502 Help Wanted Dental-Medical

MED TECH to $12 000 Chemistry Immunology experience required for busy private Lab Mon Thru Fri 7 AM 3 PM Excellent benefits Dr Personnel Agency Northland Medical Bldg 353-0884

MEDICAL ASSISTANT Drawing blood injections, X Ray for busy OB Gyne Must diagnose helpful Dr working night eve assistant leave full time Treat person Dr Personnel Agency Northland Medical Bldg 353-0884

RN'S
Full time and part time openings on all 3 shifts Skilled Rehabilitation Facility Mon thru Fri 9 AM 5 PM
MEDICENTER
Nine Mile Greenfield
355-1800
Equal opportunity employer

MEDICAL TRANSCRIPTIONIST Full time 3 days on Saturdays Experience required Excellent salary and benefits for 4 doctor group Dr Personnel Agency Northland Medical Bldg 353-0884

DENTAL ASSISTANT Doctor seeks mature person to work for 2 young mothers Not full time Prior plus Hygienist Northwestern Thru an employee program Dr Personnel Agency Northland Medical Bldg 353-0884

DENTAL ASSISTANT Experienced Full time Oriental Livonia Must be M-F Good personable bedside manner & results able and willing to learn are a plus Experience desirable but not necessary Prefer over 25 yrs old 261-7991

RNS & LPNS
NURSES' AIDES
Day & Afternoon Shifts
MT VERNON
Nursing Center
26715 Greenfield
Southfield
557-0050

BIRMINGHAM dental assistant for outstanding dental office Bright attractive well groomed and interested in training for a long term association Phenomenal fringe benefits Apply Box 208 176 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

X RAY TECHNICIAN Registered for Saturday mornings new private Radiology Clinic 543-0064

REGISTERED X Ray technologist for part time evening hours 3 9 PM Call 543-0064

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

RNs LPNs Nurses Aides Companions Work at your convenience near your home Private duty nurses staffing for hospitals nursing homes No fees excellent wages and benefits Allen Park Medical Health Care Unit 31729 Van Born Wayne 326-8780

FARMINGTON Experienced Dental Assistant 3 girl office Full time Send Resume to Box 232 176 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

RNs & LPNs
MIDNIGHT RELIEF NURSE
PART TIME
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

DENTAL RECEPTIONIST FOR specialty practice Fringe benefits Salary open depending on experience and capability Birming ham 647-7726

EFFICIENT ASSISTANT for Tech nician needed for Industrial Clinic Must know all phases of Industrial Medicine 526-0875

504 Help Wanted Office-Clerical

ACCOUNT CLERK
Beautiful Southfield company Accounts payable good figure aptitude accurate typing $500 8000 Fee paid
LOIS RAY PERSONNEL
559 0560

SECRETARY Expanding corporation desires secretary for their Farmington office Must have good skills excellent benefits Fee paid by company Salary up to $750 Phone Jean Personnel 557-0010

SECRETARY $10 000 Two executive needs assistant for fast paced office Use your 1 40 skills in new fashion with full benefits Fee paid Durham Personnel 352-8080

SUBURBAN OPPORTUNITIES
INSIDE SALES to $815 Fee Paid Telephone experience preferred Type 45 accurate Solid established customers 8 Mile Telegraph
GENERAL OFFICE to $650 Diversified duties Average typing 8 Mile Inkster
RECEPTIONIST $680 Fee Paid Attractive intelligent No typing Age 20 plus Southfield
Call Mrs Evans 477 9840
SUBURBAN PERSONNEL

DICTAPHONE SECRETARY Woodward N Grand Blvd area Advertising experience preferred Competitive starting salary & fringe benefits Call Pat Mattingly 873-2410

INSURANCE
Birmingham Insurance Agency has opening for a girl in the Commercial Casualty Department No experience required For interview call Mrs O'Connell 644-5080

EXECUTIVE SECRETARY
Work with President Birmingham firm Strong experience Good skills Able to handle supervisory of office activities $800 Fee paid
LOIS RAY PERSONNEL
559 0560

CLERK TYPIST $600 To interview form best great opportunity for bright gal typing Call Ann St John 723-8300
Snelling & Snelling Agency

504 Help Wanted Office-Clerical

SOUTHFIELD Insurance Company office needs a temporary Full Time replacement (Christmas help from 3 1 76 to 3 12 76) Job requires 50% typing and other clerical duties Good typing skills are needed Call Reserve Insurance Company Walt Zendel 352-8700

CLERK TYPIST
An Experienced CLERK TYPIST is needed in the personnel office to assist with various clerical duties which include filing phone work and some insurance work Excellent salary and fringe benefits Contact Personnel Office
BOTSFORD
General Hospital
OSTEOPATHIC
28050 Grand River Farmington
476-7600

ACCOUNTANT
General Accounting with supervisory skills for Manufacturer in Pontiac area Degreed with minimum of 3 years experience Excellent opportunities for growth salary range $12 000 to $15 000 annually Resume to Box 200 Observer & Eccentric Newspapers Michigan 48050

GENERAL OFFICE typing filing clerical etc Apply in person to Medi Ex Rubber 7300 Industrial Park Drive Farmington

LEGAL SECRETARY
FEE PAID
Related experience Shorthand mag card Northwest Trinity 348-4700

RAY TURNER PERSONNEL LTD
18280 W 10 Mile Rd
SOUTHFIELD

GENERAL OFFICE accurate typing telephone experience light bookkeeping Southfield area Salary open $540 month 557-3670

FARMINGTON
TRAINEE
$525 MO
This is a Peach of a Job Lots of variety and responsibility in fast paced high school grad for interviewing Tester work No previous experience necessary Full salary after training Call PERMANENT STAFF 262-2111 10 5 pm weekdays Personnel

EXPERIENCED girl for general office in small ad agency Bookkeeping experience helpful but will accurate typing to learn their new office machines and procedures Call PERMANENT STAFF 262-2111 10 5 pm weekdays Personnel

TYPIST receiving speed practice on new IBM machines Light general office experience helpful Will train Call Teresa Rogers 273-2500

LIVONIA
LOVELY
$750 Fee Paid
Top suburban company offer brand new work a future one of firm's officers wants to find a girl to handle important customer and dealer complaints negotiate adjustments Salary open $600 $700 range Call PERMANENT STAFF 262-2111 10 5 pm weekdays Personnel

NEED GIRL FRIDAY with excellent typing and bookkeeping experience to take office manager responsibilities Southfield area Good salary & benefits Immediate employment Call Monday thru Friday 9 to 5 P M 642-8620

ADMINISTRATIVE
ASSISTANT
An individual needed to directly assist the Secretary Treasurer of an established growth company based in Southfield Strong accounting and secretarial background and demonstrated ability to handle responsibility are essential Knowledge of machine helpful The position offers up to $12 000 to start good fringe benefits and the opportunity to become an important part of management Send complete resume including salary history to Service Technician 30555 Southfield Rd Suite 400 Southfield Michigan 48076

WOMAN FOR OFFICE WORK Typing filing orientated Light bookkeeping Apply Mon Tues Thurs 9 to 3 Wed 9 to 1 Apply

PAYROLL CLERK
Position available for a bright and industrious individual Up to 40 WPM Computer on our payroll department experience helpful Paid vacation fully paid insurance Regular increases Call Julie at 642 4200 for appointment

SECRETARY RECEPTIONIST Fast accurate stenoscript typist to answer phone and perform various other office duties Full time company Resume to Box 208 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

SECRETARIAL position with well established Birmingham Realtor firm Must type 60 wpm have good phone voice and cheerful personality Pleasant surroundings Hours 9 5 Call after 6 PM 644 1010

GREAT
OPPORTUNITY
$607 Front office charm plus good typing & shorthand are necessary for this position in progressive suburban firm Sue Stone
588 5400
Snelling & Snelling
PERSONNEL

EXECUTIVE secretary typing shorthand Need capable Livonia area Call Celane 478 8080

FIGURE
TRAINEE
W 9 MILE
$500 Fee Paid
If you have a flair for figure work and be a real people person this Southfield company wants you Then will train completely in one of their most sensitive jobs Great benefits Call PERMANENT STAFF 262-2111 10 5 pm weekdays Personnel

EXECUTIVE SECRETARY Light office Manufacturers Representative Knowledge of automotive parts Fully experienced on phones all office procedures 559-8000

TROY
TREAT
$600/MO.
Fast growing communication firm wants take charge type to organize office Just good typing and ability to relate well with people necessary here Call PERMANENT STAFF 262-2111 10 5 pm weekdays Personnel

504 Help Wanted Office-Clerical

LIKE TO
TYPE?
SOUTHFIELD
$525 Fee Paid
Prestige Southfield company needs organized typist for week end job Then firm has very low error because of working conditions Call PERMANENT STAFF 262-2111 10 5 pm weekdays Personnel

AUTOMOBILE Dealer in Oakland County needs experienced Cashier Bookkeeper Must fringe benefits and pleasant working conditions Call between 3 and 5 pm Ask for Mrs Olsen 356-3000

FILE
BEGINNER
$500 Fee Paid
Super starter spot for smart high school graduate with non accurate typing Quick advancement Intelligence and ability to learn work first room in 20 days Call PERMANENT STAFF 262-2111 10 5 pm weekdays Personnel

EXECUTIVE SECRETARY for leading advertising agency in 10 Mile Southfield area Top notch image is mandatory and so is telephone Must be strong on generic office procedures Salary $15 000 $12 000 range plus fringe benefits Recommended shorthand Fee paid by company Forward resume to Box 244 176 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

BOOKKEEPER
Full charge through Trial Balance Must have knowledge of General Ledger Payroll Accounts Payables with supervision Typing required Prior experience in phases of bookkeeping and office procedures required Send resume to Box 274 176 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

IMMEDIATE OPENING for experienced efficient detail oriented full familiar with all phases of bookkeeping including cash receipts disbursements accounts receivable payables and payroll & general ledger Salary $8000 $9000 range with good benefits and overtime growth potential Send resume to Box 267 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

OFFICE CLERK
FULL TIME
General clerical Must be flexible in hours Call MISS HARPER weekdays between 10 AM and 3 PM
349-5000

LEGAL SECRETARY Experienced Farmington area Must type dictaphone experience
RECEPTIONIST secretarial position Age through 40 Pleasant phone voice and type Monday Wednesday Friday all day Saturday Call Mrs Rosewood Monday through Friday 9 to 5 M F 557-0050

chamberlain
6 2 6 9 1 0 0
MATURE WOMAN wanted for part time Secretarial work Suburban Livonia Call The Becker CPA Review Course Bert Bowers Washington Wednesday 261-5000

TYPIST
Multiplant manufacturer in the Northwest area seeks experienced typist to handle interoffice mail phone & general office duties in sales department Good confidential receptionist skills helpful Salary $ Bene Box 286 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RECEPTIONIST
Light typing accounts type 3 Industrial Park Livonia Mich or 36 W Liberty East of Kaper's Rd

LEGAL
SECRETARY
Top experienced Law Firm has openings Experienced Legal Secretaries Top salaries Excellent working environment
J P McGUIRE & ASSOC
559-9020

INSURANCE Commercial office experienced typist Farmington area Call Bette W Brown 553-487

EXECUTIVE SECRETARY
Manager Co in North and area is looking for an experienced secretary for our Commercial Lines Department Typing 70 wpm shorthand Bright personality Call Mrs Lynn Hoffman 644-4000

SECRETARY RECEPTIONIST
Fast accurate stenoscript typist to answer phone and perform various other office duties Full time company Resume to Box 208 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

SECRETARIAL position with well established Birmingham Realtor firm Must type 60 wpm have good phone voice and cheerful personality Pleasant surroundings Hours 9 5 Call after 6 PM 644 1010

GREAT
OPPORTUNITY
$607 Front office charm plus good typing & shorthand are necessary for this position in progressive suburban firm Sue Stone
588 5400
Snelling & Snelling
PERSONNEL

EXECUTIVE secretary typing shorthand Need capable Livonia area Call Celane 478 8080

FIGURE
TRAINEE
W 9 MILE
$500 Fee Paid
If you have a flair for figure work and be a real people person this Southfield company wants you Then will train completely in one of their most sensitive jobs Great benefits Call PERMANENT STAFF 262-2111 10 5 pm weekdays Personnel

EXECUTIVE SECRETARY light office Manufacturers Representative Knowledge of automotive parts Fully experienced on phones all office procedures 559-8000

TROY
TREAT
$600/MO.
Fast growing communication firm wants take charge type to organize office Just good typing and ability to relate well with people necessary here Call PERMANENT STAFF 262-2111 10 5 pm weekdays Personnel

504 Help Wanted Office-Clerical

SECRETARY Executive typist with general office experience Excellent benefits promotion Call Ann Livonia area 261-1120

SECRETARY TYPIST one girl office for Southfield CPA some bookkeeping 557-7990

STENOS
Immediate Openings In Your Area
Interviewing Daily 9 11
30 Minutes Away
30000 5 Mile at Beech Daly
or Delaney Kay
30836 River Rd or 12 Mile
GIRLPOWER
965-7000
An Equal Opportunity Employer

BILLING CLERK high school grad figures and office machines accurate typing Good benefits Immediate opening call 526-8080

LEGAL
Secretaries
We have many fine openings for experienced legal secretaries with good skills
Ask For Grace
HILLSTROM & ROSS AGENCY
Southfield 557-3007

LEGAL SECRETARY Experienced secretary Must be familiar with Probate Estate Law time Shorthand required 540-0000

506 Help Wanted Sales

SALES CAREER
In Word Processing
CPT Corp one of the most successful companies in the business machine industry has an immediate need for sales oriented people CPT is training their inexperienced people or those with previous sales experience Only those with a professional appearance and strong desire for success need apply
Call for interview 355-1525

MODELING
SCHOOL
Barbizon School of modeling is seeking Ch Stylish Person who is top notch in sales promotion prospective students Must have a background in sales Sales Modeling School Sales or similar experience a plus a strong desire to help others Must be personable Monday thru Thursday 3 PM 9 PM Saturday 10 AM 5 PM Call for interview 353-2830

ATTRACTIVE women making appointments for beauticians by telephone Good pay Flexible hours Call Mr Kaufman women's apparel Your time good profit For Detail 353-3750

WEEKEND HOURS good pay phone sales Experience or training 557-4520

MATURE businessman wanted for leisure 18 & 35 to your family group Part time no experience necessary Great Gallery Sports Wear Center 354-0000

SALES REPRESENTATIVE $1 875 per month Starting compensation 1 3 years paid training program Complete fringe benefits Contact Personnel Office 30275 Pontiac Road Livonia 427-7700
An Equal Opportunity Employer

AVON
To Buy or Sell
Call our District Manager
645 0455 352 2926
422 2252

INVESTMENT SALES career 7 positions available with urgent 7 positions available with urgent 7 positions training program offered to the successful candidate Call Mr Fenton 559-8000

FIRST TIME OFFERED
Operate your own business company with your own hours full or part time Must have car have 3 phone sales experience no investment No delivery No Collections If you can meet people and work on your own call Mr Chandler 10 Mon Tues Wed
John LaBarbe 557 2450

INSIDE SALES
Phone order clerks to work with salesmen Inside Sales and Outside Sales experience helpful Immediate employment Call or Write Mr Bert Pelletier Sales Manager Co 3600 Industrial Livonia 261-2220

SALES POSITION
The growing application area for the new Serving Computer has been opened by Data Center Distributors Applicants should be college educated women and men able to work evenings and weekends Training Salary Bonus Commission Excellent Career Opportunity
Call 557-4000
Mr Bert Pelletier
Sales Manager
Data Center Distributors
Livonia

ATTENTION LADIES We need a few girls part time for our Tupperware Demonstration Home for your Tupperware Call 261-0700

INTERESTED IN
SELLING
REAL ESTATE?
Call TODAY for an interview
Rockland Livonia
Peter Orlow 261 8000
Pinebrook Northville
Fred Madey 459 1200
Livonia Farmington
Tom Keever 476 8100
Southfield Lathrup
Ken Kerner 557 6700

chamberlain
HOLSEWIVES can earn $65 to $80 in your own home Babysitters no collection Free details phone Lynn at 538-0120 or Cowan 721 5600

CAN YOU QUALIFY
NEED a particular type woman over 25 to assist me in my fast growing business 3 hours a day 5 days $75 For interview appointment call Mr Barnes 1 3 PM or 538-6178

DRAPERY DESIGNER wanted 10 Mile area Some experience in drapery field preferred Must be artistic and interested in working with people Pleasant working conditions Call Mrs Dodge 559-8000 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

COMMISSION
SALESMAN
To Work for Established Coffee Service Company Full or part time High Commission
965-7000
An Equal Opportunity Employer
255-3500

506 Help Wanted Sales

OPPORTUNITY
TO EARN $100
For a few hours work per week Ideally suited for women Over 18 preferred for department party in Carol 476 1667 Dee 689 3772 Shirley 728 9910

LADIES tired of years plodding 15 hours of your own time can give you $200 in your spare partner Call Mrs Ann Hardman 348 2660 Free Wardrobe plus model Offer limited 476 8080 or 476 6138

ADVANCE NOW is one of the most respected companies of its type in America We will train men or women on our Livonia premises Use High school graduate good for a 40 plus up to $800 per month Salary range $1 000 per month Hours over 21 Call Mr Dwand 261-5720

LIFE INSURANCE AGENTS
Male and female for immediate opportunity for an established company that service fend 40 per 100 Unlimited earnings Call Mr Hoffman 559 8000 or write to 30275 Pontiac Road Livonia Mich Only 9 AM 3 PM week days

JOIN THE GROWING STAFF of Tire and Service Center Experienced or inexperienced men Good hours & benefits Hospitalization Paid Vacation Bonus Apply Jerry Tire Center 1 Mile West of Telegraph on Ann Arbor Trail Dearborn Heights Call Mr Jerry 562-2010

NOTICE
CLLIGAN of S Lake Lanning Western Metro Detroit and Lansing Coverage needs current and experienced Life Insurance Agent opportunity If you are an agent or interested in our Agent Training program then an guarantee contract and a generous salary call Mr Bert Pelletier 559-8000

SOUTHFIELD LATHRUP AREA
The Lathrup Center of Top Kin Beauty seeks 25 Experienced Kin Beauty Operators Operators Top Kin Beauty Kin Beauty Kin Beauty