EMPLOYMENT

502 Help Wanted Dental-Medical

RN and LPN
positions available,
3-11 P.M., full and part time.
Please call Mrs. Ferguson for an appointment. Night Ingale West Nursing home, 8365 Newburgh, Westland, near Joy Rd. 261-5300.

RN or LPN
Afternoon Supervisor
Full time. Supervisory experience preferred. Good salary & benefits. Call for appointment.
Farmington Nursing Home
477-7400

RN's
Be in control of your own life, schedule your working hours as well as your leisure time
● Choose Your Work Location
● Choose Your Hours
● Choose Your Work Days
We need your skills for MED/SURG and Specialties in several large hospitals in Eastside, Westside and Downtown. We offer competitive pay and benefits. We will work hard to help you get exactly what you want, when you want it. Call Mon. and Fri. 8am to 4pm, ask for Cathy.
STAFF BUILDERS
HEALTH CARE SERVICES
Livonia 425-8367
Southfield 557-8600

RNs CCU
Large Ann Arbor hospital has CCU positions available now. Afternoons/midnights. Weekdays/Weekends. Flexible scheduling your own schedule, call Cathy
STAFF BUILDERS
NEEDS YOUR SKILLS!
Livonia 425-8367
Southfield 557-8600
WE WILL WORK AS HARD FOR YOU AS YOU DO FOR US!

RNs
Full or Part-Time
Psychiatric experience preferred. Apply Mon. thru Fri. 8am-5pm
Ardmore Acres Hospital
19810 Farmington Rd.,
Livonia 474-3500

RNS - LPNS
ALL SHIFTS/PART OR FULL TIME
Apply bet. 10 AM. - 4 PM.
Monday thru Friday
CAMELOT HALL
35100 Ann Arbor Trail,
Livonia

RN's MED/SURG
Large Ann Arbor Hospital has MED/SURG positions available NOW. Afternoon/Midnights. Weekdays/weekends. Flexible scheduling your own schedule, ask for Cathy
STAFF BUILDERS
NEEDS YOUR SKILLS!
Livonia 425-8367
Southfield 557-8600
WE WILL WORK AS HARD FOR YOU AS YOU DO FOR US!

RN'S MSN'S BSN'S
needed to staff a 40 bed Psychiatric Inpatient unit located in Westland.
Contact:
Dr. Marcia Kaplan, PhD, RN, CS;
President
Personalized Nursing Corporation, P.C.
400 Renaissance Center
Suite 509
Detroit, MI.
259-1399
An Equal Opportunity Employer

RN to do home care for 40 year old quad man, Rochester. Will train, must be very reliable. Good wage, low stress. After 5:30pm. 234-9228

Secretaries

U of M Medical Center
General Medicine
SECRETARIES
Would you like to work:
In a brand new facility?
with the latest equipment?
in a health care setting?
on word processor or computer?
The division of General Medicine has two full-time secretarial positions available. Hours are negotiable for one position.
Qualifications include:
Ability to handle a variety of duties.
Type at least 65 wpm.
Have good proofreading skills, skilled in problem solving.
Send resume to:
UNIVERSITY OF MICHIGAN HOSPITALS
Employment Representative
300 N.Ingalls
Room 8405,
Box 0042 (S-GM)
Ann Arbor, MI 48109-0422
A Non-Discriminatory, Affirmative Action Employer

STRATTON MEMORIAL hospital, 23901 Lahser Rd., Southfield is seeking a full time operating nurse with experience in general surgery for day shift. Contact the Operating Room Director 357-3300

TAKE THIS JOB AND LOVE IT
Convert your arts & crafts talents into dollars. Apply your skills to Dental Technology. We will train, no experience necessary. Full and part time positions available. Benefits. Apply in person, 8-5, Mon.-Fri.
ALADON DENTAL CERAMICS
12752 Stark Rd., Livonia

TRANSCRIPTIONIST
Seeking an individual with Word Star or Word 5.0. Some medical transcription experience desirable. $7-$8 per hour based on experience. Fully paid fringe benefit package. Send resume to Ann Potter, 26330 Northwestern Hwy., Suite 202, Southfield, MI. 48076.

TRANSCRIPTIONIST/Receptionist - Rochester cardiology clinic, must have experience, call & ask for Mrs. Harrison 651-9200

TRANSPORT AIDE
NUCLEAR MEDICINE
To perform a variety of duties including transporting patients, records maintenance, filing and phone communications. Will work approximately 15 hours per week on the afternoon shift. Some Saturday work required. For details call:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

ULTRA BOUND TECHNOLOGIST Required through AIRDATE AND DE-GYN. Accepting applications for full, part-time or contingent basis. Call 427-0010

502 Help Wanted Dental-Medical

WANTED - Director of Housekeeping for a progressive, modern long term facility. Prefer NEHA certified. Position needs supervisory skills & willingness to commit to excellence. Call 313-326-8030 for further information.

WORK STAT
KEEP YOUR CURRENT JOB & WORK 1-5 SHIFTS A WEEK FOR:
Kimberly
NURSING SERVICE
• RN's, $17/hr
• LPN's, $11.50/hr
• HA's, $5.25/hr
1 YR. RECENT EXP.
Contact: Jackie Bingham 354-1840

X RAY TECHNICIANS
registered for Sat. mornings 8am to 12 noon, for Radiology clinic. Radford area.
557-8155

X-RAY TECHNICIAN
Full or part time position available for registered X-Ray technician to work for a portable X-Ray company in Southfield. Please call between 8:30am-5pm 353-1155

X-RAY TECHNOLOGIST
Full time. Must be registered or registry eligible to service Nursing Homes with mobile x-ray company. Call Monday-Friday 9am-7pm.
559-9658

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Full-time position available with Southfield insurance company. Typing 40 wpm, computer familiarity a plus. Mail resume to: P. O. Box 2000, Southfield, MI 48037, ATTN: AG/DB or call 353-3311, Ext. 217

ACCOUNTING CLERK
General accounting knowledge required. Primary job responsibility: Reconciliation of bank statement. Full time, competitive salary & benefits. Send resume to S. K. P.O. Box 2360, Farmington Hills, MI 48018

ACCOUNTING CLERK
Livonia company seeking full time entry level accounting Clerk with CRT experience. Starting rate $6.29 per hr., excellent benefit package. Send Resume to Box #288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING CLERK
To $24
COMPUTERIZED PAYROLL CLERK
Plymouth - To $15,000
EXECUTIVE SECY
To $20,000
INS CUSTOMER SERV REP
To $23,000
LEGAL SECY - NORTHLAND 100
To $22,000
LEGAL SECRETARY
To $20,000
PERSONNEL SECRETARY
$18,500
SECRETARY - SOUTHFIELD
Shortland 50 - To $17,000
SECRETARY
$13,000
ALL FEES PAID
B. HANS BECKER ASSOC., INC.
EMPLOYMENT SERVICE
964-5300

ACCOUNTING - Is data entry people for 2 large Birmingham & Southfield companys. (114 contract positions) Call George at Uniforce 645-0441

ACCOUNTING - & data entry people for Troy & Rochester area, immediate hire

LEGAL - secretary, experience in wills, estates, probate. Large Birmingham law firm. Temporary to go permanent, 1 yr. experience, salary $15,000

GENERAL - office people, (13) for Troy corporation, temporary to go permanent, $30000 - $10,000.

SECRETARY - for large advertising agency in Wayne county, type 55 wpm, shorthand 80, with some IBM PC experience

NEVER A FEE

Free word processing taught in our offices on IBM PC with Word Star
Retirees - Students & Home Makers Welcome
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ACCOUNTING DEPT/CLERICAL
Position available. Responsibilities include matching 3 pts of invoices, filing, etc. We will train on computer. Call Pat
642-1090

Accounting Office Immediate Opening
Livonia area accounting office seeking person will experienced in general office procedures. Prior experience with payroll or benefits a plus. Only those who enjoy working with numbers and detail, accurate and neat need apply for this position. Benefits include: Medical, life and disability insurance. Qualified applicants send resume and salary requirements to: Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING SPECIALIST
Education community has need for an Accounting Specialist. Must have an Associate's Degree in Accounting and/or Business Administration, knowledge of E.D.P. Specific duties include corrections of accounts receivable, general ledger entries, and processing accounting entries into the computer system. Interested candidates should submit resume to:
Personnel Director
P.O. Box 801
Bloomfield Hills, MI 48013
Only resumes received by Oct. 22 will be considered.
An Equal Opportunity Employer

Accounts Payable
A nice company to grow with. This is a well established electrical contracting firm with great benefits. Some accounting clerk experience and typing for this. $14,000 plus. Fee paid. Call 353-2096
After 5pm, appointments available
SNELLING & SNELLING

Accounts Payable
LIVONIA AREA
We are seeking an individual for an entry level position in our Accounts Payable department. Applicant should possess a basic understanding of the payables function, be able to operate a 10 key & have the ability to problem solve.
Experience in Accounts Payable & Retail computerized environment a plus.
Send resume including salary requirements in order to be considered for this position.
FOLAND'S
"The Alternative Dept Store"
29753 Plymouth Rd.,
Livonia 48150

ACCOUNTS PAYABLE CLERK
2 years Hotel accounting experience preferred. Apply Mon., Wed. or Thurs., 2pm-4pm or send resume to Michigan Inn Hotel, 18400 J.L. Hudson Drive, Southfield, MI 48075.

ACCOUNTS PAYABLE
Full time position available for a reliable, industrious person who is experienced with all phases of Accounts Payable. Real Estate, construction industry experience preferred but not required. Good salary & benefit package. Send resume to R.K., P.O. Box 2360, Farmington Hills, MI 48018

ACCOUNTS RECEIVABLE CLERK
for Southfield advertising agency. Must have accurate math & typing skills, job costing, client invoicing, cash receipts & computer entry experience. Excellent benefits for future person good at detail work. Advertising Agency experience a plus.
557-8400 Ext. 34

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Immediate opening for person with minimum of 2 years experience in Retail Computerized Accounts Payable. Must be proficient in operating a 10-key adding machine or calculator and have a good math aptitude. Full benefits program including life, hospitalization, dental, optical and prescription insurance. Call:
270-1280
BORMAN'S, INC.
Farmer Jack Supermarkets
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Entry level to handle receivables for real estate mortgages, land contracts. Immediate opening. Farmington area. Salary plus benefits & great opportunities. Non-smoker. Send resume to Dick Perry, 20793 Farmington Rd., Suite 10, Farmington Hills, MI 48024

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 522, Birmingham, MI. 48012.

RED WING TICKET WINNER
Bill Rice
1923 Briarfield
Canton
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Friday, October 10, 1986 to claim your two FREE RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS!

AD AGENCY SECRETARY
A large west bloomfield agency has an opportunity for you in their Account Services Department. Good all around secretarial skills and experience for this. To $17,000, fee paid. Hurry! Call Bernice now 353-2090.
After 5 PM, appointments available
SNELLING & SNELLING

ADMINISTRATION ASSISTANT
Entry level position available for a least growing service company. Candidate will possess good communication skills and be detail oriented. Must be detail-oriented. Send resume to:
P.O. Box 300, Southfield, MI 48037
353-3311, Ext. 217
or call

ADMINISTRATIVE SECRETARY
Worldwide company offers an exciting secretarial position with good advancement. Your experience including strong typing and word processing are needed here. $16,500. Fee paid. Call 353-2090
After 5pm, appointments available
SNELLING & SNELLING

ADMINISTRATE
• SECRETARIAL
• WORD PROCESSING
• SHORTHAND
Challenging positions available for top level skilled professionals. Ongoing attractive salary & benefits. For confidential consideration, resume with salary requirements to:
M.T.S.
P.O. Box 71190
Madison Heights, Michigan 48071

ADMINISTRATIVE Management position. Public contact and good communication skills. Real estate knowledge helpful.
478-6008

ADMINISTRATIVE ASSISTANT
Person with mortgage or real estate experience. Salary plus overtide. Ask for Farial Dickow
Century 21 Fair Income
626-8000

ADMINISTRATIVE ASST
Farmington Hills area, looking for person with strong 10 key experience. General office duties. Reply to: Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Well established relocation company has immediate opening. Excellent typing skills, word processing experience, organizational & communication skills are essential. Real estate or related background helpful. Call Betty Peace at Executive Relocation between 9am-11am:
559-7821

ADMINISTRATIVE ASSISTANT
Consulting firm has need for a top caliber person. Experience in light typing, light word processing, light bookkeeping, with additional variety of duties. Excellent firm, top benefits and good salary. We are searching for the best with at least 2 years working background. Please respond to Box 378, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING AGENCY needs part time secretarial assistance. Flexible days & hours. Must type 55-wpm with good organizational skills. Call
373-1860

ALL
Senior Typists
Word Processors
CRT Operators
New Office
Top pay in Troy, Auburn Hills, Rochester, Pontiac, Bloomfield Hills areas. Call today.
Somebody Sometime
Temporary Help
141 E. Woodward
334-1700

ARTISTIC INTERIORS
in Farmington Hills has a permanent full time position open for mature, reliable person. Call for appointment.
476-7770

ASSISTANT BOOKKEEPER
Between Fridley - Southfield Area. Fringes. Send resume to Becky Steckroth, 19675 W. 10 Mile, Suite #300, Southfield, MI., 48075.

ASSISTANT TREASURER/MANAGER - (Part Time)
for credit union in Redford. Present hours 2-6pm, 3 afternoons per week. Prefer experience in all areas of Credit union operations, including General Ledger. Please send resume & hourly rate expected to: Treasurer, Redford Township Employees Credit Union, 12000 Beech Daly, Redford, MI., 48239.

504 Help Wanted Office-Clerical

APPLY TODAY
HOMEMAKERS:
We have all kinds of clerical positions available in your area.
• SWITCHBOARD
• TYPISTS (45-50wpm)
• RECEPTIONISTS
• WORD PROCESSORS
• SECRETARIES
Call for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900

ATTENTION JOB SEEKERS
If you're interested in gaining exposure at top companies, earning excellent wages, paid vacations, bonuses and health care availability ... then call S.S.I.
TYPISTS
SECRETARIES
WORD PROCESSORS
SWITCHBOARD OPERATORS
DATA ENTRY CLERKS
EARN TOP DOLLAR & NEVER PAY A FEE
Farmington Hills 855-8910
Southfield 569-7500
Livonia 525-0330
Auburn Hills 373-9904
Detroit 963-2290
Sterling Hgts. 977-5740
Supplemental Staffing, Inc.
The Temporary Help People

AUTO DEALER - needs service cashier, dealership experience preferred. Farmington Hills area. Call Mrs Frontiera 471-6500

BILLING CLERKS
FULL TIME
Positions in Business Office require responsible individuals who welcome challenges. Duties to include third party billing of Medicare, Medicaid and BC/BS, as well as insurance follow-up.
Qualified candidates must type a minimum 35 WPM and possess 2 years + previous billing experience, preferably in a hospital setting. Computer exposure helpful.
We offer an attractive wage and benefit package and a pleasant work environment. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

BOOKKEEPER ASSISTANT
Part time. Good typing skills. Experience necessary. Flexible hours. Downtown Birmingham. 644-5633

BOOKKEEPER
Experienced, part time for busy Dr. office. References.
477-8223

BOOKKEEPER - Experience necessary. Medical benefits. Apply in person to Julius Dentsweet, 30600 Industrial Rd., Livonia

BOOKKEEPER
Experienced, flexible hours, part time, 4 hr. day, 1-2 days per week. Computer knowledge helpful. Southern location.
271-5300

BOOKKEEPER, experienced, full charge for busy construction office. Send resume to: Eugene D'Agostini, 38700 Van Dyke, Suite 200, Sterling Hts, MI 48077.

BOOKKEEPER
Full charge bookkeeper with light secretarial duties. We're looking for someone who loves bookkeeping! Send resume to: Personnel Manager, 1 Parklane Blvd., Suite 1100 West, Dearborn, MI 48126.

BOOKKEEPER/GENERAL OFFICE
Dynamic mail order business. Start immediately and work 25-30 hours per week through winter, graduate to 40 hours in spring. Must have thorough understanding of bit/credit theory and be bondable. Strong reference required. By appointment only call
591-1985

504 Help Wanted Office-Clerical

BOOKKEEPER - Expanding public relations firm in Southfield has immediate opening for a bookkeeper. Successful applicant should have 3 years experience, must be able to work through trial balance, be familiar with journals, general ledger, A/R & A/P. Send resume & salary history, in confidence, to: Box 354, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

BOOKKEEPER for Livonia area auto repair shop, 1 day a week, every Fri. & occasional overtime, occasionally for a full week. Must be available when needed, have bookkeeping background.
422-0020

BOOKKEEPER FULL CHARGE/OFFICE MANAGER. Experience in accounting. Handles total accounting functions through financial statements. Ivy Form Products, 464-3811

BOOKKEEPER
Involves bookkeeping thru financial statements. Fast paced real estate development office needs well organized individual. Temporary to go permanent. Competitive salary. Convenient Farmington Hills location. Call:
646-2280

BOOKKEEPER
Part time mornings. Challenging job with variety. Livonia/Redford area. Mr. Hart.
353-8300

BOOKKEEPER - PART TIME
10-20 hours per week, flexible hours. Redford Twp. Area.
Call Tina - 531-7131

BOOKKEEPER
Position available immediately, in Birmingham office of large insurance Co. Responsibilities include Accounts Receivable/Payable & some budgeting on Wang Computer System. Good starting salary & excellent benefit package. Interested applicants, please send resume & salary requirements, to:
L.A. Dreyfuss
EQUITABLE FINANCIAL SERVICES
2000 Talbot Tower
Birmingham, Michigan 48012

An Equal Opportunity Employer

BOOKKEEPER/RECEPTIONIST
High tech, growth corporation located in Farmington Hills is seeking an experienced individual for immediate clerical opening with skills in: billing, computer, data entry, communication equipment and word processor operations. Salary commensurate with experience and education. Send resume to: Digital Motion Systems, 23927 Research Park Drive, Farmington Hills, Mich., 48024

BOOKKEEPER/SECRETARY
Personal computer experience for property management firm in Southfield. Part-time. Flexible hours.
559-8570

BOOKKEEPER - SOUTHFIELD
Duty corporate bookkeeper needs efficient payroll person with experience in large computer payroll & accounts receivable. Good typing necessary. Send resume to: Personnel Dept., Medical Inc., P.O. Box 2071V, Lathrup Village, MI. 48076.

BOOKKEEPER - S.W. Detroit, Fine Arts Site, Box #5083 Southfield MI 48076 or phone anytime
559-8300

BOOKKEEPER
Thru Financial Statements. Must have at least 3 years experience. Computer knowledge necessary. Send resume to Box 316 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
thru Financial Statements. Recent experience only. Computer knowledge helpful. Full or part-time, immediate opening. 12 & Northwestern area. Mon.-Fri., 9-5pm. 355-0358

BOOKKEEPER with health insurance experience for local adolescent drug treatment program. Send resume to: Straight, Inc., 42320 Ann Arbor Road, Plymouth, Mich., 48170

BOOKKEEPER
Accounts payable - insurance agency experience. Some typing, salary commensurate with experience. Send resume to P.O. Box 2004, Southfield, MI 48037. Att: Helen Robins.

BOOKKEEPING
Accounts Receivable Clerk - Insurance agency experience. Some typing, salary commensurate with experience. Send resume to Box 312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING ASSISTANT
For Southfield Advertising Agency. Mature person with good 4-function math skills and some typing. Job includes filing, post to pegboard journals, computer entry and general office duties. Excellent benefits. Advertising Agency experience a plus.
557-8400 Ext. 34

General Clerical
Immediate clerical position available for world headquarters in Southfield. Light typing 30-35 wpm, plus mail order business experience helpful. Good telephone personality a must. Excellent benefits, including medical, dental, prescription & tuition reimbursement. Forward resume to:
Personnel Administrator
P.O. Box 2227
Southfield, MI. 48037

504 Help Wanted Office-Clerical

RECEPTIONIST
For Southfield based company. Experience preferred. Typing requirements 50-60 wpm. Salary commensurate with experience. Excellent fringe benefits including medical, dental & 401K. Send resume to:
BOX 330
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WE DEPEND ON OUR CLERICAL STAFF!
If you are tired of being "Taken For Granted" and are ready for the challenge of a busy office we may have what you are looking for. We are interested in an individual with:
• 2-3 years clerical experience
• Enthusiasm
• Motivation to succeed
• Incentive to give 110%
We recognize these qualities with:
• An excellent wage & benefit package
• The opportunity for growth
• Appreciation of effort
Send your resume today to:
OFFICE MANAGER
P.O. BOX 294
STERLING HEIGHTS, MI 48311-0294
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CHURCH SECRETARY. In Canton, approximately 6 hours per week. Typing and communication skills required. Call Linda. 453-1592

A FULL TIME CLERICAL position for general office duties. Fringe benefits after 30 days. Experience helpful, but not necessary. Call Patti at 357-0430.

CLERICAL - BOOKKEEPING
Volume body shop operation requires person with bookkeeping knowledge. Top pay & benefits for right person. Call Tammy for interview appointment at Stu Evans Lincoln Mercury in Livonia City.
425-4300

CLERICAL
Downtown Birmingham women's clothing store - in our merchandise office. Data entry, typing, filing. Part time position. Apply in person only to:
KAY BAUM
166 W. Maple, Birmingham

CLERICAL
Farmington Hills mortgage company needs experienced people to set up new accounts. Temporary to go permanent 6 months.
855-4900

CLERICAL - part time. Hours flexible. No experience necessary. Apply within: Erb Lumber, 11970 Farmington Rd., Livonia.
261-5110

CLERICAL
Part time, Mon.-Fri. 12noon
$4.00 per hour. Call after 12noon
424-8454

CLERICAL/PART TIME
For typing, filing, word processing. Flexible hours. Plymouth area.
453-8258

CLERICAL - PART TIME
Position in Southfield CPA office. Requires heavy bookkeeping, some typing & experience with calculator. Call Lydia 350-2000

Clerical Position
Typing - Textile hours. Financial background helpful. Balancing check book, daily cash receipts and distribution. Apply: Mon. thru Fri. 9:30am to 3:30pm.
Pinkerton's Inc.
15585 Northland Dr.
Suite 206 E. Southfield
An Equal Opportunity Employer

CLERICAL - SOUTHFIELD OFFICE of national company has opening for entry level Data Entry & File Clerk. Mornings or afternoons. Call Elaine. 443-5808

CLERICAL
Telephone and general office skills needed. Send resume: Office Manager, P.O. Box 915, Novi, MI., 48050.

CLERICAL
We need a high school, junior or college student who can work the part-time hours of 12:30 to 5 PM, 5 days per week. Responsibilities include switchboard relief, mail room, filing, CRT and very light typing. Wages are $4.25 per hour to start.
Please call 591-2300, Ext. 227

CLERK, for filing, telephone and errands, for busy Birmingham law firm. Typing helpful. Must have reliable transportation, approx. 25 hrs. per week. Teresa 644-8801

CLERK for graphic arts studio, to assist in business office duties & customer contact, Anchor Printing
642-1042

CLERK - Sales Office. Part-time during regular office hrs. Will train. Long-Lake/Woodward area. Reply to: Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK - with or without typing needed for various short term assignments.

TYPIST - 50 WPM needed for this assignment in Southfield area.

GENERAL OFFICE - light typing and good phone voice needed for this top assignment.

SECRETARY/WORD PROCESSOR - assignments available, both long and short term for experienced secretaries with word processing.

Ask about our exceptional benefit package and free word processing training.
ENTECH SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5610

RenCon, Detroit 567-0050
PART TIME clerk typist for busy service office. Extensive telephone work, filing, flexible hours. Farmington Hills area. Call Beverly, 9-11am
478-0770

CLERK TYPIST
Downtown Detroit. Will re-locate to Troy area in one year. Parking allowance. Fringe benefits. $12,000. Send resume to: P.O. Box 373, Detroit, MI., 48231.

504 Help Wanted Office-Clerical

CLERK TYPIST
Immediate opening for individual to work at our office located in Farmington Hills. Mile 12 Mile at Farmington Rd. Candidates must type accurate, 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., 10-3 pm.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile
Farmington Hills
An Equal Opportunity Employer

CLERK/TYPIST
Legal firm located in Birmingham has immediate opening for clerk/typist with minimum speed of 55 WPM to work in rapidly expanding foreclosure department. Word processing experience desirable. Call Robert Tremaine: 540-7701

CLERK/TYPIST needed for automotive related sales/service job shop. Qualifications will include: accurate typing, filing, organizational skills, general office procedures. Troy/Rochester Area. Send resume with salary requirements to: P.O. Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Position in Claims Department. Must be able to type 40-45 WPM and have pleasant telephone personality. No experience necessary. Liberal fringe benefits. Call Sue or Mrs. Rose. 645-8270, ext. 227
An Equal Opportunity Employer

Clerk/Typists
Secretaries
Word Processors
Wanted for long & short term temporary assignments. Call Sarah at CONTEMPRA today for an appointment.
583-4858

Clerk/Typists
Figure Clerks
Word Processors
Secretaries
We have long & short term assignments available. Top pay plus Paramitus. Major medical, dental, optical, life insurance benefits. Call
DETROIT 569-1878
963-5050
VICTOR TEMPORARY SERVICES
M/F EOE

CLERK/TYPIST
Small shop, prefer older woman. Livonia area.
476-6948

CLERK/TYPIST
55wpm. Good phone skills. Full time position with benefits. Send resume to: 30600 Telegraph, Suite 1255, Birmingham, MI., 48010.

COLLECTIONS CLERK for Detroit Law firm. Good persuasive ability. One year exp. Good salary & benefits. Ideal for person re-entering job market. Flexible hours.
557-7700

CONSCIOUSNESS EXPANDING company manufacturers representatives, seeking a position to assist them in all areas of business, in organization & special projects. Must have broad home office experience, plus insurance experience in addition to secretarial skills. Compensation commensurate with experience. Unusual opportunity for a take charge individual.
Call Mr Shadow: 358-1103

EXECUTIVE SALES SECRETARY
Busy Livonia office needs full time person for entry level position. Must be detail oriented and possess good mathematical and organizational skills. Light typing and minimum 2 years work experience required. Please send resume to Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

DATA ENTRY
Afternoons. Located in Birmingham. Benefits. Will be reading attorneys handwriting. Experience helpful. Send resume to: P.O. Box 456, Lake Orion, Michigan 48035.

DATA ENTRY CLERK - Part time. Familiarity with IBM operations and commonly used program such as Lotus. Reference required. Call Pam for interview, Mon.-Tues. or Wed., 10-4. 553-2681

DATA ENTRY/KEY DISC
Immediate opening for a data entry operator at our worldwide headquarters in Southfield. A minimum of 10,000 key stroke per hour is required. Must be willing to work flexible during busy periods. Excellent benefit package including medical, dental, life, tuition & tuition reimbursement. Send resume to:
Data Entry Operator
P.O. Box 2227
Southfield, MI. 48037.

504 Help Wanted Office-Clerical

DATA ENTRY - general office clerk. 1 yr. experience
855-5029

Data Entry Operator
If you're looking for a career opportunity in data entry with America's No. 1 picture company, we will be accepting applications for Data Entry Operators at our corporate offices on Sat., Oct. 11, 1986, from 8 am to 12 noon. You must key a minimum of 14,000 kph to be considered for a full time Data Entry Operator position. If you would like to be considered for this position, please stop by our corporate offices located in the H.V. suburb of Westland between 8 Saturday morning to participate in the screening process. This is an excellent opportunity for the right individual to pursue their future data processing career. We offer an attractive work environment, competitive salary, and an excellent benefit package.
VLASIC FOODS, INC.
33200 W. 14 Mile Rd.
(between Orchard Lake & Farmington)
W. Bloomfield, MI
An Equal Opportunity Employer

DATA ENTRY PERSONNEL
Good typist, will train. Auto insurance company in Farmington. Excellent benefits. Send resume to: P.O. Box 522, Birmingham, Michigan 48012.

DATA INPUT OPERATORS
LEATHER LOFT has immediate entry level openings in its Corporate headquarters located on Schoolcraft between Newburgh & Levan) We will train you to input sales data into our many computers. Opportunity for advancement. Hours are 8 am to 5 pm, Monday through Friday, morning and afternoon shifts. Call Lori for an appointment Mon. thru Fri., between 10-5 pm. 464-2711

DATA PROCESSING - permanent part time data entry. Afternoons. Experience or previous training required.
548-1004

DISPATCHER/SECRETARY
Experience in office training required. Must be able to type 40-45 WPM and have pleasant telephone personality. Excellent benefits, including life, major medical, dental, optical, tuition reimbursement. Call Sue or Mrs. Rose. 645-8270, ext. 227
An Equal Opportunity Employer

DATA ENTRY OPERATORS
For permanent full time afternoon position, seeking Lake and Telegraph Area. Call between 8:30AM-5PM at
532-5000

FILE CLERK
For Farmington Hills insurance firm. Full time. Minimum wage. Entry level position with opportunity for advancement. Call Ms. Accardo.
855-0909

FILE CLERK
Southfield insurance company looking for bright, organized person to file correspondence materials. Excellent benefits. Call Joanne for appointment.
569-9700

FILM CORPORATION - needs (30) clerical, for billing, accounts, contract positions, call Adrian at Uniforce
357-0441

GENERAL CLERK - S.W. Detroit, Reply: Suite 348, Box #5083 Southfield MI 48076 or phone anytime
641-1770

GENERAL OFFICE, full or part time. Typing, telephone, filing, assisting sales people. 275/Mellow Ave. Area. Reply to Box #204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Part-time for apartment complex in Farmington Hills. Typing, filing, bookkeeping & good PR required. Must have pleasant voice.
Call - 478-0322

GENERAL OFFICE
Filing, typing, bookkeeping. Good phone voice. Southfield location. Send resume to: P.O. Box 2004, Southfield, MI 48037.

GENERAL OFFICE, full time entry level position. Excellent Career Opportunity for advancement, full benefit package include medical & dental & life insurance, employee pension contribution & tuition assistance. Unusual opportunity for a take charge individual.
Call Sherry
851-7741

GENERAL OFFICE
Opening in Fast pace office. Good phone manners, filing, heavy typing and light bookkeeping. Salary select. 38 hr week (Tue-Sat) Send resume attn: Office Coordinator, Williams Penal Brick, 27303 W. 8 Mile Rd., Detroit, Mi. 48240

GENERAL OFFICE - small company is seeking a mature career minded individual for full time position in pleasant & perfect office. Typing 55 WPM, pleasant phone personality and some bookkeeping experience required. Data entry experience helpful. Good salary and benefits. Send resume, stating desired salary, to: Box 266, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

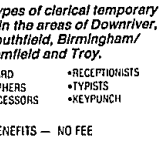
GENERAL OFFICE HELP WANTED
Light typing, filing, telephone experience helpful. Call Geri Mullins after 10 AM. 525-5000.

504 Help Wanted Office-Clerical

CLERK TYPIST
Immediate opportunity for a qualified individual with excellent clerical skills. Minimum 2 years experience. Accurate typing skills. (50 plus WPM) and strong organizational and communication skills.
Responsibilities Include:
• Numerical Typing
• Telephone Contract
• Record Keeping
• Other Clerical Duties
Openings available in both our Livonia & Farmington Hills Facilities.
Please Send Resume To:
GFV Communications
Attention Kristin Green
34115 W. 12 Mile Road
Farmington Hills, MI 48018
553-9400
GFV COMMUNICATIONS
An Equal Opportunity Employer

PURCHASING SECRETARY
National headquarters of multi-plant woodworking company requires dependable secretary for purchasing/inventory control department. Bookkeeping experience with calculator and word processor essential; computer background desirable. Modern offices in attractive suburban location. Salary commensurate with applicable experience.
Call or write Mr. Freese:
LIFETIME DOORS, INC.
30700 Northwestern Hwy.
Farmington Hills, MI 48018
851-7700

LOOKING FOR CLERICAL ASSISTANCE?



We have all types of clerical temporary assignments in the areas of Downriver, Detroit, Southfield, Birmingham/ Bloomfield and Troy.
• SWITCHBOARD • RECEPTIONISTS
• STENOGRAPHERS • TYPISTS
• WORD PROCESSORS • KEYPUNCH
BENEFITS — NO FEE
583-4858
ConTempra
TEMPORARY PERSONNEL

JOBS $$$
KIDS BACK IN SCHOOL?
THINKING ABOUT HOLIDAY MONEY?
S.S.I. has openings in your area. Pick your schedule and gain valuable work experience.
• TYPISTS • FILE CLERKS
• DATA ENTRY • SECRETARIES
• WORD PROCESSORS • SWITCHBOARD OPERATORS
NEVER A FEE
BONUSES - PAID VACATIONS
HEALTH CARE AVAILABLE
Farmington Hills 855-8910
Southfield 569-7500
Livonia 525-0330
Detroit 963-2290
Sterling Hgts. 977-5740
Dearborn 565-8060
SSI
SUPPLEMENTAL STAFFING, INC.
The Temporary Help People