Help Wanted

502 Help Wanted Dental-Medical

DENTAL ASSISTANT: experienced, responsible, reliable for modern Westborn office. Generous fringe benefits 543-3400

DENTAL ASSISTANT
Needed in Livonia office 4½ days week. no Saturdays 1 year experience Call Mary. 474-0090

DENTAL ASSISTANT
Opportunity for career minded person as assistant for orthodontic office in Southfield Will train CDAS & DAS program considerations. Apply to Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Willing to train
Farmington Hills office
553-2820

DENTAL ASSISTANT
Livonia area. Experienced, part time. 3 or 4 days per week.
477-5558

DENTAL ASSISTANT for Orthodontist office in Lathrup Village. Mature person for permanent full time employment. Experience desired not necessary, must like children. Call 559-4092

DENTAL ASSISTANT
Experience in all phases of assisting Some front desk Pontiac Area
DH. PERSONNEL
549-2554

DENTAL ASSISTANT-children's dentistry, forehanded dentistry in large modern office. Experience desired for this permanent position Send qualifications to 2377 Richmond Lake Rd., Suite 101, Pontiac, Mich. 48054

DENTAL ASSISTANT
Front Desk
Full Time Must be experienced in all phases 4 day a week benefits, salary negotiable, modern Birmingham office. Ask for Sally 647-5434

DENTAL ASSISTANT - who is experienced in the 4-handed technique and Crown & Bridge procedures - is needed for a respected Farmington office. Must have references Good hours, good benefits Please call Mon. thru Friday 525-9550

DENTAL ASSISTANT
RECEPTIONIST
Clairaide assisting and help Reception desk, four handed, N. Suburban office, 4-6½ days week, salary to $250 a week.
DAVIS-SMITH
Medical-Dental Personnel
557-7200

JOB WEEK
24 Hour Service To Hear About Our Most Recent Openings 557-4058

DENTAL HYGIENIST full time, needed for busy W. Dearborn practice Call 563-0650

DENTAL Receptionist/assistant needed, part time, 20-25 hours per week, no experience necessary Will train 644-5636

DENTAL RECEPTIONIST
Wanted for office in Livonia area
Experience preferred
After 6PM. 953-4141

DENTAL RECEPTIONIST - Experienced in front office or will train other auxiliary New specialist office in Pontiac area Immediate opening. 647-7930

DENTAL RECEPTIONIST
1 dentist office. Franklin Village 4 day week Some chairside assisting Pleasant personality an interest in health field Call for interview 626-6635

DENTAL RECEPTIONIST - mature, ambitious, responsible person with typing and business ability, work well with others. Permanent full time position. For personal interview send resume to 2477 Richmond Lake Rd. Suite 101, Pontiac, Mich 48054.

DENTAL RECEPTIONIST
Experienced in dental insurance work, appointment book, accounting, pegboard, light typing. Excellent benefits Salary open
477-9131

DENTAL RECEPTIONIST
Must have dental background, light typing & peg board work. Very nice office.
DR. PERSONNEL
569-5254

DENTAL TECHNICIAN
Job opening for model room. Experience helpful, not necessary. 4½ day week. Interior Dental Ceramics 538-1050

DIETARY AIDE
Part-time 4:30 to 7:30 PM.
FRANKLIN MANOR
26900 Franklin Rd.
Southfield
352-7390

DIETARY AIDE. Experience desired. Days, full-time, good fringe benefits. Call Mrs DeMarco, weekdays, between 10AM-2PM. Redford Community Hospital 531-6200, ext. 415
An Equal Opportunity Employer

DOCTOR'S OFFICE needs
Medical Transcriptionist, part-time, experience preferred
Full time girl knowledgable in various office duties. Call 9 to 5PM 334-4535

DOCTORS RECEPTIONIST
Full time position for Southfield office. Call between 11 and 2.
559-6090

502 Help Wanted Dental-Medical

EXP. TRYPANICIAN- Immediate opening, part time, Mon., Wed., Thurs., afternoons, private office. Southfield area 559-0066

EXPERIENCED CHAIRSIDE Dental Assistant for pleasant new Sterling Heights office Call between 9-5 PM, Mon - Fri 979-7140

EXPERIENCED dental assistant wanted for modern Livonia office, full time. No evenings. Full benefits 425-7010

EXPERIENCED Dental assistant for specialty practice in Birmingham area. Full range of benefits, salary open 647-7739

EXPERIENCED INSURANCE GIRL
Billing helpful, for
ophthalmologist office in Southfield, Call 646-2500

EXPERIENCED MEDICAL Secretary Familiar with insurance billing and peg board accounting, for 2 vascular surgeons. 559-7500

EXPERIENCED
MEDICAL RECEPTIONIST
Minimum 2 years experience Full time & part time for busy North Woodward Clinic. Please call 543-2241

FAST PACE Dental practice in the Plymouth Canton area seeks an efficient, organized individual to be our financial assistant to handle patients accounts & insurance claims with the aid of our exciting new computer. Prior dental background preferred. Please call 453-6525

HEALTH RECORDS ANALYST
Experience in coding, abstracting and medical audits required Part-time, 30 hrs per week, days Salary commensurate with experience. Apply Kern Hospital 21230 Dequindre, Warren.

MEDICAL
TECHNOLOGIST
Our small suburban hospital has an immediate opening for a Medical Technologist. Selected applicant must have an MP ASCP and be able to rotate in all areas including blood bank. We offer an excellent salary and a fully paid benefit package. For more information, call Personnel
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

MID-LIVONIA Dental office needs front desk help. Part-time, approx. 9am - 2 pm, 4 days per week. Duties include insurance, appointment, billing & telephone work. Experience preferred. Perfect for mother with children in school. Send resume to Box 252, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
until Aug. 24th. After Aug. 24th call
522-1124

NUCLEAR
MEDICAL TECHNOLOGIST
Opportunity now available in our modern and progressive radiology department for a professional registered/registery eligible nuclear medical technologist. Experience with ultra sound preferred. Excellent benefit program. Salary commensurate with experience. Mail resume or call
Personnel Services
St Mary's Hospital of Saginaw
830 So. Jefferson Ave.
Saginaw, Mich. 48601
517-754-2411
An Equal Opportunity Employer
"A Daughter's Of Charity Hospital"

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, Plymouth
455-0510

NURSE AIDES
FULL TIME
11 PM - 7 AM or 7 AM - 3 PM.
$3 AN HOUR TO START
Apply in person.
WHISPERING WILLOW MANOR
-Nursing Home-
49650 W. Warren
Canton 459-7050

NURSE AIDES
FULL TIME POSITIONS on midnight shift. Starting pay 30c over minimum wage. Apply in person
FRANKLIN MANOR
26900 Franklin Rd.,
Southfield
352-7390

RECEPTIONIST - busy medical specialty practice to handle telephone, pegboard, appointments, insurance. Full time. Northwest suburb Reply to: Box 374, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 position. Along with 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, ext. 16 Mile
NURSE AIDES & ORDERLIES. Full time, all shifts. On the job training. Some weekends. Bedford Villa Nursing Center Southfield. 557-3333

NURSE AIDES
REWARDING JOB OPPORTUNITIES
Become a needed and respected individual by caring for the elderly. Full and part time positions available on all shifts. Starting wage 30c over minimum wage. Apply in person:
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield
352-7390

NURSE AIDES
RN'S - LPN'S
Immediate assignments. Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
Suite 102W. Livonia Office Pavilion
across from Livonia Mall. 19600 Middlebelt. Mon.-f. Wed. & Fri. 10-6
478-2590
Southfield Pontiac
569-2781 643-6970

NURSE AIDES
To work in pleasant senior citizen apartment complex. Southfield area. All shifts available, full or part time. Experience necessary.
COMPANIONS
4 PM to 9 PM eves. & weekends
Franklin Club Apts.
28301 Franklin Rd., Southfield
353-2810

NURSES AIDES
Home care assignments available now. Top pay. Work your own schedule. Weekend assignments, top priority with pay differential. If you are experienced, call for appointment. 996-1661

NURSES AIDES
7-3 PM. Start $3 an hour, benefits. Apply in person. Wishing Well Manor, 520 W. Main St., Northville.

Nurse's Aids
DAYS & AFTERNOONS
Help us replace our college students who will soon be leaving. No experience needed, we will train you. Come in for an interview between 9am-3pm Mon. thru Fri.
University Nursing Home
28550 W. Five Mile
Livonia 427-8270

NURSES - All shifts, full or part time. Four hour shift available on days & afternoons. Call Hendry Convalescent Center. 455-0510

NURSING
ASSISTANTS
MIDNIGHT SHIFT
Will train. Apply in person:
Middlebelt
Nursing Center
14900 Middlebelt Rd., Livonia
PHONE SOLICITING?
Experienced only
Hours 9-5PM. 3 Days a Week
Good wages 261-8919

RECEPTIONIST - Full time for oral surgery office. Birmingham area. Some experience preferred. Call between 9-5 647-7236

RECEPTIONIST FILE CLERK
For OB-Gyn office, experience preferred but not necessary. Southfield area. 353-7150

RECEPTIONIST
For Surgeon's office. Intelligent, willing to learn. Light accurate typing. 4% days. $160 plus fringe benefits. 646-8818

RECEPTIONIST part time for busy pediatrisians office with pegboard experience. 15 Mile & Woodward area 355-8736

RN-LPN
Full or part time, all shifts. Good starting salaries, and good benefit package. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

Registered Nurse
Opening for full time RN for day shift. Psychiatric experience preferred. Apply
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RN dedicated & enthusiastic to teach Lamaze classes, part time evening hours, in Livonia area. Prefer O.B. or past teaching experience. Call L.C.E.A. of Livonia after 6pm. 464-7741

RN-LPN
Full Time Positions Open
Days - 7am-3pm
Afternoons - 3pm-11pm
Midnights - 11pm-7am
also LPN - 4pm-9pm
Revised wage & benefit program.
Dorvin Convalescent Center
476-0550

RN - LPN or Medical Assistant needed in Westland doctors office. 20 or 40 hours a week, Monday thru Friday, must have experience with Injections, EKG, Venipuncture. Interesting work with nutrition. For interview call
728-1212

RN'S
For midnights, full or part time, call
HENDRY
CONVALESCENT CENTER
455-0510

RN
SHIFT
SUPERVISOR
Our modern, expanding hospital has immediate openings for full time nursing supervisors. Must be aware of modern trends in nursing process and documentation. Previous supervisory experience and a BS degree preferred. Excellent salary & fringe benefits. Send resume to P. O. Box 476 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN'S-LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL
PERSONNEL
POOL
Bimfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RN'S & LPN'S
FULL OR PART TIME
Days & Afternoon Shifts
Apply in person
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390
RN'S & LPN'S
Full time, all shifts, fringe benefits. Pleasant working conditions. Beautiful Villa Nursing Centre. Southfield.
557-3333

RN'S
LPN'S
GRADUATE
NURSES
Applications are being accepted for all shifts and all units. No shift rotation. Present openings:
ICU/CCU
Experience required.
RN - full time, days, nights.
RN - part time, afternoons.
LPN - full time, nights.
LPN - part time, days.
OPERATING
ROOM
Experience required.
RN - full time, days.
OB/NURSERY
Experience preferred.
RN - part time, nights.
RN - part time, afternoons.
LPN - part time, afternoons.
EMERGENCY
ROOM
Experience preferred.
RN - part time, afternoons.
MEDICAL
RN - part time, days.
RN - full time, nights.
Temporary assignments
RN - part time, afternoons.
SURGICAL
RN - part time, afternoons.
ASS'T. DIRECTOR
OF NURSING
Part time, day shift, weekends and relief. Supervisory experience required.
BEYER
MEMORIAL
HOSPITAL
135 S. Prospect St.
Ypsilanti, Mi 48197
Equal Opportunity Employer M/F

R.N's Full time - Midnights, R.N's full time 3 to 11, $51 per day. Southfield Health care facility. Excellent benefits. Call Miss Young, R.N. Jewish Home for Aged, 352-2336, 9 AM - 3 PM.

R.N. OR L.P.N. Mature, responsible individual for pediatric office. Southfield area. 358-0429

WANTED: DOCTORS ASSISTANT
Full time. Garden City. Applications being taken. Call 425-2200

502 Help Wanted Dental-Medical

STAFF PHYSICAL THERAPIST
Excellent opportunity now available for a full time registered/registry eligible staff physical therapist. Rehabilitive background in neurosurgical burn and Orotologic care preferred. Excellent salary & benefit program. contact:
Personnel Services
St. Mary's Hospital of Saginaw
830 South Jefferson Ave.
Saginaw, Mich 48601
517-754-2411
An Equal Opportunity Employer
"A Daughter's Of Charity Hospital"

TWO PART time dental assistants, co-ops will be considered. Westland area 421-2675

RN'S
LPN'S
We are not number 1
We just try harder
to be the best
OPENINGS
3-11:30 SHIFT
11-7:30 SHIFT
Come join us while we serve the community.
338-7271 ext 262
PATTON
OSTEOPATHIC
HOSPITAL
Personnel Department
50 N. Perry
Pontiac, Mich. 48058

504 Help Wanted Office-Clerical

A BOOKKEEPER
TRAINEE
Mature individual able to deal with elderly in an elegant senior citizens apartment complex. Some experience in Accounts Receivable & Payable, & payroll helpful. Salary $150-$175 depending on capabilities Call Sharon,
353-2810

BOOKKEEPER
ASSISTANT
Experienced in 10 key adding machine & general office practices. Southfield.
PEGGY
353-7766

PRUDENTIAL
We currently have 2 positions open for general office work. 60-55WPM typing. Shorthand a plus Permanent employment, pleasant working conditions, excellent office facilities located in Southfield. 5 day week, paid vacation, excellent employment benefits. Phone Personnel for interview. 357-5900
Equal Opportunity Employer M/F

RECEPTIONIST
Mature individual able to deal with senior citizens in an elegant senior citizens apartment complex. Experience in general office & phones necessary 2 days per week & weekends. $135 per week to start. Call Sharon
353-2810

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typists to $186wk.
Steno & Secy's to $212.000
Many other positions available. Must Fees paid by Employer.
Employment Center
Inc
569-1636

ACCOUNTANT
BOOKKEEPER
Full charge, financial statements, tax returns, typing ability. Land management firm, Donovan Associates Inc. Schoolcraft & Merriman area.
522-5030

ACCOUNTANT- Experience required, local office of large corporation, good pay, good fringes, good opportunity to advance. Livonia area. 522-5900

ACCOUNTING CLERK
Rokin the world largest pest control company is seeking a detail oriented individual possessing good typing & math skills. We will train you for a broad range of clerical accounting assignments. We offer a good starting salary & excellent benefit program. If you enjoy variety with a position with responsibility, call today, our office is located in Southfield. For application & more view call today, ask for Mary. 356-5082

ACCOUNTING CLERK. Accounts Receivable - payroll control only - mini computer. Phillips - Southfield area. Call 353-8400

ACCOUNTING CLERK to work with billing, receivables, payables. Dependable person must be detail oriented, have good math and typing skills. Apply Northland Container Corp. 9070 General Dr. Plymouth.

ACCOUNTING CLERK/Bookkeeper Office in Southfield needs person with light bookkeeping experience to fill permanent position. Ask for Bob. 355-0600

ACCOUNTING CLERK-Full time. Mature person to handle variety position in accounting department, should type 50WPM. Will learn computer input. Salary equal to experience. Benefits Grand River & Drake Roads. Ask for Janet. 478-8700

ACCOUNTING CLERK, $170

For rapidly expanding suburban corporation, prefer minimum 3 months general accounting or receivables experience. Excellent advancement potential with full fringes. No fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Accounting/Payroll
Northwest area contractor has immediate openings in Accounts Payable and Payroll. Must be proficient in typing, 10 key, and desire to be trained in computer methods. Must be self-starter, industrious, and capable of organizing and maintaining own area of responsibility. Good salary and fringe benefits. Apply between 8 AM and 5 PM at 24855 Novi Rd., Novi, or call 348-2800.
An Equal Opportunity Employer

ACCOUNTS -PAYABLE experience with pegboard and payroll some typing for property management co. 358-2162

504 Help Wanted Office-Clerical

ACCOUNT RECEIVABLE
CLERK ROYAL OAK
Good accounting, typing, prefer NCR machine experience. Must know about from credit. Work with Shippers. Excellent benefits with insurance Salary $700-$850 Range. Fully paid benefits No Agency Fee.
BOOKKEEPER -ROCHESTER
Construction Company $200 week minimum range. No Agency Fee.
ACCOUNTS PAYABLE
TROY MANUFACTURER
2 years experience required, accounts payable in Manufacturing. Prefer computer configuration background. Will be installing Wang Computer. Salary $4.00-$6.00 per hour plus Profitsharing Fully paid benefits. No Agency Fee.
PERSONNEL ASSISTANT
MANUFACTURING
Employment Agency background a must. Must be attractive, prefer records experience 25% of time will be working in employment, 25% employee relations. Salary $850-$900 Mo. Blue Full Benefits including tuition refund & dental Agency Fee.
KEYPUNCH OPERATOR
129. experience, good speed, 2 years experience, promotable into operations. Rate $4.00-$4.50 Range. Full benefits including dental No Agency Fee
SECRETARY FOR MANUFACTURER
SALES OFFICE-FISCHER BLDG
Shorthand transcribing, excellent typing. Mature. Salary $12,000 per month plus excellent benefit program. BCBS, prescription, dental, tuition refund, 2 weeks vacation plus $200 spending money, plus paid holidays & paid Christmas week No Agency Fee.
SWITCHBOARD TRAINEE
TROY
New High School Graduate preferred Much clerical duties, accurate typing. Salary $565-$600 to start. Paid benefits including Profitsharing No Agency Fee
PERSON FRIDAY
Troy Manufacturing
Expect dynamic, expert experience a must. Spanish desirable, able to compose letters and work with treasurer. Excellent typing Salary $880-$950 Mo. Fully paid benefits, tuition refund & dental No Agency Fee.
SECRETARY TO
Advertising President
Southfield
Shorthand 80 -Typing 70 Must have plane, Hotel, reservations experience Must know how to use official airline guide $13,000 Mo. Benefits No Agency Fee
PART TIME
Northwest Detroit
General office Light bookkeeping, accurate typing. 3 DAYS PER WEEK $4.00 per hour. No Agency Fee.
1 PERSON OFFICE
SOUTHFIELD
Must have good Bookkeeping experience Salary $200 Mo. Very Open. No Agency Fee.
BETTY HAMIL PERSONNEL
424-8470

ACCOUNTS PAYABLE Bookkeeper needed in Madison Hts. office. Pegboard experience helpful. Call Mrs. Stephenson for appointment. 588-2000

ACCOUNTS PAYABLE, for general accounting duties with prominent manufacturer. Entry level position with rapid advancement. To $10,400 Fee paid
Blindale Personnel 645-5884

ACCOUNTS PAYABLE Clerk for Troy warehouse. 35 Mile and Crooks. Experienced person preferred with knowledge of pegboard and or Burroughs Sensimatic. Send resume to Box 84, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE Immediate opening for full time accounts payable processor for Southfield office. Involvement with various aspects of accounting. 1-2 years college accounting bookkeeping required. Salary commensurate with experience and ability. Call Eileen Bukowski any weekday from 8AM - 5PM
An Equal Opportunity Employer

ACCOUNTS PAYABLE & PAYROLL. Student OK to assist controller. Bookkeeping and some typing required 5 days, benefits Apply 12360 Beech Daly. Ask for Controller.

ACCOUNTS PAYABLE CLERK to work with 1 plant of large local manufacturer. Excellent opportunity for good advancement with career future To $18,000 depending on experience. Fee paid.
Blindale Personnel. 645-9884

ADMINISTRATIVE SECRETARY
to one of the top producing insurance salesman in the U.S. Excellent skills required. Competitive salary and benefits. Send resume to K. Edwards, 1570 American Center, Southfield, 48034.

ADMINISTRATIVE TRAINEE
International insurance co in Troy seeking trainee for future office management position. Prefer recent college graduate with degree in business Administration. For interview Call Mr Archey 879-8000

ADVERTISING AGENCY
Great opportunity for personable young girl to start working career.
354-0750

ADVERTISING AGENCY, with National Automotive Client, seeks to fill Secretarial position for its Southfield Office. Minimum 3 years solid secretarial experience. Salary Negotiable. 424-8818

Advertising Agency
Seeking Secretary. 55wm. Accurate typing, light shorthand. Good at organizing and handling details. Good opportunity for advancement. For an appointment, call 445-0300, ask for Jerry Abbe.
BAKER,
ABBS & KLEPINGER
55 W. Maple, Birmingham

A NEW POSITION
Awaits you in an expanding national company. Accurate typing, $750 month. Good benefits. Fee paid. Polley.
644-4600
SNELLING & SNELLING
AGENCY

ARE YOU AN
EXPERIENCED
Shorthand/Typist?
Key Punch?
Mag Card I & II?
Word Processor?
Bookkeeper?
If so why not become part of the temporary
SOS Staff
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

504 Help Wanted Office-Clerical

ADVERTISING
SECRETARY
FEE PAID
Farmers agency needs your good skills and personality. No shorthand Lots of phone and client contact $750 Hurry now! Call Kathy.
353-2090
SNELLING & SNELLING
PERSONNEL

A FEW EXCITING Part-time positions available. If you enjoy working with the public you may qualify for a Freeptime position at one of our sales locations in Tasbot, Southfield, Mount Clemens, Drayton Plains, Ypsilanti or Livonia Job details 24 hours per week (Monday thru Wednesday, 4 to 8 PM, Saturday & Sunday, 12 to 6 PM), at a salary of $70 per week. Please call Maureen Donehue at 522-6500

ASSISTANT CREDIT MANAGER
Experienced collection manager position for wholesale distributor Must be capable in accounting principles and accustomed to handling large volume wholesale accounts Salary commensurate Apply in person to Mr Gustar or Jack Schlesser, 9AM-5PM, Mon thru Fri Advance Watch, 12360 Beech Daly, Redford

ATTENTION
WITT
The "Temporary Help" People
WE HAVE MOVED TO LARGER QUARTERS IN THE
LWL Executive Offices
29865 W. 6 Mile
525-0330
We are looking for
SECRETARIES
JR. & SR. TYPISTS
DATA ENTRY
ALL OTHER
OFFICE SKILLS
Come in and have a cup of coffee and find out what we can do for you
Other offices to help you
WEST BLOOMFIELD 681-7685
OAK PARK 967-0376

AUDITING CLERK TRAINEE
Challenging entry level position for Southfield firm Typing required Excellent benefits with rapid advancement opportunities Minimum 2 years experience necessary. Call 353-3209

AUTOMOBILE DEALER needs girl for body shop office work Contact Lorna at Emmert Chevrolet
2000 Grand River
531-2900

AVAILABLE NOW
EXECUTIVE SECRETARIES - prestigious suburban manufacturing secretaries with good skills and experience Executive level positions with salaries $13,000 plus Excellent benefits Fee paid
SECRETARYS - corporate offices of big-line company looking for people with knowledge of office procedures and good skills Excellent growth potential Additional positions available with sales division of international corporation Salaries to $950 Fee paid

A H CLERK - figure aptitude and good office skills for credit return area of N.W. suburban company Some experience necessary Salary to $750 Fee paid

GENERAL OFFICE - minimum of 1 year office experience and typing skills 40WPM needed for job with variety and responsibility in N.W. suburbs Salary to $700 Fee paid

Many other positions available. Call daily 8 30am-5pm

Allis-Johnson Personnel
Quakertown Plaza 22969 Hamilton
Farmington Hills 553-3100

A VARIETY JOB!
Excellent opportunity at major W. suburban company for friendly person with good typing. Diversified and promotable position in our modern office. $750 to start, full benefits and company pays our fee. Hurry!
PERMANENT STAFF
LIVONIA 522-4210

BIGINNER SEC'Y
Opportunity for Person wanting to become a Secretary. Trade Association located in Farmington needs person with good typing skills and some shorthand Wide variety of work assignments. Must enjoy working with people. Reply in confidence to Box 168 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM
$800 PLUS
FEE PAID. Friendly bosses need your good typing and pleasing phone manner. Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BOOKKEEPER - experience required in payroll and accounts payable, Birmingham area 644-5300

BOOKKEEPER & DESK clerk. Must have good phone manner, experience a plus. Lincoln Oil Co 532-2530

BOOKKEEPER, experience required in payroll, accounts payable and general office procedures Birmingham - Troy area. 644-6500

BOOKKEEPER for foreign car dealership. Must know payroll. Hours 4 days a week. Salary open For appointment call Mrs Conaglen at 477-6400

BOOKKEEPER
For Southfield Ad agency. Good typing skills necessary. Excellent benefits Experience helpful, but will train recent high school college grad. Call
358-4800, ext. 201

BOOKKEEPER
Full charge thru financial statements payroll & taxes. Must have experience for Burroughs L 6500 or equivalent Small growing company in Southfield Excellent pay, benefits & working conditions. Opportunity for advancement. Phone for appointment.
353-1606

BOOKKEEPER
Full charge with public accounting experience plus payroll taxes. Troy area required Excellent benefits. National Account Systems Call 353-0200
An Equal Opportunity Employer;

CONFIDENTIAL TYPIST WANTED. Farmington Hills Area. Women to do typing, in her home for local firm. Your hours. Minimum 20 hrs. per week. Right person could work into full time. Must have IBM Selectric or equivalent. Respond qualifications. Maximum hours. Typing Speed to Box 454 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CONSTRUCTION BOOKKEEPER for general contractor located in Southfield Construction experience preferred. Typing speed essential. Call Nancy. 353-0240

CRT OPERATOR - typist, day and evening shift. 40 hour week, 50 WPM required, top pay. Southfield area. Call Monday thru Friday 9 to 5 PM. 424-8770

CRT
ORDER DESK
$700
Ideal Troy location offers challenge and advancement potential for hard worker. Some operating experience is necessary. Call Sue.

504 Help Wanted Office-Clerical

BOOKKEEPER SECRETARY
Must be detail conscious, dependable, able to work well in both accounting & secretarial departments. Typing 40WPM, shorthand necessary Benefits Farmington Hills area Send resume including salary history to Box 422 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER with experience to work for Southfield law firm Send resume to Box 474, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
15 to 20 hours week, $4 hour. Experience necessary Northville area
Call 349-7077

BOOKKEEPING
Clerical experience required in daily sales journal, and cash receipts Birmingham - Troy area 644-6500

CAREER OPPORTUNITY
RECEPTIONIST
NATIONAL Manufacturer's representative company needs attractive personality for this front desk position Good communications and typing skills Will train your future with this outstanding, firm Immediate openings 559-7500

524-1750
PERMANENT STAFF TROY

CASHIER for foreign auto dealership, permanent position, 5 days, 40 hours Call Mrs Conaglen 477-6400

CHURCH OFFICE Part time, 4 hours, Mon thru Fri. Light office typing required Farmington Hills area preferred Please, 12 noon to 4pm 477-1677

CLERICAL
& ADMINISTRATIVE
SOUTHFIELD HOSPITAL
TOWN CENTER
Excellent opportunity, duties are varied, stimulating, challenging and interesting free gift office must be able to deal effectively with people in mature pleasant and responsible manner. Good basic aptitude for figures and spelling. Typing 60WPM
We offer a good starting salary with performance increases, salary reviews, progress evaluations and career counseling, free parking, employee family medical hospital, income and life insurance protection Paid vacation. We will train
Mr Jewell
353-3828

CLERICAL
For Property Management Office in Southfield Experience with posting, typing, filing, and other General office procedures Excellent fringe benefits References Call Mon thru Fri 9 to 3, 352-2913

CLERICAL POSITION
Full time position, full benefits, brand new facility in Southfield Duties include Telephone, light typing, filing Rapid advancement potential We are a national company listed on the New York stock exchange For interview call Mr Weiss 356-5080
An Equal Opportunity Employer

CLERICAL positions for filing & Mailing are available with small insurance company. Flexible working schedules. Many fringe benefits Call Mr. Rasin weekdays 9-5 968-2300

CLERICAL SECRETARIAL Experience desirable Apply in person at General Fasteners Company, 12800 Globe, Livonia 1 block E. of Newburg. 1st block N. of Plymouth rd

CLERICAL
Small suburban hospital is currently seeking clerical help to fill the following positions.
Transcriptionist, days, on call
Ward Clerk, days or afternoons, on call
Receptionist, days 16 hrs. per week
If you are interested in becoming a part of our dynamic and growing team, please call Personnel for more information
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

CLERICAL - TYPIST
Good typist with pleasant personality and other clerical aptitudes to service our new car dept Stu Evans Lincoln Mercury, 32900 Ford Rd., Garden City. Ask for Paul Hennes. 425-4200

CLERK
General office, full time. Adding machine experience required. Excellent benefits and working conditions. Call:
455-1400

CLERKS
Zerox, copy and other office clerks for expanding company in Renaissance Center. Benefits.
259-0601

CLERK TYPIST
Excellent typing skills for busy Top Executives office General office in Public Contact company. Excellent Fringe Benefits Salary $7,840-$9,973 per year Contact Personnel office for interview.
City of Farmington Hills
474-6115
An Equal Opportunity Employer

CLERK-TYPIST
Full time, experience required Lathrup Village area Call for appointment.
557-2660

Clerk Typist
Immediate opening for typist to work at our mortgage office located at 12 Mile and Farmington Roads. Must type at least 45 WPM accurately. Previous office experience desirable. Call Manager for interview at
553-3630
1st Federal Savings
of Detroit
An Equal Opportunity Employer

CLERK TYPIST
MORTGAGE COMPANY
Must type 50 to 60 WPM accurately. Call Bev at:
355-9513

CLERK TYPIST
National firm in Southfield offers positions with interesting & varied duties. Good typing speed and accuracy required. Excellent benefits. National Account Systems Call 353-0200
An Equal Opportunity Employer;

CONFIDENTIAL TYPIST WANTED. Farmington Hills Area. Women to do typing, in her home for local firm. Your hours. Minimum 20 hrs. per week. Right person could work into full time. Must have IBM Selectric or equivalent. Respond qualifications. Maximum hours. Typing Speed to Box 454 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CONSTRUCTION BOOKKEEPER for general contractor located in Southfield Construction experience preferred. Typing speed essential. Call Nancy. 353-0240

CRT OPERATOR - typist, day and evening shift. 40 hour week, 50 WPM required, top pay. Southfield area. Call Monday thru Friday 9 to 5 PM. 424-8770

CRT
ORDER DESK
$700
Ideal Troy location offers challenge and advancement potential for hard worker. Some operating experience is necessary. Call Sue.

504 Help Wanted Office-Clerical

CLERK-TYPIST
PART TIME — DAYS
Position in personnel department of large retail corporation. Will assist in routine typing, filing and administration of daily office-support procedures. Should have good telephone voice handling inquiries regarding personnel matters. Should have accurate typing skills. Pleasant atmosphere. 16-20 hours per week. Call:
CORPORATE PERSONNEL
835-9500 ext 242
BORMAN'S, INC.
(Farmer Jack Supermarkets)
An Equal Opportunity Employer

SECRETARIES PLUS
REAL ESTATE/FRANCHISE OPERATIONS
Burger Chef Systems, Inc., is currently seeking SECRETARIES to work with our Real Estate and Franchise Operations departments, in our Troy and district offices.
The persons we seek will have 1 to 3 years secretarial experience, and possess excellent typing and shorthand skills. In addition, the successful candidates will be excellent communicators, have solid "people" skills, and be self-starters capable of organizing and accomplishing tasks with a minimum of supervision.
We offer a competitive salary, 37½ hour work week, 2 weeks paid vacation and an attractive benefit package. Call 643-7855 Monday thru Friday between the hours of 9 A.M. and 4 P.M.
Burger Chef
BURGER CHEF SYSTEMS, INC.
1900 W. Big Beaver Rd.
Suite 220, Troy
Equal Opportunity Employer M/F

The Quaker Oats Co.
Major food manufacturer has opening for permanent sales office clerical position. Company has long term lease in desirable Bloomfield Hills location. Good starting salary. Major medical/dental, retirement and profit sharing plan. Send resume To:
The Quaker Oats Co.
4190 Telegraph Rd., Suite 308
Bloomfield Hills, Michigan 48013
An Equal Opportunity employer M/F

PRODUCTION
TYPIST
High typing speed and good accuracy will guarantee you this great job in Southfield. Experience on word processing machine assures you a fine salary and benefits package.
Sandy Corporation is an exciting, growing communications company, and we need people like you to help us grow. Drop a letter or resume in the mail TODAY:
John Patricolo
Sandy
Corporation
16025 Northland Drive
Southfield, Michigan 48075
Equal Opportunity Employer M/F

ACCOUNTS PAYABLE
INPUT CLERK
We need an ambitious person to assist with our Accounts Payable. Good personality and willingness to work overtime, as needed is required. We offer an excellent salary combined with a comprehensive benefit package. If your background includes Accounts Payable experience with EDP exposure and you want a challenging position with a growing corporation, please apply at
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan
Equal Opportunity Employer