502 Help Wanted Dental-Medical

LPN

3-11 PM with supervisory duties. Small basic nursing home. Good wages and benefits. Apply in person.
WISHING WELL MANOR
520 W. Main St.
• Northville

MEDICAL ASSISTANT
Experience necessary. 4½ days a week. Salaried/13 Mile area. 348-2095

MEDICAL ASSISTANT, part time. Livonia doctor's office. 261-3390

MEDICAL ASST for Doctor's office. Full time experience preferred Bend Hospital area, please call 838-7900

MEDICAL BILLER
Must be familiar with all insurances including M/A, M/C & B/C Typing experience necessary. Immediate Monday thru Friday, 8AM-4:30PM position available for qualified person. 644-4134

MEDICAL BILLER-Department. Experienced. Top benefits. Submit resume detailing past experience Post Office Box 19299, Detroit, Mi. 48219.

MEDICAL CASHIER. Full time position. Large medical clinic. Experienced. Good benefits. For personal interview call 538-4700, ext 203

MEDICAL INSURANCE BILLING
For Podiatrist office. Medical Medical be experienced in all phases of insurance billing. Above average typing skills required, salary negotiable. Please call between 9 AM-Noon. 525-2555

MEDICAL RECEPTIONIST- full time experienced peg board-insurance must benefits Ask for Elaine 358-2744

MEDICAL RECORDS CLERK, full time position Record experience helpful Position requires good record of transcription between Troy and Franklin Contact C Longo 362-1700
An Equal Opportunity Employer

MEDICAL SECRETARY - for OB-GYN office Accurate typing a necessity, knowledge of insurance forms Pleasant environment Call Lynn 851-6070

MEDICAL SECRETARY for Troy plastic surgeon's office, experienced in billing, typing & filing. Salary is full time in 4 months. Dr. Karaca 649-5910

MEDICAL SECRETARY needed in Podiatric office, located at 10 Mile and Grand River, Farmington Hills. Call between 6 PM and 10 PM at 477-1029

MEDICAL TECHNOLOGIST
Our small medical office has an immediate opening for a Medical Technologist on our day shift from 11AM-7:30PM. Selected applicant must have an MT ASCP and be able to rotate in all areas including blood bank. We offer an excellent salary and a fully paid benefit package. For more information, call Personnel
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6600, ext. 286
An Equal Opportunity Employer

MEDICAL TECHNOLOGISTS
Our clinical pathology department has immediate part time and full time openings for medical technologists to work on the afternoon and midnight shifts MT ASCPi or equivalent required Must be familiar with all areas of a clinical laboratory We offer an excellent salary and fringe benefit package including dental and dental insurance Apply Personnel Department, Administrative Services Building
William Beaumont Hospital
3601 West 13 Mile Rd.
Royal Michigan 48072.
An Equal Opportunity Employer

Mental Health Workers
Males preferred
Afternoon & midnight shifts
ARDMORE ACRES HOSPITAL
19810 Farmington, Livonia
474-3500

MLT ASCP required for busy doctors office in Southfield. Part time and over for vacations Hematology, urinalysis, chemistry experience Call Meg at 358-2745

NEEDED Nurses aides for ongoing case in Plymouth Good pay and benefits Work your own schedule. Call for interview 996-1661
An Equal Opportunity Employer

NURSE AIDS - to live in, 5 days per week, or 2 days relief, $62.50 each 24 hrs. plus room & board.
AMC Health Care I
Pontiac, 642-6978 Warren, 751-8789
Southfield, 569-2788 Livonia, 478-2590

NURSES AIDES, all 3 shifts, apply in person 8 AM to 5 PM, Livonia Nursing Center, 28910 Plymouth Rd. Livonia

NURSES AIDES
7-3 PM, & 3-11 PM. Start $3 an hour, benefits.
Apply in person.
Wishing Well Manor
520 W. Main St., Northville.

NA-GYN
Needs Front office gal
Part time
Birmingham Area 645-5565

OPERATING ROOM NURSE
Wanted for plastic surgeon in Troy area To assist in surgery and in-office care of patients Will pay top salary for qualified individual Call 362-0100

OPHTHALMOLOGIST NEEDS
Experienced mature person to assist with patients. Full time Southfield Area 353-1754

OPTOMETRIC
Assistant/Receptionist
Full time, experience preferred.
Drs Adler & Lipson, 477-9350

Optometric Receptionist Dispenser. Part Time Experienced W. Bloomfield Area 851-0610

ORTHODONTIC CHAIRSIDE Assistant. Modern, progressive orthodontic practice in Birmingham. Experience required

ORTHODONTIC LAB - prefers person experienced in model trimming & finishing Art ability essential. Will train. Hours flexible. Apply in writing to box #294, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME, all around person, needed for psychiatric office in Birmingham, experience not necessary but must be able to accept responsibilities. Typing must Call 626-3717

PART TIME dental help, hours 7am-12 noon Garden City area. Experience preferred 522-3510

PART-TIME Medical Assistant. Over 18 Experience necessary. Apply in person to accept responsibilities. Call 255-4705

PART TIME PEDIATRIC PHONE Receptionist available for days & midnight hours. Call and ask for Mrs. Wolf 477-0851

RECEPTIONIST for medical office in Livonia, full time, work every other Saturday morning 8AM-12 noon, between 9-5 PM 525-8160. After 5 PM 687-5149

REGISTERED NURSES
Full Time
Emergency Room - 3 to 11:30 PM
Med-Surg. - 11 PM-7:30 AM.
LPN
Full Time
ICU - 11 PM-7:30 AM.
Comprehensive benefits.
REDFORD
COMMUNITY HOSPITAL
531-8100 Ext. 608
An Equal Opportunity Employer

REWARDING JOB OPPORTUNITIES
NURSE AIDES
Become a needed and special individual caring for the elderly. Afternoon and midnight shifts available with flexible schedule. $3.60 hour to start. Apply in person.
Franklin Manor
Convalescent Center
18900 Franklin Rd. Southfield

RN DIRECTOR OF NURSING. For modern 100 bed nursing home. Must be familiar with Medicare, Medicaid,Blue Cross. Apply Cambridge Center South, 18200 W. 13 Mile rd. Birmingham.

502 Help Wanted Dental-Medical

PHYSICAL THERAPY DIRECTOR

St. Mary's Hospital of Saginaw, a progressive and expanding 255 bed trauma oriented acute care general hospital, seeks an administrative oriented DIRECTOR of PHYSICAL THERAPY. Responsibilities shall include directing, planning and management of an active department rendering therapeutic treatment procedures to orthopedic, oncologic, burn, cardiac and neurological patients. Applicants must possess or be eligible for Michigan license. Excellent benefit program, salary commensurate with experience Mail resume or call collect Personnel Manager,
ST. MARY'S HOSPITAL
830 S. Jefferson Ave.
Saginaw, Michigan 48601
517-754-2411 ext 233
An Equal Opportunity Employer

RECEPTIONIST
Chiropractic Doctors receptionist wanted with good typing skills and pegboard experience Livonia area. Call 261-2121

RECEPTIONIST needed for busy allergists office Some experience necessary. Farmington Hills area 851-6655

RECEPTIONIST
For modern dental practice. Westland area Full time Experienced preferred 422-5160

RECEPTIONIST for busy Birmingham dental practice Experienced on telephone, pegboard, insurance and patient flow Pay commensurate with ability Fringes No Saturdays Great opportunity for organized, neat individual. Call after 6 644-8520

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $172.00
Clerk Typist to $189.00
Bonus & Savings to $144.000
Many other positions available Most Fees paid by Employer
Employment Center
Inc
569-1636

ACCOUTING CLERK
Typing, accounts payable, filing - challenging job with growing company Call Park area 543-7613

AD AGENCY
RECEPTIONIST
Exciting position in interesting field Suburban North needs sunny simile and good typing. Brand new office complex $737 Hurry! Call Kathy now!
353-2090
SNELLING & SNELLING
PERSONNEL

ADD $$$
FOR 1980
Immediate Openings
SECRETARIES
TYPISTS
Must be 18 & have transportation.
Apply Mon thru Fri 9-3
19500 Middlebelt, Suite 310E
Livonia, Mi
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
Renaissance Center
Tower 100, Room 1009
259-6511
2911 Pontiac Lake Road
Pontiac
682-7700
NO FEE

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

ADMINISTRATIVE
SECRETARY
$13,000
A good location, busy office, cheerful atmosphere. Good benefits are all waiting for you. All you need are good typing and shorthand skills to start this new job. Call Debbie
SNELLING & SNELLING
478-3500

Administrative
Assistant
Chairman of the board for a Southfield firm needs a "right arm" to not only be his secretary but help in areas of employee dental and personal affairs Typing and shorthand skills necessary. Good salary and benefits and company pays our fee Call now for a personal interview
PERMANENT STAFF
SOUTHFIELD 353-0505

AMBITIOUS agressive women wanted for 3 openings as a receptionist, clerical, and sales counselor, $7,000 to $15,000 Full benefits, flexible hours. Interactions Dating Club Call Mr. Gray 559-6225

A NEW START
$13,000!
Your good typing and shorthand skills are needed! Suburban location, modern office, busy atmosphere. Good benefits! Call Debbie today
SNELLING & SNELLING
478-3500

AN ITCHTO START
Pleasant suburban company needs you accurate typing, light shorthand a plus. Fee paid. $866 a month. Lynn.
644-4600
SNELLING & SNELLING
AGENCY

A SUPER JOB
$9,600
This outstanding company with a good location needs you! Your good typing skills and analytical mind will get you this new job. Exceptional benefits, plus advancement opportunities. Call Debbie.
SNELLING & SNELLING
478-3500

BASIC OFFICE PROCEDURES
Part time afternoons. Including telephone answering, filing, good typing skills necessary. Livonia. 478-0606

BIRMINGHAM - Part time mature typist-person, good communication skills Thurs. 3-8 PM., Sat., 9 AM-1 PM. 642-4292 or 851-2400

BOOKKEEPER/CONTROLLER
For small import car dealer. Experienced in dealership accounting and familiar with computerized system or sufficiently qualified to train. Salary commensurate with experience. Call for interview. 646-3080

BOOKKEEPER
Experienced with payroll & sales taxes, financial statements. Work in a Southfield CPA office on several set of books, full time. 557-2527

BOOKKEEPER
FEE PAID. Ideal situation for Bookkeeper with solid background in Accounts Payable. Some peg board experience a must. Excellent starting salary.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BOOKKEEPER
Full charge, experienced, needed by small manufacturing company in Redchester area. Send letter or resume to Box 168, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK-TYPIST-SECRETARY
Small, pleasant, sales office in Livonia needs someone with good typing skills who is willing to learn and grow with us. Work directly with top company executive and eventually become his personal assistant. Call Mrs. Radia, 535-3615

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge for multi company. Must be experienced. Excellent working conditions in Southfield. 559-7870

BOOKKEEPER
Journals thru payroll taxes, light typing & filing. Experience with building contractors 641-7750

BOOKKEEPER - mature person for Accounting and Tax company located in Farmington Hills. Knowledge of payroll and sales taxes required. Excellent working conditions. Call or send resume to: P. O. Box 337, Farmington, Michigan 48024. Phone: 626-4881

BOOKKEEPER
Retail experience. Typing & Peghoard. Birmingham area. 539-8300

Bookkeeper/Secretary
ONE GIRL OFFICE
Typing - Filing
Peg board system
Experience preferred
Call for appointment
425-0090

BOOKKEEPER TEACHER
$10.50 per hour, 25 hours per week, voc certificate required. Call Bernadine, 261-3400

BOOKKEEPER through trial balance, typing required, at least 7 years experience. Reliable, mature references. Salary open. Excellent working conditions and benefits Southfield area Call Mrs Forbes 557-1622

BOOKKEEPER wanted - retired, part time work, Dearborn hills area. Reliable and able to work a few hours day. Wages negotiable. 274-0441

BRIGHT
BEGINNER
$7,280
A good light typist, 19 years old. This friendly personable office will train you. Also figure work and a nice variety. This company is for you. Call Debbie today
SNELLING & SNELLING
478-3500

BUSY - variety spot for well qualified secretary, working for project engineers in Birmingham. Salary $10,600 plus full benefits and agency fee paid.

IMAGINE - your first job in the exciting world of advertising, if you type 55 and are well organized you will start at $600 to $650 with good benefits and fee paid

CLAIMS - secretary for Troy insurance company, no shorthand! Typing, filing, phones Benefits include dental. Salary $750 to $791. Nice hours and fee paid.

LEGAL - secretary, with good dictaphone skills, (no shorthand), for Bloomfield law firm. Work in luxurious surroundings. Salary $900 to $950 plus benefits and fee paid.

ADAMS
&
MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

Change Your Style
FOR 1980
And Make Your New Year Resolutions Pay Off.
Work Temporarily For
Witt
The Temporary Help People
All Office Personnel Needed
SECRETARIES
TYPIST
CLERKS
SWITCHBOARD OPRS
Give yourself a break and call:
525-0330
569-7500
259-7788
For more information, ask about our Bonus and Gold Card Discount Program.

CHURCH SECRETARY
Full-time Secretary for Head-of-Staff. Good typing, some knowledge in use of dictating equipment. All general office duties Mon. thru Fri., 9AM to 5PM. Call Rose Waters. 642-0100

CLAIM EXAMINER
Group Health Insurance computerized payment system. Southfield office location, excellent starting salary & benefits. 557-2500

CLERICAL - Fox Photo accepting applications for receptionist, good phone manner, light typing, will train between 8:30am-5pm, 775 Davis, Plymouth
An Equal Opportunity Employer

CLERICAL
GENERAL OFFICE
Property Management Firm needs quick, sharp, take charge person for General Office, Clerical & Administrative work. Excellent working environment, Great salary, 9 Mile - Southfield location
557-2500

CLERICAL- Part time. 2 or 3 half days per week. Flexible hours. Filing, typing, phone messages. Call Friday, 8AM-12NOON. 626-8388

CLERK TYPIST and Transcriptionist positions open in Southfield Office. Clerk Typist 35 WPM, no office experience necessary. Transcriptionist 60 WPM, dictaphone experience. Call Cathy Pritchard at 559-5500

CLERK TYPIST, part time or full time, permanent position, doing statistical typing and filing with controlling engineering firm in Farmington Hills Hours flexible, call for appointment, 851-4318

CLERK TYPIST
The Frankenmuth Mutual Insurance Company is a Clerk Typist position available in their Telegraph Road-Bingham Farms office. The position requires a person with good typing skills. Lovely office, good pay and fine company paid benefit program. If qualified, call the Branch Manager for interview appointment. 313-447-4000
An Equal Opportunity Employer

CLOSING
CLERK-TYPIST
For Real Estate related service company located in Livonia. Must be accurate, conscious, type 60 WPM, high school graduate, 1 yr. experience in real estate office or lending institution. Permanent full time position available with good company benefits. Phone for interview.
478-8823, ext 313
An Equal Opportunity Employer

COMMUNICATIONS
CLERK
Our World wide organization is seeking an individual who possesses excellent organizational ability and a flair for detail, to assist in the establishment of a nationwide telecommunications system. The qualified individual should possess knowledge of office procedures including good communication and typing skills. If qualified, please call Sue Cebalo.
355-9300, ext. 253
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION

EXECUTIVE SECRETARY to President of Distributorship, with excellent typing skills (80 WPM). Dictaphone & bookkeeping experience. Telephone contact with customers. Excellent benefits. Maple & Telegraph. 645-0950

504 Help Wanted Office-Clerical

Communications
Specialist
Exciting suburban company needs your skills for temporary TELEX, TELETYPE or SWITCHBOARD with TYPING. Call today for a personal interview. HURRY!
TOP SKILLS EARN TOP $
17142 Farmington Road
522-4210
TEMPORARY
STAFF

COMPETANT secretary - typist for executive director of large Synagogue in Farmington Hills 851-5100

COMPUTER OPERATOR with typing & bookkeeping background. An equal opportunity employer. H.D.S., Inc., Farmington Hills. Contact Carol 851-8400

CONSTRUCTION FIRM in Southfield looking for Girl Friday, Secretarial skills, & Typing experience Call Gail between 9AM-5PM 557-1511

DATA ENTRY CLERK
Part Time CRT entry operator. No experience necessary. Some typing skills helpful. $4.09 per hour. Call Mr. O'Connor. 424-8904

DATA PROCESSING
OPERATOR
Full responsibility for Entering, Balancing & printing various small business computer system outputs. We need a self starter with experience in Manufacturing Data Processing. Should be a fast accurate typist, and have experience under pressure and deadlines. Company Paid Fringes. Interested with salary history or telephone for an appointment to Mr. M. McCoy,
or Cox Instruments 15300 Fullerton,
Detroit Mich 48227 Equal Opportunity Employer M/F

DOCTOR RECEPTIONIST, $175
Greet and welcome patients, type!
Rosemary Ford Employment Service
424-8416

EXCEPTIONAL Opportunity for Receptionist with strong clerical background Career position to complement an excellent staff in Pegboard department, with control, insurance, top salary & benefits 559-3010, After 7PM 557-5531

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Position demands perfection and responsibility. Call for more information 353-2109

EXECUTIVE SECRETARY
Southfield advertising agency has immediate opening for executive secretary. Must type 70WPM. Shorthand desirable. Experience working for a large group of people. Must be available to work overtime and able to work well with others. Good company benefits Please call Helen 827-8343
An Equal Opportunity Employer

EXECUTIVE SECRETARY
For senior partner of national law firm at its Southfield office. Legal experience helpful. Contact Office Manager, 644-4918

EXPERIENCED bookkeeper, able to complete thru trial balance, part time approx. 24 hours per week, downtown Birmingham location. 645-5510

EXPERIENCED legal secretary for large, prestigious law firm located in Southfield, excellent typing skills, shorthand, dictation equipment & bookkeeping a must, present resume upon interview, ask for Cathy 355-9100

EXPERIENCED legal secretary needed for Telegraph - 13 Mile law firm. Excellent working conditions & fringe benefits 642-2250

EXPERIENCED Legal Executive Secretary for law firm in Farmington Hills, salary commensurate with experience & ability, Call after 1 PM. 626-3448

• EXPERIENCED PAYROLL CLERK - Qualifications include knowledge of and in preparing a computerized payroll, Federal, State, Unemployment tax rules & regulations, & fringe benefits. Salary Open
Send Resume to Gene A. Thielele, Assistant Superintendent, Royal Oak Schools, 4000 Crooks Rd., Royal Oak, Mi. 48073

EXPERIENCED SECRETARY, Full time or part time. Real Estate management office located in Farmington Hills. Mon. thru Fri 9 to 5. 626-5355

FILE CLERK-TYPIST
Wanted full time for Southfield insurance agency. Contact Cindy at 353-5800

FRETTER APPLIANCE HAS
an opening for a mature person in our Clerical Dept. Will be responsible for inputting data into CRT, typing skills necessary. Apply in person at Fretter Appliance, 25951 Schoolcraft Rd., Livonia, Mi. Between the hours of 8 AM & 4pm. Monday thru Friday.

FRONT DESK
This firm needs a Smiling Super Star to contact clients & callers. Bright beginner with typing ability going PBX experience. $160 Start with 90 day review & twice yearly bonus
Call 541-8600
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

FULL & PART TIME
Fdr Southfield insurance office, Call Mon. thru Fri 9-4
353-7744

FULL TIME position available for Medical Biller. Experience preferred. Call for interview. Searle Optical Group. 352-0700

GENERAL OFFICE
Rochester, part time, 5 days, permanent, assist in variety of duties, typ 55. Ask for Joe 652-2630

GENERAL OFFICE - experience with accounts payable and general clerical duties for tool and die shop. Full time. 15770 Dale, Fenkell Telegraph area.

GENERAL OFFICE/TYPIST
For Vic Tanny International located in Wood. Wood, at Big Beaver Rd., Birmingham. Mature, well groomed, reliable help preferred

GENERAL OFFICE
We are seeking a dependable person in a career in the business world. Entry level position offers advancement potential. Typing required. Pleasant Southfield location & full benefits. Fee paid. Call Mrs. Ann Arbor 353-3259

GENERAL OFFICE, Experienced, includes typing, handling telephone calls, filing, mail preparation and other specific bookkeeping functions (i.e. accounts payable). Farmington Hills manufacturer. Modern office, good working conditions and benefits. 478-1200

GENERAL OFFICE Bookkeeper Teacher, $10.50 per hour, 25 hours per week. Voc. certificate required. Call Bernadine, 547-0190

GENERAL OFFICE
Typing at least 50wmp, and filing. Full time. Insurance benefits. Southfield location. 353-8444

GENERAL OFFICE
Aggressive, self motivated, & dynamic individual to assist Buyer in General office & Clerical duties. Must be able to communicate well with people & handle numbers & details well. Office is small, informal, and pleasant atmosphere. Excellent benefits, apply in person with resume at 15201 Century Drive, Dearborn, (1 block N. of Rotunda Dr. E. of Greenfield.) On Friday Jan 18, 9AM-4:30PM 336-4700

General Office
Career opportunities, full time positions now available in expanding Southfield Corporation. Good salary and benefit package, convenient office location. Experience desired, training available. Ask for Jean at 642-4200.

GENERAL CLERICAL person full time, Farmington Hills location. Some typing necessary. Prefer neat well kept appearance. Call Tom Desmond 476-5878

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Typing at least 50wmp, and filing. Full time. Insurance benefits. Southfield location. 353-8444

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Aggressive, self motivated, & dynamic individual to assist Buyer in General office & Clerical duties. Must be able to communicate well with people & handle numbers & details well. Office is small, informal, and pleasant atmosphere. Excellent benefits, apply in person with resume at 15201 Century Drive, Dearborn, (1 block N. of Rotunda Dr. E. of Greenfield.) On Friday Jan 18, 9AM-4:30PM 336-4700

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