## 502 Help Wanted Dental-Medical

PART time dental assistant for Livonia area. Experience preferred but will train short prospect. 531-3154

RN - INDUSTRY

Wayne area corporation needs RN for 3-11:30 shift for several months. Some industrial experience preferred. Call.

DAVIS-SMITH

Medical-Dental Personnel
Since 1945 537-7200

NURSES - RN or LPN, all shifts. Paid holidays. Pleasant working conditions. Call Mrs. Craig. 534-2222

NURSES' AIDES

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

Nightingale West
8365 Newburgh Rd
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DENTAL ASSISTANT

Westland. Minimum of three years experience or certified. Full time for busy two man office. Send replies to Box 706 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RNS, LPNS

Interested in Geriatric Nursing. Apply
30405 Folsom
Farmington Hills
Contact Mrs. Lindow RN
Director Of Nursing
477-7400 Ext 35

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Richard E Rytel
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Farmington, MI 48024

But you must call the Promotion Dept. of The Observer & Eccentric by 5 p.m., Wednesday, July 6, 1977 to claim your TWO FREE PASSES TO THE FARMINGTON JAYCEES HEELS & WHEELS 261-8600 ext. 243.

CONGRATULATIONS!

RNS & LPNS

Full or part time Days & Afternoon Shifts Apply
ARNOLD HOME
18525 S Hiller
KE1-4001 Ext 38

NURSE AIDES

Afternoon & midnight shifts Experienced need only apply. Good pay & benefits, pleasant surroundings Apply M-F, Monday through Friday, Linda
FARMINGTON NURSING HOME
30405 Folsom Rd Farm
477-7400

MEDICAL Part Time Assistant, experienced in Blue Cross and Medicaid billing. Westland. Call between 7 & 9 P.M. 722-1171

MEDICAL SECRETARY

With good typing and medical terminology you can become an important part of this busy doctor's staff. Make your own hours too!
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EMPLOYMENT CENTER
Medi.-Dental Div. 474-1717

DENTAL ASSISTANT, experienced preferred. Charlotte duties with future front office responsibilities. Full fringe benefits including profit sharing and pension. 667-7729

MEDICAL ASSISTANT

M.A. graduate? If you have no working experience but good training this nice suburban MD will hire today.
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## 502 Help Wanted Dental-Medical

RESPIRATORY TECHNICIAN

Full time position, afternoon shift, experience required. Apply Personnel Office, 9:30 AM - 4 PM, Mon. Thru Fri.
Redford Community Hospital
25210 GRAND RIVER

X-RAY TECHNICIAN
Full-time
Livonia Area
425-3540

Psychiatric Attendants

Afternoon & midnight shifts. Apply in person.
Ardmore Acres
Hospital
19810 Farmington, Livonia

OFFICE MANAGER POSITION

For Allergist's office. Farmington Hills area, call 851-9655

RN or LPN

FULL TIME NEEDED
For 7AM-3PM, 3PM-11PM, 11PM -7AM Shifts.
Good Benefits. Call
DORVIN CONVALESCENT
& NURSING CENTER
Near the Detroit Zoo
476-0550

MEDICAL SECRETARY

Full or part time. Adept in operating room reports for a surgical clinic. Experience with insurance forms helpful. Complete corporate benefits available including retirement plan. Southfield area. 353-6680

NURSE AIDES

FULL OR PART TIME
ALL SHIFTS
Apply In Person 9 - 4 PM
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

DENTAL ASSISTANT for Orthodontic office. Experience preferred but will train 541-3018

RN'S, LPN'S

DAYS & AFTERNOONS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W 8 Mile Rd.
3 blk. W. of Lahser
255-6450

FARMINGTON area physician needs part time assistant, 23 hours a week. Must be experienced in venapuncture, injections 553-4770

RNS or LPNS

Part time, day & afternoon shifts. Apply
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Form.
Between Grd River & 8 Mile
476-8300

DENTAL HYGIENIST, experienced preferred, Thursday & Friday, Westland 421-2675

RN'S

with Psychiatric experience. All shifts, full or part-time. Apply in person.
Ardmore Acres
Hospital
19810 Farmington Livonia
474-3500

MEDICAL SECRETARY

Bloomfield Hills Receptionist, knowledge of insurance. Experience required. Box 698, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Recreational Therapist

Full or part time
Apply in person
ARDMORE ACRES
Hospital
19810 Farmington Rd.
Livonia

EXPERIENCED Medical Secretary - Receptionist - Transcriptionist. Must type 45WPM or better. Full time. Monday through Friday. Call for interview. 548-4225

## 502 Help Wanted Dental-Medical

RNs-LPN

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.
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& Nursing Home
28550 Five Mile Rd., Livonia
Located between Inkster & Middlebelt Rds.

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28550 Five Mile Road, Livonia
Located between Inkster & Middlebelt Roads.

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assistant. Visions, fields, minor surgery. Full time. Northwest suburban area. Reply to Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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ORDERLIES

All shifts. Experience preferred, but will train. Apply at:
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& Convalescent Center
29270 Morlock, Livonia
476-0550

OPHTHALMOLOGIST'S busy office, receptionist, full time. Experience with pegboard, Blue Shield, Medicare, Medicaid and Ophthalmologic terminology helpful. Reply to Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN's, LPN's

FULL & PART TIME
Days & Afternoons
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

OPHTHALMOLOGIST'S OFFICE, Full time. Experienced with Blue Shield, Medicare, Medicaid, Ophthalmologic terminology helpful. North west area. Send resume to Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST, to $550 Fee Paid. Beginners position. Type 45 Will train on electronic mechanical. Southfield.
Call Mrs. Evans 477-9840
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DICTATYPISTS
SENIOR TYPISTS
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We have many openings for Temporary Employment. Southfield, Troy and Eastern Suburbs. Call Pat 356-1816

INTERMEDIATE SECY
$750

Good shorthand, Southfield area 1-2 years Secy. experience. Fee paid 559-4760
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18280 W 10 Mile Rd
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LEGAL Dictaphone Typist needed for Southfield law firm. Minimum 2 years legal experience required. Must have own transportation. For appointment call Carole 355-2757

LEGAL SECRETARY needed for Southfield law firm. Typing and shorthand required. Must have at least 3 years legal experience. For appointment call Carole 355-2778

SECRETARY

This district manager needs a capable secretary to schedule track and follow up on his plans. $700-$800 to join this firm with team concept of operation
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

## 504 Help Wanted Office-Clerical

JR. SECRETARY: Accurate typing 50 wpm plus, dictaphone, Math aptitude for diversified duties in President's office. Poise and cooperative attitude essential. Call Mr. Belanger. 644-5300

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SECRETARY with good business machine Experience needed to run computer & handle diversified office duties for Royal Oak manufacturer. Full time & good benefits. Send resume including salary history to Box 726, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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Excellent Suburban division of well known corporation requires min 1 years Programming experience in a Manufacturing environment on Business applications. Outstanding benefits, fee paid, salary commensurate with experience
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Responsible position with a future for light typing and math. $175 up. Durham Assoc 569-1522

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SECRETARY to $800. Fee Paid. Above average secretarial skills 1 year experience. Southfield
JR SECRETARY, to $585. Fee Paid. Type 50 S.H. 80. Beginning position for recent graduate. Southfield
RECEPTIONIST, to $550. Fee Paid. Beginners position. Type 45. Will train on electronic mechanical. Southfield.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

SECRETARIES
DICTATYPISTS
SENIOR TYPISTS
PBX

We have many openings for Temporary Employment. Southfield, Troy and Eastern Suburbs. Call Pat 356-1816

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$750

Good shorthand, Southfield area 1-2 years Secy. experience. Fee paid 559-4760
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This district manager needs a capable secretary to schedule track and follow up on his plans. $700-$800 to join this firm with team concept of operation
Your New Boss Pays Our Fee
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## 504 Help Wanted Office-Clerical

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Minimum of 2 years general accounting & Accounts Receivable experience, degree required. Fully paid benefits with dental, optical & cost of living raises. Employer paid fee
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SHARROW & ASSOCIATES
PERSONNEL AGENCY

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North area professional firm seeks clerk/typist for General Office responsibilities. Typing, 65WPM. Good telephone manner. 2 years work experience is required. Must be flexible to handle special projects relative secretaries of overflow work, statistical typing & various day to day procedures of the office. Please contact Mrs Masten at
965-1100
Equal Opportunity Employer M F

SECRETARY for prestigious Troy firm, Engineering or manufacturing experience helpful. Excellent typing and good shorthand required. Salary $841 to $930 month. Excellent benefits and fee paid.

CLERK TYPIST for Birmingham firm. Telotype experience helpful. Good typing required. Salary $550 month. Fee Paid.
ACCURACY
PERSONNEL
642-3050 356-2610

BUSY TROY insurance office needs mature, pleasant person for new business department. Good typing skills and ability to work closely with people necessary. Some figure work. Experience helpful. Call for appointment 649-1700

BOOKKEEPER, experienced, thru trial balance, also experienced in computer input and read out. Troy office 649-4500

BOOKKEEPER-
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Payroll experience essential. Typing & clerical duties included. Ford Rd - Inkster area. Apply in person only, 10 AM - 4 PM.
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2085 Inkster, Garden City

TRAINEE
Secretary
Southfield Area
Ask for Roy 557-0770

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Prefer experienced girl but will train a person with Insurance experience. Southfield Office
Call Peter Samolin 354-6900

LEGAL
SECRETARIES

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Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 626-8188

CLERICAL-TYPIST

Filing, receptionist, typing. Some experience preferred. Southfield CPA office. Good salary & benefits. Parker, Willis & Co 315 Traveler's Tower. Call Miss Yolan, 354-4900

## 504 Help Wanted Office-Clerical

ALERT SECRETARY

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588-5400
Snelling & Snelling
PERSONNEL

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SECRETARY for planning department of Birmingham engineering firm, varied reports, some figure typing, shorthand dictation and experience. Good pay plan, benefits. Salary starts at $258, company pays fee and benefits

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SHARROW & ASSOCIATES
PERSONNEL AGENCY

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ADAMS
&
MARTIN
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CLERK TYPIST, immediate opening for mature person desiring to join business world. Starting salary, $110 weekly. Farmington view call Mrs. Humphrey 476-1060 or 536-1213
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SECRETARY - BOOKKEEPER

Complete bookkeeping through trial balance, payroll, some education. Call for interview. Madison Hts area 588-3060

OPPORTUNITIES

SWITCHBOARD Maid Clerk, will train on switchboard if you type 45WPM, take full charge of mail, excellent benefits, $325. Fee paid

SECRETARY-Receptionist for Troy sales office, type 70WPM, may card operate, excellent position, benefits $730. fee paid

TYPIST - Customer service department of national firm, typing 70, 50WPM, fast paced position, benefits $700. fee paid
LOIS RAY PERSONNEL
559-0560

SECRETARY

And Sales Assistance duties for progressive manufacturer. Pleasant working conditions. Must have good communication, typing & telephone skills. Reply to Computer Products, Inc. P O Box 903, Southfield 48037

GOOD MATH APTITUDE. We need responsible young woman in train in auditing department of progressive Southfield Farm Type 50 WPM with good general office skills, excellent working conditions and fringe benefits. For appointment 353-3309

## 504 Help Wanted Office-Clerical

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Put your excellent typing skills to work in plush surroundings. Great benefits. Beautiful building, shopping in the concourse
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Typing & Ite Bookkeeping South field area. Ask for Cheryl 557-0778

OFFICE POSITION Real Estate Management experience preferred. Southfield area. Ask for Mr. Horton 557-0770

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$700+-Farmington

Fee paid, no shorthand, type 65 wpm for this exciting variety spot with nice Farmington firm. Lots of responsibility too!
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EMPLOYMENT CENTER
474-1717

VETERINARY Receptionist wanted for Veterinary in the Pontiac Waterford area. Telephone answering, typing, other office skills necessary. Please send resume & desired hourly wage to Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

$725+ - NO SHORTHAND

Fee paid with good typing and a outgoing personality you can become an important part of this suburban firm. Meet lots of important clients and enjoy prestige.
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MATURE Medical Receptionist, Northwest Clinic, part time, could lead to full time. Pleasant working conditions, expansive telephone work required. Please call July 5th or 6th. 2PM-5PM 538-7870

TYPIST/SECRETARY

Experienced excellent typist and dictaphone operator plus general office duties. Pontiac Stadium area 373-8800

## 504 Help Wanted Office-Clerical

GIRL FRIDAY for local one girl office of national company. 5 day week. General office, billing and typing experience required. Salary and full benefits. Apply in person Sylvania Lighting Services Corp. 221 Park St. Troy. 585-8787

EXPERIENCED clerical help, all shifts open. Should be experienced. Typist Dearborn Heights. Call Ray 292-6223

ACCOUNTANT, JR.-work for CPA part or full time. State experience if any, and salary desired. Reply Box 720, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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For progressive medium size CPA firm 1 to 3 years experience in public or private accounting. Excellent opportunity
Moore Smith & Dale
354-0350

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Wayne

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Company seeks versatile assistant to start work today. Phone ability figure aptitude, and good typing are the key. Call Pat now
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Snelling & Snelling
PERSONNEL

## 504 Help Wanted Office-Clerical

FULL time Secretary. Must have typing and shorthand. Call 559-1130

SECRETARY
$9,000

If you have good shorthand and typing skills, want a nice job in a plush office, and a great boss. Call.
Snelling & Snelling
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INDIVIDUAL to handle purchasing functions, quality and production control reporting along with various accounting related activities. Typing required. Apply 6771 Haggerty Rd. Belleville

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Excellent shorthand & typing skills required. Experienced. Southfield office 557-1414

Secretary

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(313) 569-6844
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MALE or Female secretary-receptionist. Light Stenotype. Must have educational background or working experience. Good appearance. Vivacious personality for interior design firm in Downtown Birmingham 645-6310

Billing Clerk

Immediate full time position for mature individual with bookkeeping background. Position requires posting of accounts receivable, balancing of ledgers, billing & typing of invoices. Pegboard accounts receivable system. Knowledge of costing helpful. Full company benefits. For more information contact Mr. Phelps - 261-8600 or for out an application at
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Livonia, Michigan 48150
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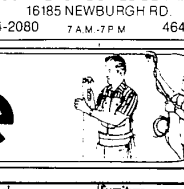

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