500 Help Wanted

MANAGEMENT

Exciting Management Opportunity WITH FASHION RETAIL CHAIN

Young, successful, rapidly growing chain of children's sportswear stores is in need of entry level people to fill the Assistant Store Manager positions in our FAIRLANE, TWELVE OAKS, AND OAKLAND MALL stores. Positions also available in our soon to be opened store in the BRIARWOOD MALL.

We are looking for college educated people or people with retail experience who are interested in a fast-paced stimulating career with RAPID ADVANCEMENT possibilities.

Send resume to:

the children's place
Fairlane Town Center
Space J-323
Dearborn, Michigan, 48126

MANAGER - NIGHT SHIFT
Some cooking experience helpful, excellent salary & benefits, apply in person, Custer Big Boy, 4900 Ford Rd.

MONEY, MONEY, MONEY
Telephone sales persons needed. Low priced item every home uses and needs. Hourly pay plus commission. Good telephone voice and sales personality required. Phone for interview appointment. 591-0233

NEED IMMEDIATELY to work part time Mon. thru Fri. 3 P.M. to 8 P.M. will train to do routine up-keep on indoor pool. Also work well with children. $3.35 per hour. Hours increased to 35 per week mid June thru August. Apply at: Clubhouse of Hilltop Apts., on Joy Rd. between Haggerty and Hix in Canton.

NUCLEAR TECHNICIAN
With X-Ray experience. Full or Part Time. Physician's Office.
Apply in person, Ask for Mrs. Hay. Plymouth Community Clinic, 1311 Ann Arbor Rd.

NURSERY SCHOOL AIDE
Experienced preferred. Southfield - Northland area. Call Mon. thru Fri. between 8 am - 5:30 pm 552-9669

ONE SURVEYOR and Two Survey Party Chiefs: also two experienced surveying engineering draftsmen and 2 experienced engineering technicians. Send resume to: Angelo J. Marino, 2 E. First St., Mount Clemens, MI 48043 1-241-4222

OPTOMETRIC ASSISTANT experienced preferred. Westland area. 591-8916

PAINTERS, experienced, must have own equipment, and transportation. Name, address, phone and brief work history to P.O.Box 573, Wayne, Mi 48184.

PART TIME keypunch operator, on-call basis, for summer months. Southfield area. Ask for Maureen Moore 569-3050

Patients Accounts Manager, Assistant

A Detroit Hospital is seeking an individual to assist in the supervision of all third party and patient billings and data input functions.
Three or more years hospital billing experience required. Degree preferred. Knowledge of computerized billing systems helpful. Salary is commensurate with previous work experience and educational background.
Send detailed resume in confidence to:
Metropolitan Hospital
1880 Tuxedo, Detroit,MI48206
Att: Personnel Dept.
An Equal Opportunity Employer

PERSONNEL MANAGER
2 to 5 yrs. experience in all areas of personnel work, will have responsibility for union relations, interviewing & hiring of hourly employees, OSHA & plant safety rules & workers comp procedures. Excellent location & benefit package. Send resume to box #872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHARMACY INTERN/TECHNICIAN

Immediate part time shift available at one of our stores on the Northwest side of Detroit.

For more information, call Mon. through Fri. between 9AM-3PM at:

963-7781
CUNNINGHAM DRUG STORES

PHONE WORK. Evenings and/or weekends. Interesting market research studies conducted from our Farmington Hills office. Prior phone experience preferred, but will train. Weekend shift pays premium. Call after 5pm 851-4435

Plumbing & Heating Distributor
Needs Counter man for city counter. Must have good knowledge of plumbing products and basic understanding of heating products. Send resume or letter to P.O. Box 858, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

POLICE OFFICER - Uniformed Patrol Sutton, City of Wyandotte, Michigan. Starting salary $14,000. Applicants must possess High School diploma or G.E.D. Must have graduated from Academy & be currently certified under M.L.E.T.C. guidelines. Must be in good mental health & physical condition & must reside or move within 15 minutes of normal driving time from the City Municipal Bldg. Interested parties may obtain applications by appearing in person at the City of Wyandotte Municipal Bldg., 3005 Pontiac Trail, Wixom, Michigan, or, Sutton Sgt. Mon. thru Fri. Closing date for application is May 2, 1980. City of Wixom is An Equal Opportunity Employer

POOL GUARDS
Bocca Community outdoor pool requires senior lifeguards and first aid certificate as a minimum. Phone Marvin Sparrow weekdays. 349-0010

POOL MANAGER for Castle Gardens Pool in Livonia. Must have WSI, Call Ralph Schwoche, after 7pm, Mon-Sat. 464-3097

500 Help Wanted

PHONE APPOINTMENT CLERK
No experience necessary. Calling for appointments only. No selling involved. Salary plus commission, morning or afternoon 4 hours a day. Immediate openings. Call Mrs. Fredrick 10-3pm 559-2070

PHONE WORKERS
call Customers to make appointments for salesmen. Hours 6pm - 9 pm at our Farmdale office. Hourly rate plus bonus will earn $6 to $8 per hour.
Call between 10am-3pm. 338-2162

POWDER METAL TECHNICIAN
1 person needed to operate & maintain Powder processing room, some heavy lifting, & ability for accurate record keeping. Will train, competitive wages, good benefits. Farmington Hills area. Call 478-5600, ask for Ms. Woods.

PRE SCHOOL Teacher, 3 yr., 4 yr. & parent toddler classes, 3 mornings, 2 afternoons, Lone Pine Cooperative Nursery, Linda 644-4344. Sally 855-0458

PRODUCTION CONTROL - Metal stamping plant seeking an aggressive person, experienced with automotive releases. Company offers excellent benefit package and opportunity for advancement. Send resume to: Prestige Stamping, 23605 Groesbeck, Warren, MI 48089.

QUALITY Control Inspector, Experience necessary, in hands-on inspection of small precision machined parts, 58 hr. week. Good benefits. 591-2040

RADIAL DRILL OPERATORS
Fringe benefits: DAW 157, holidays, Blue Cross/Blue Shield, Life Insurance, sickness & accident, pension plan, bereavement pay, job security. Apply at:
Custom Fabricators Inc.
15700 Dale
Telegraph-5 Mile area

REFRIGERATION MAN
For domestic & light Commercial Repair. Reliable, dependable, good references. Benefit package. 548-4190

RETIRED ACTIVE MAN
Part-time seasonal warehouse work in Novi. Call John Eckstrom at: 348-7600
An Equal Opportunity Employer

ROOFING SUPERINTENDANT
Experienced, familiar with all types of built-up roofing systems. For personal interview call Jack Hagopian, Firebaugh & Reynolds Roofing Co., 349-6400

SALES & Stock. Full & part time for new Jr & Misses sportswear store in Lakeview Plaza, April 17th & 18th, April 19th from 9am-5pm. Located at the new A. P. Shoppe, Lake Center, Downtown Fashion, 24461 5 Mile Rd at Middlebelt, Livonia.

SALESWOMAN for lighting fixture showroom. Will train, full time only need apply. See Gerry or Al at:
15378 Middlebelt, Livonia.

SEAMSTRESS needed to work in dry cleaning plant in Plymouth. This is a full time position. Must be experienced. Call between 9am-4pm. 455-9170

SEAMSTRESS
Part time for ladys alterations in our Birmingham Store.
MIYADE FELDS 644-8171

Security Guard

For large suburban apartment complex. Experienced, references, lucrative salary, fringe benefits. Call Mon. thru Fri., 9 AM - 5 PM.

352-2013

SECURITY OFFICERS

Immediate openings Farmington-Southfield area. Union pay scale and benefits. Call Mr. Bailey for appointment. Consolidated Security Services, Corp. 358-4880

SECURITY

Plain clothes Security Officers needed to join Detroit based retailer. One year prior experience required. Excellent starting salary and benefit package including Fully paid Blue Cross Blue Shield and life insurance.
To arrange for an interview, call Mon. thru Fri. between 9AM-12 noon at:

963-1329

SERVICE DEPT PORTER
Full-times, days. Contact Bill Stanley, Fred Lavery Ford-Ford Co. 645-5910

SERVICE STATION attendent, both shifts, apply in person, Maple - Lahser Shell Station, Mon. thru Fri. 8-6pm

SHAMPOO PERSON, full time with license, Thurs. Fri. & Sat. Farmington Hills area 477-9100

SHIPPING & RECEIVING CLERK
Growing manufacturing company is seeking individual to be responsible for stock crib, shipping and receiving. Only experienced individuals need apply. Send resume and salary history to Personnel Dept. Cutting & Wickman Corp. 24800 Dr. Farmington Hills, Mich. 48018

SHOP HAND
For small parts handling manufacturer. Afternoon shift. Liberal benefits. Apply: Tri-Mation Inc., Farmington Hills 477-7490

SHOWROOM RECEPTIONIST
For W. Bloomfield store, full time position. 338-1111

Spring Positions

NOW OPEN

Work available part time in our telephone sales department. Evenings and Saturdays. Call Mrs. Rajda from 3 to 7 PM at

533-7748
Redford Area

STOCK CLERK

OFFICE SUPPLIES
D'Arcy, MacManus & Masius has an opening in our office supplies stock room. Requirements include: Ability to work well alone and handle detailed record-keeping accurately, excellent handwriting and spelling, a professional phone manner and the ability to lift approx. 30 lbs. Previous stock/inventory experience helpful.
Please call,

646-1000, ext. 575
Equal Opportunity Employer M/F/H

HOCKMAN - Full or part time days, over 18, excellent working conditions, many company paid benefits, apply Sherman's Prescriptions, 3449 W. Maple, Birmingham 647-4900

STOCK PERSON
Male or female, will train, apply in person, Mom's Fruit Market, 28350 Joy Rd.

SUMMER DAY CAMP COUNSELORS

needed at
Livonia Family YMCA
Specialty areas are:
Nature, Crafts & Plays. Ed.
Must be 21, Call between 8am-5pm, ask for Linda or Sue.

261-2161

500 Help Wanted

SHIPPING & RECEIVING - need an individual who is well organized & accurate with engineers to do shipping, receiving & inventory control. Must have good work references. 10 paid holidays, Blue Cross, pension plan. Apply 32610 Industrial Rd. E. of Farmington Rd. between Plymouth - Schoolcraft, Livonia.

SUMMER HELP

Southfield area. Male or female. Several openings in machine shop. Will train. Please have neat appearance, wages jealired, etc. Reply Box 866, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SUMMER SEASONAL EMPLOYMENT OPPORTUNITIES

Hourly Pay Rates
from $3.15 to $4.00

PLAYGROUND LEADERS:
Crafts, Sports & Group Games, experienced preferred.

CAMP GAMP COUNSELORS:
W.S.I. & First Aid Certification preferred.

PRE SCHOOL OUTDOOR PROGRAM LEADERS:
Experienced with pre school age children necessary.

ABOVE POSITIONS REQUIRE MINIMUM OF ONE YEAR COLLEGE & PREVIOUS EXPERIENCE WITH CHILDREN.

MAINTENANCE LABORERS:
Minimum 18 years of age, landscape & truck driving experience preferred.

CONTACT
West Bloomfield Parks & Recreation Commission
3325 Middlebelt Rd.
West Bloomfield, Mi. 48033
Phone 334-5660 Mon.-Fri, 9am-4:45pm for interview.
APPLICATION DEADLINE:
APRIL 30, 1980

SURFACE GRINDER
Lathe hand for cutting tool manufacturer. Excellent fringe. Livonia area. 522-4820

TEACHER - K-8, alternative school. Send resume stating educational philosophy to: New Morning School, 8500 Newburgh Road, Livonia, Mich. 48152.

TELEPHONE OPERATOR. Take and dispatch appliance service calls. Full time. Ask for Glenn:

273-0630

Telephone Person

PART TIME
I need a mature person with at least 2 years telephone experience. This position involves no soliciting or canvassing. Make appointments for our sales reps calling individuals who have seen and ask about our services. Greater location. Excellent salary with incentives. For personal interview call Mr. Dolder 562-5788

SEAMSTRESS
Part time or full time position. Must have experience. This position involves no soliciting or canvassing. Make appointments for our sales reps calling individuals who have seen and ask about our services. Greater location. Excellent salary with incentives. For personal interview call Mr. Dolder 562-5788

R & A ENTERPRISES

502 Help Wanted Dental-Medical

AMBITIOUS part time Dental Assistant needed for Livonia dental office. Experience necessary. 477-6510

ATTENTION RN'S & LPN'S
Staff nurses and supervisors needed for all shifts at Valley Care Center, 50 Square Lake Rd, Bloomfield Hills. Excellent salary and shift differential. Call Mrs. Radanovich. 338-0345

A-1 Dental Receptionist, full time, benefits. Redford-Livonia area. Call after 6pm. 535-7687

CHAIRSIDE DENTAL Assistant - mature, experienced, approx. 35 hours weekly, Schoolcraft and Telegraph area. Ask for Mrs. Vaughn 534-6683

DENTAL ASSISTANT
Experienced assistant for progressive office. 4 days, no Saturdays, $175. starting. Benefits & hours possible. Send resume to Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT - experienced for modern Westland practice, full time. 422-5560

DENTAL ASSISTANT
Enthusiastic person with 4 handed chairside experience. Must be motivated and enjoy working with people. Troy area. 879-7649

DENTAL ASSISTANT/
RECEPTIONIST. Full or Part Time. Experience preferred. Farmington area. Phone. 478-8890

DENTAL ASSISTANT
Surgical specialty office requires confident, aggressive person with some chairside experience. Full or part time, benefits. 553-3052

DENTAL ASSISTANT
RECEPTIONIST
4½ day week, no evenings or weekends. Combo job doing assistant. Some front desk. $750. plus bonus allowance.

DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings.

DENTAL RECEPTIONIST needed for a young preventive dental practice in Troy, experience necessary. 689-6040

DENTAL RECEPTIONIST - 4 days a week including Saturday. Typing required, experience preferred. Benefits. Southfield area. 358-1750

DENTAL RECEPTIONIST-occasional light assisting, 3 or 4 days. Orthodontic office near downtown Birmingham. Beginning June 2nd. Reply to box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST. Experience preferred. For progressive, general practice. Telegraph at Maple. Full time. 642-5460

DENTAL RECEPTIONIST - insurance clerk needed for Troy office, typing & bookkeeping ability required, experience necessary. 689-5508 689-8130

DENTAL STAFF (R) Experienced or CDA, Chairside, Insurance, Pay - benefits commensurate with abilities. 644-4742

DOCTORS RECEPTIONIST
Handle busy front desk in Specialist's office. No Saturdays. Salary to $10,200. Good opportunity.

DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-6938.

EXPERIENCED dental receptionist needed for busy oral surgery office in Farmington Hills. 553-5520

EXPERIENCED Dental Assistant, certified. Excellent benefits. Westland area. Call between 9 and 5 PM. 425-7900 for Mrs. Wood. 722-5150

EXPERIENCED INSURANCE BILLER needed for busy Livonia doctors office. Full time position. 478-1100

EXPERIENCED medical assistant required for Ophthalmologist office in Troy. Typing and dictation are necessary. 538-0344

FARMINGTON HILLS Medical Lab needs receptionist with experience. Full or part-time.
Call 476-1900

FULL TIME RECEPTIONIST
For busy Cardology office. Typing skills & medical office experience necessary. Excellent benefits. Mon. thru Fri., with some evening hours. Southfield location, call between 11am-5pm 569-2232

HANDICAPPED CHILD CARE
WAYNE & S. OAKLAND COUNTY
1 year have 3 months or more experience working with handicapped, retarded or autistic children, Temporary Health Care Services can use you for a special care program. Full or part time. This is not a baby sitting job. References required.
Call Miss Weber. 835-9543

HYGIENIST - for modern Westland practice, part time. 422-5560

LABORATORY TECH
15-35 hours per week for Troy family practice. Registered preferred. Call 362-1360

LAB TECHNICIAN wanted for busy internist's office in Southfield. Must be experienced.
Call between 9AM-5PM. 557-3457

502 Help Wanted Dental-Medical

MATURE WOMAN for busy medical office N. Woodward area. Must type, experience with pegboard and insurance forms. Call between 7pm-9pm. 545-5644

MEDICAL ASSISTANT. Dry office. Northwest area. Experience preferred. After 10am 558-7800

MEDICAL ASSISTANT with some lab experience, CBC, UA, TC, pediatric office, 15 Mile - Coolidge area, call 549-2520

MEDICAL ASSISTANT or receptionist, must have references. Livonia area. 261-3237

MEDICAL ASSISTANT
VP, EKG, injections, plus some front desk in doctors office. Salary $9,360. 4½ day week.

DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings.

MEDICAL ASSISTANT
FEE PAID. Experience in VP, EKG, and Pulmonary function are needed by suburban doctor. Hurry!

DENTAL ASSISTANT
FULL OR PART TIME
FEE PAID. Livonia doctor needs your chairside experience for 3 days a week.

DAVIS-SMITH
EMPLOYMENT CENTER
Med. Dental Div. 474-1717

MEDICAL LAB TECHNICIAN,
Physician's office. Monday thru Friday, 9 AM to 5 PM. Warren area.
573-4320

MEDICALLY TRAINED persons to do para-medical exams on mobile units
569-1876

MEDICAL RECEPTIONIST
Part time. Experience preferred.
Westland area.
427-4338

MEDICAL RECEPTIONIST
Front desk, Ophtalmologists office, full time, Southfield. Fringe benefits.
353-1754

MEDICAL RECEPTIONIST
Full-time, experienced in Insurance, Telephone Pegboard & Typing. Southfield area. 354-9666

MEDICAL RECEPTIONIST - 2 years experience, typing, pegboard, insurance forms. Five days a week, good salary & benefits. 553-8600

MEDICAL RECEPTIONIST
Part time. No experience necessary. Call between 10-20-11-30. Southfield.
557-2503

MEDICAL RECEPTIONIST
Full time, experienced preferred in insurance billing, typing required.
Garden City area. Call 422-6640

MEDICAL RECEPTIONIST - front desk duties, peg board, all insurances, experienced only need apply. Southfield. Call Elaine 358-2744

MEDICAL RECEPTIONIST - part time afternoons, Utica Rochester Troy area. Send resume to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY
Wanted for busy plastic surgeon in Troy area. Must have excellent typing skills, speed and accuracy essential. 362-0910

MEDICAL TECHNOLOGIST
Early morning positions available in private lab. Southfield area. 6 years experience necessary. Call Mon thru Fri. 557-8484

MEDICAL Transcriptionist, part time, experienced in X ray dictation, Livonia area, call after 6pm 464-7200

NURSE AIDES
Midnight shift, training program. Farmington Nursing Home, 30405 Folsom Rd. 477-7450

NURSE AIDS

Afternoon &
Midnight Shifts

University Convalescent & Nursing Home
28550 Five Mile Rd., Livonia

NURSE'S
AMC Health Care I needs you
569-2781 643-6970

NURSES

PART OR FULL TIME
Afternoons or midnight shifts available.

Middlebelt-Hope Nursing Center
38410 Cherry Hill, Westland

326-1200

Nurses

RN'S $200 FREE!

PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 10 SHIFTS OF 8 HOURS IN 2 CONSECUTIVE WEEKS, RECEIVE $200 FREE IN ADDITION TO ALL OUR TOP WAGES.

RN'S
TO $12.50 PER HOUR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM APRIL 21 THRU MAY 15, 1980 AND WORK COMPLETED BY JULY 7, 1980.

Kimberly Nurses
354-1640

FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OB. CALL NOW FOR IMMEDIATE APPOINTMENTS.

NURSING ASSISTANT positions available in an extended care facility. Apply in person Middlebelt Nursing Center, 14000 Middlebelt Rd., Livonia.

NURSING ATTENDANTS
Part time positions open on all shifts for Sat & Sun. Call Mrs. Mackie.
338-0345

RECEPTIONIST for 2 busy OB/GYN's Southfield area. Experience with front desk work, insurance forms & pegboard system necessary. Salary $800.
353-6470

RECEPTIONIST-Gal Friday for anesthesiology. Male & Telegraph area. Full time. 532-4361

REGISTERED X-Ray Technician with experience for neurosurgeon's office in Southfield. Call 358-3431

RESPONSIBLE front desk receptionist. Typing, good typing skills. Medical terminology helpful. Full time, benefits. Livonia area. Ask for Dee 591-6410

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
Bimfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RN & LPN'S
For modern Nursing Home. All shifts. Some full time & part time positions available. Dorothy Lawscat Center, Livonia, one block so. of 8 Mile on Middlebelt. Call Sandy Ball, 476-6550

RN'S - LPN'S

WORK BEDSIDE
NOT DESKSIDE

Looking for plenty of patient contact? If so, come join our team of Healthcare professionals. We offer you a chance to get back to one to one nursing. Call us today.

334-4151 or 643-7900

A RESPONSIBLE
HEALTHCARE EMPLOYER

UPJOHN
HEALTHCARE
SERVICES
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

REWARDING JOB OPPORTUNITIES

NURSE AIDES

Become a needed and special individual caring for the elderly. Afternoon and midnight shifts available with flexible schedules. $3.40 hour to start. Apply in person.

Franklin Manor
Convalescent Center
26900 Franklin Rd., Southfield

RN ASSISTANT
In-Service Director. Shift rotation mandatory. For further information contact: Susan Heaston, RN. Westland Convalescent Center. 728-8100.

RN, experienced in CCU, full time. Needed for busy Livonia doctor's office. Call 478-1100

RN-LPN CHARGE NURSE
Afternoon and midnight shifts. Full or part time. Contact: Susan Heaston, RN. Westland Convalescent Center.
728-8100.

RN - LPN

Full Time Midnights - No Weekends
Call: MRS. QUINN

FRANKLIN MANOR
26900 Franklin Rd., Southfield

352-7390

RNS AND LPNS
Full or part time. Flexible scheduling Farmington Nursing Home, 30405 Folsom Rd. 477-7400

RN Supervisor

Seeking energetic RN to supervise and motivate our Midnight staff. Excellent benefits. 4 to 5 days per week. Come join the management team at The Facility of The Year. Contact: Susan Heaston, RN. 728-8100.

RN'S $9, $10, $11 PER HR

Pediatrics - ICU - Med-Surg Positions open for full time or part time. Earn top wages - start immediately.
Call Mrs Sweet,
PHCS, 16415 W. 8 Mile Rd.

SOUTHFIELD Internists office needs experienced Billing Clerk. Must have knowledge of Blue Cross, Blue Shield, Medicare, Medicaide and Pay Board. 559-0489

SURGICAL ASSISTANT, experienced in dental areas for oral surgeon's office in Plymouth. Interviews call 455-0710

TRAINED AIDE to care for a lovely elderly couple, my parents living in Southfield, on Saturdays & Sundays. Must be mature, kind, have car and good driving record, able to cook, with experience and references. Sorry but nature of work requires female attendant. Live-in preferred but they can also be part time. 645-8788

TWO (2) Southfield Internists seeking experienced Medical Assistant in Venipunctures, EKGs & injections.
Call Pat
354-5666

WEST DEARBORN AREA
Dental Assistant, certified, full time, for orthodontic office. Good pay, opportunity for advancement, fringe benefits. Experience preferred. Call 8AM-5PM: 274-6200

X-RAY TECHNICIAN
20 hours per week. Eventually full time. Livonia industrial medical center. Ask for Dee:
591-0440

$11 PER HOUR

RN'S, ICU-CCU needed for special project in Farmington. Full or part time, midnights. Start immediately
835-9543

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT

$14,000 FEE PAID
Expanding Fortune 100 corporation.

Snelling & Snelling
336-7400

Accounting Clerk

$10,000

For well established Medical Corp. located in the suburbs. Prefer min. 1 Yr. bookkeeping or accounting experience. Excellent advancement potential. Comprehensive benefit coverage with educational assistance plan. Call Mrs. Fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTS PAYABLE Bookkeeper
Must have some experience in pegboard system. Busy office located in Southfield. Call Mrs. Baldwin. 358-4000

AD AGENCY - in suburbs needs secretary, no shorthand, but strong on title production dept. Variety job with heavy people contact. Salary $700 to $750 plus benefits & agency fee paid.

SALES SECRETARY - for Troy division of national company, good phone manner, pleasant personality, good benefit package. Salary $900 to $925, fee paid.

ACCOUNTANT - 2 yrs. cost experience or school equivalent, secretarial skills also needed for this large Troy company. Salary $1000 with terrific benefits and fee paid.

ADAMS & MARTIN

PERSONNEL
920 Maple Birmingham

646-5600

DIAL A JOB
24 Hour Service To Hear About Our Most Current Openings.

646-8780

ADMINISTRATIVE ASSISTANT
Run the full range of staff starts from $900.00 to $16,000. Basic skills and interest in client contact climbs towards rare salaries and perks and benefits. Top benefits for four firms. See us across from K-Mart HQ.
Call 649-4144
You never been paid your fee
Harriet Sorge Personnel

A GREAT OPPORTUNITY

For a sharp college or high school girl to earn $3 an hour on Saturday. For office - sales position. Call 11 AM to 6 PM Monday thru Saturday.

478-3830

Assignments Available

KELLY SERVICES needs TYPISTS. Dictaphone Typists, Shorthand Typists, Statistical Typists - put your typing skills to work. We offer top pay rates, top assignments, merit increases, paid vacation and bonus record plan.

Not an Agency - Never a Fee

29449 W. 6 MILE
LIVONIA
522-4020

KELLY SERVICES

"The Kelly Girl People"
Equal Opportunity Employer M/F/H

ASSISTANT TO Administrative Secretary. Career minded individual for small life insurance office. Challenging, diverse responsibilities - data, phone, light bookkeeping. Birmingham area. Call Mrs. Goldsmith 642-8090

504 Help Wanted Office-Clerical

BEGINNER VARIETY JOB

Excellent opportunity at West suburban branch of international company for friendly person with good typing and figure aptitude. Entry level position in special services department. Beautiful offices, good starting salary, full benefits, very promotable and company pays fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

ALERT, PERSONABLE
Individual needed in Southfield office. Must be excellent TYPIST, have math aptitude & good phone personality. Pleasant surroundings. Interesting work. Good benefits. Call between 1-5pm
353-8640

AN administrative/secretarial career opportunity for an experienced TYPIST. Must type 85WPM, be expert on phone, able to handle clients and vendors. Poised. Cheerful. Personable. Can't hand not required. For well established Redford area creative consulting firm. Salary open, includes BC. 255-4163 Renffis.

APPLY NOW

Applications Accepted For

TEMPORARY
ASSIGNMENTS

Use your talents to beat inflation. Work a day, a week or longer.

ARE YOU A
SECRETARY
STENOGRAPHER
DICTAPHONE OPR.
PBX OPERATOR

CAN YOU
TYPE
OR
ANY OFFICE SKILLS

DON'T DELAY ... DIAL NOW

LIVONIA	525-0330
DEARBORN	565-8060
REN CEN	259-7788
WIXOM	669-2409
SOUTHFIELD	569-7500

Witt Services

The Temporary Help People

ARE YOU
AN EXPERIENCED

DICTAPHONE TYPIST
SHORTHAND TYPIST
MAG CARD OPR.

We have TEMPORARY or PERMANENT positions close to your home. Call for appointment.

SUBURBAN

Office Services

ROCHESTER 651-1500
FARMINGTON 477-9840

BILLING PERSON FOR MEDICAL SOUTHFIELD
Tabulation, input for computer. Must have experience. $700-$800. Paid Benefits. Fee Paid

PERSON FRIDAY
For Design Firm
Birmingham
Must have experience
in GRAPHICS. Type 50WPM, Shorthand 80WPM preferred. Appearance & personality important for customer contact. $900 per month plus benefits. Excellent benefit package with 2 weeks vacation plus Christmas week. Fee Paid.

BILLING TYPIST
Excellent experience with invoices $300 per day Excellent typing. Salary $750 Range. Fully paid benefits & tuition refund. Southfield. Immediate Fee Paid.

BOOKKEEPING CLERK
SOUTHFIELD
Payroll department, some knowledge, must be willing to work some overtime. Salary approximately $700. Paid benefits. FEE PAID

COST CLERK
Must have working experience in accounting. Cost background ideal. Good knowledge of bookkeeping 1 year or college preferred. Salary $850 per month minimum. Fully paid benefits including tuition refund, dental, optical. FEE PAID

1 PERSON OFFICE
SOUTHFIELD
Manufacturers Rep office seeking good bookkeeping experience, good typing. IMMEDIATE OPENING. Starting salary $800 minimum range. FEE PAID.

BETTY HAMIL PERSONNEL
424-8470

BIRMINGHAM ATTORNEY
seeks experienced legal secretary. Salary negotiable, plus benefit package.
642-9406

BOOKKEEPER
A Southfield CPA firm seeks full charge bookkeeper. Must be able to handle all payroll and payroll taxes, prepare and file quarterly and year end reports to general ledger. Prior CPA office experience helpful. Full time, permanent position. Call 647-6384

BOOKKEEPER NEEDED - Responsible for accounts receivable & payable, general ledger, bank balance, etc. Salary commensurate with experience. Generous fringe benefits. Good conditions only need apply. Please reply to Box 882,
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPERS
For Auto Dealership
Accounts receivable and new car costing. Will train. Excellent fringes. 75% Blue Cross paid. 2 weeks vacation first year, 7 sick days annually, 7 Mile, Grand River, Redford area. For interview call C. Kruse.

538-6600

BOOKKEEPER/Typist for CPA office. Part time, flexible hours. Southfield area. 352-1613

BORED?

FEE PAID. Your typing skills are needed in return for super position! Variety and opportunity.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BRANCH CLERK, experienced in good office procedures. Skills should include typing, filing and good ability to use telephone. Must be willing to accept responsibility in sales office atmosphere and demonstrate the capability of handling customer requests and complaints. Call between 9 AM and 3PM, 777 Forbes Corp. 32495 Schoolcraft Rd., Livonia, MI 48150. 425-7210
Equal Opportunity Employer M/F

CLERICAL HELP wanted for inventory control. Light typing. Call between 8AM-4:30PM. Livonia area, small shop. 522-4410

CLERICAL POSITION

Clerical opportunity with some interest in machine tool environment, must have good organizational skills, ability to work well with minimum direction. Duties include: Filing, posting, typing, working with blueprints. Attractive salary, excellent benefits. Send resume & references to: Norma Inc., 720 E. Baseline Road, PO Box 207, Northville, MI. 48167.

504 Help Wanted Office-Clerical

CAREER JOBS

COMPANY PAYS FEES
FOR THE FOLLOWING POSITIONS
AND OFFERS GOOD BENEFITS

Billing/Typist, 50 WPM $950 Mo.
Purchasing/Typist, 50WPM $1100 Mo.
Order Typist, 55WPM $900 Mo.
Admin Sec/y-70WPM & Sh'hd, $1100 Mo.
Legal Sec'y-65WPM & Sh'hd. $1300 Mo.
(Above position offers bonus)

OUR BUSINESS IS GREAT!
CALL FOR AN INTERVIEW

PERMANENT STAFF
SOUTHFIELD 353-0505

Cashier/Receptionist

Sharp individual who enjoys meeting & serving the public; must be able to type & work with figures; business experience desirable, but not necessary.

Credithrift of America
32160 Plymouth Rd., Livonia

CLERICAL

$8400
FEE PAID

Southfield firm! Lots of variety! Career opportunity! Call Carol!
SNELLING & SNELLING
478-3500

CLERK TYPIST

Experienced Clerk Typist needed in Madison Heights. Must be an excellent accurate statistical typist. Excellent benefit package and pleasant working environment. For consideration, please call

588-0950
ITT
UNITED PLASTICS DIV.
1645 E. Avis
Madison Heights, Mi 48071
Equal Opportunity Employer M/F

CLERK TYPIST
$8,400 UP
LOTS OF VARIETY!!

Farmington firm is offering career potential, great benefits. Super office environment and lots of action! Unique product line, too! Call Thom.
SNELLING & SNELLING
478-3500

CLIENT CONSCIOUS
Poise & personality must be backed by education and exec skills. $14,000 plus start pole you in touch with both budget and production areas. Super opportunity. See me at: 615 Village Tower.
Call 542-8500
Your new boss says our fee
Harriet Sorge Personnel

COMMUNICATIONS
SECRETARY
TO $11,300

Advancement opportunity, Southfield area. Benefits include profit share. Fully utilize your abilities. Fee paid. Call Carol. 649-3900
SNELLING & SNELLING
TROY

COMPUTER OPERATOR

Mature person with 2 years office experience. Must have good typing ability (55 WPM) and good arithmetic skills. Initially you will type information onto a VDT, and learn our paperwork system. Then you will learn to operate a small-scale in-house computer. Full time. Fringe benefits. Livonia location. Call Ext. 345: 421-9300

CORRESPONDENCE EXPEDITER and AIDE

to extremely active EXECUTIVE with varied responsibilities in Southfield office.

Exceptional
Shorthand
& Typing Skills

with highly legible penmanship are important assets for this challenging position. Resume to include: salary history and requirements, as well as TYPING and SHORTHAND SPEED LEVELS to Box 844 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOWNTOWN DETROIT Law firm seeks experienced para-legal and commercial credit training to work in its Commercial Collection Department. Salary $10,000 to $12,000, plus Blue Cross. Contact Greta for interview at 963-7770

EXEC SECRETARY
for progressive Southfield travel firm. Apply in person only, Suite 2170, 2000 Town Center,
CAN-AM TRAVEL

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. 353-3209

EXECUTIVE SECRETARY

Sterling Heights firm seeks skilled Secretary with 70 WPM, and shorthand 90. Diversified duties, excellent communication skills. Salary $12,500 - 13,000.
Call Ms. Ann Bell
PLACEMENT PLUS
PERSONNEL 358-3250

Executive Secretary NEEDED

You type 65 WPM, take shorthand at least 80 WPM, have light bookkeeping and/or telephone experience, and good communication and organizational skills, the sales office of a major company in Southfield, Call today! Don't have resume. Long term assignment. Ask for Gayla.

Not an Agency - Never a Fee

KELLY SERVICES
"The Kelly Girl People"
29449 W. Six Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

BOOKKEEPERS

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EXECUTIVE SECRETARY

Do you have good typing and shorthand skills? Do you like to deal with customers? Do you like the excitement of a sales office? Well, this diversified job might be just the opportunity for you! Casual, busy office, and generous salary and benefits. To apply send confidential resume to Mr. Mark, P. O. Box 931, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

GENERAL OFFICE

Coolid