502 Help Wanted Dental-Medical

NURSE AIDES - needed immediately to work in the Nova & Farmington areas. Must have at least 1 year experience in the nursing home field. Looking to fill 30-50 positions. Must have transportation. Call Donna at OPR 443-0056

NURSE ASSISTANTS
for small family owned nursing facility. Must be experienced, have positive interest in health care. Excellent pay & benefits. Call for appointment... 261-4600

NURSES AIDES
AFTERNOON & MIDNIGHT SHIFTS
Full time, experience not necessary. Will train. Big Carol Shopping Center
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSES AIDES
Hiring part time experienced Nurse Aides at $4.50 per hour for all shifts. Afternoon shifts. Apply in person: Prentis Manor, Jewish Home for Aged, 26051 Lahser, Southfield, MI 48034

NURSES AIDES & ORDERLIES
Needed for full time positions on day shift. Full and part time afternoons and midnights. Call 685-1400 or apply West Hickory Haven, 3310 W. Commerce, Milford.

NURSES AIDES
$5.50 To Start
West Bloomfield Nursing Center, affiliated with William Beaumont Hospital, has openings on day and afternoon shifts for Nurse Aides. No experience necessary, we will train you. Starting wages $5.50 per hr. with increase to $5.75 per hr. after 6 mos. & $6.00 per hr. after one year with a full complement of fringe benefits. Please apply at 6445 W. Maple, near Drake, Mon-Fri, 9am-4pm

NURSES ASSISTANTS
Full or part time days or afternoons. For small nursing home in Plymouth. $4.05 an hour. 453-3980

NURSE
We are dedicated to the highest quality care in our acute care rehabilitation center for traumatic brain injury population, located near Detroit Metro Airport. To complete our excellent team we are seeking for a high energy LPN or RN to work full-time afternoons. If interested please send resume to: Apple Tree Lane, 39000 Chase, Romulus, MI 48174 or call 942-1142

NURSING ASSISTANT to work in a nursing home setting, must be 18 yrs of age & in good health, full or part time positions available - 7am-3pm or 3pm-11pm. Also 4 or 6 hr shifts. Experienced or will train. Apply in person at Plymouth Ct. 103 Hagerty, Plymouth 455-0510

OPTOMETRIC ASSISTANT - Full time, experience preferred, salary negotiable, pleasant working conditions. Novi area. 349-0969

ORAL SURGERY ASSISTANT
Full time with excellent fringe benefits. Experience in dental preferred. 547-8836

ORAL SURGERY ASSISTANT
Full time for busy practice. Bearegard & Maple area
Call 8am-3pm. 642-2115

ORTHODONTIC ASSISTANT
Full time Orthodontic Assistant
Excellent salary & benefits
Experience preferred.
Birmingham 647-0696

PERSON with medical background needed to do medical chart reviews in Western or Northern suburbs. Blood draw experience necessary. Hours flexible. Car needed. Call 569-7458

PHARMACY TECHNICIAN, full time for suburban hospital pharmacy, hospital experience with knowledge of U.D. and I.V. admixture
9am-3pm! 423-1429

502 Help Wanted Dental-Medical

PHLEBOTOMIST, immediate opening with current 1 year experience for in-home blood draws. Must have own car. Call 271-8400

PHYSICAL & OCCUPATIONAL Therapists with Michigan licensure or eligibility. Part time positions available, for school service for those interested in working in a unique pediatric habilitation agency. The Detroit Institute for Children provides comprehensive outpatient care to disabled children. Use your therapy skills to help disabled children & their families. Contact Joyce Rayford or Kathy Kaan, Detroit Institute for Children, 5447 Woodward, Detroit, MI 48202. 832-1100
An Equal Opportunity Employer

PSYCHIATRIC RN'S
We have openings for the following:
• Intensive/Staff Development Coordinator.
• Staff RN's • AM/PM/Contingency
• Infection Control RN (Part Time)
Inquire: Ardmore Center, Livonia
474-3300, Ext. 142

RADIOLOGY DEPT. - full time supervisor, must be registered, good salary & benefit program. Send resume to: Midwest Health Center, 5050 Schaefer, Dearborn, MI 48126 or call 581-2600 ext. 250

RECEPTIONIST/
Medical Assistant
Full time position. Livonia area
261-3290

RECEPTIONIST - medical assistant. Part time, 20-30 hrs. Birmingham office. Experience preferred but will train. Typing required 642-3338

RECEPTIONIST Medical Biller, secretarial & computer entry experience preferred for Psychiatrist office. 968-3567

RECEPTIONIST - full time Busy OB-GYN office in Southfield. Experienced peopleard, typing, medical front office 569-4560

RECEPTIONIST-Full time for private optometric office. No experience necessary, will train right individual 858-2535

RECEPTIONIST - part time for oral surgery office. Birmingham/Troy area. 21+3 days/wk. Medical or dental background required. Call between 11am-4pm at 647-2191

RECEPTIONIST wanted for growing dermatology practice. Approximately 28 hours per week. Mon. - Thurs., Farmington area.
Call 474-1614

RECEPTIONIST/BILLER
Accepting applications for full/part-time for expanding internal medicine practice in Livonia. Experience preferred in general office duties including typing and computer billing. Insurance person with excellent communication skills. Benefits/salary commensurate with experience. Please call Wendy Cook between 10 AM and 2 at
Freedom Medical Clinic, 476-4724

RECEPTIONIST
Part time, 2-3 days per week, for orthopedic office in Bloomfield Hills. Call Nancy at 334-4535

RECEPTIONIST - for busy ophthalmologist office located in Southfield. Must be neat organized & have pleasant phone voice. Will train the right person. Please call Karen between 8am-3pm 350-1130

RECEPTIONIST/TYPIST
Friendly office in W. suburb needs bright personal to answer phones, type, & do billing. Will train. Send resume with salary expected to P.O. Box 39032, Redford, MI 48239

REHABILITATION AIDES
We are dedicated to the highest quality care in our progressive residential facility for traumatic brain injury population. We need people for an shifts, both part and full-time. Experience not necessary as you will be trained by our professional rehab team. If you are a sensitive, hardworking person who wants a rewarding job in health care, please call Apple Tree Lane. 941-1142

502 Help Wanted Dental-Medical

Registered Nurse
Medical Office

Part time position available for an experienced Registered Nurse to work in our Family Practice Center located at Providence Hospital in Southfield. Schedule hours to work are 4 PM - 8 PM every Monday & Wednesday, 8:30 AM - 12:30 PM every Saturday.

Qualified candidates will have current Michigan RN licensure and previous medical office experience highly preferred. Must be available to orientate 2 weeks, full time.

We offer an excellent starting salary and work environment. Apply Employment Office, Monday - Thursday, 8 AM - 3:30 PM, or call for additional information, 424-3900

PROVIDENCE
HOSPITAL
16001 W. 9 Mile
Southfield, MI. 48075
An Equal Opportunity Employer

RESIDENT ASSISTANTS
Mature, caring individuals wanted to assist our residents, full time and shift. Experience preferred but will train the right people. Fully paid hospitalization, dental plan, sick days, vacations & holidays. Please call Apostolic Christian Woodhaven Home for the Aged in Livonia, 835 Ann Arbor Trail at 261-9000

RN - Approximately 30 hour per week for a busy dermatology office in Southfield. Clinical experience helpful. Salary & benefits commensurate with experience. 353-6687

RN-CARDIOLOGY
Full time position (Mon.-Fri.) available for a nurse practitioner with a private practice in Farmington Hills. Previous experience in critical care, cardiovascular nursing or internal medicine preferred. Please send resume to:
Internal Medicine Clinical Group
28080 Grand River, Suite 306
Farmington Hills, MI 48024

RN - CCU
Trained, to participate in ongoing cardiac rehab program, exercise, cardiac & community teaching. Industrial health awareness program. ACLS preferred - 4 days/week. No weekends. Call 851-1172

RN NEEDED - full time in OB/GYN department at busy Southfield medical center. Call 353-5020, Ext 2024

RN OR LPN - full or part time, afternoons, for small nursing home in Plymouth 453-3989

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

RN - PART TIME
1 day per week, plus some relief for pre-natal residential facility in Farmington Hills. OB delivery and experience preferred.
If interested, call Director of Nursing, between 8 AM - 4 PM, 626-1707
An Equal Opportunity Employer

RN's/LPN's
EARN UP TO $22/HOUR
Adolescent Vent-Quad in Southfield area has immediate need for part-time day, weekends and weekday RN's or LPN's.
• INSTANT PAY
• BONUS HOUR PROGRAM
• FULL PAID HEALTHLIFE
CALL OUR TROY OFFICE AT
680-6628
St. Clair
Professional
Medical Services
A Health Care Partner
of St. John Hospital
An Equal Opportunity Employer

RN's/LPN's
Full & part time positions open for experienced, highly motivated professional nurses. Good benefit package. Salary commensurate with experience. Call or send resume to: CONNIE FISHER, RN, Director of Nursing, Prentis Manor, Jewish Home for Aged, 26051 Lahser, Southfield, MI 48034 352-2338
An Equal Opportunity Employer

RN's/LPN's
St. Jude, a 64 bed skilled nursing facility, has openings for:
RN - Assistant Director of Nursing
RN or LPN - 1 full time position
Apply 34350 Ann Arbor Trail, Livonia or call for appointment 261-4800

502 Help Wanted Dental-Medical

RN'S /LPNS
Full-Time/Part-time
Afternoons & Midnights.
Nursing Assistants
Welfare
NEW CAREER LADDER PROGRAM
Apply in person:
MIDDLEBELT HOPE
Nursing Center
38410 Cherry Hill, Westland

RNs - LPNs
needed for P.M. & Midnight Shifts. Full or part-time. LPNs: $9. to $9.50 - to start. RNS: $10. to $10.50 - to start + Shift Differential. Life & Health Insurance, flexible hours. Graduates Welcome!
CAMELOT HALL
CONVALESCENT CENTER
M. Feloszyk, RN. 522-1444

RN'S, LPN'S, NURSE ASSISTANTS
for a home care company. All shifts available. Bonuses. You pick the location. 649-1020
ADVANCED NURSING SERVICES

RN'S NEEDED for medical auditing, part time, flexible hours.
Call Dr. T. Bartlett 351-8857
An Equal Opportunity Employer

RN'S or LPN'S
Part time/Nights
NURSE AIDES
Prefer experience but will train.
Apply
FRANKLIN MANOR
26900 Franklin Rd.
Southfield, MI
352-7390

RN Supervisors
AFTERNOONS & MIDNIGHTS
Seeking a challenge and an advancement up the career ladder??? Looking for experienced and highly motivated RN's for 100 bed health care facility in Southfield. Good benefit package. Salary commensurate with experience. Please resume Connie Fisher, RN, Director of Nursing, Prentis Manor, Jewish Home for Aged, 26051 Lahser, Southfield, MI 48034 352-2338.
An Equal Opportunity Employer

RN - Home Health Aide Program Coordinator for home care agency. Communication and organization skills a must. Hospital or Doctor office experience preferred. No holidays or weekends
HOME HEALTH CARE
OF METROPOLITAN DETROIT
354-2990

STAR MANOR
NURSING HOME
RNS OR LPNS
ENJOY THE
"BIG FACILITY PAY & BENEFITS"
with small home atmosphere. Work at our 37 bed basic facility in quaint downtown Northville. We would like to hire Nurses for the afternoon and midnight shifts. To schedule an interview, call Kathy Minnaugh, RN, at 349-4290

X-RAY TECH - experienced. Ultra sound background registry not necessary. Excellent opportunity. Apply at: BMC, 763 Main St. Belleville, Michigan 48111 either in person or by mail.

X-RAY TECHNICIAN
32 plus hours. Livonia area
261-3290

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HEALTH
AIDES
Immediate Openings
in your area
We offer:
● OUTSTANDING PAY
● FLEXIBLE HOURS
● VACATION BENEFITS
Call us today at a location convenient for you:
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680-6628
Dearborn
441-1502
St. Clair
Professional
Medical Services
A Health Care Partner
of St. John Hospital
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL POSITIONS
REGISTERED X-RAY TECH
With medical assistant experience.
MEDICAL ASSISTANT
With X-ray experience.
MEDICAL RECEPTIONIST
Experienced. Wayne, Westland area.
Full and part time positions for days, evenings and weekends. Send resume to:
POSITIONS
8010 Wayne Rd.
Westland, MI 48185

Mercy Bellbrook, a premier retirement community in Rochester Hills, MI, offering independent apartments, assisted living units and nursing care, seeks applicants for the following positions:

LPNs 11 pm - 7 am
LPNs Part Time 7 am - 3 pm
RNs 3-11 pm, Part & Full time
Nursing Assistants, all shifts
Dietary, all positions
Maintenance Asstts., full & part time
Dishwashers

We offer competitive wages & benefits. Interested persons call

656-3239
Mercy Bellbrook
873 W. Avon Rd.
Rochester Hills, MI 48063

MERCY Bellbrook
An Equal Opportunity Employer

RNs/LPNs

The brand new Lake Orion Nursing Center is looking for dedicated RNs/LPNs to staff our 120-bed state-of-the-art long-term care facility. Because we're new, this is your chance to get in on the ground floor of a progressive nursing program. We offer a generous salary and an excellent benefits package. For more information, please contact:

Jo Miska, D.O.N.
Lake Orion Nursing Center
(313)627-2420
Mon.-Fri., 9AM-3PM

Lake Orion Nursing Center

504 Help Wanted Dental-Medical

504 Help Wanted Office-Clerical

AAA GENERAL OFFICE also SECRETARY. Excellent working conditions. Top pay. No experience necessary. Redford area. Lisa 533-1975

$5/HR.
Receptionist with typing needed for Farmington Hills Realtor. Opportunity to gain valuable word processing experience. Pleasant atmosphere, assignment will last thru Dec.
CALL KIM
MANPOWER
TEMPORARY SERVICES
471-1870

ABILITIES + +
Proficient
DATA ENTRY OPERATORS
WORD PROCESSORS
Nationally Recognized
Unlimited earning potential.
ARBOR
TEMPS
459-1166

ABSOLUTELY
PERFECT
SECRETARY $14-$15,000
Immediate opening for experienced secretarial experience utilizing your good typing skills. Will use word processing. Work with high energy professionals in firm that offers good benefits & growth potential.

Supervising Secretary $18-$22,000
Top suburban position working with fast paced executives. Utilize your stable secretarial background, word processing & shorthand to assist administrator in hiring, training & supervising. Top benefits plus profit sharing. Call today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 729-5750
Southfield 353-0505

ACCOUNTANT/BOOKKEEPER
Full charge for Royal Oak CPA firm. Experience required to handle monthly accounting & bookkeeping of small business clients including preparation of compilation, general ledger, financial statement & payroll taxes. Non smoking environment. Call 546-7306

ACCOUNTING CLERK
Experience necessary in A/R, A/P & payroll. Reporting to Accounting Manager, 31731 Northwestern Hwy., Suite 250, Farmington Hills, MI. 48018.

ACCOUNTING CLERKS
Several full & part time positions. No experience necessary, will train the right persons. Flexible hours. Send resume to: Jeff Bertch, 1548 Porter St., Suite 200, Detroit, MI 48216

ACCOUNTING CLERK
Good clerical skills and payroll experience desired-not necessary, some typing, good start salary. Resume to: Ed C. Lagsaky, 4801 Woodward, Detroit MI 48201.

ACCOUNTING CLERK
Full-time position available with good experience. Company, Typing 40 wpm, computer familiarity a plus. Mail resumes to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

Accounting Clerk
PART TIME
Knowledge of payroll and accounts payable helpful. Please apply:
BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
(313) 227-1211
An Equal Opportunity Employer

Accounting Office
Immediate Openings
Livonia accounting office seeking persons experienced in general office procedures. Typing 35 wpm clerical. Opening for employee benefits administrator. Prior experience necessary. Only those who enjoy working with numbers and are accurate and neat need apply for these permanent positions. Benefits include medical, dental & life insurance. Qualified applicants send resume and salary requirements to: 662. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING SUPERVISOR
for a non profit Detroit organization. Minimum 5 years experience with knowledge of IBM System 36 a must. Also knowledgable of budgets, forcasts, cash flow, pension programs, & endowment investments. Pay to: po box 10125, Detroit, Mich. 48210

ACCOUNTS PAYABLE CLERK
Full time position available in our Southfield office. Must have minimum 1-2 years accounts payable experience. Excellent math ability & 10 key calculator skills necessary. CRT experience a plus. Excellent benefits. Salary commensurate with experience. Send resume including salary requirements to Al-Vision Personnel P.O Box 5091, Southfield, MI. 48086

ACCOUNTS PAYABLE/
PAYROLL CLERK
Pegboard experience preferred. Conversion experience a plus. Send resume & salary history to Human Resources, 36700 W. 8 Huron Rd., New Boston, MI. 48164.

ACCOUNTS PAYABLE
TO $7.00 HR NO FEE
Prestigious suburban firms offers excellent benefits & advancement opportunities to experienced full time Accounts Payable Clerks.
EMPLOYMENT CENTER 8 540-4130

ACCOUNTS PAYABLE CLERK
Duties include data entry of A/P batches, invoice processing, account reconciliation, mail, clerical. Previous A/P & data entry experience a must. Send resume to Pat Bell, Sales & Executive Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Payable
Looking for a pleasant place to work for? Major distribution company in Troy seeks individual with 1-3 years prior experience in computerized accounts payable, MacGmck & Dodge a plus. Immediate availability helpful. Call Laura.
Robert Half of Mich, Inc.
28588 Northwestern Hwy., #250,
Southfield, MI 48034
358-2300

ACCOUNTS RECEIVABLE
Computer knowledge necessary, minimum 2 years accounts receivable experience. Apply: Detroit Popcorn, 12065 Telegraph, Redford.

ADMINISTRATIVE ASSISTANT
Prefer 1 year college, plus 1 year work experience. Some computer or word processing experience needed. Good benefits and working conditions. Salary $9,000 to $11,000. Call Jan 559-3300

504 Help Wanted Office-Clerical

BIRMINGHAM Jewelry appraiser seeking secretarial help, part time, for months of Sept & Oct. 644-8858

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
Farmington firm needs person with pleasant phone manner to handle all receivables. Must be capable of problem solving and collection activities. Requires strong numbers ability and good communication skills. CRT experience a plus. Call Lisa at 478-2005

ACCOUNTS RECEIVABLE/
COLLECTIONS
$12,480-15,600 FEE PAID
Suburban company seeking individual with a minimum of 2 years experience in collections and accounts receivable. Accurate typing and some word processing are required. Good benefits and growth potential. Salary at $12,480.
SNELLING & SNELLING

ACCOUNTS RECEIVABLE CLERK
Experienced, personal person to assume all duties in Accounts Receivable and control of personnel records. Knowledge of computers helpful. Starting salary of $250 per week. Paid company paid fringe benefits. Please apply in person between 9 AM. - 3 PM. Mon. - Friday. Accessories Fashions, 3200 W. 14 Mile at Coolidge, Royal Oak, MI. 48073.
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
ACCOUNTS PAYABLE
TO $15,000
Our major client has an Accounts Receivable/Accounts Payable position available. If you are organized, interested in growth potential. Math background, accounting classes, typing 35 wpm and computer skills essential. Comprehensive benefits. Call 355-4140 or send resume to: Arthur Thomas & Associates, Executive Search Firm, 30630 Telegraph, Suite 578, Southfield, MI. 48075.

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Looking for additional training?
We cross train experienced word processors in a variety of software packages:
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AND OTHERS.
We have immediate assignments available in Troy, Birmingham and Bloomfield areas. We offer paid vacations, paid holidays, bonuses and top pay rates at the best companies.
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Temporary Services, Inc.
264-0501
EOE NEVER A FEE

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STAY COOL
WHILE EARNING
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SUPERIOR BENEFITS
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25% Bonus
Immediate Openings
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ADIA
YOU'VE RAISED A FAMILY
NOW RAISE YOUR CASH FLOW
Not only does being an Adia Temp do a lot for your bank account.
It does a lot for your Challenging jobs. Top pay and benefits. And a group of understanding people behind you.
If you have office skills, please call for an appointment today!
525-0330
ADIA
The Employment People
EOE

ADMINISTRATIVE ASSISTANT - Troy location - full time, Mon. thru Fri. 8:15-4:30, beneficial to have office experience helpful, but not necessary. Duties to include phone relief & issuing of related policy renewals, back up of other administrative assistance with in the dept. Typing & word processing the ability to read endorsements or certificates. CRT input, & misc. clerical duties. Must be able to deal with a fast paced work load. Applications available at PHW, 2100 W. Big Beaver, Troy, MI. 48084

ADMINISTRATIVE ASSISTANT - Computer order entry & inventory control for lumber wholesaler - highly organized person with attention to detail, full benefits package. Send resume to: Lyn, Weyerhauser Co., 1550 Superior Parkway, Westland, MI 48185

ADMINISTRATIVE ASSISTANT-Fast paced Bloomfield Hills advertising agency seeks bright, energetic assistant to fill full time administrative assistant position. Computer experience & pleasant phone voice a must! Salary commensurate. Call Ann, Bloomfield Hills, MI 48302 or contact office manager. 540-0880

ADMINISTRATIVE ASSISTANT
to work for executive recruiter. Answer phones & work with IBM PC and Lead on Office Suite. Typing skills essential. Pay to $5.50 per hour. Call or send resume to: Accent On Achievement, Attention Lisa, 199 E Big Beaver, Suite 202, Troy, MI. 48083. 528-1290

ADMINISTRATIVE
ASSISTANT
New position. Competitive salary commensurate with experience. Qualifications: typing (60 WPM), strong spelling & grammar skills, ability to communicate effectively, organizational skills, ability to work with volunteers & a love of animals. Send resume & salary requirements by Aug. 17, to Ronald Schmidt, Director of Development, Michigan Humane Society, 7401 Chrysler Dr., Detroit, MI. 48211.
An Equal Opportunity Employer

ADMINISTRATIVE
SECRETARY
$21,000 FEE PAID
Fabulous opportunity for organized office professional! Excellent benefits! Career growth! Need good typing, word process & executive level experience! Call today!
EMPLOYMENT CENTER 8 540-4130

ADMINISTRATIVE
LEGAL
SECRETARY
Major corporate firm offers outstanding benefits & generous salary growth. Must possess strong word processing skills and 3 yrs. legal secretarial exp. to handle a variety of duties. Send resume to: Henry Barr & Associates, 29808 Telegraph Bloomfield Hills, Mich., 48025 or call Rita or Agnes 363-2510

ADMINISTRATIVE - assistant, Farmington Hills firm, good people skills, experience, word processing, accounting background, benefits, $17,000. Fee paid

JAPANESE - speaking word processor, typing 70 wpm, Southfield office, national firm, salary open. Fee paid

SECRETARY - Southfield, typing 65 wpm, good math aptitude, word processing experience, benefits, $17,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 649-0580

504 Help Wanted Office-Clerical

ADMIN. EXEC. SECTYI
FEE PAID - $26-$27,000
Southfield: Good money for good skills, must have excellent typing & at least 10 years secretarial exp. Exp. experience as an executive secretary. Responsibilities will include travel arrangements, personal work for Chief CEO. Fantastic fringe & benefits plus. 646-8187 or 642-0565
DOROTHY DAY
PERSONNEL, INC.

ADVANCE WITH
GROWING COMPANY
Need general Office Person to start at $12,480. Good benefits. Excellent location. Fee paid. Call 399-3450.
SNELLING & SNELLING

ADVERTISING SALES/coordinator. Established trade magazine seeking self-starting individual with sales experience & excellent telephone skills. Graphics experience helpful. Resume & work experience to D & F, P.O Box 464, Farmington, MI 48016

A/R CLERK/RECEPTIONIST
Typing, computer experience helpful. Apply in person: 1000 West Wyoming, Dearborn, Mich., 48120

ASSISTANT ADMINISTRATOR/
RECEPTIONIST for busy
Must have knowledge in accounts receivable and billing, strong calculator skills, computer & word processing experience a plus! Send resume to Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT
Advertising good news management aptitude, word processing skills & accounting. Interest to work closely with Director. Competitive salary starter earns to $25K. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-7144
Harriet Sorge Personnel

ASSISTANT BOOKKEEPER
Northwest Detroit container corporation seeks assistant bookkeeper. 3 to 5 yrs experience, especially in accounts payable. Excellent benefits, growth potential & salary. If interested please send confidential resume & salary history to: Mr. Hooper, P.O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

ASSIST A Very busy office manager. Need to accept responsibility, be dependable & enjoy good benefits. Mrs. Marshall: 731-3400

ATTENTION
• Clerk
• Secretary
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• Data Entry Operators
MGM Office Services can put your clerical skills to work. We offer competitive hourly wage, benefits & notice of pay week. Call now for an appointment.
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OFFICE SERVICES
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ATTORNEY'S
SECRETARY
To $18,500
Need good general law background. Good location and benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

Auto
Accounts Receivable
Excellent opportunity for experienced individual. Outstanding benefits & working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield 355-1000

AUTO - BOOKKEEPER
Excellent opportunity for experienced person for car dealership & account analysis. Outstanding benefits & working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield 355-1000

AUTO DEALER CASHIER for fast growing Chevy dealership with room for advancement. This is a challenging position. Detail & customer oriented. Blue Cross, medical, dental, prescription paid. Excellent opportunity for aggressive individual. Apply in person only: Jay Chevrolet, 2675 N Mirand Rd, Milford

A & W RESTAURANTS, INC.
is seeking a Secretary for its Franchising department.
We require:
● Excellent written & oral communication
● Typing speed 65 WPM
● Proficiency in the use of IBM PC (WordPerfect)
A & W offers an excellent work environment with competitive benefits & wages.
Qualified candidates please send resume with salary requirements to:
A & W Restaurants, Inc
Attn: Human Resources
17197 N. Laurel Park Dr.
Suite 300
Livonia, Mich., 48152

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Get out of your hot house
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Long & short term assignments available. Top Pay. Benefits.
Free word processing training if you qualify.
TEMPORARY
RESOURCES
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Southfield • Livonia • Taylor
Troy • St. Clair Shores • Ann Arbor
Farmington Hills

BILLING OFFICE
Dearborn. Full time. Must be versatile and good typing skills. Computer & insurance experience helpful, but will train. Excellent benefits. Send resume to: Fariana Gomez, Medical Supply, 22411 Michigan Ave., Dearborn, MI 48124. Attention: Billing Supervisor.

BLOOMFIELD HILLS OFFICE seeks person for full time clerical/receptionist position. Applicants must be organized, self-motivated and quick to learn, good communication skills - both verbal & written, typing & proficiency in computer is necessary. Salary commensurate with experience. Call Ruth Ann 646-9250

EXPERIENCED BOOKKEEPER
full time, benefits, good pay. Inquire Harvest Moons, Inc., 32400 Plymouth Rd., Livonia. 427-4840

EXPERIENCED BOOKKEEPER - Able to go to trial balance, prepare tax returns, journal entry & knowledgeable in computer application. Personable, well groomed, non-smoker. Livonia area. Call Mary Ann 476-1735

BOOKKEEPER
Birmingham Investment Management Company needs individual experienced through trial balance to handle trust work. Call Joann 646-8111

BOOKKEEPER - experienced for manufacturer. Full charge thru trial balance. Cost accounting knowledge or skills preferred. Resumes only to: 33026 Commerce, Farmington Hills, Michigan, 48024

BOOKKEEPER - Experienced on computerized accounting system (general ledger & accounts payable). Knowledge of Lotus spreadsheet a +, salary commensurate with experience. Redford area. Call Bill Hornsberg at 937-3223

BOOKKEEPER
Experience with general ledger preferred. Sun. Especially fun place to work. Willingness to learn. Handle accounts receivable and payable for multiple companies. Good math & organizational skills required. Duties will include some clerical work. Send letter of introduction, salary history and resume to: Sunshine Foods, Attn: Personnel Manager, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER - Fast paced property management co. needs Accounts Charge Bookkeeper. Basic duties include accounts receivable/payable & other project related assignments. Familiarity with IBM 5/34 helpful. Send resume with salary requirements to: Bookkeeper, 22255 Greenfield, Hwy. #180, Farmington Hills, MI 48018

BOOKKEEPER for architectural/construction firm in Royal Oak. Administrative skills, typing & computer experience preferred. Send resume to Box #998, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
for suburban Synagogue. Must be familiar with fund accounting and have working knowledge of microcomputers. Salary commensurate with experience. Benefits include dental. Friendly, FAST-PACED professional firm. Contact Janna Snyder:
AMERICA GROUP
30600 Northwestern Hwy.
Farmington Hills, MI. 48018

BUSY OFFICE seeks individual for permanent part time clerical help 3 days per week. Position requires excellent typing & telephone skills. Company experience a plus. Send resume to: Box 912 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREER
OPPORTUNITIES
GALORE
ALL FEES COMPANY PAID

Receptionist	$12,480
Clerk Typist	$12,000
Accounting Clerk	$13,520
Legal Secretary	$20,000
Accts. Payable	$18,000
Jr. Secretary	$15,500
General Office	$15,000
Purchasing Clerk	$13,500
Secretary	$15,000
Accounts Asst.	$20,000

Want more money, better benefits, great advancement potential? Look no further. We have many full time openings than applicants. Come in now! Call 851-5660.
STAFFING & SNELLING
FARMINGTON HILLS

CAREER
OPPORTUNITIES
Administrative Assistant
(Salary to $25,000)
Leadership position, shorthand, word processing, shorthand a plus.
Sales Secretary
(Salary to $17,000)
Excellent typing & math skills. Computer a must.
Receptionist
(Salary to $14,000)
Great company. Excellent benefits.
Call for a confidential interview. Evening appointments available.
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PERMANENT STAFF
LIVONIA 591-2221

CAREER
RECEPTIONIST
$16,000-$17,000 FEE PAID
Fast paced suburban company seeks a very polished receptionist. Individual to handle multi-line switchboard. Light typing, data entry, word processor and minimum of 5 plus years experience as Receptionist. Excellent benefits, plush offices. Call Teri now at 464-0909.
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FEE PAID • $10,400
Troy. Handle phones, money & general office work including typing. Should have receptionist & some experience. Benefit package.
649-8787 or 642-0565
DOROTHY DAY
PERSONNEL, INC.

CHALLENGING CLERICAL position available. Great opportunity for reliable, people-oriented person. Good typing, interpersonal skills required. No dental office experience necessary. Competitive salary, benefits available. Join our team!
Call 645-5831

BUSINESS
CLERK
Immediate opening in large Financial Planning firm for New Business Clerk. ENTRY LEVEL POSITION for mature person good with figures & people. Strong eye for accuracy & detail. Must be dependable with good attendance record; be a team player looking for a career with growth based on performance. Benefits include dental. Friendly, FAST-PACED professional firm. Contact Janna Snyder:
AMERICA GROUP
30600 Northwestern Hwy.
Farmington Hills, MI. 48018

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CLERICAL ASSISTANT
part-time for busy non-profit association in Livonia, Powerlun includes membership & insurance processing. Requires an individual who is detail oriented has general office skills & enjoys telephone work. 20-25 hours per week. For interview phone 471-3966

CLERICAL ASSISTANT
A Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150 is looking for a permanent part time, (30 hrs.) in our sales office located in Southfield. Responsibilities include handling incoming & outgoing phone calls, assisting Sales Reps with order entry, plant & customer contact, typing & filing.
Candidates should have high school education and be familiar with office equipment. Good verbal & written communication skills are essential, as is accurate typing (50 + WPM).
For interview appointment please phone Betty, Moore Business Forms: 827-9905

CLERICAL
Automotive supplier is seeking individual for general office activity. Salary commensurate with experience. Send Resume to Box #938 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Enroll in FREE job training and placement. Call Schoolcraft Vocational Services for qualifications at
595-2314
An Equal Opportunity Employer

CLERICAL help wanted part time, Evenings, all weekends, general office duties, must be mature and dependable. 598-5320

CLERICAL
Mr. Allen's has immediate opening part in working on computer system for various office duties. Call Mr. Hohenberg, Mon-Fri, 9am-noon: 332-8080

CLERICAL
Our Corporation, one of the nations largest mortgage bankers has excellent career opportunities available. We currently have clerical positions in our Mortgage Department. Duties do not only entail clerical duties. You will have a great deal of responsibility in servicing and monitoring mortgage loans, follow-up work and dealing with attorneys, insurers and investors. These are career positions, learn and earn. Qualified candidates must possess excellent supervisory & communication skills, accurate typing skills, math aptitude, ability to meet the ability to work under pressure and time constraints. Previous office experience is required. Full time or part time is required. A complete benefit package includes an Employee Stock Ownership Plan is offered. Salaries are competitive. Interviews should apply Mon-Fri, 9am-4pm.
The Mortgage Department
FREEMAN'S FURS
MORTGAGE CORPORATION
27848 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERICAL/PART TIME
Part time position to assist in the office/clerical function. General office experience helpful. Computer knowledge helpful. Minimum hours 4-8 per week, flexible hour hour. Apply in person: 9 A.M. - 3 P.M. Mon. - Fri. Jewelry Fashions, 3200 W. 14 Mile at Coolidge, Royal Oak, MI. 48073.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
Self-starting, full charge bookkeeper needed for national real estate development firm. 3 to 5 years experience, computer/data entry, knowledge of Lotus a must. Salary commensurate with experience. Send resume to: Box 796Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPERS
SR. CLERKS
Temporary & permanent positions available now! Fee paid.