Help Wanted

502 Help Wanted Dental-Medical

DENTAL ASSISTANT with dech experience. Livonia. One doctor office. No evenings or Sat. 32 hours weekly, 8 weeks off yearly. 425-1610

DENTAL HYGIENIST
Part time. Thurs. Fri. Livonia. No evenings. 8 weeks off yearly. 425-1610

TRAINEE OPTOMETRIC ASSISTANT
See General Column 500

DENTAL Assistant needed for dental specialist office in Livonia. Full time position. Experienced desired. Phone for application. Sue at 522-7215

DENTAL ASS'T-Girl Friday, one to two year's experience. Grow with us. Sterling Heights 652-2050

DENTAL ASSISTANT, Experienced. Birmingham. Chairside duties with future front office responsibilities. Full fringe benefits including profit sharing and pension. 647-7729

X-RAY TECH
ON CALL
Our small Westside suburban hospital is currently seeking an X-ray Tech to work on an "as needed" basis. Prefer an experienced, registered Technician. We offer an excellent wage scale and a congenial work environment. Contact the Personnel Department,
METROPOLITAN HOSPITAL WEST
36303 Joy Rd., Westland
522-6800, Ext. 286
Equal Opportunity Employer M/F

CHEERFUL RECEPTIONIST Ass't. wanted for Dr. Office in Livonia. Full time. Send resume to: Box 210, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL OFFICE, part time, Bloomfield Hills area, 2½ days, including some Sats. Insurance and assisting experience helpful, but not necessary. 644-6250

MEDICAL ASSISTANT-RECEPTIONIST, excellent position in Ophthalmologist office Rochester area. Pegboard and billing experience. Call Mr. Siskel. 652-7877

RN'S-LPN'S
We need nurses who believe in giving their patients quality care. If you like to "pick and choose" your days, hours, and type of assignments, full or part time. Call for further information. (Ask about our bonus program).

643-0586 · 643-0311
QUALITY CARE NURSING SERVICE

MEDICAL ASSISTANT, for busy internist's office, experienced in injections, EKG and assisting the doctor. Southfield area. Call Jackie 557-3457

DENTAL ASSISTANT - Experienced. 4½ days, an evenings. Paid sharing, sick & vacation benefits. 543-1181. After 5 P.M. 616-1037

502 Help Wanted Dental-Medical

CANTON AREA - Nurses aid to care for stroke victim. Day hours. Salary negotiable. 495-0609

DENTAL ASSISTANT-oral surgery office, Livonia. Full time 8 AM-5 P.M. Monday through Friday. 427-3267

MIDDLEBELT/Cherry Hill vicinity. Dental assistant willing to work all areas of office. Dental Hygenist, part time. 721-3022

DENTAL ASSISTANT, experience preferred but will train ha willing intelligent person, excellent benefits, good pay. 557-3333

RN'S - LPN'S - Want to get to know your patients? Join our mental health team. Competitive salary and fringes. For more information contact Woodside Medical 398-7144

RECEPTIONIST wanted for x-ray office, part time. Insurance experience necessary. Redford area. 937-8155

RECEPTIONIST TYPIST
Immediate opening in private X-ray Clinic. Excellent fringe benefits including profit sharing. Reply to 22300 Foster Winter Dr. Suite 102, Southfield. 569-0010

REGISTERED Occupational Therapist, full time for skilled nursing home, responsibilities to include diversional activities. Apply Hendry Convalescent Center, 105 Haggerty, Plymouth. 455-0510

DENTAL ASSISTANT. Oral surgery office, full time, Birmingham area. Experience preferred. Call between 9AM-4:30PM. 647-7336

PART TIME Nurse's Assistant. Ability to give shots and routine Lab tests. Livonia area. 421-2560

MATURE PERSON needed in new office as front desk/Medical Assistant. Insurance experience a must. Telegraph & Square Lake area. Call afternoons & evenings 347-1383

NURSE AIDES - Give home health care to patients in Oakland County. Well days only. Experience and car necessary. Call after 8 Am. 358-5212

DENTAL RECEPTIONIST
Interesting and challenging position for bright gal with experience. Excellent opportunity and benefits. Waterford area. Call 13-1 PM, 5-8 PM. 681-3621

EXPERIENCED dental assistant needed for busy office in Clawson. Ask for Carol or Mary between 9-5. 435-0110

MEDICAL SECRETARY. Must have experience in typing, billing, insurance forms. Full time, afternoons & evenings. Westland area. Reply to: Box 200, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BUSY pediatric office in Birmingham area, injections, some lab, part time, very flexible hours. Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

HYGIENIST wanted. Experience necessary. Part-time to evolve to full time. 653-3060

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

RN'S & LPN'S
Full time, all shifts, fringe benefits. Pleasant working condition. Bedford Villa Nursing Home, Southfield. 557-3333

DENTAL RECEPTIONIST - Full time for Dearborn specialty office. Pleasant atmosphere. Experienced only. 274-9330

MEDICAL BILLING DEPT.
Experienced, top benefits. Submit resume detailing past experience. Box 19290, Detroit, Michigan, 48219.

NURSE AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for midnights.
EARN $2.95 - $3.60 HR.
APPLY NOW
HENDRY Convalescent Center
105 Haggerty Plym
455-0510

X-RAY TECHNICIAN
Large Multi-Specialty Clinic in Detroit/Southfield area. Must be registered or eligible for registration. Good benefits. Call Mr. Blaisdell, 338-0700 Ext. 210.

MATURE RECEPTIONIST - Office Manager, Birmingham Area. Apply to Type & Manage Medical, Insurance Forms, appointments, General Desk Duties. Must have own transportation. Send resume & salary requirements. Box 100, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - Experienced, pleasant, capable, with responsible person. Knowledge of insurance desirable. Pleasant working conditions & fringe benefits. Salary commensurate with ability & experience. Send Resume to: Suite No. 1, 2700 N. Woodward, Bloomfield Hills, Mi. 48012.

AIDES/ORDERLIES COMPANIONS
Do you care about people? Work in your own area doing Home Health Care or work in a Nursing Home. Select your own hours, full or part time. Live-in cases available. Experience required. For interview call:
QUALITY CARE NURSING SERVICE
643-0311

WANTED: Dental Assistant for busy Pediatric Office, full time position for mature person, some lab work, salary. Livonia. 477-5330

502 Help Wanted Dental-Medical

ASS'T INFORMATION MGR.
We are currently seeking an Assistant Information Manager. Duties will include implementation of a new system designed to produce statistics on utilization of outpatient services and quality of career in HMO. Initial focus will be on the interface between the new system and HMO clinical and support staff. Requirements: BA degree with training in operations analysis, organizational procedures, or management science; 1 to 2 years experience with information systems or health care administration; excellent interpersonal skills and supervisory experience. Graduate training a plus. We offer an excellent starting salary and a comprehensive, fully paid fringe benefit program. Send resume in confidence to: Box 130, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDES
Full time or part time. Afternoon shift. Will train, good benefits. New starting rate. See Ms. Watkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSES
All shifts, full and part time. FOUR HOUR SHIFTS AVAILABLE ON DAYS & AFTERNOONS.
HENDRY CONVALESCENT
105 Haggerty Plym.
455-0510

R.N.'s: $6.60 - $8.40
L.P.N.'s: $5.40 - $6.60
FULL AND PART TIME
WORK YOUR OWN SCHEDULE
WORK CLOSE TO YOUR HOME
SUBURBAN HEALTH CARE SERVICES
Michigan Life Building
28333 Telegraph Road
Suite 407
Southfield, Michigan 48034
or call:
352-7150

DENTAL ASSISTANT - Full time in Fisher Building-Detroit. Must be certified with some chairside experience. No Evenings or Saturdays. Excellent position for qualified person. 871-3144

RNS & LPNS
Full time afternoons, part time midnights. Apply in person.
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile
476-8300

502 Help Wanted Dental-Medical

NURSE AIDES & ORDERLIES
Good Health Care Opportunity
The Georgian Bloomfield Nursing Home has immediate openings on all shifts, both full and part time for people interested in challenging health care jobs. Experience is helpful but we will train you (with pay). These are permanent positions. Along with our excellent working conditions, we offer a good salary with benefits (paid Blue Cross, life insurance, vacations, sick days and holidays).
CALL NOW
OR APPLY IN PERSON TO
Mrs. Diller, In-service Director
645-2900
2975 Adams, cor. 16 Mile

Holistic Medical Assistant
Male/Female, 25-35 years old preferred, non-smoker, ethical. Must be able to listen and communicate well with people and have all essential skills down perfectly - simple X-ray, EKG, venepuncture, intravenous and intramuscular injection, simple physical therapy modalities. Willing to learn: Nutrition, Preventive Medicine, histories and physical. Send resume to: Box 10, Westland, Mi. 48185.

NURSE AIDE
Full time days. Apply in person.
FRANKLIN MANOR
CONVALESCENT CENTER
28900 Franklin Rd., Southfield
352-7390

DENTAL HYGIENIST
Full time. Specialist's office, Dearborn area. 274-9860

NURSES
Southfield Rehabilitation Center is now accepting applications for R.N. and L.P.N.'s. All shifts available. Excellent benefits, excute care, & education reimbursment plan. No rotation. Contact nursing office. 569-1500 ext. 319.
Southfield Rehabilitation Center
22601 Foster Winter Dr.
Southfield, Mich. 48075

DENTAL RECEPTIONIST- Full time, in Fisher Building in Detroit. Certified Dental Assistant with experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No Evenings or Saturdays. Benefits included. Good potential for qualified person. 871-3144

BOOKKEEPER-OFFICE Manager, for busy Dental office-Detroit. Administrative ability with high degree of maturity & sense of responsibility, absolutely necessary. Excellent clerical skills required. Some dental experience & accounting background desired. Good opportunity for right person. Salary commensurate with credentials. Send Resume to: Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDES
Full time, all shifts. Apply in person.
WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile

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

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

502 Help Wanted Dental-Medical

DENTAL INSURANCE Secretary - Full time in Fisher Building-Detroit. Certified Dental Assistant with experience preferred. Must have good secretary skills. No Evenings or Saturday. Benefits included. 871-3144

504 Help Wanted Office-Clerical

INVENTORY CONTROL - Mature person for detail work; part time - 5 P.M. to 9 P.M. Debbie Furniture, Troy. Call Ms. Camp. 588-3500

MARKETING
SERVICE REPRESENTATIVE
Position available for individual with maturity, poise and 1 to 2 years experience as a customer service representative or public contact worker. Computer terminal experience and insurance background desirable but not mandatory. Typing required. For further information call;
ALEXANDER HAMILTON LIFE INSURANCE CO OF AMERICA
553-2000

GENERAL OFFICE & receptionist for steel company in downtown location, Preventive Medicine, histories and physical. Send resume to: Box 10, Westland, Mi. 48185.

SOUTHFIELD - Manufacturer's rep needs executive secretary, no shorthand. Flexible, mature person with good verbal skills will earn $900 plus outstanding benefits. Agency fee paid.

DENTAL - office receptionist. Well groomed person with good verbal skills. Salary $750 to $900 plus good benefits. Southfield location. Fee paid.

EASTSIDE - company will train person to be computer operator. Must also assume clerical duties. Salary $8500, fee paid.

SECRETARY - bookkeeper for Southfield company. Average typing and good bookkeeping experience plus figure aptitude. Salary $715 to $758. Plus benefits and fee paid.

ADAMS & MARTIN PERSONNEL
920 E Maple BIRMINGHAM
646-5600
DIAL A JOB
24 hr. service to hear about our most recent openings.
646-8780

TYPIST-day shift, 40 hour week. 50WPM required. Southfield area. Call Mon. thru Fri., 9am-5pm. 424-8770

CLERICAL - male or female, general office, typing, filing, telephone, for sales organization. Excellent benefits, pleasant working conditions. Salary commensurate with experience. Southfield location. Call between 8:30 - 5 PM. 645-1885

SECRETARY/BOOKKEEPER wanted for small office. Perform all daily accounting functions and a variety of office duties. Strong clerical background and/or bank teller experience a plus. Pleasant surroundings. Good starting pay and fringes. Livonia-Westland area. 25-30 hours per week. Call between 12-5PM, weekdays. 261-9411

WANTED-IBM SYSTEMS 32 Computer Operator with experience and accounts receivable and accounts payable. Salary commensurate with experience. Hours flexible. Send resume to: Midwest COM Systems, 18256 Northland Dr., Suite 245, Southfield, Mich., 48075; or call 557-6990

TYPISTS - Birmingham company, typing 40 WPM, good phone ability, benefits, $600, fee paid.

EXECUTIVE SECRETARY - Birmingham & Southfield location, good typing & shorthand required, $800 to $875, fee paid.

ACCOUNTING - experience required for fascinating Southfield company, working with overseas shipments, typing required, $700 to $866, fee paid.

LOIS RAY PERSONNEL
559-0560

504 Help Wanted Office-Clerical

EXPERIENCED secretary needed for advertising agency, to answer phone, act as receptionist, accurately type min. of 60 wpm. Blue Cross benefits. 10 Mile, Southfield area. Call Mr. Schafer. 557-6363

Teller
Full time position is open for work at our Birmingham Office located at Cranbrook and Maple. Requires ability to meet the public and be accurate with figures. Interested persons contact Manager for interview at
647-3806
1st Federal Savings of Detroit
An Equal Opportunity Employer

Receptionist
Immediate opening for work at our Birmingham Office at Adams and Haynes. Will greet the public, answer phones and do miscellaneous clerical work. Must type minimum 45 WPM accurately. Contact Savings Manager at
644-7510
1st Federal Savings of Detroit
An Equal Opportunity Employer

Teller
PART TIME position is open for work at our West Bloomfield Office located at Maple and Orchard Lake Rds. Requires ability to meet the public and be accurate with figures. Interested persons contact Manager at
851-1343
1st Federal Savings of Detroit
An Equal Opportunity Employer

Mortgage Processing
and Closing Secretary for busy Multi-Real Estate Office. Must be experienced with closing statements and mortgages. Call Mr. Durso. 355-5312.

SECRETARY
Experienced with advance typing and shorthand skills. Good organizational skills. Effective PR contact required. Apply in person at Personnel office, Madonna College, 36600 Schoolcraft Road, Livonia. An Equal Opportunity Employer.

CASHIER, 4 nights weekly, mature, $3.75 hourly, apply in person, Peabody's, 134 Hunter, Birmingham. 644-5222

TYPIST
FEE PAID. Like to type? Suburban firm offers great benefits and more for your typing of 55-60wpm.

COMPUTER OPERATOR
To $14,000
FEE PAID. Well known company is seeking an individual with experience on an IBM System 3, model 10 or 15.

TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

TYPIST
Advertising firm in Southfield needs person to type & do General Office work. Full time, $3.50 hourly. Phone Penny at:
559-2040

ACCOUNTING CLERK
Good figure aptitude, light typing for immediate opening in Novi. Excellent benefits, will train.
349-9300

COMPUTER OPERATOR - Type 60 WPM, some knowledge of bookkeeping. To $850. Fee Paid. Beryl Personnel, 4274 N. Woodward, Royal Oak. 546-0373

STATISTICAL TYPIST-experience necessary with strong secretarial background. Must be self starter. For Southfield CPA firm. Full time permanent position. 557-0440

GENERAL LEDGER Bookkeeper, typing a must. 1 girl office. Experienced only. 425-6775

504 Help Wanted Office-Clerical

SMALL MANUFACTURING Company in Livonia has immediate opening for office help. Duties include general clerical work and some purchasing. Excellent opportunity, benefits. Send resume: P.O. Box 2788, Livonia, Mich., 48150 or call 261-7340

Sales Accounting
VLASIC FOODS, INC. has an immediate opening for a Sales Accounting Clerk who will be responsible for the processing of sales related customer invoicings.
We are seeking a self-starter with a good working knowledge of sales operations and a minimum of 2 years accounting experience with good communications and problem solving skills. Apply at:
Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

PAYROLL CLERK-Bookkeeper, Birmingham area. Experienced in computer payroll, payables, receivables and computer billing. Call Gordon at 641-0890

CLERK TYPIST
Good figure aptitude a must, some office experience necessary. Salary negotiable. Call Helen:
355-9200 Ext. 261

Sec'y/Recept. Office Manager
Immediate full time position open for girl possessing better than average office skills which will include proficiency in basic office procedures. Responsibilities are many and varied with new challenges daily. Typing 60 plus, shorthand advantageous. Knowledge of the German language an asset. Starting salary commensurate with experience. Company paid hospitalization plus medical. Please forward brief resume, including salary requirements, to: Box 240 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

FULL TIME afternoon Supervisory position available in private lab for mature individual. Call Monday thru Friday, 12-3PM. 557-0040

PART TIME position on day shift available in private lab. Call between 12-3 PM, Monday thru Friday. 557-0040

SECRETARY
Real estate office in Southfield looking for Girl Friday. Call Audrey 557-1998

OFFICE CLERK, sharp person for filing and a variety of duties. Excellent opportunity for mature individual. Southfield area. Please call Edna 559-2020
An Equal Opportunity Employer

INSURANCE AGENCY needs experienced commercial lines. Salary open. Southfield area. 775-5076

ACCOUNTS PAYABLE & payroll clerk. Prefer experience in reporting computerized payroll. Birmingham area. 644-6500

MATURE WOMAN - full time, statistical a must! Good fringe benefits, small 3 gal office. Livonia. Call Marsha between 10-4. 464-4434

TYPIST
for Southfield real estate appraiser's office. Must enjoy typing, have good vocabulary & spelling skills. 353-2575

RECEPTIONIST/SECRETARY - for 1 girl office. Light typing and bookkeeping. Will train. Corvette Custom. 477-5434

RECEPTIONIST
Needed for Southfield Law Office Typing & Experience necessary. Call 352-8065

GENERAL OFFICE FILING
Leading manufacturer of industrial tools has an opening in an entry level position in the Livonia Area. Must be high school graduate, good phone voice, 60-50 wpm typing ability, high math aptitude, some office experience preferred, excellen employee benefit program.
KENNAMETAL INC.
585-9440

SECRETARY NEEDED for busy office - typing & shorthand required. Plymouth area. Call between 5- 6 PM. 459-5520

CLERICAL HELP NEEDED
At a Plymouth location, full time temporary. $2.90 per hour. No experience necessary. For more information. 459-6700

SECRETARY with excellent clerical and organizational skills to work with principals in large Southfield Law Firm at American Center. Challenging and demanding work will offer gratification for mature, bright, sharp Girl Friday. Mr. Bornstein. 355-5000

FULL TIME position available for Oak Park office, general office work, typing required, fringe benefits, call 8:30AM-5PM. 542-4381

GENERAL OFFICE help wanted, with some experience. Will train in property management. Must be personable and able to deal with people. Send resume to: John P. Carroll Co., 30233 Southfield Rd., Southfield, Mi. 48076

CLERICAL ASSISTANCE required by Southfield Insurance agency. Must be good typist with strong mathematical background. Call for appointment. 569-1598

SECRETARY
SALES OFFICE in Southfield area, needs responsible person for secretarial and general office clerk. Pleasant atmosphere in 2 girl office. Excellent benefits and salary.
353-5030

OFFICE/CLERICAL
Secretary-Receptionist position available starting April 1, 1979. Plymouth area. Accurate typing a must! Diversified office duties. Looking for responsible, mature woman. Must be neat, personable & likes working with people! Call Dick or Lisa for interview.
CHAMBERLAIN
455-5200

HIGH SCHOOL graduate typist, good at figures, some shorthand required. Fringe benefits, salary commensurate with ability. Send resume to box 236 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER, experienced thru Trial Balance and Payroll. Located in Southfield. Good working conditions. Fringe benefits. Please call 354-1191

504 Help Wanted Office-Clerical

PERMANENT full time position in small sales service organization, friendly working conditions, in well-established national company, company benefits, typing, billing, filing, and phone ability required. Call Mrs. Resaka 399-6312

GENERAL OFFICE work. Immediate opening. Bookkeeping, typing, filing. Call Terry for an appointment. 545-5700

OFFICE CLERICAL
Two girl office in Southfield needs second Girl Friday. Hours: 9am-5pm. Monday thru Friday. Pleasant surroundings. Some record keeping experience helpful, but not necessary, will train. Call Marilyn 275-5166

SALES SECRETARY
One girl office, Southfield area. Must have dictaphone experience. Southfield 569-4414

EXPERIENCED only, telephone survey; and for setting appointments. Call 'Debra' between 10-2 PM 851-1098

ACCOUNTANT- part time position open for Accountant to assist in tax work for small business. Livonia area 522-4463

Secretaries Typists Bookkeepers 10-Key Clerks Data Entry Switchboard MT/ST Oprs.
We need your skills! Work temporary assignments while earning top pay. If interested, apply at any listed location:

29419 6 Mile, Livonia
522-4020

2223 S. Telegraph, Bloomfield H.
642-9650

999 W. Big Beaver
Suite 100. Troy
362-1180

23777 Greenfield
Suite 125, Southfield
424-9100

KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

EXECUTIVE secretarial position with commercial and industrial real estate firm in Southfield. Shorthand, typing and good administrative skills required. Immediate opening. Send resume to: Box 234 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE
Primarily for Receptionist duties, filing and some typing. Accuracy more important than speed. Full time, good benefits. Apply at 9250 General Dr., Plymouth

EAST SIDE Builder needs general office help, good typing skills. Send resume to: Box 232, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY
Responsible, hardworking individual for sales office in Livonia. Shorthand and good typing skills "musts". Full time, fringe benefits. Call 522-5000 Ex. 20

SECRETARY, part time, good typing skills required. Some light bookkeeping experience. Pleasant surroundings. Bloomfield hills. 645-0444

PURCHASING & INVENTORY control clerk required by progressive manufacturer located in downtown Detroit. Accurate typist, familiar with Cardex inventory control. Salary and full benefits commensurate with experience. Free parking. Contact Mr. Brooker. 831-1155

OFFICE CLERICAL
Various duties in 2 girl sales office. Heavy phone and light typing. Good salary and benefits. Orchard Lake Rd. and 13 Mile area.
ASK FOR JOAN
851-6340

PART TIME
Transportation company has immediate opening for afternoon clerical. Sorting of bills and manifest writing. 4 pm - 9 pm. Mon. thru. Fri. Good pay. Call Marilyn 882-3500

PART TIME
CLERK/TYPIST
Nine Mile Southfield Area - Strong Typist - Dictaphone experience, good spelling skills. (Permanent) 10AM-3PM. 5 days. 424-8990

INSURANCE AGENCY in Birmingham needs person experienced in Commercial or Personal lines department. Typing required 646-6657 days. Evenings. 681-6251

EX-SECRETARIES interested in working one day, one week or many weeks $3.25 and up per hour. Suburban Secretarial Services, Inc. 658-5337

LEGAL SECRETARY, full time for Birmingham 1 girl office. Shorthand and good typing necessary. Salary commensurate with experience. 644-7222

SECRETARY for DownTown Law Firm. Excellent typing, dictaphone and grammar skills required. Will train for Legal. Contact 962-1911

SECRETARIAL POSITION, Insurance Agency, Troy. Professional atmosphere. To arrange for interview, phone Mrs. Clark. 879-9000

EXPERIENCED LEGAL Secretary, Southfield law firm, excellent benefits. Call Terri 355-0023

SECRETARY/RECEPTIONIST - Opportunity for individual with a professional attitude & good skills including typing, filing, light bookkeeping. Birmingham area. 644-6866
Equal Opportunity Employer M/F

GENERAL OFFICE
No shorthand, accurate typing, varied office duties, pleasant phone personality. Plymouth area. Call June 453-0022

EXPERIENCED BOOKKEEPER to take charge of active business woman. Must be neat, personable & like working with people! Call Dick or Lisa for interview.
CHAMBERLAIN
455-5200

INSURANCE Office needs clerk, light typing; 7 Mile, Evergreen area. 538-3332

SECRETARY - Law office. Must have excellent skills & take charge ability. Call evenings or Saturday. 644-6300

BOOKKEEPER through trial balance, accounts receivable, accounts payable and payroll. Experience in union report helpful. 398-1300

BOOKKEEPER for auto dealership. Must have auto experience. Blue Cross, fully paid. Woodward and 16 Mile Rd. Ask for Irene or Karen. 548-4600

502 Help Wanted Dental-Medical

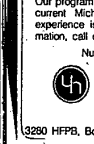
RN-ICU/CCU-CLINICAL CO-ORDINATOR
GRACE HOSPITAL HAS AN IMMEDIATE OPENING FOR AN RN TO FILL THIS FULL-TIME DAY POSITION OF CLINICAL CO-ORDINATOR IN THE CRITICAL CARE AREA. THIS IS A SUPERVISORY POSITION WHICH WILL CALL UPON YOUR MANAGERIAL SKILLS, YOUR KNOWLEDGE OF CRITICAL CARE NURSING, AND YOUR ABILITY TO CO-ORDINATE THE FUNCTIONS OF THE NURSING STAFF IN THIS AREA. OUR ICU/CCU SERVICE HAS JUST BEEN RENOVATED AND MODERNIZED AND UTILIZES A COMPUTERIZED MONITORING SYSTEM.
WE ARE LOOKING FOR AN RN, CURRENTLY LICENSED IN MICHIGAN, WITH THREE TO FIVE YEARS OF ICU-CCU EXPERIENCE, INCLUDING AT LEAST TWO YEARS AT THE HEAD NURSE LEVEL. IF YOU MEET THESE QUALIFICATIONS, PLEASE CONTACT:
JEANNE TAYLOR, R.N.
(313) 494-8871
FOR A PERSONAL INTERVIEW, CALL:
(313) 345-7030

HARPER-GRACE HOSPITALS
GRACE HOSPITAL DIVISION
18700 MEYERS ROAD
DETROIT, MICHIGAN 48235
MEMBER QUADRANGLE ASSOCIATION
EQUAL OPPORTUNITY EMPLOYER M/F

502 Help Wanted Dental-Medical

RN - LPNs
FULL or PART TIME
DAYS—AFTERNOON & MIDNIGHT SHIFT
Great salary and benefits. Educational benefits at local colleges and Universities of your choice. Shift Differential. Health Care package. Pension Fund, plus many other great benefits. Apply in person or call for appointment, Mr. Spiro.
427-8270
UNIVERSITY CONVALESCENT & NURSING CENTER
28550 Five Mile, Livonia
(Located between Inkster and Middlebelt Roads)
An Equal Opportunity Employer M/F
A Health Saving Services Facility

WE NEED.
NURSE AIDES ORDERLIES
If you are interested in work in the health care field, why not consider our facilities. If you are over 17 years of age, we will pay $3.00 per hour, plus a premium pay of $2.00 per shift for weekends. Benefits include sick pay and vacation pay. Immediate openings on all shifts. Please apply in person on weekdays between 10 AM and 4 PM, and see Camelot for yourself.



CAMELOT HALL CONVALESCENT CENTER
35100 Ann Arbor Trail, Livonia

NURSES — NURSES — NURSES — NURSES — NURSES — NURSES

THE STATE OF MICHIGAN WANTS YOU!
ATTENDANT
NURSE
NO DEGREE! NO LICENSE!
NO SPECIFIC EXPERIENCE!
WE TRAIN
AND WE'LL PAY YOU
$4.92 to $5.68
PER HOUR
AND LOOK AT THE FRINGES!
• Major Medical! • Dental Plan! • Excellent Vacation!
• Merit System! • Sick Leave! • Retirement!
—PLUS MANY MORE FRINGES!—
MANY, MANY OPENINGS!
CONTACT
YOUR NEAREST M.E.S.C. OFFICE, OR
THE CIVIL SERVICE OFFICE,
313/256-3691
(Equal Opportunity/Affirmative Action Employer)

NURSES — NURSES — NURSES — NURSES — NURSES — NURSES

NURSING PROFESSIONALS
YOUR TALENTS ARE TOO VALUABLE TO HIBERNATE...
...KEEP ACTIVE THROUGH U OF M CONTINGENCY STAFF NURSING
Winter's here, the Holidays are over, and it's time to get to the University of Michigan Hospitals where we encourage the continued development of your valuable nursing skills.
- Choose YOUR Schedule - Full OR Part Time
- Variety of Assignments to Expand YOUR Nursing Skills
- Excellent Salary and Fringe Benefits
- Continuity of Working in One, Highly Respected Institution

Our program is open to all RNs possessing a current Michigan license. One year work experience is preferred. For complete information, call or forward a letter to:
Nurse Employment Office
University of Michigan Hospitals
3280 HFPB, Box 46, Ann Arbor, Michigan 48109
(313) 763-1442
A Non-discriminatory Affirmative Action Employer

502 Help Wanted Dental-Medical

RNs-LPNs
IF YOU'RE HAPPY NOW. . .
YOU COULD BE HAPPIER AT GRACE!
Whether you're currently working elsewhere, thinking about returning to work of about to graduate from nursing school — you should consider the opportunities at Grace hospital. We are a community - oriented, teaching hospital, totally committed to providing top-quality patient-care.
We offer a six week orientation program designed to assist you ingradually becoming part of our team, with minimum stress and maximum motivation. Our current openings include full and part-time positions on all three shifts for RNs, and afternoons and nights for LPNs, in medical/surgical and ICU/CCU.
FOR FURTHER INFORMATION, CONTACT:
JEANNE TAYLOR, R.N.
(313) 494-8871
FOR PERSONAL INTERVIEW, CALL:
(313) 345-7030
HARPER-GRACE HOSPITALS
Grace Hospital Division
18700 Meyers Road
Detroit, Michigan 48235
Member Quadrangle Hospitals Association
An Equal Opportunity Employer M/F

O&E