502 Help Wanted Dental-Medical

CHAIRSIDE ASSISTANT - experience preferred, will train. W. Bloomfield 851-6686

CHAIRSIDE ASSISTANT
Full time, for Oral Surgery office in Livonia. 427-3230

CHEERFUL- Part time receptionist. Podiatric medical assistant located in the W. Bloomfield/Orchard Lake area. Some experience helpful in insurance billing, General office skills. Send resume to Box 924, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ABSTRACTOR - Physician organization seeking ART or HRA for contracting position in shared medical records in Oakland-Macomb County hospitals. Please contact Janet Brown, 352-8796

An Equal Opportunity Employer

DENTAL ASSISTANT For progressive prosthetic, implanting, and perio office. Experienced only. Good salary, benefits. Westland area. 425-5360

DENTAL ASSISTANT
Experienced. Emphasis on C & B. 4 day week. Troy-Birmingham area. 647-2100

DENTAL ASSISTANT
Motivated individual for growing oral surgery practice in Novi. Must have a minimum of 1 year experience as a chairside assistant in oral surgery or general dental setting. Must be able to provide excellent chairside. Long term benefits. Pleasant working environment. Call for interview between 9AM-12 Noon. 476-0660

DENTAL ASSISTANT - Experienced only. For general dentistry in Farmington Hills, part time, 4 handed chairside. Tues., Fri., half day Sat. No eves. Salary commensurate with experience. 476-8330

DENTAL ASSISTANT. Full time or part time. Experienced in chairside, Peripheral & Insurance. New modern office in Livonia. 476-4300

DENTAL ASSISTANT for dental specialist, experience necessary, certification beneficial. Salary commensurate with ability. 277-4955

DENTAL ASSISTANT
Full time position available for a dental assistant with knowledge in 4 handed dentistry. At least 1 year experience preferred. Westland area. 722-5152

DENTAL ASSISTANT - Chairside Crown & bridge. Experience necessary, no evenings. Salary open. Benefits available, 10 Mile & Northwestern area. Days, 354-4344.
Evenings, 476-2821

DENTAL ASSIST
Long Lake & Rochester Roads, 4 handed chairside experience. X-Ray, light laboratory work. Benefits. 548-8121

DENTAL CHAIR ASSISTANT
Experienced only. Mon. thru Thurs. Benefits. Livonia
Days 477-7905; After 6pm 464-1750

DENTAL CHAIRSIDE ASSISTANT
Enthusiastic, outgoing, energetic people person needed. Exciting opportunity in people oriented practice. Experienced only. Full time. Call Mon 11-7pm; Tues, Thurs, Fri, 8am-5pm. 846-3515

DENTAL HYGIENIST for modern Plymouth Office. Please send resume to Box 921, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
Part time, Saturday from 10-6, possibly more time in the fall. 453-1021

DENTAL HYGIENIST, at least 3 years experience preferred for Periodontal office in Birmingham/Southfield area. Good pay and benefits. 537-5100

MEDICAL ASSISTANT
Experienced, knowledge in CBC, Venepuncture & injection. For busy Livonia Pediatric office. 478-7733

MEDICAL ASSISTANT
Full knowledge of lab including CBC, venepuncture, peghoard, insurance. Experienced only. References required. All benefits. Southfield area. 847-7373

502 Help Wanted Dental-Medical

DENTAL HYGIENIST - Excellent opportunity to work independently, staff office in Plymouth. Established recall system. Civilian, pleasant work environment. Wednesdays & ½ days Saturday. Salary commensurate with experience. 453-8066

DENTAL TECHNICIAN
General practice, Northwest area. Full time, no evenings. Experience necessary. Days, 354-4344.
Evenings, 836-3681

DENTAL TECHNICIAN (2)
For dental specialist, experienced in denture construction and/or crown & bridge. Salary commensurate with ability. 277-0884

DENT TECH - needed for large medical home. Dietary diploma or B.D. only. Patient interviews, care planning, full train. Mon-Fri, 6x9, full time. Starting $4 with raise by ability. Mrs Key, 273-6850

EXPERIENCED PHYSICIANS assistant/medical assistant to travel between front desk duties. Moderate typing ves, thru Michigan area. Excellent opportunity for advancement. Contact Jack Parker at 646-6600

GIRL for Dental office. Must have through knowledge of dental insurance and collections. Please reply to Box 294, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HOME HEALTH AIDES
Part time employment opportunities available. Certified training in home health necessary
1-3 Yrs. Experience Preferred
P.C.O. Assoc. Inc.
Home Health Agency
Call - 552-0636

LPN or RN for female invalid, permanent job, excellent wages. Farmington Hills 474-8883

MEDICAL ASSISTANT, experienced in patient reception, insurance, excellent typing & transcription, venepuncture, injections, excellent public relations, full time. Pleasant West Bloomfield office. 851-4558

MEDICAL ASSISTANT
for family practice Rochester area. Approximately 35 hours per week. High school education required. Medical assistant degree or equivalent in experience. Reply with hand written letter, license, salary history and references. Reply to: Resource 563 E. University Apt. 201, Rochester MI. 48063

MEDICAL ASSISTANT
for pediatrician's office. Injections, patient work up. 19 Mile Coolidge area, 4 days a week. Call Eve 852-0734

MEDICAL RECEPTIONIST
Mature, experienced for busy Southfield office. Full time. Send resume to Box 319 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY wanted for X-ray office, Troy area. 649-1114

MEDICAL SECRETARY/Assistant for family practice. Must have experience in both front and back office. Rochester area. 651-4700

MT (ASCP)
Part Time 32 hours every 3 weeks. Saturday, Sunday & Sundays or alternate Sat & Sun. + 2 week days. Position open June 6, 1982.
Call Anna Stalmanis
REDFORD
COMMUNITY HOSPITAL
531-4200 ext. 325.
An Equal Opportunity Employer

NURSE AIDES
Trained in hospital or nursing home, prepare for part time employment opportunities in Home Care with a recently certified Home Health Agency.
Applications accepted at:
P.C.O. Assoc. Inc.
17000 W. 8 Mile Rd.
Suite 350A, Southfield, MI.

502 Help Wanted Dental-Medical

ORTHODONTIC OFFICE-Position available for mature lady, experienced in orthodontic or dental office. Full time. Oakland & Mc Comb county area. Call for interview 476-5340

PHARMACY TECH, full time, typing, dispensing of Rx, stocking. Other duties as assigned. $4.50 an hour or commensurate with experience. For details contact Michele. 540-0658

RADIATION
THERAPY
TECHNICIAN
For private clinic.
Suburban location
Good salary & benefits.
569-7460

RECEPTIONIST
Full time for busy Southfield allergists office. Must be experienced in handling phone calls, appointments, filing & all front desk duties. Moderate typing ves, thru Michigan area. Excellent opportunity for advancement. Contact Jack Parker at 646-6600

RECEPTIONIST /Medical Asst for Doctor's office. Must have referrals. 261-3337

RECEPTIONIST for Royal Oak physician's office. 4 day week, no Saturdays. Over 25 years old preferred. Minimum 2 years in payboard & insurance billing. Call Lynn for appointment. 399-2060

RN - LPN
Charge Nurse for Midnight shift. Excellent wages including shift differential. Contact Ms. Reaston. 728-8100

RN or LPN
for busy Southfield allergists office. Must be experienced in handling phone calls. Experience preferred in injections, allergy testing, venipuncture and PFT. No weekends. Blue Cross. Send resume to: Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN or LPN
for busy Southfield allergists office. Must be experienced in handling phone calls. Experience preferred in injections, allergy testing, venipuncture and PFT. No weekends. Blue Cross. Send resume to: Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN OR LPN
Part time Midnights, in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Kowalski at Highlands West, 6365 Newburgh Rd., Westland near Joy.

An Equal Opportunity Employer

RN - part time, oral surgery office, Birmingham-Troy area. Call between 12-4pm. 647-7336

RNs for full time Day & Afternoon shift. Excellent benefits. Call Mrs. Mancuso, Dorvin Convalescent, one block south of 8 Mile on Middlebelt. 476-0550

RN'S
Full and part time. PM Shift.
Call between 8 and 5pm.
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500, Ext 142

RNS
Full time $18,000 plus fringes
Separate program for part time nurses.
Weekend differential for all.
Farmington Nursing Home
30405 Folsom, Farmington
477-7400

RNs/LPNs
All Shifts, for a 100 bed skilled nursing facility. Flexible scheduling. Service allowed orientation. EOE.
Call for appointment. 647-4500

RNs
LPNs
Apply in person
MEDICO'S RED COVERY
CARE CENTER
22355 W. 8 Mile Rd.
3 blks W. of Lahser

RN'S & LPN'S
Become part of a team which desires a high level of quality patient care. Lovely nursing facility in Westland area has part time openings, all shifts. Call Mrs. Novak.
261-9500

RN'S- LPN'S
Midnights, full & part time. Lahser Hills Nursing Center, Southfield. 354-3222

RNs
NEXT
WEEKEND
IS WORTH
$200
or more –
and paid on
MONDAY
Work any 2 shifts of your choice over the weekend and we'll pay you in full MONDAY. We have a variety of assignments NOW in hospitals in northern areas. Midnights and specialties pay even MORE. Work 1 or more weekends when and where you choose. Call any time for an appointment at one of our 7 offices:
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MEDICAL PERSONNEL POOL
An Equal Opportunity Employer

RNS
Supervisor positions available on days, afternoons and midnights shifts in our skilled nursing home. Good benefits with competitive wages. Some benefits include shift & weekend differential, Blue Cross, and life insurance. Apply in person. Camelot Hall Convalescent Center, Mon. - Fri., 10-4 PM. 33100 Ann Arbor Trail, Liv., W. of Wayne Rd.

RNs $200 bonus. LPNs $100 Bonus. All shifts. Immediate placement. Daily pay. Call
Dixies Health Care, 532-0959

R.N.'S
ICU/CCU
$100 PLUS PER SHIFT
TEMPORARY
HEALTH CARE SERVICES
835-5400

TRANSCRIPTIONIST
Experienced for busy doctors office. Type 75WPM. Full time position, Southfield Area. Send resume to: Box 306 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

W. BLOOMFIELD dental office needs experienced Hygienist & assistant. Part time hours. Call 851-2580

502 Help Wanted Dental-Medical

ULTRASOUND
Technologist
Registered or registry eligible full time position for growing out-patient facility. 35-bed Greater Reid Tenn. Must be willing to participate in growth of department. Excellent benefit package.
979-8810

504 Help Wanted Office-Clerical

ABSOLUTE
The very best in this VIP's request. Top shorthand is must for "get it done" organizer. Earn and share.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

ACCOUNTANT
part time to bookkeeping, must have experience in trial balance, 2 days a week and 6 pm. 354-2067

ACCOUNTING CLERK - Immediate opening with national wholesaler. Light account reconciliation on account receivable. Bilingual a plus, good references or business degree required. Send resume, salary expectations to Box 288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT with bookkeeping skills (typing 70 plus), and at least 3 years experience, wanted for fast paced office. Organizational skills a must and confidential resume to: Linda, American Delivery, 300 E. Seven Mile, Detroit, Mich., 48203.

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BOOKKEEPER/GENERAL OFFICE
Through trial balance. Peg board experience. Vpaland based controller company. CPA recruiting for client. Send resume to Box 339, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part time, 3 days a week, some other secretarial duties involved. Southfield. Call for appt. 354-4440

BOOKKEEPER
Southfield mortgage company needs an experienced bookkeeper to do accounts payable, cash deposits, bank reconciliation, investor reporting. Call: 355-9200

BOOKKEEPER - with ability to do financial statements needed by young, growing Troy company. Background in manufacturing a plus, good benefits $18,000 and up. 641-6400

DYNAMIC - sales office will train administrative assistant for marketing support. Good typing, phone personality and the ability to work under pressure a must. Salary starts at $15,000 with great benefits, career potential and fee paid

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&
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Your resume must be a sales tool! We offer a complete resume preparation service. $50 includes the interview, the resume & the cover/sales letter.

Also, we have job search manuals for sale for $7.50.

BOOKKEEPING & SECRETARIAL
Permo part time. Legal experience desirable but not essential. Farmington Hills Law Office. Call Kathy 553-5300

BORED - DON'T GIVE UP
We have assignments for EXECUTIVE SECRETARIES, LEGAL SECRETARIES, & WORD PROCESSORS. Only those with experience need apply. Call:
MANPOWER
Temporary Services
Livonia 478-1130
Troy 525-5595
Taylor 283-1880

CASHIER - full time, for women's specialty store in Birmingham. Some bookkeeping experience preferred. No evenings. Blue Cross, vacation benefits. Ros & Sherri, Bloomfield Plaza, Maple & Telegraph. 851-8615

CHALLENGING Position available in busy Farmington office for responsible self-starter with good phone manner. Excellent skills a must. Call Ms. Hayes 478-3320

CLAIMS CLERK
TO $14,000
Immediate opportunity with a suburban insurance agency. Licensed adjuster experience, property and liability preferred. Call Charlotte today.
353-2090
SNELLING & SNELLING
PERSONNEL

CLERICAL POSITION - Experienced, type 50wpm, $4.50 per hour to start. Monday thru Friday, half day Saturday. Call between 3-5PM. 398-0950

CLERK/TYPIST. Mature person for small executive office in Birmingham. Applicant must have minimum of 2 years experience, skilled in typing, dictation, filing and phone answering. Send resume, complete with work experience, typing & shorthand speeds, and salary requirements to Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Individuals with less than 5 years experience need not apply.

COMMERCIAL
Insurance Agency - experience required. Background in automated accounting procedures and commercial policy coverage knowledge mandatory. Salaries negotiable, benefits included. All inquiries require resume. Call Office Manager 851-7700

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"Secretary Of The Year"
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Warm Wishes From All Of Us
MANPOWER
TEMPORARY SERVICES

COUNTER SALES & OFFICE DUTIES
Center sales or general office duties for 1 person office. Must type, $4 per hour. Apply 31463 W. 8 Mile Rd., Livonia.

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
ADVERTISING AGENCY
Immediate opportunity for sharp, energetic career-oriented individual possessing excellent typing and shorthand skills for support activities of Executive Manager. Administrative responsibilities and client contact an integral part of this position. Excellent salary and benefit package. Reply in confidence to:
DESMOND & ASSOCIATES INC.
20700 Greenfield Rd.
Oak Park, MI 48237

504 Help Wanted Office-Clerical

DATA ENTRY OPERATOR
Mature person for temporary assignment. Contact Anita Hibler. 647-2250
Equal Opportunity Employer M/F/H

EXECUTIVE SECRETARY
OFFICE MANAGER
Auto Industry supplier sales office. Excellent salary & fringes. Send resume to.
L.M.C., Suite 100
25625 Southfield Rd.
Southfield, MI. 48075

EXECUTIVE SECRETARY
VENDOR'S INC. is seeking applicants for an Executive Secretary with typing at least 65 wpm, and shorthand 100 wpm. Applicant must be able to perform all phases of clerical duties and be able to exercise good judgment. Interested applicants may send resume to: Personnel Dept., 4501 Woodward Ave., Detroit, MI 48201
An Equal Opportunity Employer

EXECUTIVE
SECRETARY
Successful partners in Southfield firm need a super assistant to manage their work load. Must have excellent typing, shorthand, and the ability to work well with top level management. This challenging opening offers: Variety, project coordination, department office, and excellent salary and benefits. To apply send confidential resume to Mr. Harley, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

EXPERIENCED SECRETARY needed for Southfield corporation. Long and short term assignments.

WORD PROCESSING OPERATORS, experienced only, temporary assignments in Oakland South Oakland county.

Several people needed by large transportation company for long term assignments on various shifts. MUST have trucking company background and be able to deal with drivers and vendors.

UNIFORCE
TEMPORARY SERVICES
1000 S. Woodward, Birmingham
646-7660

EXPERIENCED take charge secretary needed for busy attorney in Southfield. Diversified duties, some travel, and resume to Secretarial Position, PO Box 275, Troy, MI. 48099

FILE CLERK/TYPIST
Full time for Southfield Office. Must be able to type 40WPM. Contact Sandy between 8-11 AM. 358-5800

GENERAL OFFICE - part time, Tues. & Thurs. in inventory control.
Farmington Hills 477-3880

GENERAL OFFICE help needed- Typing, shorthand, bookkeeping required. Send resume to Box 293, Observer & Eccentric Newspapers.

GENERAL OFFICE - duties include personnel, payroll, typing, with general accounting. Send resume: 29566 Walnut Lake Rd. W. Bloomfield, MI. 48033

INDUSTRIAL DISTRIBUTOR has openings for part time bookkeeper work & typing. Good phone voice, customer service, and some bookkeeping with experience. Benefits. Ferndale area. Call between 8am-3pm. 427-6303

INSURANCE AGENCY
Position in commercial lines department. Property rating experience & typing required. Southfield location. Contact Mrs. Rasso at 358-1100

INSURANCE AGENCY
Clerk-Typist with insurance experience to assist in Commercial Lines Dept. Benefits. Farmington Hills area. 478-4500

INSURANCE - part time, property & casualty agency experience required. Birmingham.

INVENTORY CONTROL CLERK needed for Livonia division of National Service firm. Minimum of one year experience inventory is a must. Clerical/Bookkeeping skills a plus. Good starting salary & benefits. Call 533-5790, ext 413, between 8am - 1pm

LAW OFFICE needs Temporary Secretary. Salary commensurate with experience. 626-9520

LEGAL - Weekends. Part time. Evenings & Weekends. Experienced Legal Secretary desired for Southfield law firm. Dictaphone & word processing experience necessary. Hours negotiable. Call 352-3690

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

LEGAL SECRETARY for Southfield law firm, salary commensurate with experience, call 355-0880

LEGAL SECRETARY who can spell, with experience in general practice. Secretary skills and/or degree in Business Administration or English. For Birmingham law firm, 30 hours per week. After 3.30pm, call 642-9406. Before 3pm call 348-7527

LEGAL SECRETARY
Southfield Law Firm specializing in Insurance Defense seeks an experience Legal Secretary. Should have knowledge of Court procedures as well as good typing & organizational skills. Salary negotiable based upon experience. Call today, 559-2200, 21217 Northwestern Hwy, Suite 330, Southfield, Michigan 48034

LEGAL SECRETARY, Town Center, Southfield. 3 years personal injury litigation experience required. Small office. Fringes. 354-3500

LEGAL SECRETARY
Experienced Legal Secretary for Southfield negligence firm. Immediate opening. Good salary and benefits. Call Pam Ellents, 559-3333

LEGAL SECRETARY
TRAINEE
Enter the exciting world of law! Your good secretarial skills and professional manners are the key. Shorthand is a plus. $11,700 to start. Call Bernice Fromin.
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THERE IS A critical need for experienced Legal Secretaries seeking temporary assignments. Work 1,2,3,4 or 5 days a week. Detroit and Suburban locations are always available. Earnings can be substantial.

MANY OUTSTANDING positions are also available to experienced Legal Secretaries seeking full time employment. Openings exist throughout the tri-county area.

WHETHER YOU are seeking a temporary or full time permanent position, call Terry Sabes or mail your resume in now. Variety abounds.

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Southfield 354-0060
Dearborn 532-5140
Renaissance Center 567-0141
Troy 649-3043

LEGAL SECRETARY
Experienced Word processing helpful. Southfield law office. Call Cathy at 355-1811

LEGAL SECRETARY, experienced, Mag & or IBM Display Writer for corporation & estate planning practice. For appt call 352-3300

LEGAL SECRETARY- LITIGATION experience, word processing helpful but not required. Troy area. 643-5200 or 649-1838

504 Help Wanted Office-Clerical

LEGAL SECRETARY - experienced, Bloomfield Hills law office, salary commensurate with experience, benefits, send resume to 1411 Woodward, Suite 300, Bloomfield Hills, MI. 48013

LEGAL SECRETARY for civil litigation law firm, negligence & labor practice, 3-4 years experience, computerized skilled keyboard. Send resume to Attorney Box 1, 30445 Northwestern Hwy., 1780, Southfield, MI. 48076, or call Mr. Vosko for appointment. 353-8318

LEGAL SECRETARY - Experienced negligence defense, for Bloomfield Hills law firm. Excellent typing skills & knowledge of court procedures a must. Salary commensurate with experience & ability. Fringe benefits. Call Carol at 858-3440

LEGAL SECRETARY. Top flight & experienced for small, busy suburban law office. Shorthand & typing skills required. Must be familiar with civil litigation. Generous salary. Please reply to Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - Permanent, part time, Bloomfield Hills, Long Lake/Telegraph office handling primarily litigation. Prefer at least 4 years legal secretarial experience (at some time in past, well qualified candidates considered for willing to learn), organizational skills and letter perfect. Salary commensurate your "going rate" in return for exceptional and more professional office. Fringe benefits. Call 645-9000

Legal Secretaries
Available positions include legal secretarial, para-legal, law office management. Book keeping experience and experienced legal personnel in the Wayne, Oakland & Macomb County areas. If you are qualified, call Calicco.
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Troy 879-8833 Ren Cen 879-8873
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LIFE INSURANCE EXPERIENCE
Must have life insurance experience processing applications etc. Southfield. 559-4750-4798 354-5334

MATURE PERSON for grooming pet care & clerical, Westland area. Reply to Box 8168 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE responsible Secretary. Typing & shorthand a must. Starting salary $230 per week. Hours, 8am - 5pm. Southfield area. Ask for Pat. 548-3240

NBI Word Processor needed for Southfield area Sales Secretary job. Experience in textbook area a must. Call Personnel Specialists. 354-3810

TROY - ONE PERSON OFFICE
Need person for general office duties. Must type, $4 per hour. Phone Joyce at 362-1720

ONE CALL DOES IT ALL!
Place your classified want ad in Suburban Newspapers of America!
The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
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PART TIME sales support. Major life insurance statement needed for data entry person, 4 hours day, 5 days per week. Requirements: Average typing skills. Working knowledge of basic grammar & very good at figures. Starting salary depends upon ability and or past experience. Employee benefits. Send resume to Box 306, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

PERSONNEL SECRETARY. Temporary insurance executives in Southfield office. Good skills required. Good salary, full fringe benefit package. Call evenings & weekends only 557-0587

RECEPTIONIST
Southfield area. Typing and secretarial skills preferred. $160 per week.
Call Amy, 358-4545

RECEPTIONIST - Southfield CPA firm. Must be able to handle a very busy Switchboard. Professional appearance a Must. Accurate & fast typing a necessity. Good salary & benefits.
Call: 358-4411

RECEPTIONIST/TYPIST. Position available for Southfield architectural firm. Minimum 3 years experience with typing 50 wpm, accurate. Diverse clerical duties involved. 354-0606

RECEPTIONIST - fascinating company, good hours, personality for busy phones, benefits, $700.

SECRETARY - typing 65 WPM, shorthand 80, Southfield company, benefits, $10,400

LOIS RAY
PERSONNEL
559-0560

SALES
SECRETARY
TO $13,000
Your professional secretarial background will be appreciated by this international firm. Good benefits, advancement and company pays our fee. Call Nancy TODAY, for a personal interview this week.
PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARIAL POSITION available with small fast paced human services firm. Applicant must have excellent typing skills in addition to a good command of the english language. Applicant must be flexible, detail oriented & able to perform well under pressure. For confidential consideration & appt call Claire. 545-2002

SECRETARIES
needed for temporary jobs in tri-county area and downtown. Temporary Specialists. 354-3810

SECRETARY/BOOKKEEPER. Self-motivated individual for small import/export firm in Southfield. Duties include light typing, phone, general bookkeeping. Some experience necessary. Call between 10am-12 noon 557-3555

SECRETARY for general office work, must have bookkeeping experience. Southfield location, send resume to box #292 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY, front office position, typing, bookkeeping & pleasant phone personality for busy apt. leasing office, will train for sales. Troy area. 583-4049

SECRETARY - Full time. Must have good shorthand and typing skills. Small pleasant office in Southfield area. Benefits available. 557-5218

SECRETARY
Full time. Experienced on IBM Memory, IBM Display writer, some accounting background helpful. Southfield area. Forward resume to Suite 100, 30445 Southfield Rd., Southfield, Mich. 48076

SECRETARY - Livonia real estate appraisal office, needs mature individual with good typing skills. Some filing & records, references needed 353-8610

SECRETARY PLUS
Consumer research firm seeks bright, energetic individual with strong typing skills (minimum 70 WPM). Will train for additional research responsibilities. No experience required but should be comfortable working with figures. Start $1000 mo, plus benefits with growth potential. If MBA, call Beverly.
Call 9-11 a.m. 559-2974

SECRETARY RECEPTIONIST, real estate office West Bloomfield, full time, real estate experience necessary, typing, filing, accounting experience helpful. Ask for Joan. 855-3100

SECRETARY/RECEPTIONIST
Duties include typing, filing, assisting professional staff, telephone & expressive public contact. Must have office experience with good clerical skills. Familiarity with computer terminal use helpful. Excellent benefit package. Send resume to Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

SECRETARY/RECEPTIONIST for Southfield firm, must be energetic, organized, independent. Hrs - 10:30 to 5:30, $4 per hr. Please send resume to box #348 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY, Girl Friday for small sales office. Must be excellent typist with knowledge of IBM memory 100 typewriter helpful. Must have working knowledge of filing & order entry procedures. Must have excellent phone personality with shorthand knowledge preferable. Good benefits. Excellent pay commensurate with experience. Company will be relocating to Farmington Hills - Walled Lake Area. Please submit resume in own handwriting to: A. L. Behrens Co., 836 N. Telegraph Rd., Dearborn, Mich. 48128.

SECRETARY
1 Girl Office. Troy Area. Full time position. Phone for appointment. 649-1300

TEMPORARY TYPIST - needed approximately 2 months. Accurate 55wpm, prefer non smoker. Start immediately. 644-4555

TYPIST - full time, 55wpm minimum, transcription experience preferred, fringe benefits. Southfield area. 342-1306

TYPIST
Part time, IBM Composer experience helpful. Call for appointment.
437-2250

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Southfield 354-0555
OLSTEN
Temporary Services
Equal Opportunity Employer M/F/H

TYPIST/Word processing operator for Ferndale agency, experienced. Excellent remuneration. Benefits & profit sharing. Send resume to Box 316, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

UNDERWRITER/RATER
Experienced personal lines. Downtown Birmingham Agency. Send resume to Mrs. Reb, P.O. Box 2053, Birmingham, MI 48012

WORD PROCESSORS - 1 year experience, one month, needed for temporary jobs in tri-county area. Temporary Specialists. 354-3810

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for Cooks and Dishwashers. Full and part time. Apply in person at John Ladrey Vineyards, 29210 Franklin Rd., Southfield, after 2 PM. No phone calls please.

BAR HELP, Cocktail Servers, Dining Room Mgr., Hostess/Cashier & Cashier. Apply in person; Holiday Inn of Southfield, 16555 Telegraph.

BAR HELP wanted for bar and tables. Older person for grill work. Apply in person. McGreevy's Clubhouse Bar, 34101 Plymouth Rd., Livonia

WHITEHOUSE
RESTAURANT
Is seeking experienced full time help
Hostesses/Hosts
Barpersons - Servers
Pantry People - Dishwashers
Apply in person to:
43180 5 Mile Rd., Northville.

BARTENDERS-WAITERS/Waitresses Wanted for busy Southfield area. Experience Preferred. Must have pleasant personality and be neat in appearance. Apply in person after 1PM at:
Sobechody's, 15090 Lahser Rd., Redford Twp. 532-0565

BAR WAITRESSES or waiters needed, Southfield area. Apply after 3pm. Poor Devil Lounge, 24275 Ford Rd. Westland. 729-8040

CHEF - full time opening for an experienced chef with a management background. Includes benefits, good pay, & advancement. Send resume to P.O. Box 2415, Livonia MI. 48151.

CHEF
Richard & Reis in downtown Birmingham is looking for a young professional chef. Excellent opportunity to lead manage & develope our kitchen. Daytime hours. Call Mr Reis 9-11 am or 3-5pm for details & appt. 645-9122

COOK FOR EVENINGS
Fingers Salons
25231 Telegraph, besides Plaza
353-3910

COOKS NEEDED
Experience not required. Full time - days & nights. Apply: 44681 W. Ann Arbor Rd., Plymouth.

505 Help Wanted Food-Beverage

COOK WANTED, experienced preferred, generally will work Thurs. Fri. Sat. After expanded Saturday. Apply in person only at Joy Hall, 3 blocks S. of Middlebelt off Joy Rd. behind Academe of Beauty and Tokan Lounge

DINING ROOM HELP, full time, 11 am 7:30 pm. Non smoker, must be experienced, Plymouth area. Call 453-5510

EXPERIENCED COUNTER help needed for full time deli, apply in person before 11am or after 5pm. Earnie's Deli, 35573 Grand River at Drake.

EXPERIENCED cooks, waiters & waitresses, all shifts, apply in person, Bloomfield Country Restaurant, 4071 Middlebelt, Garden City.

EXPERIENCED WAITER/WAITRESS wanted for full time graveyard shift. Apply in person - do not call at Denny's Restaurant, 28681 Telegraph, Southfield, Michigan.

FAST FOOD RESTAURANT in Redford needs Waiter-Waitress. 2 shifts available. Good tips. 538-6293

HARDNESS of Plymouth is now accepting applications for breakfast, lunch & closing shifts. Apply in person only, 150 Plymouth Rd. at Main. Between 11 am - 2 pm. No phone calls, please.

HELP WANTED
Cashier and Counter help needed, full and part time. Waitress/Waiter & Cleaning wanted, full and part time. Temporary and permanent. 631-1890

HOST/HOSTESS
Days & eves. Apply in person between 2-4pm, Mon.-Fri. Pettijons, 2225 Opdyke Rd., Pontiac.

JCPENNEY
WESTLAND
Has openings for
SHORT ORDER
PREPARATION COOK
Part time - Experienced
Apply in person, 30 Penney Westland only, Mon. thru Fri. 10am - 4pm
Equal Opportunity Employer M/F

LEADING SOUTHFIELD HOTEL needs Food & Beverage Director. Must have experience in Food & Beverage Management. Send Resume & complete reference. Ramada Inn, 25233 Telegraph Rd., Southfield, MI. 48034. Attention: Mr. Kralevic - Confidential

MANAGERS
Experience required.
Ellas Bros.
Call for appointment. 535-4255

NEW NIGHT CLUB OPENING
in Livonia- Hiring Bartenders & table help. Phone 644-8447 or after 6PM 326-3500

NEW RESTAURANT in Birmingham seeking experienced servers. Wed. Thurs., April 22, 9AM-4PM. 310 So. Woodward.

NIGHT CREF - Experience necessary. Good working conditions. Apply in person; Red Timbers Inn, 40550 Grand River, Novi.

NORTHVILLE CHARLEY'S needs dishwashers, cooks. Full & part time, nights. Must be 18 years old. Apply in person: 41122 W. 7 Mile, Northville.
An Equal Opportunity Employer

OPENING SOON- CONEY/Snack Bar. Amusement center. Positions available. Manager (full time) Snack bar help (full & Part time) Must be over 18, neat appearance & personality management must have these qualities plus ability to take firm attitude when necessary. Schoolcraft/Telegraph area. 937-9105

SERVERS, must be 18 or older, experience necessary. Apply at Franco's Italian Restaurant, 7054 Middlebelt, Garden City. 421-6280

SNACK BAR ATTENDANT
for private country club, seasonal employment. Must have previous snack bar or fast food restaurant experience. For interview call Monday thru Friday, 10am-3pm 851-3290
An Equal Opportunity Employer

TABLE HELP WANTED
Part time & full time. Livonia restaurant. Call 7pm-11pm. 525-2810

WAITERS, WAITRESSES
Barpersons, excellent wages, apply in person Rocky's 4 Corners, 47518 Pontiac Trail, Wixom.

WAITERS & WAITRESSES
Positions open for people with positive attitude who enjoy serving people. Full or part time openings available. Sundays off. Experience helpful but not necessary.
HILLSIDE INN
41661 Plymouth Rd. Plymouth

WAITER/WAITRESS
Experienced preferred for career opportunity with one of the restaurant industries leaders. We have an attractive benefits package full time employees. Positions available for afternoon and midnight shifts.
APPLY AT
DENNY'S
RESTAURANT
22501 W. 8 Mile Rd.
Detroit, W. of Lahser

505 Help Wanted Food-Beverage

TABLE HELP WANTED - for afternoons, must be experienced, apply in person; Golden Lantern Restaurant, 33351 5 Mile, Livonia

WAITRESSES-WAITERS Dishwashers & Fryer Cooks needed for day and night shift. Apply in person after 2 PM. Al Nicole Wedge, 1718 W. 8 Mile, Livonia.

WAITRESS/WAITER, experienced only need apply. W. Bloomfield area. 626-3341

506 Help Wanted Sales

ABLE TO EE YOUR OWN BOSS
Farmers Insurance Group...Offers complete training program, minimum guarantee per month. Learn without disturbing your job. 537-2388

AAA OPPORTUNITY - for aggressive and licensed real estate agent to join a franchised office located in west suburban area. Possible partnership available. All replies confidential. P.O. Box 242, Observer & Eccentric Newspapers.

A GOLDEN OPPORTUNITY
to own your own business in your spare time. Excellent secret income, free training. Group management for secret. Call 6am-6pm 348-3271

ALGE VEEL, local supervisor/manager offers opportunity for life time career. Men or women. Will train. 557-0515

AMBITIOUS PERSONS represent fabulous skin care products at educational clinics. Unlimited earning potential, training provided. 855-3240

A STEP
AHEAD
Chamberlain Homes, Michigan's largest family owned company is currently interviewing. See what the pace setter in the real estate industry has to offer. Offices throughout the suburbs. Call Steve Leibman at 557-6700.

ATTENTION
Fashion conscious Homewives
If you enjoy people, appreciate superior merchandise & are interested in building a new wardrobe, we encourage you to apply for a part time sales position.
CHUDIKS of BIRMINGHAM
647-1300

AVON
It's A Beautiful
Way To Work!
Earn $$$. Set your own hours.
Great people. Call
553-7866

BARTERING Sales Manager wanted. Must have experience. Top pay. Bachers hours. 354-3330

BOOMING
Vacation Time-Sharing is Booming! We have more than we can handle. Positions available for 3 aggressive individuals. We supply training, incentives, and opportunity for advancement!
Call 354-6230

CANVASSERS Wanted for home improvement company. Hourly salary plus bonus. Full time. Late model car needed. 855-3400

CLERK
Mature part time sales Clerk for Twelve