The Observer & Eccentric Classified Want Ads

522-0900
644-1070

502 Help Wanted Dental-Medical

RNs & LPNs full time openings in suburban skilled care facility. Have added new management. Days, afternoons and midnight shifts. Hospitalization & fringe benefits on going in service. If interested in permanent, please call R Trypinski, Director of Nursing 557-0050

LPN
Relief Afternoons
Lexington House East
4425 Venoy Rd Wayne
326-6424

RN'S LPN'S
Private Duty Staff relief
HEALTH CARE I
559-2000 535-2313

NURSES' AIDES
FULL OR PART TIME
CALL 420-1975
Apply In Person Mon 9 & 4 PM
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RECEPTIONIST
Livonia area. Male age preferred. Salary depend on ex. mate to Box 313 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RN'S, LPN'S
DAYS
Apply at
Medicos
RECOVERY CARE CENTER
22355 W 8 Mile
3 bl W of Lahser
255-6450

PART TIME TYPIST 10-30 hours per week Detailed experience 52-75 per hour For Troy factory of fers high amount fringes reviewed Send resume to Ruth Lewis 1551 W Big Beaver Troy 48084

L.P.N.
FULL TIME DAYS
Apply in person
Marycrest Manor
15475 Middlebelt
(between 5 & 6 Mile)
427-9175

NURSES
PART TIME
DAY & AFTERNOON SHIFT
Apply In Person
CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

DENTAL ASSISTANT
Full-time chairside receptionist Modern Northville Plymouth area Experience necessary 349-0440

RECEPTIONIST
For Optometric Office Experienced or will train night person Farmington Novi area Full time employment Call Warren Optometrist for Clinic 477-6060

RN - LPN
Full Time Part Time All Shifts
Good starting salaries modern facilities See Mrs Ferguson
Nightingale West
6006 Newburgh Rd
Westland Nr Joy Rd

RN'S AND LPN'S
Full-time all shifts Part time all shifts Apply in person Mon Fri 10 AM 4PM
HOPE CARE CONVALESCENT CENTER
28410 Cherry Hill Rd
Westland

DENTAL OFFICE
Manager Receptionist Experienced Excellent environment & top salary Coolidge 10 Mile Area LI 7-3440

DENTAL OFFICE
Manager Receptionist Experienced Excellent environment & top salary Coolidge 10 Mile Area LI 7-3440

HOUSEKEEPER full time 7 am-3 pm Apply in person HENDRY CONVALESCENT 105 Haggerty Rd Plymouth

REGISTERED OCCUPATIONAL Therapist full time position 7 day shift apply in person to HENDRY CONVALESCENT 105 Haggerty Rd Plymouth

502 Help Wanted Dental-Medical

RNS & LPNS
Day and afternoon shifts Full time and part time Good wages and benefits pleasant surroundings Apply 8-4 Monday through Friday Mrs Lindner
FARMINGTON NURSING HOME
30000 Fairlane Rd Farm
477-7400

RN'S, LPN'S
NURSES'S AIDES
Full and part time No notation Extensive care facility Northwest section Call between 9 AM-3 PM work days Director of Nurses
CAMBRIDGE
NURSING CENTER
255-1010

DENTAL RECEPTIONIST Mature experienced only 5½ days fringe benefits Northland area 557-1100

CHAIRSIDE ASSISTANT for busy oral surgery practice in Westland area Experience preferred Please send resume to Box 308, Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RN'S, LPN'S
DAYS
Apply at
Medicos
RECOVERY CARE CENTER
22355 W 8 Mile
3 bl W of Lahser
255-6450

PART TIME TYPIST 10-30 hours per week Detailed experience 52-75 per hour For Troy factory offers high amount fringes reviewed Send resume to Ruth Lewis 1551 W Big Beaver Troy 48084

L.P.N.
FULL TIME DAYS
Apply in person
Marycrest Manor
15475 Middlebelt
(between 5 & 6 Mile)
427-9175

NURSES
PART TIME
DAY & AFTERNOON SHIFT
Apply In Person
CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

MEDICAL ASSISTANT
TO $140 a WEEK
Heavy V.P. experience required plus injections Drug and EKG 5 days a week, excellent benefits
Dr Personnel
Agency
Northland Medical Bldg
569-5254

RECEPTIONIST TYPING nurses Part Time Bills assistant for Farmington Hills practice Experience not necessary 477-2750

BILLING CLERK Experienced in Blue Cross, Medicare and other health insurance Typing excellent working conditions Southfield area 356-2710

Needed Immediately
Medical Receptionist
Full-time position outstanding benefits top wages inclusive of personnel responsibilities and clerical duties
Medical Personnel Pool
335-8136

PART TIME Pediatric Medical and Surgical Assistant Will train Early morning hours required Write short resume to Box 655 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

DENTAL ASSISTANT Part time Will train a high school senior student from Bishop Union or Thurston Must type and have own transportation Available at 1 PM KE 7-0003

DENTAL ASSISTANT
CHAIRSIDE
Experienced only No Saturdays
334-6080

DENTAL ASSISTANT
Experienced Needed for various dates part time 356-3131

504 Help Wanted Office-Clerical

RN'S
LPN'S
NURSES' AIDES
Full or part time 3 pm to 11 pm 11 pm to 7 am Apply HENDRY CONVALESCENT CENTER 105 Haggerty Rd Plymouth

PART TIME Experienced receptionist for MD Knowledge of insurance and general office procedures Call 273-5630

DENTAL Assistant experienced desired but not necessary Dearborn Heights Redford area Send resume including salary to Box 416 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

LPN'S, RN'S
NURSES'S AIDES
FULL & PART TIME
All Shifts
Call Mrs Craig 364-3222
LAHSER HILLS
NURSING CENTER

FULL TIME RN Busy Farmington Hills Allergist's office No weekends 851-6066

MATURE WOMAN for Dental receptionist office manager position experience preferred in this type of work phone for interview 538-0880

RN'S, LPN'S or
LAB AIDES
Full-time positions and part-time positions available Experience in venopuncture and EKGs required Apply Physicians Laboratory 5 Research Dr Ann Arbor

MEDICAL CORPSMAN or Orthopedic Physician's Assistant full and part time positions available 326-8070

AFTERNOON SUPERVISOR Dynamic RN needed for afternoon supervisor in a suburban rehabilitation facility Experience as supervisor or head nurse very desirable Medicenter 348-1300

INSURANCE CLERK with related dental experience and typing are special Expanding opportunity hours 10 AM to 8 PM Mon thru Fri Northwest area phone 348-1060

SUBURBAN
OPPORTUNITIES
JR SECRETARY to 3600 Free Paid Low firm Will train Still need receptionist Farmington
RECEPTIONIST to 3600 Free Paid Typing 50 WPM Novi area
GENERAL OFFICE to 3600 Free Paid Type 50 private office Previous experience required Nr Hudson
SECRETARY 3650 Free Paid Good skills needed Nr Southfield and downtown
PAYROLL CLERK 3650 Free Paid Experience thru tax reports Novi
INSURANCE to 3650 plus Free Paid Good typing Insurance background preferred Southfield
Call Kevin 477-9840
SUBURBAN PERSONNEL

PAYABLES CLERK
Seeking clerks for the accounts payable department High School degree some required Prior experience preferred Reply to Account Payable Manager Handicraft company 1888 West Maple Rd Clarenceville 48017

LEGAL SECRETARY Experienced Southfield law office Shorthand preferred Salary based on experience Call Linda 569-7000

504 Help Wanted Office-Clerical

NO SHORTHAND
SOUTHFIELD
$500 Fee Paid
Very responsible position with lots to do and learn Good typing and phone ability will lead you that much of a job with management potential Much public contact
PERMANENT STAFF Personnel
CALL 388-8900

ACCOUNTS RECEIVABLE Bookkeeping Machine Operator full time experience helpful generous fringe benefits Troy area Call Mr Lenhart 588-6067

BRIGHT PLEASANT girl for client position Good figure aptitude Mon 10-hrs adder Light typing Southfield area Call Marilyn 352-6618

LIVONIA
TRAINEE
$500/MO.
No previous work experience necessary Bright beginner will love this easy to learn job You will handle phones and use our business machines Great co-workers PER MANENT STAFF Personnel
CALL 388-8900

TYPIST part time Excellent spelling knowledge of dictating machine accuracy and speed required Birmingham area before 8 30 AM 642-6428

Love Yourself?
If so we want to interview you for sales training candidate Applicant must enjoy people and be imaginative sort and ambitious Income can be discussed Call MR RANGAS at marketing department
One Way Ltd

ADMINISTRATIVE SECRETARY National company establishing distrct office in Southfield seek a mature individual who can type over 70 wpm take good memo/notes Capable of setting up clerical systems and supervising them Immediate need Reply by mail to later national Rehabilitation Association Inc 18211 West 10 Mile Rd Southfield 48075

504 Help Wanted Office-Clerical

SECRETARY TYPING FILING Shorthand a must Send resume/work must include education experience salary desired to P O 147 Birmingham Michigan 48012

BE A STAR
SOUTHFIELD
$725 Fee Paid
This is a job with a FUTURE Famous world wide firm wants of focused outgoing secretary who likes public contact Flair for detail and organization PERMANENT STAFF Personnel
CALL 388-8900

LEGAL SECRETARY
Southfield 12 Mile area excellent skills required experience in legal field preferred Call Jan 557-1500

GENERAL INSURANCE agency in Birmingham needs girl with knowledge of homeowners and auto rate accurate typist call 646-6857 Days Eves 681-6031

BIRMINGHAM
PUBLIC
CONTACT
$500/MO
Perfect spot for friendly outgoing high school graduate who types Position involves answering questions and problem solving PER MANENT STAFF Personnel
CALL 388-8900

LEGAL
POSITION
Secretary with good skills for Detroit company allowing to South field 8000 Fee paid
LOIS RAY PERSONNEL
559-0560

GENERAL OFFICE CLERK accounting department Good figure aptitude 10 hrs adding machine skills Typing Fringe benefits Full time Apply as person Friday 10 AM to 2 Pm 24158 Stephenson Hwy Madison Hts

GENERAL OFFICE CLERK Purchasing Department Good figure aptitude Typing Must like detail work Receiving reports purchase orders and returns Full time Apply 8 AM to 2 Pm in person 31438 Stephenson Hwy Madison Hts

EXPERIENCED FEMALE BOOKKEEPER Bookkeeping to trial balance typing helpful very diversified work Send letter of qualifications and experience to MMI P O Box 404 Farmington Mich 48024

GAL FRIDAY
High school business course and typing helpful Will train Call for appointment
Ramshaw Photo Inc.
20200 Franklin Rd Southfield
358-5110

WANTED MATURE INVENTORY CLERK with supervisory experience for medication retail operation located in Southfield Fringe benefits include Blue Cross life insurance and profit sharing Write stating experience and salary required to Box 800 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

OFFICE HELP wanted must type be competent with figures and learn NCR bookkeeping machine many benefits Apply in person only 34021 Telegraph Rd near 10 Mile Southfield

504 Help Wanted Office-Clerical

BOOKKEEPER ACCOUNTANT Full charge through trial balance Send resume which must include education experience salary desired to P O 147 Birmingham Mich 48012

DEARBORN
PERSONNEL
$700 Fee Paid
Progressive manufacturer wants "take Charge" personnel clerk to handle phone and preliminary interviewing home college a Plus PER MANENT STAFF Personnel
CALL 388-8900

BROKERAGE SECY
Insurance agency in Southfield Shorthand typing and math necessary Permanent position fringe benefits and vacation Call Miss Dee Monday thru Friday 9am-5pm 557-7744
An Equal Opportunity Employer

SOUTHFIELD LAW FIRM Typing data MTST or mag card operator Experienced only Legal background helpful but not desired Call Jan 352-6200

LEGAL SECRETARY Top flight Excellent skills Salary open Based on experience Blue Cross Blue Shield coverage Mrs White 356-2100

PART TIME LEGAL SECRETARIAL help needed to work after 3 PM or half days Bank Redford Twp area Call Mr Tosh 532-4720

SMALL MANUFACTURING company Secretary to Executive Overall office experience helpful full or part time Farmington Hills Own transportation to apply Must have of experience hours available salary expected Box 24 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

GENERAL OFFICE & bookkeeping skills required for 1 girl office Prior experience necessary 348-6083

SECRETARY
Beautiful Bloomfield Company Good typing and shorthand required Send resume and Personnel and administrative departmental Great potential 5700
LOIS RAY PERSONNEL
559-0560

KEYPUNCH OPERATOR
At least 1 year experience After noon shift Blue Cross Life Insurance Paid vacation disability insurance Small pleasant office Southfield location 352-6730

CLERK TYPIST
Immediate opening for individual capable of typing 45-50 WPM Short interviewing to Oak Park Medical field area Experience preferred but not absolutely necessary Excellent benefits Please call for appointment 557-3600
Equal Opportunity Employer M F

ACCOUNTING
CLERK SECRETARY
Secretarial assistant to production executive experienced in accounting procedures and accounting practices to prepare regular and special reports Capable of telephone, posting and checking some typing Knowledge of a variety of duties consisting of minimal supervision capability Typing skills and secretarial duties Must be able to get along well with people Experienced only need apply Good fringe benefit program Salary negotiable Apply in person with a written resume Observer & Eccentric Newspapers 36251 Schoolcraft Livonia 48150
Equal Opportunity Employer

504 Help Wanted Office-Clerical

LIVONIA
CLERK
$600 Fee Paid
Top Livonia space age firm needs neat-oriented high school graduate to train under newest machine Willing to learn attitude most important PERMANENT STAFF Personnel
CALL 388-8900

KEYPUNCHER BOOKKEEPER responsibilities of private outdoor tennis club in Southfield Excellent working conditions and benefits Call Mrs Bammel at 352-8000

BEGINNER
TROY
$500 Fee Paid
No previous office experience necessary Top Troy company needs alert high school graduate to train in busiest department Much variety and chance to learn PER MANENT STAFF Personnel
CALL 388-8900

CLERK TYPIST
Secretarial work for sales company Dearborn area Dictaphone experience necessary Full time permanent job for a responsible mature person 533-6630

GENERAL Office work with light dictation Southfield and 10 Mile area at least two years experience necessary Salary commensurate with experience and ability Call Miss Shetch 557-1097

CLERK-TYPIST
Immediate openings in home office of local insurance company Must type 50 plus WPM Some office experience necessary Excellent working conditions Liberal fringe benefits Call for appointment
453-2000

CLERK TYPIST Full time Activity of claims importance Experience and knowledge of General Office Procedures Fringe benefits Applications now being received 7 PM to 8 PM Exotic Rubber & Plastics 23000 Industrial Park Drive Farmington Hills

INSURANCE SECRETARY for small Southfield agency Nice working conditions Experience necessary 557-7822

EXECUTIVE SECRETARY for Southfield company Good typing and shorthand necessary Must have some financial background $750 plus benefits

FULL CHARGE BOOKKEEPER for busy Troy firm Trial balance and payroll work Must enjoy details $700 plus benefits

ACCURACY PERSONNEL
Birmingham 642-3600
Southfield 356-3600

SECRETARIAL POSITION General office skills needed Orchard Lake & Maple Rd area Full time 626-1031

RETIREE to assist executive sales man and office manager Part time Help processing paperwork and follow-up on clients Office experience necessary will train Send resume to Box 1000 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Suite 206 Southfield Mich 48075

504 Help Wanted Office-Clerical

MEDICAL RECEPTIONIST Experienced Full time Large medical clinic Contact Personnel Department 330-0700 Ext 290

SECRETARY to Senior Administrator excellent benefits & hours starting salary $700 per month Good shorthand and typing skills necessary light bookkeeping helpful ground helpful Call Mrs Samual 569-5102 ext 337

NEVER WORKED?
W 9 MILE
$550 Fee Paid
Super boss needs you to train as secretary You will answer phones handle correspondence and greet clients Learn while you earn here PERMANENT STAFF Personnel
CALL 388-8900

STENOGRAPHIC & GENERAL office work Northland area 35 hour week Monday thru Friday $135 starting salary plus fringe benefits insurance and other benefits Call Mrs Turbal 557-3793

IMMEDIATELY Needed Actuarial Trainee Assistant for Life Insurance Company College graduate with math background & some computer programming Experience in statistical analysis helpful Actuarial examinations helpful Salary $9 000 to $15 000 depending on suitability Call Personnel 326-1610 for interview or send resume to Box 333 Troy Mich 48084

ADMINISTRATIVE Assistant Secretary $800 plus Pension profit sharing B C & B S Master Medical Shorthand typing writing President's hours N Bloomfield transportation to apply Make hand of experience hours available salary expected Box 24 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

SECRETARY
We have a challenging variety filled position available at our modern distribution center for an experienced SECRETARY who possesses good typing shorthand and clerical skills
At Panasonic one of the World's leaders in Electronics and Home Entertainment products we can offer you pleasant working conditions paid Hospitalization and life insurance 11 paid Holidays profit sharing employee discounts and more
To arrange an interview please call
SID KING
(313) 477-2760
PANASONIC
Detroit Distribution Center
23975 Research Drive
Farmington, Michigan
Equal Opportunity Employer M F

SECRETARY
For Southfield Law Firm Some experience preferred 557-8181

FIGURE CLERKS
Needed immediately Knowledge of accounting helpful Salary & benefits
ELKIN TOURS
350-1311

AUTO BILLER
BOOKKEEPER
Strong dealership experience required Bright new office in Livonia Call Office Manager for appointment
425-3311

504 Help Wanted Office-Clerical

CPA FIRM
Junior Accountant with 1 year of experience needed for small firm Salary negotiable Send resume to Uppal Frank & Co 21111 W 10 Mile Room 314 Southfield 48075 No phone calls

SECRETARY TO VP
$600
Super spot in busy executive office Good skills and a sunny smile will get you in this suburban spot Call Lucy Scott
588-5400
Snelling & Snelling
PERSONNEL

EXECUTIVE
SECRETARY
FOR CONTROLLER
of prominent Southfield based Real Estate Corporation Position requires accounting background and top technical skills as well as tact poise and maturity Prior experience in real estate or financial institution helpful but not essential Send resume to Box 330 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

CPA OFFICE needs bright and responsible girl for typing and general office work Send resume to Schmatz & Co Suite 603 North land Plaza Southland Mall

A JR SECRETARY $520 Busy suburban firm needs your phone ability and typing skills Advancement Call Ann 7-372-6300
Snelling & Snelling Agency

KEY PUNCH OPERATOR
NORTHLAND AREA
Immediate opening on afternoon shift No outside assignments Must have key punch training or some working experience Call 569-5780 ext 240 for an interview appointment
Equal Opportunity Employer M F

BOOKKEEPER TYPIST with medical billing experience Lathrup Village Call between 9 AM 12 noon 569-7804

SECRETARY MATURE Accounts receivable accounts payable payroll experience Must have very excellent skills Salary open 15 Mile Haggerty area 624-6666

CLERK

Need individual for PBX and general office duties in our Livonia office Must have some office experience Typing speed required 45 WPM correctly on electric typewriter

CALL MRS BELLING
953-9413 AFTER 9 AM

MICHIGAN MUTUAL
INSURANCE GROUP

An Equal Opportunity Employer

ACCOUNTING OFFICE in South field typing bookkeeping and clerical Permanent position for mature person $550 5500

EFFICIENT SECRETARY Needed for 1 girl law office Legal experience not necessary will train Basic skills mandatory Northwest

TYPIST FOR CONSTRUCTION CO Must have good typing skills Birmingham area 646-8644
An Equal Opportunity Employer

504 Help Wanted Sales

CAREER
OPPORTUNITY
Can You Imagine
making two families happy on the same day, and getting paid for it? That's what Real Estate is like, and we would like to tell you more about it. Attend our next Career Seminar on Sat July 17, 10 a.m. at 4136 Telegraph Rd., Bloomfield Hills. Call 644-4700 for your complimentary reservation.
Real Estate Bus.
An Equal Opportunity Company

REAL ESTATE SALES
A Prestige Career Opportunity in Real Estate
The very successful Farmington Hills Office of The Durbin Company Realtors has openings in its sales staff. We are looking for salesmen who are committed to a full time Real Estate Career. Our outstanding training program, effective merchandising tools and strong management backing combine to assure you a fast, profitable start in your chosen career. For a confidential interview, call Gary Cook
851-6000
Member of
Birmingham-Bloomfield Multi List Service
South Oakland County Multi List Service
UNRA Multi-List Service
THE DURBIN COMPANY
REALTORS

504 Help Wanted Office-Clerical

ACCOUNTING SECRETARY Girl Friday with good typing skills and knowledge of accounting Must have good phone personality and ability to schedule work load Excellent benefits I-75 Crooks area 362-1373

EXPEDITING CLERK
Divisional headquarters of a Fortune 500 company has an opening for an expediting clerk to handle follow up and delivery requests on customer orders Must be familiar with general office procedures and possess a pleasant speaking voice Some production planning or order desk experience required Will be relocating to the Oak Park Beach field area shortly Excellent benefit program Please call for appointment 557-2000
Equal Opportunity Employer M F

BOOKKEEPER Experienced in auto dealership systems We offer Blue Cross Dental Pension etc to a qualified person desiring a permanent position Please Mrs Grimes at 453-2250 for interview

SENIOR SECRETARY For South field Company Nice location near Birmingham Company offers good benefits Send job ad to P 750 Salary 8000 to 9225 fee Paid

NICE BIRMINGHAM CO Needs typist to operate word processing machine Lots of people contact Full benefits salary $575 and Fee Paid

TROY COMPANY In Commercial/industrial field needs general office assistant to do light bookkeeping answer phone some typing able to start save benefits Fee Paid
ADAMS
&
MARTIN
PERSONNEL
920 E Maple BIRMINGHAM
646-5600

GENERAL OFFICE
Fast accurate typist with light shorthand and figure aptitude payroll experience helpful small pleasant office in the travelers Tower in Southfield Call
353-1420

SECRETARY for Southfield law firm High communication skills selection, scheduling and management responsibilities Good location convenient parking Want person who is mature organized good secretarial skills and with skilled experience or willingness to learn operation of Mag Card II typewriter Contact Karen 569-3000

DON'T JUST PUT UP A SIGN

PUT IT IN THE OBSERVER & ECCENTRIC

Tell more than 152,500 families throughout Wayne and Oakland Counties exactly where you are and what you have to offer. You can't miss with an Observer & Eccentric Classified Ad.

TWIN ACTION RATES
15 WORDS-2 ISSUES-$6.00

MERCHANDISE ONLY,
NO CHANGES OR CANCELLATIONS

Use your Master Charge or BankAmericard whenever you call

The Observer & Eccentric Classified Ads