502 Help Wanted Dental-Medical

Medical Asst/ Office Manager for Internist's office. Northwestern Highway Southfield. M.W.F. be familiar with E.K.G. and back office duties & type accurately 45 wpm, minimum. Experience only apply. Call after 6 pm 557-8323

MEDICAL ASST. SECRETARIES (3) Part-time. Experienced in drawing blood and typing. Livonia area. Please call 9 AM to 5 PM. 477-6740

MEDICAL ASST. experienced; with X-Ray. Walk-in center. Part time to full time. Shift rotation & weekends.

MEDICAL SECRETARY part time. Shorthand plus type 50 WPM. Call weekdays 10AM-3PM 525-4319

MEDICAL BILLER - for Sheffield laboratory, typing preferred, call between 8-5 pm 4133-6438

MEDICAL BILLERS

Desirable position for doctor's office, Troy or Farmington. Billing experience necessary, claims & follow-up. To 27 an hour. Excellent benefits. Other biller openings are available in other areas too

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL BILLING CLERK Full-time, for Clinic in Livonia. Must have experience in all types of insurance. References needed. Call Beth, before noon 478-5870

MEDICAL INSURANCE Biller/Secretary wanted for new medical facility in Oakland Mall. Experience with ability to communicate well required. Salary negotiable for the right person. Call for appointment. 649-MEDI

MEDICAL OFFICE ASSISTANT Birmingham/Bloomfield area. Call evenings.

MEDICAL RECEPTIONIST Experience preferred or will train. Modern, 5 days. Near Wayne Rd., Westland, MI. Apply 11am-2pm, daily.

MEDICAL RECEPTIONIST for General Practice office. Pleasant, mature, with (3) year experience in Payroll, Insurance Billing, Posting & Collections. 546-5410

MEDICAL TRANSCRIPTIONIST
Experienced Only
FULL TIME AFTERNOON POSITION
Typing 41 & P's, Consultations, Discharge summaries. Northland area. Excellent hourly & shift differential.

Detroit Osteopathic Hospital Corp.
966-5800 ext. 440
00

MED TECH ASCP
Full time opening with large in-house lab. Must be ASCP. Start $10-$11 per hour. Fine benefits. Suburban location.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

NEEDED IMMEDIATELY medicare certified nurse aide. One year experience in nursing home or hospital. Must have & be able to pass completion of training. All Motor Detroit area. Full & part time. Call Now. Susan 313-9400 Transitional Care Services

NURSE AIDE, part time, 1pm-9pm. Experience preferred. Apply in person, between 10am-1pm at 19650 Warren Rd., Canton, MI. W. of Ridge Rd.

NURSE AIDES
Bloomfield's most distinguished facility is now accepting applications for mature, experienced Nurse Aides. Apply in person. Mon. thru Fri. No phone calls please!

Georgian Bloomfield
2975 N. Adams
Corner of 16 Mile

502 Help Wanted Dental-Medical

NURSE AIDES
EXPERIENCED need only apply. Full-time. Excellent benefit program. Apply in person. Mon. thru Fri. 9-5:30p.m.
Farmington Nursing Home
30405 Folsom Rd.
Farmington Hills
(Near 9 Mile & Orchard Lake)

NURSE AIDES
FULL TIME
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-0175

NURSE/MEDICAL ASSISTANT needed for part time work in Troy doctors office. Experience required. Send resume, salary requirements to P.O. Box 1578, Troy, MI 48099

NURSES AIDES
Full and part time. Experienced preferred, 3 PM-11 PM. Must be 18. Apply in person or call. Nightingale West Nursing Home. 6245 Newburgh Rd., Westland, near Ann Arbor Trail. No phone calls.

NURSES AIDE to care for young woman, live in on weekends. Ideal for student who needs free use of car. Send resume to: Nurses Aide, 13450 Beacon Hill, Plymouth Mi. 48170

NURSING ASSISTANTS for all shifts. Mature individuals with interest in working with the elderly. Apply at in person only. Dorvin Convalescent Center, Livonia, 1 block South of 8 Mile, on Middlebelt.

OFFICE MANAGER
4 day week in suburban Northwest MD office. EKGs, hypos, VPs, billing and transcription. Start $7 hour.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

OPENINGS FOR:
MEDICAL ASST.- experienced in Lab, venipuncture, EKG and X-rays.

BILLING CLERK - Experience in all insurance, posting, some clinical. Southfield area.
546-6410

OPITHALMIC TECHNICIAN Technologist. Bright, efficient technician/technologist. Refracting experience necessary. Salary commensurate with experience. 653-1144

OPTICAL DISPENSER
Wanted, Experienced preferred. Fisher Building, Detroit. Dayt 872-7500

ORTHOPEDIC ASSISTANT - Receptionist. Full time permanent experienced person to work for an Orthodontist in Livonia. Position is interesting & challenging with an opportunity for growth in the field of Orthodontics. Fringe benefits. Send resume to P.O. Box 5091, Livonia, Mich 48150.

PART-TIME Clerical Worker for Physician's office in Garden City. Typing, computer billing and accounting ability essential 537-4410

PART-TIME MEDICAL Assistant to work in back office for Livonia internist. Reply to: Box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME registered X-ray Technician for Southfield X-ray clinic. Ask for Eileen 548-2585

PERSONABLE & ENERGETIC young woman for Orthodontic assistant. Must be reliable & dedicated for 3 day a week challenge. Experience helpful. Call between 9 am and 11 am 541-8460

PHLEBOTOMIST - NEEDED
Detroit area. Experienced Only.
352-0170

PHYSICAL THERAPY AID
Immediate opening, experienced - trained. Apply in person, 10am - 3pm. Mon. thru Fri. Jewish Convalescent Center, Livonia, one block So. of 8 Mile on Middlebelt.

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST
Positions available for Physical Therapist in Farmington, Oakland County. 180 bed acute care hospital offers a stimulating, atmosphere promoting team work. Our program includes neonatal, cardiac rehab, and a very active orthopedic and sports medicine service. Competitive salary and excellent fringe benefits including continuing education opportunities. Call Darrell Kuick, P.T. Director, for further information.
537-7341

PONTIAC
RN's - LPN'S
Immediate Placement
HCP - 852-5990

RECEPTIONIST - Orthodontic Office. Mature individual for Birmingham practice, 5 days a week. Dental/medical office experience and typing ability necessary. 579-0200

RECEPTIONIST, non-smoker, Livonia Medical office. 3 afternoons a week. Call between 10am and 11 noon. 522-6422

RECEPTIONIST, part time. Oral Surgery Office, Birmingham area. Dental or Medical background necessary. Call between 10am-1pm. 647-7336

Receptionist, 3 am to 2:30 pm, Mon. - Fri. Qualifications: Organized and pleasant phone voice for busy office. Apply Wed. 1 to 5 pm.
Health Care Professionals, LTD. 17000 W. 8 Mile Rd. Suite 330, Southfield

RECEPTIONIST/INSURANCE Billing for Warren podiatry office. General office experience required, typing. Must good with people & on phones. Will train in podiatry field (insurance & X-rays). Full time Mon.-Fri. must be flexible. $3.75 to $4.00 p.p. to start. Send resumes to: Susan B., 5470 Wheelhouse, #16-A, Birmingham, MI. 48010.

RED WING TICKET WINNER
Barbara Kalen
15399 Blue Skies Ct. West
Livonia
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Tuesday, October 16, 1984, to claim your two FREE RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS!

Resgistered Nurse
HENRY FORD HOSPITAL
Fairlane Center
Henry Ford Hospital Fairlane Center is currently seeking Registered Nurses with ER experience. Part time afternoon positions are available involving 16 hours per week, a minimum of 1 year of experience in ER or critical care is required. Qualified applicants may contact: Patty McDermott, Mon. thru Fri., 10-12 noon, at 593-4141.
HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI. 48126
Equal Opportunity Employer M/F/H

RESPITE HOME needs LPN's and Nurses Aides, experienced in medically involved handicapped children. Please call Mon. thru. Fri. between 8 and 5 only. 674-1841

RN - DAY SHIFT
Supervisory position available for 150 bed residential facility for the mentally retarded. Experience with MH preferred. Good wage and benefit package. Send resume to:
Director of Nurses
4427 Venoy
Wayne, MI. 48184

RN for Recovery Room in Free-standing surgical out-patient facility. Full time, Troy area. Call 643-7775

RN/LPN
Two part time home care coordinators (supervisors) needed for expanding health care agency located in Southfield. Various responsibilities including scheduling & assigning aides/nurses in home & hospital. Call Mon. - Fri. 10-3
ABCARE
424-8377

RN OR LPN For Busy Pediatrician's office. Afternoons. Some Saturdays & relief. Flexible schedule, approximately 30 - 40 hours per week. Reply to: Doctor's Office, 611 Pierce, Birmingham, Michigan, 48009.

RNs
Ardmore Acres Hospital now interviewing for full-time & part-time RN's. Day & afternoon shifts available. For information, call 9am to 5pm.
474-3500

RN'S - DAYS
Royal Oak - Immediate Placement
433-6300

RNS
3-11 PM shift & Midnights
Weekends and relief. Please call Mrs. Ferguson for appointment. 281-5300.

BPD LAB TECHNICIAN
Part-time for new lab. Northwest Detroit. 272-1550

X-RAY TECHNICIAN
Experienced part time for Southfield internists office. Call Ms. Boyd. 354-9644

502 Help Wanted Dental-Medical

CAREER ADVANCEMENT OPPORTUNITIES

Sinai Hospital of Detroit, a 622-bed teaching hospital currently has nursing instructor positions available in the following areas:

- Operating Room—2-5 years of experience (scrubbing and circulating required).
- Preoperative/post anesthesia care —Critical care or recovery room experience required.
  BSN, MSN preferred. Teaching/leadership background necessary.
- Surgical Nursing Instructor—requires MSN with minor in education preferred. 2-3 years recent clinical experience required. Teaching/staff development experience preferred.

CLINICAL NURSE SPECIALIST POSITIONS

- Psychiatric—Mt. Carmel Emergency Response Team. Emergency Room and Consultation/Liaison. Full-time, afternoon shift. MSN with 2 years psychiatric nursing experience required.
- Medicine—MSN required with 3-5 years of clinical experience in caring for adult medical patients in an acute care setting. Must be knowledgeable in the care of the aged.

Please send resume or contact Michele Dotolou-Chessare, BSN, Professional Nurse Recruiter (313) 493-5180 (COLLECT)

Sinai Hospital of Detroit
6767 West Outer Dr.
Detroit, MI 48235
An Equal Opportunity Employer

RNs
An Ideal Setting For Nursing At Its Best

The VAMC in Ann Arbor is an acute care medical center delivering some of the most sophisticated nursing care available. University affiliation and nursing input are two vital ingredients in the exciting changes taking place at this facility.

We are accepting applications for RNs who want to join some of nursing's best in...

- Med/Surg Unit
- PARU - Part Time (.5)
- Surgical Intensive Care Unit
- Nursing Home Care Unit
- Intermittent Nurses - Med/Surg Units

You'll receive a competitive salary and an outstanding benefits package which responds to the many demands on today's nurses. We offer 5 weeks annual vacation, on site child care facilities and much more. For more information, contact Personnel Service at (313) 769-7527.

Veterans Administration Medical Center
2215 Fuller Road
Ann Arbor, MI 48105
Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
To process computer entries for insurance office. Knowledge of data entry. Downtown Detroit location, moving to Birmingham area within one year. Write to Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANT
for Southfield CPA firm. 3 years min. experience. Excellent Salary & Fringe benefits for the right person. 557-0410

ACCOUNTANT With strong tax experience necessary for Brighton CPA. Send resume to: 815 Judith, Westland, Mich. 48185.

ACCOUNTING CLERK
General Ledger/Inventory/Property Manager in 10 Mile/Telegraph area - two full-time Entry Level positions available. Must have computer literate background or experience. Duties include bank manual & computer reconciliation, Payroll & Payables area. Willing to train! Send resume to: Personnel Manager, P.O. Box 771, Southfield, MI. 48037.

ACCOUNTING CLERK
$14,000.
This is a Choice Position with a Company that values you. You will need several years of experience, College & good typing skills. Call Pat Bender.
SNELLING & SNELLING
353-2090

Accounting Clerk
ENTRY LEVEL
Perform basic routine clerical accounting functions related to the maintenance of accounting records. Responsible for a combination of activities related to the routine calculation, posting & verification of information from source documents. General office clerical experience.

Foland's
"The Alternative Department Store"
29733 Plymouth Rd., Livonia

ACCOUNTS RECEIVABLE
INVENTORY CONTROL
Detail oriented person needed for billing, receiving & posting of inventory. Typing a must. Farmington Hills area. Salary plus benefits. Send resume & salary requirements to:
Norco Alloys Corp. P. O. Box 2314, Farmington Hills, Michigan, 48018.

ACCOUNTS RECEIVABLE AUDITOR
Responsible person with good accounting background. Must be able to handle pressures. Plymouth-Canton area. Send resume to Box 2506C, Plymouth, Mich 48170.

ACCOUNTS RECEIVABLE
Expanding suburban company offering comprehensive benefit package which includes dental plan, yearly bonus, company paid fee. Qualified candidate will have some related experience.
525-7272
SHARROW PERSONNEL AGENCY

ADMINISTRATIVE Support employee. Union Mutual's Birmingham employee benefits unit offers full time clerical opening. The ideal candidate will possess strong communication, word processing, typing and organizational skills. Salary: $13-$15K. Send resume to Union Mutual, 380 E. Brown St., Suite 309, Birmingham, MI 48011

ADVERTISING AGENCY has immediate openings for accounting clerks. Must type 55-70 WPM, dependable, well groomed. Benefits. Southfield area. Call: 353-7500
An Equal Opportunity Employer

ALARM OPERATOR
Part-time nights, full time days. Will train. Troy area. Call: 643-3353

A LEASING Corporation dealing with Fortune 500 accounts is looking for a Birmingham needs sales secretary. Experienced in handling and preparing legal documents. Word processing experience helpful. Call Cathy Ortin. 645-3333
An Equal Opportunity Employer

APPOINTMENT SECRETARY
Set appointments for sales representative. Work out of Farmington office. Full or part time, flexible hours.
471-0230

ARE YOU CANVASSING
for home improvements? Highest commissions in area. Will train right person. Mr. Green. 352-5150

Assistant Bookkeeper
Part time, 3 years experience. Call Jan between 10-12.

ASSISTANT BOOKKEEPER with accounts payable experience for Oak Park firm. $225 weekly. Blue Cross included. 9 days. Send resume: Attention Personnel-Matterhorn Co., 30170 Capital, Oak Park, MI 48237.

Auto - Office Mgr
Outstanding opportunity for individual who can handle the job this is an auto office. Excellent benefits & working conditions.
JOZ PANTAN CHEVROLET
28111 Telegraph, Southfield, 355-1000

BANK CLERK TYPISTS, 80WPM, full benefits To 10K. Fee Negotiable. Fringe benefits offer excellent Career Employment Center 352-7910 642-5138

BILLING CLERK
for new auto dealership will be experienced. Farmington Hills. For appt call Cheryl Kemp.

BILLING CLERK - TYPIST
needed for Troy area manufacturer. Previous office and computer entry experience required for this full time position. Please call between 1-3 to apply. 852-5643

BILLING CLERK
Full time, dependable. Typing, data entry, telephone. Pontiac area. Call between 9 & 4 pm. 647-6477

BILLING CLERK
$14,000
Afternoon shift for Fortune 500 computer leasing company. Comprehensive benefit package with dental, optical and company paid fee. Qualified candidate will have some related experience. Background on 10 key adder helpful.
525-7272
SHARROW PERSONNEL AGENCY

BOOKKEEPER - FULL CHARGE
General ledger thru trial balance. Part-time to start.
Call Mr. Gold, 559-3110

BOOKKEEPER Full Charge, to work with CPA firm for a variety of small businesses. Work references required. Part time or part time only. Resumes to: Mr. Malek, 401 S. Woodward, Suite #157, Birmingham, MI. 48011.

BOOKKEEPER
Rapidly growing company needs someone professional and energetic. Great advancement potential for the right person. Computer experience ground a plus. $18,000 to $19,000, fee paid.
Call 596-3636.

SNELLING & SNELLING

BOOKKEEPER - small bookkeeping service seeks individual able to handle payroll, sales and payroll tax returns for small client. Southfield. 948-4040

BOOKKEEPER
with experience wanted. Call 355-1535.

BUSINESS
Downtown Birmingham Women's clothing store, in our merchandise office. Detail work. No typing. Apply in person only to:
Key Bazaar
180 W. Maple, Birmingham.

CLERICAL - FULL-TIME. Flexible hours for person various jobs in a fast paced office atmosphere. Duties include telephone, word processing, etc. Typing 50 WPM. English degree a plus. Apply in person to Leah A. Wright & Associates, 44567 Pinetree Dr., Plymouth, MI 48170

CLERICAL - FULL-TIME
Typing, Key Punch. 40 hour week. Insurance benefits. Apply in person.
21 Librty Plaza
23710 Healy Dr., Novi
Equal Opportunity Employer M/F/H

CLERICAL Position, immediate opening. Minimum 3 years customer service background required and good typing skills. Contact Mr. Turnig at Fleet Mortgage, on Oct. 16, 8am-1pm only.
354-4152
An Equal Opportunity Employer

CLERICAL. 2 full time positions open, bank tellers & bookkeeping. Good pay and main shifts. Hours: 9AM-5PM, 5 days week. Call for interview appointment. 942-9050

CLERK/STENO - Good typing skills required, prior clerical experience preferred. Salary and benefits. To work in residential treatment center. Send resume only to: Mr. Julius A. Cassella, 30445 W. 8 Mile, Redford, Mich. 48240. No phone calls accepted.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL
Our rapidly growing mortgage corporation is seeking qualified individuals for immediate clerical openings. Individuals must possess strong typing skills of 60-55 wpm, good math aptitude, excellent verbal and written communication skills. General office experience helpful. Excellent telephone communication skills and the ability to work under pressure are musts. Some overtime is necessary. Mortgage banking experience a plus. We offer a competitive salary, excellent benefits. Interested candidates should apply Mon.-Fri. 9-11am or 1-4pm, at:
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
corner of 12 Mile Road
Farmington Hills, MI 48018
An Equal Opportunity
Affirmative Action Employer M/F/H

CLERICAL
PART TIME
Position in a fast paced Troy office. Must be able to work under pressure. Good communication plus typing skills of 50-55 wpm.
24 Hours - 4 day work week. For a personal interview call
585-4325
An Equal Opportunity Employer

CLERK/TYPIST
Needed for mortgage company in Southfield in Collection Dept., 55 WPM minimum. Entry level position available. Call Mrs. Edwards. 353-9300, Ext. 337

Clerk Typists
(45wpm)
Senior Typists
(60wpm)
Secretaries
(Type 60wpm)
(Shorthand 80wpm)
Switchboard
(Dimension)
(Horizon)
Our service has immediate temporary openings in the Livonia, Farmington Hills areas. Call for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900

Computer Operator
Immediate openings exist at our Troy headquarters for an experienced computer operator. We are looking for a hard working knowledge of an IBM System 38. Job may consider those with System 34 or 36 experience. Our salary and benefits package is quite competitive as well as our fast paced environment. Call or send resume today.
If interested, send your resume and salary requirements now to:
Employee Relations
T. Bledsoe Packler
Box 2510, Troy, Mich., 48007-2510

CONSTRUCTION SECRETARY
Southfield firm will pay you up to $17,000 for your skills of typing & 60wpm shorthand. You'll take minutes at meetings, coordinate your day with two outside contracts, plane & specs. Plus, this active job will make your days "zip by". Best of benefits & employer paid fee. Call now.
Adannac Personnel Service
649-1105

CRT TRAINEE
Bright outgoing individual needed for this busy office. Company offers $10,000 and training on the CRT. Your dynamic personality and 50 wpm typing will land you a position in this pink suburban office. Call Shirley at 478-3300.
SNELLING & SNELLING

CUSTOMER SERVICE REPRESENTATIVES
Work a minimum of 4 hrs per day. We have long term assignments in the Southfield area. Flexible hours.
We are looking for individuals who prefer servicing people before making a sale!
Prior sales experience a plus. Work a minimum of 4 hrs. - days or afternoons. You will be working via the phone with headset & CRT.

MANPOWER
TEMPORARY SERVICES
353-8780

CUSTOMER SERVICE
$16,000
Handle shippers, process paper work and invoices, quote prices. Qualified candidate will have some related experience. Full benefits with dental, optical, yearly bonus, company paid fee.
525-7272
SHARROW PERSONNEL AGENCY

DATA ENTRY CLERK
Full service company needs an experienced data entry clerk. Must have DP experience & the ability to work accurately in a fast paced environment. Please send letter of qualifications or resume to: P.O. Box 5394, Detroit, MI 48202.

DATA ENTRY & other Office Procedures. IBM System 34 or 36. Experience required. Accounts Payable & Accounts Receivable. Part-time leading to full-time. Property Management firm. Reply with resume to:
P.O. Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY POSITION
Leading Medical supply distributor has an opening for a full time Data entry clerk. Only those candidates who are detail oriented & have typing skills need apply. Will train the right person. Apply in person at White & White, 18750 Five Mile Road, Plymouth, MI.

DATA ENTRY POSITION opened for person with medical terminology and medical insurance billing experience only. Novi area. Benefits. Call for appointment, Mon.-Fri., 8:30-4:30. 348-9090 Robbie.

DYNAMITE Legal Secretary needed. Fast typist, shorthand, ability to work under pressure. Excellent salary for the right person. Walled Lake. Before 5 pm. 624-4161, after 5 pm. 669-2241

EXECUTIVE SECRETARY - Experienced, part time, as Private Secretary for physician. 12 Mile/Northwestern, Southfield area. Resume to: Box 134, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
In the Marketing Department of an established computer systems/products company based in Southfield. Must have 3 years background in secretarial field with emphasis on organization, office procedures and word processing skills. Shorthand also helpful. Excellent salary range and fringe benefit package. Resume to:
Mary Bolen
M.I.S. International Inc.
24455 Southfield Road
Southfield, Mich. 48075
353-8660

FILE CLERK
Full service company needs an experienced file clerk. Must be organized, energetic and detail oriented. Must possess the ability to set priorities, meet deadlines and work well with others. Please send resume to: P.O. Box 1394, Detroit, MI 48202.

504 Help Wanted Office-Clerical

EXPERIENCED CASHIER
Ability to balance books is necessary. Call Lisa. 644-3223

EXPERIENCED LEGAL Secretary: Strong typing skills (minimum 70) plus communicable with ability. Birmingham Law firm. Send resume to: Box 919, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED OFFICE HELP, Mature person for apartment rental department. Full or part time. Call Ann. Call for interview 9:30 to 4 pm 353-9653

Experienced secretary for Real Estate Sales Office. Exceptional typing proficiency a must. Typing and bookkeeping skills helpful. Salary negotiable. Part time. Birmingham area. Call Nancy Clearwater.
CHAMBERLAIN REALTORS 540-6777

FRONT DESK SECRETARY
Excellent Ground-floor Opportunity! Work in a glamorous new Southfield area. Great Essential Good phone & typing skills. Salary commensurate. $11,500 +. Call Rita - Today!
SNELLING & SNELLING
353-2090

FULL TIME Clerical position in Southfield area. Typing 55 WPM and good organizational skills necessary. Call:
Beverly Pardonnet
851-1900
An Equal Opportunity Employer

FULL-TIME SECRETARY/Billing Clerk for Parking Service Agency. Good Typing & Communication skills. Computer experience a Plus. Send resume to: P.L.A.N., 33150 Middlebelt Rd., Farmington Hills, MI. 48024.

GENERAL OFFICE
Redford area. Typing, filing, etc. Part time. Call 9:30-3:30pm 535-7325

GENERAL OFFICE, must type 41 least 55 WPM, full-time, Mon. thru Fri. 8:30am to 5pm. Southfield area. Ask for Michelle. 356-6430

GENERAL OFFICE. Work for stock brokerage company in Birmingham. Entry-level position for mature, well-organized individual with good telephone personality, general typing skills and aptitude for figures. Send resume and salary requirements to P.O. Box 930, Birmingham, MI 48012

GENERAL OFFICE
Full time. Experienced.
478-1318

GENERAL OFFICE work for Oak Park wholesale company. Requires some office experience. $100 weekly. Insurance & Blue Cross provided. 543-1334

GENERAL OFFICE - Super opportunity for individual looking for part-time employment in office environment in Troy. Call Terri 649-5400

GENERAL OFFICE Work - part-time, hours flexible. Farmington Hills office. Call Joe, 9am-5pm, for appointment.
553-2500

GENERAL OFFICE DUTIES
Typing, filing, light bookkeeping. Southfield area. Send resume to box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Typing, answering telephone, etc. Must have some experience. Immediate opening. Royal Oak area. Send resume or letter to P. O. Box 345, Troy, MI 48099

GENERAL OFFICE
Typing, filing and good in detail work. Applications being accepted between 10 AM. - 4 PM. 21091 Northwestern Hwy., Suite 713, Southfield.

GENERAL OFFICE
3 openings for full & part time, general Secretarial skills. Insurance background helpful, but not necessary. Call Mon., Wed., Fri., between 1-3 PM, ask for Sandra 540-1240

GENERAL OFFICE for pleasant West Bloomfield or Birmingham office. 3 days per week. Flexible hours. Light typing. Call Ms. Wagner.
Bloomfield Birmingham
5400 W. Maple 35154 Telegraph
Suite C-301 Suite 101
E. of Overland Lake E. of 13 Mile
8am to 5pm 9am to 1pm

GENERAL OFFICE
If you enjoy working in an office and can handle a busy phone, this Troy company in Southfield may be perfect for you! Typing 55 wpm. Light bookkeeping skills are a plus. Salary, up to $13,500. Fee Paid. Call Vicki today.
SNELLING & SNELLING

GENERAL OFFICE
Part-time position available in rapidly expanding Court Ordered Rehabilitation Agency. Experience preferred with payroll, accounts receivable, filing, record keeping, other clerical functions. Hourly rate $4.00. Send resume to: Human Services, 755 W. Big Beaver, Suite 510, Troy, MI 48084

HIGH TECH Company located in Bloomfield Hills is seeking part-time applicant, 20 hours per week, for data entry and accounting position. We are seeking applicants with experience related to data entry, typing or bookkeeping. Please call between 8:30am to 5pm to schedule an interview 646-8400

INSURANCE AGENCY - permanent part time. Some insurance experience desired. Southfield location.
559-4440

INSURANCE AGENCY - Southfield needs experienced property-casualty underwriting assistant to do typing. Send resume to: P.O. Box 2504, Southfield, Mich 48037.

504 Help Wanted Office-Clerical

Immediate Openings
STATISTICAL CLERKS
- 6 months experience minimum.
- 10-Key calculator required.
- Familiar with computer printouts.

Call for appointment Mon. thru Fri.

KELLY SERVICES, INC. The Kelly Girl People
19668 W. 11 Mile
Lathrup Village
559-0300
Equal Opportunity Employer M/F/H

SECRETARIES
TYPISTS
RECEPTIONISTS
ALL EXPERIENCED OFFICE WORKERS NEEDED NOW for long & short term temp. jobs. High pay, Bonuses & Benefits. STENO A PLUS. Get paid Friday of the week you work. NO FEE. Apply Mon.-Thur. 9 a.m. - 4 p.m.
DETROIT S'FLD TROY LIVONIA
962-9651 354-0557 362-4650 464-9490
Olsten Temporary Services
We know how to help

504 Help Wanted Office-Clerical

IBM PC OPERATORS
Word Processing
3 operators for long term assignment utilizing Wordstar or Displaywrite software. Familiarization with Lotus 1-2-3 a plus. Must possess initiative and have average typing skills & numerous year experience.
Northland Services Inc.
Office Automation Staffing Div.
352-2333

IMMEDIATE opening - general office work for manufacturer's rep. Take phone orders, some inside sales. Good phone personality, 60 wpm. typing & Dictaphone experience essential. Hours only 1st 180 W. Liberty, Plymouth, MI. 48170.

INSURANCE ARLINGTON AGENCY needs responsible person to work claims desk. Must have coverage knowledge. 22515 Five Mile, Livonia. Call Lee. 261-3700

INSURANCE
Commercial Insurance positions open in Claims Department. Experienced American Center Bldg., Southfield. Call Mrs. Lee 354-8400

INSURANCE FILE CLERK
Experienced, part time, 3 half days per week. Birmingham area. 645-1144

INSURANCE POLICY TYPISTS needed. Daily pick-up and delivery to your home. Experienced only. Immediate openings. Call noon-1pm. 879-6164

INVENTORY CONTROL position. Full time. 11AM-8PM. Some data processing experience preferred. Livonia area. Call before 2PM. 427-4160

JR. SALES SECRETARY
Immediate opening in Farmington sales office for your organizational skills. Your good typing, light shorthand & 3 mos experience will be utilized for this variety position. Good starting salary, $12,000, top benefits including dental & company pays our fee. Call today for a personal interview.
PERMANENT STAFF
SOUTHFIELD 353-0505

JR. SECRETARY IN 11K. FEE PAID 55WPM, shorthand 50. 1 yr. office experience. Complete benefit package. Employment Center II Agency 519-6130

JR. SECRETARY needed for busy executive office in Southfield. Good typing and shorthand required. Send resume to: P.O. Box 2506C, Plymouth, MI. 48170.

JR. SECRETARY - TROY
Light typing, 50 wpm. typing-60 WPM, shorthand. $250 range. Full benefits. Fee Paid.

BETTY HAMIL PERSONNEL
Southfield Rd. Lathrup Village
424-8470

KEY PUNCH OPERATORS
Experienced. Long & short term temporary, day shift. 18 Mile/Telegraph area. Bloomfield Hills. TEX. 649-1684

CLERKS
Standard Federal Savings currently has the following openings in the Consumer Loan Department:

JR. LOAN PROCESSOR
Process the more routine loan applications, loans and loan documentation.

CREDIT PROCESSOR
Performs credit processing duties for the Consumer Loan and Mortgage Departments.

The above positions require the ability to communicate effectively, accurate typing of 50 wpm and good mathematical skills.

If you are interested please apply in person between the hours of 9a.m.-3.30p.m.

Standard Federal Savings
Personnel Dept.
4th Floor
2101 W. Big Beaver Rd.
Troy, MI 48084
E. O. E. M/F/H/V

LEGAL SECRETARY, experienced in corporate & general business law for Farmington Hills law firm. Excellent benefits. Call Linda Widrig. 851-9500

LEGAL SECRETARY for general practice firm located in Southfield Town Center. Salary negotiable. 353-0150

LEGAL SECRETARY
Full time. Small Birmingham law firm. Experience necessary. 645-1140

LEGAL SECRETARY with experience for Birmingham firm. Excellent typing skills a must. Good salary & benefits provided. Benefits. Call Cheri 644-4644

LEGAL SECRETARY
Must be experienced in defense, litigation. Southfield area.
Call Mr. Lobsinger. 352-7500

LEGAL SECRETARY
Full time. Somerset area office. Troy. Word processor- will train. Salary open. Call 643-8414

Legal Secretary
Westland law office. Experience preferred - Hours flexible. 721-5100

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
TEMPORARY
PERMANENT
There is a critical need for experienced legal secretaries and legal word processors in our Southfield office. Excellent salaries required. Previous office experience required. Fringe benefits. For consideration, please call on Tuesday, October 16, or Wednesday, October 17, between 9:30 and 11:30am only.
857-3892
Equal Opportunity Employer M/F

OFFICE ASSISTANT needed for small office in Farmington Hills. Duties include typing, basic office skills. Call between 9:30-2:30.
855-8660

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2540
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY for partner in Southern Oakland County law firm. Shorthand and excellent typing skills required. Good benefits. 348-3868

LEGAL SECRETARY needed. Good typist, shorthand, excellent salary for right person. Being resume & handwritten cover letter. 626-6181

LEGAL SECRETARY - downtown Birmingham office, specializing in real estate, general corporate, real estate & divorce. 5 years experience. 646-2111

LEGAL SECRETARY, experienced, needed for Southfield personal injury law firm partner. Salary commensurate with ability and experience. Contact Dawn Berryman at 557-1155

LEGAL SECRETARY/PARALEGAL
Good opportunity in small Birmingham firm for someone with little experience, but good college degree.
Will help go to law school or paralegal program. Good pay plus. 642-7766

LEGAL SECRETARY - part time, experienced for busy Southfield law firm. Word processing a plus but not necessary, send resume to Box #164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for Downtown Detroit Law Firm. 1-3 years experience in tax/inc/defense required. Typing 75 WPM, dictaphone & medical terminology helpful. Salary commensurate with experience. Will be tested on spelling, grammar, punctuation as well as typing speed. Call Kathie 964-8288

MARKETING ASSISTANT
Southfield telemarketing firm seeks CAREER ORIENTED, ORGANIZED SELF STARTER. Ideal candidate should have one year OFFICE EXPERIENCE, 55 WPM typing, excellent written/verbal COMMUNICATION SKILLS, working knowledge Apple WORD PROCESSING, minimum 40 WPM TYPING. Salaried with EXCELLENT Benefits. Applicants should be between 3-5PM Daily. 352-7943

MATURE SECRETARY for Troy law firm. Legal experience preferred. Excellent Secretarial & organizational skills required. 649-2322

MATURE TYPIST
for half days, Southfield Secretarial Service. Excellent typing skills with ability to edit work. 353-4148

MEDICAL OFFICE WORKER
Position available in Plymouth for bright, nurse level individual. Knowledge of 40 phases of accounting and office experience preferred. Call 10AM-1PM. 451-2252

This Classification continued on the First Page of Section D

504 Help Wanted Office-Clerical

General Accounting Assistant
Individual wanted to assist current staff in various functions of general accounting. You would assist in the Accounts Payable, Billing, Payroll & Tax areas as well as other functions where needed.
Multiple Technologies Corporation is a growing computer services company that provides excellent benefits and working conditions. No calls, please! Send resume to:
MTC
Multiple Technologies Corporation
24370 Northwestern, No. 306
Southfield, MI 48075
ATTENTION: ACCOUNTING MANAGER
MULTIPLE TECHNOLOGIES CORP. An Equal Opportunity Employer M/F

Little Caesars
SECRETARY
Our headquarters in Farmington Hills has an excellent opportunity available in our Marketing Department. The person we seek will have excellent typing and keen organizational skills, along with the ability to perform them in a highly professional manner.
We provide salary, medical, dental, life insurance and profit sharing. To be considered, send letter or resume to James Loili:
Little Caesars Enterprises, Inc.
24152 Haggerty Road
Farmington Hills, MI 48024
Equal Opportunity Employer

KELLY
Has Assignments For
- WORD PROCESSING OPERATORS (All Models)
- EXPERIENCED DATA ENTRY OPR'S (Inputting)
- SECRETARIES (Shorthand/Dictaphone)
- JR. SECRETARIES
- TYPISTS (45 wpm plus)
- SWITCHBOARD OPERATORS (Dimension/Horizon/Roim)
- RECEPTIONISTS

If you qualify for any of these, want temporary work, are available for an 8 hour day, Mon. thru Fri...WE NEED YOU. Please call for an appointment.

KELLY SERVICES, INC. The Kelly Girl People
19668 W. 11 Mile Rd.
Lathrup Village
11 Mile at Evergreen
559-0300
Equal Opportunity Employer M/F/H