502 Help Wanted Dental-Medical

Medical Transcriptionist

Excellent opportunity for an experienced medical transcriptionist. Requirements include:

- At least 6 months training in medical transcription, terminology and anatomy.
- Previous experience preferred.
- High school diploma.

This is a full time/day position offering competitive salary and complete benefit package. Please apply Mon.-Day/Weekday, 8am-3pm or send resume to:

Mount Carmel Mercy Hospital
Employment/Staffing Department
6071 W. Outer Drive
Detroit, MI 48235

Equal Opportunity Employer M/F

NURSE AIDES - Days, 7-3, afternoons, 3-11, Apply in person: Sterling Well Manor, 520 W. Main, Northville, near Rayburn, 349-4290.

NURSE AIDES
Day/afternoons. Flexible hours. Experienced or will train. Apply in person Mon. thru Fri. 8am to 4pm. Fair Oaks Convalescent Center, 28349 Joy Rd., Westland.
Equal Opportunity Employer M/F

NURSE AIDES
NURSING ASSISTANTS
Home Care
Nursing Home Staffing
Hospital Private Duty
Patient Care Visits
Experienced Required
Reliable Transportation

UPJOHN HEALTHCARE SERVICES
277-2960 872-0200

NURSE AIDES
PART TIME/FULL TIME
ALL SHIFTS
Bonuses Offered
Convalescent Center
35100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES

We are looking for dependable people who have a love and understanding of the elderly. Willing to train inexperienced people. Phone Mon-Fri. between 9-4:30PM.
313-349-2640
Whitehall Convalescent Home
43455 W. 10 Mile Rd., Novi

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

NURSE AIDE to care for elderly woman evenings & weekends. Farmington area. References & own transportation. 477-6755

NURSE ASSISTANTS

Caring people needed - afternoon & midnight shift. Good benefits. Experience preferred, but will train. Apply in person, University Convalescent & Nursing Home, 28550 Five Mile Rd., Livonia, MI

NURSES AIDES Full time or part time. All shifts available. Will train. Must be 17 or older. Apply Mon thru Fri at Fairlane Village Convalescent Center, 105 Haggerty Rd., Plymouth, 453-7700.
(Under new management.)

NURSES AIDES

Health Care and retirement corporation needs responsible nurse aides.
Experienced or will train. Competitive wages, Union facility, full insurance, Disability insurance, Health insurance available, Paid vacation, Paid sick time, Tuition reimbursement, and other benefits. Benefits prorated for part time. Must have reliable transportation. All shifts available. We will schedule around school time. Weekends only also available. Apply: 105 Haggerty Rd. Plymouth

NURSES AIDES

MIDNIGHT SHIFT
FULL TIME, 3-11 PM. Shift
& 11-7 AM SHIFT
Also WEEKENDS ONLY-ALL SHIFTS

Experienced preferred, but not required. Apply in person: Springpage West, 8365 Newburgh, S. of Joy Rd. Easy access from I-275 & I-96. No phone calls please.

NURSES AIDE
to care for patient in her own Southfield residence, excellent location & working conditions, experience with Suctioning & Feeding Machine preferred. Local references only. Call days 559-9734

NURSING PROFESSIONALS

Garden City Hospital, an 80 bed, acute care teaching facility is seeking RNs and LPNs to join our professional nursing team.
Current openings include:

- Med/Surg
- CCU-ICU
- 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. 277
An Equal Opportunity Employer

OFFICE ASSISTANT needed for medical office part time in Southfield. Administrative experience preferred. Excellent benefits. 557-4212

OFFICE MANAGER/BOOKKEEPER
Full time, 2 supervisors. Recent experience all aspects of office including PPO, HMO mandatory. Computer experience helpful. 559-9118

OPTICIAN
Part time (weekdays only). Hymn-Roth/Frame Gallery. Experience preferred. Send resume to: Box 940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC ASSISTANT
Part time, full time if necessary. Dearborn area. Call Dee, 581-8993

ORTHODONTIC ASS'T - full time position for bright, energetic, responsible person in progressive Orthodontic practice in Livonia. Experience preferred but not necessary. Send resume to: Orthodontic Tracht & Root, 2877 Elizabeth Lake Rd., Pontiac, MI 48054. 682-8811

ORTHODONTIC Chairside Assistant. Some secretarial skills required. Prefer experience. No evenings or Sat. Plymouth area. 453-0227

PEDIATRIC DENTISTRY - Farmington Hills. Mature, experienced person familiar with bookkeeping, records, insurance and bookkeeping. 4½ days, no evenings. Salary plus benefits. 553-3260

PHYSICAL THERAPY ASSISTANT
For private outpatient office. Will consider Aquatic Trainer or Masseuse. Salary negotiable. Send resume to: Physical Therapy, 31600 Northwestern #110, Farmington Hills, MI. 48018.

PODIATRY ASSISTANT
Part or full time for Berkley or Bloomfield office. Prefer mature. Clerical duties also. 399-1838

RECEPTIONIST - Mature, needed for busy OB-GYN office in Southfield. Light typing, answering phones, pegboard, scheduling surgery & medical appointments. 34 hours weekly, Mon.-Thurs. Medical Assistant background would be helpful. Call 424-9661

RECEPTIONIST for dental office in Plymouth - Canton area. Part time afternoons. Must have dental insurance experience. 453-6320

RECEPTIONIST/Medical Assistant
Experienced, full time. Billing, posting & pegboard. EKG, Xray and venipuncture. Beneficial. Southfield area. 552-0020

RECEPTIONIST
experienced in insurances, and pegboard. Full time in Walled Lake. Call Pat 624-4511

RECEPTIONIST/FRONT DESK
For busy practice. Must be good with people. Phone, typing, pleasant, sociably a must. Light data entry required. Livonia area. 474-5533

502 Help Wanted Dental-Medical

REGISTERED NURSE

Immediate placement - challenging, innovated opportunity to work with developmentally disabled pediatric clients, call Lutheran Social Services of Michigan about a part time position, PM shift, at Mt. Carmel Hospital area.

927-7804

REGISTERED NURSE

Part time every other weekend position immediately available to work in the Emergency Department at our Novi Ambulatory Center. Minimum 1 year Medical/Surgical experience required; emergency or critical care experience highly preferred. Excellent salary offered commensurate with experience in addition to shift differential and weekend premium. Please apply or call for additional information, 424-3900.

PROVIDENCE HOSPITAL
EMPLOYMENT OFFICE
16001 W. 9 Mile Rd.
Southfield, MI. 48075
An Equal Opportunity Employer

REGISTERED OCCUPATIONAL THERAPIST
The Jewish Home for Aged is looking for an innovative, dynamic, O.T. to administer the occupational therapy programs at both of our skilled nursing facilities. Send resumes & salary requirements to:
Susan K. Rayment, R.N.
Director of Nursing
Jewish Home for Aged
1100 W. 7 Mile Rd.
Detroit, MI 48219

REGISTERED Respiratory Therapist - Full time for home care company. Marketing with some patient care involvement. Send resume to: M.W., P.O. Box 935, Southfield, MI 48037-0935

TAKING APPLICATIONS for medical doctor MA & LPN positions. Please call Cindy Mon. thru. Fri. 9am to 4pm 261-9300

RN/LPN for 2 general surgeons office. 2 steady half days per week. Must be flexible. No Weds., Weekends or late nights. Near Mt Clemens. 341-7516

RN/LPN
Midnight & part time day position for caring individual. Please call W. Bloomfield Geriatric Village at: 363-4121

RN /LPN NURSE AIDES

Immediate placement, full and part-time positions available. Please call MEDICAL PEOPLE LEASING, Inc.

861-4801

RN - LPN - PART-TIME
Immediate position available in pleasant allergy office. Must work flexible hours including Sat.
Call Diane at 851-6657

RN - MIDNIGHT SUPERVISOR
Employer seeks motivated individual for skilled Nursing facility. Excellent salary and benefits. Contact: D. Hall RN, D.O.N. 427-6270
University Convalescent Nursing Home, Livonia, MI

RN needed immediately for busy Southfield medical office. Work directly with patients, assist doctor, insurance knowledge helpful. Full time position, excellent benefits, no evenings. Call after 4 PM. 855-3812.

RN or LPN

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

Part time midnight shift. Retirement home for Catholic nuns. 2 days weekly. Call Mon. thru Fri. 8am-3pm: 473-7150

RN OR LPN - to work evenings in urgent care setting. 2 PM - 9 PM, and every other weekend. Call 348-8000, Ext. 325.

RN - PART-TIME, NIGHT SHIFT
LPN - Full or Part-time, Afternoon or night Shift. Apply: Arnold Home, 16520 W. 7 Mile, Detroit. 531-4001, Ext. 250

RN - Part-Time

WEEKENDS ONLY
Apply in person
Marycrest Manor
15475 Middlebelt, Livonia

427-9175

RN PART TIME. Oral surgery office, Farmington/Troy area. Possibility of hospital assisting if desired. Send resume to Suite 100, 50 W. Big Beaver, Birmingham, MI 48009, attn Office Manager.

RN'S
Dermatology practice specializing in the treatment of acne is interviewing nurses for part time, afternoons and Saturday shifts in our Southfield office. Selected candidates will receive on the job training P.O. competitive compensation. For confidential interview please call:
MICHELLE STAGG RN ADM.

557-7809

RN'S
Earn Extra Income
Immediate vacancies for RN'S, to work on call after hours at Health Facility. Triaging Emergency Patient calls. Responsibilities include assuring health problems, contacting on call physicians and referring patients to ER room or urgent care facility. DSN preferred, ER or urgent care facility experience, telephone manner and judgement required. Pediatric and adult experience and good assessment skills required. If your looking for extra income in a professional setting, please submit resume to box 258 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RNs - ER

Garden City Osteopathic Hospital currently has full and part time positions available for qualified candidates in our E.R. Department.

- We are a 349 bed suburban hospital with one of the busiest E.R.'s in Western Wayne County with over 23,000 patients per year.
- We offer a competitive salary commensurate with experience and an excellent benefit program.
- Qualified candidates must possess a minimum of 6 months Med/Surg experience, E.R. or C.C.U. experience preferred.

We invite you to discover the difference at Garden City Osteopathic Hospital. For further information please contact:

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

RN'S

Health Care and Retirement Corporation seeking professionals eager to learn new nursing skills in a geriatric setting.

Medical Benefits
Pension Plan
Life Insurance
Disability Insurance
Paid Holidays
Paid Vacation
Tuition reimbursement
Credit Union
Free meals
Flexible schedules

Benefits pro-rated for part time. Start at $10 per hour.
Apply 105 Haggerty Rd. Plymouth

RNS - LPNS

AFTERNOON SHIFT
PART OR FULL TIME
Apply bet. 10 AM - 4 PM.
Monday thru Friday
CHARLEVOIX HALL
35100 Ann Arbor Trail, Livonia

502 Help Wanted Dental-Medical

RNs & LPNs

Full and part-time, afternoons, with flexible hours in progressive, long-term care facility in Westland, competitive wages/benefits. Contact Director of Nursing for interview at:
Four Chaplains 261-9500
Equal Opportunity Employer M/F

RNs/LPNs

Michigan's foremost extended care facility, located in prestigious Bloomfield Hills, is now accepting applications for daytime and afternoon shifts. Apply in person

Georgian Bloomfield
2975 Adams Rd.,
corner 15 Mile Rd.
Bloomfield Hills 645-2900

RN'S - LPN'S. New high rates, new benefits, full time or part time. We can meet your needs 357-3650
Professional Health Care Personnel

3 evenings per week. For family physicians of Livonia. 464-9200

Call
SECRETARY - Temporary/Part Time. Medical background preferred. Send resume to: KMW, P.O. Box 935, Southfield, MI 48037-0935

ULTRASONOGRAPHER
Part time day 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

UR/QA

Southfield HMO seeks a R.T. or RN with prior utilization review experience. Responsibilities include pre-authorization & continued stay reviews of HMO patients, some quality assurance activities. Send resume & salary history to:
Independence Health Plan, 15363 Northland Dr., Southfield, MI. 48075. Attention: Personnel Representative
Equal Opportunity Employer M/F/H

WEST DEARBORN OFFICE near Michigan Ave. Dental office needs hygienist for Mon., Tues. & Fri. 8am-5pm 561-7070

X-RAY TECHNICIAN
Experienced in conventional, back radiography office. Dr. Dashik, 398-5070

$3.75 PER HOUR PLUS BONUS
Nurse aides needed. All shifts for small basic nursing home in Plymouth. 453-3983

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Large Construction company in Farmington Hills has opening for an Accounting Clerk to post to general ledger. Some experience needed. Call Debbie between 10-4 PM.
477-1010

ACCOUNTING CLERK for west Oakland manufacturing firm. Experience in accounts payable, payroll & bank reconciliation. CRT experience helpful. Immediate opening. Send resume to Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK needed for a medium size company. 2 years experience in all basic phases of accounting duties. Full time position available with flexible hours. Contact Ms. Lawhead at 348-0070

ACCOUNTING CLERK
Billing, payroll, accounting entry level position with a growing company. Must be high school graduate, accounting education or experience helpful. Send resume to: P.O. Box 387, Wayne, Mich 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 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING

Progressive engineering company is seeking a person with a degree in accounting to work in general accounting and payroll. Experience preferred. Excellent benefits. Salary commensurate with qualifications and experience. Call Annette.
755-4400

Pioneer

An Equal Opportunity Employer

ACCOUNTS PAYABLE - Part time. Computer experience and general accounting background required. Plymouth. Ask for Tricia, 459-4313.

ACCOUNTS PAYABLE CLERK
Construction Co. has immediate opening for a detail oriented accounts payable clerk for checking invoices, data entry, filing & special projects. Candidate should have 2 or more years experience, preferably with a construction company. Send resume with prior work experience on the job training P.O. Box 505 Novi, MI., 48050. An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
for auto insurance company in Birmingham. Data entry, telephone & typing experience required. Excellent benefits & work environment. Salary commensurate with qualifications. Mail resume to: P.O. Box 822, Birmingham, Mich 48012.

ACCOUNTS RECEIVABLE
BOOKKEEPER
Full time position for experienced person to do Accounts Receivable bookkeeping and various other functions in accounting office of large retail chain. Must speak basic English. Call Carol, 353-0180, or 471-7171.

ACCOUNTS RECEIVABLE

$11,700 PLUS FEE PAID
Suburban company looking for 2 years plus experience in computer entry of Accounts Receivable. Growth potential. Top benefits and nothing NOW! Call Mary, 464-0809.
SNELLING & SNELLING
OF TROY

AD AGENCY
SECRETARY
Deal with important clients in the Account Service Department of a prestigious agency. Your good secretarial skills and experience will win here. $15,500. Fee paid. Call Bernice at 353-2000.
After 5 PM. Appointments Available
SNELLING & SNELLING

Ad Agency Secretary

To $15,000
Prestigious firm offers exciting work environment and good benefits. Excellent typing, experience and the ability to deal with high level executives a must. Evening appointments available. Send resume to Tracy Schultz, Arthur Thomas & Assoc., 4000 Town Center, Suite 1320, Southfield, MI 48075. Or call.

555-4140

ADMIISTRATIVE ASSISTANT

Highly stable upwardly mobile position with a top person in a dynamic suburban company. Excellent benefits. Many perks. Outstanding merit based raises for excellent skills.
$17,000 Call Mert
356-2180
DAVIDSON & ASSOCIATES
EMPLOYMENT AGENCY

ADMINISTRATIVE SECRETARY
For Southfield based advertising agency. We need someone who is detailed oriented, good with follow thru, likes to be busy and handle a variety of work. Must have excellent typing skills. Call 354-4800 Ex. 242

ADMINISTRATIVE - coordinator - for Fortune 500 company, must enjoy a busy office environment, and heavy telephone, contract position, call Doreen at Interface 648-7553

ADMINISTRATIVE SECRETARY
Prestigious law firm. Word processing required. To $19,000 a year, plus benefits. Fee paid.
ARCHER EMPLOYMENT
1111 Penobscot Bldg. 963-8205
6946 Crooks 619-1439

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Busy fast growing Bloomfield Hills market/advertising firm. Need a pleasant self-starter with excellent organizational and secretarial skills. If you can handle at least 4 different projects, type 50 WPM, excellent to do by yourself, then we are interested in talking to you. You will be required to follow through on a variety of simultaneous duties. Service necessary. Excellent typing skills and working knowledge of IBM PC AT computer. Will train on further Wordstar and Display Write III. Accounting background and an understanding of the advertising industry is helpful. If you are a mature detail oriented team player capable of operating independently with little supervision, we would like to hear from you. Send resume today including salary history and requirements to: Administrative Secretary, P.O. Box 7100, Bloomfield Hills, MI. 48301

ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY
Professional firm needs individual to assist Executive. Responsibilities include: Client contact, coordination special projects & typing. Need self starter with good communication. Excellent opportunity for further growth & development. Minimum 3 good Secretarial skills required. 13/Shorthand. Send Resume to: Office Manager, 30216 Southfield Rd., Suite 115, Southfield, Michigan, 48076.

ADVERTISING AGENCY SECRETARY - Interesting job for bright, lively individual. Shorthand helpful (70WPM) & word processing skills a must. Salary experience & pleasant Southfield location. Call Ms. Michel, 557-8400

A Kelly Job is braces for the kids

We have long and short term clerical assignments for:

- PC and WP Operators
- DE Operators
- Secretaries
- Switchboard Operators
- Receptionists (45 wpm)
- Accounting Clerks/ Touch 10 Key
- Typists (50 wpm)

We offer vacation pay and merit increases. Call today for an appointment:

362-1180
Troy

KELLY SERVICES
The "Kelly Girl" People
Not an employment agency; never a fee
Equal Opportunity Employer M/F/H

A PERMANENT POSITION
with Detroit areas finest jeweler, Stoney Industrial & Some Story, Inc. We are looking for an energetic and fast learning individual for a position in our customer service and merchandising dept. Ability to work with figures and detail as well as a pleasant outgoing personality are a must. Excellent benefits. 362-4507

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

ARBOR TEMPORARIES
NEEDS YOU!

Secretaries
Word Processors
Receptionists
General Office

9450 S. Main - Suite 102
Plymouth, MI 48170
453-7272

ASSISTANT Sales Coordinator for fast- paced specialty advertising company located in Livonia. Outgoing personality & professional attitude a must. College graduate preferred with 1 year sales or PR exp. Send resume with prior work experience to: Assistant Sales Coordinator, P.O. Box 2752, Livonia, Mich 48151.

ATTENTION

If you have Bookkeeping experience and are looking for advancement, Bob Saks, Inc. is in need of aggressive individuals to join their accounting operation. Immediate employment is now available in the following positions. Biller, Head Cashier, System Administrator on Vim & Call 478-0500

BANKRUPTCY SECRETARY wanted for Birmingham law firm. Must be bright, organized & have word processing experience. Data entry experience a plus. Call Robert Tremain 540-7701

BANK TELLERS & TYPISTS
Good salary and benefits. Fee paid.
Leonard Associates
295-4720

GENERAL BOOKKEEPER needed for company in Farmington Hills. Experience needed. This is a full time position. Please call 477-7900

NATIONAL COMPANY seeks Part Time Bookkeeper. Documented experience required. Knowledge of cash flow, billing, and light typing required. Responsibilities include: Accounts Receivable, Bank Reconciliation, Cash Receipts. Salary commensurate with experience. Please send resume to: Mr. Fuller, P. O. Box 681, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER/RECEPTIONIST
Construction experience required. Westland. 326-9180

504 Help Wanted Office-Clerical

BEGINNING LEGAL SEC'Y
Prestigious firm will train in legal field if you have 6 months to one year office experience. Good speeds, vocabulary & appearance necessary. Type 50 WPM, excellent benefits.

SECRETARY
Dearborn firm, have word processing experience, preferably on IBM PC. Very busy position. Typing 65, shorthand 70-80. To $17,000, excellent benefits, free parking.

SECRETARY
Growing Dearborn firm, Heavy word processing experience for sales department. Shorthand desirable. Type 65 plus. To $18,000, excellent benefits.

LEGAL SECRETARY
Prestigious Bloomfield firm. Strong legal experience & good skills required. Several positions available. To $19,500 plus excellent benefits.

RECEPTIONIST SEC'Y
To $15,500. Mature non-smoker, data entry experience required. Will train on word processor. Bookkeeping, typing 45, 2 years secretarial. $8 up DOE, good benefits.

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

BILLING CLERK/Receptionist, part time. Hours flexible. Accurate math & typing a must. Pleasant Troy office. Call Bernice, Reply to Michigan Hi-Reach, 210 E. Maple, Suite 103, S. Bates, Birmingham, Mi., 48011.

BIRMINGHAM CPA FIRM. Position for versatile individual who can handle client communication, typing, processing and accounting functions. Will consider college or entry level person who has the ability and desire to accept greater responsibilities. Send resume and salary requirements to: CPA, 155 S. Bates, Birmingham, Mi., 48011.

WAYNE-CANTON area financial institution is seeking part time bookkeeper, experience desirable but not necessary. Send resume to: Box 180/Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER-ACCOUNTANT
Some experience preferred
Redford area
Call: 534-0144

BOOKKEEPER/ACCOUNTANT
FULL CHARGE
Experienced in fringe benefits, insurance, payroll, taxes for Farmington Hills firm of 80 employees. Send resume & salary history to box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER/ACCOUNTING - Some experience based on experience. Solid background & ability to work independently are essential. Professional work environment. Approximately 35 hours per week. Work schedule is flexible to meet your needs. Send resume to P.O Box 287, Southfield, MI 48037. Attention Personnel Department. 99

BOOKKEEPER ASSISTANT

SHARP PERSON needed to assist accountant. Will operate of books keeping functions for diversified and rapid growing company. Experience thru trial balance and good organizational skills necessary. Computer knowledge a plus. Salary negotiable, based on experience. Medical benefits. Non-smokers please!
Call: 645-2280

BOOKKEEPER - Experienced. Accounting specialty firm. Send resume and salary requirement to: Form 8 Today, 30500 Telegraph Rd., Suite 3150, Birmingham, MI. 48010

BOOKKEEPER for Livonia office. Must be able to post through trial balance, prepare payroll tax returns, have computer experience & ability to train assistants. For interview call 353-2180

BOOKKEEPER- Full Charge
For Engineering firm in area accounting office. Flexible hours available. 644-1040

BOOKKEEPER, full time, Associates Degree in Accounting & computer training required. Job located in Southeastern Oakland area. Hours 8:30-5 PM., benefits. 554-1000

BOOKKEEPER - FULL CHARGE
Fast Southfield PA firm. Must have experience.
Call Mr. Alderman, 352-3230

BOOKKEEPER - full charge, Birmingham, thru trial balance, good typing & telephone experience, benefits, $16,000. Fee paid

ASSISTANT - lease administrator, Bloomfield Hills, accounts receivable experience, good stability, benefits, $14,000. Fee paid

RECEPTIONIST - typist, Troy, 70 WPM typing, phone skills, distributes orders & general office duties, benefits, $15,000. Fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

BOOKKEEPER
Immediate opening for full charge Bookkeeper. Must have recent & pertinent experience. Salary commensurate with qualifications. Send resume to: Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANT - For Commercial Real Estate Broker. Organizing property books, files and telephoning leasing packages. Some phone answering. Basic math helpful. Flexibility and pleasant personality essential. Full time, $5.00 per hour. Call Bernice, 646-7701

CLERICAL/COMPUTER
Experienced, full time person, for Manufacturers representative. Insurance corporation located in Southfield. Send resume to: H. Kaufman, 1263 W. Square Lake Rd., Suite 102, Bloomfield Hills, Mi., 48013.

CLERICAL HELP
Livonia area. Part time mornings. Answer phone and type. Must type 45 WPM. Salary plus benefits. Call Ms. Ryan, 591-1913

504 Help Wanted Office-Clerical

BOOKKEEPER Needed for Right bookkeeper for a Northville area service station. Apply in person: Eight & Tait Auto Service, 710 W. 8 Mile Rd., Northville, Mich.

BOOKKEEPER- Part time/Permanent work in pleasant corporate office. Flexible hours. Experience thru trial balance. References required. Send resume to: B. H. C. Inc., 1132 N. Woodward, Suite 209, Bloomfield, Hills, Mich. 48013

BOOKKEEPER - Part time, 25-30 hours weekly in Farmington area for posting of A/R and A/P to Trial Balance for Birmingham ad agency. Typing required. Computer knowledge helpful. Send resume to P.O. Box 32, Franklin, MI 48025

BOOKKEEPER/SECRETARY
4-8 days per mo. (Good for retiree) To do bookkeeping accounting and other administrative tasks in small Birmingham business 540-5810

BOOKKEEPER - full charge thru trial balance, data entry experience for contract positions in northwest-Oakland area. Call Glenna at Uniforce 357-0648

BOOKKEEPER

Southfield Real Estate Development/Management firm seeks full charge employee with experience in Accounts Payable and Bank Recon thru General Ledger. Position available immediately. Send resume to: P. O. Box 70, Southfield, MI 48037

BOOKKEEPER
Troy manufacturer seeks experienced, part-time person on system bookkeeper for Accounts Payable, Receivable and General Ledger plus special projects. Typing skills a strong plus. Desire capable self-starter who is able to work on their own. Flexible hours, approximately 30 hours weekly. Apply at Process Automation, Inc., 1339 Centaurus, Troy, MI. 583-7780

BOOKKEEPER - 1 year bookkeeping experience. Secretarial. Bloomfield area. Call Attention Mary C. Killian, 600 Pennsylvania, 334-1400, Detroit 48243

CLERICAL/SECRETARY position with good typing skills for general office work. Typing, filing and book keeping knowledge a plus. Apply in person, 323 Roosevelt, Howell, MI

CLERICAL

We need a high school senior or college student who can work the part time summer hours of 8:30 to 5, and overnight hours of 12:30 to 5, 5 days per week. Responsibilities include switchboard, light typing, filing, CRT and very light typing. Starting at $3.50 per hour DOE. Please call, 626-8300, Ext. 227

CLERICAL - 55/HR
Call Today Will Train
Job Network 557-1200
Fee 555

CLERICAL/RECEPTIONIST
In Farmington Hills. Office Services Clerk will provide support in the mail room, switchboard relief and light typing. Hours, 8-5:30. Pleasant environment, an opportunity for growth, and an excellent benefit package. Send resume, including salary history, by July 25, to:
Box 200, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST

CNA Insurance has an immediate opening for a qualified experienced clerk typist who possesses the following:

- Minimum 3 - 5 yrs. office experience
- Typing skills 50 - 60 wpm + Accuracy
- Exposure to CRT a plus

If you are qualified, please contact our personnel dept.
CNA Insurance Companies
30200 Telegraph, Suite 200
Birmingham MI. 48010
645-6840
CNA
For all the commitments you make
Equal Opportunity Employer
Male/Female/Can Handicapped/Vet

CLERK/TYPIST
Immediate opening for Foreclosure Dept. of Birmingham Legal firm for an individual who possesses good organizational skills, pleasant telephone manner, and typing ability speed of 55 WPM. Word Processing experience a plus. Call:
Robert A. Tremain, 540-7701

CLERK/TYPIST

Immediate opening for individual to work in our office located in Plymouth on Penniman Ave. Clerk duties must type accurately minimum 50 WPM and have the ability to deal effectively with the public in person and over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person, Mon. thru Fri. 10am-3pm.

FIRST FEDERAL OF MICHIGAN
790 Penniman, Plymouth
An Equal Opportunity Employer

COMMERCIAL INSURANCE BILLER
Southfield office of International corporation seeking professional person to work directly with agents, will be re-billing BCBS CAID Care, commercial insurance and Blue Cross hospitals. Previous experience and typing ability a must. Salary plus benefits. Excellent opportunity for right person with world wide organization. Call Mr. Gwynn, Grant at 557-1420
AAP EOE

504 Help Wanted Office-Clerical

Little Caesars

ADMINISTRATIVE ASSISTANT

Challenging position in large fast-paced office requires proficient typing, shorthand, IBM PC, very strong verbal and written communication skills and very good organizational ability. Involves company-wide contact with upper level management. If you are well groomed, thrive on constant variety and maintain poise and a sense of humor under pressure, please mail your resume to:

Human Resource Center
LITTLE CAESAR
ENTERPRISES, INC.
2415 Woodward Road
Farmington Hills, MI 48024

Equal Opportunity Employer M/F

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 numerous 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 apply to our Personnel Department, 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
27533 FARMINGTON ROAD
FARMINGTON HILLS, MI 48018

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

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Mature, reliable, Good with people. Selections & figures. Accurate, attention to details. Non smoker. Send resume to: P.O. Box 2188, WEKLUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE ASSISTANT
We are a leading direct marketing & information services company serving automotive manufacturers and dealers by creating & managing informations and communication programs for our clients. We have an immediate opening for a Customer Service Assistant. The candidate will be responsible for up-dating data files, responding to our CRT equipment, researching inquiries from clients, and providing general clerical assistance to the Customer Service Dept. We are looking for a self-starter who is dependable, well-organized, and detail-minded. One year clerical experience preferred. We will provide appropriate continuous training to the right candidate. Please forward resume, salary requirements, Attn: Automated Marketing Systems, Trainees Tower II, 30533 Evergreen Rd., Suite 200, Pleasant Ridge, MI 48069.
An Equal Opportunity Employer

GROWING Southfield firm is looking for a qualified Data Entry Operator. Top pay and benefits. Requirements include: 60 wpm., typing skills, and excellent communications skills. Good starting pay, plus benefits. Call Ram Communication, Tuesday between 1-4 PM. 569-2331

DATA ENTRY AND WORD PROCESSING OPERATORS

Excellent opportunities. Let Kelly Services put your skills to the test. We offer you a chance to work at top companies and:

- Merit increases
- Paid Vacation

Call for an appointment:

553-7820
34115 West 12 Mile Road
Suite 200
Farmington Hills

KELLY SERVICES
The "Kelly Girl" People
Not an employment agency; never a fee
Equal Opportunity Employer M/F/H

DATA ENTRY CLERK- North suburban firm seeks a detail oriented individual who learns quickly. Must be accurate & fast. Some data entry experience a must. Call Mike 540-7701

DATA ENTRY CLERK - Bill Ott has some general clerical duties. Full time, early afternoons. Some computer experience helpful. Send resume to Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY - SECRETARY - CPA firm has immediate openings. Two 2 full time positions available requiring word processing experience in person. Duties include data entry, statistical typing, word processing and general secretarial duties. Salary commensurate with capabilities. Please send resume to: Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY/WORD PROCESSOR - Ideal for someone seeking variety of duties. Experience preferred, full time. Mail resume with salary requirements to: P.O. Box 21005, Detroit, MI 48221.

DATA INPUT - Part time afternoons, 5 days a week. Pleasant surroundings. Send resume to: P.O. Box 2188, Southfield, MI. 48170.

DENTAL ASSISTANT (experienced) and FRONT DESK, 2 positions, both full time. Resume to: Box 248, Observer Dental Group, 930 N. Cass Lake Rd., Bldg. Pontiac, MI., 48054. Attention Karen.

DEVELOPMENT SECRETARY
Immediate opening for a detail oriented, personable individual for entry level secretarial position. Must have good typing & communication skills required, some bookkeeping & word processing experience preferred. Please forward resume & salary history to: Development Secretary, Post Office Box 3838 Livonia, Troy, MI. 48084

EXECUTIVE SECRETARY

Needed for an indefinite assignment in Southfield. Responsibilities include typing from dictation, phones, filing and assisting executive. This position requires initiative, organization of duties, integrity and a sense of humor. Call for an confidential nature. For an immediate appointment call:

MANPOWER
TEMPORARY SERVICE
353-8780 Southfield

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE SUPERVISOR

Foland's, a dynamic retail chain, is seeking an experienced Accounts Payable Supervisor for it's corporate office located in Livonia.

Qualified applicants must have 4 years of accounts payable experience in a computerized environment. Past experience in a retail environment a definite plus!

Send resume with salary requirements to:

Folands
"The Alternative Department Store"

29753 Plymouth Road
Livonia, Michigan 48150

BOOKKEEPER
Part-Time

Dimensions in Fashions, a national off-price women's retail chain, is seeking an experienced Bookkeeper for a permanent part-time position. Varied duties will include invoice approval, banking transactions, cash reports and petty cash. Candidates should be highly motivated and hard-working.

Dimensions in Fashions offers competitive wages, excellent benefits, paid vacation and a generous store discount. For further information, please apply in person.

Dimensions IN FASHIONS

Orchard Place Shopping Center
30655 Orchard Lake Road
Farmington Hills, MI 48018

We are an Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

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We have assignments for you in the areas of Downriver, Detroit, Southfield, Troy, College students included.

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- SWITCHBOARD OPERATORS
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