EMPLOYMENT

502 Help Wanted Dental-Medical

LPN/SRN'S
needed in Wayne County for various independent contracts. Insurance exam, health screening, etc. An expanding position for the aggressive professional career oriented nurse. Send resume to Mediscreen, P. O. Box 64, Greenfield, MI. 48921.

MEDICAL ASSISTANT - Part time, for Livonia area allergy and pediatric office. Prefer mature person. Must be dependable, self starting and work well with children. Resumes only: 25841 Plymouth Rd., Detroit, MI. 48239. Attention: Joyce

MEDICAL ASSISTANT to work in Cardiologist office near Ford, only. Send resume to: 31500 Providence Drive, Southfield Michigan, 48075

MEDICAL ASSISTANT
Plymouth dermatology office seeks experienced person to assist doctor. Available by 25 hrs. week. Days/eve hrs. For interview,435-6688

MEDICAL ASSISTANT-Receptionist. full time. Experienced only. Knowing puncture & pegboard. Resume to 20011 Farmington Rd., Suite 103, Livonia, MI 48152

MEDICAL ASSISTANT
Full time position open for right person. Must be willing to work hard, have pleasant personality, be responsible, dependable. 478-1024

MEDICAL ASSISTANT OR LPN
To fill full time positions in the following areas: Pediatrics, Podiatry, OB-GYN (LPN only), Ocular, and Rheumatology. Medical Experience preferred. 348-8000, Ext. 325.

MEDICAL ASSISTANT/Receptionist
Part-time Pediatric office in Royal Oak Doctor's office, for friendly, organized individual. 20+ hrs. per week. Will train. Call after 6 pm. 547-1452. confidence. to: 10425 Kingston, Huntington Woods, MI 48070

MEDICAL ASSISTANT
LPN or RN with Pediatrics experience. Medical training. Full time positions. Call 348-8000, Ext. 325.

MEDICAL ASSISTANT with front desk experience. Knowledge of medical terminology, insurance billing & computer skills preferred. Good salary, mandatory Farmington. 474-2601

MEDICAL ASSISTANTS
Full time doctor's office in Westland. X-Rays & Venipuncture preferred, not required.
Please call 525-6450

MEDICAL ASSISTANT

Podiatry office in Westland seeks mature individual for full time position. Experience preferred but will train the right person. Must have neat appearance, good typing person ality & ability to adapt to a variety of responsibilities. Send resume to Box 214, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, MI 48150

MEDICAL ASS'T
2 positions available, one with strong OB YR experience. The other must be experienced in all phases of the office. Bloomfield Hills area. Call 9am - 5pm. 332-8131. After 6pm, 335-5249

MEDICAL BILLER
For Farmington. Experienced only. Mon thru Fri. Excellent benefits.
Call 474-1614

MEDICAL LAB TECHNICIAN
Saturdays. Coverage as needed. Physicians office in Northwestern Hematology, Phlebotomy. Call Linda. 335-5710

MEDICAL OFFICE ASSISTANT

Full time, Will train. Permanent position. Troy area. 689-5186

MEDICAL RECEPTIONIST with experience in medical terminology and procedures for a physicians office located in the medical center. Excellent benefits. Send resume to Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Full time & part time. Busy Livonia doctors office. Call for appointment:
425-0780

MEDICAL RECEPTIONIST Full time. Good clerical skills. Experienced with insurance billing. Near Westland area. Call for interview.
422-4770

MEDICAL RECEPTIONIST
for busy Bloomfield family practice. Must have a strong billing background. Good salary and benefits. Call 9am-5pm, 332-8131. After 6pm, 335-5249

MEDICAL SECRETARY/Assistant. Pediatrics office, Livonia, 25 hours per week. Must have 1 year experience.
591-0220

MEDICAL SECRETARY - Insurance forms & typing. Must have pleasant personality. Full or part time.
459-3290

MEDICAL Secretary/Office Manager. Birmingham dermatology office. Insurance billing, office accounting & typing required.
540-1220

MEDICAL SECRETARY, part-time, 20 hrs. per week, for Farmington Hills Dermatology office. Must have at least 1 year of medical office experience or training & type at least 50 WPM.

MEDICAL Secretary, part time, for 2 surgeon office for filing, reception, phones, moderate insurance billing. In Southfield area. 559-0022

MEDICAL SECRETARY
Part time, 8 hrs. week 9AM-2PM. Experienced only. Southfield area.
559-6370

MEDICAL TRANSCRIPTIONIST
Full or part time. 1 yr. medical experience. Typing 60 WPM minimum. Call Mary. 350-1130

MEDICAL TRANSCRIPTIONIST
With experience in cardiology preferred. Full-time. Westland area.
729-8715

MERCY CARE OPPORTUNITIES
Mercy Care Immediate Care Center, located in Farmington Hills, has full and part-time position for both days & evenings. We welcome psyched candidates to contact us for the following position:
MEDICAL ASSTANT/Receptionist Requirements: M.A. Certificate preferred. Doctor's office or Ambulatory Care experience. Typing skills & billing experience. Call 855-8773
MERCY CARE, INC.

NURSE AIDE - Days, 7-3. Afternoons, 3-11. Apply in person: Wishing Well Manor, 520 W. Main, Northville, near Sheldon. 349-4290.

NURSE AIDES
Day/afternoons. Flexible hours. Experienced or will train. Apply in person Mon. thru Fri. 9am to 2pm at. Four Chaplains, Convalescent Center, 28349 Joy Rd., Livonia
Equal Opportunity Employer M/F

NURSE AIDES
NURSING Assistants
Home Care
Nursing Home Staffing
Hospital Private Duty
Patient Care Visits
Experienced Required
Reliable Transportation

UPJOHN HEALTHCARE SERVICES
277-2060 872-0200

NURSE AIDES
PART TIME/FULL TIME
ALL SHIFTS
Carriage Hill
Convalescent Center
35100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES with experience or completed course for home care. Travel allowance paid. Positions for all shifts available days. Part time up to 40 hours. Plymouth, Westland, Farmington & South Lyon areas. United Home Health, 451-2258

NURSE EDUCATOR
BSN with community health background. Work in health information service department in growing utilization review organization. Full or part-time, no weekends.
Call Mrs. Ashel, 552-8600

502 Help Wanted Dental-Medical

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.60/$5.10

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am-1pm Monday thru Fri.

OAKLAND NURSING UNLIMITED

540-2360

NURSE ASSISTANT
Full time position available on 3-11 shift. Beautiful senior citizens complex, excellent benefits, apply at Wayne Seniors, 4425 Venoy,Wayne, between Michigan & Annapolis.

NURSE - Part time 11pm - 7am; must be flexible & able to work evenings & weekends. Requires RN or LPN. OB experience and/or working with teen ages preferred. Send resume to St. Vincent & Sarah Fisher Center, 27400 W. 12 Mile Rd., Farmington Hills, MI 48018

NURSES AIDES
Experienced Nurses aides & orderlies to fill positions for daytime, Competitive wages & benefits. Immediate openings on all shifts available. Must have reliable transportation. Call Beverly Manor 477-2000

NURSES AIDES Full time or part time. All shifts. Experienced or will train. Must be 18 or older. Apply in person Mon. Fri 9-4 daily. Hendry Convalescent Center, 105 Haggerty Rd., Plymouth, MI 48170
(Under new management.)

NURSES AIDES
Health Care and retirement corporation needs responsible nurse aides.
Experienced or will train. Competitive wages. Union facility. Life Insurance, Disability Insurance, Health Insurance available. Paid vacation. Paid sick time. Tuition reimbursement, paid holidays. Benefits prorated for part time. Must have reliable transportation. All shifts available. We will schedule around your time. Weekends only also available. Apply 103 Haggerty Rd. Plymouth

NURSES AIDES
MALE & FEMALE
FULL TIME 3-11 PM Shift
& 11-7 MIDNIGHT SHIFT
Also WEEKENDS ONLY-ALL SHIFTS
Experienced preferred, but not required. Apply in person: Nightingale West, 8265 Newburgh, S. of Joy Rd. Easy access from I-275 & I-96. No phone calls please.

NURSES
NURSE AIDES
Excellent opportunity for full-time or part-time positions in your area. Work for the BEST. Call for interview

645-2270

NURSING ASS'T
If you have a sincere interest in working with the elderly and can work full time, part time or weekends only on afternoons or midnights, apply in person at Donna Convalescent Center, 1 block S. of Mile on Middlebelt, 8am-2pm, Mon. thru Fri. Competitive wages. Health insurance benefits available.

NURSING PROFESSIONALS
Garden City Hospital, a 349 bed, acute care teaching facility is seeking RNs and GNs to join our professional nursing team.
Current openings include:
• Med/Surg
• CCU-MICU
• Obstetrics
• Pediatrics
We offer a competitive salary and an excellent benefit package including fully paid health, dental, optical and life insurance, tuition reimbursement, a progressive vacation program and MORE!
We invite you to come visit us so that you may experience the spirit that prevails at our nursing. For further information please call:
Personnel Department
Garden City Hospital
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

OFFICE MANAGER/BOOKKEEPER
Full time, 2 years. Recent experience all insurances including PPO, HMO mandatory. Computer experience helpful.
559-5115

OPTICIAN
Part time (weekdays only). Plymouth/Canton area. Experience preferred. Send resume to: Box 940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC ASSISTANT
Part time 16 hrs. experience necessary. Dearborn area. Call Dee, 561-0993

ORAL SURGERY ASSISTANT
Full or part time. Busy practice. Birmingham/Troy Area. Nursing experience helpful, not mandatory. Call between 10am-4pm 647-7326

PEDIATRIC DENTISTRY - Farmington Hills. Mature, experienced person familiar with dental terminology, records, insurance and bookkeeping. 4½ days, no evenings. Salary plus benefits. 553-3260

PERSONAL CARE ATTENDENT
Full time, night shift. Lovely new senior citizens home for aged in West Bloomfield. Some experience with elderly desirable. Apply within Monday thru Friday, 8AM-5PM. Sheridan Residence, 6710 West Maple at Drake

PODIATRY ASSISTANT
Part or full time for Berkley or Bloomfield office. Prefer mature. Clerical duties also. 399-1036

RECEPTIONIST - Permanent full time for doctors office, 12 Mile & Southfield area. Experience preferred. Call Pat: 557-6780

RECEPTIONIST for Chiropractic office. Plymouth. Must be neat & clean, friendly Non-Smoker. Typing required. Approximately 30-35 hrs. per week. 459-0200

RECEPTIONIST - Mature, needed for busy OB-GYN office in Bloomfield. Light typing, answering phones, pegboard, scheduling surgery & making appointments. 30 hours weekly, Mon.-Thurs. Medical Assistant back ground would be very helpful. Call 424-8084

RECEPTIONIST for dental office in Plymouth - Canton area. Part time afternoons. Must have dental insurance experience. 453-6320

RECEPTIONIST/Medical Assistant
Experienced, full time. Billing, posting & pegboard, EKG, X-ray and venipuncture. Benefits. Southfield area. 552-0620

REGISTERED Respiratory Therapist
• Full time for home care company. Marketing with some patient care involvement. Send resume to: MAW, P.O. Box 935, Southfield, MI 48037-0923

RN Patient Care Coordinator
Join a new management team in a progressive long term care facility in Westland. Days, flexible hours.

RNs • LPNs
Full/part-time, afternoons, flexible hours.
Competitive wages and benefits including 100% tuition reimbursement.
Contact Director of Nursing for an interview at 261-8500
Four Chaplains
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

RN - MIDNIGHT SUPERVISOR
Dynamic, self motivated individual for skilled Nursing facility.
Excellent salary and benefits. Contact: D. Hall RN, D.O.N. 427-6370
University Convalescent Nursing Home, Livonia, MI

RN or LPN
Full time
11-7 AND 7-3
Please call Mrs. Ferguson for appointment, Nightingale West, 261-5300.

RN/LPN
Part time midnight shift. Retirement home for Catholic nuns. 2 days weekly. Call Mon. thru Fri. 8am-3pm:
473-7150

RN - PART-TIME, NIGHT SHIFT
Friday, Saturday, Sunday, Afternoon or Night Shift. Apply: Arnold Home, 18520 W. 7 Mile, Detroit.
531-4001, Ext. 260

RN - Part-Time
WEEKENDS ONLY
Apply in person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN LPN
NURSE AIDES
Immediate placement, full and part-time. Daytime hours only.
MEDICAL PEOPLE LEASING, Inc.
861-4801

RN POSITIONS AVAILABLE
ICU nurses, 12 hour shifts, 7PM to 7AM.
ICU Contingent, 12 hour shifts, 7PM to 7AM.
Recent ICU experience required. EEO/EPC employer. Experience required.
Contingent Pool, all shifts, some flexible shifts, experience required.
OR - Recovery Room, Contingent, Days.
Ambulatory Surgery, Contingent, Day & Evening positions available.
If you would like to work in a small community hospital, please call Personnel Department at:
531-6200, ext. 405 (Nursing)

RN'S
Health Care and Retirement Corporation seeking professionals eager to learn new nursing skills in a geriatric setting.
Medical Benefits
Pension Plan
Life Insurance
Disability Insurance
Paid Holidays
Paid Vacation
Tuition reimbursement
Credit Union
Free meals
Flexible schedules
Benefits pro-rated for part time. Start at $10 per hour. Apply 105 Haggerty Rd. Plymouth

RNS - LPNS
AFTERNOON SHIFT
PART OR FULL TIME
Apply Mon. thru Fri. 1-4 PM.
Monday thru Friday
Carriage Hill Manor
35100 Ann Arbor Trail, Livonia

RN'S
LPN'S
HOME HEALTH AIDES
Immediate openings. Care for patients in their homes. 2-12 hour shifts available. Competitive pay. Michigan Professional Services, 352-5340

RN'S • LPN'S
NURSE AIDES • LIVE-INS
HOMEMAKERS
Home care/staff relief. One year experience in transplant necessary. Excellent salary & benefits.
MIDWEST HOME CARE 335-4644

SECRETARY - Receptionist/Part time. Medical background preferred. Send resume to: KMW, P.O. Box 935, Southfield, MI 48037-0935

SECRETARY/TYPIST
Full time, experienced, 65 WPM, varied duties. Wage commensurate with ability. Square Lake/Telegraph area. Call 9 to 5 PM. 332-5000

SERVICE COORDINATOR
to schedule cases for home health agency in Bloomfield Hills.
Excellent clerical & communication skills required.
Midwest Home Care 273-2500

RN
Supervisor
Challenging position available on Day shift at award winning facility. Please contact Susan Hopkinson, RN, at 728-6100

SUPERVISOR
BSN with community health and supervisory background, work in growing utilization review organization. Full time, no weekends.
Call Mrs. Ashel, 552-8600

TYPIST - EXPERIENCED
with some Medical Billing background - wanted for part-time. Salary negotiable, based on experience. Please call Mrs. Lenaire, Mon-Fri, 9-5pm. 553-0850

ULTRASONOGRAPHER
Part time day position available. Dualified candidate must be registered. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

X-RAY TECHNICIAN
PART TIME
For Novi office. Woodland Medical Center. Must be registered. Only responsible and reliable need reply. Shift of Fridays, Saturdays, and Sundays. Call Ron Mon.-Fri.:
538-4700, Ext. 589

504 Help Wanted Office-Clerical

ACCOUNTANT
Experienced for Cost Dept. for a well established, multi-plant food processing company. Excellent compensation & benefit package. Please send resume: Accounting Dept., P.O. Box 378, Farmington Hills, MI. 48024
An Equal Opportunity Employer

Accounting Clerk
Foland's, a growth oriented retail operation, has an immediate need for an accounting clerk in our corporate offices located in Livonia. The selected candidate will perform various accounting duties; assisting the staff accountant, preparing management reports, audit work papers & analyzing general ledger accounts.

An associate's degree & one year of related Accounting experience required. Experience with automated general ledger systems & personal computers a definite plus. Knowledgeof Lotus 1-2-3 helpful. Send resumes & salary requirements to:

FOLAND'S
"The Alternative Department Store"
Attn: Accounting
29733 Plymouth Rd.
Livonia, MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Large Construction Company in Farmington Hills has opening for an Accounting Clerk to post to general ledger. Some experience needed. Call Debbie between 10-4 PM. 851-9840.

ACCOUNTING CLERK for west Oakland manufacturing firm. Experience in accounts payable, payroll & bank reconciliation. CRT experience helpful. Immediate opening. Send resume to Box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING DEPT
For management company in Southfield, needs Accounts Receivable person with a solid background in computer entry & clerical tasks.
552-8400

ACCOUNTING OFFICE desires experienced person, part time, to do payroll, Trial Balance, 10 Mile/Southfield Area 557-7468

ACCOUNTS PAYABLE
and general office. Pegboard system. Good typing required. Call Mrs. Sykes for appointment. 525-7033

Accounts Payable/
Receivable Supervisor
Wholesale firm in Novi area needs a mature, experienced person with previous accounting supervisory experience. Excellent benefit package. Please send resume with salary history to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE DEPT
Full time position, Data entry, varied duties, including computer problem solving is a highly desirable position. Apply George Matick Chevrolet, 14000 Telegraph, Redford. Experience required.

ACCOUNTS RECEIVABLE - multi divisional sales/service company is looking for a person with payroll or accounting staff. We are looking for someone who enjoys working with people, has pleasant personality and good organization. Some experience with a computer helpful but would be helpful if you are looking for a good starting salary & pleasant working conditions in the Southfield area please call Ms Wagner 8-5:00 between 10am-1pm. 948-5000

ACCT'S PAYABLE CLERK
Two plus years experience in accounts payable required. Some CRT, scheduled raises. Type 40 accurate. $14,700 plus excellent benefits.

ADMINISTRATIVE ASS'T
Growth oriented, self starting person with strong personality for PR & marketing development. Heavy phones. Good appearance & social skills. Type 70-80. To $20,000 plus excellent benefits.

LEGAL SECRETARY
Prestigious firm. Heavy legal experience required, preferably in defense firm. Type 75-80. To $19,500 plus exceptional benefits & free parking.

SECRETARY
Large downtown firm. 2 plus years experience, excellent spelling & must. Not train on your area. Some supervisory experience. Salary negotiable DOE. Good benefits.

ALL FEES PAID
B. HANS BECKER
ASSOC., INC
Employment Service
964-5300

ADMINISTRATIVE ASS'T
Full Time. Must be organized & a self starter. Duties will include organizing Administrator's office, typing, computer & shorthand skills required. Salary commensurate with experience. Send resume to: Attention: D. W. Hoernke, Farmington Hills, 35901 Schoolcraft, Livonia, MI 48150.

ADMINISTRATIVE
ASSISTANT
Choice Executive Secretarial position with a branch of an International-Publicly Held company. Reporting to a branch manager. Good skills and knowledge of key, 70 wpm typing, plus top benefits. Fee paid. Call 353-2090.
After 5 PM. Appointments Available

SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT/
EXECUTIVE SECRETARY
Professional firm needs individual to assist Executives. Responsibilities include client contact, coordinating special projects & typing. Need self starter who likes responsibility. Excellent opportunity for further growth. Salary commensurate with good Secretarial skills required. 13/ Southfield. Send Resume to: Office Manager, 30215 Southfield Rd., Suite 115, Southfield, Michigan, 48076.

ADMINISTRATIVE - coordinator - for Fortune 500 company, must enjoy a busy office environment, and know how to organize, contract position, call Doreen at Uniforce 540-7563

ADMINISTRATIVE
SECRETARY
For Southfield based advertising agency. We need someone who is detailed oriented, good with follow thru, likes to be busy and handle a variety of work. Must have excellent typing skills. Call 358-4800 Ex. 242

ADMINISTRATIVE SECRETARY
Busy fast paced Bloomfield Hills marketing/advertising firm. Need a pleasant self-starter with excellent organizational and secretarial skills. If you can handle at least 4 different things going and 2 different things to do by yesterday, then we are interested in talking to you. You will be required to follow through on a variety of simultaneous duties. Experience necessary. Excellent typing skills and working knowledge of IBM PC AT with Lotus, Displaywriter, Writer Word/Star and Display Write III. Accounting background and understanding of the advertising industry is helpful. Ability to take a very detail oriented team player capable of operating independently with little supervision, we need a like to hear from you. Send resume today including salary history and requirements to: Administrative Secretary, P. O. Box 7100, Bloomfield Hills, MI. 48302.

ADMINISTRATIVE - sales coordination for Fortune 500 company, must like people, enjoy busy office, type 55 wpm, word processing helpful, temporary to go permanent $18,000

SECRETARY - type 65 WPM, for international company, prefer West Bloomfield Hills law firm, type 60 WPM, shorthand 90 WPM, some word processing helpful, legal experience not necessary. Great opportunity, 12-24 mo. assignment

RECEPTIONIST - with Dimension phone system, International Farmington Hills company, long term

Word processing taught in our offices.

NEVER A FEE
Great opportunities for students, teachers, homemakers & retirees

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ALERT, positive, gregarious and organized person who likes to be busy needed for 1 girl Southfield wood shop. No typing. Must handle a variety of tasks and responsibilities. Graphic art background or business administration experience helpful. Send resumes and references to: P.O. Box 131, Southfield, Mich., 48037.

504 Help Wanted Office-Clerical

A Kelly Job
is braces for
the kids

We have long and short term clerical assignments for:

- PC and WP Operators
- DE Operators
- Secretaries
- Switchboard Operators
- Receptionists (45 wpm)
- Accounting Clerks/ Touch 10 Key
- Typists (50 wpm)

We offer vacation pay and merit increases. Call today for an appointment:

362-1180
Troy

KELLY
SERVICES
The "Kelly Girl" People
Not an employment agency, never a fee
Equal Opportunity Employer M/F/H

ANSWERING TELEPHONES
Light office and typing. Full time. Benefits. Relaxed, pleasant & bright. Farmington Hills 478-7121

A PERMANENT POSITION
with distinct sales appeal, jewelier, Sidney Krandall & Sons, Troy. We are looking for an energetic and last learning individual to job located in our customer service and merchandising dept. Ability to work with figures and detail as well as a pleasant outgoing personality are a must. Excellent benefits. 362-4507

APPLY
TODAY
We have all kinds of clerical positions available in your area.
• SWITCHBOARD
• TYPISTS (45-50wpm)
• RECEPTIONISTS
• WORD PROCESSORS
• SECRETARIES
Call for an appointment.

Somebody
Sometime
Temporary Help
Livonia 477-0900

ARE YOU READY
TO WORK?
The following positions available:
SECRETARY/SHORTHAND
TYPIST 60 WPM
WORD PROCESSORS

IBM PC
DISPLAYWRITE III
LOTUS 1,2,3,
WORDSTAR
DECMATE
NBI
XEROX 860
IBM 5520
WANG
MEMORY TYPEWRITER

Ask about our exceptional benefit package.

ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5510

Ahead of The Rest

ASSISTANT
Personnel of the required motivated self-starter with the ability to balance people, projects and phones simultaneously and problem solving skills needed for firm offering word processing/computer training.
FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

ATTENTION
If you have Dealership experience and are looking for advancement, Bob Sakes, Inc. is in need of aggressive individuals to join their accounting operation. Immediate employment is now available in the following positions: Biller, Head Cashier, System Administrator on vm 3. Call 478-0500

ATTENTION!
Students, Teachers, Homemakers!
Urgent need:

Secretaries
Word Processors
Receptionists
General Office

ARBOR TEMPORARIES
9-950 Wilcox, Suite 102
Plymouth, MI 48170
459-1166

ATTENTION!
Word Processors
A Southfield company needs experienced word processors and good typists to be responsible for using the Hewlett Packard word processor. Top pay plus benefits. Major medical, dental & optical.
SOUTHFIELD
DETROIT 569-1878
963-5050

VICTOR
TEMPORARY SERVICES
M/F EOE

Auto Bookkeeper
Excellent opportunity for individual with auto bookkeeping experience. Full or part time. Must be able to type 45 wpm. Excellent benefits & working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield. 353-1000

AUTO DEALER
CAR BILLER

Fast growing Northwest Suburban Chrysler Corp. dealer needs full time biller. Must have experience & be fully qualified to handle all phases of title/registration work. Excellent benefit package including pension, Blue Cross, paid vacation/holidays. Top salary. Monthly for the right person. Send confidential resume & present salary requirements to Box #188, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BANK TELLER TRAINEE $4.75 HR
Hiring Now
Call Now 651-1200
Job Network Fee $75

BILLING CLERK/Receptionist, part time, hours flexible. Accurate math & typing skills needed, ideal for student or housewife. Reply to Michigan Hi-Reach, 210 E. Girard, Madison Heights, Mich. 48071

WAYNE-CANTON area financial institution is seeking part time bookkeeper, experience desirable but not necessary. Send resume to: Box 180Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
ASSISTANT
SHARP PERSON needed to assist accountant in all aspects of bookkeeping functions for diversified and rapid growing company. Experience thru trial balance and good organizational skills necessary. Computer knowledge a plus. Salary negotiable, based on experience. Medical benefits. Non-smokers please!
Call 646-2280

BOOKKEEPER (Experienced) - Full charge thru Trial Balance, full time. Benefits, computer experienced. Send Resume: Box # 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Experienced. Advertising specialty firm. Send resume and salary requirement to: Promo & Talent, Inc., 30600 Telegraph Rd., Suite 3150, Birmingham, MI. 48010

BOOKKEEPER
For Farmington Hills office. Must have experience in pegboard system, accounts payable & accounts receivable, payroll & tax returns. Please call 10 AM-Noon 553-4110

BOOKKEEPER for Livonia office. Must be able to post through trial balance, preferably experienced, must have computer experience & ability to train assistants. For interview:
353-2180

BOOKKEEPER - FULL-TIME
Experienced. Must have knowledge of Computer helpful W. Bloomfield area 851-1916

BOOKKEEPER- Full Charge
For Telegraph/12 Mile area accounting office. Flexible hours available. 644-1040

BOOKKEEPER, full time. Associate Degree in Accounting or comparable training individual. Job located in Ambassador Bridge area. Hours 8:30-5 PM. Benefits. 554-1000

BOOKKEEPER
Immediate opening for full charge bookkeeper thru trial balance and monthly statements. Experienced accounts receivable, payroll, accounts payable, workers compensation, job cost accounting. Fast-paced Birmingham office. Send resume to: 31600 Telegraph, Suite 100, Birmingham, MI, 48010.
Attn: Sylvia

BOOKKEEPER -
Large construction firm has an immediate opening for highly qualified Bookkeeper. Experience in payables preferred. Some Cost Accounting. 31731 Northwestern Hwy., Suite 134 W, Farmington Hills, MI. 48018

BOOKKEEPER Needed for light bookkeeping for a Hamtramck area service station. Apply in person: Eight & Tait Auto Service, 710 W. 8 Mile Rd., Northville, Mich.

BOOKKEEPER - part time, Livonia, experienced only. Call Mary Beth, 10am-2pm. 427-6460

BOOKKEEPER - PART TIME
for a busy medical practice. Approximately 2-3 days per week. Flexible hours. Excellent pay & benefits offered. Call:
BALIAN EYE CENTER 651-8322

BOOKKEEPER/RECEPTIONIST
Construction experience preferred. Westland. 326-9160

BOOKKEEPER
Seeking Self-Starter who work under Controller in rapidly growing company located in N.E. Detroit industrial area. (2) year Associate Degree preferred, (2) year experience preferred. Skilled in Trial Balance. Knowledge & experience with computer applications a must - desirable. Salary & benefits competitive. Send resume & salary history, to:
Bookkeeper, Box 1153,
Troy, Mich. 48084

BOOKKEEPER/SECRETARY
4-5 days per mo. (Good for retirees) To do computer billing, payroll and other administrative tasks in small Birmingham business 540-6919

BOOKKEEPER - Sharp person, non-smoker, must be able to type for former builder. Southfield area.
559-2545

BOOKKEEPER
Troy manufacturer seeks experienced, part-time peg board system bookkeeper for Accounts Payable, Receivable and General Ledger plus Payroll. Typing skills, strong plus. Desire capable self-starter who is able to work on his/her own. Flexible hours, approximately 20 hours per week. Apply at Process Automation, Inc. 1339 Combermere, Troy. 583-7780

504 Help Wanted Office-Clerical

BOOKKEEPER - 1 year bookkeeping experience. Secretarial. Bloomfield Hills area. Send resume to P.O. Box 887, Bloomfield Hills, Michigan, 48013

BOOKKEEPING ASSISTANT
Typing required. North Brothers Ford, Westland. Call Norm.
Augustine 421-1300

BOOKKEEPING ASSISTANT
NEED SHARP self-starting person for payroll and cash receipts department. WR train right person. Salary to commensurate with experience. Call for appointment 855-6223.

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing, evenings. Ask for
Rose Anne 851-8700

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BUSY SOUTHFIELD advertising agency is looking for a sharp secretary. Excellent typing, phone and spelling skills a must. Requirement of a minimum of 60 WPM. Previous agency experience helpful. Please send resume to Box 854, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY SOUTHFIELD property management office looking for an accounts payable person. Knowledge of computers helpful. Send resume & salary requirements to: Office Manager, Suite 190, Southfield MI 48075, attn. supervisor.

CLERICAL/COMPUTER
Experienced, full time person, for clerical/computer duties. Manufacturing corporation located in Southfield. Send resume to: H. Kaufman, 1263 Ford, Suite 100, Troy, MI 48084 or Bloomfield Hills, MI, 48013.

CLERICAL DATA ENTRY, Redford area. Immediate opening for data entry position for our data processing department. 10 key calculator experience is required. Must be a quick learner and possess speed and accuracy. Work hours 7am to 3:30pm, individual should apply at the 7-Up Canada Dry Bottling Company of Detroit, 12201 Beech Daly, Redford. No phone calls.
Equal Opportunity Employer M/F/H

CLERICAL HELP
Livonia area. Part time mornings. Answer phone and type. Must type 45 wpm, experience preferred. $5 an hour. Call for appt. 591-1913

CLERICAL HELP Typing preferable 50 WPM. Salary $12,500 w/benefits. Position available in Southfield office. Please send letter or resume no later than Tues., July 29 to: 4353 Telegraph Rd., Taylor, MI 48180, Attn D. Bailey.
An Equal Opportunity Employer

CLERICAL/LIGHT PRODUCTION
Male or female. Mechanical aptitude necessary. Full-time. Call 12 noon-2pm. 424-8648

CLERICAL
We need a high school senior or college student who can work the part time summer hours of 8:30 to 5, and full time hours of 12:30 to 5, 3 days per week. Responsibilities include switchboard relief, mail room, filing, CRT and very light typing. Wages are $3.50 per hour to start. Please call, - 626-6300, Ext. 227

CLERICAL $260 WK
No experience needed
Call Today 557-1200
Job Network Fee $75

CLERICAL Mature Office Manager for Clerical position. Typing, knowledge of IBM Computer. 9:15-5pm. $3.50/hr. Farmington area. 476-1977

CLERKS
National company at 12 mile Greenfield area has several openings for full time or part time permanent positions or summer help weekends.
Call 443-1319

CLERK TYPIST
Mature person with good typing skills & telephone voice. Full time. Call after 9am. 349-8400

CLERK TYPIST
Part time position for accurate typist with cheerful disposition needed immediately. A quick learner with calculator experience is the best candidate. Apply in person, 10am-5pm

MONTGOMERY
WARD
29501 Plymouth Rd., Livonia
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL
OPPORTUNITIES
CMI Corporation, a major computer and telecommunications leasing corporation, located in Bloomfield Hills, has immediate openings in the following areas:

Bookkeeper
- General bookkeeping and data entry experience.
- Associate's degree in Accounting or related area preferred or close 60 degree requirements.
- One year plus working experience.

Secretaries
- General office duties, shorthand/dictaphone a plus, but not required.
- Ability to handle administrative detail.
- At least one year experience, typing 50 wpm.

Senior Word
Processor
- WANG word processing experience required.
- 2 to 3 years experience.
- Typing 60 wpm.

Temporary Clerical
- General office duties: filing, typing and answering phones, possibly.
- Data entry experience.
- 0 to 6 months work experience.

Salary commensurate with background. For an non-company employees, we offer an outstanding benefit package. Preferred working environment including an on-site nautilus workout center. Qualified candidates may send their resumes and SALARY HISTORIES in confidence to:

Judith T. DeVore
Human Resources Representative

CMI CORPORATION
2600 Telegraph Road
Bloomfield Hills, MI, 48013

Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERK TYPIST
Position offers interesting & varied duties. Southfield location. At least 45wpm. Good salary & benefits. Call Mr. Blair, 352-8000

CLERK TYPIST - To perform General Office Work, full time, pleasant working conditions, favorable hours. Not afraid to accept responsibility. Computer experience preferred. Financial Planning Company, Somerset Mall Area. For interview call
649-2350

COMMERCIAL LINES Underwriter for Novi Insurance Agency. Experience required, but will train right person for entry-level position.
348-8200

COMPUTER PERSON
/SALES ASSISTANT
To work in major investment firm located in Renaissance. Must have worked with Visicalc, Multiplan, Lotus, or similar programs. Job could develop into sales assistant position.
Call Hutton 259-8500

CUSTOMER SERVICE Computer Sales personality, typing & invoicing experience desired. Will train the right person. Full benefits & good working environment. Send resume to: J. Lee Hackett Co., 22550 Haggerty Rd., Farmington, MI 48024.

ENTRY LEVEL position at Dunham's office. Skills needed: reliable, mathcluite switchboard relief, mail room, filing, CRT and very light typing. Wages are $3.50 per hour to start. Please call, - 626-6300, Ext. 227

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EXECUTIVE - secretary for Bloomfield Hills law firm, type 55 WPM for international firm, 12 mo. assignment, great promotional opportunity in this very busy office, contract position, call Vicki at Uniforce 357-0034

504 Help Wanted Dental-Medical

NURSING SUPERVISOR
(House Director)
Reporting to the Associate Director of Nursing, this full time midnight position provides general supervision to hospital employees outside normal business hours, and assists personnel in processing and setting priorities for effective delivery of patient care services.
Qualifications include BSN, MSN preferred and 3-5 years staff nurse experience with a minimum of 2 years current nursing management experience.
We offer an excellent wage and benefit package. If qualified, please contact the Personnel Department at:

PGH
Pontiac General Hospital
Seminole at West Huron
Pontiac, Michigan 48053
(313) 857-7504
Affirmative Action/Equal Opportunity Employer

502 Help Wanted Dental-Medical

RNs — ER
Garden City Osteopathic Hospital currently has full and part time positions available for qualified candidates in our E.R. Department.
- We are a 349 bed suburban hospital with one of the busiest E.R.'s in Western Wayne County with approximately 25,000 visits per year.
- We offer a competitive salary commensurate with experience and an excellent benefit program.
- Qualified candidates must possess a minimum of 6 months Med/Surg experience. E.R. or C.C.U. experience preferred.

We invite you to discover the difference at Garden City Osteopathic Hospital. For further information please contact:
GARDEN CITY OSTEOPATHIC HOSPITAL
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
Equal Opportunity Employer

Operating Room/
Post Anesthesia
Care Unit

OR
We seek Nurse Managers with previous OR and management experience for our 14-suite, multi-specialty OR. Current openings include:
- Nurse Manager - Cardiovascular OR team. BSN with 3-5 years' experience with cardiovascular surgery.
- Assistant Nurse Manager - Afternoon shift, BSN preferred with 3-5 years' OR experience required.

PACU
- Assistant Nurse Manager - BSN and 3-5 years' critical care or post anesthesia experience required.
- Educational Specialist - Part time, 3 days per week. BSN with previous critical care or