502 Help Wanted Dental-Medical

RESIDENT AIDE - part time, 7am-3:30pm for assisted living facility in Plymouth. Call Mon. thru Fri. 9-4 451-0700

Residential Program Advisors. Interdependence is a community based residential program which provides independent living services to people with disabilities. At present, we are looking for Motivated, Caring and Mature individuals, who would be interested in providing quality assistance and support to these individuals, for programming in several suburban locations. If interested, please contact Kevin Edwards at 313-478-1720. Full or part time work available. All shifts open.
An Equal Opportunity Employer

RN
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN LPN
Full Time & Part Time
PM & Midnight shifts
Days - part time
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. An HCR facility. For more information contact, Mary La Tourneau RN DON 427-8270
University Convalescent
28550 5 Mile, Livonia

RN'S
Day Shift
RN'S & LPN'S
Afternoons & Midnight Shifts
Full time. Apply in person:
MIDDLEBELT-HOPE
Nursing Center
38410 Cherry Hill
Westland, MI

RN'S - LPN'S
A CHANGE FOR THE BETTER
As an OMNISTAFF associate you can change things for the better. You can:

- Work up to 5 days per week.... or only 2 days per month
- Choose your own shift and schedule
- Get paid for your experience
- Work in a long term care setting or an acute care hospital

If you want to make a change, call today for an interview.
OMNISTAFF
35150 Nankin Blvd., Suite 104
Westland, MI 48185
425-3133

RN'S, LPN'S & AIDES
Now hiring for all shifts, work your own hours, premium wage, bonus, referral, vacation, holidays, overtime pay. Call for immediate work.
NURSE FINDERS INC., 981-6600
Or send resume to: PO Box 6002, W. Bloomfield, MI 48033.

RN'S & LPN'S
All Shifts Available For Staff Relief, in Livingston and Oakland County.
RN'S $18.50 per hr.
LPN'S $15.50 per hr.
Mileage Paid
Flexible Schedules
Call Weekdays: 517-546-5416

RN'S & LPN'S
Applications being accepted for midnights, days and afternoons. Apply in person:
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

RN's & LPN's - full & part-time, midnights. Skilled nursing care facility. Full benefits package that will transfer within the Mercy Corporation. Apply or call us to learn more about our employment opportunities. 656-3239
Mercy Bellbrook
873 W. Avon Road
Rochester Hills, MI 48063

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

502 Help Wanted Dental-Medical

RN's/LPN's
Earn up to $20 an hour. Immediate placement on adult and pediatric home care cases.

- Southfield area. Part time midnights for adolescent vent patient.
- Royal Oak area. Part time days and afternoons for adult vent patient.
- Rochester area. Part time midnights. Pediatric vent patient.
- Shelby Township. All shifts available. Pediatric vent patient.

We offer fully paid major medical health insurance, bonus hour program and instant pay.
CALL 343-4357
ST. JOHN PROFESSIONAL MEDICAL SERVICES
An Equal Opportunity Employer

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. LLOPEZ, RN. 522-1444

RN'S - LPN'S
NEW RATES
Come in - Get acquainted
Bring this AD in and get a FREE GIFT. HCP, Ltd.
Dearborn office:
Village Plaza #1001
Mon. 1-5pm - Thurs 9-1pm
Rochester Hills office
1130 Tienken Ct. #103D
Mon. 1-4 Tues. 9-4:30- Fri. 9-2

RN'S - LPN'S
Work for the pool that works for all the hospitals.
Health Care Professionals Ltd.
Southfield - 357-7080
Dearborn - 563-0056
Ann Arbor - 747-8070
Rochester - 656-7075

RN'S
NEW WAGE SCALE
PLYMOUTH COURT 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/part time - all shifts

All offered in very pleasant working environment. Stop in to see or call. Kathy Herman, RN Nursing Director or... Sharon Swanson, RN Assistant Director of Nursing
Plymouth Court Health Center,
105 Haggerty Rd.
Plymouth, MI. 48170
455-0510

R.N., L.P.N.
Now Cherrywood Nursing & Living Center is offering higher work wages. Join us as we open a new unit. Cherrywood is located on 15 Mile, E. of Dequindre.
Call Linda List 978-2280
An Equal Opportunity Employer

SECRETARY Neuro Surgeon office, in Livonia. Experienced with insurance billing & scheduling surgery and patient appointments. Must have pleasant phone manner. Full time. 591-9040

SUPERVISORS - RN'S
Northwest Detroit church related nursing home, has immediate openings for a week end supervisor day shift, full time supervisor afternoon shift. Excellent pay and benefits. Apply in person, Mon-Fri, 8am-4pm, Evangelical Home - Detroit, 6700 W. Outer Dr., near Greenfield, or call Mrs. Poster, 836-1700

WARD CLERK/CENTRAL SUPPLY
Full time. Knowledge of medical terminology, stock room & supplies. Ability to maintain clinical record required. Experience preferred. Contact Sally Burns 661-1700

502 Help Wanted Dental-Medical

SURGICAL TECHNICIAN
Part-time for outpatient operating room - Straith Clinic - Plastic Surgery. Excellent salary & working conditions. 557-1622

SWITCHBOARD - full time position, Mon. thru Fri., available with an internal medicine practice in Farmington Hills. Previous experience in key-line and/or PBX system preferred. Please send resume to: Internal Medicine Clinical Group, 28080 Grand River, Suite 306, Farmington Hills, MI 48024.

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

X-RAY TECHNICIAN to work in doctors office full time, Farmington area. 474-5003

X-RAY TECHNICIAN
OR's, Mammography, and general X-Rays needed for busy Garden City clinic. Day shift - excellent benefits. Salary negotiable. Call 421-0344

X-RAY TECHNICIAN - full time, for Farmington Hills radiology office, must be registered & experienced in mammography & fluoroscopy. Call Linda 855-4700

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
Needed in Southfield for a property management company. Should have bank reconciliation background. Salary $16, to $18,000 plus benefits. Call 879-6630

ACCOUNTING CLERK
Minimum 2 years experience in accounting practices. Candidate must possess a working knowledge of Lotus 1-2-3. Experience with Multi-Mate is a plus. Accounting degree is not required. Position is at an offsite location. Please send resume to:
G-Tech Services, Inc.
Alternative Professional Personnel
14147 Farmington Rd.
Livonia, MI 48154

ACCOUNTING CLERK
For tool manufacturing company in Redford. Experienced in data entry, accounts payable, accounts receivable, 10 key & light typing. Competitive salary, excellent benefits. Call Chris 255-1760

ACCOUNTING CLERK
Diversified position offers growth & challenge for you if you possess a strong math aptitude. No previous experience necessary. Apply in person, Mon.-Fri., 10am-6pm:
Action Oldsmobile
33850 Plymouth Rd.
Livonia, MI., 48150.

ACCOUNTING
Credit clerk needed to process new applications for credit on open account. Duties include some phone work & mailing credit applications for references. Contact Vince Zimmaro 525-1990

ACCOUNTING: Manufacturing Co. has an opening in its 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 488: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

accounting
Payroll Accountant
Allnet Communication Services, Inc., one of the nation's largest long distance carriers, has an opening in the Payroll Department at their Corporate headquarters in Birmingham, Michigan.

The qualified candidate will have a good aptitude for math. Past payroll experience is a plus.

We offer an excellent benefits package and competitive salary. Interested applicants must send their resumes, in confidence to:

Allnet Communication Services, Inc.
Human Resources Department PC
30300 Telegraph Road, Suite 350
Birmingham, MI 48010
An Equal Opportunity Employer

ACCOUNTING - We are seeking an individual with accounting background to manage both accounts receivable base & accounts payable. Data entry experience helpful. Please send resume to: 30581 Schoolcraft, Livonia, MI 48150

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 426, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Novi based company. Minimum 1 year computer related experience. Full charge of invoice processing and vendor payments. Send resume with salary history and requirements to: Knight Enterprises/Delta Fuels, Attn. Shirley Parker, 40600 Grand River, Novi, MI 48050

Accounts Payable
"Symphony" experience desired. Good understanding of business math. Attentive to details. $7.50/hr + company benefits. Restricted smoking privileges. Send resume to: 3624 Carmel, Troy, MI 48083

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

ACCOUNTS - payable clerk for international corp. in Madison Hts. 6-12/mos experience, IBM systems 36. Advancement opportunities. $17,700. Call Alice at Uniforce 646-8501

ACCOUNTS PAYABLE
Troy based firm seeks an experienced full time Accounts Payable Clerk. Some prior experience with calculator and computer. Excellent benefits. Pleasant work environment. Start immediately. Send resume to: Personnel, 2870 West Maple, Troy, MI., 48084

ACCOUNTS RECEIVABLE
2 years collection experience required. Data processing experience helpful but not necessary. Please send resume with salary requirements to: Mr Charles. PO box CH 3335 Livonia MI. 48151.

ACCOUNTS RECEIVABLE
Full time, for detail oriented person. Computerized accounting department. Full benefits. Send resume to: McWilliams Machinery Sales, 23890 Freeway Park Dr., Farmington Hills, MI 48024, attention, Mary Jane. No phone calls accepted.

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 Sheri Hill today
AMERICAN
SCI - 649-2010

ADMINISTRATIVE ASSISTANT
with MicroSoft 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
33215 W. 10 Mile, Between Halstead & Haggerty, (Inside Suburban Medical Building)
474-6722

ADMINISTRATIVE ASSISTANT
Excellent opportunity for experienced individual with high corporate communication skills, and ability to write and a desire to learn and be responsible for internal operations. Unlimited opportunity if qualified and willing to work. Salary commensurate with ability and performance. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

ADMINISTRATIVE ASSISTANT
Individual needed for long term assignment with large automotive corporation located in Troy. Qualified candidate must have 3-5 years experience, shorthand, & excellent typing. Symphony & Microsoft Word helpful, but will train right candidate. Other long & short term assignments also available. Various requirements. Contact Ms. Mulrenin:
ENTECH
SERVICES, LTD.
Sole Source Division
588-5610

AGGRESSIVE PERSON NEEDED
Experienced and dependable, typing, filing, letter writing, phone skills, and IBM/PC skills required. Salary commensurate with experience, references 933-5890

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Independent insurance agency is seeking an Assistant to Executive with receptionist responsibilities. 2 to 4 years office experience, typing 50 wpm, phone skills necessary. Excellent opportunity for advancement. Send resume to: Dearborn Agency, 22100 W. Outer Dr., Dearborn, MI 48124.

ADMINISTRATIVE ASSISTANT/ Secretary. Consulting firm in Plymouth is interviewing candidates for an Administrative & Secretarial position. Experience with personal computers, word processing system & dictaphone equipment is required. Light bookkeeping. Salary commensurate with experience plus full benefits. Please send your resume & salary requirements, in strict confidence, to Box 512, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Administrative
Research Support
The Michigan Cancer Foundation is seeking a dynamic individual to provide administrative support to the chairman and staff of 15 in our Chemical Carcinogenesis Program. The ideal candidate will have word processing experience and a desire to be a vital part of a major research project. Prior administrative experience a must. College level courses in a natural science a plus. Send resume and salary requirements to:
Michigan Cancer Foundation
Human Resources
110 E. Warren
Detroit, MI 48201
An Equal Opportunity Employer

ADMINISTRATOR - LAW FIRM
Seeking person with administrative skills for position with responsibility. Experience, education, understanding of accounting, benefit plans, computer systems & equipment and personnel 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 416 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ALL AROUND Part-time office lady. Answering phone, light typing, apartment showings. Includes some weekends. Call 478-2025

ALL AROUND PERSON with good phone manners and typing. Good wages, bonuses. Part time, may lead to full time. Redford 535-7860

ANSWER telephones in our Westland office, full time, 8am-5pm, $3.50/hour. Mature person preferred. No experience necessary. Apply: 987 Manufacturers Drive, S. of Cherry Hill-E. of Newburgh.

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

A RECEPTIONIST - for major suburban corporation, experience on Rolm, Dimension, Executone, busy spot, good communication skills & like people. $14,700. Call Elaine at Uniforce 646-7662

ASSISTANT CO-ORDINATOR
For fast paced, non-smoking, friendly marketing office in Southfield/13 Mile area. Requires people oriented coordination skills. Mon. thru Fri. work week, 8:30am-5pm, + ½ day every 3rd Sat. at time and a half. $7 per hr, with frequent raises. No health benefits. Call Pat at 540-6010

ASSISTANT OFFICE MANAGER
for law firm in Troy. Must have degree in business administration, legal and management experience, non smoker. Send resume to: 1193 W Long Lake Rd, Troy, MI 48098

ASSISTANT to office purchasing manager. Office supply & equipment dealer. Reliable person with basic math skills. Apply in person only, 8:30-12noon, Mon. thru Fri., Gregory & Leonard, 2548 Elliott, Troy.

ASSISTANT TO REAL ESTATE Developer. Birmingham area. Computer & secretarial skills necessary. Ability to work independently. Hours 10AM-3PM, $10 per hour. Terrific opportunity. Resumes only. Maple Village, 26111 W. 14 Mile Rd., Suite 201, Franklin, MI 48025.

ASST PURCHASING SECRETARY
National headquarters of mould plant wood working company requires clerical secretary for purchasing department. Computer experience desirable. Range $6.50 - $7.50 dependent upon experience. Attractive offices in choice suburban location. Good fringe benefits. Call or write Mr. Schaefer
LIFETIME DOORS, INC
30700 Northwestern Hwy
Farmington Hills, MI 48018
851-7700

ATTENTION!
LONG & SHORT TERM ASSIGNMENTS FOR:

- CLERKS
- DATA ENTRY OPERATORS
- RECEPTIONISTS
- SECRETARIES
- SWITCHBOARD OPERATORS
- TYPISTS
- WORD PROCESSORS

Top Pay - Merit Increases - Holiday, vacation pay & insurance.
Call today:
CORPORATE PERSONNEL SERVICES

Detroit	965-0267
Livonia	476-1010
Plymouth	454-4616
Troy	643-7840

504 Help Wanted Office-Clerical

ATTENTION WORD PROCESSORS
We're looking for bright & ambitious word processors with:
Wordperfect 4.2 & 5.0
± Stat Typing To $18K
Display Write 3 & 4. To $20K
For information about these & other positions, call:
NETWORK RESOURCES
All Fees Paid 642-8530

AUDIO VISUAL COMPANY, in Southfield, has full time clerical position for enthusiastic person with excellent phone, typing and organizational skills. Must be able to work under pressure and deadlines. Rental experience a plus. 356-8228

AUTO DEALER
Accounts receivable bookkeeper needed at large Southfield auto dealer. Excellent pay & fringe benefits. Dealership experience preferred. Call Debbie at 353-1300, ext. 221

A WORD processor for Fortune 500 company in N. Oakland County, experience on Decmate, Wordperfect or Displaywrite 4, $18,900. Call Sally at Uniforce . 646-7663

A & W RESTAURANTS, INC., the corporate headquarters has a part time position available for a dynamic Clerk Typist whos requirements include:

- Typing, 60 wpm.
- IBM PC experience preferred
- Superior communication skills, written & verbal
- Previous general office experience
- Flexibility a must!

A & W offers excellent working conditions. Qualified candidates please send resume with salary requirements to:
A & W Restaurants, Inc.
Attn: Human Resources
17197 North Laurel Park Dr.
Suite 500
Livonia, MI., 48152

BILLING - COLLECTIONS
Supervisor level experience, over 2 years in billing collections of receivables. General accounting or bookkeeping background and or personal computer experienc necessary, for interesting financial consulting firm. Send resume and salary requirements to controller: TWI International, Inc., 7001 Orchard Lake Rd., Suite 420C, W. Bloomfield, MI 48322.

BILLING ORDER ENTRY CLERK. Must know 10 key & computer. Phone etiquette. Challenging co. Good salary commensurate with experience also full benefits. Ferndale office. 331-1200

BILLING/PAYABLES CLERK
full time position with a growing fast paced company. Previous billing or payables experience required. Please send resume and salary history to: Box 532 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER (ASSISTANT)
with PC computer experience for W. Bloomfield office. Construction/apt. management experience helpful. Call between 9am-5pm 851-6951

BOOKKEEPER/CLERK
Southfield accounting office. Typing, some bank reconciliation & payroll tax experience, or will train. After 1 pm 353-4347

BOOKKEEPER/Compliance Officer. Plymouth law firm is accepting applications now. Position responsibilities include accounts receivable, accounts payable, cash disbursements, accounting entries, routine tax matters, employee benefits plans monitoring & various compliance reports for clients. Prior experience required. Salary commensurate with experience level. Full benefits. Please send your resume & salary requirements, in confidence, to Box 512, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER: Experienced thru trial balance for Construction Company. Send resume to Box 482: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experience preferred, full time. Westland Area. 729-6172

BOOKKEEPER
Experienced full-charge thru statements including payroll/tax reports. Computer experience a plus! Small company needs self starting motivated person for excellent salary and benefits. Send resume to: 35353 Abruzzi, Westland, MI. 48185

BOOKKEEPER
for long term assignment 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)
474-6722

BOOKKEEPER - For non-profit agency. Bank reconciliation, knowledge in Lotus and Solomon computers helpful. Send resume to: AFMC, 23999 Northwestern Hwy., Suite 210, Southfield, MI 48075

BOOKKEEPER
Full charge with computer experience. Must be a self motivated and a self starting person with good accounting background. Non smoker. Send resume to: Celox Corporation, 377 Amelia, Plymouth MI. 48170

BOOKKEEPER
Full time position available immediately for busy office in Warren. Accounting & computer experience a plus. Call 977-0600

504 Help Wanted Office-Clerical

BOOKKEEPER - full charge. Solomon computer experience & accounts payable & receivable. Letter of credit. Small international company. 368-6533 or send resume: to 130 E 9 mile, Ferndale, MI 48220

BOOKKEEPER
Full charge for growing Southfield company. Maintain several sets of books on pegboard and computer systems through financial statements. Includes payroll and payroll taxes. Immediate position for a self-motivated dependable individual. Minimum 3 years experience. Send resume and salary requirements to: Controller, 1650 Rochester Rd., Troy, MI 48083.

BOOKKEEPER
Full charge full time, flexible hrs. good benefits, call Diane 8am-12 noon. 642-1560

BOOKKEEPER (full-charge) for mid-size marketing communications & public relations agency. Part-time, flexible hours. Mid-town Detroit. Send resume with salary requirements to Box 514, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Mature person for part time bookkeeping. Small business & personal accounts. Must be very organized with accounting background. Days/hrs. flexible. References required. 258-1670

BOOKKEEPER- Payroll, multi state computer. Typing essential. 40 hrs. Tue thru Sat. Liberal benefits. Plymouth area. Call, 459-4313

BOOKKEEPER: Part-time, mature, experienced in job cost accounting. Call Marilyn at 471-2944

BOOKKEEPER - PART TIME
Southfield property & casualty insurance agency requires experienced person. Flexible hrs. 358-1800

BOOKKEEPER/PART TIME
Southfield office. Must have knowledge of Receivables, Payables & Computers. Please call, 356-0603

BOOKKEEPER
Rapidly growing radio testing 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:
F.O.
Follmer, Rudzewicz & 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 exciting temporary assignments. Assignments can be either short or long-term, full or part-time, offer excellent rates, plus add significant experience to your background. Temporary assignments may lead to permanent. For an appointment, please call
357-8367
accounTemps
28588 Northwestern Hwy. #250
Southfield, MI 48034

BOOKKEEPER
Southfield home improvement company is looking for a fast working full-charge bookkeeper. Applicants must have experience in all phases of bookkeeping, including taxes and 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:
DDC
Follmer, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI., 48034

BOOKKEEPER
WALLED LAKE
Advertising company in Walled Lake has an immediate opening for a full-charge bookkeeper to head their accounting department. Applicants must have a "take-charge" personality, good communication skills and have experience in all phases of bookkeeping on both manual and computerized systems. Excellent opportunity and benefits. If interested please send resume and salary requirements to:
C.P.
Follmer, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI., 48034

BOOKKEEPER
with clerical skills. Experienced only. Call 482-2212

BOOKKEEPING/Data Entry Clerk. Needed for national collection agency. CRT experience helpful. Hourly wages and benefits. Call Kathie. 424-3850

Bookkeeping
Partial Listing of Positions

Bookkeeper.	To 20K
Accounts Receivable	To 18K
Full Charge Bookkeeper	To 23K
Accounts Payable	To 16K

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

504 Help Wanted Office-Clerical

CAREER BURN OUT?
Ready for a change? See our ad under #100 Help Wanted.

CASHIER/SWITCHBOARD
Mature/experienced. Full time. Good pay. Birmingham area. Ask for Betty. 644-6400

CHRISTIAN RADIO STATION, in Livonia, seeks bright, accurate, organized secretary to grow with company. For interview call 477-4600
Equal Opportunity Employer M/F

CHURCH SECRETARY - 20-25 hours per week. Typing, filing, record keeping, prepare bulletins, newsletters, etc. Birmingham area. Please send resume to: Richard Jonson, 5437 Lahser, Bloomfield Hills, MI., 48013.

CLAIMS ANALYST for busy Southfield law office specializing in Chapter 13 bankruptcy. Must have strong analytical skills, mathematical aptitude and good written communication skills. Some computer/keyboard experience required. Will train on our system. Salary commensurate with experience. Excellent fringes. Please send resume to: Box 540 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE CLERICAL POSITION available for a mature, individual with an outgoing personality and detail oriented. Multi line phone experience necessary along with good typing skills. Excellent benefit package available. Please call 855-6000, ext. 274 or send resume to: Paychex, 6960 Orchard Lake Road, Suite 110, W. Bloomfield, MI 48322

CLERICAL
Afternoon position open for part-time Office Clerical. No weekends. Must be non-smoker. Apply in person, 9am-4pm: Bruce Campbell Dodge, 14875 Telegraph, Redford.

CLERICAL ASSISTANT
(Livonia)
Requires one year general office experience, work experience as a receptionist. Responsible for scheduling appointments, light computer work, and general office duties. Hours flexible. Needed to cover vacations, illnesses, medical leaves, etc. Please send resume to:
SelectCare
Clerical Assistant Position
363 W. Big Beaver, Troy, MI., 48084
An Equal Opportunity Employer

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

CLERICAL
Entry level position available to conscientious, detail oriented individual. Organizational skills required for this accounts payable position in accounting department of professional Bloomfield Hills office. Respond in writing to: Office Manager, 2000 N. Woodward, Suite 130, Bloomfield Hills, MI 48013.

CLERICAL HELP
FOR CARPET STORE
Returning to the work force or new to the work force ... this may be the job for you. Pleasant working conditions. Full or part time position available. Evenings and weekends may be required. Phone for appointment Mr. Derasian 737-7902

CLERICAL/OFFICE/CASHIERS
Dobbs Furniture is expanding! We have several full & part time positions with benefits at our 7 Mile & Telegraph location for detail minded problem solvers who have a desire to grow with us. Apply in person: 19138 Telegraph at 7 Mile.

CLERICAL/OFFICE
Construction company conveniently located in Novi is seeking office personnel for it's accounting and contracts depts. Applicants must have prior office experience and possess good office and clerical skills. Please submit resume to: Cadillac Asphalt Paving Co, P.O. Box 817, Novi, MI 48050.
An Equal Opportunity Employer

CLERICAL POSITION
Established Ferndale retail operation, is looking for mature bright individual with good math aptitude and references to work 40/hrs per week, Tues thru Sat. Contact Lynn Mon thru Fri 547-3480

CLERICAL/RECEPTIONIST
Troy, full time position, including typing, word processing with WordPerfect, answering phones and reception. Send resumes to: P. O. Box 99181, Troy, MI., 48099.

CLERICAL - Secretaries, typists, clerks, receptionists, bookkeepers needed by national company. We offer good wages, credit union, benefits, advancement & more. Call Nicole between 1pm-5pm. Staffing Services 474-9774

CLERICAL
Typing & word processing skills, shorthand, excellent phone skills & other office duties. Call 737-7111

CLERICAL/UPS light warehouse position. Full and part time. Call between 9am-5pm: 261-8420

CLERK ASSISTANT
Looking for an aggressive person to serve as a Clerk Assistant in our Rental Department in the Wixom area. Must have a good phone voice and an ability to deal with our customers. Should have clerical, basic computer knowledge and typing skills. Excellent benefits. Pay will range from $5-$6 an hour based upon experience. Send resume to: S & R Equipment, 51722 Grand River, Wixom, MI., 48096, Att: Kathryn.

CLERK, full time, to staff Central Michigan University Regional office in Troy. Requirements: Education equivalent to high school with 2 years related experience beyond high school. Type 50 wpm and experience with R-Base and Word Perfect 5.0 desirable, possess telephone and communication skills and project a positive image. Excellent benefits, minimum salary ranging from $6.24 per hour, based on qualifications. Mail resume with cover letter postmarked by April 20, 1989 to: OC-1, Central Mich. University Suite 200, 2075 W. Big Beaver Troy, MI. 48084. No phone calls.
Affirmative Action Employer
An Equal Opportunity Employer

CLERK/TYPIST
Detroit-based firm seeks Entry-level Clerk/Typist. Candidates should possess a minimum typing speed of 40 WPM, good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full-time with a complete benefit package. For consideration, please send resume to:
CLERK/TYPIST
P.O. Box 779
Detroit, MI. 48231

CLERK/TYPIST
Excellent opportunity for an individual to work in a fast paced corporate office environment for our Human Resources and Accounting Department.

Some duties include: typing, filing, scheduling interviews, logging in resumes/applications, testing applicants, data entry, phone coverage and mail.

We offer excellent benefits, competitive salaries and a pleasant working environment.

Send your resume or apply at the corporate reception area of:
VALASSIS INSERTS
Attn: Darla Notaro
35111 Schoolcraft Road
Livonia, MI., 48150
An Equal Opportunity Employer

CLERK TYPIST
Full-time position for substance abuse program in Westland. Minimum high school diploma or equivalent. Must type 50 wpm and have a working knowledge of general office practices. $5.62 per hour. Excellent benefits. Call Lilly 9am to noon.
721-5190
An Equal Opportunity Employer

CLERK
$14-$15,000
Minimum 1 year office experience. Must be able to handle phones, general office duties & typing of 50wpm. N. Oakland location. Excellent benefits. Call for an interview.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 585-2720
An Equal Opportunity Employer

COMPUTER OPERATORS, data entry, good wages, flexible hours, benefits. Call Nicole 1pm-5pm. Staffing Services 474-9774

504 Help Wanted Office-Clerical

COLLECTION CLERK Must have strong collection background and experience with computers, filing, typing 50wpm. Needed for a HYDE Company, located in Wayne. Good benefits. Send resume to KLD: PO Box 340, Wayne MI. 48184. EOE M/F

COMMUNICATIONS COMPANY Customer Service. Light typing, accurate with figures. Pleasant phone personality. Full time. Farmington. 474-6670

COMPUTER ORDER ENTRY experience or knowledge necessary. Start immediately. $5 per hour. Wayne area. Call 729-6872

COURT RECORDER A PROFESSION
Our statewide court recording company now offers the opportunity for employment as a free-lance Court Recorder in the metro Detroit area. No stenographic ability required, excellent typing skills recommended. Flexible hours. We provide initial and on-going training. Please send resume no later than April 15 to:
NETWORK REPORTING
ATTN: MARY THOMPSON
P. O. Box 1050
Cadillac, MI 49601
An Equal Opportunity Employer

CREDIT REPORTING AGENCY in need of full & part time help. Flexible hours. Previous credit experience requested. Please call Ms Adams after 1:00pm 476-3325

CRT
CLERKS
TYPISTS
DATA ENTRY
SWITCHBOARD OPTS
CHALLENGING ASSIGNMENTS

- GREAT PAY
- HOLIDAY PAY
- FLEXIBILITY
- CASH BONUSES
- INSURANCE

CALL TODAY
WORK TOMORROW
557-5700
SNELLING TEMPORARIES
NEVER A FEE

Customer Service Rep
KAV, INC., one of Detroit Metro areas fastest growing vending services is seeking a detail oriented person with a high level of interpersonal skills in order to provide the highest quality of service to our clients. Your duties will include frequent telephone contact with customers, taking orders, resolving problems, maintaining records, preparing reports, etc. The successful candidate will also have a mathematical attitude and ability to learn our computerized office system.
If you are qualified and would like to join our professional team, please call: 838-5220

CUSTOMER service reps for major corp. in Oakland County, some word processing & data entry, $15,000. Call Rebecca at Uniforce [illegible]

CUSTOMER SERVICE REPS for Fortune 500 company in Oakland County, some word processing & data entry, $13,000

WORD PROCESSOR - for major Madison Hts. corp. Wordperfect or Display Write 4, $1574/mo.
NEVER A FEE
Teachers, retirees, homemakers welcome
LIVONIA - 473-2931
UNIFORCE
S'THFLD 357-0034 B'HAM 646-7660

DATA ENTRY CLERK
Must be self starter, type 45wpm, entry level. Ferndale area. Call Linda 9am-4pm 399-5120

DATA ENTRY/Computer Operator
Plymouth manufacturing firm requires a well organized person to be responsible for data entry & computer operations. Duties also include billing, filing & some general clerical. Experience a plus. Excellent benefits. Send resume to: Data Entry, 9075 General Drive, Plymouth, MI 48170

DATA ENTRY
Full time, temporary position, April thru August for numeric data entry. IBM 8/36 experience helpful. Will train on system operations. Call 349-0000

DATA ENTRY
National Company in Rochester area - has a part-time position available for an IBM P.C. Specialist. Must be able to input data quickly, accurately & have extensive knowledge of an IBM P.C. 589-0500

DATA ENTRY
5 OPENINGS NOW!
2 shifts available. Work 8 am - 5 pm, or 3 pm - 11 pm. Call us today to apply for this great opportunity!
ENTECH
SERVICES, LTD.
737-1744

DESK TOP PUBLISHING
Ad Agency seeks experienced Macintosh user. Part time to start. Send resume to: TAP, P.O. Box 2117, Farmington Hills, MI 48033

DRIVER/GENERAL LABOR. No experience necessary. Must have chauffeurs license, full time, with benefits. Apply in person [illegible] Clest Plymouth

ENTECH
SERVICES, LTD.
CAREER DAY
Monday, April 17
9 am - 3 pm
Livonia Holiday Inn
17123 N. Laurel Park Dr.
at 6 Mile & I-275

Please join us to discuss your career opportunity with ENTECH SERVICES, LTD. We will be accepting resumes and conducting personal interviews for all secretarial and clerical applicants, including word processors, administrative assistants, receptionists, typists, clerks and others! Please call to schedule an appointment.

ENTECH
SERVICES, LTD.
336-8888

ESCROW SECRETARY TO $20,000
Immediate opportunity with a large progressive company. Processing real estate transactions. Good skills and related background preferred. Call Sue at [illegible].
After 5 PM Appointments Available
SNELLING & SNELLING

EXECUTIVE ASSISTANT [illegible] organized person. Word processing experience preferred. [illegible] professional. Reply to Box 252, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE ENTRY LEVEL position for fast paced firm in Troy area. Individual with executive secretarial experience [illegible] N.C. [illegible] North Park Dr. [illegible] Southfield, MI 48075.

EXECUTIVE SECRETARY [illegible] Send resume to: Personnel, [illegible] Northwestern Hwy., [illegible] MI. 48071

504 Help Wanted Office-Clerical

Administrative Assistant
Vlasic Foods, Inc., is a dynamic innovator in the food industry. Our high quality products and an entrepreneurial outlook have helped us to grow to become a nationally recognized company. We now have an exciting position available for an Administrative Assistant to contribute to our future growth and expansion.
To qualify, you need 5 years' secretarial experience, preferably with senior level management, and excellent organizational and communication skills. Word Processing and PC skills are beneficial. This position reports to a Senior Vice President.
If you are ready to take on the challenges associated with working for a national company, send your resume, or meet with us in person at the Vlasic Job Fair, April 15, 1989, from 9 a.m.-12 noon at our corporate office. Vlasic Foods, Inc., 33200 W. 14 Mile Road, W. Bloomfield, MI 48322. Equal Opportunity Employer. Principals only please.

vlasic

CLERICAL OPPORTUNITIES

Kelly Services, Inc. is a leader in the temporary help industry and a company that is experiencing continued growth in response to the expanding needs of the business community.

We have, and are anticipating, several full time clerical positions at our corporate headquarters.

These entry level positions require good filing skills, mathematical aptitude and typing speed of 30 wpm. Your work will involve filing requests for timecards and invoices and accurate record keeping.

We offer a competitive salary and comprehensive benefit package and advancement opportunities based on good job performance and available opportunity. If you are qualified and interested in the above opportunities, please send your resume or apply in person to: **Personnel Assistant-CO, Kelly Services, Inc., 999 West Big Beaver Road, Troy, MI 48084.**

Equal Opportunity Employer M/F/H/V

KELLY World Headquarters
SERVICES, INC.

504 Help Wanted Office-Clerical

HUMAN RESOURCE COORDINATOR/SECRETARY
Ladbroke Racing Corporation is in need of a secretary to work primarily in their Human Resource function. This position will also assist in other departments as needed.

The ideal candidate will need to be adaptable and able to work in a fast paced environment. A good command of the English language both written and verbal is a must. We also require:

- Excellent organization skills.
- 2 years experience.
- 60 + wpm typing.
- Shorthand or speedwriting.
- Familiarity with PC.

Excellent benefit package. Salary commensurate with experience. LRC is an Equal Opportunity Employer. For more information contact:

Ladbroke
Joyce L. King
Ladbroke Racing Corporation
28001 Schoolcraft
Livonia, MI 48150
Telephone:
(313) 525-3804

PERSONNEL COMMUNITY RELATIONS SECRETARY
Active department is seeking a personable, highly motivated individual to perform diversified secretarial/clerical functions.

Successful candidate must possess a minimum of 3 years related experience, preferably in a health care setting. Strong typing skills (55+ wmp) and written and oral skills are required for this responsible position.

In addition to an excellent wage and benefit package, you will have the opportunity to work in a friendly, service oriented environment. Please submit a resume detailing experience and salary history to:
GARDEN CITY HOSPITAL
Personnel Office
6245 N. Inkster Road
Garden City, MI 48135
458-4277

ORDER PROCESSOR BILLING CLERK
ELECTRO RENT CORPORATION a major International Electronic Equipment Rental, Leasing, and Repair Company seeks a Order Processor/Billing Clerk for our Livonia Office.

Duties: Order Entry, accurate, and must pay attention to details. Good phone skills, some minor collections, manual filing, as well as updating computer files. Some computer knowledge with data base helpful. Prefer someone with experience with purchase orders and billing.

Promotion into different departments possible. We offer full benefits, including school reimbursement. Interesting and active work environment. We live in the exciting world of Electronic Instrumentation

Please send resumes only to:
ELECTRO RENT CORP.
31195 Schoolcraft Rd.
Livonia, MI 48150
Attention: Dena Christman
Will call for interviews
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

KELLY SERVICES Classifieds

OFFICE AUTOMATION

DATA ENTRY OPERATORS
10 key or typewriter style experience and 35-45 wpm typing desired. Work for an auto related co.
CALL MARTHA
FARMINGTON HILLS
471-2958

PC OPERATORS
DisplayWrite 3 & 4, WordPerfect and MicrosoftWord. Good phone and clerical skills required for long or short term assign. in professional atmosphere.
CALL CATHY
TROY
362-1150

WORDPERFECT OPERATOR
2 WordPerfect operators needed for long term assign, at a bank. Shorthand or Dictaphone helpful.
CALL DEBBIE
ROCHESTER
852-8900

WORD PROCESSING SECRETARY
Advertising agency needs exec. secretary for long term assign. Requires OfficeWriter or Multi-Mate.
CALL LORENE
BLOOMFIELD HILLS
642-0350

ADMINISTRATIVE SUPPORT
Admin. Secretary to work with upper management. Word Processing experience required. Shorthand &/or Dictaphone helpful.
CALL BETH
SOUTHFIELD
352-6228

DATA ENTRY OPERATORS
Progressive co. needs top notch personnel for two months. 100% input of freight/shipping info. on PC.
CALL ABBY
LIVONIA
522-4029

CLERICAL

SECRETARY
Auto. supplier needs excellent shorthand secretary in purchasing dept. for 3 mo. maternity leave.
CALL ABBY
LIVONIA
522-4029

SWITCHBOARD
Novi area ROLM or other switchboard exp. 10 incoming lines 180 ext. Greet & direct visitors at this large co.
CALL MARTHA
FARMINGTON HILLS
471-2958

RECEPTIONIST/TYPIST
Polished individual preferred for short term assign. Type 35+ wpm, answer 10 line phone. General clerical duties req.
CALL MAGGIE
TROY
362-1150

RECEPTIONIST/TYPIST
6 needed. Ans. 6 incoming lines. Typing helpful but not necessary. Long or short term for automotive co.
CALL DEBBIE
ROCHESTER
852-8900

SECRETARY
Xerox 620 Memory Writer exp. needed for short term assignment at Birmingham credit corp.
CALL LORENE
BLOOMFIELD HILLS
642-0350

RECEPTIONIST/TYPIST
Experienced switchboard/receptionist needed for busy sales office. 50+ wpm typing & ability to be flexible for communications co.
CALL BETH
SOUTHFIELD
352-6228

KELLY Temporary Services
The Kelly Girl People. The First And The Best.

Not an agency-never a fee. Equal Opportunity Employer M/F/H. U.S. law requires all applicants to show proof of identity and right to work in the U.S.