502 Help Wanted Dental-Medical

ASSISTANT FOR podiatry office, receptionist & medical duties. Call for appointment. 346-5611

AVAILABLE IMMEDIATELY
MEDICAL ASSISTANT-Excellent opportunity, Doctors office. Experienced in EKG and Venapuncture. Excellent salary.

DENTAL ASSISTANT-Busy dental office needs sharp gal for chairside assisting. Must be experienced.

LAB TECHNICIAN-Full time. Exciting opportunity. Large medical lab. ASCP registered. Competitive salary. Benefits.

Other medical opportunities available
Call Karen 357-3652
Professional Medical Personnel

BACTERIOLOGY ASSISTANT
Needed for evening culture processing, part time, private lab in Southfield. 557-8080

CHIROPRACTIC ASSISTANTS wanted. Positions available immediately. Part time work. Must enjoy working with people, will train. Taking applications Wednesday, Zewicke Chiropractic Life Center, 28252 Ford Rd., Garden City.

DENTAL ASSISTANT
Livonia area. Pleasant working conditions. 4½ days. Call GA 5-0665

DENTAL ASSISTANT
Experienced. Full-time. Pleasant office in Farmington.. 477-0208

DENTAL ASSISTANT wanted, 4½ day week. Pleasant working conditions. Experience preferred, but will train. Livonia, 425-0665; or eves., 626-4722

DENTAL ASSISTANT - all replies confidential. Chairside, experience & references necessary. NW area. Call Days 354-4344 or after 7pm. 626-2681

DENTAL ASSISTANT, experienced, full time, trial period, good salary if qualified, friendliness essential, references. Reply to: Box 740, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RED WING TICKET WINNER

Mark Zimmerman
9952 Rockland
Redford

Please call the promotion department of the Observer & Eccentric by 5 p.m. Tuesday, March 10, 1981 to claim your 2 free RED WING TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

DENTAL HYGENIST
Experienced. 2 days a week. Plymouth area. 453-6848

DENTAL HYGIENIST wanted to work substituting service, additional income, flexible days, experience only. Temporary Hygiene Services. 855-1315

DENTAL HYGIENIST
Wanted part time, modern Troy office. Please call: 362-2288

DENTAL HYGIENIST, full or part time, for preventive-oriented 3 dentist office Westland-Livonia area. Prevention room, Cavitron. Replies confidential to Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL OFFICE needs lab person. Immediate opening. Experience & references necessary. Replies confidential. NW area. Days 354-4344 after 7pm. 626-2681

DENTAL RECEPTIONNIST - experienced with working knowledge of dental insurance desired. No nights or Saturdays. Please send resume to box 696, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST/secretary. Salaried, full time position in Plymouth-Canton specialist office. Must handle insurance, scheduling accounts. Experience desirable, career opportunity. Send resume to 7282 N. Sheldon, Canton 48187

DIRECT CARE STAFF
Group home in Troy. Full time. Paid training, fringe benefits. Call 641-7397

DOCTOR'S OFFICE needs mature, neat, personable assistant. Medical office experience required. Ford Rd/Middlebelt area. 30 hours per week. 427-6300

EXPERIENCED Orthodontic Laboratory Technician for busy Orthodontic practice. Inquire 561-6160

INSURANCE CLERK
Specialist. Experience necessary for busy surgical practice in Southfield. Will train computer skills. Contact Ms. Winters 9am-1pm. 424-8030

LIVONIA MEDICAL OFFICE
needs mature person. Must be organized & able to type. Medical terminology preferred. 474-0144

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

LPN - AFTERNOONS
3-11 PM. Good wages. Apply in person. Wishing Well Manor, 520 W. Main St., Northville.

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

L.P.N.'S
FARMINGTON
PRIVATE DUTY
Full & part time available. Flexible hours. Six hour shifts available also.
TEMPORARY
HEALTH CARE SERVICES
835-9490

MEDICAL ASSISTANT for busy 5 doctor Dermatology office in Southfield. Call between 8:30-5pm, Mon thru Fri & ask for Hilga. 569-0389

MEDICAL ASSISTANTS
Varied medical assistant duties in general practice office - Injections, CBC, EKG, Glucose, X-ray, etc. Openings can be 3 days a week or full time - No Saturday. Doctor office experience necessary. Redford area. $866 for full time, paid Blue Cross and profit sharing.

Other fine openings for Medical Receptionists, Secretaries, and Transcriptionists available.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL ASS'T RECEPTIONIST
Pay according to experience. Send resume & references. PO Box 428, Westland, 48185

MEDICAL BILLING - full-time. BS-MC-MA. Billing experience a Must. Corporation of Doctors. N.W. Detroit. Call between 8AM-4PM. 927-7087

MEDICAL HISTORY INTERVIEWER
Knowledge of medical terms required. Flexible schedule with part time evenings & Saturdays, some days.
Call for an Interview
MICHIGAN LIFE INS.
28333 Telegraph Rd.
Southfield, Mich.
355-55100 ext. 215
An Equal Opportunity Employer

MEDICAL RECEPTIONIST for Troy Physician. Experience in pegboard, Blue Cross, Medicare, etc. Afternoons Monday thru Friday. 855-1359

MEDICAL RECEPTIONIST
Part-time. Pediatrician's office located in Southfield. Experience with insurance required. 357-4144

MEDICAL RECEPTIONIST
for front desk in busy 5 doctor Dermatology office in Southfield. Call between 8:30-5pm, Mon thru Fri & ask for Hilga. 569-0389

MEDICAL RECEPTIONIST, part time, Troy area, experienced, references. Carol after 12 noon. 649-4449

MEDICAL SECRETARY - Opening for busy surgical practice in Southfield. Transcription experience a must. Knowledge of insurance helpful. Will have opportunity to learn computer skills. Contact Ms. Winters 9am-1pm. 424-8030

MEDICAL TECHNOLOGIST
Our small suburban hospital has an immediate opening for a Medical Technologist on our day shift. 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

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 -
Several Full-time & Part-time positions available to RNs & LPNs Comparable wages, excellent benefits Applications accepted Mon. thru Fri., 8AM-4PM: Kiph Haven-Ypsilanti, 28 S. Prospect, 483-6125

PART-TIME Dental Assistant & Receptionist needed for Northville area. Experienced Only - need apply. 349-7560

PHARMACIST
Full and part time. Excellent salary and good benefits. Please call:
Northwest General Hospital
8741 West Chicago
Detroit, MI 48204
934-3030
Ext. 437 & 399
Equal Opportunity Employer M/F/H

REGISTERED PHARMACIST
Retail drug store. Top pay, good benefits. Call between 9 AM and 5 PM, Mon. thru Fri. 557-9287

RN - LPN
Afternoon & Midnight Shift position available for full time employment in modern Nursing Home. Contact Mrs. Mancuso, RN,
Dorvin Convalescent Center, Livonia, one block so. of 8 Mile on Middlebelt 476-0550

NURSE
Full time for Pediatrician's office located in Southfield.
Call: 357-4144

NURSES NO FEE

RNs, LPNs
Learn Why Thousands
Of Nurses Nationwide
Have Joined
Staff Builders

At Staff Builders your needs come first. You'll work on challenging assignments ... and always on your own schedule. Have a varied nursing career plus plenty of time for your personal life too. Also:

- Top Hourly Rates
- Paid Vacation Plan
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- Malpractice Insurance
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staff builders
Health Care Services
22255 Greenfield, Southfield
(313) 557-8600
Equal Opportunity Employer M/F

RN-LPN
Seeking charge Nurses for full or part time for Midnight shift only. Westland Convalescent Center, "1979 Facility of The Year".
Contact Ms. Heaston. 728-6100

RN needed part time for evenings & some weekends in busy pediatrics office, Farmington area. Call Mr. Crumb. 477-0851

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

RN's, LPN'S,
All Shifts.
Individualized orientation and in-service according to your needs. Revised pay and benefit package. Flexible scheduling.
CAMBRIDGE
Nursing Centre South
18200 W. 13 Mile Rd.
647-6500

RNS & LPNS
Full or part time. Afternoon & evening shifts. Apply 9 AM to 4 PM, Mon thru Fri. The Arnold Home, 18520 W. 7 Mile, Detroit: 531-4001, Ext. 38

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
To $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview
MED-STAFF
557-2505

R.N.'S
$12.50 PER HR
Full & part time available. Work flexible hours & close to home.
CALL OR STOP BY
TEMPORARY
HEALTH CARE SERVICES
16415 W. 8 Mile, Southfield
835-5400

SMALL LAB needs an experienced Phlebotomist, part time. Applications accepted between 11 AM and 3 PM 17630 W. Warren, E. of Southfield Rd.

SOUTHFIELD AREA
Mature woman, medical billing office, typing necessary, Mon thru Fri. 8:30-5. 559-5808

STRAITH MEMORIAL HOSPITAL, 23901 Lahser Rd. - an all Surgical Hospital in Southfield - is seeking a full-time Operating Room Registered Nurse with experience. Apply in person or call the Nursing Director at 357-3360

THE SEARCH IS ON!
Are You The Supplemental
NURSE OF THE YEAR?
Join The Fun At
PRO CARE ONE, INC.
569-4400

WESTLAND PODIATRIST needs office assistant, apply in person, 37382 Glendwood, ask for Margie. 728-4300

X-RAY TECHNICIAN
Radiology Clinic, part time, mornings including Saturdays. Redford area. 937-8159

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
FERNDALE AREA
1 year minimum experience in Payables and Receivables. Must have bookkeeping schooling, 40 WPM typing. $800-$850 per month to start. Paid benefits. Fee Paid.

ACCOUNTING CLERK - ROYAL OAK
Good accounts receivable experience, bookkeeping machine background a plus. 40 typing. Paid benefits. Fee Paid.

SECRETARY
MANUFACTURING PLANNING DIVISION
Prefer experience with 3 or 4 bosses, mature age. Good typing, light shorthand preferred. Non-smoker. $12,000 range, outstanding raises. Full benefits including tuition, dental and optical. Fee Paid.

SECRETARY TO TREASURER
WARREN
Must have excellent typing, good knowledge of bookkeeping, shorthand preferred, able to do stat typing. Must be sharp and possess good personality. $13,000 range. Good Benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

ACCOUNTS RECEIVABLE CLERK
Major company seeks detail oriented person with receivable experience and good typing. Lots of customer contact. Good starting salary, benefits and company pays our fee CALL TODAY for a personal interview. Company anxious to hire this week.
PERMANENT STAFF
SOUTHFIELD 353-0505

Administrative Assistant
TO TOP EXECUTIVE
One of the busy partners of a successful Southfield Professional firm needs a super secretary to keep up with his pace. Challenging job — the normal executive secretarial responsibilities and also taking minutes at highly confidential meetings and coordinating many details. Excellent salary and benefit program. If interested in a truly "career spot", please respond by resume to: Mr. Nichols, P. O. Box 691, Southfield, MI 48037
An Equal Opportunity Employer

AMBITIOUS GIRL wanted for busy office. Must have clear handwriting. Full time, immediate position. Will train. Livonia area. 591-9100

ASSISTANT to manager position, with secretarial skills, some shorthand required. Office work & handle accounts receivable. 642-8400

BE A WINNER WITH WITT
We need experienced:
SECRETARIES
STENOGRAPHERS
JR. & SENIOR TYPISTS
DICTAPHONE OPERATORS
PBX OPERATORS
WORD PROCESSORS
We have temporary long and short term assignments. Call now for!

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

WITT SERVICES
The Temporary Help People

BOOKKEEPER ASSISTANT needed for Southfield firm. Some experience preferred, will train. Please call Mrs Hunt 644-5848

BOOKKEEPER - Experienced thru trial balance, payroll, payroll taxes, typing & answering phone. Southfield/Redford/Livonia area. 357-5070

BOOKKEEPER
FULL CHARGE
Successful company needs an experienced Bookkeeper to take responsibility for their entire set of books. Must have experience doing financial statements. Generous starting salary and benefits. Send confidential resume to: Mr. Newton, P. O. Box 691, Southfield, MI 48037.
Plante & Moran recruiting for an equal opportunity employer.

BOOKKEEPER
FULL CHARGE
Downtown professional firm needs an experienced Bookkeeper to handle the fruits of its very successful practice. Must be able to do financial reports, have experience with computerized systems and have taken some accounting courses. Extremely generous salary and benefits. Send confidential resume to Mr. Naples, P. O. Box 691, Southfield, MI 48037.
Plante & Moran recruiting for an equal opportunity employer.

BOOKKEEPER - ladies store needs full charge woman. 3 day week, good salary. Shandels, 154 South Woodward, Birmingham 642-4150

BOOKKEEPER
Looking for aggressive independent, self-motivated Bookkeeper thru trial balance. To run Real Estate management 2 girl office in Birmingham area. Send resume with business experiences included. Reply to Box 752, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLOSING CLERK TYPIST
for real estate related service company located in Southfield. Must be detail conscience, type 60wpm, high school graduate and have 1 year experience in real estate office or mortgage servicing background. Permanent full time position available with good company benefits. Call for interview. 352-6400 Ex.212
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNT EXECUTIVE - aggressive, hands on, hard worker for office & customer follow-up. Experience in aircraft industry a plus. Immediate position Aero Trims, 15860 Wahrman Rd. Romulus

ASSISTANT TO Office Manager, good math & English skills necessary, fluency in Spanish helpful. 261-8820

- BOOKKEEPER -
OFFICE MANAGER
Downtown Detroit Law Firm needs Full-charge Bookkeeper to assist Senior Partner in physical operation of firm; administrative duties include Office Managment, Supplies, Personnel, etc. Please submit resume, including telephone number for interview contact, to: P.O. Box 736, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - SECRETARY
Part time, small office in Bloomfield Hills, experienced & references required. Call M. Grimaldi 645-2060

BOOKKEEPER
...preferably with NCR machine experience. Walled Lake area. 624-7400

BUSY DEARBORN office needs your general office skills on a part time basis, good hourly rate. For information call 573-7188
An Equal Opportunity Employer

CENTER POINT
FEE PAID $12,000
Get involved in this take charge spot. Independent atitude helps you work on own to back-up operations chief. Great location!.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

CLERICAL position for a beginner Bookkeeper. Call Mr. Scott. Call after 1pm. Livonia area. 421-8810

COMMERCIAL UNDERWRITER
Lovely suburban office. Exceptional opportunity in fast growing insurance company to use your proven ability. $12,480. This won't last! Call Jo Smith.
353-2090
SNELLING & SNELLING PERSONNEL

Computer Programmer
Programmer/Analyst
SUBURBAN LOCATION
4½ DAY WORK WEEK
(7:30-4:15 Mon. thru Thurs. 8-12 noon Fri.)

Home office of local insurance company has open positions for Computer Programmer & Programmer Analyst. Applicants must have minimum of 2 years of experience in COBOL or RPG languages. IBM - CICS experience helpful but not necessary.

Company is located in Plymouth, building a new home office in Livonia to accommodate substantial growth.

Excellent fringe benefits. For further information and appointment.

CALL
453-2000

CREDIT CLERK
International consumer electronics company has immediate opening for an individual with approx 2 years credit related experience. Background in retail or warehouse distribution preferred.
Magnetic Video is a rapidly growing company offering a pleasant suburban location, competitive salary with an attractive benefit package. Please apply or forward resume to:
Personnel Dept
Magnetic Video Corp
A Twentieth Century Fox Co
23629 Industrial Park Dr
Farmington Hills, Mich
An Equal Opportunity Employer

Customer Service
AT $12,000
Recent college graduate to process orders, handle billing entry into computer, problem solving ability for rapid promotion. Full benefit package with Dental, Optical. Company Paid Fee. 525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EAGER TO LEARN?
Southfield Insurance Agency needs career minded person Accounting background helpful. Call to 4:30pm 353-5850

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

EXECUTIVE SECRETARY
$15,000 PLUS
FEE PAID
Solid work background and skills with organizational ability is needed for this top level position. Company offers prime Troy location, top benefits, and tuition reimbursement. Call Carol Lee.
SNELLING & SNELLING
649-5900

Executive Secretary
RIGHT ARM
This successful executive has visions of a top-notch secretary with a friendly, cooperative manner, excellent skills and great job experience making his life much simpler. Great opportunity to become a part of a group of positive-thinking professionals. Great starting salary and benefits. Send confidential resume to: Mr. Nadon, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

EXECUTIVE - secretary, Bloomfield Hills, proficient typing, shorthand, office management, benefits, $16,000, fee paid

SECRETARY - Southfield developers, good typing, dictaphone skills and management experience, $12,500, fee paid

LOIS RAY
PERSONNEL
559-0560

EXPERIENCED Bookkeeper Secretary wanted for Busy construction office in Novi. Must have experience in pegboard systems of payables, receivables & payroll. 478-6662

EXPERIENCED LEGAL Secretary needed for Farmington Hills law firm. Good typing and dictaphone requiired. Excellent benefits. Call Linda Widrig 851-9500

EXPERIENCED Legal Secretary for Southfield Law firm, mag car experience required, salary commensurate with ability, Call office manager. 444-4848

GENERAL OFFICE
Experienced. Typing required. Northwest area, good benefits. 255-1200

GENERAL OFFICE work typing necessary, minimum wage to start. Benefits. Call Lil 562-5552

GENERAL OFFICE - for Manufacturer's Rep. All office skills required. Excellent opportunity for intelligent, qualified person. 649-4860

GENERAL OFFICE
Permanent part time position available in Novi with local manufacturers representative. Good typing skills required. For interview call 477-0340

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 and full benefits. Call 353-3209

INSURANCE AGENT needs experience Office Assistant, part time, variable hours, send resume to: P.O. Box 2925, Livonia, Mich. 48151.

INSURANCE SECRETARY
Property and casualty. Experience essential. Good salary. Telegraph & Maple. 647-3213

JR. SECRETARY - Growing firm, plus Presidential suites. Type 65, shorthand 90. Benefits. $12,000.
Snelling & Snelling 399-3450

KEYPUNCH OPERATOR
FTD has an opening for a Keypunch Operator with one year experience or recent training from a Keypunch School. Experience on Entrex or other key-to-tape equipment a must. If qualified, contact Sue Cebalt:
FLORISTS TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy, Southfield, Mi 48037
355-9300, ext. 253
An Equal Opportunity Employer

INSURANCE
Agency has position open for FILE CLERK. Southfield, American Center Building.
Call Mrs. Wick
354-0400

LEGAL - administrative, travel included in top position with firm needing executive level secretary, $15,000 to $20,000 plus benefits. Also 5 other firms need legal secretaries for partners. Variety of duties. Salary range $14,000 to $17,000. Suburban and downtown locations, fees paid.

SECRETARIAL - spot with public contact for Somerset area company, $11,700, good benefits, 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

LEGAL SECRETARY
Experienced desired. Good typing skills mandatory. 644-1848

LEGAL SECRETARY, experienced, for Southfield law firm. Auto neg., malpractice & general law. Benefits. Ask for Marilyn 358-0100

LEGAL SECRETARY experience necessary. Bloomfield lawfirm, mag cards. Contact Mr Martin. 647-4343

LEGAL SECRETARY
For Southfield personal injury firm. Experience preferred. Excellent skills required. 353-7575

LEGAL SECRETARY - Experienced, 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
TO $14,000
FEE PAID
Super law firm needs dynamic assistant. Fast 30 day salary review, full benefits and plush surroundings are just part of this package. Call Mark now.
SNELLING & SNELLING
649-5900

LEGAL SECRETARIES
Success in our business is based on our ability to introduce legal secretaries to law firms who each feel are just right for each other. We have been effectively doing that for several years now. Our list of satisfied clients is long.

In the relaxed atmosphere of our office we will objectively discuss the wide variety of positions we are representing that fit your background and desires. You decide who you would like to meet with. You decide which offer of employment is right for you. When we share our contacts with you, changing positions can be that simple.

Call, come in or drop us a note. After hours and weekend appointments are available. There is never a charge to you for our curteous and professional placement assistance.

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 SECRETARIES
Dear Legal Secretaries:

If you get up in the morning and think "I wish I didn't have to go to work today", believe me, it's time for a change in jobs.

Stop being a masochist and do something about it! Isn't your mental health important to you? Why beat your brains out all day long on a job that no longer fulfills you. Do you realize most of us have to spend more than 2,000 hours a year working away from home, so you better like what you're doing

A good job is one where the week isn't long enough, and you resent the weekends that take you away from it. Do yourselves a favor TODAY. Pick up the phone and call Joanne. It only costs 20¢ and a few minutes of your time. A psychiatrist is a lot more expensive.

If I don't have the job that turns you on, I'll find if for you. We don't push people into situations they don't want. We keep you out of them.

If you have what you think is a great job, have you bothered to tell your employer thanks?

All fees employer paid.

MANSFIELD & ASSOCIATES, INC.
LEGAL PERSONNEL
900 Tower Drive
Troy, Michigan, 48084
879-8832

MARKETING TECHNICIAN
PART TIME
Control Data Corporation is seeking a part time clerical person in our Southfield office. Responsibilities include processing order packages, processing service requests, and maintaining administration files. Candidates must have at least 1 year clerical experience. Benefits include vacation and holiday pay. Hours Monday through Friday approximately 9 am to 4 pm. Contact;
Carol Lipa
CONTROL DATA CORPORATION
21700 Northwestern Hwy.
Tower 14 - Suite 1300
Southfield, MI. 48075
552-6702
Addressing society's major unmet needs
Affirmative Action Employer

MATURE INDIVIDUAL to function as Office Manager. Southfield location. Some Computer & bookkeeping experience desirable; 3 to 5 years experience preferred. 3 Person Office Staff. Salary negotiable. Call for interview, 356-6430

MATURE ORGANIZED woman wanted to manage office for 2 salesman typing, phone, general office duties. Will consider part time. Phone for appointment after noon. 852-0900

MATURE RESPONSIBLE individual, full time. Receptionist & office clerical. Apply within. Centaur Racquet club, 5700 Drake Road, W. Bloomfield.

MAJOR BROKERAGE FIRM looking for Experienced Operations help for new office opening in the Southfield area. Interested Professionals send resume to: P.O. Box 915, Bloomfield Hill, Mich. 48013:
Attention Operations Manager.

MEDICAL ASSISTANT
$10,400 TO START
Excellent benefits for person with X-ray, and venapuncture. Call Vickie.
Snelling & Snelling
336-7400

OFFICE MANAGER - Experienced for Mt. Clemens law firm. Must have accounting/bookkeeping experience. Send resume to Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL CONSULTANT
Livonia and Southfield branches of major employment agency are adding to their staff. We need mature, self motivated persons for challenging public contact jobs. Sales or agency experience helpful. Beautiful offices, excellent commission plus friendly work environment. For a personal interview, call your nearest branch.
LIVONIA MS DWYER
522-4210
SOUTHFIELD MS. ROBERTS
353-0505

PERMANENT STAFF

PHONE OPERATOR
We are looking for a people person with a pleasant phone voice to work with our consumer service organization. Hours 9AM-4PM. Royal Oak area.
Ask for Anne 549-6444

POLICY TYPIST
Immediate opening for POLICY TYPIST 50 plus WPM. 4½ day work week, excellent fringe benefits. For further information and appointment call:
453-2000

PROFESSIONAL SECRETARY
Full time, experienced secretary needed. Must have excellent typing & communication skills. Word processing, dictaphone experience helpful. Send resume to: Yvonne Leonard, Photon Sources, 12163 Globe Rd., Livonia, Michigan, 48150.

PROFESSIONAL legal secretary preferred but will train if you have high skills; shorthand, typing & organization. Salary open. Between 2-5pm. 647-4100

RECEPTIONIST
Typing required, Life Insurance company located in Troy. Call Mrs. Clark at 879-9000

RECEPTIONIST - general office experience with some secretarial background. Telephone experience vital. 645-9253

RECEPTIONIST
For Southfield beauty salon. Experienced only need apply. 646-7595

RECEPTIONIST - CLERK
Full time position. Requires professional approach in the handling of both phone calls and personal contact. Ability to type with speed and accuracy is a necessity. Must perform general clerical and secretarial tasks with frequent interuptions. Shorthand not required, but a definate plus. Hours, 8 to 5, Mon. thru Fri. Starting salary, $10,250. Contact: Administrative Ass't., Management Education Center, M.S.U., 811 W. Square Lake Rd., Troy, Mich., 48098. 879-2456. MSU is an Equal Opportunity/Affirmative Action Employer.

RECEPTIONIST/Assistant, full time, orthodontic experience preferred, Novi - 12 Oaks Mall area. 348-8890

RECEPTIONIST experienced needed immediatley for Southfield lawfirm. Must have own car. CAll for appointment on March 9-10 between 10am-1pm. 559-8678

RECEPTIONIST/SECRETARY, part time, must have recent phone experience & type 40 wpm accurately for medium size residential building company office in 10 Mile & Telegraph area. Hours are: Mon. - Fri. 4-6pm & Sat. 8am-12 noon. 352-0952

RECEPTIONIST
MEDICAL
Part time position available for Receptionist in the Family Practice Center to work 20 hours per week during afternoon and early evening hours. Qualified candidates must have minimum 1 year medical receptionist experience and type 35 wpm. accurately. Excellent salary and fringe benefits offered including fully paid Blue Cross/Blue Shield with Master Medical and Prescription Drug Rider. Apply only at Employment Office Mon. - Fri., 9 AM. - 3 PM.
PROVIDENCE HOSPITAL
Fisher Center
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

ROYAL OAK FIRM in need of Secretary and Receptionist. Please apply in person at 2727 W. 14 Mile Rd. - just east of Coolidge.

SECRETARIAL POSITION available for a personable, neat, hardworking girl. Typing necessary. Will train. Downtown Birmingham. Call 642-0010

SECRETARIAL SERVICE needs Part time, Accurate Typist with good telephone manner. 29200 Vassar, Suite 718, Livonia. N.E. of 7 Mile & Middlebelt.

SECRETARY - experienced only. Excellent typing & shorthand. Nice working conditions. Good salary, suburban location. Phone 353-7981

SECRETARY, experienced, needed for W. Bloomfield office located in Pine Lake Mall, Lone Pine & Orchard Lake Rds. Call Kathy at 851-3606

SECRETARY
Full time temporary position thru August. Bloomfield Hills 333-3030

SECRETARY
Immediate opening for experienced Secretary in busy Farmington Hills sales office. Must have 3 years prior experience, type 65wpm, (net, light shorthand), math apptitude & be an energetic self starter. Send resume with SALARY REQUIREMENTS to Personnel, PO Box 1600, Farmington Hills, Mich 48018.

SECRETARY - Life insurance, Telegraph - 15 Mile. Afternoons, 5 days. Career oriented, good math, typing. Call Kathy between 9am-3pm. MI4-2706

SECRETARY
One girl office, experience and accurate typing required. West Bloomfield area. 626-6026

SECRETARY-PART TIME for downtown Detroit law office. Shorthand or speed writing required. Interested applicants call, 961-6000

SECRETARY PLUS
$12,000
FEE PAID
Be part of a super team and put your know how to good use. Firm offers variety, responsibility and excellent location. Call Carol Lee.
SNELLING & SNELLING
649-5900

SECRETARY - RECEPTIONIST
Requires excellent typing & shorthand skills, call John Seibel, Champion Home Communities 852-4073

SECRETARY/RECEPTIONIST
Front desk position for sharp gal. Must be experienced with accurate typing, pleasant phone manner & organizational skills. Light bookkeeping helpful. Farmington Hills location. Call Kathy after 9am 478-6600
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Permanent full-time position with Accounting Firm. Professional personality & appearance. Accurate typing (45-50 WPM). Telephone experience. Competitive salary & benefits. Send resume or letter of application to:
Paul Gusho, 470 American Center Bldg., Southfield, Mi. 48034.

SECRETARY
Some experience preferred. Minimum typing 60-65 WPM, shorthand 80 WPM, for further information contact;
Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 MILE & FARMINGTON RD.

SECRETARY - Troy Birmingham area. Must have good typing & telephone skills. Call for appointment. Monday thru Friday. 9am-12 noon only. 649-1300

SECRETARY!
$14,000 PLUS
Looking for top salary, great benefits, and FEE PAID? I'm looking for you! Call Brigid.
Snelling & Snelling
336-7400

SMALL LIVONIA FIRM
needs full time secretary with bookkeeping background thru trial balance including payroll & general office. Call 477-6240

SOUTHFIELD based mortgage firm requires a sharp gal to work with investors in person and on the phone. Must have excellent figure aptitude and some computer knowledge helpful but not required. Typing of 60-70 WPM necessary. Please contact Joe Greenberg for an appointment. 557-7040

SOUTHFIELD LEASING company needs girl with 3 years office experience, typing 60 WPM accurately. Benefits. Call Susan 557-9100

TELEPHONE ANSWERING Service operators. Reliable, permanent. Typing/spelling skills a must. Weekdays. Farmington Hills. 474-0782

Temporary Assignments Close To Home
SR. TYPISTS
LEGAL SECRETARIES
WORD PROCESSORS
Call For Appointment
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

TOP LEVEL SECRETARY
TO $15,000 FEE PAID
Super firm offers outstanding security, top salary, and top benefits. Work in plush surroundings with administrators and executives. Variety and responsibilities. If you are bored and need a challenge, call Mark.
SNELLING & SNELLING
649-5900

TYPIST - Full time, for travel agency, 55-60wpm, plus general office duties. Pontiac area. Experience desired. Call Linda 332-5080

TYPIST
Needed to type book-in-progress. Work on your typewriter or mine. Hours convenient to you. Call 334-6131

TYPIST/RECEPTIONIST. Rochester office. 5 days per week. Accounting experience helpful but not necessary. Call Pam Hoban for interview between 8:30AM-5PM 656-1900

TYPIST 55-65WPM
Downtown area to $170.
Employment Center
544-0616

WANTED
TYPISTS - 55 WPM
For Temporary Assignments
For appt. call;
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595

WORD PROCESSOR SECRETARY
$10,400 PLUS
FEE PAID
Excellent suburban company will train you on Word processor! Work in pleasant surroundings with congenial staff. Call now. Mark.
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649-5900

504 Help Wanted Office-Clerical

KELLY SERVICES
Has immediate temporary assignments available for TYPISTS, DICTAPHONE & SHORTHAND SECRETARIES, WORD PROCESSORS & SWITCHBOARD OPERATORS. We offer top assignments, merit increases, and paid vacation. If interested, call for an appointment Mon. thru Fri., between 9 A.M. and 3 P.M., 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 The "Kelly Girl" People
SERVICES

EXECUTIVE SECRETARY
Opening for a Secretary with typing skills of 80 wpm and ability to transcribe in final copy status from Dictaphone equipment. Salary commensurate with level of experience. Job duties include extensive telephone contact with insurance agents and coordinating activities with managers throughout the branch. Excellent fringe benefits and pleasant working conditions. Must have ability to produce quality work under rush conditions. If you are qualified, call Personnel Department,
552-6269
FIREMAN'S FUND
INSURANCE CO.
An Equal Opportunity Employer MFH

504 Help Wanted Office-Clerical

TECHNICAL CLERK TYPIST
Major communications company is looking for a temporary Technical Clerk Typist with accurate typing, above average spelling, and knowledge of Graphic industry. Position requires frequent client contact by phone and in person. Please send your resume in confidence to:
BOX 726
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Mi. 48150
An Equal Opportunity Employer M/F

PART TIME SCRIPT TYPIST
Part time work. Join our group of typists. You can be on-call for daytime, evening or weekend work in pleasant surroundings. Must be experienced and an accurate typist. Southfield location.
Call 569-2900, Ext. 365.
MARITZ COMMUNICATIONS CO.
Subsidiary of Maritz Inc.
18000 West Eight Mile Rd., Southfield, MI 48075
An Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

FOXYS BY MACHUS
Now taking applications for full time day dishwashers & full & part time bartenders. If you enjoy people and can smile easily apply in person; 2:30 to 4:30 pm. 1254 Walton Blvd. Rochester.

GENERAL CAFETERIA WORK
7am-3pm, part time. Farmington area. Call Marie. 553-2000, ext 327

HOSTESS
&/or Night manager
5 day week, meals & other benefits, must have experience. Apply in person.
Bloomfield Open Hunt Club
405 E. Long Lake Rd.
644-9412

PART TIME COOK & Cook's Helper. Livonia area. 478-1919

PREP LADY, Afternoons. Apply in person and ask for Jerry or George. The Redford Inn. 25800 5 Mile, corner of Beech Daly.

RESTAURANT MANAGER
For afternoon shift. Birmingham area. Experienced only need apply. Excellent pay for those who qualify. Call Frank between 7:30am-3:00pm. 642-0447

SERVERS - Cashier Hostess, Cocktail Servers, must have experience in fine dining. Apply in person, Holiday Inn of Southfield, 26555 Telegraph Rd.

SHORT ORDER COOK
PART TIME
Apply in person
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

THE GRUB ST. HERMIT
"Spirits & Eatery"
Will be open soon.
Applications being taken for:
Experienced Waitresses
Barmaids
Cooks
Kitchen Prep Personnel
Hostesses
Bus Persons
Please apply within:
2865 W. Maple, near Coolidge, Troy.

TIRED OF THE SAME OLD SHIFT?
T.G.I. FRIDAY'S
Waiters/Waitresses
T.G.I.Friday's, the popular Southfield restaurant and bar now hiring Waiters & Waitresses. Exciting travel opportunities, group health including dental, advancement, plus many other benefits for the right people. Give us a call
353-5530
26299 EVERGREEN

WAITRESSES
ALL SHIFTS
Top salary, vacation pay, uniforms and meals furnished. APPLY IN PERSON between 8 & 10 AM and 3 & 5 PM
Bates Hamburgers
33406 Five Mile, Livonia

WAITRESSES, busboy, cooks, pizza maker, dishwashers. Apply in person Tuesday through Friday, 2-5pm. Cafe Fior, 29121 Northwestern, Southfield.

WAITRESSES
Days and nights. Apply in person at The Box Bar, 777 W. Ann Arbor Trail, Plymouth

WAITRESSES
For busy room, experienced in Cocktails & Food, apply in person from Noon-9PM.
No phone calls Please.
John Laffery's
Vineyards
29230 Franklin Rd.,
Southfield Mich.

WAITRESSES, Full or part time. Day & afternoon shifts. Must be experienced. Apply: The Village Place, 4170 Orchard Lake Rd. near Pontiac Trail

WAITRESS, experienced. Apply in person, all shifts. Uncle Johns Pancake House, 27695 Grand River, Livonia.

WAITRESS - Must have experience serving food. Apply in person. from 10am till 12 Noon
Virgo Lounge, 19245 W. 8 Mile

505 Help Wanted Food-Beverage

APPLICATIONS now being taken for; Waitresses, Barmaids, Busboys, Dishwashers, Cooks & Hostesses Apply at 38410 Grand River, Farmington

ARBY'S
Help wanted; adults 18 or over, full or part time positions available. Apply 19000 Middlebelt, Livonia

BAR B Q HOUSE of Southfield needs Waitresses with experience. Busboys and Hostesses. Full or part-time. Apply in person 29101 Greenfield. 559-3570

BARMAID - Personable. Nights, full-time. Schoolcraft - Evergreen. Some Grill experience. $3.50 an hour. Ask for Joe. 386-5474 or 837-0965

BARMAIDS, Waitresses (costumes), no experience necessary. Apply in person. McEwen's Clubhouse Bar, 34101 Plymouth Rd., Livonia.

BARTENDER
Experienced full or part time. Apply in person, after 4pm, 28340 Ford Road, Garden City.

BARTENDER WANTED Evenings, 6PM-12PM, Monday through Friday, apply in person Spanish Colonial room adjoining Howard Johnsons or call before 4PM 352-2166

BUCKY'S Fountain & Treats needs bakers, sandwich maker and fountain help. Shift 8am-1pm. Apply in person: 32800 Franklin Rd., Franklin

CHEF
Take complete charge of a private club kitchen.
Must be experienced in all phases.
Bloomfield Open Hunt Club
644-9412

COCKTAIL WAITRESSES & BARMAIDS. Must be responsible, intelligent, and attractive. N. W. Detroit area. Call 838-8763

COOK-PART TIME
Weekend breakfast. Must be experienced and dependable. Good opportunity for extra income. Apply in person to the chef:
RAMADA INN
28225 TELEGRAPH RD
SOUTHFIELD
An Equal Opportunity Employer

DARLIN' LILLYS now hiring barmaids & cooks. Experienced only. Apply between 1-4PM: 29200 Orchard Lake Rd., between 12 & 13 Mile Rds.

DISHWASHERS
Night Shift
18 and older. Apply in person after 2:30 PM.
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

506 Help Wanted Sales

ACCENT YOUR POSITIVE
Join our professional sales team. Super bonus plan, FAST START TRAINING, & More! Call us today for a confidential interview!

Steve Leibhan - Southfield	557-6700
Dick Randazzo - Plymouth	455-5200
Bill Wintersteen - Livonia	476-9100
Ben Denny - Westland	721-8400
Frank Skrumbellos-Allen Park	388-2200

Chamberlain

AGGRESSIVE SELF STARTING SALES PEOPLE
For real estate office. Ample floor time. New and seasoned license. Call CENTURY 21 HOME CENTER, INC 476-7000

AMBITIOUS COUPLES
Looking for part time work and extra income. Call for further information 459-0019

AREA RESIDENTIAL SPECIALIST
is what you will become once joining our sales team. Troy real estate firm is looking for 2 full time career minded individuals willing to work hard and be trained. Above average earnings, flexible hours. Call Ross Martin. 689-5606

ARE YOU INTERESTED in Health & Nutrition? Why not turn that interest into a profitable spare time career. Call Leo Korpi or Matt Dopkowski
After 6pm 334-0608

ASSISTANT MANAGERS OVER 18
INSTANT CASH
Learn to earn
$100 PER DAY
MR. Phillips
261-7770 261-7771

ATTENTION Rubbermaid people and others. Be a part time fashion counselor. No investment. Fun job. Queens Way to Fashion. Call Pat 522-4378 or Sherry 729-5321

AUTO SALESMEN
Need 2 experienced salesmen to complete our sales force. Heavy floor traffic, good benefits. Apply to Bill Nova, Dick Green Chrysler-Plymouth, 29301 Grand River. 531-8200

BEAUTY CONSULTANT: Artistry II - quality skin care and beauty products, needs people with knowledge of cosmetics. Unlimited income. Organizational meeting. 858-8664 or 537-2398

BE PART OF A GROWING BUSINESS. Full or part time. We are looking for 6 qualified people to become managers within 3 months. Call for appointment, days or evenings. 313-437-9700

CAN YOU QUALIFY for this difficult job? Work 12 hours a day at start, study continuously, be a self starter, be persistant, cope. If you're success-oriented, send resume to Mr. Williams, 4179 Highland Road, Pontiac, Mich. 48054

CAREER IN REAL ESTATE
Graduated commission rate, 90% maximum. Work in a beautiful office with prestige and top reputation. Excellent training.
Real Estate Network
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27492 Five Mile Rd., Livonia
425-7300
Weldon Clark or Ron Fron

HIGH ENERGY PEOPLE
We are a young aggressive marketing company. We are a unique non-competitive advertising service that is currently experiencing tremendous growth. We are looking for a self starters who want to earn $20,000 a year or more. Must have sales experience. No call reluctance. A good closer. Call Joe 549-6447 on Monday & Tuesday for interview.