500 Help Wanted

PRINTING
SPEED - KLECK
SHEET COLLATOR OPERATOR
We need 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.

PRINTING
KEYLINER/ TYPESETTER
Must be experienced - full time. Experience on IBM Composer. For a fast growing forms company
525-0004

RESIDENT Care Workers needed for full & part time positions. Rochester area. Please call between 9am-5pm. 731-6996

SALES
Any one interested in earning $100 to $300 per month part time please call. Must be 21 or over 739-2105

SALESLADY
Experienced, full or part time, small shop. Grand River & Drake Rd. Farmington 474-0055

SALES MANAGEMENT
Part Time. Looking for mature person who is interested in a challenge & not a job. Call Mon thru Fri 4-7 PM 464-8470

SECRETARY
30 hrs per week. Person working on or having completed a degree in business education or related fields to do grant writing for a private non profit organization. Must be Oakland County resident, unemployed 15 out of last 20 weeks. Economically disadvantaged or a member of a family receiving public assistance. Salary $5 per hour with tuition & books reimbursed by CETA. Call for appointment 349-1650

SECURITY OFFICERS
Security or law enforcement experience desired. 5 openings available. Downriver and metropolitan area. Call CPP Security Service 521-3724

SELF SERVE Station Manager, experience preferred. Salary plus commission. Call 474-5110

SERVICE STATION - 6 & Inkster area - need - Part-time Weekend & evening help. Mature, good workers Only. Call between 2PM-4PM Only 422-1760

SERVICE STATION help. Standard Service Center in Birmingham needs 2 people to pump gas, day shift, good pay. Apply Tel Maple Car CAre Corner of Tele & Maple Birmingham 644-2910

STOCK MAN, full or part time, must have car, excellent salary & benefits. Sherman Prescriptions. Maple & Lahser 647-4900

SUBSCRIPTION T.V. INSTALLERS
Must have van. T.V. building, electrical experience helpful 557-5804

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

TEACHER with business related background to instruct Medical Secretaries and Medical Assistance in office procedures. private vocational school in Livonia. Immediate opening for day & evening positions. Call 478-8172

TELEPHONE SOLICITORS needed 6-9pm. Monday thru Thursday. $3.00 hourly plus incentives. Will train. Call Southfield. 559-1652

TOOL MAKER good benefits. Noster Industries 32701 Industrial Rd. Garden City. Apply in person only

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

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

UMPIRES NEEDED
North Redford American Little League April 27 thru July 1. Baseball knowledge essential. For information contact Donald Becker 538-6951

VAN DRIVER needed immediately. Chauffeur's license required. Red Bell Childrens Nursery. 34203 Ford Rd. Westland. Call for appointment 729-3434

WANTED males 18 years and over for Home Services snow removal work. For interview call Carol McIntyre or Jane Pullum 534-6624

WAREHOUSE HELP
Must have Chauffeurs license. Apply In Person Only. Modern Office, 31535 Southfield Rd., between 13-14 Mile, Birmingham

WELDER MILLWRIGHTS to install special plant equippment. Approx 2 months work, retired person ok. Reply WELDER P.O. Box 246 Novi Mich 48050

YOUNG MAN - 18 yrs or older, for full time maintenance helper at apt. complex, 16 Mile - Woodward area. Call Mr Dooley between 9-5 646-1188

502 Help Wanted Dental-Medical

A REGISTERED NURSE $$
Small Dearborn area facility has openings, full or part time, choose your hours. No Fee. Medical Division Employment Center 569-1636

AVAILABLE IMMEDIATELY
Medical Assistant, minimum 2 yrs experience Dr's clinic, Berkley area, salary plus excellent benefits

Medical Records, medical terminology, accurate typing required for small hospital, Dearborn area, 8-4, Mon thru Fri salary plus benefits.

Physical therapist, registered, excellent opportunity for growth to assistant dept head, excellent salary & benefits. FEE PAID

Phone Karen - 642-3050
Professional Medical Personnel

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

CHIROPRATIC ASSISTANT
Attractive, intelligent, personable woman. Office experience preferred. Call mornings, 8 to 12, Mon., Wed. & Fri., 471-0440

CLERICAL OPENING for Clinical Lab in Southfield. Typing ability and legible handwriting important. Hours 9am-5pm, Mon. thru Fri. Call 557-8080, ext 6

DEKA AGENCY
Nurse Aides for private duty. Must be experienced in new-born or invalid care and have excellent references. $4.75 to $6 per hour. Bonded-licensed. 569-1209

DENTAL ASSISTANT
For 4 handed chairside, modern Canton Office. Experienced or certified a must! Full time, no Saturdays 453-0940

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

502 Help Wanted Dental-Medical

DENTAL ASSISTANT - full time, experienced, pleasant office, Farmington. 477-0208

DENTAL Assistant- full time position for individual experienced in 4-handed dentistry, general practice in Southfield. No eves. 569-2255 or 357-4155

DENTAL ASSISTANT. Top flight, experienced only, for Farmington area. 4 handed dentistry. Top salary and benefits. Must be mature & responsible. High prestige office. 855-3655

DENTAL ASSISTANT experienced in practice of four-handed denistry? Willing to learn orthodontic assisting? Our Westland dental clinic is looking for you. Salary commensurate with experience. Good benefits. Call Dianne. 722-5132

DENTAL ASSISTANT for West Bloomfield orthodontic office. Mon. Tues. Thurs. 8am-5pm. Dental experience. 851-7272

DENTAL ASSISTANT, also receptionist, mature & experienced preferred. Excellent opportunity, benefits. Farmington orthodontist. 855-2020 569-5110

DENTAL ASSISTANT. Part time needed for growing general practice in Livonia. Should have some chairside and business experience but not mandatory. 525-9320

DENTAL ASSISTANT - Major Crown & Bridge practice needs additional part-time Chairside Assistant. Experienced only. Northwest area. Hours 1-7PM, 4 days, no Saturdays. References necessary. Call after 7PM. 626-2681

DENTAL ASSISTANT
Fine opportunity in N. suburban dental office for experienced Assistant. 4 handed experience necessary. Nice hours - no Saturday. Salary $200 week range, depending upon experience
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DENTAL ASS'T
Experienced Southfield area 569-2350

DENTAL HYGENIST for West Bloomfield orthodontic office. Mon. Tues. Thurs. 8am-5pm 851-7272

DENTAL HYGIENIST Personable, recent graduate acceptable. Reply to Box 502, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

DENTAL RECEPTIONIST
Must be experienced. Pleasing personality. Good pay and benefits. Northwest area 967-1105

DENTAL RECEPTIONIST
Providence Hospital area. No evenings or Saturdays. Apply box 2311 Farmington Hills, Mi 48018

EXPERIENCED cardiac ultrasound technician, full time, 2-D & M-mode a must, additional skills in B-mode scanning helpful. Royal Oak area 399-9083

EXPERIENCED medical receptionist for small lab. 5 days, 7am-3:30pm. Apply at 17630 W. Warren, Detroit

EXPERIENCED ONLY. Medical Assistant needed for Livonia medical center, 9:30AM-6PM. Must be experienced in EKG, X-ray, injection and venapuncture. Good salary and benefits. Ask for Dee 591-0440

FULL TIME & PART TIME Hygienist Wanted in Group Practice
Call 427-2880

GERIATRIC LEADERSHIP
As a professional nurse, you have a lot to give... your expertise, your good judgement, your care. Now develop your leadership skills as Nurse Supervisor at FOUR CHAPLAINS plus the opportunity to work in Wayne County's finest health care facility. Apply in person 9 AM to 3 PM and explore our excellent benefit program. Call Mrs. J. Kerpet RN Director Of Nursing for an interview.
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd., Westland
261-9500

HANDICAPPED CHILD CARE
WAYNE & OAKLAND COUNTIES
If you have 6 months experience working with handicapped or retarded children we can use you for a special care program starting immediately. Full & part time available.
835-9542

HEALTH CARE AGENCY
seeking energetic self motivating R.N. with an interest in marketing. Experience in home care in service & public relations helpful.
Call Mrs. Fisher 835-9542

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

LPN Doctor's office, Novi area. Oncology-I.V. Infusion. Will train. Interested persons call for appointment. 538-4700

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

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

L.P.N.
FULL TIME OR PART TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance. Modern nursing home. See Mrs. Ferguson
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

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 569-4400
LIVONIA 425-6316

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 ASSISTANT wanted for pediatric office part time. Call between 1-5pm. 494-7457

MEDICAL ASSISTANT
Full time. Experienced only
Dearborn Heights area
For information call 278-1820

502 Help Wanted Dental-Medical

MATURE, PROFESSIONAL individual to work full time and handle diversified clerical duties. Pleasant personality, accurate typing required and excellent phone manner a necessity. Ask for Patti.
Chamberlain
626-9100

MEDICAL ASSISTANT. Full time. At least 2 years experience in EKG, vena puncture, injections. 12 Mile/Woodward. 543-2340

MEDICAL TRANSCRIPTIONIST
full or part time. Livonia area. Call Jan between 9AM-5PM 591-0440

MORTGAGE CLOSING Secretary, branch office needs full charge closer, experienced. FHA/VA/Conventional, Warehousing/Insuring helpful. 661-5344

OFFICE MANAGER/SECRETARY needed for 15 man Southfield law office. Experience with workmans compensation helpful. Must be assertive with excellent secretarial skills. Contact Gayle 559-4210

PART TIME-Flexible hours for person with good typing, filing skills and pleasant phone manner, Southfield area. 355-1335

PART TIME receptionist mature, Birmingham clinic, Mon-Thurs 8:30-1pm Excellent celerical skills 644-7077

PAYROLL
Data processing Bookkeeper, experience required. Associates degree or equivalent in business, and knowledge of Software programs (HAMS) desired. $5.78 to $6.47 to start. Excellent benefits. Apply Northville Public Schools, 501 W. Main, Northville 349-3400, Ext. 206

PERCENT
FEE PAID $$ OPEN
Break this spot into 10% areas and cover it all from balance sheets to proposals to accounting and supervisory assistance. Help keep the home office happy!
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

MEDICAL ASSISTANT needed for busy 3 P practice. Farmington Hills area. Approx. 35 hours week. Send resume Box 422, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL office assistant, experienced preferred. Pontiac-Bloomfield area. Send resume to box #506, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST - Experienced - 1 year - Insurance, Blue Cross, typing, billing & posting - for OB GYN group N.W. Detroit 837-7400

MEDICAL RECEPTIONIST
Mature, dependable, Mon. thru Fri., 12:30-9PM. Good typist, for medical reports. Pegboard experience required. Prime Dearborn area 271-5800

MEDICAL RECEPTIONIST - Experience preferred. Full-time. Hours 9-5PM. 5 day week. Farmington Hills area. Please send resume to Box 422, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 need apply. Typing 55WPM, dictaphone experience helpful. Call Susan. 652-1365

MEDICAL SECRETARY experienced in billing. Blue Cross, Medicaid & Medicare. Send resume to: V. Nandakumar M.D. 13011 W. Mc Nichols Detroit Mich 48235

MEDICAL TECHNOLOGIST
Part time position immediately available in our Novi Ambulatory Care Center for MT(ASCP) Registered (or equivalent registration) Medical Technologist to work 32 hours bi-weekly to include every other weekend and holiday. Experience in Chemistry, Hematology, Blood Bank and Coagulation preferred. Excellent salary and working environment. Apply only at Employment Office Mon. - Fri. 9 AM - 3 PM
PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

RED WING TICKET WINNER
Francis Leahy
9988 Hazelton
Redford
Please call the promotion department of the Observer & Eccentric by 5 p.m. Tuesday, January 27, 1981 to claim your 2 free RED WING TICKETS 591-2300 ext 244
CONGRATULATIONS!

MEDICAL TECH - 112-60 operator. Southfield lab. Early am shift, full or part time, top wages, liberal fringes, call 358-4510

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

MED TECH - chemistry serology. Southfield lab, early am shift, full or part time, top wages, liberal fringes, call 358-4510

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, 34225 Grand River, Farmington, Mi. 477-7373

NURSE AIDES
Seeking perceptive, concerned health care workers with experience & knowledge in geriatric care.
- Excellent wages.
- Holiday pay.
- Weekend & shift differential.
- Part or full time.
- Employee liability bonding insurance provided.
- Choose your days, hours & assignments.
- Staff relief, private duty & home care.

NURSING HOME NURSES, INC.
646-1150
An Equal Opportunity Employer

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

502 Help Wanted Dental-Medical

NURSES AIDES
With previous experience desired. For private duty in Home Health Care. Flexible hours, live in positions available.
643-0311

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.

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

RECEPTIONIST for Drs. office. Light typing. $3.50 per hour 427-2630

RECEPTIONIST full time experienced. Office located in livonia. Phone for appointment, ask for Janice. 427-4676

RECEPTIONIST for a Medical Office - Livonia area. 35 hours per week. Typing necessary. Knowledge of Insurance Forms helpful 425-4424

RECEPTIONIST-ASSISTANT
for specialty 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 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

RECEPTIONIST Plymouth doctors office. Need exceptional person to manage front office. Duties include phone appointments, pegbaord, typing and helping patients. Must be cheerful, competent, and energetic. Send written resumes to box490 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, part time. Mature woman with office skills for Chiropractor's office in Plymouth 453-7091

RECEPTIONIST, Part time. Experienced in billing and assisting for Internist office in Livonia. Call 477-0550

RECEPTIONIST needed for Birmingham orthodontic office. 4 day week, experience preferred, salary negotiable 646-9768

RECEPTIONIST-ASSISTANT
For Farmington Hills Podiatry office. Experienced, mature individual desired. Send typed resume to P.O. Box 2241, Farmington Hills, Mich. 48018

RECEPTIONIST
For Farmington area doctor office. 4 day week. Answer phone, file, type, peg board, medical experience necessary. Hours 9-5. $4 an hour
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

REGISTERED NURSE NEEDED
Clinical Research position. Work in Royal Oak area days. Monday thru Fri day. Contact
Michigan State University
PERSONNEL OFFICE
ROOM 110 NISBET BLDG
1407 S. HARRISON RD
E. LANSING MICH 48824
Refer to posting #A-0256
MSU is an Affirmative Action Equal Opportunity Institution

REGISTERED X-RAY TECH. or CMA, with formal training & working experience for busy internist's office, Telegraph Square Lake area, duties include basic X-ray, venepuncture, EKG, vitals, injections. Well compensated, full time opportunity for reliable above-average worker. Call Mrs. Hills before noon. 333-7067

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

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
Full and Part Time
Afternoon & Midnight Shifts
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

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. Revised pay scale and good benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-3PM, at:
CAMBRIDGE NURSING HOME, W.
18633 Beech Daley, 255-1010
An Equal Opportunity Employer

RN'S - LPN'S
Private duty.
All shifts.
NO
Mandatory Weekends.
643-0311

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

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

502 Help Wanted Dental-Medical

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

- RN'S -
Unlimited personal and professional satisfaction are yours to enjoy as a memeber of our expanding Nursing Staff. "Experience" 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 & Nutritional guidance. If this commitment sparks your enthusiasm and you have the ambition for advancement + ability - give us a call. Salary + bonus. Ask for Rita, in Southfield, at 967-2400

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:
589-1808
Opening in Dearborn area.
WEIGHT LOSS CLINIC

X-RAY TECHNICIAN, Registered or Registry eligible for portable company. Rotating shift, every third week off with pay. Benefits 9AM-5PM, 389-2727

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
Digital Equipment Corporation is in search of an individual with accouts payable or related accounting experience.

The accounting assistant will be responsible for invoice processing, preparation of journal vouchers, and data entry. He/she will perform reconsiliations, track expenses and provide clerical support. Candidates considered should type 45 wpm or better

Please forward your resume and salary history in confidence to Sherri Pender, Digital Equipment Corporation, 21333 Haggerty Road, Novi, Mi 48050

We are an affirmative action employer
DIGITAL

ACCOUNTING CLERK
AT $14,000
For well established suburban company. Handle ledger posting, bank reconciliations and accounts payable. Qualified candidate will have some previous general accounting or bookkeeping experience. Full fringes with dental plan and educational assistance. Excellent advancement potential. Fee Paid
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTING & PAYROLL CLERK
Must like working with numbers & have typing ability, knowledge and experience of bookkeeping helpful, salary negotiable, fully paid medical insurance, located 5 miles from Downtown Rochester, send resume
Box 480
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

ADMINISTRATIVE SECRETARY
to provide comprehensive clerical support to Controller's office. Applicant must have strong typing and clerical talent as well as accurate organizational skills. Must be a self-starter. Shorthand a plus. Experience required.

Liberal benefits and salary commensurate with experience. Send resume or reply to:
ROBIN HUBBELL
DESMOND & ASSOCIATES
ADVERTISING
20700 GREENFIELD RD
OAK PARK, MI 48237
967-1313

ADVERTISING AGENCY
Diversified position for Secretary/Reception duties in small Southfield agency. Great job for person who likes to keep busy. Accurate typing, no shorthand, some recordkeeping. 3 years office experience required. Advertising experience a plus. Salary commensurate with experience. Blue Cross/Blue Shield benefits. Send resume to
Box 512
Observer & Eccentric
36251 Schoolcraft
Livonia, Mi. 48150

ADVERTISING - Full time. Must be able to work evenings & Sunday afternoons. Hard work, great rewards. Typing, shorthand, bookkeeping. Fast paced office. Lathrup Village. 569-4391

AMBITIOUS, aggressive women wanted for 3 openings as receptionist, clerical and sales counselor. $7000 to $15,000. Full benefits, flexible hours for Interactions Dating Club. Ask for Mr. Gray. 569-6222

AN EXECUTIVE SECRETARY
who is a "take charge" person, needed to coordinate financial sales seminar. Southfield area. Mr. Casewell 559-6840

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

ACCOUNTS RECEIVABLE
Hard working pleasant individual needed in accounts receivable department. Good telephone speaking voice a must. Prior experience helpful but not necessary.
GUARDIAN ALARM CO
16101 Schaefer corner Puritan, Detroit
861-8600

ACCOUNTS RECEIVABLE CLERK
International comsumer electronics company has an immediate opening for a bright, energetic individual possessing credit related experience. Successful applicant will have both a good math aptitude and be familiar with account reconciliations.
MAGNETIC VIDEO
A 20th Century Fox Co.
23629 Industrial Park Dr.
Farmington Hills, Mi. 48024
Equal Opportunity Employer M/F/H

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

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Qualified individual with 3 to 5 years experience needed for one girl office. Must be capable of 75 WPM typing and 10 WPM shorthand. Must possess excellent communicative skills and be capable of client contact and product sales analysis. Salary, $12,000 - $14,000 and complete benefits. Send resume to: 17376 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

ADMINISTRATIVE BOOKKEEPER, full charge through general ledger, for Oak Park Company, requires 5 years of experience in all areas of office procedure, salary is excellent plus numerous benefits. 399-4193 399-3120

ADMINISTRATIVE ASSISTANT
Extremely busy and successful executive needs an experienced assistant to handle his typing, shorthand and administrative requirements. Excellent starting salary and benefits. Send confidential resume to: Mr. Buckley, P.O. Box 591, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

DETROIT EXPRESS TICKET WINNER
Michelle Baugher
6037 Wilmer
Westland
Please call the promotion department of the Observer & Eccentric by 5 p.m. Tuesday, January 27, 1981 to claim your 2 free DETROIT EXPRESS TICKETS. 591-2300 ext. 244
CONGRATULATIONS!

APPLY NOW
CLERKS
RECEPTIONISTS
SR. TYPISTS
SECRETARIES
We need your skills to work in the Livonia, Farmington, Southfield and Dearborn areas. These temporary jobs 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 - 16415 W. 8 Mile
272-8500
Dearborn - 23400 Michigan Ave Suite 420, 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

ATTENTION TELLERS
International corporation offers exciting work environment. Starting salary $11,900, plus UNION benefits for your bank experience. Call Mr. Pro.
Snelling & Snelling
336-7400

AUTO DEALER
Taking applications for CAR BILLER, experience desired but would consider training person with typing skills and accuracy with figures. Pay commensurate with experience, good fringes and working conditions. For appointment call Mr. Leach at:
AVIS FORD
354-3000

BLOOMFIELD - law firm needs secretary for sr. partner. Career minded individual must have maturity and poise, necessary to work with celebrity clientele. Good skills & experience, salary $15,000 plus full benefits. Agency fee paid.

CRT - operator, for machine similar to redactorn. Nice company in Bloomfield will pay $12,000. Benefits include dental. 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

504 Help Wanted Office-Clerical

BILLING CLERK
Farmington Hills steel tubing supplier will train capable clerk typist to perform billing & computor entry functions. Benefits. Call 477-1400

BOOKKEEPER - experienced, typing & calculator skills required, salary open, W. Bloomfield area, Mon. thru Fri. 9-5. Send resume to box #484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

BOOKKEEPER - for Oak Park CPA firm, thru general ledger, minimum 1 yr. experience, 398-7406

BOOKKEEPER
Mature person for a growing business in Farmington Hills. Experienced in Accounts Receivable, Payables, pegboard and A.D.P. computer system. Medical, dental, life insurance. Call for an appointment. 478-1644

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/TYPIST - experienced with pegboard. All accounts including payroll & taxes. Accurate typing important. 1 person office of manufacturer in Warren-Livernois area of Detroit. B/C-B/S includes prescription, dental & vision care. Life insurance provided. Reply with breif summary of experience to box 516, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 appy in person
PERSONNEL OFFICE
MON. THRU FRI.
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD HOTEL
17017 W. 9 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

CHIROPRATIC ASSISTANT
Attractive, intelligent, personable woman. Office experience preferred. Call mornings, 8 to 12, Mon., Wed. & Fri., 471-0440

CLERICAL full time. 8 mile & Livernois area. Typing, filing, answering phone & general office work, modern 5 person office. Good salary. Excellent benefits. Call Dorothy. 863-0946

clerical
OFFICE POSITION
Growing Troy marketing firm, (I-75 & W. Big Beaver) requires applicant with pleasant telephone manner and typing skills of 50-55 w.p.m. CRT experience helpful, but not essential. Pleasant surroundings. Starting salary $700/month (scheduled increase in 90 days) plus full benefits
CMI CORPORATION
362-2188
AA/EOE

CLERICAL OPPORTUNITIES AT FTD
Clerk Typist
Individual should have typing skills of 55 wpm, previous office experience and enjoy 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 Ceballt at
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, ext. 253
An Equal Opportunity Employer

CLERK - typist, bookkeeper, full time, knowledge of light bookkeeping & typing required, references, must apply in person & see Mr. Witbeck at Witbeck Household Appliances, 23365 Woodward, Ferndale 545-2600

EXECUTIVE LEGAL secretary, 5 years legal experience minimum, trial practice, excellent salary, full benefits, Northland area. 559-9888

EXECUTIVE Patent Law Secretary - northwest suburb. Full responsibility. Confidential resume to Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Challening position available for sharp person with good typing and shorthand. Southfield area. Pleasant working conditions. Call 353-3209

EXECUTIVE SECRETARY
Diversified position in a fast-paced Sales office. Good skills and personality. Excellent spot for mature experienced person. Fee paid $13,000. Call Joanne now!
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE SECRETARY
$13,000 FEE PAID
If you are self-motivated with above average Secretarial skills and personality, this is your chance to advance. Large firm. Professional atmosphere. Excellent benefits. Don't delay - call Sue today.
SNELLING & SNELLING
478-3500

EXECUTIVE SECRETARY
Excellent opportunity to land top-notch position working for President in beautiful west suburban highrise. Generous starting salary to $15,000, fantastic fringes and Company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

EXEC./LEGAL SEC'Y
To President of Co. Requires good shorthand & typing, some legal experience. New offices. Pleasant atmosphere. Excellent benefits & starting salary.
ALLIS-JOHNSON PERSONNEL
553-3100

504 Help Wanted Office-Clerical

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

FIGURE FLAIR?
Friendly Livonia company needs responsible person with good typing and math aptitude for challenging variety job in small office. Good starting salary, fast raises, full benefits including profit-sharing and Company pays our fee. Hurry! Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

FILE CLERK - needed at Southfield insurance company, good salary & benefit program, no experience necessary, call Scott Wexler between 8am - 4pm to set up an interview 557-6500
Equal Opportunity Employer M/F

FULL CHARGE BOOKKEEPER
$10,400
If numbers are your thing, this is the position for you. Established metro petroleum company offers excellent location and top benefits including dental. Call Carol Lee.
SNELLING & SNELLING
649-5900

GENERAL OFFICE, National Real Estate Company in Southfield needs experienced person with excellent skills. Shorthand preferred. Call Carmen, Cushman & Wakefield. 353-5880

GENERAL OFFICE help. Typing, filing, telephone, bookkeeping. North Redford construction company. Reply Box 476, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
High School graduate who is accurate typist & good at math to answer phone & type invoices. Diversified job includes inventory control & working with customers. Starting salary $150 week with good benefits. Applications will be taken 8:30 AM-3:30 PM. 20390 W. 8 Mile Rd., Southfield. W. of Evergreen

GENERAL OFFICE
Temporary opening for an individual with General Office experience. Days. Should type 45+ WPM, have good spelling and phone ability. Southwest Detroit.
FOR DETAILS CALL:
1-800-482-8768
Equal Opportunity Employer M/F

GIRL FRIDAY - Excellent typist. Full benefits. Apply in person. Air Gage Co., 12752 Stark Rd., and Schoolcraft Livonia

GIRL FRIDAY
Immediate opening for mature experienced "Girl Friday" for Farmington office of electronics oriented firm. Must have excellent phone presence, and be well organized. Very good benefits. Call Jinx 477-7586

IMAGE
is EXTREMELY important in the fast growing travel and fashion field. That's why many of our top representatives are Woman

We're looking for a well dressed, attractive person to representative Southeastern Academy in recruiting students for our travel and fashion merchandising school in Orlando, Florida.

Our successful reps make commission and bonuses from $15,000 to $22,000. Must have a reliable car and be available immediately.

If you have the IMAGE we are looking for, HATE office work and a desire to live the good life - convince me. For interview call Ms. Kelly on Monday 1-26 or Tuesday 1-27 only. 10AM-6PM at 353-3252

Immediate Openings
Typists
Minimum of 50 WPM
Switchboard Operators
Experienced
Secretaries
Call Clara for appointment between 9 & 11 AM
478-8350
PERSONNEL POOL

INDEPENDENT educational community in Bloomfield Hills seeking secretary. 25 hrs. week, general office, financial record keeping, good with public, send resume & salary required to box #500, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY
Farmington Hills. Experienced in personal lines or rating commercial auto, general liability & property. Agency experience preferred. Salary commensurate with experience
Call Mon. thru Fri., 9AM-5PM
- 626-8543 -

INSURANCE General Office Work
Conscientious and dependable. 10-5 PM 4 or 5 days a week. Call for appointment. Birmingham 644-1165

INSURANCE SECRETARY - Troy insurance firm needs secretary for life and group department. Secretary or life & group experience necessary. 649-6500
An Equal Opportunity Employer

JOBS
Temporary - Permanent
TYPISTS
WORD PROCESSORS
SECRETARIES
SUBURBAN
OFFICE SERVICES
FARMINGTON 477-9840
ROCHESTER 651-1500

KEY DISK - KEY TAPE
Keypunch Operators needed for afternoon shift. Good benefits. 1 year experience a Must. Southfield area. For appointment, call 552-0818

504 Help Wanted Office-Clerical

KEYPUNCH OPERATOR
PART-TIME
Experience on IBM 129, $4.75 per hour. Fee Paid.

CLERK FOR PRICING DEPT.
Must have excellent math, experience and extending prices in manufacturing or Industrial. $4.50 per hour, paid benefits. Fee Paid.
BETTY HAMIL PERSONNEL
424-8470

KEYPUNCH to $200. WK.
10,000 strokes required.
Employment Center. 334-6910

KELLY GIRL TEMPS
do enjoy profitable temporary office assignments. We have immediate openings for TYPISTS, SECRETARIES, WORD PROCESSORS & SWITCHBOARD OPERATORS. We offer top pay rates, top assignments, merit increases, and paid vacation plan. If interested, call for appointment Mon. thru Fri. between 9 AM and 3 PM at the office nearest you
29449 W. 6 Mile, Livonia
522-4020
4000 Town Center
(suite 1225)
Southfield
352-7490
999 W. Big Beaver, Troy
(suite 100)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

LEGAL Receptionist, American Center Southfield law firm. Typing required. Advancement. Excellent salary, benefits 354-4740, 353-7550

LEGAL SECRETARY for general practice Bloomfield Hills law firm. Strong skills necessary. Salary commensurate with ability. Call Cindy 685-8743

LEGAL SECRETARY
for Southfield firm, experience necessary, shorthand preferred, benefits 355-4141

LEGAL SECRETARY- for small plaintiff personal injury lawfirm. Good secretarial skills necessary, no shorthand needed. Salary commensurate with skills. Call Bill Stern 358-3000

LEGAL SECRETARY, experience preferred, salary open. Shorthand important. Farmington Hills firm near X-pressway. For appt call 626-9722

LEGAL SECRETARY - Preferably 2 years experience for Southfield law firm. Salary commensurate with experience 353-7860

LEGAL SECRETARY Experienced for general practice Birmingham Law Firm. Knowledge of word processing required, strong skills and ability to handle responsibility. Salary commensurate with experience. 644-8330

LEGAL SECRETARIAL position with prestigous Bloomfield Hills law firm. Experience in coporate, estate planning & probate preferred. Excellent typing & organizational skills required, knowledge of word processing helpful. Benefits. Contact Connie 642-0333

LEGAL SECRETARIES
You think your martyrdom is appreciate? Well you're wrong. You've programmed your employer to expect it of you. deviate and you're slacking off. As long as you're willing to stay in this rut of your choosing don't complain. Remember there is another alternative. Call
MANSFIELD & ASSOCIATES
646-4210

LEGAL SECRETARIES
Did you experience job satisfaction in 1980? Did your income keep pace with inflation? Is your career progressing or are you left feeling stagnant? Are you weary of seeing the same old tired faces? Are you ready for a change in employment?
Telephone us. We can have you discovering new opportunities and starting with a new employer in January, 1981. Wouldn't that be a nice way to start the New Year?
For a courteous and professional evaluation of your skills as they relate to the marketplace, simply telephone or mail your resume. There is never a charge to you for our result-oriented placement assistance. Evening appointments are available for your convenience. Best wishes for a rewarding New Year
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH 48075
Southfield 358-0060
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY- TWO lawyer office has immediate opening for skilled secretary. Mag card experience desired. $250 week 477-7338

LEGAL SECRETARY
Experienced. Good typing a must
Southfield Office
424-8000

LEGAL SECRETARY, minimum 2 years experience desired. Excellent salary and benefits. American Center Southfield Law firm. 354-4740 353-7550

LEGAL SECRETARY for 3 man litigation & general corporate law firm. Strong typing skills required but minimal shorthand, excellent salary and benefits. 643-7177

LEGAL SECRETARY
For Southfield law offices, experience in general practice. Well skilled in shorthand. Salary, $13, $14. Benefits. Fee Paid. Call
552-8320
Assoc. In Personnel

LEGAL WORD PROCESSING
Southfield law firm has opening for secretary with word processing experience. Top salary and excellent benefits, legal background helpful but not necessary. Management opportunities
645-5940

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST ASSISTANT
Full time days. Associate degree or equivalent experience for west suburban hospital. Excellent salary and benefit program.
For details contact:
Garden City Hospital
6245 N. Inkster Road
Garden City, Michigan
421-330, ext. 277

504 Help Wanted Office-Clerical

CLERK TYPIST
Girl wanted for full time position in our engineering department. Must be able to handle fast paced environment. Duties will include running and filing of all blueprints. Must have 1-2 years minimum experience in an engineering department. Type 50 wpm accurately. Good benefits including Blue Cross/Blue Shield. Salary $850/month. Plymouth/Livonia area.
Call 455-6000

504 Help Wanted Office-Clerical

SECRETARY
A solid, growing corporation located in the western suburbs is seeking a Secretary for its executive offices. The professional selected will be a self-starter and have 4 or more years experience, preferably in a corporate environment. Shorthand is a requirement. Responsibilities are wide ranging as you will be working with several of our key executives. We offer an attractive salary and employee benefit package. For consideration forward a resume with salary history to:
Box 514
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft, Livonia, 48150
All replys held in strict confidence