500 Help Wanted

RETAIL OFFICE SUPPLY
Sales, Stock, Work & deliveries. Full or part time. Retirees welcome. N.W. Suburban area. Our employees know of this ad. Send to Box 954 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RETIREE - HANDYMAN
Part time maintenance work for rental company. Apply American Medical, 15133 Telegraph Rd., Redford.

RN'S
Your Expertise Is Needed!
Our clients need the support and dedication that your health and nutritional background provide. We offer an exciting and stimulating professional environment and career opportunity. Your supportive qualities will shine in our one-to-one counseling sessions.
You'll love our easy hours ... no nights or weekends. We'll love you if you are enthusiastic and share our mission for others. Openings in Troy and Livonia. Please call Sharon 569-1808
WEIGHT LOSS CLINIC

HOEFRICH CITY & COUNTRY SCHOOL has openings for teaching assistants in the primary grades. People with teaching experience in math & the language arts preferred. Please call Katherine Geser 642-1500

SALES CLERK CASHIER
Some experience, basic math skills. Full time position in RV dealership. Hourly plus commission. Immediate opening. Apply at Westland Camping Center, 1475 S. Newburgh 326-7200

SALESLADY
Mature & conscientious at Holly Hallmark Store, Northland Center.

SALES LADY wanted for gift & cosmetic dept. Full or part time, apply Sherman Drexler, 3665 W. Maple, Birmingham Mr Weaver 647-4900

SALESPERSONS
Full & part time, wanted for children's wear. Must have prior retail experience.

YOUTH CENTER
Tel-Twelve Mall
353-1040

SALES PROMOTION REP
$400 TO $600 PER WEEK
 Free job training. Weekly expense advance. Enrolling members in business association
Women encouraged to apply.
PERSONNEL RECRUITERS
358-3300

SALESWOMAN
Experienced & mature for Better Women's Specialty Store in Rochester. High volume sales. Hourly plus good commission
Call 651-8950 or 375-1557

SERVICE TECH OR TRAINEE
One of the nations leading gage manufacturers has an excellent opportunity for a person that has electronic service background along with mechanical ability to work in our expanding operation in the midwest area. This is a career position with a growth company.
Send resume to:
Federal Products Corp.
P O Box 379
Farmington, MI. 48024

SET UP Man established shortrun mfg co Permanent position, pleasant conditions. Neat. Experienced at reading blueprints & setting up small punch press, press brake & lathe bender. Marketing Displays, Inc 24450 Indoplex Circle, Farmington Hills. Ms 14018 Christopher, Drake Area

SHAMPOO GIRL wanted with license, also Hairdresser with clientele. Call Carnaby Hair Salon, Farmington. 474-5060

SHARE & PRESS BRAKE OPERATOR
Blue print layout setup & bend Technical knowledge required. 3 year minimum experience.
STORCH PRODUCTS CO.
11827 Globe, Livonia

SOUTHFIELD Company seeking self motivated, competitive individuals for permanent part time telephone prospecting. Contact Bonnie Lipariota at Ham Broadcasting 569-1010

SOUTHLAND CORP.
7-Eleven Food Stores
Is looking for experienced MANAGERS & ASSISTANT MANAGERS & CLERKS to join our fast-pace convenient store operation. Those people interested should bring their resume when applying at
22100 W. 7 Mile (Lahser), Detroit
19410 W. McNichols (Outer Dri Det
19551 Plymouth (Auburn), Detroit

SUBSTITUTE TEACHERS & AIDS $30 per diem. Call Mrs. Ann 24 Special Ed Redford Union Schools Call 535-2000, ext 218

SUPPLEMENT your income Work educational weekends & weeknights taking retail inventories year around throughout western suburbs adding machine knowledge required $4.25 per hour to start, car necessary. Call between 1-4pm 261-1816

SWIM PERSONNEL
Evenings, part time instructors & guards 18 yrs. & older, current life saving certificate or WSI. $3.45 to $3.80 per hr Berkley School District
Call Susan Mills 547-9559

SYSTEM ANALYSTS
We are looking for System Analysts who enjoy working in a fast moving IBM 4331 Shop. We require people with a good working knowledge of RPG II, and can work independently on all phases of a project with a minimum of supervision. We offer an excellent salary, a convenient Livonia location and an opportunity to advance your career. For further information, call 525-8210

TEACHER NEEDED - certified, chemistry, physics and UPS for all girl school, 9th thru 12th. Livonia Between 8 AM and 4 PM 591-1344

TEACHER - Redford Twp. Nursery School - 2 morning per week Call 261-2223

TELEPHONE RECRUITERS
March of Dimes, West Bloomfield area. Afternoon and evening hours. $3.40 per hour Call Barb 851-8000

TENNIS COURT contractor needs general laborers 338-0332

TENNIS receptionist wanted for Saturday, Sunday & Wednesday, tennis background helpful but not essential 661-1200 ext. 180

500 Help Wanted

Telephone Sales
Immediate openings for LONG term assignments for telephone sales center. PAY RATE PLUS BONUS 3 shifts Mon thru Fri., OR weekends Birmingha area. Call 352-1180 or 642-9650 between 8 AM. & 5 PM. Must be 18 and have own transportation Experience required

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

TELLER - position available at large Dearborn credit union. Previous institution experience required. We offer an excellent salary & benefit package with opportunity for advancement. Apply in person between 10-6pm Co-op Services Credit Union 15201 W Warren Dearborn

TOOL & DIE MAKER
5 to 7 years experience. Also machine & grinder hands. Multi-plant operation. Westside suburbs. Surplus overtime available. Send resume or apply today.
STAHL MFG.
12282 WOODBINE, REDFORD

TOOL & DIE MAN
Experienced. Must be able to make fixtures and small tools, and sections for progressive dies. Cold forming experience desirable. Apply in person at 300 Industrial Drive, Plymouth 453-6445

TYPESETTER
Apply in person Quickprint. 819 S. Main Plymouth 459-3550

UPHOLSTERY TRIMMERS
Experienced person for pattern development sewing & buildup, expanding division, new facilities

AERO TRIMS
15860 Wahrman Rd Romulus
1-275 & EUREKA

WAREHOUSE POSITION - bright young person to start in warehouse with potential to advance to inside sales. Please reply in writing only. Mc Donough & Assoc Inc. 24610 Glendale, Livonia. Mich 48150

WENNESDAY MORNING FRIENDS need women hostess for liquor all Detroit area. Call 651-8950 or 375-1557

502 Help Wanted Dental-Medical

AIDES AND COMPANIONS
Part or Full Time
For Home Health Care.
650-1616

CHAIRSIDE DENTAL Assistant, full time position, experience desired. Send resume to box 144, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHIROPRACTOR
Has need for receptionist full time in front office. Must be able to type, neat appearance, pleasant personality, enthusiastic. Call for appointment.
557-0860

DENTAL ASSISTANT for Southfield dental office. full time 358-4371

DENTAL ASSISTANT, certified, registered or experienced. full time. Evenings & Saturdays. Benefits. Salary commensurate with experience 326-0100

DENTAL ASSISTANT-Part time for Livonia specialty dental practice. No weekends or evenings. full days only. Experience preferred. Ask for Betty 522-7214

DENTAL ASSISTANT - full time. West Bloomfield dental office. 661-4000

DENTAL ASSISTANT - with some experience. Part time with possibility of full time. Garden City area 422-4350

DENTAL ASSISTANT
Large group practice looking for experienced Dental Assistant to work with one dentist full time. Call
522-5383

DENTAL ASSISTANT, mature responsible woman, available to work flexible full time hours in new office. Experience preferred Call 591-3636

DENTAL ASSISTANT
For modern Westland practice.
Full time. Experience necessary
422-5560

DENTAL ASSISTANT
Part-time with some experience. Willing to learn front desk
West Bloomfield 661-1440

DENTAL ASSISTANT, full time, orthodontic chairside. CDA & previous experience preferred North Oakland area 693-2154

DENTAL ASSISTANT
Excellent opportunity for ambitious chairside assistant. 1 yr chairside and X-ray experience a must. Large, modern group practice. Salary open Excellent benefits Southfield area
Call Pat at 355-5800

DENTAL ASSISTANT - chairside, experienced, 4 days. on Saturdays, Dearborn Hts 565-0373

DENTAL ASSISTANT
immediate opening, Oak Park, receptionist & chairside duties, experience advantageous 541-2030

DENTAL ASSISTANT, full or part time position available in group practice. 1 year experience preferred Excellent benefits Westland area Call 722-5132

DENTAL ASSISTANT
W SUBURBAN OFFICE
Chairside experience, dental insurance, etc. 4½ day week. To $112.400.
559-0550

DENTAL ASSISTANT - Part-time for Podiatry Office. Evenings & Saturdays required. Receptionist. Excellent salaries
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DENTAL ASSISTANTS
Immediate openings available in assisting & instructing dental students in treating children at our pediatric clinic or in orthodontics. Must have degree in four-handed dentistry, enjoy working with children, with certification or registration a plus.

DENTAL SUPERVISOR
Needed to select, train, schedule & supervise the work of dental assistants assigned to pediatric clinic. Must be certified or registered, skilled in four-handed dentistry and have previous supervisory experience. Associate degree in related health field preferred Benefits package includes, paid Blue Cross, FREE TUITION,& work hours of 8:30to5pm. Mon thru Fri. Call Mrs Levering 927-1515
UNIVERSITY OF DETROIT
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

DENTAL HYGIENIST - Part time. Mon & Tues. afternoons. Pontiac area. 332-0741

DENTAL RECEPTIONIST - Exciting opportunity for a friendly, career motivated receptionist with experience. Modern, congenial Birmingham office. Outgoing personality & pleasant smile a must. Call 646-3515

DENTAL RECEPTIONIST
Excellent opportunity for ambitious Dental Receptionist for large group practice. Experience a must, computer experience helpful Salary open. Excellent benefits Southfield area
Call Sue at 355-9800

DENTAL RECEPTIONIST
Full time. Enthusiastic, mature, career oriented for new in-house Dentist. Dental office in Westland-Livonia area. Includes knowledge in appointment control, insurance, pegboard, collection. Considerations given to candidates having leadership ability. 425-5570

DENTAL RECEPTIONIST for Livonia Office. Full time.
477-5528 or 349-2299

DENTAL RECEPTIONIST
Full time. Experience necessary. Salary commensurate with ability
728-1100

DENTAL RECEPTIONIST, part time, experienced preferred, 20 hours per week. Rochester area. Call between 8am-5pm, Mon thru Thurs 651-6455

DENTAL TECHNICIAN for ceramic opaquing & some blue waxing Franklin Dental Lab 855-3523

DENTAL TECHNICIAN. Experienced crown & bridge waxer. Relaxed working atmosphere. 4½ day week. Excellent benefits. Salary to ability. Hunter Dental Ceramics Redford 538-1050

DENTAL ORTHODONTIC chairside Assistant Modern, progressive practice in Birmingham Clinical orthodontics experience required. 647-0696

DIETARY AID POSITION
Available for full and part time
Well train mature individual. Apply in person. Dorvin Convalescent Center, Livonia, one block so of 8 Mile on Middlebelt.

FAST PACED Livonia Dental office has immediate opening for a high caliber motivated individual to handle all patient pre-treatment consultation & computerize insurance administration. Individual will display a poised business manner & a positive ability to interact as a team member. Requirements include top notch communication & presentation skills, accuracy & a record of successful relevant experience. Generous salary, benefits & creative
FINE opportunity in Southfield dental office. Must be knowledgable in dental insurance processing and light bookkeeping. Full time. No evenings or Saturdays. Excellent fringes 352-8436

FULL TIME medical receptionist wanted for Rochester area General office duties and insurance billing Pay commensurate with experience Send resume to Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

HOME HEALTH AIDS wanted for home care to cover Whitmore Lake, Brighton, Plymouth & South Lyon areas For more information, please call 973-9100

Industrial Nurse
Suburban machine tool Manufacturer has an opening for a part-time Industrial Nurse Hours will vary. Must be an R.N and have had some Industrial or E. R. experience. Some clerical duties involved Apply at
De Vilbiss Manufacturing Co.,
Fair St., (14 Mile & Coolidge,
Royal Oak, or call 280-1100, Ext. 240

INSURANCE BILLER - Experienced in insurance billing, with bookkeeping background, for Livonia doctor's office. Call after 5 30pm. 455-0084

LAB TECHNICIAN, MLT Certified - for Royal Oak Physician's office 4 days a week, on Saturdays. HIA & Gemeni experience preferred References required. Ask for Lynn 399-2060

LPN - Afternoons & Midnights
Full & part time Good wages
Kensington Well Manor, 320 W. Main St., Northville

LPN
Full time AND part time afternoon positions available in this modern nursing home. Good starting salary. Hospital Insurance. Come in and see Mrs. Ferguson at Nightingale West, 8365 Newburgh Rd., Westland near Joy

An Equal Opportunity Employer

LPN'S OR RN'S - Full time and part time afternoon positions available for licensed nurses in geriatric facility. competitive wages, excellent working conditions. Farmington 477-7373

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

MATURE EXPERIENCED PERSON wanted for medical and third party billing in busy Dermatology medical practice in the Providence Hospital Medical Area. Southfield Ask for. Helga. 9am - 5pm. 569-4234

MEDICAL ASSISTANT - part time with experience in Livonia Area Dr's office. afternoon & eves 427-9222

MEDICAL ASSISTANT
Doctors office, part time, Northwest area Experience preferred Call after 10am. 538-7800

MEDICAL ASSISTANT. Experienced in Obstetrics and all office procedures including pediatrics system. Part time for Canton area 459-0550

MEDICAL ASSISTANT - Part-time for Podiatry Office. Evenings & Saturdays required. Receptionist. Excellent salaries
DAVIS-SMITH
Medical Dental Personnel Services
TEMPORARY DIVISION
557-7200

MEDICAL RECEPTIONIST
Clinic, part time mornings.
Experienced. Troy area.
649-4449

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST. Experienced only. Starting salary, $5 to $5.75. Good benefits. Canton area. Send resume to Box 148 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST for part time employment at cardiologist office. Bright hours. Westland/Wayne area. Call Celia, Monday thru Friday 9am-5pm 729-6700

MEMO
TO: POOL NURSES
FROM:
SUPERIOR CARE
RE: MERIT INCREASES, CASH BONUSES, BENEFITS, HIGHEST PAY RATES, and FLEXIBLE SCHEDULING
A respected national health care provider, new in the Detroit area, invites you to call or stop by our offices & discover what we have to offer.
16900 W. 8 Mile Rd, Suite 417
Southfield, Mi
559-9777

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16900 W. 8 Mile Rd, Suite 417
Southfield, Mi
559-9777

MIDNIGHT AIDES - full time. Apply in person only: Franklin Manor Convalescent Center, 26900 Franklin Rd., Southfield

NURSE AIDE & ORDERLIES
Full and part time. Training class beginning Sept. 15. Interviews given 8am to 3pm. Mon thru Fri. Farmington Nursing Home, 30406 Folsom 477-7400

NURSE AIDES - If you have home care experience, transportation, enjoy caring for the elderly & are able to work 2 a live-in or on an on-call basis we invite you to join our team
PRO CARE ONE, INC
The Health Care Professionals
Livonia 522-5753
Southfield q569-4400

NURSE AIDES/
MALE ATTENDANTS
2 years of current Hospital
or Nursing Home Experience
required.
Superior Care
559-9777

NURSE for Family Doctor Office. Bookkeeping. Southfield Part time. Hours must be flexible 559-7010

NURSES AIDES
Days, afternoons and midnights. Nurses Aides needed for a 144 bed nursing home in Novi. 24 hour child care available. Contact Carol Gowans, 477-2000.

OPHTHALMOLOGIST ASSISTANT
Pleasant personality, experience preferred. Troy - Farmington area
649-4084

ORAL SURGERY ASSISTANT. Part time Mon & Wed. evenings Experience preferred. Plymouth area 453-8260

PEDIATRIC MEDICAL ASSISTANT
Part time, day and evenings Farmington area. Contact Mrs. Ward
477-0857

PEDIATRIC MEDICAL ASSISTANT
Part time experienced, enjoy caring. Bloomfield area. Also need assistant in Farmington, will train. Contact Mrs Ward 477-0857

PHYSICAL
THERAPY AIDE
Experienced PHYSICAL THERAPY AIDE needed for hospital in Redford. Also will be responsible for daily billing and statistics. Full time position with weekend rotation Good benefits. Call Personnel Dept.
353-0250

RECEPTIONIST needed for dermatology office in Bloomfield Hills. Insurance experience necessary. Phone Diane
644-2626

REGISTERED PHYSICAL Therapist for department associated with orthopedic office. Hours open. Wayne, Michigan 326-2440

RESIDENT AIDE
For Home for the aged. 10 30 PM-6.30 AM. Farmington Hills Area. Call Week days between 10 AM-3 PM 851-6610

RN dedicated and enthusiastic to teach Lamaze classes, part time evenings or Saturday. Contact Livonia Westland area. Call LCEA of Livonia. 937-8192

RN
Escape from needless politics of the large health care facility environment. Join a staff where quality nursing skills & talents are the priority. Turn your frustrations into performance satisfaction that is vital to your professional existance. return to true patient - centered care.
Learn about our
• Revised Competitive Wage Scale
• Pension Plan
• Shift Differential
• Health Care Package
• Holidays & Sick Days
Livonia location convenient to I - 96, Jeffries Freeway
For information, please call Joyce Nursing, University Convalescent Home, 28350 Five Mile Rd. Livonia • 427-8270

RN
Full time day positions available in this modern nursing home. Good starting salary. Hospital insurance. Come and see Mrs. Ferguson at Nightengale West, 8365 Newburgh Rd., Westland near Joy

An Equal Opportunity Employer

RN-LPN
Seeking Charge Nurses to supervise patient care in geriatric facility. New wage scale. Midnight shift differential Please call Ms Heaton, 728-6100

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Large computer corporation is in need of secretary/receptionist for national office located in Town Center in Southfield. Will handle all incoming phone calls. Must have pleasant phone manner. Light secretarial/clerical duties involved. Typing minimum 60 wpm. Excellent salary and complete benefit package. Call or send resume to:
Amdahl Corporation
3000 Town Center, Suite 3000
Southfield, Michigan 48075-1362
(313) 358-4440
Attention: Miss Kathy Knight
We are an equal opportunity employer through affirmative action.
amdahl

502 Help Wanted Dental-Medical

Health Education Coordinator
The applicant selected will be required to have a B.S.N. degree with current State licensure. Minimum of 3 years experience in public health required, with experience in the development and instruction of health education programs preferred. Must possess public relations and communication skills.
Please apply Human Resources Dept.
botsford general hospital
an orthopedic institution — serving the community
28050 Grand River Ave. Farmington Hills, MI 48024
313-476-7600
equal opportunity employer m/f

502 Help Wanted Dental-Medical

RN or LPN
Full time for midnight shift.
Will train. Pleasant hours.
LPN to start - 7.125 per hour.
Full benefits. Apply at
Dorvin Convalescent Center, Livonia, one block so of 8 Mile, on Middlebelt.

RN or LPN
PART TIME, Midnights
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN PART time, oral surgery office, mornings only. Birmingham Troy area. Call 647-7336

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
Competitive wages and benefits Call for an appointment only. 397-0600

RN'S - LPN'S
For the best in supplemental nursing opportunities, wages & benefits join
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5753
SOUTHFIELD 569-4400

RN's & LPN's
Full and Part Time
All Shifts
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RNS & LPNS
Full or part time Afternoon & Midnight shifts. Apply 9 AM to 4 PM. Mon. thru Fri. The Arnold Home, 18320 W. 7 Mile, Detroit 531-4001, Ext. 38

RNS OR LPNS
Day, afternoon, and midnight nurses needed for progressive adjacent to Farmington Nursing Home, 30406 Folsom 477-7400

TECHNICIAN, MT(ASCP), experienced in Hematology, Blood Bank and Coagulation for large independent laboratory in Southfield area. Call between 8 30AM-4PM 353-7560

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

504 Help Wanted Office-Clerical

MANPOWER
TEMPORARY
SERVICES
RECRUITING
LIVONIA MALL
FRI. & SAT.
SEPT 11 - 12
For your convenience your Livonia MANPOWER office representatives will be available near the Sears Wing in the Livonia Mall, Fri. & Sat. from;
9 am - 12 noon
& 1 - 5 pm.
Come in & let's talk about the endless office opportunities available for you.
MANPOWER
TEMPORARY SERVICES

ACCOUNTING
CLERK
An expanding company involved in the exciting world of computers needs an experienced person to perform general accounting functions; post journal, reconcile accounts, and input information to computer. Salary $800 month, excellent benefits. Royal Oak area. Call S. Storey between 10AM-3PM, Mon. thru Fri., at 399-9800

Accounts Payable, Bookkeeper
for NW suburban builders office. Must be able to type accurate data in payroll & job costing. Pleasant working conditions, part time position Send resume to Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE
SECRETARY
TO $15,000
Professional office needs your excellent skills. Varied duties. Great benefits Fee paid
Snelling & Snelling
336-7400

ADMINISTRATIVE SECRETARY
Assistant to Director of Personnel forming a group of professionals. Shorthand for minutes of meeting and occasional dictation, arrange and attend seminars. Min 3 Yrs. Executive Secretary experience. Generous fringe package Company Paid Fee
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ASSISTANT to the President of a fast growing corporation. Must have substantial office experience including typing, dictation & shorthand, phone & communication skills. Also must appreciate the necessity of confidentiality. Send resume to 20700 Telegraph Rd. Suite 4330, Birmingham, Mich 48010. Attn - Personnel Dept.

ATTENTION
HIGH SCHOOL GRADS
FEE PAID
$160 WEEK-TO START
Friendly professional seeks Receptionist. Type 60 wpm. Profit-sharing, benefits and advancement. Deborah
SNELLING & SNELLING
478-3500

BOOKKEEPER
Full charge bookkeeper. Experience thru Trial Balance, peg board system. Salary, plus hospital and life insurance, paid Call Shirley.
353-1566
BOOKKEEPER
GENERAL OFFICE
Trough Trial Balance. Good typist. Take charge of one-person office. Management company in Southfield is seeking experienced, dedicated person. Excellent benefits. Apply: 8100 Freeland, Detroit. Between Schaefer & Greenfield, 10 AM to 3 PM weekdays.

504 Help Wanted Office-Clerical

ATTENTION:
Secretaries
Senior Typists
Statistical Typists
Word Processors
Your skills are needed for temporary assignment. Many areas available. If you have experience, please call for an appointment between the hours of 2:00-5:00pm except 12 noon to 1pm.
Somebody
Sometime
TEMPORARY HELP
17322 Farmington Road
(In Bloom Business Center Plaza)
525-5170
16415 W 8 Mile
272-8500
Barclay Bi-Lingual
Has Opened Its Doors
Assignments available soon for bi-lingual secretaries, translators & data processors with the following languages German, Spanish, French, Japanese and other European languages
649-6117
BARCLAY DIVERSIFIED SERVICES

BE AN
AMERICAN
TEMPORARY
Work For
TOP $$
In The Job
Of Your Choice
Recruiting For;
Secretaries
Typists
Stat Typists
Word Processors
For Personal Interview
Call Today
AMERICAN
PERSONNEL
355-5526

BEAUTIFUL AREA
$12,000
FEE PAID
Nationwide distributor seeks Secretary to run office in Bloomfield area. Shorthand and typing required. This position won't last! Responsible person call Stephanie
SNELLING & SNELLING
478-3500

BILLING CLERK
For advertising agency. Must be good typist, have billing experience. Southfield office. 557-1414

BILLING DEPT. - Typing, filing, some bookkeeping. No experience necessary. Type 50wpm. Full time position with benefits Hedford area Call Mrs Ryan 532-8700

BOOKKEEPER - EXPERIENCED
Southfield Building Materials Co. Hard working, knowledgable three trial balance) bookkeeper, salaried position. $12,000-$14,000, with excellent fringe benefits. Send resume to Box 906 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

EXPERIENCED OFFICE CLERK
Filing, typing & General Keeping Duties. Utility function in more than 1 area of office. Come in or call, 21461 Industrial Park Dr., Farmington Hills. 474-8200

An Equal Opportunity Employer

FILE CLERKS
Needed immediately for large company located in Southfield. call for appt. Ask for Pam 557-1430

FORMER SECRETARY with top skills needed 4 days a week in Birmingham office. Reply to Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

FORTUNE 500 company located in the Troy area is in need of a part time stenographer (3 days, 21 hours per week) at $5.25 per hour. Please send resume to Box 110, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME RECEPTIONIST
63 WPM. Office skills required.
Call Mua Francis Southfield
569-1144

GENERAL OFFICE - And Clerical Duties. Call Mr. Moline at 649-3200

ONE CALL DOES IT ALL!
Share your knowledge and skills at Southeast Detroit's finest market.
The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

OPTOMETRIC office requesting Mon. 9AM-5:30PM, Tues., Thurs., Fri., 3-8PM, Sat., 9AM-3PM. General office Farmington area. 476-0885

PART TIME parts inventory control clerk for distributor of construction machinery Northwest Romulus area. Potential to grow into full time position. Send resume to Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Position opening this Fall for an experienced secretary/receptionist growing Royal Oak non-profit organization Excellent typing and filing skills. Please send resume to Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

PART TIME
Receptionist/Secretary
Needed for Farmington Hills Real Estate Office. Approximately 17 hours per week. Saturdays included. Nice personality, typing and pleasant phone manner a must.
Chamberlain
6 2 6 - 9 1 0 0

PAYROLL CLERK
BIRMINGHAM
Unsurpassed payroll experience. Union benefits. Federal and State taxes. 55 typing. NCR or similar. $200 per week min., plus overtime. Fully paid benefits. Fee Paid.

SECRETARY
FOR PLANNING GROUP
MANUFACTURING
NON-SMOKER Good typing, dictating equipment experience. Mature with good background. $12,000 range, fully paid benefits including dental, optical and tuition refund. Fee Paid.

ACCOUNTS RECEIVABLE
CREDIT & COLLECTION
Experienced only. Southfield area. 50 WPM typing, data processing, ledger, posting, phones, posting. $12,000-$13,000. Good benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

SECRETARY
TO $13,000
FEE PAID
Super prestigious international firm needs you! Excellent benefits and location.
Snelling & Snelling
336-7400

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
Mature preferred. Part time. Northwestern - 14 Mile area. Flexible hours desirable. 626-1117

BOOKKEEPER with at least 3 years experience or degree in accounting capable of completing trial balance and must be willing to learn computer accounting. Opportunity to grow for mature person. Salary commensurate with ability. Located in Ferndale. Send resume to box 918 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - With some typing and adding machine experience. Send resume to Mr Weir, 30439 Plymouth Road, Livonia, Mi. 41850

BOOKKEEPING, TAXES, payroll, your office or my home. 10 years experience. Reasonable rates. Birmingham Accounting Service. 644-4507

CLERICAL HELP
Clerical help wanted for Livonia warehouse distribution center. Responsibilities include keypunch entry, telephone, shipping, etc. Afternoon shift. Apply in person

FRETTER APPLIANCE
35961 Schoolcraft, Livonia
Apply 9AM-4PM Contact Ulrich Herter

CLERICAL, permanent part time for Ann Arbor Rd & 275 and M-14 & Sheldon Rd, Plymouth. Flexible hours, no Saturdays, must like filing. Send age, phone number & qualifications to T. Francis, P O Box 36355, Grosse Pointe, MI. 48236.

CLERICAL POSITION - full time days, in pleasant Plymouth area office. Neat bookeeping & ability to operate adding machine a must. Minimum 40 WPM start, raise & full benefits after 30 days. Send letter or resume Box 128, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Small Construction Co. located in Novi is looking for a responsible person for clerical work. Hours 8 PM, call 348-2820

CLERK-TYPIST for permanent position with Southfield firm. Must have aptitude for figures. Send resume to box 120, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Must have experience. Good typist. Good phone voice. Good with figures. Excellent benefits. Salary $800 month. Royal Oak area. Call S. Storey between 10AM-3PM, Mon. thru Fri. at 399-9800

DEPENDABLE PERSON needed for 1 person office. Typing, filing, general office duties, experience preferred Hours 9AM-5PM. Bloomfield Hills location. Call 644-1208

EASTERN ORION
SINGING TELEGRAM CO
NEEDS
SINGING
RECEPTIONIST
must have pleasant telephone manner. The hours are Monday through Friday 4pm-8pm. Saturdays 10am-6pm. Afternoons Sundays
552-8897 552-8898

EXCELLENT OFFICE POSITION
General accounting bookkeeping/data processing experience. Professional seeker in Southfield area. Excellent opening for person to manage & accomplish all financial matters, payroll, etc. Ent billing, general ledger. Applicant must be neat, well organized & have high quality standards Send resume to Hyson & Associates Inc. 21233 Haggerty Rd. Novi, Mich 48050

EXECUTIVE SECRETARIES
TYPISTS
KEY PUNCHERS
BI-LINGUAL SECRETARIES
Troy - Farmington area firm is recruiting for assignments available this fall. Call DENNIS GIRIZZI 649-6117
Barclay Diversified Services
We Guarantee NO FEE

EXECUTIVE SECRETARY position for person with excellent typing, clerical & communication skills. Shorthand a plus. Must be self-starter & capable of exercising sound judgment when performing job responsibilities. Farmington Hills. Call Joyce 851-0260

EXECUTIVE SECRETARY
Challenging position available for sharp individual with good organizational capabilities. Southfield area Full benefit package. Call
352-3090

EXECUTIVE SECRETARY - 50 hours per week, for manufacturing company located in Northville Excellent typing skills essential Individual sought will have secretarial experience & be well organized. Employer will consider job sharing & flex time Send resume, with salary requirements, to Box 143, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Exec. Secretary
AHA Services, Inc., the leading Service Management Company is seeking an experienced Executive Secretary/Office Assistant to handle full Senior Secretarial responsibilities for Vice President and staff
The successful candidate should possess strong typing, shorthand and organizational skills. Excellent growth potential, attractive starting salary and a complete benefit package is available in Southfield/ Birmingham office
For consideration, please call 641-7300 between 9 AM and 5 PM
EEOE-Affirmative Action Employer

EXPERIENCED
Accounts Payable Bookkeeper with Pegboard experience Contact Denise. 655-6162

EXPERIENCED LEGAL Secretary for busy, pleasant, four (4) Lawyer - General Practice firm in Birmingham area. (Bingham & Maple) Some light bookkeeping (peg board systems) & checkbook balancing also required Call - Mary Ann. 645-9900

PART TIME BOOKKEEPER for the Jewish Federation Apartments. Authority, if interested contact the B.A.R.A. office at 851-6210 ext. 268

PBX OPERATOR
CASHIER
LEGAL OFFICE Has a position for mature individual who has a good phone voice, enjoys meeting & talking with the public, and is reliable. Some light typing is required but a good math aptitude is more important. Would prefer experience but WILL TRAIN on PBX. Good salary and excellent benefits. To request an application please call 352-7900
MICHIGAN MUTUAL
INSURANCE CO.
525-1600
Affirmative Action Employer

PERMANENT Part Time Office Help Typing, filing, and some driving. No nights or weekends. 25-30 hours, $4 per hr, plus mileage. 399-9495

PERSONNEL
CONSULTANT
Troy branch of major employment agency specializing in office clerical placement, needs a mature self motivated person for a challenging public contact job. Sales or agency experience helpful, office background necessary Beautiful environment, excellent commission plus pleasant working conditions. For information call MS Price
PERMANENT STAFF
TROY 362-4004

PERSON wanted with secretarial skills & ability to conduct business on phone. Job will entail managing paper work for dental laboratory. 4½ day week. Excellent benefits. Hunter Dental Ceramics Redford 538-1050

PILOT
Take charge of report deadlines while interfacing clients and staff. Personability, people flair and typing skills count toward $13,000 to $16,000
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

POSITION as office administrator's assistant Typing essential, bookkeeping - some accounts payable, general office. Shorthand helpful, but not required. Must be an organizer. Call Ray Pawlowski for appointment. 552-9200

504 Help Wanted Office-Clerical

GENERAL OFFICE
Career opportunity, full time position now available in expanding Southfield corporation. Good salary & benefit package, convenient office location Experience desired, training available Ask for Mrs. Benefield at 642-6200

GENERAL OFFICE
Excellent opportunity for person with pleasant personality and able to type 45 WPM. Must be able to accept responsibility.
ADVANCE WATCH
1230 Beech Daly, Redford

GENERAL OFFICE
CLERICAL
We are offering a growth opportunity for individuals to work in our receiving division and become involved in customer contact, typing and other office duties To qualify for these openings you must have accurate typing ability of 40 plus wpm, good figure aptitude and good communication skills Ability to work under pressure a must Our other operation offers a complete benefit package For consideration, please apply in person during the following hours

THURSDAY ONLY 9-11 AM or 1-3PM

MANUFACTURERS HANOVER MORTGAGE CORPORATION
27355 Farmington Rd
Farmington Hills, MI 48018
Equal Opportunity Affirmative Action Employer M/F

GIRL FRIDAY for Southfield law firm with a large client base. Must work with a variety of duties. Must have office experience or 2 years college. 352-1000

"GIRL FRIDAY"
Small office needs mature person with 4 years office and bookkeeping experience. Located in Dearborn Heights, Joy Rd and Telegraph area. Call between 10AM-3PM. 562-5521

Insurance Agency requires personal lines employee. Experience required Benefits skills desirable. Call Farmington location. 478-0810

LEGAL SECRETARY for Southfield Texas Center. Experienced Litigation Secretary 352-5060

LEGAL SECRETARY - experienced real estate preferred but will train Southfield area 353-1611

LEGAL SECRETARY wanted for Bloomfield Hills firm Call Sue Sealey 334-6562

LEGAL SECRETARY - Troy area. Experience preferred Mr Price 649-6170

LEGAL SECRETARY
Lathrup Village Office
NEEDS
SINGING
RECEPTIONIST
must have pleasant telephone manner. The hours are Monday through Friday 4pm-8pm. Saturdays 10am-6pm. Afternoons Sundays
552-8897 552-8898

LEGAL SECRETARY - experienced Busy Southfield law office. Benefits Salary commensurate with experience Call Miss Dunn 353-1550

LEGAL SECRETARY - Litigation experience necessary. Town Center, Southfield. Shorthand, dictaphone, no shorthand, excellent benefit. Call 352-1323

LEGAL SECRETARY
Southfield Town Center Experience necessary. Fringes. Immediate
354-2500

LEGAL SECRETARY - Part or full time for Bloomfield Hills firm specializing in corporate & tax matters Unlimited career opportunities including paralegal work. 5 years legal experience, word processing experience desired Excellent benefits Call
352-8980

LEGAL SECRETARY
If you are a mature person considering returning to the job market & have had experience as a legal secretary, or if you are seeking a challenging change of pace this may be the job for you We have full Call DENNIS GIRIZZI 649-6117
Barclay Diversified Services
We