502 Help Wanted Dental-Medical

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

MEDICAL TRANSCRIPTIONIST
Part time, for Southfield orthopedic office, 3 days. Must type 80 WPM. Call Sandy, between 9am-5pm. 352-2181

PHYSICIAN Individual with consultation background including degree for head trauma rehabilitation clinic. Send resume to Mr. Kurt Kim-Clinical Supervisor, 301 W. Fourth St, Suite 150, Royal Oak, Mich. 48067.

NORTHWESTERN MICHIGAN DRUG STORE needs working partner with capital $,000 up. RL, high volume, computerized promotional. Ideal location. Retiring. Reply: 106 Clinton St., Charlevoix, MI. 49720.

NURSE AIDES
Accepting applications for Nurse Aides. Nursing experience full or part time. Experience preferred or will train. Training program is available for those interested in a career in nursing and caring persons. Apply:
FRANKLIN MANOR
Convalescent Center
24900 Franklin Road, Southfield
352-7200

NURSE AIDES
Experienced nurse aides needed for full and part-time afternoon shift. Apply at:
Four Chaplains
28349 Joy Rd. Westland
(Between Inkster & Middlebelt)

NURSE AIDES
Full time. Day and midnight shifts. Experienced nurse aides will train. Must be 18. Apply in person only, Mn. thru Fri., 10-4. Oakland Nursing Home, 8345 Newburgh Rd., Westland, near Joy Rd. No phone calls.

NURSE AIDES & GOODFELLOWS
All shifts. Apply Nightingale Nursing Home, 14151 E. 13 Mile, Sterling Heights 939-0200

NURSE AIDES & ORDERLIES
Full and part time, all shifts. Experience not necessary. Apply Camelot Nursing Convalescent Center, 522-1444.

NURSE ASSISTANTS
Full & Part-Time
FARMINGTON NURSING HOME is accepting applications for experienced nurse assistants. Full time available for all shifts. After completion of our PHILOSOPHY of care, you may become a member of our quality care team. Apply in person, Mon. thru Fri. 9am to 4pm.
Farmington Nursing Home
30405 Folsom
(Near Mill & Grand Lake)

NURSES AIDES
A challenging position to care for the mentally handicapped in modern, non-high institutions available. Call Oak Hill Care Center Mon. thru Fri. 8-4:30 at 477-7373

NURSES AIDES
Small home atmosphere in Plymouth seeks full and part time Aides, all shifts. Apply personnel, Trail Ridge Nursing Home, 395 W. Ann Arbor Trail, 453-3883.

NURSING ASSISTANTS
Free training for some certificates (with guaranteed employment upon completion). Apply Mon. thru Fri., Bloomfield Hills Care Center, 30 W. Square Lake Rd.

NURSING ASSISTANTS NEEDED
Experience needed for all shifts. If you would like to share your talents with the elderly, apply in person and we will include you in our "Care Team Concept".
Middlebelt Nursing Center
24600 Middlebelt Rd. Livonia
or
Middlebelt Hope Nursing Center
24610 Middlebelt Rd. Livonia

OPTOMETRIC OFFICE
Salary commensurate with experience. Experience helpful but will train. Optometric office but will train.
City of Farmington. 476-8855

ORAL SURGERY ASSISTANT
Livonia
No Evenings - No Saturdays
477-2323

ORGANIZED PERSON for bookkeeping, phones, billing, etc. in Dearborn area. Good job for responsible, stable person. Call 561-3036

ORTHODONTIC LAB - Chairside assistant. Must be able to work independently in this position, experience preferred but not essential. Farmington Hills area. No weekends 626-8063

ORTHODONTIC STAFF MEMBER

We are seeking a kind, compassionate, people-oriented person to join our orthodontic team. We want to enjoy working with this individual, who is motivated, bright, open, ambitious, confident and happy. This individual is genuinely committed to a health-centered lifestyle. You will have the opportunity for personal growth, continuing education, and a chance to develop your skills in a supportive environment with a team that is eager to offer a broad range of financial and emotional benefits. If you are a dental Hygienist or an experienced Orthodontic Assistant with a desire to reach your full potential please call 644-0346, between 8 AM. - 12 AM., and 2 PM. - 5 PM., Monday or Tuesday.

We think you will find our Birmingham office setting is pleasant, beautiful and the experience rewarding.

— Edward Bayless, DDS
Stephen E. Hershey, DDS

PARAMEDICS - Full time and part time openings. Competitive wages. Excellent benefits. Apply: Community EMS, 20463 Grand River, Detroit.

PEDIATRIC NURSE, home care. Use your pediatric knowledge in the home health. Part time, full time available. (or Saturday Only. BSN with home care experience preferred.
Tri County Home Health Care, Inc.
Contact Marge Rombach. Between 9am-5pm
PHYSICAL Therapy Aide/Receptionist for private outpatient clinic in Southfield. Must have typing experience, part time. Call 557-7577

PIONEER - CANTON - YPSILANTI - WESTERN WAYNE - Nurse Aides, hospital & nursing home experience. All shifts available. Immediate assignments, bonuses.
Per Care Inc. 1-800-822-1942

PRIVATE PRACTICE MADE A LITTLE EASIER. True autocomy with medical backup. Only those with established caseload call.
455-4534

RADIOGRAPHER
Full time position for a registered radiographer with an expanding portable X-Ray company in Southfield. Please resume to: P.O. Box 3738, Southfield, MI 48037, Att: Sec.

RECEPTIONIST/BILLER
Part-time hours, Canton Office. Reply to Box 416, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED
MEDICAL RECEPTIONIST
for busy fast-pace specialty office in Southfield. 557-3150.

RECEPTIONIST wanted for a busy optomatology office in Livonia, requires typing and telephone ability & work ethic. High people, bend resume to box 8738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
For Ophthalmology Department. Experienced preferred. Full time. Call Beth at 348-3066.

RECEPTIONIST in Southfield Orthopedic doctors' office. Must have experience in typing, filing, telephone, medical billing & pegboard posting. Full time. Excellent benefits. No Saturdays.
569-4710

RECEPTIONIST - PART TIME
Including one evening & half day on Saturday. Experience preferred. Diplomate trust office, in Garden City. 427-3060

RECEPTIONIST for growing Rehabilitation Medical Office. Experience necessary. Must know insurance & pegboard. Overtime opportunity. Call Sharon, 355-8001

RECEPTIONIST/insurance billing. Part-time, (Eve's, approx. 18 hrs. wk.) for small mental health clinic in Livonia. Good math skills & accurate typing a must. Must be dependable. 513-5158

502 Help Wanted Dental-Medical

RECEPTIONIST - for medical clinic, Birmingham area. Must have some clerical experience. Good salary. No evening hours. Negotiable fee. Beryl Perlmutter, 24641 Coolidge, Oak Park, 548-3055

REGISTERED NURSE
MEDICAL RECEPTIONIST
MEDICAL ASSISTANT
LPN
Full time positions. Salary negotiable. Troy area. Plastic surgeon's office. Call 557-5706

REGISTERED X-Ray Technician for portable work in Metropolitan Detroit. Full benefits. Some "On call" required. Call Donna 358-3728

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

RN - part time, for Birmingham Doctor's office. Please send resume to:
BIRMINGHAM OB-GYN Associates
503 Pierce, Birmingham, MI 48009 or phone: 644-8100.

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

RN'S - LPN'S
Growing home care agency is seeking qualified individuals interested in providing private duty cases throughout Oakland County. Hours of days & part time. Call between 10am - 4pm, Mon. thru Fri.
OAKLAND NURSING UNLIMITED
540-2360

RN'S & LPN'S
Taking applications for full time & part time all shifts. Apply in person 1-4pm, Mon. thru Fri., Bloomfield Hills Rehabilitation, 50 W. Square Lake Rd.

RN's - LPN's. Progressive geriatric facility seeking RN's and LPN's. Experienced preferred but will train. Part time positions. Excellent wages & benefits. Contact Mrs. Pieczinski, D.O.N. at 318-6410

RNs or LPNs
Accepting applications for full-time afternoon and midnight shifts. Staff nurse position. Flexible schedule and competitive salary. Contact Mrs. Lindow, RN, Director of Nursing at the
Farmington Nursing Home
477-7400

RN'S
work close to home, flexible schedules, top dollar, NICU, ICU, CCU, M/S
Pri Care Inc 432-4500

SERVICE COORDINATOR
To schedule home care cases in Bloomfield Hills. Excellent clerical & communication skills required Mid-west Home Care 626-8444

UNIQUE FRONT-DESK Position in progressive, quality care Dental Office. Dental Computer experience preferred. Benefits & career opportunities
Ask for Susan. 421-0700

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

WORK OUT of your own home: On-call coordinators. Immediate need for home health agency, part time. Call Mon - Fri, PARAMEDICAL 644-8121 or 644-8441

X-RAY TECHNICIAN
Registered. Part-time only for Southfield orthopedic office. Call 569-4883

X-RAY TECHNICIAN
For Livonia Orthopedic surgeons, part time, Mon. Wed. Thurs. 9am-5:30pm. Need not be registered. Call Carol 474-6800

X-Ray Technologist
To work mostly weekends and additional week day work when available. Experience in vascular studies, will serve as back up to drive truck for transporting portable X-ray equipment. For details contact
GARDEN CITY HOSPITAL
261-8300, Ext. 277
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT
Major beverage company is seeking a 2 year accountant. Experience required. Knowledge of the Metropolitan Detroit area. The candidate we seek should have computer knowledge and one to 2 experience as an accountant. Interested individuals should submit a resume including salary requirements to box 818 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

ACCOUNTING CLERK, entry level, some experience necessary. Non-smoking office.
Call Patty, 557-4533

ACCOUNTING CLERK/Bookkeeper
Accounting Clerk/Bookkeeper needed for multi-company Southfield office. Salary commensurate with experience. P. O. Box 319, Southfield, MI 48037

ACCOUNTING CLERK
Growing restaurant chain seeks accounts payable clerk. The ideal candidate will be a high school graduate with 1-2 years payables experience.

You'll receive a salary commensurate with experience and a full package of employee benefits, including profit sharing. Qualified applicants are invited to call or send a resume to:
LITTLE CAESAR ENTERPRISES, INC.
24131 Haggerty Rd.
Farmington Hills, MI 48024
477-5161
Equal Opportunity Employer

ACCOUNTING
Individual familiar with bookkeeping, accounting and related computer functions. Excellent position. Applications accepted at: 28250 Northwestern Hwy., or call:
ACCOUNTS PAYABLE CLERK
Southfield insurance company. 1 or more years experience. Typing 45 WPM. Call between 8am & noon.
333-3311, Ext. 17

EXPERIENCED
ACCOUNTS PAYABLE CLERK
Send resume to P.O. Box 5181, Southfield, MI 48075, Attention Kathy

ACCOUNTS PAYABLE CLERK - should have minimum 3 yrs. experience or 2 yr degree in accounting & light typing skills. Qualified individuals should contact Dennis at The Taubman Co. Bloomfield Hills 338-7262

ACCOUNTS RECEIVABLE - General Ledger. Entry-level position. Apply at Douglas Cleaners, 900 N. Woodward, Birmingham.

ACCOUNTS RECEIVABLE Clerk. Excellent opportunity for a results-oriented individual. Wholesale distribution seeks a conscientious candidate with experience in all areas of Accounts Receivable. Send resume to Mr. Pace, PO Box CN 3335, Livonia, MI 48151

ADMINISTRATIVE SECRETARY
City of Clarkston, Salary range $13,348 to $17,041 as of June 30, 1985. Competitive benefits package. Send applications/resumes typing 60 WPM, shorthand, good phone communications, public relations. College degree desirable, be able to assist manager in all phases of personnel, purchasing & administration. Cross training to allow for department back up. Word processing experience helpful. Governmental background preferred. Send resume to Mr. Dean Byron Grassel, by Aug. 2 1985. 425 N. Main, Clarkston, MI. 48017

ADMINISTRATIVE ASSISTANT
Secretary for Builder developer. Two person office. Experienced in real estate, legal, building, taxes and HUD. Send resume to P.O. Box 98, Lathrup Village, MI 48076

504 Help Wanted Office-Clerical

ADMINISTRATIVE - secretary for TV station, type 65 WPM, shorthand 60, must be personable & able to meet & greet local dignitaries. Long term assignment

SECRETARY - for Bloomfield Hills manufacturing rep. type 60 WPM, shorthand 70-80. Temporary to go permanent. Salary will be $15,000

DATA ENTRY OPERATORS - (15), for 10 mo. assignment with Fortune 500 company

SECRETARY - for marketing dept. 60 WPM, temporary to go permanent - $15,000 - $15,000. Must like challenging environment

BRIGHT - beginner for mail room of large corporation, must be able to work 45 mos.

NEVER A FEE
Word processing taught in our offices, benefits

UNIFORCE
TEMPORARY SERVICES
S'THFLD B'HAM
357-0034 646-7660

ADVERTISING AGENCY
SECRETARY
If you thrive on a fast-pace and like to be involved with interesting activities this position in the creative department could be for you! An up-beat personality and good typing for this $14,000. Call Bernice, 313-9096

SNELLING & SNELLING

A NEW CAREER
Can be yours if you live in Oakland County area. Greater Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Rochester, Rochester Hills, Auburn Hills, Auburn Hills, Waterford & Waterford Twp. - and have limited income or are unemployed. Training offered in Word Processing, General Office and Computer Accounting. These programs are government sponsored and provide transportation allowance - call Ms Hanes now. 545-8100

APPLY TODAY
Switchboard
(Dimension)
(Horizon)

Clerk Typists
(45-50wpm)

Senior Typists
(65wpm)

Our service has immediate temporary openings in the Livonia, Farmington Hills/Southfield 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
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
S'fld 354-0555
OLSTEN
Temporary Service
An Equal Opportunity Employer

ASSISTANT BOOKKEEPER
with computer knowledge (IBM PC, Lotus 1-2) helpful, accounts receivable. Farmington property management firm. Call for interview, resume required. 478-8130

ASSISTANT BOOKKEEPER
For Women retail chain. Familiar with accounts payable, payroll & daily reports. Pleasant office conditions. Farmington Hills area.

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 338-0710
Warren 977-5740
Livonia 525-0330
Dearborn 565-8060
- Bonus Plan
- NO FEE

Supplemental Staffing, Inc.
The Temporary Help People

AUTO DEALER needs an experienced full time data terminal operator with typing skills. Ford dealership experience on Texas Instrument computer helpful. Excellent benefits and pay. Apply in person: Village Ford, Inc., 1400 Michigan Ave., Dearborn 245-2000

AUTOMOTIVE SALES SECRETARY
Immediate opportunity with a very pleasant suburban sales office. Good organizational and secretarial skills in the key for this choice for paid position. $15,000 to start. Call 353-5090 now!
SNELLING & SNELLING

504 Help Wanted Office-Clerical

AUTOMOTIVE CASHIER. Experience preferred but not necessary. Please apply in person: Holiday Chevrolet, 30150 Grand River, Farmington Hills.

AUTO - SWITCHBOARD
Immediate opening for switchboard & receptionist position. Must have some experience. Salable to large co. type. Pleasant office and good benefits. Joe Fisher Chevrolet, 29111 Telegraph, Southfield. 355-1000

A. V. CO. - Dependable & efficient person to work 10 to 40 hours/wk. Experienced person preferred in handle phone, typing, filing, sales & paperwork. Typing 50 WPM plus. 547-2155

A. V. CO. has opening for dependable, self-starter person to handle sales, telephone, purchasing, filing, correspondence & phone. Experienced person preferred with typing speed of 50 WPM plus 547-2155

BOOKKEEPER
Auto Dealership, experienced only. Apply at Valley Lincoln Mercury 1258 Oakland Ave. Pontiac.

BILLING CLERK
Full time position available in Medical Billing Dept. Must have strong math skills, excellent organizational skills, meticulous in detail and hand-writing and able to work with both manual and computerized billing systems. Medical terminology and insurance knowledge a must. Salary commensurate with experience. Benefits include dental, life insurance, paid holidays, 401K plan. Please send resume to:
ADISTRA CORP.
101 Union St.
Plymouth, MI. 48170
Att: Personnel

BILLING CLERK
We are looking for a highly organized self starter who has excellent calculator skills along with at least 1 year background. Computer input knowledge is required. The main job function is billing along with various other types of clerical duties. Minimum 1 year experience required. If you are interested please call Joan Polling to set up an interview. 352-9550

BILLING TYPIST - General Office. Typing at least 50 WPM. General Office Skills. Experience in office supply or furniture helpful. Call Ken Hurst at
BIRMINGHAM - General Contractor needs secretary with light typing & organizational skills. Part time position. Call between 10-1pm. 641-8116

BIRMINGHAM INSURANCE Agency/Commercial lines person. Sales ability required. Pleasant telephone personality. Agency experience preferred.
644-6437 or Eves. 681-0251

BOOKKEEPER - Birmingham Realtor needs full charge bookkeeper. Experience in handling realtor books, client trust accounts, closings, commissions, banking, payroll tax deposits & financial statement preparation. If you can work independently, make decisions while boss is away & relate well with sales staff you will enjoy this challenging position. Good salary & pleasant surroundings. Please send salary requirements to box 831 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Busy apartment & condominium office needs accurate accounts receivable bookkeeper. Must be detail oriented with good telephone skills. Pontiac - Rochester area.
Call 3-5pm only. 373-5594

BOOKKEEPER - experienced, for small Southfield office. Must be neat, organized, and a take charge individual. Full time 354-5311

BOOKKEEPER full charge for fast growth Southfield sales office. Must have IBM/PC experience & be able to do financial statements. Year end work & accuracy. Flexible hours, benefits, good working conditions, typing helpful. Salary commensurate with experience. Resume to box 542 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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
Full charge, for construction company in Southfield. Full time position. Call 354-3750 weekdays.

BOOKKEEPER - general office person needed for busy Birmingham retailer. Experienced only. After 10am. 540-2161

BOOKKEEPER

Immediate opening for responsible person to handle Accounts Payable, Bank Account Auditing & other Bookkeeping & Supervisory functions for a medium sized Troy based Fashion Jewelry Chain. Experience in either Retail Bookkeeping Systems and/or Computer processing. Salary is open, plus excellent benefits & working conditions. Salary commensurate with experience. Send resume & salary requirements to:
P.O. BOX 891
CLARKSON, MICH. 48017

BOOKKEEPER needed for small retail chain to work in their corporate office. Requires good salary requirements & resume. Send to Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/PART TIME
Thru general ledger. Flexible hours. Southfield area. Reply in confidence.
642-3535

BOOKKEEPER
Rapidly growing Auto Parts Manufacturer has immediate opening for a Computerized Accounts Payable/General Ledger. Bank reconciled is a plus. Experience & ability. Call or send resume.
No Fee
FREEDMAN & ASSOC.
Personnel Consultants
30600 Northwestern Hwy. 100
Farmington Hills, Mich. 48018
851-9020

Bookkeeper's Assistant
West Suburban Co. seeks individual to handle payroll, A/P, posting to sub-ledgers, general bookkeeping duties.
ROBERTSHAW U.S. of MICH. Inc.
17515 W. 9 Mile, Suite 870
Southfield, MI 48075
559-1212

BOOKKEEPER/TYPIST
needed to manage large collection practice. Responsible for all office functions. Experience & references necessary. Non-smoker. 358-1445

BOOKKEEPER
2 years experience for CPA Office. Northwest Suburb. Good working conditions. Salary commensurate with experience. Call Marilyn 398-7606

BOOKKEEPING
DATA ENTRY-EDP
ACCOUNTING
Looking for temporary and/or permanent employment? Accountemps specializes in all areas of bookkeeping, accounting and data processing. No appointment necessary for interview between 10am and 2pm. Please bring copy of resume.
ACCONTEMPS, INC.
17515 W. 9 Mile, Suite 670
Southfield, MI 48075
557-8367

BOOKKEEPING talents plus some typing needed for growing professional office. Permanent full time. Salary commensurate with experience. Call Bonnie 417-6400

BUDDY'S RESTAURANT needs sharp person for diversified office work. Must enjoy a fast paced restaurant office. Only experienced need apply. Good benefits and salary. Convenient Farmington area location. Call for appointment. 851-8333

BUSY HOME improvement company needs person with pleasant phone manners and able to do some clerical work. Ask for Roy for appointment. 543-1986.

Busy Mortgage Company
Has immediate opening for a receptionist position available.
PAYOFF/ASSUMPTION CLERK
INSURANCE CLERKS (2 POSITIONS)
Experience required, salary competitive. Contact:
Mrs. Parker, 355-8200, Ext. 236.

ENTRY LEVEL POSITION
for a bright, neat, well spoken person willing to learn from marketing and support contacts.
Mrs. Hanes, 358-0200, Ext. 220.

CHIROPRACTIC Asst./Receptionist. Must be good typist; 6 days per week, Mon. thru Sat. Reply: 12345 W. 8 Mile, Farmington Hills, or call 476-2336

504 Help Wanted Office-Clerical

BUSY REAL ESTATE office in Farmington Hills needs mature person to be Receptionist & Secretary. Must be an excellent typist & an outgoing person. Excellent benefits. Send work experience & salary requirements to box 835 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREER
Potential is part of this package, organizational skills plus detail ability & people skills will lead you on this career ladder - FEE PAID
Call 649-6144
HARRIET SORGE PERSONNEL

CHARTER BUS COMPANY
In Livonia area needs energetic person to quote & book charters. Good phone manner, organizational skills, willingness to learn & take responsibility a must. Must have of other duties as assigned. Salary open. Please send resume to Box 794 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
entry level, typing, filing. Will train. Birmingham. 644-8400

CLERICAL - FRONT DESK
Entry level position. Typing, phones, word processing for Birmingham office. Will train. Apply 647-3477

CLERICAL/GENERAL OFFICE
Busy office in Novi needs mature person with 3 to 5 years general office experience, good telephone skills. Job includes: telephone, typing, filing, light bookkeeping, word processing, and some bookkeeping. Salary commensurate with experience. Benefits included. Non-smoker preferred. 348-3430
An Equal Opportunity Employer

CLERICAL - part time
8am - 13 noon. Typing, filing, general office duties.
Hytrol 351-8030

CLERICAL POSITION with Apartment Rental Firm. Must be good typist & like to meet the Public. Mon. thru Fri. full time. $5.00 per hour. 547-0192

CLERICAL Experienced person with hard-working, organized individual. Typing skills of 40 WPM. Qualified individuals call Shelly. 353-3400
An Equal Opportunity Employer

CLERICAL WORK in coding/mail department for Southfield Orthodontist's office. Full time and part time positions available. 12 Mile/Telegraph area. Call
647-8483

CLERKS
Large suburban financial firm needs people with light typing and figure aptitude. Top Pay No Fee
Southfield 569-1878
Bloomfield Hills 332-2633
VICTOR
TEMPORARY SERVICES
M/F EOE

CLERK-TYPIST
Established Birmingham Corporation needs full-time Clerk-Typist, full time. Excellent salary & benefits. Light typing. Office located in downtown Birmingham. Reply in confidence to Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK-TYPIST
Established Birmingham Realtor seeking full-time person with Real Estate background to work in Residential Department in Relocation Dept. as Clerk/Typist. Salary & benefits. Please send to Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Estate planning firm in Bloomfield seeks individual with good typing & secretarial skills, typing 50 wpm, accurate transcribing from dictaphone. Salary open. Call Mrs. Gray Oliver, Octagon Corp., 835 W. Long Lake Rd., suite 100, Bloomfield Hills, MI. 48013.

CLERK TYPIST
Life Insurance Company located in Plymouth requires a fee for Clerk/Typist. Figure aptitude & good typing skills required. Excellent benefit package.
Call 453-8500

CLERK TYPIST
Speed & accuracy a must!
8 Mile - Livonia Area
335-3300

CLERK TYPIST - type 45 WPM. Must have some typing experience. Salary company offers opportunity for advancement, good salary, benefits. Fee paid. Apply Personnel, 24641 Coolidge, Oak Park. 548-3055

Closing Secretary
Leading title company in Birmingham area has immediate opening. Must have skills required. Real estate closing experience preferred. Call Mrs. Brown
642-7520

COMPUTER OPERATOR/
BEGINNER PROGRAMMER
Must be High School graduate with 6 months -1 year experience in basic programming. Will consider education in place but 6 year degree not necessary. Send resume to Alt. 1 Box 1
Baybrick Mfg. Corp.
1000 Rankin
Lennard, MI 48038.

APPLE II COMPUTER OPERATOR
Mon. thru Fri. 3:30 - 11:30 pm. Beverly Hills. Send application to: Apple,
P.O. Box 903, Southfield, Mich., 48037

Computer Operator & Keypunch Computer Operator - Full time operator needed for 3:00pm to 10pm. Mon. thru Fri. Keypunch - a high school diploma or experience helpful, knowledge of general office procedures a plus. Call 557-7300 between 9am and noon. 353-8311, Ext. 17

CREDIT UNION Loan Department. Large for Credit Union in Southfield. Looking for a Mature person with the ability to communicate effectively with members over the phone. Clerical and typing skills needed. Previous experience in a financial institution helpful plus. Send resume to Mr. E. Berlew, 5960 Cass Avenue, Detroit, Michigan 48202

An Equal Opportunity Employer

CUSTOMER SERVICE
Customer Service experience preferred with good typing skills. Must have the ability to deal effectively with customers and vendors as well as good written and oral communication skills. Reply to Supervisor, Customer Service, P.O. Box 2900, Southfield Hills, MI 48240

DAILY RENT A CAR
Insurance replacement car rental company has an opening for a clerk/receptionist in our Southfield location. Duties include taking phone reservations and light clerical work. Candidate should have an energetic phone personality. Accounting and/or collection skills a + . Application being accepted Mon. & Tues., Aug. 5,6, 9am-5pm, at
24777 Greenfield, Room 104, Southfield.

DATA ENTRY CLERK
Medical knowledge helpful. Full time. Call Sarah, 354-8080.

DATA ENTRY CLERK - familiar with IBM PC XT. Summer hours. 10am-4pm More than PT. Birmingham. 644-8410

DATA ENTRY CLERK
Professional firm located in Troy is looking for Data Entry Clerks to work full time now thru Christmas. Applicants should type a minimum of 40 WPM. Experience and/or training on IBM PC or word processing equipment a plus, but not necessary. Good income, bonus opportunity. Call Mrs. Bennett, 362-8000 or apply in person at
Arthur Young & Co., 100 E. Big Beaver Rd., Suite 241, Troy, MI 48083. Attention Mrs. Fitzgerald
An Equal Opportunity Employer

DATA ENTRY/VERIFIER
Bloomfield Hills CPA firm has immediate openings for experienced people to input & process data on IBM 34/38 system. Bookkeeping a plus. Send resume to: Mr. Jack Lewis, 30725 Orchard Lake Rd., Suite 100, Farmington Hills MI. 48018

DATA ENTRY/WORD PROCESSING
Bloomfield Hills analytical laboratory has immediate opening for person to process client reports. Must be experienced on computer and word processor. Salary commensurate with ability. Position requires an organized person able to handle a pressure job. Good company paid project coordinator benefits package. Mrs. Bennett, 362-8000.
Equal Opportunity Employer M/F

DIVERSIFIED COMPUTER operations secretarial & sales support position with established growth oriented Oakland distribution firm. 11 years in Greenfield area. No smokers. Send resume to Box 788, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

DELIVERY ROUTER - Office position available for person who is familiar and knowledgeable of Detroit Metro Roadways. Must have good communication skills, telephone experience preferred. Main duties include: Scheduling and routing delivery vehicles. Apply in person: Waterloo Gallery, 23675 Beverly Hills, Troy.

DIVERSIFIED DUTIES - typing, phone, shorthand helpful. Pleasant working conditions. Please Ann for appointment, Southfield 557-0783

ENJOY TYPING - CNT Billers needed. Early hours, low stress. Typing 45 wpm. All shifts open. Full & part-time. Call Creative Services. 575-7110

EXCITING POSITION - Downtown, for friendly, outgoing person. Must have typing of 45 WPM and general office background.

DATA ENTRY - experienced individual needed for long term position. Must be able to work independently.

EXECUTIVE SECRETARY - needed for the North Woodward area. Must have skills and ability including shorthand and word processing.

SECRETARY - challenging assignments available for long and short term. Must have secretarial experience and 60WPM a must.

RECEPTIONIST/SWITCHBOARD - must be experienced for this interesting position in beautiful offices. Knowledge of various phone systems a must.

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WORD PROCESSORS - top assignments, top pay and challenging positions available immediately. Excellent opportunities for long term. Call Ann

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EXECUTIVE SECRETARY, administrative assistant. Good language and communication skills. Shorthand required. Pleasant working Southfield Warren area. Send resumes to: Engineering Secretary, 100 Farnsworth, Detroit, MI. 48207

EXECUTIVE SECRETARY
Real Estate development firm located in Southfield is seeking a skilled individual as Executive Secretary. This position reports to the President and will be responsible for full secretarial duties. Especially important is that applicants are organizational and verbal and written communications skills. Candidates should qualify themselves based on ability to function with initiative, under pressure and socially. Resume and salary requirements in confidence to 1994-A Woodward Ave., Suite 184, Bloomfield Hills, MI 48013

EXECUTIVE SECRETARY

Southfield Professional needs a super organized Secretary with excellent typing and math skills to assist him with his busy practice. Generous starting salary and benefit package. Shorthand and some confidential response is Mr. Redman, P. O. Box 631, Southfield, MI 48037

An Equal Opportunity Employer

EXECUTIVE secretarial position. Small Southfield office. Must be experienced. Shorthand & dictation required. Call Sat. 8am-11am, ask for Dan Bluestone. 358-8030

EXECUTIVE SECRETARY/Office Manager wanted for busy Southfield office. Must have 5 years experience, Real Estate or Law back-ground preferred. Send resume to: 24800 Lahser Rd., Southfield, Mich. 48075.

EXECUTIVE
SECRETARY
Ren Cen firm needs mature, dependable, take-charge Secretary with excellent typing, shorthand and organizational skills. Several years experience with top level executive is required. Position also requires ability to interact with top executives, both inside and outside the company. Send resume with salary requirements to:
Marie Constantinople Co.
600 Renaissance Center, Suite 1700,
Detroit, MI 48243

EXECUTIVE - secretary, challenging position for young, ambitious, 2 yrs. experience, good personality & appearance, benefits, $18,000. Fee paid

SECRETARY - Southfield, typing 45 WPM, shorthand 60, 3 years exp., automotive benefits - $15,500 plus cost of living

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE
SECRETARY
ASSISTANT
Bloomfield Hills Company needs responsible person to handle work overflow from Executive Secretaries, will also act as Receptionist in the Executive Offices. Requirements are Excellent Spelling & Grammar. Type 60WPM with Dictaphone experience. Must be able to type with accurate speed of confidence. Good Benefits package including Profit Sharing. Please Call for Appointment 334-5300 ext. 372.

EXPERIENCED Bookkeeper through trial balance needed for Real Estate Sales office in Farmington Hills. Knowledge of computer or willingness to learn computerized system required. Resume to box 832 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FARMINGTON-FARMINGTON HILLS
Person needed for secretarial duties after school & weekends. For information please call Karla between 9 & 10 a.m. Weekdays at 476-7606.

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GENERAL OFFICE - TOME OFFICE HELP
(10) Years Experience - Office Procedures; including bookkeeping, filing, typing, telephone, payroll, & excellent customer relations. Own transportation. Salary negotiable. Farmington Hills area. Call between 10am-noon. 851-8630

GENERAL OFFICE
Small rapidly growing company needs versatile person to type, answer phones, etc. Good salary. Place is neat, some overtime work occasionally necessary. Good salary, benefits & bonus plan. Send resume to: 101 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE/CLERICAL for Plymouth manufacturer. Full time. Paid travel. Send resume to: 810 Revere Ct., Northville, MI 48167

GENERAL OFFICE. Position for new growing company. Must type, have some type math background & be able to work flexible hours. 437-6330

GENERAL OFFICE
Full-time position available. Experience preferred. Redford area.
Ask for Carol. 537-4160

GENERAL OFFICE
Typing, filing, answering telephones & good at detail work for large apartment complex in Oak Park area. Call Mrs. Sorbello, 547-0300

GENERAL OFFICE - full time
Light typing, minimal of 35wpm, phone work, good benefits. Apply at Lifeline Southfield. Call between 9am - 5pm.
358-0358

GENERAL OFFICE
Organized, detailed, conscientious person with good telephone manner, able to take and follow directions; must type 50 words per minute. Knowledge of Micro Word Products, P.O. Box 842, Walled Lake MI 48088 or phone 624-1019

GENERAL - OFFICE for Southfield general contractor. Secretarial skills, payroll & fringe experience. Excellent benefits package. Send resume to Box 799, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Reliable individual needed for fast paced corporation. Some bookkeeping experience helpful. Typing & filing required. Computer experience helpful. Send resume to Dept. CMW - PO Box 2200, Southfield Michigan 48037
An Equal Opportunity Employer

GENERAL OFFICE
SALES SUPPORT
Person wanted for small Troy area company. Must have good math & typing functions & phone Customer Sales support. Send resume: Trident Chemical Corp., P.O. Box 3184, Troy, Mich. 48099.
288-0050

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