500 Help Wanted

TRIM & UPHOLSTERY MAN
Experienced only. Good Pay. Call: A & K Auto Glass, 453-2599

TRUCK DRIVER for lumber delivery, must have stake truck experience. Apply in person. Mans Do-it center, 41900 Ford Rd, Canton.

TRUCK DRIVER needed. Must have excellent driving record. Now taking applications daily 9AM-Noon. Apply at Modern Office, Inc, 31535 Southfield Rd., Birmingham.

TRUCK DRIVER wanted for local delivery. Shipping, receiving. $5 per hour, overtime. Must have chauffeurs license. 476-1311

TRUCKING MANAGER
$25,000 FEE PAID
Great location! Good benefits! If you have been driving a semi for 2 years or more, have management ability, this is YOUR opportunity! 399-3450.
SNELLING & SNELLING

TYPESETTER/KEYLINER. Accurate, dependable. EXPERIENCED. Full time. CG/MCS-82/8400,/7500, Radford area. 937-8910

TYPOGRAPHER
Must be experienced with AM Varityper Comp Edit equipment. Speed and accuracy a must. Pleasant working environment and benefits. Send resume and salary requirement to:
Adistra Corporation
101 Union Street
Plymouth, MI 48170
Attention: Personnel

UNITED CHURCH DIRECTORIES is looking for a self-motivated and success-oriented individual to work full time in a sales/public relations position. You will be contacting area churches of all faiths. Female or male has the same opportunity for achievement. Our 33 years of experience can guide you to success. $20,000 and up per year with $300 per week advance to start. Gas allowance, incentive programs and expense paid training school. Send resume to: Floyd Braun, P.O. Box 407, St. Marys, Ohio 45885.

VENDING ROUTE PERSON - only punctual, reliable hard workers need apply, 9am-5pm. 834-1818

VERTICAL MILLING center operator wanted, 1 year minimum experience. Apply in person: 13300 Levan, Livonia.

VETERINARY ASSISTANT
Full time position available. Experience preferred. Salary based on experience. Call: 352-4540

WAREHOUSE DRIVER
Minimum wage. Apply in person: Bearing Service Inc., 13400 Newburgh, Livonia (corner of Newburgh/Schoolcraft)

WAREHOUSE
Full time-part time personnel needed for light warehouse work. Call Jeff. 332-5630

WAREHOUSE HELP
Garden City specialty furniture store seeking full time warehouse help. Must be 18. Apply in person: Waterbed Showrooms, 28210 Ford Rd., Garden City.

WAREHOUSE ORDER FILLERS
$7.37 PER HOUR
3-5 Yrs. Exp. Health & Beauty Aides, Sundries, Soft Goods or Grocery Warehouse. Employment Ctr. II. 540-4130

WAREHOUSE SHIPPING/Receiving
Warehouse Manager needs Assistant. Plumbing supplies. Full-time. 40 Hour per week schedule. Troy location. For information, call Mr. Homer, 588-5530

WE ARE looking for permanent, full time help. Gas attendant & counter help. Immediate openings. Apply within, Dawn Donuts, 39600 Ann Arbor Rd., Plymouth.

WRECKER DRIVER
Experienced. Part-time, on-call hours. Apply in person, 19045 Middlebelt, Romulus, near Metro Airport.

WRECKER DRIVERS - now taking applications. Experience preferred but will train. Please apply in person at Westland Car Care, Road Service Dept. 7466 Wayne Rd.

YOUNG PERSON - LEARN TO Sell automobiles. No experience necessary. Guaranteed Salary plus Demo. 455-5360

502 Help Wanted Dental-Medical

ACCREDITED RECORD TECHNICIAN
Must be certified for medical records department, full time. Call Andra 538-4700.

AIDES - for Pontiac area. Nursing home staffing; immediate placement, previous experience required. Pro Care One 1-800-922-1962

ARE YOU LOOKING FOR Extra MONEY
to re-enter the work force? Full, part time or temporary work.

NATIONAL MULTIPLE SERVICES is now taking applications for medical secretaries, transcriptionists, assistants & billers. For more information call: 399-6390
NO FEE PAID BY YOU

ASSISTANT to Medical Office Manager. Southfield area. 20 hours weekly. $4.00 an hour. 557-5142

ASSISTANT wanted for busy Podiatry practice in Dearborn. Prefer Podiatry experience. Please call 425-0040

BILLER TRANSCRIPTIONIST
Doctor office position in N. Woodward area. Nice hours can be 8-4 or 9-5. Word processor, doctor office experience necessary. $7 an hour.

OPENING ALSO in Troy MD office, $325 week in Rochester MD Specialist office. $7 an hour. Experience necessary.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

BLOOMFIELD HILLS psychological clinic seeking part time transcriptionist, 10-12 hours per week. Call Mon.-Fri., 8AM-4PM, 333-8310

BUSY CATARACT Specialist in Southfield needs experienced Opthalmic Technician. Pleasant personality & neat appearance are required. Send resume to Box 806 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY SOUTHFIELD medical group needs an energetic medical assistant to work back office. Experience to include I.M. injections, P.F.T., EKG, venipuncture, some X-ray preferred. Contact Mr. Carson between 9am-3pm 354-9666

CHAIRSIDE DENTAL ASST experienced for Holistic Preventative orientated General Dentistry Practice. Telegraph/13 Mile area, Birmingham. Mrs. Vaughn, 9:30am-4:30pm, 647-7550

CHAIR side dental assistant. Full time, for progressive newer office. Newburgh & 6 Mile, Livonia. Prefer at least 1 year experience. This is the right position for the pleasant aggressive type. Call 591-0011

CHIROPRACTIC ASSISTANT/RECEPTIONIST
Full time. Phone skills, insurance experience preferred. Southfield. 569-6366

COUNSELOR for licensed GYN Outpatient Surgical Facility. Termination due to pregnancy, immediate opening. Call: 643-7778

DATA PROCESSOR to work as receptionist in veterinary hospital. 24020 Southfield Rd. Southfield.

DENTAL ASSISTANTS (2)
Full time positions in 2 office practice (Belleville & Westland). Benefits available. Opportunities to help make decisions in our offices. 422-5540

DENTAL ASSISTANT - Full or part time. Experienced in 4 handed dentistry, front office duties, insurance billing. W. Bloomfield. 355-1802

DENTAL ASSISTANT
Experienced. Part time with potential for full. Rochester. 651-0455

DENTAL ASSISTANT
Farmington Hills. 34 hours per week. Chairside & Office duties. Mature, responsible individual with initiative. Days. 855-4850

DENTAL ASSISTANT needed Mon thru Thurs. Looking for special person to work with our hygienist. We guaranteed one of the best working situations. South Lyon area. Please call. 437-8302

DENTAL ASSISTANT
Experienced 4-handed Dentistry
Full or Part Time
397-3703

DENTAL ASSISTANT
Experienced 4-handed Dentistry, full-time. N.W. Detroit. Immediate opening. Call 543-4900

DENTAL ASSISTANT, full time. Profit sharing. Must have knowledge of materials, know how to take X-rays and have office experience. 559-2720

Dental Assistant
3½ days & some Saturdays. Experience preferred. 13 & Orchard Lake Area. 855-3855

DENTAL ASSISTANT
Do you see Dentistry as a career and like what you do? RDA or CDA with quality experience will be considered. Send resume or brief letter with history, may be handwritten. $8.00 per hour, full time position. Box 839 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Part time, experience only. Plymouth. 455-4070

DENTAL ASSISTANT
Mature, experienced Chairside. 3½ days per week. Livonia. 425-1070

DENTAL ASSISTANT, experienced, part time. Specialty practice. Birmingham. Salary & benefits open. 647-7729

DENTAL ASSISTANT
Experienced. Part time. Southfield. Call evenings, 540-9797, 841-0476.

DENTAL ASSISTANT
Full-time, for Livonia Specialists' office. Will train an intelligent & enthusiastic person. 261-7801

DENTAL ASSISTANT for specialty practice in Livonia. Good hours & benefits. Full or part time. Experience necessary. Call Mary at 522-7313

DENTAL ASSISTANT - Full time for busy Southfield office. Must be experienced in 4 handed dentistry & take X-rays. 559-8818

DENTAL ASSISTANT - full time for busy Southfield office. Must be experienced in four-handed dentistry and take X-Rays. 559-8818

DENTAL ASSISTANT - Experienced 4 handed to help female dentist build family practice in Olde Redford. 535-0202

DENTAL ASSISTANT
Day & eve. hours. Grow with a new office in Troy. Call 362-0760

DENTAL ASSISTANT
Full-time. Scenic Farmington Hills. X-rays. Quality Dental Practice. Fringe benefits. Ask for Diane, 855-3434

DENTAL ASSISTANT
Tuesday, 12-8pm. $4.30 an hour to start + Bonus Plan. Farmington Hills area. 477-9020

DENTAL ASSISTANT - full & part time, experienced only. West Bloomfield general practice, excellent opportunity for energetic, enthusiastic, people orientated individual. Call 855-4800

DENTAL ASSISTANT - needed for part time position in our progressive Canton office. Qualified individual must have minimum one year recent experience with 4 handed dentistry and be willing to be an enthusiastic member of our dental team. 981-3455

DENTAL BUSINESS ASSISTANT, Bloomfield Office. Chairside experience preferred. Part time. Must be experienced in Dental Insurance & willing to learn Medical Insurance. 643-8471

DENTAL CHAIRSIDE ASSISTANT
Must be experienced! Top salary for qualified person. Southfield/Oak Park area. 967-1105

DENTAL HYGENIST
Dearborn Heights area. Pleasant, personal private practice. Experience preferred, but not necessary. 271-4370

DENTAL HYGIENIST
Dearborn area.
Part time. Sat. & Mon. evening. 563-8819

DENTAL HYGIENIST
2 to 3 days per week.
N.W. Detroit.
Call 543-4900

DENTAL HYGIENIST for Livonia Periodontal Practice, part time. Perio experience preferred. Call 522-7313

DENTAL HYGIENEST - Plymouth - must be efficient, outgoing, non smoker. 453-5070

DENTAL HYGIENIST - part or full time. Periodontal practice. Birmingham. Excellent benefits. 647-7729

DENTAL HYGIENIST
3½ days. Plymouth. Preventive recall oriented. 453-1190

DENTAL OFFICE MANAGER
Experienced for spacious office, Huntington Woods area. Full time, no weekends. 546-2234

DENTAL PERSONNEL
Chair side assistant-experienced. Crown & bridge. Benefits available no evenings. North West area. Days 354-4344 Evenings & Sunday 626-2681.

DENTAL RECEPTIONIST Needed-Full or part time for large practice in Belleville, Michigan. Experienced only. Benefits available. 697-4400

DENTAL RECEPTIONIST
Dental knowledge and experience necessary. Full time position at a busy front desk. Waterford. 681-8100

DENTAL RECEPTIONIST
Experienced. Flexible hours. Eves & weekends. Dearborn area. 271-0655

DENTAL RECEPTIONIST Assistant - Must be motivated & have experience. Northwest Detroit area. Call Fri. 2-6pm & Tues. 1-6pm, 451-1234

DENTAL RECEPTIONIST
Experienced in dental insurance, inventory control, & all phases of front desk. Typing necessary. Benefits available. No evenings. North West area. Days 354-4344 Evenings & Sunday 626-2681.

DENTAL RECEPTIONIST - Plymouth experience with dental insurance, peg board. Non smoker. 453-6070

DENTAL RECEPTIONIST
Full time Experienced benefits
For interview call 565-0735

DENTAL RECEPTIONIST - Full time position. Experience with dental insurance, pegboard, bookkeeping. Chairside experience preferred. 348-7997

DENTAL RECEPTIONIST & ASSISTANT
Part time. No Saturdays or evenings. Must type. Birmingham area. 647-3546

DENTAL RECEPTIONIST
Mature & experienced, with Insurance & Pegboard knowledge. Livonia, 3½-4 days per week. 425-1070

DENTAL RECEPTIONIST
Front desk, full time, Farmington Hills. Pegboard, insurance & recalls a must! Fringe benefits. Ask for Diane, 855-3434

DENTAL RECEPTIONIST - experienced, friendly person needed for a full time position in Farmington area. Call 553-0110

DENTAL RECEPTIONIST, experienced. Insurance, collections, phone, some computer desirable. Outgoing, interested in advancement. 348-3334

DENTAL RECEPTIONIST, experience necessary, full time, insurance, appointment control, computer experience a plus. Bloomfield Hills-Troy area. 853-8766

DENTAL RECEPTIONIST - Livonia office is seeking a congenial energetic individual who shines thru interaction with people. Must be experienced in all business aspects of the dental office. This self motivated person will be compensated with a negotiable salary and excellent working conditions. We are enthusiastic to hear from qualified applicants. Please call after 6pm 471-1275

DIETARY SUPERVISOR
Dynamic individual needed with proven management and organizational ability. A minimum of 1 year long term care experience required. Will be responsible for 144 skilled bed facility, dietary department. We are part of Beverly Enterprises, a national corporation. Benefits include: stock plan, retirement savings plan, life and accident benefits, and much more. Contact: Chris Bakish or Director of Nursing at 477-2000.

DIRECTOR OF NURSING
88 bed facility in Livonia. Apply Livonia Nursing Center, 28910 Plymouth Rd., Livonia MI 48150.

ENDODONTIC OFFICE - Full & part time needed. Experience required, assisting & taking X-Rays & some front desk. Plymouth area. 459-8444

EXPERIENCED DENTAL ASSISTANT, full time. Able to work in W. Bloomfield & Dearborn Heights Area. Salary & benefits to be discussed. Call Marty 855-8455

EXPERIENCED DENTAL ASSISTANT needed for our Preventive Dental Practice in the Livonia area. Benefits included. Call Susan, 422-8700

EXPERIENCED mature person with an insurance billing background, send resume to Dr's Office, Psychiatrist, 22234 Ford Rd. Dearborn Hts. Mi. 48127

FARMINGTON PODIATRIST office needs a sharp person Friday, Patient assisting and receptionist duties. For an App't., call: 476-4220

FRONT DESK POSITION - available in growing dental practice, soon to be moving to Northville, experience necessary. 533-2293

FULL TIME experienced person to assist doctor in busy Podiatric office.

MEDICAL BILLER - full time, at least 1 year experience. Must be pleasant & familiar with business office procedures.

Send resume to Midwest Health Center, 5050 Schaefer, Dearborn, MI 48126 or call 581-2600

FULL TIME MEDICAL ASSISTANT
Needed for busy Troy office. $140 week. 689-5186

HOSPITAL BILLING SUPERVISOR
To $22,000
Newly created position in area hospital. 5 year hospital billing necessary. Must have hard copy and medicade experience. Finest benefits and opportunity. Fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

HYGIENEST, part time, Mon., Tues., occasional Sat AM. West Bloomfield general practice. Must be energetic, People orientated & enthusiastic. Call 855-4800

HYGIENIST
Part time in family oriented practice. Excellent working conditions. Pleasant surroundings. 563-8728

HYGIENIST wanted. Mon. & Tues. with possibility of full time. Profit sharing available. 559-2720

INSURANCE FILING CLERK
for busy medical practice in Birmingham. Send resume or reply to Box 853 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LARGE OPHTHALMOLOGICAL Medical Group in Southfield looking for experienced, full time, accounts payable/billing clerk. Send resume to: P.O. Box 679, Birmingham, Mich., 48012.

LIVONIA physicians-Medical receptionist full time days, Mon-Fri for busy office. Experienced only. 476-4724

LPN's
Full time position available in facility for mentally retarded. Day & afternoon shifts. Nation's leading provider in long-term care. Attractive salary & benefits. Accepting applications Mon thru Fri, 9AM-4PM. 4427 Venoy, Wayne, MI 48184
An Equal Opportunity Employer

MEDICAL and/or OFFICE ASSISTANT
Some previous experience needed. Part time. Call Mon.-Fri., 9-5. 335-3900

MEDICAL ASSISTANT - FULL TIME
Experienced for small family practice. 8 Mile/Telegraph area. Salary negotiable. Call between 10 and 4, 533-1300

MEDICAL ASSISTANT
Part-time. Venipuncture, EKG, Lab Tests & Injections. Recent Graduate welcome! Call 353-4540

MEDICAL ASSISTANT
Experienced. (1) Afternoon, (1) evening & Saturday. Total of 18 hours a week. Garden City, ask for Barbara, 425-6383

MEDICAL ASSISTANT - PART TIME
Experienced only. Venipuncture. Bloomfield Hills 335-6610

MEDICAL ASSISTANT
Experienced in EKG, venipuncture & office procedures. For Detroit office. Call Dolores, 729-6700

Medical Assistant
We have a part time/contingent vacancy in our Livonia Health Center for an experienced individual to work approximately 18 hours per week in our Adult Medicine Department. Must have working knowledge of vital signs, injections & assisting. Please submit resume to: Personnel Department, 363 W. Big Beaver, Troy, Michigan 48084.
An Equal Opportunity Employer

MEDICAL ASST/Receptionist. Southfield. Full time position for well-organized, mature, responsible, experienced applicant with skills in (1) Reception (computer helpful); (2) Medical insurance billing; (3) Medical transcription; (4) Collection. Excellent benefits. Salary commensurate with experience. 557-1013

MEDICAL CLERK
No experience necessary, will train. Troy Area. Call 643-7770

MEDICAL INSURANCE BILLER
Permanent, part time position available in Bloomfield Twp., for a non smoker, in our out-patient psychiatric office. 20 hours; 8:30am - 11:30pm - 4 hours/days - 5 days week. Medical insurance experience required. Call 626-3722

MEDICAL INSURANCE BILLER
Must have 2 years experience billing and statusing. Oak Park area. 547-6634

MEDICAL OFFICE Receptionist, part time, 2½ days per week, experience in billing & phone skills. Pegboard experience a must. Southfield. Please send resume to: Box 880, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL OPPORTUNITIES - RN'S
National firm has openings for RN's to complete verifications and audit of hospital bills in metro area hospitals. Minimum 20 hours per week, must have car for travel. Call Michelle Abdoo, 1-800-332-8239

MEDICAL RECEPTIONIST
Full time to fill in on all office functions. Greenfield/Outer Drive area. Typing required. Between 10am-4pm. 373-7250

MEDICAL RECEPTIONIST
3 days, Southfield area. Experienced only. 540-4893

MEDICAL RECEPTIONIST-Assistant for Southfield internist office. Pegboard, billing, EKG & venapuncture. Call 355-8505 between 9am & 4pm, or after 7pm 357-4833

MEDICAL RECEPTIONIST - Full time mature individual needed for doctors office in Farmington Hills, 12 Mile-Orchard Lake area. Medical education and/or previous experience necessary. Insurance knowledge & minimum of 45wpm typing. Send resume to box 833, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST - part time. Outgoing, friendly, experienced person for busy OB GYN clinic on Sinai Hospital grounds. Call 837-7400

MEDICAL Receptionist - Biller. Full time. Experienced in all aspects of insurance. Plymouth - Telegraph area. Call: 531-8190

MEDICAL RECEPTIONIST
Family Practice. Experience in Pegboard. Medical billing & insurance required. Redford/Livonia area. 937-4123

MEDICAL RECEPTIONIST for Cardiologist's office in Southfield. Excellent typing. A Must. Experience preferred but not necessary. May also assist the Physician when necessary. Resumes to: Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARIES & TRANSCRIPTIONISTS
Needed for temporary assignments in hospitals, clinics, medical offices. All areas of suburbs and Metro area. Good pay rates. Experience necessary. Please call for further information.
DAVIS-SMITH
Temporary Medical Services
557-7200

MEDICAL SKILLS INSTRUCTOR
¾ time. Hours: 7:30-12:30, Contracted position. Qualifications: R.N., B.S. degree, teacher certificate preferred. Call Farmington Public Schools at 477-1300, ext. 333

MEDICAL SOCIAL WORKER HOME HEALTH CARE
Medical social worker position for Oakland County. Masters degree required with a minimum of one year experience in a health care setting. Full time position with excellent fringe benefits or contractual assignments. Contact: Tri County Home Health Care, Inc. Marge Romback, Mon. thru Fri., 9am - 5pm. 358-3131

MEDICAL TRANSCRIPTIONIST
Part Time
Call 353-1155

NATIONAL FIRM seeks person to perform mobile insurance exams. Medical background & Blood drawing experience necessary. Car required. Hours flexible. Call 569-7666

NEEDED individual with combination teaching/counseling degrees for head trauma rehabilitation clinic. Send resume to Ms. Terri King, Clinical Supervisor, 301 W. Fourth St, Suite 130, Royal Oak, Mich 48067.

NURSE AIDES
Experience Nurse Aides needed for full and part-time afternoon shift. Apply at:
Four Chaplains
28349 Joy Rd. Westland
(Between Inkster & Middlebelt)

NURSE AIDES
Full time. Afternoon shift, 3-11. Experience not necessary, will train. Must be 18. Apply in person only, Ms. Watkins. Nightingale West Nursing Home. 8365 Newburgh Rd., Westland, near Joy Rd. No phone calls.

NURSE AIDES - full time, 3-11pm shift, for Hendry Convalescent Center in Plymouth. Call Mon. thru Fri. 9-4. 455-0510

NURSE AIDES & ORDERLIES
Full and part time, all shifts. Experience not necessary. Apply Camelot Hall Convalescent Center, 522-1444.

NURSE ASSISTANTS
Full & Part-Time
FARMINGTON NURSING HOME is accepting applications for experienced and inexperienced Nurse Assistants for all shifts. After completion of our FREE training class, you may become a member of our quality care team. Apply in person, Mon. thru Fri. 9am to 4pm.
Farmington Nursing Home
30405 Folsom
(Near 9 Mile-Orchard Lake)

NURSES AIDE
For weekends, 8 AM to 7 PM, to assist lady with daily routine. Novi area. Call evenings, 471-3346

NURSES AIDE
Mon. thru Fri., 8 AM to 7 PM, to assist lady with daily routines. Novi location. Call evenings 471-3346

NURSES AIDES
A challenging position to care for the physically handicapped & elderly, midnight positions available. Call Oak Hill Care Center Mon. thru Fri. 8:30-4:30 477-7373

NURSES AIDES - experienced and/or certificate. All shifts. Please apply at: Mt. Vernon Nursing Center, 26715 Greenfield, Southfield. 557-0050

NURSES AIDE
Small basic nursing home in Plymouth seeks full and part time Aides, all shifts. Apply in person: West Trail Nursing Home, 395 W. Ann Arbor Trail, 453-3983.

NURSING ASSISTANTS
Free training for nurses aide certification with guaranteed employment upon completion. Apply 9am-5pm, Mon. thru Fri., Bloomfield Hills Care Center, 50 W. Square Lake Rd.

NURSING ASSISTANTS NEEDED
Experience needed for all shifts. If you would like to learn how to care for the elderly, apply in person and we will include you in our next training session.
● Middlebelt Nursing Center ●
14900 Middlebelt Rd, Livonia
● Middlebelt Hope Nursing Center ●
38410 Cherry Hill, Westland

NURSING ASS'T
for afternoon & midnight shift. Experience preferred. Apply in person, between 10am - 3pm. Dorvin Convalescent Center, Livonia, 1 block S. of Eight Mile, on Middlebelt.

OPTOMETRIC OFFICE
Salary commensurate with experience. Experience helpful with all phases of optometric office but will train. City of Farmington. 476-0885

ON CALL MEDICAL RECEPTIONIST
wanted for a very busy medical office/ER in Canton that is open 24 hours, 365 days a year. I'm looking for a friendly but aggressive person to fill in for any shift. You will need to be available on short notice as well as being willing to work some irregularly scheduled hours. I need someone who has a very flexible schedule. Some medical reception experience is preferable but not necessary. You must be able to pass a 34WPM typing test. For further information call: 459-7060

ORTHODONTIC LAB - Chairside assistant, part time to work into full time position, experience preferred but not essential. Farmington Hills area. No weekends 626-8082

ORTHODONTIC STAFF MEMBER
We are seeking a kind, compassionate, people-oriented person to join our orthodontic team. We want to enjoy someone who is enthusiastic, energetic, involved, bright, open, ambitious, confident and mature. This person must be genuinely committed to a health-centered life style. You will have the opportunity for personal growth, continuing education, and a chance to develop your skills in a supportive environment with a team that is eager to offer a broad range of financial and emotional benefits. If you are a dental Hygienist or an experienced Orthodontic Assistant with a desire to reach your full potential, please call 643-5340, between 9 AM. - 12 AM., and 2 PM. - 6 PM., Monday or Tuesday.
We think you will find our Birmingham office exciting, our setting beautiful and the experience rewarding.
Edward Bayleran, DDS.
Stephen E. Hershey, DDS.

PARAMEDICS - Immediate openings. Competitive wages. Excellent benefits. Apply Community EMS, 33063 Grand River, Farmington, MI.

PART TIME Business Assistant for Farmington Hills general dentist. Enthusiasm a must. Computer and dental experience helpful. Contact Marian 476-8330

PART TIME HELP
In Rochester Orthodontic office. Some dental experience preferred. Call 651-4405

PART TIME MEDICAL ASSISTANTS & RECEPTIONISTS
Assisting experience necessary for Livonia MD office, 4 days, short hours. Royal Oak MD office near Beaumont Hospital. Receptionist/Biller duties, 24 hours a week. $6.50 per hour. Many others too! Please call for further information.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

PEDIATRIC NURSE, home care. Use your pediatric knowledge in the home health field. Part time position available for Oakland County. BSN with home care experience preferred. Tri County Home Health Care, Inc. Contact Marge Romback, between 9am-5pm 358-3131

PHYSICAL Therapy Aide/Receptionist for private outpatient clinic in Southfield. Must have typing experience, part time. Call 557-7336

PHYSICAL THERAPY AIDE
Full time. Staff expansion with an immediate opening. Woodland Medical Center, Novi. Contact J. Vincent. 348-8000, Ext. 355.

PRIVATE PRACTICE MADE A LITTLE EASIER. True autonomy with medical backup. Only those with established caseload call. 455-4634

PHYSICAL THERAPY ASSISTANT
For private out-patient office in Oakland County. Skills to massage & typing a plus. Salary negotiable. Reply to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/BILLER
Part-time Days. Canton Office. Reply to: Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED MEDICAL RECEPTIONIST
for busy fast-pace specialty office in Southfield. 559-3150.

RECEPTIONIST
For Ophthalmology department. Experienced prefered. Full time. Call Beth at 348-8900.

RECEPTIONIST - PART TIME
Includes one evening & half day on Saturdays. Experience preferred. Optometrist office, in Garden City. 427-3900

RECEPTIONIST for growing Redford Dental Office. Experience necessary. Must know insurance & pegboard accounting system. Call Sharon, 255-0901.

RECEPTIONIST/Insurance billing. Part-time, (Eve's., approx. 15 hrs. wk.) for small mental health clinic in Livonia. Good math skills & accurate typing a must. Must be dependable. 522-6450

RECEPTIONIST
Skilled receptionist with experience in computer billing helpful. Full time for busy medical office. Vivacious personality. Excellent working conditions. Call for interview: 478-1824

RECEPTIONIST
For Busy West Bloomfield Ophthalmology practice, full time. Must have own transportation. Salary commensurate with experience. Must have resume & references. Call between 10am-4pm, Mon. thru Fri. 855-3340

RECEPTIONIST for Northville doctor's office, afternoons, 4 days per week. Hours: 1-7:30pm Mon., Tues., Wed., Fri. and 9am-12 every other Sat. Some typing required. Salary commensurate with experience. Mornings only, 543-8394

RECEPTIONIST
for busy Medical office, N. W. suburb. Typing essential & good with figures. Nice atmosphere, good benefits. Send resumes to box 892 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/BILLER
Good position in physicians office. Downtown or Southfield offices. Hospital billing experience necessary, (computer). Relief receptionist, write letters. Hours, 8-4 or 9-5 PM., nice benefits. Starting salary to $14,700.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

REGISTERED X-Ray Technician for portable work in Metropolitan Detroit. Full benefits. Some "On call" required. Call Bonnie 383-3728

RN - part time, for Birmingham Doctor's office. Please send resume to: Birmingham OB-GYN Associates, 503 Pierce, Birmingham, MI 48009 or phone: 646-8100.

RN'S
FULL OR PART-TIME POSITIONS
In facility for metally retarded. Day shift. Nation's largest long term care corporation. Excellent salary and benefit package. Call for interview.
729-0857
An Equal Opportunity Employer

RN'S - LPN'S
Full time & part time all shifts. Please apply at 26715 Greenfield, Southfield. 557-0050

RN'S & LPN'S
Taking applications for full time & part time for all shifts. Apply in person 1-4pm, Mon. thru Fri., Bloomfield Hills Care Center, 50 W. Square Lake Rd.

RN'S
work close to home, flexible schedules, top dollar, NICU, ICU, CCU, M/S, Pro Care One 423-6500

SERVICE COORDINATOR
To schedule home care cases in Bloomfield Hills. Excellent clerical & communication skills required. Midwest Home Care 335-4644

TEMPORARY PROFESSIONALS
Do you have the schooling but no practical experience? We'll give you the experience you need. We have long and short-term positions available all over the Metropolitan Area. If you are any of the following —
● Medical Secretary
● Typist 45 + WPM
● Insurance Biller (Hospital, Physician)
● Medical Transcriptionist
Please call, 478-6815

X-RAY TECHNICIAN
Registered. Part-time only for Southfield orthopedic office. Call: 540-4482

UNIQUE FRONT-DESK Position in progressive, quality care Dental Office. Docs Computer experience preferred. Benefits & career opportunities. Ask for Susan, 422-6790

WORK OUT of your own home: On-call coordinators. Immediate need for home health agency, part time. Call Mon - Fri 9AM-5PM: 644-8131 or 884-8441

X-Ray Technologist
To work mostly weekends and additional week day work when available. In addition to regular duties, will serve as back up to drive truck for transporting portable X-ray equipment. For details contact:
GARDEN CITY HOSPITAL
421-3300, Ext. 277
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

REGISTERED NURSES
Part Time
Positions are immediately available for qualified Registered Nurses to work in the following clinical areas:
ICU CCU
IICU MED/SURG
ER
Excellent salary offered commensurate with experience in addition to shift differential and weekend premium.
Apply Employment Office, Mon. thru Fri. 8 a.m.-3 p.m. or call for additional information, 424-3600.
PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield, Michigan 48075
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT, A/R, A/P, general ledger, bank reconciliation, financial statements, amortization and appreciation, income tax preparation helpful 644-6239

ACCOUNTANT
Major beverage company is seeking a degreed accountant to work in the metropolitan Detroit area. The candidate we seek should have computer knowledge and one to 2 experience as an accountant. Interested individual should submit a resume including salary requirements to box 812 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

ACCOUNTING
Individual familiar with bookkeeping, accounting and related computer functions. Entry level position. Applications accepted at: 28250 Northwestern Hwy., or call: 353-3750

ACCOUNTING OFFICE IMMEDIATE OPENING
Livonia Accounting Office seeking a person well-experienced in General Office Procedures. Prior experience with Receivables, Payables & Payroll - A Plus. Only those who enjoy working with numbers & are accurate & neat - need apply for this permanent position. We are located at Middlebelt & 5 Mile Rd. Benefits include Hospitalization & Life Insurance. Hours are from 8am-5pm. Qualified applicants, send resume with salary requirements to:
P.F.M., Inc.
P.O. Box 2469,
Livonia, Mich. 48151

EXPERIENCED ACCOUNTS PAYABLE CLERK
Send resume to P.O. Box 3191, Southfield, MI 48079, Attention Kathy

ACCOUNTS PAYABLE CLERK
Southfield insurance company. 1 or more years experience. Typing 40 WPM. Call between 9am & noon. 353-3811, Ext. 17

ACCOUNTS PAYABLE CLERK
Person needed with some experience to assist in preparation of accounts payable. Light typing. Apply in person: Advance Watch, 26400 W. 8 Mile, Southfield. Between Beech Daly & Inkster.

ACCOUNTS PAYABLE
Manufacturing company. Advancement, excellent benefits, $13,000, fee paid. Computer experience a plus. Call now! 399-3450.
SNELLING & SNELLING

ACCOUNTS RECEIVABLE Clerk. Excellent opportunity for a results-oriented individual. Wholesale distributor seeks a conscientious candidate with experience in all areas of Accounts Receivable. Send resume to Mr. Penn, PO Box CN 3333, Livonia, MI 48151

ACCOUNTS RECEIVABLE
part time, experienced. Call for appt. Pro Care One 423-6500

ACCOUNTS RECEIVABLE CLERK
Posting Cash Receipts on CRT 34 & General Office duties. Accounting experience - A Plus. Excellent opportunity for right individual. Resumes to: Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE
$13,500
Corporate offices of Fortune 500 company offering full benefit package with dental and yearly Christmas bonus. Qualified candidate will have previous related experience. Company paid fee. 525-7070
ALLEN PERSONNEL AGENCY

ADMINISTRATIVE ASSISTANT
Secretary for builder developer. Two person office. Experienced in real estate, legal, building, taxes and HUD. Send resume to P.O. Box 98, Lathrup Village, MI 48076

ADMINISTRATIVE SECRETARY
Marketing Department of Southfield computer services company needs an organized self-starter for fast paced environment. Word processing experience and excellent communication skills required. Type 60 WPM.
Call Pat Wheeler, at 353-8410

ADMINISTRATIVE ASSISTANT - busy entrepreneur requires capable person for highly diversified office. Unique demanding job for person who can talk to vendors, deal with customers, etc. Send resume to Box #804, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY
with Accounting & Computer background. Compensation negotiable. Auburn Hts. area. 853-1990

AGGRESSIVE individual with telephone/office skills, typing 44 wpm. Contact Mike Schill, 423-4431

A GLAMOUR POSITION
$12,000, FEE PAID
A growing suburban office is seeking an efficient Receptionist. Good typing required. Excellent training benefits and advancement. Let your sparkling personality land you this front desk position. Call Shirley now. 478-3300.
SNELLING & SNELLING

A NEW CAREER
Can be yours if you live in Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hts., Auburn Hills, Waterford & Waterford Twp. - and have limited income or are unemployed. Training offered in Troy for Legal and Medical Secretaries and Southfield for Legal Secretary. These programs are government sponsored and provide transportation allowance - call Ms Rosen now. 585-8300

APARTMENT FURNITURE rental is looking for part time clerical. Excellent typing skills for data entry & filing experience. Call Linda, 353-6430

APPLY TODAY
Switchboard
(Dimension)
(Horizon)
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Must have 6 months experience. Call immediately for an appointment
Somebody Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-6500

APPLICANT PROCESSING CLERK
Immediate opening in our Membership Division for an individual to process new membership applications. Duties are diversified and require an individual capable of working independently. The individual must also have strong organizational skills and have the ability to work at a fast pace and meet deadlines. Qualifications for this position are: typing 45-50 wpm, word processing experience, excellent phone skills and 1-3 years general office experience. Excellent benefits and beautiful working environment. Please send resume to:
D. Leonard
P.O. Box 3337
Southfield, MI 48037
Equal Opportunity Employer M/F

ASSISTANT
Degreed individual to assist management with administrative and research duties to the Personnel search industry. Send resume.
Department P.C.
P.O. Box 2065
Southfield, MI 48037-2065

ASSIGNMENTS AVAILABLE
Long & Short Term
We need experienced:
● Bookkeepers
● Receptionists
● Stenographers
● Legal Secy's
● Word Processors
TOP PAY
BONUSES
BENEFITS
NO FEE
Troy 362-4650
Detroit 962-9650
Livonia 464-9490
S'fld 354-0555
OLSTEN
Temporary Service
An Equal Opportunity Employer

ASSISTANT/GENERAL OFFICE
Immediate opening! Service oriented Southfield office needs sharp, capable person with good secretarial skills. Should have ability to learn quickly and have good communication skills. Must type 50 WPM and have good math aptitude. Salary $900 per month. For more information. 967-0666
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ASSIST
Super Spot for strong Typist with light Shorthand - to assist busy Manager. "Keep it Flowing" type career. FEE PAID. Start with terrific Benefit Plan. Call: 540-6566
HARRIET SORGE PERSONNEL

Attention:
● Typists
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● 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.
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Pontiac 338-0710
Warren 977-5740
Livonia 525-0330
Dearborn 565-8060
● Bonus Plan
● NO FEE
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The Temporary Help People

AUTO DEALERSHIP in Farmington Hills is now accepting applications for all phases of their clerical staff. Qualified candidates must have dealership or related experience. We are an expanding company than can offer excellent pay, benefits and growth potential. Please call Peggy White: 471-5353

504 Help Wanted Office-Clerical

Word Processing, Switchboard & Data Entry Operators
Secretaries & Typists
COMPARE...
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504 Help Wanted Office-Clerical

CLERICAL POSITIONS
NI INDUSTRIES has 3 clerical positions open for the Novi office.
COLLECTION CLERK - Must have 1 year of college or equivalent and Accounting experience.
DATA-ENTRY - Must have experience with data-entry and be familiar with accounting functions.
PERSONNEL CLERK - Must be able to type 45 wpm, responsible for in-coming/out-going mail and switchboard relief.
We offer an excellent salary and complete benefits package. If interested in any of these positions, please send resume or call 349-6900.
NI INDUSTRIES
Margaret A. Mahoney,
39600 Orchard Hill Place, Novi, Michigan 48050
An Equal Opportunity Employer

EXECUTIVE ASSISTANT/SECRETARY
We are looking for an Executive Secretarial Professional, currently or recently reporting to an organization's key senior executive, who is ready for the challenge of moving into an excellent position with the CEO of the Research Division of a Fortune 500 multi-billion dollar corporation. It is also the largest private employer in the Ann Arbor area. The person we seek for this highly visible and exciting spot will join us on or about September 1, 1985.
Applicants for this position must have the following qualifications:
— 2 to 5 years' experience as an Executive Assistant/Secretary to a senior executive with major responsibilities for a large, highly educated staff.
— Demonstrated ability to interact with top executive management including the Chairman of the Board, President of the Corporation, etc.
— Demonstrated ability to effectively supervise and develop a staff of executive secretaries.
— Demonstrated ability to anticipate needs and issues and to analyze and solve problems related to non-secretarial matters.
— Superior secretarial skills including shorthand.
— Demonstrated ability to manage a hectic office and major social functions precisely.
— Demonstrated ability to arrange domestic and international travel.
— Strong oral, written, and interpersonal communication skills.
— High energy level.
We need a mature, resourceful, creative person who has the ability to know when to work independently and when to seek direction. The person we choose will be expected to develop an in-depth knowledge of the President's office and have outstanding organizational skills.
We offer a substantial employee benefits package including a liberal base salary in the range of $26,000, negotiable concomitant with level of experience, and a professional, elegantly appointed work environment.
For confidential consideration, qualified candidates are invited to send their resume, complete with salary history, to: **Rose A. Chapman, Human Resources Supervisor, WARNER-LAMBERT/PARKE-DAVIS, 2800 Plymouth Road, Ann Arbor, MI 48105.** An Equal Opportunity Employer, M/F/H.
WARNER LAMBERT

504 Help Wanted Office-Clerical

LOCAL BIRMINGHAM INVESTMENT FIRM has opening for:
SECRETARY/RECEPTIONIST
Must have excellent typing skills, ability to converse well and professionally represent the firm to the public.
Please send resume to:
UNIPROP
484 Pierce, Birmingham, Mich. 48011
Att'n.: Dian Pastor

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Needs You!
SWITCHBOARD OPERATORS
experienced on Horizon, Dimension, ROLM, NEAX
RECEPTIONISTS
with typing
TYPISTS
50+ wpm
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experienced on all systems
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CPT
Digital DecMate
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