502 Help Wanted Dental-Medical

MEDICAL OFFICE ASSIST.

Experienced in medical insurance billing, EKGS, vital signs, dealing with patients and must have typing skills. Immediate openings, call now.

ADANAC TEMPORARY SERVICES
TROY 649-1105

MEDICAL RECEPTIONIST with required experience in use of peg-board, insurance, typing, telephone, receptionist, bookkeeping and filing. In addition Professional Salary commensurate and compensation requirements to Dr. E. Mendelsohn, 6401 N. Telegraph, Bldg. G, Birmingham, Mi. 48010. 540-1242

MEDICAL Receptionist-Assistant Typing. Single position office in Warren. 754-2611

MEDICAL SECRETARY Receptionist. Must have experience. Typing. Excellent benefits. Salary commensurate with experience. Send resume & salary history to: P. O. Box 213, Westland, Mi 48185.

NURSE AIDES
Private duty, Livonia area.
Weekends
2 years of nursing experience
835-9542

NURSE or MEDICAL ASSISTANT for home cardiology. Good Venapuncture skills required. Full or part-time. 569-2762

NURSES
FULL & PART-TIME
DAYS & AFTERNOON POSITIONS
PART TIME MIDNIGHTS
Patient responsibility 30-37
NEW WAGE SCALE
Franklin Manor
Convalescent Center
26500 Franklin Rd., Southfield
352-7390

OPHTHALMIC MEDICAL ASSISTANT. Front desk work, optic dispensing. Farmington Hills area. 476-0571

PART TIME
MEDICAL
ASSISTANT-RECEPTIONIST
For nice office in Livonia/Farmington area. Hours: 10 AM. - 2 PM., Mon. - Thurs. Experience necessary. VP's, micro unions, knowledge of sedimentation rates. Salary open.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

PEDIATRIC OFFICE needs mature responsible individual for Nursing Relief. Southfield Area. 358-0420

PHYSICAL THERAPIST
Full time, days.
Two immediate openings. Contact Personnel director:
BEYER MEMORIAL HOSPITAL
135 S. Prospect St.
Ypsilanti, Mi. 48197
(313) 484-2200
Equal Opportunity Employer

RECEPTIONIST, experienced, full time, medical/dental office in Birmingham. Call Helen 647-3400

REGISTERED NURSES
LABOR & DELIVERY
Permanent full time position, midnight shift.
CCU
Permanent full and part time positions, midnight and afternoon shifts
SEAWAY HOSPITAL
5450 Fort St.
Trenton, Mi 48183
(313) 676-7000
Equal Opportunity Employer

REGISTERED OCCUPATIONAL THERAPIST - full time for skilled nursing home, responsibilities to include diversional activities. Hendry Convalescent Center. 105 Hagstrom, Plymouth. 455-0510

REGISTERED Physical Therapist for busy out patient clinic, specializing in orthopedics & sports medicine. Please send resume & requested salary to box #124 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN ASS'T DIRECTOR OF NURSING
Challenging Nursing position. Salary $17,500 to $19,500. Full benefits.
Dorvin Convalescent Center,
Livonia, 3 blocks S.O. of 8 Mile on Middlebelt - 476-0550

RN - for Internal Medicine practice in downtown Detroit. Mon. Thurs. Fri. 11-5:30. Experienced individual with bookkeeping skills preferred. Please forward resume to Helene Reilly, Administrator, 800 Woodward, Suite 1118, Detroit, Mi. 48201

RN - Full or part time, night shift. Apply. The Arnold Home, 18520 W. 7 Mile, Mon. thru Fri. 9am to 4 pm. 531-4091, Ext. 38

RN LPN
Skilled Nursing facility has openings for the midnight shift, 11pm - 7:30am. Vesty Convalescent Center
3999 Vesty, Wayne 326-6600

RN or LPN, full time for day and afternoon shift. Small nursing facility. Please apply in person at Bedford Villa. 16240 W. 12 Mile, Southfield

RN OR LPN
Part time MIDNIGHTS and full time afternoons in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Maplewood, 8365 Newburgh Rd., Westland near Joy
An Equal Opportunity Employer

RN'S AND LPN'S
PART-TIME
16 to 24 hrs./week,
Afternoons, 3 PM to 11 PM
JEWISH HOME FOR AGED
BNAI NOSAR
19190 W 7 Mile Rd., Detroit
Call Betty Kennedy, RN
532-7112

RNs
LPNs
Apply in person
MEDICO'S RECOVERY CARE CENTER
22355 W. 6 Mile Rd.
3 blks W. of Lahser

RN'S - LPN'S
JOIN
"THE PROFESSIONALS"
RN'S TO $31 PER HOUR
LPN'S TO $15.75 PER HOUR
BENEFITS - BONUSES
SPECIAL RN ASSIGNMENTS
357-3650
Professional Medical Personnel

RNs or LPNs
Immediate openings for caring, innovative individuals at progressive nursing center in Westland.
Flexible Scheduling
Comparable Benefits
Clean, Pleasant Surroundings.
Don't say no! Come tour our facilities and talk with our residents and staff. We want your skills and services.
K. Patterson, Director of Nursing

261-9500

502 Help Wanted Dental-Medical

RN's
Permanent, full and part time, afternoons and midnights.
Cardiopulmonary THERAPIST
Permanent full time, days.
Cardiopulmonary THERAPIST or TECH 1
Permanent full time, afternoons (3).
Cardiopulmonary THERAPIST or TECH 1
Permanent part time, afternoons.
OUTER DRIVE HOSPITAL
26400 Outer Drive
Lincoln Park, MI 48146
Equal Opportunity Employer.

R.N. - AFTERNOONS
Good salary & benefits. Livonia Nursing Center. Ask for Director of Nursing, between 8AM-4PM 522-8970

R.N.'s
$100+ PER SHIFT!
ICU - ONCOLOGY
MED-SURG
ALL SHIFTS!
TEMPORARY
HEALTH CARE SERVICES
835-5400

SECRETARY for doctors office, experience preferred. Typing 50-75 dictaphone. Salary $12,000 with benefits. References. Birmingham area. Call Debbie 644-0448

SURGICAL ASSISTANT
Full time for oral surgeon's office in Birmingham area. Call Debbie 644-0448
Ext. 455-0710

X-RAY TECHNICIAN
Registered part time mornings, for radiology clinic. Redford area. 937-8155

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - CPA firm. 3 years bookkeeping and tax return experience. Good detail and figure aptitude. Area 12 Mile and Telegraph. 9 to 6 Mon. thru. Fri. Call Evelyn 645-3011

ACCOUNTING CLERK - experienced in Accounts Receivable/Payable. Computer Input, typing, etc. Troy area. 588-6504

ACCOUNTS PAYABLE SUPERVISOR

Our Detroit Hospital is seeking an individual to be responsible for the operation of its Accounts Payable Section as a Leave-of-Absence Replacement for 3 months beginning in Sept. Must have 2 or more years mechanized Accounts Payable experience as well as Supervisory experience. A High degree of typing & calculator skills are a Must. Salary commensurate with previous work experience & educational background. Send detailed resume & salary history, in confidence, to: Box 896, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCURATE TYPIST to do Blue Shield forms in your home. IBM provided. Do not respond unless you are well experienced in Blue Shield processing. Dear Beaumont. Send resume to box 124 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Aggressive Individuals
needed for
TELEPHONE SALES
All Shifts Plus Weekends
Birmingham Area
Telephone or Door to Door Sales experience required, CRT will be taught, must be 18 and have own transportation.
G. M. S.
GENERAL MANAGEMENT SERVICE
The New Approach To Temporary Help
29566 W. Six Mile, Livonia
For Appointment Call
427-7660

ANSWER PHONES (6 lines). Typing. Filing. Experience & references required. 4 hr. per hour. Steel Company, Plymouth. Call 478-7000

Are You An Experienced
SECRETARY
SR. TYPIST
WORD PROCESSOR
We have long & short term assignments close to your home. Call now.
SOUTHFIELD 569-7500
LIVONIA 535-8530
DEARBORN 565-8060

WITT SERVICES
The Temporary Help People

BOOKKEEPER, experienced, full time, Metro Airport area. Must be capable of completing general ledger. Submit resume including salary history to Box 114, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part time for small law firm in West Bloomfield. Flexible hours. Please call for an appointment. 855-6636

CAREER OPPORTUNITY:
Ground Floor, training in our Detroit Office & Plant. General office, clerical, sales order desk. High School Graduate, Mechanical Drawing & typing required. Send resume & written replies to Box 116, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CATALOGUE CLERK to maintain & update files, learn computer applications for inventory & price changes, must have good math aptitude & be a self starter, some typing required. Company relocating to Livonia by year end. Send resume in strictest confidence to: Mr. M. Ames, 18719 Galaxie Ave, Ferndale, MI 48220.
An Equal Opportunity Employer

CLAIMS EXAMINER
Southfield - Dynamic Credit Life Insurer has immediate opening for examiner with 2 plus years experience in credit life and disability. Flexible hours a must. Send resume and salary history to P. O. Box 200, Southfield, MI 48037.

CLERK TYPIST -
Permanent Part-time, four (4) hours daily. Experienced only - need apply. 65+ WPM with high clerical duties, shorthand/dictaphone desirable. Go with a rapidly growing Telecommunications Co. in Birmingham (12½ & Tel). Call Ms. Carlin, 647-7114

CLERK TYPIST
We are looking for a well organized individual with good typing skills. Should be a self-starter. Able to accept & undertake responsibilities. Call Sheri. 557-5833

CLERK TYPIST
$12,000
Communications office in suburban area. Qualified candidate will possess strong typing and accuracy abilities. Pleasant work environment. Full benefits with bonus. Fee paid.
SHARROW & ASSOCIATES
27828 Ford Rd., Garden City 48135

504 Help Wanted Office-Clerical

COMMERCIAL INSURANCE Person - experienced; to assist Accounts Executive with servicing existing accounts & marketing of renewal accounts. Thorough understanding of Commercial Insurance, some rating & claims.
Contact Mrs. Baker, 261-0970

COMMUNICATIONS SECRETARY
Exciting opportunity in plush office environment for person with excellent typing & dictaphone. This variety position requires good phone manner & ability to meet deadlines. Company offers good starting salary & full fringe benefits. Call today for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

DON'T BE DISCOURAGED
Work for a leader in its field! We are accepting applications for executive secretaries & typists (70-80 WPM), Word processing experience helpful. Call:
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5555
TAYLOR 283-1850

DYNAMIC - N. Oakland company needs secretaries for busy dept. heads. Good clerical skills & flexible personality are a must. Excellent growth potential. $12,500, Fee paid
ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600

ENJOY
This front desk spot involving prime public/PBX skills. Secretarial experience is a must for this FEE PAID job.
562-8900 649-4144
HARRIET SORGE PERSONNEL

ENTUSIASTIC, sharp young person needed for light bookkeeping, typing & general office work for very progressive retail & wholesale business in Royal Oak. Experience in sales, bookkeeping & pleasant phone voice necessary. Call between 10am-6pm, Mon-Fri, ask for Mary. 548-2980

EXECUTIVE SECRETARY
ADMINISTRATIVE ASSISTANT
3-5 Years Progressive Experience.
Communication-Sales Department experience preferred. DEZIRE PREFERRED. Typing 70 WPM, shorthand 65-100 WPM. Salary $18,800 to start. Fully paid benefits. TROY LOCATION. FEE PAID.
BETTY HAMIL PERSONNEL
Southfield Rd., Lathrup Village
424-8470
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Progressive Southfield financial institution is seeking dependable individual capable of handling executive responsibilities. Previous bank experience helpful. Typing 60-80 wpm, shorthand skills preferred. Good benefits. Salary commensurate with experience.
MICHIGAN NATIONAL BANK
OAKLAND
552-7562
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Advertising agency in Birmingham needs Executive Secretary for Vice President and Account Service. Agency experience required. Excellent typing skills a plus. Shorthand not required, but helpful. Excellent working conditions and location. Call Mrs. Evans for appointment. 646-9209

EXECUTIVE SECRETARY
ADMINISTRATIVE ASSISTANT
TROY
Degree plus 3 to 5 Yrs. management experience, 70 WPM, 85 to 100 shorthand, $18,000 to $20,000 Fee Paid
An Equal Opportunity Employer
BETTY HAMIL PERSONNEL
Southfield Rd., Lathrup Village
424-8470

EXPERIENCED BOOKKEEPING Person needed for accounts receivable. Must have some clerical background (typing, filing, telephone). Flexible hours. Farmington area. 476-3649

EXPERIENCED
IBM
DISPLAYWRITER
Call For Appt.
MANPOWER
Temporary Services
PONTIAC 666-2200
ROCHESTER 651-5513

EXPERIENCED - IBM display writer needed, long term assignment. No fee.

LEGAL - background in corporate law needed for part time position downtown. Word processing a must. No fee.

SECRETARIAL - position available for experienced individual with shorthand & word processing. Call now for appt.

UNIFORCE
TEMPORARY SERVICES
1000 S. Woodward Birmingham
646-7660

EXPERIENCED PERSON to do medical billing - 5 man Dermatology group. Knowledge of typing & have knowledge of computer billing. Located in Provenance Hospital Medical area. Call Helga Ramm - 5pm, weekdays 569-4234

FULL TIME RECEPTIONIST needed for Oral Surgery office. Farmington Hills. Experienced preferred, but not necessary. 553-3260

GENERAL OFFICE. Rochester, looking self starter with pleasant phone voice, good typing & shorthand. For interview call 652-8011

GENERAL OFFICE
Position Available. Duties include: Typing, Filing & Answering Phones. 1 yr. office experience & good typing ability required. Canton location. Call 482-8383

GENERAL OFFICE HELP
needed for private Club. Full time in Birmingham. Flexible hours. Paid vacations & Banquets, etc. Light typing, easy to person, Danish Club of Detroit, 22711 Grand River, between Telegraph - Lahser.

GENERAL OFFICE
Entry level position. Good math aptitude. Typing required. Full benefits. Southfield area. 557-2309

GENERAL OFFICE
Experienced Accounts payable, receivable, invoicing, etc. Plymouth - Evergreen Area. Call between 10 AM-3 PM. 453-1450

GENERAL OFFICE - clerk/typist, dependable individual required for general office; light bookkeeping, typing position. Pleasant phone personality. Recreational experience helpful. Will train entry level position. Excellent benefit program & working conditions. Send resume or call for appointment. PO Box 412, Farmington Hills, MI 48024

GENERAL OFFICE
Company in Southfield is looking for General office person, duties include: Excellent typing, bookkeeping, collection, answering phones, etc. Must be well groomed & have own transportation. Reliable person needed for IM-MEDIATE EMPLOYMENT. $180. per week. Call Mon. between 9 AM-4 PM.
354-5333 ext. 261.

GENERAL OFFICE
At least 3 years experience in all office procedures. Phone, typing, posting, payroll & filing. High responsibility & advancement to performance oriented person. New facility of 25 year old automotive prototype.
SYNTHETEX INC.
15860 WARHMAN ROMULUS

LEGAL SECRETARY for busy Southfield law firm. Workers compensation experience necessary, benefits available. Contact Ms Dunn. 355-3500

504 Help Wanted Office-Clerical

GENERAL OFFICE
At least 3 years experience in all office Procedures. Phone, typing, posting, Payroll & filing. High responsibility & advancement to performance-oriented person. New facilities of 25 year old Automotive Prototype.
SYNTHETEX, INC.
15860 Wahrman Romulus

LEGAL SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send one resume.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD LEGAL PERSONNEL
1750 Mapleleaves, Troy, Mi 48083
649-2415 649-0788
Eves & Weekends, 851-2062

LEGAL SECRETARY with experience operating IBM Displaywriter, excellent salary/benefits. Birmingham 540-8282

LEGAL SECRETARY for Birmingham Law firm. Minimum one year experience preferred. Must have excellent typing skills. Contact Sue at 642-5074

LEGAL SECRETARY. Experienced only. Must know Mag Card. Southfield Town Center. General litigation and corporate. Call Cathy: 353-1611

LEGAL SECRETARY with previous office experience desired for established Bingham Farms law firm. Excellent typing skills required. 644-4135

LEGAL SECRETARY
Farmington Hills area, experienced, good typing & dictation skills necessary. 851-7656

LEGAL SECRETARY - For downtown Detroit, suburban Livonia firm. Excellent typing required, no shorthand. Minimum 5 Yrs. negotiations experience. Pleasant, private office across from Renaissance. Salary based on experience. Alice Hansen, 962-0580

LEGAL SECRETARIES
PERMANENT
TEMPORARY
Tremendous demand throughout the Tri-county area for Legal Secretaries seeking full time permanent positions or temporary assignments. Permanent positions are offering starting salaries between $18,000-$18,000. Temporary assignments offer a variable rate per day depending on experience. A number of exceptionally attractive positions are available to those with mag card or word processing experience. Telephone this week for details on these opportunities.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
Southfield, MICH. 48075
Southfield 358-0060
Dearborn 323-3140
Renaissance Center 567-0141
Troy 649-2042

LIVONIA FIRM
looking for an experienced Bookkeeper with typing skills. Call Mrs. Duncan, 937-0600

MAJOR MOVING & STORAGE company seeks experienced sales secretary. Excellent compensation & benefits. 399-9533

NEEDED IMMEDIATELY
Experienced Word Processor with Legal experience. Long term assignment. Call Now: 354-0355. Sloane Temporary Services, Work Processing Division.

No Fee
Top Pay
FOR
WORD PROCESSORS
IBM 5520 SYSTEM 6
LANIER 2 & 4
ZEROX 850-860
SENIOR TYPISTS
Holiday Pay & Raises
Call for appointment:
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

OFFICE CLERICAL - Part time. Individual to perform light bookkeeping duties at a Senior Citizens apartment complex in Southfield. Experience in subsidized housing a plus. Calculator and good computation skills necessary. Reply to: Box 934, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE HELP - MEDICAL OFFICE needs experienced person part time. Typing, light Bookkeeping, insurance forms. Berkley area. 626-8749

OFFICE WORK - NOVI
Typing, light bookkeeping, part time schedule to begin with, could lead to full time work. References required. Call for appointment. 349-9077

ONE CALL DOES IT ALL!
Place your classified want ad in Suburban Newspapers of Greater Detroit. The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

PART TIME, typing and accounting skills a must, flexible hours, non-smoker, close to Northville. Call 348-3200

PAYROLL SPECIALIST
$14,000
SOUTHFIELD firm needs your good typing, accounts payable & experience preferred. Salary commensurate. Call SPOT has good benefits, raises & wants to hire this week.
PERMANENT STAFF
SOUTHFIELD

PRIVATE, fast growing educational institution is seeking someone for an entry level position in our Admissions department. You can type and has the ability to work with Federal agency and forms. Send resume: Box 115, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROOF READER/Word Processor. Must have strong grammar & spelling skills. Light typing. Will train IBM typing person as word processor. Pay commensurate experience helpful. Will train entry level position. Excellent benefit program & working conditions. Send resume or call for appointment: PO Box 412, Farmington Hills, MI 48024

GENERAL OFFICE
Company in Southfield is looking for General office person, duties include: Excellent typing, bookkeeping, collection, answering phones, etc. Must be well groomed & have own transportation. Reliable person needed for IMMEDIATE EMPLOYMENT. $180. per week. Call Mon. between 9 AM-4 PM.
354-5333 ext. 261.

GENERAL OFFICE
At least 3 years experience in all office procedures. Phone, typing, posting, payroll & filing. High responsibility & advancement to performance oriented person. New facility of 25 year old automotive prototype.
SYNTHETEX INC.
15860 WAHRMAN ROMULUS

LEGAL SECRETARY for busy Southfield law firm. Workers compensation experience necessary, benefits available. Contact Ms Dunn. 355-3500

504 Help Wanted Office-Clerical

RECEPTIONIST position available, full time, for mature, dependable person to answer extremely busy phones. Must have light typing & filing skills. Apply in person. Progressive Business Machines, 20591 Schoolcraft, Livonia

RECEPTIONIST
wanted with light typing & good math skills. 7 mile & Southfield area. Must have pleasant artistic phone manner. Dependable & able to work without supervision. Mon thru Fri. 2:30-10pm, Sun 8am-5pm. Call Mrs Smith. 10am-noon. 538-3900

RECEPTIONIST
Wanted with light typing & good math skills. 7 Mile & Southfield area. Must have pleasant, artistic phone manner and be mature, dependable & able to work without supervision. Mon. thru Fri. 3:30PM-10PM. Sun. 9AM-5PM. Send brief hand-written resume to P.O. Box 275, Detroit, MI. 48235

RECEPTIONIST - accurate typing, experienced Data entry, Troy firm, benefits. $750, fee paid

ACCOUNTS - payable clerk, Troy, experienced. Data entry, some typing. Analyze vendor statements, benefits, $10,000, fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

RESPONSIBLE person for general office work, in small Southfield office. Send resume to Mrs. J. Motschall, 21 Kerby, Grosse Pt. Farms, Mi. 48236

RECEPTIONIST - Insurance agency needs receptionist, must be accurate with numbers, commercial insurance experience helpful. 557-0100

SALES SECRETARY for moving company. Must be able to handle national accounts on telephone, do typing and filing. Reply to Box 110, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
$9,880
Variety spot for out-going candidate, good typing & dictation skills necessary, excellent benefits, and advancement opportunities. Must be creative and be able to handle key accounts. Call our Clerical Department.
SNELLING & SNELLING
Troy, 649-5900

SECRETARY
Bloomfield Hills CPA firm seeks an organized, self-motivated individual with excellent statistical typing skills. Minimum two years experience. Salary commensurate with experience. Send resume stating salary requirements to Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
BUILDING DEPARTMENT
Regular full-time position to building official in Building Department. Permanent positions are offering starting salaries between $18,000-$18,000. Temporary assignments offer a variable rate per day depending on experience. A number of exceptionally attractive positions are available to those with mag card or word processing experience. Telephone this week for details on these opportunities.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
Southfield, MICH. 48075
Southfield 358-0060
Dearborn 323-3140
Renaissance Center 567-0141
Troy 649-2042

LIVONIA FIRM
looking for an experienced Bookkeeper with typing skills. Call Mrs. Duncan, 937-0600

MAJOR MOVING & STORAGE company seeks experienced sales secretary. Excellent compensation & benefits. 399-9533

NEEDED IMMEDIATELY
Experienced Word Processor with Legal experience. Long term assignment. Call Now: 354-0355. Sloane Temporary Services, Work Processing Division.

No Fee
Top Pay
FOR
WORD PROCESSORS
IBM 5520 SYSTEM 6
LANIER 2 & 4
ZEROX 850-860
SENIOR TYPISTS
Holiday Pay & Raises
Call for appointment:
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

OFFICE CLERICAL - Part time. Individual to perform light bookkeeping duties at a Senior Citizens apartment complex in Southfield. Experience in subsidized housing a plus. Calculator and good computation skills necessary. Reply to: Box 934, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE HELP - MEDICAL OFFICE needs experienced person part time. Typing, light Bookkeeping, insurance forms. Berkley area. 626-8749

OFFICE WORK - NOVI
Typing, light bookkeeping, part time schedule to begin with, could lead to full time work. References required. Call for appointment. 349-9077

ONE CALL DOES IT ALL!
Place your classified want ad in Suburban Newspapers of Greater Detroit. The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

PART TIME, typing and accounting skills a must, flexible hours, non-smoker, close to Northville. Call 348-3200

PAYROLL SPECIALIST
$14,000
SOUTHFIELD firm needs your good typing, accounts payable & experience preferred. Salary commensurate. Call SPOT has good benefits, raises & wants to hire this week.
PERMANENT STAFF
SOUTHFIELD

PRIVATE, fast growing educational institution is seeking someone for an entry level position in our Admissions department. You can type and has the ability to work with Federal agency and forms. Send resume: Box 115, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROOF READER/Word Processor. Must have strong grammar & spelling skills. Light typing. Will train IBM typing person as word processor. Pay commensurate experience helpful. Will train entry level position. Excellent benefit program & working conditions. Send resume or call for appointment: PO Box 412, Farmington Hills, MI 48024

GENERAL OFFICE
Company in Southfield is looking for General office person, duties include: Excellent typing, bookkeeping, collection, answering phones, etc. Must be well groomed & have own transportation. Reliable person needed for IMMEDIATE EMPLOYMENT. $180. per week. Call Mon. between 9 AM-4 PM.
354-5333 ext. 261.

GENERAL OFFICE
At least 3 years experience in all office procedures. Phone, typing, posting, payroll & filing. High responsibility & advancement to performance oriented person. New facility of 25 year old automotive prototype.
SYNTHETEX INC.
15860 WAHRMAN ROMULUS

LEGAL SECRETARY for busy Southfield law firm. Workers compensation experience necessary, benefits available. Contact Ms Dunn. 355-3500

504 Help Wanted Office-Clerical

TYPISTS
Secretaries
General & Legal
WORD PROCESSORS
NO FEE - TOP PAY
BONUSES
BENEFITS
FRIDAY PAY
Detroit 962-9650
Southfield 354-0555
OLSTEN
Temporary Services
Equal Opportunity Employer M/F/H

WE ARE LOOKING FOR a secretary for our engineering and quality control departments who likes to work independently and wants to grow in the position as it expands. Typing and filing skills are required and shorthand skills preferred. Good salary & benefits program. If interested please contact: Mr. Bickley, Mac Valves Inc., 30650 Bunker Hill, Wixom, 48096. 624-7700

OLEGAL SECRETARY/
WORD PROCESSOR
Corporate law firm in downtown Birmingham has a full time position open for a Legal Secretary dating to a year noon shift. 1 year legal experience required. Salary commensurate. Interested on I.B.M. Office System 6. Typing 50 w p.m., no shorthand. Good benefits. Salary commensurate with experience. For information please call Nancy at642-2000.

505 Help Wanted Food-Beverage

BIRMINGHAM SANDWICH SHOP needs full & part time for delivery & kitchen work. Experience with mobile necessary. Jhak's Down Under. 149 Pierce. Between 2-5pm only. 644-6656

BOSCO'S
12 Mile at Orchard Lake Rd., Farmington. Line Cooking for a modern, contemporary restaurant. Full time job. Good pay per week! Very enjoyable atmosphere! Call or stop in. See Mr. Bosco.
553-8777

BUDDYS PIZZA of Farmington Hills now hiring kitchen help. Experience preferred. Benefits offered. Accepting applications Tues. & Wed. from 2-4 PM-4PM only. 31646 Northwestern Highway, corner Middlebelt Rd.

CAMPUS DELI
Cooks, Counter, Preps & Clean-Up Help. University of Mich., Dearborn
339-3540

CHEF - complete charge of kitchen. Call Mr. Asbel, Bedford Inn 474-4900

COCKTAIL PERSON needed nights, full or part time. Apply: Booby Trap, 141 W. 8 Mile, Detroit.

COMING SOON
Jacks or Better Family Tavern

A new 250 seat family restaurant in Livonia seeks experienced:
Bartenders, Wait Staff
Hostess, Busboys
Line Cooks & Kitchen help.
Apply in person at:
11605 Middlebelt Rd.

SECOND COOK WANTED
Good hours, good pay.
Franklin Hills Country Club.
Call Manager at: 851-2200

COOK
EXPERIENCED only need apply, 6 days a week. Apply: Birmingham Coney Island, 297 E. Maple.

COOKS - Experienced
Please apply in person
Ram's Horn Restaurant, 17461 Telegraph Rd. Southfield & Farmington

COOKS - Full time. Excellent pay. Must have experience, especially in eggs. Call Arbor at The Caboose, Farmington Hills. 855-4953

FULL TIME COOK
With possibility for management training. Apply in person between 11AM-5PM, Mon. thru Fri. at
Bonanza, 33456 W. Seven Mile, Livonia.

GRILL/COOK - Full time days. Experience helpful, but not necessary. Apply in person, Bob Evans Restaurant, 41190 Ford Rd., Canton.

HOSTESS
for senior citizens dining room. Taking applications for day shift 7am-3pm. This is a position that requires some supervisory duties, but experience not necessary. Mature person desired. Uniforms furnished.
APPLY IN PERSON
Franklin Club Apts.
28301 Franklin Rd., Southfield

POSITIONS OPEN for pastry person and line cooks, minimum experience required. Part time, full time, nights and weekends. Call Chef Jacques for Possibility for advancement. Apply in person: Eden Restaurant, 2495 W. Big Beaver Rd., Troy.

RETAIL BAKERY. Prep & Counter Help. Full & Part time. Apply in person: 30100 Telegraph, Suite 102, N. of 12 Mile, Birm'ham. Jacque's Patisserie.

WAITRESSES & WAITERS
Now taking applications for full time & part time days & nights. Ideal for senior citizens dining room. Uniforms furnished, no fees.
NO PHONE CALLS
APPLY IN PERSON
Franklin Club Apts.
28301 FRANKLIN RD., SOUTHFIELD

WINE CASK INN now taking applications for Bartenders, Floor Help, and Cooks. Must apply in person Tues. or Wed. evenings 7-12100 West Warren, ½ mile E. of Telegraph.

506 Help Wanted Sales

SECRETARY
$11,500
Personnel Department. Screen job applicants, handle confidential files, and process benefit information. Qualified candidate will have some position related secretarial background, type 60, shorthand 40. Full fringe. Salary negotiable.
525-7872
SHARROW & ASSOCIATES
27828 Ford Rd., Garden City, 48135

SECRETARY
80 wpm., typing, light Bookkeeping, varied ad agency duties. Agency experience preferred. Resume, minimum salary requirements only to Corbett Advertising Agency, Inc. 155 Romeo St., #105, Rochester, Mich., 48062.

SELF STARTER
VARIETY JOB...stable Southfield firm needs your good typing, dictaphone & figure flair. Good starting salary, top benefits & excellent opportunity.
PERMANENT STAFF
SOUTHFIELD 353-0505

TYPIST
Excellent typist needed to serve as support system to two Corporate officers. Good typing speed. Good working knowledge of medical terminology a necessity. Individual will be trained on the word processor printer. Must be well organized and willing to work 12 to 9 P.M. If interested call MRS. McDONALD.
353-0266

TYPIST
Experienced. $4.50 per hour, part time. Flexible schedule. Lahser/Northwestern Hwy. 352-2970

TYPIST/RECEPTIONIST
WORD PROCESSING
Flexible individual for diversified office position. Must have excellent typing ability, good telephone manner, ability to transcribe from dictating equipment and aptitude for figures. Word processing and/or computer experience helpful. Salary commensurate with potential to full time. Birmingham area. 644-4544

JOHN COOPER ASSOCIATES, INC.

TYPISTS needed for temporary jobs in tri-county area. Call Temporary Specialists. 354-3010

WORD PROCESSOR operator, CPT preferred but not required. 20 plus hrs. full. 30 hours possibility of full time. Flexible, 13 Mile - Telegraph area.
Call Dory 647-4707

506 Help Wanted Sales

ASSISTANT MANAGER
MONEY
FUN
TRAVEL
NATIONAL wholesale company looking for 8-10 career minded individuals for manager training program. Must be over 18 & have car. No experience necessary. If you are not making $300-$400 per week, call 263-2145

ASSOCIATES needed in area of merchandising & marketing. Training & experience included.
Call Universal Marketing 591-5180

AUDIO VISUAL equipment sales. Attractive commission. Gas allowance. Product training. Exclusive territories available. Represent leading products. Neat, articulate, appearance people desired. Call for interview, July 27, between 9:30am - 4:30pm only. Ask for Mr. Cornon 642-9883

BEAUTY CONSULTANTS
Needed 3 gals to train super skin care analysis & cosmetic application. Natural ingredients, PH Balance, 100% money back guarantee and backed by years of experience. For interview call Donna Collin 981-5180

COLLECTION AGENCY
Seeks salesperson to call on business & professional clientele. Experience in this field preferred. Part/full time. For appointment call Mr. Berg. 548-5339

DIRECTOR TRAINEE
wanted by Petroleum Distributor. Call: Mr. Laseski, 474-4117 or 422-6220

DRAPERY SALES
Experienced only. Part time. Draperies, blinds, wallpaper. Farmington Hills. Mrs. Gold, 626-4313

EARN EXTRA MONEY
Set your own hours - have Fun! No investment. We train. Management positions. Call Monday-Friday, 10-3PM. 471-4545

EARN EXTRA MONEY
$400 per month in phone sales at our Plymouth office with commission and bonus. Pleasant working conditions, determination and positive mental attitude a must. Good position if you know people. Part-time. For App't., call 455-3410

EARN UP TO $10 HR.
Reputable sales firm looking for hard working responsible individuals to work part time over the phone from our office in Southfield. Earn up to $10 per hr. working evenings and/or weekends.
Call Chris Bassett 557-0500

EXPERIENCED COLD Callers wanted. Sales experience in business and industry essential. Commission only. Good potential. Call 352-4259

EXTRA TIME means Extra Money. People needed to show and sell toys and gifts. Now until Dec. No cash investment, just your spare time. Excellent commission plus bonuses. Call between 8am & 6pm. 818-677-1000 Ext. 1000

FARMERS WILL Train you for a new career. Does your present job offer you independence, prestige, a feeling of accomplishment, a economic security? If not, you should talk with Farmers Insurance Group. Call Mr. Ken Kaiser, 559-5300

FUN - Exciting career. No investment. No experience. Free materials & training. 879-2639

FURNITURE SALES PERSON
Must be experienced, good opportunity, salary & percent Pay. Furniture City, Pontiac. 338-0309

HVAC
Sell THE EXCHEQUER!
Call 522-4243

IF YOU are self-motivating and want to earn a good income with a Career Change - to Sales. Metro Area Firm is expanding & seeking Sales Personnel to establish own territory. 425-9454

IF YOUR LAZY, don't read this ad. We're seeking ambitious sales individuals who enjoy hard-work, long hours, working alone, and earning a lot of money. Join us in the Wine Boom! To arrange an interview, that will teach you money, fun, nature, contact: Mr. Arbeit, Tuesday only, between 11-3 PM. 646-0744

Immediate
Opportunities
FOR AVON
REPRESENTATIVES
In These Neighborhoods
Livonia & Farmington
Call Now, 553-7866

INSURANCE PRODUCER for P & C Agency. Prefer someone with existing book of business. We have excellent selection of prime competitive products.
Call 358-3650

INTERESTED in Make-up Artistry? Have the personality and with color coding. Have fun with color and fashion with the total look. Flexible hours. Will train. Call Tues & Wed between 10 AM and 2 PM for an appointment. 729-1021 (TIED Available)

INTERVIEWS ARE being set up for individuals with business backgrounds who are interested in developing a sales and income. Denise 10-3pm. 420-3230

JOIN VH BUSINESS BROKERS
There's big money selling small businesses We'll give you expert training in business brokerage - a new field that's wide open with opportunity.
If you are a sales associate with VR, you can expect $30,000 to $40,000 even your first year by helping small businesses change hands, professionally. To arrange an interview, contact us at:
VH BUSINESS BROKERS 644-4403
Real Estate Licensed Required

LICENSED REAL ESTATE agent desiring above average earnings. Excellent listings, pleasant office.
Laverne Early & Assoc., Inc. 626-4711

LOCALLY OWNED, well established Plymouth insurance agency looking for experienced P/C Life/A. + H producers. Send resume to John Sebestyen 1178 S. Main St., Plymouth Mi. 48170

MAJOR MOVING & STORAGE company seeks experienced salesman to cover excellent territory. Salary plus commission. Excellent benefits 399-9532

MICHIGAN CHIMNEY CLEANING - Make Good Money - Telephone Sales - We Train! Office location in Utica.
Call for appointment, 757-6091

MUST BE experienced in Cold calling prospecting, etc. We need a hard hitting Commission only. Call Jane, 644-0100

ON TV is forming a sales force in the Livonia-Westland area, seeking managers, crew managers and home to home sales. Apply in person to interview on Thursday, 1 PM, at the Ramada Inn, Metropolitan Airport.

OPPORTUNITY
Full time open