EMPLOYMENT

502 Help Wanted Dental-Medical

LPN or RN

We are looking for someone who has a love and understanding of the elderly; to work full time on our afternoon shift. Job involves passing medications and supervising the care given in an 82 bed nursing home! Phone 349-2640, 9AM-4PM. Whitehall Convalescent Home, 43455 W. 10 Mile Rd., Novi

MEDICAL ASSISTANT
Part-time, 18 hrs. per week for top dermatology office. Must have at least 1 year medical office experience and know venepuncture. Send resume to P.O. Box 2142, Farmington Hills, MI. 48018.

MEDICAL ASSISTANT
Experienced in Vena puncture, EKG & Xrays 30 work. 12 mile & Northwestern area. 352-4680

MEDICAL ASSISTANT
With insurance knowledge for Garden City office. 38 hours weekly. 427-4600

MEDICAL ASSISTANT for allergy office. Part time to start. Send resume to: 435 S. Livernois, Su. C23, Rochester, MI., 48063 or call 651-1133

MEDICAL ASSISTANT/Receptionist for walk in medical center. Must know X-rays, work weekends. Part time now, full time later. Send resume to Kingswood Urgent Medical Center, 19984 Woodward, Bloomfield Hills, MI 48013

MEDICAL ASSISTANT
Are you looking for the opportunity to grow with a new practice? Affiliated with Henry Ford Hospital? Then consider our recently opened Preferred Medical Center located in Troy as a part time Medical Assistant to our Dermatology Clinic. Qualified applicants must have at least 1 year experience and be certified by an accredited school. Interested individuals may call Personnel at 952-9900 weekdays/Friday only: 689-5200

MEDICAL ASSISTANT
for Podiatrist. Mature, 30 hrs. week. Call 9am-noon. 423-4001

MEDICAL ASSISTANT
Full time. Busy doctors office in Southfield. 424-8300

MEDICAL ASSISTANT - full time, benefits. Busy general practice. Old City office. 1 year experience. Farmington area. 476-5330

MEDICAL ASSISTANT
For busy Dermatology practice, N.W. area. Work hours include 2 Evenings & Sat. 569-1958

MEDICAL ASSISTANT
with patient care experience for busy Garden City doctor's office, full time. Call 421-5450

MEDICAL ASSISTANT - for lab in busy hematology office in Bloomfield Hills, full or part time. Call for interview 858-2270

MEDICAL ASSISTANT
Lab experience a must. Hours & salary negotiable. Southfield area. Call 557-7880

MEDICAL ASSISTANT/B/Xrays
Temporary staffing. Above average wage. Extensive medical background. Call Medical Professional Services, Inc. 10AM-2PM: 453-5055

MEDICAL ASSISTANT - Part time for doctors office in Livonia with experience. Call 464-8180

MEDICAL ASSISTANT
Experienced, needed for small animal hospital. Competitive salary & benefits. Send resume to: 31203 Plymouth Rd., Livonia, MI., 48154.

MEDICAL SECRETARY, experienced on basis for Medical Insurance, Medicaid and all other insurances. Troy. 528-2555

NURSE AIDE
Raised your family? Ready to work outside your home? We will train you for a career. Full or part time. Days or Afternoons.
Whitehall Convalescent Home
43455 W. 10 Mile, Novi
349-2200

NURSE AIDES
Join our progressive new nursing facility. Positions open on all shifts for experienced Nurse Aides, full time & part time. Benefits available. Apply in person Mon thru Fri 8AM-5PM.
KENNETH J. RONEY MANOR
25505 Powers, Dearborn Heights
291-8200

502 Help Wanted Dental-Medical

MEDICAL INSURANCE BILLER
Rochester area. Experienced, full time. 651-2778

MEDICAL LAB BILLING CLERK
Experienced. Full or part-time. Downtown area. Call: Mrs. Balzone, 386-3218

MEDICAL LAB TECH
Immediate opening for a temporary tech with previous experience. Willing to train, adaptable person 1-2 days per week. Send resume to: B.W.P., 27870 Orchard Lake Rd., Farmington Hills, MI. 48018.

MEDICAL OFFICE PERSON
Knowledgable in all billing procedures. Will train in other areas. Computer background. For appointment, call Pat Farley, 353-4440

Medical Office Employees
We are a growing company that places temporary employees in health care facilities throughout the Metro area - and we need individuals to fill the following positions.
- Receptionist
- Medical Secretary
- Insurance Biller
- Typist 45 + WPM
- CRT Operator

TEMPORARY PROFESSIONALS
24100 Southfield Rd.
No. 315, Southfield
443-5590

MEDICAL RECEPTIONIST
Front desk. Blue Cross, Medicare experience necessary. 12 Mile at Northwestern, physician office. 10:30-7:30, top salary, benefits. 358-5710

MEDICAL RECEPTIONIST
Part time. For doctors office in Southfield. 354-3131

MEDICAL RECEPTIONIST - Wanted bookkeeper for Podiatrist in pegboard and insurance. Call Jackie. 624-4511.

MEDICAL RECEPTIONIST
needed full time, no experience necessary. Starting salary $150 per week. Applications being accepted at 4770 Rochester Rd., Suite 210, Troy, MI. 689-5125

MEDICAL RECEPTIONIST
Full time position in Birmingham office. Call: 642-3333

MEDICAL RECEPTIONIST, full time, 1 evening required. Southfield area. Apply between 10am-4pm. 353-7160

MEDICAL RECEPTIONIST - full time, experienced only. Southfield area. 569-5985

MEDICAL RECEPTIONIST
Experience necessary. 855-3346

MEDICAL RECEPTIONIST
Part time.
Call after 5pm.
355-5450

MEDICAL RECEPTIONIST, OB/GYN Office, Farmington Hills. Must know third party billing. Experience necessary. Salary negotiable. 553-8888

MEDICAL RECEPTIONIST, 4/4-9 day week, 2 Sat. mo. MBS computer experience preferred. 35-37 hr. depending on experience. BC/pension plan. Call Wed. Only. 455-8180

MEDICAL RECEPTIONIST
Experienced, needed for small animal hospital. Competitive salary & benefits. Send resume to: 31203 Plymouth Rd., Livonia, MI., 48154.

MEDICAL SECRETARY, experienced on basis for Medicare, Medicaid and all other insurances. Troy. 528-2555

NURSE AIDE
Raised your family? Ready to work outside your home? We will train you for a career. Full or part time. Days or Afternoons.
Whitehall Convalescent Home
43455 W. 10 Mile, Novi
349-2200

NURSE AIDES
Join our progressive new nursing facility. Positions open on all shifts for experienced Nurse Aides, full time & part time. Benefits available. Apply in person Mon thru Fri 8AM-5PM.
KENNETH J. RONEY MANOR
25505 Powers, Dearborn Heights
291-8200

502 Help Wanted Dental-Medical

MEDICAL STAFF SECRETARY
Challenging opportunity to work part time in a dynamic, fast-paced Surgical Department for a top notch physician. Must have excellent typing and medical terminology skills.
We offer a competitive salary and benefits package. For an immediate interview, please call (313) 927-7070 Monday through Friday between 10am-2pm, apply in person, or send resume to:
Mount Carmel Mercy Hospital
14230 W. McNichols
Detroit, MI. 48235
Equal Opportunity Employer M/F

MEDICAL TECHNICIAN
Or Assistant needed for non-invasive vascular testing in doctors office. Part time, 12 Mile & Northwestern Hwy. Experience preferred. 353-2166

MEDICAL TRANSCRIPTIONIST
Experience necessary, for busy medical clinic in Livonia.
Call 591-0440
For busy medical clinic. Data entry experience helpful.
Call Mrs. Darwin 591-0440

Medical Transcriptionist
Excellent full time/day positions open in our busy Laboratory Department.
Successful candidate with a minimum of one years experience should also possess:
- Thorough knowledge of medical terminology.
- Excellent typing skills.
- Ability to take transcription.

We offer a competitive salary and benefits package. If you meet all of the requirements, please send resume or apply in person to:
Mount Carmel Mercy Hospital
Employment Office
14230 W. McNichols
Detroit, MI. 48235
An Equal Opportunity Employer

NURSE AIDE for elderly gentleman. Sat and Sun 8:30am-1:30pm. Southfield area. Call 10am-1pm, 569-9403. After 5pm, 645-9719

NURSE AIDES
Beautiful nursing home in prestigious Bloomfield Hills is now accepting applications for Nurse Aides. Experience preferred but not necessary. Excellent benefits and working conditions. Apply in person
Georgian Bloomfield
2975 Adams Rd.
Bloomfield Hills
(Corner of 16 Mile & Adams)

NURSE AIDES
FULL TIME/ALL SHIFTS
Apply in person:
Manorcrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES
Now hiring for part/full-time positions in the Livonia, Westland and Redford area. Flexible hours when you want, 1 year experience required. Call Mon. thru Fri. 8am to 4pm, ask for Cathy.
STAFF BUILDERS
Health Care Services
425-TEMP

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.80/$5.10
Growing home care agency is seeking qualified experienced personnel for daily, part time, days throughout Oakland County. Choice of Days & Hours. Call between 10am-4pm Monday thru Fri.
OAKLAND NURSING UNLIMITED
540-2360

NURSE AIDS ORDERLIES EXPERIENCED
RECEPTIONIST
Needed to care for the elderly. Competitive wages and benefits. Immediate openings, full or part time on all shifts. Must have reliable transportation. Apply in person at Beverly Manor Convalescent Center, 24500 Meadowbrook Rd., Novi. 477-2000.

NURSES AIDE
Needed for small basic nursing home in Plymouth, part time for day shift. Call 453-3985

OFFICE MANAGER - Interest office, Southfield. Excellent salary and benefits. Must know all insurance. 559-6600

OFFICE MANAGER - For busy medical clinic. Walled Lake area. Submit resume to: 620 N. Pontiac Trail, Walled Lake, MI., 48088.

502 Help Wanted Dental-Medical

Nurse Assistants
Accepting applications for full-time employment. Excellent benefits package. Apply Mon. thru Fri. at:
Farmington Nursing Home
30405 Folsom Rd.
477-7400

OFFICE MANAGER
Applications are now being taken for Nurses Aide on all shifts in Union Lake Area nursing home. Flexible schedule, experience preferred but will train. Call between 9am-3pm, Mon-Fri. 669-5200

OFFICE MANAGER - Very busy Internal Medicine practice looking for well qualified individual manager with experience. Salary & benefits open. Call Mr. Carson 354-9666

OFFICE MANAGER
For Patient oriented Optometric practice, Northwestern Wayne County. Management office experience required. Please send resume & salary requirements to: Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN
Full time, Mon. thru Fri.
Northwest area. Call 538-2505

PART TIME HYGIENIST
for Troy office. Mon., Wed., Thurs. & every other Sat. 879-7240

PART-TIME POSITION in Orthodontic office. Experience preferred but enthusiasm, maturity and artistic skills important. Will train. Flexible weekday hours, no evenings or weekends. To apply send hand written resume to Box 245, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHONE RECEPTIONIST
for busy Obstetric office in Farmington. Call Diane 474-0451

PHYSICIANS ASSISTANT
With extensive hours experience to work full time in busy urgent care facility. Farmington area. Call 348-8000, Ext. 325.

PHYSICAL THERAPIST for busy out-patient practice. Full or part time. Suburban setting with emphasis on orthopedics. Practice owner has physical therapist. New graduates welcome. Send resume & salary requirements to Box 240, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PT, OT, ST and MSW
Needed for homecare in Wayne, Oakland & Macomb. Please send resumes to: Interim Healthcare Services. Unit 5427, 306 Town Center Dr, Troy, MI. 48084

RECEPTIONIST - Part Time.
Troy Physician. Mon., Tues., & Thurs., 5pm - 8pm. Sat., 8am-1pm. Send resume to: Edward Hurtiet, O.D., 2999 East Big Beaver, Troy, MI 48084.

RECEPTIONIST & RN NEEDED
Part time for Birmingham internist. Mature, reliable. Call after 7:00pm. 644-1328

RECEPTIONIST wanted for specialty office in Bloomfield Hills. Hours and days flexible. Experience in pegboard, insurance, typing and dental office procedures helpful. Call 540-0120

RECEPTIONIST
Busy pediatric internal medicine practice seeks dynamic self assured receptionist. Leadership qualities & excellent billing skills necessary. Contact Mr Carson 354-9666

RECEPTIONIST
For busy Gynecologist. Experience preferred. Full time, Farmington Hills. Call 476-1622

RECEPTIONIST
Part time for Pediatric office in Farmington Hills.
Call 6:30am-5pm 855-4144

RECEPTIONIST FOR busy Troy Dermatological medical practice. Hours 8:30-5:30 PM. Mon.,Tues.,Thurs & Fri. Recent references & experience preferred. 646-1148

RECEPTIONIST
Needed for Optometric office in Livonia. Full or part time. Hours flexible with some Evenings & Saturdays required. Experience preferred but not necessary. Excellent opportunity for personable, dedicated individual willing to learn. Send resume & introductory letter to: Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Registered Nurse
ROCHESTER CLINIC
Henry Ford Hospital is seeking an RN with out-patient experience to work part time flexible hours including evenings and weekends at their Rochester Clinic. Interested applicants, may complete an application at:
Preferred Medical Center Rochester
515 Rochester Rd., Rochester
48063

Registered Nurse
HENRY FORD HOSPITAL
Fairlane
Henry Ford Hospital Fairlane has positions available for a full time RN for afternoons and a part time float to work 16 to 40 hours per month in the emergency room. Qualified applicants must have 1 year ER experience. For further information, contact Patty McDermott, Tues. thru Thurs., 10-noon, at 593-8261.
HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI 48126
Equal Opportunity Employer M/F/H

REGISTERED or certified Dental Assistant needed in a fast paced private dental office. Benefits package available. 585-2340

502 Help Wanted Dental-Medical

RN for busy OB/GYN office in Royal Oak area, part time, some evenings & alternate Saturdays. Phone Betty or Ruth, 540-5177

RN FOR busy pediatric practice. Approx 25 hours per week. Flexible schedule. Some pediatric experience necessary. Send resume:
Michigan Pediatrics, P.C.
27000 Grand River
Farmington, MI 48152

RN - Full or Part time. Immediate position available in allergist office. Must work flexible hours including Sat. Send resume to: B.W.P., 27870 Orchard Lake Rd., Farmington Hills, MI. 48018

RN OR LPN with ER experience and ACLS preferred. To work in a clinic urgent care setting. Afternoon shift. Limited hours necessary.
Call 348-8000, Ext. 325

RNs and LPNs
A distinguished, beautifully appointed nursing facility in Bloomfield Hills is now accepting applications for RNs and LPNs. Only qualified and dedicated nurses need apply. Good benefits. Apply in person at
Georgian Bloomfield
2975 Adams Rd.
Bloomfield Hills
Corner of 16 Mile & Adams

RNs & LPNs
Be a part of the future. Join our new long-term care facility. Competitive wages, excellent benefits. Positions available full time & part time, all shifts. Apply in person Mon thru Fri 8AM-5PM.
KENNETH J. RONEY MANOR
25505 Powers, Dearborn Heights

RNs, LPNs & GNs
Full or part-time. 7AM-3:30pm. Flexible hours available. Excellent benefits for full-time employees.
Contact Kaye at 464-7300
Williamsburg Convalescent Center
8 Mile & Middlebelt
Farmington Hills 476-8300

RNs - LPNs
111 bed skilled nursing home, located in Westland, has positions available on all shifts. Nursing home experience preferred. Call for appointment:
261-9500

RN'S NEEDED
FOR
NEURO-MED UNIT
For Detroit Area hospital
Choose your shift!
PRO CARE ONE IN
423-6500
An Equal Opportunity Employer

RN, Needed for Physicians' office, 2-3 days a week. Northwestern area. Reply: Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STAFFING COORDINATOR - Part time, weekends, PM's. Experienced nursing home nurses & aides with hospital, nursing homes & home care experience. Bonus. Call Kate 357-5650
Professional Health Care Personnel

SURGICAL ASSISTANT
Busy Oral Surgeon's office in Plymouth. Experience preferred. Interviews, call 455-0710

SURGICAL TECH
Part time for busy plastic surgery out-patient clinic. Contact Linda 855-7727

SWITCHBOARD OPERATOR
Part time, Sat., Sun., & Holidays and on call basis for Hotel in Metro area. 471-3222, Ext. 325.

URGENT CARE Center in Dearborn needs RN'S to work part time - days & afternoons. ER experience preferred. A.C.L.S required. Call 277-2222

X-RAY TECHNICIAN
Registered or eligible for on-call position. Approximately 10-15 hours per week. Call for interview appointment. Hospital Department. Dearborn. 561-2600 Ex. 273.

X-RAY TECHNICIAN - Registered with ultra sound experience. Hours 10am to 6pm. Salary set at interview. Call 637-0072

X-RAY TECHNICIAN
PART TIME
For Novi office. Woodland Medical Center. Must be registered. Only respond if you are reliable, need help. Shift of Fridays, Saturdays, and Sundays. Call Ron Mon-Fri, 653-4700, Ext. 589.

X-RAY TECHNICIAN
Part time, busy Farmington Hills office. Call Cathy Mon. Wed or Thur, between 10am-3pm. 553-4648

X-RAY TECHS
Who want clinical/medical experience.

MILITARY CORPSMEN
With x-ray experience.

Positions available at Urgent Care Centers including medical. Full time/part time, days & eves. 7 days. Good resume to: Nursing Coordinator, First Medical Care, 32270 Concord Dr., Madison Heights, MI., 48071.

504 Help Wanted Office-Clerical

A BILLING CLERK
Retail billing department. Duties consist of data entry, filing, mailing, and cash application. Requires math aptitude and typing skills. Excellent working conditions, wages, and benefits. Southfield & Fort location. Reply by letter or resume to Box 250 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANT for Southfield CPA firm. 1-3 years accounting, public accounting experience. Submit resume to: Don Alderman, 3000 Town Center, Ste. 540, Southfield, MI. 48075.

ACCOUNTING CLERK - financial management company. Excellent salary & benefits. Call Mr. Stein 948-1264

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
needed for computer leasing firm. Approximately 12 hours per week. $6. per hour. Must have experience in computerized accounts receivable & general ledger. Call or send short resume, to: Chris Bellaiaris, Virtual Technology, 1400 Commerce, Troy, MI. 48083. 643-0410

ACCOUNTING ASSISTANT, Part-time. Experience with computerized Accounts System. Reliable & flexible schedule. Approx. 30 hours per week (Mon. thru Fri). Send resume to: Accounting Manager, P.O. Box 9034, Farmington Hills, MI. 48018

ACCTG CLERK needed
Detailed, responsible person with math experience. Accounts payable & computer input. Must be detail minded and accurate. Apply in person, 8am-4pm. Admand Assoc. 12001 Levan, Livonia

ACCOUNTING CLERK
Fast growing Birmingham based company seeks a bright, aggressive, self-starting individual as an accounts clerk in our Accounting Dept. Must possess a high school diploma. Send resume or letter to: Accounting Manager, 32100 Telegraph, suite 110, Birmingham, MI 48010.

ACCOUNTING CLERK
Southfield based mortgage company seeks individual experience in accounting & computer background. Call Maryann: 353-2130

ACCOUNTING CLERK in marketing department for classified publications. Full time day and evening hours, some data processing experience preferred. Please call Betty 425-8772

ACCOUNTING CLERK - PART TIME
We have an immediate need for a part time Accounting Clerk to work approximately 25 hours per week on a flexible schedule. The position is responsible for Accounts Payable, advance knowledge of either bookkeeping/accounting or clerical tasks is preferred. Please submit your resume to: L. Schwartz, Automated Markets Systems, Inc. Travelers Tower II 26533 Evergreen Rd., Southfield MI 48076

An Equal Opportunity Employer

ACCOUNTING DEPARTMENT needs a person with a solid background in computer entry & clerical tasks in Plymouth area. 459-1330

ACCOUNTING - & filing clerks plus secretaries, some medical knowledge helpful. Permanent positions with many hospitals. Call Ruth 357-0034

ACCOUNTS PAYABLE clerk for Southfield computer firm. Duties include data entry (journals), cash disbursement. Detail-oriented, minimum 1 year experience. Computer experience helpful but not required. Salary commensurate. 16250 Northland Dr., Suite 120, Southfield, MI 48075

ACCOUNTS - Payable & accounts receivable clerk - some data entry experience for N. Oakland county firm. Contract position.
Call Joan 646-7560

ACCOUNTS RECEIVABLE CLERK. Birmingham firm. Must have 2 years experience with account analysis & bank reconciliation. Computer experience required. Submit resume & salary history in confidence to: Box 1324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

ACCOUNTS RECEIVABLE
Experienced person for full time position. Farmington Hills Area. Call Debbie 553-7900

ACCOUNTS RECEIVABLE/ CREDIT SUPERVISOR POSITION for small growing comp. in Plymouth area. Need only C. Hours & experience helpful. Good salary, excellent benefits. Call 459-3300
Office Mgr., P.O. Box 2334
Livonia, Michigan 48151

ACCOUNTS RECEIVABLE
Reliable individual needed for Southfield property management firm. Must have excellent math skills & accurate typing (40-50wpm). Call between 10am-4pm, 358-3417 ext. 202
An Equal Opportunity Employer

ACCOUNT DATA ENTRY Clerk needed for inventory control & invoicing. Prefer previous office experience necessary for challenging interesting position in sales field. Send resume; Attention: Mrs. Black, Yale Material Handling- Mich. Inc. 11844 Middlebelt Road, Mi. 48150.

AD AGENCY SECRETARY
An excellent opportunity in the creative department for a skilled Secretary who enjoys a fast pace. $14,000 plus full benefits. Fee paid. Call Rob today 553-2090.
SNELLING & SNELLING

ADMINISTRATIVE COORDINATOR
$25K/FEE PAID
Personnel Systems 459-1156

ADMINISTRATIVE SECRETARY
An outstanding opportunity with a growing service organization. The progressive company will appreciate your skills and ability. Hurry for this fast paced position.
Call 333-2090.
SNELLING & SNELLING

ATTENTION
CLERK TYPIST
We have many Clerk Typists openings. If you have office experience and type 40 wpm please call today.
$16,000 and up plus benefits.
SOUTHFIELD 559-1878
PONTIAC 333-2033
DOWNTOWN 963-0030
VICTOR
TEMPORARY SERVICES
M/F EOE

504 Help Wanted Office-Clerical

ISN'T IT TIME FOR A CHANGE THEN SWITCH TO SUPPLEMENTAL STAFFING, INC.
- TYPISTS • WORD PROCESSORS
- SECRETARIES • DATA ENTRY
- MEDICAL TRANSCRIPTIONIST
- File Clerks

We can offer you top pay, interesting assignments and valuable work experience. Don't settle for second best...call S.S.I. TODAY.

Never A FEE
Paid Vacations
Southfield 569-7500
Livonia 525-0330
Auburn Hills 373-9904
Detroit 963-2200
Sterling Hgts. 977-5740
Farmington Hills 855-6910
SUPPLEMENTAL STAFFING, INC.
ssi The Temporary Help People

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARIES
Health care related organization seeking person with 65 WPM on Word word processed with 5 years experience to work for corporate executives. Must be self starter, well organized & detailed oriented. $13,000 - $17,000/yr. Send resume to Betty Rudy, Manager of Benefits, Gideon, P.O. Box 691, Southfield, MI. 48037 Rd, Suite 200, Farmington Hills, MI. 48170
An Equal Opportunity Employer

ADMINISTRATIVE/SECRETARY
As the Assistant to the Personnel Manager of this dynamic, nationwide insurance firm, this person will assist in the administration of Branch Offices in 8 states. This position will stay based at the Southfield Branch Office with typing, data input & general office duties. Excellent Secretary background helpful. Congenial office atmosphere. Benefits include Medical/Dental/Pension & Profit Sharing. For confidential consideration, please send resume to: Box 226, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE - secretary for personnel dept. of international firm, position, experience on IBM PC Data Display Writer II, contract position, salary will be $20,000.
Call Marilyn 646-7560

ADMINISTRATIVE - assistant for Fortune 500 company in Southfield. IBM PC & Display Writer experience plus, good organizational & public relations skills. Contract position.
Call Marilyn 646-7560

ADMINISTRATIVE - secretary for personnel dept. of international firm, position in Bloomfield Hills, experience on IBM PC with Display Write II, *temporary to go permanent*, salary $20,000

PAYROLL - clerk for national machine tool company in Southfield. Duties is non-union procedures, temporary to go permanent, salary - $18,000 plus

ADMINISTRATIVE - assistant for Fortune 500 company in Southfield. IBM PC & Display Writer experience plus. Organizational & public relations skills. Top dollar, 24 mos.

ENGINEERING - secretary for Birmingham corporation, experience on IBM PC, Word Star plus Lotus LII III, temporary to go permanent, salary $16-$18,000

SECRETARY - with Burroughs Office Writer experience for local Birmingham company. Long term

EXECUTIVE - secretary for advertising agency in N. Oakland area. Type 55 WPM, shorthand 60-80, IBM Memory Typewriter & work for VP of broadcast

SECRETARY - receptionist for international firm company. Type 60 WPM, must be able to meet & greet international representatives. Temporary to go permanent. $14,000 - To $18,000. Call Vickie 357-0034

UNIFORCE
S'THFLD DYAM
357-0034 646-7660

ANSWERING TELEPHONES, light office & typing, full time, Farmington Hills, pleasant & bright. Farmington Hills 476-7121

ARE YOU CAREER ORIENTED?
EXCUTIVE SECRETARY - Management potential needed for growing telemarketing firm. Applicants must offer strong communication background: 70 WPM, dictaphone, word processing, and Crt. Experience in Telemarketing preferred. Professional appearance, pleasant voice, organization skills, and the potential to be a leader are necessary. Send resume, with salary requirements to P.O. Box 7478, 34705 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT Accounts Payable Clerk. Typing, filing, answering telephone, computer experience. Send resume to: M.L. 555 W. Maple, Suite A, W. Bloomfield, MI., 48033

ASSISTANT
OFFICE ADMINISTRATOR
American Speakers in Bloomfield Hills, is seeking an individual with excellent secretarial, Math, and computer skills. Salary range $7,40. Previous insurance experience preferred. Call 258-0035.

ASSISTANT SECRETARY - Part or full time. Some experience preferred but not necessary. Apply at: The Merchant of Vino, 29525 Northwestern Hwy., Southfield.

ATTENTION COLLEGE STUDENTS
Receptionist position available Monday-Friday, 3-8 p.m. Plymouth Office. Box 4122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION
OFFICE PROFESSIONALS
Are you looking for a challenging and rewarding career? Norrell is offering one.
If you can type 60 wpm and have 6 months memory typewriter or word processing experience on a major system and 6 months secretarial experience, call now for details.
Norrell offers excellent pay, paid vacation, profit sharing and retention bonus.
NORRELL SERVICES, INC.
Southfield - 358-3033
Dearborn - 593-3703

ATTENTION
TELEMARKETERS
The fastest growing advertising help company in Detroit needs qualified employees to work on exciting, challenging and, beside paying well, fun jobs.
Dearborn & Downtown Detroit. We are looking for SECRETARIES 55+ wpm, SECRETARIES WITH SHORT-HAND, and WORD PROCESSING SECRETARIES. Legal experience is a plus but not necessary.
We offer profit sharing, stock plan and vacation pay.
Norrell Services
Office Automation Staffing Div.
459-4600

AUTO DEALER needs Car Biller. Experience preferred. Also some cashier & switchboard duties. Full time, Brighton area. 227-1981

AUTO DEALER
needs experienced individual for new car costing and inventory control. Apply in person at
SOB SAAB OLDS
35200 Grand River, Farmington
or call 476-0500

AUTO-OFFICE MANAGER
If you have experience in a dealership office and interested in supervision, you're an excellent candidate. Excellent benefits and working conditions. Joe Perlan Chevrolet, 28111 Telegraph, Southfield.
559-1000

Banking Experience?
Outstanding career opportunities in corporate office. Positions available for entry level and for those with many years of experience.
Call 496-1190.
Personnel Systems Fee Paid

BILLING CLERK
Looking for self motivated/detail oriented person. Must be accurate statistical typist, 50 WPM +, good with figures. Previous billing experience helpful, will train on CRT. Very good benefits. Salary $200-$250 per week, negotiable with experience. Send resume to Box 8223, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER/FULL TIME
For Livonia based company. Experience payroll, payroll reports, receivables and general bookkeeping skills a must. Familiarity with computerized payroll helpful. Salary commensurate with ability and experience. Call 427-5600

BOOKKEEPER - CPA needs take charge bookkeeper that knows taxes, full time. 559-3340

504 Help Wanted Office-Clerical

BILLING TYPIST
Dearborn company is seeking a speedy and very accurate typist for very busy billing department. Generous hourly wage and benefits. Send resume in confidence to: Mr. Gideon, P. O. Box 691, Southfield, MI.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER
Experienced thru trial balance. Approx. 2 1/2 hrs. a day. 8 Mile, Southfield. 356-0860.

BOOKKEEPER - Fisher building area. National growing manufacturing firm seeks full service bookkeeper. Must be experienced in all phases of accounts receivable, payable, general ledger, computer automated equipment, etc. Excellent salary & benefits. Beyond pending. Send resume to: BEMCO, 1300 Rosequette, Detroit, MI 48202-3588

BOOKKEEPER Full Charge. Troy based manufacturer of electronic equipment needs a Full Charge Bookkeeper with a minimum 3 years experience to handle all phases of accounting duties on our computerized accounting system. Salary & full benefits commensurate with experience. Please send resume to Bookkeeper, 333 Park St., Troy, MI 48083

BOOKKEEPER/FULL-CHARGE
Part time, Southfield condominium office - Builder of apartments.
Call Mary 547-5496

BOOKKEEPER - Full Charge. Must be able to take books thru year end trial balance & 1 year experience with payroll required. 559-7834

BOOKKEEPER - Full time. Very busy Southfield office. Experienced only. Duties include bank reconciliations, journals, tax deposits, payroll, general ledger, etc. Call between 12-4. 258-8103

BOOKKEEPER & general office person, part time. Plymouth area. 459-5870

BOOKKEEPER
Growing corporation requires operations personnel with books keeping and/or securities industry experience for general ledger, bank recon. Send resume to: P. O. Box 6077, Southfield, MI 48085-6077

BOOKKEEPER - need highly motivated, accurate individual to work with interesting accounts payable for service oriented company. Lots of customer contact. Must have good math skills and be familiar with mini/micro computer or office 9-5 schedule. Apply in person Mon. thru Fri., 10am to 2pm.
First Federal of Michigan
33333 W. 12 Mile Rd.,
Farmington Hills
An Equal Opportunity Employer

BOOKKEEPER
Part time, approx. 3-4 days per week. Available for full charge bookkeeping. Must be able to do payroll, control Accounts Payable & Accounts Receivable. Ask for Ray 525-4330

BOOKKEEPER
Part to full time for general assistance in payroll. 459-3340.

BOOKKEEPER/PAYROLL CLERK
Seasonal, part time, for golf course. Must have experience. On I/94 Pontiac Hills, Plymouth. 453-7272, 455-0880

BOOKKEEPER
Retail multi-store environment. Combination manual and computerized accounting systems. Duties include bank reconciliations, accounts payable and accounts receivable. Requirements include some formal training or equivalent experience, good math aptitude, accuracy, and benefits. Salary commensurate with ability. Send resume, or apply in person, Mon. thru Fri. 10am-3pm.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLERK/TYPIST
Small, fast paced firm in Farmington Hills seeking an experienced clerk/typist for diversified entry level position. Must possess good typing, filing & organizational skills. Computer & typesetter experience plus. Please send resume to: Office Manager, 31440 Northwestern Hwy., Farmington Hills, MI 48018

CLERK/TYPIST - Temporary - Real Estate appraisal firm in the Farmington Hills area - in need of clerk/typist, Mon.-Fri., 8:30-5pm - thru summer. 737-9300

CLERK
$5 HOUR/FEE PAID
Personnel Systems 459-1156

CLOSING SECRETARY
Full or part-time persons needed, experienced in preparing title policy commitments. Call Mr. Nadolski title company, Troy area. 879-9650

CLOSING SECRETARY
Sharp, intelligent detailed oriented individual needed for fulfillment of time closing secretary for an established real estate company. 559-1300 Ext. 1-3600

COLLECTOR
Expanding Fortune 100 Group needs experienced person, preferably who commercial/consumer background. Fantastic salary and benefits.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

COLLECTOR
(PART-TIME)
An aggressive Mortgage Banking firm seeking to add a part time Collection work, approx. 15 hours per week, Mon. thru Fri. Hours are 1:30pm & Saturday, 8:30am to 12pm. Excellent communication skills. A Must! Collection/Mortgage Banking experience preferred. Send resume:
Bloomfield Mortgage Corporation
24700 Northwestern Hwy., Suite 300
Southfield, Michigan 48075
Attention: Personnel Dept.
An Equal Opportunity Employer

COMPUTER OPERATOR
$14,000/Fee Paid
Personnel Systems 459-1156

Contemporaries
We have long and short term temporary assignments in the areas of Detroit, Downtown, Southfield and Troy for experienced:
- WORD PROCESSORS
- IBM Displaywriter
- Wordstar
- NBI and Wang
- KEYPUNCH Operators
- CRT OPERATORS
- SENIOR TYPISTS

BENEFITS • NO FEE
583-4858
Subsidiary-Dorsey Business School

CONTROLLER - ASSISTANT for a fast growing property management firm. Must have supervisory skills & some computer knowledge. Salary $20,000-$25,000 plus benefits. Call Mr. Bell, 644-1294

CUSTOMER SERVICE Representative and/or Underwriter, both evening hours in Personal Lines. Applicant must be Birmingham insurance company. Ability to work independently. Must learn quickly. Excellent benefits. Send resume to: P.O. Box 822, Birmingham, MI., 48012.

504 Help Wanted Office-Clerical

CLERK/TYPIST - Available for motivated person with experience in Shipping. Receiving. Apply in person at: 33912 Schoolcraft Rd. at Farmington Rd. in Livonia.

Clerks
Receptionists
(Typing 45 wpm)
Switchboard Operators
Kelly "SPELLS SUCCESS"

Now through June 7, with each pay envelope, you could be an instant winner of $25, or better your chances of winning one of 100 exciting prizes including cruise trips for two to Hawaii. The more your work, the better your chances to win!

We have a wide variety of temporary assignments at Fortune 500 companies that have moved to the Troy/Rochester/Detroit areas. We need reliable individuals with the skills listed above.

You will earn top pay, merit increases and paid vacation pay. Call us Today! Fri, 7 am - 8:30 pm.

362-1180
TROY
KELLY SERVICES
The "Kelly Girl" People
Work in Kelly's company never a fee.
Equal Opportunity Employer M/F/H

CLERK/TYPIST for Southfield law firm. Good typing skills and ability to organize required. Immediate opening. Send resume to: Carol Trainy, Kenney, Klein & Bell, 30100 Telegraph Rd., Suite 400, Bloomfield Hills, MI 48025

CLERK TYPIST - Intelligent individual wanted for general duties to work in Birmingham law office. Duties will include typing of briefs, filing of state counsel & heavy telephone contact with attorneys & clients. Must possess good organizational skills. Call Mike, 540-7701

Clerk/Typist
Immediate opening for individual to work in our office located in Farmington Hills at 12 Mile at Farmington Rd. Candidate must type accurate by minimum 50 wpm and have the ability to deal effectively with the public. Ideal candidate will have good math skills and be familiar with business machines and office 9-5 schedules. Apply in person Mon. thru Fri., 10am to 2pm.
First Federal of Michigan
33333 W. 12 Mile Rd.,
Farmington Hills
An Equal Opportunity Employer

Immediate opening for organized individual with fast-paced Bloomfield office. Must possess pleasant phone personality, accurate typing at 55 wpm and 6 months office experience. Excellent salary & benefits.
Call Sue Adams 642-04110

CLERK TYPIST - Part time. 60-65wpm, 20-30 hours per week. Send resume to: RING, 10008-B, Wayne Rd., Suite 204, Romulus, MI., 48174

CLERK-TYPIST - Part-Time
Immediate openings for individuals to work in our office located in Farmington Hills. Candidates must have computer experience, 50 WPM and be familiar with business machines and office procedures. Per