502 Help Wanted Dental-Medical

RADIOLOGIC TECHNICIAN
We are currently seeking a Radiologic Technician to work approx. 2 days per week at our health care center. Applicants must be Certified/Registered, have at least 1 year experience ARRT preferred. If qualified please send resume to:
HEALTH CARE
RADIOLOGIC TECHNICIAN
P.O. Box 1274
Troy, MI 48099-1378
An Equal Opportunity Employer

RADIOLOGIC TECHNOLOGIST
We currently have an immediate full time position available for a Radiologic Technologist at our Livonia office. Candidate must be ARRT and 1 years previous experience performed. Mammography experience a plus. We offer an excellent starting salary & fully paid benefits. Interested candidates should send a resume to the Human Resources Dept. at:
METRO MEDICAL GROUP
35200 SCHOOLCRAFT RD
LIVONIA, MI 48150
An Equal Opportunity Employer

RECEPTIONIST Full time for private optometric office. No experience necessary, will train right individual. Bloomfield Hills. 656-2516

RECEPTIONIST - part time for trial surgery office. Bloomfield Twp. area. 2+3 days/week. Medical or dental background preferred. Hours between 11am-4pm or 647-2741

RECEPTIONIST - 2 yrs. experience required convenient Farmington Hills location. Excellent benefits. Resume to: Rental Rental, 27000 Orchard Lake Rd., Farmington Hills, MI 48334

RECEPTIONIST - Full time position in medical practice. Insurance, typing and other duties required. 644-1940

RECEPTIONIST experienced, part time for busy Southfield internal medicine office. 20 hours per week. Phone 352-7310

RECEPTIONIST - Full time position for Westland family practice. Medical background preferred. Call 721-1000

RECEPTIONIST - Full time position with outstanding people skills and good organizational abilities for health care center in Livonia. Call 261-9300

RECEPTIONIST - Part time/all or alternate days and hours. Also part time days and nights or weekends. Medical background preferred. Pleasant office. Farmington Hills area. 851-7575

RECEPTIONIST - PART-TIME wanted for Rochester internal medicine. Mail qualifications and experience to Med Call 656-0177

RECEPTIONIST/
LETTER-WRITER/TYPIST
Needed for expanding, Westland Veterinary Care Center, Farmington area. 29 hrs. per week. Some experience preferred. Will train right person. Apply at 32732 Northwestern Highway, Farmington Hills.

RECEPTIONIST WANTED For busy dermatologist's office in Livonia. Responsibilities include scheduling appointments on and a caring attitude towards people. Experience preferred. Send resume and salary requirements to: Box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

RN
2-3 days/week. Pleasant, challenging position in internal medicine practice. Milford area. Call 437-1610

RN
Part time days, 2 PM-11 PM, 5 days/week. Pleasant working environment with family practice. Excellent salary and benefits. Apply Health Care Center, 29001 Ford Rd., Dearborn Heights. 274-8000

502 Help Wanted Dental-Medical

Recreation/Music Therapy Specialist
The nation's leading provider of long term health care facilities has an immediate opening for a Recreation or Music Therapist for a specialized nursing center. Applicants must be able to plan and implement activity programs for developmentally disabled adults. Excellent wage & benefits offered. Contact:
ADMINISTRATOR
729-0857
An Equal Opportunity Employer

REGISTERED NURSES
Now Hiring Registered Psychiatric Nurses openings for several Staff Nurses (RN II) and Int-time Supervisors of resident care staff on an 8 hour shift (RN III). 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 - $17.828 $16 year or $15.05 hr - $31,304 year. Additional $.50 differential for afternoon and midnight shifts. Excellent fringe benefits. Interviews call Mrs. Dixon, RN for more information at 349-1800, ext 211.
An Equal Opportunity Employer

REGISTERED NURSE
SELECT CARE is searching for an RN to work full time in our Livonia health center. We are functioning in all departments (adult medical, pediatrics, OB/GYN, etc.) We offer a competitive salary and excellent benefit package (health, dental, life, paid holidays, time off etc.) and good working away. Successful candidates must have 1 to 3 years related experience and should have a BS/AS education/training experience. If qualified, send resume with salary requirements listed to:
SELECT CARE
Manager Employment Relations
363 W. Big Beaver
Troy, MI 48084
An Equal Opportunity Employer

REGISTERED NURSE
Henry Ford
Medical Center - W. Bloomfield
This facility's Emergency Room has full time with benefits positions available on the afternoon and midnight shifts. One year experience in ICU, CCU or ER is desirable. ACLS certification is preferred. Qualified candidates may contact Ann at 661-6400
Henry Ford Medical Center
6777 W. Maple Rd.
W. Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

REWARDING OPPORTUNITIES AVAILABLE
Full time Large medical facility. Medical Assistant, LPNs needed in Internal Medicine RNs needed in Pediatrics/Gynecology. Excellent benefits. Flexible hours. Call 348-8000, Ext. 325.

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 intensive therapy preferred. Please send resume to: Internal Medicine Clinic Group, 28080 Grand River, Ste. 306, Farmington Hills, MI. 48024

RN - DAY SHIFT
LPN
AFTERNOON & MIDNIGHT
FULL OR PART TIME
Mrs. Martin
NEIGHTENGALE WEST
8365 Newburgh Rd.
Westland, Mich.
An Equal Opportunity Employer

RN
Farmington Hills Pediatrician seeks RN for 25-30 hrs per week. Alternate Sat. mornings. A rewarding & pleasant office. Call Dr. Alpert at 851-4145

502 Help Wanted Dental-Medical

RN/LPN
Afternoon & Midnight shift
Full & Part Time
Skilled nursing facility known for caring professionals on Music Therapist for a specialized nursing center. Applicants must be able to plan and implement activity programs for developmentally disabled adults. Excellent wage & benefits offered. Contact:
ADMINISTRATOR
729-0857
An Equal Opportunity Employer

REGISTERED NURSES
Now Hiring Registered Psychiatric Nurses openings for several Staff Nurses (RN II) and Int-time Supervisors of resident care staff on an 8 hour shift (RN III). 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 - $17.828 $16 year or $15.05 hr - $31,304 year. Additional $.50 differential for afternoon and midnight shifts. Excellent fringe benefits. Interviews call Mrs. Dixon, RN for more information at 349-1800, ext 211.
An Equal Opportunity Employer

REGISTERED NURSE
SELECT CARE is searching for an RN to work full time in our Livonia health center. We are functioning in all departments (adult medical, pediatrics, OB/GYN, etc.) We offer a competitive salary and excellent benefit package (health, dental, life, paid holidays, time off etc.) and good working away. Successful candidates must have 1 to 3 years related experience and should have BS/AS education/training experience. If qualified, send resume with salary requirements listed to:
SELECT CARE
Manager Employment Relations
363 W. Big Beaver
Troy, MI 48084
An Equal Opportunity Employer

REGISTERED NURSE
Henry Ford
Medical Center - W. Bloomfield
This facility's Emergency Room has full time with benefits positions available on the afternoon and midnight shifts. One year experience in ICU, CCU or ER is desirable. ACLS certification is preferred. Qualified candidates may contact Ann at 661-6400
Henry Ford Medical Center
6777 W. Maple Rd.
W. Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

REWARDING OPPORTUNITIES AVAILABLE
Full time Large medical facility. Medical Assistant, LPNs needed in Internal Medicine RNs needed in Pediatrics/Gynecology. Excellent benefits. Flexible hours. Call 348-8000, Ext. 325.

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 intensive therapy preferred. Please send resume to: Internal Medicine Clinic Group, 28080 Grand River, Ste. 306, Farmington Hills, MI. 48024

RN - DAY SHIFT
LPN
AFTERNOON & MIDNIGHT
FULL OR PART TIME
Mrs. Martin
NEIGHTENGALE WEST
8365 Newburgh Rd.
Westland, Mich.
An Equal Opportunity Employer

RN
Farmington Hills Pediatrician seeks RN for 25-30 hrs per week. Alternate Sat. mornings. A rewarding & pleasant office. Call Dr. Alpert at 851-4145

RN
Switch to a lower stress job! RN needed for director of nursing. Call best basic nursing home. Good Health Department reports.
Call 721-0740

ROYAL OAK dentist with a growing, patient oriented practice, requires a personable, experienced dental assistant, full time, 4 day week, with one of the nicest group of people to work with. Call Edie 547-7883

WAXER for Top Quality C & B Lab. Good pay, benefits. Non-smoker. Full & part time. Grow with us. Call Bernie 563-2200

X-RAY TECHNICIAN/full time needed to work afternoon shift only for pediatric practice. Must be registered or registry eligible. Call Mon. thru Fri., 9-3pm. 354-4414

XRAY TECH - registered, needed to fill in on Fridays; permanent position. Senior citizen center. Contact S. Jacob, 28500 Orchard Lake Rd., Farmington Hills, MI 48018.

XRAY TECH - registered, 2-3 yrs. experience, no nights. Send resume to: Box 382, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS:
Telephone Sales, part time. Afternoons, Mornings, Weekends. Requires maturity, communication skills, accuracy. 524-9571

ACCOUNTANT, JR.
for CPA office. Some experience. Salary & benefits commensurate. Call Ann 855-3902

ACCOUNTING CLERK
Must have at least 1 yr. accounting related experience. Strong math aptitude & experience using Lotus 1-2-3. Send resume with salary requirements to: NTL 2141 Hedo, Troy, Mich. 48084.

ACCOUNTING CLERK
Immediate opening for permanent full-time position. Must have excellent math & typing skills, as well as verbal & written skills. Computer knowledge helpful. Apply in person, 12:30-3pm, Mon-Fri, at:
Shelhard Office Plaza
3250 W. Big Beaver, Ste. 226, Troy

ACCOUNTING CLERK
Associates degree in accounting required. Additional credits toward BS degree preferred. Accounts receivable & general ledger experience. Salary $18,000-$21,000 based on experience. Send resume to:
ESD, 100 Farnsworth, Detroit MI 48202. Attn: BLG

ACCOUNTING CLERK/
OFFICE MANAGER
Growing Southfield automotive marketing firm requires a person with 2-3 years experience in computerized accounting for data entry, general ledger thru trial balance & payroll. Ideal candidate will be experienced in supervising general office duties, work-organized, detailed & self-sufficient. Salary commensurate with skills & experience. Respond with resume, salary requirements to:
Box 48, Southfield, MI. 48075

ACCOUNTING CLERK
Detroit based construction company seeks detail-oriented individual to perform accounting tasks. A Clerical position. Invoicing experience is a plus. A moderate amount of typing is required. Some bookkeeping experience is preferred. Compensation is fully open. Excellent benefits. Salary commensurate with experience. Qualified candidates, please send resume to:
Clerical Support
P.O. Box 279
Detroit, MI. 48231

ACCOUNTING CLERKS & REC'ABLE CLERKS
The nations's number 1 leader in the production of free standing color coupon inserts is looking for qualified candidates. If a growth oriented company with competitive salary & excellent benefits sounds interesting to you, please send resume to:
VALASSIS INSERTS
Attention Darla Rodgers
Human Resources Manager
36111 Schoolcraft Rd.
Livonia, MI. 48150
An Equal Opportunity Employer

ACCOUNTING CLERK
Immediate opening for an accounts payable-accounts receivable clerk. Experience required. Travel experience a plus. Send resume and salary requirements to: Marlitz Travel, 30600 Northwestern Hwy., Farmington Hills, MI. 48018, Attention: Accounting.

ACCOUNTING CLERK
Dental plan seeking a full time detail oriented Accounting Clerk with 2-3 yrs. experience in Accounts Payable, Accounts Receivable & Cash Management. Please send resume to:
Personnel/Louise
2000 Town Center
Ste 2200
Southfield, Mich.
48075

Accounting/Tax
Immediate opening for Tax Clerk in home office of Livonia Food Service Company. Job duties will vary between the preparation of multi-state tax returns and general ledger work. Must have full use of 10 key calculator a must. Benefits include medical, disability life insurance. Competitive salary commensurate and resume and salary requirements to: Box 366, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
Immediate opening in quick paced manufacturing company. Accounts screening company, also includes payroll duties. Detail oriented people person a must. Benefits.
FUTURISTIC ARTWEAR
1934 Austin, Troy, MI., 48083
560-0600

ACCOUNTS RECEIVABLE
For growing property management company in Farmington Hills. Salary commensurate with experience. 855-1090

504 Help Wanted Office-Clerical

ACCOUNT REPRESENTATIVE - Troy location, full time, Mon. thru Fri. 8:15-4:30, benefits. Account Representative for our insurance debt. Minimum 1 yr. clerical & customer service experience required. Must have knowledge or experience of data entry onto a computer. Responsibilities of the position include, duties will include logging mail, processing special reporting forms, checks, billings, tax reports, agents commission, etc. Applications available at Proctor, Horton, Warren Inc., 2100 W. Big Beaver, Troy, MI. 48084

ACCOUNTS PAYABLE/Accounts Receivable. Manufacturing co. in Pontiac in need of an Accounts Payable/Accounts Receivable person. 1 yr. office experience necessary. Resume to: Box 428, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
Data Entry, 10 Key Adding Machine experience helpful. Flexible time. Flexible hours. Great office atmosphere. Pleasant working environment. Apply in person, 12-3pm, Mon-Fri.:
Wonderware, 31731 Grand River, Farmington (between Farmington & Drake Rd.)

ACCOUNTS PAYABLE/
INVENTORY CLERK
needed for a large manufacturing operation. Must be experienced with accounting systems & very familiar with computers. If qualified send resume to: ARA Services, 13250 Rotunda Dr., Dearborn, MI. 48120, attention, Bob Cohen.
An Equal Opportunity Employer

ACCOUNTS PAYABLE PERSON
Southfield based computer company. Ideal candidate will have previous accounts payable experience. Accounts payable system. Position offers excellent wages & benefits. 827-7560

ACCOUNTS RECEIVABLE Clerk. Experienced in pegboard posting, journal entries and bank reconciliations. Please send resume to: Financial Dept., 32255 N. 12 Mile Rd., Suite 1, Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
Entry level position. Responsible for detail and good communication skills. Troy area. Call 528-2202

ADMINISTRATIVE SECRETARY
With word processing, letter writing, organizational and some bookkeeping skills. Small manufacturing co. Ideal candidate will be a team player. Salary commensurate with experience. Send resume and salary history to: Box 432 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Metal stamping firm seeks efficient, motivated individual for data input and customer service. Computer literacy, systems maintenance and experience in a competitive manufacturing environment preferred. Attractive wage and benefit package. Send resume to Box 438 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE/SECRETARY
Bookkeeping experience required. Career oriented, self starter job. Send resume to: DCM, 20 West Washington, Suite 3, Clarkston, Mich. 48016

ADMINISTRATIVE ASSISTANT for Troy group insurance co. Must be well organized and have excellent & people skills & strong sense of responsibility. Send resumes to: box 456 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Sullivan & Associates, an executive search firm in downtown Troy-Birmingham, is seeking a posted individual with a minimum of 3 years experience in excellent grammar, spelling, proof-reading and typing skills. Must be mature, poised and able to work with our clients. Excellent benefits. Salary based on previous positions. Please call if you are interested. Mrs. Riley, 258-0618

ADMINISTRATIVE AIDE
International manufacturer located in Troy has an immediate opening for an Administrative Aide. Duties include - administrating functions of the department, preparing sales guidelines and exercising independent judgement, word processing, telephone coverage and arranging and scheduling meetings.

Qualified applicants will have 2-5 years related experience, a good understanding of PC and software systems, a good communication and organizational skills. Competitive wages and excellent benefit package. Send resume to:

HR Representative
GTE Valentie Corp.
P.O. Box 3950-AA
Troy, MI 48007-3950
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Dental plan seeking detail oriented person with dental background & bookkeeping skills. Accounting knowledge a must. Excellent opportunity for detail minded individual who is highly motivated and able to effectively communicate with all levels of personnel. Please send resume to: Personnel/Louise, 2000 Town Center, Suite 200, Southfield, Mich., 48075

ADVERTISING
FRONT DESK
Will stay here! Exciting atmosphere & interesting variety. Telephone talent & good typing for this. $14,000. Fee paid.
Call Bernice. 353-2090
After 5 PM. Appointments Available

SNELLING & SNELLING

AGRESSIVE PERSON with good clerical and number skills, to work in insurance area. Immediate opening. Call for appointment: 8-5pm. 453-5044

504 Help Wanted Office-Clerical

A Front Desk Secretary
is sought for plush suburban high rise office. Large corp. offers exceptional benefits including 401K, medical, dental, P/L, life and tuition reimbursement. Interested applicant will be poised and professional and possess excellent phone and organizational skills. Typing 55. Salary $18,000+. Call or send resume: Rita Roiden, Nancy Bart & Assoc. 29838 Telegraph, Southfield, MI 48034 352-2810

A Kelly job makes the most of your skills
Kelly Services has an immediate need for:
● Data Entry Operators
● Receptionists (with typing 40 wpm)
● Word Processing Operators
If you're interested in earning good pay with dependable benefits (full name in temporary help, please call today)
Bloomfield 642-9650
Bloomfield 338-0338
KELLY SERVICES
The "Kelly Girl" People
Not an Agency, never a fee
Equal Opportunity Employer M/F/H

ALTERATION PERSON needed for part time days, work on premises. Southfield 559-6054

ANSWERING PHONES - light clerical duties. Hours are 8-3pm hrs. Tues. thru Fri. 1-3. 20-25hrs. average. Colleges students welcome. 420-4002

ANSWER PHONES/LIGHT TYPING
Rochester/Auburn Hills area
No experience necessary
343-7090

A RECEPTIONIST - for major Troy company. Must enjoy people, telephones, type 40 wpm, plus 6 months experience. 614-2000

A GENERAL - office receptionist/person, type 50-60 wpm, for division of Livonia based company. Light clerical duties. Ideal for night student. $4,560

NEVER A FEE
Paid vacations, holidays, medical
LIVONIA 473-2931
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ASSEMBLERS - packagers for small plastic parts, 3 shifts, 5 locations, 40 hrs plus overtime, call Amanda at 855-2000 357-0641

ATTENTION MOTHERS!
Mon-Fri. 10-3. Troy office seeks Secretary/Receptionist who is dependable & well organized. Good typing, office & phone skills required. $5 per hour. 362-1950

ATTENTION
OFFICE PERSONNEL
Do you have good clerical skills and would like to earn top pay? We now have temporary assignments available that can lead to long & short term work opportunities in the Livonia and New Center areas. We offer holiday pay, merit increases and health insurance. Call today for an appointment.
CORPORATE
PERSONNEL
LIVONIA
478-1010

AUDIO VISUAL
CLERK/ASSISTANT
Responsible for maintaining district media center. Technical aptitude. Skills in typing and computer use required. Competitive salary and excellent fringe benefits. Send resume to: Aldona Janos, Birmingham Public Schools, 550 W. Merrill, Birmingham, MI 48012.

AUTO DEALER
Experienced auto bookkeeper for busy Southfield Dealer. New & used cars sales coating, commissions & inventory schedules. Must have Dealer ship experience. Excellent benefits & pay. Call Sandi At Tamarck Dodge 354-6800

AUTO DEALERSHIP has an immediate opening for a full time Accounts Receivable Clerk & Data Entry Clerk. Experience preferred, but not a must. Please call Betty to arrange an interview. 349-1400

BOOKKEEPER
Ferndale.
Call 547-1670

BOOKKEEPER - Full charge, some secretarial duties. Full time, immediate opening in Farmington Hills. 478-6606

BOOKKEEPER - FULL CHARGE
Familiar with computerized bookkeeping for Retail Oak Construction Co. Send resume to: P. O. Box 1078, Royal Oak, MI., 48068.

504 Help Wanted Office-Clerical

AVAILABLE
$ NOW $
ALL FEES PAID
Legal Secretary. $25,000
Secretary/Physician. . . . $18,000
Bookkeeper Farmington . $18,000
Administrative Assistant . $17,000
Order Processing Clerk . . $16,000
Engineering Secretary . . . $18,000
Receptionist/Related Lab. . $16,500
Secretary, Farmington Hills $14,300
MANY MORE CAREER OPPORTUNITIES
Want more money, better benefits, great advancement potential? Look no further. We have many great job openings than applicants. Come in now, call 851-3000.
SNELLING & SNELLING
FARMINGTON HILLS

BIRMINGHAM Dental Office needs dependable person for part-time general office work. Flexible hours. $5.00 per hr. Call Carol 646-6363

BLOOMFIELD HILLS - Small office needs dependable person for general office work. Typing, telephone manner, along with good filing and typing skills are necessary. 540-8333 Karen.

REGIONAL BOOKKEEPER
If you have 1 year of college accounting or equivalent level of accounting experience and enjoy an active office environment, a job in our progressive company in Royal Oak, Arbor headquartered property management company may be just right for you. It interested, send resume and salary requirements to:
MCKINLEY PROPERTIES
Bookkeeper
P.O. Box 8648
Ann Arbor, MI 48107-8649

OFFICE SUPPLY company recently specialized to two needs is experienced Bookkeeper & Computer Operator. Generous benefits. Full time opennings. Call after 5pm, ask for Joe at 344-1811

BOOKKEEPER
Creative individual needed for start up situation in multi company bookkeeping. Extensive experience up to trial balance, familiar with all phases of accounting. Send resume to L. Hocking/DBBKR, Millstone Inc., 1178 Market St., Livonia, MI

BOOKKEEPER
Durr Industries, Inc., an engineering and manufacturing company, is seeking an experienced and mature bookkeeper. Must have working knowledge of general ledger, accounts receivable, and accounts payable functions.

To be part of this exciting & thriving working environment, please forward resumes & salary requirements to: Jacob Beutler, Durr Industries, Inc., 40600 Plymouth Rd., P.O. Box 2129, Plymouth, MI. 48170

BOOKKEEPER
Full charge for Manufacturer, Birmingham office. Must be able to analyze financial statements, be detail oriented and able to work with minimal supervision. Computer experience a plus. Excellent benefits. Salary commensurate with experience. Please send resume to:
ACCOUNTING SUPERVISOR
27281 Bagbery,
Southfield, MI., 48076

BOOKKEEPER
FULL CHARGE
Southfield property management company seeks Full Charge Bookkeeper. Must have 2-3 years of accounting/bookkeeping experience thru financial statements. Computer experience a plus. Generous salary and benefits. If interested, please send resume and salary requirements to: Ms. Proctor, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER
FULL CHARGE
Non-profit organization seeks full charge bookkeeper. Responsibilities include keeping the books in order for 10 programs. Good organizational skills a definite must. Tight person could move into controlership of entire operation. Strong, independent personality a plus. Good starting salary. If interested, please send resume and salary requirements to: Ms. Proctor, 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. Must have 3-5 years of accounting/bookkeeping experience thru financial statements. Computer experience a plus. Degree preferred. Ideal individual would have experience in computerizing an accounting system. If interested, please send resume and salary history to: Ms Proctor, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER
PART-TIME
Experienced with payroll, receivables, payables on a peoples system. Data entry experience helpful. Send resumes to: Box 454, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER
Large, well established CPA firm has immediate opening for an experienced Full/Charge Bookkeeper to service its clients in the Metro Detroit Area. Must have excellent telephone skills, as well as, a friendly outgoing personality. Excellent starting salary. Paid holidays & vacations, please send complete work & salary history in strict confidence to:
R. S.
Former, Rudzewicz & Co.
26200 American Drive
Southfield, Mich., 48034

BOOKKEEPER/OFFICE MANAGER
Type: Non-smoker. Well paid career for unusually capable person. Electrical contracting firm. Challenging work. Dak park area. 547-0138

BOOKKEEPER- Part Time.
Approximately 12 hrs. Per week. Troy area. Call Mike, 8am-8am only. 879-1919

BOOKKEEPER/Receptionist. 8 state & Woodward area. Full charge bookkeeper thru general ledger. Send resume to: B. S. C., 32000 Northwestern Hwy., Suite 240, Farmington Hills, 48018.

BOOKKEEPER RECEPTIONIST
FOR DOWNTOWN AD AGENCY
If you're experienced in Bookkeeping, have excellent telephone & language skills, we have a great job for us at Four Front Desk. Ad Agency expertise helpful. Send resume or fax to: CTS Assoc., Inc., 26th Floor, 1150 Griswold, Detroit, MI. 48226 - Attention: Marie Schmidt

BOOKKEEPER/SECRETARY
Part-time - 16 hours per week
Art Galleries
336-3454

BOOKKEEPER/SECRETARY
For Public Accountant Office. Must know simple entry bookkeeping, typing 50 & have an income tax knowledge helpful. Send resume to: PO Box 1627, Royal Oak, MI 48068.

BOOKKEEPER/SECRETARY
Part time - 16 hours per week
for 1 girl office. Southfield Area.
Call 557-3856

BOOKKEEPER/SECRETARY
Southfield company looking for an experienced person to do daily bookkeeping. Secretarial work. Salary commensurate with experience. Excellent benefits are given in confidence to: P.O. Box 557, Southfield, Mich. 48037-0557

BOOKKEEPER/SECRETARY
Individual to work full time processing payroll, sales taxes, invoicing, general posting & handle customer service orders. Must have good phone presence, type 60 WPM & use dictaphone. Minimum 5 yrs. experience, work in the non smoking office of a small internationally known engineering firm. Send resume to:
MARROTT WALKER CORP.
925 S. Bivd. W.
Birmingham, MI., 48009

BOOKKEEPERS
Fellmer, Rudzewicz & Co., one of Michigan's largest independent CPA firms currently has several clients in the Metro Detroit area seeking to hire experienced Bookkeepers. Some positions required CPA and/or supervisory experience. Excellent benefits are offered. Apply to re-enter the job market. If interested, please send complete work & salary history in strict confidence to:
Jim Rutkowski
Fellmer, Rudzewicz
Suite 500
26200 American Drive
Southfield, Mich., 48034

BOOKKEEPER
TRAVEL AGENCY
Birmingham travel agency needs bookkeeper with accounts receivable/payable experience. ADP preferred. Call Jane 642-1409
An Equal Opportunity Employer

BOOKKEEPER: $25-$27K Full charge, service company. Resume to: Bookkeeper, 3221 W. Big Beaver, Suite 307, Troy MI 48084. 643-8590

Bookkeeping
Partial Listing of Positions

FULL CHARGE BOOKKEEPER - Suburban firm needs responsible person for multi-entity bookkeeping. Must have knowledge of cash and accrual basis and computer accounting. Property management experience helpful. Excellent benefits.

OFFICE MANAGER - Very energetic individual to set up planning H.E.P. suburban company. Ideal candidate should be organized, efficient and a self-starter. One person office duties include - phones, typing, maintaining schedules, relating to real estate development. General accounting knowledge required.

BILLING - Are you an expert at LOTUS? S. Oakland company has 2 positions open which use LOTUS heavily. Both require excellent attention to details, professional appearance and good communication skills. A.B. in accounting needed. B.A. a plus. Must have some experience in billing or receivables. High visibility positions with good benefits.

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

CAREER BURNOUT?
How about a career in interior decorating. No formal training required. Several levels of opportunity from apprentice, decorator to possible business partnership. 855-8640

CAREER TRAINING
For qualified Oakland County residents to train for a rewarding career as a Word Processing Specialist. Program participants will receive paid tuition, transportation allowance, training on modern equipment & job placement assistance. Classes begin Sept. 27. Limited enrollment
557-5744
Detroit Business Institute
21700 Northwestern - #515
Southfield

CAR LEASE COORDINATOR
Previous experience at car dealership helpful. Good typing & phone skills. Excellent compensation program & opportunity for advancement. Call 737-4669

CASHIER/OFFICE
help for Furniture Store. Reuben Inc.
Call Corey Dinette 855-6777

CHALLENGING CLERICAL position available. Great opportunity for recent graduates seeking a career. Immediate opening for highly organized individual with strong math skills. Data processing knowledge helpful. Non smoking office. Competitive wage offered with excellent paid benefit package including profit sharing. Apply at: Circuits DMA Inc., 32900 Capitol, off Farmington Rd. Livonia. No phone calls.

CLERICAL ASSISTANT - for property management company - commercial, entry level, light bookkeeping helpful. Rapid advancement for right person. Call for interview 474-7206

CLERICAL - PART TIME
for light general office work. Flexible hrs. Farmington Hills. Call Clara between 9am-3pm 478-8333

CLERICAL - PART-TIME
Morningside. Must be self-confident. Livonia area. Call Mike
261-1400 or 729-2042

CLERICAL
Permanent, part-time opening in beautiful Southfield office. Duties consist of filing, microfilming & assisting in accounting department. Minimum of 16 hours per week Mon-Fri. Salary DOE. Send resume to:
CLERICAL
P.O. BOX 2237
SOUTHFIELD, MI. 48037

CLERICAL POSITION - Temporary full-time position for person with time in Rochester area. Call Charlotte at Washington Chamber 651-4300

CLERICAL/RECEPTIONIST
Part Time. Progressive United Way of Washtenaw County has an opening for a motivated, experienced clerical/receptionist. Word processing is necessary. We need the right candidate for word processing. Please submit a resume with salary requirements & resume to B. Wright at United Way, 201 N. Ann Arbor St., Ann Arbor, MI. 48104. Deadline for receipt of resumes is Thursday, September 22, 1988. No phone calls please.

504 Help Wanted Office-Clerical

CLERICAL
ASSISTANT
Encore International, a multi-million dollar computer leasing company located in Bloomfield Hills, has an immediate opening for a qualified clerical assistant. Applicants with the following background are encouraged to apply:
High school degree or G.E.D. equivalent
+2 years office clerical experience
+Professional phone voice
+Receptionist training a plus
This job requires general clerical duties including photocopying, mail distribution, and phone coverage. The position does not include typing. Encore provides a competitive salary and one of the best benefit packages in the market. Qualified candidates should send resume or letter of employment and salary history to
ENCORE
INTERNATIONAL, INC
45 W. Maple, Suite 100
Bloomfield Hills, MI 48013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERICAL - ENTRY LEVEL
$5.00 PER HOUR TO START
Flexible hours, complete training, full-time, paid holidays, vacation, health, life and accident insurance. Some computerized corporate experience helpful. If you are organized, hardworking, enjoy working with detailed information and like a fast pace this opportunity is for you. Call
Mrs. Ann Sahlan at 737-7200
FITNESS MANAGEMENT CORP.

CLERICAL - full time position available for individual with Accounts Payable background. You will work 30-12 hrs/week and assist in performance on going general office work. Light typing required. Send resume with salary to: Box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/FULL TIME -
Available immediately. Responsibilities consist of entering orders, dispatching phones, placing factory orders and some customer service. Benefits are available, room for advancement. Call Kathy
HAMILTON AVNET
12447 Emerson Drive
Plymouth, MI 48150
522-4700

CLERICAL/GENERAL OFFICE
Small Office in need of reliable person to fill in for 4 months immediately opening thru Jan. 4th per week Mon-Fri., 8:30-4:30. Prefer some experience in Government Contracting. Contact Karen, 471-4995

CLERICAL/OFFICE
need well organized individual for general office work. Typing accuracy a must. Apply in person, R.L. Schmitt Co., Inc., 31500 Glendale, (near Stark & Schoolcraft). Livonia

Clerical
Opportunities
at VLASIC
Computer Operator
(Midnight Shift)
You will be responsible for organizing and monitoring computer activity. To qualify, you must have an Associate's Degree with 1-2 years mainframe computer operator experience. Knowledge of JCL is a plus

Accounting Clerk
We are looking for a detail oriented person with 2 years' accounting experience, calculator proficiency and excellent communication skills

Clerk Typist
Position is responsible for sorting, filing and distributing mail, and providing switchboard relief. To qualify, you must have typing of 50 wpm, have good math ability and be a dependable self-starter.

We offer competitive pay and benefits. Please respond with resume, indicating position of interest to
Human Resources Dept -CG915
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
W. Bloomfield, MI 48322
An Equal Opportunity Employer
principals only please

CLERICAL SUPPORT
Southfield corporation in need of 2 clerical support employees, to provide assistance in our Medical Billing office. General clerical skills needed. Flexible schedule and pleasant working conditions. Ideal position for a student or person looking for part time employment. Send letter of introduction or resume to:
Medical Billing Service
P.O. Box 92
Franklin, MI., 48025

CLERK/CASHIER
Full time, for large rated distributor of Data entry, inventory control and general office duties. Pleasant phone manner. Benefits and chance for advancement. Apply in person, Mon. thru Fri., 9-5. 5705 W. Maple, W. Bloomfield or contact Mr. Kelly 851-4600

CLERK/GENERAL OFFICE
Southfield manufacturing firm seeks full time office clerk. Duties will include order entry, relief phone work, filing, court papers and deliveries in tri-county area. Send resume only to: Box 330 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/MESSENGER
Will train ambitious, self-motivated individual with auto needed for downtown Detroit law firm for temporary, relief phone work, filing, court papers and deliveries in tri-county area. Send resume only to: Box 330 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK - Hom-based company, up to 2 years office experience. Submit resume with wage / requirements to: Knight Enterprises, 40600 Grand River, Novi, MI. 48050

CLERK - RELIABLE responsible conscientious person for busy fast paced office. Flexible hours. Troy location. Marian Ajamy 362-7220

CLERK TYPIST - excellent opportunity for an organized mature person with good communication & typing skills, 50-60 wpm. Computer experience helpful. Southfield area
353-9300

CLERK TYPIST
Established management company is looking for a responsible individual with good phone personality for front desk. Must be an accurate typist. Experience in office procedures helpful. Good location in Bingham Farms Center. Call Sue 10am-3pm. 644-8266

CLERK TYPIST - Full time. Must type 50/wpm. Includes general office duties. Growing co. with good benefits. Send resume to: Box 5134 Southfield MI. 48086-5134

CLERK TYPIST for small sales branch office. Light accounting background helpful. Must have 1 year clerical office experience & be able to type 50wpm. Salary $5.25 per hour plus fringe benefits. 356-0900

CLERK TYPIST
Part time, flexible hours (per week) salary dependent upon experience. Southfield 443-5454

CLERK TYPIST
wanted for leasing company. Responsibilities include typing of agreements, answering phones, other office procedures. Send resumes to: PFHC, 30600 Northwestern Hwy., Farmington Hills MI 48018

CUSTOMER SERVICE
Motors, Fittings, Gears, with people skills & knowledge of Motors, Fittings, Gears, to deal with customers. Send resume, salary requirements, & a cover letter to: MICROLIF Motors & Gearbox, 27700 W. 8 Mile, Southfield, MI 48034

KELLY SERVICES Classifieds

OFFICE AUTOMATION

DATA ENTRY OPERATOR
10 key style for accounts receivable, and accounts payable, invoicing and billing. Two month assignment in Pontiac.
CALL ROSEANNE
BLOOMFIELD HILLS
642-9650

MR SECRETARY
Phone and secretarial duties needed for Birmingham Co. Not experience is a must. Long and short term assistance.
CALL ROSEANNE
BLOOMFIELD HILLS
642-9650

WORD PROCESSING SECRETARY
Indefinite assignment for highly motivated secretary with DW 3 or DW 4 experience.
CALL KATE
TROY
362-1160

WORD PROCESSING TYPIST
Typist with excellent Wordstar skills needed to type and answer phones.
CALL BETTY
LIVONIA
522-6020

EXECUTIVE SECRETARY
Busy VP needs secretary with shorthand and Wordperfect
CALL JANET
ROCHESTER
852-6600

WORD PROCESSING SEC