## 500 Help Wanted

SEMI DRIVERS
Part time, weekends full time. Call Rich at 222-5117

SERVICE STATION ATTENDANT, 8-11pm, prefer over 21. Need experience, reliable, stable, 37310 Grand River, near 10 Mile Rd. Apply before noon.

SERVICE STATION ATTENDANTS & CASHIERS
For Shell station located 13 Mile - Halsted, Farmington Hills. Full & Part time. 553-8156

SHIPPING & RECEIVING CLERK
Farmington area. Full fringe benefits. Contact Jerry. 473-6664
An Equal Opportunity Employer

SPRAY PAINTER - With at least 3 Yrs. experience. Apply in person between 1 and 4pm. Detroit Metalcraft Inc. 1250 W. Hamlin Rd., Rochester.

STAFF MEMBER for alternative education program wanted. Year round position in small program setting. Bachelor's Degree and teaching cert. (Secondary or Special Ed.) preferred. Send resume to P.O. Box 116, Plymouth, Mich., 48170.

STOCK HELP - Contemporary furniture store. Most have experience. Benefits, hourly wage. Apply in person Wed. Thurs. 10am-12 Noon, Mr. Craig, Workbench Furniture, 30256 W. 13 Mile Rd., Southfield.

STOCK PERSON
General merchandise helper. Full time. Apply in person: Kurtz Kitchen & Bath, 32633 W. 10 Mile, Farmington

SURFACE GRINDER HAND
Must be experienced in all forms of surface grinding on carbide & steel. Will offer full benefits & overtime. Apply in person.
ACME CARBIDE DIE, INC. II
9181 General Ct., Plymouth, Mich.

SURGICAL GRINDER
Experienced in precision machined parts. Apply in person.
Shield Seal & Engr. 19161 Fenkell

SWIM COACH
Start September thru March. Practice Mon.-Wed. 4-6pm, meets on Saturdays. All applications reviewed by Sept. 1.

GYMNASTICS INSTRUCTOR
Up to 10 hours per week.
Apply:
LIVONIA Y
14175 Stark Rd., Livonia

TEACHERS
& MUSIC SPECIALIST
The Jewish Parents Institute, a secular sunday school of Jewish culture & ethics, affiliated with the Jewish Community Center of Metropolitan Detroit, has openings for the 1984-85 school year. Please contact the JPI office, 541-1000 ext. 119 or 557-6436

TELEPHONE OPERATORS
Days, eves, or midnight shift. Will train. Southfield area 557-5254

Telephone Sales
Part time indefinite assignments available in the Southfield area. Must have own transportation and flexible working schedule. No telephone experience necessary. Call for appointment:
559-0300
19658 W. 11 Mile
Lathrup Village
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

TOOL & DIE MAKERS
—Die Setters, days
—Die Makers, days & nights
—Transfer, days & nights
—Progressive (or experience)
UTA Fixtures - Apply:
Liberty Tool & Engineering
Maple Hollow, 31 W. of Haggerty
Walled Lake

TOOL & gauge shop needs reliable person for shipping & receiving, must be organized, positive aggressive trait. Helpful desired & qualified. 24434 W. 7 Mile, Redford.

TOOL MAKER
Must have a journeyman's Card. Apply at Hand-Vee, 1778 Chatham Rd., Lake Orion. 693-6004

TOOL MAKERS
Bench hand, surface grinder, bridgeport, for small tool and gage work. Clean, modern shop in northwest suburbs. 348-4818

TRAINEES WANTED
In Secondland Retail Sales. Fast growing Store in need of people with creative personal persons sagar to learn and seeking rapid advancement. Must be willing to relocate to Southeastern Michigan suburbs. Apply in Person between 10 AM-12 Noon, 1 PM-4 PM. 987 Manufacturers Dr., Westland, (Cherry Hill - Newburgh Rds. Area).

TRAVEL AGENCY
Outside sales people needed. Experienced, self motivated. We have congenial atmosphere with experienced backup. Call 532-7933.

TRAVEL AGENT - experienced commercial, Southfield area. 352-8122

TRAVEL AGENT INSTRUCTOR
Experienced travel agent needed for full & part time, minimum 4 yrs. experience plus college preferred. Growth potential. Call Mr. Schlussman 559-8437

TRAVEL AGENT
Need agent experienced in international travel. Sales trained. Good salary and benefits. Southfield area. 424-6133

TRAVEL AGENT, For a progressive, growing agency. 3 years Apollo experience preferred. Domestic & International. Ask for Rose 644-1804

TRAVEL CONSULTANTS & Sales Manager wanted. Must have expert knowledge of airline industry. Call 559-8337

TRUCK DRIVER
Local steel hauling. Full time. Tractor experience. $3.00 per hour. 12330 Capital, Livonia.

TV ANTENNA INSTALLERS
Van or truck with copper top and ladder required. Must have experience. Full train. Great opportunity available. Call between Noon & 4PM. 538-3833

TV TECHNICIAN - TV main service calls & some bench work. Full time position. B & R TV, 1714 S. Newburgh, Westland.

UNDERGROUND LAWN Sprinkler Service Person and Installer. Experienced. Hourly wage plus overtime. 476-4260

VENDING ROUTE PERSON wanted. Send resume to P.O. Box 611, Westland, Mich 48185.

VIDEO TAPE Library Vault Clerk. Must have library experience. Send resume to Library, P.O. Box 181, Lathrup Village, Michigan 48076.

WANTED FOR OHM Wholesaler
Invoicer, order picker and order taker. Some chemical experience helpful. Send resume to Ohm Inc., P.O. Box 277, Royal Oak, Mich. 48068-0277.

WAREHOUSE HELPER - over 18, want to work in Detroit area. Call Maple, 559-7700 Ext. Livonia

WAREHOUSE HELP
House of Beauty Gallery Beverly needs full time help. Union shop, with all union benefits. Call between 7 Noon - 10 Noon 313-8131

WELDER & FABRICATION
Some experience helpful.
Call between 8 AM - 5 PM.
534-7211

WAIT PERSON
for waterfront #1 Chinese Kosher & Jewish restaurant. Apply in northern Oakland County. Call Mr. Bernstein. 637-2121

YOUTH ADVISOR to work with junior high youth, ages age 11-14. Effective Jan. 1984. Approximately 20 hours per week. Send resume by Aug 4 to: Youth Director, Jewish Community Center, 24123 Northwestern Hwy. Southfield, 48075

## 500 Help Wanted

$10 PER HOUR
possible at all
phone soliciting department. 2 shifts available. Will train. Call
533-7748
Redford Area

$100
CASH BONUS
For the next 50 full time employees. No criminal record, 18 years of age or older, own transportation & telephone.
WE PAY WEEKLY
FULL TIME TRAINING
PERFORMANCE BONUS
RAPID ADVANCEMENT
Apply Tues. & Wed. only 10am-5pm
GUARDIAN GUARD
31700 Grand River, Suite 300
OAK PARK

## 502 Help Wanted Dental-Medical

ASSISTANT for PODIATRY OFFICE
Must have medical background.
35-30 per week. Huntington Woods.
546-6611

Assistant Office Manager for large dental office. Good opportunity for person with general office experience. Please send resume to box #362, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION NURSES! A professional, learned health care facility is looking for sharp, conscientious professionals. Be part of our growing team. Contact Call Tim Carte Center for further information 477-7373

ATTENTION NURSES AIDES & ORDERLIES! In our outstanding health care facility is growing. Be part of an excellent caring nursing team. Call Oak Tim Carte Center for further information 477-7373

ATTRACTIVE SALARY
LPNs
We are seeking a friendly, outgoing person with some management skills for weight loss clinic in Southfield.
Call 543-8844

ATTRACTIVE SOUTHFIELD medical office seeking organized, dependable, experienced individual. Positions open are front office and insurance billing. Full time, benefits. Call
Ms. L. McCall, (Tue W 13 Mile, Suite 3, Southfield, Mich., 48076.

BASIC NURSING Facility needs RNs and LPNs for afternoon and relief help. Experience preferred. 554-8460

BILLER/RECEPTIONIST
Position MD office, 1½ person office. Pegboard, insurance forms, direct billing. Doctor office experience. Hours 9-5, no Saturday. Paid life insurance, profit sharing. Start 9-7 an hour.

DOCTORS BILLER - Position also available in Fraser area doctor office. Medical billing experience necessary. Italiano Recruitment Agency 293-7700

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

SELF-STARTING Friendly individual needed to complete a dental team as a Business Assistant. Dental experience necessary. Benefits available. Salary commensurate with experience.
Call 348-8300

DENTAL SUPPORT Oakland/Macomb office needs full time receptionist with experience in Dental Fees, Medicare, Medicaid, CHP preferred. Send resume to box 645, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAMP NURSE - RN OR LPN
Oakland County resident camp. 2 weeks, August 11 thru 25th, $150. per week. References required. Must apply in person, Mon. July 30th, 2-4PM ROYAL OAKS, 304 E. Washington, Suite 362, Royal Oak, Mich. 544-8333

CARDIAC SONOGRAPHIZER with experience. Full time, Mon. thru Fri., 8 AM - 4:30 PM. Woodland Medical Center, Detroit and Novi offices. Call Elaine. 313-478-6, Ext. 45.

CHAUFFEUR ASSISTANT - Part time for practice in Huntington Woods. Experienced preferred. Call 548-2334 between 8am-4pm

CHIROPRACTIC ASSISTANT Wanted, 30 hrs. weekly. Will train. Light typing & phone skills necessary. Apply at professional Pard Bld., Gordon City. Ask for Judy: 431-1110

CLINICAL POSITIONS
IN COMMUNITY
HEALTH SERVICES:

RN - part time. AD/DIP/BSN home health care. Work in community implementation of nursing care plan

RN - part time. BSN, work emphasis: participate in quality control of field services, insurance program, patient care orientation.

Opportunities in Oakland, Independence, Waterford, Pontiac, Commerce, Troy, Royal Oak, Southfield, Bloomfield, Milford, St. Louis, Novi.

Western Wayne: Livonia, Inkster, Romulus, Van Buren.

City of Detroit

Near city: Dearborn, Dearborn Hts, Martindale, River Rouge, Lincoln Park, Allen Park.

Call 423-6500
Health Care Professionals, Ltd.

CLINICAL
PSYCHOLOGIST
Immediate opening in a multi-disciplinary inpatient and outpatient Department of Child Psychiatry. Job is part of a 604-bed general hospital. The position is for a full time P.h.D. licensed psychologist. Responsibilities include psychodiagnostic testing of severely disturbed children, adolescent and psychotic adults including inpatient, individual family, and group therapy. Supervision of trainees will also be an valuable activity. The department has 20 inpatient beds and an extensive nursing, educational and therapeutic support program, along with outpatient programs. Possible opportunity for consultation at a variety of hospital programs within the hospital. Salary negotiable. Prefer candidates with experience. Send vitae and 3 letters of reference to:
Human Resources
Employment Office
MOUNT CARMEL
MERCY HOSPITAL
14230 W. Six Mile Road
Detroit, MI 48235
(313) 837-7878
An Equal Opportunity/
Affirmative Action Employer

DENTAL ASSISTANT for general dental & orthodontic practice. Experienced only, good salary, benefits.
Bloomfield Hills 332-5000

DENTAL ASSISTANT
Bloomfield Orthodontic Dental and medical trimming. Good hours and pay. Call 647-8750

DENTAL ASSISTANT
Full time position for dental assistant in Dearborn area. Call 561-7700

DENTAL ASSISTANT
EXPERIENCED
Chairside, insurance and office management. Excellent opportunity for right person. Redford area.
534-5919

DENTAL ASSISTANT
C.D.A. or R.D.A. Farmington Hills Mon.-Fri. Full time. Salary commensurate, motivated, conscientious. Good reasons to "Come to Work". 5045 Drake, Bloomfield Hills, MI 48013

DENTAL ASSISTANT - Chairside for Engineering group practice in Livonia. Experienced preferred but willing to train a hands-on dentistry. Must be mature, honest, responsible, have good work habits, flexible scheduling & dependability. Call Sandy 464-8270

DENTAL ASSISTANT, part time, straight & Endodontic for Rochester office. Call 852-8318

DENTAL ASSISTANT for Farmington Hills Southfield office. Experience preferred. Salary commensurate with experience. 855-7378

DENTAL ASSISTANT - Part time, Saturday morning needed for Troy dental office. Call Carol Ann Dentistry 362-8300

DENTAL ASSISTANT - Part time, Saturday needed for Troy dental office. Call Carol Ann Dentistry 362-8300

## 502 Help Wanted Dental-Medical

DENTAL ASSISTANT - Friday & half days Saturday required. Seeking an experienced enthusiastic hygienist. Troy office. 689-4460

DENTAL HYGIENIST
Experienced hygienist needed for progressive Livonia dental practice. Call
Mon. - Thurs. 8:30-5:30

DENTAL HYGIENIST - Part time, days & evenings. Call Dr. Ronald Ross, 2 Weeks. Good working atmosphere. Call 646-2230 between 8am-5pm.

DENTAL HYGIENIST - Immediate General dentist desires part time assistant, receptionist & hygienist. Exciting opportunity for the right person. Call Cherry Hill Dental Group, Dearborn, Mon. Wed. Thurs. Fri. 8-5 Sat. 8-12 noon. 562-8080

DENTAL HYGIENIST to work part time during summer. Children's dentistry preferred. 352-8117

DENTAL HYGIENIST Full and part time hygienist needed for busy Westland office. Experienced only. Good salary for 38hr week. Call Cherryhill, Westland, Mi. 48185

DENTAL HYGIENIST
Career oriented mature individual needed for part-time position, Tuesday and every other Saturday. Full time preferred, references, family commitments also considered. Call Ann 557-7300
Call for interview appointment.
885-6170

DENTAL RECEPTIONIST
exciting, full time position at a large Troy office in Westland. Dental experience required & knowledge of insurance helpful. Call Joan 641-6160

DENTAL RECEPTIONIST
Full time, experienced, competent person, Northwest area. 887-1166
or Error 591-0663

DENTAL RECEPTIONIST
Full time, evenings & Saturday, included. MUST have experience with Medicaid, Medicare, Blue Cross, Blue Shield. Dearborn Heights. 563-8463

DENTAL RECEPTIONIST
for orthodontist office in Livonia. Village, full time employment for mature person, must be excellent typist & enjoy children, experience in medical or dental office necessary. Call 8am-noon only
442-6422

DENTAL RECEPTIONIST
Mature, responsible lady for part time position in growing Farmington Hills dental office. Appointment control, payroll & billing experience. Typing skills sought. Assisting experience a plus but not a necessity.
Error 515-7136

DENTAL RECEPTIONIST For prestigious Grosse Pointe oriented practice. Full time. Weekend area. Must have dental office experience. 412-6440

DENTAL RECEPTIONIST
Part time days and evenings. Huntington Woods area. Experienced preferred.
Call 548-2334

DENTAL RECEPTIONIST - Full time opportunity for caring efficient receptionist(s) pediatric office. Must have experienced (minimum 3 years) motivated & career minded. Please send resume to 2877 Elizabeth Lake Rd. Box 181, Pontiac, MI. 48054

DIRECTOR OF
PROFESSIONAL
SERVICES
For established home health care agency. Candidate must possess a current license to practice as a registered nurse in the State of Michigan. BSN degree not required. Strong background in Medicare, Medicaid and Blue Cross a must. Resumes may be sent to
Upjohn Healthcare Services
2920 Hogback, Suite 17, Ann Arbor
Mich. 48104 Att: Joyce Alhouian

ECHO TECH
Mount Carmel Mercy Hospital offers a full time position (days) for a Technician trained in Echo. Call Ann Mademian. Cardiac Doppler experience an asset.
Call Anne Allison at 837-7085 for more information. Competitive benefits. Please apply or send resume to:
MOUNT CARMEL
MERCY HOSPITAL
Cardiac Service Department
Employment Services
14230 W. Six Mile Road
Detroit, MI 48235
An Equal Opportunity Employer

ESCORT AIDES
Reliable, compassionate persons needed to escort Northville residents to clinic appointments. Transportation provided from Northville to clinic. Call Gerontological Consultants, notify MD stating health status when applying. Call 453-6400
Health Care Professionals, Ltd.

EXPERIENCED AIDES
(With or without certificates)

LIVE-IN/COMPANIONS
For Home Care/Facility Private Duty

E. Side/Grosse Pointe
Western Wayne County
Downriver
Ann Arbor
Royal Oak
Southfield
N. Oakland County

JOIN US/H.C.P., LTD.
Call ROSA 423-6500

HYGIENIST
Part time, modern dental office
Livonia area. 591-3634

LAB TECHNICIAN
INTERNIST OFFICE, Northwest area. Lab Tech experience required. Full time. 357-1232

LIVONIA DENTAL OFFICE needs full time dental assistant, experienced in a hands-on dentistry setting.
Call 591-3300

MAINTENANCE PERSON, experienced in nursing home maintenance preferred. 40 days a week. Must have good qualifications.

HANDYMAN.
Livonia Nursing Center, 38010 Plymouth Rd.

MALE ATTENDANT needed for Rural Park area. Full Care for Mentally Retarded Adult. (1) Year experience required. Alice, 9-4pm. 525-5400

MEDICAL ASSISTANT, Bilingual X-Ray experience. For Farmington practice. Salary negotiable, depending on ability. 477-7300 or 540-9262

MEDICAL ASSISTANT. Must be able to give injections, venipuncture, lab studies and medical terminology. Southfield office. 569-8250

PART TIME Medical Assistant, Experienced in Vasectomies, EKG, PFT, DOU bookkeeping, for internist office in Livonia. Call weekdays 2-4PM, ceasing Wed. 477-8660

MEDICAL ASSISTANT - Part time, Livonia. Experience a plus. Must be willing to learn. Hours include half day every Sat. Sun. thru June, some evenings. Call Jackie 261-0066 Monday thru Friday, 9-4PM

MEDICAL ASSISTANT - Experienced, Podiatrist and Mitting a plus. Bloomfield area. References required. Please call 646-9788

## 502 Help Wanted Dental-Medical

MEDICAL ASSISTANT, experienced, for busy OB/GYN office in Farmington Hills. Full-time position. Ask for Barbara.
Call 851-4868

MEDICAL ASSISTANT
Experienced in X-ray, EKG, Venipuncture, etc. Garden City-Westland area.
729-1154

MEDICAL ASSIST - RNT office in Livonia area. 3-5 years experience. Send resume to: Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT - experienced, for busy RNT-Plastic Surgery office. Must have good medical background & present. Flexible working conditions & good benefits. Call Mrs. LaPenna 9-2pm 538-7900

MEDICAL
ASSISTANT
For top MD RNT office in W. suburban area. VP's, Bypass, BP, assist with surgery, lab, injections, EKG, X-ray, etc. Full benefits, good working conditions, salary to $5.50 an hour.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL BILLING CLERK - Minimum 3 years experience. Full time. Attractive salary. Livonia practice. Call 261-9500 ext. 423-6311

MEDICAL INSURANCE BILLER, full time, Garden City. Experience required apply. Reply to Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED MEDICAL Receptionist for Livonia Internist. Excellent benefits, insurance billing. 427-6700

MEDICAL RECEPTIONIST
needed for ophthalmic office in Troy. Must be experienced in ophthalmology. 528-3300

MEDICAL RECEPTIONIST - Experienced in pediatrics, insurance billing, computer, full time, 9-6pm. Sam Dirk Fox, Southfield 352-8670

MEDICAL RECEPTIONIST
Experienced preferred. Billing experience, hours, part time. 531-8156

MEDICAL RECEPTIONIST
for Southfield doctor's office. Part time, Saturday only. Experience in billing essential. 626-7237

MEDICAL RECEPTIONIST - biller for Internist office. Experience helpful in practice, benefits available, immediate opening. 474-8331

MEDICAL RECEPTIONIST - full time for busy Southfield office. Experience in peg board, all medical insurances & billing. Experienced only need apply. 424-9450

MEDICAL SECRETARY, Full-time, knowledge of insurance billing, typing, etc. Some experience necessary. Apply or send resume: 7200 Haskins Rd., Canton, MI 48187.

MEDICAL SECRETARY, part time, Southfield location. Immediate position. Phone, typing, bookkeeping, word processing, medical billing experience. Please send resume with salary history to Box 666, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Centre Medical group growing company. Must have recent experience transcribing G.P., O.B., H.&P. Work in the comfort of your home or in a pleasant office. Call 649-8546

NURSE AIDES
EXPERIENCED
Currently accepting applications at the finest nursing facility in Oakland County. Apply in person, Mon. thru Fri. 9am to 5pm.
Farmington Nursing Home
30405 Folsom Rd.
Near 9 Mile & Orchard Lake

NURSE AIDES
If you are experienced as a (Nurse Aide/Orderly), we have several positions available as of July 30th. Excellent working conditions. Apply within Mon. thru Fri. between 1 and 4pm. No phone calls please.
Four Chaplains
Convalescent Center
28349 Joy Rd. Westland

Nurse Aid - Full time - swing may and weekends - small nursing home in Southfield. Call 557-1321

Nurse's Aid - Part time - Midnights, 3 days a week - small nursing home in Southfield. Call 557-1321

NURSES
NURSE AIDES
Special opportunity to do homecare or staff relief. One year clinical experience in last 3 years needed. Top pay rate. Oakland or Wayne County
Upjohn Healthcare Services
2920 Hogback, Suite 17, Ann Arbor
Mich. 48104 thru. Fri. 761-7904
Macomb Mon. thru. Fri. 776-7978

NURSING ASSISTANTS
All Shifts. Full time and part time necessary. Only those with mature interest in caring for elderly need apply.
Middlebelt Hope 228-1260

ORTHODONTIC CHAIRSIDE ASST.
Experienced - Full time. Ask for Joan or Susan, Birmingham 647-0600

PLEASANT well run dental office in Troy, seeks dental assistant. Full time. Vacation & paid holidays, must be able to handle insurance, appointing & billing, please send short resume to Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PODIATRIC SURGEON'S office, in Troy, seeks a mature, responsible individual with a good personality to serve as a medical assistant. Will train such that individual. Send resume to PO Box 716, Centerline & Associates Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/Biller. Prior experience with all insurances, bookkeeping & typing for Birmingham Pediatrics. Salary negotiable. Call Ann 642-7300

REGISTERED X-RAY TECHNICIAN
Bloomfield X-Ray Clinic. Fringe benefits.
Ask for Eileen at 646-2363

## 504 Help Wanted Office-Clerical

TEMPORARY ASSIGNMENTS
NOW RECRUITING IN
PLYMOUTH
for
EXPERIENCED OFFICE
PERSONNEL
KELLY The Kelly Girl People SERVICES, INC.
BY APPOINTMENT ONLY
PLYMOUTH 522-4020
EOE - M/F/H

## 502 Help Wanted Dental-Medical

RECEPTIONIST/SECRETARY, part time for busy OB/GYN office in Farmington Hills. Full-time position. Ask for Barbara.
851-4868

RECEPTIONIST - Full time for busy ophthalmology practice with knowledge of medical insurance billing. Must have own transportation. Experience preferred. Salary negotiable. Call Mrs. Bick, 11 O. N. Cambridge, Livonia, Mich. or call 591-7181.

RECEPTIONIST - Full time for busy ophthalmology practice with knowledge of medical insurance billing. Must have own transportation. Experience preferred. Salary negotiable. Call Mrs. Bick, 11 O. N. Cambridge, Livonia, Mich. or call 591-7181.

RN
Day shift for every other weekend. Work hours are from 7am to 7pm. Turn in time.
Nurse Aides & Orderlies
Applications being taken. Experienced only need apply.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt
476-8300

RN for OB-GYN OFFICE, 15 Mile-Woodward. Approximate 25-30 hours week. One eve., alternate Saturday. Call Marty, 8am-4pm 646-2177

RNs
Are you looking for a program job stability with a leader in the health care industry? We have a full-time position available on the day shift. Current licensure a must. For further information, please contact Debbie Helm, Director of Nursing at
261-9500
RNs - LPNs
Part-time charge positions 3-3 days per week. Full time salary differential. Call Mrs. Rick, D. O. N.
St. Jude Convalescent Ctr.
34340 San Arbor Trail, Livonia

RN'S/LPN'S
We have work! We need you!
INP
Short Term Assignments
(1 wks. plus) - Same shift/same facility with bonus

(POOL) NURSING:
Temporary Staffing
Downriver
Detroit
Western Wayne County
Ann Arbor Area
Royal Oak
N. W. Detroit
Oakland County
Warren

COMMUNITY HEALTH
SERVICES: Home Care

RN'S/Participate in quality control of field service, insurance program, patient care orientation.
RN'S/Implementation of nursing care plan.

JOIN US/H.C.P., LTD.
Call ROSA 423-6500

STAFF COUNSELOR - Immediate part time opening. Must be ambitious, aggressive, bright. Sales experience helpful. Call Mike Dorfman, 671-0215
PHYSICIANS WEIGHT LOSS CENTER

STATISTICAL TYPIST
Small office in Birmingham seeks a mature, responsible individual with secretarial skills & good numerical ability. Send resume to: Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STUDENT NURSES & Nurse Aides needed for Pediatric care in the children of patients in the Tri-County area.
(1) Year Staffing experience required.
Call Mrs. Rick 591-7181

X-RAY TECHNICIAN,
Full or part time,
Warren area.
554-4100

X-RAY TECHNICIAN, Part time, evening 4PM-10PM in small X-ray clinic, Farmington area. Apply after 3PM: Medical X-Ray Clinic, 31500 Grand River, Farmington, MI. Ask for Mr. Richard Malcolm.

## 504 Help Wanted Office-Clerical

ACCOUNTS
PAYABLE
Eyb Leasing Co. is looking for a full time Accounts Payable Clerk for our Birmingham Corporate Office. Knowledge of 10 key and good math skills required. Salary commensurate with experience. Knowledge of 10 key and good math skills required. Salary commensurate with experience. Please call Pattie at 644-5300, ext. 343.

ACCOUNTS PAYABLE CLERK
Full time position for Accounts Payable Clerk. Light typing, and 10 key required. Hours are 8-5. Very good fringe benefits. Call Kevin Sanderson, 559-3373, Ext. 234.
An Equal Opportunity Employer

ACTUARIAL ASSISTANT for medium size and fast growing firm of employee benefit plan consultants, actuaries, administrators, located in Madison Heights, Mich. has positions open for Actuarial Assistant and Plan Administrators. Must be entry level, good mathematic college level actuarial courses, preferred, however will consider qualified persons with college level math who demonstrate high aptitude, or persons with more advanced training and/or experience in pension or health plan actuarial or administration. Compensation commensurate with education and experience. Contact Jackie Allen for arrangements.
545-7900

## 504 Help Wanted Office-Clerical

TEMPORARY ASSIGNMENTS
IMMEDIATE OPENINGS
Evenings & Weekends
For Experienced
IBM Systems 34, 36, 38
Data Entry Operators
KELLY The Kelly Girl People SERVICES, INC.
29449 W. 6 Mile Livonia
Call for Appointment 522-4020
EOE - M/F/H

CDP
National distributor of office equipment seeks support staff.
EXPERIENCED OFFICE MANAGER - responsible for all administrative functions.
RECEPTIONIST - light typing, heavy PBX.
SALES SECRETARY - Word processing background, outstanding communications skills.
If you qualify, forward resume and salary requirements to: Mr. Strecker, at:
11700 Merriman Rd.,
Livonia, Michigan,
48150.
MINOLTA

SECRETARY
Responsibilities are diverse and include administrating employee benefit plans, typing general correspondence, charts, tables, forms, and other Secretarial assignments. A solid secretarial background including shorthand and word processing is required. Prior experience in a fast-paced personnel environment is preferred.
Along with competitive salary, we offer a comprehensive employee benefit package. Interested applicants should forward a resume with salary history to: Robert Merick.
GUARDIAN INDUSTRIES
43043 W. 9 Mile, Northville, Michigan, 48167
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

CLERK TYPIST, Part Time.
Birmingham area. 2 or eight-hour shifts. Call between Noon-2pm. 642-8411

CLERK TYPISTS

SENIOR TYPISTS
(65wpm)
SECRETARIES
(Type 60wpm)
(Shorthand 60wpm)
Your skills are needed for temporary assignments for the Troy, Southfield, Livonia, Farmington Hills, Clarkston & Rochester areas. Experience necessary. Call for an appointment.
Somebody
Sometime
Temporary Help
Livonia 477-0300

COME GROW
WITH US!
CDI Temporary Services Inc., has current openings for the following positions:
JR. TYPISTS at 45 wpm.
SR. TYPISTS at 65 wpm.
STENOS 80 wpm.
All word processing Typists
We have immediate, long-term assignments all over Southeastern Michigan with many of our clients offering full time jobs.
CDI
TEMPORARY SERVICES
552-1000

CONSIDER
THE
ADVANTAGES
OF
TEMPORARY
WORK
• TYPISTS (40 wpm plus)
• MARKETING (8 hours per day)
• SECRETARIES (Shorthand/dictaphone)
• DATA ENTRY OPERATORS (varied hours)
• SWITCHBOARD OPERATORS (Dimension/Horizon/Rolm)
• WORD PROCESSING OPERATORS (all models)
CALL US FOR DETAILS
553-7820
34115 W. 12 Mile Rd.
Farmington Hills
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

This Classification Continued on First Page of Section D

## 504 Help Wanted Office-Clerical

TEMPORARY ASSIGNMENTS
IMMEDIATE OPENINGS
SECRETARIES
(Shorthand/Dictaphone)
TYPISTS
(50 wpm)
KELLY The Kelly Girl People SERVICES, INC.
19658 W. 11 Mile Lathrup Village
Call for Appointment
559-0300
EOE - M/F/H

WOULD-BE
WORD PROCESSING OPERATORS
LEARN WHILE YOU EARN
If you have average or better typing skills and like the variety of temporary work, you may be eligible for our Stallware training. It fast, free AND available only at Manpower Temporary Services. You'll be trained on the most popular word processing machines in about one day. After that, we'll give you assignments that match your ability and job expectations. Join our team and perfect a much-in-demand office skill with a pay raise to match. No obligation. Please set an appointment by calling:
SOUTHFIELD 353-8780
TROY 585-5595
WARREN 264-6330
DETROIT 965-7000
TAYLOR 281-4550
LIVONIA 478-1130
EOE M/F/H

OPEN HOUSE
Join us in celebrating the opening of our new LIVONIA office.
All office skills needed, including:
• SECRETARIES (dictaphone) (60 wpm plus)
• TYPISTS (50 wpm plus)
• DATA ENTRY (CRT, keypunch)
• WORD PROCESSORS (Lanier, NBI, IBM, DWI-PC, Wang)
• LIGHT INDUSTRIAL (electronic assembly)
OPEN HOUSE
10:00 A.M. - 2:00 p.m.
Monday-Friday, July 16 thru 27
39255 Plymouth Road, Suite 107
Just east of 275 — 464-0400
We offer good benefits, Friday pay, no fee. If you can't make it to our Open House, call the office nearest you:
DETROIT 875-0 TROY

ACCOUNTING
ORDER PROCESSING
COLLECTION
Digital Equipment Corporation, the world's second largest computer company, is expanding the Finance Department, in Novi, Michigan. Opportunities include:
ACCOUNTANT - with a thorough knowledge of the preparation and interpretation of basic accounting and auditing principles. Responsibilities ranging from reconciliations, general ledger control and inventory accounting. A Bachelor's degree in Accounting or equivalent with 2 years general ledger experience required.
ORDER PROCESSING - with strong communication skills and experience in order processing, dealing with customers. Perform administrative functions including data entry and coding, receive, log, correct and audit customer purchase orders for proper processing of line items, billing and shipping information. A minimum of three years order processing experience with frequent interruptions.
COLLECTION REPRESENTATIVE - for customer collections, major receivables and process improvements. Responsible for monitoring account status and interfacing with service organization. This position will also support the operational function within the Finance Department.
If you know you possess the qualifications for one of the above positions, please send your resume to: Employee Director, Recruiter, Digital Equipment Corporation, 21333 Haggerty Road, Novi, Michigan 48030.
We are an affirmative action employer.
DIGITAL