TO WIN: Send your name and address, on a postcard; to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

502 Help Wanted Dental-Medical

REGISTERED NURSE
PART TIME - MIDNIGHT SHIFT
Apply in person:
Middlebelt Nursing Center
16900 Middlebelt Rd., Livonia
425-4200

RN's
needed at Northville Regional Psychiatric Hospital. $15,743 to $18,643.
Michigan Civil Service benefits. Please contact Mrs. Nixon.
349-1800cext.231
An Equal Opportunity Employer

R.N.'s: $6.60 - $8.40
L.P.N's: $5.40 - $6.60
FULL AND PART TIME
Work Your Own Schedule
Work Close To Your Home
SUBURBAN HEALTH CARE SERVICES
Michigan Life Building
28333 Telegraph Road
Suite 407
Southfield, Michigan 48034
or call:
352-7150

ADMINISTRATOR, Licensed, experienced in Public Relations, to manage medical entity. Exciting, lucrative position. Reply Box 374 Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

AFTERNOON SHIFT NURSES AIDS
FULL TIME
Apply in person, or call University Convalescent & Nursing Home, 28550 Five Mile Road, Livonia 427-8370

AIDES - RN'S LPN'S - P.T.'S
Live in companions, mother's helpers, needed for immediate placement, recent experience necessary, choice of assignments, shift, weekend, holiday differential. Paid malpractice insurance. Gas allowance. Ask about our bonus plan.
AB CARE INC.
HOME NURSING
424-8377

BOOKKEEPER - OFFICE MGR. for busy Dental Office, Detroit. Administrative ability with high degrees of maturity & responsibilities absolutely necessary. Excellent clerical skills required. Some dental experience & accounting background desired. Good opportunity for right person. Salary commensurate with credentials. Send resume to: Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CHAIRSIDE Assistant, mature & experienced preferred. Farmington Hills area, full time, call Gloria 855-2025

CHAIRSIDE Assistant for Livonia Orthodontic office. Mature, reliable, experience preferred but not necessary. Must have own transportation. 261-8868

CHAIRSIDE Dental Assistant - enthusiastic, mature, career-oriented for beautiful new progressive 2 Dentist office. Some experience preferred. Willing to learn. No evenings. Westland/Livonia area. Reply to Box 174, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

CHEERFUL receptionist assistant wanted for doctor's office in Livonia, part time. Send resume to Box 210, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

DENTAL ASSISTANT - Full time. In Fisher Building, Detroit. Must be certified with some chairside experience. No evenings or Saturdays. Excellent position for qualified person. 871-2141

DENTAL ASSISTANT-For specialty practice, Birmingham Area. 1 year previous experience in dental office necessary. Excellent benefits. 647-7739

DENTAL ASSISTANT, Northland, Nine Mile Medical building, some knowledge of chair side assisting and insurance work preferred, but not necessary, pleasant office, 4½ days. 569-3552

DENTAL ASSISTANT
Dental School on E. Jefferson is seeking a certified assistant skilled in hygiene dentistry, to assist students in providing dental care. 45-week work year, plus excellent benefits including FREE TUITION.
University of Detroit
Call Mrs. Dickerson,927-1515
Equal Opportunity/Affirmative Action Employer

DENTAL ASSISTANT. Farmington Hills area. If you are interested in a comprehensive training program and are bright and industrious call 626-6810

DENTAL ASSISTANT - Endodontic practice, Northland area, chairside experience preferred, congenial staff, P.C. benefits. 353-0011

DENTAL ASSISTANT, experienced, 4½ days, no evenings. Profit sharing, sick & vacation benefits. 543-1181 days, or after 5 PM 626-1027

DAY SHIFT NURSES AIDS
FULL TIME
Apply in person or call: University Convalescent & Nursing Home, 28550 Five Mile Road, Livonia 427-8370

DENTAL ASSISTANT
Northville area. Experienced in 4-handed chairside. Able to work well with people. 349-3644

DENTAL ASSISTANT, full time, mature person to serve as Office Manager, some chair assistance, experience preferred. Will train if qualified. 13 Mile Farmington Rd. area. 851-6020

DENTAL ASSISTANT
Prevention orientated office seeking Dental Assistant. Experienced in 4-handed dentistry. Call between 8am-5pm 828-9557

DENTAL HYGIENIST, Fred Rd. - Middlebelt area. Available for Pt. Please send handwritten resume to P.O. Box 660, Garden City, MI. 48135

DENTAL HYGIENIST
Full or part time. Excellent working conditions. Pontiac area. Call 335-8164

DENTAL HYGIENIST
Hygenist needed part time, general practice, no Evenings or Saturdays, Redford area. 535-1189

DENTAL INSURANCE Secretary - Full time in Fisher Building Detroit. Certified Dental assistant with experience preferred. Must have good secretary skills. No evenings or Saturday. Benefits included. 871-2144

DENTAL RECEPTIONIST - experience necessary. Non-smoker. Fringe benefits. 547-7110, after 6pm 548-1388

DENTAL RECEPTIONIST, orthodontic office, Birmingham. Must type well, business experience preferred. Between 9 and 10AM 644-5400

DENTAL receptionist assistant, new modern office, Somerset area, needs full time receptionist. Dental experience not necessary but preferred. Excellent opportunity for energetic young person. Salary open to negotiation. No Sat. Call for appt. 649-3118

DENTAL RECEPTIONIST needed full time for busy West Dearborn practice. Experience preferred, no Saturdays or evenings. 565-0690

DENTAL Receptionist. Pleasant, mature for progressive 2 dentist office. Some experience preferred. Willing to learn. No evenings. Westland/Livonia area. Reply to Box 173, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

HOLISTIC
MEDICAL ASSISTANT
Male - female, non-smoker preferred, must be able to communicate well and have essential skills for simple x-rays, EKG, Venapuncture, intravenous, and intramuscular injections, simple physical therapy. Willing to learn nutrition, preventive medicine. Send resume to Box 10, Westland, Michigan, 48185.

DENTAL ASSISTANT
Solo General Practitioner needs office manager to handle bookkeeping, payroll, some insurance and collection, recall of appointment scheduling duties. Mature, responsible and pleasant person. Must have some dental experience. 626-1417

DIRECTOR OF NURSING
Full time. Must have experience with Medicare and Medicaid.
WILLIAMSBURG CONVALESCENT CENTER
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

EXPERIENCED Assistant in four-handed delivery wanted full time employment, good benefits. Monday thru Friday. 525-9550

EXPERIENCED Medical Receptionist for medical surgical office. Plymouth area. 453-0339 or evenings call 349-3747

EXPERIENCED Medical Receptionist, Westland Area. Call between 5 & 7pm. 353-1171

MATURE RECEPTIONIST for Southfield/Farmington Hills 4½ day dental office. Send resume, including salary desired, to: Box 378, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

MEDICAL ASSISTANT needed for physicians office, Troy/Birmingham area. EKG background. Call 855-1559

MEDICAL ASSISTANT
Must know keyboard and insurance forms. 4 days a week, Wed. off. Call 353-3240

MEDICAL ASSISTANT
For busy Internist's office in Southfield. Experience in EKG, injection and office procedures. 557-3657

MEDICAL ASSISTANT Needed for doctor's office in NW Detroit, top full time position, open for responsible, mature individual. Diversified duties consisting of all aspects of medical office including billing & assisting doctor in patient care. Must be knowledgeable in general office duties including typing & etc. Medical background not necessary. Comparable work experience will qualify. Salary commensurate with ability & previous experience. Good benefits. Please call between 10am-6pm, Mon. thru Thurs. 271-6116

MEDICAL ASST for general practice, experience necessary. 378-1825

MEDICAL INSURANCE biller needed. Must know Blue Shield, Medicare, and 3rd party insurance. Experience necessary. 559-0505

MEDICAL OFFICE
Position for Wed. 9AM-5PM, light office duties & cleaning. Canton area. 455-8180

MEDICAL RECEPTIONIST busy family practice, Farmington area. Experience preferred but not necessary. Monday thru Friday 8:30AM-5:30PM. Call for appt. 476-2420

MEDICAL RECEPTIONIST, Insurance and assisting background a must. Monday thru Friday, benefits. Must be able to cope with busy office. Only experienced need apply. Southfield. Call Ann 358-7744

MEDICAL SECRETARY - Assistant. Surgeons office in Troy seeks a mature, responsible person with good typing and phone skills. Excellent salary and benefits for qualified individual. Send resume to Box 276, An Equal Opportunity Employer

MEDICAL TYPIST
Part time, 3 days a week, experience necessary and knowledge of all insurance forms. Excellent wages, and working conditions. 353-6587

Mental Health Workers
For Midnight Shift
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

M. S. W.
Immediate opening for a Social Worker at a psychiatric hospital. Experience with in-hospital care preferred. Mrs. Razgunas, Director. Send resume or call
Ardmore Acres Hospital
19810 Farmington Rd.
Livonia, Mich. 48152
474-3500

NURSE AIDES
All shifts, full time only. Will train, good benefits. New starting rate. See Ms. Watkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
Equal Opportunity Employer M/F

NURSE AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for midnights.
EARN $2.95 - $3.60 HR.
APPLY NOW
HENDRY Convalescent Center
105 Haggerty, Plymouth
455-0510

RECEPTIONIST & SURGICAL Assistant-full time, for oral surgeon. Experience preferred, Plymouth area. Interviews call 455-0718

RECEPTIONIST for OB-GYN office knowledge of Medical terminology, typing board, Blue Cross, etc. Salary open. 352-7150

NURSE AIDES & ORDERLIES
Reasons for applying at Beverly Manor Convalescent Center:
1. $2 an hour to start.
2. Increase after 90 days.
3. Paid - Free training, no experience necessary.
4. Certified attendant program with raise and certificate.
5. Flexible schedules.
6. Uniforms not required. We use a dress code.
7. Babysitting service for day shift.
8. Attendance bonus of 5 days pay every 4 months.
9. 10 paid sick days per year.
10. 7 paid holidays per year.
11. Medical insurance including prescriptions available.
12. Life insurance available.
13. Dental insurance available.
14. Paid vacation after a year.
15. Pro-rated part time benefits.
16. Retirement savings program available.
APPLY MON - FRI.
9 AM. - 5 PM.
AT:
BEVERLY MANOR CONVALESCENT CENTER
24500 Meadowbrook Rd.
Novi, MI. 48050

NURSE AIDES
Pleasant surroundings, excellent fringe benefits, all in a small nursing facility cottaged among the Evergreens. If you are not experienced, we will train. Full and part time help needed on day & afternoon shifts. Apply in person weekdays 9 AM TO 5 PM. Front office. St Jude Convalescent Center, 34350 Ann Arbor Trail, just east of Wayne Rd., in Livonia. 421-4800

NURSE AIDES
With experience and transportation needed to work in hospitals, nursing homes & private homes. Experience the freedom & flexibility of scheduling when you are available to work. No fees. Excellent wages, work near home.
AMC HEALTH CARE I
Livonia - Suite 103W, Livonia Office Pavilion Across from Livonia Mall, 19500 Middlebelt. Mon. 1-4 PM., Wed. & Fri. 10-2 PM.
478-2590
SOUTHFIELD - Suite 218, 17000 W. 8 Mile, Mon. Wed., Fri., 12-4 PM.
569-2781
PONTIAC - Suite 205, Capitol Savings & Loan, 75 W. Huron at Wildcrack. Tues. & Thurs. 1-4 PM.
336-6880

NURSE ATTENDANTS & Orderlies. Full time, fringe benefits. Bedford Villa Nursing Home. Southfield. 557-3333

NURSES AIDE DAYS
No experience necessary, good benefits and wages. Apply in person
Wishing Well Manor
520 W. Main St.
Northville

NURSES AIDES COMPANIONS SITTERS
$3.50 HOURLY
SUBURBAN HEALTH CARE SERVICES
352-7150

NURSES AIDES for 39 year old paralyzed woman. Westland area. Days, eves & weekends. 437-2088

NURSES
ENJOY YOUR FREEDOM YOUR FAMILY Your Profession
TOP WAGES
RN'S $7-$9.35
LPN'S $6-$8.35
BENEFITS
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Vacation Pay
Malpractice Ins.
Major Medical
Paid Mileage
Holiday Pay
In Service Education
MEDICAL PERSONNEL POOL
BLOOMFIELD
PONTIAC
334-9220
DETROIT
SOUTHFIELD
569-1950
DEARBORN
DOWNRIVER
562-0900

NURSES
Southfield Rehabilitation Center is now accepting applications for R.N. & LPN'S. All shifts available. Excellent benefits, merit salary scale, tuition reimbursement plan. No Nutrition. Contact Nursing Office. 569-1500 ext. 319.
Southfield Rehabilitation Center
22401 Foster Winter Dr.
Southfield, MI 48075

OFFICE MANAGER
TO $12,000
Excellent opportunity with suburban medical clinic. Your organizational ability and typing skills are a must
TOWN & COUNTRY EMPLOYMENT CENTER
Med. Dental Div. 474-1717

PART TIME experienced Medical Assistant for pediatric's office located West 10 Mile-Farmington Hills. Contact between 6-10PM. 476-3633

PART TIME Medical Assistant for busy Birmingham specialist office. Experience necessary. Normal days Mon., Thurs., Fri. Contact Laurel Toon, or Fri. 8-4 PM. 646-1353

PART TIME Medical File Clerk & Typist position available at Garden City Clinic, hours 9-2 Monday through Friday. Call Janet for interview. 421-7079

PART TIME typist, Mon. thru Fri. 1-6, non smoker, dictaphone, Troy area. 643-7770

PHYSICAL THERAPIST, assisting, part time, Woodward - Square Lake area. 335-1155

PHYSICAL THERAPIST, assisting, part time, Woodward-Square Lake area. 335-1155

PHYSICAL THERAPIST
We have a challenging opportunity available for a Physical Therapist to treat patients in our small but growing physical and occupational therapy department. We offer an excellent salary and fringe benefit package. For more information, please call Personnel.
METROPOLITAN HOSPITAL WEST
28333 Joy Rd., Westland
522-6800,ext 286
An Equal Opportunity Employer

PHYSICAL THERAPIST AIDES, experience preferred but not necessary to help therapist in pleasant surroundings with excellent benefits. Apply in person between 1 & 3 PM, weekdays, front office. St. Jude Convalescent Center, 34350 Ann Arbor Trail, east of Wayne Rd. Livonia. 421-4800

RECEPTIONIST
For general practice doctors office. Typing necessary, full time. Southfield 557-8860

REGISTERED NURSE
We are currently seeking a Registered Nurse to work full time in our small suburban hospital on our afternoon shift. The requirements for this position is a minimum of one years experience in Medical - Surgical Nursing. We offer an excellent starting salary which includes cost of living, a fully paid benefit package and a congenial work environment. For more information, please call personnel.
METROPOLITAN HOSPITAL WEST
28333 Joy Rd. Westland
522-6800, Ext.286
An Equal Opportunity Employer

REGISTERED NURSE
Part time afternoon shift. Outpatient clinic. Ask for Carol Campbell: 624-6633

RN for allergist's office in Northland area. Please call between 10 AM - 2 PM 569-0569

RN FOR PART TIME AND WEEK-ENDS. 334-4733

RN-LPN
Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. See Mrs. Ferguson.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN OR LPN for Saturdays, occasional holiday and relief nurse in busy pediatrician's office in Farmington. 477-1127

RN'S -LPN'S
Experience the freedom and flexibility of scheduling when you are available to work. No fees. Excellent wages. Challenging opportunities.
AMC HEALTH CARE
LIVONIA - Suite 103W, Livonia Office Pavilion across from Livonia Mall, 19500 Middlebelt, Mon. 1-4pm. Wed. & Fri. 10-2pm.
478-2590
SOUTHFIELD - Suite 218, 17000 W. 8 Mile, Mon., Wed., Fri. 12-4 pm
569-2781
PONTIAC - Suite 205, Capitol Savings & Loan, 75 W. Huron at Wildcrack. Tues. & Thurs. 1-4pm.
338-6880

RN'S & LPN'S
Full time, all shifts, fringe benefits. Pleasant working conditions. Bedford Villa Nursing Home. Southfield. 557-3333

RN's-LPN's
Join the new team at Bloomfield Hills Nursing Center. New ownership and administration. We are seeking qualified nurses for a challenging position in Geriatric Nursing. We offer competitive starting salaries and benefits.
For a personal interview contact:
J. Purdy, RN, Director of Nursing.
338-0345 ext 34

RNS - LPNS
Reasons for applying at Beverly Manor Convalescent Center.
1. $5-6 PER HOUR TO START
2. INCREASE AFTER 90 DAYS.
3. FLEXIBLE SCHEDULES.
4. BABYSITTING SERVICE FOR DAY SHIFT.
5. ATTENDANCE BONUS OF 5 DAYS PAY, EVERY 6 MONTHS.
6. 10 PAID SICK DAYS PER YEAR.
7. 7 PAID HOLIDAYS PER YEAR
8. MEDICAL INSURANCE, INCLUDING PRESCRIPTIONS AVAILABLE.
9. LIFE INSURANCE AVAILABLE.
10. DENTAL INSURANCE AVAILABLE.
11. PAID VACATION AFTER A YEAR.
12. PRO-RATED PART TIME BENEFITS.
13. RETIREMENT SAVINGS PROGRAM AVAILABLE.
Openings part time days, full and part time afternoons, full and part time Midnights. Apply Monday - Friday, 9 AM - 5 PM. at:
BEVERLY MANOR CONVALESCENT CENTER
24500 Meadowbrook Rd.
Novi, 48050

RN SUPERVISOR - pediatric wing, 270 shift. Blue Cross, full fringe package, 3 weeks vacation, free meals. Warren Village 758-5940

SUPERVISORY position on afternoon shift in processing for mature individual. Call between 12 - 3 pm 557-8080

UNUSUAL opportunity for RN in small nursing home in W. Bloomfield. Please call Mr. King between 10 AM - 3 PM. 343-4121

WANTED LPN, part time, experience in maternity and pediatrics. 538-1707

WARD SECRETARY
Needed for private nursing home in Southfield. Hours 9AM-5PM. Prefer experience. 557-3333

X-RAY TECHNICIAN
To work part time in Livonia area. Please call for appointment, 464-1419

504 Help Wanted Office-Clerical

SECRETARY
Immediately, 12 months, 8 hours per day. Shorthand equivalent required. Benefits. Apply in Personnel Office
BLOOMFIELD HILLS SCHOOL DISTRICT
4175 Andover, Bloomfield Hills
An Equal Opportunity Employer

A BANK SECRETARY
$198 Wk. Starts available. Fee Paid by employer for person with Typing & Shorthand, previous experience not necessary. Employment Center 540-1636

Accounting Clerk
We have an immediate opening in our Birmingham office for an entry level accounting clerk. The preferred applicant would have some college course work in bookkeeping or accounting. No experience is necessary although light typing skill is required.
This position offers a competitive salary, excellent benefits and an attractive work environment.
Please contact: CHRIS LANE.
645-1796
BURGER KING
30100 Telegraph Rd.
Birmingham, Mi.
48010
Equal Opportunity Employer M/F

BECAUSE WITT LIKES YOU
All Witt Temporary Employees are included in our bonus program. We offer TOP WAGES for TOP SKILLS. Work close to your home.
SECRETARIES
TYPISTS
ALL OTHER OFFICE SKILLS
No FeeNo Contract
11 BRANCHES
For the office nearest you call:
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OFFICE PERSONNEL POOL has immediate openings for:
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One easy phone call will give you all the information you want.
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OFFICE Personnel Pool
Temporary Personnel Since 1946

ACCOUNTANT - Bookkeeper, for CPA, Farmington Rd. & 8 Mile, contact Mrs. McKinley 476-2110

ACCOUNTING CLERK to work in accounts payable department, experience a must. Southfield location. Call Helen, 355-9200 ext 261

ACCOUNTING CLERK, we have an immediate opening for an accounting clerk to be responsible for accounts payable and accounts receivable. Successful candidate will have a minimum of two years accounting experience. College level accounting - a plus. You must be a self starter with above average numerical aptitude. Excellent benefit package. Interviews are being held daily. Apply at or send resume to: 30075 Northwestern Hwy., Farmington Hills, MI.
ACCOUNTS PAYABLE CLERK
Excellent opportunity available with manufacturing division of Fortune 500 Corporation. This position requires 6 months to 1 year accounts payable experience. Must be high school graduate. Please send letter of application or apply in Person to:
Manager Employee Relations
SELASTOMER DISTRIBUTOR INC.
23800 Research Drive
Farmington, Mi. 48024
Located Farmington Industrial Freeway Park, 10 Mile-Grand River
Equal Opportunity Employer M/F

Accounts Payable
Experienced, to assist in Accounting Department. Must be mature and have an aptitude for figures. Novi area. Call Ms Harrier weekdays 10 AM to 3 PM.
349-5000

ACCOUNTS PAYABLE CLERK, for Northwest Area Building Supply company, experience preferred, excellent fringe benefits, call 624-6537

A FARMINGTON HILLS corporation is seeking an executive secretary responsible to office personnel. The ideal candidate must be career oriented persons willing to work overtime and to travel occasionally. Excellent stenographic and organizational skills necessary plus good interpersonal relations. Competitive salary and fringe benefits, pleasant surroundings. Send resume in confidence to Box 286, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

A NATIONWIDE Income Tax firm needs temporary clerical help. No experience necessary. Full or part time, day or evening shifts. $2.90 per hour. Plymouth location. For more information call 459-4704

ANSWER PHONE
For busy suburban office, other duties include: meeting people, filing, medium typing. $650 month, fee paid. Call Gina.
644-4600
SNELLING & SNELLING AGENCY

ASSISTANT Bookkeeper, position requires experience, for growing firm. Payroll, Southfield location. Call Moore, Smith & Hall 354-8550

ASSISTANT TO BOOK BUYER
Must have clerical/office skills, literary background or interest required. Call 353-1434

AUDITING CLERK TRAINEE
Challenging entry level position for sharp person in progressive Southfield firm. Typing required. Excellent benefits. Rapid advancement opportunities. No previous job experience necessary. Call 353-3269

AUTOMOBILE OFFICE MGR.
Fantastic chance to combine your interest in accounting with personnel management functions. Terrific benefit plan. Reply to Box 383, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BILLER, experienced only need apply. Galeana Dodge, 8700 Belleville Rd. Belleville, ask for Alice 699-7000

BILLER, experienced only need apply. Galeana Dodge, 8700 Belleville Rd. Belleville, ask for Alice 699-700

BKKPR/TYPIST
Immediate opening for General Contracting firm in Southfield, construction experience preferred, typing speed essential. Call Nancy 353-8240

BOOKKEEPER - experienced in general office procedures, including payroll and accounts payable, Birmingham area. 644-6500

BOOKKEEPER/SECRETARY
Experienced bookkeeper with strong accounts receivable background and good secretarial skills, including IBM Executive typewriter, needed for challenging job. Birmingham/Royal Oak area. Small office. Call between 9 AM -2 PM 549-9233

BOOKKEEPER AND payroll, for retail furniture store. Mon., Tues., Thurs. Friday, 9-5:30pm. Accuracy, efficiency and speed with figures most essential. Scandinavian/Branch Interiors. W. Bloomfield, Mrs Branch 626-0031

BOOKKEEPER, full time, experienced thru trial balance, accounts payable and payroll. Call Edith at 569-5885

BOOKKEEPER full charge thru trial balance, for Livonia area construction firm, peg board experience necessary, CPA recruiting for client. Resume to: 38251 Schoolcraft Rd., Livonia, Michigan 48150.

BOOKKEEPER
Full charge, experienced through Adjusted Trial Balance, all Payroll Taxes plus sales tax, 12 Mile-Southfield Area. 559-4875

BOOKKEEPER
Full time position with professional corporation in Southfield. Applicant should be familiar with accounts payable, payroll and related reports and general ledger. Reply to Southfield Radiology Associates, 21301 Foster Winter Drive, Southfield, Michigan, 48075.

BOOKKEEPER to do complete set of books for landscape company. Accounts payable, accounts receivable, payroll, and P&L. Must have due transportation. Monday thru Friday. Rochester area. 652-6252

BOOKKEEPER
To take full charge of company, full time, experience necessary. Southfield Area. 569-8232

BOOKKEEPER/TYPIST for medical clinic. Experience with all insurance forms preferred, but will train right girl. 646-8282

BOOKKEEPING ASSISTANT
Part Time, Accounts Receivable and Payroll department. Some typing. Some experience required. Preferably living in Farmington area.
477-6000

BOY O' BOY!!!
Do we need good typists! And you might need us for a new job. Fast shorthand will be a plus. Why not call - we'll help you & you help us. Top of the Month to You. Call
Permanent Staff
353-0505

BUSY construction company needs experienced secretary with excellent typing, dictaphone and capability of assuming responsibilities and working on her own. Good benefits. Southfield area. Call 9 AM - 5 PM, 569-4800

CALIFORNIA
Wanted: Mature person to transfer to California office by May 1. General office work, filing, detail work. To be trained in Detroit, to work in Southern California. For interview, Ms. Green.

CASHIER/SWITCHBOARD, automotive dealer, experience not necessary. Plymouth. Ask for Sharon 453-4411

CLERICAL WORK-FEMALE
Some experience preferred.
MAACO, Garden City
525-1111

CLERICAL WORK
available in Taylor area. Full time, Monday thru Friday, $3.50 per hour plus excellent fringe benefits. Accepting applications Sat., Mar. 17, 11 AM - 2PM, 24880 Trinity Dr., Taylor, (Goose Creek Apts.) Excellent, pleasant working conditions. Call Helen, 355-9200 ext 261

CLERK TYPIST, good personality, must be able to relieve switchboard, some office experience necessary. Southfield location, Call Helen, 355-9200 ext 261

CLERK TYPIST - office experience & good figure aptitude necessary. Previous payroll or accounting experience desirable. Southfield service organization. Salary negotiable. Call Helen 355-9200 ext. 261

COMMUNICATIONS
Southfield real estate corporation has communication position available. Typing required 60wpm clean, excellent grammar & letter composition. Some experience preferred. Phone 557-7730 Ex 541

CREDIT REPORTER. Must type 40 w.p.m. Part time and temporary position available. 557-4230

DISPATCHER CLERK
Typing and other office skills required. Must be able to work all shifts, possess mature judgement and be able to tactfully, efficiently and courteously deal with the public both in person and by telephone. Must be able to make sound decisions rapidly under circumstances of extreme pressure. Apply: Novi Police Dept., 25850 Novi Rd., Novi.

DOWNRIVER
TWO top firms offer entry sec'y spots to $800 start. Top benefits. Complete career package presented by Taylor & Dearborn Corporations. Call - 562-8900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

EXCELLENT TYPIST and general clerical for suburban real estate office. Salary open. 967-0200

EXCELLENT TYPIST
2-3 days per week
12 Mile & Northwestern
352-4168

EXECUTIVE SECRETARY
For Sales VP of stable Birmingham financial institution, experienced, responsible attitude and shorthand required. Working conditions, fringe benefits and pay all excellent. Mail resume to Box 138 Birmingham, 48012.

EXECUTIVE Secretary, 8Mile, Grand River area, Redford, Shorthand, Bookkeeping experience. 5 day week. For appointment, call 255-4010

EXECUTIVE SECRETARY-experienced, mental health clinic in western Wayne County. High level secretarial skills - self starter. Salary $18,000 to $11,500, liberal fringe. An affirmative action employer. Send resume to P.O. Box 509, Garden City, Michigan, 48135.

EXECUTIVE SECRETARY-Excellent spelling & composition ability. Excellent typing & shorthand skills. Basic bookkeeping experience, very reliable, excellent salary & benefits. Please Call Mrs. Forbes between 9-30 & 1pm. 557-1622

EXECUTIVE SECRETARY
Opportunity for ambitious, intelligent, outgoing individual with good typing and shorthand skills. Position demands perfection and responsibility. Salary commensurate with ability and willingness to learn. Pleasant working conditions, excellent benefits. For appointment call 352-8200

FILE CLERK needed for busy Southfield Office. Entry level position for person with general office skills. Willingness to learn and desire to improve. Call Kathy 358-7672

FILE CLERK
wanted for large office in Southfield. Minimum experience acceptable. Must typing, permanent, good benefits. H&S Credituers Service. 353-6300
An Equal Opportunity Employer

EXECUTIVE SECRETARY, 8Mile and Telegraph area, Southfield. Shorthand required. Bookkeeping experience preferred. Paid Blue Cross and other benefits. 261-4160

EXPERIENCED accounts receivable clerk, small congenial company located in Oak Park, is seeking a dependable person to assume all accounts receivable duties, responsibilities include posting, credit work, light typing, Blue Cross, Blue Shield, paid holidays, call 399-5323. After 5 pm 477-1284

EXPERIENCED
EDIT CLERK
o work in Data Processing Dept of suburban manufacturing company. Good opportunity for person with previous Unrelated paper work. Opportunity to learn Data Entry work. Liberal employee benefits. Apply immediately
S. M. C.
800 Junction, Plymouth
425-5600

EXPERIENCED SECRETARY-with dictation skills with minimum of 80wpm, for executive of electrical powder supply manufacturer. Excellent starting wage and full range/all company paid fringe benefits including pension plan. Full time 40 hour week. Pleasant working conditions. Apply at Dynapower Corp., 29199 Orchard Lake, FArmington Hills.

EXPERIENCED TELLER for Credit Union. At least 6 months experience. Phone Mr. Smith at: 476-7190

EXPORT SALES Department has immediate opening for experienced typist 80 WPM. Good office skills required. Southfield area. 557-1600

FAST Growing company looking for mature gal to assist office manager. Must be good at math. Must enjoy working with figures & typing. 8 Mile & Merriman Area. 478-7770

FILE & DELIVERY CLERK, full or part time for variety of duties in large Southfield Law firm. Own transportation necessary. Super opportunity for active retired person. Mr. Bernard 355-5000

FULL TIME BOOKKEEPER
Banking experience preferred.
Security Bank of Novi
41255 10 Mile Road
Novi, Michigan.
Call for appointment
478-4000
An Equal Opportunity Employer

FULL TIME HELP wanted, male or female, knowledge of office machines helpful. Will train. Apply in person: Interfink Inc., 3000 Middlebelt, Inkster.

FULL TIME supervisory position on afternoon shift in private lab for mature individual. Will train. Call between 12-3 pm 557-8080

GENERAL OFFICE & KEYPUNCH get needed for large Southfield firm, also includes working with office supply control. Expanding a small, excellent salary, complete hospitalization plus dental. Excellent other benefits. Free parking. 5 days. Please send resume to the Attention of Mrs. D. A. Prach, c/o Lewis Cooper, 11400 Strathmoor, Detroit, MI. 48227

GENERAL OFFICE
A Southfield property management company is looking for someone with typing and math skills. Recent experience not necessary. Pleasant working conditions. Marlon.
569-5555

GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Dept.
Alexander Hamilton Life Insurance Co. of America
12 Mile & Farmington Rd.
553-2000

GENERAL OFFICE with typing and bookkeeping experience. Troy area. Full time. Good benefits. Call 525-6560

GENERAL OFFICE, typing, bookkeeping experience. Livonia area, full time, good benefits. Light office between 7:30 AM - 4:30 PM. 525-6560

GENERAL OFFICE HELP
For busy Rochester area Insurance office. Commercial experience helpful. Typing a must. Days. 652-4100, Evenings 651-6488

GENERAL OFFICE/Accounting. Small firm located in northwest suburbs, needs person with accounting background who can handle diversity. Must have a minimum of 5 years office experience and possess above-average typing skills and accuracy in working with figures. Call for interview appointment: 355-5645

GENERAL OFFICE
Main office of a retail drug chain, needs a general office person to perform office duties such as: typing, filing, adding machines, & assist on the phones. Shorthand or dictaphone very helpful. Excellent working conditions & benefits. Dearborn Location. Call for an appointment. 336-4700
ARBOR DRUGS

GENERAL OFFICE, with Key Punch. Michigan's largest wine distributor has immediate opening for general office plus key punch experience. Must also be able to keep inventory control of office supplies. Excellent salary. Excellent fringe benefits including paid Hospitalization and Dental. Work week Detroit area near I-96 expressway. Free parking. 5 day. Send resume to Lewis Cooper Company, 12450 Strathmoor, Detroit, Michigan, 48227, Attention D. J. Prach.

GIRL FRIDAY - busy auto related business; mature, ambitious person. Apply in person at 30100 Ford Rd. Garden City between 9-1 pm.

GOOD TYPIST for Northland area office. Interesting work, 5 days, all benefits, beginner. Blue Cross benefits. 569-1090

GOOD TYPIST, 60 wpm minimum, dictaphone, buy engineering sales office. Wixom area. 349-8200

GREAT JOB!
FEE PAID. Well known firm offers great working atmosphere and super salary for your typing of 70 Harry
COMPUTER OPERATOR
TO $13,000
FEE PAID. Fantastic opportunity with growing company, experience on a System 32, model 10 or 15 required. OCL experience a must! Super Benefits!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

HEAVY Telephone work, 9-5PM Mon. thru Friday. No typing necessary. Insurance or medical background helpful. Call 644-2383

HELP WANTED EXPERIENCED
Secretary with advanced typing and shorthand skills. Good organizational skills and effective PR contact required.
Apply in person at
PERSONNEL OFFICE
MADONNA COLLEGE
36600 Schoolcraft
Livonia, Michigan 48150
Equal Opportunity Employer M/F

IMMEDIATE opening in a Farmington Hills corporation for a clerk/typist. Typing 60wpm and good English skills necessary. Experience in insurance and claims helpful but not necessary. Pleasant surroundings. Send resume in confidence to Box 286 Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

IMMEDIATE OPENING for telephone order entry operator, experienced or will train to operate CRT computer in Sales department of National Book Wholesaler. Responsibilities include processing customer initiated orders and participation in sales promotional program. Pleasing telephone manner essential. Salary Commensurate with experience. For further information call Rena, 525-1500

INSURANCE AGENCY Farmington Hills, clerical, typing required, filing and general office duties. Call for appointment, 851-6408

INSURANCE
Large Health insurance carrier now has openings for Medical Claims Processors. Positions open in experienced Claims Approver or someone with a strong medical terminology background. Salary commensurate with experience. For an interview appointment contact Mr. Kimmer
968-1303

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Livonia 569-2220
Utica 254-1910

KEYPUNCH
KEYPUNCH Operator needed for Suburban office, experience helpful but not necessary. Knowledge of 3741 helpful. Willing to train. Salary commensurate with experience. Excellent Benefits. Good opportunity for hardworking individual looking for a future. Call 338-4760 for appointment.
ARBOR DRUGS

LARGE FURNITURE store in Royal Oak has an opening for an Office Clerk, experienced preferred. Good salary, good company benefits, good working conditions. 5 day week, 3 evenings. Call Mr. Cohra 548-2600

LEGAL SECRETARY for growing Troy Law firm. Experience preferred. Start part-time. 362-0360

LEGAL SECRETARY needed for Bloomfield Hills law firm, good typing, dictaphone required, excellent benefits. Call Linda Widrig 851-9500

LEGAL Secretary for downtown office. Experienced or will train. Must appearance and good typing. 963-7755

LEGAL SECRETARY
Southfield Office. Excellent skills required, experience not necessary. 355-4141

LEGAL SECRETARY immediate opening, suburban personnel firm. Good typing, shorthand, thinking essential. Salary commensurate. For appointment 626-8722

LEGAL SECRETARY
Leading firm needs your good experience and skills. Some administrative duties. Great opportunity, $12,000 plus. Hurry, call now!
353-2090
SNELLING & SNELLING PERSONNEL

Legal Secretary
Downtown law firm has an exceptional opportunity for legal secretaries with 3-5 years experience.
Our large, growing firm offers top