EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
2 days per week. Warren area
781-0120 558-0037

DENTAL HYGIENIST
Rochester office, Mondays, Thursdays and some Saturdays.
852-0707

DENTAL INSURANCE BILLER
Computer experience necessary. Metro Detroit area.
816-1993

DENTAL OFFICE MANAGER type for Birmingham specialty practice. Dental experience a final. 4½ days, excellent benefits, salary open.
647-7739

DENTAL OFFICE MANAGER-RECEPTIONIST
Experienced. Full Time, computer background helpful. Send resume to
121 West Lake St.
South Lyon, Michigan 48178

Dental Personnel Full-Time/Part-Time
- Oral Surgery Assistants
- Orthodontic Assistants
- Hygienists
- Dental Receptionists

Immediate openings in modern dental facility. Top salaries and benefits. Large dental experience necessary. Dearborn.
582-1183

DENTAL RECEPTIONIST
Experienced. Livonia General Practice. Experienced with peg board, insurance & patient scheduling
464-8021

DENTAL RECEPTIONIST. Full-time. Experience preferred but will train. Inkster Area. Call
729-3700

DENTAL RECEPTIONIST
enthusiastic individual wanted for growing dental practice in Farmington Hills, to be determined, many benefits. Send resume to PO box #182, Farmington, MI. 48024

DENTAL RECEPTIONIST
full time, part time. Benefits, send resume to Receptionist, P. O. Box 5179 Orchard Lake Rd. 48033

DENTAL RECEPTIONIST ASSISTANT - full time. Must have knowledge of insurance, Dearborn - Detroit area.
846-7877

DENTAL RECEPTIONIST
Part time. Insurance, billing experience necessary. For interview, call
945-3131 or 425-1610

DENTAL RECEPTIONIST/Secretary. Talented position, full time, 4 day week. Insurance billing or similar experience preferred. Send resume to: 7582 N. Sheldon, Canton, MI 48187 or call 455-7820

DENTAL RECEPTIONIST
Seeking an exceptional person for our progressive office. We value superior organizational skills. We focus on warmth, caring & expert communication with our patients. Some experience in the dental field is necessary. If you are searching for a long-term position with an opportunity to grow & fulfill your potential please call us. Starting salary open.
819-1458

DENTAL TECHNICIAN
C/D model builder. Minimum 2 yrs. experience, great benefits & future. Tyler Mayner Laboratory
349-9711

DIETARY AIDE
PART TIME
Needed for afternoon shift. Experience not necessary. Will train. Apply Beverly Manor of Novi, 24500 Meadowbrook Rd., or call 477-2000.

DIRECT CARE needed to work with handicapped, in group home. Next area. Part time. Flexible hours. Call after 5 pm. Must be 18 & have GED or high school diploma. Call between 10am-3pm, Mon thru Fri.
315-5624
An Equal Opportunity Employer

DYNAMIC RN — who enjoys meeting new people, new challenges & who seeks to be pleased for specially designed part time position in prevention & management staff of Pro Care Gen. Call for appt.
424-8300

EXPERIENCED full time insurance biller, (HC, MC, MD & commercial insurance) Farmington area computer billing (preferably MIS) Call
Theresa at 476-7411

EXPERIENCED HYGIENIST
Full time. All benefits.
Oak Park.
Call: 968-5540

EXPERIENCED INSURANCE Clerk full time, for dermatology office in Southfield & Blue Cross, Medicare and Commercial Insurance.
349-1417

EXPERIENCED Medical Biller wanted. Must be experienced in computer billing. Must have experience in no fault insurance billing. Pay negotiable. Southfield. Call the Dr 557-6600

EXPERIENCED MEDICAL receptionist assistant. Knowledge of peghoard, insurance, appointments, blood drawing & EKgs. For appointment
471-8180

FRONT DESK RECEPTIONIST & Dental Assistant needed for new dental office, opening in Novi. Experience needed.
348-3982

504 Help Wanted Office-Clerical

REAL ESTATE
SALES SECRETARY/RECEPTIONIST

Prominent area realtor seeks career-minded individuals to fill two positions in Troy and West Bloomfield areas. Pleasant phone manner, accurate typing ability and professional dress required. Includes medical-dental benefits. Send resume and salary requirements to:

Merrill Lynch Realty
1600 N. Woodward
Birmingham, MI 48011
Attention: Joanne

Merrill Lynch Realty

SECRETARIAL/CLERICAL
Highly Skilled People Needed For Positions With Various University Departments

All require at least 50 WPM Typing & previous office experience is desired.

- SECRETARIES
  Stenography or Dictation ability is required.
- TYPIST
  Word Processing experience is a plus.
- MEDICAL SECRETARIES
  Must transcribe dictation, Medical terminology experience desired.

Salary range $10,000 to $15,000 depending on qualifications. Excellent fringe benefits including tuition assistance. Qualified applicants only call: 577-2015 for interview & testing appointment.

WAYNE STATE UNIVERSITY
An Equal Opportunity Affirmative Action Employer

502 Help Wanted Dental-Medical

FULL-TIME SECRETARY
to work in Canton Medical Office. Typing experience preferred. Send resume to "2128 Sheldon Rd., Canton, Mi. 48187

HOME CARE RN's, full & part time. Public health or home care experience nurses. Please call Mary 1-800-231-2110

HOME HEALTH AIDES
Experienced, reliable, own transportation. Contact Anna 649-3250
An Equal Opportunity Employer

HYGIENIST
for Royal Oak office. 3½ days per week, top salary to qualified person.
543-9420

HYGIENIST - FULL TIME
Experienced
Canton. 455-0460

HYGIENIST
Part time, Wednesdays & Saturdays. Livonia Area.
522-5320

HYGIENISTS
Full time and part-time positions available in modern dental facility. Starting salary $11.35/hour. Full benefit package. Dearborn.
582-1183

Inservice Director
Large skilled suburban nursing home has a position available for an experienced RN with strong supervisory skills. Nursing home inservice experience preferred. Flexible schedule. Salary commensurate with experience. For interview call Mrs. Neu at
477-7400

INSURANCE BILLER
RN, M.care, M.caid, and other. Computer experience a must. Busy six doctor office. Salary commensurate with experience. Benefits including medical insurance. Resume only to Phyllis c/o Office Mgr. 5865 W. 12 Mile Road, Suite 104, Southfield, 48076

LARGE MEDICAL clinic seeking experienced Medical Assistant. Send resume to Beech Daly Clinic, 4215 Beech Daly Rd., Dearborn hgts., MI. 48125, attn. Karen.

LIVE INS
Experienced LPN's & home health aides to live in for home cares Excellent pay & benefits.
Midwest Home Care.
335-4844

LOOKING FOR a person with background in Insurance & Front Desk for Pediatric office. Ready to learn simple Lab Work. Southfield,
549-0160

LPN or MA. Energetic individual for busy Livonia Doctors clinic, approximately 10 hrs. per week. Must know EKG, Venepuncture, Injection & X-Ray. Nancy
427-3504

LPN - PART TIME
Afternoon shift
Wahing Well Manor, 320 W. Main, Northville.

L.P.N. or MEDICAL ASST
Needed for doctor's office in Troy. Full time or part time.
Call week days.
528-0010

MAIL ATTENDANTS
Experienced nurse aides for home care. Car & telephone. Excellent pay & benefits. Midwest Home Care.
335-4844

MEDICAL ASSISTANT
Needed Mon., Tues., Thurs., Fri. Experience in X-ray, venepuncture, EKG. Farmington Livonia area.
476-3450

MEDICAL ASSISTANT
For pediatric office in Bloomfield and Royal Oak. Experienced preferred in office duties. Medical knowledge. Send resume to: Box #464, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Part-time. Experience helpful.
Livonia. 261-3130

MEDICAL ASSISTANT - ENT Office. Full time, 40 hrs/wk. 35-35 hours a week. Call 10AM-1PM.
847-7334

MODERN DENTAL PRACTICE in Southfield needs eager assistant to receptionist. Prefer college phone experience & typing ability.
569-5828

NURSE AIDES
Afternoon & Midnight Shifts
Apply in person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES
DAY SHIFT, 7 AM. - 3 PM. Experience preferred, but not necessary.
Wahing Well Manor, 320 W. Main, Northville.

NURSE AIDES
needed for immediate placement. Must be experienced and have own transportation.
Advanced Nursing Services
Mon-Fri 9-5pm 352-0303

NURSE AIDES
Progressive long term care facility accepting applications for Nursing Assistants to work full or part time. Experience preferred. Reliable transportation essential. Apply in person. Mon. thru Fri., 10 am to 2 pm.
JEWISH HOME FOR AGED
Prentis Manor
26051 Lahser Rd.,
Southfield, MI. 48034

NURSE AIDES
Put your experience to use as an Aide or Orderly. Positions available on day and afternoon shifts. New wage scale. Top benefits. Apply within
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd., Westland
Between Middlebelt & Inkster

NURSE AIDES
RN/LPN'S
Flexible Home Care cases and staff relief in Oakland County. Requires one year clinical experience in last 3 years.
Upjohn Health Care Services
Call Mon. thru. Fri. 524-0044

NURSE AIDES
To work with Visiting Healthcare. Private duty in local area.
351-4343

NURSE ASSISTANTS
Immediate openings for evening shift - 4pm thru. Prior training or experience required. Excellent working conditions & benefits. Apply in person Mon. thru Fri. St. John Convalescent Center, 31350 Ann Arbor Trail, Livonia

NURSES AIDES, basic Nursing Home in Plymouth. Apply in person: 389 W. Ann Arbor Trail.
453-3982

Nurse's Assistant
With some experience interested in working part-time. Contact Ellen Williams, Director of Nursing, Mon. thru Thurs., between 10am and 3pm at
Williamsburg
Convalescent Center
21017 Middlebelt
Farmington Hills
476-8300

NURSES ASSISTANT
Part Time - Experience Desired
Livonia area. 421-2640

OFFICE MANAGER
Receive medical computer experience, all kinds of insurance billing and office Manager Ability. Livonia area. 261-1740

OFFICE MANAGER, full time. Experience with computer helpful. For a 3 man medical sub specialties practice in Royal Oak. Organized & Efficient mind only apply. Call after 7pm 681-8060

OPHTHALMIC TECHNICIAN. Experienced in Ultrasound. Southfield area. Modern medical facility. Send resume to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONABLE and confident RN wanted for part time work in Birmingham area medical office. Call
646-9131

502 Help Wanted Dental-Medical

MEDICAL ASSIST
Part time - 3 days a week. South-field area. Orthopedics
557-3142

MEDICAL BILLER
In Southfield area
358-5906

MEDICAL BILLER - Very experienced. Must know computer billing. Must know no-fault insurance. Must know computer Blue Cross/Blue Shield billing. Please call
557-0460

MEDICAL BILLER - experienced. Full time, medical assistant experience necessary. Southfield Doctors office.
353-4777

MEDICAL BILLING OFFICE
experienced, Mon thru Fri. 8 30 - 5pm. Southfield.
358-5858

MEDICAL INSURANCE Billing clerk wanted for busy Farmington Hills practice. Must be neat in appearance, have a pleasant phone voice and be experienced in all aspects of insurance billing procedures. General office skills helpful. Non-smoker preferred. Call Noon-3 PM, Mon thru Fri.
471-0437

MEDICAL INSURANCE BILLERS
We currently have a number of assignments available for experienced hospital and physician billers. Length of assignments vary from 2 weeks to several months in duration. If you are a pro need experience with Medicaid, UB-82 or 1500 billing, please give a call.
478-6815
Temporary Professionals

MEDICAL PERSON
Front & Back for Plymouth &/Or Ann Arbor offices. Part & Full Time. Doctors office experience. Call Norma at
996-8787

MEDICAL RECEPTIONIST
Experienced. Full time.
Plymouth - Telegraph area.
331-5150

MEDICAL RECEPTIONIST - assistant X-ray lab. Mature, responsible individual with insurance knowledge. Hours & wages negotiable. Will train.
274-0611

MEDICAL RECEPTIONIST-Biller for doctor's office. 2 years experience, must know how to bill HC, MC & third party. Garden City.
427-4902

MEDICAL SECRETARY
for new dermatology office in Birmingham 32-35 hrs. per week. Must have 1 yr. experience or training & type 45 WPM.
644-1400

MEDICAL SECRETARY for Orthopedic surgeon must have excellent clerical skills. Typing 45 wpm, minimum. Medical terminology helpful. Outgoing self starter a must. Top pay & fringes to right person. Send resume to Unclassified Orthopedics of Detroit, 3901 Beaubien, Detroit, Michigan 48201

MEDICAL SECRETARY Medical Asst or LPN capable of working both front desk and medical assisting for busy OBGYN practice in Birmingham, Troy & Royal Oak area. Days, eves. & Saturdays. Send resume or reply to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONISTS
Would you like the option of choosing between working in an office or working at home? Exciting career opportunity for Qualified Medical Transcriptionists with minimum of one year experience transcribing Dx, OR, HP, Path Reports.
649-8708

MEDICAL TRANSCRIPTIONIST
For private office, Internist & Occupational area. Experienced only. Call 8am-11am
358-3160

MEDICAL TYPIST
Oral surgery office, Birmingham area. Hours negotiable. 30-34 hrs. per week. Call 10AM-1PM.
647-7334

MODERN DENTAL PRACTICE in Southfield needs eager assistant to receptionist. Prefer college phone experience & typing ability.
569-5828

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Afternoon & Midnight Shifts
Apply in person
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15475 Middlebelt, Livonia
427-9175

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DAY SHIFT, 7 AM. - 3 PM. Experience preferred, but not necessary.
Wahing Well Manor, 320 W. Main, Northville.

NURSE AIDES
needed for immediate placement. Must be experienced and have own transportation.
Advanced Nursing Services
Mon-Fri 9-5pm 352-0303

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Progressive long term care facility accepting applications for Nursing Assistants to work full or part time. Experience preferred. Reliable transportation essential. Apply in person. Mon. thru Fri., 10 am to 2 pm.
JEWISH HOME FOR AGED
Prentis Manor
26051 Lahser Rd.,
Southfield, MI. 48034

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Put your experience to use as an Aide or Orderly. Positions available on day and afternoon shifts. New wage scale. Top benefits. Apply within
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Convalescent Center
28349 Joy Rd., Westland
Between Middlebelt & Inkster

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RN/LPN'S
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Call Mon. thru. Fri. 524-0044

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646-9131

502 Help Wanted Dental-Medical

OPHTHALMIC TECHNICIAN
or Assistant needed, full or part time for busy Multi-Lab Specialty Ophthalmologist's office in Southfield. Resume to Box 453, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN
Experienced. Plymouth area. No saturdays or evenings. Send resume and salary desired to: Box 8126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME ASSISTANT for Livonia optometric office. General office experience necessary, some optical experience helpful. Sat. and 1 evening per week. Call Karen
261-3230

PART TIME POSITION
For experienced Medical Asst/ Reception for one girl office. Must be able to EKG, Phlebotomy, for Cardiology practice. Send resume to D. Murphy, 6905 Telegraph, Suite 100, Birmingham, Mi 48010.

PERSONNEL COORDINATOR
National health care firm is seeking a self-motivated, energetic individual with good communication skills, an excellent phone manner and a good aptitude for figures is required. Please call Ms Wagner between 10 am and 1 pm at
851-8220
Equal Opportunity Employer M/F

PODIATRY OFFICE needs help, experience helpful but not necessary, will train. Livonia area. Call
348-2300

RECEPTIONIST for Internist office. Knowledgeable of all types of insurance forms. Pleasant mature person. Southfield area
352-4656

RECEPTIONIST - expanding practice is interviewing for full time position in our Southfield - Plymouth - Ann Arbor offices. Good communication skills & bookkeeping a must. For further information please contact Mary
449-7781

REGISTERED NURSE with experience, to work part-time On-Call. Day Shift, at Specialty Surgical Hospital in Southfield. For appointment, please call Mon.-Fri. 9-5, 357-3366 ext. 175
Sinai Memorial Hospital

RELEASE R.N. OR L.P.N
For Pediatrician's office. Sick days, vacation, etc. (Will train). Call
358-6020

RN - Afternoon supervisor for skilled facility. Call Mon. thru Fri. 9am-3pm
525-9710
An Equal Opportunity Employer

RN
in service director for skilled facility. Call Mon thru Fri 9am-3pm 345-7016
An Equal Opportunity Employer

RN OR LPN
For 11pm-7am shift. Full time. Retirement home for nuns in Farmington Hills. For Appointment:
473-7145

RN's
Large suburban nursing home seeking RN's for afternoon shift. Full time or part time. Excellent benefit package. Contact, Joanne Nru, Ast'DON, at
477-7400

RN'S - LPN'S
Experienced for skilled facility, call Mon. thru Fri. 9-3.
585-7010
An Equal Opportunity Employer

RNs & LPNs
Licensed Nurses needed for supervisory and staff positions in one of Michigan's most outstanding nursing homes. Excellent working environment, fine fringe benefits, competitive rates. Will consider part time. Call:
Patricia Johnson, RN, MSN
Director of Nursing
JEWISH HOME FOR AGED
PRENTIS MANOR
Southfield 352-2336

RN's & LPN's
PART-TIME, Midnight shift available immediately. Apply:
Williamsburg
Convalescent Center
21017 Middlebelt
Farmington Hills
476-8300

RNS NEEDED for Full time-midnight shift. New pay scale & benefit program. Apply in person: Oakland Continued Care Center, 3999 Venoy, Wayne, Mi.

RN'S
Work close to home. Flexible schedules, top dollar, bonus program in effect. NICU, ICU, CCU, Med surge
PRO CARE CORP.

R.N'S
Area Health Care Center, Inc. - located in Allen Park, Plymouth, Southfield & Sterling Heights is interviewing nurses for part time employment. Positions are permanent & available immediately. Attractive salary, plus comprehensive benefit package. For further information please call:
Michell Sabb - Administrator
557-7800

SECRETARY - doctor's office. Experience preferred. Wayne area.
326-1100

SERVICE CO-ORDINATOR
To schedule home care for home care agency in Bloomfield Hills. Excellent clerical, typing, telephone skills. Midwest Home Care & Hospice
373-1300

TYPIST/RECEPTIONIST
for Livonia internist office. Please send resume to Box #463, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

U.R. COORDINATOR
Rapidly expanding HMO in Southfield seeks utilization review coordinator. Nursing school degree and knowledge of medical terminology required. Experience in utilization review, medical review recommended, previous U.R. and coding experience definitely plus. For consideration, please forward resume with salary requirements to: Box #500, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

X-RAY TECHNICIAN - Part time, full time, flex mornings to include some weekdays for diagnostic X-ray clinic. Redford area.
537-8155

X-RAY TECHNICIAN - Part time evenings, 6PM-10PM, for small clinic in Farmington area. Duties consist of chest & Medical X-Ray Clinic, 15200 Schoolcraft, Detroit, Mi. 48227

X-RAY TECHNICIAN, Registered and experienced. Part time, Dearborn Heights Clinic. Resume to Mrs. Hayes, 27245 W. Warren, Dearborn Heights, 48127.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK needed by medical store company. Must have accounts receivable - Accounts Payable experience. Send Resume only to Office Manager, Karin Kitchen, 14500 Merriman Rd., Livonia, MI. 48154.

ACCOUNTING CLERK. Immediate opening in Livonia for manufacturer of medical laboratory in Farmington area. Accounting experience helpful. Good working conditions. Please send letter of interest with salary history and resume to Mr. Leon at Lifetime Hoses, Inc., 36700 Northwestern Highway, Farmington Hills, MI 48018

ACCOUNTS RECEIVABLE CLERK
With computer accounting experience preferred. Salary commensurate. Apply in P.O. Box 186, Birmingham, MI 48012
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING FIRM located in W. Bloomfield hiring an energetic, self-starter secretary with excellent typing skills. Prefer individual with knowledge of word processor, general accounting & good telephone manner. Responsibilities will include: filing, bookkeeping & general office duties. Send resume to Box 456, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Experienced fast-paced Accounts Payable Bookkeeper desired. Typing 50 WPM, Good math aptitude required. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037. Attn: ACT/EC or call
353-2311 ext. 12

Accounts Payable/Accounting Clerk
Large expanding Wholesaler in Bloomfield Hills Area needs organized individual for
Process Invoices
Handle Correspondence
Must be experienced & able to type & operator calculator. Excellent fringe benefit package. Call Personnel and ask with experience. Please send resume to
Personnel Department
30400 TELEGRAPH, SUITE 240
BLOOMFIELD HILLS, MICH. 48013
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Electronics distributor seeks individual with experience in the cash application of accounts receivable. Must be accurate and well organized. Call B. A. Hoopes for appointment
525-1155, ext. 300
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Large Southfield travel company seeks experienced accounts receivable person to operate AR subsidiary. Computerized accounting system. Pleasant working conditions, salary & benefits. Call Ms Clemmer between 2-4pm.
537-8609

ACCOUNTS RECEIVABLE CLERK - Learn computerized accounts receivable, turning background preferred. Redford area. State experience & salary history. Send resume to Box #450, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE
Growing Livonia High tech company is seeking a experienced Accounts Receivable person with a minimum of 5 years experience. The individual we seek should have knowledge of billing, inventory, pricing, customer contact and computer usage. We offer an excellent salary and fringe benefit package to the selected individual who can start immediately. Call Mrs. Becker at
464-1400

ADMINISTRATIVE ASSISTANT Secretary for ad agency. Must have supervisory experience, excellent typing & administrative skills. Previous agency experience a plus. Send resumes to box 134, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT for growing financial services firm. Must be bright, intelligent & willing to learn. Send resume to: IDO Financial Services, 30833 Northwestern Hwy., Suite 137, Farmington Hills, Mich 48018.

ADVANCEMENT
Possibilities are endless in this growing company. If you have any bookkeeping or accounting/financial skills, some work experience, and if you are looking for an entry level position (not another job) position, we'd like to talk to you. Send us your resume and a letter telling us why you feel qualified for this full time position includes company benefits. Contact Reply to Personnel Manager, P.O. Box 8356, Bloomfield Hills, MI 48302

ACCOUNTING Receivable position available for noon till 9 pm shift. Requirements: Math aptitude, 10key 50 WPM. Send resume to Personnel, P. O. Box 300, Southfield, MI 48037. Attn: CO/EC

A FULL TIME entry level office position is available for a Person with past office experience to assist the front office force as a recent business school graduate or a current business school student. Duties will include light bookkeeping, computer data entry, telephone answering, etc. Excellent working conditions & benefits. Apply in person Thurs Fri. Sat. Fri 8-5 Wash Inc. Corporate headquarters, 28645 Telegraph, S. of 12 Mile, Southfield

APPLY TODAY
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
Switchboard
(Dimension)
(Horizon)
Our service has immediate temporary openings in the Livonia and Farmington Hills areas. Must have 6 months experience. Call immediately for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-8500

ASSIGNMENTS AVAILABLE
We need experienced:
- Sr. Clerks
- Typists
- Receptionists
- Secretaries
- Telemarketers
- CRT Operators
- Word Processing Oprs.

TOP PAY
BONUSES
BENEFITS
NO FEE
TROY 362-4650
DETROIT 962-9851
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

ASSISTANT rental agent wanted for large Westland Apartment complex. Must be good with people, accurate with numbers, some typing and bookkeeping skills. Call
459-5300

BILLER NEEDED
Full time for Dermatology Center in Canton area. Experience preferred. Call Theresa at:
455-7850

504 Help Wanted Office-Clerical

ASSISTANT TO CONTROLLER - medium size manufacturer in Redford area requires a person with good bookkeeping skills thru financial statements. A strong job oriented background in material stamping is necessary. This person will be office manager & responsible for our computer system. Send resume & salary requirements to Box #390, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Attention:
- Typists
- Word Processors
- PBX
- Secretaries
- Data Entry

Put your skills to work now, our assignments could lead to the job you've been looking for. Sharpen your skills *and gain the exposure you* need. Call now.
525-0330
- Bonus Plan
- NO FEE

Supplemental Staffing, Inc.
The Temporary Help People

BOOKKEEPER
Experienced full charge bookkeeper for dealership. 3 Mile & Telegraph area. Call Theresa at 455-7850

BOOKKEEPER, experienced, well versed in all aspects of accounting and bookkeeping thru financial statement. Computer knowledge helpful. 354-6035

BOOKKEEPER, experienced - capable of taking complete charge of books, ledgers, and preparation of financial statements. Salary negotiable. P.O. Box 715, Bloomfield Hills, Mich 48013.

BOOKKEEPER
FULL charge for busy lawfirm. Must have pegboard experience. Please call
Sandy 642-8388

BOOKKEEPER
Full charge, top pay and benefits. Call Mr. Ferguson at World of Rattanan, 6118 Lilley Road, Canton.

BOOKKEEPER - Full time for growing, dynamic, Birmingham firm. Must be a flexible person experienced in payables, receivables & invoicing on computer systems.
642-6535

BOOKKEEPER
Full time for drug store, experience preferred, salary & benefits. Pleasant surroundings. Call Mr. Ferguson at Rattanan, 6118 Lilley Road, Canton.

BOOKKEEPER/GENERAL OFFICE
establish Livonia office. Must have sales individual with experience in payroll, general ledger & taxes. Some typing. Hours: 8:30am-3:30pm.
Send resume to J. J. Rudell, 31644 Britol, Livonia, MI 48154

BOOKKEEPER - Mature person with typing skills, bookkeeping thru trial balance, computer input and readout experience, emphasis accounts payable, payroll taxes, purchasing. Top Benefits. Call Mr. Jack 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/OFFICE MANAGER for Farmington Hills Real Estate Developer. Our rapidly growing dynamic company needs a take-over person that does bookkeeping thru trial balance, Accounts payable and payroll. Computer knowledge very helpful. Attractive setting with good working conditions. Non-smoking office. Call
553-1100

BOOKKEEPER - RECEPTIONIST
Full time position open for experienced individual to be responsible for general bookkeeping - receptionist duties. We will contain fit your work hours starting at 8 AM daily. Deluxe company paid insurance benefits, paid vacation, convenient Southfield and 12 Mile location. Call for a telephone interview, 344-0331
NATIONAL CONTROLS CORPORATION

BOOKKEEPER/SECRETARY
Familiar with construction.
Southfield area.
356-2190

BOOKKEEPER SECRETARY for non-profit organization. Full charge thru trial balance, reconciliation, including payroll, taxes, budget reporting and projections. Operating knowledge of Secretarial skills including typing 55WPM, filing, newsletter, mailings, membership, etc. Send resume and salary requirements to: Personnel Director, 15255 Beech Daly, Redford, MI 48239

BOOKKEEPER to assist in accounting department. Will consider retired person re-entering job market. Farmington area.
855-4300

BOOKKEEPER/TYPIST
Part-time, flexible hours. Bookkeeper/Inkster area. Experience preferred. Resume required.
464-0090

BOOKKEEPING
Must be experienced in general bookkeeping procedures, including journals, ledgers, trial balance and varied detail work. Willing to learn CRT. Application deadline Friday, April 26 - 4 pm, Mon. thru Thurs. at
21901 Northwestern Hwy.
Suite 712, Southfield

CDI
Assignments available in your area for:
CLERKS
TYPISTS
SWITCHBOARD OPERATORS
SECRETARIES
WORD PROCESSORS
Call CDI the "Can Do It" company now and register. Call 319-6468 or 357-1006

CLERICAL - ENTRY LEVEL
Major computer services company in Livonia has openings for entry level clerical personnel. We require a highly motivated list learner to perform various clerical functions. For appointment call 261-8710

CLERICAL
General office, typing, filing, phones, inventory, etc. Salary negotiable.
Call Mrs. Blake
471-6132

CLERICAL PART time, Typing & filing skills required. No other experience necessary. Minimum 4 hours day, $3.35 hour. Apply in person 8AM-Noon:
Industrial & Commercial Fasteners
2300 W. 14 Mile Rd.
Royal Oak

CLERICAL
PART TIME
Several positions available for general office clerks, file clerks, typists and C.R.T. operators for our Plymouth facility. Good communication skills helpful. Mon. thru Fri. 9-5 pm, or an occasional basis. If interested apply at:
ADISTRA CORP
101 UNION ST
PLYMOUTH, MI 48170
Attn: Personnel

CLERICAL POSITION. Must be able to type and use adding machine accurately. Must be pleasant and well motivated. Must also be able to deal with representatives and customers on telephone. Must be a team player. Must have ability and desire to learn computer. Pay commensurate with ability.
271-0647

504 Help Wanted Office-Clerical

CLERICAL RECEPTIONIST
Detroit area manufacturing plant - clerical receptionist to answer phones, type or make up shipping documents. Good benefits. Send resume to Box 499, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Seeking part time person with typing skills, typing, proof reading skills for general clerical position in Southfield Socialist. Hours 16am/3pm. Call Mrs. Weiss 10, O'Brien, Central Credit Union of Michigan, P. O. Box 5210, Detroit, MI 48213

CLERK - Personnel background a must for this long term position in Warren area. Must have typing skills and know computer or word processing background.

NBI WORD PROCESSOR - needed for position in Pewe Center area. Long and short term available for top-notch individuals.

IBM PC - part time position in Birmingham for individual who can work on the Lotus 1,2,3 software and is available on a part time basis.

SECRETARY - good typing and general office skills needed for long and short term positions in Warren, Troy, Troy, Southfield and Detroit area.

IBM 5520 OPERATOR - long and short term assignments available for experienced individuals. Must also possess good secretarial and clerical skills.

WANG WORD PROCESSOR - short term assignments. Resume & salary for area for trained and for experienced individuals.

FOUR PHASE OPERATORS - long term positions available in beautiful office for individual with four phase training and/or experience.

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CLERKS
Responsible, detail oriented individuals with good clerical skills and reference. Will train. Must be able to read and write good handwriting.
559-1603

CLERK TYPIST for Birmingham law firm specializing in real estate. 35wpm, no experience necessary. Will train. Contact Judy
645-7700

CLERK-TYPIST for insurance firm. No experience preferred. Send resume to: Personnel Dept., P. O. Box 5096, Southfield, MI 48034.

CLERK TYPIST
Growing national chemical company has a place for you. Light clerical & typing skills, pleasant telephone voice and experience with Apple helpful, receiving a must. Scott offers a competitive salary, profit sharing and complete company benefits. Respond in confidence with salary requirements and job history to: Scott Specialty Gases, 1290 Centerburg, Troy, MI 48083

CLERK TYPIST
General office skills for newspaper office, north end Detroit. Type 55-60WPM, filing, proof reading, & phone. Pleasant working conditions, word processing & computer knowledge helpful. Job requirements: Mature, responsible. Apply to Box 501, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/TYPIST
Neat & accurate typist, good with figures. Hours: 8-5
555-6900

CLERK/TYPIST
needs person to work with figures, must be accurate typist, good telephone skills, related office skills helpful. Hours Available starting May 1st.
354-1885

CLONE OF MYSELF
Bright, trustworthy, dependable outgoing person for light clerical, secretarial, typing & bookkeeping skills. Must have telephone skills & be detail oriented. Mature independent for this position with well known media personality. Reference required. Reply to Box 498, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Closing Secretary
For Leading Title Firm
EXPANDING FAST
Experience in real estate closings or mortgage closings required. Birmingham area. Call before 11am
540-1633

COLLECTION PERSON
Experienced. Must be able to handle collection and follow-up. Resume with salary requirements to Box 498, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Credit Clerk/Receptionist
Immediate opening at our Southfield office. Pleasant speaking voice and good typing skills a must. Excellent salary benefit package. Send resume, with salary requirements, to:
Bankers Leasing, 28333 Telegraph Rd.
Suite 400, Southfield, MI 48034

CREDIT DEPARTMENT CLERK
Must have minimum of 2 years office experience. Typing and calculator skills necessary. Contact Keypunch helpful. Bellanville, Romulus Area. For appointment call
729-1100
An Equal Opportunity Employer

CREDIT UNION Loan Department. Large New Center area Credit Union looking for a mature person with the ability to communicate effectively with members on the telephone. Clerical and typing skills needed. Previous experience in a financial institution's consumer loan department is a plus. Send resume to: Mr. E. Berlew, 8056 Gate Arc, Detroit, MI 48213
An Equal Opportunity Employer

CUSTOMER SERVICE/
GENERAL OFFICE
Small manufacturing firm in the Livonia area is seeking a self-motivated individual to handle a variety of general office & customer service functions. Excellent math, typing, analytical & communicative skills required. Send resume with salary requirements to: Box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA CLERK
12 midnight to 4 am shift. HP-3000 series 44 experience preferred. Apply to P.O. Box 32323, Redford, MI. 48239.

DATA ENTRY/General Office. Full time temporary, 3 months. Mon. thru Fri. afternoon, 24m - Noon, weekdays. 27160 W. 8 Mile, 1 block W. of Lahser.

DATA ENTRY OPERATOR
Key to tape. Part time, afternoons 2:30pm - 7:30pm. Livonia, 525-6300, ext. 338.

DATA ENTRY OPERATOR
We are seeking an ambitious individual to work as a data entry operator in our downtown office. Any related experience helpful but not necessary. Typing at least 35 words per minute. Full time plus overtime. Please send resume to P O Box 284, Detroit, MI 48231

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