502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
PART TIME
14204 Mon. & Tues. Oak Park Area. Experience preferred. Call 548-2334

DENTAL RECEPTIONIST
Experienced and outgoing, for a modern, progressive office in Sterling Heights. Call 263-4778

DENTAL RECEPTIONIST
Birmingham one dentist office. Experience preferred but willing to train motivated individual who is excellent in dealing with people. 40 hr. day week. No evenings. Excellent salary and benefits. 644-3131 or 647-7566

DENTAL RECEPTIONIST - full time 8a.-7p.m. Must be pleased with pegboard, balancing day sheets, client insurance & accounts receivable preferred. Send resume with hand written cover to Box #282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST - Birmingham Pediatric office. 19-24 hours per week. Insurance experience preferred. 626-1566

DENTAL RECEPTIONIST
Experienced, full-time for Birmingham office. Excellent salary & benefits. 642-6440

DENTAL RECEPTIONIST
Needed for people oriented Birmingham office. Experience necessary. 647-3056

DENTAL RECEPTIONIST
EXPERIENCED ONLY
Immediate opportunity for mature person familiar with medical insurance. Must be able to take responsibility. 28 - 32 hours, hours vary flexible. Union Lake 363-7177

DENTAL RECEPTIONIST
N. Woodward suburban office seeks 1-2 years dental experience in pegboard, insurance billing, appointments, etc. Salary to $7.50 hour, and good benefits.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DEVELOPMENT OFFICER
A unique opportunity to utilize writing and interpersonal communication skills and to develop new programs in a major hospital development office. Seeking a college graduate preferably with grant writing experience. Willing to train "live right person" in development. Qualified candidates submit resume to:
Box 282,
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DIETARY AID - part time, flexible hours. Mornings, 8am-2:30pm. Afternoons, 4pm - 7pm. 20-25 hours week. Some Food service experience preferred. Apply within, Mon. thru Fri., 10am - 3pm. Dorvin Convalescent Center, Livonia, one block South of 5 Mile, on Middlebelt.

EXCELLENT OPPORTUNITY for Nurse Aides for staffing & private duty. Immediate openings, all shifts. Please call Temporary Health Care Services 355-5100

EXPERIENCED DENTAL Assistant wanted for new office in Birmingham area. Please call Charlotte, 642-3156

EXPERIENCED NURSES AIDES
Interested in a challenge.
Call between 9 & 5 pm, Mon. thru Fri. 476-6961

LOOKING FOR responsible front desk person, to work in friendly 2 Dr. dental office, must be experienced with all phases of dental insurance, computer knowledge helpful & able to work well with others, office located in Garden City/Westland area 425-9131

HEAD NURSE/OB

Henry Ford Hospital is seeking a Clinical Nurse Specialist for a maternal/fetal nursing and nurse specialist for our family centered maternity care unit. The qualified candidate will have a MSN and previous experience as a head nurse, supervisor, or clinical nurse specialist. Obtaining a commitment to post partum high risk care and normal Mothers and babies are all included in this 34 bed unit. We offer an outstanding benefit program and salary commensurate with experience. Interested candidates should forward their resumes to:
Nurse Recruiter
HENRY FORD HOSPTIAL
EMPLOYMENT CENTER
2921 W. Grand Blvd.
Detroit, MI 48202
An Equal Opportunity Employer

HEALTH CARE INSURANCE CLERK
Full or part time. Prefer Vision insurance background. Contact Betty, between 9am - 12 noon only. 535-8175

502 Help Wanted Dental-Medical

HYGIENIST
wanted for previously operated Canton office. Send resume to 6970 Lilley Rd., Canton, Mich., 48187.

IMMEDIATE POSITIONS - now open for Nurse Aids with one year experience. Homemaker positions also available. Enjoy a flexible work schedule & choose your own hours 525-3450

LOOKING for dental hygienist to work Sat. 8-1 & possibly 1 other day during week. Friendly 2 Dr. office located in Garden City/Westland area 425-0130

LOOKING for experienced dental assistant to work part time in busy 2 Dr. office 2 days per week. Must be flexible & able to work well with others. Office located in Garden City/Westland area. 425-0130

LPN - FULL TIME
(11-7 Midnight)
NURSE AIDE, Day shift, 7-3 PM.
Apply in person: Whiting Well Manor, 824 W. Main, Northville.

LPN's NEEDED for 24 hour coverage at home health care agency in Plymouth, servicing surrounding areas.
Call 941-2255

LPN'S - with mods, dewatriver, Western Wayne & Ypsilanti, serving home staffing, close to home, flexible schedules
423-6500

MA, RN OR LPN
To teach Theory & Clinical Procedures in medical assistant program at private vocational school in Livonia. Part time position, 2 3rd 24 PM. Mon. thru Fri. 2 yrs. experience in a clinic or doctors office required. Call 478-8170

MEDICAL ASSISTANT
Full-time position. Experience necessary in Clinical & Administrative areas. Send resume to: Farmington Internist, 33700 Orchard Lake Rd., Suite 2, Farmington Hills, Mich. 48024.

MEDICAL ASSISTANT wanted for busy doctor's office in Farmington Hills. Experience helpful. Please call 476-1323

MEDICAL ASSISTANT for neurology department in large out-patient facility. Excellent benefits. Salary commensurate with experience. Warren area. Ask for Vickie 978-8810

MEDICAL ASSISTANT, experienced in venipuncture, EKG, injections & X-ray. Apply Pediatrics, Med City, 8210 Wayne Rd., Westland.

MEDICAL ASSISTANT
Must be experienced in busy Doctor's office. Lab, EKG, etc. Birmingham. Sue, 647-4410

MEDICAL ASSISTANT
Part time only.
Good pay & benefits. Canton area.
455-5150

MEDICAL ASSISTANT
needed for pediatric practice. Experience preferred. Oak Park area 548-5717

MEDICAL ASSISTANT
Part Time
Rochester Internist
375-7730

MEDICAL ASSISTANT
part time, 18-30 hrs. per week. Tues. Fri. & every other Sat. In top dermatology office. Must have at least 1 yr. medical office experience or training. Know vena puncture & type 40 WPM. Farmington Hills. 553-2900

MEDICAL ASSISTANT
CARDIOLOGIST OFFICE
NW suburban
Bright assistant with at least 1-2 years experience in CPR, EKG, X-ray, etc. Start $300 a week. Paid Blue Cross.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL RECEPTIONIST
Full time, experienced, Livonia area. Ask for Office Administrator, 427-4879

MEDICAL RECEPTIONIST - Full-time needed for Ophthalmologist, office in Troy. Experience preferred. Call 528-0344

MEDICAL RECEPTIONIST
Experienced only. Full time, dependable, 1 girl office, Bloomfield Hills Area. Call Mon.-Fri. 647-8311, 651-4402

MEDICAL RECEPTIONIST - Must be excellent typist and experienced with pegboard. Medical billing a plus. Birmingham area. Please call 540-9564

MEDICAL RECORD ART
Temporary Position
Coding, abstracting, and/or analysis. For details contact:
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City
An Equal Opportunity Employer

MEDICAL SECRETARIES
Mature, dependable, pegboard experience needed, typing (60 WPM), no shorthand. Mon. thru Fri., 12:30 till 5pm. Also, general office w/ heavy filing, light typing (40 WPM). Mon. thru Fri., 4 to 8pm. Southfield location. 557-1400

MEDICAL SECRETARY - Transcriptionist. 2 years experience & 70 words required. Responsible for all phases of medical transcriptions & general business office responsibilities. Computer knowledge a plus. Minimum 70 wpm typing, no shorthand required, dictating equipment experience a must. Experienced individuals only. Bloomfield Hills area. Call days, 332-7172 eves. 281-3416

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST
Part time
852-3786

Medical Transcriptionist

HENRY FORD HOSPITAL
W. Bloomfield
Henry Ford Hospital is seeking a full time Medical Transcriptionist to work days or afternoons. Applicants should be able to type 70wpm and be familiar with medical terminology, experience with word processing and a minimum of 1 year experience as a medical transcriptionist is preferred. Qualified applicants may contact Linda Gudde at 861-4196 ext. 223, from 8 am to 5 pm., Mon. thru Fri.
HENRY FORD HOSPITAL
6777 W. Maple
W. Bloomfield, MI. 48033
Equal Opportunity Employer M/F/H

MEDICAL TYPIST, full time, typing essential, some medical terminology required. Livonia area. Call after 12pm, ask for Irene. 425-3900

MEDICAL TYPIST - must have word processing experience (Wordstar), type 45 WPM, 35 words per min. Min 1yr Medical terminology a must. Send resume to PCO Inc., 17,000 W. 8 Mile, Southfield, Mi. 48075

MED TECH MLT OR MT PART TIME

Med Tech or medical laboratory technician needed at clinic near Tel Twelve Mall. Must be ASCP certified or eligible. Scope & vena puncture responsibilities. Attractive compensation plan. Contact Dale Frankel. 353-3323

NURSE AIDES

Full and part time. 3-11 and 7-11 shifts. Experience not necessary, will train. Must be 18. Apply in person only, Mr. Weldon. Nightingale West Nursing Home, 8345 Newburgh Rd., Westland, near Joy Rd.
No phone calls.

NURSE AIDES & live-ins needed in Farmington & Bloomfield areas. Call Pam at Temporary Health Care, 355-5100

NURSE AIDES RN/LPN'S

Flexible Home Care cases and staff relief in Oakland County. Requires one year clinical experience in last 3 years.
Uplohn Health Care Services
Call Mon. thru. Fri. 642-7900

NURSE AIDES WITH EXPERIENCE

needed immediately for home health care agency in Plymouth, servicing surrounding areas. 451-2333

NURSES AIDE to care for young woman on weekends. Desire 1 yr. experience, ideal for student, call or send resume to 13158 Beacon Hill, Plymouth, Mi. 48170 455-0100

NURSING ASSISTANTS ALL SHIFTS

Apply in person:
Middlebelt-Hope
Nursing Center
38410 Cherry Hill, Westland
326-1200

NURSING SUPERVISOR

A challenging opportunity is available for the professional registered nurse with prior head nurse experience or proven leadership skills to expand a clinical practice and quality patient care. The qualified individual will coordinate and supervise the in-patient nursing service for a fine hospital staff on the midnight shift. Requires a BSN with 4 to 8 years of progressively more responsible nursing experience; a MSN is preferred.
This position is complimented by a outstanding benefit program including full medical benefits, life insurance, a liberal paid time-off program, tuition assistance and salary commensurate with experience. Please forward resumes to:
NURSE RECRUITER
HENRY FORD HOSPITAL
EMPLOYMENT CENTER
2921 W. Grand Blvd.
Detroit, MI. 48202
An Equal Opportunity Employer

OCCUPATIONAL THERAPIST REGISTERED

To supervise programs for the developmentally disabled. Experience with M.R. necessary. Knowledge of adaptive equipment also helpful. Send resume to:
Administrator
4427 Venoy
Wayne, Mi. 48184.
An Equal Opportunity Employer

OFFICE ASSISTANT- Permanent part time for Podiatrist's office in Southfield. Must type well & know insurance billing. 559-5141

ORAL SURGERY ASSISTANT
wanted, part time. Wayne/Westland area. 729-1700

ORAL SURGERY ASSISTANTS
Full-time positions available in modern facility. Experience necessary. Dearborn. 563-1155

ORTHODONTIC ASSISTANT
Modern orthodontic practice in Canton Twp. Experience preferred but will train right person. Available immediately. 459-1840

PART-TIME MEDICAL ASSISTANT
Southfield Surgical Office. Experienced & dependable! Medical terminology, typing, filing, etc. Possible Doppler experience. Ask for Jan. 443-1300

PEDIATRICIANS office in West seeking LPN or MA with office experience. Full time, benefits.
Call Robbie at 348-8000.

PHYSICAL THERAPY AIDE
to work mornings in Farmington area. Some experience desired.
Rebecca 848-5840

PHYSICAL THERAPIST ASSISTANT
Part-time position in Bloomfield Hills Out-Patient Clinic. Experience required. 858-9434

PODIATRY ASST
Full time to assist Doctor. Must be mature. Two evenings. Livonia area.
or 255-5599

RECEPTIONIST for busy, progressive orthodontic practice in Birmingham. Must be responsible and enthusiastic. Liberal pay, incentives available. 646-6221

RECEPTIONIST - FULL TIME
Livonia doctors' office. Telephone appointments, greet patients, various insurance tasks, other general office including typing. Please send resume, along with handwritten paper of experience with telephone and people contact to Box 284, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - part time oral surgery office, Birmingham Troy area. Medical or dental background required. Call between 10-4, 641-7230

RECEPTIONIST
Full time. Ask for Cathy. Banks Diagnostics, 1441 St. Washington, Royal Oak. 546-6878

Registered PHYSICAL THERAPIST
Full Charge responsibility for Bloomfield Hills Out-Patient Clinic. Some Nursing Home supervision required. Full-time preferred. 851-8450

502 Help Wanted Dental-Medical

NURSE AIDES

Caring persons with experience preferred for part time or full time positions. Contact Mrs. Forst-Watson, RN for more details. Apply 10 A.M. - 4 P.M.

APPLY
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail, Livonia
522-1444

REGISTERED NURSES

Annapolis Hospital has immediate openings for Registered Nurses. Full and part time positions are available on afternoon and midnight shifts.

PEDIATRICS RNs

Full time and part time positions are available for afternoon and midnight shifts.

We offer competitive salary and excellent fringe benefits. For more information, please contact the Personnel Department.

ANNAPOLIS HOSPITAL
33155 Annapolis Avenue
Wayne, MI 48184
(313) 467-4147

Equal Opportunity Employer

502 Help Wanted Dental-Medical

PUBLIC HEALTH NURSES
Openings available in Oakland & Wayne Counties for nurses who like to work independently, providing direct patient care in the home. Applicants must have a B.S.N. Experience is helpful.
We offer competitive salaries & an excellent benefit package. Please contact:
Virginia Kaufman
Recruitment Representative
VISITING NURSE ASSOCIATION OF METRO DETROIT
7700 Second Avenue
Detroit, Mich. 48202
An Equal Opportunity Employer

QUALITY ASSURANCE DIRECTOR -
Major Health Care Organization specializing in Sub-Acute & Pediatric Out-Patient Treatment is seeking a Quality Assurance Director to be responsible for the overall coordination & operation of the Medical Records, Quality Assurance, Utilization Review & Respiratory Therapy departments of the Corporation. Must be a Registered Medical Record Technician (A.R.T.) or Registered Medical Assistant (R.M.A.). Must also have at least (2) years experience in Medical Records & Quality Assurance. Attractive Wage & Benefit Package. Please send resume to:
INSIGHT, Human Resources
P.O. Box 1967, Flint, Mich. 48501.
An Equal Opportunity Employer

RESPIRATORY UNIT
CO-ORDINATOR
RN with recent med/surgery or critical care background needed to run an innovative long term care based respiratory unit. Chest Nurse & assessment skills necessary. Vocational experience a plus. Flexible hours. Excellent opportunity, salary & benefits. Call Betty Hagy, Mon. thru Fri. at 477-7171

RESPONSIBLE PERSON as full time receptionist in busy Southfield medical oncologists office. Pursuer experience preferred. Blue Cross, Medicare, CPT billing. Reply to box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - experience preferred in Dermatology or outpatient surgery. Bloomfield area. Excellent wage. Call between 10am-1pm. 1-423-8297

RN - for OB/Gyn office, 1 day per week. Rochester area. 651-8100

RN - part time days, for skilled care facility to start 89.85 per hour. Apply within Dorvin Convalescent Center, Livonia, one block south of 5 Mile on Middlebelt.

RNS

Full, Part Time, Weekends
For a change in setting in one of the oldest & most respected home health care agencies. We are growing & have immediate openings for full or part time B.S.N.'s. Flexible schedule. We offer excellent salaries & benefits. Desire B.S.N's with expertise in pediatric, IV, oncology, ventilator, med/surg.
Rosemary Mayes, R.N., B.S.N.
Administrator/Director of Nursing
336-6303
METRO HOME HEALTH CARE
An Equal Opportunity Employer

RN'S & LPN'S - facilities in the Detroit, N.W. Detroit, Royal Oak & Pontiac need PRO CARE ONE nurses for ICU, ICCU, RCU, PSYCH, ER, O.P. SURGERY, E.R., MEDY SURGY, OBTRICS, PRIVATE DUTY, Call Cathy 433-6466

RN'S & LPN'S
Full or part time, Pm. and midnight shifts.
Middlebelt-Hope
Nursing Center
38410 Cherry Hill, Westland
326-1200

RN'S - Western Wayne, Ypsilanti, work alone in home, NICU, ICU, CCU, MEDSURGE, GERIATRICS. Flexible schedule, call Cathy at
PRO CARE ONE
423-6500

RN
UTILIZATION REVIEW
Temporary position in large corporation. 5 years hospital experience necessary. Utilization review or hospital audits experience necessary. Assignments 3 months or longer, good pay rate.
DAVIS SMITH
Temporary Medical Service
557-7200

RN - with excellent telephone skills to interview private clients. 57 per hr. Prefer older, mature, warm & caring personality, call Cathy at 433-6466

RN, or LPN for busy OB/GYN office. Part time, recent nursing experience required. Birmingham area.
Call Barb 644-4406

504 Help Wanted Office-Clerical

METROLOGY LABORATORY CLERK

Electro Rent Corporation, a major national electronic equipment rental company, seeks a person for the position of Laboratory Clerk in their growing Livonia Area Office. Duties will include: Telephone Communication, Typing, Filing, Processing Internal Documents, Support to the Laboratory Staff and the Laboratory Manager. Organization and attention to detail a must. Past experience in the electronics industry is a plus.

We offer an active & interesting work environment with the leader in its industry, solid growth (average 20% each year for the last 5 yrs.), and a full benefit package. We live in the exciting world of the latest electronic equipment.

Send Resume ONLY to:
ELECTRO RENT CORPORATION
31195A SCHOOLCRAFT RD.
LIVONIA, MICHIGAN 48150
An Equal Opportunity Employer M/F

SECRETARY

--Southfield Opportunity--

If you are an energetic, personable individual who enjoys a fast-paced environment, you may qualify to join our well-known company. We seek a self-starter to answer phones, greet visitors, and offer assistance to our sales staff. Typing of 50 WPM and familiarity with word processing are needed. Some office experience preferred. Applicants should have a positive attitude as you will interact with clients as well as our sales personnel.
Ameritech offers a competitive salary and comprehensive company benefits. If interested in joining our team, send your resume in confidence to:

AMERITECH
MOBILE COMMUNICATIONS
1001 Woodfield Rd., Suite 2000
Schaumburg, IL 60195 DEPT. BO
Attn: General Manager, Human Resources
equal opportunity employer m/f

504 Help Wanted Office-Clerical

RN
2 Positions Available
PART TIME
11-7 & 3-11 SHIFTS
Please call Mrs. Ferguson for appointment at 261-8300.

SECRETARY
BILLER
Ophthalmology office seeks for Pontiac of Troy MD's office. Insurance, pegboard, phones, schedules, etc. To 57 or 57.50 an hour, paid Blue Cross, etc.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

SERVICE COORDINATOR
Experienced, excellent clerical skills to coordinate home care for busy home care agency. Excellent salary & benefits. Call 557-7200

SOCIAL SERVICE POSITION
Full or part-time available. Rehabilitation Agency. Min. BSW & (1) Year Exp. Salary Negotiable. 356-5454

TWO SECRETARIAL POSITIONS, full time. Excellent benefits. Salary commensurate with experience. Legal experience helpful. Ask for Linda Schoenherr, 8:30-1:30 at 569-8410

WESTLAND POLITANTY office is seeking part time transcriptionist. Experience only need apply. Call Mon thru Fri, 9am-5pm 525-2313

X-RAY
ASSISTANT
For doctor's office. Must have 2 years experience in chest X-rays, small and extremities. NW suburban area. Start $4 an hour.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

X RAY TECHNICIAN - registered Part time, flex. mornings. To include some weekdays for diagnostic X - Ray clinic. Redford area 937-8158

X-RAY TECH part time permanent. Prefer registered for weekends/midnight shift. 10:30 p.m.-7 a.m. Friday, Saturday, Sunday. Some partialed work. Call 538-3500 ext. 392 between 10 a.m. - 3 p.m.

504 Help Wanted Office-Clerical

ACCOUNTANT- Experienced with supervisory, computer general ledger & tax return helpful. Reliable firm. Reply to: Box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerks
Full-time positions available in Northville area for detail-minded individuals with experience in payables and/or receivables and general office skills. Fully paid benefits. Send resume with cover letter and salary history to:
Box 283, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk
Position is part time, 20 hrs. a week, 9 to 1 daily. Small well established organization, has no immediate need for an accounting clerk in our corporate offices located in Livonia.

The selected candidate will perform clerical accounting functions related to the routine tabulation, posting & verification of information. Responsibilities will include the preparation of data into our automated general ledger system.

An associate's degree & 1 year of related accounting experience required. Excellent benefits & salary commensurate with ability.
Please send resume & salary requirements to:
FOLAND'S
The Alternative Dept. Store
27714 Plymouth Rd.
Livonia, MI 48150
An Equal Opportunity Employer

ACCOUNTING OFFICE SUPERVISOR for large hotel. Hotel experience required. Call Personnel at Ramada Hotel, 18222 Telegraph Rd., Southfield MI 48076.
An Equal Opportunity Employer

ACCTS. PAYABLE
Excellent opportunity for individual with 1 year of bookkeeping experience & good figure aptitude, must be able to do 10 type (5 wpm. Excellent benefits & working conditions. Joe Pasko Chevrolet, 29111 Telegraph, Southfield.
Call for appointment. 355-1900

ADVERTISING AGENCY has immediate opening for a clerk/typist. Must type 55wpm. Overtime, excellent benefits, congenially friendly atmosphere. Birmingham area. Call Nancy Newman 642-6179 Ex. 344
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Troy based firm is seeking professional individual. Word processing experience is required, preferably Lexitor. Must have excellent secretarial skills, also strong organizational & interpersonal abilities. Send resume to Box 288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE
ASSISTANT
Administrative Assistant/Executive Secretary with strong skills and on-going responsibilities for word processing (Lexitor) typing, personability needed by an exciting growing subsidiary of Fortune 500 company, salary to $17,000. Call Jan 478-8686.
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT - Long term assignment for person with excellent standing skills in typing and shorthand. Word processing background helpful.

IBM DISPLAY WRITER - Golden opportunities for 5 IBM Display Writer Operators. Long term positions available.

IBM PC - If you have typing and/or experience on the IBM PC, we have both long and short term positions available.

SECRETARY - Assignments in Dearborn and Downtown Detroit. Prestigious firm. Long term.

WANG WORD PROCESSORS - Needed for short term assignments.

GENERAL OFFICE - Long and short term positions available immediately for individuals willing to do general office work, with and without typing.

For your Personal Interview Call
ENTECH
SERVICES, LTD.
999 Chicago Rd., Troy
332-4350 588-5610

Ahead Of The Rest

ADVANCEMENT
Possibilities are great with this growing company. If you have any bookkeeping or secretarial/clerical skills, some work experience, and, if you're looking for an entry level career (not just another job), position, we'd like to talk to you. Send us your resume & a cover letter telling us a little bit about yourself. This full time position includes company benefits package.
Operations Manager, P.O. Box 3361, Bloomfield Hills, MI 48302

ADVERTISING ASSISTANT
Experienced in media buying, needed for a part time position in Lake Orion area. Call 373-1806

AGGRESSIVE, growth oriented, professional firm in legal services has immediate openings, part time, for responsible, personable, Accounts Representatives, in an entry level position. Send resumes only: Attorney Kenneth H. Lund, 600 Renaissance Center, Suite 1400, Detroit, Mich., 48243.

AN OPPORTUNITY
YOU CAN'T
PASS UP
WORK WHEN
& WHERE YOU
WANT - TOP PAY
BOOKKEEPERS
TYPISTS
SECRETARIES
WORD PROCESSORS
Long & short term assignments in your area. Immediate openings. Don't let your skills go to waste, let us put them work for you. Ask about our scholarship program.
478-8350
Personnel Pool
NEVER A FEE

504 Help Wanted Office-Clerical

ANSWERING SERVICE
RECEPTIONIST
Part Time/Day Shift
Weekends & Holidays
Call 946-9000, Bobbie

APARTMENT MANAGEMENT FIRM
Wants to fill opening in 1-girl office. Accounts payable/receivable. Small payroll, light typing, some. Experience a plus, accounting background preferred. Telegraph/Orchard Lake area. 538-5161

APPLY NOW!
Experienced
JUNIOR TYPISTS
SENIOR TYPISTS
For Temporary and Permanent in Livonia, Plymouth and Southfield areas. Must be 18 and have own transportation. Never a Fee
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. Must have 6 months experience. Call immediately for an appointment.
Somebody
Sometime
Temporary Help
Livonia 477-0900

A SUB CONTRACTOR located in NW Detroit needs full time Accounts Payable Clerk. Computer and general office skills a plus. Send resume to Box 284, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

AUTOMOTIVE
ENGINEER
Excellent salary, benefits, career growth! Fortune 500 company seeks Design Development with substantial experience, BSME, MSME.
SNELLING & SNELLING
399-3450

BASIC OFFICE SKILLS NEEDED full time. Apply in person Tuesday between 9am-2pm. 2217 W. 9 Mile, Southfield, W. of Lahser.

BATH Products manufacturer has full time entry level positions available in our North sales office. Inquiries offer: telephone skills, accurate typing and most importantly a professional attitude. Send resumes to: Novi P.O. Box 247 Novi, MI. 48050, Attn: Personnel.

EXPERIENCED
MEDICAL BILLING PERSON
Must have 2 years or more experience. Excellent working conditions and benefits. W. Bloomfield location. Part time. Please respond with resume to:
P. O. Box 764, Franklin, MI. 48025.

504 Help Wanted Office-Clerical

BILLING CLERK
BOOKKEEPER AREA
Experienced. To $15,000 to start. Full benefits. Fee Paid.
BETTY HAMIL PERSONNEL
Southfield Rd., Lathrup Village
424-8470

BILLING CLERK
North Woodward ad agency has immediate opening for billing clerk. Position requires previous accounting & billing experience. Send resume & salary history in confidence to box 543, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING CLERK
$12,000
Some related experience, 10 hrs adder background helpe. Full benefits with Christmas bonus and company paid fee.
525-7878
ALLEN PERSONNEL AGENCY

BIRMINGHAM CONSULTANT Needs one call person to work in their office handle all records. Must type over 50 WPM. Refer-ences required. Call 644-8484

BIRMINGHAM FIRM has immediate opening for part-time data entry person. 4 hrs to 4:00 PM weekdays, $5.00 per hour. Good opportunity for student. Please send resume with references to: UNIPROF, Attn. Diane, 644 Pierce, Birmingham, Mich., 48011, or call 642-7292 or Eve's, 646-2638

BIRMINGHAM law firm. Experienced legal secretary only. Litigation, personal injury, defense and plaintiff. 2 person firm. 646-1940

BIRMINGHAM LAW FIRM specialized in real estate, has an immediate opening for an entry level Clerk-typist. Minimum 40 WPM. Full benefits, recent high school graduate. Contact Pat 10am to 2pm, at 646-7791

BLOOMFIELD HILLS property management company, needs receptionist/accountant/secretary. Some PC Computer experience helpful, have car. Benefits. Call Mrs. Green 2 to 5 only.
642-9400

BOOKKEEPER/CLERICAL
Ideal for mature person in one girl office. Payroll experience helpful. 1 hour drive. 24700 Alma, Franklin. 352-2344

BOOKKEEPER for Farmington company to head accounting operation. Top salary & benefits for talented & accomplished person. 477-1630

BOOKKEEPER
for sole heated Southfield manufacturer. Salary negotiable. 352-8019

504 Help Wanted Office-Clerical

BOOKKEEPER for CPA Office, located in Bloomfield area. Prior experience in public accounting preferred. Computer knowledge helpful. Please send Resume to box #242, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full-Charge, wanted for Farmington Hills CPA Firm. Min. (2) years experience in all phases of accounting. Full-time, permanent position. Salary 8 to 8½ per hour + benefits. Call 851-8664

BOOKKEEPER
GENERAL OFFICE
Diversified duties. 1 person office conveniently located in Lathrup Village.
SNELLING & SNELLING
399-3450

BOOKKEEPER NEEDED for 10 attorney call person. Want to work in a high level. Must type over 50 WPM. Refer-ences required. Call 644-8484

BIRMINGHAM FIRM has immediate opening for part-time data entry person. 4 hrs to 4:00 PM weekdays, $5.00 per hour. Good opportunity for student. Please send resume with references to: UNIPROF, Attn. Diane, 644 Pierce, Birmingham, Mich., 48011, or call 642-7292 or Eve's, 646-2638

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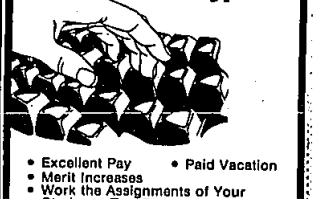

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