502 Help Wanted Dental-Medical

MEDICAL BILLING ASSISTANT
Full time for busy cataract specialist. Must be a self-motivated individual with experience in all phases of billing. Background in statusing, posting & computer billing a plus. Excellent salary with benefits. Qualified applicant send resume to: Insurance Dept., 3003 Woodward, Berkley, Mich. 48072.

CCHA HOCKEY TICKET WINNER

GLADYS HARMS
7625 Louise Ct.
Westland

ROBERT HOUSH
9580 Norborne
Redford

DOROTHY JERRELL
18458 Lennane
Redford

AL DELLA MORA
27305 Edgemoor Rd.
Farmington Hills

SHELDON RUBIN
10000 Rosewood Ct.
Oak Park

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, March 11, 1988 to claim your TWO FREE CCHA HOCKEY TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

Medical Office Clerical Positions

We are looking for qualified individuals to work as:
- Hospital/Physician Billers
- Medical Transcriptionists
- Typists
- Data Entry Clerks
- Medical Secretaries

For more information, please call:
TEMPRO
443-5590

MEDICAL OFFICE seeks experienced medical assistant, able to do venipuncture, urinalysis and errands. Full time, excellent benefits, Southfield area. Call Adrienne Bowman 8AM-noon. 358-6100

MEDICAL OFFICE ASSISTANT needed for expanding dermatology practice, Troy/Sterling Heights area. Both full & part time positions, front & back office, experience for school helpful, non smoker only. Excellent benefit package. Call Marilyn and ask for 182, Observer & Eccentric newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST WANTED Mon., Tues. & Fri. May consider as late as 6pm. 12Mile/Northwestern area, experience preferred. 353-8141

MEDICAL RECEPTIONIST
Experienced. Full time.
358-6100

MEDICAL RECEPTIONIST
Full time. Reliable mature person for busy Southfield OB/GYN office. Experience preferred.
Call Ms. Georgia, 353-5020.

MEDICAL RECEPTIONIST
Needed for West side ENT practice. We want the best, positive attitude, enthusiastic, full time, permanent professionals there are.
Please call 541-1842

MEDICAL RECEPTIONIST
Experienced receptionist wanted to work for podiatrist. Interesting position. Nice area. Salary commensurate with experience & background. Excellent working conditions. Benefits. Mon.-Fri. only. Call for interview:
478-1021

MEDICAL RECEPTIONIST/ASSISTANT needed for busy OB-GYN Royal Oak office. Experience preferred. Call between 8-5 p.m. 433-8200.

MEDICAL RECEPTIONIST/BILLER
Needed for busy Livonia office. Experienced, hardworking.
Call, 425-5200

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Full-time, with some billing knowledge. Southfield/Birmingham area. Call Linda, 647-8223

MEDICAL RECEPTIONIST
We will train capable mature person needing steady employment. Afternoon & evening hours, 137 Northwestern, doctor's office & errands.
358-5710

MEDICAL SECRETARY
No experience necessary. Send resume to: 945 Merriman Rd., Westland, MI 48185.

MEDICAL TRANSCRIPTIONIST
Must be reliable with 2 years experience typing G.R. and D.B. Flexible working hours. Excellent hourly plus incentives, benefits. Farmington area.
549-8358

MEDICAL TRANSCRIPTIONIST
Min. 2 yrs. experience. We offer paid vacations, holidays, life/health insurance. Guaranteed salary, bonus & flexible hours. 362-5283

MEDICAL TRANSCRIPTIONIST
Full time position open in busy Canton office. Experience a must, flexible hours, good earning potential. Send resume to: Transcriptionist, P.O. Box 87061, Canton, Mich., 48187

METRO HOME HEALTH CARE
We have grown tremendously by giving quality home health care. We need nurses with the same commitment.

RNS (BSN's Preferred)
Full time salary, part time contingent & relief nurses. 1 year clinical or home care experience.

Excellent salary & benefits. Full paid life and disability insurance. Tuition reimbursement. 12 sick days. Mileage reimbursement. Dental & vision insurance. 2 weeks vacation first year, 3 weeks second year, 4 weeks thereafter. Full paid pension plan + 4 years vesting. Full paid health insurance. Paid holidays - 6 full days + half days. Uniform allowance $150. In-service education. Merit raises. No shift rotation.

RNS
On - Call IV team, late afternoon and/or weekends visits and high tech private duty.
$1,000 Bonus for New Recruits!
336-6303
An Equal Opportunity Employer

MONEY TALKS. Homemakers, $4.50 per hour. Skilled Nurse Aides $5.00 per hour. Certified Home Health Aides $5.50 per hour. Go thru our quality training program & earn $6.00 per hour & up. Call EMPA-CARE, Plymouth. 453-1061

NUCLEAR MEDICINE TECHNICIAN for busy cardiac lasting center in Southfield. Contact Bonnie Stewart 352-5030

NURSE AIDE
Midnight shift. Home for the aged, Farmington Hills. 851-9640

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

NURSE AIDES FULL TIME
Nursing Home
Small basic care facility in Plymouth needs nurse aides.
Call Kathy Marsh R.N. 453-3983

NURSE AIDES
NOW HIRING!

Suburban Placements
up to $5.25 + 1 yr. Hospital/nursing home experience required. Immediate openings! Apply Mons. & Fridays 10am-noon or 2:30-5:30pm.
17000 W. 8 Mile #330
Southfield

NURSE AIDES
$5.00 TO START
W. Bloomfield Nursing Center has openings on all shifts for full & part time Nurse Aides. No experience necessary. We will train you. Starting wages, $5/hour with increases to $6.10 after 90 days and $6.30 after 1 yr., with longevity increases. Fringe include paid vacation & holidays, Christmas bonus, shared health insurance & tuition reimbursement. Please apply at 6445 W. Maple near Drake, Mon-Fri, 12-4pm.

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.60/$5.10
FOR NEW HIRES

Growing home care agency is seeking qualified experienced aides for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

OAKLAND NURSING UNLIMITED
540-2360

502 Help Wanted Dental-Medical

NURSE AIDES. Applications are being accepted for nurture, caring persons for days & midnight shifts. Apply within: 8am-3pm, Canton Care Center, 43825 Michigan

NURSE-Part time or medical assistant part or full time for pediatrician's office in Livonia.
Call 10-3. 477-7034

NURSE'S AIDES
Afternoon Shift
Apply in person:
Marycrest Manor
15415 Middlebelt, Livonia
427-9175

NURSING ASSISTANT
Full time & Part time. Apply: Wishing Well Manor, 520 W. Main, Northville, MI., 48167.

NURSING ASSISTANTS EXPERIENCED
Full or Part time. Nice, career ladder. Room for advancement. Classes for inexperienced Nursing Assistants begins 4-4-88. Apply in person:
MIDDLEBELT-HOPE
NURSING CENTER
36410 Cherry Hill, Westland
326-1200

NURSING OFFICE SECRETARY to assist manager with office and patient record keeping. Requires knowledge of medical terms, demonstrated ability to transcribe physicians orders and notes, and excellent typing skills. Must be organized, efficient, and work well with others. Apply in person or send resume to: Mt. Vernon Nursing Center, 26715 Greenfield, Southfield, MI. 48076

PART TIME FRONT Office Person for Ophthalmology practice in Livonia. Experience preferred. Call days or evenings. 835-8285.

OFFICE MANAGER
for out-patient physical therapy clinic in Southfield. Full time. Prior experience preferred. 557-7334

OFFICE MANAGER
needed to oversee all administrative aspects of dental office. Needs strong interpersonal and organizational skills. Will manage most business aspects. Competitive salary. Please call 353-2262

OPHTHALMIC technician wanted for ophthalmologist office in Troy, part time, experience preferred. Call

OPHTHALMOLOGIST'S OFFICE
Providence Hospital area, in need of clerical help. Part time, may lead to full time. Computer experience helpful. Ask for Marilyn: 569-4362

OPTICIAN - DISPENSER
Excellent career opportunity. Top wage and benefits. Dearborn area.
565-5600

OPTOMETRIC DISPENSER
Full time, busy northwest suburban office. Send resume to: PO Box 24-9958, Detroit, MI 48224

ORAL SURGERY ASSISTANT
Surgery only. Experience in dental preferred. 547-6836

PARAMEDICS & BASIC EMT'S
Community EMS is seeking professional, dedicated, full & part time paramedics to become members of our team. Excellent wages & benefits. Contact Ann Maher at 344-1990

PART TIME Bookkeeping/Typing Home
Small basic care facility in Plymouth needs nurse aides.
Call Kathy Marsh R.N. 453-3983

NURSE AIDES
NOW HIRING!

Suburban Placements
up to $5.25 + 1 yr. Hospital/nursing home experience required. Immediate openings! Apply Mons. & Fridays 10am-noon or 2:30-5:30pm.
17000 W. 8 Mile #330
Southfield

NURSE AIDES
$5.00 TO START
W. Bloomfield Nursing Center has openings on all shifts for full & part time Nurse Aides. No experience necessary. We will train you. Starting wages, $5/hour with increases to $6.10 after 90 days and $6.30 after 1 yr., with longevity increases. Fringe include paid vacation & holidays, Christmas bonus, shared health insurance & tuition reimbursement. Please apply at 6445 W. Maple near Drake, Mon-Fri, 12-4pm.

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.60/$5.10
FOR NEW HIRES

Growing home care agency is seeking qualified experienced aides for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

OAKLAND NURSING UNLIMITED
540-2360

502 Help Wanted Dental-Medical

REDFORD CLINIC - needs part time medical receptionist, Fri. & Sat. Please call, 937-1190

REGISTERED NURSE, part time, radiation oncology. Work with physicians. Start at $12/hr. Will be receiving radiation treatments. Requires good interpersonal communication skills, oncology experience preferred. Please send resume to Box 976, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN I) and first-line Supervisors of resident care staff on an 8 hour shift (3rd W). The Supervisors require a diploma or Bachelor's Degree in Nursing and Michigan license. Psychiatric nursing experience is preferred - not required. Salaries are $13.71 hr/$28,518 year or $15.05 hr/$31,304 year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. Interested call Mrs Dolce, 348-7000 for more information at 349-1800, ext 231.
An Equal Opportunity Employer

REGISTERED NURSE for case management in the private sector. Experience required, knowledge of local hospitals and providers desirable. Excellent salary opportunities. Send resumes to Box 160 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REHABILITATION NURSE, full time, to develop rehabilitation & educational rehabilitation setting. Excellent benefits package. Rehabilitation company car. Birmingham. Send resume to: Crawford Health & Rehab, 30200 Telegraph, Suite 242, Birmingham MI 48010
An Equal Opportunity Employer

RN - Busy Farmington Hills pediatric office seeks part time nurse, to share 30 hour week. Exciting & challenging position. 855-4145

RN/CCU-Trained or exercise physiologist with masters degree, to assist in cardiac rehab, active community education & health promotion. A.C.R.P. preferred. Part time. Please call, 254-1177

RN
For home health care visits in Farmington area. Part time - flexible hours. Experienced or will train. $30 per visit plus mileage.
Call days, 517-546-5416

RN/LPN-A.C.L.S.-Surgical & recovery room experience, part time, out-patient cosmetic surgery.
855-5333

RN LPN NIGHT SHIFT

Skilled Nursing facility looking for caring professional with sincere interest in Geriatric with following qualifications.

- Clerical Competence
- Self Motivated
- Supervisory Ability
- Good Organizational Skills

Excellent salary, shift differential & benefits program available. Salary levels according to experience. Call L. Hirschfeld, Director of Nursing, 427-8270. University Nursing Home, Livonia

RN or LPN for busy Birmingham pediatricians' office. Part time and relief. Send resume to: KWB, 311 Pierce, Birmingham, MI 48009

RN or LPN for Physician's office in Farmington Hills-Brighton area. Part time. Flexible hours including Sat.
851-6657

RN OR LPN
Wanted for N.W. Womens clinic. Please call Sue at:
272-5052

RN
Part-time, every other weekend
Apply in person:
MARYCREST MANOR
15475 Middlebelt, Livonia
427-9175

RN
Part time/midnights. Must have current RN license. Bachelor of Nursing or with substance abuse experience preferred. Send resume to/apply:
BRIGHTON HOSPITAL
Attn: Personnel OE
12851 E. Grand River
Brighton, MI 48116

RRS/LPNS
Full & part time for Alcohol Drug Free Bras Burn Nursing Home, 1312 N. Woodward, Bloomfield Hills, MI.

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
Part time 3PM-11:30PM & Day Shift.
Apply in person:
Farmington Nursing Home
A Unit of Bedford Hospital
30400 Grand River, Farmington Hills
9 Mile & Grand River
477-7400

RN'S - MED/SURG
$18-$19.75
PLUS BONUSES
IMMEDIATE NEEDS
HCP LTD. 423-6606

SOUTHFIELD ophthalmologist's office seeks competent professional full time; one receptionist & one medical assistant. Must be patient oriented. Experience preferred. Send resumes to Box 160 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

RN'S
$13.50/$14.50 Hr.
W. Bloomfield Nursing Center, near Maple & Drake, has openings on the afternoon & midnight shifts for full & part time. Start at $13.50 hr. Increases to $13.50 hr. or $14.50 hr. with bachelor degree. Fringe include health insurance, paid vacation & holidays, retirement plan, jury duty pay, Scholar Plan, life insurance, mileage reimbursement, Christmas bonus. For interview call Mrs. Laurie Mancuso or Mrs. Maurne 661-1000

SWITCHBOARD OPERATORS
Contract day, afternoon and midnight positions available for Nov/Dec holidays.
Call 348-8000, Ext. 325.

ULTRA-SOUND STENOGRAPHER
Must be registered. Full time position. Minimal travel, 2 years experience preferable. Send resume to: Medical Arts Group, 27207 Lahser Rd., Southfield, MI., 48034. Attn: Marion Brown.

VOCATIONAL REHABILITATION counselor, CRC experience in the private sector preferred. Salary potential unlimited. Send resume to: Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECHNICIAN
Part time. For Noval medical center, East Vivian, Woodbridge Office Park.
348-8000, Ext. 220

X RAY TECHNICIAN
Full time position available in busy doctors office in Birmingham. 36 hours per week. 647-4425

X-RAY TECHNOLOGIST
Full time. Must be registered or registry eligible to enter nursing homes and hospitals. Excellent company.
Call Mon.-Fri., 9AM-2PM 358-4414

504 Help Wanted Office-Clerical

ABANDON YOUR SEARCH!
WE HAVE CLERICAL POSITIONS AVAILABLE IN YOUR AREA
For more information
CALL
FUTURE FORCE
Temporary Help Services, Inc.
TODAY
261-3510

ABILITY TEMPS
Needs qualified Word Processors, Switchboard Operators, Senior Typists, to accept short term assignments in Oakland County.

CALL
851-3652
ssem/rh

ACCENT YOUR SKILLS
We can help you use your skills to aquire rewarding assignments. We are currently looking to the following positions:
- Typist needed for large Farmington Hills firm.
- General office/typist needed for promotion related firm in Troy.
- Clerical positions located in northwest suburbs.
- Word Processors - experience on Wang/Sperry preferred. Word Perfect or other word processors needed for long & short term assignments at major corporations.

Top Pay - Vacation/Holiday Pay - Benefits - No Fee.
Free word processing training if you qualify.

TEMPORARY RESOURCES
356-1616
Southfield - Livonia - Taylor
Troy - St. Clair Shores - Ann Arbor

ACCOUNTANT/BOOKKEEPER
Full time position. Experience with computers helpful. Full benefits. Salary commensurate with experience & salary requirements to:
Mr. Jerry Rosenberg
31275 Northwestern Hwy., Ste. 234,
Farmington Hills, MI 48018

ACCOUNTING CLERK
Mt. Clemens marine sales seeks experienced accounting clerk to assist controller. Will be responsible for interacting with customers, coordinating rentals, doing data entry and other general accounting duties. 1 year degree a plus. If interested, please send letter or resume to: Controller, Rolence to: Mr. Bell, Michaels, C/O Pirate Marine, Inc., 19 S. Gratiot, #202, Mt. Clemens, MI 48043, or call before noon 465-2200

An Equal Opportunity Employer

ACCOUNTING CLERK
Southfield - Livonia - Taylor
Temporary to permanent opportunity. Ideal candidate will be a high school graduate with 1-2 years experience. Knowledge of 10 key calculator, typing 35 wpm, non-smoker.
Call Sue at 559-9444 or send resume to:
TEMPORARY RESOURCES
356-1616
Southfield - Livonia - Taylor
Troy - St. Clair Shores - Ann Arbor

ACCOUNTING CLERK
Growing health benefits administrator is seeking a hard working, responsible, organized person with knowledge of P. A/R and light bookkeeping. Minimum of 2 years experience. We offer a competitive salary and benefit package and a friendly, pleasant working environment. Please send your resume and salary requirements to:
Midwest Benefits Corp.
22253 Greenfield - Suite 404
Southfield, MI 48075
Attn: Personnel

An Equal Opportunity Employer

ACCOUNTING- Part time- experienced only. Will train on Apple computer & Mas/Comptrolled ware. References & resume to: Box 680, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Immediate opening - 2-3 years experience on computerized accounts payable system. Open systems software experience helpful. Payroll experience a plus. Call 563-2600

ACCOUNTS PAYABLE - for Wixom construction company. Computer experience helpful.
Call 349-4943

ACCOUNTS PAYABLE CLERKS
Highland Superstores is one of the largest & fastest growing Electronics Retailers in the Southeastern Michigan area. Within our expanding Merchandiser Accounts Payable area, we have immediate openings for full-time, experienced Accounts Payable Clerks. At least 2-3 years applicable experience in an Accounts Payable environment required. Knowledge of Inventory Procedures, an Associates Degree in Accounting or other Accounting experience, a Plus.

We offer a competitive salary & benefits package. Send resume and your salary history, with salary history, or apply in person, to:
HIGHLAND SUPERSTORES
Human Resources Dept. - AC
906 N. Sheldon Rd.
Plymouth, MI 48170
Full Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK - Fast paced co. in NW Wayne County needs full time Accounts Payable clerk. Candidates should have some experience in this area & have good key skills as well as being detail oriented & adept. Reply box 139 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE
Must have experience in A/R Cash Applications & Customer Service Administration. Full-time, $6, an hour. Apply at: New Bright Industries, 41515 Ford Rd., Canton.

ACCOUNTS RECEIVABLE CLERK needed for property management company. Experience in non-smoking office. 2 years experience required. Detail oriented duties. General Accounting knowledge & computer literacy helpful. Call 548-9600

ACCOUNTS RECEIVABLE clerk needed for property management office. Experience a must. Computer experience helpful. Benefits offered. Call Stacey: 353-2966

ADMINISTRATIVE ASSISTANT
Part time position offering diverse duties. Send resume to-Mrs. Macomber, 30633 Northwestern Hwy., Suite 103, Farmington Hills, MI 48018; or call 398-3177

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
A major electronic industrial distributor has an immediate Secretarial position available in their Livonia office. Looking for a mature & motivated individual with excellent organizational & communication skills. Responsibilities include typing, branch administration & personnel. Experience preferred but not necessary. Position offers excellent benefits package, plus a competitive salary. Interested candidates please forward resume to: Laura O'Neil
Pioneer Standard Electronics,
13485 Stamford, Livonia, MI. 48150
525-1800
An Equal Opportunity Employer

Administrative Assistant

Kelly Services has an immediate long term assignment in Troy for an Administrative Assistant with a highskill level in word processing, Knowledge of Database is and WordPerfect is a definite plus. Excellent benefit background is preferred. Duties include maintaining and preparing reports.

Call today for an appointment:
Troy 362-1180
Berkley. . .398-7900

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

ADVERTISING agency secretary who wants a challenging fast paced office environment. Word processing experience (WordPerfect a plus). Self starter, need a dependable, immediate opening Southfield area. Benefits package. Send resume to: Box 106, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING - secretary for major corporation in Birmingham & Bloomfield Hills area. Light typing. Memory typewriter helpful but will train. Call Renee at Unitone
357-0034

AFTERNOON OFFICE help needed - part time, 3 - 5 days per week, 3pm-5pm. Typing & 10 key adding machine experience required. Apply at Remchargers Automotive, 36254 Plymouth Rd., Livonia.

AMBITIOUS CLERICAL + PERSONAL Experience. Bill Hayes, type 45 WPM, customer phone contact. N. Redford. Reference & salary requirements, to: Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A SECRETARY - for VP of Bloomfield Hills corporation. Type 60 wpm, shorthand 80, Word Perfect. Multi State or Display Write 3 or 4 helpful. No Fee.
Call Sue, 851-6657

SECRETARY - for major corporation in Birmingham area, type 60, speed writing 80, excellent company benefits, knowledge of Word Perfect. $1475/mo

HEVER A FEE
Paid vacations - holidays
Medical benefits
Word processing training
Livonia - 462-2240

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ASSISTANT BOOKKEEPER - Entry level, Bright & Cheerful suburban office. Send resume to: Attorney Lane Card & Gift, 5665 W. Maple, West Bloomfield, MI 48322.

ASSISTANT BOOKKEEPER - Southfield Art Studio needs an experienced bookkeeper to work with accounts payable & accounts receivable. Knowledge of personal computers helpful. 20 to 30 hours per week. Flexible hours available. Send resume to Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT BOOKKEEPER
Accounts payable, payroll, benefits, union payroll experience helpful. Knowledge of computers helpful. Livonia location. Full benefits. Send resume to: Box 160, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION!
NEW
TOP PAY RATE
- CRT OPERATORS
- SECRETARIES
- WORD PROCESSORS

IMMEDIATE OPENINGS
LONG/SHORT TERM JOBS

DON'T MISS THIS OPPORTUNITY
CALL FOR AN APPOINTMENT

SOMEBODY SOMETIME
DEARBORN
565-3500
LIVONIA
477-1262
MADISON HEIGHTS
545-1700
SOUTHFIELD
357-6400

A TYPIST with Digital Dectalk, or Wang experience for major suburban law firm. Excellent benefits and salary. $1475/mo. Call Cathy
Uniforce 546-7863

AUTOMOBILE DEALERSHIP
DON MASSEY CADILLAC INC.
40415 Ford Rd.
Plymouth, MI. 48170

Seeks individuals to fill Accounts Payable, Accounts Receivable and Switchboard positions. Various positions are open and need to be filled. Dealership experience a plus. Salary is percent, $AM-$PM, or send resume.

BIRMINGHAM LAW OFFICE
has full-time position available for a resourceful, energetic individual with the ability to handle detailed paperwork & light typing. Good pay & benefits. Send resume & salary history: Attention: Robin, Miller & Kaufman, P.C., 30700 Telegraph, Suite 2101, Birmingham, MI. 48010

AUTO DEALER seeks an experienced Bookkeeper. Applicants must have recent experience or be supplied in college courses. Apply in person with the new showroom receptionist at: Gordon Chevrolet, 31660 Ford Road, Garden City.
427-6200

OAKLAND COUNTY law firm seeks full time Bookkeeper. Computer & A/R-A/P management experience required. Good bookkeeping skills to help manage office. Send resume & salary requirements to: Box 190, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/ACCOUNTANT
A progressive television company offering an excellent working environment & benefits, is seeking an individual to assume a full time accounting department. Individuals applying must have:
- 1-3 years public accounting.
- Computer background.
- Degree in finance helpful.
- Supervisory or management experience helpful.

Please send resume & salary requirements to: P.O. Box 0907, W. Bloomfield, Mi., 48304 An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BIG PAY!!
Get it with Kelly Services. Our jobs pay well and offer benefits. We're now hiring:

Dictaphone Typists
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
- BONUSES

Troy 362-1180
Farmington 471-2050
Southfield .352-5220
Bloomfield .642-9650
Berkley. . .398-7900
Rochester .852-8800
Livonia . . .522-4020
Westland. .729-1040

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

BILLING CLERK
3rd party biller. Long term temporary position in hospital. Experience required.
QUALITY ACCOUNTING TEMPS
967-4150

BOOKKEEPER Challenging, diversified position immediately available for a full time bookkeeper. Candidate should have a minimum of 5 years experience in payroll, payroll taxes and general ledger thru trial balance and knowledge of financial statements. Excellent benefits, salary negotiable. Apply in person: A.D.M. Technology, 1635 E. Big Beaver, Troy or call 524-2100

BOOKKEEPER/experienced. Also experience. Office work. Bookkeeping experience. Redford area. 533-4255

BOOKKEEPER - for John Casablancas Modeling and Career Center, full time, benefits, all bookkeeping experience required.
Mrs Birckhead 432-0700

BOOKKEEPER - Full Charge. Experienced. Excellent opportunity. Send resume to: Bookkeeper, 22320 Woodward, Ferndale, MI 48220.

BOOKKEEPER
FULL-CHARGE
Northeast suburban professional firm seeks experienced Full-Charge Bookkeeper to work independently. Must be experienced thru financial statement preparation. Computer and/or LOTUS experience a plus. Superb interpersonal skills a must. Excellent salary and benefits. Reliable hours. Please send resume in confidence: Mr. Bernard, P. O. Box 681, Southfield, MI 48037

An Equal Opportunity Employer

BOOKKEEPER- Full charge to handle all accounting functions from cash thru monthly financial statements, must be able to do work on a computerized accounting system. Non smoking office. Troy. 362-3030

BOOKKEEPER
Full time for small Southfield law firm. Computer experience, knowledge of bookkeeping. Salary negotiable. Send resume to: K. Bellscock, 25077 Greenfield, Suite 343, Southfield, MI 48075

BOOKKEEPER - Immediate opening for full time bookkeeper for construction/engineering company at 13 Mile & Orchard Lake Rd.
Call Kapila, 851-9755

BOOKKEEPER OR ACCOUNTING CLERK, small Detroit manufacturing company looking for individual familiar with manual bookkeeping, entry of accounts receivable payable and general ledger. Position can be full time or part time as desired. If full time will be required to handle other office functions. Salary will be based on experience and ability in ledgers, please state expectations in letter. Salary, availability, and if looking for full or part time. Send to Box 144, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
Some computer experience, for growing Management Co., 10 & 14 program. Excellent salary & benefits. Rosman Investments Inc. 358-4060

BOOKKEEPER
Training position with growth potential. Good Math aptitude required. Must be able to work unsupervised. Some experience desirable. Apply: Ingham Hills Inn.
858-5800

BOOKKEEPER
Well-organized, detail oriented, with experience in all areas of Accounting. Some monthly Financial Statement, needed for small - growing N.W. suburban company. Computer system will be transferred to computer. Strong communication & problem-solving skills. Will be challenged. Salary range: $18-$20K. Please send resume to:
B.K.
Fletcher Partners, Co.
30215 Southfield Rd., Ste 220
Southfield, MI. 48076
Recruiting for an
An Equal Opportunity Employer

BOOKKEEPING
for CPA office in Southfield, Michigan, experience helpful not required. Full time.
Call 557-0000

BUSY SOUTHFIELD OFFICE needs person to answer telephones and light typing. Full time position. Call after 1PM 353-2090

BUYER'S ASSISTANT
Full time position available in our Southfield office. Must have minimum 2 years office experience. Individual should be detail oriented, possess excellent math ability and communication skills. Send resume including salary requirements to: Administrator Personnel, PO Box 5081, Southfield MI 48076.

CABINET CORNER, in Lakeside Mall, is looking for experienced cashier/bookkeeper, with strong math skills. Please contact Vicky 247-8403

CLERICAL HELP NEEDED
Data, Clerical Office Duties. Must be mature and business-like.
Call
548-8320

CLERICAL, part time. Assist promotion/copywriting department in charitable bulletin. Individual must be detail oriented, have good typing and have a strong sense of self starter. Must be able to work 25 hours a week. Send resume to: Part Time, P.O. Box 40627, Detroit, MI 48240.

504 Help Wanted Office-Clerical

CLERICAL HELP
Architectural office - part time to full time in summer. Excellent typing & phone skills a must. Non smoking office. Send resume to: 37801 Twelve Mile Rd., Farmington Hills, MI., 48018.

CLERICAL-INSURANCE OFFICE. Personal lines. Word processing required. Full time position. Farmington area. 553-7333

CLERICAL - PART-TIME
20+ per week; Math & typing skills. Good non-smoking environment. Superior Properties, near I-275 & Ann Arbor Rd. Call 7pm-9pm. 474-7400

CLERICAL part time position, good background. Type 60 WPM. Start $5 per hour. Livonia area.
476-1311

CLERICAL POSITION
Good typing, filing & number skills required. Looking for a self starter who will grow with expanding company. Send resume to Attn: Knowledge P.O. Box 2054, Southfield, MI 48037-2054

CLERICAL
Position full time in Livonia professional optometric office. General clerical duties. Good typing & insurance forms & processing of orders. Will train right person. Call 9-12 noon Mon.-Fri., between 9-11, 525-8173

CLERICAL POSITION, FULL TIME
Opening in Bloomfield Hills department of busy retail office. Typing, answering phones, general office duties and filing are required. $5.00 per hour to start. Excellent benefits. Non smoking office. Apply in person March 10 & 11 and March 14-18 from 8AM-5PM at: Office Department, Hesslein, Inc., 22790 Haggerty Drive, Novi, between Northwestern & Nine Mile, North of 9 Mile, see Miss McDonald 961-3112

CLERICAL - Requirements include previous office experience, ability to organize and prioritize multiple tasks. Must type 50wpm and have word processing and data entry experience. Pleasant environment. Send resume to: Personnel, 2766 Elliott, Troy, MI., 48083.

CLERICAL

TEMPORARY CLERICAL OPPORTUNITIES

CIS Corporation, a leader in the field of marketing and leasing computer peripherals, is expanding our temporary clerical staff to assist in data entry.

Requirements include an accurate typing speed of at least 50-60 WPM and 2-5 years of clerical skills. Data entry experience required. Hewlett-Packard PC experience a definite plus.

Excellent working conditions in a preferred non smoking environment with ample opportunity for career advancement. Positions may lead to regular full time employment.

Interested applicants may send their resumes and salary requirements in confidence to: Cathy Heard, Human Resources Department, CIS CORPORATION, 2600 Telegraph Rd, Bloomfield Hills, MI. 48302

Equal Opportunity Employer
Male/Female/Disabled/Vet

CLERICAL - TYPING, filing & data processing. Part time, Flexible hours. $4.75 per hour. Farmington area. 478-9698

CLERICAL

WORD PROCESSORS
WANG
DISPLAYWRITE
SPERRY
IBM 5520
AT & T
Memory Typewriters
Long and short term assignments. Benefits including paid holidays, vacation and sick days.
Call 583-9644 or send resume to:

IPG
850 Stephenson Hwy., Ste 213
Troy, MI 48084
ATTN: TERRI
An Equal Opportunity Employer

CLERK
Bloomfield Savings & Loan is seeking a clerk for the Personnel Department. Qualified candidate must possess a pleasant telephone voice, ability to organize and prioritize multiple tasks, high level word processing experience and excellent verbal and written communication skills. Please send resume to: Bloomfield Savings & Loan, P.O. Box 12380, Birmingham, Michigan 48012 Attention: Personnel Director
An Equal Opportunity Employer

CLERK/SECRETARY
has an immediate opening for an entry level position in our office for growing Human Resources Dept. Ideal candidate will possess a strong typing & excellent communication skills required. Word Processing experience on the Wang Lotus 1-2-3, & Plus. We offer competitive wages & an excellent Benefit Package in a fast-paced, dynamic health care environment. Send your resume or apply in person to:
Highland Super Stores
Human Resources Dept. - HRD
906 N. Sheldon Rd.
Plymouth, MI. 48170
An Equal Opportunity Employer

CLERK - Temporary 6 month position. Clerical experience. Will consider candidates who need to gain experience. Apply in person: Michigan Opticians, 29800 Telegraph, Southfield 48034

CLERK TYPIST LEVEL ACCOUNTANT needed by fast paced Livonia based co. Accounting degree required or experience is a must. Good skills to work with people important. Reply to Box 120 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

EXCELLENT OFFICE OPPORTUNITIES AVAILABLE

EXECUTIVE SECRETARY
For G.M. project group in Southfield. Must have 10 + years experience, 2 year degree preferred.

ASSISTANT
OFFICE ADMINISTRATOR
For optical company in Farmington Hills. Must have 10 + experience. Word processing and bookkeeping background preferred.
For immediate consideration call:
ACRO SERVICE CORP., 559-1100

EXECUTIVE ASSISTANT (Polished) to President of Birmingham company. Must have strong basic secretarial skills, word processing experience & ability to handle pressure. Must be written form. Must be non-smoker, excellent benefits. Send resume & salary requirements to: P.O. Box 2054, Bingham Pkd., Suite 210, Birmingham, MI 48012, Attn: Sherry

EXECUTIVE SECRETARY
Growing Bloomfield Hills law office seeks experienced secretary. Attorney Home Perks; experience with IBM computer word processor preferred, salary commensurate with experience. Call Sundance Enterprises, 645-2430

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual to assist president of fast paced insurance company. Ability to handle pressure, a must. Salary. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY
Well organized individual with be detail interpersonal & secretarial skills. Typing skills 75-75wpm. Computer & word processing experience necessary. 2 years previous experience preferred. In confidence A.A.P. to: MCM Multi Care, 32411 Industrial Dr., Madison Heights, MI 48071

EXECUTIVE SECRETARY
Successful candidate should possess 5 yrs. experience, pleasant background. Professional attitude, at all times neat appearance. Capable of getting along well with clients & co-workers, as well as with people. Knowledge of all office equipment. We offer competitive remuneration along with generous benefits package. Please contact: Personnel Dept.
947-1840, Ext. 325
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Having corporate experience for president of a growing engineering corporation. Only qualified applicants will be considered. Please send resume & salary requirements for interview.
Box 128 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

EXECUTIVE SECRETARY
Part time position, 2-3 days/week, excellent typing, shorthand, word processing skills, non smoking office. Troy. 362-3030

EXPERIENCED person needed for busy medical practice located Southfield office. Typing, bookkeeping & knowledge of computers a plus. Please send resume to: P.O. Box 800, Southfield MI 48037.

504 Help Wanted Office-Clerical

NORTHWEST SUBURBAN Manufacturing Company seeks experienced individuals for the following positions:

RECEPTIONIST/TYPIST
Pleasant phone manner, excellent command of English language and ability to type 55 wpm for a fast paced office.

ACCOUNTS PAYABLE
1 year minimum experience with