502 Help Wanted Dental-Medical

MEDICAL OPPORTUNITIES
Recruitment & placement for full or part time positions:
• Nurses • Medical Assistants
• Technicians • Transcriptionists
• Medical Billers • Receptionists
• Medical Records Technicians
Experience preferred. Excellent salary & benefits.
CALL MED-MATCH 851-0652

MEDICAL RECORD CLERK
Full Time Afternoon position is available. Duties will include completing required medical record documentation, tracking incomplete records, monitoring transcription, release of forms, & other related functions. Qualified candidate must possess 6 months experience in a Medical Records Dept. and a typing speed of 30+ wpm.
If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 427
An Equal Opportunity Employer

MEDICAL SECRETARY, Needed for Doctors Office in Troy. Full-time. Please call for appointment.
528-9019

MEDICAL TRANSCRIPTIONIST
Full time, Mon.-Fri. for busy multi-specialty office. Excellent working conditions. Benefits. W. Bloomfield (between 14 & 15 Mile) 855-7407

MEDICAL TRANSCRIPTIONIST
Part/full time. Southfield office. Send resume to
Attn: Elaine, 26011 Evergreen Rd., Ste 100, Southfield, MI 48075

MONEY TALKS
Our top performers earned $18,000-$20,000 on average, incentives & bonuses in 1989. They will earn even more in 1990. Home health care is not just another job anymore - current openings include
• Home care attendants, full or part time, hourly, all shifts
• 24hr. assignments
(Female staffing)
• Guatemalan attendants
• New hire bonus
EMPA CARE IV 455-1061

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

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 - $6.55-$8.25 per hour. Experienced preferred. All shifts. Reliable Nursing Service 981-3344.

NURSE ASSISTANTS
Our progressive facility is actively recruiting for experienced Nurse Aide Assistants in an atmosphere that is fun and rewarding. Please call or come by Bonaventure to ask for Director of Nursing, 16240 W. 12 Mile Rd. (between Southfield & Greenfield E. of Pierce), Southfield, MI 48076.
557-3333
An Equal Opportunity Employer

NURSES AIDES
Full time, experience not necessary. Will train. See Carol Brown
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, MI 48185
An Equal Opportunity Employer

NURSING ASSISTANTS
Our 120 bed skilled nursing facility needs people caring for us. Full time & part time positions are available on all shifts for nursing assistants. No experience necessary...on the job training. Pleasant work in a competitive wage. Apply at:
Cambridge North
555 No. Main
Clawson, MI
435-5200
An Equal Opportunity Employer

NURSING OPPORTUNITIES
Henry Ford Health System, with an international reputation for excellence and innovation in health care, announces the following career opportunities at its Fairlane Medical Center:

RN
Plastic Surgery
Full time position for experienced RN with excellent operative technique

RN
Internal Medicine
Full-time/part-time

RN
Pediatrics
Part-time

RN
Ambulatory Surgery
Full time and contingent. Two years OR experience with scrub and circulation

We offer a competitive salary and excellent benefits package. If interested, please forward resume to

HENRY FORD HEALTH SYSTEM
Employment Division, Dept. WL
2921 West Grand Blvd.
Detroit, MI 48202
An affirmative action/equal opportunity employer

Nursing
RNs, LPNs
NURSE AIDES
Wayne Living Center is a 99-bed ICF facility located in Wayne. Our progressive new owner is committed to quality patient care.
Our recently revised salary and benefit package includes health, dental and life insurance. For more information, please send resume or call the Administrator at 326-6424

WAYNE LIVING CENTER
4429 Vanoy
Wayne, Michigan
An Equal Opportunity Employer

OAKHILL CARE CENTER
Northville, Michigan
Immediate openings are available for second and third shift.
Certification classes are available. Repaid wage increase in effect.
Call T. Watson, 477-7373
An Equal Opportunity Employer

OFFICE MANAGER/RECEPTIONIST needed full time for Northwest Detroit office. Also be responsible for insurance & Medicaid billing. Mon.-Fri. 8-5pm.
Call Ms. Ross 862-4320

OPTICAL DISPENSER - Experienced preferred for downtown Farmington D.O.C. Friendly atmosphere. Beautiy of sales, & benefits according to ability. Phone Dianne, 471-7404

OPTOMETRIC ASSISTANT
Full time. Experience preferred, salary negotiable, pleasant working conditions. Call Joyce 476-0090

ORAL SURGERY Assistant/Receptionist for Royal Oak area. Full time. Competitive wage & benefits. Experienced in dental preferred. 547-8826

PART-TIME general office. Computer knowledge being thru Wed. Northeastern area. 656-0070

RECEPTIONIST
Mature, for Bloomfield pediatrician's office. Part time, will train. Call Irene 645-1740

RECEPTIONIST - part time, 20 hours. Light typing, working with patients, pleasant phone manner, will train. 846-8840

RECEPTIONIST - FRONT DESK for busy Birmingham Ophthalmologist. Part time, 20 hours per week. Call Carol, 644-0960

502 Help Wanted Dental-Medical

PATIENT REGISTRATION CLERK
Part Time Midnights
Duties will include processing personal & insurance data of patients, answering phones & transporting patients. Qualified candidate must possess a typing speed of 40+ wpm. Additionally, 6-12 months of experience in an admitting office or related field is preferred. If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL (Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 427
An Equal Opportunity Employer

POSITIONS OPEN for Certified Medical Assistants. Experience preferred in OB/GYN or Internal Medicine. Please send resume to:
Mercy Care, Inc. 900 Woodward Ave., Pontiac, MI 48053

REGISTERED X RAY Technologist for Farmington area. Part time. Approximately 20 hours. Must have experience in Mammography. 471-0875

RN, ADMIN/SERVICE
Northwest Detroit church related skilled nursing home offers a dedicated person to administer daily operations. Apply in person, Mon.-Fri. 8am-3pm or mail resume to: Evangelical Home-Detroit, 6700 W Outer Dr, Detroit, MI 48235

RN
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, MI 48185
An Equal Opportunity Employer

RN NEEDED - Full time for afternoon shift, and 3PM-11PM, and, contingent RN's needed for all 3 shifts. Computer skills and experience required. Contact Sarah Hopping in Patient Director between 7AM-3PM, Mon.-Fri. 357-3250

RN - PART TIME - for OB-GYN office in Wixom. No weekends, no evenings. Call Nancy after 10:30am. Mon Tues Thurs & Fri. 669-1009

RNs/LPNs
Full time afternoons and part time days. Supervisor experience desirable. Brae Burn, 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 Folosak, RN. 522-1444

RN'S & LPN'S needed for a pediatric vent case in Redford. Differential for high tech skills & weekends. Call Visiting Care - Affiliated with the University of Michigan Medical Center. 313-973-6384

RN'S/LPN'S
needed for our 120 bed skilled nursing facility. Full & part time RN's & LPN's for our midnight shift only. Please apply in person between 9am-3pm, Mon.-Fri. at:
Cambridge North
555 No. Main
Clawson, MI
435-5200
An Equal Opportunity Employer

RN'S/LPN'S
Our small basic care facility is recruiting for RN'S/LPN'S for all shifts. Get experience managing and also developing nursing skills. Please call or apply at: Bedford Villa, ask for Bonnie. Excellent Salary. 16240 W. 12 Mile Rd. (between Southfield & Greenfield E. of Pierce), Southfield, MI 48076.
557-3333
An Equal Opportunity Employer

RN
SUPERVISOR
3-4 days weekly for 3-11 shift. Previous nursing supervisor experience a plus but not necessary. Salary commensurate with experience. Apply:
PEACHWOOD INN
3500 SOUTH BLVD.
ROCHESTER HILLS
or Call Bonnie Stewart
852-7800

R & R TEMPORARIES, INC.
Have long and short-term assignments available for medical positions in the Tri-county area. Looking for certified ultra sound tech. (OBGYN) abdominal is a plus. RNs, LPNs. EEG 2 yrs. experience preferred. Transportation is required. Please call for more information
1-800-878-TEMP

R.N.
Position available in out-patient operating room. Individual must be able to scrub, circulate, be self-motivated and enjoy contact with the public. Apply at the Hagerty & Mile area. Additional information may be obtained by calling Horizon Surgery Center, 462-1888 between 8:30 and 4:00 pm.
An Equal Opportunity Employer

RN
Rochester OB/GYN needs R.N. Part time position. Progressive practice. Call 656-2060

Speech Pathologist
Needed in the Washtenaw County area. Work one-to-one with home-bound patients. Flexible scheduling. Contractual position. Call
Ms. Brown
Child & Family Service
(313)483-1418
E.O.E.

TEAM ORIENTED - Birmingham office (ex 13 Mile & Telegraph) seeks hygienist for soft tissue management. Days & Thurs. Call Chris 647-7737

TELEPHONE/RECEPTIONIST - For busy orthopedic office in Birmingham. Experience preferred. Good communication skills, dependable. Typing 50 wpm. Full time w/benefits. Call 644-3920

URGENT CARE
The McAuley Urgent Care in Plymouth, a unit of the McAuley Health Center, has the following opportunities.
- RADIOGRAPHER
Part-time, 21 hours/week from 3 PM. - 10 PM, with weekend and holiday rotation. Position requires one year of recent experience and ARRT certified.
L.P.N.
Full-time, 21 hours/week from 3 PM. - 10 PM with 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 may contact Sandy Miller at the Plymouth Arbor Health Building at 455-1900.
CANTON FACILITY
Part-time L.P.N., 20 hours/week from 3 PM. - 10:30 PM, with weekend and holiday rotation. For more information contact: Nancy Depenhorst at 981-6644.
Catherine McAuley Health Center
Employment Office
5301 E. Huron River Dr.
P. O. Box 990/977
Ann Arbor, MI. 48106
An Equal Opportunity Employer

X-RAY TRANSCRIPTIONIST
Part time. Word processing experience helpful. Call 2-3ndo, between 7:30 - 4 PM. 347-6236.

OAK Health Care Center
Affiliated with
The Detroit Medical Center
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SENIOR BOOKKEEPER
Dearborn steel warehouse seeks individual for HANDS-ON accounting and related functions. Responsibilities include all accounting operations, payroll, personnel administration, and inventory control using virtual balance. Candidate must have knowledge of computers and 4 year degree in accounting or a minimum 5 years equivalent experience in automotive/warehousing or related industry. Send resume. Salary history and recent salary required.
Personnel Manager
Department 9
8537 Wyoming Ave.
Dearborn, MI 48126

ACCENT YOUR SKILLS
Receptionists, Switchboard Operators, Typists, Etc. We have the jobs for you. Work in Southfield, Farmington Hills, Birmingham areas. Top pay & benefits. Call for an appointment.
Temporary Resources
737-1711
Livonia - Farmington Hills

Southfield 552-0319
Troy 585-8210
An Equal Opportunity Employer

ACCOUNTANT - Busy construction office has an immediate opening for an experienced person. Ideal for an accountant with a minimum of an associates degree in business. Knowledge of computers is a must. Permanent full time position 737-8500

ACCOUNT COORDINATOR
Southfield real estate office needs experienced coordinator to assist with: Associates Degree in accounting, previous accounting work experience, Lotus knowledge of Lotus 1-2-3, good written & verbal communication, and analytical ability. Property management experience a plus. Computer skills required. Salary commensurate with ability. Call Ms. Harris/Sandy at 948-9000 for an appointment to: P.O. Box 1745, Troy MI 48099-1745

ACCOUNTING ASSISTANT
needed for 24 hr. week. Pay range $6-$7 per hour. Please mail response to: P.O. Box 839, Pontiac, MI 48056-0839

ACCOUNTING ASSISTANT
Busy Insurance Agency in Southfield needs self motivated Accounting Assistant. Interested responsibilities include: data entry for accounts payable and general ledger, personal correspondence and daily banking functions. Position requires high school diploma and some experience in accounting department. Must have Lotus 1-2-3 and Word Processing skills. Pleasant work environment, competitive salary and benefit package. Send resume and salary requirements to: Accounting Assistant, OE, 18785 W. 12 Mile Road, Suite 392, Southfield, MI. 48076.
An Equal Opportunity Employer

ACCOUNTING CLERK
Pleasant Southfield office has immediate opening. Apply Mon-Thurs. 8am-4pm.
EMBASSY SUITES HOTEL
28100 FRANKLIN RD.
SOUTHFIELD

ACCOUNTS PAYABLE
Farmington, $300 per wk.
Full benefits & pay
B. HAMIL PERSONNEL
424-8470

ACCOUNTS RECEIVABLE:
Shipping/General Office. Entry level. Computerized system. Experience a plus. Full time. Send resume to Accounts Receivable: 5433 Maier Rd Dearborn, MI 48126

AD AGENCY
EXECUTIVE
SECRETARY
Enjoy the exciting atmosphere and interesting people with a major firm. The creative department of Campbell-Mithun-Esty ad agency is looking for a VP will appreciate your good skills. $18,000, fee paid. Call 353-0866.
SNELLING & SNELLING

ADMINISTRATIVE word processor, national marketing firm, Microsoft word, MBI 4000, Decmate, $370/wk. Call Pam at Unforce 646-7564

ADMINISTRATIVE ASSISTANT - to designer/builder showroom. Typing & organizational skills must be excellent. Birmingham 540-4880

ADMINISTRATIVE assistant, Bloomfield Hills land development, Word-Perfect 5.0 plus, shorthand, $21-$23,000. Call Denise at Unforce 646-7564

ADMINISTRATIVE SECRETARY - experienced person needed for busy automotive sales office. Salary based on experience. Please submit resume. 16000 W. 8 Mile Rd., Suite 314, Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
Will require good organizational and administrative skills. Excellent salary and benefits. Send resume to: Marketing Department, 16000 W. Northland Dr., Southfield, MI., 48075.

ADMINISTRATIVE ASSISTANT
$23,000 PLUS
Communications company executive needs organized person. Customer relations responsibility and great people to work with. Call 353-0866
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
$22,000 FEE PAID
Plenty of excitement here! This position calls for creativity and style! Using your finesse in handling Fortune 500 clients, attention to detail, making timely arrangements, and immediate hire for enthusiastic go-getter with typing of 55 wpm., and good office skills. Call Arlene for pre-set confidential day or evening appointment, 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

ADMINISTRATIVE ASSISTANT
Consulting engineering firm in Farmington Hills seeks a highly motivated individual with exceptional written and oral communication skills and diversified computer experience. Successful candidate must be a self-motivated and highly organized professional with a minimum of 5 years office experience. Previous experience with an engineering and/or construction firm is an asset. Send resume to:
Giffels-Webster Engineers,
Personnel Manager
2871 Bond St.
Auburn Hills, MI 48057
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ATTENTION
SUMMER JOBS
for college students are available. Earn up to $7 per hour. Call:
ARBOR TEMPS 459-1166

ASSISTANT CONTROLLER
We are looking for an assistant controller for a multi-location retailer. This qualified candidate should possess a B.S. in Accounting, 3 years of accounting experience, Qualified candidates should send their resume to C. Brinkel, 28380 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48010.

ATTENTION!
CAREER SPOTS
FEE PAID

Bookkeeper (North)	$20-$25K
Bookkeeper (Sthld)	$19-$21K
Exec. Secty (Troy)	$22-$25K
Front Desk (Wtrfd)	$18-$20K
Legal Assist (Sthfd)	$24-$25K
Legal Secty (Farm-Can)	$18-$21K
Social Secty (North)	$30K up

For Information on these and more call
649-4787 or 962-0565
DOROTHY DAY
PERSONNEL, INC.

AUTO DEALER need mature responsible adult with good typing skills to work in general office. Excellent pay and benefits. Call Joy, JOE CHEVROLET 537-2292

504 Help Wanted Office-Clerical

ADVANCE
TO
Administrative Support
Immediate openings with established suburban firm for your word processing/secretarial skills. Stable work environment. Top wages based on experience. Start on a great career, working for a growing medical equipment firm. Salary $19,000 & top benefits. Call today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

ADVERTISING SALES SECRETARY
Oakland county weekly newspaper seeks individual to assist in its advertising dept. Duties include helping customers in person and on telephone, typing, filing, mailing, answering telephone, scheduling, and special projects. General secretarial skills and ability to work well with customers and co-workers is required. Typing experience and definite plus. Send cover letter with resume and salary requirements to Box 422, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

APPLY NOW
Let us put your clerical skills to work. If you enjoy flexible work schedules & the freedom to work where you choose, then you'll find working for Future Force a rewarding experience!
• NBI 2000 operators
• Switchboard operators
• General Typists - 45 wpm
• Telemarketers
• File Clerks
• Word Processing
• Market Research
Rusty? No problem! Practice your typing skills at our office before being assigned to a job!
Call now for an appt.
WESTLAND
728-6770
•
TROY
526-8454
FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

APPLY NOW
• SECRETARIES
• TYPISTS/WORD PROCESSORS
• WORD PROCESSORS
Microsoft Word, Display Write 4, Word Perfect, Word Star, MultiMate and Lotus 1-2-3
• OFFICE CLERICAL POSITIONS
SOUTHFIELD, FARMINGTON LOCATIONS
Good Communication Skills Required
Call Ann Arbor

Short & Long Term. Top pay plus other benefits. Call for your immediate appointment or send resume to:
AGA
23077 Greenfield, #152
Southfield, MI 48075
552-9266

AUTO DEALERSHIP Looking for Clerical help. Dealership experience preferred. Good starting wages & benefits. Apply in person:
Bob Saks Toyota, 35200 Grand River, Farmington Hills.

AUTOMOTIVE CLERICAL
Dealership seeking experienced biller and office clerk. Salary & benefits. Please send resume to: P. O. Box 1745, Troy MI 48099-1745

BOOKKEEPER, Accounting office, flexible hours. Experienced through trial balance required.
Tel-Twelve area. 644-1040

BOOKKEEPER
Bookkeeper to trial balance. Strong spreadsheet skills required. Conversion experience also needed. Salary to $30,000.
ACCOUNTANTS ONE
354-2410
Employment Agency Fee Paid

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-Full charge. Accounts payable, accounts receivable, data entry, some typing. Government contract experience a plus. Reply: P.O. Box 535, Wixom, MI 48096

BOOKKEEPER, Full Charge. Experienced. For Farmington Hills CPA firm. Call between 8:30 to 5.
626-2400

BOOKKEEPER
Full time Bookkeeper with computer experience. Excellent benefits available. Send resume to: Box #440, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Must have at least 3 years work experience in accounts payable & payroll. Located in Redford. Call Sandy, 255-2273

BOOKKEEPER/RECEPTIONIST
Full-time. Candidate will have the following abilities:
• EXPERIENCE working with manual as well as automated books thru trial balance.
• WILL organized to handle more than 1 set of books, in addition to some secretarial responsibilities.
Competitive salary. Lovely working environment.
Send resume with salary requirements to Personnel, 32860 Dequindre, Warren, MI 48092.

BOOKKEEPER/SECRETARY - 30 hr. work week. Computer experience preferred. Knowledgable typing. Send resume and salary requirements to: Brennar Management, 26361 W. 12 Mile, Ste. 207 Southfield, MI 48034

BOOKKEEPER
Well established machining company location. Challenging work in an immediate opening for a Bookkeeper. Individual will be responsible for all accounting functions through trial balance, as well as job costing. Applicants must have full charge bookkeeping experience, and a minimum of 5 years exp. Good benefits & related stress-free work environment. Salary commensurate with experience. Send resume & salary requirements to: M.P. Fellner, Rudzewicz & Co
26200 American Dr., Suite 500
Southfield, Mich 48034

BOOKKEEPING
Partial List of Positions

Accounting Clerk	to $15K
Accounts Payable	to $18K
Full Charge	to $25K
Accounting Supervisor-Sales	to $25K
Order Entry Accounting Heavy paid overtime	to $7/hr

Southfield	358-2300
Ann Arbor	995-8387
Wtrfrd	738-7500
Troy	524-3100
Lansing	(517)349-8367
FAX - Southfield	358-2947
(Sunday/Holiday Calls Returned)	

Correspondence To:
ROBERT HALF
28588 Northwestern Hwy., #250
Southfield, MI 48034-8061
201 W. Big Beaver, #210
Troy, MI 48084-4152
All Fees 100% Co. Paid
100 Offices on 3 Continents

AUTO DEALERSHIP
In Birmingham area is looking for a person to fill time clerical position. Excellent pay & benefits. Call Jerry, Ext. 22 Mr. Lube, 642-8345

504 Help Wanted Office-Clerical

BOOKKEEPER ASSISTANT - busy construction office needs person with non-smoker to work with bookkeeper. Computer bookkeeping knowledge/experience necessary. Word processing required. Benefits. Good working conditions. Send resume to: Bookkeeper, 15532 Mac Arthur, Redford, MI 48239

BOOKKEEPER - FULL charge through financial statements. Manufacturing background preferred. Troy area. 24-32 hrs/wk., flexible. Send resume with salary requirements to:
Office Manager
P. O. Box 912
Bloomfield Hills, MI 48303-0912

BOOKKEEPERS
Full-time Part-time
Specializing in the areas of:
Accounts Payable/Receivable
Data Entry/Spreadsheets
Financial Statements
Credit/Collections
and more!
Call the nearest accounTemps office to find out how we can put you to work!
Southfield 357-8367
Troy 524-3100
Ann Arbor 995-8387
accounTemps
Subsidiary of
Robert Half of Mich, Inc.

BOOKKEEPER, Full charge-Westland. Summer job, teacher/account student. Accounts payable. Word processor, letter of experience or resume. Reply to: Box #408, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
We are one of Michigan's largest local accounting firms, looking for a Bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping, including preparation of trial balance. Set up of financial statements, must have computer experience. Minimum 3 years bookkeeping knowledge. Salary commensurate with experience. Qualified candidates should send their resume to: Personnel Dept., M.S.W., 28580 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48018.

CAREER
OPPORTUNITIES
GALORE
ALL FEES PAID

Receptionist	$ 16,728
Secretary	$ 14,500
Administrative Assistant	$ 23,500
Construction Secretary	$ 18,000
Support Staff	$ 15,500
Secretary	$ 18,000
Accountant	$ 20,000
Administrative Assistant	$ 22,000
Legal Secretary	$ 22,000
Full charge Bookkeeper	$ 24,000

These and many other opportunities are a phone call away. Call us today for a confidential consultation. Let us guide you through your job search. 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

CLERICAL

ACCOUNT
EXECUTIVE
National Accounts Marketing Division of nationwide direct mail company is seeking Account Executive to perform all aspects of client services including initiating work orders, preparation of proposals, market research, problem solving, extensive follow-up with clients and internal departments, presentation management coordination and organizational skills needed to work in this fast-paced, detail oriented environment. Ideal candidate is a people person, management and client contact background important. Knowledge of Lotus 1-2-3 a must with Multi-Mate word processing preferred. Send resume with salary requirements to:
ADVO-System, Inc.
31690 W. Twelve Mile Rd.
Farmington Hills, MI. 48018
An Equal Opportunity Employer

Clerk II
COOL CASH
FOR SUMMER
You'll have time to enjoy the weather and you'll earn good pay and benefits. We need:
Switchboard Operators
• Experience required
• 10 or more typing wpm
• Typing skills a plus
Call for an appointment today!
Westland 326-5290
896 Wayne Road
Garden City 422-0266
29736 Ford Rd.
Livonia 522-4020
I-96 Officenter
33133 Schoolcraft
KELLY
TEMPORARY
SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Employment Fee
Equal Opportunity Employer M/F/H

CLERICAL - general office position. Some computer knowledge, and customer service preferred. Full time/part time. Farmington Hills area. Non smoker. 489-0557

CLERICAL/MAILROOM
Computer services company in Livonia is looking for a dependable individual to handle all facets of our daily mailroom. Duties include sorting & stuffing envelopes, handling all outgoing & incoming mail, & other clerical duties. Some driving is required. Knowledge necessary. Excellent benefits & advancement opportunities are available for qualified candidates. For more information please call 261-8220

CLERICAL - Part time, 3 day a week position in Livonia. Strong secretarial skills necessary 553-4411

CLERICAL - PART TIME
Flexible hours. Challenging work in environment sensitive to employees needs. Computer knowledge desired. $6 per hour. Send resume to: MMI, 1100 Dreamgate, Rochester, MI 48063

CLERICAL POSITION
Full time. Must have accurate typing skills & phone knowledge. Knowledge. Ask for Rosemarie 581-3333

CLERICAL WORKER - full time, one person office. Light typing, phone & computer skills necessary.
Troy area 646-1133

CLERICAL
SUPPORT
Amicare Home Health Resources, a multi-chain home health organization sponsored by the Sisters of Mercy Health Corporation, is now looking for an individual to share in our growth.
The successful candidate will be responsible for all in-office support for office staff. Duties include creating and maintaining file system, organizing materials for files, operating office machines, copying, and performing general clerical duties.
We'll match your skills with a competitive salary and excellent benefits. To apply, please send your resume to:
Human Resources Manager
Amicare Home
Health Resources
24800 Drake Road
Farmington Hills, MI 48331-3221
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT - full time, permanent position for Birmingham based property developer. General office. Secretarial skills required plus some side research & detailwork. Must have own car. Salary plus benefits. Call Jerry, 433-1100

CLERICAL/part time, becoming full time at year end. Resumes and salary requirements to: Office Manager, Engineering, 37120 Enterprise Dr., Westland, MI 48185. Attn: Sheryl Flowers

CLERICAL - PART TIME
If you enjoy customer contact, have good memory for details & proven knowledge of business machines, apply: P. O. Box 2000, Plymouth, 535 S Main
An Equal Opportunity Employer

Clerical
Part-Time Job
Opportunities
1-2 Days/Week?
The Farmington Hills office of Kelly Services has positions for:
• Secretaries (with or without word processing skills)
• Data Entry Operators
If you can work 8-16 hours/week, then we're looking for you!
Farmington Hills 471-2050

KELLY
TEMPORARY
SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Employment Fee
Equal Opportunity Employer M/F/H

CLERICAL POSITION - PART TIME
25-30 hours/week. Light typing, data entry, and filing. Non smoking office. Hours flexible. Please apply in person only at: Hesiope, 22790 Heslip Drive, Novi (N. of 9 mile between Meadowbrook & Haggerty Rd.)

CLERK/TYPIST - attorneys in Farmington Hills will train for their office. Typing & Assistant skills required. Experience not required. Starting wage $4.25 per hour with regular increases. 855-6562

CLERK/TYPIST
Financial Services firm in Bloomfield Hills needs part time receptionist/typist. Computer experience helpful, transcriber skills a plus. Call Cindy, 645-1520

CLERK TYPIST - for fast paced, high volume Southfield bankruptcy law office, strong communication, analytical, math skills required. Ability to work well with mental subordinates. Legal experience preferred. Typing 50 wpm. Salary commensurate with experience, excellent fringes.
Send resume to Box #438, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidate should possess a min. typing speed of 40 wpm, good phone skills & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. Please send resume to:
Clerk Typist
P. O. Box 2778
Detroit, MI 48226

CLERK TYPIST with good verbal skills for expanding company. 11:30pm - 7am. Experienced. References. Redford Area: 534-8929

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We have many assignments available right now! If you like the flexibility of temporary work, tell us what you want to - then you'll love working for us! Currently, we are in need of good dependable workers who have transportation and can work in all areas.
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Suite 101-A
Livonia, 464-2100
17200 W. 10 Mile Rd.
Suite 165
Southfield, 557-5700
NEVER A FEE

COMMERCIAL LEASING CLERK
If you enjoy variety, this is the job for you. Requires computer experience, balancing skills & accurate typing. First of America is Michigan's second largest banking company with many opportunities for advancement. Apply: First of America, Plymouth, 533 So. Main
An Equal Opportunity Employer

CO-ORDINATOR FOR SMALL non smoking, Troy office in Mid-Mile/Southfield area. Heavy phone work to direct field staff. 8:30am-5pm. No health benefits. Call Pat at IntroMarketing 540-8010

CREDIT
CLERK
Fortune 500 wholesale distribution company has a position open for a credit clerk. Interested candidate should be able to handle high dollar and written communication skills. Ideal candidate should have experience with credit and collection along with excellent typing skills. College level course in finance helpful. Compensation and benefits are competitive with opportunities for advancement. Send resume to:
D.C. Comfort Company
P.O. Box 33100
Detroit, MI 48232
EOE/M/F/H/V.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CREDIT REPORTING Agency now hiring. Previous credit or mortgage experience necessary. Farmington Hills location. 932-4090 ext. 233

NATIONAL Micro Computer Manufacturer seeks dependable, energetic, P.C. convertant. Customer Relations experience. Flexible shifts. No travel. Send resume & salary history to: 23978 Freeway Park Dr., Farmington Hills, MI 48024

CUSTOMER REPRESENTATIVE
Full time. Excellent benefit package. Apply in person: Sheraton Inn Novi, Northwestern Hwy. at 12 Mile, Novi, MI.

CUSTOMER SERVICE
Mature, flexible, with good people, telephone & figures. Accurate, attention to detail. Knowledge of Word Perfect helpful. Call Jerry, Mr. Lube, 642-8345

CUSTOMER SERVICE/INVOICING
With wholesale picture frame company. Prefer experience but will train. Full or part time. Great working atmosphere. 477-3333

CUSTOMER SERVICE - Southfield medical, 8240-5290/wk, plus overtime, call Judy at Unforce 647-0640

APARTMENT FURNITURE RENTAL has Data Entry position available for individual proficient in Word, Lotus, bookkeeping. Compensation commensurate with experience. Call Sam-Sun 478-7730

CUSTOMER SERVICE
CLERICAL SUPPORT
Immediate opening for responsible, detail oriented non-smoker with excellent typing skills for a rapidly expanding customer service department supporting national sales forces. May start part time, but will need to be full time by year-end. Entry level position with growth potential. EOE. Send resume and salary requirements to:
MCI TCP, Inc.
P.O. Box 825 NOTE
Farmington Hills MI 48332

504 Help Wanted Office-Clerical

CUSTOMER SERVICE/
RECEPTIONIST
$15,000 FEE PAID
Busy position working with executives, inputting on computer and supporting clients. Great benefits and lots of variety. Call Mark at 540-9000
SNELLING & SNELLING
OF TROY

DATA ENTRY
Administrative headquarters seeks full or part time data entry clerk. Individual must have knowledge of main frame and PC data entry. Some computer experience helpful but not required. Position requires attention to detail and the ability to follow directions with minimal supervision. Ideal for part time college student or secondary income earner. Full benefits available for full time employees. Please forward letter of application to:
Attention Human Resource
9135 General Court
Plymouth, MI 48170

DATA ENTRY - afternoon shift, 7000 plus keystrokes, Southfield information management company, full or part time, $1125-$1250/mo. Call Heather at Unforce 357-0037

DATA ENTRY CLERK
Livonia area manufacturer has a position for an individual experienced with IBM Accounting Systems. Duties to include data entry for inventory, invoicing, accounts entry, etc. Misc. clerical functions. Send resume and salary requirements to:
J. D. S., 670 Ashburnham, Auburn Hills, MI. 48057

DATA ENTRY/Computer Operator - Farmington Hills company seeks person for full time/part time operations. Ideal candidate should have T3990/NCR computer and data entry experience. Full time/benefits. Call Ann at Unforce. 489-0537 or mail resume and salary requirements to: 28237 Orchard Lake Rd, Farmington Hills, MI 48334

DATA ENTRY/
CUSTOMER
SERVICE
Computer/word processing experience. Good communication skills. Friendly Southfield firm. Benefits package. Salary commensurate. Fee paid. To $21,000. 772-6760
SNELLING & SNELLING

DATA ENTRY/KEYPUNCH
A large engineering and manufacturing company in Livonia has an immediate opening for a part-time data entry person. This is a 3 day per week position (except 1-3 pm) experience preferably with an IBM system. To apply, please send resume to:
Hobcroft Inc., 12068 Market St., Livonia, MI 48150

DATA ENTRY operator - 10,000 numeric plus DOS. Auburn Hills Bloomfield, $1225/mo. Call Heather at Unforce 646-7662

DATA ENTRY
Part time mornings & weekends. Some experience necessary. Apply within: Art Van Furniture, 2775 Novi Road
348-8922

DATA PROCESSING/Entry Person
For National Micro Computer Manufacture. Entry level. Flexible shift assignments. Send resume & salary history to: 23978 Freeway Park Dr., Farmington Hills, MI. 48024

DESKTOP
PUBLISHING
Great opportunities for those experienced on Pagemaker! These interviews positions offer excellent pay and benefits in the Bloomfield area. Call for an appointment.
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ENTECH
SERVICES, INC.
737-1744

DISPATCHER
For commercial/residential air conditioning and heating contractor. Must be computer literate. Bendix/corporate benefits available. Mechanical background preferred but not required. Salary commensurate qualified. Send resume to Box 434 (Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DMC - WOODLAND
HEALTH CARE CENTERS
ADMINISTRATIVE SECRETARY - 2 years experience required. Word processing experience necessary. Experience in health care setting a plus.
EXECUTIVE ASSISTANT - 3-4 years experience required. Shorthand, word processing, Lotus 1-2-3. Experience in health care setting a plus.
Send resume to:
Human Resources
41933 W. 12 Mile Rd.,
Novi, MI. 48050
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The Detroit Medical Center
An Equal Opportunity Employer

DO YOU NEED:
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WE NEED:
CLERK/TYPISTS
SECRETARIES
Beginners or experienced pros call one of the TEMPEXCHANGE offices below for an appointment.
SOUTHFIELD - 557-5400
SOUTHGATE - 284-8080

EDITORIAL
SECRETARY
Technical society (Ann Arbor/Redford area), is looking for an editorial secretary (non smoker). Requires ability to work independently, keeping several projects moving at once. Experienced secretary, must be able to adjust priorities. Requirements include: accurate typing, spelling & grammer skills, proficient in word processing, organizational skills a must. Send resume & salary requirements to: Editorial Coordinator, P.O. Box 19348, Detroit MI. 48219-0150

EVENING PERSON wanted for fleet position, Mon thru Fri. Part time - full time position. For more information call 477-8122 ext. 258

EXCELLENT TYPIST - For 2 person law office. Position includes telephone, filing, and other office duties. Should know Word Perfect. Ask for Julie 553-5640

EXECUTIVE SECRETARY
Birmingham Real Estate Group needs experienced professional with residential property management background and basic word processing skills. Benefits included. FEE PAID.