Win 2 Red Wing tickets

TO WIN: Send your name and address, on a postcard, to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150.

Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

502 Help Wanted Dental-Medical

EXPERIENCED
NURSE AIDES
needed immediately for hourly or live-in assignments in Farmington and surrounding areas. Call: 451-3355
United Home Health Services

FULL TIME position available in Southfield physician's office for person experienced in all phases of Blue Shield, Medicare and Medicaid billing and payment posting. No Saturday. Excellent benefits. 548-4710

GENERAL OFFICE WORK - All around person needed for doctor's office in Farmington Hills - (13 Mile-Orchard Lake) Some typing, answering phones, etc. Some evening appointments. Late evenings & Saturdays. 851-6450

HOME HEALTH AIDES
We are seeking Home Health Aides with one year of experience. References are required. Please call between 10 am and 4 pm, M-F.
Olsten Health Care Services
552-0950
An Equal Opportunity Employer

• IMMEDIATE EMPLOYMENT •
Reliable Companions, Inc. can convert Northville State Patients to elite apartment living. Transportation provided.
Call Tues. or Wed. 9am to 5 pm. only
Health Care Professionals Ltd.
624-6500

INTERNIST OFFICE needs experienced biller to all insurances. 3 or 4 days per week. Southfield Area. Call 569-7040

ECU/CCU RN'S
Royal Oak - Downtown
Immediate Placement
Call
LAB TECH
Metropolitan St. Joseph has the following lab technician positions available. Full time leave of absence until May 1985.
20 Hours per week, days
Ideal applicants will have a 2 year lab degree or equivalent and be ASCP certified. 2 years lab experience is required.
We offer an excellent salary and comprehensive benefit program. Interested applicants please apply:
METROPOLITAN W. HOSPITAL
25325 Jay Rd. Redford, MI. 48239

LPN'S
(MALE - FEMALE)
HOME CARE CASE
(Salem Area Office)
4 HOUR SHIFTS (am & pm)
WESTLAND AREA
UPJOHN HEALTHCARE SERVICES
LLL277-2060

MEDICAL ASSISTANT needed for podiatry office in Oak Park. Experience preferred. Call Monday thru Friday 1-4PM. 544-6717

MEDICAL ASSISTANT - Pleasant, with light typing and filing. Willing to travel between offices. Salary negotiable. 478-2350

MEDICAL ASSISTANT with extensive X-ray experience, EKG & PFT. Full time position, willing to work in Detroit or Southfield office. Send resume: Box 15990 W. 8 Mile, Southfield, MI 48075

MEDICAL ASSISTANT
Part time, needed in Troy area. No experience necessary.
435-5188

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

MEDICAL SECRETARY part time. Shortland plus 20 hrs at WPM. Call weekdays 10AM to 3PM. 543-4313

MEDICAL BILLER, experienced Medicare, Medicaid, Cross and Blue, party insurance biller required immediately for large cardiovascular office in Southfield. Call 9am to 4pm 357-2722

MEDICAL BILLER & Receptionist for Doctor's office. Minimum 1 year experience. Typing 50 wpm minimum. Send resume to: Box 15990 W. 8 Mile, Southfield, MI 48075.

MEDICAL BILLER - Skilled nursing facility seeking individual who is knowledgeable in all phases of third party billing. Medicaid, Medicare, Blue Cross, Salary and benefits commensurate with experience. Send resume or apply in person: Redwood Convalescent Center, 41601 I-94 Service Dr., Belleville, Michigan, 48111.

MEDICAL RECEPTIONIST wanted for busy ophthalmologist's office. Send resume to Box 254 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST - Experienced, needed for busy internal medicine office. Knowledge of peghoard and insurance billing necessary. Person must be mature, responsible able to handle a variety of duties simultaneously. Excellent salary and benefits. Send resume to: M. Sanden, MD, 2150 Plymouth Rd., Ann Arbor, MI 48105

MEDICAL SECRETARY - Part time, experienced for Grosse Pointe area neurological office. Must have knowledge of Medicare and Blue Cross Insurance forms, billing, reception & filing. Call Mary after 8AM 343-0420

MEDICAL SECRETARY, full time, 5 days for busy Orthopedic practice in Birmingham. Insurance billing experience necessary. 644-3777

MEDICAL TRANSCRIPTIONIST - experienced, general office work for surgeon's office. Full time. 437-4670

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST
Experienced or strong medical terminology background. Immediate opening. Full-time afternoon position. Excellent salary and benefit program. For details contact:
Garden City Hospital
421-3300, Ext. 277
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST - full time position, Mon. thru Fri. with internal medical group in Farmington Hills. Send resume to: Box 8328, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Transcriptionist
HENRY FORD HOSPITAL
Plymouth
Henry Ford Hospital Plymouth is currently seeking a part time Medical Transcriptionist to work on a contingent basis. This position deals with entering data on to the computer system. A minimum of 1 year experience as medical transcriptionist is required. Applicants should have word processing experience and should be able to type 65 wpm. Qualified applicants may contact: Charlene Bates, Tues. thru Fri., 9 am to 11 am, at 613-3400.
HENRY FORD HOSPITAL
261 E. Main St.
Plymouth, Mi. 48170
Equal Opportunity Employer M/F/H

MEDICAL TRANSCRIPTION SECRETARIES
Large central transcription department now accepting applications for experienced medical Transcription Secretaries. Three day a week. State-of-the art word processing system. Excellent salary and benefits package. Please forward resume to:
P.O. BOX 68
Garden City, MI. 48135
An Equal Opportunity Employer

M.A., L.P.N., R.N. for OB-GYN office. 13 Mile/Telegraph area. Flexible time schedule. Send resumes to: Box 189, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSE AIDE & ORDERLIES
Mature caring adult with Nurse Aide experience needed to work in skilled nursing facility. Full time and part time positions available on all shifts. Apply in person at Beverly Manor of Novi, or call 9-3 PM, Mon.-Fri.
477-2002

NURSE AIDES
FULL TIME
Apply in person.
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES
Part-time, full-time, all shifts. Small nursing home in Canton. Call between 2pm and 3pm. 459-7060

NURSES AIDE
Full and part time. Experienced preferred, days and afternoons. Must be 18, apply in person at Wellington Manor Nursing Home, 8345 Newburgh Rd., Westland, near Joy Rd. No phone calls.

NURSES AIDE
part time, 2pm to and midnights, 30 bed nursing facility. St. Anne's Manor
537-1221

NURSING ASSISTANTS
Responsible, caring persons needed on all shifts. Apply in person:
UNIVERSITY NURSING & CONVALESCENT HOME
28550 Five Mile Rd.
Livonia, MI. 48154

OCCUPATIONAL THERAPIST REGISTERED
Work independently in hospital & extended care facilities. Responsible for evaluation & treatment of patients, documentation and in-service of staff. Area travel required. 525-0350

OPENING FOR experienced chiropractic assistant. Call for appt. 559-2939

OPERATIONS SPECIALIST
Put your decision experience to use in this career opportunity with a respected alternative dental program. Responsibilities include control of data, report processing & customer/provider service. Ideal candidate has a college degree, experience in data management. Exposure to alternative dentistry programs helpful. Excellent compensation package. Send resume & salary requirements, in confidence, to Operations Coordinator, P.O. Box 11231, Birmingham, MI 48012

OPTOMETRIC ASSISTANT for busy Ophthalmologist office in Livonia. Must have experience in office procedure in fitting fields and slit lamp assist. Send resume history and salary to box 256 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPHTHALMIC TECHNICIAN Technologist. Bright, efficient technician/technologist. Refreshing atmosphere. Salary commensurate with experience. 532-1766

OPTICAL DISPENSER
Medical office - good hours
261-3110

OPTOMETRIC ASSISTANT
3 afternoons per week for contact lens work. Resume to Box 741, Dearborn Mich. 48127

ORGANIC CHEMIST PHD wanted for open position in research & development department of a growing medical manufacturing company. Excellent benefits. Call Barbara 553-3630

ORTHODONTIC RECEPTIONIST - We would love to have you join us! If you are an experienced Orthodontic receptionist with a zest for living, enjoy people and are highly motivated, give us a call. We offer excellent benefits & a great staff to work with. Ask for Tanya. 644-3221

ORTHODONTIC ASSISTANT - Receptionist. Full time personable experienced person to work for an Orthodontist in Livonia. Position is interesting & challenging with an opportunity for advancement in the field of Orthodontics. Fringe benefits. Send resume to P.O. Box 8016, Livonia, Mich 48150.

502 Help Wanted Dental-Medical

NURSE AIDE TRAINING PROGRAM
Are you a caring person? Beverly Manor of Novi is offering a FREE 2 week Nurse Aide training program beginning Nov. 7. Hours 9-3:30, Mon.-Fri. A $10 physical fee is needed prior to class. Call Nov. 23 and Nov. 24, between 9 AM-3 PM, for an interview.
477-2001

504 Help Wanted Office-Clerical

ORTHODONTIC ASSISTANT
Experienced, needed for modern, progressive orthodontic practice in Birmingham. Call Sandy, 647-0690

PARAMEDICS - Michigan State licensed. Full time & part time. 8 day work week. Excellent benefits. Starting wage - $10,500. 941-1138, 941-1137

PART TIME CUSTODIAN
PART TIME BOOKKEEPER
Needed to work in skilled nursing facility. Call Pat (7 hrs) and Bookkeeper (AM. - 3 PM) at 477-2002.

PART TIME Insurance Biller wanted for doctor's office. 15-25 hours a week. Experience helpful but not required. Call 433-5466

PART TIME
Medical assistant for OBGYN office in Birmingham. Must have billing experience.
645-9410

PART TIME
MEDICAL ASSISTANT
Nice opportunity in MD Specialist office. 1-2 years or more doctor office experience necessary. EKG's, VP's, Drug patients, etc. 24-27 an hour, 20 hours a week. Ft. potential area.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

PART TIME registered X-ray Technician for Southfield X-ray clinic. Ask for Eileen 569-3383

PHYSICAL THERAPIST
Position available for Physical Therapist in Northern Oakland County. Our 100 bed acute care hospital offers a stimulating atmosphere promoting team work. Our program includes cardiac, rehab and a very active orthopedic and sports medicine service. Competitive salary and excellent fringe benefits including continuing education opportunities. Call Darrell Rasch, P.T. Director, for further information
857-7341
PONTIAC
RN'S - LPN'S
Immediate Placement
HCP - 423-8500

RECEPTIONIST, part time. Oral Surgery Office - Birmingham area. Dental or Medical background necessary. Call between 10am-1pm. 647-7344

RECEPTIONIST, experienced, family practice. Pegboard, telephone, appointments, insurance, etc. Full time, Livonia Area. 261-1740

RECEPTIONIST - wanted for doctors office. Must be mature, have previous experience, typing of 35-40wpm. Farmington Hills, 15 Mile-Orchard Lake. 851-4657

RECEPTIONIST WANTED for busy Birmingham area Medical Office. Must be personable & caring. Call Lynda at 645-3131

RECEPTIONIST - for Southfield Area Dental Specialty Practice. Full or part-time. Experience in Dental office required. Pleasant 274-2660

RECEPTIONIST, full time, 4 days for busy group practice in Birmingham. Pegboard and insurance experience necessary. 644-3772

RECEPTIONIST for optometric office. Must have experience in medical type office. Ypsilanti Call 483-5800

RECEPTIONIST for busy Ophthalmologist office in Livonia. Must have good typing and office skills. Medical office experience preferable. Send resume, history and salary to box 256 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - DAY SHIFT
Strong supervisory capabilities for 156 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 or LPN
Part time days. Flexible available in a skilled Nursing facility. Contact D. Hall, RN, Director of Nursing. University Convalescent Nursing Home, 25150 Five Mile, Livonia, 437-8370

RN'S - DAYS
Royal Oak - Immediate Placement
433-6500

RN'S - LPN'S - AIDES
Needed for days, evenings and days
Abbey Health Care Inc.
353-9910

RNS - LPNS AIDES & ORDERLIES ALL SHIFTS
For 166 bed facility in Livonia. Apply or call from 9-4:30 PM. 522-1444.
CAMELOT HALL CONVALESCENT CENTER

RNS
3-11 PM shift & Midnights Weekends and relief. Please call Mrs. Ferguson for appointment. 261-5300.
ROCHESTER SURGEON's office needs person experienced in medical assisting/patient care, clerical including transcription and insurance, computer helpful. Send resume and salary history to: P. O. Box 8131, Rochester, MI 48309.

THERAPIST: Ph D, MA or MSW, small case load acceptable for psychology practice in Novi. Good terms. Set own hours. 476-2747

VENAPUNCTURE TECH, 2 years experience, on-call. Must have car for travel in Metro area. Send resume or apply at 20750 Cooldige Hwy., Suite 100, Oak Park, MI 48237.

504 Help Wanted Office-Clerical

Canton Area Manufacturer of Towing & related systems needs ACCOUNTS RECEIVABLE Clerk, approx. 30-40 hours per week. Experience preferred. Send resume to P.O. Box 249, Canton, MI. 48188 - Attention: D. Tomzak.

Accounting Clerk
Important diversified Accounting position for responsible person with 2 years college accounting and a minimum of 3 years working experience. Must know all phases of A/R and A/P transactions as well as bank receipts, expense schedules and some ledger posting. Qualified individuals must be adaptable to change for this rapidly growing company. Send cover letter and resume with salary history to: Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK experienced in receivables & payables. Some secretarial work. Accurate typist, able to handle telephone. Must be responsible & efficient. Royal Oak area. Send resume to PO Box F, Royal Oak, Michigan, 48068

ACCOUNTING CLERK
A Detroit based manufacturing company has an opening for an Accounting Clerk. Must have work experience and at least 2 years recent college. Above average typing skills are desirable. Please send resume to Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

ACCOUNTS PAYABLE/RECEIVABLE CLERK. Full or part time. Send letter or Resume to: P. O. Box 5136, Farmington Hills, Mich. 48333.

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Challenging position available in Southfield for experienced Accounts Payable Clerk. Typing 60 wpm. Detail work and good organizational skills. Send resume for Personnel, P. O. Box 200, Southfield, Michigan, 48037. Allen ACT/EC

ACCOUNTS PAYABLE CLERK
An entry level position is now available for a person with some minimal payable experience. This full time position is at our Troy headquarters. Accuracy and attention to detail will be important factors in our selection. If you have the above/and your resume is on now:
P.O. Box 3110, Attention: Payables.
Troy, Mich. 48007. Or call 643-9420, Ext. 123 to further discuss the openings in your qualification.

ACCOUNTS RECEIVABLE CLERK
Must be experienced.
Ask for Office Manager, at
427-7450

ACCOUNTS RECEIVABLE
Fall time position available for a dependable detail-oriented person. ITSM System 34 experience preferred, but not required. Excellent working conditions. Full good salary and benefit package. Non-smoker preferred. Send resume and salary requirements to: L.S., P. O. Box 3366, Farmington Hills, 48018.

ACCOUNTS RECEIVABLE
Large, well established distributor. Suburban location. Room to advance. $5 an hour.
SNELLING & SNELLING
399-3450

ADMINISTRATIVE SECRETARY
Suburban company offers excellent salary, great benefits. Advancement. Need top-notch professional with excellent skills, personality plus
SNELLING & SNELLING
399-3450

RED WING TICKET WINNER
Norman F. Leist
35046 Grove
Livonia
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Tuesday, October 23, 1984, to claim your two FREE RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS!

ALL-PURPOSE SECRETARY for (4) Plymouth Office, Power Tools, Inc. including B/L. Growth Opportunity! Replies: P.O. Box 251, Novi, MI. 48050.

APPLY NOW!
Royal Oak
CRT OPERATORS
& GENERAL CLERICAL
Must have at least 6 months actual office experience. Assignments in Plymouth, Northville Area. Have own Transportation. Call for An Appointment
427-7660
GENERAL MANAGEMENT SERVICE
29701 W. 8 Mile - Livonia
The Bell Creek Plaza
Suite 140A

ASSISTANT BOOKKEEPER
Computer and/or trained bookkeeper experience preferred. Part time OK. Dearborn area. All inquiries will be answered. Please send to: Box 8328, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASST. OFFICE MGR./Secretary, with bookkeeping & shorthand to assist in small construction office 15 Mile/Southfield area. Starting salary $800 month. 557-1511

ATTENTION SECRETARIES
This Farmington Hills insurance company is looking for a sharp Secretary who can type 55 words, and have great general office skills. Your good personality will keep you in this job. Benefits and salary up to $15,500. This is an opportunity that won't last, so call Vicki at 476-5400.
SNELLING & SNELLING

Auto - Office Mgr
Outstanding opportunity for person with experience in each job in a dealership. Excellent benefits & working conditions.
JOE FABIAN CHEVROLET
28111 Telegraph, Southfield. 356-1000

BANK TELEGER
Southwestern Savings & Loan Association is looking for full time & part time Bank Tellers. Savings & Loan experience helpful but not required. Call 874-5901
An Equal Opportunity Employer

BILLING CLERK
Full time position open in manufacturing company. Must be accurate typist. Apply at 47735 Michigan Ave., Canton.

BILLING CLERK
needed for Troy area Co. Previous office experience for this full time position. Please call between 12:30-4, Mon. to noon Fri. 643-6445
An Equal Opportunity Employer

BILLING CLERK needed for full time position in Troy. Good typing skills, numerous pleasing background in A/R, priced aged sheets (4 A/R and A/P transactions as well as bank receipts, expense schedules and some ledger posting. Qualified individuals must be adaptable to change for this rapidly growing company. Send cover letter and resume with salary history to: Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, detail oriented, computer experience required. 3-5 years experience, 36 per hour. Apply in person, Sortine's, 1835 S. Rochester Rd., Rochester.

BOOKKEEPER, full or part time, with construction experience, for small office in Farmington Hills 855-8435

BOOKKEEPER - FULL CHARGE - experienced. Fast paced office, immediate opening. Excellent pay and benefits. Call 477-1520

BOOKKEEPER - Full charge for rapidly growing manufacturers representative firm in Royal Oak. Responsibilities financial statements 398-9010

BOOKKEEPER, full charge with manufacturer and payroll experience for fast paced construction. Send resume to: P. O. Box 134, Novi, Michigan, 48050.

Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge thru trial balance for a sub-city company. Very pleasant offices, benefits, salary - $14,500 & company pays our tax.
DATA ENTRY CRT
Large growth firm offers top benefits for our CRT experience. Work in production control with some general office work. Pleasant office in very pleasant atmosphere. Company pays our tax. Call today for appointment.
L Adanac Personnel Service
649-1105

BOOKKEEPER/GENERAL OFFICE
Accounts payable & knowledge of payroll. At least 3 years experience required. Mail resume to Director of Services, Dept. A, 1195 Stutz, Troy, MI 48084. No phone calls please.

BOOKKEEPER, minimum 4 years experience. Property management company. Knowledge of computer helpful. Send resume to: Box 8, 29534 Six Mile Rd., Livonia, 48152.

BOOKKEEPER
One girl office, full charge, Safeguard system, starting salary, $1500 per month. Call Pat, or Sat.
477-0150

BOOKKEEPER
Part Time. Some experience preferred. Apply at 23217 Gratiot, Det. 549-4370

BOOKKEEPER
Part time. Good math aptitude, will train. Fun Farmington Hills area accounting firm. 553-5660

BOOKKEEPER thru Trial Balance for Farmington Hills manufacturer. Full-time. Send resume and salary requirements to Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER Thru Trial balance, ledger-payroll, will train on computer. Salary commensurate with experience. Call Mrs. Ann Arbor, Employment Center II Agency 540-4130

BOOKKEEPER/TYPIST
Journal entries, financial statements, general office work. Farmington Hills area. Send salary requirements and resume to: Box 222, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUILDER NEEDS
BOOKKEEPER/RECEPTIONIST
Eager, bright, self-starter, typing 45, good office skills. 535-6000

CAREER OPPORTUNITY - Customer Service Representative needed by local cable television company. This is a ground floor opportunity in a new franchise. The successful candidate must have excellent data entry experience as well as first rate typing & telephone skills. Experience in real estate or property management helpful. Top salary & benefits. Send resume & salary requirements to: Box 93130, Highland Park, MI 48203
An Equal Opportunity Employer

CLERICAL OPENINGS
Due to continued growth, CMI Corporation, a progressive computer marketing firm, is expanding its clerical staff.
We currently have full-time, part time and flexible temporary openings for individuals with experience in the following categories:
- Contract Clerk
- File Clerk
- Accounting Clerk
- Word Processing Clerk
- Secretary
- Message Center Clerk
- Data Entry Operators

Good starting salary. In addition, we offer an excellent benefit package, plus growth potential within a challenging environment.
For consideration, send resume stating area of interest to:
CMI CORPORATION
2600 Telegraph Rd.
Bloomfield Hills, MI., 48013
Equal Opportunity Employer M/F

CLERICAL POSITION, full-time. Must have office experience & good typing skills. Apply 11141 Plymouth Rd., Livonia; enter off Enterprise Dr.

CLERICAL
$16,000
Assist in purchasing agent of large corporation. Light full time clerical duties include dental, optical and Christmas bonus. Qualified candidate will have clerical skills, prefer experience with food service, type 55 WPM. Fee Paid.
STARBOW PERSONNEL AGENCY

CLERK TYPIST - dictaphone, will train on word processor. Established expediter. Full time. Southfield law firm.
354-5350

CLERK/TYPIST, for industrial distribution, located in Farmington. Duties will include order processing. Full time position with excellent benefits. Call Sandy Freeman Equipment. 476-7220

CLERK/TYPIST
Needed for mortgage company in Southfield in Collection Dept., 55 WPM typing & multi line phone experience. Call Mrs. Edwards, 353-9106, Ext. 287

Closing Secretary
Title insurance company seeks qualified person for an entry level secretarial position. Pay commensurate with experience. Please send resumes to: Box 8200, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COLLECTIONS CLERK - Needed for full time position in Troy. Must be detailed oriented and able to work in fast paced environment. Experience and typing skills apply. Call Mrs. Marshall, 649-4454
An Equal Opportunity Employer

COMPUTER PROGRAMMER ASST. Southfield distributor seeks qualified assistant for busy computer office. Prior experience with "Basic" language required. Accuracy a must. Good benefits. Call before 10AM 353-8234

COPY WRITER
Small industrial advertising agency is looking for a creative and technical copy writer. Full time. Please send your qualifications, background & salary requirements with your resume for confidential consideration. Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE REPRESENTATIVES
Work a minimum of 4 hrs per day. We have long term assignments in the Farmington Hills area.
We are looking for individuals who prefer service jobs before making a sale!
Prior sales experience a plus. Work a minimum of 4 hrs. - days or afternoons. Ideal for working via the phone with headset & CRT.
MANPOWER
TEMPORARY SERVICES
353-8760

504 Help Wanted Office-Clerical

DATA ENTRY/ORDER PROCESSING
Day Southfield distributor seeks qualified person to type and handle customer order processing department. Accurate calculator & typing skills a must. Excellent benefits. Call before 11am - 353-8234

DATA ENTRY POSITION opened for person experienced in accounting and medical insurance billing experience only. Next area. Benefits. Call for appointment Mon.-Fri. 10-4 Ms. Ann Robbin, 548-9000

DISPLAY STATION OPERATOR, must have experience on IBM System 34 or 36. Full-time. Pleasant working conditions. Farmington Hills area. Contact Shirley 477-1911

Entech Services, Ltd.
999 Chicago Rd., Troy
is now recruiting for experienced office personnel. If you have any of the following skills, please contact our office for an interview at our address below:
MAG CARD I AND II
IBM $38, IBM DISPLAY WRITER 3
WANG, LANIER, NBI
MEDICAL SECRETARY
EXECUTIVE SECRETARIES
4 PHASE
Call 8AM-5PM
332-4350 688-5610
AHEAD OF THE REST!

ENTRY LEVEL CLERICAL
minimum typing 40 WPM. Southfield area. Good benefits. Call Kelly
353-3000

ENTRY LEVEL position for full time office help with good typing needed for Farmington Hills office. Some overtime required. 477-3919

ENTRY LEVEL Position for Legal Secretary in a downtown Detroit Law Firm. Typing 50-60 WPM, dictaphone experience, good spelling, knowledge of good Grammar required. Will be tested. Medical Terminology helpful. Salary commensurate - benefits. Call & ask for Karen. 961-5260

ESTABLISHED property management concern is looking for an individual with general office background, experience in or willing to learn the office backup work for property management. Contact Ms. Lynn Jamieson, Kim Development Corporation, 1040 No. Woodward Ave., Suite 230, Bloomfield Hills, MI 48013

EXECUTIVE SECRETARY for real estate firm, part time, as Private Secretary for physicians. 11 Mile/Northwestern, Southfield area. Resume to: Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
With good organization and follow up ability, top secretarial skills desired, send resume to: Box 8200, 36251 Eccentric Rd., Plymouth, MI 48170.

EXECUTIVE SECRETARY/Administrative Assistant for national firm. Typing 55 WPM, shorthand preferred. 3-5 years experience. Attractive salary, benefits. Resume and salary requirements required. Belleville area.
Send resume to: P.O. Box 546, Belleville, MI 48111
An Equal Opportunity Employer

EXECUTIVE SECRETARY
for Southfield Ad Agency. Excellent skills & supervisory experience required. Send resume to: Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Executive Secretary
Immediate opening. Prefer experience in position of responsibility, strong organizational, clerical and communication skills. Salary commensurate with experience. P.O. Box 238, Bloomfield Hills, Mich. 48013.

Executive Secretary
Troy real estate company seeking person with excellent typing, shorthand, speed writing, composition and organizational skills. Real Estate experience preferred. Call after 10 am.
382-3333

EXECUTIVE SECRETARY
Must have flexible personality and key person to deal with accuracy at all times. Excellent typing, shorthand, speed writing & multi line phone skills required. Benefits & salary commensurate with experience. 353-3400, ext 247

EXECUTIVE - secretary, Warren, experienced. Working for president, typing 55 WPM, shorthand 120. Benefits, $18,000

SECRETARY - Southfield, typing 70 WPM, shorthand 80, strong background for project manager. Benefits, $17,000, fee paid

IBM DISPLAY WRITER - 1 yr. experience. Warren area. Working for Troy firm, benefits, $17,150, Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

GENERAL OFFICE PERSON needed (some clerical duties of small comp. co). Computer experience necessary. $5 per week plus benefits.
Birmingham. 644-2309

504 Help Wanted Office-Clerical

Experienced secretary for Real Estate Sales Office. Energetic, warm personality a plus. Typing and bookkeeping skills helpful. Salary negotiable. Full time. Birmingham area. Call Nancy Lee-Walworth.
CHAMBERLAIN REALTORS 646-6777

FILE CLERK - Responsible individual for general office. Light typing, telephone voice required. Good working conditions. Call Pat, Mr. Bagel, Levey Bagel Mill, Mich 48205. All replies will be kept in strict confidence.

JR. STENO - TROY
Light experience, typing-60 WPM, shorthand, $300 range. Full benefits. Fee Paid.
BETTY HAMIL PERSONNEL
Southfield Rd., Lathrup Village
424-8470

KEYPUNCH KEYDISC
Full and part time opening on all shifts. Experienced, benefits, voluntary overtime. Troy 643-8217

LAW FIRM needs full time receptionist/typist, heavy typing, 55 WPM. Salary negotiable. Downtown Detroit location. Apply to Box 8168, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
TEMPORARY
PERMANENT
There is a critical need for experienced legal secretaries and legal word processors seeking temporary assignments. Work one, two, three, four or five days a week. Recent and substantial legal experience helpful. Call Penny, 338-4468

LEGAL SECRETARY - Excellent typing & shorthand skills required. Part time commencing with ability. Birmingham/Southfield area. Send resume to: Box 919, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Part time, needed for rapidly expanding law office. Commitment for hours from 18 hours a week guaranteed. Previous legal experience is desirable, but not a necessity. Send resume to: Harold J. Cohen, 18775 Middlebelt, Livonia, MI. 48152.

LEGAL SECRETARY
Birmingham law firm specializing in labor, tax, estate planning, general corporate, divorce, seeking secretary with 3 years experience. Labor Word Processing experience required, typing 75 WPM. Competitive, shortline salary, benefits & working conditions. Send Resume to box 8236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY TRAINEE
FEE PAID, $13,500
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