Help Wanted

500 Help Wanted

STRUCTURAL STEEL Cutter, Fitter & Welder. Experience preferred. Chance for advancement. Livonia area. Call between 8:30 AM-5 PM. Mon. thru Fri 474-8518

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, HOUSEWIVES,
Retirees. Best school bus drivers wanted, part time. Private school in Southfield. Van size buses. Good driving record. 569-2948

STUDENTS
LOOKING FOR CHRISTMAS JOB?
Must be free from Nov. 28 to Dec. 20, 1979. Job duties: Material Handling, Loading Trucks, Clean-Up. Call for interview.
275-4456
An Equal Opportunity Employer

SUBSTITUTE TEACHERS
For the City of Pontiac
Bachelor's degree with a minimum of 6 hours Education required. Previous experience not required. $35 day pay rate. Apply: Pontiac 9AM-5PM
Personnel Dept.,
Pontiac Bd of Education
Administration Bldg.
350 Wide Track Drive, East.
An Equal Opportunity Employer

SUPERVISOR
MACHINE SHOP
Fast growing manufacturer of rubber and plastic products now offer good opportunity to join the company at a Manager level. Applicants must be experienced as a supervisor in a machine shop operation, have knowledge of mold designs and be able to direct the work activity of our tooling department. This responsible position offers an excellent salary, monthly bonus, profit sharing, and many other benefits. Send resume with salary history to
GENERAL MANAGER
Exotic Rubber & Plastics
Box 395
Farmington, Michigan 48024

Surface Grinder
Must be experienced. Carbide knowledge helpful. Top wages, overtime, excellent benefits. Days.
32750 W 8 Mile, Farmington
478-8244

TAILOR experienced, full time. 559-4730

TAX PREPARERS needed, experience necessary. Farmington area Call for appt. 478-3388

TAX PREPARERS, January to April for firm established 24 years located in Redford Positions available days or evenings Call 533-0121

TEAM CAPTAIN
MALE OR FEMALE
Growth necessitates additional management staff. Experience in assisting Sales Associates in the field plus in-office training needed.

This job could lead to sharing a percentage of the profits of the people on your team in an organized program as outlined through CENTURY 21 Real Estate Management Academy. 20 page management guideline explaining duties, responsibilities and compensation available. Interviews held in confidence. Member of U.N.R.A. and B.B.B.

Century 21
VINCENT ANGE
EXECUTIVE TRANSFER SALES
626-3900

TECHNICAL
Industrial Engineers, Manufacturing Engineer, Electrical Engineer, Tooling Engineer, Electronic Technician,
Designer/Draftsman
Baron Personnel, 354-6550

TELEPHONE WORK
Will train ambitious and outgoing girls. Full and part time. Excellent salary & bonus.
Call Linda between 2 - 5pm for interview.
255-0360

TELLERS
Full time. Good benefits.
BIRMINGHAM
Teachers Credit Union
574 E. Lincoln, Birmingham
647-5958

TRANSMISSIONS R & R MAN
Excellent working conditions. Free uniforms. Paid holidays and vacations. Call 535-7362

500 Help Wanted

THE CITY OF LIVONIA
POLICE MATRONS
$3.50 PER HOUR
Part time - irregular hours. Minimum call-in pay $10. Must be Livonia resident and U.S. citizen, at least 23 years old with H.S. diploma or equivalent certificate, minimum height 5 ft. 4 in. Apply by Friday, Nov. 30, 1979 to City of Livonia Civil Service Commission, 32625 7 Mile Rd.,
An Equal Opportunity Employer

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

TOP WAGES
& FRINGES
Screw machine set-up/oper.
Mill Hands
Experienced
V-Line Precision Products
Redford, Michigan
537-2662

WAITRESSES, Housekeepers and cooks helper for Senior Citizen Apt. Bldg. Southfield location.
Call 358-0212

WAITRESS OR ASSISTANT BAR MAID. Part Time evenings or weekends. Bel-Aire Lanes. 476-1550

WANTED MEN & WOMEN
Full time position as cooks. Will train, no experience necessary. Call US Army Recruiting for appointment at 722-2380

WANTED TO START IMMEDIATELY
Sales representatives, 16 to 18 years old, perfect hours for school, self confidence & good speaking voice a must. Livonia area 591-6830

WAREHOUSE
PEOPLE
& Truck Drivers
Needed
Must want to work!
Anderson Music Co.
14985 Telegraph
Redford

WATER & SEWER
SERVICE MAN
City of Novi
Salary $14,675-$15,200 plus COLA and comprehensive fringe benefit package, high school graduate, 2 years experience in water or sewer department and be able to learn to run a small back hoe. Send resume or obtain application by Nov. 16,1979, City of Novi personnel Dept. 45225 W.10 Mile Rd, Novi Mich. 48050 349-4300
An Equal Opportunity Employer

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

WELDER, certified proto-type, Tig & Mig, must weld all types of materials. Excellent wages and benefits.
FEL-X Corporation
Detroit 476-6122

WELDERS - all position, all material, must have journeyman's card, apply in person at Jackson Welding & Machine Foundry Flask & Equipment Co. 456 E. Cady, Northville

WELLS CARGO
Full & part time stock persons & cashiers for growing company. West Bloomfield, Birmingham & Rochester locations. Recent local references required. High School OK. Apply 820 S. Woodward, Birmingham or Campus Corners, corner Livernois & Walton, Rochester.

502 Help Wanted Dental-Medical

ASSISTANT- needed part time to assist dentist, no experience necessary, 21 or over. 937-8268

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, 24225 Grand River, Farmington. 477-7373

BOOKKEEPER/SECRETARY
For Dental Office Detroit. Must have previous experience in dental office. With thorough knowledge of Dental Insurance. Good secretarial skills required. Some accounting background preferred. Must be Medicare & 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

CLERICAL, part time, in Physician's office. Experienced in Insurance Billing, 2-3 years, typing 55 wpm. Downtown Detroit or Birmingham area. Call between 12 Noon-5PM. 962-8415

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Full & Part Time. Experienced in 4 handed dentistry. Southfield area 258-0016

DENTAL ASSISTANT
Northland Nine Mile Medical Building. 4½ days, experience preferred, pleasant environment. 569-3535

DENTAL ASSISTANT wanted for Birmingham family practice. Bright, attractive, career oriented, experienced 4 day week, benefits. Karla 642-4737

DENTAL ASSISTANT
Experienced preferred, 4½ days, Tues. - Sat. Farmington Hills 553-2171

DENTAL ASSISTANT
Experienced, for specialty practice in Birmingham area. Excellent benefits, salary open. 647-7737

DENTAL ASSISTANT for oral surgery practice in Livonia 5 day week, Mon. thru Fri. Phone for interview between 12 and 2 PM 427-2330

DENTAL ASSISTANT
Needed part time for pleasant new Sterling Heights office. Call between 9AM-4 PM. 978-7140

DENTAL ASSISTANT, 4 day work week. Should have experience. Canton Area. Reply to Box 923 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT for modern preventive orientated quality practice. Must be highly experienced 4 handed, employees on C & H & highly motivated. Northville, 349-4222

DENTAL ASSISTANT- Front desk. Attractive Birmingham office. Experienced. Must be knowledgeable of crown & bridge, recalls, & insurance. Challenging position for the qualified person. Salary & benefits negotiable. 4 ½ days a week. Call Sally. 647-5434

DENTAL ASSISTANT
Plymouth area, full time, mostly chairside. Immediate opening. 453-2254

DENTAL ASSISTANT - Farmington Hills endodontic office, willing to train. 553-2828

DENTAL ASSISTANT
Sterling Heights. Chairside, experienced. No evenings. Benefits. Excellent opportunity. 979-0114

DENTAL ASSISTANTS- Full time, four handed, chairside. Some experience preferred

RECEPTIONIST- Full or part time, experienced in pegboard & insurance for group practice. No evenings. Livonia-Westland area. Salary & benefits commensurate with ability. Confidential. Reply to Box 886 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASS'T
EXPERIENCED ONLY
FRINGE BENEFITS
Northland area
Good opportunity for
Right girl.
Reply, Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL CERAMIST - experienced, opportunity, security, prestige, income, fringes, extraordinaire. Call Peter Mayer Laboratory for details 643-7232

DENTAL HYGIENIST
Full time with preventive orientated Dental practice in Fisher Building in Detroit. Monday through Friday, no Evenings or Saturdays. Paid Holidays and vacation. Major Medical Insurance. Must like working with children. Excellent working conditions, your own Hygiene Department. Salary commensurate. Must have good personality. Salary commensurate with experience. Call 871-3260

DENTAL OFFICE
Front desk position, 4 days, some Sats. in busy office. Excellent benefits & must type. Maple/Telegraph area. 646-7592

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. 871-2114

DENTAL RECEPTIONIST experienced only. Livonia area 388-3552

DENTAL RECEPTIONIST
Experience preferred. 4 days per week, no evenings. Southfield area
Call 358-1750

DENTAL RECEPTIONIST - Assistant wanted for Bloomfield Hills office, experience preferred but not essential. 335-4427

DENTAL RECEPTIONIST - experience with Peg Board helpful. Busy N. Woodward practice - 4 day week No Saturdays. Call after 1PM 544-9000

DOCTORS RECEPTIONIST for Southfield Orthopedic office. Must have experience in medical office with thorough knowledge of Blue Cross, Medicare, Medicaid & pegboard. Must be mature & responsible. Salary open. Monday thru Friday. 569-2369

DOCTORS SECRETARY, 29 to 35 Hrs. per week. Bookkeeping and typing skills. Honest and dependable person with references. Call 10 AM to 2 PM for Appt. Rochester area. 375-0020

DR'S ASSISTANT - to work part time, mornings, approximately 20 hrs. / Mile-Middlebelt area. For interview call 477-7022

EXPERIENCED chairside assistant, Redford-Dearborn area. Mon thru Thurs, some Saturdays. 2 early evenings. M A Drzewiecki, DDS, 23728 Joy Rd., Redford, Mich., 48239 520-1622

EXPERIENCED dental assistant for modern Westland practice, full time 422-5550

EXPERIENCED personable young girl to join our little group as a full time chairside assistant with some telephone experience in the Plymouth-Livonia area. 420-2040 676-1434

JEWISH HOME FOR AGED
Full Time RN, 11-7 Shift
$6.37 hourly, $51. daily, $13,250. yearly
Plus 5 week paid vacation.

Part Time RN 3-11 Shift
$6.37 hourly, $51. daily
Vacation pro-rated

Call Miss Young 8AM-1PM
352-3336

MATURE, MEDICAL RECEPTIONIST for small, friendly Southfield office. Part-time, 30 hours weekly, Wednesdays off. Should be strong typist with good English & Grammar. Excellent opportunity for re-entry into job market. Call mornings only 354-9595

502 Help Wanted Dental-Medical

LPNS
Would you like the recognition of working at a progressive institution that was recently chosen by the Health Care Association of Michigan as Facility Of The Year. We presently have a full time or part time Charge position on our afternoons and Midnight shifts. Good wage program, paid Blue Cross with prescription program. Please call Donna Cormier, RN, Director of Nursing, 728-6100.

MATURE, experienced Medical Secretary, able to handle all office functions Prime West Bloomfield location Can be part time. 851-5454

MATURE PERSON wanted for medical insurance billing. Experience with Medicaide & A.M.A forms preferred. Full time, benefits. 549-3462

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

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

MEDICAL ASSISTANT, full or part time. Days at 6:00 AM. Send resume to Medical Examiners, P.O. Box 856, Dearborn Heights, Mich., 48127. 271-6076

MEDICAL ASSISTANT. Dermatologists office. Plymouth area. Experienced preferred. Full or part time. Send resume to Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL OFFICE ASSISTANT
To manage X-Ray dept. Knowledge of pegboard, all insurance forms. Medical terminology & dictaphone. X-ray experience helpful. Salary open. Call for appointment. 474-8210

MEDICAL RECEPTIONIST
Needed Full Time
Southfield Area 552-9621

MEDICAL RECEPTIONIST, full time, experienced in insurance, peg board, telephone, typing. Southfield area call Lynn 354-9666

MEDICAL RECEPTIONIST, experience preferred but will train suitable person. Must type. Office located W Seven Mile Rd. between Wyoming & Meyers. Send resume to Box 938 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Secretary
TO $1200
FEE PAID. Suburban area medical group needs your good typing and medical billing expertise!
TOWN & COUNTRY
EMPLOYMENT CENTER
Med. Dental Div. 474-1717

MEDICAL TECHNOLOGIST, Medical Technologist, HEW certified, full or part-time. Send resume to Medical Personnel, P.O. Box 356, Dearborn Heights, Mich., 48127. 271-6076

MEDICAL
TECHNOLOGIST
ON CALL
We are currently seeking an "on call" Medical Technologist to cover 2 weekends a month in our suburban Detroit hospital. Selected applicant must be able to rotate to the Medical Laboratory Blood Bank. We offer a congenitela work environment and an excellent salary. For more information please call personnel
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

MEDICAL
TRANSCRIPTIONIST
ON CALL
We are currently seeking a Medical Transcriptionist to work on an "as needed" basis. The 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
522-6800, ext. 286
An Equal Opportunity Employer

NURSE
AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for Afternoons, 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
Weekends only. Will train, good benefits. New starting rate. See Ms. Watkins.
NIGHTINGALE WEST
8305 Newburgh Rd.
Westland, near Joy Rd.,
An Equal Opportunity Employer

NURSE'S AIDES
FULL TIME
MIDNIGHT SHIFT
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

502 Help Wanted Dental-Medical

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

CAMELOT HALL
CONVALESCENT
CENTER
35100 Ann Arbor Trail, Livonia

502 Help Wanted Dental-Medical

NURSES AIDES
We need 2 experienced Nurses Aides for private duty case in Plymouth area. $30 per shift 2 - 4 shifts per week. Call for appointment.
Quality Care 996-1661
An Equal Opportunity Employer

NUSE AIDES
DAY SHIFT
GOOD BENEFITS
WHISPERING WILLOW
MANOR
Nursing Home
49650 W. Warren
Canton 459-7060

OPTICAL DISPENSER
Mature, experienced. Some clerical duties. Full time Ophthalmologists office, Southfield 353-7754

OPTICIAN-PART TIME
16 per hour.
Experienced only.
644-4184

OPTOMETRIC OFFICE: Assistant, Tues. Thurs. Fri. 3pm-8pm, Sat. 9-2. Typing, telephone. Grand River - Farmington Rd. area 476-0885

PHARMACY ASST
Experienced part time, days - nights Apply in person, Mr. Rosenblatt, Garden City Medical Center
Prescriptions, 6033 Middlebelt Road, Garden City

PHYSICIAN'S ASSISTANT, part time, previous medical experience helpful. Birmingham area Call between 12 noon-5PM. 642-8415

PHIVATE LAB
Southfield Area. Evening position in processing department. Part Time Call Mon thru Fri 1 PM-3 PM 557-8080

RECEPTIONISTS
Suburban Doctors' Offices
Opportunities in Warren, Novi and other areas, if you have doctors' office experience. Appointments, bank deposits, peg board, insurances. Competitive salaries, fine career opportunities.
MEDICAL ASSISTANT
For Podiatrist office with west suburban Area. Injections, VP, small amount of whirlpool therapy, ultra sound, dressings, etc. Good hours, can be 4½ or 5 days week
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings 557-6958

RN - LPN
FULL OR PART TIME
MIDNIGHT SHIFT
Pleasant working conditions. Apply.
Middlebelt
Nursing Center
14900 Middlebelt Rd., Livonia
425-4200

RN-LPN
Full or part time, afternoons & midnights. Good starting salaries, and good hospital benefits. Modern facilities. Apply in person See Mrs. Lee
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
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL
PERSONNEL
POOL
Bmfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RNS & LPNS
Full and Part time, Afternoon Shift. LPNS $14 per shift.
HNS $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 INC
Livonia
478-2590
Southfield Pontiac
569-2781 643-6970

RN
We are seeking a registered Nurse with some Geriatric experience to join our nursing staff. Full time day positions on our Medicare Unit. Good wage and benefit program at a progressive institution that was recently chosen by the Health Care Association of Michigan, as Facility Of The Year. Please call Donna Cormier, RN, Director Of Nursing at 728-6100.

SECRETARY - RECEPTIONIST - Birmingham clinic, excellent typing required, bookkeeping, insurance billings, major law practice, responsible. Mon. thru Fri. 8:30am-5pm 644-7077

SECRETARY/RECEPTIONIST
Part-time, Weekends & evenings for Alcoholism Treatment Program. Light typing, filing & telephone. Office experience helpful. St. Mary Hospital
464-4800, ext. 378

WESTLAND
Busy G.P. Office needs full time experienced front desk girl. Call Diane after 6 PM 261-4533

WHITEHALL HOME on Grand River needs mature Nurse Aides.
11 PM to 7 AM, Friday & Saturday.
Call 474-3442

$$$$$$
NURSE AIDES
No Experience-Up to $3.30 per hour to start. With acceptable experience a guaranteed raise.
WE OFFER:
1. Highest Starting Wages in this Area
2. Paid Vacations
3. Blue Cross, Blue Shield
4. Sick Benefits
Plus a share in the profits and more.

FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd. Westland
261-9500

502 Help Wanted Dental-Medical

810 PER HOUR
RN'S needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No experiatly needed. Apply in person 9am-5pm, 16415 W. 8 Mile, just west of Lodge.

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $162wk
Clerk Typists to $148wk.
- Stenos & Sec's to $172.000
Must other positions available. Most Fees paid by Employer.
Employment Center
Inc
569-1636

ACCOUNTANT/BOOKKEEPER
Part time. Able to generate monthly statements. Albertsen's Parking Service 626-2823

ACCOUNTING department needs operator of small business computer. Some clerical work. Will consider keeping accounting background Trevarro, Inc. Dick Dornberger. 352-4200

Accounts Payable
Clerk
Northwest area contractor has opening in general accounting dept. Experience required in areas of accounts payable, payroll, accounts receivable and bank reconciliations. Applicants must be self-starters, industrious, capable of organizing and maintaining own area of responsibility and desire to be trained in computer methods. Good salary and benefits. Call between 8 AM and 5 PM
348-2800
An Equal Opportunity Employer

ACCOUNTS
RECEIVABLE
For rapidly expanding medical-related company; handle invoice billing & posting in addition to varied clerical duties. No typing required. Prefer 6 months Bookkeeping experience. Full benefits. No Fee
525-7870
SHARON & ASSOCIATES
PERSONNEL AGENCY

ADMINISTRATIVE CLERK
Excellent suburban firm will pay the fee for this front desk position. Receptionist and secretarial duties. Great hours and benefits. To $10,500. Call Joanne today - This won't last!
353-2090
SNELLING & SNELLING
PERSONNEL

ADMINISTRATIVE
SECRETARY
National suburban company needs professional secretary with good typing & shorthand skills for diversified and challenging positions in plush office. Good starting salary, full benefits, excellent advancement possibility. Company pays our fee. Call immediately.
PERMANENT
STAFF
Southfield 353-0505

A GREAT JOB for some bright Gal whose family are grown and who would like to get back to work. Assistant to resource center of engineering firm. Must be organized person who likes parties and is finicky about details. Bright is more important than prior experience. Call Connie Luberda 8:30AM-5PM, but not between 12-1PM. 334-9901

AMBITIOUS AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - $7000 to $15,000. Fee Paid. Call Nancy Lee for Interactions Dating Club. Ask for Mr. Gray. 569-6222

A PROFESSIONAL
OFFICE
Needs typing and shorthand. Will substitute higher education for experience. Fee paid $925 a month. Call Nancy.
644-4600
SNELLING & SNELLING
AGENCY

ARE YOU LOOKING
FOR CHALLENGE
AND VARIETY?
Bring your good clerical skills to this suburban spot now. 5K. Call Pat
649-5900
Snelling & Snelling
PERSONNEL

ARE YOU Ready, Willing & Able? Good Because our busy Troy law firm needs a secretary. Executive mag grand opening. Call Carol Cleator for an interview. 362-1610

A SECRETARY
Variety job Greet public, handle phones and dictaphone. Good spoller and accurate typist. Must be trained in word processing' $10,000 plus Fee paid. Urgent! Call Judy immediately
353-2090
SNELLING & SNELLING
PERSONNEL

ASSISTANT BOOKKEEPER
Must have bookkeeping experience, good typing, knowledge of HUD forms helpful. Permanent full time, good salary for qualified person. Tel-Ad 644-8080

ASSISTANT SECRETARY
Immediate opening. Typing minimum 55 WPM. Shorthand desirable. Experience working with executives. Troy-Birmingham area. Call Mrs Boles for appointment. 644-6700

ATTENTION
Full time clerk typists needed. Men & women. No experience necessary. Will train. Contact US Army Recruiting for appointment at 722-3368

AUTO dealer needs experienced person for accounts receivable bookeeping. Good benefits and atmosphere. Call Avis Ford Inc. Southfield, ask for Sylvia 354-2000

504 Help Wanted Office-Clerical

ASSISTANT - to Personnel Director of large Troy company. General clerical duties, plus some personnel experience required. Salary $900 to $1000. Plus excellent benefits and fee paid.

BOOKKEEPER - secretary, no shortband for Southfield CPA. To trial balance, plus stat typing. $900 plus medical, fee paid.

SECRETARY - for broadcast dept. of large suburban ad agency. Two years experience, salary $9600 to $10,500 Full benefits, and fee paid

ADAMS
&
MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

AUTOMOTIVE MANUFACTURERS Help located in Southfield needs office secretary. Typing adding machine, figure & phone work essential. Please call for details 358-5290

AVAILABLE-TRAINING
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. 382-3991

BANK
BOOKKEEPER
Previous bank experience preferred. Competitive salary offered, along with excellent benefit package.
Apply Monday thru Friday
10AM-4PM
MANUFACTURERS
BANK OF LIVONIA
15367 NEWBURGH RD.
An Equal Opportunity Employer

BANKING
New Accounts Clerk needed for our West Bloomfield office. Previous teller experience preferred. Good math aptitude & typing skills required. Must be available for Saturdays. Excellent salary & benefit package. Call Ms Slezak for appointment 296-1860
LIBERTY STATE
BANK & TRUST
Equal Opportunity Employer M/F

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.
478-1100
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

BEGINNER
TYPIST
Major West suburban company will train bright promisable 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 beginner. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

BILLING CLERK - we will train. Southfield area. Call Mr. Gray 353-0505

BILLING CLERK wanted, good typist, good with figures, immediate opening. Call between 9 AM. and 5 PM., Ted Pollock 349-6300

BOOKKEEPER - experienced full charge bookkeeper thru trial balance & financial statements. Computer input & read-out experience preferred. Troy office. 649-4500

BOOKKEEPER, full charge thru financial statement. Strong organization and supervision experience required. Expansion opportunity, competitive salary and fringes. Excellent Southfield location. Call Ruthann at 559-2000

BOOKKEEPER/ACCOUNTANT
Local construction company has immediate opening for qualified individual to assume responsibilities for all accounting functions. Previous experience thru trial balance required. Excellent benefits. Salary commensurate with experience. Send resume to box #914 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
For International Tool-Imp company in Southfield 353-8623

BOOKKEEPER
For a general contractor located in Southfield. Typing speed essential. Send resume & salary requirement to box #912 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER & GENERAL OFFICE
Thru Trial Balance for Livonia area Construction firm. Must be familiar with peg-board system. Salary commensurate with ability. Send resume to "Bookkeeper & General Office", 29200 Vassar Ave. Suite 224, Livonia, Mi. 48152

BOOKKEEPER
OFFICE MANAGER TO
$1500
FEE PAID Suburban location Full charge bookkeeping experience a must. Some supervisory experience helpful.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BOOKKEEPER
Southfield advertising agency seeks bookkeeper for diversified position. Agency or media experience desirable. Good typing a must-50WPM
Call 358-4800, ext. 201

BOOKKEEPER through Trial Balance. Typing required, at least 2 years experience. Reliable, Mature. References. Salary open. Excellent working conditions and Benefits. Southfield Area. Call Mrs Forbes 557-1622

CAREER ORIENTED?
Want a challenging position with fast growing marketing research firm? Your good typing and knack for organization qualifies you for diversified position at this friendly West suburban company. $800 to start, good benefits, and company pays our fee. Excellent opportunity to advance as company grows. Call today for a personal interview
PERMANENT STAFF
LIVONIA 522-4210

CLERICAL HELP WANTED
For Southfield office
358-1180

CLERICAL SECRETARIAL position requires experience and general office skills, includes typing filing. Full time position. Complete benefit package, including health and dental coverage. Contact High Smith for interview 569-2525

CLERK-
Personnel/Benefits
We are seeking an experienced employees benefits clerk for our Personnel Department.
Primary responsibility will be performing the administrative functions for a number of benefit plans including claims processing. Minimum requirements include typing 60 WPM, above average clerical and numerical skills and 2 years experience in the insurance/benefits/personnel areas.
Please apply at:
Viasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI 48033
An Equal Opportunity Employer

CLERK-TYPIST
Earn $4.25/hour working part-time (19-20 hours weekly) or a permanent, 12 month position for Community Placement Career Center.
TEMPORARY
CLERK-STENO
Start immediately to earn $4.25-$5/hour working 20 hours weekly until March 30, 1980 for the City of Southfield.
Please call RUTH RICHARDS.
354-9167

CLERK, TYPIST
High School graduate, Dictaphone. Type minimum 50 WPM. 13 -Telegraph area Call 645-6550 Ex 231

CLERK TYPIST
Join the exciting staff of Human Resources. We have a position for an individual who enjoys variety. Typing, posting, filing, errand running and excellent phone skills are an example of our needs. Do you qualify? Please contact Human Resources Dept.
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

CLERK TYPIST positions. Rochester Community Schools. Must be GED qualified. If interested please contact Personnel Office. 651-6510 ext. 30

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 personnel procedures. Should have good telephone voice handling inquiries regarding personnel matters. Should have accurate typing skills. Pleasant atmosphere, 16-20 hours per week with possibility of full time. Call:
CORPORATE PERSONNEL
835-9500 ext 242
BORMAN'S INC.
(Formerly Jacobson's)
An Equal Opportunity Employer

CLERK TYPISTS
Mortgage company in Southfield is taking individuals with good typing skills and good math aptitude for positions on the Loan Administration department. Salaries commensurate with experience plus outstanding fringe benefits. For appointment, call Mrs Fischer, 355-0500.
An Equal Opportunity Employer
resume to Box 808, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Young lady needed for 2 girl office in Farmington. Must type at least 50WPM accurately. Pleasant working conditions and good benefits. Non smoker preferred. $150-$160 per week to start depending upon experience and qualifications.
Manufacturers Agents Newsletter Inc 614-7383

COLLECTOR
Immediate opening with mortgage banking company located in Birmingham, Southfield area. We will train right person for the position. Please call Sharon for interview at
647-8600.

COMBINATION OFFICE work & some babysitting to be done in my West Bloomfield home, full or part time. Call 661-2434

CUSTOMER SERVICE CLERK
Reliable person for computer input and various office duties. Must be well organized and self motivated for this fast paced position.
Producers Color Service, 2921 E. Grand Blvd., Detroit 874-1112

CUSTOMER SERVICE
FEE PAID. Good clerical skills and the ability to organize are the key to super career opportunity.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

DEPARTMENT
SUPERVISOR
We are looking for an individual with supervisory experience to manage our Assumptions Department. Good salary and excellent benefits.
Call D. E. Boyles
355-0500
GRAHAM MORTGAGE CORP.
An Equal Opportunity Employer

DESK CLERK-auditor needed full or part time, must work weekends. Apply in person Red Roof Inn, 29700 Ann Arbor Rd, Plymouth

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FOR CHRISTMAS
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Please Call
569-7500
259-7788
For more information and the office nearest you.

EXECUTIVE SECRETARY
Major International Corporation has an immediate opening. Pleasant environment and complete range of benefits. Salary commensurate with experience. For an appointment call 559-8877

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
General Accounting background, experience in a manufacturing environment desirable. Attractive salary & benefits program.
Apply in person or call:
PERSONNEL DEPARTMENT
INGERSOLL-RAND CO.
Automatic Production Systems Division
23400 Halstead Road
Farmington Hills, MI 48024
477-0800

504 Help Wanted Office-Clerical

PART-TIME TELLERS
TYPISTS
SECRETARIES
CLERKS
National Bank of Detroit will be interviewing at the Birmingham Community Center for part-time tellers and other part and full-time positions such as typists, secretaries and clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at the Birmingham Community Center, 380 Bates, on Friday, November 16, from 10:00 a.m.-2:30 p.m.
An Equal Opportunity Employer M/F
We Employ the Handicapped
NATIONAL BANK
OF DETROIT
NBD
An Equal Opportunity Employer
We Employ the Handicapped

504 Help Wanted Office-Clerical

SECRETARY
We are a major subsidary of Pillsbury Company, one of the Nation's leading N.Y.S.E.-listed Fortune 500 Corporation. An immediate opening exists at our Regional Headquarters in Southfield for an Executive Secretary to report to the Marketing Manager for the Midwest.
Applicants should have a minimum of 2 years secretarial experience and the ability to type 60 W.P.M., shorthand and/or dictaphone is required.
We offer many attractive benefits:
- Major Medical, Life, and Dental Insurance
- Paid Vacation and Holiday
- Meaningful Retirement, Stock Purchase, and Savings Program
- Tuition Reimbursement
- 37½ Hour Work Week
- Attractive Work Environment

Starting salary for this position will range from $9,880, to $11,700, based on experience.
We also have Secretarial openings in Real Estate and Restaurant Operations. Applicants should type 50 W.P.M. and have good communication skills. Salary range is from $8,840 to $9,880, also based on experience.
Interested? Call Chris Lane: (313) 645-1796
If unable to call, please send resume to:
Chris Lane
BURGER KING CORPORATION
30100 Telegraph Rd. - Suite 440
Birmingham, Michigan 48010
An Equal Opportunity Employer M/F
BURGER KING

502 Help Wanted Dental-Medical

DIRECTOR
OF NURSING
For skilled and intermediate care nursing home. Experienced preferred.
APPLY
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail, Livonia
522-1444

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.

PLEASE CONTACT: Human Resources Dept.
BOTSFORD GENERAL HOS