502 Help Wanted Dental-Medical

ONCOLOGY NURSE part time for Southfield office. Must have oncology/chemotherapy experience. Send resume to: P.O. Box 2000, Southfield, MI 48037.

ONCOLOGY Nurse
Part time for Garden City office. Some puncture skills required. Good starting salary.
313-646-6400

OPTICAL DISPENSER
Experienced. For busy professional practice. Livonia.
525-0170

OPTOMETRIC OFFICE RECEPTIONIST with experience helpful, but not necessary. Part time and full time available. Farmington area. 476-0683

Oral Surgeon
Excellent opportunity with rapidly growing group. Outstanding benefits and salary. Available immediately. Call for additional information.
582-1183

ORTHODONTIC LAB - Charming assistant, part time to work into full time position. Knowledge of medical and dental terminology helpful. Call Cheryl at 591-3300.

PART TIME
MEDICAL TRANSCRIPTIONIST
Position immediately available in Medical Records Department of a medical hospital for an accurate, experienced Transcriptionist with knowledge of typing 70 wpm. Excellent salary, pension includes benefits, shift differential and paid holidays. Hours are 4 PM.-12:30 AM. every Sunday, Wednesday, Thursday and Friday plus holiday rotation required. Applications accepted Mon. - Fri., 9 AM. - 3 PM. Employment Office.
PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.,
Southfield, MI, 48075
An Equal Opportunity Employer

PART TIME Position available for nurse in Southfield Orthopedic Office. Experience with Vega-puncture required. Afternoon hrs only.
354-3600

PHYSICAL THERAPY DIRECTOR
A multi-faceted division of special quality health care services in southeastern Michigan has immediate opening for a company-wide Director of Physical Therapy Services. The Director will be responsible for the over all functioning of all physical therapy departments including evaluation, education, and supervision. We are looking for a qualified Registered Physical Therapist with licensure in long term care and special rehabilitation settings. Resume with salary history can be forwarded to Care Centers of Michigan, 41-E Pine St McCenley, 32900 Orchard Lake Rd., Farmington Hills, MI. 48024.

PRIVATE PRACTICE MADE A LITTLE EASIER. Dentist accountancy with medical backup. Only those with estate education need apply.
313-646-6400

RECEPTION, Bookkeeping & insurance position available for West Bloomfield health care center. Good salary, benefits, organizational qualities & typing ability required.
681-7414

RECEPTIONIST/BILLER
Part-time Grpt. Canton Office. Reply to Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for growing Redford Optical Office. Experience necessary. Must know insurance & paperwork, enjoying variety of duties.
534-5941

RECEPTIONIST
for busy Medical office, N. W. suburb. Typing necessary. Pleasant working atmosphere, good benefits. Send resume to Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for busy Birmingham Pediatrician's Office. Full-time. Will train. Mail resume to: Dr. Pierce, Birmingham, Mich. 48009.

REceptionist full or part time. FN part time. Needed for Birmingham Doctors Office. Please send resume to: Birmingham OB/GYN Assoc. 642 Pierce, Birmingham, MI. 48009 or Call 644-8196.

RECEPTIONIST
for dental office part time afternoon, adult people oriented person, must type, have good phone manner, send resume to Dental Office, PO Box 466, Garden City, MI 48135

RECEPTIONIST for busy Chiropractor office, 3 days, 32 hours. Must be experienced in X-rays, exams, insurance billing, previous chiropractic experience preferred, but not necessary. Mail handwritten resume to: 1314 S. Wayne Rd., Westland, Mich. 48185

RECEPTIONIST
Interesting and challenging position in specialist MD group, suburban Medical Complex. Previous experience necessary. Type 45 wpm, able to handle busy front desk. Full time position, 5 day week. To 17 to hour.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

REGISTERED X-RAY TECH, part time. Mon. thur. Fri. 4 to 8:30 Sat. 8 am to 1:30 pm. Livonia clinic area. Call between 9 am & 1 pm 261-8300 ext 200

RN'S & LPN'S
Distinguished beautifully appointed nursing facility in Bloomfield Hills is now accepting applications for RN's & LPN's for 3-11 shifts. Good benefits. Apply in person at 3811 W. Adams Rd. Bloomfield Hills corner of 16 Mile & Adams.

RN'S - LPN'S
Full time & part time all shifts. Please apply at 24715 Greenfield, Southfield.
557-3300

RN'S - with BSN to serve as home bound int county areas. Work in little as 1 morning per week or as much as 48 hrs per week. Warm, caring home health agency, call Joan
453-6400

RN
work close to home. Flexible schedules, top salary. NICU, ICU, CCU, M/S, Pre Care Unit
423-8500

SOUTHFIELD Orthopedic office seeks experienced receptionist. Must have typing skills & knowledge of all insurance & paperwork. 35 hours per week. Call Sandra before 4pm 352-3480

TRANSCRIPTIONIST
An excellent opportunity in doctors office, 14 Mile-Birmingham area. Medical transcription time. Real world experience. Paid time Cross. To $14,500 to start.

MEDICAL TRANSCRIPTION also available in Southfield/Providence Hospital area. Some variety also with appointment and paper. Paid time, salary $7 an hour.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

TYPIST
Temporary full time, Medical Clinic in Novi. Call Robbie at 348-0000, Ext. 207.

WORK OUT of your own home. Opportunity for counselors. Income based on home health agency. Part time. Call 644-7400.
PAT BARCAFSKI 644-3241

X-RAY/ULTRA SOUND Technologist. Full & part time. Registered or registry eligible. Livonia area.
477-8400

504 Help Wanted Office-Clerical

ACCOUNTANT - Accounting & financial management firm in Farmington seeking experienced individual. Full time staff accounting position. Send resume in confidence to Box 836, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANTS
Growth-minded CPA firm seeking Accountants with public experience. CPA preferred, excellent opportunity for advancement. Send resume to: Personnel Mgr. Dept. 1, Stallkamp, CPA, Kolesar, Hammerman, 30500 Northwestern Hwy. Suite 425, Southfield, MI 48034.

504 Help Wanted Office-Clerical

ACCOUNTING CAREER - minimum 4 years bank bookkeeping experience. Bank conversion a plus. Apply in person: 19439 W. 8 Mile, just E. of Greenfield, Detroit.

ACCOUNTING CLERK
Part time for accounts payable department. Computer & accounts payable experience preferred. Contractors Steel Co., 34155 Ahrens, (near Levan) Livonia, MI.

ACCOUNTING CLERK
Manufacturing firm located in Plymouth/Canton area is seeking a clerk to handle A/R and A/P. Should have 1-2 years accounting experience as well as ability to use 10 keys & 8-Competitive salary & excellent benefits. Send resume including salary history to P.O. Box 442, Plymouth, MI 48170

ACCOUNTING CLERK
21 to 25 hours per week. Office in Farmington. Background in bookkeeping or experience helpful. Call 478-7660

ACCOUNTING CLERK - Immediate full time position for an accounting clerk in the West Bloomfield - Farmington area. Must have accounting experience & be a neat worker. Send resume & salary requirements to Box 954, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Bookkeeping experience for good typing skills necessary. Applicant should be well organized and able to handle detail. Company located in Dearborn

Salary position plus liberal benefits. Send resume to Box 848, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Accounting Clerk
Immediate full time position available for good math aptitude and payroll skills. Must have some CRT experience and clerical accounting skills. Light typing skills also required. Send resume and cover letter with salary history to Box 826, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Fast growing, High-Tech Engineering Firm seeks full time experienced Accounting Clerk. Must be able to handle all phases of Accounts Payable thru Month end close. Familiarity with computerized accounting systems a necessity. Some light typing required. Send resume & salary requirements to: Box 894 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Bloomfield Savings is seeking an Accounting Clerk. Minimum 1 year accounting classes required. Prior experience in savings institution preferred. Will be responsible for balancing branch general ledgers. Please send resume to: Human Resources, P. O. Box 13288, Birmingham, MI 48012. Equal Opportunity Employer

ACCOUNTING CLERK
An opportunity exists in our financial accounting department for a person committed to learning & growing in the accounting field. This full time position offers a chance to be promoted & promoted thru a formal advancement program. This person will perform a wide variety of clerical & basic accounting functions. Starting salary $10,700 with growth to the mid teens. Excellent benefits are also included. We require strong math, english & analytical ability in addition to at least 2 semesters of college level accounting course work. Keyboard & computer skills are a plus. If you think you may meet our high standards, send your resume or apply to:
PERSONNEL
MACCABEES MUTUAL
Life Insurance Company
24600 Northwestern Hwy.
P. O. Box 2165
Southfield, MI 48037

ACCOUNTING CLERK - some background in accounting needed for this full time position. Dependable individuals only!

DATA ENTRY - long and short term assignments available for individuals with data entry background. Pwr. second and third shifts available.

GENERAL OFFICE - light typing and general office duties needed for this assignment in western suburb.

SECRETARY - good secretarial skills needed for this long assignment. Word processing helpful, but not necessary.

EXECUTIVE SECRETARY - good shorthand skills a must for this challenging position. International business background a plus.

DEC MATE W.P./SECRETARY - beautiful office in Troy needs person with secretarial skills and background on DEC MATE word processor.

WORD PROCESSORS - work when you want, where you want, for top pay and benefits!

RECEPTIONIST/SWITCHBOARD - Busy office with 911 phone system needed for new offices.

Call us now for an appointment. Ask about our new benefit package and find out why we're the "Temps with Heart". NEVER A FEE.
ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5810
Ahead of the Rest

ACCOUNTS PAYABLE
Well organized, detail minded person with good math skills. CRT experience a plus. For Southfield Management Co. Call after 1pm only.
353-2330

ACCOUNTS PAYABLE/
RECEIVABLE CLERKS
Needed immediately!
Call Stacey - 557-9034.

ACCOUNTS PAYABLE CLERK
Southfield insurance company, 1 or 2 years experience. Typing 45 WPM. Call between 9am & noon.
354-3311, Ext. 17

ACCOUNTS PAYABLE
$13,000
Qualified candidate will have some previous related experience. Large company offering full fringe package with medical, dental plan, pension and paid tuition for job related classes. Fee paid
SNELLING & SNELLING
ALLEN PERSONNEL AGENCY

ACCOUNTS RECEIVABLE/Bookkeeper. Able to type. Some experience necessary, for busy desk. Livonia area. Call Brian.
541-9900

ACCOUNTS RECEIVABLE
Immediate opening for person experienced in credit and collection work. Good resume and salary requirements to Carte, P.O. Box 95, Royal Oak, Mich. 48067.

ACCOUNTS RECEIVABLE
$13,500
Corporate offices of Fortune 500 company offering full benefit package with Social and yearly Christmas bonus. Qualified candidate will have previous related experience. Company paid fee.
SNELLING & SNELLING
ALLEN PERSONNEL AGENCY

ADMINISTRATIVE ASST
Individual must be self motivated & flexible. Good typing & phone skills a must. 30-34 hours per week. Farmington Hills area. Call Kathy, 851-4366.

ADMINISTRATIVE ASSISTANT
Secretary to broker/developer. Small office in Bloomfield. Knowledge necessary in Real Estate, building, etc. Dayton Hudson. 557-0700 Eves 596-2278

A NEW CAREER
Can be yours if you live in Oakland County area. Pontiac Trans Ext. Has Openings in Wixom, Wass Lake Twp., Lake Orion, Orion Twp., Rochester, Rochester Hills, Troy, Sterling Heights, Waterford Twp. & Waterford Twp. - and have musical inclination or interest. Training will be paid in Troy for Light and Medical Secretarial Responsibilities for Legal Secretary. These programs are growing and experienced - call Ms Hazen Secretary 335-8200

504 Help Wanted Office-Clerical

ADMINISTRATIVE SUPPORT STAFF
INTERLINE a rapidly expanding telecommunications company, requires a full gamut of nationwide communication support services. Full time hours convenient. We presently have several positions available for career-minded, reliable individuals.

DISPATCHERS
Responsibilities include receiving customer requests, logging information and dispatching technical service personnel. You will also be called upon to handle a variety of general office functions. Previous telecommunications industry and/or dispatching experience desired.

ACCOUNTS PAYABLE/RECEIVABLE CLERKS
Qualified candidates must have minimum 1-3 years AP/AR experience preferably with an automated accounting system. In addition, you should be capable of working under pressure and possess good communication skills. A background in accounting desirable, though not essential.

ADMINISTRATIVE ASSISTANTS
We are seeking individuals with strong typing, filing, word processing and general office skills for interesting and diversified responsibilities. Previous business experience in an office environment essential. Familiarity with personal computer a plus.
We offer a competitive compensation package which includes an excellent salary and benefits program.

True individuals who feel they can fulfill our requirements should send letter, resume with salary requirements, including position desired to: INTERLINE COMMUNICATION SERVICES, INC. 2717 Industrial Row, Troy, MI. An equal opportunity employer m/f.

INTERLINE
A US WEST Company

ADMINISTRATIVE ASST.
FEE PAID - $20,000 UP
Birmingham law office (antiques) has been in growing company. Should have good solid experience using typing (50 wpm and (40) in word processing. Will assume responsibility of running the office. Fee paid. 642-8787
DOROTHY DAY
PERSONNEL, INC

ADMINISTRATIVE - assistant, Troy, prof-oriented hospitals seeking important aid for head of company, excellent typing, shorthand & experience required. Benefits, $20,000, Fee paid

EXECUTIVE - secretary, Birmingham, typing 70 WPM, shorthand 120 word for VP, benefits, $16,000, Fee paid

ACCOUNTS - receivable clerk, Birmingham, 2 yrs. steady work background, basic computer skills, analyzing accounts, benefits $13,000, Fee paid

TEMPORARY ASSIGNMENTS
AVAILABLE, LONG & SHORT TERM
LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

AGENCY SECRETARY
Previous background in life insurance preferred. Must have good typing skills & IBM PC experience. A take-charge person who is able to work in a fast-paced environment. Excellent working conditions & benefits. Send resume & salary requirements to: Office Manager, 3000 Town Center, Suite 2100, Southfield, MI 48075.

APPLY TODAY
Switchboard
(Downtown)
(Horizon)
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Must have 6 mos. recent experience. Call immediately for an appointment

Somebody Sometime
Temporary Help

Livonia	477-0900
Madison Hts.	545-1700
Southfield	272-8500

ARE YOU looking for flexible hours between 8 am & 4 pm. Free at least 4 hours day, type 50 wpm or better, do you possess good analytical skills. Excellent clerical positions available in Pontiac area on long term assignments. Call: Citation Services. 377-7182

ASSIGNMENTS AVAILABLE
Long & Short Term
We need experienced:
- Receptionists
- Switchboard Opr's (Downtown-PBX)
- Stenographers
- Legal Secy's
- Proof Operators
- Word Processors

TOP PAY.
BONUSES
BENEFITS
NO FEE
Troy 362-4650
Detroit 962-9650
Livonia 464-9490
S'fld 354-0555
OLSTEN
Temporary Service
An Equal Opportunity Employer

ASSISTANT BUYER
Automotive Test Facility. Basic Automotive or electrical background helpful. Along with Traffic Engineering. Clerical & Computer skills helpful. Please send resume & salary requirements to: Box 930, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT OFFICE HELP. Flexible hours. Excellent for college age students or housewives with children at school. 24 per hour to start. Auto insurance claim, some typing and filing. Apply Friday 9-5 MBA, (near Ford & Wayne)

A SWITCHBOARD OPERATOR wanted for an Modern Auto Dealership. Contact Jerry Cooper at Southfield.

Apply in person ONLY. Arbord Ford, 24156 Telegraph, Southfield, 353-6656.

504 Help Wanted Office-Clerical

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.

Southfield	569-7500
Pontiac	339-0740
Warren	977-5740
Livonia	525-0330
Dearborn	565-8060

- Bonus Plan
- NO FEE

Supplemental Staffing, Inc.
The Temporary Help People

AUTO DEALERSHIP BOOKKEEPER, experienced, good typing & 10 key. Apply at Valley Lincoln-Mercury, 1336 Oakland Ave., Pontiac.
332-2400

AUTOMOTIVE CASHIER needed. Dealership experience helpful but not necessary. Apply in person at Holiday Chevrolet, 34256 Grand River, Farmington Hills.

BANK CHECK PROCESSOR
FEE PAID
Good Math - Type 50WPM.
Excellent opportunity for bank
Employment Center II. 548-4130

$16,000 PER YR.
SECRETARY
OPPORTUNITY OF A LIFETIME - for young person with Switchboard experience, typing skills of 60 WPM, must be outgoing & personable with ability to catch on quickly. With a Fortune 500 company in the Southfield area. This is a position that must be filled by Aug. 14. To schedule an interview Tues. morning call ext 24 Mr. Hunt

MANPOWER
TEMPORARY SERVICE
29777 Telegraph 81340, Southfield
353-8760

BI LINGUAL SECRETARY
Part time position for person fluent in Spanish. Duties include typing, filing and answering phones. Send resume to: Personnel, Lawrence College, 24600 Schoolcraft Road, Livonia, MI 48150.

BILLING CLERK
Full time- Experienced insurance billing for Kemp Harter Grant Dentist office. Call
443-8443

BILLING CLERK
$13,000
National organization requires some college, accounting classes and experience in posting, logging and processing of accounts. Full benefit package including optical and dental. Fee Paid.
ALLEN PERSONNEL AGENCY

SECRETARY
with some 650 experience, for large Birmingham firm.
Call Marilyn - 646-7660 -

BIRMINGHAM FIRM has immediate opening for a bilingual (Spanish) secretarial skills, type 55-60wpm & knowledge of word processing helpful & need to working in fast paced office. Must have experience, & good communication skills.
646-6600

BIRMINGHAM TYPIST
FEE PAID - $13 - $15,000
An excellent opportunity for someone with 55 wpm typing speed (also typing around 60) will pay more for 3 to 5 years experience (15,000). Great benefits. Birmingham location 642-8777
DOROTHY DAY
PERSONNEL, INC.

BLOOMFIELD HILLS
TYPIST
TO $14,500 FEE PAID
If you have statistical production or high typing speed, this Bloomfield Hills firm needs you. Fresh office and entry level skills are helpful. Call our Clerical Department, 649-8900.
SNELLING & SNELLING

BOOKKEEPING ASST
Bookkeeper needs full time assistant. Experience helpful but will train right person. Must have good Math Skills. Call Shirley, for appointment, 478-1181

SECRETARY
with some 650 word processing background for large HMO company.
Call Marilyn - 646-7660 -

BOOKKEEPER ASSISTANT
Detroit based firm moving to Rochester Hills, seeking person with experience in A/R, A/P, typing. Computer knowledge helpful. Fringe benefits
248-6416

BOOKKEEPER ASSIST
Immediate opening for a full time person with typing & some bookkeeping skills, take charge individual. Send resume to Box 3143, Farmington Hills, Mich 48018.

BOOKKEEPER
Experienced with references
Livonia area
Call - 531-6200 -

BOOKKEEPER - experienced for transmissary, light but able to work independent longer or trial balance. Farmington Hills area. Send resume to Box 941, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge, part time. Insurance Agency. Royal Oak location. For appointment, call
547-2222

BOOKKEEPER
Full-Charge. Fast-paced office. Must type & have good phone personality. Christmas opening. Excellent pay & benefits.
477-1020

BOOKKEEPER - Full Charge, experienced in payroll is payroll tax background.
644-5225

BOOKKEEPER
Full or part time. Real estate experience required.
646-7445

BOOKKEEPER - full charge experienced, aggressive, dependable, to handle for small company in Southfield. Call Carte, 25964 Ecorse, Rochester, MI corner Michigan & Telegraph

BOOKKEEPER
Full time
Experienced in sales reporting, daily journal, general ledger, accounts payable and bank reconciliation. Call Cindy at 661-0900, Brethren Housing.

BOOKKEEPER. — Full time. Light typing & Experienced desire for small company. Will train right individual. Salary commensurate. Send resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge type 8-executive secretary for large firm in Oakland County. Computer experience helpful. Send resume with salary requirements to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FULL-CHARGE
Excellent opportunity with Southfield Professional Company for experienced bookkeeper. Salary commensurate with starting salary and benefits. If interested, send resume and salary requirements to:
Plante & Moran, an employment agency, recruiting for an Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
Immediate full time opening. Full charge bookkeeper first trial balance. Data low or microprocessor computer experience necessary. Salary commensurate with experience.
645-1922

BOOKKEEPER - Must be able to do bank reconciliation, code check registers, prepare journal entries, prepare sales journals and filing systems. Send resume to: Controller, 31440 Franklin Rd., Franklin, MI 48025.

BOOKKEEPER needed for small retail chain in Birmingham. Experience required. Salary commensurate. Send resume to Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY wanted for busy W. Bloomfield office. Responsibilities include: Payables, General Ledger & Bank Reconciliation. Must have good telephone abilities and some typing skills. Call Shirley:
851-1002

BOOKKEEPER/SECRETARY
Responsibilities include General Ledger, Bank Reconciliation, Payroll Preparation, Typing & Phones. Shorthand required. Immediate opening. Salary commensurate with experience. Send resume Mr. Bassett, 29777 Telegraph, Lake Rd., Bloomfield Hills, Mich. 48013.

BOOKKEEPER
5 years experience for CPA Office, Northwest Suburb. Good working conditions. Salary commensurate with experience. Call Marge
355-7566

BOOKKEEPING
Fast paced Farmington Hills property management firm seeks experienced bookkeeper/accounts payable, computer a plus.
851-7000

BUSY property management company in Telegraph/15 Mile area, seeks experienced, detail oriented bookkeeper. Familiarity/ease with good phone skills. Competitive salary, retirement benefits.
477-4124

SECRETARY
with IBM 5520 word processing experience, some shorthand helpful
Call Marilyn - 646-7660 -

CAREER SECRETARIES (3)
This Birmingham client has needs of a professional secretary to assist in general, typing or Jewpon, shorthand of Sowpon & to include good organizational & communication skills. Excellent benefits. $18,000 to $18,000.

RECEPTIONIST SECRETARY
Type 55 - 100 wpm, have excellent phone manners, greeting people. Benefits. Salary $18,000 to $24,000.
Albey Employer Paid Fees
Call for an appointment
ADANAC PERSONNEL
649-1105

CLERICAL ASST
Part time - 1-5, Mon. thru Fri. Variety of office duties. Good working conditions. Farmington Hills area. Call carrie, 851-4364

CLERICAL - busy stockbrokerage firm in Birmingham needs experienced typist with good clerical skills. Entry level salaried position beginning at $800 per month. Call Marianne, 645-0711

CLERICAL
Downtown Birmingham women clothing store - in our merchandise office. Mostly desk work, no typing. Apply in person only to:
KAY BAUM
146 W. Maple Birmingham

CLERICAL entry level position for a Livonia accounting office. Will train to operate a computer. Typing 8/or 10 key experience helpful. Send resume to Box 815 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Full time, benefits. Phone work, filing, must type 50 WPM. Experience preferred.
Call for appointment
851-3673

CLERICAL/GENERAL OFFICE
Life insurance office has opening for person with good typing skills. Must be able to handle multi-tasks, light bookkeeping, good communication skills. Farmington Hills area.
Call Mrs. Goldsmith, 645-6400

CLERICAL - Mature person to do part time clerical work, Monday thru Friday, 10-2 hours a week. Redford, Inc., Mr. L. Lawton,
266-2222

CLERICAL
Our growing corporation is seeking experienced individuals for immediate clerical positions. Successful individuals must possess accurate typing of 45-50 plus wpm, excellent verbal and written communication skills, good math aptitude and be able to work under pressure independently. Individuals must be able to work under pressure independently. Knowledge of word processing, general office and/or mortgages background experience helpful but not required. Several positions are on our after 3:00 p.m. shift, Mon. thru Fri. 11:45am thru 8pm. (Part time positions are also available if you prefer to work nights, weekends and holidays. Rates for these positions will be 4-8pm). We offer a competitive salary and benefit package. Qualified candidates should apply Tues. - Thurs. 9am-4pm.

NO PHONE CALLS PLEASE

The Personnel Department
MANUFACTURERS NATIONAL
MORTGAGE CORPORATION
27155 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/
Affirmative Action Employer M/F/H

CLERICAL, PART TIME. Must be able to type accurately, 4 hours per day, Monday thru Friday. Call Financial Review, Inc., 42200 Ann Arbor Rd., Plymouth. Ask for Robert Rustad, 451-7012

CLERICAL POSITION in Southfield. Will train a person with good typing experience helpful. Must type 50 WPM.
Call for interview,
353-6272

CLERICAL/SALES
A retail/manufacturing company located in The New Center area. Opening for general office, clerical and retail sales. Background should consist of computer literacy, good math aptitude, typing skills of 50 wpm. Benefit package included. Apply to Box 100, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/GENERAL
Experience required, typing a must. Data Entry experience desirable.
Call Mr. Bernstein
21645 Coolidge Rd., Livonia
An Equal Opportunity Employer

CLERK
Sales/no marketing services company, has room a reliable individual for full time clerical position. Must be an accurate typist, have strong organizational skills and good math aptitude. Knowledge of word processing helpful. Qualified applicants send resume and salary requirements to:
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

CLERK TYPIST
Estate planning firm in Bloomfield Hills needs Bookkeeper with good accurate typing skills. Must have some number aptitude. Send resume to:
Clerk Typist, 29777 Telegraph Rd. W
Long Lake Rd., suite 140, Bloomfield Hill, MI 48013.

CLERK/TYPIST for Rochester area law firm. Immediate. 852-7700

CLERK TYPIST
Life Insurance Company in Troy/Clawson area is seeking a good typing skills typist. Typing speed of 55 wpm is required. Send salary & resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Medical firm in Southfield has immediate opening for a neat, accurate typist. Typing speed of 55 wpm is required. Send salary & resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CLERK TYPIST - part time, for transportation company. Must be accurate, write EFS, 1325 E. Woodward, #202, Bloomfield Hills, MI. 48013

CLERK TYPIST
Speed & accuracy a must!
E Mile - Evergreen Area
353-2600

CLERK TYPIST - typist 45-50WPM, also general office work, full time. Livonia area. Call between 1pm - 5pm.
464-1190

Clerk/Typist
We have an immediate opening for a Office Services Clerk/Typist. The successful candidate should have 2 years office experience involving clerical, word processing and a typing speed of 50 WPM. This individual must be reliable, accurate and able to work independently. If you are interested in this position, please send your resume or apply in person:
Viasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
Attn: Employment Assistant
An Equal Opportunity Employer

CLERK TYPIST, immediate opening for sharp individual with minimum 3 years office experience. Responsibilities include: typing, telephone, filing (alpha-numeric), supplies inventory & ordering. Full benefits.
354-9660

COMPUTER ENTRY
$12,480. Distributing company. Easy going office. Advancement. Need a team player with good skills. Benefits. Fee paid.
SNELLING & SNELLING
399-3450

COMPUTER JOCKEY - part time for student or moonlighter. Must be able to maintain file from IBM-XT experience. Pleasant, informal Livonia location.
476-5355

COORDINATOR
Organize work flow patterns for professional group. Typing & Secretarial skills helpful. Fee paid. Call Janet.
649-4144
Harriet Sorge Personnel

CUSTOMER SERVICE REP - (2)
Full time for Farmington Hills Main Farm insurance agency. Experience not necessary will train. Pleasant people who offer professional service to clients. Resume requested.
851-8050

CUSTOMER SERVICE/
RECEPTIONIST
Needed for busy, full time position in Troy. Must have good phone voice and manners, be detailed oriented, type 45 WPM, and able to work in fast paced environment. Previous office experience preferred. Call Mrs. Lamb at 643-8164
An Equal Opportunity Employer

DATA CONTROL
ADMINISTRATOR CLERK
We are a leading direct marketing and information service company servicing automotive manufacturers and dealers by creating and managing information on customer prospects and current car clients. We have an immediate opening for a data control administrator clerk, live clerk. The candidate will be responsible for preparing data for batch processing and verifying computer print-outs. Experience with IBM PC and on-line inquiries and up-dating of files preferred. We will provide appropriate computer training to the right candidate. Please forward resume in confidence to A. Bernfeld, Automated Marketing Systems, Travelers Tower 2, Suite 400, 1223 Evergreen Rd., Southfield, MI 48075.
An Equal Opportunity Employer

DATA ENTRY CLERK
Frazier Appliance has a part time position available in data processing department. Responsibilities include filing data entry & general clerical duties. Good typing skills or CRT experience helpful. Afternoons & weekends. Apply in person: 1625 W. Maple, Troy. Appliance, 35941 Schoolcraft, Livonia.

DATA ENTRY/CLERK TYPIST
Career opportunity for full time position in home office of a well known national company. A chance to use your skills in a pleasant working environment. Qualifications: Typing 45 wpm, knowledge of data entry, 1-2 years experience, use of office equipment and ability in working with figures. Good starting salary, full benefits, paid holidays. 1 Mile/Telegraph area. Send resume to box 964OE, serve & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

DATA ENTRY/GENERAL OFFICE
Part time position, some typing, some bookkeeping experience. Full time. Birmingham Area. Computer and bookkeeping experience helpful. 646-5460

DATA ENTRY/TYPIST/PUNCH
Data Entry/Keypuncher needed for 1:00pm to 5:30pm, Mon. thru Fri. Good typing skills necessary, experience helpful, knowledge of general office duties helpful. Pleasant working conditions. Call Mrs. Ferguson, 8am and noon.
353-3311, Ext. 17

DATA ENTRY OPERATORS
(18) for long term project in Southfield
Call Brian - 646-7660 -

EXECUTIVE SECRETARY for Oakland County law firm. Organizational ability imperative. Several years experience with senior level executive required. Word processing preferred. Must possess thorough knowledge of proper grammar & spelling. Send resume with salary requirements to box 916, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXCELLENT SECRETARY for Bloomfield Hills area. Shorthand 80-110 wpm, dictaphone. Knowledge of or desire to learn word processing. Excellent communications skills - verbal and written. Ability to work independently.

Responsibilities:
General administrative and secretarial support for department including: handling of correspondence; preparation and taking minutes of meetings; preparation of reports; maintenance of records and files; work on special projects/assignments as required. Some overtime required.

City of Detroit residency preferred.
Please submit resume and salary requirements, in confidence, to:
Box 1000,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.,
Livonia, Michigan 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

DATA ENTRY OPERATOR
Responsible for accurate input and maintenance of mailing lists and invoices. Full time position. Must have CRT experience and excellent typing skills. Apply in person, Mon. thru Fri. 10am to 4pm. Park West Galleries, 32400 Northwestern Hwy. Southfield

FINANCIAL SECRETARY
Immediate opening for real estate, property management company. Flexwork. Light typing required. Send resume, self-motivated, accurate, organized, experienced.
944-1944

FOUR DAY WEEK - Secretary with good skills needed by Birmingham Office Furniture Dealer. 160 Pierce St. Suite 204, Birmingham, Michigan 48011

DELIVERY ROUTER - Office position available for person with drive, skills, and knowledgeable of Detroit Metro Roadways. Must have good communication skills. Driving experience necessary. Main job responsibility is dispatching and routing delivery vehicles. Apply in person: 21275 Brookpark Road, Cleveland.

DISTRIBUTOR OF consumer goods needs person with pleasant telephone manner, organizational skills, and able to handle general office functions. Please send salary requirements and supplemental information to: M.R. Industries, P.O. Box 87251, Canton, MI. 48187

ENTRY LEVEL position, Boy real estate office in Orchard Lake area to handle set-up, receptionist. Excellent benefits. Typing skills & typing 4 words. Friendly personality and ability to deal with the public necessary. Reply immediately. Salary open. Paid vacations & holidays. Fringe benefits. Send resume to 5138 No Woodward Ave., Royal Oak, MI 48073, Attn Trish Christie

EXECUTIVE SECRETARY
with strong skills for our Troy office. Salary commensurate with ability. Benefits. Fee paid. Send resume to Box 863 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE secretarial position. Small Southfield office. Must be experienced. Shorthand dictation required. Call Betty 9am-12:30pm, 354-3600 1:30-5pm.
354-3600

EXECUTIVE SECRETARY
Real Estate investment firm located in Southfield is seeking a skilled individual as Executive Secretary. This position reports to the President and will be responsible for full secretarial duties. Especially important are the ability to be organizational and verbal and written communication skills. Candidate should qualify themselves based on their ability to function with initiative, wisdom, judgment and sociality. Resume and salary requirements in confidence to: 19645 W. Twelve Mile, Suite 150, Bloomfield Hills, MI 48013

EXECUTIVE SECRETARY
Southfield developer has an immediate opening for a Secretary with 2-3 years recent, relevant experience. Excellent typing, shorthand and organizational skills required. Excellent salary and benefits. Please send to Box 954, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Southfield Professional needs a super organized Secretary with excellent typing, word processing, and shorthand. Variable busy practice. Generous starting salary & benefit package. If interested, send confidential resume to: Mr. Redman, P. O. Box 681, Southfield, MI 48037

An Equal Opportunity Employer

EXECUTIVE SECRETARY
A suburban marketing services corporation is seeking an Executive Secretary for the Vice President of Sales. Position requires a mature individual with 5 years experience, typing skills of 60 wpm, shorthand 100 wpm, excellent communication and organizational skills. Word processing experience a plus. Qualified candidates send resume and salary requirements to:
ADISTRA CORP.
101 Union St.
Plymouth, MI. 48170
Att: Personnel

EXPERIENCED Secretary through trial balance needed for Real Estate Office in Farmington Hills. Must have computer or willingness to learn computer desired. Send resume to box 964OE, serve & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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18120 W 10 MILE
(Between Southfield & Evergreen)
352-9000

504 Help Wanted Office-Clerical

ADMINISTRATIVE CLERK
Maccabees Mut