502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST for OB-GYN office. Experienced in insurance and front desk necessary. Salary based on experience. Benefit package. Call Mary at 348-4838

MEDICAL RECEPTIONIST for busy Livonia surgeons office. Experienced, energetic, organized individual will include typing, filing, phones. Must be flexible.
Call 261-4200

MEDICAL RECEPTIONIST - Immediate opening for friendly, personable, knowledgeable Medical Assistant for busy Farmington Hills doctor's office. Experience preferred but will train. A super place to work!
476-1818

MEDICAL RECEPTIONIST
Permanent part time for out patient psychiatric clinic. Light typing, pleasant phone manner, a neat appearance required. Mon thru Thurs. 9am-2:30pm. & Sat. 8am-2pm.
Debbie 474-5433

MEDICAL RECEPTIONIST - Full time. MEDICAL Assistant with Olympic experience, part time, evenings & weekends. Mature, experienced professionals. Beautiful office, apply: Farmington Area. Ask for Doris:
478-0404

MEDICAL RECEPTIONIST
Full-time, must have good telephone and front office skills necessary. Billing, accounts receivable & typing experience preferred. Apply in person: Southfield. Start at $15,500. Please send resume to: P. D. Box 701, Franklin, MI 48025

MEDICAL RECEPTIONIST needed full time for very busy podiatric office. Must be neat & speak well. Must have knowledge of all types of medical insurance and computer. Good dependability a must. Good salary & benefits. Send resume to: Podiatrist P.O. Box 87, Westland MI 48185.

MEDICAL RECEPTIONIST
Full-time, experienced, for orthopedic office. Light typing, and appointment scheduling
474-8800

MEDICAL RECEPTIONIST- With peripheral experience, for medical insurance forms.
Call 591-0555

MEDICAL SECRETARY with Dictaphone and computer skills needed full and part time for busy cardiac practice. Located near St. Joes' Mercy Hospital. Call Joe Sala, Cardiac Surgery & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY, experienced, for doctors office in Wayne. Full or part time.
723-8415

MEDICAL SECRETARY/Receptionist - experienced, for busy GYN office in Livonia. Medical terminology, flexible hours, some evenings & Saturdays. Benefits. Call for an appointment.
280-1616

MEDICAL TRANSCRIPTIONIST
Southfield Medical Group is seeking experienced person to transcribe & general office.
424-8030

MED TECH - (MLT) 2 positions, full time days/evenings. Must have hematology. Livonia area. Nice hours.
427-3505

MENTAL HEALTH PROFESSIONAL needed to coordinate & supervise research and training. The candidate will supervise professionals, develop & implement training, must be familiar with behavioral techniques & group counseling. Master's Degree in Social Work, Psychology, or Public Health or related field. Full with excellent benefits. Also, part time positions. Reply to Charlese Ryan, Director, House Shelter of Henry Ford, Hospital, 2799 W. Grand Blvd., Detroit, MI, 48202. 876-7296

NOVI
MEDICAL/CLERICAL OPPORTUNITIES

Our Novi Satellite facility currently has several part time and contingent positions for persons interested in working on an as needed, flexible basis.

MEDICAL ASSISTANT: Part time hours available. Must have 1 year Medical Assistant experience.

DENTAL ASSISTANT: Flexible schedule. Previous chairside assisting experience needed.

DENTAL RECEPTIONIST: Flexible schedule. Previous front desk dental receptionist experience required. Computer knowledge desired.

EMERGENCY ROOM REGISTRATION: Part time and contingent positions available. Fast paced, accurate typing speed required. Previous clerical/medical experience.

RADIOLOGY CLERK: Flexible schedule. 40 wpm. accurate typing speed. Previous related clerical experience required.

Interested applicants may apply Mon. - Thurs., 8 A.M. - 2:30 P.M. Typing test will be required as part of application for clerical applicants.

PROVIDENCE HOSPITAL
15001 W. 9 Mile Rd.
Southfield, MI. 48075
An Equal Opportunity Employer

NURSE AIDE/ORDERLY
We have the job you're looking for. If you are looking for a career with the safety than we are looking for you. Our expanding nursing care center is accepting applications from experienced nurse aides/orderlies & individuals who would be trained as nurse aides/orderlies, full & part time.
• Paid training
• Certification
• Competitive wages
• Fringe benefits
• Scholarship assistance for continuing education.
Come in for an interview at:
Clinton-Ave Nursing Care Center
17001 17 Mile Rd.
Mt. Clemens, 48044
286-7100
An Equal Opportunity Employer

NURSE AIDES
ALL SHIFTS

STAR MANOR OF NORTHVILLE
The home that has been voted best of our 37 bed basic nursing facility and make long your home with our team. Competitive wages and benefits. To schedule an interview, call Kathy Monaghan, 348-3290.

NURSE AIDES - Experienced and/or certified for home care in western Wayne & south Oakland communities. Transportation allowance paid. Starting wage $4.25 per hour.
United Home Care 459-8141
An Equal Opportunity Employer

NURSE AIDES
Full or part time. Will train. $4 an hour to start. Apply in person:
CAMELOT HALL
NURSING HOME
35100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES - needed immediately to work in the Plymouth/Canton area. Must have at least 1 year experience in the nursing home field. Looking to fill 30-50 positions. Must have transportation. Call Debbie at DPR
453-0054

NURSE AIDES
Prefer experience but will train.
Apply:
FRANKLIN MANOR
26900 Franklin Rd.
Southfield, MI
352-7390

NURSE LPN OR RN
Part time midnight shift, for small comprehensive home nursing home. For interview call,
687-1221

NURSES AIDES
AFTERNOON & MIDNIGHT SHIFTS
Full time, experience not necessary. Will train. See Carol Brown.
• MIDDLE FIELDS
6380 Newburgh Rd.
Westland, Near Ford Rd.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

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 AIDE • 24 hr. live-in for main street, Owosso area. Quiet, country home. Rochester area. Reference & experience.
851-4441

NURSE ASSISTANTS
for small family oriented nursing facility. Must be experienced, have genuine interest in health care. Excellent pay & benefits. Call for appointment...
261-4800

NURSES AIDES $5.15/HR.
Live-ins $60/Day, LPN's. Nursing Pools & private duty. Needed immediately.
476-9092

NURSES AIDES
$5.50 To Start

West Bloomfield Nursing Center, affiliated with William Beaumont Hospital, has openings on day and afternoon shifts for Nurses Aides. No experience necessary, we will train you. Starting wage $5.50 an hr. with increase to $5.75 per hr. after 6 mos & $6.00 after 1 year with a wide assortment 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.
453-3989

NURSE
We are dedicated to the highest quality care in our small unique, rehabilitation center for traumatic brain injury population, located near Detroit Metro Airport. To complete our excellent team, we are looking for a high energy LPN or RN to work full-time afternoons. Part-time positions are also available. Please send resume to: Apple Tree Lane, 39000 Chase, Romulus, MI 48174 or call
941-1142

NURSING ASSISTANT to work in a nursing home setting, must be 18 yr of age or older. Available for full or part time positions available • 7am-3pm or 3pm-11pm. Also 4 or 8 hr. shifts. Experienced or will train. Apply in person at Plymouth Rd. Haggerty, Plymouth
455-0510

OCCUPATIONAL THERAPIST, OTR
Experienced in Group, in-patient psychiatric setting preferred. JCAH approved facility. Rochester, Utica area. Call
781-5200

OPTICIAN needed, full or part time. Sales & contact lens experience. Good with the public. Send resume to Bloomfield Optical Center, 245 W. Maple, Birmingham, MI. 48009

OPTOMETRIC ASSISTANT
full time, experience preferred, salary negotiable, pleasant working conditions, Novi area.
348-0660

OPTOMETRIC OFFICE Needs experienced front desk person, for insurance forms and other clerical duties. Southfield area.
569-2025

ORAL SURGERY ASSISTANT
Full time with excellent fringe benefits. Experience in dental preferred.
547-8436

ORAL SURGERY ASSISTANT
Full time for busy practice. Telegraph & Maple area.
Call 8am-5pm.
642-2115

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

PART TIME or full time Medical Assistant/Receptionist, experience preferred. For OB/GYN office in Farmington Hills. Call
553-2870

PART TIME X-RAY TECHNICIAN position available at Woodland Medical Center, in Novi. Must be registered or registry eligible. Call Ann Glassbell at 533-3300

PEDIATRIC ALLERGY Medical Assistant, full time, benefits. Farmington area. Ask for Diane, 477-0437

PERSON with medical background needed to do mobile insurance exams in Western or Northern suburbs. Blood drawing experience necessary. Hours flexible. Car needed. Call
569-7666

PHARMACY TECH • CLERK
Computer experience preferred. Will train. Westland and Bloomfield Hills locations
656-2418

PHLEBOTOMIST, immediate opening with current 1 year experience for in-home blood draws. Must have own car. Call
371-8000

PHONE RECEPTIONIST for busy Podiatric Office. Full & part time positions available. Canton area. Ask for Kathy
459-7602

PSYCHIATRIC RN'S
We have openings for the following
• Inservice/Staff Development Coordinator.
• Staff RN's • AM/PM/Contingency
• Infection Control RN (Part Time)
inquire: Archmore 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

RADIOLOGY TECH - Full time. Northwest suburb. Benefits. Call Mon. - Fri., 10am-2pm.
348-3800 ext. 302

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

RECEPTIONIST-Full time for private optometric office. No experience necessary, will train right individual.
838-2532

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
Part time, 3 days per week for orthopedic office in Bloomfield Hills. Call Nancy at
334-4335

RECEPTIONIST - for busy opthamologist office located in Southfield. Will be part time, possibly full time. Pleasant phone voice. Will train the right person. Please call Karen between 8am-5pm
350-1330

RECEPTIONIST/FULL TIME
OB/GYN office. Experience preferred, 12 & Northwestern Highway Area
353-0105

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

RECEPTIONIST experienced to work for Podiatrist & Internist jointly. Novi area. Salary commensurate with experience & knowledge. Excellent working conditions-benefits. Send letter. Mon. thru Fri. only. 349-3740

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. Scheduled hours to work are 8 A.M. - 6 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 Employee Office, Monday - Thursday, 8 AM. - 2:30 PM, or call for additional information, 424-3900.

PROVIDENCE
HOSPITAL
15001 W. 9 Mile
Southfield, MI. 48075
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN II) and first-line Supervisors of resident care staff on an 8 hour shift (RN II). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries are $13.73 hr/$28,819 year or $15.05 hr./$31,304 year. Additional 5% for afternoon and midnight shifts. Excellent benefits. If interested call Mrs. Dixon, RN for more information at 349-1800, ext 231.
An Equal Opportunity Employer

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

RESIDENT ASSISTANTS
Mature, caring individuals needed to assist our residents at Oak, full time day shift. Experience preferred but will train the right people. Apply paid hospitalization, dental plan, sick days, vacations & holidays. Please call Apostolic Christian Woodcrest Home for the Aged in Livonia, ask for Mrs. Barsbolt
261-9000

REWARDING OPPORTUNITIES
available, full time or part time, large facility. Medical Assistant & LPNs needed in Internal Medicine, RN needed in Intensive Care & Urgent Care. Excellent benefits. Flexible hours. Call 248-8000, Ext. 325 or send resume to Woodland Medical Center, 41935 W. 12 Mile Rd., Novi, MI., 48050.

RN - Approximately 30 hour per week for a busy dermatology office in Southfield. Light dermatology helpful. Salary & benefits commensurate with experience. 353-8467

RN-CARDIOLOGY
Full time position (Mon.-Fri.) available for a new heart failure clinic in private practice in Farmington Hills. Ideal candidate will have critical care, cardiovascular nursing or interventional therapy preferred. Please send resume to:
Internal Medicine Clinical Group
28050 Grand River, Suite 201
Farmington Hills, MI 48024

RN • CCU
Trained, to participate in ongoing cardiac rehab program, exercise, stress test, risk factor modification, industrial health awareness program. ACLS preferred • 4 days/week. No weekends. Call
334-1178

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:
MARYCREST MANOR
15475 Middlebelt, Livonia
427-0197

RN • PART TIME
1 day per week, plus some relief for psychiatric residential facility in Farmington Hills. OB delivery and experience preferred.
If interested, call Director of Nursing, in Detroit 4 AM - 8 PM 826-1707
An Equal Opportunity Employer

RN'S /LPNS
Full-Time/Part-time
Afternoons & Midnights.
Nursing Assistants
RN Staff
NEW CAREER LADDER PROGRAM
Apply in person:
MIDDLEBELT-HOPE
Nursing Center
38410 Ann Arbor Rd., 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 Welcomed
CAMELOT HALL
CONVALESCENT CENTER
M. Felosak, RN. 522-1444

RN'S, LPN'S, NURSE ASSISTANTS
Full time, part time, All shifts available. Bonuses. You pick the hours you want.
649-1020

ADVANCED NURSING SERVICES

RNs/LPN's
St. Jude, a 64 bed skilled nursing facility, has openings for:
RN • Assistant Director of Nursing
RN or LPN - 11 pm to 7am
Apply 34350 Ann Arbor Trail, Livonia or call for appointment 261-4800

RNS-MED SURG-ICU
Sign on bonus (bring this ad). Livonia area hospital needs you now! All shifts open. HCP, LTD. 357-7080

RNS • MED SURG
$14.50 to $18.75
Bonus offered
HCP, LTD. 357-7080
Dearborn office 563-0058

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

RN'S • POOL NURSES
Plymouth based health agency seeking RN's with recent acute care experience to work PM's, Midnights, & Weekends at local hospital. United Home Health Services
451-2255

RN SUPERVISOR
(Midnights)
We are currently accepting resumes for midnight RN supervisor. Supervisory experience is preferred (however well trained) as well as a good administrative background. Excellent Competitive salary & fringe benefit program. For consideration, submit resume & salary history to:
CAMBRIDGE NORTH
1200 NO. MAIN
CLAWSON, MI 48017
An Equal Opportunity Employer

STAR MANOR
NURSING HOME
RNS OR LPNS
ENJOY THE
"BIG FACILITY PAY & BENEFITS"
while applying your nursing skills 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.

THE CENTER FOR IMPLANT DENTISTRY needs a talented person with a strong dental background. If you're interested in P.R., patient communications and are ready for a challenge call 332-4100

X-RAY TECH • experienced. Ultra sound background registry not necessary. Excellent opportunity. Apply at: SMC, 265 Main St. Belleville, telephone 46111 either in person or by mail.

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

X-RAY TECHNICIAN
2 persons part-time to split week. Southfield orthopedic office, salary negotiable.
557-5143

X-RAY TECHNICIAN for portable x-ray co. full & part time available. Must be registered or registry eligible. Call: Mon. thru Fri. 8am-7pm
354-4144

504 Help Wanted Office-Clerical

ABILITIES + +
Profiles:
DATA ENTRY OPERATORS
WORD PROCESSORS
Needed Immediately
Unlimited earning potential.
ARBOR
TEMPS
459-1166

504 Help Wanted Office-Clerical

ACCOUNTANT/CONTROLLER
Growing Royal Oak manufacturer seeks quality individual with cost accounting background. Capable through financial statement preparation. Reply to Box 998, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING ASSISTANT
Part time. Flexible hours. Some computer and accounting experience preferred. Call for interview or apply in person.
Maplewood Lumber Co.
6332 Middlebelt Rd.
Garden City, MI. 48135

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

ACCOUNTING CLERK
Good clerical skills ADP payroll experience preferred. Will train. Excellent benefits, good salary, fast-paced environment. Call Mrs. Ellis, 961-0904
Woodward Ave., Detroit MI 48201.

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

ACCOUNTING CLERK for heavy equipment builder in Livonia. Minimum 2 years experience in receivables, payables, payroll & job cost accounting. Send resume to:
Box 984, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING FIRM
RECEPTIONIST & TYPIST
Immediate opening for self starter with skills in typing, division assistant work processing. Excellent fringe benefits & working conditions.

Write only: skills and requirements to:
Pollock & Richard
26032 5 Mile Rd.
Redford, 48239

Accounting Office
Immediate Openings

Livonia accounting office seeking persons experienced in general ledger, accounts receivable. Opening for tax clerk. Opening for employee benefits administrator. Prior experience necessary. Only those who enjoy working with numbers and can meet rate and heat need apply for these permanent positions. Send resume or call: medical, disability & life insurance. Qualified applicants send resume to: Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING SUPERVISOR
for a profit Detroit organization. Minimum 5 years experience with knowledge of IBM System 38 a must. Also knowledge of budgets, forcasts, cash flow, pension programs, & employment regulations. Reply to: po box 13123, Detroit, MI. 48213

ACCOUNTS PAYABLE CLERK
Our fastest position available in our Southfield office. Must have approximately 1-2 years accounts payable experience. Excellent math ability & 10 key calculator skills necessary. CRT experience a plus. Excellent benefits. Salary is commensurate including salary requirements in letter. Personnel P.O Box 5091, Southfield, MI 48086

ACCOUNTS PAYABLE/
PAYROLL CLERK
Pegboard experience preferred. Computer knowledge a plus. Send resume & salary history to Human Resources, 3400 E. I. Huron Rd., New Boston, MI., 48164.

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 Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
- GENERAL OFFICE -
Type Accounts Payable Checks, Nipo, Data Entry. Knowledge preferred. Approx. 20-25 hours weekly. Position available Sept. 12th. Call Mrs. Johnson, Tues. or Fri., 2-5pm.
358-2510

ACCOUNTS PAYABLE - data entry, part time position, professional appearance a must. Adding machine, telephone, reception, banking & assisting to accounting dept.
453-1500

ACCOUNTS
PAYABLE CLERK

FRETTER APPLIANCE has full time position available for an Accounts Payable Department. Responsibilities include data entry, balancing of statement & other daily payable functions. Previous Accounts Payable & computer experience preferred. Competitive wages and company benefits including profit sharing. Send resume to Box 986Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

ACCOUNTS RECEIVABLE
Farmington firm needs person with pleasant phone manner to handle accounts receivable. Must be capable of problem solving and collection activities. Requires strong numbers ability and good organizational skills. CRT experience a plus. Call Lisa at
478-0003

ACCOUNTS RECEIVABLE CLERK
Experienced, congenial person to assume all duties in Accounts Receivable and control of personnel records. Computer experience helpful. Full Starting salary of $250 per week commensurate with experience. Please apply in person between 9 AM. - 3 PM. Industrial & Automotive Fasteners, 32900 W. 8 Mile at Gill Road, Royal Oak, MI., 48073.
An Equal Opportunity Employer

ADD YOUR SKILLS • OUR SERVICE & WHAT DO YOU GET
SUCCESS

Our placement coordinators are friendly, helpful & eager to assist Word Processors, Secretaries, Computer Operators, Clerks, etc.
J Martin Temporaries
38215 10 Mile Rd. between Halsted & Haggerty, Farmington Hills (next door to Wendy's)
474-8722

ADMINISTRATIVE
ASSISTANT
New position. Competitive salary commensurate with experience. Qualifications: typing (80 WPM), strong people skills, organizing skills, ability to compose letters, strong organizational skills, ability to work with volunteers & a love of animals. Send resume & salary requirements to: Box 17, 16 Hanover, Attn: Director of Development, Michigan Humane Society, 7401 Chrysler Dr., Detroit, MI., 48211.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Prefer 1 year college, plus 1 year work experience. Some computer or word processing experience preferred. Good benefits and working conditions. Salary $5,000 to $11,000. Call Jan
558-3300

ADMINISTRATIVE ASSISTANT
Fast paced sales environment. Work in Bloomfield Hills seeks an administrative assistant with accurate typing & math skills. Should be familiar with computers & have data entry experience. Professional attitude & concentration to detail a must.

Salary starting between $8.20 & $8 per hr. based on experience. We offer a complete benefits package & professional environment. Please send resume to:
Manager of Personnel
P.O. Box 705, ADM
Bloomfield Hills MI 48302.

504 Help Wanted Office-Clerical

ADMINISTRATIVE Assistant needed, organized, motivated, positive, multi-tasking in small office. Typing, filing, errands, computer. Part time, Birmingham.
354-6868

ADMINISTRATIVE ASSISTANT
Orkin Lawn Care seeking a highly motivated individual with excellent phone work, customer relations & organizational skills. Excellent salary with comprehensive benefits. Apply at 24788 Crestview Ct., Farmington Hills, MI 48018.
477-1172

ADMINISTRATIVE
ASSISTANT
Southfield personnel agency seeks professional individual for a variety of office duties in fast paced environment. These include heavy phone and people contact, typing (40 wpm), word processing, filing, other administrative duties. Excellent composition skills are also required. Strong work ethics. Non-smoking environment. Competitive salary and salary history: Box 998, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Rich Communications, Michigan's #1 paging company, is seeking a qualified person for our new, fast paced position in our marketing department. Responsibilities include data will possess a high degree of presentation skills, attention to detail, organizational & communication skills. 1-2 yrs. word processing experience preferred. Computer literacy & full benefits package including retirement. Please send resume along with a cover letter detailing salary requirements to:
Rich Communications, 18311 W. 10 Mile Rd., Southfield, MI., 48075, attention D. Shapiro.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
CEO of fast growing Detroit area market research firm is looking for person to work as his assistant. Must be 3 days per week, individuals seeking full time position need not apply. Excellent secretarial skills are a must. Knowledge of word processing, able to work on Macs and Macs, good organizational skills. You will have general administrative duties in an office located in the financial district of downtown Detroit. Send resume in confidence to: Dolores Alexander, Director of Human Resources, Market Opinion Research, 243 W Congress, Detroit, 48226

ADVERTISING SALES/coordinator. Ad sales experience required, strong self-starting individual with sales ability, good communication skills. Graphics experience helpful. Resume & work samples to: Box 14 F, PO Box 864, Brighton, MI. 48116

AN EXPERIENCED
REAL ESTATE SECRETARY
Monday thru Friday, 8 to 5 benefits. Good opportunity for the right person. Send resume, salary requirements to: Box 1744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

APPOINTMENT CLERK
Full time, office exposure, benefits. NW suburbs. 538-3800, ext 410

A SECRETARY - type 80 wpm, with light bookkeeping, knowledge of word processing, telephones & filing. $16,800

RECEPTIONIST - entry level, light typing, other duties, general office duties. $13,500
LIVONIA - 462-2240

UNIFORCE
S'THFLD B'HAM
357-0034 645-7660

ASSISTANT ADMINISTRATOR/
RECEPTIONIST
Must have knowledge in accounts receivable and billing. 10 key calculator skills, computer & word processing experience a plus! Send resume to Box 872 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT
Advertising group needs management aptitude, word processing & accounting. Interest in work closely with Director. Competitive salary-fringe benefits-starter earns to $23K. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

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

ASSISTANT BOOKKEEPER
Full time for fast paced growing office. Some computer & accounting experience necessary. All aspects of accounting. Send resume to: Sebastiani, Attn: Michele, 2745 West Big Beaver, Troy, Mich., 48084

ASSISTANT BOOKKEEPER
Must carry out assigned responsibilities. Need to accept responsibility, be dependable & mature, good benefits. Max Marshall, 751-1400

ATTENTION
• Clerk
• Secretary
• Word Processors
• Receptionists
• Data Entry Operators

MGM Office Services can put your clerical skills to work. We offer competitive hourly wage, benefits & holiday pay. Call now for an appointment.

MGM
OFFICE SERVICES
474-7766

Auto
Accounts Receivable
Minimum 2 years experience in Accounts Receivable and Collections. Pleasant Phone Voice. Outstanding benefits & working conditions. Joe Panian Chevrolet, 28111 Telegraph, Southfield
355-1000

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

AUTO DEALER CASHIER for fast growing Detroit area Honda dealership. This is a challenging position. Detail & customer oriented. Blue Cross medical, dental, prescription paid. Excellent opportunity for the right individual. Apply in person only. Jay Chevrolet, 2675 N Mattard Rd., Milford

AUTO DEALER
Qualified person needed to work in office. Dealership experience preferred; payroll, accounts payable, computer input & other various duties. Warren Suburb. Reply to Box 592, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AVD has a full time order processing position available. Excellent phone, typing & organizational skills are required. Computer experience a plus. Salary commensurate with skills. Resume to: Audio Video Distributors, 31133 Schoolcraft Rd., Livonia, MI 48150. Attention: Office Manager

A & W RESTAURANTS, INC.
is seeking a Secretary for its franchising department.

We require:
• Excellent written & oral communication skills
• Typing speed 55 WPM
• Proficiency in the use of IBM PC (WordPerfect)

A & W offers an excellent work environment with competitive benefits.

Qualified candidates please send resume with salary requirements to:

A & W Restaurants, Inc
Attn: Human Resources
17197 N. Laurel Park
Suite 500
Livonia, MI. 48152

BOOKKEEPER
Birmingham Property Management Company needs individual experienced in real estate. Full time work. Call Joann
642-2111

504 Help Wanted Office-Clerical

BEAT THE HEAT
Get out of your hot house
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In busy health care office. Will train. Hours negotiable. Medical Office experience helpful. Send resume to: P. O. Box 1092, Bloomfield Hills, MI 48013

BIRMINGHAM Jewelry appraiser seeking secretarial help, part time, flexible hours. Call 642-7660

BLOOMFIELD HILLS OFFICE seeks person for full time clerical/receptionist position. Must be neat, have personality, organized and quick to learn, good communication skills, typing 40 wpm, telephone, typing & proficiency in computer a necessity. Prior office experience preferred. Call Ruth Ann 646-8250

BLOOMFIELD HILLS located community seeks bookkeeper part time at 6 month project, on a contractual basis. Possibility of extension full time employment. Some computer knowledge, good math, typing & telephone skills required. Training on the job. Send resume to: Attn: Mrs Dent, P.O. Box 811, Bloomfield Hills, MI. 48303.

EXPERIENCED BOOKKEEPER
Able to do accounts payable, payroll tax returns, journal entry & general ledger. Knowledge in computer application. Personable, well groomed, non-smoker. Livonia area.
Call Mary Ann
476-1735

BOOKKEEPER - experienced for manufacturer. Full charge thru trial balance. Knowledge of accounting & or skills preferred. Resumes only to: Box 1000, Observer, Farmington Hills, Michigan, 48024

BOOKKEEPER - Experienced on computerized accounting system. Knowledge of accounts payable, knowledge of Lotus spread sheet a plus. Excellent benefits with experience. Southfield area. Call Ms. Rosenberg at
968-3222

BOOKKEEPER
Experience with payroll tax preparation. Experience with total of will-balance, accounts payable, accounts receivable and payable for multiple corporations. Strong organizational skills required. Duties will include some secretarial work. Send letter of introduction, salary history and resume to box 920Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Fast paced proper. Charge Bookkeeper. Basic duties include accounts receivable/payable & other project related accounting. Familiarity with IBM 8/36 helpful. Send resume with salary requirements to: Bookkeeper, 32255 Northwestern Hwy. #190, Farmington Hills, MI 48018

BOOKKEEPER for architectural/engineering firm. Duties include administrative skills, typing & computer experience helpful. Salary negotiable & other project related accounting. Familiarity with IBM 8/36 helpful. Send resume with salary requirements to: Bookkeeper, 32255 Northwestern Hwy. #190, Farmington Hills, MI 48018

BOOKKEEPER for computer organization. Responsibilities include operating computerized accounting system for accounts receivable, accounts payable, inventory & sales. Ideal individual will have experience in operating computer & be self motivated and enthusiastic. Competitive compensation package with medical benefits. Start immediately. Please forward resume to:
Rainbow Computers
787 East Big Beaver
Troy, MI 48083

BOOKKEEPER
Full charge, 9-5 daily, Mon.-Fri. Call for interview. Farmington/Royal Oak area. Call for interview.
546-6976

BOOKKEEPER
Full charge bookkeeper, for wholesale meat company. Hours 8:30am-2:30pm. Also be with knowledge, adding machine. City of Detroit, Hamtramck/Wyoming area.
864-4454

BOOKKEEPER - full charge through trial balance for multi location retailer. Salary commensurate with experience. Send resume to: Box 4, Bernstein, Morris & Brown PC, 24677 Northwestern Hwy, Suite 200, Southfield, MI 48034.

BOOKKEEPER
Full time for automotive supplier, accounts receivable/payable, cash flow or LPN. 1 full time position. Pegboard system. Must be detail-minded. Knowledge of general ledger, preferred. Medical benefits. 3 years minimum experience. Apply at Clark Controls, 30100 Stephenson Hwy., Warren, MI., 48091. Mon. - Fri., 9-5.

BOOKKEEPER
FULL CHARGE

Plymouth manufacturer seeks full charge bookkeeper with 3-5 years of computerized accounting/bookkeeping experience thru financial statements. Excellent salary and benefits. If interested, please send confidential resume and salary requirements to: Ms. Hoover, P.O Box 691, Southfield, MI 48037.

Plante & Moran Recruiting for
An Equal Opportunity Employer

BOOKKEEPER
FULL CHARGE

Downtown professional law firm seeks experienced full charge bookkeeper with 3-5 years of computerized accounting/bookkeeping experience thru financial statements. Excellent salary and benefits. If interested, please send confidential resume and salary requirements to: Ms. Hoover, P.O Box 691, Southfield, MI 48037.

Plante & Moran Recruiting for
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BOOKKEEPER - full charge, experienced through Trial Balance. Benefits, pleasant working conditions. Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/FULL CHARGE.
Payroll-much state, experience mandatory typing - 40 hours. Tues. thru Sat., 9am-6pm, Plymouth. Solid salary & benefits.
Call Kate Teetone,
459-4315

BOOKKEEPER
Full time for auto rental and leasing company. Dealership experience preferred. Receivable accounts and payable. Send letter of introduction to: Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Good with figures, good typist, familiar with personnel records & insurance, able to start immediately. Apply to: Hi-Lett Manufacturing Co., 21701 Hallwood Rd., Hazel Park 48031.
547-4181

BOOKKEEPER - Must have experience, good pay and benefits. Redford area. Call Sandy,
255-2272

BOOKKEEPER - part time, Apply to do full charge bookkeeping. Must have use of IBM PC. Reply to: P.O. Box 1881, Troy, MI 48099-1881

BOOKKEEPER - part time. Breaker Birmingham design firm looking for person experienced with 40 hours per week who can handle a full set of books thru trial balance.
540-8000

BOOKKEEPER - PART TIME
Thru trial balance. Flexible hours. Must know and computer literate necessary. Ann Arbor area. Send resume to Box 988, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER RECEPTIONIST
Experienced, full time for architect firm located in Birmingham.
646-6700

504 Help Wanted Office-Clerical

BOOKKEEPER - Part time, flexible hours. Experience in posting to general ledger thru trial balance, payroll, payroll taxes. Computer experience helpful. Resumes to: Box 19111 W 10 Mile Rd., Southfield, MI 48075

BOOKKEEPER - part time, Woodward/11 mile area. Must be experienced. Interested in working with payroll & working conditions. Send complete resume stating starting salary to: PO box 7053 Huntington Woods, MI. 48070-7053

BOOKKEEPER/SECRETARY for business office in West Bloomfield through general ledger, computer experience helpful, excellent benefits.
851-8018

BOOKKEEPER/SECRETARY for rapidly growing medical office. Must be able to handle payroll and other duties. Knowledge of accounts receivable/payable, tax forms, general ledger and journal entries. $15,000 per year to start, plus benefits. Advancement opportunity. Send resume to: Box 9483, Livonia, MI 48151.

BOOKKEEPER
Small real estate office needs experienced bookkeeper for light bookkeeping duties. Must be neat,