502 Help Wanted Dental-Medical

RN

ABCARE INC. needs RN Case Coordinator. Medicare background helpful. Qualifications & requirements will be discussed at interview. Call Rita or Linda Mon. thru Fri. 9:30-3:30

553-8913

RN LPN

Come share our commitment to providing the highest quality nursing care available. Friendly professional staff. Excellent age & benefit package. HCR facility. Part time PM shift and weekends. Find out more, call Mary Le Tourneau, RN DON

427-8270

University Convalescent & Nursing Home, 25550 Five Mile, Livonia, MI.

Unity Convalescent Center
28550 5 Mile, Livonia

RN or LPN - URGENT CARE
PM hour M-F Hartland Health Care Center, 348-6000, Ext. 325

RN/PART TIME
Diabetic Education - Woodland Health Care. Call 538-4700.

RN
PART TIME

Do you miss nursing? Join our staff caring for the elderly. We will give you ample time to regain your confidence in a small quiet nursing home. Please call Joyce Lunn at

MARYCREST MANOR
427-9175

RN's for Pediatric office in Farmington. Full or part time available. Days, 8:30am-4pm - 3 days per week. Afternoons, 3pm-7pm, 4 days per week. Evenings, 4pm-10pm - 1-2 days per week. Call Chris 477-0654

RNS INDUSTRY

Temporary assignments by the day, week or longer in corporate medical departments. Industry experience preferred but not required.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

RNs/LPNs

Georgian Bloomfield, a prestigious skilled private pay facility, is now accepting applications for RNs and LPNs. We are able to work with your schedule needs. Excellent benefit package with tuition reimbursement and competitive salary. Call or send resume to:

Georgian Bloomfield
2975 Adams Rd.
Bloomfield Hills, MI 48013

645-2900

RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time RNs, LPNs, GPNs. RN's earn $10.00 an hour, LPN's earn $11.00 an hour, plus health and life insurance benefits. Call for appointment. M. LLOPEZ, RN.

522-1444

RNS - LPNS - Plymouth Oil Health Care Center is seeking professionals who find balance in their work life, we offer progressive management, competitive wages, educational benefit package, flexible hrs. All in a well staffed working environment, please call Cathy Herman, RN, Director of Nursing, or Sharon Swanson, RN, Assistant Director of Nursing at

453-0510

RN'S
ONLY THE BEST

Enjoy your sunny spring days and have spending money too! Work midnights! Excellent instant pay rate Free benefit package. Immediate assignments.

Call Karen 552-0950

OLSTEN
Health Care Services

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

ROCHESTER physicians office in need of full time/part-time and congent (Nurse Aide) LPNs. Full time (Mon.-Fri.) RNs must have extensive OR experience. Send resume to: PO Box 657, Utica, MI 48087.

SEEKING A MATURE person for a part time secretarial position for a dental implantologist. Typing, word processor & organizational skills a must. Minimum of 5 years office experience, knowledge in medical or dental terminology helpful. Call Linda:

565-8661

SPECIMEN PROCESSOR
Smith Kline Bio-Science Lab in Farmington Hills has part-time openings for the afternoon shift. $5.32 an hour to start.
Call after 6pm, 478-4414
Equal Opportunity Employer
M/wf/Female/Handicapped/Vet

PART TIME AFTERNOON SUPERVISOR
Registered Nurse for part time, (18 hours), supervisory position in our 230 bed skilled facility. Must work additional shifts as Staff Nurse, if desired. Must clinical skills are important and previous supervisory experience desired. Please apply at: Westland Convalescent Center, 36137 W. Warren, Westland, MI.

ULTRASOUND TECH
1 day or night shift. Flexible schedule. Walled Lake area family practice. Call Marie 624-4311

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 now for interview. Don't miss this opportunity.

427-0010

VETERINARY RECEPTIONIST needed for Westcott Veterinary Care Centers, full or part time positions available. Must be available any hours. Apply Mon. thru Fri. 8AM-5PM at: 24429 Grand River, Redford.

WAIT STAFF - full time, nights. Good working environment. Apply in person between 3-5pm. Hogans of Birmingham, 540 Telegraph.

WELL TRAINED medical office assistant, LPN or RN for dermatology clinic. N. Woodward area. Full or part time, salary competitive, no evenings, must be organized, able to work considerate patient care. 647-6750

X-RAY TECHNICIAN/PART TIME
Woodland Health Care. Call Ron 538-4700, Ext. 589.

X-RAY TECHNICIAN - full time, registered & experienced in mammography, & fluoroscopy for Farmington Hills radiology office. Call Anne for interview 855-1700

X-RAY
TECHNOLOGIST

A part time position exists for a Radiologic Technologist, in a progressive department, on the swing shift. Excellent salary and benefit package. Interested applicants should call 591-2300, ext. 2 for interview.

St. Mary Hospital
36475 W. 8 Mile, Livonia, MI 48154

X-RAY SCHEDULER/PBX
Livonia clinic. 8:30am-5pm, full time.

437-8850

504 Help Wanted Office-Clerical

1 ACCOUNTANT/FULL CHARGE - for growing automotive manufacturer. Knowledge of Accounts Receivable, Accounts Payable, General Ledger & Data Processing necessary. Health care benefits & pleasant environment. Respond to Box #948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ABUNDANCE OF JOBS

- Clerk typist (45 wpm)
- CRT Operators
- Word processors

Start work immediately, - earn top pay. Long & short term assignments in The Southfield & downtown area. Must have 1 yr. office experience. For more information call today.

Somebody Sometime
357-6404c

ACCOUNTING AND BILLING
Immediate opening. Full-time position. Birmingham.
Database/Accountant. Full benefits. References needed. Call 642-3350

ACCOUNTANT - rapidly expanding Farmington Hills manufacturer seeking experienced full time accountant familiar with general ledgers and computers. PC experience a plus. Good human relation skills. Send resume for Vice President, 23617 Liberty, Farmington MI 48024

ACCOUNTANT'S OFFICE
In Southfield needs a clerk typist, full or part time. Office skills & experience required. Call 352-5511

ACCOUNTING ASSISTANT
TO $20,000

Multi-company group offers great advancement potential. Computerized accounting experience in the construction industry ideal. Call now. 352-2090

After 5 PM Appointments Available
SNELLING & SNELLING

ACCOUNTING/BOOKKEEPING CLERK
with some computer knowledge & basic accounting classes required. Duties include billing, collecting, payable & receivable reconciliation, filing & typing. Salary commensurate with education & experience. Send resume to K. A. B., 33035 Schoolcraft, Livonia, MI. 48150 or call mornings for interview 261-2620

ACCOUNTING CLERICAL
Typing & adding machine skills a must CRT helpful. Apply Sal. 9-12 noon. 21118 Michigan Ave. Wayne Mich.

ACCOUNTING CLERK-Southfield law firm seeks person with PC experience for various bookkeeping functions. Must be conscientious, hard working and reliable. Duties include check writing, client posting and light typing. Full time, permanent position. Call Mrs. Reitz 358-5353

ACCOUNTING FIRM located in Southfield has immediate opening for an individual with light bookkeeping & data processing experience. Payroll experience a plus. Call

358-3444

ACCOUNTS PAYABLE CLERK
Full time. Must be experienced and have computer knowledge. Position is in Farmington Furniture. 15950 Middlebelt Road, Livonia.

525-0030

Accounts Payable Clerk

Immediate entry level opening in our Accounts Payable Dept. for an aggressive individual with prior basic accounting experience and/or accounting courses. Individual will type a minimum of 30-35wpm and possess an aptitude for detail & figurs work. Excellent benefits including medical, dental, prescription & tuition reimbursement. Reply to:

A/C CLERK
P.O. BOX 2222
SOUTHFIELD, MI 48037

ACCOUNTS PAYABLE KEYPUNCH
All accounts payable functions and Accounting Entry on CRT. Full time Mon.-Fri. Excellent benefit package. Auto dealership experience preferred or will train the right person. Call for appt. 421-3700.

ACCOUNTS Payable/Bookkeeper
Seeking a bright self motivated Bookkeeper/Secretary to work in fast paced co. with multi sets of books. Minimum 3-4 years experience. Send resume to: 3000 Town Center, Ste 1700 Southfield MI 48075

ACCOUNTS PAYABLE
Immediate opening for a full time accounts payable clerk experienced with computers helpful. Must be well organized. Salary commensurate with ability. Benefits and resume & salary requirements to Yale Materials Handling, 11844 Hubbard, Livonia, MI 48150. Attn. Pat Schmitt, A/P.

Accounts Payable
With Receptionist Skills

$7.50/hr. Company paid benefits. Troy office. Outgoing personality & attractive appearance. "Symphony" experience desired. Send resume to: Receptionist, 3624 Carmel, Troy, MI 48083.

ACCOUNTS PAYABLE/
PAYROLL CLERK
Accounts payable/payroll position available for fast paced Southfield Company. Excellent math skills required. Previous experience in computer data entry a plus. Timely handling of payroll disbursements and reports. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

ACCOUNTS PAYABLE
Rapidly growing service company located in the northern suburbs is seeking an Accounts Payable Clerk. Individual should possess 2 years accounts payable experience. Computer experience a plus. For consideration, send resume & salary requirements to: P.O. Box 207, Lathrup Village, MI 48076, Attention Elaine

ACCOUNTS PAYABLE
TO $17,600

Don't miss the chance to use your experience and skills at this very stable medical equipment company. Typing and computer required. Excellent benefits, fee paid. Call Eleanor at 353-2090.

After 5 PM. Appointments Available
SNELLING & SNELLING

ACCOUNTS PAYABLE
TO $17,600

Don't miss the chance to use your experience and skills at this very stable medical equipment company. Typing and computer required. Excellent benefits, fee paid. Call Eleanor at 353-2090.

After 5 PM. Appointments Available
SNELLING & SNELLING

Accounts Payable/Accounting Clerk Position available for growth oriented manufacturing company. Full time position. Primary responsibility for input of accounts payable into computerized system. Generating and distributing of checks and general ledger work. Typing skills required. Salary commensurate with experience. Send resume to:
Controller, 12326 Stark Rd., Livonia, MI 48150.

ACCOUNTS
PAYABLE
$15,600 FEE PAID

2 years accounts payable. Accounts Payable. Experience needed for corporate Troy office. Excellent benefits. Great office environment and 9-5 hours. Mark at 649-5900.

SNELLING & SNELLING
OF TROY

ACCOUNTS PAYABLE/Accounting Clerk sought by established, growth oriented manufacturing company. Full time position. Primary responsibility for input of accounts payable into computerized system, generating & distribution of computer prepared checks. Must have familiarity with general ledger system, 5+ yrs. experience in computerized payables area & 2 yrs. of college level accounting courses. Royal Oak area. Salary commensurate with experience. Full benefits. Send resume to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE position open for effective individual. Experienced individual preferred with general office background helpful. Please contact Gloria Aubert at Wheat Central Security.

ACCOUNTS RECEIVABLE
Manufacturing firm has opening for entry level Clerk, math aptitude, with verbal skills. Send resume to: Controller, P.O. Box 672, Northville, MI 48167

ACCOUNTS RECEIVABLE
Fast paced automotive, Farmington Hills. Knowledge of computers helpful. Call Mrs. Gilbert 553-5900

ACCOUNTS RECEIVABLE
Rapidly growing service company located in the northern suburbs is seeking an Accounts Payable Clerk. Individual should possess 2 years accounts payable experience. Computer experience a plus. For consideration, send resume & salary requirements to: P.O. Box 207, Lathrup Village, MI 48076, Attention Elaine

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
$13-$17,000 FEE PAID

Are you good with figures and possess a strong accounting or related background. If you do, and you are looking for a challenging work environment the opportunity is yours. The opportunities are working with the growing promises from within company, relaxed atmosphere, flexible hours and fabulous benefits. Call

SNELLING & SNELLING
FARMINGTON HILLS

ACCOUNTS RECEIVABLE/Collections Accounting Clerk sought by established growth oriented manufacturing company. Full time position. Responsibilities include cash receipts posting on computerized system, follow up with customers for problem resolution/collections, and misc. bookkeeping functions. Must have 5+ yrs. experience in computerized receivable/collection area & 2 yrs. of college level accounting courses. Royal Oak area. Salary commensurate with experience. Full benefits. Send resume to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACT NOW
JAPANESE-ENGLISH
BILINGUAL

Immediate openings exist for Japanese-English Bilinguals in the Clerical & Engineering fields. Excellent pay & benefits. Fortune 500 Company! For details, call

Personnel Systems, 459-1158

AD AGENCY
Needs Secretary with word processing. Suburban offices. $15,000. Benefits. Fee paid. 399-3450.

SNELLING & SNELLING

AD AGENCY
SECRETARY

Put some excitement in your 9-5. Beautiful environment and great people. Your position will pay more than $17,000, plus great benefits. Hurry! Call Service at 533-2090.

SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Part time for professional firm. Bookkeeping & computer experience required. 12-15 hours per week. Call Marie 540-2621

ADMINISTRATIVE ASSISTANT
For real estate agent. Good telephone skills. License not necessary for an individual with light bookkeeping & data processing experience. Fax/communications experience. Call 358-3444

ADMINISTRATIVE SECRETARY
Full-charge office. Must be able to adapt to fast-paced industry.
Experience in Computer Accounting & Word Processing.
Call 8am-5pm. 261-9444

ADMINISTRATIVE RECEPTIONIST
Do you want to get involved in the magic of movies? AMC Theatres district office needs organized, efficient, efficient individual to answer phones and do light typing and filing. Salary plus benefits plus free movies. Send resume to: Jennifer Mulcahy, AMC Theatres, 27777 Franklin Rd., Ste. 1525, Southfield, MI 48034.

ADMINISTRATIVE
ASSISTANT

Right hand person for Manufacturer Rep. N. suburb. $17,500. Plus benefits. Fee paid. 399-3450.

SNELLING & SNELLING

ADMINISTRATIVE
ASSISTANT
$21-24,000 Fee Paid

Exciting opportunity for take-charge individual to assist fast-tracking executive. Call 344-8700
or send resume to: Overtime Personnel Consultants, 27790 Novi Rd., Suite 104, Novi, MI 48050.

ADMINISTRATIVE ASSISTANTS
FIRST & SECOND SHIFTS
Immediate openings in our headquarters located in Plymouth. We offers challenging work & a secure future with excellent opportunity & benefits. You must be an accounts typist, have math aptitude and be able to build customer relationships in a servicing environment with a team approach. There is no better career opportunity for growth than offered here. So get excited & respond immediately to:

V.P. ADMINISTRATION
P.O. BOX 2500C
PLYMOUTH, MI. 48170

ADMINISTRATIVE - assistant, Bloomfield 48027 2-3 yrs experience, good typing, word processing, organized & professional, benefits. $18,000. Fee paid

RECEPTIONIST - Southfield, typing 50 wpm, heavy phone work, great attitude, excellent appearance, benefits, $15,800. Fee paid

SECRETARY - Troy, good typing, shorthand, word processing, phones & organizational skills, opportunity & professionalism for 1 person office, benefits, $19,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ADMINISTRATIVE
ASSISTANT
$20-$25,000

Excellent permanent position exists in the Birmingham area for a professional self motivated person.
To be a candidate you must have:

- 3 to 5 years executive secretary experience
- 1 to 2 years IBM PC experience using word/lexus software
- Type 65 + wpm accuracy
- Interest in career advancement

Call Diane today

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

ADMINISTRATIVE
ASSISTANT

Long and short term assignments available at large automotive company located in Troy. 2-8 years secretarial background, with experience on any of the following software packages:

SYMPHONY
LOTUS 123
DISPLAYWRITE 5
MICROSOFT WORD
MACDRAW AND MACWRITE

Call today to schedule appointment

ENTECH
SERVICES, LTD.
Sole Source Division

588-5610

ADMIN. ASSIST.I
FEE PAID - $19-$25,000
NEED IT (Bloomfield & downtown). Fast paced atmosphere. Career opportunity. Will assist administrative personnel. Should have 10 yrs. experience including typing & light shorthand. Best benefits.

548-6797 or 962-0688

DOROTHY DAY
PERSONNEL, INC.

ADVERTISING REGISTRARY Needed for Troy based firm on a temporary basis. Candidates must have excellent typing skills (word processing & plus). Various duties involved with position. Convenient work hours. Please call Robin at 643-8960
May lead to PERMANENT position.

AUTHORIZATION OPERATORS
Full and part time positions available. Must have pleasant telephone voice and good typing skills. Benefits field area. Call Mr. Leonard or Ms. Dean at 344-6000

504 Help Wanted Office-Clerical

ADVERTISING
SECRETARY
TO $17,000

Professional self-starter who is interested in an office position. Must have a pleasant telephone voice, good typing skills, and be able to work independently. Light bookkeeping and word processing duties. Excellent benefits package. Salary commensurate with experience. Benefits include tuition assistance, bonuses and profit-sharing. Fee paid. Call Sally at 464-0069.

SNELLING & SNELLING

AMERICA'S LEADER in lawn care, an ecolab subsidiary Fortune 500 Company, currently has a position open for

GENERAL OFFICE SECRETARY

Responsibilities will include typing, filing and other general office duties. The qualified applicant must have good typing and communication skills. Starting salary between $5 and $5 an hour. 40 hours per week to be expected. Please apply at: ChemLawn Services, 22513 Heslip, Novi

348-1700

AMERICOFFEE CORPORATION, Wisconsin/Walled Lake area marketing and service corporation, seeks ambitious individual for positions in its Customer Service, Switchboard & Receptionist Receivables Depts. Some knowledge or experience relative to these important office functions is plus. Call our Personnel Dept. to learn more about these full time, entry level opportunities.

347-3649

ATTENTION
CLERICAL

Your good skills are needed to fill the positions we now have available:

Administrative Assist.	$17,000
Data Entry	$12,500
General Office	$12,000
Receptionist	$19,120
Secretaries	To $19,500
Typists/Receptionists	$10,400

Fantastic benefits and all fees paid. Call Teri at 464-0069

SNELLING & SNELLING

ATTENTION- College students, Homemakers & retirees. Work during your convenience. Furniture store is looking for a part time clerical advertising assistant (20-30 hrs. per week). Successful applicant needs to be a good team player with a bubbly personality, should have good organizational & phone skills with attention to detail & must. Bookkeeping is a plus. Apply in person at: 234 W. Maple, Hunter, Birmingham. Weekdays between 10am-3pm.

540-3578

ATTENTION!
LONG & SHORT TERM
ASSIGNMENTS FOR:

- MAIL CLERKS
  (Using automated equipment)
- Accounting Clerks
- SECRETARIES
- SWITCHBOARD OPERATORS
- TYPISTS
- WORD PROCESSORS

Top Pay - Merit increases - Holiday, Bonus pay & Insurance

Call today

CORPORATE
PERSONNEL
SERVICES
Livonia 478-1010

ATTENTION
SECRETARIES

The following positions are currently open

- Word Processor/Secretary to $15,700
- Secretary to $18,500
- Production Assistant - Computer/Desktop Publishing, Macintosh, Microsoft Word, a Non-profit organization. To $18,000.
- Administrative Assistant to VP, bilingual Japanese-English. To $32,000.

Super benefits, employer paid fees.

Personnel Systems
459-1168

AUBURN HILLS
SENIOR SECRETARY
To $17,000 No fee
Major company! Excellent benefits! Responsible position in Auburn Hills. Beautiful offices! Need word processor, Lotus, shorthand, and 2-3 yrs. secretarial experience.
EMPLOYMENT CENTER 810-540-4130

AUTO DEALER looking for our killer New ADP computer. Apply to Joe Panion Chevrolet, 28111 Telegraph, Southfield 48037 355-1000

AUTO DEALER
Metro GM Auto Dealer needs experienced receivables board operator and computerized A/P, A/R, P/R & G/L required. Accurate & courteous phone skills necessary. Must be an organized self-starter for this 1 person office. Good benefits, salary negotiable. Call between 9-5:30PM

646-2929

BOOKKEEPER/SECRETARY
for small business. Must have computer experience. Call
Mon-Fri, 8am-4pm 358-5566

BOOKKEEPER/Secretary. Growing organization needs an individual that is a non smoker with bookkeeping & computer experience. Resume & salary requirements to: Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

BOOKKEEPER
Fast paced marketing company is looking for a tough, hard working take-charge bookkeeper. Qualified applicants must have excellent bookkeeping skills with experience in all phases thru financial statements. If you are a seasoned bookkeeper looking to work in a fast paced environment in the Royal Oak area please send resume and salary requirements to:

P/C
Fokmer, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI 48034

BOOKKEEPER
Fast paced, growth oriented co located in Northwest Metro Detroit is looking for a full-charge bookkeeper to assist office manager in all phases of accounting and other administrative duties. Applicant must have experience thru trial balance and be able to work independently. Manufacturing and computer experience a plus. If you are a self-starter with a bubbly personality, should have good organizational & phone skills with attention to detail & must. Bookkeeping is a plus. Apply in person at: 234 W. Maple, Hunter, Birmingham. Weekdays between 10am-3pm.

540-3578

BOOKKEEPER - full charge, thru trial balance, 5 years minimum experience required. Salary negotiable. Farmington Hills. 737-7480

BOOKKEEPER/Full time. Collection experience required. Insurance experience helpful. Excellent benefits. Call Grace

453-2810

BOOKKEEPER. Full charge, small retail sporting goods co. 10 to 4. Benefits. Contact Chris or Bev.

464-5090

BOOKKEEPER, Full Charge, wanted for growing retail company. Must have knowledge of general ledger. Retail experience helpful. Excellent benefits. Farmington Hills area. Call between 10am-3pm. 478-5333

BOOKKEEPER
Full time position. Monday thru Friday. Good accounting skills and math required. Previous experience helpful, will train. Benefit package. Apply in person or call from 2pm-3pm daily.

GROUND ROUND INC.
31250 Schoolcraft Road
Livonia
An Equal Opportunity Employer

BOOKKEEPER
Data entry knowledge. Some data entry, on customer orientation needed. Strong bookkeeping. 20-24 hrs per week, call Nora

ONYX
SOUTHFIELD 356-6699
TROY 649-5200

BOOKKEEPER
Livonia
Growing manufacturing rep located in Livonia has immediate opening for a full-charge bookkeeper. Applicants must have computer experience and excellent bookkeeping skills. If you are a tough, independent individual who is looking for a good salary and growth opportunity call today. Excellent benefits and salary history to:

WS
Fokmer, Rudzewicz & Co.
26200 American Dr.
Suite 500
Southfield, MI 48034

BOOKKEEPER
Needed for growing advertising agency. Must have previous bookkeeping experience. Part time, 25-30 hours per week. Flexible. Salary negotiable. Please send resume to: P.O. Box 54, Birmingham, MI 48012.

BOOKKEEPER/CLERK
Full charge Bookkeeper needed for exclusive builder in downtown Birmingham. Knowledgeable, efficient and computerized A/P, A/R, P/R & G/L required. Accurate & courteous phone skills necessary. Must be an organized self-starter for this 1 person office. Good benefits, salary negotiable. Call between 9-5:30PM

646-2929

BOOKKEEPER/SECRETARY
for small business. Must have computer experience. Call
Mon-Fri, 8am-4pm 358-5566

BOOKKEEPER/Secretary. Growing organization needs an individual that is a non smoker with bookkeeping & computer experience. Resume & salary requirements to: Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

BOOKKEEPER
(Senior)
Manufacturing company looking for strong Bookkeeper. Experience with trial Balance & general ledger a must. Experience in 300 coding plus. Full benefits. Salary negotiable. Apply: Allmand Assoc., 12001 Levan, Livonia, MI.

BOOKKEEPERS

If you are in bookkeeping positions or testing the market places and have practical work experience, let us not you to work in challenging and lucrative temporary assignments. Assignments can be either short or long-term, full or part-time in the areas of Accounts Payable, Accounts Receivable, General Ledger, Full Charge Bookkeeping and Collections. For an appointment, please call

357-8367

accounTemps
28588 Northwestern Hwy., #250
Southfield, MI 48034

A subsidiary of Robert Half of Mich

BOOKKEEPER
Southfield real estate development company is in need of an experienced full charge bookkeeper to maintain multi-million dollar general ledgers. Ability to prepare good manual records and a basic knowledge of computers is desired. Please send resume to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
$18,000 FEE PAID

3 years plus set full charge Bookkeeping. Some computer skills needed. Small busy W. Bloomfield location. Call 648-5800.

SNELLING & SNELLING
OF TROY

BOOKKEEPER.
Accounts payable/receivable, payroll, familiar with tax. Small company, Farmington area. Call Jeanette, 17187 N. Laurel Park Dr. Suite 343, Livonia, MI 48152

BOOKKEEPER - 60 year old Livonia firm seeks experienced part time bookkeeper. Please call Kay Collins, flexible schedule, salary negotiable. Please contact Ms at Willett Cap & Gown. 421-8810

STEP into a career. Fed up with positions that offer no room for growth? Temporary assignments offer a variety of employment opportunities in all clerical areas.
O/E MANAGEMENT SERVICES
1406 Allen, Troy, MI. 48083

CLERICAL
Accounting dept. of Bloomfield Hills company seeks Clerk to assist in typing, filing, data entry and other accounting tasks. Please respond in confidence to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Bookkeeping

Partial Listing of Positions

PARAPROFESSIONAL - Growing CPA firm in W. Suburban seeks full charge bookkeeper for staff. Experience in corporate, partnership, individual, and computerized accounting knowledge. Excellent opportunity.

FULL CHARGE BOOKKEEPER - Established company requires full charge bookkeeper with supervisor experience. Duties include monthly closing and financial statements. Associates degree will give you the edge. Salary commensurate with ability based on ability. Company also has monthly profit sharing plan.

ASSISTANT OFFICE MANAGER - W. suburban office of fast paced 200 company requires level headed person with bookkeeping experience, word processing, customer service, receivables, payables and corporate reporting. Excellent opportunity!

BOOKKEEPER - If you are experienced with accounts payable and familiar accounting - this could be for you. W. suburban office needs individual for multi-company bookkeeping. Must also know payroll and related taxes.

CHARTER TWP. OF REDFORD
EMPLOYEE'S
CIVIL SERVICE COMMISSION

The Charter Township of Redford is accepting applications for the position of ACCOUNT CLERK II

SALARY: $7.38 - $7.67 per hour

MINIMUM REQUIREMENTS: Graduation from high school or its equivalent, verifiable experience in involving simple bookkeeping operations or one (1) year of college in bookkeeping and one in typing

Apply in person at:
Civil Service Office
15145 Beech-Daly Road
Redford, MI., 48239

Applications will be accepted Monday, February 13, 1989 through FEBRUARY 21, 1989 between the hours of 9 AM and 4 PM.

CLOSING DATE FOR FILING:
FRIDAY, MARCH 3, 1989

The Charter Township of Redford is an equal employment opportunity employer and is actively seeking qualified black and other minority applicants as well as female applicants without regard to race.

CHARTER TWP. OF REDFORD
EMPLOYEE'S
CIVIL SERVICE COMMISSION

The Charter Township of Redford is accepting applications for the position of ACCOUNT CLERK I

SALARY: $7.38 - $7.67 per hour

MINIMUM REQUIREMENTS: Graduation from high school or its equivalent, verifiable experience involving simple bookkeeping operations or one (1) year of college in bookkeeping and one in typing

Apply in person at:
Civil Service Office
15145 Beech-Daly Road
Redford, MI., 48239

Applications will be accepted Monday, February 13, 1989 through FEBRUARY 21, 1989 between the hours of 9 AM and 4 PM.

CLOSING DATE FOR FILING:
FRIDAY, MARCH 3, 1989

The Charter Township of Redford is an equal employment opportunity employer and is actively seeking qualified black and other minority applicants as well as female applicants without regard to race.

CLERICAL
DATA ENTRY

Fast paced national computer services company in Livonia has openings in 2 entry level clerical areas.
1. Mail room/check processing - Duties range from operating postage & bank deposits. Must be versatile, self motivated & willing to learn.
2. Clerical/microfilming - Duties include clerical duties, data processing, microfilming & information verification.
Excellent working conditions, good pay & benefits await qualified candidates. For more information please call 261-6220

CLERICAL/FILE CLERK
Special billing project requires additional clerical support for approximately 3 months. Hours may vary during business hours or on Saturday. Responsibilities include alphabetical filing of pages and processing of mail. Interested applicants may call Human Resources between 9am-11am 746-4369

504 Help Wanted Office-Clerical

G.M.S.

Needs DATA ENTRY people immediately
Long Term Assignment
also Receptionist/Typists
Switchboard Operators
Word Processors
Typewriters
File Clerks
Top pay — benefits include medical & life insurance
holiday and vacation pay
$25.00 Referral Bonus

Call for appointment

427-7660

General Management Services
27700 Farmington Road
Suite 104 Heritage Commons
Livonia, Michigan 48154

EOE/Not an agency/Never a Fee

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 send resume in confidence to:

Mrs. E. Vack
P.O. Box 267
Southfield, MI 48037

PART-TIME OPPORTUNITIES
Clerical/Customer Service Positions
Good pay and a variety of hours:

Mon., Tues., Fri. 10 a.m.-6:30 p.m.
Mon., Tues., Fri. 9 a.m.-6 p.m.
Mon.-Fri. 8-15 a.m.-2:45 p.m.
Tues.-Fri. 8:15 a.m.-4:45 p.m.

Qualified candidates must possess excellent communication skills. Several positions include benefits.

Interested applicants should apply Mon.-Fri., 9 a.m.-4 p.m.

Fireman's Fund

Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

Secretarial

EXECUTIVE SECRETARY
Rochester Hills

We have an immediate opportunity for a proven professional. The position requires a detail-oriented individual with outstanding secretarial skills, including shorthand, and the ability to adapt to a fast-paced, ever-changing, independent basis. The ideal candidate will have outstanding communication capability, an interest in assuming new responsibilities and present an outstanding professional image. Previous computer experience would be a plus.

We offer a competitive starting salary and a comprehensive benefit program, including dental and tuition reimbursement. Qualified applicants should submit a detailed resume including salary history to:

Box 956
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

equal opportunity employer m/f/h/v

504 Help Wanted Office-Clerical

CLERICAL HELP. Part Time. Heavy data entry. Flexible hours. Perfect for high school senior or college student. Send resume to: HS Industries, 31 Gene Dr., Plymouth, Mi 48170, Attn. Hub Hill

CLERICAL/OFFICE position with 45 plus wpm typing ability, knowledge of filing, telephone & calculator skills. Apply in person at: Hartland Health Care Center, 9525 Highland, Hartland, MI 48100

CLERICAL/OFFICE
$4.50-$5 per hr., part time ideal for homemaker or retired individual for a growing personnel company. Background in temporary office/health employment helpful.
First Quality 476-6663

CLERICAL openings now thru mid April in Livonia. Temp retired, homemakers & students welcome to apply. Call 525-4774

CLERICAL - PART TIME
Position in Bloomfield Hills secretarial firm. Typing and a wide variety of professional clientele. Telephone answering skills a plus. Send interest in learning legal work resume to: 322-6229

CLERICAL - PART-TIME
Light clerical duties, filing, copying, light typing, answering phones, etc. Livonia area. If interested, send resume to: Box 954, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL PERSON with good math & typing skills. Knowledge of word processor is helpful. Good pay & benefits. Apply in person Mon. thru Fri. 9 till 5pm 5920 Hix Rd. Westland or call 326-1800 or 937-0770

CLERICAL POSITION. Good typing skills, cashier experience a plus. An equal opportunity employer.

370-3345

CLERICAL POSITION - We are a service company located in Plymouth seeking a person to handle secretarial, typing & filing. Excellent opportunity for the right individual to become an intricate part of our operation. For appointment call 471-2950 or 459-6464

CLERICAL POSITIONS available with major Southfield

TRAVEL COMPANY

Applicants must have good figure skills, typing 50 wpm, telephone skills, be handwriting. Experience on CRT a plus. Flexible hours available. Temporary positions both full & part time. Call Mrs Ray, 827-4050

CLERICAL
RECEPTIONIST

Your friendly smile, typing, word processing can open the door. $200 week. Fee paid. Benefits. 399-3450.

SNELLING & SNELLING

CLERICAL SUPPORT CLERK
needed for full time at a Novi based ambulance company. Some clerical experience preferred. Please send resume to attention Rita, 22575 Heslip, Novi, MI., 48050.

CLERK - A type from rough copy, answer phones, take messages, prepare documents, etc. 2-4 yrs. office experience. Computer experience & word processing experience helpful. Bring resume or fill application between 9am-4pm at: Michigan Insurance, 32400 Ford Rd., Garden City, Mich.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

CLERICAL
15
CLERKS
NEEDED!

Kelly Services is seeking 15 clerks to perform the following duties:

- filing
- mailing
- copy/collating

Long term assignments are available so call America's best in temporary help.

Farmington Hill
471-2050

KELLY
SERVICES

The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer

CLERK/EXPEDITOR
Seeking 1+ years experience in a purchasing environment. Will be involved in data entry and expediting operations. Temporary to go permanent. 30-40hrs. Please call
The Employment Connection
425-3220

CLERK - PART-TIME
Cross Communications, Inc. seeks a part-time Sales Promotion Clerk. Typing 55 WPM, excellent telephone etiquette, calculator, plus general office experience.

Excellent pay, parking provided. Send resume/apply to:

PERSONNEL
1400 Woodbridge,
Detroit, MI., 48207
An Equal Opportunity Employer

CLERK TYPIST - PART-TIME - for Human Resources Dept. Flexible hrs. - 20 hrs per week. Send resume, Attention: Human Resources, Harbinger Food Systems, 38777 W. 6 Mile, Livonia, MI 48152

504 Help Wanted Office-Clerical

CLERICAL
OPPORTUNITIES

If you possess accurate typing of 35-40 wpm, excellent communication skills and a desire to grow in a professional business environment we have some excellent opportunities. Positions involve answering department telephones, typing, word processing & other miscellaneous clerical responsibilities. Previous office experience preferred. Word processing or PC experience a plus. A complete benefit package is offered. *Qualified candidates should apply Monday-Friday, 9 a.m.-4 p.m.*

Fireman's Fund

Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

We are looking for well-qualified candidates who are flexible and willing to perform a variety of office duties in our new Southfield branch office.

RECEPTIONIST
We need a friendly, people-oriented individual who will greet visitors, answer telephones and assist with clerical duties including typing. 1-2 years previous related experience required.

SECRETARY
The ideal candidate will be well organized with excellent skills and ability to provide secretarial assistance to a group of engineers. Duties will include typing, drafting letters, scheduling, etc. Minimum of 3-4 years related experience required.

ASSISTANT
This position will assist our engineers in preparing and writing technical reports. Basic computer skills are required. Knowledge of word processing, Lotus 123 & Smartcom helpful. Some secretarial duties such as typing and scheduling included. 2-3 years experience and preferred. College degree preferred.

All positions will start in early April. We offer fully paid company benefits and competitive salaries. Qualified, interested applicants should send resumes and salary requirements to:

Ms. Lori Mead
Toyota Technical Center
Detroit Branch
4000 Town Center, Suite 1550
Southfield, Michigan 48075

SECRETARIES/
CLERK TYPISTS

Manufacturers National Bank has immediate open