500 Help Wanted

TOBACCO CLERK
Drug store Clerker on tobacco counter, Monday thru Friday, 8:30-4pm. Experienced mature person. References Northland Medical Building Pharmacy. Call Larry. 569-6150

TOOL DESIGNER - Need man with experience in design and drafting of small assemblies. Small operation good future. Bloomfield Hills area. Send resume in confidence to Box 354 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TOOLROOM MACHINIST

LATHE, HARDINGE, MILL, GRINDER, EDM.
Must have tools and do own setups. Wages commensurate with experience. Good benefits.
RETOOL MACHINE CO
13640 Elmira, Detroit
834-6680

TRAVEL AGENT
Must have 1 or 2 years experience preferably with Sabre Computers. Best working conditions. Benefits plus opportunity for promotion. Southfield & W. Bloomfield area. Call Bill Travel between 9-5.30. 358-3320

TRAVEL AGENT
Recent Agency experience required, Apollo preferred, 5 days, top salary, benefits. 353-3104 or 353-2261

TRAVEL AGENT
...for agency in West Bloomfield. At least 2 years experience in domestic and international selling. Saber-trained preferred. Send resume and salary anticipated to: P. O. Box 32055, Detroit, Michigan 48208.

TUTOR WANTED
7 thru 9th grade. 8am-9.30am, 4 days week. Birmingham area. 626-2487

WANTED Finish carpenter. Send resume or letter to P O Box 618, Farmington, Mich 48024

WANTED Ice Cream Driver.
Livonia Area. 464-2535

502 Help Wanted Dental-Medical

A LPN OR MED-ASST $185 WK. Clinic has spot Mon. thru Fri., 9 AM-5 PM. Hour for hour, full benefits. Employment Center 569-1635 or 968-5595

A NEW total health clinic including a psychiatric department is seeking ambitious physicians of all specialties: psychologist, social worker, pharmacist, dentist, podiatrist, chiropractor & physiotherapist. The clinic will provide 24 hour emergency service for both medical & psychiatric patients. Please call Dr. Fetridge at 838-0000

BILLING OFFICE - mature woman, typing & filing. Mon. thru Fri. 8.30-5. Southfield area. 559-5508

CARDIOLOGY Nurse, clinician, for private physician's office, masters preferred, part time, send resume: Crystal Adesta, 23829 Telegraph, Suite 200, Southfield, Mi. 48034

CENTRAL LAUNDRY MANAGER

Here is a unique opportunity to attain personal satisfaction and professional achievement as manager of a 5 million pound per year shared service laundry. Those who apply must have a successful top level laundry management experience in a multi-plant organization, good human relations skills, and experience in developing and implementing effective linen management systems. In return, the organization will give the successful candidate a rewarding career with excellent salary and fringe benefits. Please send resume in confidence to

Box 488, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer

DENTAL ASSISTANT, Plymouth Canton area. Part or full time, experience desired but not necessary. Send resume to box 4760Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

RECEPTIONIST/INSURANCE GIRL Dental - full time, experience necessary. Basic knowledge of assisting needed to share duties of present office, but in process of building new ultra-modern Medical/Dental facility in Livonia, Newburgh & 6 Mile. Great opportunity for right person.
459-2040 425-1494

DENTAL ASSISTANT
Full time Detroit office. Graduate Assistant or at least 2 years experience preferred. 871-2144

DENTAL ASSISTANT
Full time for practice in downtown Birmingham. Experience preferred. Call: 646-1048

DENTAL ASSISTANT
Part time. 1 year recent experience required. Certification preferred. 16 Mile & Ryan. 979-0600

DENTAL ASSISTANT
Experienced, 4 days, no Saturdays. Dearborn Heights, Warren & Telegraph area. 565-0373

DENTAL ASSISTANT
Full time position available at Northville practice, must have experience. 348-7997

DENTAL ASSISTANT - are you interested in a diversified & interesting position as a dental assistant in a Livonia office. This position offers pleasant surroundings & friendly associates. Experience preferred. 427-8833

DENTAL ASSISTANT
Experienced, knowledge of insurance, 23077 Greenfield, suite 350, 559-8810

DENTAL ASSISTANT
Experienced only, part time 2½ days a week, including Saturday, for Farmington Hills general dentist. 476-8353

DENTAL ASSISTANT. Experienced in 4 handed dentistry. New office, Farmington Hills. Compensation will match experience, benefits. 553-2478

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities. 476-8353

DENTAL ASSISTANT: Orthodontic practice, Birmingham, 2½ days, ½ day Sat. Dental experience desirable but not essential. Long term position available for one interested in working with people & skillful with their hands. Call between 8.30-10am only. 644-5400

DENTAL CHAIRSIDE Assistant, mature, experienced, no evenings, salary negotiable, Livonia. 476-1001

DENTAL HYGENIST
Plymouth area position.
2 to 2½ day week. 453-4150

DENTAL HYGIENIST
Experienced only, 3½ days including Saturday morning. Farmington Hills. 476-8350

DENTAL Office/Manager Receptionist. Experience preferred, for Southfield office. Involves some assisting, insurance & bookkeeping. Caring personality, 4½ days a week. Call 352-8505

DENTAL RECEPTIONIST
Mature friendly experienced person, knowledge in appointment scheduling, part time afternoons. 453-5070

DENTAL RECEPTIONIST ASST.
Orthodontic office, Birmingham area. Excellent opportunity for right person. Some typing. Experience helpful, but not necessary. Apply in own handwriting to Box #488, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL SURGICAL SPECIALTY office requires competent, aggressive person with some chairside experience. Farmington Hills Area. Full or part time. 553-5023

DENTAL TECHNICIAN
Set up experience only. Open Salary.

DENTURE ASSISTANT
Investing, packing, processing.

FINISHER
Crowns & bridge framework. All benefits & profit sharing. Sabra Dental Studio, 5055 Schaefer Rd. Dearborn. 582-5233 or 582-5234

EXPERIENCED Medical Receptionist for Doctor's office. Insurance knowledge required. Full time position, excellent benefits, competitive salary. Southfield. Call after 5 PM. 569-3686

LPN
Afternoons and midnights, full or part time. Good wages. Wishing Well Manor, 535 W. Main St., Northville

LPNS
Full or part time. Day & Afternoon shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18530 W. 7 Mile, Detroit. 531-4001, Ext. 38.

502 Help Wanted Dental-Medical

LABORATORY MANAGER

Experienced manager needed to direct hospital based reference laboratory associated with 5 hospital laboratories. The right individual for this position will have excellent communication skills and ability to work with professionals in the laboratory field. They should have an analytical ability to solve problems and develop new systems and procedures. If you are interested in a competitive salary, excellent fringe benefits and working in a professional setting, send your resume to:

Personnel Office
ANNAPOLIS HOSPITAL
33155 Annapolis Ave.
Wayne, MI 48184
(313) 722-4400

Equal Opportunity Employer

LIVONIA MEDICAL office needs part time medical assistant 3 days per week. 474-0144

L.P.N. - RN.
Day and afternoon shift note Full or part time positions available in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightengale West, 8355 Newburgh Rd., Westland near Joy.

An Equal Opportunity Employer

L.P.N.'S
PRIVATE DUTY
CANTON AREA
Excellent opportunity for an LPN who enjoys working with children. Please call toll free.
TEMPORARY
HEALTH CARE SERVICES
1-800-462-7593

MATURE MEDICAL billing clerk, Detroit area. Blue Shield, Medicare, Medicaid experience. 548-6717

MEDICAL ASSISTANT
To assist in ophthalmology office, full time, dependable, will train, Southfield area. 353-7754

MEDICAL ASSISTANT
Experienced OB/GYN. Southfield area. Please apply in Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT. Exciting part time career opportunity with Troy doctor's office. Seeking a bright vivacious hard working and responsible person. No experience required, will train ambitious and starter. Good starting salary. Send resume to Box 194, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Experienced, Lab and EKG. For busy doctor's office, Birmingham location. 647-4422

MEDICAL ASST
Part time for Doctor's office. Experienced only. EKG, X-Ray, Injection & Vena Puncture. Plymouth area. 838-9401

MEDICAL SECRETARY - receptionist, allergists office. Some medical exp. helpful but not necessary. Salary commensurate. Resume to box 8472 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY/Receptionist, experienced in all billing, insurance procedures and front office. Full time. Call 8AM-12PM. 549-1711

Medical Technologist

Immediate positions available for Medical Technologist with at least one year experience. Baccalaureate degree and/or M.T. registry or eligibility preferred. All shift positions with occasional weekend coverage in general Chemistry and Hematology preferred. Highly competitive compensation and benefit package.

DETROIT OSTEOPATHIC HOSPITAL
12523 THIRD AVE.
DETROIT, MICH 48203
252-4080

MIDNIGHT NURSE
FULL or PART TIME
Pleasant working conditions in an extended care facility. Apply in person:
Middlebelt
Nursing Center
14900 Middlebelt Rd., Livonia

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

OFFICE MANGER, experienced, full time for private mental health OPC Clinic. Third party billing & bookkeeping skills required. Also part time Secretary/Receptionist, medical office experience necessary with good telephone skills willing to work Saturdays. Call Sandy 425-5250 or apply with resume to Bayswater Clinic, 15445 Farmington Rd. Livonia, Mich 48154.

502 Help Wanted Dental-Medical

NURSES
RN'S - LPN'S
Join the best professional nursing team in Macomb County. Personalized scheduling. All specialty areas available, including industry & home care.

NON-STRESS SUPERVISION
SERVING MACOMB AND OAKLAND COUNTY'S
Nancy Kissick's
Professional Nursing Services, Inc.
286-1141
37040 Garfield - Suite T-6.
Mt Clemens Michigan 48043

NURSING SUPERVISOR
Bachelor's Degree Required. Some public health experience preferred. Supervisory experience is a must. Salary open. Please call Mrs. Clark at 835-9490

PART TIME
Medical assistant needed, approximately 3½ days week. Call Tues. & Fri. 261-3808

PHYSICAL THERAPISTS
Immediate openings for registered Physical Therapists with opportunities in an industrial clinic and/or outpatient extended care facility. Full or part time positions available with hours varying from 3 afternoons per week to full time. Contact: Personnel Dept.
353-0250

PHYSICAL THERAPIST
Michigan licensed. Dedicated professional to work with physically & neurologically handicapped children in an outpatient multi disciplinary facility. Experience with pediatrics desirable. Send resume & salary requirements to: T. Adler, The Detroit Institute for Children, 5447 Woodward, Detroit, MI., 48202.

An Equal Opportunity Employer

PHYSICAL THERAPY SUPERVISOR
Michigan licensed. Bluelsh facility for physically & neurologically disabled children, requires a working supervisor in a community based program with opportunity for teaching & program development. Send resume & salary requirements to: L. Adler, The Detroit Institute for Children, 5447 Woodward, Detroit, MI., 48202.

An Equal Opportunity Employer

PHYSICAL THERAPIST
Immediate opening for an experienced, independent, and creative registered Physical Therapist in a well established department of rehabilitation. Therapist to maintain current and explore new services for interesting variety of patients with orthopedic, neurological, medical, and trauma related conditions. Excellent salary commensurate with experience, plus full benefit package. Call: Personnel Dept. 353-0250

PLEASANT busy dental office needs person able to accept responsibility, handle appointments, billing, insurance. Good pay, benefits. Send short resume to Box 508, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PSYCHOLOGIST Ph.D. Michigan Licensed. Multi disciplinary outpatient clinic for physically & neurologically handicapped children. Requires dedication, independence, flexibility, interpersonal skills to provide testing, diagnosis, psychotherapy to patients/family, training and consultation to colleagues & participation in regular inservice training. Experience with learning disabled children desired. Send resume & salary requirements to: T. Vaughan, The Detroit Institute For Children, 5447 Woodward, Detroit, MI. 48202.

An Equal Opportunity Employer

RECEPTIONIST & light medical assisting, full time. Experience preferred. Farmington area. 478-8660

RECEPTIONIST - experienced for busy office near Providence Hospital, some typing helpful, call between 8am-4pm Mon. thru Fri. 559-4570

RECEPTIONIST - PART TIME
Mature, friendly, experienced for expanding dental group in Westland-Livonia area. Knowledge in appointment scheduling, pegboard. Confidential. Send resume to Box 430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for Pediatricians office, full time, experience in insurance forms. Call Livonia. 591-1000

REGISTERED NURSE
To work part time in women's medical clinic, 3 days a week, 20 hours. Will assist doctors in obstetrics and gynecology. O.R. experience helpful.
Call Nancy Simmons 538-0600

REGISTERED NURSES
For 18 bed alcoholism unit & 36 bed psychiatric unit.
Call Leo McMaster, Mon-Fri 8am-4pm
338-7144
WOODSIDE MEDICAL INC
845 Woodward, Pontiac

REHABILITATION or Occupational Health Nurse. If you enjoy meeting people, this part time marketing position with Medical Rehabilitation Clinic may be for you. Contact Mrs Fedak, at 559-5142, ext 307.

RN, PART TIME. Evenings and alternate Saturdays. Busy OB-GYN office. Royal Oak area. Contact
Mrs. Thomas. 549-4771

RNS
Full time, $16,000 plus fringes
LPNS
Full time, $14,500 plus fringes
Separate program for part time nurses
Weekend differential for all
Farmington Nursing Home
30405 Folsom, Farmington
477-7400

RN'S - LPN'S
Flexible Scheduling - Top Pay
Variety Of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5758
SOUTHFIELD 569-4600

502 Help Wanted Dental-Medical

RN'S - LPN'S - Aides

Patient Escorts

Tuesday, June 23 & Wednesday, June 24, from 9 A.M. to 4 P.M., in Livonia. We have home care and supplemental staffing positions available in the area. Please call for an appointment.

Kelly Health Care
A subsidiary of Kelly Services
961-4916 665-7671
Equal Opportunity Employer

STAFF NURSES NEEDED
RNS & LPNS
Days, Afternoons & Midnights
Good working conditions, many benefits including shift premium. Contact Ms. Grieve, RN, DON, between 10 A.M.-4 P.M. 522-1444.
CAMELOT HALL
Convalescent Center
35100 Ann Arbor Trail
Livonia

502 Help Wanted Dental-Medical

RN
Cardiodiagnostic department, permanent part time with possible rotation.
PHYSICAL THERAPY SUPERVISOR
Permanent full time, day shift.
MEDICAL TRANSCRIPTION SECRETARY
Permanent full time, experience necessary.
ANNAPOLIS HOSPITAL
33155 Annapolis Ave.
Wayne, MI 48184
(313) 722-4400

Equal Opportunity Employer

RN - LPN Or Medical Technician needed to work in Southfield Doctor's office, must have venapuncture experience. 354-2606

RN-LPN
Seeking charge nurse for afternoon and midnight shifts. Full or part time. Flexible hours. Great benefits. Please join the nursing team at "The 1979 Facility of The Year". Contact Ms. Heaston, 728-8100. Westland Convalescent Center.

RNS - LPN'S
Immediate openings for home care. Medical Care, Inc.
656-1888

RNs or LPNs
All Shifts, full and part time.
Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

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

RNS
Permanent full time and permanent part time

PHYSICAL THERAPIST
Permanent full time, permanent part time or temporary.

Cardiopulmonary SUPERVISOR
Day shift.

REGISTERED X-RAY TECHNICIAN
Part time days, weekends only.

SPEECH PATHOLOGIST
Permanent full time, days.

OUTER DRIVE HOSPITAL
26400 Outer Drive
Lincoln Park, MI 48146

Equal Opportunity Employer

RN'S
PRIVATE DUTY
Suburban Area
All shifts available. 4 & 6 hour shifts available also. Day or stop by today.
TEMPORARY
HEALTH CARE SERVICES
16615 W. 8 Mile, Southfield
835-5400

RN
SUPERVISOR
RN needed to supervise office of supplementary nursing service. Midnight to 8am, every other weekend (Fri & Sat. night). Lovely Town Center location. Call Alice Alexander RN for interview.
MEDICAL PERSONNEL POOL
352-6111

STAFFING COORDINATORS
Scheduling responsibilities for a supplementary nursing service. Must have medical background and good communication skills. Full time and part time positions available. Benefits (F/T) including major medical. Town Center location. Call Alice Alexander RN for interview.
MEDICAL PERSONNEL POOL
352-6111

VENA-PUNCTURE TECH. needed, full time, day shift, good working record required. Call between 8.30 AM-12 Noon, Southfield area. 358-1010

WESTLAND PHYSICIAN needs medical assistant, RN or LPN, must do venapuncture, I.V.s, EKG, minimum physical therapy, regular hours. Call between 6PM & 8PM 728-1212

502 Help Wanted Dental-Medical

RN-SUPERVISOR
Seeking an energetic and motivating RN to supervise and stimulate our afternoon shift. Excellent benefits. Flexible hours. 4-5 days per week. Come join the management team at "The 1979 Facility of The Year."
Contact Ms. Heaston
Director of Nursing
728-6100

SECRETARY Birmingham psychology clinic. Part time now, full time in September. Mature, good office skills. 646-7077

SMALL NURSING Home has opening for an RN. Flexible hours. Ideal working conditions.
Canton. 459-7040

X-RAY TECH - full time afternoons with some weekends & call. NW suburb.
531-8200 ext 302

X-RAY TECH
Registered and experienced for full time position in private lab in Southfield area. 353-7500

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Person with office experience. Good typing, aptitude for figures necessary. Farmington area.
ACE CONTROLS INC,
476-0213

ACCOUNTING, PAYROLL CLERKS
Immediate opening for an experienced full time and part time accounting payroll clerk, calculation & payroll experience necessary, free meals, excellent benefits, with regular union increases, apply in person, Monday through Friday 9AM-5PM to the Personnel office, located on the Detroit side of the Airport Hotel
or Call Sue Bundaris at 941-3029
HOST INTERNATIONAL
DETROIT METRO AIRPORT.

ACCOUNTS PAYABLE CLERK
Immediate opening for busy accounting office. Credit experience necessary. Generous benefit package.
Please apply in person
PERSONNEL OFFICE
MON-THRU FRI.
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD
HOTEL
17017 W. 9 Mile Road
Southfield, Mich
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Troy based restaurant chain seeks clerk with 1 to 2 years experience. Excellent benefits. Call Sharon 362-1456

Administrative Assistant

Super secretary/assistant desperately needed for this fast paced position. Excellent. Must have excellent typing, shorthand, communication skills and experience. If what you enjoy is being part of a dynamic team, with responsibilities filled days and plenty of responsibility, please respond. Generous starting salary and benefits. Send resume to Box 493, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASST.
Excellent typing, phone, & office skills required. Knowledge in tariff helpful. 16 per hr. Apply in person only, 10AM-12PM. Ann Arbor Moving & Storage, 7136 Jackson Rd., Ann Arbor.

ADMINISTRATIVE ASSISTANT
Your get ahead experience needed to work in executive office of large national company. Stimulating, relaxed congenial atmosphere, excellent fringe benefits. Send resume to Box 503 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

ATTENTION
$12,000 FEE PAID
Don't miss this opportunity. Established growing suburban firm needs your good secretarial skills.
Call Sandra.
644-4600
SNELLING & SNELLING AGENCY

ATTRACT
Magnetic personality and good personal appearance can pave your way to exciting Media start. Strong typist can enjoy and learn. Salary depends on you.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

BOOKKEEPER ASSISTANT
For Busy Restaurant in Southfield to prepare daily sales report. Knowledge of Accounts Receivable & Payable. Apply in person at Bagel Factory Vineyard, 25230 Franklin, Southfield

BOOKKEEPER - experienced in restaurant accounting. Salary commensurate to experience. Phone between 1-4PM. 557-2155

BOOKKEEPER - experienced in property management for Southfield office, general office duties, typing skills, 5 days, Blue Cross, send resume to box #460 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER- For contemporary furniture store in W. Bloomfield, secretary with speed essential. Handling customer orders, purchase orders, bank deposits & ledger is daily routine. Experienced only. Apply by calling for appointment, Mrs. Brasch, Scandinavian Design Center, 642-7600 Closed Mon.

BOOKKEEPER, full charge, experienced in Accounts Receivable/Payable, Payroll, Tax Forms, thru trial balance, general ledger, typing skills. Send to Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeeper
Full charge bookkeeper thru Trial balance, financial statement, Pegboard system, accounts payable, accounts receivable and payroll. Send resume only to:
WEST END WELDING & FASHION MFG. CO.
25180 Seeley Rd.
Novi, MI 48050

BOOKKEEPER
OUTSTANDING OPPORTUNITY for experienced Bookkeeper for small, rapidly expanding corporation. Employment history and experience must be submitted with resume. The person we are seeking will receive top salary and benefits. Call Betty 358-4370

BOOKKEEPER - Plymouth Auto Dealership. Accounts Receivable, automated Payroll, general office. Experience preferred. Call Mrs Sale. 453-2254

BOOKKEEPER with statistical typing experience. Permanent full time. Must do taxes and financial statement. Current references and CPA experience required. 476-8280

BRIGHT, responsible, well groomed person needed for training customers on new phone systems. Light typing. Call Mrs. Carver 354-4444
An Equal Opportunity Employer

BUSY apartment complex in Canton Twp. needs clerical help to train as Assistant Bookkeeper. Must be intelligent, mature, accurate with numbers, have good typing, filing and telephone answering skills. Must be willing to work. Call 10AM-Noon only. 358-0455

CLERICAL OPPORTUNITY with 2 year's experience in machine, tool environment. Must have good typing & figure skills. Pleasant phone manner. Ability to work well with minimum direction. Excellent pay & benefit package. Send resume to Box 508, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION-full time Franklin Village office, for person with good typing shorthand & office skills, capable of assuming building department duties. Good benefits. 626-9644

504 Help Wanted Office-Clerical

CLERK/TYPIST
Accurate Typist needed to function as Traffic Trainee & Relief Switchboard Operator. Will train to operate Lanier Word Processor. Call for appointment.
Personnel Mgr., Holcroft Div., 591-1000

CLERK-TYPIST for Southfield office of large construction firm, some accounting background helpful, must be good with figures, know 10 key adder. Call Marilyn 352-4318

CLERK/TYPIST needed for busy Southfield brokerage firm. Must have pleasant phone voice and type at least 55WPM. Excellent benefits. Apply in person to First National Monetary Corp. 4000 Town Center, Suite 1570, Southfield, Mich.

CLOSING SECRETARY for busy West Bloomfield Real Estate Office. 3 to 5 years previous real estate office closing or title escrow closing department experience. Call 626-3500

COLLECTIONS/TELEPHONE
Outstanding opportunity for aggressive person. Some telephone collection experience helpful, good salary, excellent bonus and benefits. Call Mr. Murphy, 557-2642
An Equal Opportunity Employer

CPA FIRM Needs secretary with good typing skills, full time through Sept. Part time starting Oct. 1. Call 8am-5pm 569-2550

CUSTOMER SERVICES Department has an opening for a mature person with a pleasant voice and personality who enjoys talking to people and solving problems. Novi area. Good benefits. Call Mr. Malek, Mon. thru Fri. between 10 AM and 3 PM 349-5000.

Customer Service
Entry level position with one of the largest electronics distributors in the nation. Clerical & phone skills preferred. Benefits & property sharing
CALL DOREEN BOYCE
525-1800
PIONEER MICHIGAN
A Division of Pioneer Standard
13485 Stamford, Livonia

DENTAL - Part time, experienced with assisting & office procedure. Birmingham area. 642-8150

DEPENDABLE SECRETARY for one representative office. 3-5 days per week. General office, typing (approximately 60 WPM), pleasant phone voice. Send resume to DEM Technical Sales, Inc. P.O. Box 216, Southfield, Mi. 48037.

DETAIL - oriented person to work under - for Controller, in office of W. Bloomfield company. If you are well organized and have good math skills you will want this job. Typing light. Salary $10,400, benefits, fee paid

LEGAL - secretary with light shorthand for Southfield - Farmington area law firm. Domestic relations. Salary $14.00 to $15,000, fee paid

EXTREMELY interesting position for steno with good writing availability, duties include assisting dept. head with slide film presentations. Client is located in Troy and will pay $13,000 to $13,500. Top benefits 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

DEVELOPMENT FIRM has immediate opening for experienced secretary. Excellent skills required, varied duties. Good benefits. Northland area. 569-4600

Excellent Pay
If You're 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

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

EXECUTIVE SECRETARY
Salary into mid-teens & benefits offered
Permanent opening available in growth firm located in Wayne. Excellent typing and shorthand skills required. Busy position with responsibility and growth potential. Excellent for career minded individual. Call Pam
Somebody Sometime
Temporary Help
17322 Farmington Rd.
(In Burton Executive Park)
525-5170

EXECUTIVE SECRETARY
Cable TV/Development company on diversified duties includes: accurate typing and shorthand skills as well as telephone aptitude in dealing with entertainment & sports persons. Busy position with responsibility and gross potential. Excellent for career minded individual. Call for appointment.
352-4471

EXECUTIVE - secretary, Bloomfield Hills, typing 70 WPM, shorthand 80, for financial VP's, high degree of organization for plush environment, benefits, $15,000, fee paid

SECRETARY - Troy, excellent typing and shorthand required for this important position, benefits, $14,000, fee paid
LOIS RAY PERSONNEL
559-0560

EXPERIENCED bookkeeper, N.W. Detroit. Light typing, full time position available, pay commensurate with experience, please reply to box #344 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED Legal Secretary for medium size Southfield Law Firm. Mag card required, shorthand preferred, salary commensurate with abilities.
353-1811

EXPERIENCED LEGAL Secretary
General practice.
Attractive Southfield office.
358-7401

EXPERIENCED OFFICE CLERK
Filing, Typing, Record Keeping Duties. Utility function in more than one area of office. Apply in person or call. 23441 Industrial Park Dr., Farmington Hills
474-8100
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXPERIENCED PERSON in bookkeeping, typing. Busy office, full time. 945-9126

EXPERIENCED
Receptionist-Switchboard Operator, (small co.), light typing, checking duties, apply Friday June 19th, or Monday June 22nd, 9 to 11 AM only.
Michigan Dynamics 31400 Ford Rd.
Garden City.
Equal Opportunity Employer M/F/H

EXPERIENCED SECRETARY
Full benefits. Telegraph and Schoolcraft area. Call Diane
538-1845

FARMINGTON LAW FIRM
Needs experienced legal secretary
Call Sue 478-5606

FILE CLERK needed for busy Southfield law office. Hours 9 to 5. Ask for Nancy. 557-1155

GENERAL OFFICE employee. familiar with accounting & payable. C. L. Inc. 13324 Farmington Rd., Livonia.

GENERAL OFFICE work, likes scheduling people & places, good telephone ability, $150 week. Aerobic Dancing Inc. Call 1-4pm 644-2660

GENERAL OFFICE
We are seeking a person interested in a career in the business world. Entry level position. Typing required. Southfield area. Full benefits. Call 353-3209

GENERAL OFFICE
Permanent position in Farmington area. Typing required, with calculator necessary. Snap-on Tools Corp. 476-7500

GENERAL OFFICE
- with good math aptitude and detail work. Excellent typing skills and basic bookkeeping experience. Good pay and benefits. Thru I-75 and Crooks area. Ask for Lillian. 879-5700

GENERAL OFFICE
PART TIME
PERMANENT
Experienced organized mature person for part time clerical work. Mon. - Fri. 11-3 PM. Emphasis on Accounts Receivable Collection, plus telephone, typing, misc. Must be pleasant, flexible, dependable. Minimal absenteism and have proven successful work record. Send resume in confidence to Branch Manager, Accounts Collection, OPG/BFD, P. O. Box 5032, Southfield, Michigan, 48037. No telephone calls

An Equal Opportunity Employer

INSURANCE ASSISTANT needed minimum 2 years commercial fire &/or casualty experience. Typing required. Salary open. Call Sally 355-9527

INSURANCE BILLERS
Medical billing experience only. Southfield medical lab. Full time. Excellent benefits. Call between 9-5. 358-4510

INSURANCE COMMERCIAL agency in Southfield, seeking person with 3 years experience in small agency.
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Experience preferred
12 Mile - Southfield area
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KEY PUNCH OPERATOR
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LEGAL SECRETARY. Southfield law firm, excellent salary, benefits & opportunity. 2 yr. legal experience required, litigation. 352-7150

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Southfield 358-0060
Dearborn 532-3140
Renaissance Center 567-0741
Troy 649-2042

LEGAL SECRETARY. Birmingham. Nice, small office wants college educated ambitious secretary. Will send to Paralegal or night Law School at employer's expense. 645-6750

MAG CARD OPERATOR
Needed for Farmington Hills law firm, excellent benefits. Call Linda Widrig at 851-9500

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in automotive sales, needs full time secretary with automotive background. Excellent compensation package & future potential. Please send resume to Box 512 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL CONSULTANT
Southfield branch of major employment agency needs a mature, self motivated person for a challenging public contact job. Sales or agency experience helpful. Beautiful office, excellent commission and benefit program, plus friendly work environment. For a personal interview, call Mrs Roberta.
PERMANENT STAFF
SOUTHFIELD 353-0505

504 Help Wanted Office-Clerical

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 9:00 AM to 4:00 PM. Contact:
Carol Lipa
CONTROL DATA CORPORATION
21700 Northwestern Hwy
Tower 14, Suite 1300
Southfield, MI 48075
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Mature women to supervise small office, salary range $10,000 plus benefits.
Mrs. Anderson 272-6700

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Take charge position. Takes interesting work environment. Some Bookkeeping helpful. Light typing fine.
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MON-THRU FRI.
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RECEPTIONIST
Manufacturer in Redford Twp looking for someone with pleasant personality to greet people & operate switchboard. Very little typing & some light accounting functions. Excellent benefits. Call Mr. Kessler. 531-3000
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RECEPTIONIST/CLERK
The management consulting department of a large accounting firm, located in Beverly Hills, has a vacancy for full time receptionist/clerk position during busy tax season. Ideal candidate will have to accommodate school schedule. Qualified applicants must possess good typing skills (40wpm), excellent telephone manner and the ability to deal with all levels of personnel. Please call Jan Stavema at 446-1500
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EVENINGS & WEEKENDS
Some secretarial experience necessary for receptionist position in Farmington Hills Real Estate office. Call
Mrs Drysdale between 10am- 12 noon only
855-2700

SALES SECRETARY
A national Auto Leasing company has an immediate opening for a Sales Secretary. Applicant should have minimum of 3 years office experience