502 Help Wanted Dental-Medical

DENTAL HYGENIST
Full or part time
Garden City Area
421-1187

After 5pm 349-6787

DENTAL HYGIENIST needed for a modern office in Garden City. Must be enthusiastic & friendly. Flexible 2 to 3 days a week. Prefer having at least 1 year experience. Call. 421-5200

DENTAL INSURANCE, Bookkeeper in Birmingham. Full or part time considered. General office skills, insurance and pegboard experience preferred. Must have dental knowledge. 646-8521

DENTAL RECEPTIONIST
Thorough dental knowledge of insurance and ledger accounting procedures for large dental practice in Waterford Township. Call Joanne. 681-8100

DENTAL RECEPTIONIST, experienced in reception & insurance work. 5½ days a week, 9am-6pm & Sat. 9am-1pm. Send resume to: Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST - Meaningful career opportunity for caring cheerful person. Financial rewards. Good verbal skills, indepth experience. Birmingham. 646-6363

DOPPLER VASCULAR Technician/Medical Asst. Full time. Experience needed. West side of Detroit. Call 838-9401

DO YOU HAVE
ARTISTIC ABILITIES
TURN IT INTO PERSONAL PROFIT
AT DENTAL CERAMICS, INC.

Do you have artistic talent? Turn it into personal profit - become a Dental Technician at Mason Dental Ceramics. No experience necessary - on the job training. Part time positions available to work from 9 A.M. - 3 P.M. Mon. - Fri. Starting wage, $3.75 per hour. Apply in person at
MASON DENTAL CERAMICS
32233 Five Mile
Livonia, Michigan from 8-5 PM

LPNS - SMALL NURSING HOME has immediate openings for LPNs full time midnights. LPNs part time relief. Canton area 459-7060

MEDICAL ASSISTANT
Experienced, full time for internist's office in Farmington Hills
Call from 9am-12 30pm. 626-4545

MEDICAL ASSISTANT, Full time, experienced in EKG, injections, vena puncture. West side of Detroit. Call 838-9401

MEDICAL ASSISTANT for Family Planning Clinic in Southfield. Experience in front desk and lab. Part time. Includes Saturdays. 569-7010

MEDICAL ASSISTANT
Wanted for Detroit Clinic 6 Mile - Ledge Freeway Area Call 425-0337

MEDICAL ASSISTANT
APPLICATIONS are now being accepted for Medical Assistant. Apply within Mon - Fri. 9-12 Noon. Doctors Weight Loss Clinic. Farmer Shopping Plaza 29291 Southfield Rd., Southfield.

MEDICAL ASSISTANT, full time, Sterling Heights area, excellent salary and benefits. For busy cardiac practice. Experience necessary. Send resume to: Box 416, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL LAB TECHNICIAN
Part time position available in private lab Sun. Mon Tues Call Mon-Fri. 9AM-5PM. 557-8080

MEDICAL OFFICE
Medical Secretary - Receptionist. Experienced, part time, flexible hours. OB/GYN office. Excellent opportunity. Self starter. For appointment 474-4590

MEDICAL RECEPTIONIST, Experienced for busy internist's office. Southfield Area. Good typing skills and knowledge of pegboard & insurance. 569-2300

MEDICAL RECEPTIONIST Insurance biller for General Practitioner's office. Minimum 2 years experience. 4 days, no evenings. Redford. Call between 10 AM and 5 PM. 937-8124

MEDICAL RECEPTIONIST - Assistant
Good pay, benefits. Western Wayne County. Experienced and must type. Full time. 4½ days weekly. Send resume to Box 392, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Experienced, part time. Mon & Thurs for surgeons office. Next to St. Joseph Hospital 355-3272

NEW GENERAL PRACTICE in Rochester needs experienced person for all front desk work. Just know pegboard, insurance, EKG, basic lab. Call 651-4500

NURSE AIDES
Two years experience a must
For Westland area 8 hours per week. 835-9400

NURSE - PHYSICIANS ASSISTANT
Managerial position - Occupational/Industrial medical clinic. Good PR position required 478-5472

502 Help Wanted Dental-Medical

NURSES
FULL & PART TIME
AFTERNOON POSITIONS
New Wage Scale
Franklin Manor
Convalescent Center
26900 Franklin Rd., Southfield
352-7390

Orthodontists

Immediate openings, full time/part time. Michigan License required. Partnership alternatives available. If qualified, $100,000 to start. Full benefits. Dearborn Area. Call
582-8150

PEDIATRIC office needs receptionist and person able to work on small business machines. Southfield area. 358-0470

PHYSICAL
THERAPIST

To head 300-bed Detroit area hospital therapy department. Responsible for management and development of the service. Must have 3 years experience preferably in a general hospital. Competitive salary and fringe benefits. Send letter or resume to:

Box #372
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Mi 48150

Equal Opportunity Employer

PHYSICAL
THERAPIST

Full or part time position; must be licensed or eligible in Michigan. 250-bed general hospital offering wide variety of cases including orthopedics, neurology, chest, amputees and pain control. Excellent salary and fringe benefits. Contact the Personnel office:

OUTER DRIVE
HOSPITAL
26400 Outer Drive
Lincoln Park, MI 48146
(313) 386-2600, ext. 268

Equal Opportunity Employer

P.T. ASSISTANT
GRADUATE

2 year degreed individual needed for extended care and outpatient clinic facility. At least 1 year experience desired but not necessary. Excellent salary and fringe benefits, relocation expenses considered. This is a progressive health care organization with emphasis on ancillary services. If qualified, please call Mrs. McDonald collect at
313-353-0250
Or send resume to
APT
Healthcare Services
27777 Franklin Rd.
Southfield, MI. 48034

RECEPTIONIST/ CLERK
Dearborn Heights X-Ray clinic has immediate opening full time. Wages & benefits negotiable. Call 563-6191

REGISTERED
NURSES

We are currently seeking Registered Nurses to fill the following positions:
Emergency Room, afternoons, part time (temporary)
Special Care, midnights, part time

We offer a highly competitive salary and benefit package. Interested applicants please call Personnel
523-6685
Metropolitan West Hospital & Joy Rd Health Center
28303 Joy Rd., Westland
An Equal Opportunity Employer

RN - LPN
Charge Nurse for Midnight shift. Excellent wages and working shift differential. Contact Ms Heaston 728-6100

RN-LPN or Medical Asst. Part time for busy Southfield family practice clinic. Experienced in injections, Vena punctures & EKG. 354-3030

RN OR LPN
Full time day shift, afternoon part time & midnight part time. Positions available for a nurse with leadership abilities in a basic nursing home. Hospital atmosphere, excellent salary & paid vacation. Apply in person at: 28910 Plymouth Rd, Livonia

WANTED - experienced dental assistant; must have knowledge of 4 handed dentistry, X-rays, lab work, some desk experience. Excellent fringe benefits, salary will commensurate with ability & experience. Please call 427-8117

502 Help Wanted Dental-Medical

RN OR LPN

Part time Midnights, in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightingale West, 8363 Newburgh Rd., Westland near Joy.

An Equal Opportunity Employer

RN or LPN
We are looking for someone with a love and understanding of the elderly to work full time or part time as a Supervisor on our afternoon shift. We want a mature individual. If you have been away from nursing for some time, this could be a fine opportunity to get back into nursing without the pressures of a hospital setting. Phone for an appointment, 349-2300
WHITEHALL
Convalescent Home
43455 W. 10 Mile, Novi

RN OR LPN - 2 nights per week. OB experience necessary. St Vincent - Sarah Fisher Home. Farmington Hills. Ask for Sister Catherine. 626-7527

RNS
Full or Part Time - Day Shift

RNs & LPNs
Part Time - Midnight Shift
Prentis Manor
Jewish Home for the Aged
Southfield

Join our team for the best in geriatric medical long term care. Top salary premium, holiday pay, free meals, paid Blue Cross, paid sick days, life insurance, sickness & accident insurance, retirement plan. Excellent working environment. Call Mrs. Linda Diemert, Asst. Nursing Director at 352-2336

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

RNs/LPNs
All Shifts, for a 100 bed skilled nursing facility. Flexible scheduling. Individualized orientation. EOE.
Call for appointment. 647-6500

RN'S
LPN'S
Apply in person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RNs
LPNs
Apply in person
MEDICO'S RECOVERY
CARE CENTER
22355 W. 8 Mile Rd.
3 blks W. of Lahser

RNS & LPNS

Immediate openings for caring, innovative individuals at progressive convalescent center in Westland.

- Flexible Scheduling
- Comparable Benefits
- Clean, Pleasant Surroundings
- Energetic Activities Department

Don't say no! Come tour our facility and talk with our residence and staff. We want your skills and services

K. Fulkerson, Director of Nursing
261-9500

RNS - LPNS
Positions available on the afternoons and midnight shifts. Good wages. Ideal working conditions. Avondale Convalescent Home, 1480 Walton, Rochester. 651-4422

RN'S
No nights! No Weekends!
Our clients need you! Make your start your nursing background & genuine concern for physical and emotional health can provide. Work in a delightful clinic setting. A unique position for highly motivated individuals seeking professional reward. Salary plus bonus. Please call Carol at
Weight Loss Clinic
689-1038

RNS
Supervisor positions available on days, afternoons and midnights shifts in our skilled nursing home. Good benefits with competitive wages. Some benefits include shift & weekend differential, Blue Cross, and life insurance. Apply in person Carmel Hall Convalescent Center, Mon - Fri., 10-4 PM. 30100 Ann Arbor Trail, Lv., W. of Wayne RD.

RNS - Position open for Director of Nursing in a 150 bed nursing home for the developmentally disabled. If you have management/leadership experience, call today. Excellent benefits. Contact M. Larsen, Wayne Living Center. 729-0857

R.N.'S
ICU/CCU
MON-FRI
$12.50 PER HR
SAT-SUN
$14.00 PER HR

B.S.N.
50¢ additional per hr

MED-SURG
$10.35-$13.50 PER HR

B.S.N.
50¢ additional per hr

TEMPORARY
HEALTH CARE
SERVICES
835-5400

502 Help Wanted Dental-Medical

DIRECTOR OF NURSING

Registered Nurse to take charge of administration, supervision and staffing of innovative health care facility. Degree and minimum 5 years experience required for challenging approach to geriatric care. Excellent salary and fringes in addition to strong ancillary and medical support services for someone seeking to combine administrative and nursing skills.

Please send resume to:
Box 436,
The Observer and Eccentric Newspapers,
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Livonia, Mich. 48150

MEDICAL TECHNOLOGIST

Position open in 116 bed acute care general hospital on our afternoon shift. Candidate should be ASCP registered or equivalent. Experience required. Competitive wage and benefit package including dental and optical, free meals, some housing available.

BRENT GENERAL HOSPITAL

Please call,
862-3400, Ext. 124

O&E

502 Help Wanted Dental-Medical

RN'S
FULL OR PART TIME DAYS
LPN'S & RN'S
PART TIME MIDNIGHTS
PRENTIS MANOR
Jewish Home for Aged
Southfield

Join our team for the best in geriatric medical long term care. Top salary, premium holiday pay, free meals, paid Blue Cross, paid sick days, life insurance, sickness & accident insurance, retirement plan. Excellent working environment. For personal interview call:

MRS. LINDA DIEMERT
Acting Director of Nursing
352-2336

502 Help Wanted Dental-Medical

X-RAY TECH
Registered full time for private office, Northwestern Highway. Require GI in Mammography experience. 855-4700

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK
Rapidly growing telecommunications company has an opening for an Accounts receivable clerk. Duties will include handling daily cash receipts. Intelligence, common sense & accounting background required. CRT experience helpful. Resumes to: Susan Currie, 30200 Telegraph, Suite 274, Birmingham, Mich. 48010.

ADMINISTRATIVE ASSISTANT
1-2 years stenographic experience with excellent typing and shorthand skills. Aptitude for detail work and pleasant telephone manner. Salary $10-13,500 with fully paid benefit package. Southfield location. Call for application 557-3320, Ext. 254

Advertising Media
Coordinator/Secretary
We need someone who is bright, warm numerical detail, answering phones, working with people & typing. You'll work with a top-notch media director, Radio & TV Representatives & be responsible for: The details of more than a million dollars worth of Radio & TV placement. We are a small fast growing Advertising Agency with a good reputation for excellence. We want to grow with us. Salary + Hospitalization & Vacation benefits. If you want to get involved send a letter & resume to: Media Secretary, R.E. Laura, Inc., 23100 Providence Dr., Suite 470, Southfield, Mich. 48075.

AFTERNOON RECEPTIONIST
Including general office duties. Part time, 12 Noon-5 30PM. $3.65 per hour. Troy law firm. 362-1300

A GROUND Floor opportunity for a bright, alert, individual! Full time. At least 2 yrs. office exp. Will train semi-skilled woman in Law & paralegal & pay her education expense. Non-environment, immediate 645-0750

LEGAL SECRETARY
Prominent Birmingham Law firm in Bingham Farms Center desires experienced Legal Secretary with excellent typing skills. Salary commensurate with experience. 644-4433

LEGAL SECRETARY
P1 and Dictaphone experience, word processing helpful. Troy area. 649-2818 or 649-2819

LEGAL SECRETARY
For busy Southfield personal injury and estate planning practice. One year legal and word processing experience preferred. David L. Smith.
24681 Northwestern, Suite 412 353-0237

LEGAL SECRETARY
Experienced. With shorthand. Willingness needed to learn Word Processing for busy Southfield plaintiff's attorney. This is a very challenging position for someone with good organizational skills. Call Diane 356-7744

LEGAL SECRETARY
For Southfield law firm specializing in corporate and tax matters. Unlimited career opportunities including para-legal positions. 5 Yrs. legal experience required, word processing experience desired. Excellent salary. Send resume to Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Pleasant Birmingham office seeking experienced Legal Secretary with excellent typing skills. Salary commensurate with experience. 644-0434

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EXECUTIVE Secretary to demanding, high pressure, Troy area VIP. Shorthand 90 plus, excellent skills, $8 hour plus. Temporary Specialists 354-3810

EXECUTIVE
SECRETARY

Growing finance-oriented company in Huntington Woods, has an immediate opening for a mature and experienced person with good typing and shorthand skills. Must be a self-starter, dependable and good with numbers. Excellent benefits. Send resume to Box 428, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FIRM
That sums up the offer of this top group. Exchange $$ for strong Sec'y. skills in Farmer's Row. Challenge yourself and call
562-8900 649-4144
HARRIET SORGE
PERSONNEL

GENERAL OFFICE work, pleasant phone voice. Troy office. Full time position.

GENERAL OFFICE - Sharp and dependable person with good skills, some typing, some shorthand and typing, for modern, well equipped office. Kramer Food Company. 23221 Edward Rd., Madison Heights

GENERAL OFFICE/File Clerk
Southfield lawform needs full time assistant able to concentrate on details, is poised & enthusiastic. 50wpm, office experience required. 12 Mile & Southfield Rd. Send resume to Office Manager, 30215 Southfield Rd Suite 115, Southfield, Mich. 48076

GENERAL OFFICE
Typing, Bookkeeping, Receptionist, Typing exp. required. 12 Mile & Northwestern area. Call 355-0351

AMBITIOUS GENERAL OFFICE
help needed immediately. Southfield area. Typing and some shorthand skills good telephone manner. Insurance experience helpful but not essential. For Appt., call 569-9700

INSURANCE SECRETARY
Must be experienced in commercial, property and casualty. Farmington Hills area 553-2124

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JOBS!
We have all types of temporary jobs available. Call now for your appt.
No fee
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KEY PUNCH
OPERATOR

Henry Ford Hospital-Troy announces immediate opening for an afternoon KEY PUNCH OPERATOR. Individual should be experienced in key punch and punch at least 10,500 strokes per hour. In addition to excellent salary and benefits, successful applicant will also be offered outstanding benefits including liberal time off, fully paid health insurance, optical and dental insurance, paid holidays, and much more.
Interested individuals should call 649-3200 ext 283 for Key Punch Test. Applicants may also complete application at:
HENRY FORD HOSPITAL-TROY
2849 Cattermole
Troy, Mi. 48084
Equal Opportunity Employer M/F/H

LAW OFFICE SECRETARY
For Telegraph/13 Mile area. Word processing experience preferred. Phone 642-7118

LEGAL - PART TIME
Evenings & Weekends. Experienced Legal Secretary desired for Southfield law firm. Dictaphone & word processing experience necessary. Hours negotiable. Call 353-3890

LEGAL SECRETARY - experienced, Bloomfield Hills law office, salary commensurate with experience, benefits, send resume to 1411 Woodward, Suite 300, Bloomfield Hills, Mi. 48013

LEGAL SECRETARY For law firm in Southfield. Must have minimum of 2-3 yrs. experience, preferably in personal injury. Salary commensurate with experience Call 552-1000

PAYROLL CLERK- Novi area. Must have knowledge of computerized accounting system. Responsibilities include processing time sheets, data entry, payroll taxes & union reports. Fringe benefits. Send resume to P.O. Box 351, Novi, Mich. 48050

PERMANENT PART TIME Clerical, approximately 20 hours weekly, mature person. Typing required. Southfield Rd. & 12 Mile Area. 557-8495, 557-8468

504 Help Wanted Office-Clerical

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APPLY NOW
SECRETARY
SR. TYPIST
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We have long & short term assignments close to your home. Call now.

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WITT
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The Temporary Help People

SELF MOTIVATED - executive secretary needed for 2 partners in areas in an exciting atmosphere. No shorthand but strong organizational skills and good typing are required. Salary $15,000 with benefits & fee paid.

SECRETARY - to work for salesman and Division Manager in their Detroit field office. Handle quotes and pricing $11,500 and bonus, good benefits with fee paid.

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&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham
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JOB SEARCH CLASSES
$5
Every Mon. 4 PM, In Our Offices
May 10 - Resume Preparation
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Dial A Job 646-8780
Resume Preparation Service Available

DATA PROCESSING Clerk
Full time position available in a growing department. Entry level experience using a System 34 computer is needed, as well as some payroll experience being helpful. Salary, medical, dental, life insurance and profit sharing. If interested, please call Kathy Blon Fri. 9-5, at 478-6200.
Little Caesar Enterprises, 38700 Grand River, Farmington Hills

ESTABLISHED life insurance agent seeks career oriented assistant for 30 hours per week. Telephone soliciting, some travel, some paperwork. Pleasant office. Excellent helpful, but not necessary. Southfield & 12 Mile. Send resume to Box 436, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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562-8900 649-4144
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Must be experienced in commercial, property and casualty. Farmington Hills area 553-2124

JOBS!
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We have all types of temporary jobs available. Call now for your appt.
No fee
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PERMANENT PART TIME Clerical, approximately 20 hours weekly, mature person. Typing required. Southfield Rd. & 12 Mile Area. 557-8495, 557-8468

504 Help Wanted Office-Clerical

Legal Secretaries
Available positions include legal secretarial, para-legal, law office management, both temporary & permanent, for experienced legal, personnel in the Wayne, Oakland & Macomb County areas. If you are qualified, call Candace Ahlers.
MANSFIELD &
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Southfield 354-0060
Dearborn 522-3149
Renaissance Center 567-0144
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LEGAL SECRETARY-rare opportunity. Birmingham law firm seeks sensible educated woman in law & paralegal & pay her education expense. Non environment, immediate 645-0750

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Prominent Birmingham Law firm in Bingham Farms Center desires experienced Legal Secretary with excellent typing skills. Salary commensurate with experience. 644-4433

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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 placements, both permanent and temporary. Call employment at
HILLSTROM & ROSS
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Legal Secretaries
Joslyn Personnel is seasoned & bonded to own & operate her own legal personnel agency at the address listed below. Joanne has been in legal personnel placement since 1972 specializing in permanent, temporary & part time Legal Secretaries, Office Administrators, Bookkeepers & Attorneys.
POSITIONS AVAILABLE
BIRMINGHAM - Strong bookkeeping & legal secretarial experience required, salary negotiable to $15,500.
BLOOMFIELD HILLS - Corporate real estate experience, 100% shorthand to support 3 attorneys. Benefits, salary to $15,600.
SOUTHFIELD - Plaintiff, medical malpractice, para-legal to senior partner. Strong background required. Benefits, salary to $15,500.
SOUTHFIELD - Experienced corporate & general litigation using display writer. Benefits, salary to $16,500.
ALL FEES PAID EMPLOYER PAID
Joanne Mansfield
Legal Personnel
1730 Rapelawn, Troy, Mi 48084
649-2416 649-0788
Eves & Weekends, 851-2050

LIFE INSURANCE AGENCY
has opening for mature person in policy holder service. Experienced in life insurance & CRT terminal helpful but not essential. Benefits, salary to $9,000. Mrs. Gunn. 835-1010

MATURE WOMAN to work full time in Southfield office. Pleasant telephone skills & good phone manners a must. Please call between 1-5pm 352-5330

NEW YORK TIMES needs computer operator/clerical worker. Call for appointment, ask for Ted 552-9050

OFFICE PERSON For body shop, must have some bookkeeping experience & know body shop terminology. Metro Collision is Livonia 522-1320

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Place your classified want ad in
Suburban Detroit's finest market
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591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

PART TIME Receptionist-Typist wanted for Troy Patent Law Firm. Applicant must possess good skills and appearance. Resume required. 649-3323

PERMANENT PART TIME Office help for small Farmington Hills office (20 hours a week). Dependable person with good telephone and typing skills a must. Life insurance agency or pension administration experience would be helpful. Starting pay to $5.00 an hour. Call for appointment. 855-3330

PERSON wanted for Insurance office. Some experience desirable. Rochester area.
Call 652-4180 and after 5 pm 651-6485

PLYMOUTH AREA - Handle accounts receivable, bank reconciliation, and general ledger. Computer experience helpful. Send resume to 5070 General Drive, Plymouth, Mi., 48170

PRODUCTION Manager of busy Troy ad agency needs an assistant familiar with keyling and brochures. Must type, heavy responsibilities. 87 hour job. Call Temporary Specialists. 354-3810

PROOF
OPERATORS

We need EXPERIENCED Proof Operators for Southfield Area. Recent experience is required.

Bonuses - Benefits

Call 354-0557
OLSTEN
Temporary Services
Equal Opportunity Employer M/F/H

RECEPTIONIST/Typist, part/full time. Good telephone personality, life insurance experience helpful. Southfield area. Linda 358-2770

504 Help Wanted Office-Clerical

RECEPTIONIST
Beautiful office in prime Southfield location. Good typing and telephone talent for this! $9,000 to start.
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST NEEDED for growing company in Bellleville. Typing and minimum 1 year in office work required. For interview, contact Jan, 697-9151 or 961-1030

RECEPTIONIST
REAL ESTATE. Good telephone personality and typing experience required. Novi area. Starting salary range is $9-$ $150 weekly. Call Jan, Harry S. Wolfe Company 471-5440

SECRETARY - excellent opportunity for experienced Secretary. Good typing, shorthand and dictaphone. Birmingham company. $12,500 plus benefits
LOIS RAY
PERSONNEL
559-0560

SECRETARY - experienced, full time for Bloomfield Township law firm, excellent long term opening for one who is self motivated & eager to learn. Job details working with contracts, typing 70 WPM minimum, grammar & accuracy is essential. Shorthand helpful. 559-2221 ext. 6

SECRETARY - Experienced Needed to work for an engineering firm. Must be well-organized and have good typing & bookkeeping skills Livonia 448-8900

SECRETARY - full time with recent experience for busy 1 girl office, typing, neat, dictaphone, reliable, self motivated self starter with pleasant phone manner. Call 261-1920

SECRETARY - full time and part time positions available for person with excellent office skills, typing 65 wpm, shorthand 80 wpm. Bookkeeping a must. 5 years business experience necessary. Call 10 AM-2 PM. 348-8412
An Equal Opportunity Employer

SECRETARY, full time, Shorthand, typing, basic accounting skills required. Business communication background preferred for cable TV company. Please call for appt. Southfield 352-5323. Minority & female applicants are encouraged to apply.
An Equal Opportunity Employer

SECRETARY
International company has immediate opening in Southfield automotive sales office for a Secretary Sales Coordinator. The individual must have good typing, shorthand, and clerical skills. Be a self-starter with a minimum supervision. Tactful and be able to communicate both verbally and in writing. Good salary and comprehensive benefit package included. Send resume including salary requirements to: Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/INTAKE WORKER
Must type 50WPM. Responsible for initial processing of clients. Will interview prospective clients and parents. Experience with mentally retarded persons desirable. Good salary, excellent fringes. Dearborn Heights area.
WAYNE COUNTY ASSOCIATIONS
FOR THE RETARDED
Call 277-2900
An Equal Opportunity Employer

SECRETARY
Manufacturers Rep Firm. Consumer Electronics, has new Secretarial position open for dependable, experienced person with pleasant telephone voice, good typing skills and good spelling. Send brief resume or letter to: North Central Marketing Inc., 21800 W. 10 Mile Rd., Suite 220, Southfield, Michigan, 48075 or call 358-3470.

SECRETARY - Mature, to run office and home for mature business man who travels, can't stay near the phone. Livonia, private room, all utilities paid including food and heat. Must be trustworthy & dependable. 425-9721

SECRETARY - Part Time. Regional Sales Manager. Good typing and shorthand, AM hours preferred. Non smoking Farmington area. Send resume to Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY Part time for 2 man electronic representative firm. Located in Livonia Pavilion Office Building across from Livonia Mall. Prefer Livonia local with experience. Typing 35WPM. Send resume or letter to Electro Sales Associates. 1635 Market Dr., Dayton, Ohio 45432

SECRETARY/RECEPTIONIST
Interested applicants must have at least 3-5 years office experience. Good typing and communication skills necessary. No shorthand required. We offer excellent salary for qualified candidate for this 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/TYPIST
Fast paced Southfield office needs person with minimum 2 years experience. Typing 60-70 wpm, shorthand 80-100 wpm. Good office skills required. Insurance experience helpful. Send resume to P.O. Box 2118, Southfield, Mi 48037

SECRETARY

Secretary needed in the Claims Dept. at a growing medical malpractice insurance company. Knowledge of medical-legal terminology, excellent typing / dictaphone skills, proficient speller, and a professional attitude a must. Excellent career opportunity with competitive compensation package. If interested, please send resume to:

Stratton-Cheeseman
Management Company
8735 Telegraph Rd, Suite 250
Birmingham, Mich., 48010
Attn: Personnel Manager
An Equal Opportunity Employer

SECRETARY/TYPIST
Excellent skills and dictaphone experience required. Must be accurate and detail oriented, able to turn out perfect copy in a demanding, but fast paced position. Word processing experience helpful. West Bloomfield area. Send resume to: Box 422, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
West Bloomfield property management firm seeks self starter with good communication & office skills. Will train.
626-8220

SECRETARY
With references to minimum 3 yrs. office experience. for 3 man sales office. Farmington Hills Area 626-3300

SECRETARY
with very good secretarial skills. Experience in manufacturers sales rep office required. Troy area. 649-3330

SOUTHFIELD LAW FIRM - Experienced legal secretary desired to handle special area of practice. Supervisory skills, excellent typing & dictaphone essential Call 353-3890

THE WORLD'S largest chain of convenience stores has an immediate opening in their accounting office for an Accounting Clerk. This individual must have calculator dexterity, good math skills, and preferably retail experience. We have excellent employee benefits. Applications maybe filled out at the Eleven Stores, District Office, 14111 Farmington Rd., Livonia, Michigan 48154
Equal Opportunity Employer M/F/H

TROY FIRM needs Secretary with liability experience. Will train person with exceptional skills. Must be proficient with dictaphone and type at least 70 wpm. Good fringe benefits.
Call 879-5150 ext 110

504 Help Wanted Office-Clerical

TYPIST - RECEPTIONIST
Light bookkeeping. CPA office Farmington Hills. Send resume to Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Temporary Services
Equal Opportunity Employer M/F/H

TYPIST
50-60WPM, magazine subscription. Grand River & Telegraph area. Call 8 30am-5pm. 533-7900

WORD PROCESSING OPERATOR for Bloomfield law firm. Legal experience with word processing, CRT & high speed printer preferable or will train. Hours: 8:45AM to 2:30PM. Send resume with experience & salary requirements to: Box 103, 3000 Town Center, Southfield, Mi. 48075.

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KELLY SERVICES puts your skills to work at temporary assignments. Must have at least 6 months experience. If interested, call the office nearest you for an appointment: Mon. thru Fri. between 9 AM. & 5 PM.

29449 W. 6 Mile, Livonia
522-4020

4000 Town Center
(suite 1220)
Southfield
352-7490

999 W. Big Beaver, Troy
(suite 100)
362-1180

2239 S. Telegraph
Bloomfield Hills
642-9650

3233 Woodward Ave.
(S of 12 Mile - Berkley Square)
Berkley
398-7900

100 Renaissance Center
(suite 1650)
Detroit
259-1400

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ALIBI LOUNGE accepting applications, openings now for waitress, experienced, apply in person 11-4pm daily. 6720 Rochester Rd. Rochester

ASSISTANT MANAGER
A young but successful restaurant chain is looking for an assistant manager. Pay commensurate with ability. Send resume to 15101 W. 10 Mile, Oak Park, Michigan, 48237
An Equal Opportunity Employer

BAKERY SERVICE: 1 full time clerk & 1 part time bakers assistant with cake decorating experience - who Must work Sundays. Apply in person at: 29275 Southfield Rd., Southfield

BAR HELP wanted for bar and tables. Older person for grill work. Apply in person. McEwen's Clubhou