502 Help Wanted Dental-Medical

IN-PATIENT REGISTRATION ON CALL
To work day and afternoon shifts. Previous admitting experience helpful, yet not necessary. For details contact:
GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 217
An Equal Opportunity Employer

INSURANCE SECRETARY
Experienced for general surgeon's office. Current knowledge of hospital & patient billing required. Immediate opening. Non-smoker. After 7pm. 642-5444

LAB TECHNICIAN
Needed for doctors office. Apply in person at Suburban Medical Center, 30618 Plymouth Rd., Livonia

LARGE OPHTHAL. medicine practice in Southfield. Needs reception desk person. Medical experience necessary. Call Susan 557-8820

LPN

Full-time Afternoons and Part-time Midnights. Long Term Care facility in Westland. Competitive wages/benefits. Contact, Director of Nursing 261-0880
FOUR CHAPLAINS EOE/MF

LPN's for church related NW Detroit nursing home, part time, all shifts. Apply Mon. thru Fri., 10am-3pm. Evangelical Home, Detroit, 6700 W. Outer Drive, Detroit.

LPNS

Staff Nurse positions available on the afternoon shift in our modern and pleasant convalescent setting. no shift rotation, very other week and off. Opportunity for overtime and excellent benefits. Paid dues, tuition reimbursement. Competitive wages. Contact Patricia DeMaisniere, RN, at 728-6100

LPN'S
Train part-time with local Army Reserve unit. Good salary. Call 533-6108 or at
ARMY RESERVE
BE ALL YOU CAN BE

MEDICAL ASSISTANT
Part time for Podiatry office.
Experience preferred. Venapuncture skills. 559-5950

MEDICAL ASSISTANT
With billing knowledge for Garden City office. 35 hours week, no weekends, no Wends. 427-4000

MEDICAL ASSISTANT
Part time, with training for right doctor, downtown Farmington. Call 476-3856

MEDICAL ASSISTANT - Farmington Hills area. Experienced, excellent opportunity. Full time. Family practice. 474-5003

MEDICAL ASSISTANT
Experienced for family practice in Northville. Full time, benefits. Resumes: Personnel, 21711 Van Born Rd., Taylor, MI 48180.

MEDICAL ASSISTANT
Dermatology offices, full time. Responsibility to work with nice staff. Call 569-1958

MEDICAL ASSISTANTS
(2) Opportunities for Southfield pediatrician's office. 559-5950

MEDICAL ASSISTANT
LPN or RN, part-time for pediatric office. W. Bloomfield area. 661-1360

MEDICAL ASSISTANT
Full & part time positions available. Experienced only need apply. 476-0033

MEDICAL ASSISTANT
Part-time, experienced for busy pediatric office, Livonia area. Call 9 AM to 4 PM. 476-2723

MEDICAL ASSISTANT - Busy internal medicine office in Southfield. Previous experience in physicians office a must. Resume to: P.O. Box 35356, Detroit, MI, 48235.

MEDICAL ASSISTANT for busy surgeon's office. Minimum 2 years experience. Send resume to: Tri-County Surgical, 32400 W. Big Beaver, Troy, MI, 48084.

MEDICAL ASSISTANT
Part time for family practice located in Plymouth. Experience necessary. Knowledge of vena puncture & X-Ray required. 838-9421

MEDICAL ASSISTANT - looking for top of the line assistant for active practice. Top salary & benefits for hardworking individual. Livonia & Novi area. Experience only. Full or part time. Mary 478-1024

MEDICAL ASSISTANT
OB/GYN Office. Requires 12 Mile Area. Experience necessary in clinical, including Venapuncture, full time, no weekends. Busy office, excellent working conditions & hours. References required. 352-3831

MEDICAL ASSISTANT

General assisting experience doing Vita injections, NO drawing. To 28 hours a week. Positions in Troy, Southfield, or Livonia. To $7 hour.
DUNSMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL ASST - full time. No experience necessary. For busy Podiatrist office.
Troy 689-5188

MEDICAL ASST
part time for internist's office in Birmingham. Call Mon. thru Thurs., 647-5850

MEDICAL BILLER for general billing in a home care company, Plymouth area. Experience preferred. 8:30am to 5pm. 459-3115

MEDICAL BILLER/RECEPTIONIST
Experienced, enthusiastic. Farmington Hills. Computer helpful. 541-0102

MEDICAL BILLER
For Garden City office. No weekends or Wed. 38-40 hours per week. Call 427-4600.

MEDICAL OFFICE - GENERAL
Minimum 2 yr medical background with third party billing knowledge. Good typing required. Computer experience preferred but will train. By appointment: Pat Farley 353-4440

MEDICAL RECEPTIONIST
Part-time position available. Will train, phone experience helpful. Call Laura B.,
MEDICAL RECEPTIONIST, experienced. Farmington, Farmington Hills, Livonia, Troy, Southfield, or Livonia. To $7 hour.
DUNSMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL RECEPTIONIST
Full time position available on afternoon & midnight shift. References required. Apply in person, Venoy Continued Care Center, 3999 Venoy, Wayne, MI 526-6000

NURSE OR MEDICAL ASSISTANT
Part time for Pediatrician's office in Garden City. Must give references, etc. Please call 522-1270

NURSES AIDE
experienced antihistis, 6 to 8 am, Mon. thru Fri. $5 per hour. Dearborn Heights area. 274-3162

NURSES AIDES for skilled nursing home. Experienced only. Apply Cambridge West, 15633 Beech Daly, Redford. 255-1010

NURSING ASSISTANTS
Prefer experience with medical records. Full time. To apply call 255-8450

OFFICE ASSISTANT
Mature energetic individual to work full time in Ophthalmologist office. Experience preferred, but not necessary. Call 853-3223, Ext. 325.

OPTHALMIC TECHNICIAN
Experienced for Southfield area. Send resume to: Box 564, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN NEEDED for busy Ophthalmology office. Experienced, with references. Apply with resume to Box 628, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN - Part time. No Saturday or evening hours. Plymouth Optician area. Experience preferred. Send resume to box 421, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC ASSISTANT - for busy practice in Ann Arbor, excellent opportunity with variety of duties. Please call 761-9602

ORTHODONTIC ASSISTANT
Full time position available in Livonia area. Excellent salary and benefits. If you are experienced, don't miss this opportunity. 647-0698

ORTHODONTIC ASSISTANT - Experienced, part time. We are seeking an enthusiastic, ambitious, confident, people oriented person to join our orthodontist staff. 546-8768

ORTHODONTIC ASSISTANT
Seeking an experienced, pleasant orthodontic assistant who is a dependable to patients & is able to work fast in a relaxed practice - 3½ days per week, Birmingham area. Please call Mon., Tues. or Thurs. between 9am-5pm. 645-5340

ORTHODONTIC LABORATORY
Full time - excellent salary and benefits. Charlotte experience helpful. Birmingham. 647-0606

ORTHODONTICS
Orthodontic Clinical Assistant, Orthodontic Laboratory Assistant, Orthodontic Clinical Assistant, Receptionist. Call 540-0520 Birmingham. 647-0696

PEDIATRY ASSISTANT
Mature individual, part time. Will train. Livonia area. 425-4001

PERMANENT/PART TIME help needed for busy office of busy pediatric office in Southfield.
MT-MIT 358-0420

Physical Therapy Assistant - full time position in Orthopedic Outpatient rehab agency. PM shift on rotating basis. Experience preferred, but will train. Send resume to: R. Erickson, Woodland Medical Center, 41935 W. 12 Mile Rd., Novi, MI, 48050 or call 348-8000, Ext. 555.

PHYSICAL THERAPY AIDE
Full time, for out-patient clinic in Waterford Twp., Call 542-5744

PSYCHIATRIC NURSING PERSONNEL
Detroit Osteopathic Hospital's 30-bed adult/m-patient Mental Health unit is seeking experienced nursing professionals.
3-8 PM
Candidates with a minimum of 2 years in-patient psychiatric experience and a proven track record in the mental health field need only apply
• RN-BCLS required. Full-time, evenings.
• MLPN-BCLS required.
N.A.P.N.E.S. certification mandatory. Full-time, afternoons.
Positions offer excellent benefits and a competitive salary. Experienced candidates please forward resume to the Human Resources Office:
DETROIT OSTEOPATHIC HOSPITAL
12523 Third Ave
Highland Park, MI. 48203
252-4050
An Equal Opportunity Employer

PSYCHIATRIST NEEDS
EXPERIENCE SECRETARY
Full knowledge of DC/BS, Medicare & other insurance. Pleasant office, phone presence & stable personality required. Typing 35WPM with good English skills. Insurance work with a Psychiatrist would be excellent but not necessary if former requirements are also filled. Bring resume with you during field visit interview. For appt call anytime after Aug 23rd, 1986. 855-5541

RECEPTIONIST for dental office in Plymouth - Canton area. Part time afternoons. Must have dental insurance experience. 453-5220

RECEPTIONIST - Busy Southfield Ophthalmologists office looking for responsible person as receptionist full time. Prefer someone experienced with Blue Cross Shield, Medicare, Medicaid, CRT. Send resume to box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Experienced, for doctor's office, Garden City area. Must have computer knowledge. Call Mon. 10 to noon only. 421-0413

RECEPTIONIST, full time, for Livonia Chiropractor. Must have bubbly, outgoing personality & some medical experience. Call 437-4300

RECEPTIONIST Needed for Southfield family office. Full time. Benefits. Dental, life insurance required. Please call 559-8190

RECEPTIONIST NEEDED
Full time, for dental office in Farmington Hills. Experience preferred. 553-3190

RECEPTIONIST
Dental office, full time, 12 Mile/Southfield Rd., area. 557-4488

RECEPTIONIST
Mature, pleasant for open full time with flexible hours for multi-specialty facility. Ms. Potter at 538-4100.

RECEPTIONIST/ BILLER
Phones, appointments and billing in busy office. To $7 an hour, plus profit-sharing. Openings in Romulus and Roseville areas.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

REGISTERED NURSE with experience to work part-time, days & afternoons, at Specialty Surgical Hospital in Southfield. For appointment, call Nursing Director, 357-3300 ext. 178.
Straith Memorial Hospital

REGISTERED NURSE
Major insurer operating thru-out the US. Openings for experienced Utilization Review Nurse. Help establish & operate a Hospital precertification review program for its central states clients. The position is located in N.W. Suburbs. The company also offers a substantial benefit package. Those interested should send a complete resume with references & salary requirements to: Manager Health Services, P.O. Box 930-A, Detroit, Michigan 48232.

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST - Looking for top of the line receptionist for active practice. Top salary & benefits for hardworking individual. Livonia area. Experience only. Full time. Call Mary 478-1024

MEDICAL RECEPTIONIST
Will train. Interesting, challenging opportunity with excellent growth & management potential. Positions open in Southfield. For confidential interview, call 557-7809

MEDICAL SECRETARY
for insurance forms & transcription. Full or part time for ophthalmologist. Birmingham. Call 649-3535

MEDICAL SECRETARY/Receptionist/Assistant. Full or part-time position in busy suburban practice. Previous medical office experience helpful and/or excellent Secretarial skills. Salary negotiable. 537-6604

MEDICAL TRANSCRIPTIONIST

We need you for the Detroit area now. 50 wpm and 6 months experience required. Call S.S.I. today.
NEVER A FEE
HEALTH CARE AVAILABLE
BONUSES
PAID VACATIONS
963-2290
SUPPLEMENTAL STAFFING, INC.
The Temporary Help People

Medical Transcriptionist
Part time, flexible hour. Pediatrics W. Bloomfield Gynecology office. 851-6500

MEDICAL TRANSCRIPTIONIST
experienced. Needed at home. Work at home, equipment supplied. Must work well alone. Approx. 30 hr/wk. Motivated hard-worker. Excellent wages. Send resume to Box 894 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Part time. Medical Transcription Department requires the professionalism and experience of an experienced transcriptionist. To qualify, candidate must possess a strong knowledge of medical terminology and anatomy. Ability to type a minimum of 50-60 WPM accuracy is a must.
Position offers competitive wages and an excellent benefit program including fully paid health, dental, optical and life insurances, generous vacation and sick/personal day program, paid holidays and more. For details contact:
GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 217
An Equal Opportunity Employer

MLT OR ASCP
For NW suburban doctor group. Full time days, 10:30 A.M. - 6:30 P.M., Mon. thru Fri. Salary: $5.50-$7.50 or $7.50 - $9.50.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MT-MIT
Full time day position in general lab area and part time weekend position in hematology are available in private lab. Southfield area. 1-2 years actual working experience a must. Call Mon-Fri., 11AM-2PM, 557-6060

NURSE AIDES - Afternoon Shift. Will train. Apply in person: Mon. thru Fri. 8am to 4pm.
Four Chaplains Convalescent Center, 28349 Joy Rd., Westland.
Equal Opportunity Employer M/F

NURSE AIDES
ALL SHIFTS
Apply in person Mon-Fri, 8am-4pm.
LIVONIA NURSING CENTER
28910 Plymouth Rd., Livonia

NURSE AIDES - Home health aides, male attendants, staff relief, private duty. We have work for you at top pay. 357-3650
Professional Health Care Personnel

NURSE AIDES NEW PAY RATES

PART/FULL TIME
PERMANENT OR
SUMMER POSITIONS
Immediate placements available in Home Care. Experience helpful. 1 year experience required. Apply at:
STAFF BUILDERS
Health Care Services
17621 W 12 MILE
LATHRUP VILLAGE, MI
S. E. Corner of 12 Mile & Southfield Rd.

NURSE AIDES NEEDED
$3.75 PER HOUR PLUS BONUS
All shifts for small basic nursing home in Plymouth. 453-3983

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

NURSES AIDES

Want to use your Nursing background? Become a foster parent for a non-ambulatory child with mental retardation. Work in your own home and earn $300 per month plus $480 per month room & board expenses. Prefer homes with 3 or more bedrooms. Call Homefinder,
Oakland County 332-4410
Wayne County 455-5880

NURSES AIDES with experience and/or certification for Home Care. Ability to work part time up to 40 hours. Travel allowance paid. Western Wayne area.
United Home Care, 459-5141

NURSES AIDES
7-3 and 11-7 SHIFTS
FULL TIME
& WEKEND AVAILABLE
Experience preferred, but will train using state certification program for Nurses Aides. Apply in person, Nightingale West, 8365 Newburg Rd., Westland, near Joy Rd.

NURSES NEEDED
Apply in Person
Livonia Nursing Center
28910 Plymouth Rd., Livonia

NURSING ASSISTANTS
Westland Convalescent Center is interested in hiring kind, caring and patient people to fill recently vacated positions as Nursing Assistants. Full time days, afternoon and midnight shifts. We offer opportunities for advancement and a flexibly structured scholarship program for reliable staff completing 6 months of employment. Orientation classes starforming now. Call Kathy Marsh, RN to schedule an interview 728-8100

NURSING PROFESSIONALS

GARDEN CITY OSTEOPATHIC HOSPITAL IS DEDICATED TO COMMUNITY SERVICE THAT'S MORE THAN OUR MOTTO - IT'S OUR TRADITION

We are a 349 bed acute care teaching facility seeking RNs and GNs to join our professional nursing team. Current openings include:
-Med/Surg
-CCU-ICU
-Pediatrics
-Emergency Room
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

502 Help Wanted Dental-Medical

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3-8 PM
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• RN-BCLS required. Full-time, evenings.
• MLPN-BCLS required.
N.A.P.N.E.S. certification mandatory. Full-time, afternoons.
Positions offer excellent benefits and a competitive salary. Experienced candidates please forward resume to the Human Resources Office:
DETROIT OSTEOPATHIC HOSPITAL
12523 Third Ave
Highland Park, MI. 48203
252-4050
An Equal Opportunity Employer

PSYCHIATRIST NEEDS
EXPERIENCE SECRETARY
Full knowledge of DC/BS, Medicare & other insurance. Pleasant office, phone presence & stable personality required. Typing 35WPM with good English skills. Insurance work with a Psychiatrist would be excellent but not necessary if former requirements are also filled. Bring resume with you during field visit interview. For appt call anytime after Aug 23rd, 1986. 855-5541

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RECEPTIONIST
Dental office, full time, 12 Mile/Southfield Rd., area. 557-4488

RECEPTIONIST
Mature, pleasant for open full time with flexible hours for multi-specialty facility. Ms. Potter at 538-4100.

RECEPTIONIST/ BILLER
Phones, appointments and billing in busy office. To $7 an hour, plus profit-sharing. Openings in Romulus and Roseville areas.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

REGISTERED NURSE with experience to work part-time, days & afternoons, at Specialty Surgical Hospital in Southfield. For appointment, call Nursing Director,
357-3300 ext. 178.
Straith Memorial Hospital

REGISTERED NURSE
Major insurer operating thru-out the US. Openings for experienced Utilization Review Nurse. Help establish & operate a Hospital precertification review program for its central states clients. The position is located in N.W. Suburbs. The company also offers a substantial benefit package. Those interested should send a complete resume with references & salary requirements to: Manager Health Services, P.O. Box 930-A, Detroit, Michigan 48232.

504 Help Wanted Office-Clerical

RECEPTIONIST/ASSISTANT
Needed for chiropractic/medical clinic in Royal Oak. 35 hours week. Also part time position available, 8 hours week.

RECEPTIONIST- Oral Surgery office, 3½ days per week. Birmingham/Troy area. Dependable, dental background required. Opportunity for advancement. Send resume to: 50 W. Big Beaver Rd., Suite 190, Birmingham, Mich. 48009, Attention: Office Manager.

RESIDENTIAL TECHNICIAN Needed for adult foster care home. Part time weekends only. Contact Betty Dell/Scott, Trues, or Thurs. 828-2750

RN - HEAD NURSE. Full time. Day shift. Competitive salary. Great benefits. Large skilled nursing home. Management team approach. Full benefit package. Experience preferred. Contact Sallie Hinz, RN, DON, Mon. thru Fri, 10am-2pm. 836-1100

RN/LPN
Join the Nursing team at the future in a modern skilled nursing facility. RN - full time position, 3pm - 11.30pm, RN or LPN - part time 11pm - 7.30am. Competitive wages and benefits. Contact D. Hall, R.N., D.O.N., University Convalescent & Nursing Home. 427-8270

RN

Management Home Health care. At least one year management experience with public health background or DSM. $24,000, plus benefits. Pontiac area.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

RN OR LPN
Afternoon shift. In-service Education Assistant. Nursing Home background preferred. Salary negotiable. Call between Noon and Mon. thru Fri.
Camelot Hall, Livonia. 522-1444

RN or LPN

Full or part time, afternoons. Apply in person: Woodland Hills Nursing Center, 35410 Cherry Hill, Westland.
326-1200

RNS - LPNS

AFTERNOON SHIFT
PART OR FULL TIME
Apply bet. 10 AM. - 4 PM.
Mon. thru Fri.
CAMELOT HALL
35100 Ann Arbor Trail, Livonia

RN'S & LPN'S

CAREERS
NEEDED FOR DORCHWY
Do you like working in the hospital? Like working in a positive, rewarding atmosphere? No fate seeking, caring, RN's and LPN's and nurses who enjoy people contact. We provide challenging opportunities for nurses who are dedicated to being involved in a clinic setting, that helps people to become the best that they can be.

START GROWING
WITH US TODAY

For positions in Dearborn, Livonia, Rochester, Sterling Heights & West Bloomfield. Call 561-0621
For positions in Southfield & Troy, call 569-0046

WEIGHT LOSS CLINIC
INTERNATIONAL

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

For home care/staff relief, 1 year experience required, transportation necessary, excellent pay & benefits.
MIDWEST HOME CARE
335-4640 273-2500

RN'S - LPN'S. New high raise, new benefits, full time or part time. We can meet your schedule. 357-3450
Professional Health Care Personnel

ROCHESTER AREA
LPN with Home Care experience needed for immediate placement.
552-0325

SMALL FAMILY STYLE nursing home seeking RN for Staff Develop-mental-Service Director. Benefits & salary commensurate with hours & responsibilities. Call 721-0740

SUPERVISOR
OF BUSINESS SERVICES
In rapidly growing home health care. 2 years health care experience with emphasis on medical records & billing, good communication skills, knowledge of medical terms & ICD-9-cm coding required, strong organizational skills, ability to deal with deadlines. Send resume to:
HOME HEALTH CARE Of Metropolitan Detroit, 29400 Lasher, Suite 220, Southfield, MI 48075
Personnel 354-2990

X-RAY TECHNICIAN
Full time for Detroit Woodland Medical Center. Must be registered. Call Ron 538-4700, ext. 255.

X-RAY TECHNOLOGIST - full time. Must be registered or registry eligible to assist with cardiac catheterization, mobile X-ray company. Call Mon thru Fri., 8-3pm. 558-9658

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Previous Inventory Control experience required, willing to work 2 days a week in Plymouth. Call 981-2600 in Milford. 453-7156 or 525-7515

ACCOUNTANT

Fast track retailer seeks entry level person for duties including design and implementation of new computer system. Basic knowledge of computers & Lotus a must. Good benefit package. Excellent opportunity for advancement. Call or write
Michael J.P. Klein
Murray's Ace Hardware
27207 Plymouth Rd.
Redford, MI. 48239
937-0160

ACCOUNTING CLERK
A major Southfield office supply market chain is seeking an individual with recent experience in accounts payable accounting system. Accounts Payable experience preferred. Computer literacy and full benefit package offered. Send resume in confidence to Box 308, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
to assist accounting manager & perform data entry functions in Northwestern insurance agency. Knowledge of insurance, accounting experience. Salary commensurate with education & experience. Please send resume to P. O. Box 5400, Northville, MI 48167, attn.: Accounting Manager, Personal & Confidential.

Accounting Clerk

Immediate opening for an individual with a working knowledge of accounts payable. Preferred candidate should have 1 year accounting related work experience. Must be available to work overtime periodically. Inventory control and unit costing experience desirable. Well established company paid benefits including medical, dental, prescription, life insurance, tuition reimbursement. Send resume to:
Accounting Clerk
P.O. Box 2227
Southfield, MI. 48037

ACCOUNTING CLERK
Full time position with some overtime. Prior work experience & high school diploma required. Must be well organized, accurate, able to type, use a 10 key adding machine & work in a busy environment. Mortgage banking & computer knowledge helpful. For immediate consideration, please call for an appointment or send resume to: Personnel Department, Mortgage One, Inc. 7125 Orchard Lake Rd., Suite #200, West Bloomfield, MI., 48033
An Equal Opportunity Employer

ACCOUNTING/
DATA ENTRY
$11,440 PER YEAR
Good benefits. Enjoy data entry, hard worker can type? You can qualify. Call 399-3450.
SNELLING & SNELLING

ACCOUNTS PAYABLE CLERK ($4.50/hour), with experience needed. Full time. Please send resume to: Controller, 50000 Dixie Hwy., Drayton Plains, Mich., 48020.

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
full time - 5 years experience. Excellent salary & benefits, Southfield area. Shopping Center Market. Ask for Theresa. 353-2122

ACCOUNTS PAYABLE CLERK
Needed for Dearborn based finance company. Full time, 10 key calculator, data in-put. Motivated person with good work ethic. Send resume to: Finco Corp., 18553 W. Outer Dr., Dearborn, Mich. 48239, Attn: Accounting Manager.

ACCOUNTS PAYABLE CLERK

Well established company offers an immediate opportunity. Handle high volume on a computerized system. Very competitive salary. Great benefits. Fee paid. Call Denise at 353-2990.
After 5 PM. Appointments Available
SNELLING & SNELLING

ACCOUNTS PAYABLE TO $16,000

Great Southfield firm has immediate opening for your full knowledge of accounts payable. Call Joan Wilson if you are a friendly person, this job is for you. Firm offers great benefits, paid holidays & good advancement. CALL TODAY.
As Fee Company Paid
PERMANENT STAFF
Southfield 353-0505

ACCOUNTS RECEIVABLE CLERK
Well established company offers an immediate opportunity. Handle high volume on a computerized system. Very competitive salary. Great benefits. Fee paid. Call Denise at 353-2990.
After 5 PM. Appointments Available
SNELLING & SNELLING

ACCOUNTS RECEIVABLE

Growing but established company seeks individual with proven record, 1 year collection experience. Knowledge of CRT helpful. Send resume with salary requirements in confidence to: Box 2, P. O. Box CR 3212, Livonia, MI 48151.

ACCOUNTS RECEIVABLE

$11,700 PLUS FEE PAID
Suburban company looking for 2 years plus accounts receivable or payable entry of accounts receivable. Growth potential. Great benefits. Hurry and hiring NOW! Call Mary, 464-0909.
SNELLING & SNELLING

A CUSTOMER SERVICE Position, full-time. Excellent telephone manner & aptitude with figures - A Must. Challenging position for Self-Starter. Call 10am-5pm. 855-8555

ADMINISTRATIVE ASSISTANT
For Popular Restaurant in Southfield. Part time, $4.50 hour. Livonia area. 522-4340

ADMINISTRATIVE ASSISTANT for new marketing office. Proficient in all office skills, type 50wpm, telephone experience a plus. 559-5544

ADMINISTRATIVE SECRETARY
Mature person for general office duties. Must be good typist. Dictaphone experience. Part or full time. Southfield area. 559-9050

ADMINISTRATION ASSISTANT
Entry level position available for a fast growing service company. Candidate will possess good communication and secretarial skills. Must be detail-oriented. Send resume to:
P. O. Box 300, Southfield, MI 48037
or call Tues. - Fri. 355-2000, x 217

ADMINISTRATIVE ASSISTANT
Birmingham Ad Agency seeks sharp, energetic individual to assist with Front Desk, General Office, Receptionist & Secretarial work, Accounting & Word Processing experience helpful. Send resumes & references, 100 E. 12, Franklin, MI. 48025.

ADMINISTRATIVE SECRETARY
Small progressive savings & loan seeks individual with 3 years experience. Knowledge of banking & legal procedures helpful. Send resume to: Jacqueline Lear, Sterling Savings & Loan, 2215 Troy Rd., Royal Oak, 48067. No phone calls please
An Equal Opportunity Employer

ADMINISTRATIVE ASST
Permanent, part time position available in Canton area physician's office. Must be able to work independently in this comfortable working environment. Medical experience a plus. Call for interview.
MANPOWER
TEMPORARY SERVICES

ADMINISTRATIVE ASSISTANT
needed to work with President for fast-growing, Large Retail Electronics Specialty Retailer. Excellent potential for personal growth. Personable & organized a must. Hard working. Pension Plan & many other benefits. Salary commensurate and schedule. Please call 540-2441 or apply in person: Dimensions, 1500 S. Woodward, Birmingham

ADMINISTRATIVE ASSISTANT TO $25,000

Immediate opening in the suburbs for your excellent skills, stable work experience & word processing a plus. THIS TOP NOTCH offers excellent benefits to work in corporate office. Call Denise at 353-2990.
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SOUTHFIELD 353-0505

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$18,000 a Year
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$19,000 a Year
LEGAL SECRETARY
$20,000 a Year
RECEPTIONIST/TYPIST
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WORD PROCESSOR
$18,500 a Year
WORD PROCESSOR
$16,000 a Year
ALL POSITIONS FEE PAID
ARCHER EMPLOYMENT
TROY 879-1420
DETROIT 963-8205

ADMINISTRATIVE
SALES ASSISTANT
Position available Nov. 1. Small manufacturer of specialty paper company looking for an experienced, dependable, detail oriented candidate must have IBM-PC experience and must be capable of maintaining on time work assignments with minimum direction. Must be good at detail and follow-thru and possess excellent communication and people skills. Must be very ready to break away and get into the selling world of sales and the marketing of products, send your resume to: Sales Assistant, 1029 S. Main, Birmingham, MI. 48011.

ADMINISTRATIVE ASSISTANT
TO OFFICE MANAGER

Well established, growing, fast-paced Southfield professional office has opening for an assistant to our office manager. Office experience helpful. The successful applicant must be resourceful, eager and willing to learn, able to handle ongoing responsibilities, interest and ability to learn new duties. Salary commensurate with experience. Full benefits depending on qualifications, including life insurance, tuition educational responsibility. Please send information detailing your qualifications and salary requirements to: Box server & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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ADMINISTRATIVE SECRETARY -
long term assignment for individual with good oral & sound secretarial skills. Word processing helpful.

XEROX 850 OPERATOR - 'Big Three' company needs experienced people for long term assignments.

IBM PC OPERATOR - various short and long term assignments available. Top pay for experienced individuals.

SECRETARY/WORD PROCESSOR-
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504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Immediate opening for full time clerical assistant with fast paced Southfield marketing communications firm to work in our administrative center. We are looking for a self starter, detail oriented, highly organized & detail minded. Responsibilities will include correspondence filing, light typing, travel, meeting arrangements, switchboard relief & back up to administrative supervisor. We will provide approprietate compensation & benefits to the right candidate. Forward resume in strict confidence to: Gail Sotto, Automated Marketing Systems, 26533 Evergreen, TT S, Ste 400, Southfield, Michigan, 48076
An Equal Opportunity Employer

ADMINISTRATIVE ASST. - Non smoker for Bloomfield Hills office. Shorthand required. to $23,000.

ACC'TS PAYABLE CLERK - 2 years experience, scheduled raises, $11,500.

ENTRY EXECUTIVE SECY - Good appearance, typing, shorthand necessary. To $14,500.

SECRETARY 1 and 2 - Shorthand required & word processing on Wang/IBM. To $13,000.

LEGAL SECRETARY - 2 to 3 years legal & 5 plus years secretarial. $19,500.

LEGAL SECY/ADM ASST - 5 plus years solid executive secretarial experience. Good skills. To $21,000.

WORD PROCESSOR - Afternoons, Wang experience preferred. $18,000.

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ASSOC., INC.
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FEE PAID. - $18-$20,000
Well educated, with organizational ability to assist President of large firm. Should be able to take a letter, (type 60), handle contracts, proposals, follow-ups, and coordinate events. Fantastic opportunity for right person. Excellent benefits!
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$20,000
Top salaries in suburban agency. Top skills required including shorthand and executive level experience for this choice fee paid opportunity. Call Bernice at 353-2090.
Ann Arbor Temporaries Available
SNELLING & SNELLING

ANSWER PHONES for small appliance repair service, in Southfield. Call 357-0119

APARTMENT BOOKKEEPER
needed for large property. Accounts payable & receivable. Computer experience helpful. Some weekend and leasing required. Benefits. Apply at Maple Village, Butten Place Apartments, 9 Mile between Lahser & Telegraph.

A Kelly job is for data entry operators

Kelly Services has openings for data entry operators. To qualify, you must have high inputting skills, 10,000 key strokes and up, and be able to input alpha and numeric data.

Both day and aftern