## RNs O.R.

time days. Must be able to Excellent salary and be gram. Come in or call Nu call. Elec-program. Come in or case. Office. GARDEN CITY HOSPITAL GAS N. Inkater Rd. Est. 371, 421-3300 An Equal Opportunity Employ.

RNs

PEDIATRICS or part time afternoon positi tilent safary and benefit p m. Come in or call Nurs

gram. Come in ur Office. GARDEN CITY HOSPITAL 618 N. Inkster Rd. An Equal Opportunity Employer DENTAL RECEPTIONIST. For time, long term position in Livon Supervisor, Bedford Home, Southfield.

RNs **LPNs** 

ACCREDITED RECORDS Technician
dical records (A.R.T.) afternoon
ition, occasional weekends and
idays, Coding, abstracting, snd/
analysis. Excellent wage and
effit program. For details conI Personnel Office.
GARDEN CITY HOSPITAL
ESIS N. Inkster Rd.

Ext. 277, 421-3300 An Equal Opportunity Employer X-RAY TECHNICIAN wanted, Orthopedic office, 25 hrs. a week. Call Monday thru Friday 8:30 AM-5 PM. 565-3000

PN

RN
VACATION REPLACEMENTS
We have immediate openings for
Registered Nurses to work throughout the Summer as vacation
and the summer as vacation
and the summer as vacation
and the summer as vacation
to the summer as the summer as the summer
to the summer and that time. If use
the summer in our legister
department, please call the Persound to the summer and the preto the summer and the summer and the summer and the
HOSPITAL WEST
2020 169 ptd. Westland
Egyel Opportunity Employer MF.

PRÉGISTRATION

al Opportunity Employer M/F
REGISTRATION
CLERKS
Lecture openings in Emergency
m. 3:30 - Midnight shift, full
alternating weekends,
MT, CARMEL
MERCY HOSPITAL
6871 W, Outer Dr.

NURSE AIDES ime, all shifts, experience red but not necessary. App

WILLIAMSBURG

502 Help Wanted Dental-Medical

PSYCHIATRIC Clinic needs secre-tary-receptionist-bookkeeper. Clai-lenging position for stilled per-sonable, mature individual. Experienced or willingness to train Birmingham office to all.

Birmingham office to all.

BOOKKEEPER. experienced, for dector's office. Must have knowledge of Blue Cross, etc. Call Mrs. Brandenburg. 285-1188.

BECEPTIONIST, physician's office, mature, permanent part time, Oak Park. Call Tourday 547-353.

202 February 10 Mercode

EFFTA AND MERCODE

EFTA AND MERCODE

EFFTA AN

ovely, caring, nursing facility ositions open full or part time. See

Convalescent Center 2839 Joy Rd. Westland 261-9500

late, caring nursing home in a country like setting. Contact Mrs

FOUR CHAPLAINS

information.

MEROPOLITAN

MOSPITAL WEST

2003 Joy Rd., Westland
522-6800, Ex. 286

Equal Opportunity Employer Mr.

EXPERIENCE RECEPTIONIST

For busy medical office, knowledge of losturance essential, West-land area. Call between 5 - 5 PM

Let Management of the control of the

504 Help Wanted Office-Clerical

Office-Clerical

WANTED FOR two person Novi
Builder's office: well rounded
thature office person to answer
phones, light typing & bookheeping
and general office work. Must have
good references. Salary \$1000 per
year. Send resume to: Box 200.
Doserver & Eccentric Newspapers.
30231 Schoolcraft, Livania, Michigan 44150.

Crittenton Hospital

504 Help Wanted Office-Clerical

TROY FIRM needs billing typist, St WPM, future supervisory post-billities, good pay & bmefds. Call Paula Wendt 69-650 An Equal Opportunity Employer

Publi Nerd Operaturity Excess
A Section of Control of C

SP,000
Giamour spot at prettiginus ad agency. There will be typing and a lot of phone contact at this exicting spot. Call Kathleen now.
SNELING & SNELING
478-3500
PRX & RECEPTIONIST
Typing 50WPM & knowledgrable in correspondence, must have obeas-

OFFICE tajor national company mo secutive offices to Birminghan NOW HIRING

NOW HIRING
GENERAL OFFICE CLERKS
STATISTICAL TYPISTS
SECRETARY
OFFICE SUPERVISOR
Experienced only. Send resume
including salary requirements to
Box 288, Observer & Eccentric
Newspapers, 30531 Schoolcraft,
Livoria, Michigan 48150.

SECRETARY Architectural office. Experienced only, Good on telephone & IBM typewriter. Book-keeping and overall office management also required. 47:3310 SECRETARIAL position - typing required. Benefits included. New SECRETARY

histon area.

SPECE FLAV CS-2009

AVE CS-2009

SPECE FLAV CS-2009

AVE CS-2009

SPECE FLAV CS-2009

SPECE

ORDER CLERK

SUBURBAN
OPPORTUNITIES
EXECUTIVE SECRETARY, to
OPPORTUNITIES
EXECUTIVE SECRETARY, to
OPPORTUNITIES
EXECUTIVE SECRETARY, to
BOOKKEEPER, to Ells weekly
Thru Illancial statemers. Computerized bookkeeping helpful
ECEPTIONIST.SWITCHBOARD, to FOO. Good typing Southfield
advertuing agency.

a froe. Good typing, advertising agency, and the straining agency of the straining agency of the straining acceptance of the straining accessary. Southfield, rate typing necessary. Southfield, Farmington and Pontiac locations. SECRETARY, to \$266. Typing, shorthand and figure aptitude. Plush office in Troy. EMPLOYERS PAY ALL FEES

Suburban Office Services ROCHESTER 651-1500 FARMINGTON 477-9840

MARKETING COMPANY
Has extended apportunity for typit.
Must be able to type 60 to 65
WPM. Present location is in opportunity for typit.
Must be able to type 60 to 65
WPM. Present location in the control of the control

SECRETARY In Elementary School Light bookkeeping, typing and shorthand required. Excellent salary and fringes. Call Mrs. Janos Birming ham Schools. 27 LEGAL SECRETARY-Experience required, excellent skills, good salary plus benefits. Southleid Area. 235-022

Area. 355-022 Ar

GENERAL OFFICE

Experienced, dependable, sharp, non-smoker for general office work. Excellent starting salary, fringe-benefits. Evergreen/Schookeraft area. For appointment call 8:30 AM . 838-2170

GROWING west Side company needs experienced bookkeeping sastianat, involving. Type 50 WPM. Good pay 46 benefits. For says the weekdays. Ask for Esther. 36 4500 TYPIST to train as keyancher, alternoon shift, 439-1430 must type 53 WPM, excellent benefits benefits increasive pay, good working antimophers. Livonia. Call 8845-574.

rately. Hours 12-0 Bl/350-0 pegolable. BSURANCE AGENCY needs experienced commercial lines girl, full time. Northville area. Ask for Jan. 349-2000. Propertienced with experienced with a superienced superienced with a superienced superien

DNUMARCA ACENCY roods ages

The property of th

504 Help Wanted Office-Clerical 504 Help Wanted Office-Clerical TYPIST - STATISTICAL - Experienced for permanent position, with Farmington CPA Firm. DICTAPHONE TYPIST
Professional office, part time with
flexible hours. Southlield. Cell Ann.
557-7289

IMMEDIATE

LIBERTY MUTUAL

INSURANCE CO

Telegraph at 12% Mile
An Equal Opportunity Employer
PERMANENT PART TIME ager

weekly, 5.3, Executive Groat, Tro. Weekly, 5.4, Executive Groat, Tro. Weekly, 5.5, Executive Groat, Tro. Section of the Santa Section of the Section of the

FULL TIME girl for cash drawer and telephone, must be good with figures, Davidson's. 644-7200

Ricers Davidson. 64-700

EXPERIENCED & SECREPARY Poleschool and the second poletoschool and the second poleschool and typing. General
office experience preferred. Salty to
bookkeping and typing. General
office experience preferred. Salty
Aller Spin. 64-800

EXECUTIVE LEGAL Secretary for
confidence for the second poleschool and typing. General
office experience preferred. Salty
Aller Spin. 64-800

EXECUTIVE LEGAL Secretary for
confidence from preferred. Salty
open. Please call Mrs. Frant.

Il time position. Must like work; with figures and be apt on a 10 y adder. Full benefit program luding profit sharing

Profit sharing HADLEY'S

12985 Wayne Road, Livenia (off Schoolcraft)

FULL CHARGE

BOOKKEEPER

with Parmington CPA Firm.
GP3-100

ARE YOU looking for schlieging
posted. The for A shore Cop.

In the control of the control of the control

an immediate opening in its
administrative office for person

and security typing shift as must.

The control of the control of the control

pround. A minimum of 1 years
ageriance wearing with figure
and accurate typing shift as must.

with varied duriet, for the right
person. Must be pleasant and able
to dail with people. Excellent

between 10 and 4 Pm. Pat Rice, 36:

165. IMMEDIAL
Full Time Positions
CIERK-TYPIST
FULS CERNLE do figure
to the Variety of the Control of the Statement of the Stateme

between 10 Hau v Fill. as another than An Equal Opportunity Employer OFFICE CLERK, part time, seek-ends. Ant Van Ferniture Store, Cartes and Ca Spm. 604-4250
BOOKKEEPER part time. Full Charge through Trial Balance. Experience with cash flow analysis & projection required. 559-7430
TYPIST

TYPIST

UNIONA OFFICE at invarious company has operated for terminal company has operated for terminal company has operated for terminal company has operated for the company of the compa

Typists
Key Punchers
Accounting Clerks
We need your skills: We has
immediate openings for vario
temporary clerical assignments
your area. Work as little or dien,
you like while earning good more
If interested, apply at:

2239 S.Telegraph, Bimfld, Hills 642-9650 23777 Greenfield, Southfield (Suite 122) 434-9100 27619 John R, Madison His. 238-2260 Not an agency ... therefore no fee Equal Opportunity Employer M/F Receptionist/Switchboard Southfield mortgage company seeks a repossible individual caushle of

responsible individual capacie unding both clients & very active witchboard. Call Miss Blake

Accounts Payable

NOVI BASED, contractor is seeking a full charge, full time Bookkeeper to maintain current system thru financial statement. Individual should have previous experience with contractor. Please Contact ED or DECK. 349-0885

PHONE ORDER CUSTOMER SERVICE CUSTOMER SERVICE
WE have average positions open for
sharp individuals with good conmunications skill. Phone order,
Sake-incoaling calls using CRT ferSake-incoaling calls using CRT fersake the coaling calls using CRT fersized for the coaling calls of the

349-5000 EXECUTIVE Accounting Ofc.
Experienced, permanent, full time
position. Must know how 60 handle
incoming and outgoing credits.
Novi area. Call Miss Harrie week
days between 19 AM and 3 PM. SECRETARY

Extablished manufacturing com pany in northwest area has immediate full time position, excellen shorthand and typing silfis esten tital, secretarial experience, required. Pleasant working condi-tions and excellent fringe benefits Call Mr. R. Johnson for appt An Equal Opportunity Employer. 349-5000
HIGH SCHOOL GRADUATE with good Secretarial shills; small but good Secretarial shills; small but assistance to office manager, Must be accurate typist. Call a sak for Pat.

GENERAL OFFICE. Pat. 255-2250

GENERAL OFFICE
Part-time. Flexible hours, paid
bolidays & vacation. Apply at
Wickes Furniture, 29635 7 Mile Rd.,
Livonia. An Equal Opportunity
Employer

An Abor. No aborthand required, just good typing skills and shifty to communicate with people together with office experience. Company will pay fees. Has excellent benefits, starting salary, £200. Immediate occupancy.

ALLIS JOHNSON PERSONNEL
Quakertawn Plaiss 23000 familion
Parming on Hills 553.3100

A Career Hot Line
642-4234
Call our 24 Hour Hot Line for late
office clerical job openings. 
Accuracy Personnel

FULL CHARGE BOOKKEEPER

BOOKKEEPER

NOVI BASED, contractor is seeking a full charge full time Bookkeeper to maintain current system thru financial statement. Individual should have previous experience with contractor. Please Contact: ED or DICK

349-0885 SUBURBAN OFFICE SERVICES ROCHESTER 651-1500 FARMINGTON 477-9842

Personnel Assistant EMPLOYMENT BUSINESS OFFICE ASSISTANT EIVIT LOCATION OF THE PERSONNEL OFFICE AND INCIDENT OF THE PERSONNEL OF THE PERSONNEL OF THE PERSONNEL OFFICE OF THE PERSONNEL OFFICE O

ADDISTANT
For Large Medical Practice i
Livonia. Mist have knowledge c
Bookkeeping, and Insurance
Calarus. Willing to learn compete
Billing Matchine. Permanent post
on. State experience and refer
ences. Apply to: Box 181, Observa
Schoolerter Newspapers, 3833
Schoolerter Newspapers, 3833
48100. BOTSFORD General Hospital (OSTEOPATHIC) 20050 Grand River, Farmington 476-7600

506 Help Wanted Sales

HVAC SALES ENGINEER

313-522-5000 Ext. 30

REAL ESTATE CAREER MORNING

Join us for coffee and donuts and explore the excit-ing world of real estate where your earnings are unlimited. Plan to attend our next seminar Saturday, June 24, 10 AM at 26078 Five Mile, just west of Beech Daty, Redford.

Century 21

TODAY REALTORS • 538-2000

504 Help Wanted Office-Clerical

Office-Clerical

ADM. SECRETARY
Belleville location. Full time position. Sequenter-fune each year.
Type to WPM, shorthand prefered,
have previous secretarial each
good telephone, writing and computation skills and enjoy decinputation skills and enjoy decinputation skills and enjoy decinputation skills and enjoy decinguitte people. Willing at certain
intent of year to work beyond
sentiles. 837-0174 each. INSURANCE

INSURANCE
Large Troy agency seeks mana,
for special commercial secosection. Minimum 5 years mi
line, commercial, casualty i
property experience requir
Excellent opportunity, Litera's
confidential. Contact: E. Denby. 643-4800

CLOSING SECRETARY for multi-office real estate firm in Troy. Typing essen-tial, title work or book-keeping experience helpful but not essential.

keeping experience helpfal but not exactly a C43-9455
FULLTIME OPPORTUNITY
GOOD TO THE CASE OF THE CAS ecent secretarial experience, eavy typing, grammatical ictaphone skills, approx. 20

disaparan
week. Mice
GIRL with pleasant phone person
ity for customer relations work a
typing. Southfield and Scholer
area, Call 9 AM to 3 PM dail
838-7 KEY PUNCH National service corporation has several permanent openings on the day and afternoon shifts. Will be moving from Southfield to

Will be moving from Southfield a Troy within the next few mouths. Requires key punch workin experience. Call 569-5700 ext. 240 for an inter-view appointment. Call 595-5700 ext. 240 for an inter-view appointment. Equal Opportunity Employer M.F. RECEPTIONIST A challenging job involving a mixture of working with people and with some basic bookkeeping. Join our salaried staff in a contempo-rary, friendly altmosphere. Coctact Mrs. Garnett: 725-6100

Statistical Typist

Statistical Typist

Tax DEPARTMENT

Permanent position, corporate
organity bendquateron and and
organity bendquateron and
organity bendquateron and
organity bendquateron

Statistical Statistics

S

School of the control of the control

SECRETARY - no shorthand, for sales office of Birmingham automo-tive firm. Salary 1693 with unusually good benefits including generous borus plan. Fee paid.

EXECUTIVE - necretary for South-field land development company. Job starts in Fall, Good shorthand and typing required. Medical benefits. \$13,000. Fee paid.

FULL - charge bookkeeper, for small N. suburban company. Capable person familiar with all phases of bookkeeping will start at 200 or better. Medical benefits and fee paid.

ADAMS & MARTIN

SUMMER WORK PERSONNEL 920 E Mople BIRWINGHAM SOVIVINER YVORN
NO FEE
Need Maney? Want Wark
Gove To Home? Call for an
APPOINTMENT.
CLERKS
TYPISTS
STENOS
RECEPTIONISTS
SWITCHBOARD OPERATORS
DEMONSTRATORS 646-5600

DIAL A JOB N hr. service to hear about ou most recent opening. 646-878

SECRETARY-for Southfield public relations firm to handle lots of typ-ing plus phones, records, and other office duties, requires three years experience. Salary \$500. Fee Paid.

GENERAL OFFICE-to do typing, answer phones & filling. Requires some experience. Salary \$500 plus great benefits including dental. Fee Paid.

ADMINISTRATIVE ASS'T for Bloomfield Hills firm. Excellent communication skills. Plus SSwpm typing and average shorthand. Some light bookkeeping required. Salary \$500. Fee Paid.

PROMINENT O.E. Manufacturing Sales Department is searching for an executive secretary to work in its Farmington Hills office. ns ramington Hills office.
Minimum requirements: Business school & 3 years experience.
Storthand desired. Must be proficient in transcribing & typing.
Interested candidates respond to Box 234, Observer & Eccentric
Newspapers, 34251 Schoolcraft,
Livonia, Michigan 48150.

RECEPTIONIST LONG TERM ASSIGNMENT

LIVONIA
Front deak, needs you to greet
clients, anawer phones, set-up
appointments. Accurate typing
required Excellent wages, pleasant
surroundings.

FOR INTERVIEW CALL 565-0266

Exec-U-Temp
OFFICE MANAGER with book
keeping & hyping skills, wanted for
Troy CPA office. 30:3540
STAT TYPIST wanted for Troy
CPA firm. 30:3540 SIAI TYPIS wanted for Troy

27A firm. 32,2540

EXECUTIVE SECRETARY full
time position, experience necessary full knowledge of office
sary full knowledge of office
sary full knowledge of office
sary with little supervision.
Dall Ann Arbor TED-6200

DATA PROCESSING Operator,
Keypunch, Accounts Payable, 3780

Terminal Operator experience pre-

M4-1200
SECRETARY for N. was aggressive & dependable with excellent secretarial & organizational stills. Call between 4-5 PM, Mon, thru Fri. 348-2500
An Equal Opportunity Employer LEGAL Secretary, excellent typing and telephone manner essential. Shorthand helpful, pleasant office in Bloomfield Rills. 641-2833

CLERK TYPIST Southfield financial planning firm Good working conditions, per manent, fringes. Need pleasant mature person, good typing and spelling skills a must. Start \$7,200 per year. Call 424,8990

ADMINISTRATIVE - secretary, Southfield, typing 55 WPM, short-hand 90 to 100, work with legal counsel and associates for state. Experience required, \$225.

LOIS RAY PERSONNEL

5.59-0.560

KEPFUNCH OPERATOR
Part. have 150 by 150

RNs

FOR I.V. TEAM r part time afternoon position ent salary and benefit pro-Come in or call Nursing

gram. Come in or call Nursi Office. GARDEN CITY HOSPITAL 6245 N. Inkster Rd. Ext. 371, 421-3000 An Equal Opportunity Employer

"EXECUTIVE"

Your New Boss Pays Our Fee! HARRIET SORGE PERSONNEL

HARRIET SORGE ÉPISSONNEL
DOWN RIVER
Personaell is the PLUS in this conventicutify located firm. Public camtion and the public cam
tion and the public cam
tion and the public cam
HARRIET SORGE PISSONNEL

ADMINISTRATIVE SCORETARY.

Birmingham of life is 15 am
Birmingham of life is 15 a

Semilym daily

EEGAL SECRETARY position.
Need some dictating experience.
Southfield area. Call

333-3500

Call type & forms rain, experience. Full instance.
Full Six 57-950

ASSISTANT BOOKKEPPER for
N.W. prac contractor. Must be aggressive & reliable & have
minimum accounts payable the bare
minimum accounts payable the bare

SECRETARY

Ideal position to supplement the family income. Full time on a part time basis, to fill in on vacations & etc. Typing and general secretarial experience necessary. Call Don Welle.

Harry S. Wolfe Co. 32398 Five Mile Rd. 421-5660

General Office,
Sharp girl wanted to perform several office duties such as filing, adding machine: to work for an expanding retail drug chain. Book-keeping and accounts payable experience helpful. Excellent working conditions and benefits. Deadorn area. Call for appointment, Arbor Druss.

Drugs. 38-4780
ACCOUNTING CLERK Entry level, Good figure aptitude, Type 50 WPM. To 1699. Fee Paid Beryl Personnel, 4274 N. Woodward, Royal Oak. 576-0270 Royal Oak.

EXPERIENCED secretary for 1 girl office. Typing, phone & light bookkeeping. Must be responsible, dependable & good with people. Send resume to: W. R. Hurmmon & Assoc. Inc. 23414 Industrial Park Q., Farmington Hills, Mich. 4821.

506 Help Wanted Sales

WOODWARD ASSOCIATES REALTORS

Has sales positions available for hardworking energetic indi-viduals who want to be associated with an aggressive Real Estate firm.

We have our own training program and offer solid support to our sales associate.

For a confidential interview contact: JACQUELINE PONSONBY, MANAGER 646-8000

WOODWARD ASSOCIATES, REALTORS 1550 North Woodward Avenue Birmingham

CLASSIFIED AD

CLASSIFIED AD PROCESSOR

The classified dept. of The Observer & Eccentric Newspapers has a part-time opening for and typist and processor. Must have excellent typing self-ting with good spelfing, and be able to work flex-

The

Observer & Eccentric

Newspapers FREE TRAINING IN

REAL ESTATE SALES The Durbin Company, Realtors has a limited number of

We have an outstanding FREE TRAINING program and are interested in people committed to a full time Real Estate Career.

Our strong management backing, superb office facilities and effective merchandising tools, combine to assure you of a successful and profitable career. FRAN MIRSKY Assistant Manager

KEN KERNEN Manager 851-6000 29920 Orchard Lake Rd. Farmington Hills

JIM STEVENS Manager 528-1200 1055 E. Long Lake Rd. Troy

851-1300 6346 Orchard Lake Road W. Bloomfield

TOM RICHARD Manager 647-5500 1591 Woodward Bloomfield Hill



THE DURBIN COMPANY, REALTORS

Classified Ads Work!

that person who needs you today!

NURSES AIDES

MEDICAL RECEPTIONIST
Full-time for Doctor's office,
insurance experience, W.
Bloomfield Area. 855-1441

ALL SHIFTS
FULL & PART TIME
CAMELOT HALL
CONVALESCENT CENTER
3100 Ann Arbor Trail
yorla

Liveds 252.144
EXPERIENCED DENTAL Assistant for front desk, worldar with receptions is young prevention oriented practice in Troy. \$34,900 AIDES & ORDERLIES. Pleasant working conditions, frage benefits. Bedford Villa Nursing Home, Southfield. \$57,323
RN or LPN, part time, for DENTAL OFFICE MANAGER
Experience with dental insurance
and billing. Approx. 30 hours
weekly, Pension plan, Livonia area
days. GA 5-5655, Eves. G5-672

> SECRETARY, part time. Psy-chiatrist's office and year home, when needed. Probably less than 40 hours a month. Evenings \$51-055 RN'S - LPN'S

Full and part time con shift. Flexible hours suburban nursing home

Afterson shift. Featile heart Cooper abstract summy hore. Good AMBRIDGE STATE STATE SHIP STATE S

en all trings beniffs, starscommensurate with experience
Call S33,466
S33,466
Part.lime Mon. Wed. Frt. 100
Persings, Must have experience
chairside. Opportunity to work the
way you were trained. S35-1109
PATIENT EDUCATION
CO-ORDINATOR

CO-ORDINATION

We are currently seeking a Patient Education Co-ordinator to work full time at our Mid-Orient hospita. A time at our Mid-Orient hospita. A control was a control with a control was a control was a control with a control was a control was a comprehensive. Luly paid fringe benefit program. Send reasons in Coccentric New Papers, 2023 Schooleraft, Livonia, Michigan 6105.

R.N.'S

RNS & LPNS

FOUR CHAPLAINS

MEDICAL TECHNOLOGIST

R. N.

Convalescent Center 28349 Joy Rd., Westland 261-9500 REGISTERED NURSE

## SOMBODY NEEDS YOU

Employers are seeking qualified help right now more than anyother time. Work is available and you can find what you would like to do in the Classified ads. An easy to read, up-to-date reference of what is open for you is always at your finger tips. Check the Classified ads, find and get together with

Observer & Eccentric

Number 1 Manufacturer of HVAC Equipment is tak-ing applications for Commercial Sales Engineer in the factory branch operations in Livonia, Michagan Area, Sales Engineers with prior experience, Associ-ate Degree of BSME will be considered. For inter-view appointment call

OAE