EMPLOYMENT

500 Help Wanted

MECHANIC, experienced. Light construction equipment. Also need warehouse. 20541 Middlebelt Rd, near 8 Mile, Livonia. See Mr. Kresse.

MOLD SHOP Foreman. Full responsibility for supervision of construction for plastic injection molds & die cast molds. Must be experienced. Salary & bonus open. Livonia location. Call Don Sexton, Profile Mold Inc. 464-8166

MOTEL DESK CLERK - weekends only. Must be dependable & mature. Apply in person Mon thru Fri, 8am-3pm, Coach & Lantern Motor Inn, 25235 Grand River, Redford.

N/C MILL OPERATOR.
Days and nights. Programming background helpful. Set up experience a must. Minimum 2 years experience. Apply in person only. Galaxy Boring Co. 41159 Joy Road, Plymouth.

NEEDED Person with Management experience seeking Income Development on a part time basis. Call between 1-3PM 281-7598

NIGHT AUDITOR - experience hotel and restaurant, ideal for retiree. Are 4 days week. Reply with references to: Botsford Inn, Hotel Kansan, 25000 Grand River, Farmington Hills, Michigan 48024.

OPERATING ENGINEER, experienced only, to operate backoe-loader equipment. Contact Mike Cross, 354-5729

OPERATOR WANTED for light punch press work, no experience necessary. Will train. 538-1370

OPTICIAN - Openings available for experienced opticians throughout the metro area. Immediate openings if you qualify. Excellent employee benefit program. Call Pat Welch at Pearle Vision Center. 352-0700
An Equal Opportunity Employer

OPTOMETRIST - Experienced optometrists needed for full or part time positions in metro area. Excellent pay and fringe benefits. Call Pat Welch at Pearle Vision Center. 352-0700
An Equal Opportunity Employer

PAINTER
Experienced in glazing & caulking. Good with brush. Call after 6PM. 649-6342

PARTS CLEANER for Automatic Screw Machine Rebuilding Company. 45 hours per week, benefits, paid vacations 20661 Greenfield, Detroit. 323-8200

PARTS MANAGER
In a fast developing business there is a unique opportunity for a person who seeks a career in a wholesale national engine parts business. The chief qualification is to have the experience to manage a parts operation. Setting stock levels, knowledge of competitive pricing, effective use of computer operations are required. If you feel interested in this position, please write giving a brief history of your work experience to Box 166, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON NEEDED with some experience on bridgeport lathe to train as tool maker apprentice. Tools not necessary. Jeffries-Smithfield Inc., 272-4150

PERSONNEL - EMPLOYMENT COUNSELOR
Do you have ability to influence people and the confidence in yourself to earn unlimited income by your sales efforts? We will train you and support you with the #1 National Employment Organization. Selling & Selling. If you have it, call Bernice Pearson, 261-2600

PHONE MEN & WOMEN
Must be Experienced
Steve Work
537-6699

PINE KNOB is Hiring
Experienced only for apply. Cooks bartenders, waiters & waitresses, cashiers, busboys, host/hostess, apply in person, Mon, Tues & Wed. 1-4pm. 5580 Waldon Rd, Clarkston, Mich. No phone calls please.

PORTRAIT STUDIO-Administrative position available for person wanting to learn studio operations. Must be organized, stable and enthusiastic. Apply in person: O'Connor Portrait Studio, 4 th floor, Hudson's, Northland Shopping Center.
An Equal Opportunity Employer

POSITION OPEN for person with Management or Personnel background, part time to start. Income negotiable. For appointment, call Wed & Thurs., 3 to 6 PM. 477-8509

POSITIONS OPEN
For a full time grounds maintenance supervisor and a part-time college student to work at the Bloomfield Creek Apartments Call Elaine at: 559-8770

PRESSER for cleaners, experienced, full time, good pay and working conditions Livonia. 464-0063

PRINTING PLANT SUPERVISOR
Excellent opportunity, experience in offset & letterpress a must. Send resume to Box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRODUCE MANAGER Wanted for Oakland County area store, good, benefits & working conditions Send resume to Jerry, 2725 Kenneth Drive, Bay City, Mich 48706

PRODUCTION OPERATORS - Lathe & Mill operators experienced preferred in shop or school. Over 18 years old. Must be able to read micrometers. Steady work & fringe benefits Contact Pinter Plating Company, 6425 Exworth Blvd., Detroit. 341-2550

PROGRAMMER RPG II - S/34
Work station experience. Minimum 2 years experience. Salary commensurate with experience. Mail resume to

Suite 317 to 28475 Franklin Rd., Southfield MI, 48034

PROPERTY MANAGER experienced with 1000 units, plus for Detroit-metro area. Ability to handle all facets of property management, immediate start. Send resume to po box 606 Brighton, Mich 48116, Attention Suzanne.

QC MANAGER wanted by metal stamping company. Must be familiar with inspection & dimensional gaging of automotive & similar stampings, using hardness, tensile & test equipment. Must be able to read customer blueprinted, supervise inspectors, coordinate QC problems with customer personnel & be willing to accept full responsibility for product quality. Send resume and salary requirements to box 418 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

• QUALIFIED AC QUINTANT or CPA person to handle all tax reporting & accounting procedures for medium sized company. Send resume & salary requirements to PO Box 415, Novi, 48050

A RETAIL STORE ###
Management Trainee Positions available $10-$15,000 yr. for persons with previous sales exp. or potential ability. Employment Center. 569-1656

RENTAL AGENT

Opening with large organization for rentals of suburban apartment complex. Great opportunity for sales oriented individual who enjoys meeting people. Salary plus fringe benefits. Call after 4 PM

355-2424

RESIDENT AIDE for a home for the aged. Midnight shift, 10 PM to 8:30 AM, 37 hours per week. Call Mon. thru Fri., 9 AM to 5 PM.

RESTAURANT CAREER, $11,800 to $12,000, business or restaurant management experience, 5 days, 50 hrs. Paid food.
Hay Greene Personnel 399-1424

RETIRED GENTLEMEN Preferred to do yard work for summer season. $3.50 per hour. Bloomfield, Troy area. 647-4104

RETIREE or mature individual for stock/shipping & receiving. 48 hours. Daytime area. 646-3638

500 Help Wanted

RETIRED man preferred, part time at Garden City funeral home, must be available 7 days a week. 425-8200

ROBINS HAIR DESIGN, Orchard Lake, operator wanted with clientele. 851-1200

SAKS FIFTH AVENUE has a part time position open in security personnel. Approximately 29 hours a week. Must be mature, flexible and dependable. Ideal for retired or semi-retired person.
APPLY IN PERSON
PERSONNEL
SAKS FIFTH AVENUE
SOMERSET MALL
TROY
An Equal Opportunity Employer

SALES ASSOCIATE wanted. Part time for wholesale business. Some retail possible. Training provided without disturbing present job. Mr. Baron between 1-7PM. 476-0422

SALES LADY
SALES LADY
Mature & conscientious at Holly Hallmark Store, Northland Center.

SALES
Mature person, full time, fine specialty maternity shop in Fairlane. For interview appt call. 593-4270

SEAMSTRESS
Experienced
Hudson Robe Company
442-0338

SEAMTRESS needed part time, experienced in leather goods & clothing. Please call after 6 PM 476-1849

SEAMTRESS wanted in Birmingham/Troy area. Costumes for theatrical purposes. Please reply between 10 AM and 5 PM. 646-0211

SECRETARY
Birmingham Market Research Co. Prefer young woman interested in growing with the company. Accurate 60WPM Typing, good with Numbers & Phone. 19,000 Starting Salary. Must Some Bookkeeping, Shorthand & Dictaphone. 19,000 Yr. start. Benefits. Please Call Debbie White Communications.

646-3391

SECURITY GUARD
Farmington Hills area. Mature, experience required. Full time. Excellent fringe benefits. 476-8060, Ext. 31

Security Guard
Mature person for retirement home in Redford Twp.
531-7185

SHOW ROOM Representative needed for leading furniture rental company at our Southfield location. Ability to meet the public is a must. Basic office skills & own transportation required. Sales experience a definite plus. If you are looking for a versatile position, call for an appointment between 11am-4pm, 569-5514

STENOS

Needed for long & short term assignments
CALL FOR APPOINTMENT

MANPOWER
TEMPORARY SERVICES
LIVONIA 476-1130
TROY 585-5595

STOCK AND WAREHOUSE skilled and unskilled positions needed now on these and 600 others. Call The Employment Directory, Inc. 948 Fee. 569-8400

STOCK CLERK - Flexible hours, $3.50 hr. Call Marsha Barnhart 476-8500
An Equal Opportunity Employer

STUDENTS for part time Dietary Aides. Franklin Manor Convalescent Center, 26900 Franklin Rd., Southfield. 352-7590

SUMMER EMPLOYMENT
LIVONIA YMCA needs
Camp Counselors in Nature and Arts and Crafts
Must be 21 for driving purposes.
Call 9AM-5PM, Mon. thru Fri.
Ask for Linda.

261-2161

SUMMER JOBS
Ticket takers, cashiers, concession workers. Apply at Bobin between 10AM-2PM located behind Joe Louis Arena. 661 Civic Center Dr., Detroit.

SWITCHBOARD OPERATOR, part time, including weekend. Apply between 8am-3:30pm. 3148 S. Wayne Rd. Wayne 721-5500

TEACHING POSITION, school year 81-82. Certified secondary Math & Science teacher needed for private school located in athletic facility. Part time afternoons. Wendy Thorpe 1-678-6419

Telephone Receptionist
Part time. Hours 4.30pm-9.30pm

Resident Assistant
For large apartment complex. All shifts.
Apply at
Franklin Club Apts
28301 Franklin Rd. Southfield

353-2810

TELEPHONE SOLICITORS needed for leading home improvement company. Pleasant working conditions. Good pay. Experience preferred. Berkley area. 547-9040

THREE young ladies assist with beauty contest, duties; light typing, telephone answering & errands. $5 hr. 30 hrs. weekly. 644-4043

TROY LAW FIRM needs extremely sharp individual to do court filing, serve subpoenas & investigative work. Good writing skills a plus. Salary negotiable. Send resume to: Franklin Peralta, East, 900 Tower Drive, 14th Floor, Troy, Mich. 48098

TV REPAIRMAN
Experienced
Westland Area
326-1033 476-5139

WANTED Young man to learn carpet & linoleum trade. Call between 7PM-9PM only 642-6907

WELDER NEEDED for Fabricating shop in Southfield area. Mainly stick welding. Must be big experience helpful. Apply in person.
20750 Bonning Dr. Southfield.

WELDERS
Experienced on heavy plate fabrication. Previous experience on machine tools necessary. 935-5100

YARD MAINTENANCE man. Farmington Hills. Walled Lake area. Days 626-1050 Eves 851-6327

502 Help Wanted Dental-Medical

ASSISTANT DIRECTOR IN-SERVICE DIRECTOR

PART TIME POSITION, 8 A.M. - 4 P.M.
• 3 days a week
• 1 weekend per month
• Occational Midnight class

Must be able to work closely with the Director to implement training program.
Apply in person
Or call for interview
Ms. Grieve, RN, DON
522-1444
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia, Michigan

ASSISTANT/Receptionist for Farmington Hills endo office, full time, some experience required. 553-2828

DENTAL ASSISTANT
Experienced only, full time, no Sat. Good Salary, benefits.
Westland. 728-1616

502 Help Wanted Dental-Medical

DENTAL ASSISTANT - for dental specialty office in Southfield. Good salary & benefits for right individual, experience definitely preferred. 352-4321

DENTAL ASSISTANT, part time, oral surgery office, Birmingham-Troy area. Experience preferred but will train. Call between 10AM-5PM. 647-7338

DENTAL ASSISTANT/Receptionist. Part time leading to full time position. Farmington. Experience or school program preferred. 476-6414

DENTAL ASSISTANT - experienced preferred. Work afternoons in Garden City office. Good personality a must. Call 421-3290

DENTAL ASSISTANT, full time, experience preferred. Pay commensurate with experience. Fringe benefits included. Wayne Area. 728-1700

DENTAL ASSISTANT for orthodontic office in Lathrup Village. Mature person for permanent, full time employment. Experience desired, not necessary. Must like children. Call 559-0292

DENTAL ASSISTANT, Full time in Central Livonia Specialty office. High School grad, ambitious, personable & willing to learn. Experience preferred but not necessary. 261-7501

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities. 553-7418

DENTAL HYGIENIST
Birmingham office, experienced for Saturday morning only. 642-8133

DENTAL RECEPTIONIST
Full time to manage front desk. Looking for somebody special to complete 6 member team. Insurance, peg board, appointment book control, good with people. Excellent salary & benefits. Southfield 559-3020, weekends after 6pm. 557-3571

DENTAL RECEPTIONIST-Assistant. Experience preferred. Mature, stable woman. Rochester area. 852-5232

DENTAL RECEPTIONIST
Young progressive 3 doctor office looking for experienced full time Receptionist. Become a part of our quality dental delivery team. 453-5355

DENTAL TECHNICIAN
Denture department. All phases. part time or full time.
532-5233

EEG TECHNICIAN
Temporary
For short term assignments in large N. suburban hospital. Hours: 7:30 - 4 PM. Must be experienced. $7.50 an hour. No charge to you.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

EXPERIENCED DENTAL Hygienist-For Birmingham Periodontist, 4½ days. Excellent benefits. 647-7739

EXPERIENCED MEDICAL Assistant needed, Sinai Hospital area. Please call 9:30AM-4:30PM 832-7900

EXPERIENCED MEDICAL ASSISTANT. Busy internal medicine. Doctor must. Venipuncture, EKG injections. Hours 9-1 PM, 4-7 PM. Southfield area after 2 pm. Ask for robbin 358-0743

EXPERIENCED RECEPTIONIST, insurance billing, full time, some Saturday mornings. Rochester area. Call 9AM-1PM only. 651-1723

FREE CETA CAREER TRAINING
LICENSED
PRACTICAL NURSE
The City of Livonia CETA program is seeking participants for CETA vocational training. Tuition and books will be covered by CETA. Applicant must be Livonia residents, economically disadvantaged, be high school graduate or high school diploma or GED. Only those interested in a career will be accepted. Interviews will be given to qualified applicants according to the rules and regulations of the Department of Labor. Special preference will be given to qualified veterans. Applications must be made at the CETA office, 32015 Lyndon, one block west of Farmington, Mon. thru Fri., May 8, 1981. For further information call 522-8810
An Equal Opportunity Agency

FRONT DESK PERSON for 3 dentist practice in Livonia. Will train to do insurance & use computer, typing helpful. Excellent benefit package. 478-5113

HYGIENIST - part time position available Tues. & Thurs. for Northville practice. Experienced preferred. 348-7997

LPN/Medical Asst
Organization and Public Relations/
Your Strong Point?
Use your background as a LPN or Medical Assistant to work as a co-ordinator with our temporary nursing service. Position open in Detroit area. Duties for this full time, day position include staffing, scheduling and follow-up. Shared on-call responsibilities involved.

Applicants should have assertive, pleasant personality, good organizational and inter-personal skills and enjoy telephone communication. Minimum of 3 years recent work experience required. EXCELLENT WORK INCORD MANDATORY. Please call Monday thru Friday, toll free, from 10AM - 2PM: 1-800-352-5018 or 5809

An Equal Opportunity Employer

LPN'S or RN'S,
Midnights, part time, quiet 16 bed nursing home, Farmington,
477-7373

LPN'S
To $21,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities
Call Today For An Interview
S.R.T. MEDI-STAFF INC.
557-2505

LPN's with
starting wage of $6.50 per hr.
ALSO RN'S
ALL SHIFTS
Apply in person
MEDICO'S
REGOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lahser

L.P.N.
Afternoon shift only. Full or part time positions available in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Freiman at Nightingale West, 8365 Newburgh Rd., Westland near Joy Rd.

An Equal Opportunity Employer

MATURE Medical Assistant, part time. Northland Internist. Will train right individual. Call
569-0799

MEDICAL ASSISTANT/Receptionist. Lab & X-Ray. With training in mature minded person. Part or full time. Dearborn Hts. 274-8941 334-3867

MEDICAL ASSISTANT experienced only for Dre office in Southfield. Must know vena puncture, injections, EKG, PFT, lab, & general assisting. Benefits helpful. 558-5828

MEDICAL ASSISTANT
Experienced only. Insurance, peg board, vena puncture, white blood count. Good hours Livonia. 353-5660

MEDICAL ASSISTANT - experienced in taking X-Rays, EKG, Vena Puncture & Urinalysis for family practice in Taylor. 946-8251

MEDICAL OFFICE assistant for an Internist in Southfield Experienced preferred 568-0495

MEDICAL RECEPTIONIST with minimum 3 years experience wanted for busy O.B./G.Y.N. office in Southfield. 354-8967

MEDICAL RECEPTIONIST, mature & experienced only. Pegboard, appointments, some Blue Cross, Medicare & Medicaid. Busy doctor's office, Hartland area. Call office manager after 6pm. 645-1328

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
LIVONIA
For busy OB-GYN office. VP's, injections, assist exams, etc. Experience necessary. Hours: 9-5 PM. Benefits. Starting to $180 a week.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL BILLER, experienced, full time for Plymouth office. Opportunity to learn assisting, expand with practice. 968-3210 between 8 & 5 PM.

MEDICAL RECEPTIONIST-Part Time For busy OB-GYN office in Southfield. Experienced in front office work, peg board, appointments, etc. 559-6550

MEDICAL TECHNICIAN
Part time work doing peripheral vascular non-invasive testing. Southfield area. Call 557-9292

MEDICAL TECHNOLOGIST
ASCP with recent bacteriology experience, part-time every other Sat. private Lab in Southfield. 557-0880

MEDICAL TECHNOLOGIST
A.S.C.P. registration or eligible. Bachelors degree required. Must be able to function in all areas of the lab and to operate all lab equipment.

PERSONNEL SERVICES
Comprehensive Health Services Of Detroit
6500 John R. Lodge
Detroit, Michigan, 48202
(313)875-4200, Ext. 278
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST for X - ray dept. 1 yr. experience required, call Linda Bernstein 559-8400 Ext. 358

MEDICAL TRANSCRIPTIONIST, 60 WPM, knowledge of all insurance forms, 3 days a week, Orthopedic surgeon, Southfield. Send resume to Box 170, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Transcriptionist
Henry Ford Hospital-West Bloomfield
Henry Ford Hospital is seeking a full time Medical TRANSCRIPTIONIST to work afternoons at the West Bloomfield office. Experience preferred. Qualified applicants may contact Personnel 681-4100 Mon., Tues., Thurs.
HENRY FORD HOSPITAL
6777 W. Maple Rd.
W. Bloomfield 48033
Equal Opportunity Employer M/F/H

MED TECH or person knowledgeable of basic Laboratory Procedures wanted for Allergist's Office. Venapuncture, C.B.C., Chemistries & R.I.A. 851-6655

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

MIDNIGHT SHIFT Nursing Supervisor. Must have bachelor degree and qualified RN OR LPN willing to take responsibility for nursing service. Good work performance. Will work closely with Director of Nursing. Apply Kidd Home, Ypsilanti. 482-6123

NUCLEAR MED. TECHNOLOGIST
Full time position available in busy clinic for nuclear med-tech. Excellent salary and benefits. NE suburbs. For details contact 978-8410

NURSE AIDS
Mature person, all shifts.
Weekends only.
See Ms. Watkins.
Will train. Good starting rate.
OTHER BENEFITS
NIGHTENGALE WEST
8365 NEWBURGH RD. WESTLAND
An Equal Opportunity Employer

NURSES AIDES
Needed for private duty. One year experience necessary. Flexible hours. Live in positions available. 415-5311

NURSES
Full & part time, come in or call; Hendry Convalescent Center, 105 Haggerty Rd. Plymouth. 455-0510

OPTOMETRIC ASSISTANT
Full time position. Good conditions Westland area. Experience preferred. 425-7200

OPTOMETRIC ASSISTANT/RECEPTIONIST wanted for highly professional Livonia office. Experience preferred but not necessary. 464-6090

O.R. - GYN - Busy group needs experienced medical assistant, four days experience helpful, responsible & willing to work. Good salary & fringes. 1 late night, no Saturdays. Call Betty, 474-6100

PART TIME medical assistment needed for busy Physicians office, Monday & Thursday evening & Saturday morning & afternoon. 554-1850

PODIATRY Office needs mature, neat, personable assistant. Medical office experience required. Ford/Middlebelt area. 427-8300

RECEPTIONIST NEEDED for Optometric office in Farming:on. Thurs. & Fri., 3pm-8pm. Sat., 8am-3pm. General office work 478-0488

RN/LPN
ALL SHIFTS
Individualized orientation and in-service according to your needs. Review pay and benefit package. Flexible scheduling.
CAMBRIDGE
NURSING CENTER SOUTH
1 BRON W. 13 Mile Rd.
Farmington Hills

RN, LPN or Medical Assistant needed part time for busy pediatrician's office in Farmington. 477-1127

RN-LPN
Seeking Charge Nurses for the Midnight shift only. Full time or part time. Contact: Mr. Heaton, Westland Convalescent Center. 326-8100

RN & LPN'S
180 bed skilled nursing facility has several full time & part time openings for licensed professionals. All shifts. Good benefits package. Contact Kids Home, Ypsilanti. 483-4125

RN
Nurse needed full time days to supervise skilled wing of large nursing home. Good working conditions. Mary Grove, RN, DON, at 525-1444 for appointment or apply in person between 10 AM. - 4 PM.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia, Michigan

502 Help Wanted Dental-Medical

RN OR LPN
for midnight shift in modern nursing facility. Full or part time. Paid benefits. Derby Convalescent Center, Livonia, one block so. of 8 Mile on Middlebelt. 476-0550

RNS and LPNS
Full time positions. All Shifts.
Excellent benefits.
Farmington
Nursing Home
30405 Folsom, Farmington
477-7400

RN'S
ICU-CCU-ER
Needed immediately for staffing. Flexible hours, good pay. Experienced necessary.
Call 643-0311

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments

PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5753
SOUTHFIELD 569-4400

RN's, LPN's
ALSO MIDNIGHT SUPERVISOR
Positions available on all shifts, either full or part time in modern, well established nursing facility located in Redford Twp. Excellent pay scale and good benefit. Contact Nursing Director between 9AM-3PM at:
CAMBRIDGE NURSING HOME, W.
18633 Beech Daly, Redford 255-1010
An Equal Opportunity Employer

RNS & LPN'S
Part time positions available on the day and midnight shifts in a basic nursing home. Apply in person between the hours of 10am-4pm at 31810 Plymouth Road, Livonia, Mich. 48150

RNS or LPNS
Full or Part Time
Afternoon & Midnight Shifts
Williamsburgh
Convalescent Center
21017 Middlebelt, Farm.
Between Grand River & 8 Mile
476-8300

RN'S
To $15 an Hour
LPN'S
To $12 an hour
East side. Immediate openings in Detroit & suburban facilities. All shifts available
S.R.T. Med-Staff Int.
557-2505

R.N.'S
$12.50 PER HR
SUBURBAN LOCATION
ICUCCU
All shifts available at suburban area facility. Call or stop by today for further details.
TEMPORARY
HEALTH CARE SERVICES
16415 W. 8 Mile, Southfield
835-5400

TELEPHONE COLLECTOR
Person experienced in medical, hospital or doctor bills.
For Apt'n call Dee Chester at: 538-4437

TELEPHONE OFFICE - Receptionist for progressive office, 4 day week, 2 evenings. Call Mr. Gordon 728-5600 or 722-3541.

X-RAY TECHNICIAN
Registered, part time mornings including Saturday. Large clinic. Southfield area. 537-8159

X-RAY TECHNICIAN
Wanted for doctor's office in Wayne. Part time position. 228-4100

504 Help Wanted Office-Clerical

ACCOUNTING
Accounts Payable Clerk - we have an opening for someone who enjoys working with numbers and prides themselves on good organization. Some experience is helpful but not necessary for this full time position. Call 548-2206, ext. 18, regarding this position, 10am-3pm.

ACCOUNTING
Part time position for experienced person to work for C.P.A. on various client monthly bookkeeping, tax and other statements. Send resume to: Roger L. Duval, CPA, 31 W. Big Beaver; Suite 401; Troy, MI. 48084.

ACCOUNTS PAYABLE CLERK
familiar with EDP Systems, salary based on qualifications, immediate opening. Apply 22225 Northwestern Highway, Southfield.

Accounts Payable Clerk
Must have good understanding of bookkeeping principles and be good with figures. Various other duties Farmington area.

478-0009
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Expanding suburban company offering comprehensive benefit package which includes fully paid hospitalization and dental plan. Qualified candidate will have Min. 3 Yrs. previous accounts receivable experience, good working knowledge of general ledger. Excellent employee paid fee. Confidential inquiries at:
SHARROW & ASSOCIATES
PERSONNEL AGENCY
557-7040

ACCURATE TYPISTS - 75-80 WPM. Lots of variety, shorthand, good spelling, telephone answering. Birmingham location.

AD AGENCY Secretary needed for diversified, fast paced environment. Good skills a must, previous agency experience a plus. Excellent benefits. Call 354-8800 ext. 201.

A LARGE international CPA firm located in the Southfield area has openings on their administrative staff. Examples are based on experience and skills. Good fringe benefits and professional working environment. Qualified and interested applicants should send their resume in confidence to: Box 113, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Internal accounting department. Applicants should have minimum of 3 to 5 years experience in the bookkeeping field and be able to type and operate a calculator, perform various accounting and bookkeeping functions under the direct supervision of the department head. Responsibilities include but not limited to the functions of accounts payable, accounts receivable, processing petty cash transactions, billing and transportation of reports.
EXECUTIVE SECRETARY
Need a professional, mature, self-controlled secretary to work in the sales department. Applicants should have 2 to 5 years secretarial experience, excellent typing, shorthand, and dictaphone skills, as well as a desire to learn.
SECRETARY
A diversified position in support of one office staff working at a client's location in the downtown area. Applicants should have excellent typing skills, light shorthand, good telephone manner, ingenuity and initiative. Must be capable of handling a variety of clerical/administrative duties for an office of 4 to 6 individuals.

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY
$10,000, FEE PAID
Major firm, excellent work environment, advancement and training offered. Benefits include tuition refund. Good typing is the key. Call Susan.
SNELLING & SNELLING
649-5900

Are You An Experienced:
Secretary
Typist
Word Processor
We have long and short term assignments close to your home - call now.
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

AS a UNIFORCE TEMPORARY WORKER you can have a challenging temporary job. Short term and long term assignments for:

SECRETARY
TYPIST
Call Nancy for an appt.
646-7660
UNIFORCE
TEMPORARY SERVICES

ATTENTION
ALL JUNIOR & SENIOR TYPISTS
We have long and short term temporary assignments available. Call for an appointment between the hours of 9am-4pm except 12 noon to 1.

Somebody Sometime
TEMPORARY HELP
17325 Farmington Road
(In Burton Executive Park)
525-5170

BLOOMFIELD HILLS, property management company has an immediate time person to handle Accounts Payable on L-3000 Bookkeeping machine. Typing required along with some telephone skills. Full package of benefits including profit-sharing. Send resume and salary requirements to: Accounts Payable, P. O. Box 494, Bloomfield Hills, Michigan, 48013.

BOOKKEEPER
Rapidly growing Southfield office seeks Full charge bookkeeper. Compensation based on qualifications.
Call for appointment 358-5755

BOOKKEEPERS
Full charge, Accounts Payable & Loss Statements. Taxes and government reports. Must have background, must be good Typist. Experienced only. Send resume to: Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHURCH SECRETARY - 35 hrs. week, typing, shorthand preferred. Resume to: Personnel Committee, 1st Unitarian Presbyterian Church, 701 Church, Plym. MI 48170

Clerical

We have immediate openings for individuals to assume clerical positions in our Services Division. To qualify you should have accurate typing ability of 40 plus gross, good math aptitude and good communications skills. Ability to work under pressure a must. A complete benefit package is offered. Interested applicants should apply in person during the following hours:
WEDNESDAY ONLY
9-11 AM & 1-3 PM
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
corner of 12 Mile Rd.

Equal Opportunity Employer M/F/H

CLERK/TYPIST
Traffic Department
of Livonia Company
Has opportunity for Typist with 2 years experience in Clerical Work.
(Minimum typing 55WPM).
For further information & appointment Call
591-3000 ext. 214
An Equal Opportunity Employer

CLERK TYPIST
55WPM, accurate, Southfield area, Call Kathy Hartman. 353-3000

COMPUTER OPERATOR
Experience required for this full time position - some programming experience of a basic language will be a plus. Benefits included. Please call MR. GOLDMAN for an appointment:
557-7040

DATA ENTRY CLERK
Light typing, good telephone skills. Full time position, 8:30 AM-5:30 PM. Southfield Area. Call ask for Peggy
424-6904

DATA PROCESSING OPPORTUNITY
Do you have experience with either a CRT or 10 key adding machine? Do you have good typing skills? Are you interested in a career? We have an immediate opening for someone to assist in our Data Processing Department. Located in the Southfield area, we offer a good starting salary, benefits and advancement. If this sounds like the opportunity for you, give us a call KIMBERLY ANN PERSONNEL
557-2505

DO YOU LIKE TO TALK ON THE PHONE? Staffing coordinator needed immediately. Full time for busy clinic during nursing service. 5 days-Tues & Sat. off. Day hours. Call 557-2505

EASY DOES IT!!
$170 A WEEK
FEE PAID
All you need to get this Secretarial position is minimum office experience and accurate typing. (50 wpm). Southfield firm' offers excellent benefits along with their casual atmosphere. No pressure here!! Call Sue.
SNELLING & SNELLING
478-3500

EXECUTIVE SECRETARY
FRESTIGIOUS SOUTFIELD Law Firm looking for executive secretary-paralegal for senior law partner. Excellent shorthand and typing skills with minimum 3 years secretarial experience. Will train word processing. Excellent benefits and salary. Management opportunity. Send resume to: Box 166, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
With proven skills. Southfield/I-96 Mile Rd. area. Call Mr. Bell for appointment
559-1700

504 Help Wanted Office-Clerical

EXEC SECY-ADMINISTRATIVE ASST
Shorthand & typing 100WPM. Typing, some bookkeeping & word processing helpful. Light travel. Southfield area. Salary commensurate with ability. Send resume to Q & M, 25240 Lahser, Southfield, Mich. 48034

EXECUTIVE SECRETARY
Very good skills & experience needed to work in office of a leading manufacturer of large national company. Shorthand required. Congenial atmosphere. Good fringe benefits. Send resume to Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

EXPERIENCED BOOKKEEPER desired immediately. Accounts Receivable, Accounts Payable through Trial Balance. Accounts Receivable on Computer, Payroll and various reports. Small office, Livonia area. 525-1200

EXP. COUNTS
Sales interest and Sec'y. focus count for staff start with top area firm. Lots of client contact for bright data typist. Salary promotion provided. $17,500 plus start.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

FILE CLERK, Troy Law firm. Full time. Typing a plus. Medical benefits. $3.50 per hour. Contact John Moline 649-3200

GENERAL ACCOUNTING CLERK
High school graduate, accurate typist, knowledge of general office procedures, 1 year of accounting experience is required. Pleasant working conditions. Apply Mrs. Marsh & McLennan, 962-0034
Equal Opportunity Employer M/F

GENERAL OFFICE personnel. Experienced, full time, 5 days per week permanent. Small well established firm. 9 Mile & Lahser area. Southfield. 354-4181

GENERAL OFFICE work in Troy. Good typist, organizational skills & Pleasant phone personality. For appointment call: 649-1455

GENERAL OFFICE:
We are seeking a person interested in a career in the business world. Entry level position. Typing required. Good math aptitude. Pleasant Southfield location and full benefits. Call 353-6200

GENERAL OFFICE - phone answering, filing, must type 50 WPM accurately, Redford area. Call Mr. Adams 255-0050

GENERAL OFFICE, bookkeeping, light typing, experience preferred. Permanent. Call before noon, 544-7770

GENERAL OFFICE - 3 girl office in Redford, filing, adding machine, phone work, typing, some experience helpful. Call for appointment 532-0200

GENERAL OFFICE, part time, 1 girl office, must be good with figures, Farmington Hills wholesaler. Typing is required. Excellent potential for a self-motivated person. Assist in accounts receivable and accounts payable.
For interview call Mary

476-5870

GENERAL SECRETARIAL WORK
Permanent, part time. Hours Flexible. Duties include typing, answering phones, filing, some errands & assisting two secretaries in small, Southfield Troy law office. Salary commensurate with ability.

GROWING MORTGAGE COMPANY needs intelligent, reliable clerk. Typing & shorthand helpful. Mortgage experience helpful but not necessary. Greenfield-10 Mile area. 968-5310

INSURANCE agency secretary, experience required, 12 Mile - Southfield area. 557-4674

INSURANCE AGENCY
Experienced commercial Casualty Underwriter, liberal salary, and benefits North Woodward Area. Call Mrs. Kostka 398-1700

INSURANCE AGENCY in Birmingham is looking for an Assistant Marketing Manager. Person must be experienced in selling commercial packages and must be self-starter. Salary commensurate with ability. Call daily. 645-8282

INSURANCE SECRETARY
Part-time for personal lines. Experience, reference required. Non-smoker. Ability to ex-date. 666-4470

INTERESTING secretarial position available for a bar-large land developer. If you have the following skills: typing, dictaphone, shorthand and/or 6 shorthand, 2 previous secretarial jobs. Call our retail leasing firm in Farmington Hills 626-6350

KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

KEYPUNCH OPERATORS
Southfield area, full time, days or afternoons. Key to Disc experience necessary. Call Nina at: 353-3840

LEGAL SECRETARY, some experience, excellent working conditions Southfield area. 569-5740

LEGAL SECRETARY
For Southfield Law firm. Legal background preferred but will train if you have exceptional office skills & typing minimum of 65WPM. 557-1900

LEGAL SECRETARY needed for Troy law firm. Experience preferred but not required. Excellent benefits. Salary commensurate with experience. Contact Dean for interview. 879-5200

LEGAL SECRETARY needed for small pleasant Southfield law firm. Experience necessary, P.I., workmen compensation preferred. 353-5600

LEGAL SECRETARIAL POSITIONS
(3). Bloomfield Hills firm. Experienced preferred. Contact Mrs. Jordan at: 642-0323

LEGAL SECRETARY for Southfield law firm. Litigation and/or negligence experience necessary. Salary and fringe benefits commensurate with experience. Ask for Cindy at 353-1550

LEGAL SECRETARY - SOUTHFIELD 1 to 3 Yrs. legal office experience required, minimum secretarial skills, must be willing to learn and run a word processing machine, type 70 WPM and above. Call Eileen: 358-5000

LEGAL SECRETARY-full time, salary & benefits commensurate with skill & experience. Southfield area. 353-8450

504 Help Wanted Office-Clerical

LEGAL SECRETARY
In Southfield. Experience necessary. Shorthand helpful. Knowledge of bookkeeping helpful. 358-1000

LEGAL SECRETARY - experienced only, to work in busy Southfield office. Congenial, unique atmosphere. Call Eve. 424-8000

LEGAL SECRETARY, experienced, for Bloomfield Hills attorney. Some real estate background helpful but not essential. Salary commensurate with qualifications. 332-8200

LEGAL SECRETARY-responsible, well groomed, conscientious. Experienced general practice. W Bloomfield area. Orchard Lake Rd/15 mile. Call Eves. 674-5570

LEGAL SECRETARY
For lawfirm specializing in tax & corporate matters. Experience in Southfield. Career opportunities unlimited including paralegal position. 5 years experience required. Word processing experience desired. Excellent salary & benefit program. 352-8300

LEGAL SECRETARY
TO $13,500, FEE PAID
Team concept, word processing, and congenial crew make this an out of the ordinary position. If you are self motivated and want a challenge, call Mark