CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

BUY IT. SELL IT. FIND IT.

CLASSIFIED DIRECTORY

SECTION

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Real Estate G
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MORE CLASSIFIEDS
This classification continued from Page 7H in B,Wb,T, Ro.

502 Help Wanted Dental-Medical

OPTOMETRIC ASSISTANT
We are looking for a caring, personable individual who enjoys working in a modern optometric clinic in Livonia with 4 doctors, a pleasant staff and great patients. Experience preferred, but willing to train the right person to be part of our Eye Care Team. Call Cheryl 525-8173

OPTOMETRIST office assistant, Tues. & Fri. 3pm. Sat. 9am. 2pm to 7pm. General office and learn to assist doctor. Downtown Rochester 477-1664

OPTOMETRIST WANTED - part time with in possibly private practice. Reply to Box 786, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME, flexible hours. Office experience, typing skills & knowledge of medical terminology required. About 20 hrs. a week starting Richard Porter at 336-6303

PERSONAL CARE POSITION available at Livonia Senior Center. Part time, 15-20 hours per week, flexible, $5.78 per hour plus mileage. Apply in person at Care Park Senior Center, 15218 Farmington Rd., Livonia

Program Monitor
Skilled nursing facility for the development of disabled adults has openings for responsible individuals to monitor resident programs. Excellent communication and observation skills. Experience in training developmentally disabled preferred. Must know or be willing to learn Michigan Rules. Flexible hours, full and part time positions available. Apply in person or send resume to:
F. GABOURY, RN
WAYNE TOTAL LIVING CENTER
1227 Hannan
Wayne, MI 48184
Beecher Manor Inc.

Radiographer
Mount Carmel Mercy Hospitals, a unit of Mercy Hospitals and Health Services of Detroit, has immediate openings for full time and part time Radiographers. Available shifts are full time days, half time evenings and part time (20 hours/week) midnights.
Ideal candidate must be a graduate of an accredited Radiography program, or equivalent, and have certification by the American Registry of Radiologic Technologists and have 1-2 years of experience as a Radiographer.
We offer a competitive salary and benefits package including tuition assistance, life, dental and health insurance and a pleasant work environment.
Interested applicants may apply in person or send resume in confidence to:
Mount Carmel Mercy Hospital
Employment Services Dept.
Room 3120
5071 W. Outer Drive
Detroit, MI 48235
Equal Opportunity/
Affirmative Action Employer M/F

RECEPTIONIST - BILLER - experienced, full or part time, Farmington Hills office. Reply to Box 971, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

RECEPTIONIST/INSURANCE Billing Assistant. Needed for busy OB/GYN office, experience preferred. Farmington Hills. 477-7580

RECEPTIONIST
for orthopedic office. Full time. Experienced. Excellent benefits. Call Gail 474-5575

RECEPTIONIST
Mature, experienced, needed part time in pleasant Troy OB-GYN office. Call Ann: 362-4130

RECEPTIONIST/Experienced for dental office in Shelby Twp. Patient coordinator and general dental office duties. Typing and computer skills a must. Call Robin 739-1717

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN) to fill shifts in several units of resident care staff on an 8 hour shift (RN-II). These positions require a degree in nursing and Michigan licensure. Psychiatric or a medical background is preferred - not required. Salaries $14.41/hr. 2nd shift differential $1.81/hr. $33.01/year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. If interested call Mrs. Dixon, RN, for more information at 348-3700, ext. 231.
An Equal Opportunity Employer

RESPONSIBLE person for Optometrist's office 3 days / week Dale Mall, full time, flexible hours, some evenings & weekends required. 348-3590

RN
Assistant Director of Nursing for long term care facility located in Western Wayne County. Please send resume to: P.O. Box 851487, Westland, MI 48185-8267

RN
Audit/Documentation Nurse
- Part time, 8am-1pm, 4 days/wk. Must be experienced in writing Medicare MDS forms & performing utilization review for skilled nursing facility. Apply to:
Kathy Herman, RN - D.O.N.
Plymouth Court Health Center
455-0910

RN
DAYS
RN/LPN
AFTERNOONS
Apply in person
HOPE CARE
38410 Cherry Hills, Westland

502 Help Wanted Dental-Medical

WESTLAND Medical/Podiatric office seeks experienced, full time medical receptionist with medical insurance knowledge. Must have good phone skills, be mature and dependable. Good salary, benefits & pleasant work environment. Send resume to PO Box 97, Westland MI 48185.

WESTLAND Medical/Podiatric office seeks experienced, full time medical receptionist with medical insurance knowledge. Must have good phone skills, be mature and dependable. Good salary, benefits & working environment. If interested, send resume to: P.O. Box 97, Westland, MI 48185

X-RAY TECHNICIAN
Do you want to have variety in your work day? Be the technical professional on a team that services long term care. Excellent wages and pleasant working conditions. Contact Sue Miller 333-1155

CT TECHNICIAN: Part time, 2 days a week. Southfield area. Call 357-3120

X-RAY TECHNICIAN
part time, 2 days week for busy W. Bloomfield Internist. Please call 855-1441

502 Help Wanted Office-Clerical

ACCOUNTANT/ BOOKKEEPER
Career opportunity for individual with managerial background to join fast growing Southfield service organization. Must be experienced bookkeeper with demonstrated work/analytical skills. Knowledge of Accounts Receivable, Accounts Payable & Computers. Excellent benefits package with opportunity for growth. Salary commensurate with experience & salary requirements to Box #743, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING ASSISTANT
Part time for Southfield based Uniway of Michigan Agency. Approximately 2 days a week. Knowledge of financial statements, account reconciliations and data entry a must. Please send resume to: Kenny Hill, B.B., Director of Finance, 21700 Northwestern Hwy., Ste. 1140, Southfield, 48075. No phone calls please. An Equal Opportunity Employer

ACCOUNTING Clerk - Consulting engineering firm has immediate opening for an experienced accounting clerk. Strong general accounting & general ledger knowledge required. Successful candidate must be a self-starter & possess excellent organizational skills. Send resume with salary requirements to:
Accounting Manager, P.O. Box 57004, Auburn Hills, MI 48057
An Equal Opportunity Employer

Accounting or Bookkeeping Person
We are looking for a reliable person who has experience in working with accounts, Accounts Receivable, Inventory, accounts payable, general ledger and closing out at months and
We are an equal opportunity employer, offer benefits and offer a competitive salary and bonus. Send resume to:
Ms. J. Sawle
Almetals Company
P.O. Box 507
Novi, MI 48050

ACCOUNTING POSITION
Associate Degree in accounting required, experience preferred. Prepare financial statements with A/R and A/P background necessary. Interesting position, great benefits. Novi area. Send resume with cover letter to Box 514, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE ASSISTANT MANAGER
A leading Southfield manufacturer is seeking assistant office manager for accounts payable department. Ideal candidate will have supervision and accounting experience. Accounting degree or equivalent experience. Salary commensurate with experience. Reply to Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE/RECEIVABLE person needed for Southfield Company. General office & customer service a plus. Call Darlene 353-8850

ACCOUNTS PAYABLE CLERK
For 75 million dollar Troy based automotive supplier. Minimum 2-3 years previous accounts payable experience required. Associates Degree in accounting preferred. Salary commensurate with qualifications. Send resume with salary requirements to Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Southfield based company is looking for an Accounts Payable Clerk. Interested applicants must have experience in all phases of accounts payable. IBM computer experience is required. General bookkeeping background helpful. Competitive benefit package. Please submit resume salary requirements in confidence to:
MISS H. EVANS
P.O. Box 287
Southfield, MI 48037

ACCOUNTS RECEIVABLE position. Experience necessary including collections, competitive wage and good benefits offered to qualified individual. Cheryl for appt. 898-1483

ACCOUNTS RECEIVABLE CLERK needed for Troy office. Must have 3 years experience with account analysis & bank reconciliations. Computer experience required. Non smoking building. Submit resume with salary requirements for consideration to Box 772, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACT NOW
Short/long term clerical assignments available for applicants experienced in:
- Word Processing
- Data Entry
- Secretarial
- Bookkeeping
- Typing
- Reception
- Marketing

If you are seeking employment in Southfield, Troy, Woodward or east area & have reliable transportation, call for an interview appointment.
SECRETARIAL SOLUTIONS
Division of Somebody Sometime
605-5627

ADMINISTRATIVE ASSISTANT: For medical Rep firm. Accurate typist, word processing helpful. Are time pressure, high energy person, for small but extremely busy office in Troy. 643-8447

ADMINISTRATIVE ASSISTANT
Work in the exciting promotional marketing area. 20-25 hours to start, potential full time. Excellent communication, organizational & clerical skills necessary. Rochester area. Mr. Conozzo 658-0097

ADMINISTRATIVE ASSISTANT
Growing fragrance cosmetic company needs organized mature individual to supervise bookkeeping department. Hands-on experience required. Tremendous growth opportunity. Southfield location. Send resume to: Chief Executive Officer, P.O. Box 2184, Southfield, MI 48037.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
BOOK KEEPER
TO $22,500
A take charge person who likes a fast-paced work environment. This responsible position. Fee paid. Call Judy at 353-2000.
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Bilingual-Administrative Bookkeeping, international responsibilities with new financial institution. Computer experience a plus. Excellent salary to grow with company. Competitive benefits package. Fax resume & salary requirements and resume to:
Great Lakes Bancorp
180 Oakland Avenue
Suite 200
Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT
Established employee benefit administration firm in Southfield with strong organizational skills. Stenography skills of 100/60 and typing of 60wpm required. Part time or flexible full time schedule. Excellent benefit package & salary commensurate with skills & experience. Please send resume to: Personnel Manager, 30700 Telegraph, Suite 4001, Birmingham, MI 48010. No call 645-6310

ADMINISTRATIVE/ Accounting Coordinator
Successful Southfield CPA firm seeks professional, self-motivated individual to coordinate administrative activities & work flow of its Internal Accounting Dept. Ideal candidate will possess strong anticipatory & organizational skills as well as time maturity & flexibility to adapt to an ever-changing environment. Bookkeeping skills a necessity; experience with payroll & accounts receivable/payable systems, a definite plus. Must be a team player & have solid office skills including Data Entry. Competitive salary & benefits. If interested, please send resume & salary requirements to: Ms. Quinn, P.O. Box 891, Southfield, MI 48037.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Part-time 9-3, newly formed architectural engineering firm seeks experienced assistant to preparation Writing skills & work processing required. Farmington. Sheep Engineering 358-0340

ADMINISTRATIVE CLERK
For Bloomfield Hills law office. Responsibilities include: accounting, records, library work, mail distribution, supply inventory, blog, switchboard relief & other clerical duties. 8:30am-5:30pm, 40 hrs. Call Sharon Jennings. 644-5100

ADMINISTRATIVE ASSISTANT
Computer Dynamics, Inc., in Southfield, is seeking an Administrative Assistant to do word processing, file maintenance, back-up for telephones, WordPerfect & PC expertise required. Salary DOE. $15,000+. Send resume to: Personnel Director, 26555 Evergreen, Suite 1000, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
Excellent opportunity for Reception/Office Coordinator. Work in small computer services company. Strong organization, Word Processing, Lotus, Dbase knowledge required; professional image is key for this position. Salary commensurate w/experience. Full Benefit package.
Call for appointment, 8:30am-5pm
24 Hour Messages.
355-4900
Attention: Personnel Corp.
24700 Northwestern Hwy., Ste. 101
Southfield, MI 48075
An Equal Opportunity Employer

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

ADMINISTRATIVE - assistant for Bloomfield Hills law firm in Oakland County. Heavy client contact, some typing, telephone relief. Phone skills & Wordperfect knowledge a plus. $18,900

A PART TIME - trouble shooter, for Oakland County Wholesale Jewelry company. Hrs. 1-5. Good communication skills, $7/hr.
LIVONIA - 473-2931
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ADMINISTRATIVE CLERK
$4.50 PER HOUR
NEW OPPORTUNITY ... Due to our continued growth, immediate full time positions are available in our FITNESS USA HEALTH SPAS Corporate Processing Office in W. Bloomfield.
With a minimum of 6 months clerical/office experience you could take advantage of this exceptional opportunity.
Full benefit package includes health care coverage, life insurance, paid holidays, vacation, 401K plan, reimbursement program & free health club membership.
Duties include data entry, balancing deposits & preparing deposits, reviewing the accuracy of membership applications & general office. Experience helpful but not necessary.
CALL ANN SAHLIN
644-8300
ADMINISTRATIVE ASSISTANT
Birmingham location. Responsible for all aspects of office support including Account Statements & personal checks. Must be detail oriented, pleasant & outgoing. Computer familiarity a must. Office experience helpful. Benefits provided. Please contact Ms. Wagner
642-8100
AB SPECIALTY FIRM in Southfield seeks experienced, detail oriented sales support person. Computer experience necessary. Career opportunity. Benefits. Salary commensurate with experience, anytime 557-8881

AGGRESSIVE mortgage company in Troy seeks experienced Processor, Closer, Call Kathleen or Walt, 680-1750.

Alert Mature Person For
GENERAL OFFICE
Grand River/Lasher Area
Full time. Permanent work. Includes light typing. Processing orders, Phone & customer handling. Prefer dependable person over 25, computer knowledge a plus. Phone weekdays 8am-5pm. Call now, ask Miss Barnes for application & details.
ALL AROUND OFFICE HELP
Your clerical skills could be the perfect background for this exciting and rewarding career with this high-tech medical company. Pleasant, friendly atmosphere. Competitive wage with profit sharing, benefits, vacation & holidays. Light, non smoking office. Circuits DMA, 32900 Capitol, off Farmington, Livonia.

ART VAN FURNITURE is seeking full-time office help. We are looking for detail oriented, self-motivated collection skills. Previous retail experience a plus. We offer a complete benefit package. Interested? Contact Ms. Bonnie Hyde, Human Resources, at 591-8300 Wayne Rd., Westland.

504 Help Wanted Office-Clerical

AN IMMEDIATE need exists in our company for a person with good word processing skills. Westland area. Arbor Temporaries 734-981-1880

ANSWERING TELEPHONES, light typing & filing for Farmington Hills office. Must have good phone manner. Full time. 553-9270

A RECEPTIONIST - general office, type 45 wpm accurate, plus Rolm, Dimension or Executone board experience helpful. 58-58 SGVC, Call Helen at Univance 357-0034

Auto-Car Costing
Excellent opportunity for experienced individual, new ADP system. Outstanding benefits and working conditions. Joe Parsian Chevrolet, 28111 Telegraph, Southfield
355-1000

AUTO DEALER
New & Used car sales. Car dealer experience need only apply. Good pay and benefits. Kirk Ridge Ford, 3939 S. Wayne Rd., corner of Michigan Ave. Ask for Lenore Hubbell
729-2000

AUTO DEALERSHIP
In Northville has immediate opening for an Auto Biller and Warranty Clerk, experience preferred. For an appointment
348-3040

AUTOMOTIVE SALES SECRETARY
Mature, self-motivated individual needed for busy automotive sales office. Southfield area. Excellent typing and telephone skills essential. Word processing skills a must. Shorthand and Macintosh experience a plus. Salary commensurate with experience. Send resume to: 570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BARTECH Temporary Services is seeking qualified individuals for long and short term assignments in the Southfield & Metropolitan area. Experience in word processing, clerical, secretarial, legal or medical transcription preferred, but not necessary. Call Bartech Temporary Services. 559-1900

BETWEEN JOBS?
Keep your skills on the cutting edge with us.
- Secretaries
- Word Processors
- Data Entry
- File Clerks
- Receptionists

We will pay what you are worth.
Call Kathleen

J MARTIN VICTOR TEMPORARIES
38215 W 10 Mile
(Between Halsted & Haggerty)
(Next door to Wendy's)
(inside Suburban Medical Building)
474-8722

BILLER - experienced for large volume dealership, full benefits. Full time Garden City area. Call Terry 425-4300

Blue Heron Pointe
Receptionist/secretary, long-term position open, work in a beautiful new home condominium models on the water in Northville. Light typing, phone voice, pleasant personality, self-motivated and attractive. Hours 10-6 Mon. Tues. 12-6 Sat. & Sun Close Thursday.
The Prudential
Harry S. Wolfe
REALTORS
421-5660
Independently Owned and Operated

BOOKKEEPER - FULL TIME for busy real estate office in Farmington Hills $8-25 hr. Call Mary 851-6700. CENTURY 21 M.L. Corporate

BOOKKEEPER & Computer data entry persons for Milford CPA firm, Call Ann Marie Hoffman at 685-8030 or fax resume to PO box #66, Plymouth, MI 48170

BOOKKEEPER/CUSTOMER SERVICE: Data Processing Service in Plymouth area. Knowledge of payroll preparation & reporting required. Must have solid accounting background. Computer experience helpful but not necessary. Salary commensurate with experience. Send resume with salary requirements to Box 808: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - EXPERIENCED
Light bookkeeping, 40 hours, 8-5 St. Joseph, Inc., 27150 W. 8 Mile Southfield, MI 48034

BOOKKEEPER/ EXECUTIVE SECRETARY
Challenging opportunity in a growth oriented firm. Well established firm located in downtown Birmingham. Ideal candidate is a detail oriented person who is extremely organized & a self-starter. Bookkeeping experience & ability to generate financial statements necessary. Diverse responsibilities. Qualified individual should send resume stating salary requirements to: Box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full time position available with an accounting services company. Responsibilities include: bank reconciliations, monthly closings & posting to both manual & computerized general ledgers. Experience with Wordperfect & Lotus preferred. Please forward resume with a cover letter stating your salary requirements to:
Personnel Department
30100 Telegraph, Site #403
Birmingham, MI 48010

BOOKKEEPER/GENERAL OFFICE
Needed for a small sales firm in Livonia area. Light typing, general computer experience necessary. Send resume to P. O. Box 5250, Livonia, MI 48151.

BOOKKEEPER/GENERAL OFFICE. Small construction firm in Farmington Hills needs efficient, well organized person to handle accounts payable, accounts receivable & phones. 2 years experience required. Please send resume and salary requirements to: P. O. Box 40518, Redford, MI 48240-0518

BOOKKEEPER - manager with accounting knowledge, need experience in accounts receivable collection. Call for appointment, Mr. Ronald, 30427 W. 8 Mile 478-8350

504 Help Wanted Office-Clerical

BOOKKEEPER
General ledger experience in New seeking bookkeeper; accounts payable, payroll, computer knowledge. Minimum 5 yrs. experience. Union fringe benefits. Send resume & salary requirements to: Box 792, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Large property management company located in Southfield has immediate opening for an experienced individual to handle Accounts Receivable. Typing skills and computer knowledge helpful. Send resume with salary requirements, P. O. Box 5071, Southfield, MI. 48076.

BOOKKEEPER needed for leasing company in Troy. Should have 2 yrs. of accounting experience, plus AA in accounting. Salary $15,000 to $18,500 879-0630

BOOKKEEPER - Part time position, 5 days for Southfield advertising agency. Handle billing & accounts payable. 356-4191

Bookkeeper/Payroll
We are seeking an experienced bookkeeper for our Farmington Hills location. Knowledge of employee benefits helpful. Attractive wage and benefits. Contact:
SHELLEY
729-0857
BEECHER MANOR INC.

BOOKKEEPER/PAYROLL
To handle computerized accounts receivable & payable. Detail oriented. Salary negotiable. Contact Ms Martinez 422-1212

BOOKKEEPER
Position involved in related sales CPA firm. Full time. Send resume to Box 627 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Redford company seeking full charge bookkeeper. Should possess associate degree and experience in accounts payable and payroll. Construction industry experience preferred. Computer skills required. Send resume with salary requirements to: 23750 Elmira, Redford, MI 48239. Attn. Controller.

Bookkeepers
Accounting Clerks
EDP/Data Entry
We are looking for experienced people to join our offices. We offer professionals an exciting temporary assignments. Assignments may be short term, long-term, full or part-time, offer excellent pay rates, and a bonus based on experience to your background. Temporary assignments may lead to permanent jobs. For an appointment, please call
357-8367
accounTemps
28588 Northwestern Hwy., #250
Southfield, MI 48034
Subsidiary of
Robert Half of Michigan, Inc.

BOOKKEEPER/SECRETARY - full charge. Computer knowledge, writing skills, organizing. Salary commensurate with experience. 591-2424

BOOKKEEPER - Self-motivated individual desired for computerized accounts receivable and accounts payable functions in construction company. Competitive salary and fringe benefit package. Send resume to: 24955 N. Beck Road, Suite 4, Old Plank Rd., Milford, MI, 48042

An Equal Opportunity Employer

BOOKKEEPER - thru trial balance/ payables/receivables/payroll. Computer knowledge helpful. Salary commensurate with experience. 21337 W. & Mile Rd., Detroit 48219

BOOKKEEPER with computer experience needed for payables & inventory position. Send resume to Box 1000, 7 Farmers Cir., Plymouth, MI 48170

BOOKKEEPING, cash receipts & disbursements, light bookkeeping. Part time, full days per week for insurance agency in Garden City. Knowledge of insurance helpful. Salary requirements to: Box 790 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeeping
Partial listing of positions
BILLING/RECEIVABLES
Exciting Southfield marketing company seeks professional bookkeeper with experience in automated billing. Must have good math skills, knowledge of property/sales taxes & general ledger helpful. Computer learning background a plus.
PART TIME BOOKKEEPERS
We currently have several part time positions in the Metro Area. 1 position is for payables & receivables, another is full charge. Flexible hours
FULL CHARGE
Detroit Area Company requires bookkeeper for all phases of bookkeeping, emphasis on payables. Must have bookkeeping skills & know Lotus. Position available due to growth.
HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy., #250
Southfield, MI 48034
35-2300
All Fees Paid by Company Paid
Part of World's Largest
Financial Staffing Network

BOOKKEEPING, secretarial, part of full time. Troy CPA seeks responsible organized professional person. Computer experience very helpful. 649-1302

BOOKKEEPER - Part time for credit union in Livonia. Experience required. Bank experience helpful but not necessary. Send resume to: Parkside Credit Union, 36525 Plymouth Road, Livonia, 48150 Attention: Accounting Manager.

BUSY FARMINGTON HILLS Real Estate office is looking for data entry person. Approx. 20 hours per week, $4.50 hourly. No computer experience preferred. ASK FOR GINNY, 851-6700

BUSY, fast-paced Plymouth office needs mature, outgoing person for word processing. Experience preferred. Provide public relations appearance & a definite plus. Salary $15-17K. Position is full time with an excellent fringe benefit package. Send resume to: Human Resources, P.O. Box 9072, Farmington Hills, MI 48333-9072

CAD OPERATOR - some experience preferred, neat, organized, good communication skills. Credit Back, ground a plus. Call 427-5360

CUSTOMER SERVICE/CLERICAL
Responsible and organized person for retail sales and service.
1-237-5422

CUSTOMER SERVICE
Mature, reliable, school age people, telephone & figures. Accurate, attention to details. Non smoker. Send resume: Mrs. S. at Jobez, Inc., NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE REP
Excellent opportunity for polished outgoing person with good phone & general office skills. Knowledge of drafting or blueprint reading helpful. Generous benefit package.
Moeller Manufacturing Co
12173 Marsh Rd
Livonia, Mich
591-6222

504 Help Wanted Office-Clerical

CLERICAL
Metro Medical Group, a division of Health Alliance Plan, has an immediate 32 hour per week position available for a Medical Center Clerk. Must be able to type a minimum of 50wpm & have effective communication skills. We offer an excellent starting salary & excellent benefits. Interested candidates should send a resume to the Human Resource Dept at:
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI 48150
(313)523-6685
An Equal Opportunity Employer

CLERICAL/PART TIME. Excellent typing, good phone manner required, non-smoker. Bloomfield Hills Call 644-7080 647-1080
An Equal Opportunity Employer

CLERICAL PART TIME
VIP on our Plymouth Center team. If you have good clerical skills and 1 yr. experience with 3rd party payors, then this opportunity is for you. Excellent salary. Call or apply in person, Renaissance Health Care
20700 Greenfield Suite 320
Detroit Mi. 48237
966-5300

CLERICAL SALES/SWITCHBOARD
Must be mature, personable at fast pace & accurate typist. Send resume to: Personnel, 21557 W. 8 Mile Rd., Detroit 48219

CLERICAL/SECRETARY
Law firm in Troy, part time, hours flexible, knowledge of word processing/PC a must 528-2955

Clerical Support
Responsible, detail minded typist interested in PC WordStar environment. Need one full day for challenging, variety position. Superb Troy location.
FEE PAID
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

CLERICAL - $5-$9/hr
Will train
Call Today 557-1200
Free $95 DO Jill Agency

CLERK/TYPIST
Attorneys in Farmington Hills will train for this position. Typing & clerical skills essential. Experience not required. Salary range $4.25 per hour with regular increases
855-0363

CLERK TYPIST
for fast paced Northville Dentist office. Must type minimum 55 wpm accurately. Excellent benefits. Call Ann at just W. of Greenfield, N. of 696
637-0900

Clerk Typist II
The City of Bloomfield Hills of West Bloomfield is seeking qualified applicants for the position of Clerk Typist II. This position involves a wide variety of tasks which require excellent typing & clerical skills, operation of various office equipment & the ability to deal pleasantly with the public. General minimum requirements for this position are graduation from high school or its equivalent with courses in typing & a minimum of 1 year clerical experience. Prior experience in voter registration & elections office activities is plus. 1989 salary range $16,068-$21,192 at the Personnel Dept., 4450 Orchard Lake Rd., P.O. Box 5420, West Bloomfield, MI 48033
An Equal Opportunity Employer

Clerk - Typist needed
for Wayne/Westland Area
Call 425-8276
EDT Temporary Service

CLERK-TYPIST
Progressive bank in Troy has a part-time ENTRY LEVEL clerical position available immediately. Scheduled hours are from 1:00 - 9 a.m. to 2 p.m. Candidates must have accurate typing & filing skills and ability to communicate professionally. For consideration, please call Ann Marie Sonnet. Dept. I, during regular business hours at 362-5000, Ext. 218
Equal Opportunity Employer M/F

CLERK/TYPISTS
Detroit based firm seeks Entry Level Clerk Typists. Candidates must possess a minimum typing speed of 40 wpm, accurate typing and general clerical knowledge. Excellent advancement opportunity. These positions offer a pleasant work environment with competitive benefit package. For consideration, please call Ann Marie Sonnet, Dept. I, Clerk/Typist, P. O. Box 779, Detroit, MI 48231-0779

CLERK TYPIST. Midnight to 8:30am. Also 7:30am to 3:pm & 3:pm to 11pm. Excellent math ability a job. Data entry helpful. Redford Michele 535-4670

CLERK: $5.00/hr. Bloomfield Hills law firm. Excellent benefits. Good place to start. Call Ruth at 843-8590

CLERK-TYPIST
COMPANY looking for a friendly, outgoing, professional person for Secretarial position. Knowledge of medical terminology required. Must have experience. Excellent typing & good phone manner. Mon. thru Fri., flexible hours, nice opportunity for person with school age children. Call Contact Loretta. 728-6131 ext. 106

COMPUTER DATA ENTRY
Get back into the swing of things! Temporary position - 2 months, 6-8 hrs/day. Data Entry Clerk. Prior experience required. Contact Karen, Chips & Clamps Industries, Plymouth
453-0880

COMPUTER OPERATOR
VM, DOS, VSE, entry level position. Willing to work nights. Southfield. Send resume to CASC, attn.: Personnel, 4000 Town Center, Ste #1080, Southfield, MI. 48075.

CONTROLLER/BOOKKEEPER
Accounts payable, receivable, sales, payroll. Computer experience helpful. Call Ann 348-3590

COORDINATOR
Pleasant, outgoing, mature person needed to coordinate Private Duty Home Care Department. Must have previous position & an ideal re-entry job. Training will be provided. Ideal person possesses excellent telephone manners & people skills. Call Suzanne. 548-2550

CORPORATE AFFIRMATS SECRETARY
A growing Farmington Hills service organization seeks an Administrative Secretary with a high energy, creative Public Relations Dept. Duties are: file and secretarial. Typing skills of 55 wpm required & word processing experience preferred. Previous public relations experience is a definite plus. Salary $15-17K. Position is full time with an excellent fringe benefit package. Send resume to: Human Resources, P.O. Box 9072, Farmington Hills, MI 48333-9072

CRT OPERATOR - some experience preferred, neat, organized, good communication skills. Credit Back, ground a plus. Call 427-5360

CUSTOMER SERVICE/CLERICAL
Responsible and organized person for retail sales and service.
1-237-5422

CUSTOMER SERVICE
Mature, reliable, school age people, telephone & figures. Accurate, attention to details. Non smoker. Send resume: Mrs. S. at Jobez, Inc., NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE REP
Excellent opportunity for polished outgoing person with good phone & general office skills. Knowledge of drafting or blueprint reading helpful. Generous benefit package.
Moeller Manufacturing Co
12173 Marsh Rd
Livonia, Mich
591-6222

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
HIGHLAND SUPERMARKET has full-time Customer Service positions open at our Plymouth Service Desk. Duties include handling calls from customers & overall clerical duties. It is a fast-paced position with a lot of room to grow. HIGHLAND offers an excellent benefit package including profit sharing & an employee discount. If you consider yourself qualified & are eager to work, call 313-451-2200 ext. 2529
HIGHLAND SUPERMARKET, INC.
909 N. Sheldon Road
Plymouth, MI. 48170
Equal Opportunity Employer M/F

CUSTOMER SERVICE
We are recruiting for a major insurance company in Troy. Need 5 Customer Service Representatives to service new & existing accounts. 1-2 yrs. general office experience. Typing 45 wpm. Data Processing/Accounting a real plus. Super opportunity. Ready to hire now. $14,000 to start. Call Ruth at 643-8590 for immediate consideration.
EXPRESS PERSONNEL

CUSTOMER SERVICE REP
A Plymouth based distributor of laboratory supplies would like to hire a Customer Service Representative.
Ideal candidate should have some laboratory equipment knowledge, CRT experience and good organizational skills. Please send resume and salary requirements to: Curtin Matheson Scientific, 45400 Helm, Plymouth MI. 48170. Att: Customer Service Supervisor. Equal Opportunity Employer M/F

CUSTOMER SERVICE/Dispatcher
Rapidly growing Farmington Hills company is looking for sharp personable individual with excellent customer service aptitude. Responsibilities include handling incoming customer service calls & dispatching Field Service Representatives. Skills should include excellent telephone, typing, organizational ability & outstanding interpersonal techniques. We offer benefits & a desirable working environment. Please submit resume to:
Personnel Dept.
23684 Research Drive
Farmington Hills, MI 48024

DATA ENTRY/CLERICAL
Troy office. Send Resume, stating salary to: Box 794, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY
Entry level position for billing dept of a small company located at 12 Mile Rd. Farmington. Successful candidate will be able to type a minimum of 45 wpm, be self motivated and organized. College accounting or business course, or equivalent. Please call 1-4pm. 642-5050

DATA ENTRY CLERK
A growing Farmington Hills service organization seeks a sharp, energetic individual with previous computer data experience. This is a full time entry level position with growth potential within the Accounting Dept. Please send resume with salary requirements to: Data Entry Clerk, Human Resources, P.O. Box 9072, Farmington Hills, MI 48333-9072

DATA ENTRY CLERK
Personal computer, data entry personnel required in growing integrated marketing communication firm. Typing equivalent to 50 WPM with high level accuracy required. Medical experience a plus, excellent benefits. Application/resume being accepted by: McMillin, Ste. 200, 30057 Orchard Lake Rd., Farmington Hills, MI 48334.
An Equal Opportunity Employer

DATA ENTRY OPERATORS
EDT Temporary Service
Has Immediate
Assignments in
Western Wayne area

DATA ENTRY OPERATOR. Wholesale business in Farmington seeking person to enter large amounts of alpha numerical data, from invoices into computer. Full time. Send resume or call to Personnel Department, Box 5137, Southfield, MI. 48086

DATA ENTRY PEOPLE (13) for major Southfield company. Must type 12,000 keystrokes, $1050/mo. Call Karen at Univance 357-0034

DATA ENTRY position, with accounts payable experience, for major Oakland County corp. Lotus 1,2,3 helpful. $15,600. Call Lisey at 540-7000
646-7662

DATA ENTRY POSITION
Full or part time. Farmington area. Apply Traverse Hardware, 87 W. Long Lake Rd., Troy

DATA ENTRY POSITION
Good telephone skills. Full time, flexible hours. Call Ann Marie, Pizza-Cut Corp., 23600 Hagerty, Farmington Hills. 474-5420

DATA ENTRY SUPERVISOR
Full time position. Southfield location. Previous experience in supervision, word processing, knowledge of 10 key calculator/data entry skills preferred. Salary to commensurate with experience. Send resume and salary requirements to: Attn: Ken Schwartz, P.O. Box 5091, Southfield, MI 48086

DATA PROCESSING
OPTIONS MANAGER
Full time position. Southfield location. Ideal candidate will have management experience in computer operations. Knowledge of Unix or equivalent language necessary. Excellent organizational skills needed. Challenging office environment. Insurance. Send resume, including salary requirements, to: R. Ellison, P.O. Box 5091, Southfield, MI. 48086

DECMATE - OR NBI word processors. (11 needed), for major Michigan corporation. Must have 2 years minimum 3 months experience on Wordperfect or Display Write 4. $9-$10/hr. Call Personnel Corp. 24700 Northwestern Hwy. 355-4900

DENTAL ASSISTANT for orthodontic practice. Experience necessary. Full or part time. Troy/Rochester Heights. 879-6200

DENTAL RECEPTIONIST
Are you looking for a pleasant atmosphere to work in? We are a high volume, friendly Birmingham dental office looking for a full time receptionist with good communication skills and organizational skills. Organization and dental experience preferred. Benefits available. Call 644-1554

DESPATCH ASSISTANT, Troy location, order processing, clerical assistance, customer assistance. Full time, full benefits. $5.00 hr. Full benefits, applications available at Proctor, Horner, Warren, Inc. 2100 W. Big Beaver, Troy, MI 48084

504 Help Wanted Office-Clerical

DISPATCHER
SERVICE SECRETARY
Full time, for expanding office management company. Responsibility, organization & good customer relations are required.
Ask for Mr. Montgomery
356-2300

DISPATCHER/
SERVICE SECRETARY
Full time, for expanding office management company. Responsibility, organization & good customer relations are required.
Ask for Mr. Montgomery
356-2300

DOCTORS OFFICE. Full or part time. Mature positive minded individual. Experience preferred. Wage terms negotiable. 274-0641

ELECTIONS CLERK
The Charter Township of Plymouth is hiring a full time position in our Clerk's Office. Wage range $499.65 to $568.42 bi-weekly gross. Responsibilities include assisting the Twp Clerk with the election process & maintaining the Voter Registration File on hard copy & on computer.
Qualified candidate should have a High School Diploma, 1 to 3 years of progressive related experience which would include electronic Data Processing & computer generated reporting. Applications may be picked up at the Clerk's Office, 42330 Ann