502 Help Wanted Dental-Medical

DENTAL ASSISTANT - for children's dentZI practice in Birmingham area Experience or formal education necessary Full time, or part time. 647-8556

DENTAL ASSISTANT- For Farmington area Orthodontist. Chairside & lab Experience preferred 4% days 553-4550

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

DENTAL ASS'T
Chairside experience preferred for growing practice. Good hours & pay. Canton area. 455-6070

DENTAL CHAIRSIDE ASSISTANT
Experienced only. Needed for large progressive office in Plymouth & Livonia Area But presently building on Newburgh & 6 Mile.
420-2040 or 636-1494

DENTAL HYGIENIST
Experienced, energetic, for people oriented practice. Salary & hours negotiable. 425-9130

DENTAL Lab Technician for Dental office Models, blue waxing, casting, etc Experience & referrences. 10 Mile & Northwestern area, Days Call 354-4344 or after 7PM 626-2881

DENTAL RECEPTIONIST - orthodontic office Typing & dental experience necessary. 25 hours per week, Mon thru Thurs 15 Mile-Telegraph 879-6200

DENTAL RECEPTIONIST - maturity, responsibility preferred, good salary benefits Livonia Apply box 542 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST, for Children's dental practice in Birmingham area 4½ days week, experience desired Call for interview 647-8656

DENTAL TECHNICIAN needed. Must be artistically inclined for work in porcelain department. Experience preferred or will train. Call for appointment. Mason Dental Ceramics 525-1071

DENTAL TECHNICIAN
Sabra Dental Studio 3060 Schoolcraft Rd., Dearborn, Mich. 882-5233 or 34 Set-Up Technician, top notch Benefits - Salary open Good opportunity

EXPERIENCED Dental assistant- 4 days, no Sat. Dearborn Heights
565-0373

EXPERIENCED Medical Transcriptionist for the Pontiac area Full or part time, weekends Openings on all 3 shifts Experienced only need apply. 334-0689

EXPERIENCED
MEDICAL RECEPTIONIST
Pleasant capable alert responsible person Knowledge of insurance desirable, pleasant working conditions, and fringe benefits, salary commensurate with ability & experience Birmingham-Bloomfield Area Send resume Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED MEDICAL Transcriptionist needed for Livonia area clinic. Please call Jan at 591-0440

EXPERIENCED orthodontic assistant wanted for Southfield office 358-0030

LAB TECHNICIAN & MANAGER
Preferred. Female to manage & work in orthodontic Lab Garden City. 422-4430

LPN OR MEDICAL ASSISTANT - for OB gynecology & endocrology, will train. Dr's office 559-4700

LPNS
Full or part time Day & Afternoon shifts Apply 9 AM to 4 PM, Mon thru Fri The Arnold Home, 18529 W 7 Mile, Detroit 531-4001, Ext. 38

LPNS OR RNS part time afternoons for base 4 skilled nursing home Farmington 477-7373

MEDICAL ASSISTANT, full time experienced, EKG, Lab, Front desk, insurance billing Southfield. 559-5730

MEDICAL ASSISTANT - PART-TIME
Mature experience needed
For Northland internist
Call 569-0739

502 Help Wanted Dental-Medical

LPN'S
with starting wage $6.50 per hour
also RN'S
ALL SHIFTS
Apply in person at
MEDICO'S RECOVERY CARE CENTER
22355 W. 8 MILE RD.
3 blks. W. of Lahser

L.P.N. - RN.
ALL SHIFTS - Full or part time positions available in this modern nursing home. Good starting salary Hospital Insurance. Come in and see Mrs. Ferguson at Nightingale West, 8165 Newburgh Rd., Westland near Joy

An Equal Opportunity Employer

L.P.N.'S
Pontiac Area
Your choice of shifts or area
TEMPORARY
HEALTH CARE SERVICES
852-5400

MEDICAL ASSISTANT - part time, Berkley area. Must have at least 2 years experience in EKG, Vena Puncture, Injection, evenings. 543-2340

MEDICAL ASSISTANT Experienced in Medical Lab procedures, capable of learning new cardiac techniques. Excellent salary, fringes 647-7272

MEDICAL ASSISTANT. For internists office. Females area. Vena puncture, lab, EKG, ins. insurance forms. Call Monday and thereafter. 544-4122

MEDICAL ASSISTANT - full time for doctors office. Experienced in EKG, vena puncture, X-Ray & injection. Detroit. 838-6401

MEDICAL ASSISTANT
For doctor's office, full time. 34 hours a week, from 9am-5pm. Troy area.
524-9280

MEDICAL ASSISTANT - must have office working experience in venapuncture, EKG, injection, preferably X-ray, for general practice in northern Oakland County 689-3443

MEDICAL ASS'T/RECEPTIONIST for Dermatology office. Experienced Four weekdays plus Sat. AM. Send resume attention R. Clements, Suite 509, 555 S. Woodward, Birmingham Mi 48011

MEDICAL SECRETARY - 1 Girl Office for Psychologist, 11 Mile & Lahser, Southfield area 9 AM-5:30 PM, 5 days per week Accounting, transcribing, typing, reception duties. Starting salary $5.50 per hour. Performance & salary review after 6 months & yearly. Starting date 8-3-81. Call Dr. Best, 851-2366

MEDICAL TRANSCRIPTIONIST
Experienced - also to share Reception-ist Duties in private X-Ray office.
855-4700

NEEDED IMMEDIATELY
RN'S, LPN'S, Aides, Homemakers, Live ins, Companions, for staff relief private duty and home care. Clients waiting For details call 274-2399

NURSES, RNS & LPNS
Part time on contingency basis for afternoons and midnights in pleasant Novi facility 4 hour shifts available. Please contact Director of Nursing between 9 and 4 PM. 477-0200
An Equal Opportunity Employer

OPHTHALMIC ASSISTANT for Birmingham office. Write qualifications to Box 586 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICAL THERAPIST aide with experience in hospital or outpatient setting Full or part time, NW suburb, competitive salary & good working conditions. Apply box 544 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

QUALIFIED EKG Technician with blood drawing experience needed for independent Lab serving nursing homes in Metro Detroit Area. 353-8404

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

NURSES'
RN'S
O.R./P.A.R.
I.C.U./C.C.U.
We need you for various assignments in major hospitals on the east, west, and northwest side immediately!
Come and join the Staff Builders family and see for yourself why STAFF BUILDERS Health Care Services is one of the nations most progressive nursing services. Practice your specialty on your own schedule.
STAFF BUILDERS
HEALTH CARE SERVICES
22255 Greenfield Southfield
557-8600
Equal Opportunity Employer M/F

NURSING OPPORTUNITY
We have the following positions available.
Staff Development Instructor
The applicant selected will be required to have a BSN with a minimum of 5 years broad nursing experience. We also desire experience in program development and teaching with demonstrated leadership skills.
Head Nurse
Full time position available for an R.N. with a BSN preferred and some supervisory experience.
RN'S
Critical Care Complex
Part time afternoon and midnight positions available.
Orthopedic
LPN'S & RN'S
The positions available are part time and full time on the afternoon and midnight shifts Ortho experience preferred.
Apply to Human Resources Dept.
BOTSFORD
General Hospital
28050 Grand River, Farmington Hills
476-7600
Equal Opportunity Employer M/F

OFFICE MANAGER for Southfield Podiatry office, part time for 4 months. If qualified full time with all fringes. Send picture, resume & phone with returned address envelope to 28756 Telegraph Rd Southfield, 48034

RECEPTIONIST/Computer Biller needed for progressive medical practice. Mature, career minded individual is essential. Must like responsibility, knowledge of 3rd party billing, medical terminology and typing a must. Send resume with salary requirements to P.O. Box 181, Novi, Michigan, 48050.

502 Help Wanted Dental-Medical

RECEPTIONIST needed for Psychiatrist's office in Southfield area. Need basic secretarial & good typing skills. Call evenings. 851-5482

RECEPTIONIST
For active dental practice. Full time, Westland area. Communications skills essential. 422-5560

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 Lou McMaster, Mon-Fri 8am-4pm.
338-7144
WOODSIDE MEDICAL INC
845 Woodward, Pontiac

RN ASSISTANT DIRECTOR
Achievement oriented RN with solid clinical skills and at least 2 years in Director of Nursing of skilled nursing facility. Outstanding salary and benefits. We will train you for promotion in Nursing Administration Contact: Director of Nursing between 9 and 4 PM. 477-2000.
An Equal Opportunity Employer

RN - experienced in office nursing, part time or full time in Madison Hts clinic. Excellent working conditions, fringe benefits Must have references. Call 10am-1pm. 547-3100

RN - LPN
Home care coordinator, responsible for scheduling, inservice orientation, P.R., etc. 2 to 2 days per week. Typing skills helpful, but not flexible.
Call Mon. thru Fri. 9-3
424-8377
AB CARE

RN - LPN PART TIME POSITION
Available July 1, at Bedford Villa, a 61 bed basic nursing facility. 2 days per week, 8 AM-4 PM. Call between 9 AM-5 PM. 557-3333

RN-LPN
Seeking charge nurses for afternoon and midnight shifts. Full or part time. Flexible hours. Great benefits. Come join the nursing team at "The 1978 Facility of the Year". Contact Ms. Heaston. 728-6100. Westland Convalescent Center.

RN
Nurse needed full time days to supervise skilled wing of large nursing home. Good working conditions. Many benefits. Call Ms. Grieve, RN, DON at 522-1444 for appointment or apply in person between 10 AM. - 4 PM.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia

RN
Nurse needed full time days to supervise skilled wing of large nursing home. Good working conditions. Many benefits. Call Ms. Grieve, RN, DON at 522-1444 for appointment or apply in person between 10 AM. - 4 PM.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia

RN OR LPN to work in vascular surgeon's office, part time, non-invasive testing, experience preferred, or will train. 557-9552

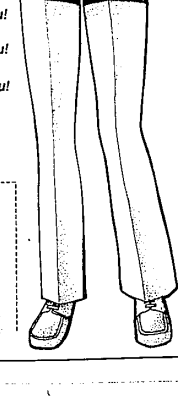
RNS
Full time, $16,000 plus fringes
PNS
Full time, $14,500 plus fringes
Separate program for part time nurses.
Weekend Minimum Essential For all
Farmington Nursing Home
30405 Folsom, Farmington
477-7400

502 Help Wanted Dental-Medical

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

R. N. OPPORTUNITIES
ONCOLOGY
Days, Afternoons, Nights
SURGICAL
Afternoons, Nights
MEDICAL
Days, Afternoons, Nights
OUT-PATIENT SURGERY RECOVERY NURSE
Tues. thru Thurs. 11 AM-7:30 PM
Mon. & Fri. 10 AM-6:30 PM
2 SOUTH-POST ICU/CCU UNIT
Days, Afternoons
ICU/CCU
Nights
DETROIT OSTEOPATHIC HOSPITAL
12523 THIRD AVE. DETROIT, MICH. 48203
252-4080



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...Weekends Only?
...Or Something Else?
AT GRACE HOSPITAL WE HAVE A SCHEDULE TO ACCOMMODATE YOU!
• If you want to work weekdays only—
We can accommodate you!
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We can accommodate you!
• If you have something else in mind —
We can accommodate you!
INTERESTED?
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(313) 927-3202
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Grace Hospital
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Detroit, Michigan 48235
OR MAIL THIS CARD NOW
YES, I'M INTERESTED
PLEASE CONTACT ME WITH MORE INFORMATION.
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Grace Hospital
8100 Mayfair
Detroit, Michigan 48235
Name
Address
City State
Telephone No.
My major area of interest is

502 Help Wanted Dental-Medical

RN'S - LPN'S
New Rates
New Facilities
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5753
SOUTHFIELD 569-4190

RNS - LPNS
Positions available on afternoons and midnights. Good wages. Ideal working conditions. Avondale Convalescent Home, 1480 Walton, Rochester. 651-4422

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

RN-SUPERVISOR
Seeking an energetic and motivating person to organize and stimulate our afternoon shift. Excellent benefits. Flexible hours. 4-6 days per week. Good pay. Use management team at "The 1979 Facility of the Year."
Contact Ms. Heaston
Director of Nursing
728-6100

R.N.'S
Novi - Private duty
4 hour shifts available. Call today for details.
TEMPORARY
HEALTH CARE SERVICES
835-5400

STRAITH MEMORIAL HOSPITAL
23001 Lahser Rd. All Surgical Hospital in Southfield is seeking a part time or call Registered Nurse with experience for the Midnight to 8AM shift. Apply in person or call the nursing director at 557-3590

TYPIST for Medical Lab. Insurance experience helpful. 7 Mile-Telegraph area. Call between 9-5pm. Ask for Karen 537-1700

VENA-PUNCTURE TECH. needed, full time, day shift, good driving record required. Call Karen 548-12 Noon, Southfield area. 358-1010

X-RAY TECHNICIAN - registered, full time position available at Bay of Northwest clinic. Apply in person only Woodland Medical Clinic, 23261 W. 8 Mile,

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

504 Help Wanted Office-Clerical

ACCOUNTING
Novi contractor has an immediate opening for a highly motivated person as a payroll entry clerk. Computer experience required. Detail oriented position requires quick, alert individual. Submit resume to
P. O. Box 633
Novi, MI 48050
An Equal Opportunity Employer

ACCOUNTS PAYABLE Clerk for large apartment management company. EDP experience preferred. Must possess attitude essential, Southfield location.
355-3417 ext. 230

ACCOUNTS PAYABLE CLERK
Experienced required. Enjoy interesting and challenging position with growing company. Pleasant working conditions with Blue Cross and Dental. Ideal location in Town Center Bldg. in Southfield. For interview, call: 358-1191

ACCOUNTS PAYABLE - Mature woman for Southfield management office. Must type, have pleasant phone personality and some bookkeeping experience. Call Elaine for Appt. 559-8725

Accounts
Payable Clerk
$160 per week. Your experience with figures and talent for typing will land you this fabulous position. Great benefits
Snelling & Snelling
336-7400

AD AGENCY - CALL FRIDAY
Busy Farmington Hills Agency needs experienced Secretary-Receptionist. Superior typing skills. 65WPM with shorthand. Salary commensurate with ability & experience. Call for appointment Thompson Advertising. 553-4566

ADMINISTRATIVE SECRETARY for National Corporation with headquarters in Southfield, position requires a highly motivated person with excellent interpersonal & typing skills, opportunity for advancement, excellent salary and benefits. Send resume to: Dept. 200, AOC, 18600 W. 8 Mile, Southfield 48075

ADMINISTRATIVE SECRETARY
Personable, mature, good typing skills. Telephone contact, insurance coordinator. Knowledge of mag card typewriter, CRT, bookkeeping helpful. Excellent benefits. Southfield area. Start date August 31. Send resume to: Mrs. S. Jones, Computer Dynamics Inc., 30300 Civic Center Dr., Suite 201, Southfield, Mich., 48076.

ALL AROUND
Office Person
Great opportunity to learn Investment Advisory Business in small office. General Clerical experience necessary. Must know how to type efficiently & be good with figures. Neat handwriting essential. Southfield - 12 Mile Area.
Call Mr. Weil
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Legal Secretaries
Executive Secretaries
Our agency has openings in the Southfield area for people with 1 to 2 years experience. To quality you will need 60WPM typing and 80WPM shorthand. Salaries range from $10,000 to $12,800. For information and appointment call:
Gradsner Employment Agency
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ATTENTION STENOS
Variety of Secretarial Jobs Available
Apply For Work Now or in the Fall
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CALL FOR APPOINTMENT
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595
TAYLOR 283-1890
PONTIAC 666-2200

AUTO DEALER
PBX OPERATOR/
CASHIER
Dealership experience required. Farmington Hills area. Call for appointment:
471-0800

BILLING CLERK/Typist for an established Farmington Hills manufacturing firm. Steady hours, generous fringes. All new office. Call for appointment
553-5330
An Equal Opportunity Employer

BILLING CLERK
Mature person
Contact Mrs. Accetta
497-7580

BOOKKEEPER for telecommunications company, assist in preparation of financial statements, accounts receivable, accounts payable. Send resumes to William Hartsock, 30200 Telegraph, suite 474, Birmingham, MI 48010

BOOKKEEPER - Full charge. Experienced in construction accounting. Must also have secretarial experience. Send resume and salary requirements to: Box 585, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER - full charge or general ledger bookkeeper for family medical center practice. Experienced in health care field helpful but not mandatory. Salary open. Please call between 8am-5pm. 559-2700

BOOKKEEPER/GENERAL Secretary. Previous experienced required, some College credits. Computer experience helpful. Livonia area. 525-2605

BOOKKEEPER PART TIME
Accounts receivable, payroll, payroll, some typing. Minimum 6 hours daily, within 9am-5pm. Call Eastern Onion Imaging Telegram Company for appointment. 552-8888

BOOKKEEPER
Part Time - Birmingham area Property Management Company needs Full Charge Bookkeeper to work approximately 32 hours a week to start. Immediate opening for mature, dependable, friendly individual. Contact Jules Palmer between 9 & 11 AM at 645-3111

BOOKKEEPER, permanent part time, typing speed 60 WPM, flexible hours, call Nancy at 338-3730 Wldng.

BOOKKEEPER-Capable to handle complete responsibility for small busy office. Bookkeeping experience required, typing experience helpful. Duties include; phone, typing & some bookkeeping. Excellent benefits. Good starting salary. Send resume to: 4120 W. Maple, Suite 105, Birmingham, Mich 48010.

CHIROPRACTIC INSURANCE GIRL For Zewicke Chiropractic Life Center. Must be experienced with Medical Insurance forms and enjoy working with the public. Call Judi at 421-4110

CLERK for building office, 40 hours per week. Experienced in phone contact and public relations required. Older mature woman preferred. 559-7793

CLERK TYPIST
EMERGENCY ROOM
Challenging part time position available for Emergency Room Registrar to work Saturday, Sunday, and holidays, alternating between day and afternoon shifts. Qualifications include 45 wpm. accurate typing speed, minimum 1 year clerical experience and availability to train on the day shift. Excellent salary is offered including shift differential and weekend premium. Call Mrs. Hoover at 559-5400

PROVIDENCE
HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield
An Equal Opportunity Employer

CLERK TYPIST - EXPERIENCED in Order department of Title Company, some experience necessary. Salary plus benefits. Interviews being taken at Commonwealth Title, 5700 Crooks Rd. 2 Northfield Plaza Suite 211, Troy.

DEVELOPMENT Company needs experienced receptionist, typing a necessity. Must have experience on busy switchboard (Dimension System), Southfield area. Good benefits. Call 9 to 5 PM. Mon. thru Fri. 563-4800

EARN $12,000
If you're Qualified.
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
To President of distributorship office, with typing at 70 WPM, dictaphone and bookkeeping experience. Telephone contact with customers. Varied, interesting and challenging work. Maple & Telegraph, Birmingham 646-0565

Executive
Secretary
A very successful and busy executive needs an extremely professional secretary to organize his entire load. Must have excellent typing, experience with taking meeting minutes, and dealing with top executives. Super opportunity. Generous compensation package. Send confidential resume to: Box 570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position serving top executives. Call for appointment. 557-2757

EXECUTIVE SECRETARY
Good secretarial skills required. Salary commensurate with experience. Excellent benefits. Troy area Contact Carol. 362-2686

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand. Southfield area. Pleasant working conditions. Call Bernice. 353-3290

EXPERIENCED Legal Secretary for Birmingham law firm. Good typing skills & dictaphone experience. Fringe benefits & good working conditions. Please call Mr. McGaw at 645-0100

EXPERIENCED Legal Secretary desired for medium sized Birmingham area law firm with capability to operate the "problem" typewriter and other word processing equipment. 644-6424

EXPERIENCED Legal Secretary for medium-size Southfield Law Firm. Mag Card required, shorthand preferred. Salary commensurate with abilities. 352-8811

EXPERIENCED LEGAL Secretary for Troy Firm. Attorney specializing in Litigation. Need good typing, shorthand & dictaphone skills. Excellent working conditions.
For Appointment — Contact Charlene
FULL TIME
Clerical position. Typing required. Call 9am - 12 noon 261-4925

GENERAL OFFICE
Receptionist for medium-size Law Firm. Light typing, filing & some bookkeeping. 353-1651

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

GENERAL OFFICE - aggressive person with excellent letter writing skills, good typing, pleasant telephone speaking voice. Some purchasing background and/or sales exposure. Between 8-5pm Call for Linda. 358-5639

GENERAL SECRETARY
Livonia firm needs qualified candidate with good typing skills and knowledge of basic math. Will answer phones, type, file and do general office work. Computer experience helpful. Excellent benefits. Georgia-Pacific Corp. 31800 Sears Dr., Livonia 522-5100
Equal Opportunity Employer M/F

HELP WANTED Clerical, full time, insurance experience required. Apply in person, Professional Insurance Assoc. 3028 S. Wayne Rd., Wayne.

IMMEDIATE Temporary Assignment in the Oakland County area. Well experienced Mag Card A Operator with dictaphone. Please call Sandy or Dee from 1 PM to 4 PM. Staff Builders. 557-8600

INSURANCE ASSISTANT needed minimum 2 years commercial fire &/or casualty experience. Typing required. Salary open. Call Kathy 525-0937

504 Help Wanted Office-Clerical

INSURANCE
Agency
Farmington Hills, experienced person in rating commercial OR personal lines, auto, liability & property. Agency experience preferred. Salary commensurate with experience.
Call Mon. thru Fri. 9-5
626-8543

INSURANCE AGENCY
needs Secretary with some insurance experience. Bloomfield Hills Area.
645-1390

LEGAL SECRETARY needed for pleasant Southfield law firm. Must be PI/workman's compensation preferred, ask for Patty. 353-3800

LEGAL SECRETARY - experienced with emphasis on workers comp defense preferred. Birmingham law firm. 644-2213

LEGAL SECRETARY, experience needed for Farmington Hills law firm. Good typing & dictaphone skills required. Excellent benefits. Call Linda Widrig. 851-9500

LEGAL SECRETARY
Full time, 6 months experience required. Salary negotiable. Call Dee Ann for Appt. at: 552-9520

LEGAL SECRETARIES (3) for Southfield & Bloomfield Hills Offices. 2 - 3 yrs. minimum experience, salary commensurate with experience, call Carol 444-4848

LEGAL SECRETARY - Southfield office needs full time secretary, work for 2 attorneys and answer phone, must be good typist with some legal experience. $160 to start with rapid advancement. Phone Mr. Bolger. 355-5255

LEGAL SECRETARY
Troy firm needs Secretary with Liability experience; will train person with experience in general practice. Must be proficient with dictaphone and type at least 70 wpm. Ideal working conditions, good fringe benefits. Phone 879-5150, ext. 110

LEGAL
SECRETARY
Golden opportunity for person in ideal Southfield office. Excellent salary & some legal background. Great hours and benefits. $1,040. Call SANDY now.
353-2090
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Highly respected established agency serving the legal community in Wayne county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
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Legal Secretaries
Joanne Mansfield is a specialist in finding the best positions for you in the legal field. These positions include legal secretaries, para-professionals, and law office management personnel.
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Invest in your future by contacting Joanne, the legal placement professional today. All fees company paid.
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LEGAL
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Success in our business is based on our ability to introduce Legal Secretaries to law firms that are just right for one another. We have been effectively doing that for several years now. Our list of satisfied clients is long.
In the relaxed atmosphere of our office, we will objectively discuss the wide variety of positions we are representing that fit your background and desires. You decide whom you would like to meet with. You decide which offer of employment is right for you. When we share our contacts with you, changing positions can be that simple.
Call, come in or drop us a note. Afternoon hours and weekend appointments are available. There is never a charge to you for our courteous and professional placement assistance.
PERSONNEL
AT LAW
2000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 352-3040
Dearborn 336-3140
Renaissance Center 567-0141
Troy 649-2042

LEGAN SECRETARY - for Southfield Town Center, experienced. Call Nancy. 352-5080

LIVONIA FIRM
Looking for a person for general office, good typing and shorthand skills. Call Irene 937-0600

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

MANAGER
TRAINEE
$9,600 to start. Talent for management will guarantee you swift advancement with this established financial firm. Terrific benefits
Snelling & Snelling
336-7400

MANUFACTURERS REP
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

MATURE LADY - with payroll & record keeping experience. Must have the ability to pay attention to detail, acceptable typing skills & plus - set personality to work full-time (5-5PM with occasional ½ day on Sat.)
Pleasant working conditions. Blue Cross, paid vacations & other benefits. Salary open to discuss.
Apply in person, Christian Memorial Clinical Center, 531 E. Hamlin Rd., Rochester (twelve John R. & Rochester Rds.; 1 mile N. of Auburn)

EXPERIENCED WOMAN needed for 1 person office. Typing, filing, and bookkeeping. References Required location. Call 559-2620 or 557-

OFFICE MGR. - Southfield law firm needs mature, career oriented individual to manage staff of 10 people. Must be strong, yet able to gain rapport & respect, considerable people management experience required. A good deal of bookkeeping involved, some typing, only sophisticated, intelligent assertive person need apply. Phone 851-4458
An Equal Opportunity Employer

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Place your classified want ad in Suburban Detroit's finest market
The Observer & Eccentric Newspaper
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

PART TIME BOOKKEEPER in Women's Retail Store. W. Bloomfield Area. 15-30 hours 5 mornings.
424-8750 Evenings 356-2555

PART TIME SECRETARY
3 days per week, 8:15 to 4:45. Going to full time in fall. Duties include typing, some phone work, etc. Southfield office Phone 352-3455

PAYROLL CLERK
National Company has full time entry level position available in Southfield office. Must be accurate with figures and personable. Call for appt. 358-4463

PERSON WANTED - 1 person office. Secretarial skills include: Good typing, letter composition, bookkeeping. Willing to help in packaging of small parts if needed. Excellent opportunity for qualified person. Good salary & benefits. P.O. Box 623, Taylor, Mi. 48180

504 Help Wanted Office-Clerical

PBX OPERATOR
With Receptionist experience in a hospital or clinic. Available for part time work assignments on day and afternoon shifts, some weekends. Must type and be able to handle public. Contact Personnel office.
Kingswood Hospital,
10300 W. 8 Mile, Ferndale.

PERSON GOOD with figures, pleasant phone personality. Experienced. Apply in person, 37513 Schoolcraft, Livonia.

POTENTIAL
Southfield firm likes to train it's owners. Bright dicta typist needs just roughly shorthand and an interest in learning legal to start now! $$$ depend on you.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

PSYCHIATRIC OFFICE - typist/billing. Mature, with secretarial experience, light bookkeeping, flexible hours Troy area. 362-0888

RECEPTIONIST & OFFICE WORK
Mature, responsible person with some experience preferred.
Center Banquet Club, 3700 Drake Rd. W. Bloomfield Call: 661-2000

RECEPTIONIST/TYPIST
Full time position available with construction company located in Southfield, experience preferred. 443-0164

RECEPTIONIST - Full time (8:30-4:30) position available in busy Northwest Detroit firm. Pleasant phone personality & good typing skills a must. Call after 6pm. 353-7046

RECEPTIONIST - TYPIST - Excellent Opportunity for Sales Office in Oak Park. Must have pleasant telephone voice, type 65 WPM, use Dictaphone, calculator & operate office machines for variety of duties. Call Mr. Hoover, between 8AM-5PM. 542-1145

RECEPTIONIST
Downtown Detroit law firm apartment has an opening for a mature, relief desk clerk. Must be able to work all three shifts P. W. Richards Call between 10 AM - 3 PM. 852-6474

RECEPTIONIST TYPIST
For Optical office, full time. Hoebster area. Pleasant, well attractive, mature woman preferred. Please send resumes to P O Box 8564 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Experienced well groomed person with good telephone skills needed for Southfield consulting firm. Responsibilities include accurate typing of technical material, salaried position with excellent benefits For appointment call Mrs. Beseson 424-8966
Equal Opportunity Employer M F

Secretarial Position, Birmingham Church. Half day, typing, shorthand required, ideal job for mother of school children, for interview call 646-1000

SECRETARY/Administrative Assistant. Responsible, enthusiastic self starter. Excellent typing required. Shorthand helpful. Salary open. Must handle customer contact with expertise. Garden City. 261-7850

SECRETARY
Busy partner at this Southfield professional firm needs a good secretary! Must have excellent shorthand and typing skills. Would consider either associate degree and little experience or a high school education with good experience. Great opportunity, generous salary and benefits - send confidential resume to Mr. Bell, P. O. Box 691, Southfield, Michigan 48037.
An Equal Opportunity Employer

SECRETARY - Development Firm has an immediate opening for well rounded experienced secretary with excellent skills. Varied duties. Southfield area, good benefits. Call 9-5pm 569-4800

SECRETARY for modern Troy insurance office, must have good typing & letter composition ability. Salary commensurate with skills. Good benefits Call Mornings 649-3600

SECRETARY - GIRL FRIDAY
Part-time - General Insurance office, dictaphone experience Bloomfield Hills surroundings. 644-7161

SECRETARY
Immediate opening Secretary to Plant Manager of a Farmington Manufacturer. Experience necessary with excellent typing and transcribing skills. Interview by appointment Call
476-7100, Ext. 216
Diamond Automation Div.
23400 Haggerty Rd.,
Farmington
Equal Opportunity Employer M F

SECRETARY
RECEPTIONIST
FARMINGTON HILLS AREA
PROMINENT AREA REALTOR needs Take charge type Secretary with pleasant phone manner & excellent typing skills. Experienced preferred. Convenient N. 10 Mile - Northwestern location Contact Mr. Barker, 626-9100

SECRETARY - Receptionist for Southfield Advertising Agency. Type 50 WPM. Pleasant phone voice Benefits. 352-6320

SECRETARY-Receptionist for travel corporation. Type 60wpm, shorthand 80wpm. Experienced with references Pleasant surroundings, excellent benefits Call Mrs Simons 557-3145

SECRETARY - receptionist, accurate typing, and good phone personality. Benefits, $850.
LOIS RAY
PERSONNEL
559-0560

SECRETARY-STENOGRAPHER
Dynamic Word Processing Processing Company has an opening for an experienced person as a Stenographer reporting to the District Support Manager. Good telephone and communication techniques, light shorthand, and word-processing ability Fringe benefits, profit-sharing, etc. Send resume to:
WANG LABORATORIES, INC.
24445 Northwestern Hwy.
Southfield, Mich. 48075
ATTN: Tracy Dawkins
An Equal Opportunity Employer

SECRETARY/TEMPORARY
3-4 month position to start immediately. Good typing and organizational skills. Northville public Schools, 501 W. Main End 706 349-3400

SR. TYPISTS
Mag Card Operators
Secretaries, with shorthand and/or dictaphone
Long & short term assignments available. Work with many local companies (Waterford, Pontiac, Rochester, Troy area), where your talents will be appreciated. Call for interview
MANPOWER
TEMPORARY SERVICES
666-2200 651-5513

STEEL COMPANY needs full time, dependable secretary with pleasant phone personality & experience in bookkeeping. Southfield area. 569-6350

TIME KEEPER/RECEPTIONIST
Manufacturing firm seeks Time Keeper/Receptionist, typing 40-50 WPM, 1 to 2 years general office experience.
559-3399

TYPIST, must be experienced. Permanent position for small CPA office. Typing & general office work. Will train on Lithon Computer. 12 Mile-Northwestern Hwy. 354-3177

TYPIST/RECEPTIONIST must be experienced for CPA office. BAM-5PM + Saturdays. Good typing skills. Minimal typing 12 Mile-Northwestern Hwy.
Call Mrs Ruth 354-3177

TYPIST/RECEPTIONIST must be experienced for CPA office. 8AM-5PM + Saturdays. Good typing skills. Minimal typing 12 Mile-Northwestern Hwy.
Call Mrs Ruth 354-3177

WORD PROCESSOR
Experienced. Full time.
Southfield area. 354-5065
An Equal Opportunity Employer

YOUNG, AGGRESSIVE, fast growing Management Labor Law Firm in Bloomfield Hills - seeks Secretary with excellent skills. A minimum of 75 WPM typing & 100 WPM shorthand 338-8700

505 Help Wanted Food-Beverage

BAKER - FULL TIME
Mainly bread and rolls. Immediate opening. Contact Creon Smith.
Mayflower Hotel, Plymouth.

BARMAID
Personable, nights, full time, $3.50 hr. Earnies Bar, Schoolcraft & Evergreen area. 837-0965 386-5474

BARMAIDS - COOKS - WAITRESSES
For new Livonia Lounge. Excellent wages & tips. For more information call 478-2585

CAREER OPPORTUNITY
Burger Chef, 951 S. Opdyke, Pontiac
Varied positions available. Apply in Person between 2-4 PM

CLEANING WOMAN & Dishwasher - part time. Apply in person: 32231 Telegraph Rd. Southfield Tel Ex Plaza

COOK
DENNYS RESTAURANT is now hiring Short Order Cooks. Full and part time positions open. Minimum of 1 year experience necessary. TOP WAGES AND EXCELLENT BENEFITS. Must be 18 years of age. Apply in person 39550 Ann Arbor Rd., Plymouth Twp.
An Equal Opportunity Employer

COOK - Experienced, wanted for fine restaurant. Apply in person Mon. thru Fri. 5-6, Francesco's, 22302 Michigan, Dearborn

COOKS
Experience necessary. Good salary. Blue Cross, Blue Shield, vacation, holidays, etc. Apply in person. Holiday Inn, 25855 Ford Rd., Dearborn

COOK - SHORT ORDER
Experienced only. Apply in person between 2 and 5 PM daily
13821 W. 9 Mile, Oak Park

COOKS WANTED - day & evening shift, experienced preferred. Apply in person. Maple House, 2091 Rochester Rd Rochester

EXPERIENCED Barmaid wanted, reference, good pay. Days Redford Area 531-0550

EXPERIENCED BARTENDER and Waitress wanted for night work Must have good references. Contact Phil's Hollow Bowling Center,