502 Help Wanted Dental-Medical

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 25,000 patients per year.
- We offer a competitive salary and an excellent benefit program.
- Qualified candidates must possess a minimum of 6 months Medical/Surgical 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 Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

RNS - LPNS

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

RN'S - LPN'S
NURSE AIDES - LIVE-INS
HOMEMAKERS
Home care staff needed. One year experience, transportation necessary. Excellent salary & benefits.
MIDWEST HOME CARE 335-4644

RN'S, LPN'S OR graduate nurses for afternoon or midnight shifts. Apply Cambridge West, 18633 Beech Daly, Redford (between 6 & 7 mile)

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

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

X-RAY TECHNICIAN
for Garden City office. 38-40 hours, no Weds. no weekends. 427-4500

X-RAY TECHNOLOGIST
Plymouth & Livonia area.
Full time & part time.
422-4000

504 Help Wanted Office-Clerical

DEARBORN Financial Services firm seeks full-charge Accountant capable of preparation of Tax Returns & Financial Statements for corporate clients. Send resume to: Personnel Manager, 1 Parkview Plaza, Suite 1106-W, Dearborn, MI 48126

ACCOUNTING - Basic accounting experience required. Experience in knowledge of computers & data processing a plus. Birmingham. Send resume to: Box 438, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING POSITION open in fast-growing Southfield firm. Experience in Pensions helpful. Duties required. Immediate opening. Excellent benefits. Send resume to:
Personnel Manager, Ste. 195,
5655 Schoolcraft Lake Rd.,
W. Bloomfield, MI. 48033

504 Help Wanted Office-Clerical

ACCOUNTING CLERICAL
Typing and posting experience required. Southfield location. Call Mr. Heyman 353-6900

ACCOUNTING CLERK
Southfield property management company needs a person who could work experience to help reconcile bank statements and perform general bookkeeping functions. Call 569-5555.

ACCOUNTING CLERK FEE PAID - $14,040

Computer & payroll experience preferred. Should be proficient on 10 key adding machine. Will be doing tax reports, payroll & reconcile accounts. Full benefits. 649-6797
DOROTHY DAY PERSONNEL, INC.

ACCOUNTING/CLERICAL
Full time position available with our growing Troy company. Excellent benefits and advancement opportunities. Duties will include on-line data entry, light phone answering, filing and other office functions. Calculator and 40 WPM typing skills a must. Send resume and salary history to: Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK

$13,500 FEE PAID
Suburban company needs person with Associate degree and 1 year related accounting experience. Must also have automated general ledger system and computer experience. Benefits. Call Annette, 484-0909.
SNELLING & SNELLING

ACCOUNTING Department needs an Account Receivable person with a solid background in computer environment and clerical tasks. Plymouth area. 459-1530

ACCOUNTING DEPARTMENT needs experienced person. Full time position available with benefits. Apply in person at: Rose Business Forms, 8 Mile & Lahser, 22008 W. 8 Mile, Southfield. 827-7550.

Accounting Office

IMMEDIATE OPENING
Livonia accounting office seeking persons well experienced in general office procedures. Prior experience with receivables, payables, payroll or benefits a plus. Only those who enjoy working with numbers and are accurate and neat need apply for this permanent position. Benefits include medical and life insurance. Qualified applicants send resume and salary requirements to: Box 362, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Payable Payroll Clerk

Immediate opening for an individual with a minimum of 5 years experience in Accounts Payable and Payroll operations. Individual must have the ability to meet deadlines and operate effectively under a demanding workload. Excellent benefits including medical, dental, prescription & tuition reimbursement. Send resume to:
Employment Office
P.O. Box 2227
Southfield, MI. 48037.

ACCOUNTS RECEIVABLE
Immediate opening for experienced individual, outstanding opportunity. Excellent benefits & working conditions. Joe Panian Chevrolet, 28111 Telegraph. Southfield 355-1000

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Entry level position. Proficient on 10 key. Please send resume with salary requirements to: Linda Lantange, 2100 N. Woodward, Bloomfield Hills, MI 48013.

ACCOUNTS PAYABLE - Inventory Clerk for a busy Farmington Hills manufacturer. Minimum 3 years accounting experience and CRT Data Entry. Excellent benefits. Salary negotiable based on experience. Call Miss Humberger at 474-0436.

ACCOUNTS PAYABLE SUPERVISOR

$17,000 FEE PAID
Livonia company is looking for 4 years experience in Accounts Payable with computer background. Supervisor experience is necessary and retail experience is a plus. Benefits. Call Anette, 464-0909.
SNELLING & SNELLING

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 raising NOW. Call Annette, 464-0909.
SNELLING & SNELLING

ACT IMMEDIATELY
Looking for a promising position with a Fortune 500 company? Look no more! If you meet all or some of the following skills we have positions available that will put permanent. Typing, shorthand, pleasing personality & willing to work. For immediate appt. call our office Mon. morning at 353-8780
MANPOWER
TEMPORARY SERVICE
29777 Telegraph, Southfield

Ad Agency Secretary To $17,000

This could be your opportunity to use your excellent people skills. Must have strong clerical skills, suburban office and benefits. Call Rita or send resume: Arthur Thomas & Associates, 5000 Town Center, Suite 3215, Southfield, MI 48075. 358-4140

ADMINISTRATIVE ASSISTANT

$18,000 FEE PAID
High Tech firm, unlimited potential and congenial atmosphere. 3 years strong secretarial experience with organizational and communication skills required. Computer experience helpful. Full benefits.
649-5900.
SNELLING & SNELLING OF TROY

ADMINISTRATIVE SECRETARY - with 1 yr. experience, typing 55 WPM, some accounting background helpful. Send resume or call Master Budget Agency, 20100 Orchard Lake, #200, Farmington Hills, MI. 851-2220

ADMINISTRATIVE SECRETARY - full time, word processing experience preferred, but will train. Pleasant, good salary package negotiable. Farmington Hills area. 474-6800

ADMINISTRATIVE ASSISTANT/ EXECUTIVE SECRETARY
Professional firm needs individual to assist Executive. Responsibilities include client contact, coordinating special projects & typing. Need self starter who takes responsibility. Excellent opportunity for further growth & involvement. Shorthand & good literacy skills required. 13/ Southfield. Send Resume to: Office Manager, 30215 Southfield Rd., Suite 115, Southfield, Michigan 48076.

ADMINISTRATIVE ASSISTANT - Secretarial position to management consultant. Part time, 20-30 hours per week. Good skills a must. Farmington Hills area. 851-4304

ADMINISTRATIVE ASSISTANT

Position available, Pontiac area. Typing required, word phone skills. 99220, Troy, MI 48099-0220.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT - New engineering sales office. Fast-track variety position. Write/type own letters, sales orders, reservation, copies.
Duties: Personal, 29200 Southfield Rd., Southfield, MI. 48076.
559-1322

ADMINISTRATION ASSISTANT
Exciting entry level position available with a fast growing service company. Candidate will possess good communication skills and excellent secretarial skills. Full-time position, must be flexible. Send resume to: P. O. Box 300, Southfield, MI 48037, Attn: AA/EO or call
353-5311, Ext. 2117

ADMINISTRATIVE SECRETARY

High school graduate or equivalent with 3 year experience as an Executive Secretary or equivalent. Must have working knowledge of typewriter, telephone, duplicating equipment, calculator and word processor. Shorthand required. $18,031 to $21,420 per year.
CITY OF FARMINGTON HILLS
Personnel Dept.
31555 W. 11 Mile Rd.
Farmington Hills, MI 48018-4099
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

$20,000 TO $25,000
Immediate opening in suburbs for a competent, self motivated individual & stable work background. This TOP FINISH offers good benefits & plush atmosphere. CALL TODAY. Training appointments available for confidential interviews.
All Our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 353-0505
TROY 362-4044
SOUTHWEST SUBURB 246-8200
ST. CLAIR SHORES 296-5600

ADMINISTRATIVE ASSISTANT/ EXECUTIVE SECRETARY/ LEGAL SECRETARY/ SECRETARY/ WORD PROCESSOR

- Administrative Assistant...To $20,000
- Legal Secretary With Shorthand...To $20,000
- Legal Secretary...To $22,000
- Secretary...$8 Per Hr. & Up
- Executive Secretary With Shorthand...$18,000
- Secretary...$14,500
- Word Processor ISM-O56...To $20,000

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

ADVERTISING SECRETARY

$16,000
Wanted - one special person to work for a "Classic". If you have the knack for getting things done & thrive on detail, this may be for you. Candidate must be well organized with excellent communication & secretarial skills with word processing/computer experience. Plush surroundings, full benefits, fee paid. Call Sheri Hall today!
AMERICAN PERSONNEL 553-2444

AUTO - ACCOUNTS RECEIVABLE
Immediate opening for experienced individual. Outstanding opportunity. Excellent benefits & working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield.

Auto Bookkeeper

Excellent opportunity for individual with auto bookkeeping experience. Must be able to type 45 wpm. Excellent benefits & working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield. 355-1000

AUTO DEALERSHIP needs experienced accounts payable clerk. Apply at Don Massey Cadillac, 40475 Ann Arbor Rd. Plymouth

504 Help Wanted Office-Clerical

Administrative Assistant

A challenging one to two year temporary assignment is available in Southfield. A major company needs an experienced Administrative Assistant with excellent communication and organizational skills. Experience on a personal computer is required with word processing and/or spreadsheet background. Shorthand or speedwriting is preferred. If you meet this qualifications and are seeking a professional and dynamic work environment, call for an immediate appointment.

We offer top pay, merit increases and vacation pay. For more details, call Kelly Services:

352-5220
SOUTHFIELD

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

ADMINISTRATIVE ASSISTANT/ Receptionist, full-time. Light typing & switchboard. Call Mrs. Birmingham Law Firm. 644-4433

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

APPOINTMENT SECRETARY for Southfield dental office, part time. Flexible evening hours. Immediate opening. 443-5110

ARBOR TEMPORARIES NEEDS YOU!
Secretaries
Word Processors
Receptionists
General Office
9450 S. Main - Suite 102
Plymouth, MI 48170
459-1166

A SMALL FRIENDLY Business in Tel Twelve Area needs Secretary. Must have good typing and phone skills, creative mind & own transportation. Send resume to: Connie, P.O. Box 2428, Southfield, Mich., 48037-2428

504 Help Wanted Office-Clerical

ALL WE NEED IS YOU

Sales Representative (office products)
To $22,000
Wage & Salary Adm.
To $22,000
Engineer/Secretary
To $18,000
Legal Secretary
To $17,000
Insurance Secretary
To $16,000
Loan Processor
To $16,000
Administrative Sales Asst.
To $15,000
General Office
To $15,000
Escro Clerk
To $14,000
Mortgage Processor
To $13,500
Receptionist
To $12,500

Evening Appointments
ALL FEES PAID
Personnel Systems
9450 S. Main - Suite 102
Plymouth, MI 48170
459-1166

AMCARE HOME Health Resources, a regional provider of durable medical equipment, experiencing rapid growth, which has created an opportunity for experienced billing/collections persons. Preferred qualifications are 1 year direct part time billing experience and a durable medical equipment environment. Required qualifications are a minimum of 2 years direct part time billing experience. Seekers to be part of a rapidly expanding organization. Wages are competitive and benefits are excellent. Please send a letter of interest and resume to: 3765 Plaza Dr., Ann Arbor, MI 48104.

ASSISTANT BOOKKEEPER for Livonia office. Must have some experience. For interview 353-2180

ASSISTANT OFFICE MANAGER needed for small growth Dearborn Company. Accounts payable & receivable. Computer knowledge preferred. Some supervisory experience. Salary & benefits commensurate with skill level. For appointment, call:
332-6000

ASSISTANT OFFICE MANAGER

Person skills at details and understanding of figures. Experience necessary.
CHARLES FURNITURE WAREHOUSE
Royal Oak area.
Call Cyma, 399-8320

ASSIST CONTROLLER FEE PAID - $18-$21,000
Should have basic accounting skills & experience on IBM PC, must have been a full cycle bookkeeper. This calls for a well organized - take charge person to work closely with controller. 649-6797
DOROTHY DAY PERSONNEL, INC.

BENEFITS & PERSONNEL CLERK
A corporation located in Troy, MI has an immediate opening for a Benefits & Personnel Clerk at its corporate office. Position requires excellent communication skills, good clerical skills, multi-state tax filing and statistical analysis. Lotus and solid computer knowledge essential. We offer a competitive salary & excellent benefits. Please send your resume and salary requirement to Box 300 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK needs full time receptionist, must have pleasant phone voice, cashiering experience helpful, typing experience a must. Call Dorset 474-0500

BILINGUAL SECRETARY

TO $17,000, FEE PAID
Are you fluent in Spanish, German, French, or Japanese? International department in leading corporation seeks bilingual beauty to handle executive offices. Top benefits. Terrific opportunity, shorthand required. Call 358-3450.
SNELLING & SNELLING

BIRMINGHAM - downtown. Part time Secretarial. Typing & short hand. 2 or 3 days a week at your option. $60 per day. Call 645-2050

Birmingham Law Firm seeks aggressive individual to fill the position of:
ADMINISTRATIVE ASSISTANT
Responsibilities include: Collection monitoring, supply inventory control, insurance and benefits management. Pay negotiable. Resumes to:
SIMPSON & MORAN
555 So. Woodward
Birmingham, Mich. 48011
Att'n.: Donna

BOOKKEEPER ASSIST. - part time to assist with A/R & A/P procedures, knowledge of computer accounting desirable. Good math & typing skills, hrs. noon - 4pm. Send resume to: Bonded Testing Services Division, 5147C Corp. 5459 Executive Dr., Westland, MI 48185. Attn: Personnel
No phone calls, please

BOOKKEEPER
Farmington Hills swimming pool contractor seeks Full Charge Bookkeeper to have peoplesoft accounting system. Duties include: Payroll, accounts Payable & accounts receivable. Computer knowledge a plus. For details, call Mr. Roberts, at 851-1919

BOOKKEEPER
For Service Station. Part-time - in P.M. Birmingham area. Call Greg 642-4858

BOOKKEEPER for Ad Agency. Computer experience required. Send resume to: Helen Charevych, 3250 W. Big Beaver, Suite 520 Troy, MI 48084

BOOKKEEPER - for small mfg plant, thru trial balance. Full time - full benefits. Knowledge of computer helpful but will train. Salary commensurate with experience. Apply at 5899 Executive Dr, East, Westland.

BOOKKEEPER for large apartment community. Accounts payable & receivable. Computer knowledge preferred. Some supervisory experience at Sutton Place Apts., 8 Mile bet. Lahser & Greenfield.

BOOKKEEPER - FULL-CHARGE
An experienced, Full-Charge Bookkeeper is desired whose main function will be to write up books. Responsible for accounts, prepare general ledgers & prepare monthly statements for our client in Westland. Duties also include payments to: Sidney Novack & Co., C.P.A.'s, 30115 Schoolcraft Rd., Ste. 115, Southfield, MI. 48076.

BOOKKEEPER - Full Charge for rental management office. Should have some knowledge of FHA accounting and computer. Send resume: Box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
Large Birmingham office seeks mature, self motivated person for full time position. Must have strong bookkeeping background. Computer experience helpful. Excellent benefits and negotiable salary. Please send resume to: Personnel Manager, 30700 Telegraph, Bu. 4601, Birmingham, MI. 48010

504 Help Wanted Office-Clerical

BOOKKEEPER

One-girl office wants experienced, mature individual for small jobbing shop. Must handle all customer order processing, billing, payables, payroll, shipping, quotes, P.O.'s, files, maintain journal & cost records & attend phone.
Livonia location.
525-6869

BOOKKEEPER - part time, thru trial balance, payroll & sales tax experience. Pleasant office in Farmington. Call Mon. thru Fri. 855-7844

BOOKKEEPER- Part time/Permanent to work in bloomfield hills office. Flexible hours. Experience thru trial balance. References required. Send resume to: B. H. C. Inc., 1520 N. Woodward, Suite 209, Bloomfield, Hills, Mich. 48013

BOOKKEEPER/ RECEPTIONIST

Full charge bookkeeper/receptionist for Novi law office. Must have excellent typing skills as well as bookkeeping experience through trial balance. References required. Legal experience helpful. Call 348-2633

BOOKKEEPER

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

BOOKKEEPER
wanted for trucking company. Must be able to adapt to fast paced office & be able to balance through general ledger. Call
723-0056

SUBURBAN FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing, evenings. 851-6700
Rose Anne

CAREER OPPORTUNITY
Full-time. Advancement potential. Switchboard Receptionist/General Office. Experience preferred. Competitive wages & benefits. Troy.
Please call 583-5300
An Equal Opportunity Employer

AUTO DEALER needs CASHIER. Dealership experience preferred. Farmington Hills area. Call Mrs. Frontiera 471-0800

CITY OF CLAWSON is accepting applications for a Secretarial position in the City Manager's office. Must be able to type 55 WPM, knowledge of data processing, knowledge of basic office procedures and machines. Telephone answering experience. Salary in midteens with full range of benefits. Applications & resumes must be received by D. Wayne O'Neal by Aug. 8th at 5PM - 425 North Main St., Clawson, MI 48017

504 Help Wanted Office-Clerical

CERTIFIED SHORTHAND Reporter needed; for small Southfield freelance Reporting Firm. Work out of your place. 350-1919

CHURCH SECRETARY
General office & bookkeeping. Lathrup Village area. Part time 2 days between 9am-1pm. 557-0044

CHURCH SECRETARY - part time, approximately 12 hrs per week, good typing skills, variety of other responsibilities, warm personality. Please 540-5207 or write 6253 Telegraph Rd. Birmingham, MI. 48010

INSURANCE AGENT needs full time assistant with clerical skills. Word processing & computer knowledge a plus. Compensation based on ability. 563-1022

CLERICAL ASSISTANT
General office duties & typing required, data entry experience preferred. Pleasant work environment with good salary & benefits. Call 525-8814

CLERICAL ASSISTANT
A position available for a permanent part-time Clerical Assistant in our Sales Office located at:
30300 Telegraph, Suite 275, Birmingham. Responsibilities include assisting Sales Administrator Entry; also included plant & customer contact, typing & filing. Candidates should have High School education & be familiar with office procedures. Accurate typing, a Must (55+ wpm).
For interview appointment, please call Maureen Gaffney, Personnel Office, Attention - Betty. 540-3039

CLERICAL/BOOKKEEPER, Full-time position in Sales Office. Typing required. Master Tech 478-7380

CLERICAL/COMPUTER
Experienced, full time person, for clerical/computer duties, for jewelry corporation located in Southfield. Send resume to: E. Kaplan, 1263 W. Square Lake Rd., Bu. 102, Bloomfield Hills, MI. 48013.

CLERICAL & DISPATCH
Part & full time.
All shifts & weekends.
Typing a must. 425-0350

CLERICAL

Downtown Birmingham Women's Clothing Store - in our merchandise office. Detail work, no typing. Apply in person only to:
KAY BAUM
168 W. Maple, Birmingham

CLERICAL - ENTRY LEVEL
$4.50 PER HOUR TO START
Excellent full-time opportunity for a recent graduate with clerical aptitude 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 vacation. If you enjoy accuracy, enjoy working with detailed information and like a fast pace, call, ask for Ms. Brown 642-4200

FITNESS USA HEALTH SPAS
CLERICAL for general contractor Rochester area. Typing, filing, good with figures, phone answering.
652-8850

CLERICAL - FULL TIME
Position includes: Secretarial duties, inventory control, phone and invoicing. Must be good with numbers. Send resume with salary requirements to: Box 370, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL

Mount Carmel Mercy Hospital, a division of the Sisters of Mercy Health Corporation, currently has several clerical positions available. These positions are part-time, permanent, offering competitive salary and benefits.

Minimum qualifications:

- Previous secretarial experience.
- Knowledge of medical office procedures.
- Excellent interpersonal & communication skills.
- Good telephone diction.

Please apply in person or send resume in confidence to:
Mount Carmel Mercy Hospital
Human Resources
Employment Services
Fm M128
6071 W. Outer Drive
Detroit, MI. 48235
Equal Opportunity Employer M/F

CLERICAL - part time
OFFICE CLERK - 4 hour shift.
Challenging clerical position available in a fast paced, professional environment. Will be involved in financial clerical work with extensive telephone & calculator duties. Must have good phone skills & accurate figure aptitude. Competitive wages offered. Send resume to C. A. Peterson, Ford Motor Credit Co. pe box 1732, The American Road, Dearborn, Michigan, 48121-1732
By choice an Equal Opportunity Employer

CLERICAL PART-TIME MERRILL LYNCH BLOOMFIELD HILLS

3 DAYS - 15-20 HOURS A WEEK
Involves filing, typing, some phone work. MUST BE MATURE, cheerful, hard working and reliable for sometimes intense, fast paced environment. Please send resume to:
P.O. BOX 915
Bloomfield Hills, MI. 48013-0915
Att'n.: L. Stulberg

CLERICAL
Part/full time - Light typing (30 WPM), filing, phones, General office duties. Call, ask for Pam, 544-1350

CLERICAL POSITION
available in Apartment Management Office. Typing, some bookkeeping & excellent organizational skills are essential. IBM P.C. experience helpful but not necessary. Benefits provided. Qualified applicants, contact: Mrs. Gennette. 256-6692

CLERICAL $5-$6.40/HR
No Experience Necessary
Call Today 557-1200
Job Network Fee $75

CLERK - PART TIME
For the Detroit Symphony office in Oak Park. Major duties include filing & typing. Word processing experience helpful. Respond in writing to Robert J. Jones, Director of Personnel, Detroit Symphony Orchestra, 20 E. Jefferson, Detroit, MI 48226
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CLERK-TYPIST for Royal Oak sales office of major supplier to automotive industry. Good typing, clerical and communication skills required. Mrs. Friedmann 399-8533

CLERK/TYPIST
Full time for patent law firm. $12,500 plus benefits. 55 WPM & relate. Bar necessary. Send resume to: P.O. Box 1343, Birmingham, MI. 48012.

CLERK TYPIST - Immediate opening for organized individual in fast paced Birmingham office. Must possess pleasant phone personality. Accurate typing (55 wpm), filing, general office duties. Excellent salary & benefits. Call Sue Jones.
642-0410

CLOSING SECRETARY & Receptionist (2 positions). Leading Birmingham title company expanding staff. Experience preferred.
Call 10AM-2PM for appointment:
540-1633

COMMERCIAL LINES UNDERWRITER
Now! Immediate opening. Experience preferred or will train right person for entry-level position. 348-8200

COMMERCIAL UNDERWRITER
Knowledge of coverage and all lines of business. Commercial Auto experience helpful. Excellent position with growing commercial insurance agency. P.O. Box 249, Lathrup Village, MI. 48076.

COMPUTER OPERATOR - entry level position for Data Entry Clerk. Experience preferred. Excellent benefits. Call Sue Jones. 642-0410

COMPUTER PROGRAMMER SECRETARY
Rapidly growing medical equipment company seeking mature, ambitious individual with programming & secretarial experience. Challenging position available for person willing to learn Alms data base management software. Secretarial duties include typing, letter writing, answering phones, detail work & a cheerful environment. Varied responsibilities require a flexible personality with good organizational skills. Excellent benefits. Hours are 8:30-5:00 Mon. thru Fri., salary negotiable based on experience. Please send resume:
Diversified Business Products
24166 Haggerty Rd.
Farmington Hills, MI
478-8650

COMPUTER related position in large service organization. Typing & 10 key adding machine skills required. Good resume including salary requirements to: MTK, PO box 125 Lincoln Park, MI 48146.

CORPORATE SECRETARY

TO $16,000 FEE PAID
Benefits, leading corporation. Posh surroundings, good with people. Take advantage of this opportunity for advancement. Must have shorthand. Call Sue Jones.
SNELLING & SNELLING

CPA NEED
Receptionist/Typist for civil office in Southfield. Office skills required. Permanent & full time. Call 352-5511

Credit & Collections Clerk

Worldwide Headquarters located in Southfield has an immediate opening for an individual to make collection calls, answer phone calls relative to customer accounts, and send out collection letters. The individual must type 50-55 wpm, have a good math aptitude & a strong organizational skills. Minimum of 1 year Accounts Receivable required. Excellent benefits including medical, dental, prescription and tuition reimbursement. Please send resume to:
Personnel Administrator
P.O. Box 2227
Southfield, MI. 48037

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, aptitude to detailed. Non smoker. Send resume: Mr. B. at Jewelry, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE/Bookkeeper Career minded individual. Background in printing industry preferred. Will train right person w/ bookkeeping experience. Send resume & salary requirement to P.O.Box 803, Bloomfield, MI 48037

CUSTOMER SERVICE/ RECEPTIONIST
Immediate entry-level opening for outgoing individual. Accurate typing and grammar skills needed for busy Novi based corporation. $200 per week with opportunity for advancement. Apply in person or call:
39580 Grand River, Novi, MI. 48050
471-0000, Ext. 228

CUSTOMER SERVICE REP
multi company organization needs bright energetic team member. Strong telephone & organization skills a must. CRT experience helpful.
477-3910

DATA ENTRY
Livonia Video Duplication Co. needs sharp, accurate, detail-oriented individual with Inventory Control & Order Processing experience. General Office skills & basic Accounting required. Full-time position. Good benefits. Salary commensurate with capabilities. Resume to: Box 372, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY operators, (30), for Southfield corporation, top dollar, contract positions, call Doreen at Uniforce 646-1563

DATA ENTRY - Part-time weekends. Typing experience preferred. Apply within: Art Van Furniture, 27775 Novi Rd., Novi

DATA ENTRY - Southfield distributor seeks individual for entry level data entry position in its warehouse office. Must have excellent math ability and calculator skills. Full time, excellent benefits. Call before 11am 352-6379

DENTAL Receptionist/Secretary
Oral surgery office, Livonia area. Mon. - Fri. Willing to train right person.
427-2330

DEPARTMENT SECRETARY

Mount Carmel Mercy Hospital, a division of the Sisters of Mercy Health Corporation, has a current opening in our well-established medical department.
Immediate openings for an experienced Secretary, with excellent communication skills, to work in our fast paced pediatrics area. Requirements include:

- Word processing
- Excellent telephone diction.
- Typing, shorthand and/or mechanical dictation.
- Knowledge of interviewing and screening.

This is a full-time position offering a competitive salary and benefits package. Please apply in person or send resume in confidence to:
Mount Carmel Mercy Hospital
Human Resources
Employment Services
Fm M128
6071 W. Outer Drive
Detroit, MI. 48235
Equal Opportunity Employer M/F

DETAIL CLERK
Record Room. Pleasant surroundings. Helpful co-workers. Part-time. 29 hrs., every other weekend. 3 days. $4.25/hr. Accurate, dependable. Kathy, 8:30am-5:30pm. 937-3566

DICTAPHONE - typists, for large Southfield corporation, must enjoy busy office, & like people. Contract position, top pay, call Doreen at Uniforce 646-8500

ENTRY LEVEL POSITION
Billing Clerk, Type 35wpm. Full time position. Good benefits. Call Vera Brown at Jewelry Television
J & L Industrial Supply. 532-8700

ENTRY LEVEL POSITION
BILLING CLERK
Type 50 wpm., full time, good benefits. Call Vera for an appointment.
9-3:30 PM. 532-8700.
J & L INDUSTRIAL SUPPLY

This Classification continued on the First Page of Section D

504 Help Wanted Office-Clerical

Contempra

Come and Join Us at
CONTEMPRA
We Need Experienced:

- KEYPUNCH OPERATORS
- WORD PROCESSORS (including Wang & Fortune)
- SECRETARIES
- TYPISTS
- CRT OPERATORS
- SWITCHBOARD OPERATORS

We have assignments for you in the areas of Detroit, Pontiac, Roseville, Southfield, Southgate, Troy and Wayne.

Call for an appointment today in these areas.

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

ETI
EFFICIENT TEMPORARIES INC.

A subsidiary of Efficient Engineering Co. is in need of the following:

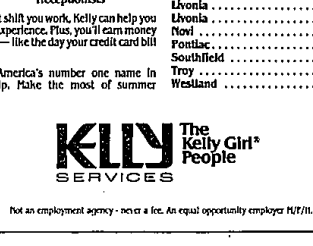
- Secretaries with shorthand
- Senior Typists
- Multi Mate Word Processors
- IBM 5520

Please call:
EFFICIENT TEMPORARIES
544-2950
Assignments are in the Southfield & Downtown Areas.
EOE M/F/H

BIRMINGHAM LAW FIRM
seeks aggressive individual to fill the position of
ADMINISTRATIVE ASSISTANT
Responsibilities include: Collection monitoring, supply inventory control, insurance and benefits management. Pay negotiable. Resumes to:
SIMPSON & MORAN
555 So. Woodward
Birmingham, Mich. 48011
Attn.: Donna

WANT TO WORK NIGHTS? OFFICE OPPORTUNITY
If your schedule is better for night employment, read on. Our Pontiac branch has a full time office position available starting at 4 p.m. We need someone with strong organizational skills, as well as typing/data entry skills. Work afternoons & receive an excellent salary & benefits. Send your resume today:
Box 438
The Observer & Eccentric Newspapers
36251 Schoolcraft, Livonia, MI 48150
An Equal Opportunity Employer

A Kelly job helps you make the most of summer



Kelly gives you the freedom and flexibility to enjoy summer to its fullest. Work afternoons and go swimming, sailing or waterskiing during the day. Or work days and have enough money to enjoy evenings out and weekends up north.

Word Processors · Data Entry
Secretaries · Switchboard Operators
Typists · Receptionists

No matter what shift you work, Kelly can help you gain valuable experience. Plus, you'll earn money for a rainy day — like the day your credit card bill arrives.

So come to America's number one name in temporary help. Make the most of summer with the men and women of Kelly Services. We can offer competitive pay, and the opportunity to work with some of the best companies in town.

For more details, call the office closest to you.

Bloomfield Hills 642-9650
Canton 981-3130
Farmington Hills 553-7820
Livonia 522-4020
Livonia 522-3922
Novi 344-0949
Pontiac 338-0330
Southfield 352-5220
Troy 362-1180
Westland 729-1040

KELLY SERVICES The Kelly Girl® People

Not an employment agency - never a fee. An equal opportunity employer M/F/H.

JOB OPPORTUNITIES

Manufacturers Hanover Mortgage Corporation, the nations third largest mortgage banker, is seeking dependable individuals for **PART-TIME, TEMPORARY and FULL-TIME CLERICAL POSITIONS.** We have the following opportunities available:

TEMPORARY CLERK TYPIST (No Benefits) Requires good written & verbal communication skills, accurate typing of 40+ wpm. Working hours 8:30-5, Mon.-Fri. Assignment to last approximately 5 months.

PART-TIME CLERICAL (No Benefits) Requires good organizational & filing skills. Light typing. Must be able to work 19 hours per week & additional hours when needed.

STOCK CLERK (Benefits Included) Requires good communication and decision making skills. Will work on automated purchasing/inventory system, distribute office supplies & handle shipping & receiving, etc. Good driving record & heavy lifting required.

FILE CLERK (Benefits Included) Requires heavy lifting and good verbal communication skills. Will operate various office equipment. Alphanumeric filing experience helpful.

Qualified candidates should apply Mon.-Fri. 9 am-4 pm.
Personel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
An Equal Opportunity/Affirmative Action Employer M/F/H