WIN TWO TICKETS! Detroit Red Wings

TO WIN: Send your name and address, on a postcard, to
RED WING TICKETS,
The Observer & Eccentric Newspapers,
36251 Schoolcraft Road, Livonia, MI 48150
Then watch the classified section every Monday and Thursday. When your name appears, you're a winner!
(Due to high demand, we ask that there be only one entry per family)

502 Help Wanted Dental-Medical

RN
Home Health care agency seeking part or full time RN's for western Wayne county. 1 year medical-surgical experience with home care management skills. BSN preferred but not required. Daytime hours. Excellent work schedule. Training available.
Contact Mary
United Home Health 451-2255
An Equal Opportunity Employer

OB Department. Experience preferred. 453-6020. Woodland Health Care Centers.

RN - part time, needed for physician's office in Northwest area. Reply to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN PART TIME
Pre-natal residential facility in Farmington Hills has an opening for RN or LPN on midnights part time for weekends or vacation relief. Prefer experience with adolescents & in OB. For more information call Director of Nursing 626-1000.
An Equal Opportunity Employer

RN
Part time. Apply in person:
Marycrest Manor
15475 Hubbell, Livonia.
427-9175

RNs
Full-time, day shift. Good wages & benefits. Call for an appointment.
Farmington Nursing Home
477-7400

RN'S
Immediate placement available for Medical Surgical units. Flexible shifts. 1 year experience required. Instant pay available.

OLSTEN
HEALTH CARE SERVICES
Call Mon. thru Fri., 8AM-4PM
552-0950

RN'S INDUSTRY
Register now for temporary assignments in Model Elementary of fine companies in the greater Metro area and suburbs. Assignment by the day, week or longer. Shifts and areas of your choice. Industrial experience or ER or ICU.

DAVIS-SMITH
Temporary Medical Services
354-4100

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time Nurses. LPN'S earn $10.00 an hour. RN'S earn $11.00 an hour, plus health and life insurance benefits. for appointment. M. Felosak, RN.
522-1444

RRA
Medical Record Program Director - part time. Administrative/clerical position for ART Program. Bachelor's Degree with RRA required. Master's preferred. Apply to Human Resources, Cleary College, C. Commerce, 2170 Washtenaw, Ypsilanti, MI. 487.

R.N. with OB/GYN teaching experience. BSN preferred. Part time, some evenings & Saturdays. Salary commensurate with experience. Send resume to: C. Thill, 22250 Providence Dr., Suite 210, Southfield, MI. 48075.

SPEECH - LANGUAGE Pathologist interested in working up to 30 hrs. weekly with brain injured individuals in an inpatient rehabilitation environment. Send resume ASAP to:
Therapeutic Services
33635 W. 7 Mile, Suites 2 & 12,
Livonia, Mich. 48152

TECHNICIANS
HENRY FORD
Medical Center - Ann Arbor
We have 2 full time positions available.

Senior Lab Technician
Radiology Tech/MA
We are also seeking a Radiology MA. Applicants must hold degree/diploma from an accredited program. Interested applicants may call L. Volpe 873-5090, Mon. thru Fri., 10-1pm. Or send resume to:

HENRY FORD
Medical Center - Ann Arbor
2765 Carpenter Rd.
Ann Arbor, MI 48104
Equal Opportunity Employer M/F/H

THE Southgate Regional Center has openings for registered Nurses on a full time and part time basis on all 3 shifts. We are a State of Michigan, Department of Mental Health Facility, with 174 beds serving people with developmental disability. We offer excellent fringe benefits and competitive salary. Contact Personnel at 283-9200 Ex. 207
An Equal Opportunity Employer

TYPIST for multi specialty medical office in W. Bloomfield. Typing experience and knowledge of medical terminology preferred. Part time, flexible hours.
851-0553

TYPIST - Part time. Type 45 wpm & medical laboratory experience required. $4.50/hour. Call Ruby, between 7-6 pm.
557-8080

UNIT
TECHNICIAN

Part time and contingent positions available for individuals with a minimum of 1 year experience as a Unit Technician/Clerk. Hospital or clinic experience preferred to include transcribing doctors orders.

EMERGENCY ROOM: Available to work every other weekend, days with rotation.

OUT-PATIENT SURGERY: To work on an as needed basis to accommodate necessary staff coverage.

Positions require availability to orientate full time, weekdays. Interested and qualified candidates may apply Mon. - Thurs., 9 A.M. - 2:30.

PROVIDENCE
HOSPITAL
Employment Office
18001 W. 9 Mile
Southfield, MI. 48075
An Equal Opportunity Employer

X-RAY TECHNICIAN
Permanent Part time, Days
Must be registered
Call Ron, 348-5800, Ext. 589
Woodland Health Care Centers

X-RAY TECH.
FULL TIME

For urgent care clinic located in Livonia. Requires a minimum of 1 year related experience in a clinic or doctor's office setting. For further information about the position and its attractive wage/benefit program, please contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 4377
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK/
GENERAL OFFICE
Growing Southfield construction firm is in need of part-time (Mon-Tues-Fri) Clerk. Individual to possess general office experience, typing(40-60 wpm), 4 accounts payable exposure. Must be people oriented & comfortable with small office in "Dead Linn" situation. $6.50/hr.
357-2011

504 Help Wanted Office-Clerical

ACCOUNTANT
Non profit organization seeks a qualified accountant. Computer experience a plus. Excellent fringe benefits. Salary negotiable. Send resume to Personnel Director, 163 Madison Ave, Detroit, MI. 48226.

ACCOUNTING/BUSINESS OFFICE
experience including data entry, 10 key, light typing, accuracy, organizational skills, able to process high volume. Positions available in accounts payable, data entry & analysis. Companion & benefit package commensurate with responsibility. We are a fast growing company in window treatment industry. Only dedicated hard working persons need apply. Send resume & compensation requirements to:
W. Davison, 23000 W. 8 Mile, Southfield MI 48034.

ACCOUNTING CLERK/COMPUTER
Seeking a mature, self motivated individual with good communication & presentation skills. Must have knowledge of Accounting & computer experience. Excellent benefits. If interested, send resume to: Chris Herrman, 13041 Fenton, Livonia, MI., 48150.

ACCOUNTING Clerk - Part Time
8:30am-12:30pm. General accounting & office functions. Send resume to: GTN, P.M. Denton, 13225 Capital, Oak Park, MI 48237.

ACCOUNTING CLERK
Entry level position as payroll assistant. Other responsibilities include running errands, filing and light typing. Must have good math skills. Call Linda for interview.
ACRO SERVICE CORP., 581-1100

ACCOUNTING CLERK
1 yr. experience in accounting office. Familiar with accounts payables & receivables. Good typing, organizing & general secretarial skills desirable. Salary commensurate with abilities. Send resume to: Controller, 40941 W 8 Mile Rd., Northville, MI 48167.

ACCOUNTING
CLERK

Full time entry level position in Accounts Payable Accounting Dept. Must have excellent math skills & be detail oriented, for variety of duties. Excellent benefits including tuition reimbursement.
Call Ann Marie at 644-5300, ext. 245.

Erb LUMBER CO.
Birmingham

Accounting
CLERK
- Looking for some extra $$ for Christmas?

Frank's Nursery & Crafts, Inc. is looking for part-time evening help in our Corporate office located in Northeast Detroit. Duties will consist of matching invoices in our Accounts Payable Department. Evenings of the week & hours are flexible. Experience is not necessary - but accuracy is.

Please send resume or letter of interest, to:

FRANK'S NURSERY
& CRAFTS, INC.
Human Resources Dept. P.T.A.P.
8301 East Nevada
Detroit, MI. 48234

An Equal Opportunity Employer

ACCOUNTING
CLERKS

We are a rapidly growing restaurant chain looking for an ambitious person to join our accounting team. This organized and detailed individual will process daily store information and assist in analyzing accounts.

Basic knowledge of fixed assets and related accounting courses required.

For consideration, contact Kevin A. Rourke at 473-8797 or send a resume to:

Little Caesar
Enterprises, Inc.
Farmington Hills, MI. 48024

An Equal Opportunity Employer

ACCOUNTING OFFICE
In Southfield - needs a part-time Clerk Typist. Office skills & experience required. Call 352-5551

ACCOUNTING/Personnel Assistant.
Accounting & payroll knowledge, min. 2 yrs. experience, must be accurate & neat. Send resume to: GTN, L.C. Peek, 13225 Capital Ave., Oak Park, MI 48237.

ACCOUNTING
POSITION
$14-$16,000

Rapidly growing suburban firm is looking for accounting clerk to grow with company. Some experience in accounts receivable or credit needed. Computer experience a plus.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750

ACCOUNTING
Surburban firm has 2 positions available. Great opportunity for growth and both fee paid.

Accounts Receivable: 1 year experience doing accounts receivable along with collection calls. Computer and light typing skills - To $15,800.

Accounting Clerk: 1 year accounting experience along with computer and light typing skills - To $12,480.

Call Mary at 464-0909
SNELLING & SNELLING

ACCOUNTS PAYABLE CLERK &
general office help for Oak Park office. must have good typing & phone skills. Send resume to P.O. Box 02960, Detroit MI 48202

ACCOUNTS PAYABLE CLERK
Needed by automotive stamping plant located in the Livonia/Plymouth area. Mature, NON-SMOKER with experience on PC computer helpful. Excellent benefits with good salary. Apply at: Johnson Stamping Co. 5120 General Drive. (near Ann Arbor Rd.) Plymouth, Mich.

ACCOUNTS
PAYABLE CLERK

Full time entry level position at our Corporate Office. Some computerized accounts payable experience helpful. Excellent benefit program. Please call 644-5300 ext. 245.

Erb LUMBER CO.
BIRMINGHAM

ACCOUNTS PAYABLE &
& RECEIVABLE PERSONNEL
Due to expansion we need dependable, responsible motivated individuals who are seeking long term employment, possess the ability to work well with others and possess necessary common sense to perform a variety of tasks in our Accounts Payable or Accounts Receivable Departments. We will train the individuals who have these qualities. Apply in person: 9-4 PM, weekdays.
HANDLEMAN COMPANY
600 Kirts Blvd., Troy
First stop light N. of 18 Mile
W. of Livernois
Equal Opportunity Employer
Male/Female/Handicapped/Vet

An Alternative Action

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
Position requires the processing of cash receipts thru data entry. Typing ability is required and experience in data entry preferred. Please contact: Vince Dimmaro ext. 50, Northwest Blueprint Co., 525-1990

ACCOUNTS RECEIVABLE CLERK
Full time. Credit and collection experience preferred. Computer experience a must. 349-7230

ACCOUNTS RECEIVABLE
Growing commercial real estate property management company seeking individual with experience in accounting and computers. Please call

ACCOUNTS RECEIVABLE
Person needed for busy office, minimum 1 year collection experience required, knowledge of CRT helpful but not necessary. Please send resume with salary requirements to: Mr. Watson, PO Box CN3335, Livonia, MI 48151.

ACCOUNTS
RECEIVABLE

Looking for an opportunity to get into a dynamic growing company with excellent growth potential? Your good accounting skills & 2 to 3 years stable background could be the ticket to an exciting new career. Call today for an interview.
ALL FEES COMPANY PAID
PERMANENT STAFF
Southfield 353-0505

ACCOUNTS RECEIVABLE
FARMINGTON
$18,000-$20,000 FEE PAID

Growing company manufacturing company offers fantastic benefits. Ideal candidate should possess drive for growth, 2 years computer and strong receivables experience required. Real estate background is a plus. Hurry, this will go fast! Call now. 851-3600.
SNELLING & SNELLING
FARMINGTON HILLS

ADIA
JOB SHOPPING?
We've Got Jobs!

Adia has both long and short term temporary positions for clerical workers with all levels of experience. Benefits, bonuses and high pay. Call us today.

525-0330

ADIA
Personnel Services
EOE NEVER A FEE

ADMINISTRATIVE Management Graduate - 1st year professional sales could be the perfect background for a rewarding career in residential and commercial/investment real estate. Set your own pace, set your own hours. $40,000 to $70,000. Income and a secure future. Call about our "CAREER SEMINAR" classes.
Century 21, 478-6008

ADMINISTRATIVE ASSISTANT-Self motivated aggressive person wanted to utilize administrative abilities to provide support for growing communication corporate located in Troy MI. Experience in bookkeeping, typing & word processing PC knowledge is a plus. Strong communications skills are essential. Background in information services, telecommunications industry is a plus. Must be organized & willing to tackle new challenges as the organization grows. Salary based on experience & performance. Send resume to: TransLink Corp., 560 Kirt Blvd, Suite 105, Troy MI 48084.

ADMINISTRATIVE ASSISTANT
For development-finance division. Property management, Lotus WordStar experience, some experience in accounting preferred. $20K minimum. Full corporate benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

ADMINISTRATIVE
SECRETARY

CFO of prestigious suburban firm seeks top-notch executive assistant. Must possess strong typing, shorthand and communication skills. Lotus experience a big plus. Excellent salary commensurate with experience. Training interviews may be arranged. Call or send resume to: Rita Rosden, Nancy Barr & Assoc., 29856 Telegraph, Southfield, MI 48034 352-2810

ADMINISTRATIVE - assistant, Farmington Hills, growing commodities company, phones, some typing, sharp, enthusiastic, personable, well groomed, benefits, $18,000.
477-0189

SECRETARY - Birmingham, typing 75 wpm, shorthand 90, working for director, very professional, benefits, $17,700. Fee paid

EXECUTIVE - secretary, Northville, excellent typing, shorthand, detail, phone, good organizational ability, Wordperfect word processor, benefits. $23,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ADMINISTRATIVE
ASSISTANT

Excellent Troy area positions are indefinite and offer benefits. Qualified applicants must type 45-60 WPM and have 5-7 years experience. Experience preferred on the following software:

MICROSOFT WORD
DISPLAYWRITE 3
SYMPHONY
dBASE
MACINTOSH

Come join our team! Call Toni for more information about this unique position.

ENTECH
SERVICES, LTD.
588-5610

ADMITTING/BILLING CLERK-Well organized, self directed individuals sought for our Med-Stop Family practice/urgent care facilities. Previous billing experience & or familiarity with Blue Cross, Medicare, HMO & commercial insurance carriers essential. Computer & or typing skills preferred. 50M experience helpful. Must be flexible in scheduling hours & days will vary & include evenings weekends & holidays. Competitive benefits & salary. Med-Stop Clinic Management Systems Inc. 155 W. Congress, Suite 450, Detroit, MI 48226. 964-1000 Equal Opportunity Employer M/F

ALL
CLERICAL POSITIONS
ARE IMPORTANT
TO US!

We have jobs for:
- File Clerks
- Accounting Clerks
- Data - Typists
- Receptionists (with heavy switchboard experience).
- Word Processors

Long Term, Top Pay, Benefits
Please Call Us
J Marvin/Victor Temporaries
38215 W 10 Mile, between Halsted & Haggerty, (next door to Wendy's)
474-8722

AMBITIOUS PLEASANT PERSON for part/full time general office position. Small Farmington Area business. Typing a must. $4.50/hr.
Call 478-8850

504 Help Wanted Office-Clerical

ASSISTANT Account Coordinator - Non smoking office. Pleasing, 50 WPM, computer input. Southfield training company.
352-5400

ASSISTANT BOOKKEEPER with construction company experience. Good pay, hrs. & benefits. Call for interview, ask for Marlene 522-7100

ATTORNEY'S
ASSISTANT
TO $18,000

Large established firm. Excellent secretarial skills needed. Excellent benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

AUTO DEALER
Tamarott Ford in Westfield has a position open for a full time file clerk/switchboard operator. Applicant must be organized, well-groomed and friendly. Auto dealership experience preferred. Call Debbie.
353-1200 ext. 223

AUTO FINANCE TRAINEES
for rapidly growing auto financing company. Ambitious, motivated, open minded people. Experience in collections preferred but not necessary. Salary based on experience. Apply: 19080 W. Ten Mile, Southfield.

AVAILABLE
POSITIONS
ALL FEES PAID
throughout the tri-county area

- Billing Manager . . . . To $18,000
- Data Entry/Sem. Office To $16,000
- Receptionist - Typist . . . To $15,000
- Secretary, ... To $17,000
- Data Entry Operator . . To $18,000
- General Office/Typist . To $16,640
- Secretary/CSR . . . . . To $19,000

These employee oriented companies offer top benefits. Call Sally, 464-0909.
SNELLING & SNELLING

BANK RECEPTIONIST
$13,000. Fee paid. Rochester. Type 60 wpm accurately.
EMPLOYMENT CENTER, INC.
569-1836

BOOKKEEPER/
ADMINISTRATIVE
ASSISTANT

Excellent opportunity is available for motivated individual regarding supervisory position in our Birmingham residential builder & property management firm. Full charge bookkeeping through trial balance & PC experience required. Libra software knowledge helpful. Send resume to: Denesick & Kruc Development Corp., 1500 N. Woodward Ave., Birmingham, MI 48011, Attention Barbara Dawson.

BOOKKEEPER - Entry level, 1-2 years experience or education; accounts payable/accounts receivable clerk, Novi area. Send resume to: Elnert/Bryan Inc., 28444 Franklin Rd., Southfield, MI 48034.

BOOKKEEPER for small law firm, to do monthly billing on IBM. Part time, set up your own hours. Salary to: Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL-TIME
20411 W. 12 Mile, Ste. 201, Southfield. Experience necessary. Call: Kashat Accounting. 352-5520

BOOKKEEPER - Full-time for Birmingham Property Management firm. Responsibilities include accounts payable & receivable, month and closing & financial statements. Non-smoke office. Fee paid.
645-2111

BOOKKEEPER
Full charge. Builder experience necessary. For appointment please call
477-0189

BOOKKEEPER
Full charge, Full Cycle bookkeeper for 1 girl sales office. Experience required. Call Julie at 358-3139

BOOKKEEPER - Full charge, full or part time, for W. Bloomfield management office. Computer experience preferred. Salary commensurate.
626-2078

BOOKKEEPER - FULL CHARGE
Part/full time for non smoking Southfield firm. Salary equal to skills. Personnel: 569-6181

BOOKKEEPER/FULL CHARGE
Health care agency in W. Bloomfield, seeks person with general office & header/trailer computer experience. Call.
855-9430

BOOKKEEPER - Full time. Experienced preferred but not necessary. Apply in person between 2-4pm Monday thru Friday. Red Timber's 40350 Grand River, Novi MI

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge with computer experience, rapidly expanding international company, Troy area. Reply to P.O. Box 986, Troy, MI. 48007. Stating salary requirements and work history.

BOOKKEEPER
Individual to handle processing of accounts payable, computerized system & assist with accounts receivable & payroll functions. Must enjoy detail & follow-up a must. Involve customer/vendor contact. Qualified individuals please send resume to box 896, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Livonia area. Full charge bookkeeper, computerized experience, knowledge of PC required. Send resume to: Box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Must have experience in all facets of bookkeeping, 10 key & PC experience. Send resume & salary to Director of Personnel, P. O. Box 441548, Detroit, MI. 48237.

BOOKKEEPER
Need full charge bookkeeper with computer experience. Must be self motivated & self starting person with good accounting background. Non smoker. Send resume to: Allack Co., 377 Amalia, Plymouth, MI 48170

BOOKKEEPER/OFFICE MANAGER
Manufacturer - Full-cycle, thru Trial Balance. Payroll, payroll taxes. Wages commensurate with experience.
476-2552

BOOKKEEPER, part time, flexible hours. Open immediately. Belair Harper retail store in West Bloomfield
851-8171

BOOKKEEPER - PART TIME
Many duties. Must know 10 key, & computer experience helpful. Write Irish Ale for Jesse
478-7758

BOOKKEEPER - PART TIME
Immediate opening for bookkeeper to assist in general bookkeeping duties for Southfield law firm. Minimum 5 yrs. experience. Computer knowledge a plus. Please send resume & salary requirements to Office Manager, 29811 Northwestern Hwy., Ste. 400, Southfield, MI., 48034.

Bookkeepers
Accounting Clerks
EDP/Data Entry

We are looking for experienced people to join our team of professionals on exciting temporary assignments. Assignments can be either short or long-term, full or part-time, offer excellent rates, plus add significant experience to your background. Temporary assignments may lead to permanent for an exceptional employer, please call

357-8367
accounTemps
28588 Northwestern Hwy. #250
Southfield, MI 48034

BOOKKEEPERS
Experience? Not working? We have good paying temporary assignments in your hometown. Call 967-4150.
QUALITY ACCOUNTING TEMPS

BOOKKEEPER
Some experience is necessary. Maintain corporate accounting records, handle research discrepancies, reconcile bank statements & general ledger. Salary depending upon experience. Full benefits. Fee paid.
Gretchen Employment Service
Harper Woods 839-5400

BOOKKEEPER
Southfield ad firm, seeks qualified full charge bookkeeper thru general ledger. Prior experience, including implementation and operation of a computer system a must. Send resume and salary requirements to: Box 864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Bookkeeper based CPA firm has immediate opening for a FC Bookkeeper with experience in general ledger, trial balance, statements and payroll. Excellent starting salary and advancement opportunity. If interested send resume & salary requirements to: Box 800 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
through Trial Balance, part time. Other light office procedures. Top wages. Franklin area.
626-7272

504 Help Wanted Office-Clerical

BOOKKEEPER - Troy area, must have minimum 2 yrs. experience thru trial balance. Typing 45 wpm required, PC computer experience a plus. Call Pam
362-7863

Part-time
CLERICAL/RECEPTIONIST
Call Joanne,
354-1677

CADILLAC INSURANCE Co. - Farmington Hills, has the following positions available immediately for the accounting Dept.

CLERK - experience, Lotus preferred, good figure aptitude.

CLERK/TYPIST - good figure aptitude, 45wpm minimum.

GROUP ACCIDENT & HEALTH UNDERWRITER - 1-2 years experience, knowledge of PC required.

SYSTEM 38 PROGRAMMER - RPG-CL, minimum 2 years experience

Call Personnel at 313-737-7900

CAN YOU SMILE
OUTLOUD?

Front desk position requires your friendly phone manner & typing of 50wpm. Previous experience is a must. If you are interested in this immediate opening, call us today, we are waiting to hear your smile. Salary $14-$19,000 plus good benefits
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750

CAREER
RECEPTIONIST
$14,000 FEE PAID

Livonia company seeking a professional Receptionist to handle 13 lines with 50 extensions for their busy office. Experience a must along with light typing skills. Excellent benefits. Call Mary at 464-0909
SNELLING & SNELLING

CAREER SECRETARY
COMPETITIVE SALARY

Any automotive or manufacturers representative experience is a plus to win this great opportunity to work with a successful sales team in a busy small office. Nice location, good benefits, fee paid. Call Marie 533-2000.
After 5 PM. Appointments Available
SNELLING & SNELLING

CASHIER
Experienced. Full time. Good typing & phone skills also required. Good wages & benefits. 425-8870

CATERING SECRETARY
Able to type 60-70wpm. Phone and public contact liberty essential. Please contact: The Kitchen
559-6300 Ex. 7467

CHALLENGING
OPPORTUNITY!

Top company needs person with good clerical and people skills. $14,500. Excellent location. Fee paid. Call 399-3450.
SNELLING & SNELLING

CLERICAL
Bookkeeper Trainee. Auto dealer looking for a bookkeeper trainee. Some experience preferred. Must have good typing & be a fast learner. Apply at Chevrolet City, 30250 Grand River Farmington Hills
474-6500

504 Help Wanted Office-Clerical

CHURCH SECRETARY in Plymouth. Hours 10am-2pm Mon thru Fri. Experience preferred but not necessary.
420-0131

INDIVIDUAL needed for full time office duties. Experience with accounting and computers is a plus for the right person. Insurance, full salary, bis. Reply to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WEST BLOOMFIELD - Adult Education Department looking for clerical person. 21 hours. Good detail, typing & phone skills.
Contact Linda 851-7600

OPEN HOUSE
RETURN TO WORK

Full/part time positions available for typist, clerical, switchboard, typists, word processing secretaries
CALL FOR AN APPT:
MANPOWER
462-0024

CLERICAL
All around general office duties, typing, phone, computer a plus. 40 hours, Mon-Fri, 8-5. Salary range $5.50/hr based on experience. Send resume to: Credit Counseling Centers, 2275 Bingham Lake, Ste 115, Farmington Hills, MI 48018

CLERICAL DESK
Permanent full time position for person who likes to be busy. Good organizational skills a must! Flexible hours required. Apply in person Monday thru Friday, 8 30AM-5PM at Hesiops, Inc., 27790 Heslip Drive, (northeast Nor & Meadowbrook Roads, Novi area Mile). Hourly wages plus benefits. Non smoking office.

CLERICAL Experienced person, receptionist, answering phones, filing and computer entry. Benefits. Sign Lang Heights/Troy area. Resume to: Sign Languages Inc., 6200 Livernois, Sterling Hgts., MI., 48310.

CLERICAL

Immediate opening for an individual capable of working independently & having the ability to meet deadlines. Duties are diversified & call for an individual with strong organizational skills + a pleasant telephone personality. Qualifications are typing (45-50 WPM) + 1 to 2 years General Office experience. Word Processing experience a plus - but not necessary (will train). Excellent benefit package. Send resume to:
CLERICAL
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CLERICAL
Immediate opening in Madison Hts. for an individual with accurate typing skills, 50wpm. Must be flexible & able to work independently. Call Lori
542-6515

CLERICAL - Must have good typing and filing skills. Pleasant phone manner. Sterling Heights/Utica area. Farmington area. 847-4400.

CLERICAL/PART-TIME
Permanent 4 days a week for group insurance office in Southfield. PC & CRT knowledge helpful. 350-3357

CLERICAL person needed for Farmington Hills agency. Part time. Light computer work & insurance experience helpful. Call Brian: 855-2600

504 Help Wanted Office-Clerical

CLERICAL
National telecommunication company. Experienced in any of these areas: clerical, secretarial or retail sales are helpful. Salary starts at $10.00 per year. Send resume by Oct 28th to
JITA PROGRAM
24701 Warren
Dearborn Heights, Mich 48127
Attn Mr. Glover

CLERICAL
Our Corporation, one of the nations largest mortgage bankers has several opportunities available. We currently have clerical positions open, but these positions do not only entail clerical duties. You will be part of a team of responsibility in servicing and monitoring mortgage accounts, follow-up work and dealing with attorneys, insurers and investors. These are career positions with a career plan, learn and earn. Qualified candidates must possess excellent organizational & communication skills, accurate typing, strong math aptitude and the ability to work under pressure and meet deadlines. Previous office experience is preferred. Some overtime is required. A complete benefit package includes Medical and Dental Stock Ownership Plan is offered. Qualified candidates should apply Mon.-Fri., 9am-4pm.
The Employment Department
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERICAL - PART-TIME
Town Center area. Perfect for College Student. Must be mature & able to work independently. Typing & some computer experience helpful. Evenings & Saturday hours.
Call Kristy, 11am-4pm.
642-7111

CLERICAL SUPPORT
Detroit area is in need a Clerical-Support person to assist a healthcare Department. Ideal candidate will be able to handle a variety of duties & work with relatively little direction. Professional phone manner, accurate typing & Word Processing experience a plus. Must. This is a full-time position with a benefit package. For consideration, please send resume to:
Clerical Support
P.O. Box 779,
Detroit, MI. 48231

CLERICAL
TELEPHONE
POSITIONS

If you are energetic, enthusiastic & enjoy talking with people, we have opportunities for you! We need individuals with excellent communication skills, typing speed of 40 + wpm. These positions are challenging & involve answering numerous inquiries from our mortgagors, attorneys, investors, etc. You must be able to work under pressure & deal effectively with people. A complete benefit package is offered. Qualified candidates should apply Mon.-Fri., 9am-4pm.
The Employment Department
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERK/TYPIST/RECEPTIONIST
for Farmington Hills Real Estate office. Full-time, Mon-Fri., 8am-4:30pm. Accurate typing skills, & Must Call Ms. Swartz, 855-4438

504 Help Wanted Office-Clerical

SECRETARY
Busy Southfield real estate office looking for a full time secretary. We are offering a great opportunity with potential for future growth. Job skill requirements: typing 65 WPM accurately, shorthand or dictaphone preferred, light bookkeeping, professional image & good communication skills. Please call:
SCHOSTAK
BROS. & CO. INC.
357-6167

SECRETARIAL SKILLS

TEMPORARY

Long term assignments for secretaries with 70 wpm typing & 80 wpm shorthand in Farmington.

3 month job in Birmingham. Must have WordPerfect & accurate typing.

Medical secretary, work from discharge summaries, need good transcription skills.

3 month assignment for data entry/secretary in Birmingham. Need accurate typing & some word processing.

General office work for "back to work" home maker. Use your math & willingness to learn.

PERMANENT

TO $14,500
Receptionist to do light typing, handle phones & greet public in beautiful Southfield corporate office.

TO $19,500
Secretary for 2 managers in successful marketing company. Need shorthand & word processing for this upbeat high tech firm.

TO $17,000
Typist to handle secretarial desk & answer phones. Exceptional benefits, flexible hours & opportunity for advancement.

"Never A Fee"

ONYX
SOUTHFIELD 356-6899
TROY 649-5200

504 Help Wanted Office-Clerical

KELLY SERVICES
Classifieds

OFFICE AUTOMATION

WORD PROCESSING SECRETARY
Secretary with WordStar W/P backgnd. Heavy phones, do travel & meeting schedules. To mid Jan. 89.
CALL JANE
SOUTHFIELD
352-5220

MEMORY TYPIST
Typing 65 wpm xerox typewriter. Various days and hours in DBN area.
CALL DANIELLE
DEARBORN
271-5300

WORD PROCESSING SECRETARY
Long term assignment for busy office using DisplayWrite 3 and secretarial skills.
CALL JIM
WARREN
977-6500

WORD PROCESSING SECRETARY
DisplayWrite 4 Sec. needed for 1 month assign. Good phone skills required. Working for V.P.
CALL MARIE
FARMINGTON HILLS
471-2050

CUSTOMER SERVICE REP
Inbound calls from customers and dealers. Light typing 40 wpm. Some P.C. knowledge.
CALL CONNIE
BLOOMFIELD HILLS
642-9650

DATA ENTRY OPERATOR
10 key style. Must be fast and accurate. Must be able to work long term.
CALL CONNIE
BLOOMFIELD HILLS
642-9650

PC SECRETARY
Skilled secretary with any PC background needed for long term assignment in Troy area.
CALL KATE
TROY
362-1190

DATA ENTRY
Long term assignment in Ply. area for De-10 key operators. Inputting #'s from check on screen.
CALL BETTY
LIVONIA
522-4020

APPLE II-E
WORDPROCESSOR
One person office. Handle payroll, notes, phones and filing. Six week assignment.
CALL JANET
ROCHESTER
852-8800

WORD PROCESSING OPERATOR
Busy Sterling Hts. co. in need of executive typist with WordPerfect knowledge.
CALL VAL
LAKESIDE/MACOMB
286-7000

WORD PROCESSING OPERATOR
1 mo. assignment available for a word processing operator. Exp. with WordStar & MultiMate.
CALL JULIE
DETROIT
259-1400

WORD PROCESSING OPERATOR
1 mo. assignment available for local hospital. Must be exp. with WordStar, MultiMate & LOTUS.
CALL JULIE
DETROIT
259-1400

CLERICAL

SWITCHBOARD
RECEPTIONIST
Immediate assign. for SB Recep. Will train to system. Type on CRT. Commitment to end of year.
CALL JANE
SOUTHFIELD
352-8220

KELLY The Kelly Girl People SERVICES
Not an agency: never a fee
Equal Opportunity Employer M/F/H
U.S. law requires all applicants to show proof of identity and right to work in the U.S.

10 STAT CLERKS
Openings in Dearborn area for short and long term assignments. Able to use 10 key adding machine.
CALL DANIELLE
DEARBORN
271-5300

TECHNICAL TYPIST/
SECRETARY
Short term assignment typing on Memorywriter, answering phones and distributing mail.
CALL JIM
WARREN
977-6500

EXECUTIVE SECRETARY
1 person office requires 50 wpm typist. Good phone skills working for regional Mgr. Prefer exp.
CALL MARIE
FARMINGTON HILLS
471-2050

RECEPTIONIST TYPIST
6 month assignment needed for Troy corp. Type 45 wpm and answer small console phone.
CALL KATE
TROY
362-1180

FILE CLERKS
Alpha & numeric filing. Must have 6 months office experience. Short & long term assignments.
CALL BETTY
LIVONIA
522-4020

SWITCHBOARD
OPERATOR-ROLM
Front desk receptionist. Greet patients & vendors, light filing.
CALL JANET
ROCHESTER
852-8800

RECEPTIONIST/TYPIST
Front office position with wide variety of duties for fast paced office. Start now!
CALL VAL
LAKESIDE/MACOMB
286-7000

ACCOUNTING CLERKS
Sterling Hts. co. needs 3 experienced in accts. payable/receivable. Day or Afternoon shift.
CALL VAL
LAKESIDE/MACOMB
286-7000