504 Help Wanted Office-Clerical

DENTAL RECEPTIONIST. Looking for a mature and dedicated person to join specialists office staff. Warm and friendly personality a must. Full time, long term position. 261-7401

DENTAL RECEPTIONIST
Full time, mornings
Farmington area
271-0650

DIETARY AIDE
Part time 7 days per week 10:30AM-3PM. Apply: Andrews Acres Hospital, 19410 Farmington Rd., Livonia
474-3500

EKG'S & THERMAGRAMS. No experience necessary. Will train. Some experience in doctors office helpful. Full time. Southfield 424-8340

ENERGETIC INDIVIDUAL wanted for growing dental practice in Farmington. Must have insurance knowledge & typing ability. Send resume to P.O. Box 187, Farmington, Mich 48024

HOME HEALTH AIDE
Part time positions, all shifts available. Helping some handicapped children opening May 1, 1985. Call 8am-5pm for evaluation
313-476-4941

HOME HEALTH AIDES
Experienced & reliable transportation required. Excellent Pay
An Equal Opportunity Employer
449-5550

HYGENIST WANTED
Part or full time, profit sharing
559-2720

HYGIENIST
Part time, Wednesdays & Saturdays
Livonia Area
425-4550

Inservice Director
Large skilled suburban nursing home has a position available for a knowledgable RN with strong supervisory skills. Nursing home experience preferred. Flexible schedule. Salary commensurate with experience. For interview call Mrs. Neuat
477-7420

LOOKING FOR a person with background in Insurance & Front Desk for Pediatric office. Ready to learn simple Lab Work. Southfield. Mon-Fri. 559-0158

LPN - PART TIME
Afternoon shift
Working Well Manor, 320 W. Main, Northville

MEDICAL ASSISTANT
for Southfield Pediatric Office. Experience preferred, typing skills, knowledge of insurance, pegboard, EKG, venapuncture
569-2044

MEDICAL ASSISTANT
(1) Year experience - minimum, including front office & typing. Approximate hours a week, with possibility of full-time. Apply in person
Cynthia King, 3600 Woodward,
Suite 1002, Detroit, Mich. 48201

MEDICAL ASSISTANT, dedicated, full time, experienced. Evening. Garden City
425-4363

MEDICAL ASSISTANT for part time position in podiatry office in Livonia. Experienced only need apply. Call after 5:00 pm 591-7550

MEDICAL ASSISTANT for a full time position, experienced, for family practice. 8 miles Plymouth area.
Call: 533-1500

MEDICAL ASSISTANT
Immediate opening for Dr's office in Pontiac. Call Diane after 4:30 pm
627-5540

MEDICAL BILLER - EXPERIENCED
Knowledge of surgery helpful. Excellent Office located in Southfield
559-8383 or 559-5194

MEDICALLY knowledgable, mature, positive minded person with lab & X-ray experience for family practice. Hours negotiable. 274-0641

MEDICAL PAYMENT ASSISTANT
Must have billing & collection experience. Full time. Call 348-6021.

MEDICAL PERSONNEL to pierce ears on weekdays in Taylor area. Call after 6:00 pm
313-854-5600

MEDICAL RECEPTIONIST - part time, EXCELLENT PAY & benefit employment history to 21700 Northwestern. Ste 100 Southfield, Mich.

MEDICAL RECEPTIONIST WANTED - experienced for general surgeon's office. Typing, bookkeeping skills. 3 days a week. Call between 10am-11:30am.
352-3902

MEDICAL SECRETARY
Bookkeeper typist. Troy Area Full time. Call
649-3801

MEDICAL SECRETARY
Troy office, full-time. Typing, billing & other front office duties.
Call Mon-Fri. 8am-12 noon
362-1322

MEDICAL TRANSCRIPTIONIST
2 yrs. experience in transcribing H.P. reports. Excellent benefits, incentive base pay/$25,000 annual possible, plus liberal fringe benefits. Call Personnel Director (353-3810) & Eastside (754-4050)

MEDICAL TRANSCRIPTIONISTS
Would you like the ease of commuting between working in an office or working at home? Exciting career opportunity for qualified Medical Transcriptionists with minimum of 3 year experience transcribing (H, OB, HP, & Path Call 549-9708

MEDICAL X-RAY Receptionist Trainee. Full time. Convenient Livonia area. Call between 2 & 4 pm, ask for Karen. 422-4022

NEEDED - certified or certified eligible occupational therapist assistant to work full time in a ventilator rehab unit. Physical disability background preferred. Contact Cheryl Carlisle at Oak Hill Care Center, Mon thru Fri. Between 8-3 477-7373

NURSE AIDES
Full and part time. 3-11 shift. Experience not necessary, will train. Must be 18. Apply in person only. Ma Watkins Nightingale Rest Nursing Home, 8355 Newburgh Rd., Westland, near Joy Rd. No phone calls.

NURSE AIDES needed. Full time, part time. All shifts available. Nursing homes and home care 31410 Northwestern Hwy., Suite C, Farmington Hills. 626-5010

NURSE AIDES
needed for immediate placement. Must be experienced and have own transportation.
Advanced Nursing Services
Mon-Fri 9-3pm 533-0303

NURSE AIDES
Put your experience to use as an Aide or Orderly. Positions available on day and afternoon shifts. New wage scale. Top benefits. Apply within
FOUR CHAPLAINS
Convalescent Center
29345 Joy Rd. - Westland
Between Middlebelt & Inkster

NURSE AIDES
RN/LPN'S
Flexible Home Care cases and staff need in Oakland County. Requires some home care clinical experience in last 3 years.
Uplohn Health Care Services
Call Mon. thru. Fri. 524-3044

NURSE AIDE
Training Program
Franklin Manor Convalescent Center is offering an approved Nurse Aide Training Program for mature and certain persons desiring to work with the elderly as Nurse Aides. (Class is limited). Upon completion you may be eligible to join our staff. (Full or Part Time). For more information call Mon. thru Fri. 10-3 pm. 533-7390
Applications accepted from experienced Nurse Aides also.

NURSE ASSISTANT
Full & part time positions available for trained assistants. Good salary - benefits. Apply in person St. Jude Convalescent Center, 31350 Ann Arbor Trail, Livonia.

NURSES AIDES
Join our nursing team providing quality care. Ideal team members must be mature, warm, dependable and enjoy working with the elderly. Contact Rita Kathlane, RN, Inservice Director, 9am-3pm, Mon. thru Fri. for additional information.
Farmington Nursing Home
A Unit of
Botsford Continuing Care Center
477-7400

502 Help Wanted Dental-Medical

NURSES AIDS
will train Midnight shift. Apply in person. Livonia Nursing Center, 15010 Plymouth Road, Livonia

OCCUPATIONAL THERAPIST
Part time positions available. Send resume. Must be registered. Must be registered. Send resume & credentials to
Medi-Speech Service, 715 W. Big Beaver, Suite 516, Troy, MI 48084

FULL TIME OFFICE HELP
For busy doctors office in Farmington Hills. Prefer Blue Cross/Blue Shield billing experience and computer knowledge. Full fringe benefit package. Salary commensurate with experience. Send resume to P.O. Box 2183, Farmington Hills, Mi. 48018.
Also need part time billing person

OPHTHALMIC TECHNICIAN. Experienced in Ultrasound. Southfield area office. Excellent fringe benefits. Send resume to Box 214, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICAL DISPENSERS
Experience preferred Full & part time positions available for qualified individuals. Excellent pay, commission & benefits. Contact Mr. Gallagher, Inter-Vision Centers District Office 355-5720

OPTICIAN
Experienced, Plymouth area. No saturdays or evenings. Send resume and salary desired to Box 8126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC ASSISTANT
Contact Lense experience helpful but will train the right person. Must be dependable & enjoy working with people.
355-8810

ORTHODONTIC ASSISTANT
Part time - experience preferred
Rochester area
852-7766

ORTHODONTIC ASST
30 hours per week. No Saturdays. General office duties & lab Farmington area Non smoker. 477-5545

PART TIME - medical technician (MACP), for eye care, nose & throat specialist in Southfield

PART TIME Office Staffing Coordinator. National medical and paramedical team search firm is seeking an aggressive, self motivated LPN or Medical Assistant, who enjoys people contact, for part time (the entire 20 Hours) position in our Detroit Branch Office. Duties include scheduling and performance of in-office insurance physicals, daily contact with the insurance industry, plus customer service functions. EKG and Venapuncture experience necessary. Interested candidates please call Toll Free
1-800-255-5038
An Equal Opportunity Employer

PART TIME Secretary for Out Patient Clinic in Trinity Clinic in Birmingham, to expand to full time position. Typing, shorthand. Must have 3 years experience. Call Sue, 10AM-2PM 258-5920

PHYSICAL THERAPIST needed to implement progressive program evaluation & treating adult stroke adult. Background in orthopedic and/or sports therapy desirable. Forward resume to Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST with secretarial skills for Dental Office in Farmington Hills
355-2172

RECEPTIONIST
wanted for busy Birmingham area medical office. Must be personable & caring. Call Lynda at 646-5131

RECEPTIONIST - Southfield Dental office. Mon-Thurs. Mature & outgoing. Good phone personality. Light typing. Dental experience helpful. Call evenings. 967-4758

RECEPTIONIST - Experienced, for busy waterford Hospital. Must be able to work well with the public. Full and part time positions available. Apply in person 6660 N. Taylor area. Call 682-1000 Grand River, Redford.

RECEPTIONIST, FULL-TIME
Prestigious Bloomfield Hills Dental Office in Birmingham is seeking a highly motivated individual. Must have pleasant phone voice & strong interpersonal skills. Please call 644-1171

RECEPTIONIST
For modern progressive dental practice, full time. Dental office experience necessary. Westland area
425-5160

PART TIME RECEPTIONIST
Pediatric office, Troy area.
Call Mon-Tues-Thurs-Fri., 9:30AM-5PM
649-2833

REGISTERED NURSE - part time position, day shift only. Good salary & working environment. Call Mrs. Hich DON
St. Jude Convalescent Center
31350 Ann Arbor Trail, Livonia

Registered Nurse
Ambulatory Surgery
HENRY FORD HOSPITAL
Henry Ford Hospital Fairlane is seeking a Registered Nurse to work part time hours in their ambulatory surgery/operating room. Applicants must be able to scrub and circulate operating room procedures and possess 3 years of current operating room experience. Qualified applicants may contact: Maryann Edwards at 661-4161, Thurs. & Fri.
HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI 48126
Equal Opportunity Employer M/F/H

RN OR LPN
Full or part time for 3pm-11pm shift. Call Hendry Convalescent Center Mon. thru Fri between 9-4.
455-0510

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

RN'S
Expanding dermatology practice is interviewing nurses for part-time employment in Allen Park, Plymouth, Southfield and Sterling Heights. Competitive salary and benefit package. For further information please call:
Acne Health Care Centers Inc.
Michelle Stabb
Administrator
557-7800

RN's
Large suburban nursing home seeking RN's for afternoon shift. Full and part-time. Excellent benefit package. Contact Joanne Nen, Asst DON, at
477-7400

RNS - LPNS
Full and part time positions available for afternoon shift. 8 hour or 5 hour shifts. Contact Beverly Manor of Novi. 477-2000.

502 Help Wanted Dental-Medical

RN'S - LPN'S
NURSE AIDES - LIVE INS
Needed for home care agency. 1 year experience required. Transportation necessary. Excellent salary & benefits. Midwest Home Care
355-6663

RN'S
Work close to home, flexible schedules, new dollar bonus program in effect. NICU, ICU, CCU, Med surge
FIRST CARE 455-6500

TOP NOTCH Appointment Manager needed in our "new" dental office. Efficiency and flexibility are important in this position. Call Pam at 538-8300

VETERINARY ASSISTANT - for small animal clinic. Experience & references required. Send resumes to 37779 Ann Arbor Trail, Northville Rd. Northville, Mi. 48167

VETERINARY ASSISTANTS wanted P.V.E. training program. Apply in person at: Professional Veterinary Hospital, 24111 Evergreen Rd. Suite 209, Southfield, Mich. Thurs. Apr 4th. Fri. Apr 5th between 1pm-5pm. Bring references.
Attn: Employee Assist.
Equal Opportunity Employer M/F/H

ACCOUNTS PAYABLE CLERK
Tray based firm is seeking professional individual Experience in accounts payable & CRT is required. Send resume to Box 215, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Experienced fast-paced Accounts Payable Bookkeeper desired. Typing 40 WPM. Good math aptitude required. Send resume to Personnel, P. O. Box 300, Southfield, MI 48037. Attn ACT/EC

ACCOUNTS PAYABLE BOOKKEEPER
Farmington Hills construction co. seeking individual with job cost accounting experience. Full time with benefits. Send resume with salary requirements to Pam Mackley, 31535 W. 14 Mile Rd., Suite #201, Farmington Hills, MI., 48018

ACCOUNTS PAYABLE
Local contractor has opening for Accounts Payable clerk. Light typing required and should be familiar with general business machines. 3 years minimum experience. For App't. contact:
Ms. Ridgoway at: 476-2020
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Person needed for part time position at Southfield construction office. Only experienced need apply. Reply Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Excellent opportunity for a conscientious experienced person Wholesale Distributor seeks a candidate with (3) years experience & desire to grow with company. Duties include preparation of checks, reconciliation, etc. Mr. Penn, CN3335, Livonia, Mich. 48151

ACCOUNTS RECEIVABLE - position now available for national payroll company. Ideal candidate will have strong accounts receivable, bookkeeping background, collection experience & good customer service skills. Salary commensurate with experience. Full benefit package. Please contact Mrs. Blumenstein for appt. 855-6400

ACCOUNTS RECEIVABLE
Experienced Medical Evaluations
23273 Northwestern Hwy., Southfield

ACCOUNTS RECEIVABLE CLERK
Electronics distributor seeks individual with experience in the cash application & collection process of accounts. Must be accurate and well organized. Call B. A. Hoopes for appointment at:
355-1155, ext. 500
An Equal Opportunity Employer

ACCOUNTS PAYABLE
FULL CHARGE
The successful candidate to fill this newly created position will be a self charge person who is knowledgeable and results oriented. Familiarity and dealing with the major automotive companies, working with an automatic accounting system and data entry is required. Basic four computer experience is a plus. Please send resume with salary requirements to: 1938 Northfield, Rochester, Mich. 48043, Attention Assistant Controller.

ADMINISTRATIVE ASSISTANT Secretarial position for a growing Southfield agency experience, excellent typing & administrative skills. Previous agency experience a plus. Send resumes to box 352, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Must have pleasant telephone personality, some typing necessary (40 WPM). Previous experience with leasing company helpful. Hourly plus commission. Opportunity for advancement. 855-3911

Administrative Assistant
MARKETING
We have an immediate opening for an experienced Administrative Assistant with excellent organizational 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 5 years sound professional secretarial experience. Requirements include: Typing 80 WPM, transcription ability, Wang Word Processing. Shorthand and prior accounting 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

ADVANCEMENT
Possibilities are great with this growing company. If you have any bookkeeping or secretarial/clerical skills, some work experience, and if you are looking for an entry level career (not just another job) position, we'd like to talk to you. Send an your resume and a letter telling us a little bit about yourself. This full time position includes company benefit package. Reply to Personnel Manager, P.O. Box 8158, Bloomfield Hills, MI 48303

504 Help Wanted Office-Clerical

TEMPORARY AD PLACEMENT CLERK
Do you have good calculator skills, clerical office work experience and the ability to work under deadline pressures? If you do and can work on Tuesdays, 3:30 to 8:30 p.m. and Fridays, 3:30 to 6:30 p.m., our Livonia office has a TEMPORARY position, approximately 5 months: April through mid August. Please apply:
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
We are an equal opportunity employer

504 Help Wanted Office-Clerical

AFTERNOON Receptionist position available for noon till 8 pm shift. Requirements Math aptitude, type 35 WPM. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037. Attn: GO/EC

A GROWING FIRM in Plymouth is seeking someone for full time employment in our office. Duties will include typing, filing, and answering phones. Please submit resume to Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ALL TYPING SKILLS
Work for NOURIEL SERVICES
Farmington 477-8443
Rochester 651-3513

APPLY TODAY
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
Switchboard
(Dimensions)
ASSIGNMENTS AVAILABLE
We need experienced:
- Sr. Clerks
- Receptionists
- Switchboard Opr.'s
- Secretaries
- Word Processors

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BONUSES
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NO FEE
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OLSTEN
Temporary Service
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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

AVAILABLE
FREE TRAINING
For residents of Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Waterford & Waterford Twp. who are unemployed or underemployed. This is an excellent opportunity to train for a rewarding career as a Medical Secretary or a Word Processing Secretary. This program is sponsored by a government agency and provides transportation allowance. We are an equal opportunity employer. For more information call Ms. Jones
335-9200

BI-LINGUAL
ADMINISTRATIVE SECRETARY
Metal Ice Corporation, a manufacturer of food processing equipment, has an administrative secretarial opening. Candidate must have the ability to converse fluently in Spanish. Excellent secretarial skills needed, including typing, bookkeeping, phone manners and knowledge of all basic office procedures. Please send resume & salary requirements to:
650 N. Rochester Rd., Clawson, 48017

504 Help Wanted Office-Clerical

BASIC SECRETARIAL Skills with insurance background for full time position with Southfield Insurance Agency. Non smoker. Call Mr. Sadow 358-1100

BILLING CLERK - Plymouth area, this job requires good typing skills & knowledge of medical office duties. Please send resume to Box #361, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM - challenging, full time position with good benefits, salary, insurance, experienced secretary. Must have very good typing & knowledge of excellent grammar skills. Job includes responsibility for 5-girl office & very people oriented. Resume with salary requirements to: Box 9364, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Accounts payable, accounts receivable, and job cost. Must be able to post general ledger up to trial balance. Send resume and salary requirements to: P. O. Box 188, Ypsilanti, Michigan, 48197.

BOOKKEEPER
for accounts receivable and payable. Experience thru trial balance. Ferndale location. 541-2323

BOOKKEEPER for small wholesale food distributor. Varied responsibilities including trial balance experience. General ledger through trial balance in a 2 person office. Salary DOE. Fringe benefit package including profit sharing, salary negotiable. Apply in person: Rosen Flour, 14438 Wilderness, Detroit.

BOOKKEEPER - full charge, Southfield area. Individual experienced in computer, payroll records & financial statements. Reply Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/FULL CHARGE
2 years experience. Accounts Receivable & Payable, Payroll and taxes. Computer experience helpful. 358-3449.

BOOKKEEPER
Full time. Experience necessary. Redford. Send resume to: 31917 Bedford, Livonia, Mich., 48154.

BOOKKEEPER
Full charge bookkeeper. Knowledge of all phases of accounting. Responsible for payroll, inventory, insurance, & financial statements. Send resume to box 333 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Must have computer entry experience and knowledge of double entry accounting. Forward resume to Water Conditioning International, 2410-224 W. Maple Rd., Troy, MI 48084

BOOKKEEPER/OFFICE CLERICAL - Midland Steel corporation seeks individual experienced in general bookkeeping & office functions. 348-3328

BOOKKEEPER
or Accounting Assistant. Mature person to assist accountant, Maple & Telegraph area 642-3052

BOOKKEEPER, part time, 1 girl office. Knowledge of Lotus. General Ledger, Taxes, answer phone, typing. Flexible hours. 522-6333

Bookkeeper Receptionist
Southfield law firm. Experienced with benefits. 559-8560

BOOKKEEPER/SECRETARY for Farmington Hills Real Estate Development/Property Management. Manually bookkeeping through trial balance, accounts payable. Currently using Peg-board system. Computer experience helpful. Excellent benefits with good working conditions. Non smoker only.
Call 851-5400

BOOKKEEPER/ SECRETARY
EXPERIENCED - for real estate investment company, responsible duties, good fringe benefits, American Center Bld Southfield area. 358-3770

BOOKKEEPER/SECRETARY - experienced, part time. Birmingham area. 645-2510

BOOKKEEPER/SECRETARY - hardworking, self motivated person needed immediately. Must have good accounting knowledge, be very good at detail minded. Blue Cross/Blue Shield & paid vacation. Ask for Mike 547-8520

BOOKKEEPER
Should be completely familiar with Accounts Payable, Computer Entry, all Trial Balance. Understand, must be able to organize Work Load & handle a confidential position. Outgoing personality to work with others in a small office located in Southfield. Position available immediately. Please submit resume, in confidence to:
Attention: Sara Marina, P.O. Box 858, Southfield, Mich 48037-0858.

BOOKKEEPER - thru trial balance with computer background for Auburn Hills Contractor. Part time could develop to full time. Call 373-2400
An Equal Opportunity Employer

BOOKKEEPER, EXPERIENCED
qualified bookkeeper needed for Mountain Jack's Restaurant in Dearborn Hts. Excellent benefits, salary in person 7-4pm at 24207 W. Warren.

BOOKKEEPER, Livonia, Canton, Wayne area. Experienced in Accounts Receivable, Payable, Payroll. Accounting knowledge necessary. Send references & salary requirements to: Box 319, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING ASSISTANT
Part paced office needs energetic, experienced person to perform various duties. Some typing required. Call 399-7000

BUSPERSON, DISHWASHERS
needed for Mountain Jack's Restaurant in Dearborn Hts. Apply in person 2-4pm at 24207 W. Warren.

504 Help Wanted Office-Clerical

CLERK/SECRETARY
Guardian Industries, a highly successful multi-divisional company has an opening for a Clerk/Secretary in it's Tax department. Responsibilities will be split between Secretarial assignments and basic sales use, and payroll tax preparation.
Candidates must have excellent typing skills, dictaphone experience, and the ability to work in a clerical accounting function. Position offers excellent growth potential.
Interested applicants should forward a resume with salary history to Bob Merrick.
GUARDIAN INDUSTRIES
43043 W. 9 Mile, Northville, MI 48167
An Equal Opportunity Employer

JOIN THE KELLY WORD PROCESSING TEAM!
Kelly Services can give you word processing opportunities PLUS...
Top paying temporary assignments that are long and short term, full and part time PLUS..
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AND, you'll have the confidence and security of working for a leader in the temporary help industry who guarantees customer satisfaction 100%.
If you're a word processing operator with typing skills of at least 50 wpm, or a typist/secretary wishing to expand your skills in word processing, call us at:
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19668 W. Eleven Mile
BLOOMFIELD HILLS 642-9650
2000 N. Woodward 338-0339
KELLY The "Kelly Girl" People
SERVICES INC
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CLERK TYPIST
Position available with growing CPA firm. Call us at 355-5310 or reply to: Frank A. Rosenbaum, PC, 3600 Maple, Suite 202, W. Bloomfield, MI 48033.

CLERICAL/RECEPTIONIST
Detroit area Manufacturing Plant - Clerical Receptionist - to answer phones, type & use a 10 Key Adding Machine. Good benefits. Send resume to: Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL WORK
30 to 40 per week. Experience helpful, not necessary. Michele's Jewelry, Northville

CLERK DISPATCHER
The Charter Township of West Bloomfield is seeking an individual for the position of Clerk Dispatcher in the Police Department. This position involves the dispatching of Police, Fire, Medical and Rescue Units in response to calls for assistance, the maintenance of radio laws and performance of related clerical duties as assigned. This is a permanent part time position, 20-30 hours per week. Applicants must be available for evening and weekend work. Applicants must possess a High School diploma or its equivalent supplemented with courses in typing, and a minimum of one year clerical experience. Starting salary $7.99 per hour. Applications will be accepted until 4pm Mon., Apr 15, 1985, at the Township Department, West Bloomfield Twp., 4640 Orchard Lake Rd. West Bloomfield, MI 48323.
An Equal Opportunity Employer

CLERK TYPIST (experienced)
Southfield CPA firm has opening for applicant with experience. Good salary and benefits. Reply Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

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 improve your skills. 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

COLLECTOR
Industrial Collector needed by small but growing agency. Must have experience working Medical Accounts. Salary and bonus. 569-4600

COMPUTER KNOWLEDGEABLE SECRETARY, fast paced growing Birmingham firm seeks bright secretary with knowledge of word processing experience. Must type 55 wpm and possess good telephone skills. Non smoking candidate with office experience. Send resume to COS, 133 N. Woodward, Birmingham 48009

COMPUTER OPERATOR
Minimum 3 years experience in data entry. Fast paced environment for payroll department. Data Point experience preferred. Call Mrs Hoover 557-5190

CREDIT UNION TELLERS
Full-time entry level position. Need typing & filing skills. Farmington area. Call 476-7100

CUSTOMER Service Position, part time, Mon. Wed. Fri. Heavy telephone customer contact. Good typing skills. Experience preferred. Salary $5. hr. Call Mary 478-9206 between 2pm - 5pm

Customer Service Coordinator
Applications are being accepted. Retail experience, great organizational skills, and telephone experience are necessary for customer delivery and incoming customer calls. Good pay and benefits. Apply at: 21975 Schoolcraft, Livonia.

504 Help Wanted Office-Clerical

DATA ENTRY - FULL TIME
National corporation headquartered in convenient and attractive Southfield location, has opening for a sharp person with good general office procedure background, good typing skills and some experience in record keeping and data entry. Attractive salary with full benefit package offered. Please send resume and cover letter to:
P.O. Box 873, Southfield, Mich. 48037
Attn: Personnel Manager.

DATA ENTRY/GENERAL OFFICE
With good telephone manner, full time, Birmingham area. Computer experience helpful. 335-3344

DATA ENTRY - Southfield Consulting firm has immediate opening for experienced computer data entry person. This is a full time (afternoon shift) salaried position with full benefit package. For appointment call: Pat Benseron
ccemd
411-8150

DATA ENTRY
Work for: NOURIEL SERVICES
Farmington 477-8443
Rochester 651-3513

DELI PERSONNEL - EXPERIENCED
Full & Part time. Apply at:
Bo Brittle Shop, 7348 Middlebelt
Westland 421-8747

DESK CLERKS
Young man & woman, part time
Raquetball Courts of Farmington
474-1515

DIVERSIFIED General office position. Some experience necessary. Must be able to type 50wpm accurately and have excellent communication skills for heavy phone work. Good company benefits and positive transportation a plus. Salary DOE. Apply in person, Tues., April 9, between 8AM-3PM, at
28111 Evergreen, Suite 230, Southfield.

ENTRY-LEVEL Position with Detroit Manufacturing Firm - to assist Sales Staff. Some office experience & typing skills preferred. Salary $12,000 - benefits. Reply to Box 842, Bloomfield Hills, Michigan 48303 -
Attention: Ms Ellen

ENTRY LEVEL POSITION - Southfield computer firm seeks secretary/receptionist. Excellent telephone etiquette, flexible, typing 55-60 WPM. Word processing, data entry, filing, report typing. Send resume to Box #300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTRY LEVEL SECRETARY
for Dentist law located in Renaissance Center. Excellent typing, dictaphone transcription & spelling required. Legal experience not essential. Will work for partner engaged in extensive real estate practice & he and one secretary illegal activities. Opportunity to learn & use word processing equipment. Salary commensurate with experience. Free parking. Send resumes only to: Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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WORD PROCESSING &
DATA ENTRY OPERATORS
Let Kelly Services put your skills to the test. We offer a chance to work at top companies.
- Earn merit increases
- Paid vacation

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For An Appointment:
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Suite 155
Farmington Hills
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST/BOOKKEEPER TO SHOPPING CENTER MANAGER
Cheerful - well organized - mature
Good telephone manner
Knowledge of Word Processor
Accurate Typist 70 wpm
Excellent Speller and Proofreader
Light Bookkeeping
Ability to write press releases
For appointment, call 10 am-5 pm
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Lathrup Village
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504 Help Wanted Office-Clerical

GENERAL OFFICE
INSIDE PHONE SALES
Person wanted for small Troy area firm to do clerical and inside phone sales of computer equipment. Must be mature and enthusiastic. Will train right person. Send resume: Trident Company, P.O. Box 1184, Troy, Mich., 48099, or call after 3PM 288-0050

GENERAL OFFICE
Telephone Answering and Bookkeeping for service company. $4-$5 per hour. Part time - full time. 522-4444

GENERAL OFFICE WORK
For photographer in busy Farmington home office. Light bookkeeping, typing, some agency filing.
Call 9:30 AM-4 PM 478-3444

GENERAL OFFICE
Full time. Typing essential. Light bookkeeping, desire to work. $175 week. Southfield. 358-5104

GENERAL OFFICE
Energetic person needed to do collections, agency filing, some typing and phones. At least 20 hours per week.
349-8400

GENERAL OFFICE PERSON
Fast paced, growing data processing firm requires person for general office responsibilities. The successful applicant must have filing, typing and phone experience. Opportunity for advancement, benefits! ACMSI, 20785 Grand River, Farmington Hills, MI 48024
476-3724

GENERAL OFFICE/RECEPTIONIST
Excellent opportunity in Birmingham office for a conscientious experienced person. Position requires good telephone & typing skills & ability to handle diversified duties. Send resume to:
Executive Investment Group,
1800 No. Woodward, Suite 110,
Bloomfield Hills, Michigan 48011
Or call 642-8466

GENERAL OFFICE: CLERK TYPIST
Dependable individual required for general office. Pleasant phone personality & statistical typing ability required as well as at least 3 years previous experience. Receptionist experience helpful. Excellent benefit program & working conditions. Send short letter of work history to Clerk Typist, P O Box 610, Farmington Hills, MI 48024
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GROWING COMPANY seeks self motivated person possessing strong, accurate secretarial skills to fill an opening in engineering department. Minimum 3 years experience preferred. Send resume & plus, variety of duties. Apply 9am-4pm weekdays. Allmand Enterprises Inc. 21001 Levan, Livonia.

INSURANCE
Agency has position open for clerk/typist. American Center Building, Southfield. Call Mrs. Wick 354-8400

INSURANCE AGENCY looking for secretarial help. Experienced, general office skills. Good typing essential. Will train Mature non-smoker. 626-2652

INSURANCE AGENCY looking for individual with minimum 3 years Commercial P & C. Experienced, good clerical skills a must. Southfield 358-3133

INSURANCE AGENCY - N. Woodward suburb, claims and/or personal lines underwriting. 2 yrs. minimum experience. Above average salary, full benefits. Call Miss Ammon weekdays 9-5 398-1700

INSURANCE - Birmingham Agency has immediate opening for typing (55-60 wpm minimum) and filing. Advancement opportunities. Call 647-3123

INSURANCE COMPANY
Southfield, opening for typing/file clerk. Call Mrs. Wick 559-5200

INSURANCE - Full time. Personal lines secretary for general insurance agency in Farmington area. Minimum 1 year experience, accurate typist. Call Hill Hulbert or Bob Wolf. 357-2130

INSURANCE LIFE
Fast-paced office. Experience preferred. 13 Mile/Telegraph area. Send resume to Box 158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE SECRETARY
Experienced, for Partnership Group Health Plans. (1) Girl office requires variety of responsibilities. Salary - $13,000. to $15,400. Southfield location. Call 948-3140.
INSURANCE Property & Casualty Commercial Lines Rater, full-time. Farmington Hills area. Salary negotiable. 855-3600

504 Help Wanted Office-Clerical

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