500 Help Wanted

ON THE JOB TRAINING

No experience necessary. National company, all the overtime you can handle

$5.61 per hour

Must have car or can Call Mr. Anthony

261-4117

OPENING FOR PERSON to work in ong cleaning plant, make piecework & ovtime. Neat appearance, personable & must have good driving record. Excellent pay with benefits. Call Steve Hogbiches Co., 261-4065 PM.

PART-TIME WORK available as Research Interviewers in Detroit or Dearborn locations. Excellent positions for students, housewives, people desiring a 2nd Job. 9-1PM, 1-5PM, 5-10PM Shifts available. Weekend hours required. No sales involved. Free parking. No experience necessary. If interested: Dearborn location, call 562-6710. Detroit location, call 961-4658.

INSURANCE

Managing General Agency in Southfield adding to staff positions available: Telephone Operator/Receptionist, Mail Clerk, Clerk/Typist, Senior Casualty Underwriter. 5 year Minimum experience.

MARKET FINDERS INC.
AMERICAN CENTER BLDG.
Call Mrs Weeks 354-0400

INTERNATIONAL Marketing Co. looking for mature management type. Management is a sales oriented helpful. Unlimited growth potential. 645-5839

JCPENNEY
Fairlane
Has openings for
BEAUTICIANS
Full & Part Time
Must have 1 year experience
Benefits include Paid Vacation, Paid Holidays, Discount on Purchases, Profit sharing, Hospitalization & More. Apply in Person, JCPenney Personnel office, Fairlane Town Center only.
Mon. thru Fri. 10am- 6pm
Equal Opportunity Employer M/F

KITCHEN HELP.
Opening for Sandwich Maker. Apply at Douglas Foods between 8AM-4PM.
427-5200

LAUNDRY Equipment Service Co is looking for route driver, must be reliable. Apply at: 19068 W. 10 Mile Rd. 8am-3pm.

Layout Person
for small parts handling manufacturer. Must have fabrication experience. Liberal company paid benefits. Apply -

Tri-Mation Inc.
20764 Whitlock
Farmington Hills
477-7490

MACHINE TOOL
PROCESS DESIGN ENGINEER

An automation systems material handling & transfer machine company in the N.W. suburban area has an opening for a machine tool process design engineer. The candidate must be knowledgeable and experienced in process engineering, design and cost estimating of special machine tools. The position offers excellent wages, company paid benefits & opportunity. Reply in confidence to Ann 476-8700, Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MACHINIST
All around, job shop experience a plus
Apply:
32675 Schoolcraft, Livonia

MACHINIST
Experienced only
Lathes - Mills - Grinders
Good wages, benefits
Steady work. Expanding operation
Apply in person:
Ingersoll-Rand Repair Ctr
22122 Telegraph (Rear Bldg)
Southfield. 353-7 AM-4PM

MAID
Mayflower Hotel, Plymouth
827 W. Ann Arbor Trail
Apply In Person

MAINTENANCE ASSISTANT - nursing home is seeking ambitious individual with well rounded mechanical and electrical experience. 37 hrs. per week, Weekends off. Apply in person: Oak Hill Nursing Home, 34525 Grand River, Farmington. Interview by appt. only.
An Equal Opportunity Employer

MAINTENANCE PERSON wanted. Apply in person: Red Arrow Inn, 24350 Sinacola Court, Farmington Hills, near Grand River & Halsted.

MAKE UP ARTIST
needed for make-over seminars
Call
355-9078

MANAGER TRAINEES
To $14,000, immediate openings in retail, finance, restaurant.
Career Personnel 557-6480

MANAGER TRAINEE
OUR AVERAGE
WEEKLY INCOME
- $300 to $500
- PER WEEK -
LET US PROVE IT!
NO EXPERIENCE REQUIRED.
If you are earning less than this, our company may consider you for one of the openings now available. Rapid advancement, good hours. Must have dependable car, must be 21 years of age or over. Call Mr. between 10AM-4PM.
261-3794

PHOTOGRAPHIC dark room technician for film processing and color printing. Only experienced need apply. Color by Spencer, 549 Trust St. Troy, Mich.

PHOTOGRAPHIC PRINTER
Professional or photofinishing experience necessary. B.A. Powell Studios, 1502 Randolph, Detroit. 961-2643

500 Help Wanted

PATIENT ACCOUNTS MANAGER, ASS'T

Detroit area hospital is seeking an individual to assist in the supervision of all third party and patient billing and data input functions.

2 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. Excellent fringe benefits. Send detailed resume in confidence to: Box 474, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

POSITIONS available with rapidly growing title insurance co. Located in Livonia. Examiner, must have experience with previous title co. Title clerks, no experience necessary. Typist, must be able to type 45wpm or better. Ask for Dave Laramie 425-2500
An Equal Opportunity Employer

PRE SCHOOL teacher, full time, education & early childhood preferred. Call between 9-11am only, ask for Diane. 357-3209

PRESS OPERATORS
6 months experience required. Starting pay, $3.10 raise after 30 days. Romulus area. Call between 9 am and 3 pm
326-2615

PRINTERS HELPER
Full time, days. Some pick-ups and deliveries. Must have own car. Southfield area. Call
569-5940

PRODUCTION help wanted must be high school graduate & 3 year Michigan resident, minimum wage, paid vacation, Blue Cross & other benefits. Apply in person. Advance Watch Co. 12345 Beech Daly, Redford. An Equal Opportunity Employer

PROGRAM WORKER
Part time Midnight shift-weekends, (Saturday 11pm-7am, Sunday 11pm-8am), in small group home of six retarded adults. Additional non midnight hours available if desired. 537-7650

PROJECT ENGINEER to compliment staff of a small expanding industry oriented company in Farmington. Experience with pumps, piping systems, heat exchangers, electric motors & controls desired. Reply, with resume, to P.O. Box 666, Farmington, Michigan, 48024

- PROPERTY -
MANAGEMENT
Experienced in construction & property management; to work with old established company. Good incentives!
- 569-2758 -

RECEPTIONIST/SECRETARY
Wanted full time for security firm in Troy. Must be friendly and dependable. HS.G. Notable, previous experience preferred. Apply in person, no phone calls: Gamble Collection Services, 2146 Livernois, Suite 101, Troy, between 15 & 16 Mile Rd.

RESTAURANT CAREER - restaurant and management experience, 5 days, 50 hrs minimum $166 month, bonus, work in your area
Ray Greene Personnel 399-1428

SALES LADIES - full & part-time, for Needlecraft Dept. Experience preferred. Openings in Southfield & W. Bloomfield. 541-1350

SEASONAL GROUNDS HELP for Golf Course. Apply at Grounds Maintenance building, Independence Green Apartments, Grand River at Halstead

SERVICE Station help needed, male & females welcome. See Mr. Shevsky, Monday thru Friday between 2PM-4PM at the Champlin Station, 18325 W. 7 Mile, Detroit.

SHARP PERSON is required for Warranty Clerk position. Typing required. Experience in Warranty paperwork procedures helpful, but will train. Good benefits, good working conditions. Apply at 24500 Drake Rd., Farmington Hills or call
477-2400

SHOP HAND
For small parts handling manufacturer, afternoon shift. Liberal benefits. Apply

TRIMATION INC.
20764 Whitlock
Farmington Hills
477-7490

SHOP WORKER
Mechanically inclined individual needed for the shop of America's premium window and door company. Excellent working conditions, good pay, fringe benefits. Apply daily, 9AM-11AM only.
Pella Window & Door Co.
2000 Haggerty Rd.
West Bloomfield

SOCIAL WORKER, degree preferred. Full time, flexible hours. Excellent benefits. Call Mrs. Mass at
557-0063

TELLER
We have an immediate full time teller opening at our Town Center office located near Evergreen & Civic Center Dr.
Candidates must be well groomed and personable, prior cash handling experience required, excellent working conditions and competitive salary.

APPLY IN PERSON
PERSONNEL DEPT
AMERICAN
FEDERAL SAVINGS
24700 Northwestern Hwy. S'fld
Equal Opportunity Employer M/F/H

TRAVEL AGENT
Must be experienced with an approved travel agency.
559-7560

500 Help Wanted

SR. ACCOUNTING SUPERVISOR
Degree required, 2-3 yrs. experience in General Accounting. Familiar with computer operations, supervision background. $22,000 Range. Full benefits including profit sharing. Agency fee reimbursed.

MACHINING SUPERVISOR
R. & D. experience, good market background. Commensurate salary. Full benefits. Fee Paid.

SALES ENGINEER
Electronics or Electrical Engineering preferred or equivalent knowledge of Electronic test instrumentation such as Oscilloscopes, Logic & Spectrum Analyzers. Strong interest & aptitude for sales. Salary $22,000 Range. Automobile furnished. Fully paid benefit package Fee Paid.

CONSTRUCTION
ESTIMATOR
Open Salary. Good Benefits. Fee Paid.

INSIDE SALES-PERSON FRIDAY
Southfield Steel office. 25% Clerical duties, 75% inside sales. Must have experience. Salary $13,000 Min Paid benefits Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

STOCK PERSON for drapery store. Willing to train drapery and decorating business. Livonia or Dearborn Heights store. Ask for Mr. Nolan. 563-7420

Surface Grinder
Experienced only need apply. Immediate opportunity in modern air conditioned shop in Plymouth. 50 hour week, excellent benefits, hourly rate open.
301 INDUSTRIAL DRIVE
455-1100

TAILOR/SEAMSTRESS Part time, full time. Blue Cross, profit sharing, paid vacation. For Farmington men's store. Call Mr. Fernander Hindo 476-0730 Mon. - Sat. 478-3420

TEACHERS
MUSIC - DANCE
Jewish Parents Institute, a Sunday School of Jewish History & Culture, affiliated with the Jewish Community Center of Metro Detroit, is looking for a Music Teacher & Dance Instructor. Music applicant should be well versed in Hebrew & some Israeli songs.
Dance applicant should be qualified to teach Israeli & other dances. Please contact the J.P.I. office, Mon. thru Thurs., 10 AM-2 PM at 661-1800 ext. 159

TELEPHONE SOLICITORS
No selling. Flexible hours. No experience necessary. 18 or older. Top wages. Apply in person Mon. thru Thurs 9am-4pm only at 26600 Southfield Rd., between 10 Mile & 11 Mile. J. May, Personnel Dept., General Development Corp.

TELEPHONE SURVEYING
AM or PM part time
Minimum Wage
Call Mr. Frank 464-3200

TELLERS
Dequindre & 15 Mile
Woodward (Pleasant Ridge)
Permanent part time Teller positions available at the above locations. Applicants should be HSG with 6 months working experience or post High School education. Paid training in downtown Detroit. Good Math aptitude.
APPLY IN PERSON
MANUFACTURERS BANK
1166 N. Woodward at Hunter
Birmingham
Thurs., Aug. 7 ONLY
1:30 - 4 PM
An Equal Opportunity Employer

TRUCK DRIVER - excellent necessity, must have valid license & exceptional driving record. Call Mr. Young, 9-2, Monday thru Friday.
352-2336

TYPESETTING - Must be experienced with Compugraphic 9600 or United Composer. Livonia. Send resume to Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WANTED Laborers, operators, & mechanics, hard and dirty work. Pay $5, $6, $7 & $8 per hour. Please apply to box 406, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WELDER FITTER - MIG ONLY
3 yrs. minimum experience on electrical enclosures. 10-14 gauge steel Livonia
425-6842

WELDERS
Experienced on heavy plate fabrication. Arc & mig. Good benefits. 935-5160

WELDERS 2 years experience, Mig, Arc and Torch Livonia
U.S. Trailer Co.
525-4300

WESTLAND ESTATES APARTMENT
6843 N. Wayne Rd., Westland, Michigan. Wanted women to clean apartments part time. Call between 8:30 & 5 PM. Mon. - Fri. 721-3650

WORK
NOW!!
KELLY SERVICES
Needs dependable women and men for LIGHT INDUSTRIAL ASSIGNMENTS in the Livonia and Plymouth area. Must be 18 years and attend assignments.
Apply Monday - Friday, between 9-3 PM.

29449 W. 6 Mile, Livonia
522-4025
Or Tues. - Thurs., between
9-3 PM.
32669 W. Warren
(At Venoy in the)
Shear Delight Beauty Salon
Garden City
522-4025
KELLY
SERVICES
The Kelly Girl People
Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

COORDINATORS NEEDED
Full & part time. If you enjoy talking with people on the phone & feel you can speak with professionals in an organized & competent manner & coordinate these activities, call Mrs Clark.
835-5400
NORTHLAND AREA

FULL TIME, experienced Dental Assistant for chairside position. Must be familiar with 4 handed dentistry. Beautiful location, fringe benefits, salary will commensurate with experience & ability. Please call: 427-8111

DENTAL ASSISTANT - chairside, certified preferred. New office, Plymouth/Canton area. Send resume to Box 476 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Full time, experience preferred. Farmington Hills area
626-6810

DENTAL ASSISTANT
FOR a new & expanding dental practice in Northville. Must be experienced four hand dentistry. Fringe benefits. Call 348-7997 After 7pm 559-5095

DENTAL ASSISTANT - Mostly chairside, some receptionist duties. Part time position available. Send resume to 6330 Canton Road, Canton, Mich. 48187

DENTAL ASSISTANT, full time. Would you like to work in a friendly progressive office in Livonia-Northwest Hills area? Some experience preferred in 4 handed dentistry.
DENTAL ASSISTANT. Experienced, personable, enthusiastic gal to join our group as a full time chairside assistant. Plymouth/Livonia area. 420-2040 or 420-6349

DENTAL ASST - RECEPTIONIST
Plymouth/Livonia area. Pleasant practice. Dental experience necessary. Excellent benefit program. Salary open.

DENTAL CHAIRSIDE ASSISTANT
Experienced, mature, 5 day week, no nights. Providence Hospital, Northland vicinity
557-6676

DENTAL LAB technician
experienced, excellent pay, good hours, bonus, fringe benefits, Northland area. Apply to box 465Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST Northland area. 4 days, work every other Sat. Experienced only. Busy office. 967-1105

DENTAL RECEPTIONIST needed for office in Troy. Must have previous experience in accounts payable, accounts receivable, bookkeeping, scheduling, insurance, typing and general office skills. Excellent career position for right experienced person 689-6130 or 641-7340

DOCTORS RECEPTIONIST
Desirable position with variety in Dearborn doctors office. EKG, lab, injections. Front desk duties pegboard, office skills. Work without supervision. Career-minded person. To $5.50 per hour. 4½ day week, benefits.
DAVIS SMITH
MEDICAL PERSONNEL SERVICES
557-7200

EXPERIENCED DENTAL TECHNICIANS for Crown & Bridge Lab in Southfield. Waxers, Finishers & Model Maker. Phone 357-1820

EXPERIENCED LIVE-IN companion positions available immediately.
277-6887

EXPERIENCED medical secretary, must have typing & receptionist skills, full time, Mon. thru Fri. Excellent benefits Southfield location. Call between 11-5 569-6322

FULL TIME chairside assistant. 15 mile & Orchard Lake area.
851-6630

FULL TIME
medical receptionist with experience needed for busy office.
643-2775

HAWTHORN CENTER
ANNOUNCES
Immediate job openings for
RN's
Full time. Afternoons or midnights. To qualify you must enjoy working with children. Be able to work in a creative & informal atmosphere. Want to participate in a well-planned, well-disciplined treatment program for emotionally impaired children. No previous experience necessary. Orientation program and continuing education training for all staff. Stale Civil Service fringe benefits. Phone
349-3000-ext. 471
8AM-4PM

JEWISH HOME FOR AGED
Southfield, full time LPN, afternoon shift $5.75 hourly. $4E daily, $17.062 annually. 3 weeks paid vacation, other benefits.
Part time RN, day shift. $6.50 hourly, $52 daily. Prorated vacation, sick days, holidays. Call Miss Young, 9-2, Monday thru Friday.
352-2336

LAB AIDE: PART time afternoons. Some lab experience preferred. Pleasant field. Call after 6PM, ask for Debbie.
353-1452

LIKE PEOPLE?
Like to keep busy?
Doctors office needs medical assistant. Southfield area.
559-2416

LIVONIA MEDICAL OFFICE
Insurance Billing - Blue Cross - Medicare Medicaid. Must have recent experience.
261-1740

LPN
For relief to float on all shifts.
Ahispering Willow, Canton
459-7260

502 Help Wanted Dental-Medical

MATURE WOMEN with previous nursing home experience needed for live-in positions in Southfield area. 2 days or 5 days per week. $42.50 per day plus room & board

AMC HEALTH CARE I
SOUTHFIELD 569-2598
LIVONIA 478-2590
PONTIAC 643-6970

MEDICAL Assistant, experienced only. Internists office in Southfield. Must know Lab, Venipuncture, Injections, EKG, P.F., Chest X-ray & general assisting 559-5858

MEDICAL ASSISTANT part time for family planning clinic in Southfield. Experienced in injections blood pressure, patient care.

MEDICAL ASSISTANT - Part time. Busy Farmington Hills office. Experience necessary. Call Cathy on Monday or Wednesday.

MEDICAL ASSISTANT
Career minded person wanted for full time position in busy Internist office. Experience not necessary. Call between 9-5pm
425-5318

MEDICAL ASSISTANT, Experienced Busy Orthopedic office, Northwest Detroit. Must have previous experience. Some typing, filing and surgical bookkeeping knowledge is essential. 10 hour per week, no Saturdays. Excellent benefits. Salary commensurate with experience. For interview appointment call Mrs. Kobeski. 864-5200

MEDICAL ASSISTANT
Part time, experienced, two afternoons while home caring. Typing. Good hours. Livonia. Call after 7 PM. 353-5860

MEDICAL ASSISTANT Ortho experienced need apply. All benefits. Good working conditions. Apply at 1331 Ann Arbor rd. Plymouth

MEDICAL ASSISTANT or Nurse wanted. Experienced venapuncture, EKG, injections, lab. Call 420-2040. Good pay, pleasant 3 doctor office in Northland.
350-6370

MEDICAL ASSISTANT
Experience in vena puncture, blood pressure, EKG, and injections. Must communicate with experience. Benefits
271-6290

MEDICAL
RECEPTIONIST
Mature, part time. Monday thru Thursday, 5-9pm. Alternating 8 hour day Saturday. Pegboard experience preferred but will train with good medical background.
271-5800

MEDICAL RECEPTIONIST- experienced, 2 years, part time evenings, for Berkley Dry office. Please call 543-2242

MEDICAL RECEPTIONIST
For medical office in Livonia
Experience preferred.
427-6700

MEDICAL SECRETARY
Full time. At least one year medical office experience or training. Must type over 55 WPM.
555-7000

MEDICAL TRANSCRIPTIONIST
Wanted for physician's office. Experience preferred. Salary negotiable. Negotiable hours. Send typed resume to:
Box 477, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Mental Health
Workers
All Shifts for private psychiatric hospital. Apply.
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

NEED front desk person who is experienced in all phases of dentistry. Attractive Birmingham office. Full time, no weekends, benefits. Please call ask for Patty. 647-3434

NURSE AIDE
FULL TIME
Midnights & Days
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield
352-7390

NURSE AIDES
with minimum 1 year experience to work Monday thru Friday in home with elevated patients. Requires range of motion & transfer techniques.

TELEGRAPH-13 MILE AREA
CALL GLADYS BAILE, RN
835-9490

NURSE
Exciting opportunity for RN interested in counseling and nutritional guidance. Must be energetic, positive and enjoy working with people.
Call Geri 967-2403
WEIGHT LOSS CLINIC.

NURSES AIDE
Full time Midnight shift
Whispering Willow
459-7060

NURSES AIDS
WEEKENDS ONLY
ALL SHIFTS
Will train mature person
See Ms. Watkins at
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.

NURSES
Attractive Geriatric facility in Southfield needs nurses interested in change. Fully paid Blue Cross, free meals, weekend differential, uniform allowance, and the greatest patients in Greater Detroit-all for you. Are you for us?
LAHSER HILLS NURSING CENTER
354-3233
Ask for Mrs. Lee or Mrs. O'Rourke

PART TIME, mature, dependable person for doctor's office in Livonia. General office work. Mon. thru Thurs evenings only. Experience preferred

PART TIME MEDICAL Insurance Biller, with experience needed. Hours flexible. Troy area
643-7775

PEDIATRICIAN'S OFFICE needs nurses & receptionist filling clerk. Experience preferred. Southfield area Call
541-0125

PHYSICIANS
ASSISTANT
For Cardiologist's office and hospital. Must be graduate of accredited PA program and certified. Nice opportunity and salary.
DAVIS SMITH
MEDICAL PERSONNEL SERVICES
557-7200

RECEPTIONIST for active dental practice, full time, Westland area. Must have experience.
422-5560

RECEPTIONIST
Doctor's office. Experience preferred. Will train. Good hours, no Saturdays. Call
474-5579

RECEPTIONIST - Dental Assistant, Versatile, dependable, self motivated individual sought for new office in Livonia. Salary commensurate with ability and qualifications. Call after 6pm 851-4948

RECEPTIONIST
For Pediatric office in Medical Center. Experience in front desk, pegboard, Blue Cross, Medicaid, preferred. Good salary and benefits. Please call 694-5733

RECEPTIONIST
Full time receptionist position available for dental practice in Westland area. Dental background preferred with knowledge of telephone procedure & appointment book control. Salary negotiable.
722-5130

RNS or LPNS
Full & Part Time
Afternoon & Midnight Shifts
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

502 Help Wanted Dental-Medical

REGISTERED NURSE

Position immediately available for an RN at our Novi Ambulatory Care Center to work part time Midnights every other weekend/Friday, Saturday. Qualified candidate will possess current Michigan RN licensure, and have a minimum of 1 year Emergency Room or Critical Care experience.
Employee Benefits Office, 9-3 PM., Mon. - Fri., or call Maryann Olst, RN, Nurse Recruiter, 348-4082.
PROVIDENCE
HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

RN for allergists office. Part time, flexible hours. Farmington Hills. Call between 10am-2pm. 851-6655

RN - LP
FULL TIME MIDNIGHTS
NO WEEKENDS
Contact Mrs Quinn
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield
352-7390

RN NEEDED - 25-30 hours per week for Detroit abortion clinic. Send resume and salary desired to: P.O. Box 2602, Livonia, Mich., 48150.

RN'S, LPN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22300 Ann Arbor Trail
Plsha. W of Lahser

RN'S & LPN'S
To fill emergency staffing. Requirements: Standby guarantee fee paid. Farmington Nursing Home. 3040S Falsarm Rd 477-7600

RN'S
LPN'S
$200 FREE!
PRESENT THIS AD. COMPLETE AN APPLICATION. WORK ON SHIFTS OF 3-11, 11-7, OR JUST WEEKENDS AND RECEIVE $200 FREE AND IN ADDITION TO ALL OUR TOP WAGES.
RN'S
TO$12.65/HR
LPN'S
TO $9.45/HR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM AUG. 4 THRU AUGUST 29, 1980 AND WORK COMPLETED BY OCT 19, 1980
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OR. CALL NOW FOR IMMEDIATE OPENINGS

RNSUPERVISOR - Day Shift. Salaried, no weekends or holidays. Good working conditions and benefits.
Grace Convalescent Ctr., 19991 Meyers, across from Grace Hospital

RPT RN or LPN needed for home visiting homebound patients, 2 to 6 visits per week in Pontiac area. Mileage & expenses. Paid per visit fee plus mileage. Home Health Care, Inc. 333-1820

R.N./L.P.N.
ALL SHIFTS
Full or part time. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs Ferguson.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

STAFFING
COORDINATOR

RN or LPN needed for position in the office of a busy supplementary nursing service located in the Bloomfield/Pontiac area. This is a full time position Monday thru Friday 8-11:30pm. Good telephone manner essential, some clerical background helpful. Call the associate director of nursing between 8am-noon for interview:
334-9247
X-RAY TECH
For Birmingham Orthopedic office, no evenings or Saturdays.
Call
644-2759

504 Help Wanted Office-Clerical

ACCOUNTING ADMINISTRATIVE ASSISTANT - $15,000
Assist controller of well established suburban Detroit supply house. Handle payroll and some general ledger posting, process Insurance forms and employee reviews. Qualified candidate will have poise for public contact, previous accounting experience or college. Fee Paid
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Accounts Payable
Excellent opportunity for person with some bookkeeping background. Must be able to type 45WPM. Excellent benefits & working conditions.
BUICK PENSKE CHEVROLET
28111 Telegraph, Southfield
CALL VICKIE AT
355-1000

ACCOUNTS PAYABLE CLERK
Experience preferred. Light typing and good math aptitude. Full benefits. Call Ellen Coughanour. 645-6000
Birmingham. 644-5200 ext. 245

ALL OFFICE
SKILLS NEEDED
WORK WHERE
and
WHEN YOU WANT
Temporary
and
Permanent Positions
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
NO FEE
BLOOMFIELD HILLS 334-9750
ROYAL OAK 542-9232

ASSIGNMENTS
Switchboard Operators
Word Processors
Executive Secretaries
We have temporary or permanent positions close to your home. Call for App't.
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

ASSISTANT to the Dean/Financial Aid
Person must be able to work well with people, typing skills & office experience required. Financial Aid experience preferred. Call Judy Layer at 872-3118

504 Help Wanted Office-Clerical

ATTENTION
WORD PROCESSORS
DATA ENTRY
CRT OPERATORS
SHORTHAND SECRETARIES
TYPISTS
SWITCHBOARD OPERATORS

Work on temporary assignments in your area. KELLY SERVICES can help you keep your skills from getting rusty. We offer top rates, top assignments, merit increases, and paid vacation plans in and apply at the office nearest your home.

29449 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield Hills
851-7700
999 W. Big Beaver, Suite 100, Troy
3621180
4000 Town Center, Suite 1225, S'fld.
352-7490
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

AUTO DEALERSHIP
Part time asst in body shop. Office & service dept. Answer phones & filing. $4.10 hour. Contact Buck Topp, Loy La Riche Chevrolet,
6005 Plymouth Road, Plymouth.
453-4600

BEGINNER
VARIETY JOB
Major West suburban company will train bright, pleasant person with good typing for entry level position in beautiful office. Good starting salary, full benefits, fast advancement & company pays our fee. Excellent opportunity for beginner. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

BEGINNING SECRETARY
For Southfield Stock Brokerage firm. Requires typing & shorthand skills. Will be taught other general office duties. 353-0630

BILLING CLERK
Experienced - SOUTHFIELD. Good typing required. Bookkeeping experience. Salary $200. range minimum. Full benefits. Fee Paid

BETTY HAMIL PERSONNEL
424-8470c

BOOKKEEPER, also phone answering, general clerical, older woman preferred to work in home improvement office. Farmington, full time seasonal work. 476-0032

BOOKKEEPER
Experienced bookkeeper needed for a well established retail operation in the Westland area. Submit resume stating qualifications and salary requirements to Box 450, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experienced, with references for Birmingham law firm. Part time, 1 to 2 days per week. 644-2213

BOOKKEEPER for large apartment complex. Typing, payroll, posting through general ledger, experience. Apply only, Farmington. 474-4747

BOOKKEEPER, Full Charge, multiple set of books through statements for Birmingham based property management firm. Call Metro Group Management, 645-2111

BOOKKEEPER, FULL CHARGE
$16,000
For established suburban Company. Handle posting thru trial balance, payroll and general ledger work. College courses or Min. 2 Yrs. experience. Excellent benefit package with Dental Plan. Employer Paid Fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

BOOKKEEPER TRAINEE, experience preferred but will train right person. Permanent position. Interesting & diversified work. Pleasant working conditions. Office located in Plymouth. Call Tues. Aug. 5, 1980. for interview 455-8470

BUSY SOUTHFIELD corporate office has opening for secretary with about average typing skills, general office experience & pleasant phone voice. Some real estate experience preferred. For interview 352-6683

Can You Type
55 WPM?
Temporary assignments near your home. We need all office skills
WORD PROCESSORS
SWITCHBOARD
STENOS
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

CHURCH SECRETARY
Full time position as office Manager, Receptionist & Pastors Secretary. Full summary of references & experience to Congregational Church of Birmingham. 1000 Cranbrook Rd., Bloomfield Hills, Mich. 48013

CLERICAL
ASSISTANT
To handle orders and correspondence for busy sales office. Must have pleasant phone manner, some typing necessary. Farmington area Call
478-0005
An Equal Opportunity Employer

CLERICAL TRAINEE
for ladies specialty shop offices. Must be good with figures & correspondence. Excellent opportunity to learn bookkeeping. Call
643-1020

CLERICAL
We are offering growth opportunities for Clerical individuals to assume various duties in our fast-paced Collection Department. Individual must possess good typing skill, willingness to learn, and strong desire for customer contact. This team-oriented department also offers realistic opportunities for advancement, regular salary increases, and a full range of benefits. Interested applicants should apply in person to the Personnel Department during the following hours: Mon.-Fri., 8:15AM-3:45PM.
MANUFACTURERS HANOVER
MORTGAGE CORP.
27355 Farmington Rd.
Farmington Hills, MI 48018
An Equal Opportunity Employer

CLERK/TYPIST for small company in Oak Park; to work in 2 Girl Office. Part time; possible Full-time. Call
967-2111

CLERK TYPIST 1
General office duties including typing, filing and receptionist. Some experience dealing with the public and handling money preferred. Salary $9,694 to $11,329. Applicants must be Farmington Hills residents, unemployed 15 of the last 20 weeks, and within the lower living standard income level. Call Personnel Office for interview or more information. City of Farmington Hills,
474-8115
Equal Opportunity Employer M/F

CORPORATE
ACCOUNTING
SUPERVISOR
Progressive Southfield area mortgage banker seeks experienced Accountant to supervise general accounting activities. Bachelor's Degree in Accounting with related experience required. Must have ability to organize, document procedures and delegate responsibilities. Excellent salary and benefits available for qualified individual. Send resume, including salary history and requirements to Box 460, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CPA OFFICE in Southfield needs Bookkeeper who has worked in a CPA Office and is experienced in payroll taxes, trial balance & financial reports. 569-3120

504 Help Wanted Office-Clerical

DOCTORS OFFICE

Pleasant atmosphere in suburban Optometrist's office. Receptionist and patient assisting duties include light typing. Contact lens experience. $780 up, plus benefits. Hours flexible.
353-2090
SNELLING & SNELLING
PERSONNEL

ENGINEERING - secretary, Troy manufacturing company, typ 55 WPM, dictaphone, knowledge of engineering secretarial experience, $1650 per month. Fee paid.

CLERKS - Large Southfield company, excellent math and English aptitude, type 45 WPM, $4.65 hr. excellent benefits, fee paid.

CUSTOMER - service rep. Southfield, wide range of duties, 1 yr. office experience, math and English skills a must, growth potential $750, fee paid

LOIS RAY
PERSONNEL
559-0560

EXECUTIVE SECRETARY
Part time for Life Insurance Agent, offices Big Beaver, Troy. Experienced person needed for policy owner service, telephone follow-up. For interview call Mrs. Simon 352-2230

EXECUTIVE SECRETARY of distributorship office with typing (70WPM) dictaphone and some bookkeeping experience, telephone contact with customers, varied, interesting and challenging work. Maple & Telegraph, Birmingham. 642-9050

EXECUTIVE SECRETARY
Mature person, good typing and shorthand skills. Real Estate background helpful, but not required. $1,200 a month. Paid vacation. Excellent company. Fee Paid. Beryl Personnel, 26661 Coolidge, Oak Park, Mich. 548-3055

EXECUTIVE SECRETARY
Excellent opportunity with an expanding company in Troy for an experienced executive level Secretary responsible directly to our marketing V.P. Qualified candidate must be self motivated and possess good organizational and communication skills. Excellent compensation package. Send resume to box 488 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - $13,000
Assist President of established Medical supply house. Qualified candidate will possess ability to work without supervision, handle detail and follow-up and confidential correspondence, book flight and make travel arrangements for well traveled employer. Will train polished individual with 1 Yr. previous experience. Type 65 WPM, shorthand helps. Full benefits. Fee Paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXPERIENCED LEGAL Secretary for Farmington Hills Law firm. Good typing and dictaphone skills required. Excellent benefits Call Linda Widing
851-9500

EXPERIENCED LEGAL Secretary for Farmington Hills Law firm. Responsibilities include typing, filing, telephone and dictaphone skills required. Excellent benefits. Call Linda Widing 851-9500

EXPERIENCED legal secretary. Negligence & divorce experience preferred, salary commensurate with experience. Southfield area. 358-0100

EXPERIENCED LEGAL Secretary in Troy, word processing experience required. Contact Lydia or Barbara
643-8300

ACCTS. RECEIVABLE
Livonia

Bookkeeper experienced with Nursing Home A/R knowledge of third party insurance. Salary commensurate with experience. Excellent fringe benefits. Call between 8am-4pm. University Convalescent Home 427-6270

ADMINISTRATIVE
SECRETARY
$12,500
FEE PAID
Super prestigious international ad agency needs you! Excellent benefits and location.
Snelling & Snelling
336-7400

EXPERIENCED SECRETARY
wanted for general practice law firm Southfield
352-6980

EXPERIENCED SECRETARY wanted for busy Southfield business, only those with top knotch skills need apply. Legal experience not necessary. 552-1000

EXPERIENCED SECRETARY
Needed to work in 2 girl office. Must enjoy responsibilities, stat typing. Busy and varied routine. Insurance and/or pension background very helpful. Bloomfield Hills location. Call Linda,
644-7700

FULL CHARGE bookkeeper with general construction background, payroll & union reports, general office work. Mature person preferred. Please state salary required in resume to Box 418, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME clerk for busy office. Typing 50wpm, filing, answering phone. Benefits. Trans America Insurance Group
427-5433

GAL FRIDAY
INVESTIGATOR
Northland area security company needs attractive & outgoing gal with good secretarial skills who also is capable of accomplishing investigation work. Must be able to type at least 40 WPM, have good accounting skills & be able to work flexible schedule. Call 10am-4pm. Mon thru Fri.
837-8733

GENERAL OFFICE help needed Experience preferred. Gardner White Furniture Southfield.
357-1380

GENERAL office clerk, Plymouth Twp. Must be able to post simple accounts receivable ledgers, type accurately minimum 40WPM, use calculating, starting salary $150 week. Call Sharon for interview appt. 459-3480

GENERAL
OFFICE/CLERICAL
Sharp person required with good figure aptitude and typing of 50-60 WPM. Full benefits and good starting salary. Please call for an appointment:
Mr. Goldman
557-7040

GENERAL OFFICE
Pleasant surroundings & diversified office duties are offered by Royal Oak manufacturer. Good business skills & availability are essential. Computer experience helpful. Full time, good benefits - profit sharing & pension plan. Send resume, including salary history to: Box 464
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Accurate typist, light annual accounting, 9-5, thru November. Benefits Call
851-2200

GENERAL OFFICE - Some telephone, filing, customer service for insurance office. 25-40 years old, long term orientated
557-7410

HOUSEWIVES
STENOS
TYPISTS
Also General Laborers
Need For Work In Pail.
Call For Appt.
MANPOWER
TEMPORARY SERVICES
Livonia - 19500 Middlebelt, Suite 310E
Call For Appt.
478-1130