

Help Wanted

502 Help Wanted Dental-Medical

RN & LPN
AFTERNOONS & NIGHTS
Full or part time. Apply in person at:
Middlebell-Hope Nursing Center
3618 Cherry Hill, Westland
326-1200

HEALTH CARE
PROFESSIONALS
FULL AND PART TIME POSITIONS AVAILABLE
RN's \$30.00 - \$40.00
LPN's \$25.00 - \$35.00
ATTENDANTS \$15.00 - \$25.00

SUBURBAN HEALTH CARE SERVICES
Michigan Life Building
28333 Telegraph Road
Southfield, Michigan, 48034

PHYSICAL THERAPIST
We have a challenging opportunity available for a Physical Therapist to treat patients in our small but growing physical therapy center. We offer excellent salary and fringe benefits. For more information please call:
METROPOLITAN HOSPITAL WEST
3530 Joy Rd., Westland
322-6600, Ext. 780
Equal Opportunity Employer M/F

NURSES
AD RN's, full and part time, P.O.R.N. SHIFTS AVAILABLE ON DAYS AND AFTERNOONS.
HENDRY CONVALESCENT
10518 Highway 10
455-0510

RN'S-LPN'S LEADING NURSING SERVICE
OUTSTANDING BENEFITS
HOLIDAY PAY
MALPRACTICE INSURANCE
UNIFORM ALLOWANCE
Differential Pay
Choose your day & assignments
No Fees

MEDICAL PERSONNEL POOL
BLOOMFIELD - PORTAGE
334-9220
SOUTHFIELD
338-3930

504 Help Wanted Office-Clerical

PAYROLL CLERK
Guardian Industries has an excellent career opportunity for an individual with several years payroll experience.
An Associate degree with experience in payroll taxes will be helpful. Guardian offers a competitive salary and an excellent benefit package. Please send a resume or call: Robert Merrick
GUARDIAN INDUSTRIES
Northville, Michigan
349-6700 Ext. 479

PART TIME
RECEPTIONIST/SECRETARY for corporate headquarters in convenient Southfield location. Seeking individual with outgoing personality and neat appearance. Experienced receptionist with knowledge of general office skills; able to type 50 WPM accurately, shorthand a plus. Hours can be flexible.
Excellent working conditions and very comfortable office environment. Up to \$6 per hr. Submit letter of interest and/or resume to:
BOX 806
Observer & Economic Newspapers,
35251 Schoolcraft,
Livonia, MI 48150
An Equal Opportunity Employer M/F/H

CLERK TYPISTS
If you are seeking a career in a progressive hospital setting, which offers opportunities for advancement and a challenging work environment, we have positions immediately available for individuals having the following background:
- Excellent Typing Skills of 60 wpm or greater
- Computer terminal experience preferred.
We offer an excellent benefit package and competitive starting rate of pay. Qualified applicants may call:
CONNIE HALL, 494-8082
or apply in person, Monday through Wednesday, 9-11:30 am and 2-4 pm

Harper-Grace Hospitals
3900 John R.
Detroit, Michigan 48204

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RECEPTIONIST
By REAL ESTATE OFFICE.
Phone background, typing and neat. Please apply in person at:
RECEPTIONIST-TYPIST
Farmingdale Hills Company has openings for a Full Time Receptionist/Typist.
RECEPTIONIST-TYPIST
Excellent phone manner for the right person. Must be able to type 40 wpm. Excellent benefits. Farmingdale Hills 484-0400

MORTGAGE SERVICING SPECIALIST
National Mortgage Corp. has an immediate opening for a corner, middle individual in our Loan Servicing Department. Responsibilities will include mortgage calculation, investor/agency reporting and customer service. Collection experience is a must, and a knowledge of mortgage servicing regulations is a plus. If interested, contact:
Norman Hoffman, 424-2245
Advance Mortgage Corporation
A Subsidiary of CITICORP
Southfield, Mich.
Equal Opportunity Employer M/F

PAYROLL CLERK
Have manufacturing company requires person experienced in all aspects of payroll. Must be able to type 40 wpm. Must have knowledge of computers is helpful. Excellent company benefits and salary commensurate with experience. Call for appointment.
SECRETARIES
Meet fascinating, creative & professional people in this "People Place". Several positions open. Excellent salary.
Working in pleasant & comfortable atmosphere for the right person. Must be able to project good image to the public. Must be able to type 40 wpm. Must have knowledge of computers is helpful. Excellent company benefits and salary commensurate with experience. Call for appointment.

CLERK-TYPIST
Immediate opening qualified CLERK-TYPIST. Must be able to type 40-50 wpm, handle detailed work, and have a strong customer service attitude. This position offers a competitive salary and excellent fringe benefits. To arrange for an interview, call 354-0400 on Thursday, January 25 between 10 AM-4 PM, or Friday, January 26 between 10 AM-4 PM. Equal Opportunity Employer M/F

FEDERAL-MOGUL CORPORATION
Equal Opportunity Employer M/F

PERSONNEL SECRETARY
Up to \$10 WPM, heavy clerical for Mgt. manager. Excellent benefits. Must have experience in screening and scheduling. Please apply in person at:
SALES SECRETARY
Type 40 WPM, shorthand 10, benefits, 10% pay.

LOIS RAY PERSONNEL
559-0560
TYPST TRAINER
FEE: Paid. Short-term company will pay great salary and offer benefits for your type of M. Nice suburban location.
WOMAN & COUNTRY EMPLOYMENT CENTER
474-1717

ADAMS & MARTIN PERSONNEL
9020 Maple BIRMINGHAM
646-5600
DIAL A JOB
We are seeking to hear about your career opportunities.
646-8780
RECEPTIONIST
Northwest area contractor needs bright, personable individual to handle phone system, light correspondence and filing. Pleasant work environment, good salary and benefits. Call for appointment.
TRAINING DEPT.
For Southfield company, needs well educated, experienced person with 10-15 years experience. Salary \$600 or better plus benefits and excellent fringe benefits. For consideration send resume to: Paul Thompson
American Dental Systems
300 E 7 Mile Road
Dearborn, Michigan 48103
SECRETARY-TYPIST
To become valued member of staff, highly organized, energetic and capable of handling a wide range of clerical and administrative duties. Must have excellent typing skills, 40 WPM or more, and excellent shorthand skills, 10 WPM or more. Must be able to handle a variety of assignments. Excellent salary and benefits. Call for appointment.
SECRETARIAL TYPIST
Excellent typing skills, 40 WPM or more, and excellent shorthand skills, 10 WPM or more. Must be able to handle a variety of assignments. Excellent salary and benefits. Call for appointment.

RECEPTIONIST
Northwest area contractor needs bright, personable individual to handle phone system, light correspondence and filing. Pleasant work environment, good salary and benefits. Call for appointment.

504 Help Wanted Office-Clerical

CREDIT/TITLE CLERK
We are looking for someone with a minimum of 1 year experience in credit and collection work. Monday through Friday, 8:30 - 5:30 P.M. Generous benefits package. Please apply:
PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.
Sheraton-Southfield Hotel
SHERATON HOTEL & INN, WOODLIFE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Graham Mortgage Corporation
A SUBSIDIARY OF
MANUFACTURERS NATIONAL BANK OF DETROIT
is seeking qualified personnel to fill new positions created by outstanding corporate growth. If you are interested in a career opportunity in the Mortgage Banking field with a company that offers an excellent compensation program & excellent fringe benefits, consider your qualifications for the following positions:

INVESTOR ACCOUNTING CLERK
MISCLERKS
CLERK TYPISTS
MORTGAGE DOCUMENT CLERKS
ASSUMPTION OR PAY-OFF CLERKS
TAX & INSURANCE CLERKS
For Interview, call Miss Landygo
355-0500
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK - CASHIER
Southfield Hills Company has openings for a Full Time Clerk/Cashier. Must be able to type 40 wpm. Excellent benefits. Farmingdale Hills 484-0400

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RECEPTIONIST/Typist
Full time for a busy Livonia / Plymouth area engineering firm. Must type in excess of 70 WPM and use dictaphone. Call for appointment.
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