502 Help Wanted Dental-Medical

PUBLIC RELATIONS

Are you interested in promoting the special image projects of this firm? Just strong personal skills and typing needed. Call 557-8900.

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

OPTICAL Assistant, Receptionist. Im Plymouth, full-time. Disposable, Caring, Skills and general office work. Must have optical experience.
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REGISTERED TECHNOLOGIST OPTOMETRIST Office, Birmingham. No evenings, Saturdays, Sundays or holidays. Excellent salary plus fringe benefits.
644-1900

Director Of Nursing

Sylvan shelled Nursing facility is seeking energetic, dynamic RN to serve as Director of Nursing. Successful applicants should be familiar with Medicare, Medicaid, and Blue Cross requirements. Ability to relate to Staff and provide effective leadership is essential. Company paid life and health insurance, vacation, holiday pay. Salary commensurate with ability. Respond by resume to Box 522, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RNS & LPNS
Full or part-time. Days & Afternoon shifts. Apply:

ARNOLD HOME
18630 W. 7 Mile
KE 1-4001, Ext. 28

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MEDICAL RECEPTIONIST to $700 Gross opportunity for sharp gal with good insurance background. 4% days, no Sat. Birmingham.

MEDICAL ASSISTANT - $650. Farmington area MDs are seeking an outgoing assistant who can do VP, injections and EKG. No Weekends

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Med.-Dental Div. 474-1717

DENTAL ASSISTANT, Chair Side. Experienced. Benefits. Salary Open. Southfield. Box 488, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

X-RAY TECHNICIAN
Part-time, 3 to 4 mornings per week.
For X-Ray office.
937-8155

502 Help Wanted Dental-Medical

MEDICAL, SURGICAL Assistant Trainee, Full-time. Mature responsible individual looking for challenging career. Remote salary. Call for interview. 476-6232

RN - LPN
All Shifts. Good starting salaries. Modern facilities. See MRS. FERGUSON

Nightingale West
9200 Newburgh Rd.
Westland Nr. Joy Rd.
An Equal Opportunity Employer

ACTIVITIES DIRECTOR
And Social Service designee wanted for excellent skilled nursing home. Experience necessary, competitive salary. Call Mr. Lewis, 932-8280

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WEEKEND POSITIONS Now Available. FULL-TIME Positions. ALL SHIFTS. Mature Persons. See Mrs. MAYVILLE

Nightingale West
9363 Newburgh Rd.
Westland, Nr. Joy Rd.
An Equal Opportunity Employer

TRAINED Medical Assistant with experience doing CBC and other lab work. Pediatrics office in Livonia. 478-2722

NURSES' AIDES
FULL-TIME positions now available. No experience necessary. Classes now beginning. Be paid while you train. Apply in person,

UNIVERSITY CONVALESCENT & NURSING HOME
28550 5 Mile Rd., Livonia
located between Inkster & Middlebelt Roads.

PERSONABLE DENTAL Hygienist needed to join our team in modern motivating type office in the Plymouth - Livonia area. 453-6450
525-1084

RN'S-LPN'S
Use the skills that you have been trained for, work in the best of working environments. Apply your managerial training in a professional setting. Excellent benefits and competitive salary. Apply in person,

University Convalescent & Nursing Home
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Located between Inkster & Middlebelt Rds

502 Help Wanted Dental-Medical

NURSES-RN or LPN, for afternoons or midnight. Paid Blue Cross, pleasant working conditions. Call Mrs. Craig. 356-2222

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ALL SHIFTS
APPLY IN PERSON
CAMELOT HALL
35100 Ann Arbor Trail
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EXPERIENCED Medical Assistant. Must know all insurance. Typing, knowledge of X-ray helpful for busy Orthopedic Office in Southfield. Monday through Friday, no evenings. 568-2369

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NURSES
ALL SHIFTS
APPLY IN PERSON
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35100 Ann Arbor Trail
LIVONIA

CRNA - Several needed for Out Patient, Surgical Center, & OB, for affiliated Botsford General Hospital, Farmington, Mich. Contact Mrs. Liana. 355-4420

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Full-time, day & afternoon shifts. Apply in person.

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Convalescent Ctr.
21017 Middlebelt, Farm.
Betw. Grd. River & 8 Mile

HOUSEKEEPERS - day shift, full or part-time. Apply: Hendry Convalescent Center, 105 Haggerty, Plymouth.

NURSE AIDES
Full-time, all shifts, experienced preferred but not necessary. Apply in person.

WILLIAMSBURG
Convalescent Center
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Betw. Grd. River & 8 Mile

OPHTHALMOLOGIST'S busy office; receptionist, full-time, experience with pegboard, Blue Shield, Medicare, Medicaid, and Ophthalmologic terminology. Reply: Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN'S
with Psychiatric experience. All shifts, full or part-time. Apply in person.

Ardmore Acres Hospital
19810 Farmington Livonia
474-3500

RNs, afternoons, full or part-time. Midnight, part-time. For skilled nursing facility. Apply at Hendry Convalescent Center, 105 Haggerty Rd., Plymouth.

NURSE'S AIDS ORDERLIES
All shifts. Experienced preferred, but will train. Apply at.

Darvin Nursing & Convalescent Center
29270 Merlock, Livonia
476-0550

NURSES' AIDES, all shifts, full or part-time. Will train. Apply at Hendry Convalescent Center, 105 Haggerty Rd. Plymouth. 453-0350

504 Help Wanted Office-Clerical

YOUNG LADY to train for general office work. Must type and have some knowledge of bookkeeping. Livonia. 427-7260

CLERK PART TIME
We need clerks to assist us on an as needed basis in our west side office, with letter shop experience in preparation of first and third class mailing and familiarity with letterhop equipment. We also need clerks on an as needed basis with office clerical experience especially in handling customer orders and order coding. Please call
981-2242 ext. 247

SECRETARIES
CLERKS
TYPISTS
KEY PUNCHERS
We have many openings for temporary employment in a number of areas and companies. Call or apply at

Somebody-Sometime
420 Village Plaza, Dearborn
565-3599

STENO. Neat, accurate typist, shorthand, personable, 2 girl office. Southfield. Benefits. 8-4.5 to 5 PM.
352-6530

MATURE young lady for general office duties. Telephone, light typing, etc. Good pay and benefits. Located in Westland. Call between 8 and 4:30 Pm 729-8310

MEDICAL RECEPTIONIST
$175 WEEKLY
Will train to interview patients for billing information in credit department of large hospital. Schedule appointments and handle incoming calls. Type 45 wpm, fully paid benefits with optical plan. Work only 8:30 to 5 Mon. thru Fri.

SHARROW & ASSOCIATES
PERSONNEL AGENCY

PART-TIME typing and shorthand. Days and hours flexible. 12 Mile and Northwestern Highway, weekdays, 9AM-3PM. 355-2700

INSURANCE AGENCY, Livonia, needs part-time personal lines girl. Call 525-8150

TRIAL ATTORNEY
SECRETARY
$11,400
No legal experience necessary. Good skills important. Suburbs. Fee paid. 559-4760.
KAY TURNER PERSONNEL-1101
18280 W. 10 Mile Rd.
SOUTHFIELD

a BOOKKEEPER
$9600 for property management in office in Southfield. Minimum 3 years experience required in accounts receivable. Call Mrs. Goldberg for appointment. 358-5550

FULL Charge Bookkeeper, full-time. Send resume to 75 East Long Lake, Suite 4, Bloomfield Hills 48013.

CLERK TYPISTS
PART-TIME
We have 2 immediate openings for part-time CLERK TYPISTS. Must type 50 WPM and have good math aptitude. Grammatical and spelling skills a must. Hours: approx. 25 hours Monday thru Friday, between 8:45 and 4:45 Pm. Flexible schedule. For appointment, call LINDA HOURIGAN at 355-1434.

CITIZEN'S MORTGAGE CORP.
24700 NORTHWESTERN HWY.
SOUTHFIELD, MI. 48075
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

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Must possess an outstanding personality with a superior phone voice. Typing skill is a requirement. Ability to learn a career in time will make you a very valuable employee to our organization. Sales mindedness and loyalty are a requirement. Life insurance experience helpful. $750 per month with outstanding benefits
Mature individual necessary. Troy area.

649-0006

504 Help Wanted Office-Clerical

BOOKKEEPER
For Accounts Payable and Accounts Receivable, busy 3 girl office. Must have experience with ability to handle detail, opportunity for advance. Knappow Wallace covering, Sandy. 477-5200

EXECUTIVE SECRETARY, excellent typing, knowledge of bookkeeping & office procedures required. One girl office. Diversified work. Appearance & poise important. Birmingham area. 646-6500

RECEPTIONIST
If you have a pleasing manner, are outgoing and can type, no shorthand, company will train you. $675 a month. Call Carol Lee.
644-4600
SNELLING & SNELLING AGENCY

MATURE Individual desired by Southfield Real Estate Company for part-time general office work. Hours flexible. Call 559-5060 ext 175

STATISTICAL TYPIST with secretarial skills for Southfield CPA office. Hirsch and Kirschner. 353-7929

MARKETING SECRETARY
Cheerfulness, good typing, and somone that likes public contact needed now by this national company! Interview today! $850 range. Call Pat.
588-5400
Snelling & Snelling PERSONNEL

PART-TIME, 4:30 to 7 PM weekdays for small Southfield law office. High school graduate, good typing skills, some dictaphone work. Call Mrs. Braymer, before 5 PM. 358-4244

GENERAL OFFICE - Typing, filing, phone. 8 Mile - Beech area. 538-6623

TELLER
Part-time position is open at our Plymouth office. Requires ability to meet the public and be accurate with figures. Call manager for interview at 453-7400.

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SAVINGS OF DETROIT
An Equal Opportunity Employer

GENERAL OFFICE WORK, will require good typing, some bookkeeping and general office skills. Excellent benefits and opportunity for advancement. Call Stromberg Carlson Communications Inc. Ferndale area. 399-4523
Equal Opportunity Employer M/F

LEGAL SECRETARY
Dictaphone Typist. For 1 man Bloomfield office. Experience in legal field preferred but not necessary. Good salary & benefits. Call between 9 AM-5 PM. 334-2477

FULL-TIME
Mature woman for GENERAL OFFICE WORK. Reliable, pleasant telephone manner, good office skills. Must like figures. Southfield area.

358-3777

SECRETARY - Small management consulting firm. Located in pleasant office building in Southfield wishes to hire full-time secretary. Must have good typing skills, prefer someone with shorthand. Must have ability to get along with people. Job can be either just for the Summer, or permanent full-time position. Congenial, pleasant surroundings. Phone Dee Carlson between 8AM-5PM. 557-1338

CAREER minded secretary with typing & bookkeeping experience. Must be accurate with figures. Commissions & bonuses paid monthly. Also, 5 day schedule, including Saturdays. Call Tuesday after 7PM, or Wednesday before 3PM. 522-6323

504 Help Wanted Office-Clerical

ADMINISTRATIVE Assistant - Executive secretary to Chairman of the board of a large Southfield Corporation. Meticulous follow-thru type of individual. Shorthand and typing, challenging position for the right person. Salary Open. The Company picks up our service fee. Call Barbara Goodor send resume to: Professional Personnel, 19189 W. 10 Mile, Southfield. 68076.

SECRETARY for Livonia title insurance agency. 3-5 years experience required. Accurate typing skills with knowledge of real estate preferred. Salary commensurate with ability. 535-7730

BOOKKEEPER
Full and part-time. Experienced in receivables, delivery and commission control, receiving reports and customer service. Must have pleasant personality and be able to deal with the public. Some weekend and evening work required. Pleasant working conditions. Excellent fringe benefits. Plenty of room for advancement in a growing company. Art Van Furniture. 35323 Plymouth Rd., Livonia.

CLERK TYPIST
Opening in the personnel office for an individual who has office experience and can type 45 WPM minimum. Personnel background helpful. Excellent salary and fringe benefits. Contact: Personnel Office.

BOTSFORD
General Hospital
28050 Grand River, Farmington
476-7600
Equal Opportunity Employer M/F

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Southfield Agency needs secretary experienced in personal lines, salary open, benefits. Mr. Lipson. 353-6074

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K. L. Law Engineers
23860 Research Dr.
Farm. Hills, Mich. 48024
478-3150

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Adv. Dept.
If you're tired of a routine job with limited future and no excitement or responsibility, you'll love this opportunity. If you're competent, organized, good with figures and love a busy schedule, call us today. Don't miss this exciting challenge.
Call BOB K at 835-6318

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477-7650

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Construction and computer experience necessary. Hourly payroll for 500 employees. Dearborn Co. Benefits. $12,000 . Fee Paid.
EXECUTIVE SECRETARY. Birmingham firm, good typing, dictaphone, and good figure aptitude. Benefits. $9,000 to $10,500. Fee Paid
TYPIST. Southfield Company, excellent typing and bookkeeping knowledge. Must like figure work. $750. Fee Paid
LOIS RAY PERSONNEL
559-0560

504 Help Wanted Office-Clerical

GIRL for general office. Bookkeeping experience necessary. Also, phones and filing. Full-time only. Ask for Rose Mary. 631-1180

LEGAL SECRETARY Trainee, good typing skills, Receptionist and dictaphone work; for small law firm in Southfield. Call Mrs. Jacobson. 358-4344

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$650 Fee Paid
Super chance to earn top salary and work close to home. Good typing and outgoing personality necessary since there is lots of public contact. Benefits include dental insurance. PERMANENT STAFF Personnel

388-8900
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To partner in Real Estate and investment business with community responsibilities. Must type 65 wpm., dictaphone, some bookkeeping. Exceptional office in prime Southfield location. Liberal salary and fringes. Send resume with salary requirements to Box 530, Observer & Eccentric News papers, 36251 Schoolcraft, Livonia Michigan 48150

WARD CLERK, must type. Full time, Day shift. Apply Arnolt Home, 15126 W 7 Mile
KE1-4001, Ext 31

Phone Power
Southfield
$650/Mo.
Wow! Super spot for outgoing, organized high school grad with good math ability. Important position will have you dealing with many top level execs. Great fringes. PERMANENT STAFF Personnel

388-8900

BERKLEY CO. looking for full time clerk, must enjoy being minimum 50 wpm, some accounting experience desired, send resume and salary history and requirements to Box 468, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

OFFICE HELP - Full-time Accounting experience helpful. Apply in person, between 9 AM - Noon, Mon. thru Fri. Raleigh House, 25300 Telegraph

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SECRETARY
$11,400
No legal experience necessary. Good skills important. Suburbs. Fee paid. 559-4760.
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18280 W. 10 Mile Rd.
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SECRETARY. Office manager, must be capable and willing to accept responsibilities. Excellent opportunity. Bloomfield area.
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Manufacturer requires mature, all around, one girl office type. To handle typing, payroll, bookkeeping and related duties.
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DIVERSIFIED GLASS PROD.

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504 Help Wanted Office-Clerical

Money, Money, Money $$$
Temporary Help
COLLEGE STUDENTS - Summer Jobs in various office capacities. Start immediately if you have good skills. Call PAT.

SECRETARIES - PBX - DICTA-TYPISTS -For Southfield, Troy, and Eastern Suburbs. Start immediately if you have good skills.
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19189 W. 10 Mile Rd.
Southfield 356-1616

SECRETARY $6500
Your shorthand skills will land you this great job. 478-3300
Snelling & Snelling Agency

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RECEPTIONIST $600+. Fee Paid. Attractive, poised person with excellent typing. Will consider someone returning to work Farmington Hills.
JR. SECRETARY. to $585. Fee Paid. Type 50 S.H. 80. Opportunity to advance. Southfield.
INSURANCE CLERK. $750+. Fee Paid. Average typing with computer and personal lines experience. Southfield
MAG CARD. $750+. Fee Paid. Experienced. Insurance background preferred. Southfield.
EXECUTIVE SECRETARY. $825 +. Fee Paid. Experienced. Diversified duties. Appearance and poise important. Tremendous potential. Farmington area.
BILLING CLERK. $550. Fee Paid. Will train good typist with figure aptitude. Farmington.
Call Mrs. Evans 477-9840
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CLERICAL
MISC. Duties, including filing, errands, typing and mail. Chance for advancement for right person. Southfield location 355-7250

SECRETARY for CPA office. Experience preferred, statistical typing 70-80 WPM, knowledge of payroll taxes & light bookkeeping. 647-5484

TYPIST for Southfield Law Firm. Able to handle responsibilities. Will train on power typewriter. Call Barb 355-5000

504 Help Wanted Office-Clerical

DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254
Bloomfield
Trainee
Fee Paid

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DR. PERSONNEL AGENCY
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569-5254
388-8900

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Typing. Strong background in math, for posting rents, typing leases, and other various detail work in property management office. Northland area. 557-3555

PART-TIME mature bookkeeper accounts receivable & payables. Livonia area. Call between 9 A.M. - 5 P.M. 425-8466

GENERAL OFFICE - Clerk wanted for telphone work inst sales; light typing. Full-time, permanent if qualified. Good benefits. National Account Systems, Suite 220, 25400 Lahser, Southfield. Ask for Mr. Nichols
An Equal Opportunity Employer

SECRETARY
Good typing & shorthand skills. Pleasant phone personality. Capable of handling phone contacts with our clients and employees.
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550 Stephenson Highway, Troy

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