## 500 Help Wanted

HOEFER CITY & COUNTRY SCHOOL has openings for teaching assistants in the primary grades. People with teaching experience in math & the language arts preferred. Please call Katherine Greve. 642-1500

SALES CLERK/CASHIER
Some experience, good math skills. Full time position in RV dealership. Hourly plus commission. Immediate opening. Apply at: Westland Camping Center, 1475 S. Newburgh 326-7700

SALESPERSON - mature needed for full time position. Apply in person at Kitchen Glamour, 28770 Grand River, Redford. Mich

SALESPERSONS
Full & part time, wanted for children's wear. Must have prior retail experience.

YOUTH CENTER
Tel-Twelve Mall
353-0400

SALES POSITION
Full time Downtown Rochester Shop. Pleasant atmosphere Call Mr.Jerome. 626-2548

SALES - Rentacolor, the world's largest television leasing company has a position available in the Livonia area for a responsible, energetic individual who is willing to accept the challenge offered by our company. This position would require, promotion and contacts that T.V. rental is better than ownership. Ideally, this person would have a friendly personality, a good sense of humor and previous customer contact. We offer a good salary, bonus, car allowance, full benefit package. Call for appt. 425-1600

SERVICE TECH OR TRAINEE
One of the nations leading gage manufacturers has an excellent opportunity for a person that has electronic service background along with mechanical ability to work in our expanding operation in the midwest area. This is a career position with a growth company.
Send resume to:
Federal Products Corp.
P O Box 379
Farmington, MI. 48024

SET UP Man - established, shortrun mfg co Permanent position, pleasant conditions, benefits Experienced at reading blueprints & setting up small lunch press, press brake & tube bender. Marketing Displays, Inc. 24450 Indoplex Circle, Farmington Hills Mi 48018 Grand River, Drake Area

SHAMPOO GIRL wanted with license. also Hairdresser with clientele Call Carnahby Street Salon. Farmington. 474-5060

SHARE & PRESS BRAKE OPERATOR
Blue print layout setup & bend tolerance knowledge required. 3 year minimum experience.
STORTH PRODUCTS CO.
11827 Globe, Livonia

SHOP SUPERVISOR
A mature, responsible employee, used to an electrical contractor located in Southfield The ideal candidate will have worked in a shop, carrying responsibility for tool inventory, supervision of employees and coordination of materials for field projects This position offers a beginning salary of $18 000 plus benefits Interested applicants are requested to submit a resume and or letter of qualifications for consideration to box 168 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
All replies will be acknowledged

SOUTHFIELD Company seeking self motivated, enthusiastic individuals for permanent part time telephone prospecting Contact Bonnie Loparata at Ram Broadcasting

SOUTHLAND CORP.
7-Eleven Food Stores
is looking for experienced MANAGERS & ASSISTANT MANAGERS & CLERKS to join our fast-pace convenient store business These people interested should bring their resume when applying at:
27100 W 7 Mile (Lahser), Detroit
19410 W. McNichols (Outer Dr), Det
15551 Plymouth (Ashton), Detroit
SUBSTITUTE TEACHERS & AIDS $19 per diem. K thru 12 & Special Ed Redford Union Schools Call 535-2000, ext 218

SUPPLEMENT your income Work occasional weekends & weeknights taking retail inventories year around throughout western suburbs adding machine knowledge required $4.25 per hour to start, car necessary. Call between 1-4pm 261-1816

SWIM COACH
Apply at: Livonia Family Y 14255 Stark Rd. Livonia

SWIM PERSONNEL
Evenings, part time instructors & guards, 18 yrs & older current life saving certificate or WSI $3.45 to $3.80 per hr Berkley School District
Call Susan Dodd 547-0050

## 502 Help Wanted Dental-Medical

## 500 Help Wanted

SWITCHBOARD & SECRETARIAL RELIEF
Full time diversified job offers excellent opportunity in growing Livonia company. Experience preferred with Dimension systems switchboard. Typing minimum 50 WPM required & 3 yrs secretarial experience.
For Information & Appointment Call
591-3000 ext. 214
An Equal Opportunity Employer

SYSTEM ANALYSTS
We are looking for System Analysts who enjoy working in a fast moving IBM 4331 Shop. We require people with a good working knowlege of RPG II, and can work independently on all phases of a project with a minimum of supervision. We offer an excellent salary, a convenient Livonia location and an opportunity to advance your career. For further information, call 525-8110

TEACHER NEEDED - certified, chemistry, physics and LPS for all grid school, 5th thru 12th. Livonia. Between 8 AM and 4 PM. 591-1514

TELEPHONE RECRUITERS
Manor of Dunes, West Bloomfield area. Afternoon and evening hours. $3.40 per hour. Call Barb. 851-8300

Telephone Sales
Immediate openings for LONG term assignments for telephone sales center. PAY RATE PLUS BONUS 3 shifts Mon thru Fri. Gift weekends Bingmugha area. Call 352-1180 or 443-9656 between 8 AM & 5 PM. Must be 18 and have own transportation. Experience required

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

TELLERS FOR BANK
Full & Part Time positions available. Cashier experience helpful. Employment Center 546-6816

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.
12082 WOODBINE, REDFORD

TRUCK DRIVER & SUPPLY CLERK
Experienced Must have knowledge of written work and records 12700 Marion Redford E of Beech

TYPESETTER
Apply in person Quickprint, 810 S Main, Plymouth

UPHOLSTERY TRIMMERS
Experienced person for pattern development in sewing & buffing, expanding division. new facilities

AERO TRIMS
15860 Wahrman Rd Romulus
1-275 & EUREKA

VALET ATTENDANTS Wanted, responsible, dependable persons. Must drive stick. Hourly & evenings Hourly wage plus tips. Barry 533-9271

VALET ATTENDANTS WANTED, responsible, dependable persons, must drive stick, hourly wage plus tips, mornings & evenings Barry 533-9271

Wall Street Journal has part time openings for carriers in metro area Vehicle necessary. Delivery hours 5am to 8am Mon thru Fri No collections, no holiday deliveries For application & more information Call 525-8868
Equal Opportunity Employer M/F

WAREHOUSE - Shipping & Receiving
A National Medical Distributor is looking for a Self-Starter for its Shipping & Receiving Dept. Experience is a Plus but not necessary Apply at
Winthrop General Medical,
37000 Plymouth Rd., Livonia, Mi
An Equal Opportunity Employer

WEEKEND MORNING FRIENDS
good women bowlers for league at 9AM, Plymouth Bowl 591-0909

## 502 Help Wanted Dental-Medical

BUSY MEDICAL OFFICE seeks enthusiastic individual for some front office duties. Management skills, light bookkeeping, typing, insurance forms. Full time position Excellent benefits Southfield area Call after 4 pm 569-3686

CHAIRSIDE DENTAL Assistant, full time position, experience desired Send resume to box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

## 502 Help Wanted Dental-Medical

Cardiopulmonary Supervisor
Registered Respiratory Therapist, 1 year supervisory experience, 3 years critical care experience, in-service teaching experience required. Must be available for all shifts.
ANNAPOLIS HOSPITAL
33155 Annapolis Ave.
Wayne, MI 48184
(313) 722-4400
Equal Opportunity Employer

DENTAL ASSISTANT, certified, registered or experienced, full time. Evenings & Saturdays Benefits Salary commensurate with experience 356-2010

DENTAL ASSISTANT-Part time for Livonia specialty dental practice. No weekends or evenings. Full days only. Experience preferred.
Ask for Betty. 522-7314

DENTAL ASSISTANT - full time, West Bloomfield dentist office. 661-4000

DENTAL ASSISTANT
For modern Westland practice
Full time. Experience necessary.
472-5550

DENTAL ASSISTANT
Excellent opportunity for ambitious chairside assistant. 1 Yr. chairside and X-ray experience a must. Large, modern group practice. Salary open. Excellent benefits. Southfield area.
Call Sue at: 355-5830

DENTAL ASSISTANT - chairside, experienced. 4 days, no Saturdays, Dearborn Hts. 565-0373

DENTAL ASSISTANT
Immediate openings Oak Park, receptionist & chairside duties. experienced, call 541-2030

DENTAL ASSISTANT, full or part time positions available in group practice, 1 year experience preferred Excellent benefits Westland area. Call 722-3132

DENTAL ASSISTANT part time, experience preferred. Farmington area 478-8880

DENTAL ASSISTANT
Busy office in W. Bloomfield. 4½ days, salary commensurate with experience. 851-2240

DENTAL ASSISTANT NEEDED
Experience not required
Fringe benefits
Greenfield at Nine Mile. 559-8818

DENTAL ASSISTANT - needed, full time, orthodontic assistant, part time, 4 weeks preferred, salary commensurate with ability. Wayne area. 728-1200

DENTAL ASSISTANT- Chairside, Certification- experience desired but not necessary for young general practitioner, Pension & insurance benefits. Frankfin Bingham Farms area. Call for interview. 642-3000

DENTAL HYGIENIST - Part time. Mon & Tues afternoons Pontiac area. 332-0741

DENTAL HYGIENIST. West Bloomfield area. 626-7100

DENTAL RECEPTIONIST
Excellent opportunity for ambitious Dental Receptionist for large group practice Experience a must, computer experience helpful. Salary open. Excellent benefits. Southfield area.
Call Sue at: 355-5830

DENTAL RECEPTIONIST for Livonia Office Full time. 537-5558 or 349-2229

DENTAL RECEPTIONIST
Full time. Experience necessary.
Salary commensurate with ability.
728-1200

DENTAL RECEPTIONIST, part time, experienced preferred, 20 hours per week, Rochester area. Call between 8am-5pm, thru Thurs. 651-6454

DENTAL RECEPTIONIST - mature, part time, 3 afternoons Farmington Hills area. 474-4840

DENTAL, receptionist, orthodontic office, Southfield, Livonia area.
569-1341

DENTAL RECEPT ASSISTANT
Part-time position available, for Northville office. Experience preferred
348-7997

DENTAL RECEPTIONIST with chairside assisting experience desired. Rochester office. Full time, must be enthusiastic. Salary negotiable. All responses confidential 652-7172

DENTAL TECHNICIAN for ceramic opaquer. Lab some blue waxing. Flagstaff Dental Lab 855-5535

DENTAL TECHNICIAN. Experienced crown & bridge waxer. Relaxed working atmosphere 4½ day week. Excellent benefits. Salary to ability Hunter Dental Ceramics Redford 538-1050

DENTAL ORTHODONTIC chairside Assistant. Modern progressive practice in Birmingham. Clinical orthodontic experience required 647-0696

FAST PACED Livonia Dental office has immediate opening for a high caliber motivated individual to handle all patient pre-treatment consultation & computerized insurance administration. Individual will display a poised business manner & a positive ability to interact as a team member. Requirements include top notch communication & presentation skills, accuracy & a record of successful relevant experience Generous salary, benefits & incentive.
FINE opportunity in Southfield dental office. Must be knowledgable in dental insurance processing and light bookkeeping. Full time. No evenings or Saturdays Excellent benefits 352-8400

LAB TECHNICIAN, MLT Certified - for Royal Oak Physician's office, 4 days a week, no Saturdays. HIA & General experience preferred. References required. Ask for Lynn. 399-2960

LAKES AREA - Orchard Lake Rd./Commerce Rd. area. Chairside assistant, 2-3 days per week, experienced or will train recent graduate. 682-1846

## 502 Help Wanted Dental-Medical

DIETARY AID POSITION
Available for full and part time.
Will train mature individual. Apply in person, Dorvin Convalescent Center, Livonia, one block So. of 8 Mile on Middlebelt.

DIRECTOR OF NURSING
Experienced RN for Director of 300 plus skilled nursing facility. We need a positive, energetic and aggressive Nurse to lead our Staff. Comprehensive benefits, medical, dental, life insurance, and more. Please send resume to
Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED Dental Assistant
Fringe benefits
Greenfield near Nine Mile
559-8818

LPN - Afternoons & Midnights
Full & part time. Good wages.
Walking Well Manor, 525 W. Main St., Northville.

LPN
Full time AND part time afternoon 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

LPN'S OR RN'S - Full time and part time afternoon positions available for licensed nurses in geriatric facility, competitive wages, excellent working conditions Farmington ½ 77-7373

LPN'S
with starting wage $5.50 per hour
also RN'S
AFTERNOONS
Apply in person at
MEDICO'S RECOVERY
CARE CENTER
22355 W, 8 MILE RD.
3 blks. W. of Lahser

LPN'S
$8.50 & UP PER HOUR
Immediate assignment available, part time/full time.
Work your own schedule
Call for
confidential interview
Quality Care
274-2309
643-0311

MATURE EXPERIENCED PERSON wanted for medical and third party billing in busy Dermatology medical practice in the Providence Hospital Medical area, Southfield. Ask for, Helga. 559-4234

MEDICAL ASSISTANT - part time with experience for Livonia area Dr's office. afternoons & eves. 427-9222

MEDICAL ASSISTANT
Doctors office, part time, Northwest area. Experience preferred. Call after 10am. 538-7600

MEDICAL ASSISTANT. Experienced in insurance and all office procedures including pegboard system. Part time for Canton area. 455-0650

MEDICAL ASSISTANT, experience required for OB-GYN office, part time. Sinai Medical Building 837-7400

MEDICAL ASSISTANT - experienced for Troy physician's office, one week, 9-5. Mon thru Fri Send resume to box #788 Observer & Eccentric Newspapers. 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASST.- Full time. EKG, X-Ray & Lab experience preferred Send resume to 24100 Telegraph Rd., Suite 177, Birmingham, Mich 48010

MEDICAL RECEPTIONIST
Clinic, part time mornings
Experienced. Troy area
649-4449

MEDICAL RECEPTIONIST. Experienced only. Starting salary, $5 to $5.75. Good benefits Farmington area. Send resume to Box 148 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
At least one year experience in medical office, must be able to type 55 WPM, knowledge of insurance billing, pegboard system, good telephone voice, salary $5 the hour. 427-6700

MEDICAL TRANSCRIPTIONIST for part time employment at cardiologist office. flexible hours. Northwest Wayne area. Call Cesa, Monday thru Friday 9am-5pm 729-6200

MEDICAL Transcriptionist-Receptionist Ophthalmologists office. Full Time Pontiac area.
353-1754

MEMO
TO: POOL NURSES
FROM:
SUPERIOR CARE
RE: MERIT INCREASES, CASH BONUSES, BENEFITS, HIGHEST PAY RATES, and FLEXIBLE SCHEDULING

A respected national health care provider, new in the Detroit area, invites you to call or stop by our offices & discover what we have to offer.

16900 W. 8 Mile Rd, Suite 417
Southfield, MI
559-9777

NURSE AIDE & ORDERLIES
Full and part time. Training class beginning Sept. 15. Interviews given 8am 7:30am & 3:30pm Fri. Farmington Nursing Home, 30605 Folsom. 477-7400

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
2 years of current Hospital or Nursing Home Experience required.
Superior Care
559-9777

NURSES AIDES
Days, afternoons and midnights. Nurses Aides needed for a 144 bed nursing home in Novi. 24 hour child care available. Contact Carol Gowans, 477-3900.

NURSES
LPN/Medical Ass't
PART TIME
National medical company has openings for LPN or medical assistant as coordinator in the Detroit branch office. Business hours, emergency nursing service, hours 2:30pm to midnight - 3 days per week. Candidate should have pleasant personality, organizational skills, ability to work independently & enjoy telephone communication.

Please call toll free 1-800-255-5018 or 5019, from 10am-4pm.
An Equal Opportunity Employer

NURSES
Skilled nursing facility needs LPNS, 87 hrs and RNS, 88 an hour. Full and part time. Contact Director of Nursing or Administrator. 338-7152

OPHTHALMOLOGIST ASSISTANT
Pleasant personality, experience preferred, Troy - Birmingham area.
649-6084

PART TIME Dental Assistant - W Bloomfield area. Experience helpful but not necessary. 626-7100

PEDIATRIC MEDICAL ASSISTANT
Part time, day and evenings Farmington area. Contact Mrs. Ward
477-0857

PEDIATRIC MEDICAL ASSISTANT:
Full time, experience preferred, Bloomfield area. Also need assistant in Farmington, will train. Contact Mrs. Ward 477-0857

PHYSICAL
THERAPY AIDE
Experienced PHYSICAL THERAPY AIDE needed for our office in Redford. Also will be responsible for daily billing and statistics. Full time position with weekend rotation. Good benefits. Call: Personnel Dept.
353-0250

PODIATRIST ASSISTANT, Part-time. Experience preferred. Sinai Hospital area. 273-7088

REGISTERED
NURSES
ICU/CCU - Permanent full time, afternoon and midnight shifts.
ICU/CCU - Permanent part time, all three shifts

SEAWAY
HOSPITAL
5450 Fort St
Trenton, MI 48183
(313) 676-7600
Equal Opportunity Employer

REGISTERED
NURSES
Permanent full time and permanent part time openings.
PHYSICAL
THERAPIST
Immediate opening available.
OUTER DRIVE
HOSPITAL
26400 Outer Drive
Lincoln Park, MI 48146
(313) 386-2000
Equal Opportunity Employer

REGISTERED PHYSICAL Therapist full time position associated with orthopedic office. Hours open Wayne, Michigan. 326-2440

RESIDENT AIDE
For Home for the aged. 10-20 PM-6:30 AM. Farmington Hills Area. Or days-days between 10 AM-4 PM. 851-9640

RN dedicated and enthusiastic to teach Lamaze classes, part time evenings or Saturday mornings in Livonia Westland area. Call LCEA of Livonia. 937-8182

RN
Escape from needless politics of the large health care facility environment. Join a staff where quality nursing skills & talents are the primary concern. Geriatric Nursing has come of age and you can make the difference. Our current qualified staff is waiting to accept you to the fast frontier of true nursing where patient contact is primary. Turn your frustrations into performance satisfaction that is vital to professional existance, return to true patient - nurse relations.
Learn about our
• Revised Competitive Wage Scale
• Pension Plan
• Shift Differential
• Health Care Package
• Holidays & Sick Days
Livonia location convenient to I-96, Jeffries Freeway.
For information on this rewarding career opportunity, contact, in person or call
Kay Kermode, RN, Director of Nursing,
University Convalescent Home,
24550 Five Mile Rd., Livonia - 427-8270

RN
Full time day 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

RN or LPN
Full time for midnight shift.
RN to start - 8 $25 per hour.
LPN to start - 7.125 per hour.
Full benefits. Apply at
Dorvin Convalescent Center, Livonia, one block so. of 8 Mile on Middlebelt.

RNS
Full time, $14,000 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

## 502 Help Wanted Dental-Medical

MEMO
TO: POOL NURSES
FROM:
SUPERIOR CARE
RE: MERIT INCREASES, CASH BONUSES, BENEFITS, HIGHEST PAY RATES, and FLEXIBLE SCHEDULING

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559-9777

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Part time, day and evenings Farmington area. Contact Mrs. Ward
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HOSPITAL
5450 Fort St
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Equal Opportunity Employer

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Permanent full time and permanent part time openings.
PHYSICAL
THERAPIST
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OUTER DRIVE
HOSPITAL
26400 Outer Drive
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RN to start - 8 $25 per hour.
LPN to start - 7.125 per hour.
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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

## 502 Help Wanted Dental-Medical

RN's & LPN's
Competitive wages and benefits. Call for an appointment only. 397-0600

RN'S - LPN'S
For the best in supplemental nursing opportunities, wages & benefits join:
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5753
SOUTHFIELD 569-4400

RN's & LPN's
Full and Part Time
All Shifts
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RNS & LPNS
Full and part time, afternoon & Midnight shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold House, 18530 W. 7 Mile Detroit. 531-4001, Ext. 38.

RNS OR LPNS
Day, afternoon, and midnight nurses needed for progressive extended care facility in Novi, Michigan. Flexible hours available. 24 hour child care available. Contact: Carol Gowans, Director Of Nurses. 477-3900.

RNs or LPNs
PART TIME
All Shifts
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN'S
$10.50 & UP PER HOUR
Immediate assignment available, part time/full time.
Work your own schedule
Call for
confidential interview
Quality Care
274-2309
643-0311

R.N.
HOME CARE
NURSING SUPERVISOR
Excellent full time position for a career oriented, take charge R.N. with administrative skills & public relations personality to develop & direct home care program of national home care agency. Position available in our Detroit branch office.

Applicants should have a minimum of 2 years recent work experience with a public health background.

Please call toll free 1-800-255-5018 or 5019 from 10am-4pm, Monday through Friday.
An Equal Opportunity Employer

R.N. - L.P.N
Charge position available on days in a basic nursing home. Excellent wages. Apply in person at:
28910 Plymouth Rd., Livonia

R.N's - PART-TIME
For Farmington Hills allergy office. Experienced, mature individual desired. No smokers.
Call 553-0008 Monday thru Thursday.

TECHNICIAN-Treatment Technician Physicians, all shifts to do dressings and related charting in skilled nursing home. Schedule work hours to 1st school hours. Contact Director of Nursing or Administrator. 338-7152

TECHNOLOGIST M.T.(ASCP), experienced in Hematology, Blood Bank, and Coagulation for large independent laboratory in Southfield area. Call between 9-3:30PM 559-7788

X-RAY TECHNICIAN, certified or board eligible for portable X-rays for large independent laboratory in Southfield area. Call between 8-30AM-4PM. 353-7568

X-RAY TECHNICIAN
Registered, part time, morning, including Saturday. Radiology clinic Redford area. 937-8159

## 504 Help Wanted Office-Clerical

ACCOUNTING
CLERK
An expanding company involved in the exciting world of finance needs an experienced person to perform general accounting functions; post journal, reconcile accounts, and input information on computer. Salary $800 month, excellent benefits. Royal Oak area. Call S. Storey between 10AM-3PM, Mon. thru Fri., at 399-9800

ACCOUNTING CLERK
Recent high school grad with a minimum of 1 year general office experience required by an electrical contractor located in Southfield. This is a full time, entry level position. Beginning salary to be $10,000. Qualified applicants are requested to submit a resume and or letter of qualifications for consideration to box 168 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
All replies will be acknowledged

Accounts Payable Bookkeeper for NW suburban builders office. Must be able to type about 50WPM, do payroll, job costing. Pleasant working conditions, part time position. Send resume to Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Receivable/Collection Clerk With good typing skills, experienced preferred. Good benefits. Wayne area. Send resume to Box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

ACCOUNTS RECEIVABLE CLERK
Full time position with Southfield Laboratory for experienced insurance biller. Must have background in Blue Shield, Medicare & Medicaid billing. CRT experience helpful, typing is a must. Working hours, 11am-8pm Call between 10am-4pm. 358-4510

ADMINISTRATIVE
SECRETARY
TO $15,000
Professional office needs your excellent skills. Varied duties. Great benefits Fee paid.
Snelling & Snelling
336-7400

ADMINISTRATIVE
SPOT
Your work experience and clerical skills are needed in large firm at top locale. Lots of opportunity. Good benefits $11,000 Call Cheryl.
644-4600
SNELLING & SNELLING
AGENCY

ASSISTANT to Interior Designer in Birmingham studio Reply Box 106, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT to the President of a fast growing corporation. Must have substantial office experience including typing, dictation & shorthand, phone & communication skills. Also must appreciate the necessity of confidentiality. Send resume to 30700 Telegraph Rd, Suite 6150, Birmingham, Mich 48010. Attn - Personnel Dept.

Barclay Bi-Lingual
Has Opened Its Doors
Assignments available soon for bi-lingual secretaries, translators and interpreters with the following languages: German, Spanish, French, Japanese and other European languages. Call:
649-6117
DENNIS GIEZZI
BARCLAY DIVERSIFIED SERVICES

## 504 Help Wanted Office-Clerical

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
17232 Farmington Road
(In Barton Executive Park
525-5170
16415 W. 8 Mile
272-8500

BACK
TO WORK
Temporary assignments close to home.
SENIOR TYPISTS
SECRETARIES
WORD PROCESSORS
CALL FOR APPOINTMENT
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

BE AN
AMERICAN
TEMPORARY
Work For
TOP $$
In The Job
Of Your Choice
Recruiting For;
Secretaries
Typists
Stat Typists
Word Processors
For Personal Interview
Call Today
AMERICAN
PERSONNEL
355-5526

BILLING CLERK
For advertising agency. Must be good typist, have billing experience. South field office. 557-1414

BILLING DEPT - Typing, filing, some bookkeeping. Experience necessary. Typ 50wpm. Full time position with benefits. Redford area. Call Mrs. Grant 532-8700

BIRMINGHAM AREA REALTOR needed for clerical position in busy real estate office. Must have good typing skills. 642-6500

BLOOMFIELD - law firm needs secretary for st. partner. Plush, relaxed atmosphere for your good skills. Salary $14,000 plus with fee paid

GREAT - opportunity to enter the world of publishing for a person with good typing skills & pleasant phone manner. Good location, benefits & hours. Salary $11,600 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

BOOKKEEPER - EXPERIENCED
Southfield consulting firm needs a bard working, knowledgable (thru trial balance) bookkeeper, salaried position, $12,000-$14,000(with excellent fringe benefits. Send resume to Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

BOOKKEEPER - Experienced, full-time. Apply at:
Mizerfields, 312 Main, Rochester.

BOOKKEEPER
Full charge through general ledger
Southfield firm
557-2214

BOOKKEEPER
Full charge Bookkeeper, Experience thru Trial Balance, peg board system. Large, plus hospital and pension plan. Call Shirley, 352-5566

BOOKKEEPER
GENERAL OFFICE
Trough Trial Balance. Good typist. Take charge of one-person office. Management company in Southfield is seeking experienced, organized person. This is a permanent position with top salary & benefits.
424-8992

BOOKKEEPER, must have experience in accounts payable, accounts receivable and payroll. Must be able to type and use 10 key adding machine accurately. Salary based on experience. Pleasant working conditions with excellent benefits. Apply: 9109 Freeland. Detroit. Between Schaefer & Greenfield. 10 AM to 3 PM weekdays.

BOOKKEEPER/SECRETARY
Mature preferred. Part time. Northwestern - 14 Mile area. Flexible hours desirable. 626-1117

BOOKKEEPER - With some typing and adding machine experience. Send resume to Mr. Weir, 30496 Plymouth Road, Livonia, Mi. 61850.

BOOKKEEPING, TAXES, payroll, home office or my home. 10 years experience. Reasonable rates. Birmingham Accounting Service. 644-4007

CHURCH SECRETARY
Birmingham-Bloomfield area, 35-40 hours per week, pleasant working conditions, good skills in typing, general office machine use, and a pleasant telephone manner required. Shorthand & basic knowledge of posting desirable. Inquires & resumes to Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - full time. Insurance experience required. Apply in person. Professional Insurance Associates, 3028 S. Wayne Rd., Wayne.

CLERICAL - Mortgage Closing office - Troy. Full-time. 1 to 3 years experience. Mature attitude needed for Buyer Contact position. 618-3310

CLERICAL POSITION - full time days, full pleasant, $14,000 year office. Neat handwriting & ability to operate adding machine a must. Minimum wage to start, raise & full benefits after 90 days. Send letter or resume to Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 504 Help Wanted Office-Clerical

CLERICAL OPENING AT FARMINGTON HILLS REAL ESTATE OFFICE. TYPING 50 WPM, GOOD MATH REQUIRED.
CALL MS. HANSON
851-8600
An Equal Opportunity Employer

CLERK TYPIST
Must have experience. Good typist. Good phone voice. Good with figures. Excellent benefits. Salary $800 month. Royal Oak area. Call S. Storey between 10AM-3PM, Mon. thru Fri. at 399-9800

CRT OPERATOR
Full time position with Southfield Laboratory for experienced CRT Operator. Medical billing background is a must. Day shift, 7:30am-4:30pm. Salary plus benefits. Call between 10am-4pm.
358-4510

DEPENDABLE PERSON needed for 1 person office. Typing, filing, general office duties, experience preferred. Hours 9AM-2PM. Bloomfield Hills location. Call for appt. 644-1238

EXECUTIVE SECRETARY POSITION
Requires accounting/bookkeeping/data processing experience. Professional service firm in Northwestern area has opening for person to manage & accomplish all financial matters, payroll, client billing, general ledger. Applicant must be self-motivated, organized & have high quality standards. Send resume to Hyman & Associates Inc. 21333 Haggerty Rd. Novi, Mich 48050

EXECUTIVE SECRETARY
Challenging position available for sharp individual with good organizational capabilities. Southfield area. Full benefits. Call 353-0250

EXCUTIVE SECRETARY - 30 hours per week, for manufacturing company located in Northville. Excellent typing skills essential. Individual sought will have secretarial experience & be well organized. Employer will consider job sharing & flex time. Send resume, with salary requirements, to Box 140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY for Manufacturers Rep office, at least 4 years experience, good typing, shorthand & OCR experience preferred 566-6880

EXECUTIVE secretary for CPA office in Farmington Hills, statistical typing, communication skills, knowledge of bookkeeping knowledge. Send resume to G Rosco, CPA, 27620 Farmington, Suite 200, Farmington Hills, Mi 48018

Exec. Secretary
ARA Services, Inc. the leading Service Management Company is seeking an experienced, assertive Administrative Assistant to handle full Senior Secretarial responsibilities for our Detroit and staff.
The successful candidate should possess strong typing, shorthand and organizational skills. Excellent growth potential, attractive starting salary and a complete benefit package in a modern Southfield/Birmingham office.
For consideration, please call 644-7590 between 2 PM and 5 PM.
ARA Services
An Equal Opportunity Employer

EXPERIENCED
Accounts Receivable Bookkeeper with Pegboard experience Contact Denise. 425-6162

EXPERIENCED LEGAL Secretary for busy, pleasant, four (4) Lawyer - General Practice firm in Birmingham area (Bingham Farms). Some light bookkeeping, pegboard system & checkbook balancing also required
645-9000

EXPERIENCED OFFICE CLERK
Filing, Typing & Record Keeping Duties. Typing skills must be more than average of office. Come in or call, 23461 Industrial Park Dr., Farmington Hills
474-8200
An Equal Opportunity Employer

EXPERIENCED
SECRETARY/RECEPTIONIST
Expanding company in Southfield. Typing, 65wpm, good phone manner, outgoing personality, attractive. Light shorthand desirable. $185 per week start. Phone Jeri.
353-0610

FILE CLERKS
Needed immediately for our large company located in Southfield, call for appt. Ask for Faye.
557-1414

FLOWER SECRETARY with top skills needed 4 days a week in Birmingham office Reply to Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL-TIME RECEPTIONIST
For Best Western Motel in Northwestern in Farmington Hills Light typing & a pleasant atmosphere. Ask for Marie Joseff or Ralph Alexander. 855-2200

GENERAL OFFICE - And Clerical Duties Little typing required.
Call Mr. Moline at 649-3200

GENERAL OFFICE
Career opportunity, full time position now available in expanding Southfield corporation. Good salary & benefits package, convenient office location. Experience desired, training available. Ask for Mrs Bergman 557-6090

GENERAL OFFICE DUTIES
Salary $150, Farmington Hills Area
For appointment Call
478-7476

GENERAL office with receptionist & switchboard experience for property management co in Oak Park. Call Mrs Hehm. 548-4800

GENERAL office girl to be involved in sales, clerical, accounting, in retail/wholesale warehouse. Will train. Apply at Southfield Ask for Ross or