502 Help Wanted Dental-Medical

INSURANCE BILLERS

Looking to apply your experience and skills in medical billing and coding? We have full and part-time positions available for both physician and hospital billers in the Detroit Metro and Ann Arbor areas. For more information or to set-up an interview, call:

TEMPORARY PROFESSIONALS
24100 Southfield Rd., Suite 319
Southfield, MI 48075
443-5590

INSURANCE SECRETARY
Immediate opening in Grosse Pointe Interested General Surgeon's office for experienced Insurance Secretary with current knowledge of patient & hospital billing. C.M.A. Preferred but not required. Must be flexible. Call 882-5270; after 7pm, 642-5444

LOVING PERSON to care for twin babies in our Rochester home. Light meals special attention - Nursing background helpful. 852-9300

LPN for busy Urology office. Full benefits. Send resume to: C. Drubner, 21100 W. 12 Mile, Southfield, 48076

LPN, full time afternoons in progressive long term care facility. Competitive wages. Will include screening for medical and dental. Contact Director of Nursing for an interview.
FOUR CHAPLAINS
261-9500
Equal Opportunity Employer M/F

MA OR LPN WITH EXPERIENCE
To work full time in Internist or OB/GYN office. Must be flexible, flexible hours. Call 48-6000, Ext. 325.

Medical/ Administrative Secretary

Sinai Hospital of Detroit seeks a highly organized medical secretary who wishes to excel in a vibrant, people oriented setting within our medicine administrative office. Reporting to the department's chairman, the successful candidate must have strong verbal and written communication skills, as well as 2 years previous administrative secretarial experience.

Typing of 50 wpm and shorthand or speedwriting. Exceptional organizational skills and medical and medical terminology preferred.

Starting salary up to $21,000 plus range based upon qualifications.

Send resume or apply in person:

SINAI HOSPITAL OF DETROIT
Employment Office
17190 Wyncote - Suite 119
Detroit, MI 48235
Equal Opportunity Employer M/F

MEDICAL ASSISTANT: PART-TIME Low volume office in Livonia (near Wayne/Westland area. Experience required. Salary negotiable. Send resume to: Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Needed for Westland office. Experience preferred, but will train qualified person. Full time, no evenings, no weekends, good benefits. Send resume to Box 672 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Assistant

Experienced medical assistant preferred. EKG, venapuncture & injections, part time 28 hours, M-F. Call office manager between 10-4.
261-8414

MEDICAL ASSISTANT/RN
Busy allergy practice in N. W. Southfield seeking a qualified nurse, considering a position for 18 to 24 hrs. per week. Previous allergy experience preferred. Excellent salary & benefits negotiated at time of interview. Serious applicants only. Send resume to Box #878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT/BILLER
Needed for a busy E.N.T. office. Call for interview. 963-1551

MEDICAL ASSISTANT - experienced, full or part time. Rochester area. 651-8200

MEDICAL ASSIST
Full time, experience preferred. Call Mary 349-4904

MEDICAL ASSIST
Experienced for 2 offices, Westland area. Call Mrs Frey. 522-3564

MEDICAL ASSISTANT
Experienced for busy practice, Westland area. Call Mrs Frey. 522-3564

MEDICAL ASSISTANT
Part-time. Ophthalmology Office. Experience desired. Call: 261-6600 or after 6pm, 563-2342

MEDICAL ASSISTANT
Needed for Podiatrist office in Livonia. Must be experienced.
Call 591-0880, 478-2723

MEDICAL ASSISTANT
X-Ray experience.
Southfield Area.
Call 537-3120

MEDICAL ASSISTANT
wanted, part or full time.
Experience preferred. Dearborn Area. Call 562-2632

MEDICAL ASSISTANT
Plymouth Dermatology Office seeks experienced person to assist Doctor in office and care for patients. Day, eve. hrs. For interview,
455-5551

MEDICAL BILLER
For Plymouth Area Company
Plymouth Area
Call 8:30AM-5PM 459-3115

MEDICAL BILLER
Experienced in all insurances. Mon-Fri. Excellent benefits. Call Office Manager 10am-4pm. 474-1814

MEDICAL INSURANCE BILLER
Doctor's office. Full or part time, days, hours, permanent position, computer experience preferred, but not necessary. 9am-5pm, M-F. 532-8000 After 5pm. 645-5033

MEDICAL/Laboratory Assistant
Experienced medical assistant or Assistant wanted for medical office setting in the Northwest Detroit Center. Background should include phlebotomy, reception/appointment scheduling, X-ray helpful (Registered X-Ray Tech desirable - pay commensurate with skills and experience), pulmonary functions, etc. Excellent opportunity for good pay, experience in diagnostic studies. Full benefit package included. Call insurances, parking, etc. Call832-8163

MEDICAL LAB SECRETARY
4 day Work Week.
Oak Park area.
Call 647-0600

Medical Office Employment

Employment opportunities available in the Detroit Metro and Ann Arbor areas. Job possibilities include: Data Entry, Medical Insurance Billing, Typing, General Clerical and Reception work. For more information or to set-up an interview, call:

TEMPORARY PROFESSIONALS
24100 Southfield Rd., Suite 315
Southfield, MI 48075
443-5590

EXPERIENCED medical receptionist with insurance knowledge. Mon-Fri. Excellent benefits. Call Office Manager. 474-1814

MEDICAL RECEPTIONIST
Previous experience necessary. Mature, pleasant individual for busy Allergist office. Must type minimum of 40 wpm. Minimum 30 hrs. per week. Also includes fun. Farmington Hills. 851-6657

MEDICAL RECEPTIONIST
Full time & part time, Livonia doctors office. Call for appointment: 425-0780

MEDICAL RECEPTIONIST
Start immediately; experience a must. Livonia area. 293-1100 or 522-5220

MEDICAL RECEPTIONIST
Part-time. Mon.,Tues.,Thurs. & Fri., Livonia area. Call Janice, 427-4878

MEDICAL RECEPTIONIST
Experienced. Mon., Tues., Thurs. & Fri., 9:30am-6:30pm, flexible. Birmingham. Debbie 647-4420

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
$10,400+ ++
Friendly clinic needs sharp individual with word processing and some insurance background. Any medical experience is a plus. Let your personality and you the opportunity with superior benefits. Call right away Annette 464-0909
SNELLING & SNELLING

MEDICAL SECRETARY
Part-time, 20 hours per week, for Farmington Hills dermatology office. Must have at least 1 year medical office experience or training. Salary commensurate with experience/competitive. Send typed resume to:
Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY
Full-time (Mon. thru Fri) with a multi-discipline internal medicine practice. Role involves assignment of patients & coordination of physician activity. Send resume to:
Internal Medicine Clinical Group,
25060 Grand River, Suite 306,
Farmington Hills, Mich. 48024

MEDICAL SECRETARY
Full-time, Mon.-Fri. Experience in transcription & Medical Office experience necessary. Call 8:30am-4pm. 476-7611

MEDICAL TECHNOLOGIST wanted. Must know EKG and venipuncture. 4 day work week. Southfield area. 353-5161

MEDICAL TRANSCRIPTIONIST/Receptionist, experienced, needed for Wednesdays & Saturdays for Rochester Internal medicine practice. 652-0140

MEDICAL TRANSCRIPTIONIST part time. To work in doctor's office environment. Providence Hospital area. Ask for Faye at: 424-8064

MEDICAL TRANSCRIPTIONISTS - plus 3rd party billers, with B/C - D/E experience for 5 local hospitals.
Call Edie 357-0034

MEDICAL TRANSCRIPTIONISTS

National company seeking thoroughly experienced medical transcriptionist to type O, R, & D. Is this work in pleasant Southfield office or home in comfort of your home.
Call 559-8556

NUCLEAR TECH
Full time, registered or registry-eligible. Immediate opening. Woodland Medical Group. Ask for Lillian 538-4700, ext 698

NURSE AIDES
All shifts. Will train. Apply in person Mon. thru Fri. 8am to 4pm at,
Four Chaplains, Convalescent Center,
28343 Joy Rd., Westland
Equal Opportunity Employer M/F

NURSE AIDES
For nursing home. Experienced only. 3-11 pm and 11 to 7 am. shifts. Apply in person:
Franklin Manor Convalescent Center
26900 Franklin Rd., Southfield
352-7390

NURSE AIDES & ORDERLIES
Private Duty & Home Care with hourly staffing. Contact Focus Home Care, 968-5220

NURSE AIDES
PART TIME/FULL TIME
ALL SHIFTS
Camelot Hall
Convalescent Center
33100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES with experience or completed course for home care. Travel allowance paid. Positions for all shifts especially days. Part time up to 40 hours. Plymouth, Westland, Farmington & South Lyon areas. United Home Health. 451-2255

NURSE ASSISTANTS
Dependable, caring person needed, all shifts - experience preferred, but will train. Apply in person, University Convalescent, 28555 Five Mile, Livonia, MI 48154.

NURSES AIDES
afternoon shift, 3pm-7pm. Must be 17 or older. Experienced or will train. Apply Hardy Convalescent Center, 105 Haggerty Rd., Plymouth MI 48170.
(Under new management)

NURSES AIDES Full time or part time. All shifts. Experienced or will train. Must be 17 or older. Apply Mon. thru Fri. 9AM-4PM: Hardy Convalescent Center, 105 Haggerty Rd., Plymouth, MI 48170.
(Under new management.)

NURSES AIDES

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

Experienced preferred, but not required. Apply in person: Highlande West, 8365 Newburgh, S. of Joy Rd. Easy access from I-275 & I-96.
Ask for Personnel

NURSES AIDES NEEDED
All shifts, part & full time. Small beautiful nursing home in Plymouth.
453-3083

NURSES' AIDES needed to provide Home Health Care. Own transportation. Starting Salary: $4.50 + daily mileage. 558-1500

NURSING ASSISTANTS

Experienced Nursing Assistants or will train persons with a desire to care for the elderly. Apply in person:
Middlebelt Nursing Center
14900 Middlebelt, Livonia

NURSING ASS'T

Experience necessary. Full time, part time and weekends only are available on afternoon shift. Competitive wages & benefits. Apply within between 9am-2pm. Donvin Convalescent Center, 1 block S. of 8 Mile on Middlebelt.

NURSING DEPT. SECRETARY
Typing - A Must! Detroit Certified I.C.F. Call: M. Bell, R.N., Director of Nursing. 534-6400

NURSING PROFESSIONALS

Oak City Hospital, a 348 bed, acute care teaching facility is seeking RN's and GNs to join our professional nursing team.
Current openings include:
- Med/Surg
- ICU-CCU
- Operating Room
- Pediatrics

We offer a competitive salary and an exceptional benefit package including fully paid health, dental, optical and life insurance, tuition reimbursement, a progressive vacation program and MORE!
We invite you to come visit us so that you may experience the spirit 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. 2727
An Equal Opportunity Employer

OFFICE RECEPTIONIST
Evenings & Saturdays for dental office in Farmington Hills. 478-1550

ON CALL
Alternate on call person for home care agency in Southfield, 20 hours per week. Please call 557-6090

OPHTHALMIC ASSISTANT
needed for ophthalmologist office in Troy. Certification preferred. Full time with benefits. 828-0344

OPTICAL DISPENSER
For medical facility. Excellent benefit package. No evenings, weekends. Call 9 to 5 261-5000

OPTICIAN
Full time for W. Bloomfield office. Must be experienced. Competitive salary plus commission. Call Cindy 626-8390

OPTICIAN
Part time (weekdays only). Plymouth/Canton area. Experience preferred. Send resume to: Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OR SUPERVISOR - for plastic surgery outpatient facility. Part time. Experience required. Troy area. Call 528-7777

PART-TIME Receptionist needed for Doctors office in Bloomfield. Evenings & Saturdays. Some office experience preferred. Call Joyce at 335-4010

POKATRO ASSISTANT
Part time, 20-25 hrs. per week. Canton. Call before noon 459-2770

RECEPTIONIST - full time, for small office. Birmingham/ Troy area. Dental background preferred. Salary commensurate with experience. Call for appointment. Call between 10am-4pm 647-2191 647-7338

502 Help Wanted Dental-Medical

RECEPTIONIST - Doctor's office. Part time. Will train. 9 Mile/Greenfield Area. Office: 968-8153 Eves. & weekends: 557-6232

RECEPTIONIST
Birmingham Internist. Part time, 2-3 days. Mature, reliable. Will train. 644-7239

RECEPTIONIST, experienced for full time medical office. Typing, filing, current insurance knowledge helpful. Call after 11 am. 355-1928

RECEPTIONIST for MEDICAL Office Part-time, 15-30 hrs. Experience preferred but will train. Salary commensurate with experience/competitive. Send typed resume to:
Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

Pleasant, professional person wanted as receptionist for health care facility. Duties include answering phones, greeting the public and various secretarial duties. Apply within, Donvin Convalescent Center, 1 block S. of 8 Mile on Middlebelt.

Recreation Aide

Part time Recreation Aide needed for July and August to work with elderly in long term care facility. Contact:
ELAINE FRIEDMAN
352-2336

Registered Nurses

Supervisory and staff positions available in one of Detroit's most reputable nursing homes. Excellent work environment, good fringe benefits. Starting rate $10.25 to $11.75 an hour. Will consider part time. Call:
SANDRA HUTTEN
RN, Director of Nursing
PRENTIS MANOR
352-2336

RN - LPN
Part-time. Immediate position available in pleasant allergist office. Must work flexible hours including Sat. Call Diane at 531-9653

RN or LPN

Full time
11-7 AND 7-3
Please call Mrs. Ferguson for appointment, Nightingale West, 261-5300.

RN or LPN

Midnight shift Supervisor for long term care facility. Must have supervision experience and management skills. References requested. For appointment, call Director of Nursing, 525-6600

RN - RECOVERY ROOM
Part time day position available. Must be able to take calls. Experienced in CCU, ER or Recovery Room. ACLS Training preferred yet will consider BCLS.
Contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 2727
An Equal Opportunity Employer

RN's Emergency Room

- Emergency or ICU experience
- ACLS certification desired

Call collect or send resume to:

University of Michigan Hospitals
Human Resources Department
300 North Ingalls, NI6A07, Box 0422
Ann Arbor, Michigan 48109-0422
313/763-1854

A Non-Discriminatory
Affirmative Action Employer

RN'S - LPN'S
NURSE AIDES - LIVE-INS
HOMEMAKERS
needed for home care agency. One year experience, transportation necessary. Salary, Excellent benefits.
MIDWEST HOME CARE
335-4644

RN'S - Michigans foremost, extended care facility, located in prestigious Bloomfield Hills is now accepting applications for afternoon shift supervisor in our skilled nursing geriatric nursing is must. Apply in person Bloomfield Convalescent, 2972 Adams Rd., corner 16 Mile Rd., Bloomfield Hills. 645-7900

RN'S

- New high pay scale
- Full time benefits
- Shift relief - orthopedic duty
- MS-ICU-CCU-ER-PEDS
- Assignments in your area
- Hourly bonus plan
- Personalized scheduling
- Flexible scheduling
- Free TB & health screening

Call Bill Hall and see how you & can meet your needs!
Professional Health Care Personnel

RN SUPERVISOR - Full time, afternoons, P.M. part time, days (weekend coverage). OPN's or LPN's, full & part time (all shifts). Call M. Bell, RN, Director of Nursing, Detroit Certified ICF 534-8400

RN'S - $10 PER HR.
To start, good fringe benefits, afternoon shift needed. Apply Hardy Convalescent Center, 105 Haggerty Rd. Plymouth MI.
Under new management

RN'S/LPN'S - LPN'S $11.50 - Nurses Aides/$5.25 - Create your own schedule to fit your own lifestyle. Call Jackie. 354-1040
KIMBERLY

Senior Secretary

Insistent facility, located in Westland, has full-time opening for experienced secretary. Applicant needs typing skill of 60 wpm, good spelling and grammatical skills, good organizational ability. Competitive wages, full paid benefits. Call Elaine Mon. thru Fri. 9am to 2pm at 595-7577
An Equal Opportunity Employer

STAFF RELIEF
Nursing assistants needed for relief work in Western suburbs. Top pay. Call Quality Care 557-6690

X-RAY TECH
Full or part time
for busy Orthopedic office.
Farmington Hills 474-1870

X-RAY TECHNICIAN needed in East Dearborn, 40 hour week, billing experience is a plus. Please send resume to 25400 Goddard Rd., Taylor, MI 48180

X-RAY TECHNICIAN
PART TIME
For Novi office, Woodland Medical Center. Must be registered. Only responsible and reliable need reply. Shift of Fridays, Saturdays and Sundays. Call Ron Mon. - Fri.
534-4700, Ext. 589

X-RAY TECH
Registered or board eligible, full time, Garden City clinic. 421-6463

504 Help Wanted Office-Clerical

ACCOUNTING CLERK fast growing Birmingham corporation seeks a bright, aggressive, self starting individual as an entry level clerk in accounting dept. Must possess a high school diploma. Send resume or letter to Accounts Receivable Supervisor, 33100 Telegraph, Ste 110, Birmingham, 48010

ACCOUNTING CLERK, Southfield Manufacturing Co. seeks part-time Accounting Clerk. Resume to: P.O. Box 5041, Southfield, MI. 48037.

ACCOUNTING CLERK
Part time to prepare all supporting journals. Position requires excellent accounting skills & ability to learn. Call 642-0630

ACCOUNTING CLERK
General accounting entry level position with a growing company. Must be high school grad. Accounting education or experience preferred. Send resume to P.O. Box 387, Wayne, MI 48184

ACCOUNTING CLERK

A major Southfield super market chain is seeking an individual with recent experience in a computerized accounting system. Accounts payable experience desirable. Competitive salary & full benefit package offered. Send resume in confidence to Box 942, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Accounting Clerk

Folands, a growth oriented retail operation, has an immediate need for an accounting clerk in our corporate office located in Livonia. The selected candidate will perform various clerical duties, assisting the staff accountant, preparing management reports, audit work papers & analyzing general ledger accounts.

An associate's degree & one year of related accounting experience required. Experience with automated general ledger systems & personal computers & definite plus. Knowledge of Lotus 1-2-3 helpful. Send resumes & salary requirements to:

FOLAND'S
"The Alternative Department Store"
Att: Accounting
29733 Plymouth Rd.
Livonia, MI 48150

An Equal Opportunity Employer

ACCOUNTING department needs experienced person with skill in solid background in computer entry & clerical tasks in Plymouth area 459-1330

ADDITIONAL MANAGER
Growing company seeking IBM PC System Accountant. Construction experience preferred.
DURHAM PERSONNEL, 29200 Southfield Rd., Southfield, MI., 48076. 552-9622

ACCOUNTING OFFICE desires person to prepare Corporate income Taxes. Part-time position. Bloomfield area. 557-7468

ACCOUNTS PAYABLE CLERK - Southfield based manufacturing corporation has an immediate need for an Accounts Payable Clerk. The successful candidate will possess a minimum of 1 year accounts payable experience in a high volume environment. A thorough understanding of accounts payable procedures is required. We offer a competitive benefit package and salary is commensurate with experience. Qualified candidates send letter or resume, complete with salary requirements, to: Box 916, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE/FILING
Full time. Apply: Quality Construction Company, 7077 Shaefer, Dearborn. Corner of Tireman.

Accounts Payable Clerks

ARBOR DRUGS, INC. has several full time, ENTRY LEVEL, clerical positions open in the Accounts Payable Department of our Troy corporate office. We offer a fully paid, competitive benefit package including personal medical, dental, and life insurance, tuition reimbursement, as well as paid vacation and holidays.

No experience necessary. Apply in person on:

Wednesday, July 2, 1986
9 AM thru 3 PM

ARBOR DRUGS, INC.
1618 Maplelawn
Troy, MI
(No. of 15 Mile Rd., between Crooks and Coolidge).

ACCOUNTS RECEIVABLE Computer Invoicing & general office work. Typing 50 wpm required. Call for interview: 359-1566

ACCOUNTS RECEIVABLE CLERK
With experience or collections related experience preferable. 3458-000, ext 881
41035 W. 12 Mile Rd., Novi.

ACCOUNTS RECEIVABLE CLERK
Will starter, full benefits. Keego Harbor area. Send resume to PO Box 5336, W Bloomfield, 48033 or call Debbie 322-2700

ACCOUNTS RECEIVABLE
Organized dependable person to handle all receivables & collections. Must have previous collection & computer experience. Call Modern Office Supply, Birmingham 642-5060

ACCOUNTS RECEIVABLE/PAYABLE SUPERVISOR

$15,000-$20,000 Fee Paid
Growing company in large North company. Let your personality and organizational skills guide you into this fantastic position. Room for many advancements. Good benefits. Call Michele 464-0909
SNELLING & SNELLING

AD AGENCY
RECEPTIONIST
The creative department of a major advertising agency has a front desk position for an outgoing, friendly person. Call Ann Marie Murry! Call 353-2090
After 5 appointments available
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Mature person capable of handling office duties & a computer knowledge. Troy area. Send complete resume, to 1102 E. Big Beaver, Troy, MI 48083

ADMINISTRATIVE SECRETARY
Mature person for general office duties. Must be good, spoken and motivated. Part or full time. Southfield area. 559-9031

ADMINISTRATIVE ASSISTANT/ Secretary - Bachelor degree or special projects & typing. Need self starter who has responsibility. Excellent opportunity for further growth & involvement. Shorthand & good Secretarial skills required. 13/ Mile/Northwestern area. Call Sue Manning, 30215 Southfield Rd., Suite 115, Southfield, Michigan, 48076

ASSISTANT OFFICE Administrator - Inventory, Bankers Law Office, Bloomfield Hills, is seeking an individual with excellent organizational, math & communication skills. Salary $6-$7.40 per hr. Previous insurance experience preferred. Call 258-0355

ASSISTANT To Office Manager for typing, phone and light accounting work. Small, friendly office (13 Mile/Southfield area). 1-2 days per week preferred. $4.75 per hour to start with regular increases. Could lead to full time. Call Sharon at Snelling & Snelling 540-8010

ASSISTANT TO
PATENT AGENT
part time for growing Southfield office equipment company. 16 to 20 hrs. per week. Duties include filing & organizing. Experience preferred but not necessary.
Call until 5pm 358-0890

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASS'T
Working in large law firm for one attorney. 5-10 hours OT per week. 5 plus years executive secretarial experience. Type 65, $18,500 plus excellent benefits.

EXECUTIVE SECRETARY
Troy firm seeks mature person with 3 plus years secretarial experience. Prefer sales office background. Type 65-70, shorthand 80-100, $18,000 plus benefits.

LEGAL SECRETARY
Large downtown firm, 3 plus years legal experience. Heavy typing & phones. Type 70, shorthand 60-80, $18,000 plus excellent benefits.

LEGAL SECRETARY
Large firm, 3-4 years secretarial experience, knowledge of legal. Type 65, $17,100 plus excellent benefits

SECRETARY
RenCen office of large firm working for senior mech. Word processing helpful. Type 70, shorthand 100, $18,900 plus excellent benefits.

SECRETARY
RenCen firm organized for busy person seeking a very pleasant telephone personality. Excellent speaking, writing & typing skills. Some OT. Type 65 $16,000 plus benefits.

ALL FEES PAID
B. HANS BECKER ASSOC., INC.
Employment Service
964-5300

ADVERTISING SECRETARY
Excellent opportunity with dynamic suburban advertising firm to use your good secretarial skills & background. Great hours, benefits & salary $18,000. CALL TODAY, evening hours available.
All Our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 352-3000
TROY 362-4004
SOUTHWEST SUBURB 248-8200
ST. CLAIR SHORES 296-5800

ANSWERING TELEPHONES for customer inquiries, data entry experience a plus. Plymouth area. 459-1330

APPLY TODAY

We have all kinds of clerical positions available in your area.
- SWITCHBOARD
- TYPISTS (45-50wpm)
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES

Call for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900

ATTENTION
College Students
Teachers

Summer is here and do we have the job for you.

Long or short term assignments. All areas. Top pay. Incentive bonuses. Holidays and bonuses paid. Plus local pay every Friday of the week. Call today.

We need:
TYPISTS
SECRETARIES
WORD PROCESSORS
DATA ENTRY/CRT

If you have skills or abilities in the above area, call for an appointment today.
557-5700

SNELLING
TEMPORARIES
Licensed by Snelling & Snelling, Inc.
17200 W. 10 Mile
Suite 101
Southfield, MI 48075

Attention Secretaries
$12,000-$15,000 Fee Paid
Growing company desires person with typing 50 wpm, IBM display write is a plus but will train. Good phone manner. Your good personality and organizational skills are important. Great benefits. Call Michele 464-0909
SNELLING & SNELLING

Auto Bookkeeper

Excellent opportunity for experienced with auto bookkeeping experience. Full or part time. Must be able to type 45 wpm. Excellent benefits & salary. Call Mr. Marion Kaplan, Jim Chevrolet, 28111 Telegraph, Southfield. 355-1000

AUTO DEALER
needs experienced individual for Receivables/Payables. Apply in person: Job Master Inc., 33200 Grand River, Farmington or call 478-0500

BENEFITS AVAILABLE on two full time positions in Southfield:

CLERICAL - 45-60 wpm, detail oriented, good phone manner.

TYPIST - 50-55 wpm, detail oriented, likes to work with people.
Call Marion Kaplan
353-1945

BILLING CLERK/Receptionist, part time. Hours flexible. Accurate math & typing a must. Ideal for student or housewife. Reply to box 918 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BILLING/CLERICAL
Full-time position available in contract administration. We seek a well organized individual with bookkeeping, typing and computer experience plus the ability to pay close attention to detail. Write or phone. Please respond with resume and salary requirements to: Box 924, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING CLERK wanted. General office work. Permanent position. Small office. Will train.
Call 7AM-2PM: 567-6111

BILLING & FILE CLERK
Full time positions available with large computerized medical lab in Southfield. Must have previous experience. Excellent benefits. Apply in person or send resume to:
Citation Clinical Laboratory
23728 Northwestern Highway, Southfield, Mich. 48075.

TYPIST

Immediate full time opening for Billing Typist with North Woodward mental-health clinic in Birmingham. Must have basic accounting background, typing experience helpful. Competitive salary, excellent benefits, good typing skills. Send resume in confidence to Corporate Accounting, 1400 S. Woodward, 311, Bloomfield Hills, MI. 48013. Equal Opportunity Employer M/F/H

BIRMINGHAM company needs one perfect person, neat, experienced, personable secretary with some bookkeeping & very pleasant telephone manner. A busy, interesting position with a variety of duties in your own quiet office. Salary commensurate with experience. Some OT. Type 55 $16,000 plus benefits.

ALL FEES PAID
B. HANS BECKER ASSOC., INC.
Employment Service
964-5300

BIRMINGHAM GENERAL OFFICE

Dynamic professional marketing company has immediate opening. Pleasant working conditions & good benefits for experienced person with general office background & good typing skills.

BOOKKEEPER/EXPERIENCED
needed for Birmingham Law Firm. Computer experience helpful. Call Mr. Thompson, 645-2440

BOOKKEEPER - Experienced to handle bookkeeping duties thru trial balance prepared for progressive office products dealer. Submit resume with salary required to: Business Office, Inc., Att: M. Klein, 31535 Southfield Rd., Birmingham, MI 48009.

BOOKKEEPER - experienced in payroll, A/P & A/R. Full or part time, Livonia area. Ask for Hal 261-0930

BOOKKEEPER

Experienced. Good opportunity for advancement. Farmington Hills Office 855-8500

BOOKKEEPER
EXPERIENCED
Familiar with computerized system, other office procedures and telex helpful. In charge of the office. Please write P.O. Box 411, Southfield, MI 48037 or call 355-1770

BOOKKEEPER

Excellent opportunity for sharp accounting individual to be "right hand" to controller. Large Detroit manufacturer/distributor is seeking 2 to 3 years of solid computerized accounting experience. Responsibilities include: journal entries, accounts reconciliations, sales and use tax, and general office duties. Plenty of vendor contact will keep skilled bookkeeper very busy. Salary commensurate with experience. Please send confidential resume with salary history to: Box 224, P. O. Box 891, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER - Full Charge. One truck trial balance, experienced. Southfield area. Call Mon. thru Fri. 8am-5pm. 355-0358

BOOKKEEPER

Full time for Farmington Hills property management company. Some bookkeeping experience required. Must be knowledgeable in accounts payable & payroll. Excellent benefits commensurate with experience. Good benefits. Send resume with salary requirements to: Box 912, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge bookkeeper to close several general partnerships. Prepare all statements. Responsible for all phases of timely and accurate monthly close including books of original entry, monthly reconciliations, balance sheet account reconciliations, year end audit schedules, accounting distribution and depreciation lapse schedules. 5 or more years experience in full charge bookkeeper using computer. Qualified applicants send resume to: Cellular Telephone Company, attn: accounting, 16311 W 10 Mile, Southfield MI. 48075
An Equal Opportunity Employer

BOOKKEEPER, full charge thru financial statements, accounts payable/receivable, payroll knowledge in construction, real estate, partnerships, computerized accounting. Send resume to Box 833, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER/OFFICE MANAGER. Experienced only for multi company construction firm in Livonia. Computer knowledge a must, good benefits, good pay. Send resume to: Box 833, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full-Charge thru Trial Balance. Knowledgeable in Accounts Receivable, Accounts Payable & work in progress with fast-paced Ad Agency. Call Ms. Sue Ellen 557-7171
Resumes to: 31900 Telegraph Rd.
Suite 100, Birmingham, MI. 48010

BOOKKEEPER
Part time. Experience necessary for growing Farmington CPA firm. Pay for Louise. 477-2325

BOOKKEEPER
Permanent full time position with fast paced construction management firm in West Bloomfield/Birmingham area. You must be a self-motivated self starter with:
- Construction experience
- Accounts payable experience
- Accounting background
- Ability to organize & follow up detail work
- Good communication skills
- Computer Experience

Earnings commensurate with your abilities. Call & ask for Kathy
557-7455

BOOKKEEPER-SECRETARY
Experienced, part time in small real estate office, Southfield, Large enough medical practice.
Call 352-3545

BOOKKEEPER - Versatile person needed with good typing skills required for Novi area manufacturing firm. Please call 476-2977

BOOKKEEPER

12 Mile/Southfield Area. Small, very busy sales office. Flexible hours, 25-30 hours weekly. 443-5650

BOOKKEEPING General Office thru trial balance. Computer experience helpful. Good typist. Non smoker. Experienced only. Salary commensurate with experience. Send resume to: Box 892, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing. Call Ann 478-8200
Rose Anne 851-6700

CAR BILLER for busy auto dealership. Full-time. Applicant should be an accurate typist, organized and eager to learn. Call Cesley Frazier 7020 Orchard Lake Rd., W. Bloomfield.

CLAIM REPRESENTATIVE
For handling workers compensation claims in our Southfield office. Insurance office position. Previous workers compensation claims handling experience preferred.
Call Sheila Cindy at 353-5800
An Equal Opportunity Employer

CLERICAL DUTIES
Full time position in Farmington Hills. Job includes recording keeping, posting and some reception. Call Kathy 553-2100

CLERICAL - ENTRY LEVEL
$4.50 PER HOUR TO START
Excellent full time opportunity for a self-motivated individual having individual to join the clerical staff of our corporate headquarters in Southfield. We will completely train. Fully paid health, life and accident insurance plus paid holidays and annual vacations. If you excel in accuracy, enjoy working with detailed information and like a fast-pace, call us at 647-4200
FITNESS USA HEALTH SPAS

CLERICAL-Immediate full time position available in our Southfield corporate office. Payroll knowledge and 10 key experience a plus. Please call Kim Person, Southfield, 12 Mile area. Call Susan between 8am and 5pm. 569-4690

CLERICAL
Leading food covering retailer is seeking an energetic individual willing to work in a fast paced office. Will be responsible for accounts payable bookkeeping. Company benefits and pay commensurate with experience. Good benefits. Send resume with salary requirements to: Box 913, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL, part time, for Southfield accounting office. Mon., Wed., & Fri., 9am-5pm. 559-7180

CLERICAL - PART-TIME
Immediate opening. Must have good phone personality & knowledge of General Office procedures. Some bookkeeping knowledge helpful. Salary commensurate with experience. Call Carpets of Farmington,
33001 Grand River, Farmington

CLERICAL/Sales Administration
Self motivated individual to handle retail area, order processing, accounts Receivable & Accounts Payable & applications. Knowledge of word processing & computer experience helpful. Call Pat 528-3770

CLERICAL - SECRETARY
National property management firm located in Southfield has a full time position available. Responsibilities: typing 60 wpm, dictaphone, pleasant telephone personality, self-starter, excellent organizational skills, computer experience helpful. Excellent salary and benefits. Send resume to: Box 915, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CLERICAL
(Part-Time)

Excellent opportunity available for individual seeking flexible full time employment, but are willing to work after hours occasionally. Normal working hours will be either 10am-4:45 pm, 8:30am or 8:30am-5:15pm. However, during peak periods hours will be 8:30-4:45 pm for all positions. Responsibilities include typing, filing, copying and general office duties. 400 W. Maple is under pressure a must. Spanish speaker a plus. We offer a competitive salary & benefit package. Qualified candidates should apply Mon-Thurs between 8-4:
The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL - Permanent part time, for I-276 & Ann Arbor Road and Wayne and Sheldon Road area. Flexible hours. No Saturdays. Must Be reliable, have reference & qualifications to: T. Francis, P.O. Box 35335, Grosse Pte., MI 48236.

CLERICAL POSITIONS

The Health Facilities Division of Health Alliance Plan has part-time and vacation relief positions available. Positions are available at our Westside Medical Center. Must be able to type a minimum of 40 wpm and have effective communication skills. We offer a competitive salary and benefits coupled with an excellent starting salary. Interested candidates should send resume or apply to the Personnel Office at:
Health Facilities Division
Health Alliance Plan
28303 Joy Rd.
Westland, MI 48185
An Equal Opportunity Employer

CLERICAL
TYPIST
SECRETARIES

for a variety of duties - with good typing, pleasant phone voice and good office skills. Top Dollar. Call Ann Arbor for information & a personal interview

552-8511
MGM
OFFICE SERVICES, INC.

CLERICAL $5.50-$6/HR
No Experience Needed
Call Now 557-1200
Job Network Fee $85

CLERICAL Mature Office Person for Clerical duties, Typing, Must will train on Computer, 9-13-6pm. $3.60/hr. Farmington. 476-1971

CLERKS/BILLER

Hotline Phone Clerks
Excellent phone skills, ability to handle customer complaints, some typing required and CRT experience helpful.

Biller
Strong math and problem solving skills required, detailed oriented and the ability to handle a variety of duties.

Program Administrative Clerks
Typing 45 to 60 wpm, good phone and math skills, CRT experience helpful.

Send resume or apply at:

ADSTRA CORP.
101 Enterprise St.
Plymouth, MI 48170
Attn: Personnel

CLERK/TYPIST -
Growing Auto-related Manufacturer has an opening in our Quality Control Department. Position requires good typing skills & a pleasant phone voice.