500 Help Wanted

TELEMARKETERS
$5 HOUR - DAYS
Room for Advancement

If you are an articulate person with a pleasant phone manner, you may qualify for 1 of 25 openings in Southfield, 4 hours daily, some Saturdays required. Sales experience a plus.

NO FEE
Call PAT YOUNG
569-7500

SUPPLEMENTAL STAFFING, INC.
The Temporary Help People

TELEMARKETERS
Needed Immediately
Call Barbara 559-8444
An Equal Opportunity Employer

TELEMARKETING
Division, of established, rapidly expanding corporation, is offering a unique opportunity to instructors, sales, ready to succeed and grow with us. Start out at $4.00 per hour over the counseling and training period, $1,000 a month. Call Mr. Roberts at Creative Home Learning, 421-6000

TELEMARKETING REPRESENTATIVE
Membership services department. Are full and part time positions for interested men. Hours include evenings and Saturdays. You will be calling your members. No cold calling. Your earnings will depend upon your ability, initiative, energy and most of all results. Please apply at 29200 Southfield, Suite 200, Southfield. We will completely train. Call C. Goldsmith between 9AM-3PM, which if qualified, may be in a personal interview.

FITNESS USA HEALTH SPAS
30615 Southfield Rd.

TELEPHONE COLLECTORS
National firm in Southfield has full time & part time positions for interested persons with at least 6 months experience in Mr. Reilly for interview appointment. 355-0044, ext. 242

TELEPHONE OPERATOR
Three (3) Shifts
Will train Southfield area
547-0904

TELEPHONE
RESEARCH INTERVIEWERS
Part-time positions available in our Tel-Min/Orchard Lake office. Flexible evening and weekend hours.
Call after 4 P.M.
679-3620

TELEPHONE SOLICITORS
The Easter Seal Society of Wayne County needs telephone interviewers to work from their homes, 3 or 4 hours per day. Paid position. Call Shirley Marrero, between 9am-3pm.
723-3044
An Equal Opportunity Employer

TELLER - PART-TIME
Apply in person, Monday, First of America Bank - Plymouth, 535 S. Main St., Plymouth. Experience not required. Equal Opportunity Employer.

TELLERS
Full time positions are open at our Main Office located in downtown Detroit on Woodward at Michigan. Positions offer public contact, with excellent work conditions and competitive salary and benefits. Substitute Teaching available. Candidates must have a good math aptitude and light typing ability. Apply in person 10am-3pm, Mon.-Fri. Main Office, Personnel Department, 5th floor.

First Federal of Michigan
1001 Woodward
Detroit, MI 48226
An Equal Opportunity Employer

TELEMARKETERS
Ready to get back to work? Interested in earning a few extra dollars? Excellent working conditions at Bedford Heat. Applications being accepted for part time positions, ranging from four to 30 hrs. per week. We will train. Competitive wages. Apply to: Fidelity Bank of Michigan, 1546 E. Maple, Bloomfield Hills (Maple & Lahser).
An Equal Opportunity Employer

TENNIS INSTRUCTOR- $7 to $10 per hour. Adults, kids & intermediate, 16 to 18 hours per week for September, 1985. Call Farmington YMCA, 32180 Farmington Rd., Farmington Hills. 474-6940

TOOLMAKER - for small toolroom. Must be able to make details from sketches, operate machines, use gauges and other toolroom equipment and repair dies and forming tools.
After 8 AM, call:
537-8000

TOW TRUCK DRIVER
With AAA experience.
Apply 14140 W. McNichols

TRAINEE PRINTER - printing shop has full time opening for trainee printer. Must have mechanical skills, be highly motivated, willing to follow complete directions. Opportunity for advancement. Friendly Applications accepted at Insty-Prints, 2516 Crooks Rd. Auburn Hts.

TRANSMISSION REBUILDERS
Installers. Experienced preferred. Call Jon Fox.
335-8781

TRAVEL AGENCY has 2 positions available. Manager & Travel Counselor. Must have airline computer experience. Southfield area. Call
352-5440

TRAVEL AGENT - Computer minimum 2 yrs. experience in all airline procedures including computers. Must be full time. Troy area. Contact Gail
643-8400

Travel - Group Sales
Expanding agency seeks experienced sales person with proven ability to sell group travel. Excellent opportunity for top dollar in travel business for right individual. Send confidential reply with resume to New Directions Travel, P.O. Box 31096, Livonia, MI 48151

SEMI TRUCK DRIVERS
Experienced
Industrial Supply is hiring helper, but not necessary. Send resume to P. O. Box 94, Garden City, Michigan, 48135.

500 Help Wanted

TYPEWRITER
Alpha Type CRT System. Full-time position to operate automated Marketing Data System. Applicants must have knowledge of telephone procedures, typing, typing 5 words per minute, word processing & salary requirements, to Box 226, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPEWRITERS
Experienced IBM typewriter systems to work on Alpha Type System. Must type 45 WPM. Some wages. Call, ask for Mr. Cox.
677-1966

TYPEWRITERS
Experienced typewriter systems to work on Alphatype system. Must type 60wpm. Union wages. Call Mr. Cox.
673-1966

UMPIRE
Looking for T Ball, softball umpires, Saturdays, beginning May 4. Some training then interval. Apply at:
Livonia YMCA.
261-8181

VALET PARKERS
Day & night shifts available. Must be good driver. NW area. Call for appointment 15 Mile-Lahser.
646-6225

VALET PARKING ATTENDANTS
Knowledge, guys & gals, must be honest. Call Security Inc., Mon-Fri. 9-1. Part time to full.
350-4894

VOCALIST
Wanted for Rock band. Rock Hard experience. Greg or Dave.
981-4393

WANTED - full & part time salespeople, ideal for college students, also full time positions available.
248-398-0800

WANTED - person over 18 to learn dry wall & painting. Call between 5-8pm.
953-9364

WANTED - Roofers, experienced shingle siders & carpenters. Call
953-8225

WAREHOUSE DRIVER & Helpers for new furniture store in Livonia. Apply in person. Time Sets, at Home Furnishings, 29200 Grand River, Farmington Harbor. No calls please.

WAREHOUSE PERSON. Livonia based company looking for stock person to work in our Detroit warehouse. Some experience preferred, but not required. Apply in person: 13150 Farmington Rd., Livonia.

WELDER, PLUMBER, PIPE FITTER
Pipeline Tube Bender
Hydraulic Press & Markine Repair.
464-6443

WELDER/Fitter welding experience only in person at:
1524 W. Sample Rd., Rochester
Between 1-4

WHY ARE so many successful professionals, business people & executives building Amway businesses today? Flexible hours, personal independence or recognition, income diversification. Get the whole story.
464-7234

WORD PROCESSING OPERATOR
Full & temporary positions available. Applicant must have minimum of 1 yr. experience with good working knowledge of skills. Excellent working conditions & benefits. For further information please contact Personnel Dept.:
Alexander Hamilton Life Insurance Co. Of America
553-2000

WORKER for Lawn Maintenance crew. Dependable, responsible individual able to work long hours. $4 to start.
455-3180

WRECKER DRIVER Wanted- permanent position. Must live in the Farmington/Farmington Hills area. Some towing knowledge necessary. Application taken at: 19 Mile/Orchard Lake Shell. No phone calls please.

WRITER
Leading business training and communications company is looking for experienced Writer for graphic projects. Experienced candidate must have skills in writing of automotive facts books and computer/business material, will lead slide presentation scripts and illustrations, research and write automotive marketing publications. Salary commensurate. Mail resume only to Marin Communications, Attn: Staff Recruitment Center, suite 175e, Detroit, MI 48243.

WRITER - PART TIME
A weekly Detroit based newspaper is in need of a part time staff writer to work Mon., Wed. & Thurs. Applicants must have experience necessary. Knowledge of Livonia, Northville & Wayne helpful. Reply in box 316, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

24 HOUR pies guaranty with minimized licenses for the right individuals. No experience needed, we will train in Southfield area for telemarketing dept. Call for interview.
353-7768
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

A BRIGHT - energetic person wanted to assist in all phases of billing & bookkeeping of insurances. Salary commensurate with skills & experience.
Call - ask for Sally
356-5272

ADMINISTRATION/
REHIRING MAIDEN
with experience, sought by multi office medical specialty service. Position requires experience in accounting, personnel supervision, office automation, and marketing experience helpful. Salary dependent on experience and qualifications. Send resume and salary history, in confidence, to: Box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A HARD-WORKING energetic medical secretary with 5 years minimum experience in computer. Must be full time. Call
478-1167

AIDES - HOME CARE
Expanding home health agency seeks experienced sales person with proven ability to sell group home care. Excellent opportunity for top dollar in travel business for right individual. Send confidential reply with resume to New Directions Travel, P.O. Box 31096, Livonia, MI 48151

BUSY SOUTHFIELD ophthalmologist office looking for responsible person to be front receptionist. Prefer experience with Blue Shield, Medicare, DMC Billing. Reply to box 83, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

ATTENDANT/
SAFETY OFFICERS
Psychiatric intervention center located in Westland has immediate part-time openings. All shifts including weekends. Competitive wages. Call Evie at
721-0200
An Equal Opportunity Employer

ATTENTION- RN's, LPN's, PT's & Home Health Aides. Immediate positions available in growing home care agency. Call Pamela Bauer Mon. thru Fri. 9am-5pm
442-6726

BILLING CLERK
Part time - but ever loving, psychiatric or medical insurance billing experience only.
348-1166

BUSY DOCTORS OFFICE
In Farmington needs part time Receptionist. Experience a must.
471-3300

CHIROPRACTIC ASSISTANT needed for part time position in the Farmington Hills area. Office experience necessary.
Call: 473-0034

CLERICAL POSITION - Full time. Computer entry, filing, entry, typing, general clerical job in Southfield. Call Phyllis at
357-0000

CUSTOM CARE Organization interviewing applicants for Adult Home Care assignments. If you are dependable & experienced, please call.
Medvert Services Group
548-7272

DENTAL ASSISTANT/Part Time
Experienced. Mature, patient-oriented. Southfield.
557-0613

DENTAL ASSISTANT CLERK
Part time/evenings. Full time is future. With train. Busy Southfield office.
548-5444

DENTAL ASSISTANT
Outgoing and cheerful, experience preferred. Immediate opening. Southfield area.
548-3364

DENTAL ASSISTANT With front desk experience. 30-35 hr./wk. Northwest Detroit area. Ask for Susan.
861-4230

DENTAL ASSISTANTS wanted. Registered, Certified & Hygiene Assistant. Experience required. Call
261-2810

DENTAL ASSISTANT
Experienced, full or part time. Motivated and team worker for pleasant Livonia office.
427-2511

DENTAL ASSISTANTS
2 openings, evenings & Saturdays and days & Saturdays. No experience necessary. North Livonia.
477-8796

DENTAL ASSISTANT
Immediate Part-time. Experienced. Canton Area.
981-1258

DENTAL ASSISTANT, full time, some experience preferred. Must live in Livonia - Redford area. Call between 12-1pm.
591-0444

DENTAL ASSISTANT
Part time, needed in a friendly and progressive Garden City office.
Call Miss Pri., 9AM-3PM.
422-4350

DENTAL ASSISTANT
Full time position, 2 years experience necessary. Livonia. Call 427-2228.

DENTAL ASSISTANT/Receptionist
wanted full time position in Penn Building. Dental Reception experience necessary. Will train right person for necessary dental duties. Salary commensurate with experience.
Call between 9am-5pm.
871-6499

DENTAL
ASSISTANT
Part time position full time benefits. Very congenial office. Must be a people-oriented person. Dental experience. Try 8? at least.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DENTAL ASST
Experienced chairside for general dentist. 3 days, some Saturdays. Square Lake - Woodward
332-4190

DENTAL HELPER, part time office hours in Westland area. 4 days, minimum wages.
722-1721

DENTAL HYGIENIST
Part Time, for West Bloomfield area.
661-6666

DENTAL HYGIENIST
Part-time to Full-time position
in Lake Orion area.
Experience helpful.
693-6187

DENTAL HYGIENIST
Friendly & growing dental office in Canton has position available for clean, kind hygienist (Wed., 9am-5pm, Thurs. 12noon-8pm, Fri. 8am-3pm). Lots of kids, good pay, living Resource.
Call Helen
397-1921

DENTAL HYGIENIST
wanted for part time position, 3-4½ days for quality oriented practice. Livonia area dentist.
427-8111

DENTAL HYGIENIST
Part-time, every other Saturday. Northwest area. Days, 997-1109
Evenings, 831-9525

DENTAL HYGIENIST
Part-time position. 2 years experience necessary. Nice Livonia location.
427-2236

DENTAL HYGIENIST
Aggressive person with dental background needed for busy Warren office. Part time position available.
573-8499

DENTAL HYGIENIST
Immediate opportunity for a bright enthusiastic or career hygienist looking for a challenging and full time position in our busy family Canton practice.
981-4455

DENTAL HYGIENIST
A challenging career. Position with a busy progressive, sole office 3 days a week. Fri. No evenings. If you are a mature, caring, people - oriented person, call
Dr. M. Weiss, adult & children's dentistry. 25743 Schoolcraft, Redford

DENTAL HYGIENIST - Saturday hours to 5 pm., Farmington Livonia area.
476-1858

DENTAL HYGIENIST
Part Time Work, in Old Redford area. Call Linda.
532-1180

DENTAL HYGIENIST
Livonia-based office needs
Part-time Hygienist.
464-8787

DENTAL HYGIENIST
full or part time, in a friendly and progressive office in Garden City.
Call Miss Pri., 9am-5pm.
422-4350

DENTAL HYGIENIST
Flexible hours, 2 days a week to start. Experience preferred. Call for interview appointment.
644-3182

DENTAL HYGIENIST - Experienced, Northwest for Pri. all day & Sat. morning. Also needs Hygienist to fill-in on other days. Birmingham area. 642-8190

DENTAL HYGIENIST
needed for quality-oriented office in Dearborn Hts. area. Must enjoy working with clients. One (1) day a week & Saturday. Call Ann.
271-6164

DENTAL HYGIENIST
& ASSISTANT
Full & Part Time. Good working environment. Experience required.
Canton Area.
981-3434

DENTAL HYGIENIST
wanted for office in Fisher Building, Detroit, 3 days week. Thurs., Fri. and/or every other Mon.
Call between 8am-5pm.
871-6499

DENTAL HYGIENIST
1½ day per week, Thursday, 11am-7pm, $13 per hr. plus bonus plan. Some chairside assisting required. Farmington Hills area.
477-8020

DENTAL RECEPTIONIST- Experienced for Southfield specialists office. Insurance & paperwork experience. Part time.
557-8338

DENTAL RECEPTIONIST, Looking for a mature and dedicated person to join our specialty office staff. Warm and friendly personality a must. Full time, long term position.
351-7581

DENTAL RECEPTIONIST - Livonia general practice, must have experience with pay board, insurance & patient scheduling.
464-8621

DENTAL RECEPTIONIST
Farmington Hills office needs full-time, experienced Receptionist for challenging diversified position. Computer knowledge helpful.
855-8884

DIRECT CARE needed to work with handicapped in group home. Need own transport, flexible hours, $3.75 to start. Must be 18 & have GED or high school diploma. Call between 10am-3pm, Mon.-Fri.
534-5404
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST, Receptionist for busy, progressive Internist. Good typing, Rapidly growing 3000 W. 8 Mile, Suite 195, Livonia, MI 48152.

DENTAL
RECEPTIONIST
Beech Daly - Ford Rds. Area
Call 562-8636

FILE GIRL needed. Hours negotiable - for busy dental office in Southfield. Please call
356-3744

FULL TIME - position available in Southfield orthodontic office. Must be person with transcription background & previous experience in all phases of insurance & general typing. No Saturdays. Excellent benefits.
548-4710

GENERAL OFFICE - full time also part time back up receptionist. Some Dental Cross Billing experience for busy clinic in Farmington Hills.
591-0440

Holistic Health Care
Community of Wellness
Is a growing health care agency is seeking qualified professionals for expansion into Wellness Centers. Challenging positions are opening for:
RN/LPN
HOME HEALTH AIDES
COMPANIONS
LIVE-INS
Reliable transportation a must. Call for interview:
293-3962

HOME HEALTH AIDES - Full time, experience required. Oakland County area. Call Mrs. Ferguson
557-2768
An Equal Opportunity Employer

HOME HEALTH AIDE
Full & part time positions. All shifts available. Respite hours for health care agency. Salary, 1, 1966. Call 8am-5pm for information.
313-876-1911

Inservice Director
Large skilled suburban nursing home has a position available for a nurse with a minimum of two years nursing experience, preferably in Gerontology. Salary commensurate with experience. For interview call Ann Hoe at
477-7400

LOOKING FOR a person with background in Insurance & Front Desk for Pediatric office. Ready to learn Medical Lab Work. Southfield.
569-6750

MEDICAL ASSISTANT
Needed for clinical head injured clients in the home. Must have Rehab/EKG experience. Excellent pay & benefits. Midwest Home Care
557-2768

MEDICAL ASSISTANT - PART-TIME
Experienced - EKG's, venepuncture, and medical terminology. Call for interview location. Call:
531-4150

MEDICAL ASSISTANT
Full time, Woodward & Lake Rd. Area, must be able to work front & back of busy practice. Salary negotiable. After 5pm
641-3154

MEDICAL ASSISTANT
To work in Cardiology office in Southfield, work days only. Please send resume to Box 183, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
needed in busy Farmington Hills doctors office. Full time, most type, experience preferred.
476-1525

MEDICAL ASSISTANT
for Southfield Cardiology office. Experience in EKG, Venepuncture, knowledge of insurance, pegboard, EKG transcription.
548-2060

MEDICAL
ASSISTANT
4 day week in Rochester MD office. Experience in hotters, PFT, EKG, VP's, injections, insurance knowledge. $5 an hour.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL COMPUTER, experience. Accounts Receivable, all insurance billing. Computer system. Office manager, must capability. Call 541-1746.

MEDICAL INSURANCE BILLER, Part-time for General Surgeon. Must be experienced. Approximately 30 flexible hours week. Call Patti 8am, 968-2744

MEDICAL SECRETARY
To pierce earn on weekends, Taylor, Canton Area. Call Weekdays Collect
313-533-6600

MEDICAL RECEPTIONIST needed for Internist's Office in Southfield. Experience - A Must. Send resume to: P.O. Box 35134, Detroit, Mich. 48235

MEDICAL RECEPTIONIST, experienced for part time position, 3 days, must be familiar with pegboard system, B.C. and Medicare billing.
427-0700

MEDICAL RECORDS
CLERK
Part time. Call between 1-4 PM. Ask for Beth at 348-8000

MEDICAL SECRETARY - Troy office. Full time, typing, filing & other front office procedures. Call Mon-Fri. 9-5. 13 noon.
343-1532

NIGHT RELIEF NURSE
Registered or Licensed Practical Nurse and experience working with children is helpful. Must be flexible. Normal schedule could be 3 nights in two weeks including weekends. Hours: 11pm-8am. Send resume or letter to: R. Thomas, Sarah Fisher Center, 27400 W 12 Mile Rd., Farmington Hills, MI 48018

NORTHVILLE AND ANN ARBOR AREA - Aides, Orderlies, Mental Health workers to meet psych patients to area health care. Immediate need. Call 313-624-0400
EOC Employer

NURSE
AIDES
Full and part time, all shift. Experience not necessary, will train. Must be 18 years of age, person only. Ms. Watkins Nightingale Home of Farmington Hills, Newberry Rd., Westland, near Joy Rd. No phone calls.

NURSE AIDES
HOME HEALTH AIDES
MALE ATTENDENTS
Flexible hours. All shifts available. Servicing Wayne, Oakland & Macomb Counties. Professional Care
557-2768

NURSE AIDES & ORDERLIES
Immediate openings, full time, all shifts. Experienced or will train. Paid training program. Also, full time maintenance person interested in permanent position. Good salary and benefits. Apply in person. No phone calls.
GEORGIAN BLOOMFIELD
2975 ADAMS RD.
(Corner of 15 Mile)

NURSE AIDES
RN/LPN'S
Flexible Home Care cases and staff refer to Oakland County. Requires one year clinical experience in last 5 years.

Upjohn Health Care Services
Call Mon. thru Fri. 774-7070

NURSE AIDES - LPN's to part time, 3 days. Pri. 1 to 9 p.m. 6 day orientation. Call Mrs. Gray, Convalescent Center, 44661 I-94 Service Dr., Belleville

NURSES AIDES
Join our nursing team providing quality care. Long term commitment need for mature, caring, responsible adult working with the elderly. Contact Rita Lathrup Village Convalescent Center, 3pm. thru Fri. for additional information.

Farmington Nursing Home
A Unit of
Botsford Continuing Care Center
477-7400

OFFICE WORK - Part time for busy Ford & Farmington Hills. Must have MC/BMC, Medicare experience, computer skills. Send resume to P.O. Box 2043, Farmington MI 48018-2043.

502 Help Wanted Dental-Medical

OPTHALMIC for Optometric Technician needed for busy small medical office, Southfield area. Call Mrs. Ferguson 557-2768. Send resume to: P.O. Box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTHALMIC TECHNICIAN, Experienced in Ultrasonic, Southfield area. Send resume to: P.O. Box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIST - Part time. Approximately 20 hrs. per week. Flexible hours available Saturday, 2 locations. Call
642-5458 or 545-4399

ORTHODONIC ASSISTANT needed for busy starting office in Wayne, full time position. Experience preferred, but will train the right person. Please call
728-7190

ORTHODONTIC ASSISTANT
Part time, experience preferred
Rochester area
681-4466

PART TIME - medical & lab assistant, for physician's office in Birmingham area.
647-6450

PART TIME Office Staffing Coordinator. Medical, medical and dental experience service is seeking an aggressive, self-motivated person to work part time (Tuesday 10 hours) position in our Farmington Branch Office. Duties include scheduling and performance of in-office services, interviewing, daily contact with life insurance agencies, plus customer service. Medical and dental experience necessary. Interested candidates please call Pat Prior:
1-800-482-2864
An Equal Opportunity Employer

PART TIME RECEPTIONIST
for PM Detroit Cardiac office. Experience in insurance billing preferred. Hours are approximately 1-5:30 and 5-8, after P.M., 24531 Grand River, Detroit, Michigan

PART TIME Secretary for Ord Pulmonary Psychiatric Clinic in Birmingham, to assist in full time position. Typing, medical terminology, and medical insurance. Call Sue, 19A36-12PM.
258-3258

PHARMACY TECHNICIAN, Pharmacy Intern. Immediate openings available. Farmstrong Pharmacy
261-2360

PODIATRY ASSISTANT
Southfield, 30 hours per week.
Will train.
548-2810

QUALITY Preventative Dental practice seeks Dental Assistant with 2 years experience who is highly qualified in all aspects of chairside assistantry, practice Livonia Area. Full time, M-F, 433-0779
Evenings
697-9051

For modern progressive dental practice, full time, Dearborn office experience necessary. Weekend area.
533-6440

RECEPTIONIST needed in new office. Must have experience in insurance billing & insurance. Should like to work with public & have patient contact. 349-2247

RECEPTIONIST
Experienced for busy industrial clinic Call Sharon.
591-0440

RECEPTIONIST, part time, days. Livonia doctor's office. Must type, have pleasant telephone manner.
477-8232

RECEPTIONIST - experienced in insurance billing, Blue Cross, Medicare, Workmen's Comp. Also experience in transcribing, pegboard for doctor's office in Wayne.
721-6113

RECEPTIONIST, FULL-TIME
Progressive health-conscious Dental Office in Birmingham is seeking a highly motivated individual. Must have pleasant phone voice & some medical or dental skills. Please call
644-1171

RECEPTIONIST - Experienced, for busy veterinary hospital. Must be able to work well with the public. Full and part time positions available. Apply in person at Westcott Hospital, 24125 Grand River, Redford

REGISTERED X-RAY TECHNICIAN with Ultra-sound experience. (1) to (3) years experience required. Flexible time & salary negotiable. Resume to Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED X-RAY TECHNICIAN for radiological office in Farmington area. Good salary, call between 9-5:30
332-5411

RN
Experience in acute care with recent hospital experience to audit hospitals, nursing homes, home health agencies. 35 hours, 8:30-4:30 Mon.-Fri. Good pay. Call Mrs. Berg
DAVIS-SMITH
Temporary Medical Service
557-7200

RN MEDICAL BILLER Riviera Nurse RN With bookkeeping experience sought for growing audit dept. of Conservco-Medical Collection Agency. Position is located in Southfield, Mich. Hospital bill audit experience preferred. Excellent benefits package & salary commensurate with experience. Must possess in confidence to Conservco, Attn: Tim Dobrowski, Branch Manager, 25355 Evergreen, Suite 345, Southfield, Mich. 48076.
Equal Opportunity Employer M/F

RN
PART TIME, 7-3
PART TIME, 11-7
11-7, MIDNIGHT SHIFT
Please call Mrs. Ferguson
for appointment at
261-5300.

RN'S
Full or part-time positions available for days. Full-time for afternoons. Apply in person, no phone calls.
GEORGIAN BLOOMFIELD
2975 ADAMS RD.
(corner of 15 Mile)

RN'S - LPN'S
NURSE AIDES - LIVE INS
Needed for home care cases. 1 year experience required. Transportation required. Excellent salary & benefits.
533-6644

RN'S OR LPN'S - desired for full & part time Saturday positions. Day positions part time also available, in a progressive home care facility. Call Oak Hill Care Center, Mon. thru Fri. between 9-3 Ask for Mary Jane 477-7373

RN'S
Work close to home, flexible schedules, no doctor, no hospital, program in effect. MICU, ICU, CCU, med surg
PRO CARE ONE
432-8600

RN WITH RECENT OR Experience Part time. 16 to 32 hrs. Rochester. Call Brenda 681-4125 8am-5pm.

SECRETARY/
RECEPTIONIST
Computer experience, telephone experience for medical office openings. Medical experience necessary. Rochester, Southfield, Huntington Woods areas. Up $7 an hour.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

SUMMER Camp for children needs skilled staff for month of July. Call Life Guard with WSI also needed. Traverse City area. 616-7813, 313-546-2464

TYPIST
Outpatient facility located in Garden City has part-time opening. Applicant must have typing skills of 60 WPM, good phone manner. Computer experience helpful. Interested applicants, call Nancy at
565-7577
An Equal Opportunity Employer

VETERINARY ASSISTANT - for small animal clinic. Experience & references required. Send resume to: Box 10109, Northville Rd, Northville, MI 48167

WANTED - full time Secretary to work in Medical office, in Canton. Typing experience preferable. Send resume to: 1255 Beulah Street, Canton, MI 48187

X-RAY ASSISTANT for an expanding mobile X-ray company. Duties include driving & transport X-ray equipment to nursing home setting. 563-7116

X-RAY TECH
with strong ultrasound background wanted for Ann Arbor - Plymouth area. Ultrasound ability, RT/RDMS preferred. Send resume to: M. Oldham, 2020 W. Ann Arbor Trail, Suite 161, Plymouth, MI 48170. Response to all inquiries.

504 Help Wanted Office-Clerical

ACCOUNTANT- Part time for Southfield office. Must have degree, experience, must have ledgers, taxes, & financial statements. Between 8am-5pm 354-5236

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
For Southfield based Property Management Firm. Must be proficient in WP/WK. Full time 8-5PM.
352-3417 ext. 223
An Equal Opportunity Employer

ACCOUNTING CLERK II - Full time. Recent experience necessary. Additional information available. Apply: Ro Fox, Employment Opportunities.
352-5774

ACCOUNTING CLERK
Experienced. Full time for Birmingham/Southfield. Must type 45 WPM/work on tax benefits. Fee paid.
Call Ann Arbor Personnel
645-2450

ACCOUNTING CLERK
Medical Receivables experience preferred, but not necessary. Additional information available. Apply: Ro Fox, Employment Opportunities.
352-5774

ACCOUNTS PAYABLE CLERK
Experienced. Full time position. Must type 45WPM/work on tax benefits. Fee paid. Call Ann Arbor Personnel
645-2450

ACCOUNTING CLERK
Medical receivables experience. Accounts payable experience helpful. Knowledge of Medicare, Blue Cross, Blue Shield, Medicaid, Workmen's Comp. Full time position. Apply in person:
Precision Carbon Inc.
8150 Golden St. Walled Lake, MI. 48088

ACCOUNTS PAYABLE CLERK
Position available with Southfield insurance company. Typing 45 WPM, knowledge of familiarity a plus. Flexible hours. Send resume to Box 200, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48152. Attn: ACT/PAY

ACCOUNTS PAYABLE CLERK
Educational community seeking accounts payable person. Experience preferred. Light typing and 10 key adding machine necessary. Please forward resume to: Personnel Director, P.O. Box 901, Bloomfield Hills, MI 48013. Resumes received after March 27-1985 will not be considered.

ACCOUNTS PAYABLE
BOOKKEEPER
through trial balance. Full time with benefits for Farmington Hills construction company. Job cost accounting & computer experience preferred. Send resume with salary requirements to: Pam Mackley, 31555 W. 14 Mile, Suite 204 Farmington Hills, Mich 48018.

ACCOUNTS RECEIVABLE & Billing - Full time position. Pleasant Office.
33996 West 8 Mile, Southfield. 534-5390

ACCOUNTS RECEIVABLE/
ORDER ENTRY
Experience on computer helpful. Manufacturing background required, medical aid manufacturer in Redford area. Some steady starting experience & salary history to Box 9125,
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS
RECEIVABLE
$13,000.
Large, expanding suburban company. Key invoice into computer. Excellent advancement potential. Full benefit package. Dental & company paid ins.
525-7870
ALLEN PERSONNEL AGENCY

ADMINISTRATIVE ASSISTANT Secretary for ad agency. Must have typing, secretary experience, excellent typing & administrative skills. Previous agency experience a plus. Send resumes to box 202, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Administrative Trainee
Order Entry (individual - detail oriented, good in math and capable of dealing with customers. A totally-functional entry position for a self-starter. Salary $12K per week. If interested call Dorothy Hoover, Sales Manager, Window & Door, W. Bloomfield 624-8080

ADMINISTRATIVE
CLERK
EMPLOYEE BENEFITS
Position with large retail food company. Should have at least (1) years in job administration of employee benefits, computer operations, maintaining employee personnel reports, processing accident and sickness claims, and maintaining employee benefit data on Wang word processor.
We offer an outstanding company paid benefit program including life, hospitalization, dental and prescription insurance. Call:
270-1286
Farmer Jack Supermarkets
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT - to work with executive at large corporation headquarters. Must have excellent communication skills, secretarial skills, and some word processing. Excellent opportunity.

NBI OPERATOR - long term assignment in beautiful offices in Bloomfield Hills. Training and/or experienced.

IBM PC OPERATOR - background in Lotus, Word Star, Word Perfect, Multi Mate or Displaywrit a must. Long and short term assignments available throughout the Metro area.

SECRETARY - good typing and general office skills a must for this top-notch assignment.

TYPIST - assignments available for individuals with typing of 45 WPM and up.

WORD PROCESSING SPECIALIST - All types of assignments available - experienced Word Processors - various types of equipment.

Call Now For An Interview.
NEVER A FEE! Personalized, individualized service to fit you into a job "Just Right" for you.

ENTECH
SERVICES, LTD.
999 Chicago Rd., Troy
332-4350 588-5610

Ahead Of The Rest

AFTERNOON Receptionist position available for some full & part time shifts. Math aptitude, type 55 WPM, fast and accurate. Call Mrs. Bo, 208, Southfield, MI 48037. Attn: CO/BCC

ASSISTANT TO
EXECUTIVE
SECRETARY
5 day work week. Birmingham/Southfield or Southfield/Southfield. Reasonable individual with minimum 3 years secretarial experience. Typing 55 Skills (60 WPM), shorthand a plus, some office experience required. Candidate should have good organizational skills and be a self-starter. Call Pat after 1 pm.
644-7500
ARA SERVICES
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST/BOOKKEEPER TO SHOPPING CENTER MANAGER

Cheerful - well organized - mature
Good telephone manner
Knowledge of Word Processor
Accurate Typist 70 wpm
Excellent Speller and Proofreader
Light Bookkeeping
Ability to write press releases

For appointment, call 10 am-5 pm
643-6360
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

AAAAA
ANNOUNCING
Immediate openings in Southfield, Pontiac, Troy & Warren locations for:
Secretaries
Stenographers
Typists
Data Entry/CRT
Word Processors
Highest pay, increment, long or short term assignments.
MATCHMAKERS
Office Services
Southfield 569-8290
Troy 583-0515

AN OPPORTUNITY
YOU CAN'T
PASS UP
WORK WHEN
& WHERE YOU
WANT - TOP PAY
CRT OPERATORS
BOOKKEEPERS
TYPISTS
SECRETARIES
WORD PROCESSORS
Long & short term assignments in your area. Immediate openings. Don't let your skills go to waste, have them work for you AND about our outstanding pay. 87123

478-8350
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NEVER A FEE

APPLY TODAY
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
Switchboard
(Dimension)
(Horizon)

Our service has immediate temporary openings in the Livonia and Farmington areas. Must have 1 year recent experience. Call immediately for an appointment.

Somebody
Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-8500

APPLY TODAY!
GMS
Needs
• TYPISTS
• FILE CLERKS
• DATA ENTRY
Must have prior office experience assignment in Plymouth, Livonia, Southfield Area. Pay to $4.00
Call Now For An Appointment
427-7060

GENERAL
MANAGEMENT
SERVICE
29701 W. 6 Mile - Livonia
The Bell Creek Plaza
Suite 140A

ARE YOU looking for a part time position with an opportunity to work in a fast paced environment? Our client handles transactions through modern computer terminals! If you are looking for a no nonsense pace, an opportunity to learn, and a friendly atmosphere into a career member of a highly professional staff write to H. O'Brien, Central Credit, 11 Union of Michigan, P.O. Box 3316, Detroit, Mich 48232

A SMALL mental health clinic needs part time person with experience Psychboard, billing. Flexible hours. Plymouth area.
455-6330

ASSIGNMENTS
AVAILABLE
We need experienced:
• Sr. Clerks
• Receptionists
• Medical Secy's
• Shorthand Secy's
• Telemarketers
• Word Processors
TOP PAY
BONUSES
BENEFITS
NO FEE
TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

AUTO DEALER - needs switchboard operator, typing experience required. Permanent position - Industry
543-6190

AVAILABLE
FREE TRAINING
For residents of Oakland County except Pontiac, Pontiac Twp., White Lake, Waterford, Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp. who are unemployed & receiving benefits. This is an excellent opportunity to train for a rewarding career as a Medical Secretary or a Word Processor Secretary. The program is sponsored by a government agency and provides training without tuition. We are an equal opportunity employer. For more information call Mr. Jones.
858-5300

504 Help Wanted Office-Clerical

Attention:
● Typists
● Word Processors
● PBX
● Secretaries
● Data Entry

Put your skills to work now, our assignments could lead to the job you've been looking for. Sharpen your skills and gain the exposure you need. Call now.

525-0330

Supplemental
Staffing, Inc.
The Temporary Help People

BANK TYPIST, Type 55-60WPM. 1-2 P.M. no fee experience.
FIRST FLEET, Exp. - Full time. All Fees Paid. Employment Center II
Southfield
548-2280

BILLING CLERK
Long term, temporary assignment for experienced billing clerk. Must know medical terminology & bookkeeping. Call immediately. Dearborn location.

BOOKKEEPER SOUTHFIELD
Dearborn
$65-$80

BIRMINGHAM RECEPTIONIST, part-time. 1pm to 5pm. 2-4 days a week. Light typing, telephone, pleasant working atmosphere. Must be dependable & have good telephone voice.
646-3220

BONONZA
Marketing Research Company of Southfield, experience comes for pregnant area firm. All Fees Paid by Employer. Call:
569-8144
Harriet Sorge Personnel

BOOKKEEPER - Accounts Receivable For law firm in Southfield. Experience, bond remove & salary requirements. Reply: Box 1, Observer & Eccentric, 1066 E. Big Beaver Rd., Suite 439, Troy, MI 48083

BOOKKEEPER