502 Help Wanted Dental-Medical

NURSE AIDES

are needed for home care cases in western Wayne county. Flexible scheduling. Excellent pay scale. Transportation needed. Unico Benefit package for 20 hour per week or more. Experienced preferred. Call United Home Care 459-5141
An Equal Opportunity Employer

NURSE AIDES/BORDERLIES
Earn while you learn Nurse Aide training for a small based nursing home in the Union Lake area. Flexible hours available for all shifts. $5.00 per hour to start. Babysitting services available. Call for interview 363-7181

NURSES AIDES

NEW STARTING RATE
Full time, Part time, Nights available
Will train. See Carol Brown
NORTHEAST WEST
8365 Newburgh Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

NURSING OPPORTUNITIES

Health Care and Retirement Corporation (HCR), the 4th largest long term care provider in the United States, has outstanding opportunities for nurses interested in long term and nursing assistants at our seven nursing homes and one assisted living area. Allen Park, Dearborn Heights, Livonia, Bloomfield Hills, Grosse Pointe and Plymouth

We're seeking nursing professionals and assistants who genuinely enjoy working with the elderly and who understand the difference they can make in the lives of our residents.

We offer competitive wages, complete benefits, paid vacations and holidays, tuition reimbursement, pleasant surroundings and unlimited advancement potential within our 130 center network in 19 states.

For information or to schedule an appointment contact:

Mr. John Filipovich
(313) 478-0350
Dominican Village
Nursing Center
29270 Morlock
Livonia, MI 48152

Equal Opportunity Employer

Occupational Therapist, Physical Therapist, Speech Therapist, OCNP/PCA, Oakland Home Health Care Agency 625-5865

Occupational Therapist

Modern rehab department of large suburban hospital has permanent dysfunction patients. If qualified and interested, please send resume to Employment Manager.

ST. JOSEPH MERCY HOSPITAL
900 Woodward
Pontiac, MI 48053

An Equal Opportunity Employer

OFFICE MANAGER
For multi doctor Sterling Heights dental office. Good benefits. Experience required. Please send resume to Box 1000 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPHTHALMIC MEDICAL TECHNICIAN
Medical assistant, receptionist, insurance biller for busy Southfield Ophthalmology Office. Full time. Experience preferred. Send resume to: Box 982 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPHTHALMIC Medical Personnel
Assistant/Technician, Receptionist/VF/Office Surgery experience. Office Manager/Receptionist/Insurance billing/personnel management, computer skills, experience. Willing to relocate to Beverly Hills CA glaucoma practice. Send resume to: 435 N. Crescent Dr., Beverly Hills, CA 90212

OPTOMETRIC ASSISTANT, full or part time. Knowledge of optical industry negotiable, pleasant working conditions. Novi area. 349-0990

ORAL SURGEON ASSISTANT
Full-time. Excellent fringe benefits. Experience in Dental preferred.
Call 348-8638

ORDER ENTRY REPRESENTATIVE
Requirements: good telephone protocol and office skills, organized, timely, knowledge of computer sciences, accurate typing skills, medical equipment and supplies helpful. 40hr. full time. Start immediately. Appointment call Mrs. Ward. Edwards between 9am-10am & 3pm-4pm 729-8900

ORTHODONTIC ASSISTANT
Part-time, Livonia. Experience preferred. Excellent opportunity for upbeat person w/initiative. 553-4550

ORTHODONTIC ASSISTANT
needed for busy practice. Full or part time. Must be great with children. Dental experience preferred. Please call 253-2211 or 261-8860

OUT PATIENT CLINIC SEEKS 2 therapists. Clinic atmosphere, warm, friendly, pleasant. Salary. Must bring case load of 25 or more clients. DEBS, joint commission and accreditation of hospitals & organizations. Office of Substance Abuse services. Approximate hours. Clinical professional or higher. Call 244-8844

PART TIME - assistant for plastic surgeons in Bloomfield office. Experience & recommendations required. Salary negotiable. 855-0000

PART TIME RECEPTIONIST
Needed Mon.-Fri. evenings for busy Medical Doctors office in Farmington. Medical office experience necessary. Call 542-9128

PHARMACY TECHNICIANS-full time positions are available for experienced pharmacy technicians. Competitive salary/benefit package and excellent working environment. Livonia area. Interested persons should call the director of pharmacy operations between the hrs. of 10am-5pm 422-3310

PHLEBOTOMIST positions available full & part time for progressive laboratory in Auburn Hills area. Must driving record & pleasant personality a must. 853-7500, ext.7000

PHYSICAL THERAPY AIDE
Immediate opening, part-time, temporary position for physical therapist clinic. Call Barb at 1-669-2799

PRIVATE IN-PATIENT PSYCHE facility in northwest Oakland County has immediate opening for RN/BSN preferred. Competitive salary. Excellent opportunity.
Call Med-Match 851-0632

QUAD CARE & CLOSED HEAD
Home Health Aide. Full or part time, good wages, paid vacations, attendance bonus & other incentives. Call Carol at Empo-Care 455-1061

RECEPTIONIST/BOOKKEEPER
Full time, experience desired for busy Southfield internist office. Call Donna 358-2310

RECEPTIONIST - Busy Birmingham dental office. Full time. Experience with insurance and bookkeeping. Call 642-8135

Radiology

Registered Technologist

A part time position is available for the Outpatient Clinic on the 4 p.m.-8 p.m. shift Monday - Friday as well as a casual hit-in position 12 p.m. - 8 p.m.

A Registered (ARRT) Technologist is required. One year experience is preferred.

Please send resumes to the Human Resources Department.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48024

An Equal Opportunity Employer

502 Help Wanted Dental-Medical

PHARMACY TECH OR ASSISTANT
Full or part time, flexible hours, salary dependent upon experience. Company paid benefits include medical, dental, vacations & employee discounts. See Jerry Mott or Deb Dimpsey at Eaton Drugs, 6510 Telegraph at Maple, Birmingham. 626-3525

RADIOLOGY TECHNICIAN

Catherine McAuley Health Center in Ann Arbor is currently seeking a qualified Radiology Technician to fill a 16 hour week weekend position at St. Joseph Mercy Hospital.

Successful candidate must be ARRT certified with at least six months experience. One year of radiology experience in a hospital setting is preferred.

Interested applicants may submit an application or resume by noon on Friday, October 13, 1989

CATHERINE MCAULEY HEALTH CENTER
5301 E. Huron River Dr.
P. O. Box 995/19
Ann Arbor, Michigan, 48106

An Equal Opportunity Employer

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

RECEPTIONIST
Needed part time for busy pediatric practice in Canton area. Responsibilities include - light typing, filing, appointment scheduling, and insurance. Computer experience helpful but not necessary. Approx. 16 to 20 hours per week. Call Mary at 454-3000

RECEPTIONIST for busy Troy office. Full & part time positions available. Call Karen. 356-8100

RECEPTIONIST
for busy Livonia office. Late 4 week days & ½ day Sat. Must be able to work well under pressure. Immediate opening. 476-2723

RECEPTIONIST NEEDED: Part-time for Westland Podiatry office. Experience necessary. Good hours and starting pay. If interested, please call for interview 525-2535

RECEPTIONIST
For busy physical therapy dept. Benefits. Hours 11am-7pm, some Sat. / 7am-3pm. West Bloomfield between 14 & 15 Mi. 855-7000

REGISTERED NURSE for Livonia area. Mid-shift. 1 day per week. 525-9222

REHABILITATION AIDES are needed to improve the quality of life for mentally ill/mentally ill adults in a New group home. Part and full time positions. Day and afternoon shifts. 473-1139

ATTENTION RN'S

We are seeking a dynamic self-motivated personable RN to supervise home care! A full time position with competitive wages, benefits is offered by a national health care cooperation in Lathrup Village.

Call TONI HOOVER, RN, DHCS

MEDICAL PERSONNEL POOL
569-4600
An Equal Opportunity Employer

RN ADMINISTRATOR - Oakland County. Competent responsibility for nursing staff of 60 bed private practice group. Salary negotiable. Full benefits. Call Fred Peters, 737-7111

RN
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-3300
NIGHTINGALE WEST
8345 Nevada
Westland, near Joy Rd.
An Equal Opportunity Employer

RN/LPN/MA
Busy pediatric practice seeks energetic person. Past pediatric office experience helpful but not necessary. 20 hrs. per week, 1 evening until 8pm. Reply to Box Y, Typewriter Centers, 540 Pediatric Health Care Associates, ask for Mary. 434-3000

RN needed for afternoon shift. 3pm-11pm at Sinai-Hospital, Southfield. Contact In-Patient Director between 7am and 3pm, Mon.-Fri. 357-3360

RN/LPN FULL OR PART TIME
to supervise home health care services for seniors in the Whittier Towers. Flexible shift assignments, primarily afternoons. Call M. Stanley, RN, at: 622-9000

RNs/LPNs

Advanced Dermatology Centers is interviewing nurses for immediate, part time employment in Redford, Southfield, Allen Park, & Plymouth. Offering competitive compensation & on-the-job training. For further information please call Michele,

737-7111

RN'S - LPN'S

Afternoon positions available immediately, full and part time. Good working conditions. Contact:
Margaret Linson
FRANKLIN MANOR
Convalescent Center
352-7390

RNS/LPNS

Amicare Services Inc. is a subsidiary of the Sisters of Mercy Corp. We are growing rapidly and looking for caring nurses for hospital and home care

- Flexible schedules
- Competitive salary
- Paid holidays

Call for an interview
Bloomfield Hills 858-7735
Troy 643-9720
AMICARE SERVICES INC.
Equal Opportunity Employer M/F/H

RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time Nurses. Afternoon shift. LPN'S earn $10.00 an hour. RN'S earn $11.00 an hour, plus health and life insurance benefits. Call for appointment. Martha Felosiak, RN, 522-1444

RN
CONTRACT
For North Oakland Home Health Care Agency. 625-5865

RN. - PEDIATRIC OFFICE
Mon. & Wed. 2pm-8pm, some Saturdays & coverage. Non-smoker. Call Nancy. 855-7810

SECRETARY-DRAYTON PLAINS
Primary responsibility - patient scheduling, will train to use computer systems. Some typing required, phone skills & knowledge of dentistry a plus. 34-40 hrs./wk. (no weekends). Vacation, holiday, pension, profit sharing & dental benefits. Call for Mary or leave message, 623-7722

SECRETARY
for busy home care agency. Medical office skills a must. Mature, experienced individual with good organizational skills, needed, ability to type 50wpm, handle busy phones in a professional manner, knowledge of computers, a good math skills helpful. $14-$15,000 a year.
UHHS 451-2258
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

SCHEDULER
for private patients in home care agency. Mature person with medical office background. Ability to handle change in an organized manner. Typing 40wpm & basic computer knowledge needed. Call Mrs. Gray
An Equal Opportunity Employer

SCHEDULING ASSISTANT
Energetic, creative individual needed for scheduling nurses. Must be detailed-oriented & possess excellent communication skills, full time, 12 noon - 9pm 1st. Mon. Telegraph area. Health Care Professionals Ltd 357-7080

SOUTHFIELD DENTAL Office needs Office Manager. Energetic, personable, a real take charge person with billing experience. 569-6629

SPECIMAN PROCESSING: Brighton Bio-Science Lab of Farmington Hills has an opening for afternoon shift. $6.32 an hr. Typing skills required. Call after 3pm. 478-4416
An Equal Opportunity Employer

TREATMENT NURSES
Great opportunity for industrious, self motivated nurses. Must be responsible & able to work independently. Day shift. Excellent wage & benefit package. Friendly, professional staff. Come & join our team. Please contact Kathy Herman, D.O.N., Dorothy Convalescent & Nursing Home, Livonia 476-6550

ULTASOUND TECHNOLOGIST

Providence Hospital's Novi Center has an immediate opening for Ultrasound Technologist to work on a contingent basis.

Candidates must be a graduate of an Ultrasound Technology program and possess a minimum of 2 years experience as an Ultrasound Technologist. Registration registry of Diagnostic Medical Sonographers required. Must be able to perform all OB & GYN ultrasound exams.

Please apply at our Employment Office, Mon. - Thurs., 9 AM. - 2:30 PM.

PROVIDENCE HOSPITAL
16001 W. 9 Mile
Southfield, MI., 48075
An Equal Opportunity Employer

ULTRA-SOUND
Two (2) Technicians needed for Farmington/Southfield area Clinic. Must be able to operate all exams. Send resume to: 1408 Allen, Troy, MI 48083

X-RAY TECHNICIAN
Full or part time at a fast-paced doctors office. Medical office experience preferred. Call 728-2130.

X-RAY TECHNICIAN
DIAGNOSTIC IMAGING
HEALTH CARE CENTER
Detroit & Novi
Call Ron, 348-7100, Ext. 579
Affiliated with the
Detroit Medical Center
An Equal Opportunity Employer

X-RAY TECH
With Hours available full time. Needed for Livonia office.
Call Shirley 425-5200

504 Help Wanted Office-Clerical

ABSOLUTELY EVERYTHING SECRETARY

$15-$18,000
Excellent opportunity for your 5 years experience word processing & excellent typing. Company offers a plush environment & great benefits. Call for an interview today.

RECEPTIONIST

$13-$10,000
Immediate opening with growth potential. Candidates must possess a minimum of 1 year office experience, solid typing skills & computer or word processing.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
An Equal Opportunity Employer

ACCOUNT CLERK - experienced, typing skills essential. Knowledge of order entry system & mac a plus or will train. Oak Park area. Full benefits. Call Paul at: 968-0300

ACCOUNTING CLERK
position available at auto dealer. Experience required. Call for appointment 544-6523

ACCOUNTING CLERK
Experienced in accounts payable for busy distributor. Minimum 3 years experience in A/P & A/R. Good communication skills & computer experience required. Send resume to: J.H. 23530 Haggerty Rd. Farmington MI 48024, attn: Ms. Farkas

ACCOUNTING CLERK

$14,000 FEE PAID
Computerized position in well established firm. Will use computer and be part of busy accounting department. Great benefits and bonuses 3 weeks vacation the first year.
Call 649-5900.
SNELLING & SNELLING
OF TROY

ACCOUNTING CLERK

Established Detroit firm is seeking experienced person for Accounting Department. Payroll person. Billing Experience. Excellent math skills and computer knowledge a must. Comprehensive benefit package. Send resume to:
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

ACCOUNTING CLERKS
Accounts Payable &
Accounts Receivable Opportunities
Highland Superstores is one of the largest Electronics & Appliance Retailers in the nation. Known for our outstanding corporate accounting area, we have immediate openings for Accounts Payable & Accounts Receivable Clerks. Previous experience in either area preferred.

We offer a competitive salary & excellent benefit package. Send your resume or apply in person to:
Highland Superstores
Human Resources Dept.-ACC
909 N. Sheldon Rd.
Plymouth, MI 48170
An Equal Opportunity Employer

ACCOUNTING OFFICE
In Southfield needs a part or full time Clerk Typist. Office skills & experience required. Call 352-5551

ACCOUNTING POSITIONS AVAILABLE NOW!

Several auto dealer firms are in immediate need to fill various accounting openings. Current experience or recent training. All require computer experience. Salaries, $13,520 to $20,000 benefits and fee paid. Call Mary now at 441-0909
SNELLING & SNELLING

ACCOUNTING

Seeking a dependable motivated individual to work in our accounting area. Candidate should have a minimum of 3 years experience, possess good math, organizational and communication skills. Typing required. Call Barbara Green for more information. 525-4000

ACCOUNT REPRESENTATIVE
Move your career forward with United Stationers, the nation's largest wholesale distributor of office products. You will be responsible for servicing our client dealers, entering orders via CRT and problem solving. Qualified candidates will have a strong customer service background, exceptional phone skills, plus 34-40 hrs./wk. (no weekends). Vacation, holiday, pension, profit sharing & dental benefits. Apply in person or send resume to:
Personnel Manager,
United Stationers,
32433 Capitol Dr., Livonia MI 48150
An Equal Opportunity Employer

ACCOUNTS Payable/General Office for Westland Red Estate firm. Primarily Accounts Payable job; also includes some Accounts Receivables, special projects & general office. Office experience required. 729-2770

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE & receivable, Sub-Ledger 1,2,3 Work Perfect or Dischey Write 4 for international corp. well receive payroll training. $16-$18,000. Call Leslie at Staffmark 649-6148

ACCOUNTS PAYABLE/
ASSISTANT MANAGER
Retail organization in Farmington Hills seeks person for staff assistant in assisting manager and staff in day-to-day operation of accounts payable department. Prefer supervisor A/P experience in related customer work. Non-smoker. Send resume to: Personnel, 28237 Orchard Lake Rd., Farmington Hills, 48018

ACCOUNTS PAYABLE
Computer Entry/Experience.
Detailed, neat, and willing to work in a high volume flow. Excellent benefits and wages. Send resume and salary requirements to:
Office Manager, 15101 Cleat St.,
Plymouth, MI 48170-0098

ACCOUNTS PAYABLE CLERK
Full time Accounts Payable position available with Detroit based manufacturing company. Excellent math skills required. Previous experience with computer a plus! Send resume to: P.O. Box 300, Southfield, MI., 48037.

ACCOUNTS PAYABLE &
RECEIVABLE CLERKS
Due to downsizing we need dependable, responsible motivated individuals to fill our accounts payable department. Possess the ability to work well with others and possess necessary computer skills. This is a form a variety of tasks in our accounts payable or accounts receivable departments. We will train the individual with the proper qualities. Apply in person weekdays, 9am - 4pm.

HANDLEMAN COMPANY
500 KIRTS BLVD. TROY
(five stop lights N. of 15 Mile)
(W of Livernois)
AAE EOE M/F/H/V

ACCOUNTS RECEIVABLE - Part time collection person needed for a Southfield firm. Flexible hours, 20 hours per day, over 5 years experience required. Interested applicants call 358-0140, ext. 13.

ACCOUNTS RECEIVABLE
F/C Bookkeeper, Insurance experience a + $15-$22K range. Southfield location. Benefits. Fee Paid.
B. HAMIL PERSONNEL
424-4470

ACCOUNTS RECEIVABLE CLERK
High school diploma, and 1-3 years bookkeeping experience. Good knowledge computerized billing systems; aptitude for figures and detail oriented. Excellent benefits package. Send resume and salary requirements with education and experience to: Send resume to Edith Liplow, Clayton Environmental
Consultants, Inc.
22345 Rioshell Dr.
Novi, Michigan 48050
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Hospital owned EMS system is seeking a self motivated Accounts Receivable Manager to oversee the day to day operations of the Billing & Collection Department. Must have at least 2 yrs. experience in health care billing and 2 yrs. supervisory experience. Salary commensurate with experience. Send resume and salary history to: Personnel Department, P.O. Box 472, Farmington Hills, Mi., 48024
An Equal Opportunity Employer

Accounts Receivable

We currently have several receivable positions available. No prior experience. One position requires knowledge of sales tax collections. Another is cash receipts, good computer entry skills required. Immediate availability a plus. Call today!

ROBERT HALF OF MI, INC.
23500 Northwestern Hwy. #250
Southfield, MI 48034

358-2300
All Fees Company Paid

NO EXPERIENCE NEEDED

Adia has Data Entry jobs available in Livonia. Light typing and some computer knowledge helpful. 2 shifts. 8am-4pm and 3pm-11pm. For more information, please call in set-up an appointment.

525-0330
ADIA
Personnal Service
EOE NEVER A FEE

ADMINISTRATIVE ASSISTANT
to work with plant manager. Must be experienced in expediting, order viewing & screening with strong secretarial & computer skills required. Send resume to: Cetex Corp., 377 Amelia St., Plymouth MI. 48170

ADMINISTRATIVE ASSISTANT
Birmingham business firm seeks responsible individual for administrative/personal assistant. Responsibilities include: maintaining accounting records, preparation of meeting reports, using various software packages (will train), & various contact. Send resume to: Box 6632 Telegraph, P.O. Box 233, Birmingham MI 48012

ADMINISTRATIVE PART TIME

Person needed for front desk responsibilities. 15-20 hours per week. Should be organized. Person must possess excellent typing skills as well as outgoing personality. Please send resume to: Muirwood Apartments, 31400 Maxwell Dr., Farmington Hills, MI., 48331.
Att: Julie Woodruff.

ADMINISTRATIVE ASSISTANT

$19-$20,000 FEE PAID
Well known, financially stable corporation in an excellent suburban location needs your administrating skills. This fascinating, diversified position can be yours with typing of 50 / fast notes are a real plus. This company promotes from within and provides an outstanding benefit package. Call now, Rick, 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

ADMINISTRATIVE
Three exceptional opportunities with excellent growth potential available.
ADMINISTRATIVE ASSISTANT - Sales office support for dedicated staff starter with good communication & grammar skills to work as support person. Will be training for advancement. Bookkeeping experience. Computer experience necessary. Marketing background helpful. Great benefits package.
SECRETARY - Immediate opening for an organized motivated individual to assist office manager in general office duties. Computer literacy important. Ability to work well with people in a fast paced environment. Excellent benefits & tuition reimbursement. Potential for growth.
RECEPTIONIST - growing company seeking team player for 3 girl office to handle a variety of duties. Good typing skills required. Must be able to take initiative & handle office in management absence. Customer service experience a definite plus.
ALL FEES PAID BY CLIENT.
For initial interviews call Pam Reno
AMERICAN PERSONNEL
553-2444

ANSWER PHONES, filing, some typing. A/P experience & computer knowledge helpful. Good benefit package. Redford area. Call Sue, Mr. Van. 255-4090
An Equal Opportunity Employer

ASSIGNMENTS AVAILABLE

- Receptionists
- Word Processors
- Data Entry Operators
- File Clerks
- Typists
- Secretaries

APPLY TODAY!
We are accepting applications Mon. - Fri., between 9-11 and 1-3 PM.

SOUTHFIELD - 17200 W. 10 Mile, between Southfield & Greenfield.

LIVONIA, 37625 Ann Arbor Trail & Newburgh.

SNELLING
TEMPORARIES
NEVER A FEE

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Seeking mature, qualified individual for part-time Office Administrative position. (2) permanent day shifts available. Responsibilities include bookkeeping, maintaining employee files, ensuring proper records and other Secretarial functions in-clude: Mon-Thurs., 3-6pm, with ... Mon., Wed. & Fri. 9am-1pm. Apply in person at: Metrovision of Redford, 27000 Capitol 534-6800

ASSISTANT
SALES
SECRETARY
$16,000. Fee paid. Great benefits. Variety spot.
Call 399-3450.
SNELLING & SNELLING

ASST needed for busy private investigation agency. Computer & typing skills a must. Part time needed immediately. Plymouth. 459-1299

AUTO DEALER

Bookkeeper needed for N.W. Dodge dealership. Payroll, taxes, and assist with financial statements. Must have auto dealership experience. Excellent benefits and salary. Opportunity to grow and learn. Call Sandy at Tamaroff Dodge 348-6800

AUTO DEALER needs a person with accounts receivable, payable & data processing experience. Also accounting experience preferred. Excellent pay and benefits. Apply: Village Ford, Inc. 23531 Ford Rd. Ave., Dearborn 565-3900

AUTOMOTIVE
GM dealer has entry level position available for Warranty Claims position. Must be accurate in clerical data processing skills. Call Don Wadowski, Matrix Chevrolet 531-7100

BIG THREE AUTOMAKER

- Top pay - (To $11 an hour)
- Free parking
- Holiday pay
- Long term assignments
- Free lunch

WE NEED EXPERIENCED

- WORD PROCESSORS
  Displaywrite IV
  MDI
  Wang
  Word Perfect
  Word Star
- SECRETARIES
- LEGAL SECRETARIES
- TYPISTS - 55 wpm.
- DATA ENTRY

SNELLING
TEMPORARIES
CALL TODAY
TROY DETROIT
528-5122 871-2700

BILL COOK BUICK MAZDA
Looking for a Cashier/Receptionist. Some experience preferred but will train right person. Apply in person 37911 Grand River at 10 Mile Farmington Hills, MI

BILLING CLERK
Computer experience necessary. Send resume to: P.O. Box 39, Garden City, MI 48135

BIRMINGHAM HOME MAKERS
Work in town at various temporary assignments.
Extra/Salt
Birmingham 645-0900

NOVI - I-2 & BECK
Bookkeeper, with computer experience in A/R and procedures for builder & land developer. Call 10-3pm 531-8648 after 6pm 347-4670

BOOKKEEPER ASSISTANT
1 or 2 days/week. Bloomfield residence. Flexible hours. Call 656-0177

BOOKKEEPER

Birmingham firm seeks qualified full charge Bookkeeper. Responsible for all daily activity. Experienced with computer. Minimum 3 years experience. Forward resumes to: Bookkeeper, Box 990, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experienced thru trial balance, full time, benefits. Computer. 868-8812

BOOKKEEPER - Part paced office, must type and have good phone personality. Immediate opening. Excellent pay and benefits. Send resume to Box 370: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER IBM PC Lotus 1-8, Illexperience preferred. Light typing, excellent benefits. $10,500-$12,000. Send resume to:
P. Keenan
6701 Harrison
Garden City, MI 48135

BOOKKEEPER
Immediate opening for part time Bookkeeper. Long Term Temporary position available and computerized billing experience necessary. 559-7890

BOOKKEEPER

Large property management company located in Southfield has immediate opening for accurate, detail-oriented individual to handle accounts receivable. Typing skills and computer knowledge helpful. Send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI., 48086.

BOOKKEEPER - Need full charge bookkeeper with computer experience for a self motivated & self starting person with good accounting background. Non smoker. Send resume to Affiach & Co., 377 Amelia St., Plymouth, MI 48170

BOOKKEEPER - PART TIME
Construction firm seeks experienced person for Accounts Payable, Data Input & Account Reconciliation. Send resume to Roth, Inc., 554 E. Maple, Troy, MI., 48083.

BOOKKEEPER - Part time position, 5 days for Southfield advertising agency. Handle billing and accounts payable. 356-4151

BOOKKEEPER- PART TIME
Bloomfield Hills firm searching for a mature bookkeeper to handle billing process & accounts payable. Must have strong math background & strong computer orientation. Flexible hrs. 20-25 per week. Ideal for immediate retiree with experience. Send resume to: Susan Gotkess, 500 N. Woodward, Suite 150, Bloomfield Hills, Mich. 48013

BOOKKEEPER

Prepare monthly financial statements for multi division distributor. Experienced through adjusted balance statements, heavy computer experience required. Lotus, A/P, A/R necessary. Associates Degree or equivalent education required. Send resume to Hackett Co., 23530 Haggerty Rd., Farmington MI 48024, attn. Mrs. Delaney

BOOKKEEPER/RECEPTIONIST
duties include accounts payable, receivable, payroll, word processing, general office duties, must have knowledge of and experience in bookkeeping. Non smoker. Send resume w/salary history to: 32998 Hamilton, #211, Farmington 48018

BRIGHT, energetic person for high tech repair service in Westland. Must have previous customer service/order desk and data entry experience. Hydraulic/electronic background helpful. Non-smoking office. Excellent benefits. 326-6008

504 Help Wanted Office-Clerical

BOOKKEEPER
needed to process computerized General Ledger. Excellent benefits offered. Send resume to:
P. O. Box 915, Novi, MI 48050,
or call 474-5110

BOOKKEEPER thru trial balance in 70-24 per week. Bloomfield area. Call Office Manager, P.O. Box 912 Bloomfield Hills, MI., 48303-0912.

BOOKKEEPING ASSISTANT-Position available in our Novi office. Accounting, Livonia. Call Chuck McClain: 9am-5pm. 422-5150

Bookkeeping

Partial Listing of positions

ACCOUNTS PAYABLE	To 17K
FULL CHARGE	To 22K
ACCOUNTS RECEIVABLE	
LEASING	To 18K
ACCOUNTING CLERK	To 15K
COLLECTIONS	To 17K
OFFICE MANAGER	To 28K

HALF

Robert Half of Michigan, Inc
28555 Northwestern Hwy. • 9250
Southfield, MI 48037

356-2300
All Fees Company Paid
Part or full time temporary
Financial Placement Network

BUSY OFFICE needs dependable, energetic person, to assist with weekly scheduling of employees to their assignments. Full-time position. Call Pam for more information at 559-6194

CAREER DAY
Tuesday, October 3
9 am - 6 pm
at

ENTECH SERVICES, LTD.

32255 Northestern Hwy.
Suite 295
Farmington Hills
737-1744

Please join us for refreshments to discuss your future with ENTECH. We are now interviewing for immediate positions for word processors, clerks, secretaries, computer aided drafting/design operators, typists and others! Work in an area near you. We offer good pay, benefits programs, and free ride if you are coming to interviewed applicants. Call for an appointment or just stop by!

CAREER
OPPORTUNITY
FOR SECRETARY
Growth oriented company. To $20,000 and all major benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

Cash Room Supervisors
We are taking applications for immediate openings for Cash Room Supervisors at our Host Marriott Airport location. The successful candidates will be responsible for reconciling, verifying and properly disbursing all cashier sales and cash drops in accordance with our accounting standards. Prior cashier and computer experience necessary. Banking experience helpful. Must be available for weekends and flexible hours. Full benefit package available. Salary commensurate with experience. Apply in person to the Personnel Office located in Marriott Airport Hotel between 10am and 4pm. EOE

HOST
A Marriott Company
Detroit Metro Airport
An Equal Opportunity Employer

CLERICAL

FRETTER SUPERSTORE has immediate part-time openings for persons to handle in-store clerical duties. Customer phone relations, data entry, filing and back ups to administrative assistants. Flexible hours, benefits and discounts available. Apply in person: Fretter Superstore, 27785 Novi Road, Novi Across from 12 Oaks Mall

Clerical

GENERAL CLERICAL

Earn quick cash doing general clerical work for a variety of companies. Duties include filing, mass mailing, proofreading, collating and other clerical. Positions are 1-3 in the Farmington area. Reliable transportation a MUST.

- Choose long or short term assignments
- Be paid for 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

504 Help Wanted Office-Clerical

CITY OF FARMINGTON
Administrative Secretary
Excellent secretarial skills required. Computer experience preferred. Starting salary $17,788. Application available at City Hall, 23600 Liberty, Farmington. No phone calls please. Deadline Oct. 13, 1989.
An Equal Opportunity Employer

PERMANENT ENTRY level, clerical position for busy, fast paced, dedicated hardworking person. Resumes for Stockholder Office Supplies, 24401 Halsted, Farmington Hills, 48331, Attention: Tonya

CLERICAL

All our clients, leading corporations, have immediate openings for data entry to word processor to customer service. For consideration call, 344-8700 or send resume to:
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Suite 154
Novi, MI 48050 All Fees Co. Paid

CLERICAL, customer service & order entry position. Light typing, computer, phone experience helpful. Flexible hours, Troy office. Rich, Corporation 528-0313

CLERICAL/DATA ENTRY
Redford area. PC & CRT experience preferred. Customer contact experience desired. Full time. Good wages and benefit package. Send resume and salary requirements to: Creative Information Services, 9348 Telegraph Rd., Redford, MI 48239 or call for interview between 8AM-4PM313 255-4040
An Equal Opportunity Employer

CLERICAL/
DATA ENTRY

Full time salary position with Farmington Hills corporation. One year general office and data entry experience required. IBM System/34/36/38 experience plus a fringe benefit package including salary increase is confidence to:
PERSONNEL DEPARTMENT-CD
P O Box 1800
Farmington Hills 48018

CLERICAL
Detroit area personal contractor company seeks a part time person who has good clerical skills and positive attitude. The successful candidate will have experience in general office skills and be able to manage a constant work flow. If interested, call Esther at 591-0000
An Equal Opportunity Employer

CLERICAL for mfg. company in Sterling Hts. M-59 Mound Rd. area. Excellent typing skills. Salary/benefits. Call 8 J0am-4pm 268-2000

CLERICAL for Southfield business office. Part time, 3 days a week. Light secretarial. Send resume to Martin D. Haron, P.C., 30700 Telegraph Rd., Suite 1820, Birmingham, MI 48010

CLERICAL - If you have bookkeeping, accounts payable/receivables & computer experience, we want to talk to you. This position requires office & receptionist skills.
Call Norma. 478-2278

CLERICAL - part time for phones, light typing, filing. Must be mature & responsible. Pleasant environment. Ask for Mary Jo 737-1810

CLERICAL

Pleasant working conditions. Light typing, filing, answer phones. Real Estate office, W. Bloomfield

Weir, Manuel, Snyder & Rance
ask for Paul. 851-5500

CLERICAL POSITION
Southfield based insurance Company. Previous experience helpful but not necessary. Good math skills and writing skills required. Typing 40 wpm. Send resume to: P.O. Box 300, Southfield, MI., 48037

CLERICAL position open in Southfield builder/developer's office. The qualified individual will have clerical experience and bookkeeping background and type 35wpm. Knowledge of management/real estate knowledge helpful. IBM computer experience preferred. Call between 10-3pm. 355-4500

CLERICAL
Self motivated person needed for entry level position. Light typing, computer experience helpful. Send resume to: CPC, 10411 Capital, Oak Park, MI., 48237

CLERICAL - $6-$9/HOUR
Will train. Call
Call Today 557-1200
Fee $95.00 Job Agency

CLERK CASHIER
Data entry, inventory control & general office duties. Apply: Tony Motion. Please contact Lou at 505-8686 or apply in person at Dale Tire, Sch. E. 14 Mile Rd., Madison Heights

CLERK

Excellent entry level position available in our Troy office. This full time position offers - an excellent salary, comprehensive benefit package, and opportunities for advancement. Requirements include excellent filing and organizational skills. We are looking for an energetic, self-starter willing to grow with the company. For consideration, please call 464-3400

AMERISURE COMPANIES
36200 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer

CLERKS!
WE NEED YOU!

We have 6 immediate openings in the Livonia & Southfield areas. Jobs for homemakers & students. All shifts available for these long term temporary positions. Hurry & call today for your appointment.

CORPORATE
PERSONNEL
SERVICES
LIVONIA 478-1010

504 Help Wanted Office-Clerical

CLERICAL SKILLS, typing, filing & phone answering for congenial office near Twelve Oaks. Hours are flexible & include benefits. Call Mrs. Evans, 347-2310

CLERICAL

Temporary Full-time Opportunities
Highland Superstores has immediate full-time clerical assignments available at its corporate offices in Plymouth. We currently have Office Clerical, Secretarial & Data Entry assignments available. Previous office experience preferred. Please send your resume or apply in person to:
Highland Superstores
Human Resources Dept.-T.
909 N. Sheldon Rd.
Plymouth, MI. 48170
An Equal Opportunity Employer

CLERICAL WORK - part time mornings. Immediate opening, accurate typing, good math skills. Knowledge of Word processor, office local according to experience. North area. Call Bonnie, 962-0565 or 649-8797

DOROTHY DAY
PERSONNEL, INC.

COMPUTER APPLICATIONS
TRAINER
A non profit organization needs motivated person with extensive experience using PC's to train and develope PC applications (Word Perfect/Lotus). Part time with good benefits. Also part time associates in computer assistance/related field. Excellent training opportunity. Call Jim Hoffman. Send resume to Personnel, Children's Center, 111 E Alexandrine, Detroit 48201. EOE

CONSUMER LOAN CLERK

Full time entry level clerical position exists at our Southfield office. Must have a minimum of 1 year office experience with efficient clerical skills, accurate, good typing skills and the ability to handle a variety of responsibilities in a professional and dependable manner. This position offers opportunity for advancement, and an excellent benefit package. Qualified candidates please Call our Personnel Dept. during regular business hours at 362-5000, Ext. 218
E.O.E.M/F

COST ACCOUNTANT
A multi location Troy based manufacturer has an outstanding opportunity for a dynamic and results driven individual to prepare and analyze job cost performance in addition to other accounting duties. Qualifications and requirements include an undergraduate degree in accounting and 1-3 years cost accounting experience in a manufacturing or construction environment for 1-2 years public accounting experience. Proficient knowledge of Lotus 1-2-3 and good communication skills necessary. Competitive salary and benefits. Send resume with salary requirements to:
Personnel-CAEC
Jared Brown Brothers
PO Box 2008
Troy, Mi 48007-2008
EOE/M/F

CREDIT ASSISTANT
Equipment leasing company requires full time help processing credit applications, filing, maintaining credit files and general office work. Some experience in financial setting, such as bank or accounting firm helpful. Call 855-9611.

CUSTOMER SERVICE REP
Our customer service department needs and