ASSOCIATE DIRECTOR OF NURSING SERVICES

eseeking a professional regis-nurse who is mature and com-sites well with the public. vixory experience helpful-be organized and have the to manage a busy office.

CAL PERSONNEL 569-1950

oouthileld, Mich.

OFFICE MANAGER, medical villee Southileld area. Matter, MID. HI Plus excellent beeffits. Apply in proceedings, general medical office willings, general medical office willings, general medical office. SS-3150 502 Help Wanted Dental-Medical

502 Help Wanted Dental-Medical MATURE PERSON, full time for bury Ophthalmologists' office. Per board, insurance, telephone expe-rience helpful. Full time. Beply: Box 792, Observer & Eccentric Newspapers, 3625 Schooleralt, Livoria, Michigan 48150.

WE ARE LOOKING for a mature
wan capable of assuming total
responsibilities for
Pental Prac-PART-TIME Chairside Dental Assistant - Westland Area Desire RN or LPN - but not required Experience preferred. Reply: Box 908. Observer & Eccentre News-papers, 36251 Schoolcraft, Livonia, Michigan 49150. ministrative response Westland Group E. Experience neces

FRONT OFFICE, busy 5 doctor clinic, 1 year medical office experience preferred, 40 hours, 5 days includes some evenings & some Saturdays 'n day, Good wages & fringe benefits. Call Betty, 757-4200

NN's

VACATION REPLACEMENT
(e have immediate opmings for
gestered Nurses to work through
at the Summer as vacation
placements. Positions are avail
ble on our day, afternoon and midglish shifts, part time and fell time
you are laterested in working
uring the Summer in our Inatient department, please call
ersonnel. mETROPOLITAN
METROPOLITAN
HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext. 286
qual Opportunity Employer

NURSES & NURSE'S AIDES Full and part time Apply in person Labser Hills Nursing Center 25300 Labser Rd, Southfield

REGISTRATION CLERKS

CLERKS
mmediate openings in Emergency
toom, 3:20 PM. - Midnight shit, full
ime, alternating weekerds,
pply to the Personnel Dept.
MT. CARMEL
MERCY HOSPITAL
6071 W. Outer Dr.
Detrolt. (Kear Schaefer)
84:4400, Ext. 225 SECRETARY - RECEPTIONIST fodern progressive Orthodoni dice in Birmingham. 647-06

MEDICAL RECEPTIONIST or Troy office. Experience prorted. Day work 9AM-SPM. reckends.

NSURANCE CLERK experience in Blue Shield & Medicare billing Birmingham location Call 647-42 REGISTERED NURSE

nation.
METROPOLITAN
HOSPITAL WEST
28103 Joy Rd., Westland
522-6800, Ext. 286
al Opportunity Employer Mel

SYSTEMS ANALYST Multi-unit health care corporation expanding its data processing an management information system expabilities is seeking a system analyst to co-ordinate system con persions. Send resume and salar,

uirements to: rector Of Management Systems Peoples Community Hospital Authority 33101 Annapolis Ave. Wayne. Michigan, 48184 OR phone 722-4400, Ext. 257 For more information

DENTAL Assistant, experience preferred, no Saturdays, Call after 10AM, Walled Lake area. 624-551 RECEPTIONIST WANTED for busy Farmington doctors office Must be outgoing, friendly and personable. Some typing and insurance billing. Office experience belpful. 476-1620

ington. 477-273

NUTRITIONALLY open minded individual. R.N. L.P.N. Med Tech, etc with good skills. Vers poncture, preventive helixite medicine. Flexible hours, Monday through Friday. Salary commensurate with experience and ability. Wride Box 10, Wersland, Muth. 48183.

RN'S

toci Mrs. Dixon, 349-1800, ext 231 An Equal Opportunity Empl

MED. RECEPT OFC. MGR. for Farmington Hills Allergy office. Good pay for mature, experienced individual. Send typed resume to: Box 850. Observer & Eccentric Newspapers, 36251 Schoolcraft, Livess, Michigan 48150.

502 Help Wanted Dental-Medical

LAB Technician needed in Doctor's office. Flexible hours, salary commensurate with experience. Write Box 10, Westland, Mich. 43185.

MEDICAL Receptionist - assistant for newly opened allergist's office Knowledge of insurance form desirable. Will train for necessary procedures. Plymouth - Canton area. Serid type-written resume antell us about yourself and you receive the control of the contro 261-9500 CRT OPERATOR BILLING CLERK r with the DDS

BILLING CLERK
Familiar with the DDS system
Needed for suburban advertising
agency. Top salary for qualifier
candidates. Call for appointment
879-2000. Ext. 341. DENTAL ASSISTANT Experienced 4 handed dentistry. Familiar with front deak. Salary commensurate with experience. Must enjoy dentistry and working with people. Written resume to: Dr. Myron Gus. 21761 W. 11 Myron Gus. 21761 W. 21761 W. 21761 W. 21761 W. 2 SECRETARY, 1 girl office, good, mature typist. General office duties. Must be self starter and reliable. 9 Mile and Telegraph area. 30 Hours per week. 348-2888

Secretary/ DENTAL RECEPTIONIST. Permanent, full time. Mature person, experience necessary. Must be willing to work Saturdays. Live 178-2110 office. Personnel Clerk DENTAL ASSISTANT, Southfield Orthodontic Office, experience pre-ferred. 138-5120 DENTAL ASSISTANT, expeord area, 427-6310

rience in a personnes accura-preferred. Il you are people oriented, a self-fastrier and able to work with a min-imum of supervision, please submit resume or letter of application detailing salary requirements to: Personnel Dept., P.O. Box 1179, Detroit, McKingan 4826. Equal Opportunity Employer M<sub>I</sub>F eeded at Northville Regional sychiatric Hospital. \$14,720 o \$15,597. Michigan Gvil ervice benefits. Please con-

POSITION +

MATURE PERSON - full time for bary ophthalmologists' office, per bard, insurance, telephone, assisting, experience helpful. Full time. Reply Box 792, Observer & Eccentric Newspapers, 36551 Schoolcraft, Livonia, Michigan 4459. seeks individual with excellent steno-graphic and typing skills who desires a position with variety In addition to the usual secretarial tasks, the job includes a challeng-RN, part - time for Farmington Hills Allergy office. Good pay for mature. experienced individual. Send typed resume to Box 800, Observer & Eccentric Newspapers, 30231 Schooleraft. Livonia, Mich-igan 48150. ing variety of other job assignments. Excellent working conditions, good benefits. Farmington

Hills area. 8:30 am

Office-Lenco

Of BLOOMFIELD - food broker needs secretary with typing 55 or better. Lovely offices, lots of client contact. Salary 823 with full benefits, nice bours and fee paid.

XEROX - ETS 800 operator, experience. excellent typist, \$700, fee naid

SALES - secretary for nice Troy company. No shorthand. Nice company offers good benefits and will pay \$700 to \$1000 per month. fee oald.

LEGAL - secretary trainee for Bloomfield firm in beautiful new offices. You will need good typing and some office experience. Salary 5675 to \$750 with outstanding benefits and fee paid.

& . MARTIN

service to hear about or cent openings. 646-871

ge national corporation is for capable personality, ced in administration. Mo

FULL CHARGE BOOKKEEPER for Troy manufacturer requires Bookeeping thru trial behaves some light typing for comp entry. Salary \$12,000. Fee Paid.

KEYPUNCH
FEE PAID. Great opportunity for
the experienced operator. Close to
borne too!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

COMPUTER TRAINEE \$7280

504 Help Wanted Office-Clerical 504 Heip Wanted Office-Clerical

532-2600 ext. 51 532-2600 ext. 51

SECRETARY - One girl office, good phone voice, accurate typing 50WPM. Skills, ability & intelligence more important than business experience. For interview, call Mr. Sussan between 19AM & 4PM.

> Physician's office near beaumont. Must be available by June 15. Call before 5 PM for appointment. 228-1150 SECRETARY some receptionist SECRETARY, some receptionist duties for large Birmingham Realtor. Typing skills & some shorthand necessary. Pleasant personality, must enjoy working with people. Congenial working conditions. Call Sara, 646-6000.

SECRETARY

ACCOUNT CLERK III sperimeed in bookkeeping, typing dd accounts payable. Salary 1,117 to \$12,513 per year. If inter-ted call: Personnel Office, City of armington Hills. 474-6115

DONKEEPERHULL CHARGE

Rough person systems, Alf. A.

Feetlent salary & benefits consensurate with the spectreme of the systems of

SECRETARY

SECRETARY
Full time with land developer, Typing 80 WPM, dictation, shorthand, bookkeeping, Apply in person or call for an appointment, 365-9850.
2468 MICHIGAN AVE.
DEARBORN

Payable

GERNOAL

Diamond International in 
Farmington offers a permanent clerical position in 
Production Control. Ability to 
work occurately with numbers 
and light secretarial duties are 
required. Interview by 
appointment. Must be experienced in handling Payables. Experience with System 32 desirable. Good safary and excellent working conditions. Please call Mrs. Horner for appointment at: 352,1450 476-7100, Ext. 277 Equal Opportunity Employer M/F

appointment call 333.229
RECPEPTIONIST needed for physician's office. Troy-Birmingham area. Experience necessary, insurance, billing, peg board. Bours: 93, Mon. - Fri. 855-1259

High School Grads

College Students Teachers

We have a variety of assignment Work a day, a week, or all summe BRING YOUR FRIENDS

For interview call the office neares 300, Mon. thru Fri., 9 Am. to 2 Pm.

| Dearborn | Season |

WITT **SERVICES** 

Progressive Southfield Firm has ar opening in the Computer Department for a girl with keypaned reperfect. Inforex experience per Code many literation on a system Good many literation of the code many literation of the code in the code of the code

SEC 1937 - COLLEGE GIB.

COLLEGE GIB.

Who has received typic and has designed from the large from the large of the winners of the summer of the large of the lar

504 Help Wanted Office-Clerical

### INSIDE COLLECTORS

The Time Credit Department of Detroit Bank and Trust is seeking individuals for Collector positions in the Credit Card and Consumer Loan areas. One year experience desirable.

Excellent fringe benefits package. Salary will be commensurate with experience.



Thursday, May 25, 1978

504 Help Wanted Office-Clerical NFRAL OFFICE, opportunity to iln & advance with a progressive mpany. We need a person who tes people & has good typing alls. Corrigan Moving Systems. 18 Industrial Row, Troy. 549-870.

DETAIL CLERK, Must have

OFFICE Clerical help needed Southfield area. 354-3750 STATISTICAL

TYPIST-SEC'Y

358-5700 PERMANENT

General Office Position Open Typing a must. Shorthand helpful minimum Accounts Receivable background. Experienced only. Full-time. Plymouth Area. Mrs. Whalen 459-1000 Whalen 453-1003
FULL CHARGE Bookkeeper, thru
Trial Balance, for medium size
company in Troy For further
information, Call J. Sheetz 588-1053

PART-IME CI.ERICAL
Needed evenings & weekends
Paid Holidays & Vacations
Apply at:
Wickes Furniture
2063 W 7 Mile. Livonia
An Equal Opportunity Employer

ADMITTING CLERK - Medica center. Experienced in typing medical terminology desirable Good pay. Benefits. Hours 9:30-6 Downtown. 259-022

Downtown. 219-0229

ACCOUNTING
Needed for Posting of Accounts,
Payable & Receivable, Light
Typing, Some Phone Work Call
Martin Consolidated. 523-5400 ADVERTISING & SALES pro motion department of Fortune 10 motion department of Fortune 100 Company seeks self-starter with typing skills. We are an Equal Opportunity Employer. Call for interview Susan Kenney. 275-5550

EDITORIAL DEPARTMENT
SECRETARY
Must have 1 to 3 years experience as secretary. Will take dictation, write letters, handle payroll, purchase orders, help on editorial projects. Report to:
Executive Editor. Salary range:

649-4770 writing to: EXECUTIVE EDITOR OBSERVER & ECCENTRIC NEWSPAPERS

Accounts

ment at: 352-1450

MEDICAL CENTER needs sharp gal for reception desk. Excellent benefits. Call Rose Creedon 10AM-4PM. 391-0410

GENERAL OFFICE
Beginning Clerk Typist needed with
outgoing personality. Able to
assume responsibility, typing 50
WPM. Excellent benefits and
dvancement. Southfield area. For
appointment call 323-2259

504 Help Wanted Office-Clerical

TYPIST I YPIS I
to 50 WPM, Monday
rough Friday. Steady
orker. Apply
Collection Mgmt. Inc.
23777 Greenfield Rd.
Southfied

559-8650

GENERAL office - clerical, doctors clinic. Excellent working environ-ment. Flexible schedule, Interview 51404 DOWNTOWN Detroit law office needs mail sorter, copy machine operator, Receptionist relief, HSG

needs mall sorter, coy, operator, Receptionist relief. HSG. Pleasant environment in own building directly across from CAII Pat Patterson. SGL 3180
MATURE WOMAN for typing arrawing phone, Southleld Cail Betty between \$33,6600, ext 203 337 6520, ext 203
ACCOUNTING CLERK needed, No
experience necessary. Full benefits.
Apply at Seven-UP-Canada Dry
Bottling Co., 12291 Beech Daly Rd.
Redford.
Equal Opportunity Employer

PATENT LEGAL SECRETARY
For partner in patent law firm.
Must possess excellent typing and
shorthand skills, good telephone
presence and maturity. Excellent
position for right person. Call Mr.
Dinnin 642-7000 ext. 234

Dinnin SALES ASSISTANT Manager of sophisticated contemporary furniture absorborn handle a visite of challenging tasks, lifer-personal skills both on the phone and in person - strong requirements. Handsome Birming requirements askery to the phone and in person - strong requirements. Excellent benefits salary comensurate with experience. (A606)

rience. 645 6018
PRODUCTION TYPING supervisor. We need an experienced typist and proof reader for a real transparence of the same at the results of the same at the results of the same at igan 48150.

TROY REAL ESTATE management company looking for You.
Summer job. clerk typist. 9 to 5, 53
per hour. Call 352-1373

SECRETARY-SALES

644-7500 An Equal Opportunity Employer SECRETARY for Sales Office in Lathrup Village. Accurate typist, experience with business forms helpful. National company provides full benefits. Contact Mr. Leroy for interview. 428-50 EFFICIENT TYPIST - good on telephone, some experience pre-ferred. 882-2822

ferred. 882-282

SEC'V RECEPTIONIST

Full-time position open with
Livenia Advertising Accrety Duties
include typing, shorthand & general
office work. Benefits include brain
superince. Send replies to: Box
996, Observer & Eccentic Newstapers, 2023 his Schooleraft, Livenia,
Michigan 68189.

rspapers. 36251 S mia, Michigan 48150

**SECRETARY** 

SECY.-SALES ASSISTANT Position available in Southfiel Area. Good Typing & Shorthan proficiency, Good pay & benefit Send resume to Box 94, Observer Eccentric Newspapers, 1613 Schoolcraft, Livonia, Michiga 41350. Schoolcrass. Live States State SECRETARY

on Hts. Moreon Service Assistant Diversified interesting position wit scellent advancement opportunity tequires good typing ability and moviledge of office procedure Consumer finance experience desible but not expensely. Good starting the control of the control

ble but not essential. Good starting alary and liberal employee ben fits. Call Mr Quinn. C.L.T.

We have an excellent opening in our financial department for an experienced Secretary with good length, and shorthand skills. We offer an excellent working environment. Attractive compensation package and liberal employee benefits, Please send letter of application, indicating background, or call Ms. Laidlaw for interview surangements. Financial Services. 74-730

PART-TIME SECRETARY

We need \$122 a Week

We need offer to work permanently, MonFri. 9AM-2PM. Duties include
arowering phone. (filing. 4 typing.
Cecquired II you qualify, send
repart to Box 930, 100 server 4.

48150.

CONSOLE OPERATOR. System 34.
Knowledge of R.P.G. II required.
Manufacturing & retail appli-cations. Integral Engineering.
537-1919

GUARDIAN INDUSTRIES 43043 W. 9 Mile Rd. Northville, 48167 349-6700

504 Help Wanted Office-Clerical

#### **PERSONNEL ASSISTANT**

Immediate openings for an applicant, experienced Personnel Records. Tact and good judgment essential. Typing 45 wpm.

Apply at the Personnel Depar



MT. CARMEL MERCY HOSPITAL 6071 W. Outer Dr., Detroit 48235 (Near Schaeler) 864-5400, Ext. 235

An Equal Opportunity Empl

#### **SECRETARY**

#### TYPIST

Applicant with typing skills of 50 wpm can help us fill our positions in the Detroit and Birmingham





Harper-Grace Hospitals You're the one who provides the essential health or patients require. Only you can offer the unique com personal compassion and professional expertise that is so that a part of the healing process. We know, as do our patients, in one else has so much to give, or is more deserving of recognition and rewards we offer today's health care fessionals.

For more information, write or call: Jeanne TAYLOR, R.N. • Nurse Recruitment • Manpower Placement • Harper-Grace Hospitals • 3990 John R. • Detroit, Michigan 48201 • (313) 494-8082 •



Fauel Opportunity Employer M/E

RN'S & LPN'S

24 HOUR ANSWERING SERVICE **STAT NURSING** 

SERVICE, INC. 2719 Fort St., Wyandotte 283-3045

RN'S: STAFF NURSES MEDICAL-SURGICAL

Permanent days, afternoons, midnights rotating excellent differential plus shift differential.

Midnights-Full and Part time. PEDIATRICS

Midnights-Full time. Afternoons-Full and part time. ADOLESCENT PEDS

Afternoons and Midnights Full and part time.

## MT. CARMEL MERCY HOSP.

6071 W. Outer Dr. (Near Schaefer) Please Call Nursing Office Ms. Seals, 864-5400, Ext. 431

# LPN'S

MEDICAL-SURGICAL

· ADOLESCENT PEDS

An Equal Opportunity Employe

For a personal interview call: (313) 345-7030 Herper-Grace Hospitals

18700 Meyers Rd. Detroit, Michigan 48235 (313) 345-7030 Member Quadrangle Hospitals Association

'editrician's ottice. run lyping, bookkeeping, phone expe-tence preferred. Call between

RN'S-LPN'S FULL-TIME POSITIONS RN'S, FULL-TIME AFT. \$50 AFT. \$50 MID. \$51 LPN'S, FULL-TIME

Equal Opportunity Employer M:F TROY DOCTOR Needs medical sssistant, Iull time, must be experienced, duties to include, vera-puncture, EKG, peg board & all billings, Call Karen Monday thru-Friday 1-3.

Friday 13. 20,2300

DENTAL RECEPTIONIST exetlent opportunity to work
congenial multi staff office in
congenial multi staff office
diversified duties in a pleasant
mensurate with ability. Send
resume to Box #978. Observer a
Eccentric Newspapers. 2825
Schoolcraft, Livonia, Michigan
44190.

827-4830 Clerk/Personnel

BOTSFORD

SUBURBAN years+ formal accounting courses. No typing, Novi area. ADMINISTRATIVE SECRETARY, \$710+. Secretarial skills with some experience for Farmington Hills. CLERK TYPIST, \$800. Good typist for diversified job with Farmington

BOOKKEEPER to post through trial balance and assume other general office responsibilities for medium-sized Southfield haw firm. Salary open. Please forward Resume to Boax 633, Observer & Eccentric Newspapers, 352 Schoolcraft, Livonia: Michigan

BOOKKEEPER BOOKKEPER
Interesting challenging position for
experienced full charge bookkeeper. Must type 50WPM, be well
organized and maintain strict confidentiality. Excellent benefits. Salary commensurate with experience.
Apply in person between 10AM2PM. 31435 Stephenson Hay, Madison Hist, Upstairs.

569-4555

B. Y. O. B. BE YOUR OWN BOSS

Apply in person or call PERSONNEL DEPT.

Ingersoll Rand Co. Automatic Production System

Automatic Production Systems 23400 Halstead Rd. Farmington Hills, MJ. 48024

CLERICAL

GENERAL OFFICE

PART-TIME

Work in Plymouth

453-2000

CLERK TYPIST

474-6115

REAL ESTATE OFFICE

Needs pleasant person to answer whose, greet customers and type flours 9 AM to 3 PM.

**CENTURY 21** 

ND KEY HOW Mile 255-2100

INSURANCE SECRETARY
reptionally qualified & capa
taking complete charge

commercial underwriting depart-ment. Top wages. Benefits: Blue Cross/Blue Shield. life insurance, sick pay. 569-560

569-4555

CLERK TYPIST
57800
National company has an exciting for you. If you hat typing ability and like to keep bus call Tina right away,
SNELLING & SNELLING
478-3500

PERSONNEL 559-0570 Keydisc/Keypunch

DATA ENTRY OPERATOR

LOIS RAY

476-7600

EMPLOYERS PAY ALL FEES Call Mrs. Evans 477-9840 SUBURBAN PERSONNEL

SECRETARY/RECEPTIONIST for modern Southfield office. Good typing & telephone answering skills a must. Call Mr. Maxwell. 424-860 Equal Opportunity Employer M/F

All you need is a good typing speed and a willingness to learn at this exciting firm. Kathleen. SNELLING & SNELING 478-3500

A Unique Persor SECRETARY. Weight Watchers Southfield office. Shorthand and typing necessary. Must be respon-sible and organized. Excellen-benefits, Call Betty Tanner. 537-610

CLERK TYPIST
General office typing & receptionist
hries, excellent working conditions
& opportunity for advancement.
Liberal employee benefit.
22410 5 Mile Rd, Livonia \* 522-5700 General Office Experienced in general office per reduces, good typing skills a must. FOUR CHAPLAINS -SECRETARY

Top notch firm in great location offers terrific opportunity for your experience. Work for the President and Turther your career here. Call Tino today, SNELLING 478-3500

SECRETARY

SECRETARY

Varied office duties. Architectural firm in Northland area requires o person with accurate typing and good driving record. Congretal and professional atmosphere. Padd vocation, medical, etc. \$100 per week to start based on a 40 hour week.

559-4555

Azary but helptut. 100-200 area. 691-200 are

SECRETARIAL

igan 4110.

Receptionist
Receptionist
Ingersoll Rand is seeking an
individual capable of learning how
switchboard. Successful applicant
with the successful applicant
will have a pleasant personality,
neal appearance & enjoy meeting &
greeting people. Convenient subtan location with liberal benefit
program. Farmington Hills, Mi. 48029
477-0800
An Equal Opportunity Employer
Minorities, Women & Handicapp
are encouraged to apply.

5 PM. 851-8800

EXECUTIVE -secretary for property management company in Southfield. Variety position. Salary \$500 plus benefits. Fee paid. ASSISTANT - bookkeeper for Troy contractor. Computerized payroll. Salary open, fee paid.

PAKI-II/ME perienced, mature person for t time general, clerical dutien, n. thru Fri., with emphasis or counts. Receivable collection is telephone, ligure work, typing misc, duties. Must be depen-e and have proven successfor it record, Send resume to: work record, Send resume to:
BRANCH MANAGER
BURROUGHS CORP.
OPG/BFD
23815 Northwestern Highwo,
P. O. Box 5032
Southfield, Michigon 48037
No Telephone colls
An Equal Opportunity Employer **ADAMS** 

PERSONNEL Mople BIRWIN 646-5600

SECRETARY STYMIED?

SECRETARY for Ferndale manu-facturer responsible to sales man-ager. Requires typing and short-hand. Salary \$875 plus good advancement and benefits. Fee

474-1717

RECEPTIONIST
\$9100
clous office needs sharp person
bury phone. Good figure aptiand typing will make this job
rs. Call Kathleen now.
SNELING & SNELING
478-3500

DETROIT
BANK
& TRUST DETROIT

Equal Opportunity Employer