500 Help Wanted

VETERINARY ASSISTANT needed. Midnight shift emergency room. Good pay with experience, benefits. Applications taken Monday-Thursday, 1PM-4PM. Westcott Hospital, 24439 Grand River, Redford. 355-2400

VIC TANNY INTERNATIONAL Typist/Entry Level. Accurate and dependable. Apply in person, 1500 N. Woodward, Birmingham. Ask for Cathy.

VOCATIONAL ADULT Education Medical Office Assistant Teacher, 2 evenings for a total of 5 hours per week. Write: Personnel Dept., Livonia Public Schools, 15125 Farmington Rd., Livonia 48154.

An Equal Opportunity Employer

WANTED 10 ladies to show superior line of cosmetics. Call for appointment ask for Kelly. 477-9744

WE HAVE an opening for an Inspector. Ability to read blueprints and use measurement tools helpful. Apply at GSE,Inc. 23640 Research Dr., Farmington Hills.

WORD PROCESSOR
Full time, permanent position for a Vydec Operator. 3 years of office experience as a secretary or typist, typing skills 60 WPM, excellent spelling & grammer required. Vydec or Xerox 800 experience desirable.
We offer an excellent work environment and a comprehensive fringe benefit package.
Send resume including salary history in confidence to:
Corporate Personnel Office
Smith, Hinchman & Grylls Associates Inc.
455 W. Fort, Detroit, Mi. 48226
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

ASSISTANT - Dental Receptionist. Experienced, part time. Redford NW Detroit area. Salary open. 532-9378 or After 6pm. 851-4948

ATTENTION
RN'S
AT
WEIGHT LOSS CLINIC
Are you looking for that special career opportunity? Would you like to return to work or change jobs?
Counsel and encourage others towards better health and nutrition. Share in the effort and reward of our clinic team. Warm and congenial atmosphere. Salary plus bonus. Openings in Bloomfield Hills, Troy, Southfield, Livonia, Dearborn and Grosse Pointe areas.
Call Susan at:
589-1808

BUSINESS MANAGER receptionist, intelligent, mature, friendly, experienced for expanding dental group in Westland Livonia area. Must have knowledge in appointment scheduling, peg board, & pleasant telephone manner. Salary commensurate with ability. Confidential. Send resume to box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHAIRSIDE DENTAL Assistant for progressive 3 doctor office in Livonia. CDA or equivalent experience. Excellent benefits package. 478-2110

DENTAL ASSISTANT - full time for Livonia specialist's office. No experience necessary, willing to train. 261-7801

DENTAL ASSISTANT - Northville Area. Experienced in four handed chairside. Personable & ambitious. Pleasant atmosphere. 349-5844

DENTAL ASSISTANT
Experienced full time dental assistant needed for general practice in Novi. 348-9555

DENTAL ASSISTANT, for Farmington Hills office, some experience preferred. 553-2171

DENTAL ASSISTANT, Bloomfield Hills office, experience preferred Call between 8AM-5PM 338-4427

DENTAL ASSISTANT
with some experience for Garden City/Westland area. Full time position. 422-9440

DENTAL ASSISTANT. Assisting only. Orchard Lake/Farmington area. 5 day week, no Saturdays. Call Monday - Friday: 9AM-4PM. 851-3767

DENTAL ASSISTANT, Chairside, mature, neat and experienced person for Farmington Hills general dentist. Full time only. Salary commensurate. 478-8330

DENTAL CHAIRSIDE ASSISTANT
Full time. Good pay and benefits. One year experience.
Oak Park. 968-2266

DENTAL HYGIENIST WANTED
Friday & Saturdays
Berkley/Royal Oak Area.
398-5545

DENTAL LAB person. Experience necessary, well established crown & bridge practice. Replies confidential. Northwestern -10 Mile area.
Days 354-4348 Eves 626-2681

DENTAL RECEPTIONIST, experienced, Rochester area. 651-0539

EXPERIENCED DENTAL Assistant. Needed for Birmingham office. Excellent salary and flexible hours. 647-2109

EXPERIENCED Medical receptionist for busy internist office, pegboard & all front desk duties. Ask for Peggy
338-3744

FARMINGTON PODIATRIST seeking office assistant/receptionist, minimum wage. 728-4300

FULL TIME Dental Hygenist, Pedodontic practice, Dearborn area.
562-8300

FULL TIME Medical Assistant for surgeon's office in Rochester. Must know medical terminology. Call 651-2003

GENERAL DENTAL practice in Canton seeks full time receptionist and rover assistant. Would consider part time, experience preferred. 397-8282

INSURANCE BILLER needed for busy Livonia internist's office. All types of insurance. Must have 2 years experience. References required. Send resume to Box 284, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

WE BELIEVE "THE PATIENT DESERVES THE BEST."
For over 10 years we have gained a reputation as a progressive skilled nursing facility that has never compromised its primary mission - quality individualized patient care.
We are currently seeking qualified RNs and LPNs for the 3-11 and 11-7 shifts to join us and help us with the challenge of helping others.
Come in or call
HENDRY CONVALESCENT CENTER
105 Haggerty Rd.
Plymouth, Mi.
455-0510

REGISTERED NURSES
Flexible hours.
Medical/Surgical - Permanent full and part time.

GRADUATE NURSES
Positions available.

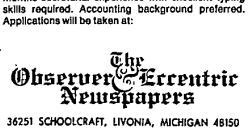
LICENSED PRACTICAL NURSES
Medical/Surgical - Permanent full and part time.

CARDIOPULMONARY SUPERVISOR
Opening available immediately.

CARDIOPULMONARY TECHNICIAN I
Available immediately.

MEDICAL TRANSCRIPTION SECRETARY
Opening available.

OUTER DRIVE HOSPITAL
26400 Outer Drive
Lincoln Park, MI 48146
386-2000



Equal Opportunity Employer

502 Help Wanted Dental-Medical

HOUSEWIVES
PRO CARE ONE - A nursing service needs mature, dependable home makers to train as Nurse Aides for home care. Apply only if you have the following qualifications: A concern and willingness to care for the sick and elderly in their homes, you live in the western Wayne suburbs, you have your own transportation, you would like to work 16 to 20 hrs. per week. Classes will be held in January. Call now to assure yourself a spot in the class.
425-6316 281-1018

HOUSEWIVES - STUDENTS
NURSES AIDES
Experienced or will train, for 7 am - 3 pm shift, full or part time, opportunity for advancement. Apply; Hendry Convalescent Center. 105 Haggerty Rd. Plym. 455-0510

LPN, prefer Shapers Grad. Nonsmoker. Mon, Tues, Thurs, Fri, no nights or weekends. OB-GYN office experience job for right person.
Call Beth, 353-3885

LPN'S
To $21,600/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit and suburban facilities.
Call today for an interview
MED-STAFF
557-2505

LPN
With WESTLAND CONVALESCENT CENTER "1979 Facility Of The Year." We are seeking registered nurses to motivate and stimulate our staff and patients. Afternoons and midnights shifts. Excellent benefits. New wage scale. No experience in Geriatrics necessary. Will provide in-service. Contact Mrs. Linton, RN., Director of Nursing at 728-4100.

L.P.N.
FULL TIME OR PART TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance. Modern, pastel home.
See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MATURE Dental hygienist to work full time in progressive practice in Canton area. Call Linda. 326-2010

MATURE RECEPTIONIST
Required for small friendly Southfield Medical office. Part time. 3 afternoons and Saturday mornings. Must be able to type accurately and enjoy working with people. Excellent opportunity for re-entry into job market. Call mornings only. 354-9595

MEDICAL ASSISTANT, Southfield area. Call answering service 353-5566, leave name & numer with code 468.

MEDICAL ASSISTANT, full time, with 2 years experience in EKG, Invenapuncture & injections. Berkley.
545-2340

MEDICAL ASSISTANT: Responsible, competent, experienced, for OB-GYN practice. Front desk experience a plus. 40 hour week. Minimal rotation between 3 offices. 1 evening. Competitive salary, excellent fringes, gas allowance. Call Betty. 474-4590

MEDICAL RECEPTIONIST
Part Time Mornings
Northland Area
Call 569-0015

MEDICAL RECEPTIONIST
For Farmington Hills Alergy office. Mature, experienced individual desired. No smokers. Send typed resume to: PO Box 4020
Farmington Hills, Mich., 48018

MEDICAL RECEPTIONIST
Mature, dependable, Mon thru Fri, 5-8PM. Pegboard experience preferred. Will train with good math background. Light typing for medical claims. Dearborn area. 271-5800

MEDICAL RECORDS CLERK
Immediate full time position open for an experienced medical records technician.
Must be proficient in ICD-CM8 decoding & abstracting data from dischargge patient records. Typing skills & knowledge of medical terminolgy are essential. Excellent salary & good fringe benefits. Apply or call
Personnel Dept. 834-3030, ext. 437
NORTHWEST GENERAL HOSPITAL
8745 W. Chicago, Detroit 48204
Equal Opportunity Employer M/F/H

MEDICAL Secretary/Receptionist in Troy. Experience desirable but not necessary. Must type well. Salary negotiable. Excellent fringe benefits. For interview call 9-5. 352-2528

MEDICAL TECHNOLOGIST
Immediate position open on the day shift for a medical technologist, MT (ASCP) or equivalent, with at least 2 years experience in blood banking & hematology.
Salary open plus good fringe benefits. Come & join our congenial family atmosphere.
Please contact: A.N. Rota, M. D., M.Sc., Dir. Dept. of Laboratory Medicine
NORTHWEST GENERAL HOSPITAL
8745 W. Chicago, Detroit
834-3030, ext. 384, 388 & 437
Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

NURSE AIDES & ORDERLIES
Full and part time. Training class starting Dec. 9. Interviews given 9am-2pm, Mon. thru Fri. Farmington Nursing Home, 30405 Folsom, 477-7400

NURSE AIDES
3 to 11:30 P.M. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield

ORAL SURGERY assistant full time, Mondays thru Fridays, 40 hour week. Livonia area. 427-3566

PERSON to work in Dearborn Hts. pediatrician's office, part time. Answer telephone, filing, typing & assist Dr. Call between 11 am - 1 pm 561-3262

PHARMACIST ASSISTANT, fully experienced only, on line systems, good pay & benefits, no nights, Sundays or holidays. Plymouth Rd. near Evergreen. Call 9am-5pm. 275-1653

PSYCHOSOMATIC CLINIC needs mature reliable person for part time general office duties. Pegboard experience helpful. Afternoons & 4 or 5 evenings. Schedule flexible. Call Cher. Mon & Wed evenings after 6pm. 851-5516

RECEPTIONIST, Southfield area. Call answering service 353-5566, leave name & number with code 468.

RECEPTIONIST
Ophthalmologist's office to supplement present front desk staff. Birmingham - Bloomfield area, fringe benefits. Send replies to Box #240Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST SECRETARY
Needed for small office in Bloomfield Pontiac area. Accurate typing and letter composition skills required. Must have good telephone voice and confidence in meeting clients. Call between 9am-3pm Monday thru Friday, ask for Mrs. Snyder. 334-9220

RECEPTIONIST for Clawson dental office starting after Jan. 1st, 4½ days, no Saturdays, experienced in dental insurance and pegboard. 435-0610

RECEPTIONIST, part time, experienced in peg board insurance billing. Also Medical Assistant, part time, to assist OB-GYN doctor, experienced. Canton 348-9100

RECEPTIONIST/Assistant for Farmington Hills podiatry office. Experienced, mature individual desired. Send typed resume to box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST- Doctor's office in Plymouth Phone work, typing, billing, must enjoy people. Permanent. Reply to Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RESIDENT AIDES for new supervised residential care facility opening in Farmington Hills. Call Mon thru Fri. 6-5pm 851-9640

RN
Afternoon shift openings in modern 184 bed skilled care facility. Flexible scheduling & competitive wages & benefits. Call Director of Nursing.
University Nursing Home,
28350 Five Mile, Livonia
427-8270

RN - LPN
Progressive nuring home corporation expanding its nursing staff. Immediate openings available for an afternoon and midnight shift. Top wages. Contact:
Director of Nursing
An Equal Opportunity Employer

RN - LPN
and receptionist wanted. Full time. Southfield. 569-0150

RN
Nursing Director
Small, basic care facility. Geriatric nursing supervision experience required. Livonia area. Salary plus benefits paid. Call 642-3050, Permanent Staff.

RN OR LPN
Days, 7-3. Good wages and benefits. Apply in person. Walking Well Manor. 540 W. Main St., Northville.

RNS and LPNS
Full and part time. Flexible scheduling. Excellent benefits.
Farmington
Nursing Home
30405 Folsom St., Farmington
477-7400

RN'S - LPN'S - AIDES
Flexible Scheduling. Top Pay
Various departments
PRO CARE ONE
The Health Care Professionals
LIVONIA
33900 Schoolcraft, Suite L6
425-6316
SOUTHFIELD
17000 W. 8 Mile Rd. Suite 271
569-4400

RN'S, LPN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22255 W. 8 Mile Rd.
3 blks. W. of Lahser

502 Help Wanted Dental-Medical

RNS and LPNS
Full time and part time
PM shift for a 50 bed private psychiatric hospital. Apply
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA - Schoolcraft Professional Bldg. 33900 Schoolcraft, Suite L6
425-6316
SOUTHFIELD - 17000 W. 8 Mile Rd. Suite 271
569-4400

DETROIT EXPRESS TICKET WINNER
Mrs. Carol Hubbard
31778 James
Garden City
Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, December 5, 1980 to claim your 2 free DETROIT EXPRESS TICKETS.
591-2300 ext.244
CONGRATULATIONS!

RN'S
To $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit and suburban facilities.
Call today for an interview
MED-STAFF
557-2505

R.N.'S
$11 PER HOUR
A VARIETY OPPORTUNITY!
If you are seeking variety and a flexible work schedule this is the ideal situation for you. Call or stop by.
16415 W. 8 Mile, Southfield
TEMPORARY
HEALTH CARE SERVICES
835-5400

STAFFING
COORDINATORS
Needed immediately for scheduling responsibilities. Applicants must have medical background, good phone manner and be detailed oriented. Full time positions for evenings, 3 or 4 hours, 11:30pm. Southfield location. Call Alice Alexander RN, for interview.
MEDICAL
PERSONNEL
POOL
352-6111

TWO RN'S, LPN'S OR GNS, for part time in geriatric facility. 2 or 3 am shifts per week, including every other weekend. Oak Hill Nursing Home 34125 Grand River, Farmington. 477-7373

504 Help Wanted Office-Clerical

A BANK SECY to $14,000
No Fee for previous experience. Typing & Shorthand Skills necessary. Excellent benefits. Employment Center. 569-1636

- ACCOUNT CLERK -
The City of Novi is accepting applications to establish an Eligibility List for the position of Account Clerk. The position requires a High School Diploma or its equivalent - supplemented by some experience in bookkeeping & accounting. A competitive evaluation will be given.
Beginning Salary - $12,009.25
Applications must be received no later than 5PM, Dec. 12, 1980.
City of Novi Personnel Dept.
45225 W. 10 Mile Rd.
Novi, Mi. 48050
Phone 349-4300 -
An Equal Opportunity Employer

ACCOUNTING PERSON, part time, hours flexible. Must be knowledgeable in accounts payable, P/L and balance sheet. Call for appointment. 837-1911

Accounts
Receivable Clerk - On Call
We need an accounts receivable clerk to help us on a part time on-call bases at our westside office located at Greenfield and Jeffries X-way. Must have accounts receivable experience, be able to type accurately, use a 10 key calculator and be available several full days week if needed. Please call 961-2242 ext 213.
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE - applicant must be experienced in GM accounting procedures. Work accurately and well with people. Red Holman Pontiac, 35200 Ford Rd, Westland.

ADVERTISING - mature woman, long hours, hard work, great rewards. Typing, shorthand a plus. Bookkeeping, fast paced office, full time including Evenings and Sunday afternoons. 584-4281

Are You A ...
SECRETARY
STENOGRAPHER
DICTAPHONE OPERATOR
PBX OPERATOR
WORD PROCESSOR
We have temporary assignments.
CALL NOW
FOR MORE INFORMATION
LIVONIA 525-0330
WARREN 977-0860
SOUTHFIELD 569-7500
WIXOM 669-2409
WITT
SERVICES
The Temporary Help People

BOOKKEEPER - Computer office in Southfield. General bookkeeping, accounts payable, accounts receivable, payroll and some typing. Salary commensurate with ability. Phone 559-9577

BOOKKEEPER - Experienced in general accounting, including taxes and general ledger for varied clientele of a Southfield CPA firm. Excellent opportunity. Box 24, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experienced only need apply. Birmingham location. Call Martin Waller for Appt. at: 645-6310, Ext. 201

BOOKKEEPER For Bloomfield Hills law firm, full charge through financial statements, payroll, taxes, light typing. Experience preferred, benefits. Contact Cozzie, 642-0333

BOOKKEEPER- Full time. General ledger experience a cost work. South field area. Fringes. Diack-Brown Co. 357-3990

BOOKKEEPER with 3-5 years experience. Plymouth. Call for an appointment. 459-0760

BOOKKEEPER
...for 1 girl office. Must know payroll and taxes. Livonia. 474-4143

BOOKKEEPING- Data entry on IBM system 34, accounts receivable & general office work. Farmington Hills. Contact Pam Evans 851-8400
An Equal Opportunity Employer

Bookkeeping
Machine Operator
Cunningham-Limp has an immediate opening in our Accounting Department for a Bookkeeping Machine Operator. Experience necessary & some knowledge of computer operations desirable.
Duties will include Accounts Payable, Dispersements, Payroll and Filing.
Outstanding company paid benefits.
For interview appointment please call Mrs E. Labadie
Cunningham-Limp
1400 NORTH WOODWARD
BIRMINGHAM 48011
647-6600, ext. 246
An Equal Opportunity Employer

NEED
CHRISTMAS MONEY?
We Need Sr. Typists
Word Processor Operators
Also for Heavy Work
General Laborers
For Appt. Call:
LIVONIA 478-1130
TROY 585-5595
MANPOWER
TEMPORARY SERVICES

CLAIMS VARIFIER
Varify coverage and expedite processing of group claims. Some filing. Typing of 40WPM and accuracy. Part time, prefer afternoons 84.00 per hour.
Fill out an application at:
MACCABEES MUTUAL LIFE
25800 Northwestern
Southfield, Mich. 48037
An Equal Opportunity Employer

CLERICAL/BOOKKEEPER
wanted for furniture business.
Call 851-1003

CLERICAL - PART TIME
Days and some Sundays. Apply at Wickes Furniture, 29535 W. 7 Mile, Livonia.
An Equal Opportunity Employer

CLERK/TYPIST
General office accounting, plus use of mobile radio, good typing and filing skills and pleasant phone manner important. $6,694 per year. Applicants must be - Farmington Hills resitents, unemployed 15 of the last 20 weeks, and within the lower living standard income level. Call Personnel Department at employment or information. City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CLERK/TYPIST
Typing with speed & accuracy & ability to take dictation required. Duties include typing correspondence, preparation of reports, mail distribution, late phone communication & filing. 558-0326
An Equal Opportunity Employer

CLERK/TYPIST
35 WPM. Excellent benefits. Southfield area. Call Kathy Harrison. 353-5000

COMMUNICATIONS CLERK
We have an immediate opening in our entry level position of communications clerk. If you possess good telephone manners and the ability to work well with people and enjoy a fast pace in an office, we would like to hear from you. Please contact Miss Shirley Heintz at 353-2810 for an interview.
PITNEY BOWES
24500 Lahser, Southfield
An Equal Opportunity Employer

CONTROLLER
needed for small Livonia firm. Mail resumes to Poly Blends Inc. 35796 Veronica, Livonia, Mich. 48150

Customer Service
Trainee
Opening available in LIVONIA office for mature and stable individual. Typing of 40-45 WPM required. Applicant should enjoy phone work and people contact and have previous experience dealing with the public. Will train in customer service procedures. This full time, permanent position offers good salary and excellent benefits including dental.
CALL PERSONNEL
965-8600 ext 422
Michigan Mutual
Insurance
Affirmative Action Employer

DATA ENTRY CLERK.
PART Time Days, 20-30 hours per week, flexible schedule, convenient Southfield Location. Data Entry experience preferred, lab billing experience a plus. Call between 9AM-5PM 358-4510

EMPLOYMENT
COUNSELOR
Private Dearborn agency is seeking a person that has worked in an employment agency with experience in making clerical placement. This is an excellent opportunity with a salary based on commission. Position requires prior executive level experience & excellent composition & editorial skills. Degree, word processing experience helpful but not essential. Top salary & benefits & ride & $75 bonus. For interview call 851-8500.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Required for progressive Southfield firm. Must be skilled in typing and shorthand. Demands perfection and willingness to assume responsibilities. Full line of benefits provided. Salary negotiable. Call 353-9209

EXECUTIVE SECRETARY
TO PRESIDENT
$13,000 PLUS FEE PAID
Once in a life time opportunity. Aggressive suburban firm offers outstanding benefits, variety, decision making, and even some travel. Put your expertise to better use. Call Mark
SNELLING & SNELLING
649-5900

EXPERIENCED legal secretary for Southfield law firm. Typing 65WPM, shorthand 85WPM. Ask for Diane or Linda at 557-8300

EXPERIENCED RECEPTIONIST needed immediately for Southfield law firm located at Northland Center. Must have own car. 559-8500

FILE CLERK TYPIST
Wanted for Southfield Insurance Co. Must be able to type. Contact Sandy at. 353-5800

FILING CLERK
We are seeking a person interested in a career in the business world. Entry level position, typing required. Southfield area. Call 353-5209

Ford Auto Dealer
Expanding Accounting Department. Bookkeepers and Car Billers required. Redford area 7 Mile and Grand River. Excellent pay and fringe benefits to qualified applicants. Please call C. Kruse for interview appointment.
536-6500
Stark Hickey West Ford

GENERAL OFFICE, experienced, good clerical skills, shorthand preferred. Company paid benefits. National real estate company, Southfield. Call 353-5880

GENERAL OFFICE
Experienced person with good figure aptitude and ability to work well with people. Must type. Company moving to new Troy office location in January. Call Jean at 375-6000

GENERAL OFFICE WORK
Permanent position, typing a must, some filing, filing, phone work. Near Redford Construction Service Company. Send resume to: Box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Experienced Typist, some filing, full or part time. 559-2805

504 Help Wanted Office-Clerical

GENERAL OFFICE - W. Bloomfield law firm looking for sharp girl with excellent typing and telephone skills. Salary open, located in the Pine Lake Mall, Lone Pine & Orchard Lake Rd. Call Kathy or Karen. 851-3600

GENERAL OFFICE. Phone reception with typing skills. Livonia location. Full time, permanent position. Call for appointment. 591-0800

GENERAL OFFICE - Experienced. Shorthand (or Speedwriting) & typing. Pleasant Redford office. Hospitalization. Contact Mr. Keller at 255-1200

GENERAL
OFFICE WORK
Typing, billing, collection, will train, Redford Area.
Reply: P.O.box 362,
Farmington, Mich.
48024.

GIFT WRAP
Fee Paid To $12,000
Package makes pretty with this Southfield firm. Secretary's plus for bright typist interested in Directors Aide spot including heavy public contact.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

INSURANCE AGENCY position in commercial department, will train eager beginner. Typing required. Beautiful Southfield office.
Contact Mrs. Basso. 358-1100

INSURANCE
Agency in Southfield needs girl experienced in all commercial lines. Involves underwriting, marketing, rating and filing. Excellent opportunity.
352-7350

INSURANCE SECRETARY
With basic insurance background for commercial and/or personal lines department. Apply in person at 33215 Grand River, Farmington or Call for the placement business. For interview call Graebner Employment Service 553-2500

EXECUTIVE SECRETARY
Administrative Assistant
Challenging opportunity with growing design & consulting firm. Successful applicant will be working with company president in sales for project consultants. Position requires prior executive level experience & excellent composition & editorial skills. Degree, word processing experience helpful but not essential. Top salary & benefits & ride & $75 bonus. For interview call 851-8500.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Required for progressive Southfield firm. Must be skilled in typing and shorthand. Demands perfection and willingness to assume responsibilities. Full line of benefits provided. Salary negotiable. Call 353-9209

EXECUTIVE SECRETARY
TO PRESIDENT
$13,000 PLUS FEE PAID
Once in a life time opportunity. Aggressive suburban firm offers outstanding benefits, variety, decision making, and even some travel. Put your expertise to better use. Call Mark
SNELLING & SNELLING
649-5900

EXPERIENCED legal secretary for Southfield law firm. Typing 65WPM, shorthand 85WPM. Ask for Diane or Linda at 557-8300

EXPERIENCED RECEPTIONIST needed immediately for Southfield law firm located at Northland Center. Must have own car. 559-8500

FILE CLERK TYPIST
Wanted for Southfield Insurance Co. Must be able to type. Contact Sandy at. 353-5800

FILING CLERK
We are seeking a person interested in a career in the business world. Entry level position, typing required. Southfield area. Call 353-5209

LEGAL SECRETARY
Dear Legal Secretaries:
Why wait for your Christmas Bonus before moving on to a more fulfilling job? Does a few hundred dollars justify a substantial raise from a new employer? Strike while the iron's hot! The great "After Christmas Bonus Exodus" floods the market with searching secretaries. Get a jump on the others and take your pick from the available jobs that are never advertised in the newspaper. Call Joanne today.
All fees are employer paid.
Mansfield & Associates
a Legal Personnel Agency
30300 Telegraph Rd., Suite 121
Birmingham, Mich. 48010
646-4210
Division of Litigation Resources Group

LEGAL SECRETARY for Southfield firm. Experience necessary. Shorthand preferred. Benefits. Salary open.
355-4141

LEGAL SECRETARY. American Center, Southfield law firm. Excellent salary, benefits & advancement. 2 years experience required. 354-4740, 355-7550

LEGAL SECRETARY
Experienced legal secretary, wanted full time, for Bloomfield Hills law firm. 645-5305

LEGAL SECRETARY, needed for Southfield law office, - part time-. Experience preferred but not required 352-4884

Legal
Secretaries
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

504 Help Wanted Office-Clerical

LEGAL - secretary for partner in outstanding Detroit law firm. General & corporate. Good spot for person returning to work. Parking allowance and good benefits. Salary $12,000 to $13,000, fee paid

ADAMS
&
MARTIN
PERSONNEL
920 Maple Birmingham
646-5600

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

LIVONIA BUSINESS desires an experienced office worker to work part time field firm. Secretary typing & various clerical duties. 522-4310

MATURE, part time receptionist wanted for typing receipts & telephone work. Approximately 4 to early evening hours. Call 10 30am-4pm 455-0720

NEEDED IMMEDIATELY
Keypunch, data processing clerks, typists, secretaries. No fees. Associated Staffing. 336-0710

OFFICE POSITION
Growing Troy marketing firm (I-75 and W. Big Beaver) requires applicant with pleasant telephone manner and typing skills of 45-50 wpm. CRT experience helpful, but not necessary. Pleasant surroundings. Starting salary $700/month (scheduled increase in 90 days) Full benefits included.
CMI
CORPORATION
362-2188
AA/EOE

PART TIME Secretarial position for 1-girl sales office, Livonia area. Shorthand and typing are 'musts'. 2 days per week. 477-2472

PART TIME Typist needed for large company in Troy area. Typing 45 WPM, former office experience a plus. good hourly wages and pleasant working conditions. All shifts available. 4 hours day, 5 days week. Send resume to P.O. Box 893, Warren, Michigan 48090.

PROFESSIONAL CLERK
Independent, educational community in Bloomfield Hills seeking experienced payroll clerk. Knowledge of withholding taxes, organizational ability a must. Excellent fringes. Send resume to Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL CLERK. National Company has full time entry level positions available in accounting, payroll accuracy and payroll experience a must. Call for appointment. 258-4164

PERSON FRIDAY
TO $10,400
If you like to be busy, this fine financial firm needs you. Accuracy with figures is a must. Prime location, and the company pays the fee. Call Gail today.
SNELLING & SNELLING
649-5900

PRIVATE SECRETARY
to top producer. Life insurance experience over-ridden. Good typing, shorthand a plus. Extensive client contact. Pleasant office in Livonia. To arrange interview 425-4540

PROOF READER
English Majors! Southfield professional firm needs a sharp person with excellent spelling and grammar abilities to proof read. Friendly atmosphere. Generous starting salary and benefits. Send confidential resume to Mr. Kubek, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

READ THIS
Suburban firm has immediate opening, good typing, general office, phone. $820 a month. Fee paid.
644-4600
SNELLING & SNELLING
AGENCY

RECEPTIONIST with good typing skills needed to work with claims administration co. in Bloomfield Hills. Salary $180 per week. Call Cindy for interview. 645-1520

RECEPTIONIST-BOOKKEEPER
Mature, professional. Career position in 3 dental group practice, Livonia, Westland area. Experienced in pebic relations, typing, eye examination, insurance. Excellent future, salary, benefits for bright industrious person. Confidential. Send resume to box 218 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
for One Girl office in Southfield area. Must have good telephone voice, light typing skills 358-4434

RECEPTIONIST/ TYPIST
for exciting, growing, & entertaining business. Wonderful, organized, enthusiastic person with good figure aptitude. 5 hours daily, Mon. thru Fri., 34 hour to start. Apply in person, 7pm-4pm. 3250 W. Big Beaver, Suite 256, Troy.
Ask for Joanie or Maryann.

RECEPTIONIST
SECRETARY
FEE PAID
Brighten the front desk of a national suburban firm. Good typing needed. Variety spot with advancement offered. Don't wait - this won't last. Call Joanne.
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST- Typist, for Southfield CPA office, good typing skills & figure aptitude needed, full time, 8:30AM-5:30PM. 557-0440

RECEPTIONIST/TYPIST
Immediate opening for experienced person in nice Westland office. Good benefits. Send resume or fill application at: ITC Corp., 1770 Marie, Westland, Mi. 1 mile W. of Newburgh, S. off Ford

RECEPTION-TELEPHONE-TYPIST
Downtown Plymouth company needs capable, dependable person. Good salary and fringes. Reply to Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RETAIL CLERICAL
We seek persons to handle in-store clerical duties, keypunch entry, customer phone relations, and some basic bookkeeping functions. Full and part time positions available. Apply in person:
FRETTER
Schoolcraft
35901 Schoolcraft Rd.
Livonia, Michigan
9 AM. - 5 PM., Mon. - Sat.

SALES
SECRETARY
TO $10,400
Super company is looking for a super person to handle their fast-paced office, accurate typing a must. Excellent location. Call Carol Lee.

SECRETARY/BOOKKEEPER. Experienced. Accounts Receivable, Accounts Payable, payroll tax returns. For Bloomfield Hills construction company. Good resume and salary requirements to Box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Accounts Payable Clerk
Full time position. Livonia meat processor needs person who likes accounting to handle accounts payable function. Previous experience in accounts payable desirable.
Competitive salary with excellent benefits.
Call H. Munro
On Monday, December 8
Between 10 AM and 3 PM
355-1100
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

General Office - Clerical
Individual required to assume responsibilities for full time general office clerical work involving but not limited to: light typing and filing, also an opportunity to learn computer data input. Excellent benefits and working environment in a growth company.
Apply at or call:
MTC
Multiple Technologies, Corp.
Suite 306
24370 Northwestern Highway
Southfield, Michigan 48075
313 353-7810
Equal opportunity employer M/F

505 Help Wanted Food-Beverage

Steak and Ale Restaurant
is now accepting applications from neat and well groomed individuals for the following lunch and dinner positions:
LUNCH WAITRESSES
BARTENDERS
KITCHEN PERSONNEL
BUS BOYS
Please apply Monday thru Friday between 2-4 P.M. at:
24666 Northwestern Hwy. (at 10 Mile).
Southfield 353-7448

Secretary
We are looking for a full time secretary for our Director of Manufacturing. A minimum of nine months secretarial experience with excellent typing skills required. Accounting background preferred. Applications will be taken at:
The Observer & Eccentric Newspapers
36251 SCHOOLCRAFT, LIVONIA, MICHIGAN 48150
We are an equal opportunity employer

PERSONNEL CLERK
Must have experience in processing of Major Medical Hospitalization forms and exposure to general office practices.
Previous personnel experience in a manufacturing environment helpful. Competitive starting salary and excellent benefit package.
ADVANCED TECHNOLOGY & TESTING
12921 Stark Rd.
Livonia, Mich. 48150
522-1900
An equal opportunity employer

RECEPTIONIST
We are a major subsidiary of Pillsbury Company, one of the nations leading NYSE listed Fortune 500 corporations. A June 1st opening exists at our regional headquarters in Birmingham for a Receptionist.
Applicant should type 50 wpm and have good communication skills. Salary range is from $180 to $190 per week, also based on experience.
We offer many excellent benefits: Major medical, life and dental insurance, paid vacation and holiday, meaningful retirement, stock purchase and savings program, tuition reimbursement, thirty-seven and one half hour work week, attractive work environment.
Interested? Please call Barbara vonDerau
BURGER KING CORPORATION
645-1796
An Equal Opportunity Employer M/F

Restaurant Help
Olga's kitchen, Inc.
Tel-Twelve Mall
Applications are now being accepted for full and part time positions as indicated below. Apply in person only. No phone calls please.
● HOST/HOSTESS/CASHIER
● UTILITY ● COOKS
● WAITRESS/ WAITER
Olga's Kitchen
Equal Opportunity Employer