500 Help Wanted

TRAVEL AGENT
Experienced Manager wanted. Good Salary + Commission. Various locations. Call Mr. Schebler. 355-7797

TRAVEL AGENT
Southfield travel agency looking for agent with minimum 1 year experience. Leisure/Cherry st. 358-1330

TROPICAL PLANT Maintenance Person - Person for tropical plant maintenance needed. Experience preferred. Transportation required. Ask for Richard Herman between 10AM-3PM Mon.-Sat. at 344-1644

TROY - New childcare center needs cook, van driver and maintenance employees. Send resume to D. Fauraza, 31500 Grand River, Farmington, 48024

TRUCK DRIVERS
HELPERS
Call 534-3206 or 849-8100

TRUCK DRIVERS
Over the road. New Hudway is now hiring for Hudway Express IN TOLEDO, OHIO Company equipment. All seasons. Tractor/trailer experience preferred. Accepting applications on Mon., Feb. 11, at the Holiday Inn I-75, Mile Rd. exit. Hazel Park, 8 am to 3 pm. An Affirmative Action/Equal Opportunity Employer. Qualified minority and/or female applicants are encouraged to apply.

VETERAN COOKS
Serve one weekend a month and earn over $100 if an E-4 with over 3 years experience. US Army Reserve.
425-5110

VETERAN M. P'S
Serve one weekend a month and earn over $100 if an E-4 with over 3 years experience. US Army Reserve.
425-5110

WANTED TELEPHONE SOLICITORS
3 ambitious top-notch people for evening hours, very good salary and big commissions. If you have a pleasant voice & are eager to make money call between 11am-8pm. 559-2300

WAREHOUSE SUPERVISOR
One of the Metropolitan areas leading food service distributors is currently seeking a warehouse supervisor for our afternoon shift. The ideal candidate will have a minimum of 10 yrs supervisory experience in either a manufacturing or warehousing environment. Phone or send resume including salary history to: Vice President, N. Laude & Sons, 30660 Plymouth, Rd., Livonia, Mich. 48150 427-7650

WORK in Manufacturing Plant, pickup & delivery. Chauffer's License, good driving record. Rite-Mark Stamp Co., 1514 E. Avis Dr., Madison Heights, MI

X-RAY SERVICEMEN
Experienced Only!
Southfield 352-5449

ZINC PLATER. Afternoon and midnight shift. Must have 6 months experience. Apply Wright Plus Diversified, 13120 Merriman Rd. Livonia

$$$$
$$$
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Accepting
Applications For
75
PACKAGERS
Immediate assignments in Plymouth & Livonia Areas. Days & Afternoons.
Own Phone & Transportation.
Call Now For An Appointment
427-7660
GENERAL
MANAGEMENT
SERVICE
29701 W. 6 Mile, Livonia
The Boil Creek Plaza
Suite 140A
$
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$$$
$$$$

502 Help Wanted Dental-Medical

ATTENTION
EXPERIENCED
NURSES
Come join our Nursing team at Beverly Manor of Novi. Full and part time positions for all shifts 477-2000.

APPLICATIONS being accepted between 10 a.m. and 3 pm. for experienced Nurses Aides for Beverly Manor, 35200 Lahser Rd. Southfield.

ASSISTIVE DENTAL ASSISTANT - full time position available for charming, cheerful, highly motivated individual to join our dental team. Experience necessary, reply confidential 557-4310

ASSISTANT MANAGER
For expanding Dental office, located in Riverville Plaza, Plymouth area, but only full Managerial position within 6 months. Year 2nd year computer experience essential. Salary open & commensurate with experience. All inquires will be confidential. Call Dr. David 394-1550

ASSISTANT/RECEPTIONIST
Pleasant, Capable, alert, responsible person needed for busy Ophthalmologist's office, Bloomfield/Birmingham area. Send resume to 123 Springhill Drive, Pontiac, Mich 48055

BABYSITTER, with medical experience for 3 month old in our Birmingham home from 7:30 am - 3:30 pm, 3 days. Salary negotiable. 646-3790

BUSY EUROLOGY office seeks mature, dependable, self motivated individual for front desk receptionist position. Good office skills essential, computer experience helpful. Send detailed resume to Brian L. McCall, 13180 W 12 mile, Ste 3, Southfield, Michigan, 48076

502 Help Wanted Dental-Medical

BUSY SOUTHFIELD medical office needs experienced medical assistant. No evenings or Saturdays. Ask for Mrs Halfpenny 355-5060

CHAIRSIDE ASSISTANT
For Oral Surgery office, Livonia area. Full time position. Monday thru Friday. 427-2300

CHAIRSIDE Dental Assistant for Bloomfield Hills office 4 days, experience helpful. Excellent benefits. 645-8723

DATA ENTRY CLERK for Southfield office. Medical terminology required. Call Mr. Jarrell or Ms. Daniels 352-8144

DAY SUPERVISION
RN with experience preferred in geriatric field. Full time position. For more information call Van Daren Convalescent Center. 477-0051

DENTAL APPOINTMENT Secretary/Receptionist for people-oriented Birmingham office. Experience preferred. 647-3050

DENTAL ASSISTANT
Orthodontic assistant for Southfield specialty office. Part time.
Call 356-5120

DENTAL ASSISTANT
Experienced. Full or Part Time.
Wayne - Westland Area.
722-1190

DENTAL ASSISTANT for Livonia specialty practice, full & part time available. Must have experience. Weekends only. Benefits Available. 522-7212

DENTAL ASSISTANT
Part time experience preferred. Berkley/Royal Oak area. 398-5945

DENTAL ASSISTANT - experienced. 2½ day week, Southfield area. Call for interview 358-5494

Dental Assistant
Full time Experienced in four handed dentistry. Rochester location 651-0153

DENTAL ASSISTANT - Birmingham Chairside experience requested. Please call Debbie 646-1144 or 644-0733

DENTAL ASSISTANT - PART-TIME
Experienced. Afternoons, 4 days a week. Dearborn Heights area.
Call 274-4446

DENTAL ASSISTANT
Farmington Hills. Full time. Experienced, enthusiastic, good work ethic. X-Ray.
855-3434

DENTAL ASSISTANT - 30 to 35 hours. Could grow to full time. Experience necessary in 4 handed dentistry, lab work and X-rays. Immediate opening. Royal Oak area. Please call 398-5160

DENTAL ASSISTANT - experienced, for progressive dental practice. Opportunity for growth for the right person. Medical Arts Building. Send resume to Box 418 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Experienced chairside for general practice.
Livonia. 532-6587

DENTAL ASSISTANT
Part time. Experience necessary. Plymouth area. 455-4670

DENTAL ASSISTANT
Pryrler Experience in all phases of dentistry. Livonia Area.
464-7000

DENTAL ASSISTANT - experienced for progressive dental office. Full time, excellent benefits. Salary will commensurate with experience. 326-2610

DENTAL ASSISTANT
General practice, Birmingham. Must be personable, enthusiastic. Full time. Some Saturdays. Chairside or office experience helpful. Send short resume of previous experience to Box 418, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL CHAIR ASSISTANT
...ferred only. Monday thru Thursday. Benefits. Livonia 477-7905

DENTAL HYGIENIST
3 - 5 years experience preferred. Tues., 8:30am - 8pm. Thurs., 10:30am - 4pm. One sat. per month. 14 in Detroit area. 978-1910

DENTAL HYGENIST
2 or 3 days plus some Saturdays. Hartford area. Call after 7pm 533-7487

DENTAL HYGENIST
Tues. & Thurs. City of Farmington.
Call 476-0272

DENTAL HYGIENIST, part time, Mondays, Wednesdays, 3 Saturdays & month. Near Troy area. Call for interview appointment. 649-4178

DENTAL RECEPTIONIST
Experienced with dental insurance & Medicaid, 2 days only, 9am - 5pm. Detroit office, near Redford Twp. 255-5250

DENTAL RECEPTIONIST
Pegboard system, accounts receivable, insurance forms, appointment book experience. Downtown Birmingham.
Call 642-3449 or 642-0562

DENTAL RECEPTIONIST
Experienced with Dental Insurance & Medicaid. Full & part time, 9am-5pm. Detroit Office near Redford Twp
255-5250

DENTAL RECEPTIONIST
Full time position. Requires a highly motivated mature person to handle numerous responsibilities. Previous Endodontic office experience helpful, but not full Managerial position within 6 months. Year 2nd computer experience essential. Salary open & commensurate with experience. All inquires will be confidential. Call Dr. David 394-1550

DENTAL RECEPTIONIST
Pegboard system, accounts receivable, insurance forms, appointment book experience helpful. Excellent benefits.
645-7123

DENTAL RECEPTIONIST
Experienced with Dental Insurance & Medicaid Full & part time, 9am-5pm. Detroit Office near Redford Twp
255-5250

DENTAL RECEPTIONIST
Full time position. Requires a highly motivated mature person to handle numerous responsibilities. Previous Endodontic office experience helpful, but not full Managerial position within 6 months. Year 2nd computer experience essential. Salary open & commensurate with experience. All inquires will be confidential. Call Dr. David
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394-1550

DENTAL OFFICE Strasburg Memorial Hospital, 32901 Lahser Rd, Southfield is seeking a part time dietary aide. Experience is desirable. Applications accepted 8am-2pm Mon-Fri. Call for further information 557-3380

DIETARY AID NEEDED
Part time with possibility of full time. Institutional experience preferred, but not necessary. Apply in person Jewish Home & Aftmed Center
3999 Cross, Wayne, MI

DOCTORS RECEPTIONIST
For busy Dearborn Heights doctor office. 1 year or more doctor office experience necessary. Schedule patients for tests, check patients in and out, pegboard, etc. Start at $5 an hour. Full time Cross
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

502 Help Wanted Dental-Medical

EXPERIENCED RECEPTIONIST
For Plymouth dental office, part time, afternoons & 2 Sat. a month. Call Alice 453-5060

FULL TIME EXPERIENCED Dental Assistant to work with hygienist. Very unique individual required for well paying position. Phone 557-8300

FULL TIME TEMPORARY TYPIST
Must type minimum 50 wpm, medical experience helpful.
Ask for Robbie. 646-8606.

HYGIENIST
Enthusiastic, extra-friendly hygienist, ready to give 100% to a quality dental team. Needed Wed. & Sat. Additional hours available. Call Carolyn at 961-0453

HYGIENIST NEEDED
Part time, Dearborn area. Call between 12 noon-2pm. 843-6350

HYGIENIST
Tuesdays & Thursday, 12 noon - 8pm. Please call Farmington 476-7180

IMMEDIATE OPENING for an LPN. Full time position, day shift. Wispering Willow Manor, Canton. Call 455-4747.
459-7060

JCAH accredited hospital seeks RN for medical surgical, part time midnight shift. Experienced in cardiac arrythmia recognition preferred. Mrs. Gallagher, Madison Community Hospital, 36071 Stephenson Hwy, Madison Hts. 586-3000

LOOKING for experienced hygienist to work Sat. & 2 or possibly 3 other day during week. Friendly 3 Dr. office located in Garden City/Westland area 425-9150

LOOKING for experienced dental assistant to work part time in busy 3 Dr. office 3 days per week. Must be flexible & able to work well with others. Office located in Garden City/Westland area.
425-9150

LPN - PART TIME
3-11 Afternoons, 11-7 Midnight
NURSE AIDE, Day shift, 7-3 PM.
Apply at Bon Terra Wellness Well Manor, 4172 W. Main, Northville.

MA, RN OR LPN
To teach Minority & Clinical Procedures to medical assistants in a private vocational school in Livonia. Part time position, 8:15-7:45 PM. Mon., Tues., Thurs. 3 yrs experience in a clinic or doctors office required. Call 476-8170

MEDICAL ASSISTANT for WESTLAND POPULAR OFFICE, part-time. Experienced need only apply. Call Mon. thru Fri. 9am to 5pm. 513-2515

MEDICAL ASSISTANT - Experience preferred, part time, Troy physicians office. Mon. & Thurs. evenings, plus Sat. morning. Send resume Dr. T.T. Hunter, 2999 E. Big Beaver, Troy, 48084.

MEDICAL ASSISTANT - full time, experienced in front office, insurance & billing, EKG, Vent Function, Injection. Send resume to Farmington Medical Arts Building, Suite 108, 23600 Orchard Lake Rd, Farmington, Mich 48024.

MEDICAL ASSISTANT - Need hardworking assistant for large medical practice. Full and part time available. Call for interview 478-2167

MEDICAL ASSISTANT, experienced, for busy multi specialty doctor's office. Benefits 338-9346

MEDICAL ASSISTANT
Experienced with Unimeter Machine, Micro Hematocrit, CBC. Bloomfield, Southfield. Full benefits 647-7272.

MEDICAL ASSISTANT
Part Time 12 to 15 Hours/Week
Flexible Schedule
879-7730

MEDICAL ASSISTANT - Farmington. Approximately 20 hours per week. Experience & knowledge of front desk, venipuncture, EKG, I evening 471-3300

MEDICAL ASSISTANT
Experienced. Part time. Mon., Wed., Fri. for busy Livonia allergist. Front desk including pegboard and insurance billing. Salary negotiable. Please call Margaret anytime but Wed. 978-1350

MEDICAL ASSISTANT needed full-time for (1) Nurse/Urologist's Office in Troy. Insurance Billing experience required. EKG, Venipuncture skills helpful. No weekends or nights.
Call 8am-5pm. 879-0400

MEDICAL ASSISTANT
Troy OBGYN office or Allen Park MD Specialist. VFA, drawing up fluids, sterile technique. 1 year or more experience. Start $5 an hour, paid benefits available.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL BILLER
for Detroit location. Must have insurance billing experience on CRT
Benefits 838-9348

MEDICAL BILLER, ENTRY LEVEL
Outside of possession, with prior medical billing, data entry experience desirable. 557-0170

MEDICAL RECEPTIONIST, with experience, type 70 WPM, insurance, pegboard, full-time. Southfield area. Call before 3pm. 351-2323

MEDICAL RECEPTIONIST/Secretary
For busy demanding surgeon. Excellent throughout. Southfield area. Call late afternoon. 557-4711

MEDICAL RECEPTIONIST/Bookkeeper for Huntington Woods general practice office. Full time position includes 3 nights and Saturdays. Duties include Appointments, pegboard, insurance billing and light bookkeeping. Send resume to Box 418, P.O. Box 8335, Royal Oak, Mich., 48067

MEDICAL RECEPTIONIST
Part time, experienced.
Call evenings. 255-3450

MEDICAL RECEPTIONIST
for Livonia office. Approximately 22 hrs. per wk. Early afternoons, evenings & Saturdays a month. Dentist. 477-7525

MEDICAL RECEPTIONIST
For OB/GYN practice in Southfield. Must have insurance billing & front desk experience. 358-4337

MEDICAL RECEPTIONIST
Mon-Fri days week to start and Excellent typing skills required. Southfield office. Call 8am-5pm. 649-4499

MEDICAL RECEPTIONIST for ophthalmologist full time. Experienced in insurance, pegboard, insurance billing. Warren location. References. 949-6128

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Full-time. Experienced in typing, pegboard & insurance billing. Southfield/Farmington Hills area. Send resume to:
Office Manager, P.O. Box 2146
W. Bloomfield, Mich. 48324

MEDICAL RECEPTIONIST
Medical insurance, pegboard. Mon. thru Fri., 8:30am - 5pm. Typing, filing, Pegboard experience helpful. Dearborn 271-5990

MEDICAL SECRETARY - full time for nursing office of large facility in Southfield. Office procedures & typing. Will train. For interview call 557-8004

MEDICAL Secretary/Receptionist for Rochester orthopedic office. Experience in insurance, dictation and computer. Send resume and salary history to P.O. Box 6191, Rochester, MI. 48309.

Medical Secretary
Part time, 15 hours per week. Tues & Fri. in large Southfield office. Must have at least 1 year medical office experience or training and type at least 45 WPM. Farmington Hills. 553-2900

MEDICAL TRANSCRIPTIONIST - Our additional transcriptionist is retiring in our Southfield office for experienced medical transcriptionist to describe hospital medical reports. Our guaranteed production program will be of interest to you. Please call Mrs Weiss 358-3445

NURSE AIDES/ALL SHIFTS
Apply in person
FRANKLIN MANOR
26900 Franklin Rd.
Southfield

NURSE AIDES
Apply in person Mon. thru Fri., 1-4pm. 5 day orientation class. Van Daren Convalescent Center, 44001 3 Mile Service Drive, Belleville.

NURSE AIDES
Applications are being accepted for experienced Nurse Aides for "On-Call" positions. Apply Mon. thru Fri. 1-4pm. Williamsburg Convalescent Center, 31815 Schoolcraft Rd. Between Gerard River & 8 Mile

NURSE AIDES
RN/LPN'S
Flexible Home Care cases and staff relief in Wayne County. Requires one year clinical experience in last 3 years
Upjohn Health Care Services
Call Mon. thru. Fri. 642-7900

NURSE AIDES
Work at the finest nursing home in Oakland County. Experienced need only apply. Afternoon shift. Apply in person, Mon. thru Fri. 9am-3pm.
Farmington Nursing Home
30405 Folsom Rd.
(Near 9 Mile-Orchard Lake)

Nurse Aide
Training Program
Franklin Manor Convalescent Center is offering an approved Nurse Aide Training program for mature and caring women desiring to work with the elderly, that need training to be a Nurse Aide. Upon completion of Nurse Aide course you'll be given the option of joining our staff. For further information call, Personnel Office, 10 am to 3 pm., Mon. thru Fri. We also accept applications from experienced Nurse Aides.
352-7390

NURSE SUPERVISOR
Home Health Care Agency
The Visiting Home Helpers Association, a new subsidiary of the Visiting Nurse Corp., has a full-time vacancy for an outgoing, lab-charge RN, who likes to work independently and is knowledgeable in the area of home health care. Responsibilities include recruiting, hiring and supervising aides, coordinate of home health care employees, and ensuring high quality of care. Office location is Southfield.
Requirements: B.S.N. and Michigan license to practice nursing with a minimum 3 years of public health experience, teaching experience. Please forward resume and salary history to:
Mr. Ken Hill, Administrative Director, C/O Visiting Nurse Association of Metropolitan Detroit, Personnel Dept., 7700 Second Ave., Detroit, MI 48202

OPHTHALMIC TECHNICIAN
full time, Bloomfield Hills area, to but #382 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPHTHALMIC TECHNICIAN part time, Bloomfield Hills area. Ware room location. Training in basic & contact lenses. References 540-1128

OPTICIAN
PART TIME
Rochester area. Experience needed. 651-8100

PART-TIME SURGICAL OFFICE:
Experienced office help. Medical terminology, typing, filing, etc. Southfield. Ask for Jan. 442-2305

PATIENT SERVICES
CO-ORDINATOR
Our large home health agency located in Southfield has an immediate opening for a patient services co-ordinator who will match patient needs with available employees. This position requires the following: Knowledge of medical terminology, familiarity with computer keyboard, excellent communication skills and proven ability to work well with employees & patients. Please call
Medical Personnel Pool
352-6100

PEDIATRICIAN office seeking LPN or MA. Position available at Detroit, Livonia, Redford locations. Full time and part time opening. Call Robbie at 316-8300

PHYSICAL THERAPISTS
ASSISTANTS
For a certified, comprehensive home health care agency in the Southeastern Michigan area. Minimum requirements of 2 years clinical experience. Contact Ann Kaminski, Personnel Director, AMICARE Home Health Services
313-973-8100

502 Help Wanted Dental-Medical

HARK TELE MARKETING opportunity for qualified medical facility in Farmington. Salary plus benefits is no longer medical, good manner, taste & voice required. Send resume to Box #384, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/FULL TIME
For Neurodiagnostic office located in W. Bloomfield. Must have own transportation. Medical experience preferred. Starting salary, time per week. Call between 10-4 PM., Mon. - Fri., 855-3344.

RECEPTIONIST - PART-TIME
Needed for Chiropractic Office.
Farmington Hills area. 477-5155

RECEPTIONIST with medical billing background for busy medical lab. Must have pleasant, relative phone personality & typing skills. Part time, developing to full time. Call Diane 427-8418

REGISTERED LAB TECH
3 to 3 days per week. W. Bloomfield-Doctor's office. Ask for Sandy
855-1411 or 886-8041

REGISTERED
NURSE
The Newberry Medical Group, a part of Metropolitan Hospital and Health Care Centers, is seeking a Registered Nurse to work Monday-Friday, evenings, weekend. We offer pleasant working conditions and competitive salary & benefits.
NEWBURG MEDICAL GROUP
16236 Newburg Road
Livonia, MI 48154
Equal Opportunity Employer

REGISTERED NURSE
SUPERVISOR
Emergency Services
Full time position immediately available for a qualified Registered Nurse to coordinate staff assignments and services in our emergency patient care on the Midnight shift.
Requirements include: 2 years previous medical/surgical experience, (Critical Care experienced preferred). In addition to a minimum of 1 year emergency experience. Charge nurse experience and demonstrated leadership ability required. A.C.L.S., C.E.N. and B.S.N. highly preferred.
Excellent salary offered commensurate with experience in addition to a fully paid benefit package. Apply Employee Health Office Mon. - Fri., 8:15 PM or call 476-3000 for additional information.
PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.,
Southfield, Michigan, 48075
An Equal Opportunity Employer

REHABILITATED NURSE
Nurse with geriatrics experience preferred. Applications accepted Mon thru Fri. 1-4pm. Van Daren Convalescent Ctr. 44001 3-84 Service Drive, Belleville. 697-0951

RESPIRATORY UNIT
CO-ORDINATOR
RN with recent med/surgery or critical care background needed to run an innovative long term care based respiratory unit. Charge Nurse & assessment skills necessary. Ventilator experience a plus. Must be RN. Excellent opportunity, salary & benefits. Call Betty Hagel, Personnel 477-7272

RN - experience preferred in Dermatology or outpatient surgery. Southfield area. Excellent wage. Call between 10am-1pm. 1-728-9272

RN-LPN
One position available for Midnight full time, every other weekend, shift differential. Contact Susan Gilbert at 348-8300

RN - part time or full time - days, for skilled care facility to start 89 $15 per hour. Call Shalia Dorvin Convalescent Center, Livonia, one block south of 8 Mile on Middlebelt.

RNS
Come join our team at Beverly Manor of Novi. Part time position available on the 7-3 shift. Call 9-3 Mon. - Fri., 477-2000.

RN'S & LPN'S - Positions available for day & afternoon shifts. Applications accepted Mon thru Fri. 1-4pm. Van Daren Convalescent Center, 44001 3-84 Service Drive, Belleville. 697-0951

RNs
3pm to 11pm shift. Full or part-time. Psychiatric experience preferred.
Apply Mon. thru Fri. 9am to 3pm.
Ardmore Acres
Hospital
19810 Farmington Rd.
Livonia 474-3500

RN
UTILIZATION REVIEW
Temporary position in large corporate 3 years hospital experience. Strong utilization review or hospital accounting experience necessary. Assignments 3 months or longer, good pay rate.
DAVIS SMITH
Temporary Medical Service
557-7200

MEDICAL
SECRETARY
Prestigious Birmingham clinic is seeking medical secretary. Opening soon. Good skills will land you this fee paid position with incredible benefits and training in the medical field. To $14,500. This will go fast. Call Jan today, 473-3300.
SNELLING & SNELLING

THERAPIST for Substance Abuse Program in Northwest. With minimum of an MSW and experienced in substance abuse treatment. With minimum of Bachelors Degree if individual has experience or is a successfully recovering substance abuser with at least 3 yrs. sobriety. Approach counselor certified or CAC is highly desirable. Competitive wages and attractive benefit package for full time position. Please send Resume to: Therapist Position, P. O. Box 41007, Flint, MI. 48501
An Equal Opportunity Employer

TRANSCRIPTIONIST - Westland position. Medical transcriptionist. Experienced only need apply. Call Mon. thru Fri., 8 AM - 5 PM. 525-2333

TRANSCRIPTIONIST. Full or part time. Experienced for X-ray and Gastrology. Radio Diagnostics, 1401 So. Woodward, Royal Oak.
Call Shirley 398-6070

TRANSCRIPTIONIST
Immediate opening offered in N. suburban group of doctors. Medical transcription experience necessary. Starts at $7 an hour. Top PC benefits. Includes full medical, dental & optical insurance.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

Veteran Dental Hygienist
Serve one weekend a month and earn over $100 if an E-4 with over 3 years experience. US Army Reserve.
425-5110

X-RAY
TECHNICIAN
We are a growing suburban hospital and health center, and a part of Metropolitan Hospital and Health Care Centers. We need a Registered X-Ray Tech. with at least one year of experience, to work on-call, short hours. We offer an excellent salary and pleasant working conditions. Interested applicants please apply at:
METROPOLITAN WEST HOSPITAL
32303 Joy Road
Westland, MI 48185
Equal Opportunity Employer

X-RAY TECH
Part time position. Prefer registered for weekend midnight shift, 10:30pm - 7am, Fri., Sat., Sun. Some portable work. Call between 10am - 2pm.
534-3600, ext. 302

504 Help Wanted Office-Clerical

ALL AROUND OFFICE HELP
Typing/dictaphone a must.
Temporary. 2-3 weeks.
Southfield 353-1063

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Excellent opportunity for recent high school grad with 1 yr. of bookkeeping experience & good figure aptitude; must be able to type 45 WPM, accustomed to detail work, working conditions Joe Pasan Chevrolet 24111 Telegraph, Southfield. Call for appt. 355-1000

ACCOUNTS PAYABLE
CLERK
Troy firm looking for full time, salaried, Accounts Payable Clerk, entry level. Requires good math skills, attention to detail, accuracy and good communication skills. Some bookkeeping experience helpful.
Call Jackie at L.D. Day, 528-2322

ACCOUNTS
PAYABLE
$11,500 + BONUS
Process invoices for payment into computerized system. Full benefit package with bonus, raises and advancement opportunity. Fee Paid.
ALLEN PERSONNEL AGENCY

ACCOUNTS PAYABLE
$13,000, FEE PAID
Growing national company needs top-level clerk person to handle accounts payable. If you have 2 years payable experience and are detail oriented, and can shave the crowd", call now on this opportunity.
SNELLING & SNELLING
399-3450

ACCOUNTS PAYABLE
CLERK
Recent personnel moves within the company have brought about the need for an additional entry level accounts payable clerk to handle the processing of purchase orders for our warehouse distribution center in Troy.
The successful person will have a basic understanding of a payables function, accurate attention with a 10 key, good basic typing and communication skills. We prefer someone who has some related experience in this area and are willing to further train the right person. If you are interested, send your resume to us now. No phone calls accepted.
ACCOUNTS PAYABLE CLERK
ARBOR DRUGS, PERSONNEL DEPT.
1818 Maplelawn, Troy, Mich., 48007

ACCOUNTS RECEIVABLE CLERK
Farmington. CRT experience, some A/P helpful. Salary $5 per hour. Full benefits.
BETTY HAMIL PERSONNEL
474-4670

ACCOUNTS
RECEIVABLE
$11,500
PLUS BONUS
For expanding Farmington company offering full benefits with dental plan. Some related experience. Company paid fee.
525-7270
ALLEN PERSONNEL AGENCY

ADMINISTRATIVE ASSISTANT/
OFFICE MANAGER
Dedicated hard working person with secretarial skills needed to co-ordinate activities for a diversified PA personnel management office in Birmingham area. Major skills needed are your ability to delegate, follow through & follow up on assigned activities you are currently. Bookkeeping & computer helpful. Send resume and salary history requirement to Office Manager, Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT needed for busy Southfield office. Must have following credentials: typing, 60 wpm, shorthand, 80 wpm, experience on IBM Wordstar, minimum one year professional experience. Good working conditions, excellent benefits, salary open. Call and ask for Mr. Pegrowski, 443-1414

PART TIME ADMINISTRATIVE
ASSISTANT for Sales/Service Department. Must be organized, have pleasant voice and be willing to work in a fast paced service agency in West Bloomfield. Positions require excellent phone skills, typing and spreadsheet/shorthand. Send resume to Box 418, Observer & Eccentric Newspapers, 7001 Orchard Lake Rd., Suite 230A, West Bloomfield, MI 48033

ADMINISTRATIVE ASSISTANT
Immediate opening for entry-level Administrative Assistant. Dictaphone experience helpful. Excellent benefits needed. Very good grammar and spelling required. Familiarity with word processor and IBM TC helpful. Telecopier helpful. Send resume to: Jack Bellport, Metropolitan Life: 627-7840
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT - Long term assignment for person with outstanding skills in typing and shorthand. Word processing background helpful.

IBM DISPLAY WRITER - Golden opportunities for 8 IBM Display Writer Operators. Long term positions available.

IBM PC - If you have training and/or experience on the IBM PC, we have both long and short term positions available.

Secretary - Assignments in Downtown and suburban Detroit. Prestigious firm. Long term

WANG WORD PROCESSORS - Needed for short term assignments.

GENERAL OFFICE - Long and short term assignments available immediately for individuals willing to do general office work. Typing skills required.

For your Personal Interview Call
ENTECH
SERVICES,LTD.
999 Chicago Rd., Troy
332-4350 588-5610
Ahead Of The Rest

BOOKKEEPER - Birmingham area, part time, must be experienced in ledger posting, trial balance, payroll taxes, payroll returns, bill paying. Includes general office, light typing. An excellent position for a self motivated, detail oriented individual. Call 646-9028

BOOKKEEPER - Birmingham CPA firm needs an internal full-charge bookkeeper. Must be able to go through trial balance without supervision. Either full time or part time hours. Send resume to Michael E. Makel, CPA, 401 S. Woodward, Suite 457, Birmingham, MI 48011

504 Help Wanted Office-Clerical

ANSWERING SERVICE
RECEPTIONIST
Part Time/Day Shift
Weekends & Holidays
Call 542-5000, Robbie

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. Must have 2 months office experience. Call immediately for an appointment.
Somebody
Sometime
Temporary Help
Livonia 477-0090
Madison Hts. 545-1700
Southfield 272-8500

ATTENTION
RECEPTIONIST
FEE PAID
Suburban office seeking outgoing person who can type 55 wpm and handle busy phones. Fantastic benefits. $14,000 to start, plus rapid advancement. Don't hesitate, call Shirley now. 473-3300.
SNELLING & SNELLING

ATTENTION:
- Typists
- Word Processors
- PBX
- Secretaries
- Data Entry

Put your skills to work now, our assignments could lead to the job you've been looking for. Sharpen your skills and gain the exposure you need. Call now.
525-0330
Supplemental
Staffing, Inc.
The Temporary Help People

AUTOMOBILE
DEALER
Part time flexible hours for person with auto dealership experience. Accounts receivable follow-up & collections, knowledge of repair orders, exahsting & ordering parts a desirable asset. Call 542-3100 for appointment.
HUNTER BUICK
16500 W. 7 MILE RD.
DETROIT

A & W
Restaurants, Inc.
We have an immediate need for 2 SECRETARIES in the following departments: Marketing Services, Development, Contracts & Administration.
Requirements: Typing, minimum (60WPM). Familiarity with IBM PC's. Good educational ability. Good communication Skills. Shorthand a plus.
In addition the candidate for the Contracts & Administration must possess Shorthand & the ability to work overtime.
Please Send Resume to:
A & W
Restaurants, Inc.
Fairlane Towers, Suite 500E
Dearborn, Michigan 48126
A Subsidiary of the
Tashman Investment Company
271-9300

BOOKKEEPER/Executive Secretary. Full time position. Southfield area. 352-2500

BOOKKEEPER for Farmington company to head accounting operation. Top salary & benefits for talented & dedicated person. 477-1030

BOOKKEEPER, full charge with computer experience for busy heating & air conditioning service contractor. Call Michael Kaplan at 559-2727

BOOKKEEPER
Full Cycle Bookkeeper needed for builder's office in West Bloomfield area. Must be experienced. 855-3823

BOOKKEEPER, full time. Must be experienced. For work in Detroit. Please apply to Box 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
Thru Trial balance, payroll returns for CPA office in Livonia. Salary & benefits commensurate with ability. Reply to P.O. Box 38, Farmington, Mich. 48332

BOOKKEEPER, small-location. Restaurateur wishes to hire Bookkeeper with recent experience in all phases of bookkeeping including payroll and sales taxes. Micro computer experience add/or adaptation helpful. Reply in confidence to Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER
Part Time. Retail experience required. Tremendous potential. Birmingham area. Reply to Box 438, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
for Farmington Hills insurance
Experience preferred. Salary open.
851-8848

BOOKKEEPER - SECRETARY, full charge, for pool contractor & service company. Send resumes to Jack Robinson, 24156 Northwestern Hwy, Farmington Hills, Mich 48018.

BOOKKEEPER
Senior Bookkeeper experience and/or education required. Local company. Salary commensurate with experience. Call 8am to 5pm. 459-7900

BOOKKEEPER
SECRETARY
If you enjoy variety and public contact, Royal Oak firm offers benefits and salary to $15,000.
SNELLING & SNELLING
399-3450

BOOKKEEPERS
PART TIME/SHARED POSITION
44 hours per week. Handling accounts receivable, Accounts Payable, sales journal and other duties. Must have payroll computation, inventory control. Very area. $5.50 per hour. Send resume to Box 451, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY INTERIOR design studio needs a bookkeeper, organized, detail thinking person, for extremely diversified office position. Good typing a must. Experience required. Call between 1-5pm 358-4194

CAR BILLER
Experienced Biller needed full time for a large Southfield dealership. Knowledge helpful. Send resume to:
36873 Pee Run
Farmington Hills, MI 48018

CAREER SECRETARY
Fast track Fortune 500 company located in Dearborn seeks top notch pro with stress, critical skills, math aptitude, communication & organizational skills to work for regional manager. Salary $17,500. Full Benefits. For further information on this & other fee paid positions call Sharon Hill
AMERICAN
PERSONNEL 355-6526

CATERING MANAGERS ASSISTANT - for a fast paced, fun, and rewarding career in the industry. Must have excellent office skills. Helpful in sales, sales. Hotel experience necessary.
Apply at Catering Office, Holiday Inn of Southfield, 36475 Telegraph

CLERICAL
Dependable individual for general office work. Accurate typist, good phone skills, filing, mail room duties & miscellaneous. Full time. Benefits. Send resume only: Computers Diversified, 29799 Franklin, Southfield, MI. 48034

CLERICAL HELP-PART TIME
Must have experience and good transportation. Mobile Industrial, Inc.
Call Bart 261-1920

CLERICAL HELP - full time with good typing skills, some bookkeeping experience. Farmington Hills office. Clerical experience.
477-2910

CLERICAL
Our rapid growth has brought about the need for additional clerical personnel at our Troy headquarters. We are looking for detail oriented, high speed positions with efficient office skills including basic typing, filing and telephone. Organizational ability, flexibility and basic math knowledge will stand you in a plus.
If you are interested in being considered for these openings, send your resume and wage expectations immediately to: Box #376, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

CLERK TYPIST - Immediate opening needed by insurance company, full time. Dictaphone skills helpful but not necessary. Excellent benefit package. 15% bonus paid annually.
Call 645-5543
Affirmative Action Employer

CLERK TYPIST I
General office including public contact. Good typing and filing skills required. Ability to use calculator, duplicating equipment, telephone, etc. Salary starts to $13,775 per year. Apply City of Farmington Hills, 31555 W. 11 Mile Rd.
Equal Opportunity Employer M/F/H

CLERK TYPIST
Rochester law firm needs Clerk Typist, benefits.
Call Mr. Slipek 652-7789

CLERK TYPIST
Solid skills, well organized, self motivated, detail oriented, typing 50 wpm, $13,500 - $13,500. Send resume to Lynn Valle, 3145 Crooks Rd, Ste 103, Troy, Michigan 48084

CLERK-TYPIST. Must have good phone personality, good typing, & basic math skills to work for a Birmingham Property Management Firm. Call between 8 am &