500 Help Wanted

WELDER, to $14/HR.
Plus benefits. Call Today. 557-1200
Only Few $75 Job Network

WE NEED an energetic person to join our cleaning staff. 3 hrs a night (6:30-9:30pm), excellent pay. Contact Mrs Harrison. 651-9200

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Part or full time. Birmingham/Southfield Area. 645-6363

DENTAL INSURANCE receptionist. Does experience helpful. Ask for Lynne. 478-2112

DENTAL OFFICE MANAGER
Full-time, 8am-5pm, Mon. thru Fri. Benefits. Desired qualifications include Business, Dental & Computer. 2. Dentist Preventive Practice 12 Male/Southfield area. No Insurance! 642-6297 or 646-2272

DENTAL RECEPTIONIST
For a busy team-oriented Rochester practice with an opportunity for a motivated caring person, with dental experience. Full time, benefits, good salary. Send resume to: Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST - Quality Southfield dental office, operating practice 32 hours per week with 3 day weekend. Responsible for appointments & financial arrangements. Fully computerized office. Excellent salary/benefits. 358-2950

DENTAL RECEPTIONIST
Plymouth Dental Health full time, experienced receptionist. Non smoker 453-5070

DENTAL RECEPTIONIST
Must be pleasant, responsible & willing to work hard. Experience preferred, but will train. Redford area. Reply to: Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST/SECRETARY-Part time, light typing, insurance billing, experience preferred. Southfield. 358-5120

DENTAL RECEPTIONIST
Full time for progressive Rochester office. Flexible hours. Experience preferred but will train. 656-2300

DENTAL RECEPTIONIST
Needed full or part time. Farmington Hills area. Call 851-3030

DENTAL RECEPTIONIST
Experienced, 12 Mile & Telegraph area. Southfield. Call Kathy, 357-5390

DOCTORS ASSISTANT, Excellent opportunity, part time. Send resume to Dr. Sol Lurt, 31390 Northwestern Hwy. Farmington Hills, MI. 48018

FARMINGTON PODIATRY
Assistant needed. Part time, Tues. & Fri. Will train. 478-4320

FULL TIME RN or LPN
AFTERNOON SHIFT
WEST TRAIL NURSING HOME
Small basic facility in Plymouth is in need of a staff nurse. To schedule an interview call Kathy Marsh, RN, 261-9096

DENTAL ASSISTANT
Energetic, enthusiastic Dental Assistant needed for busy Hospital Dental Clinic. Applicant should be skilled in chairside techniques with minimum (2) years experience. Qualified Applicants must apply Contact - Barbara Fleming, Mon.-Fri. 9am-3pm. 593-8218

DENTAL ASSISTANT
No weekends, pleasant office, experience preferred. 522-3510

DENTAL ASSISTANT
Full time for progressive Rochester office. Flexible hours. Experience preferred but will train.

DENTAL ASSISTANT - highly motivated individual for a full time position, experience necessary. 348-7997

DENTAL ASSISTANT
Experienced, for busy Livonia chairside assisting. Full time with good pay & benefits 722-1333

DENTAL ASSISTANT highly motivated individual needed for progressive practice. Oriented practice. Starting salary $13.500 Farmington Hills area 474-2290

DENTAL ASSISTANT
Downtown Birmingham office. 3 days per week. No Sat. Some experience preferred. Call 642-7440 Or Eves. 643-0562

DENTAL ASSISTANT - experienced, pleasant & skilled, full/part time. Troy. We offer an excellent working condition & remuneration. Flexible hours & days 689-6080

DENTAL ASSISTANT
Our family with hard working, take charge type of people. Excellent salary & benefits. Position provides the 1st line of communication for Physicians & their staff regarding the Pre-Admission Process. Requires excellent communication skills. Data Entry skills, and knowledge of ICD-9-CM and HCPCS coding. Excellent salary & benefits. Responsible candidates, fax

HUMAN RESOURCES/IS
P.O. Box 223
Southfield, MI. 48037

An Equal Opportunity Employer

LPN - AFTERNOON & MIDNIGHT SHIFTS
Full or Part Time Positions
Call Mrs. Ferguson for Appointment
261-5300
NIGHTINGALE WEST NURSING HOME

LPN'S
Full time, all shifts in a small basic nursing home. Need good supervisory skills. Competitive salary & benefits, written personnel policies. Orchard Lake Nesthaven, 7277 Richardson Road, West Bloomfield 363-7181

DENTAL HYGIENIST
Lake Orion. Part time, Thurs. & Sat. in a friendly, professional office. Salary open. Call 693-2194

DENTAL HYGIENIST - Immediate full time position for progressive Rochester office. Salary commensurate with experience. Call 651-1613 for interview

DENTAL HYGIENIST
Full time position in a modern, quality oriented practice in Westland. Good pay & benefits. Call 722-5133

DENTAL HYGIENIST
We are expanding our hygiene department and are searching for an experienced hygienist to work 2-3 days per week. We are a family practice located in Farmington. 474-4600

502 Help Wanted Dental-Medical

NURSING ASSISTANTS

WANTED: Caring Individuals

OFFERING: Revised Wage Scale
Paid Blue Cross-Blue Shield
Uniform Allowance
Employee Discounts
Tuition Reimbursement
Advancement Opportunities
Much, Much More

WHERE: Farmington Nursing Home
A Unit of Botsford
30405 Folsom Rd.
Farmington Hills, 477-7400

DENTAL OFFICE MANAGER

Recent experience with scheduling, insurance, financial arrangements and case planning. Full time, no weekends, no nights.

DR. M. WEISS — REDFORD

Call for interview appointment

535-1198

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT/Receptionist Livonia, OB/GYN, part time. Mon.: 3pm-7:30pm. Tues & Thurs.: 2:30pm-7pm. Call between 10am-1pm. 425-9303

MEDICAL ASSISTANT
Part time Dental hours only. Must know V.P.A. Exp. Helpful. Send resume to: Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Full time, daytime hours. Must know V.P.A. Exp. Helpful. Send resume to: Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT - Full time for busy Southfield Ophthalmologists office. Looking for someone responsible & patient oriented. Experience preferred. Send resume to: Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANTS
Experienced. For large family practice in Farmington area. Employer paid fee

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL ASSISTANT
Top quality, Experienced Medical Assistant to work 32 hour week. EKG, venipuncture, patient care. Good salary and hours. Employer paid fee

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL ASSISTANT
for occupational/urgent care facility in Farmington Hills 3-4 days. Very pleasant job. PT. EKG experience required. Full time positions available Contact: Administrator, 591-0453

MEDICAL BILLER - experienced medical biller part time. For busy Southfield specialist office. Diversified duties with extensive back-ground in computer billing, statuses & posting. Excellent salary with benefits. If qualified, send resume to:
Insurance Department, 3063 Woodward, Berkley, Mich. 48072

MEDICAL LABORATORY
TECHNICIAN/PHLEBOTOMIST
Part time for private infertility practice in Southfield, Mon., Wed. & Fri. 7AM-11AM. 851-8040

MEDICAL OPTICIAN. $10-15/Hr
Entry level. Call Hurt.
Call Today 557-1200
Only Few $75 Job Network

MEDICAL RECEPTIONIST from desk position. Experience necessary. Send resume to: Box 311, Observer office in W. Bloomfield 851-0555

MEDICAL RECEPTIONIST
Busy OB/GYN office, full time. Good salary & benefits. Experience. Call Morris for interview 471-0551

MEDICAL RECEPTIONIST
Mon., Tues., Thurs & Fri.
Can work as late as 9PM. Southfield Area Call 353-8141

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

MEDICAL RECEPTIONIST/BILLER
Good typing & some billing experience necessary. Excellent opportunity for the right person. Ask for Renee 643-8029 626-6829

MEDICAL RECEPTIONIST & BILLER wanted for busy medical office in Livonia on 7 Mile Rd.. Experience preferred especially with podiatry. Looking to fill these 2 positions immediately. Call Ms. Ferguson for appointment. 476-8100

MEDICAL RETAILER
Experienced Elec. Hemoglobinetics & orthotics preferred but will train. Full time. Plymouth area 453-9584

MEDICAL SECRETARY
For medical office in Wayne, Michigan. 459-7125

MEDICAL SECRETARY
Experienced, part time. Oral surgery office, Birmingham/Troy area. 30 to 35 hrs. per week. Word processing, pediatric helpful, will train. Call between 10am-4pm. 647-2191

MEDICAL TECHNICIAN - Experienced for general laboratory assisting for group practice lab in Livonia. Send resume to: 19019 W Cranbrook, Birmingham, MI., 48009

MEDICAL TRANSCRIPTIONIST
Experienced only. Knowledge of anatomic, operative reports, history & physical. Oak Park. 398-1417

MEDICAL TRANSCRIPTIONISTS
Part & full time. Experienced. For small busy Southfield office. Send resume to P. O. Box 090228, Rochester Hills, MI., 48309.

MEDICAL TECHNICIAN - Experienced and/or certified for home care in western Wayne & south Oakland communities. Flexible hours available. Mileage. Starting wage $5.25 per hour. Call United Home Care 459-5141

An Equal Opportunity Employer

NURSES AIDES/ORDERLIES
Positions available on all shifts in a small basic nursing home. Good benefits in a friendly atmosphere. You need dependable, mature individuals experienced or will train. Orchard Lake Nesthaven, 7277 Richardson Road, West Bloomfield 363-7181

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

NURSES
Full time positions available for nurses with experience or interest in community health nursing. We are a progressive, Medicare Certified, home health and hospice provider, affiliated with a large health center. We are looking for nurses who enjoy working independently in a setting that encourages creativity and participation in new program development. Must possess good assessment and documentation skills, have at least 1-2 years of acute care experience and be current in intravenous therapy. BSN preferred. Please contact Catherine Esterheld, RN, M.S at 313-995-1992

Nursing Administrative Assistants

Detroit Heart Institute is looking for that special nursing individual to supervise and administrate our nursing staff as we build our prominent Cardiology Unit.

Our Nursing Administrative Assistant is a nurse who is a strong, hands-on role with involvement in supervision, training, staff schedules and liaison intervention between patient's families and our medical staff.

BSN, 3-5 yrs. of experience as a Head Nurse, AHN, or in an ambulatory setting, critical care experience, CCRN, ACLS are all required.

Positions are full time, days and midnights. We offer a competitive salary with an excellent benefits package. Qualified candidates may send resume or call the Human Resources Office:

Detroit Osteopathic Hospital
12523 Third Ave.
Highland Park, MI. 48203
252-4080

An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE AIDES
Full time, 24 Shifts
WEST TRAIL NURSING HOME
Small basic facility in Plymouth needs dependable nurse aides. Call Kathy Marsh, RN 261-3983

NURSE
Part time. Physician office. Troy area. 426-2840

NURSING ASSISTANTS
Positions open for dedicated workers in long term care facility. Competitive wages, training provided. Apply in person: Lakeshore Convalescent, 29270 Montock, 1 block S. of 8 Mile on Lake Huron, Livonia

OPTICIAN DISPENSER
Experienced only, full & part time. Excellent salary plus commission. No Sundays. 565-5500

ORTHODONTIC Clinical Assistant, Plymouth, part time (approx. 20 hrs.). No evenings, no weekends. Willing to train an artistic, creative, self-motivated person. Send full resume & written resume to: Box 092 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME
Position available for dependable energetic individual to work for busy chiropractor. Mon. Wed. & Fri., 9:45am-12:30pm, Tues. & Sat. 9:45am-1:30pm. Some clerical skills required, willing to train qualified person. 27327 Joy Rd., 1 blk. W. of Inkster Rd. 522-5531

PEG-BOARD & BOOKKEEPING Experience needed for data entry employment at psychiatric clinic in beautiful Northville. Leave message for Arnold Keller 348-1100

PHARMACY TECH or Pharmacy experience. Medical Center, Pharmacy has full time position. We offer an excellent salary & benefits featuring
• Paid holidays & vacation
• No Sundays, Holidays or Evenings
• Medical, Dental & Life Insurance
• 401K Savings Plan
• Uniforms
Please apply in person at Medical Center Pharmacy located inside Woodland Medical Center, 41935 W Ann Arbor Trail, Novi or apply at 22341 W 8 mile, Detroit.

PHYSICAL THERAPY AIDE
For part-time, mornings, in Out-patient clinic. 557-7335

PROGRESSIVE dental office desires an energetic, reliable, enjoyable Dental Assistant. Wide variety of duties & responsibilities. Call 641-1210

RECEPTIONIST & CLERICAL Position in X-ray clinic. Excellent fringe benefits. Reply to Southfield Radiology, 15901 W. 9 Mile Rd. Suite 110, Southfield, Mich. 48075

RECEPTIONIST
• EXCITING
• INTERESTING
• FAST PACED

INFERTILITY PRACTICE
In W. Bloomfield. Part time, 3 days per week, no Saturdays. Well known infertility specialist seeks professional compassionate person to assist with this rewarding practice. A lasting one when handling phone calls & making appointments. Busy call experience necessary. 851-8040

REGISTERED X-RAY TECHNICIAN
Part time position available, 4 days per week, approximately 36 hours per week. Full time benefits. Ask for Pam 647-4425

RESIDENT Service Workers - immediate openings for guest home located in Farmington. Experience preferred. Please call 541-1291

RN - LPN
Full or part time, days and afternoon shifts Apply: Arnold Home, 18320 W. 7 Mile Rd., Detroit. 531-6001 Ext. 260.

RN/LPN
Part time position available for talented team-players who can contribute knowledge and skills toward our working effort. Day and midnight shifts for skilled nursing facility. Revised salary and excellent benefit plan. Contact L. Herschfeld, Director of Nursing Services Convalescent & Nursing Home, Livonia. 427-8370

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

RNs

Intensive Care Nurses

The Detroit Heart Institute is seeking experienced and dedicated RNs interested in being part of a fast paced cardiac unit providing comprehensive care to cardiac patients.

RNs with the desire to work with a total team concept together with our doctors and affiliated personnel are invited to apply at our facility.

We include networking, disciplined levels of intensified nursing, and a heavy emphasis on continuing education.

BSN, ACLS, CCRN certification equity or eligible.

Our positions are full and part time with a flexible schedule (8, 10 hour shift available).

We offer an excellent fringe benefits package including tuition assistance, employee fitness programs and competitive salary.

Qualified nursing professionals please contact the Human Resources Office:

Detroit Osteopathic Hospital
12523 Third Ave.
Highland Park, MI 48203
252-4080

An Equal Opportunity Employer

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

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

RNS OR LPNS
APPLICATIONS accepted for full time afternoons.

NURSES AIDES
Experienced. All shifts and weekends. Apply at:
FRANKLIN MANOR
26600 Franklin Rd.,
Southfield, MI. 48034
352-7390

502 Help Wanted Office-Clerical

Seedman state CPA firm has position available for hard working, knowledgeable & personable individual. The person we are seeking should have 3-4 yrs. of public accounting & auditing experience with strong background in individual & corporate tax return, preparation of financial statements & accompanying schedules. Send complete resume & salary history to: Personnel Manager, Jenkins, Kaplun, Volk, Cernick, 2905 Woodward Ave. Suite A, Bloomfield Hills, Mich. 48013

502 Help Wanted Office-Clerical

ACCOUNTING CLERICAL PERSON with recent computer data entry experience, for Farmington Hills CPA. Call 851-1824

ACCOUNTING CLERK
Full-time position available with Southfield insurance company. Typing 40 wpm. Computer familiarity a plus. Mail resume to: Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

ACCOUNTING POSITION
Assistant, non-smoker, for well established, near north suburban (Farmington) accounting office. Must have some experience in AP/AR & computer operation, or computer science courses. Resumes to: Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING POSITION
available for non smoker with small growing company. Ideal individual will be highly organized with accurate typing skills & ability to accept responsibility. Knowledge of accounting experience helpful but not required. Call for appointment. Send resume & salary requirements to P. O. Box 810, Wayne, Michigan, 48184.

ACCOUNTING SECRETARY
Immediate opening in small manufacturer in Farmington Hills. Career opportunity for person with accounting knowledge & superior office skills. Attractive benefits & salary commensurate. Send complete resume with salary requirements to: Box 308, Observer & Lifetime Doors, 30700 Northwestern Hwy., Farmington Hills, MI 48018

ACCOUNTING through Trial Balance. Multi locational retail store. Must have good salary history & requirements to: 34095 Plymouth Road, Livonia, Mich., 48150

ACCOUNTS PAYABLE
CLERK
Suburban company seeks full time individual for non-smoking retail office. Experience preferred. Computer knowledge a plus. Compensation & excellent benefits. Please send salary requirements to:
Sharon Bell, Director
Bell Sportswear, Inc.
1101 Rochester Rd.,
Rochester Hills, MI
48063, Attention: Sales Manager

ACCOUNTS RECEIVABLE - accurate, detail oriented individual needed for full time, fast paced position in Troy office. Qualified candidate must possess good math aptitude & communication skills as well as be experienced in computerized order entry applications. Call 649-4454 ext. 500
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
COLLECTIONS CLERK

$14,000. Fee paid. Growing Birmingham based sales organization with 2 years Accounts Receivable and Collections experience. 35 hour work week. Profit share offered. Call Debbie. 649-5900.
SNELLING & SNELLING
OF TROY

ACCOUNTS
RECEIVABLE

High volume retail office needs a person with 2 years experience in receivables. Must work quickly and accurately. We offer an excellent salary and benefits package with complete benefits. Nice Southfield location. Call 358-4091

ADMINISTRATIVE ASSISTANT - Bright, energetic person, experienced in word processing, looking for fast paced advertising agency. Must supervise Word Perfect knowledge required. Must be organized, dependable, have a confidence voice & a great attitude. Excellent benefits. Send resume to: R. Laurie, Inc., 43100 Plymouth Oaks Dr., Suite 350, Southfield, MI 48075

ADMINISTRATIVE ASSISTANT/Secretarial work, part time. Flexible hours. Troy Location. Call Jeannie 879-3300 - 5pm. 362-5020

ADMINISTRATIVE
SECRETARY
TO $19,200/FEE PAID
Unique position in new Plymouth facility. Benefits. Personnel Systems, 459-1166 781-5232

ADMINISTRATIVE ASSISTANT
Distribution company seeks a customer service person opening. Experience in data entry, order processing & telephone technique a plus. Full time position with benefits. Salary based on experience. Call for appointment only between 9am-6pm: 11998 Merriman Rd. Livonia, Mich.

ADMINISTRATIVE RECEPTIONIST
First of America Bank of Plymouth has an opening for a receptionist for an administrative receptionist. Typing 40-50wpm, general clerical experience. Apply at:
First of America Bank
535 So. Main St.
Plymouth, MI 48170
An Equal Opportunity Employer

ADMINISTRATIVE
ASSISTANT
TO $16,000 FEE PAID
Manufacturers Rep needs a sharp Assistant for following areas of organization. Good office skills and knowledge of computers required. Call Margaret 649-5900.
SNELLING & SNELLING
OF TROY

ADMINISTRATIVE
SECRETARY
$16,500
Variety position in suburbs where your good judgement, secretarial skills & organization will be appreciated as part of public relations team. Excellent communication skills and typing 50 wpm are a must. Executives state wide. Top benefits & upward mobility.
ALL FEE COMPANY PAID
PERMANENT STAFF
Southfield 353-0505

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

ADVERTISING secretaries for Bloomfield Hills corporation, type 55 wpm, some knowledge of Mamoy typewriter but will train, word processing helpful. Salary $15,500. Call Sally at Uniforce 357-0034

ARBOR
TEMPS

● TOP PAY
● BONUSES
● BENEFITS

WORD PROCESSORS
($8 HOUR +)

RECEPTIONISTS

SECRETARIES
(General 40 wpm, executive 55 wpm +, Legal, Medical)

9433 Haggerty
(S. of Ann Arbor Rd.,
Fairwood West Offices)
Plymouth, MI
459-1166

315 E. Eisenhower
(Suite 2)
Ann Arbor, MI
761-5252

502 Help Wanted Office-Clerical

ASSISTANT - Bookkeeping. Strong Hills. Work for owner in top position, client contact, basic bookkeeping, excellent administrative assistant skills. Send resume to: Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
accounts receivable for long term care facility, knowledge of Medicare helpful. Full time position. Apply Plymouth Ct. 105 Haggerty Rd. 459-5300

BOOKKEEPER
Experienced individual with accounts payable/receivable & payroll capabilities for a premier office, near Bloomfield Hills. Must have good phone skills, be detail oriented & self skills. Please send resume to:
Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Minimum four years experience plus some computer knowledge. Southfield area. 661-5287

BOOKKEEPER - full charge. Troy area. 30 hrs. per wk. Excellent. Experienced. Trial period. Send resume to: Office Mgr., P. O. Box 912, Bloomfield Hills, MI 48303-0912

BOOKKEEPER
MT. BRIGHTON
Full charge position needed for operations and general bookkeeping. Hours vary. Contact Joe Schafer at 421-4349, pm 229-9581

BOOKKEEPER NEEDED - For fast growth, fast growing company. Exciting. Additional office skills needed. Call Jack Kaplan at 559-7000 Ext. 32, Suite 200, Livonia, (north of 7 Mile, east of Middlebelt). 471-0001

BOOKKEEPER - Experienced accounts payable/receivable & payroll, bookkeeper with MCBA experience. Must be a self motivated & self starting person who can handle working background. Non smoker. Send resume to Alpha & Co., 577 Amelia, Plymouth, MI 48170

BOOKKEEPER
$17,000, FEE PAID
Full charge experience needed for this busy suburban company. Outstanding benefit package, lots of variety. 3 years plus good add experience with emphasis in payroll, accounts payable & A/R. Accounts receivable. Call Mark 649-5900.
SNELLING & SNELLING
OF TROY

...1988...
...CAREER...
...OPPORTUNITIES...
...Now is the time to plan your move...

SWITCHBOARD OPERATOR
Livonia firm, busy board
Salary to $14,000.

PUBLIC RELATIONS SECRETARY
Run the show, meet key executives.
Salary to $18,500

CUSTOMER SERVICE REP
Phone & with expertise a must.
Salary to $12,400

PUBLISHERS SECRETARY
Sales office, shorthand needed.
Salary to $18,200

LIVONIA SECRETARY
Heavy word processing, working with plant engineer.
Salary to $15,600

The above is a partial listing of many positions available. Free resume guide & interviewing tips.

ALL FEES COMPANY PAID
CALL TODAY!

PERMANENT STAFF
Livonia 591-2221

504 Help Wanted Office-Clerical

BOOKKEEPING
ACCOUNTING
Data Entry/EDP
Looking for temporary employment? accounting temps specialize in all areas of bookkeeping, accounting and data processing. Assignments can be anywhere short or long term, full or part-time, offer excellent rates, plus paid holidays. Bring your experience to your background. Also, temporary assignments can lead to permanent positions. For an appointment, please call
357-8367
accounTemps
28588 Northwestern Hwy., #250
Southfield, MI 48034

A subsidiary of
Robert Half of Michigan, Inc.

BOOKKEEPING- Accounting firm in Madison Heights is looking for a person, some typing necessary. Full & Part time positions available. Apply Front Desk position. If you can type 45 WPM, have some knowledge of bookkeeping & an eagerness to advance, call me now! Company offers excellent benefits & working hours between Christmas & New Years. Don't hesitate - a chance like this doesn't happen often, so call
Marie 541-3660

SNELLING & SNELLING
OF FARMINGTON HILLS

1ST SOURCE CORPORATION is seeking a Staff Assistant/Receptionist for our Farmington Hills, Michigan Truckers Bank Plan office. Responsibilities will include: typing, filing, answering phones & assisting customers. Qualified candidate possesses accurate typing skills & be customer service oriented to succeed in fully provide administrative support to the Plan Administrator. Resumes & salary requirements should be sent to:

Sharon L. Boyle
Employee Relations Administrator
1st Source Corporation
P.O. Box 1602
South Bend, Indiana 46634
Equal Opportunity Employer M/F/H
Equal Opportunity Employer
M/F/Female/Handicapped/Vet

A TOP FIRM
Prestigious location and excellent benefits can be yours! Word processing experience needed. Legal a plus. $16,000 to start. Fee paid, of course.
399-3450.
SNELLING & SNELLING

ATTENTION
SECRETARIES
A New Year.... A New Job.... Our Livonia office has several openings for qualified individuals in the Secretarial position. Minimum typing 50 wpm., word processing experience. Salary ranges from $18,000 plus. Company paid fee, we pay employer paid. Call first now, at 464-0909.
SNELLING & SNELLING

AUTO CASHIER/SWITCHBOARD
Part time position. Computer knowledge helpful. Willing to train qualified candidate.
For appointment 453-1100
Blackwell Ford, Plymouth

BANK RECEPTIONIST
TO $12K FEE PAID
Special diversified department available. Type 45 WPM. Only (6) months' experience required or Business School grad. Full-time & benefits. Advancement.

EMPLOYMENT CENTER II
540-4130

BEAT
THE RUSH!

DON'T WAIT
FOR THE NEW YEAR -
MAKE A RESOLUTION
TO WORK NOW!

• File Clerks
• Receptionists
• Secretaries
• Typists
• Word Processors

474-8722
J Martin Temporaries
36215 W. 10 Mile
Farmington Hills, MI 48024

BIRMINGHAM - Architectural/Design firm needs relative person with computer skills to share bookkeeping & administrative responsibilities. Good benefits. Send resume to Luchenbach-Zeppenfeld, Inc., 1000 Forest, 115 Brown, Birmingham MI 48011.

BOOKKEEPER
accounts payable for long term care facility, knowledge of Medicare helpful. Full time position. Apply Plymouth Ct. 105 Haggerty Rd. 459-5300

BOOKKEEPER - Experienced individual with accounts payable/receivable & payroll capabilities for a premier office, near Bloomfield Hills. Must have good phone skills, be detail oriented & self skills. Please send resume to:
Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Minimum four years experience plus some computer knowledge. Southfield area. 661-5287

BOOKKEEPER - full charge. Troy area. 30 hrs. per wk. Excellent. Experienced. Trial period. Send resume to: Office Mgr., P. O. Box 912, Bloomfield Hills, MI 48303-0912

BOOKKEEPER
MT. BRIGHTON
Full charge position needed for operations and general bookkeeping. Hours vary. Contact Joe Schafer at 421-4349, pm 229-9581

BOOKKEEPER NEEDED - For fast growth, fast growing company. Exciting. Additional office skills needed. Call Jack Kaplan at 559-7000 Ext. 32, Suite 200, Livonia, (north of 7 Mile, east of Middlebelt). 471-0001

BOOKKEEPER - Experienced accounts payable/receivable & payroll, bookkeeper with MCBA experience. Must be a self motivated & self starting person who can handle working background. Non smoker. Send resume to Alpha & Co., 577 Amelia, Plymouth, MI 48170

BOOKKEEPER
$17,000, FEE PAID
Full charge experience needed for this busy suburban company. Outstanding benefit package, lots of variety. 3 years plus good add experience with emphasis in payroll, accounts payable & A/R. Accounts receivable. Call Mark 649-5900.
SNELLING & SNELLING
OF TROY

...1988...
...CAREER...
...OPPORTUNITIES...
...Now is the time to plan your move...

SWITCHBOARD OPERATOR
Livonia firm, busy board
Salary to $14,000.

PUBLIC RELATIONS SECRETARY
Run the show, meet key executives.
Salary to $18,500

CUSTOMER SERVICE REP
Phone & with expertise a must.
Salary to $12,400

PUBLISHERS SECRETARY
Sales office, shorthand needed.
Salary to $18,200

LIVONIA SECRETARY
Heavy word processing, working with plant engineer.
Salary to $15,600

The above is a partial listing of many positions available. Free resume guide & interviewing tips.

ALL FEES COMPANY PAID
CALL TODAY!

PERMANENT STAFF
Livonia 591-2221

504 Help Wanted Office-Clerical

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. Excellent benefits, life and accident insurance plus paid holidays and annual vacation days. Excellent accuracy, entry working with detailed information and like a fast pace.
Call 737-7200
FITNESS USA HEALTH SPAS
West Bloomfield

CLERICAL
Full time. Typing 50 WPM, shorthand, IBM PC experience & prior secretarial experience preferred. Excellent benefits. Call for testing & interview 540-9625

CLERICAL SECRETARY
For long established Farmington Hills manufacturer. Experience required. Responsible for inner office information gathering. Typing, phone & math skills required. Fringes. Qualified applicants only.
557-7140
An Equal Opportunity Employer

CLERK
Immediate opening for an individual with good spelling & punctuation skills. Excellent telephone personality plus accurate typing (40-45wpm). Bookkeeping experience helpful, however will train. Excellent company paid benefits along with pleasant working conditions. Send resume to:
CLERK
P.O. BOX 2227
Southfield, MI. 48037

CLERKS TYPIST
Birmingham area, 50wpm. $6.27 per hour, 20 hours flexible. Call Lorraine at 644-4001

CLERKS - TYPISTS $10.400 UP
Type 50 wpm accurately. Entry level positions.
Employment Center Inc. Agency
540-1836

CLERK TYPIST II
The Charter Township of West Bloomfield is seeking qualified applicants for the position of Clerk Typist II. This position involves a wide variety of duties and requires excellent typing & clerical skills, operation of various office equipment and the public. Best facility with the public. General minimum requirements for this position are a graduation from high school or its equivalent with some typing & a minimum of 1 yr. clerical experience. Salaries are dependent on experience. Qualified candidates should apply in the following departments:
Clerk's Office
Building Department
1988 salary ranges $18,448.38 to $19,207.38 with excellent fringe benefit package. Applications will be accepted at 4200 W. Pt. Jan. 15, 1988 at the Personnel Dept. West Bloomfield Twp., 4200 Pt. Land Lake Rd., P. O. Box 5429, West Bloomfield, MI., 48033.
An Equal Opportunity Employer

CHOICES
That's what you get with Kelly Services. Our jobs pay well and offer benefits. We are now hiring:

Receptionists
(with and without typing)

Data Entry
Operators
(any style keyboard)

Word Processing
Operators and PC
Operators
(all models)

Switchboard
Operators

Clerks

Typists
(45-wpm +)

Dictaphone
Typists

Data General
Word Processors
(for long term assignments)

Xerox 630
Memorywriter
Typists and Secretaries

Register with us and enjoy:

● Immediate Assignments
● Flexible Schedules
● Good Pay
● Bonuses
● Vacatopm Pay
● Health Insurance

Troy 362-1180
Farmington 471-2050
Southfield 352-5220
Bloomfield 642-9505
Berkley 398-7900
Rochester 852-8800
Livonia 522-4020
Westland 729-1040
Canton 451-2540
Detroit 259-1400

KELLY
SERVICES
The "Kelly Girl" People
Hiring Now, Same Day Pay
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.

CITY OF BIRMINGHAM
Accepting applications for clerk/dispatcher fire department. Duties include food, preventing fire, prevention, radios, typing, filing, perform record checks, and other duties. Serve as clerk-typist to fire chief; take and record phone messages; dispatch emergency alarms. Pay rate begins at $8.35 per hour, type 55wpm & take dictation; at least 2 years experience including public contact. Applications will be accepted through Fri. Jan 8, 1988 before 5pm. For further information contact 648-1127
Submit resumes to:
PERSONNEL DEPARTMENT
CITY OF BIRMINGHAM
151 MARTIN
P.O. BOX 3001
BIRMINGHAM, MI 48012
An Equal Opportunity Employer

4½ Day Work Week
Several full time openings in 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

CLERICAL HELP
Part time, experience required, in auto dealership. Duties: accounts payable, receivables and general. Excellent pay. For interview call, Personnel Department,
Bob Sellers Pontiac,
476-8000

CLERICAL - PAYROLL
Payroll person needed for growing corporation. Experience necessary. Send resume to: Box 222, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION
Part time, possible full time. Data entry, computer experience preferred but will train. Northwestern Hills office. Call Gail 332-5900

CLERICAL/RECEPTIONIST - Full or part time. If you have people skills, general office experience and know your way to PC's this could be the career opportunity for you. Troy 244-9322

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Ideal for college student or homemaker. Permanent, part time. Troy area. $5. per hr. 2 days a week. 5pm-10pm; 8am. 1pm-8:30pm. Call for appointment 362-5353

EMPLOYMENT
CONSULTANT
Use your office experience to start a new career. Be part of a nationwide team. Enjoy high earning potential placing people in the high-volume office market. Clerical, Filing, computers. Salary, commission. Benefits include dental. Will train qualified person.
SNELLING & SNELLING
Royal Oak 399-3450

EXCELLENT PART TIME position available. Need grammar/spelling skills, typing 35-40wpm. Non-smoker preferred. Troy area. Salary negotiable. After 5PM call 373-7018

FRONT DESK receptionist/secretary, well organized person for personnel secretary for company president. Decision making ability, full responsibility for staff interaction, correspondence, filing, planning & scheduling. Attractive compensation & benefits. Apply at Flower Gallery, 29469 Northwestern Hwy., Southfield 354-2543

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QUALIFIED
PEOPLE
We have long & short term assignments available in the Farmington Hills & Southfield areas. We offer:
• Excellent Benefits
• Paid Holidays
Paid Vacation
Call today for an appointment

MGM
Office Services
474-7766

FRIENDLY, dependable person, banking or real estate background preferred, full time position. Send resume to: P.O. Box 686, Mt. Clemens, MI. 48043

FULL CHARGE BOOKKEEPER
Industrial. Must have 2-3 years experience. Send resume to: Personnel, 1200 Ford Detroit area. Send resume with per history to: Chem Strip Inc. 9933 Greenfield, Detroit, MI. 48228. Attention Mrs Laurie Logsdon.

GENERAL OFFICE with accounting. Small Southfield manufacturer. Some experience. Part time hours, $4.50 hour to start. Plymouth. Call Mr. Lauer 453-5100

GENERAL OFFICE
An Electrical contractor needs a person for general office duties including receiving phones, filing, light typing & processing returns. Interested applicants can apply by resume to: Box 222, Observer, Livonia, off Middlebelt Rd., just N/ Seven Mile.

GENERAL OFFICE
Light typing, 35 wpm. Must be person capable of accurate typing & good figure. Computer experience helpful. Excellent opportunity. 8 person office. Send resume to: Sanal, 2921 Industrial Row, Troy MI 48084.

GENERAL OFFICE - Farmington area. Part time, 20 hrs. Duties include data entry, typing, purchasing, phone, etc. Non-smoker. Full time, $4.25-6.00 hour. 626-6666

HOMEMAKERS
RETIREES &
ST