Help Wanted

500 Help Wanted

SECRETARY/GIRL FRIDAY
Excellent ground floor opportunity in small Southfield office for personable, aggressive person with minimum 2 years secretarial experience. High income potential for person able to handle secretarial duties as well as some telephone sales. Salary & commission.
559-3440

SECURITY GUARDS
Full & part time
SECURITY SERVICES
31171 W. 10 Mile
Farmington 476-4335

SERVICE MAN. Heating and air conditioning. Must be experienced. Residential and commercial. 30863 Mile, Livonia. 432-7575

SERVICE STATION now taking applications for full time Mechanics. Must be certified. Apply in person: Joy & Merriman Standard, 31481 Joy Rd.

SERVICE STATION Attendants wanted. Days and nights. Apply within. Hunter — Gulf Standard, 599 N. Hunter Blvd., Birmingham. 646-5300

SERVICE-STATION HELP
Good Pay
Farmington Area
851-3726

SERVICE Station attendant, days. Farmington Hills area. 422-9100

SERVICE TECHNICIAN with mechanical and some electronic ability to service industrial quality equipment. Will train proper individual for good future in expanding company. 538-9005

SHELL AUTO CARE station in Plymouth needs experienced certified mechanic. Excellent opportunity and benefits. Call for appointment. 459-5090

SHIPPING, RECEIVING & INVENTORY CONTROL

for steel fabrication industry. Salaried position with excellent fringe benefits.

Reply with complete resume to:
Box 870, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SIDEWALK SNOW SHOVELERS - for "On-Call" work in Plymouth. $3.75 an hour. Call Mel at 455-6670

SMALL TOOL SHOP needs reliable person, mostly weekends, for light machine work and general tool production. Fringe benefits. Call 937-7959

STOCK AND CLERK, experience preferred. Must be 18. Concord Drugs. 477-9000

STOCKBOY NEEDED
Birmingham area, student ok, 5-8 hrs. daily. Call Barb between 9-5 . Mon.-Fri.
647-0710

STOCK BROKER TRAINEE
$15,000-$30,000
CALL JIM
DAYS
NIGHTS
OR WEEKENDS.
PERSONNEL RECRUITERS
358-3300

STOCKMAN - full or part time, excellent benefits, excellent working conditions, company paid benefits, apply Sherman's Prescriptions, 14 Mile-Middlebelt.
855-1177

STOCKMAN FULL TIME
Must have leadership qualities. Experienced in health & beauty aids. Apply at Howard's Beauty Supply, 33318 Grand River, Farmington. 476-1955

STOCKMAN
Morning shift, apply in person, Mom's Fruit Market, 28350 Joy Rd. Livonia

STOCK
Part time Position in retail store at Tel-Twelve Mall, Southfield. Ideal for student not under 17. Must be neat with good references. Call for appointment. 358-3933.

STOCK PERSON
No experience necessary, will train. Applications being taken 9-4 PM. 12181 Schaefer, near Plymouth Rd.

STUDENTS
Fuller Brush Company will hire 10 students. Excellent earnings. Car necessary. For interview Call Livonia office, 6-8 PM only. Ask for Dave. 525-2832

STUDENTS - RETIREES
School bus drivers. Wanted part time. No experience necessary, must have good driving record, van size buses.
349-2988

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

SWITCHBOARD OPERATOR needed, part time - afternoons. We will train mature, reliable applicant. Suburban Answering Service, Farmington.
474-7177

TAX CLERK
A large international service company located in Troy is seeking an individual who has completed at least 1 year of college as a Business Major or 1 to 2 years working experience in bookkeeping, accounting or tax. This position is in the corporate tax department and involves preparation of tax returns. If you possess the necessary qualifications and are interested in a major company that offers outstanding company benefits - please call 363-4444 ext. 613 for an interview appointment.
Equal Opportunity Employer M/F/H

TECHNICAL AIDE
Downriver consulting engineering firm seeking construction oriented person with math background and familiar with blue prints. Knowledge of Federally Funded Projects helpful, but not required. For appointment call:
291-5400
Field Engineering Department
Between 10 AM. - 4 PM.
WADE TRIBE & ASSOCIATES
P.O. Box 16
Taylor, Michigan, 48180
An Equal Opportunity Employer

TELEPHONE CANVASSERS - 20 hours a week, experience preferred, hourly wage plus commission. 353-0701

TELEPHONE OPERATORS needed. Part time, Afternoon and evening shift. Mature women, pleasant phone voice, legible handwriting, will train. 355-3100

TELEPHONE RECRUITERS, 8am-3pm or 3pm-8pm, Monday thru Friday, or any combination of hours. No Holidays. Nov. 1 thru Feb. 8. Barb, 851-8000

TELEPHONE SALES
$11-$13,000 salary plus commission. Fee Paid. Must have 1 year sales experience.
Baron Personnel 354-4690

TELEPHONE SOLICITORS
Full or part-time. Experience helpful or will train. Westland area.
Call. 261-8919

TELLER-BOOKKEEPER. Start part time, work into full time. Career opportunity with Livonia credit union. Mr. Borders. 525-0700

TOOL ROOM
MACHINE OPERATORS
Minimum 3 years
experience.
RETOOL MACHINE CO.
13640 Elmira
Plymouth-Schaefer area.
834-6680

VALETS
Wanted days. Southfield area.
Call 358-5511

WANTED BEAUTICIAN - hairdresser with clientele only. Downtown Plymouth. 459-0060
O & E

500 Help Wanted

TOO YOUNG FOR AIRLINES
Immediate openings for 15 sharp Guys & Gals. Free to travel U.S. Major cities with unique Business Group, doing circulation work for Leading Publishers. Transportation furnished. No experience necessary. Expenses advanced during 3 week paid training. Earn $150 per week after training. Must be 18 or over, single, well groomed & free to start immediately. For interview apply in person to Debbi Wood at Sheraton Airport Inn, 8400 Merriman, Daily 11AM-5PM. Wednesday, Thursday, Friday. Parents Welcome at interview.

TOP WAGES
& FRINGES
Screw machine set-up/oper.
Mill Hands
Experienced
V-Line Precision Products
Redford, Michigan
537-3682

TRAINEE ASSISTANT MANAGER
No experience necessary. You earn an attractive salary while training for Branch Management. Interesting office and local field work with expense paid. Standard employee benefits and rapid promotions.
General Finance Corporation,
15373 Farmington Rd., Livonia.
422-9100
An Equal Opportunity Employer

TRAINERS NEEDED to work in group home for women, 4 daily retarded adults. We will train. 18 years & up.
Call 355-3041

TRUCK RENTAL firm needs responsible person for rental checkin, local delivery and pickup and other varied work duties. Some mechanical background necessary. 537-8750

TWO people needed to shovel snow at Condo Development in Westland. Call John P. Carroll Company Inc. 642-4880

TYPESETTER, full time, for growing Southfield printing company, experience on Comp 510 or 3510 or similar equipment necessary, call Nancy, day, 354-2211, after 6PM, 661-4529

TYPESETTER/KEYLINER
2 years experience only, full or part time, knowledge of verityper equipment helpful, ask for Ms Morgan,
357-4991

TYPESETTER OR KEYLINER
Full time hours 3pm-12pm
Must have experience.
Call 557-5713

UNITED STATES STEEL
Dealership is currently looking for hard workers, $175 - $200 weekly.
355-0413

VALET ATTENDANT, Southfield area. At least 18, neat appearance, good driving record, available weekends. Ask for Art. 559-0266

WANTED SHIPPING clerk for day job. High School Diploma required, must have car and live in Dearborn and vicinity. Full or part time. Call Don at Industrial Temp Control. 278-2219

WANTED - YUGOSLAVIAN interpreters (any dialect) Technical Spanish translators (automotive field) or any other language. Write to, 8544 Cranston Dr., Westland, Mich 48185 or Call 261-0046

WAREHOUSEMAN & Truck Driver needed full time. William H. Kelly Company. 348-7440

WE HAVE OPENINGS FOR
Radial drill & multiple drill operators.
Apply in person:
30365 W. 10 Mile Rd., Farmington Hills.

WELDER FITTER
Experienced only. Apply at:
Ossien Welding Service, 110 W. Ann Arbor Trail, Plymouth. 453-3370

WE'RE LOOKING for a part time delivery person for a small but growing company. This job is ideal for a student who's children are small and in school You must have your own vehicle We will furnish a lucrative salary for the amount of time you put in. 545-4700

WITT SERVICES
The Temporary Help People
Have openings for PACKAGING WORK. No experience necessary. GOLD CARD BONUS PROGRAM. No Fee. 18 years or older. Please call:
LIVONIA 525-0330
SOUTHFIELD 569-7500
DETROIT 259-7788

WOMAN WANTED for counter work. Hours from 7am-1pm, 5 days. Apply in morning. Sheldon Center Cleaners, 10370 Farmington Road, at Plymouth-Farmington Rd., Livonia.

YOUNG MAN, part time after school. Maintenance. Furniture warehouse, downtown Farmington area. Ray Interiors. 476-7075

502 Help Wanted Dental-Medical

NURSE AIDES
to work in pleasant senior citizen apartment complex, Southfield area. Three midnights per week, plus weekends. Experience necessary.
Franklin Club Apts.
28301 Franklin Rd., Southfield
353-2810

APPLICATIONS being accepted for Doctor's Assistant in Westland area. Call: 425-3200

ARE YOU interested in extra money for Christmas? Full or part time Nurses. Shift differential. Flexible hours. Farmington Nursing Home, 30405 Folsom Rd. 477-7400

ASSISTANT DIRECTOR OF NURSES
Must be mature and have experience for nursing home. See Ms. Ferguson at:
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joyce
An Equal Opportunity Employer

ASSISTANT needed in dental office full time, experience preferred, Birmingham, Southfield area. Days 642-4500, Eves. 681-3731

BECOME A NURSE AIDE with an outstanding nursing team, paid orientation, flexible scheduling, and excellent working conditions, call or apply to Oak Hill Nursing Home, 34225 Grand River, Farmington. 477-5373

DENTAL ASSISTANT to work in specialists office in Southfield. Pleasant working conditions, fringe benefits. Pay according to experience. 352-4552

DENTAL ASSISTANT
Experience preferred. Full time
Livonia area
427-1223

DENTAL ASSISTANT- charmide, modern, friendly, Birmingham office, 4 day week, plus 1 Saturday per month. Experience preferred. 646-5515

DENTAL ASSISTANT
Full & Part Time. Experienced in 4 handed dentistry. Southfield area.
358-0016

DENTAL ASSISTANT
Opening immediately for right person. Mostly charitable, Plymouth area only.
453-2224

DENTAL ASSISTANT
Experienced. Full time in pleasant office. Farmington Hills
Call 477-0208

DENTAL ASSISTANT- excellent opportunity available for an experienced chairside assistant exceptional working conditions. Please send resume to box 8600observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

BOOKKEEPER/SECRETARY
For Dentist in Southfield. Must have previous experience in dental office. With through knowledge of Dental Insurance. Good secretarial skills required. Some accounting background preferred. Must be Mature & Responsible. Others need not apply. Salary commensurate with credentials. Good opportunity for right person. Send resume to Box 852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY OB-GYN practice needs Receptionist, experience preferred, Farmington Hills-8Mile-Grand River Call Janet
476-4500

DENTAL ASSISTANT
Full time for career oriented individual, experience preferred. Livonia.
522-6770

DENTAL ASSISTANT - excellent benefits, good pay, state age, experienced but not necessary. 9 Mile - Greenfield area. Send resume to box #874 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGENIST
Birmingham Area. Wednesdays and half a day Saturday.
Call: 642-8136

DENTAL HYGIENIST needed, Livonia neighborhood, progressive office, 2 days week to start, $55 per day, $60 per day in 6 months. Please send resume of work experience to box #890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
or telephone 642-5020

DENTAL RECEPTIONIST
Full time for expanding group practice in Fisher Building, Detroit. Graduate Dental Assistant or at least 3 years experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No evenings or Saturdays. Excellent potential for qualified person. 871-3144

DENTAL RECEPTIONIST/Assistant
Enthusiastic personable individual. Excellent opportunity to work in congenial multi-staff office in Plymouth. Experience preferred. Diversified duties and pleasant work environment. Salary commensurate with ability. 453-8650

DENTAL TECHNICIAN
Crown and bridge. Some experience. Call weekdays.
Livonia area 425-8021

DENTAL TECHNICIAN - ceramist, experienced in all phases of fabricating porcelain to gold restorations needed for evening part time - on call basis, for 3 man lab, all responses strictly confidential. C. Mehr, Box 37, S. Lyon, Mi. 48178. After 5:30 437-2152

DOCTORS RECEPTIONIST
Fine position in Southfield office. Peg board, appointments, insurance experience, etc. Medical experience necessary. Start at $200. Excellent-benefits.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-4958.

EXPERIENCED chairside assistant Redford-Dearborn area. Mon thru Thurs. some Saturdays, 2 early evenings. Send resume M. A. Drzewiecki DDS, 23738 Joy Rd., Redford, Mich. 48239

EXPERIENCED chair-side dental assistant for progressive dental practice 4 day week, benefits.
538-1910

EXPERIENCED Dental Assistant, full time, W. Bloomfield area 626-0600

EXPERIENCED DENTAL assistant wanted. 552-1227

EXPERIENCE part time medical receptionist needed 3 evenings and 2 mornings for busy medical clinic. Please call. 543-2341

FULL TIME
In Service Director
RN or LPN
For modern Convalescent Center
Must be motivated
Flexible hours.
Dorvin Convalescent Center
476-0550

FULL-TIME Medical Biller. Must be familiar with Blue Cross, Blue Shield, Medicare, Medicaid and independent insurances. Northland area. Ask for Gail 559-6500

HOME CARE Respirator Technician. Experienced calling on patients in homes. Salary commensurate with experience. Call 10AM-6PM. 358-2800

LAB ASSISTANT, part time, will train flexible hours makes it perfect for student or mother with school age children. Birmingham Area Dental office
647-7500

LARGE MEDICAL office in Livonia Plymouth area seeks experienced telephone receptionist. Top pay to person with outstanding personality and references. Submit letter stating qualifications too box 730 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LPN OR RN for busy northwest Detroit Clinic. Must be efficient and experienced in venapuncture, EKGs and giving injections. Must provide references. Mrs. Applegate 837-8485

LPN
3-11 PM., good wages and benefits. 3-5 days a week. Apply in person.
WISHING WELL MANOR
520 W. Main St.
Northville

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

MEDICAL ASSISTANT for Dr's office in Livonia, experience necessary, full time days, 427-9220

MEDICAL ASSISTANT- experienced preferred, must be good at VP, medechemistry, good hours, excellent location. 559-7903

MEDICAL ASSISTANT
Insurance Clerk for OB Gyn office in W. Bloomfield. Prefer recent experience in OB GYN. Accurate typing, handling of all types of insurance claims. Call Lynn. 851-6070

MEDICAL ASSISTANT Livonia Dr's office, part time permanent. About 15-20 hours per week Hours can be arranged for mutual convenience. Reply Box. 836 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
With lab experience. For general practice. VP, X-ray, and EKG'S. Bradford-Hedge Office. 581-1649

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Full time, must be experienced in EKG, Exray, Venapuncture, Plymouth Area. 459-2255

MEDICAL ASSISTANT
Full time for ophthalmologist office, NW suburb. Reply to Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL CENTER needs sharp gal for reception desk. Good typing ability necessary. Experience preferred. Also need medical transcriptionist, experienced or well train person with good typing & spelling ability with some medical background. Excellent benefit package. Call between 9-4. 851-0440

MEDICAL RECEPTIONIST, full time, for Livonia Internist. Insurance forms a must. 427-4700

MEDICAL RECEPTIONIST, Front desk duties/pegboard. Monday thru Friday. Benefits. Must be able to cope with busy office. Only experienced need apply. Southfield. Call Elaine, 358-2744

MEDICAL RECEPTIONIST, Mon. thru Thurs. 12-5, insurance experience a must, Internist's office across from St. Joseph Mercy Hospital. 646-0524

MEDICAL TECHNOLOGIST ON CALL
We are currently seeking an "on call" technologist to work on an "as needed" basis. This position requires a thorough knowledge of Med Terminology and an ability to type a minimum of 60 wpm. For more information, please call personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-8600, ext. 286
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST ON CALL
We are currently seeking a Medical Transcriptionist to work on an "as needed" basis. This position requires a thorough knowledge of Med Terminology and an ability to type a minimum of 60 wpm. For more information, please call personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-8600, ext. 286
An Equal Opportunity Employer

NURSE AIDES
Experience not necessary. Be paid while you train. Many responsible applicants desired. Opportunity for advancement. Apply now for midnights Four hr. shifts available.
EARN $2.95-$3.60 HR.
APPLY NOW
HENDRY
Convalescent Center
105 Haggerty, Plymouth
455-0510

NURSE AIDES
Full time, All shifts.
Apply in person
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile

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

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
AFTERNOONS & MIDNIGHTS
RN or LPN
Apply:
MIDDLEBELT-HOPE
NURSING CENTER
38419 Cherry Hill, Westland
326-1200

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

Nursing Assistants
A few openings are available on our Days & midnight schedules for Nursing Assistants. Flexible Schedules.
Apply in person
between 8am-3pm, Monday thru Friday
University Nursing Home
28550 W. Five Mile
Livonia
427-8270

OCCUPATIONAL THERAPISTS
Full and part time positions for registered OCCUPATIONAL THERAPISTS in nursing homes, hospitals and home health care settings. Western suburbs Excellent benefits with growing company. Salary negotiable. Contact:
Mrs. Weil 354-0420

OPTOMETRIC ASSISTANT
Full Time
Pleasant working conditions
Westland area
Experience preferred. Call 425-7250

ORDERLIES, full time, all shifts. On the job training. Pleasant working conditions, Bedford Villa Nursing Center, Southfield. 557-3332

PART TIME Dental assistant, needed for pleasant new Sterling Heights office, experience preferred, Call Monday through Friday between 9AM-4PM.
979-7140

PART TIME HYGIENIST
Westland area. 728-5739

PART TIME medical secretary, oral surgery office, Birmingham area. Minimum of 15wpm if no medical experience. 647-7355

PEG BOARD POSTER
14 Mile-Middlebelt Area
855-5291

PERSONS for dental lab in Garden City, to work with plaster, pouring & trimming models. Experience preferred, not necessary, but will train. 422-6435

PERSON with knowledge of dental field and billing procedure needed. CRT experience helpful. Salary commensurate with experience. Call for appointment weekdays between 2-4 PM. 535-1070

PHARMACY ASS'T
Experienced part time, days - nights. Apply in person, Mr. Rosenblatt, Garden City Medical Center Prescriptions, 6033 Middlebelt Road. Garden City

502 Help Wanted Dental-Medical

PLEASANT Medical Assistant-Receptionist able to work pegboard and handle appointment desk. Dearborn area. Call. 274-0641

RECEPTIONIST
Experienced in peg board, bookkeeping, payroll, 14 Mile & Middlebelt.
855-2291

RECEPTIONIST, part time, pediatric office, light typing, students may apply, hours Mon, Wed. Thurs, and Fri. 2-6 Sat. 9-1PM 353-5355

RECEPTIONIST BILLER
Clinical lab in Southfield
Weekdays 9 AM-5 PM
Prior experience preferred. 557-8080

RECEPTIONIST
Needed for Eye Doctor's office in the Farmington area. Some typing required. Call 553-3060, ask for Linda.

REHABILITATION FIRM has openings in the immediate future for:
•Registered Nurses
•Occupational Therapists
(Registration-Elegible May Apply)
•Speech Therapists
Contact Ida: 559-4664
Or Send Resumes To:
ELYSE MAIDY & ASSOC. INC.
23717 Haggerty Rd., SUITE 334
SOUTHFIELD, MI. 48075

REWARDING POSITION available in pleasant Podiatrist office. Must be experienced in all insurance billing with genuine regard for people a must. Wayne/Westland area. 721-0581

RN-LPN
Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. Apply in person. Sec Mrs. Ferguson.

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

RN'S and LPN'S full or part time, afternoons & midnights. Must be paid Blue Cross, plus other benefits. Bedford Villa Nursing Center Southfield. 557-3332

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

RNS & LPNS
Full time, Afternoons & Midnights. LPNS $44 per shift. RNS $50 per shift.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN'S - LPN'S
& NURSE AIDES with recent hospital/nursing home experience.
Immediate assignments. Schedule when you are available to work. Top pay.
AMC HEALTH CARE ONE
Livonia
478-2590
Southfield 569-2781 643-6970

RN's & LPN's
Positions available 7am-3pm,
3pm-11pm, 11pm-7am.
Call Director of Nursing
Mrs D. Hall - 476-0550
Dorvin Convalescent Center
29270 Morlock, Livonia,
One block so of 8 mile on Middlebelt.

RNS, LPNS
This is probably your best opportunity in the Tri-county area to work in a small, attractive ICAH approved nursing home where you can be proud of the care given. We offer:
1. Liberal Salary
2. Paid Vacations
3. Paid Blue Cross/Blue Shield
4. Sick Benefits
+ a share in the profits. We have openings on all shifts and can place you conveniently while they last. Apply at or call:
FOUR CHAPLAINS
CONVALESCENT CENTER
28349 Joy Rd. Westland
261-9500

SHARP Dental assistant needed for challenging, progressive practice. C.D.A. and 4 handed Dental office experience necessary.
Birmingham 642-1000

STAFF PHYSICAL THERAPIST
Excellent opportunity now available for registered/registry eligible physical therapist. Rehabilitation background in neurosurgical, burn, oncology care preferred. Excellent salary & benefit program. Contact:
PERSONNEL SERVICES
ST. MARY'S HOSPITAL
OF SAGINAW
830 S. Jefferson Ave
Saginaw, Mich 517-754-2411
An Equal Opportunity Employer

$10 PER HOUR
RN's needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No specialty needed. Apply in person 8am-5pm, 16415 W. 8 Mile, just west of Lodge.

$10 PER HOUR
LPN's needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No specialty needed. Apply in person 8am-5pm, 16415 W. 8 Mile, just west of Lodge.

502 Help Wanted Dental-Medical

RN'S & LPN'S
OUTSTANDING NEW SALARY AND BENEFIT PACKAGE
You are invited to join the progressive staff at Botsford General Hospital. We have openings in most areas.
Excellent salary scale
• Our benefit package includes fully paid Blue Cross; Major medical; dental; prescription; generous vacation allowance; twelve (12) sick days per year; with a 10% bonus paid at year-end for unused sick time; vision care and more.
• Our philosophy is total patient care utilizing all licensed personnel.
• A generous differential is paid for a degree in nursing.
● OUTSTANDING NEW WEEKEND SHIFT AND HOLIDAY DIFFERENTIAL.
• Every other weekend off.
• No shift rotation.
• We offer an extensive on-going in-service program in med/surg and critical care.
• Immediate positions are available on the afternoon and midnight shifts.
• Request for shift change will be honored as vacancies occur.
BOTSFORD GENERAL HOSPITAL
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typists to $198wk.
Stenos & Sec's to $212.00wk
Many other positions available. Most Fees paid by Employer.
Employment Center
569-1636

A BRIGHT DAY STARTS
With this excellent company.Good typing a must. Shorthand helpful, but not necessary. $8-$9 a month. Fee paid. Call: 644-4600.

ACCOUNTANT-C.P.A.
Or very-near Certification. Rapidly growing local C.P.A. firm. Varied practice, emphasis audited & review reports. Unlimited opportunity! 358-5300

ACCOUNTANT
$16,000
FEE PAID. Suburban location, excellent benefits.
Snelling & Snelling
336-7400

ACCOUNTING SECRETARY $11,500
Excellent opportunity for individual with secretarial skills to work in an accounting department of major Southfield corporation. Handle correspondence, typing, light shorthand, book flight & travel arrangements & occasionally deal with general ledger work. Excellent promotional opportunities & benefit package with dental plan. Fee Paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Accounts Receivable Clerk
Needed for a fast paced background in Receivables. Minimum 3 years experience. Must know all functions of receivables thru balancing of statements. Non smoker. Call weekdays between 10 AM and Noon.
349-5000

ACCOUNTS RECEIVABLE Clerk, full time, 8 am - 5pm. Must be experienced. RS Electronics, 34443 Schoolcraft, Livonia. 523-1155

ACCOUNTS RECEIVABLE, $175
For rapidly expanding suburban corporation. Handy person preferring a general ledger, varied duties. No typing required. Full benefits which include tuition reimbursement for evening class Excellent advancement potential Employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

A CPA'S SECRETARY
Interesting variety. Great public, handle phone, and dictaphone. Good spelling and accurate typing. To be trained in word processing. $10,000 plus. Fee paid. Urgent! Call Judy today.
353-2090
SNELLING & SNELLING
PERSONNEL

ADMINISTRATIVE Assistant needed. Duties include: order entry, delivery, & customer contact, light purchasing, inventory & production control. Salary commensurate with experience. Call for appointment or send resume to:
Box 1000, Suite 331C W. Eight Mile, Livonia, Mich. 476-5342

ADMINISTRATIVE SECRETARY
$12,000
FEE PAID. Corporate President needs person with sharp skills and good judgement. FANTASTIC fringe benefits!
Snelling & Snelling
336-7400

ADVERTISING AGENCY, has 3 openings: For Receptionist & 2 Typist positions, must have good Typing Skills, Well Groomed, Dependable. Benefits. Southfield Area Call Addie 353-2000
An Equal Opportunity Employer

ADVERTISING Agency Communication House wanted full time receptionist, MUST have good telephone voice & manners. Typing 55WPM, some office duties required. Bloomfield Hills Area call between 9AM-5:30PM. Ask for Becky 334-9654

ADVERTISING - exce needs good secretary, terrific work environment in lovely suburban office. Salary $10,500 plus excellent benefits and fee paid.

SECRETARY - for dynamic Southfield company. Good grammar & math aptitude important. Salary $900 plus full benefits and fee paid.

BLOOMFIELD - company needs general office person for art related business. Salary $9000 to $11,000. Benefits include profit sharing, fee paid

ADAMS & MARTIN
920 Maple Birmingham
646-5600

DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

BOOKKEEPER, full charge bookkeeper wanted. On a permanent part time basis. Flexible hours, Birmingham area. Compensation commensurate with abilities. Send resume to Box 836 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

A LITTLE BIT
$9100
Of everything to keep you busy in this plush local office. Type - file - answer phones - while you are trained on a computer! Call Tina.
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AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist. Clerical & Sales Combination. To 9000 to $15,000. Full Benefits. Flexible hours - for Interactions Dating Club. Ask for Mr. Gray. 569-6222

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SECRETARY TRAINING for residents of Oakland County with High School diplomas or equivalent currently unemployed or underemployed. This is an excellent opportunity to prepare for a rewarding career as a Secretary. This program is sponsored by Oakland County C.E.T.A. Equal employment opportunity. For more information call Ms Smith, 383-3993

BEAT THE RUSH
EXTRA $$$$
FOR
CHRISTMAS
IMMEDIATE OPENING
For Office Clerks, Marketing People, No Typing Necessary, day & afternoon shift, must be 18 and have transportation.
Apply Mon. thru Fri 9-3
19500 Middlebelt, Suite 310E
Livonia, Mi.
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NO FEE
MANPOWER
TEMPORARY SERVICES

BOOKKEEPER
immediate opening for full charge bookkeeper thru general ledger for construction company. Previous experience required. Salary commensurate with experience. Excellent benefits. For interview call 255-7404

BOOKKEEPER
Mature experienced person for part time bookkeeping in professional office 20 hours per week. Salary plus fringes. Some computer experience desirable. Potential for full time position. Ask for Diane. 334-8600

BOOKKEEPER
OFFICE MANAGER
Expanding Troy Company seeks mature self-motivated person with experience in full charge Bookkeeping & the ability to Supervise small office staff. Excellent Troy location. Reply with references & desired salary to Box 838,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - PART TIME
Familiar with peg board system, accounts receivable, payroll & taxes. West Bloomfield area. 20 hrs. week. good pay, Call Pat
4PM-8PM: 851-6693

504 Help Wanted Office-Clerical

BOOKKEEPER
Small office in Northwest Southfield, has immediate opening for individual experienced in General Accounting, including Taxes & General Ledger, through Financial statements. Please mail resume with salary requirements to Controller C/O TWC International, 29821 Northwestern Hwy. Southfield, Mich. 48034

BOOKKEEPER
Start now in a small pleasant suburban office preparing payroll, taxes, bank reconciliations. Some typing $800 plus Fee paid Call Judy today!
353-2090
SNELLING & SNELLING
PERSONNEL

BOOKKEEPER
SUPERVISOR
Large travel agency needs full charge bookkeeper with supervision experience. Excellent benefits with travel discounts. Company pays our fee. Salary $250 a week depending on background Call for personal interview.
PERMANENT STAFF
Southfield 353-0505

BOOKKEEPER
to take full charge of office. Must have general office experience, and references. Good fringe benefits . Call
356-0112

BOOKKEEPER
WESTLAND
Routine bookkeeping and some typing for one girl production shop office. Payroll experience necessary. No tax reports. Friendly telephone manner. An interesting permanent job for the right person.
LEADER MACHINE PRODUCTS
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WESTLAND

BOOKKEEPER
Full Charge
Snelling & Snelling
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BOOKKEEPER
$225-$250 Suburban Start covers the full run duties from reconciliations to tax reports. Work in team effort one will train basic
421-649-4144
Your New Boss Pay Our Fee
HARRIET SOHGE PERSONNEL

BOOKKEEPER
Southfield advertising agency seeks bookkeeper for diversified position. Agency or media experience desirable. Good typing a must- 50 wpm.
Call 355-4800 ext 201

BOOOOOO!!
Are you HAUNTED by your present job? This is no "TRICK -- TREAT" yourself to a new position through Permanent Staff openings. Full charge bookkeepers, typists, secretaries, accounting clerks, etc., call for a personal interview.
PERMANENT STAFF
Southfield 353-0505

BILLING CLERK - marketing services company travel division, cost posting, invoicing, reconciling, detailed supplier invoices, accurate typing and filing skills, Birmingham. 642-0500

CLERK TYPIST
Type 50wpm. Temporary position. Call between 1:30PM & 3:30PM only.
645-6550 Ext 231

504 Help Wanted Office-Clerical

BILLING CLERK
FTD is seeking a Billing Clerk for our Special Services Division to handle purchasing requests from florists. Knowledge of office procedures, accurate typing and good figure aptitude required. If qualified, please contact Jean Kendall, Florists Transworld Delivery Association. 355-9300, ext. 288

BLOOMFIELD HILLS law office, looking for an IBM typed 6240 or mag 2 operator, please call Mrs. Herrala
642-5770

BOOKKEEPER/ASSISTANT
Part time experienced in variety of bookkeeping activities. Potential for permanent position Please call Mr. Steiner at 354-4550

BOOKKEEPER - experienced for CPA firm in W. Bloomfield, minimal typing, private office, excellent working conditions, will train on mouse computer
851-5550

BOOKKEEPER
Full charge, take over person, retail. Birmingham area Call Edie day 539-8400, Evenings.
352-8169

Beginner Typist
Mayer West suburban company will train bright, promotable person with good typing for entry level position in beautiful office. Good starting salary, full benefits, fast advancement and company pays our fee. Excellent opportunity for the career. Call now for a personal interview
PERMANENT STAFF
LIVONIA 522-4210

BE THE BOSS
Mature woman with experience in bookkeeping, typing & general office procedure. Real estate knowledge a plus. Excellent salary.
522-8300.

BILLER
Must have system 32 experience or manufacturing company. Typing and good aptitude for figures necessary for diversified paper work and switchboard operator back-up. Liberal employee benefits Apply immediately.
S.M.C.
800 Junction, Plymouth
425-5600

CLERK TYPIST
Hospitalization, Paid Vacations, Good Working Conditions, 8 30AM-5PM. Ask for Mr. Shook
Wolverine Tractor &
Equipment
25900 W. 8 Mile, Southfield.
444-4840
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CLERK/TYPIST
Southfield CPA office. Good salary, benefits Office experience desirable but not necessary. Parker, Wittus & Co., 815 Travelers Tower. Call Ms. Valas 354-4890

CLERK TYPIST
Type 50wpm. Temporary position Call between 1:30PM & 3:30PM only.
645-6550 Ext 231

502 Help Wanted Dental-Medical

$ $ $ $ $ $
NURSE AIDES
No experience $3.30 per hr. to start
With acceptable experience we offer a guaranteed raise. And look at the benefits:
1. Highest starting wages
2. Fully paid Blue Cross-Blue Shield
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