502 Help Wanted Dental-Medical

AVONDALE Convalescent Home has full time opening for L.P.N. on midnight shift. Call for details: 261-4422

DENTAL ASSISTANT - Southfield - 12 Mile area, experienced preferred will train bright reliable girl, excellent hours.

CHAIRSIDE DENTAL Assistant, experience, preferably certified, days, no evenings, general practive. Send resume in your own handwriting to: Box 352, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MEDICAL OFFICE
Ophthalmologist needs person to supplement present staff, must be eager to learn, salary commensurate with capabilities. Send resume to: Suite No. 1, 2700 North Woodward, Bloomfield Hills, 48013.

LAB. ASSISTANT for Troy Pediatric office. Mainly blood counts, urines, some allergy, mono-spots. Opening for August 1, 1978. Reply to: Box 346, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

OPERATING ROOM TECHNICIAN
SUMMER RELIEF
Our Mid - Detroit hospital has an immediate opening for an Operating Room Technician to work for approx. 11 weeks this Summer. Prefer previous ORT experience or a graduate of an ORT program. We offer an excellent wage rate and a congenial work environment. Please apply at the Personnel Department.
METROPOLITAN HOSPITAL
1800 Tuxedo, Detroit
An Equal Opportunity Employer

AMBULATORY SURGERY
Small modern surgical-based hospital, RN for pre & post operative care. 5 days, day shift. No weekends. Phone Director of Nurses, Madison Community Hospital. 30671 Stephen Hwy.

RNs & LPNs. Full and part time. Afternoon & midnight shifts.
Arnold Home
18520 W 7 Mile
KE 1-4901, Ext. 38

NURSE & NURSE AIDES
Full & Part-Time
Apply In Person
Lahser Hills Nursing Center
25300 Lahser Rd., Southfield

502 Help Wanted Dental-Medical

PATIENT EDUCATION CO-ORDINATOR
We are currently seeking a Patient Education Co-ordinator to work full time at our Mid-Detroit hospital. A Masters degree in Health Education is preferred. At least 2 years of Nursing and/or Education Program Planning experience, preferably in a hospital or clinic setting required. Experience in individual and/or group patient teaching is essential. We offer an excellent wage rate and a comprehensive, fully paid fringe benefit program. Send resume in confidence to Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RNs & LPNs
& NURSE AIDES
Position available full or part time in modern extended care facility located in Redford Twp. Please apply at..
CAMBRIDGE
NURSING CENTER, WEST
18033 Beech Daly
255-1010

RNS or LPNS
All Shifts, full time. Fringe benefits.
WILLIAMSBURG
Convalescent Dr.
21017 Middlebelt, Farm.
Between Grd River & 8 Mile
476-8300

OFFICE MANAGER
Busy Doctor needs gal to do billing, bookkeeping, med assisting, & appointments. Needed immediately.
DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-5254

PART TIME - Afternoon position available in private lab. No experience necessary, will train. Call: 273-7505

MEDICAL SECRETARY/Receptionist needed in Doctor's office. Duties include typing, dictaphone insurance forms, bookkeeping. Experience required. Call weekdays 9am-5pm 288-2133

502 Help Wanted Dental-Medical

Director
of Nursing
Geriatric experience preferred. Good fringe benefits.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile
476-8300

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

RN
VACATION REPLACEMENTS
We have immediate openings for Registered Nurses to work throughout the Summer as vacation replacements. Positions are available on our afternoon and midnight shifts, part time and full time. If you are interested in working during the Summer in our In-patient department, please call the Personnel department.
METROPOLITAN HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

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

DENTAL ASSISTANT
Experienced, full or part time. Self-assured, neat, dependable, for Southfield general dentist. Salary commensurate with ability.
559-2797

SOCIAL WORKER
Ful time for health agency to act as consultant for 3 nursing homes. MSW required, ACSW preferred but not necessary. Send resume and salary requirements to HSS, P. O. Box 74, Bloomfield Hills, Mich. 48013.

502 Help Wanted Dental-Medical

MEDICAL TECHNOLOGIST
"ON CALL"
We are currently seeking an "On Call" Medical Technologist to cover weekends in our small suburban hospital. Selected applicant must be able to rotate in all areas, including blood bank. We offer a congenial work environment and an excellent salary. For more information, please call the Personnel Department.
METROPOLITAN HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

PSYCHIATRIC
NURSES
Full & Part-time on Adolescent & acute care units. Necessary qualification required.
Kingswood Hospital
Ferndale - 10200 W. 8 Mile
Dept. of Nursing 398-3200 ext. 216

NURSE for OB/GYN office in Bloomfield area. Experience necessary. 335-8207

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

EXPERIENCED front desk girl, with insurance knowledge for oral surgeons office in Sterling Heights. Good hours, good benefits. 979-3500

FEMALE HELP, invalid care, Sat. & Sun. 8 am-12 noon, Birmingham area. Reply Box 308, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDE, easy care, stroke patient. With car. Breakfast-lunch included. 8AM-4 PM, Mon. thru Fri. Southfield. After 6:30 PM 626-9502

REGISTERED Nurses, full and part time, Alcoholic Treatment Center, contact Shirley Williams. 721-5190

502 Help Wanted Dental-Medical

DENTAL ASSISTANT for Oral Surgeon's office, experience preferred; or recent graduate. Please call 646-1700

RN'S - Day & Midnight positions available in fully accredited, 54 bed, private, acute care psychiatric facility. Competitive salary & fringe benefits. Call Monday through Friday between 9 AM - 2 PM. 338-7144

DENTAL chairside assistant, Northland area, experience required. 568-0439

RN - LPN or 2nd year medical student needed, male or female, for summer camp employment, D Bar A Ranch Scout Camp, Metamora Mich. July 2nd through August 20th. Salary, room and board. Call Ed Bauer. 438-7232

RN OR LPN needed, part time midnights. Apply Oak Hill Nursing Home, 34325 Grand River, Mrs. Menzel. 477-7373

NURSE AIDES needed, full time, midnight and PM shifts, apply Oak Hill Nursing Home, 34325 Grand River, Mrs. Menzel. 477-7373

FULL TIME Secretary / Receptionist, for Rochester Medical office. Experienced in bookkeeping, billing procedures. Call 288-4154

OPTICIAN with some cutting and edging experience. Full time and fringe benefits. Reply to Box 322 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

INTELLIGENT woman for full and part time, Ophthalmologist's office, Southfield. Reply to Box 329, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

WANTED part time office nurse, four day week, 20 to 24 hours per week. Birmingham area 644-9500

LAB TECH - to work in Hematology, full time position, large medical clinic. For interview call personnel. 538-4700

MEDICAL
ASSISTANT
Must have experience, full time position available. Large Medical Clinic. For Interview Call:
PERSONNEL DEPARTMENT
538-4700

LAB TECH.
TO work in HEMATOLOGY. Full Time Position, Large Medical Clinic. For Interview Call:
PERSONNEL DEPARTMENT
538-4700

MEDICAL ASSISTANT - full time position for large medical clinic. Must be experienced. For interview call Personnel Dept. 538-4700

CASHIER - full time position for large medical clinic, must have experience with insurance. For interview call 538-4700 ext. 202

TEAM ORIENTED dental auxiliary. Are you career oriented and not reaching your full potential? Experienced assistant needed for a quality practice with emphasis on total patient treatment. Salary and benefits open. Southfield. 559-3030

MEDICAL ASSISTANT for Greenfield 9 Mile area Internist Office. Experience in EKG, Chest X-Ray, Injection. Typing required. 569-5060

RN'S - LPN'S
FULL OR PART TIME
AFTERNOONS
Apply in person
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

NURSE AIDES
ORDERLIES
Experienced or will train mature persons for rewarding career in nursing. We require some Aides & Orderlies for summer but are primarily interested in persons seeking permanent positions.
APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 16 Mile

RN-LPN
Part-Time Days
RN-847 Day
LPN-843 Day
Full-Time Afternoons
RN-849 Days
LPN-845 Day
Excellent benefits.
Dorvin Convalescent & Nursing Center
29270 Merlock, on Middlebelt, one block south of 8 Mile.
476-0550

DENTAL ASSISTANT - Must be experienced. Tel-12 area. Call after 5PM. 026-9733

DENTAL ASSISTANT - Full time for challenging position with busy dental practice in the Fisher Building. New Center Area. Must have experience & academic training. 871-2144

X-RAY TECHNICIAN wanted, Orthopedic office, 20 hrs. a week. Call Monday thru Friday 8:30 AM - 5 PM. 545-3080

502 Help Wanted Dental-Medical

R.N.'S
Registered Nurses certified for full and part time positions in ICU and CCU on the midnight shift. Our Nursing Education Department provides classes for orientation in specialized areas. Apply Tuesday through Friday, 9 AM to 12 Noon.
Crittenton Hospital
1101 W. University Dr.
Rochester, Mich.
equal opportunity employer M/F/H

NURSE, part time for Saturday's Kar Pierce'ing. Call Wednesday 852-5600

RN'S & LPN'S
LEADING NAT'L.
NURSING SERVICE
OUTSTANDING BENEFITS
*TOP WAGES
*HOLIDAY PAY
*MALPRACTICE INSURANCE
*UNIFORM ALLOWANCE
*SHIFT - WEEKEND DIFFERENTIAL
Choose your days and assignments.
"LET US PAMPER YOU"
MEDICAL
PERSONNEL POOL
Bloomfield-Pontiac
Southfield 334-9220 569-1950

RN PART TIME for general surgeon's office. Northwest area. Good salary, generous fringe benefits. Ask for Aileen: 341-7600

NURSE AIDES
FULL & PART TIME
ALL SHIFTS
Apply In Person
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

NURSE AIDES
Immediate opening for experienced Nurse Aides in home health care and staff relief. Choose your own hours with top pay. Phone:
334-9220
MEDICAL
PERSONNEL POOL

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

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

502 Help Wanted Dental-Medical

RN - SUPERVISORS
Full time, afternoon and night shifts. Nursing home and supervisory experience preferred. For E.C.F. credited by joint commission. Pleasant surroundings. Salary commensurate with ability.
HENDRY
CONVALESCENT CENTER
105 HAGGERTY ROAD PLYMOUTH
455-0510

NURSES' AIDES
Experienced or will train. Full or part time. All shifts. Good benefits. Opportunities for Advancement.
EARN $2.70 - $3.35 PER HOUR
APPLY NOW
HENDRY
CONVALESCENT CENTER
105 HAGGERTY RD. PLYMOUTH
455-0510

502 Help Wanted Dental-Medical

RN'S & LPN'S
Applications now being accepted
Placements available in your area
24 HOUR ANSWERING SERVICE
STAT NURSING
SERVICE, INC.
2719 Fort St., Wyandotte
283-3045

RN'S — LPN'S — ALL SHIFTS
We are an E.C.F. state licensed and accredited by joint commission of hospitals. Our goal is to assure our patients the finest care. Our need is for nurses. To help realize this goal we invite you to visit our facility and see what's being done.
HENDRY
CONVALESCENT CENTER
105 HAGGERTY ROAD PLYMOUTH
455-0510

LICENSED
PRACTICAL NURSES
Full and part time positions. All shifts. Graduate from an Accredited School of Licensed Practical Nurses. Must be licensed to practice in the State of Michigan.
ANNAPOLIS HOSPITAL
33155 Annapolis Ave.,
Wayne, MI 48184
722-4000, Ext. 376
Annapolis Hospital is a unit of 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

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

CRNA
Full time day position. Graduate from AANA accredited School of Anesthesia. Certification by American Association of Nurse Anesthetists desirable.
ANNAPOLIS HOSPITAL
33155 Annapolis Ave.,
Wayne, MI 48184
722-4000, Ext. 376
Annapolis Hospital is a unit of 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

RN's
Progressive Patient Care Plus ...
We're Doing Some Innovative Things in ... Nurse Career Care. We will be in Farmington Hills June 30th to tell you more.
Most major university hospitals offer a wide range of specialties. At the University of Michigan, we've gone a few strides further. We have a broad range of special units ... plus a variety of career paths, and opportunities for individual expression and involvement in the decision-making process. For example: a decentralized nursing administration allows each unit to run independently. There are dual promotion paths, clinical and administrative, with a unique Clinical Careers ladder.
These unique opportunities are now available:
EDUCATIONAL COORDINATOR - Pediatrics. HEAD NURSE/ASSISTANT HEAD NURSE - Medical ICU, Psychiatry. STAFF RN'S - Mott Children's Hospitals, Burn Center, Psychiatry, Intensive Care Unit, Med/Surg Specialties, Diabetes Center.
Representatives of U of M will be in Farmington Hills on June 30th to discuss details of the above positions. Pat Richards and Oriole McLean will be at The Botsford Inn, 28000 Grand River, Farmington Hills from 10:00 a.m. to 6:00 p.m. to answer questions. Phone calls accepted during that time at 474-4800. Light refreshments will be served.
SENIOR AND GRADUATE STUDENTS WELCOME!
If you are unable to join us during our local interviews, and would like to learn more about our innovative programs, the U of M campus facilities, and the delightful city of Ann Arbor, write or call collect:
(313) 763-3010
Nurse Recruitment
University of Michigan Hospitals
3260 HPB
Ann Arbor, Michigan 48109
A Non-discriminatory Affirmative Action Employer
University of Michigan Hospitals

502 Help Wanted Dental-Medical

A Career Hot Line
642-4234
Call our 24 hour Hot Line for latest office-clerical Job Openings.
Accuracy Personnel

SECRETARY for Engineering firm. Typing and some Bookkeeping required. Experience not necessary. Southfield area. 559-9077

CLERICAL
WANTED: Biller for Auto Dealership. Must be excellent typist. Will train in Billing procedures. Apply: Irene Hammers, Livonia VW, 34501 Plymouth Rd.

PART TIME OFFICE
3 evenings, 5 to 9 PM, and Saturday 9 to 5 PM. Filing, telephone, typing.
Thompson-Brown
Birmingham-Bloomfield
642-0703

SECRETARY - beautiful new Southfield office, excellent skills and experience. $11,000. fee paid.
LOIS RAY
PERSONNEL
559-0560

PROMINENT O.E. Manufacturing Sales Department is searching for an executive secretary to work in its Farmington Hills office.
Minimum requirements: Business school & 3 years experience. Shorthand desired. Must be proficient in transcribing & typing.
Interested candidates respond to Box 286, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

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

IMMEDIATE
Full Time Positions
CLERK-TYPIST
FILE CLERK
If you like to type, file, do figure work & varied office assignments, we are sure to have a position to interest you.
Birmingham location. Excellent employee benefits & promotional opportunities. Call Vicki Sata for appointment. 645-3700
LIBERTY MUTUAL
INSURANCE CO
Telegraph at 13½ Mile
An Equal Opportunity Employer

Challenging
Position
We are looking for a take-charge person with experience for our telephone marketing bureau. Salary plus commission depending upon experience. Southfield area. Call
353-5600

PRESTIGE OPPORTUNITY
FEE PAID. Here is a chance to enter into a large corporation that offers both challenge and stimulation for your excellent typing and shorthand. Don't wait on this one!
RECEPTIONIST TO $800
FEE PAID. Like people? Friendly boss needs your good secretarial skills and outgoing personality to help run his busy office.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

GENERAL OFFICE for merchandising department, full time. Must be detail minded. No typing. 37½ hour week. $115. 12 Mile & Southfield Road, Mr. Weiss. 557-6113

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
CLERK
Excellent opening for experienced Accounts Payable Clerk. We offer good salary, liberal employee benefits, excellent working conditions. Call Mrs. Laidlow, or apply:
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville

MATURE WOMAN - I girl office to handle all office duties. Experience helpful. Part time basis, could lead to full time. Call for interview Marygrove Awning. 353-8450

SOUTHFIELD - Typist with figure aptitude. High School Graduate, opportunity to learn office routine. 352-6620

BOOKKEEPER
GENERAL OFFICE
Professional person needed to maintain office functions. Must be experienced in computerized accounts payable and accounts receivable. A person office background preferred. Collection and account reconciliation experience a definite plus. Typing helpful. Please call Ms. Alexander. 353-5129

TYPIST
Permanent part time position available in Birmingham office. 18-20 hours per week. Call Linda Bell, Erb Lumber Co. 644-5300

EXECUTIVE
SECRETARY
Established manufacturing company in northwest area has immediate full time position, excellent shorthand and typing skills essential, secretarial experience required. Pleasant working conditions and excellent fringe benefits. Call Mr. R. Johnson for appt.
255-8469
An Equal Opportunity Employer

SECRETARY
GENERAL OFFICE
Take Charge Secretary with diversified General Office Duties, Pleasant 4 girl office. Good Shorthand Typing & knowledge of Office Procedures required. 9 Mile - Southfield location.
557-2500

TYPIST/RECEPTIONIST for C.P.A. office in Birmingham. Prefer statistical typing experience. Call Mrs. Thomas: 644-6910

SECRETARY - for leasing dept. of large Troy company. Busy spot, starting $800 plus excellent benefits and fee paid.

SALES - coordinator for Birmingham automotive supplier. Act as liaison between sales offices and plants. Service station experience or ambitious high school grad. Salary $700 to $800 to start plus benefits and fee paid.

PART TIME - computer operator, 3 to 4 hrs. late afternoon. Some experience, Honeywell preferred. $5 to $6 per hr. 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-RECEPTIONIST
For Livonia located medical supply company. Call Mrs. Reed for live interview: 591-0200
An Equal Opportunity Employer

CASHIER (PAYMENTS)
Cashier for progressive mortgage company in Southfield. Must be experienced with 10 key adding machine. Pleasant surroundings & good benefits. Call Miss Blake, 353-6700

CLERK/TYPIST. Gal to type invoices and correspondence, file and misc. office jobs. Good typing skills needed. Livonia area. 591-1041

General Office
Varied duties, pleasant phone manner. Accurate typist, good with figures. NEAT APPEARANCE. Experience helpful. Apply in person
ALLMAND ASSOCIATES
12001 Levan Rd. Livonia
or call: 591-1602

ARE YOU looking for a challenging position? The C.A. Muer Corp., presently located in Dearborn, has an immediate opening in its administrative offices for person with a strong mathematical background. A minimum of 2 years experience working with figures and accurate typing skills a must. This can be an interesting position, with varied duties, for the right person. Must be pleasant and able to deal with people. Excellent benefits. For an interview, call between 10 and 4 PM, Pat Rice 582-1562
An Equal Opportunity Employer

AUTOMOBILE
BILLER
Large volume dealer has immediate opening for experienced AUTO BILLER. Must have billing experience. Knowledge of Wang Billing Machine helpful. Blue Cross, Life and Disability insurance and other fringe benefits. Call: MRS SEBRING for interview.
453-7500
Don Massey Cadillac
Plymouth, Michigan

SECRETARY
$11,000
Your shorthand and typing skills will land you this super spot. Beautiful new office with lots of room to move up. Call Kathleen.
SNELLING & SNELLING
478-3500

EXECUTIVE SECRETARY
Shorthand and typing skills of above average caliber. Ability to handle payroll, accounts receivable - payable would be a definite asset. This position offers excellent opportunity for the right person who is capable and interested in career advancement and becoming an active member of the management team of a well established, successful company. Compensation will be commensurate to the high caliber secretary who can fulfill this position. Company location near Telegraph Road and Schoolcraft Expressway (U-96). All applications will be held in absolute confidence. Mail replies to: Box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GOOD TYPIST to handle general correspondence and process bonds and policies. Northland area. Call Fidelity and Deposit Co. 569-1990
An Equal Opportunity Employer

SEEKING a Secretary-Receptionist to work full time at our Farmington Hills Skin Care Salon. Excellent wage. References necessary. 851-3138

OFFICE MANAGER
Suburban office needs career oriented person who wants people contact. Typing, light bookkeeping, excellent growth potential. $780-$963 monthly. Call Barb.
644-4600
SNELLING & SNELLING
AGENCY

504 Help Wanted Office-Clerical

FULL-TIME Receptionist/Typist, for communications consultant. Salary dependent on qualifications. Southfield Area. Send resume to Box 360, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY
VLASIC has an immediate opening for an experienced Secretary in the Marketing Department.
Duties will consist of typing (70 WPM), dictaphone transcribing and handling the clerical and administrative responsibilities for the Director Vlasic Kitchens and one Product Manager. This is a very busy office which requires a well organized individual accustomed to a fast paced atmosphere. Apply at:
Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

FAST PACED COMPANY seeks a front desk gal, strong typist, some shorthand, capable of handling busy phone. Must like people and enjoy busy schedule. 1 year experience preferred. Good benefits.
THE WHALL CORP.
424-8484

ACCOUNTS
RECEIVABLE
BOOKKEEPER
for auto dealer. Experienced. Good working conditions. Many employee benefits. Call Jim O'Brien.
Krug's
Mulligan of Dearborn Inc.
274-8800

PRODUCTION CONTROL
Manufacturing plant is seeking a person having automotive release form experience. Salary plus benefit package. Send resume to Box 382, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXECUTIVE SECRETARY
Bloomfield Hills Custom Home Builder is looking for talented career minded individual. Experience in bookkeeping, real estate and/or construction a plus. Salary commensurate with experience.
645-2060
An Equal Opportunity Employer

BIRMINGHAM YMCA - Busy office needs pleasant, sharp, receptionist clerk. Varied duties include some typing & record keeping. 9:30am-6pm, 40 hours, up to $2.95 start plus benefits. Call Jerie 644-9034

GENERAL OFFICE
$8300
Start working for this young dynamic company today. Your typing skills and friendly personality can win you this super spot now. Ask for Tina.
SNELLING & SNELLING
478-3500

Inventory Control
Wholesale distributor seeking person for Cardex Inventory System. Experience helpful but not essential for fast paced individual. Farmington location. 40 hour week. Good benefits. Salary commensurate with experience. For interview call Mr. Grant, 476-5870.

EXECUTIVE SECRETARY
Shorthand, Typing, Letter composition, some Bookkeeping knowhow helpful. Initiative self-starter a must. Excellent opportunity for career-minded girl. Send comprehensive resume - Attn: Mr. S.P. Gnass, P.O. Box 203, Troy, 48084.

OFFICE GIRL, part time, hours flexible, must type. 11961 Dixie. Redford.

ORDER CLERK, general office, good with figures & telephone. Good personality. Jhirmack. 28713 Greenfield, at 12 Mile Road.

LOCAL Farmington nursing home requires girl for summer work in business office. $2.65 per hr. Call Mr. Furnari 477-7210

SECRETARY - no experience necessary, high school graduate, type 35-40 wpm accurately. Duties include answering telephone, typing orders & quotations. Shorthand helpful. Paid Blue Cross-Blue Shield. Call between 8 A. M. - 5 P. M., ask for Frank 422-7180

ACCOUNTING CLK.
Full time, experience helpful. Full benefits. Redford Twp. Apply in person between 9 AM - 3:30 PM.
7-UP BOTTLING CO.
OF DETROIT
12201 Beech Daly

GIRL FRIDAY, part time-Full time Work for one person, some typing, order filling & bookkeeping. Call between 4-5PM. 345-7225

SECRETARY for Engineering firm. Typing and some bookkeeping required. Experience not necessary. Southfield area 559-9077

GAL FRIDAY,
Light Bookkeeping, Typing & Telephone. Casual atmosphere
964-4401

7 UP BOTTLING CO.
ACCOUNTING CLERK
Full Time Afternoons
No Experience Necessary
Full Benefits
Apply in Person 9 AM - 4 PM:
7 UP BOTTLING CO
12201 BEECH DALY RD.
DETROIT, MICH.

SECRETARY for Real Estate office. Good typing, telephone answering, general office work. One girl office. $7,800 yearly, plus Blue Cross. Penn 548-1900

RECEPTIONIST
Mature person to work 12 Noon to 8 PM as receptionist. Typing and some general office work. Good salary and fringe, benefit. Excellent working conditions.
APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 16 Mile

CLERK/TYPIST
Full time, mature person required, experienced in billing in doctor's office or clinical helpful. Position with interesting variety. Typing and general office work. A good salary and fringe benefits. Excellent working conditions.
APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 16 Mile

EXECUTIVE SECRETARY for Bloomfield Hills corporation, requires typing, average shorthand plus some bookkeeping. Career minded. Salary $1,000 plus benefits. Fee paid.

LEGAL SECREATRY-for Bloomfield law partner, responsible one person. Requires Mag card experience, shorthand helpful Salary $900 plus benefits. Fee Paid.

GENERAL OFFICE-for one person office to do typing, phone answering, filing plus other duties. $600. Plus great benefits, fee paid.
Accuracy Personnel
642-3050 358-3010

504 Help Wanted Office-Clerical

SECRETARY - Excellent typist, shorthand, good phone manner Southfield area. Call Pat. 559-6161

ASSISTANT BOOKKEEPER for Southfield advertising agency. Trainee with excellent math aptitude and good typing skills will be considered. Hours 8:30 AM-5:00 PM. 358-4800, ext. 201

INVENTORY
CONTROL
Employment opening for inventory control person with some knowledge of retail inventory. Responsibility of ordering & control of 4 retail locations. 40 hours per week Mon. & Fri. hours 1 - 9:30 PM; 3 days 9 AM - 3:30 PM. Benefits
Interviews only Mon., July 3rd & Wed., July 5th, 9 AM - 12 noon
TOWN & COUNTRY FURNITURE
23600 Michigan Ave., Dearborn
between Telegraph & Outer Dr
Dearborn, Mich.

SWITCHBOARD OPERATOR - Part time, night shift. Apply in person. St. Mary Hospital. 36475 Five Mile, Livonia

SECRETARY architectural office. Experienced only. Good on telephone & IBM typewriter. Bookkeeping and overall office management also required. 437-2310

SECRETARY
PART TIME - Challenging position for competent SECRETARY with good experience. Accurate typing and shorthand required. Must be able to work independently and enjoy public contact. Pleasant working conditions at convenient Birmingham location. Call 9 Am to 5 Pm, 647-7962: after 6 Pm, 647-0814.

RECEPTIONIST SWITCHBOARD
Southfield mortgage company seeks responsible individual capable of handling both clients & very active switchboard. Call Miss Blake
353-6700

MATURE PRODUCTION Typist experience on Mag Card II for direct mail services. MacGaw Johnson Assoc. Inc., 20600 Schoolcraft, Detroit. 533-4780

CITY OF SOUTHFIELD
IMMEDIATE OPENINGS
CLERK STENOGRAPHER: $9,847 to $11,540 plus comprehensive benefit program.
CLERK/TYPIST: $9,487 to $11,080 plus comprehensive benefit program.
Must be Southfield resident and unemployed for 30 days (CETA II), or unemployed for 15 days (CETA VI). Apply at: Human Resources Department, 26080 Berg Rd., Southfield
645-2060
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY. Typing, bookkeeping knowledge, shorthand preferred. 32 week position. Apply Dr. William Barr, Novi Community Schools, 25 Taft Rd., Novi 348-1200

CONTROL
CLERK
Should have prior Data Control Experience and or experience in high level clerical tasks. Must be able to type 40 WPM. For Interview, call AL BOYCE.
435-3100
HANDLEMAN CO
CLAWSON, MICH
An Equal Opportunity Employer

FEMALE HELP Wanted for light office work. Apply at front door 12090 Farmington Rd., Livonia: before 11:30am & after 1:30pm

BOOKKEEPER
Full charge for ladies speciality shop, must be thoroughly experienced in all office procedures up to trial balance. Good working conditions, store benefits. Excellent opportunity. Call Mr. Levin. 626-7170 or
JACQUELINE SHOP
OAK PARK BIRMINGHAM

RECEPTIONIST For small office, interesting & varied duties, typing necessary. some experience necessary, 8am-5pm. Company Benefits 477-4787

SECRETARY with diversified skills. Pleasant working conditions in Bloomfield Hills office. Send resume to The Birmingham - Bloomfield Board of Realtors, 4143 Dublin Dr., Bloomfield Hills, Michigan 48013

EXPERIENCED Personal lines girl needed for Insurance Agency. 855-2600

EXPERIENCED Commercial Rater needed for Insurance Agency. Call 855-2600

EXCELLENT OPPORTUNITY for the right person. Energetic secretary-light bookkeeper wanted to join aggressive, established manufacturer's representative organization moving into their new building in Troy. These are the requirements we seek: Clear, pleasant phone manner, able to be persistant and pleasantly persuasive in getting back order shipped. Self starter, ability to work with varying personalities of company salesmen and personnel, good typing skills essential, shorthand not essential. Good earning and opportunity for growth. Resume and references please. If qualified and interested, please call for appointment. 524-5224

GENERAL OFFICE, typing, knowledge of bookkeeping. Small CPA office. Permanent. 10 Mile, Greenfield area. 557-0560

EXPERIENCED legal secretary needed for busy Southfield law firm 353-8411

CLERK - TYPIST for quality control department, must be accurate and have all around clerical capabilities for in-plant office. Start immediately. good benefits, call Mr. Prince 728-2100

OFFICE CLERK
Wanted full time, experience preferred but not necessary Salary & paid company benefits. Applications being taken 6-30-78. Call for appointment 261-7250
PARKER HANNIFIN CORP.
An Equal Opportunity Employer

ARCHITECTURAL secretary, bookkeeping, typing, receptionist, full benefits. Watt & Nudall Architects, Southfield. 559-9075

RN, PART-TIME - for Farmington Hills allergy office. Good pay for experienced, mature individual. Send typed resume to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

OFFICE HELP - part time - person with elementary office or bookkeeping experience to manage office for small auto parts store in Plymouth. Call Mr. Tierney at 455-9050

GENERAL OFFICE, experienced light Bookkeeping, some Typing, phone, etc. Full time. Berkley area. 548-4470

AUTO DEALER
SERVICE CASHIER
Auto dealer, experience only, excellent benefits & pay. Call Sandy. Tamaroff Buick & Opel 353-1200

Clerical Assistant
PART-TIME
President's Administrative Assistant of large Southfield Corporation requires an individual with typing 50 words per minute, shorthand and/or dictaphone experience. Must be mature with pleasant phone voice and appearance. Hours: 1 to 6PM daily. Good job for area housewife. Would consider Senior Co-op student. Those seeking Summer Employment only - need not apply. Call Personnel, 9 to 5:30PM 354-7190