500 Help Wanted

SCREEN PRINTER WANTED for medium print, minimum 2 years experience textile & plastics, top pay & benefits. 681-8300

SECURITY GUARDS
Contingent positions available for experienced security guards on various shifts. For details, contact:
GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Rd.
Garden City, MI 48135
421-3300, Ext. 277

SECURITY
IMMEDIATE OPENINGS
GUARDIAN BLDG. AND THE SOURCE Due to major growth, we are seeking a large number of qualified security officers. Requirements include home telephone, working with children, Michigan driver's license & no criminal record. We offer:
-Excellent Full Time Positions
-Flexible Hours
-Weekly Pay
-Paid Holidays
-Rapid Advancement
Apply in person Mon.-Fri. 9am-4pm.
Personnel Dept.
20640 Southfield Rd., Southfield
An Equal Opportunity Employer

SECURITY OFFICERS
Immediate openings available in Oakland County for security officers in the specialized areas of hospitals & industrial security. Weekend pay is per hr. Retirees & college students welcome. Apply in person Mon. 8:30-3:30 at Nation Wide Security, office located one mile W. of Telegraph Rd. Agency Office Center, Southfield 355-0000
30100 Van Dyke #229, Warren 751-2014

SEAM DRIVER
1 day trip/week pay, 2 to 4 paddle runs per week, covering Ohio, Indiana, and Illinois. Weekend pay. Balance of time working local. Must be experienced driver. Need references. Long haul position opening soon. Call Eric or David 463-9600

SERVICE ROUTE for Plymouth/Canton Area - Need people to do service route work, full and part time. Must have valid driver's record, a self starter who enjoys meeting people. Good pay and uniforms furnished plus company benefits. For appointment call 459-8454 or 471-2950

SERVICE STATION ATTENDANT
Full time position, 40 hours, top wages, paid holidays, paid vacations. Apply 8AM-3PM, Schoolcraft Station, Orchard Lake & 15 Mile.

SHEET METAL INSTALLER - minimum 5 yrs. experience with some commercial work. Top wages & benefits negotiable. 476-2626

SHIPPING & RECEIVING
Experienced only, full time, top salary commensurate with experience. Call Mac, Personnel Mgr. 348-3000

SOCIAL DIRECTOR - PART-TIME needed for large Farmington Hills condominium complex. Duties include writing the monthly News Letter & organizing social events, directions & arranging Books/ functions for the residents. For interview, call 471-5400

SOUTHFIELD financial planning office seeks to hire person with minimum 2 years experience in small business & some business experience, to begin in house CPA office with work load, computer experience helpful but not essential. Must be non smoker, aggressive & able to think under pressure. Starting pay negotiable.
Send Resume to:
3000 Town Center, Suite #2750, Southfield, Michigan, 48075, attention Pete.

SPECIALIZED FOSTER CARE Case Worker wanted for fast-growing innovative agency in Southwest Wayne counties. MSW required & experience with foster care required. Salary negotiable. Send employment & resume to Dept. J, P.O. Box 1247, Berkley, MI 48072

STOCK HANDLER
Stock, inventory control, heat, accurate. Call Beckett at Livonia area. 591-8081

RED WING TICKET WINNER
DAVE AZEEZ, SR.
26064 Westfield
Redford
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Friday, January 2, 1987 to claim your two FREE RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS!

STOCK PERSON
Call for appointment, ask for Dan McCarney 353-0150

STOCK-PRODUCE. I. Diet Help- $5 per hr. plus benefits with experience. Apply Mon. Tues. Wed. Bernstein Market, 130 W. 14 Mile. 544-9000

Store Merchandisers
Part Time
We are a national distributor of family books and videos seeking individuals to merchandise our products in retail stores. We currently have the 12-15 hours a week part time slots:
- work 20-23 hours a week merchandising family books at Farmington Hills area retail stores
- work 13 hours a week merchandising family books in Northville area retail stores
- work 12-15 hours a week merchandising family books in Belleville/ Garden City area retail stores

Starting salary is $5 per hour, and no experience is needed for these daytime hours. Car necessary, auto insurance required. For consideration, call Scott Sales.
312-547-4444 collect
C.B.S.
Subsidiary of CHAS. LEVY COMPANIES

SURVEY
INSTRUMENT PERSONS
The City of Rochester Hills seeks qualified individual responsible for the operation of all survey instruments and leading a survey party.
Qualifications include five years experience in surveying with three years supervisor over a survey party. Experience in operation of Theodolite and EDM equipment and knowledge of all survey requirements and data reduction. Salary $7.84 to $9.60 per hour plus COLA and excellent fringe benefits. Residency required.
Please submit resume to:
Manager, Purchasing/Purchasing
1000 Rochester Hills Drive
St. Van Born Chiropractic Clinic, 23610 Van Born, Dearborn Hts.

DATA ENTRY
(Temporary Position Until 8-30-87)
Blue Heaven of Detroit has a temporary Data Entry position available. Candidates should have medical terminology and some computer background is helpful. Typing of 40 wpm is necessary. Please submit resume to:
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17186 Wyoming - Suite 119
Detroit, MI 48203
Employment Office
Equal Opportunity Employer M/F

500 Help Wanted

TAX PREPARERS
High Volume location,
25-20% Commission,
641-6675 or 961-0007

TAX PREPARERS
H & R Block/Nationwide Outside
Call now time is short! Pick/Part time, Mornings, Nights or 961-0007

TEACHER - EXPERIENCED
Private middle school, english and math, afternoons.
Call A.J. Ball to 4 PM. 557-6750

TEACHERS - responsible, warm, loving, dependable individuals to teach pre school age children. Positions open: teachers for toddlers, teacher/van driver, substitutes, assistant director. If interested please apply in person at Kinder Care, 28195 Farmington Rd., Farmington Hills, 553-7350 Troy, 689-8111

TELEMARKETERS
& CANVASSERS
Well established, rapidly growing company now offering full & part time day or night positions in Livonia. Motivated individuals will earn $5 hr. hour; salary plus commission. Call:
476-2900 or 476-2963

TELEMARKETING
Clear speaking, friendly minded individuals needed to fill our telemarketing positions. Hours 5:30-9:30 pm Mon. thru Thurs., Sat. 10am-2pm. Interested - call Roy, 698-4330

TELEPHONE/RECEPTIONIST
We're looking for a highly motivated individual for our busy weight loss center. Must be personable, energetic able to handle busy telephones, in our Southfield location. If you're available to work Monday thru Friday, call Studer at 540-8600

TELEPHONE SALES
Homemakers - work flexible hours out of your home. Must be 18 or older. Professional & reliable. Telecommunications Inc. John. 557-7358

TELEPHONE SOLICITOR
Experienced - to work in Tuxedo Rental Shop. Livonia.
Ask for Mr. Du. 425-7070

THREAD GRINDER OPERATOR
Some experience necessary. Reference tested to apply. Send good resume to: R.L. Schmitt Co., 34508 Glendale, Livonia. 525-9318

TRACTOR TRAILER DRIVER wanted. Local deliveries, must have class B license. 555-1369 722-9918

TRAINING OPPORTUNITY
FREE CAREER TRAINING
Detroit Business Institute, Southfield branch, has been awarded a contract to train eligible Oakland County residents in a 35 week program to become a
WORD PROCESSING SPECIALIST
No previous typing or business background required. Classes begin January 5, 1987. For more information call:
CALL KAREN 557-8744
Detroit Business Institute
Southfield
21700 Northwestern Highway

TRUCK WASH ATTENDENT - $3.50/hr to start. Must be good worker.
Call Jerry 291-5620

TWO MIDNIGHT POSITIONS for a Good, Young Home. Supervision and housekeeping. 10 AM. - 10 AM., Sun. - Wed., or some hours Thurs. - Sat. $4.25 per hour. Medical benefits that are 90 days in effect.
437-0141 or 478-0470.

VALET ATTENDANT
Full time days. Good driving record. Southfield location. Hours: 10am-3pm & 3pm-9pm. Sat., 10am-8pm Sun., 12noon-5pm.
Call 626-3820 or 423-6150

VALET POSITION open at the Round Table Club in Plymouth. Lunch and/or dinner availability. Contact Libby for an appointment at 453-1832

WAIT PERSONS wanted for busy restaurant. Must be able to work days and nights. Will train. Apply in person: REDS EAST, 8407 Orchard Lake Rd., West Bloomfield.

WANTED
Adult & 1 or 2 boys or girls
For CREW DELIVERY
- Hours flexible
- Deliver 250 to 300 newspapers on Mondays & Thursdays
- Your own vehicle needed
- Average delivery takes 3-4 hours
- Earn approx. $5 an hour
- Garden City, Westland, Plymouth, Canton areas.

For further information, call the Observer Circulation Department:
591-0500

WAREHOUSE/DELIVERY PERSON
Heavy lifting a must. Own transportation. Call for interview. Ask for Kevin or Harold 533-3111

WAREHOUSE TRUCK DRIVER
Hardworking, clean cut individual wanted to drive stake truck for delivery & assistance in the busy area & warehouse work. Includes loading & unloading stock. Experience helpful. Must have valid chauffeur's license. Apply between 2-4pm at Wholesale Nesting Supply, 155 Orchard Lake Rd. 2 blocks W of Woodward.

WEEKEND DAYS housekeeper and desk clerk needed. Apply Red Roof Inn, 39700 Ann Arbor Rd. Plymouth

YEAR END ANALYSES CONTRACTOR - Farmers Home Administration (Freeval) 58 Barbut Street, Whitmore Lake, Michigan 48189; (313) 449-4446, seeks contractor to work with farmers to complete year end analyses. Contractor Qualifications: Responses are solicited only from prospective suppliers who have had two (2) years recent experience in loan making and servicing of farm loan programs. This solicitation is intended to utilize sources of excellence involving and marketing knowledge with budget sheet, cash flow and income statements. The experience requirements of the prospective supplier shall extend to all members of the supplier's organization who are proposed in professional capacities. A brief written summary of experience and qualifications of the person or firm, and all personnel expected to perform work under this contract.

$20,000 TO $30,000
Ground floor opportunity at body toning clinic. Need enthusiastic outgoing person. Management and retail sales experience desirable. Huge advancement. 552-8883

100 PACKAGERS NEEDED IMMEDIATELY
for the Livonia area. Must be able to work 8 hour shifts, be over 18 years of age & have reliable transportation. Come in and apply between the hours of 9am-3:30pm or call:
Somebody Sometime
Temporary Help
15203 Merriman
(Village Fashion Mall)
(7 mile & Merriman)
477-0900

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Detroit, MI 48203
Employment Office
Equal Opportunity Employer M/F

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NURSE AIDES
PART TIME/FULL TIME
ALL SHIFTS
Camelot Hall
Convalescent Center
35109 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES
$5.60/$6.10
COMPANION AIDES
$4.60/$5.10
$100. BONUS
FOR NEW HIRES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call Mon. - Fri. between 10am - 4pm Monday thru Friday.
OAKLAND NURSING UNLIMITED
540-2360

NURSES AIDE - approximately 1 hour - 7:30am-8:30am, 13 mile & Greenfield area. Call Applebaum Realtors gentlemen. Must know Israeli & speak. Reference. 932-9133

NURSES ASSISTANTS
Dearborn Heights Health Care Center on Ford Rd. near Beech Daly has openings for Nurses Assistants on all shifts. Competitive wage and benefit package with higher wage to begin in January. No experience necessary. Apply in person. Applications taken Mon. thru. Fri. 9 to 11 and 12 to 2:30.

NURSING ASSISTANTS
Days & Afternoons/Will Train
LPN'S
Full Time/Multiple Shifts
Apply in person:
Middlebelt-Hope Nursing Center
34410 Cambridge, Westland

NURSING SUPERVISOR
Afternoon Shift
CAMELOT HALL
35109 Ann Arbor Trail
Livonia, MI. 48150
522-1444

OFFICE MANAGER
We are looking for an enthusiastic career minded individual to function as office manager for a physician's dental practice in Troy. Salary & benefits commensurate with experience. 3-4-32 Hrs. per week. Call evenings
OPTHALMIC ASSISTANT/TECH
Immediate availability. Full time position.
341-3450

RECEPTIONIST - EXPERIENCED
Looking for front desk in Medical office in Southfield. Must know Blue Cross, Medicare & Medicaid, computer knowledge helpful.
Call 557-8806

RECEPTIONIST NEEDED for Royal Oak Dermatologist. Some typing, positions available. Call Monday thru Friday between 9-5. 548-0100

RECEPTIONISTS
Family physicians in Novi have openings for a full time & a part time receptionist. Please call 478-2950

RECEPTIONIST needed for part time duties at the Van Born Chiropractic Clinic. Apply Friday, 9am-12 & 3-6pm at 23610 Van Born Rd, Dearborn Hts.

RN and LPN
positions available,
3-11 AND 11-7 full and part time. Please call Mrs. Ferguson for an appointment, Nightingale West Nursing home, 8365 Newburg, Westland, near Joy Rd. 261-5300.

A FEW GOOD WORKERS
Numerous accuracy important, filing, computer work. Will train, part time job. Good benefits. Inkster Rd. between Ford (Schoolcraft) and Plymouth Rd. Call 937-6481

APPLY TODAY
We have all kinds of clerical positions available in your area.
- GENERAL OFFICE
- WORD PROCESSORS
- SECRETARIES

Call for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900

APPRAISAL COORDINATOR - Downtown firm seeks organized individual for management of field position. Real estate experience/license a plus. Resume/salary to P.O. Box 117, Detroit, MI 48231

ASSISTANT
Super chance to gear up for administrative duties coordinating sales & broker activities for Realtor. Perfect Friday, word processing skills a must, typing & bookkeeping helpful needed. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

ATTENTION WE NEED YOU
SECRETARY
$5 to $7 HR.
WORD PROCESSORS
(Wordstar, CPT, NBI, Wang, WordPerfect)
$6 to $8 HR.
SWITCHBOARD
(Rolm, 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 & FRINGE
PAID MEDICAL & VACATIONS
9450 S. Main - Suite 102
Plymouth, MI 48170

AUTO BILLER
Large volume dealership looking for individual with some experience on Oldsmobile or similar type of billing computer. Excellent benefits & working conditions. Jon Rosen Oldsmobile, 28111 Telegraph, Southfield, Call Sandy 355-1000

AUTO DEALER needs PBX Operator & Cashier. Dealership experience preferred. Farmington Hills area. Call Mrs. Frondorf, 471-0800

AUTO DEALERSHIP needs experienced Accounts Receivable & other clerical tasks. Call Barbara at: 722-9100, ext. 239

AUTO DEALERSHIP (G.M.) in Livonia, needs Bookkeeper/Operator. Typing & finance - A Must 525-0900

AUTOMOBILE BILLER
experienced, Hurd, Hamp, Brock, Ford, Westland. Call Norm Aragus 729-1000

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ACCOUNTANT - typing (45-55 wpm) filing clerk, plus 23 years experience for Fortune 500 company, contract positions, call Sharon at Uniforce 546-7663

ACCOUNTING CLERK
CRT experience, Ford Rd. Send resume with salary requirements to P.O. Box 124 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING - data entry, typists, (55wpm), for large Southfield corporation. Temp. to perm. positions. (Employment contract positions. Call Marlene at Uniforce 357-0041

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ACCELERATE YOUR CAREER IN 1987
OFFICE MANAGER
(engineering office)
$20,000
LEGAL SECRETARY
(shorthand)
$22,000
PERSONNEL SECRETARY
$15,000
SECRETARY
To $15,000
GENERAL OFFICE
$14,000
RECEPTIONIST
$13,000
WORD PROCESSORS
(WP, Wordperfect, Wang)
PAYROLL CLERK
$11,000
$17,500
SECRETARY
$15,000, excellent benefits
ALL FEES PAID
EVENING APPOINTMENTS
Personnel Systems
8450 S. Main, Suite 102
Plymouth, MI 48170
459-1166

ACCOUNTS PAYABLE CLERK
Part time entry level position for small expense mail service company 13 Mile & Telegraph area. Hours 8am-5:30pm. Mon. Wed. & Fri., flexible. Proper person should be organized, detail oriented, eager to learn. College accounting student preferred but will train. Call Anne Edwards 542-6000

ACCOUNTS PAYABLE CLERK
Entry level position, requires 1-2 yrs. experience in computerized accounts payable. Competitive wage & fringe benefits package is offered. Mail or fax resume to: Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE Clerk, needed for medical office in Livonia. Bookkeeping experience preferred. Competitive wages and benefits. Call Mr. Hoover 591-0440

ACCOUNTS Receivable clerk needed for medical office in Livonia. Experience bookkeeping preferred. Competitive wages & benefits. Call Mr Hoover 591-0440

ADMINISTRATIVE ASSISTANT for condominium development in West Bloomfield. Prefer real estate sales, marketing & administrative experience. Must be neat appearance & non smoker. Call: 553-9865

ADMINISTRATIVE ASSISTANT
Dearborn located company needs person with word processing, Dbase, Dos minicomputer PC (Word Star & Lotus Knowledge helpful). Typing, filing, general clerical, receptionist & answering phones.
Working conditions excellent, job environment superior, great benefits package, salary open. Will train. Immediate opening due to promotion. Write or send resume to:
CIBER INC
Suite 523
Fairlane Office Center
Four Parklane Blvd
Dearborn, MI 48126
An Equal Opportunity Employer

Admitting Clerk/Typist
Some experience with medications preferred. Apply in person:
Ardmore Acres Hospital
19810 Farmington Rd.
Livonia

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Numerous accuracy important, filing, computer work. Will train, part time job. Good benefits. Inkster Rd. between Ford (Schoolcraft) and Plymouth Rd. Call 937-6481

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LEGAL SECRETARIES
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BOOKKEEPER
Big 8 CPA firm located in Fenton is seeking Bookkeeper for large trailer and accounting department. Ideal candidate must possess at least 2 years of accounting coursework, classes and several years related work experience. Some garnered experience helpful. Please send resume with salary requirements to Box 134, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

BOOKKEEPER - Experienced in cost accounting. Computer knowledge mandatory. Send resume to: Bookkeeper, P. O. Box 994, Bloomfield Hills, MI. 48303-0994.

BOOKKEEPER - full charge for bankruptcy law firm. Must be a little-Bookkeeper. Rd vicinity. Experienced with Bookkeeping financial software a plus. Full time with excellent benefits. Salary commensurate with ability. Pleasant working environment. Challenging position for self-starter interested in assuming total bookkeeping responsibilities. Please send resume & salary requirements to Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FULL CHARGE
Must be experienced. A self-starter, effective in accounts receivable, accounts payable, general ledger and organized. Send resume to: Donna, P. O. Box 9007, Livonia, MI. 48151.

BOOKKEEPER - FULL CHARGE
Computer experience a plus. Apply in person between 11am-5pm. Coopers Farms, 30000 Grand River, Mi. 561-2298

BOOKKEEPER - FULL CHARGE. Light typing, Accounts-Inventory Clerk, Computer knowledge. Resume: Hair Cuttery, 30000 Southfield Rd., Southfield, MI 48076

BOOKKEEPER
Full charge bookkeeper to handle all accounting functions including A/R, A/P, journal entries, G/L, monthly financial statements to work in small office for company in Livonia. Strong detail/credit skills required. Computer literate, organized, self-starter personality. Salary upper teens to low 20's. Send resume & salary requirements to: PO Box 963 South-field, 48037

FOLLMER RUDZEWICZ & Co.
Recruiting Div.
An Equal Opportunity Employer

BOOKKEEPER
Full charge, part time, for growing manufacturer of medical and protective professional offices. Salary commensurate with experience. Send resume & salary history to Mr. Neil, The Brown Company, 30000 Northwestern, Suite 400, Telegraph Rd., Suite #438, Birmingham, Mi., 48010

Part time for Troy outpatient Surgical Clinic. Good computer & insurance experience helpful.
Call Linda 828-7777

BOOKKEEPER - PART-TIME
Experienced thru Trial Balance & Financial Statements. Pleasy fax: Box 916, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
for small Farmington Hills law firm. Full time. Computer experience preferred. Call Betty 626-5448

CASHIER
Experience preferred. Will train. Salary commensurate with experience. Call Mrs. Pasternak, 625-8200

CLERICAL - NEED person motivated responsible person with good Math skills and aptitude for detail work for entry level position in high volume area. Flexible hours. Call Joan Todd, weekdays 642-5223.

CLERICAL
Part Time
$5. Hr. Must have good communication skills & ability to type & use CRT. Hours are 1PM-5PM & 4PM-8PM. If qualified send resume to:
FOODLAND DIST.
Personnel Dept.
P.O. Box 2266
Livonia, Michigan 48151
An Equal Opportunity Employer

CLERICAL POSITION
Immediate opening. Data entry, accurate typing, good math aptitude. Submit resume:
Lenard Brey, Moving & Storage
Attention Personnel Dept.
1782 E. Maple, Troy, MI. 48084.

CLERK TYPIST
Immediate opportunity in Southfield brokerage firm for experienced individual with excellent communication & office skills. Typing speed 55wpm, basic knowledge of word processing & proficiency in detail record keeping. For information, call Renee at 353-8770, ext. 227

COMPUTER OPERATORS
Full and part-time positions available. Duties will include the operation of computer equipment, set up pull schedule, distributing computer output material and bursting/trimming. Previous clerical exposure and/or data processing training preferred. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

CUSTOMER SERVICE
REPRESENTATIVE
Experienced preferred with good communication skills required to work in parts department of expanding Ford/Lincoln/Mercury dealership. Individual will be responsible for telephone assistance to parts customers and assistance to parts counter sales personnel. Excellent opportunity for right individual. Salary & prior related experience commensurate with experience. Send resume to PO Box 3004, Southfield, MI. 48037

KEYPUNCH OPERATORS
needed by service bureau. Experience required. Part time days. Rapid fund area. 937-1190

LEASING CONSULTANT
National Leasing company. Management company is seeking a full time leasing consultant for its luxury apartment community in Troy. Secretarial, sales & prior related experience preferred. Please send resume to: MAC, 5184 Times Oaks Blvd., Troy, MI 48098

LEGAL ASSISTANT/PARALEGAL
4 attorney, Farmington Hills firm requires mature person to conduct debtor exams, prepare motions and enforce Michigan judgments in probate estate. Salary $13,000-$17,000 depending on grades & experience.
551-9611

LEGAL SECRETARIES
Experienced, needed in two-paced Rochester law office. Must be energetic & well organized. Salary based.
652-4320

LEGAL SECRETARY
Experienced in Personal Injury, for small Downtown firm. Excellent salary & benefits. Full-time position with future.
334-2500

LEGAL SECRETARY - full time, Downtown office. Experience required. Word processing helpful.
584-6950

LEGAL SECRETARY
Birmingham firm. Word processing & excellent typing required.
Call Margaret: 642-1811

504 Help Wanted Office-Clerical

EXPERIENCED CLERK-TYPIST
Manufacturers National Bank has an excellent opportunity for a qualified Clerk-Typist to work in our Payroll Dept. Qualifications include typing 40 wpm, knowledge of word processing & good verbal communication skills. To 6 years of Clerical experience required. 1Yr. of accounting experience, Banking experience helpful. Please send resume with salary requirements & growth. For appointment, send resume to:
Anita Yeager
MANUFACTURERS BANK
111 W. Lafayette
Detroit, MICH. 48226
Equal Opportunity Employer
Male/Female/Handicapped/Vet

FULL CHARGE BOOKKEEPER
Expanding restaurant operation in Southfield needs an experienced bookkeeper to assume full charge of handling all accounting thru monthly financial statements on an in house system. A plus years experience in restaurant accounting preferred. Will consider training strong general accountant. Excellent pay & benefits. Assume complete responsibility for 8 sets of books, including accounts receivables, & payables, payroll & taxes. Excellent opportunity for dynamic, well organized, detail number person. Send confidential resume with salary requirements to PO Box 863, Southfield 48037
FOLLMER RUDZEWICZ & CO
Recruiting for an
An Equal Opportunity Employer

FULL TIME OFFICE HELP
Photography Lab
Redford Area
Call 937-2020

PART-TIME, responsible person needed to do general office work. Good organizational & typing skills are a plus. Hours: Mon. thru Fri., 1:30 to 5:30 PM. Call Eric at 538-7111
An Equal Opportunity Employer

GENERAL BOOKKEEPER
For accounting society up thru trial balance for a home for the aged. Pleasant surroundings, good working conditions & compensation. Call for an interview appointment between 9am-4pm. 313-228-5020

GENERAL OFFICE - Full-time 8am-5pm, Mon.-Fri. Benefits. Livonia area. 464-8500

GENERAL OFFICE help needed for small firm in Redford, typing and collecting. For more information call Kim White. 937-1800

GENERAL OFFICE - some bookkeeping, pleasant phone manner, accurate, responsible, possibly some light typing. Farmington area, only, start immediately. Phone between 1-4pm. 626-8600

GENERAL OFFICE CLERK
For busy Livonia medical practice. Duties include filing, billing, light typing, telephone coverage. Will train. Supervision. Experience not necessary, 50 hrs. per week, Mon. thru Fri., between 10am-3pm. 427-2530

GENERAL OFFICE
An established, growing property management firm in Westland is looking for a detail oriented individual, a self-starter who is assertive for a fast paced office. Pleasant phone manner & good typing skills required. Knowledge of word processing/dictaphone helpful but not necessary. Southfield area. Good salary & fringe benefits.
358-1363

GENERAL OFFICE
An established, growing property management firm in Southfield is looking for a detail oriented individual, a self-starter who is assertive for a fast paced office. Pleasant phone manner & good typing skills required. Knowledge of word processing/dictaphone helpful but not necessary. Southfield area. Good salary & fringe benefits.
358-1363

GESTETNER CORP
A leader in the office products industry presently has an opening for a Gestetner Copy Clerk. Typing skills & good future advancement potential are a plus. Prior office experience necessary. Good Fringe Benefits. For consideration please fax or send resume to: 22400 Telegraph Rd., Southfield, Michigan 48034. Attention Personnel Dept.
An Equal Opportunity Employer

HAPPY NEW YEAR
Start the New Year right by coming to Entech Services. Watch for the Grand Opening of our Southfield office.
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Auburn Hills 377-4980

HEALTH CARE CORPORATION. Full time front office position with opportunity for career advancement to management. Previous experience in a medical office setting preferred. Send resume to Personnel, Psychological Clinic, PC., attn. Elizabeth, 2000 Woodward Ave., Suite 102, Bloomfield Hills MI 48013. No phone calls please.

INCOME TAX PREPARER for tax office in Redford Twp. Days Mon thru Fri, seasonal position, can this apply. 533-7020

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The Independent Insurance Agents of Michigan provides a FREE employment service to you and our member companies. If you are an experienced insurance or personnel line CSR or wear we can help you find a position.
SALARIES TO $30,000
Call Anne Bell 960-3588
Mich. Ins. Personnel Service

INSURANCE - CLERICAL
Full or part time for Northwestern sales marketing position for Nov agency. 348-8200

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