502 Help Wanted Dental-Medical

BOOKKEEPER-OFFICE Manager, for busy Dental office-Detroit. Administrative ability with high degrees of maturity & responsibilities absolutely necessary. Excellent clerical skills required. Some dental experience & accounting background desired. Good opportunity for right person. Salary commensurate with credentials. 871-2144

CAMP NURSE for Christian Children's Camp. RN, LPN or Para Medic. Presbytery of Detroit Rev. Donald MacPherson. 345-6550

CAREER MINDED assistant needed for Southfield orthodontist, experienced preferred. Blue Cross and other fringes. 358-5120

CHAIRSIDE assistant for modern dental practice in Rochester area. Experience preferred, 4-5 day week. Good pay & benefits. Call 1-5PM. 651-8491

CLERICAL NURSING
Nursing Department secretary for modern suburban nursing home. Experience and knowledge of medical terminology helpful, not essential. No weekends, days only. Call for appointment Cambridge South, 18200 W. 13 Mile, Birmingham. 647-6500

DENTAL ASSISTANT
Experienced. Mature. 3 days. Schoolcraft - Telegraph area. 534-6680 532-6587

DENTAL Assistant/Receptionist
Orthodontic office, Troy-Sterling Hgts area. Experience preferred. Full time, Tues thru Sat. 879-7141 or 286-6270

DENTAL Assistant, full time, oral surgery office, Birmingham area. Dental background preferred. Call between 9AM-5PM. 647-7336

DENTAL Assistant/Receptionist
4 Days. Pleasent Working Conditions
Experience Preferred
538-2488

DENTAL ASSISTANT
Full time and part time. Chairside, typing and insurance. Friendly and pleasant. Modern office. Experienced preferred. Redford. 537-8063

DENTAL ASSISTANT
Experienced. Knowledge of insurance. Redford area. Ask for Joyce 531-1078

DENTAL ASSISTANT
Full time, experience preferred, pleasant surroundings. Telegraph-Michigan Ave. area. Please call 561-1260

DENTAL ASSISTANT. Experienced preferred or will train motivated individual. Salary commensurate with education and experience. 728-1730

DENTAL ASSISTANT
Needed 2 to 3 days per week. Job will include some front desk responsibilities, experience preferred. 459-5370

DENTAL ASSISTANT. Experience preferred. No eves. Own transportation. Southfield office. Must live in area. Call 10 to 5 pm. Weekdays. 557-0594

DENTAL ASSISTANT (Children's Dentistry). 4 handed dentistry in large modern office. Experienced, energetic, and cheerful person desired. Send resume to 2677 Elizabeth Lake Rd., Suite 101, Pontiac, Mich. 48054.

DENTAL HYGIENIST, Bloomfield Hills, 3½ to 4 days. 645-9797

Dental Hygienist
Hygienist needed, part time. General practice, no evenings or Saturdays. Redford area.
Call 535-1198

DENTAL OFFICE manager familiar with insurance, mature, experienced. Redford area. 534-6680

DENTAL OFFICE needs chair-side assistant and a receptionist. Experience helpful, but not necessary. Livonia area. After 6PM. 353-4141

DENTAL OFFICE needs receptionist, good paying position, plus fringe benefits for bright, mature individual. Southfield area. 557-9674

DENTAL RECEPTIONIST ASSISTANT
Enthusiatic, personable individual. Excellent opportunity to work in congenial multi-staff office in Plymouth. Experience preferred. Diversified duties in a pleasant work enviorment. Salary commensurate with ability. Please send resume to Box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DIETARY AIDE
Immediate opening, full time, 6 AM-2:30 PM. Experience desirable. Contact Mrs. DeMarco, 531-6200 ext. 415 between 10 AM-2 PM.
REDFORD Community Hospital
An Equal Opportunity Employer

DIETARY AIDES - Full and part time. 6 AM. - 2 PM. and 2:30 PM. - 8 PM. Apply in person, 9 AM - 4 PM. Westland Convalescent Center, 36137 West Warren.

DIRECTOR and NURSING SUPERVISOR
Kelly Health Care, a National Nursing Service, seeks 2 RN's to head their Oak Park branch as Director and Nursing Supervisor. These individuals must have an outgoing personality with a background in public relations. An asset would be solid experience in public health or hospital-nursing home administration. Current nursing experience, up to date medical knowledge and previous teaching experience would be beneficial.
Applicants must have the desire to go beyond excellence to bring our clients the best nursing, in staffing and in home care.
For a satisfying and rewarding career join our dedicated team.
Send resume to William Jackson or call for an appointment.
KELLY HEALTH CARE
21700 Greenfield Rd. Su.277
Oak Park, Michigan, 48237
968-3630
An Equal Opportunity Employer

EXPERIENCED BOOKKEEPER - office manager for dental office. Full charge, reference necessary for position to begin July 2nd, 1979. 562-1227

EXPERIENCED INSURANCE
& General reception work in Optometric office. Part time, Livonia area. 261-3220

Experienced Medical Receptionist
Pleasant, capable, alert, responsible person. Knowledge of insurance desirable. Pleasant working conditions and fringe benefits. Salary commensurate with ability and experience. Send Resume to Box 670, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED MEDICAL Receptionist with knowledge of pegboard, Blue Cross forms, making appointments, etc. for busy front desk. 557-3457

EXPERIENCED MEDICAL Assistant
Full time afternoons. Must have knowledge of VP, EKG, and X-Rays. A challenging position in an expanding emergency department. Good pay, plus benefits, to right person. Ask for Dee. 591-0440

FULL TIME Receptionist for psychiatric clinic in Southfield. Over 25. Previous experience preferred in typing & extensive phone work. 358-5044

HOUSEKEEPERS, experience not necessary, be paid while you train. Mature, responsible applicants desired. Apply Hendry Convalescent Center, 105 Haggerty Rd. Plymouth. 455-0510

HYGIENIST-IF you would like to work in a pleasant office in Livonia 3 or 4 days a week, no Fri. or Sat. and have experience, please call Mary. 474-0100

INSURANCE SECRETARY for progressive holistic dental practice in Birmingham. Experienced, poised, intelligent girl needed to join a hard working happy team. 647-7550

LIVE-INS-COMPANIONS
PUT a ray of sunshine in your life, a smile on someone's face, and know you're appreciated! Serve with the Personalized Home Care People.
QUALITY CARE
643-0311 274-2309

LPN's, $45. per day. Full time day position available, part time afternoon position available. Excellent benefits. Contact Ms. Harris at Prentis Manor, Jewish Home for the Aged. 352-2336

MEDICAL RECEPTIONIST
PLACEMENT FEE PAID. Friendly Specialist needs your front desk experience and outgoing personality for busy office! Great location.
COMPUTERIZED PERSONNEL SERVICES, INC.
Merriman at 7 Mile
474-0740

MEDICAL ASSISTANT
Ophthalmologist office seeks capable and responsible person. Experience desirable but not necessary, fringe benefits. Send replies to Box 766, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT needed Must be able to do simple X-ray, EKG, Venapuncture, IV and IM injection, simple physical therapy. Should be willing to learn nutrition, preventive medicine. Busy interesting practice in Westland. Full or part time. Call for interview. 728-1212

MEDICAL ASSISTANT
Part time to work, 4½ days, every other week for physican in Farmington. Call for interview. 478-1410

MEDICAL ASSISTANT - Experienced, with knowledge of insurance procedures. Troy & Farmington Hills. Full or part time. Salary commensurate with ability. 553-4770

MEDICAL ASSISTANT for dermatology office in Southfield. Experience preferred. Pleasant working conditions. Call for interview. Ask for Betty. 557-7600

MEDICAL ASSISTANT, full time, for Livonia M.D. Experienced only. Injections, V.P., EKG, X-ray. Call 427-6700

MEDICAL ASSISTANT part time, Tuesday & Thursday evenings, Friday & Saturday: venepuncture, EKG experience. Good salary. Call 649-2430

MEDICAL Assistant for doctors office, some experience in typing desirable but not necessary. Ann Arbor Trail-Middlebelt area. Call 2PM-5PM. 261-8660

MEDICAL ASS'T NEEDED
Clinical Nursing, Vena Puncture, EKG, Injections. Experience required. Recomendations needed. Part Time 3 day week, salary according to experience. Troy-Birmingham area. Call 649-2525

MEDICAL BILLER
$750
PLACEMENT FEE PAID
Birmingham doctors offer excellent opportunity to the experienced Biller. Super benefits and hours!
COMPUTERIZED PERSONNEL SERVICES, INC.
Merriman at 7 Mile
474-0740

MEDICAL INSURANCE secretary needed now. Westland physician needs experienced and pleasant personality. Call for interview. 728-1212

MEDICAL RECEPTIONIST
Experienced. Part-time and full time evenings for busy Berkley Clinic. Please call: 543-2340

MEDICAL RECEPTIONIST. Insurance knowledge helpful but not necessary. Will train. Novi area. 349-5710

MEDICAL RECEPTIONIST
Full time position for Internist's office. Must have experience. 476-4724

MEDICAL RECEPTIONIST needed for Livonia clinic. Typing and insurance background required. Good pay and benefits. Call Dee at: 591-0440

MEDICAL RECEPTIONIST wanted for busy OB-Gyn office in Troy. Must be experienced in Pegboard and Blue Shield. Must be excellent typist. Please call Mon. thru. Thurs. 362-0301

MEDICAL RECORD clerk, full time postion available. Record experience desired. Must have car. Contact C. Moreno, 336-9110

MEDICAL SECRETARY
Experienced. Internist's office in Southfield. Knowledge of insurance forms, appointments, patient contact, bookkeeping, dictaphone. 569-1770

MEDICAL SECRETARY - experienced, mature for busy Livonia doctor. Medical terminology, all types insurance, phone, pegboard, appointments. Good salary. 261-6600

MEDICAL SECRETARY/Receptionist, Troy area. No experience necessary but must be able to type. Excellent salary and fringe benefits. 362-2528 or 647-6308

MEDICAL TRANSCRIPTIONIST
Excellent salary & benefits. Northland Area. 569-5474

MEDICAL TRANSCRIPTIONIST
On Call
We are currently seeking a Medical Transcriptionist to work on an "As needed" basis. This position requires a thorough knowledge of medical terminology and an ability to type a minimum of 60 wpm. For more information, please call Personnel.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

MEDICAL TYPIST
Part time, 3 days a week, experience necessary, and knowledge of all insurance forms. Excellent wages and working conditions. Southfield area. 353-6887

Mental Health Workers
Males preferred for All Shifts
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

NUCLEAR MEDICINE Technician. Immediate opening for full or part time position. Beautiful Troy Clinic. Call Ms Johnson after 1 PM at 649-4449

NURSE AIDES
Afternoon & midnights full time. Will train, good benefits. New starting rate. Hospital insurance available. See Ms. Watkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
Equal Opportunity Employer M/F

NURSE AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for midnights.
EARN $2.95 - $3.60 HR.
APPLY NOW
HENDRY
Convalescent Center
105 Haggerty, Plymouth
455-0510

NURSE AIDES
Full time, all shifts.
Apply in person.
WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grd River & 8 Mile

NURSE AIDES & ORDERLIES
How would you like to have your summer days free to lay in the sun? Come work midnights for us. Good benefits and wages. We are now hiring for part time & full time positions on the Midnight shift. Apply: Westland Convalescent Center, 36137 W. Warren. 728-6100

Nurse Attendants & Orderlies
Full time, fringe benefits. Bedford Villa Nursing Home. Southfield. 557-3333

NURSES
Full and part time. Paid Blue Cross, benefits. Apply in person at
Lahser Hills Nursing Center
25300 Lahser Rd
between 10 & 11 Mile Rds.

OCCUPATIONAL THERAPIST, REGISTERED, permanent full time position. 8:30-4:30 Mon. thru Fri. Out patient clinic. Case responsibilities primarily young learning disabled & neurologically impaired children. Previous experience with children preferred. Send resume & salary requirements to L. Adler, 5447 Woodward, Detroit, Mi. 48202.
An Equal Opportunity Employer

OCCUPATIONAL THERAPIST, Registered. Temporary full time position, June 1979 to March 1980. Out patient clinic. Case responsibilities primarily young learning disabled & neurologically impaired children. Previous experience with children preferred. Send resume & salary requirements to L. Adler. 5447 Woodward, Detroit, Mi. 488202
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OPTOMETRIC ASSISTANT
Experience preferred. Fringe benefits. Top pay accoring to ability. Farmington. 474-5125

ORTHODONTIC chair side assistant. Modern, progressive Orthodontic practice in Birmingham. Experience required. 647-0696

ORTHODONTIC RECEPTIONIST
Mature, experienced. Telegraph - Ford Rd. area. Full time position, good hours and benefits. Write Box #808, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME - evening position available in private lab. No experience necessary. Call Monday thru Friday between noon and 3 PM. 557-8080

PART TIME insurance clerk, oral surgery office, Birmingham area. Call between 9am-5pm. 647-7336

PART TIME Office Assistant, 3 days weekly. OB/GYN practice. Energetic, mature, responsible. Call 4-6 PM. weekdays. 356-3068

PART TIME RECEPTIONIST, mature person, pleasant manner, responsible and accurate with figures needed for family practice in Troy. Call 362-1360

PART TIME TYPIST
Oral surgery office, Birmingham area. Minimum 60 words, some medical experience preferred. Call between 9-5 PM. 647-7336

PART TIME X-ray Technician needed for Garden City Clinic, Mon., Wed. & Fri. mornings. Call Janet for interview. 421-7478

Presbyterian Village of Detroit Inc.
(A Retirement Community & Convalescent Care Home), is interviewing reliable and enthusiastic persons for positions as
NURSE AIDES
Full and part time on most shifts. Experience desirable but not necessary. Competitive wages, desirable working conditions. Share your time and earn while you help in a very rewarding way. Phone today for an appointment. Ask for Mrs. Kirk.
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An Equal Opportunity Employer

PSYCHOLOGIST - PHD clinical child psychologist. Out patient clinic for disabled children. Provides counseling, testing to patients-families. Provides consultation & works closely with other professional staff in developing quality treatment programs. Previous experience desirable. Send resume & salary requirements to T. Vaughan, 5447 Woodward, Detroit, MI. 48202
An Equal Opportunity Employer

RECEPTIONIST for modern, progressive dental practice, full time, 5 day week, experience preferred. Westland area. 422-5560

RECEPTIONIST/Secretary. Must have experience in dictation, insurance, billing, etc. Position available in Royal Oak beginning July, 1979. Interviewing now. Send resume to: Box 772, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST wanted for full time busy Pediatrician's office. Experience necessary. Farmington Hills. 477-1127

RECEPTIONIST MEDICAL
Assistant needed for full time position in busy OB-Gyn office, including early pregancy termination. In the Livonia area. Must have at least 2 yrs experience in Insurance Billing, answering and scheduling appointments, typing at least 45 WPM, injections, venipuncture, EKG and X-Rays. Excellent salary and fringe benefits. Only hard working energetic person need apply Call.
937-1550

Registered Nurses
Earn up to $10 per hour.
Name your own hours.
Work 2 hours, 4 hours, or 6 hours per day in a new fast growing field. Call Janet Slawinski
585-2424

REGISTERED NURSE
ON CALL
We have an immediate opening for a Registered Nurse with Operating Room/Recovery Room experience. If you are interested in working on an "As needed" basis and becoming a part of our dynamic and growing team, call personnel for more information.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

RELIABLE, experienced person to work full time for a specialist in the Westland area. Send hand written resume to box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN-LPN
Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. See Mrs. Ferguson.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN, LPN Positions available. All shifts. Part time relief or full time positions. Excellent benefits. Professional updating as needed. Cambridge Nursing Center North. 535 North Main, Clawson. 435-5200

RN'S-LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
RN'S-TO $80 Per Shift
LPN'S-TO $70 Per Shift
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL PERSONNEL POOL
Bimfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RN'S & LPN'S
Full time, all shifts, fringe benefits. Pleasant working conditions. Bedford Villa Nursing Home. Southfield. 557-3333

RNS & LPNS
Full time, Afternoons & Midnights. Starting salary, LPN $44 per shift. RN $50 per shift.
WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN'S-LPN'S
You're not "Just Another Nurse". With us, you're a specialized person with a specialized agency.
QUALITY CARE
643-0311
An Equal Opportunity Employer

SCHEDULING CLERK - out patient clinic for disabled children. Responsible for managing schedules & generating appointment tickets for all departments. Other related clerical duties. Accurately type 50 WPM, good telephone skills and interpersonal qualities. Send resume & salary requirements to K. Bailey, 5447 Woodward, Detroit, Mi. 48202
An Equal Opportunity Employer

SECRETARY - ASSISTANT
Surgeon's office in Troy seeks a responsible person with good typing and phone skills. Excellent salary and benefits. Will train qualified individual. Send resume to: Box 274, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TWO full time positions available in Southfield doctor's office. Must have experience in dictaphone, insurance, pegboard, etc. Good benefits. 569-0306

SECRETARY - DOCTORS OFFICE. Fine hours offered in MD's office, 9-4:30 PM. Medical terms, transcription experience. Start $800 and all benefits, with suburban or central locations.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-6958.

TELEPHONE receptionist, Pediatrics. Experience in handling routine parent inquiries, appointments and advice. Only experienced need apply. Gladys, 477-0851

WANTED: experienced dental assistant for full time chairside position. Beautiful Livonia office. Salary will commensurate with ability and experience. Please send resume to Box 760 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WANTED-1 pleasant dental assistant with at least 1 year experience, some 4 handed, full time assistant. Half a day Sat. Good opportunity for reliable girl. General practice. Southfield area. Call everyday but Thurs. 557-1200

X-RAY TECH
ON CALL
Our small West side suburban hospital is currently seeking an X-Ray Tech to work on an "as needed" basis. Prefer an experienced, registered technician. We offer an excellent wage rate and a congenial environment. Contact the Personnel Department.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

YOUNG OR MIDDLEAGE woman with business experience preferred but not necessary. Good and accurate typist for dental office business or dental assisting. Full time, long term employment to right person. Westland area. 261-9140

502 Help Wanted Dental-Medical

RN's & LPN's
Full Time
&
Part Time
Shifts Available
3PM - 11PM
4PM - 9PM
7AM - 3PM
DORVIN CONVALESCENT CENTER
29270 Morlock, Livonia
(On Middlebelt, one block South of 8 Mile)
476-0550

ASSISTANT FINANCIAL OFFICER
Progressive suburban hospital has an excellent opportunity for an individual having a degree in Accounting or Business. Candidate should have at least 2 years experience with emphasis on general ledger and financial statement preparation. Prior health care experience is a plus.
Responsibilities include supervision of Accounting Staff and assistance in all phases of hospital financial management.
We offer an outstanding salary and fringe benefit package, and the opportunity to expand your career with one of Michigan's largest Health Care Organizations.
Send resume with salary history to:
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Observer & Eccentric Newspapers
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Livonia, Michigan 48150
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

Attention STUDENTS & TEACHERS
DON'T WAIST TIME!
We need qualified people for temporary assignments with the following skills.
SECRETARIES
(with shorthand)
TYPISTS
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SWITCHBOARD OPRS.
RECEPTIONISTS
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CLERKS.
Come in now and let us evaluate your skills so you can earn money this summer. KELLY SERVICES offers top pay rates, top assignments, merit raised, paid vacations and bonus referal plan. Visit or call the office nearest you today.
29449 6 Mile, Livonia
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Suite 100, Troy
362-1180
23777 Greenfield
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424-9100
Not An Agency - Never a Fee
KELLY SERVICES
"TheKelly Girl People"
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CLERK
A position is available for an individual to assist in our Payroll Department. This ENTRY LEVEL position is for a person who can type 45 WPM and enjoys working with figures.
BOTSFORD General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

College Students
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Housewives
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If you have any OFFICE SKILLS and would like to work close to home - we pay top rates for top skills. BONUS & INCENTIVE PROGRAMS.
No Fee No Contract
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ORCHARD LAKE 681-7685
DEARBORN 565-8060
OAK PARK 967-0336
WITT
THE Temporary Help People

Executive Secretary
Minimum 3 years experience, excellent shorthand and typing required. Varied work assignments with management team and public. Excellent benefits. Salary $11,800. City of Farmington Hills, Personnel.
474-6115

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Many long and short term CLERICAL POSITIONS available now and through the summer months.
IMMEDIATE NEEDS:
SWITCHBOARD
TYPISTS
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WORD PROCESSING
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

GENERAL OFFICE
OPENINGS for full or part time office help. All company paid benefits. Apply in person:
ART VAN FURNITURE
35323 Plymouth Rd., Livonia

KEY PUNCH OPERATOR
Excellent benefits and working conditions in newly acquired office building just outside of the downtown area. To qualify you must have experience on the 3741 or 3742 with the ability to do 10,000 strokes with minimal errors.
To apply call MIKE DESOFF for appointment 965-4620
C.A. Muer Corp.
Hotel Pontchartrain
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An Equal Opportunity Employer

A BANK HIRING TRAINEES
Tellers to..$163wk.
Clerk Typist to..$198wk.
Stenos & Secy's to..$12,000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
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OFFICE CLERICAL POSITIONS
NEED SUMMER WORK ONLY?
Why not be a POOL GIRL. We have openings now just for you. Top pay ... never a fee.
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Office Personnel Pool
Temporary Personnel Since 1946

ABLE, adaptable experienced secretary desired, Southfield, typing & dictaphone required. Join company in international activities. 559-0840

ACCOUNTING CLERK
Local distributor of major air conditioning company - ability to work with numbers, keypunching, experience desirable. Opportunity to advance. Call 522-5000

ACCOUNTS PAYABLE/Payroll Assistant. Seeking an individual to work in the Accounts Payable area. Must have pegboard experience in payables. Other duties will include work in payroll area. Excellent fringe benefit package and desirable plant location. Send application to FMC Corp., P. O. Box 2188, Livonia, Mich. 48151.

ACCOUNTS PAYABLE - Farmington Hills company, experienced clerk, good salary & benefits, call 9-5 478-9158

ACCOUNTS PAYABLE clerk, retail experience required. Located in Southfield with good working conditions and fringe benefits. Please call 255-3420

ACCOUNTS PAYABLE CLERK. Some experience required. 10 key & typing helpful. Expanding retail operation in Northern suburbs. Benefits. Call between 1-3pm weekdays. 549-5354

ACCOUNTS PAYABLE
Accounting graduate or 2 years accounting experience. Ideal Birmingham location. Flexible hours, medical insurance and paid parking.
Hack Shoe Co., 646-7793

ACCOUNTS PAYABLE $160
Rapidly expanding Farmington company. Prefer minimum 6 months experience to handle invoicing and customer contact. No typing required. Excellent benefits with employer paid fee.
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SHARROW & ASSOCIATES PERSONNEL AGENCY

ACCOUNTS RECEIVABLE
& General Office Experience
Bob Sellers Pontiac
478-8000

ACCOUNTS RECEIVABLE
Billing and follow-up person needed for doctor's office. Excellent fringe benefits. Call Delia. 569-0814

Accounts Receivable
Mature, responsible individual with experience in accounts receivable, accounts payable and payroll. Knowledge of health insurance forms, reprocessing and plus. Salary and benefits commensurate with experience.
Call 476-0550.10am-4pm, Monday thru Friday for appointment.
Dorvin Convalescent & Nursing Center
29270 Morlock, Livonia
Oone block south of 8 Mile on Middlebelt.

AD AGENCY SECRETARY
Growing NW area agency needs experienced secretary with excellent typing skills and shorthand, media experience helpful. Duties are varied in creative atmosphere with good fringes and income opportunity. For appointment call: 557-1814

ADMINISTRATIVE SECRETARY
Surban Fortune 500 firm seeks skilled secretary with good typing and shorthand skills. Sales or engineering background a plus. Benefits comparable to big 3. $900 minimum to start. Opportunity for advancement. Fee paid.
PLACEMENT PLUS
PERSONNEL 358-3250

ADMINISTRATIVE ASSISTANT
Sought for national trade association with executive offices in Southfield area. Excellent starting salary with full fringe benefits for experienced individual with iniative, proficient typing ability.(60fiPM). Pleasant telephone manner and neat appearance. Responsibilities: handling correspondence, filing orders, various secretarial duties in a professional working environment. Send complete resume to Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVANCEMENT!
FEE PAID. Large company offers great potential to the career minded you! Super hours, type 50-60. No experience needed!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

ADVERTISING AGENCY
Diversified position for secretary-receptionist. One gal office in Southfield. Interesting job for intelligent self starter. 3 years office experience required. Salary in proportion to experience & knowledge. References required. Call
358-5462

ADVERTISING COMPANY
Located in suburb offers challenge for creative Secretary, no shorthand, top benefits. $823 month. Fee paid. Call Gina.
644-4600
SNELLING & SNELLING AGENCY

ASSISTANT BOOKKEEPER with experience in payroll, accounts receivable and accounts payable. Apply in person or send resume to: Northland Container Corp, 9070 General Dr, Plymouth.

ADVERTISING SEC'Y
Friendly W. Suburban ad agency needs pleasant person with good typing for diversified public contact job. Good starting salary, plush office, Blue Cross and company pays our fee.
PERMANENT STAFF
522-4210 Livonia

ADVERTISING SECRETARY
Prestige company needs your good skills, and personality for interesting position working with account executives. To $750, fee paid. Call Nancy.
353-2090
SNELLING & SNELLING PERSONNEL

AGGRESSIVE PERSON willing to learn all phases of office procedure. Must be accurate typist, good with figures, pleasant telephone voice. Office experience required. Excellent fringe benefits. Call for appointment. Livonia. 464-2220
An Equal Opportunity Employer

ALL AROUND SEC'Y
Big opportunity to work for World Wide firm in import/export division, Southfield area. Good typing skills and communicative skills to speak with International VIPS. Any speedwriting or light shorthand helps. Lucrative benefits, company pays our fee. Call now:
PERMANENT STAFF
353-0505

A STEP AHEAD
Suburban firm needs person with medium typing plus figure aptitude. Train on computer, $750 month. Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

ATTENTION
June Graduates
Secretary for life insurance agency. Excellent opportunity for person with good shorthand, and typing skills. Benefits include: life insurance, and major medical. No experience necessary. Salary commensurate with ability. Southfield. 353-1760

AUDITING CLERK TRAINEE
Challenging entry level position for sharp person in progressive Southfield firm. Typing required. Excellent benefits with rapid advancement opportunity. No previous job experience necessary. Call 353-3209

AUTO BILLER
Experience helpful but not necessary. Will train suitable person. Contact: Irene Hammers, Livonia Volkswagen Inc., 34501 Plymouth Road, Livonia, 48150.

AUTO BOOKKEEPER
Excellent opportunity for individual with bookkeeping background. Top benefits and working conditions. Roger Penske Chevrolet, 28111 Telegraph, Southfield. 355-1000

AVAILABLE NOW
DICTAPHONE TYPIST - $9,000. Accurate production typist needed for letters, memos, statements and forms. Excellent benefits. Fee paid.
SALES SECRETARY - $9,600. Dynamic sales organization in N.W. suburban area desires secretary with light shorthand or dictaphone and 2 years of sales office background. Excellent package of benefits. Fee paid.
STENO SECRETARY - to $12,500. Recent secretary experience with shorthand needed for a progressive engineering corporation. Excellent benefits. Fee paid.
Many other positions available, daily 8:30am-5pm. Sat and Evening appointments. N.E. and N.W. suburbs.
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Quakertown Plaza, 32969 Hamilton
Farmington Hills 553-3100

BIRMINGHAM LAW FIRM
Seeks experienced typist for Tuesday & Thursday evening work. Hours flexible. Call 644-7474

BOOKKEEPER
About 1 hour per day, in your home or our office. Should know double entry, pegboard. 522-7080

BOOKKEEPER-ASSISTANT, must have General Moters & Vim II accounting experience. Rochester area. No others need apply. Call Mrs. Keller for interview. 651-7000

BOOKKEEPER
Experience in payroll, accounts payable & general office procedures. Birmingham area. 644-6500

BOOKKEEPER, experienced, for accounts payable and receivable for a growing Corporation. Excellent benefits, medical, dental and life insurance. Farmington Hills area. Please call: 478-1640 for an appointment.

BOOKKEEPER
Full time for Nursing Home in Farmington. 476-8300

BOOKKEEPER
Full Charge
Excellent pay and fringes. Novi area.
WEST END WELDING
476-8058

BOOKKEEPER NEEDED part time for Vet Hospital. Morning or early afternoons. Good benefits, salary negotiable. Must be mature individual with previous experience. Send resume or call. 24429 Grand River, Redford. 255-2400

BOOKKEEPER - Part time. 3-4 days a month, at home or in office. Must be experienced. Commission, payroll thru trial balance. Call: 259-4000

BOOKKEEPER, part time, approx. 24 hours for industrial distributor, Redford Twp area. Experience thru trial balance; financial reports a plus. 537-3300

BOOKKEEPER SECRETARY - pegboard, payroll, all taxes, trial balance, typing, shorthand or speed writing. Full or part time. Benefits. 3 girl office. Reply to: Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeeper-Secretary
TO $13,000
Ideal situation for self-motivated individual, peg board experience a must. Type 50-60. Super locationt
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

BOOKKEEPER wanted for Rochester area store. Must have experienced in all phases of retail bookkeeping. Experienced in retail sales helpful. Good salary and benefits for right person. Contact Mr. Wilson. 9:30am-5:30pm. 646-1225

BRIGHT BEGINNER
Wanted for general clerical work in regional office of large hotel chain. Good starter position for person with pleasant personality and typing skills. No shorthand. Some light bookkeeping experience preferred. For appointment Call Pam 352-0163
An Equal Opportunity Employer

BRIGHT COMPETENT individual required to assume receptionist responsibilities in a large attractive medical clinic. Full time position immediately available. Experience preferred. Call between 1pm and 3pm only 569-5144

BUSY MEDICAL PRACTICE
Needs capable person for General Office work. Will train in Pegboard, Hospital Billing, Etc. Excellent salary & benefits. Northland Area. 569-5474

BUSY PROPERTY MANAGEMENT & LAW OFFICE NEEDS CLERICAL HELP. VERY DIVERSIFIED JOB DUTIES. MUST BE INTELLIGENT, ACCURATE WITH NUMBERS, HAVE GOOD TYPING, FILING & TELEPHONE ANSWERING SKILLS. MUST BE WILLING TO WORK.
CALL 10 AM-NOON ONLY
358-0455

CASHIER - RECEPTIONIST. Sharp individual who enjoys meeting and serving the public. Must be able to type and work with figures. Business experience desirable but not necessary. Credit Thrift, 35630 Michigan Avenue, Wayne, Michigan.
Equal Opportunity Employer M/F

CASHIER
Southfield Insurance office desires a person who can use office machines, likes figures and is interested in a realistic opportunity for advancement. Previous bookkeeping or related experience helpful. Interesting and varied duties. Outstanding fringe benefits. Salary commensurate with experience. Call Ms. McGuire at 557-8444
An Equal Opportunity Employer

CHALLENGING POSITION in small Southfield office available for mature, intelligent person with excellent basic office skills. Must be good with people. Bookkeeping helpful. Send resume with cover letter & salary history to Box 788, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANT & REPORT EDITOR
General office duties plus editing reports & typing (no dictation). 9 Mile/Lahser area. Please call Betty for appointment.
353-3203

CLERICAL POSITION
Established firm in Ypsilanti has full time position available. Duties include typing 50 WPM, other diversified office duties, pleasant phone mannerism. Call Mr. Neubacher at: 483-4503 for an appointment.
Smith Furniture Co.

CLERICAL POSITION.
Insurance Agency in Troy
call Ann Houser at 879-9000

CLERICAL
Two years experience in General Office with excellent typing skills. Secretarial school preferred but not required.
Excellent fringe benefit program including complete insurance package, tuition assistance, bonus plan, and profit sharing.
Please apply in person between 1-3:30 PM at:
WHITLOCK, INC
23231 Industrial Park Dr.
Farmington Hills, Mich.

CLERICAL
Will train person for clerical and mail duties. Light typing required. Detrex Chemical Industries Inc.
Call J. Kanavas, 868-8600
An Equal Opportunity Employer

Clerk Typist
Immediate opening for Typist to work in the Mortgage Department at our Newburgh Office, located at 6 Mile & Newburgh in Livonia. Must type at least 45 WPM accurately. Call Mortgage Manager for interview at
464-9120
1st Federal Savings of Detroit
An Equal Opportunity Employer

Clerk Typist
Immediate opening for Typist to work in the Mortgage Department of our branch office located on Plymouth Rd. at Merriman in Livonia. Must type 45 WPM accurately. Call Manager for interview at
421-4010
1st Federal Savings of Detroit
An Equal Opportunity Employer

CLERK/TYPIST
Mortgage Company located in Southfield has an immediate opening for person in the insurance department. Experience not necessary but an asset. Excellent working conditions. Call Barbara Neil at 353-6700

CLERK TYPIST - oriental or Spanish speaking suburban firm, good accurate typing required, $850, fee paid.

GENERAL OFFICE - type for salesman, some bookkeeping & phone work, $750, fee paid

ADMINISTRATIVE CLERK - typing 50 WPM, diversified duties, bookkeeping background helpful, $736, fee paid.

LEGAL SECRETARY - wonderful opportunity for someone wanting to learn law, experience will pay $925, fee paid.

LOIS RAY PERSONNEL
559-0560

CLERK/TYPIST, pleasant, capable, mature woman, 20 to 24 hours per week, good working conditions, Industrial Distributor, N.W. Detroit. 537-3305

CLERK/TYPIST, part time to work with Accounts Payable and handle other misc. duties. Farmington area. Mooney Process Equipment. 476-7220

CLERK TYPISTS
Full time positions available in Southfield area. Must type 40 to 50 WPM.
Michigan National Bank - Oakland
569-1700, Ext. 394
An Equal Opportunity Employer

CLERK/TYPIST. Must have knowledge of bookkeeping to handle Accounts Payable. Accurate typing. Hours 8:30 AM - 5 PM. Hospitalization and paid vacation. Wolverine Tractor & Equipment Co., 25900 W. 8 Mile Rd., Southfield.
An Equal Opportunity Employer

CLOSING SECRETARY for title insurance agency in Farmington Hills. Fast, accurate typist with experience in real estate closings. Light bookkeeping. Salary commensurate with experience. Call Mrs. Stewart. 626-1492

COLLEGE STUDENTS HIGH SCHOOL GRADS
Have temporary jobs now & thru the summer. Secretarial, typist, stenographic skills, or office clerks with no typing necessary.
Interviewing 9am-3pm
19500 Middlebelt, Suite 310E
Livonia
478-1130
26705 Woodward, Suite 305
Huntington Woods
543-1080
ALSO
2911 Pontiac Lake Rd.
Pontiac
682-7700
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

CUSTOMER SERVICES REP
Permanent, challenging position for personable individual. General office duties include typing & meeting the public. Attractive starting salary with regular reviews. Advancement opportunity. Excellent employee benefits. Call M. Kuzeppa, Dial Finance, 272-3780
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

OFFICE CLERK
Internationally known Manufacturer of Business Machines located in Southfield has opening for an office clerk, experienced in customer relations, ability to initiate process, schedule and bill service orders. Accurate typing and math skills. Pleasant telephone manner and a willingness to work permanent position with opportunity for advancement. Good salary and benefits together with pleasant surroundings.
CONTACT MARJORIE HIRSCHFIELD
444-8948
A. B. DICK COMPANY
(an equal opportunity employer)

PERSONNEL SECRETARY
Opportunity exist for an individual capable of assuming the clerical duties usually associated in a personnel function. Experienced in processing new hires and preparing various personnel reports desirable. Shorthand not required, but must be able to type 60 WPM accurately. Pleasant suburban location, convenient to several major expressways. Salary commensurate with experience. Call or apply.
Personnel Dept.
INGERSOLL RAND COMPANY
Automatic Production Systems Div.
23400 Halstead Rd.
Farmington Hills, Mich. 48024
477-0800
An Equal Opportunity/Affirmative Action Employer M/F/H.

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
This position requires a person with 3-5 years experience as an ACCOUNTS PAYABLE CLERK. Retail experience desirable but not necessary. Will handle the matching of purchase orders with invoices and compute for payment. Must be capable of working with large volume of payables. Able to use various business machines. Good salary, full benefit program and company provided free parking. Call:
835-9500 ext. 242
BORMAN'S INC.
(Farmer Jacks Supermarkets)
An Equal Opportunity Employer

PART-TIME TELLERS, TYPISTS, SECRETARIES, CLERKS
National Bank of Detroit will be interviewing at Westland Center for part-time tellers and other part and full-time positions such as typists, secretaries and clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment interviewers at Westland Center, lower concourse - Auditorium, Thursday May 24 between 10 a.m. and 3 p.m.
NATIONAL BANK OF DETROIT
An Equal Opportunity Employer M.F.
We Employ the Handicapped