502 Help Wanted Dental-Medical

HOME HEALTH AIDS
Experienced Nursing Aid or student nurse to work in Home Health Aid. Good pay, flexible hours, excellent working conditions. Must have dependable transportation. Send resume cover letter to: Home Care Service, Washtenaw Personnel Dept., 22401 Foster Winter Drive, Southfield, MI 48075.

HOMEMAKERS
HOME HEALTH AIDES
HOURLY & LIVE-IN
- ASSIGNMENTS -
Enjoy the benefits of working for a National Home Care Service. Whether you're going to school or have a job, we can give you assignments that fit your schedule. Own transportation & phones. (1) Year experience.
KELLY HEALTH CARE
Grosse Pointe, 884-8461
Dearborn, 277-4454
Birmingham, 644-9131
Equal Opportunity Employer M/F/H

HYGIENIST WANTED
See bordered display ad in this issue for further details.
Or call 613-4130

INSURANCE BILLER/RECEPTIONIST
INT - Part-time, approximately 25 hrs/wk. Insurance, helpful, knowledge of orthopaedic and traumatology. Nevi/Canton area.
348-1040

INSURANCE BILLER
For NW suburban MD office. Must have substantial billing experience and be position in office. (Manager pyr term). Nice hours. Profit-sharing, paid holidays. Salary to $7.50 an hour.
We have a similar opening available in Warren area doctor office.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

LAB ASSISTANT
for dental specialist office. Experienced desirable. Full time position with good salary & benefits. 277-0918

LAB CLERK
Full time for busy Detroit Doctor's lab 1pm - 9:30pm. Medical background preferred. Livonia area.
427-5561

LAB CLERK
Needed for growing medical facility. Hours 10-3:7 PM. Mon. - Fri., high school graduate. Will train. Call 313-2000, Ext. 213.

LAB TECHNICIAN
Registered. Expected. Part time Redford Twp. area. Call 5pm-8pm.
348-1444

LICENSED NURSES
Apply Now. Lakeville Nursing Center, 38810 Plymouth Rd., Livonia.

LPN or RA
Full time for Podiatry, flexible schedule, minimal travel. Call 855-3233, Ext. 323

LPN OR MA
Full time with experience in Pediatrics. Flexible schedule. Minimal travel. Call 855-3233, Ext. 323

LPN, RN for in-home insurance physicals. Schedule own appointments. Must live in Livonia or Garden City. Call 8am-5pm. 775-4153

LPN'S
AFTERNOON STAFF
National leading provider in long term care has an exceptional opportunity for LPN'S in our facility for the developmentally disabled. Attractive wage & benefit package, apply in person, Wayne Social Living Center, 4177 S. Venoy, Wayne, MI. 48184
An Equal Opportunity Employer

IMMEDIATE OPENING for experienced Medical Receptionist. Typing a must. 3pm-11pm shift.
Call Maggie 425-8622

MA, RN, OR LPN-to teach theory and clinical to students at Medical Assists is a private vocational school in Livonia. Full time position available 8:30am-1:45pm and 2:30pm-5:45pm. Mon. - Fri. Experience in a clinic or Doctor's office required.
Call 476-8170

MEDICAL ASSISTANT Immediate opening for experienced medical assistant. Part time evenings. Call Monday thru Friday 9-5pm. 277-1990

MEDICAL ASSISTANT
for Farmington Hills Gynecologist. Can be Experienced or Will Train. Call Mary Ann Send resume to Manager, P.O. Box 7, Novi, Mich. 48050

MEDICAL ASSISTANT
Part-time, flexible hours.
OB/GYN Experience preferred.
Phone Christy, Hartsville, 348-4044

MEDICAL ASSISTANT
for Livonia Family Practice. Experience preferred. Call for interview.
537-2330

MEDICAL ASSISTANT Part time, Berry Birmingham office. Hours & salary negotiable. Please send resume to Ind. Ad Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Experienced receptionist. 40 hour week including some nights & Saturdays. Salary negotiable. 641-0770

MEDICAL ASSISTANT
Full time/part time. Needed immediately. Must be experienced in both front & back office. Please call: 476-5100

MEDICAL ASSISTANT
Part time. Experience - 1 Yr. minimum. Venipuncture, WBC, EKG required. Livonia.
533-8404

MEDICAL ASSISTANT
Experienced, needed for 1 doctor office in Southfield. Hours only: F. 0. Box 33334, Detroit, MI 48235

MEDICAL ASSISTANT
Part time, 17 hrs/week required. Internist's office in Southfield. Please send Resume to box #871, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Experienced in all phases of medical practice in which you will be dealing directly with patients. Some of the other duties include: Scheduling, answering phones, typing, working with charts and ordering supplies. Send resume to: Office Manager, Suite 11-3003, P.O. Box 994, Ann Arbor, Mich. 48106.

MEDICAL BILLER. Full-time. Royal Oak foot doctor. 1 year medical experience in billing is a plus. Opportunity to expand with practice. 435-3660

MEDICAL BILLER, experienced in all types of insurance. Computer knowledge helpful, full time Livonia area.
Call 261-1144

MEDICAL BILLER
Experienced and interested Biller and Collector for Podiatrist. Wood wind and Square Lake Rd area.
681-8184

MEDICAL BILLING POSITIONS open. Medical health clinic. Medical background helpful. Bookkeeping experience necessary. Call Mrs. Gilbert 557-7200

MEDICAL BILLING
Experienced and Interested Biller and Collector for Podiatrist. Wood wind and Square Lake Rd area.
681-8184

MEDICAL BILLING POSITIONS open. Medical health clinic. Medical background necessary. One year office experience required. Non-smokers. Full and part time.
557-7200

MEDICAL Insurance Biller. Salary commensurate with level of experience. Providence Hospital Area.
352-8515

MEDICAL OFFICE ASSISTANT - Basic typing skills necessary. Medical or bookkeeping helpful. Send resume or apply in person at 22000 Greenfield, Oak Park, MI 48237

MEDICAL OFFICE - Southfield Experience in all phases of medical billing procedures.
352-6170

MEDICAL RECEPTIONIST
Southfield Internist. Experience in Blue Cross/Blue Shield, Medicare billing.
569-6420

MEDICAL RECEPTIONIST, full time. Southfield ophthalmologist. Must have high school graduate, typing required. Will train in eye procedures. Send resume to P.O. Box 2117, Southfield MI 48037.

MEDICAL RECEPTIONIST - Full time permanent position for mature individual with experience. Medpar & insurance knowledge necessary for busy doctors office in Farmington Hills. 12 Mile - Orchard Lake. Send resume.
Contact: 851-4627

MEDICAL RECEPTIONIST
Interesting, challenging opportunity with excellent growth potential. Full time position available in our Lakeville Village office. For confidential interview call
347-7809

MEDICAL RECEPTIONIST
Experience mandatory.
New Livonia clinic.
Call 293-1100

MEDICAL RECEPTIONIST
Family practice. Experienced in preferred. Medical billing and insurance required. Radford/Livonia Area 476-6091

MEDICAL RECEPTIONIST
Part Time
In medical department.
Call 261-8000, Ext. 215

MEDICAL RECEPTIONIST
Position available Tues & Fri for mature, self-motivated non-smoking individual. Experience preferred.
Southfield office.
548-6243

MEDICAL RECEPTIONIST
Immediate full time position in a growing INTAH department. Typing required, typing from dictaphone desirable. Call Mrs. Kaplan
557-7200

MEDICAL RECEPTIONIST-Full time. For busy Southfield practice, typing helpful. Medical and insurance necessary, IBM/DICTN helpful. Contact Mr. Carson, at 354-9440 9am-3pm.

MEDICAL RECEPTIONIST
Full time position available in Southfield Orthopedic doctor's office. Must have experience in Blue Shield, Medicare & Medicaid billing & peghoard posting. Medical benefits.
Call: 948-4719

MEDICAL SECRETARY. Key Person to do insurance forms & contact Accounts Receivable. Typing of referral letters and pay Accounts Payable. No bookkeeping. Optimal salary. 615-3233

MEDICAL TECHNOLOGIST
The Health Facilities Division of Health Science Plus is seeking a Medical Technologist to work part time weekends in our Afternoon shift. The preferred candidate will be ASCP Registered and have at least one year experience in all areas of the lab including blood banking.
We offer a competitive salary and comprehensive benefit package. Interested applicants please call
313-6445

HEALTH FACILITIES DIV.
HEALTH ALLIANCE PLAN
22303 JOY RD
WESTLAND, MI 48185
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST
Experience in X-ray preferred.
Full-time. Flexible hours.
Madison Hgts. area. 544-3477

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST
Experienced only. Full and part time positions. Typing 55 & PC experience desired, knowledge necessitates. Northland area. Excellent hourly and shift premium.
DETROIT OSTEOPATHIC HOSPITAL CORP.
963-2900, ext. 440

MEDICAL TRANSCRIPTIONIST
Excellent opportunity with a national company. Job involves work as Transcriptionist - to work in our Southfield office transcribing C.P., D.S. Call 948-0414

POSITION OPEN at local library reference clinic. Transcribe dictation in mental health area necessary.
Call Terri Ross 344-0323

RECEPTIONIST, full time, oral surgery office. Excellent opportunity for outgoing, responsible individual. Must have dental or medical receptionist experience. Good benefits. Send Resume to Suite #190, 30 W. Big Beaver Rd., Troy, Michigan 48084. Attention: Office Manager.

RECEPTIONIST
for Dermatologist office in Southfield. Pegboard & general office experience required. Ask for Kathy.

RECEPTIONIST
Part time, needed for OB-GYN office in Farmington.
355-5443

RECEPTIONIST for Birmingham Dermatology office. Must have experience in billing, insurance, typing. PT/FT. Send resume to P.O. Box 3481, West Bloomfield, Mich 48033.

RECEPTIONIST
Medical Insurance, and Medicaid for growing medical facility. Call 345-8000, Ext. 213.

REGISTERED NURSES
Join the Nursing Team of the future. Full time positions - midnight shift & part time day & afternoon shift, in a beautiful new 30 bed Psychiatric Complex, skilled nursing facility. Competitive wage & benefits. Contact: Delores Hall, RN, Director of Nursing, University Commons Hospital, 23125 Five Mile Road, Livonia
427-6378

Registered Nurse
11PM to 7PM. Mon. and Fri. position immediately available for the Nursery Wing in Farmington Hills Convalescent Center. Call Nilda Fraser, Director of Nursing, for details.
476-8300

REGISTERED X-RAY TECHNICIAN with skills sound experience.
Call Monday thru Friday 10am-4pm
537-0073

RESPIRATORY CARE
PROGRAM MANAGER
A challenging management opportunity for a RN in an expanding respiratory rehabilitation program. Clinical care with strong respiratory & pulmonary background plus excellent patient assessment skills required. Now accepting applications. Salary history in confidence to Oak Hill Care Center, 32232 Gratiot Ave., Farmington, Mich. 48024
Attn: Susan Frauenhoff. 477-7373

RN
AFTERNOON SHIFT
Nation's leading provider in long term care has an exceptional opportunity for registered nurses in our facility for the developmentally disabled. Experience with the mentally retarded preferred but not necessary. Attractive wage & benefit package. Apply in person Wayne Total Living Center, 4177 S. Venoy, Wayne, MI. 48184
An Equal Opportunity Employer

RN - HOME CARE COORDINATOR
for busy home health agency to assess & plan care for home cases. Excellent pay & benefits
Midwest Home Care 273-2500

RN or LPN - Supervisor in our Novi home care for 1wk ends, 3 months old, one requires special care. Training, good pay & hours flexible.
348-8412

RN
Part time for Rochester Oncology office.
651-4700

RNs and LPNs
Beautiful nursing home in prestigious Bloomfield Hills is now accepting applications for RNs/LPNs. Full-time, 7am to 3pm and 3pm to 11pm. Apply in person.
Georgian Bloomfield
2975 N. Adams
Corner 16 Mile & Adams

RNs and LPNs Call-in - Afternoon & midnight shift. Apply in person, Venoy Continuous Care Center, 3999 Venoy, Wayne.

RNS
POOL HOSPITAL STAFFING
for ICU, CCU & E.R.
Metro House Health Care Plans
Call between 8am-3pm
An Equal Opportunity Employer

SOUTHFIELD LAB has positions open in processing. Very flexible hours. $3.35 to start. Typing a plus. Call between 7pm and 10pm. Ask for Perry. 557-8080

TELEMARKETING
Put your experience with dental or medical offices to work in our Telemarketing department. We're the leader in the orthopedic people to join our telephone sales staff. You will start with a base salary, $3340, plus commission. Very location, excellent Blue Cross benefits, Gerald Vroman Marketing, 548-2270, Ext. 332.

VERATEX
An Equal Opportunity Employer

TEMPORARY PROFESSIONALS
You are tired of not being trated like the professional you are! Are you tired of being the low pay rates other temporary agencys offer?
If you answer yes to either of these and have experience as one of the following
- RN's, LPN's & WPM
- MEDICAL SECRETARY
- MEDICAL TRANSCRIPTIONIST
- HOSPITAL SUPPLIES
- PHYSICIAN BILLER

Call us today at
478-6815
NO FEE/BONUS PLANS

PART TIME RECEPTIONIST, doctor's office. Typing, dictaphone. Mondays and Fridays, 10-2PM. $5.00 an hour. Call Mrs. Vorva. 656-2560

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Excellent pay and future with stable service oriented public accounting firm. Work three days a week. Full knowledge of accounting thru financial statements. Must be willing to assume 10 hr/general ledger/client write up responsibility. Prior public accounting experience helpful. $17,000-$21,000 to start depending on ability. Send resume to: Ind. Ad Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Permanent position available for mature person. Must be able to type 35 - 40 words per minute. Must be able to handle some bookkeeping experience and data processing. Send resume to P. O. Box 34BCommerce & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk
Full-time position available for a sharp, detail-minded person with 2-3 years of accounts payable experience. Must have data entry experience. Excellent benefits and opportunity for advancement. Light typing skills also required. Excellent word processing skills, full benefit package. Next area. Send resume or apply in person with background and salary expectation to: Box 664, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
National Advertising Agency with regional offices located in Southfield has an excellent position available for a hands-on Accounting Clerk. In this position you will act as a problem-solver for our branch offices as well as handle the coordination of billing information. You must be totally familiar with accounts receivable, reconciliations, collections, and capable of typing 55 wpm. Experience with multi-line computer controlled accounting systems a PLUS. Excellent opportunity for qualified candidate. Immediate openings. Send your resume, including salary history to:
Gloria Cameron
Thompson Employment Advertising
31415 Civic Center Dr., Suite 304
Southfield, MI 48076
An Equal Opportunity Employer

ACCOUNTING CLERK/TYPIST
Experienced in A/P, A/R, accurate with figures, good typing skills. Fringe benefits.
352-0380

ACCOUNTING CLERK
General office duties including light bookkeeping for Farmington Hills swimming pool contractor, temporary position through Jan. 15. Phone 851-1318

ACCOUNTING CLERK - with general secretarial skills, type 50 accurate, in purchasing dept. for large company in Livonia. Excellent opening. Long term. Top pay. Temporary Specialists
344-3413

ACCOUNTING CLERK
SALARY TO $15,000
Expanding suburban firm needs minimum 3 years accounting experience. Will train on our computerized payroll department. Full benefit package plus 35 hour work week. Call today.
All Our Fees Are Company Paid
PERMANENT STAFF
NORTHWEST 591-2321
SOUTHFIELD 353-0505
TROY 362-4600
SOUTHWEST SUBURB 261-2170
ST. CLAIR SHORES 296-6600

ACCOUNTING PERSON
for large manufacturer, full time. Ability to use CRT & light typing, 3 yrs previous accounting. Good salary & benefits. Employment Center II.
348-4130

ACCOUNTS PAYABLE
Farmington based manufacturer seeks an accounts payable clerk. Must be able to operate a 12 key calculator accurately and be willing to learn data entry. Experience desirable, but will train. Interested candidates call Mrs. Ann Taylor, 23723 W. 8 Mile Rd., Farmington, Mich. 48024.
No Phone Calls Please

ACCOUNTS PAYABLE CLERK
Busy Southfield Distributor seeks qualified individual to work in our accounts payable department at entry level position. Must have 2 or 4 mth ability. Competitive Good benefits. Full time. Call Before 11am 352-0379

ACCOUNTS PAYABLE
PAYROLL
Property management company needs a mature experienced person to verify & codeapplier invoices, process & prepare vendor & payroll checks. Ability to maintain payroll records working knowledge of CRT terminal. Requires a quick learner with good clerical, Math, and typing skills. Prefer some familiarity with property administration, but will train right person with the background in general ledger & payroll work experience. Excellent benefit location. Bytwin 345-1333.

Accounts Payable/Accounting Clerk
Large expanding Wholesaler in Bloomfield Hills area needs organized individual to:
- Process invoices
- Handle Correspondence.

Must be experienced and able to type and operate calculator. Good typing skills. Salary commensurate with experience. Please call for appointment. Personnel Dept. 313-539-4141, ext. 273.

ACCOUNTS RECEIVABLE Junior, Experience helpful, typing required, good benefits J & L Industrial Supplies.
Contact Kim Forney. 532-8780

ACCOUNTS RECEIVABLE, General Office. Reliable individual needed for varied duties in position with fast-paced Southfield property management firm. Must have good math skills, CRT experience and accurate typing. Call Maureen 557-7200 or 353-7411 ext. 305
An Equal Opportunity Employer

ACCURATE TYPIST with clear phone voice needed immediately for full time position in Northwestern Bowling Center. Some experience preferred but willing to train qualified individual. Call 537-5400

AD AGENCY
SCRIPT TYPIST
You will love the great atmosphere and interesting people. This will lower your blood pressure. Jean is just waiting for you and your good typing and word processing skills. $14,000. Fee paid. Call Bernice at 313-3999 anytime.
SNELLING & SNELLING

ADC & LOW INCOME
Housing Services, Inc. can help you do things you want. If you are a resident of Oakland County except the cities of Pontiac, Waterford, Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp., you will qualify for free training including transportation allowance.
Call now 338-7294
DORSEY BUSINESS SCHOOLS
For a Brighter Tomorrow

ADMINISTRATIVE ASSISTANT - Industrial Distributor, located in Madison Hts. needs a highly motivated Assistant with the secretarial skills to work with executive staff. We offer pleasant working conditions, salary, benefits, fringes. Send resume & salary requirements in confidence to P.O. Box 523, Madison Hts, Mich 48071.

ADMINISTRATIVE ASSISTANT
We are seeking an experienced individual capable of assuming a variety of responsibilities in our district sales office. To be considered for this current position, applicant must have the ability to exercise judgment & tact in dealing with our customers & be concerned with the overall success of our growing business. Individuals with a minimum of 3 years secretarial experience, background with experience, knowledge or training in other sales or service offices with an eye for detail a plus. Send resume to Personnel Manager, P O Box 1184, Troy, MI 48099

ADMINISTRATIVE ASSISTANT
Secretary needed to assist sales manager in administrative duties, including personnel skills, excellent oral & written communication & shorthand. Typing a must. Tech Center Area.
CLI - MANPOWER
585-5595

504 Help Wanted Office-Clerical

ADV. SCRIPT TYPEI
FEE PAID - $13-$14,000
Type scripts & deal with advertising personalities! Need 55 wpm typing, NBI computer & typing of 60. Some paid overtime. Southfield area.
DOROTHY DAY
PERSONNEL, INC.

ADV. SCRIPT TYPEI
FEE PAID - $13-$14,000
Type scripts & deal with advertising personalities! Need 55 wpm typing, NBI computer & typing of 60. Some paid overtime. Southfield area.
DOROTHY DAY
PERSONNEL, INC.

Anxious To Return To The Work Force?
We have long and short term assignments available.
- Clerks
- Typists
- Receptionists
- CRT Oprs.
- Stenographers
(96-100 WPM)
- Word Processors

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

APPLY TODAY
Switchboard
(Dimension)
(Horizon)
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
Our service has immediate temporary assignments 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

A RECEPTIONIST - for Birmingham Fortune 500 company. Robin switchboard a plus but will train, temporary to perm assignment - salary will be $15,000 with benefits.
Come pick up your free gift & discuss your employment opportunities with our trained personnel consultants.
Benefits - Paid Vacation - Bonuses
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ASSISTANT to Office Manager. Mature person for dealership, in Birmingham. Experience necessary. Typing, filing and bookkeeping. Call Betty at: Estate Motors.
644-8100

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

Now that the school year is beginning, moms think of yourself. Work as a temporary S.S.I. and enjoy interesting assignments at top companies while you have flexibility your life style demands.
- BONUS PLAN
- NO FEE

Southfield 569-7500
Livonia 525-0330
Pontiac 338-0402
Dearborn 565-5050
Detroit 963-2290
Sterling Hgts. 977-5740
Supplemental Staffing, Inc.
The Temporary Help People

ATTENTION
We need experienced Typists, Secretaries and Data Entry Operators for 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

SECRETARIES
TYPISTS
SWITCHBOARD
Call Manpower for your next assignment, we have immediate openings in Southfield, Troy & Old Town for all areas. Please Call
MANPOWER
TEMPORARY SERVICES
585-5595

BANK TYPIST TO HIRE
FEE PAID.
Only 1 Yr. working office required. Full Time, a great benefit package. Call Mary Or. II.

BILLING CLERK - PARAVTHER - for Southfield County Co. Business (5) years experience, knowledge of Medicare of Billing & A/R. 10am-2pm. $6.75 an hour.

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE For industrial distributor in Southfield area. Non-smoker, Entry experience for CRT. Send resume to Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING SUPERVISOR/
OFFICE MGR.
Laboratory, 5 years, full time person, knowledge of all aspects of medical billing. Salary based on experience.
Send resume to: P.O. Box 23179 W. 9 Mile Rd., Southfield, Mich. 48034.

BILLING CLERK
Temporary assignment now available. For details contact:
GARDEN CITY HOSPITAL
427-3300, Ext. 277

BILLING CLERK
$13,000
Afternoon shift. Handle data entry of billing information into computer. Experience with extended computer. Experience on 10 key adder. Full fringe package with Christmas bonus. Good plus and company Paid Fee.
425-7207
ALLEN PERSONNEL AGENCY

BIRMINGHAM Interior Designer requires Bookkeeper/Receptionist. 3 years time, flexible schedule. Typewriter, able to deal with Suppliers & Customers.
645-0915

BOOKKEEPER - Birmingham area. 25 to 30 hours per week. Knowledge of payroll, payroll taxes, payroll taxes, pegboard. Light typing. Diversified duties. Salary commensurate. Call Pleasant working conditions. 646-8878

BOOKKEEPER
For travel agency in Southfield. Experience helpful.
559-1811

BOOKKEEPER- Full Time, general office duties. Mature, experienced. Telegraph/14 Mile area.
Call: 626-6004

BOOKKEEPER, Full-Charge. Fast-paced office. Must have 5 years full time, phone personality. Immediate opening. Excellent pay & benefits. 477-1616

BOOKKEEPER Full charge through financial statements for Birmingham accounting firm. Public accounting experience preferred. Flexible hours available.
644-3700

BOOKKEEPER - full charge thru general ledger, some payroll and computer experience helpful. Full time position in Farmington or Mr. Miller, Senior Family Service, 24123 Greenfield, Southfield, Mich. 48075 548-1500

BOOKKEEPER
Ladies retail store in Northville.
Call between 12pm-5pm
348-8216

BOOKKEEPER, permanent position in interesting and diversified firm with Sidney Kimmel & Sons Jewelers of Detroit enjoy working with figures and detail. Responsibilities include accounts receivable, payroll, general ledger and computer input. Excellent benefits, please call
362-4369

BOOKKEEPER/SECRETARY
Permanent full time position in Fraternal Life office. Full charge through financial statements, payroll, typing, computer knowledge, mature. Benefits. Salary negotiable. P.O. Box 314, Northville, Mich. 48060-1115.

BOOKKEEPER - Should have knowledge of computerized accounting and fixed assets, typing, filing. Send resume to Personnel Dept., 30300 Telegraph Rd., Bingham Farms, Suite 118, Farmington Hills, 48018

BOOKKEEPER thru trial balance, recent experience, good typing skills. Call Mrs. Ann Taylor, 23723 W. 8 Mile Rd., Farmington, Mich. 48024.
No Phone Calls Please

BOOKKEEPER with accounts payable/receivable experience, some computer entry required. Entry level position for appointment.
352-0379

BOOKKEEPING ASSISTANT
Experienced in general ledger, full & part time. Interesting, Bath-soon. ABC Signs, 31611 Grand River, Farmington.

BOOKKEEPING
DATA ENTRY-EDP
ACCOUNTING
Looking for temporary and/or permanent assignments? Experienced accounting in all areas or bookkeeping experience. Data entry experience. Appointment necessary for interview between 9am and 5pm. Please bring copy of resume
Accountemps, Inc.
17515 W. 9 Mile, Suite 670
Southfield, MI 48075
557-8367

CASHIER - Full time or Part time, for traditional men's & women's clothing store. Experience preferred. Apply between 10AM-4PM, Mon-Sat. the Claymore Shop, 722 N. Woodward, Birmingham.

CASHIER Part time, good phone personality & math ability. Year West Bloomfield retail store. Involves light bookkeeping & flexible hours.
338-4113 after 10:30 am.

CLERICAL/BOOKKEEPER
For Southfield CPA office.
Experience necessary.
Call for interview
350-7500

CLERICAL CASHIER
Trainee No Typing, Easy,
Part-time and full-time.
AAA EMPLOYMENT
DISCOUNT FEE - 2 WEEK SALARY
AAA 855-2960

CHECKER/ACCOUNTING PERSON
Part time only. Minimum 20 hrs/wk. Light typing required. Detail. Simple Math skills necessary. Must be 18, or 17 with work permit. Apply to Mr. - 18 PM, and 11 PM. - 7 AM. Holiday hours. Call Mr. Gilbert 557-7200 holiday work. Send resume to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL-ENTRY LEVEL
Fitness USA Health Spas Corporate headquarters has excellent entry level positions open for individuals who excel in accuracy, are detail oriented, working with detailed instructions. We will completely train. Good starting salary with bonuses based on performance. Fully paid health, accident & life insurance, paid holidays and annual vacation. Call Ann
645-4366

CLERICAL HELP. Legible handwriting, some typing, 10 hour week. Pay rate negotiable. Apply to Pam Ryan at Factory Official Distributing Co., 34360 Industrial, Farmington Hills.

CLERICAL
Jobs available that require good clerical skills.
- Jr. & Sr. Typists (40-55 wpm)
- Data Entry Operators
- Keypunch Operators (Mohn, Harnes, Dimensions)

DO YOU QUALIFY?
BENEFITS
Call Today
NORRRELL
SERVICE, INC.
Farmington 477-9840
Rochester 651-1500

CLERICAL/SALES SECRETARY
In need of a individual to work in fast-paced Sales Office for Sunglass to the Stars. Individual must be accurate, with good Math aptitude, multitask oriented, able to work independently, have good communication skills & have good manners. Call Sandra Vaughn at Oliver Peoples, Great Beginning Opportunity. Salary commensurate with experience.
Call Sandra Vaughn at Oliver Peoples, 30100 Telegraph, Suite 475, Bham, MI 48011, Attn: Janet

DATA ENTRY/KEY PUNCH
Data Entry/Keypunch needed for 2-3mos in Livo, Farm, Twp. Part. Good typing skills necessary. Experience preferred. Knowledge of general office procedures a plus. Pleasant working atmosphere. Call Janet now, (Test Taken) at
853-3311, Ext. 17

504 Help Wanted Office-Clerical

CLERICAL
Our growing corporation is seeking experienced individuals for immediate temporary clerical openings. Qualified individuals must possess accurate typing of 40-60 plus wpm, excellent written and verbal communication skills, good math aptitude and the ability to operate a calculator efficiently. Individuals must be independently with little supervision. Previous general office and/or computer typing experience preferred. Generous benefits package. Qualified candidates should apply Mon. - Fri. 8-11 & 1-4pm.
NO PHONE CALLS PLEASE
The Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)
An Equal Opportunity/
Affirmative Action Employer M/F/H

CLERICAL (PART TIME)
WE are seeking individuals to work a flexible 15 hours per week in our Mail Processing Department. Related experience in mail, copying, accurate typing, CRT input, record keeping and typing other office duties. Qualified candidates should apply between 1pm and 3pm - 64 wpm, good math ability and excellent organizational skills.
NO BENEFITS.
Interested applicants should apply Mon. - Fri. 8-11 & 1-4pm.
NO PHONE CALLS PLEASE
The Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)
An Equal Opportunity/
Affirmative Action Employer M/F/H

CLERICAL PERSON primarily for secretarial duties. Part time, flexible hours, pleasant helpful. Call Carte for appointment at
477-8119

CLERICAL POSITION
for scheduling customer deliveries and other office duties Plymouth Area
455-1961

CLERICAL POSITION - 1 girl office in Beverly Hills. Typing, filing, phone and morning scheduling. Pleasant atmosphere. Call 10am-2pm
354-5500

CLERICAL POSITION
Immediate opening for someone experienced in bookkeeping, typing & operating the Dictaphone. Full time benefits.
Call: 476-6455

CLERKS - needed for the Rochester/Troy area. Light typing and dependability a must!

GENERAL OFFICE - beautiful offices in Auburn Hills area. Light typing, phone, filing. Pay at $5/hr minimum. Pleasant telephone voice a must.

SECRETARY WORD PROCESSOR
needed for long term assignment at large corporation downtown. Shorthand helpful.

IBM PC OPERATORS - training and/or experience needed for this interesting assignment.

SWITCHBOARD - outgoing personality with pleasant voice needed for assignment needed for short and long term assignments.

DATA ENTRY - experienced Data Entry operators needed for assignments in the Rochester/Troy areas.

DICTATE WORD PROCESSOR -
Excellent opportunity in a fast-paced environment. Only those with strong typing skills need apply. Please call Mrs. Crawford at
353-2775.

An Equal Opportunity Employer

CLERK TYPIST
National firm in Southfield has immediate opening for clerk typist with clerical skills. Hourly rate based on good benefits. Call Mary Jo Hennessy, 353-6300

CLERK TYPIST needed for W. Bloomfield office. Good math skills required. Typing 35 wpm minimum. Will train right person. Pleasant working environment. P. O. Box 437, Plymouth Mich. 48170

CLERK TYPIST Real Estate Consultant Co in Bloomfield Hills area has immediate opening for a clerk typist. Must have good math aptitude and clerical skills essential. This is and entry level salary position beginning at $4/hour week. Call Sherry at
642-8400

CLERK/TYPIST
RECEPTIONIST
Exciting position with large suburban law firm. Great starting salary, super benefits, typing 40-50 wpm. $11,000-$12,000. Fee paid. Call Jan. 353-7237
SNELLING & SNELLING

COMPUTER BETA ENTRY - Part time, 20 hrs/wk, Mon-Wed-Sat-Sun, 10-2. H27, 31413 Beaubien Court, Northville, 48167.

COMPUTER OPERATOR
for outside industrial Detroit Church. Responsibilities include operation of IBM System 34 computer, for The Church of Today. P.O. Box 246 Marion, Mich. 49665. Call Mary Hamilton

DATA ENTRY CLERK
needed for temporary assignment. Must be able to type accurate, types 60 WPM, reliable, intelligent. Highly motivated & dependable. Call Mrs. Gilbert 557-7200

COMPUTER OPERATOR
Aritech is a leading manufacturer/wholesale distributor of burglar, and fire alarm equipment. We are seeking a self-starter with a minimum of one year's office experience to input data into our computer system and perform other general office duties. Data entry or keypunch experience a plus.
Please Call John Sholtz at 261-5612 or send resume to:
ARITECH CORP.
12999 Farlane
Livonia, MI. 48150
Equal Opportunity Employer M/F

COPY CLERK: Busy Birmingham Law Firm requires self-starter, Data Entry Experience helpful. Benefits provided. Send resume to Benjamin & Martin, 164 S. Woodward, Ste. 2 Bham, Mich. 48011, Attn: Janet

DATA ENTRY/KEY PUNCH
Data Entry/Keypunch needed for 2-3mos in Livo, Farm, Twp. Part. Good typing skills necessary. Experience preferred. Knowledge of general office procedures a plus. Pleasant working atmosphere. Call Janet now, (Test Taken) at
853-3311, Ext. 17

504 Help Wanted Office-Clerical

CREDIT UNION
CLERK
Position immediately available for an experienced individual in Credit Union Operations. Qualified candidate will possess accurate typing of 60-65 wpm, excellent math aptitude and ability to operate a calculator efficiently. Individual must be independently with little supervision. Previous general office and/or computer typing experience preferred. Generous benefits package. Qualified candidates should apply Mon. - Fri. 8-11 & 1-4pm.
NO PHONE CALLS PLEASE
The Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)
An Equal Opportunity/
Affirmative Action Employer M/F/H

CLERICAL
(PART TIME)
Collateral Services Inc. is a fast growing computer services company located in the Southfield area. We are looking for qualified applicants to fill both full and part time positions. Required skills include CRT experience helpful but not necessary, good math aptitude, accurate typing, record keeping and typing of 50 wpm. Flexible hours available. Call Mrs. Gilbert 557-7200 Ext. 1300 or 1301 Southfield Rd., Suite 116, Oak Park, Mich., 48237

CUSTOMER SERVICE Person needed for Retail Store. Must be attentive, dependable, have outgoing personality & good phone manners. Apply at: 26711 Plymouth Rd., Redford.

CUSTOMER
SERVICE
A nationwide mortgage banker is seeking a reasonable individual for a challenging position in our Customer Service Department. Qualified candidates must possess excellent written and verbal communication skills, math aptitude, accurate typing of 40-50 wpm, and the ability to work well in a highly pressured environment. Mortgage banking experience or CRT experience helpful. Overtime is required.

This position involves preparation and explanation of the escrow analysis to our customers. Letter writing skills required. Working hours for the position are 11:45am-8pm.

A complete benefit package is offered. Interested candidates should apply Mon. - Fri. 9-11am or 1-4pm. NO PHONE CALLS PLEASE.
The Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)
An Equal Opportunity/
Affirmative Action Employer M/F/H

DATA ENTRY
FREE TRAINING
For qualified low income Oakland County residents.
Call 858-5343

DATA ENTRY
FULL TIME
CAREER OPPORTUNITY
National corporation, headquartered in Southfield, with a reputation for excellence, has opening for a CRT data entry operator. Full time hours - days and evenings with weekend work a must. Full benefit package and attractive starting salary. Please call Mrs. Green
548-1448

DATA ENTRY OPERATORS
Call for long term contract positions.
Call Eileen
646-7660

DATA ENTRY OPERATOR TRAINEES
Our growing corporation is seeking two dependable individuals with at least one year experience on the Mitsubishi 000 Series Data Terminal. Qualified candidates will be expected to be a Mohn/Numeric Key. Positions will be on the Afternoon Shift, Monday - Friday, 3:45pm-11:30pm. Mon.-Fri. Possible overtime required. Excellent benefits package, including medical for 6-8 months. No benefits. Qualified candidates should apply Mon.-Fri. 8-11am or 1-4pm. NO PHONE CALLS PLEASE.
The Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)
An Equal Opportunity/
Affirmative Action Employer M/F/H

DATA ENTRY
OPERATORS
A Key Opportunity
Awaits You at Kelly!
We need 10 HIGH PRODUCTION Data Entry Operators! Data Entry Operators immediately for a long term assignment in the Southfield area. Excellent starting salaries