CLASSIFIED ADVERTISING

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

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT

If you like to be busy, have a flexible schedule and your own transportation, Medilest can offer you an opportunity to substantially increase your income drawing blood and performing paramedical exams in the Pontiac area. Call for an interview, 1-800-821-2120

Medical Assistant ROCHESTER

Henry Ford Medical Center - Rochester is seeking a Medical Assistant to work part time with benefits for day and evening hours. 2 years experience working in a doctor's office is preferred. Interested applicants may contact Sandy at 656-2820 for information.
HENRY FORD MEDICAL CENTER
515 Rochester Rd.
Rochester, MI 48063
Equal Opportunity Employer M/F/H

MEDICAL BILLER with 1 year experience for suburban location. Excellent salary and fringes. Contact: Kim. 554-2330

MEDICAL BILLERS
High growth company needs Medical Billers experienced in the billing of durable medical equipment & medical supplies. Knowledge of Medicare Part B & Medicaid billing methods a must. Data entry a plus. We offer a competitive salary, medical insurance & more. Send resume to: Susan Parker, CN3325, Livonia, MI 48151.

MEDICAL BOOKKEEPER/Biller
Full time. Large Dermatologic office in the Providence Hospital Medical Building in Southfield. Knowledge of medical insurances and on line computer systems helpful. Responsibilities include complete patient account management. 4½ day week. Call Debbie, 569-6438

MEDICAL BOOKKEEPER for Birmingham office. Must be experienced with medical billing and computer. 352-3647

MEDICAL INSURANCE BILLER
Part time. Call Mary in
Birmingham 645-1799

MEDICAL RECEPTIONIST, Mon, Tues., Thurs. Fri. 9am till 2pm. Northwestern & 12 Mile area. Experience preferred. Call 353-8141

MEDICAL RECEPTIONISTS
Experience 1 full & 1 part-time for doctor's office in Troy. For appointment call 528-9010

MEDICAL RECEPTIONIST
Full time, experienced for Livonia doctors office.
Call 464-9200

MEDICAL RECEPTIONIST
Immediate opening for full-time receptionist at growing practice in Royal Oak. Prior experience in billing required. Resumes only: Attention: Cindy, 2033 Crooks Rd., Royal Oak, MI 48073

MEDICAL RECEPTIONIST full time for ophthalmologist office in Southfield. Billing and pegboard, light typing. Experience preferred. Resume to: Box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST for Bloomfield internist office. Non-smoker, computer billing, filing, some typing, experience in other aspects of medical office helpful. No evenings or weekends. Resume to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Redford clinic needs part time person Friday and Saturday. Please call 937-1190

MEDICAL RECEPTIONIST - experienced, Dearborn Hts. area. Call between 2-5pm. 565-7500

MEDICAL TECHNOLOGIST
Oakwood Canton health Center is currently seeking a ASCP Registered medical technologist to fill a permanent part time position. For immediate consideration contact: Mr Stewart Hoerman, Laboratory Supervisor, 7300 Canton Center Rd., Canton. 48187 459-7030

MEDICAL RECEPTIONIST - position. Full or part-time. Available immediately in Walled Lake. Applicants must be aggressive with excellent phone skills. For interview call Tamara/Nancy, DRP 443-0056

MEDICAL Receptionist & Biller. Must have experience in either medical or podiatry office Knowledge of health insurances & billing necessary. Must be energetic & hard worker - dependable. 7 Mile, Livonia. 478-1166

MEDICAL RECORDS/RECEPTIONIST - Medical records clerk who can also be a secretary/receptionist. Full time. Please apply Plymouth Ct. 105 Haggerty Rd. Plymouth 455-0510

MEDICAL SECRETARY/ TRANSCRIPTIONIST
Full time w/benefits. For Orthopedic office in Birmingham. Dependable with good typing skills (70 wpm) Call 644-3920

MEDICAL TRANSCRIPTIONIST
Farmington Hills, part time. Experience required. Call Administrator at Suburban Medical Center 591-0453.

MEDICAL TRANSCRIPTIONISTS
Currently staffing new Farmington office, all shifts for production transcription of D.S., O.R. Minimum 2 years hospital transcription experience required. 569-8556

MEDICAL TYPIST-Full time position. Good benefits. Knowledge of medical terminology preferred.
MEDICAL RECEPTIONIST-Full time position. Good benefits.
Call Sharon 651-6122

MSW
HOME VISITS
Home care background and knowledge of community resources required. Tri-county area. Home visit rate plus mileage. Day & evening hours available.
METROSTAFF
Health Care Services
557-8700
"Experience the difference"

MULTI SPECIALTY ophthalmology office in Warren area needs technician, 24 to 30 hrs. per wk. Will train qualified Optometric Technician or Medical Assistant with experience. Excellent salary & benefits.
Call Betty, 353-1750

NURSE AIDE/HOME HEALTH AIDE
Needed immediately. 24 hour live in. Own room, meals. Plase call Dr. Smith. 644-2955.

NURSE AIDES
DAY & AFTERNOON SHIFTS
NORTHVILLE
We are a 37 bed basic nursing facility. Our home-like friendly atmosphere will make you glad you joined our team! Competitive wages and benefits with your valuable nursing home experience! Call today to schedule an interview. Kathy Marsh, 349-4290.

NURSE AIDES
Discover life's treasures & care for the elderly. Our expanding nursing care center is actively recruiting for nurse aides with modern minds & old fashioned hearts full & part time.
- Enjoy flexibility in hours
- Paid training
- Certification
- Excellent wage
- Fringe benefits
- Scholarship assistance for continuing education

Come in for an interview: Clinton-Aire Nursing Center, 17001 - 17 Mile Rd., Mt. Clemens, MI 48044
(313) 286-7100
An Equal Opportunity Employer

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
West Trail Nursing Home
Small basic care facility in Plymouth needs nurse aides. Call 453-3983

OCCUPATIONAL THERAPY position, full or part time, for skilled nursing facility. Send resume or apply in person to Plymouth Ct. 105 Haggerty, Plymouth, MI 48170.

NURSE AIDES
needed for Livonia, Westland, and Plymouth area. $5.75 per hour, 6 months experience to qualify. Call.
PARTNERS IN PLACEMENT
LIVONIA: 474-8500

NURSE AIDES
Now hiring! Suburban placements. Up to $6.25 - 1 yr. hospital & nursing home required. Immediate openings! Applications accepted Mon. & Fri. 10-noon & 3:30-5:30pm. 25899 W. 12 Mile, #380. Southfield

NURSE AIDES
We are looking for mature, dependable people with a love and understanding of the elderly, to work full or part time. Minimum starting wage for inexperienced people $4.50 per hour. We offer an excellent training program toward becoming a certified Aide. Phone 349-2640 for more information.
Whitehall Convalescent Home
43455 W. 10 Mile Rd., Novi

NURSE AIDES $5.60/$6.10

COMPANION AIDES $4.60/$5.10
FOR NEW HIRES

Growing home care agency is seeking qualified experienced personnel 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
$5.00 per hour
Benefits Include
- Health Insurance
- Dental Insurance
- Life Insurance
- Tuition Reimbursement

Career ladder up to $5.50 per hour. Come join the team of a new & exciting health care facility.

PEACHWOOD INN
3500 W. SOUTH BLVD.
ROCHESTER HILLS
852-7800

NURSE OR MEDICAL ASSISTANT
Full time for Pediatrician's office located in Livonia.
Days, 427-8290 or Eve's.: 562-7944

NURSES AIDES AFTERNOON & MIDNIGHT SHIFTS
Full time, experience not necessary. Will train. See Carol Brown.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSES AIDES HOME HEALTH AIDES
Needed immediately for part time & full time work for private duty home care. All shifts. Hourly or live-in. Tri county area. Must have at lease 1 year's experience, car available & references. Excellent starting salary. Call between 10am-4pm
271-6230
METRO HOME HEALTH CARE PLANS, INC.

NURSE'S AIDE - 24 hour live-in for male quad. Own room & bath, pleasant country home. Rochester area. 651-4441

NURSES
Experienced RNs/LPNs needed for Afternoon & Midnight Shifts.
- Top Hourly Pay
- Tuition Reimbursement
- Health/Life insurance package
- Paid Vacation/Sick Day package
- 2 weekends off per month
- High Staffing ratio

If interested, please apply at:
Georgian Bloomfield
2975 N. Adams
Bloomfield Hills, MI 48013
• 645-2900 •
An Equal Opportunity Employer

NURSES. We need caring professionals for limited number of staff positions, both part time and full time. Must show genuine interest in geriatrics. Compensation for experience. Apply or call for appt. Mt. Vernon Nursing Center, 26715 Greenfield, Southfield Mi. 48076. 557-0050

NURSING ASSISTANT
We're looking for people like you. Do you want to work in the cleanest, most beautiful nursing home around, a lovely, modern, 1 story building, carpeted and surrounded by beautiful courtyard? Do you want to work with management & staff who appreciate you? Do you have some experience working in long-term care? We're already good, with you we can be the best. Contact Lisa Boyd, RN, BSN, at Westland Convalescent Center, 36137 W. Warren, Westland, MI.

NURSING ASSISTANTS. Full and part time days, full time afternoons. $4.05 an hour for small nursing home in Plymouth. Call 453-3989

NURSING ASSISTANTS
Full time, all shifts. Health care experience required. We provide orientation, competitive pay and benefits. Apply: St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia. 261-4800

OPTICAL DISPENSER
Experienced, part time needed for Bloomfield Hills ophthalmologist's office. Call, 332-4544

OPTOMETRIC ASSISTANT
In new Rochester office. Full time. Individual must be enthusiastic, motivated with good math and grammar skills. Certification program provided. Competitive wage/benefit package. Non-smoker.
687-9210

O.R. TECH or nurse part time for Farmington Hills outpatient cosmetic surgery facility. 2 or 3 days per week. Experienced. 855-5353

PEDIATRIC RECEPTIONIST
And other Reception positions available. Full time for large multi-specialty facility. Benefits. Call 348-8000, Ext. 325.

PHARMACY/ ASSISTANT
Applications are being taken for positions of assistants in a professional pharmacy, daytime only. For a personal interview call Ernie Koch at: 645-9045
Schettler's Pharmacy
31500 Telegraph Rd.
Bingham Farms, Michigan, 48010

PHYSICAL THERAPY ASSISTANT
Full time position available in occupational medicine. Experience required. Contact:
Administrator. 591-0453

PHYSICAL THERAPY AIDE for busy out-patient facility, part time only. Reply to box 694 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICAL THERAPY ASSISTANT
Part time week day morning position. Excellent salary and benefits. Send resume or call:
AVONDALE CONVALESCENT HOME
1480 WALTON BLVD
P.O. BOX 70
ROCHESTER HILLS, MICH., 48063
Mr. Ardelean, Administrator
651-4422

PHYSICIANS
Exciting opportunity for physicians working in established, suburban practice specializing in the treatment of acne. These positions offer flexible scheduling & excellent compensation. For confidential interview please call:
Michelle Stabb
737-7111

RADIOLOGY TECHS Full & part time. Weekends included. Benefits. NW suburb. Call Mon thru Fri 10AM-2PM: 538-3600, ext 302

RECEPTIONIST - family practice. Must have dental insurance knowledge/assisting skills. Salary commensurate/experience. 471-3550

RECEPTIONIST - Efficiently run dental specialty office in Southfield is searching for a truly take charge career oriented person who has initiative & stability. We offer an excellent liberal fringe benefit package. Please call Shirley at 352-4551

RECEPTIONIST-OB/GYN
Experience preferred.
12 Mile and Northwestern area.
353-0106

RECEPTIONIST-FRONT DESK-Family practice. Knowledge of pegboard, making appointments & all insurances. Computer experience helpful. Livonia. 261-1740

RECEPTIONIST/TYPIST
for busy Suburban Opthalmology office. Experience required. Send resume to: Office Manager, 29275 Northwestern Highway, Ste. #100, Southfield, MI., 48034.

RECEPTIONIST
Needed for prestigious health care facility. Applicant must be able to type 55wpm. Experience helpful but not necessary. If interested, please apply at:
Georgian Bloomfield
2975 N. Adams
Bloomfield Hills, MI 48013
• 645-2900 •
An Equal Opportunity Employer

RECEPTIONIST needed for chiropratic clinic in Birmingham. Good pay & benefits. Call for interview appointment. 647-2500

RECEPTIONIST
for medical office part time. Experience desirable, good pay.
Call 626-8511

RECEPTIONIST/Insurance Clerk. Large chiropractic office needs a bright, energetic person - non smoking. Experience preferred. Salary according to experience. (Plymouth) 459-0200

RECEPTIONIST/CLERICAL
Busy home care office needs energetic, enthusiastic, accurate person to handle heavy phone volume. Screening ability an absolute must. Doctors office/medical terminology background beneficial. 40 hours. Benefits available. $5.50 an hour. Call Barbara at 451-2255
United Home Health
An Equal Opportunity Employer

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 (RN II). 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. If interested call Mrs Dixon, RN for more information at 349-1800, ext 231.
An Equal Opportunity Employer

REGISTERED NURSES
HENRY FORD MEDICAL CENTER
WEST BLOOMFIELD
Henry Ford Medical Center - W. Bloomfield Emergency Room has part time midnights and contingent RN positions available. A minimum of 1 year experience in ICU, CCU, ER is desired. A.C.L.S. certification is preferred. Qualified applicants may contact Ann Slain, Mon. thru Fri., at 661-4100 ext. 450
6777 W. Big Beaver Rd.
W. Bloomfield, MI 48322

REGISTERED RESPIRATORY THERAPISTS
• Home Visits
Home Care background required. Part time contract positions available. Western Wayne County Area. Per visit rate. Day & evening hours available.
METROSTAFF
Health Care Services
557-8700
"Experience the difference"

REGISTERED X-RAY TECHNICIAN
Full time in Northville medical clinic
349-1900

RESPIRATORY DRIVER/Inventory Control. Excellent opportunity & hours to reach your potential with health care company. Competitive wage & benefits. Apply in person at 15044 Michigan ave., Dearborn.

RESPIRATORY THERAPIST
Registered. Home equipment experience required. Part time.
Ralph 247-0690

ALLERGIST'S office in Farmington Hills. Part time RN or LPN. Call 851-8657

RN OR LPN for Oncology Department in Southfield. Camo and billing helpful. Call 353-5020.

RN or LPN, part time afternoon shift. West Trail Nursing Home. Small basic facility in Plymouth needs a staff nurse. To schedule an interview call 453-3983

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

RN - PART TIME
to work 20 hrs. per week within a DME Company. Flexible scheduling, responsibilities include a minimal number of home visits, in-servicing staff & quality assurance studies. Must have own transportation.
Call 583-2600

RN- Permanent Part Time
Oakwood Canton Health Center Emergency room. Contact Mary Jean Essenmacher at: 459-7030

RN'S
"Experience the difference"
12 Metro Area hospitals to choose from.
$200 Bonus
Bring this ad in by 5/2/88 to qualify.
MED/SURG
Critical Care
CALL TODAY - ASK FOR CATHY
METROSTAFF
Health Care Services
557-8700

RN's & LPN's FATHER MURRAY NURSING CENTER'S
Newly form pool offers excellent rates and schedules. Call Nettie Rickerman at 755-2400.
An Equal Opportunity Employer

RNs & LPNs
Join the growing field of extended care. Our progressive, extended care facility offers excellent benefits, competitive wages, tuition reimbursement and friendly cooperative staff. We provide a comprehensive orientation and inservice/staff development program. Ask for D.O.N.
Four Chaplains Convalescent Center
261-9500

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. Folosak, RN. 522-1444,
522-1444

RN'S, LPN'S, NA'S
Expanding home health agency opening branch office. Apply now for:
- TOP RATES
- SIGN-UP BONUS
- HEALTH INSURANCE
- ALL SHIFTS

Call Pat at 680-0120
PERSONAL
HEALTH CARE OF MICHIGAN
2888 E. Long Lake - Suite 103A
Troy, MI 48098

RN'S - MED/SURG - ICU
$200 sign on bonus - Livonia hospital needs you now! All shifts open.
Health Care Professionals
357-7088

RNS - MED SURG
$15 to $19.75/hr. Plus $500 dollar bonus! Immediate needs.
HCP LTD. 357-7088

RN's or LPN's
Part-time positions. Involves midnights & weekends. Responsibilities include providing pre-natal care to pregnant adolescents. Requirements include an LPN or RN license. Prefer experience with adolescents. For more information call 626-1707 or send resume to St. Vincent & Sarah Fisher Center, 27400 W. 12 Mile, Farmington Hills, MI. 48018.
An Equal Opportunity Employer

RN
132 bed skilled facility in Livonia is seeking a special person to care for our geriatric patients, is dedicated to quality patient care & has strong leadership skills. Full or part time day shift. We offer competitive wage. Excellent benefit package & excellent working conditions. Call Director of Nursing for a personal interview. Mon. thru Fri. 8:30am-4:30pm. 29270 Morlock, Livonia, MI 48152.

R.N.'S & L.P.N.'S
Full time afternoons and regular part-time afternoons, weekends included. Starting pay: R.N.'s - $10.15 and L.P.N's - $9.15. Apply Mon. thru Fri., 12 to 5 PM.
FRANKLIN MANOR
Convalescent Center
26900 Franklin Rd., Southfield

SCHEDULER for hygiene department of a progressive Birmingham dental practice. Need personality plus individual who enjoys public contact. Experience not necessary - we will train. 4 day work week with Fridays off. Benefits included Call 646-1210

SURGICAL ASSISTANT
Part time. Oral surgery office. Experience preferred. Plymouth/Canton area. 455-0710

SURGICAL TECH
Needed for dental implantology office. Salary and benefits with experience. Call Chris. 879-7755

TEMPORARY HEALTH CARE SERVICES wants YOU!
RNs/LPNs/NAs
- Top Pay
- Largest Selection of Staffing & Home Care Assignments

CALL FOR A PERSONAL INTERVIEW IN YOUR AREA
835-8818

VAN BUREN Care Center currently has positions available for RN's & LPN's on all shifts. Competitive wages. For further information call Joyce Hayes RN, DON. 697-8051

VAN BUREN Care Center currently has positions available for Nurse Aides, & Orderlies on all shifts. Paid training available for inexperienced applicants. For further information call 697-8051

WE ARE still seeking a special Receptionist for our growing Ophthalmology practice. Will permanently work in both Canton & Birmingham offices. Medical experience preferred. Computer knowledge helpful. Starting pay $7 per hour. Excellent benefits. Please call
Dawn 433-3399 or Mary 459-1111

X-RAY TECHNICIAN
Full time, Novi office. Must be registered. Ask for Ron.
538-4700, Ext. 589

X-RAY TECHNOLOGIST
Full time. Days and afternoon shifts. Must be registered or registry eligible to service nursing homes with mobile x-ray company. Call Mon.-Fri., 9AM-2PM 358-4414

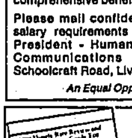
504 Help Wanted Office-Clerical

CORPORATE STAFF SECRETARY/RECEPTIONIST

Newspaper publishing company located in Livonia seeking an experienced professional secretary/receptionist with a minimum of five years experience to work on a confidential basis with corporate staff vice presidents. Must have experience in word and data processing systems and other secretarial skills, plus strong interpersonal skills. Candidates must be non-smokers. We offer an excellent working environment, a competitive salary and a comprehensive benefit program.

Please mail confidential resume including salary requirements and references to Vice President - Human Resources, Suburban Communications Corporation, 36251 Schoolcraft Road, Livonia, MI 48150.

An Equal Opportunity Employer



NEW and FREE

This 13 page review of the temporary help industry is devoted to secretarial, clerical, administrative, tele-marketing, and light industrial jobs.

YOU WILL FIND:
- 45 Job descriptions & hourly rates
- Trends in employment for 1988
- How to get that job you want

Whether you are looking for a short, medium or long term position in/the Office, Tele-marketing or Light Industrial area, this report will help you. Find out what you can earn in these jobs, how to get them, and how to keep them. Whether you are an experienced word processor or just returning, (or starting) to work, ONYX can assist you. ONYX never charges any fees to an applicant for assistance. Client companies assume all charges.
Call today for your Free Copy or mail coupon to:
356-6699
The ONYX Group
25505 West 12 Mile Road
Southfield, MI 48034

Name ______
Address ______
City/State/Zip ______
Tel # ______
Indicate your experience with an "X"
Clerical ______ Tele-marketing ______
Typing ______ Light Industrial ______

ACCOUNTANT
Experience required. Responsible for client trust accounting & various other accounting functions. Send resume & salary requirements to: Personnel dept., P.O. Box 7007, Bloomfield Hills, Mi. 48302-7007

ACCOUNTANTS for NW CPA firm. Send resume to: po box 254, Southfield, Michigan, 48037

ACCOUNTANT: Southfield CPA firm offering special opportunity for CPA who is a self-motivated, high achiever with management abilities. Minimum 4 years experience. Position emphasis on tax planning & management consulting. All inquiries confidential. R & W, 352-4920

ACCOUNTING CLERK
Insurance Agency in Plymouth looking for assistant. Salary commensurate with experience. For appointment, ask for Nancy 455-8120

ACCOUNTING CLERK-Dynamic young company seeks person for accounting position. Must have good analytical as well as interpersonal skills. Lotus 123 experience a plus. Please send resume to: Box 682, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
for busy fast growing retail company. Maturity, organizational & dependability a must. Experience preferred but willing to train person with the right qualifications. Salary based on experience. Apply in person Mon. thru Fri., 10AM-5PM or call for appointment (Mrs. Bell, 961-3112) 22790 Heslip Drive, Novi,(N of 9 Mile btw. Novi Rd & Meadowbrook Rd.

Accounting Clerk
Experienced in accounts payable, accounts receivable and inventory. Computer experience a must. Candidate should be detail oriented, accurate, organized and able to meet deadlines. Send resume to: Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING CLERK
Full time position with benefits responsible for maintaining outside payroll, billing & accounts. Fully competent on LOTUS & computer input. $8.20 per hour. Send resume to St. Vincent & Sarah Fisher Center, 27400 W. 12 Mile Rd., Farmington Hills, MI 48018
Attention Personnel Department
An Equal Opportunity Employer

Accounting
Growing, private, not for profit health care organization has openings in our Fiscal Dept. We require fiscal clerk, 3-5 years experience in payroll, accounts payable and general ledger. General bookkeeping knowledge, good typing skills. Experience with automated data processing. Good math aptitude. We offer comfortable work environment. Competitive salary and benefits. Challenging opportunity. Western Wayne County location. If the meet the above requirements, and would like to be considered for the above position, send your resume with salary requirements in strict confidence to: Box 604, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING
PAYROLL TAX CLERK
A corporation located in Troy Michigan has an immediate, opening for an accounting/payroll tax clerk at its corporate office. Position requires payroll background, experience in multi state payroll tax filing & ability to post to/& analyze general ledger for reconciliation purposes. Lotus 1,2,3 & accounting knowledge essential. We offer a competitive salary & excellent benefits. Only qualified applicants please. Send resume & salary requirements to: Accounting/Payroll Tax Clerk, Po box 7002, Troy, Michigan, 48007-7002
An Equal Opportunity Employer

Accounts Payable
Full-time position for property management company in Southfield. Must have computer experience and references. Call Mon.-Fri. 9am-5pm.
352-2010
An Equal Opportunity Employer

ACCOUNTS PAYABLE - Wixom based construction firm seeking individual with 2 years minimum computer experience, full time. 349-4943

ACCOUNTS RECEIVABLE CLERK
Computer firm seeks Accounts Receivable Clerk competitive salary and benefits Send resume to: DMP, P. O. Box 9282 Livonia, MI 48151

ACCOUNTS RECEIVABLE/Collections for distributor in Farmington. PC & Word Processing skills a must. Good benefits. Send resume to: Attention, Mrs Poelke, P.O. Box 337, Farmington, MI 48024.

ACCURATE TYPIST - part time now - full time Sept. 522-2201

ACCOUNTS PAYABLE
Wixom based construction firm, computer experience preferred. Full time. 349-4943

PART TIME Administrative office position which includes assisting in computer applications, word processing & accounting. Must have experience, references & be available a minimum of 24 hours per week. Qualified applicants contact:
Sheila 352-4920

PART TIME Administrative office position which includes assisting in computer applications, word processing & accounting. Must have experience, references & be available a minimum of 24 hours per week. Qualified applicants contact:
Sheila 352-4920

ADMINISTRATIVE SECRETARY
with word processing, letter writing, organizational and some bookkeeping skills. A challenging position for a self starter who is a team player. Salary commensurate with experience. Send resume with salary requirements to Jane: 27780 Novi Rd., Ste. 250, Novi, MI., 48050.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Responsibilities will include preparation of proposals & reports, working closely with sales organization. Requires at least 1 year of Word Perfect or similar software programs; IBM-PC. Send complete resume to: Office Pavilion, 25505 W. 12 Mile, Southfield Mi 48034, attn. Dorothy.

ADMINISTRATIVE ASSISTANT
Thurs. & Fri. MADD. Excellent telephone & typing skills required. Non smoker. Resume to: 33521 Six Mile Rd., Livonia, Mich., 48152

ADMINISTRATIVE - secretary, shorthand 80 wpm, type 55 wpm, for marketing production corporation in Detroit, Southfield & Bloomfield, $17-$19,000. Call Noreen at Uniforce 357-0036

ADVERTISING AOPERATOR
Clerical duties allowing you to put your sales ability to use. Part time. Some benefits. Apply in person; Tradin' Times, 32615 Folsom(9 Mile) Farmington Hills area, 2½ blocks E. of Farmington Rd.

ADVERTISING FIRM in Southfield seeks mature, experienced sales secretary growth opportunity, CRT experience helpful. Salary negotiable. Call anytime 557-4681

ATTENTION: SPECIAL opportunity for individual with word processor/computer skills. 20 person professional firm requires mature person to assist with internal responsibilities. Located in Southfield-Town Center Complex. Ideal working conditions. Contact Sheila, 352-4920

ATTENTION STUDENTS
Earn extra cash during the summer by working short and long term assignments with major auto company. Immediate need for individuals with computer knowledge of
MULTIMATE
WORDPERFECT
XEROX 860
CPT
LOTUS 1-2-3
Call for details.
Partners In Placement
SOUTHFIELD: 827-4213
LIVONIA: 474-8500

ATTENTION!
TRC
TEMPORARY SERVICES
We are looking for dependable and conscientious people who desire immediate employment.
- SECRETARIAL
- WORD PROCESSING
- TYPIST 55WPM
- GENERAL CLERKS

Top pay, excellent benefits.
Detroit 963-1982
Troy/Sterling Hgts. 939-3210

AUTO DEALER BILLER
Growing GM dealer, seeks a car biller. Experience preferred but will consider an individual with related office experience. Salary open. Contact Larry Malinowski, Business Manager at Gordon Chevrolet, 31850 Ford Rd., Garden City, 427-6200

AUTO DEALER
Farmington area dealer is looking for individuals experienced in receivables, payables & cost accounting. Apply in person:
35200 Grand River.

AUTO DEALER
Needs experienced bookkeeper, general office person. Dealer experience not required but solid payable/receivable and general office experience essential. Call 531-7100, Ask for Office Manager.

AUTO DEALERSHIP needs full time Receptionist. No experience necessary, will train. Must be well groomed, have pleasant phone voice & type 50wpm. 9am-6pm Mon-Fri. Please call Doreen for an interview between 9am-12 Noon. 474-0500

AUTOMOTIVE DEALER
Position available for General Office/Cashier. Hours will be 12pm-9pm Mon. thru Thurs.; 9am-6pm Fri. Excellent benefits available. Apply in person at Jack Cauley Chevrolet, 7020 Orchard Lake Rd., West Bloomfield.

BIRMINGHAM OFFICE requires entry level person for full time position. Assist with purchasing, contracts, phone & general office work. Typing required. Call Judy, 647-5877

BI-LINGUAL - secretary, Japanese speaking, experienced & good secretarial skills, benefits, to $24,000 Fee paid

RECEPTIONIST - Birmingham, excellent typing skills, phone ability, bright, energetic & experienced, benefits, $14,000 Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

BILLING CLERK for lawfirm. Word processing experience necessary Bookkeeping & knowledge of lotus 1,2,3 preferred. Non smoker. Send resume & salary requirements to Schlussel Lifton, Attention Accounting Manager, PO Box 2589, Southfield 48037-2589

FULL CHARGE BOOKKEEPER
part time for womens retail stores. Send resume to. 148 Pierce St. Birmingham 48011 or call 642-1080

JR. BOOKKEEPER
Part or full time for Southfield travel company. Pleasant, modern Southfield office. Friendly staff.
Call Ms. Lou 827-4050

BOOKKEEPER - Accounts Payable Clerk needed for fast paced & growing real estate management company located in Southfield. Mathematical & organizational skills required. Compensation commensurate with experience. Call Mr. Stoner at 355-9400

BOOKKEEPER & Billing Clerk for law firm in downtown Birmingham. Good typing required, immediate opening, non smoker, full time. Ask for Mrs. Bowser. 644-1202

BOOKKEEPER
Experienced bookkeeper needed for permanent part-time position in the Farmington Hills area 20-24 hours per week. Send resume to
Michael Palazzola, DKSS.
3001 W. Big Beaver, Suite 520,
Troy, MI 48084.

BOOKKEEPER experienced for NW CPA firm. Send resume to: PO box 254, Southfield Michigan, 48037

BOOKKEEPER
For Retail Store in West Bloomfield. Accounts Receivable, pegboard system. Full time, benefits. Call for appointment 855-9205

BOOKKEEPER
for Southfield ad agency. Computer & accounting experience required. Good benefits. Please send resume to box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, full time, for Birmingham property management firm. Handle receipts and disbursements on pegboard system and prepare monthly financial statements. Typing required. Non-smoker.
Call Joann 645-2111

BOOKKEEPER - Livonia, part time, through financial statements. Experienced with "Real World" accounting package preferred. Non smoking office. Send resume to MBIA, 33150 Schoolcraft Rd. Livonia, MI 48150. No calls please.

BOOKKEEPER - mature person needed part time. Must have business experience. General office procedures, telephone skills, flexible hours. Southfield area. 661-5267

BOOKKEEPER/OFFICE MANAGER
Full time, experienced, enthusiastic, computer experience necessary, small printing company. 531-6242

BOOKKEEPER - PART TIME
Experienced. Flexible hours. Apply at: R. Grumet, Boardwalk Plaza, 6879 Orchard Lake Rd., West Bloomfield.

BOOKKEEPER
Part time for CPA's office
Data entry.
Call after 7 pm 397-0411

BOOKKEEPER-SECRETARY - part time or full time, typing, excellent with numbers, computer, both mail & bookkeeping through trial balance. 524-0610

BOOKKEEPER
Southfield based travel corp has immediate position for full time Bookkeeper. Must know payroll, MESC, and fundamental bookkeeping skills Great career opportunity.
569-0800

BOOKKEEPER
Typing and phones. Salary and benefits. Send resume to: P.O Box 52487, Livonia, Mi 48152.

BOOKKEEPER, 2 days per week. Through Trial Balance, payroll Must be experienced. Telegraph/5 Mile area. Call after 6PM or Sat 9AM-12 Noon. 348-3029

Bookkeeping
Partial Listing of Positions

ACCOUNTS RECEIVABLE - Unique Downtown firm seeks experienced individual for accounts receivable and other bookkeeping areas. Must have 10 key skills. Accounting classes a plus.

ASSISTANT - Are you a team player? Westside company requires person to help in all areas. 2 years experience preferred. Inventory and billing a plus. Good benefits.

PAYROLL SUPERVISOR - Take-charge individual required for all union payroll functions. Must be experienced in workman's comp, employee benefits, COBRA, taxes. General accounting skills a plus. Excellent opportunity.

Half
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300

BUSY PAYROLL company has a full time position open for a highly motivated & well organized
SWITCHBOARD OPERATOR.
Candidate must have at least 1 yr's recent switchboard experience & possess a good telephone voice along with outstanding communication skills. Please send resume or apply in person at: Paychex Inc., 30777 Northwestern Hwy, Farmington Hills, MI 48018.

CABLE-PRODUCTION ENGINEER
Repair 3/4" and VHS, VCRs, 3 tube/single. Experience necessary Salary, $17,000-$19,000. Send resume to, M. Holmes, 8465 Rhonda, Canton, MI. 48187.

CASHIER/SWITCHBOARD OPERATOR. Experience preferred but not required Call Jim Miller for appointment. Bob Jeannotte Pontiac/GMC 453-2500

CASUAL Livonia office, seeks full time employee, typing necessary, computer experience helpful, will train. $4.50/start. Plus excellent benefits. 261-0440

CHURCH SECRETARY
15-20 hours. Dearborn Hts./Redford Twp. area. Experienced individual with typing & office skills. Non-smoker preferred. Send resume to: Personnel Committee, 26701 Joy Rd., Dearborn Hts., Mi. 48127

CLERICAL - ASSISTANT
Inventory control, selling & order writing & reception. Fashion merchandizing background or education helpful. 855-2500

CLERICAL/BOOKKEEPER - experienced with IBM XT, 10-20 hours per week. Responsibilities include accounting procedures, word process, telephone reception. Send resume to P.O. Box 39286, Redford, MI, 48239-0286.

CLERICAL
Dependable, experienced & mature Accounts Receivable Person for busy sales office. Requires typing & pleasant phone manner. Near Livonia Mall. Send resume & salary requirements to Box #852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Full time position. Bookkeeping experience & light typing. Redford Area. Call 537-7180

CLERICAL ASSISTANT - Insurance industry. The Travelers Plan Administrators, a leader in Third Party Administration, has a position opening for a part time (15 hours per week) Clerical Assistant at its Troy, Michigan office

Qualified applicants must have excellent typing skills and PC experience, with Wordperfect is preferred Previous experience in working with Plan Documents would be a plus

We offer the following non-smoking office, good starting salary, opportunities for advancement, very flexible hours

If you are a highly motivated individual and are willing to accept the challenge of a demanding, yet very flexible environment, please send your resume to: The TPA of Michigan, Inc., PO Box 4210, Troy, MI 48099-4210, Attn Linda

CLERICAL
Need intelligent individual for entry level position to handle in-coming customer orders, releases and telephone inquiries. We will train. Must be conscientious, accurate worker with good telephone skills. Will report to Inside Sales Manager in pleasant work environment. Salary and benefits. Please send resume to, P.O Box 4560, Auburn Hills, MI, 48057

CLERICAL- Part time for busy office. Mature person desired having professional communication skills & knowledge of general office procedures. Hours 9am-1pm. Mon thru Fri. Westland area 722-4540

CLERICAL POSITION - immediate opening for a busy administrative office. The candidate must have outstanding organizational & typing skills along with Accounts Receivable/Payable background. Switchboard experience helpful. Please send resume or apply in person at: Paychex, Inc., 30777 Northwestern Hwy., Farmington Hills, MI 48018

CLERICAL POSITIONS AVAILABLE
- Clerks
- Typists
- Data Entry
- Secretaries

We have long & short term assignments in the Livonia area offering top pay. Call for an appointment today.
Somebody Sometime
477-1262

CLERICAL POSITION
Part time. Birmingham insurance Agency Ask for Karen 540-9444

CLERICAL - Redford Co. has a full time position available for person with good general office skills including typing, computer entry and light bookkeeping 255-0050

CLERICAL - SALES DEPT.
Part time position (flexible hours) for individual with good secretarial skills for 6-person sales force. Typing letters, quotes, some telephone communication, filing Computer knowledge helpful.
Apply in person 9AM-4PM:
Industrial & Automotive Fasteners
3200 W 14 Mile Rd
At Coolidge, Royal Oak

CLERICAL/SECRETARY
Immediate position available with a rapidly growing firm. Individual must be enthusiastic with a pleasant phone personality. Duties include - data entry, record keeping, filing and phone answering. Accuracy is extremely important. Data entry and/or background in bookkeeping helpful. Call for interview 471-2922

CLERICAL-Typing, filing, answering phones for glazing contractor in Plymouth area. Must have computer experience. Full time, paid vacation & fringes. Call Judy. 459-0763

CLERK/FILE/MAIL
No experience necessary
RECEPTIONIST/TYPIST
Experience required
Southfield CPA firm. Good salary and benefits. Reply in confidence to Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK needed for full time general office work in Troy. Must have excellent alphabetical and numeric skills, light typing and various office machine experience. Transportation required for local mail deliveries. Call C. Marshall, 649-4454, Ext 500
An Equal Opportunity Employer

CLERK PERSONNEL
Life insurance Co. located in Plymouth has immediate opening for clerk in personnel dept. Position requires figure aptitude, type 50wpm. Experience with data base/spread sheet/wordprocessing. Programs on personal computer. 1-2 years office experience helpful. Contact personnel Dept.
Mutual of Detroit
333 Plymouth Rd
Plymouth, Michigan, 48170
453-8500

CLERKS
Bloomfield Savings & Loan has employment opportunities for Office Clerks. Candidates must possess accurate typing skills (40WPM), good communication skills, detail oriented, personal computer experience (preferred) and excellent telephone skills. Submit resumes to Bloomfield Savings & Loan, P.O Box 12389, Attn: Personnel Department, Birmingham, Mich., 48010
An Equal Opportunity Employer

CLERKS
HIGHLAND SUPER STORES
Has part time clerical positions at our Novi & Westland locations. Job duties include - light typing, data entry, phone contact and requires good oral communication skills. Day hours and evening hours available. Please fillout an application at any of the local stores and send to:
HIGHLAND SUPER STORES - CL
909 N. Sheldon Rd
Plymouth, MI 48170
Equal Opportunity Employer M/F

CLERKS
You should call Kelly ...
To earn good pay and benefits. We now have long and short term Clerk assignments available. General office duties include: collating, photo copying and filing
Call today for an appointment:

Livonia	522-4020
Garden City	422-0269
Ann Arbor	761-5700
Ypsilanti	482-7749
Rochester	852-8800
Bloomfield	642-9650
Berkley	398-7900
Farmington	471-2050
Troy	362-1180

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

CLERK TYPIST
Immediate opening for clerk typist to handle everyday typing requirements. Will also work with computer & do other office functions. Full benefits. Livonia location. Reply to Box #474, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Minimum 1-2 yrs experience. Accurate typing & CRT/PC proficiency required Excellent benefits Livonia Area. Send resume to box #726, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST POSITIONS
for Farmington Hills Insurance Company. Must type 45 WPM. General office skills required. Contact Personnel Department 737-7900

CLERK TYPIST
Position available in the market research department of large retail corporation. Office located in N.W. section of Detroit. Will assist the corporate research dept. in the preparation of various research reports and activities. Must have accurate typing skills and good telephone manners. Competitive salary and an outstanding benefit program. Respond by calling 270-1295 or 270-1296, Mon. thru Fri., between 9-4 pm.
BORMAN'S INC.

CLERK/TYPIST
Rapidly expanding Detroit-based firm seeks entry-level Clerk/Typist Candidates should possess a minimum typing speed of 40 wpm, good phone skills and general clerical knowledge. Excellent advancement opportunities. This position is full time with complete benefit package. Please forward resume to P O Box 1049, Detroit, MI 48231

CLERK/TYPIST-Strong communication skills important, & typing preferred for this ideal opportunity in the Southfield branch office of Citizens Insurance Company of America. Flexible benefits package including dental
Send resume & salary requirements in confidence to
CITIZENS INSURANCE COMPANY OF AMERICA,
Attn. Pat Lanther, Claims Support Supervisor, 24901 Northwestern Hwy, Suite 612, Southfield, MI 48086-5122 Equal Opportunity Employer M/F

Closing Secretary
Full time person needed by national title insurance company to prepare mortgage closing packages. Mortgage or title insurance experience necessary. Troy area 362-1311

COMMERCIAL LITIGATION POSITIONS & a bankruptcy position available for law firm of Schlussel, Lifton located in Southfield. Positions require minimum 2-3 yrs diversified legal experience, proficiency on word processing equipment (Wang preferred) & 70 WPM typing. Pleasant work environment & good benefit package. If interested, please send resume to P. O. Box #2589, Southfield, MI., 48037, Attention Tracy.

COMPANY located in Livonia is seeking a person to assist in general office duties, such as filing, typing & product return. Call betw. 9-5. 471-0901

COMPUTER OPERATOR for CPA firm. Must have at least 1 year office experience, knowledge of IBM-AT, DOS, and WordPerfect. Salary negotiable Call Lisa. 645-2200

CUSTOMER SERVICE REP
Needed to take telephone orders, assist customers & perform general office duties. Non-smoker with glass industry experience preferred. Please send resume to
B & G Glass Co.,
11866 Hubbard, Livonia, MI 48150

CUSTOMER SERVICE
Afternoon shift available for an individual with an enthusiastic attitude. Applicants must have good communication skills. Send resume to
Realtron Corp. 24065 Five Mile Dept. 113, Redford MI 48239

CUSTOMER SERVICE REPRESENTATIVE
Contract office furniture firm is seeking individual with prior customer service experience. Must possess excellent telephone, organizational & communication skills. Typing & CRT skills also required. Excellent benefits and competitive salary. Send resume to
CARSON BUSINESS INTERIORS
29355 Northwestern Highway,
Suite 300
Southfield, Mich., 48034
Attn Personnel Manager

DATA BASE/DATA ENTRY SUPPORT PERSON
Suburban Large Scale on-line computer service company looking for an aggressive individual to assist in the design & development of data dictionaries & data formats for our on-line computer customers. PC in computer data base experience a plus - will train. Send resume with salary history to
Realtron Corporation, 24065 Five Mile Rd., Redford, Mich. 48239, Attn LCD Co-ordinator

DATA ENTRY CLERK - Light bookkeeping & computer experience helpful. Full time. Call Chuck in Warren, 774-9200

DATA ENTRY - customer service operators, part or full time (1 yrs. experience) for Livonia, Farmington area. $200/wk. Call Bernie at Uniforce 357-0641

DATA ENTRY - full time position, Farmington Hills area. Experience preferred, good benefits. Send resume to Box #712, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY
Leasing company located in Farmington Hills seeks a person for entry level data entry. Send your resume to LAC, 30955 Northwestern Hwy, Farmington Hills, MI 48018, Att. Data Entry.

DATA ENTRY OPERATORS
CIS Corporation, a successful leader that markets and leases high-tech equipment is seeking a qualified data entry operator to work in their fast paced marketing department.

Candidates must possess excellent, accurate typing of at least 50 wpm. Must have previous data entry experience

Salary commensurate with background. Full benefit package including tuition reimbursement. Excellent advancement opportunity in a preferred, modern working environment including an on-site nautilus work-out center.

Qualified applicants may send their resumes and SALARY HISTORIES in confidence to: Judy DeVore, Human Resources Representative, CIS CORPORATION, 2600 Telegraph Rd. Bloomfield Hills, MI. 48013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

DATA ENTRY
10 POSITIONS AVAILABLE
$8,320-$16,640, FEE PAID
Suburban firm expanding their 4:30 - 1 AM. shift. Minimum of 21,000 key strokes with good keypunch skills. Top benefits and advancement potential. Call now at 484-0909.
SNELLING & SNELLING