502 Help Wanted Dental-Medical

DENTAL HYGIENIST
needed for beautiful new offices; 4 Mile & Newburgh, Livonia. Mon., Tues., Wed. & Sat. Need pleasant, enthusiastic personality. Call 591-0011

DENTAL HYGIENIST
Part-time, Redford - Dearborn Hgts. area. 531-7100

DENTAL HYGIENIST
part time, prevention oriented family practice, Livonia area. 425-9643

DENTAL HYGIENIST
Young Livonia practice needs mature, personable person to work Tues. & Wed. 2 to 6pm. Call 421-3090

DENTAL HYGIENIST
Dearborn area
Part time Sat. & Mon.
542-3410

DENTAL HYGIENIST
PART TIME
For Troy practice. 646-1862, if no answer, call 326-2370.

DENTAL HYGIENIST
Mature person needed part time, Mon. Tues or Wed. & First & third Sat. mornings of the month 'till noon. Fun Troy area. Call for interview. 689-4176

DENTAL HYGIENIST with experience wanted for full time position in specialty office. Southfield/Birmingham area. Good technical skills, people oriented for friendly office.

DENTAL HYGIENIST
A challenging career position with a busy progressive solo office. $100 a day plus benefits. Mon., Wed. & Fri. No evenings. If you a mature caring sople oriented person call

535-1198
DR. MILTON WEISS
Adult & Childrens Dentistry
25742 Schoolcraft, Redford.

DENTAL OFFICE. Filing clerk, typist & phone experience a must. With receptionist, part time 10 Mile/Evergreen area. Days, 354-5151 Evenings, 455-1481

DENTAL POSITIONS
Dental Hygienist & Assistant
Seeking exceptional persons for a progressive dental office. Our focus is on warmth, caring and expert communication with our patients. If you are experienced and searching for a real opportunity to grow and fulfill your potential, please call us. Warren/Sterling Heights area. 573-8880

DENTAL RECEPTIONIST
Front desk, full time, Farmington Hills. Pegboard, insurance & recalls a must! Fringe benefits. Ask for Diane, 553-3410

DENTAL RECEPTIONIST
Experienced, full time for West Dearborn dental practice. Please call 274-5060 or after 5 PM. 531-6323

DENTAL RECEPTIONIST
Needed for modern progressive office. 4 days, no Saturdays, good benefits including medical, sick days, etc. Call 347-7600

DENTAL RECEPTIONIST
Full time Livonia, previous office experience helpful 261-7051

DENTAL RECEPTIONIST needed for full time, in Troy office. Experience necessary. Please call 879-2980

DENTAL RECEPTIONIST - full time position. Experience with dental insurance, pegboard, bookkeeping. Dialtone experience preferred. 348-7887

DENTAL RECEPTIONIST/ASST
Full time position. Experienced preferred. Call Mon. thru Fri., 10am - 4pm Birmingham 258-2211

DENTAL RECEPTIONIST
Experienced, to join friendly staff in pleasant, quality oriented West Dearborn office, 4 days, plus Saturday mornings. Generous benefits. 563-3400

DENTAL RECEPTIONIST
Experienced. Mon., Tues., & Thurs. Flexible hours. Farmington Area. Good pay & benefits Call 476-7440

DENTAL RECEPTIONIST
Full time. Progressive Livonia practice looking for "Right Person" to join our team. Dental office experience a requirement along with dental insurance knowledge. Call for interview. 345-3310

ECHOCARDIOGRAM TECHNICIAN
needed for mobile service in Southfield. 2 D experience essential. Technical not required to move equipment. $14,000 plus benefits. Send resume to P.O. Box 40, Southfield, MI 48037.

EXPERIENCED DENTAL
ASSISTANT needed for our Preventive Dental Practice in the Livonia area. Benefits included. Call Susan, 422-8700

EXPERIENCED full time person needed for Farmington Hills internal medicine office. Must know insurance, pegboard, typing, general office skills. 476-2650

FARMINGTON PODIATRY Office seeking "Person Friday" for our busy office. Call 476-4310

MATURE, Intelligent, people oriented individual with excellent communication skills to act as head receptionist for busy Southfield/Birmingham health care office. Call Jacqui 557-3108

502 Help Wanted Dental-Medical

FRONT OFFICE PERSONNEL
BRIGHT, Enthusiastic, Mature person required for busy Canton dental office. Front desk positions requires excellent communication skills, telephone etiquette, organizational ability and attention to detail. High School Grad with 2 years previous experience will qualify. Send resume to: Box 190, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HYGIENIST/FULL & PART-TIME
Southfield location. 559-0156

HYGIENIST,
full or part time, pleasant growing practice. Immediate opening. Call Cathy. 543-6020

HYGIENIST-PART TIME
For Tuesday mornings. Possibly more hours. W. Bloomfield area. 851-6450

IN SERVICE DIRECTOR: RN
for skilled Nursing Home.
Duties include: training, scheduling, planning, record keeping. Full time, salary negotiable. Apply in person, between 10am-12 noon and 1pm - 4pm. Dorvin Convalescent Center, Livonia one block S. of 8 Mile on Middlebelt.

LAB CLERK
Full time. 10-4 PM.
Call 245-9000

LAB TECH - front desk girl needed for Oncology practice. Mon., Tues., Thurs. Sinai Hospital area. Experience necessary. 626-7323

LAB TECHNICIAN, Doctor office.
Experienced Part time
Southfield area.
Days. 557-1700 Evenings, 626-3344

LIVONIA DOCTOR'S OFFICE
needs X-Ray Technician, for Saturday hours, 8am-2pm. 261-3290

LPN, FULL TIME
For Livonia clinic, days, must be flexible. Call Cindy Mon. thru Fri. 8am-4pm. 261-9300

LPN-MIDNIGHT, 11-7
Apply in person
WISHING WELL MANOR
510 W. Main, Northville

LPN - RN
Part or full time positions. Afternoons, 3-11pm shift. Good benefit package. Apply at:

Four Chaplains
28349 Joy Road
Between Inkster & Middlebelt

MATURE RECEPTIONIST interested in part time or possible full time position. Able to type & manage medical insurance forms, appointments, general duties. Will also train. Telegraph-Maple area. Send resume to Box 990, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Needed for modern progressive office. 4 days, no Saturdays, good benefits including medical, sick days, etc. Call 347-7600

MEDICAL ASSISTANT - PART TIME
Experienced only. Venapuncture. Bloomfield Hills
335-4610

MEDICAL ASSISTANT or LPN
with office experience. Flexible hours Call Beth 348-8000.

MEDICAL ASSISTANT
Part-time for Northland Internist.
569-0799

MEDICAL ASSISTANT
experienced only. Apply in person Belleville Medical Clinic, 385 Main St., Downtown Belleville.

MEDICAL ASSISTANT
Must type over 60 WPM. Must have experience in heller testing and X-ray. Call between 10am & 4pm, Mon. thru Fri. 537-0072

MEDICAL ASSISTANT needed for Southfield firm. Must be personable & able to work. Flexible hours & Sat. Typing helpful. Send resume to P.O. Box 10, Southfield, MI 48037.

MEDICAL ASSISTANT
Experienced, part time, for busy Birmingham Physician's office. Call Debbie 647-4520

MEDICAL ASSISTANT - Experienced EKG, Vena puncture & injections for busy general practice. Beatrice Clawson - Troy Area. 435-2025

MEDICAL ASSISTANT
Part time, 1 day per week minimum. Venapuncture, EKG, WBC, Pegboard, Livonia. 953-1460

MEDICAL ASSISTANT. Experienced & dependable. For busy Farmington Hills OB/GYN office. Full time only. 476-4900

MEDICAL ASSISTANT
Full time. Typing skills, some medical terminology, insurance, peg-board. X-Ray, EKG & Vena-puncture. Farmington area. 478-2600

MEDICAL ASSISTANTS, Part-time. For Livonia and Orchard Lake area. With office skills including typing, pegboard and insurance billing. Recommend some experience. Required, pleasant disposition and self-motivation. Reply to: Box 212, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASST - Part time for Royal Oak Internist. Mature person with previous experience. Opportunity to expand with practice 545-3108

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT needed for busy Farmington physician's office. Part time only. Must be able to work flexible hours and some Sat. Send resume to Box 194, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ATTSTANT
Part time, for Southfield office. Send resume to: 26867 Fairway, Livonia, Mich., 48154

MEDICAL CLERICAL - Full time afternoon position, (Mon. thru Fri.) available for multi discipline internal medicine practice in Farmington Hills. Previous experience in Health Care field preferred. Send resume to: Internal Medicine Clinical Group, 30600 Grand River, Suite 206, Farmington Hills, MI 48024.

MEDICAL INSURANCE BILLER
Experienced. Full time. Benefits, salary negotiable. Farmington Hills area. Mrs Burton. 851-2600

MEDICAL INSURANCE BILLER
Permanent, part time position available in Bloomfield Twp. for a non smoker, in our out-patient psychiatric office. 24 hours a 3 days or 12 hours - 4 hours/days - 6 days/week. Medical insurance experience required. Call: 626-3723

MEDICAL INSURANCE BILLER
for immediate full time position in pleasant Westland office. Must have a minimum of 2 years experience in all phases of insurance billing as well as good typing skills. Please send resume to Box #810, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL LAB TECHNICIAN
Part time, mornings. Redford. Doctor's clinic. Call for appointment. 937-1190

MEDICAL RECEPTIONIST - Full time mature individual needed for doctors office in Farmington Hills, 13 Mile/Orchard Lake area. Medical education and/or previous experience necessary. Insurance knowledge & minimum of 45wpm typing. Send resume to box 818 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST - part time. Outgoing, friendly, experienced person for busy OB GYN clinic on Sinai Hospital grounds. Call 837-7400

MEDICAL RECEPTIONIST
Insurance, billing, part-time. Experienced. Bloomfield Hills. 334-4525

MEDICAL RECEPTIONIST Part time. Pediatric doctor's office. Experience required. Send resume to box 818 in P.O. Box 1015, Pontiac, MI 48056-1015.

MEDICAL RECEPTIONIST/TYPIST
Full time. Fun people with fun jobs. Call Cathy between 10AM-4PM 535-6646

MEDICAL RECEPTIONIST/assistant
Full time position.
Southfield area. 559-4949

MEDICAL RECEPTIONIST
Northland Area. Mon., Tues., Thurs. & Fri. Some Sat. AM, flexible hours. Call 948-1368

MEDICAL RECEPTIONIST-Part time. Mon., Tues., Thurs., Fri. mornings. Experience in all phases of insurance billing, scheduling patients. W. Bloomfield internist. Call Marge 855-9161

MEDICAL SECRETARY
Good typing skills & medical terminology, full time position 559-2231

MEDICAL SECRETARY
Experienced. Quality pay for quality work. Send resume to Box 143 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARIES
With Transcription
Kelly Services has immediate long and short term assignments for Secretaries with medical transcription experience in the Southfield area.
Earn top pay, paid vacation and merit increases. Call us today for an appointment.
559-0300
Lathrup Village
19668 W. Eleven Mile Rd.
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

MEDICAL STUDENT to pierce ears on weekends. In Canton area & Detroit Area. Call weekdays collect 981-8000

MEDICAL TRANSCRIPTIONIST and front desk receptionist needed for busy Southfield office. Full benefits. Send resume to: Ms. L. McKell, 17180 W. 12 Mile, Suite 2, Southfield, Mich., 48076

NEEDED: Friendly, aggressive person to help & assist Dr. & patients in Chiropractors office. Must type. Apply: 18496 W. Five Mile, Livonia between 8am-12 Noon or 2pm-6pm, Monday, Tuesday, Wed. or Fri.

NURSE AIDES
COMPANIONS
LIVE-INS
Growing home care agency is seeking qualified experienced persons for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am-4pm Monday thru Fri.
OAKLAND
NURSING
UNLIMITED
540-2360

NURSE AIDES - full time, 3-11pm shift. Apply: Henry Carrabassett Center in Plymouth. Call Mon. thru Fri. 9-4, 455-6510

NURSE
AIDES
Full time. Day and midnight shifts. Experience not necessary, will train. Must be 18. Apply in person only. Mon. thru Fri. Highlands West Nursing Home, 8343 Newburgh Rd., Westland, near Joy Rd. No phone calls.

NURSE AIDES
If you are seeking an opportunity to do for those who are unable to do for themselves and receive recognition for your good work, come join our staff at Wayne Trail Living Center for the development program. Apply in person: 4127 Venoy Rd., Wayne, MI. 48184.
An Equal Opportunity Employer

NURSE AIDES
Wanted: people who care to care for our people! Prefer experience, but will train. Full and part time positions available on all shifts. Competitive wages and benefits. Apply in person Mon. - Fri., 8-3 PM.:
BEVERLY MANOR
24500 Meadowbrook, Novi

NURSE AIDE
Mature. Experience or will train. Day or Midnight shifts. Apply in person
WISHING WELL MANOR
510 W. Main, Northville

NURSE ASSISTANTS
Full & Part-Time
FARMINGTON NURSING HOME is accepting applications for experienced and inexperienced Nurse Assistants for all shifts. After completion of our FREE training class, you may become a member of our quality care team. Apply in person, Mon. thru Fri. 9am to 4pm.
Farmington Nursing Home
30405 Folsom
(Near 9 Mile-Orchard Lake)

NURSES AIDE - LIVE-IN
24 hour on, 3 or 4 days per week. No lifting required. Troy Area. Call Evenings 879-8363

NURSES AIDES - experienced and/or certificate. All shifts. Please apply at: Mt. Vernon Nursing Center, 31715 Greenfield, Southfield. 557-0050

NURSES AIDES FOR HOME HEALTH
Must have certificate of course completed and/or experience. Full, part time. All shifts & live in assignments. 431-2255

NURSES AIDES
Small basic home in Plymouth seeks full time & part time persons aides. All shifts available. Will train. Paid well train. For more information call or apply in person. West Side Nursing Home, 395 W. Ann Arbor Trail. 453-3963

NURSES
An adventure in Geriatric nursing awaits you at Beverly Manor of Novi. Full and part time positions available for afternoon shift. Come join us and enjoy flexible hours and competitive salary. Apply in person or call 477-2000.

Part time or full time position needed for new podiatrist office. Will train. Call 533-5818.

502 Help Wanted Dental-Medical

NURSING ASSISTANTS - Westland Convalescent Center (WCC) is looking for enthusiastic cheerful self motivated people to fill recently vacated positions. WCC is a unique award winning facility constantly striving to bringing the best of medical care to employee satisfaction. Opportunity for personal growth & educational advancement available. If you feel you have an attitude suitable for high standards for both resident care & employee relations call Kathy Marsh, RN, Staff Development Coordinator to schedule an interview. 728-8100

NURSING ASSISTANTS
openings available for full or part time - all shifts. Apply in person only Sam-4pm weekdays. St. John Convalescent Center 31350 Ann Arbor Trail, Livonia (E. of Wayne Rd).

ON CALL
COORDINATOR
for national home care agency. Work part time out of your own home. Evenings and weekends. Opportunities in Dearborn & East Detroit. Call:
KELLY HEALTH CARE
884-8181
An Equal Opportunity Employer

ONCOLOGY NURSE
Part time for Garden City office. Vena puncture skills required. Good starting salary. 533-0494

OPHTHALMIC
Medical Assistant
Experienced
649-3535

ORTHODONTIC ASSISTANT,
Part time, 4 mornings a week. Will train but experience preferred.
Call Dearborn 581-4404

PART TIME Business Assistant for Farmington Hills general dentist. Immediate a must. Computer and dental experience helpful. Contact Marian 476-8230

PART TIME
MEDICAL ASSISTANT
Experienced in EKG, injections and assisting doctor. 478-1420

PART TIME Receptionist position for a pleasant personality for doctor's office Garden City. 261-5380

PART-TIME WORK
Physician's office. Redford/Dearborn Hts. area. Phone experience & typing ability preferred. Call 937-2600

PATIENT ACCOUNT
Full time - afternoon position, (Mon. thru Fri.) with a multi discipline internal medicine practice. Previous experience in third party coding, billing and claims follow up preferred. Send resume to: Internal Medicine Clinical Group, 30600 Grand River, Suite 206, Farmington Hills, MI 48024.

PATIENT
REGISTRATION
SERVICES DIRECTOR
Excellent opportunity for a qualified individual to assist in the planning and coordination of activities in the Patient Registration Department. Requirements are:
- Bachelor's degree in Business, Health Services or related field.
- Five years' progressively more responsible experience in the health care field.
- Demonstrated supervisory experience
- Knowledge of third party billing and collection requirements, as well as computerized registration and/or billing systems.

Master's preparation or graduate course work preferred. Excellent salary and benefit package. Qualified individuals should send a detailed resume including work experience, education and salary requirements, or apply in person at:
MOUNT CARMEL
MERCY HOSPITAL
Employment Services Dept.
14520 W. McNichols
Detroit, MI 48235
Equal Opportunity Employer M/F

RECEPTION, Bookkeeping & Insurance position available for West Bloomfield health oriented office. Office experience, organizational qualities & typing ability required. 661-7767

REDeptionist full & part time, RN part time. Needed for Birmingham Doctors office. Please send resume to Birmingham OB/GYN Assoc, 363 Pierce, Birmingham, MI. 48009 or Call 646-8180.

RECEPTIONIST - full time available for responsible person with a pleasant telephone manner. Must possess good organizational skills. Minimum typing required. Call 557-1401

RECEPTIONIST
MEDICAL OFFICE in Southfield has opening for receptionist to serve on a relief basis at our small suburban hospital. This is an ideal opportunity for someone who wants to work occasionally. For more information, please call Personnel at 352-6445
HEALTH FACILITIES DIV. of
HEALTH ALLIANCE PLAN
12303 Joy Rd.
Westland, MI
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Accountant/Bookkeeper
Local CPA firm in Westland requires individual with experience in preparing financial statements & quarterly payroll tax returns. Excellent pay & working conditions. Contact Judy: 721-7373

ACCOUNTS RECEIVABLE/
or PAYABLE CLERK
For Southfield firm. Please call
355-9190

ACCOUNTS RECEIVABLE/
GENERAL OFFICE
Entry level position for reliable individual with fast paced Southfield Property Management firm. Good math skills and accurate typing required. Call between 1 and 4pm. 948-3338

504 Help Wanted Office-Clerical

SALES CORRESPONDENT
We have an immediate opening for a sales correspondent at our sales office located in Southfield. Qualified candidate must possess excellent communication skills, the ability to work independently and handle a large volume of work. Responsibilities include: order processing, expediting orders, problem solving, typing and record maintenance. This position requires typing skills of: 65 wpm and shorthand at 80 wpm. We offer a competitive salary and benefits package. Qualified candidates send resume in confidence to:
Box 206
c/o Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

502 Help Wanted Dental-Medical

RECEPTIONIST
Part time for Southfield surgeon. 24 hour per week. 559-7755

RECEPTIONIST
Full time, office experience required. Two Saturdays per month, some evenings. Redford Medical Center, 31310 Grand River. 532-3490, Ext 1110

RECEPTION/Telephone work, part time. Must be enthusiastic & pleasant. Accounts & early evening. No prior experience necessary. Livonia. 533-7643

REGISTERED
NURSES
Our small suburban hospital is seeking motivated nurses for the following positions:
MEDICAL/SURGICAL
16 hours per week afternoons
16 hours per week days
On-call alternate weekends
On-call midnights
EMERGENCY ROOM
16 hours per week afternoons
OPERATIONAL CARE UNIT
8 hours per week midnights
Rotating weekends required
20 hours per week, all shifts
On-call, all shifts

We offer an excellent starting salary. If you are interested in joining our health care team, please contact Personnel at:
HEALTH FACILITIES DIV. of
HEALTH ALLIANCE PLAN
12303 Joy Rd.
Westland, MI
An Equal Opportunity Employer

RN-LPN-NURSE AIDES
Needed for progressive multi specialty clinic. Contact Medical Management Enterprises 855-9433 or 855-9433

RN OR LPN for GYN office, Troy. Full time, Mon. thru Fri. Will assist with out-patient surgery, laser, D&C & pregnancy termination. 813-7771

RN or LPN
Part time, 3-11 shift. Retirement home for sons, Farmington Hills.
Call 8AM-4PM, 473-7185

RN or practical Nurse
for busy Pediatrics office. Full or part time. Call between 10am-3pm
427-8290

RN, PART TIME, for allergist's office. Immediate employment. Must be available for Sat. mornings and occasional evenings. Apply at 27870 Cabot Drive, Lake Rd., near 12 Mile. 851-6457

RN'S
FULL OR PART-TIME POSITIONS
In fast paced, medically related, Day shift. Nation's largest long term care corporation. Excellent salary and benefit package. Call for interview:
729-0857
An Equal Opportunity Employer

RN'S
HOME CARE
SUPERVISOR
Part time. Flexible hours. Work near your own home. Community health experience. $20 company, mileage, health & dental insurance.
KELLY HEALTH CARE
884-8181
An Equal Opportunity Employer

RN'S/ICU
One year critical care required, all shifts available. Call Kimberly Services, Tues through Thurs 8am-5pm. 354-1640

RN'S needed for Livonia area medical office. Thursday evenings & or on call. Call 464-8200

RN'S - PM'S
Need autonomy, flexibility, competitive salary, choice of assignments, meaningful patient contact? O.D.P.H. meets these needs and more. Call 9-5, 559-5077

RNA
Specialties, Med Surg
Top Dollar Plus Bonuses.
Immediate Assignments-all shifts available.
Pro - Care One 425-6500

RN's Currently have career opportunities for the right persons to work top positions. Must show genuine interest in nursing. Call 477-0050 for details.
RN, Nurses Nursing Center Southfield.

RN - West Bloomfield medical office, 3-5 days a week, flexible hours. Call 661-7767

RN-Experienced staff & part time, RN part time. Needed for Birmingham Doctors office. Please send resume to Birmingham OB/GYN Assoc, 363 Pierce, Birmingham, MI., 48009 or Call 646-8180.

RECEPTIONIST - full time available for responsible person with a pleasant telephone manner. Must possess good organizational skills. Minimum typing required. Call 557-1401

RECEPTIONIST
MEDICAL OFFICE in Southfield has opening for receptionist to serve on a relief basis at our small suburban hospital. This is an ideal opportunity for someone who wants to work occasionally. For more information, please call Personnel at 352-6445
HEALTH FACILITIES DIV. of
HEALTH ALLIANCE PLAN
12303 Joy Rd.
Westland, MI
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

X-RAY
TECHNOLOGIST
Contingent Technologist to work Saturdays and additional week day work. For details contact:
GARDEN CITY HOSPITAL
421-3300, Ext. 377
An Equal Opportunity Employer

X-RAY
TECHNOLOGISTS
We have an immediate opening for an on-call X-Ray Technologist to serve on a relief basis at our small suburban hospital. This is an ideal opportunity for someone who wants to work occasionally. For more information, please call Personnel at 352-6445
HEALTH FACILITIES DIV. of
HEALTH ALLIANCE PLAN
12303 Joy Rd.
Westland, MI
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT-BOOKKEEPER
Excellent opportunity available for an individual with a good aptitude and general accounting experience to handle posting, production reporting and purchasing for an expanding manufacturing facility in Livonia. In addition, you will be given the opportunity for a highly motivated individual to assist manager and salesmen in quotations to: Box 126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNT EXECUTIVE for fast growing temporary service in Southfield. Experience in outside sales a plus. Must have high energy level, be flexible & enjoy a challenge. Call 948-7440

ACCOUNTING CLERK
Manufacturing firm located in Plymouth/Canton area is seeking a clerk to handle A/R and A/P. Should have 1-3 years accounting experience as well as ability to use System 34. Competitive salary & excellent benefits. Send resume including salary history to: P.O. Box 612, Plymouth, MI 48170

ACCOUNTING CLERK
Immediate opening in Northland area, property management company. Typing over 50wpm, light typing required. Must be self-motivated, accurate, organized, experienced in accounting. 557-7810

ACCOUNTS PAYABLE CLERK
Southfield area. Minimum one year or more years experience. Typing 40 WPM. Call between 8am & noon.
352-3311, Ext. 17

ACCOUNTS PAYABLE CLERK
Clerical experience required. Computer experience a plus. Apply at: Grinders Inc., Industry, 51300 W. Pontiac Trail, Wixom, between 8am-4.30pm

ADMINISTRATIVE ASSISTANT, part time, for financial trade association. Approx. 10 hours a week. Troy location. Phone calls, mailing, word processing. Send resume to: TBJ Sales 600, 32737 Franklin Rd. Southfield, MI. 48034

ADMINISTRATIVE
ASSISTANT
Expanding Southfield management firm in need of a seasoned administrative assistant with great management skills, attitude and secretarial skills. Typing 40wpm, and word processing on IBM P.C./Wordstar or Multimate, experience helpful. Salary commensurate to ability, and full benefits. Please call Mr. McShane 478-9150

ADMINISTRATIVE SECRETARY - wish or without shorthand for Troy Fortune 500 company, must know word processing helpful, get in on the ground floor with this new division

GENERAL - office people, typists, filing & accounting clerks for Southfield, Troy, Farmington & Royal Oak needed today.

XEROX - 860 operators (4) for 12 mos. assignment in Southfield area

DATA ENTRY - operators (33) for long term project

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ALARM OPERATOR/DISPATCHER, Security / CLERICAL. Part time Mornings, 4-12pm, 3 days per week. Will train. Troy, Area. 362-3333

A NEW CAREER
Can be yours if you live in Oakland County except Pontiac, Waterford Twp., White Lake, White Lake Twp., Lake Orion, Auburn Hills, Rochester, Utica, Auburn Hills, Auburn Hills, Waterford & Waterford Twp., and have limited or none or are unemployed. Training offered in Troy for Word Processing, Data Secretarial and Southfield for Legal Secretary. These programs are government funded. Training allowance, transportation allowance - call Ms Rosen now.
355-0900

AN OFFICE SECRETARY -- filing, typing & telephone experience. Real Estate License helpful. Flexible hours.
547-0500 or 330-1500

APARTMENT FURNITURE rental is looking for part time clerical. Excellent typing skills for data entry, filing experience, errands. Linda. 313-9133

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 months experience. Call immediately for an appointment

Somebody
Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-8500

ASSISTANT BOOKKEEPER
Typing skills required, computer experience helpful. Compensation negotiable. Astorn Heights area. 855-7990

ASSISTANT BOOKKEEPER
Computer knowledge helpful. Full time, full benefits. Apply at Dryvin Cleaners Corp., 8471 Ronda Rd., E. of Joy, W. of Haggerty

ASSISTANT BUYER
Automotive Test Facility. Basic Automotive or Electrical Purchasing skills along with Traffic knowledge. Clerical & Computer skills helpful. Please send resume & salary requirements, to:
Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT TO OFFICE MANAGER
Non-profit educational institution has immediate opening for Assistant to Office Manager. Diversified duties. Must have excellent typing skills. Flexible hours may be arranged to accommodate class schedule or pre-school. Call Mrs. Applebaum at 661-0600

BOOKKEEPER - accounts receivable, accounts payable, payroll, general office duties. Reply to box 194 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ASSIGNMENTS
AVAILABLE
Long & Short Term
We need experienced:
- Front Desk Receptionists
- Switchboard Opr's
- Stenographers
- Legal Secy's
- CRT 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

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 338-0710
Warren 977-5740
Livonia 525-0330
Dearborn 565-8060
- Bonus Plan
- NO FEE

Supplemental
Staffing, Inc.
The Temporary Help People

ATTENTION
We need experienced Typists, Secretaries, and Data Entry Operators. Long and short term assignments.
Top Pay No Fee
Downtown 963-5050
Southfield 569-1878
Bloomfield Hills 332-2633
VICTOR
TEMPORARY SERVICES
M/F EOE

BALANCE
Strong communication skill, must strongly demonstrate attitude. Typing and bookkeeping needed by firm offering computer edge PRO-FIT.
649-4144
Harriet Sorge Personnel

BI-LINGUAL SECRETARY
Immediate opening with major Troy corporation for poised, professional fluent in German. Excellent typing and shorthand skills required. Word Processing experience preferred. Call immediately for this temporary assignment with permanent potential.
PRO TEMPORE INC
528-0702

BILLING CLERK
Full-time Position. 60 WPM. Benefits Redford area. Vern. 531-8700
J. & L. Industrial Supply

BILLING CLERK
for automotive related business located in Plymouth-Canton area. Familiarity with shipping procedures, good communication skills & ability to type required. Data entry experience on IBM System 34 a plus. Send resume & salary history to P.O. Box 612, Plymouth, MI 48170.

BILLING CLERK. Knowledgeable in third party insurance billing. Will train if limited knowledge. For medical lab in Wayne. Call after 1PM. 326-7779

BOOKKEEPER ASSISTANT
10 to 35 hours weekly. No experience necessary, we will train. Light typing. Hours flexible. Call Ann Arbor Ski & Tennis, Telegraph at 9 Mile Rd., 353-5170

BOOKKEEPER/CLERICAL
Part time, Tuesday & Thursday. Southfield law office.
355-8230

BOOKKEEPER - CLERICAL
Life insurance office, 12th & Telegraph. Multi-faceted operation. Word processing skills helpful.
641-6090

BOOKKEEPER/COMPUTER ASST.
Entry level position. Located on Lahser, No. of Maple. Please call between 8 AM and 12 Noon. For appointment call 647-6922

BOOKKEEPER
Downtown Birmingham. Paid Blue Cross, Life insurance, holidays, vacation. Call
642-1250

BOOKKEEPER
Experienced
For retail store, Southfield location.
352-7337

BOOKKEEPER
For Accounts Payable, general office work. Experience Preferred. Mr. Bateman Area. Call 649-1919

BOOKKEEPER - Full charge thru financial statement for law firm in Oakland County. Computer experience helpful. Salary commensurate with requirements to box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER full charge for fast paced Southfield sales office. Must have Mini/PC experience & be able to do financial statements. Flexible hours, benefits, good working conditions, typing helpful. Salary commensurate with experience. Resume to box 682 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full charge with computer experience. Hartsville area.
349-8360

BOOKKEEPER
Full-Charge. Fast-paced office. Must type & have good phone personality. Immediate opening. Excellent salary & benefits. 477-7430

BOOKKEEPER-FULL CHARGE
Fast-paced sales division company seeks mature individual to handle IBM PCXT integrated accounting system. From order-entry thru trial balance. Must have computer experience. Send resume with references and salary requirements to PMC INC. 2700 Coolidge Hwy., Berkley, MI. 48072.

BOOKKEEPER - Full charge. Northland retail home store. Must be able to maintain full set of books including payroll and quarterly taxes. 356-3444

BOOKKEEPER/SECRETARY. Experienced. Keep board operations. Word Processor/Bookkeeping. Send resume to The Dinner Co., P.O. Box 943, Rochester, MI 48063

504 Help Wanted Office-Clerical

BOOKKEEPER, Immediate opening, full time for a Licensed Lawyer. Accounts receivable, payable, bank reconciliations. between 9 & 5. 477-3777

BOOKKEEPER
Immediate opening, full charge thru financial statement. Small industrial manufacturer & distributor moving to Wixom area in September. Pay commensurate with experience. Send resume to Paul Cooper, MMS Inc. PO Box 31129, Detroit, 48231.

BOOKKEEPER -
MULTI-OFFICE CPA Firm seeks person with experience in Time & Billing, Data Processing and Bookkeeping. Send resume to Show & Admore, 5600 Town Center, Suite 2720, Southfield, MI 48075, Attention: C.P. Hale.

BOOKKEEPER/PART TIME
All areas of bookkeeping and general office. Jobs Casablanca Modeling & Career Center, Plymouth. 455-0700

BOOKKEEPER
part time. Approximate 30 hrs. with references. Livonia area.
Call - 581-6200 -

BOOKKEEPER/TRAFFIC
Scheduler with good typing skills for local delivery service. Best benefits in area. Contact: P.O. Box 36763, Grosse Pointe Farms, MI 48236

BOOKKEEPING CLERK
for Southfield firm. Must also have strong office skills - typing, filing, etc. Excellent benefits & pay. Call Son during regular business hours 352-1090

BOOKKEEPING CLERK
Growing Farmington Hills Computer Services Vendor seeks candidate with typing (35 wpm), 10 key calculator (A/R, A/P, G/L) & ability to work independently & in multiple tasks. Computerized Bookkeeping System. We offer a pleasant environment, advancement opportunities & an excellent pay/benefit package. Send resume & salary requirements to:
COMTEC INC.,
24350 Indoplex Circle,
Farmington Hills, MI., 48018
Equal Opportunity Employer

BUSINESS MGR/BOOKKEEPER
with office managerial experience to head Birmingham/Bloomfield office. Experience & references required. *College degree preferred.* Send resume to 32270 Telegraph, Suite 100, Birmingham, MI 48219

BUSINESS OPPORTUNITY for administrative assistant working with financial trade association. Part time administrative duties with additional time to be spent on development of word processing/mailing business for members of organization. Compensation will be a combination of salary, office incentive, Troy location. Send resume to 7557, Suite 600, 27777 Franklin Rd. Southfield, MI. 48034

BUSY FURNITURE retailer seeking a person for part time receptionist and general clerical responsibilities. Applicant must be organized, detail oriented, and detail oriented. Comfortable working environment in Farmington Hills. Send resume with salary requirements to: Le Z-Boy Showcase Shop, 33150 Grand River, Farmington, Mich. Mich., 48024, Attention Office Manager.

BUSY property management company in Telegraph/Lahser area seeks experienced, motivated & dependable receptionist/clerical. Must type 40wpm. Ability Competitive salary, references. Call 476-3744. 944-1557

CASHIER/RECEPTIONIST with general office skills. Typing, filing, good with public. A private club. Computer experience preferred. Call for appointment 557-3439

Challenging & exciting position with growth potential. Must have excellent organizational, typing & phone skills. Send resume by Aug. 30, 1985, Attention: M.M.P., A.L.C., PO Box 641, Southfield, MI 48037

CHILDREN
BACK TO SCHOOL?
Return to work!
WE NEED
$ SECRETARIES
$ CLERK TYPISTS
$ DATA ENTRY
OPERATORS
$ SWITCHBOARD
OPERATORS
BENEFITS
Call now for appointment.
NORRELL
SERVICES, INC.
Farmington 477-0840
Rochester 651-1500

CLERICAL/CUSTOMER RELATIONS
Fast-paced office requires reliable individual who can deal with people. Diversified job for person with excellent figure aptitude and accurate typing. Knowledge of computer preferred. Attractive paid benefit package. Reply: Box 160, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
General Office work includes, statistical typing, filing, operation of FAX and TWX machines. Good phone manner is a must. Full time. Rochester Area. Salary and benefits commensurate with experience. Please send resume to Box 984 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL LABORATORY
COORDINATOR
For metallurgical and chemical laboratory to perform routine clerical work. 3 years of College or equivalent necessary. Interest in Technical subjects helpful. No experience required. Full time, super benefit program including educational assistance. Mail resume to: 1012 Huron, P.O. Box 1691, Ann Arbor, Michigan, 48106, Attn Mr. Taylor.
NO PHONE CALLS PLEASE

CLERICAL, Permanent Part-time for Ann Arbor Rd. & Lilley Rd. area. Flexible hours, no Saturdays, some like filing food phone no. & qualifications to: T. Francis, P. O. Box 36358, Grosse Pointe, MI 48236

CLERICAL POSIT