502 Help Wanted Dental-Medical

DENTAL HYGIENIST
20-30 hours per week, days, 2 evenings & some Saturdays. Livonia area. Delegate individual for pleasant, quality-oriented practice. 421-4530

DENTAL HYGIENIST
Daytime's area.
Part time Sat & Mon. evening.
453-3810

DENTAL HYGIENIST, licensed, full or part time for happy, progressive Garden City office. No experience necessary.

DENTAL HYGIENIST - In Drayton Plains area, emphasis on quality, 15 to 30 hrs per week. Call Dr. Bernstein at box 0733, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST wanted for pleasant 1-man office located in Farmington Hills area. 3 days to start. Experience preferred. Salary negotiable. Please respond to Box 734, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
All day Monday & Saturday Morning. Licensed, friendly, reliable, dependable, team oriented office. 261-8300

DENTAL INSURANCE - Must be experienced in medical, dental, commercial insurances & collection procedures. Salary: $8-$10/hr

DENTAL OFFICE MANAGER
Experience in peg board, typing, insurance, computer helpful. Looking for better dental office. 4 Mile and Newburgh, Livonia. Hight position for right person. 591-0011

DENTAL RECEPTIONIST - 2 years experience preferred. Hours: Mornings, 3 days per week, 2 evening hours. Troy. Reply to Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST Needed-Full or part time. Oxford practice in Belleville, Michigan. Experienced only. Benefits available. 697-4052

DENTAL RECEPTIONIST
Dental knowledge and experience necessary. Full time position at a busy front desk. Waterford. 681-8150

DENTAL RECEPTIONIST - Full time position in busy practice. With dental insurance, peg board, bookkeeping. Charlotte experience preferred. 348-7997

DENTAL RECEPTIONIST - experienced, full time for West Dearborn practice. Please call: 274-5060 or after 6pm. 584-8330

DENTAL RECEPTIONIST
needed Full-time, in Troy Office. Experience necessary. Please call after 3 pm. 433-2133

DENTAL RECEPTIONIST experienced full time for a dedicated oral surgery office. Patient contact, telephone, filing, and some related responsibilities. Poise and organizational skills extremely important. Call 538-8180

DENTAL TECHNICIAN
Crown & Bridge Lab. Experience in Model Work or some Metal Finishing. 477-3300

DIETARY AIDE - Sinai-Grace Hospital, 18701 Lesher Rd., Detroit. Position is seeking a part time Dietary Aide. Experience is desirable. Applications accepted Tues-Fri, from 9am-3pm. Call for further information. 537-3203

DIETARY SUPERVISOR
Dynamic individuals with proven management and organizational ability. A commitment to quality and experience required. Will be responsible for 144 skilled bed facility, dietary department. Apply at Sinai-Grace Hospital Enterprises, a national corporation. Benefits include stock plan, retirement savings plan, life and accident benefits, and much more. Contact: Chris Baldach or Director of Nursing
313-872-2500

DIRECTOR OF NURSING
For middle basic nursing home. Full time. Competitive salary, benefits. Must be RN. Experience in supervision preferred. Send resume to P.O. Box 4439, Ann Arbor, MI 48106
An Equal Opportunity Employer

DIRECTOR OF NURSING SERVICE - established dependable 60 bed town line facility in N.W. Detroit area seeks a personable, dedicated director who is direct nursing services in the morning & home by 4 p.m. Experience in geriatrics & rehabilitation preferred. Salary & benefits negotiable. Send resume & salary requirements to: Box 734, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTOR'S OFFICE in Westland need secretary with good typing skills, insurance forms and good typing skills. Immediately. 721-8020 or leave phone number in 24 hrs. Mon. Fri. 9-4. 421-4170

EEG TECH.
Experienced. Part-time.
4 Doctors. Birmingham.
Brian. 647-3400

EKG TECHNIAN
Experienced full time EKG technician for day shift in busy internal medicine office in Livonia. Please call 953-1553

ENDODONTIC OFFICE - Full & part time positions available. Assisting & taking X-Rays & some front desk. Experienced. 459-4414

EXPERIENCED DENTAL ASSISTANT, full time. Able to work in W. Bloomfield or Farmington Hills Area. Salary & benefits to be discussed. Call Marty 626-8115

Experienced
MEDICAL RECEPTIONIST
Part-time Afternoons,
Troy. 879-3570

EXPERIENCED ULTRASOUND TECH with echo cardiogram experience to do part time work in downtown area. Good fringe benefits. Send resume & salary desired to P. O. Box 3128, Southfield, MI 48037

FRONT DESK POSITION - available in growing dental practice. Soon to be busiest in Northville, experience necessary. 348-2222

FULL or PART-TIME
X-Ray Tech. - needed for busy Orthopedic Office in Southfield area. Salary negotiable.

HEALTH DENTAL SUPERVISOR for Western Wayne County retirement home. A vested position with excellent on site diet and hospitality food service. Send resume to: Box 734, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INTERIM OPPORTUNITY for a bright, enthusiastic Hygienist in our busy Grosse Pointe practice. Salary open according to qualifications & experience. Must be willing to work every & Get Paid time & benefits. Call 881-8450 at

INSTRUMENT AIDES, hours 10:30am-7pm, 1 or 2 days a week. Dependable, reliable facility in Rochester.
Call Brenda, Ann Lynn, 651-4132

INSURANCE BILLER/RECEPTIONIST
needed, full time, for chiropractic office in Farmington area. Experienced. Immediate opening. 477-8214

LPN
Full time evenings, working with handicapped children. Pediatric experience required. Call Sally 313-535-8900

LPN NURSES
Must also be able to do medical work. Mon. thru Fri. 9am-5pm. Garden City. Call for interview 425-6461

LPN to act as O.R. facility liaison for an outpatient surgical facility. 1 or 2 days week. Rochester.
Call Barb, 852-7311

MEDICAL ASSISTANT - FULL TIME
Experienced for small family practice. 8 Mile/Telegraph area. Salary negotiable. Call Nancy at 532-1242

MEDICAL ASSISTANT
Full time, experience strongly preferred. Troy location.
537-7932

MEDICAL ASSISTANT
for Podiatry office in Westland. Part time. Experience preferred but will train the right person. 326-2525

MEDICAL ASSISTANT
Part time Weymouth, Wells, Lahser Vista & Inkster. Dental insurance welcomed. 953-8423

MEDICAL ASSISTANT
Part time, Mon. & Wed. 9-6 (Flexible). Farmington area. Medical insurance billing. Knowledge of medical terminology helpful. Call 471-7600

MEDICAL ASSISTANT
Part time, Mon. & Wed. 9-6 (Flexible). Farmington area. Medical insurance billing. Knowledge of medical terminology helpful. Call 471-7600

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - PART TIME
Experienced only. Venoscure.
Bloomfield Hills
Call 645-3414

MEDICAL ASSISTANT - part time needed for Livonia podiatry office. Approximately 25 hours per week. Experience preferred but not necessary.
Call 591-3316

MEDICAL ASSISTANT for LPN
Full time position in Southfield OB/GYN office. Personable, organized person with some EKG, PFT & Holter monitor experience preferred. Salary will reflect qualifications. 948-0180

MEDICAL BILLER
Full time. At least 3 years experience. Must be pleasant & familiar with business office procedures. Send resume to:
MIDWEST HEALTH CENTER
4050 Schaefer, Dearborn, Mich. 48126

MEDICAL BILLER
with some medical work. Full time. Experience required. Excellent salary. Send resume to Box 944, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLER, experienced in Medicare Crest and old insurance. 32 hours weekly. Garden City area.
427-4052

MEDICAL BILLING CLERK
to please out old computer system. Must know medical terminology. Computer knowledge preferable. Livonia area.
427-3524

MEDICAL RECEPTIONIST/Billing. Pleasant & exciting West Bloomfield gynecology practice has an immediate opening for experienced full time receptionist. Therefore we specially ask for a friendly, caring, organized person to handle telephone, schedule appointments and assist in all areas of insurance billing & collections. 851-8400

MEDICAL RECEPTIONIST - part time. Organized, friendly, experienced person for busy OB GYN clinic on Grand River in Farmington. 477-4052

MEDICAL RECEPTIONIST - Experienced, part time with some back office experience. Southfield location. 442-3223

MEDICAL RECEPTIONIST
Full time for busy OB/GYN office. Typing required. Between Detroit & Troy. 879-7250

MEDICAL RECEPTIONIST for busy orthopedic office in Southfield. Must Pet Typing skills, medical experience, knowledge of insurance billing & pleasant telephone manner. Call Mon. thru Fri 9AM-5PM. 569-4191

MEDICAL RECEPTIONIST
Full-time position. Experienced in OB/GYN. For busy office in Farmington Hills. Medical insurance. 476-4500

MEDICAL RECEPTIONIST
Family Practice. Experience in Typing, knowledge of billing & insurance. 30 hours. Redford. 937-8123

MEDICAL RECEPTIONIST - Full-time for busy Detroit doctor's office. Must have 2 years of office experience and know insurance. Nancy 427-3566

MEDICAL Receptionist. Full time position for busy Internist. Experience in typing, peg board, insurance forms and billing. Benefits. Farmington-Southfield. 559-6243

MEDICAL RECEPTION/Billing Clerk - for private solo Internist Oncologist in Farmington Hills. Approximately 20-30 hours per week. Must have medical office experience, know medical transcription, peg board and trained in the new 1995 Blue Cross/Medicare rules. Salary dependent on skills and experience. Mon. Tues. & Thurs. call. 737-7551 Wed. Fri. weekends avail. 626-7222

MEDICAL RECEPTIONIST
Full time, 4-417M. Must be pleasant & have general medical skills. Call Mon. Westwood Health Center, Dearborn 581-6067

MEDICAL SECRETARY
Part time, Mon., Wed. & Fri.
Experience desired. Excellent starting pay. Garden City area. 522-4044

MEDICAL TRANSCRIPTIONIST
Experienced only, word processing experience. Southfield office located in Southfield. Call 533-3931

MEDICAL TRANSCRIPTIONIST
Part time, for Southfield orthopedic office, 2 days. Must type 60 WPM. Call and part time between 8-5pm. 352-2882

MEDICAL TYPIST
Temporary full time position for industrial office. Hours 8-5. Call Personnel at Hobbie at 348-8200 Ext. 237.

NUCLEAR TECHNICIAN
Full or part time. Northeast kitchen office. Call 838-6103

NURSE AIDES
Accepting applications for Nurse Aides. A few openings for full or part time. Experience preferred or will train. Training program is available for nurse aid certified persons. Apply:
FRANKLIN MANOR
Convalescent Center
31100 Franklin Rd., Southfield
355-7333

NURSE AIDES
Experience Nurse Aides needed for full and part time positions with Apy'n'al. 788-4300

Four Chaplains
28349 Joy Rd. Westland
(Between Inkster & Middlebelt)

NURSE AIDES - full time, 3-11pm shifts for Glenwood Convalescent Center in Plymouth. Call Mon. thru Fri. 9-4. 455-0350

NURSE AIDES
Full time. Day and midnight shifts available. Since nursing assistants will train. Must be 18. Apply in person only. Kindercare Learning Centers, Westland Home, 8341 Newburgh Rd., Westland, near Joy Rd. No phone calls.

NURSE AIDES
MALE ATTENDANTS
LIVE-INS
With 18-24 mos. hospital or nursing home experience needed for home care in the area of the Farmington, W. Bloomfield area. Must have own transportation. Call 661-0144 Mon. thru Fri. 8:30-3:30 424-8374

NURSE AIDES & GIRDLERS
All shifts. Apply Nightingale Nursing Home, 14151 S. Hale, Sterling Heights. 939-9700

NURSE ASSISTANTS
Full & Part-Time
FARMINGTON NURSING HOME is accepting applications for experienced and inexperienced Nurse Assistants for all shifts. After completion of our FLCE training class, you may become eligible for a position with benefits. Apply in person, Mon. thru Fri. 9am 1-4pm.
Farmington Nursing Home
30405 Folsom
(Near 8 Mile-Gerdan Lake)

NURSING AIDE
Experience preferred. Day shift position. Full and part time. Salary commensurate with experience. Whispering Willow Manor, Canton. 459-7660.

NURSE AIDES - experienced and/or certified. Please apply at Mt. Vernon Nursing Center, 30166 Greenfield, Southfield. 557-0259

NURSE AIDES
For home care. Immediate positions in Livonia & Redford. Must have car, clean abstract, own phone. Give years of nurse aide experience. Certified Aides, recently graduated welcome. 442-6452

NURSE AIDES
Wanted for nursing home in Plymouth seeks full and part time Aides, all shifts. Apply at Mayflower Health Care, Northville Lines, 599 W. Ann Arbor Trail. 453-2400

NURSE AIDES - Immediate employment in your own area for Livonia's or Redford's convalescent centers for a national company. Must have own transportation. Job assignments cover the entire Metro area. Call Mon. thru Fri. 9-5 for Livonia, Call Ms. Ann at 261-9500, for Redford, Call Ms. Dee at 532-0300.

Nursing Assistants
Full and Part Time
Apply in person
Mon. thru Fri. 9-4
Bloomfield Hills Nursing Home
4747 Telegraph Rd.
Bloomfield Hills
Call Cathy
476-8300

502 Help Wanted Dental-Medical

NURSING AIDES
needed for 40 bed nursing home located in Southfield. Contact Director of Nursing. 557-3233

NURSING ASSISTANTS
Experienced. Needed for all shifts.
Apply in person.
MIDDLEBELT
NURSING CENTER
14600 Middlebelt Rd., Livonia
MIDDLEBELT-HOPE
NURSING CENTER
34410 Grand River, Westland

OPTICIAN'S AIDE
Experienced in dispensing & fitting glasses, full time. Benefits. Resume to Box 728, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC ASSISTANT
Experienced. Skills in communicate with experience. Must know all phases of Optometric Office. City of Farmington. 476-6575

ORAL SURGERY ASSISTANT
Bloomfield Hills
No Evenings - No Saturdays
Call 645-3414

ORAL SURGERY ASSISTANT/Receptionist, full time with excellent fringe benefits. Experience in dentistry preferred. 547-6830

ORGANIZED PERSON for bookkeeping, typing, billing, etc. for dental practice. Dental lab. Some dental background preferred. Ask for Ann 541-3356

PART TIME
BILLERS
TROY MD seeks billing experience for part time evenings & afternoons Salary open. Employer fee paid.
DAVIS-SMITH
MEDICAL RECRUITING SERVICES
557-7200

PART TIME or Full time receptionist for Podiatrists Office in Garden City. Experience preferred but not necessary. Call between 9am-5pm 563-2581

PHARMACY
TECHNICIAN
PART TIME
Experience in I. V. Room required. Computer experience helpful. For details contact:
GARDEN CITY HOSPITAL
421-3300, EXT. 277
An Equal Opportunity Employer

PHYSICAL Therapy Aide/Receptionist full time position available in Troy area. Must have typing experience, part time Call 557-7338

PRIVATE PRACTICE MADE A LITTLE HASSLE. True autocomy with medical back ending these skilled retired/unemployed staff. 455-4656

RADIOGRAPHER
Full time position for experienced radiographer with an expanding portable X-ray company in Southfield. Please send resume to: P.O. Box 2325, Southfield, MI 48037, Att: Sue

RECEPTIONIST - for ophthalmology office, experience helpful, telephone a must. Send resume to Box 434 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/BILLER
Part-time for busy Clinic Office. Reply to Box 439, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Experienced preferred, evening & Saturdays. Oxford medical office, Garden City. 427-3260

EXPERIENCED
MEDICAL RECEPTIONIST
for busy fast-pace specialty office in Southfield. 559-3152.

RECEPTIONIST NEEDED for Birmingham Dr's office, please send resume to Box 434 Observer & Eccentric 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for doctors office, part time. Must have experience with billing, knowledge of medical terminology, good typing skills, good handwriting, neat appearance and friendly manner a must. Only serious applicants need apply. 626-1343

RECEPTIONIST wanted for a busy optometrist office in Livonia, requires pleasant, good telephone skills, to work well with people. Send resume to Box 8748, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST NEEDED for small medical clinic in Livonia. Office skills & knowledge of computers helpful. Please contact Michelle at 464-6450

RECEPTIONIST
For Orthopedic Department. Experienced preferred. Full time. Call Beth at 313-416-7270

RECEPTIONIST in Southfield Orthopedic doctors' office. Must have experience in Blue Shield/Medicare/Medicaid billing & pension forms. Full time. Excellent benefits. No Saturdays. 559-4715

RECEPTIONIST
Interesting positions in MD's Specialty offices. Medical insurance, medical area, filing experience, schedule has patient patients, appointments, pegboard experience helpful. Excellent opportunity. Salary commensurate with experience. Excellent opportunity. Starting salaries $7.50 an hour.
DAVIS-SMITH
MEDICAL RECRUITING SERVICES
557-7200

RECEPTIONIST
MEDICAL RECEPTIONIST
MEDICAL ASSISTANT
Full time positions. Salary negotiable. Troy area. Hamilton Personnel office. Call 637-5406

REGISTERED X-Ray Technician for portable work in Metropolitan Detroit. Full benefits. Some "On call" required. Call Dennis 313-278-7718

RN/LPN - Flexible person wanted for busy chiropractors office. 36-38 hrs. weekly, previous chiropractic preferred, but not necessary. Mail handwritten resume to 3316 S. Wayne Road, Westland, MI 48185

RN - HOME CARE COORDINATOR
Part or full time for busy home health agency to access & follow up home care. Excellent pay & benefits.
Midwest Home Care 373-2500

RNs and LPNs
Full-time, 3-11pm shift.
Apply in person
Georgian Bloomfield
2075 N. Adams Rd.
Bloomfield Hills

RN'S
FULL OR PART-TIME POSITIONS in facility for mentally retarded. Day shift. Nation's largest long term care corporation. Excellent salary and benefit package. Call for interview.
729-0857
An Equal Opportunity Employer

RNS - LPNS
Part time all shifts. Please apply at 34716 Greenfield, Southfield.
557-0259

RN's - LPN's. Progressive geriatric facility seeking RN's and LPN's. Experienced in long term care. Part time positions available. Call Mrs. Lee, Director of Nursing at 261-8300

RNs or LPNs
Attending specialists for full-time afternoon and midnight shifts. Staff nurse position, flexible schedule and great benefits. Contact Bette Meadow, RN, Director of Nursing at the
Farmington Nursing Home
477-7400

RN'S
work close to home. Flexible schedules, full or part time, 10PM, 11PM, 03AM, 3AM, Pine Cove
424-6120

RN's
Continental Care Centers, Inc. Atlantis Center, 11820 W. 8 Mile, Detroit. Medical Director, Medical Director, Director of Nursing, Staff Development, Staff Nurses, Charge Nurses, Medical Director, Director of Nursing, Staff Development, Staff Nurses, Charge Nurses.
Call Cindy 313-341-0470

RN'S - LPN'S
To schedule home care cases in Oakland/Wayne. Flexible hours! Medical & commission shifts avail. Medical Home Care
313-953-0400

RN'S
For home care in Mt. Clemens area. Flexible hours. Medical & commission shifts avail. Call Mon. thru Fri. 9-5 Medical Home Care
313-953-0400

502 Help Wanted Dental-Medical

TRANSCRIPTIONIST
Birmingham MD office. Transcribing, light some variety. Board certified, recent patients. Experience necessary. 647-3400

TRANSCRIPTION for Troy MD office. Excellent opportunity. Experience necessary. 362-8125 evenings

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

WE WANT YOU!
If you have a background in the medical field such as billing, insurance verification, good secretarial skills with some knowledge of medical terminology or CHT experience, let us place you in a temporary position. Call
TEMPORARY
PROFESSIONALS
478-6815

X-RAY TECHNICIAN
For Livonia Dental practice, part time, Mon. Wed. Thurs. 8am-5:30pm. Hired not to be trained. Call Carol, 476-8450

504 Help Wanted Office-Clerical

ACCOUNTANT
For local tax station
Meet & greet local personnelles
Call Marilyn 646-6262

ACCOUNTING CLERK
Immediate full time position open. Bookkeeping experience & type 25 wpm. Send resume or apply at: Livingston - Oakland County Probate Court, 1200 N. Telegraph, 2127 Liberty Ave., Farmington, MI 48334, Attn: Personnel Dept.

Accounting Clerk
Immediate full time position available for person with experience in receivables. Must have some CHT experience and good communication skills. Light typing skills also required. Send resume or apply at your letter with salary history to: Box 408, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK, entry level, some experience necessary. Non-smoking office.
Call Patty, 557-4558

ACCOUNTING CLERK/Bookkeeper - Accounts Clerk/Bookkeeper needed for metro-company Southfield office. Send resume to Controller, P. O. Box 310, Southfield, MI 48037

ACCOUNTS PAYABLE CLERK
Southfield insurance company, 1 or more years experience. Typing 40 WPM. Call between 8-9 a.m. 352-3811, Ext. 17

ACCOUNTS RECEIVABLE - General ledger experience preferred. Contact Douglas Clement, 959 N. Woodward, Birmingham.

ACCOUNTS
RECEIVABLE
$13,500
Corporate offices of Fortune 500 company seeking full benefits, good interpersonal and greatly Christmas bonus. Qualified candidate will have previous A/R experience and typing 35 wpm.
ALLEN PERSONNEL AGENCY

ADMINISTRATIVE SECRETARY
City of Clawson, salary range $23,323 to $28,323 annually. Must have comprehensive benefit package, desired qualifications include: AA degree, 3 years of good phone communications, public relations College degree desirable, 5 years of experience in job duties, project coordination & administration. Cross training to allow for department back up. Word processing experience helpful. Governmental background desired. Send resume to D. Mayer, Grant, P. O. Box 2 1015, 425 N. Main, Clawson, MI 48017

ADVERTISING AGENCY
SECRETARY
If you think you're a cut above and like to be involved with interesting activities this position is the most challenging and rewarding job you can find. An upbeat personality and good typing for this fast paced operation. 553-2020.
SNELLING & SNELLING

AGGRESSIVE PERSON needed. Typing required. Will train. Sales experience preferred. Southfield area. 352-3200

AMBITIOUS, energetic person for part time position in Union Lake for home improvement firm. Sales & Marketing include phone work, secretarial work & accounting. Hours negotiable. Contact Women's Apparel to Retail Stores - in Downtown & at Trade Shows. Some travel required. Salary plus Bonuses and Travel expenses paid. Will interview week of Aug. 5th. Mail resume to Organically Grown, 24111 N. Moreland, Cleveland, Ohio 44122. Attention: Mr. Lortig 216-921-6320

A NEW CAREER
Can be yours if you live in Oakland County except Pontiac, Pontiac Twp., White Lake, Waterford Twp., Orion, Orion Twp., Independence Twp., Auburn Hills, Rochester Hills, Rochester & Waterford Twp. - and have limited income or are unemployed. Training offered in Troy for Legal Secretary and Medical Office Assistant. Training in Computer Accounting. These programs are government sponsored and provide transportation allowance - call Ms. Rosen now. 855-9100

APPLICANT PROCESSING
CLERK
Immediate opening in our Membership Division for an individual to process new membership applications. Applicants are detailed oriented, require an individual capable of working independently. The individual must possess good organizational skills and have the ability to work at a fast pace and meet deadlines. Qualifications for this position include 35 wpm typing, data entry experience, excellent phone skills and 1-3 years general office experience. We offer competitive salary and benefits and a pleasant working environment. Please send resume to:
D. Lennard
P.O. Box 2227
Southfield, MI 48037
Equal Opportunity Employer M/F

APPLY TODAY
Switchboard
(Dimension)
(Horizon)
Clerk Typists
(65-50wpm)
Senior Typists
(65wpm)
Our service has immediate temporary positions in Troy, Farmington Hills and Southfield areas. Must have 6 months office experience. Call immediately for an appointment
Somebody
Sometime
Temporary Help
Livonia 477-0000
Madison Hts. 545-1700
Southfield 272-6500

Alert & Dentring Supply in Detroit Cultural Center currently in need of a typist/receptionist. Full time position. Call skills listed, salary negotiable, benefits. Call Linda, 831-1420

ASSISTANT
BOOKKEEPER
Work with a knowledge child PC. Lotus 123 helpful, accounts receivable. Farmington Township manager position. Call for interview, resume required.
478-5189

ATTENTION
LEGALSECRETARIES
Open Hours
Thurs., July 20, 5-8 PM
If you are looking for more money and greater benefits, we are having an evening open house for Top Legal Secretaries to discuss a challenging career with a top Detroit firm. Stop by at 1000 Maccabees Center, 25925 Telegraph, Southfield. Call Jo-Ann, Legal Staffing, 352-7007

504 Help Wanted Office-Clerical

ASSIGNMENTS
AVAILABLE
Long & Short Term
We need experienced
- Bookkeepers
- Receptionists
- Stenographers
- Word Processors

TOP PAY
BONUSES
BENEFITS
NO FEE
Troy 362-4650
Detroit 962-9650
Livonia 464-9490
Toll 354-0555
OLSTEN
Temporary Service
An Equal Opportunity Employer

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.

Southfield 569-7500
Pontiac 338-0740
Warren 977-5740
Livonia 525-0330
Dearborn 565-8060
- Bonus Plan
- NO FEE

Supplemental
Staffing, Inc.
The Temporary Help People

AUDIO/VISUAL FILM
seeking bright, self-starter for full time clerical position. Responsibilities will include typing and processing of film and audio tapes, data entry & receiving operations, and general office duties. Applicant should possess typing skills of 35wpm. Experience with word processing and 10key helpful. Excellent salary & benefits package. Please send resume to: Personnel, 18720 Hubbard, Detroit, Mich., 48235

Accounting Clerk Positions
Experienced but not necessary. Please apply at:
10250 Grand River, Farmington Hills.

AUTOMOTIVE
SALES
SECRETARY
Immediate opportunity with a very large metro Indiana office. Good organizational and secretarial skills is the key to success in this position. Salary $15,000 to start. Call 353-5200 now!
SNELLING & SNELLING

AUTO - SWITCHBOARD
Immediate opening for switchboard & receptionist. Must have some experience and be able to type 45 wpm. Pleasant working conditions. Good benefits. Pontiac Chevrolet, 38111 Telegraph, Southfield.

A. V. Co. - Dependable & efficient person to work 37 to 40 hours/wk. Experience helpful. Will train. Call 851-7000 Phone, filing, filing, sales & purchasing. Typing 25 WPM plus.

A. V. CO. has opening for dependable, self-starter person to handle sales, budgeting, purchasing, billing, correspondence, & phone. Experience preferred. Typing speed of 35 WPM plus.

DATA TYPIST TO $15K PLUS
Entry Level, Type 50WPM.
Employment Connection 649-4150

BILLING CLERK
Immediate opening for a detail-oriented person. Responsibilities include billings, and client contact. Video experience helpful. Salary commensurate with experience. Send resume or call 23400 Michigan Ave., Dearborn Hills, MI, 48124, Att: Yvonne.

BILLING
CLERK
$13,000
Afternoon shift, Taylor location. Handle data entry of billing information into computer for large Southfield based company. Experience on 10-key adding machine. Light typing. Medical benefits, dental plan and company paid life.
525-7370
ALLEN PERSONNEL AGENCY

BILLING CLERK
Full time position available in our billing Dept. Must have knowledge of billing, excellent organizational skills, attention to details and handle multiple tasks to work with both manual and computerized billing systems. Qualified candidates send resume and salary requirements to:
ADISTRA CORP.
101 Union St.
Plymouth, MI. 48170
Att: Personnel

BIRMINGHAM - General Contractor needs receptionist with light typing & computer skills, math aptitude desired. Call between 8-10 AM. 644-8116

BOOKKEEPER Accounts Receivable position requires strong accounts receivable. Position is for large distributor of 420 accounts. Good typing skills required. Excellent benefits. Send resume to PO Box 32437, Detroit, MI 48232.

BOOKKEEPER - accounts payable, accounts receivable, payroll experience required. Medical billing helpful. Resume to: Care Center Management, 3200 Greenfield Rd., Farmington Hills, Mich 48334, attn: H. Ferguson

BOOKKEEPER ANALYST
8 years experience in total Edition. Part time. Send resume to Bloomfield Hills area, 4800 Telegraph Road, Box 8, Birmingham, MI 48010.

BOOKKEEPER
Flatter Building area - medical growing company (from seven to ten) seeks bookkeeper. Must be experienced in all areas of bookkeeping, benefits, good general knowledge, computer skills helpful. Salary commensurate with experience. Send resume to 15800 Joy Rd. East Detroit or Fax (313)852-1611, Att: Bookkeeper.

BOOKKEEPER - full charge for fast paced Southfield sales office. Must have strong accounts receivable, cost control & general ledger experience. Send resume & salary requirements to: Box 434 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full or part time, for apartment complex near Metropolitan Airport.
Call 595-4615

BOOKKEEPER, Fish Charge, Part-time (4 days a week), for Bloomfield Hills Law Firm. Good resume for Bookkeeper, 501 N. Woodward, Suite 3300, Bloomfield Hills, MI 48304

BOOKKEEPER - full charge thru trial balance. Computer experience preferred. Troy company. Send resume & salary requirements to: Box 778, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER: Part time, full charge thru trial balance. Experience with payroll taxes & accounts payable. Computer experience necessary. Benefits. Dept. 462-5500

BOOKKEEPER - part time for accounting activities thru Trial Balance. Pleasant surroundings and working conditions. Send resume, salary, experience and skills. Call for interview. 358-8220

BOOKKEEPER/PART TIME
Thru general ledger. Flexible hours. Southfield area. Reply in confidence. 443-2858

BOOKKEEPER - Public Accounting experience. Full charge bookkeeping and accounting firm. Flexible hours available. 557-7200

BOOKKEEPER/TYPIST
needed for manage large collection practice of Southfield Town Center law firm. Experience & references necessary. Non-smoker. 358-4545

BOOKKEEPER
3 years experience for CPA Office, Northwest Suburb. Good working conditions, competitive salary, benefits package. Call Marilyn 348-7408

BUDDY'S RESTAURANT needs sharp person for cashier, bookkeeper, and other skills for restaurant office. Only experienced need apply. Good benefits and salary. Apply in person: 29000 Grand River - Northwestern & Middlebelt, Farmington Hills. Call for appointment.
855-6323

BUSY REAL ESTATE office in Farmington Hills area. Position needed to be Receptionist & Secretary. Must be an excellent typist. Must have good & excellent Benefits. Send work experience & salary desired to Box 8479, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREER
Potential Sales, Data Processing, organizational skills plus detail ability & people interaction are you on this career path? Call - FEE PAID
Call: 649-4144
HARRIET SORGE
PERSONNEL

Cashier/Switchboard Operator
Medical home care company experienced operator needed for high volume Southfield department. Salary DOE. Call 557-7200
SOUTHFIELD BOOD
24425 W. 12 Mile Rd
Southfield, Mich 354-6000
An Equal Opportunity Employer

CHAMPION TOWING COMPANY
In Livonia area needs energetic person to quote & book charters. Good phone personality & high typing skills. Must have responsibility & a team player. Salary increase paid resume to Box 740 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANT with excellent typing skills. Civil experience a plus. Job entails very detailed record keeping, filing and assisting the production of a catalog. Reply to Vice President Development, P.O. Box 7015, Bloomfield Hills, Mich., 48323.

CLERICAL
entry level, typing, filing. Will train. Southfield area. 644-8250

CLERICAL/GENERAL OFFICE
Busy office in North needs mature person, high school graduate, some experience, good telephone skills. Job includes: Light typing, filing, light bookkeeping, daily production sheets, and other duties as assigned. Salary commensurate with experience. Benefits included. Non-smoker preferred. 348-3220
An Equal Opportunity Employer

CLERICAL
Michigan regional insurance adjuster, located in Southfield, has an excellent opportunity for a good typist to do a high premium audit department.
This position requires a variety of clerical skills. Accurate typing of 40-45 wpm, phone manner, organization, and a flair for detail. The best candidate will have a high school level and be detail knowledgeable to handle very diversified duties.
Skills will be tested. Qualified candidates should call Mark at 810-557-9100.
MICHIGAN MUTUAL INSURANCE
An Equal Opportunity Employer

CLERICAL - Part time
Mature woman with clerical skills wanted for legal secretarial position. Hours noon to 5 pm. Will train. 353-2212

CLERICAL - part time
8am - 12 noon. Typing, filing, general office duties.
Hired
251-4239

CLERICAL
& phone work. Mon. thru Fri. 1:30-5:30pm. Dixie Farm Agency, Troy. Call 679-4401

CLERICAL POSITION with Apartment complex. Must be good typist & able to meet the Public. Mon. thru Fri., full time. $5.00 per hour.
647-8393

CLERICAL/SECRETARIAL
Interesting opportunity for a person with clerical/secretarial skills. Should have 3 years experience. Must have good skills with typing and knowledge of Dictaphone experience. Must be a detail oriented person. Please send resume with work and salary history to: Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK - CUSTOMER SERVICE
Mature, reliable. Good with people, telephone. Light typing. Detail oriented to details. No smoking. Send resume to Mrs. R. Asher, Inc., 18718 Greenfield, Southfield, MI 48076

CLERKS
Large suburban financial firm needs clerks with light type and figure ability. Hours are Mon. thru Fri.
Southfield 569-1878
Bloomfield Hills 332-2633
VICTOR
TEMPORARY SERVICES
M/F DD

CLERK-TYPIST
Established Birmingham Corporation needs full time Clerk-Typist, full time. Good Salary & benefits, free parking. Office located in downtown Birmingham. Reply to Box 619, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK-TYPIST
Established Birmingham Realtor seeks person with Real Estate or related background to work in talented position in busy office. Call Mrs. Kaplan at 642-7700. Reply to Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Estate Planning firm in Bloomfield Hills needs Receptionist with good secretarial skills, typing 50 wpm, computer experience. Send resume to Cindy Oliver, Octagon Corp., 818 W. Long Lake Rd., suite 100, Bloomfield Hills, MI 48310.

CLERK-TYPIST
Immediate opening for individual to work in our office. Must be able to drive a Van at Newburgh. Candidates must type accurately minimum 50 WPM and have the ability to deal effectively with the public over the phone. Must have good math skills and be familiar with features machines and office procedures. Apply in person 10am-5pm, Monday-Friday.
First Federal
of Michigan
37077 W. 8 Mile, Livonia
An Equal Opportunity Employer

CLERK/TYPIST
RECEPTIONIST
Excellent position with large manufacturing company. Great starting salary. Great benefit package. Ask about our new benefit package and find out why we are "Ahead of the Herd".
NOVELTY KNITS

ENTECH
SERVICES, LTD.
909 Chicago Rd., Troy
332-4350 698-6010

504 Help Wanted Office-Clerical

CLERK TYPIST
Speed & accuracy a must!
8 Mile - Evergreen Area
Call Ann Marie
Trey
477-3232

CLERK/TYPIST - temporary full time position for someone with good typing skills. Call Jan Eckwall 649-1577
TEMPORARY ALTERNATIVE - TROY
Equal Opportunity Employer M/F

Closing Secretary
Leading title company in Birmingham. Need detail oriented and good typing skills required. Real estate closing experience helpful but will train qualified person. Call between 10am and 2pm 910-1633

COMPUTER OPERATOR/
PROGRAMMER TRAINEE
Must be High School graduate with 6 months - 1 year experience in Basic Language. Some College education a plus but a year degree not necessary. Send resume to Mark J. Hunt
Baybrick Mfg. Corp.
11 E. Ellsworth
Leonard, MI 48238

COMPUTER OPERATOR
Medical office in Farmington area. Hours 8AM/4PM. DOS/WS (3) Environment, including power, CICS, IDMS, Good resume & salary requirements to: Box 8126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

APPLE II COMPUTER OPERATOR
to work Mon. and Fri., Beverly Hills Dr. Orthodontist, Bloomfield.
P.O. Box 903, Southfield, Mich