502 Help Wanted Dental-Medical

RECEPTIONIST
for doctor's office, part time, Garden City area. 421-5413

RECEPTIONIST, full time for Livonia office, hours Tues. Thurs. 8 to 5:30, rotating Sat. Experience preferred. Call Cindy Mon. thru Fri. 9 to 4 pm 261-0300

RECEPTIONIST, PART TIME, send resume to: Box 2, Birmingham area, medical or dental background required.

Dental receptionist for Bloomfield Hills, 30 W. Big Beaver Rd., Birmingham, MI 48008

RECEPTIONIST
Mature, intelligent person with good phone and typing skills willing to work 25-35 hours a week please call Mrs. Rutkas for interview 781-0561

RECEPTIONIST
for busy medical clinic in Sterling Heights. Part-time flexible hours including some evenings. Must have good interpersonal skills and telephone personality.
Call Wed or Fri only: 689-1200, ext 211

RECEPTIONIST (Medical Asst) wanted for busy Doctor's office in Farmington Hills. Experience preferred
476-1626

RESEARCH & DEVELOPMENT CHEMIST opening with a progressive Southfield medical manufacturer for someone with B.S. or M.S. research experience in Bio-Chemistry, Molecular Biology, Immunology or related fields. Excellent benefits. Call Personnel Mon. after 2pm and 9-5 daily thereafter
353-1620

RESIDENT AIDE
37M to 10 3PM, $4.00 per hour. Farmington Hills area. Call 851-9440

RN - LPN
Join our staff of professionals who take care of the elderly for full or part time. Apply in person:
MIDDLEBELT NURSING CENTER
14900 Middlebelt, Livonia

RN
OPENINGS
Full Time
Afternoon Shift
Medical Unit recent acute care experience required. Part Time & Confirmed 7PN Positions Available. If you would like to work in a small community hospital Call
Redford Community Hospital
531-6200 Ext. 408

RN OPPORTUNITIES
THE MEDICAL TEAM, a growing certified Home Health Agency in metro area has openings for new team members. Positions include a variety of interesting and challenging duties, including making home visits, supervising and training Home Health personnel, heading community education programs & participating in community outreach efforts. Supervisory position also available for qualified candidates with recent Home Care experience. We offer top pay benefits, full or part time schedule. For more information call Kathy Tomlinson MSN, Administrator
THE MEDICAL TEAM
358-2260

RN-OR
Full time day position available. Must be able to take calls, previous experience necessary. For details contact:
GARDEN CITY HOSPITAL
421-3300, Ext. 277
An Equal Opportunity Employer

RN OR LPN
For busy Birmingham pediatric office, part time and relief. Send resume to 511 Pierce, Birmingham, 48009

RN'S
CHECK US OUT
THE WINNING TEAM
PRO CARE ONE, INC.
423-6500
EOC

RN'S
Inservice - Part time positions
Briar Burn Nursing Home
644-8015

RN'S - LPN'S - AIDES
For 94 bed basic nursing home in Livonia. All shifts, apply or call between 9 & 3 PM 31910 Plymouth Rd., 522-8970
LIVONIA NURSING CENTER

RNS OR LPNS
Need extra cash for a part time basis. Positions available at Beverly Manor of Novi on Midnight shift. Call 477-3900.

502 Help Wanted Dental-Medical

RN'S & LPN'S
Full & part time positions now available for nurses interested in becoming part of an aggressive staffs program facility. Supervisory experience helpful, competitive wage & benefit package. Contact J. Van Wagner RN for further information at 477-7373

RNS & LPNS
PART TIME OR FULL TIME
Afternoon & Midnight Shifts
Apply CAMELOT HALL
Convalescent Center
35100 Ann Arbor Trail
Livonia, 522-1444

RNS & LPNS
WESTLAND CONVALESCENT CENTER is seeking full time Staff Nurses for the afternoon shift. We are looking for enthusiastic and self-motivated nurses to join our award winning team to assist us in maintaining our high standards of patient care and employee relations. Contact Susan Gilbert, RN, Director of Nursing at 728-6100.

RNs
Needed for Midnight shift, full or part time, in a skilled care facility at 11 Mile & Southfield
Call for an appointment. 847-4500

RN'S
SIGN UP
BONUSES
PRO CARE ONE
423-6500

RN SUPERVISOR
Westland Convalescent Center is seeking an enthusiastic and cheerful leader for our Midnight shift. If you are interested in becoming a team member of our award winning facility, please contact Susan Gilbert, RN, Director of Nursing at 728-6100.

SECRETARY
For busy medical office in Rochester area. Secretary to manage business office, ability to supervise & accept responsibility very important. Good typing skills and experience with medical insurance forms essential. Office in process of computerization. Attractive salary and fringe benefits. 651-3051

SECRETARY - medical office. Experienced. Send resume to 12214 W. Warren, Dearborn, Mich 48128.

SECRETARY NEEDED
Home Care Company seeks a dependable Secretary with good typing skills for their respiratory therapy department. Some training in medical terminology is preferred. Send resume to: LMC 31120 Greenfield Rd., Oak Park, Mich. 48237. Attention K.W.

STAFFING COORDINATOR
A full time position offering salary plus incentive with a progressive international nursing service. Days or afternoons available, pleasant phone manner, quick thinking, able to guide people, some computer & sales experience helpful. Call Ann today
Medical Personnel Pool
352-6311

SURGICAL ASSISTANT
Oral Surgeon's Office in Plymouth.
Experience preferred.
Interviews, call - 455-0710

TRANSCRIPTIONIST
Needed for Orthopedic office, in Garden City. Full time. Benefits. Experienced only.
422-8400

TYPISTS - 45-55 WPM, medical billers, IBM PC word processors with medical knowledge needed for long term contract positions.
Call Lucy 357-0034

UB-82/1500 Billers
Billers needed for a long-term assignment in the Blue Cross/Medicare Department of a hospital located in the Metropolitan area. Inpatient and outpatient billing experience preferred.
CALL US TODAY!
TEMPORARY PROFESSIONALS
443-5590

504 Help Wanted Office-Clerical

ACCOUNTANTS POSITION
Growing Livonia business has an opening for a self starting individual. Ideal candidate will have a basic accounting degree, 2-3 years of bank reconciliation and a strong desire to learn. Please send resume to: Jack Roush Engineering, 12345 Levan, Livonia MI 48150, attn Frank Lykins.

ACCOUNTANT NEEDED
full time for busy Royal Oak medical office. Good salary.
Call Dr. Banks, 398-4070

ACCOUNTANTS ASSISTANT - duties include bookkeeping, computer input, typing, filing. Must know how to do tax returns or go to school in the Fall for it. Person will be second in command of fast growing company. Paid on commission. Flexible hours. 981-2160

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Needed for areas insurance security & investigative firm. Need 1 yr. experience in typing skills to assist with payroll, accounts payable & receivable. Southfield location. Pay commensurate with experience, including $50 weekly benefits. Apply Mon. thru Fri. at Nationwide Security, Inc. 27070 Franklin, Southfield (just west of Telegraph in the Regency Office Center 353-9500

ACCOUNTING
CLERK
A major super market chain located in Southfield has positions available for individual with math skills plus the ability to work with a CRT. Competitive salary & excellent fringe benefit package. Mail resume to box 123, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING DEPARTMENT of Southfield based mortage company has immediate opening for entry level person with excellent typing skills & good math ability. Call Michelle V. 353-5790

ACCOUNTS PAYABLE
CLERK
Experienced in small business and/or property management accounts Computer experience helpful. Southfield area. Send resume to Box 8248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE/CLERK
Birmingham company, immediate opening, individual with bookkeeping & typing skills for computerized (IBM 34) Accounts Payable department. Invoice processing & disbursements for many entities. Require detail oriented, well organized person with numbers aptitude & ability to work well with others. Send resume to Box 966, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE, 3 years experience preferred. Send resume to Controller, Wellington Industries, 23401 Glendale, Hasford, Mi., 48239

ACCOUNTS RECEIVABLE CLERK
Oak Park Nursing Home Management Company is currently looking for an experienced Accounts Receivable Clerk. Health care billing experience preferred, but not necessary. Must be willing to relocate to Ann Arbor. Send resume to: I. H. C. M., 21900 Greenfield, Suite 201, Oak Park, MI., 48237.

ACCOUNTS RECEIVABLE Collections-Full time. Pleasant personality, must be able to communicate well on phone. Experience preferred. Keego Harbor area Send resume to: P. O. Box 8336, W. Bloomfield, Mich. 48033

ACCOUNTS RECEIVABLE CLERK
Southfield property management company seeking person with accounts receivable experience, typing 45/50 WPM. Will train on computer. Pleasant office. 559-0000

ACT NOW!
& Earn Extra $$$
Consider a career as an Olsten temporary in 1986. Enjoy long and short term assignments available for:
- Acctg. Clerks
- Bookkeepers
- Accountants
- Receptionists
- Switchboard Oprs.
- Sr. Typists
- Stenographers
- Word Processors

TOP PAY
BONUSES
VACATIONS
BENEFITS
MAJ. MEDICAL
Troy 362-4650
Detroit 962-9650
S'fld 354-0555
Olsten Services
An Equal Opportunity Employer

ASSISTANT
OFFICE MANAGER
Large Apt. Complex office needs full time person with type bookkeeping & computer knowledge. Must have some office experience & be people oriented. 356-8933

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT/
PURCHASING ANALYST
Excellent opportunity for organized individual to assist in daily purchasing and secretarial functions at our corporate offices. Must have previous purchasing experience, good math, typing skills. We offer an excellent starting salary, good benefits, including medical, life insurance and more. Please resume WITH salary history to:
Assistant Vice-President
Fitness Management Corp.
30515 Southfield Rd. Suite 108
Southfield, MI 48076

ADMINISTRATIVE CLERK, part time. We are a Southfield based company providing marketing & communications products to the automotive industry. We have an immediate opening for a Administrative Assistant. The ideal candidate will be able to type 50 WPM, the position is responsible for statistical data gathering, travel arrangement, reception/switchboard, and other administrative duties. We offer entry level pay & 30am-5pm on Mon & noon to 5pm, Tues thru Fri. 1 year experience to perform. Please forward your resume or call to L. Schwind, 24133 Evergreen, Traveler Tower II, Suite 400, Southfield, Mich 48076.

ADMINISTRATIVE
ASSISTANT
Highly successful, Southfield-based consulting firm has immediate opening for an experienced Administrative Assistant with solid insurance company or agency background. Must have pleasant personality and excellent communication skills. Some typing. Starting salary commensurate with experience and excellent potential. If interested, please send complete work and salary history in strictest confidence to: Mr. Upton, P. O. Box 881, Southfield, MI 48037.

An Equal Opportunity Employer

ANALYTICAL ABILITIES - needed for this interesting assignment at large corporation.

IBM DISPLAYWRITER - experienced individual for long term assignment in the Warren area. Must possess good general office skills as well.

TYPIST - Memory Typewriter training and/or experience needed.

SECRETARY - one person office needs good all-around Secretary with knowledge of payroll, accounts payables, receivables. Must be outgoing and able to handle customers.

INDEPENDENT WORKER - needed for clerical position in the Rochester area. Must be a self-starter and be reliable. Some computer background helpful.

BENEFITS
PAID VACATIONS
PAID HOLIDAYS
WORD PROCESSING TRAINING

Call us now for an appointment. Ask about our new benefit package and find out why we're 'Ahead of The Rest'. NEVER A FEE.

ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5610
Ahead of The Rest

ANSWERING SERVICE SECRETARY Southfield office. We will train. Typing & keyboard knowledge helpful. Nonsmoker preferred. 1-3PM shift. Call Lois for appointment. 353-0335

Arbor Temporaries
NEEDS:
- Secretaries
- Word Processors
- General Office
- Receptionists
- Data Entry
- Light Industrial

Call 459-1166
Established in Ann Arbor in 1970. Now serving Oakland & Wayne Counties

ASSISTANT BOOKKEEPER
Experience necessary.
Must have resume.
Call 353-2033

ADMINISTRATIVE ASSISTANT
Part-time. Pleasant working conditions. Flexible hours. Apply in person:
SOC Credit Union
31010 John R., Madison Hts.

MOTIVATED individual for accounting department in a fast-growing Southfield company. Light office work, experienced in all phases of accounting, will consider someone qualified with less experience. Excellent opportunity to work on developing computerized systems. 827-7340, ext. 305

BILLING CLERK
Troy ad agency has entry level position available in billing department. Must be detail-oriented and have good math aptitude. Basic clerical skills and light typing skills a plus. Will train on computer. Send resume and salary requirements to:
- Personnel Dept.
Keion, Hittler & Desmond
100 East Big Beaver, Suite 1000
Troy, MI 48083-1127

504 Help Wanted Office-Clerical

PAYABLES CLERK
NI INDUSTRIES is seeking a Payables Clerk for its Novi office. Candidate will be responsible for orderly processing of all invoices, data entry, light typing and phone work. Individual should have accounting background and some college. We offer a competitive salary and complete benefits. If interested, please send resume to:
Peggy Mahoney
NI INDUSTRIES
39600 Orchard Hill Place
Novi, Michigan 48050
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ATTENTION
SECRETARYS
ADMINISTRATIVE/ASSISTANTS
RECEPTIONISTS
Are you an independent worker with a knack for organization & a need for involvement? Do you possess strong clerical & communications skills? If so, I am anxious to talk with you about some of my exciting positions. We have competitive salary with full benefits & upward mobility. Call Sheri Hill today for personal interview
AMERICAN PERSONNEL 553-2444

ATTENTION
SWITCHBOARD
OPERATORS
If you have experience on a cordless system such as the Horizon or Dimension, we have jobs for you. Turn your skills into $$$ while working a variety of assignments. NO FEE.
Farmington Hills 855-8910
Southfield 569-7500
Livonia 525-0330
Detroit 963-2290
Supplemental Staffing, Inc.
The Temporary Help People

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

Let your skills and experience help pay off your holiday bills. Working as a S.S.I. temporary can provide you with top pay, interesting assignments and valuable work experience. Immediate openings. CALL NOW.
- BONUS PLAN
- NO FEE

Farmington Hills 855-8910
Southfield 569-7500
Livonia 525-0330
Auburn Hills 373-9904
Detroit 963-2290
Sterling Hgts. 977-5740
Supplemental Staffing, Inc.
The Temporary Help People

AUTO DEALER needs clerical help. Must be mature, dependable, possess good office skills and telephone manner. Full time. Call Joe Dwyer Imports 577-2122

BASIC SECRETARY, full or part time, preferring insurance & computer knowledge. Please send resume to: 3000 Town Center, Suite 2700, Southfield MI 48075

BONUS - $50
For the right secretary - we have openings in the Farmington Hills - Southfield area for current clerical individuals who are secretarys. These positions need to be reliable, dependable & fast typist (55 wpm), enjoy answering the telephone & doing a variety of duties, you may be the lucky candidate. We will award a $50 bonus to those we are able to place in these positions. Because of the urgency to fill these positions you must be able to take work immediately & want to work permanently. No fee involved, call Jeri 355-4789

MANPOWER
TEMPORARY SERVICES
Ask about our benefits
Joe Lumaye 348-3033

BOOKKEEPER
CPA firm needs individual experienced in general ledger & tax returns. Send resume with dollar requirements to 522 N. Crooks Rd., Clawson, MI 48017.

BOOKKEEPER-DATA ENTRY
Experience with computers. Farming ton area. Immediate. Call for appointment. 471-4500

BOOKKEEPER, experienced with small business, computerized order processing, distribution. 3 days. Benefits. 10 Mile-Grand River. 476-9100

BOOKKEEPER for automotive supply company. Typing & computer experience required. Must have general ledger, accounts receivable, accounts payable and payroll experience. Computerized accounting experience necessary. Send resume and salary requirements to: 300 Robbins Dr., Troy, MI 48083

BOOKKEEPER, full cycle, (manual) knowledge of payroll & general ledger (part time). Farmington Hills. 478-4333

BOOKKEEPER-FULL CHARGE
for CPA Firm. (3) days minimum recent experience. Full-time position. Please contact David Shaked. 855-8833

BOOKKEEPER, full charge
Typboard, payroll, taxes. Travel Agency experience helpful. Southfield area. Salary commensurate with experience. Call 559-2212

BOOKKEEPER, full-charge for Birmingham hospital. Excellent salary. Please reply Box 996, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full Charge for Southfield CPA firm. Experience necessary, computer experience helpful. Send resume to: 21700 Northwestern Hwy., Suite 660, Southfield, Mich. 48075.

BOOKKEEPER-FULL CHARGE
Full or part time position with manufacturing experience. Also clerical with knowledge manufacturing experience. Farmington Hills area. 476-0100

504 Help Wanted Office-Clerical

BOOKKEEPER - FULL-CHARGE
thru Trial Balance. Please send resume to: Box 100, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FULL CHARGE
Must be experienced/references for Troy firm. Salary commensurate/negotiable, call Bob for interview 643-8141

BOOKKEEPER - Full Charge with strong accounts receivable, payroll, A/R, A/P, data entry and computer experience needed for small manufacturing plant in Livonia area. Send resumes to: Box 114, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Good opportunity with growing Southfield consulting firm. Minimum 3 years experience in accounts payable, payroll and general ledger is a computerized environment. Excellent benefits including salary history to: CEC, Inc. 23311 Southfield Rd., Southfield, MI 48075, Attention Controller
Equal Opportunity Employer M/F

BOOKKEEPER
Local firm seeking experienced bookkeeper. Able to handle books thru trial balance. Send resume to: Box 115 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - part time, hours flexible, must be able to type. Apply in person, 9 to 2 pm. Cloverdale Dairy. 417 Forest, Plymouth.

BOOKKEEPER'S Assistant for rental management office. Must have some bookkeeping computer knowledge. 6 Mile-Telegraph area. Reply to Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY Experienced, for independent accountant's office. Permanent full time. Resumes to Box 1627, Royal Oak, MI 48068

BOOKKEEPER, full time positions available from entry level to experienced full charge bookkeepers. Computer knowledge a plus. Contact Debby 358-1500

BOOKKEEPER - Southfield travel corporation seeks full time bookkeeper. Must have experience in tax requirements and procedures. Immediate start. Great career position. 559-0087

BOOKKEEPER TRAINEE
Experience preferred but will train right person. Permanent position. Interesting and diversified work. Pleasant working conditions. Office located near Livonia Mall. Starting salary $600 per month plus profit sharing. Incentive plan after training. Call for interview 535-9602

BOOKKEEPER with full charge experience wanted. Computer experience helpful. Send resume, with salary history to: Mrs. Paulson, 1544 S. Woodward, Birmingham, MI 48011

BOOKKEEPER with computer experience, preferably familiar with travel agency. Also, travel counselor with PARS experience or similar. Salaries open. Troy. Call 510-0631

BOOKKEEPER
With Accounts Receivable/Accounts Payable experience for busy fast growing company. Variety, organization, neat printing & dependability a must. $13,500 annual starting salary. Send resume to: Mrs. D. Cook, % Yankee Products, 22700 Heslop Dr., Dept. B, Novi, Michigan 48050

BRIGHT & ENTHUSIASTIC
Bookkeeper & payroll starter!
Excellent telephone & typing skills! If this describes you we need you immediate to handle busy front desk reception. Challenging duties will include handling firms advertising recruitment program. Word processing experience a plus. Come Glen & Grow with the best in the field.
Health Care Professionals Inc.
423-6540
An Equal Opportunity Employer

CALL NOW!
Experienced
- File Clerks
- Jr. Typists
- Sr. Typists
- CRT Operators

For Temporary Assignments in Livonia, Plymouth & Southfield Areas. Must be 18 & have own transportation.
Call Now For Appointment
General Management Service
14700 Farmington Rd. Livonia
Northwestern Investors Building
Suite 104
427-7660

CITY OF WAYNE is seeking a part time administrative clerk to assist municipal Dept. Excellent typing & organizational skills are required. Prior word processing experience preferred. $5.50 per hr. Applications will be accepted at City Hall, City Clerk's Office, 31 Time Ave. Inkster. Fri. Feb. 7, 1986
An Equal Opportunity Employer

CLERICAL/WORD PROCESSOR
Establish & maintain insurance claim files. Must type 50 WPM, CRT experience helpful. Good mathematic & communication skills required. Must be able to adapt to changing systems in working conditions. Position carries consistent pressure to process claims quickly & accurately. Excellent employee benefits. Hours 8am-4:15pm. Southfield location. If interested, call:
Travelers Insurance Company 433-2003
Equal Opportunity Employer M/F

CLERICAL
All Skills Needed
BENEFITS
Call for appointment:
NORRELL
SERVICES, INC.
Farmington Hills 553-5858
Rochester - 651-1500

CLERICAL ASS'T
Good for student. Attractive, flexible hours. Should be detail minded, have good telephone manner. Starting at $4 per hour. Career advancement. For interview call Lee Hyder between 11am-noon or 3-5pm only. 533-8522

CLERICAL
Capital Mortgage Corporation, Farmington Hills, has position available in the HUD 333 Dept. Experience necessary. 559-4900

CLERICAL
Full time, typing 45 to 55, filing, answer phones, IBM PC a plus. Call 9 to noon. 646-3000

CLERICAL HELP for Rochester law firm, typing, filing, communication skills, full time position.
Call Mr Schuster 852-8200

CLERICAL HELP needed part-time for life & health insurance operation. Experience required. Southfield area. Call Lori Hader 352-8941

504 Help Wanted Office-Clerical

CLERICAL
Growing wire and tubular products fabricator requires liaison individual to work with Engineering and Purchasing. Requires knowledge of PC usage, able to set-up and maintain Sales Analysis library. Interface with vendors. Excellent opportunity and benefits. Send resume with salary requirements in confidence to Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION for individual with 55wpm typing speed & good telephone manner. Local delivery service in New Center area. 872-7777

CLERICAL POSITION available with Financial Services Co. No previous experience necessary. Typing & filing ability required. Excellent Benefit Package. Full-time position. Resume to P.O. Box 3747, Livonia, Mich. 48151.
An Equal Opportunity Employer

CLERICAL POSITIONS
Available in Southfield, Detroit & Troy. Top pay, merit increases and various shifts.
SOUTHFIELD 348-1878
PONTIAC 338-2033
VICTOR
TEMPORARY SERVICES
M/F EOE

CLERICAL SECRETARY
INSERVICE DEPARTMENT
Unique opportunity for mature, self-motivated individual. Must be detail-ability will be to perform various activities associated with adult educational programs and also clerical/visual equipment is helpful, yet not necessary. Attractive benefit package and pleasant working environment. For details contact:
GARDEN CITY HOSPITAL
421-3300, EXT. 277
An Equal Opportunity Employer

CLERICAL TYPIST
Experienced, full time, for office in Southfield area. For details call 358-1060

CLERICAL
WORKER
Full Time entry level position now available in the Advertising Dept. of Major Retail Chain based in Livonia. Duties include: Typing, Filing, Phone Ordering & the use of Addog Machine. Individual must be detail oriented & have excellent organizational skills. Competitive wages & full benefit package. Send resume & salary requirements to:
FRETTER APPLIANCE
ADVERTISING DEPT.
35901 SCHOOLCRAFT RD.
LIVONIA, MICHIGAN 48150

CLERK
An opening exists in our accounting department for clerical person. Adding machine skills necessary. Experience in general office procedures. Apply daily between 10am-Friday 9am-3:30pm at our employment office.
SPARTAN STORES, INC
9975 Haggerty, Plymouth, 48170
An Equal Opportunity Employer

CLERK - Opening for part time clerk. Excellent pay and benefits. Must be able to type 45 wpm. Must and must be skilled on 10-key calculator. Please apply in person at Roadway Express, 41715 Grand River, Novi. Applications will be taken Wed. Thurs. Fri. 1:30PM-4:30PM. Qualified minority and/or female applicants are encouraged to apply.
An Equal Opportunity Employer

CLERK - Phone, typing and supervised bookkeeping. Call for an appointment.
Hess Glass Company
347-4433

CLERK TYPIST
Job in the Advertising Department, telephone voice, Farmington Hills. Call Alice. 473-7300

CLERK TYPIST
Firm in Southfield looking for self-starter. Must be able to handle various assignments in an active environment. Entry level, typing required. Apply in person: 24600 W. 8 Mile, between Beech Daly & Inkster.

CLERK/TYPIST - Immediate opening in the West Bloomfield area for a clerk typist. Starting salary $300 per week. Must have excellent typing, math & communication skills. Hours are from 8.30am-1pm Mon-Fri. 682-0660

CLERK/TYPIST
Position available. Full time. Good telephone manner essential. Send reply to Palmer Meeting & Incentive Co., 1504 Stephenson Highway, Troy, Mich. 48083

CLOSING
SECRETARY
Career opportunity for qualified person experienced in preparing real estate closing papers. National company, good pay, Bloomfield Hills area. 278-8434

COLLEGE TRAINED Part time clerical help wanted, typing & telephone skills required. Flexible hours available on weekdays, evenings & weekends. Call anytime 569-8320

COMPUTER OPERATOR
Data Processing experienced. Send resume to P.O. Box 411, South Lyon, Mich., 48178, Attn: D.P.

COMPUTER OPERATOR with good typing skills and knowledge of general office procedures a must. Please call between 9am and noon (no Tuesdays) 355-3311, Ext. 11

504 Help Wanted Office-Clerical

COMPUTER OPERATIONS
for a Southfield CPA Firm. Computer and accounting experience required. Call Jan at 353-2230

Contemporaries
We have all types of clerical temporary positions in the Greater Downtown Detroit, Southfield and Troy.
- SWITCHBOARD
- RECEPTIONISTS
- STENOGRAPHERS
- TYPISTS
- WORD PROCESSORS

BENEFITS NO FEE
583-4858
Subsidiary of Dorsey Business School

CREDIT CLERK
Seeking detail oriented individual to assist Credit Manager with Ben control. Duties include Typing, filing, record-keeping. Some office experience required. Excellent benefits. 644-5300
ERB LUMBER CO.

CUSTOMER
RELATIONS
Part time person. Needed for customer relations type work in Oak Park area. Must have pleasant telephone voice and some automotive knowledge. Flexible 3-4 hours daily required.
Apply in Personnel Office at Vickery, Inc.
JOE PANIAN CHEVROLET
28111 Telegraph Rd., Southfield.

CUSTOMER SERVICE
- REPRESENTATIVE
Barber Colman, Our Southfield, Michigan Office is a key Clerical/Administrative position - responsible for Order Processing, High level of customer & factory contact required. Other responsibilities include: receiving orders & order availability, quotations, filing, typing & verbal & voice, a mature person with three (3) years Manufacturing Order Administration experience required. Associates Degree or equivalent is a business or related field preferred.
Tom Bolenbaugh, Sales Manager, at 313-216-1210
An Equal Opportunity Employer

CUSTOMER
SERVICE
ASSISTANT
We are a leader in the business marketing and information service company seeking an energetic motive manufacturers and dealers by creating and managing information and communication programs for clients. We have an immediate opening for customer service assistant. The candidate will be responsible for updating data base information via CRT equipment, researching inquiries from clients, and providing general clerical assistance to the Customer Service Department.
We are looking for a self-starter who is dependable, well organized and detail-minded. 1 year of clerical experience is required. We will provide appropriate compensation and benefits to the right candidate.
Please forward resume in confidence to
L. SCHWIND
Automated Marketing Systems
Travelers Tower II
24133 Evergreen Rd.,
Southfield, MI 48076
An Equal Opportunity Employer

DATA ENTRY CLERK
We are a professional Employee Benefit Administrator in the Birmingham area. An immediate need of a qualified person with excellent keyboard skills & ability to pay detail. Good benefits & profitable starting pay. Send resume to: Personnel Director, 1070 Telegraph Rd., Suite 4001, Birmingham, MI. 48010

DATA ENTRY OPERATORS
Needed for Midnight shift. For seasonal positions from Feb-April 15, 10,000 strokes minimum. Located in Western Livonia. Call for appointment 525-1775.

DATA ENTRY PERSON
If you have typing & calculator skills, we can train you to use our computer. Permanent full time position offered. Good salary & benefits. Please send resume to Box #106, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY PERSON
with 3 years experience. Someone who enjoys a real challenge. Call between 8am-11 noon. 591-4222

DATE ENTRY CLERK
City of Rochester is seeking a part time data entry person to be responsible for typing & verifying input to a salary computer. Excellent typing required. Must have 1 yr. experience in data entry plus good speed on Alpha & Numerics. Weekly schedule between 20/30 hrs. Fri. Send resumes to: City of Rochester, P.O. Box #10, Rochester, MI. 48063.
An Equal Opportunity Employer

DIVERSIFIED COMPUTER Operations, secretarial and sales support position with established growth trending industrial distribution firm. 11 Mile & Greenfield area. No smokers. Resume to: Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EQUIPPING CLERK
National Mig Company has an immediate entry level position in its purchasing dept. Customer contact & CRT experience helpful. Excellent fringe package & working conditions. To arrange an interview please call 827-1110

504 Help Wanted Office-Clerical

EO
NEEDS
- Data Entry Operators
- General Office Clerk
- Receptionists
- Secretaries
- Typist
- Telemarketing Reps
- Outside Sales Rep

Immediate assignments awaiting for qualified people.
Please call now for long & short term assignments.
NO FEES
EMPLOYERS OVERLOAD
557-0490
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY - Manufacturing Company locatin in Farmington Hills has an immediate opening for an executive secretary. Applicant should have excellent communication skills and adequate clerical office experience. In return we offer: a competitive salary & benefit package. Please contact Fiona O'Malley. 478-0113

EXECUTIVE SECRETARY
A busy managing director is fast paced downtown office seeks an individual with excellent communication skills, creative word processing, shorthand & the ability to organize filing system. Immediate opening. Excellent benefits. Call for appt 10am-2pm 543-4900
An Equal Opportunity Employer

EXECUTIVE - secretary for Bloomfield Hills location, type 65 WPM, shorthand 80, long term contract position. Call Lisa 649-7660

EXECUTIVE SECRETARY
for W. Bloomfield office. Must have excellent word processing (Wordstar preferred), typing, grammar, spelling and communication skills. Good salary, benefits & ability to be independent. Salaried resume and salary history to Suite 100 of Overland Tract Lake Rd., W. Bloomfield, MI. 48033.

EXECUTIVE - secretary for Bloomfield Hills location, type 65 WPM, shorthand 80, typing 70, temporary to go permanent, salary will be $18,000

NEW - car biler for local Birmingham dealership. A/R, A/P experience, Brisbe bx hr. Temporary to go permanent, top dollar pay

RECEPTIONIST - for Bloomfield Hills company, experience in Wordstar Star telecom a plus. 6 mo. assignment

SWITCHBOARD - receptionist for Birmingham company, some experience on Executone board helpful, must be able to work for 13 mos.

SECRETARY - for large Southfield corporation, great spot for highly motivated person, type 60 WPM, good grammar & spelling & must enjoy research atmosphere. Temporary to go permanent, salary will be $15,000

NEVER A FEE
Free word processing training, vacation pay, benefits, merit raises & bonuses
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

EXPERIENCED Order processing Clerk for distribution warehousing company. Typing, basic math skills necessary. Apply in person 523-8200

FAST GROWING nationwide company searching for full time office person with experience in general office procedures. Typing speed minimum 50 WPM, some computer helpful, team leader qualities. Benefits. Send resume to Ferndale, 22 Mile & Woodward, Birmingham, MI. 48011. Attn: Bi.

FILE CLERK
Full time position for fast accurate typist. Pleasant telephone voice, Farmington Hills. Call Alice. 473-7300

CLERK TYPIST
Firm in Southfield looking for self-starter. Must be able to handle various assignments in an active environment. Entry level, typing required. Apply in person: 24600 W. 8 Mile, between Beech Daly & Inkster.

CLERK/TYPIST - Immediate opening in the West Bloomfield area for a clerk typist. Starting salary $300 per week. Must have excellent typing, math & communication skills. Hours are from 8.30am-1pm Mon-Fri. 682-0660

CLERK/TYPIST
Position available. Full time. Good telephone manner essential. Send reply to Palmer Meeting & Incentive Co., 1504 Stephenson Highway, Troy, Mich. 48083

CLOSING
SECRETARY
Career opportunity for qualified person experienced in preparing real estate closing papers. National company, good pay, Bloomfield Hills area. 278-8434

COLLEGE TRAINED Part time clerical help wanted, typing & telephone skills required. Flexible hours available on weekdays, evenings & weekends. Call anytime 569-8320

COMPUTER OPERATOR
Data Processing experienced. Send resume to P.O. Box 411, South Lyon, Mich., 48178, Attn: D.P.

COMPUTER OPERATOR with good typing skills and knowledge of general office procedures a must. Please call between 9am and noon (no Tuesdays) 355-3311, Ext. 11

504 Help Wanted Office-Clerical

DATA ENTRY OPERATORS
Needed for Midnight shift. For seasonal positions from Feb-April 15, 10,000 strokes minimum. Located in Western Livonia. Call for appointment 525-1775.

DATA ENTRY PERSON
If you have typing & calculator skills, we can train you to use our computer. Permanent full time position offered. Good salary & benefits. Please send resume to Box #106, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY PERSON
with 3 years experience. Someone who enjoys a real challenge. Call between 8am-11 noon. 591-4222

DATE ENTRY CLERK
City of Rochester is seeking a part time data entry person to be responsible for typing & verifying input to a salary computer. Excellent typing required. Must have 1 yr. experience in data entry plus good speed on Alpha & Numerics. Weekly schedule between 20/30 hrs. Fri. Send resumes to: City of Rochester, P.O. Box #10, Rochester, MI. 48063.
An Equal Opportunity Employer

DIVERSIFIED COMPUTER Operations, secretarial and sales support position with established growth trending industrial distribution firm. 11 Mile & Greenfield area. No smokers. Resume to: Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EQUIPPING CLERK
National Mig Company has an immediate entry level position in its purchasing dept. Customer contact & CRT experience helpful. Excellent fringe package & working conditions. To arrange an interview please call 827-1110

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FILE CLERK
Experience preferred, 10AM-3:30PM, for office in Plymouth 455-8120

FILE CLERK
for law firm, 3-5 mos. Mon thru Fri. Ideal for student, $3.50 per hour at 15 & Telegraph 646-2215

FILE CLERK
Full time entry level position at our Birmingham Corporate Office. Duties include filing, record keeping. Excellent benefits. Call 644-5300.
ERB LUMBER CO.

FILE CLERK/PBX & RECEPTION REL