502 Help Wanted Dental-Medical

NURSE AIDES
We need caring individuals who show compassion for the elderly. Experienced or will train. Apply between 10 and 4pm Mon. thru. Fri. at: 26713 Greenfield, between 10 and 11 Mile, Southfield.

NURSING ASSISTANTS • full time, health care experience preferred but will provide the training necessary for certification. Ideal opportunity for those interested in a health care profession. Small family oriented nursing facility, excellent wage & benefit package. If you can learn while you learn. Apply Mon-Fri, 9-4pm. St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia.

NURSING
DIRECTOR OF NURSING
We have an immediate opening for a Director of Nursing. Our 120 bed skilled nursing facility in Livonia. We are part of Health Care and Retirement Corporation (HCR). Our staff is largest provider of long-term health care to the elderly in Michigan.
The selected individual will be a licensed RN in the state of Michigan, have geriatric nursing experience, be able to lead the department of Nursing and possess a genuine desire to work with the elderly.
We offer a comprehensive package including advancement opportunities, competitive financial consideration, a total medical package, innovative surroundings and job satisfaction.
For consideration, send your resume to:
Robert Posenaua
Administrator
Downtown Convalescent Nursing Center
29270 Montoya
Livonia, MI 48152
An Equal Opportunity Employer

OCCUPATIONAL THERAPIST
Long term temporary assignment. Suburban location. Call
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

ORAL SURGERY ASSISTANT for Dearborn area. Part time, no Sats. Experience preferred. Ask for Carol. 278-1400

ORTHODONTIC ASSISTANT
Needed for busy Farmington Hills practice. Good benefits, cheerful atmosphere, team oriented. 979-8210

PERSONAL CARE Attendant, part time, evenings, weekend, weekend shift. Apply at MERCY BELLBROOK, 875 W. Avon Rd., Rochester Hills, MI 48063. 656-3229
An Equal Opportunity Employer

PHYSICAL THERAPIST & Occupational therapist and certified occupational therapy assistant for Suburban Geriatric Rehab Units. Top Pay. Call: 769-1400

PHYSICAL THERAPIST
for HOME CARE
• Experience required
• Pediatric/Ped exp.
• Competitive pay
• Flexible scheduling
CALL TODAY
COMMUNITY HOME CARE
978-7445
A Medicare certified Home Care Agency seeking 6 counties in Southeastern Michigan for West Suburbs area.

PODIATRIST ASSISTANT
Mature person wanted. Full time. Will train if necessary. Plymouth area. 455-3669

PODIATRY ASSISTANT
Full time, mature person, will train. Plymouth area. 455-3669

PODIATRY OFFICE seeks person with 2 yrs. exp. in insurance billing and peg/board system. Call 261-4540.

RADIATION THERAPY TECHNOLOGIST
Henry Ford Health System, West Bloomfield Medical Center has an immediate opening for a part-time Radiation Therapy Technologist. Must be ARRT registered with experience in all aspects of radiation oncology. Job responsibilities include Therac-6, Linear Accelerator. We offer competitive salary & part-time benefits. Qualified applicants should contact or direct their resumes to:
DELORES HUNT
HENRY FORD HEALTH SYSTEM
EMPLOYMENT DIVISION
2921 W. BLOOMFIELD
DETROIT, MI 48202
(313)972-7172
Affirmative Action
Equal Opportunity Employer

RECEPTIONIST - Public Relations, Dermatological practice. Experience required. $8-$10/hr. Call 642-8430

RECEPTIONIST/BILLER
Full time, MBS experience preferred. Some evening & sat. hours included. 851-6857

RECEPTIONIST/Chiropractic Assistant. Mature person for part time, medical office. Send order. Typewriter Hills, Will train. 542-3653

RECEPTIONIST
Quality oriented family practice in Canton has a full time receptionist position open. Experience preferred. 397-7282

RECEPTIONIST/DENTAL
Full time, experienced only. Specialty dental office in Canton. 981-7477

RECEPTIONIST/MEDICAL BILLER
Part time, afternoons. Computer experience helpful. Please apply in person. Med Plus Urgent Care 2449 12 Mile, Warren.

RN Director of Nursing needed for small bedsc facility in downtown Plymouth. Experience required, full time position. No on-call schedule. Call Brenda at 453-3983

RN - Looking for a part time job, every other weekend in a nursing home? We could use you at our facility. Please apply at: Vernon Nursing Center, 26715 Greenfield between 10 and 11 Mile Rds., Southfield

RN-LPN
Needed for dermatology clinic, flexible hrs. (15-20). Southfield, Allen Park, Plymouth/Canton.
Call Michele or Judy
737-7111

RN/LPN
Part time Day Shift.
Franklin Manor Convalescent Center, 29800 Franklin Rd., Southfield, (behind the Holiday Inn). 352-7390

502 Help Wanted Dental-Medical

RECEPTIONIST: Part-time, Dearborn Office. Must type. Pleasant atmosphere. Call for details, 653-8444

RECEPTIONIST • Growing orthodontic practice, in Rochester, need part time receptionist. Experience preferred but will train the right person. 652-6121

REGISTERED NURSE
full time for busy surgical specialty practice in Ann Arbor area. Send resume to Box 706 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTEHGALE WEST
6363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN-LPN - for busy allergist, part time, 2 locations, Farmington Hills & Brighton. 851-6657

RN/LPN
Part Time.
Apply in person at:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN or LPN
UNIVERSITY CONVALESCENT & NURSING HOME
A full time position is available for the afternoon shift at our pleasant skilled facility. We are dedicated to providing the highest quality, long term care available & if YOU think you would like to join our caring friendly team, call Joy Hendren RN, Director of Nursing at: 427-8210

RN - Part Time contingent Oncology office, located in Southfield. Experience required in Oncology & IV therapy. Call office manager for appointment 358-2828

RN'S/LPN'S
Full and part time. All shifts. Brae Burn Nursing Home, 1312 N Woodward, Bloomfield Hills.

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time Nurses. All shifts. Competitive wages & benefits. Flexible hours. Call for appointment. Martha Felosak, RN. 522-1444

RN's, LPN's & NURSE AIDES
Add extra income to your present job. We will work around your busy schedule for the surrounding Detroit Area. Call Medical Staff Temporaries weekdays, 9am-5pm 427-4772

RN's/LPNs, part time afternoons and nights available. Please apply at:
MERCY BELLBROOK
875 W. Avon Rd., Rochester Hills, MI 48063. 656-3229
An Equal Opportunity Employer

SCHEDULER/PAYROLL
Office position for dedicated caring individual. Multiple duties to include, typing, bookkeeping, billing and scheduling. For interview, call Wendy Who Care: Mon thru Fri, 9 to 5. 477-8300

SPEECH-LANGUAGE PATHOLOGIST
Unique pediatric habilitation agency with a strong interdisciplinary focus seeks a dynamic individual w/experience in pediatrics. We provide a full spectrum of pediatric speech-language pathology services in both clinic and school settings. Send resume to: Valerie Musselman, Detroit Institute for Children, 5447 Woodward, Detroit, MI 48202. 313-1100
An Equal Opportunity Employer

SUPERVISOR MEDICAL BILLING
Must have large physician practice or outpatient billing experience. Excellent knowledge of 3rd party billing, screening and follow up. Strong oral and written communication skills. Excellent salary opportunity. All reply confidential. Please send resume to: Box 730 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECHNICIAN
Two full time and one part time position available. Call Ron, 538-4700, Ext. 579.
DMC/WOODLAND HEALTH CARE CENTER
Affiliated with
The Detroit Medical Center
An Equal Opportunity Employer

urgent care
The McAuley Urgent Care in Plymouth a unit of Catherine McAuley Health Center, has the following opportunities:
URGENT CARE CLERK
Contingent (on call) position is available for an Urgent Care Clerk to greet and register incoming patients, answer phones, maintain records and collect cash. Hours of work are 7-8 AM. - 3-13 PM. or 3 PM. - 10 PM., and includes weekends and holidays. This position requires typing skills, good telephone demeanor and 6-12 months relevant experience.
Interested candidates may contact Sandy Blake at the Urgent Care Health Building at (313) 455-1900.
LPN URGENT CARE
Plymouth Arbor Health Building
Full-time position available that includes day and evening shifts, weekend and holiday rotation. Position requires an LPN license and 2 years LPN experience. The role includes starting IV's and giving meds.
Interested candidates, please call the Human Resources office at (313) 572-3872 for more information or send resume to the address below.
Catherine McAuley Health Center
5301 E. Huron River Dr.
P. O. Box 995/138
Ann Arbor, MI. 48106
An Equal Opportunity Employer

Health Care
• RN's • PT's
SCHEDULES THAT FIT YOUR LIFESTYLE!
Full & Part Time, Weekends, PRN & More
Convenient schedules are just one of the places you'll enjoy as a nurse for ABC Home Health Care. We're an established home health agency recognized nationally for our commitment to quality professional care. As we expand in Detroit and the suburbs, we are seeking RN's & PT's with one year MED or surgical nursing experience; home health background is a plus.
YOU'LL ENJOY:
• Salaries paid per visit
• Mileage reimbursement
• Assignments close to home
• Compact areas of service
• Opportunity to work independently
• Tuition reimbursement
• Pd. holiday/sick leave
• ESOP
AND MUCH MORE!
Call today for your personal interview!
SUE 313-358-3121
an equal opportunity employer
ABC HOME HEALTH OF MICHIGAN, INC.

502 Help Wanted Dental-Medical

RN'S/PHN'S
HOME CARE NURSES
Detroit - Downtown Area
• Western Wayne •
Enjoy the independence of home care. Salaried and Part-time positions available.
WE OFFER
• Comprehensive orientation
• Professional growth through inservice
• Advancement opportunities
• Competitive salary
• Top benefits
Call now to join the caring team where quality care has been a tradition for over 6 years!
COMMUNITY HOME CARE
Contact:
Barbara R. Williams
Acting Director
Home Care Services
978-7445

SUPERVISOR
MEDICAL BILLING
Large Physician practice and/or Out-Patient Billing experience. Excellent knowledge of 3rd Party Billing procedures. Statusing & follow-up. Strong oral & written communication skills. Must have System 4 Tape-to-Tape experience.
Send resume to:
Jack F. Hanley
DMC Health Care Ctr. Woodland
41935 W. 12 Mile Rd.
Novi, MI. 48050
An Affiliate of
The Detroit Medical Center
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNT - administrator, Southfield, good typing & bookkeeping experience, thru trial balance, ledger, accounts receivable/accounts payables, computer knowledge, some word processing, benefits. $18,500. Fee Paid.

STAT - typist, Birmingham, 2 yrs experience CPA, Word Star, benefits, $18,500. Fee paid.

RECEPTIONIST - Southfield. Phone skills, typing, sales background helpful, benefits. $20,000. Fee Paid.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

Accountant JR.
With good PC skills needed for LONG TERM TEMPORARY ASSIGNMENT in West Bloomfield. LOTUS a must. Call Ms. Gray

354-2410
Accountants One
Employment Agency Fee Paid
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075

ACCOUNTING CLERK - Part time, 30 hrs. per week. $7 per hr. - $8/hr. lead to full time position. Entry level or returnee. Fee paid.
B. HAMIL PERSONNEL
424-8470

ACCOUNTING CLERK for textile office in Southfield. Light accounts Rec. area. Data entry, filing & general clerical duties. $5.55/hour, excellent benefits. Send resume to:
Personnel Development, P.O. Box 5350, Northville, MI. 48167

ACCOUNTING CLERK
Full time position with retaining company in Livonia area. Requires knowledge of general office duties, typing, computer and telephone skills, evening shifts, Benefits including Blue Cross and Dental. Call Ruth 855-8856

ACCOUNTING CLERK
Must be experienced in Accounts Payable/Payroll, flexible in responsibilities, organized and able to work independently. $17,000-$18,000. Send resume to:
Controller
8630 W. McNichols
Detroit, MI. 48221

ACCOUNTING MANAGER
Degreed accountant to supervise accounting functions in growth management department for a shopping center developer. CPA desirable but not required. Please send resume & salary requirements to: Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING SECRETARY
High-tech firm in Southfield is seeking a responsible, professional, experienced individual to handle a variety of accounting/secretarial duties. Knowledge of Lotus helpful. Finance. The ideal candidate will possess strong secretarial background and related skills plus 3 yrs. computerized payroll processing experience and the ability to handle confidential data entry. Must have working knowledge of Dec-Mate word processor and computer terminal experience. Must have the ability to work overtime, familiarity with Lotus is a plus. Pleasant work atmosphere. Send qualifications in confidence to:
ACCOUNTING SECRETARY
P.O. BOX 5068
LATHRUP VILLAGE, MI. 48076

ACCOUNTS PAYABLE and telephone collections. Also, take phone in and work in customer order. Typing, filing. & general office tasks. Computer & IBM typewriter experience a must. Salary & comprehensive benefits. Small working conditions. Send letter with salary requirements & resume to: Box 6658, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Payable/Receptionist
Part time - flexible hours. Must be thoroughly trained and an eye for detail. Dearborn area. Call 584-4705

ACCOUNTS PAYABLE/
RECEIVABLE
$18,000
Southfield
Strong computer skills a plus!
Call Kate 358-2150
DAVIDSON LAIND & ASSOC., INC.

ACCOUNTS PAYABLE/PAYROLL CLERK - National Health Care Company located in Birmingham. Must be individual experienced in all areas of payroll preparation. Computer experience a plus. Competitive wage and benefit package offered. EOE. Call 647-5789

ACCOUNTS PAYABLE - Birmingham property management & construction company needs experienced person for computerized accounts payable function. Must be well organized & detail oriented.
Send resume, salary requirements to: PO Box 83083, Birmingham, MI. 48012-3083

ACCOUNTS PAYABLE CLERK
Full time. Accounts Payable experience required, some college a plus. Call Monique 352-3190

ADMINISTRATIVE CLERK
Part time, flexible hours, light accounting, filing, relief receptionist, word processing experience preferred. Pleasant working environment. Call Kathleen 476-6655

ACCOUNTS PAYABLE clerk, responsibilities include posting vendor invoices, preparing vendor checks and generating month end reports. Some light typing included. Experience preferred. Send resume to: Box #770, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
We are one of southeast Michigan's largest law firms, seeks individuals with some previous billing experience. Friendly staff and good starting salary. Fee paid.
Call David, 644-0909.
SNELLING & SNELLING

BOOKKEEPER
Full time, for fast growing Livonia gourmet food company. Phone, 261-7211

BOOKKEEPER - full charge. Redford area, stable, committed, loyal, 10am - 4pm daily. System on computer. Sadie 534-0046

BOOKKEEPER
Newly formed Southfield law firm. Must have excellent references and computer skills. Salary based on experience. Call 330-3200.

BOOKKEEPER
part time, small Southfield law firm. 357-3590

504 Help Wanted Office-Clerical

ACCELERATE
YOUR CAREER!
DATA ENTRY - One year, excellent main, professional. $14,500 plus benefits.
RECEPTIONIST/TYPIST - one year, 50wpm, general office. $14,500 plus benefits.
For these & many more positions. CALL TODAY.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

ACCOUNTING CLERK - Troy area real estate developer/manager seeks experienced, computer friendly individual to process A/P, maintain general ledger & provide typing & general office assistance to controller's assistant. Competitive salary & benefits. Excellent opportunity for right individual. Send resume to Box #262, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASS't needed for growing pest control company. Typing & computer skills a must. Knowledge of word processing helpful. Send resume to Wayne Pest Suppliers, 1021 Hamtramck Drive, Westland, MI 48185.

ADMINISTRATIVE ASSISTANT to President and Vice President. Novi. Position requires excellent oral and written communication skills. Sell sister site to handle more complex projects as a team member of our non-profit counseling agency. Professional manner and word processing experience required. Send resume and cover letter to: Credit Counseling Centers, Personnel 27780 Novi Rd., Novi, MI 48050

ADMINISTRATIVE SPECIALIST
Very busy permanent and temporary personnel service seeks a energetic and personable type who always likes to be doing two things at once! Must be able to work hectic switchboard, have PC skills, type 50 wpm. Fun office with plenty of people interaction. Opportunity to supervise. Position open in our Southfield office. Salary open - great benefits, bonuses. Call or send resume with salary history to: Fred Gatz, V.P./General Manager, Robert Half, 25588 Northwestern Hwy., #250, Southfield, MI 48034. 358-2300

ADMINISTRATIVE SECRETARY
A growth oriented Detroit area Organization seeks an Administrative Secretary to the Director of Corporate Affairs. The right candidate enjoys a fast paced, high energy environment, can function as Director's right arm and performs basic secretarial duties. Candidate should possess excellent organization, typing, computer & phone skills, shorthand skills. Previous public relations experience is a definite plus. Position is full time and offers an excellent fringe benefit program which includes health, dental, life, LTD, & AD&D profit sharing. Send resume with salary requirements to:
Adm. Secretary, P.O. Box 9072, Farmington Hills, MI 48333-9072

ADMINISTRATIVE
ASSISTANT
Part-time/
Daytime Hours
Busy specialty apparel sales office has an opening for someone who is able for a bright and energetic Administrative Assistant. Positions may develop into full-time hours. Responsibilities include preparing invoices, filing and purchase orders, assisting clients on the telephone, filing computer files and handling general office duties.
If you possess a minimum of 2 years office experience, good communication skills, typing 50 wpm, please call (313) 462-6050

Uniforms To You
39201 Schoolcraft Rd., B-15
Livonia, MI 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Growing Property Management Co. seeks a multi-function to assist with strong typing, communication, and organizational skills. PC and word processing background a must. Send resume to: Selective Development, 32900 Pierce, Attention: Personnel Dept., 27655 Middlebelt Rd., #130, Farmington Hills, MI 48018

ANIMAL HOSPITAL RECEPTIONIST
Experience preferred. Maturity, outgoing personality, & pleasant voice. Must like pets & people. Animal welfare then of concern. Full responsibility. Salary $5.50/hr., more with experience. Resumes: Morris Hospital, 26054 Grand River Ave., Redford, MI. 48240. Attention: Carrie

ASSISTANT ACCOUNTS PAYABLE
Clerk - Typing, data entry, answer phones. Send resume to: Memory Lane Cards & Gift Shop, 5663 West Maple Road, Suite A, West Bloomfield, MI 48322

ATTENTION
Up to $7.00/hour
DATA ENTRY
Call Lisa
358-4270

AUTO BOOKKEEPER
Well side dealer in need of experienced bookkeeper. Full responsibility. Good working conditions. Apply in person: Dan Ryan Buick, 584 W. Ann Arbor Rd., Plymouth.

AUTO CASHIER
Large metro GM dealer has immediate opening for a service cashier. This position requires previous dealership experience, no phone sales considered. Excellent opportunity if you qualify. Call for appt. 534-1400

AUTOMOTIVE SALES office has a permanent part time ticket desk position available. Typing a must. 5 days/day. Please call 642-9540

AVAILABLE NOW!
Various suburban companies are seeking qualified candidates for the following positions:
Floater Secretary - To $18,000
Full Charge Bookkeeper - To $19,000
General Office - To $12,480
Legal Secretary - To $20,000
Shipping & Rec. Clerk - To $16,000
Word Processor - To $18,700
All fees company paid
Call Terri now, 464-0909
SNELLING & SNELLING

BENEFITS ADMINISTRATOR. Position reports to various clerical & organizational skills. Ability to communicate well with people in Group benefits knowledge a plus. Send resume & compensation requirements to: 31300 Northwestern Hwy., Farmington Hills, 48018

BILINGUALS (Japanese)
• Translators/Interpreters
• Secretaries
$12.50 & UP PER HR.
Needed immediately
ARBOR TEMPS 459-1166

BILLING
CLERK
Busy Southfield Pediatric office has immediate opening for an individual with some previous billing experience. Friendly staff and good starting salary. Fee paid.
Call David, 644-0909.
SNELLING & SNELLING

BOOKKEEPER
Full time, fast growing Livonia gourmet food company. Phone, 261-7211

BOOKKEEPER - full charge. Redford area, stable, committed, loyal, 10am - 4pm daily. System on computer. Sadie 534-0046

504 Help Wanted Office-Clerical

BOOKKEEPER
For small 2 person office. Office duties are; payroll, reconciliation, general ledger thru trial balance, work, mark comp & health insurance & taking phone orders. Background work history, and benefits. Send salary requirements to: FAX 474-5199

BOOKKEEPER
Full charge, part time, flexible hours, send resume to: PO Box P6666, Birmingham, MI 48012

BOOKKEEPER REQUIRED for long established & very busy company in Auburn Hills area. Must have experience in general office duties, PC & IBM 36 experience helpful. Must be a non smoker. Excellent wages & benefits. Experience & salary requirements should be directed to: Box 748, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPERS
Accounting Clerks
We need your skills: all levels with computer experience for temporary positions available immediately.
LOTUS a plus
Call or send resume:
354-2410
Accountants One
Employment Agency Fee Paid
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075

BOOKKEEPERS
Full time Part time
Specializing in the areas of:
Accounting Clerks
Accounts Payable/Receivable
Data Entry/Spreadsheets
Financial Institutions
Credit/Collections
and more!
Call the nearest accounTemps office to find out how we can put you to work!
Southfield 357-8357
Troy 524-3300
Ann Arbor 995-8367
accounTemps
Sponsored by
Robert Half of Mich., Inc.

BOOKKEEPER
We are one of Southeast Michigan's largest local accounting firms looking for a full time bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping including preparation of the general ledger up thru financial statements, must have three consecutive years of experience and a minimum of 2 yrs. bookkeeping knowledge. Salary commensurate with experience. Qualified candidates should send their resumes to: Personnel Dept., MSW, 25290 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48018

BOOKKEEPING CLERK
Franklin Savings Bank has an entry level, full time bookkeeping clerk position available. Previous accounting experience helpful. Please send resume to: Personnel, P.O. Box 3005, Southfield, MI 48008 or come in & fill out an application at 26400 12 Mile, S. of Northwestern Hwy.
An Equal Opportunity Employer

BOOKKEEPING CLERK - Full time position for personable, well-organized self-starter with education or experience in bookkeeping. Must be accurate with numbers, precise with detail, and a reliable team player. Knowledge of computer applications helpful. Beginning salary $15,500. Send resume with salary history to: Joe Lenart, Farmington Community Library, 32737 W 12 Mile, Farmington Hills, MI 48018
No phone calls.

Bookkeeping
Partial Listing of Positions
Payroll To 20K
Full Charge To 28K
Accounts Assistant To 20K
Credit/Collection To 20K
Accounts Payable To 17K
Southfield 358-2300
Troy 995-2300
Detroit 259-1080
Ann Arbor 972-0300
FAX - Southfield 358-0941
Correspondence To:
Robert Half
28588 Northwestern Hwy. - #250
Southfield, MI 48034

BUSINESS OFFICE MANAGER/SECRETARY
For reputable nursing home. Skills required include: Payroll, Receivables, Payables, Workmans Compensation, Patient Trust, and can join a dynamic team in an exciting working environment. Send resume to: Ivon Care Center, 21500 Meadowbrook, Novi, MI. 48050.

Catering Secretary
Good typing skills required. Food & beverage background desirable but not necessary. Will train right person. Mon-Fri 9am-5pm or call 348-5000, ext. 620.
Sheraton Oaks
27000 Sheraton Dr., Novi

SALES PHOTOPLOTTING Service seeks organized individual for office opening. Computer experience and good math is helpful. Some telephone sales experience preferred. Great paid benefits including profit sharing. Apply at: American, 32900 Capitol, off Farmington Rd, Livonia. No phone calls.

FARMINGTON Hills company seeks Quality Control Clerk. Warehouse atmosphere. To work with Q.C. Manager. Duties include maintaining Q.C. & S.P.C. files, word processing & personal computer. Also some light inspection work. Experience helpful. Send resumes to: Box 752, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

VICTOR ADVANTAGE
We have a variety of opportunities at competitive wages.
• Word Processors
• Data Entry Operators
• Clerks
• Receptionists
Visit our new location
Victor
Interim
Services
33300 Five Mile Rd., Suite 204
Livonia
261-3930
Equal Opportunity Employer M/F

CLERICAL POSITION - Full time. Typing 50-60wpm, phones, professional outgoing personality. $4.75-$5.50 hour. Contact Kathy 422-2280

Clerical
ADIA WANTS YOU
• RECEPTIONISTS
• SECRETARIES
• WORD PROCESSORS
We have long term, short term & permanent positions in the Livonia/Plymouth areas. Come in & tell us when and where you want to work! Call for an immediate appointment:
525-0330
Adia Personnel Services
EOE Never a Fee

Clerical Part-Time
Opportunities
We have several positions for individuals with excellent communication skills. Positions involve handling inquiries from mortgagors, typing forms & reports, opening mail & other responsibilities of clerical duties. Individual must be able to work under pressure & meet deadlines. Mortgage banking & Spanish speaking helpful. CRT or computer experience a plus. Hours will be Mon-Fri 10am-3pm or 11am-4pm. Must be flexible. We offer competitive benefit package. Qualified candidates should apply Mon-Fri, 8am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CHURCH SECRETARY: Part-time. Mornings, 15-20 hrs. per week. S. Redford. Dearborn Heights area. Non-smoker preferred. Call between 8 & 12. 274-3820

CIRCLE THIS AD
The Kelly Temporary Services are advertised. If you want a career position instead of just a job, we can help.
Word Processor: WordPerfect, $12,000
Secretary: IBM PC, $18,000
Executive Secretary: Type 70, $23,000
Sales Secretary: Lotus, $20,000
Receptionist: CRT, $14,000
Our clients range from the small firm to the 500 Fortune 500 companies. Benefit packages including 401(k) & tuition.
Resume guide & interview tips.
Evening appointments available.
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
Troy 585-2720
An Equal Opportunity Employer

CLERICAL • busy computer orientated manufacturer seeks reliable experienced person to work full time in clerical position, with strong accounting background. Able to work overtime when needed. Send qualifications to: Echlin Inc., 13635 Merriman, Livonia, MI 48150.
Clerical

CLAIMS
ASSISTANT
Put Your Skills
To Work With
Federated Mutual
We have an immediate full time clerical position available in our claims office located on Wisteria Drive in Troy.
Primary position responsibilities include sorting mail and filing correspondence. Typing ability is also required. A professional manner and appearance are important.
We offer competitive earnings and a fully valuable benefits. To arrange for a personal interview contact Staci Schwartz, Claims Manager, at (313) 362-4300.
Federated Mutual
Insurance Co.
Equal Opportunity Employer

CLERICAL
IMMEDIATE
OPPORTUNITIES
AVAILABLE
● General Clerical
● Telemarketers
● Typists - 40 wpm
● Data Entry
● Word Processors
Positions available on east & west side. Vacation & bonus plan
FUTURE FORCE
TEMPORARY HELP SERVICE
WESTLAND
728-6770
TROY
528-8454
NEVER A FEE

CLERICAL - PART TIME
Must enjoy working with people. Computer knowledge helpful & mature responsible person. Send letter of interest to: Box 32651 Northwestern Highway, Ste. #109, Farmington Hills, MI. 48018.

CLERICAL person needed for construction company. Computer applications include: excellent phone skills, spreadsheets, word processing, curatively, general office skills. Construction experience a plus but not essential. Send resume with salary requirements to: Box 1000, Observer, 28722 Wall St., Wixom, MI 48096

CLERICAL
SECRETARIAL
Several entry level positions have recently become available for individuals with clerical and typing skills. If you possess good communication skills, can type 40wpm, can relate typing of 50wpm & word processing/PC experience we may have the opportunity for you to apply for. Responsibilities will include answering phones, typing & filing letters/reports, researching information & filing. Individuals must be able to work under pressure in a fast paced environment. We offer a complete benefit package. Qualified candidates should send resume or apply Mon-Fri 8am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERICAL
Full time position available. Southfield location. Excellent math ability & calculator skills needed. Previous office experience required. Call between 11am 352-0379

DATA ENTRY - long & short term assignments in Wayne, Oakland Counties. $6-$8.50/hr. Call ETD Temporary Services 425-5224
Data entry

DATA ENTRY/CASHIER
Leading industrial supplier requires part time position in Redford showroom. Good with public data entry or cashier experience preferred. Apply at: Production Tool Supply, 12181 Telegraph, Redford.

DATA ENTRY
Dearborn based National Co. has part time positions available for Data Entry Operators. Hours would be 8pm-Midnight at the rate of $4.00. Experience necessary. For appointment call Lisa at
277-5671 ext. 314
An Equal Opportunity Employer

DATA ENTRY (midnights) full time position open for production typist. Must type 50-60 wpm, well established nationwide firm located in Redford. Excellent working conditions & benefits, climate controlled atmosphere. Interviews by appointment. Call Frank at 534-0300
An Equal Opportunity Employer

DATA PROCESSING CLERK
Mastercraft Leather seeks a Data Processing Clerk to process shipping paperwork. Candidate must have computer experience & be able to work independently. Working hours are: 6pm-10pm, 5 days a wk. Apply in person or send resume to:
Mastercraft Leather
2930 Auburn Rd.
Rochester Hills, MI 48309

EARN TOP PAY
$7 - $10/hr.
1 year assignments with a major firm in the Livonia area.
PURCHASING CLERKS - Must have 1 year experience
DATA ENTRY OPERATORS - 50wpm. Must be familiar with proofreading.
SECRETARIES - 60wpm. Must be familiar with proposals, perform all secretarial duties.
Call for an appointment.
SOMERCOR TEMPORARIES
477-1282

ENTREPRENURIAL
OFFICE MANAGER
TO $40,000
A once in a lifetime opportunity awaits you with this pioneering firm in the Graphic Arts. Here you will be able to use your creativity and interpersonal skills. Word processing and light bookkeeping needed. Call Barbara, 353-2060.
SNELLING & SNELLING

ENTRY LEVEL General Office position available with Manufacturer. Typing, filing, phones, etc. Wages commensurate with experience. Call Nancy for an appointment at 281-1770

ENTRY LEVEL POSITIONS
In Farmington Hills. Prior customer service, data entry, filing and/or secretarial experience helpful. Work in busy office necessary. Full time/benefits. No-smoker. Call 489-0557

EXECUTIVE ASSISTANT
TO $25,000
Assist VP Of Finance in all phases. Maintain financial information in addition to word processing as this required. Call Terry Fox, Pres. 477-8300
DAVIDSON LAIND & ASSOC., INC.

EXECUTIVE assistant to vice president, WordPerfect 5.0, automotive, call Unforce 473-2923

EXECUTIVE SECRETARY - typing 50 plus, $16,900/yr. Call Mary at Unforce 645-7462

EXECUTIVE SECRETARY- Brand new food sales company located in Farmington Hills seeks a full time executive secretary. Good organizational, word processing and secretarial skills are necessary. Salary dependent on experience. Benefit package. Call Rosy Young, President, PC Troy area. If qualified send resume, cover letter and salary requirements to: Box 742 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL
OFFICE
Small, stable Livonia based firm seeks a highly motivated individual with a Shipping and Receivable background. Duties include of 50 wpm, data entry and word processing. No typesetting required. Salary $18,000. Company paid fee. Good benefits. Call Teri at 464-0909.
SNELLING & SNELLING

GENERAL
OFFICE
$13-$13,500 FEE PAID
Suburban company looking for an individual who enjoys a job with a lot of prioritization & work as an Office Correspondent. Requirements to include: 50 wpm typing, good math skills, pleasant telephone voice and the ability to work in a fast-paced work force, great! Many now at 464-0909.
SNELLING & SNELLING

504 Help Wanted Office-Clerical

clerks
KELLY PUTS
YOU ON TOP
Kelly Services has top positions available for Clerks with excellent filing and organizational skills. Reliable transportation is a must. The position is located in Troy. Shoot for the top by calling the Troy office today!
Troy 362-1180

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

CLERK/TYPIST
Fluid power distributor located in Novi. Excellent hiring benefits. Contact Ed Riddle at J.H. Bennett & Co., Inc.
CLOSING SECRETARY
Multi-office real estate company wants person experienced in closing documentation and procedures. Call Doug Hardy for confidential interview 538-2000

COMPUTER OPERATOR
Immediate full time opening. Experience necessary with Lotus 1-2-3 & accounting skills. $3.0-$. Mon.-Fri. 1 Bel Air Pl., Southfield 354-7702

CRT OPERATOR. Some experience preferred, well organized, good communication skills. Great benefits, ground a plus. Call 827-3390

CUSTOMER SERVICE/SALES
Investment securities distributor has immediate opening for take-charge, motivated individual with excellent organizational and verbal communication skills. Pleasant CDP, 21631 Melrose, Southfield, MI 48075, Attn. Cindy Loughrin.

CUSTOMER SERVICE & Sales, telephone skills, word processing, $1,580/mo. Call Unforce 473-2933

CUSTOMER SERVICE
Dearborn-based national company. Full time and part time positions available. For 800 number, phone representations. Typing 50 words per hary. Great working conditions. Call Lisa Q-Tran Corp. 441-1441 ext. 314
An Equal Opportunity Employer

CUSTOMER
SERVICE
REPS
COLLECTIONS
Chemlawn, America's leader in the lawn care industry has openings in our Novi office for customer service reps and collections. To qualify you will need
• Prior telephone experience
• A pleasant telephone manner
• Problem solving abilities
A subsidiary of Ecolab (a Fortune 500 company), Chemlawn offers a highly competitive salary & an opportunity for future growth. To learn more about these positions, please Call 348-1700
or stop by 27731 Wixom Rd., Novi.
CHEMLAWN
WE CARE AND IT SHOWS
Equal Opportunity Employer M/F

CUSTOMER SERVICE
$6.50 Per Hour
High earnings working in our new West Bloomfield Executive Offices with the latest in computer telephone equipment. Your written communication skills, telephone voice, typing and ability to organize and process correspondence will assist you in working with our members.
With a minimum of 6 months clerical/office experience you could take advantage of this outstanding opportunity. WORD PROCESSING EXPERIENCE.
Attractive benefits include Life and Health care coverage, paid holidays and vacation, tuition reimbursement, complimentary eye members ship and much more.
Call MS. Schrauch between 8-12 noon:
FITNESS USA HEALTH SPAS
737-7200

DATA ENTRY - Billing. Troy automotive headquarters seeks person experience a plus. $240-$300/wk. Call Carla at Unforce 357-0024

DATA ENTRY CLERK for lab. Full time. Send resume to: Box #754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY Computer Operator. For busy distribution company. Experienced, accurate, attention to details, no smoking. Send resume to: Mrs. S. at Jobex, Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY - customer service. Fortune 500, $1,580/mo. Call Edth at Unforce 645-7462

DATA ENTRY
Expanding company needs experienced, fast, accurate Data Entry Clerk. Must have stable work history. Good opportunity with good advance. Call 528-8100

DATA ENTRY
full time position available. Southfield location. Excellent math ability & calculator skills needed. Previous office experience required. Call between 11am 352-0379

DATA ENTRY - long & short term assignments in Wayne, Oakland Counties. $6-$8.50/hr. Call ETD Temporary Services 425-5224
Data entry

DATA ENTRY Computer Operator
For busy distribution company. Experienced, accurate, attention to details, no smoking. Send resume to: Mrs. S. at Jobex, Inc., 27150 W. 8 Mile, Southfield, MI 48034

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