500 Help Wanted

MARKETING & PROMOTIONAL POSITIONS

Good communication skills and the ability to effectively promote our customers products will enable you to earn good pay with benefits. Long & short term temporary assignments - begin immediately in all SUBURBAN LOCATIONS. Now interviewing. Call for appointment.

CDI
Temporary Services
559-7356
EOE - NO FEE - M/F

MATURE counter person wanted full time. Apply: Lobster Pot, Bloomfield Plaza Shopping Center, Maple & Telegraph.

MATURE PERSON, experienced in activities and arts & crafts for large senior citizens facility. Part time, hours varied. Contact Suzy Gorrah, Franklin Club Apts. 353-2810

MATURE woman wanted to work in book store. Hours: 1-8pm, 3 days a week. 278-5269

MECHANICAL ENGINEERING DESIGNER

We are seeking an individual with mechanical design experience. Knowledge of electrical and pneumatic controls and their uses would be advantageous. Successful applicant will work with a project engineer to develop a variety of customer-ordered systems for adhesives and sealant applications. Applicants will be involved in the design evaluation, drawing and testing of these systems. We can offer a fine salary and benefits package along with pleasant working conditions in our new engineering office. For interview please send resume or call for appointment to

Barry Killick
PYLES INDUSTRY
28990 Wixom Rd.
Wixom, MI. 48096
349-5500

MECHANIC-CERTIFIED
Experience with all model cars in air conditioning, alignment, and minor electrical. Excellent earning for right man. Call Birmingham 642-0700

MILL HAND - Journeyman or equivalent of. Must do own setup on close tolerance parts. Top wages. Full benefits. Call Mr. Schrock 478-8665

MSW
Outpatient Clinic in Livonia seeks part time caseworker, experience in Substance abuse preferred, salary negotiable. 425-2760

NIGHT WRECKER DRIVER
Must live in Plymouth area.
Pay to commission.
455-0099

NORTHVILLE KINDER CARE taking application for part time teachers. 348-1589

OPPORTUNITY
That's what we offer part time commissions & flexible hours for phone work from our Farmington office, special consideration given to experienced people. Call Ms. McConnell between 1-5 PM daily, at 855-6040 & start making big dollars.

OPTOMETRIC/HEARING AID ASST. Will train a motivated person with full time career position who makes a nice appearance and can work Saturdays and some evenings. Mail complete information and resume to Mall Optical & Hearing Aid Center, Pontiac Mall, Pontiac, MI 48053. Do not phone or apply in person.

PACKAGING FOREMAN - 3 to 5 yrs. experience, plastic background preferred, attractive salary, $17,000 + bonus, fee paid.
Mary Greene Personnel 399-1428

PERMANENT Part time plastic molding operator, 5AM-8AM Monday through Friday, Plymouth-Canton Area. Engineering or similar technical college student preferred. Call Mr. Mueller 9AM-5PM. 455-4520

PERSON for Film Clerk & Relief Receptionist. Full-time. Troy area. Call 649-3200

PERSONS from South Oakland County with own transportation for early morning hours for home delivery of New York Times. $20 day guaranteed. For interview call 553-9600

PERSON to answer phone in own home or my want ad. Commission $50-$50 per sale. 478-8040

PHARMACIST - full time or part time. No Sundays or holidays, no nights. Experience and references. Reggin Drugs, 1520 Woodward. Mr. Gerger 872-2870

PHONE SALES
Weekend Work
$3.50-$3.90 hr.
EXPERIENCED in repair or remodel. Call 7 AM to 5 PM.
533-3380

PLUMBING APPRENTICE, poor working conditions, minimum wage, for a career in plumbing.
399-5340

POLISHER
Opportunity to work with experienced Jeweler/Goldsmith. Duties include polishing & finishing fine gold jewelry. Related experience required. Must have reputation for absolute honesty. Good pay, Excellent benefits. Please apply to the Store Manager at the North-land Store
J. B. ROBINSON JEWELERS, INC.
Fashion Square
Equal Opportunity Employer M/F

PRENTIS MANOR
JEWISH HOME
FOR AGED
SOUTHFIELD
RNS and LPNS
FULL OR PART
TIME SHIFTS

Join our team for the best in geriatric medical long term care. Top salaries, premium holiday pay, free meals, paid Blue Cross, paid sick days, life insurance, action & accident insurance, retirement plan. Excellent working environment. Call Ms. Young, RN. 352-2336.

PUBLISHING CO. in Troy area seeking Editorial & Sales Personnel.
Phone. 362-4650

PUT ALL YOUR practical skills to work, driving, teaching, budgeting, personal relations. Be an aide in a group home for adults with mental retardation. Part time/full time. Excellent driving record required. 9 to 4. 478-0870

500 Help Wanted

PRINTER

Permanent opening for a full time Printer. MUST have experience in the operation of the Multi-Lith 1850. Top pay and benefits. Apply by calling:

582-6200, ext.460
An Equal Opportunity Employer

PRINTING
SPEED - KLECK
SHEET COLLATOR OPERATOR
We are seeking an experienced person with a forms background. Full time - days.

PRINTING
ORDER ENTRY
CLERK
We are seeking an agressive detail person to handle all phases of production order entry. Must have strong communication skills & typing ability. Full time days.

525-0004
PRODUCTION FOREMAN
all benefits, days. Apply to Greenfield Die & Machine Corp. 12715 Inkster Rd., Livonia, Mich.

RESTAURANT CAREER - good restaurant or business management experience. 5 days, 50 hrs. $918 mo., benefits, early increase.
Ray Greene Personnel 399-1428

RETAIL CHAIN needs full-charge Bookkeeper. Must be familiar with Sales Detail, Accts. Receivable, Accts. Payable, General Ledger details, Bank Reconciliation thru Trial Balance. Excellent opportunity for detail-minded individual. Individual must be able to type, operate printing calculator & compose correspondence. Send resume to: P.O. Box 833, Rochester, Mi. 48063

SALES
Any one interested in earning $100 to $200 per month part time please call. Must be 21 or over. 738-8105

SALES PERSONNEL and Donut Baker needed. Apply Jan. 23 and Jan. 23. 10 AM to 4 PM. Dunkin' Donut, 10 Mile & Haggerty, Novi.

SALESWOMAN, personable & well groomed. Full time & part time. Bridal shop, Livonia area. 355-8438

SERVICE STATION now accepting applications for wrecker drivers, driver-way attendants & cashiers. Must be reliable. Apply in person: Joy - Merriman Standard, 31411 Joy Rd., Westland.

SHARP PERSON, female preferred, needed for leading furniture rental company at our Dearborn location. Ability to meet public is a "must". Basic office skills and own transportation required. Sales experience a definite "plus". If you're looking for a versatile position, call for appointment between 11AM-5PM. 565-5514

STOCK MAN, full or part time, must have car, excellent salary & benefits. Sherman Prescriptions, Maple & Lahser 647-4909

STORM DOOR INSTALLERS
Experienced only. Must have own tools and vehicle. Excellent pay. Door City of Michigan. Ask for Ron. 534-6080

SUBSCRIPTION T.V. INSTALLERS
Must have van. T.V. building, electrical experience helpful.
SURFACE GRINDER HAND
Journeyman or equivalent. Capable of setting up and doing Precision Work details. Top wages, full benefits. Call Mr. Schrock. 478-8665

SWITCHBOARD OPERATOR

Digital Equipment Corporation has an immediate opening for a switchboard operator on a dimension 100 system.
Experience a plus.

In addition to a pleasant telephone manner, this position requires an individual with accurate with figures, typing 45-50 wpm, and is capable of performing efficiently in a fast-paced environment.

For consideration, please forward a brief letter of experience to: Sherri Pender, Digital Equipment Corporation, 21333 Haggerty Rd., Novi, MI 48050

We are an affirmative action employer.

DIGITAL
EQUIPMENT
CORP.

TEACHERS
Become a Foster Parent. Use professional skills in your home by providing care, training, and community living experiences for a developmentally disabled child. Foster child would require training at home as well as in a local special education program. Foster parent will receive additional training, professional support, and a monthly salary from Plymouth Center For Human Development. Call: 837-3560.

TEACHERS NEEDED - The Plymouth/Canton education department needs part time night school instructors for the following year. Bookkeeping, Biology, Machine Shop & Graphic Arts. Please call for further information. 459-1180

TEACHERS NEEDED
Evenings Only! Secondary Certification. Adult Education experience preferred. Typing, Accounting & Science. Call after 1:30PM. 545-0901

TELEPHONE SALES EXECUTIVE wanted for Southfield Office of New York Jewelers. Adult with clear speech, salary plus commissions. Call between 3PM-9PM. 557-9603

TELEPHONE SOLICITORS needed. 6-9pm, Monday thru Thursday. $3.00 hourly plus incentives. Will train. Call Southfield. 559-1653

TOOL ROOM HELP
GRINDER HAND
Experienced only
Apply at:
RETOOL MACHINE
13640 ELMIRA
Plymouth-Schaefer area

500 Help Wanted

TELEPHONE WORK
In Southfield Office
Well mannered individuals needed for Phone Work. No selling. Hours: Mon. thru Thurs., 5-9PM; Sat. from 10AM-5PM. Call 559-3420

TOOL MAKER-good benefits. Norter Industries, 32701 Industrial Rd. Garden City. Apply in person only.

TRAVEL AGENCY
Operation manager (aggressive)
557-6070

TRAVEL AGENT- Minimum 2 yrs. experience, domestic & international. Sabre experience desired. For appointment call 569-5720

TROY based gage manufacturer seeks experienced Fixture Designer. Knowledge of applications and cost estimating essential. Reply by resume or call 588-1810, Ecco Systems, P.O. Box 1376, Troy, MI 48099

TYPE-SETTER KEYLINER.
Experienced. Part-time - flexible hours. Type 55 WPM. Art background.
478-3657

UNLICENSED CARPENTERS needed immediately - Fire Job.
432-4283 or 478-3657

Vertical
Jig Bore Operator
Night Shift
Experience necessary

OVERTIME-BLUE CROSS
COST OF LIVING

H.R. Krueger
Machine TOOLING
31506 Grand River
Farmington
477-8400

WAITRESSES, experienced. Day & afternoon shift. Silverdome area. For appointment call: 373-1767

WELDERS and BRIGHTS to install special plant equipment. Approx. 2 months work, related person ok. Reply WELDER P.O. Box 246
Novi Mich. 48050

$$$$$
FOR
Holiday Bills?

WE NEED:

PACKAGERS

To work in the PLYMOUTH, LIVONIA & WIXOM areas. Must be 18 years or older with own transportation.

CALL NOW

LIVONIA	525-0330
DEARBORN	565-8060
WIXOM	669-2409
SOUTHFIELD	569-7500

WITT SERVICES
The Temporary Help People

$18,000 - $25,000
PER YEAR
BURGLAR ALARMS
Plus life insurance, hospitalization, vacations. Must have 2 years minimum experience, all phases, in burglar and fire alarms system and be a leader. No helpers need apply.
638-5182

502 Help Wanted Dental-Medical

A REGISTERED NURSE 55
Small Dearborn area facility has openings, full or part time, choose your hours. No Fee. Medical Division Employment Center. 565-1536

BILLING CLERK
Immediate opening in hospital related X-ray clinic for 3rd party biller. Experience preferred. Call Bev at 569-0817

BIRMINGHAM DENTAL office is looking for an experienced chairside assistant who can assume the responsibilities. Flexible hours. 647-2109

CHIROPRACTIC ASSISTANT
Attractive, intelligent, personable woman. Office experience preferred. Call mornings, 8 to 12, Mon., Wed. & Fri., 471-0449

DENTAL ASSISTANT
For 4 handed chairside, modern Canton Office. Experienced or certified a must! Full time, no Saturdays. 453-0946

DENTAL ASSISTANT - full time, experienced, pleasant office, Farmington. 477-0200

DENTAL ASSISTANT
Part time, afternoons. Experience necessary. Farmington Hills area
313-474-2280

DENTAL ASSISTANT -
Experienced, 4 handed chairside, for Farmington Hills general dentist. Salary open. 478-8330

DENTAL Assistant- full time position for individual experienced in chairside dentistry, general practice in Southfield. No evenings. Call 557-4155

DENTAL ASSISTANT. Full time with receptionist experience. In relaxed office, Sterling Heights area. Good hours, Biology, Machine Shop & Graphic Arts. Please call for further information. 459-1180

DENTAL ASSISTANT
Experienced. Southfield area. 569-2350

DENTAL BUSINESS Assistant. Providence Hospital area. No evenings or Saturdays. Apply box 2311 Farmington Hills, MI. 48018

DENTAL HYGIENIST needed Northwest Detroit office. Benefits. Full time. 272-1550

DENTAL LAB - young woman wanted to work in Livonia Lab, 25 hours per week, some experience necessary. 425-2210

DENTAL OFFICE managerial position. 15 Mile at Telegraph. Experience preferred. Must be dependable, stable and good organizer. Please send resume to: Suite 101, 4050 W. Maple, Birmingham, 48010.

DENTAL RECEPTIONIST
Must be experienced. Pleasing personality. Good pay and benefits. Northwest area. 867-1105

DENTAL RECEPTIONIST- 5 Days, modern Troy office, must have thorough working knowledge of bookkeeping, billing, payroll, insurance forms. Dental knowledge a must. Mail resume to Box 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DIETARY SUPERVISOR
Opening in skilled nursing facility in Novi. Excellent benefits, pleasant environment. Contact: Administrator between 9 AM. and 4 PM.
477-2000
An Equal Opportunity Employer

EXPERIENCED cardiac ultrasound technician, full time, 2-D & M-mode a must, additional skills in B-mode scanning helpful. Royal Oak area 399-9085

EXPERIENCED MEDICAL SECRETARY/Bookkeeper to work in private Medical Office in Warren area. References required. Call 751-8444

EXPERIENCED MEDICAL TECHNICIAN to work part-time in private Medical Office in Warren area. Call 751-8444

FINE OPPORTUNITY available in Southfield Dental Office. Must be knowledgeable in Dental Insurance Processing & Bookkeeping. No eves. or Sat. Excellent fringe benefits. Call evenings or weekends. 851-2131

LPN'S, RN'S
Full and Part time. Flexible scheduling. 100 bed nursing home. Birmingham area.
Call for appointment.
647-6500

502 Help Wanted Dental-Medical

LAMAZE INSTRUCTOR
Needed for Garden City Location. RN required, experience & BSN preferred. Call 855-3657

LICENSED E.M.T.
Full & part time. Apply in person between 4am-7pm. Mon. thru Fri. 12825 Allen Rd., Taylor, Mich.

LPN'S
To $21,600/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today for an Interview
MED-STAFF
557-2505

MAJOR crown & bridge practice needs additional part time chairside assistant. Experienced only. Northwest area. Hours 1-7PM, 4 days, on Saturdays. References necessary. Call after 7PM 626-2681

MATURE WOMEN
With previous nurse aide experience needed for live in position, must have own transportation, $42.50 per day plus room & board.
PRO CARE ONE INC.
The Health Care Professionals
SOUTHFIELD 559-4400
LIVONIA 425-6316

MEDICAL ASSISTANT
Bright Person needed to do venipuncture, IV administration, EKG, X-Ray, P.F.T., etc. Willing learner, Nonsmoker, Mon. thru Fri. Send resume to: Box 10, Westland, MI. 48185.

MEDICAL ASSISTANT experienced, WRC, DHEP & other simple lab procedures, Farmington area. 553-5355

MEDICAL ASSISTANT
EKG, injections, X-ray, vena puncture. 4½ days. Experienced only. Livonia area. Ask for Pat. 261-1740

MEDICAL ASSISTANT, part time in Westland area. Patient care. Will train. Write P.O. Box 488, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Mature experienced person for Ophthalmologist office. Full time. Southfield Area. Call 353-1754

MEDICAL RECEPTIONIST
Livonia area. 5 days, pegboard, appointments, filing. Experienced only. Ask for Pat 261-1740

MEDICAL RECEPTIONIST/billing clerk. Pleasant individual with problem solving abilities, experience in all medical W/C & NF insurances for busy clinic. Excellent benefits & salary. Call Shelly, best need apply on Monday. Ask for Pam. 569-5142 ext 328

Medical Record
Transcriptionist
Full time. Experience preferred. Call Mrs. Reid.
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500, Ext. 20

MEDICAL SECRETARY for busy Rochester office. Experienced only needs apply. Typing 55WPM, dictaphone experience helpful. Call Susan, 651-1365

Medical
Transcriptionist
Part time for Southfield office - can go to full time. Must be excellent typist, previous experience in hospital transcription department helpful. Start days. Call:
353-0250

Mental Health
Workers
ALL SHIFTS
Apply
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

MIDNIGHT SUPERVISOR
May be RN or LPN. Supervisory experience preferred. Salary negotiable. Benefits optional. Weekends and holidays off. Please inquire in person, weekdays, 9AM-4PM. Kith Haven - Ypsilanti, 28 S. Prospect, Ypsilanti.

NURSE AIDES - Am and pm shifts, full & part time. Experience helpful but not required. Oak Hill Nursing Home, 26401 Grand River, Farmington, Mi. 477-5723

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield

NURSES AIDES
FULL TIME
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSES AIDES
Weekends only, all Shifts.
Will train. Good starting rate, other benefits.
See Miss Watkins.

NIGHTENGALE WEST
8365 NEWBURGH RD. WESTLAND

NURSES
Become a Foster parent. Use professional skills in your home by providing care and training for a medically involved developmentally disabled child. Foster child would require training at home as well as in a local Special education program. Foster parent will receive additional training, professional support, and a monthly salary from Plymouth Center for Human Development. Call 837-3560.

NURSES
Or Those familiar with Hospital billing procedures for Hospital auditing work. No Nursing. Minimum 20 hrs. per week required. 968-2900

OPHTHALMOLOGISTS' office in Southfield needs medical receptionist, full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid experience preferred. Reply to Box 440, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME evening position, available for a medical receptionist desk. No experience necessary. Call Mon. thru Fri. 557-8085

PERSONS needed in metal finishing, casting & investing and porcelain plating. 4½ day week, benefits. Hunter Dental Ceramics, Redford 538-1500

RECEPTIONIST needed for Birmingham orthodontic office. 4 day week, experience preferred, salary negotiable. 646-9788

RECEPTIONIST for Dra. office. Light typing, $3.50 per hour. 427-3240

RECEPTIONIST full time experienced. Office located in livonia. Phone for appointment, ask for Janet. 476-4670

RECEPTIONIST for a Medical Office - Livonia area. 25 hours per week. Typing necessary. Knowledge of Insurance Forms helpful. 425-4424

RECEPTIONIST needed for Medical Office. Light typing, $3.50 per hour. 427-3240

RECEPTIONIST full time experienced. Office located in livonia. Phone for appointment, ask for Janet. 476-4670

RECEPTIONIST for a Medical Office - Livonia area. 25 hours per week. Typing necessary. Knowledge of Insurance Forms helpful. 425-4424

REGISTERED Nurse needed for Medical Office in Beaumont/Royal Oak area. Reply to Box 492, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - PART TIME
For Ophthalmologist's office, approximately 20 hours per week. Limited typing necessary. Southfield area. Send resume to Box 470, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSE NEEDED
Clinical Research position. Work in Royal Oak area days. Monday thru Friday. Contact:
Michigan State University
PERSONNEL OFFICE
ROOM 110, HUBBERT BLDG.
1407 S. HARRISON RD.
E. LANSING, MICH. 48824
Refer to position #A 0258.
MSU is an Affirmative Action/Equal Opportunity Institution.

502 Help Wanted Dental-Medical

RECEPTIONIST. Plymouth doctors office. Need exceptional person to manage front office. Duties include: phone appointments, pegboard, typing and helping patients. Must be cheerful, competent, and energetic. Send written resume to Office Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED
NURSES
We are currently seeking Registered Nurses to work part time and full time on all shifts including Saturdays for our pital. Positions are available in our inpatient department and require a minimum of one year Medical-Surgical experience. Interested applicants apply at the Admitting Office.
Metropolitan Hospital
& Health Center West
28303 Joy Rd., Westland
522-6800, ext.6684
An Equal Opportunity Employer

REGISTERED X-RAY TECH, or CMA, with medical training & working experience for busy internist's office. Telegraph-Southfield area, duties include basic X-ray, venepuncture, EKG, vitals, injections. Well groomed, pleasant, fine opportunity for reliable above-average worker. Call Mrs. Hills before noon.
333-7067

RN - LPN
Needed Immediately
Medical Care, Inc.
134 W. University, Suite 121
Rochester
656-1888

RNS and LPNS
Full time and part time
PM shift for a 50 bed private psychiatric hospital. Apply
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RNS and LPNS
Full and part time. Flexible scheduling. Excellent benefits.
Farmington
Nursing Home
30405 Folsom, Farmington
477-7400

RNS and LPNS
Part Time Afternoon Shift
Apply
Williamsburg
Convalescent Center
21017 Middlebelt, Farm.
476-8300

RN'S - LPN'S - AIDES
Flexible Scheduling, Top Pay
Variety of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA
33900 Schoolcraft, Suite L6
425-6316
SOUTHFIELD
17000 W. 8 Mile Rd. Suite 271
569-4400

DETROIT EXPRESS TICKET WINNER

John S. David
166 High St.
Pontiac

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, January 23, 1981 to claim your 2 free DETROIT EXPRESS TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

RN'S, LPN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lahser

RN'S, LPN'S
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Excellent pay scale and good benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Supervisor between 9AM-5PM, at
CASSIDY-LEESING HOME, W.
18633 Beech Daley. 255-1010
An Equal Opportunity Employer

RN'S - LPN'S
TOP $$$
Name Your Hours
DEPENDABLE
HEALTH CARE, INC
464-6116 559-3888

RN'S
PRIVATE DUTY!
LIVONIA
FARMINGTON
NORTHVILLE
WAYNE-WESTLAND
Full and part time available.
Call today.
TEMPORARY
HEARTH CARE SERVICES
835-5400

RN'S
TO $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For an Interview
MED STAFF
557-2505

RN'S
Unlimited personal and professional satisfaction are yours to enjoy as a member of our expanding nursing staff. Experienced is the reward of providing personal service and attention to those in your care. Weight Loss Clinic will train you to administer our unique program of counseling and nutritional guidance, if this environment sparks your enthusiasm and you have the ambition for advancement skill ability give us a call. Salary plus bonus. Ask for Rita at 967-2400 in Southfield.

RN
WEST BLOOMFIELD
Henry Ford Hospital is seeking a RN to work part time mid-nights for the Maingreve facility. Applicants must have experience in the care of substance abuse patients. Please call 661-4100 Personnel Dept.
HENRY FORD HOSITAL
6777 W. Maple Rd.
West Bloomfield 48033

STAFFING
SUPERVISOR
Registered nurse needed immediately for supervisory responsibilities in a busy supplementary nursing service office. This is a part time week-end position on the day shift. Call Alice Alexander for an interview.
MEDICAL
PERSONNEL
POOL
352-6111

502 Help Wanted Dental-Medical

RN - LPN
... needed full time for 7am-3pm shift in our basic care Nursing home. Call 644-8015

R.N.
FULL TIME
If you are a registered nurse who would like to put your training and skills to use in an atmosphere that is positive, cheerful and professional, we may have a career opportunity for you. The people who come to us for counseling and nutritional guidance need not only your knowledge and experience, but your magical smile and encouragement as well. Our benefits include easy hours no nights or weekends. Enthusiasm and dedication are definite prerequisites. If you possess the "star qualities" we're looking for, then please call Jerri at:
569-1608
WEIGHT LOSS CLINIC

STAFFING
COORDINATORS
Needed immediately for scheduling responsibilities. Applicants must have medical background, good time manner and be detailed oriented. Full time positions from 6am-3pm and 3pm to 11:30pm. Southfield location. Call Alice Alexander RN, for interview.
MEDICAL
PERSONNEL
POOL
352-6111

X-RAY TECHNICIAN
ON CALL
We have an immediate opening for an On Call X-Ray Technician to work on our Medical Staff. Must have a current has hospital. The requirement for this position is ARRT Registry. For more information, please call Personnel.
Metropolitan Hospital
& Health Center West
28303 Joy Rd., Westland
522-6800, ext. 6684

X-RAY TECHNICIAN - for private Radiology Office. Must have experience helpful. Bloomfield Hills area. 642-9109

504 Help Wanted Office-Clerical

ACCOUNTING & PAYROLL CLERK
Must like working with numbers & have typing ability, knowledge and experience of bookkeeping helpful, salary negotiable, fully paid medical insurance, located in Farmington from Downtown Rochester, send resume.
Box 489
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS
RECEIVABLE CLERK
International consumer electronics company has an immediate opening for a bright, energetic individual with creditrelated experience. Good math aptitude and typing skills required
Position offers an excellent salary and benefit package. Please apply
PERSONNEL DEPT.
MAGNETIC VIDEO
A 20th Century-Fox Co.
23629 Industrial Park Dr.
Farmington Hills, Mich. 48024
Equal Opportunity Employer M/F/H

ACCOUNTS RECEIVABLE bookkeeper, experienced in income accounting, cash receipts, computer data input & balancing, Troy office. 649-4500

Accounts Receivable Clerk
ON-CALL. We need an accounts receivable clerk to help us on a part time, on call basis, at our westside office located at Greenfield and Jeffries X-way. Must have accounts receivable experience, be able to type accurately, use 10 key calculator and be available several full days a week as needed. Please call 961-2262 ext 212.
Equal Opportunity Employer M/F

ACCURATE TYPIST/Receptionist, good telephone personality, needed to run various office machines. Computer center located in Southfield. Call 8am-5pm, ask for Dawn 557-1544

ACT NOW!
We need experienced:

SECRETARIES
STENOGRAPHERS
DICTAPHONE OPERATORS
PBX OPERATORS
WORD PROCESSORS

We have temporary long and short term assignments. Call now for an appointment.

LIVONIA	525-0330
DEARBORN	565-8060
WIXOM	669-2409
SOUTHFIELD	569-7500

WITT SERVICES
The Temporary Help People

ADMINISTRATIVE
ASSISTANT
Qualified individual with 3 to 5 years exp. preferred for our gift office. Must be capable of 75 WPM typing and 50 WPM shorthand. Must possess excellent communicative skills and be capable of client contact and product sales analysis. Salary $14,000 and up. Excellent benefits. Send resume to:
17338 W. 12 Mile Road, Suite 100,
Southfield, Mich., 48076.

ADMINISTRATIVE
SECRETARY
Full time position for mature, responsible individual, good typing and shorthand skills necessary. Diversified duties and some work with figures. Excellent fringe benefits. 4½ day work week. For appointment call:
453-2000

ADVERTISING - Full time. Must be able to work evenings & Saturday afternoons. Light work, a month every 3 months, shorthand, bookkeeping. Fast paced office. Lathrup Village 569-4399

A PENSION ADMINISTRATOR
Needed for Troy Insurance Firm. Experience in Government regulations & reporting necessary. Call Billie 3 PM-5 PM. 649-1990

APPLY
NOW
CLERKS
RECEPTIONISTS
SR. TYPISTS
SECRETARIES
We have immediate openings in the Livonia, Farmington, Southfield and Bloomfield areas. These positions offer provide an excellent way to improve your references. Work long or short term assignments. Apply now.

Somebody
Sometime
TEMPORARY HELP

Livonia - 17322 Farmington Rd.
(In Burton Executive Park)
525-5170

Southfield - 18415 W. 8 Mile
272-8500

Dearborn - 23400 Michigan Ave.
Suite 410, Village Plaza
565-3500

ATTENTION
Stenos, Dictaphone Oprs. & Sr. Typists.
We have temporary openings
For appt. call

LIVONIA	478-1130
TROY	585-5595

MANPOWER
TEMPORARY SERVICES

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
For private school in Southfield. Excellent secretarial & administrative skills required. Local references.
Ask for Marguerite 358-0090

BIRMINGHAM LAW FIRM seeks experienced Legal Secretary. Knowledge of Lanier Word Processor preferable. Salary negotiable. Excellent benefits.
Call Pat. 643-0800

BIRMINGHAM Office of Manufacturing firm requires person for general office duties. Responsible position. Accent on people with emphasis on clerical accounting functions. Please send resume to Box 456, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM - publishing office needs secretary, no shorthand, general office duties, plus possibility of selling ads. Salary $13,000 to $15,000 plus benefits. Work in lovely surroundings, agency fee paid.

BLOOMFIELD HILLS - law firm needs dictaphone secretary with mag card experience. Some legal experience. Firm will pay $12,480 with excellent benefits Agency fee paid.

ASSISTANT - treasurer of Birmingham company needs secretary, no shorthand. Newly created position. You will use your multability. Salary $10,000 to $11,000, top benefits and fee paid.

ADAMS
&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

BOOKKEEPER, experienced for CPA office. Desire to learn computer system. 50 flexibleh hours per month. Reply to Box 466, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - experienced, typing & calculator skills required, salary open. Bloomfield area. Call Mrs. Ryan Fri. 9-5. Send resume to box #464, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER for Sales Office, full time position, Southfield area.
Please call 559-1080

BOOKKEEPER full charge, salary commensurate with experience. Healthy Jones, 25231 Northwestern Hwy., Southfield. Call between 9-11am or 3-5pm.

BOOKKEEPER'S ASSISTANT - with good figure aptitude and some light typing. Call Mr. Goldman for appointment. 557-7049

BOOKKEEPER/Secretary. Small office needs bright person with bookkeeping capabilities. Work includes invoicing, payroll, accounts payable/receivable. Some experience with union reports helpful but not necessary. Secretarial skills a must, no shorthand required. Excellent pay and benefits. Call for interview 352-4559

BOOKKEEPER-TYPIST
Experienced. New plastics distributor in Novi needs self-motivated, mature person for full time position. Company is new and growing with good benefits and offers excellent future. Please call David Marino. Midstates Rubber & Plastics. 348-9788

BOOKKEEPER
30 hours per week, posting, filing, & typing 4 hrs. between 9am & 5PM. Southfield area. 358-0400

BRIGHT, enthusiastic typist needed for insurance/transcription, minimum 60 wpm a must. Many benefits, many opportunities. Salary commensurate with ability, but not necessary. Call:
357-3510, ext. 270
An Equal Opportunity Employer

CATERING
SECRETARY

We have an entry level position open in our catering department for a Secretary. Good typing and telephone skills are a must. Excellent benefit package.

Please apply in person
PERSONNEL OFFICE
MON. THRU FRI.
9AM-4PM 3PM-4PM.

SHERATON-SOUTHFIELD
HOTEL
17017 W. 9 Mile Road
Southfield, Mich
An Equal Opportunity Employer

CHIROPRACTIC ASSISTANT - Must have outgoing personality. Morning & evenings hours, typing & telephone skills. Apply in person 8am-12 Noon Mon. thru Fri. 27 Mile & Lonyo.

CHIROPRATIC ASSISTANT
Attractive, intelligent, personable woman. Office experience preferred. Call mornings, 8 to 12, Mon., Wed. & Fri., 471-0449

CLERICAL
OPPORTUNITIES
AT TTD
Clerk Typist
Individual should have typing skills of 35 wpm, previous office experience and prior statistical typing

Records Correspondent
Individual should be detail oriented, have an aptitude for figure work, excellent written and verbal communications skills, typing of 55 wpm and previous office experience

We offer a competitive salary and fringe benefit package to the successful candidate. If qualified, contact Sue Cecilia at:

FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
355-9300, ext. 253
An Equal Opportunity Employer

CLERK - typist, bookkeeper, full time, knowledge of light bookkeeping & typing necessary, references, must apply in person & see Mr. Wilbeck at Wilbeck Household Appliances, 23815 Woodward, Ferndale 545-2600

CLERK TYPIST- 35WPM, excellent benefits, Accounting Area.
Call Kathy Hartman 353-3000

CLOSING CLERK typist for real estate related position. Must be detail conscious, type 60wpm, high school graduate. 1 year experience in real estate office or lending institution. Permanent full time position available with good company benefits. For interview
352-6400 ext 212
An Equal Opportunity Employer

COLLECTION
We are looking for an individual experienced in adjusting and collecting delequent mortgage accounts. Knowledge of investor and governmental regulations helpful. Must have strong communications and organizational skills. Salary commensurate with experience plus outstanding fringe benefits. For interview contact: Mrs. Reinhart.
355-0500
Graham Mortgage Corp
An Equal Opportunity Employer

DATA CONTROL CLERK
Business growth has created an immediate opening for an individual possessing data entry experience. Successful candidate will report directly to the data processing Manager and be responsible for operating a CRT keyboard.
Position offers an excellent salary and benefits program. Please apply:
PERSONNEL DEPARTMENT

MAGNETIC VIDEO
A 20th Century-Fox Co.
23629 Industrial Park Dr.
Farmington Hills, MI. 48024
Equal Opportunity Employer M/F/H

DOWNTOWN BIRMINGHAM Office needs dynamic Secretary with excellent typing & language skills. Shorthand desirable. Send resume to: Suite
55 W. Maple, Birmingham, Mi. 48011.

EXECUTIVE Patent Law Firm seeks part-time assistant. Full responsibility. Confidential resume to Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

EXPANDING Company in Southfield needs experienced receptionist with excellent typing & math aptitude, good salary & benefits, ask for Rosemarie 354-6140

EXPERIENCED COMPUTER Word processing secretary for Troy law office. DEC-W-78 or similar. Send resume to P.O. Box 1333, Troy, Mich. 48099

EXPERIENCED Legal Secretary for Southfield law firm. Excellent benefits, salary commensurate with experience. Send resume, in confidence to Box 430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Or contact Mr. Goodman. 358-0620

EXPERIENCED LEGAL Secretary needed 3 days a week. Mon. Wed. & Fri. Southfield area. Call:
353-1550

EXPERIENCED RECEPTIONIST, filing clerk, light typing, for Bloomfield law firm, congeniality a must, contact Susan 642-3586

FRET NOT
We found your job
Large fee paid. Accurate typing and shorthand, $12,500 a year.
FEE PAID
644-4600
SNELLING & SNELLING
AGENCY

FULL CHARGE
BOOKKEEPER
Through Financial Statement, Pegboard System, Payroll, and all Payroll Taxes. Liberal fringe benefits. Send replies to Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL
CLERICAL

Immediate openings for individuals with good typing skills, diversified duties, some work with figures, 4½ day work week, excellent fringe benefits. Call:
453-2000

GENERAL OFFICE, full time, order desk clerk, typing 60WPM, on shortview, non smoker. For personal interview.
836-1003

GENERAL OFFICE Typing, billing, collection. Will train. Apply in person between 9AM-2PM: 25205 W. 8 Mile Rd., Redford.

GENERAL OFFICE CLERK, permanent part time position, Mon. to Fri. hours 1 to 5 PM. 1 girl office. South field insurance Agency. 559-4100

GENERAL OFFICE - mature woman with typing, filing and general office skills. 35 hours per week. Benefits. Call for appointment. 535-4335

GENERAL OFFICE
Immediate full time position available, varied clerical duties, excellent salary & benefits. Southfield location. Please call for appt. 569-0330

GENERAL OFFICE, National Real Estate Company in Southfield needs experienced person with excellent skills. Overtime and open for Saturdays. Call Cushman & Wakefield 352-8900

GENER