## 500 Help Wanted

### RETAIL MANAGEMENT

Winkelman's management training program offers many opportunities for individuals who have retail sales experience & some college training.

Our structured training program stresses professional management training in the areas of sales promotions, leadership skills & store administration. This provides a scheduled development to store management position.

Attractive starting salary, regular salary reviews & an excellent employee benefit program. To explore further, call Mrs Perry, or Ms cook, 833-6906.

**Winkelman's**
An Equal Opportunity Employer

SALES MANAGER
Energy saving products. Experienced trainer, motivator & deal maker for 100 sales people in Detroit Metro area. Salary plus bonus. 644-6172

SALES PERSON for health food department, some knowledge of nutrition helpful, part time 559-8100 ext 278

### SALES PERSON
### LIVONIA MALL

Branch of national women's chain wants a motivated person preferably with sales experience who can work late afternoons and weekend hours. Permanent position - not summer only! Ideal for homemakers who wishes to return to the business world. For appointment call 355-3133

SAMPLE ORGANIZER female preferred for fabric showroom, Design Center Troy 643-0287

SEAMSTRESS WANTED for Southfield dry cleaners. experienced 356-6032

SECURITY for Shopping Center. Must be experienced. Apply in person, Livonia Mall Shopping Center, Entrance G, Management office

SECURITY SALES MEN & WOMEN wanted for training in fire & burglar protection. Advanced training available - persons needed. For interview call Mike Geldmacher at 644-3242

SEWING MACHINE OPERATORS
Per piece rate. Bonuses.
Telegraph/Plymouth Road area
531-8410

SHOE FITTER - must be experienced fitting children's shoes, good opportunity, 40 hr week, no Sundays or Holidays Apply Globe Shoes, 33298 W 12 Mile, Farmington Hills. 553-4400

SOUTHFIELD mortgage company has an immediate opening for an experienced people oriented mortgage loan collector. Responsibilities include telephone collecting, conducting personal interviews, & writing government reports. Good salary & benefits with opportunity for advancement. For information contact Mr Wallace from 10am-2 and 7-9 PM 559-2300
An Equal Opportunity Employer

SPECIAL ASSIGNMENT
Apple drivers being accepted for delivery of utility bills in Oakland County. Must be 18 years or older, have phone, auto, automobile insurance & valid driver's license. Call for appointment at following locations

### MANPOWER
TEMPORARY SERVICES
Livonia 476-8130
Troy 585-5595
Pontiac 666-2200
Equal Opportunity Employer M/F

TEACHER for suburban Nursery school. 4 morning positions beginning in September. Send resume to Honey Tree Nursery School, 34427 Mayfair Ct, Farmington Hills, 48018

TEACHER'S AIDE - full time for Montessori School. Experience in arts & crafts is a plus. Call after 4 PM 399-8725

## 502 Help Wanted Dental-Medical

### LICENSED NURSES

Limited Openings available in skilled Nursing facilities for RNs or LPNs, due to relocation. Excellent wage and benefits. New revised shift differential. Flexible scheduling. In service to meet your needs including those wishing to re-enter the nursing field. Contact: Kay Kermode, RN, Director of Nursing
**427-8270**

**UNIVERSITY CONVALESCENT & NURSING HOME**
**28550 Five Mile, Livonia**

## 500 Help Wanted

### Telephone Sales

Immediate openings for LONG term assignments for telephone sales center. PAY RATE PLUS BONUS 3 shifts Mon. thru Fri. OR weekends. Birmingham area. Call 363-1460 or 645-9650 between 8 AM & 5 PM. Must be 18 and have own transportation. Experience preferred

**KELLY SERVICES**
The Kelly Girl People
Equal Opportunity Employer M/F/H

TELEPHONE SALES
Expanding Southfield firm has improvement company needs several telephone sales people, full & part time. Morning & evening hours available, experience helpful but will train. Salary plus bonuses. Call between 9-30-Noon, Mr Norris 569-2019

### Telephone Sales

We need aggressive people to work in the Birmingham area, 3 shifts plus weekends available. Pay rate plus bonus. Must be 18 or older with own transportation. For appointment call

LIVONIA 525-0330
SOUTHFIELD 569-7500
WARREN 977-0860

**WITT SERVICES**
The Temporary Help People

TELEPHONE SOLICITORS wanted. Experience preferred 2 shifts, mornings and evenings. $3.35 per hour plus commission Call The Riverside Food Service, ask for Mr. Ray 548-3100

TELEPHONE WORK
Experience preferred Day or evening hours, full or part time. Westland area. 261-8916

TELLER - Career opportunity with Livonia credit union 1 year experience required in credit union. Fringe benefit. Call Alice Casey 535-0700

TELLERS FOR BANKS
Full & part time positions available. Cashier experience helpful. Employment Center. 544-0616

TOOL & DIEMAKER - Journeymen or equivalent to build and repair line and prog dies, jigs and fixtures. West Side Detroit. Steady work with good benefits. Fred 255-5200

TOOL & DIE MAKERS Journeyman. International OEM with a large division located in Plymouth Michigan is presently accepting applications for journeyman Tool & Die makers. We need your experience in: Compound die, progressive die, high carbon steel, light & heavy stamping. Excellent UAW fringe package. Send letter so that you are scheduled for a interview, to Box 636 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

### TOOL ENGINEER
With experience in broaching machine work for coordinating of fixtures & tooling.
**931-7650**

TRAVEL AGENT, with 1 or 2 years experience preferably with Sabre Computers, best working conditions, benefits, plus opportunity for promotion. South Field & W. Bloomfield area. Call B & H Travel between 9AM-5:30PM 358-3320

## 500 Help Wanted

### TOOL & GAGE FOREMAN
JOB SHOP MAN ONLY
Must be capable of Supervising 40 to 50 job shop men. Present Foreman retiring. Westside Suburban location. Our employees know of this ad. Send resume to Box 654 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TRAVEL AGENCY in Southfield needs staff personnel minimum 3 years experience for management position. Please call 552-9380

TRUCK DRIVER-Must have tractor/trailer experience. Very steady work. $20-25,000 per. Apply in person, 12801 Inkster Road.

TYPESETTER - KEYLINER, full time, for fast growing business form company. Must have minimum 2 years experience working on snap out and continuous forms 525-0004

WANTED Ice Cream Truck Drivers, good routes available, security deposit needed, not under 19. 751-8200

WANTED - mature worker for group home, previous experience desireable, Blue Cross, Blue Shield, references required, call after 5pm 474-0865

WAREHOUSE INVENTORY
Delivery and packaging
Full time.
Call 624-9320

### Welcome Wagon
Offers opportunity for representatives in Livonia, Plymouth, Southfield, Dearborn, Birmingham, Rochester, Royal Oak, Sterling Heights, Troy. Part-time, flexible hours, car necessary. Company training provided. Call Mon., July 20th, 4 PM to 7 PM and Tues., 9 AM to Noon.
MARGARET DOANE,
Somerset Inn. 643-7800
Or answering service, 356-7720
An Equal Opportunity Employer

### WELDER-FITTER
with 3 years experience. Must have own tools. 50 hour week & benefits.
APPLY AT
**Safety-Flo Co**
36857 Schoolcraft
Livonia 48150

YEAR AROUND steady employment servicing fire equipment. Honest, dependable. Good driving record needed for road work. Experience not necessary, we will train you our way. For more information apply: Gallagher Fire Equipment, 24895 Hathaway, Farmington Hills. 477-1540

YOUND man needed for fixture assembly. Lighting fixture showroom. Will train, full time only need apply. See Gerry or Jean. 15376 Middlebelt.

## 502 Help Wanted Dental-Medical

ACTIVITY ASSISTANT, full time. Arts & crafts experience necessary. $3.35 an hour. Apply in person only 9-10am, 2-3pm, Mon, Wed., Fri.-to Mrs Crawford, Fairlane Memorial Convalescent Home, 15750 Joy Rd.

ASSISTANT
Livonia doctors office, 3 afternoons per week, will train. 522-6622

BIRMINGHAM, busy Psychiatric office needs front desk secretary, full time, good typing skills, BC/BS, immediate opening, call between 10AM-4PM 626-3717

BLUE CROSS - Blue Shield Medical Insurance - part time Must be experienced. 651-2590

### BOARDING CLERK
Excellent opportunity for full time boarding clerk with good typing skills & medical terminology background. Previous boarding experience preferred, competitive wage/fringe benefit package. For interview call
Straith Memorial Hospital
357-3580 ext 102
An Equal Opportunity Employer

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist full time. Telephone, bookkeeping, Medicare, Blue Shield, Medicaid experienced preferred. Reply to Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHAIRSIDE ASSISTANT
Experience required Must have some desk knowledge. Southfield location. Reply to 358-0030 for application.

CO-ORDINATOR
Self motivated, organized person with excellent communication skills needed to co-ordinate placement for medical service. Call Jean Mon-Fri 9am-5pm at Medical People. 569-6890

### CRNA
Day & Afternoon shift, needed now. Full time.
Excellent Benefits
853-7306 852-7201

**PONTIAC GENERAL HOSPITAL**

DENTAL ASSISTANT
Part-time
Rochester area. Experienced only.
Call 651-0539

## 502 Help Wanted Dental-Medical

### Clerk/Typist
For Medical Record Department. Experience preferred. Full time. Must type at least 50 WPM.
Contact Mrs. Reid

**Ardmore Acres Hospital**
19810 Farmington, Livonia
474-3500

CHIEF PSYCHOLOGIST
Responsible for administrative & clinical direction of the Psychology Dept. in a JCAH accredited, acute care, non-profit, 100-bed psychiatric hospital providing care & treatment to adolescent & adult patients. Requires PhD in Clinical Psychology & Michigan Licensure, several years of experience including testing & group psychotherapy. Forward resume of qualification to Asst. Administrator, Hillcrest Hospital, 16200 W. 8 Mile Rd., Ferndale, Mich. 48220

DENTAL ASSISTANT
Full time Detroit office. Graduate Assistant or at least 2 years experience preferred. 871-2144

DENTAL ASSISTANT - General practice seeks qualified, motivated with strong crown, bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities. 525-7615

DENTAL ASSISTANT for Birmingham office, experienced in all phases of chairside assisting. 647-3109

DENTAL ASSISTANT
for Northville practice. Must have 2 years chairside experience. Front desk experience helpful. 348-7997

DENTAL ASSISTANT
Opportunity for serious woman, over 35. Part time, light typing. Insurance work. Livonia. After 6pm. 535-1077

DENTAL ASSISTANT, experienced in four handed dentistry for general practice in Birmingham. Excellent opportunity in a pleasant office. 646-2998

DENTAL ASSISTANT
Needed for Troy office. Full time, experience preferred.
Call 689-6130 or 689-5508

DENTAL ASSISTANT NEEDED. Experience in 4 handed dentistry and light work 4½ day week for general practice in Southfield. Call for interview 358-2440

DENTAL ASSISTANT full time, Dearborn area. No experience necessary. Please send resume & picture to box 620Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
One man office in Farmington Hills. Will also need to handle account receivable & receptionist duties. Must be compassionate & genuinely enjoy helping people.

DENTAL ASSISTANT
Attractive position 4½ days Pleasant Southfield office requires assistants experience in 4 handed dentistry, and assister one experienced in managing front desk & handling insurance. Training in these areas in lieu of experience is acceptable. 569-3535

DENTAL ASSISTANT-part time, 1 year recent experience required, certification preferred, 10 mile & Ryan 979-0650

DENTAL ASSISTANT
Experienced preferred. Days
Farmington area.
Call 476-7480

DENTAL ASSISTANT, Livonia. Part time, mornings, experience required, insurance knowledge preferred, salary exceed. 651-2590

DENTAL ASST inexperienced to join staff to assist personally trained dentist, 3½ days per week. Pleasant position in quality practice. Send resume for interview to box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
Detroit office 4 days a week, Wednesdays off. No evenings or Saturdays. Permanent position available. 871-2144

DENTAL RECEPTIONIST, for children's dental practice in Birmingham area 4½ days week, experience desired. Call for interview 647-0456

DENTAL RECEPTIONIST for group practice, part time, experience desired but not required, all benefits. Call over, Telegraph area. Please send resume to box 656 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL TECHNICIAN Experienced person wanted for finishing and polishing and for model room. 4½ day week. Blue Cross, Blue Shield benefits. Easter Dental Ceramics. 538-1050

EXPERIENCED orthodontic assistant wanted for Southfield office. 358-3030

EXPERIENCED REGISTERED X-Ray Technician needed part time for Garden City clinic. Phone: 421-6030

**LPN'S**
with starting wage $6.50 per hour
also RN'S
ALL SHIFTS
Apply in person at
MEDICO'S RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Latser

## 502 Help Wanted Dental-Medical

FRONT OFFICE help needed for internal medicine. Must know all insurance billing, typing & bookkeeping. Previous experience helpful. 653-0060

GENERAL OFFICE
Part time, 20-30 hours, Garden City location. Typing 60 WPM, dictaphone experience. Minimum 1 year office experience. Call Mickey at 422-4750
An Equal Opportunity Employer

LIVONIA - Physician seeking medical secretary. Some experience in billing. Part time or Full time. Call After 6pm 591-0350

LPN OR RN. Part time Afternoon and Midnight positions available for licensed nurse in Geriatric facility. Competitive wages with excellent working conditions. Farmington. 477-7373

LPNS
Full or part time. Day & Afternoon shifts. Apply 9 AM to 4 PM. Mon. thru Fri. The Arnold Home, 18520 W. 7 Mile, Detroit 531-4001, Ext. 38.

LPN'S
Immediate openings
Medical Care, Inc.
656-1888

### L.P.N. - RN.
ALL SHIFTS - Full or part time positions available in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightingale West, 8365 Newburgh Rd., Westland near Joy.

An Equal Opportunity Employer

MEDICAL ASSISTANT
For Internist in Southfield, part-time or full time. Salary open. Call
Eva's, 642-1536
559-0495 or

MEDICAL ASSISTANT - part time, to Pediatric Allergist in Livonia area. Experience preferred but not mandatory. Responsibilities include, examination room assistance, reception, phone, and must be willing to learn to give injections. 20 hour week including Sat Am. Send reply stating qualifications, work history & references to Box 604, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Responsible mature individual needed for Medical Assistant. College or adequate medical background preferred for this excellent career opportunity. Please send resume to Medical Supervisor, P.O. Box 141, Novi Mich., 48050.
352-2020

### Medical Assistant
National medical company has part time opportunity for energetic, enthusiastic individual to work in our Detroit branch office as a co-ordinator. Business involves paramedical exam service. Candidate must have excellent work record, pleasant personality, & enjoy telephone communication. Venipuncture & EKG experience a plus. Please call toll free 1-800-235-5018 or 5019 from 10am-5pm.
An Equal Opportunity Employer

MEDICAL RECEPTIONIST needed for Livonia Podiatry office, typing, bookkeeping required, 25-35 hours per wk. Call Mary Lou 591-3514

MEDICAL Receptionist - answering telephone in busy doctor's office. Pegboard experience preferred. Full time Mon. thru Fri. William Beaumont Medical Bldg., Royal Oak. 288-2237

### NURSE ANESTHETIST
Salary commensurate with experience. Excellent fringe benefits including pension plan. Garden City area.
Contact Mrs. Ogden at:
**425-9677**

NURSES, RNS & LPNS
Part time on contingency basis for days, afternoons and midnights in pleasant Noon facility. 4 hour shifts available. Babysitting available. Hours from 7 AM-7 PM. on the premises. Please contact Director of Nursing between 9 and 4 PM. 477-7000
An Equal Opportunity Employer.

### NURSES
RN'S - LPN'S
Join the best professional nursing team in Macomb County. Flexible scheduling. All specialty areas available, including Industry & home care.

NON-STRESS SUPERVISION

SERVING MACOMB AND OAKLAND COUNTY'S
**Nancy Kissick's**
Professional Nursing Services, Inc.
**286-1141**
37040 Garfield - Suite T-6,
Mt Clemens Michigan 48043

OFFICE MANAGER/Receptionist for Livonia Dental specialty office. Full time, no evenings or Saturdays, experience necessary. Send resume to Box 600 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC ASSISTANT, full time, optical experience preferred, Westland area. 425-7250

PART TIME File Clerk/Receptionist for medical office, varied duties, flexible hours, near Providence Hospital. 559-3150

## 502 Help Wanted Dental-Medical

### NURSES
Full & part time, come in or call; Hendry Convalescent Center, 105 Haggerty Rd. Plymouth 455-0510

PHYSICAL THERAPIST aide with experience in hospital or outpatient setting. Full or part time, NW suburb, competitive salary & good working conditions. Apply box 564 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

### PHYSICAL THERAPY SUPERVISOR
Permanent full time, day shift.

### STAFF PHYSICAL THERAPIST
Permanent full time, day shift.

**ANNAPOLIS HOSPITAL**
33153 Annapolis Ave.
Wayne, MI 48184
(313) 722-4400

EQUAL OPPORTUNITY EMPLOYER

PSYCHO THERAPISTS - Full or limited licensed psychologists/certified social workers - full or part time positions in Southfield/Birmingham area. Must have active case load and some referral sources. Send resume, current case load size and financial requirements to: Psychotherapist, P. O. Box 5233, Southfield, MI 48037.

RECEPTIONIST/COMPUTER Biller needed for medical practice. Mature career minded individual essential. Must like responsibility. Knowledge of third party billing, medical terminology & typing. Must send resume with salary requirements to P. O. Box 141, Novi, Mich. 48050

### RECEPTIONIST MEDICAL
Schedule patients, do insurance forms. No Saturdays and work only 4½ days in the summer. Hurry! Call Alice now!
352-2020
SNELLING & SNELLING PERSONNEL

RECEPTIONIST/BILLER
Some assisting for doctor's office in Farmington-Novi area. Will train. Part time leading to full time. 476-0592

RECEPTIONIST NURSE - challenging position for full time nurse, to operate campus clinic. Primarily adolescent population. Mon. thru Fri., 8:30-4:30pm. Experience preferred, salary negotiable. Contact Mrs. Harrow 356-4810

REGISTERED NURSES
We are currently seeking registered nurses to fill the following positions. SPECIAL CARE UNIT - Afternoons, 40 hours per week; midnights, 40 hours per week (3 nights per week).
IN-PATIENT, regular afternoons, 40 hours per week; midnights, 40 hours per week (3 nights per week).
SUPERVISION - Afternoons on call. Please call personnel for more information about these positions and our new wage rates.
523-6685
Metropolitan West Hospital Joy rd.
Health Center
28303 Joy rd. Westland
An Equal Opportunity Employer

RN for industrial company, afternoon shift, excellent salary, full benefits, fee paid. Beryl Personnel, 26661 Coolidge, Oak Park 548-3055

RN - INSERVICE DIRECTOR
Seeking professional with Geriatric experience to train nursing home staff. Shift rotation mandatory. Flexible hours. Contact Ms. Heaston 728-6100, Westland Convalescent Ctr.

RN-LPN
Seeking charge nurses for afternoon and midnight shifts. Full or part time. Flexible hours. Great benefits. Come join the winning team at the 1979 Facility of The Year". Contact Ms. Heaston, 728-6100, Westland Convalescent.

### RN
Nurse needed full time days to supervise skilled wing of large nursing home. Good working conditions. Many benefits. Call Ms. Osborne, RN, DON at 532-1444 for appointment or apply in person between 10 AM. - 4 PM.

**CAMELOT HALL CONVALESCENT CENTER**
35100 Ann Arbor Trail
Livonia

### RNS
Full time, $16,000 plus fringes
### LPNS
Full time, $14,500 plus fringes
Separate program for part time nurses
Weekend differential for all
**Farmington Nursing Home**
30405 Folsom, Farmington
**477-7400**

RN's
Immediate openings
Medical Care, Inc.
656-1888

## 502 Help Wanted Dental-Medical

### ATTENTION
**Experienced OR-Recovery Room RN's and OR Technicians!**
Interested in working 1 shift or more per week? 7 AM - 3:30 PM and 11:30 AM - 8 PM shifts Monday - Friday are now available at WBH - Troy on a contingent or staff relief basis.
Recent OR-Recovery Room experience required. Salary commensurate with experience.
Contact Andrea Marcus, RN, Nurse Recruiter at 828-5485 or 828-5160 for further information and appointment.
William Beaumont Hospital-Troy
44201 Dequindre
Troy, MI 48098
*Equal Opportunity Employer*

### REGISTERED NURSES
Are you tired of the same old thing? Are you creative and self-directed? Do you want more say in coordinating the care of your patients?

Come to HUTZEL HOSPITAL and join our NEW PRIMARY NURSING UNIT.

It's a unit that offers you a different type of nursing experience — a unit you can be proud of!

If you are interested in our SPECIAL TRAINING PROGRAM for this unit, or you want to know MORE ...

Call our
PRIMARY NURSE RECRUITER
Sandy Navetta at 494-7477

*Positions available — all shifts, full and part-time.*

**HUTZEL HOSPITAL**
**Detroit Medical Center**
4707 St. Antoine • Detroit, MI 48201
Equal Opportunity Employer

## 502 Help Wanted Dental-Medical

### RN or LPN
FULL or PART TIME
Midnight shift
**Middlebelt-Hope Nursing Center**
38410 Cherry Hill, Westland
**326-1200**

RN'S - LPN'S
New Rates
New Facilities

### PRO CARE ONE
The Health Care Professionals

LIVONIA 522-5753
SOUTHFIELD 569-4460

RNS/LPNS
Boulevard Temple, Nursing Open House, Sunday, July 19, 2PM-4PM. Tours, information, refreshments. Full time, part time & flexible schedules. Boulevard Temple United Methodist Retirement Home, 3567 W. Grand Blvd., Detroit, Mich., 48208 (313)895-5340

RN-SUPERVISOR
Seeking an energetic and motivating RN to supervise & stimulate our afternoon shift. Excellent benefits. Flexible hours. 4-8 days per week. Come join the management team at "The 1979 Facility of The year."
Contact Ms. Heaston
**Director of Nursing**
**728-6100**
Westland Convalescent Center

R.N. OR L.P.N.
Experienced for busy doctors office. Excellent salary & benefits. Resume & salary history to Office Manager, Box 1547, Ann Arbor, 48106

### R.N.'S PRIVATE DUTY NOVI AREA
Your choice of shifts. Call today for more details.
TEMPORARY HEALTH CARE SERVICES
1-800-462-7593

SOCIAL WORKER, part time. Large skilled nursing home has opening for BSW. Social histories, problem solving, client interviews. Fairlane Memorial Convalescent Home. Mrs. Crawford 273-6850

STRAITH MEMORIAL Hospital, 33901 Lahser, all surgical hospital in Southfield, is seeking a full time operating room Registered Nurse, with experience, for the day shift. Apply in person or call the Nursing Director at 357-3360

ULTRASOUND TECH needed in cardiologist office with experience in Echo Cardiogram, must be able to assist with patience care. Hours Mon. thru Fri., 1-7 pm. Call between 10-6pm. 569-4222

X-RAY TECHNICIAN - registered, full time position available at large North west clinic. Apply in person only Woodland Medical Clinic, 22341 W. 8 Mile.

## 504 Help Wanted Office-Clerical

### ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
**646-5600**
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

ACCOUNTS PAYABLE
$160 TO START
Your experience with numbers and 10 key will guarantee you this terrific spot. Full benefits, plus sick days.

Snelling & Snelling
336-7400

ACCOUNTS PAYABLE CLERK
Detail minded individual with experience in all phases of accounts payable functions for busy office in Novi. Full benefits. Call Mr. Malek between 10 AM and 2 PM. Mon thru Fri. 349-3040

ACCOUNTS PAYABLE CLERK
Experienced required. Enjoy interesting and challenging position with growing company. Pleasant working conditions with Blue Cross and Dental. Ideal location in Town Center Bldg. in Southfield. For interview, call 358-1191

### APPLY NOW
If you can type over 55 and take shorthand - we have temporary and permanent positions available.

### TOP PAY
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

## 502 Help Wanted Dental-Medical

### ECHO TECH
**Southfield Cardiologist**
Looking for experienced Echo Tech 2 D M-mode. Salary open. Fringe benefits including profit sharing plan.
Call Sally-at:
**642-6893**

### STAFF NURSES NEEDED
RNS & LPNS
Days, Afternoons & Midnights
Good working conditions, many benefits including shift premium. Contact Ms. Grieve, RN, DON, between 10 A.M.-4 P.M. 522-1444.
**CAMELOT HALL Convalescent Center**
35100 Ann Arbor Trail
Livonia

## 504 Help Wanted Office-Clerical

AD AGENCY GAL FRIDAY
Busy Farmington Hills Agency needs experienced Secretary-Receptionist. Superior typing skills, 65 WPM with shorthand. Salary commensurate with ability + fringes. Call for appointment Thursday 553-5566

A LEADING INSURANCE COMPANY in Farmington Hills is looking for an experienced, mature, full time receptionist for group department. Diversified office duties including shorthand typing & some math. Excellent fringe benefits. Call 8am-5pm Mon - Fri. 855-3044
Equal Opportunity Employer M/F

### ATTENTION:
All secretaries with shorthand, word processors, statistical typists and medical transcriptionists with office experience. Your skills are needed now for temporary assignment. Call for an appointment between the hours of 9-4 except 12 noon-1pm.

### Somebody Sometime
Temporary Help
17322 Farmington Road
(In Burton Executive Park)
**525-5170**
16415 W. 8 Mile Road
**272-8500**

ATTENTION
CLERICAL HELP
NEEDED IMMEDIATELY
TYPIST - 55 WPM
BOOKKEEPER
FILE CLERKS
Long & Short Term
Temporary Assignments
Call between 9 AM. & 2 PM.
478-8352

Or apply to 29200 Vassar Ave., Livonia, (between 7 & 8 Mile off Middlebelt).
One of Nation's No. 1
Temporary Help Services
Personnel Pool

ATTENTION STENOS
Variety of Secretarial Jobs Available
Apply For Work Now or in the Fall
Call
CALL FOR APPOINTMENT
**MANPOWER**
TEMPORARY SERVICES

LIVONIA 478-1130
TROY 585-5595
TAYLOR 283-1850
PONTIAC 666-2200

BIRMINGHAM - CPAs need mature experienced office help. Part time, 9am-1pm, required typing, bookkeeping, receptionist tax returns. Salary negotiable 642-2054

BOOKKEEPER ASSISTANT-full time, to assist receptionist. Must have experience important. Accounts Payable peg board system. Must be mature, reliable and detail minded. Call Mary Prust, Murray's at Hardware, 27207 Plymouth Rd., Redford 937-0160

BOOKKEEPER
Experienced Secretarial ledger for small computer sales company, pleasant office conditions. Full time, excellent benefits. Mr. Margo Companies, 48945 Van Dyke, Utica, Mich. 48087.

### BOOKKEEPER OFFICE MANAGER
Southfield sales company is seeking an experienced Full Charge Bookkeeper with some office management background. Must be able to take charge of a busy office. Will soon be computerizing the financial statements. Great opportunity -- excellent salary and benefits. Send confidential resume to: Mr. Farwell, P. O. Box 691, Southfield, MI 48037

Plante & Moran recruiting for an equal opportunity employer.

BOOKKEEPER, part time, must have experience. Hours 12 Noon to 4:30PM 334-0020

BOOKKEEPER/SECRETARY
Excellent opportunity for intelligent individual. Typing required, good salary and benefits. Birmingham office. Call Sandra or Co. between 9AM-5PM Mon. thru Fri. 647-3550

BOOKKEEPER/SECRETARY
Full time for Troy real estate development & management co. Must have typing, posting sales, and accounts receivable skills required for industrial clinic in Farmington Hills. Call 478-1620

GENERAL OFFICE
High School grad to answer phone & assist bookkeeper, payroll, payables & inventory. Call Mr. Hay. 851-8857

GENERAL OFFICE
Clerical opportunity with 2 years experience in machine tool environment. Must have good typing and figure skills. Pleasant phone manner. Ability to work well with minimum direction. Excellent pay and benefit package. Send resume to Box 606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

### GENERAL OFFICE CLERK
Experienced
MOELLER MFG CO., INC
47725 E. Michigan Ave
Canton
**482-8245**

GENERAL OFFICE
Rapidly expanding sales promotion & advertising firm seeks an outstanding trainee with some "Importer Office Experience" position requires 45 WPM typing, good organizational skills, math aptitude involving some calculations. Come join this highly motivated company. Please call for appointment
836-8780 ext 372
B & E SALES COMPANY, INC.
12633 Greenfield, Detroit, 48227

GIRL Friday wanted, various duties - receptionist, typing, filing, light bookkeeping, etc. Full benefits. Mon thru Fri. Apply in person, Jay-Cee Sales & Rivet, Inc., 32961 Chesley Dr., Farmington.

IMMEDIATE OPENING- Full time. Tool company. Must be experienced. Diversified duties, typing 55 WPM. No billing, invoicing, shipping. Salary commensurate with experience. Farmington area. 474-8565

INSURANCE AGENCY needs person for handling commercial lines, typing, filing, and miscellaneous clerical work. Prefer minimum 3 years agency experience. Salary open. Southfield area. 355-2670

### INSURANCE
Managing general agency has position open for person with accounting experience familiar with mini computer systems.

Managing general agency has position open for commercial property rater.

Southfield area, American Center Building, call Mrs. Wack. 334-8400

LAW OFFICE Receptionist-Secretary, 10am-2pm, Monday thru Friday. Good command of English imperative. Town Center, Southfield. 356-0870

LEGAL RECEPTIONIST/Secretary American Center Southfield Law firm, good typing skills required, excellent opportunity for advancement. 353-7550

LEGAL SECRETARY & Receptionist for Troy firm. Experience & typing required. Salary commensurate with ability. Call Mr. Peter Bill. 352-0360

LEGAL SECRETARY with working knowledge of Xerox-word processor 850 or 860. Can be full and/or part time. 535-1008

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CEO needs personable, capable, tight ship for private office in Woodward-Long Lake area. Must be organized & type perfectly, personal books kept & balanced, files maintained, appointments & reservations made. Flexible hours, top salary. Send resume to box 630 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
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EXPERIENCED LEGAL Secretary needed for a law firm Southfield plaintiffs law firm specializing in medical malpractice and personal injury. Must have good communication skills.
Ask for Diane. 356-7744

EXPERIENCED Legal Secretary for Birmingham law firm. Good typing skills & dictaphone experience. Fringe benefits & good working conditions. Please call Mr. McGaw at 645-0100

FILE CLERK
For Birmingham law firm
Light typing. $3.75 per hour.
Call 644-2213

FILE CLERK - Receptionist, errand person, must have car, 29 hours per week, $3.35 per hour. Southfield law office. 354-6644

FULL CHARGE Bookkeeper- Accounts receivable & payable, inventory, payroll taxes, general ledger, located in Birmingham. Excellent opportunity. 517-3771

FULL TIME position available as Clerical Assistant, for Import/Export Company, typing required, excellent working conditions with full benefits, please pick up application in our lobby and submit to our receptionist. No interviews at this time. American Vanki Corp. 22700 Capital, Livonia.

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GENERAL OFFICE
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Clerical opportunity with 2 years experience in machine tool environment. Must have good typing and figure skills. Pleasant phone manner. Ability to work well with minimum direction. Excellent pay and benefit package. Send resume to Box 606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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