500 Help Wanted

YOUNG ADULT Conservation Corps. (YACC) openings at Mayburg State Park in Northville. Positions: 1 crew leader at $3.96 per hour. 5 Enrollees at $2.65 per hour. Period of employment 40 hour week for 12 months. Age requirements - 16 thru 23. Contact for further information 349-8290

YOUNG MAN for shipping, receiving, and misc. duties, at a national painting equipment company in Livonia. Call for interview. 591-0000

YOUNG MAN wanted to train for dye trade. 525-0680

502 Help Wanted Dental-Medical

DENTAL LAB
Person to work in model dept. of dental lab, will train. Farmington. 478-2355

MEDICAL TECHNOLOGIST M.T. (ASCP), hematology plus general laboratory work. Days only. No Sundays or holidays. Garden City Medical center. 421-1110 ext. 215

MEDICAL ASSISTANT. Full time, experienced. Familiar with insurance forms and able to do injections, Vene-Punctures, EKGs and X-rays. 531-5150

MOBILE EXAMINER for Insurance Companies, with medical knowledge, part-time employees set own hours. 569-7784

MOTHERS

Now that the kids are back in school why not make a little extra money working in the rewarding health care field as a NURSING ASSISTANT. Training on the job for better than average pay. Flexible hours. Please apply in person:

Middlebelt Nursing Center
14900 Middlebelt Rd., Livonia

MEDICAL RECORDS clerk, part time. Afternoons 1-5PM. Must have knowledge of medical terminology & filing.

HOME HEALTH aide. Full time. One year current experience as a Nurse Aide. Must have completed hospital aide training course. Must have car available. Excellent salary & benefits

METRO HOME HEALTH
478-7020

RECEPTIONIST - W. Bloomfield area. Terrific office. Peg board & insurance please.

ORAL SURGERY office - will train an assistant. 4½ days.
Health Care Personnel 398-0020

DENTAL ASSISTANT, full time. Mature person to serve as office manager, some chair assistance experience preferred. Will train if qualified. 13 Mile Farmington Rd. area. 851-8020

CERTIFIED Dental Assistant, wanted to work full time with young Dentist in super office. Office 557-2292, evenings call 399-2489

RN. Full time day shift. Fringe benefits. Pleasant working conditions. Southfield. Bedford Villa 557-3333

LPN
Midnight Relief
$42 Shift
LAKE ORION AREA
1255 W. Silverbell Rd.
391-0900

DENTAL ASSISTANT WANTED
Experienced only. Full Time. Benefits. Birmingham Area. 647-3050

RNS & LPNS. Full and part time. Afternoon shift. Apply 9 AM to 4 PM. Mon. thru Fri. Arnold Home. 18630 W 7 Mile. KE 1-4001, Ext. 38.

DIETARY AIDES

FULL TIME
Day shift. Excellent fringe benefits.

CAMBRIDGE NURSING SOUTH
18200 W. 13 Mile Rd.
Birmingham 647-6500

DENTAL ASSISTANT full time, experienced or will train, ambitious girl. CDA preferred. Salary commensurate with experience and education. 728-1730

PHYSICAL THERAPHY Aide - full or part time, car necessary. Call 967-0675

SECRETARY - Home Health Agency in Westland. 60 wpm, shorthand, organizational ability. Medical experience preferred. Competitive salary, excellent benefits, friendly atmosphere. 235-4300

NURSE AIDES - EXPERIENCED
We are looking for mature caring Nurse Aides to be part of our team. Excellent benefit program including scholarship. Will pay for experience on individual basis. Apply in person. Westland Convalescent Center, 36136 W. Warren, Westland.

ORTHODONTIST Assistant, Personable, Energetic. Must type. No experience necessary. Send resume to Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

MOTHERS WITH SCHOOL-AGED CHILDREN
Are you finding now that your children are in school, you have extra time on your hands? Would you like to experience a fulfilling job in the progressive field of Geriatrics. We are looking for mature Nurse Aides to join our team. Excellent benefit program. Will pay for experience or training. Apply in person. Westland Convalescent Center, 36137 W. Warren, Westland.

Nurse Aides Orderlies
Experienced or will train for rewarding career in nursing. Good salary and fringe benefits. Excellent working conditions.
APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 16 Mile

DENTAL TECHNICIAN
Experience Metal Finisher, Waxer, Ceramist or Model work Technician for quality crown & bridge lab. Good position for right people. Includes fringes. Call Mason's Dental for appointment. 523-1070

DENTAL RECEPTIONIST, experienced preferred. Mon to Fri. Walled Lake area. 624-5328

OPTOMETRIST office needs girl to run office and assist doctor. Plymouth Rd. and Middlebelt area. Call between 3-5PM. 425-0525

PART TIME, medical Opthalmic assistant, experienced preferred. Birmingham area. Monday thru Friday. 647-5620

NURSE AIDES
Experience not necessary. Be paid while you train. Mature responsible applicants desired. Opportunity for advancement.
EARN $2.70 - $3.35 HR
APPLY NOW
HENDRY Convalescent Center
105 HAGGERTY- PLYM.
455-0510

AVONDALE CONVALESCENT HOME has full time openings on all shifts for Nurses and Experienced Nurse Aides. New salary scale in effect. 651-4122

WHITEHALL HOME for the aged on Grand River needs mature Nurse Aides, full and part time. Call 474-3942

RECEPTIONIST For Southfield CPA Office. Answer phones. Accurate typing & figure detail needed. Fringes. Call after 6pm. 352-8374

502 Help Wanted Dental-Medical

STENOGRAPHER

Cardiopulmonary Department
Annapolis Hospital, a member of the Peoples Community Hospital Authority, is currently seeking a Stenographer for its Cardiopulmonary Department.
The successful candidate will have knowledge of medical terminology, type 50 w.p.m. and take shorthand at 50 w.p.m. In addition to an excellent salary and benefit program, Annapolis Hospital offers a good work environment and chance for advancement. For immediate consideration, call or write:
ANNAPOLIS HOSPITAL
33155 Annapolis Ave.
Wayne, MI. 48184
722-4400
An Equal Opportunity Employer

Nursing Assistant

Applicants must have passed their 18th birthday and have had a minimum of six months of full time paid experience as a Nursing Attendant in a hospital, nursing home or long term medical care facility. Salary: $8,737 - $9,974.
For more information or to obtain the necessary application materials, please contact:
The Personnel Department
OAKLAND COUNTY
1200 N. Telegraph Rd.
Pontiac, Michigan 48053
Phone: 858-0530
A Merit System
Equal Opportunity
& Affirmative Action Employer

RN'S
needed at Northville Regional Psychiatric Hospital. $15,743 to $16,683. Michigan Civil Service benefits. Please contact Mrs. Nixon.
349-1800, Ext. 231.
An Equal Opportunity Employer

DENTAL ORTHODONTIC Receptionist. Downtown Rochester. Mature well groomed receptionist. Typing and good telephone manners essential. Send resume to box 972, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DOCTOR'S ASSISTANT & Receptionist. No weekends, some evenings. Mature female, some typing. Send resume to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT, full time, experienced in four handed dentistry in the Bloomfield area. 332-6106

MEDICAL TRANSCRIPTIONIST
For Cardiologists' office near Beaumont. Experienced only. Full time. 288-1150

MEDICAL RECEPTIONIST needed part time or full time in doctors office in Plymouth. Please send detailed information including qualifications and experience to Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Nurse Assistants
Full and part time. Day and afternoon shifts. Excellent working conditions. Experience not necessary - will train.
Presbyterian Village
In Redford Twp.
531-7200

X-RAY TECHNICIAN - Experienced. Franklin Head. Part time. Non-smoker, Farmington. 478-8616

LPN'S
MIDNIGHT SHIFT
LPN-Start $43-RN-Start $50
AFTERNOON SHIFT
LPN-Start $42-RN-Start $49
Dorvin Convalescent & Nursing Center
29270 Morlock, Livonia
(On Middlebelt, one block south of 8 Mile)
Ask for Mrs. Hall, Director of Nursing
476-0550

A-1 DENTAL ASSISTANT. Well established large crown & bridge practice. Experienced, salary open. References required. 10Mile-Evergreen area. Days call 354-4344, After 7PM 476-5981

MEDICAL TRANSCRIPTIONIST, experienced, full or part time. Salary and hours flexible. Brent Hospital 341-5300, Ext. 220

RNS, Full and part time, all shifts. OB & Med-Surg staff relief. No rotation. Major benefits. Free meals. Brent Hospital. 341-5300

PLYMOUTH DENTAL Office needs chairside dental assistant, approx. 36 hours per week, maturity & work experience required, knowledge of dental procedures desirable. Send Resume to: S.J.H. Box 677, Plymouth, Michigan 48170 or Call 455-8686

DENTAL RECEPTIONIST ASS excellent opportunity to work in continual multi-staff office in Plymouth. Experience preferred, diversified duties in a pleasant work environment. Salary commensurate with ability. 453-8600

A NATIONAL NURSING SERVICE HAS AN IMMEDIATE OPENING FOR:
MEDICAL CO-ORDINATOR
To Assist with coordinating activity on weekends. Medical background helpful. Contact Linda King RN, Associate Director of Nursing.
MEDICAL PERSONNEL POOL
800 North Woodward Ave.,
Pontiac, MI.
334-9220

NURSING SUPERVISOR
Evening Shift. Full time opening for registered nurse seeking a challenging position for growing facility. Must be able to coordinate & supervise. Excellent wages & benefits. Send Resume in c/o Zelda Shay, 16655 West 12 Mile Road, Southfield, MI. 48076

SOUTHFIELD REHABILITATION CENTER
We are accepting applications for the following positions:
NURSE AID/ORDERLY/HOUSEKEEPING
Afternoon Porter
Applications will be taken Mon. thru Fri. from 8am-2pm. 22401 Foster Winter Dr., Southfield

NURSES
RN's & LPN's. Growing facility needs nurses for all shifts. Full & Part time position available. Excellent wages, acute care rate, excellent benefits, education reimbursement plan, no rotation.
SOUTHFIELD REHABILITATION CENTER
22401 Foster Winter Drive, Southfield. Contact Nursing Office:
569-1500
Ext. 318

MEDICAL Assistant for Dr's office in Farmington, must have some typing skills, medical experience preferred. Call Cathy 476-6800

502 Help Wanted Dental-Medical

DIETARY AIDS

Full Time, 4am-2:30pm shift. Apply in person
Dorvin Convalescent & Nursing Center
29270 Morlock, Livonia
(One block south of 8 Mile.)
Ask for Ann Stolberg.

RN'S
Dearborn Heights convalescent home at First Rd. & Beech Daly in Dearborn Heights has openings on all shifts for full time staff nurses. Liberal wage and fringe benefits. Please call Mrs. Chopan for further information. 274-6000

DENTAL OFFICE MANAGER, Garden City - Dearborn Heights area. Experienced, insurance, typing, knowledge of assuring 4 day week, top salary for qualified person. Call for appointment 9-11:30 am 422-4700

EXPERIENCED Insurance Biller needed part time and Receptionist also part time for Troy. O.B. Gyn office. 643-7775

MEDICAL ASSISTANT needed to work in Westland Dr's. office. Should have experience in venepuncture, X-Ray, EKG. No Saturdays Call for appointment. 728-1212

RECEPTIONIST for chiropractor's office. Mature woman. Hours 3-9 Monday-Wednesday-Friday. Non smoker. Plymouth area. 459-0200

IMMEDIATE OPENINGS
for the following:
ULTRA SOUND TECH.
registered or registry eligible for full time day shift.
RESPIRATORY THERAPY TECH.
32 hours per week, midnight shift
Excellent wage & fringe benefit package. If interested contact personnel department. 676-4200 Ext. 3343

RIVERSIDE HOSPITAL
150 Trust Trenton
An Equal Opportunity Employer

ORTHODONTIC chairside assistant, full time, modern progressive practice in Birmingham. Experience preferred. 647-0086

PART TIME assisting in OB-GYN office. College student acceptable. No experience necessary. Call before 5PM 553-2870

MEDICAL RECEPTIONIST, experienced. Capable of insurance billing and assisting for OB/GYN Southfield office. 4 days a week. Ask for Cheri 355-5880

EXPERIENCED RECEPTIONIST for busy Pediatricians office 478-2723

DENTAL HYGIENIST - needed 4 days, full time, for progressive office, excellent hours & benefits. Northwest Detroit-Redford Area. 273-4325

PERSONNEL Coordinator, mature individual needed for personnel coordinator in nursing dept. Full time position, will train, but staffing experience helpful. Apply at Oak Hill Nursing Home, 34225 Grand River, Farmington. 477-7373

RNS & LPNS
Full and part time. Afternoon shift. No rotation of shifts. Good salary and fringe benefits. Excellent working conditions. Apply in person.
GEORGIAN BLOOMFIELD
2975 Adams Rd. Corner 16 Mile

NURSE ATTENDANTS & ORDERLIES. Full time, fringe benefits. Bedford Villa Nursing Home, Southfield. 557-3333

WE ARE Looking for an ambitious and personable DENTAL RECEPTIONIST for our busy Farmington pediatrists office. Ideal opportunity for person interested in a long term position in very pleasant surroundings. Apply in person, 31820 Schoolcraft Rd. 1 block W. of Merriman. 9 am to 4pm. Mon. thru. Fri.

CHAIRSIDE DENTAL ASSISTANT
Experienced, outgoing, attractive person desired for Birmingham Office. Salary commensurate with ability. Send Resume & references: Box 126 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - for Southfield dental office, send resume including experience, salary desired, etc. to Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Lab Technologists
MT (ASCP) Experienced
Positions available in Department of Laboratory Medicine, now reorganizing. Apply:
Personnel Department
Brent General Hospital
341-5300

MEDICAL RECEPTIONIST, experienced in insurance, telephone, peg board, typing & eager to work. Southfield area 354-8666

LAB TECH ASCP, needed part time in N.W. Detroit area, for women's clinic. Send Resume to PO Box 203, Farmington, Mi. 48024

NURSES - RN'S, LPN'S needed, part time, day shift, afternoon shift, midnight shift, apply at Oak Hill Nursing Home, 34225 Grand River, Farmington. 477-7373

NURSE AIDES needed, all shifts, full and part time, apply at Oak Hill Nursing Home, 34225 Grand River, Farmington. 477-7373

MEDICAL ASSISTANT
Doctor's office, Northwest area. 32 hour week. No Nights. Experience necessary. Call after 10am. Ke 4-7800

MEDICAL RECEPTIONIST
Part time, experienced, mature individual for Farmington Doctor's office. Call 553-0005

Nurse Aides
DAYS, 7-3
Starting salary $3 Hr.
WHISPERING WILLOW MANOR
49650 W. rWarren
Canton 459-7060

RN DAYS
WISHING WELL MANOR
520 W. Main
Northville 349-4290

NURSES
RN'S & LPN'S. Let us show you the best of both worlds with our full time program.
WE PROVIDE
Guaranteed full time employment.
•Excellent Wages
•Enjoy paid benefits
•Health Insurance
•Your Uniform Allowance
•Vacations
•In-Service Education.
•Time & ½ Holidays
•Mileage
•Practice Insurance
•Bonding
•Unemployment compensation
MEDICAL PERSONNEL POOL
Bloomfield-Pontiac
334-9220
Southfield
569-1850

LPN
AFTERNOONS
Good Fringe Benefits
WHISPERING WILLOW MANOR
49650 W. Warren
Canton 459-7060

MEDICAL ASSISTANT - for busy Opthalmologists' office, Full time, N.W. suburbs. Experience helpful. Please reply box 536 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

LPN
AFTERNOONS
Good Fringe Benefits
WISHING WELL MANOR
520 W. Main
Northville 349-4290

Nurse Aidesr
FULL TIME
DAYS 7-3, AFTERNOONS, 3-11
Starting Salary $3 Hr.
WISHING WELL MANOR
520 W. Main
Northville 349-4290

NURSE AIDES & ORDERLIES
Immediate openings. No experience necessary. Excellent benefits. Baby sitting service available. Call
FARMINGTON NURSING HOME
30405 Fisher Rd. Farm.
477-7400

RN'S - LPN'S
DAYS & AFTERNOONS
Apply in person
MEDICOS
RECOVERY CARE CENTER
22255 W. 8 Mile Rd.
3 blks. W. of Lahser
353-8450

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

Nurse Aides
MIDNIGHTS
Full time considered. Will train, good benefits. See Ms. Watkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

Registered Nurse
with psychiatric experience desirable. Full & part time for all shifts. Apply
Ardmore Acres Hospital
19810 Formington, Livonia
474-3500

LPN'S
PART TIME
DAYS & EVENINGS
Apply In Person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES
FULL TIME
ALL SHIFTS
Apply In Person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

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

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

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Full time for a busy Livonia / Plymouth area engineering firm. Must type in access of 70 WPM and if use dictophone, Call for appt. 591-2271

THE SOUTHLAND CORPORATION, the nation's largest operator of convenience food stores has an opening in the Bookkeeping area for a full time secretary with good typing and office skills. Excellent benefits including profit sharing, medical pension, paid vacation and insurance. For more information and interview, please contact Sandy at 649-7711
An Equal Opportunity Employer

CUSTOMER SERVICE
We need individual with pleasant phone manner to handle customer complaints-inquiries, using CRT for information purposes. CRT experience preferred or excellent typing required. Very good benefits, excellent fringes. Contact A. Henderson, 388-2870, ext 216
An Equal Opportunity Employer

FIGURE FLAIR
If you enjoy figures and detail work this suburban company has the job for you. Type 50, $650. Good benefits. Fee paid.
PERMANENT STAFF
522-4210

MATURE WOMAN
needed for Receptionist Position. Pleasant phone manner. Plymouth Law Firm. 453-4004

MARKETING SECRETARY
International marketing office of major corporation, located in Birmingham, seeks experienced marketing oriented secretary. Telephone experience required. Typing, shorthand, telex & other secretarial skills necessary. Excellent salary & fringes. Send resume to Box 204 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST/TYPIST
40-50WPM. 8:30AM-5PM. Monday thru Friday. Good pay. Collection Management Inc. 22077 Greenfield, Southfield Mich. 559-8650

MORTGAGE BANKING COMPANY
needs person full time or part time, mortgage experience, type 50 wpm accurately. Call Gail 355-9200

MEDIA - secretary, suburban station, typing 60 WPM, shorthand 80, bookkeeping background, benefits. $700.

STATISTICAL - typist, Southfield firm, good spelling, grammar and detailed minded. Excellent salary, fee paid.

LOIS RAY PERSONNEL
559-0560

BUSY CONSTRUCTION office needs experienced secretary with excellent skills (shorthand not required). Excellent benefits. Southfield area. 9 am to 5 pm. Call between 569-8800

PART TIME Clerk with good typing to work 8AM-1PM daily. Requires flexible, congenial individual with general office experience, will take telephone calls from customers requesting service on business machines. 9 Mile & Telegraph area. Call Phyllis 356-0300
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE - secretary to Ferndale plant manager. Average skills, position entails heavy client contact. Salary $12,500 to $15,000, plus full benefits and fee paid.

LEARN - legal! Downtown Detroit law firm will train secretary with good typing. Salary $850 to $900, plus benefits and fee paid.

BLOOMFIELD - law firm needs someone to run errands afternoons. Salary $500, fee paid.

EXECUTIVE - secretary to financial manager of large Southfield company. Nice firm in excellent location will pay $12,00 to $13,000. Full benefits and fee paid.

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

OIAL A JOB
24 Hr. service to hear about our most recent openings. 645-8780

CLERICAL - permanent part time. Would 30 hours a week fit your schedule? We have such an opening for someone who has average typing skills, likes working with people and would enjoy working in our busy sales office. For appointment, call, Investors Diversified Services Oak Park. 968-1000
An Equal Opportunity Employer

EXPERIENCED legal secretary; 9-3 weekdays, downtown Plymouth 453-7080

Office Services Clerk/Typist
VLASIC FOODS, Inc has an immediate opening for conscientious and energetic Clerk/Typist who likes diversity and wants to develop within a growing and progressive food company. Responsibilities include handling corporate mail, typing, switchboard relief, and miscellaneous duties in administration department.
Requirements include past office experience and typing minimum 60 WPM. Apply at:
Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

WANTED: Responsible full time office girl, Livonia Area, will train basic typing desired, call Lynn at 591-9100

SECRETARY
For 2 men Birmingham office needs mature interested woman to assist with day to day operation of our business. Send resume to Box 188, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERK TYPIST - General office for established residential builder's office, 13 Mile-Northwestern area of Farmington Hills. Ideal working conditions. Good opportunity. Call Mr. Johnson. 855-1300

TYPIST 55-60WPM with pleasant phone manner and general office skills. Send resume to 670 American Center Bldg., Southfield, MI. 48034

BOOKKEEPER TRAINEE
Friendly company needs experience or training in Bookkeeping procedures.
LEGAL
Great chance to learn an exciting field, nice attorney will train. Hurry!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

SUBURBAN OPPORTUNITIES
ACCOUNT ASSISTANTS - Good property and casualty experience qualifies you. Southfield. Negotiable.
FULL CHARGE BOOKKEEPER - Recent experience required. Westside Detroit. Salary negotiable.
KEY PUNCHERS - 10-60, IBM-029, experience. Accounting department. Rochester.
ACCOUNTS PAYABLE CLERK - $150. Construction firm needs accurate typing. Rochester.
EMPLOYERS PAY ALL FEES
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-8940

GENERAL CLERICAL - Good figure aptitude. No typing. Promotion position. Beryl Personnel, 4214 N. Woodward, Royal Oak. 576-0270

LEGAL secretary needed for Southfield law firm. Good typing skills. Experience preferred but will train if necessary. For interview call 358-6660

CLERK TYPIST
Excellent opportunity for mature individual with excellent typing skills. Office experience preferred. For further information contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.
553-2000

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS
Mortgage company in Southfield is seeking individuals for their accounting department. 45 wpm typing skills required. Salary commensurate with experience. For interview, call Miss Landgo.
355-0500
An Equal Opportunity Employer

TYPIST-CLERK-RECEPTIONIST, diversified office duties in busy school office. Must enjoy working with people. Good salary and excellent benefits. Call Mrs. Janux. BIRMINGHAM PUBLIC SCHOOLS 644-8300, ext. 257

CLERK TYPISTS
Mortgage company in prime Southfield location is seeking individuals for clerical positions. No experience necessary. Minimum 45 wpm skills. For interview, call Miss Landygo.
355-0500
An Equal Opportunity Employer

NEW OFFICE OPENS IN Livonia
CALL 478-1130
If your life style requires more freedom than most permanent jobs permit.....
And your office skills are what most permanent jobs demand.....
Be a part of the largest Temporary Help Company in the world.....
Besides extra money, you can also earn the Manpower Stand-Out Stand-In award - A beautiful sterling silver necklace by Tiffany.

DO YOU HAVE ANY OF THESE SKILLS?
STENO (ALSO SEC'Y) TYPIST KEYPUNCH BOOKKEEPER CLERK DEMOS
And Many, Many More.....
Call For an Appointment Today
Located across from Sears Service Center in Livonia Mall
19500 MIDDLEBELT SUITE 310E
OTHER LOCATIONS:
Redford.....538-3130
Huntington Woods.....543-1080
Taylor.....283-1860
Warren.....573-8440
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

LEGAL SECRETARIES
We have many fine openings for experienced legal Secretaries. Fee paid by employer.
Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 626-8188

RECEPTIONIST/TYPIST - For Winchester Mall Management office. 10AM-4PM Monday thru Friday. Apply at Winchester Mall Office 9AM-12 noon. October 6.

SPECIAL WORK
Key position in Insurance Company calling customers leads to set appointments for salesmen. Good phone voice & pleasing personality necessary. Call 459-3100

ACCOUNTING CLERK needed for career position with growing South-field real estate co. Experience in clerical and general office duties & procedures. Send resume and salary requirements to Dept. A Box 267, Southfield, Michigan 48037.
Equal Opportunity Employer M/F

BOOKKEEPER
Full charge through trial balance, supervise accounts payable and receivable, payroll sales, and payroll taxes. Minimum 3 yrs experience. Salary commensurate with ability. Full benefits, Reply to: Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXPERIENCED full charge bookkeeper with double entry system for growing petroleum company, hours 6 am - 2 pm. 647-1860

RECEPTIONIST WANTED for morning & afternoon - part time. For information call 358-5709

SECRETARIAL
General office position for Northwest Detroit Sales Office. Recent experience necessary. Dictaphone & light shorthand helpful. 537-0800

ACCOUNTING CLERK
Life Insurance Co. located in Plymouth has opening for Clerk in Accounting Dept. Some Bookkeeping knowledge helpful. Light Typing. Contact Mr. Love. 453-8500

SECRETARY. O.E. automotive sales office. Good benefits. 11 Mile/Lahser. 477-4310

DENTAL ASSISTANT. Experienced preferred or C.D.A. Chairside, full time. Garden City/Westland area. 425-9130

EXCELLENT CAREER opportunity for Secretary to Director of Human Resources & Development at corporate office. Besides superior technical skills the successful candidate will possess the ability to conceptualize and to exercise initiative independent of direct supervision. Submit resume in confidence to Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

INSURANCE
Personal Lines Agency in Southfield seeks girl to head up the personal lines department. Fringe benefits: 355-7320

ACCOUNTANT-OFFICE MANAGER. Experience required, preferably in a sales type company. Prefer degree in accounting. Call Dale 525-2900

WOMAN for small construction company with previous experience in the field. Garden City area. Mr. Harmon 422-5055

SECRETARY - General office. To train for an interesting, highly paid, career position. MUST start Oct. 10, have excellent memory and be good with numbers, and be highly productive - difficult, demanding work. Health care. Send resume to: 12021 Capital, Oak Park, MI. 48237.

TYPIST - Local Claim Office, servicing Group Health Plan in Southfield. Some filing and diversified duties. Salary negotiable. Call between 9 AM - 4 PM. 357-4290

LEGAL Secretary, with minimum 2 years experience, type 70 WPM, contact Bonnie. 647-2025

Customer Service
Livonia office has an opening for a CUSTOMER SERVICE CLERK. If you enjoy people, type 40-45 WPM and joy diversity, work; if you have had 2 years of office experience, you could qualify for this most interesting spot.
Good salary, excellent benefits including dental. Call: TANYA TERRY 937-1850.
MICHIGAN
MUTUAL INSURANCE
Affirmative Action Employer

504 Help Wanted Office-Clerical

INVENTORY CONTROL CLERK SOUTHFIELD
Excellent opportunity. Duties are varied, stimulating, challenging and rewarding.
Must be able to deal effectively with people in mature, pleasant and responsible manner.
Good voice, aptitude for figures and spelling. Type 50 WPM. Transcription and invoicing helpful.
We offer a good starting salary with proficiency in increases, salary reviews, progress evaluations and career counseling. Employee family medical, hospital, income and life insurance protection. Paid vacation. Retirement.
DOUG NELSON 569-2333
An Equal Opportunity Employer

CLERK-TYPIST
Full time for various duties, average typing skills required. Benefits, minimum $110 per week. Farmington Hills. 477-1850

GOOD TYPIST
General Office Clerical. Fringe benefits. Southfield area. Call Mrs. Barron: 356-8000

LEGAL SECRETARIES
We have many fine openings for experienced legal secretaries. Fee paid by employer.
Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 626-8188

RECEPTIONIST/TYPIST - For Winchester Mall Management office. 10AM-4PM Monday thru Friday. Apply at Winchester Mall Office 9AM-12 noon. October 6.

SPECIAL WORK
Key position in Insurance Company calling customers leads to set appointments for salesmen. Good phone voice & pleasing personality necessary. Call 459-3100

SOUTHFIELD Firm looking for general office help, must have pleasant phone voice and good typing ability. 352-8061

"OFFICE GENIUS" - We are a multi-faceted company but we specialize in TV. We are looking for a self motivated, versatile, creative person - good at organizing and dealing with clients. Somebody who can type well including statistical tables. Experience in employment agency helpful but not necessary. Salary negotiable. Newspeople, Inc. 968-1418

SECRETARY
In our growing corporate office in Farmington Hills. Typing and shorthand required. Able to work with others, good organizer. Excellent salary and paid benefits. Call Ed Kurzawa, Director of Personnel. at 478-8190.

LITTLE CAESAR ENTERPRISES
38700 Grand River
Farmington, Michigan
An Equal Opportunity Employer

INSURANCE AGENCY
Agency in Southfield needs girl with rating experience in commercial lines. Typing essential. Fringe benefits. 352-7350

TYPIST
Misc. typing, invoicing and telephone answering. Fringe benefits. Southfield location 352-7330

Keypunch Operator
Small installation in pleasant Southfield office location. One year $496 self motivated $650, starting. Will be trained in computer operations. Salary negotiable. Call Greg Faubert, Monday thru Friday 8:30-5.
353-7414

INSURANCE AGENCY
Growing agency has opening for experienced property or casualty underwriting assistant. Typing required, benefits. Farmington Hills. 553-4800

504 Help Wanted Office-Clerical

SECRETARY. Excellent opportunity for experienced secretary. Neat appearance and outstanding skills important - 60 wpm. 851-4456

MATURE PERSONNEL NEEDED
Competent typist with adding machine skills, interesting position for reliable person capable of accepting responsibility. Full time preferred but can use part time if the right person.
Redford Area.
538-8810

TYPIST/RECEPTIONIST
Accuracy essential for expanding Southfield CPA firm. 569-3123

RECEPTIONIST
Southfield CPA Firm has an opening for a good typist who can also handle a busy board & great clients. Good benefits. Call 358-1411

WANTED: Full time File Clerk for Southfield Insurance Agency. Contact Cindy at 353-5810

CLERK TYPIST, 45 WPM, or better, full and part time available. Lots of phone contact. Varied duties in all department of weekly publication. Livonia area. Must have own transportation. 261-8300

BUSY CORPORATE Office looking for full time representative to handle incoming customer complaints. Typing required. Near Livonia Mall, call Lee 478-9036

ACCOUNTS PAYABLE, experienced only apply, excellent pay & benefits. 5-day week. Cook - Farr Ford. Mr. Layne 967-3700

SOUTHFIELD Firm looking for general office help, must have pleasant phone voice and good typing ability. 352-8061

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504 Help Wanted Office-Clerical

TYPIST
Fast & accurate for busy Southfield law firm to perform a variety of tasks Call Barb 355-5000

SECRETARY
Bright clerical to train for legal work with large Southfield law firm. Excellent skills a must. Call Barb. 355-5000

CLERK - PART TIME
We have an opening for someone to help us on an on-call as needed basis in our westside office located at Greenfield and Jeffries X-way. Should have some experience on processing customer orders, have good analytical ability and be available from 8:30AM to 5PM as needed. Please call after 10 A.M. 981-2242 Ext. 213
Equal Opportunity Employer M/F

EXECUTIVE Secretary for marketing department of well known local insurance company located near downtown Detroit. Ideal working conditions, excellent pay & fringe benefits, steady lifetime career. Speed writing acceptable. Call Mr. Spencer. 646-6600

GENERAL OFFICE, good phone manner, typing skills, light bookkeeping, miscellaneous duties. 8:30 A.M - 5:00 P.M. Southfield Court Reporting firm. 557-4420

JUNIOR SECRETARY for small recently formed firm. Must have good typing and mathematics skills. Call HRM. 357-5253

LEGAL SECRETARY, experienced for small suburban office. Excellent salary. Northville area. 348-2990

GENERAL OFFICE - aggressive-mature person experienced in payables, purchasing, phone, typing and filing. Needed for manufacturing firm located in Farmington Hills. Excellent working conditions and benefits. Open salary. 478-1200

SECRETARY
For a busy Sales Department. Good Typing & Shorthand Required. Much Telephone & Customer Contact. Very Challenging position for the right person who is outgoing, can assume responsibility & work under pressure. If interested CALL Joyce Madison Heights 588-2790

SECRETARY for surgical office, typing required, shorthand desirable but not necessary, excellent working conditions. Grand River - 8 Mile area 476-2723

CLERICAL position full time, small office. 261-7261

BOOKKEEPERS - Full or part time for CPA office. Experienced, full benefits. 557-3257

GENERAL OFFICE, full time, no Saturdays. Southfield area. Call for appointment, D. Doyle 352-1811

INSURANCE AGENCY
Troy-Full time
If you want to learn the insurance business & have some insurance experience, we will train you to handle fire & homeowners 362-Kurth 649-8006

LEGAL SECRETARY, personal-injury-litigation experience, primarily defense, filing procedure knowledge, salary open 525-0920

SECRETARIAL, General office, typing required, full time, pleasant working conditions. 534-1320

KEY PUNCH, Sterling Heights, $10,400 to start, Afternoon shift. Fee paid. Monarch Personnel 773-5900

WANTED Secretary/Assistant to marketing manager who can coordinate sales responses and develop advertising and promo materials. Opportunity for imaginative, creative person who likes diversified responsibilities in a medium sized manufacturing company. Livonia location. Some experience required. $650, starting. Please submit resume to Vinyl-Fab Industries, 930 E. Drayton, Ferndale, Michigan, 48220, Att: Mr. Evans

PURCHASING ASSISTANT
International automotive firm pays the fee for your good typing. Challenging position offers room to advance. $11,000. Call Joanne now!
353-2090
SNELLING & SNELLING PERSONNEL

502 Help Wanted Dental-Medical

NURSE AIDS
Training classes beginning Wednesday, October 11.
No experience necessary. Be paid while you train.
Mature, responsible applicants desired. Apply in person, only.
UNIVERSITY CONVALESCENT & NURSING CENTER
A Health Savings Services Facility
28550 Five Mile, Livonia
(Located between Inkster and Middlebelt Roads)
An Equal Opportunity Employer M/F

NURSE AIDS
5 DAY PAID TRAINING CLASS
Immediate openings, full time, all