502 Help Wanted Dental-Medical

MEDICAL ASTISTANT
Part time, for Westland office. Send resume to: 16801 Fairway, Livonia, Mich. 48154

MEDICAL BILLER
Experienced in surgery, Blue Cross and odd insurance. 38 hours weekly. Garden City area. 427-4687.

MEDICAL CLERICAL
part time position for OB/GYN office. Typing and computer knowledge and flexibility. 348-2690.

MEDICAL INSURANCE BILLER
Permanent, part time position available in Bloomfield Twp. for a one speaker, in our new Farmington area office. 20 hours. 8:30am to 12:30pm - 4 hours/days - 5 days/week. Medical insurance experience required.
Call 626-2522

MEDICAL INSURANCE BILLER
for immediate full time position in pleasant Westland office. Must have a minimum of 2 years experience in all phases of insurance billing as well as and typing skills. Please send resume to box #850, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL LAB TECHNICIAN
Part time, mornings, Redford Doctor's clinic. Call for appointment. 937-1188

MEDICAL STENOGRAPHER
medical individual needed for doctors office in Farmington Hills, 12 Mile-Orchard Lake area. Medical experience and/or previous experience necessary. Insurance knowledge helpfull. Minimum 45 words typing. Send resume to box 808, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST For busy Pontiac doctor's office. Experience required. Send resume by 8/31/85 to PO Box 1845, Pontiac, MI 48056-1845

MEDICAL RECEPTIONIST
Experienced, dependable person for busy OB/GYN Office.
478-4900

MEDICAL RECEPTIONIST, full-time, experienced in insurance required. Apply: Somerset Medical Center, 1350 Beal St., Suite 150, 792-4800

MEDICAL RECEPTIONIST
Experienced, for busy OB-GYN office. Must have knowledge of medical insurance
537-7100

MEDICAL
RECEPTIONIST/ASSISTANT
needed full time for immediate opening. Must be 40 WPM with 2 yr. prior office experience necessary for various job duties. Call 9am-4pm. 474-4424

RECEPTIONIST
Vivacious skilled receptionist with some experience in billing for busy Plymouth Twp. office for right person. Livonia & Novi areas needed for busy offices. Call for interview
476-1023

MEDICAL RECEPTIONIST - experienced for Birmingham internist. Must be familiar with insurance & Medicare billing, appointments & typing. Direct people and written communication. References to Suite 374, 30777 W 12 mile Southfield, 48076

MEDICAL SECRETARY - Canton area, with experience in medical dictation, computer billing. Blue Shield, Blue Care. Medical & private insurance. Work week 4½ to 5½ days, benefits. Salary 425-8100

MEDICAL STUDENT to pierce ears on weekends in Canton area & Detroit area. Call weekdays after 5:00. 453-5340

MEDICAL TECHNOLOGIST - part time, Southfield allergist office for RIA procedures. 358-3430

NEEDED: Friendly, aggressive person to help & assist Dr. Latimeta in Chiropractors office. Must type. Apply: 24614 W. Five Mile Dearborn Heights, 1-2 Noon, 3pm-6pm, Monday, Tuesday, Wed. or Fri.

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 nature and caring persons. Apply
FRANKLIN MANOR
Convalescent Center
30900 Franklin Rd., Southfield
353-7380

NURSE AIDES
Full time. Day and midnight shifts. Experience not necessary, will train. Must be 18 & able to lift. Apply: Ann Watkins. Nightingale West Nursing Home, 1455 Newburgh Rd., Westland, near Joy Rd. No phone calls.

NURSE AIDES
If you are seeking an opportunity to do for those who are unable to do for themselves and receive recognition for your good work, come join our staff at Wayne Total Living Center, located in developmentally disabled. Apply in person: 4181 Fairlane, Westland, MI 48185.
An Equal Opportunity Employer

NURSE AIDES-LIVE IN'S
Needed for home care agency. 1 year experience required, transportation necessary. Excellent pay and benefits.
MIDWEST HOME CARE 355-4444

NURSE AIDES NEEDED
Reliable and experienced need only apply. Call Kelly Health Care. Ann Arbor, Ypsi, Brighton.
444-8121

NURSE AIDES - we've got what you want, flexible hrs. - long & short term cases, some live-in assignments. Dependable transportation required.
Call 313-43500

NURSE AIDS
Mature, Experienced or will train. Day or Midnight shifts. Call in person
WISHING WELL MANOR
520 W. Maple Birmingham

NURSE or Medical assistant needed for part time position in Southfield Oncologist office. Must have excellent recommendations. Call 557-2606

NURSES AIDES - LIVE-IN
24 hour care, 3 or 4 days per week. No lifting required. Troy Area. Call Evenings
879-6305

NURSES AIDES - experienced and certificated. All shifts. Please apply at St. Vernon Nursing Center, 26715 Greenfield, Southfield, MI

NURSES AIDES FOR HOME HEALTH
that have a certificate of course content and/or one year of exp. Full or part time shifts & live in assignments. 557-3255

NURSES AIDES
HOMEHEALTH AIDES
and ORDERLIES

Join our fast growing team providing service in Macomb, Oakland & St. Clair counties.

Enjoy the benefits of working near your home, flexible hours & variety of assignments.

Inquire about our bonus program.

1-800-462-6603

NURSES AIDES
Small basic home in Plymouth seeks full time & part time nurse aides. All shifts. Experience preferred but will train. For more information call or apply in person. West Trail Nursing Home, 205 W. Ann Arbor Trail, 453-3085

NURSES - Immediate employment in your area for LPN'S - RN'S on independent duty nursing. Flexible paramedical firm. Must have own transportation. An expanding career for the aggressive professional. Send resume to Kathy Riehle, PO Box 4145, Dearborn, MI 48126

NURSING ASSISTANTS - Westland Convalescent Center (WCC) is looking for responsible, aggressive, and dependable people to fill recently created positions. WCC is a unique private nursing facility committed to providing quality care in a pleasant environment. Competitive salary and benefits. WCC is an equal opportunity employer. Apply in person: Canton Center, 2465 Middlebelt Ave., Canton.
An Equal Opportunity Employer

RN'S
Part or full time, day shift.
FOUR CHAPLAINS
30600 Telegraph
WESTLAND
(between Inkster & Middlebelt)

RN
Specialized Med Surg
Top Dollar Plus Bonuses
Immediate Assignment-all shifts available.
Pro - Care One
422-6500

502 Help Wanted Dental-Medical

OPHTHALMIC
Medical Assistant
Experienced
449-3535

OPTOMETRIC ASS'T
Part time - no experience
421-0700

PART TIME Business Assistant for Farmington Hills general dentist. Exhaustium a must. Computer and dental experience helpful. Contact Marie
476-6350

PART TIME Medical & Lab Assistant wanted for physician's office in Birmingham.
647-5450

PART TIME
MEDICAL
TRANSCRIPTIONIST

Position immediately available in Medical Records Department of suburban hospital. Must be accurate, experienced Transcriptionist with demonstrated ability to type 70 wpm. Excellent compensation and benefits package, shift differential and incentive pay. Hours are 7PM-11P.M. and every Sunday, Wednesday, Thursday and Friday with alternate weekends off required. Applications accepted Mon. - Fri., 9 AM. - 3 PM., Employment Office.
PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.,
Southfield, MI, 48075
An Equal Opportunity Employer

PART TIME Phlebotomist needed. Experienced need only apply. Please send resume to Arbor Lane Physicians' Laboratory, 8540 Silvery Lane, Dearborn Heights, MI. 48127.

PART TIME RECEPTIONIST for Canton dental practice, experience not necessary. Call
397-8455

PART TIME RN with O.R. experience, for plastic surgery clinic in Southfield. Call Evenings, Michigan Regional Genuation and good references required.
347-1858

PATIENT SERVICE COORDINATOR
Position available with the Detroit Area Branch of a leading medical supply company. Must have excellent telephone personality, sales aptitude and willingness to learn. Knowledge of medical terminology and insurance billing helpful. Please call Bob, Mon. before 1PM, or all day Wed.
494-9781

PHARMACY TECHNICIAN
Full or part time. Computer experience helpful. Hours to suit. Call for appointment:
474-1717

PHYSICAL THERAPY AIDE
For nursing home in Southfield. Part time, 3 days per week. Will train. Call Mrs. Ross
353-0310

PHYSICAL THERAPY AIDE
Part time, for busy Northwest Suburban clinical setting. Please send letter to box #830, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICIAN
medical component supplier needs experienced, prolific extender & quality control technician, full time position. Send resume to Medical Profiles, PO Box 8188, Livonia, MI 48151

POSITION AVAILABLE for Licensed Practical Nurse with hypnosis training. Blue Cross DPC in Southfield, excellent percentage of fees paid. Active cases load & referral source required. Call
358-4480

PSYCHIATRIC
MENTAL HEALTH CLINIC
Unusual opportunity to participate in the development and subsequent operation of a team-oriented out-patient alcohol/drug dependency treatment program. Require 2 years psychiatric nursing experience with emphasis on multi-type couple counselling. Previous experience with chemical dependencies preferred. BSN with counseling preparation or Masters. Salary commensurate with education and experience. Contact Rosemary duFour, RN, MPH.
764-7337
VA MEDICAL CENTER
3601 S. Fourth Ave.
ANN ARBOR, MI 48105
An Equal Opportunity Employer

RECEPTIONIST, Bookkeeper, or Insurance position available for West Bloomfield health oriented office. Office experience, professional qualities & typing skills required.
641-7416

RECEPTIONIST
Part time for Southfield surgeon. 24 hour per week.
559-7753

RECEPTIONIST
Full time. Medical experience required. Two Saturdays per month, some evenings. Bethel Medical Center, 18700 Grand River,
538-2800, Ext 410

RECEPTIONIST/Medical Assistant, part time, family practice in Farmington. 478-5330

RECEPTIONIST-Assistant for Farmington Hills Podiatrist Office. Participation, leading to full time. Send resume to P. O. Box 67445, Oak Park, MI 48237

RECEPTION/Telephone work, part time. Be enthusiastic & pleasant. Afternoons & early evenings. No experience necessary. Livonia. 533-7542

RN
Leading chain of medical home care agencies has immediate part time openings in RN to work in Westland retail store setting. Certified Medical Center, Inc.
Send resume including salary history to P.O. Box 653, Plymouth MI 48170

RN POSITION
AVAILABLE
Work as backup nursing supervisor for one of the fastest growing healthcare agencies.

Perfect for RN's who would like to supplement their income.

Must be licensed in the State of Michigan, BSN preferred.

Send resume to:
UHCS
206 Town Center Dr. Troy, MI. 48084
Attention: Joyce Gascoyne Adm.

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

RN'S/I.C.U.
CHALLENGING OPPORTUNITY in critical care. Must have recent experience. Full time and part time positions available for staffing in Ann Arbor, Brighton areas. Please call Monday:
MEDICAL
PERSONNEL POOL
996-4433

RNs & LPNs needed. Day and midnight shifts. Apply in person: Canton Center, 2465 Middlebelt Ave., Canton.
An Equal Opportunity Employer

RN'S
Part or full time, day shift.
FOUR CHAPLAINS
30600 Telegraph
WESTLAND
(between Inkster & Middlebelt)

RN
Specialized Med Surg
Top Dollar Plus Bonuses
Immediate Assignment-all shifts available.
Pro - Care One
422-6500

502 Help Wanted Dental-Medical

RN SUPERVISOR
Part-Time Evenings
Excellent benefits and working conditions. Apply in person:
Georgian Bloomfield
2975 N. Adams Rd.
Bloomfield Hills

RN - West Bloomfield medical office, 3-4 days a week, flat, mornings. Must be outgoing, efficient, good with children.
851-5444

MEDICAL OFFICE in Southfield has opening for experienced Secretary who does transcription and general office work. Non-smoker, references.
Call 353-6413.

NEEDED CARING responsible person for position as Financial Secretary for a health center dental team. Experience is necessary. Send resume to:
BOX 253, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Full time, typing 60wpm, excellent written/verbal skills. Knowledge of medical terminology helpful. Salary commensurate. Call
855-9150

SECRETARY/WARD CLERK
Small basic nursing home in Plymouth seeks part time secretary to assist director of nursing and administrator. Typing necessary. Experience preferred but not mandatory. For information call or apply in person West Trail Nursing Home, 205 W. Ann Arbor Trail.
453-3085

TEMPORARY
PROFESSIONALS

We need experienced Secretaries that type 50 WPM or more. Medical terminology helpful.

Call

For more information, call
478-6815

TRANSCRIPTIONIST
Southfield specialist will pay experienced transcriptionist $7 per hour. Blue Cross, Blue Shield, life insurance, profit-sharing, 3 days personal time and vacation. Fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

WORK FOR THE
GROWING LEADER
IN HEALTHCARE

Positions available in Oakland, Macomb and St. Clair counties.

RN positions available in surgery and critical care units. Must have Michigan license. Recent hospital, nursing home or community experience a plus

1-800-462-6603

X-RAY TECH
registered. Full time
for Garden City Clinic. Call
Marilyn 421-7474 or 421-7476.

504 Help Wanted Office-Clerical

Accountant/Bookkeeper
Local CPA firm in Westland requires individual with experience in preparing financial statements & quarterly payroll tax returns. Excellent pay & working conditions.
Contact Judy: 721-7373

ACCOUNTING CLERK
Immediate opening in Northland area, permanent position, 35 hours per week, light typing required. Must be well organized, accurate, organized, personnel.
844-1264

ACCOUNTING CLERK
ENTRY LEVEL
Perform basic routine clerical accounting functions related to the maintenance of accounting records. Responsible for a variety of clerical activities related to the routine calculation, posting and verification of information from source documents. General office clerical experience.
FOLAND'S
"The Informative Dept Store"
29733 Plymouth Rd., Livonia
An Equal Opportunity Employer

ACCOUNTING CLERK to work in Blazer Truck Lines Accounting Department. Full time. Call Mrs. Allen, 10901 Middlebelt, Romulus, MI 48174. No phone calls please.
An Equal Opportunity Employer

ACCOUNTING
CLERK
Entry level, 6 months to 1 year's experience. A/R & A/P experience, good math aptitude. Computer experience on IBM System 34 a plus. Competitive compensation plus excellent benefits package. Send resume including salary history to P.O. Box 653, Plymouth MI 48170

Accounting Clerk
Immediate full time position available for person with experience in receiving, posting, billing, collecting and good communication skills. Light typing skills required. Send resume and cover letter with background and salary history to: Box 846, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk
We have an immediate opening for a Clerk in our Accounts Receivable Department. The successful candidate should have 1-3 years experience in clerical accounting or banking function, be team oriented, willing to assist, have experience creating daily deadlines, have a strong numerical aptitude and well perform high typing. To be considered for this position, please send your resume to:
Vlasic Foods, Inc
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
Attention: Employment Assistant
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Rochester Schools
Administrative Offices
Fourth & Wilcox
Please apply in person.

ACCOUNTS
PAYABLE
$13,000
Qualified candidate will have some previous related experience. Large company offering full fringe package with dental plan, Christmas bonus and paid tuition for job related classes. Fee paid
535-7878
ALLEN PERSONNEL AGENCY

ACCOUNTS RECEIVABLE/
GENERAL OFFICE
Entry level position for reliable individual with full paced Southfield Property Management firm. Good math skills and accurate typing required. 35 hrs. week 4 days.
356-2330

ACCTG. - W. PROCESS
LIVONIA - $13-$15,000
Accounting background is needed for figuring and posting payroll. Prefer experience on IBM - PC - WRIGHT program. Typing (70 plus). Outstanding benefit package.
945-3707 or 953-8660

DOROTHY DAY
PERSONNEL, INC

ACTIO SERVICES NEEDED

SECRETARIES
CLERK/TYPISTS
RECEPTIONISTS
SWITCHBOARD
BOOKKEEPER
WORD PROCESSORS
DATA ENTRY

Top pay, no fee. Short term/long term assignments jobs. Full/part-time. 961-1190

ACTIO
SERVICE CORP.
33900 Schoolcraft, Suite L-4
Livonia, Mich., 48150

502 Help Wanted Dental-Medical

ACCOUNTS PAYABLE CLERK - fast paced rapidly growing manufacturing firm in Farmington Hills is seeking an accounts payable clerk. The successful candidate has at least 3 yrs. of accounts payable experience with exposure to all aspects of accounting like general ledger in a multi company environment. Experience in external audit requirements is a plus. Please send your resume with salary requirements in confidence to Box #842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AD AGENCY
SECRETARY
$15,000
No dull days here! You will love the atmosphere and the people in this large company. You will need good skills and enthusiasm for this choice fee paid position. Call Bernice at 353-5090.
SNELLING & SNELLING

ADMINISTRATIVE
ASSISTANT NP
Expanding property management firm in need of a seasoned administrative assistant with general management abilities and secretarial skills. Typing 60 wpm and proficiency in IBM P.C./Wordstar or Multimate, experience helpful. Salary commensurate to ability, and full benefits. Respond to Mr. McShane
478-5130

ADV. - WRITING
FEE PAID - $ 18-$22,000
At least 2 yrs. experience in Sales, Copy Writing & Media Buying. Knowledge of retail sales promotion material for out-state firm. Involves research, dead lines & pressure. Should have degree in Advertising, Marketing or Journalism. Benefits.
474-8787
DOROTHY DAY
PERSONNEL, INC.

ALARM OPERATOR/DISPATCHER, EIGHT CLERICAL. Part time afternoons, Monday - 4 days per week. Will train. Troy area.
343-3553

ANSWER
MANPOWER
TEMPORARY SERVICE
QUESTION?
Where can I go to get training on word processing & the personal computer plus get the work experience & earn $$$$ MONEY. Whilst looking for permanent work - as a Manpower Temporary we have all that & more to offer. You can afford to be picky when you are looking for a job. Let us do the work for you. We charge no fee - & it we can help you improve your skills WE WILL. Call today for immediate appt. An opportunity of a lifetime is waiting for you.
MANPOWER
TEMPORARY SERVICE
353-8780

APPLY TODAY
Switchboard
(Dimension)
(Horizon)
Clerk Typists
(65-50wpm)
Senior Typists
(65wpm)
Our service has immediate temporary openings in the Livonia, Farmington Hills and 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

ARE YOU interested in Part Time Clerical Jobs Typists and non-typists in Long Term Assignments in Troy, Sterling Hgts., Pontiac, Dearborn and Detroit? Call Kathy for more information. Citation Services. 673-7184

ASSIGNMENTS
AVAILABLE
Long & Short Term
We need experienced:
- Switchboard Opr's
- Transcriptionists (60-80WPM)
- Stenographers (80-100WPM)
- CRT Operators
- 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 TO OFFICE MANAGER
Non-profit educational institution has immediate opening for Assistant to Office Manager. Preferred candidate. Must have excellent typing skills. Flexible hours may be arranged to accommodate class schedule or pre-schoolers.
Call Mrs. Applebaum at 661-0600

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

504 Help Wanted Office-Clerical

A NEW CAREER
Can be yours if you live in Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills Twp., Waterford & Waterford Twp. - and have limited income or are unemployed. Training offered in Troy for Legal and Medical Secretary jobs in Oakland County and Legal Secretary. These programs are government sponsored and provide transportation allowance - call Mi Hosen now.
525-9100

ASSISTANT/EXPEDITOR
Full time. 50% clerical, must have own car. Farmington Area. Call Bernice, 1pm-5pm
471-7474

ASSISTANT to accounts payable clerk. Typing, filing, answering phone. 30hr per week. Send resumes to: APC, 3643 Comfort, West Bloomfield, MI 48033.

BILLING CLERK. Knowledgeable in third party insurance billing. Will train if limited knowledge. Full time. Light in Wayne. Call after 1PM.
326-7778

BOOKKEEPER - accounts receivable, 3 days a week, flexible hours, $5 per hour plus benefits. Send resume to 184 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER ASSISTANT
20 to 35 hours weekly. No experience necessary, we will train. Light typing. Call for appointment. The Red Cedars, Farmington Hills, MI 48024

BOOKKEEPER ASSISTANT
Immediate opening for a full time person with typing and computer aptitude. Benefits. Call Joan Individual, Send resume to: P.O. Box 2143, Farmington Hills, MI. 48018.

BOOKKEEPER/COMPUTER ASS'T.
Entry level position. Located on Lahser, No. of 696. Please call between 10 AM and 12 Noon.
626-6341

BOOKKEEPER
Downtown Birmingham. Paid Blue Cross, dental insurance, holidays, vacation. Call
645-3050

BOOKKEEPER full charge for fast paced Southfield sales office. Must have IBM/PC experience & be able to do financial statements. Flexible hours, benefits, profit sharing, vacation, typing helpful. Salary commensurate with experience. Resume to box 881 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge. Northwestern Oakland County firm is looking to maintain full set of books including payroll. Accurate, quick, pleasant.
358-2445

BOOKKEEPER - full time bookkeeping position. Computer experience required. Reply to box 297, Pontiac Michigan, 48054

BOOKKEEPER
Full or part time. Real estate experience required.
559-7445

BOOKKEEPER, full charge, for construction firm. Prefer mature individual. Typing helpful. Call Mrs. Ladance, Job Costing, Payroll Tax Returns. Computer experience desirable, but the right individual will be trained. This position requires an individual willing to work until the job is done. Submit Resume to Comptroller, box #164, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
part time Approximate 30 hrs. with references. Livonia area.
Call - 561-6200 -

BOOKKEEPER/SECRETARY
For person real estate development office. Must enjoy a challenging position. Are be willing to assume responsibility. Knowledge of double entry bookkeeping required. Mr. Grossman
855-1545

BOOKKEEPER/SECRETARY
Small Livonia company seeks individual for full time position. Excellent typing, dictaphone, transcription and other office skills required. Experience helpful in bookkeeping and accounts payable is a must. Salary commensurate with ability and variety of individuals. Excellent benefits. Salary commensurate with experience. Send resume and salary requirements to: Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSINESS MANAGER/SURGEON
with office managerial experience to head Birmingham cardology office. Medical experience or activities related to the routine calculation, posting and verification of information from source documents. General office clerical experience.
FOLAND'S
"The Informative Dept Store"
29733 Plymouth Rd., Livonia
An Equal Opportunity Employer

BUYER ASS'T
Mature individual with wholesale/retail drug experience preferred. Must have excellent phone & calculator skills. Good math aptitude necessary. Detail oriented. Call before 11am.
315-0979

CASHIER/RECEPTIONIST with general office skills. Typing, filing, good with public. Will train. Light bookkeeping experience preferred. Call for appointment
537-3839

Challenging & exciting position with growth potential. Must possess excellent organizational, typing & phone skills. Salary commensurate to job. Attention: M.M.P., A.L.C., PO Box 641, Southfield, MI 48037.

CHILDREN
BACK TO SCHOOL?
Return to work!
WE NEED
$ SECRETARIES
$ CLERK TYPISTS
$ DATA ENTRY
OPERATORS
$ SWITCHBOARD
OPERATORS
BENEFITS
Call now for appointment.
NORRELL
SERVICES, INC.
Farmington 477-9840
Rochester 651-1500

CHILDREN
BACK TO SCHOOL?
Return to work!
WE NEED
$ SECRETARIES
$ CLERK TYPISTS
$ DATA ENTRY
OPERATORS
$ SWITCHBOARD
OPERATORS
BENEFITS
Call now for appointment.
NORRELL
SERVICES, INC.
Farmington 477-9840
Rochester 651-1500

PART TIME
CLERICAL HELP
5 mornings a week for Orthopec Southfield office. 557-4143.

CLERICAL
General Office duties. Includes, statistical typing, filing, operation of FAX and other equipment. Good phone manner a must. Full time. Rochester Area. Salary, benefits, plus company profit sharing. Please send resume to Box 243, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL HELP
Invoicing, light typing, filing
Call Tracey for appointment
476-2600

CLERICAL LABORATORY
COORDINATOR
For metallurgical and chemical laboratory in Farmington Hills area. Candidate must have good clerical skills & ability to work with others. Referred to Technical subjects helpful. No experience required. Salary commensurate with education, experience. Send resume to: Personnel, 31000 Ann Arbor Trail, Westland, MI 48185.
NO PHONE CALLS PLEASE

CLERICAL - Mon. dates, type 45 wpm, good variety, full benefit. Call Personnel, 26641 Coolidge, Oak Park.
546-3262

504 Help Wanted Office-Clerical

CLERICAL
Computer Services Company in Livonia has immediate full-time entry level clerical positions available on afternoon shift from 3pm to 11pm. Minimum of 1 year clerical experience. Opportunity to advance for highly motivated, quick learner. Ideal for those in a fast-paced work environment.
We offer Blue Cross/Blue Shield benefits, life insurance and profit sharing.
For an interview, call
261-8740

CLERICAL
Our growing organization is seeking experienced individuals for immediate clerical openings. Qualified individuals must possess accurate typing of 40-50 plus wpm, excellent written and verbal communications skills, good math aptitude and the ability to operate a calculator efficiently. Individuals must be able to work under pressure independently with little supervision. Previous general office and/or mortgage banking experience preferred. Excellent opportunity for an organized, self-starter in a fast-paced environment. Salary commensurate with working hours of 8:30am-5:30pm. Full time benefits are also available to do extensive telephone scheduling. Hours for these positions will be 4-9pm. We offer a competitive salary and benefits package. Qualified candidates should apply Tues. - Thurs. 8am-5pm.
NO PHONE CALLS PLEASE

The Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/
Affirmative Action Employer M/F/H

CLERICAL - Mature person for Farmington area. Call Mr. Lilley Mon. - Fri. 9 - 5 pm. Flexible hours, no Saturdays, must like filing. Send phone no. & qualifications to: T. Francis, P. O. Box 36355, Grosse Pointe, MI 48236

CLERICAL POSITION FOR busy manufacturing firm. Dependable person with good phone manner. Must type 35 wpm in general office duties including payroll, 40 hrs/wk. Send resume to: P.O. Box 37244, Oak Park, Mich. 48237

CLERICAL- Processing employee with good typing skills & word processing (WordStar) for medium sized Southfield accounting firm.
Call Kathy
358-6411

CLERICAL/SALES SERVICE
Full time for manufacturers representative of lighting products. Heavy phone work, computer work & general office duties. Call Mr. Fredman
Hills area.
626-2330

CLERK
Citizens Insurance Company of America has a position available to process mail & other misc. clerical duties in our Southfield branch. Typing skills beneficial. Good benefits. Send resume to: Box 6133, Southfield 48086-6133
Equal Opportunity Employer M/F

CLERK-TYPIST/COMPUTER SERVICES
Mature, reliable. Good with people, telephone & figures. Accurate, attention to detail. Good math aptitude. Hours are Mon. S., Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

CLERK/SECRETARY
Experience required, typing a must. Data Entry experience desirable.
Apply 9am-3:30pm at:
11180 Sheldon Rd. Plymouth
An Equal Opportunity Employer

CLERK TYPIST
Entry level with a variety of duties. Some word processing knowledge a plus. Southfield area. Nice surroundings. Please call Ann
354-0450

CLERK TYPIST (EXPERIENCED)
FILE/MAIL DISTRIBUTION
Southfield C.P.A. firm has openings for applicants with experience for above positions. Good salary and benefits. Reply in confidence to Box 244, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Full time position. Good typist with knowledge of or ability to learn word processing. Pleasant phone manner a must. W. Bloomfield
855-8877

CLERK TYPIST
Guardian Industries is looking for a part time Clerk Typist to its Treasury office located in Novi. Major responsibilities in this general clerical position include typing, filing, data entry, typing skills and prior office experience are a must. Word processing and shorthand experience are helpful. Please send a letter or resume to: Robert Merritt
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, Mi., 48167
An Equal Opportunity Employer

CLERK TYPIST - Part time, dependable, willing to do a wide variety of duties. Approx. 20 hrs a week. Good resume to: Personnel Dept., P.O. Box 2143, Farmington Hills, MI. 48018.

CLERK TYPIST - part time, for transportation industry. Immediate opening. Apply at 1181 S. Woodward, #202, Bloomfield Hills, MI 48013

CLERK/TYPIST
Real Estate consulting company in the Bloomfield area has an immediate opening for a person with good math & communication skills essential. This is an entry level career position. Beginning $200. week. Call Sherry for further information at:
682-0660

CLERK TYPIST
$ 5-$ 6,000
Full automotive benefits! Division of Big Three offers career opportunity. Good typing skills necessary, 55 wpm. Pleasant phone manner. Call
$ SNELLING & SNELLING

COMPUTER OPERATOR
ACCOUNTING CLERK
Full or part time. Some College preferred. Flexible afternoon hours. Send resume to: Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR
we are looking for a computer person with initiative who is detail oriented & able to work with people and meet deadlines, information retrieval, maintenance of computer programs, use of Lotus 1-2-3 spread sheet & word processing. Excellent pay, benefits & bookkeeping experience helpful. Bryan, Farmington area.
474-4474

COMPUTER
OPERATOR
IBM 4331 Mainframe. In a local company. All benefits. Call 559-3450.
SNELLING & SNELLING

COURIER - Dependable person needed for long term assignment. Must have excellent driving record, chauffeur's license preferred.

IBM PC OPERATOR - If you have training and/or experience on the personal computer, call us today for an interview.

IBM 5520 or IBM DISPLAYWRITER - experienced individual needed for long term assignment.

SECRETARY - beautiful offices in the Troy area, seeking good all around secretaries.

CRT OPERATORS - if you have any data entry experience, call today for an interview. Short and long term assignments available.

DECMATE WORD PROCESSOR - long and short term assignments available for those with word processing and/or experience on the Decmate Word Processor. Good secretarial skills a must.

TYPIST - long and short term assignments throughout the area for individuals with typing of 45 WPM or more.

BENEFITS
PAID VACATIONS
PAID HOLIDAYS

Call us now for an appointment. Ask about our free benefits package and find out why we're 'Ahead of The Rest'.
FEWER & FEE

ENTECH
SERVICES, LTD.
777 Chicago Rd.,Troy
332-4350 585-5610
Ahead of The Rest

504 Help Wanted Office-Clerical

COLLECTOR - must be self motivated, reliable. Livonia based agency. Benefits. Experience preferred.
537-9430

Commission Clerk
For fast paced Livonia office to figure out sales commissions. Individual must have experience on calculator and be able to work with people. Salary, health insurance, paid holidays, etc. Apply in person at: 12929 Schoolcraft Rd., Livonia, between 9:30 and 5pm.

COMPUTER
COMPANY
FRONT DESK $16,600
An outstanding opportunity with a progressive company. Strong typing and an outgoing personality needed for this one. Fee paid. Hurry! Call Chris.
353-2090.
SNELLING & SNELLING

COMPUTER DATA entry persons - full/part time. Work Saturday & Sunday 8:30 & Monday 8 Magic. Sta. 491, Birmingham
621-2700

CPA SECRETARY
Requirements for this Southfield client, accurate typing, figure oriented person, high bookkeeping skills, typing 50 wpm, 87 per hr. Always employer paid fees. Call for an appt. 559-1105

EXECUTIVE SECRETARY - (no shorthand), must have 2 to 5 yrs experience, typing 45 wpm, good phone & communication skills for this plush service dept. office. Excellent benefits, salary $15,000. Always employer paid fee. Call for an appt. 559-1105

ENGINEERING SECRETARY - if you have 5-6 yrs experience, type 70 WPM, & shorthand 80 WPM plus word processing experience & can meet deadlines, then you're perfect, working for an "easy going" leader in this plush Southfield office. Call for an appt. Excellent benefits, salary $16,000. Always employer paid fee.
Adanac Personnel
Troy

CUSTOMER SERVICE - Accounts Receivable. Must type 60 wpm, 3 months. Redford area.
533-7990

CUSTOMER SERVICE REP
MEDICAL EQUIPMENT
Write service orders for customers, followups and problem solving. Medicare 3rd party billing, authorization codes. Experience required. Will provide additional training. Call Mr. Fredman, Hills area.
626-2330

CUSTOMER SERVICE REP
Career opportunity for self-motivated, aggressive person. Responsible for application skills, customer contact experience needed for handling customer orders by phone. If you are sales-oriented, enjoy people and can type 40 WPM, this position meets your requirements. Send resume to Box 246, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK - IBM System 34, Multi-Key Data Entry experience a starter for fast growing retail firm in Livonia. Full time, benefits. Call Mr. Lewis at Waterford Gallery, 23976 Schoolcraft Rd., Livonia.

DATA ENTRY/KEYPUNCH
Data Entry/Keypuncher needed for 1:00pm - 5:30pm, Mon. thru Fri. Good typing skills necessary, experience helpful, knowledge of general office procedures a plus. Please call Ann at
533-3311, Ext. 17
9am and noon.

DATA ENTRY
OPERATOR
There is a full-time opening for a Data Entry Operator in our Customer Service Department. This position requires 10-key input and telephone work with brokers and customers. The ideal candidate will be a minimum of 3 years experience, able to key at a minimum of 10,000 KPH and willing to work a busy environment at a fast pace. Experience on a IBM 3101 a desirable. To apply for this position, send your resume to:
Vlasic Foods, Inc.
33200 W. 14 Mile
West Bloomfield, MI 48033
Attn: Employment Assistant
Equal Opportunity Employer M/F/H

Employment
Opportunities Available
- Electronic Assembler
- Accounting Clerks
- Typists
- Word Processors/Data Entry

Your ability will be matched with a full time position that will provide a generous salary.
ALL FEES PAID
Send resume in confidence to:
PERSONNEL DEPARTMENT
6140 S. Main, suite 102
Lansing, MI 48911

ENTRY LEVEL Receptionist, 12-4pm position. Requirements: Math aptitude, typing 40 WPM. Please call between 9 and noon.
333-5311, Ext. 17

EXECUTIVE SECRETARY - Wayne County seeks individual with organizational & typing skills. Full benefits package. Contact: Michigan Lung & Nursing.
533-6444

EXECUTIVE SECRETARY
For diversified position in general manager of large Southfield office. Excellent typing and shorthand skills required. Must be a well organized person. Great experience helpful. Resumes only to:
Ramada Hotel
28225 Telegraph, Southfield, MI.
48034
An Equal Opportunity Employer

EXECUTIVE
SECRETARY
$17,000 FEE PAID
Beautiful suburban office seeks professional Executive Secretary. Great benefits, bonuses and salary. Fee paid full benefit package. Your good shorthand and typing skills will put you into position. Call 478-2500.
SNELLING & SNELLING

EXECUTIVE
SECRETARYS

Long term, excellent paying positions available NOW with major auto company. As a successful candidate, you will have strong shorthand & typing skills. Word processing knowledge helpful. No fee immediate opening.
MANPOWER
TEMPORARY SERVICE
Livonia 478-1130
Troy 585-5595

EXECUTIVE - secretary, Bloomfield Hills, excellent typing, shorthand, word processing, 2 years secretarial experience, benefits, $19,000. Fee paid

SECRETARY - Southfield, typing 75 WPM, dictaphone, work for top executive, benef