500 Help Wanted

MANICURIST
FOR Busy Birmingham salon.
Call: 642-3882

MANICURIST
Space available in Birmingham salon for manicurist & nail sculpturing.
646-8383

MANAGER
TRAINEE
Manage a place you love own. Your ability to take charge can make you money with this fast growing national company. Suburban location. Call Mr. Fox.
Snelling & Snelling
336-7400

MANUFACTURING
MANAGEMENT
PLANT MANAGER 50K
DIRECTOR OF ENG 50K
MATERIAL MANAGER 50K
MECHANICAL ENGINEERS 45K+
Call or send resume to Kettler & Associates, 28000 W. 8 Mile, Suite 494, Southfield, MI 48075.
559-7940

MANUFACTURING
MANAGEMENT
$35M-$45M
FEE COMPANY PAID
If you are an aggressive engineer & mfg. person, there are openings in Aerospace, Auto OEM, Chemical Electronics for Mfg. Mgr. QC/QA operations. I.E. and Materials Management available locally but mostly thru our network Call/send resume:
Professional Personnel 352-4810
2180 W. 11 Mile, Southfield 48075

MATURE WOMEN
With previous nurse aide experience needed for live-in positions, must have own transportation. Excellent wages plus room & board.
Pro - Care One, Inc.
The Health Care Professionals
Livonia 425-6316
Southfield 569-4400

MEAT MARKET CLERK. Wrapper, stock, phone sales, etc. Southfield area. $4.37 an hour. Closed Fri. & Sat. & ½ day Sun. Call Jack, 357-7677

MECHANIC
AUTO
Houston/Dallas
ATTENTION-HIGHLY SKILLED
MASTER MECHANICS
& AIR CONDITIONING
SPECIALISTS
Earn top pay with excellent benefits. Profit sharing. Must have substantial investment in personal tools. Urgent need for Air Conditioning Specialists. Moving expenses reimbursed. Interviewing in the Detroit area. For initial telephone interview call TOLL FREE 1-800-527-5027
EATON CAR REPAIR

MEN over 21 wanted for Research Study at the Henry Ford Hospital Sleep Center. Volunteers will be paid for participation. Call Tom Zatolokin between 3 AM-4 PM Wednesday at H.F.H. Sleep Center, 2799 W. Grand Blvd. 876-2233 or 876-2234

MOLD STUDY 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, Nowak Molds, 464-6166

MOTEL DESK CLERK - weekends only. Must be dependable & mature. Apply in person Mon thru Fri, 3-6pm, Coach & Lantern Motor Inn, 25255 Grand River, Redford.

MOTEL MILL OPERATOR
Days and nights. Programming background helpful. Set up experience a must. Minimum 2 years experience. Apply in person only. Galaxy Boring Co., 41350 Joy Road.

NEED MANAGEMENT Accounting Tudor at the senior college level. Livonia area. After 6 PM. 427-8985

NORTHERN Michigan summer camp has openings for: arts & craft director, waterfront director & canoe trippers (21 years old & up) 661-0663

OPPORTUNITY with growing C.P.A. firm. Permanent opening for entry level accountant. Applicants should be degreed with strong ambition and desire to become a C.P.A. Please send resume to Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN - Openings available for experienced optician throughout the metro area. Immediate openings if you qualify. Excellent fringe benefit program. Call Fat Welch at Pearle Vision Center 355-0700
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 355-0700
An Equal Opportunity Employer

PAINTER
Experienced in drywall & caulking. Good with brush. Call after 6PM. 649-6547

PART TIME DELIVERY
Student preferred
16-20 hours per week
548-0379

PARTY STORE with Deli counter needs mature hard working woman to work full time. Mid shift, weekends and some evenings. Apply in person. Experience helpful but not necessary. The Bottle Shoppe, 7349 Middlebelt rd. Westland

PERSON NEEDED with some experience on lithographic press to train as tool maker machinist. Tools not necessary. Jeffries-Smithfield area.
Integrity Tool 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 Placement Organization. Selling & Selling. If you have it, call Bernice Fortune, 353-5300

PINE KNOB is Hiring
Experienced only need apply. Cooks, bartenders, waiters & waitresses, cashiers, busboys, dishwashers. Apply in person Mon. Tues. Wed. 1-6PM. 5580 Walton Rd, Clarkston, Mich. No phone calls please.

PORTRAIT STUDIO-Administrative position available for person willing to learn studio operations, must be responsible and enthusiastic. Apply in person O'Connor Portrait Studio, 4 th. floor, Rudowe's, Northland Shopping Ctr.
An Equal Opportunity Employer

POSITION AVAILABLE to work with the mentally retarded, in Livonia Area. Must be 18 yrs. old. Prefer H.S. diploma. Call for appointment 348-6330

PROPERTY MANAGER
Aggressive individual married or couple to take over beautiful 125 unit complex in the north Woodward area. Salary commensurate with experience. Call Miss Nashar at 559-9550

500 Help Wanted

PRESSER/SILKS
•Experienced
•Benefits
•Royal Oak
•Car Needed
280-1840

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

PRINTING
We have opening for camera, plate making, lay-out. Full time, part time. Wage and benefits equal to your experience. Call for interview: 348-2240

PRODUCE MANAGER Wanted for Oakland County area, good pay, benefits & working conditions. Send resume to: Jerry, 2028 Kenneth Drive, Bay City, Mich. 48706

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

Suite 317 to 28675 Franklin Rd.,
Southfield MI, 48034

QC MANAGER wanted by metal stamping company. Must be familiar with inspection & dimensional gauging of automotive & similar stampings, using hardness, tensile & pull tests. Must be able to read customer blueprints, supervise inspectors, discuss QC problems with customer personnel & be willing to accept full responsibility for QC program. Send resume and salary requirements to box #184 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

QUALIFIED ACCOUNTANT or CPA person to handle all tax reporting & accounting procedures for medium sized company. Send resume & salary requirements to PO Box 815, Novi, 48050

A RETAIL STORE HAS
Management Trainee Positions available $10-$15,000 yr. for persons with previous Sales exp. or potential ability. Employment Center. 569-1836

RECEPTIONIST
Community Center, Monday - Thursday 2:30PM-8:30PM.
RESTAURANT CAREER, $11,000 to $12,000, business or restaurant management experience, 5 days, 50 hrs. Fast growth.
Bay Greene Personnel 359-1428

RETAIL CASHIER/CLERK
Full & part time, 18 or older, must have retail experience. Call manager
476-3020

SAKS FIFTH AVENUE has a part time position open in security protection, 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.

SALESMAN for commercial carpet cleaning. Must have transportation. Hiring immediately. Call 538-8552

SEAMSTRESS
Experienced
Hudson Robe Company
862-9338

SEAMSTRESS needed part time, experienced in leather goods & clothing. Please contact Bev. 476-3360

SECURITY GUARD
Farmington Hills area. Mature, experienced, reliable. Full time. Excellent fringe benefits. 476-8000, Ext. 31

Security Guard
Mature person for retirement home in Redford Twp.
531-6474 531-7185

SHOW ROOM Representative needed for leading furniture rental company at our Dearborn 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.
585-5514

STATION ATTENDANT needed part time, afternoons. Apply between 8 AM and 2 PM. Merri-5 Shell, 31301 S Mile, Corner of Merriman.

STENOS
Needed for long & short term assignments
CALL FOR APPOINTMENT
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595

STOCK/DELIVERY person needed for office supply. Must know metro Detroit area. Apply in person, 18225 W. 8 Mile Rd Detroit.

STOCK WORK
Redford Twp. Call 538-0415

STUDENTS for part time Dietary Aides. Franklin Manor Convalescent Center, 28900 Franklin Rd., Southfield 352-7350

SUMMER
EMPLOYMENT
LIVONIA YMCA needs
Camp Counselors for Nature
and Arts and Crafts.
Must be 21 for driving purposes.
Call 8AM-3PM, Mon. thru Fri.
Ask for Linda.
261-2161

SURFACE GRINDER
wanted, days.
Farmington area.
474-6290

TRAINEE
For tool & gage shop. Must have minimum 2 to 3 years experience on Bridgeport or Lathe. New equipment, benefits.
669-4010
Hallmark Tool & Gage Co
902 Ladd Rd, Walled Lake

500 Help Wanted

SURFACE
GRINDER HAND
Apprentice with 2 years experience acceptable. Auto parts manufacturer located in Redford. Liberal employee benefits. Apply immediately.
STAHL MFG.
12262 Woodbine, Redford

SWIMMING INSTRUCTORS, Swim Team Coach, Lifeguards, and Pool Manager. Must have current Lifesaving cards and certification. Apply Livonia Family Y, 14255 Stark Rd., Livonia

TEACHING POSITION, school year '81-'82. Certified secondary Math & Science teacher needed for private school located in athletic facility. Part time afternoons. Wendy Thorp 478-8439

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

TELEPHONE SOLICITORS
Make extra money for holiday season! Telephone experienced Telephone solicitors, 5 hours a day, 5 days a week, salary plus commission.
Call 9:30-4:30pm. 281-2481

THREE young ladies assist with beauty contest, dancing, telephone answering & errands. $5 hr. 20 hrs. weekly. 646-6423

TRAVEL AGENT
Must be experienced in vacation and incentive sales. Salary & benefits. Pleasant working conditions. Southfield area. 424-8194

TRAVEL AGENT wanted, 2 years experience required, Apollo preferred, 5 days, top salary, benefits. 352-1044 or
Employment Center 352-1280

TROY LAW FIRM needs extremely sharp individual to do court filing, research & other paralegal duties. Good writing skills a plus. Salary negotiable. Send resume to: Franklin Petrulis, Etal, 100 Tower Drive, 14th Floor, Troy, Mich., 48098

TRUCK DRIVER
Pick up & delivery for Livonia and Farmington areas. Must have chauffeur's license.
P.O. BOX 647
FRANKLIN, MICH. 48025

TV REPAIRMAN
Experienced
Westland Area
326-1033 476-5139

TYPESETTER, experienced, Composition 7500, excellent salary & benefits, flexible hours, pleasant working atmosphere. Farmington Hills. 553-7398

WANTED ORGANIST
for a new young Church in Canton. Contact Rev. Harvey Heneveld, Peoples Church, Affiliated with reformed Church in America, Oldest mainline Protestant denomination in the U.S., 153 Corinne Blvd., Canton. Phone
981-0499

WAREHOUSE PERSON - stock work & order filling. Applications being taken May 8th & 11th. Modern Office Inc. 31535 Schoolcraft Rd. between 13 & 15 Mile.

WARRANTY PAINTER
Must excel in matching & Spot Painting. Excellent pay & fringe benefits. See Jack Hunsley, Joe Patian Chevrolet, Inc., 28111 Telegraph Rd., South-field, Michigan 48034

WATERBED GALLERY
will be at the Hyatt Regency in Dearborn, Monday May 11 interviewing for sales consultants & service co-ordinator. Generous pay scale, paid vacation & insurance. Interested persons please stop in for an interview between 10am-5pm.

WE ARE a major manufacturer of coated polyester film located in the Walled Lake area. We are looking for qualified lab technicians to assist the chemist in plant trouble shooting, quality control and product development. The successful candidates will have a minimum of 2 years college chemistry and 3 to 5 years industrial experience. Please send resume and salary requirements to: Box 155, Walled Lake, Mich. 48088

WELDER for Livonia manufacturer: automatic feed machine, must be able to weld vertical, minimum 5 years experience.
261-5550

YARD MAINTENANCE man Farmington Hills, Walled Lake area.
Days 626-2450 Eves 851-6227

502 Help Wanted Dental-Medical

ASSISTANT DIRECTOR
IN-SERVICE DIRECTOR
RN
PART TIME POSITION, 8 AM - 4 PM.
•3 days a week
•1 weekend per month
•Occasional Midnight class
Must be able to work closely with the Director to implement training programs.
Apply in person
Or call for interview
Ms. Grieve, RN, DON
522-1444
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia, Michigan

AF-STAFF/Receptionist for Farmington Hills Dental office, full time, some experience required. 553-0000

BUSY OB-GYN Practice needs mature Individual, experienced in Medicaid & Blue Cross, billing, collections. 8 Mile-Grand River area. Call Janet 476-4300

CHEMIST
experienced in Protein Purification. University experience acceptable. Medical manufacturer with excellent growth potential. 353-2622

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

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 559-4023

DENTAL ASSISTANT, Full time in Central Livonia Specialist office, High School grad, ambitious, personable & willing to learn. Experience preferred but not necessary. 261-7801

DENTAL ASSISTANT-General practice seeks qualified chairside with crown & bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities. 525-7616

DENTAL ASSISTANT full time, recent graduate or experienced. Certificate preferred. 16 Mile & Ryan. 979-6600

DENTAL ASSISTANT
With 4-handed exp. Downtown area experience. Full time. NW Troy. 879-7240

DENTAL HYGIENIST
Monday and Wednesday. Redford area. Beech Daly & Five Mile. Call 9-2.
532-9305

DENTAL RECEPTIONIST
Full time to manage front desk. Looking for somebody special to complete 8 member team. Insurance, peg board, appointment book control, good with people. Excellent salary & benefits. Southfield 559-3020, weekends after 8pm. 557-3371

DENTAL RECEPTIONIST
Young progressive 2 doctor office looking for experienced full time Receptionist. Become a part of our quality dental delivery team. 459-8230

DENTAL RECEPTIONIST - Assistant, for progressive office in Bloomfield. Assisting experience preferred. Call 642-5471

DENTAL TECHNICIAN
Denture department. All phases, part time or full time.
642-5335

DENTAL TECHNICIAN, metal finisher for C & B, experienced, in community-based growing lab with benefits. Franklin Dental Lab 281-7380

DOCTORS' OFFICE, Southfield
Receptionist-Assistant, 5 days. 559-6969

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

RECEPTIONIST for Pediatric dental office. Experience preferred. Salary and fringe benefits contingent on experience. Reply in own handwriting to Box 128, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

EXPERIENCED full time medical receptionist for medical office. 4 day week, paid Blue Cross, no Sat. work. Huntington Woods area 543-7125

EXPERIENCED MEDICAL ASSISTANT. Busy Internist office. Richter monitor, venipuncture, EKG interpretation. Part time or full time. Southfield area, after 3 pm. Ask for mobile 354-3713

EXPERIENCED RECEPTIONIST, insurance biller, full time, some Saturday mornings. Rochester area. Call 8AM-12PM only. 651-1733

FREE CETA CAREER TRAINING
LICENSED
PRACTICAL NURSE
The City of Detroit CETA program is seeking participants for CETA vocational training. Tuition and books will be covered by CETA. Applicants must be Detroit residents, economically disadvantaged, or handicapped with high school diploma or GED. Only those interested in a career will be accepted. Preference will be given to qualified applicants referred to the tribe under regulations of the Department of Labor. Special preference will be given to qualified veterans. Applications must be made at the CETA Office, 32023 Lahser, no later than 4 PM., Fri., May 8, 1981. For further information call 552-8870.
An Equal Opportunity Agency

LPN/Medical Asst
Organization and Public Relations
Your Strong Point!
Use your background as a LPN or Medical Assistant to act as a liaison with our temporary nursing service. Position open in Detroit area. Duties for this full time, day position include editing, scheduling and following up. Shared on-call responsibilities involved.
Applicants should have assertive, pleasant personality, good organizational and interpersonal skills and speak-phone communication. Minimum of 3 years nursing experience required.
EXCELLENT WORK RECORD MANDATORY. Please call Monday thru Friday, call free, from 10AM - 2PM:
1-800-955-5018 or 5019
An Equal Opportunity Employer

LPNs
Afternoons and midnights, full or part time. Apply in person: Wally Hall Manor, 520 W. Main St., Northville.

LPNS OR RNS
Afternoon & midnights for skilled nursing home or quiet 16 bed asnnex, Farmington. 477-7373

LPN's OR RN's,
Midnights, part time, quiet 16 bed nursing home, Farmington. 477-7373

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

L.P.N.
Afternoon shift only. Full or part time position available in this modern nursing home. Good starting salary. Hospital insurance in our group. Mrs. Ferguson at Nightingale West, 8385 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 experienced only for Dr's office in Southfield. Must know vena puncture, injections, EKG, PF, lab, & general assisting. X-ray helpful. 559-5600

MEDICAL ASSISTANT - experienced in taking X-Rays, EKG, Vena Puncture & Urinalysis for family practice in Taylor.
646-8551

MEDICAL ASSISTANT
Part time, 3 days, Internist, Novi area. Mature responsible person. Call Mrs. Perva for interview. 349-0033

MEDICAL ASSISTANT needed for Farmington Hills area. Mature woman preferred. Experienced in vena puncture & injections. Call for interview.
979-2600

MEDICAL BILLER, experienced. Full time for Royal Oak foot Doctor. Opportunity to learn assisting, expand with practice. 858-2033 between 8 & 5 PM.

MEDICAL OFFICE assistant for an Internist in Southfield. Experienced secretary required.
559-0495

MEDICAL RECEPTIONIST-Part Time For busy OB-GYN office in Southfield. Experience in front office work, payroll, appointments, etc.
559-0550

MEDICAL Receptionist - experience needed for OB GYN office, full time. Sinai Medical Building.
837-7400

MEDICAL RECEPTIONIST needed for Troy ob-gyn. Experience in insurance filing & negboard necessary, part time afternoons. Call 4-6pm.
649-4466

Medical
Transcriptionist
Henry Ford Hospital-West Bloomfield
Henry Ford Hospital is seeking a full time MEDICAL TRANSCRIPTIONIST to work afternoons at the West Bloomfield clinic. Experience preferred. Qualified applicants may contact: Personnel Office (Wed.-Fri., Thurs. pm)
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. Acceptance of C.B.C., Chemistries & R.I.A. 851-6655

NURSE AIDS
Military Hospital
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. 643-6311

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

OPTICAL DISPENSER/Receptionist. Full or part time. Wayne/Westland clinic. Must be experienced in dispensing. Send resume and desired salary to P.O. Box 2191, Farmington Hills, MI 48018.

OPTICAL DISPENSER/Receptionist. Full or part time. Wayne/Westland clinic. Must be experienced in dispensing. Send resume and desired salary to P.O. Box 2191, Farmington Hills, MI. 48018

OPTOMETRIC ASSISTANT/RECEPTIONIST wanted for busy Livonia professional Livonia office. Experience preferred but not necessary.

O.B. - GYN - Busy group needs experienced medical assistant, front desk experience helpful, responsible & willing to work. Good salary & benefits, 1 late night, no Saturdays. Call Betty, 474-4530

PART TIME RN for Gynecologist's office in Southfield. O.R. experience helpful. Mortgage registration, good references required. For appointment call Mrs. Forbes 557-1622

RECEPTIONIST - For Livonia Doctors Clinic. Must be available to work Monday Midnight and ½ day Saturday. Call Michelle at 427-3044

RECEPTIONIST, full time for Farmington Hills Podiatrist's office. Mature, pleasant personality with typing ability. Some Medical Assisting. Will train. Call after 5:30PM. 356-1893

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

502 Help Wanted Dental-Medical

RNs and LPNs
We have openings for full and part time Nurses to work in a clean, caring atmosphere under pleasant conditions. Even if you have not practiced since you graduated or some time, we can offer you a chance to refresh your skills while earning competitive wages plus fringe benefits including profit sharing. Apply between 9 AM and 5 PM.
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd, Westland
261-9500

RESIDENT AIDE for a 148 bed, home for the aged. Day shift, 32-40 hours weekly. 557-5610

RN - for part time midnight shift & vacation relief. Revised pay scales. Excellent skilled facility. Professional opportunity available. Cambridge Nursing Center North. 855-7200

An Equal Opportunity Employer

RN/LPN
Individualized orientation and in-service according to your needs. Excellent pay and benefit package. Flexible scheduling.
CAMBRIDGE
NURSING CENTER SOUTH
18200 W. 10 Mile Rd.
An Equal Opportunity Employer

RN
Nurse needed full time days to supervise skilled wing of large nursing home. Good working conditions. Many benefits. Call Mrs. Gardner, RN, DON, 533-1444 for appointment or apply in person between 10 AM - 4 PM.
CARMEL MANOR
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia, Michigan

RN'S
An Outstanding Opportunity
An exciting and rewarding career awaits you in the Medical Specialty guidance. We will train you how to administer daily support and encouragement to your own special clients. You'll practice nursing in an environment that is diverse, yet comfortable, helping you on a one to one basis. Daytime hours only. Mon. - Fri.
Does this job sound too good to be true? Give us a call and find out. Full time positions available immediately. Open listings in Dearborn.
Call Renee at 582-6393
Weight Loss Clinics

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 skilled nursing facility located in Redford Twp. Revised pay scale and good benefits. Contact Nursing Director Mrs. Jones 9AM-3PM, at.
CAMBRIDGE NURSING HOME, W.
18633 Beech Daly.
An Equal Opportunity Employer

RN'S & LPN'S
Part time positions available on the day and midnight shifts in a basic nursing home. Flexible hours. Lots of time off. Contact Mrs. Jones between the hours of 10am-3pm at 28910 Plymouth Road, Livonia, Mich. 48150

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

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

TELEPHONE SOLICITOR
Experienced, Medical background, hospital or doctor bills.
Call Dr. Don Chester at: 538-4437

TROY Orthopedist looking for medical secretary. Must know insurance, billing & general office work. Salary open.
Call Sharon, Secretary. 879-6441

X-RAY TECHNICIAN
Registered, part time evenings including Saturday. Radiology clinic. Redford area. 937-8159

X-RAY TECHNICIAN
Wanted for doctor's office in Wayne. Part time position. 326-4100

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 as this full time position. Please call 548-3206, ext. 18, regarding this position, 10am-3pm.

ACCOUNTING CLERK. Figure orientated, calculator and typing. Good opportunity to learn. Applications accepted at front desk. Physicians Billing Inc. 14707 Northville rd. Plymouth

ACCOUNTING
Part time position for experienced person to work for C.P.A. on various client monthly bookkeeping, taxes and payroll accounts. Send resume to: Roger L. Duval, C.P.A., 911 W. Big Beaver; Suite 401; Troy, Mi. 48084.

ACCOUNTS PAYABLE
Typing checks, verifying invoices against receipts, against P.O.'s. Verifying time cards against payroll, filing, light typing and 10 key calculator. $155 per week. Excellent fringe benefits. Call Mrs. Contact A. Henderson. 548-3970, Ext. 202
An Equal Opportunity Employer

ACCOUNTS
RECEIVABLE
CLERK
We have an immediate opening in our accounting department for an accounts receivable clerk. Previous accounting clerk experience necessary.
APPLY IN PERSON
PERSONNEL OFFICE
MON., TUES., THRU FRI.
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD
HOTEL
17017 W. 8 Mile Road
Southfield, MI 48075
An Equal Opportunity Employer

ACCURATE TYPIST - 75-80 WPM. Lots of variety, shorthand, good spelling, telephone answering, Farmington location. 645-0749

AD AGENCY Secretary needed for diversified, fast paced environment. Good skills a must; previous ad agency experience a plus. Excellent benefits. Call 358-4400 ext. 301.

ANSWERING
SERVICE
Switchboard experience preferred. Part time evenings and weekends.
Northwest Detroit
341-1000

504 Help Wanted Office-Clerical

ADVERTISING
SECRETARY
An exciting opportunity to work in a fast paced, high pressure, but friendly environment. This variety position will use your good shorthand and typing skills, experience to work in their advertising department. Duties include typing promotions, benefits including dental and company pays car fee. CALL TODAY for a personal interview.
PERMANENT STAFF
SOUTHFIELD 353-0505

ADVERTISING
$850 MONTH PLUS
FEE PAID
Join the advertising and public relations department of this world wide firm. Benefits include 4 weeks paid professional environment. This fascinating and exciting position requires 2-3 years office experience, typing 55-60 wpm, and shorthand 75-80 wpm. Excellent benefits. Convenient suburban location. Call today for interview. Mr. Hay.
SNELLING & SNELLING
478-3500

A LARGE international CPA firm located in the Renaissance Center has openings on their administrative staff. Compensation is based on experience and skills. Good fringe benefits and professional working environment. Qualified and interested applicants should send their resume in confidence to: Box 1122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Internal accounting department. Applicants should have a minimum of 3 to 5 years experience in the bookkeeping field and be able to 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 preparation of reports.
EXCELLENT SECRETARY
Need a professional, mature, self-confident secretary to work in the tax department. Applicants should have 3 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 our office staff working at a client's location in the downtown area. Applicants should have excellent typing skills, light shorthand, good telephone manner, a pleasant personality and be capable of handling a variety of clerical/administrative duties for an office of 4 to 6 individuals.

ANSWERING
SERVICE
Switchboard experience preferred
Part time evenings and weekends
Northwest Detroit
341-1000

Are You An Experienced:
Secretary
Typist
Word Processor
We have long and short term assignments close to your home - such as:
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2400
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

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
17322 Farmington Road
(In Burton Executive Park)
525-5170

BOOKKEEPER
For nursing home. Billing for multi-facility counsel billing. Salary to be paid. Possibly relocate. Prior Data processing experience helpful. Excellent benefits available. Contact: Administrator.
477-2000.
An Equal Opportunity Employer

BOOKKEEPER - full or part time. Knowledge of Accounts Receivable, Income or call; Guest, Olde & West, 30700 Telegraph, suite 4680, Birmingham, 48010. 645-1414

BOOKKEEPERS
Full charge through Profit & Loss Statements. Years and experience in reports. Other diversified duties. Must be good Typist. Experienced only. Send resume to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER TYPIST
For CPA office. Bookkeeping, salary commensurate with experience.
353-3300

BOOKKEEPER wanted for medium sized insurance agency using automated bachacounting system. 3 days per week, salary open.
354-1300

CHURCH SECRETARY - 25 hrs. week, typing, shorthand, benefits, send resume to: Personnel Committee, 1st United Presbyterian Church, 701 Church, Plym. Mi. 48170

CITY CLERK
CITY OF FARMINGTON
Population 11,000. Qualified person to serve as Clerk for the City of Farmington. Must perform highly responsible secretarial duties, council minutes, city board minutes, business licensing, sale of cemetery lots, record retention, deal with general public. Election administration experience desirable. Salary commensurate with experience and qualifications. Excellent fringe benefits. Send complete resume by April 15, 1981 to: City Clerk, Box 2, Farmington, Michigan 48024.

CLERICAL, 3 to 5 years experience. Mature, responsible, Typing 35 wpm. Apply on Friday only: Group Ten Motel, 28000 Grand River, Farmington Hills Hwy, 5270 W. Big Beaver, Suite 125, 646-6484

CLERK - typist, Southfield company, 60 WPM typing for purchase orders, letters and Provisions, good phone ability, benefits, $160

SECRETARY - Bloomfield Hills company, typing 65 WPM, 3 yrs. corporate law experience, benefits, $14,000, fee paid

LOIS RAY
PERSONNEL
559-0560

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 challenge? 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 with room for advancement. If this sounds like the opportunity for you, give us a call RIGHT NOW!
548-0300, Ext. 51

EXECUTIVE SECRETARY
Suburban location has opening for experienced exec secy. Minimum 65 W.P.M., minimum 110 words shorthand. Position reports to vice president. Coordination of executive office activities. Call or send resume to Keisler & Associates, 16000 W. 9 Mile, Suite 404, Southfield, MI 48075. 559-7940

504 Help Wanted Office-Clerical

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 a friendly atmosphere. No pressure here! Call Bi.
SNELLING & SNELLING
476-3500

ENTRY LEVEL
AUDIT CLERK
Great beginner position with suburban insurance company. Lots of advancement potential. Accurate typing and good Math ability for this.
353-2090
SNELLING & SNELLING
PERSONNEL

EXCELLENT TYPIST
Must take shorthand. Only experienced need apply. Call for appointment.
399-7001

EXECUTIVE SECRETARY
PRESTIGIOUS SOUTHFIELD Law Firm looking for experienced secretary, girl friday for senior law partner. Excellent shorthand and typing skills, minimum 2 years secretarial experience. Will teach word processing. Excellent benefits and salary. Management opportunities. Send resume to: Box 160, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

EXECUTIVE SECRETARIES
TYPISTS
Summer Jobs - No Fee
VICTOR
TEMPORARY SERVICES
362-4070
Equal Opportunity Employer M/F

EXECUTIVE - secretary for key person in a plush Bloomfield company. Some Legal experience helpful but needed for this very diversified job. Salary $18,000 with benefits & fee paid

SALES - coordinator for growing Troy company in a great position, you will work with customers, prepare quotes & contact customers. $9300 per yr. and 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

EXPERIENCED BOOKKEEPER desired immediately. Accounts Receivable, Accounts Payable through Trial Balance. Accounts Receivable on Computer. Payroll and various reports. Small office, Livonia area. 522-1200

EXPERIENCED SECRETARY, Southfield Town Center. Excellent salary. 353-0150

EXPERIENCED - typing, filing & knowledge of Office Equipment. Park. 543-9300

EXP. COUNTS
Sales interest and Sec'y. focus count for staff start with top sales team. Lots to client contact for bright data typist. Rapid promotion provided. $15,500 plus start
562-8900 649-4144
Your New Job Is Here
HARRIET SORGE
PERSONNEL

FRONT DESK position for Westland construction co. 30-40 hours a week. Filing and math aptitude essential. Apply at: 29200 Vassar, Suite 718, Livonia. Northeast of 7 Mile & Middlebelt.

FULL TIME
file clerk needed for busy Southfield law office. Hours flexible. Ask for Nancy
557-1155

FULL TIME position available in Redford area, typing skills & general office experience. Call Ms. Ferguson 476-9150

GENERAL ACCOUNTING CLERK
High school graduate, accounting or bookkeeping, knowledge of general office procedures, 1 year of accounting experience is required. Downtown location. Many benefits. Salary $4.00 per hour.
Equal Opportunity Employer M/F

GENERAL OFFICE, part time, 1 girl office, must be good with figures, please apply in person: Corey Dietetics, 21631 W. 8 Mile, Detroit.

GENERAL OFFICE
Challenging position available in Southfield area. Typing 55wpm, detail work & good organizational skills. Full benefit. Call
353-3209

GENERAL OFFICE
Clerical position available with Farmington Hills wholesaler. Typing is required. Position potential for a well-motivated person. Assist in accounts receivable and accounts payable.
Pay interview call Mary
476-5870

GENERAL OFFICE girl needed, full time, Dearborn Heights area. 278-7600

GENERAL OFFICE person needed in Southfield area. Start immediately. Typing, filing, light bookkeeping. Call Kelly. 356-1077

GENERAL OFFICE work. Phone, typing, filing. Salary negotiable. 9 Mile, Lahser area. Call Roseann between 2 and 4 PM. 353-6388

GENERAL OFFICE
SOUTHFIELD
$140-$160
Are you a recent high school graduate? This entry level spot will get you started. Typing of 35WPM or better and good background required. Company will train you. Call Mrs. Jones at the CRT.
Graebner Employment Service
645-3520

GENERAL SECRETARIAL WORK
Permanent, part time. Hours flexible. Duties include typing, taking messages, phones, filing, some errands & assisting legal secretaries in small, pleasant Troy law office. Salary commensurate with ability. 649-1100

GIRL FOR Distributors office, Rochester area, 3 to 5 years current experience, customer billing, sales correspondence, accounting, & computer or accounting machines, School & employer references