502 Help Wanted Dental-Medical

ABCARE, INC.
***NOW HIRING**

Nurse Aides & Male Attendants for private duty nursing in homes & hospitals. Experience, transportation & telephone a necessity.
Call Mon. thru Fri. 9-3

553-8912

ASSISTANT
Dental assistant needed in a team oriented, preventive-restorative practice. Dependability and honesty must have at least 3 successful years of field experience. We all share a total commitment to excellence & team effort. Our office recognizes & rewards individual initiation & personal excellence. Benefits, 4 day week with alternate Sat. mornings, salary is open. Meet Woodward.
661-1440

ASST for Dental Specialty practice in Birmingham/Southfield Area. Full time position. Pleasant, friendly environment. $15,000 to start plus benefits. Experienced preferred. Call Jane 357-3109

BUSY PEDATRICIAN'S office in Southfield is looking for a dependable, permanent, part time Receptionist with some insurance experience. Salary negotiable. Ask for Patty or Mary.
358-0420

CHAIRSIDE ASSISTANT needed immediately. West Bloomfield area. Experience preferred. Approximately 28 hours per week.
Call between 8am-4pm. 626-7100

CHAIRSIDE DENTAL ASSISTANT with 4 handed expanded skills is wanted to join our Plymouth office staff. Salary commensurate with ability. For interview.
Call 459-5520

CHIROPRACTIC RECEPTIONIST Part time, afternoons, Mon., Wed. & Fri., 2:45pm-6:30pm. General office skills required. 27527 Joy Rd., N. bin. W. of Inkster Rd. 522-5521

COOK
Full and part time, will train. Apply in person: The Bob Bar & Grill, 777 W. Ann Arbor Trail Ply

COOKS
Afternoons 11 AM - 7:30 PM.
Experience preferred. Contact Mrs. White, 9 AM. - 1 PM., Mon. - Fri.
OAKLAND HILLS CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia, MI

DENTAL ASSISTANT
Full time for progressive West Bloomfield area practice. Experience required. Benefits available. Call Linda between 8am-5pm.%20-35000

DENTAL ASSISTANT with front desk skills for DOCS computerized office in Plymouth. Recall, collections & insurance experience a must. Call for interview 459-7110

DENTAL ASSISTANT needed for Southfield/West Bloomfield oral surgeon's practice. Previous experience in dental field required. Excellent benefits & hours. 559-8190

DENTAL ASSISTANT
Come join our professional team in a full time position. Experienced only need apply. Benefits include: No evenings, alternate Sat mornings. W. Bloomfield. 661-1440

DENTAL ASSISTANT
full time, experience helpful but will train right person. Farmington Hills area. 553-9393

DENTAL ASSISTANT
Experienced. Farmington Hills
Top salary & benefits
855-5452

DENTAL ASSISTANT - assisting only. West Bloomfield/Farmington area, will train. Call between 9am-4pm. 851-3767

DENTAL ASSISTANT
Modern dental practice in Warren has a full time opening for a chairside dental assistant. Excellent salary plus benefits
Qualified applicants call 979-2682

DENTAL ASSISTANT - experience preferred, full time including 2 evenings, one weekend, friendly office. Oak Park/Huntington Woods area. Marilyn. 968-5580

DENTAL ASSISTANT NEEDED
Dental practice seeking energetic, responsible person. Please call Cathy or Lauren Friday at 277-0662 or Tuesday at 271-6735

DENTAL CHAIRSIDE ASSISTANT
Full and part-time. Experienced 4 handed dentistry. Good pay and benefits. Farmington area. 722-8133

DENTAL HYGIENIST
for Dental Specialty practice in Birmingham/Southfield area. Full or part time position. Dynamic work environment. Experience preferred.
Call Jane at 357-3109

DENTAL HYGIENIST - Part time Saturdays for 2 doctors. Preventive practice in the Livonia/Westland area. Good opportunity for personable, motivated, professional working conditions. Call between 10am-4pm 522-5520

DENTAL HYGIENIST - Plymouth. Mon. & Fri. Start in January. May become full time. Must be cheerful and outgoing. Introverts or smokers need not apply. 453-5070

DENTAL HYGIENIST
Position open in Troy. Mon, Thur & every other Sat. Salary & benefits based on experience & ability. Salaam. For interview call Carol 689-6130 or 656-1174

502 Help Wanted Dental-Medical

DENTAL OFFICE in Livonia would like congenial person willing to use both assisting & reception skills. Full time includes Sats. 427-6111

DENTAL OFFICE- Dynamic person needed for starnoons & evenings to replace receptionist. Will do clerical, make appointments, pegboard, financial arrangements, pay bills, some typing & filing. Must have dental experience. 20-25 hr. per week. Dearborn Hts. area. 421-5200

DENTAL RECEPTIONIST - Full time for busy professional preventive Livonia area dental office. Must have excellent experience in Accounts Receivables, Payables and all front office phases. Looking for mature, happy individual with great interpersonal skills. Computer knowledge helpful, for our patient oriented practice. Premium benefits and salary is open. Meet Woodward.
661-1440

DENTAL RECEPTIONIST - downtown Birmingham, will train, no nights or weekends. Mature person preferred. 642-1942

DENTAL RECEPTIONIST
Highly motivated person needed for progressive O.E. Livonia practice. D.O.C.S. computer experience necessary. Salary open. Call for interview.
522-5520

DENTAL TECHNICIANS
Two(2) Positions, Experienced CERAMIST, Top Pay/Benefits. Great future! MODEL DEPT.
Some dental experience will train.
362-1281 or 645-8405

DIETARY AIDES
PART TIME
Applications now being accepted 10 AM. - 4 PM., Mon. - Fri. Carnelot Hill Convalescent Center, 35100 Ann Arbor Trail, Livonia.

DIETARY TECHNICIAN
To work weekends and holidays only. Will assist in patient menu selection, maintain calorie system and record patient information. Must be a graduate from a 2 year tech program and eligible for registry in the A.D.A. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

DURABLE medical equipment co. seeking full time RT w/Registered experience in home respiratory care & critical care. Strong ability to operate, monitor & trouble-shoot equipment. Good communication skills, must have good driving record & reliable auto. Send resume: Director of Clinical Service, 32411 Industrial, Madison Hts, MI 48071

FRONT DESK PERSON
needed for our Team-oriented, progressive Dental Practice. Position requires people skills, and attention to detail. Full benefits available. Experience preferred.
Interview, call 981-5455

FRONT DESK RECEPTIONIST
needed for busy Dearborn Heights Doctor. Experience a must. Call Peggy before 3pm. 274-3320

FULL & part time positions, experienced preferred. Bloomfield area Orthodontic general dentistry & front desk personnel for dental office in Sterling Hts Call 978-2100

GENERAL OFFICE - Medical insurance experience preferred. Computer experience helpful. Self motivated individual needed for Birmingham pediatric office. Full time. Send resume to 591 Pierce, Birmingham, Mi., 48009.

HOME HEALTH AIDES
LIVE-INS
Greenfield Health Systems Corp., an affiliate of Henry Ford Hospital, is currently hiring for hourly and live-in assignments in the tri-county area. 1 year recent experience, own transportation and phone necessary. Full time and flexible shifts available. If interested, call 972-1840.
An Equal Opportunity Employer

HOME HEALTH AIDES
Hospice of S. E. Michigan is a creative & expanding program of caring for terminally patients & their families.
We are seeking home health aides for part time home care.
Applicants must:
1. Have previous nurse aide or home health aide experience.
2. Be reliable, creative & caring.
3. Have dependable transportation.
Please call Pat, Joanne or Dian
559-9209
An Equal Opportunity Employer

HUMANA HOSPITAL
Nursing Personnel Services
for the following positions:
Physical Therapist - BS in Physical Therapy. Home health experience required or 2 years hospital experience.
Medical Social Worker - Masters in Social Work. 2 years experience in a health care setting required.
Registered Nurses - USN preferred. Home care experience preferred. Full and Part time openings.
Home Health Aides- At least 2 years verifiable experience or 6 months with certification. Reliable transportation is necessary. Call Home Nursing Professional Services
271-3989

LPN'S
PART TIME
For 55 bed facility. Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

502 Help Wanted Dental-Medical

KITCHEN HELP & WAITPERSON
for automotive executive dining room in Troy. Call
362-6483

LAB AIDE
Two (2) full-time Afternoon positions available, preferably independently computerized Laboratory in Southfield. Experience helpful but will train. Apply in person or send resume to: Citation Clinical Laboratory, 23725 Northwestern Hwy., Southfield, MI. 48075.

LPN's for afternoon & midnight staff relief. Weekends.
Call United Home Care
459-5141

LPNS - RNS
Livonia Nursing Center
28910 Plymouth Rd., Livonia
522-6970

MATURE PERSON for part time billing office work for mental health clinic. Medical Loss and billing experience necessary. 3 days a week - Flexible hours. Salary based on experience. Send resume and salary requirements to: Amity Clinic, 948 Monroe, Dearborn, MI 48185

MEDICAL ASSISTANT - Part/full time. Busy Internal Med Clinic in Ann Arbor. Primarily evening hours and some weekends. Call 971-7694

MEDICAL ASSISTANT - Receptionist Verified full time. Canton clinic. 453-6610

MEDICAL ASSISTANT
For GP office. Experience preferred but will train right person. Call between 4-7 PM. 261-2647

MEDICAL ASSISTANT - Part time, for Troy area internist. Flexible days Must be experienced. Lab venipuncture, EKG's, experience in CBC's, UA's desirable. 649-2525

MEDICAL ASSISTANTS
RNS & LPNS
Large medical facility looking for qualified personnel. Areas include Internal Medicine, Rheumatology and Urgent Care. Flexible schedule. Minimal travel. Call 348-8000, Ext. 325.

MEDICAL ASSISTANT
Wanted for busy Farmington Hills Doctor. Experience preferred.
476-1616

MEDICAL ASSISTANT full time. Clinical Position available for experienced MA, pts for with x-ray experience (or Secretarial Office. Resumes: 29829 Telegraph Rd. ste 100. Southfield, Michigan. 48034

MEDICAL ASSISTANT
Busy allergy practice in NW Southfield seeking mature person. Must be person, 16-24 hours p.r week, previous allergy experience preferred. Salary commensurate with experience. Send all time of interview. Send resume to Box 835, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL INSURANCE BILLER
Part-time position available for experienced person. Bloomfield area 20 hrs. per week.
626-3722

MEDICAL RECEPTIONIST
We are seeking a receptionist with 2+ years experience. Excellent benefits. If interested please send resume to: 2200 Woodward, ste 545. Southfield, Michigan 48075

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

MEDICAL RECEPTIONIST
Insurance, billing experience necessary. Physicians office, 12/hour. Call Pat, 358-2310

MEDICAL RECEPTIONIST
Full time. Immediate Care Center, Westland area. Needed: Madison Heights area. Call 541-0437

MEDICAL RECEPTIONIST
NURSING OFFICE MANAGER
Nursing Home Professional Services for the following positions:
Physical Therapist - BS in Physical Therapy. Home health experience required or 2 years hospital experience.
Medical Social Worker - Masters in Social Work. 2 years experience in a health care setting required.
Registered Nurses - USN preferred. Home care experience preferred. Full and Part time openings.
Home Health Aides- At least 2 years verifiable experience or 6 months with certification. Reliable transportation is necessary. Call Home Nursing Professional Services
271-3989

502 Help Wanted Dental-Medical

ORAL SURGERY ASSISTANT
Full time with excellent fringe benefits. Experience in dental preferred.
477-6838

ORTHODONTIC ASSISTANT
For growing practice. Full time, no weekends or weekends. Experience preferred. 281-4060

PART TIME - LPN or RN.
for pediatric practice in Southfield. Call between 8-5pm. 358-0420

PHYSICIANS ASSISTANTS, full and part time positions available. Some industrial immediate care facility requirements to office: Office Manager, 8310 N. Hix, Apt 203, Westland, MI 48185.

ACCOUNTS PAYABLE clerk needed for Southfield office. Full time position. Excellent benefits. Send resume including salary requirements to: Personnel, PO Box 5091, Southfield MI 48076

ACCOUNTS PAYABLE CLERK
Full time, permanent position to handle all accounts payable responsibilities. Minimum 2 years experience. Send resume to:
Personnel Dept.
FOODLAND DIST.
12701 Middlebelt Rd.
Livonia, Mich. 48151

An Equal Opportunity Employer

BOOKKEEPER
CPA firm has openings for full-time Bookkeeper. Send resume to:
Dept. Ods & West, 20600 Telegraph Rd., Ste. 3165, Birmingham, Mich. 48010

BOOKKEEPER - experienced in all facets of general ledger accounting. Good communication skills are required. Light typing helpful. Good benefits. Salary commensurate to exp. Send resume to: Box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge for part time work with Real Estate Development firm. Flexible hours. Some computer knowledge helpful. Send resume to: Mr. Eisenberg, 30445 Northwestern Hwy., Suite 211, Farmington Hills, MI 48018

BOOKKEEPER - FULL CHARGE
For Detroit Metro hotel, to include accounts payable, G/L, computer, payroll, etc. Part time to full time possibilities with flexible working hours. Experience required. Send resume to: Comfort Inn, 5900 Middlebelt Rd., Romulus, MI., 48174.

BOOKKEEPER - GENERAL OFFICE
Full time position available. Experienced in all phases of office work. Send resume to: P. O. Box 886046, Wixom, MI. 48096

BOOKKEEPER - PART-TIME
Experienced with computer knowledge. Accountant's office. Resume to: H. Eisenberg, 30445 Northwestern Rd., Ste. 211, Southfield, MI. 48076

BOOKKEEPER'S ASSISTANT
Needed for computer retail store. Accounting experience required. Experience necessary. Typing & filing. Medical benefits. $5-$6 per hour. Call Diane at 355-0250

BOOKKEEPER/SECRETARY
A Excellent salary & benefits to an individual to handle its full time bookkeeping & secretarial duties. This individual will report directly to the owners who actively run the business. Responsibilities include: bank rec, accounts receivable & payable, payroll, general ledger & monthly financial statements. Some typing is required. Knowledge of word processing is required. Computer knowledge is not necessary. Company employee benefits. Qualified candidate must have experience & performance. Qualified individual should respond to: P.O. Box 822, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING
General secretarial, part time
Plymouth. Call Diane 459-7080

BUSY ADVERTISING specialty company needs Secretarial help. Non smoker.
2*5-4*00

CASH FOR CHRISTMAS
Work 16 Christmas for those needed shopping dollars. If you have light typing & filing skills, we have jobs, long or short term. Farmington Hills & Southfield available. You can work as much or as little as you like.
no fee - No fee - Benefits
TEMPORARY RESOURCES
356-1616
Livonia - Southfield - Troy
Taylor - St. Clair Shores - Ann Arbor

CHURCH SECRETARY
Livonia Area
Hours 9AM-4PM $ 35 per Hour
Call Kathy
459-8300

CLERICAL ASSISTANT
Growth in our Rental Division has generated an immediate opening for Clerical support. Experience in Telecommunication & Information Processing coupled with accurate typing & clerical organization skills are required. We offer a professional environment with excellent benefits. Salary commensurate.
Send your resume & salary history, to: Personnel Manager, Anderson & Assoc., 24333 Indoplex Circle, Farmington Hills, MI 48024
An Equal Opportunity Employer

CLERICAL
Franklin Savings & Loan is now accepting application for entry level positions. Full time & part time & part time pool options. Apply at or send resume with salary expectations to: Franklin Savings, 26400 12 mile, PO box 5006, Southfield Michigan, 48086
An Equal Opportunity Employer

CLERICAL
Full time days. Data entry. 55 wpm. Pleasant Oak Park office.
Call Cindy, 569-0850.

CLERICAL HELP - Immediate full time, entry level position. Only 35 hrs. Necessary skills to qualify include: data entry experience, general accounting experience, typing 45wpm, excellent phone voice & manners, as well as good organizational skills. Call C. Marshall, 649-4454 ext 502
An Equal Opportunity Employer

CLERICAL
Largest volume Ford dealership in metro Detroit needs help. If you have accounting, clerical and organizational skills, we want to talk to you. Hospitalization, life insurance and other liberal fringes. Flexible hours. Previous dealership experience not required. Apply in person to Rick Zawacky or Frank Grate at:
PAT MILLIKEN FORD
Oak Park & Ford Road
9600 Telegraph, Redford, Mich.

CLERICAL - PART TIME
Bookkeeping, Receiving, Duties. Some experience necessary. Call 9 A.M. - 1 P.M. 557-1550

CLERICAL POSITION
Part time. Letter opening and sort. Exp. $4.00 per hour. Livonia area. 261-0830

CLERK
Immediate opening for General Clerical Personnel. You must have at least 3 years experience, have good organizational and communication skills, good math ability and minimal typing (40 wpm). Pleasant environment, full benefit package. Qualified candidates send resume and salary requirements to:
ADVANCE CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

CLERK/RECEPTIONIST/TYPIST
2-3 years experience. Southfield cpa firm. Good salary & benefits. Send resume to: Box 837, Wittus, 28555 Evergreen Ste 315, Southfield, 48076

CLERK/TYPIST/SECRETARIES - General Clerical, Typing trainees. No fee. Call 557-4417

CLERK/TYPIST
Two immediate openings in rapidly growing Foreclosure Department of Birmingham law firm. Must be accurate typist with minimum speed of 45 WPM. Word processing experience highly desirable. Call Linda, 540-7701

COOKS, DISHWASHERS, Salad Prep, needed full & part time, good pay, apply in person. Big Boy, 30 Bernard St., 28855 Northwestern Hwy, Southfield, Applegate Bq.

COORDINATOR
Aggressive sales group needs customer conscious typist able to handle computerized processing priorities. Great growth potential for outgoing phone personality with detail ability. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

504 Help Wanted Office-Clerical

ACCOUNTANT/Bookkeeper. We need someone familiar with BMD or a similar accounting software package to do our payroll, accounts payable & post entry to the general ledger. Immediate opening in downtown Farmington. Send resume to: Mason Enterprises, 27 Farmington Rd, Farmington, MI 48024.

ACCOUNTING CLERK
Full time position available for clerk to do misc accounting functions. Good math & adding machine skills required. Please phone manager. Some computer work. Benefits. Livonia area office. Hours are 8-5 & salary requirements to: Office Manager, 8310 N. Hix, Apt 203, Westland, MI 48185.

ACCOUNTS PAYABLE clerk needed for Southfield office. Full time position. Excellent benefits. Send resume including salary requirements to: Personnel, PO Box 5091, Southfield MI 48076

ACCOUNTS PAYABLE CLERK
Full time, permanent position to handle all accounts payable responsibilities. Minimum 2 years experience. Send resume to:
Personnel Dept.
FOODLAND DIST.
12701 Middlebelt Rd.
Livonia, Mich. 48151

An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Fast Paced Accounting Office
35901 Schoolcraft
Livonia, MI 48150

ACCOUNTS RECEIVABLE
Entry-level Data handle Receivables for real estate mortgages. Land Contracts. Immediate opening. *Farmington area. Salary plus benefits and profit-sharing. Non-smoker.* Send resume to Dick Perry, 20793 Farmington Rd. Suite 10, Farmington Hills, MI 48024 478-7840

ACCOUNTS RECEIVABLE CLERK
Entry level. Data entry. Good with spreadsheets. Pleasant office position available with benefits. Downtown Birmingham. 647-1300

ACCOUNTS RECEIVABLE CLERK
part time evenings. 5-9:30 PM. Medical practice. Pleasant office. Experience preferred, but will train. Non Smoker. Call Gail, 539-4700. Ext. 235.

AC/DC COST CLERK
Responsibilities include: billing, processing payroll, accounts payable and maintaining an automated inventory system. Qualified candidates will have bookkeeping skills & computer experience. Opportunity for advancement. Full medical benefits. Qualified candidates send resume to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY
Type 60 WPM, shorthand a plus, PC knowledge helpful. Salary $14K. Call Register Co., attention Account Coordinator, 3155 W. Big Beaver, Ste. 212, Troy, MI., 48084.
An Equal Opportunity Employer

AD - secretary for leading corporation. Xerox Memory typewriter or IBM PC, must be decision maker, exact position. Call Eileen at Uniforce 646-7664

APPLY TODAY
We have all kinds of clerical positions available in your area.
• GENERAL OFFICE
• TYPISTS (40-50wpm)
• DATA ENTRY
• RECEPTIONIST
• WORD PROCESSORS
• SECRETARIES
Call for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900

ARE YOU multi talented & flexible? Busy Southfield professional needs you for various jobs. Flexible scheduling. Farmington Nursing Home 477-7400

ASSISTANT to BOOKKEEPER
Typing, filing, entering phones, light entry. $300 per week. Send resume to: M.L., 5661W. Maple Rd., Suite A, W. Bloomfield, MI. 48033.

ATTENTION
JOB SEEKERS
Christmas is around the corner and he time to think about arning extra money is now Working as a S.S.A. Temporary can provide you with top pay, bonuses and health care availability. Call now.

TYPISTS
SECRETARIES
WORD PROCESSORS
SWITCHBOARD OPERATORS
DATAENTRY
CLERKS
NEVRA FEE

FarmingtonHills	855-8910
Southfield	569-7500
Livonia	525-0330
Auburn Hills	373-9904
Detroit	963-2290
Sterling Hgs.	977-5740

Supplemental Staffing, Inc.
The Temporary Help People

ATTENTION
WE NEED YOU
SECRETARY
$1to $7 HR.
WORDPROCESSORS
(WordStar, CPT, NBI, Wang, Wordperfect)
$1 to $8 HR.
SWITCHBOARD
(Ten Mitel, Dimension)
$5 to $6 HR.)
LEGAL SECRETARIES
$6 to $8 HR.
MEDICAL SECRETARIES
$6 to $8 HR.
Aaar Temporaries
459-1166 NO FEES
TIP WAGES & FIRMS
PAIDMEDICAL & VACATIONS
540 S. Main - Suite 102
Plymouth, MI 48170

AVIATION SECRETARY
Southfield corporation offers unique opportunity for a proficient secretary/administrator at Oakland-Troy Airport. Must have excellent typing, organizational & communication skill. Possible flying opportunities. Mail resume to: St. Jo Box 300, Bloomfield, MI 48037, Attn: 45/000 or call after 9 am 333-3311, Ext. 217

504 Help Wanted Office-Clerical

BILLING CLERK
Growing Freight Co. seeks experienced Computer Oriented billing clerk. Must be fast paced & accurate. Excellent opportunity & benefits. Please send resume & salary requirements to: Administrative Mgr.
AMERICAN DELIVERY SYSTEMS
30580 ORCHARD LAKE RD.
FARMINGTON HILLS, MICH. 48334
An Equal Opportunity Employer

BIRMINGHAM based Payroll Company has full or part time (24 hrs. per wk.) positions for mature person with experience and/or strong interpersonal skills required. Typing or CRT skills a necessity. Call 645-5020, between 9am-5pm, or Send resume to: Payroll 1, 251 Merrill, Suite 200, Birmingham, Michigan, 48011, attention Judy.

EXPERIENCED BOOKKEEPER
Full time position. Must have 3 years law firm experience preferred. Excellent benefits. Please respond P.O. Box 2004, Farmington Hills, MI 48018-8040.

BOOKKEEPER
CPA firm has openings for full-time Bookkeeper. Send resume to:
Dept. Ods & West, 20600 Telegraph Rd., Ste. 3165, Birmingham, Mich. 48010

BOOKKEEPER - experienced in all facets of general ledger accounting. Good communication skills are required. Light typing helpful. Good benefits. Salary commensurate to exp. Send resume to: Box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge for part time work with Real Estate Development firm. Flexible hours. Some computer knowledge helpful. Send resume to: Mr. Eisenberg, 30445 Northwestern Rd., 211 West, 14 Mile, Suite 201, Farmington Hills, MI 48018

BOOKKEEPER - FULL CHARGE
For Detroit Metro hotel, to include accounts payable, G/L, computer, payroll, etc. Part time to full time possibilities with flexible working hours. Experience required. Send resume to: Comfort Inn, 5900 Middlebelt Rd., Romulus, MI., 48174.

BOOKKEEPER - GENERAL OFFICE
Full time position available. Experienced in all phases of office work. Send resume to: P. O. Box 886046, Wixom, MI. 48096

BOOKKEEPER - PART-TIME
Experienced with computer knowledge. Accountant's office. Resume to: H. Eisenberg, 30445 Northwestern Rd., Ste. 211, Southfield, MI. 48076

BOOKKEEPER'S ASSISTANT
Needed for computer retail store. Accounting experience required. Experience necessary. Typing & filing. Medical benefits. $5-$6 per hour. Call Diane at 355-0250

BOOKKEEPER/SECRETARY
A Excellent salary & benefits to an individual to handle its full time bookkeeping & secretarial duties. This individual will report directly to the owners who actively run the business. Responsibilities include: bank rec, accounts receivable & payable, payroll, general ledger & monthly financial statements. Some typing is required. Knowledge of word is required. Computer knowledge is not necessary. Company employee benefits. Qualified candidate must have experience & performance. Qualified individual should respond to: P.O. Box 822, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING
General secretarial, part time
Plymouth. Call Diane 459-7080

BUSY ADVERTISING specialty company needs Secretarial help. Non smoker.
2*5-4*00

CASH FOR CHRISTMAS
Work 16 Christmas for those needed shopping dollars. If you have light typing & filing skills, we have jobs, long or short term. Farmington Hills & Southfield available. You can work as much or as little as you like.
no fee - No fee - Benefits
TEMPORARY RESOURCES
356-1616
Livonia - Southfield - Troy
Taylor - St. Clair Shores - Ann Arbor

CHURCH SECRETARY
Livonia Area
Hours 9AM-4PM $ 35 per Hour
Call Kathy
459-8300

CLERICAL ASSISTANT
Growth in our Rental Division has generated an immediate opening for Clerical support. Experience in Telecommunication & Information Processing coupled with accurate typing & clerical organization skills are required. We offer a professional environment with excellent benefits. Salary commensurate.
Send your resume & salary history, to: Personnel Manager, Anderson & Assoc., 24333 Indoplex Circle, Farmington Hills, MI 48024
An Equal Opportunity Employer

CLERICAL
Franklin Savings & Loan is now accepting application for entry level positions. Full time & part time & part time pool options. Apply at or send resume with salary expectations to: Franklin Savings, 26400 12 mile, PO box 5006, Southfield Michigan, 48086
An Equal Opportunity Employer

CLERICAL
Full time days. Data entry. 55 wpm. Pleasant Oak Park office.
Call Cindy, 569-0850.

CLERICAL HELP - Immediate full time, entry level position. Only 35 hrs. Necessary skills to qualify include: data entry experience, general accounting experience, typing 45wpm, excellent phone voice & manners, as well as good organizational skills. Call C. Marshall, 649-4454 ext 502
An Equal Opportunity Employer

CLERICAL
Largest volume Ford dealership in metro Detroit needs help. If you have accounting, clerical and organizational skills, we want to talk to you. Hospitalization, life insurance and other liberal fringes. Flexible hours. Previous dealership experience not required. Apply in person to Rick Zawacky or Frank Grate at:
PAT MILLIKEN FORD
Oak Park & Ford Road
9600 Telegraph, Redford, Mich.

CLERICAL - PART TIME
Bookkeeping, Receiving, Duties. Some experience necessary. Call 9 A.M. - 1 P.M. 557-1550

CLERICAL POSITION
Part time. Letter opening and sort. Exp. $4.00 per hour. Livonia area. 261-0830

CLERK
Immediate opening for General Clerical Personnel. You must have at least 3 years experience, have good organizational and communication skills, good math ability and minimal typing (40 wpm). Pleasant environment, full benefit package. Qualified candidates send resume and salary requirements to:
ADVANCE CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

CLERK/RECEPTIONIST/TYPIST
2-3 years experience. Southfield cpa firm. Good salary & benefits. Send resume to: Box 837, Wittus, 28555 Evergreen Ste 315, Southfield, 48076

CLERK/TYPIST/SECRETARIES - General Clerical, Typing trainees. No fee. Call 557-4417

CLERK/TYPIST
Two immediate openings in rapidly growing Foreclosure Department of Birmingham law firm. Must be accurate typist with minimum speed of 45 WPM. Word processing experience highly desirable. Call Linda, 540-7701

COOKS, DISHWASHERS, Salad Prep, needed full & part time, good pay, apply in person. Big Boy, 30 Bernard St., 28855 Northwestern Hwy, Southfield, Applegate Bq.

COORDINATOR
Aggressive sales group needs customer conscious typist able to handle computerized processing priorities. Great growth potential for outgoing phone personality with detail ability. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

504 Help Wanted Office-Clerical

COMPUTER
OPERATOR
MIDNIGHT SHIFT
We have an immediate opening for an individual who is self-motivated, enjoys taking a task to the ability to make sound decisions in our Entry-level Computer operation position. Pay approx. $6. per hour with excellent fringe benefits. If qualified, send resume to:
Personnel Dept.
FOODLAND DIST.
12701 Middlebelt Rd.
Livonia, Mich. 48151

An Equal Opportunity Employer

COMPUTER TRAINEE
CPA firm has openings for full-time Computer Operator, Call:
Guest, Ods & West, 645-1411

CRT TYPIST
CPA firm, located in Southfield, is looking for an experienced CRT Typist in our Management Consulting Department. Candidate must have:
• Minimum 6 months general office experience
• Minimum 8 months typing experience
• Ability to type 50-55 WPM
We are prepared to train on the use of a our word processing equipment.
We offer a competitive salary and benefits in a professional environment in our new office. There is the opportunity for overtime.
If you believe you meet the above requirements, send your resume in confidence to:
Ms. Kathy Sheldon
Grant Thornton
25913 Northwestern Hwy., Suite 400
Southfield, MI 48034
An Equal Opportunity Employer

DATA ENTRY/Computer Operator
We are a medium-size Public Accounting firm in the Troy area. We immediate opening for an individual who has experience with IBM Personal Computer + average typing skills. You will be responsible for: Data Entry, Data assist Office Manager & Professional Staff with word processing. Must be detail accurate with experience. For confidential consideration, please forward resume with cover letter stating your salary requirements to:
Rehmann & Robson, 755 W. Big Beaver, Suite 1404, Troy, MI. 48084

DATA ENTRY
for Law firm. Computer experience required. Salary commensurate with ability. Call Maureen/Cecil Background preferable.
Call Laurie 358-3500

DATA PROCESSING
An automotive related plastic injection molder is currently seeking part time/full time individuals for data processing clerks. The responsibilities include: data processing shipping & billing documents, MRP function, accounting & general office duties. Qualified candidate requirements for this position are 8am-1:00pm. Ideal candidates should have good clerical skills, be detail oriented, and be able to work independently. Prior IBM System 36 & Automotive background would be helpful (but not mandatory required). Please send resume including salary history to:
LINDSAY & PAVELICH
6395 Rochester Dr., Canton MI 48187.
Attn. Personnel

DRIVERS/MOVERS - large company in Troy needs multiple Drivers & individuals who are able to do lifting and moving.

EXECUTIVE SECRETARY - management position. Experience working for top executive. Must possess exceptional secretarial skills.

SECRETARY/WORD PROCESSOR - good secretarial skills and experience on word processor. Ability to handle detail in production with a 'Big Three' corporation.

IBM PC OPERATOR - experience on any of the following: software needed - Lotus 123, Wordstar, Displaywrite III, Multimate.

WORD PROCESSOR - If you have experience on the IBM Displaywriter, IBM 5520, Wang, Xerox, Lanier or NBI, we have a job for you!

Ask about our exceptional benefit package and free word processing training.

ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5610

RenCen, Detroit 567-0050
Auburn Hills 377-4980

ENGINEERING SECRETARY
Southfield manufacturer has immediate position in its corporate division. Good typing. Math reasoning and accuracy a must. Mechanical or technical aptitude helpful. Excellent working conditions and benefit package included. Please respond to:
P. O. Box 2020, Southfield, MI., 48037.

ENTRY LEVEL MEDIA ASSISTANT needed for a busy fast paced ad agency in Birmingham. Computer experience a must! High organizational skills required. Phone skills & filing all a part of the job. Full time position with some overtime involved. Qualified persons call Deb: Office Manager, Stone August & Co.
848-9200

EXECUTIVE SECRETARIAL POSITION available in Farmington Hills. Must be an excellent typist and ability to be flexible. Several years experience desired but will train. Reply to Box #658, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Permanent part time. Southfield area. Challenging position. Call for appointment. 557-2757

EXECUTIVE SECRETARY
Southfield corporate office seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be self-motivated, organized with attention for details and be willing to work flexible hours. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call after 9 am. 353-3311, Ext. 217

FILE CLERK/ERRAND RUNNER - Mon. thru Fri. Experienced in Oakland hills law office. Must have own car. Call Mrs. Bass 332-9258

FORTUNE 500 CO.
Farmington Hills Area seeks experienced Secretary with good skills. Computer literacy & excellent benefits. For interview call Mr. Barber, 855-1750

FULL CHARGE BOOKKEEPER, full time. Call between 4-7pm. Mon thru Fri. Troy area. 549-5879

FULL TIME position available for dependable, reliable individual. Typing, bookkeeping and multiple clerical duties. 332-5340

GENERAL OFFICE
Moving & Storage Co. in Troy. Bookkeeping experience thru Trial Balance helpful. General Office skills, moving & storage experience preferred. 645-0233

GENERAL OFFICE
Full-time help for property management company in Southfield. Must have computer experience and references. Call Mon. thru Fri. 8am to 5pm.

352-2015
An Equal Opportunity Employer

GENERAL OFFICE - rapidly growing Plymouth based firm seeks experienced general office clerk for full time position. Requirements include pleasant phone manner, typing, filing, etc. & a willingness to learn. Position offers full company benefits. Salary commensurate with experience. If qualified forward resume & salary requirements to:
Box 838, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

GENERAL BOOKKEEPER for accounting activity up thru trial balance for a home for aged. Pleasant surroundings & good working conditions & compensation. Wayne area. Call for interview appt between 9am-2pm. 326-8030

GENERAL OFFICE - Part-time Mature Person. Typing required. Pleasant phone voice, etc. For details, call Mr. Wyatt, 358-1090

GENERAL OFFICE - some bookkeeping & payroll experience helpful. Good handwriting. In Farmington Southfield area. 557-1110

GENERAL OFFICE
Knowledge of bookkeeping helpful. 3 days, 6 hrs. per day. Please apply at: 32525 Stephenson Highway, Madison Heights.

GENERAL OFFICE - responsible, multi-line work with people, hours are Saturday, Call for appt. 642-8322

GENERAL - office clerk for personnel dept. of leading corporation. 6-12 months office experience. Knowledge a plus. Contract position, call Celeste at Uniforce 357-0644

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

GENERAL OFFICE - receptionist; data entry clerks, typists - word processing, data file clerks for major corporation, immediate hire, contract positions, call Joanne at Uniforce 646-6188

GENERAL OFFICE
Fast paced Southfield based company located in Livonia looking for highly motivated/organized, energetic individual to assist in the administration of its repossession group. Light typing, 30wpm, 10key pad, computer knowledge helpful. Must be detail oriented. Salary commensurate to: J. Egan, PO Box 9342, Livonia, Michigan 48150
Equal Opportunity Employer M/F

GOLDEN
CAREER
OPPORTUNITIES
PERSONNEL SECRETARY
$18,000
LEGAL SECRETARY
(Undivorced)
$22,000
SECRETARY
To $15,000
GENERAL OFFICE
$14,000
RECEPTIONIST
To $12,000
TYPIST (2nd shift)
$12,700
GENERAL OFFICE
(20hrs) $5.50/HR.
TELEPHONE
COORDINATOR
(medical)
$17,500
SECRETARY
$15,000, excellent benefits
ALL FEES PAID
Personnel Systems
9440 S. Main, Suite 107
Plymouth, MI 48170
459-1166

HEAD BOOKKEEPER
sought by luxury automobile dealership. Experience in all phases of bookkeeping required and/or educational equivalent. Advancement poss