502 Help Wanted Dental-Medical

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

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 for orthodontic office in Lathrup Village. Mature person for permanent full time employment. Experience desired, not necessary. Must like children. 559-4092

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

DENTAL RECEPTIONIST, full time - new Livonia office. Experienced necessary. Insurance knowledge. Call after 4pm. 689-7392

DIRECTOR OF NURSING ASSISTANT

Achievement oriented RN with solid clinical skills and goal to be Director of Nursing of skilled nursing facility. Salary outstanding benefits. We will train you for promotion in Nursing administration. Contact Director of Nursing, between 9 AM - 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. 399-9083

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

LIVONIA Area GP needs full time experienced sharp front desk girl, insurance, typing, billing, diversified duties, apply Friday 9AM-5PM 8056 Merriman, Westland. Ask for Diana.

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.
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To $21,600/Yr.
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Immediate openings in major westside Detroit & suburban facilities.
Call Today for an Interview
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FULL TIME OR PART TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs. Ferguson.
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8365 Newburgh Rd.
Westland, near Joy Rd.
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With previous nurse aide experience needed for live in position, must have own transportation. $42.50 per day plus room & board.
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The Health Care Professionals
SOUTHFIELD 569-4400
LIVONIA 425-6316

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

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

MEDICAL ASSISTANT wanted for busy pediatric office in Livonia, must do CBC'S and be able to give injections, call Mon. thru Fri. between 9-5 478-2723

MEDICAL ASSISTANT
Responsible person 1-2 years college or adequate medical background. Preferred to train in patient care. Minor surgery, venapunture and physical therapy. Career opportunity. Livonia/Novi area. Resume essential. Call Jane for interview. 349-9023

RED WING TICKET WINNER

Tim Howell
31457 Conway
Westland

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, January 30, 1981 to claim your 2 free RED WING TICKETS. 591-2300 ext.244

CONGRATULATIONS!

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

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 423, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

MEDICAL RECEPTIONIST - part-time. Typing required. Knowledge of Pegboard or willingness to learn.. 569-0162

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

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

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

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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

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

OPTICAL ASSISTANT. Part time, experienced. No evenings. Plymouth/Canton area. Send resume to Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHARMACY TECHNICIAN wanted for part time position at Southfield Rehab Center. Please call Wendy Heller. 569-1500, ext. 360

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. 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 resumes to box490 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

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

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

RN
MIDNIGHT SUPERVISOR
Large nursing home has challenging position for responsible RN. Duties include patient care, scheduling and problem solving. Hospital wages and benefits, good orientation. M. Forker, RN: 273-6850

RN
Must have strong background in Oncology and Chemotherapy. Knowledge of SWOG protocols helpful. This is a position in a private clinic supervising the staff. $18,000 plus good benefits.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
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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
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The Health Care Professionals
LIVONIA
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425-6316
SOUTHFIELD
17000 W. 8 Mile Rd. Suite 271
569-4400

RN'S, LPN'S
ALL SHIFTS
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RECOVERY CARE CENTER
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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 Positions available on PM & midnight shifts, shift differential pay, revised wage scale, free meals, excellent benefits package. Bloomfield Hills Care Center. 338-00345

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PRIVATE DUTY!
LIVONIA
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NORTHVILLE
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Full and part time available.
Call today.
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HEALTH CARE SERVICES
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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 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

R.N.'S
In patient sub acute treatment facilities. Located in Westland. Have full & part time openings. Afternoon shift, including weekends. Competitive wages.
CALL MR. BRAMBLE
721-5190
An Equal Opportunity Employer

X-RAY TECHNICIAN, Registered or Registry eligible for portable company. Rotating shift, every third week off with pay. Benefits. 9AM-5PM. 349-2727

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

MEDICAL OPPORTUNITIES
At Peoples Community Hospital Authority

ANNAPOLIS HOSPITAL

REGISTERED NUCLEAR MEDICAL TECHNOLOGIST
Full time, day shift.

PHYSICAL THERAPIST
Full time, day shift. Must be licensed or eligible for a license in the state of Michigan.

REGISTERED NURSES
ICU/CCU - Full time and part time positions are available on afternoon shift in Coronary/Intensive Care Unit. This is a highly challenging and progressive unit. Numerous opportunities for increasing knowledge and skills in Intensive and Coronary Care Nursing.

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Flexible hours.
Medical/Surgical-Permanent full and part time.

GRADUATE NURSES
Immediate openings.

LICENSED PRACTICAL NURSES
Medical/Surgical-Permanent full and part time.

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Opening available immediately.

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(313) 386-2000

OUTER DRIVE HOSPITAL

Equal Opportunity Employer M-F

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 reconciliations, 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

DETROIT EXPRESS TICKET WINNER

Susan E. Anderson
28401 Shiloh Court
Farmington Hills

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, January 30, 1981 to claim your 2 free DETROIT EXPRESS TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

ACCOUNTS PAYABLE
Mature person with strong background in accounts payable. This position involves various duties and individual must be sharp and alert. Typing skills necessary. Knowledge of pegboard system helpful. Salary commensurate with experience. Excellent benefits. Apply at:
Fretter Appliance Co.
35901 Schoolcraft Rd.
Livonia
Monday thru Friday, 9 AM - 4 PM.

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 consumer 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

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 serveral full days a week as needed. Please call 961-2242 ext 243.
Equal Opportunity Employer M/F

A CLAIMS ADJUSTOR for Troy Insurance Firm. Experience with Medical, Dental & W.I. needed. Flexible hours. Call Billie after 3PM. 649-1990

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

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DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500

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The Temporary Help People

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 691, Southfield, MI 48037.

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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
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OAK PARK, MI 48237
967-1313

ADMINISTRATIVE ASSISTANT
Qualified individual with 3 to 5 years experience needed for one girl office. Must be capable of 75 WPM typing and 80 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:
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Southfield, Mich., 48076.

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. Our employees are aware of this ad. Send resume to:
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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 regulations & reporting necessary. Call Billie 3 PM-5 PM. 649-1990

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SR. TYPISTS
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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 & short term assignments. Apply now.

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TEMPORARY HELP

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(In Burton Executive Park)
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Southfield - 16415 W. 8 Mile
272-8500

Dearborn - 23400 Michigan Ave.
Suite 420, Village Plaza
565-3500

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WEEKENDS ONLY
OAK PARK
Experienced person to work Saturdays & Sundays in large well maintained apt. complex in Oak Park.
Call Carol 9 AM-5 PM.
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Has immediate secretarial opening. Beautiful office. Use your shorthand, typing, and good English skills. $1,050 a month. Fee Paid.
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Stenos, Dictaphone Oprs. & Sr. Typists.
We have temporary openings
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TROY 585-5595

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TEMPORARY SERVICES

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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

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

BILLING CLERK
We will train you to use the IBM system 3400 computer if you are an excellent typist and understand a little accounting. Permanent position with significant benefits & opportunity to learn computer techniques. Apply in person, 12360 Beech Daly, Redford.

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

BOOKKEEPER EXPERIENCED
Accounts Receivable thru trail balance, pegboard system to start, then B80 Burroughs computer. Light collections, credit approval, bank deposits. Mon. thru Fri. 8 AM-5 PM. Schoolcraft - Farmington Rds. Area. Call Mr. Burke for appointment. 522-6333

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 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

CLERK/TYPIST
Southfield CPA office, good salary, benefits, office experience desireable but not necessary. Parker, Wittus & Co. 315 Travelers Tower. Call Mrs. Duckworth 354-4890

CLERK TYPIST - some bookkeeping, filing, telephone skills, hrs. 9-5. W. Bloomfield. Send resume to box #528, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COLLECTION/Accounts Receivable position. Retail office experience helpful. Livonia area. Call Mrs. Sawyer between 10am-12 noon.
A.R. Kramer Co. 522-5300

CRT, KEYPUNCH OR TYPIST
Full time, experienced only.
Salary open.
Call Mrs. D. Jackson, 553-0850

Deputy Court Clerk
CITY OF SOUTHFIELD
46TH DISTRICT COURT
Salary range $11,896 to $14,004 plus $832 current COLA (additional COLA is available) and a comprehensive benefit program. Must have reasonable skills in the operation of a typewriter, accuracy in performing bookkeeping, and the ability to assemble information. Apply: Personnel Office, City of Southfield, 26000 Evergreen Rd., Southfield, Michigan 48076, by Friday, February 6, 1981.
Equal Opportunity Employer M/F

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 Assistant that is achievement oriented needed immediately. Must have excellent bookkeeping & typing skills, Southfield office. Debbie 353-8860

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. Full time, Livonia manufacturing firm. Excellent typing and shorthand skills and also have clerical accounting skills. Send resume to Box 532, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED legal secretary wanted for Birmingham law office, general practice experience preferred, 645-0702

EXPERIENCED - legal secretary for top Southfield law firm. No shorthand, but good legal experience required. Excellen location, salary $14,000 to $15,000 plus benefits & fee paid.

FULL - charge bookkeeper with capability of handling accounting functions in future for rapidly growing Troy company. Salary $14,000 to $15,000. Good benefits, fee paid.

FRONT - desk receptionist, with excellent typing needed by nice Troy law firm. Salary $800 to $866 plus. Fee paid.

ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600

DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
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Applications are now being taken by appt. in the following areas;

General Office — Typists
Secretarial — Steno
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Please call Nancy
646-7660

FARMINGTON/LIVONIA Area. Work out of my home or yours, full/part time. Answering telephone & making phone calls. 477-6990

FARMINGTON P.R. Firm looking for part time secretary. Must type & answer phone. Call 476-2780

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

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

GENERAL OFFICE - Part time person needed for filing and light typing in Southfield office. Call Mrs. Marshall at 354-4444
An Equal Opportunity Employer

RED WING TICKET WINNER

Joseph Paul Konos
37715 St. Martins
Livonia

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, January 30, 1981 to claim your 2 free RED WING TICKETS. 591-2300 ext.244

CONGRATULATIONS!

GENERAL OFFICE CLERICAL
Birmingham law firm needs person with light typing abilities to do varied duties including reception relief, switchboard & filing. Please call for interview.
645-5000 ext 252
An Equal Opportunity Employer

GENERAL OFFICE CLERK
Livonia, Novi Manufacturers needs a General Office Clerk to work in our Estimating Departments.

Applicants should possess excellent typing skills (50 w.p.m.), knowledge of filing, knowledge of word processor, and be eager to learn new skills.

We offer a good starting salary with a chance for advancement and company paid benefits which includes tuition reimbursement.

If interested in the above position, please contact:

Ms. McInroy
(313) 464-0600, ext. 232

HYDROMATION COMPANY
39201 Amrhein Road
Livonia, MI 48150

Equal Opportunity Employer M/F

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
Agency has position open for clerk/typist. American Center Building, Southfield. Call Mrs. Wick, 354-0400

INSURANCE AGENCY
Permanent position for sales secretary. 60 WPM typing & good communications skills. Dictaphone experience and accurate spelling ability required. Excellent benefits. Farmington Hills. 553-4800

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

INTELLIGENT Enthusiastic typist needed for Troy CPA firm, all benefits included, must type 75 + WPM, job includes statistical typing, salary commensurate with ability, please do not apply if you can't spell or punctuate, reply P.O. Box 532, An Equal Opportunity Employer

INSURANCE CLERK
Southfield based mortgage company is seeking a bright, motivated individual with experience for immediate opening in our insurance department. Excellent working conditions & competitive salary. 353-6700
An Equal Opportunity Employer

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

KEYPUNCH
Small service bureau needs experienced operator on intermittent basis. Redford. 937-1180

LEGAL OFFICE Manager/Secretary. Excellent typing & shorthand required. Some bookkeeping. Excellent salary for aggressive person. Southfield location. 35 hour week.
353-4940 or evenings 357-3098

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

Legal Secretaries
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

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 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, experienced - negligence field for Southfield Law firm. Salary commensurate with experience. 353-3540

LEGAL SECRETARY for Southfield law firm, must be experienced, (background in liability preferred), salary commensurate with ability. 552-1000

LEGAL SECRETARY
for pleasant Southfield law office. Experience necessary, salary commensurate with experience. 353-3600

LEGAL SECRETARY
For downtown Law firm. Experience or will train. Salary open. Call Ann Marie, 961-3020

LEGAL SECRETARY For general practice in Dearborn. Legal or extensive general seretarial experience. Call after 6PM 277-2496

LEGAL SECRETARY and paralegal. Birmingham firm will train ambitious, college-educated woman, plus finance her paralegal or law school. Great job. Good pay. 645-0750

LEGAL SECRETARY For busy but congenial Southfield office. Good skills, pleasing personality necessary to work in unique atmosphere. If you are looking for a change for the better, this is it! Call 424-8000

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 SECRETARY
Joanne Mansfield is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, para-professionals and law office management personnel.

Permanent, part-time, and temporary positions available for experienced legal personnel in the greater metropolitan area.

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Birmingham, Mi 48010
646-4210

LIVONIA FIRM
needs general office help - good shorthand & typing requested. Call Mrs Duncan 937-0600

MAG CARD TYPISTS SECRETARIES
Good Wages - No Fees
SOUTHFIELD
MATCHMAKERS
OFFICE SERVICES
Suburbs - 398-4390
Detroit - 963-5026

MAIL CLERK
Pick-up and deliver mail and inter-office correspondence, prepare and post outgoing mail, switchboard relief, and light typing. $9,694 per year. Applicants must be: Farmington Hills residents, unemmployed 15 of the last 20 weeks, and within the lower living standards income level. Call Personnel Office for further information or appointment. City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

MATURE, dependable person for all around general office position. Must be experienced with good typing skills, work well with figures and be versatile. Grand River/Lahser area. Send resume & salary expectations to Box 498, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE GAL for Life Insurance Office in Birmingham. Life Insurance experience preferred, good typing skills necessary. Benefits offered, pleasant working conditions. 647-4940

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 Rita.
Chamberlain
626-9100

MATURE, Responsible person needed by aggressive sales organization in Plymouth. Strong phone personality a must. Position includes order processing, handling customer problems, etc. Please call Kris: 453-4296

MATURE WOMEN
For Telephone Sales. To call on established accounts. 5 days, Mon. thru Fri. Apply between 10 AM-4 PM. 25743 W. 7 Mile Rd., corner Beech Daly.

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

MEDICAL TRANSCRIPTIONIST
Experienced. Southfield Neurological office. Good hours, Mon. thru Fri., 9 to 5, no weekends. Call: 559-3150

NOVI FIRM needs Secretary with good typing & Math skills. Contact: John Eckstrom, 349-7600

OFFICE HELP - must be experienced in phone techniques, typing, filing, calculator, & have basic bookkeeping knowledge. Immediate opening. 13 Mile - Northwestern area 851-8855

ORDER DESK Clerk. Light typing. Call Dana Moran. Modern Office, Birmingham. 642-5600

PARA LEGAL
Medium size Detroit law firm requires individual with general knowledge of court system and legal documents to coordinate messenger activities; i.e.: filing documents with the court. Opportunity to participate in research and writing will be granted when possible. Contact Mr. Dorff: 962-3825

PART TIME Entry Level Receptionist position now available at Salesworld. For personal interview, call 362-3020

PART TIME - FULL TIME CLERICAL/BOOKKEEPER
positions are now available. Bookkeeping experience is mandatory. Good starting wage & benefits. Apply, Personnel office, Mon thru Fri., 10am-5pm.
Montgomery Ward
12 Mile & Telegraph
Southfield, Mich., 48037
Equal Opportunity Employer M/F

PART TIME Lanier Word processor typist needed for Saturdays, in Birmingham Law office. 642-7111

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

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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!
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Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

PERSONAL EXECUTIVE SECRETARY
Wanted for Bloomfield Hills area, experience necessary, good benefits & salary negotiable. Send Resume to: Box 472, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PLEASANT, Enthusiastic person needed for busy sales department of large beverage distributor. Typing 55 WPM minimum and phone experience necessary. Company paid medical/dental. Northwest Detroit area. Call for appointment. 835-6400

PROFESSIONAL legal secretary with excellent communication skills needed for Bloomfield Hills law firm. send resume to: 74 W. Long Lake Rd., Suite 3, Bloomfield Hills, Mich., 48013

PROPERTY MANAGER
Westland property management company needs an experienced person to do general office work and also direct maintenance crews, deal with tenants and lease apartments. Generous starting salary and benefits. Send confidential resume to: Mr. Bloom, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

REAL ESTATE Appraisal Firm in Birmingham requires experienced mature secretary. Must have excellent typing skills & basic bookkeeping knowledge. Flexible 30-40 hours per week. Please send resume & compensation requirements to Box 460, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for high powered law firm, with experience, full time. Troy area. Must be sharp and reliable. Good benefits. Call 649-3200

RECEPTIONIST-expanding Southfield Co. seeks mature individual, switchboard experience preferred. Company paid benefits. Call between 9am-3pm. 352-6234

RECEPTIONIST TYPIST, part time, 5 days, 9AM-1PM. Apply Friday, January 30, 9AM-1PM, 15500 Telegraph, N. of 5 Mile Rd.

RECEPTIONIST TYPIST. Full time, Livonia manufacturing firm. Experienced typist with pleasant personality. Must be able to use dictaphone. Send resume to Box 530, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Southfield company moving to W. Bloomfield, good typing, personality and figure aptitude, $700, fee paid

LEGAL - secretary, Bloomfield Hills, experienced, excellent typing, shorthand, $15,000, fee paid

LOIS RAY PERSONNEL
559-0560

RECEPTIONIST
Rapidly expanding Mini Computer firm in Birmingham has immediate opening for a sharp individual to answer phone, greet public, do typing & filing. Telephone etiquette a must. For an opportunity with excellent salary & benefit package to include dental insurance & tuition reimbursement. Call or send resume to Mary Basse
Corporate Search
3000 Town Center
Suite 3220
Southfield, MI 48075
352-4980

RED WING TICKET WINNER

Mark H. Fraker
2316 Windemere
Birmingham

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, January 30, 1981 to claim your 2 free RED WING TICKETS. 591-2300 ext.244

CONGRATULATIONS!

REGIONAL OFFICE of a national industrial finance company has immediate opening for general office position. Good typing skills required. Benefit program. 13 Mile, Northwestern area. For appointment call 851-7842

ROYAL OAK FIRM
needs competant secretary. Good pay & benefits. Apply in person at: 3727 W. 14 Mile, just east of Coolidge.

504 Help Wanted Office-Clerical

TAX REGIONAL MORTGAGE CLERK

Advance Mortgage Company, Ltd. located in Southfield, has an immediate clerical opening for an individual to train in Real Estate Tax Payment and Processing. The successful candidate will be detail oriented and extremely organized. Strong written and oral communications skills as well as accuracy and good figure aptitude are also firm requirements. Some College or Business Communications or Mortgage Servicing experience will be definite assets. For forther information contact

Nancy Hofmann,
424-2245
ADVANCE MORTGAGE COMPANY LTD.
SOUTHFIELD, MICHIGAN

An Equal Opportunity Employer M/F/H

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:

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