502 Help Wanted Dental-Medical

NURSE AIDES

Now hiring for part/full-time positions in the Livonia, Westland, Plymouth and Farmington Hills areas. Work where and when you want. 1 year experience preferred. Call Mon. thru Fri. 9am to 4pm; ask for Julie.

STAFF BUILDERS Health Care Services
557-5674

NURSE AIDES
- PART TIME-FULL TIME
- ALL SHIFTS

Camelot Hall Convalescent Center
33100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES wanted, part-time, all shifts. We train. Apply in person Mon. thru Fri. 8am to 4pm at, Four Chaplains, Convalescent Center, 28348 Joy Rd., Westland.
Equal Opportunity Employer M/F

NURSE AIDS
Part time positions available for weekends, all shifts. Accepted applicants will be given complete in-service training class. Apply in person, Vesper Continued Care Center, 3999 Vesper, Wayne.

NURSE ASSISTANTS - all shifts needed. Experienced preferred, but will train. Apply in person, Mon. thru Fri. 9AM-4PM, Convalescent Nursing Home, 28350 Five Mile Rd., Livonia.

NURSE - PART TIME. Hours are 11pm - 7am. Usually works 3 days in a 2 week period. Also during vacation (6 weeks), weekends. Experience RN or LPN. OB experience and/or working with infants preferred. Apply send resume to St. Vincent & Sarah Fisher Center, 6071 W. Outer Drive, Farmington Hills, MI 48018. Attention Personnel Director.

NURSES AIDES AND ORDERLIES needed for all shifts. Please call or apply in person: Canton Care Center, 43825 Michigan Avenue, Canton 397-0600

NURSES AIDES

Certified, experienced or will train. Applications accepted. Apply in person. Mt. Vernon Nursing Center, 26715 Greenfield, Southfield.

NURSE AIDES needed for our part time. All shifts. Experienced or will train. Must be 18 or older. Apply Mon thru Fri 9AM-4PM, Hope Convalescent Center, 105 Hagerty Rd., Plymouth.
(Under new management.)

NURSES AIDES - live in companions needed immediately for various duty care, experience necessary, call Dependable Health Care Mon. thru Fri. 9-4. 277-5884

NURSES AIDES

MALE & FEMALE
FULL TIME, 3-11 PM, Shift
& 11-7 MIDNIGHT SHIFT
WEEKENDS ONLY-ALL SHIFTS

Experienced preferred, but not required. Apply in person: Nightingale West, 33 Newbrough, off of Joy Rd. Easy access from I-275 & I-96. No phone calls please.

NURSES AIDES NEEDED
All shifts, part & full time. Small basic nursing home in Plymouth. 453-3983

NURSES ARE BEAUTIFUL

Garden City Hospital, a 349 bed, acute care hospital is seeking RNs and LPNs and GNs to join our professional nursing team.
Current openings include:
- Med/Surg
- ICU/CCU
- Operating Room
- Pediatrics
- Emergency Room

We offer a competitive salary and an excellent benefit package including fully paid health, dental, optical and life insurance, 12% tuition reimbursement, a progressive vacation program and MORE!
We invite you to come visit us so that you may experience the care that prevails at our hospital. For further information please call:
Personnel Department
Garden City Hospital
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

NURSES

Play a vital role in this quality patient care. Challenging staff positions available now for full time or part time. Call Sharon O'Rear for appointment or information at 557-0050

NURSES
REGISTERED NURSES
SUPLEMENTAL STAFFING
•Excellent pay.
•48 shifts available.
•Immediate assignments.
•Orientation.
•Paid vacations.
•Vacation bonus.
We offer you top pay, great benefits and exciting bonuses.
ROYAL CARE INC.
20700 Greenfield, Bu. 340
Oak Park, MI 48237
968-6030

OFFICE MANAGER - experienced for Podiatrist office in Livonia area. Medical, but have experience in all office management duties. Knowledgeable & payable. Good managerial ability. Excellent salary. Apply with resume to 30021 Five Mile, Livonia, Michigan, 48152. Attention Shelly.

OPTICIAN
Part time (weekends only). Plymouth/Canton area. Experience preferred. Send resume to: Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHARMACY TECHNICIAN
Part Time
To prepare I.V. solutions and chemotherapy agents, process patient profiles and replace stock supplies. Experience in hospital pharmacy and certification as a Tech preferred. For details contact:
GARDEN CITY HOSPITAL
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

PHYSICAL THERAPIST
Full time, registered therapist wanted to take charge of PT Program at progressive health center in Dearborn. Salary commensurate with ability and experience. Send resume to: Administrator, 5050 Schaefer, Lasarovis, Mi., 48126

RN, with experience needed for growing Dearborn Heights office. Monday, Wed. & Saturday hours. Call for interview 562-7212

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

RECEPTIONIST- BILLER
Must have experience with either medical or Podiatry office. Knowledge of health insurance & billing procedures. Must be energetic & hardworking, dependable. Call for appointment 478-1024

RECEPTIONIST
Full time, excellent opportunity for long term employment in busy oral surgery practice. Birmingham/Troy area, good benefits, dental or medical background required. Call between 10-4 at 647-2181 or 647-7338

RN - full time, 11-7
Please call Mrs. Ferguson for appointment, Nightingale West, 261-6300.

RN/LPN

Full time midnight charge nurse position. We offer a well trained staff, pleasant work surroundings, good benefits and salary. Call for information or come in for a tour. Whitehall Convalescent Home, 43455 W. 10 Mile Rd., Novi. 313-349-2200

RN OR LPN

Pal Soft, Ann Arbor based software firm for Nursing Assistants with experience or special interest in Geriatrics.
Middlebelt Hope Nursing Center
33410 Cherry Hill, Westland.
326-1200

RN'S - LPN'S
We are seeking full & part time nurses to complete our Nursing Staff. Dedication to providing quality nursing care required. Call J. VanWagoner RN 477-7373

502 Help Wanted Dental-Medical

RNs - GNs

Full and part-time day shift openings in progressive, long term care facility. National contractor with competitive wages, benefits and potential for advancement.

LPNs

Part-time afternoon and midnight openings.
Please contact, Director of Nursing for immediate consideration.

Four Chaplains Convalescent Center
261-9500
Equal Opportunity Employer M/F

RN'S & LPN'S

Are you looking for a change from traditional nursing? Do you like a business atmosphere? Like controlling your own income? Are you positive and self motivated? Do you like helping people? Enjoy your weekends off? Call now for positions in Dearborn, Livonia & Rochester.

589-0621
WEIGHT LOSS CLINIC INT'L.

RNs & LPNs

Be a part of the future. Join our new long term care facility. Competitive wages, excellent benefits. Positions available part time & full time. Apply in person Mon thru Fri 9AM-4PM, Kenneth J. Roney Manor, 26505 Flavern, Dearborn Heights.

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: Vesper Continued Care Center, 3999 Vesper, Wayne, Mi. or phone 326-5600, Director Of Nursing.

RN'S - LPN'S NURSE AIDES LIVE-INS

For home care/staff relief, 1 yr experience required, transportation necessary, excellent pay & benefits.
MIDWEST HOME CARE
335-4644 273-2500

RN'S

- New high pay rates
- Full time benefits
- Staff relief - private duty
- MS-ICU-CCU-ER-PEDS
- Assignments in your area
- Hourly bonus program
- Immediate scheduling
- Immediate scheduling
- Free 18 & health screening

Call Us! We need you
It can meet your needs!
357-3650
Professional Health Care Personnel

RN'S & LPN'S
Full time, 3 to 11 p.m.
To start, good fringe benefits, afternoon shift needed. Apply Hendry Convalescent Center, 1212 Haggerty Rd. Plymouth Mi.
Under new management

RN or LPN
for skilled Nursing Home facility.
Full or part time - afternoon shift.
RN-$10.375 per hour, LPN - $8.75 per hour. Apply within between 10am-2pm. Lincoln Convalescent Center, 1 block S. of 9 Mile, on Greenfield. 476-0550

RN, needed to fill full-time position in busy GYN. Clinic. Gynecology and/or Recovery Room experience preferred but not required. 643-7775

R.N.

Part-time for busy Pediatric practice. 10am-5pm shifts, with flexibility for late eves. & weekends. Call Gladys
SCRUB TECH for growing oral surgery practice part time Birmingham-Troy area. Experience required. Call between 10am-4pm. 647-2181

SECRETARY/BILLER
Good opportunity in Providence Hospital area. Must possess Medical Transcription experience, type 50 wpm, insurance billing, patient contact, appointments. Salary to $15,000.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

SECRETARY/RECEPTIONIST
Full time days. Substance abuse program. Livonia. Minimum 1 year office experience. Typing 60 WPM and dictating equipment experience required. Call Mary 464-8020. Equal Opportunity Employer

SOUTHFIELD Surgical office needs experienced part time receptionist - 20 hours per week.

TECHNICIAN OR NURSE for non-invasive doppler testing in a peripheral vascular lab. Part time, 2 days per week. 353-2160

TROY - Dental Hygiene position available for Monday - day & evening, Tues., every other Sat.
Call 689-6130

ULTRASONOGRAPHER
Part time and full time position available. Qualified candidate must be registered. 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 TECH needed full time for Southfield X-ray clinic. Good benefits. Call Eileen between 9am-5pm 569-2363

X-RAY TECHNICIAN
PART TIME
For Mott office, Woodland Medical Center. Must be registered. Only responsible and reliable need reply. Sun. of Fridays, Saturdays and Sundays. Call Ron Mon. - Fri., 536-4700, Ext. 589.

X-RAY TECHNOLOGIST
Contingent
To operate X-Ray equipment, position patients and perform portable work. We work primarily day and weekend shifts, yet must be available for occasional afternoons.
For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK needed for suburban ad agency. Responsible for accounts payable, job costing on computer, good entry level experience, Lotus, excellent benefits & work environment. Send resume to box 678, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERICAL POSITION

Due to our rapid growth, ARBOR DRUGS has several full time, Entry Level, positions open in the Accounting Department of our Troy corporate office. We offer a fully paid, competitive benefit package & advancement opportunities for individuals committed to excellence. Positions available are: File Clerk, Accounts Payable Clerk, Accounting Clerk, Senior Accounting Clerk.

The various positions may require basic organizational skills, 1 year payroll experience, basic accounting or college course work, computer experience helpful. RESUMES MUST INCLUDE SALARY EXPECTATIONS FOR CONSIDERATION. Send to:

ACCOUNTING POSITION
Human Resources Department
P.O. Box 7033
Troy, MI 48007-7034

ACCOUNTING DEPT. - Immediate opening for a clerical position. Division of a Fortune 100 company seeking an individual for Data Input on a CRT. Great working atmosphere & excellent benefits. Send resume to: Personnel Administrator PO box 7011, Troy MI 48007-7011.

ACCOUNTING - Billing, typing, data entry clerk plus secretarial, medical knowledge helpful for 6 local hospitals. Contract positions.
Call Ruth 357-0034

ACCOUNTING OFFICE MANAGER
Accounting Office in Southfield. Accounting, bookkeeping & computer experience. Excellent working conditions. Salary commensurate with experience. Send resume in ascending order to: 29211 Central Park Blvd., Suite 305, Southfield, MI 48076

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Property management company located in Farmington Hills has an immediate opening for an accounts payable clerk. Organizational skills, good judgement & considerations a must. Experience with IBM system 34 computer preferred. Attractive salary/benfits package. Non smoking environment. Send resume with salary requirements to box 630, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK

$11,700 UP, FEE PAID
Suburban company looking for 2 years Accounts Payable experience. No typing required, just accounts payable duties. Great benefits and advancement potential. Call Mary 464-0909.

SNELLING & SNELLING

ACCOUNTS PAYABLE CLERK
Immediate opening for an Entry-Level position as Accounts Payable Clerk. Duties include Purchase Orders & Receiving Records. Job duties long-term and include some Clerical functions. Typing & Data input experience preferred. Send resume & salary requirements, to:
Controller
P. O. Box 2500C
Plymouth, Mich. 48170

Accounts Payable Clerk

Full-time position in accounts payable. Will manage accounts once acquired. Duties include: invoice auditing thru month end, routine and light typing. Hourly rate offered plus benefit package. Health, dental and vision insurance, life & disability insurance, pension program, continuing education, vacation leave and paid vacations. Please call or send resume to:

Kasle Steel Corp.
Gail Miller
4343 Wyoming
Dearborn, MI 48125
943-2500

ACCOUNTS RECEIVABLE CLERK
Entry level position for a small company in Birmingham. Proper person should have some experience in accounts Receivable collections and be self-motivated, organized, aggressive and personable. College accounting course a plus. Salary commensurate with experience. Call Ann Edwards at 642-5050.

ACCOUNTS RECEIVABLE CLERK
needed for small company. Accounts payable and general ledger experience helpful. Part time, could lead to full time. Send resume to: controller, 39819 Plymouth Rd., Plymouth, Mi. 48170.

ACT NOW

Secretaries
(with shorthand and/or dictaphone)
Switchboard Operators
Typists
Clerks

Long and short term assignments available in your area.

- Paid vacations
- Profit sharing
- Major medical
- Bonuses

Call today for interview:

NORRELL SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-1500
Warren 751-5314
Temporary Help Specialists with
THE TOUCH
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
$21K/FEE PAID
Personnel Systems 459-1188

ADMINISTRATIVE ASSISTANT
Permanent, full-time position with young, dynamic Building Firm in W. Bloomfield/Birmingham area. Looking for competent Self-Starter.
- Good communication skills
- Ability to organize & follow-up detail work
- Coordinate scheduling
- General Office skills

Earnings commensurate with your abilities. Call Jan.
640-0377

Administrative Secretary To $17,600

Large national firm seeks an excellent secretary with good communication skills and administrative ability. Excellent benefits include tuition reimbursement. Evenings appointments. Call Rita.
Arthur Thomas & Assoc. 355-4140

ADMINISTRATIVE ASSISTANT

Permanent, full time position for computer firm in Rochester. Looking for an experienced self starter with:
- Computer knowledge
- Good communication skills
- Good follow-up skills
- Self-starter

Send resume and salary requirements to: Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY $22,000

Troy area. Secretarial background with strong figure aptitude. Analytical thinker with good organizational skills. Excellent advancement potential to Management with well established company. Full benefits package. Fee paid.
ALLEN PERSONNEL
525-7870

ADMINISTRATIVE SECRETARY

Expanding suburban firm needs 2 secretaries. First for chief of operations, second for marketing manager. Word processing, good spelling & grammar required. Company offering excellent salary, plush surroundings and benefits. Call us today.

All Our Fees Are Company Paid
PERMANENT STAFF

LIVONIA	591-2221
SOUTHFIELD	353-0505
TROY	362-5004
SOUTHWEST SUBURB	248-8200
ST. CLAIR SHORES	296-8600

ADMINISTRATIVE ASSISTANT
2 to 3 yrs. experience in record keeping, personnel supervision & office management. Skills required in word processing & use of IBM PC. Immediate opening in Southfield CPA firm, excellent salary, benefits & future potential. Submit resume & salary desired to Administrative Assistant, P. O. Box #9, Troy, Mi. 48099.

ADV. SEC'Y $'FLOI
FEE PAID - $14-$17000
Enjoy an interesting environment in the world of advertising. Lots of typing, (60 plus), proof reading & general secretarial duties are involved. Great benefits. 643-6787

DOROTHY DAY PERSONNEL, INC.

ANSWERING TELEPHONES, light office and typing. Full time, benefits. Reliable, pleasant and bright. Entry level. Farmington Hills. 478-7121

APPLICATIONS BEING Accepted for responsible person with professional attitude & experience in general office duties, phone answering & some computer experience desired. Farmington Hills.
Call: 478-0920

BANK TELLERS, Secretaries & Typists. Experience helpful, but will train. Excellent salary & benefits. Fee Paid. Leonard Assoc. 356-4720

BILLING CLERK for high-pressure office. Statistical typing & computer skills. Send resume to D.G.M. Studios, 73 S. Long Lake Rd., Bloomfield Hills, MI 48013, Attn Diana.

504 Help Wanted Office-Clerical

ASSISTANT/EXECUTIVE SECRETARY
Professional, fun minded Secretary for Dr. Law Partner who is a quality oriented mature individual. Excellent opportunity for further growth & development for someone who is organized & has good administrative & Secretarial skills. Shorthand required. 12/Dictaphone. Send Resume to: 30213 Southfield Rd., Suite 115, Southfield, Michigan 48076.

ASSISTANT Office Administrator American Bankers Life, Bloomfield Hills, is seeking an individual with excellent secretarial, math and computer skills. Salary $6-8/hr. 40 per hour. Previous insurance experience preferred. Call 258-0388

ATTENTION HOMEMAKERS
Re-enter the work force in our small, pleasant office, as a typist/receptionist.
Call Ann 481-4900

ATTENTION

Working Secretaries, Executive Secretaries, Legal Secretaries.

OPEN HOUSE, Wed., June 4. If you are looking for more money, greater responsibility, a challenging position and possess good skills, we are having an evening Open House from 6 to 9 p.m. Immediate openings. Salary $16-$22,000.
ALL FEES PAID
Call 484-8900 for an appointment or drop by Talent Plus, 1 Market Park Dr., Suite 117, 8 Mile & Haggerty Rd., Farmington Hills.

SNELLING & SNELLING

AUTO - BILLER

Excellent opportunity for individual with 1 year experience. Part time, possibility of full time. Contact Mrs. Parken Chevrolet, 28111 Telegraph, Southfield 356-1000

AVAILABLE FREE TRAINING AT DORSEY BUSINESS SCHOOLS

For residents of Oakland County except Pontiac, Wayne Twp., White Lake, White Lake Twp., Lake Orion, Rochester, Independence Twp., Auburn Hills, Auburn Hills, Waterford & Westland. Open to those unemployed or underemployed. This is an excellent opportunity to train for a rewarding career in our legal and secretarial programs, training offered in our Troy and Southfield locations. The program is sponsored by a state employment agency and provides transportation allowance. We are an equal opportunity employer. For more information call:
Ms Smith, at 585-8204
CALL IMMEDIATELY,
CLASSES STARTING MAY 6/ON

BILLING CLERK $13,600

Prefer non-smoker with some related experience to handle 10-key adding machine and typing/filing of full benefits. Company paid ins.
ALLEN PERSONNEL
525-7870

BIRMINGHAM AREA - Experience Secretary - Light typing, telephone, commercial Real Estate firm.
Call Mr. Ludwig 851-2020
Ludwig & Karas, Inc.

BIRMINGHAM LAW FIRM desires Bookkeeper/Legal Secretary. Legal experience necessary. Must type 70 wpm. Call Mrs. Wilson 645-2440

EXPERIENCED full charge bookkeeper needed for growing company. Computer experience a plus. Company benefits. Send resume:
PINE LAKE MARINA
P.O. Box 5024
Orchard Lake, MI 48033

BOOKKEEPER/ACCOUNTANT
Experienced in all phases of bookkeeping through financial statements. Must have computer knowledge & at least 3 years experience. Degree preferred. Send resume & salary requirements to: P.O. Box 394, Troy, Mich 48099.

BOOKKEEPER
Experience required in all phases of accounts receivable for wholesale company located in western suburb.
QUALITY PERSONNEL 967-4150

BOOKKEEPER/EXPERIENCED
Southfield Professional Office Supervisor. Typing and computer skills necessary. Resumes to: P. O. Box 2068, Southfield, Mi. 48037 or call Julie 642-9693.

BOOKKEEPER
PERMANENT
Familiar with pegboard system, other office procedures and duties helpful. In charge of office. Please write: P. O. Box 411, Southfield, MI. 48037.

BOOKKEEPER

Excellent opportunity for individual with 1 year experience & good figure aptitude. Must be able to type 45WPM, excellent benefits & working conditions. Joe Parken Chevrolet, 28111 Telegraph, Southfield. 356-1000

BOOKKEEPER
For Service Business located in Birmingham area. Experienced with Journals & Accounts Receivable necessary. 647-4400

BOOKKEEPER, full charge with general ledger experience, full time, approx. 20 hours a month (flexible) Call Elise Bernard 258-1500

BOOKKEEPER - Full charge thru trial balance for rapidly growing company. Must have degree & 5 to 10 yrs. experience. Reply: Box 7, Sta. Telegraph, Dearborn Heights, MI 48125, Attn: Glenda.

BOOKKEEPER

Royal Oak company needs experienced Bookkeeper to handle A/R, A/P, payroll, journals and trial balances. Good interpersonal skills are important. Please send resume in confidence to: Ms. Guest, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL OPPORTUNITIES

Manufacturers Hanover Mortgage Corporation, the nation's third largest mortgage banker has experienced tremendous expansion within the past decade. This ongoing corporate growth has created many exciting positions for career minded individuals in the clerical field.

WE NEED YOU...

If you are energetic, hard working and interested in working for an-industry leader. If you possess excellent verbal/written communication skills, accurate typing ability and would like to become part of our growing team, we invite you to join our Clerical Department. Hours are Mon.-Fri. 9 a.m.-4 p.m.

We offer a complete benefit package. All candidates will be reviewed for necessary qualifications for our current job openings.

PERSONNEL DEPARTMENT
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 FARMINGTON ROAD
FARMINGTON HILLS, MI 48018

An Equal Opportunity/Affirmative Action Employer M/F/H

Little Caesars
SECRETARY

Our rapid expansion has created an opportunity for a secretary with 1 year experience, typing 55 wpm and good organizational skills. Previous word processing experience is helpful, but not required.

Good starting salary and full benefits package. Qualified applicants are welcome to apply in person any weekday between 8:30 a.m. and 4 p.m. or send a resume to:

Human Resource Center
LITTLE CAESARS
ENTERPRISES, INC.
24152 Haggerty Road
Farmington Hills, MI 48024

Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CLERICAL OPPORTUNITIES
CMI Corporation World Headquarters, located in Bloomfield Hills, has immediate openings in a variety of positions.

ACCOUNTING CLERK$
- General bookkeeping and data entry experience.
- One to two years experience.

SECRETARIES
- General office duties, shorthand/dictaphone a plus, but not required.
- At least one year experience.
- Typing 50 wpm.

SENIOR WORD PROCESSOR
WANG word processing equipment preferred.
- Two to three years experience.
- Typing 60 wpm.

TEMPORARY CLERICAL
- General office duties including filing, typing and answering telephone.
- Data entry experience.
- Zero to six months experience.

Salary commensurate with background. For all non-temporary employees, we offer an outstanding benefit package, friendly working environment including an on-site nautilus workout facility. Qualified candidates may send their resumes and salary histories in confidence to:

Judith T. DeVore
Human Resources Representative
CMI Corporation
2800 Livernois Road
Bloomfield Hills, MI, 48013
E. O. E. / M/F/H/V

CLERICAL POSITION
Position in sales office of a well known national company. 20-25 hours per week. Involving light typing, word processing, use of office equipment & the ability to work at terminals. Company benefits are included. 13 Miles/Telegraph area. Call Bruce Green. 642-2994
An Equal Opportunity Employer

CLERICAL POSITION - need IBM computer skills. Good typing. We will teach accounting. Excellent wages & benefits. 14 Mile & Northwestern area. Phone Mr. Thomas 3-5PM, Mon.-Fri. 646-7123

CLERICAL POSITION
Immediately available, permanent position, brokerage firm cashier, should enjoy working with people, Rochester area. Phone between 9am-4pm 652-8400

CLERICAL $12,000 FEE PAID

Now offices. Advancement. Great benefits. Good office skills. Call 399-3450.
SNELLING & SNELLING

CLERICAL. Mature person needed for typing & general office duties. Orchard Lake area. Contact Mrs. Ross, St. Mary's College, Orchard Lake, MI 48033 682-1885, ext 32

CLERICAL. Small Co. in Livonia looking for experienced person to do filing, typing & clerical duties. 4 hours, 1 day a week. 427-4070

CLERK TYPIST
Bloomfield Hills mortgage company seeks responsible person with accurate typing & competent office skills. Good benefits. Contact Mrs. McGuire 332-4733 or 352-7700.

CLERK TYPIST
for busy Southfield law office. Excellent typing skills required. No prior legal experience necessary. Will train. Call for appointment. 352-4340

CLERK/TYPIST
Life Insurance Co. located in Plymouth - has opening for Clerk/Typist. Figure aptitude & light typing required. Excellent benefits package. Contact Personnel Dept. 453-8000

CLERK/TYPIST
Needed for Accounting in Southfield; experience required. Call: 352-6651

CLERK TYPIST, part time, hours flexible. Type 60WPM, data entry, $5 per hour. Southfield & surrounding area. 569-5820

CLERK
with good typing & phone skills. Contact Mr. Schaster, 652-8200

504 Help Wanted Office-Clerical

FINANCIAL OFFICE SECRETARY

Organized, detail-oriented person experienced in working with high volume forms, transactions will appreciate growth opportunity in fast-paced financial services westside office. Must have 2-3 years experience in consumer loans, insurance or other consumer services organizations. Accurate typing and calculator experience required. Some computer data entry experience preferred.

Salary commensurate with experience plus benefits package. Send resume with EARNINGS HISTORY to:

Box 668
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE OPPORTUNITY

Progressive company is seeking a dedicated individual to perform diversified tasks at our corporate office. The ideal candidate will be self motivated & enthusiastic. 1-2 years general office experience is helpful. We offer an excellent salary & benefits package. Don't wait another minute!

Send resume to:

HUMAN RESOURCES DEPT.
P.O. Box 294
Sterling Heights, MI 48311-0294
An Equal Opportunity Employer

Contemporaries
REWARD YOURSELF!
You Deserve Some Time For Yourself
You Deserve a Higher Rate of Pay

We have all types of clerical temporary assignments in the areas of Downriver, Detroit, Southfield and Troy.

- SWITCHBOARD
- STENOGRAPHERS
- WORD PROCESSORS
- RECEPTIONISTS
- TYPISTS
- KEYPUNCH

BENEFITS NO FEE
583-4858
A Subsidiary of Dorsey Business School

504 Help Wanted Office-Clerical

DATA ENTRY
Qualified individual needed for Data entry/Order processing department. Accurate calculator & math a must. Excellent benefits. Call Joyce 11am. 352-0379

Data Entry/Word Processing
Ability to work independently in input account data for retail orientated company. Duties include direct contact & word processing functions. Variety pay scale based on experience, person who can work with congenial staff. Salary $11,000 - $12,000. Call 553-1432

DIRECTOR OF ACCOUNTING

CHAMBERLAIN, REALTORS needs experienced person to manage Accounting Department. Applicant should be computer oriented, able to develop business plans, meet deadlines. Send salary requirements and resume to:

CHAMBERLAIN, REALTORS
1965 W. Big Beaver Rd.
Troy, MI 48084
Attn: Douglas Whitehouse

ENTRY LEVEL
CLERICAL
OPPORTUNITIES
$12-$15,000 FEE PAID
Southfield company has positions available for: Data Entry Operation, Secretaries, Typists and Word Processors. Great benefits and advancement opportunities.
Call Gail, 464-0900.
SNELLING & SNELLING

ENTRY LEVEL
EXECUTIVE SECRETARY
$13,000 PLUS FEE PAID
Southfield company has positions available for typing, word processing and sound writing, and/or shorthand. Must be a people person, good typing skills and a fantastic opportunity. Don't miss this one! Call Gail at 464-0909.
SNELLING & SNELLING

EXECUTIVE LEGAL SECRETARY
Southfield company has positions available for experienced litigation secretary, preferably Med Malpractice or Major Litigation. Assume substantial responsibility. Excellent salary & benefits. Resume required. Call Gail at 464-0900.

EXECUTIVE SECRETARY - A Multi charge bookkeeper, for architect & construction firm located in Birmingham. 647-5600

EXECUTIVE SECRETARY
Permanent part time. Southfield area. Challenging position. Call 557-2757

EXECUTIVE SECRETARY/Office Manager - Small Southfield manufactory. Exciting atmosphere. Excellent typing, word processing experience preferred. Salary open. 332-1500

EXECUTIVE SECRETARY
to grow with dynamic professional transcription service. Will need proficiency a plus, self motivated, pizazz and progressive attitude. Call Sue or Nancy Med Trans Service. 353-3610

EXECUTIVE SECRETARY
Growing Troy firm, 2 to 4 years secretarial experience. Some word processing. Good typing. Type 55 wpm. Salary $15,000 plus good benefits. Fee paid.
B. HAND BECKER ASSOC., INC.
Employment Service
Call 362-8080

EXECUTIVE SECRETARY
Must be able to follow explicit directions and possess good secretarial skills, including computer experience, shorthand and typing. Hours: Mon. thru Thurs. 3-9pm, Fri. 3-5pm. If you seek challenge and variety in a position, please call between 9am and noon at 333-3311.
Ext. 17

EXECUTIVE SECRETARY
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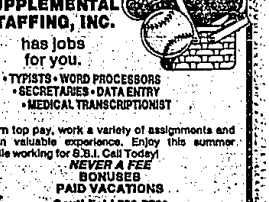

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