500 Help Wanted

Winter Recreation Supervisor
At least 23 years of age, Livonia resident, part time, with hockey league experience. $3.50 hour. Apply: City of Livonia Civil Service Commission. 33000 Civic Center Dr.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

ALL SHIFTS
R.N.'S
UNUSUAL OPPORTUNITY
TEMPORARY
HEALTH CARE SERVICES
835-5400

APT
HEALTH CARE SERVICES
RN'S - LPN'S
ICU ... CCU ... Charge ... Med/Surg
Placements throughout Metro Detroit and Western Suburbs
• Top Pay
• Top Benefits
• Flexible Scheduling
Call 559-0250

ASSISTANT DIRECTOR OF NURSING
If you can answer Yes to these questions, then we have a position for you. Do you have supervisory skills? Have you ever been a Director of Nursing in a long term care facility, and a dynamic positive and aggressive RN? Do you enjoy a challenge? Do you like to teach? We offer the right candidate, comprehensive benefits, medical, dental, life insurance, and more. Please call.
Director of Nursing, 218-7151.
An Equal Opportunity Employer

ASSISTANT for podiatry office, part time. Huntington Wds. area. Call for appointment 546-5811

ASSISTANT for Dental Business Office. Experience in Recall, Collection & Appointment Scheduling. Flexible hours. 728-4200

BRIGHT, sharp LPN or RN, full or part time. Great to be out of bed. Busy Eye Office. Bring resume to interview. Call days for appointment. 553-5880

CARDIO VASCULAR TECHNICIAN
Experienced in ECHO, holter, stress testing. Southfield office. Call Bonnie 352-5030

CHAUFFEUR ASSISTANT
Experience necessary, for new, fast-moving office. Southfield location. Call for application. 358-0010

CHAIN SIDE DENTAL ASSISTANT needed for modern, progressive, health oriented dental office in the Plymouth-Canton area. Hours include some evenings & Saturdays. Experience preferred. 455-5121

CHIROPRACTIC ASSISTANT
Neat, intelligent, mature young person, with good health & good skills, enjoy working with people, excellent grammar a must. Call Patty, Mon-Wed-Fri, 10-12 or 3-5pm. 728-8190

DENTAL ASSISTANT
Motivated person needed for progressive office. One year experience a must. Lab work, X-rays, models and sterilizing. Call for an interview. 335-2292

DENTAL ASSISTANT
Experienced, 25 hrs a week, afternoons and Sat. morning. Friendly busy staff in Beaubien & Gratiot area. Call 559-5520

DENTAL ASSISTANT - Experienced! Must be experienced in Oral Surgery. Excellent position with benefits. Good hours! 525-9550 or 227-2072

DENTAL ASSISTANT
Full time. Modern office in Livonia. Experienced in General Dentistry. X-rays and insurance. Enthusiastic and pleasant personality.
DENTAL ASSISTANT for outstanding dental office in Birmingham. Bright, impeccably groomed and interested in working for a long term employment. Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Position currently available at our Non-Smoking Dental Care Center for a Contingent Dental Assistant to work as needed, with our Dental Hygienist in the Department of Family Dentistry.
Qualified candidates must have minimum 1 year 4-handed general dentistry and orthodontic experience. Good typing ability a plus.
Excellent salary offered. Apply Providence Employment Office, Mon. - Fri., 9-3 PM or call 424-3171.
PROVIDENCE HOSPITAL
20000 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

DENTAL Assistant/Receptionist desired for full or part time. Must be experienced and mature. Canton/Plymouth area. 981-5455

DENTAL ASSISTANT - for Ypsilanti office, must have experience in 4 handed dentistry, some lab work and X-rays. Full time position, please call 483-8641

DENTAL ASSISTANT, PART TIME
Experience preferred
Berkley/Royal Oak area
398-3545

DENTAL ASSISTANT - for progressive, prevention oriented office, full time, experienced only, good salary & benefits, Westland area 422-5560

DENTAL ASSISTANT full time, experienced. Unique opportunity for motivated person with modern Birmingham office. Excellent benefits. Salary commensurate with skills. Call 644-1172

DENTAL ASSISTANT
Full-time position for an enthusiastic individual with experience in 4 handed dentistry. Some X-ray experience required. Benefits. Westland. 722-5133

DENTAL ASSISTANT
4 handed, experienced, x-rays, 4% day week. $5 an hour. NW area.

DENTAL RECEPTIONIST - Busy professional office. Dental experience necessary. Insurance, front desk, etc. $5-$6 an hour. Friendly, Northwest NW suburban.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
657-7200

DENTAL RECEPTIONIST, Insurance person needed for 1 her enthusiasm and personality for ultra modern office being built in Livonia. Full time and experience essential. 470-2040 or 626-1494

EKG/CLERICAL position. Full time. Must have EKG certification & reliable car. Clerical experience required.
647-5789

EXPERIENCED CERAMIST needed, full time, good atmosphere, good wage, Westland area. 595-3331

EXPERIENCED medical assistant/office manager, internal medicine office. Southfield area. Full time including 1 evening & every other Sat. Must have at least 2 yrs. experience with Blue Shield billing in internal medicine. Excellent starting salary & fringes. Send resume to box 8307 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED NURSE'S AIDE to attend a 36 year old male paraplegic. Tues. and Thurs. from 8AM-1PM. Farmington Hills area. Reply to Health Aide, P.O. Box 2243, 32455 12 Mile Rd., Farmington Hills, MI 48018

EXPERIENCED RECEPTIONIST
Full time. Experienced in peg board, typing & all medical insurance.
Call 424-9353

GYNECOLOGIST WANTED
for 1 or 2 days weekly. Must have own equipment. Call Dr. Abramson. 271-0500

HAWTHORN CENTER
ANNOUNCES
Immediate Job Openings For
RN'S
Full time. Afternoons. To qualify you must enjoy working with children. Be able to work in a creative & informal atmosphere. Wants to participate in a well defined, well established treatment program for emotionally impaired children. Orientation & continuing in-service training for all staff. State civil service benefits. Phone:
349-3000 EXT. 550
8 am - 4 pm.

HOME HEALTH AIDES
Part time employment opportunities available for individuals with long term care experience. Home health or nursing home.
One Yr. minimum bedside experience
No others need apply
Applications accepted:
PCO ASSOC. INC
A Home Health Agency
17000 W. 8 Mile, #250A, Southfield

LPN
Multi-specialty clinic requires full time LPN with minimum 2 years experience. Afternoons & Sat. Send resume to Mrs Denihan, Redford Medical Center. 25210 Grand River, Redford, 48240.

LPN'S - RN'S
Try our new 800 service. We have all shifts available, private duty and staffing. Call 1-800-462-5911

MATURE Dental Receptionist for Troy office Mon. thru Fri. Receptionist and Chairside experience preferred. Apply 9AM-5PM. 646-1862

MEDICAL ASSISTANT
needed for doctors office part time. Experienced. 559-5950

MEDICAL ASSISTANT for back office for OB/GYN & Internist. 2 years experience. Call
569-2547

MEDICAL ASSISTANT needed for Saturdays. Experienced in EKG, X-Ray, venapuncture & injections. Plymouth area. 459-2255

MEDICAL ASSISTANT - Busy GP, full time. Lab, x-ray, draw blood. Experienced, references. Westland. P.O. Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Preferably with computer billing experience for OB/GYN office. 537-7400

MEDICAL ASSISTANT
Young, smart, certified, full time, for Canton area podiatric office. Call
455-8310

MEDICAL ASSISTANT for Southfield office. 2 days week. Must be experienced with Venapuncture, EKG, and some experience with insurance forms. Call Mrs. Schulman 569-5142 ext 347.

MEDICAL ASST
and able to do receptionist's work, in Doctor's office. Must have experience.
274-0641

Medical Transcriptionist
Tired of working in a hospital transcription department? For a better transcription experience call SYLVIA KRUEGER at 358-1890. Full time afternoon or midnight shift immediate available. Minimum of 1 year previous hospital experience required. Excellent pay and fringe benefits.

NURSE'S AIDE MED TECH
Immediate opening for full time, but temporary Nuclear Med. Department experience required. North Detroit General Hospital. 368-5900, ext. 348

NURSES
FULL & PART TIME
AFTERNOON POSITIONS
Patient responsibility 30-37
NEW WAGE SCALE
Franklin Manor
Convalescent Center
26400 Franklin Rd., Southfield
352-7390

NURSING SUPERVISOR
MIDNIGHT SHIFT
Immediate full time opening for REGISTERED NURSE to supervise 11 PM - 7 AM. shift. Excellent working environment, attractive benefit package, competitive rates.
JEWISH HOME FOR AGED
PRENTIS MANOR
26051 Lahser Rd., Southfield
Call Mary R. Breslin, R.N.
352-2336

ORTHODONTIC ASSISTANT, experienced, excellent hours, benefits. Birmingham. 646-9768

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Immediate full time position open in busy Livonia office for someone intelligent and personable with the ability to learn quickly. Experience preferred but not essential. 261-7801

DENTAL HYGIENIST wanted. Two offices, Dearborn/Canton. 981-1228

DENTAL RECEPTIONIST, Insurance person needed for 1 her enthusiasm and personality for ultra modern office being built in Livonia. Full time and experience essential. 470-2040 or 626-1494

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8 am - 4 pm.

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FULL & PART TIME
AFTERNOON POSITIONS
Patient responsibility 30-37
NEW WAGE SCALE
Franklin Manor
Convalescent Center
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352-7390

NURSING SUPERVISOR
MIDNIGHT SHIFT
Immediate full time opening for REGISTERED NURSE to supervise 11 PM - 7 AM. shift. Excellent working environment, attractive benefit package, competitive rates.
JEWISH HOME FOR AGED
PRENTIS MANOR
26051 Lahser Rd., Southfield
Call Mary R. Breslin, R.N.
352-2336

ORTHODONTIC ASSISTANT, experienced, excellent hours, benefits. Birmingham. 646-9768

502 Help Wanted Dental-Medical

ORTHODONTIC SECRETARY-RECEPTIONIST - experience needed in appointment scheduling, telephone & written communications, accounts receivable, insurance claims management, records & inventory control. Must enjoy working with people. Clinical experience also helpful. Modern, progressive practice in Birmingham. Call after 6PM 645-3898

PART TIME RECEPTIONIST for Southfield medical office. 1 year experience. Mon. thru Fri. 9am-1pm. Send resume to Box 316, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHARMACIST
Part time position available for efficient, friendly, motivated individual who enjoys interaction with clients. Day work and weekend schedule in fast paced and growing modern pharmacy. Send resume to: C. Kerejesa, 4721 Charest, Pontiac, Mich. 48053.

PHYSICAL THERAPY AIDE
experienced only need apply, 3 days per week beginning in fall time. Farmington area. Call 471-2711

PODIATRY RECEPTIONIST/ Assistant, Livonia area, experience desired, able, 35-30 hrs per week. 591-6612

RECEPTIONIST - FULL TIME
Needed for Livonia Physician's office. Must be dependable and experienced in all insurance & office procedures. Please send resume to Box 332 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for full time in busy Troy office. Typing required. Benefits of medical insurance helpful
476-1616

REGISTERED NURSES
Full and part time, afternoon and midnight positions available for Intermediate Care unit. Willing to train interested applicants. We offer a competitive wage, a comprehensive non-contributory benefit program and tuition reimbursement and individualized orientation. Interested applicants please apply:
MC PHERSON COMMUNITY
Health Center
620 Byron Road
Howell, MI. 48843
(517-546-1410, Ext. 225
An Equal Opportunity Employer

RN - DIRECTOR OF NURSING
133 bed nursing center in northwest Detroit. Must have 2 years experience as Supervisor or one year experience as Director. Excellent salary and benefits. Call for appointment. 345-5000

RN - LPN
(COORDINATORS)
Needed for home health care agency. Rehab experience helpful. Responsible for visiting patients in the field & scheduling. Excellent typing skills a necessity. 2 to 3 days per week. Must be flexible.
AB-CARE INC
Call Mon. Thru Fri. 9am to 3 pm
424-8393

RN - MIDNIGHT CHARGE
Challenging position available on a midnight shift in skilled nursing facilities for experienced RN. Revised wage scale. Excellent benefits including education reimbursement. In service to crest your needs. Contact Kay Kermode, RN, Director of Nursing at
28550 Five Mile, Livonia.
427-8210

RN or LPN
full time for afternoon shift. 61 bed basic nursing facility. Please call for an appointment. 557-3333

RN OR LPN
Temporary positions for day and afternoon shifts in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Pearson at Nightingale West, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

RN'S
HOSPITAL BURN OUT?
You can now work in a delightful clinic setting. Our clients need the support that your nursing background and good judgment can provide in an emotional health care provide. A unique position for highly motivated individuals seeking professional growth. No nights or weekends. Salary plus bonus. Full time opening in Renaissance Center, Dearborn, Livonia, Troy, Bloomfield Hills and Southfield. Please call Ms. Williams at 569-1808
WEIGHT LOSS CLINICS

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

RN'S - LPN'S
ICU - CCU - ER
ONCOLOGY
JOIN
"THE PROFESSIONALS"
TOP PAY TO $11 PER HOUR
LEADING HOSPITALS
HOME HEALTH CARE
PAID OVERTIME
ALL SHIFTS
FULL TIME - PART TIME
IMMEDIATE SCHEDULING
357-3650
Professional Medical Personnel

RNS - LPNS - Skilled nursing facility has opening for Rns & Lpns. Retired nurses are welcome, will orientate. 3999 Venoy, Wayne 326-6600

RN'S or LPN'S
PART TIME - ALL SHIFTS
Premium hourly pay. Free meals. Provided vacation and sick days. Excellent working environment.
JEWISH HOME FOR AGED
PRENTIS MANOR
26051 Lahser Rd., Southfield
Call Mary R. Breslin, R.N.
352-2336

RN SUPERVISOR
Unique opportunity for full time benefits in a 4 day week. Fri. thru Mon. Supervise home care nurses by telephone from our Southfield office. Good salary, no on-call or holiday rotations required. Benefits include medical, dental and optical plans. Send resume or brief letter describing your background to Box 336 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

R.N. - AFTERNOONS
Good salary & benefits. Unique Nurse Nursing Center. Ask for Director of Nursing, between 8AM-4PM 532-8570

STAFFING COORDINATOR
Part time. Evenings/Weekends.
Call Mrs. Brown, 835-9542
Temporary Health Care Services

ULTRASOUND
Registered tech or registry eligible, needed for temporary full time. OB/GYN clinic. Contact Debby C. 476-4500

502 Help Wanted Dental-Medical

SUPERVISOR
CHARGE RN
3 to 11:30 PM. Full time, part time. Call Mrs. Taylor, 531-4000 ext. 409.
Redford
Community Hospital
25210 Grand River
Detroit, Michigan 48240
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS
for the following skills:
CPT Word Processing
Memory Typewriter
Executive secretarial with shorthand
If you have the skills we have a job waiting for you. CALL TEMPOWER for immediate appointment.
Livonia 478-1130
Troy 585-5585
Detroit 963-1000

ACCOUNTANT WITH experience in job costs, invoicing & payroll for small manufacturing company in Southfield. Contact M. Wahlich 557-3100

ADMINISTRATIVE ASSISTANT
An administrative assistant position available in Downtown Detroit non-profits firm. Experience preferred, excellent clerical skills with good background in office procedures. Fringe benefits. Send resume & letter of application to: Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING AGENCY needs receptionist-typist to start immediately on part time basis. Flexible hours, must be excellent typist. Pleasant phone manner, be congenial. Please call, ask for Virginia. 363-3131

A FAST-growing company in Livonia is looking for a responsible person to work mornings only as secretary receptionist & bookkeeper. Light typing & word processing desirable but not mandatory. Send resume to: Personnel Leader, Associates, 4000 Town Center, Suite 950, Southfield, 48075. No calls please.

Are You An Experienced
SECRETARY
SR. TYPIST
WORD PROCESSOR
We have long & short term assignments close to your home. Call now.
SOUTHFIELD 569-7500
LIVONIA 525-0330
DEARBORN 565-0060
WITT SERVICES
The Temporary Help People

ARE YOU AVAILABLE FOR TEMPORARY WORK?
If you have experience in the following please call for your appt. No fee

SECRETARY
WORD PROCESSORS
UNIFORCE
TEMPORARY SERVICE
1009 S. Woodward Birmingham
646-7660

BOOKKEEPER - experienced, with individual as well as small business tax background. Send resume to P.O Box #19744, Detroit, MI. 48219

BOOKKEEPER
experienced, Bookkeeper experience helpful. Birmingham area. Call for appointment. 851-3065

BOOKKEEPER - experienced full charge thru financial statement needed for manufacturing company in Livonia area. Salary low but fringe benefits are first. Bring resume to our office for brief initial phone interview call 525-7030

BOOKKEEPER
Full charge thru trial balance and journal entry. Experience with cost accounting helpful. Full time position plus insurance benefits. Please send resume to: RCSC, 805 Oakwood Dr., suite 100, Rochester, MI. 48063.

BOOKKEEPER SECRETARY with at least 3 years experience in payroll, accounts payable & general office work. Oak Park. 545-7200

BRIGHT BEGINNER?
$9,360 TO START
A local firm needs a sharp Secretary with some office experience to type, handle phones, and process orders. Shorthand is a plus. Benefit package includes dental. Call Suzy.
SNELLING & SNELLING
Livonia q478-3500

CHALLENGING OPPORTUNITIES
Executive secretaries, legal secretaries with 2 to 3 years experience and the finest of skills to include typing, shorthand an asset, word processing, mag card. Willing to work downtown for excellent salaries and benefits. Employer paid fees. Call for appointment.
PERMANENT STAFF
TROY 362-4004

CLERICAL
INSURANCE AGENCY needs part time woman for misc. duties. Must be good typist. Ask for Jan.
Northville. 349-0900

CLERICAL - Manufacturing firm in Livonia requires full time clerical assistance in payable, receivables & payroll. Applicant should have minimum 2 years office experience, including bookkeeping & computer data entry. Please send resume & salary history to: Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR - Data Entry position familiar with typewriter & calculator keyboard, experience with DEC equipment helpful for Farmington CPA firm. 478-7440

DENTAL RECEPTIONIST
Experienced, enthusiastic individual needed to assume full time position in quality Birmingham practice. Salary commensurate with experience. Send hand written resume in confidence to: Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DIVERSIFIED clerical position available involves extensive telephone with excellent organizational skills necessary. Apply in person between 11am-4pm, Tues. Aug. 24 at 22875 Schoolcraft just E. of Farmington Rd. Livonia

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REP
Thrive where the
GRASS IS GREENER
We need an energetic, inside person to handle customer phone contacts & paper work for our business. Your days will be filled with an interesting variety of duties including bookkeeping, typing, record keeping & word processing as well as customer contact. You will start with an excellent salary/benefit package & your performance will be reviewed at regular intervals for possible advancement.
If you have handled bills/accounts, enjoy & efficiently, you are bound to thrive in our growing operation. Call us for an appointment at 348-1700
Chemlawn Corp., 32515 Schoolcraft, Livonia
An Equal Opportunity Employer

EMPLOYMENT
CONSULTANT
$15,000 PLUS
Unique position for candidate seeking more than just a job. Become part of Snelling & Snelling, The World's Largest Employment Agency. Receive the training and benefits for aggressive, self-motivated people. Excellent and secure salary potential. Exceptional learning potential. Call Steve Dykstra. Snelling & Snelling. 478-3500.

EXCEPTIONAL
OPPORTUNITY
Plush suburban office needs experienced professional secretary with good typing to coordinate all sales and manufacturing functions. Position requires enthusiastic person with excellent phone manner for customer service plus several years related experience. Company offers excellent salary commensurate with experience, full benefits, and pays our fee. Qualified candidates call or send resume immediately.
PERMANENT STAFF
17142 FARMINGTON ROAD
LIVONIA, MICH. 48152
522-4210

EXECUTIVE SECRETARY, part time. Typing, shorthand, bookkeeping, 5 years minimum experience. Birmingham location. For interview. 644-1621

EXPERIENCED Typist Clerk - Administrative Assistant. Southfield Distributor seeks qualified individuals. Full time, salary commensurate with experience. Shorthand helpful, fringe benefits. Call before Noon. 552-6234

EXPERIENCED, MATURE Secretary for Birmingham office. NBI trained preferred, legal background helpful. Salary negotiable. Send resume to P.O. Box F, Bloomfield Hills, MI. 48013, Attention: Administrator.

EXPERIENCED Telephone Answering & 55-wpm typing required for Sales Secretarial services. 3-4 day week.
353-4466

Experienced
Typists
Secretarys
Word Processors
Needed for Northern suburb
Good wages. No fee
Matchmakers
Office Services, Inc.
Southfield - 569-8290
Madison Heights - 398-4390
Detroit - 963-5020

FAST PACED Detroit real estate office needs full time secretary with excellent typing & shorthand. Call Lisa, 569-5555

FILE CLERK-TYPIST, full time for Southfield office. Must be able to type 35-wpm. Contact Sandy between 2-4PM. 353-5800

FULL-TIME Bookkeeper thru trial balance & all payroll taxes plus general office duties. One girl office. Part time to start. REFERENCE. 255-1152

GENERAL OFFICE
Experienced. Part time. Apply 12786 Currie Ct., Livonia. Schoolcraft - Levan area.

GENERAL OFFICE - Lahser Rd. - Northwestern area, must have good math & typing skills, be dependable, light packing involved, call Cutting Tools 353-4380

GENERAL OFFICE. Secretary/Clerk needed for Southfield Corp. Typing 50 - 55wpm. Filing & phone skills necessary. Light bookkeeping. Experience a plus. Call 353-9770, ext. 426 between 9am - noon.

INSURANCE
Birmingham - Insurance agency has opening for person with at least 2 years experience in insurance. Work in department of insurance agency. Benefits & salary commensurate to ability. Non smoker. 646-6657

INSURANCE
SECRETARY
Beautiful opportunity with a Southfield agency. Must have 3 years insurance processing and servicing commercial casualty. Generous salary commensurate with ability to deliver. Call Bernice now!
SNELLING & SNELLING
Southfield 353-2090

LAW OFFICES require experienced dictaphone & xerox 800 & 850 operator. Write stating your qualifications & requirements to: Rice, Rice & Gilbert, 2456 City National Bank Bldg. Detroit, MI 48226

LEGAL
SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in metro & suburban areas. Call now or send me your resume.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
LEGAL
PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
Phone 362-8044
Eves & Weekends, 852-8311

LEGAL SECRETARY - experienced for Bloomfield Hills attorney, 39 hours per week. Call 335-7149

LEGAL
SECRETARIES
Success in our business is based on our ability to introduce legal secretaries to legal firms that each feel is just right for each other. We have been effectively doing this for several years now. Our list of satisfied clients is long.
In the relaxed atmosphere of our office we will objectively discuss the wide variety of positions we are representing that fit your background and desires. You decide who you would like to meet with. You decide which offer of employment is right for you. There will be no pressure contacts with you, changing positions can be that simple.
Call, come in or drop us a note. After hour and weekend appointments are available. There is never a charge to you for our courtesies and professional placement assistance.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-3140
Renaissance Center 567-0141
Troy 649-2422

LEGAL SECRETARY, experienced only. Southfield Town Center. General Litigation & Corporate, Mag card preferred. Call Cathy 353-1611

LEGAL
SECRETARY
Superb opportunity with renowned firm, good skills the key. No shorthand. Terrific benefits and chance for advancement. $1,200 to start. Call Stacy for appointment now!
SNELLING & SNELLING
Southfield 353-2090

504 Help Wanted Office-Clerical

LEGAL SECRETARY. Part time for growing Troy office. Excellent typing and telephone abilities required. Good hand helpful. Call 362-3660

LEGAL SECRETARY needed for Ren Cen law firm: minimum 3 years experience, typing 45-WPM, good benefits, salary negotiable. Please ask for Mrs. Powell at
259-7700

LEGAL SECRETARY
Experienced for Southfield negligence firm. Immediate opening. Good skills required. Excellent salary and benefits. Call Pam Heinz at 559-5355

OFFICE CLERICAL
Entry level position for posting clerk in Purchasing Department. Must be neat and accurate in working with numbers. Light typing duties. Full time position with benefits. Apply in person, Personnel Department, between 10am and 11am only, Mon. thru Fri. 348-5000, Ext. 204

ONE CALL DOES IT ALL!
Place your classified want ad in The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

ONE GIRL OFFICE. High sense of responsibility and urgency. Ability to organize and be accurate. Duties include: payroll, accounts receivable, order shipping papers, employee Health Insurance plans, etc. Must have pleasant telephone manner, good typing speed, speedwriting and minimum 3 years experience. Salary commensurate. Forward resume to: Cadillac Corp. Box 767 Novi, Michigan, 48050.

PART TIME OFFICE POSITION
available, property management services, approx. 5 hours per day, afternoons, Mon. thru Fri. Must be able to type 5-5PM weekdays only. 425-0530

PART TIME TYPIST
Engineering department of manufacturing office.
Experienced only. 563-0950

PAYROLL CLERK - well organized & experienced in all payroll functions, thru Qtr., Taxes, tax forms, insurance, coding for multi & entity company, Farmington area. Call 476-4400 ext 225

PERSON FRIDAY to devote nesself to managing office for Troy Executive. Approximately 30 hours. Typing, telephone, bookkeeping, calculator, filing & photo copying. Send resume with address, telephone number & salary requirements to: P. O. Box 1343, Berkley, MI 48072.

RECEPTIONIST/TYPIST
Excellent clerical and typing ability required for small Farmington Hills contractor. Additional duties include: invoicing, extend invoices, shippers, check reconciles. Salary & benefits commensurate with experience. Mail resume to box 216 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST- Light typing skills, 8:30-5pm for law office in Bloomfield Hills. Ask for Chris. 540-0330

RECEPTIONIST - part time, Mon. thru Fri. noon till 5 pm. Typing & good phone manner required.
Plymouth area. 455-0510

RECEPTIONIST
Typing, telephone, clerical work.
Yankee Doodles. Call 1pm - 3pm for appointment. 478-7478

RECEPTIONIST
GARDEN CITY LOCATION
Greet clients, handle phones, form typing, some light bookkeeping.
Will accept individual just retuning to job market or recent graduate.
Fee Paid.
SHARROW & ASSOCIATES
PERSONNEL AGENCY
27828 Ford Rd., Garden City 48135

Receptionist/Typist
$12,000 PLUS BONUS
Handle phones, greeting visitors, to type press releases and occasional light filing. Pleasant work atmosphere. Southfield location. Fringes.
Fee Paid.
SHARROW & ASSOCIATES
PERSONNEL AGENCY
27828 Ford Rd., Garden City 48135

SECRETARY
Experienced, Secretary needed for manufacturer's representative's office. Must have good telephone personality, for dealing with customers on a daily basis. Typing skills required, knowledge of IBM Memory 100 typewriter helpful. Extensive filing and order entry duties required. Good benefits. A real challenge for the right person. Pay commensurate with experience. Please reply with a short resume to: Mr. J.L. Belrose, 36660 Howard Rd., Farmington Hills, MI 48018.

SECRETARY
Finance company needs good typist. Must have neat appearance and pleasant telephone voice. Excellent benefits. Office experience required. Send resume to FFBC, 20000 W. 12 Mile Rd., Southfield, MI 48076.

SECRETARY for law office in Birmingham. Tax & corporate experience. Typing 75-80 wpm, shorthand & mag card. Full benefits. Call Nds. Ms. Kaplan 647-6744. 644-3034

SECRETARY - FULL TIME
Livonia Typing 60WPM. Familiar with work processing, bookkeeping, pleasant phone manner. Send resume to Livonia Chamber of Commerce, 15401 Farmington Rd., Livonia 48154.

SECRETARY
Marketing Representative, dealing with sub companies & advertising agencies. Varied duties, good typing skills necessary, shorthand helpful. 13 Mile/Telegraph area. Call Shirley 647-8484

SECRETARY
Part time, for Southfield law office, 2 days per week. Typing 50-wpm experience and some typing required. 352-8828

SECRETARY - personable receptionist. Pleasant personality, typing 50-wpm, typing experience and some typing required. Shorthand a plus. Call Mrs. Gerstenfeld C. Clinik. 647-1300

SECRETARY
TO VICE PRESIDENT OF SALES
Experienced in taking and transcribing dictation (80 to 100 WPM), good typing skills, independent in handling correspondence, and able to keep confidential files, engagement, and records. Only qualified applicants need apply to:
EMILY CANTRELL
ADISTRA CORP.
425-2600 ext 324

TELEPHONE SOLICITOR
Experienced. General office duties also. Call 261-8415

TELLER
Full time position is open at our office located in Bloomfield Hills on Woodward at Long Lake (18 Mile). Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have good math aptitude and light typing ability. Apply in person, 10 AM to 3 PM,
1st Federal Savings
of Detroit
15 10 Woodward Ave.
Bloomfield Hills
An Equal Opportunity Employer

TELLER
Part time position is open at our office located in Farmington Hills on 12 Mile at Farmington Rd. Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Part time position requires full days of work Mon. & Fri. and other days to be discussed. Apply in person 10 AM to 3PM
1st Federal Savings
of Detroit
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

TELLER - CLERICAL TRAINEES
Full & Part Time. Typing helpful. Employment Center II.
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Top Pay
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All journals. Cash receipts, receivables, payables. Must be flexible. Excellent benefits. Salary commensurate with experience. Mail resume & salary requirements to: Sherman, 1729 Larkwood, Troy, Mi. 48084.

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General Office
VARIETY SPOT....Stable, centrally located firm needs your good typing, telephone and general clerical skills. Phones and to train in order processing. Good starting salary and benefits. CALL TODAY for a personal interview.
PERMANENT STAFF
SOUTHFIELD 353-0505

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LOIS RAY
PERSONNEL
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Southfield 354-0555
OLSTEN
Temporary Services
Equal Opportunity Employer M/F/H

POSITION is beautiful Farmington/Novi area for national manufacturing firm. Skills required: typing 60 wpm, good phone and communication skills. Also most importantly professional attitude. Send resume to: Novi Post Office, Box 347, Novi, Michigan, 48050, Attention: Personnel.

WORK WHEN YOU WANT
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EARN GOOD MONEY
& PAY OLD BILLS
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Temporary Help Since 1966

505 Help Wanted Food-Beverage

ARBY'S IS LOOKING for part time dependable people, must be over 18. Apply in person between 10am or after 7pm. Redford Arby's, 27140 Plymouth Rd.

ATTENTION Experienced Waiters & Waitresses, for part or part-time, days or evenings. Apply in person, after 3PM. Sams Mini, 8210 W. 8 Mile, Detroit.

BARMAIDS/BARTENDERS. Waiters-Waitresses. Full and part time. Dwelings, Apply in person after 5pm. Super Bowl, 45100 Ford Rd. Canton.

BAR PERSON - personable, no bangs, no jeans, full time, grill & bar helpful. Erules Bar, Schoolcraft/Evergreen area. Joe 537-0955 or 386-5474

BARTENDER - Female/male. Apply in person between 5 & 8 PM. Mon. thru Wed. only. 34101 Plymouth Rd., Livonia.

BARTENDER part time, evenings. Apply in person Plum Hollow Lanes. Monday Aug