EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL HYGIENIST, part time, for large private-oriented dental office. Wed. and Thurs. evenings, half day on Sat. Opportunity may arise for full time employment by Summer. Please call and ask for Linda. 422-8790

DENTAL RECEPTIONIST
Beech Daly - Ford Rds Area
Call 541-8124

DENTAL RECEPTIONIST
Farmington Hills office seeks full-time, experienced receptionist for challenging, diversified position. Computer knowledge helpful. 855-5650

DENTAL RECEPTIONIST
Needed for full time busy Canton office. Experience with computer is helpful. Please call 981-3555

DENTAL RECEPTIONIST
Experienced. For W. Bloomfield specialist. We offer a challenging career to a dedicated, motivated person. Excellent benefits/salary. 855-2020/548-1119

DENTAL RECEPTIONIST - Full-time. Includes Saturday hours - for Oral Surgery Practice in Southfield. Must have Dental experience. Typing or computer experience - A Plus! 559-4190

DENTAL RECEPTIONIST, Looking for a mature and dedicated person to join our specialty office staff. We have and friendly personality a must. Full time, long term position. 541-7440

DIRECT CARE needed to work with handicapped in group home. Next area. Part time, flexible hours. $3.75 to start. Must be 18 & have GED or High school diploma. Call between 10am-1pm. Mon-Fri.
An Equal Opportunity Employer 540-0054

EXPERIENCED RECEPTIONIST
With some insurance and assisting background. Call 478-1100

FULL TIME PERSON To post Blue Shield & Medicare payments. Familiar with statues & procedures, computer experience helpful. Send resume to FFC, 38213 Ann Arbor Rd., Livonia, Mich 48150

FULL TIME - position available in Southfield orthopedic dr's office for person with transcription background or extensive experience in all phases of Blue Shield, Medicare & Medicaid billing & paycheck posting. No Sat. Excellent benefits. Call 569-4210

- FULL-TIME POSITIONS -
MEDICAL Office - Management. Experienced in all phases of Medical billing.
MEDICAL Office - Clerical. Computer background experience. 4 Most.
FILE CLERK - Full-time & 1 part-time. Experienced Only need apply.
559-0170 -

GENERAL OFFICE - full time also part time back up receptionist. Some Blue Cross billing experience for busy clinic in Farmington Hills.
Call Sharon 591-0414

HOME HEALTH AIDE
Full & part time positions, all shifts available. Respite home for handicapped children opening May 1, 1985. Call 8am-5pm for information.
313-674-4941

Inservice Director
Large skilled nursing home has a position available for a knowledgeable RN with strong supervisory skills. Must have long term care experience preferred. Flexible schedule. Salary commensurate with experience. For interview call Mrs. Neal at:
477-7100

LAB AIDE
Full time afternoon, excellent benefits, some medical laboratory experience helpful. Apply Mon. thru Fri. 9 to 12 Noon, 31705 Evergreen, Southfield

LAB CLERK
Full time for busy Lab in Livonia
427-3504

LOOKING FOR a person with background in Insurance & Friendly Dr's Pediatric office. Ready to learn simple Lab Work. Southfield. 569-0150

LPN/RN Position available for afternoon shift. Experience preferred. Mon. thru Fri. 1 to 5 pm. Van Buren Convalescent Center, 44801 I-94 Service Dr.
487-8051

LPN'S
Needed for closed head injured clients in the home. Must have Rehab/ICU experience. Excellent pay & benefits. Midwest Home Care 335-4441

LPN wanted for 7 day operation medical care nursing facility in Plymouth area. Position is part time hourly with weekend and holiday rotation. Clinic or doctor's office experience preferred.
455-1900

MEDICAL ASSISTANT
needed in busy Farmington Hills doctors office. Full time, must type, experience preferred.
476-1122

MEDICAL ASSISTANT
for Southfield Cardiology office. Experience preferred, typing ability, knowledge of insurance, pegboard, EKG, venipuncture.
569-2066

MEDICAL ASSISTANT WANTED
Experience desired
8128 Canton Center Rd., Canton
459-5490

MEDICAL ASSISTANT
for busy GP office. Injections, venipuncture, X-ray, EKG. Experience preferred. Please call Marilyn between 1 and 5 PM.
476-2200

MEDICAL ASSISTANT in general surgeon's office. Immediate opening. Some dental responsibilities, typing skills, dictaphone a plus. Non-smoker only. No Sat. Ask for Gen. 643-2770 or call Sue, 643-8444

MEDICAL BILLER - EXPERIENCED
Knowledge of computers helpful. Good benefits. Office located in Farmington. Call 9 AM to 5 PM. 557-5660

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - Part time for doctor's office in Livonia. 1-3 days a week, 10-15 hours a week. Must have experience taking x-rays. Reply to Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
MEDICAL, COMPUTER, experience. Accounts Receivable, all insurance billing. Computer knowledge. Office management capability. Call 981-1740

MEDICAL PAYMENT
ASSISTANT
Must have billing and collection experience. Full time. Call 548-8821.

MEDICAL RECEPTIONIST, experienced for busy internist, Livonia. Must be familiar with keyboard system, B.C. and Medicare billing. 427-6700

MEDICAL RECEPTIONIST
Experienced, full time, Mon thru Fri. Livonia area. Ask for Janice. 427-4676

MEDICAL SECRETARY
Bookkeeper typist. Troy area. Full time. Call
649-3861

MEDICAL SECRETARY
Troy office, full-time. Typing, billing & strict front office procedures.
Call Mon-Fri, 8am-12 noon. 341-1123

MEDICAL SECRETARY II

Department of Internal Medicine
Hematology/Oncology

The division is seeking qualified applicants to provide Secretarial support to 3 faculty members. Qualifications include 3 to 3 year secretarial experience and 60 wpm. typing. Desired qualifications include medical terminology and medical processing experience. Qualified applicants should send resume to:

Employment Representative, The University of Michigan Medical Center, Department of Human Resources, NI6A20, 300 N. Ingalls, Box 50, Ann Arbor, Michigan, 48109.

A Non-Discriminatory, Affirmative Action Employer

MEDICAL TYPIST- RECEPTIONIST, Full time for X-Ray Clinic. Desire multi-lingual with knowledge of insurance billing. 537-0102

MEDICAL ASC# or equivalent. Night full time. Excellent benefits. 3 yrs. experience a must. Knowledge of EKG & Hematology helpful. Call Personnel between 8 Noon-12 Noon, Mon. thru Fri. 338-0810

NIGHT RELIEF NURSE
Requires an RN or LPN. OB experience or experience working with teen agers is helpful. Must be flexible. Normal schedule could be 3 nights in two weeks including weekends. Hours: 11pm-8am. Send resume or apply at St. Vincent - Sarah Fisher Center, 2131 W. Maple Rd., Farmington Hills, MI 48018

NOHTHVILLE - ANN ARBOR AREA - Aides, Overtime. Mental health workers to escort psych patients to area hospitals. Immediate openings. Call 313-4500. EOC Employer

NURSE
AIDES
Full and part time. 3-11 shift. Experience not necessary, will train. Must be 18. Apply in person only. Ms. Watkins
Highgate West Nursing Home. 5345 Newberry Rd., Westland, near Joy Rd. No phone calls

NURSE AIDES
HOME HEALTH AIDES
MALE ATTENDENTS
Flexible hours. All shifts available. Servicing Wayne, Oakland & Macomb Counties. Professional Care
557-2765

NURSE AIDES & ORDERLIES
Immediate openings, full time, all shifts. Experienced or will train. Paid training period. We are seeking mature persons interested in permanent positions. Good salary and benefits. Apply in person. No phone calls
GERDIGAN BLOOMFIELD
1975 ADAMS RD
(Corner of 18 Mile)

NURSE AIDES
RN/LPN'S
Flexible Home Care cases and staff relief in Oakland County. Requires one year clinical experience in last 3 years
559-1900

Uplohn Health Care Services
Call Mon. thru. Fri. 774-7070

NURSE AIDE. Apply in person Mon thru Fri 1 to 3 pm & 5 day orientation class. Van Buren Convalescent Center, 44101 I-94 Service Dr. Belleville

NURSES AIDE
to help care for elderly woman
Evenings & Weekends
968-2872

OFFICE WORK - Part time for busy OPC in Farmington Hills. Must have good typing skills, experience, prior computer skills. Send resume to P.O. Box 2943, Farmington Mi 48018-0943.

OPHTHALMIC for Optometric Technician. Experience preferred but willing to train. Apply at Southfield office, Southfield. Send resume to Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPHTHALMIC or Optometric Technician needed for busy multi sub specialty ophthalmologist office, Southfield. Reply to box #258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

OPHTHALMIC TECHNICIAN. Experienced in Ultrasound, Southfield area. Ultra modern facility. Send resume to Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN - Part time. Approximately 25 hours a week. Medical benefits available. Saturdays 2 locations. Call 642-8448 or 645-6969

ORTHODONTIC ASSISTANT needed for fast moving office in Wayne, full time, good benefits. Experience preferred, but will train the right person. Please call 722-7760

ORTHODONTIC ASSISTANT
part time, experience preferred
Rochester Area 651-4495

PART TIME - medical & lab assistant for physician's office in Birmingham. 647-5430

PART TIME Office Staffing Coordinator, National medical and paramedical exam service is seeking an aggressive, self-motivated LPN or Medical Assistant, who enjoys people contact, for part time (flexible 25 hours) position in our Detroit Branch Office. Duties include scheduling and performance of in-office insurance paperwork, daily contact with life insurance agents, plus customer service functions. EKG and Venipuncture experience necessary. Interested candidate please call Judy Peck
1-800-325-3410
An Equal Opportunity Employer

PHARMACISTS

Our expanding suburban ambulatory care centers have immediate openings for registered Pharmacists to work on call and on evenings at our Livonia and Allen Park locations. Candidates should have at least one year experience in a fast paced, high volume setting. Excellent salary and benefits. Interested candidates please call Judy Peck
1-800-325-3410
An Equal Opportunity Employer

PHARMACIST
Experienced in Long Term Care. Send resume to:
Pharmacy Director
Farmington Hills, MI 48024

PHARMACY TECHNICIAN, Pharmacy Intern. Immediate openings available. Farmbrook Pharmacy 335-3320

Pharmacy Technician
HENRY FORD HOSPITAL
Fairlane Center

H.F.H. Fairlane Pharmacy is seeking a PART-TIME Pharmacy Technician to assist Pharmacists in processing prescription orders, contributing third-party insurance forms, filling clinic orders for supplies and participating in unit dose. Qualified applicants must have previous out-patient or retail pharmacy experience, type 35 wpm and recognize 2000 different drugs. Computer experience desirable, but not necessary. Flexibility in scheduling is required to work days, evenings and Saturdays. Interested candidates should submit applications from Mon. thru Fri., between 8-5 pm, at:

HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI 48126
Equal Opportunity Employer M/F/H

PODIATRY RECEPTIONIST/ASSISTANT for Southfield office. Must have knowledge of Medical Billing forms. 356-0073

RECEPTIONIST
for modern progressive dental practice. Hours 8:30-5:30, Mon-Fri. Experience necessary. Westland area. 722-1560

RECEPTIONIST
Experienced for busy industrial clinic in Livonia.
Call Sharon 591-0414

RECEPTIONIST, part time, days. Livonia doctor's office. Must type, have pleasant telephone manner. 427-9322

RECEPTIONIST, FULL-TIME
Progressive, health-centered Dental Office in Birmingham is seeking a high-hours, caring individual. Must have pleasant phone & strong interpersonal skills. Please call 644-1171

RECEPTIONIST - Experienced. For busy veterinary hospital. Must be able to work well with the public. Full and part time positions available. Apply in person at Westcott Hospital, 31429 Grand River, Redford

RECEPTIONIST SECRETARY - medical billing experience preferred. Oak Park area. 547-6454

RECEPTIONIST
Part time for Royal Oak Chiropractic office. Some experience required
549-0140

Registered Nurses
PART-TIME
Our NW Detroit facility has immediate openings for 3-11 shifts for experienced nurses to work part-time. Call
PANGIS HAINES, 313 MSN,
832-7112, 832-7113
JEWISH HOME FOR AGED

Registered Nurse
Henry Ford Hospital Fairlane
Henry Ford Hospital Fairlane, Emergency Room is currently seeking a part time registered nurse, to work the time afternoon position is with benefits and would involve working 12 hour shifts, 20 to 30 hours a week. Interested applicants with a minimum of 1 year ER or trauma care experience is preferred. Please contact
Patty McDermott, Mon. thru Thurs. 10am to 12 noon at
313-593-8361
Henry Ford Hospital
19401 Hubbard Dr.
Dearborn, MI 48126
Equal Opportunity Employer M/F/H

REGISTERED X-RAY TECHNICIAN for radiological office in Farmington area. Good salary, call between 3 & 5 pm 358-3911

REGISTERED X-RAY TECH
Part time. Dearborn Heights area. Please call Mrs. Haynes:
562-0650

RN or LPN to work in Weight Loss Center of Farmington Hills. No weekends. EKG and Venipuncture experience. Outgoing personality necessary. Call after 8 pm. 743-9417

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

RN'S
Full or part-time available for days. Full-time for afternoons. Apply in person or phone
GERDIGAN BLOOMFIELD
1975 ADAMS RD.
(corner of 18 Mile)

RN'S - LPN'S
NURSE AIDES - LIVE INS
Needed for home care patients. 1 year experience required. Transportation necessary. Excellent salary & benefits.
Midwest Home Care 335-4441

RN'S OR LPN'S - desired for full & part time afternoon positions. Day positions part time also available, in a progressive long term care facility. Call Oak Hill Care Center, Mon. thru Fri. between 9-3. Ask for Mary Jane 477-7272

RN'S
Work close to home, flexible schedules, top dollar, bonus program in effect. NICU, ICU, CCU, Med surge
PRO CARE ONE 613-8500

RN WITH RECENT OR Experience
Part time, 16 to 32 hrs. Rochester.
Call Brenda 651-8183 9am-5pm.

SECRETARY RECEPTIONIST - qualified typist, computer skills, physician office, near St. Joseph Mercy Hospital, Pontiac, full time. Reply to Box 512, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

VETERINARY ASSISTANT - for small animal clinic. Experience & references required. Send written reply to 18788 Nevinville Rd. Northville, MI 48167

502 Help Wanted Dental-Medical

TYPIST
Outpatient facility located in Garden City has part-time opening. Applicants must have typing skills of 50 WPM, good spelling and grammar. Competitive wages. Interested applicants, call Nancy at

565-7577
An Equal Opportunity Employer

X-RAY TECHNICIAN
Wanted for outpatient facility for company, to work evenings. Must be registered or registry eligible. 534-9427

X-RAY TECH
with strong ultrasound background needed for Ann Arbor-Livonia area outpatient clinic. RT(RMS) preferred. Send resume to M. Oneda, 560 W. Ann Arbor Trail, Suite 101, Plymouth, MI 48170. Response to all inquiries.

504 Help Wanted Office-Clerical

ACCOUNTANT- Part time for Southfield CPA office. Experienced only. Must have knowledge of financial statements. Between 8am-1pm 616-8280

ACCOUNTING CLERK
Experienced. Light typing. Apply in Birmingham/Southfield no smoking office. Salary commensurate. Call Jim Bailey, 645-7700

ACCOUNTING CLERK
Knowledge of general accounting, education in accounting principles desired. Experience preferred. Call 559-2400 or 357, Wayne, Mich. 48184

ACCOUNTING CLERK
Experienced in labor distribution, Accounts payable and receivable, data entry. IBM system 36, experience a plus. Salary commensurate with ability. Send salary requirements & resume to: Employment Manager, 28411 Walcott, Ferndale, MI 48220. No phone calls please.

An Equal Opportunity Employer

ACCOUNTING CLERKS
LIVONIA
Michigan National Bank of Detroit is having qualified applicants for entry level accounting clerk positions.

Positions involve double entry bookkeeping, reviewing general ledger tickets, maintaining and balancing manual ledgers. Knowledge of 2 college level accounting courses and/or bookkeeping experience required. Associate degree in accounting helpful.

270-5207
An Equal Opportunity Employer

ACCOUNTING CLERK
We have the immediate need to fill an entry level position. Duties include accounting department at our Troy office. Your duties will include bank reconciliations, processing check-out sheets, small receipts, and utility expense checks. You will also do some basic data entry on an IBM PC.

To be qualified for this position you must have some basic accounting bookkeeping course work, the ability to accurately use a 10 key, some basic knowledge of a computer, and good organizational skills. Previous work experience in the accounting area will be preferred, you should be willing to work some overtime hours from time to time.

If you have these skills - send us your resume by April 5th, 1985
P.O. BOX 3416, DETROIT, MICH. 48007

ACCOUNTS PAYABLE CLERK
Position available with Southfield insurance company. Typing 40 WPM, computer familiarity a plus. Flexible hours. Salary commensurate. Call 559-2400 Ext. 300, Southfield, MI 48037. Attn: ACT/EC

ACCOUNTS PAYABLE
through trial balance. Full time with benefits for Farmington Hills construction company. Job cost accounting & computer experience preferred. Send resume with salary requirements to: Pam Mackley, 31655 W. 14 Mile, Suite 204, Farmington Hills, Mich 48018.

ACCOUNTS PAYABLE CLERK
needed for manufacturing company. Small office environment. Send resume to A-Line Plastics, 46300 Plymouth Rd., Plymouth

ACCOUNTS RECEIVABLE/
ACCOUNTS PAYABLE
Experience on computer system. Manufacturing background required, medical or service experience helpful. Salary. Send resume stating experience & salary history to Box 257, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK
Electronics distributor seeks individual with cash application and collection experience. Must be accurate and well organized. Call B A Hoops for appt. at
533-1155 ext 300

ADMINISTRATIVE ASSISTANT Secretary for ad agency. Must have 1 year secretary experience, excellent typing & administrative skills. Prefer college, but experience a plus. Send resumes to hot line, Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Administrative Trainee
Order Entry Clerk
Ambitious, self motivated, detail oriented, good in math and capable of working with customers. A multi-functional position for a self-starter. Salary $200 per week. If interested call: Dorothy O'Brien, Fuller Brush Co., 24 Mile & Bloomfield 654-5040.

ADMINISTRATIVE ASSISTANT - with knowledge of accounting & corporation downtown. Must have excellent communication skills, secretarial skills, and some word processing. Excellent opportunity.

NBI OPERATOR - long term assignment in beautiful offices in Bloomfield Hills. Training and/or experience.

IBM PC OPERATOR - background in Lotus, Word Star, Word Perfect, Multi Mate or Displaywrit a must. Long and short term assignments available throughout the Metro area.

SECRETARY - good typing and general office skills a must for this top-notch assignment.

TYPIST - assignments available for individuals with typing of 45 WPM and up.

WORD PROCESSING SPECIALIST - All types of assignments available. Experienced Word Processors - various types of equipment.

Call Now For An Interview.
NEVER A FEE! Permanent, Individualized service. We'll fit you into a job "just right" for you.

ENTECH
SERVICES,LTD.
999 Chicago Rd., Troy
332-4350 588-5810

Ahead Of The Rest

ADMINISTRATIVE ASSISTANT Secretary, typing 60WPM, shorthand 140WPM, word processing experience. Loss of opportunity for growth. Please call Chris, Pri 8am-5pm. 649-4400

ADVERTISING SALES OFFICE of Westwood Magazine is looking for experience Secretary/Receptionist. Proficient in typing, knowledge of computer dictating equipment. Pleasant phone skills. Cover letter, salary requirements, & resume only. No phone calls, please!
NEWSWEEK MAGAZINE
Personnel Department
5005 Town Center, Suite 1100
Southfield, MI 48075
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

Administrative
Assistant
MARKETING
With excellent communication skills to assist Vice President of Marketing. The ideal candidate should be able to work well under pressure in a fast-paced environment, and have a minimum of 7 years secretarial/administrative experience. Requirements include: Typing 60 WPM, transcription ability, Word Processing, Shorthand and prior supervisory experience/background desirable. Our offices are located in an attractive Northwest Suburb; we offer a competitive salary and an excellent benefit package. For consideration, send your resume and compensation requirement to:

Box 280
Observer & Eccentric Newspaper
Livonia, MI 48150

AFTERNOON Receptionist position available for person with 5 pm shift. Requirements: Math aptitude, type 55 WPM. Send resume to: Personnel, P. O. Box 369, Southfield, MI 48037. Attn: GO/EC

AAAAA
ANNOUNCING
Immediate assignments in Southfield, Pontiac, Troy & Warren locations for:

Secretaries
Stenographers
Typists
Data Entry/CRT
Word Processors
MATCHMAKERS
Office Services
Southfield 569-8290
Troy 583-0515

APPLY TODAY
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
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
Madison Hts. 545-1700
Southfield 272-8500

APPLY TODAY!
GMS
Needs
• TYPISTS
• FILE CLERKS
• SECRETARIES
Must have prior office experience assignments in: Plymouth, Livonia, Southfield Area. Never a Fee!
Call Now For An Appointment
427-7660
GENERAL
MANAGEMENT
SERVICE
29701 W. 6 Mile - Livonia
The Bell Creek Plaza
Suite 140A

ARE YOU looking for a part time position with an opportunity to work in a small, dynamic Southfield office which handles transactions through modern computer terminals? If you are looking for a no nonsense pace, an opportunity to learn, and a chance to develop into a career member of a highly professional staff write to: B. O'Brien, Central Credit Union of Michigan, P.O. Box 3316, Detroit, Mich 48232

A SMALL mental health clinic needs a part time person with expertise for board, billing. Flexible hours. Plymouth area. 455-0838

ASSIGNMENTS
AVAILABLE

We need experienced

- Sr. Clerks
- Receptionists
- Medical Secy's
- Shorthand Secy's
- Telemarketers
- Word Processors

TOP PAY
BONUSES
BENEFITS
NO FEE

TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

Attention:
- Typists
- Word Processors
- PBX
- Secretaries
- Data Entry

Put your skills to work now, our assignments could lead to the job you've been looking for. Sharpen your skills and gain the exposure you need. Call now.

525-0330
Supplemental
Staffing, Inc.
The Temporary Help People

504 Help Wanted Office-Clerical

ASSISTANT TO
EXECUTIVE
SECRETARY
3 day work week. Birmingham/Southfield area. Immediate opening for person with excellent communication skills to assist Vice President of Marketing. The ideal candidate should be able to work well under pressure in a fast-paced environment, and have a minimum of 7 years secretarial/administrative experience. Requirements include: Typing 60 WPM, transcription ability, Word Processing, Shorthand and prior supervisory experience/background desirable. Our offices are located in an attractive Northwest Suburb; we offer a competitive salary and an excellent benefit package. For consideration, send your resume and compensation requirement to:

Box 280
Observer & Eccentric Newspaper
Livonia, MI 48150

AVAILABLE
FREE TRAINING
For residents of Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Orion, Oxford Twp., Independence Twp., Auburn Hills Rochester Hills, Utica, Sterling Heights Twp. who are unemployed or underemployed. This is an excellent opportunity to train for a rewarding career as a Medical Secretary or Medical Transcribing Secretary. This program is sponsored by a government agency and provides training allowances. Call today to speak with an employment agency representative.
OAKLAND COUNTY
Call Ms. Jones
543-9200

BANK TYPIST. Type 55-60WPM. 1-3 Yrs. on job experience.
FILE CLERK Exp. - Full time. All Benefits Paid. Employment Agency.
540-6180

BIRMINGHAM RECEPTIONIST, part-time 1-5 pm. 3-4 days a week. Light typing, phone answering, filing. Must be dependable & have good telephone voice.
645-3230

BONONZA
Marketing Credit or Collection experience counts for progressive area firm. All Fees Paid by Employer. Call:
649-4141

Harriet Sorge Personnel

BOOKKEEPER challenging opportunity for bright full charge bookkeeper to manage this 1 person department & implement the transition to computerized accounting. Excellent compensation package commensurate with years experience (thru trial balance) including preparation of payroll taxes, financial statement & reports. Join a well established engineering mfg company. Send resume to: Box 257, 1165 Pierce Ave. Royal Oak, Michigan. 48067

BOOKKEEPER - experience thru trial balance for growing retail firm in Birmingham area. Excellent opportunity for person with strong AP & AR background. Data entry experience preferred. Send resume & salary requirements to: Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Excellent position in a rapidly growing suburban company. Experience in computerized bookkeeping thru financial statement is the key here. Great benefits, 818.000 sq. ft. office. Call today.
SNELLING & SNELLING
353-2090

BOOKKEEPER
Experienced, knowledge in all areas of accounting & bookkeeping thru financial statement. Computer knowledge helpful. Call 358-6055

BOOKKEEPER
Full charge Accounts Payable & Receivable & Payroll. Part time, possible full time. Small business.
477-3260

BOOKKEEPER - FULL CHARGE
Part time, prior office experience assignments in: Plymouth, Livonia, Southfield Area. Never a Fee!
Call Now For An Appointment
427-7660
GENERAL
MANAGEMENT
SERVICE
29701 W. 6 Mile - Livonia
The Bell Creek Plaza
Suite 140A

BOOKKEEPER - full charge, experienced with computer bookkeeping and typing. A person who wants a career here over 1 woman domain. Please don't call us if you are looking for an experienced bookkeeper. Call Bill between 9-10 am.
478-8062

BOOKKEEPER - Full Charge
Manual & computer background. Some general office. Troy.
Call
524-1132

BOOKKEEPER
FULL CHARGE
Leather Loft one of the midwest fastest growing specialty apparel chains, has an immediate opening for a mature individual experienced with accounts Receivable, Payable, Payroll and thru through trial balance. Experienced in a manufacturing environment is a plus. We offer an excellent compensation & benefit package that includes pension, profit sharing, health, dental, life insurance & vacations.
Please reply in confidence to
Personnel Manager
Leather Loft
34343 Schoolcraft
Livonia, Mich 48150

BOOKKEEPER - General ledger, knowledge of payroll and sales taxes, computer knowledge helpful. Send to: Person-Scott Inc., Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER NEEDED
Thru Trial Balance. Northwest area. Good benefits. Call:
927-8314

BOOKKEEPER
Once a month, work between clerk & auditor.
Livonia 835-0671

BOOKKEEPER
or Accounting Assistant. Mature person to assist accountant. Maple & Telegraph area.
643-2952

BOOKKEEPER - Part time, possibly developing into full time, for Southfield firm.
643-1194

BOOKKEEPER/RECEPTIONIST with light typing abilities. Must have excellent Math Skills & good verbal communication ability. Northwest Detroit, 7 Mile/Southfield Rd. area. Looking for someone who wants a permanent position with an established, growing business. Mon. thru Fri., 9-5pm.
Send resume to P.O. Box 31342, Detroit, Mich. 48231.

BOOKKEEPER/SECRETARY for Farmington Hills Real Estate Developer/Property Manager. Partnership bookkeeping through trial balance, accounts payable. Currently using Peachtree software. Computer experience helpful. Attractive salary & benefits. Working conditions. Non smoker only.
CALL 851-8460

Bookkeeper/Secretary
Small office in Southfield. Duties include Bookkeeping/accounting (manual ledgers), Typing, Telephone. Preferred applicant should be reliable person who is comfortable with figures and is willing to be trained on our computer. Pleasant working atmosphere. Good salary and excellent fringe benefits. Reply to
P.O. Box 4867, Auburn Hills, MI 48057

BOOKKEEPER

We are a large regional CPA firm with offices in Southfield, Ann Arbor and Mt. Clemens. Due to tremendous growth, we have several positions available for career-minded, full-charge bookkeepers to work with our clients and staff. Some local travel. Varied, 35-40 hr hours (full time), great office atmosphere and generous salary and benefits. If interested, please send confidential resume to Mr. Ritter, P.O. Box 861, Southfield, MI 48037.

An Equal Opportunity Employer

BOOKKEEPER
$20,000
Full charge firm financial statements for established northwest suburban company offering full benefits with company paid fee.
(313) 476-7020
ALLEN PERSONNEL AGENCY

504 Help Wanted Office-Clerical

BOOKKEEPING/office work, part time, Southfield/Farmington area law firm. Experience required. Mr Hoitz 642-8118 pm.

CAR BILLER
Plymouth area dealership has an immediate opening for a car biller. Experienced only need apply. Call for an appointment.
455-7500

CHURCH SECRETARY - Full-time. Mature person, accurate typist, minimum 60 wpm, knowledge of computers. Good telephone manner, people-oriented. Call 5pm - 8pm.
981-0997

CLERICAL
IMMEDIATE PLACEMENT
Suburban Locations.
- Typists
(65 wpm or better)
- Secretaries
(with shorthand, type 55 wpm.)
- Switchboard Receptionist
(type 55 wpm.)
- Clerks
(good interpersonal skills)
CALL FOR APPOINTMENT:
Rochester 651-1512
Farmington 477-8543
NORRELL
SERVICES INC.

CLERICAL
Insurance company needs a sell starter with good organizational & typing skills. Excellent benefit package.
Contact Mary Ann Trans America Life, PO Box 1154, Troy, MI 48099.
Equal Opportunity Employer M/F

CLERICAL
MULTI corporation seeking conscientious individual for various clerical duties including excellent typing skills. Light computer background preferred. Please call
Larry D at 373-2500

CLERICAL/OFFICE WORK
Part time. Please apply within
AT VAN ZELLAND
37773 Novi Rd., Novi

CLERICAL RECEPTIONIST
Experience type 50 WPM, 10 key 60 WPM. Salary position. Livonia area. Ask for Mrs. Nevins.
591-6500

CLERICAL RECEPTIONIST
Immediate opening for a full time person. Light typing experience. Must be self starter, 60 WPM, good math & english skills. Light phone business manager to handle a variety of work assignments in an accounting firm. Call
348-0038

CLERICAL SALES
Steel firm needs person full time to handle phone sales, secretarial duties & general clerical duties. Must have office experience & count. Salary plus. For interview call
476-1994

CLERICAL - Southfield office needs person for general office duties & light typing. Must be right individual.
Call Sharon Simpson
433-4400

CLERK - PART Time
For Bloomfield Hills law office. Good typing skills. General office duties.
647-4344

CLERK TYPIST
JUNIOR TYPIST
Do you enjoy a variety of duties? Can you type a minimum of 35 wpm?

We offer an opportunity to work at top companies while you gain experience. Call us for more information if you are interested in working on temporary assignments close to home.

348-2820
339 N. Center Dr.
Northville

KELLY
SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

CLERK/TYPIST
Retail store in Birmingham area needs mature person for typing, filing, assistant manager. Part time 25 hrs/wk. Salary to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COLLECTIONS. Fantastic opportunity for individual with minimum 1 years experience. Excellent salary & salary advancement opportunity. Send resume with salary requirements to: Box 2, Matchstick, 28700 Greenfield, Suite 500 Oak Park, Mich. 48237

CUSTOMER RELATIONS & Collection Person for busy office. Must have phone experience. April thru Oct. Livonia.
533-5300

CUSTOMER SERVICE MGR.
For small growing business in Southfield, Birmingham area. $325. Job will start with frequent raises. Non-smoker. Paid Vacation & Holidays. No Health benefits. Call
646-8447

CUSTOMER SERVICE
Fast Growing Livonia based computer company needs Customer Service Rep. to train (forist personnel on the use of computer system & how to deliver and support after installation. Previous experience in a florist shop, accounting/bookkeeping or data processing experience a plus. Must be able to travel. Please send resume & salary history to: P.O. Box 36051 Schoolcraft Rd., Livonia, Michigan 48150. Attention Brad Scottin. No Phone Calls Accepted.

DATA ENTRY
Keypunch operator. Must have experience on IBM 3742. $5.35 plus Health insurance. Overtime available.
553-4440

DETROIT-BASED Service Co. has immediate opening for a Receptionist/Typist. This is a full-time salaried position offering a comprehensive Fringe Benefit package.
For interview appointment, contact:
Mr. Henry DeBarto, 273-2900

District Clerk, Full-Time
Experienced, mature person for full-time clerical work. Min. - Pyt. Samples. Emphasis on accounts receivable collections and telephone work, typing and minor duties. Must be pleasant, dependable, minimal absenteeism and have proven successful work record. Interested in continuous job. Contact Manager, Burrangie Corp., GPO/BPD, P.O. Box 3422, Southfield, MI 48086-3422, no telephone calls.

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23716 Woodward Ave.
(At 9 Mile)
Pleasant Ridge 548-6870

504 Help Wanted Office-Clerical

DEARBORN AREA LAW FIRM requires part time office clerk/receptionist. Typing and calculated math skills required. Ask for Ms. Lentz 563-4780

EXCELLENT OPPORTUNITY for a conscientious, experienced person. Responsibilities include a candidate with (3) years experience & desire to grow with company. Data Entry experience - A Plus, but will train.
Send resume to Mr. Pass, CN3235, Livonia, Mich. 48151.

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OPPORTUNITIES
for
WORD PROCESSING &
DATA ENTRY OPERATORS

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For An Appointment:
553-7820
34115 W. 12 Mile Rd.
Suite 155
Farmington Hills

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EXECUTIVE
SECRETARY
$17,000 PLUS
A sign of success for a well established professional firm. Good skills and experience for this choice fee paid position. Call Dorothy now.
SNELLING & SNELLING
353-2090

EXECUTIVE
SECRETARY
We are seeking an individual with exceptional skills in typing, shorthand, & counting statistics for reports. The ideal candidate must have a pleasant personality & the ability to work under deadlines adding attention to details. If you are the individual with excellent live salary & comprehensive benefits. If you are the individual we are seeking please send your resume for immediate consideration to:

SAKS
FIFTH
AVENUE
2901 W. BIG BEAVER
TROY MI 48084-3201
ATTENTION: PERSONNEL
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Part time for sales office at Telegraph and 13 Mile. Call for interview, 647-0769

EXECUTIVE - secretary for international sales office in Southfield. Typing 60 WPM, must be polished, poised with good communication skills. Temporary need for approximately 3-12 months at $10,500. No fee

SECRETARY - for advertising office of popular magazine, typing 55 WPM, must like busy office & be able to handle lot of dignitaries. Long term assignment

OFFICE MANAGER - for Bloomfield Hills company, must be able to run office & handle all clients. Type 60, shorthand preferred. Must be pleasant with excellent salary

A/R - A/P with computer experience for Fortune 100 company in Birmingham. Temporary to go permanent

IBM PC & Radiator training given in our office for nominal sum

College students welcome
NEVER A FEE

UNIFORCE
TEMPORARY SERVICES
S'FIELD B'HAM
357-0034 646-7660

EXPERIENCED EXECUTIVE
LEGAL SECRETARY
With self-starter attitude. Applicants should be familiar with Xerox 850 or similar word processor. Salary negotiable. Downtown Detroit law firm. Qualified applicants, call Ms. Wilcher of Kirk, Kizer & Gilbert. 961-7770 and submit a written resume with salary requirements prior to interview.

EXPERIENCED LEGAL Secretary needed for Southfield Law Firm. Must be self motivated, Short term assignment. Call Joyce Lazos. 559-2212

FAST FOODS HEADQUARTERS
seeking experienced secretary. Duties will include; typing, filing, dictation, transcribing, and telephone communication with store manager. Send resume & salary requirements to: Carol Cooper, 32700 Greenfield, Suite 500, Oak Park, MI 48237

FREE TRAINING
Word Processing, Clerk Typist
Secretarial
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. This program is sponsored by a government agency and provides transportation assistance. For more info call 543-1365
Equal Opportunity Employer

FULL TIME Clerical position in one girl office to do billing, light bookkeeping, and light typing. Knowledge of comput