500 Help Wanted

TELEPHONE PROFESSIONALS
Year round steady work, top salary plus bonus, call Jim James 1-4PM, Monday through Thursday 569-4370

TELEPHONE SALES
Southfield home improvement company has openings for full or part time people. Generous weekly salary plus bonuses. Call between 9 30AM-12 Noon, Mr. Buck 559-9430

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

TOOL SHOP TRAINEE
Excellent starting salary and good fringe benefits. Must have high school diploma and good proof.
JANSSON GAGE CO.
9940 Freeland, Detroit
834-6833

TRAVEL AGENT
Must have 1-2 years experience. Best working conditions & benefits. Call B&B Travel between 9am-3 30pm. 358-3320, between 6pm-10pm, 651-0440

TUBE MILL LABOR
Only Experienced - need apply.
Please call,
591-8823

TWO beautiful full length mink coats Pawn, size 8-10, matching purse Value $4,200. $1,200. Chocolate Sable, size 14P. $1,900. Call mornings. 851-9450

UMPIRES NEEDED
North Redford American Little League, April 27 thru July 1. Baseball knowledge required. For information contact Donald Becker 538-6953

UNISEX HAIR STYLIST WANTED
Some clientele preferred. Call Pa cesetters of Farmington 476-4440

WANTED IMMEDIATELY
Mature Women
Northville Area
=RESIDENT CARE STAFF
=COOK
=5 NIGHT ATTENDANT
Call Sister Theresa
9am-5pm 453-1300

WANTED
Person to sell new homes in our beautiful Farmington Hills Subdivision Must be licensed to sell real estate. Call Marilyn today for an interview 255-2100

WAREHOUSE HELPER needed Full time $3 50 per hour Livonia area Please call 522-1121

WELDER
Job Shop experience. Small Welding Shop in W. Suburban Area.
422-2772

WOMAN, 55 years of age or older to home visit and assess needs of elderly people 25 hours per week $3 50 per hour. Must be resident of Redford Twp area with maximum annual income of $4,000, $738 if single, if married, combine total income of $6,263 534-6524

WORK FROM HOME
Earn $700-$1000 per month as an a foster parent, by sharing your home & providing care & training for a Mentally retarded person Oakland Cty residents only Call home Homefinder
681-8804

X-LEVER
10 Mile & Meadbrook Area Night shift sales stock Apply in person 8am-4pm weekdays.

502 Help Wanted Dental-Medical

AFTERNOON SUPERVISOR
RN, full time for supervisory position in modern skilled nursing facility Competitive wage, excellent benefits, including paid health and pension plan and tuition reimbursement Contact Kay Kermode, RN, Director of Nursing, University Nursing Home, 28550 Five Mile Rd., Livonia. 427-8270

BIRMINGHAM DENTAL office is looking for an experienced chairside assistant who can assume full responsibilities Flexible hours 647-2169

DENTAL ASSISTANT for orthodontic office in Lathrup Village Mature person for permanent full time employment. Experience desired, not necessary. Must have good attitude 559-6092

DENTAL ASSISTANT
Experienced 4 days, no Saturdays Beaubien Region 545-0373

DENTAL ASSISTANT
Full time, experienced, pleasant office, Farmington. 477-0028

DENTAL ASSISTANT - Farmington Hills, chairside experience preferred, working with children, salary & benefits 553-3250

DENTAL ASSISTANT, experienced Need girl for assisting, insurance forms and front desk Open salary & position, who meets qualifications Excellent opportunity, Redford area 534-5010

DENTAL ASSISTANT
to work Chairside in a busy Specialty office. Excellent fringe benefits & salary make this position desirable for the Career-Oriented applicant. Experience is most desirable. Write: P.O. Box 548, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT, some experience necessary, full time, new Livonia office. Call 425-0640

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

DENTAL ASSISTANT part time, 2½ days with flexibility to occasionally pinch hit more days. Mature woman with dental office experience preferred. Troy Birmingham area. 643-6660

DENTAL ASSISTANT
Part time, Monday and Friday evenings, all day Saturday, some experience preferred but not necessary. State wage preferred Farmington Hills area. Send resume to Box 570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED Orthodontic laboratory technician for busy orthodontic practice. Dearborn Area. Inquire 561-6160

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

LAB TECHNOLOGIST, full time, to work in Dearborn & Livonia Bright & dedicated, knowledge of computer programming, will train. 846-2210

LIVELY OFFICE needs personable hygienist for Tuesday or Wednesday and alternate Saturdays. Plymouth-Livonia area. 420-2040.

LIVONIA DOCTOR'S Clinic, part time Receptionist and General Office work 425-0783

LIVONIA PHYSICIAN Seeking a receptionist to work in medical office with experience in billing Please call 9AM-5PM. 476-6100 After 5PM.
349-7122

LPN'S, RN'S
Full and Part time. Flexible scheduling, 100 bed nursing home. Birmingham area.
Call for appointment.
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LPN'S
To $21,600/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities
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MED-STAFF
557-2505

LPN's with
starting wage of $6 50 per hr
ALSO RN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks W of Lahser

MATURE RECEPTIONIST- Part time- Dr's office in Livonia Some knowledge of medical terminology-billing Better references Reply to Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150 ,

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 experienced in EKG, X-ray, Vena Puncture Full time
459-2255

MEDICAL ASSISTANT, part time, experience preferred in insurance billing, EKG & venopuncture Afternoon & Saturday hours Call 649-2960

502 Help Wanted Dental-Medical

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

L.P.N.'S
PRIVATE DUTY
FARMINGTON AREA
6 hour shifts available.
Call today
TEMPORARY
HEALTH CARE SERVICES
835-5400

MEDICAL ASSISTANT
Full Time for Pediatric Office. Must have some training in Lab. Troy Area Call Evenings 646-7264

MEDICAL ASS'T - permanent part time opening, Livonia office Experience helpful, but not necessary. Send resume to Box 573, 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
Insurance & pegboard experience. Farmington area. 474-2601

MEDICAL
RECEPTIONIST
Busy suburban clinic needs your experience Minimum typing, peg board a plus $860 up, plus full benefits No Saturdays Call Jo Smith.
353-2090
SNELLING & SNELLING
PERSONNEL

MEDICAL RECEPTIONIST - Westland Full time, experienced, front desk, Typing, billing, insurance Call between 3 and 5pm. 421-4451

MEDICAL RECEPTIONIST
Mature, dependable, Mon thru Fri., 12 30-9PM. Good typist, for medical reports Pegboard experience required. Prime Dearborn area. 271-5850

MEDICAL RECEPTIONIST, full time, Southfield area Experience in Peg board, Blue Shield and Medicare required. Good future, excellent benefits Call 9-6, Mon thru Fri., 569-0235

MEDICAL
TECHNOLOGIST
Our small suburban hospital has an immediate opening for a Medical Technologist on our day shift from 10AM-6 30PM. Selected applicant must have an MTASCP and be able to rotate in all areas including Blood Bank We offer an excellent salary and a fully paid benefit program For more information, please call Personnel
523-6685
METROPOLITAN HOSPITAL
& HEALTH CENTER WEST
28303 Joy Rd., Westland
Equal Opportunity Employer M F H

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

MLT (ASCP) for busy doctors office in Southfield 4 days, experienced in Hematology, chemistry, and serology Call Renee at 354-3030

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
26000 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 937-2560

OPHTHALMOLOGISTS office in Southfield needs mature receptionist, full time Telephone, pegboard, Medicare, Blue Shield. Medicaid experience preferred Reply to Box 449, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

OPTICAL ASSISTANT Part time, experienced No evenings Plymouth Canton area Send resume to Box 571, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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JEWISH HOME FOR AGED
SOUTHFIELD
RNS & LPNS
FULL OR PART
ALL 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, sickness & accident insurance, retirement plan Excellent working environment Call Ms Young, RN 352-2336

PRIVATE FOSTER CARE facility accepting female Ambulatory residents very comfortable home. Redford area 588-6725

502 Help Wanted Dental-Medical

RECEPTIONIST- Front desk duties with insurance background for Bloomfield Hills physician. Send resume to Box 543 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/Bookkeeper for Royal Oak Clinic Duties include appointments, pegboard, light bookkeeping & insurance. Experience preferred. 4 day week. Salary open. For appt call Lynn. 399-5061

RECEPTIONIST for Southfield Orthodontic office, typing, must like children, experience preferred. 358-5120

RECEPTIONIST/NURSE for busy surgeon, experience necessary. 4 days a week. Southfield. 569-4475

RECEPTIONIST/SECRETARY For Birmingham clinic Full time Hours 12-8PM, Monday thru Thursday, 8 15AM-5 15PM Friday. Knowledge of pegboard & insurances, excellent typing, benefits 644-7077

REGISTERED MEDICAL
TECHNICIAN ... needed for Clinic Lab in Garden City. Hours are flexible - you must be flexible. 421-6600

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 ROAD
E. LANSING, MICH. 48824
Refer to position #A 0256
MSU is an Affirmative Action/Equal Opportunity Institution

REGISTERED NURSE - Day shift. Apply in person.
W Trail Nursing Home.
395 W Ann Arbor Trail, Plymouth

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

RN - LPN
PART TIME
AFTERNOON SHIFT
FRANKLIN MANOR
CONVALESCENT CENTER
26300 Franklin Rd., Southfield
352-7390

RN-LPN
Seeking Charge Nurses to motivate staff and supervise patients care All shifts full or part time Flexible hours Contact Ms Heaston 728-8100

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
35500 Schoolcraft, Suite L6
425-6316
SOUTHFIELD
17060 W 8 Mile Rd Suite 271
569-4400

RN's, LPN's
Positions available on all shifts, either full or part time, in modern skilled nursing facility located on 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
18628 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 338-0345

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

ROCHESTER AREA Health oriented dental practice seeking an assertive Hygienist who can relate well with people. Please send resume to P O Box 813, Rochester, Mi 48063.

ROYAL OAK cardiologist needs experienced ultrasound technician for M Mode Experience in Holter monitoring would be helpful. Excellent salary 4½ days per week 399-9083

R.N., L.P.N to complete insurance exams on a mobile basis & part time sales. Send resume to P O Box 35496 Detroit, 48235 Or call 569-4642

R.N.'S
$12.50 PER HOUR
Suburban location
Your choice of hours, days & area.
TEMPORARY
HEALTH CARE SERVICES
835-5400

X-RAY TECH
Experienced, part time, Redford area Call between 5-7 pm.
349-1444

502 Help Wanted Dental-Medical

RN'S
CRITICAL CARE COMPLEX
MED. SURG. UNITS
We have a few positions available for immediate placement on the afternoon and midnight shifts. We offer total patient care, no shift or unit rotation, excellent salary and shift differential.
Contact Human Resources Dept.
botsford general hospital
an affiliate of botsford general hospital
28050 Grand River Ave., Farmington Hills 48024
An Equal Opportunity Employer M/F
476-7600

INDUSTRIAL R.N.

Detroit area glass manufacturer has immediate opening on the afternoon shift for a Registered Nurse with minimum three years industrial experience. Successful candidate will be responsible for administering first aid, workers' compensation claims and record keeping. Good working conditions, excellent salary and complete benefit package. Please apply by resume to:
BOX 574
OBSERVER & ECCENTRIC
NEWSPAPERS
36251 SCHOOLCRAFT
LIVONIA, MICH. 48150
Equal Opportunity Employer

502 Help Wanted Dental-Medical

X-RAY TECHNICIAN, Registered or Registry eligible for portable company. Rotating shifts every third weekend with pay. Benefits. 8AM-5PM, 389-2727

X-RAY TECHNICIAN
Licensed Part time. Mon thru Thurs, evenings from 5-8pm. Warren Rd & Southfield Rd area. Call between 10am-4pm. 271-7805

504 Help Wanted Office-Clerical

ACCOUNTS
RECEIVABLE CLERK
National forest product company has an immediate opening for an experienced person with a credit background. Must have math proficiency typing & calculator skills. Duties include collection, credit approval and bank deposits. Mon thru Fri, 8 am - 5 pm. Excellent fringe benefits. Georgia Pacific Corporation, 11800 Sears Dr. Livonia 525-5100
Equal Opportunity Employer M/F

ACCOUNTS RECEIVABLE detail, 10 hours per week, must have good bookkeeping & be good with figures. Southfield area
Call 9-5pm. Sharon 353-6800

ACCOUNTS RECEIVABLE. Must have recent experience in collections and all phases of accounts. Only those qualified need apply. References required Full time with benefits Livonia area For appointment call Mrs Sawyer between 10am-12 noon. 522-5200

ACCURATE TYPIST Wanted For court Reporter. Mon thru Fri 8:30-9 PM. Willing to work. Call after 6 30PM
478-5972

A CLAIMS ADJUSTOR for Troy Insurance Firm. Experience with Medical, Dental & M.I. needed. Flexible hours Call Billie after 5PM. 649-1950

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We have temporary long and short term assignments Call now for an appointment
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The Temporary Help People

ADVERTISING
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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 available Employees are aware of this ad 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

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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 skills, choose hours long or short term assignments Apply now
Somebody
Sometime
TEMPORARY HELP
Livonia - 17322 Farmington Rd
(In Burton Village Shopping Park)
525-5170
Southfield - 16415 W 8 Mile
272-8500
Dearborn - 23400 Michigan Ave.
Suite 420, Village Plaza
565-3500

ASS'T BOOKKEEPER
To work under full charge Bookkeeper in retail store Maple-Orchard Lake Area Must have 2 years current work experience in Accounts Receivable Position available immediately.
559-7871
ATTENTION
PLEASE!!!
Immediate opening with expanding suburban company Accurate typing, shorthand, dictaphone $1200 a month Fee paid Call
644-4600
SNELLING & SNELLING
AGENCY

BOOKKEEPER - capable of handling $2,000,000 in payables for Bloomfield firm, familiar with NCR, salary $12,000 to $13,000 plus benefits and agency fee paid

EXCITING - legal secretary position! Celebrity clientele requires your good skills & experience, plus maturity & figure. Salary $15,000. Bloomfield location. Excellent benefits & fee paid.

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&
MARTIN
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24 Hour Service To Hear About Our Most Recent Openings
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ADAMS & MARTIN PERSONNEL IS PLEASED TO ANNOUNCE THIS ESTABLISHMENT OF
UNIFORCE
TEMPORARY SERVICES
Applications are now being taken by appt. in the following areas;
General Office Typists
Secretarial Steno
Mag Card Accounting
Please Call Nancy
646-7660

BOOKKEEPER - Full charge, for expanding Southfield real estate company. Requires experience in accrual entries. Call Mary 557-7700

BOOKKEEPER - Full charge for small Livonia manufacturing plant. Temporary replacement position, possibly permanent. Call 535-0160

504 Help Wanted Office-Clerical

BOOKKEEPER/CLERICAL
For apartment management office in Farmington Hills Responsible for disbursements and balance bank statements. Send resume to:
Edward Rose & Sons, P. O. Box 5071, Southfield, Michigan, 48037.

BOOKKEEPER ... Mature person with at least 3 years experience in Accounts Payable & Accounts Receivable & Journal Entry. Full time, excellent benefits Call Mrs Simons. 557-5145

BUSY apartment complex office in Plymouth needs woman to train as Bookkeeper/Office worker. Very diversified job duties. Must be intelligent, accurate with numbers, good typing and telephone answering skills, good with people. Must be willing to work Call 10AM to Noon only. 358-0655

CASHIER-TYPIST
High school graduate, 45 WPM typing Will accept qualified beginner. $150 per week to start plus paid vacations and insurance
Credithrift of America
32160 Plymouth Rd, Livonia
422-1505

CLERICAL POSITION, full time. Included are all clerical duties. For personal interview call Dianne. 968-0300

CLERK TYPIST
Life Insurance Company, located in Plymouth, has opening for Clerk Typist. Good typing skills & figure aptitude required. Excellent benefit package Retiree Mr. Love 453-8500

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

COLLEGE GRADUATE
Bright, sharp, with good typing skills to train as legal assistant with large Southfield law firm Call Attorney Carter Mr. Bornstein 355-5000

Data Processing
CONTROL CLERK
This is a full time day position. Saturday thru Wednesday. Control Clerk experience is preferred with background in data entry. Hospital experience helpful. Apply
HUMAN RESOURCES DEPT
BOTSFORD
General Hospital
A OSTEOPATHIC
28050 Grand River, Farmington
476-7600

DATE ENTRY - CLERICAL
Entry Level position - typing necessary We will train
Zip Steel Co. 525-1656

DEVELOPMENT COMPANY seeks mature, experienced receptionist. Must have experience on busy switchboard Dimension systems preferred. Hours by Hours, 9am-5 30pm, Mon thru Fri., Southfield area Good benefits Call 3am-5pm 569-4800

DOWNTOWN BIRMINGHAM - Secretary, part time, Monday to Friday, experienced in mortgage company or real estate Must be a strong public
Suburban Mortgage Co 642-2890

EXECUTIVE LEGAL secretary, 5 years legal experience minimum, trial practice, excellent salary, full benefits, Northland area 559-5885

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

EXECUTIVE SECRETARY Assistant ground in liability insurance, typing, shorthand, bookkeeping Fast paced office Lathrup Village 569-4391

EXECUTIVE SECRETARY. Full time, Livonia manufacturing firm Excellent typing and shorthand skills and also have clerical accounting skills Send resume to Box 522, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing & shorthand skills Southfield area. Pleasant working conditions Call 353-5209

EXECUTIVE - secretary, Southfield, attractive surroundings, 5 years legal typing, word processing & statistical typing experience $13,000, fee paid.

CUSTOMER - service, Southfield, 1 yr. office experience, typing 50wpm, bach A English, no typing, $4 45 hr Fee paid.
LOIS RAY
PERSONNEL
559-0560

EXEC. SEC'Y.
FEE PAID $13,000
Responsible professional with PR flair and previous administrative experience is desired for this busy, stable and organizational atmosphere
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

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

EXPERIENCED OFFICE Clerk Filing, typing, record keeping duties Utility function in more than one area of office Full time employment, excellent fringe benefits Farmington area. 474-8200
An Equal Opportunity Employer

EXPERIENCED SECRETARY for small Livonia CPA Firm, part-full time 522-9110

504 Help Wanted Office-Clerical

FARMINGTON law office seeks receptionist with limited secretarial duties. Opportunity for advancement. Willing to train. 476-7680

FILE CLERK/TYPIST
wanted for Southfield insurance company, must be able to type. Contact Sandy 353-5600

FILING CLERK
We are seeking a person interested in a career in the business world. Entry level position. Typing required. Southfield area Call 353-2309

FRETTER APPLIANCE has an opening for a mature person in clerical department. Will be responsible for inputting data into CRT, typing skills necessary. Apply in person at Fretter Appliance, 35961 Schoolcraft Rd., Livonia, Mich., between 8am-4pm, Monday thru Friday.

GENERAL OFFICE, full time, order desk duties, typing 60WPM, no shorthand, non smoker. For personal interview call Mrs. 591-2300

GENERAL OFFICE, National Real Estate Company in Southfield needs experienced person with bookkeeping skills Shorthand preferred Call Carmen, Cushman & Wakefield 355-5880

GENERAL OFFICE
We are seeking a person interested in a career in the business world. Entry level position offers advancement opportunities Typing required. Pleasant Southfield location. Call 353-3209

GENERAL OFFICE
Will train right person, light typing ability required. Southfield Location. Call Cathy weekdays between 3-5 PM.
355-2417

GIRL FRIDAY-For 1 girl Southfield Court reporting office Previous phone experience a must. Some typing, miscellaneous Town Center Reporters 355-4455

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 -

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 proofread. Reply to Box 525, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Keypunch Operator
Minimum 1 year experience
Pdf Shift
Excellent Benefits
Shift Premium
Salary Commensurate with Experience
Troy Area
For Interview Appointment Call
528-1850
An Equal Opportunity Employer

LEGAL OFFICE, Manager/Secretary, Excellent typing & shorthand required. Some bookkeeping. Excellent salary for aggressive person. Southfield location. 35 hour week. 353-4910 or evenings 357-3098

LEGAL SECRETARY, experienced - negligence field for Southfield Law firm Salary commensurate with experience 353-3300

LEGAL SECRETARY for Southfield law firm, must be experienced, checkground in liability insurance, salary commensurate with ability. 557-1000

LEGAL SECRETARY
for pleasant Southfield law office. Experience necessary, salary commensurate with experience 353-3630

LEGAL SECRETARY and paralegal - Birmingham firm will train ambitious college-educated woman, plus finance her paralegal or law school Great job Good pay 645-0755

LEGAL SECRETARY For busy Birmingham/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 424-8003

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At one sitting we can discuss the full particulars of the many situations that fit your experience level. You then decide who you would like to interview with It's the pleasurable, sensible, results-oriented way of locating a new position.

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SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-3140
Renaissance Center 567-0001
Troy 649-2042

504 Help Wanted Office-Clerical

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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 secretarial & legal personnel in the greater metropolitan area.
Invest in your future by contacting Joanne, the legal placement professional, today. All fees company paid
MANSFIELD & ASSOCIATES
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Birmingham, Mi 48010
646-4210

LEGAL SECRETARY- Experienced, mag card, salary commensurate with experience Troy. Call 8AM-5PM.
643-7460

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Mrs. Maria Lisowsky
5520 Patterson
Troy
Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, February 6, 1981 to claim your 2 free RED WING TICKETS
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CONGRATULATIONS!

LEGAL SECRETARY, experienced, desired for small Birmingham firm. Salary commensurate with experience.
644-4432

LEGAL SECRETARY, experience preferred, salary open Shorthand important. Farmington Hills form near expressway For appt call 626-9722

Legal
Secretaries
Highly respected established agency serving the legal community in the tri-county area, for over 35 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer
HILLSTROM & ROSS
626-8188

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

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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

OFFICE MASTER
Dependable person with experience in diversified office duties Must be able to work under pressure Typing, filing, etc. Southfield area 559-0650

OPENING for counter person at Midas Muffler, Farmington Should have office experience, own transportation Apply in person 27840 Orchard Lake Rd

PART TIME General Office work 2-3 hours per day, 5 days per week Southfield area 424-0050

PART TIME
SECRETARY
Great opportunity to work part time' Busy Southfield firm needs someone for typing and other clerical duties Must have good typing skills and office experience Generous salary Send confidential resume to Mr Becker P O Box 591, Southfield, MI 48037

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PART TIME TYPIST
Flexible hours, 86 WPM, 84 25 an hour. Farmington Hills 553-8282

PART TIME, 1-5 PM Daily. Good salary. General office, clerical work, some typing. Start immediately.
Ask for Mike K. 471-0200

PAYROLL CLERK
Top 500 corporation, located in Birmingham, is looking for a Payroll Clerk with 6 months to 1 year's experience. Excellent opportunity to join a fast-growing company Requirements include 10-key adding machine knowledge, light typing, good communications skills. Salary range based on experience Excellent benefits & working atmosphere For further information call Personal Dept 646-6100, ext 288
An Equal Opportunity Employer

PERMANENT STATISTICAL typist needed immediately for CPA firm Southfield 424-8375

PLEASANT, enthusiastic person needed for busy sales department of large beverage distributor Typing 55 WPM minimum and phone experience necessary. Contact Personnel, medical dental Northwest Detroit area
Call for appointment 825-6400

PRESTIGIOUS SPOT
For top office skills Glamorous opportunity with benefits to match Ideal suburban location Fee paid
Snelling & Snelling
336-7400

PROFESSIONAL legal secretary with excellent communication skills needed for Bloomfield Hills law firm send resume to 74 W Long Lake Rd, Suite 2, Bloomfield Hills, Mich, 48013

PROFESSIONAL COMPUTER Center in Livonia seeks an assistant to an administrator Must possess excellent statistical ability, knowledge of accounting principals & enjoy working with figures, typing 60WPM. Permanent full time position Good benefits & pleasant working conditions Experience necessary 591-3232

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 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, Part time typing, filing for doctors office, Detroit area 868-3348

RECEPTIONIST SECRETARY
Company producing syndicated television shows, desires person for answering phones, typing & various other office procedures Contact Mr Santos for appointment 353-0610

SALES SECRETARY
Established and growing Southwest Detroit Company seeking individual to fill new Secretarial, Administrative position, applicant should have prior secretarial experience including administrative responsibilities Other related business experience such as Sales, Public contact and Financial Accounting will be considered strong points
Send resume salary requirements to Personnel
3100 Lonyo Detroit Mich 48209

LIVONIA SECRETARY
Receptionist, strong typing skills, some bookkeeping all around office experience required 522-9220

SECRETARY
A National Restaurant chain is seeking a Secretary to the Director of Operations Following requirement are necessary
•Ability to handle some telephone work •Transcription
•Xerox 850 word processing experience desired or will train

Salary to be discussed during interview Apply in person
OLGA'S
KITCHEN
23500 Telegraph Rd
Southfield, Michigan

Or call, Marilyn Purcell, (313-353-4844

OFFICE MANAGER
Bright, motivated, adaptable with excellent clerical and organizational skills to train for legal work in large Southfield law office at American Center
Mr Bornstein. 355-5000

504 Help Wanted Office-Clerical

SECRETARY
Executive
To President
of very successful Southfield company. This is a busy, challenging and diversified position. Successful applicant must be well organized, possess excellent secretarial skills including shorthand, and have mature and responsible attitude regarding the importance of taking on responsibilities and tasks which will expand the effective use of the President's time.
Starting salary commensurate with the important contribution that will be made by the successful applicant. Very good benefits and working conditions.
Reply in absolutely strict confidence to:
Mr. Taylor,
P. O. Box 691,
Southfield, MI 48037.
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

EXECUTIVE
SECRETARY
to the Vice President of Human Resources
A major Detroit institution, located in the heart of Detroit's renaissance, has an immediate opening for a top level EXECUTIVE SECRETARY reporting to the Vice President of Human Resources This is a rare and unusual opportunity for a qualified secretary accustomed to working in a corporate level environment.

MINIMUM QUALIFICATIONS ARE:

1. Two years technical/business secretarial training in a formal program beyond high school
2. Three to five years of progressively more responsible experience resulting in an executive secretarial level assignments required to:
   a. Provide the necessary secretarial support
   b. Provide assistance on a number of administrative areas
   c. Provide the necessary background to exercise independent judgment which is often required

THE SUCCESSFUL CANDIDATE FOR THIS POSITION WILL:

1. Possess maximum interpersonal communications skills to interface with top corporate executives
2. Possess the temperament to deal with confidential information
3. Have a professional appearance and be well groomed at all times

We offer an excellent compensation and benefit program. Qualified applicants should submit a resume, in confidence to:
BOX 564
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150

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

Henry Ford Hospital
REGISTERED
NURSE
Maternal-Child
Nursing Opportunity
Henry Ford Hospital is seeking a highly skilled Registered Nurse to compliment our present staff in OB-GYN, PICU or our new Special Care Newborn Nursery. At least one year of ICU, Pediatrics or Labor and Delivery will be necessary. We offer competitive salaries commensurate with experience and comprehensive benefits.
Want To Know More About Nursing At Henry Ford Hospital JUST ASK OUR NURSES OR CONTACT:
William Shaul at:
876-1811
Henry Ford Hospital
2808 W. Grand Blvd.
Detroit, Mich. 48202
Caring for People
Concern for Education
Commitment to Research
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