CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County ... Rochester/Rochester Hills

MORE CLASSIFIEDS
This classification continued from Page 16G in B,Wb,T,Ro

502 Help Wanted Dental-Medical

ORTHODONTIC ASSISTANT
Experienced Orthodontic Assistant for Western Wayne County office. Pleasant surroundings with good working conditions. Reply to: P.O. Box 9010, Livonia, MI 48151

PHLEBOTOMIST
National Health Laboratories is seeking an experienced Phlebotomist to join our Livonia Staff. This full-time position requires a Self-Starter with 1-3 yrs. of experience. Customer Service experience is a Plus. We can offer you an outstanding Benefit Package coupled with a competitive salary. All qualified candidates should either apply in person or mail their resume to:
National Health Laboratories
13250 Northend
Oak Park, MI. 48237
An Equal Opportunity Employer

PODIATRY ASSISTANT
Receptionist - part time. Experience helpful. West Livonia. 591-6612

DENTAL RECEPTIONIST/Assistant Full-time, large Rochester family practice. Must have experience as dental receptionist or assistant. Computer experience helpful. Call Arlene: 652-1100

RECEPTIONIST - part time, Oral Surgery office, 2-2½ days per week. Medical or dental background required. Call between 10am-4pm. 647-2191

RECEPTIONIST OFFICE MANAGER for friendly Northville dental office. Mon thru Thurs. 349-3660

RECEPTIONIST - with billing knowledge, busy OB GYN office. Excellent benefits. Call Claire. 358-5906

RECEPTIONIST
for Novi area medical specialist office. Full time. Experienced. Call 477-0400

RECEPTIONIST, part time, for Ophthalmologist's office Mature individual preferred. Experience helpful. Call 569-0155

RECEPTIONIST-BILLING, Insurance. Will train. Part time leading to possible full time. Novi/Farmington Hills area. 476-5432

RECEPTIONIST - for Novi office. Mature, willing to learn, good educational background & people oriented. Eves. 624-2113

RECEPTIONIST - Mature, full time receptionist for a busy Livonia orthopedic office. Experience preferred but not necessary. 474-6800

RECEPTIONIST
Henry Ford Medical Center W. Bloomfield has an immediate opening for a full time Receptionist for the OB/GYN clinic. Days and some evenings. Excellent phone skills and experience required. Please send resume to:
HUMAN RESOURCES
HENRY FORD MEDICAL CENTER
6777 W. Maple Rd.
W. Bloomfield, MI 48322
An Equal Opportunity Employer

RECREATION THERAPIST
Challenging position for therapist interested in working with individuals with traumatic brain injurys. We are interested in hiring a motivated, self directed individual who is interested in working with an expanding program. Send resume to Box 186 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN) and first-line Supervisors of resident care staff on an 8 hour shift (RN II). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries $15.81/hr, $33,011/year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. If interested call Mrs. Dixon, RN, for more information at 349-1800, ext. 231. An Equal Opportunity Employer

RESIDENT ASSISTANT for our 3pm-11pm shift needed for Cardinal Retirement Village of Farmington Hills. The position involves interacting with our Seniors without having to do hands on nursing type services. Pleasant, friendly people who enjoy working with older persons, please apply in person at: 36550 Grand River between Halstead & Drake. Non smokers only
An Equal Opportunity Employer

RN
for GYN Birmingham office. Venapuncture experience. 15-25 hrs. per week. Call Audrey 540-6177

Registered Nurse
Needed for skilled nursing unit in long-term care facility. Acute care experience preferred and ability to direct employees. Position is a full-time, day shift with weekend differential. Excellent salary and benefit package with full tuition reimbursement. Interested individual should apply at:
Georgian Bloomfield
2975 N. Adams
Bloomfield Hills, MI 48013
Or call & ask for Director of Nursing
645-2900

Registered Nurse
MAPLE GROVE
Henry Ford Hospital has an opening for a contingent Registered Nurse on the midnight shift at Maple Grove, its chemical dependency treatment facility. Medical/surgical nursing experience is required. Qualified applicants, please call Rosemary Kubek at 661-6100 or send resume to:
HUMAN RESOURCES
HENRY FORD MEDICAL CENTER
6777 W. MAPLE
W. Bloomfield, MI 48322
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
Henry Ford Medical Center, W. Bloomfield, has positions open for RN's in ambulatory surgery working days. Qualified candidates will have 2 years current operating room experience and a current Michigan License. Call Maryann Edwards at 661-6455, or send resume to:
Human Resources
HENRY FORD MEDICAL CENTER
6777 W. Maple
W. Bloomfield, MI., 48322
Equal Opportunity Employer M/F/H

RN & LPN
Day & afternoon shifts - full & part time. Skilled Nursing facility looking for caring professional with sincere interest in geriatrics. Excellent salary & benefit package. Weekend & shift differential. For more information, please call Mary Le Tourneau RN DON at: University Convalescent & Nursing Home, 28550 5 Mile Rd., Livonia 427-8270
An Equal Opportunity Employer

RN-LPN - FULL or PART-TIME
Afternoon & nights shifts. Apply: Arnold Nursing Home, 18520 W. 7 Mile, 531-4001, Ext. 261

RN NURSING SUPERVISOR
needed full time, every other weekend, day shift. Call O. Brevner, RN, 9am-4pm. 476-6300

RN
Part time position for large outpatient diagnostic testing center in the Cardiology Division. Salary commensurate with experience. Interested parties to contact Rita at: 541-4810

RN & RECEPTIONIST
For Birmingham doctor's office. Part or full time. Call Paula: 646-6100

RN's - EARN TO $28.25
Work for the pool that works for all the hospitals (including DMC).

LPN's - EARN TO $17
Choices: home care, PEDS, VENTS, Private Duty, Facilities.

Health Care Professionals, Ltd
SOUTHFIELD - 357-7080
DEARBORN - 563-0056
ROCHESTER - 656-7075

RN'S & LPN'S
Applications being accepted for midnights and afternoons. Apply:
FRANKLIN MANOR
26900 Franklin Rd.
Southfield, MI 48034
352-7390

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 GPN'S. We need caring nurses who show genuine interest in Geriatrics. Full & part time positions available. Salary commensurate with experience. Apply at Mt. Vernon 26715 Greenfield, Southfield

RNS & LPNS
Needed full or part time for fully air conditioned facility. Good boss. LPN wages $9-$11, RNS $15-$20 per hour depending upon experience and benefits. Contact Myra Woodward 534-8400

504 Help Wanted Office-Clerical

SALES SECRETARIES
A.O. Smith Automotive Products Company, a major supplier of automotive structural components, has opened a new sales and engineering office in the Farmington Hills area. We are seeking energetic individuals to assist our Account Managers and staff with customer contact and office management.
The candidates will have excellent typing, computer and organizational skills. An outgoing personality and the ability to work in a fast-paced, professional environment is a must. Knowledge of Macintosh computers and Word Perfect software helpful. Prefer candidates with a business college background and prior secretarial/clerical experience for an automotive supplier.
These are challenging positions that offer an excellent salary and comprehensive benefits package. Please send resume to:
A.O. Smith Automotive Products Company
37735 Interchange Drive
Farmington Hills, MI 48331
Attn: Anne Merrill
A.O. SMITH
AUTOMOTIVE PRODUCTS COMPANY
A DIVISION OF A. O. SMITH CORPORATION
An Equal Opportunity Employer

SECRETARIES
TEMPORARY ON-CALL
Worldwide speciality chemical company is currently looking for experienced secretaries who are interested in working at our Madison Heights facility near Oakland Mall. These positions will be temporary on-call and will require the following:
- 3 years general office experience
- Typing speed of 65 wpm
- Ability to answer multiple phone lines
- Work in fast paced environment with minimal supervision

Candidates who are interested in this type of position should submit their handwritten cover letter with resume to:
Parker + Amchem
Human Resources - TH
32100 Stephenson Hwy.
Madison Heights, MI 48071
An equal opportunity employer

RNS - PART TIME
20 HRS. PER WK.
Established Certified Home Care Agency has immediate openings for 3 qualified RNs with recent experience in Community Health Nursing & a working knowledge of the Medicare Conditions of Participation. Must be proficient in completion of 485s. These are detail-oriented positions involving review of documentation which is ideal for individuals who are well organized, can function under pressure, & accept deadlines. Previous medical review experience helpful. Salary $15,000 plus benefits. Flexible days & hours.
METROSTAFF
HOME HEALTH CARE
Contact: Michelle Gelman, RN
557-8700, Ext. 446, Mon.-Fri., 9-4

RN'S - POOL NURSES
Plymouth based home health agency seeking RN's with recent acute care experience to work all shifts & weekends at local hospital.
UHHS 451-2255

RN's
Take charge of your career in our unique setting
Washtenaw Regional Dialysis Center offers careers in a challenging clinical setting. We're part of National Medical Care, Inc. with 300 outpatient dialysis clinics located across the U.S. We now have the following position available in the Ann Arbor area.

RN
part-time
afternoon shift
3-11:30 p.m.

Charge Nurse
afternoon shift
full-time

You will enjoy these advantages:
- Excellent salary
- Vacation pay
- Advancement opportunity
- Tuition reimbursement
- Promote from within policy
- Multi-disciplinary team approach
- No Sundays
- No winter holidays
- No on-call responsibilities
- 401K plan
- Child care tax option

Hemodialysis experience is not required. Training is provided. For more information, please contact Linda Luevano, Director of Nursing at (313) 434-8511.
An Equal Opportunity Employer

RN SUPERVISOR
Days, every other weekend. Four Chaplains Nursing Home 261-9500

RN'S. Part time, days every other weekend. West Trail Nursing Home, small facility in downtown Plymouth is in need of compassionate & competent nursing skills. To schedule an interview call Pam Sorensen RN - DON at 453-3983

RN
$16 PER HR
W. Bloomfield Nursing Center, near Maple & Drake, has opening on midnight shift, for part time RN. $16 per hour. For information call Mrs. Mancuso or Mrs. Murrie 661-1600

R.N. AND S.T. CONTRACT
for skilled home care.
Part-time Aide. 625-5865

R.N.'s & L.P.N.'s
for skilled, long-term care facility. All shifts. Excellent wages & benefits. Call Logan, 875-1263

SECRETARY/RECEPTIONIST
Immediate opening in W. suburban clinic. Word processing experience desired. Excellent phone manner a must. Full time position with health, vacation, holiday benefits & much more. To be considered for an interview, call: 421-3474

SOCIAL WORKER - B.A. or B.S.W.
Full time. Background in case management, knowledge of community resources, and ability to provide supportive counseling and limited crisis intervention. Experience with developmental disabilities or closed- head injuries desired. If you are a competent, caring, hardworking self-starter, who wants to become part of a dynamic outpatient pediatric rehabilitation facility, send resume by Monday, June 19 to: Dr. Marilyn Schelberg, Detroit Institute for Children, 5447 Woodward, Detroit, MI 48202.
An Equal Opportunity Employer

SOCIAL WORKER
challenging position for therapist interested in providing therapy to individuals with traumatic brain injurys. We are interested in hiring a motivated, self-directed individual who is interested in working with an expanding program. Send resume to Box #186
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

SURGICAL ASSISTANT
needed for busy Oral surgery practice, in Southfield. Call 559-8190

UTILIZATION REVIEW COORDINATOR
Large suburban based HMO seeks individual for UR Coordinator position. Responsibilities include pre-admission, admissions, concurrent review. Registered nurse with 2yrs. experience in utilization review. Previous HMO experience preferred. Excellent salary and benefits. Respond in confidence to:
Human Resources/U/R
P.O Box 223
Southfield, MI 48037
An Equal Opportunity Employer

X-RAY TECH
Needed 6-8hrs. a week in small Novi office. $50 bonus to hiree. 624-2113

X-RAY TECHNICIAN
For orthopaedic office, Sterling Heights area. Inquiries made at 286-6200

X-RAY TECHNICIAN
Part time for Farmington Hills x-ray clinic. 471-0675

X-RAY TECHNICIAN
Must be certified. Experience necessary, full-time. Birmingham area. 647-4425

X-RAY TECHNICIAN
Full and Part-Time. Livonia area. Ask for Lupe. 261-3290

X-RAY TECHNICIAN
Full and part time. Must be registered or registry eligible. Benefits. Contact Ron, 538-4700, Ext. 589.

X-RAY TECHNICIAN
needed for Livonia physician's office. 3 evenings per week. Call 464-9200

504 Help Wanted Office-Clerical

TROY FIRM seeks entry level Accounting Clerk. Send resume: Spartan Floor Covering, Inc., 1000 Chicago Rd., Troy, MI 48084.

ACCOUNTANT/BOOKKEEPER
for Southfield accounting office. Call Stuart after 1pm 353-4347

ACCOUNTING ASSISTANT
Associate's degree or equivalent experience required. Experienced through financial statements. Good computer background necessary. Excellent benefits. Send resume & salary requirements to Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK/Secretary
Detail oriented, professional person, with computer background, for a pleasant architectural/property management firm. Varied duties including accounts payable/accounts receivable, payroll. Non-smoking office. Send resume to: Mrs. Calmadia, 17197 N. Laurel Park Dr., Su. 171, Livonia, MI., 48152.

Accounting Clerk
Immediate opening for an entry level accounting clerk. Must have basic accounting background and know proper use of calculator. Starting pay $4.35 per hour. Apply in person to the personnel office located in the Marriott Airport between 10am and 4pm, Mon. thru Fri.
HOST
A Marriott Company
Metro Airport

Accounting Clerk
Multiple location service company, headquartered in Bloomfield Hills has an opening for an Accounting Clerk. Applicants should have some experience in A/R or A/P, computer knowledge and be able to work in a fast environment. If you are a fast learner looking for a good opportunity to expand your accounting knowledge, please send resume and salary requirements to:
S.T.
FOLLMER, RUDZEWICZ & CO.
26200 American Drive
Suite #500
Southfield, MI., 48034

ACCOUNTING CLERK
Detail-oriented individual needed for growing company located in Troy. Prior Accounts Receivable/Payable, Order Entry & General Accounting experience necessary. Personal Computer/Lotus experience desirable. Minimum Associates Degree and/or equivalent work experience necessary. SALARY - $17K, good benefits program.
Send resume, with recent salary history, to:
P.O. Box 090273-BO
Birmingham, MI. 48009
An Equal Opportunity Employer

ACCOUNTING MANAGER
$30,000 No Fee
Established west suburban company offers excellent benefits and career growth to full-charge bookkeeper. Degree helpful.
EMPLOYMENT CENTER II 540-4130

ACCOUNTS PAYABLE
Birmingham co. needs organized individuals with good math skills to assist with various accounting payables procedures.
Data entry a plus 647-0300

Accounts Payable
Farmington Hills company seeks organized and detail oriented individual. Must be able to work in high volume, fast paced office. Experience in manual and computerized systems. Full time plus benefits. Call: 553-6260

Accounts Payable
Farmington Hills company seeks organized and detail oriented individual. Must be able to work in high volume, fast paced office. Experience in manual and computerized systems. Full time plus benefits. Call: 553-6260

ACCOUNTS PAYABLE - Experienced self starter able to handle 2 companies on computer system. Accounting a +! Salary, benefits. Send resume to: P.O. Box 21803, Detroit, MI., 48221

504 Help Wanted Office-Clerical

COLLEGE STUDENTS
At J. Martin Victor Temporaries, we care about your future. Call & ask about our $500 annual scholarship.
- Data Entry
- General Office
- Receptionist
- Word Processor/Secretary

You must have your own transportation. No appointment necessary Mon. thru Thurs. Never A Fee.
Livonia, Walled Lake, Farmington Hills areas.
38215 W. 10 Mile, between Halstead & Haggerty. (Inside Suburban Medical Building)
474-8722

BARTECH INC.
Temporary Services Div.
Is seeking individuals for long term assignments with a major automotive company. Experienced with the following programs preferred:
- WordPerfect
- Wang
- Lotus
- Displaywrite 3 & 4

Call Douglas today for an appointment
484-1370

ACCOUNTS PAYABLE & RECEIVABLE CLERKS
Do to expansion we need entry level clerks who are dependable, responsible, motivated individuals who are seeking long term employment and who posess the ability to work well with others & posess the necessary common sense to perform a variety of tasks in our accounts payable of our accounts receivable department. We will train the individuals who have these qualities. Apply in person weekdays 9am to 4pm.
Handleman Co.
500 Kirts Blvd, Troy
(First stop light N. of 15 Mile)
(W. of Livernois)
AAE EOE M/F/H/V

Accounts Payable
Birmingham based management company has full time permanent accounts payable position available. Cost accounting experience preferred. 3 years accounts payable & computer experience necessary. Salary plus benefits. Send resume to The Management Co., P.O. Box 3076, Birmingham, MI. 48009.

ACCOUNTS PAYABLE CLERK
Manufacturing company in New Center area seeks an ambitious accounting clerk to handle all aspects of payables on computerized system, do bank recs and assist in busy accounting department. Position requires 2-3 years related experience and strong detail orientation. Some prior training with computer and calculator required and ability to learn, take on responsibility and be an energetic team player. Fast-paced, friendly, non-smoking office. Please forward your resume and salary requirements to: Box 206 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE/Shipper - Computerized invoicing, 2 years experience. Send resume to: Personnel, 5433 Miller Road, Dearborn, MI 48126

ACCOUNTS RECEIVABLE
Part time. Computer and previous receivable experience required. Invoice processing, collections, etc. Mon. thru Fri., 3-4 hours afternoons. Send resume to: Personnel, P.O. Box 195, Clawson, MI 48017.

ACCOUNTS RECEIVABLE SUPERVISOR
Mid size service company located in western Wayne county seeks an experienced accounts receivable supervisor. The ideal candidate will posess
- Bachelors degree in accounting
- 2 yrs in A/R supervisory experience
- Familiarization with IBM PC and on-line system

Salary - mid $20's. Competitive benefits. For immediate consideration, please submit resume & salary history to:
Human Resources Dept
P.O. Box 33-579
Detroit, Mich 48232-5579

Accounts Receivable
Great entry level position for person with 1-3 years experience, and knowledge of payroll and all phases of receivables. Potential perm assignment with great benefits. Join our team today!

ENTECH SERVICES, LTD.
TROY
588-5610 ext. 432

ACCOUNTS RECEIVABLE/PAYABLE
Experienced needed. Royal Oak area. Send resume to: Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER: up to 15 hours per week. Strong business experience is necessary. Familiarity with IBM word processing software essential. Call 534-4484

ADMINISTRATIVE ASSISTANT
$20,000
Enjoy all of the advantages of being part of a dynamic growing company in the communications industry. Your executive secretarial skills will be appreciated here. Fee paid. Call Mariam at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

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.

ADMINISTRATIVE ASSISTANT
Experienced person required for executive assistant to the president. Duties will include typing, customer contact, other clerical functions. Good salary and benefit package. Submit resume to: President, P. O. Box 2738, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Progressive company located in Northern suburb seeks professional self-motivated and hardworking individual to provide administrative support to top executive. Ideal candidate will posess strong anticipatory and organizational abilities and have 5-10 years of secretarial and administrative experience. Computer experience, shorthand and the ability to professionally cope with a fast paced environment and be effective in a deadline driven work place a must. Excellent salary and benefits. If interested, please send resume and salary requirements to: Ms Norwood, P. O Box 691, Southfield, MI 48037
Plante & Moran recruiting for An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Long and short term assignments are available at large automotive company in Troy. Requires 3-5 years secretarial background with experience on any of the following software:
- SYMPHONY
- LOTUS 1-2-3
- DISPLAYWRITE 3
- DATABASE III +
- MACINTOSH PROGRAMS

Great pay and benefits. Call to schedule an interview!

ENTECH SERVICES, LTD.
Sole Source Group
588-5610

ADMINISTRATIVE - assistant for major Birmingham brokerage firm, mature, some wordprocessing, good communication skills, $20,000 plus. Call Josie at Uniforce 646-6168

ADMINISTRATIVE ASSISTANT
Excellent position with contracting company, located on Telegraph Rd., Southfield. Customer contacts, typing, computer and light accounting. Salary commensurate with experience. Telephone for appointment, Mr. Heyman 353-9900

AN OFFICE manager/bookkeeper for Oakland County corp. A/P & A/R, Lotus 1,2,3 & data entry, must have good people skills, $18-20,000. Call Becky at Uniforce 646-7662

ADMINISTRATIVE POSITION
Open with fun, fast paced, family oriented manufacturer's rep firm in Southfield. Seeking energetic, self-motivated person with clerical skills including typing (50wpm), basic math skills, light receptionist duties; some material expediting involved with this highly visible position with lots of variety. Salary open. Call Wendy: 352-3455

Administrative Assistant
PepsiCo Food Systems, a division of PepsiCo, a national food distributor to over 8,000 Pizza Hut and Taco Bell restaurants, is seeking a mature permanent part time Administrative Assistant for our Novi Distribution Center. Candidate should posess strong administrative skills, be detail oriented, with a statistical analysis background. A working knowledge of DOT regulations is a plus, but is not required. Send resume or apply in person to:
PFS, 43800 Gen-Mar, Novi, MI 48050. No phone calls please.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ADMINISTRATIVE - assistant for major brokerage company in Birmingham. Mature, some wordprocessing. Excellent communication skills, $20,000 plus.

INSIDE SALES - person for Troy corp. Type 50 wpm, some light wordprocessing helpful, calculator, mechanical aptitude a plus, $15,000 plus.

NEVER A FEE
No appt. necessary
Paid vacations, holidays benefits
LIVONIA - 473-2931
UNIFORCE
S'THFLD 357-0034
B'HAM 646-7660

ADMINISTRATIVE ASSISTANT
Allnet Communication Services, Inc., a leader in the dynamic long distance telephone industry, has an immediate opening for a secretary at our corporate headquarters in Birmingham, MI.

Requirements for this position include: accurate typing 60+ wpm, word processing on IBM PC.

This position will interact with other employees and outside customers. Excellent oral communication and phone skills a must.

We offer a competitive salary and a comprehensive benefits package. Interested individuals should send resume to:
ALLNET COMMUNICATION SERVICES, INC.
Human Resources, Dept. PC
30300 Telegraph Rd. #350
Birmingham, MI. 48010
An Equal Opportunity Employer

ADVERTISING AGENCY
Bright, creative & mature self-starter for receptionist/general secretarial position. Data entry, typing & general office duties, must have pleasant phone manner. Word perfect & dbase III skills a plus.
Call Geneen - 462-0355

ADVERTISING AGENCY
Typist & Secretarial positions available. Typing 50-80wpm, HBI word processing experience preferred but will train. Heavy filing, typing copying, excellent phone manner & organizational skills required. Some overtime. Tel Twelve area. Good starting salary/benefits. Call Nancy Newman 645-6170
An Equal Opportunity Employer

ANNOUNCING ...
GREAT SUMMER JOBS
Long and short term assignments are currently available in the Farmington Hills/Novi areas. Work at spectacular firms, earn top dollar, take advantage of great benefits and gain valuable work experience. We offer all this and more at ADIA.

If you have clerical experience in the typing, secretarial or word processing field, call today!
855-8910
ADIA
The Employment People

ANSWER TELEPHONES in our Westland office, full time, 8 am to 5 pm. $3.50 hour, mature person preferred. No experience necessary. Apply: 987 Manufacturers Dr., S. of Cherry Hill, E. of Newburgh.

APPLICATIONS BEING accepted for part-time office help, 3 days a week. Answer phones, typing, filing, etc. Apply in person, Mission Point Resort, 2550 Telegraph Rd., Suite 100, Bloomfield Hills, MI. 48013. Please no phone calls.

Administrative Assistant
Immediate opportunity for person with PC experience and typing 50 wpm. 3 yrs. experience necessary. Temp to perm. Call today for an appointment!

ENTECH SERVICES, LTD.
Farmington Hills
737-1744

ASSISTANT - responsible & energetic person needed to assist bookkeeping manager in Farmington Hills office. Must be familiar with office procedures & posess strong math & some computer skills. Right candidate should be detail-oriented & self-motivated, 553-4510

ASSISTANT TO MANAGER
of used/rental forklift fleet. Detailed inventory & maintenance control. Computer invoicing. Much customer contact. Ability to work with others necessary. Salary commensurate with experience. 261-2100

ATTENTION
LONG & SHORT TERM ASSIGNMENTS FOR:
- Blue Print Machine Operators
- General Clerks
- Receptionists
- Secretaries
- Word Processors

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

Call today:
CORPORATE PERSONNEL SERVICES
Detroit 965-0267
Livonia 478-1010
Plymouth 454-4610
Troy 643-7840

AUDITOR/CLERK
Service corporation seeks hard working individual for auditor/clerk position. Responsible for auditing and maintaining computer contract records. Good math skills required. Send resume to P.O. Box 300, Southfield, MI., 48037

BOOKKEEPER/EXPERIENCED
One person office in Auburn Hills. Experience in payroll, bookkeeping thru trial balance. Construction background helpful. Send resume & salary history: JTO, P. O. Box 7368, Dearborn MI., 48121.

AUTO DEALERSHIP SEEKS SECRETARY
for its new car sales department, light typing. For more information call Ray Nabozny 538-6600
Or apply in person
STARK HICKEY FORD
24760 W. 7 Mile
Detroit, MI 48219

A WORD processor for major auto supplier in Troy. Some knowledge of Multi mate, or Lotus 1,2,3. Large office, $1575/mo. Call Sandra at Uniforce 646-8500

BILLER for Prosthetic Office. Must be familiar with all billing procedures. Computer experience a plus. Call Anna at: 425-2870

BILLING CLERK
We are looking for a full time billing clerk in our office. Candidate must have CRT experience, excellent starting salary & benefit package. Apply in person. United Stationers., Personnel Dept. 32432 Capitol Dr, Livonia.

BILLING CLERK
Fast paced computerized Accounting Dep't. has an immediate opening for a detail oriented self-starter. Candidate must have good organizational skills with the ability to quickly grasp and retain procedures as well as good data entry speed and accuracy. Accounting background helpful. For confidential consideration, submit resume with salary requirements to:
Accounting Dep't. Manager,
23890 Freeway Park Dr.,
Farmington Hills, MI., 48024.

BILLING COLLECTIONS
We have excellent opportunities for individuals with strong communication skills. 4 immediate positions. Must have prior collections experience. Birmingham area. Call today!

ENTECH SERVICES, LTD.
Troy
588-5610 ext. 421

BOOKKEEPER
Assistant to controller. Accounts receivable, payable, cash receits. Computer experience desired, not necessary. Salary commensurate with experience. Send resume to: Executive Director, 7400 Telegraph Road, Birmingham, MI 48010.

BOOKKEEPER/CLERICAL
for Farmington Hills general contractor. Flexible hours, some experience preferred. Call 478-6215

BOOKKEEPER/CLERICAL
Troy office of expanding restaurant chain. Strong math/accounting background, typing and phone skills necessary. Conscientious, detail oriented. Send resume by June 21 to:
Accounting Manager,
314 Town Center Dr.,
Troy, MI 48084
or call 9am-5pm 528-2880

BOOKKEEPER - experienced to maintain books & manage billing for growing health club in Southfield with over 2,000 members. Computer knowledge a must. 30 hrs./wk. Good pay. Contact Cindy or Jim at CMI Health & Tennis Club. 646-8990

BOOKKEEPER-EXPERIENCED
With general ledger, payroll return & computer experience for CPA firm. Send resume to:
B. Harmon, 23800 W. 10 Mile Rd, Suite 220, Southfield, Mich. 48034

BOOKKEEPER for Farmington Hills CPA firm. Experience thru trial balance & payroll taxes necessary. 626-2400

BOOKKEEPER
For CPA firm. Challenging position available for responsible person with a minimum of 3 years experience in Bookkeeping thru Trial Balance and payroll taxes. Opportunity to learn and to advance. Send resume including work experience and salary requirement to:
Karen Dobel
755 W. Big Beaver, Suite 1700
Troy, MI., 48084

BOOKKEEPER - FULL TIME
Mon. thru Fri. $8/hr + benefits.
Apply: Walton Shell
10 Mile & Orchard Lake. 474-3773

BOOKKEEPER - full charge for growing retail company. We currently use a manual system. Must have knowledge through general ledger. Salary commensurate with experience. Send resume to Donna Sachs, 24545 Hathaway, Farmington Hills, MI. 48331.

BOOKKEEPER full charge needed for Troy real estate development firm. A/P, G/L experience required. Computer experience including Libra and Lotus 123 preferred. Excellent salary & benefit package. Send resume to: 32000 Northwestern Hwy, Suite 180, Farmington Hills, MI 48018

BOOKKEEPER
Full Charge, Full-time. Flexible hours, good benefits. Call Sandy or Gail 8am-12noon. 642-1580

BOOKKEEPER: Full time. For fast paced W. Bloomfield talent agency. Excellent oranizational skills. A/R, A/P. Experienced. Payroll and peg board system. Benefits package. Salary determined at interview. Ask for Dianne, 855-8115

BOOKKEEPER
Full charge bookkeeper with public accounting experience for CPA firm in Farmington Hills. Send resume to: Morof, Sheplow, Weinstein & Co, 28580 Orchard Lake Rd, Suite 200, Farmington Hills, Mich. 48018
Attn: N. Cerrito

BOOKKEEPER/GENERAL OFFICE
Thru trial balance. 1 person office. Pegboard experience. Livonia based construction company. CPA recruiting for client. Send resume to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Immediate full time position with Southfield law firm for bookkeeper with typing skills. Must be experienced. Good pay. Non-smoker.
Call Becky: 540-8070

BOOKKEEPER
Large property management company located in Southfield has opening for accurate, detail-oriented individual to handle Accounts Receivable. Typing skills and computer knowledge helpful. Send resume to: Office Manager, P. O. Box 5071, Southfield, MI., 48079.

BOOKKEEPER NEEDED - full charge for well established firm in Bloomfield Hills. Strong accounting background a must. Computer experience, able to handle varied duties. Good communication skills. Send resume and expected salary to: Bookkeeper, 6689 Orchard Lake Road, P.O. Box 222, W. Bloomfield, MI 48322

BOOKKEEPER/OFFICE MANAGER
Full charge thru trial balance and computer. Multi store optometrist, insurance billing experience. References required. Call Cheryl for interview 543-3306 or Carol 332-8488

BOOKKEEPER - Part time. Must be familiar with receivables, payables and payroll. Some computer experience helpful. Apply at: 25743 West Seven Mile, corner of Beech Daly

BOOKKEEPER - PART TIME
Flexible hours. Experienced in payroll taxes and willing to work with computers in CPA office. Non-smoking office. Send resume and salary requirements to: CPA, 30700 Telegraph Rd., Suite 2663, Birmingham, MI, 48010.

BOOKKEEPING CLERK
Radisson Suite Hotel has an immediate opening for a part time bookkeeping clerk. Flexible daytime hours, approximately 20 hours per week. Accounting experience necessary. Apply in person. 37529 Grand River, Farmington.

BOOKKEEPER
Property management company is looking for a Bookkeeper for their Regional Office in downtown Ann Arbor. Candidates should have 1 year of college accounting or equivalent level of accounting experience & proficiency on 10-key calculator. We are looking for candidates who are flexible & enjoy an active office environment. If interested, send resume and salary requirements to:
McKINLEY PROPERTIES
Bookkeeper Position
320 N. Main
Ann Arbor, MI 48104

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/SECRETARY: Part time. Set your own hours. General ledger and computer experience preferred. Call anytime 932-1930

BOOKKEEPER/SECRETARY
Full or part time. Woodward/11 Mile Area. Excellent working conditions with great future in office with computerized bookkeeping and word processing 548-0680

BOOKKEEPERS
Outstanding opportunities exists in the following areas:

CPA firm with experience.	To $26K
Office Manager	To $29K
Full Charge Bookkeeper	To $29K
A/P in construction	To $25K
Payroll, union/nonunion	To $22K
Accounts Receivable	To $22K

This is only a partial listing. Suburban locations. Call or send resume to Mark Shapiro at:
THE ADVANTAGE GROUP
2690 Crooks Rd. - Suite 201
Troy, MI 48084
313/362-1500
Fees Company Paid

BOOKKEEPER
Successful construction company located in Northern Suburb has an opening for a Bookkeeper. Individual will be responsible for A/R, A/P, general ledger, month end entrys and should have experience in each of these areas. Computer experience and detail orientation a must. Nice work environment and good benefits. If interested please send resume and salary requirements to:
L.C.
FOLLMER, RUDZEWICZ & CO.
26200 American Drive
Suite 500
Southfield, MI., 48034

BOOKKEEPER, thru trial balance. West Bloomfield Nursing Center has opening for full time Bookkeeper. Computerized Accounts Payable - General Ledger, ADP payroll. Must have minimum of 4 years experience. $10 per hr. Call Rosemarie at 661-1600 ONLY bet. 2-4pm Mon-Fri

BOOKKEEPER-Warren area. Full time, full charge through trial balance. Must have computer experience. Send resume with salary history and requirements to:
Personnel Dept., 32660 Dequindre, Warren, MI 48092

BOOKKEEPER
with word processing experience. Part time, flexible hours, Birmingham office. 258-8888

Bookkeeping
Partial Listing of Positions

BOOKKEEPER - Are you accurate with figures and enjoy a busy office? This far west Wayne County company requires a bookkeeper with skills through trial balance. Computer knowledge required. Room for growth.

BOOKKEEPER - Southfield area construction company seeks bookkeeper with experience through month-end closings. Candidate should have knowledge with draws, change orders and Lotus.

ACCOUNTING ASSISTANTS - Two area companies require receivables clerk for review of leases and contracts. Also includes collection calls and billings. Computer skills needed.

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

CASHIER/SWITCHBOARD/TYPING
Auto dealer. Mature/experienced. Birmingham area.
Call Betty at: 644-8400

CITY OF WALLED LAKE
Administrative Secretary
$18,500 to $20,809
Excellent opportunity for right person. Responsibilities include collection and final balance of tax and delinquent rolls, quarterly water and sewer billing and trial balance. Also, acts as Secretary to DPW Superintendent. Typing, calculator, computer experience required. Shorthand preferred. Required to assist with other duties in small office as part of the team. Send resume attention of City Manager, City of Walled Lake, 1499 E. West Maple, Walled Lake, Michigan 48088 by June 23, 1989.
An Equal Opportunity Employer

NEED ENERGETIC person for fast paced position. Duties include: filing, running prints and general office work. Will train. Excellent benefits. Apply at:
AIR GAGE CO.
12170 GLOBE
LIVONIA, MI., 48150
(1 blk. E. of Newburgh)

ADJUSTMENT CLERK
Immediate opening for an individual with a minimum of 1 year of general office experience. Candidate must possess good verbal & written communication skills, good basic math aptitude & typing 40-45wpm. Word processing a plus. Complete benefit package & pleasant work environment. Reply to:
PERSONNEL DEPT.
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CLERICAL - busy sales office needs congenial, accurate, hardworking person. Phone, typing and variety of duties. Word processing a plus. Near Livonia Mall. Send resume to Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - FULL-TIME
Typing, filing, phones, screening. Experience preferred. Benefits included. Reply: Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerical
GREETER
Perfect opportunity for mature, professional person. Make up to $7.00/hr.! 12 noon-8pm. Join our team today!

ENTECH SERVICES, LTD.
Farmington Hills
737-1744

CLERICAL HELP
FOR CARPET STORE
Returing to the work force or new to the work force ... this may be the job for you. Pleasant working conditions, part time position available. Phone Dick Dirasien for appointment. 737-7002

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. Part time position available. Phone Office Manager for appointment 258-6140

CLERICAL
Immediate opening in Birmingham law firm for 2 responsible individuals. Telephone and typing skills required. Call Debbie, Mon-Fri 9-5pm 540-7701

CLERICAL OPENING - 4-6 hours a day for national company located in Southfield. Office & telephone experience helpful. Call Colleen or Mariann 351-8887

CLERICAL - PART-TIME
Entry-level, recent High School Grad or Co-op. Typing, filing & general office. Call Don, 261-1130

CLERICAL - PART TIME
20 hrs. per week. Flexible hours. Farmington. Call: 477-4500

CLERICAL POSITION
Entry level. Good typing required. Must type a minimum of 40 wpm, test will be given. Send resume to: Office Manager, 21651 Melrose, Southfield, MI 48075

CLERICAL POSITIONS available. Must type 35+, some math and phone skills. Must be Oakland County resident and meet guidelines. Call now 354-9167

CLERICAL POSITION for Farmington Hills insurance agency. Experience preferred. Reply to: Box 158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION-FULL TIME
General office skills needed for medical lab in Southfield. Immediate opening, will train. Applications and interviews 10AM-4PM at 17040 W. 12 Mile, between Southfield & Greenfield. Or call 557-8080

Clerical
REAL ESTATE CLOSING
Secretary ... Must be familiar with FHA, VA & Conventional document preparation. Call: Doug Hardy, Century 21 Today, 538-2000

CLERICAL STAFF NEEDED
Data entry clerk, computer experience or 35wpm typing speed required. $6/hour. Also Secretary/Advertising Dept. Typing speed of 45wpm and general office experience required. $7/hour.

Both positions are permanent and offer full time hours. Full benefit package included. Apply in person: 28244 Ford Rd, Garden City, Mon - Fri, 9am-4pm.
JTPA FUNDED

CLERICAL - Young aggressive leasing company based in Northville seeks experienced secretary. Strong word processing and computer skills a must. Excellent career opportunity. Please call 591-2323

Clerk - Accounting
Farmington Hills sales organization requires experienced person to administer our computerized accounts receivable system and other accounting functions. You must possess 2 years of meaningful accounting and clerical experience, enjoy detail data, preface account reconciliations, and generally possess a natural ability to work with numbers. CRT exposure very helpful. Non-smoker preferred. Benefits include cash bonus, profit-sharing and insurance package. Send resume with salary history in confidence to:
PERSONNEL DEPT. - JR
P.O. Box 1000,
Farmington Hills, MI., 48333

CLERK, full time, for general office work, computer & accounting experience helpful. Evergreen-Schoolcraft area. Send resume to: Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/RECEPTIONIST
Immediate opening for a Clerk/Receptionist with Downtown based company. This position is full time with company benefits. Responsibilities will include - answering phones, light typing, as well as other general office duties. This is an entry level position with advancement possible for the right individual. For consideration, send resume to:
CLERK/RECEPTIONIST
P.O. Box 779
Detroit, MI 48231

CLERK/TYPIST
Attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage $4.25 per hour with regular increases. 859-4582

CLERK TYPIST - Excellent opportunity for HIGH SCHOOL GRAD. Seeking mature individual who types minimum of 60 wpm for full-time permanent position. Excellent benefits. Will train on word processor. Apply at: Waterbed Gallery 32975 Schoolcraft, Livonia

CLERK/TYPIST - for small Southfield office, duties include typing letters, setting up files, answering telephones, must type 45-55 wpm. Dictaphone experience. Mon. thru Fri. 8am-5pm. $4.50-$5/hr.
Non smoker. Call Kathy Yates to schedule interview 352-0220

CLERK TYPISTS
1 full time and 1 part time for fast moving Southfield firm. Experience preferred, hours flexible. Send resume to: P.O. Box 5134, Southfield MI 48086-5134, Attention: Donna.

COLLEGE STUDENTS
Exciting long and short term assignments available throughout the metro area for:
ADMINISTRATIVE SECRETARIES
WORD PROCESSORS
CALL CONTEMPRA
Temporary Personnel
563-5900 Dearborn
543-8500 Madison Heights
Subsidiary of Dorsey Business Schools

COMMUNICATIONS SECRETARY
$18,000
Be the front desk Secretary for a really exciting company. Deal with executives from Fortune 500 company. Good skills the key. Fee paid. Call Eleanor at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

CREDIT/COLLECTIONS
Full time opportunity for an individual with good telephone skills, must be able to type, prior collection experience a plus but not necessary, full company benefits available including retirement savings & profit sharing plan, apply in person
JACOBSONS
335 W. Maple - Birmingham
An Equal Opportunity Employer

CUSTOMER SERVICE ENTRY LEVEL
A Novi/Wixom Lake area marketing & service company seeks an ambitious & organized individual for its Clerical Customer Service Dept. CRT data entry, customer contact, PBX or correctional ... knowledge a plus. This is 3.0 time entry level employment providing for advancement. Call Personnel 9am-1pm. 347-5513

Data Entry Clerk
North Woodward service organization has immediate entry level opening for a Data Entry Clerk. Individual will be responsible for ... Attention: Data Entry Clerk, P.O. Box 811, Bloomfield Hills MI 48303. Equal Opportunity Employer M/F/H