502 Help Wanted Dental-Medical

EXPERIENCED R.N. Tech or R.M.T. To serve as preadmission coordinator at health resource management company. Hourly with benefits. Good telephone skills necessary. No weekends. Call Mrs. Ashel at 352-8400

FINANCIAL SECRETARY - We are seeking an enthusiastic people person to fulfill the position of financial secretary in a friendly progressive Birmingham office 4 day week Call 646-1515

HOLOGRAPHIC TECHNICIAN For busy scanning service. Experienced only need apply. Full and part time. Ask for Sherry 354-6078 8 26

HYGIENIST - PART-TIME for Family Dental Practice. 352-0133

LAB TECH - Experienced - Part Time Medical Assistant - Part Time For Physician's Office in Birmingham 647-5850

LAB TECH
Part time - to be trained in office. Experienced assistant could qualify. Call before 10am or eves., 644-3317

LAUNDRY WORKER
Swing schedule available. 2 days, 2 afternoons, and one midnight. Pay range. Good transportation a must. Apply in person Mon., Fri., 8 AM. - 3 PM. Beverly Manner, 31500 Meadowbrook, Novi (between Grand Mile & Grand River, Novi W. of Haggerty

LICENSED VETERINARY Technician Part Time. Bloomfield Hills area. Call between 10am - 1pm. 331-0900

LPN OR Mature Experienced Medical Assistant - Part time for busy suburban OB/GYN offices in Garden City & Northville. Must have experience & be willing to work at least 1 early evening. Salary commensurate with experience. For information call Sandy 476-4172

LPN'S/MEDICAL ASST.
Needed 3pm-9pm Mon-Fri. also 8am-1pm Sat. In clinical setting for quick Weight Lost Center. Must be pleasant, *neat, good appearance & a desire to learn* nutrition. Good salary & bonus commissions. Call 993-1903 for interview

MA or LPN
With experience in internal medicine or Pediatrics. Full time, some travel. Flexible schedule. Call 855-3222, Ext. 211.

MATURE MEDICAL ASSISTANT
Full time. Must be pleasant individual with previous experience. Insurance knowledge and typing of 50 wpm. Reply to Orchard Hills Medical Center, 27870 Orchard Lake Rd., Farmington Hills, Mi 48018, att: Diane, or call 851-8457

MEDICAL ASSISTANT - part time, Mon & Wed Nos evenings Formal training required. Must know Vena Puncture. Southfield area Closed Thurs. 559-5837

MEDICAL ASSISTANT - experienced only. X-Rays & all floor procedures. Good communications skills. Typing, billing & general office procedures a plus Birmingham area Please call 540-8166

MEDICAL ASSISTANT
For pediatrician's office in Bordman Heights. Experienced in lab, typing, insurance forms, billing, phone appointments and enjoys children. No nights. Must be mature, dependable. 981-1825

MEDICAL ASSISTANT
with (2) years experience in Family Practice & Multi-Specialty environment. Must have X-Ray experience, E.P.S.D.T. helpful.
Contact Catherine, 838-9461

MEDICAL ASSISTANT
Lahser Medical Center in Southfield has a challenging position available for a Medical Assistant to work 20 hours per week. The preferred candidate will have completed a Medical Assistant program and have at least 1 year experience. Applicants must also be able to type 40 WPM. We offer an excellent salary and pro-rated benefits.
Interested applicants, please apply:

LAHSER MEDICAL GROUP
27177 Lahser Rd., Southfield, Mich.
An Equal Opportunity Employer

MEDICAL ASSISTANT
Experienced in taking EKG, typing, billing, etc. for part time. Garden City area. Call 522-4520

MEDICAL ASSISTANT
NO EXP. NEC
Hiring Bonus $500 Cash
Job Network 373000 Southfield Fee

MEDICAL ASSISTANT-Part time, 1 yr. experience, pegboard, insurance billing, venapuncture. Livonia. Resume to P O Box 8095, Southfield, Mi. 48037-8095

MEDICAL ASST or X Ray Technician - Full or part time. Call 8am-5pm, Mon, Tues, Wed, Fri. and on Thurs. from 5pm - 10pm. Westland area 595-8444

MEDICAL BILLER. Full time, must possess accurate typing skills. Experience required. Call 559-1290
An Equal Opportunity Employer

MEDICAL RECEPTIONIST position for busy Southfield Orthopedic practice. Immediate opening for person with experience in family practice, preferably HMO a plus. Full time, benefits. Call Mr Cash, 8am-5pm, Mon-Fri 354-9446

MEDICAL RECEPTIONIST
For Ophthalmologist's office in Southfield. Experienced preferred but not essential. Please send resume to Box 238 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST, full time. Mature, pleasant personality, busy cardiology office, Birmingham. References required. Call Marjorie, 354-3268

MEDICAL RECEPTIONIST
Experienced in OB/GYN. For busy office in Farmington Hills. Full time position. Ask for Barbara: 476-4900

MEDICAL RECEPTIONIST
Full time, no evenings or weekends. Closed Thursday. Southfield area. Call 559-1457

MEDICAL RECEPTIONIST
Part time, Farmington Clinic. Excellent salary & working conditions. Call Barbara 644-2621

MEDICAL RECEPTIONIST
for Ob Gyn office. General office, front desk & insurance experience helpful. Full time. Call Mary 559-4338

MEDICAL RECEPTIONIST
Physician's office, 12/Northwestern, 10 to 7 no front desk. Blue Cross Medicare experience necessary. Top salary, Benefits.

MEDICAL RECEPTIONIST - General front office skills, experienced with peg board & insurance billing required. Salary commensurate with experience. Send resume to: Kingswood Urgent Medical Center, 1846 Woodward, Bloomfield Hills, MI 48013.

MEDICAL SECRETARY
Troy office needs neat person, part time. Must type. Call evenings & weekends 528-8438

502 Help Wanted Dental-Medical

MEDICAL Secretary Transcriptionist part-time for pleasant & exciting W Bloomfield gynecology office. Requires an exceptionally neat & organized person with excellent typing transcription skills. Medical terminology helpful. 851-8040

MEDICAL SECRETARY

NW suburban hospital seeking individuals with at least 3 years secretarial experience in a medical setting. Excellent word processing and medical terminology skills, 80 wpm. Typing and transcription experience required. Prefer previous hospital employment.

Effective communication skills, desire for high volume work load and willingness to work additional hours, (over 40 per week) essential. Flexible compensation package with competitive base pay and benefits tailored to suit individual needs.

Please apply 9 AM. - 3 PM., Mon. - Thurs., Employment Office

PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield, Mi. 48075
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST & Front Desk. Full time for busy Farmington Hills Radiology office. Experienced with word processing. Must enjoy working with people. Call between 8-5pm, ask for Kathy 855-1700

MEDICAL TRANSCRIPTIONIST
Experienced. Part time. Oak Park area. Flexible hours. 398-7232

MEDICAL TRANSCRIPTIONIST
Excellent opportunity for transcriptionist with 2 years experience transcribing D.S.O.R 569-9158

Medical Transcriptionist

Applicants should have 2 years of recent experience in medical terminology, preferably Pathology. Typing of 60 wpm is required. Experience in word processing and computers is helpful. We offer a competitive wage and benefit program. Apply in person:

Sinai Hospital of Detroit
Employment Office
17100 Wyoming - suite 119
Detroit, MI 48223
An Equal Opportunity Employer

MEDICAL Transcriptionists Secretaries Word Processors

If you type at least 60 WPM accurately, have medical terminology, and are available for medium to long terms assignments - we need you! Assignments is available now. When it comes to TEAM WORK we are the TEAM that WORKS! Call STAFF BUILDERS and ask for Steve

548-6870

MICH Vein Clinic in Birmingham, highly skilled nurse & receptionist with secretarial background. Send resume with qualifications to Dr. Ouladdar, 721 North Macomb St, Monroe, Mi. 48161 or call 242-4320

NURSE AIDES EXPERIENCED

Full-time Afternoon position immediately available. Call for information.

476-8300

NURSE AIDES

Full and part time. Apply in person:
FRANKLIN MANOR
Convalescent Center
24609 Franklin Rd. Southfield
352-7390

NURSE AIDES

FULL & PART TIME
Including weekends, all shifts. Experience preferred. Classes available. Apply in person only: Ms. Wanlim Highweight at West Nursing Home, 8315 Newburgh Rd., Westland, near Joy Rd. No phone calls.

Nurse Assistants TRAINING PROGRAM

Work for the finest nursing home in Oakland County. Excellent benefit package including tuition reimbursement.

EXPERIENCED NURSE ASSISTANTS welcome to apply. Contact

Farmington Nursing Home
477-7400

NURSES

Medical/Surgical, ER, OB, Pediatrics and Oncology. Full and part time positions available. For details contact:
Sinai Hospital of Detroit
431-3300, Ext. 277
An Equal Opportunity Employer

OCCUPATIONAL THERAPIST

Permanent part time position providing services to homebound adult nursing home patients. Must be registered. Call Virginia to set up appointment for interview. 342-4199
Med-Speech Service, Inc.

OFFICE COORDINATOR

Sinai Hospital of Detroit has an immediate opening for a Office Coordinator with 3 years recent experience has a medical secretarial skills and typing a minimum of 60 wpm, prior experience in Pathology is desired. Previous supervisory experience is required. Experience in word processing or computers is desirable. We offer a competitive wage and benefit program. Please apply:
Sinai Hospital of Detroit
Employment Office
17180 Whitcomb, Suite 119
Detroit, MI 48235
An Equal Opportunity Employer

ON-CALL COORDINATOR

Part time for home health agency staffing out of your own home. An occasional weekend.

Kelly Health Care
644-9131
Subsidiary of Kelly Services
Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

OFFICE MANAGER
for Troy Ophthalmologist. Bright, experienced with initiative. Must have reference & knowledge of computer billing helpful. Call evenings & Weekends.

ONCOLOGY NURSE & M.A., with good blood/venepuncture skills, for busy private office in Southfield. No eves., weekends or holidays, 30 hour week. 569-3750

OPHTHALMIC OR OPTOMETRIC Technician for Southfield Ophthalmology office, 12 Mile/Northwestern area. Full or part-time. Experienced only please. Call Betty 358-1750

OPTHTHALMOLOGY ASSISTANT
Rapidly expanding Ophthalmology practice in Southfield area needs assistance. Reply Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN
Worlds largest optical company has optician position available. Experience necessary. Excellent pay & benefits, including medical, dental, life insurance, profit sharing & advancement opportunities. For confidential interview call Pearl District Office, 353-3770
An Equal Opportunity Employer

ORTHODONTIC ASSISTANT
Seeking experienced, ambitious, mature individual for team approach in growing practice, 3½ days per week. 443-5210

ORTHODONTIC ASS
Part time for congenial Southfield specialty office. Experienced preferred. Call

ORTHODONTIC RECEPTIONIST
Mature experienced individual. Typing required, basic computer skills helpful. Good organizational and interpersonal skills a must. 3½ days week. 645-5340.

PATHOLOGIST
Certification as a therapeutic recreational specialist. Full time only. Must apply in person Mon-Fri 10am-3pm.
LIVONIA NURSING CENTER
33810 Plymouth Rd.

PATIENT INSURANCE ASST.
Needed for large Detroit medical center. Some experience preferred - not required. Call: 558-4637

P/A Ultra Sound Technicians

If you are available, and can travel in Wayne, Oakland and Macomb Counties we need you! "Per patient" reimbursement. Call Steve at STAFF BUILDERS

548-6870

PSSST! HAVE YOU HEARD?

HOMECARE 2000 INC.

NEEDS WORKERS

AIDES, LIVE-INS
ESCORT/SITTERS
CHILD CARE WORKERS

423-6500
An Equal Opportunity Employer

RECEPTIONIST Needed for modern small animal hospital, 1-3 yrs. experience necessary. Benefits & salary. If you want to be part of a winning team, apply at 31200 Five Mile, Livonia

RECEPTIONIST, Full-time, Oral Surgery office. Birmingham/Troy area. Excellent opportunity for career-minded individual with previous medical or dental experience. Good benefits. Call between 10am & 4pm at 647-7338

RECEPTIONIST
Busy surgeon's office needs organized, experienced Receptionist. Great patients, answer phones, make appointments, light typing & filing. Computer experience a plus. For consideration please send your current resume to Mr. Berezik, 28050 Grand River, Suite 108, Farmington Hills, Mich 48024.

RECEPTIONIST - Farmington
Must be experienced in all insurance, pegboard and all other reception duties. 4 ½ days a week, full time. 471-3450

RECEPTIONIST -Farmington must be experienced. All insurance, peg board, & all other reception duties. 4½ days per week, full time 474-3650

RECEPTIONIST for Radiologist's office, Farmington Hills area. Secretary - part time 20 hours per week, 2½ days. Call from 8am - 5pm, Mon. thru Fri., 471-0444

RECEPTIONIST experienced to work for Pediatrist & Internist jointly. Novi area. Salary commensurate with experience & knowledge. Excellent working conditions, benefits. Mon thru Fri only. 478-1274

RECEPTIONIST
Recent High School Graduate for full-time Receptionist in Doctor's office. Providence Hospital area. No weekends or evenings. Typing required. Will train in office procedures. Good benefits.
Send resume to P.O. Box 2747,
Southfield, Mich. 48037-2747

RECEPTIONIST
For medical/surgical practice, veterinary clinic. Experience not necessary. Liberal fringe benefits. Salary commensurate with qualifications. Reply to Box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Registered Nurses
HENRY FORD HOSPITAL
W. Bloomfield

Henry Ford Hospital, W. Bloomfield Emergency Room has contingent RN positions available. A minimum of 1 year experience in ICU, CCU, ER or a A.C.L.S. is desired. Qualified applicants may contact Sandy Wenner, Mon. thru Thurs., from 8 am till noon, at 641-4100 ext. 640.

HENRY FORD HOSPITAL
6777 W. Maple Rd.
W. Bloomfield, MI. 48033
Equal Opportunity Employer M/F/H

RESPIRATORY THERAPIST
needed for Home Care Visits.
Detroit area. 964-4181

RESPIRATORY THERAPISTS

Part time and contingent positions, afternoon and midnight shifts available. CRTT or RRT. For details contact:
GARDEN CITY HOSPITAL
421-3300, Ext. 277

RN'S - LPN'S - AIDES

For 64 bed basic nursing home in Livonia. All shifts. Apply or call between 8 & 4 PM. 20910 Plymouth Rd., 522-0970
LIVONIA NURSING CENTER

502 Help Wanted Dental-Medical

RN
HOME CARE SUPERVISOR
PART TIME

Immediate challenging position available in the Birmingham area. Experience in patient assessment. Responsible and self-motivated. Part time, flexible hours. Work near your own home. Community health experience is a plus. Send resume to:

KELLY HEALTH CARE
111 S. Woodward Ave.
Birmingham, MI 48010
Subsidiary of Kelly Services
Equal Opportunity Employer M/F/H

RN & LPN'S - part time & full time positions available at Bay GYN office & out patient surgery clinic. Call 643-7778

RN-OR

Full time day position available. Must be able take calls, previous experience necessary. For details contact:
GARDEN CITY HOSPITAL
421-3300, Ext. 277
An Equal Opportunity Employer

RNs & LPNs

Midnight Charge Nurse Position available Join the finest nursing care team in Oakland County. Contact Noreen Nefcy, RN, Direct or Nursing at

Farmington Nursing Home
477-7400

RNS-LPNS-NURSE AIDES
Beverly Manor of Novi has full and part time positions available on Midnight shifts. Apply in person: 21500 Meadowbrook Rd., W of Haggerty Rd., between 10 Mile & Grand River.

RNS/LPN'S
Opportunities available for qualified nurses in the following positions:

- Assistant D.O.N.
- Patient Care Coordinator
- Midnight Supervisor
- Part time staff: all shifts

Candidates should have strong interest in geriatrics. Prefer nursing home experience. Interested applicants may submit resume or call Sharon O'Hear, R.N. B.S.N. Director of Nursing at:
Mt. Vernon Nursing Center
26715 Greenfield, Southfield Mi. 48075
557-9050

RN's
MED SURG
Join our team of health care professionals. Immediate assignments available in Southfield area. 1 year experience required. Call Joann for more information. Also ask about our bonus referral.
MEDICAL PERSONNEL POOL
352-8111

R.N. or L.P.N.
Full-time Day Charge Nurse for 48 Bed Basic Facility. Apply at:
West Trail Nursing Home, 395 W. Ann Arbor Trail, Plymouth.
453-2343

SALES REP - Physical Therapy sales with medical background. Top income potential & benefits. Send resume to: M.L. Mack, 969 Homestead Ct. Rochester, Mich 48063.

SECRETARY/CLERK - Full time position available for a health insurance company. Experienced in a office setting required. Preferably medical office. Send resume to: P.O. Box 847, Lathrup Village, Mich. 48076-0847

SECRETARY - Full time for medical office in Dearborn. Must have experience in medical billing, typing and pegboard. Reply to Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SENIOR INSURANCE BILLER
Busy surgeon's office needs experienced capable person to handle all surgical billings. Computerize billing experience a definite plus. Salary commensurate with experience. Excellent fringes. For consideration please send your current resume to Mr. Berezik, 28050 Grand River, Suite 108, Farmington Hills, Mich 48024.

S.O.S.

WE NEED
RN'S
IMMEDIATELY

STAFF
OUR
SPECIALTIES

ALL AREAS - ALL SHIFTS
$BONUSES$

Applications taken each Tues & Thurs between 3pm-5pm at Health Care Professionals Inc. 17000 W. 8 Mile, #350, Southfield, or call 557-4220

423-6500
An Equal Opportunity Employer

THE SEARCH IS ON
For that special nurse who will complement the expertise of our existing staff. A BSN familiar with the tri county market who possesses superior communication & supervisory skills, has knowledge of HMO & Medicare Prospective payment systems, is energetic & enthusiastic about joining a growing changing facility. Send your resume & salary expectations to Adeline Lafoore PCO, Assoc. Inc., 17,000 W. 8 Mile, #350, Southfield, MI. 48075

TYPIST - PART TIME
Medical Administrative position.
Immediate opening for experienced typist with medical background. Typing and communication skills to assist with various office duties, word processing. Excellent working conditions. Exercise in hospital setting a definite plus. For details contact:
GARDEN CITY HOSPITAL
421-3300, EXT. 277

X-RAY - BONE & JOINT
Busy, private Clinic, 4½ days.
Closed Thursday. Apply 8AM-1PM:
23611 W. 12 Mile, Southfield

X-RAY TECHNICIAN for new medical facility in Brighton. Part time. Call 313-229-4181

X-RAY TECHNOLOGIST
for out patient medical facility in Plymouth area. Position is part time. 459-1900

502 Help Wanted Dental-Medical

RN'S, LPN'S & NURSE AIDES

Full time & part time positions available to persons who are interested in a career in health care and are committed to helping the elderly.

CAMBRIDGE EAST
31155 Dequindre, Madison Hts.
585-7010

CAMBRIDGE NORTH
535 North Main, Clawson
435-5200

CAMBRIDGE SOUTH
18200 West Thirteen Mile Road, Birmingham
647-6500

CAMBRIDGE WEST
19633 Beech Daly, Detroit
255-1010

CAMBRIDGE BEDFORD
18240 West Twelve Mile Rd., Southfield
557-3333

MIDDLEBELT NURSING HOME
14900 Middlebelt, Livonia
425-4200

MIDDLEBELT HOPE NURSING HOME
38410 Cherry Hill, Westland
326-1200

MARIAN MANOR CENTER
18581 Quarry, Riverview
282-2100

KENNETH J. RONEY MANOR
26506 Powers Ave., Dearborn Hts.
291-8200

Free training for nurse aides.
Please call or apply in person, Mon. thru Fri. between 10 am-4 pm at the home nearest to you.

502 Help Wanted Dental-Medical

REGISTERED NURSES

As an experienced professional, you are cordially invited to attend a

PROFESSIONAL NURSING SEMINAR

Presented By
JOANNE NAPIEWOCKI, RN, MSN, JD
Vice President, Legal Affairs
On
REDUCING YOUR LIABILITY
Feb. 19, 1986 at 7 PM

An open house and reception will be immediately following. Nursing representatives will be on hand to tour you through our growing facility as well as to address any questions you may have about Providence Hospital. For any additional information, please call 424-3900.

PROVIDENCE HOSPITAL
FISHER CENTER AUDITORIUM
22500 Providence Dr.
Southfield, MI 48075
An Equal Opportunity Employer

504 Help Wanted Dental-Medical

UB-82/1500 Billers

Billers needed for a long-term assignment in the Blue Cross/Medicare Department of a hospital located in the Metropolitan area. Inpatient and outpatient billing experience preferred.

CALL US TODAY!

TEMPORARY PROFESSIONALS
443-5590

VETERINARY TECHNICIAN wanted part time, licensed or clinical experience only need apply. Call Milltreats Clinic, 16793 Northville Rd., Northville.

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Southfield area. Must have strong experienced individual with versatility. Computer experience helpful. Salary commensurate with experience. Send resume to: 21700 Northwestern Hwy, Suite 660, Southfield, MI 48075

ACCOUNTANT with experience preparing Financial Statements. Requirements are familiarity with Computer Accounting & Associates Degree.
Call Kate, 577-3910

ACCOUNTING CLERK
A Fortune 500 company, with office located in Livonia, seeks full time Accounting Clerk. Excellent opportunity for a career-minded individual with a variety of skills. 3 years experience in accounting, excellent telephone skills, experience with data entry and familiarity with the IBM PC required. Bookkeeping Degree in any related discipline. Forward resume and salary history to Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk

Immediate opening for an accounting clerk. Must have basic accounting background and know proper use of calculator. Salary is $5.25 per hour with union increases. Free meals and benefits. Apply in person to the personnel office located in the Marriott Hotel between 9am and 3pm, Mon. thru Fri.

Marriott Host
Metro Airport
An Equal Opportunity Employer

ACCOUNTING CLERK

An aggressive mortgage banker is seeking an individual with corporate accounting experience. Qualified candidates must have experience in bank & general ledger reconciliation. Associates Degree and/or mortgage banking experience preferred. Opportunity is available at our corporate office located in Southfield. Salary commensurate with experience. Excellent benefit package included Send resume to

Bloomfield Mortgage Corporation
P.O. Box 81200
Birmingham, Michigan 48012
Attn: Personnel Department

An Equal Opportunity Employer

ACCOUNTING CLERK - Troy area. Assistant to business manager of TV, sports network, PASS Bookkeeping experience preferred. PC experience helpful. Call Kathi Hart. 583-7600

ACCOUNTING CLERK
Fast-growing Birmingham based Corporation seeks a bright, aggressive, self-starting individual as an Entry-level Clerk in our Accounting Dept. Must possess a High School Diploma. Send resume or letter, to: Accounting Manager, 33100 Telegraph Rd., Suite 110, Birmingham, Mich. 48025

ACCOUNTING CLERK $12,000

Suburban company needs experienced person for back-up in accounts payable and receivable. Some computer experience helpful. Full benefit package Company Paid Fee.
Call 557-7870
ALLEN PERSONNEL AGENCY

Accounting Clerks

We have a few positions available in our Accounting Department for full-time or part-time clerical work. Requirements include 1-2 years accounting or banking experience, ability to operate a 10-key calculator, and good numerical aptitude. We would be team-oriented and attentive to detail. We offer competitive salary, a full benefit package, and are located in an attractive Northern Suburb.

To be considered, complete an application at our office, or send your resume or letter of qualifications to:

Employment Assistant

Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
An Equal Opportunity Employer

ACCOUNTING / AUDITING
Needed for busy office. Must have experience, with 1 yr. experience for contract positions.
Call Irene 357-0034

ACCOUNTING
Livonia area firm seeking experienced individual to handle Accounts Receivable & a variety of other Accounting functions. Excellent Math, Clerical & Typing skills required. Send resume to: Box 183, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS Payable/General Accounting. Experienced. Full-time salaried position with local Material Handling Distributor. Good typing skills - 4 months Great benefits. Resume: Ms. Neuman, P.O. Box 317, Dearborn, Mich. 48121

ACCOUNTS PAYABLE CLERK
Immediate opening in our controllers office located in Farmington (gas and stamp divisions) mail, match invoices to purchase orders, enter expense reports and review bills. Qualified candidates will have prior basic accounting experience and/or course work, knowledge of CRT, strong figure aptitude and typing 35/35 wpm. Excellent benefit package and pleasant working environment. If interested, please send resume to: Personnel Dept. P. O. Box 2227 Southfield, Mi 48037
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
$12-$13,000

Suburban company seeking individual with accounts payable experience, typing 45 wpm., and a mature responsible attitude. Pay paid. Top benefits.
Call Mary, 478-3500.
SNELLING & SNELLING

ACCOUNTS PAYABLE
PAYROLL
Property management company needs mature minded person to verify and code supplier invoices, process & prepare checks and update & maintain payroll records working through a CMT terminal. Requires a quick learner with good clerical Math & typing skills. Previous bookkeeping experience, but will consider person with a background in a high volume fast-paced work environment. Southfield location. Call Mike, 569-3333.

Accounts Payable

We need an experienced at entry level for Accounts Payable department. Qualified applicants should have basic bookkeeping experience, good clerical aptitude, accurate ability with 10 key & preferably one year experience in a retail computerized environment. Send resume to

FOLAND'S
"The Pleasure Of Your Days Store"
27253 Plymouth Rd, Livonia, MI 48150

ACCOUNTS RECEIVABLE/Credit Supervisor. Experience necessary, full time. Good pay, excellent benefits. Send resumes to. P O. Box 2334, Livonia, MI. 48151

ACCOUNTS RECEIVABLE & Payables Person needed for immediate opening. Full benefits. Must have Associate's Degree in Accounting - Bachelor's Degree preferred. Minimum 3 years experience. Send resume to Salvation Army Divisional Headquarters, 601 Hagley, Detroit, MI 48235, Attention Mayor Fitches

ACCOUNTS
RECEIVABLE
CLERK
30 hours per week. Word processor and data entry experience a plus. Call for appointment.

Ivy Care One, Inc.
423-6500
An Equal Opportunity Employer

ACT NOW!
& Earn Extra $$$

Long and short term assignments available for experienced

- Receptionists
- Switchboard Oprs.
- Acctg. Clerks
- Sr. Typists
- Stenographers
- Bookkeepers
- Word Processors
- Accountants

TOP PAY
BONUSES
VACATIONS
BENEFITS
MAJ. MEDICAL

Troy 362-4650
Detroit 962-9650
S'fld 354-0555

Olsten
Services
An Equal Opportunity Employer

AD AGENCY
SECRETARY
You will enjoy the exciting atmosphere in this major firm. Your good skills will be appreciated here. To $15,000, fee paid. 353-2090.
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT with good word processing skills and creative energy needed for rapidly expanding investment management company. Call Sue: 540-8460

ADMINISTRATIVE ASSISTANT
NEW BUSINESS
Needed for Manufacturer. Duties include: accounts payable/receivable. Typing, record keeping, and other duties as assigned, but will train. Good salary, full benefits. Immediate opening. Call Ann 377-4834.

ADMINISTRATIVE ASSISTANT

Major Manufacturer located in Southfield is looking for an Administrative Assistant with 3 years secretarial experience. Successful candidate must possess excellent typing (60 wmp) and shorthand (80 wpm) skills. Word processing experience desirable. Excellent communication skills and ability to work on own initiative required. Send resume with salary requirements to: Personnel, P. O. Box 2270, Detroit, MI 48235.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Purchasing Trainee

Wholesale distribution center in Northville area has an excellent opportunity for individual with at least 2 years experience in an office environment where team work was essential. Must be well organized to assist in daily purchasing functions of this busy department where problem solving, planning and follow-through are critical. Ideal applicant must be self-confident and seek responsibility. Some college a definite plus. Fully paid benefit package. Send resume with salary requirements to: Box 219, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING
FEE PAID - $18,000

Creative group looking for enthusiastic word processor to type scripts, presentations, letters, correspondence, etc. Word processing experience needed. CYT preferred. Benefits & opportunity.
645-4777

DOROTHY DAY
PERSONNEL, INC.

A GLAMOUR
POSITION
$11-$13,000 FEE PAID

A growing suburban office is seeking an efficient Receptionist. Good typing required. Excellent training, benefits and advancement. Let your pleasing personality lead you into front desk position. Call Sandy Barrow, 478-5300.
SNELLING & SNELLING

A LANIER No Problem word processor for large accounting firm in Southfield. Top paid, contract position.
Call Linda 646-7660

ANNOUNCING AN Opening in our rapidly expanding Southfield medical supply office. We seek a qualified individual for our sales order department. Excellent typing & calculator experience with accuracy a must. Data entry experience helpful. Excellent benefits. Send resume to Box 250, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

APPLY TODAY

SWITCHBOARD
(Dimension)
(Horizon)

CLERK TYPISTS
45-54wpm

SENIOR TYPISTS
65 WPM

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

ARCHITECTURAL Firm seeks reliable individual, capable of running a blueprint area. Drafting background preferred. Some computer skills. Interesting employment, benefits. Send resume to: Taff Associates, P O Box 2101, Farmington Hills, Mi. 48333 An Equal Opportunity Employer

Assignments To Utilize Your Skills!

- Sr. Typists (with or without Shorthand)
- Jr. Typist
- Switchboard Oprs. (all models)

Temporary Assignments in Livonia, Southfield & Plymouth.
Call Now For Appointment

General
Management
Service
14700 Farmington Rd. Livonia
Heritage Commons
Suite 104

427-7660

ASSISTANT BOOKKEEPER. 2 years experience, retail experience very helpful. Pleasant atmosphere. 23233 Hopkins Hwy, Madison Hts.

ASSISTANT BOOKKEEPER-Must be familiar with all phases of bookkeeping and must have two year or more of experience. Must be able to type. Southfield area. Call Sylvia, 948-2222

ASSISTANT for Southfield Consulting Firm. Part time with full time potential. Newsletter & job maintenance experience desired. Excellent growth & promotion potential. Make change for a person. Send resume with salary requirements to: OMC/OE, 28021 Telegraph, Suite 105, Southfield, Mich 48034.

ATTENTION:
IBM PC

We are looking for word processors with experience on the IBM PC. We have software experience on the display writer. If you are a word processor location located in Southfield is looking for people to work days & possibly afternoons. Call today for an appointment.

Somebody
Sometime
Temporary Help
Southfield 272-8500

504 Help Wanted Office-Clerical

Attention:

- Typists
- Word Processors
- Secretaries
- Data Entry
- Clerks

Turn your skills into $$$ now. Working as a S.S.I. temporary can provide you with top pay, interesting assignments and valuable work experience. Immediate openings. Bonus plan.

- NO FEE
- CALL NOW

Farmington Hills	855-8910
Southfield	569-7500
Livonia	525-0330
Auburn Hills	373-9904
Detroit	963-2290
Sterling Hgts.	977-5740

Supplemental Staffing, Inc.

The Temporary Help People

AUTO DEALERSHIP needs strong Accounts Receivable Person with knowledge of Computer Bookkeeping. Ask for Nancy. 354-6400

BOOKKEEPER - Experienced - Full-time, salaried position with a local Material Handling Distributor. Good typing skills - 4 Month Excellent benefits. Send resume to: Ms. Neumann, P O Box 317, Dearborn, Mich. 48121

BOOKKEEPER/ACCOUNTANT. CPA Firm is looking for full charge bookkeeper/accountant, experienced in financial balance with computer knowledge. Contact Debby. 356-5500

BOOKKEEPER
Birmingham law firm has opening for full time bookkeeper. Prior bookkeeping experience required. Familiarity with computer desired. Benefits & salary commensurate with experience. For interview, call 540-3202

BOOKKEEPER - Contractor is looking for an assertive, self directed bookkeeper with bookkeeping experience who enjoys the challenge of working with people, as well as numbers. Send resume and salary requirements to Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Mich. 48150

BOOKKEEPER - Experienced in accounts payable/receivable & general ledger. Some computer experience helpful. Not necessary. Plymouth area. 459-2047

BOOKKEEPER - Experienced in Sales Order Processing. Knowledge of accounting service, Southfield Area. Ms. Thompson 948-4188

BOOKKEEPER - FULL CHARGE
Full or part time position with manufacturing experience. Top salary. Farmington Hills area. 471-8100

BOOKKEEPER - FULL-CHARGE
thru Financial Statements. Computer knowledge essential. Only Experienced - need to apply. Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/PAYROLL CLERK
PART TIME
Looking for a person who can work short, full time position in an accounting office. Must have Associates Degree in Accounting or previous bookkeeping/accounting experience. Duties include payroll accounting & helpful. Send resume to Personnel, P. O. Box 43007 Livonia, Mich. 48150

BOOKKEEPER-SECRETARY
Capable experienced person needed for assistant bookkeeper in growing company. Background in the building industry is a plus. Duties will include receptions work, light typing, and back up bookkeeping. Good working conditions, nice office, good salary. Please call for appointment from 10-5 weekdays at 851-8963.

504 Help Wanted Office-Clerical

BOOKKEEPER
Full Charge

This rewarding position seeks an individual who enjoys responsibility and knows how to take-charge. Must have computer experience. Good math aptitude a plus. Preferred atmosphere. $18,000 range.

559-1212
Robert Half of Michigan, Inc.
17515 W. 9 Mile, Suite 670
Southfield, MI 48075

BOOKKEEPER

Growing Livonia based Tool Equipment Manufacturer is seeking an experienced part-time Bookkeeper. This experience should include: General Accounting, A/P, A/R, General Ledger & Credit and Collection. A minimum of (3) years experience of which (2) years should be with Computer Input & Reporting. This is an outstanding opportunity with the potential to grow into a full-time position quickly. Those individuals interested in challenge & growth - are requested to submit their resume, with current earnings, to:
Bookkeeper, 35125 Schoolcraft Rd., Livonia, Michigan 48150.

BOOKKEEPER

Mature full charge bookkeeper for medical office. Construction experience a must. 948-7755

BOOKKEEPER - Mature individual with bookkeeping experience, accounts payable & accounts receivable. Send resume to: P. O. Box 378, Wixom, MI 48096

BOOKKEEPER needed for multiple company apartment management company, handling all payables, payroll, bank accounts & journals manually to trial balance. Prior real estate experience a plus. Southfield. Call Fay, 357-3770

BOOKKEEPER - PART TIME
3-3 days per week. Experienced thru trial balance. Send resume to: *Person office located in Livonia.* Call 8am to 1pm. 937-5414

BOOKKEEPER
Part Time person for Livonia based shop, 1 day per week. Sales journal, payroll, filing, phone answering, light deposits, bank deposits. Send resume to: Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - part time - Experienced in Accounts payable, receivable. Send resume to Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER

Southfield Construction Company has immediate opening for a full time bookkeeper/accounting person, through trial balance, computer knowledge necessary, good salary & benefits. 356-5313

BOOKKEEPER

Thru Trial Balance for Property Management Firm, Downtown Detroit location. Some experience in computer is helpful. Submit resume to M. Dorothy Leonbruck, 2300 Penobscot Bldg., Detroit, Michigan 48226.

BOOKKEEPER
With Accounts Receivable/Accounts Payable experience for busy large growing company. Maturity, organization, neat printing & dependability a must. $12,000 annual starting salary. Send resume to: Mrs. D. Cook, 9 Yankee Pedlar, Suite 200 Healy Dr., Dept. B, Novi, Michigan 48050

BOOKKEEPING POSITION for media billing. Knowledge of advertising & agency billing background. Computer usage helpful. Birmingham area. Call Mr. Grossman 646-8290

BOOKTICH TEXTRON
Mature person needed for order desk & general office duties in pleasant sales office in Farmington. Excellent benefits including medical, life & dental insurance, $135-$195 per week. Interview hours are between 8 10am-1pm. 477-1300
An Equal Opportunity Employer

CLERICAL
Insurance Agency. Light train, typing necessary, salary, $150. 35 hours. Southfield. 356-1212

CLERICAL

Looking for mature person to work full-time answering telephones, doing light filing and willing to learn how to use company computer