502 Help Wanted Dental-Medical

Pharmacy Opportunities

Catherine McAuley Health Center has immediate part time openings for Retail Pharmacy Operations in Plymouth, Canton, and Brighton.

PHARMACISTS
Part Time

Applicants must be licensed in the state of Michigan. Previous retail experience and excellent ability preferred. We offer a competitive wage and benefit package.

Applications and/or resumes must be received in our Employment Office no later than noon, January 29, 1987.

PHARMACY TECHNICIANS

Pharmacy Technicians are needed to work part time. A high school diploma or GED equivalent and 20 wpm typing are required. Preference will be given to those with 1-2 years of on-the-job Pharmacy Certification Technician diploma. Retail experience would also be desirable.

Applicants should apply in person at the Employment Office, no later than noon, January 29, 1987 to take a required typing test.

Catherine McAuley Health Center
5301 E. Huron River Drive
P. O. Box 992/247
Ann Arbor, MI. 48106

An Equal Opportunity Employer

RECEPTIONIST - part time Birmingham pediatric office. Available Mondays, Tuesdays and 30 hours Thursdays. Call Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for busy Farmington pediatricians office. Approx. 35 hours per week. Experience preferred, benefits offered. Send resume to 611 Pierce, Birmingham, MI 48009.

RECEPTIONIST dental office in Farmington Hills, experienced preferred, salary DOE. Call 476-4013

RECEPTIONIST for friendly veterinary hospital, full time position. Must be experienced and dependable. Benefits available. Excellent position for with pleasing and responsible individual. Apply at: Westcott Hospital, 24429 Grand River, Detroit, MI.

Registered Nurse
PEDIATRICS

Henry Ford Health Center - Fairlane is currently seeking a Registered Nurse to work part time temporary in pediatrics. Applicants with previous pediatric experience preferred. Qualified applicants may contact, Judy Aberle at 593-8181, Mon. thru Fri. between 9-4 or submit resume to:
HENRY FORD MEDICAL CENTER
FAIRLANE - PERSONNEL
19615 Hubbard Dr.
Dearborn, MI 48126-9988
Equal Opportunity Employer M/F/H

REGISTERED X-RAY TECHNICIAN Full time. Call 591-3300 10am-3pm. 471-0875

RESPIRATORY THERAPISTS Now hiring qualified individuals for full time mornings, part time afternoons and contingent positions. Must be C.R.T.T. or registry eligible in order to receive consideration. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
8245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

X-RAY TECHNICIAN. Part time position available at Hoyt office, weekends only. Call Ann 538-4700, Ext. 549.

RN
Bio-medical applications of Livonia is accepting applications for part time RN position on the day shift for an out-patient hemodialysis facility. 1 year medical surgical experience, ICU or CCU experience desired. Qualified candidates call Linda Lizewski between 8am-2pm 525-0780

RN
Charge and or Staff Nurse. Full & part time positions available for related accounts receivable. Staff Nurse - day shift. Staff Nurse - PM shift. Part time staff nurse needed - 10 midnight shift. Sincere interest in Geriatric care. Excellent salary & benefits. Contact:
L. Hirschfield, Director of Nursing, University Convalescent & Nursing Home, Livonia 427-8270

RN - EXPERIENCED
Full time, for busy oral surgery office in Birmingham area. 642-2118

RN NURSING STUDENTS, who have completed first semester clinical rotations, work as a Nurse Tech. to enhance your knowledge and skills. 4-8, 8 and 12 hours available. Competitive salary. Van Buren Convalescent Center. 1-697-8081

502 Help Wanted Dental-Medical

RN or LPN
Afternoon shift. Part-time for small basic nursing home in Plymouth. 453-3962

RN
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. 261-6300.

RNs/ICU
Large psychiatry located suburban hospital needs RNs with 1 year ICU experience for IMMEDIATE ASSIGNMENTS.
Call Cathy
ST AMP BEHAVIORAL HEALTH CARE
557-8600

RN's/LPN'S
Full Time/Midnights
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN'S & LPNS
Make your own schedule! 4,6,8 and 12 hour shifts available. Competitive wages and benefits.
CAMELOT HALL
M. Peloski, RN
522-1444

RN'S - $10 PER HR.
To start. Excellent benefits, afternoon shift needed. Apply Plymouth CL (formerly Hendry Convalescent) 100 Haggerty, Plymouth, MI. 48170

SOUTHFIELD ORTHOPEDIC office needs person with X-Ray experience for back office work. Salary commensurate with experience. Benefits. Full time, Mon.-Fri. 352-2882

SOUTHFIELD PODIATRY office needs part time medical assistant. 358-2000

TROY SURGEON'S OFFICE
Part-time. Experienced in Medical transcription & routine office procedures. 649-5610

ULTRA SOUND SONOGRAPHER
Must be registered. Hours are position. Minimal travel. 3 years preferable. Must have 8-5ish and flexible experience. Send resume to: Woodland Medical Center, 22341 W. 8 Mile Rd., Detroit, 48219. Att: Marion Blume.

WARD CLERK
New position available for a full time Ward Clerk. Minimum educational requirement of High School diploma or equivalent with experience in health care & knowledge of Medical Terminology. Salary & schedule negotiable. Attractive benefit package available. Apply within. 8am-2pm

DORVIN
CONVALESCENT CENTER
Middlebelt, 1 block S. of 8 Mile.

WARD CLERK
Part time midnight position in the Emergency Room. Have some high individuals need only apply.
For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
8245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

X-RAY TECHNICIAN. Part time position available at Hoyt office, weekends only. Call Ann 538-4700, Ext. 549.

RN - full or part time for day shift charge position, 64 bed facility. St. Jude Convalescent Center, 34300 Ann Arbor Trail, Livonia 261-4800

504 Help Wanted Office-Clerical

ACCOUNTING CLERK ASSISTANT Start part time with possible advance to full time. Responsible for payroll, accounts receivable & payable, monthly journal entries & statements. Broad accounting & data processing experience a must. 14 Mile & John R location. Contact Laura Herrington, Antares, Inc., Madison Heights. 589-2903

Accounting Clerk
Downriver company seeking experienced Accounts Receivable Clerk. Data entry experience a plus. Degree helpful. Excellent benefits and compensation. Please send resume and salary history in confidence to: M. Farrow, P. O. Box 991, Southgate, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCELERATE YOUR CAREER IN 1987

EXECUTIVE SECRETARY
To $25,000
OFFICE MANAGER
(Word Processing)
$20,000
LEGAL SECRETARY
(shorthand)
$22,000
PERSONNEL SECRETARY
$15,000
SECRETARY
To $15,000
GENERAL OFFICE
$14,000
RECEPTIONIST
(Dental)
$15,000
WORD PROCESSORS
(CPT, Microdata, Wang)
SECRETARY
$15,000, excellent benefits

ALL FEES PAID

EVENING APPOINTMENTS
Personnel Systems
8450 S. Main, Suite 102
Plymouth, MI 48170
459-1166

ACCOUNTANT for Farmington based diversified company. A take-charge person to be responsible for financial operations, statements and tax returns. Business experience and a CPA a plus. Send resume to: 33001 Grand River, Farmington, MI., 48024.

ACCOUNTING/BOOKKEEPER
Professional Consulting firm seeks full charge bookkeeper with computer experience. Flex time - minimum 30 hours per week. Send resume to: The Thirteen Group, PO Box 8502, Livonia, MI 48151-1502.

ACCOUNTING CLERK
A subsidiary located in NW Detroit needs full time general accounting clerk. Word processing & computer skills a plus. Send resume to box 224, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING CLERKS
Campbell-Ewald Co., a major advertising agency located in Warren, has openings for accounting clerks. Qualified candidates should have at least 1 year experience. Hours are Mon.-Fri. 8am-4:30pm plus overtime when required. Starting salary is $10,400 a year. Candidates may call for an application or send their resume to:
Mary F. Larsen
Personnel Recruiter
CAMPBELL-EWALD CO.
30400 Van Dyke, Warren MI 48093
574-3400
An Equal Opportunity Employer

ACCOUNTING CLERICAL, one year bookkeeping experience required. Some data entry a must. Non smoker. Farmington Hills area. Excellent benefits. Lasstaff, Inc. apply to Box #362, Troy, Mich., 48099

ACCOUNTING CLERK
Experienced in accounts receivables & collections. Computer knowledge a plus. NYSE company located in Wayne, excellent benefits. Send resume to: D. E. K., P. O. Box 340, Wayne, Michigan, 48184. Equal Opportunity Employer M/F

ACCOUNTING CLERKS & TYPISTS
Long term assignments immediately available. Benefits & bonus.
TSI CLERICAL
Technical Services, Inc.
Troy 583-0515
Detroit 963-5026

ACCOUNTING CLERK
High tech engineering firm needs experienced accounting clerk to handle accounts receivable & billings. Duties include preparation of time & material billings, processing of cash receipts, and accounts receivable follow-up. Please send resume & salary requirements to: Box 400, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
1 yr. experience in accounts payable, accounts receivable & payroll. Full time. Apply at Plymouth CL (formerly Hendry Convalescent), 100 Haggerty, Plymouth. Ask for Peggy. 453-0810

ACCOUNTING CLERK
Full-time position available with Southfield insurance company. Typing 40 wpm, computer familiarity a plus. Call 353-3311, Ext. 217

ACCOUNTS RECEIVABLE CLERK
Livonia area firm looking for an Accounts Receivable Clerk with experience. Good opportunity for the right person. Reply to Box 358, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Experience necessary. Demanding job in fast paced office. Must have the patience to research. Duties include distributing mail, reconciling bills, computerized posting & some accounts Receivable. Please send resume to Susan Gallagher, DGM Studios, 70 E. Long Lake Rd., Bloomfield Hills, MI. 48013.

ACCOUNTS RECEIVABLE SKILLS?
5 people with Accounts Receivable experience needed immediately for 2 month assignment starting 2-9-87 in the Troy area. Pay $5.30 per hour, 8:30 am - 4:30 pm.
CALL NOW:
362-1180
TROY

KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

Accounts Payable Personnel Clerk
Position available for a responsive organization for Accounts Payable/Payroll Clerk. Responsibilities include: All facets of accounts payable and personnel processing and record keeping. Good communication and organizational skills required. Ability to perform well under pressure and meet deadline deadlines. Excellent benefit package. Competitive salary and good benefits. Apply in person:
DORVIN
CONVALESCENT CENTER
8 MILE AND MIDDLEBELT
LIVONIA

ACCURATE TYPISTS
Needed. Good phone personality & spelling aptitude essential. Full & part time hours available. Paid training.
SUBURBAN ANSWERING SERVICE
Farmington 471-1061

ADMINISTRATIVE ASSISTANT
needed by small Plymouth company. Experienced 10 key a must, accounts payable, accounts receivable, bookkeeping, data entry preferred, well organized, accurate, self motivated person wanted. Benefits. Send resume or apply: 800 N. Lilac St, Plymouth, MI.

ADMINISTRATIVE ASSISTANT
To General Manager Major Michigan Association. Shorthand, word processing, creative writing. Send resume: 2360, 100 Farnsworth, Detroit, MI 48207

ADMINISTRATIVE ASSISTANT with secretarial skills needed for national investment training firm. Must be detailed oriented and assertive. Long term employment. Call Mrs. Hall, 5 Mile & Greenfield. Call Kim, 557-3434.

ADMINISTRATIVE POSITIONS
We have openings for the following positions:
BILLING CLERK
SECRETARIES
GENERAL OFFICE
RECEPTIONISTS
Suburban Locations. Fee Paid.
THE FISHER AGENCY, INC.
Employment Agency 477-6818

ADMINISTRATIVE ASSISTANT - Medium sized financial services firm looking for energetic self-starter to work as an Administrative Assistant. Previous employee promoted. Must have good communication and general office skills. Using IBM PC with HP Laser Jet Printer. Send resume to: J. W. Korth & Co., 29805 Middlebelt, Farmington Hills, MI 48018, Attention Leslie

ADMINISTRATIVE LEGAL SECRETARY
With Litigation. Will assist with administrative. To $23,400 a year, plus benefits with 401K plan. Fee paid.
ARCHER
EMPLOYMENT
983-8205 OR 879-1420

ADMINISTRATIVE - assistant. Southfield, total charge of secretarial, financial & organization of all office functions. Good experience, benefits. 625-5300. Fee paid

SECRETARY - group sales. Southfield, typing 65 wpm, 3 yrs. past experience in sales support, benefits. $15,000. Fee paid

PERSONNEL - assistant. Birmingham, good typing, Wang - IBM PC word processing with Lotus, handle insurance policies & procedures. Benefits, $20,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ADMINIS. ASST. $25,000
Insurance Experience
CLERK TYPIST
Type 55 $12,000
SALES SECRETARY
Shorthand etc. $17,000
SECRETARY
Shorthand to $19,500
PERSONNEL CLERK
Interviewing Exp. to $18,000
ALL FEES PAID 964-5300
S. HANS BECKER

ADVERTISING AGENCY
National Ad Agency has
Two (2) Openings:
ADMINISTRATIVE
ASSISTANT: Typing, 55-70 WPM; Shorthand, 80 WPM.
SECRETARY to Financial Manager. Typing, 80 WPM.
Knowledge of IBM Word Processor helpful. Some Overtime.
Call Nancy Heenan, 645-6170
An Equal Opportunity Employer

ALL AROUND OFFICE SKILLS
Excellent typing and phone skills a must. Livonia area. 425-6118

ALL FEES COMPANY PAID
EXECUTIVE SECRETARY
LEGAL SECRETARY
BOOKKEEPER
RECEPTIONIST
MEDICAL
TRANSCRIPTIONIST
SECRETARY
Many other permanent full-time positions are available

ABILITY SEARCH GROUP
Farmington
851-3600
Evening Appointments Available

AMERICA'S LEADER in lawn care is currently accepting applications for several entry level customer service representatives for our Hoyt office. Must enjoy customer telephone contact in a fast paced office environment. Seasonal openings (Feb-Oct) up to 40 hours per week including Saturdays. Starting salary $4.50 - $5 per hour. Apply ChemLawn Services, 23515 Haggerty Road, Novi 48050. 348-1700

ANNOUNCING A CLERICAL position available in our rapidly expanding Southfield medical supply office. We seek a qualified individual with excellent typing and calculator experience. Data entry experience helpful. Very pleasant working atmosphere and excellent benefits. Send resume to Box 375, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A Personnel Sec'y
To $17K - Fee Paid
Type 50-60, no shorthand. Suburban established firm. Professional take-charge person, good phone.
EMPLOYMENT CTR. II
640-4130

504 Help Wanted Office-Clerical

APPLICATIONS ARE now being accepted for General Clerical Office positions. Apply at:
Art Van, 31201 W. 8 Mile, Detroit

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

APARTMENT seeking agent. Comfortable office, college student welcomed. Some sales helpful. 2 days per week. 352-4061

Arbor Temporaries
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.

INSURANCE CLERICAL
(experienced)
$6-$8 HOUR

NO FEES - Call 459-1166

TOP WAGES & FIRMS
PAID MEDICAL & VACATIONS

9450 S. Main - Suite 102
Plymouth, MI 48170

ASSISTANT BOOKKEEPER
Posting to accounts receivable, accounts payable, sales journals and cash disbursement. Inventory control, typing and handle 3 line phone. Experience preferred. 55 per hour to start plus benefits. Troy area. Apply to Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT BOOKKEEPER
Downtown Birmingham Real Estate management Company. Full time, some typing required. 647-7191

ASSIST EXEC.!
FEE PAID - $20-$24,000
TROY Lovely office for person chosen to assist executive. Personality & self confidence are valuable attributes. Must be able to handle important matters while Boss is traveling, (shorter) and rest - not needed early, benefit package. 642-0555

DOROTHY DAY PERSONNEL, INC.

ATTENTION:
Needed immediately. Temporary jobs in Auburn Hills. Companies are seeking additional help for: a. Typists 40-50 wpm. b. Typists 60 wpm. c. Statistical Typist. d. General Secretaries. CRT Operators & Word Processors. Call:
Temporary Specialists 354-3611

BIRMINGHAM Architectural firm seeks full time head draftsman. Work experience necessary. Familiar with all types of construction, self-directed with min. supervision. Salary negotiable. Benefits available. 645-1711

504 Help Wanted Office-Clerical

LOAN PROCESSOR
County Mortgage Corporation, a subsidiary of First Federal of Michigan, has an immediate opening for an experienced residential mortgage loan processor for a position at its office to be located at: 706 N. Woodward in Birmingham.
Qualifications:
- High motivation for timely processing of new residential mortgage loan originations
- Good knowledge of residential mortgage loan origination policies and procedures
- Ability to deal effectively with the public
- Good organizational skills
- Light typing ability

Competitive salary and benefits. Send resume and salary requirements in confidence to: Employment Manager

First Federal of Michigan
1001 Woodward Ave.
Detroit, MI 48226
An Equal Opportunity Employer

A Kelly job is for IBM PC word processing operators
Kelly Services has immediate long and short term positions available for IBM PC word processing operators experienced on:
- Displaywrite III
- WordStar
- WordPerfect
- Lotus 1-2-3

We offer competitive pay and the chance to work with some of the best companies in town. Come to America's number one name in temporary help. We'll put your valuable skills to work.

For appointment:
Southfield 352-5220

KELLY The Kelly Girl® People SERVICES

Not an employment agency — never a fee.
An equal opportunity employer M/F/H

504 Help Wanted Office-Clerical

ATTENTION TSI ASSIGNMENTS
are immediately available to you in the Southfield, Birmingham & Farmington areas.
- ACCT CLERKS
- DISPLAY WRITE III
- WORD STAR
- WORD PERFECT
- LOTUS 1-2-3
- TYPISTS

We have excellent benefits along with a bonus program. Come, be part of our team. Call today
TSI CLERICAL
Technical Services, Inc.
Troy 583-0515
Detroit 963-5026
An Equal Opportunity Employer

AUTO
ACCOUNTS RECEIVABLE
Immediate opening for individual with dealership accounts receivable experience. Excellent benefits in working conditions. Call Jon Persien Chevrolet, 28111 Telegraph, Southfield. 355-1000

SECH-DALI-96
Challenging full time entry level position handling customer accounts. Basic office skills & excellent phone manner required. Energetic, friendly non-smoking atmosphere. Good benefits. Will consider training with experience. Call Cindy between 1130am-1pm or 4pm-630pm for interview. 559-3820

BIRMINGHAM Real Estate office: typing, good phone skills, entry level position. 258-3410

Birmingham
RECEPTIONIST
$14,000
Top opportunity in major advertising firm for person with good telephone voice. 2 years experience. Top typing & math aptitude. Company offers excellent benefits, advancement & training opportunity.
ALL FEES COMPANY PAID
PERMANENT STAFF
SOUTHFIELD 353-0505

BOOKKEEPER/ACCOUNTANT - with 2 years experience for expanding company in Troy. CPA preferred. Salary negotiable. Reply in confidence to: PO box 986, Troy, 48099

BOOKKEEPER/CLERK TYPIST - with bookkeeping 20 hours per week. Data entry experience helpful. 737-2029 Evenings, 866-1468

BOOKKEEPER
Construction company looking for an experienced full charge bookkeeper. Must have experience and A/P, A/R, G/L 10 trial balance. Good pay and benefits. Submit resume to: Personnel Dept. 25340 Five Mile Rd., Redford, MI 48239

BOOKKEEPER
CPA firm in Southfield seeks a capable, experienced, full-charge bookkeeper for its busy client bookkeeping department. The ability to handle pressure and meet deadlines is required as well as enthusiasm. Challenging, diversified position for a person who enjoys bookkeeping. Salary MID to upper teens. Please send resume to: R. S., P. O. Box 903, Southfield, MI., 48037.

BOOKKEEPER - experienced 2-3 days per week. Flexible hours. For small Retail chain 455-8484

BOOKKEEPER
Experienced
Call J. Martin Temporaries/Plus
474-6722

BOOKKEEPER - EXPERIENCED
Needed for Southfield law firm. Salary commensurate with experience. Resume to: Box 380, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
for Furniture Store headquartered in Southfield. Responsible for all phases of bookkeeping thru Trial Balance - in preparation for year end audit. Knowledge of Lotus 123 a must. Call Office Manager at 559-1200 Jacobson Furniture, 15890 Middlebelt, Livonia.

BOOKKEEPER- Full Charge for W. Bloomfield firm. Must have 5 years, 30261 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER - FULL CHARGE, part-time, for growing Birmingham Pension Co. Attractive, modern office. Salary commensurate with experience. Send resume and salary history to: Mr. Neil, The Gesell Pension Co., 30400 Telegraph, Suite 435, Birmingham, MI 48010

BOOKKEEPER, full charge thru trial balance. Good organizational skills. Experience in Accounts Payables/Accounts Receivables. Computer experience. Reply to Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
SOUTHFIELD - $20-$22K range. Fee Paid.

BILLING CLERK - SOUTHFIELD
Data entry and phone experience. $8.00 per hour. Fee Paid.

COLLECTOR - SOUTHFIELD
Data entry background. $8.00 per hour. Fee Paid.

CUSTOMER RELATIONS
Excellent handwriting, data entry background. $6.00 per hour. Fee Paid.

EXECUTIVE SECRETARY
To client operating officer - manufacturing. Excellent typing, shorthand. Salary $20-$24K range. Full benefits.

SECRETARY
TO PERSONNEL DIR. - New Center area. Typing, shorthand required. $18,000 to $17K. Full range of benefits including tuition refund. Fee Paid.

ACCTG. CLERK - ROYAL OAK
$200 per week minimum. Fee Paid.

WORD PROCESSOR
GENERAL OFFICE - For computer store, Royal Oak. $12,000 minimum. Fee Paid.

GENERAL OFFICE TYPIST - TROY
10 key adding machine, $14,000. Fee Paid.

B. HAMIL PERSONNEL
424-8470

BOOKKEEPER
Immediate opening for full time bookkeeper at Farmington Hills manufacturer. Must have strong background in accounts receivable, order entry, billing, job costs, payroll & general ledger. Some computer experience preferred. Send resume with salary requirements to: Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Immediate position available for an experienced full charge bookkeeper in an expanding construction management company located in the West Bloomfield - Farmington Hills area. The ideal candidate will possess the ability to work in a fast paced environment with multiple priorities. Data entry experience a plus. Salary plus excellent benefits. Please send resume. Qualified individuals, send resume with salary history to Box 400, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Instu-Prints of Rochester Hills has part time opening for organized person with bookkeeping experience. Typing, math, spelling & office skills required. Call 853-7126

BOOKKEEPER needed for growing construction company in northern suburbs. Please send resume to box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER
We are an accounting services company with an immediate opportunity for an individual who is seeking full-time employment.
The successful incumbent should have a minimum of 2 years experience in bank disbursement & payroll journals, as well as general accounting. Experience with personal software is a access to reliable transportation is preferred.
Salary is commensurate with experience. For considered consideration, please forward a resume with cover letter stating your salary requirements to:
PERSONNEL DEPT.
30100 Telegraph, Suite 251
Birmingham, MI 48010

BOOKKEEPER
$17,000 FEE PAID
Construction background highly desired. Computerized accounts receivable including accounts payable, usual bookkeeping functions. Outstanding benefits. Mark at 649-5440.
SNELLING & SNELLING
OF TROY

CAREER in public relations.
This is an honest to goodness entry level job. Meet top decision makers by phone sales to GM dealers across the country.
Our pay structure is comprised of a base plus incentives plus cash bonuses every bonus.
If you would enjoy working for a high tech company, call Ms. Lynn at 261-8211 for an interview appointment.
CAREER
OPEN HOUSE
TUES., JAN. 20, 6-8 PM.
Executive Secretaries
Medical Secretaries
Word Processors
Receptionists
Secretaries
Bookkeepers
We have many W. suburban open Fee Paid positions available. Salaries from $12-$22,000 with benefits. Fee paid. Call us today if you are looking for a job change, or want to talk about the career path for you, please call 336-7400 for confidential appointment.
Accounts receivable, Bookkeeper, Data Entry, Sales Trainee, Clerk Typist, Receptionist, Data Processing, Secretary, Word Processor, Medical Secretary, Legal Secretary, Paralegal, Insurance Clerical, Claims Adjuster, Sales Trainee, Mortgage Processor, Mortgage Closer, Mortgage Underwriter, Mortgage Loan Officer, Mortgage Loan Processor, Mortgage Loan Trainee, Mortgage Loan Closer, Mortgage Loan