500 Help Wanted

STATE LICENSED PARAPROFESSIONAL
$18,500 to start. 3 day work week with flexed schedule. Must be 21, HS and state licensed. Apply at: 17360 Nortle Line, Plymouth, Mich.
An Equal Opportunity Employer

STATION ATTENDENTS
Apply in person, Rennco, 29001 Telegraph Road, Southfield.

TRUCK BROKER
Experienced Stock Broker to sell Tax Advantaged Equipment Leases for royalty expansion. Contact Leasing Co. Call David Raya, 855-8460

STOCK KEEPER
Full time, permanent position. Prior inventory experience necessary. Some knowledge of medical supplies helpful. Send resume to: Judy Kolek, Director of Purchasing, Southfield Rehabilitation Center, 22401 Foster Winter Dr., Southfield, Mich. 48075
No phone calls please.

STOCK MERCHANDIZER
A dependable self-motivated person to work at a Beauty & Barber Supply. Full time + benefits. Sales experience a +. Please inquire at
Mile
19417 W. 6 Mile Rd., Livonia

STOCK PERSON, FULL TIME and Small Appliance Salesman, full time. Apply in person, Arsenal, ABC Appliance, 27750 Joy Rd., Redford.

STOCK PERSON - Waterford store. Duties include maintenance of department & stock room. Must be willing to work hard & learn. Have good driving record, minimum wage to start. Call Mr. Mellner, Mon thru Fri, 10-4pm. Marshall World 691-1644

ST. JOHN'S Seminary of Plymouth is looking for someone to join and carry-in a 5-section flagpole. Please call Kathy Hunter. 453-6100

SURFACE GRINDER HAND
Must be experienced in all forms of surface grinding on carbide & steel. We offer full benefits & overtime. Apply in person:
ACME CARBIDE DIE, INC.II
8181 Commerce Dr., Plymouth, Mich.

SURFACE GRINDER
Minimum 3 years experience. Well established company of 9 years. 455-1190

SURFACE GRINDER OPERATOR - experienced only. Call 455-0660

SURFACE GRINDER OPERATOR - experienced only. Call 455-0660

SWIM COACH, Livonia Y. Sept. thru March. Mon., Wed., Thurs. practice. Sat. meets start Nov. Contact Livonia Civic & Life Saving. Salary dependent on experience. Apply Livonia Y, 14255 Stark Rd.

SWITCHBOARD OPERATOR - Experienced in the Classified Dept. of the Oakland Press. Apply in person at 48 Steelcase place notes & be able to operate a busy Switchboard while handling other duties. Type 60 WPM accurately. Previous Office Experience a Plus. Send resume to Julie Barker, The Oakland Press, PO Box 32, Pontiac, 48056
Equal Opportunity Employer M/F

TEACHER - certified, for a Kindergarden class in a leading Day Care Center, located in Livonia. Opportunity for advancement. Call 421-0830

TEACHER, certified K thru 8, Elementary Ed. Interested applicants call time permanent position. 533 60 week, Northwestern Hotel.

TEACHER Needed for pre-school Work in W Bloomfield.
Call 855-6188

TEACHERS
Early Childhood Degree
For Toddler Leasing Center Inc
Birmingham 645-0443

TEACHERS & TEACHER AIDES
Preschool Teachers and Teacher Aides applications now being accepted for Redford and Livonia Children's World. Must have early childhood educational background and experience. Send resume to Children's World, 30000 Grand River, Farmington Hills, MI 48024. Attn: Margaret Pethard. No phone calls please.

TEACHERS
The Jewish Parent Institute seeks qualified teachers for its secular Sunday School program. All interested with and located at The Jewish Community Center in W. Bloomfield. Call Mon. thru Fri. between 9-5 at 661-1811. Or anytime 557-6480

TEACHERS WANTED for nursery school day care, full time or part time and/or degree in early childhood education. Full or part time substitute available. Start at minimum wage. Westland area. 455-1950

TEACHERS - 2 positions. Oakland Co. Catholic Elementary Schools. 4th grade/Phys Ed. Teaching certificate required. Send resume by Aug. 17th to: Principal PO Box 1048, Orchard Hills, Hazel Park, Mich. 48030.

TEACHER WANTED for toddler age, must have early elementary education degree & some experience. Call Bee Bee Children's Nursery, 34263 Ford Rd, Westland. 729-3434

Telephone
App't Clerks
to call on site customers from our Livonia office. This temporary assign-ment can be from one week to one month. Hours are flexible, 8:30 to 5:30 Mon. thru Fri. Call Mr. Dillard 420-4476

TELEPHONE CANVASSER
Experienced, for Southfield area company. 557-7420

TELEPHONE ORDER TAKER
With some experience, for busy office. Opportunity for growth. Please call Steve, Tuesday 8:30 A.M. 542-1600

Telephone
Sales
Part-time telephone assignments available in the Southfield area. Must have own transportation and flexible working schedule. No sales experience necessary. Call for appointment.
559-0300
19668 W. 11 Mile
Lathrup Village

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

TELEPHONE SOLICITORS
Turn Sports Fans into Extended Pay working for the Parnelli Valentine at Ernestos. Call Mr. Valentine, you have 4 hours weekly for this job.
Bloomfield Only.
TEN AMBITIOUS people needed for telephone promotion in the comfort of our air conditioned office. No experience needed, will train. Excellent pay. High school students, housewives, and part time workers welcome. Call Mr. Ryan at 559-4600.
Equal Opportunity Employer M/F

Free Pre-License Course*
Whether you're starting a new career or just want to know more about real estate, we invite you. Please call one of our Managers TODAY & take the first step toward a new career. FOX:
East Oakland County
Carol Stephens, Manager 852-8600
West Oakland County
Walt Hubner, Mgr. 661-1900
Lake Orion
Laura Cowan, Mgr. 693-8000
Livonia - Plymouth
Pierce Dorris, Mgr. 525-6420
Oakland Intermediate 851-2600
REAL ESTATE ONE
*assists in charge only

INCOME TAX PREPARERS
No experience necessary. Free training now, full or part time employment. Flexible hours. Call for more information.
NATIONWIDE INCOME TAX SERVICE
63-7040

500 Help Wanted

Tool & Die Repair
Must have small shop trouble shooting experience on progressive and transfer dies. Wage commensurate on experience. Steady year-around work with fringe benefits. Please call or apply between 8am & 4pm
Plymouth Stamping
315 W. Ann Arbor Rd.
Plymouth 453-1515

TRAINEE POSITION
Full time available in our Engineering Department. Individual must be capable of communicating clearly (internally), as well as with our vendors. (Major Automotive Co.). Blue Print reading or knowledge of drafting skills would be helpful but not necessary. Overtime. Good benefits. Good company benefits & congenial working conditions. Accepting applications between 8:30 AM-4:00 P.M. Tues., Wed., Thurs. at: American Yazaki Corporation, 33700 Grand River, Farmington (Ex. Area).

TRAVEL AGENT
Experienced retail agent needed for growing company. Competitive salary, plus benefits. Send resume to: P.O. Box 51068, Livonia, Mich. 48151

TRAVEL FREE
FUN - EXTRA INCOME
Local motor coach tour company seeks several individuals to organize planned trips and escort group tours throughout US and Canada. Travel from your community at your own pace. Must be outgoing, responsible, outgoing, leader who enjoys entertaining others. No sales experience necessary. Perfect opportunity for active retiree or homemaker to earn part time income and travel free. Call Graham Bromsted Mon. Fri. 9am-5:30pm, 947-3002

TRUCK DRIVER - Experienced driver over 21 with DOT qualified. City and over the road position. Please send resume or letter outlining experience to Box 8182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TRUCK MECHANIC & TIRE MAN
Night shift. Call after 4PM only.
455-0660

TUBE BENDER. Experienced Hydraulic assembler, welder, pump repair. Excellent benefits and paid holidays. Long program. 444-4443

TYPESETTER
For graphic arts company in Southfield, part time-full time. 2 years experience necessary. Call

UTILITY PERSON/DELIVERY
Part time, approximately 20 hours per week. Must be 18 or older with clean driving record. To start immediately. Call 591-3252

VETERINARY HOSPITAL Needs Help. Must be smart, interested in animals & people. Must be able to learn fast, work under pressure & type. Apply to P.O. Box 251, Westland, Mich. 48185

WAITER/WAITRESS
FULL OR PART-TIME DAYS
IF YOU can smile easily and enjoy working in a friendly atmosphere, please call Mr. Lyons, Mon. thru Fri., Carousel Cafe, 1258 Rochester, Rochester.

WALLPAPER & PAINT
MATURE part time person, experience preferred. United Paint, Ford & Belsize Rd. Canton

WANTED Master Mechanic
Experienced in A/C and CI
Call Becks Goodyear, 721-1810.

WANTED:
100
Blue Jean Workers
For
6 WEEK
PROJECT
COME
TODAY
INSTANT
WORK!
29449 W. 6 Mile, Livonia
(W. of Middlebelt)
522-4025
KELLY
SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

WAREHOUSE STOCK - full-time, flexible hours. Apply Mon., Aug. 13th, 6-8pm. Yankee Peddler, Inc., 32999 Freeway Park Dr., Farmington Hills.

WE have an opening for position of Head of Children's services for Public Library. Must have BLS & 5 years professional library experience. Send resume before Sept. 8 to Director, West Bloomfield Public Library, 5668 Walnut Lake Road, West Bloomfield, MI 48322.

WELDER
Experienced with light gauge metal. Full benefits. 8 Mile & Farmington Rd. area. Call 477-0600

WORKING MANAGER - Experienced Baking at 2100 a week, for car cleaning specialist in Plymouth. Apply at: 1146 Goldenrod, half block off Sheldon.

W.S.
needed at private club in Southfield for Sept. on. Apply Now. Ask for Louise. 646-6990

$100
BONUS
For the next 10 full time employees. No criminal record, 18 to 35 years of age or older, own transportation & telephone.
WE PAY WEEKLY
Apply Mon.-Fri. 10am-5pm
12735 PURITAN
1½ Mile, W. of Wyoming
GUARDIAN GUARD
837-0734

ANALYST
PROGRAMMER
City of Southfield
Salary ranges $24,794 - $29,387 and competitive benefit package. Must have graduated from an accredited College and programming of business and financial applications and ANS COBOL programming. Knowledge of municipal government helpful. Minimum requirements: Graduation from accredited college or university with major course work in Computer or related fields or equivalent three of. Apply Personnel Office, City of Southfield, 26000 Evergreen Rd., Southfield, MI 48076, by Monday, August 27, 1984.
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

AIDES & DENTALIES - for 1½ and 2½ years experience in General and Orthodontic. Wage dependent on experience. Steady year-around work with fringe benefits. Please call or apply between 8am & 4pm
ALLEGHY NURSE
EXPERIENCED ONLY
for busy Livonia office. Call Angie Mon. Wed. or Fri. 476-8221

BILLING PERSON, experienced only with computer as well as manual, full or part time. Southfield medical office. Call Shirley. 358-5666

BOOKKEEPER/SECRETARY
Progressive chain of nursing homes are looking for qualified persons to manage patient accounts. Experience is required in accounts receivable, collections & computer skills along with basic secretarial skills. Excellent pay & benefits. Call Debbie Wolywodt.
491-5400

CARDIOVASCULAR TECHNICIAN
Part time opening available in hospital. Experience necessary. Head access, holter monitors. Evening and weekends hours. 38 an hour, or open.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

CERTIFIED MEDICAL ASSISTANT for podiatrist office, full time. Experience preferred but will train. Typing needed. Farmington Hills-Novi area. Call Tuesdays & Friday between 1-5p.m. 476-0020

CLINICALLY EXPERIENCED
LPN for Home Health Agency. Part time. Please call between 8 and 5, only. Mon. thru. Fri. 674-1870

COORDINATOR NEEDED, part time for Multi-Level agency. Medicare application relief with possibility for inpatient & home care experience preferred. 8 Mile-Southfield area. Call Mrs. Clark.
423-5400

DENTAL ADMINISTRATIVE ASSISTANT - Experienced, health-oriented individual needed in very modern Birmingham office. Must be able to work written & oral communication skills, have a pleasant telephone manner, strong aptitude for learning. Experience in Appointments & Computer systems a plus! We offer excellent salary & benefits. Please send resume to: Box 349, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT for general dental & orthodontic practice. Experienced only. Good salary, benefits.
Resume requested. 422-1540

DENTAL ASSISTANT - part time, afternoon only, previous training & clean driving record. To start immediately. Call 591-3252

DENTAL ASSISTANT
Part time, can be high school senior. Pleasant Farmington Hills office.
477-8227

DENTAL ASSISTANT
needed approximately 25 hours per week in Canton office.
Call Anne at 981-5456

DENTAL ASSISTANT - experienced in four-handed dentistry needed for relax, pleasant Troy family practice. Must be personable & reliable. Please call days 689-8013

DENTAL ASSISTANT - Full & part-time. CDA preferred. Experience necessary in 4 handed dentistry, lab work and X-rays. Some evenings. Beneficia. Royal Oak. Please call 548-5510

DENTAL ASSISTANT
Full time position available for experienced, dedicated person in a pleasant, private Dearborn dental office. Ideal individual talent & skills are appreciated and Excellent benefits & advancement opportunities. Call Toni Sat., 12-3 PM.
274-0475

DENTAL ASSISTANT - part time, for new Farmington office. Resume required. 474-5411

DENTAL ASSISTANT
Part time, experienced in insurance, X-rays, etc. Livonia area. 425-2131

DENTAL ASSISTANT
Progressive Dearborn office. Part time. Farmington Hills. Benefits. 533-3434

DENTAL ASSISTANT - experienced, chairside assistant for busy office work, 4 days, excellent salary, vacation benefits. W Bloomfield area. 851-6433

DENTAL ASSISTANT
Experienced, for pleasant office. Four handed dentistry, X-rays & insurance a must. Good opportunity for enthusiastic person. Livonia. 474-4300

DENTAL ASSISTANT
Top notch career minded assistant, experienced in all areas. Preferably people oriented Garden City office. Good pay. Call 421-3290

Dental Assistants
Full time/part-time. Immediate openings. Experienced only. Call
582-1183

DENTAL ASSISTANT
Prefer certified, but will consider good applicants. Full time. Farmington area. Call Mrs. Ryan
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DENTAL ASST - experienced chairside. Immediate opening, well established general practice. Benefits. Salary open. No eves. References necessary. 16 Mile/Evergreen area.
Days, 334-4341. Eves, 416-1641

DENTAL FRONT OFFICE MANAGER
Experienced in all phases of office management. D.O.C.S. computer experience helpful. Excellent salary, benefits & long term employment for right individual. West Bloomfield 661-0002

DENTAL HYGIENIST
Full time to work in both North & Brighton offices.
668-6830

DENTAL HYGIENIST wanted for Westland office.
For interview, call:
728-4290

DENTAL HYGIENIST - Part time. NEW established practice. 10 hours & Evergreen area. Experienced and reliable. Call
Days 334-4341 evenings 626-2681

DENTAL HYGIENIST
People loving hygienist to work Tuesday at Friendly Garden City office. Call 531-4200.

DENTAL HYGIENISTS
Part-time, excellent pay. Experience necessary. Dearborn.
582-1183

DENTAL MEDICAL Receptionist-wanted full time, Mon. thru Fri. Insurance billing & typing experience preferred. Southfield. Call Monday thru Thursday.
557-6149

DENTAL PURCHASER/ORDER FILLER needed for large dental supply company. Dental experience necessary. Call Nancy.
476-1560

DENTAL RECEPTIONIST
Full time for Novi area.
Experience necessary.
669-4530

DENTAL RECEPTIONIST
Full time, evenings and Sats included. MUST have experience with Medicaid, insurance and patients. Redford Dearborn Heights. 846-2843, 531-7300

DENTAL RECEPTIONIST position available with computer & insurance experience. Experienced only need apply. Send resume to box 115 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
For high quality, low volume office. Must be good English, excellent math skills & enjoy working with people. The position also involves some typing. Salary commensurate to ability. 557-7200

DENTAL RECEPTIONIST- preferred 4 years experience minimum. Full and part time evenings & Sat. hours.
Dental Assistant full or part time, morning & evening hours available. Must have some experience in 4-handed dentistry. Farmington Hills/Livonia area. Salaries helpful. 478-1850

DENTAL RECEPTIONIST
1 year dental office experience for 2 part time jobs in Westland office. August 27 - Sept. 15.
DAVIS-SMITH
Temporary Medical Service
557-7200

DEPENDABLE DENTAL AIDES
To work in busy kitchen. Part time. 8:30 P.M. - 5 P.M. Can shorten min full time position. Apply in person 2 A.M. - 4 P.M. Overland Professional Center, 34567 W. Warren, Westland.

DOCTORS OFFICE needs mature person, part time weekend with patients & front desk experience. Call Mon. thru Fri. 9-5 at 420-1900 or 540-1340.

502 Help Wanted Dental-Medical

Director of Nursing
A progressive long-term care organization looking for a results oriented RN who seeks a challenging position. If you have the following we want to hear from you...
• Desire Good Experience
• Strong managerial skills
• Excellent communication skills
• Willingness to learn and implement
• Ability to develop new programs
• Geriatric experience preferred
Send resume and salary requirement to: Joe Gozdz, Director of Nursing, Box 2, 22900 Orchard Lake Rd., Farmington, Mi 48024. (No phone calls please)

ECHO TECH
Mount Carmel Hospital offers part-time, full-time or temporary positions for Key staff for Technicians needed to exceed in 8 Mode and 3-D studies. Cardiac Doppler experience an asset.
Call Myra Taylor at 937-7985 for more information. Competitive benefits. Please apply or send resume to:
MOUNT CARMEL
MERCY HOSPITAL
Community Services Building
Employment Services
14520 Mack Road
Detroit, MI 48223
Equal Opportunity Employer

EXPERIENCED RN'S - LPN'S & Aides - Part time - we interview regularly for positions in:
• Hospital Staffing
• Home Health Care, Hospital & Home
• Home Health Care
Part & full time openings
Health Care
Professionals, LTD.
423-6500

EXPERIENCED Registered X-ray Technician for Orthopedic office, 30 hrs. for vacations & sick days. Mon thru Fri. Excellent salary. 641-2281

E.M.T. AMBULANCE DRIVER
Over 23, strong, neat. Up to $13,500 and benefits. Apply 18 Mile area, no other time. 18401 W. Seven Mile, Detroit.

FEMALE THERAPIST WITH CLEARTS to work in small, developmental patient clinic without Blue Cross. Opportunity to serve varied population, willing to do community marketing in Eastern Washtenaw and Western Wayne counties. Referrals from private psychiatric hospital possible. Write or call: Jim Kelly, Canton Mental Health Services, 1326 N. Canton Center Rd., Canton, 48187.
459-5450

FREE CLASSES
Free classes For Home Health Aides with previous experience in hospital or nursing home. Home Health Certificate on completion of course requirements. Immediate openings. Eastside/Grosse Pointe, Northwest, Downriver, Royal Oak, N. Oakland County.
Join us - H.C.P. Ltd.
Call Mon. or Tues. between
8am-5pm
423-6500

FULL TIME ASSISTANT
Experienced in 4-handed Dentistry for busy Farmington Hills practice. Call Tues. & Thurs. mornings. 476-2321

HOME HEALTH AIDES needed for Livonia, Canton and Plymouth. Must be excellent benefits. HomeCare Services 455-0660

HYGIENIST position available - part time full time in busy dental center. Salary commensurate with ability & experience. Please send resume to box 174 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HYGIENIST
for prevention oriented Clinton office. Send resume to 5979 Lilley Rd., Canton, MI 48187. Attn: Anne

IMMEDIATE EMPLOYMENT
we will train and/or employ experienced nurses for home care assignments in the community of their choice.
Health Care
Professionals, LTD.
Call Mon. or Tues. between 8am-5pm
423-6500

INSURANCE BILLING CLERK
for busy medical practice. Must be experienced in all aspects of medical billing. Hours are 8-5 Mon. thru Fri.
332-3225

INSURANCE PERSON needed with experience in bookkeeping, billing, and general dental practice. Work in pleasant Farmington Hills office. Competitive staff. Part time, 2 or 3 days per week. 476-8870

INSURANCE PERSON for Farmington Hills chiropractic office. Must be experienced in billing & calling third party insurance companies. Permanent part time, 25 to 30 hours per week. Call Patty Mon. Wed or Fri.
476-8440

LIVE IN/HOME HEALTH AIDES
Are you looking for immediate openings in the exciting field of home health care? If so call Quality Care today. We have long term assignments available in all locations. So don't wait call now.
334-3092

MANAGER
ALL home South of Belleville needs manager with 2 years minimum experience in DMH small group homes and degree in Human Services. Hourly rate $5.00 plus excellent benefits. Call Sylvia. Schedule flexibility is a must. Apply in person or send resume to: Box 2, 22900 Orchard Lake Rd., Farmington, MI 48024.
An Equal Opportunity Employer

MEDICAL ASSISTANT
Experienced - for busy Birmingham Office. Call for interview.
647-3754

MEDICAL ASSISTANT
Part time for Podiatrist office. Royal Oak. Experience helpful.
516-7094

MEDICAL ASSISTANT - Experienced, part time, for new Obstetrical & surgical office in Rochester.
651-3290

MEDICAL ASSISTANT - Experienced, for new OB-GYN practice, located in Seven Mile area. Prefer certified and/or College textbook graduates. 531-9900

MEDICAL ASSISTANT/BILLING
Experienced. EKG, X-ray, front and back work. Call between 10AM-4PM.
443-4313

MEDICAL ASSISTANT (Trainee) full time. Made for female for Internal Medicine practice. Send resume to 41782 Ann Arbor Road, Plymouth MI 48170

MEDICAL ASSISTANT-at least 2 years experience in all aspects of patient care. Medical Office in Livonia. Good field source office, approx. 20 hours per week. Call Shirley. 338-5466

MEDICAL ASSISTANT
Wanted for doctor office. 4-5 days per week, mornings only. Please send resumes to Box 116 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Experienced to work part time in Dr's Westland office. Looking for front desk interested in part time work Only, send resume to: Box 117 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MEDICAL ASST
for Troy Physician. Experience in EKG necessary. Hours, Mon. thru Fri. Call
649-4446

MEDICAL BILLER
Experienced in computer medical billing for Keego Harbor podiatrist. Full time hours, Excellent benefits. Send work history and salary requirements to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL LAB
TECHNICIAN
For subspecialty Hospital. Must have 2 years recent lab experience. Part time hours. Flexible. 647-3400
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL OFFICE ASSISTANT
Part-time for physical therapy office. Need typing and transcription skills. Send resume to: Oakland Physical Therapy, 29595 W. 10 Mile, Suite 102, Novi, Mich. 48050.

MEDICAL OFFICE in Westland is expanding our practice and adding additional personnel (3) positions are now waiting to be filled. Experienced lead-ership is required with strong personality to work with patients and doctors in rooms. A wide range of responsibilities are offered. Will train the right person. Experienced Medical Insurance Biller is needed to work in Medicare Department. Accounting and computer skills helpful. Salary commensurate with ability. Call Ann 721-2000

MEDICAL PSYCHIATRIC Secretary for Warren area. Experienced. Flexible hours. Salary negotiable with qualifications. Excellent typist. Must have experience with various insurance forms. Please send resume to: Box 112, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Mature, with 1 year experience. Filing, pegboard, posting, insurance billing.
416-8810

MEDICAL RECEPTIONIST
full time, for busy Oncology office of insurance billing. Livonia area. Contact Janice 477-4878

MEDICAL RECEPTIONIST
Experienced - for Surgeon's office in the Detroit area. Apply at: Mt. Carmel Professional Bldg., 5001 West Outer Drive, Suite 400, Detroit 341-1836

MEDICAL SECRETARY
Experienced - for busy office. Insurance billing, some auditing.
851-3335

MEDICAL SECRETARY - DMF - Experience in Medicaid & Blue Cross billing. Excellent benefits. Send resume only. Medical Rentals, 31310 Coolidge Oak Park, Mich., 48237

MEDICAL SECRETARY
Thursday Only
If you have 1 year experience, call us today about working. Earn temporary assignments for up to 3 months. Work in doctors offices, clinics, hospitals, and corporate offices throughout metro area. Good pay and no charge to you.
DAVIS-SMITH
Temporary Medical Service
557-7200

MEDICAL TRANSCRIPTIONIST
Experienced only. Part-time evenings & weekends. 12 to 16 hours per week. Must be able to use computer.
553-1884

MEDICAL TRANSCRIPTIONIST
Contact Lenses, international company. Must have recent experience transcribing O.R., H.I.& P. Work in the comfort of your home or in a pleasant office. Call
559-0558

MEDICAL TRANSCRIPTIONIST
Temporary basis, indefinite period of time. Experienced only. Call for details at 411-3300, Ext. 377.

MEDICAL TRANSCRIPTIONIST
Experienced for attractive Southfield office. Full benefits. Send resume to: Ms. L. McCall, 17190 W. 10 Mile, Suite 3, Southfield, MI 48075

NURSE AIDE needed with one year staffing experience for in-home private duty nursing cases available.
Call Bonnie 833-5400

NURSE ASSISTANTS
Skilled Nursing facility positions available on all shifts. Apply in person, 9am - 3:30pm. University Convalescent & Nursing Home, 25195 Five Mile Road, Livonia, MI.

NURSES AIDE
Full and part time, 3-11 P.M. and 3 P.M-11 PM. shifts Will train. Must be 18 years old. Apply in person any. Northpointe Nursing Home, 8345 Newburgh Road, Westland, near Joy Rd. No phone calls please.

NURSES AIDE POSITIONS
Available Part Time, All shifts. Also part time positions available in Housekeeping, Small Nutritional Items in Canteen. Call between 10 AM-3 PM. 459-7040

NURSES AIDES experienced for Home Health Agency. Part time. Please call between 8 am & 5 pm only - Mon thru Fri. 674-4941

OFFICE ASSISTANTS
Needed for busy clinics. Several locations. Full time and part time. Experience required. Call
557-5116

OFFICE MANAGER for full time position in medical office. Must be experienced in all aspects of insurance billing. Royal Oak/Troy area. 435-7094

OPTOMETRIST POSITION
available. Full time, benefits. Pleasant Vision, Livonia 425-2100

ORTHODONTIC
LAB ASSISTANT
mature person, part time, must have good hand skills. 476-9766

PART TIME DIETARY AIDE
3:30-7:30 PM, or 4:30-8 PM, 19-29 hours per week. Will train. Must be dependable. Apply 31600 Manderbrook Farms.

PART TIME medical assistant, 8 days per week. Hrs. variable. Mt. Clemens area. 463-8400

PART TIME RECEPTIONIST/Typist with deskpiece experience for Birmingham orthodontic office. Please call
645-5340

PHONE CO-ORDINATOR Part time, 3 evenings, 8 hrs. max hrs. Detailing & phone experience necessary. Medical person preferred. Westland.
Call Barb 729-2606

PHYSICAL THERAPY-
HOME HEALTH CARE
Greenfield Home Health Care, a corporation of Greenfield Medical Center of Life Care Corporation, is expanding and needs staff Physical Therapist. Full time position available. Part time is available. Highly competitive salary. For further information contact Mark Pflaumbaum, Coordinator of Therapy Services.
476-1212

RECEPTIONIST - Permanent part time. Birmingham psychology clinic, excellent employment agency, good hand skills experience. Mon. thru Thurs. 4:30-8:30 pm. Sat. 9-1.
646-7977

RECEPTIONIST - experienced, for busy Orthopedic office in Birmingham. 9-5pm or 8:30-5:30pm. 2-3 days per week.
642-7500

RECEPTIONIST needed for full-time position in Southfield laboratory office. Must have good typing skills. Call typing board & typing. Call
358-3319

502 Help Wanted Dental-Medical

RECEPTIONIST
Experienced, needed for Dearborn Psychiatrist office. Full time 7:30 am and 8 am Tues. & Thurs. or Wed. between 10 am and 4 pm.
565-8099

RECEPTIONIST - FULL TIME
For busy ophthalmology practice with location in Farmington and W. Bloomfield. Must have own transportation. Experience preferred. Starting salary $200 week. Call between 10-4 pm., Mon. thru Fri. 626-3345

Registered Nurse
OUTPATIENT CLINIC
Henry Ford Hospital seeks a qualified Registered Nurse for a part-time day position in our Hematology-Oncology. At least 2 years of recent clinic experience is required, even preceters skills are helpful. The position requires at least 2 working days a week with flexibility for additional hours. Interested individuals are encouraged to contact Colleen Kessler, 876-1187
HENRY FORD HOSPITAL
2921 W. Grand Blvd.
Detroit, MI 48202
An Equal Opportunity Employer

RN - afternoon supervisor with Nursing Home experience. New wage & benefit package. Call Mr. Hoffman, Presbyterian Care Center, 3999 Venoy, Wayne. 729-1180

RN LPN
Are you looking for top paying jobs with the most benefits? Hospital experience, Assignment 3 months or longer. Mon.-Fri.,8-4 PM. Good pay, no fee to you. Call:
DAVIS SMITH
Temporary Medical Service
557-7200

RN LPN
Are you looking for top paying jobs with the most benefits? Hospital experience, Assignment 3 months or longer. Mon.-Fri.,8-4 PM. Good pay, no fee to you. Call:
DAVIS SMITH
Temporary Medical Service
557-7200

RN & LPNS
For 144 bed capacity in Livonia. Call or apply at: Carmelite Hall, 31100 Ann Arbor Trail, Livonia, 522-7441.

RNS
3-11 PM shift
Weekends and relief. Please call Mrs. Ferguson for appointment. 261-5300.

ROYAL INSURANCE a recognized leader in property/casualty insurance seeks a clerk typist. Must be able to type 45-50wpm & have pleasant telephone personality. No experience necessary. Library fringe benefits. For application please call Mrs. Hoe.
649-4370, Ext 210
Equal Opportunity Employer M/F

R.N.'S-$50 BONUS
After working only 3 shifts. Medical surgical & Intermediate Care Medical Surg. OB, ICU/CCU & NICU available. Call Carol for details 835-5400

SECRETARY - PRIVATE
Mature, dependable, energetic - with Bookkeeping skills. Wonderful work environment in Doctor's office. No Patients! Near Northwestern/I-75 Mile area. Reply to: Box 333, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TRANSCRIPTIONIST
Psychiatric terms preferred. Takes court reports, medical terms. PM shift urban. $10-$12,000. Very fine benefits.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

TWO FULL TIME POSITIONS open in dermatology office, billing & doctor's assistant, experience preferred. Troy & Farmington Hills
649-1400

504 Help Wanted Office-Clerical

ACCOUNTANT - Full charge, full time, for growing company. $18,000 plus. Excellent benefits. Call P.O. Box 243, Birmingham, Mich., 48012.

ACCOUNTING CLERK
Small manufacturing firm located in Livonia area needs experienced individual to handle accounts payable and other office duties. Must have good math. Excellent math, typing and clerical skills required. Send resume to:
Box 102, Accounting Clerk, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk
Important, diversified accounting position for responsible person with 3 years of college accounting and a minimum of 3 years working experience. Must know all phases of A/R and A/P functions as well as bank recons, expense schedules and analysis. Good math skills. Qualified individuals must be adaptable to change for this rapidly growing company. Salary commensurate with experience with salary history to: Box 739, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK WANTED
Experienced in CRT helpful. Apply at: Jerome Duggan, Inc., 30500 Telegraph, after 9 Mile, Suite 104, Farmington Hills.

ACCOUNTING CLERK - Large salesman manufacturer. Accounts Payable, General Ledger. Good with people. 417-210 - 855-2416. Benefits. For payroll needs.
SNELLING & SNELLING
Royal Oak 399-3450

ACCOUNTS PAYABLE/PAYROLL
Person needed for multi-store corporation. Must have college degree, 1,000 or 10 500 experience. Ask for Helen 532-7600.

ACCOUNTS PAYABLE/Secretarial position for fast growing Oil Company. Matureclerk-typist with experience in computerized system. Bookkeeping experience a Plus, some typing required. Position offers good opportunity for growth with a lot of responsibility. Send resume & salary requirements to:
P.O. Box 760, Novi, MI. 48050.

504 Help Wanted Office-Clerical

TEMPORARY ASSIGNMENTS
IMMEDIATE OPENINGS
SECRETARIES
(Shorthand/Dictaphone)
TYPISTS
(50 wpm)
KELLY The Kelly Girl People. SERVICES, INC.
19668 W. 11 Mile Lathrup Village
Call for Appointment
559-0300
EOE M/F/H

INTERESTING
ASSIGNMENTS
Long and Short Term
Friday Pay - Benefits
(Minimum of 6 mos. experience)
SECRETARIAL
• Executive Secretary
• Legal Secretary
• Typists
• Switchboard
• Medical Trans.
• Word Processors
• Data Entry
• Proof Operators
LIVONIA 464-0080 | DETROIT 962-8051 | STFLD 354-0337 | TROY 362-0800
Olsten Temporary Services

504 Help Wanted Office-Clerical

OPPORTUNITIES AT MACCABEES
Maccabees Mutual, the oldest and one of the fastest growing life insurance companies in Michigan, is seeking sharp individuals to add to our Home Office clerical staff. Opportunities include:
ACCOUNTING CLERK-Must have good accounting knowledge and 40 wpm typing.
TYPISTS-an excellent entry level position for a quick-learner with 50 wpm typing skills.
Some jobs offer the opportunity to be trained and promoted through a formal advancement program. All jobs offer outstanding benefits. If you have the clerical ability required plus strong communication and interpersonal skills, send your resume or apply to Personnel:
MACCABEES MUTUAL LIFE INSURANCE CO.
25800 Northwestern Hwy.
Southfield, MI 48037-2165
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE/Payroll Clerk for growing manufacturer. Must be experienced, have college and be able to work with minimum supervision. Data entry experience helpful. Send resume with wage history and requirements to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE
SECRETARIES
Troy ad agency seeks sharp career-oriented Administrative Secretaries for production, traffic, sales & for support activity in the Account Management and Creative Department. Shorthand a plus. Administrative responsibilities and client contact are integral to the position requirements. Call
Janet Crawford
Kelsey, Hayes & Hammond
190 E. Big Beaver
Troy, MI 48083

ADVANCED
SECRETARIAL OPENINGS
World headquarters of international pharmaceutical firm is looking for experienced secretaries with the following skills:
• Shorthand - 100 WPM
• Typing - 50 WPM
• Machine Transcription
• Statistical Typing
• Separate organizational & administrative ability
PREFERRED SKILLS
• Xerox Memorywriter
• Wang Word Processor
• Prestige Language
• Pharmaceutical background
• Knowledge of telex and facsimile machines as well as standard office equipment
The right individuals will be amply adaptable to change, able to work independently, provide direct assistance to senior level executives and staff in the U.S. and 17 worldwide locations and work well under pressure.
Competitive salary and full benefits package. Only written responses accepted. Please send resume, cover letter highlighting experience in above areas including salary history, in confidence to:
Manager - Human Resource Dev.
R.P. SCHERER CORP.
P.O. BOX 160
Troy, MI. 48099.
An Equal Opportunity Employer

ADVERTISING AGENCY requires experienced Secretary, must type 70 WPM. Inexperienced, type 60 W/M. Dependable, well groomed. Southfield, Lathrup area. Call Adams

AMBITIOUS PERSON for full-time position as Statistical Typist in a Food Equipment Company. Skill-starting & good organizational skills a Must! Bookkeeping experience helpful. 11 Mile/Lahser area. Call after 10am. 353-2970

APPLY NOW EXPERIENCED
JR. TYPISTS
(Min. 45WPM)
& SENIOR TYPISTS
(Min. 60WPM)
Needed For Temporary Assignments In Livonia, Farmington & Royal Oak Areas
Must be 18 & Have own Car
GENERAL
MANAGEMENT
SERVICE
29701 W. 8 Mile
Suite 104-A Livonia
The Bell Creek Plaza
Call for Appointment
427-7660

ASSISTANT FOR MULTI-FACET health care business. Will assist accounting computers and train. Experienced in computer and word processing. Good communications,office skills, business math and personal manners are a must. Apply to Box 136, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTRACTIVE
OPPORTUNITY
Southfield Firm, is seeking the