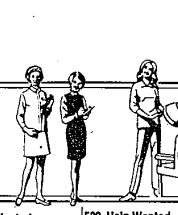
Help Wanted



500 Help Wanted

MODERN OFFICE INC. needs experienced store sales people. Full time, benefits. Birmingham area. Call Mr. Campbell 642-8600

MOLD ROOM SUPV'
Compression Molding experienced. Salary commensurate with experience. Four days, Mon thru Thurs 7am-5:30pm. Not automotive oriented. Call:
Ekstrom Industries
477-0040

MOTION PICTURE LABORATORY-downtown Detroit needs a chemical mixer and an experienced processor. These are full time positions. 962-2611

NEED experienced man to handle parcel post shipments and counter work. Apply in person between 8AM-10PM. Empire Distributing, 19988 Merriman Rd., Livonia.

NEED EXTRA MONEY?
Fox Photo is looking for part time Counter Sales Help. Apply in person Tuesday, Dec. 11, from 11 AM. - 2 PM, at our Photo Drive Up Store, at 8438 Telegraph Rd., Dearborn Heights, 1 block S. of Joy.
An Equal Opportunity Employer

NEED EXTRA $$$ FOR THE HOLIDAYS?
It's that time of year again where extra money can come in handy. We have the answer - many exciting temporary office positions primarily in Southfield area. Positions available for:
RECEPTIONISTS
TYPISTS
PBX OPERATORS
SECRETARIES
Apply now and start your temporary job tomorrow.
Somebody Sometime
Southfield 272-8500 Livonia 525-5170
Madison Hghts 545-1700 Drbn 565-3590

500 Help Wanted

PARKING LOT AIDE - Career Center. 8 AM. to 2:30 PM. Position available 1/7/80. Apply Personnel Office, Livonia Public Schools, 15125 Farmington Rd., Livonia.
An Equal Opportunity Employer

PART TIME INSTRUCTORS
Schoolcraft College is seeking part time/day time instructors in the areas of speech, accounting, psychology, mathematics and chemistry for the winter semester which runs from Jan 2 thru April 28, 1980. Persons interested should call: Schoolcraft College Personnel, 591-6400, Ext. 223 to request applications.
An Equal Opportunity Employer

PART TIME night care help wanted. Experience with children necessary. 4 PM until 1 AM. Red Bell Childrens Nursery, Westland. 729-3434

PART TIME SALES COORDINATOR
Telephone orders, sales follow up for floor covering store in Birmingham. Must speak & write well. Call Ann
642-0800

PERSON to open Racquet Ball Club located in the Rochester area in the morning, 5:30 to 12 Noon, Monday thru Friday. Contact Jane at: 652-1510

PHONE ROOM SUPERVISOR
Top earnings available for person with experience in hiring, training & supervision. Sales type phone room. Must have referrable experience as supervisor.
569-8234

POLICE CADET
TRAINING PROGRAM FOR POLICE OFFICER
(Non-Residents May Apply)
$13,811.20 to $15,454.40. Must be U.S. Citizen, at least 19½ years old, but not have passed 20th birthday, have high school diploma or equivalency certificate; be 60 less than 5 ft. 9 in. tall (females 5 ft. 4 in.); at time of application a written statement from a physician must be submitted giving applicants visual acuity in each eye uncorrected (must have 20-30 or better vision in each eye without glasses or contact lenses); and must be in excellent physical condition. Police Cadets must enroll and complete a 2 year Associate Degree Program in Law Enforcement or Police Administration and serve as a Police Cadet for at least 2 years prior to promotion to Police Officer. Apply to: City of Livonia Civil Service Commission, 33625 7 Mile Rd., no later than Friday, January 11, 1980.
Equal Opportunity Employer M/F

500 Help Wanted

PROGRAMMER-ANALYST for Burroughs Series L. Must have computer experience. Call Ken, Wilson Business Machines. 478-2700

PROGRAMMER/ANALYST - COBOL IBM Assembler, data comm., & Burroughs medium systems experience helpful but not required. Growth company with paid vacation, medical benefits & stock purchase plan. Call Bill Humbley or Alan Chestnut. 358-3852

RECEPTIONIST attendant for health club, evenings Monday thru Thursday, most weekends. 661-1000 ext. 269 or 271

Resident Manager Couple
Challenging position for mature & experienced couple for suburban area complex. Woman must possess rental & office skills. Man knowledgeable of all areas of apartment maintenance. Excellent salary & benefits. Contact
Mr. Jurnak - 358-5559

RESIDENT MANAGERS
Active, retired couple, to manage self service storage facility. Salary & 2 bedroom apartment. Madison Hts area. Call collect Monday to Friday
313-585-8734 556-943-2238

RESTAURANT MANAGEMENT training, some management, restaurant experience, $.8$4, bonus.
Ray Greene Personnel 399-1425

RESTAURANT MANAGEMENT
Fee Paid. TRAINEE. Full service restaurant. 5 day work week, back to back days off. Fixed schedule. College or business experience.
Baron Personnel 354-6690

RETAIL MANAGEMENT
2 yrs hardline/softline
$11-$18,000
Fee Paid
UNITED PERSONNEL 559-8575

ROUTE MAN wanted for Culligan Soft Water. Rochester. Part time. Mon thru Thurs. Phone 651-3211

ROUTE SALES people needed to service established routes and install new accounts. Commission, salary, must be dependable and have out going personality. For interview appointment call 563-8575

SALES
Aircraft
Accounting
Business Products
Pharmaceutical
Industrial Products
Consumer Products
Commercial Products
Electronic Components
Baron Personnel
354-6690

SALES - RETAIL
PART TIME
DAY & EVENINGS
&
TEMPORARY
Chain of retail children's wear stores seeks personable individuals to help us create a pleasant and enjoyable shopping atmosphere. Temporary positions involving hours primarily in Dec., August, and Easter seasons. Ideal spots for someone returning to work. Liberal employee discount offered all year.
APPLY IN PERSON
The Children's Place
TWELVE OAKS MALL
NOVI, MICHIGAN

SEAMSTRESS/FITTER
Bridal experience, part time, some evenings.
478-7570

SEAMSTRESS WANTED- PART TIME
Experienced seamstress, pleasant working conditions. Apply in person The Willow Tree, 293 S. Main, Plymouth.

SECRETARY EXPERIENCED. Attitude & Well groomed. Excellent Salary. Benefits. Fee Paid
Advance Employment
559-2710

SECRETARY/UNDERWRITER
Trainee, College background preferred. Light typing, Fee Paid.
Advance Employment
559-2710

SERVICE STATION now accepting applications for certified mechanics, apply in person at Jay & Merriman Standard, 31411 Joy Rd, Westland.

TELEPHONE INTERVIEWER
for industrial marketing firm. Part time. Require mature individual with good verbal communication skills. Prefer experienced interviewer with college background. References. Miss Hallyard, Decker research Co., 644-0018

500 Help Wanted

SERVICE STATION ATTENDANT
Maple-Lahser area
Call Mr. Ken 332-2000

SEWING MACHINE MECHANIC
Experienced, or will train mechanically inclined man. Full time and permanent. Singer Sister, 18260 Grand River, Detroit.

SHIPPING & RECEIVING Clerk required by industrial distributors. Experienced ft. B. Richardson Company. 539-5600

SOUTHFIELD PUBLIC SCHOOLS
Community Education Program seeks responsible adult to lead Latch Key Program from 7:30-9:00 & 3:45 - 6:00
Call atlier 5pm. 353-5283

SUBSTITUTE TEACHERS
For the City of Pontiac. Bachelor's degree with a minimum of 6 hrs of education required. Previous experience not required, $33 day pay rate. Apply Personnel Dept. Pontiac Board of Education. Administration Bldg 350 Wide Track Dr. East between 9-3.
An Equal Opportunity Employer

SUCCESSFUL
Yes than you are probably striving for more personal and professional growth, team to administer our course on attitudes, motivation and personal effectiveness, part or full time. Call today at 477-0094

TAX PREPARERS with minimum 3 years experience. 721-4723

TEACHER'S AIDES
Applications now being accepted for afternoon teacher's aides and all day substitutes. Contact Margaret Periard at: Childrens World, Redford. 537-3680

TECHNICAL
Electronics Technician
Manufacturing Engineer
Electrical Engineer
Tooling Engineer
Production Management
Designer/Draftsman
Programmer/Analyst
BARON PERSONNEL
354-6690

UNITED STATIONERS
Due to rapid growth & expansion several immediate openings exist for individuals on our 3rd shift. Cycle inventory control operation. The successful applicant will be in excellent physical condition, possess a high school diploma or its equivilent, good math skills & be familiar with basic inventory control procedures. Applicants attending college during the day hours or looking for business experience while attending college will also be considered. Applicants should apply in person at:
UNITED STATIONERS
39401 Capitol Drive, Livonia
Or Contact The Personnel Dept
425-6000

WANTED Janitor or Janitress - work 4 hours per evening, 5 days week, Birmingham area. Call Michigan Maintenance Co. 496-0214

THE CITY OF LIVONIA
POLICE MATRONS
$3.50 PER HOUR
Part time - irregular hours. Minimum call-in pay are 3 hrs. Must be Livonia resident and U.S. citizen, at least 23 years old with H.S. diploma or equivalency certificate, minimum height 5 ft. 4 in. Apply by Friday, Dec. 21, 1979 in City of Livonia Civil Service Commission, 33625 7 Mile Rd.,
An Equal Opportunity Employer

TRANSMISSIONS R & R MAN
Excellent working conditions Free uniforms Paid holidays and vacations. Call 535-7363

WANT TO EARN extra money? Work part time mornings, afternoons, & evenings. Absolute inventory. 852-9156

WAREHOUSE MGR.
Troy based distributator of small products throughout Mich. Candidate must have thorough knowledge of material handling, computerized operation and management experience. Salary full benefits. Please send resume and salary requirements to Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WIN SCHULER'S
Applications now being accepted for:
COOKS
JANITORS
Apply in person:
6066 W. Maple
West Bloomfield

500 Help Wanted

TRUCK MECHANIC for Ford Gas and Diesel fleet. Contact John or Stan for interview between 8 and 9:30 AM. Mon thru Thurs. Wages open. 455-1030

Unit Control Clerk
Immediate opening. Must like detail work. Woman's Fashion chain requires an accurate person to receive & process merchandise records. Some file work. 30 hours per week. Excellent working profit sharing. No experience necessary.
Hadley's
12985 Wayne Road
off Schoolcraft, Livonia
Please call
522-7711

TRAVEL AGENCY MANAGER
2 years experience.
Call 752-4431, ask for Joann.
Rochester area

TRAVEL AGENT
Fully experienced on Sabre. Management qualities. Salary commensurate with experience. Call Ruth at Trans Global Travel. 968-1050

502 Help Wanted Dental-Medical

HOLIDAY MONEY
BN's-LPN's earn extra "Holiday Cash" by joining the most professional Temporary Nursing Service in Detroit. We offer TOP PROFESSIONALS TOP PAY RATES in addition to:
•Specialty & Shift Premiums
•Choice of Days
•Assignment Flexibility
RN'S to $18.50/Hr
LPNs to $14.70/Hr
Kimberly Nurses
354-1640

Nurse Aide/Companion
Applications now being taken for FULTIME temporary placement in an exclusive Senior Citizens complex. Applicants MUST have one year recent hospital/private duty experience. Call
Kimberly Nurses
354-1640

NURSE AIDES
to work in pleasant senior citizen apartment complex. Scottfield area. Apts. noon, midnights & weekends. Part time & one full time. Experience necessary. Call Joyce.
Franklin Club Apts.
28301 Franklin Rd., Southfield
353-2810

ACCEPTING Applications for experienced Dental Technician, or will train qualified unexperienced person. Full benefits. Redford. 538-6663

BOOKKEEPER/OFFICE MGR.
Clinical lab - Southfield. Medical billing experience preferred. Would consider training ambitious bookkeeper. Full benefits. Salary open. Will pay top dollar for proper person. Excellent benefits Blue Cross Blue Shield, prescription, dental, major medical and life insurance. Send resume to Box 178 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
For Dental Office Detroit. Must have previous experience in dental office. With thorough knowledge of Dental Insurance. Good secretarial skills required. Some accounting background preferred. Must be Mature & Responsible. Others need not apply. Salary commensurate with credentials. Good opportunity for right person. Send resume to Box 852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHAIRSIDE ASSISTANT WANTED
Some evenings, no Saturdays
All benefits Livonia area
425-7810

CHAIRSIDE DENTAL ASSISTANT
Conscientious and dedicated person wanted to assist in a progressive group practice. Top medical and fringe benefits. Excellent starting salary. 1 year previous experience preferred. Westland. Ask for Cathy or Shirley, 722-5150

CHAIRSIDE - 4 handed for busy progressive group practice. Some experience preferred, willing to learn. Salary, benefits. Westland. Confidential. Reply to Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CREDIT MANAGER
A Detroit hospital is seeking a Credit Manager to be responsible for the supervision of credit, collections and cashiering functions.
3 or more years hospital credit and collections experience required. Degree preferred.
Salary is commensurate with previous work experience and educational background. Excellent fringe benefits.
Please send detailed resume in confidence to Box 166, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

DARK ROOM TECHNICIAN
Doctors office. 6 mornings a week. No experience. Redford area.
937-8155

DENTAL ASSISTANT - full time, oral surgery office, Birmingham area. Dental background necessary. Call between 3 and 5 PM.
647-7334

MLT - Full time for busy doctors office in Southfield. Monday thru Friday 8 AM-6 PM. Hematology, Urinalysis, Hematology & HIA experience preferred. Ask for Meg.
358-2743

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Northland area
Mature & experienced, 4 day week
569-0439

DENTAL ASSISTANT
West Bloomfield area. Experienced preferred, 4½ days, salary negotiable. Benefits. Call
851-2240

DENTAL ASSISTANT
Full time, chairside. 4 handed dentistry, pleasant office in Farmington Hills.
477-0208

DENTAL ASSISTANT/Receptionist
Orthodontic office, negotiable hours, basic experience necessary, willing to train in Orthodontics 879-4590 286-4370

DENTAL ASSISTANT
Livonia. 3 evenings, every other Saturday.
261-2330

DENTAL ASSISTANT for oral surgery practice in Livonia. Mon. thru Fri. 8am-5PM
427-2330

DENTAL ASSISTANT
Livonia. Full time days, no Saturdays. Experience or other wise qualified.
261-2330

DENTAL ASSISTANT
4½ days
Farmington Hills
553-2171

DENTAL ASSISTANT
Full time, Chairside and clerical skills required. Livonia area.
After 5 PM; call:
353-9206

DENTAL ASSISTANT
Full Time. W. Bloomfield. 4 day week, no Saturdays. Excellent benefits. Experience preferred.
569-5507

DENTAL ASST - EXPERIENCED
Farmington Hills
Mon. thru Fri. 8am-5pm.
Salary & benefits. 626-1417

DENTAL ASST. also Receptionist. Good appearance. Some dental experience preferred. Good typing. Farmington orthodontist. 855-2020 569-5110

DENTAL RECEPTIONIST
Full time for expanding group practice in Fisher Building, Detroit. Graduate Dental Assistant or at least 3 years experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No evenings or Saturdays. Excellent potential for qualified person. 871-2144

DENTAL RECEPTIONIST, full time for Farmington Hills office. Experience preferred, but will train motivated individual. Salary & benefits. 553-2477

DENTAL RECEPTIONIST Livonia area, experienced in dental office and knowledge of dental insurance preferred. Must be neat, neat and personable. Able to handle patient accounts. 477-6753

DENTAL RECEPTIONIST - Part time 2½ days for two dentists office. Some experience preferred. Payboard, Insurance. Westland. Send resume to Box 182,
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTORS RECEPTIONIST
For OB GYN office, medical experience, pay based on ability, etc. Hours 9-5 PM., no Saturday, 35 an hour.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-6958

FULL or PART TIME
Medical Asst for Livonia Doctor's office. Call after 10am
425-0500

FULL TIME Medical Receptionist & Insurance Biller with experience only. Troy Area. 643-7775

HEALTH CARE PEOPLE
Use your skills and experience in your own home as a companion to a mentally handicapped young adult or adult. Receive approximately $445 per month for each client placed into your home. Our staff will give you guidance, training and support. For information call Northville Residential Training Center
349-8000 ext. 238 or 233.

IN-SERVICE DIRECTOR
Seeking a full time Registered Nurse with geriatric experience to join our staff at a management level. Flexibility of hours provided with excellent wage and benefit program at a progressive institution that was recently chosen by the Health Care Association of Michigan as the facility of the year. Please call Susan Heaston, Director of Nursing at 728-6100.

JEWISH HOME FOR AGED
Full time 11-7 Shift
$4.37 hourly, $31. daily, $13.250. yearly
Plus 3 week paid vacation.
Part Time RN 3-11 Shift
$6.37 hourly, $51. daily
Vacation pro-rated
Call Miss Young 9AM-3PM
352-2318

LIVONIA PHYSICIAN'S seeking full time lab assistant with basic knowledge in medical assisting & office duties. Please call 9 to 5.
476-6100

LPNS - RNS, Full or part time. Flexible scheduling. Individual orientation. Farmington Nursing Home, 32405 Folsom Rd.
477-7400

MEDICAL ASSISTANT
Part time. Insurance Clerk for OB GYN office in W. Bloomfield. Prefer recent experience in OB GYN. Accurate typing, handling of all types of insurance claims. Call Lynn
851-6070

MEDICAL ASSISTANT
Experienced only for internists office in Southfield. Must know lab, EKG, IV, Vena puncture, PF, General assist and knowledge of MC, MA, MMS, x-ray helpful.
559-5858

MEDICAL RECEPTIONIST for physicians office experience with insurance forms preferred. Monday thru Friday. Berkley area.
541-5260

MEDICAL RECEPTIONIST - full time, 9 Mile - Greenfield Area, typing, pegboard, filing, phones, experience desirable.
557-1011

NURSE AIDES
Mature persons for all shifts,full and part time.Will train, good benefits. New starting rate. See Ms. Watkins.
NIGHTENGALE WEST
8363 Newburgh Rd.
Westland, near Joy Rd.,
An Equal Opportunity Employer

NURSE AIDES, ORDERLIES
Full or part time. Training Class Dec. 12. Farmington Nursing Home, 32405 Folsom Rd.
477-7400

NURSES AIDES
3-11 PM. Start $3 an hour, benefits.
Apply in person.
Wishing Well Manor
520 W. Main St., Northville.

NURSING ATTENDANTS
Positions available. Male & female, day shift, full or part time. In-service education provided. Apply in person, 8-4 PM., Mon. - Fri. Westland Convalescent Center, 36127 W. Warren. 728-8100

ONE MEDICAL Assistant & 1 Receptionist for active General practice, Berkley Area. 541-0770

OPTOMETRIC OFFICE Assistant, Tuesday, Thursday & Friday, 8-4 PM, Saturday 8 AM-5 PM. Typing, telephone. Grand River & Farmington Road area. 476-5685

Registered Nurse
with psychiatric experience desirable. Full time, Midnight Shift. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

502 Help Wanted Dental-Medical

PATIENT
Accounts Manager
A Detroit Hospital is seeking a Patients Account Manager to be responsible for the supervision of all third party and patient billings and data input functions.
Three or more years hospital billing experience required. Supervisory experience preferred. Knowledge of computerized billing systems helpful. Salary is commensurate with experience. Excellent benefits and educational background.
Send detailed resume in confidence to Box 980, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PLYMOUTH AREA
Part time Dental Hygenist
2-2½ Days a Week
Call between 8-5 PM.
453-4150

PODIATHY WANTED, 18 & over preferred. No experience necessary. Part time to start. Farmington-Novi Area.
476-0500

RN
FULL TIME DAYS
Mature RN needed with supervisory capabilities. Good wages and fringe benefits.
APPLY IN PERSON
WISHING WELL MANOR
520 W. Main
Northville

RN-LPN
Full or part time, afternoons & midnights. Good starting salaries and good hospital benefits. Modern facilities. Apply in person. See Mrs. Ferguson.
NIGHTINGALE WEST
8363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer.

RN OR LPN
We are looking for an assertive energetic LPN or RN with leadership qualities to supervise and stimulate our skilled night shift. Full time position, 4-5 days per week. Full paid Blue Cross with prescription program. Exceptional wage program. Contact Mrs. Gordon Heaston, Rn., at Westland Convalescent Center. 728-6100

RN part time, experienced. References. Michigan license. Approximately 20 hours a week. Some 3-11 experience helpful. Excellent working conditions. Salary open. Call Mrs. Forbes. 557-1622

RN, PART TIME
We have 2 immediate openings for Registered Nurses at our small suburban hospital. Requirement for these positions is a minimum of one year experience in Medical Surgical Nursing. The positions are 20 hours per week, afternoon shift, for our in patient department. We offer an excellent salary which includes cost of living, a fringe benefit package and a congenial work environment. For more information, please call Personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

RN'S - LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
- OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL
PERSONNEL
POOL
Blmfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RN'S - LPN'S
& NURSE AIDES with recent hospital/nursing home experience.
Immediate assignments. Schedule when you are available to work. Top pay.
AMC HEALTH CARE ONE
Livonia
478-2590
Mon. Wed. Fri. 9-3 Pontiac
Mon. thru Fri 9-3 Mon. Tue. Thurs. 9-2
Southfield
569-2781 643-6970

RN'S - LPN'S & NURSE AIDES
Are you interested in rehabilitative nursing? Full & part time positions needed at Appletree Lane Convalescent Center. 541-1142

VETERINARY ASST - Receptionist. Experience preferred, but not essential. Orchard Lake Animal Hospital, 4300 Orchard Lake Road, near Pontiac Trail 682-4617

X-RAY TECHNICIAN
Registered. One day per week.
Birmingham location. 647-4420

X-RAY Transcriptionist with some assisting, experienced preferred.
Northwest Suburbs. 547-7550

$10 PER HOUR
RN'S needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No specials needed. Apply in person 7am-5pm, 16415 W. 8 Mile, just west of Lodge.

504 Help Wanted Office-Clerical

AUTO BILLER
Immediate opening for auto biller. Excellent benefits & working conditions.
Roger Penske Chevrolet
28111 Telegraph, Southfield
Call Vickie At:
355-1000

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $198wk.
Stenos & Secy's to $12,000
Many other positions available. Most Fees paid by Employer.
Employment Center
Inc
569-1636

ACCOUNTANT, experienced, full charge-trial balance. Southfield. Send resume: Richard Horton, CPA, Box 340, Highland, Mich., 48031. 887-4111

ACCOUNTING CLERK
$150 per week. Fee paid. Super opportunity with growing company.
Sealing & Selling
336-7400

ACCOUNTS PAYABLE
Clerk for heating company, Southfield/Farmington area. Light typing. Call
333-8400

ACCOUNTS Payable- Troy firm seeks mature, thorough individual having good judgment and numerical aptitude. Duties include payable, payroll, inventory costing, CRT entry, typing & normal office functions. Company paid benefits. Call Mr. Kanar, 288-8101

ACCOUNTS RECEIVABLE Posting Clerk, for cash posting, filing & related clerical duties. Must operate adding machine, experience on a computer terminals desirable. Good pay & benefits. Troy location. Call Mr. Thompson, 879-1920

BOOKKEEPER- Experienced. Shorthand knowledge helpful. Required for construction company. Nort area. Reply to Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Deal with top management in one of the areas largest credit union. Good secretarial skills needed. Excellent benefits include, cost of living, to $14,400. Call Ann now!
353-2090
SNELLING & SNELLING
PERSONNEL

ADVERTISING
FINANCIAL
SECRETARY
PLUSH PROFESSIONAL
Advertising firm looking for experienced person to enter exciting world of advertising. If you have good clerical experience and are looking for a position with excellent $ and company paid fee, call us today
PERMANENT
STAFF
COMPANY
TROY
524-1750

A Merry Christmas
FROM
Witt
The Temporary Help People
Who can make your Christmas merrier by offering you extra money.
SECRETARIES
TYPISTS
CLERKS
ALL OFFICE SKILLS
are needed for long and short term assignments.
Super Bonus Program
Gold Card Discount
NO FEE - NO CONTRACT
SOUTHFIELD 569-7500
LIVONIA 525-0330
REN CEN 259-7788

A NEWLY CREATED
Opening for an extra sharp plus person. Suburban firm. Good typing. $1,000 a month. Fee paid. Call Polley.
644-6600
SNELLING & SNELLING
AGENCY

A POLICY TYPIST
Busy suburban insurance corporation needs your good typing skills. Call now if you would like to work in this interesting position $585. Contact:
G & S Personnel
Associates, Inc.
557-6090

AVAILABLE-TRAINING
SECRETARY TRAINING for residents of Oakland County with High School diplomas or equivalent currently unemployed or underemployed. This is an excellent opportunity to prepare for a rewarding career as a Secretary. This program is sponsored by Oakland County CETA, training will be held in Livonia. Equal employment opportunity. For more information call Ms Smith. 382-3991

A VARIETY JOB!
Friendly West suburban company needs responsible person with good secretarial skills for diversified position in beautiful office. Excellent starting salary to $850. Fast raises, full benefits, good chance for advancement and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

BANK
BOOKKEEPER
Previous bank experience preferred. Competitive salary offered, along with excellent benefit package. Apply Mon. - Fri., 10 AM. - 4 PM.
MANUFACTURERS BANK
OF LIVONIA
15357 Newburgh
An Equal Opportunity Employer

BANKING
Or Mortgage Banking Experience. Seeking individuals with good typing skills and knowledge of FHA/VA and conventional loan documentation. Call Paul Geyer 355-9200

BANK PROOF
OPERATOR
Previous bank experience preferred. Competitive salary offered, along with excellent benefit package. Apply Mon. - Fri., 10 AM. - 4 PM.
MANUFACTURERS BANK
OF LIVONIA
15357 Newburgh
An Equal Opportunity Employer

BILLING CLERK - Merrill Lynch in Bloomfield Hills. Hours approx 5 AM. to 8 AM., salary negotiable. Ask for Tom Desmond 9 Am. to 4 PM. 647-3200

BOOKEEPERS/ASSISTANT manager trainee position with a major food service company is seeking additional individuals. Any interested parties send resume or letter of interest to Box 2178 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge, must be experienced and able to manage 5 person bookkeeping staff. We are a travel company located in Southfield and offer extensive benefits, salary open.
353-6035

BOOKKEEPER on job training, entry level skills with academic background. International sales and consulting office. Southfield. 353-8472

BOOKKEEPER - Part Time. Law office in Bloomfield, 1 or 2 days a week. Experienced thru trial balance. Call
334-0563

BOOKKEEPER thru Financial Statement wanted for Livonia CPA firm. Full time employment. Send resume to: "Bookkeeper", Suite 224, 29100 Vassar Ave, Livonia, Michigan, 48152.

BOOKKEEPER TYPIST
Part time for public accounting office. Oak Park area. 542-0148

BRIGHT
BEGINNER
$7200
Start your career here! Great clients! For busy office. Typing, and phone work are with this growing firm! Call today! Debbie.
SNELLING & SNELLING
476-5000

BUSY SOUTHFIELD OFFICE is looking for well organized, full time administrative secretary. Duties will include general office work, such as telephone, typing, filing, TWXing, copying, & at times, data collection for analysis. This is a growth company with good benefits. For interview call Joanne at 353-8181

GROWING LIVONIA firm has a Secretarial opening which must be filled immediately. Position offers salary, profit-sharing, vacation, and benefits. Call for appointment. 525-2700

IMMEDIATE OPENING
in 1 girl office. Typing, bookkeeping, telephone. Flexible hours - ideal for working Mother. Salary commensurate with experience. 641-5242

504 Help Wanted Office-Clerical

CAREER
OPPORTUNITY
Partial Listing of Current Openings
ADVERTISING BKKPR
2 yrs experience with an advertising agency A/R, A/P, billing, payroll, time studies, job costing, peg board, start immediately. $10-13,000
BKKPNG SUPERVISOR
Experience in mortgage servicing, all mortgage accounts, assumption, payoffs. $14-18,000
EXECUTIVE SEC'Y
Southfield firm needs experienced person with good typing & shorthand skills. diversified duties. $17,000
ALL FEES PAID CALL KAY
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PERSONNEL 358-3250

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Banking or financial experience preferred. Some typing. Must be good with figures. Downtown Detroit location. Please call between 9 AM. - 11 AM.
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Don't go back to work without us. KELLY SERVICES is ripe in the temporary help field. KELLY offers top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. We need: SECRETARIES with shorthand. TYPISTS. BOOKKEEPERS. CLERKS and more. Keep your office skills from getting rusty while earning extra money for the holidays. Come into the office nearest your home to apply:
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Nations largest will train you for a career in personnel. Must have good job satisfaction and high potential earnings.
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Clerk, general office, full time. Adding machine experience required. Excellent benefits and working conditions.
Call 455-1400

CLERICAL General office duties, preparatory computer work, mail processing, light typing. full time Bloomfield Hills. 334-9624

CLERK-TYPIST familiar with 10 key adding machine. Call Mrs. Ramchargers. 36334 Plymouth Rd, Livonia.

CLERK TYPIST
Full time position for Insurance Clerk Typist. High School grad with accurate clerical and typing skills wanted. We will train for the position. Please call Sharon for interview.
647-8600
CLERK TYPIST
Needed, full time for Southfield Insurance Company. Experience preferred, but not necessary. Must be accurate typist & have a pleasant phone manner.
559-3235

CLERK-TYPIST, part time or full time, permanent position, doing statistical typing & filing with consulting engineering firm in Farmington Hills, hours flexible, call for appointment.
851-4210

CLERK TYPISTS
Mortgage company in Southfield is taking individuals with good typing skills and good math aptitude for positions in the Loan Administration department. Salaries commensurate with experience plus outstanding fringe benefits.
For appointment, call Mrs. Fischer, 355-0500.
An Equal Opportunity Employer

CLERK TYPIST
We are looking for a strong typist with good communication skills for our membership division. The right individual should possess typing of 55 wpm, knowledge of office procedures and an ability to organize work. If qualified, contact Sue Cebali.
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
355-9300. ext 184

CREDIT MANAGER
Accounting or bookkeeping, collection experience required, candidate will have responsibilities for $1,000,000 receivables and establishing of credit. Salary & full benefits. Please send resume and salary requirements to Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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ASSISTANT
Our National organization is seeking an individual who possesses excellent organizational ability, a strong analytical background, good typing and communication skills and who is willing to work from 12PM to 8:15PM.
We offer a competitive salary and an excellent fringe benefit package to the successful candidate. If qualified, contact Sue Cebali.
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
355-9300, ext. 184

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For this fast moving company. Handle inquiries from all over the country! If you can deal with people, listen to problems and enjoy solving them, this one's for you. $ to $750 per week.
PERMANENT
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COMPANY
TROY
524-1750

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For regional office. Pleasant person needed to fill immediate opening. Must type 60 WPM and take shorthand. Looking for a well organized and self-motivated individual with high energy level. Must have excellent telphone skills. Apply in person.
Personnel Office.
Lord & Taylor
Fairlane Town Center
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502 Help Wanted Dental-Medical

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DETROIT
OSTEOPATHIC HOSPITAL
12523 Third Ave.
Detroit, Michigan 48203
252-4000, Ext. 4220

REGISTERED NURSES
Metropolitan Regional Psychiatric Hospital has assumed the administration of the Reuther Long term care facility in Westland, Michigan. A number of positions are available for Registered Nurses. Starting salaries are listed below:
STAFF NURSE, (Non-Supervisory) . . .
Up to $18,144
FIRST LINE SUPERVISOR . . .
Up to $19,620
A 5% shift differential is paid for Afternoon and Midnight shift and a complete range of Michigan Civil Service benefits are available. Contact Carol L. Crew, RN MSN, Director of Nursing at: 313-722-7030, ext. 6651 to arrange an interview.

RN'S & LPN'S
OUTSTANDING NEW SALARY AND BENEFIT PACKAGE
You are invited to join the progressive staff at Botsford General Hospital. We have openings in most areas.
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• Our benefit package includes fully paid Blue Cross; Major medical; dental; prescription; generous vacation allowance; twelve (12) sick days per year; with a 10% bonus paid at year-end to those unused sick time; vision care and more.
• Our philosophy is total patient care utilizing all licensed personnel.
• A generous differential is paid for a degree in nursing.
● OUTSTANDING NEW WEEKEND SHIFT AND HOLIDAY DIFFERENTIAL.
• Every other weekend off.
• No shift rotation.
• We offer an extensive on-going in-service program in med/surg and critical care.
• Immediate positions are available on the afternoon and midnight shifts.
• Request for shift change will be honored as vacancies occur.
PLEASE CONTACT: Human Resources Dept.
BOTSFORD GENERAL HOSPITAL
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600
O&E

LPN'S
Metropolitan Regional Psychiatric Hospital of Westland, Michigan has a number of vacancies in the Reuther Long Term Care Division. Annual salary will range between $13,133 and $15,994 depending on experience. Complete Michigan Civil Service benefits are available. Contact Dick Noordijk, Assistant Director of Nursing at: 313-722-7030, ext. 6651 to arrange an interview.

RN's & LPN's
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We're a progressive acute care facility and we play an important role in the community. We are a training hospital for nurses and other medical professionals; we coordinate health education in our community and we act as a support service for those with emotional as well as medical trauma.
At Pontiac General you'll find continuous education and skill building opportunities. Whether you're an RN or an LPN with an interest in specializing, we can help you meet your goal.
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