500 Help Wanted

SALESPERSONS - part time. Must be fully experienced with batting and pitching for Rochester & Utica Pitt store. 341-1350

SALES REPRESENTATIVE for Title company. Working experience necessary, good educational background, ground floor opportunity, full benefits, fee paid. Beryl Fernandel, 34661 Gratiot, Oak Park.

SECURITY OFFICERS
Full and part time positions available in the Next area. Must have 1 year security experience or college background in security or law enforcement. Call NEC-Pri, RAM 10'34 559-2156

SERVICE TECHNICIAN
Must have electrical knowledge & some experience in wiring. Will train. for alarm company. Apply in person Mon-Fri 8-5 or Saturdays 9-12 noon.
Accurate Security Protective Alarms
14711 W. 8 Mile Rd., Detroit.

SOUTHFIELD based real estate franchise has position open in the relocation department. Real estate experience helpful, type good telephone technique, salary negotiable. Call for appointment 352-4443

STAFF ACCOUNTANT
For Southfield C.P.A. firm. Minimum 1 year of public accounting experience required. Salary commensurate with qualifications. Send resume to 21700 Northwestern Highway, Suite 460, Southfield, MI 48075

SUPERVISORS

wanted to be in charge of self-serve gasoline stations in Wayne and Oakland Counties. Long hours and traveling required. Submit resume to By Hite Oil, P.O. Box 179, Novi, Mi 48050

SURFACE GRINDER
Minimum 5 years experience on form grinding. Well-established company, 37 years. 455-1100

TEACHER AIDE NEEDED
To work with Day Care Center. Experience preferred. Approximately 20 hours a week. Mr. Bloomfield 641-6618

TELEPHONE SOLICITORS
Earn top commissions plus salary, approx 4 hours per evening. Work in home improvement field. Call for appt between 10am-12 noon daily 557-8820

TELEPHONE SURVEY WORKERS
National food company. We need secretary to do telephone survey work in our local office. Monday thru Friday, 5-9PM. Salary plus commission plus bonus. Call 354-0100 471-0320

TEMPORARY HELP AGENCY
STAFF COORDINATOR

Our client, a leading international temporary help firm entering the tri-county market, seeks individual experienced in responsible for selection and dispatching of temporary employees.

Position offers highly competitive compensation package, along with excellent opportunity for growth.

If you enjoy the temporary help business and have the ability to grow with a career, our client has the perfect environment for you.

For confidential consideration, call during normal business hours
Human Factors & Resources Group
337-0556

TRAINEE WANTED For alarm installer. Must be eager to learn & willing to work. Only neat, well-mannered applicants apply. Tues & Wed 3-21 & 5-23 from 12pm-3pm at 25351 Schoolcraft Rd., Suite 121, Southfield

TRAVEL AGENT - computer trained, experienced only. Income confidential. Troy area Call Dick Megill. 689-1236

TRAVEL AGENT
Experienced corporate agent, 1 year minimum. Appoint required. Domestic & International Call

TV REPAIR PERSON

wanted. Commission basis
Call 728-1166

WANTED
MYSTERY CUSTOMER

Undercover pizza consumer to evaluate delivery service & product more every 4 weeks. Must live in the above mentioned area of our new Domino's pizza store located at 24059 W. 10 Mile, Southfield. Must enjoy a free pizza. Call toll free on Mon., Tuesday 1-800-521-1000
DOMINO'S PIZZA INC.

WAREHOUSE PERSON with receiving & shipping experience. Good work record necessary. Experienced only. Please call 540-2441

WAREHOUSE PERSON - experienced fork lift operator to count, stage & process order. Apply in person at 6400 Lonyo, 12065 Dixie, Redford 532-2400

WEDDING PHOTOGRAPHER
part time. Minimum 2 years experience. Send resume to PO Box 537, Westland, Michigan, 48185

WELDER FITTER
for parts feeding company. Experience preferred. Apply in person. Aurora Manufacturing, 12101 Northend, Oak Park, MI 48237.

WELDER NEEDED
Must have knowledge of mig and stick welding, flame cutting and the ability to setup own jobs. Knowledge of structural shapes helpful.
Sterling Scale Co 258-0590

WOMEN MODELING INSTRUCTORS needed to teach charm and finishing programs. Certificate of completion from a modeling school is required. Must be available evenings and Saturdays Call 355-0355

502 Help Wanted Dental-Medical

ALL PSYCHOTHERAPISTS
who want to have a private practice. Therapists with full or part time case load. Call

BUSY Medical office needs experience Accounts Receivable Supervisor. Typing and knowledge of basic commercial insurance a must. Send resume to Box 548, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY FROY Dermatologist needs part time medical Secretary/Assistant. Experience with current references preferred. Hours, Mon, Wed, Thurs, Fri, 1-5.30pm. Sat 8am-1pm 646-1148

CERTIFIED
DENTAL ASSISTANT
WORK IN FRIENDLY
Fairlane Center

Henry Ford Hospital currently seeking a full time certified or registered DENTAL ASSISTANT for our clinic in the Fairlane Center. Qualified applicants should have 3-5 years of experience in four handed dentistry in Lawrence, Date of appointment scheduling, lab work and X-ray techniques are important. Applicants may contact Barbara Fleming Mon thru Fri from 8 am to 5 pm at 593-8218
HENRY FORD HOSPITAL
19401 Hubbard
Detroit, MI. 48126
Equal Opportunity Employer M/F/H

DENTAL ASSISTANT
Experience preferred, excellent salary, benefits. Call Pat Anna.
Call 947-1105 Evenings, 851-5933

DENTAL ASSISTANT
With receptionist experience, 4 days, no weekends Redford area. Only experienced need apply 531-4552

502 Help Wanted Dental-Medical

CHIROPRACTIC ASSISTANT - insurance department. Excellent typing skills. Experience helpful but not necessary. Full time, pay commensurate with ability. Call Mon, Wed & Fri between noon & 5pm. Patty 471-0440

CHIROPRACTIC RECEPTIONIST/Assistant. Must have basic clerical skills & excellent personality for dealing with people. Experience helpful but will train qualified person. Apply in person 9am-1p noon & 3pm-6pm. 21211 Farmington Rd., Farmington Hills.

DENTAL ASSISTANT - experience required for Dearborn specialty office. Good pay, benefits & pleasant working conditions. 271-8220

DENTAL ASSISTANT- Orthodontist expertise preferred. Will train person with good attitude and good. Excellent salary & benefits. 855-2028 or 549-3220

DENTAL ASSISTANT
Chairside, experienced required
10 Mile & Southfield 569-8304

DENTAL ASSISTANT - A challenging full time position for mature, experienced individual in 4 handed dentistry. Livonia area 427-2522

DENTAL ASSISTANT
Full time, days. Farmington. Some experience or training necessary.
474-6434

DENTAL ASSISTANT. Experienced chairside Receptionist. Excellent opportunity for bright, outgoing person. Redford area 531-5410

DENTAL ASSISTANT
Experienced Chairside Assistant to work 3 days per week. Mon, Thurs, Sat. 427-8310

DENTAL ASSISTANT
Experienced Chairside for family oriented, relaxed office. Benefits
Farmington 476-6602

DENTAL ASSISTANT
Self motivated, energetic individual needed to join our Rochester Dental team. Chairside experience helpful. 2 years experience required. Approximately 30 hours per week. Call for interview call 652-3190

DENTAL AUXILIARY
Experience required. Progressive Livonia Office. 464-8445

DENTAL CHAIRSIDE ASST
Experienced in 4 handed Dentistry. Full & part time available Westland 729-5132

DENTAL HYGENIST wanted 3 days a week, Mon, 10 to 8, Tues., 9 to 5 30 or Fri., 8 to 5, 8 to 12 30
Berkley/Royal Oak area 398-5545

DENTAL HYGIENIST, Saturday mornings. Beech Daly - Fred Rd. 378-4780

DENTAL HYGIENIST
Oak Park. Fridays. Progressive preventative office. Established recall system 968-2268

DENTAL OFFICE, part time business assistant. Half time, period of 3 years front office experience required 4-handed dental assisting background very helpful. Extensive insurance, typing, peripheral & scheduling. Conscientious & responsible individual desired. Royal Oak. Reply to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST wanted full time for Livonia specialty practice. No evenings, no Saturdays. Dental experience necessary. 522-7314

DENTAL RECEPTIONIST
Opportunity available for the well qualified young woman willing to go the extra mile. Must have good telephone manner, patience, ambition, imagination plus all the usual office skills. Prior office experience desired. Send resume to Box 518 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Dearborn Heights, Beech Daly, Ford Rd area. 562-8516

DENTAL RECEPTIONIST
Experienced - with assisting background. Full time. Troy area. Call for interview. 689-6176

DENTAL RECEPTIONIST, part time. Must be attractive, have voice, be mature & friendly. Pleasant Garden City office. Some experience necessary. Will answer phone, make appointments & collections. Computer experience helpful. Call 421-3250

DENTURE OR all-purpose Dental Technician. Experience necessary. Full time. Dearborn area. 277-0919

DETAIL ASSISTANT
Experienced, needed for 144-bed skilled facility on City Ave in Westland. Full time, benefits. Full & part time. Contact Debbie Pratt 477-2002

DENTAL ASSISTANT
Full-time and part-time positions for day and midnight shifts. Apply in person. Westland Convalescent Center, 36137 W. Warren, Westland

OFFICE MANAGER - full-time position available for an experienced, dedicated person in a pleasant, private Dearborn Dental Office where ability & skills & talents are appreciated. Must have Dental Assisting experience, also Excellent benefits & educational opportunity! After 7pm, 278-4132

Office Manager

For Dearborn DDS office. Detail experience required. Salary to $1400 plus all the insurances. Paid Blue Cross. Salary 37 to 40 hrs week
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

OPTHALMIC TECHNICIAN or Assistant. Experienced Buy Opthalmic equipment Offices full-time. Full Twelve area, Southfield. Reply to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTHALMOLOGIST specializing in Cataract surgery requires new born number experienced in OR work, Patient workup & refracting Call Romona 646-2590

OPTICAL DISPENSER. Experienced. Full time, days Livonia clinic. Call for appointment. Mon thru Fri. 8 30AM-4 30PM 218-8000, ext 323

OPTICAL LAB
Denkman must have experience in edging & cutting, 2 person lab. Westland area. To start immediately. Ask for Penny 281-8318

OPTOMETRIST - full or part time, new office, down river, opening March. Reply to P.O. Box 719, Madison Hgts., Mi. 48071

ORTHODONTIC ASSISTANT
Experienced. Needed for modern, progressive orthodontic practice in Birmingham. Call Sandy 647-0496

PEDIATRIC CLINICAL NURSE Specialist needed for Medical clinic in Novi. Call Monday - Friday, 8.30-4.30. 349-8000, Ext. 400.

PHYSICAL THERAPIST

Part time position available, home care experience preferred, call for appt.
423-6500
The Health Care Professionals, Ltd
PCO Assoc. Inc.

PHYSICAL THERAPIST
Assist post operative laminectomy patient to regain fully functioning limbs. Must be able to plan program & advise in selection of proper equipment to be used at home. Should be available 4-6 hours weekly. Call after 7PM. 357-4333

RECEPTIONIST
Livonia doctor's office. Energetic, fast learner, afternoon shift. 25-30 hours per week. Apply at 30104 W. 8 Mile, Livonia

RECEPTIONIST
Personality Plus! Extremely progressive office. Full time. Experience required Livonia. 464-8763

502 Help Wanted Dental-Medical

LAB AID needed for Dartl Department of Southfield lab. Knowledge of lab procedures needed. Part time night position, $3.35 per hour. 557-8040

LPN. Willing to travel to several clinics in metro area. Part time. Experienced venu puncture, EKG. Benefits. Call Mon thru Fri. 8 30AM-3 30PM 218-8000, ext 325

MALE AIDE, complete care for young quadriplegic. Mon thru Fri. 7 30am-4pm. Private home in Farmington area. Call 8 30pm or anytime weekends 476-3132

MATURE NURSES AIDE
Afternoon shift 474-1130
Apply in person Winning Well Manor
320 W. Main St., Northville

MEDICAL ASSISTANT
Part time. Experienced only Bloomfield Hills Area. Call 335-6410

MEDICAL ASSISTANT, full time for busy Southfield Opthalmologist's office in Southfield. Would prefer experienced person, but will train. Must have above-average typing skills and be well-versed in all areas of medical records. Call 9AM-Noon, Mon. thru Fri. 525-2555

RECEPTIONIST
For busy Internist office in Rochester. Person with experience, only
Call 651-3755

EXPERIENCED MEDICAL Assistant for busy Internal Medicine office. Part time, 24-28 hours. Mon, Fri. & either Tues or Saturday. Call Betty. 284-9666

MEDICAL ASSISTANT or Corpsman, full time for medical clinic. Experienced in X-rays & lab work necessary. Reply to box 646 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Experienced only, 4 day week, 2 evenings. VP, EKG, X-ray. Southfield area. Good pay and benefits. Please send resumes to Box #818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT needed for full time position in Westland podiatry office. Experience preferred. Must have excellent typing, outgoing personality and ability to adapt to a variety of responsibilities. Call 9AM-Noon Mon. thru Fri. 513-2555

MEDICAL ASSISTANT
Full time, experienced in OB/GYN for Farmington Hills area.
Call Barbara 476-4900

MEDICAL ASSISTANT needed for busy Dr's office in Lathrup Village. Immediate billing knowledge helpful, be willing to work flexible hours.
Call Lori 557-0880

MEDICAL ASSISTANT/Receptionist. Experienced and experienced. Must be familiar with insurance billing and have good typing skills. Must know Vera Systems. EXPERIENCED ONLY. Southfield location. 358-2545

Medical Assistant

General Internal Medicine seeking Doctor's office. Injections, VFS, EKG, light lab & 2 years minimum experience necessary. $5 plus an hour, profit sharing.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL LAB TECH
INSTRUCTORS

Full and part time positions available for registered B.S.M.T.-M.L.T. with 2-5 years working experience. Good pay, salary, working conditions and benefits. For interview, contact 948-2160

MEDICAL LAB TECHNICIAN - MLT - Immediate opening. Needed for lab in Bloomfield Hills. Mon. thru Fri. General clinical lab work. Contact 333-8181

MEDICAL LAB TECHNICIAN - Immediate opening for MLT with some experience in serology/blood bank hematology. Full time, day shift for private lab in Livonia Contact Lab. 427-5500

MEDICAL RECEPTIONIST
Recent high school graduate required for 15 to 45 hour week, typing skills necessary. Southfield area. Reply to Box 546, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Part time. Must possess knowledge medical terminology experience required. Must be dependable. Salary negotiable with experience. Call Carol at 533-1560

MICROBIOLOGIST
Full time days, Mon thru Friday. Excellent benefits, flexible hours. Call 353-7500

MICROBIOLOGY TECH for Southfield Lab, afternoons. Must have over 4 years experience ASCP, or equivalent. Salary commensurate. BC/BS, Life insurance. Front Staring 356-6510

NURSE AIDES

EXPERIENCED. Afternoon shift only. Apply in person. Mon. thru Fri. 9am to 3pm
Farmington Nursing Home
30405 Folsom Rd.
Near 9 Mile & Orchard Lake

NURSE AIDES

Put your experience as an Aide, or Orderly to use immediately. Excellent working conditions. Apply within, Mon thru Fri between 1 and 4pm. No phone calls please

Four Chaplains
28349 Joy Rd. Westland

NURSES AIDES
Experienced, needed for 144-bed skilled facility on City Ave in Westland area. Full time, benefits. Full & part time. Contact Debbie Pratt 477-2002

NURSING ASSISTANTS
Full-time and part-time positions for day and midnight shifts. Apply in person. Westland Convalescent Center, 36137 W. Warren, Westland

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DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
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423-6500
The Health Care Professionals, Ltd
PCO Assoc. Inc.

PHYSICAL THERAPIST
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RECEPTIONIST
Livonia doctor's office. Energetic, fast learner, afternoon shift. 25-30 hours per week. Apply at 30104 W. 8 Mile, Livonia

RECEPTIONIST
Personality Plus! Extremely progressive office. Full time. Experience required Livonia. 464-8763

502 Help Wanted Dental-Medical

PHYSICIAN

Medical clinic specializing in the treatment of acne is interviewing physicians for part time employment. Interesting, challenging opportunity working for progressive company offering excellent growth potential. For confidential interview please call
Michelle Stabb
557-7800

PODIATRIC ASSISTANT
Experienced insurance, receptionist, part time. Call 851-6143

PODIATRY OFFICE in Westland has part time opening for experienced insurance person. Must have above-average typing skills and be well-versed in all areas of medical records. Call 9AM-Noon, Mon. thru Fri. 525-2555

RECEPTIONIST
For busy Internist office in Rochester. Person with experience, only
Call 651-3755

RECEPTIONIST
With some data entry experience. Answer phones, light typing. Occasionally assist accounts receivable or accounts payable clerk. Larry, 647-1300

RN - Day shift, part time weekends only. Now starting salary. Good benefits. Call for appointment. Mrs. Ferguson, 261-5300

RN/LPN, full time, with pediatric experience. Call Dr. Blake in Troy. Call for appointment. Mon. thru Fri. 8 30AM-4 30PM 218-8000, ext 325

RN & LPN

FULL TIME for Podiatrist office. Must have dermatology experience. Send resume to P.O. Box 214, Novi, Mi. 48050

RN'S INDUSTRY
Temporary assignments by the day, week, or month in corporate medical departments. Free malpractice, EKG, and ECG experience. Please call for further information.
DAVIS-SMITH
Temporary Medical Services
557-7200

RN's - LPN's JOIN
"THE PROFESSIONALS"

PSYCH - MEDICAL - SCU
Staff Relief - Private Duty
All Areas - All Shifts
Excellent pay
Call
357-3650
Professional Medical Personnel

RN'S NEEDED
Full time, part time, all shifts.
Suburban Hospitals.
855-5500

RN-SURGICAL
For out patient surgical facility in Troy. Full time. 643-7773

SECRETARY

For doctors office in Southfield. Oak/Southfield area. Doctor office experience preferred. Medical terminology, typing, outgoing, approximate. 2 openings. Requires Opthalmology experience. I is in DO-GYN. Career position. Paid bonus, profit sharing office. Start at $12,100 plus
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

EMPLOYMENT OPPORTUNITY

Free classes for interested Nurse's Aides with previous experience in hospitals and/or nursing homes.
Health Care Professionals, Ltd
425-6500

STAFF PHYSICAL THERAPIST

Full time days, 300-bed acute care hospital, large out-patient service. Varied caseload including orthopedic - neurological patients

ANNAPOLIS HOSPITAL

33155 Annapolis Ave
Wayne, MI 48184
Equal Opportunity Employer

TEMPORARY
Medical Placement

Medical Secretary and Medical Assistants. Word Processors. Earn extra money. Work by the day, week or month close to your home. We pay for you and GOOD PAY. Come in for an interview and meet with our staff.
DAVIS SMITH
Temporary Medical Services
557-2700

TYPISTS

Expanding suburban medical complex with facilities in Inkster, Wayne, Westland, Garden City has immediate full time opening. Flexible hours, some evenings. Applicants must have typing speed of 40 WPM, good spelling & grammar. Receptionist skills helpful. 4-7 per hour to start. Call Ms Harris, Mon. thru Fri. 10am to 12 Noon at

An Equal Opportunity Employer

X-RAY TECHNICIAN
for portable X-Ray Company located in Southfield, experienced only. Call 352-1155

504 Help Wanted Office-Clerical

ACCOUNTANTS
Office needs an Accounting Clerk to do bank reconciliations, prepare monthly bank statements & prepare clients weekly payroll. Must be accurate, detail oriented, and have good math skills. Bookkeeping not required. Salaried position. Call Mrs. Kaplan 352-7272 Farmington Rd. Suite 18, Farmington Hills, Michigan 48024

ACCOUNTS RECEIVABLE CLERK - Southfield based company is seeking an accounting clerk experienced with data entry, computer experience helpful but not preferred. Basic bookkeeping knowledge helpful. Salary commensurate. Call 8AM-5PM, Mr. Gerber, Sherwood Food Distributors, 28175 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk

We have a full time opening for an Accounting Clerk. If you have at least 3 years experience in general accounting function and are a mature, hard-working individual with a strong stable employment with fair compensation and benefits, this could be your opportunity.

Data Entry Operator
PART TIME

There is a part-time opening for a Data Entry Operator who can be at a minimum of 12000 BPH, and who is able to work 2 or 3 days at the beginning and end of each month from Sept. 1 thru May 1 and 4 hours a day from June 1 thru Aug 31. This person will initially work to cover for vacations and absences as needed. Experience on a 5280 IBM or 3741 IBM is desirable.

To apply for these positions, report in person to

Viasic Foods, Inc.
32200 W. 14 Mile Rd.
(Between Orchard Lake & Farmington Rds)
West Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

ACT NOW
Get out of the house
Use your clerical skills & earn $$$
TYPISTS
SECRETARIES
WORD PROCESSORS
DATA ENTRY OPERATORS
For the office
Nearest you call
TEMPORARY STAFF
8 30AM 4 30PM 356-1016

ADMINISTRATIVE SECRETARY
Hospitality Industry looking for top typing, poise, phone ability, writing skills. Will train. Call Mrs Bobbys. 356-6021

504 Help Wanted Office-Clerical

ACCOUNTING - filing & typing clerks for long term assignments, 9-15 months, type 55 WPM

SECRETARIES - type 55 WPM & shorthand or 65 WPM typing speed preferred, immediate assignment after training.

RECEPTIONIST - with Dictation, Telex or plus switchboard experience

NEVER A FEE

UNIFORCE
TEMPORARY SERVICES
1000 S Woodward Birmingham
646-7660

ACCOUNTING POSITION
Your unique accounting background will be put to good use by large computer leasing company. Responsibilities including double entry bookkeeping & financial statements. Excellent starting salary is $18,000, top benefits, fee paid. Call Nancy immediately for interview
PERSONNEL DIRECTOR 432-4218

ACCOUNTS PAYABLE
Immediate opening for an accounts payable clerk. Accounting background helpfully. Minimum 2-3 years experience required. Excellent benefits & competitive salary. Send resume to
Richard Fleming Corporate Doss Systems, 1211 E. Maple Road, Troy, Mi 48083
Equal Opportunity Employer M/F

ACCOUNTS RECEIVABLE
Fast growing manufacturer and distributor of international computer needs Accounts Receivable person. Must be high school graduate, proficient on IBM system 34 a big plus. Competitive salary and benefit program. Send resume with salary history to
Personnel Director
20701 Chesley Dr., Farmington, Mi. 48024.

ACCOUNTS RECEIVABLE/PAYABLE
Well established Southfield firm in Troy desires individual with experience in the following areas:
Machine posting of accounts receivable & payables.
Preparing journal entries & posting to ledgers.
Customer collection calls.
Cash receipts.
Prepaid expense installations.
Send resume to Payables, P. O. Box 2181 Troy, Mi 48099

A CHALLENGING long term assignment for a hard working individual with good typing & office background. Some accounting and/or payroll experience necessary. Computer background a plus.
ENTECH SERVICES, LTD. 548-5410

ADMINISTRATIVE SECRETARY
National suburban company seeks professional secretary with good typing and phone skills for diversified and challenging position in plush office. Good starting salary, full benefits, excellent advancement potential. Company pays our fee. Call immediately.
ADVANCEMENT STAFF
SOUTHFIELD 352-0505

A/P CLERK
Mature, responsible individual needed for Bookkeeping office. A/P, P/R, & CRT experience needed. Please call 451-5100

A RELIABLE PERSON - with good office skills. Must have experience. Knowledge of hand instruments. 4 day week, 2 full time. Call Kara. 10am-3.30pm.
Arbor Medical Group 994-9100

ATT: SECRETARIES
$10,400 to $13,000

Looking for a change? A growing Southfield area office needs an efficient secretary/receptionist. Typing speed of 60 words minute, shorthand a plus. Plush office, excellent benefits and friendly people. Don't pass up this great opportunity. Call Sally at 618-3300 after 1 pm.
SNELLING & SNELLING
29200 Vassar, Suite 404
Livonia, Michigan 48150

BOOKKEEPER

Candidate should have diversified background in bookkeeping with experience in accounts payable/receivable & general ledger. Knowledge of Vera Systems helpful. Excellent starting salary. Merit you will receive an excellent benefit package. Send resume to Merit Systems, Inc. 5700 Crooks Rd., Troy, Mich 48098 Attn: Ms Swenson.

Bookkeeper
Data Entry Clerk

Computer marketing firm currently has an opening for a "self starter". The individual should have at least 2 years experience in bookkeeping fields with some familiarity with data input. Strong clerical abilities are necessary.

Good salary plus full benefit package. Call Mrs. Ferguson at 261-5300 or send resume to

CMI Corporation
755 W. Big Beaver Rd
Suite 1900
Troy, MI 48084
Equal Opportunity Employer M/F

BOOKKEEPER experienced, part time, large trial balance for manufacturer. Troy area. Call Mrs. Ryan 8.30pm only. 649-2241

BOOKKEEPER
Full charge bookkeeper. Balance Experienced Southfield area.
335-0353

BOOKKEEPER NEEDED
Full time, experienced only. Telegraph & Plymouth Rds. 531-4347

BOOKKEEPER/RECEPTIONIST - experienced in payroll, light typing, knowledge of computers helpful. Send resume and salary requirements to P.O. Box 407, Walled Lake, Michigan, 48088

BOOKKEEPER/SECRETARY
PART TIME 653-7878
For Air Freight Co. located near Metro Airport. Will interface with Accounting of Bookkeeping with light Secretarial. Accounting background helpful. Salary commensurate with experience.
Call Mon thru Fri, 9 AM-5 PM.
Ms Lynn 729-3000

BOOKKEEPER/SECRETARY
Growing company. Really nice boss. Some experience. Typing speed 40-45 WPM. Benefits. Fee Paid
SNELLING & SNELLING
Royal Oak 398-3150

BOOKKEEPER/TYPIST
Full charge bookkeeper with typing ability for sports complex in Sterling Heights area. Must be organized, and be willing to work 5 days per week. Send resume with experience & references to PO Box 846, Franklin, Michigan, 48025-0606

CLAIMS CLERKS & EXAMINERS
Home office claims department. Insurance company has immediate openings for claims clerks & examiners. Some experience necessary. For further information & appointment phone 591-9000

Clerical Opportunities
$8,320 to $12,500

Wide variety of secretarial jobs are available in our Southfield office. Could land you a position in a beautiful suburban office. Call Lorraine at 618-3300
SNELLING & SNELLING
29200 Vassar, Suite 404
Livonia, Michigan 48150

CLERK TRANSLATOR

Desired for our worldwide headquarters located in Southfield. This position requires an individual who can read and speak English and French fluently.

The individual must also have a good math aptitude, be an accurate typist, have an excellent phone manner and be willing to work overtime during major Holidays. If qualified, please send resume to

P.O. Box 2127
Southfield, MI 48037

Equal Opportunity Employer M/F/H

CLERK TYPIST
For light process, fast paced accounting office. Should have typing skills necessary, and telephone, Bloomfield area. Call Jan 645-3222

CLERK TYPIST for Ad Agency. Typing 65 wpm. Heavy stat typing. Some overtime. Excellent benefits. Birmingham area. Call Nancy Newman 642-8170
Equal Opportunity Employer M/F

EXECUTIVE SECRETARIES
Work in wireless, shorthand. Typing 45 wpm. Oakland County
Temporary Specialists
354-3811

504 Help Wanted Office-Clerical

CLERK TYPIST

Southfield based firm has an immediate opening for an individual to type contracts, coordinate and maintain departmental files plus provide various secretarial duties. The successful candidate must be an accurate typist 50-55 wpm, possess excellent English, math, reading, and have some knowledge of word processing. Excellent benefit package and pleasant working environment. If interested, please send resume to:
Personnel Administrator
P.O. Box 2127
Southfield, MI 48037

Equal Opportunity Employer M/F/H

CLOSING OFFICER

Real estate recreational company, 14 Mile, Middlebelt Rd. area. 40 hour week. Closing experience with title company coordination an absolute must. Shorthand preferred. Pay commensurate with skill and experience. Resume helpful

CENTURY 21
Vision Plus Inc
Executive Transfer Sales
626-3900

COMPUTER OPERATOR

for fast growing company. Must have experience only for general ledger and payroll processing. Call 442-8132

DIRECT PAYROLL CLERK
Will train accurate typist in Credit Dept. Some telephone contact with industrial customers. Knowledge of Lotus keeping helpful. Located in Prudential Town Center, Southfield. Call
Mr. Paquette, Dreyer Chemical
Individuals, Inc. 358-3400

CUSTOMER SERVICE REPRESENTATIVE

We need several energetic inside people who enjoy customer phone contact and clerical duties. From March to October a variety of skills will be utilized in our fast paced office. Up to 40 hours per week can be expected in our growing telecommunications. Plus high work standards, enjoy handling hectic situations and a cooperative attitude without excuses or service, please stop by and fill out an application.
33918 Heslip, Novi, Mich.
Chem Lawn Corporation

DATA ENTRY CLERK

Opening available for a responsible individual to work as a data input clerk. Excellent typing skills are a must. Some background in data entry helpful.

Starting salary of $700 per month with excellent benefits package. Full benefits. For consideration, please forward letter or resume to:

CMI Corporation
755 W. Big Beaver Rd.
Suite 1900
Troy, MI. 48084

Equal Opportunity Employer M/F

Roddy Temporary Services

Troy Office Park suite 142
between Middlebelt & 7 Mile

DESIGN ASSISTANT - position requires unique combination of graphic arts background plus good secretarial skills & excellent typing. Troy company, $14,000.

FAMILY TIME - legal secretary for very pleasant Bloomfield attorney. 35 hrs/wk days. No shorthand required. Must have 3 years experience, top typing speed. Memory typewriter. Salary $16 day

EMPLOYMENT COUNSELOR - strong sales medium to large firm. Experience helpful otherwise strong business background. Salary plus commission.
ALL PERSONNEL COMPANY FIRM
Adams & Martin
Personnel
We've Moved To
Coventry Place
1637 W. Big Beaver Rd - Troy
649-2210

DISPATCH OPERATORS
Pleasant phone manner, pleasant manner, responsible, some filing H.S. graduate preferred. Openings for afternoon & midnight shifts. High security building. Call for person job number on Week-days, American Protective Alarms, 14711 W. 8 Mile Rd., Detroit.

EXECUTIVE SECRETARY
Real Estate Development Company looking for high caliber Executive Secretary. Must have Shorthand & Typing. Recent experience working for Top Executives is a Must. Send resume to Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Experienced, will do payroll, billing, payroll, computer, helpful. Salary commensurate with experience. Excellent fringes. Call Mr Ellis, Mon-Fri 11am-1pm.

837-9010

ENTRY LEVEL OFFICE POSITION
For rapidly expanding Southfield distributor. Requires qualified individual with good math aptitude, typing skills and phone manner. Excellent benefits. Call Cathy Lapham for appointment. Good typing required. Accounting a must. Excellent benefits. Call before 11am 352-5334

EXECUTIVE SECRETARY needed for expanding Southfield Corporate office. Diversified duties, interesting position. Shorthand and typing required. Required qualifications are shorthand 120/60 and typing 50 wpm. Salary commensurate, pleasant phone personality, word processing helpful but not necessary. Submit resume in confidence to Jim Carter, 691 E. Huron River Dr., Belleville, MI 48111

EXECUTIVE SECRETARY

To the president of an east side engineering company. Individual selected will be skilled in shorthand & word processing. We are interested in an organized, self-motivated person with intelligence, with at least 5 years experience in a corporate environment. Please contact Joann Sapiel for appointment.

AERO DETROIT, INC.
583-4900

EXECUTIVE SECRETARY
$15,000 plus plus, fee paid. Outstanding opportunity for bright person with more than just a job. Must be flexible, super personality and be able to work possible overtime. Superb typing and shorthand required. Call our clerical department at 352-7400
SNELLING & SNELLING
3270 W. Big Beaver
Troy 649-5900

504 Help Wanted Office-Clerical

WORD PROCESSORS

If you're looking for flexibility, variety and challenge, call Olsten today. We are a nationwide temporary service and have immediate opportunities for applicants with experience on

- CPT
- Lanier
- Redactor
- Wang
- IBM
- Xerox
- NBI

We offer excellent wages (Friday pay), vacation pay and no fee. Please call the office nearest you:

DETROIT 962-9651 | S'FLD 354-0557 | TROY 362-4650

Olsten Temporary Services
We know how to help. EOE M/F/H

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Dynamic Northern Oakland County company is in search of a highly skilled capable Executive Secretary and seeking officer. The successful candidate will have at least 3-5 years experience in similar position. Excellent written and oral communication skills, type 70 wpm, stenographic, and word processing skills desirable but not mandatory. Please send resume to Ann Paul, 5400 Perry Dr., Pontiac, Mi. 48054 or call 334-1500 or 334-2397

EXECUTIVE SECRETARY
Immediate opening in our Livonia office. Accurate typing and shorthand skills required. Must be capable of writing business letters and dealing with people within the company as well as with our customers. Must be self motivated and capable of working without direct supervision. Excellent benefits and working conditions. Accepting applications for qualified candidates at
AMERICAN TAZAKI CORP.
32700 Capitol, Livonia
(Plymouth & Farmington area)

EXECUTIVE SECRETARY
We are seeking an outgoing, personable individual to work in a top executive. Must have Secretarial experience. Good typing skills and preferably some computer experience. Excellent benefits. Salary commensurate with experience plus excellent company benefits. Please call Mr. Felder, 548-5311, for appointment or apply in person, between 8-5 weekdays.

ALBERTS

10811 Northend
Ferndale, Mi 48220

EXECUTIVE SECRETARIES

Rush ... wanted top notch pros for career positions, accomplishments candidates must have strong typing & shorthand, outgoing personality & 3 - 5 yrs. experience. Competitive salary & benefit package. Plush offices, free paid
Call Karen Hutchins
AMERICAN
PERSONNEL 355-5526

EXECUTIVE SECRETARY - excellent typing, shorthand & word processing. Experience preferred. Salary commensurate with experience, benefits, $18,000. Fee paid

COMPUTER OPERATOR - experience on Hewlett Packard 3000 series, typing & clerical duties, benefits. $12,000, fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY

Busy executive office has quick accuracy with excellent skills for fast paced industrial firm. Type 70 and take shorthand at 100, with experience working for top executives. Salary commensurate with pay. Excellent communication skills & professionalism are required for this opportunity. Super salary, fantastic fringes & fee is paid by the company. Qualified candidates respond to:
DUNHILL PERSONNEL
336-0775

EXPERIENCED Legal Secretary
Full time position. Send resume, typing, transcribing skills. Benefits. To 3200
SNELLING & SNELLING
Royal Oak 399-5450

EXPERIENCED PERSON for 23 to 30 hrs/week to work in Mortgage Office. Hrs 9-1 or