502 Help Wanted Dental-Medical

PEDIATRIC PHONE PERSON
Part, time. Knowledge of childhood illnesses helpful.
Gladys 477-0851

PHARMACISTS
The Department of Pharmacy has openings for part time and contingent Pharmacists. Must be able to perform a wide spectrum of dispensing functions as well as providing drug information to medical personnel.
Positions 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

PHARMACY TECHNICIAN
Immediate full time position available. Hospital experience necessary. Rotating daily, occasional weekends. Call for appointment.
SOUTHFIELD MEDICAL CENTER
423-1474

RECEPTIONIST- BILLER
Must have experience in either medical or hospital billing. Knowledge of health insurance & billing necessary. Must be energetic & hardworking, dependable. Call for appointment
478-1024

RECEPTIONIST
We need a people oriented, business minded, self motivated person for receptionist, insurance and bookkeeping duties. Day weekends or evenings. Benefits. Livonia Dental Specialist. Send resume and sample of handwriting to Box 320 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Pleasant phone voice & good communication skills required. Full or part time. Experience preferred. Call
350-1130

RECEPTIONIST
Full time, needed for dental office in Madison Heights.
545-2140

RECEPTIONIST
Part time, experienced, typing, phone & filing.
Call 664-5238

RECEPTIONIST, Experienced, for busy Chiropractic office. Full or part-time. Apply: Hilton Professional Bldg., 2040 Hilton, Ferndale.

RECEPTIONIST - Mature, pleasant person, full time, flexible hours for multi-specialty facility. Call Ms. Pritchard 435-4420

RECEPTIONIST
X-RAY TECHS
MED ASSISTANTS
Full & part time, days, eves., 7 days/week. Great pay & benefits. First Med Center, 32870 Concord Dr., Madison Heights, MI 48071, Att. Adm.

RECEPTIONIST with medical assistant background preferred for multi-doctor office OB-GYN office. Full-time. Call Marie at
544-8484

RECEPTIONIST - full or part time position available in busy 2 doctor office. Dental insurance billing & computer knowledge helpful. Excellent opportunity for qualified individual in Garden City/Westland area.
425-9131

URGENTLY NEEDED
Experienced Medical Receptionist with computer knowledge for dermatology office. Excellent salary and benefits. 12 Mile and Northwestern Area. Call 353-0818

Registered Nurse
ROCHESTER CLINIC

Henry Ford Hospital is seeking an RN with out-patient experience to work part time flexible hours including evenings and weekends at the Rochester Clinic. Interested applicants may complete an application at:
Preferred Medical Center Rochester
1000 Rochester Hills, Rochester
48063

RESPIRATORY THERAPISTS
Part Time and Contingent positions available. Must be able to work hospital 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

502 Help Wanted Dental-Medical

RN - full time, 11-7
LPN - full or part time, 11-7
Please call Mrs. Ferguson for appointment, Nightingale West, 261-5300.

RN or LPN
PM SHIFT
Middlebelt Hope Nursing Center
38410 Cherry Hill, Westland
326-1200

RN'S - FULL TIME - 3-11pm shift. Apply Heritage Convalescent Center, 105 Haggerty Rd. Plymouth
(under new management)

RN'S & LPN'S
Competitive salary & fringe benefits program. Part time positions available for day shift, full time positions available for afternoon shift. Apply in person: Valley Continued Care Center, 3999 Venoy, Wayne, MI. Or phone 326-6600, Director Of Nursing.

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

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

RNs
Private psychiatric hospital, located in Livonia, is looking for professional Nurses. Full-time and part-time positions available. Openings on afternoon or midnight shifts. For more information, call Mon. thru Fri. 8am to 4pm, ask for Andrea.

474-3500

RN
3 days per week for family physicians office located in Livonia. Call 464-8200.

R.N. - FULL-TIME
Day Shift - for skilled Nursing Home Facility. Starting Salary: $10.325 per hour. Apply in person: Dorvin Convalescent Center; 1 blk. S. of 8 Mile, on Middlebelt.
476-0550

SOCIAL SERVICE CO-ORDINATOR needed for small friendly skilled nursing facility in Redford area. Experience preferred. 22811 W 7 mile. Applicants accepted 9am-4pm.

SOUTHFIELD dental office looking for a mature, responsible person. Experience not as important as good learning skills.
569-0546

BTRAITH MEMORIAL Hospital, 23901 Lahser Rd., Southfield seeking part time Operating Room Nurse experienced in general surgery for day shift. Contact Operating Room Supervisor
357-3300

TENDER LOVING CARE
is the most important component in the care that is given to residents in a Nursing Home. At WESTLAND CONVALESCENT CENTER, we realize that although caring for Nursing Home residents is not a "glamorous" job, the rewards of the type of work can be seen in the smiling faces & shining eyes of the residents you are caring for. If you feel that you have the patience, endurance & compassion to give Nursing, Tender, Loving Care, as a Nursing Assistant, to the residents in our facility, please call Kathy Marsh, R.N., to set up an interview, at
728-5100
Day, Afternoon & Midnight Shifts available, full or part-time.

TRANSCRIPTIONIST TRAINEE
Position in our Medical Transcription Department requires an individual who welcomes challenge and responsibility. Duties include assisting and transcribing dictated reports, extracting from reports and performing some clerical functions.
Qualifications include successful completion of an accredited one year medical secretary course, knowledge of medical terminology and grammar and ability to type 50 WPM accurately.
Position offers a competitive salary and excellent benefit program.
For details contact:
GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

TROY SURGEONS OFFICE
Part-time. Experience in medical transcription and routine office procedures.
649-8810

ULTRA SONOGRAPHER
Part time day position available. Qualified candidate must be registered in State of Michigan.
For details contact:
GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

X-RAY TECHNICIAN
Registered, full & part time for radiology clinic. Salary based on experience.
937-6155

X-RAY TECHNICIAN
PART TIME
For Novi office, Woodward Medical Center. Must be registered. Only recent graduates and retiring need reply. Shift of Fridays, Saturdays, and Sundays. Call Ron Mon. - Fri., 538-4700, Ext. 589.

X-RAY TECHNICIAN
Part time. Females must be registered. Redford Township clinic. Call for interview:
937-1190

504 Help Wanted Office-Clerical

TYPIST for Southfield law office, no legal experience necessary. Part-time, may develop into full time.
569-3333

ABILITIES ADD $$$
ARBOR TEMPORARIES
NEEDS
- WORD PROCESSORS
- SECRETARIES
- RECEPTIONISTS
- SWITCHBOARD
- LIGHT INDUSTRIAL

NO FEES
CALL 459-1166

ACCOUNTANT - Minimum 2 years experience for growing Southfield CPA firm. Salary commensurate with experience.
642-5373

ACCOUNT CLERK
The City of Wayne is seeking an account clerk. Applications will be accepted at Wayne City Hall, 34800 Bma Ave. until 4PM, Friday May 16. Duties include preparation of payrolls, water bills, bank reconciliation, correspondence, record & reports. Assist in the preparation of tax assessment rolls & the preparing & compiling of figures for the proposed City budget are additional duties. Ability to operate a computer terminal, calculator, typewriter (30WPM) required. A high school education or equivalent & 1 year general accounting experience is required. $17,189 - $20,500.
Equal Opportunity Employer M/F

ACCOUNTING ASSISTANT
PART TIME
For Troy computer firm. Experience in computerized Accounts Receivable and Accounts Payable required. Approximately 8-12 hours per week. Please call or send resume to: VIRTUAL TECHNOLOGY, 1400 Combermere, Troy, Michigan, 48083, Att: Office Manager.
583-0450.

ACCOUNTING CLERK
Learn our procedures basic bookkeeping, extensions and invoice approval. Part time flexible hours. Interested in being hard worker, looking for experience. Call Susie for appointment at Cadillac's.
642-5116

ACCOUNTING CLERK
Billing Position, entry level. CRT experience helpful. Must be H.S. Graduate. Wayne, Michigan Area. Send resume to: P.O. Box 387, Wayne, Michigan 48184.

ACCOUNTING CLERK
Part time. We have immediate need for part time Accounting Clerk to work approximately 25 hours per week on a flexible schedule. The position is responsible for Accounts Payable, Expense Reports and various other bookkeeping/general accounting duties. We are looking for a self-starter who is dependable, well organized and detail-minded. Some bookkeeping experience is preferred. Please submit your resume to L. Schwind, Automated Marketing Systems, Inc., Travelers Tower II, 26533 Evergreen Rd., Southfield, MI 48076
An Equal Opportunity Employer

ACCOUNTS PAYABLE/Receivable Assistant. Southfield office. Pegboard system, word processing. Display Write 2 a must. Typing and calculator skills. Call Lisa 8:30 to 4:30.
352-3449

ACCOUNTS PAYABLE
Position requires 3 years experience all facets of accounts payable with accuracy, dedication & CRT experience. Submit resume to W Brian, PO Box 3333, Livonia, Michigan, 48151

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Immediate need exists at Troy corporate headquarters for an individual with experience in a manufacturing company. Prior candidate will have 2 years payables experience, data entry (CRT), light typing ability, and preferably accounting classes are a definite plus
Non smoking environment. Competitive salary coupled with excellent benefit package. All replies held in strict confidence. Please state current salary. Dept 12E, P. O. Box 837, Troy MI. 48099

ACCOUNTS PAYABLE CLERK
Growing Southfield Co., seeking AP clerk, entry level position. High aptitude required. Apply in person, Mon. thru Fri., between 2-5 pm., Window Resource, 21421 Hallrop, #28, Southfield, MI., 48034.

ACCOUNTS PAYABLE CLERK
wanted for fast-growing Southfield firm. Accounting education required. System 36 or System 38 experience - Big Plus. Must be good with detail. Send resume, with salary requirements, to: Controller, Haber Enterprises, 24253 Telegraph Rd., Southfield, Mich. 48034.

Accounts Payable
Excellent opportunity for recent high school grad with 1 year of bookkeeping experience and good figure aptitude. Must be able to type 45 WPM, full time. Excellent benefits and working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield.
355-1000

Accounts Payable
Need experienced person to handle computerized Accounts Payable System for corporation in Farmington Hills. Good typing skills required. Send resume, with salary history, to:
Box 374, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE/marketing clerk for distribution & publication in Farmington Hills. Day or evening hours. Full time position. Some data processing experience preferred. Call Dave K.
474-1800

ACCOUNTS
RECEIVABLE CLERK
Qualified candidate must have minimum 1 to 3 years accounts receivable experience, preferably with a automated accounting system. Duties include invoicing, handling customer billing, and verifying data. Send resume only: Interline Communication Group, 2117 Industrial Row, Troy, MI 48084.

ACCOUNTS RECEIVABLE CLERK
Light typing. Good phone manner. Hourly plus benefits. Call Mrs. Goldman, Modern Office, Inc. of Birmingham
642-5600

AD AGENCY
SECRETARY
Report to the Personnel Director of one of the top agencies. This could be the perfect showcase for your good skills and professionalism. Don't miss this rare opportunity! $17,000 to start. Call Bernice at 353-2090.
After 6 PM, Appointments available
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Mature person capable of handling all office procedures & computer knowledge. Send complete resume to Administrative Assistant, 1102 E. Big Beaver, Troy, MI 48083

ADMINISTRATIVE SECRETARY
Seeking person with 50 wpm on Wang Word Processor and at least 5 years corporate office experience. Must be self starter, well organized and detail oriented. $15,000-$17,000 per year. Send resume to: Betty Ruby, MPRO, 40500 Ann Arbor Rd., Suite 200, Plymouth, MI. 48170.

ADMINISTRATIVE AIDE
Fast typing & computer knowledge. Bookkeeping experience helpful. Light hand but will train. Work on own, handling phones, follow work, surplus, travel arrangements & copies. $20,000 & company pays fee for your executive assistant.
#1 Personnel Place
274-4230

ADMINISTRATIVE SECRETARY
We have an immediate opening for a secretary with excellent typing, bookkeeping and administrative ability. Ideal candidate must type 65 wpm, be proficient with calculator and have a strong desire to grow with young expective firm. Starting salary $18,000 plus generous benefits. Will report directly to the president. Respond in confidence to:
Robert Moon
Morris & Moon Real Estate Group
540/4050

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Continental Cablevision has an opening for a full time Administrative Assistant in Southfield office. Individual must be well organized, dependable, detail oriented and people oriented. Duties required: typing 50 WPM, machine transcription, telephone, personnel and customer contact experience are plusses. Please reply by mail only with resume and salary requirement to:
Continental Cablevision
23099 W 10 Mile Rd. - Personnel
Southfield, MI 48034
An Equal Opportunity Employer

Administrative Support
The John Fluke Mfg. Company, Inc., a leading manufacturer of precision electronic instrumentation, has an immediate opening for a personable, self-motivated individual with good telephone skills, to perform a variety of clerical/administrative duties in support of our district sales office. Responsibilities include, order processing, typing (50 wpm), answering telephone and responding to customer inquiries and requests for literature. 1-3 years experience in a sales office and/or electronic industry preferred.
To find out more about us and this position, please call or send resume to:
Sandi Feldhofer
John Fluke Mfg. Co., Inc.
33031 Schoolcraft
Livonia, MI 48150
522-9191
Affirmative Action Employer
An Equal Opportunity Employer

ADMINISTRATIVE - assistant for Human Resources Dept. of national corporation in Bloomfield Hills, temporary to go permanent, $21,000

TYPISTS - 55-60 WPM with data entry experience for Southfield company, temporary to go permanent, $13,000

RECEPTIONIST - switchboard operator for major Southfield corporation, experience on Rolm or Dimension.

SECRETARY - in finance area of Birmingham company, type 60 WPM, word-processing, some word processing experience, 13-24 mo. assignment, could become permanent.

GENERAL - office, typists, filing & word processing positions available. Southfield.

Applicants welcome - register now
WORD STAR, LOTUS 1,II,III, DISPLAY WRITE III, WORD STRUNCHY taught in our office. Register now

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

A SMALL OFFICE
$14,000
FEE PAID
An immediate opportunity with a branch of an international company. If you like to be the "Secretary in charge", call 355-2090.
After 6 PM, Appointments Available
SNELLING & SNELLING

ASSISTANT SECRETARY, part time summer - full time fall, experience preferred. Apply in person, ask for Kathy at Merchant of Vino, 29525 Northwestern, Southfield.

ATTRACTIVE OPPORTUNITY

Large Troy insurance agency has opening for typing position, for one person with above average communication, typing & clerical skills. Outstanding growth & advancement opportunity. Full time with complete benefit package. Contact Mrs. Kimberly
643-4800

A WORD PROCESSOR and a Legal Secretary, Law Firm, Growth position, support to Dep. & Evening Shifts. (1) Year Legal and/or (1) Year Word Processing experience. Min. 4000 and transcription experience helpful. Will train. Send resume to: Simpson & Moran, 555 S. Woodward, 5th Floor, Birmingham, Mich. 48011 ... Attention: Donna.

BILLING SECRETARY
Large Bloomfield Hills law firm has opening for a billing typist. Must be accurate, reliable & able to work independently. Challenging position with opportunity for growth. Excellent benefits. Call For Information
258-9010
An Equal Opportunity Employer

A FULL CHARGE Bookkeeper. Part time person, flexible schedule, good pay, must be experienced. Contact Paul
961-6779

504 Help Wanted Office-Clerical

BOOKKEEPER
Candidate should have experience through general ledger & be familiar with all payroll taxes for company in Farmington Hills. Send resume with current salary requirements to J. Rose, 505 Travelers Tower, 26555 Evergreen Rd., Southfield MI 48076

BOOKKEEPER/Clerical. Small Farmington Hills Accounting firm, part-time, flex hours. Data Entry, bookkeeping experience plus. Typing 50-10 key calc. Call 10-2pm, 478-1068

BOOKKEEPER
Experience necessary, flexible hrs. Friendly office in W. Bloomfield. Ask for Mary Ann
851-0610

BOOKKEEPER
Excellent opportunity for recent high school grad with 1 year of bookkeeping experience and good figure aptitude. Must be able to type 45 WPM, full time. Excellent benefits and working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield.
355-1000

BOOKKEEPER - Females manufacturer seeks full charge Bookkeeper, part time. Send resume to Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER- Full time. Experience a must for Farmington Hills firm. Billing, accounts payable/receivable, some secretarial. Salary commensurate with experience.
Call Nancy: 553-2440

BOOKKEEPER - FULL-CHARGE
thru Financial Statements, with experience in Accounts Payable & Payroll. Computer data entry experience required. Excellent salary & benefits. Resume to: Controller, P.O. Box 52098, Livonia, MI 48152

BOOKKEEPER - Full Charge. Part time, flexible hours. Experience helpful. Farmington Hills area.
855-8780

BOOKKEEPER - full charge, full time, experience necessary, Farmington Hills area. Call between 10-5
478-8333

BOOKKEEPER
Full time, full charge thru trial balance. Experienced only. Send resume to with salary requirements: Box 488, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Immediate opening for full charge bookkeeper. ACCOUNTS PAYABLE hands-on computer experience for Dealership car dealership. Excellent growth opportunity, good benefits. Please call Mr. Barrows.
344-4607

BOOKKEEPER/Office Manager
Experience with producing/analyzing financial statements and with advanced computer knowledge. Pleasant working environment, plus benefits. Doctor Paul, 682-1111.

BOOKKEEPER
Part to full time for owner of insurance agency in Plymouth. 459-3434.

BOOKKEEPER - Permanent part time for CPA office in Bloomfield area. Flexible hours - prior experience necessary.
855-0510

BOOKKEEPER
Progressive property management company in Southfield seeks experienced accounts receivable bookkeeper. Apply to Box 322, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Small Cutting Tool Manufacturer in Livonia seeking experienced Bookkeeper with good typing skills & a phone experience.
522-4826

BOOKKEEPER to set-up double entry system thru trial balance. Part time thru June. Call between 9-11 am.
537-2364

BOOKKEEPER - Troy firm seeking full charge bookkeeper. Experience on IBM 34 RPG. Previous work with sales organizations or multi-state operations a plus. Non-smoker. Salary commensurate with experience. Full benefits Send resume with salary requirements to: TDC, 2664 Industrial Row, Troy, Mich 48084.

BUSY FARMINGTON HILLS Real estate office looking for experienced receptionist. Light typing. Ask for Rose Anne
851-6700

BUSY FARMINGTON HILLS real estate office looking for Part-time evening Secretary. Approximately 20 hours per week. Must have phone/typing skills. Call 851-6700. Ask for Rose Anne.

CASHIER/CLERICAL
Auto Dealership needs Cashier/Clerical. Dealership experience necessary.
453-7500 ext. 291

CLERICAL RECEPTIONIST
Non smoker, full time in fast paced office. Must be experienced in all office skills, phone, typing, filing & alphabetizing. CRT knowledge helpful. Excellent benefits. Oak Park area. Call Barbara
398-5400

504 Help Wanted Office-Clerical

CBX OPERATOR/RECEPTIONIST
Model Troy based company is looking for someone familiar with a computerized telephone system. Duties will include some clerical function, CRT experience helpful. Good conditions & a must. Send resume & salary requirements to: Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/ACCOUNTING
Full time. Farmington. Calculator & 40wpm typing skills a must. Duties will include the filing of data entry, phone answering, filing & various other office functions. Excellent benefits & advancement opportunities. Send resume & salary history to: Specialized Vehicles, Inc., 24668 Industrial Row, Troy, MI 48084.

CLERICAL
An aggressive mortgage banker is seeking individuals for immediate clerical openings. Qualified individuals must have accurate typing, excellent math aptitude, good clerical skills, good math aptitude & ability to operate 10 key calculator. Previous banking or mortgage experience helpful. Benefits are available in the following areas:

CUSTOMER SERVICE
NEW ACCOUNTS
LOAN ACCOUNTING
BRANCH ADMINISTRATION

Salary commensurate with experience. Excellent benefit package included. For appointment call Ms. Margaret, (313) 358-2000 or send resume to:

Bloomfield Mortgage Corporation
24700 Northwestern Hwy.
Suite 100
Southfield, MI. 48075
Attention: Personnel Dept.

An Equal Opportunity Employer

CLERICAL
Immediate opening for well organized individual capable of typing 45-50 wpm. Individual must possess an exceptional telephone manner and have the ability to work as a team member. Experience on CRT/Data base helpful but not required. Excellent benefits including medical, dental, prescription & tuition reimbursement. Send resume to:

Personnel Administrator
P.O. Box 2227
Southfield, MI 48037

CLERICAL - Part time office help. Apply in person at Tri State Furniture, 23625 W 8 Mile, Redford.
538-9510

CLERICAL PERSON
Part time, flexible work environment, hours flexible. General, clerical & CRT data entry experience helpful. Transportation background helpful. Qualified candidates send resume to: Administrative Manager, 3060 Orchard Lake Rd., Keego Harbor, Mi. 48320

CLERICAL PERSON to work in sand & gravel trucking office in Wixom. Hours are 10-6 office, travel truck, calculator and some typing work.
349-1962

CLERICAL POSITION
Typing, filing, light bookkeeping. Will train. 40 WPM typing. Salary 6pm, $3.50 per hour. Halstead & Grand River.
476-1917

CLERICAL POSITION
Available for hardworking organized individual. Typing 45 WPM required. Qualified individuals call Cindy
553-5800
An Equal Opportunity Employer

CLERICAL TRAINEE
Excellent opportunity for good typist. Work in Wholesale Nursery. Northbrook Nurseries, 29201 Northbrook Rd., Westland, 421-1300

CLERK
Full time position for experienced clerk. Good organizational skills, common sense, good phone etiquette and typing 40 wpm. Benefit environment, excellent benefit package. Send resume and salary requirements to:
ADISTRA CORP.
10110 Lilley St.
Plymouth, MI 48170
Att: Personnel

Clerks
Receptionists
(Typing 45 wpm)
Switchboard
Operators
Kelly "SPELLS SUCCESS"
Now through June 7, with each pay envelope, you could be an instant winner of $25, or better your chance of winning one of 700 exciting prizes including cruise trips for two to Hawaii. The more you work, the better your chances to win!
We have a wide variety of temporary assignments at Fortune 500 companies that have moved to the Troy and Rochester areas. We need reliable individuals with the skills listed above.
You will earn top pay, merit increases and vacation pay. Call us Mon-Fri, 7 am - 6:30 pm.

362-1180
TROY
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

CLERK TYPIST BOOKKEEPER
Full time only, including Saturday. Good Math helpful. 10 Mile / Rochester area. Reference required. Ask for Gary or Gary. 541-0023.

CLERK TYPIST for Southfield CPA firm. Word processing and IBM PC experience preferred. Call:
Mary Ann.
353-0141

CLERK/TYPIST full time position available with warehouse distribution company. Basic bookkeeping skills required. Experience preferred. Apply in person: 35005 industrial, Livonia.
525-8200

CLERK/TYPIST - FULL-TIME
Typing (55 WPM), pleasant phone personality. Previous office experience required. Data Entry helpful. Good salary & benefits. Call for interview appointment.
536-1000

CLERK/TYPIST - Part time, Monday-Friday, 12m-5pm. Bloomfield Hills Mortgage Company. Ask for Jackie
540-8080

504 Help Wanted Office-Clerical

CLERK TYPIST - Intelligent individual with good typing skills to work in Birmingham law office. Duties include referring files to out of state counsel & heavy telephone contact with attorneys & clients. Must possess good organizational skills. Call Julia.
540-7701

CLERK/TYPIST
Intelligent individuals with good typing skills to work in Southfield area pending Birmingham Law Office. Word Processing or Data Entry experience helpful. Excellent opportunity for (2) individuals.
Call Mike,
540-7701

CLERK/TYPIST
needed for busy office in Rochester area. Excellent typing, filing, data entry & organizational skills required. Send resume to Box 4442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK-TYPIST
PART TIME
Immediate opening for individual to work at our office located in Farmington Hills. Candidate must type accurately minimum 50 WPM and be familiar with business machines and office procedures. Personnel computer experience desired. Work hours will be, Mon. thru Thurs., 4:00pm-8:00pm, & in person 10am-3pm, Mon. thru Fri.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLOSING SECRETARY
Full or part-time position, experienced in preparing title company closing packages. National title company. Troy area. 879-9650

CUSTOMER SERVICE
Must have good typing & spelling skills. Accuracy a must!
Call
553-9520

CUSTOMER SERVICE
Industrial distributor requires individual to maintain telephone & letter contact with customers, price & expedite orders, prepare quotations. Should have ability to move product work, mechanical ability helpful. Excellent benefit program, profit sharing. Send resume with salary requirements to P O Box 413, Farmington Hills, MI 48332
An Equal Opportunity Employer

CUSTOMER SERVICE
REPRESENTATIVE
Large industrial equipment distributor seeks individual to work as Customer Service Representative within Parts Department. Qualified applicant should possess excellent communication skills, strong math ability & typing skills. Knowledge of IBM System 34 or equivalent. Exposure to inventory control a plus. Pleasant working conditions & full benefits package offered. Applicants are requested to submit a resume to Gene Cousineau Manager, Burtu Inc., 33900 W. 8 Mile Rd., Farmington, MI. 48024.

CUSTOMER SERVICE representative for national firm that conducts financial licensing seminars. Will answer questions and register students by phone. 8:30AM-5PM. Southfield, Call Connie
567-3434

DATA CLERK
Full time Data Processor for Administration of Bloomfield Township law firm. Good typing and aptitude for detail are required. Contact Debbie Bradford, 355-5000.

DATA ENTRY (22)
for local banks in Southfield, contract positions
Call Vickie
357-0034

DESK CLERK
Full Time. Downtown Rochester. Customer Service Orientated.
General office duties.
651-1513

DICTAPHONE
TYPIST
Medical
Transcriptionist
Kelly Services has an immediate temporary assignment available for a medical facility in the Northville area. Must be available Monday thru Friday, 8 am to 4:30 pm.
Experience the benefits of working for Kelly Services. We offer excellent pay, merit increases, vacation pay, word processing training and assignments at top companies in your area.
Call today!
981-3130
Canton
522-3922
Livonia
729-1040
Westland
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

EARN TOP PAY!
QMS has immediate assignments for the following skills:
Sr. Data Entry
Data Entry Operators
Fee Clerks
Switchboard Operators
Temporary Assignments Available On Canton, Livonia & Southfield
BONUS PLAN
Call Now For Appointment
General Management Service
14700 Farmington Rd. Livonia
Heritage Commons
Suite 104
427-7660

504 Help Wanted Office-Clerical

EARN VACATION $$$
All clerical skills needed immediately for long and short term assignments.
BENEFITS - NO FEE
Call TODAY
NORRELL SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-1500
Warren 751-5314
An Equal Opportunity Employer

DOCUMENTATION & project clerk-typing. Immediate opening at brand office. Experienced preferred but not required. Minimum typing, 50 wpm. Call Sharon for appointment. 559-8040 An Equal Opportunity Employer

ENTECH
Needs
Your
Good
Skills!
We have immediate openings for word processing operators. Work near your home with a flexible schedule. If you have experience in any of the following word processors, Call Us Today for your immediate interview.
IBM PC
DISPLAYWRITE III
WORDMASTER
LOTUS I, II, III
SYMPHONY
MSI
IBM 5520
WANG
DISPLAYWRITE
MEMORY TYPEWRITER
MEDICAL BENEFITS
PAID VACATIONS
PAID HOLIDAYS
WORD PROCESSING TRAINING
Ask about our new benefit package "Ahead of The Rest", NEVER A FEE
ENTECH SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5610
Ahead of The Rest

EVENING RECEPTIONIST
Bloomfield Hills, part time, 4pm-8pm, Monday thru Friday, 8am-12noon on Saturday. Call mornings only
646-3300

EXECUTIVE ASSISTANT
Permanent VIP needs detail oriented person to handle all office duties plus ability to handle PR direct-ness. Call Ms. Harper
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

EXECUTIVE SECRETARY
Challenging position available in Troy area, for mature, out-going individual. Office environment is a fast-track OEM Automotive Supplier. Must have full range of seasoned Secretarial skills, including typing, shorthand & word processing experience along with ability to communicate well with customers & handle busy desk. Shorthand, Excellent salary & benefits to right candidate. Please call 3-8 pm for interviews. Submit resume & qualifications to:
P.O. Box 1233, Troy, MI. 48099

EXECUTIVE SECRETARY
to manager small sales force. Learn paralegal, type 70WPM, shorthand, dictaphone, word processing skills. Previous experience, minimum 2 years. Business, Real Estate law & benefits. Send resume: Attorney, 31731 Northwestern Hwy., Suite 291, Farmington Hills, Mich 48018.

EXECUTIVE SECRETARY
$22,000/FEE PAID
Permanent part time, Southfield area. Challenging position.
557-3757

EXECUTIVE SECRETARY
Must be able to follow explicit directions & follow good secretarial skills, including computer experience, no shorthand required. Hours: Mon. thru Thurs. 3-6pm, Fri. 3-5pm. If you seek challenge and strive for perfection, please call between 9am and noon at
353-3311
Sat. 17

EXECUTIVE SECRETARY/ASSISTANT
Professional firm needs Secretary for Sr. Law Partner who is a quality oriented mature individual. Excellent opportunity for further growth & involvement. Need person who is organized & has good administrative & Secretarial skills. Shorthand required. 13/Southfield. Send Resume to: 30218 Southfield Rd., Suite 115, Southfield, Michigan 48076.

EXECUTIVE SECRETARIES - word processors for 8 local hospitals, top, top dollar paid.
Call Ruth
357-0034

EXECUTIVE SECRETARY - mature, Minimum 2 years typing, word processing & shorthand. Light bookkeeping. Farmington Hills area. Excellent salary & benefits.
855-8780

EXECUTIVE SECRETARY
to be an Assistant to a Publisher of National Magazines. Five (5) years secretarial necessary. Good shorthand, typing, phone & correspondence skills.
642-5837

EXECUTIVE SECRETARY
part time to ran pleasant, 1 girl office, accurate 70wpm, bookkeeping, & office duties. Must have 5 years experience be confident & able to work unsupervised. Pay depends upon skills ability.
544-5337

EXECUTIVE SECRETARY
Full time position for the Troy area. National company, for an experienced person with 3-5 years previous secretarial experience, with at least 1 year in administrative capacity. Good grammar, shorthand, typing. References required. Excellent working conditions and fringe benefits. Send resume to Box 470, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Challenging opportunity as administrative assistant to president of Real Estate Development firm located in Downtown Birmingham. Dictaphone and word processing experience necessary. Strong organizational skills and attention to detail most important. Bookkeeping experience helpful. Excellent benefits. Qualified individual should send resume stating salary requirements to Box 47/Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - secretary, 6 yrs experience, Troy firm, excellent typing, shorthand, benefits. $21,000.
Fee paid

RECEPTIONIST - Troy, excellent position for women returning to work, typing, phone ability, benefits. $10,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

FILE CLERK - Bloomfield Hills area. For consulting firm looking for energetic self-starter. Diversified responsibilities, errands, overtime & typing required. Please send resume to: Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK
For Physicians office in Livonia. Part time, flexible hours, pleasant staff & surroundings. Call Kathy. 478-7960.

FILE CLERK
Mature, experienced file clerk. Full time/full benefits. Heat appearance & must. Dearborn.
582-1182

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Southfield, MI 48037
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504 Help Wanted Office-Clerical

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Livonia	522-3922
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Pontiac	338-0338
Southfield	352-5220
Troy	362-1180
Westland	729-1040

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504 Help Wanted Office-Clerical

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