502 Help Wanted Dental-Medical

DENTAL APPOINTMENT SECRETARY - We are seeking an enthusiastic individual to fill an Appointment Secretary position in a productive Quad dental office located near Downtown Birmingham. 4 day week. 645-3515

DENTAL APPOINTMENT SECRETARY - We are seeking an enthusiastic individual to fill an appointment secretary position in a productive Quest dental office located near Downtown Birmingham. 4 day week. 646-3515

DENTAL ASSISTANT - Waterford township, chairside & front office skills. Full or part time. 623-8400

DENTAL ASSISTANT
Experienced in assisting and processing insurance. Dearborn area. Call 842-3328

DENTAL ASSISTANT
Full time. Pontiac area. Experienced in 4-handed dentistry. Excellent opportunity. Salary commensurate with experience. Please call Vicki. 681-2127

DENTAL ASSISTANT - If you enjoy working with people and can keep smiling, we're interested in having you join our progressive dental team. Applicant must have at least one year's experience in 4-handed dentistry and be willing to diversify into other areas of our team. This is a full-time position in the Canton area. Please send resume to Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Full time. Experience necessary. Farmington/Livonia area. 478-1650

DENTAL ASSISTANT
A permanent position available for an experienced chairside assistant to work 3 full days per week. Livonia. 427-8310

DENTAL ASSISTANT
For progressive, prevention oriented office. Experienced only. Good salary benefits. Call: 422-5566

DENTAL ASSISTANT - Part time. W. Bloomfield. 20 hours per week. Experience necessary with some knowledge of front desk. 681-1140

DENTAL ASSISTANT. Progressive personal practice serving Grosse Ile/Westland. Call between 9 am and 12 pm. Mon. thru Fri. 421-9223

DENTAL ASSISTANT - Northville area. Congenial atmosphere. 4 handed dentistry, some lab procedures. 348-3646

DENTAL ASSISTANT
Full time, 4 day week, experienced. Warren area.
751-0538 or 528-0037.

DENTAL ASSISTANT
Experience preferred. Excellent salary. Oak Park/Southfield area.
357-1105 Eves. 851-9593

DENTAL ASSISTANT
Experienced in X-Ray, models & all phases of chairside assisting. Full time for new office, 6 Mile & Newburgh, Livonia. 591-7310 or 476-1144

DENTAL ASSISTANT - Birmingham. Experienced. Needed for 1 man quality practice. Hours and salary, career oriented. Please reply to: Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Dental Assistant
Full time for general dentist, 3½ days. some Saturdays. Experience preferred. Paid insurance, profit sharing pension plan. Start January 2.
Farmington Hills
655-3655

DENTAL Assistant/Receptionist for progressive Bloomfield Office. Must be experienced and have an outgoing personality. Send resume to Box #854, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Experience chairside. Immediate opening for well established general practice. Attractive salary and benefit package for exceptional. References necessary. Southfield area.
Days 354-4844 Evenings, 626-2681

DENTAL ASSISTANT
EXPERIENCED
Make a change for the better for the new year. Attractive benefits. Top paid Jobs available in Rochester, Flat Rock, Dearborn, Southland, Fisher Building. Call the Dental Connection 855-1315

DENTAL ASSISTANT

St. Joseph Mercy Hospital of Pontiac is seeking an experienced Dental Assistant. Minimum requirements are 3 years experience with recent dental work desirable. Contact Employment Services, 858-3096. St. Joseph Mercy Hospital, 900 Woodward Ave, Pontiac, MI., 48053.
An Equal Opportunity Employer

DENTAL HYGIENIST - Aggressive, dependable person needed to work full time including Saturday. Call in our progressive dental office. 879-2930

502 Help Wanted Dental-Medical

Dental Hygienist
Part time, Tues & Fri. Fisher Building. 872-3535

DENTAL HYGIENIST
Pediatric and Dental Office
Bertley/Royal Oak area
399-5146

DENTAL HYGIENIST, part time. Growing Farmington dental practice is looking for an experienced & energetic person to work 2 afternoons and every other Saturday. 478-2525

DENTAL OFFICE - in Rochester needs part time receptionist/assistant. Phone 652-1100

DENTAL OFFICE MANAGER
experienced or will train. Dearborn Area. Call 561-3328

DENTAL RECEPTIONIST
Full time, minimum 2 years experience. Basic computer experience required. Excellent benefits. Call 353-5440

DENTAL RECEPTIONIST needed for new progressive Office, 8 Mile & Newburgh. Must be experienced in X-Rays, Insurance, Pegboard & typing. Great opportunity for self-motivated type interested in running the store. 591-0031 or 616-7494

DENTAL RECEPTIONIST needed for full time in busy Canton office. Experience is required and must be willing to work evenings and Saturdays. DKG computer experience helpful. Send resume to: Box 741, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST, part time for afternoons, evenings and Saturdays. Experienced preferred. Call for interview after 4:30 PM. 387-8282

DENTAL RECEPTIONIST
Experienced. Farmington Hills. Some chairside assisting ability preferred.
851-8228 626-1303

DENTAL SPECIALIST needs receptionist/clerical secretary. Mature, bright, well groomed, people oriented, for busy progressive office. Good salary and benefits. Southfield/Birmingham area. 357-3109

DIRECT CARE STAFF
Needed in Canton Group home. Full and part time, $3.50 to start. 18 years and older, high school diploma or GED necessary. Start immediately. 397-1617.

"DIRECTOR OF CLINICAL SERVICES"

For small home health agency. I need a dynamic individual to lead our superb staff of nurses, aides, & therapists in developing our agency. This ambitious registered nurse must have the proven ability & flair for marketing our service as well as directing the clinical operations of our agency. The successful candidate is a registered nurse with a management experience in a home health setting.
Excellent leadership & communication skills.

A deep concern for quality of patient care

A thorough knowledge of Medicare, Medicaid & private insurance program

A sense of humor, enthusiasm & will power to invest time & energy to help us grow & expand in the home care market.

Please send your resume & salary expectations to:
Adaline A. Laforet RN, Administrator
PCO Assoc. Inc. 17,500 W. 8 Mile
Southfield, MI. 48075

ESCORT AIDES - Reliable persons needed to escort Northville State patients to clinic appts. Transportation provided. Call 433-4500
Health Care Professionals Ltd

EXPERIENCED MEDICAL Receptionist/Secretary. Typing, Pegboard, General Office. Please call between 9-3pm. 335-6129

EXPERIENCED RECEPTIONIST needed, part time, Evenings & Saturdays at a Livonia Medical clinic. Call Pat 591-0453

FULL TIME office manager for busy out patient psychological clinic, in Farmington Hills. Must be experienced in Blue Cross/Blue Shield & third party billing. Prefer computer experience. Salary negotiable, full benefit package. Send resume to P.O. Box 2983, Farmington Hills, MI 48333

FULL TIME position for Medical Writer to follow a busy ophthalmologist & patient scheduling. Must be familiar with medical terminology. Sharon 631-6122

Hospital and Physician BILLERS
NEEDED FOR TEMPORARY ASSIGNMENTS
CALL 478-6815
Temporary Professionals

HYGIENIST NEEDED
2 days per week, starting Jan. 1, 1985.
Redford Downtown Hgts. area.
Call 532-1822

502 Help Wanted Dental-Medical

HYGIENIST NEEDED for prevention oriented dental practice in Wayne. Send resume to: 8970 Lilley, Canton, Mich., 48187.

HYGIENIST NEEDED for prevention oriented dental practice in Wayne. Send resume to: Box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LPN OR MEDICAL ASSISTANT
For January, February & March.
West Dearborn physician office.
565-3150

LPN-PART TIME
Afternoon & Midnight Shifts
Apply in person: 520 W. Main, Northville, Michigan.

LPN's OR RN's
Afternoon & midnight. Part time. Lahser Hills Nursing Center, Southfield.
354-3322

LVT, Licensed Veterinary Technician, energetic, ambitious, willing to use all your talents in quality small animal AAHA Hospital. Completely equipped lab, X-ray and surgery. Salary negotiable. Great benefits. Full or part time. Write or call Mr. Maxwell, 31420 Grand River, Redford, Mi 48239. 255-2100

MEDICAL ASSISTANT
part time, experience in EKG, X-ray, vena puncture, injection, etc. Livonia office
261-1750

MEDICAL ASSISTANT
Experienced Afternoons, Livonia area. Call between 8am-12 Noon 464-8200, Ext 20

MEDICAL ASSISTANT
needed for Troy office, no experience needed. 689-5184

MEDICAL & DENTAL Group Claims Processor. 3 yrs. experience preferred, will consider a minimum of 1 yr. based upon background. 4½ day work week, good fringe benefits. Call 375-0412

MEDICAL LAB TECHNICIAN
Day shift. Mon thru Fri. and an occasional Sat. 1 year experience. Medical facility in Novi. Benefits. Call Robbie 348-8000

GREAT LAKES INVITATIONAL TICKET WINNER
Bill Lemon
8932 Lucerne
Redford

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Friday, December 14, 1984 to claim your two FREE GREAT LAKES INVITATIONAL TICKETS.

591-2300, ext. 244
CONGRATULATIONS!

MEDICAL RECEPTIONIST - Experienced. Part time position. 3 full days per week OB/GYN office in Farmington Hills. Ask for Barbara: 476-8900

MEDICAL RECEPTIONIST
Temporary position. Part or full-time. Southfield 354-1850

MEDICAL RECORDS
Analyst Coders

Our Medical Records Department has openings for Analyst Coders. We offer good benefits and salary. You must have an Associate's degree in Medical Record Science and preferred as an accredited Record Technician.

These positions are full and part time on the afternoon shift, Sunday - Thursday, 3:30 p.m. to Midnight. Please apply in person, or send resume to:

MOUNT CARMEL MERCY HOSPITAL
Employment Services Dept.
14230 W. Lonyo Road
Detroit, MI 48235
Equal Opportunity Employer M/F

MEDICAL SECRETARY/BOOKKEEPER, Farmington Hills area. Must have experience in billing, insurance billing, bookkeeping, computer experience helpful. 476-1616

MEDICAL TECHNOLOGIST - 6 years experience, afternoons 3-10 pm., Mon thru Fri., Novi area. Benefits. 348-8000
Call Robbie 348-8000 ext. 246

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST
Busy medical records department has an immediate opening for a full time medical transcriptionist. The ideal candidate will have 2 to 3 years experience in all areas of transcription and the ability to type 60 wpm. Medical terminology background is essential. We offer an excellent salary and fully paid benefits package. Interested applicants please apply:
Metropolitan West Hospital, 18303 Joy Rd. Westland, MI 48185
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST
Experienced
Birmingham area
646-3013

MEDICARE TRAINED AIDES needed immediately, must have phone & reliable transportation, FCO Assoc. 432-4500

NEWBURGH MEDICAL GROUP has an opening for a medical assistant to work 30 hours per week. Duties include assisting physicians, nurses and clerical personnel as needed. Applicants must have completed a medical assistance course and have the ability to type 40 wpm. We offer a competitive salary and fringe benefits. Interested applicants please apply:
Newburg Medical Group, 16434 Newburgh Rd. Livonia MI 48154
An Equal Opportunity Employer

NURSE AIDES
Full and part time, ALL SHIFTS. Experience not necessary, will train. Must be 18. Apply in person only. Nightingale West Nursing Home, 8345 Newburgh Rd., Westland, near Joy Rd. No phone calls.

NURSE AIDES
RN/LPN'S

Flexible Home Care cases and staff relief in Oakland County. Requires one year clinical experience in last 3 years.

Upjohn Health Care Services
Call Mon. thru. Fri. 642-7900

NURSES AIDES - full & part time, for all shifts, apply in person at Huntington Woods Convalescent Center - 105 Haggerty Rd. Plymouth, between 9-5 Mon thru Fri.

NURSING ASSISTANTS
All shifts, apply in person. No phone calls. Westland Convalescent Center, 36137 W. Warren, Westland, between Wayne & Newburgh.

OPHTHALMIC TECHNICIAN
Full time, Southfield area. Experienced in ultra sound. Reply to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC ASSISTANT, experienced, part time for Birmingham office. Please call 645-5340

ORTHODONTIC DENTAL ASSISTANT
Front Desk Person for orthodontic office with experience. Please send resume to: Box 39 & 40, 4400 Town Center, Southfield, Mich 48075.

PEDIATRIC OFFICE in West seeking LPN or MA with Peds office experience. Full time, benefits.
Ask for Robbie 348-8000.

PHLEBOTOMIST NEEDED
Experienced only. Detroit area. Call 532-0170

PHYSICAL THERAPIST
Registered, for Wayne orthopedic office. 326-2410

RECEPTIONIST/BILLING CLERK
Part time evenings & weekends for doctor's office in Farmington. Experienced only. Ask for Nancy at: 432-8518

RECEPTIONIST - oral surgery office, part time, Birmingham Troy area. Medical or dental experience required. 19 to 25 hours week.
Call 10AM-4PM. 647-7828

REGISTERED NURSE or LPN
Immediate opening - Day or PM Shift. Full-time. Excellent wages & benefits. St. Jude Convalescent Center, 31350 Ann Arbor Trail, Livonia. 261-4900

RESPONSIBLE PERSON as full time receptionist for busy Southfield medical office. Prefer experience with Blue Shield, medicare, CHP billing. Reply to Box 758, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - Part time for Northwest Detroit Doctor's office. Please send resume with experience in family medicine to: Sue McDonald, 16461 Grand River, Detroit, Mich. 48227.

RN
PART TIME POSITION AVAILABLE
ALL SHIFTS
MIDNIGHT SHIFT
Please call Mrs. Ferguson for appointment at 261-5300.

RN - Small JCAH accredited hospital seeks RN for medical surgical. Part time midnight shift. Expertise in basic cardiac arrhythmia recognition required. Call Mrs. Gulsen Kay 348-8000 ext. 246

502 Help Wanted Dental-Medical

RN, part-time, for N.W. Detroit Doctor's office. Please send resume to: Sue McDonald, 16461 Grand River, Detroit, Michigan 48227.

SECRETARY RECEPTIONIST
Part time, experienced, mature person, Garden City area. 421-0904

TYPIST - RECEPTIONIST
For radiology clinic, full time, salary based on experience, excellent fringe benefits. 937-8763

ULTRA SOUND TECH - registered or registered eligible, part time, 16 to 20 hours a week, Northville office. Call & ask for Barbara. 476-4960

WARD CLERK
for skilled nursing home. You must possess basic clerical skills, be able to handle phone voice & medical background. Please apply in person to: Redford general Hospital, 14580 Hamilton Park, Redford, Mich. 48239

X-RAY TECHNICIAN
Registered, full time position for Southfield X-ray Clinic. Salary plus benefits. Call for interview. 569-2383

X-RAY, X-RAY THERAPY TECH.
Full time for office in Plymouth/Canton area. Excellent benefits. Also part time Receptionist- typing & medical terminology. 10am - 2:30pm 3 days. Call: 459-8111

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Large International Freight Forwarder administrator needs full charge bookkeeper. Must have College degree & at least 5 years work experience in all aspects of accounting. CALL MICHAEL Walker 645-8410

ACCOUNTING DEPARTMENT of a Southfield medical supply company has opening for a new full time individual. Responsibilities include: Accounts payable, data input, typing, filing. Prefer college degree or equivalent. Excellent typing & calculator experience with accuracy a must, and computer background helpful. We offer competitive salary and benefit package. For prompt consideration, please send your resume including salary history to Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
for construction company, familiar with purchase orders & contracts. Computer experience helpful. Resumes to:
CONTROLLER
P.O. Box 49, Farmington, Mich., 48024.

ACCOUNTS RECEIVABLE
permanent position available. Apply: George Matich Chevrolet, 31001 Telegraph, Redford.

ADVERTISING AGENCY
Troy location. Need sharp Secretary/Receptionist for busy, well established firm. Excellent spelling skills, 65 wpm, and pleasant personality are among the requirements for this interesting job. Word processor experience is a plus. Competitive salary. Good benefits. Please call 689-8042.

APEX DRUGS has an opening for a secretary in our Novi office. Excellent typing, shorthand & communication skills a must. Competitive salary & benefit package. Send resume to Apex Drugs, P O Box 781, Novi, MI 48050
An Equal Opportunity Employer

APPLY TODAY
Clerk Typists
(45wpm)
Senior Typists
(65wpm)
General Clerk
(Type 35wpm)
Switchboard
(Dimension)
(Horizon)

Our service has immediate temporary openings in the Livonia and Farmington Hills areas. All skills need refresher or experience. Call immediately for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900

AVAILABLE
FREE TRAINING
For residents of Oakland County except Pontiac, Highland Lake, Hidden Lake Trails, Lake Orion, Orion Twp. Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp., who are unemployed or under employed. This is an excellent opportunity to train for a rewarding career as a Legal Secretary. This program is offered by a government agency and provides transportation allowance. We are an equal opportunity employer. For more information, call Ms. Jones at 545-9200

A-1 CAREER
Phone, computer data entry experience, self starter, management growth. We will train. Resume/call: 19025 W. 10 Mile Rd., Southfield, MI., 353-6188

504 Help Wanted Office-Clerical

A SECRETARY - must type 55 WPM or better, 2 to 5 yrs. experience for this long term assignment in growing South-field company

GENERAL - office for Livonia distributor. Light typing 35-40 WPM, 3 days per week, 2 mos. plus. experience helpful.

SOUTHFIELD - sales office needs Relay operator, typing 60-65 necessary, temporary to go permanent, to start immediately

NEED - four data entry operators with 10 to 20 wpm experience for 9-12 mo. assignment at Fortune 500 company in Southfield. Start immediately

Hartman, Dimension & Holm switchboard operators needed for immediate assignments for Troy, Southfield, Birmingham & Troy Center area.

Word Processing Taught in our office for small fee

UNIFORCE
TEMPORARY SERVICES
S'THFIELD BIRMIHAM
357-0034 646-7660

ATTENTION
EXECUTIVE SECRETARYS & SWITCHBOARD OPERATORS

We need good, accurate typists preferably with shorthand & typists with experience on the most modern switchboards.

We offer good pay, incentive programs & an opportunity to advance your skills.

For Immediate Appt. Call

MANPOWER
TEMPORARY SERVICES
SOUTHFIELD LIVONIA
353-8760 478-1130

BATH PRODUCTS Manufacturer has full time, clerical position available in our Novi office. Requires effective telephone skills, accurate typing & more importantly, people skills. Salary commensurate. Novi Post Office, P. O. Box 987, Novi, Mich. 48050.
Attention: Personnel.

BOOKKEEPER
Accounts Receivable, Accounts Payable, Payroll Balance, light typing, computer experience helpful. Part time. Ask for Dottie. 334-7406

BOOKKEEPER
Accounts payable, full time position for busy Southfield company. 3 yrs. experience, good typing skills required.
548-4773

BOOKKEEPER
Experienced Bookkeeper for CPA firm. Must be familiar with complete accounting cycle and payroll tax returns. Send resume to 5000 Town Center, Suite 1910, Southfield, MI 48075

BOOKKEEPER for CPA firm. Must be hardworking and intelligent. Opportunity for advancement. Send resume and salary requirements to 6070 W. Maple, Ste. 201, W. Bloomfield, MI 48033

BOOKKEEPER
Full time. Experience needed. This is for general bookkeeping and preparation for computer entry. Paid vacation, sick time, insurance. Southfield office.
Bonded Collection Corp.
Call Mr. Hurvitz 557-2100

BOOKKEEPER - growth oriented company seeks experienced person to account payable/receivable & payroll. Excellent opportunity. Call 8am - 5pm 477-7750

BOOKKEEPER, part time, needed for local jewelry store chain. Retail experience helpful. Send resume to P. O. Box #637, Roseville, MI., 48066.

BOOKKEEPER
part time. Accounts payable. Full charge thru trial balance, per diem. Call between 10 am and 2 pm. 626-8370

BOOKKEEPER thru trial balance needed for CPA firm in Livonia. Salary commensurate with experience. Call for interview. 427-6900

BOOKKEEPER
Troy Firm seeking Bookkeeper with minimum (3) Years experience as a Full-Charge Bookkeeper. Salary negotiable - with benefits.
LDJ, INC.
Call - 518-3372 - Jackie

BOOKKEEPER
Troy CPA firm seeks bookkeeper to fill position in our bookkeeping department. Requires experience in preparation of the books of original entry. Quarterly payroll taxes, and financial statements. Please reply to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING, entry level position. Immediate opening in our Livonia office for an individual with experience in A/P, A/R and General Ledger. Knowledge of manual accounting systems required. Computer exposure helpful. Full time with full company paid benefits. For immediate consideration send resume and salary requirements to: Level 10 Products, Inc., 28184 Schoolcraft, Livonia, MI 48150, Attention Personnel. (No phone calls).

504 Help Wanted Office-Clerical

BOOKKEEPER - SECRETARY
for beginning Farmington Hills company; must possess excellent organizational and communication skills, as well as strong bookkeeping background. Salary $18,000. Please send resume to: Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield location. Must be experienced thru Trial Balance. Part time now (15-20 hours per week) may lead to full time position. Please submit resume to P.O. Box 949, Lathrup Village, MI 48076

BUSY LIVONIA office needs Receptionist Secretary with good skills, construction experience preferred. Non smoking office. 522-1300

CLERICAL, Full-time. Full Benefits. Busy Sales Office needs dependable person to assist Credit Manager. Familiarity with General Office detail, filing, etc. Excellent work conditions. Salary negotiable. Northwestern/14 area. Mr. Mitch, Lifetime Doors. 591-7700

CLERICAL
OPENINGS

Due to continued growth, CMI Corporation is presently accepting applications for currently has full time, part time and temporary openings for clerical personnel.

We are seeking "self-starter" individuals with good phone manners. Pegboard, calculator & math ability. Accuracy a must. Excellent benefits. Call 851-7220 between 8 AM-5 PM.

Good starting salary. Full benefits, including dental. If you qualify and are interested, please forward resume or letter with salary history to:

CMI CORPORATION
2600 Telegraph Road
Bloomfield Hills, MI, 48013
Equal Opportunity Employer M/F

CLERICAL, part-time. Experienced in typing, filing, phones. Send resume to: P.O. Box 2983, Southfield, Michigan 48075.

CLERICAL POSITION
Insurance Agency, Southfield location, needs person for filing, typing & mail. Send Resumes to: Mrs Holden, P.O. Box 3004, Southfield, Mich., 48037.

CLERK TYPIST - PART TIME
Require 40wpm, excellent with detail, phone skills & record keeping ability to work part time in social service agency. Novi area. Call 348-3220
Send resumes only to: Attn. Charles, 25300 Telegraph, Suite 212, Oak Park, MI 48237
An Equal Opportunity Employer

CLERK-TYPIST
45 years or older to do production typing with good career advancement depending on ability. 521-3883

CLERK
Variety of duties including duplicating, office supply inventories, maintenance office machines, light typing. Pleasant surroundings in Farmington Hills. Good benefits. Apply in writing to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Closing Secretary
Title insurance company seeks qualified person for extended escrow department. Pay commensurate with experience. Please send resumes to Box #474, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPOSITOR/TYPIST
Graphic skills in typesetting composition printing are essential, including proficiency in grammar, spelling, punctuation, syntax. Experience with electronic composer and IBM mag-card is helpful. Overtime also required. Interested by Dec. 20, 1984. Send to Asst. Superintendent for Personnel, Livonia Public Schools, 15125 Farmington Rd., Livonia, MI. 48154
An Equal Opportunity Employer

COMPUTER OPERATOR with bookkeeping, typing and general office duties. Call Mr. Hoffman, Lasser Wire Fringes, Belleville area. Call between 8am and 3pm. 397-5001

CONSTRUCTION
SECRETARY

Large apartment builder requires the services of an experienced hard-working Secretary. Must have positive and strong work ethic, independently motivated, or purchasing experience helpful. Send resume to: Earl Morgan & Sons, P. O. Box 6071, Southfield, Michigan, 48048
Attention: Secretary.

COST ACCOUNTANT for local growing company. Experience required. Excellent benefits. Send resume to Box 838, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Customer
Coordinator/
Secretary
Bilingual

Fluency in German/English coupled with high school diploma or equivalent and a minimum of 3 years secretarial & customer relations experience could qualify you. In addition, you must have excellent communication & interpersonal skills, be capable of accurately typing at least 55 wpm and have general office experience. In the busy Farmington Hills office of our international corporation, you will handle customer contacts, be involved in tracking & following up on parts shipments, typing reports & correspondence while doing general translations between our Black Departments in the U.S. and Germany. A competitive and attractive compensation package is offered. For confidential consideration send resume or some complete with salary history and requirements to:

JOSEPH P. BANDYK
ROBERT BOSCH
CORPORATION

38000 Hills Tech Drive
Farmington Hills, MI 48018

Equal Opportunity Employer m/f

CUSTOMER SERVICE TRAINEE
Auto repair facility. General office work. Needs clear phone voice, neat appearance, detailed duties. 591-1117

DATA ENTRY CLERK. Good composition, communication and typing skills needed. Word V9 experience preferred. Legal experience helpful. Send resume to: 5 Stasik, Suite 161b, 27777 Franklin Rd., Southfield, MI 48034

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
FIRETTER APPLIANCE

Has a full time position available in data processing department. Responsibilities include: calculator experience, data entry & general clerical duties. Ideal candidate will apply in person, 9AM - 5PM. Firetter Appliance, 23940 Schoolcraft Rd., Livonia, Michigan.

DATA ENTRY
DATA ENTRY
Needed for Job in Southfield.
Warren, Troy area. Long & short terms
MATCHMAKERS
Office Services
Southfield 948-8290
Troy 583-0515

DATA ENTRY/KEYPUNCH
Entry level keypuncher needed for 3.34pm to 11pm, Mon. thru Fri. Good typing skills necessary, experience preferred. Pleasant surroundings, office procedures a plus. Send resume to:
Personnel, 21400 Civic Center Dr., Southfield, MI 48037. Attn: K. P./E. C.

DATA ENTRY ORDER PROCESSING
busy Southfield distributor needs qualified individual for Data Entry & order processing. Must have proven fast calculator & math ability. Accuracy a must. Excellent benefits. Call 352-4234 11am.

DATA TERMINAL OPERATOR, accurate to transcribe telephone messages. Must have good phone manners. Permanent job & pleasant environment in Livonia. 13 AM-7PM daily, 8:30-5P.M. Saturday. Apply for interview call between 10AM-7PM. 261-8740

DENTAL ASSISTANT - Chair side, experienced. General & Ortho. Team oriented. Pleasant personality. 5 days/week. Livonia. 937-6587

DETROIT BASED surface company has an immediate opening for shop clerk (typing, etc) Full time salary position, comprehensive benefit package. Send resume to Box 839, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Earn Extra
$$$ For The
Holidays!

If you're a mature, responsible person, enjoy working with people, available work flexible hours thru December and have reliable transportation, Kelly Services needs you.

Call for appointment:
559-0300
19686 W. 11 Mile
Lathrup Village

KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
EOE M/F/H

EARNING POWER
Excellent CLERICAL JOBS available for you. Work long term assignments and enjoy your job. Good work history required and typing ability needed. Fine opportunity for training, growth and development. All shifts available, look full and part time opportunities.
Citation Services
573-7188

ENTRY LEVEL CLERICAL
Minimum typing. Southfield area. Good benefits. Call Kathy Hilton 353-3000

ENTRY LEVEL SECRETARY for Accounting Department law firm. Typing, WPM, dictaphone experience helpful. Will be tested on spelling, grammar and punctuation, as well as typing speed. Excellent training program. Good benefits. Call for appointment 968-5890

EXECUTIVE SECRETARY
2 person regional sales office. Typing, shorthand and general office. Group insurance experience helpful, but not necessary. Salary based on experience. Mail resume to:
Mark E. Kaye, 29100 Lahser,
Suite 215, Southfield, Mich., 48034.

EXECUTIVE
SECRETARY
$17,500 PLUS
Key position with a progressive computer firm. Will train a skilled professional who thrives on responsibility. Fee paid. Hurry! Call Bernie.
353-2090
SNELLING & SNELLING

EXECUTIVE SECRETARY
for Southfield Ad Agency. Excellent skills & supervisory experience is small quired. Send resume to: Box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
for Professional Trade Assoc. Experience necessary. Good typing, shorthand & general office skills; pleasant phone manner essential. Word Processing experience desirable. Send resume & salary requirements, to Michigan Restaurant Assoc., 680 E. Maple, Suite 203, Birmingham, Mich. 48011

EXECUTIVE - secretary, Birmingham, typing 70 WPM, shorthand 80, 5 yrs. experience, benefits, $18,000, fee paid

SECRETARY - Receptionist, Troy, busy phones, heavy typing, important front desk position. Benefits, $11,700. Fee paid.

Temporary assignments, long & short term. Wang word processors. Secretarial. Typists

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXPERIENCED LEGAL Secretary for busy Southfield Law Office. (3) Years Legal experience & (1) Year Word Processing experience. Familiar with Personal Injury, Divorce & Litigation. Call 352-8211

FARMINGTON, Farmington Hills personnel needed to make prospecting calls 10 a.m. - 3 p.m. weekdays. 7:30 p.m. to 9:00 p.m. Weekdays & 11 a.m. to 1 p.m. Saturdays, some secretarial duties involved. Call Jackie or Karla between 9 a.m. & 10 a.m. weekdays at 476-7900.

FILE CLERK
Typing (Steno) and other general office duties for busy insurance office in Southfield. Some office experience helpful. 355-4400

504 Help Wanted Office-Clerical

FILING/GENERAL OFFICE
Experience necessary. General insurance agency in Dearborn.
Call, Laura. 271-6300

FRONT DESK
Must be good typist. P.C. experience preferred. Top pay and a variety of duties. Sales salary requirements in first letter. Write:
Suite 1448,
27777 Franklin Rd.,
Southfield, MI. 48034

FULL-TIME RECEPTIONIST/CLERK Tues. thru Sat., 9am-5pm. Full Benefit package. Mature individual needed for busy front desk position. Applications being accepted until Dec. 31st. Apply in person, at: The Farmington YMCA, 28190 Farmington Rd., N. of 12 Mile.

RED WING TICKET WINNER
Stan Galuska
7629 Louise Ct.
Westland

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Friday, December 14, 1984 to claim your two FREE RED WING TICKETS.

591-2300, ext. 244
CONGRATULATIONS!

GENERAL ADMINISTRATIVE - MANAGER -
Progressive, Complete Sales/Marketing Company requires a General Manager to oversee all office administration. Our Clients are non-profit organizations which range from Medical Research Institutes to Performing Performing Arts Companies. We are involved with Fund Raising & Promotion. Our ideal candidate will have at least (5) years Office experience of which (3) years at an Administrative level with supervisory experience, a general knowledge of Company Requirements as exists Client/Company relations. Position available immediately. Send resume, with salary requirement, to General Admin. Mgr., 32700 Telegraph Rd., Suite 6313, Birmingham, Mich. 48010
No phone calls will be accepted.

GENERAL OFFICE
No experience necessary. Will train the right person. Northland area. For details, call Mr. Hanna 559-7643

GENERAL OFFICE
For Southfield CPA firm, part time. 352-0400

GENERAL OFFICE - Permanent part-time. Knowledge of accounts receivable, typing and 10 key a must. $5.00 per hour. Call Bernice 721-6135

GENERAL OFFICE
Person wanted for small Clawson firm to do clerical and accounting duties, some typing. Call Irene the right person.
Trident, P.O. Box 1154, Troy, Mi., 48099

GENERAL OFFICE,
SECRETARIES
WORD PROCESSOR
Experience
The Difference!!!

Are you in a situation with another temporary service, or on job, and may not have had the time to discover your best alternative in this market. All the advantages you want and have been missing are here at Entech.
TOP PAY
PERSONAL ATTENTION
We are as committed to our Temps as we are to our clients. Call Us Today!

ENTECH SERVICES, LTD.
999 Chicago Rd., Troy
AHEAD OF THE REST
332-4350 558-5610

GENERAL OFFICE PART-TIME
Approximately 25-30 hours per week. Apply in person at: Art Van Furniture, 31211 Plymouth Rd., Livonia.

GENERAL OFFICE - Responsible Person to handle office duties and problems. Must have excellent typing skills & pleasant phone voice. Full Time Farmington Hills. 476-7525

GENERAL OFFICE work. Bookkeeping, typing - and Apple Computer experience helpful but not required. Send resume to: P.O. Box 604, Plymouth, Michigan 48170

General Office
Excellent opportunity for one small busy office in Southfield. Ideal skills are typing, filing, telephone, public contact and general office duties. Light experience essential. Call Dorothy at
557-8694

General Office Clerk
Immediate full-time position open for person with good organizational ability and minimum typing speed of 45 WPM. Benefits include Paid holidays, vacation, etc. Adding machine or calculator experience a plus. Acceptable applications 8 30am to 5pm at:
23275 Schoolcraft Rd., Livonia

IBM DP OPERATOR/Legal Secretary - IBM training necessary, legal secretarial skills helpful. Send resume to: Patterson & Patterson, 16 W. Lake Rd. Bloomfield Hills, Mi. 48013.
Attn: Ms. Hickling

IMMEDIATE POSITION for good typist. Oakland County resident. Training available. Call 476-7440

INSIDE SALES
Clerical. Order Processing. Reply to: Box 838, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE
Experienced property-casualty insurance person. Multi-line. Underwriting. Full client representative to assist account producer. Some typing necessary. Must have good phone personality and strong insurance skills. Send resume to Mary Hobson, P. O. Box 3004, Southfield, MI 48037

INSURANCE Marketing Ass't to 33K. Prefer Agency experience/training experience. Placing experience a plus. No Fee. Employment Opp'ty. 538-6734

INSURANCE — personal line, strong auto rating, and processing backgrounds required. Send resume with salary requirements to: Box 826 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE/Property & Casualty Insurance Agency located in West Bloomfield looking for experienced person to handle all phases of commercial accounts. Compensation open to the ability. Ask for Pat Cummings, 855-5300

INSURANCE
SECRETARY
Suburban agency will appreciate your personal letter, experienced and good typing $13,900 with good advancement potential. Fee paid. Harry Call Bernice.
353-2090
SNELLING & SNELLING

INSURANCE Underwriting Department is in need of Computer Entry Clerk. Must be good typist, willing to learn commercial insurance rating. 15 Mile-Telegraph Rd area. Call Gloria 643-6015

LEGAL SECRETARY
Birmingham law firm specializing in labor, tax, estate planning, general corporate, divorce, seeking someone with 3 years experience. Lasser Word Processing experience required, typing 70 WPM, dictaphone, shorthand. Excellent salary, benefits & working conditions. Please contact Patrick. 645-8004

This Classification continued on the First Page of Section D (Southfield, Farmington Section F)

R.N. SUPERVISOR

Expanding Western Wayne County hospital has an Immediate opening for a Registered Nurse to assume the duties of P.M. Supervisor. Individual will be responsible for all activities on the afternoon shift, including Med/Surg floor, Emergency Room and Special Care Unit. The ideal candidate will possess a BSN and a least 3 years of supervisory experience. We offer an attractive salary and comprehensive benefit program. If you are interested in joining our health care team, please contact the Personnel Dept. at 523-6685.

METRO WEST HOSPITAL
28303 Joy Rd.
Westland, Mich. 48185
Equal Opportunity Employer

UTILIZATION REVIEW ANALYST

The multi-unit 375-bed health care facility, located on Detroit's east side, has immediate opening for Analyst. Excellent opportunity to become knowledgable in computerized DRT assignment and coding systems. Registered Nurse, RRA, ART preferred. Health Care Practitioner with comprehensive clinical experience and problem solving and judgement skills. Experience in UR and DRG knowledge are assets.

Compet