Careers

502 Help Wanted Dental-Medical

RECEPTIONIST/Secretary, OD/GYN, 4 day work week, Southfield area. Typing skills required, medical office experience a plus. Pleasant personality required. Send resume to: 16537 Cobermill, Mt. Clemens 48044

Registered Nurses

LPN II

Medical/ Surgical Areas

- Part-Time Day Shift
- Full-Time Nights, Part-Time Afternoon, Midnight Shifts

Heritage Hospital
2477 S Haggerty
Taylor, MI 48180
Attn: Personnel Services
(313)295-5181

Equal Opportunity/
Affirmative Action Employer

REGISTERED NURSES
Northwestern Behavioral Medical Hospital has openings for several Staff Nurses (RN) and Shift-Nurse Supervisors of resident care staff on an 8 hour shift (7 to 3). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric/Mental experience is preferred - not required. Salaries range from $8.27/hr. to $9.27/hr. Substantial 5% for afternoon and midnight shifts. Excellent fringe benefits. Interested call Mrs. Dixon, RN, for more information at 349-1800, ext. 231. An Equal Opportunity Employer

REGISTERED Medical Technologist needed for 32 hours/month in an office setting. Hours flexible. Call 293-1723 currently 5-6 PM.

Register Medical Technologist
Needed for busy chemistry department in physician's office. Send resume to:
2445 I Telegraph Rd.
Southfield, MI 48034

REHABILITATION NURSE
Health South Rehab Hospital Rehabilitation center is seeking well directed nurses to join our interdisciplinary team. Our program specializes in the treatment of patients with traumatic brain injury, spinal cord injury, and neurological disorders. If you are a nursing professional who is interested in working in an atmosphere where quality care really does make a difference please call or forward your resume to:
Health South Rehabilitation Center
C/O Barbara Lyczynski, R.N., Nursing Coordinator
2975 Medical Park Drive
Bloomfield Hills, MI. 48013
433-1844

RESIDENTIAL CARE
Older in human service, top pay, benefits and bonuses. Call Jack and think positions available. Call Dessa Group 353-7648

RN - full or part time for afternoon shift 3pm-11pm. Sinai-Grace Hospital, Southfield. Contact In-patient Director, Mrs. Bentley, Monday-Friday 3pm, Mon thru Fri. 357-3380

RN

FULL OR PART TIME
DAY SHIFT
3 - 11 PM
Director of Nursing
Or Supervisor
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, MI 48185
An Equal Opportunity Employer

RN/LPN: Announcing the opening of Pediatrics Specialty Home Care. We are now accepting applications for Pediatric RN/LPN, Full, Part, or Prn-time. Flexible hours. Salary commensurate with experience. Call DON 1-800-637-5507

RN LPN

Full Time & Part Time
Days & Evenings
Come & join us in our commitment in providing the highest quality Nursing care available to Residents. We offer an excellent benefit program. Warm, friendly staff. Experience preferred but will train. Apply HCR facility. For more information contact: Mary Ann Tourkow at DON 427-8370

Universal Nursing Home
28350 Mile, Farmington Hills

RN NEEDED - Mon. thru Thur. 8 to 5:30 for a busy hematology, oncology practice in Troy. Transportation assistance available. Call Mrs. Thy at 649-3313

RN or LPN POSITION
Part-time for Allergist's office. Farmington Hills. 851-0657

RN or MAI: Part time, 2-3 days per week. For Birmingham internist. Mature, responsible, will train. 644-7239

RN's

Earn up to $23 an hour

Supplemental Staffing seeking RN's for the Detroit Medical Center home care.

CALL 343-4337

ST. JOHN PROFESSIONAL MEDICAL SERVICES
An Equal Opportunity Employer

RN'S & LPN'S

Applications being accepted for midnights, days and afternoons. Apply in person.
FRANKLIN MANOR
28900 Franklin Rd., Southfield
352-7390

RN'S - LPN'S

Come in - Get acquainted

Bring this AD in and get a FREE GIFT!, HCR, Ltd.
Dearborn office:
Village Place #1001
Mon.-Sat. - Thurs 9-1pm
Rochester Hills office:
1128 Tamarron Ct. #1030
Mon. 1-4 Tues. 9-4:30- Fri. 9-2

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. L. LOPEZ, RN.
522-1444

RN'S, LPN'S needed for high-tech home care. Ann Arbor, Ypsilanti, Plymouth, Canton areas.
Healthcare Professionals of Ann Arbor Inc.
747-8070

RN's & LPN's - part-time, weekdays. Skilled nursing care facility. Full benefits package. Must live or travel within the Mercy Corporation. Apply around us to learn more about our employment opportunities.
459-5339

Mercy Bellbrook
3777 W. Avon Road
Rochester Hills, MI 48063

RN'S - LPN'S

Work for the pool that works for all the hospitals.

Health Care Professionals Ltd.
Southfield - 337-1080
Dearborn - 943-0056
Ann Arbor - 747-8070
Rochester - 855-7075

SPORTS MEDICINE CLINIC
With State of the Art facilities in Farmington Hills needs experienced Billing Clerk. Part-time, typing required. Ask for Lynn
474-7434

502 Help Wanted Dental-Medical

RN'S

MEDICAL SURGICAL
Earn up to

$24/HOUR

Opportunities available
- Vent dependent patient
- Starting in hospital units

CALL NOW - WORK NOW
THE MEDICAL TEAM

358-2260

Equal Opportunity Employer M/F

RN'S
NEW WAGE SCALE
Plymouth Ct. Health Care Center, a skilled facility is seeking professionals who desire quality in their work life. We offer:
Progressive management, new wage scale, shift differential, weekend differential, new benefit option, exceptional benefit package, flexible hrs., full or part time + all shifts. All offered in a very pleasant working environment. Stop in to see or call Cathy Hermann, RN Director of Nursing or Sharon Swanson RN Assistant Director of Nursing.
Plymouth Ct. Health Center, 105 Haggerty Rd., Plymouth, MI. 48170
455-0517

RN to work for private rehabilitation agency, part time - flexible hours in the Farmington Hills area. No experience necessary. Will train an RN in the rehabilitation medical field. Management. Salary commensurate with experience. Please send resume to: Corporate Confidence Director, Recovery Unlimited, PO Box 2250, Farmington Hills, MI 48333
Equal Opportunity Employer M/F

RN
Wanted for internal medicine practice in Detroit Medical Center, full or part time. Competitive salary & benefits. Experience with endoscopy and other diagnostic studies a plus. Please forward resume to: Box 398 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

R.N., L.P.N.

Now Cherrywood Nursing & Living Center has offering higher work wages. Join us as we open a new unit. Cherrywood is located on 15 Mile, E. of Dequindre.
Call Linda Hill 978-2290
An Equal Opportunity Employer

SPEECH PATHOLOGIST

Rehabilitation Institute, a 175-bed referral hospital for adult physically disabled persons located in the Detroit Medical Center, is currently seeking a full time and contingent Speech Pathologist for their Haggerty Center facility in Northville. Master's Degree in Speech Pathology & a Certificate of Clinical Competence from The American Speech & Hearing Assoc. required. 1-5 years clinical experience with closed-head injury patients desirable.

OCCUPATIONAL THERAPIST

Rehabilitation Institute is also seeking a temporary Occupational Therapist to work approximately 12 to 16 weeks during employees maternity leave. Bachelor's Degree in Occupational Therapy plus work related experience with closed-head injury patients required.

We offer a competitive salary and excellent fringe benefits. Please apply at, or send resume to:

REHABILITATION INSTITUTE
Personnel Department
261 Mack Blvd.
Detroit, Michigan 48201

SUPERVISOR OF GROUP HOMES
Experience in residential care management preferred. Will be responsible for up to supervise managers in growing residential care area. Excellent ground in behavior modification and other therapeutic programming required. Call Genesis Group at:
353-4840

SPECIALIST - Technician
Part-time for outpatient operating room - Sinai-Grace Hospital - Pediatric Dentistry. Excellent salary & working conditions. 537-1622

THERAPEUTIC RECREATION SPECIALIST
Is an innovative inter-disciplinary rehabilitation team. Special Treatment is a progressive continuing care community specializing in traumatic brain injury. Clinical experience preferred. Must be NCTRC certified. Please send resume to: Karen Bernstein, 39000 Chase, Romulus, MI., 48174
Equal Opportunity Employer M/F

ULTRA SOUND TECH
For Farmington Hills middle service. Experience in abdominal and OB/GYN. Will train for candidate possessing the right attitude. 737-6350

UTILIZATION MANAGEMENT COORDINATOR
Immediate opening for full time Utilization Management Coordinator. Position will coordinate & integrate utilization functions in a large multispecialty clinic. Responsibilities include: concurrent review obtaining treatment plans & discharge planning, coordinate care with physicians & analyze utilization trends, supervise claims review process. Good interpersonal & communication skills essential. Strong knowledge of standard of care & current RN license a plus. Competitive salary & benefit package. All replies confidential.
Apply to Box #430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECHNICIAN - Registered. 7-10 hrs. a week. Birmingham. No typing. Pay negotiable.
Audrey 540-6177

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

X-RAY TECHNICIAN
Redford area. Needs part-time X-Ray Technician for Thurs. & Fri. Must be registered. Call 937-1180

X-RAY TECH
Part-time position available in Southfield Orthopedic Doctors' office for experienced X-Ray Tech. 1-2 days per week. No Sat. 556-4710

504 Help Wanted Office-Clerical

LOOKING for a unique person for a large Apartment Community - to manage receiving calls & to service our clients. Call 477-3636 or apply at Drakeshire Apts.

ACCOUNTING ASSISTANT needed by a property management company in Detroit. Should have payroll experience. Salary $8. an our plus benefits. Call 879-8600

ACCOUNTING ASSISTANT
Needed in Southfield for a property management company. Should have bank reconciliation background. Salary $10. to $10.000 plus benefits. Call 879-8200

ACCOUNTING ASSISTANT
Require minimum of 2 years college level accounting. Associates degree or bachelors preferred. 3 years employment experience with computer prepared accounting systems. Excellent knowledge of lotus software. Ability to work independently. Send resume with salary requirements to: Mr. James Plouffe, Plouffe & Stuff, Inc., 7324 Goldsmith, Plymouth, MI 48170

ADMINISTRATIVE POSITION
Busy Southfield temporary staffing and home health care agency needs a bright, energetic individual who can type 60wpm accurately and have general office skills. Duties will include: typing, filing, telephone handling & greeting visitors. Knowledge of medical terminology required. We offer an excellent salary, benefits, and growth potential. For an interview call:
358-2260
THE MEDICAL TEAM
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
5 years experience in accounts payable & receivable. Computer experience, lotus software knowledge. Competitive salary and great benefits. Mail resume & salary history to Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Our busy accounting office needs an experienced accounting clerk familiar with accounts payable computer system & spreadsheet. Duties include: A/P, A/R, and payroll. Must have data entry experience and some knowledge of accounting. Medical insurance billing experience a plus. Excellent salary and benefits. Send resume or letter to:
Katherine Tomkinson
Executive Director
THE MEDICAL TEAM
2400 I Northwestern, Ste 202
Southfield, MI 48075
Equal Opportunity Employer M/F

ACCOUNTING: Manufacturing Co. has an opening for an accounts payable department. We seek aggressive, self motivated individuals with accounting experience. Modern, secure offices, pleasant working environment. Full benefits. Please send resume and salary history to: Box 442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
$TO $18,000

Suburban office offers an excellent opportunity to use your accounting and computer skills. Be a team player in the growing medical management. Excellent benefits. Fee paid. Call Diane at 353-7940.
After 6 PM, Appointments Available
SNELLING & SNELLING

Accounts Payable/Secretary
Must enjoy a variety of duties. Administrative Assistant to controller responsible for accounts payable. Must be an organized self-starter with secretarial skills & should understand payables. Friendly atmosphere in Farmington Hills. Good benefit package. Send resume to: Box 428, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Accounts Payable/ Payroll Clerk

Immediate opening for an individual with a minimum of 5 years actual accounts payable experience plus 2 years accounting related courses. Individual must possess strong organizational skills, have the ability to meet deadlines & operate independently under a demanding workload. Knowledge of benefits including medical, dental, prescription & workmen compensation. Send resume to:
AP CLERK
P.O. BOX 2227
SOUTHFIELD, MI. 48037

ACCOUNTS PAYABLE CLERK
With bookkeeping knowledge, familiar with payroll preferred experience, charge Assist. required. 1-5 years clerical experience with closed-head injury patients desirable.

ACCOUNTS PAYABLE & RECEIVABLE CLERK
with bookkeeping knowledge, familiar with payroll preferred experience helpful. Will train right person, apply in person only 9-5pm.
AUTO DEALER MOTORS
1785 Telegraph
Bloomfield Hills

ACCOUNTS RECEIVABLE CLERK
Entry level, full time position needed for cash application & account reconciliation. Please send resume to: New Bright Industries, 41911 Ford Rd., Canton, MI 48187.

ACCOUNTS RECEIVABLE - Collections. Excellent math skills. Full benefits. Located in Rochester. 292-0000

ACCOUNTS RECEIVABLE
Experienced A/R clerk with Medicare Part B billing experience which background includes data entry and excellent communication skills. We offer a competitive benefit program and excellent starting wages. Send resume to: Controller, 33310 Schoolcraft Rd., Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK

Growing Livonia company needs several strong A/R people with collections experience, challenging, fast paced environment, salary $7-$7.50/hr. Full benefits, fee paid. Contact Elwyn Hill today

AMERICAN SCI - 649-2010

ACT NOW
IMMEDIATE OPENINGS

WORD PROCESSOR/$9
DATA ENTRY/$7.50
RECEPTIONIST/$6.50

$25 bonus after your 1st 100 hours.

Call AINOR TEMPS
9433 Haggerty Rd. 459-1166

ADMINISTRATIVE SECRETARY
High powered real estate executive needs administrative secretary. Skills must include word processing, typing, organizational ability, knowledge of real estate, title work & P/R-dominium. Must be dedicated. Good salary. Send resume to: P.O. Box 10108, Clarkston, MI 48019.

ADMINISTRATIVE ASSISTANT
Large Detroit area consulting firm with a national client base has a challenging Administrative Assistant position requiring good organization, self-motivated & accurate word processing skills. Send salary requirements & resume to: The Hyperion Group, PO Box 9502, Livonia, MI 48151

ADMINISTRATIVE SECRETARY

Part time position involving administrative & secretarial duties relating to advertising, community relations & fund raising. Requirements include 2 years of college & secretarial experience plus word processing experience. If interested send resume to 81. Vincent & Sarah Fisher Center, 27400 W. 12 Mile Rd., Farmington Hills, MI 48018

ADMINISTRATIVE ASSISTANT

with Macintosh word processing on Macintosh computer. Light accounts receivable experience necessary. 3 weeks paid training for the right person. Top Pay - Professional Environment.
Call:

J Martin Victor Temporaries
38215 W. 10 Mile, Between Halstead & Haggerty, (Inside Suburban Medical Building)
474-8722

ADMINISTRATIVE SECRETARY/ SALES SUPPORT
Non smoker, shorthand or speed writing, word processing, basic computer skills. Must be organized, have good writing, spelling & grammar skills, courteous telephone personality & professional appearance. Ability to meet deadlines. Capable of working independently. Send resume with work history & salary requirements to: Mr. James Plouffe, Plouffe & Stuff, Inc., 7324 Goldsmith, Plymouth, MI 48170

ADMINISTRATIVE POSITION
Busy Southfield temporary staffing and home health care agency needs a bright, energetic individual who can type 60wpm accurately and have general office skills. Duties will include: typing, filing, telephone handling & greeting visitors. Knowledge of medical terminology required. We offer an excellent salary, benefits, and growth potential. For an interview call:
358-2260
THE MEDICAL TEAM
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ADMINISTRATION - LAW firm. Seeking person with administrative skills for position with responsibility: experience, education, knowledge of accounting, benefit plans, computer literate & excellent interpersonal matters preferred. BA, CPA or MBA desired, but not required for consideration. Send detailed resume (responses held in confidence), statement of career goals and compensation requirements to: Box 418 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Excellent opportunity for experienced individual with strong communication skills, and ability to write and a desire to learn and be responsible for internal operations. Unlimited opportunity for qualified and willing to work. Salary commensurate with ability and experience. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037.

ADVERTISING AGENCY located in Bloomfield Hills seeks full time receptionist, excellent phone & typing skills, enthusiasm a must. Some light typing. Please contact Office Manager 540-0660

A FEW GOOD WORKERS
Numerous accounting department. Filing experience helpful. Learn on the job. Contact Mr. Ken Schonbrodt between Levan & Newburgh.
Call: 462-2783

A FULL TIME Entry Level position is available immediately for a cheerful, courteous person, to be responsible for telephone answering, greeting customers, word processing and light clerical duties. Computer training will be given. Typing/keyboard experience will be helpful. Join our established company of friendly, hard working people has recently relocated in Auburn Hills. Please send letter of interest to the Data Processing Manager, 1000 Rochester Hills Dr., Bloomfield Hills MI. 48013. Or Please call 377-2300

A GENERAL OFFICE - customer service person, for Fortune 500 company in Birmingham, type 45 wpm, knowledge helpful, some word processing, $19,200.

WORD - processor for personnel dept. of International corporation, Driver, declassified & benefits background, $18-$20,000

- NEVER A FEE
Teachers, retirees, students homemakers welcome
Paid vacations holidays & benefits
LIVONIA - 473-2931

UNIFORCE

S'THFLD	B'HAM
357-0034	646-7660

ALL AROUND OFFICE HELP
Your talents will be put to perfect background for a challenging and rewarding career with this rapidly growing company. Pleasant, friendly atmosphere. Competitive wage with paid benefits, vacation, profit sharing and more Full time position available immediately. Please call Dmitra DMA, 32900 Capitol, off Farmington Rd, Livonia.

ALL WE NEED IS YOU

Clerks
Secretaries
Typists
Receptionists
Word Processors

Long and short term positions available in your area. Call for more information.

353-4420

Personnel Pool
Temporary Help

AMBITIOUS SECRETARY for local builder's office in Farmington Hills. Strong typing, computer literate helpful (Word Perfect). Some phone answering. Mon-Fri, 8:30-5:00. Call for Deb. 661-5100

A/P & A/R MANAGER - full time position, requirements: billing & invoicing, typing, excellent telephone skills, good communications skills, basic knowledge of computers helpful & general clerical skills. Please call for appt. Mr. Edwards 729-7800

APRIL IS HERE!

IT'S TIME FOR A CHANGE
CALL
NETWORK RESOURCES
FOR AN IMMEDIATE INTERVIEW

DETROIT/METRO

LEGAL/NON-LEGAL

Legal Administrator	to $40K
Paralegal - Lemon Law	to $25K
Legal Secretary - Probate	to $25K
Legal Secretary - Corp.	to $24k
Legal Word Processor	to $22K
Executive Secretary	to $20K
Word Processors - Depositions	to $20K
Word Perfect	to $18K
& Many Many More	Fees Paid

642-6530

A RECEPTIONIST - for publishing company in Detroit, type 35-45 wpm, some Dictaphone. Experience or other board experience. $13,200. Call Rene at Unforce 646-7201

A RECEPTIONIST - for rapidly growing Auburn Hills corp. Type 50 wpm, general secretarial, 1, 2, 3, & Wordperfect. Must be people oriented. $14,700. Call Becky or Ann Unforce 646-7664

ASSISTANT CO-ORDINATOR
For fast paced, non-smoking, friendly marketing office in Southfield/13 Mile area. Requires people oriented skills, attention to detail, Mon. thru Fri. work week, 8:30am-5pm, + ½ hour work day. Must be able to lift a ball, 57 per hr. with frequent reaches. No health benefits. Call 352-8010

ATTENTION
Business School Students & Future Grads

Get the experience you need - entry level and experienced clerical temps needed immediately. Permanent & temporary assignments. Call ANN ARBOR TEMPS 434-1166

ATTENTION!

LONG & SHORT TERM ASSIGNMENTS FOR:
- CLERKS
- DATA ENTRY OPERATORS
- RECEPTIONISTS
- SECRETARIES
- WORD PROCESSING OPERATORS
- TYPISTS
- WORD PROCESSORS

Top Pay - Merit Increases - Holiday, vacation pay & insurance.

Call today:

CORPORATE PERSONNEL SERVICES

Livonia	476-1010
Plymouth	454-4818

AUTOMOTIVE SALES OFFICE
EXECUTIVE SECRETARY
$25,000
Work with the top car companies in this interesting secretarial position. Good skills including computer checkout. Super benefits. Fee paid. Call 353-5080.
After 6 PM, Appointments Available
SNELLING & SNELLING

BILLER
Livonia car dealer looking for 2nd biller. Experience preferred but not mandatory. Call Mr. Chalfoun: 421-7000

504 Help Wanted Office-Clerical

Claims Auditor

Career opportunity involving customer contact, involves phones, medical claims and insurance. Must be familiar with medical terminology or medical billing. Will train right candidate. Looking for mature, outgoing individual. Smoking environment. Good pay and benefits with a great Rochester company! Call now!

ENTECH SERVICES, LTD.
377-4980

AUTO BILLER
Large Ford dealer needs a person who is familiar with computer experience. Excellent pay & benefits. Apply at: Village Ford, 2000 S. Woodward, Ask for Sandy or Carl 563-3900

AUTO DEALER
Body shop is looking for experienced office help. Qualified applicants must have computer experience, experience dealing with customers and good attitude. Competitive pay. Based on experienced plus benefits package. Contact Mr. Bob Bell, Ann Chevrolet, for appointment. Bam-11am Mon-Fri 534-1400 ext 166

AUTO DEALERSHIP - Receptionist needed for Farmington Hills import dealer. Excellent benefits and pay. Some experience preferred. Call dealership experience. Call Tina 477-6533

BLOOMFIELD HILLS Small office - a temporary full time clerical help. Duties include: filing, typing, mail & answering phones. Position from April thru July. Call Karen between 9am- 1pm 646-6333

BLUE HERON POINTE - Reception and Secretarial - Part time position open, will work in furnished new home condominium model home. Light typing, phone voice, bubbly personality, energetic, and attractive. Hours 1-6 weekdays, 12-6 Satu. day & Sunday. Closed Thursday.
Harry D. Worle Realtor 421-5880

Bookkeeper Assistant
Need a mature, experienced person in a growing Auburn Hills development firm in Birmingham. Computer & general accounting skills required through trial balance required. Qualified candidate should send resume stating salary requirements to: Office Manager, 999 Haynes, Suite 383, Birmingham, MI. 48009.

BOOKKEEPER
Experienced Bookkeeper/Computer Operator needed for Southfield/Detroit. Competitive salary and fringe benefits. Send resume to: Box 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Farmington Hills, typing 50 wpm, knowledge of accounting, some payroll, computer experience, $14,000 Fee paid

RECEPTIONIST - secretary, Farmington Hills, typing 50 wpm, shorthand, speed writing or fast long hand, good communication & personality, 3 yrs. experience, benefits. $16,000 plus. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

BOOKKEEPER

Full time position available in Livonia. Top Pay, 40 hour week. Bring or send resume:

J Martin Victor Temporaries
38215 W. 10 Mile, between Halstead & Haggerty, (Inside Suburban Medical Building)
474-8722

BOOKKEEPER
Full charge with computer experience. Must be a self motivated and a self starter. Knowledge about accounting background. Non smoker. Send resume to: Box 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI. 48150

BOOKKEEPER - Full charge, accounts payable, receivable, payroll, computer skills helpful but not necessary. Will train right candidate. Salary commensurate with experience. Call after 3pm 559-9190 ext. 227

BOOKKEEPER
Full charge full time. Flexible hrs. good benefits. Call Dee at 569-12 noon. 643-1500

BOOKKEEPER, full time for engineering company in Farmington. Experienced, with strong payable background, knowledge of Macintosh Computer experience helpful. Excellent salary & benefits package. Send resume to: P.O. Box 1166, Birmingham, MI. 48012. Attention: Kimberly Rucinski.

BOOKKEEPER - FULL CHARGE
Plymouth manufacturer/distributor seeks experienced, full-charge bookkeeper. 3-5 yrs. of computerized accounting experience. Strong financial statements; a Multi General Ledgers a plus. Excellent benefits and salary. Please send resume & salary requirements to: Mr. Orsini, P.O. Box 691, Southfield, MI. 48037

Phone & Mail Recruiter for an equal opportunity employer

BOOKKEEPER- Full time, Excellent benefits. Apply Mon-Thurs, 10am-5pm. Woolworth Express, 29542 C.F. Mills, Livonia.
An Equal Opportunity Employer

BOOKKEEPER
Large property management company has an immediate opening for accounts, data-entry, payable, receivable. Typing skills and computer knowledge helpful. Send resume including salary requirements to: Bookkeeper, P. O. Box 5071, Southfield, MI. 48076

BOOKKEEPER
Needed for Farmington Hills office. Experience in accounts receivable job cost systems and purchase register helpful. Full time position, immediate opening. Send resume and salary requirements to: Personnel Director, Box 472Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER- Payroll, cost sales computer. Typing essential. 40 hrs. Tue thru Sat. Liberal benefits. Call Judy 459-4313

BOOKKEEPER/PART TIME
Computerized. Payroll, payables, approximately 20 hours. Inquire between 8AM & 5PM. 459-8470

BOOKKEEPER
Part time, 6 days for Southfield advertising agency. Handle billing & accounts payable. 356-4191

CAREER SECRETARIAL OPPORTUNITY
For individual with good typing skills. Try who can handle a variety of professional assignments including computer, word processing & sound personality. Telephone skills also required. 9 day week. Salary commensurate with ability.
LUCCO Business Forms, 27734 Parkview Blvd., Southfield, MI 48034. Ask for resume - Attention: Lee Morrow, or call.

CLERK EXAMINER needed for credit file and disability insurance administrator. Must have computer experience. Send resume and salary requirements to: Manager CS-1, P.O. Box 2708, Livonia, MI 48151-0708.

504 Help Wanted Office-Clerical

BOOKKEEPER

Flexible working hours for company in the Farmington area needs a full-charge bookkeeper. Individuals must have good communication and organizational skills, relaxed personality and be able to work independently. If you looking for a company that really cares about its employees, please send resume and salary requirements to:
P.O.
Fortmer, Rudowicz & Co.
26200 American Drive
Suite 500
Southfield, MI. 48034

Bookkeepers Accounting Clerks EDP/Data Entry

We are looking for experienced people to join our team of professionals on existing client assignments. Assignments can be either short or long term, full or part time and offer excellent rates, paid sick & significant experience to your resume. Temporary assignments may lead to permanent. For an appointment, please call.

357-8367
accounTemps

28333 Northwestern, #250
Southfield, MI 48034

BOOKKEEPER - SECRETARY
One person office, for accounting firm in Southfield. Bookkeeping thru trial balance. Call Mon.-Fri., 444-1333. Eves/weekends 851-1809

BOOKKEEPER

Southfield home improvement company is looking for a fast working bookkeeper. Applicants must have experience in all phases of bookkeeping, knowledge of computer knowledge, if you are looking for a position in a pleasant environment with good hours and benefits, please send resume and salary requirements to:
BDC
Fortmer, Rudowicz & Co.
26200 American Drive
Suite 500
Southfield, MI. 48034

Bookkeeping

Partial Listing of Positions

ACCOUNTS RECEIVABLE/BILLING
Large construction company seeks individual with knowledge of billing, change orders, percentage of completion. Should also have good understanding of general accounting and familiar with mining computers.

FULL CHARGE BOOKKEEPER
Take charge individual is needed by this actual sales & service organization. Ideal candidate will have fund accounting experience, financial statements and budgets, supervision of sales and payroll. Mini computer skills. This position is more than bookkeeping!

BOOKKEEPER - Southfield area company has immediate opening for an ambitious bookkeeper with experience thru trial balance. Duties also include: budgets and cash flow. Prior computer experience required. Excellent company paid benefits!

HALF

Robert Half of Michigan, Inc.
28555 Northwestern Hwy. - #250
Southfield, MI 48034

358-2300

All Fees Company Paid

CLERICAL ASSISTANT
Full time. A fast paced relocation company, an W. Bloomfield, offering an excellent benefit package and a pleasant working environment, is seeking an individual for clerical position. Individual must be detail oriented, possess excellent typing, telephone, payment and related background helpful. Please send resume, salary requirements, to: P.O. Box 8127, W. Bloomfield, MI. 48304.

504 Help Wanted Office-Clerical

CLERICAL
Automotive Supplier is seeking individual for General Office assistant. Salary commensurate with experience. Send resume to: Box 354, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/Customer Service Rep. Conscientious and self-motivated person needed for warehouse of express company. Duties to include - general office work, customer service and driving company vehicle. Must be 18 years or older. Hours 11AM-7:30PM, Mon.-Fri. Call Bert at 642-5050

CLERICAL

Engineering firm seeks individual with 3-5 years office experience for general office duties, including typing, filing, telephone, etc. Professional demeanor, self-motivation, above average spelling/grammar/typing a must. Permanent full time position, with excellent fringes & working environment. Send resume & salary requirements to:
AYRES, LEWIS, NORRIS & MAY, Inc
3990 Ranchero Park Dr.,
Ann Arbor, MI 48108
Attn.: Personnel Services

Affirmative Action Employer
An Equal Opportunity Employer

CLERICAL

Immediate full time position available in our worldwide headquarters located in Southfield. The individual must have the ability to work in a team atmosphere, possess an above average mathematical aptitude & have the ability to use a 10 key calculator & CRT. Additional requirements are basic knowledge of accounting/bookkeeping principles plus 1-2 years general office experience. Excellent company paid benefit package & pleasant work environment. Apply to:
BALLING CLERK
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CLERICAL - Mature, experienced office help needed, light typing, an evening phone. Inquire within:
Tri State Furniture, 23200 W. 8 Mile, (Beech Daly) Redford, MI.

CLERICAL ORDER DESK
Permanent full and part time positions for persons with pleasant personality and good organizational skills. Flexible hours needed. Hourly wages + commission. Benefits after probationary period. Mon. thru Fri., 8:30am-5pm at Hallcock, Inc., 22790 Heslip Drive, Novi (between Novi Road & Meadowbrook Road, North of Nine Mile)

CLERICAL - PART TIME

4-8 hours daily; no benefits. Experienced on a CRT helpful but will train. Other office duties involved.
DETROIT CORP. 937-1900, ext. 214.

CLERICAL PART & FULL TIME
(Excellent benefits)
Ann Arbor area
LIVONIA VOLKSWAGEN MAZDA
34501 Plymouth Rd.
Livonia, MI 48150
For Appointment Call 425-8400

CLERICAL POSITION - part time, Bookkeeping, general office, retail store, 20-30 hours flexible schedule. Ask for Tina. 540-6700

CLERICAL POSITION
We are a fast growing company in Livonia and seeking a full time person for dividend. Order entry, typing, filing and answering phones. Will train right person. Hours flexible. Benefits available. Call Mrs. Pino 348-0462

CLERICAL POSITION
Opening soon at Sears window and door manufacturers corporate office. Position entails heavy filing, typing, some basic bookkeeping, processing of orders and mail and more. Preferred candidate will possess strong clerical skills and enjoy working with numbers. Previous office experience is a plus. Please send resume to: Human Resources, 12600 Westland, Livonia, MI 48150

CLERK TYPIST for Southfield law firm. Entry level position with variety of duties. No legal experience necessary. 352-9082

504 Help Wanted Office-Clerical

"SPRING" Into Work
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ADMINISTRATIVE ASSISTANT SECRETARY

The Compri Hotel Southfield is searching for an individual possessing good organizational skills, accurate typing of 45-50 wpm, word processing a plus and job flexibility.

Responsibilities include: personnel, typing memos and letters, employee and guest relations.

We offer a competitive salary and benefit package. Please call the administrative office at:

357-1100

Or send a resume to:

COMPRI HOTEL
26000 American Drive
Southfield, MI 48034

SECRETARIES

Key office of the world's largest privately held ad agency (located in the Ren Cen), is looking for ambitious dedicated secretaries who enjoy a dynamic environment.

Opportunities exist for entry level to Senior Secretaries, full and part time positions, 60 wpm minimum typing, computer skills a plus. We offer a competitive salary and excellent benefit package. Please send resume & salary requirements in confidence to

Young & Rubicam
Human Resources Dept.
Attn: DLKR, 200 Renaissance Center
Detroit, Michigan 48243

504 Help Wanted Office-Clerical

CLERICAL/RECEPTION
Immediate opening for a highly organized individual who has good phone and typing skills. Excellent opportunity for a self-motivated person with a positive attitude. Apply: 27276 Haggerty, Bld. A-7, Farmington Hills. Please avoid lunch hours.

CLERICAL - Trucking company seeking highly motivated individual with very fast Payroll position. Computer/trucking experience a plus. Please call Kathleen at 522-1500

CLERICAL
$5.00 Per hour to start

Your excellent organizational skills and high energy are all that is necessary to join our team.

We seek a full time clerical assistant to work in our Bloomfield corporate headquarters.

Call for a telephone interview
Ms. Bailey 855-0782
NATIONAL CREDIT CORP.

CLERK - needed for the billing dept. of a busy benefits administrator. Knowledge of medical billing and communication skills (both verbal and written) and the ability to use a 10-key calculator and computer keyboard. Knowledge of Dental insurance helpful. Please send resume and salary requirements to:
MIDWEST BENEFITS CORP.
25205 W. 12 Mile - Suite 3000
Southfield, MI 48034
Attn: Personnel/Clerk

CLERK/TYPIST - D.
Detroit-based firm seeks clerk/typist with minimum typing speed of 40 wpm, proficiency with computers & general clerical knowledge. Hours 8:30am - 5pm, Mon. - Fri. Participating provided. Send resume for consideration to: PDQ Courier Pers. 2000 W. Fort St., Detroit, Mich. 48216

CLERK TYPIST - fast growing commercial finance company in Livonia in local office for someone who likes variety, responsibility, good figures accuracy. Excellent opportunity for right person. Competitive salary & benefits. Call for appointment. 591-4323

CLERK TYPIST: needed for expanding Mutual type Sdwpm, some word processing experience, good organizational skills. Please send resume to EOI Environmental: 18316 Mapleridge, Lake Orion, MI 48362

COLLECTION CLERK/SECRETARY
for Southfield law firm, 55 wpm minimum, word processing skills helpful, good phone skills required. Interested candidates should forward salary requirements to: Lisa Chuntis, 26261 Evergreen, Suite 130, Southfield, MI 48076

COMMUNICATIONS COORDINATOR
Customer Services. Light typing, excellent math skills. Pleasant phone personality. Full time.
Call 474-0670

CONSTRUCTION CLERICAL - We are in need of an experienced secretarial function at our Ford Wixom Assembly Plant. Applicants with the position expected to last 6 to 8 months require good clerical, organizational and people skills. Contact Dor at 563-1900 ext. 254

504 Help Wanted Office-Clerical

PAYROLL CLERK

Multi-plant ink manufacturer located in Redford has an immediate opening for an experienced Payroll Clerk. Candidates should have the following qualifications:

1. 2 years experience in a medium to large sized payroll department.
2. Knowledge of computer payroll systems.
3. Multi state/city, federal tax return preparation.

We offer a full range of fringe benefits including dental and profit sharing. Interested candidates should forward their resume to:

Flint Ink Corporation
25111 Glendale Ave.
Detroit, MI 48239
Equal Opportunity Employer

ACCOUNTS PAYABLE/RECEIVABLE SUPERVISOR

Holtzman & Silverman Construction Company, a national real estate development & construction firm has an opening for a qualified individual with a proven track record of leadership & accomplishment. The ideal candidate will possess a minimum of 5 years accounting experience through financ