## 502 Help Wanted Dental-Medical

MEDICAL ASSISTANT-Medical background preferred for busy orthopedic office. W. Bloomfield area. Melinda: 851-0653; 851-0555

MEDICAL ASSISTANT
Pediatric office, part-time, Mon. & Fri. 12:30-3:30pm; Wed., 9am-5pm & Sat. 8am-1pm. Experience helpful. 353-5355

MEDICAL ASSISTANT
full time, also full time medical receptionist and part time file clerk for busy family practice in Dearborn Heights, experienced preferred for full time positions. Call Beth 10am 10 4pm at 278-7754

MEDICAL ASSISTANT
part time, 2 afternoons per week. Livonia area. Call Carole 464-4144

MEDICAL ASSISTANT full time, flexible hours, plus occasional Sats. Fast paced multi specialty clinic, Westland area. Excellent EKG & Vena Punctures skills required. Experience only candidates need apply. University Medical Affiliates, 35605 Warren Westland.

### Medical Insurance Billers

Looking for experienced hospital or physician billers for full-time positions. Must be familiar with UB82 and/or 1500 form, as well as knowledgeable in terminology. Accurate typing skills desirable. For more information or to schedule an interview, please call:

Temporary Professionals, Inc.
24100 Southfield Rd. Suite 315
Southfield, MI 48075
443-5590

Medical Lab Tech/Medical Assistant Full time, 2 yrs. exp. or experience necessary, competitive salary & excellent benefits. Royal Oak 546-2110

MEDICAL LAB TECHNOLOGIST
Experienced for group practice lab. Full time, days. Must be familiar with all lab areas. Berkley area. 545-1660

MEDICAL OFFICE ASSISTANT
Must have some experience dealing with patients, full time (28 hours per week). Southfield. 569-4560

MEDICAL OFFICE MANAGER for solo OB-GYN practice. Must have experience in medical insurance billing, bookkeeping, typing & patient accounts. References required. Southfield. 569-4550

MEDICAL OFFICE - front desk, hard worker only, part time with full time in the future, will train right person. Call 478-1100

MEDICAL OFFICE MANAGER
Experienced individual for Full Time position. Skills in communication, billing and organizational skills. Southfield. Reply to: Box 614 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Must have experience either medical or podiatry office, knowledge of health insurance needed. Must be energetic & hard worker - dependable. Call 478-1024.

MEDICAL RECEPTIONIST/Biller. Mature, enthusiastic, experienced - Farmington Hills area. 541-0102

MEDICAL RECEPTIONIST. Permanent, part time position for podiatrist's office. Experience helpful. Livonia & Southfield areas. 534-4334

MEDICAL RECEPTIONIST
Full time position available in active medical center in Troy. Good benefits. Experience with medical insurance helpful. Contact Linda E. 362-8815

MEDICAL RECEPTIONIST, mature experienced individual for busy practice at 12 & Orchard Lake, Farmington Hills. Typing minimum 45 wpm, insurance knowledge helpful. Send resume or letter to: Box 596, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST/Assistant. Part or full-time - for a Livonia Physician.
Please call 427-8705

MEDICAL RECEPTIONIST
for Family Physicians' office in Livonia. Full-time. Experience preferred. Call 464-9200

MEDICAL RECEPTIONIST
Full time, willing to learn some medical assistant work. Experience helpful but will train. Call before 5pm. 546-0110

MEDICAL RECEPTIONIST - Experienced, for expanding orthopedic office, full time, West Bloomfield area. Medical billing knowledge helpful. 557-1472

MEDICAL RECEPTIONIST
Experienced, for pleasant dermatologist office in Southfield.
Pegboard & insurance knowledge a must. Computer knowledge helpful but not necessary. Ask for Karen 353-0850

MEDICAL RECORDS CLERK
The Michigan Peer Review Organization currently has a full time clerical position available. The successful candidate should be organized, detail oriented, & show willingness to learn. Excellent working environment & benefit package. Please apply in person or submit resume to: M. P. R. O., 40500 Ann Arbor Rd., Suite #200, Plymouth, MI., 48170, attention, Anita Esper, A. R. T.
An Equal Opportunity Employer

MEDICAL RECORDS CLERK
full time entry level position available with Oak Park Home Care Agency. Previous medical experience, computer, typing experience a plus.

MEDICAL SECRETARY or Receptionist, mature, with experience, needed for doctor's office in Troy, full or part time. Call for interview, 528-9010

MEDICAL TRANSCRIPTIONIST
Excellent opportunity for experienced medical transcriptionist to work in pleasant Southfield office or in your home. Must be thoroughly experienced in transcribing DS and OR. Call: 569-6556

MEDICAL TYPIST experienced. Pay commensurate with experience. Birmingham area. 433-3510

### MED TECH

Experienced. RIA, CBC, 3 days per week. Southfield. Call: 353-2000

MICHIGAN'S foremost extended care facility, located in Bloomfield Hills, is now accepting applications for RNs & LPNs on the afternoon and midnight shifts. Full & part time. For appointment and personal interview, please call 645-2900

NURSE AIDES NEEDED
$3.75 PER HOUR PLUS BONUS
All shifts. For small basic nursing home in Plymouth. 453-3963

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

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

For home care/staff relief, 1 year experience required, transportation necessary, excellent pay & benefits.
MIDWEST HOME CARE
335-4644 273-2500

NURSE AIDE - 3pm-11pm shift. Experienced preferred, but not necessary. $4 hr. for inexperienced & $4.50 for experienced. Apply in person. Walking Well Manor, 520 W. Main, Northville.

NURSE ASSISTANTS
Dependable, caring people needed - all shifts. Experience preferred but will train. Good wage & benefit plan. Apply in person, University Convalescent & Nursing Home, 28550 Five Mile Rd., Livonia, MI.

NURSE ASSISTANTS
Full or part time. All shifts. Experience preferred but will train. Good benefits. Farmington Nursing Home 477-7400

NURSES AIDES
All shifts. Apply in person:
Livonia Nursing Center
29810 Plymouth Rd., Livonia.

## 502 Help Wanted Dental-Medical

NURSES AIDES - up to $4.25. Let your experience & ability to give loving care to the elderly determine yourlevel of pay. Come in & talk to us, see what we have to offer you! For appt. call the Nursing Office at Plymouth Crt. 455-0510

NURSING ASSISTANTS
(days & afternoons)
DIETARY AIDES
(part time)
LPN'S
(part time, flexible 4 hour shift for treatments)
Apply in person:
Middlebelt-Hope
Nursing Center
36410 Cherry Hill, Westland

NURSING
SUPERVISOR
Afternoon Shift
CAMELOT HALL
35100 Ann Arbor Trail
Livonia, MI., 48150
522-1444

OFFICE HELP
Full time for Doctors office in Farmington Hills. Computer experience preferred. Full fringe benefit package. Salary commensurate with experience. Send resume to:
General Mgr., Suite 250,
29226 Orchard Lake Rd.,
Farmington Hills, Mich. 48018

### Office Manager/ Biller

To manage Livonia doctor's office. 15 person office. Management, billing experience. Salary to $19,000 to start. Employer fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

OPHTHALMIC ASSISTANT
Group practice is in need of individual experienced in all areas of an ophthalmology office & capable of giving excellent patient care. Contact 853-3348

OPHTHALMIC TECHNICIAN
Michigan Eye Institute, Southfield area. Experience preferred. Send resume: Box 444, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICAL DISPENSER
Experienced, part time, Friendly office, W. Bloomfield 851-0610

OPTICIAN - Part time. No Saturday or evening hours. Plymouth/Canton area. Send resume to: Box 442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC ASSISTANT - Full time positions. Excellent pay & benefits. Modern dental facility. Experience necessary. Dearborn 562-1180

ORTHODONTIC ASSISTANT
Full time position in Birmingham area. Excellent salary and benefits. If you are experienced, don't miss this opportunity. 647-0696

ORTHODONTIC LABORATORY TECHNICIAN
Full time - excellent salary and benefits. Chalkside experience helpful. Birmingham. 647-0696

ORTHODONTICS
Orthodontic Clinical Assistant,
Orthodontic Laboratory Assistant,
Orthodontic Clinical Assistant,
Orthodontic Laboratory Assistant,
Birmingham. 647-0696

PART-TIME
CHAIRSIDE ASSISTANT
wanted for Troy Office. Call Ann, 689-9550

PART-TIME help needed in small busy Farmington Hills doctors office. Experience in filing & answering phones is a must. Approx. 20-25 hours per week. 474-3550

PHYSICAL THERAPY AIDE
Mature person for full-time position in busy outpatient clinic. Experience preferred. W. Bloomfield. 851-0555

PHYSICAL THERAPY AIDE
Needed full time. Livonia area. No experience needed. Immediate opening. 477-3310

RECEPTIONIST for dental office, full time, 1 year experience, references. Southfield, 8 Mile area. Benefits. 443-5110

RECEPTIONIST for busy pediatric office in Livonia. Experience helpful. Approximately 30 hours per week. 476-3200

RECEPTIONIST/Assistant. Will train. Mon.-Fri. 4-7:30pm, Sat. 8:30am-12 noon. Apply Levine Clinic, 31350 Northwestern Hwy., Suite C, Farmington Hills. 855-2666

RECEPTIONIST
Part time for Plymouth Chiropractic office. Varied duties. Must be clean, neat, a non smoker & have a pleasant personality. Typing required. Call 459-0200

RECEPTIONIST - Busy Southfield Ophthalmologists office looking for responsible person as receptionist full time. Prefer someone experienced with Blue Shield, Medicare, Medicaid, CRT. Send resume to box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSES
EXPERIENCED
Full time & part time openings exist for experienced RNs in the following areas, on the midnight shift.

• Delivery
• Critical Care Units
• Medical/Surgical

Excellent, revised salary & benefit package offered. Call 464-4800, ext. 231 to arrange an interview.
St. Mary Hospital
36475 Five Mile Rd, Livonia, MI 48154.

REGISTERED NURSE
MIDNIGHT SUPERVISOR

RN with recent medical/surgical clinical experience for full time position as Midnight Supervisor in our 230 bed skilled care facility. We offer:

- Trend setting care for the aged.
- Focus on rehabilitation
- Scholarship/tuition program for nurses.
- Excellent wage, benefit package.

Please apply at:
WESTLAND CONVALESCENT CENTER/C 36137 W. Warren
Westland

REGISTERED NURSE
FULL TIME AFTERNOON SHIFT

Are you a clinically competent nurse desiring a change? A nurse who has already selected geriatric nursing as a specialty? Our 230 bed skilled facility offers:

- Trend setting care for the aged
- Focus on rehabilitation
- Scholarship/tuition program for nurses
- Excellent wage, benefit package.

Please apply at:
WESTLAND CONVALESCENT CENTER
36137 W. Warren
Westland, 48185

RESPIRATORY THERAPIST
Registered or Certified for a home care company. Neo-Natal experience helpful. Call 8:30am - 5pm: 459-3115

RESPIRATORY THERAPISTS
Now hiring qualified individuals for full time midnights, part time days and contingent positions. Must be C.R.T.T. or registry eligible in order to receive consideration. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

### RESPIRATORY THERAPY

Part time midnight positions immediately available for certified, registry eligible or registered therapists. We offer an excellent starting salary commensurate with experience in addition to shift differential and weekend premium. Apply:
Employment Office, Mon.-Thurs., 9 AM 3 PM.
PROVIDENCE HOSPITAL
Employment Office
16001 W. 9 Mile Rd.
Southfield, MI., 48075
An Equal Opportunity Employer

PART TIME RELIEF RN OR LPN for pediatric practice in Southfield. Call between 8:30am-5pm daily, 358-0420

## 502 Help Wanted Dental-Medical

RN - LPN, part time, evening shift, nursing home, Farmington Hills. Call Mon.-Fri. 8am-3pm 473-7150

### RNS - LPNS

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

### RNs-LPNs

Full & part time supervisory positions available for day, afternoon & midnight shifts in long term care facility. Excellent wage & benefit pkgs.
Contact: L. Hirschfeld RN, Director of Nursing, University Convalescent & Nursing Home, Livonia
Call 427-8270

RN'S/LPN'S
needed part time afternoons for home care for a child. Westland area. 656-1888

RNS - $10 PER HR.
To start. Excellent benefits, afternoon shift needed. Apply Plymouth Ct. (formerly Hendry Convalescent) 105 Haggerty, Plymouth, MI. 48170

R.N.
for Family Physician's Office in Livonia. 3 days per week. Call 464-9200

SPECIALIZED FOSTER CARE caseworker wanted for fast growing and innovative agency in Oakland & Wayne Counties. MSW and or experience with foster care system preferred. Send resume with salary requirements to: Dept. E, PO Box 1247, Berkley, MI 48072.

SURGICAL ASSISTANT - Plymouth oral surgeon office, part time, medical or dental background preferred. Call weekdays 455-0710

### TELEPHONE COUNSELOR

needed full time for West Bloomfield employment agency. Salaried position with benefits. Dental & computer background helpful. Call for interview between 9am-3pm. 855-1315

TWO LPN'S needed - 8am-4pm & 4pm to midnight. Nursing aides for days & afternoons for 51 bed nursing home in Southfield. Contact Director of Nursing.
557-3533

WEIGHT LOSS & BODY TONING
VERY SPECIAL PERSON
Clinic at 12 Mile & Southfield needs energetic individual for ground floor opportunity with rapid advancement. Must be enthusiastic & aggressive, sales experience a must, health background helpful, exercise experience a plus. 552-8665

### X-RAY TECH

Full time, experienced, for busy doctors office in Livonia. 425-5218

X-RAY TECHNICIAN
25 hours per week
Well Fed, West Dearborn
Call 278-3133

## 502 Help Wanted Dental-Medical

X-RAY TECHNOLOGIST - full time, must be registered or registry eligible, to service nursing homes with mobile x-ray company. Call Mon thru Fri., 9am-2pm. 559-9657

X-RAY TECHNOLOGISTS
(REGISTERED)
To perform routine x-ray procedures as needed. Positions available for day and afternoon shifts. Some midnight and weekend coverage necessary. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

### ACCOUNTANT

FEE PAID - $22-$30,000
Sterling Hts! Only 1-3 yrs. experience with some knowledge of CPA firm using general accounting. (bring resume)
649-6797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.
8am or after 5pm appt. if needed

ACCOUNT EXECUTIVE
Financial, $18,000. Fee paid. Great opportunity. Benefits. Word processing a plus. Call 399-3450.
SNELLING & SNELLING

ACCOUNTING CLERK
Must type 45 $15,500
ADMINISTRATIVE LEGAL SECY
Shorthand 100 + $23,000
LEGAL SECY - SOUTHFIELD
To $18,000
LEGAL SECY - Shorthand 100 +
To $22,000
GENERAL OFFICE
To $12,500
SECY WORD PROCESSOR
$15,000
SECRETARY - SOUTHFIELD
Shorthand 100 + To $17,000
SECRETARY
$12,000
LEGAL WORD PROCESSOR
Afternoon shift - Salary DOE
ALL FEES PAID
B. HANS BECKER
ASSOC., INC.
EMPLOYMENT SERVICE
964-5300

ACCOUNTING/PAYROLL CLERK
Specialized health care facility near Metro Airport seeks experienced accounting clerk to join growing staff. Computer experience preferred with an eagerness to learn Lotus 1,2,3. The position will include accounting, payroll & personnel responsibilities. Send resume to: Controller, 39000 Chase Rd., Romulus, MI., 48174.
An Equal Opportunity Employer

AMAZING OPPORTUNITY
For secretary with major corporation. Get your foot in the door for up to $18,000 with full benefits! Fee Paid! Good skills. Call 399-3450.
SNELLING & SNELLING

## 504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
Experience in office procedures, secretarial duties, word processing, data entry, invoicing statements and customer relations. Pleasant personality and telephone manner required. Excellent working conditions and benefits. Phone 9-5PM, ask for Joanne Glave 644-4300

ADDING machine operators (30) typists 35-45 wpm, 25 needed for immediately for Southfield corporation, work 20-25 hrs. per week, 8-5pm. Ideal for students, retirees or home makers. Contract positions, call Louise at Uniforce 649-0641

ADMINISTRATIVE ASSISTANT
part time, mental health clinic, excellent typist, Northland, 3 days, Tues Thurs & 1, Non smoker. 557-1045

ADMINISTRATIVE ASSISTANT - Part-time. Regional office of a national insurance company. Skills should include typing, pleasant telephone manner, ability to work well with people and follow through. Computer skills helpful. Farmington Hills area. Please call between 9am and 3pm. 851-1801

ADMINISTRATIVE Management position. Public contact and good communication skills. Real estate knowledge helpful. 478-5003

ADMINISTRATION
Plastic manufacturer headquartered with general offices in Plymouth has immediate opening for the following people: Executive secretary, Operations/payroll, Entry level accountant, Administration manager, Personnel manager. If you feel qualified, be sure to send your salary requirements & resume as your first step to joining our career-oriented successful company to:
Vice President - Administration, P.O. Box 2500C, Plymouth, Mich. 48170.
An Equal Opportunity Employer

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 353-3311, Ext. 217

ADMINISTRATIVE SUPPORT
Fast-growing Leasing Subsidiary of Fortune 500 Co. seeks energetic, self-motivated individual to perform a variety of functions including Lease Terminations & Customer Service. Must be detail-oriented & possess good communication, analytical & Math skills. Excellent Benefit Package. Reply to: Box 620, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

AVIATION SECRETARY
Southfield corporation offers unique opportunity for a proficient secretary/administrator at Oakland-Troy Airport. Must have excellent secretarial and communication skills. Possible flying opportunities. Mail resume to: P. O. Box 300, Southfield, MI 48037, Attn: ASO/D or call 353-3311, Ext. 217

## 504 Help Wanted Office-Clerical

ADMINISTRATIVE Assistant/Office Manager. Challenging opportunity for a highly motivated, experienced secretarial individual to work with a new community based project which has been established to strengthen & enhance Oak Park & Southfield. The NEIGHBORHOOD PROJECT, funded by the Jewish Welfare Federation of Detroit, & located at the Jewish community center in Oak Park, is seeking an individual with good organizational, office management & clerical skills. Job also requires good inter-personal & some writing skills. Opportunity for creativity, personal growth & professional development.
This is a part time job of 20-25 hours per week with flexible hours. Moderate salary related to experience. Send application letter/resume to: NEIGHBORHOOD PROJECT, 15110 W 10 mile, Oak Park Michigan, 48237.

### Advertising Secretary
### To $13,000

Join the exciting world of advertising! Rapidly growing suburban firm offers advancement and benefits to the skilled secretary. Must have good typing (60 wpm), excellent communication skills and at least 1 year secretarial experience. Evening appointments available. Call or send resume to: Tracey Schultz, Arthur Thomas & Assoc., 3000 Town Center, Suite 3219, Southfield, MI 48075. 355-4440

### ALL WE NEED IS YOU!

Your skills are urgently needed for a wide variety of assignments.

Secretaries
Receptionists
Word Processors

Immediate Openings
Designed
to fit your schedule

CALL TODAY
353-4420
Personnel Pool
NEVER A FEE

APPLICATIONS BEING ACCEPTED
We need people with the following skills: Typists, Switchboard Operators with typing, PC Operators, General Office Skills.
We offer healthy insurance, vacation pay, paid holidays, merit increases & TOP PAY.
Apply Mon. Nov. 3 starting at 8am or call for appt.
MANPOWER
TEMPORARY SERVICES
4000 Town Center, #53, Sfld
353-6780

## 504 Help Wanted Office-Clerical

AMIABLE SECRETARY
For top company. To $18,000. Fee Paid. Excellent benefits include tuition. Call today. Call 399-2450.
SNELLING & SNELLING

### APPLY TODAY

We have all kinds of clerical positions available in your area.
• GENERAL OFFICE
• TYPISTS (45-50wpm)
• DATA ENTRY
• RECEPTIONISTS
• WORD PROCESSORS
• SECRETARIES
Call for an appointment.

### Somebody Sometime

Temporary Help
Livonia 477-0900

ARE YOU
MULTI TALENTED & FLEXIBLE?
Busy Southfield Professional needs person for various duties in office & around area. Ideal re-entry job for homemaker. Call Jane at: 357-3109

ASSISTANT
PROPERTY MANAGER
Full time position as Assistant Manager at prominent reception desk of major Southfield condominium complex. Administrative and management responsibilities. Typing skills, people skills. Send resume to: PO Box 870, Southfield, Mich. 48037

BANKRUPTCY ASSISTANT
Individual to help administrate bankruptcies in law firm representing mortgage institutions. Legal experience preferred. Light typing. Call Steve 540-7701

### BANK TELLERS

TO $6 PER HOUR
ALL AREAS
Employment Center, Inc. Agency
569-1636
Banking Placement Specialists

BILLING CLERK - competent person needed to handle order processing & billing activities for a long established North Oakland county mfg. firm. You should be accurate thorough clerk for details. Willing to accept responsibility have good communication & typing skills & a professional appearance. Billing experience is necessary computer experience helpful. Full time, excellent fringe benefits. Replies held in complete confidence. Send resumes to: box 584 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

## 504 Help Wanted Office-Clerical

### ATTENTION JOB SEEKERS

Christmas is around the corner and the time to think about earning extra money is now. Working as a S.S.I. Temporary can provide you with top pay, paid vacations, bonuses and health care availability. Call now.

TYPISTS
SECRETARIES
WORD PROCESSORS
SWITCHBOARD OPERATORS
DATA ENTRY
CLERKS
NEVER 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

BILLING CLERK - Experienced. Medical office. Knowledge of Medicare, Blue Shield & computer necessary. Southfield area. Fringe benefits. 557-1472

BILLING CLERK
A large independent clinical laboratory in the Pontiac area has an immediate humane opening for a billing clerk on the Day shift. Good typing & 10-key skills required. Previous billing experience helpful. Excellent benefits. Interested applicants should call Mon.-Fri., between 8am-4pm 373-9120, ext. 333

BILLING/PAYROLL CLERK
Small friendly fast paced non-smoking office. Full time. No insurance benefits.
13 & Southfield Rds., area.
INTRO MARKETING - 540-9010

BIRMINGHAM SECTYI
FEE PAID - $15-$17,500
Rush! Learn legal! Desperately need help! Must know word processing, but will train in legal. Eager to learn. 645-5797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.
8am or after 5pm appt if needed

## 504 Help Wanted Office-Clerical

### ATTENTION WE NEED YOU

SECRETARY
$5 to $7 HR.

WORD PROCESSORS
(wordstar, CPT, NDI, Wang, Wordcrafted)
$6 to $8 HR.

SWITCHBOARD
(Nolm, Mitel, Dimension)
$5 to $6 HR.)

LEGAL SECRETARIES
$6 to $8 HR.

MEDICAL SECRETARIES
$6 to $8 HR.

Arbor Temporaries
459-1166 NO FEES

TOP WAGES & FIRMS
PAID MEDICAL & VACATIONS

9450 S. Main - Suite 102
Plymouth, MI 48170

AUTOMOTIVE
SALES SECRETARY
Front office position with a major parts company offering a secure future and great benefits. Good skills and front desk poise for this. $18,500 to start. Fee paid. Call Bernice at 353-2000.
After 5 PM. Appointments Available
SNELLING & SNELLING

### BILLING CLERKS

FULL TIME
Positions in Business Office require responsible individuals who welcome challenge. Duties to include billing Medicare & Medicaire, Medicaid and BC/BS, as well as insurance follow-up.

Qualified candidates must type a minimum 35 WPM and possess 2 years of 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

BLOOMFIELD AREAI
FEE PAID - $14-$15,000
Need 2: 1 with maturity & experience in accounts receivable (type 50) & 1 with knowledge of IBM PC. Great company offers future & best in benefits. 645-5797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.
8am or after 5pm appt. if needed

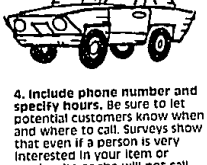
# WRITE IT AND REAP!

**Writing a classified ad that gets results—whether it be for real estate, employment, the personals, transportation, or merchandise— is easy if you follow the guidelines below.**

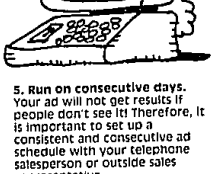
**1. Give the reader specific information.** Pretend you are someone reading the classifieds. What would you like to know about the item, service or job you are advertising? Be sure to add details such as color, size, condition, brand name, age, features and benefits. Be accurate! Don't embellish your ad with misleading information. Stick to the facts and reap the rewards!

**2. Include the price.** Don't waste your time or a potential buyer's time. If you advertise the price of the item or service you offer, the people who respond to your ad will be those who are genuinely interested. Surveys show that readers are more interested in those items and services they know are within their price range.

**3. Avoid abbreviations.** Don't make a potential customer work too hard! Although you may be tempted to cut down on the cost of your ad by using abbreviations, surveys indicate that many people don't understand such abbreviations as EIK (eat-in kitchen) or WSW (white side wall) tires and won't take the time to figure them out. A confused reader is a disinterested reader. Get the most for your money and use complete words.



**4. Include phone number and specify hours.** Be sure to let potential customers know when and where to call. Surveys show that even if a person is very interested in your item or service, he or she will not call back after the first attempt. Stay near the phone during the hours you indicate you will be available. Don't risk missing a sale!



**5. Run on consecutive days.** Your ad will not get results if people don't see it! Therefore, it is important to set up a consistent and consecutive ad schedule with your telephone salesperson or outside sales representative.

NAME _____ PHONE _____
ADDRESS _____
MESSAGE _____

*Use this form to write your classified advertisement before you call...or fill it in and mail to:*
**The Observer & Eccentric Newspapers**
**36251 Schoolcraft**
**P.O. Box 2428**
**Livonia, MI 48151-0428**

**Observer & Eccentric classified ads**

644-11070 Oakland County
591-0900 Wayne County
852-3222 Rochester-Rochester Hills