500 Help Wanted

MUSIC INSTRUCTOR
Jewish secular sunday school needs music instructor for 1981-82 school year. Applicant should be well versed in Hebrew and some Yiddish songs. Please contact the JPI office.
641-1000, ext. 159 or 163

NEED WORK

and have NO EXPERIENCE? We have assignments for PACKAGERS, women preferred, in the Plymouth, Warren 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

NEW YORK BASED Mgt. Company, has opening for retail consultant in Northville luxury apt. complex. Sales background helpful, hrs. 9-6 Mon. thru Fri. with rotating weekends. Excellent benefits, salary commensurate with experience, call 3-5 pm. Mon. thru Fri. collect, Helen Rafferty only for appt. interview 518-456-7555

NURSERY SCHOOL Teacher - Minimum wage. Must be available 7:45AM-3:45PM. Monday thru Friday. 30 hour week. Call 7:30PM-10PM only. Livonia 421-4928

ONE CALL DOES IT ALL
Placement Consultant wants ad in Suburban Detroit's finest market.
The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

OPTICIAN and or LAB TECH
Full and part time positions available for qualified individuals in the optical field. Call for interview. Pearl Vision Center 352-0700
An Equal Opportunity Employer

PARKING LOT ATTENDANT
All day. Hours Fri. Sat. downtown Birmingham area. Prefer retired individual seeking supplemental income. Younger applicants will also be considered. 642-0024

PARKING LOT ATTENDANT

South Redford School District is now accepting applications for PARKING LOT ATTENDANT Hours 7 AM to 1 PM. Rate $3.90 per hour. Application deadline 9-1-81. Apply Personnel Office, South Redford School District, 26441 Schoolcraft, Redford, 48239 Telephone 531-4000
An Equal Opportunity Employer

PART TIME ORDER TAKER for 3 days a week (flexible). Experience in pharmaceuticals necessary. Livonia area Call Joel, 591-3111

PART TIME weekend & evening work in Detroit, Dearborn & Southfield locations as reservation interviewers. No sales involved, no experience necessary. If interested call Detroit location call 961-6658. Dearborn 562-6710. Southfield 552-1993, after 5PM. Mon thru Wed.

PERSONNEL DIRECTOR
CITY OF WAYNE

Population 21,140 132 full time employees Salary, $22,500 to $25,870 2 years municipal experience including labor relations and job analysis Degree in Public Personnel Administration required. MPA desired Send resume to City Manager 3400 Sims, Wayne Mich. 48184 by Sept. 18, 1981 or 4PM.

PERSONNEL RECRUITER
Some College or business experience required Call Sanford Rose Associates 855-6000

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

PORTER
Full Time Apply in Person Plymouth Bowl, 40475 Plymouth Rd. Ft Haggerty Rd.

PRESSER
Dry Cleaners Experienced only. Southwest, Michigan Call between 8-4 PM 425-5772

PRODUCTION HELP wanted, must be high school graduate & Michigan resident for at least 3 years. Minimum wage, paid vacation. Blue Cross & other benefits apply in person between 9-noon-5 pm. Advance Watch Co. 12366 Beech Daly Redford
An Equal Opportunity Employer

PROGRAMMER ANALYST
Universified Finance 1000 company with 16 operating divisions has experienced substantial growth in sales & earnings & projects substantial future growth. We seek an individual to join our corporate MIS staff to participate in corporate wide systems development and implementation projects. Applicant should have 1-2 yrs experience in programming & system analysis. Degree is preferred. Please submit your resume and salary history in confidence to

CORE INDUSTRIES
PERSONNEL DEPT P O BOX 2000
Bloomfield Hills, Mich 48013

PROGRAMMER TRAINEE
Accountants Data Service, a Sperry Univac (EMP) Distributor, has excellent opportunity for individual with educational background in fortran to develop application software and learn to install systems. Knowledge of assembler language helpful Write only Personnel Director 26032 S Mile, Redford, MI 48239

RESIDENT AIDE
For Home for the Aged, Farmington Hills area Afternoon shift Full time 2-10:30 PM Call Weekdays 9 AM-5 PM 851-9410

RESIDENTIAL Mental Health Workers for behavioral management team in group home Residents with developmental & behavioral problems In Plymouth area Midnights, afternoons, evening & experience in mental health preferred $11,000 plus & benefits Phone 8-23 & 8-26, 9am-11am only 459-0734

502 Help Wanted Dental-Medical

RNS-LPNS

Orientation for those not recently employed. Ideal for in-active nurses with small children. Maximum pay — no benefits program available. Weekend work, 32 hours, get paid for 40. Shorter hours negotiable. Call between 10 AM - 4 PM. Ask for Mrs. Grieve.

522-1444

R.N.'s $84-$100 SHIFTS

Ask about our 3 shift bonus
Part/full time
Hospital Staffing
QUALITY CARE
"The Complete Nursing Service"

"THE COMPLETE NURSING SERVICE"
Northeast 643-0311
Southwest 274-2309

500 Help Wanted

Q.C. SUPERVISOR
Experienced with production machine castings. Know automotive Q.C. standards. Responsible for floor inspectors, layout & Q.C. Program. Good rates & benefits. Submit resume and salary requirements: Landis Manufacturing Co. 8935 Hilton Rd., Ferndale, Mich., 48220

RESIDENT MANAGER - for 18 unit apartment in Birmingham. Ideal position for widow 55 years or older. General cleaning involved. Apartment and salary and benefits. Call after 6 PM 647-7895

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 399-1428

RESTAURANT MANAGEMENT Opportunities. Outstanding opportunities in the Burger King System for take charge individuals with either 2 yrs. of college or management experience. Call for appt. 326-1613

RETAIL MANAGEMENT Trainees. We are Michigan's most progressive office products dealer, with 11 retail stores in the Metropolitan Detroit area. We have openings for Management Trainees in several of our stores. We offer a competitive salary, pleasant working conditions, and an excellent benefit package. Interested applicants must apply in resume form before 8-31-81. Personnel Dept., Marsalek's, Inc., 18188 W. 8 Mile, Oak Park, Mi. 48237.

SALESMAN & A TAILOR needed full time. Bindelman, 116 S. Woodward Birmingham 647-8054

SALESWOMEN
FASHION OUTLET
Full- Part Time

Providing fashion for expectant mothers is interesting and gratifying work. New Southfield outlet is seeking saleswomen with a flair for fashion & merchandising. Call for appointment
356-8262

LADY MADONNA
MATERNITY OUTLET
Northwestern Hwy., near 12 Mile

SEASONAL
GROUNDS HELP
wanted for Independence Greert apartments, Grand River and Halstead, Farmington Hills. Apply in person at maintenance office, 24720 Madison Ct.

SECURITY for Shopping Center Must be experienced & have references Apply in person Office 3, Livonia Mall Management Office, Entrance G

SECURITY GUARD
Farmington area. Experienced Excellent working conditions and fringe benefits Mon thru Fri., 8AM-4PM.
476-8000, ext. 31

SENIOR RETURN MATERIAL AUTHORIZATION ELECTRONIC TECHNICIAN
To test, repair and document half-failed electronic hardware used in controlling automated industrial closed loop Servo System machinery. Requires knowledge of digital test equipment & digital and analog circuitry associated with micro-processor based controls. 2 years technical school and equivalent work experience necessary. Apply 8-30 am-4:00 pm at Eldas Controls Division, Omicron Inc., 24320 Indoplex Circle, Farmington Hills, MI 48018
An Equal Opportunity Employer

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 Corp. 910 Hunter, Birmingham
An Equal Opportunity Employer

SHIPPING & RECEIVING PERSON
For Farmington Hills Manufacturer. 40 hours week $4 per hour + benefits Chauffeurs license & forklift experience helpful. For appointment call Paul at 477-6786

SLITTER OPERATOR - experienced. Plymouth area, call for appt. 459-1370

SOCIAL DIRECTOR

Wanted for W. Bloomfield rental complex. Flexible day and evening hours. Call for appointment 661-0771

SOUTHLAND CORP.
7-Eleven Food Stores
is looking for experienced MANAGERS & ASSISTANT MANAGERS to join our fast-pace convenient store business. Those people interested should bring their resume when applying at
22100 W. 7 Mile (Lahser), Detroit
48219 or 19410 W. McNichols (Outer Dr) Detroit
48219 or 19551 Plymouth (Auburn) Detroit

SPOTTER PRESSER
Counter Girl
Experienced Only. 30 hours Maximum Westland Area 425-1880

STAINED GLASS teacher, evening classes Experience preferred
Don N Doodle, Troy. 689-1583

STEEL WAREHOUSE help. Over 18, willing to work overtime Experienced with micrometer, bandsaw, crane, lift-ill, shipping and receiving. Chauffeurs license preferred plus good driving record Redford area 937-3970

STOCK MAN
Part time, nights
14 Mile & Woodward area.
549-0844

SURFACE GRINDER
Top man, gage experience.
Hands Gage & Engineering
553-9290

SURFACE GRINDER
Gage & Detail Only

Minimum 5 years experience in gage and detail grinding with the ability to set up and grind complete job. We offer top wages and complete benefits for the qualified individual.
O KELLER TOOL
12761 Inkster Rd
Livonia 425-4500

SWITCHBOARD/RECEPTIONIST
Experienced, pleasant voice Typing at least 60WPM Southfield Area Call
559-0650

502 Help Wanted Dental-Medical

500 Help Wanted

TANK RUBBER LINER, experienced. Full time. 261-3621

TAX SUPERVISOR
Do you have a college degree, 2-3 years experience with a CPA firm or in a corporate tax department, superior ability to analyze and communicate, and starting type personality - if so we have a position for you in our Troy based firm. Please send resume including salary history to Central Cartage, Box 80, Warren, Michigan 48090.
An Equal Opportunity Employer

TEACHERS & Aides part time wanted in Troy's Adult Education program 1 night per week for following courses: American Government, GED Prep, Math, Career Awareness, Clerical Office Procedures, Medical Office Asst. English for the foreign born (aide), special education (aide). If interested call Mr. Ron. Gutkowski for interview 524-1654

TEACHER'S AIDE

wanted for pre-school. Redford or Farmington Hills. Full and part time. Call between 8AM-5PM
Children's World
476-8110

TEACHERS - for early & late shift in child care centers in Westland & Livonia. Part or full time. Car available to transport children to schools preferred. Call between 8am-5pm 476-237

TEACHER

wanted for 6 to 10 year olds, 4PM-6PM, 5 days week, after school program. Please send resume to:
Children's World
29375 Halstead Rd.
Farmington Hills, MI 48018

TEACHING POSITIONS
The Jewish Parenta Institute a nunday school of Jewish history and culture, affiliated with the Jewish Community Center, has openings for the 1981-82 school year. Please contact the JPI office 661-1000 ext 159 or 163

Telephone Sales

Immediate openings for LONG term assignments for telephone sales center. PAY RATE PLUS BONUS - 3 shifts Mon thru Fri., OR weekends. Birmingha area Call 362-4020 or 642-9520 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

TELLERS FOR BANK
Full & Part Time positions available. Teller experience helpful Employment Center 544-0616

TELLERS

We have immediate full time teller openings at the following locations.

DETROIT
Corner of Livernois & 7 Mi. Rd

OAK PARK
69 Mile Rd near Coolidge

We have a part time teller opening at the following location:

FARMINGTON HILLS
Orchard Lake Rd. near 14 Mile
Mon & Thurs. from 3 am to 6.30 pm & Fri. from 9 am - 8 pm.

Candidates must be well groomed and personable, prior cashiering experience required Excellent working conditions & competitive salary.

AMERICAN
FEDERAL SAVINGS

24700 Northwestern Hwy.
Southfield, Mi 48075

TENNIS CLUB LOCKER Room Attendant. Applications now being accepted for full & part time starting Sept. 1 Apply in person
29750 Northwestern Hwy., Southfield

TOOL & DIE MAKER

5 to 7 years experience. Also machine & grinder hands. Multi-plant operation. Westside suburbs. Surplus overtime available. Send resume or apply today.
STAHL MFG.
12282 WOODBINE, REDFORD

TOOL & DIE maker
with experience in progressive dies & cold working principles of metal. Must willing to work overtime Experienced with micrometer, bandsaw, crane, lift-ill, shipping and receiving. Chauffeurs license preferred plus good driving record Redford area 937-3970

TROLLEY DISPATCHER
Full time, Birmingham area. 47hrs days a week, 1 evening. 274-6604

TYPE SETTER
LAYOUT
TECHNICIAN

At least 2 yrs experience as a type setter, graphics layout, printing techniques & keylining.
5810A M COMP/EDIT
Call for Interview
Michigan Life
National Casualty
28333 Telegraph Rd., Southfield
355-5550 ext. 215
An Equal Opportunity Employer

TYPISTS (2)

Southfield company needs a typist with 50-55 WPM. Perform general office duties and gain some excellent experience. Starting salary $160 wek plus benefits. 1 opening in Southfield, and 1 opening at the Ren Cen.

Graebner
Employment Services
565-3502

500 Help Wanted

TRAVEL AGENT
2 yr. minimum experience, permanent full time position, 5 Mile - Middlebelt area, Livonia 261-3115

TRAVEL AGENT
2 years experience. Apply in person 15928 W. 10 Mile, Southfield.
559-1166

WANTED - energetic person to assist with stock work in ladies boutique, Franklin area. Call Mrs. Klein after 6PM 626-0149

WANTED: Inexperienced person interested in working on catering truck in Livonia area.
591-4000

Warehouse Manager

Japanese OEM automotive parts supplier has a new opening for WAREHOUSE/TRAFFIC MANAGER. Responsibility includes to establish, manage, and control the the warehouse/traffic operation. Need several years of experience and must have college degree or equivalent. Must know GM and Chrysler traffic system and be very familiar with their paper work. Excellent salary and complete package offered to the right man. For confidential consideration send resume, salary history, and salary expected to Mr. Ken Ishizuka, Atlantic Sales America, Inc. 35350 Industrial Rd., Livonia, Mich. 48150.

WAREHOUSE TRAINEE - Royal Oak. Steady position available for reliable, ambitious, individual to assist in our general warehousing & delivery operations. Part or full time. Car available. Good record, basic experience in warehousing, UPS function and verifiable references. Starting salary $4.50 per hour. Please apply in person at 2415 Rochester Rd., Royal Oak, between 7am-4pm, Tuesday, August 25th

WOMEN preferred to run light machines, days & afternoons, 8½ hours, 6 days per week. $3.35 per hour to start. 15 Mile - Lawnes area. Apply in person. 217 Park St, Troy.

WORKER - SMALL WAREHOUSE
Light duty, good character references & good driving record. Ability to drive forklift truck. Excellent benefits Send resume & salary requirements - to
Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

YMCA INSTRUCTORS
Mens' Fitness Instructor, Tues. & Thurs. 6PM. Also Instructor to teach two Weight Loss Classes, Wed. AM & PM. Call 9AM-10 Noon - for appointment times Ask for Kay. 553-4020

$9.37 PER HOURS WORKED
For Profit Sharing Plan
Needed immediately 10 people for indoor air pollution control. Neat in appearance, reliable transportation. Will train if qualified for driver delivery sales. Advancement opportunity. Apply Mon. thru Fri., OR weekends. Birmingha area Call 362-4020 or 642-9520 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

502 High Wanted Dental-Medical

AFTERNOON SUPERVISOR
RN or LPN with strong supervisory skills needed for 144 bed skilled facility. Child care available. Contact Carol Collins Director of Nurses.
Non Smoking
477-2000

ASSISTANT RECEPTIONIST
Opening for mature, neat & pleasant person for Redford dental office Full time flexible hours. Must be willing to work, will train Send resume to Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Doctors Office

Experience in doctors office necessary. General ledger, payroll, accounts payable. Fine NW suburban office. 9-5 PM hours - no Saturdays. 113100.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

BUSY OB/YN Office needs part time experienced medical assistant for the northwest and southeast areas Blood pressure and injection knowledge required Please call 559-0550

BUSY OPHTHALMOLOGISTS office in Farmington area seeking experienced full time Telephone, peghoard, 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 358-0010 for application.

COORDINATING ASSISTANT
For progressive 3 Doctor office in Livonia. Must be CDA or equivalent experience. Full benefit package 478-2112

COORDINATOR SECRETARY
Full time position with varied duties including scheduling of employees, typing, payroll, billing Medicaid selected will be reliable, mature, accurate, have good documentation and detail skills and enjoy talking on the phone with a professional pleasant manner. Experienced staffing coordinators will be considered. Modern nursing background, knowledge of medical and insurance billing helpful. Salary plus benefits Call
Professional Medical Personnel

DENTAL ASSISTANT
Full time Dearborn area. Experience and some formal training preferred, however will consider training qualified applicant 471-2144

DENTAL ASSISTANT & Business assistant both needed. Experienced only Birmingham 647-7550

DENTAL ASSISTANT, full time Salary commensurate with experience. 682-4081

DENTAL ASSISTANT - wanted, full time, experienced only, Livonia. 537-5520

DENTAL ASSISTANT
Full time. Experienced or a handed dentistry for new office in Canton area
357-1021

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

DENTAL ASSISTANT
18-28, willing to train girl who learns quickly. Full time, good hygiene essential. Call 437-3241

DENTAL ASSISTANT
Experienced for W. Bloomfield general practice Full time, flexible hours.
855-5580

DENTAL ASSISTANT
Full time Experienced. Plymouth area. Benefits. Reply to Box 840 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT, experienced, 12 Mile & Telegraph. 645-6363

DENTAL ASSISTANT - Plymouth Canton area, full time, experience necessary. Call Mon. thru Thurs. 459-1117

DENTAL ASSISTANT
Experienced only. Downtown area. 4½ days a week, 1 evening. 274-6604

DENTAL ASSISTANT - experienced, full time. W. Bloomfield area, excellent benefits. 661-4000

DENTAL ASSISTANT, full time, experienced. 12 Mile & Southfield area Good hours & pay. Office, 559-1188 Eves 855-2783

DENTAL ASSISTANT
Full time, Birmingham area Certification preferred. Salary negotiable. Contact Diane at 642-4484

DENTAL ASSISTANT
Assisting only. Mon. - Fri., no Saturday. Call between 8-4 PM.
851-3767

DENTAL ASSISTANT needed in Troy; 25 to 30 hours per week. Experience preferred but not necessary. 689-6130
689-5358

DENTAL ASSISTANT, Livonia office for reception & insurance work with occasional chairside. Part time mornings, experienced. 644-8180

DENTAL ASSISTANT, Full or part time, team member, Northwestern Garden City practice. Must be an enthusiastic worker with people skills. If you want a stimulating job challenge call
421-5230

DENTAL CHAIRSIDE ASSISTANT
Experienced. Busy office
Good salary and benefits.
Eves 851-9583
967-1105, or

DENTAL HYGIENIST - part time, Rochester area, experienced preferred. Reply box 6822, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
Part time, evenings
Westland, Livonia area.
533-8470

DENTAL RECEPTIONIST
Full time position available for an enthusiastic individual who enjoys being with people. Experience necessary. Benefits. Westland. 722-5151

502 Help Wanted Dental-Medical

DENTAL HYGIENIST - Sat ½ day only for W Bloomfield General practice.
851-5430

DENTAL HYGIENIST
2 days, Tuesday & Thursday. Experienced, dependable Clarkston area. Call
625-8786

DENTAL HYGIENIST, part time, for Birmingham dentist. 2 days per week, and 1 Sat. per month. Call
646-9282

DENTAL
Receptionists - to do billing on computer for new ultra modern dental facility. Insurance claims - answer phone/making appointments. Will train if you have dental background. Excellent pay and benefits. Dearborn. 582-8150

DENTAL RECEPTIONIST
Experienced, full time, 5 days per week. 9AM-5:30PM. Southfield area
557-3420

DENTAL RECEPTIONIST, will train, must type, Joy Rd & Evergreen.
532-0023

DENTAL RECEPTIONIST
Full time, Farmington Hills. 31300 Lundy, near 14 & Orchard. Call for interview.
855-3437

DENTAL RECEPTIONIST, excellent interviewing skills required for professional office in Plymouth Experience preferred. Pleasant, modern, fast paced art work environment. Salary commensurate with ability. Call
453-8850

DENTAL RECEPTIONIST
Full time, Enthusiastic, mature, career orientated for new progressive 3 Doctor office in Westland/Livonia area. Includes knowledge in appointment control, insurance, pegboard, collection Consideration given to candidates having leadership ability.
425-5570

DENTAL RECEPTIONIST, Assistant, Experienced only. 4½ days. Oak Park area Call
541-2830

DENTAL RECEPT. ASSISTANT
Part time position available, for Northville office. Experience preferred
349-3550

DENTAL RECEPTIONIST with chairside assisting experience for brand new Southfield office! Full time must be enthusiastic. Salary negotiable. All inquiries confidential.
552-7172

DENTAL TECHNICIAN for ceramic engaging & some blue waxing Franklin Dental Lab
855-5363

DENTAL TIME PLANNER needed for aggressive group practice in Livonia. Must have dental assisting background Position also available for Dental Assistant. For interview please call
522-5581

DOCTORS
CLERK TYPIST

Can you type from tape and earphones? This doctor needs YOU. Sign up patients, some front desk work. $750 on up. Hurry and call Alice now!
353-2090
SNELLING & SNELLING
PERSONNEL

EXPERIENCED Dental Secretary
For Lawrence area
477-5558 or 349-2299

EXPERIENCED MATURE Dental Assistant. Full time, Northwest Detroit area. Plymouth area Call between 10 and 11 am. 937-3660

FERNDALE AREA Medical Assistant Experienced in injections, venapuncture, EKG, X-Rays, billing insurances, posting accounts. 40 hour week with benefits. Pleasant working conditions.
544-8810

FULL TIME - P.T. AID
Experience preferred Bloomfield Hills area. Call for application. 855-9450

HYGIENIST, Full time, 4 days, no Saturdays Periodontal office. Experienced only. Birmingham area 647-3546

INTELLIGENT, well groomed, mature individual for dental medical office to handle reception area, make financial arrangements & help with administrative duties. Insurance & Medicare preferred Birmingham Southfield area.
355-8020

LAB ASSISTANT for West Bloomfield Orthodontic office. Recent high school graduate. Mon. Tues. Wed. Fri. 8am-5pm, start $3.50 per hour 851-7272

LPNS
Full or part time Day & Afternoon shifts Apply 9 AM to 4 PM. Mon thru Fri. The Arnold House, 8230 W. 7 Mile, Detroit 531-4004, Ext. 28

LPN'S
with starting wage $4.55 per hour
also RN's
EVENING
Apply in person at
MEDICO-DENTAL RECOVERY
CARE CENTER
22355 W. 8 MILE RD.
3 blks W. of Lahser

MEDICAL ASSISTANT
Doctors office, part time Northwest area. Experience preferred. Call after 6PM 538-7800

MEDICAL ASSISTANT-Full time. Good experience with venapuncture and X-rays for Livonia Medical facility.
525-5101

MEDICAL ASSISTANT for OB Gyn office. Full time. Detroit area. Send resume to box 914 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASS'T
for Orthopedic office. X-Ray, Blue Cross, Medicare, Medicaid and typing experience Full time - Southfield area
352-2882

MEDICAL OFFICE needs part time medical assistant for office in Farmington Hills Must be acquainted with laboratory procedures Call
Mon. thru Fri. 9am-3pm 851-7240

MEDICAL SECRETARY
Medical Transcription Secretary sought with knowledge of Cardiology terminology for part time employment. Southfield.
559-3030

MEDICAL TRANSCRIBER
Days, afternoons or evenings Southfield firm requires experienced medical transcriber. Medical terminology helpful. Call Mon thru Fri. 9am-4pm.
557-5778

NURSE AIDES - If you have home care experience, transportation, enjoy caring for the elderly & are able to work as a live-in or 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
Male Attendants

Currently needed in the tri-county area. Full or part time positions, high pay with merit increases & flexible schedules. You owe yourself a "SUPERIOR" choice of positions.
SUPERIOR CARE
559-0777

NURSE AIDES

NORTH & WESTERN SUBURBS.
2 years experience required. Must have references Immediate openings, all shifts

TEMPORARY
HEALTH CARE SERVICES
835-9542

Nurses

R.N.'S
$200 FREE

Present this ad, complete application, work 15 shifts of 5-11, 11-7, or part weekends & receive $200 free in addition to our top wages.
RN'S
TO $18/HR
This offer for new applicants who apply between August 10 and September 8 and work completed by September 18, 1981.

Kimberly Nurses
354-1640

OFFICE MANAGER
For dental office in Walled Lake. Dental experienced required.
669-3434

502 High Wanted Dental-Medical

ON CALL COORDINATOR
Mature individual to answer phone in their home nights and weekends for a professional nursing service. 357-3652

OPHTHALMOLOGIST assistant, pleasant personality with flair. Experience preferred. Troy-Farmington area.
649-3536

OPTICAL-MEDICAL
ASSISTANT SECRETARY. Pegboard, typing, phone. Insurance. Must be neat, cheerful & reliable.
478-0571

ORAL SURGEON'S office, full time, experience with all insurance billing & bookkeeping necessary. Birmingham area.
642-1720

ORTHODONTIC CHAIRSIDE Assistant. Modern, progressive orthodontic practice in Birmingham. Clinical orthodontic experience required.
647-0698

PART TIME
MEDICAL ASSISTANT

Farmington clinic seeks experience in EKG, VP's, injections, simple Lab. 26 hour week, 9-1 daily.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

PHONE SALES MEDICAL/DENTAL

Phone sales of large line of disposable medical supplies to dentists and surgery products. Must be aggressive with good speaking and writing leaves, computer input, record keeping, typing, office procedure. Must be well organized and good at detail work. Call 642-8713

ACCOUNTING FIRM needs mature person to work part-time or full time. 3 Yrs general accounting experience including general ledger and payroll. Must be familiar with data processing or willing to adapt to computer system Good opportunity for someone re-entering the job market. Located at 8 Mile & Southfield Rd Send resume including references and salary requirements to Box 918, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Redford Area Full time. 40 hours.
Call Sandy, Warm Air Sheltrade.
531-2340

Accounts Payable Bookkeeper
For NW suburban builders office Must be able to type accurately, do payroll & job costing. Pleasant working conditions, full or part time position. Send resume to Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE - assistant for progressive firm. Good organizational skills & excellent typing will place you in this plush new office great benefits & opportunity. salary $18K. Fee paid

SECRETARY - for VP of glamorous suburban company, typing, light shorthand, & good math aptitude Salary $12,000 Fee paid

DESIGN - studio needs secretary with strong typing and art background for a unique position. $12,000 to start, with benefits and fee paid

ADAMS & MARTIN
PERSONNEL
1000 S Woodward Birmingham

646-5600
DIAL A JOB

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

ADVERTISING AGENCY
TROY LOCATION

need sharp Secretary Receptionist for busy well established firm. Excellent spelling skills, 65WPM & pleasant personality are among the requisites for this interesting job. Zeros $90 word processor experience is a plus. Competitive salary, good benefits Please call
649-8993

ADVERTISING SECRETARY
TO $15,600 FEE PAID

AN EXCITING OPPORTUNITY
Well rounded advertising firm has a unique secretarial position for the executive secretary who is a co-ordinator. Position will use your good secretarial skills and provide a great deal of executive client contact and setting of priorities. This leading firm has full benefits, advancement and an enviroa to hire this week CALL TODAY for a personal interview.

PERMANENT STAFF
353-0505
AGENCY MARKETING
Individual with commercial underwriting skills to handle inside marketing operations Prior agency background not required but would be a plus 348-1370

APPLY NOW
TEMPORARY JOBS FOR
SENIOR TYPISTS
SECRETARIES
WORD PROCESSORS

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

ATTENTION:
Secretaries
Senior Typists
Statistical Typists
Word Processors

Your skills are needed for temporary assignment. Many areas available. If you have experience, please call for an appointment between the hours of 9am-3:30pm except 12 noon to 1pm.

Somebody Sometime
TEMPORARY HELP

17322 Farmington Road
(In Burton Executive Park
525-5170

16415 W. 8 Mile
272-8500

ATTENTION

Word & Data Processors
Typists, Steno & Secretaries
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LIVONIA 478-1130
TROY 585-5595
TAYLOR 383-1660

502 High Wanted Dental-Medical

RNS OR LPNS
Day, afternoon, and midnight nurses needed for progressive extended care facility in Novi, Michigan Flexible hours available, child care available. Contact Carol Gowans, Director Of Nurses. 477-2000

RNS OR LPNS
Day, afternoon, and midnight nurses needed for progressive extended care facility in Novi, Michigan Flexible hours available, child care available. Contact Carol Gowans, Director Of Nurses 477-2000

X RAY TECHNICIAN - Livonia area
Ft. Bloomfield, Mi 48025
425-5218

504 High Wanted Office-Clerical

ABSOLUTE BEST!
$10,400 TO START
FEE PAID

Attractive phone voice is needed for Receptionist position with this top radio station. Switchboard, typing Promotion into radio career 2 weeks vacation. Benefits include Blue Cross-Blue Shield Call Sandy today.
SNELLING & SNELLING
PERSONNEL

ACCOUNT COORDINATOR
Birmingham Property Mgm't. Co. derives profitable income from its co-ownership accounting for various projects Experienced with proven track record, proper input, record keeping, typing, office procedure. Must be well organized and good at detail work Call 642-8713

ACCOUNTING FIRM needs mature person to work part-time or full time. 3 Yrs general accounting experience including general ledger and payroll. Must be familiar with data processing or willing to adapt to computer system Good opportunity for someone re-entering the job market. Located at 8 Mile & Southfield Rd Send resume including references and salary requirements to Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE - EXPERIENCED
Southfield established firm needs hard working knowledgeable thru trial balance bookkeeper - salaried position with excellent fringe benefits Send resume to Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M F

BOOKKEEPER for building company. Full time Accounting experience desired Good pay Full time possibilities Office close to Bloomfield Long Lake and Telegraph. Hours somewhat flexible Call for interview 642-1142

BOOKKEEPER FULL TIME
For large medical practice Must have experience in general ledger & payroll Potential for advancement to management position. Salary negotiable. Send resume to Mrs K 4460 Town Center Suite 275 Southfield Mi 48075

Law firm in Bloomfield Hills needs part time Bookkeeper with excellent skills in accounts payable, payroll taxes, general ledger, accounts receivable, accounts payable and billing. 338-8300

BOOKKEEPER
Livonia business needs qualified bookkeeper to manage an office for distribution company. Equal opportunity employer. Phone for interview appointment 591-3033

BOOKKEEPER
Part Time

There is a brighter future for YOU at J B Robinson Jewelers Inc We are seeking an organized mature person to assume PART TIME bookkeeping responsibilities at our Fairlane Town store in Novi You must be a high school grad, possess strong figure aptitude and be detail oriented to qualify for this ENTRY LEVEL position

We offer an attractive hourly salary, bonus plan and benefits Hours will increase during the Christmas season Please apply in person to the store manager at the Twelve Oaks Mall
J B ROBINSON JEWELERS INC
A GRACE company
Equal Opportunity Employer M F

BOOKKEEPER with at least 3 years experience or degree in accounting capable of completing trial balance and must be willing to learn computer accounting Opportunity to grow for mature person Salary commensurate with ability Located in Ferndale Send resume to box 918 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER with good typing skills Able to do all payroll taxes and post journals. Must have experience in CPA firm Salary open to commensurate with abilities Southfield CPA. 354-0742

BUSINESS
IS
GREAT!!

AMERICAN PERSONNEL
Has Expanded!
Several Immediate
Openings for
Temporary Service Div

Recruiting for.

Clerks
Typists
Stenos
Word Processors
Bookkeepers

Call Colleen

355-5526
American Temporary
Services

CASHIER- Bookkeeping experience Full time W. Bloomfield area Mature person need only apply Approx hours Wed or Fri 10AM-5PM. 4135 Orchard Lake Rd

CASUALTY INSURANCE Agency needs full time office girl Prefer mature 23-35 yrs. casualty experience Also part time typist clerical help 7 Mile-Middlebelt area 478-5350

CLERICAL OFFICE: full time to handle diversified duties such as dictation, filing, phone, record keeping, etc Southfield - 10 Mile Rd area Salary open dependent upon experience Mrs. Taylor 557-9394

CLERICAL - SECRETARIAL
Typing, filing, some writing -
For a Financial Firm
642-6735

CLERICAL - TROY OFFICE
Daily Cash Deposit & Posting to Cash Receipts Disbursements & Sales Journals Experience preferred Excellent benefits Salary commensurate with experience Send resume & salary requirements - to Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd Livonia, Michigan 48150

CLERK TYPIST For church office must have good typing skills, figure aptitude, good telephone manner Work 8:30AM-4:30PM 835-9191

CLERK TYPIST
For I girl office in Southfield Typing, filing, answering the phone, no shorthand. 35 hour week, vacation & Blue Cross paid Mature persons welcome $9500 annual starting salary For employment interview call 275-5149

CLERK - TYPIST
Troy-based Restaurant Chain seeks Clerk Typist of 1 to 2 years experience Accts Payable Graduate Excellent benefits Call Mrs. Jones 362-1660
Equal Opportunity Employer M F

504 High Wanted Office-Clerical

ASSISTANT OFFICE MANAGER Position leads to office manager. Payroll experience a must. General office duties computer experience preferred Oak Park area Write Manager P O Box 37040 Oak Park Michigan, 48237

AUTOMOBILE DEALERSHIP

Dealership is in need of person for Accounts Receivable Clerk Experience in typing & accounting preferred Call & ask for Steve Lathrop. 855-9700
JACK CALDER CHEVROLET
7020 Orchard Lake Rd
W. Bloomfield, Mi 48033

Barclay Bi-Lingual
Has Call related Jobs

Assignments available soon for bilingual secretaries translators and interpreters with the following languages German, Spanish French Japanese and other European languages Call
649-6117
DENNIS GHEZZI
BARCLAY UNIVERSIFIED SERVICES

BILINGUAL SECRETARY
(GERMAN)
FOR SOUTHFIELD COMPANY
Must be versatile type, attractive, read and speak fluent German Excellent typing and dictation, $14,560 minimum Benefits Fee Paid

BILLING CLERK
GRADUATE NURSE
Good typing and figure aptitude with bookkeeping knowledge required Minimum salary open good fringe paid rate at pay Call Citation Services 573-7188

Equal Opportunity Employer

EXECUTIVE needs mature individual to assist Experienced in typing & bookkeeping good salary Southfield area 353-2545

EXECUTIVE SECRETARY
Challenging position exists for sharp individual with good organizational capabilities Southfield area Full benefits Call 353-3209

EXECUTIVE SECRETARY
for corporation headquarters located in Novi Excellent shorthand and typing skills essential Individual sought will have had progressive secretarial experience preferably with organized capabilities in meeting priorities will display a poised business manner and have excellent oral & written communication skills. Salary commensurate with capabilities plus benefit package Only experienced need apply Send resume, salary history and requirements in complete confidence to Box 910 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, Michigan 48150