502 Help Wanted Dental-Medical

NURSES AIDES
AFTERNOON & MIDNIGHT SHIFTS
Full time, experience not necessary. Will train. See Carol Brown.
WESTLAND MEMORY
6365 Newburgh Rd.
Westland, Ivory Ridge
An Equal Opportunity Employer

NURSES AIDES
Immediate openings for all shifts in the 18 Mile & Inkster Road Area. Outstanding type of facility for caring pts. 1 yr. experience & good attitude required. Earn $50. per shift. Call Mon-day thru Friday, 9AM-4PM. Ask for Julie.
METROSTAFF
HEALTH CARE SERVICES
557-8700

NURSING ASSISTANTS
Apply in person:
MARYCREST MANOR
15479 Middlebelt
Livonia
427-9175

NURSING ASSISTANTS, full time days, afternoons and part time midnight positions available. $4.05 to start, quarterly raises. No experience necessary will train. Call or come into staff 453-3983

OFFICE ASSISTANT/Lab Assistant, part time for Internist office in Farmington. 647-5850

OFFICE ASSISTANT
Psychiatric office in Farmington Hills needs office assistant. 9am-3pm Mon.-Thurs., & 2pm-6pm Friday for transcription of notes and data. Please submit resume to P. A. Gulvin, c/o 24185 Hunter Row, Farmington Hills, MI 48331.

ONCOLOGY HEMATOLOGY registered nurse, Oncologist clinic. Mon.-Fri., days, part time.
Call Pat Romanko, 876-1845

ORTHODONTIC ASSISTANT
Part or full-time for Farmington/Livonia area. Experience in sizing bands helpful. Salary commensurate with experience. 553-4550

ORTHODONTIC RECEPTIONIST
Pleasant Farmington office. Mon., Tues. Thurs & Fri. Friendly confident person. Prior experience. Will train right person. Nice job with nice people 477-5585

PARTNERS IN CARE

There have been many famous partners in the past, Batman and Robin, Abbott & Costello and Aaron & Rogers. Westland Convalescent Center is introducing Partners in Care: an innovative concept for Nurse Assistants to deliver care to our 230 skilled patients. We offer extensive training and orientation. For further information contact Lisa Boyd, RN, BSN, Westland Convalescent, 35117 W. Warren, Westland.

PART-TIME evenings & nights technician position available at the Henry Ford Hospital Sleep Center. High School grad with college level courses in the sciences, Health or Public contact experience a plus. Phone Mr. Fortier Sun.-Thurs., 6pm, 972-7800

PEDIATRIC DENTAL OFFICE
looking for auxiliary, preferably with some experience. Must like and working with children & will have shared responsibilities with Front Desk & Dental Assistant. Benefits for the right person. Excellent hours Mon. thru Thurs. 8-5pm. 547-6081

PHONE COORDINATOR
For medical agency in Southfield area. Medical coordinating experience necessary. Computer experience helpful. Part time with potential for full time.
Call Barbara at 569-4600

PODIATRY ASSISTANT - part time, responsible, stable, willing to train. 981-2130

PT MAINTENANCE ASSISTANT
2nd & 3rd Shifts available. Lake Orion Nursing Center. Call Wes Herrick at 313-693-8505

QUALITY Assurance Coordinator
A full time position is available immediately for an experienced Quality Assurance Coordinator. Responsibilities include coordinating and monitoring of quality assurance activities of the support service departments and interacting with the Coordinator of the Medical Staff Quality Assurance activities. Offer an excellent salary & benefit package. Interested applicants should send a resume to: The Human Resources Department, St. Mary Hospital, 36475 West Five Mile Rd., Livonia, MI 48154

RADIOGRAPHER

Sinai Hospital of Detroit has an immediate vacancy for a Radiographer in our Diagnostic Imaging Department. Requirements include ARRT Registry or Registry eligibility and a degree from an accredited school of Radiology.

We offer a competitive wage and comprehensive benefit package. For immediate consideration please forward a detailed resume to:
Sinai Hospital of Detroit
Employment Office Dept. GTF/R
1697 W. Outer Drive
Detroit, MI 48235
Equal Opportunity Employer M/F

FULL TIME RECEPTIONIST
For orthopedic office in Southfield. Experience preferred. Please call Andrea. 559-4220.

RECEPTIONIST needed for oral surgery office. Knowledge of dentistry or medical billing. Nov.
Call 478-0800

RECEPTIONIST
Full & part time positions available for Optometrist Office in 12 Oaks Mall. Some knowledge & well-groomed required. Will train. 349-3590

RECEPTIONIST/OFFICE MANAGER
for growing Livonia dental practice. Experience preferred. Will train. Call & leave message 474-7384

RECEPTIONIST - Radiology Department. Temporary full time. May become permanent. Call 348-8000, Ext. 220.

RECEPTIONIST - chiropractor's office, good hours, must be non smoker & enjoy working with people. Plymouth. 459-0202

RECEPTIONIST - Part time, needed for busy Livonia office. In Podiatry. Experience preferred.
Call 338-7174

RECEPTIONIST - Canton. Immediate opening, out-patient physical therapy clinic. Tues., Thurs., Fri., 1-6pm. Will train. Some typing necessary. Salary commensurate with experience. For immediate appointment, call 451-0211

RECEPTIONIST - for Birmingham medical office. Medical experience not necessary but must have good telephone, interpersonal & clerical skills. Reply to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSES
for newly opened 16 bed psychiatric adult psychiatric unit in JCAH accredited community hospital. Full time after noon shift, part time with benefits and all shifts. Psychiatric experience preferred.
Madison Community Hospital
30671 Stephenson Hwy
Madison Hts, MI 48071
585-8000, ext 291 or 268

REGISTERED NURSES
We are looking for the kind of people person who desires to become a part of a new business development team for a developing Personal home health care agency. Marketing or business experience helpful. Salary plus benefits.

ALLEN HEALTH CARE
559-8090 EOE

REGISTERED X-RAY TECH
Full-time, Dearborn Heights.
Call Judy: 441-8784

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

502 Help Wanted Dental-Medical

RESIDENT AIDES - full or part time, for shifts - 3pm-11pm & 11pm to 7am. For assisted living facility in Plymouth. Call Mon. thru Fri. 9-5 421-0700

RN - Basic suburban facility seeking RN - all shifts, flex hours available. Please contact D.O.N. at Inkster Nursing Care Center. 476-6300

RN
Henry Ford Medical Center
Lakeside
Part time day positions is available in our Oncology Clinic. Hours will be 1 day per week/10 hours. 1Y. or prior oncology experience is preferred but not very rare is necessary. Please forward resume to Marci.
Henry Ford Medical Center
Lakeside
Sterling Heights, MI. 48078
An Equal Opportunity Employer

RN LPN
Come share our commitment to providing the highest quality nursing care available. Friendly professional staff. Excellent wage & benefit package. Full time, part time & part time, all shifts available. To find out more, call Mary Le Tourneau, RN DON, 427-8270
University Convalescent & Nursing Home, 26350 Five Mile, Livonia, MI
University Convalescent
28350 5 Mile, Livonia

RN NEEDED
For Livonia physician, part time. Call 464-9200

RN or LPN - URGENT CARE
PM hours. Woodland Health Care Center, 348-6000, Ext. 323.

RN POSITIONS AVAILABLE
Inservice Director, 24 hrs. per week
Patient Care Coordinator
80 weekends, no holidays. Shift Mon. thru Fri. 7.30 till 3.30.
PM POSITIONS ALSO AVAILABLE. Flexible schedules.
Call Judith Harding Director of Nursing at 255-6450

RN's - Full or Part-time
Day and afternoon shifts. Apply:
Arnold Home, 18520 W. 7 Mile
531-4001, Ext. 260

RNS INDUSTRY
Temporary assignments by the day, month, or longer. Many convenient departments. Industry experience preferred or ER, ICU
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
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. Call for appointment. M. Folosak, RN.
522-1444

RN'S
LPN'S
NURSE AIDES
Discover like treasures through our skilled elderly. International Health Care Management an award-winning Michigan nursing home organization is currently recruiting for RN's, LPN's & Nurse Aides for their facilities throughout southeast Michigan. Contact the facility nearest your home for an interview.

Cambridge West
18633 Beech Daly
Detroit, Mich. 48240
255-1010

Cambridge North
535 N. Main
Clawson, Mich. 48017
435-5200

Middlebelt-Hope
38410 Cherry Hill Rd.
Westland, Mich. 48185
326-1200

Bedford Villa
15240 W 12 Mile Rd
Southfield, Mich. 48076
557-3333

Cambridge South
18200 13 Mile Rd.
Birmingham, Mich. 48009
547-5500

Middlebelt Nursing
14900 Middlebelt Rd.
Livonia, Mich 48154
525-4200
An Equal Opportunity Employer

RN'S/LPN'S
We are looking for special nurses to care for our Adult and Pediatric Home Care Cases.

● Flexible area weekend, midnights for pediatric vent patient.
● Fraser area weekend and part time afternoons for adult vent patient.
● Walled Lake area part time days and afternoons for pediatric patients.

We offer: fully paid major medical health insurance, bonus hour program and instant pay.
Call 343-4357

ST. CLAIR
PROFESSIONAL
MEDICAL SERVICES
A Health Care Partner
of St. John Hospital
equal opportunity employer

RN'S
STAFF RELIEF
HOME CARE
Up to $24.00 per hour

Full time/part time positions.
Benefits available, 1 yr. of experience in the last year required.

OLSTEN
HEALTH CARE SERVICES
552-0950

RNS: $19-$26 HOUR
LPNS: $13-$16 HOUR
At our rates we make more money faster so you don't have to work so hard.
ALLEN HEALTH CARE
559-8090 EOE

RN
The McAuley Urgent Care in Plymouth (Arbor Health Building) has a part time (31 hour week) position available during evening hours for an RN with 1 year acute care experience and BCLS certification. The position is 3 evenings a week and includes weekend and holiday rotation.

To apply for this position, please call Sandy Lesser at the Arbor Health Building at (313)455-1900.

Catherine McAuley
Health Center
Nurse Recruitment Office
5301 E. Huron River Dr.
P. O. Box 992-RU
Ann Arbor, MI. 48106
An Equal Opportunity Employer

RN
Tired of rotating shifts, working weekends & holidays? Join the fastest growing area of nursing - home health care. Immediate openings for several positions, 1 mach nursing pediatric experience. Full benefits. Contact:
Marty Rogers
453-1419
An Equal Opportunity Employer

SECURITY GUARD
Ft. & Sat., midnights & vacation/holiday fill-in, $5.04 + to start. Premium pay for Holidays & Vacation time. Apply Mon.-Fri. 8am-5pm.
Metro Medical Labs.
31706 Evergreen, Southfield

THERAPIST/CONTRACTUAL, for Community Mental Health/Substance abuse, serving in northern Wayne county. Masters degree in psychology or social work required. Bachelor's licensure necessary. Substance abuse experience preferred. Resume to Executive Director, Community Human Services Inc., 333 S. Main St., Romeo, 48065. EOE

502 Help Wanted Dental-Medical

SPECIMAN PROCESSOR with some data entry for Southfield medical lab. Will train, part time, 25 hrs. per week, starts at 7 PM, to approximately 10 PM. $4.75 an hour. Call Phyllis, 557-8080.

PT SPECIALIST
Voice, nurse, home health care, speech pathologist, to service western Wayne County. We provide excellent pay, complete bonus package, and independence for the qualified professional. Candidates must possess a Masters Degree in Speech Pathology. CCC preferred; we consider qualified CFY. Please call, or send resume to:
VISITING NURSE HHS
7700 Second Ave.
Detroit, MI. 48202
An Equal Opportunity Employer

SPEECH THERAPIST
part time, school system, Eastern suburbs.
855-5059

SURGICAL ASSISTANT
Part time, oral surgery office. Experience preferred. Plymouth area. 455-0710

TIRED OF HOSPITAL WORK?
LOOKING FOR A CHANGE?
RN needed for full time and hourly position in hospital based audiology program. Candidates should possess bachelor degree and/or MA, be able to work independently and have recent hospital experience. Resume should indicate full or part time position and be sent to: Linda Malone, Interpretive Services, 2901 Cedar Park Blvd., Southfield, MI 48076.

ULTRASONOGRAPHER TECH
for mobile service. Part time. Call Melinda or Denise.
552-1090

VASCULAR Technologist wanted. Registered through ARDMS or registry eligible preferred but not necessary. Must be able to perform peripheral arterial & venous Doppler. Duplex experience preferred but not necessary. Excellent Top Pay. Good benefits. Call Carol for interview. Don't miss this opportunity.
427-0010

WESTLAND PODIATRIST
seeking responsible Part-time employee. Call for appointment.
728-4300

X-RAY/ULTRA SOUND Technician. Certified in both. Part time, Birmingham MD office. Good benefits. Call Ann Marie 540-6177

504 Help Wanted Office-Clerical

ABUNDANCE OF JOBS

- General Clerks
- Receptionists
- Clerk Typists (45wpm)

Start work immediately - earn top pay. Long & short term assignments in the Southfield & downtown area. Must have 1 year office experience. Call today.

SOMEBODY SOMETIME
357-6404

ACCOUNTANT - For Farmington based physician group. Must be a charge person to be responsible for financial operations, statements & tax returns. Business experience & CPA a plus. Send resume to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNT CLERK II
The charter twp. of W. Bloomfield is seeking an individual for the position of account clerk II in the treasurers office. The position involves a variety of duties related to the collection of monies for twp. taxes & services. Applicants must possess a high school diploma or its equivalent, preferably an associate degree in accounting, the ability to work well with the public & 1 yr. related experience. Experience with data processing procedures & knowledge of property tax collections is desired. 1989 salary range $17,299.14 minimum to $21,163.46 maximum with an excellent fringe benefit package. Applications will be accepted until 4pm Wed. Feb. 1, 1989, at the Personnel Dept., 4640 Orchard Lake Rd. PO Box 6428, W. Bloomfield, MI 48033
An Equal Opportunity Employer

ACCOUNTING ASSISTANT
Some experience necessary. Prestigious Southfield firm needs a progressive person who can work well with little supervision, must be thorough, accurate in all accounting functions. Concerned individual only. Non smokers only. Call Mr. De Young, Tues thru Fri, 11am-4pm.
927-4552

ACCOUNTING CLERK
Person needed immediately to assist controller in all aspects of A/R, A/P, & check reconciliation. Must have computer experience. Please send resume with salary requirements to accounting clerks, PO Box #721428, Berkley, MI. 48072

ACCOUNTING CLERK
Entry Level. Southfield & Troy areas. Call Helen
248-557-0440

ACCOUNTING CLERK - for major Fortune 500 company in Troy, strong math and salary. Ladies 1,2,3 $15,600. Call Clare at Uniforce
646-8500

ACCOUNTING CLERK
A major Southfield supermarket chain is seeking an individual with recent experience in a computerized accounting system. Accounts payable experience necessary. Competitive salary & full benefit package offered. Please send resume in confidence to: Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING CLERK-Typing & accounting background necessary. Full time, benefits. Birmingham. Contact Lynn 645-6200, ext. 278

ACCOUNTING/CLERICAL
Position with major optical company. Entry level. Operational and typing skills necessary. Females areas. Call 9am to 12 noon, Mon. thru Fri.. 543-5700

ACCOUNTING CLERK
Good with numbers, match invoices, data entry, typing (45wpm), filing. 8am-4:30pm, Mon. thru Fri. Great benefits & growth opportunity. Apply in person: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Typing a must. Light bookkeeping. Pleasant surroundings. Call Ms. Young, Tues thru Fri, 11am-4pm.
927-4552

ACCOUNTING CLERK
Person needed immediately to assist controller in all aspects of A/R, A/P, & check reconciliation. Must have computer experience. Please send resume with salary requirements to accounting clerks, PO Box #721428, Berkley, MI. 48072

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ACCOUNTING CLERK
Typing a must. Light bookkeeping. Pleasant surroundings. Call Ms. Young, Tues thru Fri, 11am-4pm.
927-4552

ACCOUNTING
mature person needed for West area firm an accounting background, computer knowledge and clerical experience. Call
313-229-0612

ACCOUNTING PERSONNEL DEPT.
Position available immediately in accounting personnel dept. for self starter and fast learner. 1B4 System. Some knowledge of accounts payable, payroll, in person or send resume to: Westwood Gallery, 32975 Schoolcraft, Livonia, MI 48150

ACCOUNTS PAYABLE - 2 to 3 years payable. Background in water, sewer, and starter, reliable with references. Benefits. Well established firm in Plymouth. Mr. Frank 455-4332

ACCOUNTS PAYABLE CLERK
Experienced with some typing skills. Southfield area. Wyndmere Tractor & Equipment Co., P.O. Box 19336, Detroit, MI. 48219. Attn: Dan Testani.

504 Help Wanted Office-Clerical

Accounting
Temporary
Accounting Clerk
Western Family, Inc., now has an opening for an Accounting Clerk with at least 2 years accounting experience, preferably in food processing or sales accounting.

This is a temporary long term assignment, 40 hours per week. Please send resume, or apply in person between 9 AM. - 4 PM., Monday-Friday. Retirees welcome.

VLASIC FOODS, INC.
Human Resources Dept.-CG
33200 W. 14 Mile Rd.
W. Bloomfield, MI. 48322
An Equal Opportunity Employer

ACCOUNTS COORDINATOR
for busy Southfield real estate company. Working knowledge of Accounts Receivable & Lotus 1-2-3. 2 year Accounting Degree & Proprietary Accounting Certificate preferred. Competitive benefit package. Send resume to:
Mrs. E. Meers
P.O. Box 257
Southfield, MI. 48037

ACCOUNTS PAYABLE CLERK
PLYMOUTH - Light bookkeeping. Computer experience. Full benefits. Fee Paid.
B. HAMILTON PERSONNEL
424-8700

ACCOUNTS PAYABLE CLERK
Duties to also include Receivables & bank reconciliations for small company in Plymouth. Some experience is desired. Looking for people who is bright & self-motivated. Full time position. Call Ron at 455-7785

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
Birmingham area. Two full time positions openings for accounts receivable and accounts payable clerks. Seeking reliable persons with experience in computer input, record keeping for multi entities, typing and general office procedures. Must be well organized and detail oriented. Send resume stating salary requirements to: Box 7080, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS
PAYABLE
$15,000 FEE PAID
Dynamic Northville company looking for someone with 1-2 years experience in accounts payable. Uses IBM AS/36 systems. Lots of upward mobility here, with great benefit package including tuition reimbursement. If working toward accounting degree. Call now, 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

ACCOUNTS
PAYABLE
CLERK
Use your accounts payable experience to begin your career with a Southfield company. Must have complete knowledge of posting, writing & mailing checks.

ONYX
Southfield: 356-6699
Troy: 649-5200
(Friday pay the ONYX way)

ACCOUNTS
PAYABLE
CLERK
Position available for individual with 1-2 years college accounting coursework with ability and 1-2 years accounts payable experience. We are looking for a self-starter with good communication skills, a high level of perseverance and can organize a department work load. Computer experience helpful. Salary is competitive wage rate and comprehensive benefit package, including an excellent fringe benefit package. Applications will be accepted until 4pm Wed. Feb. 1, 1989, at the Personnel Dept., 4640 Orchard Lake Rd. PO Box 6428, W. Bloomfield, MI 48033
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
full time for long term assignment at accounting required, typing a plus. Send resume to CRC Associates, 16250 Northland Dr. #12, Southfield, MI 48075

ACCOUNTS RECEIVABLE/PAYABLE CLERK - Bloomfield Hills, part time, Mon. thru Fri. 9-3pm. Prefer Beaver Rd. Troy.
Call Accounts Receivable - Birmingham area accounting firm. Duties include reconciled, experienced person with some accounting experience & general clerical skills. Computer knowledge a plus. Typing 50 wpm. Non smoker. 642-6000

ACCOUNTS RECEIVABLE/PAYABLE CLERK
3-4 years experience required with computer and billing background. Strong math and salary. Lotus 1,2,3 helpful. Call Ms. Ann Marie at Accounts Receivable, 30251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
IF YOU'RE READY
TO PROOVE
YOURSELF...
HERE'S YOUR CHANCE!
CEO of local Southfield manufacturing corporation located in the northern suburbs is in need of a confidential professional administrative assistant.

QUALIFICATIONS:
• previous related experience or schooling
• ability to interact with executives
• flexibility to bring a varied hours
• talent, ambition, quality!!!

WE CAN OFFER:
• exposure to corporate administration
• challenging-fast paced work environment
• excellent salary & benefits package

THIS TOP NOTCH OPPORTUNITY DESERVES A
TOP NOTCH CANDIDATE
Send resume to:
ADMINISTRATIVE ASSISTANT
P.O. Box 2025
Warren MI 48090-5087
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
WEEKENDS
The Ritz Carlton, Dearborn, seeking secretary for Sat. & Sun. 9am to 5pm. Friendly phone voice, typing & organizational skills. Please send resume to: Debbie Day, Ritz Carlton, 2000 Town Center Dr., Dearborn, MI 48126

ADMINISTRATIVE ASSISTANT for Lumber Wholesaler. Highly organized person with much initiative & an good eye for detail. Computer Inventory Control & varied duties. Pay commensurate with experience. Mr. Weyerhauser Company, Livonia, Mr. 1584 Spencer Parkway, Westland, MI. 48185.

ADMINISTRATIVE ASSISTANT
We have an immediate opening for a person with a strong executive secretarial background. Must have college degree or equivalent and less management abilities while working in a dynamic small office environment. Please send resume including salary history/requirements to:
Personnel Director
Perfection Automotive
12448 Levan, Livonia, MI 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
National communications company is currently looking for an Administrative Sales Assistant for local sales office. Responsibilities include word processing, sales order entry, telephone and filing arrangements. Must possess 2-3 years secretarial experience. Excellent typing ability, professional appearance and ability to work independently. Hand receptionist duties for telephone backup. Hours are 8:30AM-5:00PM. Salary $15,000 Mid-teens. Call Ms. Bauer, Southfield, MI. 48076

ADMINISTRATIVE
ASSISTANT

Fast paced personnel firm in Southfield seeks administrative individual for front office. Duties will include reception, phone, light typing (60 wpm), payroll back up, special projects. Experience a plus. We are looking for an outgoing professional person who is flexible to overtime. Opening due to promotion. Send resume with salary history to: Box 702, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING Sales Secretary
Michigan Business Magazine, a Statewide monthly publication based in Southfield, seeks full time person to assist 6 - person advertising sales staff. We're looking for a self-motivated individual with a background in advertising media and experience in the production and insertion process. Typing skills are important, experience, especially knowledge of data base applications a plus. Call Ron Garbinski for an interview at 357-8300

ADVERTISING
SECRETARY
Be where the action is! A major agency offers an interesting challenging position for a skilled Secretary. $17,000, plus profit sharing benefits paid. Call Bernice, 353-2090
Mon. & P.M. Appointments available
SNELLING & SNELLING

ALL AROUND OFFICE HELP
Your clerical skills could be the perfect fit we're looking for a interesting & challenging career with this rapidly growing company. Pleasant friendly atmosphere. Competitive wage with profit sharing, benefits, weekends & more! Full time. Non smoking office. Near I-96 & Pontiac Trail. Call Carmington Rd, Livonia.

AMAZING
POSITIONS

are waiting for you in the Novi/Farmington Hills areas. Take advantage of a flexible schedule and great benefits - like medical insurance, paid holidays and tuition reimbursement. What a great way to build your resume and earn top dollar too!

We're accepting applications for all levels of temporary clerical positions and we want to hear from you!

855-8910

Various entry level permanent positions also available now.

ADIA
Personnel Services
EOE NEVER A FEE

AUDIO/OFFICE CORPORATION
Wixom/Walled Lake area packaging and service corporation, seeks ambitious individuals for positions in its Customer Service, Switchboard & Accounts Receivables Depts. Some knowledge or experience relative to these important office functions is a plus. Call our Personnel Dept. to learn more about these full-time entry level opportunities. 347-3689

APPLY NOW!
Jobs Available
Immediately!

Work today. Kelly Services needs top workers for long and short term assignments. You must be both dependable and energetic.

- clerical
- light industrial
- receptionist
- retail
- word processing
- data entry

For more information about going to work for Kelly Services, bring your name in temporary help, call the Kelly Services office closest to you.

Southfield
352-5220
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency, Rather A Fee
Equal Opportunity Employer M/F/H

APPLY
WITH US
We have long and short term assignments available for secretaries & word processors. Top Pay & outstanding areas. Call now for an appointment.
Top Pay • Benefit Package
TEMPORARY
RESOURCES
737-1711
Southfield • Livonia • Taylor
Troy • Ann Arbor • Farmington Hills

ARBOR TEMPS
needs applicants to fill the following positions in Plymouth/Canton:
1 General Office, 3 Secretaries with 50 + WPM, and 2 experienced Word Processors. Call today for one of these short term assignments available.
Call Sandy at 459-1880
ARE YOU A WANG OPERATOR?
Several immediate and on-going needs for experienced Wang Operators to work on-site at major automotive firm. Will be working 8 hour days, dates possessing excellent overall clerical skills. Short and long term assignments available now!
THE EMPLOYMENT CONNECTION
248-362-8844 425-5520

ARE YOU READY?
We will train the right person with clerical skills and word processing experience to be a legal secretary. Excellent salary and benefit package. Call Tom Center Dr., Dearborn, MI 48126

ART VAN FURNITURE is seeking full-time office help. We are looking for a self-starter with good computation skills. Previous retail experience a plus. Art Van offers competitive benefit package. Please apply within: 8300 Wyoming Rd., Westland.

ASSISTANT TO Life Insurance Agent needed. Start part time. Implement full time. Variety of duties include: word processing, policy owner service & applications. Some typing. Insurance background helpful. Located - Crooks & Big Beaver, Troy. Call Ivy Connie Bank at Ann Arbor.
352-2238

ATTENTION!
Immediate openings exist for experienced Secretaries in the Civil & Engineering fields. Excellent salary, benefits and Free Parking! For details, call:
Personnel Systems,
459-1166

ATTENTION
RECEPTIONISTS
SECRETARIES
WORD PROCESSORS
We have several long term and industrial positions available in west Wayne county. We offer excellent pay, great benefits and free word processing training for Word Perfect, Lotus, Wordstar, or at least 35 WPM. Call for more information.

TSI Office Services
Farmington
474-6300

504 Help Wanted Office-Clerical

ATTENTION
Your good skills are needed to fill various positions now available for immediate hire:
Administrative Secy $19,000
Secretary $15,500
Entry Level Clerk Typist $12,000 plus
Receptionist . . . . . $ 9/hour
Personnel Secretary . $17,000 plus
Data Entry . . . . . $ 10,000
Clerk Typist . . . . . $ 9/hour
ALL FEES ARE COMPANY PAID
& OFFER FANTASTIC
BENEFITS & BONUSES
Call Teri now at 464-0909
SNELLING & SNELLING

AUTO DEALER
Full-time Receptionist, Acct. Accounts Receivable & Payable. Good pay & benefits to right person. Please apply in person: Holiday Chevrolet, 30210 Grand River, Farmington Hills

AUTO DEALER - needs parts/inward operator. Includes misc. clerical duties. Farmington Hills area. Dealership experience preferred, but not essential. Call Mary Jo 471-0044

AUTO DEALERSHIP
Offers exciting career oriented personnel for both warranty administrator and auto labor administrator. Excellent benefits package and top salary. Call for appointment.
Action Olds, Lynda
261-6900

AUTO DEALERSHIP need File Clerk/Receptionist. Automotive experience preferred. Excellent benefits. Top salary. Apply: Bob Hicks West, 24700 W. 7 Mile at Grand River.
An Equal Opportunity Employer

Looking for an experienced car cooler. Here ADP computer system. Apply: Jim Ryan Chevrolet, 281 11 Telegraph, Southfield. 355-1000

AUTOMOBILE DEALER SHIP - In Northville has immediate opening for a full time position. Clerical experience necessary. Call Loretta Conway at McDonald Ford for interview
427-0650

A WONDERFUL
VARIETY SPOT
With top notch firm! $16,000. Fee paid. Full benefits. Pleasant surroundings. Your secretarial and receptionist ability can qualify. Fee paid. Call 399-4340
SNELLING & SNELLING

BILLING CLERK for computerized system with rapidly growing company in Troy. Must be detail-oriented. Some experience preferred. Call 853-6239
8:30am-11am.

BILLING & INVENTORY Person needed for Plymouth/Canton area Centerline Company. Must be mature and have previous experience. Full benefits, full time. Contact Diane Hutton between 8am and 4pm 722-5200

BILLS DUE!
Let us help you pay them. Clerical openings at all levels up to $10 an hr.
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BOOKKEEPER- Experienced Full Charge Bookkeeper wanted for manufacturing construction peoboard system. Excellent organizational skills a must. Typing, filing, benefits. Must fill immediately. Send resume to: Personnel Dept. P.O. Box 847, Novi, Mich. 48050

BOOKKEEPER for Southfield accounting firm. Must have general ledger thru trial balance, computer experience preferred.
338-5845

BOOKKEEPER
Follmer, Rudzewicz & Co., one of Michigan's largest independent CPA firms currently has two openings in the Metro Detroit area seeking full time experienced bookkeepers. Some positions require F/S or tax preparation experience. If interested please send complete work and salary history in strictest confidence to:
Holly Sleeper
Follmer, Rudzewicz & Co.
26200 American Dr. - #300
Southfield, MI. 48034

BOOKKEEPER
full time position, non smoker, computer experience helpful, W. Bloomfield area.
737-7040

BOOKKEEPER
Full charge bookkeeper. Need mature individual with organizational skills to work in 2-person office. Knowledge of payroll taxes a plus. Salary required. Transportation back-ground helpful, good salary plus benefits. Send resume to: P.O. Box 4119, Dearborn, MI 48126.

Full charge, full time. Apply in person: Salary Furniture, 21201 W. 8 Mile Rd., Detroit.

BOOKKEEPER full charge. Fast paced office in Farmington. Must have some computer experience. Excellent salary & benefits. Reply to Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full time position open for individual with general office and bookkeeping experience. Must be familiar with ADP Union payroll, EEO requirements, and related payroll functions. Construction and computer experience a plus. Send resume and salary requirements to: Personnel, 1000 Brush, Detroit, Jr., Auburn Hills, MI., 48057.

BOOKKEEPER - PART-TIME
Flexible hours. Accounts Payable/Receivable & Payroll. Southfield area. 569-1958

BOOKKEEPER - PART-TIME
required for nearby Farmington company. Experience necessary.
562-8250

Bookkeepers
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We are looking for dedicated people to join our team of professionals in exciting temporary assignments. Assignments can be either short or long-term, full or part-time. Top pay, bonuses, plus add significant experience to your background. Temporary assignments lead to permanent. For an appointment, please call
357-8367
accounTemps
28588 Northwestern Hwy. #250
Southfield, MI 48034

BOOKKEEPER-Southfield area manufacturing concern has full time position available. Accounting education or prior bookkeeping experience is required. Benefits. 967-2111

BOOKKEEPER
Southfield CPA seeks bookkeeper with public accounting experience.
358-5690

BOOKKEEPER - training position, part time with growth potential. Institutional sales and good math aptitude required. Farmington Hills area. 341-1410

BOOKKEEPER - wanted for busy Birmingham area real estate development company. Duties include bank banking, disbursements, reconciliations, handling phones, & general office work. Knowledge of bookkeeping experience necessary. Excellent salary & benefits. Resume & salary requirements to: Office/Book-keeper, 2000 Maple, Suite 300, Troy, MI. Suite 103, Birmingham, MI 48010

BOOKKEEPER
$4/HOUR
Immediate opening for entry level bookkeeper in the Farmington area. Accounting background helpful. Knowledge of a bookkeeping system a plus. Call Sue at 476-2099

BOOKKEEPING CLERK
Entry level position. Experience helpful. Call for appointment.
547-9810
An Equal Opportunity Employer

BOOKKEEPING
Professional Bloomfield Hills office seeks entry level clerk to assist accounting head. Willing to learn job, detailed individual with organizational skills. Respond in writing to: Office Manager, 3000 N. Woodward, Ste. 130, Bloomfield Hills, MI 48013

CA MANUFACTURER'S REP in Livonia, looking for mature, part time clerical help. Light typing, knowledge computer entry, typing, light resume. 20900 Greenfield, Southfield MI 48075. 591-6080

504 Help Wanted Office-Clerical

Bookkeeping
Partial Listing of Positions

ACCOUNTS PAYABLE - Ambitious individual is needed by Troy area mfg. company. Minimum 2 years accounts payable experience in an automated environment. Prior supervisor experience a plus.

FINANCIAL ASSISTANT - The suburban firm requires sharp professional individual with a variety of duties to include, budgets, forecasts, special projects, sales analyses. Secretarial duties (30%) include minutes, travel and meeting arrangements. Excellent opportunity.

BOOKKEEPER - West suburban company seeks bookkeeper to coordinate accounts payable & receivable. Ideal candidate have supervisory skills as well as "hands-on" experience. Automated background a must.

PAYROLL - We currently have several positions available for experienced payroll bookkeepers. Knowledge of ADP service and Lotus required by some companies. Immediate availability a plus.

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

BUSY OFFICE
Needs several - typing, filing, billing, etc. Attention to detail. Excellent salary, ben location, easy accessible, flexible hours. Salary range $5-$6 dependent upon experience. Entry level applicants accepted. Submit resume or contact Mr. Zee, 30700 Northwestern, Farmington Hills, MI 48018 851-7700

BUYERS ASSISTANT
Workbench. Contemporary Furnitures, is looking for a full time buyers assistant. Good communication and organizational skills required, salary plus medical and dental benefits. Send resume to: 15011 Crest St., Plymouth, MI 48170.

CAREER
RECEPTIONIST
$14,000 FEE PAID
Livonia company seeking a professional Receptionist to handle 13 lines with 30 extensions for their busy office. Experience a plus. Along with light typing skills. Excellent benefits package. Call 464-0909
SNELLING & SNELLING

CAREER
STARTER
$260 PER WEEK
Good people and clerical skills. Super benefits! Fee paid. Call 399-3450.
SNELLING & SNELLING

CASH APPLICATION Assistant for national home health care company. Applicants should have strong math/accounting background, 2 years data entry experience. Send resume with salary requirements to: Kindt, 21675 Melrose Ave, Southfield, MI. 48075

MANPOWER has several positions available for general office clerks.
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• Typists/Data entry
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Excellent fringe benefits
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CLERICAL EMPLOYMENT
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Snelling & Snelling personnel - the most respected name in the business at placement is seeking a person with successful secretarial experience. An outgoing personality and a desire for higher income, bonuses, commissions, benefits and advancing. Call Sidney, 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

CLERICAL - Fast paced national computer services company in Livonia has openings in two entry level clerical jobs:

1. Balroom/check processing. Duties range from mail openings / bank deposits, to data entry. Ideal candidate will have 1 year clerical or data entry background with accuracy a must.

Excellent working conditions, good pay & benefits avail qualified candidates. For more information please