500 Help Wanted

SUMMER INDUSTRIAL JOBS

Especially good for college students who need cash but don't want to k full time. Stop by today.

Apply 9am-3pm. Mon.thru Fri.

24755 5 Mi. W. of Telegraph

29256 Ryan Rd. at 12 Mile

MANPOWER

TEMPORARY SERVICES
An Equal Opportunity Employer

SUMMER JOB - Mechanical or Electrical Engineer student to work on automatic machine rebuild. Troy in Livonia. Call 1-338-4892

SUMMER JOBS - for students, men and women, various positions paying up to $800 month guaranteed. Call after 9 am 371-0055

SUPERVISORY POSITION
For Mature Person (Card & Gift) Shop. Full Time Days & Evenings. Salary commensurate with experience. Apply In Person. Livonia Mall Card Shop, 7 Mile - Middlebelt Rds.

SURFACE GRINDER, B & S. No 13 Grinder, I.D. & O.D. Grinder. Some tool work experience necessary. All benefits. 55 hour week. day shift. Monday thru Friday. 525-9205

SURFACE GRINDER. B & S No 13 Grinder. I. D. and O. D. Grinder. Some tool work experience necessary. All benefits, 55 hour week. day shift. Monday thru Friday. 525-9205

SURFACE GRINDER HAND for tool work. Good benefits including dental and disability income benefits. $10 per hr. for good men. 43211 Grand River, Novi. 348-3220

SURVEY personnel - construction. Immediate openings for 2 experienced instrument men. Permanent positions created by expansion of established NW area firm. Contact Ann Arbor 668-8800. An Equal opportunity employer.

TACK WELDER - required, must be willing to learn simple print reading and learn to fabricate, permanent employment for aggressive worker. Plant located in Redford. Blue Cross, profit sharing and other full benefits. Call George at 537-9600

Taking applications for:
STARTER &
NIGHT WATERING MAN
On Golf Course and
Grounds Maintenance
Apply at Independence Green Apartments Main Rental office, 24750 Madison Ct., Grand River at Halstead.

TAKING APPOINTMENTS FOR:
PRESS OPERATORS
PLANT MAINTENANCE MAN
Profit sharing, pension plan, all fringe benefits.
Progressive Stamping Co.,Inc
2867 Samuelson, Royal Oak
1/4 Mile-Coolidge area

TECHNICIANS/ENGINEERS. Major area construction firm requires an office engineer experienced in quantity take - off & cross sections of earth work projects. Experience with Hewlett - Packard basic language model 9825 or 9845 programming a must. Permanent position. Contact Jim Mielke, 642-3600. An equal opportunity employer.

TECHNICIAN TRAINEE
TO $15,000 PLUS FRINGES

Guaranteed salary, company vehicle, paid on job training, assigned territory, no overnight travels. Call Duncan.
PERSONNEL RECRUITERS
358-3300

TECHNICIAN ELECTRONIC

Join an established & expanding company. Maintain & repair business machines. Military electronics, R.E.T.S., & experience preferred. If qualified the opportunity is yours, call Monday thru Friday.
478-0030

All inquiries held in confidence.
An Equal Opportunity Employer

TELLER

Experienced preferred. Bloomfield Branch, (Orchard Lake at Lone Pine). Excellent salary & benefits. Train in Downtown Detroit, (Woodward at Congress). Parking Paid.
Detroit Federal Savings
961-7600, ext.18
Equal Opportunity Employer M/F

TENNIS INSTRUCTOR
To teach small group lessons for all ages on outdoor courts. Must have transportation. Dates of employment June 19 thru Sept. 1st. Pay rate $2.65 to $3.50 depending on experience. Contact: Farmington YMCA, Dave Heiser. 553-4020

THE Detroit Popcorn Company now accepting applications for: stock, warehousing, equipment repair and delivery drivers. Minimum age 18 years. Apply in person only, no telephone calls please. 12085 Telegraph, Redford.

TIME STUDY ENGINEER

3 to 5 years experience in Roll Forming and Assembly. Excellent fringe benefits. Send resume and salary requirements to: Box 980, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TOOL & DIE REPAIRMAN

To build and maintain small dies and fixtures.
GOOD BENEFITS
476-4550

TRAVEL AGENT
For Allen Park & Troy Agency, must have minimum 2 years experience. Send resume: P.O. Box B, Allen Park, Michigan, 48101.

TRAVEL AGENT - 2 Years experience required, busy retail office. Top Pay. No Saturdays or evenings 353-1041

TRUCK FLEET MAINTENANCE MGR.

Line Haul Operation
Some Refrigeration Experience Required
Detroit Area Company
Send Resume To Box 8970, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

An Equal Opportunity Employer

TURRETT LATHE OPERATOR
Retirees welcome
535-5440

VARGO'S OF LIVONIA

is now hiring SAUTE COOKS. Must be able to handle a high production kitchen. $32 per shift. Benefits available. Call between 4 and 12 Pm.

261-3600

WAITRESS, afternoon shift, apply at LeRoy's Coffee Shop, 856 South Wayne Rd., Westland.

OAE

500 Help Wanted

TWO GROUND Maintenance Men. Must be 18 or over. Apartment complex in Utica. 731-8400

TWO MATURE WOMEN
To do light Shipping & Bench Work in Wholesale Warehouse. Full-time, clean work. Call Steve, M.W. Detroit. 531-7611

TYPESETTING/Graphic art salesperson, to service established accounts and develop new clients, call 728-0480

WAITRESSES

ALL SHIFTS. Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 3 & 5 PM.

Bates Hamburgers
33406 Five Mile, Livonia
Middlebelt at 9 Mile, Form.

WAITRESSES FULL TIME

AFTERNOONS & MIDNIGHTS
Apply In Person
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

WAITRESSES wanted, all shifts. Apply at Palace Fine Foods, 28504 W. Seven Mile, Livonia.

WAITRESSES - evenings, part and full time shifts now available. Excellent tips, must have neat appearance. Apply in person Monday thru Friday, 1 to 3 Pm. or by appointment: Blakney's Ranch House, 28333 Grand River, Farmington. 477-8545

WAITRESSES

I need a number one summer crew. If you're my girl, apply at: Redford Lum's, 7 Mile & Grand River.

WAITRESS. Experienced preferred. Apply in person. Village Restaurant, 29351 Orchard Lake, Farmington Hills.

WAITRESS
Must be steady & reliable, experienced, lunches. Wayne Westland area. 728-1783

WANTED: Cooks & dishwashers, days, will train. Apply in person Tues. thru Sat. 8-5. See Woody. The Leather Bottle Inn. 28027 West Warren, Garden City.

WANTED - high school graduate mechanically inclined to learn rustproofing. Dependable transportation required. Dearborn Heights area. Between noon - 5 pm 274-7782

WANTED - inside salesperson to operate out of Troy area office. Contacting DEM'S and distributors. Product line: electronic components and stampings. Some knowledge preferred. Reply to box 964, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

WANTED: Responsible individual to manage high volume fuel stop. References. 721-2400

WANTED - two good men to cut grass for apartment complex. Must be 18 years old & own own transportation. Plymouth area. Call 455-7250

WANTED: 3 men for digging. 476-8080

WAREHOUSE CLERK-shipping & receiving, experience helpful, but not essential. 40 hour week. $3 hour. Apply in person between 12 noon and 5 pm, Factory Official Radio 30724 Grand River, Farmington Hills.

WAREHOUSE man, $3.50 to start. Royal Oak area. 549-5845

WAREHOUSE MAN

Full time position available. Hourly rates plus fringe benefits. Westland area. Call John at
ACE HARDWARE
729-5060

WARNER & SWASEY - A.C. operator, days, full benefits, must have own tools and be able to set up and operate. 729-2600

WARRANTY CLAIMS clerk needed for automobile dealership in Garden City area. We are willing to train. Call 425-4300

WATERFRONT DIRECTOR with WSI, minimum age 21. For Summer resident camp. 663-2081

WELDER FITTER for structural steel and plate fabrication. Must be familiar with shears and brake and general machine fabrication. R. T. Sheehan Co. 453-5300

WELDERS wanted. Must be experienced in all phases of welding. Apply at 15536 Telegraph, Detroit.

Welders & Apprentice Welders
For Small Welding Shop. W. Suburban Area. 422-2772

WOMAN over 30 to do light office and formica work. Tues. - Sat. 10 AM - 6:30 PM. Apply in person. Kitchen Top Shop, 31166 W. 8 Mile, Farmington Hills, east of Merriman.

WOMAN TO CLEAN in Westland apartment complex. 5 days week. call 522-472C

Working Supervisor

Dining room area. 11:30 AM to 8:30 PM. Full time. Good pay and working conditions.
Presbyterian Village
in Redford Twp.
538-9135
An Equal Opportunity Employer

WRITER, Permanent Part time - Good Typist - Plymouth Ad Agency. 455-7701

YORK STEAK HOUSE
Located in Westland Mall now hiring part time employees for day shift. Must be available between 11 am-2 pm. Apply in person Mon. & Tues. between 2-4 pm.

YOUNG MAN, general gardening and maintenance work. full time. Call Mr. Kroph 465-1446

YOUTH ASSISTANT WORKER
The Livonia CETA office is currently taking applications for summer employment opportunities as YOUTH ASSISTANT WORKERS at $160 per week. A degree in Social Work, Behavioral Science or a related field is preferred. Experience can be considered in lieu of formal training. Applicants must be: Livonia residents and either unemployed for the last 30 days or from low income families. Applications must be received by Monday, May 29, 1978 at the Livonia CETA Office, 15420 Farmington Rd. 522-4870.

An Equal Opportunity Agency

13 GRINDER

Must be experienced on Brown & Sharpe, 55 hour week & fringe benefits.
1-437-3470

502 Help Wanted Dental-Medical

RN INDUSTRY
3 month assignment in Westside corporate medical department. PM shift.
DAVIS-SMITH
Medical-Dental Personnel
Since 1956 537-7200

RN'S-LPN'S
FULL-TIME POSITIONS
RN'S, FULL-TIME
APT. $50
MID. $51
LPN'S, FULL-TIME
APT. $43
MID. $44
Plus excellent benefits. Apply in person. University Convalescent & Nursing Home, 28550 Five Mile Road, Livonia.

502 Help Wanted Dental-Medical

RN'S

VACATION REPLACEMENT
We have immediate openings for Registered Nurses to work throughout the Summer as vacation replacements. Positions are available on our day, afternoon and midnight shifts, part time and full time.
METROPOLITAN HOSPITAL
23363 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

NURSES & NURSE'S AIDES
Full and part time
Apply in person
Lahser Hills Nursing Center
25300 Lahser Rd. Southfield

MEDICAL ASSISTANT, 6735
Work with doctors in busy family practice. EKG, X-RAY, Venapuncture, Injections. Some front office experience.
DAVIS-SMITH
Medical-Dental Personnel
Since 1956 537-7200

KNOWLEDGE OF medical insurance. No agency fee. Excellent salary.
HEALTH CARE PERSONNEL
398-0030

REGISTRATION CLERKS

Immediate openings in Emergency Room. 3:30 PM - Midnight shift, full time, alternating weekends.
Apply to the Personnel Dept.
MT. CARMEL MERCY HOSPITAL
6071 W. Outer Dr.
Detroit. (Near Schaefer)
864-5400, Ext. 225

NURSE AIDES needed, full time, all shifts. Part time, for weekends, all shifts. Apply Oak Hill Nursing Home 34225 Grand River, Farmington. 477-7373

RN'S - INDUSTRY
We are looking for a few RNs to work in corporate medical departments in the Metropolitan area. Prefer Industrial, Emergency, ICU, or clinic experience. These assignments are by the day, week, or month. For more information call:
DAVIS-SMITH
Medical-Dental Personnel
Since 1956 537-7200

RECEPTIONIST
NW specialist needs front desk Manager for busy medical office. 4½ day week, insurance experience.
DAVIS-SMITH
Medical-Dental Personnel
Since 1956 537-7200

SECRETARY - RECEPTIONIST - Modern progressive Orthodontic office in Birmingham. 647-0696

DIALYSIS TECHNICIAN
WE WILL TRAIN ambitious person for immediate opening in Livonia Dialysis Center. Some health care background preferred. Responsibilities include both patient care & mechanical equip. duties. Call between 9AM-3PM, weekdays for an appointment. 522-0780
Equal Opportunity Employer M F

OFFICE MANAGER
1 Dr. office. In Southfield area. Excellent salary. Great opportunity for experienced person.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

INS. BILLER/BOOKKEEPER
Must know all insurance forms. Light bookkeeping. Mon. thru Fri. Suburban area. needed immediately. Benefits.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

X-RAY TECHNICIAN
Nice suburban location, good salary and no weekends in return for your expertise in this field.

LAB TECHNICIAN
Flexible hours, super location and a friendly atmosphere for your good laboratory skills. Registry is not mandatory.
TOWN & COUNTRY
EMPLOYMENT CENTER
Med. Dental Div. 474-1717

MEDICAL RECEPTIONIST
For Troy office. Experience preferred. Day work 8AM-5PM, no weekends. 689-5143

INSURANCE CLERK experienced in Blue Shield & Medicare Billing. Birmingham location. Call 647-4620

RECEPTIONIST-ASSISTANT
Southfield and Birmingham areas - Any medical experience helpful. Benefits. full time.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

REGISTERED NURSE

"ON CALL"
We have an immediate opening for a Registered Nurse with operating room, recovery room experience. If you are interested in working on an "as needed" basis and becoming a part of our dynamic and growing team, call Personnel for more information.
METROPOLITAN HOSPITAL WEST
23363 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

TROY DOCTOR Needs medical assistant, full time, must be experienced, duties to include, vena-puncture, EKG, peg board & all billings. Call Karen Monday thru Friday 13. 362-3550

DENTAL RECEPTIONIST - excellent opportunity to work in congenial quail staff office in Plymouth. Experienced preferred, must differentiate duties in a busy work environment. Salary commensurate with ability. Send resume to Box 8978, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

ASSISTANT to Physical Therapist, full-time, Mon. thru Fri. Experience preferred. Livonia, Westland area. 464-4134

DENTAL ASSISTANT for Orthodontic office in Lathrup Village. Permanent full time employment only. Mature person willing to assume responsibilities. Must like children. Experience desired, not necessary. Call 9am-12 noon only 559-0080

RECEPTIONIST For Birmingham Pediatrician's office. Full time. Typing, bookkeeping, phone experience preferred. Call between 10am-12noon. 645-1741

EKG TECHNICIAN
Must have holter monitor, tread mill, scans experience. 3 month assignment.
DAVIS-SMITH
Medical-Dental Personnel
Since 1956 537-7200

SYSTEMS ANALYST

Multi-unit health care corporation expanding its data processing and management information system capabilities is seeking a systems Analyst to co-ordinate system conversions. Send resume and salary requirements to:
Director Of Management Systems
Peoples Community Hospital Authority
28101 Annapolis Ave.
Wayne, Michigan 48184
OR phone 722-4400, Ext. 287
For more information

PCHA, Michigans Largest Hospital Authority, offers an outstanding salary schedule and fringe benefit package to those individuals able to satisfy the challenges of quality health care.

An Equal Opportunity Employer

502 Help Wanted Dental-Medical

WANTED: R. N. for busy Southfield Allergist's office. 3½ day week, paid Blue Cross. Referrals required. Salary commensurate with experience. 569-4477

DENTAL Assistant, experience preferred, no Saturdays. Call after 10AM. Walled Lake area. 624-5515

MATURE Dental Receptionist for Farmington Hills Endodontic office. Full time, experience necessary 553-2620

RECEPTIONIST WANTED for busy Farmington doctors office. Must be outgoing, friendly and personable. Some typing and insurance helpful. Office experience helpful. 478-1828

RN in home. Mon. - Fri., 9-5. Excellent wages. Birmingham area. 646-7088

DENTAL office manager. Experienced only for progressive Northwest practice. Needs knowledge of insurance, scheduling, collections, etc. Pay dependent upon abilities and experience. 348-2310

DENTAL ASSISTANT, college student, full time summer, part time fall. Experienced preferred. Dearborn Heights area. 274-3590

PHYSICAL THERAPIST FOR HOSPITAL. Call Monday through Friday, 9-5pm 358-1820

-SECRETARY-RECEPTIONIST

M.D. Specialist-Troy Office
Rapid, Accurate Typist - very important. Dictaphone experience. Executive Ability, Compose Letters without Complete Dictation. Experience with Insurance Forms. 40 hour week. No Nights or Weekends. A challenging position with comparable starting salary. $250. to $300. per week. Send complete resume & handwritten introduction. Box 958, Observer & Eccentric Newspapers. 36251 Schoolcraft, Livonia, Michigan 48150.

RN-LPN

Basic Nursing Home. afternoon, shift. full time or part time.
644-8015

AIDES & ORDERLIES Pleasant working conditions. Fine benefits. Redford Villa Nursing Home, Southfield.

NUTRITIONALLY open minded individual. R.N., L.P.N. Med Tech, etc with good skills. Vena puncture, EKG, etc willing to learn aspects of preventive holistic medicine. Flexible hours, Monday through Friday. Salary commensurate with experience and ability. Write Box 10, Westland, Mich. 48185.

EXPERIENCED MEDICAL Secretary. Must be experienced in Blue Cross Blue Shield, Medicare, Medicaide. Dearborn area. 274-0641

LAB Technician needed in Doctor's office. Flexible hours, salary commensurate with experience. Write Box 10, Westland, Mich. 48185.

MEDICAL Assistant, part time, 4 days. 8:30-5:30 hours, experience Vena puncture, practice deals with obesity problems. Southfield area. 569-2345

PHYSICAL Therapist for progressive agency. Good salary plus fringe benefits. Acute care. Apply: Physicians Rehabilitation Service, Suite 1504, Travelers Towers, Southfield. 358-1890

RN - LPN

MIDNIGHT SHIFT
Full or Part time
Pleasant working conditions in modern extended care facility
Good benefit package
Middlebelt Nursing Center
14900 Middlebelt Rd., Livonia

RN-LPN

Good starting salaries, and good hospital benefits. Day and afternoon shifts, full time. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN-LPN Nurse Aides

ALL SHIFTS
FULL & PART TIME
CAMELOT HALL
35100 Ann Arbor Trail
Livonia

X-RAY TECHNICIAN

Full-time for Private Diagnostic Radiology Clinic. Redford area. 937-8155

Nurse Aides

Full time, Midnight shift. Will train, good benefits. See Ms. Watkins.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL Receptionist - assistant for newly opened allergist's office. Knowledge of insurance forms desirable. Will train for necessary procedures. Plymouth - Canton area. Send typewritten resume and tell us about yourself and your experience - Box 952, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - Experienced 4 handed dentistry. Familiar with front desk. Salary commensurate with experience. Must enjoy working with people. Written resume to: Dr. Myron Cua, 31701 W. 11 Mile, Southfield, Mi. 48076: or call 358-0610

MEDICAL TECHNOLOGIST
Weekends or Sundays only. 7:30 AM-4 PM. Apply Personnel Office. 9:30 AM-4 PM Mon. thru Fri. Redford Community Hospital. 25210 Grand River KE 1-6200

R. N.

Immediate opening full-time Midnights. Liberal salary & fringe benefits. Call Mrs. Cuy, 10 AM-4 PM.
REDFORD
COMMUNITY HOSPITAL
KE 1-6200

DENTAL RECEPTIONIST. Permanent, full-time. Mature person, experience necessary. Must be willing to work Saturdays. Livonia office. 478-2110

RECEPTIONIST-OFFICE Assistant wanted by busy surgeon in Troy. Must have basic knowledge of insurance forms. A general office procedure. Will pay good salary for capable & responsible individual. Call 362-0910

DENTAL ASSISTANT for Northville area. Experience in 4-handed dentistry preferred. 349-3644

RN

with psychiatric experience desirable. Full time, afternoon shift. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

DENTAL ASSISTANT, Southfield Orthodontic Office, experience preferred. 358-3120

DENTAL ASSISTANT, experienced, full time, highly professional office awaits team member. Salary open. Livonia, Redford area. 477-8310

502 Help Wanted Dental-Medical

TRAINED MEDICAL assistant-for x-rays, injections, EKG's and venapuncture. Apply 8001 Merriman, 9-5. Monday thru Friday.

Midnight Nurse

11pm-7am. Full-time. Competitive Wages and Benefits.
Dorothy Convalescent
& Nursing Center
. Near Livonia Mall
478-8550

RN'S

needed at Northville Regional Psychiatric Hospital. $14,720 to $15,597. Michigan Civil Service benefits. Please contact Mrs. Dixon, ,
349-1800, ext 231
An Equal Opportunity Employer

PART-TIME Chairside Dental Assistant. Desire full or 3/4 day as required. Experience preferred. Reply: Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL RECEPTIONIST - full time Mon. thru Fri. Must be empathic with people, able to perform under pressure; exceptionally mature. Salary & benefits negotiable. Jo Mole - Telegraph area. 358-3950

BILLING CLERK, experienced in all types of Medical billing. Troy area. 689-0442

MATURE PERSON - full time for busy ophthalmologists' office, pay board, insurance, telephone, statistics, experience helpful. Full time. Reply Box 792, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDES

FULL TIME
Days-Afternoons-Midnights
Apply in person
Marycrest Manor
15473 Middlebelt, Livonia
427-9175

504 Help Wanted Office-Clerical

PART-TIME Office, 3 evenings 5-9 P.M. and Sat. 9-5 P.M. Typing, telephone, typing. THOMPSON-BROWN REAL ESTATE, West Bloomfield 642-0703

SALES ASSISTANT
Manager of sophisticated contemporary furniture showroom. Requires sophisticated person to handle a variety of challenging tasks. Inter-personal skills both on the phone and in person a must requirements. Handsome Birmingham area. Excellent benefits. salary commensurate with experience. 646-0616

PRODUCTION TYPING supervisor. We need an experienced typist and proof reader for a supervisory position in Southfield area. If interested please send resume & salary history to Box 988, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TROY REAL ESTATE management company looking for You. Summer job, clerk/typist, 9 to 5, 40 per hour. Call 362-1373

SECRETARY-SALES

A Nationwide Fund management company located in the Southfield area is seeking a qualified individual for a position as a SECRETARY for the SALES SERVICE DEPARTMENT. Required skills include: accurate typing experience in Bookkeeping and enjoying organized challenging position for a person with full charge bookkeeping and accounting supervisory experience. Supervise staff of 4. Career opportunity, no degree, fee paid, benefits. To $900
Durham Personnel
569-1522

504 Help Wanted Office-Clerical

AVAILABLE NOW

Exec. Sec'y no Shorthand	$1200
Exec. Sec'y	$1100
Secretaries (no shorthand)	$850
Legal Secretary	$866
Secretary (no shorthand) several	$750
Clerk Typist to	$650
Receptionist	$866
Keypunch	$800
Accounts Payable Clerk	$800
Clerical to	$640

Many other positions available in the N. E. & N. W. Suburbs.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza. 22909 Hamilton
Farmington Hills 553-3100

LEGAL
SECRETARY TRAINEE
Executive Secretary Skills
FEE PAID
NORTH SUBURBS
KAY TURNER PERSONNEL-1101
18280 W. 10 Mile Rd.
SOUTHFIELD

SECRETARY

With good business machine experience, able to run calculator & handle diversified office duties for Royal Oak manufacturer. Full time, good benefits including profit sharing & pension plan. Send resume, including salary history to Box 476, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Clerk/Personnel

Opening in the personnel office for an individual who has office experience and can type 45 words per minum. Personnel background helpful. Contact: Personnel Office
BOTSFORD
General Hospital
(INSTITUTION)
28050 Grand River at Lundy
476-7600

SECRETARY

We have an excellent opening in our financial department for an experienced Secretary with good typing and shorthand skills. We offer an excellent working environment. Attractive compensation package and liberal employee benefits. Please send letter of application indicating background, or call Ms. Landlaw for interview arrangements.
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, 48167
349-6700

SUBURBAN OPPORTUNITIES

ACCOUNTING SUPERVISOR. $12,000-$14,000. Full charge computerized bookkeeping, plus supervisory experienced needed. Tel-A-ACCOUNTING CLERK, to $900. 2 years+ formal accounting courses. No typing. Noel area.
ADMINISTRATIVE SECRETARY. $780+. Secretarial skills with some experience for Farmington Hills.
CLERK TYPIST. $600. Good typist for diversified job with Farmington area firm.
EMPLOYERS PAY ALL FEES
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

ACCOUNTING SUPERVISOR, Intelligent accounting graduate, challenging position for a person with full charge bookkeeping and accounting supervisory experience. Supervise staff of 4. Career opportunity, no degree, fee paid, benefits. To $900
Durham Personnel
569-1522

504 Help Wanted Office-Clerical

OFFICE POSITION

Immediate full time opening in our main office. Interesting job opportunity for individual with typing and shorthand skills. Pleasant phone voice. Excellent working conditions. Full benefit program including profit sharing. Apply 9am-5pm. 12945 Wayne Road, off Schoolcraft, Livonia.

CLERICAL

SECY - Property management department. Typing & dictaphone, heavy phone work. Light bookkeeping. Will train.

CLERK-TYPIST - Entry level position. Typing 40WPM. Advancement for the right person as this is a growing company.

FULL CHARGE BKKPR. Person who likes customer contact. Exp. is a must.

SECY - Entry level for Birm. Corp. Average typing & shorthand.

ALL FEES PAID. Call, come in or send resume to:
PROFESSIONAL PLACEMENT PARTNERS, LTD.
555 S. Woodward, SUITE 616
Birmingham, 48011
644-2842

GENERAL OFFICE
$7800
Progressive firm needs your general office skills now. You will love this fun plush company. Room to advance here. Call Tina.
SNELLING & SNELLING
478-3500

CLERK-TYPIST/BOOKKEEPER
For Southfield office. Must type 50wpm. Contact Mrs. Benlastai 557-1430

BOOKKEEPER SECRETARY
Immediate opening for sharp "take charge" type person
Apply In Person
[illegible]
[illegible]
[illegible] 40 hour. Plymouth Area 478-7400

CLERK TYPIST wanted for large company, salary open, experience helpful but not necessary. 557-3750

RECEPTIONIST

Sharp. Meet and Greet typist needed for this Front Desk spot. $200 start in Troy including benefits, and comprehensive training program. Call 649-1144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

SECRETARY

Super chance to earn $12,000. - And compliment your secretarial skills with administrative duties. Super organizer needed to schedule plans for On-the-Go-Boss. Call 552-8900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

SECRETARY/RECEPTIONIST for Birmingham office furniture showroom. Requires 55 wpm typing plus other experience. Lots of customer contact in related atmosphere. $850 plus great benefits. Fee Paid.

SECRETARY-for Personnel department. Work with public. Type 50wpm, shorthand desirable, some figure work, $750 plus full benefits including dental & prescription Fee Paid.

RECEPTIONIST in sales department this people intensive position, some filing, plus light typing requires maturity and good telephone skills plus benefits include dental Fee Paid.

OPEN SAT 9am-12 noon
Accuracy Personnel
642-3050 358-2611

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
RETAIL EXPERIENCE
Good background in retailing as well as good office skills. For top paying position with a fantastic career future. Write PO Box 3700, Oak Park, Mich. 48237.

TROY -accountant needs full charge bookkeeper for in house accounting, salary, $12,000 to $12,500. Fee paid.

SECRETARY - no shorthand, media director of Troy ad agency. Tremendous opportunity to learn this fascinating business. Salary $750 to $800 with top benefits and fee paid.

ENTRY - level position in Birmingham law firm. There will train you to be a legal secretary if you type very well. 1978 high school grads OK. Start at $550 to $575, free parking and they pay the fee.

EXECUTIVE - secretary for Southfield developers. Duties include reports, dictation and legal documents. Salary $900. Fee paid.

SECRETARY - bookkeeper with maturity, dependability and loyalty For Troy company. Precise order desk experience a plus. $12,000 with great benefits and fee paid.

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

DIAL A JOB
24 hr. service to hear about our most recent openings 645-8780

TYPIST
Immediate opening for an experienced typist. Company benefits in Birmingham area. Please call Mrs. Marcus at.
647-8600

NATIONAL SECURITY organization needs secretary with light bookkeeping & typing ability. 538-9090

RECEPTIONIST
Large suburban company wants you to grow with them. Cheerful disposition, people ability and typing ability are important. Benefits and training. $893 starting. Call Chris
644-4600
SNELLING & SNELLING
AGENCY

RECEPTIONIST - $800
FEE PAID. Exciting opportunity to utilize not only your outgoing personality, but your good clerical skills too! Hurry!
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NO SHORTHAND, $750 PLUS
FEE PAID. Rapidly growing company needs your flair for organization and good typing. Close to home
MANAGEMENT TRAINEES
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TOWN & COUNTRY
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Experienced Secretary needed - two work days. Salary $4.00 hour. Must have experience with electric typewriter. Northville. 348-1240

504 Help Wanted Office-Clerical

BEGINNERI

Suburban Company seeks bright beginner who types 40 and has aptitude accounting classes. Salary to $600. Fee paid, excellent benefits.
PERMANENT STAFF
353-6505

GENERAL OFFICE
$9600
Varied duties here. Will be kept busy with a lot of typing, a bit of light book work, and computer input. Call Kathleen right now.
SNELLING & SNELLING
478-3500

SECRETARY for Southfield Law Firm, typing & shorthand, call Mr. Isaacs 557-8300

SECRETARY
Experienced for established Insurance Agency in Troy. For interview call Mr. Archey at 879-9000

RECEPTIONIST
A bright personality and cheerful smile starts your career in the Medical field. Plush office, some typing. $520 to $550 a month. Call Gina
644-4600
SNELLING & SNELLING
AGENCY

ACCOUNTING CLERK
$9300
Established firm needs you today to handle their payroll and receivables. Lots of varied duties here, plus benefits. Tina.
SNELLING & SNELLING
478-3500

MEDIA - secretary, Troy. Excellent typing and experience. $800. fee paid

SECRETARY - Executive Southfield - Fast and typing shorthand plus experience required. $900. fee paid

INTERNATIONAL - company Ferndale, no WPM typing, shorthand helpful, good compositional ability. $865. fee paid.

LEGAL - secretary - 1-3 years legal experience, typing and dictaphone. $12,000. fee paid.

LOIS RAY
PERSONNEL
559-0560

OFFICE CLERK
Must be able to keep time-records, personnel-records with some typing and filing. Call: DEBI COLEY:
ADISTRA CORP.
101 Union St., Plymouth
425-2600

Work in Plymouth

Home office of insurance company has an immediate opening for KEY PUNCH OPERATOR with experience on Decision Data 9620 or IBM 5496 or IBM 129. 4½ day work week. Excellent fringe benefits For appointment call:
453-2000

PART-TIME Secretary in real estate office located in Garden City Call between 9 Am and 12 noon and ask for Maureen 525-7400

SECRETARY for large Southfield law firm, must possess excellent clerical skills, good telephone manner and be organized. Challenging and rewarding position. Call Barb 355-5400

504 Help Wanted Office-Clerical

PERSONNEL ASSISTANT

Immediate openings for an applicant, experienced Personnel Clerk. Tact and good judgment essential. Typing 45 wpm.

Apply at the Personnel Department

MT. CARMEL MERCY HOSPITAL
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  Afternoons-Full and Part time.
- MEDICAL - SURGICAL
  Afternoons and Midnights
  Full and Part time.
- ADOLESCENT PEDS
  Midnights-Full time.

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