502 Help Wanted Dental-Medical

RN ASSISTANT
DIRECTOR OF NURSING
Northwest Detroit church related skilled nursing home offers a challenging full time position for a dedicated people person. Experience a plus. Join our caring team. Excellent salary and benefits.
An Equal Opportunity Employer.
Apply in person: Mon.-Fri. 9am-3pm, or send resume to Evangelical Home-Dearborn, 8700 W. Outer Drive, Detroit, MI 48228

RN/LPN
Part Time.
Apply in person at:
Marycrest Manor
15415 Middlebelt, Livonia
427-9175

RN/OPD OB/GYN

Henry Ford Medical Center-Westland currently has an opening for a part-time, with benefits, RN with previous experience in OB/GYN. The successful candidate must be able to perform non-stress tests (NST), assist in the care of OB/GYN patients & have clinical educational skills in Pre-Natal, Post-Partum & Lamaze teaching. Call: P. Gibson, 728-5127 or send resume to: Henry Ford Medical Ctr.-Westland, 35605 Warren Rd., Westland, MI 48185
An Equal Opportunity Employer

RN's - LPN's VENT CASES

Immediate openings for all shifts in Western Wayne County & Oakland County areas. For appointment please call.
352-4895
Henry Ford
Extended Care Program
An Equal Opportunity Employer

RN'S NEEDED-Part time, afternoons/nights/weekends at McAuley Center, Farmington Hills, sisters of mercy retirement home. Call Mary Pat Kaminski, 473-7150

RNS

One 18 hr. per week position and one Cath-lab position open. Must be licensed in State of Michigan. Outpatient abuse experience desirable. A new basic pay rate now in effect. Send resume/apply:
Brighton Hospital
12851 E. Grand River
Brighton, MI 48116
(313) 227-1211
EOE

RN's - TO $28.25
Work for the good that works for all the hospitals.

LPN's - TO $18.50

Home Care, Private Duty, Facilities.

Health Care Professional, Ltd.
Southfield - 357-7080
Dearborn - 563-0056
Rochester - 652-7075

RN with oncology background preferable for private radiation therapy clinic. Mon/Fri/Garden City areas. 40 hrs. per wk. No weekends, no call. Salary & benefits. Reply to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTORS OFFICE needs Secretary with good knowledge of insurances (Blue), Medicare, Medicaid. Typing. Good pay. Send resume to: 734 Shelden Plymouth, 48170

SUPPORT STAFF
VNHHS currently has a full time opening for a Support Staff in our Westland office. This position is ideal for the individual who is self-directed, organized and enjoys problem solving. Qualifications for this position include: Typing 40 wpm, 3 year experience, and medical terminology preferred. Full benefit package is offered. If interested please forward resume to: Nurse Home Services, 7700 Second, Detroit, MI 48202
876-8518

U OF D BASKETBALL TICKET WINNERS

SERKIAN FAMILY
38743 Plymbrook
Farmington Hills

Please call the Promotion Dept. of the Observer & Eccentric before 4pm, Friday, November 24, 1989 to claim your TWO FREE U OF D BASKETBALL TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

X-RAY TECHNICIAN
DMC WOODLAND
HEALTH CENTER
Detroit & Novi
Call Ron, 348-7000, Ext. 579
Affiliated with the
Detroit Medical Center
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X-RAY TECH (REGISTERED)
Full or part time, days, Mon.-Fri. Call Jill 561-8784

URGENT CARE CLERK

The McAuley Urgent Care in Plymouth has a part-time (14 hours weekly) position available for an Urgent Care Clerk to greet & register incoming patients, answer phones, maintain records & collect cash. Hours of work are 3 PM. - 10 PM, and include weekends & holidays. This position requires typing skills & good customer relations & 6-12 months relevant experience.

Interested candidates may contact Sandy Miller at the Arbor Health Building (313) 455-1900.

Catherine McAuley
Health Center
5301 E. Huron River Dr.
P. O. Box 995/63
Ann Arbor, MI 48106
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

SUPERVISOR-DSH required, min. 1 year home health experience. Top pay, full benefits, full time, Hospice Services of Ht. Wayne 522-4224

SURGICAL APPLIANCE/Mastectomy fitter with office skills. Part time training apprenticeship to full time in Jan., 1990. Experience preferred, but will train. Call Elaine, 546-1700

TECHNICAL/CLERICAL
Physician's Office in Southfield seeks individual part time individual. Experience a plus! Call 356-5270

X-RAY TECHNICIAN
Thursday trial balance. Must be computer literate with hands on ability. Southfield law office. 354-8644

BOOKKEEPER - Experienced only, through trial balance. Must be computer literate with hands on ability. Southfield law office. 354-8644

BOOKKEEPER - Experienced through trial balance for subsidized Senior building. HUD paperwork experience a plus. Excellent salary and benefits. Response: BOOKKEEPER, P. O. Box 121, Wixom, MI 48096

BOOKKEEPER
Full charge bookkeeper through trial balance. Send resume to:
P. Warner, 1370 Penobscot Building, Detroit, MI 48226

BOOKKEEPER - Full time for Southfield CPA office. Experienced with knowledge of computers. Must be a bookkeeping through trial balance preferred. 350-2600

BOOKKEEPER - Full Charge for Farmington Hills CPA firm. Permanent, full or part time. Min. 2 yrs. recent experience. Please send resume: Box 720, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge through financial statements. Five years experience. Knowledge of Quattro required. Good salary, benefits and working conditions. Re-locating to I-73 and 18 Mile Rd. Send resume to: Attention: Karen, 555 B. Woodward, Suite 777, Birmingham, MI, 48009.

BOOKKEEPER
Full charge, part time, good pay. References.
352-2220

BOOKKEEPER

Large property management company located in Southfield has opening for accurate, detail-oriented individual to handle accounts receivable. Typing skills and computer knowledge helpful. Send resume to: Bookkeeper, P. O. Box 5078, Southfield, MI 48086.

BOOKKEEPER
Needed for Womens Clothing Manufacturer. Experience with AP,GL Payroll and Trial Balance necessary.
456-0020, 10 until 4

BOOKKEEPER
Progressive bank in Troy has a full time EVENING position. Bookkeeping position available immediately. Excellent organization and communication skills are required. Excellent benefit package. Interested candidates please call our Personnel Department during regular business hours at 362-5000, ext. 218
Equal Opportunity Employer M/F

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Southfield, MI 48034
Subsidiary of
Robert Half of Mich, Inc.

BOOKKEEPER - Small manufacturing company has a position open for bookkeeper. Individual also has the same personnel duties. Posting to general ledger, journal, trial balance & preparing financial statements are a few of the requirements. This is a newly created position & offers challenge, growth, excellent benefits & salary. Please send resume to:
Mac Valves, Inc.
Attention: GLR
P O Box 111
30568 Beck Rd.
Wixom, MI 48096

BOOKKEEPERS PART-TIME
$5 per hour, 50 wpm typing.
Send resumes to: Ashton & Co., 30600 Telegraph, Suite 1801, Birmingham, MI 48010

BOOKKEEPER through trial balance.
Plymouth area. 459-9808

BOOKKEEPER
This flex hour position in Novi area offers good working conditions & $6/hr. Data entry skills a plus. Contact:
Steckroth Co.,
John Fitzsimmons,
348-7000
An Equal Opportunity Employer

BOOKKEEPER
We are one of Southeast Michigan's fastest growing companies. Looking for a part time in-house bookkeeper. Qualified candidate must have 3 to 5 years bookkeeping experience, including preparation of the general ledger, up through financial statements, must have computer experience and knowledge of 3 yrs. bookkeeping knowledge. Salary commensurate with experience. Qualified candidates forward their resume to: Personnel Department, M.S.W., 23500 Drake Road, Rd., Suite 200, Farmington Hills, MI 48018

BOOKKEEPING CLERK-Entry level full time position in Southfield CPA office.
352-2600

BOOKKEEPING CLERK
needed, for Troy travel agency, knowledge of accounts payable & receivables required. Hands on computer training. Benefits, non smoking building.
Contact Mrs. Terry 637-8451
An Equal Opportunity Employer

Bookkeeping

Partial Listing of positions

PARAPROFESSIONAL - Small Eastside CPA firm is looking for a Thru Trial Balance Bookkeeper to service a variety of clients needs. PC experience, with Lotus skills a must.

PAYROLL CLERK - Professional N.E. Corporate seeks Payroll Clerk experienced in ADP service. Payroll tax knowledge and Lotus also required. Occasional P.C. overtime.

ASSISTANT BOOKKEEPER - Service firm requires Bookkeeper with experience in payables, receivables and job costing. Trial balance experience a plus. Must have computer skills. Timberline a plus.

FULL CHARGE - Suburban manufacturer has an opening for a Full Charge Bookkeeper. Supervisory skills helpful. Platinum software a plus.

HALF

Robert Half of Michigan, Inc.
28588 Northwestern Hwy., #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of World's Largest
Financial Placement Network

CLERICAL - Bookkeeping, typing, filing & data processing. Part time, flexible hours. 478-0688

CLERICAL HELP
Leading automotive supplier in marketing services requires clerical help. Typing, filing, answering phones. To schedule an appt please call Tempforce 557-5600

CLERICAL HELP
Clerical help for carpet store. Farmington Hills location. Full time days. Phone for appointment.
Ask for Jackie. 737-7902

CLERICAL

Innovative fast paced computer services company in Livonia has an immediate full time day shift opening for an entry level clerical person. Duties include document handling, coding, highlighting, microfilming & batching. We offer good pay, benefits, excellent working conditions & plenty of growth opportunity. For more information, call 281-8220

504 Help Wanted Office-Clerical

AUTO DEALER
Receivables bookkeeper & car biller. Large suburban auto dealer well interview for accounts receivable bookkeeper & vehicle car biller positions. Competitive salary, benefits & experience required. Excellent training, opportunity to fill time in Jan., 1990. Experience preferred, but will train. Call Elaine, 546-1700

TECHNICAL/CLERICAL
Physician's Office in Southfield seeks individual part time individual. Experience a plus! Call 356-5270

X-RAY TECHNICIAN
registered, for part time evening emergency clinic. Please call Patty at: 261-4459

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
needed immediately to assist with installation of new software program. Well rounded location. To schedule an appt call Terri/Exchange
557-5600

ACCOUNTING CLERK - with data entry skills, bank recs, some bookkeeping & general ledger experience helpful. $4/hr. Call Sandra at Uniforce 645-7663

ACCOUNTING
Southfield property management company has position in main office for part time, possibly full time, A/P-A/R-P/R Operations fully computerized. Must have accounting & computer skills. Salary commensurate with experience. Send resume: Accounting, 19304 West 10 Mile Rd., Southfield, MI 48075

EOE

ACCOUNTS RECEIVABLE/Payable Experienced only. Full time in Southfield. Excellent benefits. Call Cecelia 557-3344

ACCOUNTS RECEIVABLE CLERK
for small office in Southfield. Experience not necessary, we will train. For interview appointment call Mr. Vega, 353-0151

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Full-time and part-time temporary assignments available in the Southfield, Livonia and downtown areas for the following:

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• Wordstar 2000

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Livonia	476-1010
Warren	751-1670
Detroit	965-0267
EOE	NO FEE

ADMINISTRATIVE ASSISTANT. Organizational, writing, typing skills. Resumes: Community House, 350 S. Eaton, Birmingham, 647-0908

ADMINISTRATIVE ASSISTANT - for growing Troy security firm. Must be 1 team player with initiative and enthusiasm. Good secretarial skills a must, securities background helpful. Send resume & salary requirements to: Box 724 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

ADMINISTRATIVE SECRETARY & word processors needed, Word Perfect & Macintosh beside(d), Farmington - Livonia area. $7-$10/hr. Call Uniforce 473-2930

AMBITIOUS INDIVIDUAL needed for full time clerical position in busy Livonia office. General office background, and pleasant phone manner necessary. Computer knowledge a plus. Call 478-1903

A/R CLERK

Livonia based medical equipment distributor has an immediate opening for an experienced A/R clerk. Individual will be responsible for accounts receivable book work as well as collections. Applicant must be mature, aggressive, have an aptitude for figures and personal computer experience. Nice environment and good starting pay rate. If interested, please send resume and salary requirements to:
Fitz
Follmer, Rudzewicz & Co.
26200 American Dr., Ste 500
Southfield, MI 48034

ASSISTANT TO CONTROLLER
Manufacturing firm Livonia area. Duties include Accounts Receivable, Accounts Payable, Order entry, Bank Reconciliation, some typing & computer. Lotus 1-2-3 necessary. Send resume or apply at: 34589 Glendale, Livonia, MI 48150

ATTENTION!

• Word Processors
• Typists
• Data Entry Operators
• Receptionists

If you have the skills, we'll give you the experience. Immediate long and short term assignments available. For more information and a personal interview, call:

Norrell Services 553-5861

AUDITOR/CLERK
Service Corporation seeks hard working individual for Auditor/Clerk position. Responsible for auditing and maintaining computer control records. Good math skills required. Please send resume to: P.O. Box 300, Southfield, MI, 48037

BILLING: Time Record Keeping & Billing. Computer knowledge mandatory. Wayne Law Firm. Contact Office Manager. 722-5300

BIRMINGHAM CPA FIRM
Needs Secretary/Receptionist, Accounting experience, a Plus. Flexible hours. Call Mike, 258-5070

504 Help Wanted Office-Clerical

Clerical

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Start earning good pay today in one of these temporary assignments through Kelly Services. These jobs are available NOW:

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Kelly can place you in the position that's right for you with administrative, communications and manufacturing companies. Call Kelly today and find out more about these jobs:

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Pontiac 338-0338
Farmington Hills 471-2070

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CLERICAL

Knowledge of keyboard, accounts receivable to Data Entry. $5 per hour. Full time with benefits. Please apply at: 28244 Ford Rd., Garden City, Mon thru Fri, 9-5pm.
JTPA FUNDED

CLERICAL

Min. 1 yr. experience. 45-65wpm. Word Processors, Receptionists, Data Entry Clerks & Typists. Long & short term assignments. Call now.

Career Plus
23077 Greenfield, #162
Southfield, MI 48075
313-569-4848 or 313-352-1944

CLERICAL/RECEPTIONIST
Busy office in NW Detroit seeking typist. Pleasant phone personality required. Knowledge of Lotus 123 & WordPerfect helpful. Will train. Enjoy friendly atmosphere. Call Jeanne in Clerical, P O Box 413, Farmington Hills, MI 48332-0413
An Equal Opportunity Employer

CLERICAL/RECEPTIONIST
Entry level. Part-time (25-35 hours per week) Birmingham area. Call 645-5537

CLERICAL
Retail office is seeking an energetic & personable permanent part time clerical person with the opportunity for advancement. Filing & light typing is required along with a good attitude & excellent work habits. Excellent opportunity for co-op student. Join a team of professionals & become part of a fast growing communications field. For more information, please call 597-7950 or apply in person at 22815 Northwestern Hwy., Farmington Hills, just South of 14 Mile Road.

CLERICAL

To $18K
Beautiful corporate office seeking individual with 2 years experience to handle payroll and clerical duties. Full benefits include tuition reimbursement. Call Jeff Wolfe at
DIVERSIFIED RECRUITERS CO.
27750 Novi Rd., Ste 104
Novi, MI 48050 All Fees Co. Paid

CLERK/TYPIST
Clerk/typist position available for dependable, friendly person with good typing skills. Must type 45 wpm accurately. Computer experience helpful. Will train. Full-time position & benefits. Call Cathy at 559-9400 9-4 or 559-4330

CLERK/TYPIST
Detroit-based firm seeks Entry-level Clerk/Typist position. Candidate should possess a minimum typing speed of 40 WPM, pleasant telephone & general clerical knowledge. Excellent advancement opportunity. This position is full-time with a complete benefit package. For consideration, please send resume to:
CLERK TYPIST
P.O. Box 44
Detroit, MI 48231

CLERK/TYPIST-Hours 8am-5pm. Light typing. Must have knowledge of 2 yrs. recent experience. Send resume to: P.O. Box 430, Southfield, MI 48076

CLERK TYPIST
In Personnel department of social service agency. 12-15 hours per week. Flexible schedule. $5. hour. Word processing, scheduling. Must be accurate & organized. Apply to: JARC, 28366 Franklin Rd., Southfield, MI. Equal opportunity employer.

COMPUTER OPERATOR
Part-time to full time. Experience preferred operating zenix equipment. Call Ron at 459-8700

COMPUTER SUPPORT
ParaData Computer Networks Inc. an Inc 500 company, seeks a charismatic phone person in customer support focusing on Unix multi-user computing systems for a fine industry. Strong customer relation & phone skills a plus. Ideal candidate should have computer & accounting background. Lotus 123 required. Send resume & salary history to: The Division Personnel Manager, ParaData Computer Networks Inc., 27535 Interchange Dr, Farmington Hills, Mich 48331

CONSTRUCTION SECRETARY: Light bookkeeping, computer input and general office duties. Flexible hours. Call Ron Hills Office. Send resume to Debra Clemmons, 21315 Northwestern Highway, Suite 159W, Farmington Hills, MI 48018

CRT DATA ENTRY/Clerical person needed for a Temporary, full-time position for 1½ wks. Good typing required in both alpha and numerical entry. Other clerical duties will also be required. Call 471-1180

CUSTOMER SERVICE REP
Southfield insurance agency looking for person with customer service assist in Life/Health Dept. Salary $5-$6 hourly. 352-8362

CUSTOMER SERVICE REPS - (15) for Southfield, Oak Park corp. Good communication & keyboard skills preferred. Training, full time & 4 day work week. Knowledge students welcome, call Allison at 559-7664

DATA ENTRY CLERK
Billing, accounts receivables & general office. 10 key a must. Great potential with growing company. Benefits, salary.
852-0727
Data Entry

Call Kelly for Happier Holidays

A Kelly job can help you earn extra money just in time for the holiday season.

• Data entry operators (hi production)
• 10,000 + KPH
• Day shift (must be available 8 hr. shifts)

Livonia 522-4020
5 Mile Detroiter
33133 Schoolcraft
Livonia, MI, 48150

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504 Help Wanted Office-Clerical

SOUTHFIELD based software company has immediate need for an individual to work with its customer support staff in forms support & development. Word processing & typing skills a plus. Send resume to: Attn: Jerry Galewski, Professional Information Systems, 26400 Northwestern Hwy., Suite 402, Southfield, MI 48034

TECHNICAL/CLERICAL
Immediate opening in our International Marketing Dept. located in Livonia. Language skills & letters of credit experience desirable. Should be organized, detail oriented & able to cross train. Send resume, with salary, to: Bausch & Lomb Laboratories, Att. L. Blanchi, Personnel, P.O. Box 13158, Detroit, MI. 48232
An Equal Opportunity Employer

Customer Service

Credit, banking or finance background preferred by firm needing customer friendly personality. Call Kelly today and find out about these jobs:

St. Clair Shores . . . 774-0730
Troy . . . 649-4144
Harriet Sorge Personnel

DATA ENTRY
High tech Farmington services company in Livonia has an immediate entry level full time day shift opening for a data entry operator. Must have a minimum of 45wpm & have some data entry experience. We offer good pay, benefits & other incentives for qualified candidates. For more information please call

478-8300

DATA ENTRY - Professional health lab has immediate opening in our Data Entry Dept. The ideal candidate will have 2 years data entry experience, enjoy challenges & be detail oriented. Full time position offers competitive salary plus outstanding benefits. Please send resume or apply in person: Nalbach at Health Labs., 13250 Northend, Oak Park, MI. 48237

DATA ENTRY OPERATORS

Immediate openings in Detroit and Suburban Areas MUST type a minimum of 35 wpm and have excellent communication skills. Call 8AM-3PM for appointment.

METROSTAFF

Temporary Personnel Service
425-8368 569-8700
NO FEE EOE

DATA ENTRY starting needed for immediate positions in retail distribution center. We are seeking individuals who possess good attention to detail oriented, self starter attitude. Accurate clerical skills a must. Prefer one year clerical experience & plus. If you are interested in joining a fast paced environment, with dedicated, hardworking professionals, apply in person or submit resume to: MB Personnel, 38170 Amrhein Rd., Livonia, MI 48150
591-7900

Date Input/Clerical Positions open. Permanent, full time openings with benefits. Entry level professional & secretary. Send resume with wage requirements to: Box 723, 36251 W. Michigan Ave., Wayne, MI 48184

DATA/WORD PROCESSING
Southfield law firm seeks IBM PC. Word Perfect, bookkeeping experience desirable. Salary, benefits. Reply to Box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTOR'S OFFICE: Full or part time. Mature person, independent individual. Experience preferred. Will train. Call Mrs. Ross, 274-0641

ENTHUSIASTIC PERSON NEEDED To fill General Office Position in Farmington Hills office. Duties include data entry, typing, filing & phone support. Send resumes to: A.W., 32255 Northwestern Hwy., Farmington Hills, MI 48018

EXECUTIVE SECRETARY

Southfield Service Company seeks bright, hard-working individual to assist President. Duties will be diversified and challenging. Excellent word skills plus knowledge of general clerical knowledge. Excellent advancement opportunity. This position is full-time with a complete benefit package. For consideration, please send resume to:
CLERK TYPIST
P.O. Box 44
Detroit, MI 48231

EXECUTIVE SECRETARY - mid size service company seeks an experienced individual who possesses good communication skills & is organized. This individual will be responsible for providing secretarial & administrative support to management participating in special projects for the President. Knowledge of marketing areas, IBM PC experience is helpful. We offer a competitive salary & benefit package, as well as a convenient location (Canton) & an attractive pleasant work environment. Send resume & salary requirements to: Human Resources, Dept. PO Box 35-579, Detroit MI 48235-5579

EXECUTIVE SECRETARY
Reporting to Controller of Manufacturer of corporation. Duties include, typing, filing, appointment scheduling, travel arrangements, corporate record keeping, word processing, data entry and coordinating company functions. Knowledge of personal computer with Lotus, dBase and Word (useful not essential). Ability to deal with customers, associates & all levels of outside representatives, w/poise, sensitivity and tact. Ability to handle confidential materials and work with a constant supervision. Candidate should be energetic and desire to grow within the corporation.

Benefits include competitive medical, pension, life insurance and bonus programs. Salary negotiable based on experience. Send resume to: PRESIDENT
P.O. Box 2000
Southfield, MI 48086
Equal Opportunity Employer M/F/H
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

EXECUTIVE SECRETARY/ WORD PROCESSOR

Lotus 1-2-3
Displaywrite III & IV
Wordperfect

Immediate openings in Downtown Detroit & Suburban Areas. Professional appearance, manners and excellent phone skills required. Must type 50-65 wpm, shorthand a plus. Call 9am-3pm for appointment.

METROSTAFF

Temporary Personnel Services
425-8368 569-8700
No Fee EOE

FILE CLERK - for Southfield law office. Immediate opening, after school, car, preferred, references, High School Senior or college student welcome.
354-2500

FILING/ GENERAL OFFICE

Busy property management office in Southfield seeks energetic and accurate individual to maintain files and perform other misc. office duties. Please send resume including salary history to: Jerry Office, P. O. Box 5071, Southfield, MI, 48086.

GENERAL OFFICE
Clerical position available for a responsible, qualified individual. Responsibilities very diversified & include typing, filing, telephone orders, data input & word processing. Previous office experience & good typing required. Computer background helpful. We offer competitive salary & excellent benefit package. Very pleasant working conditions. Send resume to: PO Box #52452, Livonia, MI, 48152

GENERAL OFFICE - Mature person, for part time, 11-3pm daily; can adjust. Typing required. For manufacturer's rep. Walled Lake area. Call Mr. Brown
669-0066

504 Help Wanted Office-Clerical

FILE CLERK, immediate opening. Filing, typing & computer experience. Send resume to: Pontiac Assembly, 35 B. Johnson, Suite 3C, Pontiac, Mich. 48053, Attn: Diana.

FILE CLERK POSITIONS OPEN
25100 Telegraph, Suite 312
Southfield, MI, 48075

SANDY MONROE 462-1867
All Fees Employer Paid

LEGAL SECRETARY needed for medium size Troy law firm. Experience in corporate tax & business transactions, DW & PC expertise required. Salary commensurate with experience & demonstrable, strong cal skills. Reply by resume only to: Powers, Chapman, 3001 W. Big Beaver, Suite 704, Troy, MI 48084, Attention: Carol

LEGAL/BUSINESS FORMS
Has 2 openings in their Southfield office. File clerk with time, responsibility & detail, taking & filing. Requires attention to detail & the ability to perform tasks efficiently & effectively.
Secretary part time, 10am to 5pm, Mon. thru Fri., responsibilities include, typing, filing & phone. Requires typing speed of 50 wpm with accuracy. Prefer computer experience. If interested please describe position desired & send resume to: Legal/Business Forms, PO Box 5026, Southfield MI 48086-5026, Attn: S Wirka

NEEDED
GROWING NATIONAL MARKETING firm offering Southfield area has immediate opening. General Clerical/Secretary - Seeking self motivated, energetic individual to maintain a variety of departmental clerical and sec'l duties responsibilities. Good communication and organizational skills required. Medical & dental benefit package, bonus incentives. Send advantageous resume. For interview call Kathy
347-7730 ext. 235

OFFICE ASSISTANT
Computer company seeks an energetic person for order entry, light bookkeeping & other duties. Resume to: Microlab, 23751 Research Dr., Farmington Hills, MI 48024.

OFFICE CLERK
Part time. $5 per hour. Canton area.
455-5900

OFFICE HELP NEEDED
Flexible hours
Call 474-9724

OFFICE MANAGER
Advertising photography studio seeks a well organized individual with interesting and varied responsibilities. Duties include: accounts payable, billing, light dictation, typing and other responsibilities. Must be personable and able to work without supervision. 588-1030

OFFICE PERSONNEL - Full time in Canton. Typing skills helpful. Send resume to 7258 Sheldon Rd., Canton, MI 48187 or call 455-8222

OFFICE POSITION available in Birmingham area for small retail chain. Light typing and various clerical duties including preferred, but not necessary. For further details contact Candi at: 851-7741

OFFICER MANAGER NEEDED for fast growing expanding Southfield company. Work in this exciting business from our home. Bloomfield office. General bookkeeping, light typing and upbeat attitude. Flexible hours. Call Mr. Bloomfield 737-1900

PART TIME
LEGAL SECRETARY
Attorney Bill Hunter's Livonia firm is start his own. Needs experienced legal secretary. Hours flexible, 20 hours week. $10-$12 per hour. Promised excellent team, work professionals atmosphere and possible bonuses. May lead to a full time position. Southfield.
352-2412

PART-TIME OPPORTUNITIES

Build Your Career With EDS

At EDS, our clerical support staff plays a vital role in the success of our dynamic computer and communications services corporation. We have immediate permanent part-time 3rd shift openings in our Livonia location for the following:

- MAIL OPENER EQUIPMENT OPERATORS
- ENCODING OPERATORS

ENTRY-LEVEL positions also available. 10-key experience helpful.

EDS offers competitive salaries based on prior experience, along with dental, medical and life insurance. If you are interested in one of these positions, please send your resume today to:

EDS/RPS
38777 Six Mile Rd.
Suite 100, Dept. 9GJ3039A
Livonia, MI 48152

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

PERMANENT Part time Secretary, mornings or afternoons. Experienced, mature. Apply at: 324 S. Main St., Northville.

PERSONAL LINES PROCESSOR - a fast paced insurance agency is seeking a full time detail oriented individual with one year minimum insurance experience. Previous insurance experience preferred. Applications available at: Proctor Hooker & Associates, 2100 W. Big Beaver Rd. Troy, MI. 48084

PRESTIGIOUS SOUTHFIELD company has immediate entry level opening for assistant to President. Person should have strong communication skills, basic computer knowledge, & be capable of learning a wide variety of administrative duties. Strong advancement possibilities. Non smokers only need apply. Call here 10am-12pm at 557-3418

Professional Office Staff

Are you an experienced clerical or sales person with marketable skills? We have high placement opportunities for individuals experienced in:

- General Reception
- Data Entry
- Secretarial
- Typists

Earn top pay with NO FEE. Call a representative today for an interview.

TEMPRO
443-5590

REAL ESTATE
RECEPTIONIST
Birmingham firm seeking sharp, mature person with excellent phone manners and typing skills. Knowledge of WordPerfect helpful, non smoker. Send resume to: IPS, 31000 Telegraph, Suite 220, Birmingham, MI 48010

RECEPTIONIST/TYPIST
Some word processing. Must type at least 60-80wpm, 20 hrs/wk. Call Mary at 851-7000

RECEPTIONIST
Immediate opening with small Southfield law office. Will consider part-time. Must be able to type off dictaphone. Call Sam Morgan
557-0777

RECEPTIONIST with perfected telephone skills needed for Bloomfield Hills hair salon. Part or full time. Call Gale, 647-7500

RECEPTIONIST - Southfield area manufacturer is seeking an experienced receptionist. Duties include answering phones, filing, typing, customer contact, benefits.
967-8111

RECEPTIONIST/FILE CLERK
Great opportunity. Full time, entry level position for sharp individual in fast paced, customer service oriented office in Southfield. Run switchboard & type 50 wpm. Full benefits. Paid holidays. Send resume only to: 28355 Northwestern, Suite 110, Bfld. Mich. 48034

RECEPTIONIST
Entry level position. Answer phone, file, etc. Full time. Ask for Cookie
737-0336

RECEPTIONIST
For fast paced office. Good typing, good phone skills for entry level position in Novi.
344-0400

504 Help Wanted Office-Clerical

RECEPTIONIST

Growing Property Management/Real Estate firm located in Farmington Hills has immediate opening for a Receptionist. This position is ideal for someone minded individual. Great salary/benefits package. Hours are between 8am-4.30pm, 362-3810

A NATIONAL COMPANY has 2 entry level positions in their administrative office. 1. Secretary/Receptionist. 2. Back-up A/R specialist. Mature individuals with outgoing personalities, accurate typing skills a must. A/R & collection experience helpful. 2 years office experience required. Excellent benefits available. Please send resume to:
Fletcher, 6960 Orchard Lake Rd. Suite 110, West Bloomfield MI 48322 Attn: Ann Williams

SECRETARIAL POSITION - Livonia office. Pleasant, data entry & filing. Some customer contact. Growing company in a quieter atmosphere. Send resume to P O Box 9434, Livonia, Mich 48150

"SECRETARIAL"
Real estate experience preferred but will train. Capable organized person with good phone voice. Pleasant environment (in downtown Farmington). Please call
478-2000 or 471-4672

SECRETARIES to $20.00
Fee paid by company. Typing 55-60 wpm accurately. 1 year previous experience. Full benefits & pleasant surroundings
Employment Center, Inc 569-1636

SECRETARIES - word processors Familiar with Wang. Write J.A. Machinery Office Writer, Word Perfect. Long & short term assignments available

FREE word processing training to experienced secretaries & typists (60 wpm)
LIVONIA - 473-2931

UNIFORCE

S'THFLD B'HAM
357-0034 646-7660

SECRETARY
Advertising agency - Media Department - Southfield. Must have word processing (WordPerfect) & lotus phone skills, typing and various clerical duties included. PC experience a plus. Call Bill Jones 642-7187

RECEPTIONIST
Must have multi line phone experience and typing skills (40wpm). Position requires excellent communication skills & general office experience. To schedule an appt call TempExchange 557-5600

RECEPTIONIST/SECRETARY, full time position at auction gallery in Bloomfield Hills. Seeking a detail oriented individual with good organizational skills who deals well with people. Word processing skills required. Call Frank H. Doss Gallery, 332-1500

RECEPTIONIST/TYPIST
For fast-paced market research firm. Must have previous receptionist experience and typing ability of 60wpm. Word processing skills a plus, but not required. Send Jeffrey L. Kaplan, P.C 737-6053

SECRETARY
Detroit-based financial institution has an opening for a full-time hard-working self-starting person with accurate typing skills (40 WPM) & good Word Processing experience (Wordperfect 5.0 preferred). Must have the ability to take on various responsibilities & have a pleasant phone manner. For consideration send resume to:
SECRETARY
P.O. Box 779
Detroit, MI 48231

SECRETARY (experienced) part time 2:30-5:30, Mon-Fri. Southfield law office. Word Perfect. Beautiful Country Club suite after 5 p.m. 626-4387

SECRETARY-Experienced. Immediate full time opening in the education and organizational skills for fast paced high pressure position. Shorthand preferred. Call Debbie after 2 p.m 280-1353

SECRETARY - FULL TIME
Good typing skills. Some bookkeeping experience for property management company. 626-3854

SECRETARY - full time for small precision machine shop. Administrative billing, phone, & phone skills required. Willing to learn IBM computer. Call Mr. Bonnell for interviews. Send resume to: Po Box 39187, Redford MI 48239

SECRETARY/GENERAL OFFICE
Livonia area firm seeking well-organized individual to handle a variety of General Office Secretarial & Data Entry functions. Applicant should possess good communication & typing skills. Rate 36-50 (w/hr.)
Please forward resume & salary requirements, to Box 682, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EOE Equal Opportunity Employer

SECRETARY - Meticulous and compulsive person for real estate and commercial leasing firm. Light bookkeeping and payroll. Salary negotiable. Call steve 642-1556

SECRETARY
Michigan's 2nd largest independent CPA firm located in Southfield is looking for a mature, well educated Secretary. Candidate should be a self-starter who is comfortable with excellent people and word processing skills preferably Word Perfect. Excellent salary & benefits package in a professional environment with a friendly atmosphere. Please send resume and salary requirements to:
JSS
Follmer, Rudzewicz & Co
26200 American Drive
Suite 500
Southfield, MI 48034

SECRETARY
Needed for a busy Southfield office to handle phones, typing, verbal & written communication skills, word processing & knowledge of typing. Phone coverage, etc. Qualified candidate must be well organized with communication and people skills. Word processing is a must! For interview call 334-2772
An Equal Opportunity Employer

SECRETARY PART-TIME
MTB is seeking a secretary partime for our Bloomfield Hills office working in a fast paced environment. Must have excellent typing, filing, phone coverage, etc. Qualified candidate must be well organized with communication and people skills. Word processing is a must! For interview call 334-2772
An Equal Opportunity Employer

SECRETARY
PROCESSOR
Mortgage company in Troy has an excellent career opportunity for an entry level secretary. Candidate should possess professional customer relations, typing ability, and excellent oral and written communication skills. Mortgage industry experience preferred, but not required. Advancement opportunities for the right individual. Excellent benefit package. Please send resume with salary history to:
HUMAN RESOURCES SPOC
P O Box 5324
Troy, MI 48007-5323
Equal Opportunity Employer M/F

SECRETARY/RECEPTIONIST
Good typing skills, for a busy down Birmingham law office. Call
647-8700

SECRETARY/RECEPTIONIST
Southfield Company seeking full time receptionist. Typing on Word Processor and Bookkeeping skills Salary negotiable. Send resume to Box 724 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Troy Office seeks self motivated person with excellent organizational and typing skills. Send resume stating salary to P.O. Box 1321, Troy, MI. 48007

SECRETARY - word processor, for busy Southfield advertising company, sales background a plus, strong typing (65-70 wpm). Good organizational skills, self motivated, excellent spot for bright beginner. $18,000. Call Jessica at Uniforce 645-5001

504 Help Wanted Office-Clerical

SALES/SERVICE ASSISTANT. UNUM, a leader in employee benefits needs your planning and organizational skills. IBM systems 38 or similar computer related skills are a necessity. Ideal candidate for career minded individual. Great salary/benefits package. Call Marilyn between 8am-4.30pm, 362-3810

A NATIONAL COMPANY has 2 entry level positions in their administrative office. 1. Secretary/Receptionist. 2. Back-up A/R specialist. Mature individuals with outgoing personalities, accurate typing skills a must. A/R & collection experience helpful. 2 years office experience required. Excellent benefits available. Please send resume to:
Fletcher, 6960 Orchard Lake Rd. Suite 110, West