502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Full time, day time hours. Must know V.P. & EKG, x-ray preferred. Excellent benefits, busy Southfield Internist office.
Call, 358-1210

MEDICAL BILLING CLERK for busy office in Southfield. Recent knowledge in third party billing essential. Salary negotiable. No evenings, or Saturdays. Call Greta at 353-2605.

MEDICAL DISPUTER BILLER
For general practice. Experienced in Data Entry and posting for Medicare, Blue Cross, Medicaid & Commercial insurances. Full time position. Livonia Area.
261-1740

MEDICAL LAB TECHNICIAN
Experienced in denture department. Full benefits.
534-2351

MEDICAL - OPTICAL CAREERS
If enjoyed working at Lenscrafters, Woodward area for responsible individuals. Private office, friendly atmosphere, optical background helpful, but will consider sharp training. Benefits & good starting salaries. Call Pam
AMERICAN PERSONNEL 553-2444
EMPLOYER FEE PAID AWAYS

MEDICAL RECEPTIONIST
Full time position available for experienced receptionist, knowledge of insurance. Walled Lake Area family practice. Good starting wage & excellent benefits. Call Marlit
624-4511

MEDICAL RECEPTIONIST
Part time
For Birmingham Dermatology Office
540-5222

MEDICAL RECEPTIONIST
& File room. OBGYN office. Northwestern & 12 Mile Rd. area. Experienced preferred, good benefits.
353-0100

MEDICAL RECEPTIONIST
Experienced only for Internal Medicine Group. Duties include EKG, PFT, phlebotomy, blood drawing. Good salary & benefits. Call Pamela BAM-3Pm at
354-7477

MEDICAL RECEPTIONIST - experienced only. Knowledge of scheduling appointments, insurance billing & computer are essential. Wayne area. Send resume to Box 8, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECORDS SECRETARY
Mature, reliable, part time, Mon thru Thurs 6pm-9pm. Sat. 8am-4 30pm. Typing 60 WPM. No medical terminology, but background helpful. Dearborn location
271-5500

MEDICAL SECRETARY
Sharp, independent worker for 2 person general practice. Insurance billing, medical transcribing. No nights or weekends.
354-1154

MEDICAL SECRETARY/TYPIST - part time, oral surgery office, Birmingham. Type 60 wpm. Minimum speed 65wpm. Experience required. Call between 10am-6pm 647-2191

MEDICAL SECRETARY
Part-time openings, with Saturday rotation. AS CP. Registered with (8) years experience. Call Sisti Lake Livonia Medical Center.
Call 9am-5pm. 261-9300

Medical Technologist
Part Time
Become a part of our tradition! Our hospital founded in 1939 is a part of the Sisters of Mercy Health Corporation headquartered in Farmington Hills.
We are looking for an experienced Medical Technologist to rotate through our hematology, blood bank and microbiology. Minimum qualifications include: a BS degree in microbiology and a minimum of one year training in a clinical laboratory.
We offer a competitive salary and comprehensive benefit package.
Please apply in person or send resume in confidence to
Mount Carmel Mercy Hospital
Employment Services
6071 W. Outer Drive
Detroit, MI 48228
Equal Opportunity/
Affirmative Action Employer M/F

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST
Experienced with discharge summaries, operative reports, history & physical. Regular part time positions available. Varied work load. Oak Park area.
398-1417

MEDICAL TRANSCRIPTIONIST
Experience a must. Competitive compensation. Excellent opportunity for right individual. Send resume to: Transcriptionist, P. O. Box 87301, Canton, MI. 48187.

MEDICARE SCHEDULER & Medical Records Person. Full time. Good typing skills, medical terminology, knowledge of medical records. Scheduling and/or management experience preferred. $5.50 per hour. Call United Home Health: 451-2255
An Equal Opportunity Employer

MID-SIZE SKILLED Nursing facility in N.W. suburb needs energetic innovative RN experienced in Geriatrics, to direct all nursing services, to maintain a quality of life for our residents. Supervisory & management skills a big plus. Salary negotiable based on experience, benefits included. Please send resume to Box 690 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSE AIDES
Columbia Corporation now hiring for their skilled nursing center. Full and part time. All shifts available. Excellent wages & new incentive, benefit program. Certified Aides only.
RN - $90.69 PER SHIFT per diem Contact Lynette Nelson, Director of Nurses.
LPN - $74.12 PER SHIFT per diem Contact Lynette Nelson, Director of Nurses.
HURON VIEW LODGE
355 Huron View Blvd., Ann Arbor
761-2600

NURSE AIDES - Experienced and/or certified for home care in western Wayne & south Oakland communities. Transportation allowance paid. Starting wage $5.25 per hour.
Call Home Care
459-5141
An Equal Opportunity Employer

NURSE AIDES
Georgian Bloomfield Nursing Home is now accepting applications on all shifts. Excellent working conditions and fringe benefits. Apply in person:
2975 N. Adams
Corner of Big Beaver (16 Mile)
Bloomfield Hills

NURSE AIDES NEEDED
For all shifts.
Full & Part-time. Apply:
Camelot Hall Nursing Ctr.
35100 Ann Arbor Trail,
Livonia.
522-1444

NURSE AIDES/Orderlies All shifts available. Skilled nursing home. Paid orientation. Van Buren Convalescent Center, Belleville 697-8051

NURSE AIDES
APPLY IN PERSON
LIVONIA NURSING CENTER
29910 Plymouth Rd., Livonia

NURSE'S AIDES
$5.00 TO START
West Bloomfield Nursing and Convalescent Center has openings on all shifts for Nurse's Aides. No experience necessary, we will train. Starting wage $5 00 per hour with increase to $5 10 per hour after 90 days and $5 20 after 1 year with annual increases every year. Fringe include: vacation, holidays, paid holidays, Christmas bonus, shared health insurance and tuition reimbursement. Please apply: 6445 W. Maple, Mon. thru Fri., 12-4pm.

NURSE AIDES
$5.60/$6.10
COMPANION AIDES
$4.10/$5.15
FOR NEW HIRES
Growing home care agency is seeking qualified applicants for positions for private duty cases throughout Oakland County. Flexible Days & Hours. Call between 10am - 4pm Monday thru Friday.
OAKLAND NURSING UNLIMITED
540-2360

502 Help Wanted Dental-Medical

NURSE'S ASS'T
$5.20/$5.80 HR.
If you have experience as a Nurse's Aide you can earn from $5.20 per hour to $5.80 per hour, depending upon your experience, with annual increases in pay every year. Fringes include - paid holidays, paid vacation, paid Christmas bonus, tuition reimbursement, and shared health insurance. Please apply at: W. Bloomfield Nursing & Convalescent Center, 6445 W. Maple, near Drake, Mon. thru Fri., 12-4pm.

NURSING ASSISTANTS
All Shifts
Willing to train the inexperienced.
Apply in person:
MIDDLEBELT-HOPE Nursing Center
38410 Cherry Hills, Westland
326-1200

NURSING ASSISTANTS
Would you like to become part of an organization that will value and reward your dependability? Westland Convalescent Center is looking for enthusiastic, self-motivated people to assist us in maintaining our high standards for Resident Care & Employee Relations. You will find wonderful opportunities for personal growth & development as well as competitive benefits. We at Scholarship Program available to you. Come join our staff and be part of a unique Award-Winning Facility which provides experience in a long term care. Apply at:
Westland Convalescent Center,
36137 Ann Arbor Trail,
Westland

NURSING DIRECTOR
Intermediate care facility in Western Wayne County has immediate opening. Excellent salary, benefits, and fringes. Please send Resume to:
P. O. Box, 4429, Ann Arbor, MI., 48106

OCCUPATIONAL THERAPIST
Thera-com is looking for an independent, self starting, aggressive therapist experienced in the field of work reconditioning.
We offer you a very attractive salary & benefit package, including continuing education and career advancement.
Prefer an individual who possesses a minimum of 1 year experience in work reconditioning. In addition to knowledge of and an understanding of workers compensation system and vocational rehabilitation.
For further information please send resume to or call Debra Simmons collect. (313)464-1333
Thera-com, Inc.
38745 Amhem
Livonia, Mich., 48150

OFFICE MANAGER-busy W. Bloomfield medical office. Immediate long term/ full time. Service oriented, organized, friendly. Insurance & bookkeeping skills required. 681-7445

OPTICIAN & SECRETARY
Some bookkeeping. Friendly.
649-3533

PART TIME-MON, WED, FRI, 2:45pm-7:30pm Position available for dependable, energetic individual to work back office of busy chiropractic. Great medical skills required. Will train qualified person. 27622 Joy Rd., Westland. Ask. W. of Inkster Rd.
522-5301

PART TIME Office help. Doctor's office in Farmington area. Call Sue between 9-5
628-0041

PART TIME RECEPTIONIST for chiropractic office in Plymouth. Good typing & telephone skills. Flexible hours
453-7061

PHLEBOTOMIST with EKG experience needed for a large independent clinical laboratory in Southfield. Full time position - days. Call 1-4pm
352-5788

PHYSICAL THERAPISTS Part time position for individual interested in orthopedics. Progressive department located in W. Bloomfield. Call Ellen Kaplan, P.T.,
851-0555

PHYSICIAN ASSISTANT
We are currently seeking licensed Physician Assistants for full time employment in the Detroit Metropolitan & Lansing Areas. Excellent salary and benefit package. Please send resume to: Detroit Industrial Clinic, Attention: Ruth Jackson, 20755 Greenfield Road, #900, Southfield, Mich., 48075

PHYSICIANS OFFICE, Farmington Hills, Part time RN or LPN position. Must work flexible hours including Saturdays.
851-6657

PODIATRIST OFFICE seeks Medical Personnel for Clerical & Chairside assistance. Some experience helpful. Call 9:30am-4pm,
651-0653

RECEPTIONIST
for busy medical office in Livonia. Experience preferred. Looking for hard working take charge type of person. Excellent salary & benefits incentive. Call for interview 478-4639

RECEPTIONIST/BILLER
Part time, Livonia, Prefer someone with minimal experience, but willing to train motivated person.
477-3310

RECEPTIONIST - experience helpful, part time 24-27 hours per week. Chiropractic Clinic in Livonia.
425-5454

502 Help Wanted Dental-Medical

RECEPTIONIST WANTED - dynamic & personable individual to handle front desk of busy doctor's office. Neat & professional appearance. Call
649-5540

RECEPTIONIST/Insurance Clerk Full time. Answer phones for busy doctor's office. Insurance billing only need apply. Farmington Hills. Call between 10am-2pm
474-1870

RECEPTIONIST
Needed full time for busy Dearborn dental office. Must have experience. Call Leslie
561-1800

RECEPTIONIST
Busy medical office seeks a front office assistant for billing & reception duties, computer knowledge helpful. Southfield area. Call Sue Call Adrienne, 8am-noon 356-8100

RECEPTIONIST
Busy Veterinary Hospital seeks responsible, mature individuals. Good phone skills and pleasant personality helpful (will train). Full or part-time. Apply: Harrack Veterinary Clinic, 4708 N. Woodward, Royal Oak.

RECEPTIONIST
With good typing skills needed for doctors office in Southfield. Part or full time. Send resume to: Box 528 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSES
Northwise Regional Psychiatric Hospital has openings in several Staff Nurses (RN I) and first-line supervisor positions. Nurses staff on an 8 hour shift (RN II). These positions, in a very busy warm and friendly Bermingham dental office. Excellent salary & benefits. Interesting opportunity to use your creativity and good setting skills. If you are a people person, looking for a challenging and caring environment and you are a strong active and professional person, please call,
848-3515.

X-RAY FILE ROOM
COORDINATOR
Must have previous supervisory experience. Part time 8:30-12:30. Call Ms. Kaplan
477-7150

X-RAY TECHNICIAN
Redford medical clinic needs part time X-ray technician.
937-1190

504 Help Wanted Office-Clerical

A BOOKKEEPER - full charge, trial balance, payroll, payroll taxes, P.R., payroll, supervision, degree helpful but not essential statements, salary $30,000.

DATA - entry operators (15), 6 mos. to 1 yr. experience for Fortune 500 company, salary $14,700.

SECRETARIES - for major advertising agency. Memory typewriter, light word processing but well trained, $15,500. Call Vickie
462-2240

NEVER A FEE
Word processing training
Paid vacations, holidays
& hospitalization
Livonia - 462-2240

UNIFORCE
STHFLD BHAM
357-0034 646-7660

ACCOUNTANT - Fast growing manufacturer needs experienced and motivated individual with computer experience and ability to close thru trial balance. Excellent benefits. Modern Window Corp., 10181 Capital, Oak Park, MI., 48237

ACCOUNTING CLERK
A major Southfield retail market chain is seeking an individual with recent experience in a computerized accounting system. Accounts payable experience desirable. Competitive salary & full benefit package offered. Send resume in confidence to Box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK experience with A/P, A/R, & bank reconciliation for mfg. co. in Farmington. $1225/mo. Call Sally at Uniforce
476-7564

ACCOUNTING CLERK SECRETARY for mechanical contracting company located in Livonia. Shorthand or speed writing skills. Typing 50 wpm. Commerce Rd., Union Lake, Mi., 48053.

Accounting Department
Data Entry Clerk needed immediately. Will train a dependable self-starter for fast growing firm with room for advancement. Excellent benefit package. Ideal candidate looking to go into the creativity and detail of bookkeeping. Call for some with salary requirements to: Waterford Oaks, 32975 Schoolcraft Rd., Livonia, MI 48150.

ACCOUNTING
Livonia area - entry level position for detail oriented individual with good math aptitude. Candidate should have experience in billing, general ledger, bank reconciliation and data entry. Typing required. Call Barbara Gladwin at Staffmark,
525-5660
An Equal Opportunity Employer

ACCOUNTING POSITIONS AVAILABLE!!!
Immediate opportunities are available to professionals in the following fields:
Bookkeeping
General Accounting
Receivables
Payables
Accounting Clerks
Experience necessary, degrees preferred. Several long term and indefinite assignments in the Rochester/Pontiac area. Call for an appointment.
ENTECH SERVICES, LTD.
Auburn Hills Troy
Southfield Ren Cen
377-4980

ACCOUNTS PAYABLE - Immediate opening in our bookkeeping dept. Previous experience desired. West Southfield location. Please call Lois Wang for interview.
844-5580

ACCOUNTS PAYABLE
Full time experienced person, good hours, good pay & benefits.
Edgemere Center Markets,
24359 Northwestern Hwy., Southfield. Ask for Theresa
355-2122

ACCOUNTS PAYABLE CLERK
Fretter Appliance has full & part time positions available in our Accounts Payable Department. Responsibilities include: Processing invoices for payment & other Daily payable functions. Previous accounts payable or computer experience preferred. Competative wages and company benefits including: profit sharing. Send resume to:
FRETTER APPLIANCE
Attention Accounts Payable
3500 Schoolcraft
Livonia, Michigan 48150

ACCURATE TYPIST - billing and general office duties. Full benefits. Hybrid Manufacturing. Garden City.
261-4030

Administrative Secretary
Excellent Clerical Skills and professional appearance a must. Call Manhattan Realty. Ask for Karen at 643-8543.

ADMINISTRATIVE ASSISTANT
Immediate opening for an entry level Administrative Assistant's Assistant for growing health care distributor. Your qualifications should include: Clerical skills & computer familiarity. Please call Bob Lane at
478-8000

ADMINISTRATIVE ASSISTANT
Needed immediately for Ann Arbor software consulting firm. Degree required, organized, self-started with micro-computer experience & some bookkeeping skills. We are looking for a detail oriented person willing to take charge of projects. Send resume to:
D. Edwards at P. R. S. Inc., P.O. Box 4250, Ann Arbor, MI 48106.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT-Life insurance background necessary, will work with high powered fast paced CEO, must be mature & self-motivated, sense of humor necessary. Call Sarah Davis
353-8800

ADMINISTRATIVE ASSISTANT
Farmington Hills office machine dealership seeking a mature, take-charge person to assist the President and upper management, who can work with minimal supervision. Duties will be diversified and challenging. Typing 55WPM, word processing and letter composition skills required. Excellent benefits. Call Diane at:
476-6655

ADVERTISING & PROMOTIONAL POSITION
Manufacturing company is looking for an individual to handle its advertising & promotional activities. We are looking for a detail minded individual who has strong desire to take charge of projects. Must have 3 yrs. experience in the advertising industry. Send resume to P. O. Box A, Northville, MI., 48167, attention, S. Wolfe.

ADVERTISING SECRETARY/ GENERAL OFFICE
Excellent position for an outgoing person. Work in a fast-paced advertising department of a publishing company. Typing, computer knowledge helpful. Good phone skills needed. Send resume to: G Publications, Attention: Human Resources Press, Inc., 2145 Crooks, Suite #103, Troy, MI., 48084

ASSERTIVE and AGGRESSIVE individual needed for chiropractic scheduling position. Farmington Hills area.
471-0443

ASSISTANT
Medical practice needs organized live wire with strong bookkeeping skills & PR focus to handle POP material on deadline. FEE PAID. Open salary commensurate. Call Sandy
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

ATTENTION, ATTENTION
Now hiring for Southfield full time Data Entry position. Computer experience helpful. Excellent opportunity for someone looking to earn extra income. Call now to reserve your seat for training: Waterford Gallery, 32975 Schoolcraft Rd., Livonia, MI 48150.

BILLING CLERK - full time position. Good wages, full benefits, send resume to: 32975 Schoolcraft, Plymouth, MI. 48170

BIRMINGHAM based property management firm has immediate opening in resident management-computer operation. Skills include data entry, organization and efficiency, and a sense of humor in order to keep up with a fast running office. Salary commensurate with experience. Please call 645-5220

BIRMINGHAM CONTRACTOR's office. Phone answering, general office duties. Bookkeeping.
Call Mon-Fri, 8am-5pm. 851-3129

BIRMINGHAM/ROYAL OAK Area. Large law firm seeks person with no. Computer skills required, typing 50 wpm, word processing. Flexible hrs. Resume to: Opportunities, P. O. Box #331, Bloomfield Hills, MI., 48013.

BOOKKEEPER
Experienced. Southfield area. Opportunity for advancement with company.
557-5958

BOOKKEEPER
Farmington Hills office machine company needs full time bookkeeper. Must maintain proven ability, be self-motivated, take charge and accept responsibility. Excellent opportunity for growth. Please call
855-6500

BOOKKEEPER - Immediate opening for experienced bookkeeper with complete knowledge of bookkeeping. Excellent salary and benefits. Send resume to: Box 845, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge bookkeeper. Must be a self motivated & self starter with related backup of related background. Non smoker. Send resume to: Kitchen & Co., 377 Amelia, Plymouth, MI 48170

BOOKKEEPER
Needed for Southfield mens clothing store.
861-4955

BOOKKEEPER - PART-TIME
Some clerical. Experience necessary, flexible hours. Farmington Hills office. Please call
553-8070

BOOKKEEPER - PART-TIME
Full Charge thru Profit & Loss Statements. Must be self-motivated, for small office setting for Construction Co. Farmington Hills area.
334-2448

BOOKKEEPERS ASSISTANT
needed, Mon., Wed., Fri., 9:30-3pm, in Southfield.
356-5728

BOOKKEEPER/ SECRETARY
Southfield interior designer seeks experienced Bookkeeper to take charge of office. light typing. Need very organized, detail-oriented, self-starter. Salary. Please send confidential resume and salary Reply to: Box 1000, P. O. Box 691, Southfield, MI 48037.

Plants & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER to maintain general ledgers and routine tax compliance for monthly clients of growing Southfield CPA firm. Fringe benefits, salary commensurate with experience. Mail resume to: Rubenstein & Assoc., 3000 Town Center, Ste 1103, Southfield, MI 48075

BOOKKEEPER
Troy area. Experienced through trial balance. Part-time with flexible hours. Send resume to: Office Manager, P.O. Box 912, Bloomfield Hills, MI 48303-0912

BOOKKEEPER. Must be experienced in computer operation, monthly taxes, financial statements and have adequate knowledge of accounting. Send resume to: Westlandaler & Morgal, PC, 3911 Rochester Rd., Troy, MI 48083

BOOKKEEPER - 1 girl contractor's office. Familiar with accounts receivable, payable & payroll. Computer knowledge helpful. Farmington Hills location.
352-5660

BOOKKEEPING POSITION
High energy organized person to perform general bookkeeping payables - cash receipts - payroll quarterly reports - general ledger - prepare various monthly reports. Healthcare experience advantageous.
HOME HEALTH CARE
Of Metropolitan Detroit
Personnel - 354-2990

CASH RECEIPTS
Restaurant office needs sharp motivated responsible with good math skills and an attitude for detail work. We offer an attractive salary and benefit package that is company generate with experience and ability. Call Joan Todd, 855-5272.

4½ Day Work Week
Several full time openings at a local insurance company offering pleasant surroundings, competitive salaries and company paid fringe benefits including paid holidays and vacations.
Immediate opening for:
● GENERAL CLERICAL
● CLAIMS EXAMINERS
Call 591-4690
Mon. thru Thurs. 7:30 am - 4:15 pm.
Fri. 8 am - 12 noon.

MAJOR CORPORATION located in Farmington Hills looking for an individual with selling and marketing experience. Salary & benefits.
Call Sharon
655-2222

CLERICAL
Blue Jeans job in our manufacturing area, maintaining various production & stock records. Candidate should have good math & clerical skills and be able to work with a minimum of supervision. Good fringe benefits. Apply in person or send resume to: Scott Manufacturing Co., 29 E. Big Beaver, Troy, MI 48083

CLERICAL - excellent opportunity in downtown Birmingham, construction management office. Typing, word processing, bookkeeping & some computer knowledge required. Good salary & benefits. Dan Cole. Call Mon thru Fri, 8-5pm. 647-3250

504 Help Wanted Office-Clerical

CALL KELLY FOR HAPPIER HOLIDAYS!
A Kelly job can help you earn extra money just in time for the holiday season. We now have openings for:
Receptionists
(with and without typing)
Data Entry Operators
(any style keyboard)
Word Processing Operators and PC Operators
(all models)
Switchboard Operators
Clerks
Typists
(45wpm+)
Data General
(need several people for long term assignments)
Xerox 630 Memorywriter
typists and secretaries
Register with us and enjoy:
● IMMEDIATE ASSIGNMENTS
● FLEXIBLE SCHEDULES
● GOOD PAY
● MERIT INCREASES
● BONUSES
● VACATION PAY
● HEALTH INSURANCE
Troy 362-1180
Farmington . . . 471-2050
Southfield. . . . 352-5220
Bloomfield . . . 642-9650
Berkley 398-7620
Rochester. . . . 652-8800
Livonia 522-4020
Detroit 259-1400
Dearborn 271-5300
KELLY SERVICES
The "Kelly Girl" People
Not an Agency, Never a Fee
Equal Opportunity Employer M/F/H

U.S. law requires all applicants to show proof of identity and right to work in the U.S.

CASHIER
AUTO DEALER needs Cashier, Dependable experienced person with good math skills required. Farmington Hills area. Call Mary Jo
471-0800

CASHIER
No experience necessary.
North Brothers Ford, Westland
Call Norm Augustine
421-1300

CLERICAL
Full time in furniture store office, flexible hours.
Call 532-8000

CLERICAL OPENING
Arbor Drugs
An entry level position is now available at our Troy corporate office. Qualifications include basic clerical skills, typing 50 to 55 WPM, and phone experience. Pleasant office work or limited experience helpful. Send resume to: Personnel Director
CLERICAL OPENING
P.O. Box 5004
Troy, Mich., 48007-7034

CLERICAL/PART TIME
Must have pleasant phone personality with accurate typing. Fast paced office looking for mature self-starter with a general knowledge of office procedures & possible computer knowledge. Will train. Send resume to:
Personnel, Datanational Corp.
28525 Orchard Lake Rd.,
Farmington Hills, Mich. 48018

CLERICAL/SECRETARY
National computer products distributor seeks an ambitious individual to handle day-to-day office functions including order processing, bank reconciliation as well as other key responsibilities. Prior office experience is required. Will train the right individual. Competitive salary & benefits package. Send resume to: DMP, 32210 Dunlap Blvd.
Farmington Hills, MI. 48024
Or call Mr. Wagstaff,
477-3600

CLERICAL - Self starter to work 30 hours per week with bookkeeping in morning & phone work in afternoon plus various office duties. Must have good phone & math skills. Apply 854 Livernois, Troy Mon-Fri 2-4pm.

CLERICAL
Small Troy business needs full/part-time help. Good telephone manner, filing & light typing skills. 435-5331

CLERICAL
THE INTERNATIONAL PARTNERSHIP GROUP
SERVICES CORP.
Announces New Employment Opportunities For:
Secretaries, word processors, typists, office support, accounting support.
Long term assignments
Paid holidays
$6/$8 with
dental & prescription
IPG
Suite 213, 850 Stephenson Hwy
Troy, Mi., 48083
An Equal Opportunity Employer

CLERKS
Several long term assignments are available in the Bloomfield Hills area for general clerks. $4-$5 per hour. No experience necessary. Call for more information.
ENTECH SERVICES, LTD.
SOUTHFIELD REN CEN
TROY AUBURN HILLS
354-0500

CLERK/TYPIST - Part time. Flexible days and hours. Computer knowledge helpful. Resume/letter to: P.O. Box 2035, Southfield, MI., 48037.

CLERK/TYPIST with multi line telephone experience. Basic computer inventory. Phone Eleanor for appointment.
453-0822

COMPUTER & ACCOUNTING BACKGROUND
needed, part time in Farmington Hills office.
533-0550

COMPUTER OPERATOR/Secretary Full time for retail shoe store. Will train. Downtown Birmingham. Call Rose or Tom
540-6700

COMPUTER OPERATIONS Coordinator needed for busy Farmington Hills office. Must have experience with 11 840 systems. Duties will include cash entry, billing & general system maintenance. Full time, Excellent benefits. Apply in person, 9am-5pm, weekdays, 24288 Indoplex Circle, Farmington Hills, MI 48018
478-0005

CONSUMER LOAN CLERK Bloomfield Savings & Loan is seeking a Consumer Loan Clerk to work in their busy Consumer Loan Department. Qualified candidate must possess accurate typing skills (45wpm), excellent communication skills, attention to detail, strong process applications, min TRW & D & B reports. Previous teller experience helpful. Please submit resume to: Bloomfield Savings & Loan, P.O. Box 12360, Birmingham MI 48012.

504 Help Wanted Office-Clerical

CPT & WORD PERFECT
Operators needed to work in Plymouth & Livonia areas. Great pay & benefits. For interviews call
MANPOWER
TEMPORARY SERVICES
478-1130

FULL TIME POSITION
11 AM TO 7:30 PM
Credit analyst for large national bank affiliate
● Good basic typing skills, pleasant phone personality and good business sense are a must
● Will train
● Many opportunities available to an energetic self-starter
● Negotiable salary
Written apply to
PERSONNEL DIRECTOR
P.O. BOX 2459
Southfield, Mich., 48037-2459

CREDIT INVESTIGATOR
Fast paced Southfield leasing company needs people for credit investigation and general office work. Send resume to
LAC, 20900 W. 12 Mile, Southfield, MI., 48076. Attn Shirley.

CREDIT SECRETARY
National Co. Farmington Hills seeking salary. Good phone personality & adequate typing skills required. Reply to. Creston Hunter, c/o Cadillac Plastic, 26580 W. 8 Mile, Southfield, MI 48040

CUSTOMER SALES ASSOCIATES
Needed 5 mornings per week. Experience preferred but calculator skills a plus Call Rhonda 941-4150

CUSTOMER SERVICE - Plymouth company in need of individual with good skills in typing, customer communication, order processing & shipping. Background in transportation helpful. Send resume to Aljack & Co., 377 Amelia, Plymouth, MI 48170

CUSTOMER SERVICE
Southfield leasing company needs person for customer service, phone and phone answering & typing skills helpful. Send resume to
LAC, 20,000 W. 12 Mile Rd. Southfield, Mich. 48076, Attn: Shirley.

CUSTOMER SERVICE REP
Self motivated individual needed to process phone orders, quotes & service. Responsible for our growing office supply division. Team oriented department. Pleasant office. Call Mr. Levine, Mr. Mitchell,
477-8000

DATA ENTRY
ANXIOUS TO WORK?
We have many temporary positions available for experienced data entry operators.
We offer top pay & benefits
MANPOWER
TEMPORARY SERVICES
353-8780

DATA ENTRY CLERK
Full time position available in the accounting dept. of a leading growing company in Farmington Hills. Skills include typing & typing. Benefits package.
474-0900

DATA ENTRY CLERK
Farmington Hills area. Experience in IBM 34/38 desirable. Full-time Benefits. Send resume to: Box 850, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY OPERATOR
Full time position available for experienced Operator. Must have medical background or experience. Good math ability, 10 key pad skills a must. Previous Supervisory skills a plus. Good resume including salary requirements to: Attention: Personnel Director, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

DATA entry operators, for Fortune 500 company, 8-12 mos. experience. Salary $14,700, call Nina at Uniforce
646-7663

DATA ENTRY
Part time from 20 to 25 hrs. per week for large financial institution. Responsibilities include updating up to 10 install contracts. Good basic typing skills, & good business sense are a must. Will train. Salary per hr. with advancement. May occasionally work alone in the office. Please resume to: LeaseFirst, P.O. Box 2459, Southfield, Michigan 48037-2459, Attention Becky.

DIRECT MAIL CLERK, full time, light typing, with shipping & receiving paperwork and direct mail program for outside firm in Farmington Hills area. Bulk mail experience a plus. Call Mr. Forbythe for appointment
477-1650

23
working days left until Christmas! Earn extra cash now. We have positions for:
• Typists
• Receptionists
• Legal Secretaries
• Word Processors
• Clerks
• Data Entry Operators
• Switchboard Operators
• Accounting Clerks
Receive top pay, vacation, holiday pay, benefits package. Permanent positions also available. No Fee
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Kelly Services needs 8 people to start working an afternoon shift right away!
Work
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EXECUTIVE SECRETARY
ADMINISTRATIVE ASS'T
Needed for Farmington Hills firm, full time working into full time hours. Experienced only. Word processing a plus. Call for a personal interview.
MGM
Office Services
474-7766

EXECUTIVE SECRETARY
Good organizational skills, self-starter, word perfect preferred, preferred. Southfield
553-8635

EXECUTIVE SECRETARY
to President. Typing, filing, shorthand, bookkeeping/accounting, phones. Experienced in manufacturing environment. Wixom area. Salary Open Excellent benefits. send Resume to Box Send brief to: Bermantic Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT for Southfield based company. Must exhibit good organizational, communication, and secretarial skills. Shorthand, PC and word processing a plus. Excellent salary and benefits. Please send resume and salary history to: P.O. Box 02940, Detroit MI. 48202, attn: Ron

504 Help Wanted Office-Clerical

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We offer:
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Farmington Hills area
Plymouth, MI
459-1166

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Part time, afternoon, secretarial-experienced preferred, available in our non-smoking office. Previous experience & accurate typing required. Good hourly wage & the possibility of a full time position. Send resume to M. Domeier, Drawtite Inc., 10200 Van Born Rd., Canton MI 48188

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A leading custom tool & moldmaker has an opening for an Engineering Secretary. Responsibilities include general office duties. This individual will be responsible for the upkeep of general ledgers to reconcile training and departmental expenditure in addition to typing correspondence customer and vendor contact to place orders and meet shipping dates for all prototype requirements. Please send resume and salary requirements to:
A-LINE PLASTICS
40300 Plymouth Rd.
Plymouth, MI. 48170
Att: Personnel Manager/Secretary

ENTRY Level Receptionist - varied duties, secretarial, phone, tab, computer. Opportunity for growth and good salary. Send salary requirements: P.O. Box 2164, Southfield, MI 48037.

EXECUTIVE SECRETARY, with good organizational skills and follow up ability. Top benefits. Send resume to: Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
$19,700
A world class architectural engineering company offers a most desirable opportunity. Be part of a small department in an important project. Good skills a must. Call Bernice 353-2090
After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
Energetic, self starter needed for expanding company in Livonia. Typing, shorthand & excellent organizational skills required. Word processing a plus. Must be flexible, able to handle varied duties. 3 yrs experience required. Permanent position with benefits.
ACRO SERVICE CORP
591-1100

EXECUTIVE - secretary, financial dept. Bloomfield Hills company. Shorthand, word processing, statistical typing, benefits. $18 - $21,000. Fee paid

SECRETARY - Southfield, 20 hrs. per week for top executives, must have experience with IBM 5520, 312/Pc. Fee paid
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

FARMINGTON HILLS contact lens lab looking for general office. Must have good telephone skills & good typing. Approximately 30 hours per week with benefits after 90 days. Office experience preferred. Call for appointment between 9am-3pm Thurs. Nov 19 and Fri. Nov 20.
353-3571

FAST-PACED Southfield Insurance Claims Office looking for a reliable, energetic person to fill a mid-level Clerical position. 50 WPM required. Includes full benefits. If interested, call Sharon, Mon.-Thurs., 7:30am-4pm, or Fri., 7:30am-1pm, 355-1300

FAST-PACED Southfield Insurance Claims Office looking for a reliable, energetic person to fill a mid-level Clerical position. 50 WPM required. Includes full benefits. If interested, call Sharon, Mon.-Thurs., 7:30am-4pm, or Fri., 7:30am-1pm, 355-1300

FILE CLERK needed - part time. Flexible hours. High School or College students welcome. Apply in person, between 9am-3pm, 24238 Indoplex Circle, Farmington Hills, located between Drake & Farmington Rds., off Grand River.
478-0005

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Data Entry • Word Processing
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FRONT DESK
To $15,500! Fee paid!
You'll gets well fly by at this active front desk! Meet & greet people, dispatch, plush surroundings, in Farmington Hills. Lots of room for growth! You must be able to type 50 wpm + & generate lots of smiles. You'll be rewarded with excellent benefit pkg., including profit sharing + free lunch, free hours, free job today! Kitty
353-5660
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FARMINGTON HILLS

GENERAL OFFICE HELP
No experience needed, will train. Large office needs assistants. Benefits after 90 days. Good opportunity to learn valuable skills. Only dependable people need apply. Call
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GENERAL OFFICE
We are now accepting applications from reliable individuals with good Math & typing skills. We will train the right person for this entry-level position. Please apply in person, Mon-Fri., 10am-4pm, at:
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