# CLASSIFIED ADVERTISING

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

## 502 Help Wanted Dental-Medical

### Radiographer

Mount Carmel Mercy Hospital, a unit of Mercy Hospitals and Health Services of Detroit, has immediate openings for experienced Radiographers. Afternoon shift available.

Ideal candidate must be a graduate of an accredited Radiography program, and possess 2 year certification by the American Registry of Radiologic Technologists and have 1-2 years of experience as a Radiographer.

We offer a newly revised pay scale and benefits package including tuition assistance, life, dental and health insurance and child care facilities.

Interested applicants may apply in person or send resume in confidence to:

Mount Carmel Mercy Hospital
Employment/Staff Dept.
Room M128
6071 W. Outer Drive
Detroit, MI 48235

Equal Opportunity/
Affirmative Action Employer M/F

RECEPTIONIST with billing knowledge full time. Good benefits, good salary and benefits. Southfield/Farmington area. Call: 358-5906

RECEPTIONIST-part time. Insurance Medical Office. Ft combination. Immediate opening. Troy eye doctor. Experience preferred but not necessary. Must are a people person. Chance to grow. 362-4262

RECEPTIONIST
Full time for busy office, Birmingham area. Starting new office. Excellent opportunity for bright, outgoing person with medical or dental office experience. Good benefits. Call 11AM-4PM, 647-2191

RECEPTIONIST/FILE CLERK
needed full time in a busy 4 position practice in the Troy/Royal Oak area. Office experience a must. Excellent benefits. Contact Michelle between 12pm - 1pm, Mon. - Fri. 549-2313

RECEPTIONIST, Livonia OB-GYN, part time. Hours: Mon. 3-8, Tues. & Thurs. 8:30-12:30. Exp. preferred with medical terminology & peopleord preferred. 425-6300

RECEPTION/SECRETARIAL WORK mature person for psychiatrist office. Minimum typing. Some insurance work. Farmington Hills. Call 478-3983

RN
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
Call Mrs. Hall
Director of Nursing
261-5300
NIGHTINGALE NURSING HOME
8365 Newburgh Rd.
Westland, Any Rd.
An Equal Opportunity Employer

RN & LPN
Applications being accepted for overnight, days and afternoons.
Apply:
FRANKLIN MANOR
Convalescent Center
24601 Telegraph, Southfield
Call Margaret Linson 352-7300

RN/LPN OPENING

We have an immediate full or part time opening for a Licensed RN/LPN on the 3-11 shift.

Duties will include assisting staff nurses with patient care, assisting with drug administration; routine medical procedures such as taking patient pressures, blood pressure and respiration; dressing wounds and recording patient data.

Bryan Convalescent & Nursing Center is part of Health Care and Retirement Corporation (HCR) the fifth largest provider of long-term health care services in the United States. We offer a good benefit package including insurance, paid vacation, holidays, tuition assistance, shift differential, wage in lieu of benefits option, job satisfaction and pleasant surroundings.

For immediate consideration respond to:

Betty Herman, D.O.N.
Donna Commissaris &
Harvest Center
8 Mile & Middlebelt
Livonia 48152
(313)478-0555

An Equal Opportunity Employer

RN-LPN SUPERVISOR
MIDNIGHT SHIFT
Looking for a change from staff nursing to supervision??? Prestige Manor is a 100 bed extended care facility seeking an RN or LPN charge nurse interested in promoting quality patient care and contributing to our team management. If you are interested please contact, Sandra Fowler, RN, D.O.N., Prestige Manor, Jewish Home for Aged, 352-2336
An Equal Opportunity Employer

RN PART-TIME - Flexible hours for Farmington Hills agency office. Send your resume to: Nancy Wolf, 4661 Maple Rd. Suite 3412 Farmington Hills, MI 48024

RN - PART TIME
West Trail Nursing Home
We are a small Adult Facility in Plymouth in need of a charge nurse part time. To schedule an interview call D.O.N. at 453-3843

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time RNs, LPNs, GPNs. RNs earn $10.00 an hour, LPNs earn $11.00 an hour, plus health and life insurance benefits. Call for appointment. Maple Parkway, RN. 522-1444

RNS LPNS
Hospital and home care available. Weekend hours for RNs. Also need trial dates and/or pediatrics. Tri county Lyons. 476-6091

STAR OF DETROIT
seeks experienced Restaurant Staff. Must be clean & neat in appearance. Applications available Mon.-Fri. 2-5pm, at: 20 E. Atwater, Detroit.

RNS & LPNS
Geriatric nursing home is a very interesting experience, working at Westbrook Terrace offers challenge and rewarding experience. We are a beds home with 2 units, 40 residents per unit. Flexible full time and part time, RNs & LPN are needed. Immediate opening. Please call for appointment 420-0 by to see our home at 2567 W. Grand Blvd. or call 993-5440

RN
3-11 SUPERVISOR
Plymouth Court Health Center, a 175-bed skilled nursing facility is interviewing for a Supervisor who desires quality in their work life.

We offer:

- Wages based on experience
- No weekends
- Shift differential
- Weekend differential

Applicants in a progressive, caring environment.

For further information call:
MARGOT PARR
ADMINISTRATOR
Plymouth Court Health Center
(313) 455-0910

An Equal Opportunity Employer

## 502 Help Wanted Dental-Medical

Home health care agency seeking part to full time RN's for western Wayne county. 1 year medical experience with strong assessment skills. BSN preferred but not required. Day time hours, flexible work schedule. Training available. Full time benefits. UHHS 451-2255
An Equal Opportunity Employer

RN'S OPTIONS offers challenging nurses who show genuine interest in Geriatrics. Full or part positions available. Salary commensurate with experience. Apply at:
Mt. Vernon 29719 Grandmont

RN'S - LPN'S
Seeking a challenge should make a difference in our nursing department??? We desire a half working, dedicated and professional RN or LPN who is willing to apply their nursing knowledge in our health care facility. Choose a contingent position at $13-$15/hr, or join us in a full time position with an excellent benefit package and a monetary incentive program. Contact Sharon Fortney, RN, D.S.N., Prentice Manor, Jewish Home for Aged, 26051 Lahser, Southfield. 352-2336
An Equal Opportunity Employer

RN's - TO $26.25
Work for the pool that works for all the hospitals.

LPN's - TO $17.00
CHOICES: Home care, PEDS, VENTS, Private Duty, Facilities.

Health Care Professionals, Ltd
SOUTHFIELD • 357-7000
DEARBORN • 563-0034
ROCHESTER • 656-7075

RN'S $12 LPN'S $11

Full and part time positions available in medical, surgical, pediatrics. Elegant setting in West Bloomfield.

- Health insurance
- Life insurance
- Vacation pay

Please call Mon thru Fri between 9am-4pm for further information.

363-4121

SECRETARY-MEDICAL
Interesting, fast paced, busy surgical practice has immediate opening for secretary with medical office experience. Varied responsibilities, computer familiarity an advantage. Salary negotiable. Ideal candidate is location in the Detroit Medical Center. Please send resumes to: Box 878 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECHNICIAN/PART TIME
Approx. 20 hours 8 days negotiable, Livonia area
261-3290

X-RAY TECHNICIAN - for 1 physician office. 1 to 1 Mile/Telegraph Rd. area. 647-7250

X-RAY TECHNICIAN
willing to learn medical assisting. Full time, immediate opening. Dearborn area. 562-9100

## 504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR
For major food broker. Typing, computer and order placement experience a must. Full time. Send resume to: PO Box 37, Farmington, MI 48332-0037, Attn. Office Manager.

ACCOUNT ASSISTANT
Rapidly growing company has a new position of accountant. Candidate should have a bachelors degree in business/accounting and 1-2 years experience in the accounting field. Computer skills a plus. Responsibilities will include accounts receivable with general ledger duties, computer training, and special projects. Competitive salary and excellent benefit package. Send resume and salary requirements to: Controller, Nesternan Inc. 6100 Hix Rd, Westland, MI 48185.

ACCOUNTING/Accounts Payable Clerk. Ann Arbor manufacturing company seeks accounts payable clerk. Some experience necessary. Will train on our applications. Please send resume to: Dakotah Technology, 120 Enterprise Dr, Ann Arbor, MI 48103. Attn: Personnel.

ACCOUNTING CLERK
Full or part time available. Non-smoking office, Farmington Hills area. Experienced person need only apply. Must resume to: Office Manager, 24345 Hathaway, Farmington Hills, Mich. 48331

ACCOUNTING CLERK position available for analytical individual to handle accounts payable and office detail for company and receiving. Accounts receivable knowledge a plus. Please send resume and salary requirements to: Ms. Bangry, 57 Park Blvd., Plymouth, MI 48053. EOE

ACCOUNTING CLERK
Full time position with Livonia company relocating to Troy. Duties include computer data entry, accounts payable & receivable. Some experience necessary. Contact Ms. Office Manager, 31845 Mayfield, Livonia, MI 48150.

Accounting Clerk
Established and progressive firm seeks promotable Accounting Clerk for Accounts Payable, Billing, and Payroll experience. Call 344-6700 or send resume to:
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Ste. 104,
Novi, MI 48050. All fees Co. Paid.

ACCOUNTING CLERK
Troy based manufacturer has accounting clerk with 2-4 years accounts payable & accounts receivable background. Knowledge of Travel A/R system preferred. Salary commensurate with experience. Comprehensive benefit package. Send resume to Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING/DATA ENTRY
assistant to the controller. Must be accurate & detail oriented. Accounting background helpful. Data entry & good typing skills a must. Send resume & wage history to: Micro Craft Inc., 23464 Meadowbrook, Novi, MI 48050

ACCOUNTING PERSONNEL
Manufacturer is seeking qualified cost accountants who are familiar with parts & process. Bookkeepers are also needed with trial balance to close experience. Please call 537-5600 or send resume to: Temptacounting, 24423 Southfield Rd., Suite 250, Southfield, MI 48075.

ACCOUNTS RECEIVABLE Bookkeeper. 5 days, 20 hours a week. Send resume to: Personnel, 19129 W. 10 Mile Rd., Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
to work with plant manager. Must be experienced in employee interviewing & screening with strong secretarial & communication skills. Send resume to: Cetec Corp., 377 Amelia St., Plymouth, MI 48170

## 504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
International publishing corporation seeks an accounts payable clerk for its Troy headquarters. The candidate should possess strong organizational skills & work well under deadline constraints. Experience in multi-location accounting a plus. Non smoking building. Send resume with starting salary requirements to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Accounts Payable Clerk

Village Green Management Company, a leading national property management firm, headquartered in Farmington Hills, Michigan, has an opportunity for an entry level Accounts Payable Clerk. Responsibilities include checking invoices, coding bills, filing, data entry & special projects. Typing, 10 key & CRT experience required. Call Jolene Peets at 851-9600, ext. 109 to schedule an interview.

ADMINISTRATIVE ASSISTANT
Must have good organizational, typing & math skills. Salary commensurate with experience. 645-2111

ADMINISTRATIVE ASSISTANT
with some catering and sales experience. Must Type 65-70wpm, have good communication skills. Apply at: 2824 Ford Rd. Garden City, Mon thru Fri, 8am-4pm.
JTPA Funded

ADMINISTRATIVE ASSISTANT
Computer Dynamics Inc. in Southfield is seeking an Administrative Assistant to do word processing, file maintenance & back up on phone. WordPerfect & PC experience required. Salary $15,000 plus. Excellent benefits. Mature non-smoker. Please send resume to: Computer Dynamics Inc. Dept A, 29712 Telegraph, Southfield MI. 48034
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
TO THE PRESIDENT
Successful, expanding professional seeking individual for highest quality Executive Assistant. Hard work, long hours, challenging responsibilities, fast pace. Compensation based upon qualifications and performance. Possibility no office politics. Shorthand, word processing mandatory. Qualified candidates may send resume in confidence to:
Ms. Shaheen, R. A. DeMattia Company, 43501 Halm St., Plymouth, MI. 48170

No telephone inquiries

ADMINISTRATIVE/CLERICAL
Requires some bookkeeping, computer, work processing. Land development co. Real estate experience plus. Salary open. 855-8600

ADMINISTRATIVE ASSISTANT
For growing marketing department long-term, full or part time. Interior accounting. Responsibilities include: Outgoing, organized, professional personality. Word Perfect 5.1 a must. Salary commensurate with experience. Send resume to: 550 Kirts, Suite 120, Troy, MI. Attn: Marketing.

ADMINISTRATIVE/ASSISTANT
For company in Westland 2 yrs. office & bookkeeping experience required. Computer experience is not necessary but helpful. Knowledge of computers & more bookkeeping is. Excellent opportunity for a responsible individual wanting to advance their knowledge. Lori 477-2410

AD SPECIALTY firm in Southfield seeks experienced, detail oriented sales secretary. Computer experience preferred. Quality candidate receives benefits, salary commensurate with experience. Call Jerry at 948-8881

ANSWER TELEPHONES in your Westland office, full time, 6 am to 5 pm. $3.50 hour, mature person preferred. No telephone sales calls. Must be computer literate and comfortable with Windows based computer software. Starting pay $12-$15/hr. Contact Jane at Mobile Phones 350-9300

BOOKKEEPER with computer experience for participant & sponsor history position. Send resume to Atlas & Co., 27150 W. Ann Arbor Tr., Plymouth, MI 48170

BOOKKEEPING ASSISTANT/Secretary, full time for small busy office in Bloomfield Hills. Must be detail oriented & accurate. Duties include maintaining payroll records & tax deposits, some typing, filing & other misc. jobs. Please call 647-2228

Bookkeeping
Partial Listing of positions

FULL CHARGE
BOOKKEEPER To 25K
BOOKKEEPER To 21K
ACCOUNTING CLERK - DEALERSHIP To 18K
ACCOUNTS PAYABLE To 18K
BOOKKEEPING ASSISTANT To 15K
FULL CHARGE BOOKKEEPER To 30K
ACCOUNTS RECEIVABLE To 18K

HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy., #250
Southfield, MI 48034
358-2300
Also Offices in Detroit
Part of World's Largest
Financial Placement Network

CLASSIC CARPET needs office help. Good typing and phone skills. Hours: 11am to 5pm. Ask for Diane. 473-0610

SOUTHFIELD BROKERAGE office needs a variety of clerical assistant duties for a detail oriented individual. Must have good communication, Dictaphone and CRT experience helpful. We offer a competitive salary and outstanding benefits package. Send resume to:
The David J. Joseph Co.
Attn: Office Manager
3000 Town Center
Suite 733, Southfield, MI., 48075.

Equal Opportunity Employer M/F

Clerical

A GOOD JOB ISN'T HARD TO FIND!

Just call Kelly Services. We offer good pay and benefits for the following positions:

- Word Processing Secretaries (WordPerfect/Lotus)
- Data Entry Operators (10 key/Typ/5000 + KPH)
- Typists (60wpm)
- Receptionist (40wpm)

Livonia.....522-4020
Livonia.....522-3922
Garden City.....422-0269

KELLY TEMPORARY SERVICES
"The Kelly Girl" People
"The First And The Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

CLERICAL
General Contractor in Novi seeking Secretary/Typist with excellent typing & word processing skills. Send resume & salary requirements to: Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 504 Help Wanted Office-Clerical

BOOKKEEPER, FULL TIME for busy Real Estate office in Farmington Hills. $6.25 per hour.
CALL ROSE ANNE
CENTURY 21
MJL CORPORATE TRANSFER SERVICE
851-6700

BOOKKEEPER - experienced in accounts payable, accounts receivable and payroll taxes. Good communication skills required. Full time position. Send resume to: Michigan Theatres, 4633 S. Wayne Rd, Wayne, Mich 48184

BOOKKEEPER
FULL CHARGE
Must go thru trial balance, general ledger with 1040 tax experience. Salary up to $22,000 plus excellent benefits. Bloomfield Hills. Call Gerald Downie & Associates, 751-6333
All Fees Company Paid

BOOKKEEPER, full time. Also General Office. Must be detail oriented, all around office work, Livonia area. Ask for Vicky or Kay only 462-2212

BOOKKEEPER
Property management company is looking for a Bookkeeper for their Beverly Hills office. Must have Arbor, Candidates should have 1 year of college accounting or equivalent level of accounting experience and preferably have 10-key proficiency. We are looking for candidates who are flexible and enjoy an active office environment. If interested send resume and salary requirements to:
MCKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 6649
Ann Arbor, MI 48107-6649

Equal Opportunity Employer

Public accounting firm seeking individual experienced with single entry bookkeeping. Small business tax es. Resume to box #962, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Real Estate development office seeks individual for entry level bookkeeping position. Duties include payables, receivables, daily banking & general office skills. Some experience required. Send resume with salary requirements to: Bookkeeping Position, 4050 W. Maple Rd., Ste. #103, Birmingham, MI., 48010.

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
25548 Northwestern Hwy. #250
Southfield, MI 48034

Subsidiary of
Robert Half of Mich, Inc.

BOOKKEEPER - thru trial balance to financial statements. Detail oriented & Associates Degree preferred. Excellent Quality candidate receives time with benefits. $6.25 to $9/hr. Please call Jane or Kathy 540-3202

BOOKKEEPER
Video production facility located in Southfield is looking experienced, non smoking, full charge bookkeeper. Must be computer literate and comfortable with Windows based computer software. Starting pay $12-$15/hr. Contact Jane at Mobile Phones 350-9300

BOOKKEEPER with computer experience for participant & sponsor history position. Send resume to Atlas & Co., 27150 W. Ann Arbor Tr., Plymouth, MI 48170

BOOKKEEPING ASSISTANT/Secretary, full time for small busy office in Bloomfield Hills. Must be detail oriented & accurate. Duties include maintaining payroll records & tax deposits, some typing, filing & other misc. jobs. Please call 647-2228

BOOKKEEPER
Video production facility located in Southfield is looking experienced, non smoking, full charge bookkeeper. Must be computer literate and comfortable with Windows based computer software. Starting pay $12-$15/hr. Contact Jane at Mobile Phones 350-9300

BOOKKEEPER with computer experience for participant & sponsor history position. Send resume to Atlas & Co., 27150 W. Ann Arbor Tr., Plymouth, MI 48170

BOOKKEEPING ASSISTANT/Secretary, full time for small busy office in Bloomfield Hills. Must be detail oriented & accurate. Duties include maintaining payroll records & tax deposits, some typing, filing & other misc. jobs. Please call 647-2228

Clerical - Part-time
Mature person needed for Birmingham office. Light typing, telephone manners, evenings & weekends. Work experience. Ask for Mr. Bower or MaryAnn.
646-6000

CLERICAL - part time position available. Need person who is detail oriented, efficient and pleasant surroundings.

CLERICAL-PART TIME
Exciting Company in Troy. Fri. 8am-2pm. Must be able to type 45 WPM. Jole Parkan Chevrolet, 28111 Telegraph, Southfield 355-1000

CLERICAL/PART-TIME
Southfield - Perfect for college student. Must have excellent skills & be able to work independently. Typing & computer experience is required. Hours: Tues., Wed., Thurs. 8-10pm., Sat. 9-5pm. Benefits available. Call for more information.
354-7111

CLERICAL POSITION for Beverly Company offering good benefits. Experience in bookkeeping, typing, telephone and customer service. Call Glenda at 841-3320

CLERICAL - $5-$7/HR
Will train 557-1200
Call Today Job Agency
Free $95.00

CLERICAL
Travel contractors of Southfield has immediate openings in their expansions department. These are entry level positions with training for good clerical & organizational skills. Must type 40wpm, experience on CRT valuable. Modern offices, friendly staff.
Call Ms. Green, 627-4050

Clerical

5 People Needed Now!

If you've got good clerical skills, use them to do a good job for our client with Kelly Services. We now have positions open with a month-long company in Farmington Hills for:

- $5.00/hr, 40hrs/wk
- 8:15am - 4:45pm
- Light typing
- 10-key calculator
- Proofreading work

Assignment lasts through December.

This is an excellent opportunity to work while the kids are in school or support the workforce. Call Kelly today at:

Farmington Hills .....471-2050

KELLY TEMPORARY SERVICES
"The Kelly Girl" People
"The First And The Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

## 504 Help Wanted Office-Clerical

BUSY FARMINGTON HILLS Real Estate office is looking for data entry person. Approx. 20 hours per week. $4.50 hour. Some computer experience preferred. ASK FOR GIRDY. 851-8700

CAREER OPPORTUNITIES GALORE
ALL FEES COMPANY PAID

| | |
|---|---|
| Secretary/Receptionist | $14,500 |
| Word Processor | $18,000 |
| Accounts Receivable | $16,000 |
| Claims Clerk | $18,500 |
| Medical Secretary | $13,000 |
| Purchasing Agent | $23,000 |
| Office Manager | $19,000 |
| Bookkeeper | $18,000 |

Are you looking to make a smart career move? We have jobs offering better benefits, better opportunities and better benefits! Call now, we have more job openings than applicants! Employer paid benefits available.
851-3600
SNELLING & SNELLING
FARMINGTON HILLS

CHURCH SECRETARY
Mature woman - 20 hours per week. Secretarial experience. Organized phone personality; typing & spelling skills a Must. Ask for Pastor Jay Kroft, Riverside Park Church. days - 464-0990; eves. 420-3479

CITY OF NOVI
CLERK TYPIST
Full-time position in the Assessing Department. Annual salary $16,224.00 with a comprehensive fringe benefit package. Requirements: Typing speed of 50 WPM, excellent grammar & spelling skills. Prior experience preferred. Obtain and submit application by Friday, September 15, 1989 at 5:00 pm. at Novi Civic Center, Personnel Department, 45175 W. 10 Mile Road. Office hours 8:00 am to 5:00 pm. The City of Novi is an Equal Opportunity Employer.

CLERICAL/DRIVER
Computer service company in Livonia is seeking a self-motivated individual to fill our entry level driver/clerical position. Candidate must have a valid drivers license & clean driving record. Some office clerical duties involved. Excellent benefits & starting salary. Interviews await qualified candidate. For more information call 261-6220

CLERICAL - full time, self-motivated to assist in bank finance and insurance dept. Accuracy a must. For interviewing, call Wendy between 8:30-5pm. 349-2500

CLERICAL HELP
Clerical position for part time, evenings/weekends. Apply in person only: New York Carpet World, 855 S. Hunter Blvd., Birmingham.

Clerical

Homemakers
Kids at school? Need cash? Call Kelly!

Kelly Services can place you in an office temp assignment no matter what your skill level. Choose from these skills:

- Secretarial
- Clerical
- Switchboard
- Typing
- Word Processing

Call Kelly today and find out about our great benefits too.

Farmington Hills .....471-2050

Southfield .....352-5220

KELLY TEMPORARY SERVICES
"The Kelly Girl" People
"The First And The Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

## 504 Help Wanted Office-Clerical

CLERICAL - Entry Level position. Data entry, filing, and dictaphone - full time. Great benefits. Send resume: Box 878 Observer & Eccentric, 36251, Livonia, MI 48151

Clerical

GENERAL CLERICAL

Earn Quick cash doing general clerical work for a local gift companiies. Duties include filing, mass mailings, variety of proofreading, collating and general clerical. Reliable transportation a MUST.

- Choose long or short term assignments
- No typing or phone answering
- Good pay

For more information, call:

Troy .....362-1180

KELLY TEMPORARY SERVICES
"The Kelly Girl" People
"The First And The Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

CLERICAL POSITION
FULL TIME
Some computer and word processing experience required. Duties will include typing, filing, telephone answering, some switchboard-exceptional, other clerical functions. Call Mr. Zolner, Bloomfield Family Service, Mon-Fri, 8:30am-5pm 559-1500

CLERICAL
TEMPORARY PERMANENT

| | |
|---|---|
| TELEMARKETERS | To $6.00 |
| RECEPTIONISTS | To $6.00 |
| SECRETARIES | To $7.00 |
| DATA ENTRY | To $7.00 |
| WORD PROCESSORS | To $9.00 |
| LEGAL SECRETARIES | To $10.00 |
| $50 TO $100 PER DAY BONUSES | |

EXPRESS SERVICES
643-8590

CLERICAL - 6am-4pm, Mon.-Fri. 5 mile/Newburgh area. Some typing, bookkeeping, answer phones. Ask for Cathy. 534-7416

CLERK/MESSENGER - Full time, for Southfield law firm. Dependable car and good driving record. Some evening student. Call Ann, 358-2090

CLERKS
The Americare Companies has immediate openings in our Farmington Hills office for Accounts Payable Clerks. Requirements include excellent filing and organizational skills. Light typing and familiarity with a computer terminal helpful but not necessary. Previous office experience a plus. We are looking for an energetic and detail oriented person to grow with us. These full-time positions offer excellent starting salary and a comprehensive benefit package. If you are seeking a entry level position with good growth potential opportunities, please call for an application:

489-9220
An Equal Opportunity Employer

CLERKS - typists & file, with 5-8 mos office experience, light typing helpful, many openings with large corps in Novi, Southfield & Farmington. $622/mo. Call Louise at Office Unitorce 473-2930

CLERK/TYPIST
Attorneys in Farmington Hills will train for bright, neat, typing & filing skills essential. Experience not required. Starting wage $4.25 per hour with regular increases.
855-6562

CLERK/TYPIST - Immediate opening in Real Estate company available. Full-time. Good verbal & written communication skills. A Must. Ask for Flo.
855-4638

CLERK TYPIST
Reliable, neat, attention to details. Good telephone, typing skills. Send resume to: Box 886, Observer & Eccentric, 36251 Schoolcraft, Livonia, MI 48152

COMPUTER OPERATOR
Clerical duties required. Some math. Immediate opening. Livonia.
427-5720

CONSUMER BANKING
Starting Savings Bank is seeking entry level individual for its consumer credit card department. Responsibilities include data entry, monthly report processing & handling customer inquiries. Visa experience preferred. Call Ms. Gaskill: 355-2400, ext. 269
An Equal Opportunity Employer

CONSUMER LOAN CLERK
Full time, Bloomfield Hills position exists at our Merrimanck office. Candidate must have a minimum of one year consumer loan experience in efficiency on all office machines, good typing skills are the ability to handle the pressures of daily responsibilities in a professional and courteous manner. This position offers excellent benefits, advancement and an excellent benefit package. Qualified candidates please call our Personnel Department at 559-1000 hours hours at: 352-5000, Ext. 218
An Equal Opportunity Employer

COURIER/CLERICAL
A Troy based insurance agency is seeking a self motivated individual to fill in time in our office services department. Duties will include pick up and delivery of internal and external mail pick up, processing and delivery, distributing supplies, moving files, banking & running errands as requested by supervisor. Occasional errands may be required with use of personal vehicle. Good driving record is a must.

Applications available at:

PROCTOR HOMER WARREN, INC.
2100 W. Big Beaver Rd.
Troy, MI 48084

COURIER/CLERK needed in fast paced Bloomfield Hills company. Auto & insurance required. Flexible hours. Interesting work. Duties include in letting: Office Manager,
Mark Twain Bancshares, Suite 130, Bloomfield Hills, MI 48013.

CREDIT AND COLLECTION position available for person who is detail oriented with 2-3 yrs. experience. General bookkeeping experience a plus. Non smoking floor. Please send resume and salary requirements to:
Box 886, 37 Park St., Troy, MI 48083, EOE

CREDIT REPORTING AGENCY
Is seeking full and part time office help. Previous credit experience required. Flexible hours. Farmington Hills. Please call/fax 2pm, 478-8925

CUSTOMER SERVICE REP
Take orders, quote, customers, etc. Apply at: 31868 Hubbard (between Main & Farmington, N. of Plymouth)

CUSTOMER SERVICE
Motor Mailer. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume: Mrs. G. at Jodar, Inc., N.Duval St. Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE representative needed for full time in Farmington Hills for medical distribution center. Will train. Call 9-11am, 473-9400

CUSTOMER SERVICE & General Office (no typing). Our office needs mature person for flexible part or full time. Apply at: 32523 Stephenson Hwy. near 14 Mile Rd.

CUSTOMER SERVICE
Farmington copier dealer needs person with professional phone manner & computer entry experience for dispatch position. Contact Lisa at 476-0005, Ext. 315

DATA ENTRY CLERK
Bookkeeping back ground required. Ask for Sterling 351-2100

## 504 Help Wanted Office-Clerical

CUSTOMER REPRESENTATIVE
Part time, Commitment to perform a variety of office functions related to real estate transaction, resume by Sept. 8, 1989, to: Machek Inc., 31700 W. Nine Mile, Farmington, MI 48024

CUSTOMER SERVICE REP
Telemarketing customer service dept. seeking self motivated individual. Process phone orders & problem solve for our nursing home customers. Candidate must have customer service experience. Third party insurance & medical product knowledge a plus. Employee stock ownership company. Send resume to: Janet McPherson, P.O. Box 03325, Livonia, MI 48151

DATA ENTRY
Apply now for long and short term assignments in the Farmington/Southfield area. Data entry experience required. Call Kelly Services today at 471-1900.

ENTECH
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DATA ENTRY CLERK
Entry level position for the billing department of a small company located at 13 Mile/Telegraph Rd. Successful candidate will be able to type a minimum of 45 WPM, be self motivated & organized. College accounting or computer courses or equivalent experience. Call 851-2280

DATA ENTRY/CLERICAL
Troy office. Bank experience a plus. Starting salary to: Box 738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK - needed for Southfield based dental plan. Must have 1-2 yrs. data processing & willing to work 5:30 to 9pm. Qualified candidates call Ann Marie at Personnel, 2000 Town Center, Suite 2700, Southfield, MI 48075

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Data Entry Clerk
Entry Level

Our growing Quality Assurance Dept. has 2 openings for Data Entry Clerks. The successful candidate requires experience in charting & graphic data, usage of Lotus 1-2-3 and knowledge of Symphony & spreadsheet is helpful. Please submit resume WITH SALARY REQUIREMENTS or apply in person at:

Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

NO Phone Calls Please

An Equal Opportunity Employer

DATA ENTRY CLERK
Needed full time, Entry level position. Farmington Hills area. Call between 9-11 AM 473-9400

Data Entry/
Customer Service
Operators

Excellent opportunity to join a growing company.

Experience should include:

- At least one year data entry experience
- Familiar with PC/PC LAN environment
- 10-key proficiency a plus
- Excellent phone skills

If you want to join a team-oriented environment, please send your resume to: Box 886, Observer & Eccentric, Mon.-Fri., between 10am and 5pm at:

PARK WEST GALLERY
24414 Northwestern,
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Attn.: Personnel

DATA ENTRY - Immediate entry level opening with Southfield manufacturer. No experience necessary, will train. Pleasant surroundings, working conditions & benefit package. Please submit resume to: Box 878, Box 2020, Southfield MI 48037-2020
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| LIVONIA | 478-1010 |
| PLYMOUTH | 454-4818 |
| TROY | 643-9600 |
| WARREN | 751-1870 |

DATA ENTRY SUPERVISOR
Full-time position. Southfield location. Previous supervisory experience a plus. Excellent math ability & 10 key calculator skills are required. Salary to commensurate with experience. Comprehensive benefit package. Send resume to: Attn: Personnel, P.O. Box 5091, Southfield, MI 48058

DISPATCHER - required for large Livonia based computer company. Light typing, volume of calls, multi train. Call Debbie 591-1707

ENTRY LEVEL
Entry level data entry (all time Typist) Messenger position available at Farmington Hills Real Estate Development company. Good benefits, friendly working environment. Call Karen at 851-8200

ENTRY LEVEL
Immediate full time opening for individual with good clerical skills. We offer a pleasant working environment position involving varied duties including filing, mail processing and light typing.

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Novi Town Center location. Call Vicky Sela for appt 349-8000
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Our rapidly growing computer sales office in Farmington Hills is looking for a person that has minimum 2 years clerical experience with accounts receivable, billing, order processing. Growth opportunity. Good salary, benefits, and profit sharing. Non-smoker call 553-8250

EXECUTIVE SECRETARY
Southfield service company seeks bright, self-motivated individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self motivated, and organized with attention to detail. Send resume to P.O. Box 300, Southfield, MI. 48037

EXECUTIVE SECRETARY - Southfield based professional organization seeks a top level individual to assist top executive. Excellent typing & organizational skills required, must be able to transcribe from dictaphone tapes, minimum 3 yrs previous experience, excellent salary, benefits package. Please submit resume & salary requirements to Box #890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT
International firm based company seeks an executive assistant to the Vice President/Sales. Position requires excellent typing/word processing at 70wpm. Minimum of 3 years experience as executive secretarial level. Knowledge of Multimate word processing desirable. Shorthand experience required. Comprehensive salary & benefit package. Non smoking building. Send resume to Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

EXECUTIVE LEGAL SECRETARY
For Senior partner of growing law firm. Experienced, organized & well educated. Corporate, real estate & civil litigation. Administrative tasks & support staff supervision. Previous office in Farmington Hills. WordPerfect, top salary, full benefits. 626-5000

EXECUTIVE SECRETARY with word processing experience. Must be an ETD Temporary. Excellent salary with benefits. 425-5377

EXECUTIVE SECRETARY
Southfield seeks a professional typing professional with solid experience to work for partner. Requires excellent strong written, verbal & organizational skills, familiar with word processors and shorthand of 80-90wpm. Salary $18-$20K. Full benefits.
Contact Sherri Fox, Controller
AMERICAN/SCI
649-2010

EXECUTIVE SECRETARY ASSISTANT

Immediate opening in small national wholesale distribution firm. Duties include correspondence, catalogue layout and other related responsibilities. Secretarial experience, maturity, strong attitude required. Salary $18,000 per year plus benefits depending upon experience and abilities. Located in New Center Area, Detroit. Reply to:

Dept. A, P. O. Box 32582
Detroit, MI 48232

FARMINGTON HILLS
Front Desk Receptionist/Biller, full time. Keyboard experience. 851-6557

FAST PACED Livonia office looking for a self-starter to pitch in with diversified duties: Interviewing, answering the phone, light typing and filing. A plus of a bit of bookkeeping position. Previous temporary help involving experience a plus. Call today for appt. 427-7880

FILE CLERK/FULL TIME
Needed for Southfield law firm. Variety of duties including typing, phone, etc. Send resume or apply at: 4000 Town Center, Suite 1240, Southfield, MI 48075. 352-9090

FILE CLERK needed for law firm, Northville/Novi area. Prior work experience desired. Position requires good spelling, spoken language and common sense. Salary commensurate with experience. Call Ms. Lynn at 349-3480.

FILE CLERK
Part-time, for small Birmingham law firm. Typing and good organization skills required. Salary based on experience. 540-3340

FILE CLERK/TYPIST - a growing company needs an organized person to work full time in our agency department. Duties include typing, data entry, filing, answering phones, switchboard, and general office duties. The ideal candidate will have related college, vocational or secretarial training plus skills. Possible career advancement. Salary and benefits commensurate with experience. Apply for confidential consideration forward your resume and cover letter and salary requirements to:

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