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Detroit Red Wings

To Win: Send your name and address on a postcard to:
RED WING TICKETS,
The Observer & Eccentric Newspapers,
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Then watch the classified section every Monday and Thursday. When your name appears, you're a winner!

(Due to high demand, we ask that there be only one entry per family)

502 Help Wanted Dental-Medical

NURSE AIDE/CHILD CARE for disabled mother and children Dearborn Heights. Excellent pay and benefits. EMPA-CARE 455-1061

NURSE AIDES
NEW WAGE SCALE
$6.00 - $7.00

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday

NURSING UNLIMITED
540-2360

NURSE full or part time for allergist office. Send resume to: Allergy & Asthma Center of Rochester, 811 Oakwood Rochester, MI 48307

OCCUPATIONAL THERAPY & Speech Pathology Consultant. Consultant positions available to treat closed head injured clients in residential facility 3 to 5 hrs/wk. Rate negotiable/hours flexible. Must be licensed & have own malpractice insurance. Send resume to: P.O. Box 725468 Berkley, MI 48072-5468

OPHTHALMIC TECHNICIAN
We need a caring and friendly patient-person with good technical skills. Please send resume to:
Henry J. Spiro MD
3003 Woodward, Berkley, Mi. 48072, Attn: Sandra London

EXPERIENCED OPTICIAN wanted to work in busy Livonia office. References required. Call Denny at 477-2662

ORAL SURGERY ASSISTANT/RECEPTIONIST - For Royal Oak area. Excellent fringe benefits. Experience in dental preferred. 547-8836

PART or full time - word processing secretary requested by expanding medical clinic. Up to $10/hr. Call Trudy at UNIFORCE 646-7667

ASSISTANT MANAGER
needed for outpatient physical therapy clinic in Troy. Experience desired. Hand-deliver resume to - Attention Melissa
41069 Dequindre, Suite 102, Troy

PHYSICAL THERAPISTS
For home care visits, part time. Excellent pay. Set your hours. Family Nurse Care 229-5683, 348-5683

PHYSICAL THERAPY AIDE needed for outpatient clinic. Good typing skills. Experience desired, will train. Full time position. Hand-deliver resume to - Attention Melissa, 41069 Dequindre Suite 102, Troy

PRESTIGIOUS leading hospital requires dependable word processor/transcriptionist. Up to $11/hr. Call Darsy at UNIFORCE 357-0037

OPTOMETIC RECEPTIONIST/Assistant for busy Southfield specialty practice, full time, must be organized & neat. Experience preferred. phone business hrs 352-1772

PART TIME Office help 5-9pm, Mon-Fri. Filing, typing, computer experience helpful. Farmington Hills. Reply to Box 336 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICAL THERAPY Aide position in a Redford clinic. No previous experience required. Mon., Wed. & Fri. morning 937-2001

PLYMOUTH - RN/LPN
Dermatology practice located in Plymouth is interviewing nurses for part time employment. Offering on the job training & competitive compensation. For further information please call Michelle
737-7111

PSYCHIATRIC RN
Part time RN for adolescent partial care program. 30 Hours a week, 1pm-7pm, no weekends. Contact Cindy at Ardmore Center Livonia 474-3500

RECEPTIONIST - Experienced for part time position, approximately 25-30 hours per week in busy doctor's office in Dearborn. Computer knowledge helpful. Joan, 562-2079

RECEPTIONIST
Fast-paced sales office looking for professional Receptionist with excellent telephone skills, good working knowledge of WordPerfect 5.1 & general knowledge of sales office. Looking for dedicated employee. Benefits are included, salary negotiable. Send resumes to: Jody Nelson, 300 Galleria Office Center, Suite 110, Southfield MI 48034

RESIDENTIAL CARE WORKER
Full & part time positions working with closed head injured in a long term residential setting. Requires high school diploma. Prefer 2 years experience in human services. Competitive salary & benefits. Send reply to: Sylvia Gleason, PO Box 725468 Berkley, Mi. 48072-5468

RN/LPN
Day & Afternoon weekend positions available. Call Franklin Manor (Southfield) 352-7390

RN-LPN
Part-time/Full time. Day shift position available. Apply Bedford Villa, 16240 West 12 Mile Road, Southfield, MI 48076
An Equal Opportunity Employer

RN - PART TIME
Oral surgery office. Birmingham/Troy area. 2-5 mornings a week. Call 10AM-3PM at 647-2191

RN'S, LPN'S & GPN'S. We need caring nurses who show genuine interest in geriatrics. Full & part positions available. Salary commensurate with experience. Apply: Mt. Vernon Nursing Center, 26715 Greenfield (between 10 & 11 Mile)

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RN or LPN
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RN - PART TIME
Apply in person
Marycrest Manor, 15475 Middlebelt
Livonia, MI., 48154
427-9175

RN - PART TIME
for busy pediatric office in W. Bloomfield. Call Nancy 855-7510

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Amicare can match your skills with a competitive salary. For immediate consideration call (313) 643-8855 or send your resume to:

Penny Murphy
AMICARE HOSPICE SERVICES, INC.
2555 Crooks Rd
Troy, MI 48084
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RN WANTED
Weekends only
Days or afternoons
363-7161

TYPIST PLUS. High quality dental specialty office has opening for accurate, efficient, personable individual for general typing & telephone communication. Good written & verbal skills are essential. Full time benefits. 357-3165

WE NEED PROFESSIONAL RIA Specialists (MT's, MLT's), experience is necessary. Call for interviews. Add-A-Tech, for full or part time temporary positions. 722-2722 or send resume: 3139 S. Wayne Rd., Wayne MI 48184

2 MEDICAL ASSITANTS 1 full, 1 part experience in OB/GYN for busy office in Livonia. Salary & benefits negotiable. Call Barbara 476-4900

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For Service Call
425-9110

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT for small growing engineering consulting firm. Must have a basic knowledge of bookkeeping and at least entry level experience with a personal computer. Ideal candidate should be detail oriented, organized and able to use a ten key calculator.

ACCEPTING APPLICATIONS
Immediate openings for the following positions:
- NBI Wordprocessors
- Data Entry Operators
- Executive Secretaries
- Telemarketers with minimum 2 yrs. experience

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LIVONIA AREA 464-6500
SOUTHFIELD AREA 569-2000
TROY AREA 640-9760

ACCOUNTING CLERK
experienced in ADP payroll, sales reports on Lotus, misc. duties, casual office. Call 1-7pm at 261-7676 or Fax resume to Karen 261-5807

ACCOUNTING CLERK
Needed for fast growing security company. Experience necessary. Call or apply in person: National Guardian, 30423 Industrial Drive, Livonia Mi. 48150 522-7404

ACCOUNTING CLERK and Data Entry experienced with PC accounting system. Good math and organizational skills. Send resume to: A.R. Brasch, Dept. A, 24567 Northwestern Hwy., Southfield, Mi. 48075

ACCOUNTING, CLERICAL & DATA ENTRY personnel needed by new Temporary Services firm. Send resume, rate and weekly hours desired to: RVS Services, Suite 212, 19785 W. 12 Mile, Southfield MI. 48076

ACCOUNTS RECEIVABLE PERSON for Southfield office. Only mature & experienced need to apply. Send resume to Box 356, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Bright, mature, energetic. 60 wpm, advance word perfect required. 25 hrs per week. 559-6440

ADMINISTRATIVE offices of major corporation must have dependable word processors. To $9/hr. Call Lilly at UNIFORCE 357-0036

ADVERTISING agency needs accounts payable, computer clerk. 8000 key strokes, up to $8/hr. Call Rona at UNIFORCE 646-7168

ADVERTISING agency needs experienced word processor with DW, Lewriter or will cross train. Call Vivian at UNIFORCE 352-0644

ANSWER OUR PHONES!
You don't have to be crazy to work here but it helps. Position as Receptionist/Typist with major company.

ATHLETIC APPAREL sales office part time & seasonal. 20-40 hours per week, days Mon thru Fri. Customer service to take phone orders & data entry. Typing helpful. Troy office. Call for interview appointment. 689-3854

AUTO DEALER will interview for a warranty keypunch processing clerk. Prior dealership warranty experience preferred. Dealership is a large volume conveniently located suburban Ford dealership. Excellent wages & working conditions. Send resume to Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING CLERK
Fast paced Southfield company seeks individual for insurance billing department. Light typing and 10 key calculator experience needed. Send resume and salary requirements to: D.O.C. Optics, 19800 W. 8 Mile Rd., Southfield, MI., 48075. Att: Terri

BOOKKEEPER/DATA ENTRY
Growth oriented advertising agency in Troy seeks individual to run automated one person accounting department. Job entails data entry as well as bookkeeping. Send resume & salary requirements to: J. Ruston, Denham & Co., 189 E. Big Beaver Rd, Troy, MI 48083

BOOKKEEPER/PAYROLL CLERK
Mainframe & PC experience necessary. Lotus & WordPerfect required for Southfield service agency. Send resume to Box 392, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield service company has immediate opening for an experienced Bookkeeper to handle all company bookkeeping from Order Entry thru Financial Statement Preparation. Casual but hard working office. Excellent starting salary and potential to become Office Manager. If interested, please send resume and salary requirements to: S.D.C.
Former Rudzewicz & Co.
26200 American Dr., #500
Southfield, MI. 48034
Recruiting for an equal opportunity employer.

BOOKKEEPERS
We need your experience. TEMPORARY full time positions available in accounts payable, accounts receivable, payroll & data entry.

CLERICAL
John Hancock Insurance Agency has a full time position available. Good typing & excellent math skills a must. Salary commensurate with skills & experience. Excellent benefits. Call between 10am-2pm 552-0600

CLERICAL/RECEPTIONIST
Part Time - Temporary
Help needed 20-30 hrs/wk. Computer background helpful. Dearborn Heights area. Call 8am-4pm Mon-Fri. 562-4492

CLERICAL
Retail Corporate Headquarters in Farmington Hills needs mature person with secretarial, computer & basic bookkeeping knowledge for full time work. Reply to Box #380, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision & have Fandacon, WordStar &/or WordPerfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position provides for a complete salary & benefits package. Qualified candidates forward resume in confidence to: Clerical Support, P.O. Box 774, Detroit, MI 48231

CLERK TYPIST (PART TIME)
CITY OF BIRMINGHAM

The City of Birmingham is seeking qualified applicants for the position of Clerk Typist in the Police Department. The successful applicant will perform a wide variety of clerical duties including the processing and retrieval of department records, typing, and the use of CLEMIS/LIEN and data entry terminals, and substantial public contact. Regularly scheduled for a 4 hour per day, 5 day per week basis. Current schedule is 8am to 12pm Monday thru Friday.

Minimum Qualifications: Possession of a high school diploma or its equivalent with 1 to 2 years of clerical, familiarity with word data processing, and the ability to deal tactfully with the public.

CREDIT REPORTING Agency in Farmington Hills has immediate openings for Receptionist and other office positions. Full and part time. Credit or mortgage experience preferred. Please send resume/letter to 31700 W. 13 Mile, Suite 112, Farmington Hills, MI 48334 or contact Ruth 12pm-2pm at 932-4090

CUSTOMER SERVICE REPS needed. No experience necessary. Call 362-0164

CUSTOMER SERVICE REP wanted for State Farm insurance office located in Westland. Send data sheet: PO Box 247, Westland, MI 48185

DATA ENTRY CLERK
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills has an opportunity for a Data Entry Clerk in the Accounts Receivable Departments. Responsibilities include data entry from leases, lease renewals and rent reports. Must be personable and possess a professional work attitude. Typing, 10-key and CRT experience preferred. Qualified applicants send resume or call:

Meryl Weingarden
Village Green Management Co.
30833 Northwestern Highway
Suite 300
Farmington Hills, MI 48334
851-9600 Ext. 142
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DATA GATHERER AND ENTRY (county)-nder. Full time. Salary plus mileage. Minimum 55wpm. Call Katie at 626-3443

DEPENDABLE RESPONSIBLE person needed to assist in doctors office. Call Denise after 10:30 am at 932-5100

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EAST SIDE - 528-8454
WEST SIDE - 481-8760
FUTURE FORCE

ENERGETIC office support clerks desired by major Southfield insurance company. $8/hr. Call Heather at UNIFORCE 357-0048

ENTRY LEVEL Legal Secretary. Part-time. Good typing skills. Computer skills preferable. Call Mr. Hilborn 647-6350

EXECUTIVE SECRETARY
Perform all duties required of an Executive Secretary to the Plant Manager, Production Manager and other staff. Prepare confidential reports and documents. Type 80 wpm, shorthand 80-90 wpm. Skilled in Multimate, Lotus 123. Ability to prioritize and organize work with little or no direction. Supervise and coordinate heavy word processing workload. Transcribe finished copy from a dictaphone. Associates degree in Business or equivalent. Exceptional English, grammar and writing skills. Experience in personal computer, business and office practices. Require five or more years experience as an executive secretary. Mail resume to:
Howmet Corporation
Box #722, Plymouth, MI 48170
Attn: Mrs. D. Maley - Dept. 1000-15
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EXECUTIVE SECRETARY
$24,000 UP

SNELLING PERSONNEL SERVICES

FILE CLERK - Needed part time in Southfield medical office. Flexible hours. For interview call Dennis at 354-4444

FULL-TIME/PART-TIME
Receptionist for Real Estate office in the Troy, Rochester, Utica area. Pay range $4.50 to $5.50. Please call Theresa at 731-9221

GENERAL CLERICAL - Entry level position. Receptionist, data entry, filing, accounts payable & receivable, purchasing. Room for fast advancement, full time, benefits. Apply within or send resume to: Special Products Division, 13635 Merriman Road, Livonia, Michigan 48150
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GENERAL OFFICE - Full time, keypunch experience required. Telephone and cashier duties. Livonia area. Call 425-9000

KEYPUNCH - Experienced keydisk operators. Full/part time, day/afternoon & Midnight shifts. Good pay for good operators. Ms. Allen 561-6151

LEADING technology company needs experienced receptionist/switchboard operators. $7/hr. Call Marge at UNIFORCE 646-6501

LEGAL/EXECUTIVE SECRETARY
Detroit corporation seeks full time legal secretary with 5+ yrs experience. WordPerfect, Lotus & d-Base preferred. Excellent typing skills required. Ability to work under pressure and ability to exercise initiative required. Competitive salary and benefits. Send resume and salary history to:
Personnel E
P.O. Box 02206
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FAX 355-0235
SOUTHFIELD OFFICE
Southfield, Michigan 48075
Detroit Office
Detroit, Michigan 48226

LEGAL SECRETARY
For Troy litigation firm. Must have 2 years experience. Contact Office Manager 649-1330

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