502 Help Wanted Dental-Medical

MEDICAL SECRETARY - experienced in Opthalmology. Creative attitude, able to perform miscellaneous duties in all aspects of a medical office. Send resumes to Mrs. James Mattack, 1206 Farmridge, Pontiac, MI 48054

NURSE AIDES
DAY SHIFT, 7 AM - 3 PM. Experience preferred, but not necessary.
Nisbing Well Manor, 325 W. Main, Northville

NURSE AIDES
Full and part time all shifts. Experience not necessary. will train. Must be 18. Apply in person only, Mt Waltons Nightingale West Nursing Home 8383 Newburgh Rd. Westland, near Joy Rd No phone calls

NURSE AIDES
Join our nursing team providing quality care. The Farmington Nursing Home, a unit of Horizon Healthcare Long Care Center, is seeking mature individuals interested in full-time employment. Ideal team members must be mature, sincere, dependable and enjoy working with the elderly. For additional information, contact The In-Service Director at

477-7400

NURSE AIDES, MALE ATTENDANTS for Home Care and Hospice. Experience, car, telephone required. Excellent pay and benefits.
Midwest Home Care 273-2500

NURSE AIDES
New management team looking for Nurse Aides for part-time, weekends and vacation relief 40 hours. New wage scale. Apply in person. NO PHONE CALLS. PLEASE

Four Chaplains
28349 Joy Rd. Westland
(Between Inkster & Middlebelt)

NURSE AIDES-ORDERLIES
Will train. Apply Mon thru Fri, 9am-3pm Cambridge East.
An Equal Opportunity Employer 343-7010

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. 524-3044

NURSE ASSISTANTS
for day & midnight shifts. Experience or completion of a Nurse Aide Training Program required. We offer good wages, benefits and a pleasant work environment. Apply in person Mon thru Fri. 8-4pm St. Jude Convalescent Center, 34520 Ann Arbor Trail, Livonia

NURSE CLINICIAN
Immediate opening in Detroit & Pontiac area for an RN or LPN for Pediatric cardiology group. Must be experienced and have extensive background in cardiac care. Salary plus fringes. Send resume to Clifford D. Moore, Medical Cardiology Assoc. 4905 Telegraph Rd. Suite 100, Birmingham, Mich 48010

On-Call, for Midnight - or two (2) Days per week. Farmington Hills Nursing Home for Retired Nuns. Days 477-2185

NURSES-a skilled nursing facility accepting applications for general floor duty and/or new weekend shift. RNs, LPNs, all shifts, full or part time. Individualized orientation, flexible scheduling, excellent benefits, free parking. For appointment, call 9-10am-2pm. Mon thru Fri. 447-4500

NURSES
Night Nurse - full time Nursing Home for Retired Nuns. Farmington Hills Days 478-7185

CERTIFIED OCCUPATIONAL Therapy Assistant wanted part time for physical rehabilitation. Westland/Livonia area. 537-1587

OFFICE NURSE wanted for established family practice in Garden City. Previous experience required. Excellent hours & working conditions. Salary benefits negotiable 427-5545

ON-CALL COORDINATOR
To take calls in home evenings and weekends. Must be organized and communication skills necessary. Car and telephone needed.
Midwest Home Care 273-2500

OPTICAL TECHNICIAN-DISPENSER experienced or pay basis, benefits. Send resume to Romeo Vision Clinic, 33004 Grand River, Farmington 48024

PART TIME Medical Receptionist. Must have pleasant personality with motivated, flexible attitude for Non Bloomfield Hills Opthamologist's office. Send replies to Mrs James Mattack, 1206 Farmridge, Pontiac, MI 48054

502 Help Wanted Dental-Medical

OPTOMETRIC TECHNICIAN
Doctor's Office. Full-time. Livonia area. Experience preferred. Will train qualified applicants. Responses to Box 404, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERMANENT PART TIME
Oral surgeon's office in Plymouth is looking for a friendly, reliable person for 2 days per week & fill in for sick & vacation days. Experience preferred. Call for appointment 453-0710

PHYSICAL THERAPIST Needed for home care visits 313-7553

PHYSICIAN'S OFFICE - medical assistant, knowledge of billing procedures, full or part time, Bloomfield Hills & Farmington Hills. 649-1400

PLASTIC SURGERY clinic in Southfield seeking employee to run the front office. Pleasant personality, able to work under pressure, accurate typist, good clerical experience required. Excellent working conditions. Salary open. For appt call Mrs Forbes, 8-5pm 557-1622

POSITIONS ARE OPEN for clerical and or experienced medical Receptionist in a Southfield office. Full benefits. Send resume to Ms L. Mc Call, 17100 W 12 Mile, Suite 3, Southfield, MI. 48076

RECEPTIONIST for dental specialty practice Livonia/Farmington. Part-time weekdays only. Previous experience necessary. 522-7333

RECEPTIONIST in Taylor medical clinic. No experience necessary. Will train Days. Ma Turner 335-0400

RECEPTIONIST - full or part time for suburban medical center. Call Anita 352-9525

RECEPTIONIST
Experienced, full time, Royal Oak area
Call Shirley 398-6270

RECEPTIONIST - light bookeeping & typing people oriented, approx 28 hours a week, Tues, Thurs & Sat. living benefits on Fri, May 19th, 8:30am-11am & 5-7pm. Kurt Chiropractic Clinic, 30805 Ann Arbor Tr. Westland

RECEPTIONIST-SECRETARY - full time. Needed in busy multi-doctor office in Birmingham. Typing 60 wpm. Dependable, pleasant phone manner, knowledge of all forms of insurance. Experience preferred 645-3930

RECEPTIONIST, part time, for busy Ophthalmologist's office. Experience helpful but not necessary. Must be able to work Sat. mornings. Send resume to 24711 W. 12 Mile Rd., Suite 105, Southfield, MI 48034

RECEPTIONISTS
Full and part-time for busy Doctor's office in NW Pontiac area. Experienced only. Please send resumes to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN/ASSISTANT MANAGER
Home Care
Development
Exciting career opportunity exists in Southfield branch of national home care chain for energetic RN with previous home health experience. Position involves patient assessment, client/customer relations in service education in addition to marketing responsibilities. Position requires previous home health-community health experience & a strong working knowledge of the medicare guidelines for reimbursement. Competitive salary with complete fringe benefit package. Interested applicants please call

Angela Home Care
An Equal Opportunity Employer 354-1840

RN - LPN NEEDED
Part time, 2 days per week, midnight shift. Apply in person. Venoy Continued Care Center, 3939 Venoy, Wayne, MI.

RN NEEDED With Medicare Home Health agency background. Full time position. Excellent salary. Benefits

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

RN
Position available on 3pm-11:30pm shift in a skilled Nursing facility. Competitive wages & benefits. Contact Dolores Hall, RN Director of Nursing. Grand River Convalescent Nursing Home, 26350 Five Mile Rd., Livonia 427-8270

RN & LPN'S
Needed for assessments & supervisory visits. Must have Medicare background 355-7853

502 Help Wanted Dental-Medical

RNs, LPNs
Progressive corporation seeking RNs and LPNs who would enjoy working every other weekend rotations. 2:30pm to 11pm and 10:30pm to 7am positions available.

For appointment, contact Nikki M. Fraser, RN DON

Williamsburg
Convalescent Center
21017 Middlebelt
Farmington Hills

476-8300

RNS NEEDED
Full time for day shifts. Apply in person. Venoy Continued Care Center, 3939 Venoy, Wayne, Mi

RNs or LPNs
Full or Part-time
Midnight Shift

RN
Part-time Day Shift
Nursing home experience preferred. Flexible schedule and benefit package. Call Mrs Lindow, RN, Director of Nursing

477-7400

RNS
Work close to home. Flexible schedules. Top dollar. Some program in effect. NICU, ICU, CCU, Med-surge
FILO CARE INC 459-8580

R N S - One year of hospital experience required. Staff relief - all shifts
KIMBERLY NURSES
Ask for Mary 354-1640

SERVICE COORDINATOR
To schedule home care cases in Bloomfield Hills. Excellent clerical and communication skills required.
Midwest Home Care 355-6644

SUMMER CAMP
PHYSICIANS NEEDED
TAMARACK CAMPS
BRIGHTON & ORTONVILLE MI
1 week or more dates July 3 - August 25
• Modern well equipped clinic
• Family housing available
• Full recreational facilities
For further information, contact:
Marvin Berman, Medical Director at
313-681-0600

SUMMER JOBS
We need a number of individuals with good clerical skills for both short and long term assignments in health care facilities.

478-6815
Temporary Professionals

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
1-2 years experience in general ledger and trial balance, 10 key, data entry. Combination of educational and work experience will be considered. Send resume to 35324 Kercheval, Grosse Pte. Park, Mich., 48230

ACCOUNTING CLERK - Birmingham, accounts payable, bank reconciliations, typing 50 WPM, computer experience, benefits, $12,000 Fee paid

GENERAL OFFICE - Birmingham, typing 55 WPM, working with salesmen, Telex 2, Horizon system switchboard-benefits $12,000 Fee paid

BILINGUAL, secretary, fluent German, typing, Telex, shorthand helpful, salary open. Fee paid

Temporary Assignments Available
Word Processors - Typists - Secretaries

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ACCOUNTS PAYABLE/
COMPUTER OPERATOR
Southfield real estate developers have immediate opening for a person with 1-2 years payable and computer experience. Construction background helpful. Send resume along with salary requirements to Box 741, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Accounting Office
Immediate Opening
Livonia Accounting Office seeking a person well experienced in general office procedures. Prior experience with multi-state wage, receivables, payables and payroll a PLUS. Only those who enjoy working with numbers need apply. Create and maintain accounts payable for permanent position. We are located at Middlebelt & 5 Mile Rd. Benefits include hospitalization and life insurance. Hours are from 8am to 5pm. Qualified applicants send resume and salary requirements to

P. F. M., Inc.
P. O. Box 2469
Livonia, MI 48151

ACCOUNTS PAYABLE, Payroll, Peg-board 2 or 4 months years exp. min 48 00 hour to start Send resume to Lingerie, 3413 Maple, Birmingham, Mich. 48010

ACCOUNTS PAYABLE CLERK
Full time position open for detail person in growing Troy firm. Must have 3-5 yrs experience in computerized payables with accounting background. Salary, $15,$16 plus benefits. Send resume with salary history to Attention: Accounts Payable, P. O. Box 1516, Troy, Mich 48099

ACCOUNTS PAYABLE CLERK
Canton area manufacturer of towing systems has an immediate full time opening for an experienced Accounts Payable Clerk to handle all facets of the Accounts Payable function. Must have minimum 2 years Payable experience and also experience with a computerized Payable system. Good starting salary and full range of benefits. Send resume to M. Demeter, Dram-Tite Inc., 40500 Van Born Rd., Canton, MI 48188

ACCOUNTS RECEIVABLE/
PAYABLE CLERK
For growing real estate investment company. Real estate experience preferred. Send resume to 1099-A Woodward Ave., Box 136, Bloomfield Hills, MI 48013.

ACCOUNTS RECEIVABLE ASS'T
Mid size company needs person with general office skills and basic accounting. Some college helpful, benefits included. Apply in person, 9am to 5pm at

Nova American, Inc.
40200 Grand River Ave.
(¼ Mile west of Haggerty)

ACCOUNTS RECEIVABLE
position, bookkeeping, light typing, bookkeeping, must speak English. Send resume to 1 Monroe Blvd. Apt. 1 Trenton, MI 48183

ACORN BUILDING COMPONENTS
12520 Westwood, Detroit, Mi48223
272-5700

ACCOUNTS
RECEIVABLE
Fast paced Southfield property management company needs person with Accounts receivable background. Must like detail work, be good with numbers and type minimum 45 wpm. Will train on computer. Pleasant working conditions Call Mike 569-5555

ADMINISTRATIVE
ASSISTANT
TO GENERAL AGENT
Seeking mature, career minded individual with life insurance experience. Fast paced office requiring flexibility, strong organizational ability and self starter attitude. 14 Mile/Telegraph area. Send resume to:
Box 810, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
To $17,000. Our client, a progressive growing company with corporate offices in Birmingham, is looking for a sharp professional secretary to the Controller. Company offers outstanding growth potential plus a full benefit package. Company ALWAYS pays fee.
585-4200
Management Recruiters of Troy

ADMISSION SECRETARY with pleasant personality, telephone manners, and good typing skills. Private school, Birmingham/Bloomfield area. 647-0717

AVAILABLE
FREE TRAINING
For Medical and Dental County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp who are unemployed or under employed. This is an excellent opportunity to train for a rewarding career as a Legal 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. Stokes, 585-9100 Monday, Tuesday, and Wednesday or stop in Southfield and Troy.

504 Help Wanted Office-Clerical

APPLY TODAY
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
Switchboard
(Dimension)
(Horizon)

Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Must have 6 months experience. Call immediately for an appointment.

Somebody
Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-6500

ASSIGNMENTS
AVAILABLE
We need experienced
• Accounting Clerks
• Sr. Clerks
• Receptionists
• Stenographers
• Medical Transcribers
• Word Processors
• Switchboard Operators

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
• Bonus Plan
• NO FEE

Supplemental
Staffing, Inc.
The Temporary Help People

AUTO DEALER in Farmington Hills has an immediate full time position for a service cashier. Clerical experience helpful. Please call Debbie Sanchez 471-5353

504 Help Wanted Office-Clerical

ASSISTANT OFFICE MANAGER
THOY
Looking for creative, innovative person who can grow in abilities with a sales/marketing leader. 5 year average growth - 48%! W. Jay Mucks, Co., manufacturer's representatives for major corporation. Please send resumes to P. O. Box 19111, Birmingham, MI 48012

BILLING & TITLE CLERK
familiar with contracts, auto dealership experience preferred. Farmington Hills 478-8200

BIRMINGHAM RETAIL STORE
General office work with bookkeeping skills, full time, ideal for college student. Heritage Hot Tub 642-3235

BOOKKEEPER - experienced, full charge for Sterling Hts manufacturing company. Send resume with salary history to box #738 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
for 1 person office. Full-time
Call 255-3600

BOOKKEEPER - full charge needed for construction company located in Novi area. Must have 3-4 yrs experience and all phases of bookkeeping thru trial balance and a thorough knowledge of job cost. Candidate must have good communication & organizational skills, please send resume & salary requirements in confidence to PO Box 4465 Auburn Hills, MI 48057

BOOKKEEPER: Full Charge
Experienced only. For law office in Northville. Much detail. Send resume to: P. O. Box 400, Northville, Mich. 48167

BOOKKEEPER
Full time. Experienced thru trial balance. Royal Oak. Call Shirley
398-6070

BOOKKEEPER, full or part time. Bookkeeper-General Office for new & resale small manufacturing company. All offices on computer. Bookkeeping functions thru trial balance. Beech Daly-Schoolcraft area. Send brief resume to 35535 Glendale, Redford, Mi 48239

BOOKKEEPER - part time, need person who is an organized self starter. 5 yrs experience thru trial balance. Realtor business. Southfield area. Send resume to box #828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER payroll system, accounts payable & receivable. Must type. Knowledge of office supplies. Bookkeeping not necessary. Call Adair, General Office Supply 399-9850

BOOKKEEPERS
Always seeking bookkeeping talent either between positions or looking for that interesting full-time temporary assignment. Minimum 3 years experience required. Serving all parts of Metro Detroit.

Accountemps, Inc.
17515 W. 9 Mile, Suite 670
Southfield, MI 48075
557-8366

BOOKKEEPER SECRETARY
Experienced in restaurant accounting. Apply in person, Mon., thru Fri., 2-3P.M. Mountain Jacks, 2282 Telegraph Rd., Bloomfield Hills

BOOKKEEPER/SECRETARY
Needed immediately. Steady job, good pay. Must be experienced. Apply FAM, 13 hoon, Mon-Fri. ABC Signs, 21415 Grand River at Lahser.
Call Mr. Kadado 255-3000

BOOKKEEPER - temporary part time position for clinic in Farmington. Call Pat 474-0340

BOOKKEEPER, through trial balance for accounting department. Will need an experienced person re-entering job market. Farmington area. 855-4450

BOOKKEEPER Thru Trial balance for Farmington Hills CPA Firm. Experience necessary. Send resume to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER through financial statements, must have at least 3 years experience, computer knowledge necessary. Send resume to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER with secretarial skills for cabinet shop operations. Send resume to Cabinetmaster 782 Denison Ct. Bloomfield Hills, Michigan 48013

BOOKKEEPER Experienced in Trail Balance. Accounts Payable, Receivable, Payroll, Deposits, Bank Reconciliation. Good detail, good handwriting. Excellent salary. Send resume to American Interiors, Southfield, P.O. Box 9049, Livonia, MI 48150

BOOKKEEPING & OFFICE WORK
Part time, flexible hours, in a growing business. Call 521-6969

CAREER-MINDED individual for group insurance service position. People skills required. Proven telecommunication skills a plus. Send resume to NWNL, 30833 Northwestern Hwy. Suite 319, Farmington Hills, MI 48018

CASHIER
City of Southfield
Salary range $15,289 to $17,779 plus a comprehensive benefit package. Must have reasonable knowledge of modern office practices and procedures, cash handling and elementary bookkeeping. The ability to prepare accurate written records and reports, plus the ability to pass cashier skills examination. Graduation from an accredited high school required. Apply: Personnel Office, City of Southfield, 26000 Evergreen Rd., Southfield, MI. 48076, by Friday, May 26, 1995.
An Equal Opportunity Employer

CDI
Assignments available in your area for:
CLERKS
TYPISTS
SWITCHBOARD OPERATORS
SECRETARIES
WORD PROCESSORS
Call CDI the "Can Do It" company now and register. Call 259-8888 or 557-1005

CLERK
Clerical position with knowledge of workers compensation claims. Salary commensurate with experience. Send resume P.O. Box 2004, Southfield, MI 48037.

CLERICAL
Person needed full time for Collision Shop, willing to work many varied duties 553-8900

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT
A position is available for a permanent part time (30hr. per week) clerical assistant in our sales office located in Birmingham, Michigan. Responsibilities include, handling incoming and outgoing telephone calls, assisting sales representatives with order entry, pricing and forms layout. Job also includes plant and customer contact duties including Will train. Candidate should have high school education or be familiar with office procedures. Good verbal and written communication skills are essential, as is accurate typing 50+(wpm) For interview appointment, please call Human Resources Person, Attn Betty 540-3039

CLERICAL
Downtown Birmingham womens clothing store - in our merchandise office Detail work. No typing. Apply in person only to

KAY BAUM
144 W. Maple, Birmingham

CLERICAL ENGINEERING
Full time position in the Engineering Department. Position would involve typing, entering data into our computer system and general clerical keeping. Willing to train ambitious individual. Must be detail oriented and have applications Monday, May 23 thru Friday, May 26th.
AMERICAN YAZAKI CORP.
32700 Capitol, Livonia
(Plymouth & Farmington Hills Area)

CLERICAL for Accounting Office in Southfield. Developing, typing, proofreading arrangements. Good typist. Attn Mr. Moore 24611 Central Park Blvd, Suite 203, Southfield, MI 48076

CLERICAL - Full time position open in Novi sales office. Requires good phone manner, typing, data entry experience. Send resume to Novi Post Office, P.O. Box 967, Novi, Mich 48050
Attn Personnel

CLERICAL
Full service glass company seeking a mature, self-motivated person to work in our Customer Service Dept. Successful candidate must have excellent organizational & office skills. Good telephone personality and customer contact a must. Send resume and salary requirements to P. O. Box 599, Ypsilanti, MI 48197

CLERICAL-GENERAL OFFICE
Busy Office in Livonia needs MATURE person with 3 to 5 years Manufacturing experience. Good telephone skills. Job includes Telephone, typing, filing, purchasing, daily production sheets & scheduling. Salary commensurate with experience Benefits included
Non-Smoker preferred 348-3230
An Equal Opportunity Employer

CLERICAL HELP - Good typing skills, car dependably knowledge helpful. Car necessary. Send resume to Attn: Laura Nelson, Auburn Motors Inc. 2411 W. 14 Mile, Royal Oak, Mich 48073

CLERICAL HELP - Part time, mature, some typing skills, light bookkeeping experience helpful. Hours flexible. Redford area. Apply in person Auto Sound Distributing, Inc., 25905 W. 8 Mile Rd. 532-5393

CLERICAL - Part time for insurance director. Good typist, answer phone, file & misc office, with recent experience. Hours 1-5 days per week. Salary to work full time if buy. Start as soon as possible. Nocatis Well Med. Attn: Phone 474-6220

CLERICAL - PART-TIME
For wholesale distributor in the 8 Mile/Southfield area. No experience necessary, but must have acceptable math, typing, and other clerical skills. Reliable transportation. Noon to 5 PM with probable advancement to full time. Good benefits 569-7884

CLERICAL POSITION in a Southfield CPA office requires basic Bookeeping, familiarity with calculator and some typing Call Lydia 557-3355

CLERICAL POSITION available immediately for motivated person. Duties include phone answering, typing, general office skills. Word processing experience helpful. Call Doreen for interview. 626-8969

CLERICAL POSITION available for motivated person with experience in shipping, receiving, and inventory. Compton System (carton) Apply in person Waterford Gallery, 32975 Schoolcraft, Livonia

CLERICAL
RECEPTIONIST/TYPIST
Temporary part time position with potential for permanent part time employment. Mon thru Fri, 8-12 noon. Must be detail oriented, have good typing skills and a pleasant telephone manner. Birmingham area. 644-1511

CLERICAL
We need a high school senior or college student who can work part time Saturdays, 8:30-5PM, Sundays, noon-5PM hours 18 30-5PM, 3 days per week. Responsibilities include: Answering phones, filing, mail, room, filing, CRT and very light typing. Wages are $3.50 an hour to start. Please call 626-8300, ext.228

CLERK - CUSTOMER SERVICE
Mature, reliable, with people, telephone & figures. Accurate, attention to details. No smoking. Send resume to Mrs. S. Joder, Inc., 30715 Greenfield, Southfield, MI 48076

CLERK/PHONE-TYPIST
Southfield CPA firm has opening for file/mail clerk. No experience necessary. Good salary & benefits. Call 354-4890

CLERK for vacation rehabilitation facility. Must have good clerical & typing skills, word processing experience. Will train. Please phone personnel between 9am-12 noon. 338-6176
An Equal Opportunity Employer

CLERK/TYPIST
A major Title Insurance Underwriter is seeking an individual for a full-time position as a Clerk/Typist - with good Math ability. Real Estate background helpful but not necessary. Applicants being taken, 8:30am to 4:45 pm, Monday thru Fri. at:
16300 W. Big Beaver Rd.- Troy - or
25865 Northwestern Hwy. Ste. 113, Livonia
Call 355-1010

CLERK/TYPIST
Southfield Manufacturer
Full time - Part time
937-8161

504 Help Wanted Office-Clerical

CLERK/TYPIST
Entry level position available for dependable individual possessing typing skills of 50 WPM, phone skills, knowledge of office systems & initiative. Salary & benefits competitive. Submit resume to: Manager Administration, 5000 Town Center, Suite 1700, Southfield, Michigan, 48075

CLERK-TYPIST
Maccabees Mutual's home office staff is growing and we are looking for talented people to grow with us. We are currently seeking a sharp full time Clerk-Typist. Requirements include 50 wpm accurate typing, good math and English skills, and the ability to learn quickly. Excellent benefits are included as well as competitive salary and advancement opportunity. Send resume or apply in Personnel, Maccabees Mutual Life Insurance Co., P.O. Box 2165, 25800 Northwestern Hwy., Southfield, MI 48037
An Equal Opportunity Employer

CLERK/TYPIST
We Have An Opportunity For A Part Time Clerk-Typist. Must type a minimum of 60WPM & have good communication skills. Must be familiar with computer data entry a plus. Please submit your resume to, or apply at:

VALASSIS INSERTS
Personnel Dept.
34175 W. 12 Mile Rd
Farmington Hills, Mich. 48018
An Equal Opportunity Employer

CLERK-TYPIST
2 yrs in accounting, Bookkeeping or related areas, plus General office skills Resumes only to
LAMAR PLASTICS
4300 Hughes Dr.
Sterling Heights, Michigan 48077

PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.,
Southfield, Mi., 48075
An Equal Opportunity Employer

ENTRY LEVEL - PART-TIME
Clerical duties. Just typing 12 Mile-Northwestern area. Call Personnel Dept for interviews.
INACOMP COMPUTER CENTERS

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual to assist president of fast paced insurance company. Ability to handle pressure, overtime a must. Mail resume to Personnel, P. O. Box 300, Southfield, MI 48037. Attn: E.S./E.C.

EXECUTIVE SECRETARY - long term assignment available for person with shorthand & excellent typing ability

WORD PROCESSORS - if you have training and/or experience on any of the following equipment, we have both long and short term assignments available: IBM PC, IBM Displaywriter, IBM 5520, Wang, Lanier, Dec Mate, Xerox, NBI or Four Phase

DATA ENTRY OPERATOR - short term assignments available for persons experienced in data entry.

ACCOUNTING CLERKS - short and long term positions available for persons with some computer background helpful

Call us Today for your personal interview and see why we're "Ahead of the Rest". NEVER A FEE.

ENTECH
SERVICES,LTD.
999 Chicago Rd., Troy
332-4350 586-5610
Ahead Of The Rest

EXPERIENCED LANIER word processing secretary for 20/30 hours. Flexible schedule
Call Ma Ryan 645-9001

FARMINGTON HILLS insurance agency seeks a Personal Person part time. Flexible hours, typing, math/letter, insurance experience helpful. 851-3300

FINANCIAL PLANNING FIRM in Bloomfield Hills needs receptionist with good secretarial skills. Typing 60 WPM, computer experience desirable, non smoker preferred. Send resume to Cindy Oliver, Octagon Corp. 838 W. Long Lake Rd. #100, Bloomfield Hills, Mi. 48013

FULL TIME OFFICE POSITIONS
Immediate openings for responsible individuals in the following areas.

• Accounts Payable Clerk - Entry Level Accurate & detail oriented. Good follow ups. Excellent calculator and math ability.

• Accounts Payable Clerk - Entry level Good calculator & math aptitude required.

• Order processing Clerk - accurate calculator & key punching skills a must

• Inventory Control Clerk - must have good math aptitude. Calculator experience and be detail oriented. Key punch helpful.

Call before 11am
352-0379

GENERAL CLERICAL skills. Typing required and experience on Accounts Payable. Excellent benefits. Send resume to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL CLERICAL
Real Estate office experience helpful. 34 hours day - weekdays. Full day Sat. & Sun. Ask for Helen or Mach
626-8700

Cranbrook
Assoc. Inc. Realtors

GENERAL CLERK
with switchboard experience.
Full time, start immediately.
ACORN BUILDING COMPONENTS
12620 Westwood, Detroit, Mi 48223
272-5700

GENERAL INSURANCE AGENCY - in Southfield has opening for experienced personal lines underwriter. 559-8785

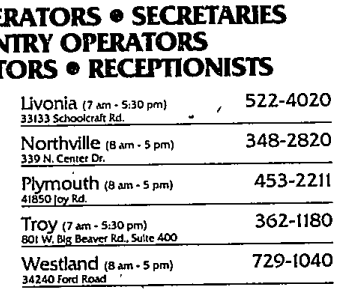
504 Help Wanted Office-Clerical

KELLY HELPS AMERICA WORK
• Students • Teachers • Housewives • Retirees

Kelly Services, a leader in the temporary help industry, would like you to see the many advantages of joining any one of our metro-Detroit branches. Advantages that include:

- Wide choice of challenging long & short term temporary assignments with leading area companies
- Top Pay
- Merit Increases
- Paid Vacation
- Chance to learn new skills
- The security of working with a national leader

Ask about how you can join in on Kelly's **"Work For Fun"** Sweepstakes
All Kelly temporary employees are eligible. At least one employee from every branch wins one prize. Grand prize: TRIP FOR TWO TO HAWAII!!
No purchase or payment required. For entry forms visit your local Kelly Services office.



Please review the the following positions and call the Kelly office nearest you for an immediate appointment:

WORD PROCESSING OPERATORS • SECRETARIES
TYPISTS • DATA ENTRY OPERATORS
SWITCHBOARD OPERATORS • RECEPTIONISTS

Berkley (7 am - 5:30 pm) 3233 Woodward Avenue	398-7900	Livonia (7 am - 5:30 pm) 33133 Schoolcraft Rd.	522-4020
Bloomfield (7 am - 5:30 pm) 2000 N. Woodward Avenue	642-9650	Northville (8 am - 5 pm) 339 N. Center Dr.	348-2820
Pontiac (7 am - 5:30 pm) 2000 N. Woodward Avenue	338-0338	Plymouth (8 am - 5 pm) 41850 Joy Rd.	453-2211
Farmington Hills (7 am - 5:30 pm) 34115 W. Twelve Mile Rd., Suite 155	553-7820	Troy (7 am - 5:30 pm) 801 W. Big Beaver Rd., Suite 400	362-1180
Lathrup Village (7 am - 5:30 pm) 19668 W. Eleven Mile Rd.	559-0300	Westland (8 am - 5 pm) 34240 Ford Road	729-1040

Not an agency, never a fee.
Equal Opportunity Employer M/F/H

KELLY SERVICES — The "Kelly Girl" People

504 Help Wanted Office-Clerical

Data Entry
Operators

IMMEDIATE OPPORTUNITIES
FOR LONG & SHORT TERM
ASSIGNMENTS
Kelly Services has positions available for Data Entry Operators. 10,000+keystrokes per hour required.

- Excellent Pay
- Paid Vacation
- Merit Increases
- Work for top companies in your area

CALL FOR AN APPOINTMENT
Monday-Friday, 7 am - 5:30 pm
559-0300
LATHRUP VILLAGE

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

RECEPTIONIST
Full time or possible part time position. Good telephone etiquette and typing skills required. Ability to meet and great people a must. An excellent salary is offered. Qualified individuals are encouraged to send a personal resume to:

FEDERAL-MOGUL
CORPORATION
8111 Middlebelt Rd.
Romulus, MI 48174
Equal Opportunity Employer

SECRETARY
We are in need of a Word Processor/Secretary in a high pressure area. The person must have the following skills:
- Typing 70 wpm
- Shorthand 90 wpm
- Excellent working knowledge of NBI or DEC-mate word processors

This position will require overtime. The salary range is $1600 plus monthly. Please send resume to:

ANR VENTURE MANAGEMENT CO.
600 Renaissance Center
Suite 1100
Detroit, Michigan 48243
Attention: Personnel