500 Help Wanted

SALES PERSON WANTED
Christian Science, full time to sell art & framing in Gallery at Oakland Mall. Outgoing personality preferred. Salary plus commission. Call for interview appointment. 644-1169

SECRETARY/SALES
Due to recent promotion, Vice President of Food Service Sales, located in Farmington Hills, is seeking self-starter with good secretarial skills, organized and inter-personal skills. Minimum 2 years secretarial experience required. Experience with dictating equipment, customer order processing, typing 60 wpm and telephone techniques are key elements of the job. We offer an excellent fringe benefit package, including profit sharing. Send resume with salary history to: Personnel Manager, P.O. Box 1000, Farmington Hills, MI. 48018.

SECURITY GUARDS
Earn extra holiday money. Full & part time openings. Downtown & suburbs. Top starting rates. Weekly pay. Bonded Guard Services Inc. 255-7190

SECURITY
HOLIDAY INCOMES!
Immediate full & part time work, all shifts. Must have own transportation, own phone, no criminal record. Uniforms furnished in qualified employees. Retirees welcome. Apply Mon. & Tues. 10am-1pm.
GUARDIAN GUARD
13735 Puritan
(1½ blks. W. of Schaefer)

SECURITY GUARDS
Part time, full time, Detroit area. Apply in person, Rampart Security, Mon-Fri., 10AM-2PM. Suite 111, 21731 W. Nine Mile, Lathrup Village.

SECURITY OFFICERS
Immediate openings, Detroit & suburbs. We train. Paid advancements. Rampart Security, 10pm. Mon. Suite 111, 21731 W. 9 Mile Rd at Lahser.

SECURITY OFFICERS
Positions available. Requirements: 18 years of age, phone, drivers license. Apply in person only. Free uniform, life and health insurance. Apply Mon.-Fri., 10 AM. - 3 PM. only
PINKERTON'S INC.
15565 Northland Dr.,
Suite 206S Southfield
An Equal Opportunity Employer

SERVICE PERSON wanted. Must know gas and oil, and willing to work weekends. Applications taken Tues. Apply at 24831 Halsted, Farmington Hills

SERVICE STATION ATTENDANT
Apply at 10 Shell Service, Grand River & Power, Farmington.

SHOE SALESPERSON
For better womens store, Somerset Mall. Good wages, fringes. Salary plus commission. Previous experience a must. Call 855-8855
ROZ & SHERM

SHOP ASSISTANT
Entry level manufacturing position, basic mechanical experience helpful. Please call Scott 335-1348

Signal Intelligence
Will train. Good pay and benefits. Enlist in US Army. Ages 17-34. 436-1111

SIGN PAINTER WANTED
Must have 2 to 5 years experience in all categories of paper and permanent signs. Must know layout techniques, suppliers and familiar enough to set-up a sign shop. Silk Screen printing experience also preferred. Please call 477-0050

SILK SCREEN PRINTER
Experienced only apply. References.

CLEAN UP PERSON
Full time, to maintain a silk screen uniform lettering shop. References.

ATHLETIC UNIFORM LETTERING CO. 24114 W. 8 Mile, Redford 533-9071

SINGLE SPINDLE WAS 1AB/1AB set-up & operation. Must have 5 years experience. Days, benefits. 1140 Hamlin, Troy.

SKI INSTRUCTORS/SUPERVISORS
Cross country instructor: $12.00 an hour, week days. Prefer certified.

DOWNHILL SKI SUPERVISOR
$11.00 per day full time, Mon. thru Fri. nights and Sat. mornings. Must be 18 or older.

PILLO POLO REFEREE
Officiate floor hockey games for children Sat. & AM in Farmington. $5.00 an hour. Apply
CITY OF TROY REC DEPT.
500 W. Big Beaver, Troy

SNOW PLOW DRIVERS - to operate our trucks. Must live within 15 minutes of Birmingham/Bloomfield area. Good driving record, experience necessary. Call between 8 and 11am. 645-3149

SNOW SHOVELERS
wanted for Independence Green Apartments. Apply at 24360 Washington Ct., Grand River and Halstead, Farmington Hills.

SNOW SHOVELING PERSON
needed for apartment complex in Farmington Hills. 851-7766

SORBUS SERVICE DIVISION/MAI, a leader in computer maintenance, has an immediate opening in our Detroit office for a dispatcher. Person will receive customer service calls and dispatch service technicians to various customer locations. Dispatch will record daily activity, assist the manager of major customer problems and assist in general clerical duties as needed. High school education or equivalent and excellent verbal communication skills required. Send resume to box 704 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SPANISH TEACHER
Grades 3 through 12. Please send resumes immediately to Hooper City & Country School, P.O. Box 329, Bloomfield Hills 48013.

SR. FINANCIAL ANALYST
We seek an experienced Financial Professional for a rewarding position with rapidly expanding F.M.C. in Southfield area. Primary responsibilities will include: Acquisition Analysis & Profit Planning. Must have bachelor's degree in Finance & (3) to (5) years experience in Budgeting, Financial Planning & Analysis, and Cost Accounting. M.B.A. or C.P.A. Degree a definite Plus! Some travel required. Send resumes & salary requirements to: Box 686, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STOCK & CLEAN UP PERSON
$3.35 per hour. Have good driving record, part time. Apply in person: 31947 Plymouth Rd. Livonia, Mon-Fri 30pm, 4pm.

STOCK PERSON Needed
Full time position available for bright, ambitious people in growing chain of furniture stores. Some heavy lifting & Super work required. Positions available in Birmingham, Southfield & Dearborn. Good Salary. Apply in person: Work Bench, 20026 W. 12 Mile Rd., Southfield, Mich.

STUDENT TUTOR PRE-SCHOOL located in Troy. Part time position. 2 years experience and early childhood degree preferred. Send resume and salary requirements to: 3561 Hillside Court, Royal Oak, Mi. 48073

500 Help Wanted

STORE MANAGER
EXPERIENCED
Hardlines or hardware background. $25,000 range, full benefits. Fee paid.
BETTY HAMIL PERSONNEL
South Rd. Lathrup Village
424-8470

STUDENT
College student or graduate with strong math and economics background. Must have car and be able to type. $4.38 an hour plus car allowance. Call Mr. Allan, Mornings. 548-2010

Surface Grinder
Jig Bore
Lathe
Experienced Special Machines
H.R.
KRUEGER
31506 GRAND RIVER
FARMINGTON

SWITCHBOARD OPERATOR needed immediately, experience preferred. Apply: Greater Detroit Chamber, 1400 Telegraph, Redford

TAX PREPARERS WANTED
for accounting firm in Novi area. Seasonal - Jan. thru April, for evenings & Saturdays Work.

TEACHER
Certified K-8. Northwest Detroit. $100 weekly. Permanent full time position. Call 931-7610

TEACHER of FRENCH LANGUAGE
Needed for pre-school and kindergarten classes. Mon.-Fri. 8:30AM-3:15PM. Dearborn Heights School district. 561-7448

TEACHER
Our new School in Livonia & we need many pre-school teachers. Must have early childhood educational background & experience. Send resume to: Children's World, 28350 W. 8 Mile, Livonia, MI. 48152. No phone calls please

TEACHERS
Hugs & Kisses Child Care & Learning Center of Plymouth has openings for part time teachers for morning programs. Must have a 2 year degree in education or child development plus experience 459-5850

TELEPHONE ANSWERING SERVICE
Part time, all shifts. Must type.
Suburban Answering Service in Farmington. 471-1041

TELEPHONE REP - Part time position available for evening only. Good pay, will speak nurses person to apply. Modern office located in Plymouth on Ann Arbor Rd. Salary, commission & bonuses. Please call after 4pm, 453-2020

TELEPHONE SOLICITORS: Hourly rate, plus bonus. Part time. Must have own transportation. Work from our office. Call Mr. Roberts, 255-9300.

TELEPHONE SOLICITORS
No Selling! Excellent Pay for asking people to donate clothing & household goods to the Paralysed Veterans of America. Full or part-time. 838-8149

TEMPORARY POSITION - Mature person with carpentry and cement block experience. Apply in person, Mon. thru Fri. 9am-3pm. Arnold Nursing Home, 18530 W. 7 Mile, Detroit

The City of Plymouth Police Department is accepting applications for a part time Public Safety Dispatcher-Records Clerk position. Typing and clerical experience required. Must be willing to work flexible hours. If interested, contact the Police Department at 453-4600, Ext. 57.

The City of Plymouth is an equal opportunity employer.

THE COOKIE BIN
Soon to be opened in Twelve-Oaks Mall, Novi, will be accepting applications for Mon., Tues. and Wed. Please apply in person on the second level near Lord & Taylor. We will be filling one management position and several full time and part time counter positions.

TOOL & DIE FOREMAN
Must be journeyman with supervisory experience, around job with medical, life insurance & profit sharing. Redford area. Mr. Smith or Mr Flynn between 9 - 3.30 Mon. thru Fri. 255-5390

TRACTOR/TRAILER
DRIVERS NEEDED
For Detroit based ICC long haul Carrier. 5 yrs. van experience, good references, current DOT physical, Mich. CDL license & good driving record required. Company provided or empty. Excellent company equipment & benefits, single & team positions available. Call Jim Thomas, Churchill Transportation Mon. thru Fri. between 11am-2pm. 1538

An Equal Opportunity Employer

TRAVEL FINALIZER, combination - evaluation with a detail work office or bookkeeping background. Farmington Hills area. Call Nancy Bright 855-7707

TRUCK DRIVER for air conditioning, heating & refrigeration wholesaler. 10-ton experience, will train right individual. For appt call. 398-5200

TYPESETTING
Experienced person for keyboard output. Knowledge of command code helpful. Commercial trade/plant work, night shift. Benefits. Send replies to: Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST/RECEPTIONIST
Part time for Birmingham office.
258-5166

VETERINARY ASSISTANT - experienced, reliable, wanted for modern Southfield office. Apply in person Mon. - Fri., between 9am and 6pm only. Westwood Hospital, 24428 Grand River, Detroit.

WANT to enter the exciting world of Telecommunications? Nationwide Service Company seeks a competitive pay scale, commission and benefits. Call Ms. Wood, to set-up a possible interview. 563-6711

WOOD PATTERN MAKER
Experienced. Good benefits, overtime. West side.
PHOTO CAST, INC 645-5400

YOUNG MAN to learn tool grinding, some experience preferred but will train. Medical benefits, paid holidays. Apply at C & K Tool, 30615 Industrial Rd. Livonia.

$$ NEED EXTRA $$
Team Members are wanted for the Domino's Pizza in Troy. Full & part time - must be 18 or older. We are still need of 1st & delivery persons. 20 + pizza makers (experience preferred) 20 + phone & misc. persons. All must have own auto & insurance. Starting wage $3.35 per hour. Delivery persons receive mileage & tips. Join the leader in home delivery. Dominos Pizza, 1795 Rochester Rd., Troy, or 16 N. of Big Beaver (west side). Apply in person 11am-2pm. Establishment Christmas is just around the corner $!Call for details 879-9000

500 Help Wanted

VALET PARKERS - DAY SHIFT
Apply Within.
Booby Trap, 141 W. 8 Mile Rd. (near John R.) 399-2781

VALET PARKING ATTENDANTS
Full & part time. Own transportation a must. Must be 19 or over. Apply: Friday's of Bloomfield, Thurs. Nov 29th, 6 pm. No phone calls please.

502 Help Wanted Dental-Medical

A BUSY SOUTHFIELD medical office seeks individual for front office management position. Need knowledge of insurance forms, billing, appointments & phone. Full time position, excellent benefits. Competitive salary. Call after 4PM. 559-5812

ACCOUNTS RECEIVABLE CLERK
Experienced person needed to handle Accounts Receivable in group dental practice. Westland area. 722-0192

ADMINISTRATOR
Needed for nursing home in Southfield, Prefer RN or LPN experience in the industry. Send resume to: P.O Box 2728, Southfield, Michigan, 48037, Attention: Susan Kane

ASSISTANT DIRECTOR OF NURSING
Small basic nursing home in Plymouth area RN call agent with supervision, care planning & staff education. For more information call 459-4020

ASSISTANT NEEDED
For Farmington area Orthodontist. Experience preferred. 30-34 hours weekly. 553-4550

A.R.T. - Tray area. Competitive benefits. Contact Anne Torabik between 10 AM and 4 PM ET. 649-5150
An Equal Opportunity Employer

DON'S-MIDDLE. Experience preferred, background preferred. Insurance experience beneficial. W. Bloomfield specialty practice. Call Don 855-1020

CHAIRSIDE DENTAL ASSISTANT - Part time position, experience preferred in a 4 - handed dentistry. Northville area. 348-7997

CHAIRSIDE DENTAL ASSISTANT
Needed for Mon., Wed., Fri. Experience preferred. Middlebelt/West Oakland area. 476-0616

DENTAL APPOINTMENT SECRETARY - We are seeking an enthusiastic individual to fill an appointment secretary position in a prosthetic based dental office located near Downtown Birmingham. 4 day week. 646-2533

DENTAL ASSISTANT - part time, oral surgery office in Birmingham/Troy area, possibility full time after 1st of year, dental experience required, call between 4PM - 7PM. 647-7338

DENTAL ASSISTANT - chairside, CDA or RDA, pay commensurate with experience. Modern office in Plymouth. Call Esther 459-0424

DENTAL ASSISTANT
EXPERIENCED ONLY
We have a place for you on our cosmetic dental team. If you love people and are excited about helping our patients improve their health and appearance then call us today.
535-1198
DR. MILTON WEISS
ADULT & CHILDREN'S DENTISTRY
25745 SCHOOLCRAFT
REDFORD, MI 48239

DENTAL ASSISTANT
chairside, experienced only, 3 day work week, Redford area. 533-9100

DENTAL ASSISTANT
For progressive, prevention oriented office. Experienced only. Good salary, benefits. Call 532-5560

DENTAL ASSISTANT
Full time for pleasant oral surgery office located Birmingham. Experience preferred. Call 646-1720

DENTAL ASSISTANT
Experienced, part time. Unique opportunity. Southfield area. 559-5730 after 5PM or 546-8787 on week-ends.

DENTAL ASSISTANT - If you are bright, energetic, & have experience we need you to join our dental team. Relaxed atmosphere. Call today. 533-0202

DENTAL ASSISTANT
Experienced. Troy office. Full time.
Call 528-2018

DENTAL ASSISTANT
needed for progressive, friendly office in Farmington Hills. Experience preferred. 474-7223

DENTAL ASSISTANT - Receptionist needed full time. Rochester area. Experience preferred, but will train. 651-0720

DENTAL ASSISTANT, experienced in 4-handed dentistry. Knowledge of insurance forms helpful. Westland area. 4 days. 728-7121

DENTAL ASSISTANT
Part time. Monday & Friday. Experienced only. Livonia. Call 522-5320

DENTAL ASSISTANT
Assisting only. Farmington & Bloomfield area. Will train. Call between 9AM-4PM. 851-7767

DENTAL ASSISTANT
Outgoing & sincere with experience in insurance & recording area. Wanted full time for beautiful new office on Newburgh & 6 Mile, Livonia. 591-0611 626-1246

DENTAL ASSISTANT
Chairside, for progressive, people oriented group in Livonia-Westland area. Minimum 2 years experience in 4-handed dentistry. Bright future for assistant, caring, career oriented person. Excellent salary and benefits. Apply between 10AM-4PM. 425-5370

DENTAL HYGIENIST, part time, leading to full time. Mon. thru Thurs. Redford Area. Call 533-9300

DENTAL HYGIENIST wanted for expanding Periodontic-oriented Dental Center in Wayne. Send resume to: Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENISTS
The Holidays are just around the corner - if you have days available and would like to earn additional Holiday money, please call Maureen or Elaine at the Dental Connection. Part time. 855-1919

DENTAL RECEPTIONIST
Full time, position in Livonia practice. Experience necessary. 478-3110

DENTAL RECEPTIONIST, part time Oak Park. Pleasant working conditions. 20-24 hours per week. No weekends. Call 548-2331

DENTAL RECEPTIONIST
Experienced. Work with Insurance & Medicaid. Mon. & Wed. 9am-8pm. Detroit office near Redford Twp. 255-5550

DENTAL SPECIALIST needs receptionist/financial secretary. Mature, bright, well groomed, people oriented, very progressive office. Good salary & benefits. Southfield/Birmingham area. 357-3109

DOCTOR'S Office in Farmington wants person to work part time, Varied duties. Send resume to: Box 644, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ESCORT AIDES - Reliable persons needed to escort Northville State patients to clinic appts. Transportation provided.
Call 432-8400
Health Care Professionals Ltd

EXPERIENCED
DENTAL ASSISTANTS
& RECEPTIONISTS
Your skills are needed. We have part and full time jobs available. Please call Maureen or Elaine at the Dental Connection.
855-1919

EXPERIENCED MEDICAL Secretary for busy OB Gyn practice, Royal oak area. Days, evenings &/or Sats. Send resume to Box 668 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED NURSE, LPN or Medical Assistant for part time work in busy OB Gyn practice in Royal Oak area. Evenings & Sats. Reply to Box 668 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED NURSE AIDES
Immediate openings, full & part time. Excellent wages and benefits. Apply in person: St. Jude Convalescent Center, 14344 Ann Arbor Trail, Livonia.

502 Help Wanted Dental-Medical

EXPERIENCED nurses and needed to care for elderly female patient. 8 hours Saturday afternoon, and 8 hours Sunday morning. Non smoker & able to lift. Call after 5 p.m. 326-4331.

FULL TIME office manager for busy oral patient, psychological clinic, in Farmington Hills. Must be experienced in Blue Cross/Blue Shield, Medicare, billing. Prefer computer experience. Salary negotiable, full benefit package. Send resume to: PO Box 2983, Farmington Hills, MI 48018

HOME HEALTH CARE Agency seeks professional RN's to meet the growing needs of patients in the home setting. Full and contractual positions available in Wayne, Oakland & Macomb counties. Send resume to: Box 2983, Farmington Hills, MI. Kaspetis at
MIDWEST HOME HEALTH CARE, INC. 373-2551

IF YOU Have experience transcribing hospital/medical reports, type 40 plus, and need the production bonus plan will enable you to earn commensurate with your ability. We have full & part time openings with flexible hours that can be arranged for your convenience.
Southfield, Call Maria Weiss
for interview at: 358-3646

IN SERVICE DIRECTOR
Skilled - Geriatric facility invites RN quality care nurse, who can lead, enjoy teaching, supervision & motivates employees. Some psych nursing experience. Excellent benefits. Call Mrs. Pisciotani, RN, D.O.N. 421-3300

LPN
with OB office experience. Neat, ambitious, organized. Hours negotiable. Full time, benefits. Call Robbie. 548-8900.

MEDICAL ASSISTANT for General practice in Southfield. Experience preferred, but will train. Typing 50 WPM, scheduling & telephone responsibilities & written, medical transcription a "plus". Must be a Non-smoker. No weekends.
After 6PM: 642-9447

MEDICAL ASSISTANT, part-time, 3 year minimum experience, for busy doctor's office in Troy. Call 649-2900

MEDICAL ASSISTANT
Troy office, 4 hr. Am. No Sat. or Eve. Experience not necessary. Training required. Call, Mon.-Fri., 9-noon. 343-1544

MEDICAL ASSISTANT
Experienced, full time position. Must have X-Ray experience. 35 hours. Heights. Call 355-4313

MEDICAL ASSISTANTS
Experienced only, full or part time (Eves., Weekends & on call). Southfield X-Ray experience necessary. 849-1313

MEDICAL ASST - experienced only for busy internal medicine practice in Southfield. Knowledge of injection, vena puncture, general knowledgeable. E.K.G., P.F.T. Lab. X-Ray helpful. 569-5850

MEDICAL RECEPTIONIST - Experienced preferred. Immediate opening. Southfield area. General office duties. Salary commensurate. Send to Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST, part-time, for busy doctor's office in Troy. Training can be a must. Also good typing skills. Call 528-2900

MEDICAL
SECRETARY
BILLING/TRANSCRIPTIONIST
$14,000 PLUS
Suburban office, great benefits. Must know third party billing and have IBM/PC word processing.
SNELLING & SNELLING
399-3450

NURSE AIDES
RN/LPN'S
Flexible Home Care cases and staff relief in Oakland County. Employees average 2 years clinical experience in last 3 years.
Upjohn Health Care Services
Call Mon. thru. Fri. 642-7900

NURSES AIDES
for small basic nursing home in area. West Trail Nursing Home, 399 W. Ann Arbor Trail, Plymouth. 453-3983

NURSE'S AIDE to care for young woman, 6am to 1pm - Saturday & Sunday. Salary - $3.50 to $4.00 per hour depending on experience. Call 553-0109

NURSING ASSISTANTS
All shifts, apply in person. No phone calls. Westland Convalescent Center, 28127 W. Warren, Westland, between Wayne & Newburgh.

OFFICE ASSISTANT for Troy Optical-molegist. Full time. Insurance forms, reception duties, billing, etc. Experience preferred. Call, 649-2810
After 6PM, 651-5440

OFFICE MANAGER
1 DOCTOR SOUTHFIELD OFFICE
SALARY UP $24,000
Confidential recruitment for dedicated, hard working individual who is presently a medical office manager. Office open Mon.-Fri. Must have outgoing personality. Fee paid by client Doctor. Call Sharon Kay, 559-7100 or 10 Mile Rd. Southfield, Mich. 48075.
557-1700

OPHTHALMIC TECHNICIAN Technical Skills and efficient Refracting experience necessary. Salary commensurate with experience. 652-1166

OPTICAL DISPENSER/Receptionist Wayne/Canton. Part time initially, full time. Send resume to:
Dr. Stein, P. O. Box 2212, Farmington, MI. 48018 or call 728-5910

ORTHODONTIC ASSISTANT
Experienced, needed for modern, progressive Orthodontic practice in Birmingham. Call Sandy. 647-0696

ORTHODONTIC ASSISTANT, experienced, part time for Birmingham office. Pleasant working conditions. Call Ann 642-7700

ORTHODONTIC DENTAL ASSISTANT & Front Desk Person for orthodontic office with experience. Please send resume to: Box 39 & 84, 4000 Town Center, Southfield, MI 48075

PART TIME DIETARY AIDE
For day shift, 7-11, 5 days weekly. Experience helpful, but not necessary. Call 477-1000 or apply Beverly Manor of Novi, 24106 Meadowbrook Rd.

PHARMACY TECHNICIAN
Evenings, Mon. - Fri., 5-9 PM., Sat., 8-4 PM. Lakes area. Call Robbie. 348-8000.

PHYSICAL & OCCUPATIONAL THERAPISTS
Part time, for Wayne & Downriver Area. 533-8966

PRIVATE DENTAL PRACTICE
with several suburban locations, needs a motivated, organized office administrator. Applicant must have several years experience with dental office management duties including accounts management, supervision of dentists & other staff. Other responsibilities including knowledge of 4 handed dentistry, understanding of peg board system, computer experience. Apply by sending resume to: Box 704, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - oral surgery office, Mon. thru Fri. 9am-5pm. Troy area. Medical or dental experience required. Up to 25 hours week. Call between 4 to 6 p.m. 647-7326

RECEPTIONIST - Challenging position in progressive Redford dental office awaits enthusiastic person. Good starting salary & increases with individual growth. Only experienced need apply. 937-8246

RESPONSIBLE PERSON as full time receptionist in busy Southfield ophthalmology office. Prefer experience with Blue Shield, Medicare. CHT Medical. Apply to box 602, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - full time afternoon shift to start, $8.675 per hour. Full benefits. Apply within, Dorvin Convalescent Center, 14175 Ann Arbor Rd. or 5 Mile, on Middlebelt.

RN
Part time position available on Day Shift, everyother weekend off. Excellent salary & benefits.
For further information Call
545-1000
Westwood Nursing Center

RN's - LPN's
NURSE AIDES - LIVE-IN's
Needed for home care agency. 2 year experience required, transportation necessary. Excellent salary & benefits.
Midwest Home Care & Hospice Inc.
272-2558

R.N. - Weekend on-call position. Home care agency. Prior skills, home care experience required. Call Ann, 418-2558
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

UNIQUE FRONT desk position in progressive quality care dental office. Computer experience preferred. Benefits, flexible hours, opportunities. Ask for Louise or Linda. 432-8790

WESTLAND podiatry office is seeking a dedicated receptionist/secretary. Experienced only need apply. Call Monday-Friday 9am-3pm. 522-2355

504 Help Wanted Office-Clerical

ACCOUNTING Background needed for position as:
Budget Analyst
Experience or equivalent training for this sensitive person, who can work independently. Farmington Hills area Real Estate Company. Send resume to: Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS
PAYABLE
Bloomfield Hills firm seeks experienced individual for full time entry level position. Excellent future potential, typing skills & the ability to have fun are required. Please send resume to: Box 694, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK
Experienced person needed to handle Accounts Receivable in group dental practice. Westland area. 722-0192

ADMINISTRATIVE ASSISTANT
with strong computer & mathematical skills for demanding position in a fast paced organization. Working knowledge of IBM/PC, data entry and word processing required. Pleasant telephone manneriam a must. Applicant should be mature & ambitious with 4 to 8 yrs. administrative experience or college degree. Please send letter of application with resume and salary requirements to: PO Box 8222, Northville, MI. 48167.

ADVANCEMENT
Possibilities are great with this growing company. If you have an eye for bookkeeping or secretarial/clerical skills, some work experience, and if your looking for a company that will promote from within (not just another job), we'd like to talk to you. Our company specializes in carpeting so if you like a fast paced atmosphere telling us a little about yourself. This full time position includes company benefit package
OPERATIONS MANAGER
P.O. Box 8222
Bloomfield Hills Mi. 48302

ADVERTISING
If you have a background that includes typesetting or bookkeeping experience, and some supervisory experience, we would like to talk to you. We are an advertising service company working with many major corporations. We're looking for a person who can supervise, can administer complex, financially managed programs using the computer (EDP experience helpful but not necessary). This is a full time position with great growth opportunity. If your interested in a career (not just another job), and you've got excellent verbal communications skills, send us your resume, along with a letter telling us a little about yourself. Includes salary and company benefits.
OPERATIONS MANAGER
P.O. Box 8222
Bloomfield Hills Mi. 48302.

APPLY TODAY
Clerk Typists
(45wpm)
Senior Typists
(65wpm)
General Clerk
(Type 35wpm)
Switchboard
(Dimension)
(Horizon)
Our service has immediate temporary assignments in the Livonia and Farmington Hills areas. Must have 6 months experience. Call immediately for an appointment.
Somebody
Sometime
Temporary Help
Livonia 477-0900

ASSESSING CLERK I
The Charter Township of Bloomfield is seeking a person to perform a variety of clerical duties involving the preparation & maintenance of the Township assessment rolls. Applicants could have a high school diploma or its equivalent, good clerical skills, preferably with the operation of office machines, proficiency in working with numbers, the ability to deal effectively with the public. Experience in working with property descriptions is desirable. Knowledge of the assessing rolls procedures is a plus. This position will be available in January, 1985. The 1985 salary range will be $18,497.04 to $19,618.16 and excellent fringe benefit package. Please apply no later than Nov. 30, 1984, to: Bill Kaiser, Personnel Department at West Bloomfield Township, 4640 Orchard Lake Rd., P. O. Box 2070, West Bloomfield, MI. 48322

ASSISTANT BOOKKEEPER - Light bookkeeping. Plush Westside firm. To $10,500. Call Margie, Smiling Job Seeking, 16500 Florence, Roseville. 772-6766

ASSISTANT TO ACCOUNT Executive for large International company. Applicant will 2-3 yrs. commerical property & casualty insurance experience, servicing in some marketing of small to medium size accounts providing technical support to account executive. Position also calls for good communication & organizational skills. Call Mrs. Boyd 874-8901

AUTO SWITCHBOARD
Immediate opening for Receptionist & Receptionist position. Must have some typing and be able to handle the phone. Pleasant office and good benefits.
JOE PANIAN CHEVROLET
23111 Telegraph, Southfield
355-1000

BIG 4 public accounting firm, located in Troy, is seeking a bookkeeper with experience thru trial balance, financial statements. Must have experience with preparation of financial statements. In addition, must be able to compute profit, corporate and partnership tax returns. Associate Degree or equivalent a must. Only qualified applicants should send resume including salary requirements to: Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

BOOKKEEPER - Basic bookkeeping knowledge and experience. Ability to balance. Accuracy with figures a must. Full-time position. Excellent benefits. Complete benefit package. Salary commensurate with ability. Call between 9am and 11 noon. 543-6141

BOOKKEEPER
Familiar with payroll system, expertise of trial balance. Excellent opportunity. Reply to Box 678, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full Time.
Experience necessary for Livonia Law Office. Salary open. 477-7777

BOOKKEEPER - Full-Charge, Min. 2 years experience for CPA Firm in Farmington Hills. 30 hours per week. $6-8/hr. per hour. Contact Dave, 855-0043

BOOKKEEPER - FULL CHARGE
Part time, on your schedule, 4-6 days per month. To trial balance & beyond. Southfield area. 557-0630

BOOKKEEPER
Full charge. Experienced. Fast paced office. Immediate opening. Excellent pay and benefits. 477-1630

BOOKKEEPER
Thru financial statements, public accounting experience preferred, for Southfield accounting firm. 559-7956

CLERICAL - part time, evening hours. Receptionist & general office duties for Southfield area MWF 3-8. Reply to: 6231 Merriman Rd, Garden City, Mich 48135.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
$12,000 +
A nice opportunity with a comfortable Southfield office. Growth potential & benefits are just part of the advantages of this job. Your experience is the Key!
Call GINNY
SNELLING & SNELLING
353-2090

BOOKKEEPING
CLERK
Part Time 18-20 Flexible Hours.
Prior Bookkeeping experience. Resume to: Judy Kahn, Southfield Rehabilitation, 23415 Foster Winter Dr., Southfield, Michigan 48075.

CLERICAL, full time position for organized, detail directed person skilled in general office procedures. Type accurately at 50 wpm, answer phones and heart patients, have a small friendly expanding company. Only applicants with work experience will be considered. Minimum of 2 years office experience required, 19-30 hour week to start, medical benefits, Send resume: Clerical, Retail Business Service, 21 W. Woodward Ave, Birmingham Mi. 48011

Clerical Opportunities
$12,000 to $18,000.
Now available in Southfield & Southfield firm. This plush fast-track office seeks individuals with good typing skills (60 WPM), at least 1 year of office experience and a professional personality. If you qualify and are looking for a career with advancement opportunities, call Pat Lantz 478-5300
SNELLING & SNELLING

CLERICAL POSITION open in neurobiology records. Required: Communication skills, typing 50 WPM, filing, record keeping, some computer experience helpful. Apply: Applicant must be bilingual in Spanish & English, Call for appt. Pleasant working conditions in Bloomfield Hills office. Excellent benefits will be based on skills & experience. Call 644-8530

CLERICAL
$12,400
Livonia Division of Medical company. Handle customer service responsibilities, letter typing, good phone personality, typing 50 WPM. Excellent benefits with dental & company paid fee.
455-1870
SHARROW PERSONNEL AGENCY

CLERK
Part time for Farmington Hills general contractor. Light typing, some bookkeeping, telephone. Call between 8 am & 5 pm. 855-5113

CLERK/TYPIST - general office skills for Detroit newspaper office. Type 50-60 wpm, filing, proof reading, phone answering. Some accounting, word processing and computer knowledge helpful. Job includes use of company car, reference necessary. Reply to: Box 668, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Non Smoker, typing 50 wpm, recent experience. Livonia. Call between 3pm-5pm 522-8999

Closing Secretary
Title insurance company seeks qualified person for extended escrow department. Fast paced environment with experience. Please send resume to Box 4616, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLOSING SECRETARY
Career Opportunity for qualified person experienced in Residential Real Estate Closing Papers. National Company - Bloomfield Hills area. Salary, $7-9/hr.
524-0300

COMPUTER OPERATOR
IBM System 36 - Accurate numerical input required for public accounting firm. Typing speed approximately 40 to 50 WPM. Non smoking preferred. Good entry level position. Southfield location. Send Resume to box 8458, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR
National Payroll Company seeks computer operator. Full time afternoons & evenings. Production oriented, independent, self-starter. Experience necessary. Farmington Hills location. Ask for Pat. 855-6060

CRT OPERATOR - needed for Southfield based dental plan, full time position operating CRT experience, job duties include input plus answering questions regarding report contents & filing of other CRT operators. Interviews to be held Nov. 27 & 28 between 8am - noon. For appt. call 355-6410

CRT
TYPISTS
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PROCESSORS
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Short or Long Term
MATCHMAKERS
Office Services

Troy	583-0515
Southfield	569-6290
Detroit	963-5020

DATA ENTRY CLERK
Experienced in typing, filing, and clerical II helpful. Small office. Send resume to: Box 8000, Observer & Eccentric, 3145 Crooks Rd., suite 103, Troy, Mi. 48084.

DATA ENTRY SUPERVISOR
Northwest Detroit firm needs experienced working supervisor to manage multi-key data entry. Send resume to: Box 7, P. O. Box 37116, Detroit, MI 48237

DATA INPUT OPERATOR
4 to 8 hours per day, 5 days week. Salary based on experience. Experience on data general preferred. Please call 537-9030

EXECUTIVE SECRETARY
for Southfield Ad Agency. Excellent typing skills and previous experience required. Send resume to: Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft, Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Experienced, intelligent individual to assist president of fast paced Southfield company. Shorthand helpful. A responsible position, must be flexible on hours and commit to overtime. Ability to be prompt. For immediate consideration forward resume to: Personnel, P. O. Box 500, Southfield, Mi 48037. Attn: EE/EC

504 Help Wanted Office-Clerical

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ENTRY LEVEL SECRETARY for downtown Detroit law firm. Typing 35wpm, dictaphone experience helpful. Will be trained in scheduling, grammar and punctuation, as well as, typing speed. Excellent benefits & training program. Good benefits. Call Estelle 964-5890

EXECUTIVE
SECRETARY
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Choice position with a progressive, growing company. This would be the perfect Show Case for your good skills & professionalism. Call Bertice, now.
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353-2090

EXECUTIVE SECRETARY
Department of Human Services, State University & Children's Hospital of Michigan is seeking an executive level secretary for the WSU Chairman, CHM Pediatrician & Chief. Requirements: Minimum 45 WPM typing skills, 65 WPM transcription skills. Familiarity with medical terminology, word processing experience preferred, thorough knowledge of spelling, grammar, & punctuation. Ability to deal effectively with the public, good organizational skills, excellent secretarial skills required. Good attendance record. Contact Barbara Dubrinsky Department of Pediatrics, WSU, Children's Hospital, 3901 Beaubien Blvd., Detroit, Mich. 48201.
494-5883

EXPERIENCED
Legal Secretary needed. Call Marilyn, 11am - 4pm 258-1960

FARMINGTON HILLS CPA Firm seeks energetic person for filing, running errands, general office work. Call 851-2300, Ask for Jim.

FILE CLERK
Microfilm experience helpful. Includes phone, typing and misc. office duties. Full time day position. Paid benefits. Apply in person between 8 & 11 am and 2-4 pm, weekdays, to: PSI Hydraulics, 21940 Mayfield, Livonia.

FILE CLERK
Part time Mon., Tues., Thurs. & Fri. Approximately 25-35 hours per week. Pleasant general office work for