The Farmington Observer

CLASSIFIED WANT ADS

Reach 12 communities with 1 call to 644-1070 ONE CALL DOES IT ALL!

500 Help Wanted

ACCOUNTANT. Experienced for full control, CPA helpful, full time staff position with growing group of expanding firm. Send detailed resume with salary requirement to: Box 352, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK TRAINEE
National company has several trainee positions available in Southfield office for bright, ambitious individuals. Must have either 1 year of office experience or 2 years college level Accounting credit. Outstanding growth opportunity. Convenient Northwestern Highway location in small building with ample parking. Call for appointment. 358-4464

ACCOUNTING TRAINEE

Financial institution has an excellent opportunity for a finance or accounting graduate. No real job experience is necessary because the work is highly specialized and will require extensive training. Data processing exposure helpful. Send confidential resume to: Mr. Cannon, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

ADMINISTRATORS
Needed to manage/supervise group homes in the community for mentally handicapped adults. Homes to be located in Western Wayne County. Experience and initiative necessary. Must be willing to form non-profit corporation. Funding to be provided by Michigan Department of Mental Health. Contact: NORTHVILLE RESIDENTIAL TRAINING CENTER 349-8000, Ext. 236

ALTERATION WOMAN, 2 or 3 days a week for Ladies ready-to-wear. Must have recent store reference. $4 an Hr. Please apply at: The Eveline Shop, 263 W. Nine Mile Rd., Ferndale.

A MGMT. TRAINEE $10,000 UP
Positions are now available for persons wishing career. Excellent benefits. Employment Center. 569-1636

APPLICANTS needed for positions now open - male & female. 139 W. Maple, 644-4254
Birmingham Employment Bureau

ATTENTION COSMETOLOGISTS
In a rut? Tired of the same old routine? Try something new, get involved in an international company located in the Detroit Metro area and work for a studio specializing in all new aspects of hair designing and skin care. For an interview appointment call between 10am-7pm. 559-2254

AUTO BODY & PAINT MAN, with own garage, plenty of work, full time, we want pick-up & delivery/quality work. Birmingham area. Before 6 PM. Mr. Page. 644-2651

AUTO MECHANIC, Brakes, tune-up, alignment and air conditioning. Paid Blue Cross. Michigan Certification and actual work experience required. Canton. Call for appointment 459-6366

AUTOMOTIVE Upholstery Seamstress
Must have commercial machine experience. Full time, part time. Apply in person: 31001 Schoolcraft, Livonia.

BEAUTICIANS. Full or part time. Excellent earning opportunity. In pleasant shopping center salon. Artiste Westland 425-9510

BICYCLE MECHANIC with bicycle shop experience only. Reliable Bicycle Shop, 28560 W. Seven Mile Rd., Livonia. Call 9am-6pm 474-1645

BOOKKEEPER

Suburban construction company needs a Full Charge Bookkeeper. Must be able to do an entire set of books and deal with clients and subcontractors. Excellent starting salary and benefits. Send confidential resume to Mr. Carey, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

BOOKKEEPING - ASSISTANT to work in busy office, must be fast & accurate, experience in payables, receivables, payroll & basic financial statements, light typing. Call Mary Pruss; Murrays Ace Hardware 937-0160

BRIDGEPORT OPERATOR wanted must be experienced, overtime, benefits, Novi area. 348-3550

BUYER. Experienced. $18,000-$21,000. High temperature alloys, i.e. titanium, stainless. Fee Paid.
Ray Greene Personnel 399-1428

CAREER GUIDANCE
Success in any field begins with education. REALTY WORLD offer's you the finest real estate training (90 hours) and special programs you'll find anywhere in the business. You'll have the most advanced training aids and marketing tools available.

Thoroughly experienced instructors will guid you through every area of study in the program.

Discover a new world of opportunity, call Mrs. Lynn, Realty World, C.W. Allen, Livonia. 525-1810

CASHIER
Part time 4-7PM
Must be experienced
Call Mr. Brower at 868-5511

CASHIERS
Full or part time. Excellent working conditions. Many company paid benefits. Apply
SHERMAN PRESCRIPTIONS
3669 W. Maple Rd.,
Birmingham 647-4900

CASHIERS WANTED
Total Petroleum has openings for cashiers for all shifts. You must be 18 or older, provide your own transportation. If interested, please apply at 6750 S. Telegraph Rd. at I-94 in Taylor.

CITY OF LIVONIA
ASSESSMENT CLERK - $15,392 to $17,326 annually. Must be Livonia resident; high school graduate or equivalent; 2 years office experience with shorthand (80 WPM); 2 years in real estate (sales, assessment or appraisal); be enrolled in approved Michigan State Board of Assessors course for at least 2 semesters.
PROPERTY APPRAISER - $16,203 to $18,948. Must be certified at Level-3 by Michigan State Board of Assessors OR B.A. in Assessing; at least 2 years experience in assessment or appraisal of real or personal property.
Apply no later than Friday, July 17, 1980, Civil Service Commission, 33000 Civic Center Dr.
Equal Opportunity Employer M/F

CLERICAL

Mathematical ability essential, bank teller experience helpful but willing to train, part time mornings, 6 days week, mature person desired, excellent for retiree, call for appt. between 9-5 weekdays only, Sherman Inc.
689-7323

COLLECTOR
Mortgage Company in Southfield needs experienced Collector and Counselor. Working knowledge of FHA, VA regulations preferred.
Call Mrs. Jackson, 355-9510

COLLECTOR

Permanent full time work in an interesting, well paid position. Paid vacations, sick time and insurance. Salary and bonus. If you want a job which is always interesting call us.
BONDED COLLECTION CORP.
Mr. Hurvitz 557-2100

COLLECTORS (3) experienced for day-time at home collection. Mail summary of experience to Collection, 2201 Fenkell, Detroit, Michigan 48238.

COLLECTOR/TRAINEE
Huntington Woods area. Commercial collection. Hours 8:30AM-5PM. For appointment, call after 9:30AM: 399-9800

500 Help Wanted

COLLEGE STUDENTS
With car, phone and neat appearance. Can earn up to $8.50 per hour. Fuller Brush delivery and taking orders. Call 9-10:30am and 5-6:30pm. 689-2374

COMMUNITY SERVICE OFFICER
Assist Police Personnel with reports, running errands, dispatching, animal complaints, etc. Must have valid Michigan Operators's License. Applicants must be Farmington Hills residents, unemployed 15 of the last 20 weeks, and with in the lower living standard income level. Salary $11,130 per year. City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

COMPUTER OPERATOR. $15,000-$16,000. 2 years experience IBM 370-OS. Fee Paid.
Ray Greene Personnel 399-1428

COOK
Full time position available for experienced cook to accept responsibilities of cafeteria in a small climate controlled plant of a national organization. Good hourly rate, merit increases and numerous benefits. Apply in person between 8:30 AM and 2:30 PM. 24900 Capitol (west on Plymouth Rd. from Telegraph, north on Dixie to Capitol). Redford.
538-5353
An Equal Opportunity Employer

COPYWRITER. Experienced writing newspaper or ad agency copy. $16,000-$19,000. Fee Paid.
Ray Greene Personnel 399-1428

CREDIT & COLLECTIONS MANAGER
Leading manufacturer of air conditioning equipment seeks experienced Manager for our Michigan distributor. Attractive salary and benefits program offered. Only those with experience need apply. Call 313-522-5000, or apply in confidence to: Carrier Distributing Co., 33601 Schoolcraft, Attention: Phil Krupoff.
An Equal Opportunity Employer

DANCE INSTRUCTOR
The Jewish Parent's Institute, a Sunday School of Jewish history & culture, affiliated with the Jewish Community Center of Metroplitan Detroit, is looking for a dance instructor for the 1980-81 school year. Applicants should be qualified to teach Israeli & other dances. Please contact the JPI office Mon.-Thurs. 10am-2pm661-1000, ext. 158 or 159

DANCE TEACHERS - needed, ballet & pre school experience needed. Cechetti method preferred, good opportunity, Auburn Hts. - Rochester area. Call for appt. 852-4477

DELIVERY
Students, part time, must be able to drive standard transmission. Livonia area. Call between 5-7PM only.478-8298

DESIGNERS
CHECKERS
LAYOUT
MECHANICAL
ARCHITECTURAL
For placement in Novi area, these jobs offer pleasant surroundings, liberal benefits, top rates, long term employment with opportunity to become permanent employee of very progressive & growing company. Send resume to; St. Clair Technical Services, 22480 LaVon. St. Clair Shores, MI. 48081 or call Jim Crooks 771-5110

DIE DESIGNER - diversified growing 12 year old company manufacturing stamping & assemblies, line dies, drill jigs & weld fixtures. Permanent year around job with medical and life insurance & profit sharing. Need experienced all around man, well organized, conscientious, must have common sense & good attitude. Near Plymouth Rd. - Telegraph. 255-5590

DIE-MAKER
Journeyman or 8 yrs. experience. Must have own tools, $10.50 to start. Blue Cross, between 9 am & 3 pm. 326-3615

DOG GROOMER
Experienced dog groomer for established shop in Redford. At least one year experience. 255-7250

DOORMAN & WAITRESSES
For Silverbird - Apply after 8pm at: 24052 W. McNichols. Ask for Dave or Bob.

DRAFTS PERSON-electrical-mechanical drawing. Farmington Hills area. Full benefits. Salary open. Call between 8:30am-5pm. 477-2700

EDUCATIONAL DIRECTOR
The Jewish Parent's Institute, a secular Sunday School of Jewish history & culture, affiliated with the Jewish Community Center of Metropolitan Detroit, has an opening for an educational director. Minimum requirements include a bachelors degree in education or a related field; or several years experience as an educational director or school administrator. Candidate should also have a strong Jewish cultural background. Please contact the JPI office Mon.-Thurs. 10am-2 pm at661-1000 ext. 158 or 159

ELECTRICIAN (Journeyman or equivalent) For manufacturing specialized machinery, servicing & training customers' personnel on same. Must be able to wire a machine from a printed schematic. Travel is required. Electrical & Mechanical experience is required. Call (Pontiac) 338-4095

ELECTRICIAN
Journeyman or equivalent 3 years or more experience. Residential and commercial. 548-0474

ELECTRONIC PRODUCT DESIGNER
Small electronics division of medium size company requires circuit design experience. Products are for vehicles and do not include communications circuits or digital systems. Send resume of experience & education to: Box 340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED Mill Hands & Lathe Hands. V-Line Precision Products, Redford. 537-3663

EXPERIENCED MAINTENANCE MAN for Garden-type Condo Complex, Farmington/Novi area. Prefer over 40 - capable of taking charge. Good benefits. Mail resume to: Box 328, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED part time cashier for party store, nights & weekends. Apply in person: Quik Pik Food Store, 35274 5 Mile & Levan. Livonia.

FARMINGTON Manufacturing Companyhas work for a Garage Metal Working Shop. Call John Rushton 8am-5pm. 474-0433

FASHION SHOW
Men and women needed.
Institute of Creative Arts,
552-0050

FITTER-FABRICATOR experienced on conveying systems. Must read blueprints. Plymouth-Telegraph area.
Semco Inc 24825 Capitol
592-0533

FOREMAN, Afternoon shift. For small Redford area shop. Minimum 3 years supervisory experience. Must be reliable and able to manage people well. Call 1 to 4 PM. 535-2209

FOSTER FAMILIES NEEDED
Make a family commitment to provide a home, training and guidance, to a developmentally disabled child while receiving professional support and a salary for your efforts. Call:
PLYMOUTH CENTER
837-3560

FREE SAMPLE KIT
Plus LasVegas trip to qualified dealers. Work part time showing toys, gifts, home decor. No deliverying or collecting. Mich. based company. Toy Chest. 565-6743. 291-0909. 274-0849. 274-6144.

FULL AND PART TIME Positions available. Must start immediately. Call 552-8570. JOB FINDERS INC.

NINE TO FIVE PERSONNEL. Attention secretaries, bookkeepers, accounts payable, receiveable & personnel; be demand for quality individuals in your field is not diminished. Applications are now being accepted in the afore mentioned areas for permanent, part time & temporary personnel. Nine to Five Personnel, 30200 Telegraph Rd., Suite 121, Birmingham, MI. 48010. 646-3488

500 Help Wanted

GAGE MAKERS BENCH and/or TOOL MAKERS with gage experience
Day shift, top wages, quarterly paid profit sharing, overtime.
Highly experienced job shop men. Benefits galore, including prescription, Dental
Air conditioned shop, new equipment. 5 year program.
DUNN TOOL CO
33100 CAPITOL
LIVONIA, MICH

GENERAL HELP
Need mature individual for stock delivery and Pick-up. Must have good driving record. 543-9300

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

HAIR DRESSER, with clientele, wanted for Livonia salon. Call Wednesday thru Saturday. 478-0142

HAIR STYLISTS
Male & female, experience preferred. Exciting new shop in Farmington Hills, Tuesday thru Saturday. Call 851-3090

HANDYMAN
Part time with some maintenance experience. Retiree preferred. Engineering Service, Inc. 21556 Telegraph. 444-4411

HANDYMAN WANTED
2 to 4 hours a week
Light plumbing & carpentry.
Plymouth area. 453-6776

HELP WANTED to maintain small apartment complex. Light maintenance, rent free. Grand River & Lahser. After 6 PM. 559-5176

HIGH SCHOOL STUDENT-Junior grade for stock work after school. Apply in person: Hansel & Gretel Shop, Birmingham.

HIRING IMMEDIATELY
Valet Parking Manager for downtown parking lot. Mature individual with managerial exprience. 6 days per week. 569-6493

INSTALLERS - Will train ambitious hard working, career minded people for entry level positions in the cable television industry. Please send statement of qualifications & salary to P.O. Box 590, Roseville, MI., 48066.

INSTRUCTOR
for Vocational Electronic at Career Center. Part time starting September 1980. Should possess Teaching Certificate or be eligible for vocational approval. Apply: Personnel, Livonia Schools, 15125 FArmington Rd., Livonia 48154.
An Equal Opportunity Employer

INSURANCE
Managing general agency seeks commercial package rater. 2 years minimum experience. Great opportunity. American Center Bldg., Southfield. Call Mrs. Wick, 354-0400

INTERIOR DESIGNER
With following, for progressive design firm. Liberal benefits with opportunity for advancement. Send resume, with salary requirements, to Box 358, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INTERNATIONAL MARKETING CO. looking for ambitious manangement type. Complete training, unlimited growth potential. 879-6979

JANITORIAL SUPERVISOR - 2 yrs. minimum experience in hospital invironment, excellent 'references, very good salary, fee paid.
Call Advance Employment 559-2710

KEYBOARD PLAYER
wanted for Pro. band. Male or female. Must sing, have own keys & be willing to travel. Call John, 459-2726

LANDSCAPE LABORER, $4.00 per hour. Farmington Hills area. Call 9am-4pm 851-4050

LANDSCAPING help needed, no experience necessary. Call between 6PM & 9PM 836-4307

LATHE
5 years minimum tool room experience. Days only. Piston core background helpful. Southfield area. 356-7670

LICENSED COSMETOLIGIST
Advanced training. Salary, fringe benefits. Apply John Ryan Associates. 1-800-552-4870

Local Marketing Company looking for people to work in Public Relations In W. Bloomfield Area. Housewives Welcome. Call after 11Am 352-1212

MACHINIST
All around tool room machinist.
Apply at:
MARATHON INDUSTRIES
23996 Freeway Park Dr.
Farmington Hills

MACHINIST
with mill & lathe experience. Must be able to setup and machine parts to print. Livonia area. 421-0570

MAINTENANCE MAN, Part-time, for large Redford area Church. 15 to 20 hours per week. Retiree preferred. Must live close to Beech Daly/Grand River area. Must have mechanical ability. Knowledge of low pressure Boiler systems helpful. For appointment & interview, call 532-2266

MANAGEMENT
We will provide
A position of responsibility & prestige.
A good starting salary plus expenses.
Thorough & intensive training.
Liberal employee benefits.
Rapid advancement and rank.
If you can provide
Ambition
Willingness to work hard
Ability to think for yourself
Desire to help others
Interested - Call Mr. Percy
427-6500

MANAGER TRAINEE
Food Service. Some experience in motivating & directing the work of others. Must be a self-starter. Opportunity for advancement. Livonia area.
Call between 6 & 7PM Only. 478-8298

MANUFACTURING PLANT is in need of skilled trades with automatic machine tool experience capable of diagnosing electrical, hydraulic, pneumatic probems from schematics. For appointment call Mr. Padula or Mr. Cole. 623-6640

MASON & CONCRETE WORKERS
Experienced, references, permanent year-round, Call Monday thru Friday, 9 to 5. 352-2013

MATURE Delivery person needed for Deli, Monday thru Friday, 11AM-2PM, must have own car. Call between 3-5PM. 644-6656

MATURE EXPERIENCED PERSON to install & service Industrial Equipment. Immediate opening. Pay in line with experience & ability. Management possibilities available. Reply to:
P.O. Box 340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON to do light machine shop work. Small shop days, Redford Township, Call afer 9am. Hydronic Corp. 533-9630

MATURE Young Woman preferred for entry level position to learn delicate art of motion picture negative conforming, film editing and post production services. Send resume to: Film Editor, P. O. Box 282, Clawson, MI 48017.

MECHANIC
For Birmingham Service Center. Must be certified. Guaranteed 40 hours, plus bonus and fringe benefits. 647-0700

MILLING MACHINIST
Some experience required, prototype shop. Excellent working conditions in Plymouth area. 455-2255

500 Help Wanted

• MEAT CUTTERS •
Great Scott Super Market is in need of Journeymen Meat Cutters for Summer Vacation Relief positions (permanent placement may eventually be available). Previous Retail experience is essential! Union Wages & benefits. For interview arrangements, call between 9AM & 3PM, Mon. thru Fri. 943-3505

You may apply in person at: 13901 Joy Rd., Detroit; Wed. thru Fri., 1 to 4PM.
Equal Opportunity Employer M/F

MEAT CUTTER wanted, full time, for large service volume meat market. Must be fully experienced. Apply in person only at Michalak's, 18510 W. Warren.

MUSIC DIRECTOR
Part time. Youth & Adult Choir. Walled Lake Methodist Church.
Call After 10Am 624-4353

OAKLAND COUNTY SCHOOL DISTRICT
seeks
COORDINATOR of SENIOR CITIZEN'S PROGRAMS
Requirements include experience in Management of Seniors Programs and training in Gerontology. Salary range $16,000-$18,000. Send resume to Box 350, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROGRAM DIRECTOR. Must have degree in Early Education or Child Development. Experience preferred. 34203 Ford Rd., Westland 729-3434

PROGRAMMER
D.P. management to 18K, must know basic.
United Personnel 559-8575

REAL ESTATE SALES Office Manager Experienced. Position available in Farmington area for growing, progressive company. Call Marilyn Sanders, 646-0001

RELIABLE delivery person needed, small car a must. Must know area. Apply Olan Mill Portrait Studio, 18312 Middlebelt, Livonia, Terrence Corner Shopping Center. Mon. thru Fri. 9-1 or 5-8 261-1654
An Equal Opportunity Employer

RESTAURANT career, some restaurant, management experience, 5 days, from $11,000.
Ray Green Personnel 399-1428

RETAIL MANAGEMENT
We are 100 stores plus and growing rapidly with 25 or more new store openings yearly. We are looking for those individuals who after completion of our management training program can assume control of a fast paced retail toy store operation. An unlimited future with rapid advancement into middle company management. If you are over 21 with retail experience, apply in person or send resume: Circus World Toys Stores, Northland Mall, Southfield, or 12 Oaks Mall Novi.
An Equal Opportunity Employer

RETIREE
General Maintenance
Will do minor repairs on plumbing, electrical, carpentry, etc. Working hours will be flexible.
Call 280-0500
Ask for Carl Bottiaux

SAKS FIFTH AVENUE
Saks Fifth Avenue Fairlane Store is seeking a department manager for the mens furnishings area. Individual should have prior furnishings and retail management experience. Strong leadership ability and merchandising expertise is also required.
Please send resume to:
SAKS FIFTH AVENUE
Fairlane Town Center
Dearborn, Mich. 48126
An Equal Opportunity Employer

SAKS FIFTH AVENUE
REVILLON FURS
Saks Fifth Avenue is seeking an experienced fur department manager. Excellent salary and benefits package.
APPLY IN PERSON
PERSONNEL DEPARTMENT
SAKS FIFTH AVENUE
SOMERSET MALL
TROY

SALES LADIES, full & part time for needlecraft department. Openings in Southfield, Livonia and Rochester. Knitting or crocheting experience preferred. 541-1350

SALESLADY, full or part-time for Women's specialty shop. Must be experienced and responsible. Please apply: Eveline Shop, 263 W. 9 Mile, Ferndale.

SALESPERSON WANTED for hardline retail in our Rochester store. Management potential. Call 852-3327

Sales
Shoes

Full time positions available in our Women's Fashion Shoe dept. We prefer some experience in retail sales, but will train, if you have an outgoing personality & enjoy meeting the public.

This position provides opportunities in shoe department Management for those individuals who excel.

Good starting salary, comprehensive employee benefits & liberal purchase discounts. Apply in person,
OAKLAND MALL
or
UNIVERSAL CITY
Winkelman's
An Equal Opportunity Employer

SECURITY PLAINCLOTHES
Plainclothes security officers needed to join large Detroit based retailer. One year plainclothes experience required. To arrange for an interview call Mon. thru. Fri. between 9 am and 12 noon at: 963-1329
CUNNINGHAM DRUG STORES INC

SHIPPING & RECEIVING PERSON
Manufacturer of jig and fixture components requires energetic and conscientious person for small company environment. Willingness to work, ability to follow directions and get along with people most important. This is a permanent full time position. 10 Mile-Grand River area. Call for appointment. 477-7903

STOCK GIRL
for fine boutique shop in Southfield, 5 days. Call for appointment. 559-0980

STOP!
We have a job for you. As a matter of fact, we have hundreds of job openings. Call 552-8570. JOB FINDERS INC.

500 Help Wanted

Surface Grinder
For Fixture & Gages.
DTA Shop. Journeyman or 8 years experience. Top wages, Blue Cross, pension, $15,000 life insurance, 15 paid holidays, vacation pay, sick pay. Cost of living adjustment every 3 months. Air conditioned shop, long programs.
Langlois Corp.
12730 Arnold, Corner of Glendale, Redford

TEACHER/TEACHER AIDES
Kindergarten, Pre-school teacher and teacher aide applications now being accepted. Kindergarten teacher must be certified. All others must have early childhood educational background and experience. Send resume to Children's World, Box 367, 29200 Shiawassee, Farmington Hills, 48024., Attention: Margaret Periard.

TECHNICAL ILLUSTRATORS
Experienced in automotive body & electrical perspective layout.

Lone term projects

Graphic Engineering Services
2100 E 11 Mile Rd.
Royal Oak, Mich.
547-6550

TRENCHING
New company needs experience, reliable hardworking operator-layout man. Call 478-5757

TRUCK DRIVER
Warehouse and semi-driver wanted. Experience and Class 2 chauffeurs license required. Call 9AM-5PM.585-4293

TRUCK/TIRE MAN
Experienced
Novi area
348-9699

TYPISTS
CLERKS
SECRETARIES
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
NO FEE
BLOOMFIELD HILLS 334-9790
ROYAL OAK 542-9232

WANTED: AMATEUR MAGICIAN for "Dearie Days" - Plymouth, July 19 & 20th. Call between 10AM & 6PM. 459-0310

WANTED - responsible person to be night manager at retirement complex. Private room & meals available. Discount on rent in exchange for duties. Contact Manager at 565-7171

WAREHOUSE DRIVER, apply in person after 2pm. 43600 Grand River, Novi.

$8.33 PER HOURS WORK
Or Profitsharing
15 ambitious people for immediate employment for Driver Delivery Sales. Must be neat, ambitious & have auto, & willing to learn new trade. Will train. No Layoff. Call 525-5460

502 Help Wanted Dental-Medical

ANTICIPATING? Modern Dental Office needs an experienced full-time Receptionist & one (1) Experienced full-time Chairside Assistant.
Westland area. 326-2010

BIRMINGHAM dental practice is looking for an experienced Dental Assistant, Hygienist & Office Manager. Please respond to Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT - part time, 2½ to 3 days. Experience required, four handed dentistry. Rochester area 652-1100

DENTAL ASSISTANT for childrens dental practice in Birmingham area. Full time. Experience or formal education necessary. Call for interview appointment. 647-8656

DENTAL ASSISTANT - chairside, certified preferred. New office, Plymouth/Canton area. Send resume to Box 206 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT, experienced, full time. Also receptionist, full time, for dental office in Livonia. 522-5581

DENTAL ASSISTANT
Experienced chair side, 4½ days a week. Southfield area. Call, 352-8505

DENTAL ASSISTANT
For Specialist. Good paying position, plus fringe benefits. Birmingham/Southfield area. Call: 557-6844

DENTAL ASSISTANT - Working with children. Chairside experience preferred but not necessary. Fringe benefits. Farmington Hills area. 553-3260

DENTAL ASSISTANT - full time, West Dearborn, 4 day week, no Saturdays. Excellent benefits. Experience preferred. 565-5507

DENTAL ASSISTANT & Receptionist for Orthodontic practice, with offices in Livonia & Southfield. Please apply to Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGENIST
Wanted for Wed., Thurs. & half day Sat. - Livonia area. Pleasant working conditions. Experienced preferred.
Ga 5-0665, evenings, call 851-1540

DENTAL HYGIENIST part time, West Bloomfield area. Days can be arranged, 682-4370

DENTAL HYGIENIST
Experienced. Part time or full time. Wayne-Westland area. Ask for Sharron, 728-4200

DENTAL Hygienist wanted, Plymouth-Canton area, starting part time, full time in Dec. Reply to Box 338 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST, experienced, 3½ days, Garden City area. Call for interview 427-2880

DENTAL HYGIENIST
Part time. Farmington Hills. Experience preferred.
851-3990

DENTAL RECEPTIONIST - Mature, knowledgeable, front desk procedures, Insurance & typing; full-time. Farmington Hills. 855-2020 or 569-5110

DENTAL RECEPTIONIST - full time. Congenial person, experience with dental insurance and pegboard system. Wayne-Westland Area. Ask for Sharron. 728-4200

DENTAL RECEPTIONIST
Challenging Career Opportunity in a highly progressive, busy Specialty Office in Southfield. Mature attitude, pleasing personality, able to handle people effectively. Good salary & benefits. 557-2730

DENTAL RECEPTIONIST - Assistant for Birmingham specialty practice. Previous dental experience necessary. Excellent benefits. Call 647-7739

EKG TECH
Basic knowledge of cardiac arrhythmia. Troy area. Call Bonnie at: 649-4449

EXPERIENCED dental receptionist needed for the Northville area. Experienced only need apply. 349-7560

EXPERIENCED Lab Technician for Physicians office, 10 Mile- Woodward Area. Full time, no weekends or evenings. Mail Replies or Resume to: Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED MEDICAL Secretary For Urologist's office in Fisher Building. Typing, transcribing, appointments, bookkeeping, and billing of all insurances essential. Position available. August 1980. Send resume to Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

EXPERIENCED Medical Assistant - full or part time. Busy Farmington Hills' office. Call Kathy Monday or Wednesday. 553-4646

FULL OR PART TIME Medical Assistant or Receptionist with 2 years experience or more needed for busy Doctor's office in Farmington Hills area. Salary open. Send resume to Box 320, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

JEWISH HOME FOR AGED, Southfield. Full time LPN, afternoon shift, 3 weeks vacation. Part time LPN, days & afternoon shifts, pro-rated holidays, sick days, vacation, $5.75 hourly, $46 daily, $12,065 yearly. 352-2336

LABORATORY BILLING OFFICE looking for experienced billing clerk. Medical billing experience necessary. Southfield area. Good benefits & a chance for advancement. Call Linda at. 358-0813

LPN MIDNIGHTS
FULL OR PART TIME
APPLY IN PERSON
GOOD WAGES, BENEFITS
WISHING WELL MANOR
520 W. Main St.
Northville

LPN/RN
Part time Midnights. Call for interview. Avondale Convalescent Home. 651-4422

MEDICAL ASSISTANT
12 Mile-Southfield area. Front desk, EKG, medical form, no lab, full time. Call Sonny or Elaine 559-6969

MEDICAL ASSISTANT
experienced for doctors office at Woodland Medical Center, 22341 W. 8 Mile Rd. 538-4700

MEDICAL ASSISTANT - Full time, Pediatric experience preferred. Apply in person: 23133 Orchard Lake Rd., Farmington.

MEDICAL ASS'T
Gynecologist in W. Bloomfield. Must have good typing. Pleasant working envirement. 851-6555

MEDICAL RECEPTIONIST- Minimum 3 years experience. Must have typing, pegboard, insurance forms. 5 days a week. Good pay & benefits. 553-8800

MEDICAL SECRETARY
25-30 hours per week, must have office & dictaphone experience. Rochester. 652-1365

MLT with at least one year experience for busy multi-Doctor clinic, excellent benefits. Woodland Medical Center, 22341 w. 8 Mile, Rd. 535-4700

NEWLY ESTABLISHED Clinic seeking an experienced Medical Administrative Assistant. This full-time position requires the following qualifications: solid Medical Office background, experienced in Public Contact, 3rd Party Billing, accurate typing, good spelling & handwriting, familiarity with Office machines. We offer you a 5 day Work Week, Mon. thru Fri., 9AM to 6PM - no weekends or holidays. This is a lucrative opportunity for the qualified candidate. Please mail handwritten resume to:
Livonia Medical Center,
19335 Merriman, Livonia, Mi. 48152

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Accepting applications for day and afternoon shifts.
Apply in person.
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm
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NURSE
Unlimited personal & professional satisfaction - are yours to enjoy. Experience the rewards of providing personal service and attention to those in your care. Weight Loss Clinic will train you to administer our unique program of counseling and nutritional guidance. Salary plus bonus. For full time openings in metropolitan areas call Lin. 335-2377

ORTHODONTIC Chairside Assistant Experience required, modern progressive office in Birmingham. 647-0696

PART TIME Medical Receptionist wanted, experience & typing necessary. 2966 E. Long Lake Rd., Troy. 528-0344

PHYSICAL THERAPY AIDE
For weekend coverage. Experience preferred - will consider competent individual for training. Call and ask for Physical Therapy Dept. 862-3400

PRACTICAL NURSE - LICENSED for pediatricians office, Southfield Call after 6pm. 559-0606 354-5267

PUBLIC HEALTH NURSES
A large progressive Health organization located in the Metropolitan area is seeking public Health Nurses. These positions provide an excellent opportunity for persons interested in patient and family education utilizing the team approach to patient care. Qualifications: completion of a Bachelors in Nursing and a current license to practice a registered nurse in Michigan. We offer an excellent salary and fringe benefit package. Contact:
Andelory Ingram-Veal
Personnel Department
Visiting Nurse Association
7700 Second Ave.
Detroit, Michigan, 48202
875-3266
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RECEPTIONIST - For Doctor's office with billing experience, Blue Cross, Blue Shield and Medicaid forms. Sinai Hospital of Detroit. 837-7450

RECEPTIONIST/SECRETARY
For Oral Surgery Office, Livonia; 5 day week, Mon. thru Fri. No evenings. 427-2330

RECEPTIONIST for large medical practice near Beaumont Hospital. Position open Aug. 1. Send resume & reference to Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - part time, Mon., Wed., Fri., 9 to 12 and 3 to 8 PM., non-smoker preferred, mature and friendly. Plymouth area. 459-0200

REGISTERED NURSE
for pediatricians office. Southfield. Call after 6pm, 559-0606 354-5267

RN for Farmington Hills allergy office. Experienced, mature individual desired. Send resume to Box #754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - OR CIRCULATOR
Part time, 3 days a week, alternate Saturdays. Will train the right person. Here is an opportunuty for an RN to learn operating room nursing. NO HOLIDAYS, NO CALL, NO SHIFT ROTATION, ACCRUAL OF SICK & VACATION TIME. Apply:
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RN'S - LPN'S - AIDES
Schedule when you are available to work. Top pay.
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17000 W. 8 Mile Rd.
LIVONIA 478-2590
19500 Middlebelt
PONTIAC 643-6970
3505 Elizabeth Lake Rd.

R. N., challanging position. Looking for an individual with strong Med-Surg background. Congenial atmosphere with home health agency in Detroit/Dearborn area. Prefer BSN. Excellent salary package, full time available. 278-7000

502 Help Wanted Dental-Medical

RN'S, LPN'S
ALL SHIFTS
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MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lahser

RN's - LPN's
Charter membership. RN's $9.60 to $17.70, LPN's $8.30 to $15.75 plus other benefits. Professional Medical Personnel. Phone, 642-3050

RNS or LPNS
Full & Part Time
Midnight Shift
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Full or part time. Good starting salary. Hospital insurance. Modern nursing home. See Mrs Ferguson.
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Westland, near Joy Rd.
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WANTED - Dental Assistant - experienced desired but not necessary. Middlebelt - Plymouth Road area. Call 522-5520

WANTED: well documented Laboratory Technician - Registered, to work in an individual position laboratory; doing RAST, RIA, Dark Field, Chemistries, Bacti. No night, no weekend, no holiday work. Salary or Contract basis. For appointment, call noon to 2 PM. 728-1212

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE clerk experienced person needed to handle accounts payable for well established firm. Experience must include reconciliation of venders statements & daily detail processing. Send resume to box 296 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Quickness and creativity count toward the opportunity to enjoy fast-paced schedule. Media, personalities and career experience come together in confidential project assignments. See us - we're across from K mart Headquarters.
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AVAILABLE - part time Secretarial position, 1 to 5 PM. daily and full time fill-in for vacation, etc. Possible full time position later. Typing - 65 WPM, shorthand helpful, 2 years office experience required. Salary negotiable. Apply: City of Westland, Office of the Mayor, 36601 Ford Rd., Westland 48185. 721-6000
An Equal Opportunity Employer

BASIC BOOKKEEPING knowledge and average typing is all your new boss is asking for in his Madison Heights architectural design office. You'll get full benefits including Dental and $750-$800 per month. And he pays our fee for you.

RECEPTIONIST for Birmingham computer company. Good typing required to learn work processor. Salary $700-$750 plus benefits and agency fee paid.

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PERSONNEL
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24 Hour Service To Hear About Our Most Recent Openings.
646-8780

BOOKKEEPER/Accountant for Southfield real estate firm. Full charge thru financial statements. Multiple company experience helpful. Typing skills necessary. $11,000-$13,000. 569-2882

BOOKKEEPER
Accounts Payable & Order Processing
Farmington Hills Manufacturer needs a sharp person with good business knowledge who likes detail. Must have previous experience in accounts payable and order processing and be interested in learning purchasing. This is a modern 6 girl office. Excellent pay and benefits for the self-motivated person. For appointment call Mrs. Springer, 478-1204.

BOOKKEEPER ASSISTANT. Invoicing, typing, payroll, some computer experience necessary. Good pay and benefits. Call Mrs. Morelli for appointment 522-7100

BOOKKEEPER
Beverly Hills Racquet Club has an opening for an experienced full charge bookkeeper capable of handling all bookkeeping functions and dealing with people. Please send resume and salary requirements to Beverly Hills Racquet Club, 31555 Southfield Rd., Birmingham, Mich. 48009.

BOOKKEEPER
Experienced in cost analysis, P & L statements. Southfield area. 352-7186

BOOKKEEPER
Experienced, full time permanent position for quality mens store. Must have references. Excellent working conditions. 644-7060

BOOKKEEPER
Familiar with pegboard. Part Time
Select your own hours
537-2300

BOOKKEEPER
Full charge, must be experienced. Call Mr. Brower at 868-5511

BOOKKEEPER - Full charge through trial balance. Salary commensurate with experience. Send resume to 25380 5 Mile, Detroit, MI 48239.

BOOKKEEPER - Full charge through trial balance & financial statements. Quarterly tax reports. Downtown. Send resume to Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/ OFFICE MANAGER
Wanted immediately. Long term care facility in western suburbs. Knowledge of geriatric health care helpful. Excellent opportunity for one with leadership ability. Send resume to : Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/Office Mgr., thru General Ledger, 20 to 30 Hr. week, experienced only. Berkley area. 543-2697 or 8, 10 AM to 3 PM weekdays.

BUSY CHIROPRATIC PRACTICE
Needs long term part time morning Receptionist. Plymouth Area. 455-2145

CLERICAL POSITION in small office. Accurate typist, ability to work with figures, responsible for billing, filing, posting, etc. Immediate opening. Experience preferred. New Hudson. 437-8138

CLERK for Data Computer. Some experience in bookkeeping helpful. Northwest Redford area. Call between 8:30AM-4PM. 255-4010

504 Help Wanted Office-Clerical

CLERICAL OPPORTUNITIES
Insurance Office
Southfield office desires a person who can use office machines, likes figures and is interested in a realistic opportunity for advancement. Previous office experience helpful. Interesting and varied duties. Outstanding fringe benefits, periodic raises after 6 Mos. and 12 Mos. Starting salary at $130.
Call Miss Maguire at:
557-8444
Equal Opportunity Employer M/F

CLERICAL POSITION
Mortgage Banking background helpful. Contact Mrs. Packard at: 355-9200, Ext. 244

CLERKS - ON-CALL
We need 3 clerks to help us on a on-call basis at our westside office located at Greenfield and Jeffries X-way. Should be available 2-3 full days week as needed and have experience in one of the folowing areas: Accounts receivable clerk with accounts receivable experience, accurate typing and ability to use 10 Key calculator. Order Processing Clerk with previous clerical experience and an aptitude for detail work. File Clerk with experience in numerical filing. Please call 961-2242 ext 243.
Equal Opportunity Employer M/F

CLERK TYPIST
Mortgage company in prime Southfield location is seeking qualified individuals for positions in their Loan Administration Department. Currently job opportunities are available in the following departments:
ASSUMPTIONS
INSURANCE
PROPERTY TAXES
Salary commensurate with experience plus excellent fringe benefits. For interview contact Mrs. Fischer,
355-0500
GRAHAM MORTGAGE CORPORATION
An Equal Opportunity Employer

CLOSING SECRETARY
Area developer needs a secretary who is a good typist, sharp with figures, and enjoys the coordination of all the closing materials. Must enjoy working with the public. Company offers a generous compensation package. Send confidential resume to: Mr. Daniels, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

CONTROLLER to assume all accounting and financial responsibilities, cost accounting & general accounting background. Credit & collections, budgeting experience, finanacial analysis essential. Excellent growth potential and attractive compensation package. For immediate interview send resume and salary desired. Reply to Box 362, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EMPLOYMENT SUPERVISOR
Must enjoy heavy phone work and have ability to work alone. Will be interviewing applicants, dealing with customers, and placing employees on temporary jobs. Must be outgoing and personable. Advancement possible into sales. Call for appointment.
Somebody Sometime
LIVONIA 525-5170

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FEE PAID $12,500
Combine career training with the deadline interest of exciting publishing area. Strong typing and aptitude for professional-level contact brings dental, optical and tuition plans too. See us at 611 Village Plaza Tower in Dearborn.
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$13,200 - Fee Paid
Top-of-line person needed in this national sales office. Variety of duties and customer contact, no shorthand! Just good typing. Hurry call Kathy now.
353-2090
SNELLING & SNELLING PERSONNEL

EXECUTIVE SECRETARY
The busy president of this thriving east-side business needs someone with executive secretarial experience. Must have good typing and shorthand skills and like working with figures. The job requires someone with great organizational and record keeping abilities. Very generous compensation. Send confidential resume to: Mr. Darin, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

GOOD Typist to handle general correspondence and general office work. Bingham Farms area. Call Fidelity & Deposit Co. 642-5542
An Equal Opportunity Employer

IMMEDIATE Openings for clerical personnel. Secretary I(requires 80WPM shorthand) Technical Secretary I (requires keypunch knowledge) Bookkeeper Clerk (requires basic knowledge of fund accounting) All positions require a minimum of 1 yr. of related experience and the ability to type the minimum of 50 WPM. Current starting salary including COLA is $8,420. per annum and is under negotiation. Send resume to Personnel Dept. 33500 Van Born Rd., Wayne, Mich. 48184

500 Help Wanted

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Students - Teachers - Everyone
Start your SUMMER FUN FUND
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ALL AREAS
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504 Help Wanted Office-Clerical

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CONVENTION
Typing 60 wpm
Shorthand 75 wpm a Must
APPLY AT:
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TEMPORARY SERVICES
Troy 750 Stephenson Hwy.
Suite 111 585-5595
Livonia 19500 Middlebelt
Suite 310E, 478-1130

EXPERIENCED bookkeeper needed, immediately, full time, Monday through Friday 9-5PM. Must have knowledge of accounts payable & accounts receivable. Send resume to P.O. Box 5407, West Bloomfield, MI, 48033.

EXPERIENCED LEGAL Secretary
For large Southfield law firm. Salary commensurate with ability. Call 553-1000

EXPERIENCED secretary. Birmingham church - 5 days. Pleasant & challanging position for right person. Phone during business hours. 646-2244

FARMINGTON HILLS area Receptionist Typist. Call for appointment. 851-8200

FULL TIME Office Clerical position available in Troy for individual with good typing and general office skills. Shorthand helpful. Call 689-8100

FULL-TIME SWITCHBOARD Operator and Receptionist for real estate company in 13 Mile/Orchard Lake Rd. area. Typing required. Call Ms. Pardonnet. 851-1900

GENERAL INSURANCE AGENCY located in Farmington Hills has immediate opening for experienced Personal Lines/Claims Individual. Excellent salary & benefits. Send resume to:
Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
All responses will be considered and answered.

GENERAL OFFICE Help Needed for Southfield Property Management Co. Typing & light bookkeeping required. 642-4880

GENERAL OFFICE
Versatile person needed for parts distribution center in Plymouth. Will handle d incoming calls some typing & must have good math ability. Paid insurance & benefits. Send resume to Box 354, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Outstanding opportunity for right person; if you are stable, reliable and have some bookkeeping experience up thru trial balance, (but not necessary), work with receivables, payables, typing and phone work. Good benefits, salary based on qualifications and experience. Position open immediately. Send resume to: A.M.S., 11889 Brookfield, Livonia, Mich., 48150.
An Equal Opportunity Employer

GIRL FRIDAY
Immediate opening for mature experienced, "Girl Friday" for Redford office of electronics oriented firm. Very good benefits.
Call Jinx 477-7700

INSURANCE AGENCY in City of Northville needs experienced commercial lines service representatives. Call 348-1270

INSURANCE
Agency has position open for Clerk Typist. American Center Building, Southfield. Call Mrs. Wick, 354-0400

INSURANCE AGENCY looking for experienced personal lines person. Knowledge of personal auto, fire, home owners processing necessary. Claims reporting required. Call Jim McLean at 352-6900

LEGAL SECRETARY
Opportunity for experienced legal secretary as personal secretary in 3 lawyer office. Evergreen/10 Mile location. Opportunity involving diversity of legal & office administration responsibilities. 3 years experience and excellent skills necessary. Top salary.
Call David L. Smith 353-0237

LEGAL SECRETARY - Corporate and tax practice. Word processing experience necessary. Town Center, Southfield. Excellent salary & benefits. Call for interview. 352-8980

LEGAL Secretary- full time position. Salary commensurate with experience. Growth potential. Call 443-9226

LEGAL SECRETARY
For expanding Southfield Firm, experience necessary, shorthand preferred, benefits, salary open, 355-4141

LEGAL SECRETARY
For medium sized Southfield office. Salary commensurate with ability. 353-1611

LEGAL SECRETARY wanted for Southfield law firm. Good typing skills required. One year legal experience. 559-4210

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$180 PER WEEK
FEE PAID
Fast - Paced office needs go - getter!
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