500 Help Wanted

Surface Grinder

Gage grinding experience preferred. Dependable Gage & Tool Co., Oak Park 541-3100

SURFACE GRINDER
5 years experience. Cam experience preferred. Excellent pay & benefits. Apply at 12230 East Arbor Rd., (E. of Lilley, in Plymouth)

SURVEYOR'S ASSISTANT, RODMAN
High School Graduate. Experience helpful but not required. 534-8481

SWITCHBOARD OPERATOR for growing auto dealer. No experience necessary. Hours 8-4pm. Apply in person. Erhard BMW, 24134 Telegraph, Southwestern. No phone calls please.

SUMMER CAMPS
Summer Jr. Counselor positions available at Camp Tamarack for male high school students. Call Jeff 441-0600

TAPPING DEPARTMENT, Job Setter
Foreman. Westside nut manufacturer seeking person experienced in hand screw and nut tapping. Mechanical, electrical and tap knowledge very helpful. Send resume, including past experience and salary requirements to Box 820, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TEACHER NEEDED
for pre-Kindergarten in Troy. Must be certified and experienced. 10 hour. 645-6448

TEACHER - North Hills Childcare, 3150 Rochester, Troy, 48084, is looking for a full time teacher for our 3 year old class for fall of 1985. Please send resume by June 14, 1985.

TEACHERS needed for private K-8 school begin fall 1985. Half Time Middle School Teachers, strength in math/science/computer or reading/academic skills, minimum five years teaching experience in grade 6-8. Five school teacher for parents cooperative, half day per week. Must be certified. Send resume & statement of educational philosophy to *New Morning School, 1150 Haggerty Rd.* (Plymouth, Mi. 48170 or deliver weekdays between 1-5pm.

TEACHERS OF math and Science for 1985/1986 school year. Afternoon classes. Call for application. 968-3260

TEACHER(Word Processing) Detroit Business Institute, Southfield Branch is looking for a qualified business instructor to teach word processing and auxiliary related classes during day school (Mon-Fri 8-3:30). Must have a bachelor degree. Knowledge and experience of IBM displaywriter, TTS 80 & Wang equipment desirable. Applicants please call 557-5744 ask for Karen Newkirk or submit resume to Detroit Business Institute, Attn: Karen Newkirk 21700 Northwestern Hwy suite 1015, Southfield Mi 48075

TELEPHONE OPERATOR
(Three (3) Shifts
Will train Southfield area
557-9356

TELEPHONE SALES, Michigan, Ohio, and Indiana largest window replacement company is expanding their Telemarketing department. Looking for career oriented individuals who have the ability to work in a fast paced, but not aggressive with clear speaking voice. Our people currently earn an average of $350 per week. Call today. 612-4100.

TELEPHONE SOLICITORS - Cadillac Mermaid Gardens & Mauseleum in Westland are looking for telephone solicitors to work Mon thru Thurs. Seven per day, hourly wage plus bonus, hours 10-3 pm or 3-7pm. Good working conditions. For personal interview please call Hy Makrouer. 721-7161

THE TIME IS NOW!
Bakers Square Restaurant of Canton has immediate openings for pantorail people. Take this opportunity to become employed by a company that offers good starting wages, free uniforms, excellent training, full & part time hours, variable shifts, discounted meals and, best of all, discounted pies! Apply at person at: Bakers Square of Canton, 5945 Sheldon Rd. 453-7550
Equal Opportunity Employer M/F

TIMER
Detroit based motion picture film laboratory is seeking an experienced motion picture processor timer. Excellent salary & full benefit package, send qualifications to: Timer, PO Box 451, Lathrup Village, MI. 48076

TIRED OF BEING UNDERPAID?
If you have a burning desire to increase your earnings and self esteem, we have a program for you. We are a premium manufacturer of energy efficient heating cooling & energy savings devices. We need to be involved with a top good people that have the ability to communicate with home owners by showing them the benefits of the products we offer. For this ability you will earn in direct proportion to what you want to earn. Our present people make between $10,000 & $50,000 depending on their attitude. We will furnish you with the appointments, products, financing, and we are your coaches. If you're tired of being paid what someone else thinks your worth based on an appointment with us & see it we don't offer you the opportunity to achieve emotional & financial success. The difference between a winner & a loser is the positive attitude & a significant opportunity. You will supply the attitude. We will provide the opportunity. For your chance call
Rich Freiling 476-5028

TITLE INSURANCE EXAMINER
Need experienced title insurance examiner for Oakland County title company. Salary to be determined at interview based on skills and experience. Send complete resume to: Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TOOL CRIB ATTENDANT
Need a neat, aggressive, self-motivated individual to assist in inspecting and monitoring a tooling inventory. Familiarity with Cold Header Tooling would be a plus. Apply at:
NATIONAL SET SCREW
9075 General Drive, Plymouth, MI

TRANSPORTER NEEDED
for group home in Canton. Split shift, $4 per hour. Call 397-1711

500 Help Wanted

TOOLMAKER

For small toolroom. Must be able to make details from sketches using milling machine, lathe, and other toolroom equipment and repair dies ad forming tools.
Call after 9 AM
537-8900

TOOL MAKER/MACHINIST
For rapidly expanding local manufacturing company. Must be able to set up & run mills, lathes & grinders. Die Repair experience a plus. Journeyman card not required. Apply at 31943 Schoolcraft Rd. E. of Farmington Rd. 522-8910

TOOL MAKERS Must be experienced on body assembly fixtures and tracking equipment. Excellent starting rate, all fringes plus profit sharing, overtime. Redford area 937-2000

TRAINING OPPORTUNITY
Detroit Business Institute, Southfield Branch, has been awarded Government Contracts to train 35 People to become Word Processing Office Specialists.
This special "9 Month Training Program" is open to qualified residents of Oakland Cty. who have a High School Diploma or GED, are unemployed or underemployed, can meet JTPA income requirements, have previous business background required. Program Participants will receive Paid Tuition, training materials, counseling, training on modern equipment, DBI Certificate upon completion. Classes begin soon. Participant Selection has begun. So,
Call Today! 557-5744
Detroit Business Institute-Southfield
21700 Northwestern Hwy.
Dolta Dental Bldg., Suite 515

TRANSMISSION REBUILDERS
American Transmission has several openings for experienced transmission rebuilders at its rebuilding plant in Garden City. This is the only atmosphere to work in. Two year down men provided. Modern equipment, steady year round employment, overtime available, hospitalization, bonus plan. Positions also available at other locations. Call Joe 261-2233

POSITIONS AVAILABLE in Canton Group home. Part time transportation. Aide Starting wage, $4 per hour. Full time and part time. Direct care staff. Starting wage, $3.75 per hour. Call between 9 AM - 4 PM, 981-0661.

TRANSPORT AIDE - for Senior nutrition program. Responsible for meal delivery & general kitchen maintenance. Must be able to do heavy lifting & have excellent driving record. Apply at GWCHSI, 15495 Sheldon Rd. Northville.

TRAVEL AGENTS & MANAGER
Minimum 2 years experience. Excellent opportunity, benefits. Apollo. Must be efficient, dependable. 261-0070

TRAVEL AGENT
Southfield Travel Corporation needs experienced person to run and develop Group Department. Immediate start and good salary. Call 549-5007

TREE CARE PEOPLE needed. Experienced preferred but not necessary. Apply in person at Mountain Top Greenhouse Tree Farm, 1218 Chubb Rd., Northville or call: 349-3870 or 348-3720

TRUCK DRIVER for local delivery, Mon thru Fri. Day work, must have good driving record & knowledge of truck maintenance. Apply in person at Dave June 4th. 8170 M. 31142 Plymouth Rd., Livonia. Downriver Refrigeration Supply Co. in back of Granada Fly.

TWO COSTODIAL POSITIONS - available with the W. Bloomfield Schools. Interested candidates apply in person, W. Bloomfield School Personnel Office, 3250 Commerce Rd. Bloomfield

TYPESETTER
Part time. Compugraphic equipment. Salary commensurate with experience. 591-1041

UPHOLSTERERS, DAYS
Experience necessary. Send Resume to Box 1, Hamtramck, Mi. 48212, or call between 9 & 11am 459-8580

USA TODAY is accepting applications for Marketing positions available in a new executive office delivery product. Hours are 8am-4pm, Mon thru Fri, hourly wage & benefit plus bonus. College student, homemakers accepted. Please call Edith between 8am-5pm. 348-7000, ext 34

USED CAR PORTER
Must have good driving record & be mechanically inclined. Full or Part time. $3.50 per hour. Apply at:
JACK CAVLEY CHEVROLET
7025 Orchard Lake Rd.
W. Bloomfield

UTILITY PERSON
Position to include part time utility & part rootedal work. Interested candidates apply in person, W. Bloomfield School Personnel Office, 3250 Commerce Rd. W. Bloomfield

VETERINARY HOSPITAL
Versatile "Person Friday". Grooming, cleaning, typing, office procedures. Near Plymouth. Reply: P.O. Box 8415, Livonia, Mi. 48151

WANTED TELEPHONE SOLICITORS
Evenings hours, 6-8 Mon. thru Fri., 10-2 Sat. Must be 18 or over, pleasant voice. Excellent salary plus big commissions. Call between 11am-4pm. Mon. thru Fri. Sandra 354-7200

WANTED: Young person to help clean furniture, some heavy lifting. Full time or part time. Starting at $4 per hour free & clear. Farmington. Call Mr. Haig 476-7180

WAREHOUSE ORDER PICKERS $7.57 Hr. 2-4 Yrs. experience in Health & Beauty Aids, Vacuum Cleaners, Housewares or Sofagoods. Hi-Lo helpful. Employment Center II.

WAREHOUSE POSITION AVAILABLE
full time. Apply in person: Heptron Electronics, 34403 Glendale, Livonia, off State Rd.

Warranty Manager
Warranty Administrator needs professional manager. Some mechanical background required, mechanical license a plus. Degree in business administration or automotive related fields preferred. Computer experience preferred. Please call
353-3311, Ext. 17

500 Help Wanted

WELDER/FITTER /CE
perienced only. Apply at:
Accum-Matic Systems, Inc.
11973 Mayfield, Livonia
261-8060

WINDOW CLEANER
Full time route. Must have residential experience and own transportation. 532-7000

WINDOW INSTALLERS
Must be experienced in Bays & Bows. 459-7525

502 Help Wanted Dental-Medical

Advanced Nursing Services needs experienced NURSE AIDES for immediate placement in Livonia/Farmington & Birmingham areas. Must have own transportation.
Mon.-Fri., 8-5pm
557-0383

A MEDICAL Manufacturing Co. located in Southfield is hiring an immediate, full time opening for an M.T. Experience in H.I.A. or E.L.A. preferred. Full Benefits Call Personnel. 353-7520

ASSIGNMENTS AVAILABLE
We Need Experienced
- Hospital Billers
- Physician Billers
- Medical Secretaries
- Aide
- Admitting Clerks
- Clerical

478-6815
Temporary Professionals

ASSISTANT RECEPTIONIST
For busy dentist office in Southfield. Call for interview. 358-1976

ATTENTION
AIDES
Experienced Nurse Aides & Orderlies needed for afternoon and midnight shifts. Full and part time positions available. Call Beverly Manor of Novi. 477-2000.

BILLER
COORDINATOR
Position for doctors office in Livonia area. Insurance experience, third party billing. Typing skills. Computer experience, CRT a plus and follow-up. Salary open, finest benefits paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

BIRMINGHAM AREA - Medical Practice seeking experienced Insurance Billing Clerk. Typing skills required. Send resume to: Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BONUS - $150
LPN Nurses needed for home care nursing agency. Receive $150 bonus after 90 hours. Please call Medical Care, Inc. 456-1868

BONUS - $150
RN Nurses needed for home care nursing agency. Receive $150 bonus after 90 hours. Please call Medical Care, Inc. 456-1868

BOOKKEEPER
Experienced for dental office in Plymouth - Canton area. 25 to 30 hours per week. Please call 453-6320

BUSY MEDICAL Practice in W. Bloomfield needs full-time, responsible individual for Front Desk Receptionist/Billing Clerk duties. Knowledge of Medicare, DC/DS & private insurance billing required. Immediate opening. Ability to work, 8 a.m.-5 p.m. 855-9142

BUSY OB/GYN Office needs experienced Receptionist. Knowledge of Computers & Insurance helpful. Full time, part-time. 477-6055

BUSY OPHTHALMOLOGISTS office in Southfield needs full time responsible help for receptionist & medical assistants position. Applicants must be preferred Reply to box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

CHAIRSIDE
DENTAL ASSISTANT
Southfield area. Experienced only. 4 day work week. Call 557-2530

CLIP THIS AD
There's a Temp Company in Town whose People Really Want to Help You Find a Career But Suits You
We know what it's like to be out of work, or dissatisfied with the job we have, or too busy to look for that neat career step, or plain discouraged with trying to find a new right connection.
When You're Ready,
We're Able to Help You.
SERVICE PERSONNEL. 353-1111

COOK
FULL TIME AFTERNOON
Apply Beverly Manor of Novi, 24500 Meadowbrook Rd., Novi, Michigan, 48050.

COOK, Part Time
11:30am to 7:30pm
Weekdays & Weekends. Experience preferred, but will train responsible person. Apply in person between 10am and 3pm, Mon. thru Fri.
Williamsburg
Convalescent Center
21017 Middlebelt
Between Grand River & 8 Mile

COORDINATOR of Information & Patient Systems. Lovely lady with strong communication & interpersonal skills, organizational ability & pleasant phone voice - for a High Tech, full time position in a progressive values driven Health-Centered Dental Office. Resume to: Sentried & Assoc., 2600 W. Maple, Birmingham, Mich. 48010.

DENTAL ASSISTANT (Experienced)
South Oakland County office. Saturdays only.
358-1750

DENTAL ASSISTANT
24 Plymouth General practice.
Call
453-1190

DENTAL ASSISTANT - Livonia, afternoons. Will consider mature individual willing to learn.
Call 9AM-Noon:
464-8150

DENTAL ASSISTANT part time oral surgery office 30-35 hours per week. Dental background or experience required. Call between 10am-5pm.
Birmingham
647-7336

DENTAL ASSISTANT
Friendly, growing Dental Office in Canton looking for full-time Chairside Assistant - experienced.

DENTAL ASSISTANT - Friendly, motivated & mature. Chairside, for young Livonia practice Mon. Tues & Thurs. Wed. Fri am, one Sat per month. Experience preferred, but will train right person. Call Mon & Tues after 3pm or Wed,Fri 8am-Noon. 421-3090

Chairside Dental Assistant
Experience preferred, top salary for qualified person.
697-2106

DENTAL ASSISTANT
Experienced preferred. W. Bloomfield area. Start immediately. Call: 626-0600

DENTAL ASSISTANT
Experienced, part time, Southfield, call Eves., or weekends, 646-6787 541-0478

DENTAL Assistant-Receptionist
experienced,
friendly W. Dearborn office.
562-8405

DENTAL ASSISTANT
30-35 hour week. 4-handed dentistry experience preferred. Salary plus bonus incentive plan. Livonia area. 421-4336

DENTAL ASSISTANT - experienced, chair side wanted for fast paced modern practice. Part time including 2 eves. Livonia area.
525-7310

DENTAL ASSISTANT
part time, experience preferred but will train if meet qualifications. Insurance required.
476-6321

DENTAL ASSISTANT needed for Beverly Orthodontic practice. Orthodontic experience preferred but not necessary. Send resume to Box 119, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
for Livonia general practice, full time. Salary open. 464-6321

Dental Assistant
Henry Ford Hospital
A 1,000 bed Teaching Health Care Facility has an immediate opportunity available for a part time (24 hours per week) Dental Assistant. The ideal candidate will be a graduate of an accredited Dental Assisting Program or have at least (3) years of related experience Orthodontic & Periodontic experience is required.
As well as a professional development, we offer an outstanding salary commensurate with excellent benefits. If this position represents the challenge you seek, send your resume to: Mina Jura Kacpas, Henry Ford Hospital Employment Center, 2921 West Grand Blvd., Detroit, Mich. 48202. 313-876-1810
An Equal Opportunity Employer

DENTAL ASST. Tradition general practice Farmington seeks friendly, professional experience helpful. Benefits. Farmington/Novi area. 474-4602

DENTAL CHAIRSIDE ASSISTANT
Are you an experienced CDA?
Are you looking for a permanent Job in a successful, expanding dental practice? Are you a motivated team player? If so, we want to talk to you. To arrange confidential interview Call 642-6737

DENTAL CHAIRSIDE ASSISTANT
Experienced in 4-handed Dentistry. Good Pay and Benefits. Full-time. Westland. 722-5133

DENTAL HYGIENIST
Full or part-time for progressive dental office, beginning in June. Westland-Garden City area. 425-4154

DENTAL HYGIENIST
Mon. & Tues only. Dearborn Heights. 562-8472

DENTAL HYGIENIST Wanted- All day Mondays & Sat. mornings. Livonia family practice. Friendly, personable, team oriented office. Phone Kim: 591-5190

DENTAL HYGIENIST - Part time position for progressive periodontal group in Livonia/Westland area. Must be experienced, caring, and energetic person who will complement our team. Reply to 425-1573 between 10am-4pm.

DENTAL HYGIENIST
For busy, growing Birmingham Practice. Permanent part time position. 20 hours or more per week. Paid parking, salary commensurate with experience. Call for arrange interview. 642-0737

DENTAL HYGIENIST - for fast paced modern practice, part time including 2 eves. Experience a must. Livonia area. 525-7610

DENTAL INSURANCE BILLER
Experienced on computer. 626-3893

DENTAL RECEPTIONIST. Experienced. Livonia family practice needs mature, responsible person with insurance & phone experience. 427-3261

DENTAL RECEPTIONIST - Good typing. Mature, enthusiastic, outgoing, energetic person for Dental. Suite 103, 28815 W. 8 Mile, Livonia, MI 48152

DENTAL RECEPTIONIST
Mature professional desired for progressive Dearborn office. Experience necessary. Send resume: 10401 W. Warren, Dearborn, Mi. 48126.

DENTAL RECEPTIONIST wanted for Tuesdays only. Experience preferred. Livonia area.

DENTAL TECHNICIAN - unless lab experience, mature, reliable, dependable, easily oriented & diversified person in all phases of CAD model work. Knowledge of orthodontics helpful. Minimum 1 year experience. Birmingham. 644-1054

ASSISTANT
DIETARY SUPERVISOR
PART TIME
Enrollment in or completion of Dietetic Internship program necessary. Experience in nursing home setting a must. Ability to work well with staff and residents necessary. Send resume to: Director of Dietary, 18250 Meadowbrook Rd., Novi, Mi. 48050.

Dietary Aide-Part Time
1pm to 7pm
Experience preferred but will train responsible person. Apply in person between 10am and 2pm, Mon. thru Fri.
Williamsburg
Convalescent Center
21017 Middlebelt
Between Grand River & 8 Mile

DIRECTOR OF NURSING
Medium sized skilled facility in Metro area. Seeks RN with strong nursing and management skills. Long term care experience preferred. Call 9 to 4 pm.
685-7019
An Equal Opportunity Employer

EMT AMBULANCE DRIVER
Strong, neat. Start - $17,000 up to $18,500. Apply at 8 AM - ONLY:
18401 W. 7 Mile, Detroit.

ENTHUSIASTIC, happy People-loving Dentist is ready to Preventive-orientate Practice. Experience preferred. 11/mo/full-time.

EXPERIENCED HOME Health Aides for home health agency. Full and part time positions. Cambridge, Farmington Hills, and surrounding communities. 471-2255

FRONT DESK RECEPTIONIST
for new dental office in Novi. Experience needed.
347-5323

HYGIENIST
Part-time, 2 or 3 days including some Saturday mornings. West Bloomfield.
661-1160

MATURE Medical Insurance Billing Clerk needed for Livonia Podiatry office. Experience preferred. Typing necessary. Permanent/Part time. 8:30-5 25 hrs. per week.
537-2514

INSURANCE BILLER Receptionist, Office Manager needed for busy dentist in Farmington. Looking for mature, responsible person, experience preferred.
Call 471-8414

INTERNIST'S OFFICE in Rochester - part time position. Medical Assistant. Call between 8am-5pm. 651-8201

LIVE-IN - patient homes for 3-4 days providing supervision, personal care & light housekeeping. Salary, room & board, some nurse aide experience preferred. Home Care 2000 423-6500

LPN
Afternoon shift at 41 bed nursing home in Southfield. Contact Director of Nursing: 557-3535

LPN
Afternoons, full time. Closed head injury patient. Livonia Area.
522-9133

LPN OR Medical Assistant
Full time or part time. Call between 1-4 PM. 918-8000

LPN'S
Private Duty Staffing
425-8500

LPN'S
Private Duty Staffing
425-8500

MEDICAL ASSISTANT
with X-ray experience for walk-in clinic in Keego Harbor. Call 338-0413

MEDICAL ASSISTANT wanted for Internal Medicine Practice. Located in Providence Hospital Medical area. Call 9 30am - 5 pm, ask for Jean 559-0334

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Experienced - EKG, Venipuncture. Westland. Call for appointment. 728-1212

MEDICAL ASSISTANT - Part time. Ear, nose & throat allergy office. Venipuncture experience necessary. Southfield. 559-5434

MEDICAL ASSISTANT, experienced, full time for Southfield Internist. Venapuncture, injections, EKG.
354-5666

MEDICAL ASSISTANT - experienced person for sight clinic in Westland. Knowledge of X-ray, contact lens helpful. Write - PO box 275, Garden City, Mi. 48135

MEDICAL
ASSISTANT
W. suburban Internist seeks medical experience. X-ray extremities, VP's, assist in surgery, physical therapy. From 20 hours up.

RECEPTIONIST BILLER - 4½ day week in DFM office. Doctor office experience preferred. Send resume Cross Building, N. Woodward area. $5 hour and up, plus benefits.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL BILLER
Full time, minimum two years experience. Must know how to bill BC, BC and all major medicals. Call between 10-3, Monday thru Friday 522-6622

MEDICAL BILLER
with bookkeeping experience needed, full-time. Southfield area.
Call between 9am-5pm. 569-7042

MEDICAL BILLING
Part time (12-16 hrs). Flexible hours. Troy Intermiata. Experience required.
524-7730

MEDICAL OFFICE RECEPTIONIST
needed for August. Temporary and/or permanent. Call for appointment. 728-1212

MEDICAL RECEPTIONIST - outgoing and friendly to work in Doctors office. Duties. Experience preferred. Busy OB/GYN office.
537-7400

MEDICAL RECEPTIONIST
with knowledge of Blue Cross Medicare billing. 38 hours weekly. Garden City area.
427-4663

MEDICAL RECEPTIONIST WANTED
for 3 man Dermatology group. Must be able to type 50 wpm. Apply Carl's Hospital Medical area. Call 8:30 to 5 pm. Ask for Helga 348-8284

MEDICAL RECEPTIONIST/ASST
Part time, Canton 12:30-4:30pm Mon through Fri.
455-9010

MEDICAL RECEPTION/CLERICAL
Part time, some Saturdays. Send resume for interview to: B.C.B.C., 5755 N. Inkster Rd., Garden City, MI 48135, resumes helpful.

MEDICAL
SECRETARY/RECEPTIONIST
For Rochester Orthopedic office, experienced in insurance, dictation & computer. Send resume to Box 1000 Attn: Mary, P.O. Box 8131, Rochester, Michigan 48308

MEDICAL SECRETARY - part time position, starting July 15. Must have experience with insurance billing.
Call 644-0043 or eves 626-1834

MEDICAL SECRETARY - Immediate opening for person to do billing, statements & scheduling. Mon. thru Fri., 9am-5pm. Garden City. 427-0010

MEDICAL TRANSCRIPTIONIST
for radiology office in Livonia. Part time, 18 to 25 hours a week.
Call 473-0444

M.S.W.
Adult Foster care facility now hiring full time social worker experienced in dealing with closed head injured clients. Send resume & salary requirements to: Lyons House - 27015 Schirr, Southfield, Mi. 48076

NIGHT NURSE/PART TIME
Assistant home for retired nuns Farmington Hills 475-7181

NURSE AIDE
ASSISTANT
Responsible for assisting residents with meals, helping to provide included-including weekends. Beverly Manor of Novi, 477-2000.

NURSE AIDE LIVE-IN
Needed immediately for elderly care assignment. Experience preferred. Please call Medical Care, Inc. 456-1868

NURSE AIDES
Accepting applications for good Nurse Aides. We have a few openings for full or part time, experience preferred but will train. We have an excellent training program for mature and caring persons. Apply to Nursing Office
FRANKLIN MANOR
Convalescent Center
26900 Franklin Rd., Southfield
352-7390

NURSE
AIDES
Full and part time. All shifts. Experience not necessary, will train. Must be 18 years old. Apply: Forest Hills Nursing Home, 8225 Nightingale, Westland, near Joy Rd. No phone calls.

NURSE AIDES/ORDERLIES
Needed for home care nursing agency. Experience preferred. Must have own transportation. Receive $150 bonus after 60 hours. Please call Medical Care, Inc. 456-1868

NURSE AIDES/ORDERLIES
No experience necessary, will train & certify upon completion of training program. Excellent opportunity for those interested in entering the health care field. No charge to applicant. Apply in person - 8am-5pm. Mon. thru Fri. St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia

NURSE AIDES - to provide care to patients in suburban areas, Birmingham, W. Bloomfield, Farmington Hills, dependable transportation, experience & references. Call Mrs. Ferguson, prefer those who enjoy working with the elderly. 3-5 hr. shifts. Applications accepted Wed. between 1-4pm. Pro Care Oce, 17,000 W. 8 Mile, Southfield, between Greenfield & Southfield Rd.

Nurse Assistants
Farmington Nursing Home is accepting applications for experienced and inexperienced Nurse Assistants for all shifts. After completion of our FREE TRAINING CLASS, you may become a member of our quality care team. Apply in person, 8am-4pm, Mon. thru Fri.
30405 Folsom Rd.
Near 8 Mile & Orchard Lake

NURSES AIDES
all shifts, experienced or with certification. Mt. Vernon Nursing Center 34715 Greenfield, Southfield. 557-0050

OFFICE ASSISTANT for Troy Ophthalmologist. Full time, supervised. Duties include: filing, typing, reception insurance forms, must have references.
559-2820

OFFICE MANAGER
Farmington allergy office. Manage office personnel & patient education. Discipline to a variety of backgrounds a time sharing. Send Resume to P. O. Box 653, Farmington, Mi. 48024.

502 Help Wanted Dental-Medical

OPERATING ROOM SCHEDULER
The above full time position is available in the Surgical Suite. O.R. Department. We are a 425 bed teaching hospital in a 14 O.R. multi specialty suite. Applicants must possess a typing minimum of 50wpm & have 2 years recent surgery experience. Previous experience in scheduling surgery/patient appointments is preferred. Responsibilities include surgery schedulling, communicating with medical & nursing staff. Patient charges. Gathering statistics. & patient record keeping. We offer a competitive wage & benefit program. Please respond with resume to SINAI Hospital DETROIT, Employment Office, 18200 W Nc Nichols, Sta. 012, Detroit, Michigan, 48235.
Equal Opportunity Employer M/F

PART TIME, challenging job in busy Southfield surgical office, front desk receptionist with some knowledge of light medical assisting. Typing a must.
Call: 646-1413

PART TIME Medical Asst for Livonia Experience in Vena puncture and EKG.
427-9445

SUMMER CAMP
PHYSICIANS NEEDED
TAMARACK CAMPS
BRIGHTON & GRTONVILLE MI.
Full or more, July 3 - August 25
• Modern well equipped clinic.
• Family housing available.
• Full recreational facilities.
For further information, contact:
Marvin Berman, Resident Director at:
313-464-0300

PODIATRIC ASSISTANT with experience to work side by side with physician and to coordinate scheduling and profile.
353-1155

PRODUCTION CHEMIST/full time. Medical manufacturing company located in Southfield. B.S. Chemistry required, good background in BioChemistry a plus. Excellent benefits. Call Personnel
353-2820

RECEPTIONIST
With some medical or dental background. Garden City area. 427-2880

RECEPTIONIST for orthodontic office, Farmington area. Experience helpful. Duties: Experience, appointments scheduling preferred.
553-4550

RECEPTIONIST
For doctors office in Livonia. Must have references.
261-1147

RECEPTIONIST for group practice. Experience in billing all insurance carriers + "must". Good typing skills. Deal well with people. Auburn Hills area.
373-8200, ext 270

RECEPTIONIST
For doctor office in Livonia, full time. Must have references.
261-3337

RECEPTIONIST - full time for Clinical Lab located in Southfield. Vena puncture ability helpful. Call Phyllis at
557-8080

RECEPTIONIST/Typist for Southfield medical office. 5 days week, Mon thru Fri. Pay commensurate with experience.
559-1116

RECEPTIONIST - mature person, experience preferred but not necessary. Working a week, Saturdays, approx 30 hour week. Garden City. 427-3900

RECEPTIONIST
MD Specialist office, Birmingham/Southfield. Pleasant, insurance experience, good typist. Pleasant phone voice necessary. To 34 an hour, benefits paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

REGISTERED
NURSES
INDUSTRY
Join our temporary Nurses on temporary assignments in corporate medical departments. Prefer industrial ER or ICU experience. Assignments by the week. Choose from 3 to 40 hour assignments and the areas you prefer.
DAVIS-SMITH
Temporary Medical Services
557-7200

REGISTERED PHYSICAL THERAPIST to work 1 day per week in Southfield office. Must have malpractice insurance. Ask for Doctor.
647-0660

REGISTERED Ultra-Sound Tech with minimum 1 yr. experience. Must be familiar with abdomen & pelvic procedures. Call or send resume: 21400 Gratiot Health Center, 5050 Schaefer, Dearborn, Mich. 48126. 531-7000

REGISTERED X-RAY Technician for Portable X-Ray work in Metropolitan Detroit. Full benefits. Some up-to-date experience. If interested, call.
559-3728

RETAIL PERSONNEL needed for medical supplies. Medical experience helpful but not necessary. 968-5000

RN for private duty, 13 hour shift. Long term care for quadriplegic. Live work for a family - Farmington area.
United Home Health Services. 451-2255

RN
PART TIME,3-11
Please call Mrs. Ferguson for appointment at
261-5300.

RNS - LPNS
Are you looking for part time work, Beverly Manor of Novi has part time positions available on afternoon shift, 5 or 8 hour shifts available. Call 477-2000.

502 Help Wanted Dental-Medical

RNs & LPNs needed full time for afternoon & midnight shifts. Apply in person: Venoy Continued Care Center, 2989 Venoy, Wayne, Mi.

RN's - LPN's
NURSE AIDES - LIVE IN's
Needed for home care agency. 1 year experience required. Transportation necessary. Excellent salary & benefits.
MIDWEST HOME CARE 335-4464

RN'S
work close to home. Flexible schedules, top dollar, NICU, ICU, CCU, M/S. Pro Care Inc. 425-8500

R.D.A. POSITION Available in accredited preventive dental practice in the Livonia area. To be considered, you must have a successful assisting background plus a total commitment to dentistry. Benefits included.
Call Linda: 422-8700

SOUTHFIELD orthopaedic surgeon. Part time position for Medical Assistant with X-ray experience, some cast applications, 4 days, call Sandra. 9-3, 352-2842.

TRANSCRIPTIONIST - full time position available in Southfield orthopedic doctors office for medical transcription. Must be able to type 60 wpm. Medicare & Medicaid billing & Word board posting. No Sat. Excellent benefits.
644-4710

UNTHA SOUND TECH
Registered & experienced for 2 days per week in Livonia clinic.
446-7528

X-RAY TECH
Experienced. Part time, some evenings & Saturdays. For Southfield internists.
354-8666

504 Help Wanted Office-Clerical

ABILITY & SKILLS
GOING TO WASTE?
Exp. Typists
WENED
Legal Secretaries
Secretaries
Word Processors
Typists
CRT Data Entry
Join Temporary Services today
Call 356-1616

ACCOUNTANTING/
SECRETARY
$14,000 FEE PAID
100 year old company, excellent security, family environment, position includes light payroll, secretarial work, typing, filing, telephone. Excellent benefits and variety. 649-5900.
SNELLING & SNELLING

ACCOUNTING CLERK
Real estate firm located in Southfield is seeking an individual as Accounting Clerk. This position reports to the Bookkeeper. Responsible for maintaining rent rolls, posting rent payments and in general handle Accounts Payable and Accounts Receivable. Candidate should qualify themselves based on 3 years general bookkeeping experience, property management accounting experience preferred. Candidates should be organized, detail-oriented, self-motivated and have the ability to operate in a hectic and fast paced environment. Salary commensurate in confidence to 1994-A Woodward, P.O. Box 738, Bloomfield Hills, MI 48013

ACCOUNTING CLERK, part time position, bookkeeping experience required with accounting background. Call Joyce and ask for Susan. 835-5400

Accounting Clerk
We have an immediate opening for a clerk in our Accounts Payable Department. The successful candidate will have at least 1-2 years experience in clerical accounting or bookkeeping, be team oriented, attentive to detail, able to meet deadlines and deal with lines, have a strong numerical aptitude, and will perform light typing. To be considered for this position, please send your resume or apply in person to:
Viasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
Attn: Employment Asst.
851-9400
Equal Opportunity Employer M/F/H

ACCOUNTING - filing & typing clerks. 20 to 25 hrs per week, $3 week plus OT. Call Vicky
616-7600
Or Stacey 357-0026

ACCOUNTING
Individual familiar with bookkeeping, accounting and related computer functions for production control applications being accepted at: 24350 Northwestern Highway at 12 mile
Southfield
ACCOUNTS PAYABLE CLERK
Experienced Only! Matching thru Check Print with Computer Entry. Bank Reconciliations. Type 35 WPM. Benefits include Blue Cross/Dental insurance. Resume & salary requirements, to: Box 853, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Payable
Full time, 5 days, benefits, no fees required. Data entry & payables experience a plus. Application accepted between 9am and 5pm.
White & White
45755 5 Mile Rd.
Plymouth, MI 48170
(Between Beck & Sheldon)

ACCOUNTS PAYABLE
CLERK
Detail-oriented person needed to verify invoices against receiving reports and purchase orders. Light typing required. Accounting and 18 key experience a plus. CRT experience preferred. Troy location. $4.50 per hour. Temporary assignment with excellent fringe benefits. Contact Arlene Henderson for more information at 588-2870, Ext. 283.
An Equal Opportunity Employer

ACCOUNTS
RECEIVABLE
Property management company needs mature person with Accounts Receivable background. Must like detail work, be good with numbers, and type 45 minimum wpm. Will train on computer, pleasant working conditions in Southfield. Call Mike at 649-3555.

AD AGENCY
Billing Clerk
Accurate typist. Some experience, knowledge helpful.

ADMINISTRATIVE SERVICES position available within progressive office interiors company. Excellent secretarial type typing skills & math aptitude required. Order entry and word processing /computer experience a plus. Must have initiative to assume responsibilities and work well under time constraints in a fast paced, extremely detailed position. Send resume to: Office Interiors, 28253 Northwestern Hwy, Southfield, Mi 48034. Attn: Sarah Stobart.

ADMINISTRATIVE ASSISTANT
General office/administrative, payroll, data entry, budget management, personal computer/word processor experience. Minimum of 3 years college. Call Amy 353-3144

ADMINISTRATIVE ASSISTANT
Sales secretary for Farmington Hills contractor. Phone skills, typing & filing, dictaphone, and shorthand necessary. Mail replies to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT/
Leading professional consulting firm with national client base has a challenging administrative assistant/word processor position requiring good organizational, general secretarial & accurate word processing skills. This person is responsible for all secretarial & word processing duties as assigned by 3 project coordinators. Please send resume to Box 8998, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AN OPPORTUNITY
YOU CAN'T
PASS UP
WORK WHEN
& WHERE YOU
WANT - TOP PAY
BOOKKEEPERS
TYPISTS
SECRETARIES
WORD PROCESSORS
CRT OPERATORS
Long & short term assignments in your area. Immediate openings. Don't let your skills go to waste, have them work for you. Ask about our scholarship program.
353-4420
Personnel Pool
An H & H Block Co.
NEVER A FEE

ASSISTANT for credit manager in collection of company accounts. Experience preferred but will train. Call Pat Thomas, Mon-Fri, 2-5pm. 557-3430

ATTENTION
COLLEGE STUDENTS
Secretaries, Typists, Word Processors, Data Entry needed for short & long term assignments in Livonia, Novi, Farmington, Southfield, Brighton!
PATNEL TEMPORARY SERVICES
478-9707

AUDITOR - Part time - some office work for Schalers Restaurant. Some experience helpful but will train. Call Jane or Mr Meyers 951-8440

AUTO BILLER
Experienced, start immediately. Send Resume to: Hines Park Lincoln Mercury, 30000 Ann Arbor Rd., Plymouth, Mi., 48170. Or call and ask for:
Mary or Patty 453-3424

This Classification continued on the First Page of Section D

504 Help Wanted Office-Clerical

NURSE AIDES
Caring persons with experience preferred for part time or full time positions. Contact M