OBSERVER & ECCENTRIC

502 Help Wanted Dental-Medical

NURSE AIDE - DAY SHIFT
4 day week, home for the aged, Farmington Hills area. 851-9040

NURSE AIDES
DAY SHIFTS
Previous experience not required. Starting rate $5.75 per hour, 40 days, $4.30 per hour training. Apply in person only:
NIGHTINGALE WEST NURSING HOME
2300 Venoy Rd.
Bet. Warren & Joy
Westland

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

NURSE AIDES NEEDED
$5.75 PER HOUR PLUS BONUS
All shifts. For most beautiful nursing home in Plymouth. 453-3963

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.60/$5.10
$100. BONUS
FOR NEW HIRES

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

OAKLAND NURSING UNLIMITED

540-2360

NURSE ASSISTANT - Day and Afternoon shifts, 7 AM.-3 PM. and 3 PM.-11 PM.Full and Part time positions. Scale $4.50. Apply in person: Washington Manor, 620 W. Main, Northville. 348-4290

NURSE - PART-TIME
For doctor's office located in the Plymouth/Canton area. 453-2121

NURSE'S AIDES
Full, Part time, and Weekends, a permanent employee for person's private home, in Farmington/Suburbs area. Hospital/Convalescent home experience. Skills with elderly, stroke, diabetic patients. Know how to bathe. Have car. Light housekeeping, some cooking. Must be flexible with hours, different shifts available(at Patient's request) for mo./her holidays. References. Good salary.
558-0796

NURSE'S AIDES
NURSE ASSISTANT
All years - Experienced only need apply. Farmington Hills area. Days and afternoons available.
Call Mills, 6 to 9 PM, 474-8500

NURSING ASSISTANTS
Experience preferred but will train. Apply in person:
Middlebelt Hope
Nursing Center
684 N Cherry Hill, Westland

ONCOLOGY NURSE - For free standing cancer center. Excellent Good salary, Full benefits. Send resume to Box 9 NE Observer & Eccentric 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTHALMIC ASSISTANT
Full time, some Receptionist duties in busy medical center. Experience preferred, but not necessary. Call 348-8000, Ext. 825.

502 Help Wanted Dental-Medical

ORAL SURGERY ASSISTANT
For North Suburbs, full time, with excellent fringe benefits. Experience preferred.
847-8838

PEDIATRIC RECEPTIONIST
Mature energetic person, full time with flexible hours for multi-specialty facility. Call 348-8000, Ext. 828.

pharmacist

Staff Pharmacist
Full-time and part-time temporary positions available for approximately 3-6 months. Previous hospital pharmacy experience desired. Michigan State licensure required.
Duties will include responsibility for unit dose and IV admixture.
Send resume to:
UNIVERSITY OF MICHIGAN MEDICAL CENTER
Employment Office
300 NIB, Room 5A06,
Box 0422, (81MA)
Ann Arbor, MI. 48109/0422
A non-discriminatory, affirmative action employer

CCHA HOCKEY TICKET WINNER

MICHAEL BODNER
20832 Tuck Rd., Lot 31
Farmington

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Friday, February 27, 1987 to claim your four FREE CCHA HOCKEY TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

PHYSICIANS ASSISTANT
Part time possible full time for OB-GYN department in large medical facility. Minimal travel.
Call 348-8000, Ext. 828.

PHYSICAL THERAPY AID
Private clinic. Experienced preferred. Full or part time.
348-5600

PHYSICAL THERAPY AIDE/TYPIST
combination for outpatient clinic in Southfield. Part time.
Call:
557-7336

-PM SUPERVISOR
Strong management skills. Able to deal with families and staff. Good decision making abilities. Call DON or PCD at Four Chaplains Convalescent Center 261-8500

PODIATRIC ASSISTANT
No experience necessary. Will train the right person. 540-8220

PODIATRIC MEDICAL ASSISTANT.
Lakeville Village area. 30-35 hrs. per week. 698-7103

RECEPTIONIST/ASSISTANT
Mature, organized & energetic. Caring-minded. Must type 40 WPM. Apply Mon., Tues., Wed. & Fri., 9-5pm or Sat., 9-12 noon:
29404 W. 6 Mile Rd., Livonia

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIBERS
2 years +. Experienced only need apply. Current Med. Term. knowledge. Call Karen M to 5 PM, 474-8500

**MEDICAL TYPIST, Part time for Radiology office in northwest Detroit. Mature women preferred. Call 637-3836

MIDNIGHT NURSE for 2 year old in our home. Prepare meals, care, plastic tube feedings, bath, etc. Pleasant working conditions. 4-6 nights. Competitive wages. 548-5459

HOME HEALTH AIDES
Up to $5.20 per hour
Aides needed immediately for private duty & nursing home staff relief. Flexible schedule work when & where you want. Must have 1 year experience & reliable transportation. Call Lynn or patient 968-0620
FOCUS HOME CARE

NURSE AIDES - are you a special person? Do you have what it takes to provide the loving care that our elderly residents deserve? If the answer is yes - we want to talk to you. We offer a very competitive wage & benefit package. Apply in person: Plymouth Co. (formerly Hendry Convalescent), 100 Haggerty (Rd. Plymouth, Mi.

People who are our greatest asset

RECEPTIONIST full time needed for busy surgeon's office located in Royal Oak, experience preferred, please send resume to Box #800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/ASSISTANT
Capable, dependable individual to work in patient oriented colonoscopy practice, Livonia area. Part time, to include some evenings & Sat. Experience preferred, but will train person demonstrating potential. Please call 421-5454

RECEPTIONIST - FULL-TIME
Warm, patient-oriented Clerical Specialist looking for dependable, caring, experienced Receptionist. To find out more about this rewarding Career Opportunity at the center of excellence, contact the office of Henry J. Sohn, D.D.S., Clarence Schulaka - 546-3133

RECEPTIONIST - Livonia area busy Eye Surgeon's Office. Excellent potential.
For appointment, call 288-2260

RECEPTIONIST & Dental Assistant desired for growing progressive dental office in Dearborn Hts. Full time positions available with good pay. 561-3030

RECEPTIONIST - full time, very busy Farmington Hills pediatrist office. Previous medical office experience necessary. Computer experience preferred. 4 days plus every other Saturday. Sun. 477-1127

REGISTERED PHYSICAL Therapist. Part time with flexible hours. Western Wayne & surrounding area. United Home Health 451-2258
An Equal Opportunity Employer

RESPIRATORY THERAPIST Technician or LPN needed for a home care company. Must have good driving record. Willing to train on our DME equipment. For immediate work call 8:30am-5pm 459-3115

RESPONSIBLE PERSON to do insurance billing in Rochester medical office. Experience preferred.
651-0228

RN - Bio Medical applications of Livonia is accepting applications for a part time RN position on the day shift for an out patient, Hemodialysis facility. One year Medical Surgical experience, ICU or CCU experience preferred. Qualified candidates call Marlene Albright between 10am-2pm 525-0780

RN
DAY POSITION AVAILABLE
Call Mrs. Ferguson for appointment. Nightingale West Nursing Home
522-5000

RN, experienced for oral surgery office in Birmingham. 642-2115

RN'S - Interested in a challenging & new aspect of nursing. Flexible hours. Must be self motivated & self directed. Vocational Management Services. 451-5615

502 Help Wanted Dental-Medical

RN-LPN
BIRMINGHAM AREA EXTENDED CARE FACILITY-AFTERNOONS-PART-TIME FULL-TIME. EXCELLENT WORKING CONDITIONS-COMPLETE ORIENTATION AVAILABLE. CALL 647-6000 OR APPLY 16200 W. 13 MILE

RN - LPN, Mon., Thurs., Fri., approximately 8 hours per day, half days starting at noon for 2 surgeon offices. Must be flexible, energetic, dependable. No Wednesday or weekends. Mount Carmel area. Send letter or resume to: Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN or LPN'S
Part time/Full & Midnight SHIFT
STUDENT NURSE
Flex Time/4-6 Hr. Shifts
Revised salary package.
Middlebelt-Hope
Nursing Center
34410 Cherry Hill, Westland
Mrs. McCormack 326-1200

RN
position available, 3-11. Please call Mrs. Ferguson for an appointment. Nightingale West Nursing home. 261-5300.

RNs - LPNs
Full or part time needed. Apply in person if you are interested in participating in care of the elderly.
MIDDLEBELT NURSING CENTER
14600 Middlebelt Rd., Livonia

RN's/LPN'S
Full Time/Part Time
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RNs or LPNs
166 bed skilled nursing home needs full or part time Staff Nurses for the Midnight shift. Revised wage scale and benefit package. Flexible schedule. Call for appointment. M. Felosak, RN.
522-1444

RNB
PSYCHIATRIC NURSES
Be part of a growing nursing corporation. Offer a career in patient unit. Full part time contingent available.
CALL: Dr. Marcia Andersen, PhD, RN, CS. 298-1399

RNs
3pm to 11pm shift. Full or part-time. Weekends required. Experience preferred. Call Mon. thru Fri. 8am to 3pm.
Ardmore Acres Hospital
474-3500

SOUTH LYON Dental office is seeking an additional full time team member. Ideal candidate will be graduate of an experienced person in the dental or/or business field who is independent & able to work flexible hours. In return you will receive quality pay & outstanding working conditions. For interview. 437-8301

TECHNICIAN - Proficient with echo, doppler, holter monitors & exercise testing. Formal training or experience required. 288-2918

TRAINEES for dental technician. Must have some Business background - be mechanically inclined. Will be doing some canvassing.
Call 838-0660

TRANSCRIPTIONIST - Rochester, part-time, flexible hours, evenings & weekends preferred. Experience a must. Word processing helpful but will train. Pay based on productivity. Call 651-1161

502 Help Wanted Dental-Medical

TEMPORARY A.R.T.
Medical Records
Are you an experienced A.R.T. seeking a temporary assignment OR a new grad who needs on-the-job experience to enhance your medical skills? Then take advantage of a special opportunity to assist and code inpatient and ambulatory surgery records. Qualified candidates must be graduates of an accredited 2 year A.R.T. program, competent in ICD-9 coding & have some exposure to computers. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 217
An Equal Opportunity Employer

CCHA HOCKEY TICKET WINNER

BOB RAYNER
3260 Baypoint Dr.
Rochester Hills

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Friday, February 27, 1987 to claim your four FREE CCHA HOCKEY TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

Utilization Review Coordinator
A.R.T. experienced in utilization for psychiatric hospital. Full-time. Call Mrs. Reid at
Ardmore Acres Hospital
474-3500, Ext. 120

WEST TRAIL Nursing Home is seeking an experienced Director of Nurses for a small 46 bed beds facility in Plymouth. For more information call Carol 453-3683

Wm. Beaumont Hospital
WELLNESS INSTRUCTORS
Contingents

Wm. Beaumont Hospital is looking for experienced educators to work in part-time (approx. 10 hrs./mo. when teaching), paid contingent employees to instruct classes in each of the following areas: Stress Management, Smoking Cessation, Weight Control, Back Care, and Nutrition. Beaumont will train individuals who appropriate backgrounds in the course area of their choice. Persons who are interested in any of the above areas, or previous experience with health promotion and wellness seminars should send a current resume and letter of interest before March 6, 1987 to:
Health Promotion & Wellness
Barnes Health Center
748 Pierce St.
Birmingham, MI 48008
An Equal Opportunity Employer

X-RAY TECHNICIAN - Part time position available at Farmington, weekends only. Call Ron 538-4700, Ext. 589.

X-RAY technician with lab experience - Part time or full time. Mature individual wanted.
Please call:
274-0641

504 Help Wanted Office-Clerical

A BATCH OF OPPORTUNITIES
Awaits you at Adia. We have openings for the following positions:

- TYPISTS
- SECRETARIES
- CLERKS
- WORD PROCESSORS
- DATA ENTRY

Call now and start earning top dollar and top benefits. Never a fee.
Health/Life Insurance
Paid Holidays
Call 855-8910 Now
ADIA Personnel Services
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING
To $18,000 Fee Paid
National company requires basic financial statement preparation and knowledge of computer software related to accounting functions. Excellent benefits.
Gresham Employment Service
28777 Dequindre
Madison Heights, MI 48071
540-1700

ACCOUNTING/
WORD PROCESSOR
Temporary to permanent position available for an individual with accounting background. Will work with spread sheets, do follow up analysis & cost pricing. Experience with Super Calc 3 & 4 or Lotus 3 & 4 very helpful.
MANPOWER
TEMPORARY SERVICES
Southfield - 353-6780

ACCOUNT - representative for large N. Troy financial corporation, must enjoy people & telephone contact, 8-12 mo. assignment

SECRETARY - for assistant VP of some Troy corporation, type 50 wpm, shorthand 70, temporary to go permanent. Salary $15,000 plus

SECRETARY - for International corporation in Northfield area, type 55 wpm, shorthand 80, with IBM Display Write 3, temporary to go permanent. Salary $18,000 plus

NEVER A FEE
Free word processing training
Jaye Personnel Offices
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ACCOUNTS CLERK I
Provide public assistance, collect fees and payments for sales, permits and publications. Process tax receipts, posting and typing. High school graduate or equivalent with typing skills required. Salary $13,901 to $16,803 per year.
CITY OF FARMINGTON HILLS
31605 W 11 Mile
Farmington Hills, MI 48018-4099
An Equal Opportunity Employer

ACCOUNTS PAYABLE person requires 2 years or more experience of matching invoice/receivers, use of computer terminal, electrical calculator and preparation of computer checks. Job 981-0200

ACCOUNTS RECEIVABLE CLERK needed for office located in Southfield. Previous experience in accounting/bookkeeping preferred. Full time. Excellent benefits. Call before 11am 352-0379

504 Help Wanted Office-Clerical

GENERAL OFFICE CLERK
TEMPORARY
Our Birmingham Circulation Department is in need of an individual to fill a temporary position from approximately March 16 through June 1, 1987. General office duties and computer input experience required. Applications are being taken at our Livonia Office:
Observer & Eccentric Newspapers,
36251 Schoolcraft, Livonia, MI 48150.
We are an equal opportunity employer

504 Help Wanted Office-Clerical

ACCELERATE YOUR CAREER
EXECUTIVE SECRETARY
To $20,000
LEGAL SECRETARY
$18,500
SECRETARY
To $15,000
GENERAL OFFICE
$14,000
RECEPTIONIST
$12,000
WORD PROCESSORS
(CPT, Wordperfect, Wang)
SECRETARIES
$16,000
ALL FEES PAID
Personnel Systems
6450 S. Main, Suite 102
Plymouth, MI 48170
459-1166

ACCOUNTING CLERK
Detroit area, $5.00 hour.
Call Mrs. Reid at 474-3500, Ext. 120

ACCOUNTING CLERK
Must have previous experience in accounts payable, general accounting, and accounts 55 WPM. Call Mr. Hoffman, 8AM-11AM, 827-7720

ACCOUNTING CLERK- Part time bookkeeper position available. Duties include accounts payable. Accounts receivable experience preferred. Royal Oak. Send resume to: Box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk
Full-time position in Novi for detail-minded person with 1-3 years experience in payables and/or receivables. Good organizational skills and some computer experience desirable. Send resume with salary expectations to Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerks
Full-time entry level positions in Northville area for persons with excellent math aptitude and clerical skills. Good general office skills and some accounting experience helpful. Full benefit package, $8.00 to $9.00 to start. Send resume or cover letter to: Box 864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERKS
Valassis Inserts seeks top notch accounting clerks to work in our new Livonia Office.
Entry-level positions are available for immediate fill in the following areas:
ACCOUNTS PAYABLE, BILLING, CREDIT/COLLECTIONS, & PAYROLL.
Qualifications:

- 1-3 years general accounting experience
- excellent verbal communication skills
- experience with a computerized accounting system
- completion of college accounting courses a plus

Please send resumes to:
VALASSIS INSERTS
Attn: Lynn Bandy
33950 Schoolcraft Rd.
Livonia, Michigan 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK needed for office located in Southfield. Previous experience in accounting/bookkeeping preferred. Full time. Excellent benefits. Call before 11am 352-0379

ACCOUNTS RECEIVABLE CLERK for auto insurance company. Data entry, telephone & typing experience required. Excellent benefits & work environment. Salary commensurate with qualifications. Mail resume to: P.O. Box 822, Birmingham, MI. 48016.

Ad Agency Typist/Word Processor. High energy, growing agency needs an experienced, professional Typist with excellent word processing skills (word perfect and/or Microsoft word), Qualified applicant must type 70wpm. Must be detail oriented, conscientious and well organized. Must be able to thrive in a busy environment and work overtime hours when needed. Qualified applicants should send resume and salary history to: C. Allen, 3000 Town Center, Suite 475, Southfield, MI 48075.

ADMINISTRATIVE ASSISTANT
for national professional school. Diversified position for bright, mature person. Good communication & record keeping skills. Part time, full time. Farmington Hills Area. Send resume to: Box 865, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Troy art firm seeks organized individual with at least 5 years administrative assistant/secretarial experience. Good typing skills a must. Knowledge of IBM PC helpful. Send resume to: Box 797, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE POSITIONS
We have openings for the following positions:
TYPIST
DATA ENTRY
WORD PROCESSORS
Suburban locations, no fee.
FISHER TEMPORARY SERVICE
Livonia 477-8620

ADMINISTRATIVE ASSISTANT for condo development in West Bloomfield. Real estate background preferred. Full time. Guaranteed salary. Must be well groomed. Non smoking office. Call daily 553-9855

ADMINISTRATIVE SECRETARY
Call J. Martin Temporaries/Plus
38213 W 12 Mile Rd.
Farmington Hills, MI 48024
474-8722

ADMINISTRATIVE ASSISTANT
Applicants should be proficient in computer word processing and preparing business correspondence. Some experience in transcribing business meeting minutes from tape and computerized bookkeeping will be helpful. Send resume and salary requirements to Highland Lakes Condominium Association, 2030 Silver Springs Dr., Northville, MI 48167 or call for interview appointment. 349-4006

All Skills Needed!
We have many immediate long and short term assignments in the Troy area for the following skills:
Light Assembly Workers
Men & Women, all shifts
Clerks (no typing)
Receptionist (with typing)
Switchboard Operators
Word Processing Typists
We need you NOW! Call:
362-1180
Troy
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

APARTMENT RENTAL AGENT
Position available at Farmington Hills complex. Sales office skills required. Salary and benefits depend on experience. Apply in:
24810 Michigan Ave., Dearborn.
Monday thru Friday, 9 a.m.-6 p.m.
Call 565-9845

APPLY TODAY
We have all kinds of clerical positions available in your area.

- GENERAL OFFICE
- TYPISTS (45-50wpm)
- DATA ENTRY
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES

Call for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900

A PROGRESSIVE Company in need of a full-time person with Secretarial skills & some computer background. Inventory clerk ready to start at once. Full Benefits & Health Insurance. Troy area. Please call for appointment 280-1400

Arbor Temporaries
ATTENTION
WE NEED YOU

SWITCHBOARD
(Nortel, Mitel, Meridian)
$5 to $6 HR.
NEEDED IMMEDIATELY

RECEPTIONIST
$5 to $6 HR.

SECRETARY
$5 to $7 HR.

WORD PROCESSORS
(wordstar, CPT, NBI, Wang, Wordperfect)
$6 to $8 HR.

LEGAL SECRETARIES
$6 to $8 HR.

MEDICAL SECRETARIES
$6 to $8 HR.

INSURANCE CLERICAL
(experienced)
$5-$8 HOUR

NO FEES - Call 459-1166

INTERVIEWS START AT
7:30 am MON. thru FRI.

TOP WAGES & PERKS
PAID MEDICAL & VACATIONS

6450 S. Main - Suite 102
Plymouth, MI 48170

504 Help Wanted Office-Clerical

ATTENTION!
Troy area. Immediate data entry position available. Must have experience. 50-55 per word, typing 55 WPM, computer experience a must. Good benefits, pleasant working environment. Send resume and/or application: Hospitals Processing, Facility, 14600 Livernois, Detroit, MI 48238, Attention Diane

CARDINAL INDUSTRIES
We are the nation's leading manufacturer of modular housing and a major developer of multi-family and motel properties.

SECRETARY
We have an immediate need in our Detroit office for an individual to provide secretarial support for our Land Development and Property Management Department. Position requires strong communication skills, 50 wpm typing and good organizational ability. Minimum of 2 years secretarial experience is required. Office is located in Farmington. Non-smokers only. Minority applicants encouraged to apply. For consideration send resume to:
CARDINAL INDUSTRIES, INC.
Attention: Salary Personnel/DG
4201 East Broadway
Reynoldsburg, Ohio 43068
An Equal Opportunity Employer

CASHIER Accounts Receivable. Troy Auto dealer - full time. Good salary, benefits, phone technique. Equity public contact. Apply in person, F.H., 8am-5pm, 1850 West Maple, Troy.

CLERICAL AND COUNTER PERSON-Full time days. Salary based on experience. Call Mr. Bob 8am-4:00pm, 20390 W. 8 Mile, Southfield MI 48075

CLERICAL
DATA ENTRY
TIRED OF THE SAME OLD GRIND?
Now is the time to make your move! Join the most progressive, dynamic computer services organization in the metro area!
Our Livonia data center is hiring energetic, fast and accurate clerical personnel who understand a production environment and can handle the pressure associated with the afternoon shift - 3 pm to 11 pm. CRT skills, good, mech aptitude and previous office experience helpful.
Excellent benefits, opportunity for advancement, and a true appreciation for a job well done await those who qualify.
Call Personnel for an interview appointment 261-6231.

CLERICAL
ENTRY LEVEL
SALARY PLUS BONUS
Plymouth - Novi - Livonia
We have 10 jobs for general clerical work. Typing helpful but not needed. Must have phone and car.
(NO FEES)
Aatec - Livonia
261-6222

CLERICAL - full time, general office duties, Farmington area. Call Mrs. Ellis, 10 Mile area. Wildeck Apartments. 477-2023

CLERICAL-FULL-TIME
for Mortgage Company. (Typing: 50-60 WPM). General office duties including posting payments & light calculator. Opportunity for advancement. Excellent benefits. Good working secretary. Call Terri, 353-8700 ext. 119

CLERICAL - Mature person needed for posting and general office duties on job computer training. Part time. Minimum wage plus. St. Mary's Catholic, Orchard Lake. 682-0512

CLERICAL - mature person, strong typist/50wpm, data entry skills, knowledge of computers helpful but not necessary. Walled Lake firm. $5 to $7 hour. Excellent benefits package. Send resume: P.O. Box 814, Walled Lake, MI 48088.

CLERICAL MERCHANDISING
DUNHAM'S SPORTS OUTFITTER
Join the fast paced business of retail and become a part of our buying team. Dunham's Sports Outfitters are immediately opening for experienced Clericals who have background in retail and/or accounting.
Candidates must have a minimum of 1 yr. computer entry experience and a working knowledge of basic accounting and/or retail principles. Must possess a high energy level and enjoy fast paced.
If you are interested in the buying field and want to expand your career potential send resume or fill out an application in person at our executive office in our Drayton Plains store.
Attn: E. Miller
DUNHAM'S
5000 Dixie Highway
Drayton Plains, MI. 48020
An Equal Opportunity Employer

CLERICAL part time. Mature, hard working for a busy, non-smoking office. 644-6402

CLERICAL - part time for busy Birmingham medical facility. Mon., Tues. Thurs. & Sat. 8:30am-1:30. $4 per hour. Call Beverly afternoons only. 644-7077

CLERICAL PART TIME - Novi Company has immediate openings for typing, filing, dictating machine, some typing. 1 general office. $13,900 to established. Call personnel
478-9700

CLERICAL/
RECEPTIONIST
Minor typing required. Southfield insurance agency. 9ll hr/wk. 350-5440

CLERICAL/SECRETARY - Immediate position available with a rapidly growing firm. Individual must be enthusiastic with a pleasant phone manner. Duties include: Data entry, recordkeeping, payables processing and phone answering. Must be accurate. Data entry experience and/or bookkeeping helpful in bookkeeping dept. Call for interview 453-1099

CLERICAL TYPIST
Entry level position, general typing, mailing, filing, etc., in sales office of N. tech electronic firm. Pleasant working conditions with benefits. Please call for an appointment.
FISE INC
23540 Research Dr.
Farmington Hills, Michigan, 48024.
Bob Mastrianni
476-7878 ext 216

CLERICAL
We are a medical personnel financial services organization seeking a resourceful individual to join our W. Bloomfield office.
The individual will be responsible for follow-up procedures at insurance companies, as well as financial responsibilities. Other clerical responsibilities will be involved. Typing speed 45 WPM required.
We offer a good starting salary & comprehensive fringe benefits. Submit your resume & salary history in confidence or call:
ASSOCIATES COMMERCIAL CORP.
P. O. Box 880
Southfield, MI. 48037
737-8242
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

BOOKKEEPER - 3 to 4 years experience. Accounts payable, accounts receivable, payroll, typing 55 WPM, computer experience a must. Good benefits, pleasant working environment. Send resume and/or application: Hospitals Processing, Facility, 14600 Livernois, Detroit, MI 48238, Attention Diane

BOOKKEEPER
Auto dealer needs a person with automotive accounting experience. Excellent pay & benefits. Apply at:
Village Ford, 23335 Michigan Ave., Dearborn or call:
565-3900

AUTODEALER needs Switchboard Receptionist. Must be energetic individual with good communication skills. Some typing knowledge.
Apply in person: Rosseau Honda,
26429 Michigan Ave., Inkster

AUTO DEALERSHIP
Accounts Receivable/Payable Clerk. Experience necessary. Good benefits. Pay commensurate with experience. Send resume and/or letter of application to:
258 E. Maple, Suite 159,
Birmingham, Michigan 48011
or call Mon.-Fri., 11-4pm. 227-3239

EXPERIENCED GENERAL Bookkeeper - for accounting activity up to trial balance. Close to home for the right. Call for interview appointment between 9AM-4PM 325-8000

TWO full time positions available with a dynamic financial institution in the Southfield area. Responsibilities include daily use of computer terminals, 10 key calculator, typing and telephone. Financial and bookkeeping experience helpful. Send resume to: S. J. Green, Dept. 4, P. O. Box 5310, Detroit, MI., 48235.

MATURE PERSON with good typing skills, bookkeeping thru trial balance and financial statements, some input and reports processing. Emphasis accounts receivable. Troy location. Send resume to: Box 4180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - approximately 20 hours week. Knowledge of payroll & bank reconciliation, also fee. Call furniture. Redford 531-1740

BOOKKEEPER
Billing/Accounts Receivable. Pleasant Southfield office on 12 Mile Road, needs competent individual with billing, accounts receivable experience for simulating, full time position, with benefits. Must type. Non smoker. Flexible hours. Opportunity for advancement. Call
557-0799

BOOKKEEPER/CLERK
Experienced only. 9 Mile & Greenfield area. Send resume & references to Box 554 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/Receptionist/Accountant for nice Birmingham law office with heavy real estate investment practice. Will work with Law or CPA School. Call 645-0750

BOOKKEEPER - Dental office in Plymouth/Canton area seeking mature person with knowledge of basic bookkeeping position. Experience required. 453-6320

BOOKKEEPER
Experienced in payroll. Mon., Wed. & Fri. and On-Call weekends - for Southfield Temporary Nursing Pool. Flexible sleep. Immediate opening. Ask for Sheila. 443-1440

BOOKKEEPER - experienced full charge bookkeeper for small business. Canton. Full time, pleasant atmosphere, good benefits, health insurance. Call for interview 397-1441
558-2458

BOOKKEEPER
Experienced - Full-Charge Bookkeeper needed for large Company located in Farmington Hills. Must have strong General Ledger experience, computer knowledge preferred. Send resume to: Box 822, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER for Orkin Pest control. Computer experience a plus but not needed. Call Tues. & Fri. 10am-12 noon only. 721-0130

BOOKKEEPER - for Bloomfield Hills developer, experience with partnerships plus journal entry. Great opportunity, call Cynthia at Unitcore
646-7565

BOOKKEEPER
Full charge, immediate opening in Livonia. Send resume to Box 725, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/FULL CHARGE
For property management company. Some computer experience. Recent references required. Southfield area. Call Mon. - Fri., 8 AM. - 5 PM., 355-0338.

BOOKKEEPER - Full charge thru financial statements, including payroll & payroll taxes, for local school system. Computer knowledge & maintenance experience on small system, Full time position available immediately. Send resume to:
Employment Dept., 1589 Rochester Rd., Troy, Mi. 48083.
An Equal Opportunity Employer

BOOKKEEPER - - general office. Small mfg. company. Experience a must. 1 person office. Detroit area. Call Ron Nichols. 341-8478

BOOKKEEPER/GENERAL OFFICE
Help needed. 12 Mile/Telegraph. Part time, approx. 20 hours week, flexible hours. Experienced thru financial statement desired. PC experience a plus, competitive salary and benefits. Please send resume to:
Financial Application
Consulting Services Inc.
28175 Telegraph, Suite 400
Southfield MI, 48034 Call Caroline

BOOKKEEPER - Mature person. Receivable payables, will train, flexible hours. Apply in person. Mon. thru Fri., 9am-3pm. 29440 8 mile, at Middlebelt in Livonia.

BOOKKEEPER - part time
Extremely well organized. Capable of handling a variety of bookkeeping responsibilities in busy but pleasant office of growing Livonia firm. Data entry experience a plus. Send resumes and salary requirements to: Box 6, Livonia, Box 8120, Livonia, MI 48150.

BOOKKEEPER/PERSON FRIDAY
Needed for Country Club. Full time in its new Southfield area office. Must have experience for areas including childcare clerk. Salary is low teens. Call Barbara at: 547-6177

BOOKKEEPER/SECRETARY - Experience through Trial Balance, Payroll, Basic Bookkeeping. Call Bob. Send resume to: P.O. Box 904 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER thru trial balance for small tool shop. Hours flexible. Salary commensurate with experience. Send resume to 12920 Hubbar Rd., Redford, 48239

BOOKKEEPER I
TO $18,000
A choice opportunity with a busy CPA firm. Your good experience is the key. Computer and tax form experience preferred. Call Eleanor at 353-2060.
After 5 PM. Appointments Available
SNELLING & SNELLING

BOOKKEEPER - Well organized self starter. All bookkeeping functions, general ledger/financial statements. Northwest location in busy sales office. Reply to: Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - 2-3 Years experience. Ability to carry-on books through trial balance. Part or full time for local CPA firm. Call
420-6140

BOOKKEEPER
2 or more years experience with computer a must. Send resume to: FFTC, 20000 W. 12 Mile, Southfield MI. 48076 att: Susan

BOOKKEEPING POSITION, 3 days per week. Flexible hours. Prepare payroll tax returns and bookkeeping. Roger Duval, CPA, 443-1761.

504 Help Wanted Office-Clerical

BOOKKEEPER - Mature, hard working person for small office. Some bookkeeping experience helpful. Call Mr. Bernard
478-7500

BOOKKEEPER - Full charge, Trial Balance, Payroll, Bank Reconciliation, Data Entry. Small Farmington Hills Company. Call Mrs. Ellis, 851-7777