CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

502 Help Wanted Dental-Medical

This classification continued from page 15F in B,Wb,Ro,F.

MEDICAL Receptionist Biller, experience preferred and eager to learn new skills. Ophthalmology office. Troy 528-2555

MEDICAL RECEPTIONIST/BILLER for busy Madison Heights clinic. Some experience required for full time including some Evenings & Saturdays. Call 543-0600

MEDICAL RECEPTIONIST
Experienced Full time position for busy family practice Livonia area. 261-1740

MEDICAL OFFICE PERSONNEL
Full & part time positions in Oakland County. Qualified only need apply. Call 651-0652

MEDICAL RECEPTIONIST - Experienced only. Pegboard, front desk, insurance, status inquiries, appointments, etc. Dearborn area. Call Pat 581-7795

MEDICAL RECEPTIONIST Secretary - Full time, Bi-lingual, Birmingham Ophthalmologist, type 45WPM, dictaphone, computer. Reply to Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Part-time - needed for Southfield OB/GYN Office. Experienced in or seeking to learn Computer. Reply Box 240, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY/TYPIST - part time, oral surgery office, Birmingham area. Minimum speed 65wpm. Experience required. Call between 10am-4pm 647-2181

MEDICAL TRANSCRIPTIONIST
For part time or evening work. Experienced, typing 50 wpm. Call 644-3920

NATIONAL COMPANY is looking for Registered Nurses, LPNs, or Phlebotomists to perform pre-insurance physicals. Work is done on an independent contractor basis and can be done in your spare time. If interested call Pat Blondin 443-5800

MIDNIGHT NURSE
Westland Convalescent Center has a Midnight position available for a full time licensed Nurse, RN or LPN. 20+ Award winning facility provides excellent clinical environment for Nurses who enjoy caring for the Geriatric patient. Wonderful opportunities for professional growth and development and continuing education via a scholarship program. Competitive wages and benefit package. Apply at Westland Convalescent Center, 36137 W. Warren, Westland

NURSE AIDES
Be part of the new look at Oak Hill, a Care center of Michigan Extended Care facility. If you are a person who enjoys the feeling & experience of helping people, or if you have never experienced that feeling, then come in & be part of Oak Hill's team. We have full/part time positions, all shifts, flexible hours available. We offer paid orientation, ongoing staff training, paid vacations & holidays, paid life insurance, shortage wage increases. Also scholarship program & career ladder opportunities are offered. Experience the feeling - apply in person: Oak Hill Care Center, 34225 Grand River, Farmington. Between 9am-4pm, Mon thru Fri.

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

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

NURSE AIDES
Experienced Aides - all shifts. Learn team nursing in our clean, neat and safe neighborhood nursing home. Good pay and benefits. For application and interview appointment, please call between 10am and 2pm, Mon thru Fri.
Georgian Bloomfield
645-2900

502 Help Wanted Dental-Medical

NON-INVASIVE VASCULAR TECH
Call 528-5700, Ext. 550.

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

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

NURSE ASSISTANTS
Reliable caring individuals needed for direct care staff at facility for the developmentally disabled. Training program provided. Apply in person only.
WAYNE TOTAL LIVING CENTER
427 Venoy, Wayne, MI 48184
An Equal Opportunity Employer

NURSES AIDS - Male & Female desired for full time or part time positions. Experience preferred, but will train. Competitive wages. 455-1061

NURSING ASSISTANTS
FULL & PART TIME
ALL SHIFTS
We need you to give quality tender loving care to the residents at our Award Winning facility. Come in and explore the opportunities. We have positions available on all shifts. Please come in and fill out an application. Interviews will be scheduled.
Westland Convalescent Center,
36137 W. Warren, Westland, MI.

NUTRITION ASSISTANT
Unique part time position available at Award Winning facility. Westland Convalescent Center has a position available for a self motivated self directed individual as a Nutrition Assistant. You will find wonderful opportunities for personal growth and development, as well as, continuing education via scholarship programs available to you. If you's interested working mornings, but keeping your afternoons free, this could be the position for you. Apply at: Westland Convalescent Center, 36137 W. Warren, Westland

OFFICE MANAGER & Assistant, busy Oakland Co. Chiropractic Ctr., experience required. Long term/full time. Service oriented, self-motivated. Typing, insurance & bookkeeping skills required. 681-7445

OFFICE MANAGER for new Podiatry office in Southfield. Great opportunity for responsible, organized person, for 45-50 hours a week. Medical experience preferred. Salary negotiable. 557-5458

OPHTHALMIC TECHNICIAN WANTED; ENERGETIC PERSONALITY with an interest in patient care in western Wayne & south Oakland communities. Transportation allowance paid. Starting wage $5.25 per hour. United Home Care 459-5141
An Equal Opportunity Employer

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

NURSE AIDES
Experienced Aides - all shifts. Learn team nursing in our clean, neat and safe neighborhood nursing home. Good pay and benefits. For application and interview appointment, please call between 10am and 2pm, Mon thru Fri.
Georgian Bloomfield
645-2900

502 Help Wanted Dental-Medical

OPTOMETRIC ASSISTANT - full time with benefits. Experience preferred. Livonia professional office. Call Lori before 3:30pm 525-8170

ORTHODONTIC Clinical Assistant, Plymouth, part time (approx. 20 hrs.) No evenings, no weekends. Willing to train an artistic, creative, well groomed person. Send hand written resume to: Box 882 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME OPENING in doctor's office, insurance, billing & clerical work, prefer experience, but will train. Livonia area. Interested parties call 477-1244

PHYSICAL THERAPY AID
Part time for outpatient Physical Therapy Clinic, in Novi. 476-8140

PHYSICAL THERAPY ASSISTANT
Full or part time. School system. Excellent pay. Start Jan. 1988.
855-5059

PLYMOUTH/CANTON/LIVONIA
Home health care provides care for elderly in their homes and assist in daycare also. Call Child & Family Services. 483-1887

RECEPTIONIST
Needed full-time for busy Dearborn dental office. Must have experience. Call Leslie: 584-8900

RECEPTIONIST
Part time position. Friendly, dependable individual to work for busy practice. Mon., Wed. & Fri., 8:45AM-12:30PM, Tues. & Sat. 8:45AM-1:30PM. Good clerical skills required. Willing to train qualified person. 27527 Joy Rd., half block W of Inkster Rd. 522-5301

RECEPTIONIST
Fridays only for Birmingham medical office.
RECEPTIONIST/BACK OFFICE
Experienced - for Pediatric Practice in Livonia. 476-2272

RECEPTIONIST NEEDED-For ophthalmologist practice in the Southfield/Birmingham area. Must be energetic hard working & a team player. Experience in medical office preferred, typing required, computer skills helpful. Send reply with complete resume to: C. Chandler, P.O. Box 52264, Livonia MI 48152.

Recreational Therapist
The nation's leading provider of long term health care has an excellent opportunity for a Recreational Therapist in a facility for developmentally disabled clients. Prefer experience with D.D. clients. Attractive wage and benefit package. Contact:
WAYNE TOTAL LIVING CENTER
427 Venoy, Wayne, MI. 48184
729-0857
An Equal Opportunity Employer

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN II) and first-line Supervisors of resident care staff on an 8 hour shift (RN III). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries are $13.71 hr./$28,516 year or $15.05 hr./$31,304 year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. An equal opportunity employer. If interested call Dolores, RN, for more information at 313-349-1800, ext. 231

RN/LPN
Nation's leading provider in long term health care is seeking RN's & LPN's for expansion in our current staff. Strong supervisory skills a must, full or part time available. Attractive wage and benefit package. Contact:
D.O.N.
729-0857
An Equal Opportunity Employer

RN NEEDED in Rochester Area Physicians office, 2 days per week. No weekends. Reply to Box 222 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN'S & LPN'S
Afternoons. Full & part time. Weekends, all shifts. Skilled nursing facility in Western Wayne County. Competitive salary & benefits. Call Joyce Hayes, RN, Director of Nursing: 697-9051

502 Help Wanted Dental-Medical

RN-RETURNING TO THE Job Market? Patient Service Representative - office based. Need excellent communication skills. Hosp./Dr. office experience required. Southfield area.
HOME HEALTH CARE
Of Metropolitan Detroit
354-2990

RNs/LPNs
Afternoon Shift
We have reinstated team nursing in our newly redecorated extended care facility and need RNs and LPNs, full and part-time on the PM shift to complete our staffing. Competitive pay scale in effect with excellent benefits and working conditions. Come and practice your skills or update with us! For application and Interview appointment, please call between 10am and 2pm, Mon. thru Fri.
Georgian Bloomfield
645-2900

NURSE AIDES
Full time All Shifts
WEST TRAIL NURSING HOME
Small basic facility in Plymouth needs dependable nurse aides. Call Kathy Marsh, RN., at 453-3963.

RNs & LPNs
Part time & on call. Excellent working conditions. Salary range $8-$9 hr. to start. Capitol Care Center, 43825 Michigan Ave., 397-0600

RN'S - LPN'S
Strong supervisory skills, innovative 12 hour shift, new pay scale. Apply in person:
LIVONIA NURSING CENTER
29910 PLYMOUTH RD.

RNs - LPNs & GRADUATES
166 bed skilled nursing home in Livonia currently has openings for full or part time Nurses. Choose your own schedule and hours. Competitive wages and benefits. Call for appointment. Mrs. Felosak, RN. 522-1444.
522-1444

RNs - LPNs
Westland Convalescent Center has afternoon positions available for part time and full time Licensed Nurses. Our 230 bed skilled care facility offers high standards for resident care and employee relations. Competitive wages and benefit package available as well as opportunities for continuing education via a scholarship program. Apply at: Westland Convalescent Center, 36137 W. Warren, Westland.

SURGICAL COLLECTIONS & Billing Specialist
Experienced with References
855-6667

ULTRASOUND TECHNICIAN
For Farmington Hills firm. Adult, full fringe benefits. Call or part time.
737-9350

WARD CLERK/CSR
We have a new look at Oak Hill. We are a 153 bed skilled nursing facility & we're looking for an experienced Ward Clerk/CSR. This position is full time with paid vacation, paid life insurance, health insurance available, also a scholarship program and free parking. Apply in person Mon-Fri, 9am-5pm. Oak Hill Care Center, 34225 Grand River, Farmington.

X-RAY TECH NEEDED
Full time for multi-specialty clinic
Walled Lake area
Call 851-0652

504 Help Wanted Office-Clerical

ACCOUNTANT
Bright, energetic individual wanted. Responsibilities include Accounts Payable, Payroll & General Accounting. Bachelor's Degree or experience required. Excellent working conditions & benefits and starting at salary history to 27780 Nevi Rd., Ste #250, Novi, Michigan, 48050, attention, B. Daniels

504 Help Wanted Office-Clerical

ACCOUNTANT/CPA for established Birmingham CPA firm. Prefer 2 years experience in all areas of accounting & tax preparation. Negotiable salary based on past experience. Please send resume with references included to: P.M. & Co. 16767 W. 14 Mile, Birmingham, MI 48009

ACCOUNTANT- Entry Level for expanding Farmington CPA firm. Degree preferred. The position offers opportunity to work within a pleasant & congenial environment. Call Sal Grant at Grant & Morrison PC 626-5252

ACCOUNTING ASSISTANT
Some college or related experience required. Flexible hours
Send resume to:
Maplewood Lumber Co
6332 Middlebelt Rd.
Garden City, MI 48135

ACCOUNTING CLERK/Data Processing, immediate full time opening. Responsibilities include computerized data entry, filing, general clerical duties. Business located Telegraph-Schoolcraft Rds. $5.30 per hour, regular raises, benefits. Write Accounting Clerk, P.O. Box 5380 Northville, MI 48167

ACCOUNTING CLERK - Livonia area. Entry level position. For detail-oriented individual with good Math aptitude. Some bookkeeping experience in Billing, Credit & Collection or Payables. Typing required. Send resume and salary requirements to: Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING CLERK
Bloomfield Savings & Loan is currently seeking an accounting clerk. Qualified candidate will possess 2 years previous accounting related & data entry experience. PC knowledge & good communications skills. Please send resume to: Bloomfield Savings & Loan, 6870 Telegraph, Birmingham, MI 48012. Attn. Personnel Department An Equal Opportunity Employer

ACCOUNTING CLERK, Pay roll, light typing, phone, Farmington area. North Brothers Ford, Westland. Call Norm Augustine. 421-1300.

ACCOUNTING CLERK
Need experienced person with light typing who enjoys working with figures. Female applicants only.
Call Doris 543-5100

ACCOUNTING CLERK
Immediate opening for person with data entry experience with above average typing skills. Excellent salary and liberal fringe benefits. Send resume and prior salary history to: Clair Ritchie, 24800 Novi Rd., Novi, MI 48050 349-4800

ACCOUNTING CLERK
Immediate opening with 2 or more years of data entry experience with above average typing skills. Excellent salary & liberal fringe benefits. Send Resume and prior salary history to: Clair Ritchie, Michigan Tractor, 24800 Novi Rd., Novi, MI. 48050. 349-4800

ACCOUNTING & Data Processing Assistant, non-smoker, for well established, growth oriented Auburn manufacturer's representative. Must have some experience in A/R/A/P, computer operation or computer science course. Resume to: Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING SECRETARY
Immediate opening, national manufacturer in Farmington Hills. Career opportunity, growing with our company. Knowledge & superior office skills. Attractive compensation & benefit package. Rsp. Send complete resume with salary requirements to Mr. Vincent Fox, Lifetime Doors, 30700 Northwestern Hwy., Farmington Hills, MI 48018

ACCOUNTING-TAX PREP
Troy office needs individual experienced in tax preparation. Full time trial balance. Light typing. Computer experience desirable. Call Sandra Ann, 362-0088

ACCOUNTS PAYABLE Assistant, full time. 1 year experience necessary. Computer data entry helpful. Send resume to: Schal-Lesel Lizon STAL, Attn: Accounting Manager, 29201 Telegraph, Suite 500, Southfield, MI 48034.

ACCOUNTS PAYABLE
Novi manufacturer needs Payables Clerk. Experience in inputting and running computer generated A/P. Experienced in job cost posting also preferred. Excellent organizational and office skills necessary. Send resumes to: Michelle DuMouchelle, 42923 W. 9 Mile, Novi, MI., 48050. No walk-ins or phone calls

ACCOUNTS PAYABLE.
Excellent opportunity for individual with payable experience, and good figure aptitude. Outstanding benefits and working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield, 355-1500

ACCOUNTS Receivable/collections Birmingham company seeking self starter with basic knowledge of accounting & minimum 1 year experience in the area of accounts receivable & collections. 540-5200

ACCOUNTS RECEIVABLE CLERK needed for Farmington Hills office. Experienced in collections & CRT work. Send resume with experience & salary requirements to: P.O. Box 2094, Farmington Hills, MI 48018

ACCOUNTS RECEIVABLE CLERK
Horst Pontchartrain has an excellent opportunity for an entry-level position. Call Personnel Dept., 8AM-3PM. 965-0200

ACO HARDWARE
Full time office clerical accounts payable position available. Use of calculator required and also good aptitude for working with figures. Typing helpful. Excellent benefit package available. Apply at: 23333 Commerce Dr., Farmington Hills.

ANSWERING TELEPHONES & light office. Part or full time. No experience necessary. Farmington area. 523-0016

ACTIVITIES DIRECTOR/ RECEPTIONIST
For large apartment community. Requires motivated, personable person to design newsletters, advertising, communications. Must be available nights and weekends. Resume to: Att: Annette, 45120 Harris Rd., Belleville, MI 48111

ADMINISTRATIVE ASSISTANT needed for Service-oriented Company. Responsibilities include: Customer Contact, Dispatching techniques, billing, correspondence & various tasks. Must be self-motivated with good communication skills. Send resume & salary requirements to: Box 140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT for Southfield company with good communication and word processing skills for responsible position. Send resumes to: PO Box 721070, Berkley, MI 48072-0070

ADMINISTRATIVE ASSISTANT, for small office, Birmingham area, for retail chain. Successful candidate will need excellent communication skills and ability to work independently. Some typing and light bookkeeping. Full time position with life, health & dental insurance, 3 liberal vacation & employee discount. Send resume along with salary requirements to: Box 214, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT TO $18,000
Excellent advancement opportunity! You need a good secretarial background and experience on IBM PC Wordperfect. Bonus and excellent benefits. Fee paid. Call Eleanor at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

504 Help Wanted Office-Clerical

AD AGENCY SECRETARY
An interesting position in a plush surroundings. Good skills and "People Ability" for this $18,000, fee paid. Call Deborah at 353-2090.
After 5 PM Appointments Available
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Sterling Savings & Loan has a career opportunity available for an administrative assistant. Successful candidate must possess exceptional communication and organizational skills as well as the ability to work under pressure in a 1-3 Yrs. secretarial experience necessary; a background in mortgage banking preferred. Please contact J. Lear at 355-2400 or present resume with: Sterling Savings & Loan, 28400 Northwestern Highway, Ste. #400, Southfield, Michigan 48034
An Equal Opportunity Employer

ADVERTISING AGENCY Secretary wanted to handle challenging fast paced office environment. Word processing experience (Word Perfect a plus) Self starter, neat & dependable. Interesting opportunity. Southfield area. Benefits package. Send resume to: Box 208 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING - clerk, some computer experience helpful. Should have typing 60 wpm, will enter data on CRT, must work well with clients. Salary $14,700, call Janice at Uniforce 646-6551

APPLY NOW
- Secretaries
- Typists (45wpm plus)
- Clerks
- Data entry operators

478-1010
CORPORATE PERSONNEL SERVICES
18618 Middlebelt
Livonia
Top pay. Bonuses
Health insurance

ASSISTANT/PART TIME
In fond area. Small interesting sales firm needs trainee for bookkeeping, telephone, and general clerical work. Must have car and be eager to help and learn. 356-8131

ATTENTION
Let us help YOU find the job YOU want. We specialize in working long or short term work. Skilled workers are always in demand, especially during the holidays.
SECRETARIES
BOOKKEEPERS
WORD PROCESSORS
NURSE AIDES
LPN's AND RN's
TELEMARKETERS
WORD PROCESSORS
10 KEY OPERATORS
TYPISTS (50 WPM PLUS)
ACC'TS. PAYABLE/RECEIVABLE
PARTNERS IN PLACEMENT
Southfield Livonia
827-4213 474-6500

AUDITING CLERK
Small Southfield Accounting Bookkeeping company. Good typing, math and organizational skills a must. Able to deal with public and work with minimum supervision. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

AUTOMOBILE BILLER, experience preferred. North Brothers Ford, Westland. Call Norm Augustine. 421-1300

BILLER
New Physician office affiliated with hospital seeks part time biller with 2 years billing experience, knowledge and knowledge of pegboard system. Position may develop into full time in the future.
Please submit resume, references & salary requirements to:
AMERIGUARD CORP.
6245 North Inkster Rd
Garden City, Mich., 48135

BILLING CLERK - for medical center industrial division. 3rd party billing, AR, computer experience preferred, type 50 WPM, must be very organized & handle people well. Competitive wage & excellent benefits. 348-9000, ext. 253.

BIRMINGHAM ARCHITECTURAL firm needs reliable person with computer skills to share bookkeeping & secretarial responsibilities. Full time, benefits. Send resume to Luchenbach-Ziegelman & Partners, Inc., 115 Brown, Birmingham MI 48011.

IMMEDIATE NEED for part time Bookkeeper/Computer Operator. Schedule is flexible. Experience is necessary. Please send resume to: Frank Rewold & Son, P. O. Box 316, Rochester, MI. 48063.

BOOKKEEPER
accounts receivable for long term care facility. Knowledge of Medicare & 3rd party insurance billing essential. Full time position. Apply Plymouth Ct. 105 Haggerty Rd. Plymouth

BOOKKEEPER and General Office Work - Part-time. 3 days a week for small Livonia company. 1 person office. Must be experienced. Please call 8am to 4pm. 427-4343

BOOKKEEPER ASSISTANT
To handle accounts payable, Bank reconciliations & review office functions for multi plant manufacturing company needed immediately. Good benefits. Call Ron at 453-7755, for an appointment.

BOOKKEEPER
Entry level, full time. Eight Mile & Southfield Rd. area. Call Sharon. 352-1566

BOOKKEEPER, experienced, able to direct the accounting department for small retail chain, suburban Oakland County. Excellent salary, fringe benefits & working conditions. Send resume including salary requirement to: Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - EXPERIENCED
Must be able to perform various office duties as well. Computer assisted accounting helpful. Must be dependable and able to keep up with a fast-paced fast-growing company. Apply in person: 29200 Vassar, Suite 200, Livonia (Located N. of 7 Mile E. of Middlebelt) 471-0901

BOOKKEEPER
FULL-CHARGE
Plymouth manufacturer/distributor seeks experienced Full-Charge Bookkeeper. 3-5 years experience preferred. Computer experience a plus. Generous salary and benefits. Please send resume and salary history to: Mr. Esper, P. O. Box 891, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER
FULL-CHARGE
Manufacturing company in Troy seeks experienced Bookkeeper through financial statements. 3-5 years similar experience preferred. Computer experience a plus. Generous salary and benefits. Please send confidential resume and salary history to: Mr. Esper, P. O. Box 891, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER for 2 restaurants. Hours flexible, experience required. Call Kim for appointment, 851-2990 or 534-7420

504 Help Wanted Office-Clerical

BOOKKEEPER - (Full Charge)
Able to direct Accounting Dept. for small retail chain in Birmingham Area. Strong accounting skills needed for payroll, general ledger, financial statements, budgets & forecasts. Lotus 123 experience required. Management & salary requirements to Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FULL-CHARGE
Southfield professional firm seeks Full-Charge Bookkeeper to work with clients. 3-5 years of bookkeeping experience required. Computer and/or LOTUS experience plus. Excellent interpersonal skills a must. Excellent benefits and flexible hours. Please send resume in confidence to: M. Bryant, Plante & Moran, Suite 300, 27400 Northwestern Hwy., Southfield, MI 48034
An Equal Opportunity Employer

BOOKKEEPER - Full computerized bookkeeping system. Prefer year's experience. Respond to Box 224, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
for growing east side construction company. Knowledge of job cost accounting & computer programs helpful. Will train. Duties include accounting functions & internal financial reports. Please fax 19900 Mutual, P.O. Box 100, Southgate, MI 48195.

BOOKKEEPER/FULL CHARGE
Challenging opportunity in a growth oriented real estate development firm located in downtown Birmingham. Ideal candidate, experienced person who is extremely organized & a self starter. Computer experience necessary. Excellent benefits. Qualified individuals should send in a some stating salary requirements to:
OFFICE MANAGER
770 South Adams, Suite 107
Birmingham, MI 48011

BOOKKEEPER
MT. BRIGHTON
Must be experienced with computer operations for payroll & accounts payable. Hours vary. Contact Joe Bruhn, am, 421-4349; pm 276-9581

BOOKKEEPER - Non smoker, strong bookkeeper with MCBA experience. Must be a self motivated & self starting person. Strong accounting background. Non smoker. Send resume to: Alpha & Co., 377 Amelia, Plymouth, MI 48170

BOOKKEEPER/
OFFICE MANAGER
Eastside manufacturer seeks experienced Bookkeeper to coordinate all office activities in their 13 people office. Must be self-starter and be able to work independently. Light typing. Please send confidential resume and salary history to: Ms. Franks, P. O. Box 691, Southfield MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER, part time for Livonia accounting firm. Experienced thru General Ledger & payroll taxes. Computer experience a plus. Flexible hours. Call 476-7806

BOOKKEEPER - PART-TIME
Experienced with pegboard, accounting procedures, posting to general ledger, preparation of trial balance and payroll tax preparation. Please call 348-7333

BOOKKEEPER/
SECRETARY
New Northwest building development company in Farmington seeking mature, experienced Bookkeeper/Secretary for 1-person office. Ideal candidate will be self-motivated, familiar with construction industry and running a small business. Computer experience preferred. Send confidential resume and salary history to: Mr. Eaton, P. O. Box 891, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPERS
Large property management firm located in Southfield seeks bright, energetic individuals with minimum 1 year bookkeeping experience for full time positions in Rental Accounting Department. Send resume to:
OFFICE MANAGER
P. O. Box 5071
Southfield, MI., 48086

4½ Day Work Week
Several full time openings at a local insurance company. Pleasant 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

CLERICAL ASSISTANT
Experienced. Willing to grow with local employee benefits firm. Send resume to: P.O. Box 567, Rochester, Mich., 48063

CLERICAL
Competitive pay for experienced clerical help. Work WHEN YOU want. Work WHERE YOU want. Perfect for homemakers and retirees.
Call today!
PARTNERS
IN PLACEMENT
Southfield Livonia
827-4213 474-6500

CLERICAL COORDINATOR
for Southfield company located in Southfield. At least 3 years experience in commercial property insurance. Computer experience helpful. Good salary & benefits for qualified individual. Send resume to: Kathy Thornber, P.O. Box 2004, Southfield, MI 48037

CLERICAL - ENTRY LEVEL
$4.50 PER HOUR TO START
Excellent full-time opportunity for a self-motivated, hard working individual to join the clerical staff at our corporate headquarters in West Bloomfield. We will completely train. Fully paid health, life and accident insurance plus paid holidays and annual vacations. If you excel in accuracy, enjoy working with detailed information and like a fast pace, call Ms. Bahlin at 737-7200
FITNESS USA HEALTH SPAS

CLERICAL
Self-starter to work 30 hours per week. Able to do a variety of jobs, including bookkeeping. Must have good phone voice, typing skills and like to work with figures. Working knowledge of Lotus helpful but not necessary. Call today
569-1452

CLERICAL - PART TIME
National Corporation hiring permanent part time Clerical for branch office in Troy. Office experience and good typing skills preferred, but not necessary. Only those seeking part time employment should apply. Call Mr. Blevins at Chrysler Credit Corp. for appointment. 649-8000

CLERICAL POSITION
Need a person to screen and route teletype tickets. Must be a team player. Company benefits. Call between 8am-2pm, Mon.-Fri., ask for Lee Ann 344-0370

CLERICAL POSITION
Phone answering, typing, light filing experienced required. Personal computer experience helpful. Applicant must have good organizational skills and be self-motivated also. Please submit resume and compensation history or requirements to: Box 254, Clarenon, MI 48017
E.O.E. M/F/H

504 Help Wanted Office-Clerical

BOOKKEEPER
With general office experience, for company in Novi. Benefits.
471-4500

CLERICAL
- WORD PROCESSING
- SWITCHBOARD
- BOOKKEEPING

Long-term assignments in Livonia, Troy, Detroit. Benefits/bonuses. Weekly pay check. Previous experience required. Call to set up interview
STAFF BUILDERS
Temporary Personnel
569-8701
Clerks

25
CLERKS
NEEDED
Long and short term assignments in Southfield, Livonia, Plymouth, Canton, Rochester, Farmington, Bloomfield, Berkley and Troy areas. Office environment. Variety of work available including:
- filing
- address and stuff envelopes
- posting/record keeping
- sort invoices, receipts, etc.
- photo copy work

Call today for more information:
Livonia . . .522-4020
Westland . .729-1040
Canton . . .451-2540
Rochester .852-8800
Farmington 471-2050
Bloomfield .642-9650
Berkley. . .398-7900
Troy 362-1180
KELLY SERVICES
The "Kelly Girl" People
Not an Agency, Not 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.

CLERK TYPIST
20 hrs week, flexible Phone, filing & typing. Male & female welcome area. Metro Environmental. 557-3358

CLERK TYPIST/RECEPTIONIST
Must possess ability to use telephone & word processor. Good telephone manner & experience with office procedures required. Southfield 355-0780

504 Help Wanted Office-Clerical

CLERK TYPIST - word processing required, various duties, for purchasing department, 2 years office experience. Apply in person RS Electronics, 34443 Schoolcraft, Livonia.
An Equal Opportunity Employer

CLERK TYPIST - for major co in Novi. Must have ability to handle large volume telephone calls, possess general clerical skills, typing 50wpm minimum. Full benefits & competitive salary. Send resume to: Mr. Nagy, 39500 Orchard Hill Place, Ste 255, Novi, Michigan, 48050

COMPUTER & Accounting, full time position. Farmington area. Call Lori between 10am-3pm 477-7185

COMPUTER OPERATOR for data entry. Non smoker only, downtown Birmingham office. 20 hrs to 40 hrs per week. Call after 10am. 642-0220

COMPUTER OPERATOR
Part time. Experience required. D-Base and 1-2-3. Flexible hours. Call 543-0200

COORDINATOR
Super training opportunity for administrative secretary interested in growing into outside sales. Computer, strong people handling skills and uptake self-starter style needed. FEE PAID
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

CREDIT INVESTIGATOR/ COLLECTOR
Fast paced Southfield leasing company needs people oriented, detail investigation and general office work. Send resume to: Att: Credit Investigation, LAC, 20000 W. 11 Mile, Southfield, MI. 48076, Attn: Shirley

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

CUSTOMER service/sales follow up - some data entry. Must enjoy working with people, good spot for bright beginner, salary $11,600. Call Alice at Uniforce 846-7644

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

CUSTOMER SERVICE
CO-ORDINATOR
Support Systems International Inc. a division of Sensormatic of a Fortune 500 company has entry level positions for people with good communication skills who want to grow. Successful candidates have a high school diploma or equivalent. Typing skills & office procedure knowledge, good math and clerical skills & a sales aptitude desirable. Duties include follow-up & follow-through between Sales/Service & customer. Call between 1pm - 3pm 281-1813
Support Systems International Inc.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
Six store retail chain needs motivated, detail conscious bookkeeper with computer experience. Areas of responsibilities include:
- Accounts payable
- Payroll
- Bank reconciliation
- Supervise 2 person department
- Quarterly tax reports
- Store sales tax
- General ledger thru trial balance

Send resume to:
R. C. Sales, Inc.
36534 Plymouth Rd.
Livonia, MI 48150
Att: S. K. Thomas

PERSONNEL SECRETARY
Metro Medical Group/Health Alliance Plan has an immediate full time position available for an individual with excellent secretarial skills to work in our fast-paced Personnel Dept. The selected candidate must have 60 wpm typing ability, a minimum of 2 years Secretarial experience and effective communication skills.
We offer excellent starting salary and benefits. Interested candidates should send resume or apply to the Personnel Dept. at:
METRO MEDICAL GROUP
HEALTH ALLIANCE PLAN
1800 TUXEDO
DETROIT, MI 48206
252-1211
Equal Opportunity Employer

LEAD CLERK
Manufacturers Bank is seeking an ambitious, motivated individual to work as a Lead Clerk in the Trust Operations Department in downtown Detroit. Duties include, but are not limited to:
- Assigning and directing daily flow of work activities in the Trade Processing Unit
- Resolving complex daily irregularities and exceptions
- Assisting with the installation and maintenance of planned automated processing
- Maintaining knowledge of all job functions

Qualified candidates must have at least 3-5 years' securities processing or related trust experience and working knowledge of an automated computer system. Excellent written and verbal communication skills are required. Previous group leader experience would be considered a plus.
We offer a competitive salary and excellent benefit package. Please send resume and salary history in complete confidence to:
J. de St. Aubin
Personnel Department
411 W. Lafayette
Detroit, MI 48226
MANUFACTURERS BANK
Equal Opportunity Employer M/F/H/V

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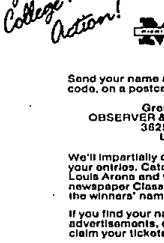

Joe Louis Arena
Tuesday, DECEMBER 29
5 P.M. *University of Michigan vs. University of Wisconsin*
8 P.M. *Michigan Tech vs. Michigan State University*

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OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Road
Livonia, MI 48150

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