502 Help Wanted Dental-Medical

Medical Assistant
HENRY FORD HOSPITAL
Plymouth Center

The Plymouth Center is seeking a Medical Assistant to work part time, days & evenings, for approx. 4 weeks. Previous experience in a clinic setting is preferred. Interested applicants may contact Linda Sutta at 433-5600, between 9 am. & noon.

HFH - Plymouth Center
2611 E. Main, Plymouth, Mi. 48170
Equal Opportunity Employer M/F/H

MEDICAL/DENTAL group claims processor. 2 years experience preferred. Will consider a minimum of one year based upon background. 4% day work schedule. Bloomfield area. 626-8181

MEDICAL INSURANCE BILLER - experienced for busy 6 doctor office in Southfield. Knowledge of peipheral is a must. Benefits. Call Elise 358-2743

MEDICAL LAB TECH
12/Northwestern physician's office. Set & vacuum operate Lab equipment necessary. Top salary. 356-5719

MEDICAL OFFICE MANAGER
Position of office manager available for high volume doctor's office located in Lathrup Village. We need someone with a minimum of three years experience in insurance billing, typing, bookkeeping and computer skills. Contact Lori or Dave at 557-6160

MEDICAL RECEPTIONIST
Part-time. Experience in pegboard and insurance required. Bloomfield. 737-6177

MEDICAL RECEPTIONIST - for very busy 8 doctor internist office, excellent benefits & salary. Experience preferred. apply. Ask for Barbara 358-2715

MEDICAL RECEPTIONIST
Typing, insurance knowledge and medical terminology required. Mon. thru Fri. 647-1616

MEDICAL RECEPTIONIST - Experienced in pegboard system & insurance billing for Livonia practice.
Call 261-8700

MEDICAL Receptionist Bookkeeper - Full time position available. Applicant requires experience in accounts receivable & payable, pegboard, appointment scheduling & insurance billing. Computer knowledge helpful but not mandatory. Must be available for evening & Sat. hours. Send resume with salary history to PO Box 335, Royal Oak, Michigan. 48067

MEDICAL RECEPTIONIST - 10 hour week. Mature woman with pegboard knowledge & pleasant telephone voice. Call Pat 352-2977

MEDICAL RECEPTIONIST with excellent communication skills for Rochester OB-GYN office. Experience preferred in all administrative procedures including insurance billing. Call between 9 March-4 30pm. 653-8448

MEDICAL RECEPTIONIST/SECRETARY Type Competitive Benefits & Salary. Contact Anna. 649-5150
An Equal Opportunity Employer

MEDICAL SECRETARY needed immediately for Administration of new Office in Birmingham. Experience preferred. Inquiries confidential 645-7220

MEDICAL SECRETARY/Assistant needed for Podiatrist office in Southfield. Great opportunity. Call afternoons. 557-5989

MEDICAL TRANSCRIPTIONIST part time, type 70wpm. Southfield 352-2682

MLT OR MT
Position available in hematology department. Southfield lab 1 year minimum experience in hematology a must. Please call Mon thru Fri. 9AM-3PM 557-5090

NUCLEAR TECHNICIAN
Part time position. Experience necessary. Call between 6PM - 10PM 542-1353

NURSE AIDES
Full and part time. ALL SHIFTS. Experience not necessary, will train. Must be 18. Apply in person only. Highlander Wood Farms Health Care, 34663 Newburgh Rd., Westland, near Joy Rd. No phone calls.

Nurse Aides-Orderlies
Experienced full-time. All Shifts. Excellent benefit program, flexible scheduling. Apply in person Mon. thru Fri 9am-3pm.

Farmington Nursing Home
30405 Folsom
Near Middle Belt & Grand River

NURSE AIDES RN/LPN'S
Flexible Hours. Low and staff relief in Oakland County. Inquires one year clinical experience in last 3 years.

Upjohn Health Care Services
Call Mon. thru. Fri. 642-7900

502 Help Wanted Dental-Medical

NURSES AIDES
Applications are now being taken for Nurses Aides positions on all shifts in Union Lake area nursing home. Experience preferred, but will train. Please call Michelle between 9-5, Mon.-Fri. 363-1121

NURSING AIDES
Day shift. Full time and part time. Experienced preferred. Willowcrest Wilson Manor Center. Call 626-7000 between 8-4 PM.

NURSING ASSISTANTS
All shifts, apply in person. No phone calls. Westland Convalescent Center, 34117 W. Warren, Westland, between Wayne & Newburgh.

OFFICE MANGER, full time, Royal Oak doctor's office. Must be experienced in all phases of medical office. Salary negotiable. Send resume to Royal Oak Medical Bldg., Attn. Stacey Keller, 404 W. 13 Mile, Suite D, Royal Oak MI 48073

OPHTHALMOLOGIST'S office part time employment for ancillary office duties. Bloomfield area. Reply to P.O. Box 3707, Southfield, MI 48037-3707

OPTOMETRIC
Receptionist & Assistant. Experienced only. Full time.
Walled Lake area. 624-1787

RED WING TICKET WINNER
Ida L. Szott
430 Merrimac
Canton

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Friday, January 11, 1985, to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

PERSONNEL SUPERVISOR/OFFICE MANAGER
with excellent communication skills for busy medical office. Minimum 3 years experience in supervising, hiring & evaluating personnel. Also newsletter writing, editing & layout experience. Resume & salary requirements to: Exel-DMC/GAIN, 1670 Northwestern, #16A, Birmingham, MI 48010

PHLEBOTOMIST - Detroit area, experienced only. 353-6170

PHLEBOTOMIST
Part time. Southfield/Detroit area, experienced. Call Chris. 353-4440

PHYSICAL THERAPIST
HENRY FORD HOSPITAL
Fairlane Center

Henry Ford Hospital has immediate openings for a full time and part time staff Physical Therapist in their out-patient rehabilitation setting. This department is involved in progressive back care. Prior therapist experience and manual techniques are interested in developing these skills. Expanding department offers professional atmosphere with the latest equipment. Competitive salary and fringe benefit program offered. Please forward resumes to

HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI. 48126
Att: Physical Therapy
Donna Stowell, P.T.
277-0290
Equal Opportunity Employer M/F/H

PHYSICAL THERAPY Assistant for expanding private outpatient office in Farmington Hills. Skills in massage a plus. M-W-F to start with full time potential. Reply to Box 378, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RADIOLOGY TECHNICIAN needed for Afternoons & Weekends. Family Practice Walk-in Clinic. Apply in person Belleville Medical Clinic, 145 Main St. Belleville.

RECEPTIONIST - part time oral surgery office, Birmingham Troy area. Medical or dental background required. Call between 10-4. 647-7338

504 Help Wanted Office-Clerical

SECRETARY
Manufacturers Bank is seeking an ambitious motivated individual to work in our Birmingham Trust office. This secretarial opening represents an excellent opportunity to enter the fast paced challenging and professional atmosphere of our growing financial institution. Requirements for this position are: typing 55 wpm, and shorthand of 80-100 wpm. A competitive salary, flexible benefit package, and tremendous career growth are available to the successful candidate. Apply in person at:

MANUFACTURERS BANK
Oakland Trust Office
166 N. Woodward Ave.
Birmingham, Michigan 48011
Mon., Jan. 14, 1-3 ONLY
If not available for an interview, please call 222-5848.

MANUFACTURERS BANK
An Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

RECEPTIONIST for modern, progressive dental practice, full-time. Dental office experience necessary. Northwest area. Call 425-5460

RECEPTIONIST/TYPIST - full time afternoons, nights, Saturday. Book Field Clinic. Type 35wpm, experience. Call Chris 355-4410

RECEPTIONIST
Part-time mornings. General Office skills required. Knowledge of Bookkeeping & Insurance helpful. Chiropractic background preferred. 522-6561

RECEPTIONIST for busy Southfield dental office. Must have good phone personality & excellent communication skills. $5 00 per hour starting. Send resume to Susan B. 3470 Westbrefield, #104A, Birmingham, MI 48010

RECEPTIONIST/OFFICE MANAGER for Pontiac dental office. Mature individual, minimum 3 years experience with insurance knowledge. Send resume & salary requirements to: Gail Weitzel/DMC, 1670 Westbrefield, #16A, Birmingham, MI 48010

RESPONSIBLE PERSON as full time receptionist in busy fertility/gynecologist office. Prefer experience with time filing, Medicare, CMS billing. Reply to box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN
Experienced Emergency Room, full time, Midnights. Excellent salary and benefit program.
GARDEN CITY HOSPITAL
421-3300, Ext. 277

RN or LPN - full time for afternoon shift. RN to start. $975 per bi. LPN to start $750 per bi. Full benefits. Davita Convalescent Center, Livonia, one block So. of 8 Mile, on Middlebelt.

RN
PART TIME 11-7 MIDNIGHT
LPN, 3-11, FULL TIME
AFTERNOON SHIFT
Please call Mrs. Ferguson for appointment at 261-5300.

RN - DIRECTOR of Clinical Services for small home health agency, primary concern is leadership & continuing professional development of our current staff & production of our patients, familiarity with Medicare home care program preferred. Call Mrs. Lafore for interview. 553-8060

RN'S & LPN'S
Licensed Nurses needed for supervisory and staff positions in one of Michigan's most respectable nursing homes. Excellent working environment, fine fringe benefits, competitive rates. Will consider part time. Call:

Patricia Johnson, RN, MSN
Director of Nursing
Jewish Home for Aged
Prentis Manor
352-2336

RNS - LPNs looking for a career change. Part & full time positions in the financial industry available. Call Allison Hobbs, 354-4133 or David Parker 354-0192

RN's - LPN's
NURSE AIDES - LIVE-IN'S
HOMEMAKERS
Needed for home care agency. 1 year experience required, transportation required. Call first salary & benefits. Midwest Home Care 272-2155

SECRETARY for W. Bloomfield specialist. Good typist, math & insurance experience preferred. Salary & benefits. Full-time. 855-3010 549-3110

SERVICE COORDINATOR
Experienced, excellent clerical skills to schedule home cases for busy home care agency. Call Kathy.
Midwest Home Care & Hospice
851-7253

STUDENT NURSES & nurses aids with experience & transportation for home care. 553-8300

TELEMARKETING SALES
MEDICAL/DENTAL SUPPLIES
We're looking for several outgoing and aggressive people to join our growing sales staff. You'll start with $370 per week, plus a commission/average commission earnings of $1600-$3,000. Pleasant location. Established corporation, good benefits. Call Laura Meyer, 348-2370, Ext. 303.
An Equal Opportunity Employer

WE are seeking an enthusiastic appointment book keeper to oversee the scheduling in a busy Birmingham dental office. Call 646-3515

X-RAY TECHNICIAN
Needed for Doctor's office, in Livonia area. Call 10am - 2pm 425-5200

504 Help Wanted Office-Clerical

ACCOUNTANT- Experienced with supervisory, computer general ledger & tax related experience. Send resume to: Reply to Box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANT
for expanding Southfield CPA firm. 3 5 years recent CPA firm experience required. 353-6130

ACCOUNTANT. Full or part time. Only resumes stating education, experience & salary desired - will be considered. P.O Box 187, Birmingham, Mich. 48012

ACCOUNTING BACKGROUND
Part-time, light typing. Computer knowledge helpful. Mon. thru Fri. Noon till 5pm. For interview.
Mr. Sadeek 855-1100

ACCOUNTS PAYABLE CLERK
for manufacturing company in Troy/Rochester area. Good typing, familiar with CRT's and accounting. Salary. Send resume to Box 110, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Southfield Life Insurance company is looking for a full time pressure accounting clerk with at least 2 to 3 years experience in various accounting functions. Knowledge of 10 key is required. Salary, $11,700 to $12,500 depending upon qualifications. Call between 8 and 11 am Mon. thru Thurs.
552-5610
Equal Opportunity Employer M/F/H

ACCOUNTING CLERK
Fast paced Southfield property management company seeks a person with strong accounting skills. Must be reliable, payroll (quarterly tax return) a plus. Must have good phone manner. Also must have typing skills and be familiar with accounting functions.

SECRETARY - type 60 WPM, some technical typing for Birmingham company. Temporary to permanent

ACCOUNTS - payable, receivable clerk for Oxford area. Send resume to Troy, Long term assignment, 5-9 months.

INVESTIGATE or paid vacations & bonus referral plan.

UNIFORCE
TEMPORARY SERVICES
S'THFLD B'HAM
357-0034 645-7660

AIR/AIDE OPERATOR wanted ASAP for large Southfield office. Day shift. Salary commensurate with experience. Resume to P.O. Box 2043, Southfield, 48037.

ADVERTISING AGENCY has immediate openings for entry level positions: Secretary/Media Assistant. Must have previous media experience, type 55-70 wpm, knowledge of phones, media profile, Southfield. 355-7000

An Equal Opportunity Employer

APEX DRUGS has an opening for a personal clerk & a duplicating clerk in our Hoyt office. Knowledge in detail very important. Apply in person during business hours at 41940 Vincenti Court, Novi. (Off Meadowbrook, N. of Grand River).

APPLY NOW!
Experienced
JUNIOR TYPISTS
Full or Part Time
For Temporary Assignments in Livonia, Hoyt Office and Southfield areas. Must be 18 and have own transportation. Work as a Free Lance Typist.
Call Now For An Appointment
427-7660
GENERAL MANAGEMENT SERVICE
29701 W. 6 Mile - Livonia
The Bell Creek Plaza
Suite 140A

APPLY TODAY
Clerk Typists
(45wpm)
Senior Typists
(65wpm)
General Clerk
(Type 35wpm)
Switchboard
(Dimension)
(Horizon)

Our service has immediate temporary openings in the Livonia and Farmington Hills areas that have excellent reputations. Call immediately for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900

APPROXIMATELY 3 months temporary full time position available for energetic, outgoing person to assist in fund raising program for national non-profit organization. Must have own transportation & be able to speak to effectively to people on special telephone calls. Expected begin January 28. Send letter of application to Personnel, 17117 W. 9 Mile, Suite 820, Southfield, MI 48075.

ARCHITECTURAL/Interior Design firm has two positions immediately available: Secretary to president & secretary receptionist. Seeking people with skilled non-smokers who will project firm image. Salary commensurate with experience. Must be proficient in WordStar & Lotus. Call with good typing & communication skills plus positive attitude. Starting Send resume to Catalie
Associates Inc. 555 S. Woodward Ave, Birmingham, Michigan, 48011.

AVAILABLE
FREE TRAINING
For residents of Oakland County except Pontiac, Walled Lake, Wixom, Milford, Lake Orion, Orion Twp. Independence Twp., Clarkston, Ortonville, Oxford, Waterford & Waterford Twp., who are unemployed or under-employed. This is an excellent opportunity to train for a rewarding career as a Legal Secretary. This program is sponsored by a government agency and provides transportation allowance. We are an equal opportunity employer. For more information, call Ann Jones at 383-9200

BILLING Collection & Accounts Receivable Clerk for pleasant medical office. Experience required. Resume to Mrs Hoffman, 1235 S. Warren, Dearborn Heights, MI 48127

BIRMINGHAM DOWNTOWN
Office Manager for established custom builder. 1 person office, must have good telephone presence, knowledge of large trial balance, good typing skills. Establishment is a small pleasant working environment, hrs. 9-5 but may be altered to accomodate right person. $13,500 or up depending on experience. Send resume to Box #172, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM law firm. Experienced legal secretary only. Litigation, personal injury, defense and plaintiff. 2 attorney firm. 646-1560

STRONG BOOKKEEPER needed ASAP. Must have experience in accounts receivable & multiple ledger. Bank reconciliations & multiple ledger. Typing experience necessary. Mail resume to: P.O. Box 2048, Southfield, MI 48037.

BOOKKEEPER - accounts receivable, accounts payable, trial balance, light typing, computer experience helpful. Part time, Redford area.
Ask for Denise 534-7400

BOOKKEEPER/ACCOUNTANT
10 to 15 hrs. per week.
Southfield yacht dealership
352-2900

BOOKKEEPER
Flexible hours. Mostly Accounts Payable. Computer experience helpful - we will train sincere applicant. Pay & benefits are good. Pleasant, pleasant surroundings. Call 8am-5pm. 647-7333

504 Help Wanted Office-Clerical

ADMINISTRATIVE - assistant for Bingham Farms/Birmingham branch office. IBM PC experience, excellent typing, some stat & dictaphone. Top dollar

EXPERIENCED - word processor to be trained on Vax Pac. Excellent typing & editing skills. Temporary to go permanent.

DATA ENTRY - CRT & keypunchers for temporary assignments in Troy Southfield & Bingham Center

10 CLERKS - light typing, filing, plus knowledge of 10 key adding machine for immediate assignments in Troy

INVESTIGATE or paid vacations & bonus referral plan.

UNIFORCE
TEMPORARY SERVICES
S'THFLD B'HAM
357-0034 645-7660

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(45wpm)
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General Clerk
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Ask for Denise 534-7400

BOOKKEEPER/ACCOUNTANT
10 to 15 hrs. per week.
Southfield yacht dealership
352-2900

BOOKKEEPER
Flexible hours. Mostly Accounts Payable. Computer experience helpful - we will train sincere applicant. Pay & benefits are good. Pleasant, pleasant surroundings. Call 8am-5pm. 647-7333

504 Help Wanted Office-Clerical

BOOKKEEPER
Accounts Payable, Receivables & Payroll. Some typing. Experience helpful. Call Harold Kangelar 557-3833

BOOKKEEPER
Career opportunity with a large regional CPA firm for an experienced Full Charge Bookkeeper to work with a variety of clients in the Western Suburbs of Ann Arbor. Generous salary, flexible hours, and great office atmosphere. Part time, if interested, please send confidential resume and salary requirements to: Box 100, Observer, P. O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

BOOKKEEPER
Experienced/Part Time Balance, Payroll, Typing. Typewriter repair helpful. Send resume & salary requirements, to P.O. Box 9187, Livonia, Mich. 48150.

BOOKKEEPER - Some advertising experience, thru Trial Balance. Bloomfield area. Salary commensurate with experience. Reply to P.O. Box 2043, Southfield, MI 48037.

BOOKKEEPER for Oak Park industrial distributor. Heavy computerized experience in full bookkeeping through trial balance. No payroll. Send resume to Box 312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, Full Charge, part time. Preferably with residential building background. Bloomfield area. Send resume to Gilbert & Vanasselitti, 2565 St. Rochester Rd., Rochester, MI 48063

BOOKKEEPER - Full charge for home health agency, data entry experience required, applications being accepted from 10:00 A. M. to 3:00 P. M. 11000 W. 8 Mile, Southfield between Greenfield & Southfield Rd.

BOOKKEEPER - knowledgeable & experienced in computerized accounts receivable, accounts payable & general ledger. Business degree desirable, but not a requirement. Salary commensurate with experience. Send resume to: Bookkeeper, 889 N. Mill, Plymouth, MI 48170

BOOKKEEPER needed for real estate management company located in Northpage of Southfield. Duties include posting general ledgers, reconciling bank accounts, preparing monthly cash flow statements. Call 569-0400

BOOKKEEPER/SECRETARY
Experienced
Southfield area
423-5700

BOOKKEEPER/SECRETARY
Growing CPA firm seeks experienced thru trial balance. 3-4 day week. Southfield.
352-1340

BOOKKEEPER/Secretary with proved experience for 1-girl Farmington Hills office. Call after 5PM.
851-6728

BOOKKEEPER/SECRETARY
Full time experienced real estate office will handle opening for individual with bookkeeping experience, excellent typing, shorthand helpful. Salary up to $15,500 for qualified individual. Call Linda 557-7000

BOOKKEEPER - Southfield CPA firm has opportunity for person with experience through trial balance, payroll, payroll tax returns & sales tax returns. Please send resume with salary requirements to M.G.P. & L. 18911 W 10 Mile, Southfield 48075

BOOKKEEPERS - Secretaries, typists, word processors, receptionists, and clerks. Temporary assignments - Call PATNEL 478-8707.

BOOKKEEPER
This part time position requires an individual who is familiar with Payroll Tax, Journal Entry, Billing, Cash Disbursements and Financial Statement preparation. Compensation commensurate with experience. Please send resume and salary history to Controller, c/o James Peters & Co., P.C., 18500 W. 13 Mile, Southfield, MI 48076. Attention Mr. Kessel

BOOKKEEPER wanted - must have experience with Insurance Agency business, computer experience helpful. Farmington Hills area 671-9978

BOOKKEEPER
We have a wide variety of jobs available for an experienced, take charge bookkeeper. We are a small, but rapidly growing wholesale or retail company specializing yarns. The individual we seek should have experience in all aspects of bookkeeping, payroll & be ready for a challenging & responsible position. Resume in Lauren Amy Blatt USA, INC., 27777 Franklin Rd., Farmington Hills, MI 48018

BOOKKEEPER. Part time position for experienced person to work for CPA on various clients in Southfield area. Accounts receivable, accounts payable & payroll taxes. Send Resume to Roger L. Orwig, CPA, 30 W. Big Beaver, Suite m401, Troy, MI. 48084.

CAREER OPPORTUNITY
National corporation headquartered in convenient and attractive Southfield location has opening for a sharp person with good general office background, good typing skills and some computer experience. Attractive salary with full benefit package. Please call Mrs. Green, 348-1144

CENTRAL STATION OPERATORS
Must have filing & typing experience, flexible hours. Applications being accepted Mon. thru Fri., 8am-4pm. Jean Heinsta Rd., Walled Lake. 669-2206

CHARITABLE Organization looking for someone with secretarial & general office skills. Good typing required 30 hr. per week 8 to 10 per hr. Call Mary 349-6172; Eves 559-4130

CLERICAL ENGINEERING
Full time position available in our Engineering Department. The position will involve typing, entering data into computer system and general bookkeeping. Willing to train ambitious individual. Must be detail oriented. Accounting applications Thurs. Jan. 10 thru Fri. Jan. 18 at

American Vanadi Corp.
32700 Capitol, Livonia
(Plymouth & Farmington Rds. Area)

CLERICAL-Full Time. Full benefits. Busy sales office needs dependable person for general office detail, filing, typing, etc. Excellent work conditions. Beautiful suburban office of national manufacturers. Northwestern-I3 area. Call Jim/James
LIFETIME DOORS. 851-7700

CLERICAL - immediate opening for clerical help in Birmingham location. Light typing, filing & misc duties. Must have good phone personality. Reply to box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - PART-TIME
Need person with pleasant telephone manner & good typing for Farmington Hills office. Afternoons. 8-5pm. Thru 84.00 an hour. 851-8400

CLERICAL RECEPTIONIST
Farmington Hills. Typing, bookkeeping, detail work. To start immediately. Will train. Call Alice 476-8700

CLERICAL/SECRETARIAL
...for apartment complex office. Ideal for energetic, imaginative person. Apply at the lodge in Sutton Place (located on 8 Mile, between Lahser and Telegraph) between 7-4AM, Mon. - Fri.

CLERICAL WORK - part time. Bloomfield Ice Skating Arena, evenings & weekends. Call Personnel. Mon thru Fri. between 9-4pm 723-7133

504 Help Wanted Office-Clerical

CLERICAL - part time, need person with clerical experience & office skills for W. Bloomfield office. 9-1, 3 days per week 626-2120

CLERICAL - PART-TIME
ENGINEERING DEPT.
Dynamic manufacturing sales company in Farmington Hills is looking for a sharp, organized & dependable person to work in Engineering dept. Excellent typing, filing, running of prints, CRT a plus. High school diploma & good typing skills required. Hours, 8am-5pm, daily. Send work history, pay requirements to PO Box 378, Farmington Hills, MI 48018. Attention: Corporate office.

An Equal Opportunity Employer

CLERICAL POSITION
Worldwide headquarters located in Southfield needs a fast and accurate typist, good with numbers, preferably one year general office experience. The individual will share the responsibility of telephone answering, taking orders, and other duties as needed. Fluent English in the Nordic language, however a second language would be helpful. Your expertise plus your knowledge of geography desirable. Excellent working environment. Ability to work overtime during major Holidays. Excellent salary commensurate, plus benefit package and excellent working environment. Please send resume to:

Personnel Administrator
P.O. Box 2043
Southfield, MI 48037

Equal Opportunity Employer M/F

Clerk-Typist
Immediate opening for individual to work at our office located in Livonia on 5 Mile & Merriman. Must be able to type accurately (minimum 50 WPM) and have the ability to deal effectively with the public in person and over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person, 10am-1pm.

First Federal
of Michigan
37077 W. 6 Mile, Livonia
An Equal Opportunity Employer

Clerk-Typist
Immediate opening for individual to work in our State Office in Downtown Detroit. Candidate must type accurately minimum 60 WPM and have the ability to deal effectively with the public over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person 10am-1pm, Mon-Fri, Office Personnel Department, 5th floor.

First Federal
of Michigan
1001 Woodward, Detroit
An Equal Opportunity Employer

CLERK/TYPIST
needed for our busy purchasing department in Troy/Rochester area. Excellent typing & phone manners required along with general office skills; also ability to work without direction. Send resume to box 170, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/TYPIST position with Southfield Auto Parts Firm. Good typing & transportation required. Shorthand helpful but not necessary. Call 355-4000

CLERK/TYPIST - some Computer experience full-time, for insurance agency. Bloomfield area. Excellent Opportunity for advancement. 851-7220

COLLECTION & BILLING CLERK - Company in Farmington Hills has an immediate opening for a collection & billing clerk. Overtime required. Must have strong typing skills. Call Jerry 477-3900

LONG TERM temporary assignment with opportunity for full time employment. Must have word processing training and good communication skills. Southfield area. Call TEK 948-1581

COMPUTER OPERATOR
for Southfield dental office. Minimum 1 year experience in operation. Knowledge of software design & programming necessary to upgrade current system. Send resume & salary requirements to: OMC/SUK, 5272 Westbrefield #164A, Birmingham, MI 48010

COM/UTER Operator/Legal Secy
Word processing training necessary. Some typing experience required. Resume to: Patterson & Patterson, 10 W. Big Beaver, Troy, Mich. 48084. Attention: Ms. Hickling

COMPUTER SALES office in Farmington Hills needs clerical person with organizational skills. Pleasant working conditions. P. O. Box 3143, Farmington Hills, 48018.

DATA ENTRY CLERK - Experienced. Fast paced demanding environment. Salary commensurate with ability. Full benefit package. Call Mr. Green 559-2300

DATA ENTRY CLERK
Due to an increase in volume we have an immediate full time opening for a skilled data entry Clerk to work in our office. We have an IBM 5251, Model 11 and want a person skilled in 10 key and Numeric data, with both sight and key verification. All applications including accounts payable, payroll, etc will be included with some minimal accounting functions.

If you are interested in a fast-paced growing organization - send us your resume and salary expectations immediately.

POSITION D P.
Box 2310, 1218 Maplelawn,
Troy, Mich., 48007

DATA ENTRY/
COMPUTER OPERATOR
Southfield-based distributor seeks qualified individual to fill new opening in the afternoon shift of our computer department. Good calculator & math skills, accuracy a "must". Knowledge of business helpful. Excellent benefits. Call before 11AM.
DATA ENTRY-IBM 31/General Office
Light clerical, filing, phone reception. Full time, Southfield area. Excellent benefits, flexible non-smoker. Experience required. Oak Park area. Call Sandy 358-6343

DATA ENTRY OPERATOR
Experienced, full time position with benefits.
DATA ENTRY Operators. Experienced over 10,000 strokes a hour needed for seasonal positions on all shifts. Located in Western Livonia. Call 525-4775 for an appointment.

DATA ENTRY/SECRETARIAL position with transportation company in East Detroit. Excellent salary & benefits history to Secretary, P.O. Box 1244, East Detroit, MI 48021

DESIGN STUDIO is seeking office assistant. Part to full time position. Interested persons send resume to box 976, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENGINEERING CLERK
needed for manufacturing company in Troy. Qualifications good typing, filing, phone manners & general experience. Send resume to box 170, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENGINEERING FIRM, in Troy, seeking experienced person, with strong shorthand, typing & word processing skills. Salary, $12,800 plus benefits. Call 8am - 5pm, Mon. thru Fri., ask for Karen 643-7100

ENGINEERING SECRETARY - Typing, No. shorthand. Pleasant Farmington area. Send resume to Inc Engineering & Construction Corp. PO 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTHUSIASTIC, energetic person with excellent typing skills. Under work deadlines & works well under pressure. Bookkeeping experience helpful. Send resume to Suite 1A, 21647 Northwestern Hwy., Southfield, MI 48075.

ENTRY LEVEL General office position. Requirements: Math aptitude, typo 50 WPM. Send resume to Personnel, P. O. Box 300, Southfield, MI 48037. Attn: GO/EC

ENTRY-LEVEL POSITION
A large training company in Troy is looking for a bright, aggressive person with good typing skills. This person will have to assist receptionist and secretaries and will be required to perform other miscellaneous duties, errands, etc. No prior office experience necessary. Call Karen 362-8000

Human Resources
P.O. Box 1073-EJP
Bloomfield Hills, MI. 48301-1073
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ENTRY LEVEL SECRETARY, Downtown Detroit law firm. Typing 55 wpm or better, good spelling, grammar, punctuation as well as typing. Excellent training program. Good benefits. Call Sandy 442-8412

EXECUTIVE SECRETARY for Northland area office. Requires 3 years experience in typing and some bookkeeping. Excellent organizational skills and skill to work independently with minimal supervision. Send resume with references. Reply Laura, 14201 W. 8 Mile Rd., Detroit, MI 48235

EXECUTIVE SECRETARY
For Vice President. Travel, hotel or transportation related background and experience helpful. Send resume and or background information along with salary requirements to: Brittany Airport Lines, 21375 Telegraph, Southfield, MI 48075

EXECUTIVE SECRETARY - Southfield area, prior experience necessary, excellent communication skills, ability, resume & salary history to Box 124 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Manufacturer's Rep - Sales Agency, dealing in Automotive Tech Equipment. Must have excellent Secretarial skills including Shorthand. Auto Sales or related experience. Computer knowledge & computer capability - an asset. Excellent working conditions. Salary negotiable. Good benefits. Send resume, with salary requirements to:
Box 206, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
ADMINISTRATIVE ASSISTANT
National CPA firm with office in Troy seeking an individual with excellent typing, shorthand, math skills, word processing experience and office management experience. Salary commensurate with ability. Call Linda 27200 Haggerty, 120, N.E. 7 & Middlebelt.

5400 W Maple C-245, E of Orchard Lake

GENERAL OFFICE
Part time for property management firm. Orchard Lake & Telegraph. Orchard Lake Rd area. Light bookkeeping, accounts receivable, accounts payable, typing, math. Try and to fall time. Mon. thru Fri. 8:30 to 4:30 pm. 855-2181

GENERAL OFFICE
Full time. A little bit of everything. Phones, cash, filing, etc. Shortland & typing helpful. Southfield, Maple & Telegraph area. Call Mr. Rosedale 626-2548

GLASS SECRETARY
Experienced in sales and glazing. Full time. Westland area. 326-1334

GOOD TYPIST & Numerical, Alphabetical filing. Part time. Mon. thru Friday. Livonia area. Call 3-5pm 476-8200
An Equal Opportunity Employer

GREAT JOB OPPORTUNITY with a rapidly growing company for the secretary to handle diversifications, responsible, organized person with good telephone manner, typing up to 70 WPM, good grammar & spelling skills, shorthand & general bookkeeping a plus, competitive salary & full benefit package. If interested call Kim for an appointment. 471-9664

IMMEDIATE OPENING in Real Estate Division of Birmingham Law Office for full time secretary level clerk typist. Minimum 35 WPM. Ideal for recent high school graduate. Contact Pat 10am-1pm, at 646-7781

INSIDE SALES Administrator to assist outside sales & coordinate engineering. Knowledge of Catalog Sales helpful. Preferred but not required. Northwest area. Apply in person or fax to 398-1185, Birmingham, MI 48012.
An Equal Opportunity Employer

INSURANCE AGENCY in Birmingham needs part-time General Office help, 20-30 hours per week. Light typing experience desirable. Pay & hours to suit. Call Joyce. 642-8200

INSURANCE SECRETARIAL Position in Industrial marketing research firm in Birmingham area is seeking a personable Secretary with excellent typing & word processing skills for a challenging, fast paced secretarial position. Typing & working conditions. Salary commensurate with experience. Send resume to Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY in Farmington Hills seeking career-minded individual for our Client Service/Marketing position. Will train. Salary negotiable. A dynamic Agency experience. Strong P/C Marketing background necessary. Typing & working conditions. Salary commensurate with experience. Send resume to Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia