502 Help Wanted Dental-Medical

NURSE AIDES

Weekends only - 7 to 3 and 3 to 11. Apply in person.

Franklin Manor Convalescent Center
29900 Franklin Rd., Southfield
352-7390

NURSE AIDES with experience or completed course for home care. Free advance paid. Positions for all shifts especially days. Plymouth, Westland, Livonia & South Lyon areas. United Home Health, 451-2255

NURSE AIDES $5.60/$6.10

COMPANION AIDES $4.60/$5.10

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am-4pm Monday thru Fri.

OAKLAND NURSING UNLIMITED
540-2360

NURSE AIDS ORDERLIES EXPERIENCED

Needed to care for the elderly. Competitive wages and benefits. Immediate openings full or part time on all shifts. Must have reliable transportation. Apply in person to Beverly Manor Convalescent Center, 21200 Meadowbrook Rd., Novi. 477-2000

NURSE ASSISTANT

Full time positions available on 3pm-11pm shift. Experience preferred. Excellent working conditions with top benefits. Apply within: Weston Living Center For Seniors, 4425 Venoy, (Between Michigan & Annarbor).

Nurse Assistants

Accepting applications for full-time employment. Excellent benefit package. Apply Mon. thru Fri. at:

Farmington Nursing Home
30400 Fourteen Rd.
477-7400

NURSES AIDE

Immediate openings full time on all shifts for mature adults. No previous experience required. State of Michigan approved certification program given to qualified candidates. Interested persons apply: Nightingale West, 6365 Newburgh, S. of Joy Rd. Easy access from I-275 & I-96. No phone calls please.

NURSES AIDE or Student Nurse Sat & Sun 7am-3:30pm in Rochester Walled Lake area. 350-0752

NURSES AIDES

For small Residential home in Plymouth. Full & part time, all shifts. Call 453-3953

NURSING PERSONNEL

Hospital auditing firm is seeking nurses with B.S./C.N.A. experience who want to audit medical records in the Detroit area. No weekends or holidays. For immediate consideration please send resume to:

NATIONAL HEALTHCARE REVIEW
PO Box #2
Palos Heights, IL 60463-0002
Equal Opportunity Employer M/F

OB/GYN OFFICE - Full time, no weekends. Experience necessary. Medical assistant and front office. 12 week paid training. 352-5831

IT OCCUPATIONAL THERAPIST Westside suburban hospital has opening for a part time Therapist to assist in treatment programs.

Qualified candidate must be a graduate from an accredited college and licensed in the State of Michigan. Previous experience in a hospital and/or nursing home preferred. For contact:

GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

OFFICE NURSE - Full time experienced for Podiatric medical & surgery office. Must have experience in all health insurances, accounting experience & payable. Good managerial ability. Excellent benefits. Apply with resume to 30931 7 mile, Livonia, Michigan. Attention Shelly.

AN EAGER pleasant person willing to learn. Medical experience desirable but not necessary. To work in busy Ophthalmologist's office in Bloomfield Hills. Send resume to box 227 c/o Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICAL RECEPTIONIST/DISPENSER Experienced preferred, part time including 1 evening plus Sat. Charm Optical/Hunter area. 427-3900

OPTOMETRIC ASSISTANT - Personable, experience preferred. Garden City area. 422-0700

OPTOMETRIC ASSISTANT
Dispensing contact lens work, full time, Plymouth. 453-4910

ORTHODONTIC ASST
Needed for Dearborn office. Dental experience preferred. Full time, excellent benefits. Call 561-3372

ORTHODONTIC STAFF MEMBER
We are seeking a kind, compassionate, people-oriented person to join our orthodontic team. We want to enjoy someone who is enthusiastic, energetic, organized, bright, ambitious, confident & mature. This person must be personally committed to a health-centered life style. You will have the opportunity for personal growth, continuing education, & a chance to develop your skills in a supportive environment. We a team that is equal to offer a broad range of financial & emotional benefits. If you are an experienced Orthodontic Assistant with a desire to reach your full potential, please call between 8am-12am & 2-5pm, Tues, Thurs & Fri AM.

645-5340

We think you will find our Bloomfield office exciting, our setting beautiful & the experience rewarding.

Edward Beyleran, DDS, MS

PART TIME optical dispensing technician, experience required/insurance work helpful. Uniform Lake area. 360-0121

PEDIATRIC NIGHT PHONE Person 10pm-8am, 3 to 4 nights per week. Some knowledge of childhood illnesses. Some computer knowledge helpful. Gladys. 477-0551

PERMANENT FULL TIME. Experience preferred. Pleasant phone personality. Computer & medical billing knowledge helpful. For busy doctors office, Royal Oak. 288-2237

PHARMACIST

The Department of Pharmacy has an opening for a contingent Pharmacist on its afternoon shift. Must be able to perform a wide spectrum of dispensing functions, as well as providing drug information to medical personnel.

Position requires a B.S. degree from an accredited college. Must be registered in the State of Michigan. Previous hospital pharmacy experience preferred. For details contact:

GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

PHONE RECEPTIONIST for busy podiatric office in Farmington. Call Gladys 477-0551

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST for busy out-patient clinic. Full or part time. Suburban setting with emphasis on orthopedics. Practice owned by physical therapist. New graduates welcome. Send resume & salary requirements to Box 240, Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, Michigan 48150

RECEPTIONIST - Full time, for oral surgery office. Experienced in medical and dental billing & peg board. Non working smokehave. 478-0801

RECEPTIONIST - PART TIME
For Medical office including Bat. A.M. Insurance knowledge desired. Walled Lake Area.
Call Between 9-5. 624-1831

RECEPTIONIST for established dental practice in Southfield. And, part time assistant, 2 days a week. Reply to: Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST-BILLER
Must have experience in either medical or dental office. Knowledgeable health insurances & billing necessary. Must be energetic & hardworking, dependable. Call for appointment 476-1024

RECEPTIONIST X-RAY TECHS

M.A.'s with X-RAY experience 7 days/days/eves. full/part time. Send resume to: Coordinator, Fred MacDonald, 32970 Concord Dr., Madison Heights, Mi., 48071.

RECEPTIONIST - Oral Surgery practice in Wayne-Westland area needs mature individual for office position. Responsibilities will include typing, banking, filing, posts, & patient exposure. Must have experience & available immediately. Send resume to Box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSE
Needed 3 days per week for Livonia area doctors' office. 464-9200

Registered Nurse
ROCHESTER CLINIC

Henry Ford Hospital is seeking an RN with out-patient experience to work in some flexible hours including evenings and weekends at their Rochester Clinic. Interested applicants may complete an application at:

Preferred Medical Center Rochester
515 Rochester Rd., Rochester
48063

Registered Nurse
HENRY FORD HOSPITAL
Fairlane

Henry Ford Hospital Fairlane has a position available for a Registered Nurse to work part time in the cardiology department. Previous experience in ICU or CCU is preferred. Qualified applicants may contact: Geri Lemke, Mon. thru Fri., 8 am until noon, at 593-4204

HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI 48126
Equal Opportunity Employer M/F/H

RESPIRATORY THERAPISTS
Part Time and contingent positions available. Must be able to work flexible shifts. C.R.T.T. or R.R.T. desired. For details contact:

GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

RN - Full or part time. Immediate position available in allergist office. Must work flexible hours including Sat. Send resume to: B.W.P., 27970 Orchard Lake Rd., Farmington Hills, MI., 48018

RN
FULL TIME POSITION
MIDNIGHT SHIFT, 11-7

Call Mrs. Ferguson for an Appointment:
NIGHTINGALE WEST NURSING HOME
261-5300

RN OPENINGS
Med/Surg. full time 3 days, afternoons. Med/Surg. part time & contingent all shifts. Pediatrics & CU contingent all shifts. Current licensure & recent acute care experience required.
Summer extern openings for Student Nurses going into Sr. year, in Medical Surgical, Pediatrics, Psych, community hospital nursing suits experience.
REDFORD COMMUNITY HOSPITAL
531-6200 ext. 408

RN or LPN
PART TIME/AFTERNOON SHIFT
Apply in person:
Middlebelt-Hope Nursing Center
35410 Cherry Hill, Westland
326-1200

RNs and LPNs

A distinguished, beautifully appointed nursing facility in Bloomfield Hills is now accepting applications for RNs and LPNs. Only qualified and dedicated nurses need apply. Good benefits. Apply in person at

Georgian Bloomfield
2975 Adams Rd.
Bloomfield Hills
Corner of 15 Mile & Adams

RNs & GNs

Medical/Surgical, CCU-ICU, ER, Pediatrics and Oncology. Full and part time positions available. For details contact:

GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

RNs & LPNs

Be a part of the future. Join our new long-term care facility. Competitive wages, excellent benefits. Positions available full time & part time, all shifts. Apply in person Mon thru Fri 8AM-5PM.

KENNETH J. RONEY MANOR
26505 Powers, Dearborn Heights
291-6200

RN'S - LPNS
FULL TIME OR PART TIME
Afternoon & Midnight Shifts
CAMELOT HALL
35100 Ann Arbor Trail
Livonia, 522-1444

RN's/LPN's

100 bed skilled nursing facility. Benefits, all shifts, full-time and part-time. 18300 W. 10 Mile Rd. 547-5300

RNs - LPNs

111 bed skilled nursing home, located in Westland, has positions available on all shifts. Nursing home experience preferred. Call for appointment:

261-9500

RN'S part time, days/eh, 2 days per week & cover for vacation. Plymouth area. 453-3963

SPEECH/LANGUAGE PATHOLOGIST
Full time & contingent positions open to work in a day treatment center for children, primarily brain injured, children & adults. OCC required, TBI experience preferred. Please Call 313-967-4455

Staff Physical Therapist

For Garden City Hospital, a 549 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 (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
Part time, Sat., Sun. & Holidays for Mental medical center. Call 855-5222, Ext. 525.

URGENT CARE Center in Dearborn area RN to work part time - days & afternoons. ER experience preferred. A.O.L.S required. Call Betty Fri. 561-4009

502 Help Wanted Dental-Medical

TECHNICIAN
Registered X-ray with ultra sound experience. Hours 10-6, salary set at interview. Call 837-0072

THE ANXIETY DISORDERS PROGRAM at the University Hospital in London Ontario, is a research study assessing the helpfulness of 2 medications in the treatment of Panic Disorder (also known as Anxiety Attacks). Some symptoms of Panic disorder are sudden surges of fear accompanied by racing or pounding heart, chest discomfort, dizziness, shortness of breath, trembling, and fear of going crazy or losing control. Volunteers not currently taking medications on a daily basis for nerves, anxiety, or depression are needed. This study includes free diagnostic work-up, physical exam and treatment to qualified persons. Call 792-5348.

X-RAY TECHNICIAN
PART TIME
For Novi office. Woodland Medical Center. Must be registered. Only responsible and reliable need reply. Both of Friday, Saturdays, and Sundays. Call Ron Mon. - Fri., 538-4700, Ext. 589.

X-RAY TECHNICIAN
Registered, part time for radiology clinic. Salary based on experience. 937-8155

504 Help Wanted Office-Clerical

ACCOUNTING APPLICATIONS for secretary for administrative office. Hotel experience required. Apply in person. Plymouth Sheraton Inn 14707 Northville Rd. Plymouth

ACCOUNTING ASSISTANT
1 year A/P and A/R experience required. Knowledge of computer helpful. Call April for interview.
425-6200

ACCOUNTING CLERK - financial establishment company. Excellent salary & benefits. Call Mr. Smith. 684-1264

ACCOUNTING CLERK
Capital Mortgage Corporation is seeking entry level accounting clerk. Math aptitude a must, calculator experience preferred. 655-4900

ACCOUNTING CLERK

Growing Royal Oak Savings & Loan seeking individual with CRT experience, bookkeeping knowledge, flair for detail. Must be accurate, Salary commensurate experience plus. Full benefits. Call between 9-4 Mon. Thru Fri.

An Equal Opportunity Employer

ACCOUNTING CLERK
Immediate opening. Nationwide manufacturer with headquarters in Farmington Hills. Candidate should have excellent oral & written skills for duties in accounting department. Excellent insurance package with pleasant working conditions. Please hand deliver or mail resume, with salary history & requirements, to: Steve, Lifetime Doors, 30700 Northwestern Hwy., Farmington Hills, or call: 851-7700

ACCOUNTING CLERK

The Accounting Dept. of a fast growing vending firm located in Troy needs an accounting clerk. Responsibilities will include invoicing, Accounts receivable, filing, posting past receipts and various other accounting functions. Looking for an accurate conscientious person with some knowledge in accounting. $4-$5/hour plus excellent benefits. Please send resume to: Personnel Manager, PO Box 1518, Troy, Michigan, 48099

ACCOUNTING CLERK for Livonia office. Responsible for administration with accounts receivable, payroll & payroll taxes, general clerical duties necessary, salary commensurate with abilities & experience. Call for appointment. 427-3602

ACCOUNTING/Filing and Detail Clerk needed for contract positions in local hospitals.
Call Ruth: 357-0034

ACCOUNTS PAYABLE/Filing - Dearborn area, call 8-5PM, ask for Tom. 846-5734

ACCOUNTS PAYABLE with computer ability. Keego Harbor area. Call Beverly. Send resume to: PO Box 5338 W Bloomfield Michigan, 48033 or call Debbie 332-2700

ACCOUNTS PAYABLE, Position requires organizational skills, accuracy, detail oriented, clerical experience, ability to handle all facets of accounts payable plus 2 years of experience. Submit resume to Personnel Director, P.O. Box 7105, Bloomfield Hills, Mich 48301

ACCOUNTS PAYABLE CLERK
Full time. Mature person needed to maintain high volume of Vendor invoice records for small service business. Computer experience helpful. Full benefits. Salary commensurate with experience. Send resume to:
Chris, P. O. Box 92, Michigan, 48067-0092.

ACCOUNTS RECEIVABLE

Reliable individual needed for Southfield property management firm. Must have good math aptitude & accurate (50WPM) typing. Call between 8am-5:30pm. 352-8210 ext. 202

An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK, some experience but will train. Apply Royal Oak restaurant. Call after 2pm. 280-0050

ACCOUNTS RECEIVABLE

Dealership experience preferred. Apply in person at

BOB SAKS OLDS
35200 Grand River, Farmington
or call 478-6500

ACCOUNTS RECEIVABLE CLERK
Birmingham firm. Must have 2 years experience with 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

ACCOUNTS RECEIVABLE
Full time, experienced. General office duties. Farmington Hills. Call Mrs. Palmer. 474-0436

AD AGENCY SECRETARY
TO $17,000

If interesting people and interesting work appeal to you, this is the career opportunity you have been looking for. Good skills and an enthusiastic attitude needed here. Call Bernice. (After 5 PM, appointments available.) 332-3064.

SNELLING & SNELLING

ADMINISTRATIVE SECRETARY for large International corporation in Bloomfield Hills. Contract position. Call Helen 646-7800

ADMINISTRATIVE SECRETARY - for personnel department of international corporation in Bloomfield Hills. Temp to perm. Salary $20,000.

TELEPHONE SALES - medical or dental terminology required. Temp to go perm. Salary $10,000 plus commissions.

EXEC SECRETARY - for Birmingham Fortune 500 company. Type 55 WPM, IBM/PC with Word Star. Temp to go perm. $19,000.

COURT CLERKS (5) - for Royal Oak area. Light typing, data entry and lots of public contact. Top dollar.

RECEPTIONIST - for large Southfield corporation. Will be trained on Rolm system. Top pay.
Call Vicki 357-0034

RECEPTIONIST - for Madison Heights company. Will be trained on Word Processor. Must like dealing with people.

STUDENTS: We have summer jobs for you. Register now!

IBM word processing taught in our office on Word Star, Lotus 1, 2 & 3 plus Symphony. Call for information.

Never a Fee

UNIFORCE
BTHFLD B'HAM
646-7660 644-7600

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
For busy downtown Detroit Restaurant. Must be professional, with good office skills. Call:
Norm Schwartz, between 8am-10am, daily. 259-2958

ALL AROUND office person needed immediately. Must be willing to work 30 to 40 hours per week, for a part time capacity. Must be self disciplined, have good communications skills & enjoy a variety of duties. Please stop by & fill out an application: Chemical Services, Corp. 22515 Telegraph, Novi. 348-1700

ANSWERING TELEPHONES for automotive inquiries. Data entry experience a plus. Plymouth area. 459-1330

ASSISTANT

Full time administrative assignments challenge your interest from computer to office supervision. Executive secretarial skills and strong communications ability required. Call:

Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

ASSISTANT TO COLLEGE STUDENTS
Receptionist position available Mon-day-Friday, 3-8 p.m. Plymouth Office. Box #122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION

The fastest growing temporary help company in Detroit needs qualified employees to work on exciting, challenging and flexible positions in Accounting & Clerical positions. We are looking for SECRETARIES 55+ WPM, RECEPTIONISTS, SHORT HAND AND WORD PROCESSING SECRETARIES. Legal experience is a plus but not necessary.

We offer profit sharing, stock plan and vacation pay.

Norrell Services
Office Automation Staffing Div.
693-0100

AUTO DEALER

needs experienced individual for new car costing and inventory control. Apply in person to:

BOB SAKS OLDS
35200 Grand River, Farmington
or call 478-6500

AUTO DEALER

Needs full time telephone operator. Good telephone manners important. Some experience preferred. Simple Executive equipment. Paid Vacation, Blue Cross, etc. Call Mr. Ryckman, General Manager, for interview.

TOWN & COUNTRY DODGE
Grand River/9 Mile
Farmington 474-6750

AUTO DEALER needs full time cashier & switchboard operator to handle immediately. Summer or permanent position. Apply in person:

Birmingham Motors
4719 S. Woodward
648-3950

AUTOMOTIVE SALES SECRETARY
$17,500

Ground floor opportunity with a new office of a large well established company. Perfect for an experienced Secretary with sales management potential. Fee paid. (After 5 appointments available.) 332-3064.

SNELLING & SNELLING

BENEFIT CLERK

A financial institution is seeking an individual who has 1 to 2 years experience in various health insurance background billing. Candidate will be responsible for administration with accounts receivable, payroll & payroll taxes, general clerical duties necessary, salary commensurate with abilities & experience. Call for appointment. 427-3602

ACCOUNTING/Filing and Detail Clerk needed for contract positions in local hospitals.
Call Ruth: 357-0034

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An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK, some experience but will train. Apply Royal Oak restaurant. Call after 2pm. 280-0050

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Dealership experience preferred. Apply in person at

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ADMINISTRATIVE SECRETARY - for personnel department of international corporation in Bloomfield Hills. Temp to go perm. Salary $20,000.

TELEPHONE SALES - medical or dental terminology required. Temp to go perm. Salary $10,000 plus commissions.

EXEC SECRETARY - for Birmingham Fortune 500 company. Type 55 WPM, IBM/PC with Word Star. Temp to go perm. $19,000.

COURT CLERKS (5) - for Royal Oak area. Light typing, data entry and lots of public contact. Top dollar.

RECEPTIONIST - for large Southfield corporation. Will be trained on Rolm system. Top pay.
Call Vicki 357-0034

RECEPTIONIST - for Madison Heights company. Will be trained on Word Processor. Must like dealing with people.

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Never a Fee

UNIFORCE
BTHFLD B'HAM
646-7660 644-7600

504 Help Wanted Office-Clerical

BOOKKEEPER - Must have experience with bank posting thru trial balance. Must be able to act as receptionist & deal with people in a firm but nice manner. W Bloomfield area. 338-3504

BOOKKEEPER - need highly motivated, accurate individual to work with interesting accounts payable for service oriented company. Lots of customer contact. Southfield area. Call Joanne, Alex Carole, P.O. Box 2191, Southfield, MI 48037.

BOOKKEEPER
Part time - experience required. Trial balance - 10 key adding machine - CRT - Lotus. Send resume: The Franklin Group, 26250 Northwestern Hwy., Suite #230, Southfield, MI., 48076.

BOOKKEEPER
Position open for bookkeeper with a minimum of 2 years experience in both receipts and disbursements, bank reconciliations, payroll taxes and all banking functions. Send resume to: Box 2191, P. O. Box 300, Southfield, MI 48037.

BOOKKEEPER/SECRETARY
For small Southfield firm. Light work. Part-time for 1 month, 9 to 4:30 otherwise. Call 557-4477

BOOKKEEPER/SECRETARY
Experienced for independent accounting firm. Permanent full time. Send resume to: Box 1627, Royal Oak, 48068

BOOKKEEPER thru Trial balance, using computer for a Belleville based company near I-75 & M-59. 556-2628

BOOKKEEPER
wanted with experience. Part time, possible full time, for local CPA firm. Ask for Louise. 477-2225

BOOKKEEPER

with experience in all aspects of office procedure. Contact Nancy 478-6500

BUSY SOUTHFIELD Investment office looking for a receptionist/typist, knowledgable in telephones, typing & filing. Send resume and salary requirements to: Box 233 P.O. Box 400 Dearborn, Dearborn Heights MI 48125.

BUSY SURGEON'S office needs experienced receptionist/bookkeeping clerk. Great patients, answer phones, make appointments & schedule surgeries. Insurance experience a plus. For consideration please send current resume to: Beverly Metreveen, 29080 Grand River, Novi, 349-2200. Blue Cross, etc. Call Mr. Ryckman, General Manager, for interview.

TOWN & COUNTRY DODGE
Grand River/9 Mile
Farmington 474-6750

AUTO DEALER needs full time cashier & switchboard operator to handle immediately. Summer or permanent position. Apply in person:

Birmingham Motors
4719 S. Woodward
648-3950

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$17,500

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ACCOUNTING/Filing and Detail Clerk needed for contract positions in local hospitals.
Call Ruth: 357-0034

Bloomfield Savings & Loan
P.O. Box 12380
Birmingham, Mi., 48012
An Equal Opportunity Employer

Bloomfield Savings & Loan is now accepting applications for clerical positions, good typing skills required. Applicants should submit a letter of interest & a resume to: Personnel Director, 2211 Oakshire, Berkley, MI, 48072

BOOKKEEPER able to take books thru trial balance. Bloomfield area. Hours 9am-5pm. Mrs Morrison, Southfield area. 353-5111

BOOKKEEPER/ACCOUNTANT needed full time for Birmingham CPA firm. Must be full charge with supervisory skills. Computer helpful. Will also consider college graduate with some experience. Call 258-5500

BOOKKEEPER
Achievement oriented, full charge person needed for successful production company. Computer knowledge. Math aptitude a must. Resume will be reviewed. Call me today.
Marie 643-4666

BOOKKEEPER/ASSISTANT
Immediate opening in our office for someone mature, experienced in bookkeeping, helping a phone communications skills. Supervisory experience helpful. Mon. thru Fri, 8am-5pm. Central Business Machines, 32720 Northwestern Hwy, Farmington. For interview call 855-9400

BOOKKEEPER
Experienced thru trial balance. 8 to 12:30 W. 8 Mile, Southfield. 356-0880.

BOOKKEEPER
EXECUTIVE ASSISTANT
Permanent position - Farmington Hills. 3 to 3 days per week. Must be reliable. Hourly pay decided at interview. 552-7333

BOOKKEEPER for Restaurant Office. Food & Beverage experience preferred. Resume to: Attention: Jane, 245 S. Elon St., Birmingham, Mich. 48008. or call 647-7774

BOOKKEEPER for small office, experienced with account analysis & ledger thru trial balance. Will consider part time. Call Mrs. Ferguson, 3 Sam. Central Business Machines, 32720 Northwestern Hwy., Farmington. For interview call 855-9400

BOOKKEEPER
Experienced thru trial balance for small manufacturing company located in Bloomfield Hills. Contract position. Call Helen 646-7800

BOOKKEEPER - FULL CHARGE
Accounts payable-receivable. Flexible hours, 9-3 days, experienced necessary, references. 548-5558-4508

BOOKKEEPER
Full time. Aggressive, full charge Bookkeeper thru trial balance with hands on computer experience a must. Immediate opening. Please call 354-4607.

BOOKKEEPER
Full charge for Southfield organization, experience with multi - facility accounting. Must be familiar with requirements to Box 262Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

An Equal Opportunity Employer

BOOKKEEPER - full charge, fast growing manufacturing company located S. of Pontiac. Position must be experienced in taxes, general ledger & financial prepare for a middle service bureau. Excellent working conditions, compensation commensurate with experience & ability. Send resume to Box #268, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - general office work and sales for growing business. Excellent opportunity for responsible person. W. Bloomfield. Call evenings or weekends. 682-1500

BOOKKEEPER/GENERAL OFFICE
For construction firm. Experienced in accounts payable, receivables & payroll system. Excellent salary, benefits, pleasant working for R. E. Metal Fabricating, 29006 W. 7 Mile, Redford (2 bl. W. of Beech Daly)

BOOKKEEPER

Growing Livonia-based Test Equipment Manufacturer is seeking an experienced Bookkeeper. This experience should include General Accounting, A/P-A/R, General Ledger, Credit & Collections. A minimum of (5) years experience of which (2) years should be with Computer Input & reporting. This is an outstanding opportunity to grow professionally. Those qualified interested in challenge & growth in a small company to submit their resume, with current salary history, to:

Bookkeeper, 35325 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CLERK TYPIST
With experience. Must be able to handle busy office and work on our: Typing, word processing, filing, telex, telephone. Send resume to: IAE, 130 E. Nine Mile, Ferndale, Michigan 48220, or call between 10am-2pm, ask for Holly or Brian 545-2820

CLERK, with typing, filing and telephone skills. Full time.
Call Mr. Schuster,
652-8200

COMPUTER OPERATOR
Experienced on Epson Equity II Base III system. Please Call
273-3890

CONTROLLER - ASSISTANT for a fast growing property management company. Must have supervisory skills & a strong accounting background. Salary $20,000-$25,000 plus benefits. Call Mr. Swift 644-1264

COURT CLERK for Royal Oak area. Light typing, data entry and lots of public contact. Contract position.
Call Marilyn 646-7660

DATA ENTRY PERSON
Duties include data entry, billing, material posting, filing & sold-to-cut invoicing. Hours: 9:30AM-6:30PM. Send resume to P.O. Box 9007, Livonia, MI 48151

DATA ENTRY
You will enjoy data for time & expense, generate invoices on word processor, enter financial information for the presentation of financial statements, & perform special tasks associated with the data entry of information. Excellent benefits package. We need a detailed oriented person with 3 years general office experience. Ability to work with numbers. Knowledge of bookkeeping helpful. Please send resume to: Marti Systems Inc. 3800 Crooks Rd. Suite 200, Troy, Mich 48084. Attn: Cathrine Swenson.

DATA INPUT PERSON - Madison Heights area. Must type 40wpm. Will train. Call Caroline 543-2501

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BENEFITS

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A subsidiary of Efficient Engineering is currently applications for the following

IBM PC OPERATORS
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WANG
PLAY WRITE III
SECRETARIES
SR. TYPISTS

Please call for appt.

EFFICIENT TEMPORARIES, INC.
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Applicant will be interviewed at either or Troy or Oak Park office

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You'll enjoy these varied duties and the opportunity for advancement in this company. Some bookkeeping and typing. $4-$5K. Call 353-2090.

SNELLING & SNELLING

EXECUTIVE SECRETARY
Challenging position with administrative assistant & sole clerical support for manufacturer company located in Bloomfield Hills. Dictaphone & computer experience a must. Word Star & Lotus 1-2-3 a plus. Strong organizational skills, accuracy & attention to detail a must. Salary $20K. Qualified candidates should send a resume with salary history and requirements to Box #194, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY to President of Birmingham interior design studio. Must be highly organized and detailed oriented with top secretarial skills. Only educated, experienced professionals need apply. Non-smoker. Call Mrs. Turrick 645-1533 fringe benefits. 559-5647

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Must be able to follow explicit directions and possess good secretarial skills, including computer experience. 100 wpm shorthand required. Hours: Mon. thru Thurs. 3-6pm; Fri. 3-6pm. If you seek challenge and variety for protection, please call between 9am and noon at 313-33-3311, Ext. 2

EXECUTIVE SECRETARY for Director of Social Service Agency. 3-6 years experience with strong public relations skills. Expertise in word processing required, shorthand a plus. Send resume and salary desired to: Executive Director, PO Box 1187, Berkley, MI 48072.

EXECUTIVE SECRETARY
Self starter to manage small law firm. Mom-pop-illegal. 70-70WPM shorthand, mechanical dictation with word processor skills. Previous law experience, 2 yrs. minimum, business real estate law & estate planning. Excellent starting salary & benefit package. Send resume to: Box 2191, 31731 Northwestern Highway, Suite 254, Farmington Hills, Michigan, 48018.

EXECUTIVE SECRETARY
Opening exists in busy financial institution's Executive area. Person must have strong secretarial skills. Typing 60-65 wpm, shorthand 80 wpm., and good organizational skills. Also experience on IBM PC (Lotus 123/Wordstar) a must. Excellent oral & written skills and ability to work with numbers. Please send cover letter and resume to:

Personnel Manager, Box 2191, P. O. Box 12380
Birmingham, Mi., 48012
An Equal Opportunity Employer

EXECUTIVE SECRETARY
SALARY TO $21,000

Now is your chance to move into a challenging career position. Business Resident of large suburban automotive related company is seeking a professional secretary with great communication skills, good processing experience & excellent typing skills. Full time. Fortune 500 division offers you a competitive salary and benefits. Fees are always company paid. Please send resume to hire so don't delay, call me today.

Debbie Dawes 569-6260
Nancy Barr & Assoc.

FILE CLERK - duties will include answering telephone & typing. Medical, dental & other benefits. Easily commensurate with ability & experience. Southfield. 559-1100

FILE CLERK, part time for busy law firm. 12-4pm, Monday thru Friday. Filing experience necessary. Southfield area. Call Janice between 8am-12pm, Mon thru Fri only. 557-1115

FILE CLERK wanted part time for Southfield law firm, light bookkeeping experience preferred, flexible hours. Call 358-3010

FILE CLERK wanted, part time, in Farmington Hills. Send resume to: T. Francis, P.O. Box 05330, Grosse Pointe Woods, MI 48236.

FREE TRAINING

WORD PROCESSING/Clerk Typist
DATA ENTRY

Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. For more information call: 544-2580

GENERAL ACCOUNTING & Clerical Assistant needed in construction supply office. Send resume & salary requirements to: P.O. Box 530, Novi, MI 48050.

EOE

GENERAL OFFICE position available with a manufacturer of industrial instrumentation. Position requires good all-around office skills. Exposure to computer operations helpful. Salary is negotiable & commensurate with experience. Farmington Hills. 555-6688

GENERAL OFFICE - FULL TIME
Full benefits. Keego Harbor area. Aggressive self-starter able to handle with minimum supervision for high energy position. Must have good phone manner. Light typing. Send resume to: Box 2191, P. O. Box 300, Bloomfield, Mich. 48033or call Tammy 332-2700

GENERAL OFFICE. Part time, flexible hours. Responsible, mature person. Bloomfield area office in Birmingham. Call 9-11AM. 647-2955

GENERAL OFFICE, full time for W. Bloomfield law firm. Word processing experience helpful. No experience necessary. 626-8893

GENERAL OFFICE - Starting position for bookkeeper assisted with typing & some office skills. Apply in person: 29400 W 8 Mile, between Beech Daly & Inkster, Southfield.

GENERAL OFFICE/Part Time, 25-30 hours, $4.50 per hour. Typing, filing, correspondence, answer phones. Retail store office. 34815 Ford Rd., Westland.

GENERAL OFFICE
An excellent opportunity to earn while you learn real estate. Must be ambitious & reliable. Flexible hours, weekends & holidays. 652-1114

GENERAL OFFICE
We have an opening available for the person who can handle varied duties in a fast paced office. Located in the 8 Mile & Lahser area. Call Corianne at 537-0060

GENERAL OFFICE & DATA entry people needed part time, flexible hours. Medical billing & typing. Southfield area. 569-0159

GENERAL OFFICE HELP
for small Medical office in Southfield. Full time. Will train. Excellent fringe benefits. 559-5647

504 Help Wanted Office-Clerical

GENERAL OFFICE CLERK
Secretarial position in Southfield. Typing 50