500 Help Wanted

VERY LIGHT Outdoor work, $3.50 hour, good for students, housewives with extra time. No experience needed Call Cathy, 358-3200.

WAITRESSES-COOKS
Excellent starting Pay. Day Shift. Apply in person:
CANTON BIG BOY
45250 Ford Rd.
Canton

WAITRESSES with cocktail experience, full and part time. Cooks, full and part time. Apply: Lad's Restaurant, Farmington and 5 Mile Rd.

WAITRESSES, Bartenders & Cooks wanted. Experience preferred. Apply in person: Roman Chariot, 32858 Five Mile, Livonia.

WAITRESSES Steady work, full & part time, excellent wages & tips. Apply in person: 8866 Telegraph at Joy.

WAITRESSES
ALL SHIFTS. Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 2 & 5 PM.
Bates Hamburgers
33406 Five Mile, Livonia
Middlebelt at 9 Mile, Farm.

WAITRESSES, experienced. Livonia area. 261-3600

WAITRESSES wanted, all shifts. Apply at Palace Fine Foods, 29904 W. Seven Mile, Livonia.

WAITRESSES
Wanted, must be 18. Apply at Dino's Pizza World Tour, 11925 Joy Rd. Westland. 261-3720

WAITRESSES - FULL TIME
Excellent opportunity for students. Southfield area club.
Call 559-2811

WAITRESSES, days, or nights, no experience. Barmaids. Experienced Nights or days. Northville Parkhaus, 18730 Northville Rd., Northville.

WAITRESSES, experienced only need apply at Farmington Elks, 23666 Grand River, Farmington Hills.

WAITRESS EXPERIENCED
Full or Part time, apply within 18625 Middlebelt, Restaurant at 6 Mile & Middlebelt.

WAITRESS
Experienced dinner waitress for the new exciting Delphones, a busy hotel dining room. Apply in person to: Chuck DeSantis, Hilton Airport Inn, 3500 Wick Rd., Romulus.

WAITRESS
Must be experienced & reliable, experienced. 5 lunches. Wayne-Westland area. 728-1783

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

WAITRESS
NIGHTS
Excellent earnings, paid vacation, plus benefits. Apply in Person.
EGG & I
17461 TELEGRAPH RD.
Betw. Grand River & Mile Rds.

WANTED - assistant manager for pants store, Northland area, college student acceptable. Call Mr. Gold. 967-0066

WANTED: Experienced lawn maintenance workers, good pay, start immediately, over 18 525-9290

WANTED EXPERIENCED Heating & Cooling Men - Northern Heating Service Inc. 644-4360

WANTED super dynamic teacher to work Monday thru Friday in nursery school, W. Bloomfield area. Must have teaching certificate and good driving record. 851-4666

WANTED: teachers for grades 6, 8; combined 5 & 7. Male preferred. Parochial school in Pontiac area. Please call between 4-3pm. 682-5680

WANTED - two good men to cut grass for apartment complex Must be 18 years old & own own transportation. Plymouth area. Call 455-7258

WAREHOUSE: Assistant to foremen in small but growing company, prefer 25-50 years of age from Plymouth area. Job to include physical work and supervision. 459-1000

WAREHOUSE HELP - male, apply in person Gordon Sales, 8500 Orchard Lake Rd. 626-7339

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

WAREHOUSEMAN wanted - $4 to start, Royal Oak area. 548-3844

WAREHOUSE MANAGER
Immediate opening available for experienced warehouse manager. Qualified person must be an aggressive self-starter who has 3 to 3 years experience in managing & supervising wholesale warehouse operation. Starting salary commensurate with experience. We offer profit sharing & health insurance programs. Convenient Livonia location. United Model Distributors. 422-8800

WAREHOUSE
PERSONNEL
We are a National Book Wholesaler with immediate openings for some good dependable people (Men & Women of all Ages). To work in our Warehouse. Experience is not essential, but we are willing to work, we will train you for one of the positions available. Call LAURA CALUS
525-1500
LIVONIA

500 Help Wanted

WAREHOUSE WORKER. Filling orders, receiving shipment. Must have aptitude for numbers, be accurate and in good physical condition to handle boxes of steel tools. Snap On Tools Co. 23660 Industrial Park Dr. Farmington. 477-2000
An Equal Opportunity Employer

WAREHOUSE WORKER
WANTED - Permanent position, full time. Apply in person. Walters Home Appliance, 29915 Michigan Ave., Canton. No phone calls.

WARNER & SWASEY - A.C. operator, days, full benefits, must have own tools and be able to set up and operate. 729-2900

WELDERS wanted. Must be experienced in all phases of welding. Apply at 15336 Telegraph, Detroit.

WELDERS &
APPRENTICE WELDERS
For Small Welding Shop. W. Suburban Area. 425-2272

WHITE CASTLE
OPERATOKS
Full time hours available, rotating shifts, food & uniforms free, steady work, liberal fringe benefits, merit increases based on job record. Applications now being taken at 11205 Ford Rd.; Ford Rd. & I-275 - The newest White Castle in Canton Twp.

WOMAN for office cleaning for part time office cleaning. 9 Mile & Coolidge area, early evenings Mon. thru Fri. 10 - 15 hrs. per week. Call 398-5710

WOMAN, 18 years or older, days and evenings, drug store. Apply in person: Harrison Hollow Pharmacy, 17176 Farmington Rd.

WOOD PALLET ASSEMBLY and Cutting, part time evenings. Also openings for General Maintenance in woodworking facility for retirees Better Built Box Co., 498 Farmer St., Plymouth. 453-3611

WORK WITH the newest & best equipment available. Interstate Transmissions, excellent working conditions, experience required. Call Mike Palazzolo, between 8-30 5:30PM. 525-9702

YOUNG girl for uphol-stery fabric shop. Call 10 A. M. to 6 P. M. 531-9101

YOUNG MAN mechanically inclined or mechanical experience. Willing to learn good trade. Apply at 12845 Fenkell, Detroit or 23455 Farmington Rd. Farmington.

YOUNG MAN to assist in shipping and receiving department of print shop in Redford area. Call for appointment. 937-8800

YOUNG MAN, yard work, misc. Summer job. 10 Mile & Telegraph. 356-3006

YOUNG MAN, 5 days per week to help gardener. $2.75 per hour. 851-3340

YOUNG WOMAN for early morning counter receptionist. Baguettall Courts of Farmington 474-1313

3 POSITIONS OPEN
PROCESSOR-DRAFTSMAN, should have 1 or more years towards engineering degree and or 1 - 5 years experience relating to metal fabrication. N. C. programming experience helpful.
MACHINIST/PROGRAMMER for N. C. machining department. Must know milling, fixturing & able to work with programmer. Prefer individual with 1 year minimum schooling.
PURCHASING AGENT, experienced in steel buying, mechanical equipment & general fab shop supplies. Minimum of 4 years in related job.
Full benefits. Local area. Send resume to box 120 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

REGISTERED X - RAY TECHNICIAN, full time. Livonia office, opportunity to learn nuclear medicine. Call Lee 427-3509

PHARMACY
TECHNICIAN
Immediate full time position available for a Pharmacy Technician. Must be an accurate typist. Prefer IV Admixture experience and training in a community college Pharmacy Technician program. Excellent pay and benefits. Apply at the Personnel Department.
METROPOLITAN
HOSPITAL
1800 Tuxedo, Detroit
An Equal Opportunity Employer

LIVONIA PHYSICIAN
Seeking part time or full time medical assistant. Call between 9am-5pm. 476-6100

NURSE AIDES - needed full time, all shifts, part time for weekends, all shifts, Apply Oak Hill Nursing Home, 34225 Grand River, Farmington. 477-7273

NURSE AIDES
Full time, all shifts, experienced preferred but not necessary. Apply in person.
WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile

RNS or LPNS
Full or part time, days or offernoons, Apply
WILLIAMSBURG
Convalescent Cr.
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile
476-8300

DENTAL RECEPTIONIST - with experience in insurance also, 4½ day week. Southfield. 477-2500

EXPERIENCED chairside dental assistant, 4½ day week, super summer schedule. 7 Mile-Inkster area. 533-2178

502 Help Wanted Dental-Medical

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 implementation.
Send resume and salary requirements to:
DIRECTOR OF MANAGEMENT SYSTEMS
People's Community Hospital Authority
33101 AnnApolis Ave.
Wayne, Michigan 48184
or phone for more information:
722-4400, Ext. 267
An Equal Opportunity Employer

REGISTERED NURSES
Full Time Positions
Days and Afternoons
OPERATING ROOM EXPERIENCE
Graduation from an accredited School of Nursing. Must be licensed to practice in the State of Michigan.
ANNAPOLIS HOSPITAL
33155 Annapolis Ave.
Wayne, Michigan 48184
722-4400, Ext. 376
Annapolis Hospital is a unit of the People's Community Hospital Authority. PCHA, Michigan's 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

MEDICAL
SECRETARY
Our Mid-Detroit hospital has an immediate opening for a Secretary/Receptionist to work full time in the Psychiatry Department. Prefer 2 years Medical Secretary experience. Must type 60 wpm. We offer an excellent pay rate and a comprehensive fully paid fringe benefit program. Apply at the Personnel Department.
METROPOLITAN
HOSPITAL
1800 Swanson, Detroit
An Equal Opportunity Employer

PART-TIME Podiatry assistant, no experience necessary, will train, Livonia area. Call for interview, 261-4540

MEDICAL ASST
Dearborn Heights area, one full-time, two part-time, experienced only. 278-1820

MEDICAL RECEPTIONIST for Troy office. Experience preferred. Day work 9AM-5PM, no weekends. 689-3455

MATURE RECEPTIONIST for Farmington Hills dental office. 4½ days. Experience helpful. 553-2828

INSURANCE BILLER
$250 Plus. Excellent opportunity awaits the experienced Biller. Good typing a must. Suburban location, too!
X-RAY TECHNICIAN
Beautiful office, friendly co-workers, great salary, and lots more for the experienced X-Ray tech.
MEDICAL RECEPTIONIST
Friendly Livonia doctor needs your front desk experience. Flexible hours, and great salary.
TOWN & COUNTRY
EMPLOYMENT CENTER
Med. Dental Div. 474-1717

MEDICAL SECRETARY
This suburban office needs you immediately. Experience with medical terms and insurance helpful. Mon. thru Fri.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

DENTAL RECEPTIONIST
Southfield area. Experience with insurance and scheduling. Light typing, full time, benefits.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

X-RAY TECH.
Clinic setting. Mon. thru Fri. 9 to 5. Suburban area, complete benefits and good salary.
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
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

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. If you are interested in working during the Summer in our Inpatient department, please call Personnel.
METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

NURSING
ASSISTANT
FULL TIME
Afternoon & Midnight Shift
Good working conditions. Apply in person:
MIDDLEBELT NURSING CTR.
14900 Middlebelt Rd., Livonia

DENTAL ASSISTANT
Chairside position, for oral surgery office. Livonia area. 427-3266

Medical
Transcriptionist
Part time, Flexible Hours. Contact Joan Reid.
Ardmore Acres
Hospital
474-3500

DENTAL HYGIENIST part time, 2½ or 3 days. Westland area. 261-9140

DENTAL ASSISTANT. Experienced 4-handed. Full time, no Saturdays. Benefits. References needed. 532-4100

RN'S
LPN'S
AIDES
LIVE IN COMPANIONS
PHYSICAL THERAPIST
RESPIRATORY THERAPIST
NAME YOUR OWN HOURS
COMPETITIVE PAY SCALE
SHIFT DIFFERENTIAL
BLUE CROSS/BLUE SHIELD
VACATION PAY
18 Months recent hospital experience necessary.
MED - CALL
897-8941

RN'S & LPN'S
AFTERNOONS
Apply In Person
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

R.N.'S
Registered Nurses certified for full and part time positions in ICU and CCU on the midnight shift. For registered nurses wishing to upgrade their skills, Crittenton Hospital provides national certified classes in these areas. Apply Tuesday through Friday, 9 AM to 12 Noon.
Crittenton Hospital
1101 W. University Dr.
Rochester, Mich
equal opportunity employer M/F-H

502 Help Wanted Dental-Medical

REGISTERED NURSES
FULL AND PART TIME
DAYS - AFTERNOONS - MIDNIGHTS
Graduation from an accredited School of Nursing. Must be licensed to practice in the State of Michigan.
ANNAPOLIS HOSPITAL
33155 Annapolis Ave.
Wayne, Michigan 48184
722-4400, Ext. 376
Annapolis Hospital is a unit of the People's Community Hospital authority. PCHA, Michigan's 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

EKG TECHNICIAN with some knowledge of X rays. Call Phyllis between 8-2 278-4390

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

GENERAL OFFICE and reception work for busy Dr's office in Southfield. Knowledge of medical terminology desired. Call Phyllis between 8-2 278-4390

DENTAL ASSISTANT, experienced, full time, highly professional office awaits team member. Salary open. Livonia, Redford area. 427-8310

DENTAL office manager and chairside dental assistant. Experienced or CDA only, both for progressive Northville practice. 348-4210

MEDICAL
TECHNOLOGIST
Small suburban hospital has a one year temporary opening for a Medical Technologist on our afternoon shift. Selected applicant must have a MMLT or equivalent. Able to rotate in all areas including blood bank. We offer an excellent salary and comprehensive benefit package. For more information call Personnel.
METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

MEDICAL ASSISTANT, for family practice. Experience office and back work preferable. Competitive salary and benefits. Reply P.O. Box 553, Westland, Michigan 48185.

RN or LPN in home, Monday through Friday, 9 AM - 5 PM. Excellent wages. Birmingham area. 646-7096

OPTOMETRIC ASSISTANT Office duties and phone work. 261-8914

MEDICAL RECEPTIONIST, Sterling area. Personable, outgoing, and experience in doctor's office preferred. Send resume to Box 112, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXPERIENCED receptionist for busy orthopedic office in Southfield. Monday thru Friday. Fringe benefits. 569-2369

NEED mature woman for receptionist position in busy Dr's office. must be experienced. call 644-8100

MEDICAL RECEPTIONIST - bookkeeper, experienced only for busy Dr's office in Southfield. Must know peg board, all insurances, and all front desk duties. 559-5858

RN'S, Dearborn Hts. Convalescent Center on Ford Rd. near Beech Daly has openings on its 11pm to 7 am shift for a part time staff nurse. Please contact Mrs. Tuszynski at 274-4600

BILLING SUPERVISOR needed for anesthesia service in Southfield, experienced in all phases of accounts receivable. Salary $10,000 per year plus excellent benefits. Please send resume to Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST for Chiropractor's office. 2 positions available. Mornings 9-12, afternoons 3-9. Non-smoker. 459-0200

X-RAY TECHNICIAN for orthopedist's office. Experience in office procedures helpful. Bloomfield Hills area. 642-9109

MEDICAL RECEPTIONIST/Secretary. Full time. W. Bloomfield. Must be good in Math, English, typing. Send typed resume to Box 110, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RNS & LPNS
Lovely caring nursing facility. Positions open full or part time. See us at
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd., Westland
261-9500

Nursing Supervisor
Day shift. Excellent opportunity. Clean, modern facility.
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd., Westland
261-9500

DIETARY AIDES
5 AM - 2 PM. Apply in person, Monday - Friday, 9 AM - 4 PM. Westland Convalescent Center, 36127 W. Warren

MEDICAL SECRETARY- RECEPTIONIST, N. Woodward area. Prefer experience in dictaphone, insurance and peg board. No Sat. or evenings. 549-6000

RN OR LPN, full time 2-3 years experience for busy dermatology clinic. Liberal fringe benefits, position available immediately. Southfield. 353-6887

AIDES & ORDERLIES. Pleasant working conditions, Fringe benefits. Bedford Villa Nursing Home, Southfield. 537-3333

NURSE AIDES - full and part time, immediate openings, pleasant working conditions. Contact Director of Nurses, Lexington House Center, 4425 Venoy, Wayne, Mi. 48184. 729-0857

RN'S - LPN'S, immediate openings, pleasant working conditions, benefits, competitive salary. Contact Director of Nurses, Lexington House Center, 4425 Venoy, Wayne, Mi. 48184. 729-0857

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

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

RN'S-LPN'S
Afternoons-RN-$50 Day
LPN-$43 Day
MIDNIGHT-RN-$51 Day
LPN-$44 Day
Excellent Fringe Benefits
Apply In Person
DORVIN CONVALESCENT
29270 Merlock on Middlebelt, one block south of 8 Mile.

502 Help Wanted Dental-Medical

RN'S, LPN'S
DAYS & AFTERNOONS
Apply in person
MEDICOS
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lahser
255-6450

RN-LPN,
Basic Nursing Home. Afternoon Shifts. Full time or part time.
644-8015

R.N.s, L.P.N.s & Physicians: Consolidated Medical needs moonlighters. 538-8500

WOMAN AS All around Assistant for Podiatry Office in Birmingham area. 4 days & 1 evening. Must be quick to learn, energetic, & enjoy patient contact. Send resume & salary expected to Box 916, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

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

COME JOIN ST. JUDE'S CONVALESCENT CENTER Staff at 34350 Ann Arbor Trail in Livonia. Aides are needed for all shifts. Good pay & benefits with pleasant surroundings. Apply in person between 9AM-3PM Monday thru Friday.

PART-TIME co-ordinator for temporary nursing service - Northland. Work in our office every Sunday 10AM, Wed. & Thurs. 4PM. Take calls in your home 2 nights weekly. 835-5400

EXPERIENCED MEDICAL Assistant in Pediatrician's office. Call 652-2929

BACTERIOLOGIST EXPERIENCED, part time, alternating weekends only. Private lab, hours flexible. Call Mon.-Fri., 9-3. 272-7500

DENTAL ASSISTANT
With experience in 4 handed dentistry. Northville area. 349-3644

X-RAY
TECHNICIAN
For Private Diagnostic Radiology Clinic. Redford area.
937-8155

NURSE AIDES
Earn While You Learn
IMMEDIATE OPENINGS for training Classes starting 8 AM to 4 PM, Monday through Friday, ask for Sue.
FARMINGTON NURSING
HOME
30405 Folsom Rd. Farm.
477-2080

DENTAL HYGIENIST wanted, beginning part time with possibility of full time in near future, practice in northern Utica. Send resume to, Box 998, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

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

MATURE PERSON, full time for busy Ophthalmologists' office. Pleasant surroundings, telephone experience helpful. Full time. Reply: Box 792, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PART-TIME Chairside Dental Assistant - Westland Area. Desire RN or LPN - but not required. Experience preferred. Reply: Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

FRONT OFFICE, busy Pediatric clinic, 1 year Bookkeeper office experience preferred. 40 hours, 5 days includes some evenings & some Saturdays ½ day. Good wages & fringe benefits. Call Betty, 737-4200

Surgical Nurse
to assist busy Plastic Surgeon in operating room and in the office. Will pay top salary for capable and responsible individual. Troy area.
362-0910

BOOKKEEPER OFFICE ASSISTANT wanted by busy surgeon in Troy. Must have basic knowledge of medical terms and general office procedure. Will pay good salary for capable & responsible individual. Call 362-0910

RN-LPN
Good starting salaries, and good hospital benefits. Midnight shift preferred. Modern facilities See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

PART-TIME, Chiropractor's office. Typing, filing, patient duties. 3 PM to 8 PM. Monday, Wednesday, Friday. $3.00 per hour. Livonia area. 261-2121

WE ARE LOOKING for a mature woman capable of assuming total administrative responsibilities for our Westland Group Dental Practice. Experience necessary. Salary is open and negotiable. 537-4949

RN'S - LPN'S
TOP WAGES
RN'S $6.10 to $12.27
LPN'S $5.10 to $10.77
Outstanding Benefits
Choose your Days & Hours
Part Time to Full Time
Call
MEDICAL
PERSONNEL POOL
Detroit-Southfield 569-1960
Ann Arbor 994-4200
Bloomfield-Pontiac 334-9220

NURSES AIDES
Part time or full time assignments in your area.
Top Wages
Outstanding Benefits
MEDICAL
PERSONNEL POOL
Bloomfield-Pontiac
334-9220

NUTRITIONALLY open minded Individual, B.S., 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.

DENTAL ASSISTANT - Experienced 4 handed dentistry. Familiar with front desk. Salary commensurate with experience. Must enjoy dentistry and working with people. Written resume to: Dr. Myron Fox, 21703 W. 11 Mile, Southfield/Mi. 48076; or call 358-0010

DENTAL RECEPTIONIST. Permanent, full time. Mature person experience necessary. Must be willing to work Saturdays. Livonia office. 478-3110

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

502 Help Wanted Dental-Medical

ASSOCIATE
DIRECTOR
OF NURSING
SERVICES
Due to expansion, Medical Personnel Pool, a Medicare certified agency has an opening in their new Pontiac - Bloomfield office.
We are seeking a professional registered nurse who is mature and communicates well with the public. Supervisory experience helpful. Must be organized and have the ability to manage a busy office.
Salary is negotiable with excellent benefits including health insurance, life insurance, vacation, sick days and more.
MEDICAL PERSONNEL POOL
569-1950
Ron Koehler
Ass't Administrative Director
Corporate Office
Southfield, Mich.

OFFICE MANAGER, medical office Southfield area. Mature, experienced. Insurance, bookkeeping, general medical office procedures. 559-3150

TRAINED DOCTOR Needs medical assistant, full time, must be experienced, duties to include, vena puncture, EKG and back all billings. Call Karen Monday thru Friday. 262-3260

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

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

504 Help Wanted Office-Clerical

OFFICE CLERICAL
SECRETARY
Suburban firm needs your one or two years experience. Typing 50 plus words per minute, shorthand preferred but not required. Fee paid. Call
TLC PERSONNEL
8623 Wayne Rd.
Westland
522-4330

FULL-TIME Opening for Youthful Real Estate Office. Typing required. Good phone manner. Call Mr. Zimmerman 353-4400

WEEKEND RECEPTIONIST for Farmington Hills Real Estate Office. Typing required. Good phone manner. Call Jim Stevens 851-1900

A Unique Person
We need someone who enjoys variety, likes working with people and is looking for a challenge. We are a growing company in the people business and need a general office/receptionist. Must type 50. 356-1616

Accounting Ofc.
Experienced, permanent, full time position. Must know how to handle incoming and outgoing credits. Not a cost. Call Sharon Harper weekdays between 10 AM and 3 PM.
349-5000
SUBURBAN
OPPORTUNITIES
EXECUTIVE SECRETARY, to 30s. Experienced secretary for position in company financial section. Novi area.
ADMINISTRATIVE SECRETARY, $780+. Secretarial skills with some experience for Farmington Hills.
CLERK TYPIST, $660. Good typist for diversified job with Farmington company.
EMPLOYERS PAY ALL FEES
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

FREE VOCATIONAL
EDUCATION
BOOKKEEPER/SECRETARY/
MEDICAL TRANSCRIPTIONIST
TRAINING
The City of Livonia CETA program is seeking participants for a free Vocational Education as BOOKKEEPER or SECRETARY or MEDICAL TRANSCRIPTIONIST. The program will begin in July. Tuition and books will be covered by CETA. Applicants must live in Livonia resident, unemployed or under-employed for 30 days and high school graduate or GED. Only those interested in a career will be accepted. Preference will be given to qualified applicants according to the rules and regulations of the Department of Labor. Special preference will be given to qualified veterans. Applications must be made at the CETA Office, 15420 Farmington Rd., 2nd floor, no later than 5 Pm., Wednesday, June 9th, 1978. For further information, call 522-8870.
An Equal Opportunity Agency

CLERK TYPIST
All around office help needed at this fun company. Lots of variety to keep you busy, with great benefits. Call Tina today.
SNELLING & SNELLING
478-3500

CLERICAL, GENERAL office. Small Farmington company. Accurate typist. 55-60 wpm Minimum. Good figure aptitude, process orders, answer phone. Good future with growing company, excellent benefits. 477-2661

LIVONIA
Fee Paid, $700.
Move with this very nice firm to their far west quarters & enjoy the advantage of convenience with the promise of promotions. Typing, please. Company paid fee. See or call branch nearest you or home. Dorothy Day Personnel Agency, 19500 Middlebelt, Livonia Office Pavilion, 2 blocks north of 7 Mile. 477-6680

MEDICAL
Take your choice of Troy or Grosse Pointe locations. Busy Medi. need bookkeeper, secretary and receptionist. Starting $650 - $850. Pick your favorite and call 649-4144.
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

SECRETARY +
National firm moves to Southfield and offers $12,600 start - For bright secretary with executive potential. Set up staff arrangements and meet top clients. Call 562-4900.
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

LEGAL/ADMINISTRATIVE SECRETARY. Real Estate Development firm. Must be strong on phone, mature, typing 60 wpm, shorthand required. Farmington Hills. Salary open. 851-0002

SWITCHBOARD RECEPTIONIST Some light typing and general office work. Northland area. Call Fidelity & Deposit Co., Mr. Diggs or Ms. Ross. 569-1990
An Equal Opportunity Employer

CLERK-TYPIST
Permanent position, International service company moving soon to Troy.
Must have the ability to type 50 WPM with some general office experience.
Benefits are provided.
Call 569-5700 ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARY-Versatile 'take charge' person, for one person office. Typing 55wpm, perfected experience necessary. Mag Card helpful. Salary $800. up. Fee Paid.

SECRETARY to Executive of Walled Lake corporation, requires excellent typing and shorthand plus good oral communication skills. Salary $800. Fee Paid.

SECRETARY for Troy firm with 70wpm typing and 80wpm shorthand. Varied secretarial duties plus benefits. Salary $868. Fee Paid.

RECEPTIONIST-beginner position for person with personality plus, to answer phones, greet people and type. Good hours, benefits, plus advancement. $550 to start. Fee Paid

WORD PROCESSOR for large Southfield corporation requires previous Mag Card experience, plus lots of initiative. Salary $800 plus great benefits including dental. Fee Paid.
Accuracy Personnel
643-3050 358-2010

AVAILABLE NOW

Exec. Sec'y	$1100
Legal Sec'ys	$866
Sec'ys (Dictaphone)	$875
Admin. Stenographer	$866
Sec'ys (Shorthand)	$750
Typists (Statistical)	$866
Typists	$671
Clerk Typist	$690
Credit Clerk	$563
Keypunch	$800
Accounting Clerk	$750
File Clerk	$541

Call other positions available in the N. E. & N. W. Suburbs
ALLIS JOHNSON PERSONNEL
Fairlane Plaza, 27969 Hamilton
Farmington Hills 553-3100

Purchasing Clerk
We are seeking a self-starter with 1-2 years general purchasing experience. Successful applicant will be responsible for filing, computer typing and all clerical functions associated with a purchasing department. Must be able to accurately type 50 WPM. Convenient suburban location. Excellent benefit program.
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Ingersoll Rand Co.
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Minorities, Women & Handicapped are encouraged to apply.

SECRETARY/RECEPTIONIST
Good skills a must. Experienced preferred. 1 girl office. 559-0080

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TYPISTS
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Are you outgoing, neat and personable? If you are, then bring your poise, charm and big friendly smile to MANPOWER. We have exciting weekend assignments for you. Excellent working conditions and excellent pay. Product demonstration helpful.
Apply 9 am-3 pm. Mon thru Fri.
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CUSTOMER SERVICE
RECEPTIONIST $170
Assist customers in arranging service & repair of equipment. Prefer 1 yr. business experience, an eye for detail work & typing speed of 40 wpm., suburban location, full benefits with dental plan & guaranteed raises.
SIZZLER
SHARROW & ASSOCIATES
PERSONNEL AGENCY
RECEPTIONIST and
SECRETARY, good shorthand, typing and experience. Private secretary to executive of fine company in export business. 18 $850. Full benefits. Fee Paid. Beryl Personnel, 4574 N. Woodward, Royal Oak. 576-0270

CLERICAL
International corporation presently located in Southfield but moving soon to Troy has several permanent openings Requires good clerical skills and typing ability. Must have 1 to 2 years experience in either payroll, billing or accounts receivable.
Call 569-5700 ext. 286 for an interview appointment.
Equal Opportunity Employer M/F

AVAILABLE NOW
Our Suburban clients have many excellent positions with full benefits.

Ind. Sec'y. type 60, shtd. 90...	$750
Receptionist type 45...	$530
Clerk Typist type 55, fig. apt. ...	$600
Accts. Pay. Clk. 2 yrs. exp. ...	$700

Call today for an appt. with us and an immediate interview.
Permanent Staff
522-4210

STENOGRAPHER
We have an immediate opening for a stenographer at our World Headquarters' office in Southfield. Applicants should have excellent typing (55wpm) & shorthand (80wpm) skills. This position offers a competitive salary, excellent benefits, & an attractive working environment.
To Apply, contact Jackie Coburn, Wednesday, May 31 - only, between 8 & 10 AM 354-8895
FEDERAL *
MOGUL CORPORATION
26555 Northwestern Hgh.
Southfield, Michigan 48034

GENERAL OFFICE
$9,000
Become involved in the hustle-bustle of this thriving sales firm. Typing, pleasant personality, and a willingness to work will land you this one. Call Kathleen.
SNELLING & SNELLING
478-3500

504 Help Wanted Office-Clerical

EXECUTIVE - secretary to VP of Southfield company. Good skills and experience and a good sense of humor required. Salary $12,000 with full benefits and fee paid.

BEGINNING - steno for Birmingham legal firm. Good training provided for nice company in beautiful offices. Salary starts at $780 with benefits and fee paid.

GENERAL - office spot for Manufacturer's Rep in Troy. Shorthand nice but not necessary. Mature person who would like small office with earn $700 to start plus medical benefits and fee paid

SECRETARY - bookkeeper for Pontiac business. General office duties, no shorthand. Salary $650 to $700 with benefits and fee paid.

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&
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24 Hr. service to hear about our most recent openings 646-8780

SECRETARY RECEPTIONIST
Southfield firm needs exceptional person who can type at least 55 wpm accurately, nice benefits & a great place to work. Call or come in:
PLACEMENT PLUS
PERSONNEL 358-3250
FULL CHARGE BOOKKEEPER
Your new boss will pay the fee for this challenging position in the Pontiac area - if you have experience in cash receipts, accounts receivable, peg board system, invoicing. A R. A P. Interviewing this week
PLACEMENT PLUS
PERSONNEL 358-3250

SECRETARY
$7280
Great job to get involved in light shorthand and good typing at this delicious opportunity. Call Kathleen today for details.
SNELLING & SNELLING
Confidential 478-3500

RECEPTIONIST
Stop looking and start an interesting new job with established suburban company. Cheerful disposition and some typing necessary. $675 a month Call Gina
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AGENCY

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We are the largest private employment agency in Michigan and have many office jobs available for TYPISTS, SECRETARIES, and DICTA-TYPISTS., Call us Tues for an appointment. Permanent Staff
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Temporary assignments available near your home. For interview call:
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Services

SECRETARY
A nationwide food management company located in the Southfield area is seeking a qualified individual for a position as a secretary for department head. Required skills include accurate typing, good experience in bookkeeping & strong organizational abilities. This position offers growth potential, profit sharing & a good benefit program. Salary commensurate with experience. For appointment, please contact Nancy Ebel 644-7500.
An Equal Opportunity Employer
LEGAL SECRETARY for Birmingham law office, excellent typing, 2 years legal preferred. 642-8080

CLERK-TYPIST
Downtown law firm, pleasant offices, benefits, must type 45 WPM. Dictaphone. 963-2500

MATURE, full time receptionist for Psychiatric office, experience in medical billings helpful. 332-0159

SECRETARY
Southfield location, full time position. Type 60 wpm, shorthand 90 to 100 accurate, excellent benefits, salary open. Call Gail Bell 355-8900

AD AGENCY in Troy needs experienced secretary with good typing skills 642-4540, ext. 212

RECEPTIONIST
Suburban company needs highly personable individual with excellent phone and people greeting ability. Typing, no shorthand, $725 a month. Fee paid. Call Sander.
644-4600
SNELLING & SNELLING
AGENCY

SALES - Secretary. Troy firm, good typing and shorthand required; working with sales letters, quotes and phones. $10,000