Help Wanted

500 Help Wanted

SWIM INSTRUCTORS for Pre-school - Youth - Adult. Hours flexible. Call Physical Education, YMCA 721-0044

Teacher Assistants NEEDED

Farmington Public Schools for the following areas:

AUTO MECHANICS
NURSING-LPN OR RN
RETAILING

All positions are for 2/hour day - 5 day/week except auto mechanics which will be 2 to 4 hours per day. 3 years related work experience or 1 year related work experience and 1 year technical school required. Please call 477-3318 for interview.

TEEN AGERS wanted to do light clean up work around ice cream store. Livonia Mall area. Call between 2:30 - 7pm only. 478-8598

TELLER NORTHVILLE

Accurate with figures, type 45wpm. Experienced preferred. Excellent salary. Train in downtown Detroit. Woodward at Congress. Parking paved.

DETROIT FEDERAL SAVINGS

961-7600, ext 10
Equal Opportunity Employer M/F

TEMPORARY LABORER
City of Birmingham
Temporary positions for laborer for the City of Birmingham's Parks & Recreation Dept. needed for a period of 6-8 weeks. 13.35 per hour.

Apply at the Parks & Recreation Office, City of Birmingham, 851 S. Eton, Birmingham, Michigan.

An Equal Opportunity Employer

The John H. Harland Co. Nationwide printer of checks and bank documents has an opening for a printing press operator. If you have a sound work history and would like a job with a growing company, please call Mary for an appointment 9 AM - 4 PM Monday through Friday. Excellent compensation and benefits.

522-9268
An Equal Opportunity Employer

THE WILLOW TREE
SEAMTRESS wanted, for Birmingham ladies shop, pleasant surroundings, good benefits. Experience necessary, call for appointment. 647-0958

Tool & Die Detailer

Basic drafting and math a must. Experience desired but will train right person. Full company benefits. Apply

9260 General Dr.
Plymouth

TOOL MAKER trainee, excellent fringe benefits. 58 hr. work week. Must have high school diploma and proof. Call 834-0911

TOOLROOM MACHINE OPERATORS
Minimum 3 years experience.
RETOOL MACHINE CO.
13640 Elmira
Plymouth-Schaefer area.

834-6680

TOTAL has immediate openings for one full and self-service stations. You must be 18 years or older and have your own transportation. If interested, please apply at: Total Petroleum, Ford & Canton Center Rds., Plymouth.

TRAINEES

for new real estate office.
6 positions open.
For interview call:

Norwood

No. 10, Inc. 459-2800

STOCK PERSON

to load and unload trucks. Must be available mornings, full or part time. Good benefits. Ideal for college student. Apply at:

MURRAY'S
ACE HARDWARE
27207 Plymouth Rd.
Redford, Michigan

STORE MGR. TRAINEES
Need people with 1 or 2 years retail experience, 18 to 145.

ASST. STORE MGRS. & STORE MGR. Ladies specialty store needs people with 1 yrs. mdse experience - 21&8 for the right person.

ROTH YOUNG - Personnel Service
%19-3300

500 Help Wanted

SUBSTITUTE TEACHERS
K-12, and Special Ed., all areas
Northville Public Schools
349-3400, Ext. 207.

SUNDRY SHOP needs 'cashier/counter/stock person. Flexible hours. Troy area.

Call 362-3300

SUPERVSOR TRAINEE

Immediate openings in photographer's studio for an assistant supervisor. The candiate must be dependable, an ambitious leader, have a pleasnt personality and a clear voice.
You will be assisting with administrative duties within the studio, such as record keeping, customer service, & supervising and motivating a small staff of employees.
You must be able to work afternoons & Saturdays. We provide a complete benefit package & the opportunity for advancement. Call Friday for personal interview. 545-4325
An Equal Opportunity Employer

SURFACE GRINDER HAND
Apprentice with 1½ years experience acceptable. Auto Parts Manufacturer located in Redford. Liberal employee benefits. Apply immediately.

STAHL Mfg.
12282 Woodbine, Detroit

SURFACE GRINDER - experienced in tools, production, gages and dies. Top wages, all benefits. Steady work. Apply in person only: Lees Tool Co. 14500 Burt Rd. Detroit corner of Lyndon.

SURFACE GRINDER
Experienced operator needed for gage & fixture type work. Must be first class machinist capable of working to close tolerance on a wide variety of jobs. Modern air conditioned shop in Farmington area. Highest wages paid to qualified operator plus full benefits & ample overtime. Call for confidential interview.

349-2739

SWIM INSTRUCTOR
for Troy YMCA Saturday swim program. Call:

524-0170

TRUCK DRIVER for 14ft delivery van, must be experienced. 591-2131

TRUCK DRIVER & SERVICE MAN wanted to work a 6 day week, some experience helpful but not necessary, will train. 545-4160

TUBE CUTTING & Quality Control, experience required, Plymouth area.

478-7070

TWO boys or girls (age 13-16) for four hours of yard and garden work near Big Beaver and Woodward. Must live within bicycle distance and must state hourly wage expected. Phone morning or

645-5327

TWO STORE TO STORE ROUTES
now open with Fuller Brush Co. Excellent earnings to start. For interview Call Mr. Harrison after 8 PM. 533-1556

VENDING HOSTESS 4-5 hours per day 6 days per week. Livonia area. Experience preferred. Call 9-1PM 477-1787

VIDEO EQUIPMENT Technician. 8AM-4:30PM shift. Salary commensurate with experience. Grand River/Farmington area. Call between 8AM-4PM for appointment: 477-6068
An Equal Opportunity Employer

WAITRESSES, BARTENDERS
Play room attendants. Apply Super Bowl, 45100 Ford Rd., Canton. 459-6070

WANTED ATTENTIVE YOUNG MEN
Full & Part Time. over 17. Apply Bonson Service Station, corner Drake & Grand River, Farmington.

WANTED AUTOMOBILE PORTER
And Mechanic Trainee, $3.50 per hour and up, to start, depending on mechanical ability. 40-50 hours per week. Call J. C. Mach. at:

349-1600

WANTED: Retired person, part time, for sample department. Call:

425-7922

WAREHOUSE ASSISTANT
Required for small company in Plymouth. Outstanding opportunity to learn warehouse procedures and to assume major responsibilities. Long term growth potential. Call Ed Boyd,

459-2900

WAREHOUSE HELP WANTED
Near Metro Airport. Full time. Top benefits. Full Time position. Call between 10 AM-5 PM. 326-2103

WAREHOUSE HELP

Must be 18, have Chauffeurs license. Duties include: moving pianos and organs, shipping & receiving. Apply

Anderson Music.
537-1500

Warehouse Persons

Need experienced order fillers, and packers for modern warehouse. Full time, permanent position, good benefits. Novi area. Call weekdays between 10am-3pm.

349-5000

502 Help Wanted Dental-Medical

RNs - LPNs GRAD NURSES

Applications are being accepted for all shifts and units. NO SHIFT ROTATION.
Present openings:

ICU/CCU:
Experience required.
RN - full time, nights.
RN - part time, afternoons.
LPN - full time, nights
LPN - part time, days.

OPERATING ROOM:
Experience required.
RN - full time, days.

OB & NURSERY:
Experienced preferred.
RN - part time, nights
LPN - part time afternoons.

EMERGENCY ROOM:
Experience preferred.
RN - part time, afternoons.

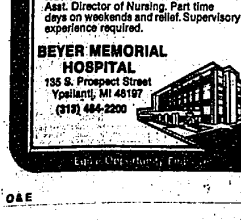
MEDICAL:
RN - part time, days.
RN - full time, nights. Temporary assignments.
RN - part time, afternoons.

SURGICAL:
RN - part time, afternoons.

PEDIATRICS:
RN - part time, days.
LPN - part time, afternoons.

NURSING ADMINISTRATION
Asst. Director of Nursing. Part time days on weekends and relief. Supervisory experience required.

BEYER MEMORIAL HOSPITAL
135 S. Prospect Street
Ypsilanti, MI 48197
(313) 484-2200



Equal Opportunity Employer

500 Help Wanted

WAREHOUSE WORKER wanted, permanent position, full time. Apply in person. United Model Distributors, 11865 Mayfield, Livonia.

WAREHOUSE WORKER, experience, specialty metals warehouse. Shipping, receiving, packaging and material handling. Farmington Hills location. Call between 8am-5pm to arrange interview. 478-6700

WE HAVE OPENINGS
for drill press operators
Apply in person:
30365 W. 10 Mile Rd., Farmington Hills.

WELDER - FITTER
Experience necessary. Novi area. Complete benefits. Overtime. Ask for Tom.

348-6550

WELDERS - all position-all material: mini bus, tournapull's card. Apply in person, prepared to take Welding test. Foundry Flask & Equipment Co., 456 E. Cady, Northville.

WOOD PROCESSING Operator.
Experienced for Farmington
Hills Office.

Contact Mary Lou 851-8848

WRITER-SENIOR
Experienced in writing automotive retail and sales training materials. Car sence form, chalkboards, etc. approx. 2 hours. Schoolcraft, Outer dr. 534-6650

DENTAL ASSISTANT - experienced, full time, Garden City. Office manager, great opportunity, Redford area. 534-5010

DENTAL Assistant- Experience preferred, good paying position plus fringe benefits. Southfield-Birmingham area.

557-9574

DENTAL ASSISTANT - orthodontic practice, Birmingham, part time, must be available Sat. Mornings, experience desirable but not essential. Call 9:30-12:30noon daily. 644-5400

DENTAL ASSISTANT- experience necessary in 4 handed general dentistry. Excellent opportunities and fringe benefits awaits the sharp assistant.

532-6013

DENTAL HYGENIST, Mon and/or Fri. Garden City area. 425-0150

DENTAL HYGIENIST, full time, family practice in Birmingham.

642-7125

DENTAL RECEPTIONIST
Full time, Birmingham office, experience necessary. 644-3131

DENTAL RECEPTIONIST
Farmington Hills, full time position, experienced in insurance work, some charside experience preferred, benefits. Call between 1-10 PM. 626-1303

DENTAL RECEPTIONIST - Business office assistant for oral surgery specialist. Full time, 8-5 PM, Mon. thru Fri.,Livonia. 427-2350

DENTAL RECEPTIONIST - Experienced & capable in all aspects of front desk. Benefits. All replies confidential. 10 Mile Evergreen area. Call days 354-1644. After 5 PM. 476-2581

DENTAL TECHNICIAN
will train retired man to be dental technician. Jodway & Son Farmington.

474-4595

DIETARY AIDE

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

352-7390

DOCTORS OFFICE
needs part time receptionist experienced in OB-GYN Surgical billing. For busy Livonia practice. Salary negotiable. Full benefits plus good pay for the right person with good experience. Call for details.

651-8491

DOCTOR'S OFFICE
Experienced person
to help in Accounts Receivable.
Livonia Area. 476-1350

ERRAND/FILE CLERK
Monday thru Friday, days. Must have car. Need knowledge of Detroit area. Experience not necessary. Call 644-4134

EXPERIENCED DENTAL Assistant needed for busy oral surgery office in Farmington. 553-3249

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

647-7739

EXPERIENCED Lab technician for medical clinic, part time 3 full days, possibility of more hours. Salary negotiable. 477-8851

FARMINGTON HILLS O.B.- Gyn office. Assisting & receptionist duties, approximately 30 hours weekly. Tues. evenings & some Saturdays. 553-2870

Home Nursing

Total care for your loved ones. We have AIDES, COMPANIONS, RN'S, LPN'S, OTS, PT'S & HHA'S to place. Free placement in your home. 24 hr. availability.

MED CALL

559-8090

INSURANCE PERSONNEL
Billing experience helpful, full or part time for Ophthalmologists office in Southfield. Call 557-2590

INSURANCE SECRETARY for progressive holistic dental office in Birmingham. Interesting position, prefer experienced girl with a desire to join a hard working happy team. 647-7550

MEDICAL Receptionist for Internist office. Experience required for Blue Cross and billing. Call 642-6061 Mon. thru Fri. from 9 AM to 11 AM only.

MEDICAL SECRETARY - 2 Yrs. experience. Typing, Insurance forms, pegboard, some assisting. 5 days a week. Good salary, benefits. Farmington-Southfield area. 553-8800

502 Help Wanted Dental-Medical

RNs & LPNs

We Want YOU...

...and WE'LL BEND OVER BACKWARDS TO GET YOU HERE!

The University of Michigan Hospitals' Contingency Staffing Program is designed to facilitate your personal career priorities. Whether you're at home with a family, a student advancing your education, or just feeling the pinch of inflation, we'll make every effort to meet the schedule that fits your needs.

If you are an RN or LPN, you can

- Keep attuned to latest nursing advancements
- Enjoy the University of Michigan's benefit package
- Keep some time free for personal involvements

For more information about our successful program, contact:

Nurse Employment Office

University of Michigan Hospitals

3280 HPPB, Box 46
Ann Arbor, Michigan 48109
(313)763-1442

A Non-discriminatory, Affirmative Action Employer

502 Help Wanted Dental-Medical

NURSE AIDES

MIDNIGHT SHIFT
Apply in person

Marycrest Manor
15475 Middlebelt, Livonia

427-9175

LPN

FULL TIME
3-11 PM
APPLY IN PERSON
WHISPERING WILLOW MANOR
-Nursing Home-
49650 W. Warren

Canton 459-7060

LPN - GYN
- W. BLOOMFIELD -
Henry Ford Hospital is currently seeking an experienced, Licensed Practical Nurse to work on a full time basis in the Gynecology Clinic of our W. Bloomfield facility. Experience in a clinic setting is required. Gynecologic experience desirable. We offer competitive salary with an attractive salary & benefit package including fully paid Blue Cross/Blue Shield, 100% tuition reimbursement, flexible time off & more. Qualified applicants, please apply in person or contact Ms. R. Evans at: Henry Ford Hospital, Employment Center, 2848 W. Grand Blvd., Detroit, 48202. 876-1811

LPNs

We are looking for an assertive energetic LPN with leadership qualities to supervise and stimulate over Midnight shift. Full time position. 4-5 days per week. Full and Part time Care with perscription program. Exceptional wage program. Contact Mrs. Cormier, RN, Westland Convalescent Center. 36127 W. Warren, Westland. 728-6100.

LRN'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

Blmfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

MEDICAL ASSISTANT/Receptionist
Full time, with benefits
Farmington-Southfield area
Call 557-1011

MEDICAL ASSISTANT
Needed in Farmington Hills area. Experience necessary. 30 Hr. week. Call 478-2600 for details.

MEDICAL ASSISTANT
Birmingham Area
30-35 hours per week
Call 647-7061

MEDICAL ASSISTANT
Part time, Northwestern area. Experienced in Vena-puncture, EKG, X-Ray. 349-1199

MEDICAL ASSISTANT for busy office. Approximately 35 hours, alternate Saturdays. Benefits offered, Exp. not essential. Call 626-5417 or 535-9188

MEDICAL BILLER
Part time. Person Clinic. Experienced with MA, MC, BC necessary. 647-5789

MEDICAL LAB TECHNICIAN

Internist's office, permanent, part time, Saturdays. Call between 9 AM - 12 noon.

358-5710

MEDICAL RECEPTIONIST
Experienced medical doctors office in Northland area. Must know posting, peg board, MA, MMS, MC and general front desk duties. 559-5858

MEDICAL RECEPTIONIST, experienced, 2 mornings and 3 evenings per week. 557-2442

MEDICAL RECEPTIONIST with experience for Troy area. Immediate opening. 646-1419

MEDICAL TECHNOLOGIST

Our small suburban hospital has an immediate opening for a Medical Technologist. Applicant's pool must have an MP ASCP and be able to rotate in all areas including the 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

Mental Health Workers
All shifts, males preferred.
Ardmore Acres Hospital
19810 Farmington, Livonia

474-3500

NURSE AIDES.

Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for nights.

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 459-7060.

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

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, 19100
Middlebelt. Mon.-1-4. Wed. & Fri. 10-2.

478-2590

Southfield Pontiac
569-2781 643-6970

502 Help Wanted Dental-Medical

NURSE AIDES

Full time, day shift.
Apply in person

WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile

NURSE AIDES & ORDERLIES

Good Health Care Opportunity
The Oakridge Bloomfield Nursing Home has immediate openings on all shifts, both full and part time for people interested in delivering quality 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. Dillon, Director of Nursing Director

645-2900

2975 Adams, cor. 16 Mile

NURSE AIDES/ORDERLIES
Full or part time. Full time benefits at early September. Farmington Nursing Home, 30405 Folsom Rd. 477-7400

NURSE AIDES

REWARDING JOB OPPORTUNITIES.
Become a needed and special 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

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 - needed all shifts, part time & full time. Weekends only available, we offer a competitive salary & excellent working conditions, call or apply to Oak Park Convalescent Center, 14175 Oak Park Blvd., Farmington.

477-7373

NURSES AIDES

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

NURSES - All shifts, full or part time, four hour shift available on days & afternoons. Call Hendry Convalescent Center. 435-0010

ORTHODONTIST needs regular part time experienced person to do general office duties. Birmingham area.

646-5221

OT I.- part/full time, experienced therapist, needed to work in community based program, serving developmentally disabled children and adults. Comprehensive Therapeutic Services. 644-5260

PART TIME 18-28 hours per week.Reliable women for doctors billing office, 19Mile-Southfield. Must be experienced in Medicaid, Medicare billing. 549-1241

PHYSICAL THERAPISTS PART TIME HOME HEALTH CARE ABCARE 424-8377.

QUALITY CARE

is now available in Western Wayne County, When you need a Nurses Aide, RN's, LPN's, Live in or Companion at reasonable rates call.

1-986-661

Employment opportunity available

RECEPTIONIST - busy medical specialty practice to handle telephone, peg board, appointments, insurance. Full time. Northwest suburb. Reply to: Box 574 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - full time. Oral Surgery office, Birmingham area. Ability to work well with people. Call between 9 and 5 PM. 647-7338

RECEPTIONIST
Ophthalmologist office to supplement present front desk staff. Experience beneficial but not necessary. Fringe benefits. Send resume to Box 506 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST NEEDED for busy allergists office full time. Will train. Apply in person Hills area. Call & ask for Diane. 851-6655

RECEPTIONIST/SECRETARY
Full time, will train
To begin work immediately
Call 968-3977

RECEPTIONIST/SECRETARY
Accurate typing and communication skills. Call 644-4134

RECEPTIONIST
Part-time, Medical office, Farmington area. Knowledge of medical insurance. Experienced only. Top salary. Excellent opportunity. 476-5618

REGISTERED NURSE
PART TIME
We have an immediate opening for a Registered Nurse at our small suburban hospital. The requirement for this position is a minimum of one year experience in Medical Surgical Nursing. This position is 24 hours per week, afternoons shift, for our Emergency Room Department. We offer a fringe benefit package, a congenial work environment and a competitive starting salary. For more information, please call Personnel. -

Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

Registered Nurse

Opening for full time-RN for day and midnight shifts.
Psychiatric experience preferred. Apply

Ardmore Acres Hospital
19810 Farmington, Livonia

474-3500

RN - EMERGENCY ROOM. A full time position is now available for a qualified Registered Nurse in the Emergency Room of our W. Bloomfield facility, on the Afternoon Shift. Previous E.R. or I.C.U. experience is required. We offer you a newly revised salary & benefit program including fully paid Blue Cross/Blue Shield, Dental & Optical Insurance, Flexible Time-off & more. If you are interested in becoming a member of our Emergency Room team, please apply in person or contact Ms. R. Evans at Henry Ford Hospital, Employment Center, 2848 W. Grand Blvd., Detroit, 48202. 876-1811

RNs & LPNs
2pm-11pm, 4 to 9pm & 11pm to 7am
Full time & part time positions available. Contact Mr. Hall, Director of Nursing, 476-0530, Dorvin Convalescent Center, 29270 Morlock, Livonia

502 Help Wanted Dental-Medical

RN
Immediate opening, full time day shift. Avondale Convalescent Home. Call

651-4325

RN-LPN

Full or part time, all shifts. Good starting salary. Good and kind hospital benefits. Modern facilities. See Mrs. Ferguson.

NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN'S

For midnights, full or part time, call

HENDRY
CONVALESCENT CENTER

455-0510

RN'S & LPN'S
Do you want your weekends! Full time positions available. Work one weekend out of six. Apply in person, Twin Oaks Continued Care, 2999 Venoy, Wayne.

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 positions available weekends only. Special consideration given in scheduling. Apply in person, Twin Oaks Continued Care, 2999 Venoy, Wayne

RN's

Needed at Northville Regional Psychiatric Hospital. $15,743 to $16,683.
Michigan Civil Service benefits. Please contact Mrs. Nixon.

349-1600 ext.231
An Equal Opportunity Employer

RNS

$10 PER HOUR
RNs needed for special projects in Farmington. Full or part time. Start immediately. Regular nursing. No special training needed. Apply in person, 9-5.

16415 W. 8 Mile
Just W. of the Lodge

SECRETARY TRANSCRIPTIONIST for plastic surgeon in Birmingham-Troy area. Must have excellent typing skills, will pay top salary for qualified individual.

WHITEHALL HOME on Grand River needs mature Nurse Aide.
6.30 AM to 3 PM. Call for appointment.

474-3442

X-RAY TECHNICIAN
Full time position available for registered Tech. Livonia area. Call between 4-6 PM. 464-7300

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $198wk.
Steno & Secy's to $212.000
Many other positions available. Must Fees paid by Employer.

Employment Center
Inc
569-1636

ACCOUNTANT
Industrial plant located in Pontiac area looking for individual with 2 or more Yrs. of College to work in all phases of Accounting. Salary open, fringe benefit package. Call for appointment, 334-7803

ACCOUNTING CLERK/Bookkeeper, office in Southfield needs person with some bookkeeping experience to full accounment position. Ask for Bob. 355-8600

ACCOUNTING CLERK- good with figures & detail work. Experience unnecessary. Hours flexible if necessary. Apply after 10AM to: Alsar, 21121 Telegraph, Southfield.

ACCOUNTING/CLERK
Accounts Receivable, Bank Deposit, Payroll Control only, with Philips 350 computer, Southfield-Farmington Area. 553-8400

ACCOUNTING CLERK

Livonia based manufacturer of filtration equipment needs an individual to fill a position in Accounting. Responsibilities include typing (at least 50 WPM), math figures spelled and some experience in accounts receivable.

We offer a good starting salary, company paid benefits and a chance to join a growing organization. If interested in the above position please contact Personnel Department:

Hydromation Co.
39201 Amrhein Rd.
Livonia, Mich.

464-0600

Equal Opportunity Employer M/F

ACCOUNTING DEPARTMENT in Southfield firm needs Assistant. Experience in Bookkeeping necessary. Typing is a must. Call Rhonda. 355-5860

ACCOUNTING FIRM located in Southfield. Good typing and machine dictation skills. Experience required.

Call 569-4118

ACCOUNTING TRAINEE

Excellent opportunity for individual with 2 years high school accounting or equivalent to learn auto dealer accounting. Full time position. Excellent starting wage & fringe benefits. Ideal opportunity for older woman desiring to reenter job market. Call W. H. Hadley, Dexter Chev. Co., 534-1400

ACCTS. RECEIVABLE/Payroll Clerk. Industrial plant located in Pontiac area. Individual with experience in Accounts Receivable and/or preparation of Payroll and Payroll related matters. Salary open, fringe benefit package. Call for interview, 335-7811.

ADVERTISING AGENCY, with National Automotive Client, seeks to fill Secretarial position for its Southfield Office. Minimum 3 years solid secretarial experience, Salary Negotiable. 424-6818

ADVERTISING SECRETARY
Interesting position. Will be involved in all areas of Advertising. Birmingham area. 273-1690

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - $7000 to $15,000. Full benefits. Flexible hours - for Interaction Dating Club. Ask for Mr. Gray. 543-6222

AN EXPERIENCED SECRETARY
Construction & Management office. 13 Mile Northwestern area. Shorthand, typing & references required. Monday thru Friday 9-5. Call 626-4238. 626-6585

ASSISTANT BOOKKEEPER
$10,000 PLUS

FEE PAID. Exciting career opportunity is offered by growing suburban firm. Bookkeeping (bra trial balance, and light typing are all that's needed.

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

ATTRACTIVE, reliable receptionist. Pleasant telephone voice, good office skills. Hours: 8:30PM-5:30PM Monday-Thursday. 9AM-4PM Saturday. Excellent working conditions, Southfield area. Call 569-1442

AUTOMOBILE DEALER needs girl for body shop office work. Contact Lynn at:

Emmert Chevrolet
20000 Grand River 531-2900

504 Help Wanted Office-Clerical

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

AUTOMOTIVE MANUFACTURERS Rep., located in Southfield, needs Office Secretary. Typing, adding machine, & phone work essential For details, Please call 559-5300

BEGINNER SEC'Y
Opportunity for person wanting to become a Secretary. Trade Association located in Southfield needs person with good typing skills and some shorthand. Wide variety of work assignments. Must enjoy working with people.

Call:478-6455
MACKENZY INSTITUE
OF MICHIGAN
An Equal Opportunity Employer

BEGIN TODAY
Something challenging using your office, typing, and phone skills. Advancement. $700 month. Fee paid. Tina.

644-4600
SNELLING & SNELLING
AGENCY

BEGIN TODAY
Something challenging using your office, typing, and phone skills. Advancement. $700 month. Fee paid. Tina.

644-4600
SNELLING & SNELLING
AGENCY

BOOKKEEPER
Assistant for retail store.
Maple Rd. Orchard Lake Rd. area.
Call 559-7870

BOOKKEEPER
Birmingham Property Management firm needs Full Charge person for full time position. Good typing skills required. Career opportunity in pleasant surroundings.
Metro Group Management Corp.
Ask for Mary Anne Mitchell. 645-3111

BOOKKEEPER
Dealership wishes experienced bookkeeper for accounts receivable & accounts payable. Good pay, excellent benefits.

ACTION OLDS INC
33850 FLYMOUTH RD
LIVONIA, MICH 48150

261-6900

BOOKKEEPER
Experienced only. Must be familiar with all bookkeeping procedures. Flexible available. Northwest Detroit Company. Call for appointment 491-7300

BOOKKEEPER/FINANCIAL
Secretary to handle financial records & procedures; also misc. secretarial duties. Job could be full or part-time. 7 Mile & Greenfield area. Reply: Box 578, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
for furniture store. 1 girl office. Must be experience, peg board system used. Plymouth area. 453-3270

BOOKKEEPER, mature, full time, for established firm in Walled Lake. Accounts Receivable, accounts payable, payroll, trial balance and use of pegboard system. Only experienced need apply. For appointment, 624-6668

BOOKKEEPER
Office Manager
Immediate full time position. 35 hour week. Responsible person with Tax Charge personality, pleasant Real Estate/Property Management office. Town Center Bldg., Southfield, ask for Pam. 9AM-5PM.

Days 352-9555
Eves 626-0363

504 Help Wanted Office-Clerical

BOOKKEEPER
Part-time in Travel Agency. Hours flexible. Southfield location.
Call: 424-8123

BOOKKEEPER/SECRETARY. Full experience for Southfield contractors office. Top salary and fringes. Call 9 to 5, 444-1353. After 6, call:

831-1609

BOOKKEEPERS
General Ledger experience required. Part Time and/or full time.

363-4322

BOOKKEEPER

Southfield firm immediately requires experienced qualified person. Pegboard, payroll, quarterly tax returns, accounts receivable & payable. Light typing.

353-8640

BOOKKEEPER WITH good general office skills is needed by W Bloomfield management firm. Entry level person ok, must be take-charge individual with pleasant telephone personality.626-8220

BOOKKEEPER
2-3 years experience required. Troy area. Salary open. Call for an appointment.

645-7440

BRIGHT - ENERGETIC Person with pleasant phone manners & excellent typing skills - required for Southfield office. Call Marcia at 354-4444

BUSY APARTMENT
MANAGEMENT OFFICE
In Southfield
Needs mature woman for
ASSISTANT BOOKKEEPER/
CLERICAL
Very diversified job duties. Must be intelligent, accurate with numbers, dependable and willing to work. Call 10AM-Noon only.

358-0455

CASHIER for auto dealership. We will train the right person with background in money handling and bookkeeping. Pleasant working conditions and good benefits. Rose AMC Jeep, Union Lake.

363-4155

CASHIER RECEPTIONIST

Sharp individual who enjoys meeting and serving the public. Must be able to type and work with figures. Business experience desirable but not necessary. Apply in person to:
Credithrift of America, 5872 Rochester Rd., Troy, between 8:30 AM to 5 PM.
An Equal Opportunity Employer

CLERICAL

For property management office in Southfield. Experience with posting, typing, filing and other general office procedures. Excellent fringe benefits, references. Call Monday thru Friday, 9 to 5.

352-2013

CLERICAL HELP
Experience not necessary.
Full time - permanent.
Apply Mrs Hubbard.
Central Accounting, Second Floor

Montgomery
Ward
12 Mile & Telegraph
Southfield, Michigan.
Equal Opportunity Employer M/F

CLERICAL - PERMANENT
Must type. Be good in basic arithmetic. Hours 4.45am-3pm. Remco Office Equipment, Southfield. Call before 4pm. 559-0900
An Equal Opportunity Employer

Clerical Position
Suburban air conditioning company is looking for a mature, dependable lady for service position. Duties are: typing, figure aptitude, accounting background helpful. Duties will include job costing, service dispatching, inventory control and lots of customer contact. 4½ day Town Center Bldg., Southfield, ask for Pam. 9AM-5PM.

Days 352-9555
Eves 626-0363

504 Help Wanted Office-Clerical

Bookkeeper/Office Manager

Immediate opening for full charge bookkeeper - with retail experience. Must be able to supervise and coordinate office procedures and personnel. Typing experience preferred. Excellent salary and fringes. pleasant office in Southfield.

For appointment, Call Mrs. Domine

569-0390

OFFICE CLERK

Rapidly expanding National printing ink manufacturer headquarters near Schoolcraft and Telegraph requires Office Clerk for its Engineering Department. Candidates should have good communication and basic typing skills. Send resume, call 538-6800, ext. 10 for application or apply in person between the hours of 9 A.M.-4 P.M.

Flint Ink CORPORATION

FLINT INK
CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239

Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Major corporation located in the NW suburb is seeking an experienced Administrative Assistant to work closely with a upper management staff. - Responsibilities include: preparation of reports, statistical analysis, coordinate communications within a division, secretarial responsibilities, etc.

The professional selected will have a high aptitude for statistical computations, a keen attention to detail along with strong verbal and written communications skills. We offer a competitive salary along with a complete fringe benefit package. For consideration, please send a resume with salary history in confidence to:

Box 502
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150

An Equal Opportunity Employer