500 Help Wanted

Maintenance Man

Mature, responsible man for maintenance position in large Southfield apartment complex. Mechanical maintenance experience required. No pets. Apartment, salary and benefits. For appointment call 8,30-5 PM. 258-4954

MAKE MONEY

Become part of the telecommunications industry. We need artículate and motivated people to do TELEPHONE SALES in the BIRMINGHAM AREA. THE POTENTIAL SURSCRIBER WILL CALL YOU. Weekend afternoon shifts available. Will interview in evening. Pay rate plus bonus. Experience helpful. Must be 18 or older with own transportation. For appointment call 569-7500

WITT SERVICES

The Temporary Help People

MANAGER For Hallmark Shop In Novi

Retail and management background desired. Full time Salary. Please respond to P.O. Box 446, Pontiac, Mi 48056

MANAGER NEEDED Boys clothingwear. Must have retail experience in same Metropolitan area. Fee for further information. 557-2500

MAN for apartment complex in Livonia. General cleaning and light maintenance. Some mechanical aptitude necessary. 476-6868

WANTED MATURE WOMEN Activity Program

For the Mentally retarded. Some college education Hours 1:30 PM - 8:30 PM Salary negotiable Call Sister Theresa Northville. 453-1200

MECHANIC
Experienced, front end mechanic Full time, Mon thru Fri No weekends 532-8590

MECHANIC
Immediate opening for certified SAAB Mechanic at John Lee Oldsmobile SAAB Inc. Ann Arbor. Many good benfits. Contact Service Manager 313-8100

MECHANIC Nationwide company looking for experienced mechanic Brakes, exhaust, frontend. Excellent pay & benefits. Advancement potential, to start immediately, must be certified Contact Mr Fassett. 356-3021

+MODELING+
Action Models are seen in Vogue, Cosmopolitan Seventeen, Glamour, Ebony, G Q and Detroit area magazines Do you qualify for Agency representation? Auston International Modeling Agency, Inc. 368-6446

MODEL MAKERS
Wood Iplastic Model Makers
Clay Model Maker
Experienced Technicians in Epoxy & Plastic models
Metal Model Makers
Prototype vehicle in parts fabrication
Experienced sail-cloth mock up
Write or call CARS & CONCEPTS
Bob Peter
12509 E. Grand River
Brighton, Mich 48116
313 227-1440
An Equal Opportunity Employer

MODELS - MODEL TYPES
Needed for photographic and promotional modeling. Auditioning now. Call Michigan Modeling Agency 646-9244

NEED WORK

and have NO EXPERIENCE? We have assignments for PACKAGERS in Plymouth, Westland and Livonia areas. Must be 18 years old with own transportation For appointment call

LIVONIA 525-0330
SOUTHFIELD 569-7500
DEARBORN 565-8060
WARREN 977-0860

WITT SERVICES

The Temporary Help People

NIGHT AUDITOR - part time 12 PM to 8 AM, 2 to 3 days a week Experience necessary. Botsford Inn 474-4400

NURSERY School teacher's aid, 3 - 6 pm Mon thru Fri 1 yr. child development background outside of high school required 421-0221

NE PROGRAMMER OPERATOR For Bandit & Hardinge Control Wage commensurate with experience Livonia 591-3121

ONE CALL DOES IT ALL!

Place your classified want ad in Suburban Detroit's finest market. The Observer & Eccentric Newspapers

591-0900 Wayne
644-1070 Oakland
652-3222 Rochester/Avon

Use your Visa or Master Card

ORGANIST CHOIR DIRECTOR wanted for small church in Birmingham area Call 646-2151

PARENTS - Have you looked at our new Nursery & Day Care Corner for a school in your area? It's on the same page as the regular Child Care Ads

PHARMACY TECHNICIAN
20 to 30 hours weekly Experience helpful but not necessary Bloomfield area 334-4766

PART TIME FOSTER CARE
For a developmentally disabled child. We provide training and license your home thru Department of Social Services. Your family will provide care and training for short period of time. Teaching and nursing skills helpful. In Wayne County - Call Plymouth Center, Community Placement Unit, 937-3580.

PHARMACY TECNICIAN for professional pharmacy, experienced. Benefits. No nights or Sundays. Growth opportunity Computer. 355-9110

PHONE SOLICITORS
Prefer persons over 30 to work from their homes. Top pay Immediate openings

PICTURE FRAMING BACKGROUND
Full time opening for person with some experience in Sales with arts & framing background. Apply in person between 10 AM-2 PM AT Frames & Framing, Campus Corners, 115 S. Livernois, Rochester, Mich

PLUMBER or Plumber's Helper To do small cash repair jobs for home improvement company Good part time or full time money Paid on percentage basis Year around. Mail phone and anything else we should know to P O. Box 824, Farmington, Mi 48024

POSITION for part time full time typesetter (compugraphic) Evening hours Call between 9 AM & 5 PM 544-1149

PRESS OPERATOR

Due to our increase of sales, Book manufacturer has an opening for a 2 color press operator Qualified candidate must have a minimum of 3 yrs experience running a color press We offer top wages in the area plus an excellent benefit package for the qualified person If you meet qualifications for this skilled position, send resume to Box 774, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

PRINT SHOP MANAGER
Southfield firm seeking responsible person, experienced with offset printer, introvert graphic arts, stripping, paste up and bindering. Must have 1 to 2 years management experience Full benefits Call 353-3209

PRODUCTION/ INVENTORY CONTROL
Fortune 200 firm seeking assertive individual with MRP experience. Management level with a degree helpful. Electrical background an added plus. Call or send resume to

KETZLER & ASSOCIATES
16800 W. 9 Mile Suite 404
Southfield, Mi. 48075
559-7940

PRODUCTION MANAGER
For extrusion car wash Southfield Car Wash has immediate opening for mature experienced production manager with strong mechanical skills, scheduling workers & good with customer relations. If you are interested in steady employment with good pay and a future call for an appt between 12-3pm on Thursday, 10-2pm Friday 353-9276

PROGRAMMER ANALYST
IBM System 34 programmer analyst Must be experienced in all phases of DP operation and SSS 34 applications. Apply in person, Eagle Packaging Corp., 12680 Hunt Rd., Detroit, Michigan, or call Mr. Johnson for appointment at 533-6783

PROPERTY MANAGER
Responsible for financial & physical well being of 1000 plus units in metro Detroit area Management experience as well as strong accounting background required Immediate opening Respond to PO Box 228 Brighton Mich 48116

RACQUET CLUB
Membership Sales Court Reservations Immediate openings for people oriented salespersons are available for evenings and weekends Duties include membership sales, court reservations and program information Must have excellent one-on-one communication skills Previous experience helpful, but willing to train Salary plus commissions Apply at the Beverly Hills Racquet Club, 31555 Southfield Rd., Birmingham, Mi. 48009 642-8500

RECEPTIONIST - experienced preferred Birmingham - Bloomfield Area 642-2566

RENTAL AGENT
For apartment complex
City of Plymouth Experience necessary Call 459-8122

RESTAURANT CAREER - $11,000 to $12,000, work near home, must have restaurant experience, business management or degree, 5 days, 50 hrs Ray Greene Personnel 399-1626

RETAIL SUPERVISOR

Ladies specialty chain has an opening for a Supervisor to join our management team out of our Oak Park main office If you have 3-5 years retail experience, are seeking an opportunity for growth, and are willing to travel, take advantage of this newly created position Send confidential resume including salary requirements to P O. Box 37348, Oak Park, Michigan, 48237.

SALESPEOPLE needed with experience for gift & collectible store opening in the Livonia Mall Must be flexible with store hours 852-6251

SECURITY GUARD
For large, suburban apartment complex Experience, references, good salary. Call Mon thru Fri 9 to 5. 352-2013

SERVICE ATTENDANTS/CASHIERS
Full time, for all shifts including midnight. At service station snack shop. Benefits include hourly salary, paid holidays. Contact Ron Guy at Mobil Oil Corporation, 910 N Hunter, Birmingham

An Equal Opportunity Employer

SHIPPING CLERK - for national mail order company, Northland area. After school hours for high school or college student. Call Mr. Cowen between 10am-noon only 355-7855

SHIPPING & RECEIVING CLERK
Some experience 8AM-5PM daily. Mon thru Fri. Call for interview. 516-8978

SPECIALTY SKI Shop now hiring Salespersons & shop technicians. Must be available evenings & Sat. Apply 29525 Orchard Lake, Mon-Fri, 10-6pm.

SPRING Installer and rebuilder - will train. Welding background helpful. 31743 W. 8 Mile Rd., Farmington Hills.

STEEL ROOM Die Cutter or Flexographic Printer. Prefer experience, but not necessary. Send list of qualifications & experience to P. O. Box 306, Southfield, Mich. 48076

SMALL manufacturing firm located in NW suburbs needs individual with at least 5 Yrs. stock handling experience, mature with own transportation. Experience preferred Salary commensurate with ability. 261-8830

C.O.T.A - PART-TIME
To provide occupational therapy training and co-ordinate reality orientation program for nursing home residents Flexible 24 hour week, challenging atmosphere, pro-rated vacation. Send resume to: Mr. Binkin, Jewish Home For Aged-Presidia Manor, 29699 Lahser, Southfield, Mi. 48034.

DENTAL ASSISTANT NEEDED. Experience in 4 handed dentistry and light office work. 4½ day week Call general practice in Southfield. Call for interview. 358-5939

DENTAL ASSISTANT
For modern Westland practice. Full time Experience necessary. 422-5560

DENTAL ASSISTANT and receptionist, 4 days, no Saturdays. Typing necessary. Call Mrs. Gaynor 464-3266

DENTAL ASSISTANT - Full-time. City of Farmington office. Willing to train suitable applicant. 474-0273

DENTAL ASSISTANT & Receptionist - Bloomfield area. Experienced only. Birmingham. 647-2550

DENTAL ASSISTANT needed for modern friendly Birmingham office. 4½ days, plus 1 Sat per month 8 hours Salary commensurate 646-3515

DENTAL ASSISTANT - experienced only for aggressive group practice. Flexible hours, for interview call Paul 388-3552

DENTAL ASSISTANT
Full time - experienced only. 4 Handed Dentistry. Also Receptionist - full time. Wayne area 722-5280

DENTAL ASSISTANT
West Bloomfield general practice. Full time. Must be experienced. Full benefits. 855-4350

DENTAL ASSISTANT
Full time position available. Experience and some formal training preferred, however will consider training suitable applicant. 871-2144

DENTAL ASSISTANT
Charmingville - experienced. Interesting general practice. Congenial and pleasant 3 girl office. 7 Mile - Inkster Road area 533-9100

DENTAL ASSISTANT, part time needed for excellent Birmingham office. Experience desired. 2 days a week Call 646-1511

DENTAL ASSISTANT - Charmide for Birmingham general practice. Exp. helpful or previous experience necessary. after 1 pm 645-3672

DENTAL ASSISTANT
Part time position available with experience in 4-handed dentistry Northwest area 722-5131

DENTAL ASST. RECEPTIONIST
Experience necessary
Canton Plymouth area.
Call 455-4070

DENTAL HYGENIST, part time to pleasant Westland office. 525-7636

DENTAL HYGIENIST
Tues. & Fri. for Farmington Hills general dentist. Experienced only 476-8330

DENTAL HYGIENIST needed for productive, friendly Birmingham office. 4½ days plus 1 Saturday per month. Before 5pm. 646-3515. After 5pm. 642-8410

DENTAL RECEPTIONIST - experienced, part time, Livonia office, insurance experience a plus Call 427-8111

DENTAL RECEPTIONIST
Experienced. Must know insurance. Canton. Call between 9AM-5PM. 455-0660

DENTAL RECEPTIONIST
Full time position available for an energetic individual who enjoys being with people. Experience necessary. Benefits. Westland 722-2440

DENTAL SCHEDULING secretary, part time with flexible hours, potential of full time. We are seeking a new career individual with good communication skills 423-6320

EXECUTIVE SECRETARY
Must be experienced To work closely with the Director of a mental health clinic in Southfield. Excellent typing & shorthand required as well as office management skills Knowledge of health care insurance helpful. Call for interview 557-1282

EXPERIENCED MEDICAL Assistant needed for doctors office, 12 Mile & Northwestern area. Must know Venipuncture & EKG 357-4880

EXPERIENCED medical receptionist for busy Dr's. office in Farmington area. 9-5 knowledge of peg board necessary, benefits. Send resume on box 7828 W Observer & Eccentric Newspapers. 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRONT DESK - person for Southfield oral surgery office, clerical experience preferred, call Mon. thru Fri. 9-4 pm. 559-6177

FULL TIME Chairside Dental Assistant, general practice, no Sat. Background or experience preferred. Call for interview Dr. Alvin I. Rubin, 8225 Fenkell, Detroit, Mich. (near Telegraph.) 535-5300

GARDEN CITY AREA doctor's office lab tech with knowledge of general office procedure including Saturday open. Send resume to Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING in Ear, Nose, Throat. Allergy office in Southfield. Needs experienced full time help to assist doctor. Must know Vena-puncture & typing. Salary open. Hours 9am-5pm Mon - Fri. Call for interview 559-5430

Licensed Nurses

Openings currently available on the midnight shift in skilled nursing facility for RNs and LPNs interested in the challenge of geriatric nursing Excellent wage & benefits Flexible scheduling in service to meet your needs. Contact Kay Hermode, Rn, Director of Nursing,

Westwood Convalescent & Nursing Home, 28550 Five Mile Rd., Livonia. 427-8270

LPN OR RN - part time afternoons & midnight positions available for licensed nurse in geriatric facility. Competitive wages & excellent working conditions. Farmington 477-7372

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

502 Help Wanted Dental-Medical

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist full time. Telephone, peghoard, Medicare, Blue Shield, Medicaid experienced preferred. Reply to Box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHAIRSIDE ASSISTANT wanted. Full time. 4 day week. Modern Troy office. Must be C.D.A. with experience in crown & bridge. Call 362-2288

CHAIRSIDE ASSISTANT for Livonia Orthodontic office. Neat appearance, mature with own transportation. Experience preferred Salary commensurate with ability. 261-8830

COTA - PART-TIME
To provide occupational therapy training and co-ordinate reality orientation program for nursing home residents Flexible 24 hour week, challenging atmosphere, pro-rated vacation. Send resume to: Mr. Binkin, Jewish Home For Aged-Presidia Manor, 29699 Lahser, Southfield, Mi. 48034.

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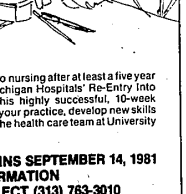
502 Help Wanted Dental-Medical

RNs University of Michigan Hospitals' Presents A Re-entry Into Practice Program



You have the background. Now, let us show you the way!

If you're thinking about returning to nursing after at least a five year absence, join the University of Michigan Hospitals' Re-Entry Into Practice Program. It's through this highly successful, 10-week program that will help you update your practice, develop new skills and become an active member of the health care team at University Hospital. Don't delay.

OUR NEXT SESSION BEGINS SEPTEMBER 14, 1981
FOR INFORMATION
PLEASE CALL COLLECT (313) 763-3010

University of Michigan Hospitals
300 N. Ingalls, Box 50 • Ann Arbor, Michigan 48109
A Non-discriminatory, Affirmative Action Employer

O&E

502 Help Wanted Dental-Medical

LIVE IN HOME HEALTH AIDES
Needed immediately. Southfield, Detroit and Pontiac areas. Call Mon. thru Fri., between 8am-4pm for appointment interview.

MEDICAL PERSONNEL POOL
352-6111

LPN'S in house pool. Clean, modern, air conditioned Nursing home. Bare facilities. Good pay, pleasant surroundings. Choose your own schedule Call Mrs. Bartle RN BSN. 326-6424
An Equal Opportunity Employer

LPN's - RN's
•Competitive Wages. •Choose Your Own Hours. •Immediate Placement. Call Medical Care. 656-1888

LPN's
with starting wage $6.50 per hour
also RN'S
AFTERNOONS
Apply in person at
MEDICO'S RECOVERY CENTER
22355 W. 8 MILE RD.
3 blks. W. of Lahser

L.P.N.
Medical Assistant
Are organization & public relations your strong points?

We are looking ground as an L.P.N. medical assistant to work as a co-ordinator with temporary nursing service. Position open in Oakland area. Duties for this full time, day position includes stalling, scheduling & follow up. Shared on call responsibilities involved.

Applicants should have assertive, pleasant personality, good organizational & interpersonal skills & enjoy telephone communication. Minimum of 3 years recent work experience required.
EXCELLENT WORK RECORD MANDATORY. Please call Mon-Fri toll free from 10am-6pm. 1-800-255-5018 or 5019
An Equal Opportunity Employer

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. Bartle. 32000 at Nightengale West, 8365 Newburgh Rd., Westland near Joy

An Equal Opportunity Employer

L.P.N.'S
PRIVATE DUTY
MILFORD AREA
CALL TODAY FOR DETAILS
1-800-462-7593

MEDICAL ASSISTANT
With some laboratory experience. Full time Farmington area Call 474-2601

MEDICAL ASSISTANT
Experienced - part time. No evenings. Northwest area. Call after 10 AM. 538-7890

MEDICAL ASSISTANT, experienced, for Troy physician's office. Full time days. Mon.-Fri. Salary open. Send to Box 788, Observer & Eccentric Newspapers. 36251 Schoolcraft Rd., Livonia. Michigan 48150

Medical Assistant Part Time

National medical company has part time opportunity for energetic, enthusiastic individual to work with Detroit branch office as a co-ordinator. Business involves paramedical exam service. Candidate must have excellent work record, pleasant personality, & enjoy telephone communication Venapuncture & EKG experience a plus. Please call toll free 1-800-255-5018 or 5019 from 10am-6pm

An Equal Opportunity Employer

MEDICAL ASSISTANT - experienced. OB-GYN practice. Full time. Travel between Livonia & Southfield Medical Office. Some front desk preferred. Good salary & fringes 474-4290

MEDICAL office has opening for mature individual with prior medical experience and blood pressure reading. Medical terminology and skilled typing a must Southfield area. 557-1282

MEDICAL office in Farmington Hills. Experienced to proper insurance billing procedures, etc. Excellent benefits. 9AM-5PM Mon. thru Fri.

MEDICAL RECEPTIONIST
for 2 surgeon offices. Must have supervisor experience. Light typing, filing & answering phone requires mature person with pleasant personality. 4 day work week, no evenings or weekends. 341-7611

MEDICAL RECEPTIONIST
EXPERIENCED
Oak Park - Southfield Area
$5 to $5.75 per hour Blue Cross Blue Shield, pension and profit sharing. Must know pegboard and insurance. 5 day work week. Apply to Box 766 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST, part time position for experienced person at medical clinic in Southfield. Dictaphone, typing 45WPM are required. Call Mrs Schulman 569-5147 ext 347

MEDICAL TRANSCRIPTIONIST
Experienced Medical Transcriptionist to work in Southfield office days. Excellent pay and benefits. Call 9AM-4PM and ask for Sandie Weston. 353-1823

NURSE AIDES
Experienced need only apply. All shifts, full or part time. Flexible scheduling and excellent benefits. Apply 9 AM to 5 PM. Farmington Nursing Home, 34009 Folsom Rd 477-7400

NURSE AIDES - If you have home care experience, transportation, enjoy caring for the elderly & are able to work on an on-call basis we invite you to join our team.

PRO CARE ONE, INC
The Health Care Professionals
Livonia 522-5753
Southfield q569-4400

NURSE AIDES/ORDERLIES
Training class starting Aug. 18 Full and part time permanent positions. Apply Mon. thru Fri. 8am to 3pm. Farmington Nursing Home, 34009 Folsom 477-7400

NURSES AIDES - ORDERLIES
•Competitive Wages •Choose Your Own Hours •Immediate Placement. Call Medical Care. 656-1888

502 Help Wanted Dental-Medical

R.N.'S
BECOME A VITAL TEAM MEMBER IN OUR PROGRESSIVE CRITICAL CARE COMPLEX

Besides offering total patient care, no pulling to other units, no shift rotation and excellent benefits, we offer an on-going in-service program monthly. If you have experience in Critical Care or Med Surg, experience APPLY NOW.

CASUAL POSITIONS
We are still accepting applications for casual positions to WORK ONLY 2 DAYS A MONTH on the same unit! If you have had experience in an acute care facility within the last 3 years.

WE HAVE IMMEDIATE OPENING IN ER, OR, PEDS AND CCC.
Please call Human Resources Department

botsford hospital
an osteopathic institution general serving the community
28050 Grand River Ave.
Farmington Hills, MI 48024
313-476-7600
An Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

NURSES AIDES
Full Time
MATURE PERSONS
Afternoons & Midnights
Will Train, modern nursing home. Westland - Livonia area. Excellent salary & benefits in person. See Ms. Watkins. NIGHTINGALE WEST Convalescent Home, 8345 Newburgh, near Joy Rd., Westland.

NURSES AIDES
LIVE IN
Needed for elderly man to live in the patients home. 2 to 5 days per week. One year experience in home care necessary. Choice locations, benefits available.

Quality Care
643-0311

OFFICE NURSE or Medical Assistant, experienced for part time day shift. Knowledgeable in blood drawing, & EKG, four family physician office.

OPHTHALMOLOGIST OFFICE needs part time receptionist, afternoons, experience preferred. Rochester area 652-1166

ORTHODONTIC CHAIRSIDE Assistant. Modern, progressive Southfield practice in Northwestern. Clinical orthodontic experience required. 647-0696

PART TIME Medical office. West Bloomfield area. Receptionist. Must have own transportation. 553-4770

PART TIME person to type medical reports - prefer some knowledge of laboratory tests. Evening hours, rotating weekends. Call for appointment between 12 and 5 PM. 277-9171

PART-TIME - Ultrasound Tech for cardiologist office, experienced in Echo Cardiogram, also able to assist with patient care. Call between 10-6pm. 569-6122

PERMANENT PART-TIME R.N. Southfield area Exam Center requires PFT, EKG, Venapuncture, Audio & Vision experienced R.N. Mornings, 5 days per week. Call 9-5 PM. 557-3858

PODIATRY OFFICE in Westland has 2 full time positions available. Both positions require an experienced, enthusiastic and self-motivated person with a medical background. The first position is for a person experienced in medical insurance billing, peg board and secretarial receptionist functions. The second position is for a person experienced in medical assisting. Send resumes to P.O. Box 97, Westland, Mi 48185.

PRIVATE MENTAL Health Clinic now accepting applicants for positions

RA to PH. D Psychotherapists
Alcohol Coordinator-Therapists
Employee Assistance Coordinate
Psychoanalyst
Send resume to:
Executive Director,
Huron Valley Institute
29830 W 12 Mile Rd.
Farmington Hills, MI 48024

MEDICAL Assistant
needed for medical office. Write: Kenwood Medical Center, 20901 W. 7 Mile, Detroit, Mich 48219.

RECEPTIONIST - COMPUTER
Excellent opportunity for medical practice. Mature, responsible individual is essential. Knowledge of computer billing, medical terminology & typing - a must. Please call or arrange for an interview, ask for Office Manager. 349-9023, or 425-0337

RECEPTIONIST, experience preferred, part time Livonia. 477-5477

RECEPTIONIST ASSISTANT
for Southfield real surgery office. Experience preferred. Call for appointment. 356-1976

RECEPTIONIST. Secretary for Livonia specialty dental office. Full time Mon. thru Fri. No Sat or evenings. Experience necessary. Send resumes to box 700 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Registered Nurses

ONGOING POSITIONS
Work for a service that is the first of it's kind in the mid west. This is the staff nurse position. Full time available on all shifts. Call Michele Monday-Friday 8-5 pm

Doctor-On-Call
569-6800

Registered Nurses

For 18 bed alcoholism unit & 36 bed psychiatric unit.
Call L. McMaster Mon-Fri, 8am-4pm

338-7144
Woodside Medical
815 Woodward, Pontiac

RN's & LPN's

Full and Part Time
All Shifts
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

RNS & LPNS
full and part time positions available on all shifts. Excellent benefits. Rotation. Contact Nursing Office, Southfield Rehabilitation Center, 22195 Foster Winter Dr., Southfield, 9 Mile - Greenfield area. 569-1500, Ext. 319

RN'S - LPN'S
New Rates
New Facilities
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5753
SOUTHFIELD 569-4400

RN'S - LPN'S

PART TIME - AFTERNOONS
FULL or PART TIME MIDNIGHTS
Contact Mrs. Ostlund
Middlebelt-Hope Nursing Center
38410 Cherry Hill, Westland
326-1200

RN'S

Needed Immediately
Flexible Scheduling
Choice of Assignments
Top Wages
MEDICAL PERSONNEL POOL
352-6111

502 Help Wanted Dental-Medical

R.N.'S
$12.50 PER HR
SPECIAL PROJECTS
We are looking for R.N.'s to work on several special projects that we have available. Your choice of hours, shifts & location. Please call or stop by today so that we may tell you about this very special opportunity.
TEMPORARY
HEALTH CARE SERVICES
16415 W. 8 Mile, Southfield
835-5400

WHITEHALL HOME on Grand River needs Nurse Aide, 21 years of age or older, to share on the weekend 3-11 shift. Fri. Sat. & Sun. a month. Call 474-3440

WOMENS MEDICAL Clinic in Livonia has full time position open for medical receptionist with other clerical duties Call Brenda at 538-0600

X-RAY TECHNICIAN
For Suburban X-ray Department
Call Mon. - Fri. Between 7PM
531-6200, Ext. 302

X-RAY TECHNICIANS

Part time positions are open on the day shift and on the afternoon shift every other weekend.
Full time positions are available on the afternoon shift.
To qualify for these open positions, you must have previous experience.
We offer excellent wages and benefits
Apply to PERSONNEL OFFICE

OAKWOOD HOSPITAL
18191 Oakwood Blvd
Dearborn, Mi. 48124
(313) 336-3000, Ext. 337

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT - Minimum Bachelors Degree & 5 years experience in public & corporate accounting in the manufacturing industry. General ledger transactions, payroll tax returns & financial statement preparation a must. Top firm offers excellent salary & benefit package. Please call the co-ordinator at 583-9900

ACCOUNTANT- Southfield based real estate corporation needs recent college graduate with a major in accounting, 1 yr. experience preferred. Excellent growth opportunity for hard working, career oriented individual Send resume to Box 770, Observer & Eccentric Newspapers. 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk

Career opportunity, full time position available for hard working, expanding Southfield Corporation. Good salary and benefit package, convenient office location. Accounting experience desired Please send resume to Accounting Supervisor, 30555 Southfield Rd., Suite 400, Southfield, MI 48076

ACCOUNTS PAYABLE CLERK
we have an opening for someone who enjoys working with numbers and prides themselves on good organization. Some experience is helpful but not necessary for this full time position Please call between the hours of 10am-3pm 548-2296, ext. 31

ACCOUNTS RECEIVABLE position with typing. Starting salary $275 per week Benefits included. Apply in person between 9-12 noon weekdays. Scott Management Co., 26901 Northwestern Hwy. Suite 700, Southfield

ACCOUNTS RECEIVABLE Supervisor Immediate opening for person with previous experience in collection, customer account reconciliations and credit ratings. Our expanding company in Belleville. Qualified applicants only please call 9 AM to 12 Noon. 697-9151

ACCOUNTS - receivable clerk, typing and analytical, some experience preferred, taking care of cash receipts, posting to general ledger, assist with payroll computation. Royal Oak company. $10,400, fee paid

SECRETARY - fascinating Southfield company, typing 65 WPM, light bookkeeping, benefits. $12,000, fee paid

LOIS RAY PERSONNEL
559-0560

AD AGENCY Secretary Receptionist, busy Farmington Hills agency needs typist/receptionist. Must have pleasant Superior typing skills, 65 WPM minimum with shorthand. Salary to match ability plus fringes Call for Appt. Thompson Advertising. 553-6566

ADMIN. ASST.
Special features in this prime spot involves hunt and fire duties. Top skills a must for $18,000 start with this aggressive entertainment Exec.

562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

ADVERTISING SECRETARY
Enjoy the exciting world of national promotion Large firm needs your good clerical and typing skills Salary $11,800 Fee paid. Call Cheryl.
644-4600
SNELLING & SNELLING AGENCY

APPLY NOW
TEMPORARY JOBS FOR
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SECRETARIES
WORD PROCESSORS
TOP PAY
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ARCHITECT needs a Secretary. Part time preferred, but will consider full time. Must be good typist with congenial personality. 851-5581

ARE YOU Tired of the lack of challenge? Electronic typewriters are the latest for offices. Become a district manager of your own sales area. Very lucrative. Quik Typewriter Company, 1717 Stephenson Highway, Troy, Mich. 689-8000

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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
Word & Data Processors
Typists, Receptionists, Clerks
BE #1 - TEAM UP WITH.
MANPOWER
TEMPORARY SERVICES

LIVONIA 478-1130
TROY 585-5595
LAKESIDE 884-1860
PONTIAC 666-2200

AUTOMOBILE DEALERSHIP Seeks full time cashier. Monday thru Friday 40 hrs. per week, typing required. Apply in person. Erhard Motor Sales, 477-6300

CENTRAL CPA firm needs individual for general office, reception and typing. Some experience necessary. Salary negotiable 647-4490

BIRMINGHAM law firm seeks experienced legal secretary, with excellent skills. Salary commensurate with ability, plus benefits Call Pat 645-0800

BOOKKEEPER
Experienced. Day general ledger for small manufacturing company. Computer knowledge helpful. Salary commensurate with experience. Call Debbie for appointment 681-8000

BOOKKEEPER experienced thru Trial Balance. Salary commensurate with experience. Send resume with salary requirement to Attention J. Luxon, 26055 Evergreen, suite 602, Southfield, Mi. 48075

BOOKKEEPER - full charge for general contractor near Rochester. Application accepted for Cost Clerk & West CPA's. For interview call 645-1414

BOOKKEEPER- Full Charge, Southfield real estate company needs bookkeeper with good working knowledge of general accounting. Send resume to P O Box 306, Southfield Mich 48034

GENERAL OFFICE - EXPERIENCED
Good typing & office skills Mature person preferred. Permanent position Livonia area Call Carmen between 9-3 477-6650

GENERAL OFFICE - small manufacturer needs full time experienced office work. Typing, bookkeeping, answering phones. Experienced, responsible person preferred. Good benefits. Please call 357-1125

GENERAL OFFICE
We are seeking a person interested in a career in the business world. Entry level position. Good math aptitude. Typing required. Full benefits. Southfield area. Call

GENERAL OFFICE CLERK TYPIST
Dependable individual required for general office lightstatistical typing. Technical. Pleasant phone personality required Receptionist experience helpful. Salary commensurate with benefits. Excellent benefit program and working conditions. Send short letter of work history to P O Box 413 Farmington Hills, Mi 48019

GENERAL OFFICE

A service management company located in the Southfield area is seeking a full time general office clerk. If you are a responsible person with good typing skills and wish to join a company that offers potential growth possibilities, along with a good benefit plan, this may be the entry level employment opportunity you are seeking.
For consideration, please call:
Ann Mikulec at 313-444-1500, Ext. 220
Equal Opportunity Employer M F

GIRL FRIDAY full time, position with small manufacturing firm Typing essential. some bookkeeping helpful. Call for interview 261-6060

GIRL Wanted for phone work, addressing, all around general office help. Apply Needs 10am-12 noon Mon thru Fri. All Weather Alarm Systems, 25035 Grand River, Redford

INSURANCE AGENCY
Excellent opportunity for experienced typist. Knowledge of insurance and multi-perul policies Assistant needed in growing agency Southfield location 355-4400

INSURANCE

Claim Processors
Group Health Claims

Evaluation and settlement of group claims 1 to 2 years processing experience required Typing 35 WPM

Excellent working conditions, salary & employee benefits 8 AM to 4 15 PM, 5 day week Southfield location

Give Us A Call
TRAVELERS INSURANCE CO
Personnel Dep't
827-7201
Equal Opportunity Employer M F

INSURANCE - commercial property agency - experienced, commercial property and personal lines, rating & policy preparation. Liberal employee benefits References. 238-6330

INVENTORY CONTROL PERSON
For retail chain located in Town Center Building in Southfield CRT experience desirable Fully paid Blue Cross and Dental Please call: 358-1191

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EXECUTIVE SECRETARY