502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST - full time for busy professional preventive Livonia/Westland general office. Must have excellent experience, all front office phases. Looking for motivated individual with great interpersonal skills for our patient oriented practice. Great benefits and salary. Reply between 10-2pm. 425-5570

DENTAL TECHNICIAN
Experienced Model Maker for crown and bridge lab in Southfield. Also, Experienced Finisher and Ceramist. Call Plaunum 357-1820

DTS OFFICE - part time, front desk, knowledge & insurance knowledge necessary, experienced only. Rochester area. 652-1330

EXPERIENCED DENTAL
Receptionist or Assistant - for pleasant Westland office, 4 days, some Saturdays. 722-0500

EXPERIENCED, mature person for full time Insurance Department of large group practice. Background in customer service, medical insurance & collections. Typing skills & phone contact experience necessary. Ask for Mrs. Dawes (weekdays) 547-0313

Experienced MEDICAL ASSISTANT for family practice in Northville. Part Time 348-8700

FULL OR Part-time RN's & LPN's for 100 bed Intermediate Care facility in Birmingham. Call 647-6500 or apply in person, 1200 W. Maple. 1-10

HOME HEALTH AIDES - Nurse Aides, male attendants. Start relief private duty. Work with the best. Professional Health Care 357-3650

HYGIENE ASSISTANT
If you are enthusiastic, caring & ready to contribute 100% to our Quality Dental Team, call us today! Our growing Clarkston Practice has an opportunity for the right Self-Starter. Contact Ann. 991-5455

HYGIENIST
Part time, Monday & Thursday. Livonia area. 425-4530

HYGIENIST wanted, approx. 3½ days. Livonia area. Call 591-3635

WE are looking for a Hygienist to join our group, who's concerned with excellent clinical and preventive care for each patient. You'll enjoy a good working environment, where you'll be highly valued for your contributions. Full or part time. Call Susan at our Livonia office. 422-8700

INSURANCE INTERVIEWER
Royal Oak Med Group seeks outgoing person to contact patients. Full-time position with benefits. College and medical office experience a Plus! Call Ms. Sirocco, 542-5656

LPN Wanted
Experienced at venapuncture. Call 471-3210

LPN
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 in maintaining our high standard of patient care and employee relations. Contact Susan Gilbert, RN, Director of Nursing at 728-6100.

MATURE OUTGOING personality wanted for part time Dental Receptionist. Good communication skills a must. Eves. & Sat. hours. 349-6085

MEDICAL ASSISTANT
Full and part time. Opportunity for take-charge type of Assistant for busy medical practice. Must be hard worker and have pleasant personality. Top salary for right person. Experience helpful. Call 478-1024

MEDICAL ASSISTANT
with insurance billing experience wanted. Romeo area. 842-1650

MEDICAL ASSISTANT
Experienced. Southfield location. Salary negotiable. Call 354-3133

MEDICAL ASSISTANT
Part time. Southfield allergy, ENT office, venapuncture experience. 559-5430

MEDICAL ASSISTANT
Part time, minimum 1 yr. experience. Must have X-Ray experience also. Call Catherine between 9am-3:30pm 835-9401

MEDICAL ASSISTANT/RECEPTIONIST needed for pediatric medical practice in Royal Oak area. Part time, possible full time. Some medical experience necessary. 280-1272

MEDICAL ASSISTANT
for Podiatrist. Mature, 30 hrs. weekly. Send Resume: 30026 5 Mile Rd., Livonia, MI, 48154.

MEDICAL Office assistant, experienced in lab, venapuncture, EKG's, & assisting with physical examinations. Birmingham area. 646-2053

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Part-time, 15 hrs. per week for top dermatology office. Must have at least 1 year medical office experience and know venapuncture. Send resume to P.O. Box 2142, Farmington Hills, MI. 48018.

MEDICAL ASST
Doctor's office in Southfield, 2 days week. Lab, EKG, and X-Ray experience helpful. Call 557-2266 353-4500

Medical Biller
Medical insurance biller needed for full-time position. Must have a minimum of 1 year experience billing Blue Cross/Blue Shield, Medicare, Medicaid and commercial insurance. Must be familiar with new HIC pic codes and type 35 wpm. For additional information or to schedule an interview call

443-5590

MEDICAL BILLER - front desk position, experienced with all medical insurances. Approx. 25 hrs. Surgical practice. 868-2784 or 354-5004

MEDICAL BILLER
High growth co. needs individual with some experience in Medicare part B, Medicaid & Blue Cross billing methods. Experienced in EMC billing procedures a plus. Will train right candidate. Learn computer entry & inquiry. Send resume to: Nicholas Adams, P.O. Box CN 3335, Livonia, MI, 48151.

MEDICAL BILLER for doctor's office in Rochester. Mon., Wed., Thurs. preferred. Immediate opening, experience helpful. Call 4-9 pm. or weekends. 651-0191

MEDICAL BILLER - experienced, needed for fast paced 2 man internal medicine practice. 2 yrs. Greenfield area. Send resume to Box #164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL/INSURANCE BILLER
Part time, with recent experience, for Birmingham OB/GYN office. 263-4337

MEDICAL RECEPTIONIST
Needed for fast-paced front desk. Specialty office. Call 559-3150.

MEDICAL RECEPTIONIST/Secretary for Ophthalmologist's office. Uica. Full-time. Call Brenda, 254-5000

MEDICAL RECEPTIONIST - Part time, 3 days per week for orthopedic office in Bloomfield Hills. Billing experience helpful. 334-4535

MEDICAL Receptionist Secretary. Experienced, knowledge of pegboard. Troy, full or part time. 528-2555

MEDICAL RECEPTIONIST, billing experience mandatory for all insurances. Livonia office. 522-5220 or 293-1100

MEDICAL RECEPTIONIST-Assistant. Part time. Some evenings available. Mature, experienced preferred but will train. Livonia area. Before noon: 425-0303

MEDICAL RECEPTIONIST
needed for busy OB/GYN office in Livonia. Experience necessary. Knowledge of Insurance & Computer helpful. Part time. Call 427-0035

MEDICAL RECEPTIONIST - Part time, flexible hours, must be efficient in venapuncture, EKG, Chest X-ray. Must be experienced 2-3 years. Excellent salary. Call m-am. 254-1177

MEDICAL RECEPTIONIST, full time, experienced in insurance & pegboard for busy clinic in Walled Lake. Call Jackie. 624-4511

MEDICAL RECEPTIONIST - Busy OB/GYN office. Mon. eves. Experience preferred. Good benefits. Call Mrs Morris. 471-0950

MEDICAL RECEPTIONIST, part time for general surgeons office. Knowledge of insurance billing essential. Send resume to P. O. Box 606, Bloomfield Hills, MI. 48013

MEDICAL RECEPTIONIST
Experienced for busy Southfield office. Insurance knowledge a must, transcription experience desired. Pleasant, non-smoking person. Call Sue. 569-1770

MEDICAL RECEPTIONIST
Front desk, Blue Cross, Medicare experience necessary, 12 Mile at Northwestern, physician office. 10:30-7:30, top salary, benefits. 358-5710

MEDICAL SECRETARY, experienced. Must be expert in Medicare, Medicaid and all other insurances. Troy. 528-2555

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST position available in Southfield clinic. Job responsibilities include primarily filing and clerical functions. A point, attitude is a "must". 8AM-5:30 daily. 569-8111

MEDICAL SECRETARY with billing experience (Computer experience preferred). Full-time. Farmington area. 474-2021

MEDICAL TECHNICIAN
Or Assistant needed for non-invasive vascular testing in doctors office. Part time, 12 Mile - Northwestern Hwy. Experience preferred. 353-2166

MEDICAL TRANSCRIPTIONISTS
We will pay the highest wages & incentive or hourly - excellent benefits - holidays & vacations - bonuses - your pleasant environment - user friendly equipment. 362-5261

NOW HIRING Wart Persons in a medical/surgical facility. Part time positions with possibility of working to full time with benefits. Apply in person: St. Anne's Mead, 18106 W. 12 Mile Rd., Southfield, MI.

NURSE AIDE ASSISTANTS
NO EXPERIENCE NECESSARY
Must have a genuine interest in health care & working with the elderly. An excellent opportunity to acquire skills in the nursing field & earn while you learn.
St. Anne's Convalescent Center
34550 Ann Arbor Trail
Livonia 261-4800

NURSE AIDES - Kenneth J. Roney Manor, a new nursing facility has positions available for experienced nurse aides, full time & part time, all shifts, apply in person 28505 Powers, Dearborn Hts., between 8am-11am, 1pm-4pm Mon - Fri.

NURSE AIDES
Now hiring for part/full-time positions in Northville, Westland and Plymouth areas. Work where and when you want. 1 year experience required. Call Mon. thru Fri. 9am to 4pm, ask for Cathy.

STAFF BUILDERS
Health Care Services
425-TEMP

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.60/$5.10
Growing home care agency is seeking qualified experienced personnel of private duty cases throughout Oakland County. Choose of Days & Hours. Call between 10am-4pm Monday thru Fri.

OAKLAND NURSING UNLIMITED
540-2360

NURSE AIDE to assist private duty patient in therapy, etc. Days or afternoon, Mon. thru Fri., Redford area. Call: 357-3650
Professional Health Care Personnel

Nurse Assistants
Accepting applications for full-time employment. Excellent benefits package. Apply Mon. thru Fri. at:
Farmington Nursing Home
30405 Folsom Rd.
477-7400

NURSES AIDE
Job Openings
Homemakers, college students, 3-5 days per week, shifts, orientation and certification classes given. Apply in person only, 9 AM. - 3 PM. No calls please.
NIGHTINGALE WEST CONVALESCENT CENTER
6365 Newburgh Rd.,
Westland, Near Joy Rd.

NURSING ASSISTANTS
Hiring for all shifts. Fowlerville Care, 21700 Greenfield Rd., Oak Park, MI. 968-6820

NURSING ASSISTANTS
All Shifts
"Professionalism"
is the word that best describes the attitude we are looking for in new employee at Westland Convalescent Center. Innovations in Staff orientation, resident care, employee personal growth and educational advancement have helped to make Westland Convalescent Center a unique, award-winning facility.

Orientation classes for April are forming now! If you are an enthusiastic, self-motivated person who can help us to maintain our high standards of professionalism in both resident care and employee relations, please call Kathy Marsh, RN, between the hours of 2 PM. & 4 PM. ONLY to schedule an interview.

PHYSICAL THERAPIST
Registered Physical Therapist experienced in Certified Home Care Agency only. Candidates should be available to work full-time for the entire Tri-county area. Starting salary $30,000 plus health insurance and reimburse transportation.
Staff Builders
Home Health Care
17621 W. 12 Mile
Lathrup Village, MI 48076
557-8000

PROGRESSIVE chiropractic office seeks experienced, energetic front office person. Southfield area. Call after 10am 353-8040

502 Help Wanted Dental-Medical

NURSING ASSISTANTS
AFTERNOON SHIFT
3 PM. - 11 PM.
"Professionalism"
is the word that best describes the attitude we are looking for in new employee at WESTLAND CONVALESCENT CENTER. Innovations in Staff orientation, resident care, employee personal growth and educational advancement have helped to make Westland Convalescent.

Orientation classes for April are forming now! If you are an enthusiastic, self-motivated person who can help us to maintain our high standards of professionalism in both resident care and employee relations, please call Kathy Marsh, RN, ONLY to schedule an interview.

OFFICE ASSISTANT for podiatrists in Troy - Farmington. Part time - flexible. Experience helpful but not necessary. Must type. 478-4320

ORAL SURGERY ASSISTANT
Full time position available in modern dental facility. Experience necessary. Excellent pay and benefits. Dearborn. 582-1183

PART-TIME admissions coordinator for 106 bed facility, Redford area. Experience preferred. Apply in person at 22300 W. 7 Mile Rd., between Telegraph & Lahser.

PHARMACY TECHNICIAN/INTERN
Immediate full/part time openings. Birmingham/Southfield. Call 644-0544

RECEPTIONIST/
SCHEDULING
PERSON
West Dearborn dental office needs receptionist/scheduling person. A caring hygienist also is needed for a fast paced private office. Dental experience preferred but not necessary. Benefits & bonus plan available. 563-2940

RECEPTIONIST NEEDED for busy OB-GYN office in Southfield. Billing experience a plus. Full time position. Call 353-0490

RECEPTIONIST - full time, non smoker for busy Livonia veterinary practice, no eves or Sat. Experience preferred. Call 421-1800

RECEPTIONIST
Pleasant energetic individual needed full time for Nevil medical facility. Call 539-2222, 281-3275

RECEPTIONIST for medical office in Rochester. Good typing & phone skills, call 752-9000 between 9-5. No personal interviewer 656-1868

RECEPTIONIST for family practice office in Bloomfield Hills. Good typing skills helpful. Call Cathy, Mon., Wed. & Thurs., 10AM-5PM. 553-4048

RECEPTIONIST - Part Time
Troy Physician's office, Mon. & Thurs., 3pm - 9pm. Sat., 9am-1pm. Send resume to: Edward Hunter, O.D., 2999 East Big Beaver, Troy, MI 48084

RECEPTIONIST in Rochester area, Dr. office. Insurance billing, pegboard, scheduling patients, typing, payroll, full time. Send resume to: Kathy Meyer, 480 W. W. Tierkersen, Rochester, MI. 48064.

Registered Nurses
Now interviewing for full-time positions, all shifts. Psychiatric experience helpful. For more information, call Mon. thru Fri. 9am to 3pm.
Ardmore Acres Hospital
19810 Farmington Rd.
Livonia

REGISTERED NURSE
Part time. For Livonia area doctors office. 464-6200

Registered Nurse
ROCHESTER CLINIC
Henry Ford Hospital is currently seeking an experienced nurse to work part time flexible hours include no evenings and weekends at their Rochester Clinic. Interested applicants may complete an application at:
Preferred Medical Center Rochester
815 Rochester Rd., Rochester
48063

Registered Nurse
HENRY FORD HOSPITAL
W. BLOOMFIELD
Henry Ford Hospital is currently seeking an experienced nurse to work in their ambulatory surgery dept. Applicants must be able to prepare patients pre-operatively and be ACLS or PALS certified. Qualified applicants may contact Ann Waldock, Mon. thru Fri., 8-2 pm., at 661-4100 ext. 2.
HENRY FORD HOSPITAL
6777 W. Maple
W. Bloomfield, MI 48018
Equal Opportunity Employer M/F/H

REGISTERED or certified Dental Assistant needed in a fast paced private dental office. Benefits & bonus available. 565-2640

REGISTERED ULTRA SOUND Technician, part-time, leading to full-time. Experienced in ABD/OB/GYN. 398-6070

REGISTERED
X-RAY TECHNICIAN
Busy Dermatology/ Surgical clinic, Southfield area. Experience preferred. 353-6881

RN for skilled unit in Redford area on day shift. $8.54 per hour. Call Mrs. Franceschi, RN, 534-1440

RN NURSING SUPERVISOR
Part time position.
Excellent salary.
Call Focus Home Care 968-0820

502 Help Wanted Dental-Medical

RN
FULL TIME POSITION
MIDNIGHT SHIFT, 11-7
Call Mrs. Ferguson
for an Appointment:
NIGHTINGALE
WEST NURSING HOME
261-5300

RN - LPN
Assistant to aide department. Full time position for skilled home care agency servicing tri-county area. Involves home visits. Must have strong clinical skills. Prefer prior home care experience. Call Joann Stetz, RN. 336-5000

METRO HOME HEALTH CARE
An Equal Opportunity Employer

RN or LPN
For afternoons and/or midnights. Also accepting applications for Nursing Assistants. Excellent package includes health insurance & 6 months or more full time employees. Apply in person:
MIDDLEBELT-HOPE
Nursing Center
35410 Cherry Hill, Westland

RN OR LPN with ER experience preferred, minimum 2 years in a clinic urgent care setting. Afternoon shift. Excellent benefits.
Call 348-8000, Ext. 325.

RN PART TIME
Unlimited Weekend Office
Mornings only. Birmingham/Troy area. Call 10AM-3PM: 647-2181

RN'S & LPN'S
Are you tired of working in the hospital? Like working in a positive, rewarding atmosphere? Enjoy people? Looking for an opportunity to grow with a fast growing company? No late nights, weekends or holidays. Immediate need for day shift hours.
NEW CLINIC
IN PLYMOUTH
For interviews call 549-0621
WEIGHT LOSS
CLINIC
INTERNATIONAL

RN'S & LPN'S - Kenneth J. Roney Manor, a new nursing facility has positions available for experienced nurses, full time & part time, all shifts, apply in person 28505 Powers, Dearborn Hts., between 8am-11am, 1pm-4pm Mon - Fri.

RN'S & LPNS - $300 bonus, start reset/private duty. Top pay plus RN hourly bonus. Work with the best. Professional Health Care 357-3650

RNs - LPNs
111 beds skilled nursing home, located in Westland, has positions available for all shifts. Nursing home experience preferred. Call for appointment.
261-9500

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

R.N.'s & L.P.N.'s
Wanted all shifts also Nurse Aides, all shifts. Apply in person Mon. thru Fri., 9am-3pm. Livonia Nursing Ctr., 29910 Plymouth Rd.

SERVICE COORDINATOR
To schedule cases for home health agency in Bloomfield Hills. Excellent clerical & communication skills required.
Midwest Home Care 273-2500

Staff Nurses
RNs/LPNs
Alcohol treatment facility and psychiatric intervention program located in Westland, have part-time openings for all shifts including weekends. Must have current Michigan license, minimum 1 year experience required. Salary negotiable. Send resume to Box #164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Staff Physical Therapist
Detroit City Hospital, a 340 bed acute care facility. Bachelor's Degree required. Licensed or eligible for licensure in Michigan.
We offer an exceptional salary and benefit program including fully paid health, dental, optical and life insurance, tuition reimbursement and much more!
For more information contact:
GARDEN CITY HOSPITAL
2245 N. Merriman Rd.
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

STRAITH MEMORIAL Hospital, Southfield is seeking an on call registered nurse with experience for the outpatient department, day shift, Mon thru Fri. For an appt call the outpatient director. 357-3380

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

STUDENTS! Studying for Degree in Nursing or Medicine. Some Nurse Aide experience needed, to care for quadraplegic man in private home. Time to study, watch Cable, sleep, 2 nights a week, 10:30pm to 8:30am. Rate is open. Excellent relaxed, prompt Non-Smoker. References. Call Muriel, after 3:30pm, 453-3583

502 Help Wanted Dental-Medical

TWO MEDICAL ASSISTANTS
Full or part time, experienced in all phases of the office, Woodward & Square Lake Area, Call after 3 PM. 681-3154

X-RAY TECHNICIAN
PART TIME
Registered or registry eligible for on-call position. Approximately 10-15 hours per week. Call for interview appointment: Personnel Department, Midwest Health Center, Dearborn. 581-2600 Ex. 273.

X-RAY TECHNICIAN
PART TIME
For Novi office, Woodland Medical Center. Must be registered. Only responsible and dependable need apply. Shift of Fridays, Saturdays, and Sundays. Call Ron Mon. - Fri., 532-4700, Ext. 549.

X-RAY TECHNICIAN
Registered, full time for radiology clinic. Salary based on experience. 557-1155

X-RAY TECHS
Who want clinical/medical experience. Military experience with experience (will teach) position available at Urgent Care Center/Industrial Medical. Full time/part time, days & every 4 days. Send resume: Personnel Department, First Medical Center, 32870 Concord Dr., Madison Heights, MI., 48071.

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER with minimum 3 years experience and organized & can take charge of the total accounting function, from entry through financial statements for a rapidly growing computer company. B20 and/or distribution experience a plus. Send resume to: 35508 Grand River Ave., Farmington Hills, MI 48024.

ACCOUNTING ASSISTANT needed in Southfield area. Approximately 12 hours per week, $6. per hour. Must have experience in computerized accounts receivable & payable. Please call or send short resume, to: Chris Bellaflaire, Virtual Technology, 1450 Combermere, Troy, MIC, 48083. 583-0450

ACCOUNTING CLERK
Various accounting and clerical activities including accounts payable, schedule preparation and data input for the Health Care organization. Excellent salary and benefit package. Please respond to: Personnel Dept. P. O. Box 160, Westland MI. 48185-0160

ACCOUNTING
CLERK
Retail corporation requires person for accounting/bookkeeping. Computer experience preferred. Farmington Hills vicinity. Send resume to:
CAREER, P.O. Box 647,
Keego Harbor, Mich., 48033.

ACCOUNTING
CLERK
Aggressive Mortgage Bankers seeking an individual with Accounting experience. Knowledge of Mortgage Loan Accounting preferred. Opportunities abound at our corporate office located in Southfield. Salary commensurate with experience. Excellent Benefit Package included. Send resume to:
Bloomfield Mortgage Corporation
24700 Northwestern Hwy., Suite 300
Southfield, Michigan 48075
Attention: Personnel Dept.
An Equal Opportunity Employer

Accounting Clerk
for mortgage investor reporting. Contact Linda, 355-9200, Ext. 311

ACCOUNTING
Entry level clerical position requiring 1 year experience detail oriented position. Benefits include dental, life insurance. Small professional firm with great people. Write to:
J. Bryan
AMERICA GROUP
30600 Northwestern
Farmington Hills, MI. 48018

ACCOUNTING - filing & general office duties, needed immediately for contract positions
Call Kelly 646-7666

ACCOUNTS PAYABLE & PAYROLL
Mon-Fri, 3 mornings per week. $6.30/hr. Resumes:
LULU'S LINGERIE, 3618 W. Maple, Birmingham, Mich., 48010.

ACCOUNTS PAYABLE - Position available in main office for a mature, hard working individual in 8 Mile & Woodward area. Full time, competitive pay. Call Mrs. Ferguson, 398-6533 to arrange an interview.

ACCOUNTS
PAYABLE
DATA ENTRY
Small close knit office offers excellent opportunity to person with some accounts payable and computer operating skills. To $14,500, fee paid. Call 353-2090.
SNELLING & SNELLING

ADMINISTRATIVE SECRETARY
Good typing & good people skills. Farmington Hills/Southfield Area. Flexible hours. 653-1010, ext. 322

504 Help Wanted Office-Clerical

ACCOUNTING - filing & general office clerk, needed for Troy, Southfield, Rochester & Pontiac, top dollar.

PAYROLL - clerk for international corporation in Bloomfield Hills, exciting job on day or entry plus union & non union payroll procedures. Salary $15,500, plus benefits, temporary to go permanent

EXECUTIVE - secretary, experience on IBM PC, shorthand 100 WPM, for large Birmingham investment firm. Long term

LEGAL - secretary for Troy company, experience in IBM PC with Word Perfect & litigation experience, 9-12 mo. assignment

SECRETARY - word processor, experience on Lanier One Step & plus for Southfield communications company, creative attitude & communication skills

RECEPTIONIST - with Rolm, Dimension or Horizon, experienced for large Farmington Hills company.

SECRETARY - banking & mortgage experience a plus & must enjoy public relations. Type 60 WPM.
Call Ruth 357-0034

IBM PC - word processor with Word Star, Word Perfect or Word Plus for Oakland County. Top dollar, 6-12 mos. assignment

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660
ACCOUNTS RECEIVABLE CLERK
Birmingham firm. Must have 2 years experience in account analysis & bank reconciliation. Computer experience required. Submit resume & salary history for consideration to: Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AD AGENCY
Secretary/Administrator: Hard working? Want responsibility? Need organized & experienced person for this fast paced industrial ad agency. Must work with books, media, IBM-PC, projects, etc. Some typing is req. *Pkg. $14-$16,500.* Call 362-3931 or write Mr. Rick Hodges, Hedrick Marketing Services, 801 W. Big Beaver, Suite 4800, Troy, MI. 48084.

ADMINISTRATIVE
COORDINATOR
$25K/FEE PAID
Personnel Systems 439-1166

ADMINISTRATIVE
ASSISTANT
$18,000 PLUS
A very nice opportunity with an outstanding sales division. For the Secretary who enjoys variety and responsibility. Hurry for this choice fee paid position! Call Barbara at 5 openings available, 353-2090.
SNELLING & SNELLING

ADMINISTRATION SUPERVISOR
Fast paced computer sales company is seeking experienced administrator for this position in a branch sales office. Responsibilities include: Order control, accounts receivable, accounts payable, budget, commission reconciliation, contracts & general office support with a 2 person staff. Degree helpful. Send resume to: Motorola Computer Systems, 30150 Telegraph, Suite 301, Birmingham, MI 48010.

ADMINISTRATIVE
ASSISTANT
Provides primary administrative support to President and Vice President of Financial Institution. Excellent secretarial skills required along with strong computer skills and initiative. Experienced with word processing and administering payroll and employee benefits preferred. Excellent office environment in financial district with good salary and benefits. Paid parking.
Detroit Federal Savings
Woodward/Grand Blvd., Detroit
961-7600, Ext. 234
An Equal Opportunity Employer

AN IDEAL
JOB
Immediate Openings
Secretaries
Word Processors
CRT Operators
Typists
Receptionists
You design your work schedule. Many long and short term assignments in your area. Top pay plus paid vacations.
CALL TODAY
353-4420
Personnel Pool
H & R Block Co.
NEVER FEE

504 Help Wanted Office-Clerical

A POSITION for a CLERK/TYPIST has become available in the Purchasing Dept. of our Automotive Testing facility located in Livonia, Taylor, Ning & good organizational skills essential. Please send resume & cover letter to: Clerk/Typist, Box 114, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRODUCTION ASSISTANT - for Troy advertising agency, type 50 WPM, good math aptitude, must be flexible, responsible, like creative environment in variety sport, salary $18,000 plus great benefits & fee paid

LEGAL SECRETARY - type 80 WPM, shorthand 50, with 4-6 yrs. experience in corporate, real estate & bankruptcy law, will train, large firm, salary $20,000 plus benefits & fee paid

TELEPHONE - sales people, (10) for large Troy company, must have knowledge of medical & dental, long term position, salary $10,000 plus commission & fee paid
Pat Gray & Assoc.
646-7666 352-0034

ASSISTANT Accounts Payable Clerk. Typing, filing, answering phone. Knowledge of Word Perfect. Resume to: M.L., 5665 W. Maple, Suite 100, Bloomfield, MI, 48033

ADMINISTRATIVE SECRETARY
word processing, bookkeeping & general office skills needed. 20-30 flexible hrs. per week.
Bloomfield Hills office. 644-3330

ADMINISTRATIVE ASSISTANT
Needed for retail association. Must be thoroughly experienced in office procedures and clerical skills. Full benefits, salary commensurate. Resume to: M.L., 5665 W. Maple, Suite 100, Bloomfield, MI, 48033

ADMINISTRATIVE SECRETARY
needed for fast paced office, duties include computerized accounts payable & payroll, stock room purchasing & general bookkeeping skills. Bookkeeping experience helpful. Willing to train on computer. Call Susan Gallagher between 10am-2pm 645-2222

ASSISTANT MANAGER for retirement residence. Westland or Dearborn area. Experience with elderly people a plus. Send resume American House, 1660 Venoy, Westland, MI 48185. 326-7777

ASSISTANT
OFFICE ADMINISTRATOR
Affiliated Bankers, Bloomfield Hills, is seeking an individual with excellent secretarial, Math, and communication skills, Salary: $8-$7.40. Previous insurance experience preferred. Call 855-0350

ASSISTANT PAYROLL Clerk. Computer knowledge helpful but not necessary in Southfield area. 353-2015

ASSISTANT TO MANAGER
Clerical
Busy builder developer office in Southfield has immediate opening for an Assistant to Office Manager/Clerical position. The qualified individual will have at least 2 years experience, typing 60 wpm, some bookkeeping background and ability to communicate effectively. Computer knowledge a plus. Reply to commentaries with experience. Call between 10-2 PM. 355-4500.

ATTENTION
CLERK TYPIST
We have many Clerk Typists openings. If you have office experience and type 40 wpm please call today. No fee. Top pay plus benefits.
SOUTHFIELD 569-1828
POntiac 332-2933
DOWNTOWN 963-5050
VICTOR
TEMPORARY SERVICES
M/F EOE

ATTENTION COLLEGE STUDENTS
Part time positions available Monday-Friday, 3-6 p.m. Plymouth Office. Box #122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AUTO DEALER
needs experienced individual for new car costing and inventory control. Apply in person at
BOB SAKS OLDS
35200 Grand River, Farmington
or call 478-0500

AVAILABLE
FREE TRAINING
For residents of Oakland County respect Pontiac, Troubadour Trap, White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp., who are unemployed or underemployed. This is an excellent opportunity to train for a rewarding career in word processing in our Troy and Southfield locations. This program is sponsored by a government agency and training allowances are available. We are an equal opportunity employer. For more information, call Ms Smith at 645-9204
CALL IMMEDIATELY
CLASSES STARTING VERY SOON.

Banking Experience?
Outstanding career opportunities in corporate office. Positions available for entry level and for those with many years of experience.
Call 459-1166
Personnel Systems Fee Paid

Good typist a must, computer experience helpful, but not necessary. Southfield area. 569-8111

BILLING CLERK
Immediate, full-time opening for Billing Typist with multi national service company. Must have medical or hospital background and 1 year general business experience. Good math aptitude and good oral & written communication skills, Proficiency on calculator. Send resume in confidence to Box 168, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

BILLING/Commission Coordinator - Sales experience, calculator skills, typing 55wpm, accounting knowledge & word processing helpful. Competitive salary & excellent benefits. Send resume to Box 180,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM LAW FIRM seeks Legal Secretary with a minimum of 2 years experience. Salary commensurate with ability. 640-1232

BOOKKEEPER
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