502 Help Wanted Dental-Medical

RN'S - LPNS

Full or part time, evenings and midnights. Modern nursing home. Continuing education and paid in-service program. Stimulating environment. Competetive wages and good benefits. Refresher training available.

OAK HILL
Nursing Home
477-7373

FULL TIME Dental Receptionist and part time dental assistant for afternoons and Saturday morning. Write particulars to P.O. Box 55, Garden City, MI. 48135

HELP

WE are looking for a Dental Receptionist who genuinely likes working with and being of service to people. Must be attractive, eager to please and have an even, pleasant disposition. Limited typing and bookkeeping. If you are looking for a career, our salary is open for exceptional person, experience preferred. Fringe benefits and profit sharing. Southfield. 352-8406

NURSES AIDES

All shifts, full or part time. Fall training classes, now forming for mature ladies. Get paid while you learn. Modern nursing home. Competetive wages. Good benefits.

OAK HILL
Nursing Home
477-7373

CHAIRSIDE Dental assistant, experience required. Livonia - Westland area. 422-5560

AVONDALE

SKILLED CARE FACILITY
Needs 3 full time RNs on 3-11:30 P.M. One day relief RN
CALL
651-4422

MEDICAL RECEPTIONIST PART TIME, must have recent experience in Blue Cross, Medi-care, and Medic-aide billing. Must have pleasant telephone voice and outgoing personality. Only experienced need apply. Call between 9 AM and noon 722-8600

Dietary Aides

Full Time
Apply in person
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Bet Grd. River & 8 Mile

A Doctor's Receptionist, part time, medical background not necessary, similar experience will qualify. Pleasant office, good working conditions. Please write, stating qualifications and experience Box 588, Observer & Eccentric Newspapers, Inc., 36251 Schoolcraft, Livonia, 48150

NURSE AIDES

All Shifts
Apply in person
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm
Between Grd River & 8 Mile

DOCTOR'S OFFICE Primarily Insurance billing, some Receptionist and Patient assisting. Some experienced preferred but not manditory. Call 10 AM-12 Noon, 2-5 PM 835-5228

RNS & LPNS

Full time & part time
Apply in person
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt Farm
Bet Grd. River & 8 Mile

DENTAL ASSISTANT oral surgery. Experienced preferred. Neat and dependable. 12 Mile - Southfield area 557-4544

NURSE AIDES ORDERLIES

Experience preferred. All shifts available. Modern Northwest Suburban Nursing home. Contact Mrs Powers
354-3222

SECRETARY - Receptionist with bookkeeping skills for 2 physicians. Experience desirable, salary negotiable 332-0159

NURSES AIDES

FULL OR PART TIME
ALL SHIFTS
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

502 Help Wanted Dental-Medical

FULL TIME MEDICAL typist for 3 man urology practice. Experience with insurance forms desired. Pleasant working conditions and benefits. 9 AM to 5 PM. LI 9-8444

RNS and LPNS

Full and part time
All Shifts
Apply in person
MT. VERNON
Nursing Center
26715 Greenfield
Southfield

MEDICAL Receptionist - typist for Physicians' office. Experienced, full time. No evenings & weekends. Call 547-4420

NURSES AIDES

ALL SHIFTS
Apply in person
WEST TRAIL
NURSING HOME
395 W. Ann Arbor Trail
Plymouth

NURSES AIDS needed, days, afternoons, midnights for new addition. Will train. Call Monday thru Friday 9 AM till 3 PM. DORVIN Convalescent & Nursing Center. 476-0550

RNS and LPNS

Afternoon-Midnight Shifts
Excellent salary and fringe benefits. Contact Personnel Dept.

REDFORD
Community Hospital
25210 Grand River
Redford
531-6200

RN Full time days. Assistant to director of nursing. Call Monday thru Friday, 9 AM till 3 PM DORVIN CONVALESCENT & NURSING CENTER 476-0550

504 Help Wanted Office-Clerical

SECRETARY

For ad agency executive office. Must have 3 years plus secretarial experience with shorthand. Excellent typing skills, required 70 w.p.m. plus. Some bookkeeping experience with good math aptitude. Must be neat, personable and well groomed, and able to work flexible schedule. Excellent salary and fringes $185. Send resume to Box 442, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Experienced for varied duties in production department of ad agency. Shorthand, typing, 70 WPM MUST with good spelling and grammar. Self starter, well groomed, personable. $175 week. Some overtime required. Excellent fringes. Send resume to Box 440, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REAL ESTATE secretary needed. Typing skills necessary. Farmington area. Experience preferred. Call Miss Hanson 851-1900

SECRETARY

for one man office in Lathrup Village. Must be excellent typist. 9 am-5 pm, Mon. thru Fri. Call for appointment.
557-8233

ADVANCEMENT and OPPORTUNITIES

F-C BOOKKEEPERS	to $1000
JR SECRETARY	to $750
PATENT SECRETARY	to $865
JR SECRETARIES	to $600
JR BOOKKEEPERS	to $550
KEYPUNCH OPRS	to $680
ACCT CLERKS	to $550
INS CLERKS	to $600
GENERAL OFFICE	to $520
TYPISTS	to $500
MTST TYPIST	to $650
CLERICALS	to $435

Most companies pay our fee. Many other positions available. Companies offer excellent benefits, working conditions and nice offices. All replies confidential. Open 8:30 to 5 PM; Sat. by appointment ONLY

ALLIS JOHNSON PERS.
15195 Farmington Rd 425-3000

TYPIST, $550 plus, Fee Paid. Minimum 50WPM. Use MTST or MCST. Southfield. Call Mrs. Evans, Suburban Personnel 477-9840

Legal Secretary

Good skills necessary. Will train mature person. Benefits $6,000 a year. Pat 559-4760
18280 W. 10 Mile
Southfield

504 Help Wanted Office-Clerical

O is for OFFICE SKILLS

Typists, stenographers, key punchers, switchboard, figure clerks, general office. Choose your own work schedule. Yes, you can, at Manpower. No Fee. Interested?

See Shirley Fritsch
at 26049 5 Mile at Beech Daly
or Delores Kay
at 29256 Ryan at 12 Mile

GIRLPOWER®
Division of Manpower Temporary Services
We'll give you all the help you need.
965-7000

CLERK TYPIST

Complete responsibility for the operation of MAG Card Machine will involve individual in all areas of our functions. Previous MAG Card, MTST or MCST experience required.

We offer pleasant working conditions and a salary full commensurate with actual responsibilities and experience plus a complete company paid benefits plan, including a Dental program.

Please Call 354-5024
Miss Lutz
Employee Relations Dept.

EATON CORPORATION
RESEARCH CENTER
26201 NORTHWESTERN HIGHWAY
SOUTHFIELD, MICHIGAN, 48076

An Equal Opportunity Employer M/F

EATON

504 Help Wanted Office-Clerical

GENERAL Office work in Novi. Calculator and light typing. Will train on bookkeeping machine. 349-9300

Permanent
STAFF
Company

General Office Grow Spot
Super good advancement for bright beginner with accurate typing and flair for figures. Employer will pay placement fee plus $100 week. Call 478-1213 or come to 30752 Grand River. Farmington. (open till 8 PM)

EXPERIENCE in general insurance, girl for general agency. Farmington area, salary open. Mrs. Mac., 9 AM - 5 PM. 851-1128

SECRETARY

SOUTHFIELD AREA
TEMPORARY
TOP Company needs you for Regional Managers, who travel a great deal or at peak work loads. Ideal opportunity for someone who wants to work one or 2 weeks at a time. Call Marcia Morgan, to arrange for an interview.
398-4390
Matchmaker's Office Services

RECEPTIONIST, $442 plus. Fee Paid. No typing. Personable - intelligent. Southfield. Call Mrs. Evans, Suburban Personnel. 477-9840

ADVANCEMENT and OPPORTUNITIES

F-C BOOKKEEPERS	to $1000
SR. SECRETARY	to $750
PATENT SECRETARY	to $865
JR. SECRETARIES	to $600
JR. BOOKKEEPERS	to $650
KEYPUNCH OPRS.	to $680
ACCT. CLERKS	to $550
INS. CLERKS	to $600
GENERAL OFFICE	to $520
TYPISTS	to $500
MTST TYPIST	to $650
CLERICALS	to $435

Most companies pay our fee. Many other positions available. Companies offer excellent benefits, working conditions and nice offices. All replies confidential. Open 8:30 to 5 PM; Sat. by appointment ONLY

ALLIS JOHNSON PERS.
15195 Farmington Rd. 425-3000

SECRETARY-receptionist, 20-35 yr old, part time 28 hr. week, experience required. Troy area. 549-3100

FIGURE TRAINEE OAK PARK $625 No Fee

Some bookkeeping exper. & would like to train on some of the newest equipment; call now. Learn on all new computor systems. Fast advancement.
THE FREE AGENCY
354-3210 8:30 - 8 pm

SECRETARY for law office. Telegraph and 12 Mile Rd. Call 352-8824

Receptionist

Friendly Southfield office needs lively HS grad for busy front desk. Some college or previous work experience prefered. Fast advancement. Call 354-3212

MAIL/SHIPPING CLERK Full-time. Hours flexible. Must be "take charge" type. Figure work involved. Experience with mail classifications and rates desirable. Must be available immediately. Unusual surroundings in Birmingham's business district. Call from 10 AM till 7 PM. 642-8833

RECEPTIONIST TYPIST OFFICE CLERICAL

Register the kids for school, register YOU for temporary office work. Call Marica Morgan to arrange for personal interview in Southfield.
398-4390
Matchmaker's Office Services

BOOKKEEPING Background, mature woman to work with sales register, accounts payable invoices, inventory control. Southfield location, salary to $550 per month. Call 522-0460

DON'T TYPE? Southfld Rd. $550 No Fee

Don't worry if you don't type. Fast growing firm wants you if you have neat handwriting and are detail minded. Attitude more important than experience.
THE FREE AGENCY
354-3210 8:30 - 8 pm

CLERK-TYPIST General office. Must be good typist. Experienced. Permanent full time position. Plymouth-Schoolcraft area. Mrs. Warman. 525-1400

Receptionist Shorthand? W. 9 MILE $675 No Fee

Easy going employer really needs organized, responsible type to be his secretary. Great hours and benefits too numerous to list.
THE FREE AGENCY
354-3210 8:30 - 8 pm

JR. SECRETARY, $490, Fee Paid. No shorthand. Good typing. 9 Mile-Telegraph. Call Mrs. Evans, Suburban Personnel. 477-9840

SECRETARY

Large Company, Northland area, excellent benefits. Must have good typing and shorthand. Prefer experience working for public relations and/or sales manager. For information.
Call Mr. Voelker
559-2071
An Equal Opportunity Employer

LEGAL SECRETARY, $800, Fee Paid. Heavy experience. Probate or corporate preferred. Southfield. Call Mrs. Evans, Suburban Personnel. 477-9840

RECEPTIONIST Experienced receptionist with pleasant voice to answer phones in growing Southfield office. Light typing required. Ask for Pam, call, 356-2855

504 Help Wanted Office-Clerical

Service Secretary $7,000 FREE

N. W. area. Strong typing. Diversified. Advancement opportunity. Zelda. 559-4760
KAY TURNER PERSONNEL
18280 W. 10 Mile
Southfield

RECEPTIONIST, $520, Fee Paid. Light typing. Switchboard experience. 9 Mile-Telegraph. Call Mrs. Evans, Suburban Personnel. 477-9840

SUBURBAN OPPORTUNITIES

INSURANCE, to $600 plus. Fee Paid. Light typing. Prefer personal lines experience. Southfield.
SECRETARY, $650, Fee Paid. No shorthand. 2 years experience. Southfield sales office.
SECRETARY, $600, Fee Paid. Southfield real estate developer. Prefers 25 or older.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

SWITCHBOARD OPERATOR, full time. Will train. 356-6500

CLERICAL

help for TV service department. Call Dave Foster.
BERRY'S
Home Supply
421-1438
937-0727

EXPERIENCED MATURE WOMAN for Telephone answering or Switchboard. Must be fast Typist and Good at Spelling. 474-0727

COMPUTER OPR.

Full-time position available for Computer operator, afternoons 3 till 11 PM. Minimum of 6 months experience on IBM. 360DOS or IBM 1440 Disc System. Excellent starting salary and fringe benefits, automatic semi annual increments, holiday and week-end differentials.
CONTACT PERSONNEL OFFICE
BOTSFORD
GEN'L. HOSPITAL
(OSTEOPATHIC)
28050 Grand River Ave.
Farmington

GIRL for full time office work, in printing shop, lite typing, must be able to spell, must be used to dealing with public. 427-7350

POLICY TYPISTS

FIREMAN'S FUND AMERICAN
Policy typists and dictaphone operators. Experienced preferred but not mandatory. We are located in Southfield and offer an excellent fringe benefit program and pleasant working conditions. Salary commensurate with experience. If qualified please call Mr. Vagi. 557-5700
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK

Part time
If you have a bookkeeping background and work half days, we have several openings for part time Accounts Payable Clerk.
Interested candidates should mail a short resume to:
Personnel Director
ITT
Automotive Electrical Products Division
21301 Civic Center Dr.
Southfield, Michigan, 48075
Equal opportunity employer M/F

SECRETARY for regional office. Sharp, mature, experienced. Good phone person. Type well. Shorthand or dictation. Attractive surroundings, centrally located. 353-0206

LIKE LIVONIA? $600 No Fee

Want to work for a great boss in lovely Livonia? You'll fit right in this happy office with some work experience and accurate typing. Bookkeeping background a plus.
THE FREE AGENCY
354-3210 8:30 - 8 pm

EXECUTIVE SECRETARY, Clarkston area, 1 girl sales-engineering office, personable, self starter, career girl, good shorthand, typing. 625-2442

PBX Operator for large firm, good experience necessary. Start $606. Benefits, fee paid.
ACCURACY PERSONNEL
BIRMINGHAM 642-3050
SOUTHFIELD 358-2010

COMPETENT typist needed. Other various office duties. 9 to 5 PM. Five days. 585-0700

PROFESSIONAL PERSONNEL

Call Barbara Good 357-4810
RECEPTIONIST - PBX, for lovely suburban office. No typing, just experience. $525 a month. Company pays our fee. Good benefits.
GAL FRIDAY - must have some experience on the dictaphone. Company pays our fees. Good benefits & good hours. Salary $520.
JUNIOR SECRETARY - No shorthand. Must like working with people. Typing. Company pays our fee. $475 to $500.

PROTON SOURCES is a rapidly growing Manufacturor of Industrial Lazers. We have an immediate opening for an experienced full-time payroll Clerk. We are seeking a mature person with knowledge of payroll computation, labor distribution and experience with job costs. Apply at PROTON SOURCES 37100 Plymouth Rd. Livonia. An Equal Opportunity Employer

SECRETARY

Sales Department, beautiful Southfield firm. Good typing & shorthand required. $550. Fee paid.
Lois Ray Personnel
559-0560

FARMINGTON AREA. Small insurance office, experience preferred. 40 hour week, shorthand required. Call Miss Rowlett 851-5010

EXPERIENCED, mature thinking woman required for sales-engineering office. Must have good phone voice, accurate typist, very good at filing and general office work. Hours, 8:30 AM-5 PM, 5 days per week. 14 Mile-John R area. Call 8:30 AM-4 PM, Mon., Tues. 583-1328

504 Help Wanted Office-Clerical

GIRL FRIDAY

One girl, Troy Engineering office. Accurate typing, no shorthand, good beginning position. Will train. $433.
Lois Ray Personnel
559-0560

EXECUTIVE Secretary and Administrative Assistant for growing local company. Phone Madison Heights. 585-3200

TYPIST

Mag Card or MTST experience necessary. Large Southfield Co. Excellent benefits. $550 plus. Fee paid.
Lois Ray Personnel
559-0560

TIGER TICKET WINNER

Jane Colsher
2383 Mulberry
Bloomfield Hills, MI 48013

But you must call the Promotion Dept. of the Observer & Eccentric by 5 P.M. Tuesday, August 27, 1974 to claim your TWO FREE TIGER BASEBALL TICKETS: 261-8600 Ext. 271.

CONGRATULATIONS!

Sec'y Recpt. $650

Work front desk in ultra plush surroundings. Greeting visitors and answering phones. Typing and shorthand 'a must'. Free. No Fees. Call Maude Mitchell, 559-9555.
St. Germain & Assoc.

CLERK TYPIST, part time in educational materials regional office. Pleasant atmosphere. Set own schedule in 20 hour week. Good typing skills a necessity, some filing and inventory control work. Also some phone work. Call to arrange interview. EB Educational Corp. suite 103, 17321 Telegraph between 6 Mile - Grand river. 533-2044

Airport Receptionist!

Wave "HellO" and "Goodbye" to everyone while you work at this suburban airport office. Good typing will put you in command immediately! $433 plus. Call Lee Larson. 353-6500.
SNELLING & SNELLING

RECEPTIONIST Part time for N. W. Suburban Veterinary Hospital. Send resume to Box 610, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, 48150.

Permanent
STAFF
Company

Type? Lite Experience?
Small, congenial office has a spot waiting for you. Earn $100-$120 week for your average typing and cheerful attitude. Call 261-2111 (till 8 PM daily).

CLERICAL Full time. Typing ability. Calculator experience helpful. Call 522-1710

SECRETARY

MAJOR Life Insurance Company has opening for a conscientious, responsible person, must have good shorthand and typing skills. Previous Secretarial experience necessary. Work is detailed and diversified. Northland area. Soon to relocate to 12 Mile, Telegraph. For interview, call Miss McMurtry Between 9 AM - 4 PM, 352-3900.
An Equal Opportunity Employer

GOOD TYPING SKILLS required. Answer telephone and customer contact. Varied duties. Call between 9 AM. and 5 PM 846-1566

Permanent
STAFF
Company

Bookkeeper-Livonia-$600
You pay no placement service fee to start at $600 month with fast growing manufacturer. General bookkeeping knowhow and accurate typing required. Call 261-2111 or come to 32013 Plymouth (till 8 PM daily).

TYPISTS, full or part time. Troy area, type 55 WPM accurately. Call Mrs. Purcell, between 1 and 4 PM. 879-1505

Permanent
STAFF
Company

Lite Typist?
Super variety job for your lite experience and lite skills. Catch on quick persn will earn $100 week (all personnel fees paid by company) Call 478-1213 till 8 PM

BIRMINGHAM, part time, challanging position for experienced secretary serving top business executives. Shorthand necessary. Apply in person only Executive Group, 725 S. Adams Rd., Suite 288, Birmingham.

Permanent
STAFF
Company

zcyzseanyzczzvsvttttttttyz

STAFF
Company

General Office Grow Spot
Super good advancemept for bright beginner with accurate typing and flair for figures. Employer will pay placement fee plus $100 week. Call 478-1213 or come to 30752 Grand River. Farmington. (open till 8PM)

TYPIST, accuracy, wanted, for growing Law firm, no experience necessary, will trian, car required for errands, mileage, to be reimbursed, $100, weekly salary, raises, with experience. 352-4700

ADMINISTRATIVE SECRETARY to library director. Experienced, responsible woman with management and bookkeeping skills. Full time, $8,100 minimum starting salary. Good fringe benefits. Reply to Box 596, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan, 48150.

504 Help Wanted Office-Clerical

Permanent
STAFF
Company

Typist?
Free training! Accurate typist with (eager to earn attitude) will train on more advanced equipment. $450 month to start. No experience needed. No personnel service fee to pay. Call 559-7755 (till 8PM daily).

EXPERIECNED AKI. Vari Typer, 795, Fairchild TTS, IBM, MTST System operator or any phototype setting equipment. Call Janet Rassini for appointment. 873-1500

Permanent
STAFF
Company

Purchasing Department
High school grad with some work experience can start with airport employer who pays personnel service fee plus $630 month. Good figure aptitude and mind for details are all you need. Call 261-2111 (till 8PM).

MATURE woman between 25 & 40. General office duties. No shorthand required. 8:30 - 5 PM. Some experience necessary. Between Beech Daly-Inkster. 535-9570

Permanent
STAFF
Company

Sales Secy
It takes a special kind of person to be a sales secy. Good typing and light shorthand are only a small portion of the job. Ability to work well with a multitude of people and still keep smiling is super important. Call 559-7755 till 8 PM.

CLERK Typist for Southfield mortgage company, no mortgage experience required. 355-2200

Permanent
STAFF
Company

4 Figure Clerks
Brand new Southfield office needs your good figuring and lite typing to earn $450-$500. No placement service fee to you. Call 559-7755 or come to 26828 Southfield till 8 PM.

Permanent
STAFF
Company

Go Getter Attitude
... will start you in lively general office job average typing and good figure aptitude? You'll earn $425-$475 month plus free training plus personnel service fee. Call 542-3143 or come to 24385 Woodward. (open till 8 PM)

INNOVATIVE Retail Establishment needs reliable, flexible, and outgoing person for full time general office. Good typing imperative, will train on procedures. Call for interview. Stanger's Design, Birmingham. An equal opportunity employer 645-2630

Permanent
STAFF
Company

Jr. Typist
Accurate typing and a high school diploma will start you at $100 week. New employer pays your personnel service fee for your bubbly ways. Call 542-3143 or come to 24385 Woodward (open till 8 PM)

GIRL FRIDAY Small Novi manufacturer needs person to post sales, record shipments and deliveries, process orders, and answer phones. 349-3670

Permanent
STAFF
Company

Sunny Smile
... and pleasant voice? You'll greet the Ferndale VIP'S Average typing? You start at $500-$550. Call 542-3143 or come to 24385 Woodward (open till 8 PM) Personnel.

OFFICE GIRL wanted, typing & own transportation required. Full or part time. Call 557-5271

CLERKS

Filing and Statistical
WITT GIRL
Call 545-6828 for office nearest you.

GIRL for light office work. Apply 30690 W. 8 Mile, Farmington.

TYPISTS

Dictaphone, Statistical, Jr and Sr., General Office.
WITT GIRL
Call 545-6828 for office nearest you.

SHORTHAND, typing, local office, National manufacturer, 8 Mile-Southfield area. Mrs. McGee. 354-9240

SECRETARIES & STENOGRAPHERS

Urgently needed for Troy, Southfield, Royal Oak, Madison Hts., Plymouth, Livonia, All suburban areas. We pay you according to your skills.
WITT GIRL
Call 545-6828 for office nearest you.

HIGHLY motivated girl needed for light typing and filing. Bookkeeping experience helpful. 9 to 4:30 PM. 341-3200

KEYPUNCH OPRS.

6 months experience or more. Top pay.
WITT GIRL
Call 545-6828 for office nearest you.

IMMEDIATE opening for secretary, must have excellent capabilities in shorthand and typing. Good plant location in nice suburban area. Please apply Boble Machine Tools Inc 38800 Grand River, Farmington. 477-4500

Suburban Secretary

Interesting position with law firm. Legal experience not necessary. Good typing ability needed. Company pays full medical benefits. Great hours. $800. Call Gail Wilson. 353-6500.
SNELLING & SNELLING

504 Help Wanted Office-Clerical

CLERICAL steady, part time, for 10 Mile-Greenfield and 8 Mile area, flexible hours, no Saturdays, send age, phone number andqualifications to T. Francis, PO Box 5203, Grosse Pointe, 48236

EXECUTIVE SECRETARY

We need a secretary to work for the Vice President of Marketing for our National operation with the Home Office in Redford Twp.
Error free typing, some shorthand but mostly Dictaphone and good phone mannerisms a must.
Competetive pay and fringe benefits which also include profit sharing.
Send a letter or resume with work history and salary earned in each job to Box 606, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan, 48150.

SECRETARY - keep small office organized. Experienced in typing, shorthand, bookkeeping. Troy location. Call Mr. Marks. 649-3430

Accounts Payable Clerk

Northwest suburban industrial corporation is accepting applications for accounts payable clerk. Experience helpful, but not necessary. Full time position. Pleasant working conditions and fringe benefits. Call for interview.
476-7100 Ext. 296
An Equal Opportunity Employer

MATURE woman for apartment Complex office work, in Rochester, call 652-0808

The City of Garden City is currently accepting, now through Sept. 6th., applications for:
LIBRARY CLERICAL ASST.
The successful applicant should be a resident of Garden City or Westland, at least 18 years of age, have some clerical and typing experience and must have been unemployed 30 days prior to making application.
The rate of pay for this position is $5,200 for 10 months, plus an extensive fringe benefit package.
The above position was created with the use of Title II Funding in the form of a Federal Grant to the City of Garden City under the Comprehensive Employment Training Act.
Applications are available at the City Library, 2012 Middlebelt, Garden City, Michigan.

FULL or part time position available for woman with executive secretary skills. Must be comfortable with numbers. Send resume to Norman Jones, 2090 First National Bldg., Detroit 48226.

SECRETARY

EXPERIENCED, efficient Secretary to work in Livonia office. Must have shorthand and good typing. Excellent salary and fringes. Call Ms. Lane, at 584-0300, EXT.511.
ALLIED SUPERMARKETS, INC.
An Equal Opportunity Employer

THE Prudential Insurance Company of America has an opening for a clerk - typist - steno. Permanent employment. Pleasant working conditions. 5 day week, paid vacation, excellent employee benefits. Apply at 13391 W. 9 Mile Rd., Oak Park or phone 548-2313
An Equal Opportunity Employer M/F

Secretary $700

Need an experienced gal with good typing and shorthand. Full benefits plus cost of living, new car allowance. Free. No fees. Call Maude Mitchell 559-9555.
St. Germain & Assoc.

CLERK TYPIST, permanent position, sales office. Eynon-Weyand Assoc. general office work, shorthand not required, typing must be fast and accurate, 5 days, 40 hours, all company benefits, attractive office at Evergreen and I-696 in southfield. Mrs Walker. 354-3430

TYPIST $130

Company needs person who is accurate, 50 wpm and likes a busy office. Free. No Fees. Call Maude Mitchell, 559-9555.
St. Germain & Assoc.

SECRETARY, male or female, small sales office, Northwestern 10 Mile area. Shorthand, light bookkeeping, typing, Telex, required. Good starting salary. Mail resume to Box 604, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan, 48150

TYPIST $725

Must be good typist, capable of becoming supervisor within 6 months. Free. No Fees. Call Maude Mitchell. 559-9555
St. Germain & Assoc.

RECEPTIONIST, TYPIST needed. Farmington Hills area. 851-9111

Secretary-Beginner

Good typing and shorthand but not much office experience? Nice company will give you a chance to learn and grow. $575 Free. call Carol. 353-6500.
SNELLING & SNELLING

INSURANCE Secretary for general agency. Top salary for qualified person. Experienced. Plymouth, Greenfield area. 835-3694, 358-0684

INSURANCE

Experienced girl for typing and rating of personnel lines. Salary open.
Byron W. Trerice Agcy
24245 Northwestern Hwy
Southfield
355-5400

YOUNG lady needed for Saturday office receptionist, pleasant surroundings, offers opportunity. Must be good typist with pleasant telephone voice. Call 651-3500

MTST OPERATOR

SOUTHFIELD, 12 Mile law office, immediate openings. MTST- TY Data Machine experience. Phone Extension 18. 557-8300

RECEPTIONIST -Typist with some credit collection work experience. Southfield area. 557-3520

Have openings for experienced full and part time cashier - clerical with good public relations background. Some evenings. Good fringe benefits, pleasant surroundings.
OSMUN'S
MEN'S STORE
Southfield, MI

SECRETARY to work for national magazine. Typing, filing, etc. No shorthand required. 9 to 5:30, Monday through Friday. Travelers Tower Bldg. Southfield. 353-4414

504 Help Wanted Office-Clerical

INVENTORY CONTROL

By Inventron Electronic System Experience helpful. Will train person with proper background. Typing, filing, cashiering.
GARFIELD AUTO PARTS
34601 Plymouth Rd., Livonia
425-2100

SECRETARY, Bright and congenial with good shorthand and typing skills, pleasant surroundings, excellent fringes. call for appointment. Computer Services, Corp. 358-3852, ext.220

HIMELHOCH'S

DOWNTOWN has opening for Secretary with dictation and typing experience. Call for appointment, T. Mehas at:
965-5000

SECRETARY, bright and ambitious; must be accurate typist, with ability in math. Office experience necessary or some college education. Variety opportunities with agressive Southfield law firm. Call Barb 559-9000

SECRETARY NORTHLAND

To manager, accounting. Must be excellent typist. No shorthand.
Secretarial experience required.
Call 352-4000 ext 296 for an interview appointment.
An Equal Opportunity Employer

DOCTOR'S office assistant. Part time, 18 hours, $50 per week. 425-9303

CLERICAL

Permanent position available at corporate offices of national organization headquartered in Southfield. No experience necessary. Must be good with figures, and have the ability to type. Call 352-4000 ext 296 for an interview appointment.
An Equal Opportunity Employer

CLERICAL receptionist wanted for Doctor's office. Part time now, possibility of future full time. Experience necessary, Redford area. 937-8155

TYPIST

Sharp woman over 25 with excellent typing skills and pleasing phone voice for position with busy office. Paid vacation and sick days. 40 hour week. Own transportation. Farmington. Salary open
474-7284

HELP! Suzie is leaving. Need college graduate with interest in Marketing Career to start at bottom in small Southfield Research firm. Must have good typing, analytical and coffee-making skills. 358-4055

OFFICE MANAGER

W. Sub. Area - Fast-moving Ad Agency requires a sharp, savvy, personable individual with experience in supervisory and general office management. Must have some purchasing and accounting background. Familiar with most office machines. Send resume and salary requirements to Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GIRL FRIDAY Pleasant office in Plymouth needs 'take-charge' gal to run it. Personal secretary to the owner. Some typing, light bookkeeping, order processing, filing, charting, phoning, etc. Never a dull moment here! Excellent wages and benefits. Permanent, long range position. Apply College Store Assoc., P.O. Box 412, Plymouth, Mich. 48170, or call 459-9140

CLERK-TYPIST

Part time, we are looking for a mature individual with good typing skills to work 4 to 5 hours per day performing 8arious office duties. Position may develop into full time work. Experience desirable. For information leading to confidential interview please call 476-9000, Personnel Department.
Alexander Hamilton
Life Insurance Co.
Of America
12 MILE & FARMINGTON RD
FARMINGTON

CLERK TYPIST Part time, Mon. Tues., Fri. Must type 40WPM. Northland area. References. Reply to Box 584 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, 48150.

ALL TOP TEMPS TOP PAY

SECRETARIES
TYPISTS
KEY PUNCH OPERATORS
GENERAL OFFICE WORKERS
Call DANNY TODAY
559-8780

GENERAL OFFICE, full time. Reliable woman with good office skills. Garden City area. Apply in person 5913 Middlebelt. Or call 425-8870

RECEPTIONIST-TYPIST

Growing Corporation needs experienced girl for challenging position. Diversification and opportunity for advancement
WHALL CORP.
MRS. GOSSAGE 424-8484

KEYPUNCH Operator, full time, third shift. Experienced. Excellent pay and fringe benefits. Call 358-3852, Ext. 270.

BOOKKEEPER WANTED

Southfield location. Bookeeping thru Trial Balance. Knowledge of payroll and taxes. Flexible hours. For information call John Owens. 274-8555

INSURANCE Office Clerk, high school graduate, light typing, excellent fringe benefits. Kemper Insurance, 355-3000 ext 40.

CLERKS TYPISTS KEYPUNCH OPRS.

Needed for temporary jobs in the Livonia area. If you are interested, come to our office anytime between 9 and 3 PM., at 29449 W. 6 Mile, near Middlebelt, to apply.
KELLY SERVICES

RELIABLE and capable person for diversified office work with bookkeeping knowledge. Pleasant surroundings, benefits and pension plan. Decorative Mills, 14217 Fenkell for appointment call 273-2970

SECRETARIES

With shorthand and typing needed for various assignments in all areas. Apply now at 29449 W. 6 Mile, in Livonia.
KELLY SERVICES

504 Help Wanted Office-Clerical

SECRETARY, shorthand and typing required. Contact Miss Fenton, Southfield area. 353-3125

GENERAL OFFICE

Light typing and record keeping. 5 day, 40 hour week. Air conditioned Southfield office. Paid vacation and sick time. Mr Hurvitz.
BONDED COLLECTION CORP.
23077 Greenfield, Southfield
557-2100

DENTAL SECRETARY with bookkeeping knowledge, for orthodontic practice, Clawson - Royal Oak - Troy area, good benefits. Experience desired. 435-2000

PART TIME SECRETARY

16 Hours per week, must type, some shorthand. Attractive working conditions, flexible hours. Call for appointment. 357-4060
GUARDIAN LIFE INS. CO.
21411 West 10½ Mile Rd.
Southfield

Experienced Mature Woman For Telephone Answering or Switchboard. Must be fast Typist and good at Spelling. 474-0727

AUTO DEALERSHIP

Needs experienced Accounts Payable & Payroll person. Excellent fringe benefits. Call: Clarence Kruse.
Stark Hickey West Ford
7 Mile & Grand River
538-6600

RECEPTIONIST-TYPIST for Birmingham office. Nice atmosphere. Good benefits. Experience and accuracy essential. Call. 644-8508

Insurance Agency

Immediate opening for experienced Claims Girl with knowledge of Homeowners and No Fault Auto. Excellent benefits. Farmington.
477-0900

ADMINISTRATIVE Assistant, challenging responsibility and growth potential, good mathamatical aptitude, light secretarial skills. Troy location. Send resume to Box 556, Observer & Eccentric, 36251 Schoolcraft Rd. Livonia Mich. 48150

KEYPUNCH OPERATORS

10 Needed Immediately
See Maryann Burns
26049 5 Mile Rd at Beech Daly
GIRLPOWER
Div Manpower Temp. Services
Will give you all the help you need
965-7000
An Equal Opportunity Employer

RECEPTIONIST With excellent typing and clerical ability. Excellent salary and working conditions. Call for appointment. 352-1450

LEGAL STENO I

$9,505-$11,169
Must be bonafide resident of Livonia and U.S. citizen with H.S. diploma or equivalent and at least 2 years of responsible full time paid secretarial experience within the last 5 years, or an equivalent combination of education and experience. Required speed, typing-50 wpm, shorthand-90 wpm. Apply by Friday September 6 to. City of Livonia Civil Service Commission. 33233 Five Mile.
An Equal Opportunity Employer

INSURANCE secretary. General insurance agency in the Northwest Needs an experienced casualty insurance secretary. Excellent salary, fringe benefits included. Hospitalization and pension. Opportunity for advancement. Box 548, Observer & Eccentric, 36251 Schoolcraft Rd. Livonia, Mich. 48150.

Legal Secretaries

Experienced-Good Skills
Fee Paid by Employer
HILLSTROM & ROSS AGENCY
Southfield
557-3007

506 Help Wanted Sales

YOUNG MAN

A National Decorative Fabric Wholesaler needs a bright agressive young man. After a thorough training period, it will be necessary for the man to relocate. This job offers a bright future with a large earning potential. For interview, call Stanley Rubin. B. Berger Co., 30100 Telegraph, Birmingham. 647-4311

CAREER OPPORTUNITY

THE
CANADA LIFE
The leading agency of this large 127 year old insurance Company, with offices in Southfield, will provide extensive sales training with liberal starting income and outstanding benefits. We will help you establish yourself as a professional life and health underwriter or agency manager. Our business is your future. Interview by appointment.
644-7510

INSIDE SALES-ORDER DESK IMMEDIATE Opening. H.S. Chemistry or biology required. Pleasant working conditions. Excellent benefits with 5 day work week, paid holidays and vacations. Phone or write FISHER SCIENTIFIC CO. 34401 Industrial Rd. Livonia, Mich 48150. Attn Mr. Pribula. 261-3320

YOUNG MAN

A National Decorative Fabric Wholesaler needs an bright agressive young man. After a thorough training period, it will be necessary for the man to relocate. This job offers a bright future with a large earning potential. For interview, call Stanley Rubin, B. Berger Co., 30100 Telegraph, Birmingham. 647-4311

SALESPEOPLE, full or part time with skiing experience. Call Harvey. 12-6 PM. 851-4240

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