural cooking, tarot cards, backpacking & solar heating. These classes are for the fall program, starting September 21st. For more information call 459-1180

TOOL ENGINEER

With experience in broaching machine work for coordinating of fixtures & tooling.

937-7650

TOOL ROOM Machinist's Helper
Established, short run manufacturing company. Permanent position, pleasant conditions, benefits.
Experienced at reading blueprints and operating bridgeport, lathe and drill press and feature work.
MARKETING DISPLAYS, INC.
24165 Hallore Circle
Farmington Hills
478-1590
An Equal Opportunity Employer

TRAVEL AGENCY in Southfield needs staff personnel minimum 2 years experience for management position. Please call 552-8380

502 Help Wanted Dental-Medical

AIDE needed for elderly woman includes light housekeeping. Tues & Thurs, 10-4pm only. Own transportation, references. Southfield. Call after 6pm. 552-4353

BEGIN IN August. Nurse Aide for private home duty in Southfield. Full time days. Must be clean and neat, able to cook, have car. Call to arrange interview. Lynne, after 5pm. 559-7609

BILLING CLERK- Familiar with medical insurance forms Basic typing skills required. Part time. Flexible hours. Southfield. 353-2605

BIRMINGHAM, busy Psychiatric office needs front desk secretary, full time, good typing skills, BC-BS, immediate opening, call between 10AM-4PM 626-3117

BOOKKEEPER, financial secretary, for expanding 3 dentist group practice. Livonia/Westland area. Experienced in payband, payroll, accounts receivable, typing, 3 days. Salary. 425-2511

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist full time. Telephone, pegboard, Medicare. Blue Shield, Medicaid experienced preferred. Reply to Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CARDIOLOGIST needed for interpretation of EKG's for independent laboratory in Southfield area on part time basis for evening and some stat coverage. Call Mr. Stadler at 353-7500

CERTIFIED MEDICAL ASSISTANT
Full time. Farmington Hills area.
Experience necessary.
478-4770

CHARISIDE ASSISTANT
Experienced nurse's aide. Must have some desk knowledge. Southfield location. Reply to 358-0010 for application.

CHIEF PSYCHOLOGIST
Responsible for administrative & clinical direction of the Psychology Dept. in a JCAH accredited, acute care, non-profit, 100-bed psychiatric hospital providing care & treatment for adolescent & adult patients. Requires PhD in Clinical Psychology & Michigan Licensure, several years of experience including training & group psychotherapy. Forward resume of qualification to Asst. Administrator, Kingswood Hospital, 10300 W. 8 Mile Rd., Ferndale, Mich 48220

CITY OF DETROIT PERSONNEL
300 City County Bldg., Detroit, Mich.
DENTAL HYGENIST
$18.25 per Year.
Registration in State of Michigan required. Applications accepted from residents of Detroit, specified areas of Western Wayne County and Veterans. Call: 224-3718
Merit System and
An Equal Opportunity Employer

CRNA
Afternoon shift, 3PM-11:30PM
Full time. Shift differential.
Excellent opportunity.
857-7306 857-7201
PONTIAC GENERAL HOSPITAL

DENTAL ASSISTANT
Rochester area. Experienced only. Call 651-0539

DENTAL ASSISTANT NEEDED. Experience in 4 handed dentistry and light office work. 4½ day week for general practice in Southfield. Call for interview. 358-2104

DENTAL ASSISTANT
Full time Detroit office. Graduate Assistant or at least 2 years experience preferred. 871-2147

DENTAL ASSISTANT, for children's dental practice in Birmingham area. Experience or formal education necessary. Full time. For interview, 647-8858

DENTAL ASSISTANT, part-time, near recent experience required. Certification preferred. 16 & Ryan. 979-0600

DENTAL ASSISTANT - experienced, wanted for busy Birmingham office. 5 days, some Saturday mornings. Please call 646-2998

502 Help Wanted Dental-Medical

STAFF NURSES NEEDED
RNS & LPNS

Days, Afternoons & Midnights
Good working conditions, many benefits including shift premium. Contact Ms. Grieve, RN, DON, between 10 A.M.-4 P.M. 522-1444.

CAMELOT HALL
Convalescent Center
35100 Ann Arbor Trail
Livonia

LICENSED NURSES

Limited Openings available in skilled Nursing facilities for RNs or LPNs, due to relocation. Excellent wage and benefits. New revised shift differential. Flexible scheduling. In service to meet your needs including those wishing to re-enter the nursing field. Contact: Kay Kermode, RN, Director of Nursing
427-8270
UNIVERSITY CONVALESCENT & NURSING HOME
28550 Five Mile, Livonia

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Clairvide. Experience or training preferred, 4½ days, pleasant office, near Southfield 569-3535

DENTAL ASSISTANT - General practice seeks qualified chairside with strong crown, bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities. 535-7616

DENTAL ASSISTANT
Opportunity for serious woman. Part time, light typing, knowledge of insurance preferred. Over 25 years. Livonia. After 6pm. 855-1977

DENTAL ASSISTANT for Birmingham office, experienced in all phases of chairside assisting 647-2109

DENTAL ASSISTANT
Neat, mature, experienced chairside. 2½ days for Farmington Hills general dentist. 476-8330

DENTAL ASSISTANT. For surgical specialist office. Must have dental office experience. Full time-4½ days. Farmington Hills area. 553-3052

DENTAL ASSISTANT - Experience not necessary. Will train bright, personable girl who is eager to learn. Farmington Hills area. 626-6410

DENTAL ASST (experienced) to join staff to assist partially retired dentist. 2½ days per week. Pleasant position in quality practice. Send resume for interview to box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
Detroit office. 4 days a week, Wednesdays off. No evenings or Saturdays. Permanent position available. 871-2144

DENTAL LAB technician or assistant for dental office, experienced or will train. 277-6510

DENTAL RECEPTIONIST, for Children's dental practice in Birmingham area. 4½ days week, experience desired. Call for interview 647-8456

DENTAL Receptionist needed for a young preventive practice in Troy. Experience necessary. 689-6280

DENTAL RECEPTIONIST
in Southfield area. Salary commensurate with experience; excellent benefits. Call Personnel Placement Consultants at 360-1610

DENTAL TECHNICIAN
Experienced or artistically inclined. Excellent pay & benefits. Farmington area. 477-0280

DIRECTOR OF NURSING
Suburban skilled nursing facility seeks dynamic RN with management experience, lots of enthusiasm. Outstanding benefits. Company stock and retirement plan. Contact: Administrator. NOVI - 477-3000.

DOCTOR'S OFFICE- Full time, mature medical assistant, experienced in EKG, chest X-Ray, venepuncture & pegboard. 542-2570

EXPERIENCED
MEDICAL RECEPTIONIST
Pleasant capable alert responsible person. Knowledge of insurance desirable, pleasant working conditions, and fringe benefits, salary commensurate with ability & experience. Birmingham-Bloomfield Area. Send resume:
Box 592, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED orthodontic assistant wanted for Southfield office. 358-0030

GENERAL OFFICE
Part time, 20-30 hours, Garden City location. Typing 60 WPM, dictaphone experience. Minimum 1 year office experience. Call Mickey at 422-4700
An Equal Opportunity Employer

LPN OR RN. Part time Afternoon and Midnight positions available for licensed nurse in Geriatric facility. Competitive wages with excellent working conditions. Farmington. 477-7373

LPNS
Full or part time. Day & Afternoon shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18530 W. 7 Mile, Detroit. 531-6001, Ext. 38.

LPN'S
with starting wage $6.50 per hour
also RN'S
ALL SHIFTS
Apply in person at
MEDICO'S PARTNERS
CARE CENTER
22355 W. 8 MILE RD.
3 blks. W. of Lahser

L.P.N. - RN.
ALL 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, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

MEDICAL ASSISTANT - part time, Berkley area. Must have at least 2 years experience in EKG, Vena Puncture, Injection, evenings. 543-2340

MEDICAL ASSISTANT. Experienced in Medical Lab procedures, capable of learning new cardiac techniques. Excellent salary, fringes. 647-7272

MEDICAL ASSISTANT - must have office working experience in venepuncture, EKG, injection, preferably X-ray, for general practice in northern Oakland County. 649-3443

MEDICAL ASSISTANT - PART-TIME
Needed for Southfield Internist.
Experience helpful.
Call 569-0789

MEDICAL ASSISTANT - full time for doctors office. Experienced in EKG, vena puncture, X-Ray & injection. Detroit. 838-9401

MEDICAL ASSISTANT
For Internist in Southfield, part-time or full time. Salary open. Call:
569-0495 or Eve's, 647-1528

MEDICAL ASSISTANT
Experienced only. Front Desk. Lab, EKG. Busy Cardiologists' office.
559-5730

MEDICAL ASSISTANT - part time, to Pediatric Allergist in Livonia area. Experience preferred but not mandatory. Responsibilities include; examination room assistance, reception, phone, and must be willing to learn to give injections. 10 hour week including Sat Am. Send reply stating qualifications, work history & references to Box 606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MEDICAL CLINIC in Southfield needs experienced part time transcriptionist, Dictaphone, typing 45+, some medical duties. Mrs. Schulman 569-5147 ext. 347

MEDICAL RECEPTIONIST for orthopedic surgeon in Southfield. Typing a must. Knowledgeable Medical, Medicare & Blue Cross insurances. 352-3882

MEDICAL SECRETARY needed for Ophthalmologist office in Troy. Experienced in Blue Cross insurance forms & typing necessary. Call 528-0344

MEDICAL
TRANSCRIPTIONIST
A full time afternoon shift. Medical terminology a must! Excellent benefit and salary program. For details contact:
GARDEN CITY HOSPITAL
6245 INKSTER RD.
GARDEN CITY

NEEDED IMMEDIATELY
RN'S, LPN'S, Aides, Homemakers. Live in or out. Excellent pay. Weekend private duty and home care. Flexible hours. For details call 274-5367

NURSES
RN'S
O.R./P.A.R.
I.C.U./C.C.U.
We need you for various assignments in major hospitals on the east, west, and northwest side immediately!
Come and join the Staff Builders family and see for yourself why STAFF BUILDERS Health Care Services is one of the nations most progressive nursing services. Practice your specialty on your own schedule.
STAFF
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HEALTH CARE SERVICES
22355 Greenfield, Southfield
557-8600
Equal Opportunity Employer M/F

NURSES - SEMI Retired Welcome. We want a few people in a special geriatric setting. Let us offer you a sense of belonging at Edith Hayes Upjohn.
ENJOY. Health & life insurance
Vacation & sick time
Partial shifts
Over time pay.
We will be happy to see nurses wishing to return to practice. Contact nursing personnel, 40th Haven Upjohn, between 3-5pm. 313-483-4125

OFFICE MANAGER/Receptionist for Livonia Dental specialty office. Full time, no evenings or Saturdays, experience necessary. Send resume to Box 600 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICAL THERAPIST aide with experience in hospital or outpatient setting. Full or part time, NW suburb, competitive salary & good working conditions. Apply box 584 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - dental office. Livonia. Full time, good salary, benefits. Must be mature & responsible. 532-6013

RECEPTIONIST (Evenings) with knowledge of insurance for Southfield Mental Health Clinic, some light secretarial. Must be pleasant, dependable, flexible, responsible. Part time, Mon thru Thurs, 4:30-9:30pm. hours somewhat flexible. Call between 9:30am-4:30pm. 353-3350

RECEPTIONIST/COMPUTER Biller needed for medical practice. Career minded individual essential. Must the responsibility. Knowledge of third party billing, medical terminology & typing a must. Send resume with salary requirements to P. O. Box 141, Novi, Mich. 48050

RN
ASSISTANT DIRECTOR
Achievement oriented RN with solid clinical skills and goal to be Director of Nursing for skilled nursing facility. Outstanding salary and benefits. Contact: Director of Nursing,
Novi - 477-2000.

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 522-1444 for appointment or apply in person between 10 AM. - 4 PM.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia

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 522-1444 for appointment or apply in person between 10 AM. - 4 PM.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia

RN OR LPN to work in vascular surgeons office, part time, non-invasive testing, experience preferred, or will train. 552-9292

RNS
Full time, $16,000 plus fringes
LPNS
Full time, $14,500 plus fringes
Separate program for part time nurses.
Weekend differential for all
Farmington Nursing Home
30405 Folsom, Farmington
477-7400

RN'S - LPN'S
New Rates
New Facilities
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5753
SOUTHFIELD 569-4100

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

RNS or LPNS - large nursing home has full & part time openings on all shifts. Blue Cross, Blue Shield, life insurance, flexible hours. M. Forker- RN. 373-6850

VENA-PUNCTURE TECH. needed, full time, day shift, good driving record required. Call between 8:30 AM-12 Noon, Southfield area. 358-1910

X-RAY TECHNICIAN - registered, full time position available at large Northwest clinic. Apply in person only Woodland Medical Clinic, 22341 W. 8 Mile.

X-RAY TECH
Registered and experienced for full time position in private lab in Southfield area. 353-7500

504 Help Wanted Office-Clerical

ACCOUNTANT - BOOKKEEPER
Growth potential position for an aggressive, self motivated individual with small international firm in Southfield. Call Mr. Sam Sommville 557-3553

ACCOUNTING CLERK - Southfield. Good, accurate typing, bookkeeping background, accounts payable, receivable, invoicing and bank deposits.
$4.50-$5.00 an hour plus benefits, fee paid.

RECEPTIONIST - good typing for statements and reports, phone personality, benefits, $650, fee paid.

LOIS RAY
PERSONNEL
559-C560

ACCOUNTS PAYABLE & payroll for LuLu's Lingerie. Part time about 8 hours per week, preferably afternoons. Work in office in owner's home, 13 Mile-Telegraph area.

ACCOUNTS RECEIVABLE CLERK
Experienced required. Enjoy interesting and challenging position with growing company. Pleasant working conditions with Blue Cross and Dental. Ideal location in Town Center Bldg in Southfield. For interview, call: 358-1191

ACCOUNTS RECEIVABLE CLERK
Must be experienced, able to type, typing and phone answering. Call Linda or Pam between 10 and 1 at:
642-8837

ADMINISTRATIVE
ASSISTANT
Your good secretarial skills, take charge personality, earns rapid raises. Super boss! $12,000 to start, plus great benefits. Suburban location.
644-4600
SNELLING & SNELLING
AGENCY

ADMISSIONS SECRETARY for private school. Mature women with pleasant personality, telephone manners and good typing skills. Birmingham/Bloomfield area. 646-7515

advertising
CLIENT
SERVICE
Southfield based firm is seeking qualified "self-starter" to handle our client accounts in our fast-paced, environment.
We require at lease one year experience in classified/display advertising media buying or as an advertising service representative. You must type 60 wpm, possess excellent written and verbal communication skills, be detail oriented and have minimum 3 year national skills.
Salary is commensurate with experience. Please call Mrs. Patnam at 353-2737 if interested.

ANBITIOUS, aggressive women wanted for 3 openings as receptionist, full call & sales counselor. $7000-$15,000, full benefits, flexible hours, for Interactions Dating Club. Ask for Mr. Gray. 569-6222

APPLY NOW
If you can type over 55 and take shorthand - we have temporary and permanent positions available.
TOP PAY
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ATTENTION:
All secretaries with shorthand, word processors, statistical typists and medical transcriptionists with office experience. Your skills are needed now for temporary assignment. Call for an appointment between the hours of 9-4 except 12 noon-1pm.
Somebody
Sometime
Temporary Help
17322 Farmington Road
(In Burton Executive Park)
525-5170
16415 W. 8 Mile Road
272-8500

ATTENTION STENOS
Variety of Secretarial Skills Available
Apply For Work Now or in the Fall
If Hit Or Over
CALL FOR APPOINTMENT
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595
TAYLOR 283-1860
PONTIAC 666-2200

ATTENTION: Telephone Marketing trainee. Mature, responsible person, 5-8 hr. day, 5 day week including Sat. Sale or telephone contact experience. Good entry level rate. Located in Redford. Ask for Miss Rebecca. 537-6602

AUTO DEALER
PBX OPERATOR/
CASHIER
Dealership experience required. Farmington Hills area. Call for appointment:
471-0800

BLUEPRINT Reproduction & misc work. full time for Birmingham engineering firm. Will train, excellent benefits, some weekends. Kimberly. 642-7970

BOOKEEPER
$13,000
TO START
Busy firm needs your collective experience. Varied duties. Great benefits.
Snelling & Snelling
336-7400

BOOKKEEPER
Experienced Bookkeeper for small pleasant real estate investment office in Southfield. General Ledger through Trial Balance for several se s of books. Payrolls, payroll tax reports typing.
353-1420

BOOKKEEPER for a one girl type office. Process Accounts Payable for completion on a computer. Process Accounts Receivable on a pegboard system. Must be able to type for customer invoicing and some correspondence. Novi area. 349-3230

BOOKKEEPER - full charge or general ledger bookkeeper for family medical center practice. Experienced in health care field helpful but not mandatory. Salary open. Please call between 2-4pm. 758-2700

BOOKKEEPER. Full charge, needed for Southfield office. Salary and benefits commensurate with experience. 354-1180

BOOKKEEPER. Good Pay & working conditions. Please apply if you are familiar with the following: Single Entry, 941, 940, MESC, Sales Tax Returns. Would prefer experience with a Public Accounting Company. 6 Mile-Beech Daly area. 535-1821

504 Help Wanted Office-Clerical

BOOKKEEPER
GENERAL OFFICE
Through Trial Balance. Good Pay. Take charge of one-person office. Management company in Southfield is expanding experienced, dedicated person. This is a permanent position with top salary & benefits.
424-8992

BOOKKEEPER-TYPIST
Aggressive multiple operations Southfield firm looking for hard-working and dedicated individual to learn and ultimately manage computerized bookkeeping service. Unlimited room for advancement. Salary plus benefits.
646-2888

BOOKKEEPER With good typing skills able to do all payroll taxes & bank reconciliations. Must have experience in CPA firm. Salary open, commensurate with ability. 355-1819

BOOKKEEPING
PART TIME POSITIONS
Are you looking for a part time job for housewives who want to earn extra money. Experience preferred. Interesting state merchandise discount available. Apply at Personnel office,
Mon. thru Fri., 10am-5pm.
Montgomery Ward
Tel Twelve Mall
28500 Telegraph, Southfield
An Equal Opportunity Employer

A CAREER SPOT
Prestige, good benefits. $12,000. Name company needs personal Secretary to Director with good skills. Call Cheryl.
644-4600
SNELLING & SNELLING
AGENCY

CLERICAL POSITION - Full time. Franklin Village office for person with good typing, shorthand & office skills, capable of assuming bookkeeping department duties. Good benefits. 626-9666

CLERICAL, Royal Oak office. Full time. Daily cash deposits, accounts receivables, and posting to cash receipts, disbursements, and sales journals. Experience preferred, basic skills, typing. Liberal benefits. Salary commensurate with ability. Apply in person with resume and salary requirements. Sherman Inc., 1729 Larchwood (15 & Stephenson) 9 to 5 P.M. 689-7323

CLERK TYPIST
EMERGENCY ROOM
Challenging part time position available for Emergency Room Registration on work Saturday, Sunday, and Holidays, alternating between day and afternoon shifts. Qualifications include: 45 wpm., accurate typing speed, minimum 1 year clerical experience and availability to train on the day shift. Excellent salary offered including shift differential and premium pay for weekend and Holiday work. Apply: Employment Office,
Mon. - Fri. 9 AM. - 5 PM.
PROVIDENCE
HOSPITAL
FISHKER CENTER
22500 Providence Dr.
Southfield
An Equal Opportunity Employer

CLERK/TYPIST needed for GM Dealership. Basic bookkeeping & clerical duties. 40 hours. Good benefits. Call Mr. Laird. 531-2600

CLERK/TYPIST
Permanent full time position available with Southfield Corporation. Applicant must be High School graduate and type 60 WPM accurately. Experience preferred, but not required.
For interview call: 352-8400, Ext. 212
An Equal Opportunity Employer

CLOSING SECRETARY for busy West Bloomfield Real Estate Office. 4 to 5 years previous real estate office closing or title escrow closing department experience. Call 626-7100

CREDIT UNION Position, general office assistant, experience preferred, full time.
DEPENDABLE SECRETARY
For Southfield manufacturer's representative office. General office duties (approximately 60wpm), pleasant working conditions. Send resume to
O.E.M. Technical Sales Inc.
PO Box 318, Southfield, Mi 48037.

ENGINEERING OFFICE requires full time Bookkeeper/Secretary. No shorthand required. Xerox 860 experience helpful. Salary negotiable. Farmington area. 626-8688

ENGINEERING
SECRETARY
Executive secretarial skills and a minimum 3 years experience to fill a choice spot as secretary to the VP of Engineering. Excellent manufacturing company with good benefits and salary in the $15,500 range. Interviewing and hiring scheduled. Call immediately.
PERMANENT STAFF
TROY 362-4004

EXCELLENT office opportunity. Dependable, personable employee needed to handle billing, accounts receivable and some typing. Must be pleasant on the telephone. Small company with 15 employees, steady work & pleasant working conditions. Phone Marsha for appointment. 261-8283

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 SECRETARY. Permanent part time. Southfield area. Challenging position serving top executives. Call for appointment. 557-2757

EXECUTIVE
SECRETARY
Super busy executive needs a "speedy" right arm to assist him. Excellent typing & shorthand skills are necessary, as is a desire to become involved in a fascinating industry. If interested in a super opportunity with a generous salary & benefit program, send confidential resume to: Mr. Dupuis, P. O. Box 691, Southfield, Mich 48037.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand. Southfield area. Pleasant working conditions, full benefits. Call 353-2329

EXPERIENCED CLERK TYPIST
Needed for Southfield CPA office. Full or part days. Call 352-5550

EXPERIENCED Legal Secretary for medium-sized firm. Call Ann Fox. Mag Card required, shorthand preferred. Salary commensurate with abilities. 355-1811

EXPERIENCED Legal Secretary desired for medium sized Birmingham area law firm with capability to operate a Lanier "No Problem" typewriter and other word processing equipment. 644-4433

EXPERIENCED LEGAL Secretary needed for a busy Southfield plaintiffs law firm specializing in medical malpractice and negligence. Must have good communication skills. Ask for Diane. 356-7744

EXPERIENCED Typist at least 60 WPM, and good statistical skills needed for Southfield CPA firm. 358-6600

504 Help Wanted Office-Clerical

FARMINGTON HILLS insurance office has opening for full time employment. Job requires good typing & telephone skills, basic knowledge of insurance helpful. 851-5050

FEATURE
Focus on career opportunity from this front desk spot. Strong typing with outgoing personality and sharp personal appearance can earn $800 - $900 start with your Sales Group where creativity counts.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

FILE CLERK/RECEPTIONIST
For law office. Southfield area. Experienced preferred. 558-0100

FULL TIME POSITION for growing Office Supply Firm. Typing & bookkeeping experience required. A pleasant personalized Department of handicapped people. Call the office. Eight Mile & Telegraph area. Call 557-7980

FULL TIME SWITCHBOARD
OPERATOR FOR REAL ESTATE
COMPANY IN 13 MILE-
ORCHARD LAKE ROAD
AREA. TYPING REQUIRED.
CALL MR. BRUNNER
851-1900

GENERAL OFFICE - must be able to type. Madison Heights area. Contact Ms. Hansen. 585-9010

GENERAL OFFICE
Good with figures for various clerical & accounting functions. Interested individuals must know how to run a calculator & like detail work. CRT experience helpful. Apply 9am-1pm or 3pm - 5pm.
HADLEY ARDEN
12985 Wayne Road, Livonia
(off Schoolcraft)

GROWING BIRMINGHAM area company has immediate need for full time typist-receptionist (80 WPM, able to type from dictaphone), misc. office responsibilities. Excellent work conditions. Call for application Pvt. 644-8189

INSURANCE
AGENCY
Farmington Hills, experienced person in rating commercial OB personal lines, auto, liability & property. Agency experience preferred. Salary commensurate with experience.
Call Mon. thru Fri. 9-5.
626-8543
INSURANCE
Claim Processors
Group Health Claims
Evaluation and settlement of group claims. 1 to 2 years processing experience required. Typing 35WPM.
Excellent working conditions, salary and employee benefits. 8am-4:15pm. 5 day week. Southfield location.
Give Us a Call!
TRAVELERS INSURANCE CO
Personnel Dept
827-7201
Equal Opportunity Employer M/F

INSURANCE-PERSONAL LINES
General insurance agency in need of an individual with general agency experience in personal lines. The person we hire should be able to rate, and be equipped to prospective customers and be familiar with the policies and forms. Must be able to type and handle own correspondence. Salary commensurate location and competitive starting salary. Contact Mrs. Patterson at 353-5600

LEARN LEGAL at this large suburban law firm. Good typing and Shorthand skills will lead you into spot. Salary to $12,000 with fee paid.

SALES SECRETARY for new division manager of an exciting Troy company. Handle travel arrangements, reports and a variety of responsibilities. Great benefits including dental and super location. Salary $13,500, 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

LEGAL SECRETARY - Southfield office needs full time secretary, work for 2 attorneys and 1 partner phone, must be good typist with some legal experience. $160 to start with rapid advancement. Phone Mr. Bolgar. 355-5255

LEGAL SECRETARY & Receptionist for Troy firm. Experience & typing required. Salary commensurate with ability. Call Mr. Peter Bill. 362-0360

504 Help Wanted Office-Clerical

Legal
Secretaries
Highly respected 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
Joanne Mansfield is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, Paralegals, Variety of 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 placement professional today. All fees company paid.
MANSFIELD &
ASSOCIATES, INC
900 Tower Drive - 8th Floor
Troy, Mi. 48084
(313) 879-8832
Subsidiary of Lawer Personnel Inc.

LEGAL SECRETARY. American Center for the Law of Handicapped & Litigation. Word Processor experience preferred. Excellent salary, benefits. 353-7556

LEGAL SECRETARY. Birmingham. Nice, small office wants college educated Ambitious secretary. Will need to Paralegal or Light Law School at employer's expense. 645-0750

LEGAL SECRETARY ENTRY LEVEL
Be a Legal Begal in a major law firm. Only requirements are good secretarial skills. $10,200. Sandy.
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY - experience necessary, shorthand preferred. Call Carol line. 731-7400

LEGAL SECRETARY
for downtown law firm. Experienced or will train. Salary open.
561-3810

LEGAL SECRETARY with working knowledge of Cross-word processor. $50 or 860. Can be full and/or part time. 557-1200

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