500 Help Wanted

PROVIDE FOSTER CARE for retarded children or adults in Wayne County. Receive financial assistance and professional support. Contact Wayne Center. 942-2880

DINOS PIZZA
Delivery Person with car wanted. $2 per hour. Apply at Dino's Pizza at 7 Mile & Inkster Radford Twp. 531-4330

FULLER BRUSHCO has 2 well established routes now open. Livonia & Dearborn Areas. $2 per hour average to start. For interview Call 476-2531

TOP PAY
Housewives, students, work in our Livonia office - telephone soliciting. Mornings from 9 AM to 1 PM, or evenings 5 to 9 PM. Hourly plus bonus program. Call
522-5064
DeVlieg Oprs.

Night only, 31 Hr week. Mon thru Thurs 12 hrs Fri. 7 hrs. Mfg wages, profit sharing, vacations, paid insurance. Appl:
GALAXY BORING
8150 Joy Rd Plym.

AFTN PHONE SOLICITORS - Experience helpful, full-time, part-time from home top commission. 559-1250

SWIM CLUB POSITIONS - Swim Club located in Livonia is seeking qualified personnel for the following summertime positions: CLUB MANAGER, LIFEGUARDS, GROUNDS KEEPER, part-time TENNIS INSTRUCTION. Send resumes to Swim Club, P.O. Box 714, Livonia, MI 48151

ASSISTANT MANAGER Trainee and full-time day people needed. Must be willing to work hard. Good career potential for the right people. Hospitalization and disability insurance. Must be at least 18 years old. Apply at Kentucky Fried Chicken, 5258 Grand River, Redford

502 Help Wanted Dental-Medical

DR.'S OFFICE NEEDS SECRETARY, part-time, 20 hours week. Must have EXCELLENT typing and GOOD knowledge of Blue Cross forms. Send resume and references to: Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT wanted. Must be experienced. General practice. 12 Mile-Telegraph area. 642-5000

PERSONS EXPERIENCED in insurance billing, accounts receivable and computer print-out for Doctor's office. Livonia. Call Janet, Tuesday thru Friday. 535-0850

NURSES AIDES
FULL-TIME - MIDNIGHTS
Apply In Person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

GRADUATE Medical Assistant. Must be experienced at CBC injections and like Pediatrics. Livonia. 478-2723

LAB TECH. full-time registered tech with complete knowledge of all lab procedures for busy doctor's lab. Dependable and able to get along with people. Write to Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

PHYSICAL THERAPIST
Licensed full or part-time. Ann Arbor - Farmington area for skilled nursing home, exceptional fringe benefits. 559-6730

RECEPTIONIST
With Medical Transcription experience necessary. For x-ray clinic.
937-8155

NURSES AIDES - full or part-time, day shift, no experience necessary. Oak Hill Nursing Home, 34222 Grand River, Farmington

RN needed, part-time, Monday thru Friday. Doctor's office. Livonia area. 421-8710

MEDICAL RECEPTIONIST wanted for busy doctor's office. Experience preferred. Chance for advancement. 626-0350

Physical Therapist
LICENSED
Full or Part-time
Ann Arbor or Farmington area. Exceptional fringe benefits.
559-6730

MEDICAL BOOKKEEPER needed. Experience preferred with knowledge of Philips Computer. Southfield area. 559-4843

EXPERIENCED DENTAL Hygienist wanted. Familiar with full recall system, full or part-time. Westland area. 421-2675

DENTAL ASSISTANT wanted for full-time position. Must be experienced and willing to do Receptionist in addition to assisting. Send resumes to Box 780, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NURSE AIDES
All Shifts. Full-time, experienced preferred but not necessary. Apply in person.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
Between Grd. River & 8 Mile

OPTOMETRIC Assistant needed for Westside office. Full-time. 547-0300

DENTAL RECEPTIONIST for busy general dentistry office, 10 Mile-Telegraph area. 3 days a week. Mature person, responsible for patients' accounts, insurance billing and primarily appointment scheduling. Call 356-3623

DENTAL HYGIENIST wanted-Oak Park. 3 days, no Saturday. Call evenings. 544-1329

NURSE'S AIDS
ORDERLIES
All shifts. Experienced preferred, but will train. Apply at
Dorvin Nursing
& Convalescent Center
29270 Merlock, Livonia
476-0550

CHAIRSIDE DENTAL Assistant experienced, for Westland dental practice. Send resume to: Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN-LPN
Afternoon and midnight shifts. Full-time. Good starting salaries. Modern facilities. See Mrs. Ferguson.
Nightingale West
8366 Newburgh Rd.
Westland Nr. Joy Rd.

EXPERIENCED dental office manager, at least 25 years old. Dearborn Hts. 563-7346

HOME CARE AIDES
HOME MANAGERS
To provide essential homemaking services.
APPLY IN PERSON:
HEALTH CARE I
Suite 68A, 17000 W. 8 Mi. Sfld.

502 Help Wanted Dental-Medical

RN'S AND LPN'S
Full or part-time, afternoon shift. Apply in person.
Mon. - Fri., 10 AM - 4 PM.
HOPE CARE
CONVALESCENT
CENTER
38410 Cherry Hills Rd.
Westland

MEDICAL RECEPTIONIST
SOUTHFIELD SPECIALIST seeking experienced receptionist for busy front office. Must know all insurance forms, type 50, Dictaphone helpful. 5 days, no Saturdays, benefits.
DR. PERSONNEL - AGENCY
Northland Medical Bldg.
569-5254

BIRMINGHAM DENTAL OFFICE is seeking a reliable full-time receptionist - experienced in insurance forms, pegboard, bookkeeping and all other general office duties. Send resume to: Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

CRNA
ANESTHESIA CARE TEAM
ALL SHIFTS
LIBERAL FRINGE BENEFITS
857-7306

RN's & LPN's, full-time day or afternoon shifts. Apply ARNOLD HOME, 15529 W. 7 Mile.
KE 1-4001, Ext. 38

R.N. Full and part-time, afternoons. Bedford Villa Nursing Home, Southfield. 557-3333

NURSE AIDES, experienced with compassion for older people. Good pay and benefits. All shifts. St. Jude Convalescent Center. 421-4800

CHAIRSIDE assistant for doctors office. Must like people. Neat, personable appearance. Type 40 WPM. Prefer experience but will train. NW Detroit area. Call after 6 P.M. 354-5599

LPN'S - RN'S
MIDNIGHT SHIFT
Pleasant working conditions in modern extended care facility.
Middlebelt Nursing Center
14900 Middlebelt Rd., Livonia
LPN - MALE
Full-time, position with Industrial Clinic. Good salary and benefits. Contact Mrs. Wagner 569-5144

DENTAL ASSISTANT - Chairside. Must have experience. 565-1315

EXPERIENCED, reliable, accurate medical transcriptionist. Southfield area. Call 557-6711

X-RAY TECH for Garden City clinic, part-time registered, approximately 20 hours per week. Call for interview. 421-7478

DIETARY
SUPERVISOR
H.I.E.F.F.S. member or Home Economics graduate or Dietary Technician for 270 bed nursing home. Southfield area.
354-3222

SECRETARY
For Nursing office, full-time, must be an accurate typist. Position includes a variety of duties, which could be challenging and interesting for the right individual. Contact Mrs. Kremer, from 8 AM - 3 PM. 584-1371, Dearborn Medical Center Hospital.

DENTAL HYGIENIST. Tuesdays, Schoolcraft - Telegraph area. 534-6580

WANTED, Part-time Dental Hygienist. Mondays. Send resume to: W. E. McMinn, DDS, at 36180 5 Mile Rd., Livonia, Michigan 48154.

AN EXCELLENT opportunity with many benefits, security and advancement. Must have secretarial skills and be able to code and process Medicare, Medicaid and Blue Shield. Salary open. East side. 294-7920. 366-8080

MEDICAL ASST.
BUSY G.P. NEEDS sharp M.A. with experience in E.K.G., injections, V.P. and light lab. Great hours.
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

HOUSEKEEPER - day shift, full or part-time. Apply Hendry Convalescent Center, Plymouth.

NURSES AIDES - all shifts, full or part-time, will train. Apply Hendry Convalescent Center, 105 Haggerty Rd., Plymouth.

RN'S, afternoons, full or part-time; days, part-time. For skilled Nursing Facility, good working conditions. Apply: Hendry Convalescent Center, 105 Haggerty Rd., Plymouth.

DENTAL HYGIENIST wanted 4 days. Reliable, neat and able to assume responsibilities. Birmingham area. Send resume to: Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE ATTENDANTS, days, full-time. Fringe benefits. Bedford Villa Nursing Home, Southfield. 557-3333

NURSE AIDES
FULL OR PART TIME
ALL SHIFTS
Apply in person between 9 & 4 Pm.
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

LIVE-INS
Home Care Aides to provide essential homemaking services. $150 per week plus room and board. Apply in person to:
HEALTH CARE I
Suite 68A, 17000 W. 8 Mi. Sfld.

HOSPITAL STAFFING
WEEKENDS
RN'S $6.50 Hr.
LPN'S $5.40 Hr.
MON. THRU FRI.
RN'S $5.90 Hr.
LPN'S $4.60 Hr.
Ask About Our Bonus Plan
HEALTH CARE I
(RN Owned & Operated)
569-2585

504 Help Wanted Office-Clerical

PUBLISHING COMPANY - In Bloomfield needs figure clerk with bookkeeping background. Light typing. Luxurious offices and nice people. Salary $750, benefits and Fee Paid.

BUDDING BOOKKEEPER - For Birmingham company. Will train person with strong figure aptitude. Salary $600. Benefits. Fee Paid.

STAT TYPIST WITH SHORTHAND - For Birmingham company. Should have aptitude for map work for this interesting job. Salary $600 with full benefits.

SECRETARY - With good skills and figure aptitude for Birmingham company. Excellent opportunity, nice location. Salary $750 to $783 and full benefits.

ADAMS
&
MARTIN
PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

EXPERIENCED EXECUTIVE Secretary, full-time for Mfg. Representatives. Typing, shorthand, bookkeeping, permanent position. Royal Oak area. 586-5484

504 Help Wanted Office-Clerical

PAYROLL CLERK, Birmingham area, must have experience with computer payroll system. Salary Commensurate with experience. Call Sandy 642-9293

GENERAL OFFICE
National firm has a permanent opening for ambitious person in filing area. Some typing helpful. Good salary & benefits.
NATIONAL ACCOUNT SYSTEMS
Suite 220, 25600 Lahser Rd.
Southfield. Ask for Mr. Nichols
An Equal Opportunity Employer

Attention
TROY RESIDENTS
Witt Services
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TYPISTS
DICTAPHONE OPERATORS
SWITCHBOARD OPERATORS
KEY PUNCHERS
ALL OFFICE SKILLS
Recent experience NOT NECESSARY.
For Your Convenience
TROY OFFICE 649-4159
2100 W. Big Beaver
10 Am to 3 Pm
Tuesday, Wednesday, Friday
OAK PARK 967-0339
20820 Greenfield Rd.
8 Am to 5 Pm
Monday thru Friday

504 Help Wanted Office-Clerical

SALES SECRETARY
Major insurance company has an opening for a sales secretary. Accurate typing in excess of 40 w.p.m. and dictaphone experience are required. Good opportunity for learning and advancement. Birmingham area. Call Cheryl Johnson 644-4100 after Feb. 21st from 9 AM - 4PM.
An Equal Opportunity Employer

CLERK TYPIST, full or part-time, 45 WPM, heavy phone work for weekly publication in Livonia. Call Mr. Melvin 261-8300

EXPERIENCED LEGAL SECRETARY. General Law, good typing, shorthand and dictaphone. Salary commensurate with experience. Send resume to: Box 810, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Dream Job
Troy.
$700 Fee Paid
No shorthand necessary. This Plumb will go fast, so hurry! Good typing and outgoing positive attitude - all that is required for stimulating personnel department position. Excellent, excellent raises. PERMANENT STAFF. Personnel.
388-8900

SECRETARY-TRAINEE
Typing, shorthand, 9-5. Good benefits. Southfield, call Mr. Yeager 353-5000

504 Help Wanted Office-Clerical

FULL TIME salaried position as clerk-typist in pleasant office atmosphere. Included are all company benefits and pension plan. For personal interview call Feb. 28. Ask for Mrs. Fike: 968-0700

I need Legal Secretaries to fill my many openings in the NW suburbs. Legal background and top skills a must. Salaries equal to ability. All positions fee paid.
PREFERENCE
PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TILS

KEYPUNCH
Must have one year experience, stable employee record and good references. Salary position without shift work. Modern office near Schoolcraft and Telegraph. Call for an application.
538-6800 Ext. 10
FLINT INK
CORPORATION
An Equal Opportunity Employer

BOOKKEEPER, Experienced thru trial balance. General office skills required. Manufacturing plant. Southfield area. Salary, hospitalization, plus pension plan. Call for interview appointment. 352-1566

ACCOUNTANTS FOR aggressive CPA firm. Needing permanent staff people. Experience of 1 to 3 years in public accounting field required. All benefits available. Reply to: Box 820, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
A regional office for a leading tool manufacturer has immediate opening in a 1-person office for an executive secretary. Applicant must be experienced in secretarial and clerical skills, shorthand skills desirable but not essential. Telephone communications skills are a must. Excellent salary and fringe benefits. Birmingham location. Please send us your resume detailing experience and salary requirements in confidence to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY - We are looking for a full-time secretary. Must be able to take shorthand and have above average typing skills. Also must have ability to handle all around office duties. Pleasant working conditions, excellent benefits. Call Monarch Marketing Systems, Inc., Farmington, Michigan. A subsidiary of Pitney-Bowes. 477-8402
An Equal Opportunity Employer

BOOKKEEPER
Accounts Receivable/Accounts Payable and Payroll. Some light typing. Telegraph/Plymouth area.
534-1998

TRAVEL AGENCY desires receptionist, experience helpful but not necessary. 278-3500

PART-TIME LEGAL STENOGRAPHER for Southfield Law office. Shorthand preferred but not essential. Salary open. 537-0600

REAL ESTATE OFFICE needs Clerk-Typist. Duties include answering phone, accurate typing, filing and general office. Neat, non-smoker preferred. W. Bloomfield area. Ask for Mary Parker for confidential interview. 851-0200

SMALL CHEMICAL company near Canton Twp. needs experienced secretary. Proficient typing, shorthand, light bookkeeping, etc. 20 to 30 hrs. per week. Salary commensurate with ability. Send resume and references. Call between 9-5. 483-7118

504 Help Wanted Office-Clerical

TYPIST needed, experienced. Claims Department, Birmingham area. Full-time. Call Great American Insurance Co. 642-4500

MATURE Woman to run office in Birmingham area for manufacturers representatives, half days, developing into full-time work. Call 646-5600

LEGAL SECRETARY for Northville office. 2 years recent legal experience required. Must be pleasant, with excellent typing skills. Must have knowledge of proper legal forms, court procedure and related matters. Others need not apply. Salary commensurate with ability. 348-2929

RECEPTIONIST, N.W. Suburban Veterinary Hospital. Good typing & general office skills. Permanent part-time. Starting immediately. Send resume to: Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BUSINESS OFFICE in Farmington needs part-time, 20 hours per week. Clerical Bookkeeper. Call and ask for Miss Mazzaro. 476-2600

BOOKKEEPER, downriver location. Central office of retail drug store chain seeks bookkeeper. Prefer experience, working knowledge of office machines. Light typing. Full-time position for mature, dependable person. Salary and fringes. Apply in person, 10 AM - 3 PM, Tues. - Fri. Sentry Drug Stores, 7010 Metroplex, Romulus 729-7100

RESERVATIONS CLERKS
& ACCOUNTING CLERKS
Required immediately. Good salary, terrific travel benefits.
ELKIN TOURS
358-1234

SECRETARY - Full-time position. Minimum 3 years experience. Typing 60 WPM, shorthand 80 WPM. Excellent fringe benefits, starting rate. Call Mrs. Janos, Birmingham Public Schools. 644-9300, Ext. 297.

504 Help Wanted Office-Clerical

BIRMINGHAM LAW office needs reliable girl - 8-5PM, 5 days. Good typist, H.S. graduate. 947-1450

PART-TIME secretary. Dictation, typing, good at figures. 4 hours per day. $2.50 per hour. Bloomfield Hills. Phone Pat 338-9284

TYPIST
Creative department, beautiful suburban advertising agency, general office duties, answering phones and filing. Benefits. $625. Fee paid.
LOIS RAY PERSONNEL
559-0560

Front Desk
Livonia
$550/Mo.
Like people? Then you will love this front desk receptionist position in easy to reach Livonia. Just light, accurate typing and friendly smile are all that is necessary. Benefits include profit sharing. PERMANENT STAFF. Personnel
388-8900

ADVERTISING AGENCY, Troy, needs super sharp typist-stenographic receptionist. 689-8042

SECRETARY
Troy firm. Typing 70 wpm accurately, shorthand 90 wpm. 2 years office experience necessary, versatile type of position. $700. Fee paid.
LOIS RAY PERSONNEL
559-0560

GENERAL OFFICE, Southfield office needs Girl Friday. Good typist, answer phones 352-8061

504 Help Wanted Office-Clerical

SECRETARY
With experience working in Doctor's office. Billing, Appointments, Answering Phones, Typing, Dictaphone. Needed for allergist's office. 18 Mile - Rochester Rds. area., Troy. 641-7770

SECRETARY & ADMINISTRATOR for sales department of small but fast-growing manufacturing firm in Livonia. Must be accurate with figures, good typist with ability to work with outside sales personnel and customers via telephone and correspondence. $550 - $575 monthly, plus benefits. Apply in person at Signature Corp., 34029 Schoolcraft Rd., Livonia

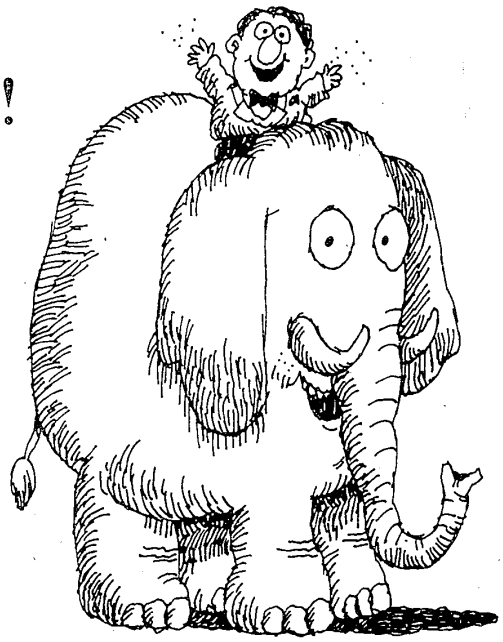
CAPABLE woman for permanent job in one girl office for small Novi manufacturing company. Duties include payroll, invoicing, order writing, pricing, phone, filing, typing, etc. Salary, $550 to $650 depending on qualifications. Reply to P.O. Box 608, Novi, Mich. 48050

TYPIST - SECRETARY for small Birmingham Design office. Must be experienced and accurate in type technical specifications. Also responsible for general office duties involved in 1 girl office. $3.50 per hour, hours 9 30AM-4 30PM, 4 days per week. Part-time girl considered, set your own hours. 644-0290

SECRETARIES
- PRESTIGE -
Long term assignment. Shorthand needed to fill these important positions. Call Nancy or Patricia for office nearest you
356-7337
VICTOR TEMPORARIES

COLLECTOR - TELEPHONE
Large National organization offers permanent, pleasant position with good salary, incentive bonus, benefits & future. Must have some experience. NAS - Creditors Service Inc 532-0520

IF YOU THINK THE CLASSIFIEDS ARE FULL OF WHITE ELEPHANTS THINK AGAIN!



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