502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Medical Weight Loss Clinic has full & part time positions available in our suburban area clinics. Must be a graduate of a certified school & have transcriptional experience. No nights, weekends or holidays. Good benefits & salary. 355-2140

MEDICAL OFFICE SECRETARY
Physical Therapy department in Southfield. Experienced with all types of medical billing, front office procedures. Face-charge person required. 471-3310

MEDICAL RECEPTIONIST
needed for busy urgent care clinic in Livonia. Experienced only. Full & part time positions available. Competitive salary & benefits. Contact Terrell 261-3891

MEDICAL RECEPTIONIST - full time, for surgery office. Typing skills & computer experience preferred. Salary negotiable. Fax resume to Practice Coordinator, 30700 Telegraph Rd., Suite 1566, Birmingham, MI 48010

MEDICAL RECEPTIONIST/Supervisor. Mon.-Fri., 3PM-11PM. Experience a must. WordPerfect experience preferred. Responsible, reliable, friendly negotiable. Send resume to Thru the Rainbow, 13457 General Dr., Apt. 121, Plymouth, MI. 48170

MONEY TALKS
Our top performers earned $16,000-$20,000 last year. Incentive & bonuses in 1989. They will earn even more in 1990. Interested in talking to you about another job anyone. Current openings include:
- Home care attendants, full or part time hours, all shifts
- Cath assistants
- Foleman (training)
- Quadcare attendants
- Live-in hours
- HHA/CNA certified

455-1061

RT/MLT certified for growing private lab in Southfield. Full or part time day shift. Hematology and histology experience helpful. Send resume to Box 758, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSE AIDES

EARN UP TO $6.32 HOUR

Private Duty
Home Care Assignments
All shifts

Must have 1 year experience and training course completed.

Call 853-8750 for an appointment

BEAUMONT
Community Nursing

NURSE AIDES & ORDERLIES

Full and part time openings available on all shifts. $4.55 to start plus benefits. Will train. Apply in person:
Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia, 522-1444.

NURSE AIDES
WE NEED YOUR HELP

At Dorvin we believe that happy employers provide the type of care we expect for our loved ones. Our staff members who have their "special touch" are happy, healthy and productive. We provide pleasant surroundings, competitive salary and excellent benefits. Our current openings are part-time Evening, Night, and part-time 3-11pm and part-time 11pm-7am. If you can follow directions, enjoy working independently and need a steady job, consider making the move to Dorvin. Duties are general care for our residents. We require a high school graduate or GED.
On-the job-training provided.

Take care of yourself, by taking care of others. Apply in person from 9am-4pm at Dorvin Convalescent Center, 29270 Grotlock, (Grotlock & Middlebelt Rds.), Livonia, EOE 48152, 476-0550

NURSE AIDES
$5.60/$6.10

FOR NEW HIRES

Working home care agency is seeking qualified nurse aides to work in private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday

NURSING UNLIMITED

540-2360

NURSE ASSISTANTS
Our physician owned nursing home is actively recruiting for experienced Nurse Aides. Work in an atmosphere that is fun and rewarding. Michigan State Certification required. Please call or apply at: Bedford Villa, ask for Director of Nursing, 15240 W. 12 Mile (BAM), 2 blocks Southfield & Greenfield E. of Plaza), Southfield, MI 48076 357-3323
An Equal Opportunity Employer

NURSES AIDES

Full time, experience not necessary. Will train. See Carol Brown
HIGHLAND WEST
8365 Newburgh Rd.
Westland, near Ann Arbor Rd.
An Equal Opportunity Employer

NURSING ASSISTANT
FULL/PART TIME
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN's/LPN's - PART TIME
For day & afternoon shifts. If you need more flexibility ask the about our contingent program. We are a skilled nursing home located in Southfield. Call Director of Nursing between 9-4.
Trinity Care
353-2336
An Equal Opportunity Employer

RN/LPN
When was the last time you asked yourself why you are a nurse? We have the answer, and can help you discover the job of working with the geriatric resident. We have an excellent wage scale, benefit package, flexible hours anc scheduling. Day Care is available for a nominal fee from 6:30 a.m. thru 4:00 p.m. We are looking for you in expanding your clinical and supervisor skills. Come talk with us and meet our residents! For more information call Karen Lunchild or Loretta Hunter,
697-8080

Belle Woods Continuing Care
44401-04 Service Drive
Belleville, MI
An Equal Opportunity Employer

RN or MEDICAL ASSISTANT
Part time for Birmingham Internist. Mature, reliable. Will train.
644-7239

RN
Private Duty Home Care Case in the Evergreen area 3-13 Mile area for 8-12 hour shift, (BAM), 3 days, or 4 PM-12 Midnight). Call 853-8750 for further information.

RN's
Be a member of the #1 Team! West Bloomfield Nursing Center, near Maple & Drake, has exciting opportunities for RN's ready to grow. Choose days, evenings or nights. Without benefits earn $16.50/hr. days or $17.50/hr. afternoons & midnights. You know you are the Best. Join the Team that's the Best! Call Mrs. Manocchio or Mrs. Subotich at 661-1900

RN'S
Full or part time. Day shift.
Apply at: The Arnold Nursing Home, 18520 W. 7 Mile. 531-4001 Ext 260

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

RN's, LPN's & NURSE AIDES
Add a little variety to your present job. We will work around your busy schedule to fit your needs. Greater Detroit Area. Call Medical Staff Resources weekdays, 8am-5pm 477-4772

RNS - LPNS
Skilled facility has full & part time positions, shift differential for afternoons, competitive wages & benefits. Contact Mrs. Hartley at the Evangelical Home, Sterling Heights. 247-4700

RN's/LPN's
WANTED

Are you tired of the tags of time between private duty home care cases? Come join a private duty home care team where placement on a private duty hospital assignment is available when home care cases are not available. Contingent positions available for all shifts. Please call Beaumont Community Nursing at 853-8750.

SPEECH PATHOLOGIST

To work with a community based rehabilitation program working with adult adults. The successful candidate must have a license to practice in Michigan, knowledge of closed head injury, innovative approaches to speech therapy, ability to work aggressive team of committed professionals. Competitive salary and benefits package. Apply to: Box 896 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, full time, oral surgery office, Birmingham Troy area. $5 per week. Good benefits. Must have dental or medical office experience. Computer experience helpful, will train. Send resume to: Office Manager, Box 200, 30 W. Big Beaver Rd., Birmingham, MI 48009

502 Help Wanted Dental-Medical

NURSING ASSISTANTS
Paid state certification training classes available for inexperienced nursing assistants. Training classes available only on day shift. Days-Day care available for your children while you train. Apply in person between Apr. 16 and April 20. Starting wage $4.85 & $5.00 after 90 days. Potential for career advancement to become a licensed practical nurse
Belle Woods Continuing Care
44401-04 Service Dr.
Belleville, MI 48111
An Equal Opportunity Employer

ORAL SURGERY Office - Surgical Assistant, full and part time. Experience preferred. Plymouth/Canton area. 455-0710

PART TIME MEDICAL ASSISTANT
4 afternoons, 1 evening
Southfield area
559-6370

PODIATRY ASSISTANT
Part time, approximately 25 hours. Mature person, will train.
Plymouth area. 455-3569

DENTAL RECEPTIONIST-Quality Farmington Hills office desires experienced, dependable, dedicated mature person. Paycheck plus insurance. Full time. Benefits. 855-1277.

RECEPTIONIST, front desk, part time 22 hrs per week for busy Birmingham ophthalmologist office. Please call Carol 644-8060

RECEPTIONIST
For busy Southfield oral surgery practice. Experience welcome but not necessary, will train. Call
559-6190

RECEPTIONIST
Experienced. For cardiology office in Royal Oak. EKG, ECG, and computer experience helpful. Full time, benefits. Sharon 569-1784

RECEPTIONIST - Birmingham mental health clinic. Mon. thru Thurs. 4-8:30pm. Sat 9-1. Typing required.
647-0030

RECEPTIONIST
For Veterinary hospital, full and full-time experience preferred. *Willing to train. Apply at Westcott Hospital, 24429 Grand River*

RECEPTIONIST BILLER - immediate opening for experienced night receptionist/biller in busy Westland clinic. Hours 4pm-midnight. Must have computer experience and some insurance knowledge. Benefits & incentives. Call Arlene between 8am-5pm. 729-5780

REGISTERED NURSE
Experienced, for mental health agency, part time. Call Sandra
427-1892

REGISTERED X-RAY TECH
for small office, mammogram experience preferred, not mandatory. Salary open, benefits negotiable. Call between 8am-12noon 537-8830

RN For OBGYN office, in Farmington Hills. 14 Mile & Middlebelt. 1 or 2 days a week. Call 626-9971

RN
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

RN/LPN
Full time RN or LPN staff nurse for day shift. We are a skilled nursing home located in Southfield with excellent salary & benefits package as well as an incentive program. Experience preferred, call Director of Nursing at Heritage Manor.
Jeremia Manor. 352-2338

RN/LPN
FULL TIME
AFTERNOON SHIFT
Apply in person at:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN/LPN - PART TIME
For day & afternoon shifts. If you need more flexibity ask the about our contingent program. We are a skilled nursing home located in Southfield. Call Director of Nursing between 9-4.
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Skilled nursing facility in Livonia seeking full and part-time Nurses, Aides etc. Competitive wages & benefits. Flexible hours. Call for appointment. Martha Falosak, RN. 522-1444

RN's, LPN's & NURSE AIDES
Add a little variety to your present job. We will work around your busy schedule to fit your needs. Greater Detroit Area. Call Medical Staff Resources weekdays, 8am-5pm 477-4772

RNS - LPNS
Skilled facility has full & part time positions, shift differential for afternoons, competitive wages & benefits. Contact Mrs. Hartley at the Evangelical Home, Sterling Heights. 247-4700

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TELEPHONE RECEPTIONIST - experienced, for busy orthopedic office in Birmingham, needed with good communications skills. Caring, dependable, typing 50 wpm, for this position - 8-5 five per day. 644-3920

502 Help Wanted Dental-Medical

RN SUPERVISOR
Looking for a confirmed clinically skilled nurse for full time supervisor on the day shift. We are a skilled nursing home located in Southfield with excellent salary & benefit package. Job is for one year. Apply in person between Apr. 16 and April 20. Starting wage $4.85 & $5.00 after 90 days. Potential for career advancement to become a licensed practical nurse
Belle Woods Continuing Care
44401-04 Service Dr.
Belleville, MI 48111
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RECEPTIONIST, full time, oral surgery office, Birmingham Troy area. $5 per week. Good benefits. Must have dental or medical office experience. Computer experience helpful, will train. Send resume to: Office Manager, Box 200, 30 W. Big Beaver Rd., Birmingham, MI 48009

504 Help Wanted Office-Clerical

NATIONAL real estate company has opening for a highly motivated & detail oriented individual to become part of our Accounting team. If you have computer experience & the ability to work with facts & figures, this job is for you. Salary plus fringe benefits. Please send resume or apply in person to: Mr. Ed Ott, 9-5, Franklin Park Towers, 27500 Franklin Rd., Southfield, MI 48034
313-356-8020

ACCOUNTANTS
AccountTemps - the specialized temporary division of Robert Half - put your and she skills to work on such areas as:

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Budgets/Analysis
P.C. Spreadsheets
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and more!

Call the nearest office to find out how we can put you to work:

Southfield 357-8367
Troy 524-3100
Ann Arbor 995-8387

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Subsidiary of Robert Half, Inc.

ACCOUNTANT WANTED for Farmington Hills firm, minimum of 2 yrs recent public accounting experience. Competitive salary & benefits. Please send resume to: Box #898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Part time hours available. Candidate with large cellular phone company. Duties include data entry, billing & filing. Some experience helpful but not necessary. Must be proficient on 10 key calculator. Become part of this fast growing cellular industry. Send your resume to:
31075 John Rd., Madison Heights, MI 48071. Attention Mr. Blunk

ACCOUNTING CLERK
Mature, accurate individual with experience in sales invoicing, receivable collection and payroll on a computerized system needed for medium sized manufacturing firm. Must have manufacturing experience. Excellent benefits. Employment subject to drug screening pre-employment.
Altmand Associates, Inc.
12003 Levan Rd., Livonia, MI 48150

ACCOUNTS PAYABLE/Receptionist. Full time with benefits. Send resume to: T.S.I. 22580 Van Born, Dearborn Heights, MI 48125

ACCOUNTS PAYABLE CLERK
Part-time, 16 hours per week. Light typing skills, with check/invoice matching. Call Jean, 557-9440

ACCOUNTS PAYABLE
SECRETARY
$18,000
Property management company offers diversity and responsibility. Work in the administrative area. Your good skills will be appreciated here. Call Bernice at 353-2900

SNELLING & SNELLING

ACCOUNTS PAYABLE - 2 yrs minimum experience, good communication skills, some experience with computers, accounting background desirable. Excellent benefits, non-smoking office. Call 489-1702

Accounts Payable
Clerk

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

ACCOUNTS RECEIVABLE CLERK
Full time position available for mature Accounts Receivable person with good typing and communication skills. Excellent math aptitude and ability to work well with others. Computer knowledge preferred, typing experience, WordStar or WordPerfect and 10 key a plus. Send resume to P.O. Box 300, Southfield, MI 48037

ACCOUNTS RECEIVABLE CLERK
Excellent skills on accounts receivable required. Computer knowledge a must. 2 to 4 years experience needed. Salary to $18,000.

ACCOUNTANTS ONE
354-2410
Employment Agency Fee Paid

ACCOUNTS RECEIVABLE Entry level, detail oriented, full time with benefits. Salary commensurate with ability. Call Mrs. Scott 8am-4pm. 261-2100

ACCOUNTS RECEIVABLE
Full-time, only experienced & mature individuals need apply. Call Mr Richard
354-9119

ACCOUNTS RECEIVABLE CLERK
Immediate opening for accounts receivable clerk. Prior receivables and data entry experience required. If you are a self-starter, have a strong orientation in pleasant working conditions, with an aggressive growth oriented company, we are looking for you. Salary commensurate with experience and training with liberal benefits package. Send resume to or apply at:

MICHIGAN CAT
24800 Novi Rd
Novi, MI 48050
An Alternative Action Employer

ADMINISTRATIVE ASS't
Burning Glass seeks Ass't. Duties include: typing, Lotus 1-2-3 & basic accounting. Salary $ benefits package. Send resume to: Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE CLERK

Southwest/Livonia area direct mail house seeking hard working individual with good typing skills, CRT experience and pleasant phone personality to perform assorted clerical functions. Good benefits, nice working conditions. Salary $5.00 hr. Call Ms. Ann for appointment.
357-4700

ADMINISTRATIVE - Customer service, Automotive, Wixom, $12500/mo. Call Univforce 473-2932

ADMINISTRATIVE STAFF
Full time administrative role with emphasis on small engineering firm. Duties include: Word processing, data entry, accounts receivable support. Experienced in WordperfectD. Base salary, as well as knowledge of engineering terms is preferred. Salary commensurate with experience, permanent position with good benefits. Apply at: Somat Engineering Inc., 26417 Northwestern, Taylor, MI 48180 An Equal Opportunity Employer

ACCOUNTING CLERK
Full time administrative role with emphasis on small engineering firm. Duties include: Word processing, data entry, accounts receivable support. Experienced in Wordperfect. Base salary, as well as knowledge of engineering terms is preferred. Salary commensurate with experience, permanent position with good benefits. Apply at: Somat Engineering Inc., 26417 Northwestern, Taylor, MI 48180 An Equal Opportunity Employer

ANNOUNCING THE OPENING
OF OUR SOUTHFIELD
EMPLOYERS TEMPORARY
SERVICES
26400 Lahser, Suite 118

How accepting applications for EXPERIENCED:

- Secretaries
- Typists
- Transcriptionists
- Word Processors
- Book-keepers
- Data Entry Operators
- Switchboard Operators
- Clerks
- Receptionists

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
Wholesale food company, experienced, full time A/R position. Computer experience necessary. Send resume with salary requirements to: Trepco, PO Box 37285 Detroit, MI 48237. Attn: Personnel

ADMINISTRATIVE word processor, CPT, international advertising agency, $350/wk. Call Donna at Univforce 646-8501

ADMINISTRATIVE SECRETARIES
With Word Perfect experience for major automotive company.
Kelly Services offers flexible, Monday-Friday, 9-5 hours, excellent pay, paid holidays, Kelly Scholarship, and a Kelly Bonus.
Call Ann Marie at 559-2161
MacKinnon, P.O. Box 817, Troy, MI. 48083

ADMIN ASSISTANT: $6 + yr, plus experience. Royal Oak, Call 543-5590
EXPRESS SERVICES

A Kelly Job
Is Variety

A Kelly job won't let you fall into a coming work routine. With Kelly's because we have a wide variety of long and short-term assignments available with many different companies in many different locations. There's always something new happening with a Kelly job.

- Personal Computer Secretaries
- Receptionists with typing skills
- Switchboard Operators

If you have experience in any of the above areas, come to Kelly. We offer competitive pay, bonuses, paid holiday pay and the chance to work with some of the best companies in town.

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33133 Schoolcraft

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

AMERICAN LASER PLOTTING has inside office/sales opening. Some people sales. Will train. Full time. Non smoking office. Paid benefit package included. Apply at 32900 Capitol, off Farmington, Livonia. No phone calls

APARTMENT LEASING Consultant. Tues. thru Sat., 12-3pm/6pm. Dearborn Heights area. Call
562-3988

ARE YOU A PEOPLE PERSON?
If so there is a job for you. Gardner White Southfield office. Your duties will includes Customer Service, telephone, filing, typing, word processing, etc. Full and part time positions available. Ample opportunity for advancement. Apply in person at: Gardner White Furniture, 21100 W 8 Mile Rd., between Evergreen & Lahser.

ASSISTANT - administrative secretary. Nov. excellent skills, strong typing, word processing. Benefits, $25,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ATTENTION COLLEGE STUDENTS!
Insurance Agency in Farmington, seeking dependable person for full-time, summer clerical help. $6 hour. 1 girl/office Call
476-9550

AUTO CASHIER
All Detroit area
Immediate opening. Experienced preferred only. Apply. Good pay and benefits
478-8000

BILINGUALS (Japanese)

- Translators/interpreters
- Secretaries

$12.50 & UP PER HR.
Need/Job immediately

ARBOR TEMPS 459-1166

BOOKKEEPER
A qualified person with accounts receivable & payable experience, interested individuals should call Mr. M.P. Rutherford. 473-0310

BOOKKEEPER
Busy Southfield based property management company needs bright detail-oriented Bookkeeper. Please send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI. 48086.

BOOKKEEPER Computer Operator
Part time position. Financial statements. Mail resume: David.
765 Hwy St., Plymouth, MI 48170

BOOKKEEPER - Experienced. Part time for general practice law firm in Southfield.
652-0400

BOOKKEEPER-Experienced. Downtown company seeks qualified individual to work full time. Salary $ benefits a plus. Send resume and salary requirements to: Royalord/Unifilms, 2800 Livernois, Troy, MI 48083

BOOKKEEPER - full charge for aggressive specialty advertising company. Computer experience necessary, benefit package. Send resume to Box 896, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, Part time, Full charge thru financial statements. Computer accounting for Birmingham Architectural firm.
647-2622

BOOKKEEPER
Part time opening. To handle accounts receivable, payable, and taxes. Apply in person to see Debbie or Sandy at Bingham, Frugland, 18975 Middlebelt, Livonia.

BOOKKEEPER - some experience required, part time, possible full time. Other general office duties included. Ask for Bernie
837-6335

BOOKKEEPER
West Bloomfield Nursing Center, near Maple & Drake immediate opening for Bookkeeper with minimum 3 years experience in payroll & benefits. Excellent benefits.
Call Mrs. Bell or Mr. Spivo between 10am-4pm at 661-1900

BOOKKEEPER - with computer experience preferred, salary commensurate with experience.
Send resume to P.O. Box #582, Plymouth, MI. 48170

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WORK
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The following positions are available right now:

Secretaries with:

- Display/Write IV
- WordPerfect 5.0, 5.1
- Manuals
- Microsoft Word
- WordStar
- Apple/Macintosh
- Ab-In-Jan
- and more!

Call today for more information.

Farmington Hills 471-2050

Southfield 352-5220

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

504 Help Wanted Office-Clerical

EXPERIENCED BOOKKEEPER
For Troy Co. Individual needs strong bookkeeping skills with experience in payroll, payroll tax returns, monthly financial statements, bank reconciliations and personal computers. We offer a competitive salary and benefit package. Send resume and salary history to Box 7 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER-Assistant. Experienced in sourcing cash, cash receipts to cash register tapes and balancing accounts. Must be able to type sheet, use Lotus 1,(3)(I) and WordPerfect. Tues.-Sat. (I) you are proficient in these areas, call the Golden Mouse Restaurant 559-2161

BOOKKEEPER - FULL CHARGE
Must be experienced in preparation of original entry, general ledger, payroll taxes and group benefits plans. Excellent working conditions and growth potential. Salary commensurate with experience. Call Mr. Ron Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER Growing W. Bloomfield commercial Real Estate & property management firm seeks qualified bookkeeping skills. Must be experienced in use of peripheral & PC computer literate with good Lotus skills. Salary provides growth within company. Send resume to:
J. W. Bowman Inc., Attn: P. O. Box 8068, W Bloomfield MI 48304

Bookkeeping
Partial Listing of Positions

Accounts
Receivable to $18K
We currently have several positions open in Accounts Receivable. Must have excellent data entry skills. Lotus required for one job. Property management also helpful

Bookkeeper to $24K
Troy area business has immediate need for experienced individual to enter thru general ledger. Successful candidate needs to work independent, while reporting to Vice-President. Lotus spreadsheet skills a plus.

Accountant
Detroit 358-2300
Troy 855-8787
Detroit 259-1080
Troy 524-3100
Ann Arbor 358-0941

Correspondence To
ROBERT HALF
28569 Northwestern Hwy. - #250
Southfield, MI 48034-8061

201 W. Big Beaver, #310
Troy, MI 48084-4152

All Fees 100% Co Paid
160 Offices on 3 Continents

CASHIER/SWITCHBOARD/TYPIST
Mature, responsible. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume Mrs. S at Jobar, Inc. 7TEXAS of Michigan, Farmington, 27150 W & Nine, Southfield, MI 48034

CASHIER
Clawson firm is seeking a customer service person with cashier experience. Must possess excellent telephone and clerical skills to handle their client contact. Knowledge of video tape or video cassettes a plus. Non dusty helpful. Must have the ability to work independently. Mon. thru Fri. Competitive salary and benefits. Send resume including salary requirements to:
Customer Service
P.O. Box 1
Lathrup Village, MI 48076

CUSTOMER SERVICE - 6 mos. to 1 yr. experience. 2 shifts. Southfield. Spanish helpful. $13,500-$15,500/yr. plus overtime. Call Julie at Univforce
357-0037

DATA ENTRY/CLERICAL
Troy office. Big Beaver/Coolidge area. Some resume to P.O. Box 1321, Troy, MI. 48099

DATA ENTRY CLERK - full time with benefits. Experience preferred. Send resume with salary requirements to Fantasia Sportswear Supply, 23411 Michigan Ave. Dearborn, MI 48124. Attention: Sue Supervisor. No phone calls please

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

DATA ENTRY
Company in Livonia looking for motivated individual to work mid-nights 3am - 10am Tues. thru Fri $6/hr., must live in Wayne County (Detroit residents need not apply) and be between 18-21 yrs old. Call ETD
425-1290
An Equal Opportunity Employer

DATA ENTRY COORDINATOR
Good analytical and communication skills. Excellent benefits 35-45 wpm, 3 yrs. minimum experience in data entry & computer literate. Call Crawford & Co., 24681 Northwestern Hwy. Suite 400, Southfield, 48075. Attn: Maryann

DATA ENTRY
full time position available Southfield location. Excellent math ability & calculator skills required. Pleasant office experience required. Call before 11am
352-0373

DATA ENTRY - long & short term assignments in Wayne and Oakland Counties $4.25-$5.75/hr. Call Temporary Service
425-8226
An Equal Opportunity Employer

DATA ENTRY - midnights, full time positions. Must test between 50-60 wpm. Well established nationwide company. Excellent benefits & pleasant working conditions & benefits. Interviews by appointment. Call Finances between 8-4. Mon - Fri. Dearborn Heights, MI 48125
646-6363
An Equal Opportunity Employer

DIETARY AIDS
University Convalescent Home has immediate openings for Dietary Aids. Duties will include assembling, serving trays, washing dishes & washing tray line, cleaning dishes & work areas & other related kitchen duties. If you would like this type of work, please apply in person from 8am-5pm. University Convalescent Center, 28550 Five Mile Road, Livonia, MI 48154
An Equal Opportunity Employer

ENTRY LEVEL Accounts payable position available. Call Debbie
352-6400
Send resume to: Memory Lane Card & Gift Shop, 5665 West Maple Rd., Suite A, W. Bloomfield, MI 48322

ENTRY LEVEL CLERICAL
Strong math skills, minimal typing, 10 key calculator. Knowledge of general office skills. Troy location. Call Candy Ord Inc. for interview 524-4200

ENTRY LEVEL position available for highly motivated, mature individual for payroll/customer service. Sensitive, must possess good math skills. Knowledge of 10 key a plus. Excellent benefit package available. Send resume to: Paychex, Corp., 9600 Drake Lake Rd., Suite 100, W. Bloomfield, MI 48322

EXECUTIVE MORTGAGE, in Farmington Hills, is in need of an experienced Mortgage Closer. An opportunity to originate loans exists.
Call Anoi at
855-8800

EXECUTIVE ADMINISTRATIVE ASSISTANT
Full time and part time person needed to run busy and demanding office. Must be a self starter, who is capable of decision making. Must also be self related and organized. Career oriented need only apply. Life insurance experience helpful but not necessary. Please call Kris Yates at
853-1455

EXECUTIVE ASSISTANT
$24,000
Assist highly successful entrepreneur in all phases. Some travel. Extensive DYNAMIC client contact. Excellent communication & shorthand skills. Call Ms. Liard
358-2180
DAVIDSON, LAIRD & ASSOC.

EXECUTIVE word processor, legal background. WordPerfect 5.0. Shorthand a plus. $360-$400/mo. Call Maureen at Univforce 646-7884

EXECUTIVE SECRETARY, experienced in word processing, dictation, reception. Open salary, excellent benefits & working conditions. Send resume to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - word processor, Fortune 500 company, RBI (400), Decmate, WordPerfect 5.0, DWL $1500/mo. Call Carla at Univforce
646-7884

504 Help Wanted Office-Clerical

ENTRY LEVEL POSITION in Purchasing Department. Must be organized, able to solve problems and have basic Secretarial and Math skills. Knowledge of computer desirable but will train right person. Common sense and pleasant personality a must! Non smoking office. Send resume/cover letter or resume to Heslop, 32700 Hallmark Drive, Novi, MI. 48050. Attn Purchasing Department.

EXECUTIVE SECRETARY/OFFICE MANAGER for automotive sales agency. Responsibilities include payroll processing, bookkeeping experience required. Word processing application skills. Call between 9am-4pm.
642-6335

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
Sales and marketing executive of established, fast-growing company located in Northwest Wayne County seeks self-motivated, well-organized Secretary/Administrative Assistant. Professional candidate to have a minimum of 5 years Executive Secretary experience. Word processing and Lotus 1-2-3 knowledge required. Candidate must possess excellent organizational, shorthand and typing skills and have the ability to communicate, handle correspondence, maintain confidential records and perform diversified administrative tasks. Excellent oral and written communication skills are must. Competitive benefits package and compensation commensurate with experience offered. Send resume to: Box 890, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

FIELD SERVICE ADMINISTRATOR
For local branch of multi-million dollar computer vendor. We are seeking a self motivated individual with previous experience in field oriented position. Responsibilities include processing maintenance contracts, monthly billing tracking service letters, preparing quotes, accounts receivable, correspondence. Ring gate entry & administrative support of 15 service engineers. Excellent benefits, salary commensurate with experience. Sr. yrs of administrative experience and knowledge of maintenance contracts preferred. PC experience a - Send letter & resume to: Customer Service Department MP, 21800 Haggerty, Northville, MI 48167
No Phone Calls Please!

FIELD SUPERVISOR

Full time, hourly rate. Dearborn area. Ideal candidate will have 5 years detail work responsibility, and supervision. Will be responsible for hourly control of data gathered by part-time staff in supermarkets. Must be willing to travel to grocery stores throughout SE Michigan. Mileage paid, meals and lodging. Excellent benefits package. Admission to supervisory experience preferred. Please send letter of application or resume to:
Research Rounds - Confidential
2312 Monroe
Dearborn MI 48124

FILE CLERK
needed full time for law firm in Troy. Call Mary, Mon. thru Fri., 9am-5pm
524-1505

FILE CLERK - permanent part time. Flexible hours, no nights or weekends. Prudential Center area. Send resume to L. Armstrong, Box 525, South