502 Help Wanted Dental-Medical

NURSE ASSISTANTS - Experienced, All shifts. Apply in person: Redford Villa Nursing Center, 15240 W. 13 Mile, Southfield, Mon. thru Fri.between 9am-3pm.

NURSE
for afternoons in internal medicine office. Plymouth. 455-5455

NURSE
Part time afternoons, 2 to 3 days per week. Must have car. Nice home, Plymouth. Call Pat: 453-3963

NURSES AIDES, RNs, LPNs, Physical Therapists for home care in Detroit & suburbs. Call Mon thru Fri 8AM-4PM: 978-5400

NURSES
RN'S, LPN'S, NA'S
Experience only
HIGHEST $$

Join the best professional nursing team in Macomb County. Personalized scheduling. All specialty areas available including Industry & Home Care for the past 16 years.

NON-STRESS SUPERVISION

Nancy Klasick's Professional Nursing Service, Inc.
286-1141

Nurses - Weekends
Premium Scale, Start Now
3 to 11pm and 11pm to 7am
Call Carolyn at
Four Chaplains
Convalescent Center
Westland 261-9500

Nursing Assistants
Full-time, all shifts. Excellent starting pay, benefits, and Bonus Based. Apply in person
Farmington Nursing Home
A Unit of Botsford Continuing Care
30405 Folsom Rd.
477-7400

NURSING ASSISTANTS
All Shifts
Will Train. Revised salary package. Apply in person:
MIDDLEBELT-HOPE
Nursing Center
35410 Ostrander, Westland

OB OR PEDIATRIC Physicians Assistants - Nurse Practitioners for multi-specialty group practice. Send resume to: Woodland Medical Center, 31313 W. 13 Mile Rd., Novi, MI., 48050. Attn: T. Lalonde.

OFFICE MANAGER for out-patient physical therapy office in Novi. Full time. Typing & computer, billing experience preferred. Call 478-8140

OFFICE MANAGER
For large family practice clinic. Must have extensive experience in medical-legal practice managing people and systems. A challenging and rewarding position. Good salary and benefits. Call Mark, 353-1595

OPHTHALMIC TECHNICIAN
for Ophthalmologist office in Troy Full-time. Experience preferred. Call 828-8920

OPHTHALMIC TECHNICIAN to join dedicated medical team which stresses professional excellence with compassionate caring of our patients. Excellent working conditions, salary commensurate with ability. Troy/Birmingham area. Please send resume to Box 942, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN - Working optician for Dolphin Optical. Full time, salary based on experience. Call Mon thru Fri., 313-729-8254

PATIENT CO-ORDINATOR
Secretary for busy medical practice. Extensive patient contact. Knowledge of insurance, HMO, Medicare/Medicaid preferred. Typing speed must be at least 50 WPM. Call Ms. Brenda: 357-1595

PEDIATRIC RECEPTIONIST - Mature pleasant person. Full time for multi-specialty facility. Experience preferred. Call 478-8000, Ext. 30

PHYSICIAN'S OFFICE in Redford. Full or part-time for Insurance & Clerical or bookkeeping assistant. Experience preferred. Non-smoking office. Call 937-0003

POSITION available at Southfield Registrics for RN or LPN. 3 week complex every other Sat. 358-0420

PRN/RN Ambulatory care center for private physicians office. Must have experience. Call 553-8833

RECEPTIONIST position, no experience necessary, full time for Podiatrist in Troy. 689-5198

502 Help Wanted Dental-Medical

PROGRESSIVE ALLERGIST Office in Farmington seeking part time RN, Medical Assistant and Typist. Flexible hours, pleasant working conditions. Come join the team! 476-8302

PSYCHIATRIC RN
Personalized Nursing Corporation is not a pool. We are a nursing corporation with positions available on an hospital employee basis. Full time positions on all shifts are available. Charge nurse positions also available afternoons and evenings - Call today, ask for Marcia Anderson

PART TIME experienced radiology transcriptionist for suburban medical facility. Familiar with ultrasound. Flexible hours. Call Denise between 1-3pm. 0%50-3232

RECEPTIONIST part time, afternoon and evenings. Call for interview, 427-9222

RECEPTIONIST Permanent part time position in Livonia doctor's office. Must have professional attitude. Experience preferred. 478-1140

RECEPTIONIST/SECRETARY
Friendly, motivated. Northwest Suburban dental specialist. Excellent opportunity. Good hours, salary & benefits. 557-2790

RECEPTIONIST for busy dermatology practice in Southfield area. Work hours include 2 evenings & Saturdays. 569-1958

RECEPTIONIST
Career opportunity in Veterinary Medicine. Must have good people skills to compliment efficient office skills. Light typing, some computer work. Non-smoker. Apply: Westcott Veterinary Care Center, 24429 Grand River, Redford. 255-2400

RECEPTIONIST
EXPERIENCED
For Bloomfield Hills Medical Office
MAJOR DUTIES:
- Schedule patient appointments
- Handling all insurance & patient billing

QUALIFICATIONS:
- 1-2 years experience computerized billing
- Light typing
- Good oral & written communication skills

EXCELLENT SALARY & BENEFITS
Call 12:30PM-2PM Mon-Fri:
- 334-0983 -

REGISTERED NURSE
for Opthalmic Research office located in Royal Oak. Responsibilities include but not limited to: Visual Acuity Refraction, Medical Evaluation & Data Recording. 1Yr. Opthalmic experience required. Full-time, days. Salary commensurate. Please directed to: Michigan State University Employment Office, 110 Nisbet Building, 1407 S. Harrison Rd. E. Lansing, MI. 48824. Refer to Posting #778
Affirmative Action Employer

RESPIRATORY
THERAPIST CERTIFIED
Durable medical equipment company seeking full time RT with preferred experience in home respiratory care & critical care. Strong ability to operate, monitor & troubleshoot equipment, good communications skills. Must have good driving record & reliable auto. Call Director, Clinical Services. 553-2600

RN-CARDIOLOGY
Full time day position (Mon. thru Fri) available with a multi-discipline internal medicine practice. Previous experience in cardiovascular nursing preferred. Please send resume to: Internal Medicine Clinical Group, 28050 Grand River, Suite 306, Farmington Hills, MI 48024.

RN - LPN
DAY & MIDNIGHT
POSITIONS
FULL AND PART TIME
Call Nick, Personnel Department.
261-5300
NIGHTINGALE WEST
NURSING HOME

RN-LPN PART TIME
Retirement home for Nuns in Farmington Hills. 3 days per week. Call Mon. - Fri., 9-3 PM: 473-1150.

RN
PART-TIME/DAYS
Apply in person:
MARYCREST MANOR
15475 Middlebelt, Livonia
427-9175

RN'S & LPN'S
Are you interested in joining the team at Tech Care? Are you interested in 7 Teachwood is located in Rochester. Accepting applications for all shifts. Send resume to: Care Corporation, 350 N. Woodward Ave, Birmingham, MI., 48011.

502 Help Wanted Dental-Medical

RN - Permanent Part time, Oakwood Center Health Center emergency room. ER experience required. 459-7000

RN'S - LPN'S - excellent pay & good benefits. Flexible hrs. & shift shift available. Differential for 2nd & 3rd shifts. Pleasant, private pay facility in suburban setting. Apply in person. Plymouth Ct. 105 Haggerty, Plymouth

RNs, LPNs
Full or part-time. All shifts. Excellent starting wage and benefit program. Contact Barbara Blair, Director of Nursing, for interview.
Farmington Nursing Home
477-7400

RN'S - LPN'S - good pay & excellent benefits, all shifts, full & part time. Flexible hrs. Apply in person Plymouth Ct. 105 Haggerty, Plymouth

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

RN'S - LPNS'
Greenfield Health Systems Corp., affiliated with Henry Ford Health Care Corp., is hiring for private duty cases in the Tri-County area. New pay rates in effect for general and high tech cases. Call 372-1878

RN'S & LPN'S
Part time and full time positions available. Please apply in person:
MIDDLEBELT
NURSING CENTER
14900 Middlebelt Rd., Livonia

RNS RNS RNS
& LPNS
Nurse Aides
ALL SHIFTS AVAILABLE
Call Medical Staff Resources
427-3135

RN'S - "SPECIAL BONUSES"
Staff Relief
All areas - all shifts
Excellent pay & benefits
Family Nurse Care 229-5683

R.N. or L.P.N.
for Garden City Clinic. Full & part-time. Flexible hours. Call Marilyn: 421-8463

SOUTHFIELD MEDICAL Respiratory Manufacturer looking for an M.T. or M.L.T. for their Quality Control Dept. Risk and/or EIA experience preferred. Full-time, Mon. thru Fri. 10am-6pm. Full benefits. Call Personnel. 353-2620

STAFF COORDINATOR
Position immediately open for creative, "take charge" LPN or RN. Certain clinical intake/assessment, interviewing, & staff scheduling. Noon-8pm, rotating weekends. Join our staff of Health Care Professionals!
423-6510

TEAM Orientated dental assistant needed for busy Bloomfield office. Excellent benefits. Send resume to: Dr. Kenneth Norwick, 23651 Ford Rd., Dearborn, 48128

X-RAY TECHNICIAN - Must be registered. Temporary full time, may become permanent full time. Call Ron, 538-4700, Ext. 589.

X-RAY TECHNICIAN
Registered or registrae eligible. Part or full time. Call 476-6530

X-RAY TECHNICIAN - Novi medical center. Must be registered or registry eligible. Full or part time. Call Ron, 538-4700, Ext. 589.

502 Help Wanted Office-Clerical

WORD PROCESSORS
SECRETARIES
TYPISTS
IF YOU MEET ..
OUR QUALIFICATIONS -
YOU CAN COUNT ON;
- Excellent pay
- Annual bonuses
- Holiday Pay
- Referral Bonuses
- Performance Incentives
- Comprehensive Benefit Program

Benchmark
Temporary Services
Linda Pat
421-9200 421-9300
16880 Middlebelt, Livonia

504 Help Wanted Office-Clerical

ACCOUNTANT-EXPERIENCED
Must have at least 1 yr. experience with small CPA firm handling the monthly work of at least 30 clients. A 4 yr. college degree in accounting is mandatory. We are an accounting & financial planning service located in Southfield. Nice office. Pleasant medical/dental professional. Starting salary between $14000-$16000, per month. Please send resume with salary history to: R. Kahn, P.O. Box 2130, Southfield, Mich. 48037

ACCOUNTING CLERK - part time, dependable & accurate, for property management co. Basic accounting skills, calculator & computer experience helpful. Send resume to: Personnel, 25900 Greenfield Rd., ste 326, Oak Park, Michigan 48237.

Accounting Clerk
Immediate opening with investment firm for entry level position. Check Phone Jacks, 851-1404 or write:
AMERICA GROUP
30600 Northwestern Hwy.
Farmington Hills, Mich., 48018

ACCOUNTING CLERK
Southfield Insurance Agency is in need of a person, who enjoys working with numbers, and is able to type and file.
Some prior office experience & definite plus. Flexible hours. If you are an ambitious worker, with good learning ability, please call:
MIDWEST BENEFITS 569-9700

ACCOUNTING CLERK
Our administrative office, located in Livonia, is looking for a bright and ambitious person with a strong background in accounting related responsibilities. If you are interested in an opportunity to gain a working knowledge of your skills, send resume to: Perfection Automotive Products, Att: Controller, 12445 Levan Rd., Livonia, MI 48150.

ACCOUNTING CLERK-For large national broker with minimum 40 hours, typing, math aptitude & good organizational skills. Must be experienced in accounting and computers helpful.
AUTO INSURANCE CLERK-For RV department minimum 1 year auto insurance experience, 1-2 years general office experience, good verbal and written communication skills and minimum 40 wpm. typing. Salary commensurate with experience. Excellent fringe benefits program. Send resumes only to: Max Boyd, 800 Fisher Bldg., Detroit MI 48202.An Equal Opportunity Employer

Accounting Clerk
Needed for a property management company in Birmingham. Experience helpful, but not necessary. Call Joann at 433-7100

ACCOUNTING CLERK/Secretary for mechanical contracting company. Shorthand or dictaphone skills a plus but are not required. Liberal benefits. Send resume with salary requirements to: P.O. Box 40677, Redford, MI 48240.

ACCOUNTING CLERK
Leading Detroit Build Construction Firm seeks Accounting Clerk with 1-2 yrs. office experience. Accounts Payable & data entry skills needed plus 40 wpm typing & 10 key ability. Qualified applicants please send resume to: R. A. De Mattia Co., 43501 Helm St., Plymouth, MI. 48170.
An Equal Opportunity Employer

ACCOUNTING CLERK light bookkeeping background, full time, Plymouth area. Contact Tina, between 8-5pm, 459-4113

ACCOUNTS PAYABLE CLERK
full time person experienced in general office. Must know how to type & benefits. Shopping Center Marketa, 24500 Northwestern Hwy. Ste 402. Ask for Thresa, 355-2122

ACCOUNTS PAYABLE CLERK
Wanted for our Southfield office. Must have min 1-2 years job related experience in accounting/bookkeeping. Excellent math aptitude and 10 key pad experience necessary. Full time position. Competitive salary & benefit package. Send resume to: Attention: Personnel, Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Payable
Clerk
Opportunity with manufacturing firm located in Oak Park. Must be skilled in type, operate calculator, have minimum of 1 year office experience. Excellent fringe benefits. Send qualifications and salary requirements in writing to: Box 2000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE - Troy company seeks experienced person in Accounts Payable, payroll & inventory control. Good math skills essential with computer data entry background. Call for appointment at 280-0101

ACCOUNTS
PAYABLE CLERK
1 to 2 years accounting preferred for a large automotive supplier. Send your resume with SALARY REQUIREMENTS or apply in person between 10 A.M.-2 P.M. to:
Personnel Department
AMERICAN YAZAKI
CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ENGINEERING OFFICE
Clerical Assistants
Our continuing expansion has created new positions in our Engineering Department. These openings require:
- Typing and Word Processing
- Receiving and filing of facsimiles
- Copying Documents
- Mail Distribution
- Appointment Scheduling

Some college preferred but not necessary. Please send your resume with SALARY REQUIREMENTS or apply in person between 10 A.M.-2 P.M. to:
Personnel Department
AMERICAN YAZAKI
CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

Receptionist/Secretary
Full-Time
Needed for prestigious real estate firm. Professional dress and good telephone manner, clerical and typing ability required. Prefer non-smokers. Includes medical and dental benefits. Resumes only:
Merrill Lynch Realty
1600 N. Woodward
Birmingham, MI 48011
Attention: Bob
Merrill Lynch Realty

Part Time Typist
Good spelling and typing skills, 55 wpm, plus knowledge of computer terminal usage helpful. Ability to communicate and deal with customers. 2 days per week, Tuesdays and Fridays, 1:00 p.m. to 7:00 p.m. If this sound like your kind of job, applications are accepted at:
THE
Observer & Eccentric
NEWSPAPERS, INC.
36251 Schoolcraft
Livonia, MI 48150
We are an equal opportunity employer

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Looking for an enthusiastic career minded individual with excellent clerical skills, strong accounts payable background, able to communicate and good typing skills necessary. Full time position in Southfield. Excellent compensation and benefits commensurate with experience. Call Linda for an appointment at:
APARTMENT FURNITURE RENTAL
353-9400

AD AGENCY SECRETARY
Experience in word processing, expense reports, billing, including statistical typing, phone and general office skills required. Contact Mrs. Evans for appointment. Birmingham. 646-9200

ADMINISTRATIVE Assistant - Livonia office of national market company seeking individual for full time employment. Light typing, filing & handling of phones. Call for a personal appointment. Mr. Vitenson between 9am-1pm. 968-4190

ADMINISTRATIVE ASSISTANT/
OFFICE MANAGER - Advertising agency. Word processing, light bookkeeping. Good organizational skills essentials. Experience preferred. Call between 9am-5pm.
Mary Ann Lee 477-0000, ext.19

ADMINISTRATIVE ASSISTANT/
Secretary needed for Southfield CPA firm. Word processing and typing skills required. Knowledge of processing tax returns helpful. Send resume to: CPA, 26877 Northwestern Hwy., Suite 200, Southfield, MI., 48034. Attention: Ms. Fox.

ADMINISTRATIVE ASSISTANT
Troy based manufacturer seeking professional, self motivated individual. Word processing experience is required, preferably Lotus. Must have excellent secretarial skills, also strong organizational and communication abilities. Send resume to: Box 902, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASS'T
needed for office located in Southfield. Word typing & proficient clerical skills necessary. Must have previous office experience. Should be self motivated, full time position. Competitive salary & benefit package. Send resume with salary requirements to: Attention: Personnel, Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE
ASSISTANT
$21,000
Land development company offers excellent career opportunity for assistant. Full time position. Good fringe benefits, fee paid. Call Rob at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

ADMINISTRATIVE assistant for major automotive Tier type 55 wpm word processing helpful. Excellent office & communication skills. $14K. Temporary to go permanent. Call Time at Uniforce 357-0034

ADMINISTRATIVE - assistant, superior credentials, having worked for President - CEO, typing 60 wpm, shorthand 100, financial background, national company, benefits, $30,000. Fee paid

GENERAL OFFICE - typing 50 wpm, answering phones, some accounting, light bookkeeping, benefits, $15,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ALL SKILLS
NEEDED!
We have many immediate long and short term assignments in the Troy, Bloomfield, Birmingham, Southfield and Farmington Hills areas for the following skills:
Accounting Clerks
Word Processing
Operators and
PC Operators
(all models)
Data General
(need several people for long term assignment)
Xerox 630
Memorywriter
typists and
secretaries
Clerks
Receptionists
(with typing - 35 wpm)
Typists
(45 wpm +)
Data Entry
Operators
362-1180
Troy
642-9650
Bloomfield/
Birmingham
352-5220
Southfield
471-2050
Farmington Hills
KELLY
SERVICES
The "Kelly Girl" People
Not an employment agency
- never a fee
Equal Opportunity Employer M/F/H

ANSWER ORDERS over the phone. No Sales. $3.50 per hour. Full-time. Hiring Now! 647-4061

BOOKKEEPER/SECRETARY
needed immediately. Full charge, bookpaid knowledge preferred. Full time. Benefits, pension & profit sharing. Berkley Area. 547-9820

504 Help Wanted Office-Clerical

APPLY NOW! All Skills Needed!
Professional
Related
Office-oriented
Successful
Long & Short-term Assignments
Available Immediately!
PROS Temporary Service: "The Professional Pool of Choice" Call today, for appointment. 575-9337
Not an Agency - No Fee
An Equal Opportunity Employer

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
Southfield 357-6400

A SOUTHFIELD MEDICAL Respiratory Manufacturer is looking for their General Office for someone with good typing skills (45 wpm) & has the ability to communicate well. Switchboard experience helpful. Full-time, days, Mon. thru Fri. Full benefits.
Call Personnel. 353-2620

ASSISTANT ACCOUNTS Payable Clerk. Typing, filing, data entry, answering phones. $200 week. Send resume to: Accounts Payable, Box 232, Orchard Lake Rd. W Bloomfield, Michigan, 48322

ASSISTANT BOOKKEEPER/TYPIST
Charging right staff. Assist the controller with computer accounting system. IBM computer experience a plus. Responsible for: Bank reconciling, accounts payable, collections. Excellent communication skills and typing 60 WPM. required. Excellent benefits and working conditions. Send resume with salary requirements to: Jack Wolfe, P.O. Box 1235, Berkley, Michigan, 48072

AUTO DEALER
Large suburban dealer is in need of mature individual to fill position of Head Cashier for service/parts area. Excellent benefit package available. Call for appointment. 478-6500

AUTO DEALERSHIP OFFICE
needs a pleasant ambitious person with a pleasant disposition for an accounts Payable position. Good pay & benefits for qualified individual. Experience preferred. Apply:
Del Deo, Inc., 21531 Michigan Ave., Dearborn.
An Equal Opportunity Employer

AUTO PARTS RECEIVING CLERK
Knowledge of auto parts, auditing procedures, computer. Active person with excellent math skills preferred. Call Mr. Schmidt for appointment 591-1965

BANK TELLER TRAINEE
$5.00/HR. HIRING NOW. CALL
Call Today 557-1200
Only Fee $75 Job Network

BILLING CLERK
Typing, filing & Computer Entry.
Apply: Perfection Heat Treating,
24200 Plymouth Rd., Redford

BILLING CLERK/RECEPTIONIST
TYPIST for Troy area contracting company. Light bookkeeping helpful. Send resume with salary requirements to: P.O. Box 940 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER ASSISTANT
Growing Plymouth based current & development company is offering an excellent career opportunity to an individual who enjoys bookkeeping/accounting experience to be "right hand" to busy Bookkeeper. We prefer someone with full charge bookkeeping background but are willing to train someone motivated, energetic, ambitious, dependable and eager to learn. Send resume, salary requirements in confidence to
1994-A Woodward Ave., Suite 138
Bloomfield Hills, MI 48013

BOOKKEEPER - experienced, full time. Carpeland system. Construction office. Computer experience helpful. Can start immediately. Resume required. Salary commensurate with ability. Call to schedule an appointment at 425-0930

BOOKKEEPER
for retail ladies apparel store located in Northland Center. Must have at least 2 yrs. experience in accounts receivable, accounts payable & payroll. For appointment, call:
558-8000

BOOKKEEPER, FULL/PART TIME
For public accountant's office. Must know double entry bookkeeping, payroll & sales taxes. Income tax knowledge helpful. Please send resume and salary requirements to P.O. Box 1827, Royal Oak, MI 48068

BOOKKEEPER-Full charge, general ledger thru financial statements with data entry experience to assist controller with monthly closings and reports. Excellent salary and full benefits. Send resume to: Controller, Mack's Laundry Services, Inc., P.O. Box 5208, Livonia, MI 48152.

BOOKKEEPER - General office - experienced. Part time, Mon. thru Tues., 9 to 5. Before 1 p.m., 32736 W. 8 Mile Rd., Farmington.
Call 474-6838.

BOOKKEEPER (JK) needed in Southfield. Should have Accounting Degree in accounting and at least one year of experience. Salary $16,000 to $19,000. Call 876-6630

BOOKKEEPER needed for west side manufacturing company. General ledger thru financial statements, and payroll taxes. Send salary requirements, with resume to: 42200 Grand River, Novi, MI., 48050, Attn: Controller.

BOOKKEEPER
Our small & expanding company wishes to hire an experienced Bookkeeper with unique qualities. Must be an energetic Self-Starter who is excited by the opportunity of working with a company that encourages & expects personal growth, leadership & autonomy. - Good Impressions, Inc., Troy 689-8200

BOOKKEEPER
Part time position for person knowledgeable in General Ledger/Recap accounting for a Community Credit Union. Job requires balancing daily journals & general ledgers. Person must have good math skills, be able to use a calculator & be accurate & meticulous. Good working environment & benefits. Shift includes working 4 days a week & time off. Full time 2 weeks training. If interested apply in person
Community Federal Credit Union
500 S. Harvey, Plymouth 48170
Attention Carole Honey

504 Help Wanted Office-Clerical

Kmart
PARALEGAL
Full time position available in the Troy area for a mature, experienced person, certified as a Paralegal/Legal Assistant. Good written and verbal communication skills required.
Send resume stating salary requirements in confidence to:
BOX 938
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

BOOKKEEPER/RECEPTIONIST
1 person office. Bloomfield Hills area. Light bookkeeping. Construction company. Farmington Hills. 476-2689

BOOKKEEPER/SECRETARY
For a 2 girl Construction/Engineering office. Computer experience preferred. 13 Mile - Orchard Lake Rds. Area. Call 851-9765

BOOKKEEPER
Southfield law firm in need of full charge bookkeeper/controller with 3-5 yrs experience. Excellent salary, benefits & working conditions. Please send resume to: Box 996, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Wanted for Wholesaler. Experience necessary. Apply 11901 Belden Dr., Livonia. 261-3210

BOOKKEEPER WANTED. Part time about 55 hours work per month. Experience required. Will train on computer. Apply in person: Ruby Office Supply, 200 S. Main St., Northville.

BOOKKEEPER
3-5 years experience. Full charge bookkeeper with knowledge of computer accounting helpful. Salary plus fringe benefits. Birmingham Law Firm. Call Marie Matice
540-3022

BOOKKEEPER/SALES CLERK
Apply in person:
29820 W. 8 Mile, Farmington Hills,
1¼ blks W. of Middlebelt.

BOOKKEEPING ASSISTANT
Receptionist, light typing, information experience, typing, efficient on adding machine. Full time. Salary negotiable. Now 349-9330

BOOKKEEPING POSITION now available. Full time. Applications being accepted at 12 Church Bld., Northville. Call between 11am-3pm
689-2705 or 589-2743

CALL IN & CONNECT WITH US.
Immediate openings for operator positions available. Must have dictamission experience.
PRIDE TEMPORARY SERVICE "The Professional People." Call today for an appt. 557-1200 Job Network
An Equal Opportunity Employer

CITY OF FARMINGTON HILLS
OFFICE/CLERICAL
OPPORTUNITIES
Currently accepting applications for several employment opportunities in office support positions:
CLERK TYPIST
General receptionist duties in the Dept. of Public Services - includes filing, typing, operating switchboard, responding to inquiries or complaints. Requires high school graduation or equivalent plus some previous office experience and typing 50 wpm. Word processing or computer experience helpful. Salary $13,006 to $14,830.
CLERK TYPIST
General receptionist duties in Recreation Division. Includes - handling telephones and registration at counter, typing, filing and operation of a cash register. Requires high school graduation or equivalent plus some previous office experience, typing 50 wpm, and ability to perform simple math calculations. Salary $13,006 to $14,830.
RECORDING SECRETARY
Recording and transcribing of City Council, Zoning Board of Appeals and various City meetings. Requires high school graduation or equivalent, typing 60-70 wpm and shorthand 60 wpm. Previous experience in recording and transcribing of minutes desirable. Full time position including 1-2 evenings a week. Salary $15,552 to $18,144.
Apply in person or forward letter and resume to: Mary Ann Lee
CITY OF FARMINGTON HILLS
Personnel Office, DE
31555 11 Mile Rd.
Farmington Hills, MI 48018
An Equal Opportunity Employer

CLAIMS EXAMINER
Non smokers only. Applicant must possess 3-5 years claims experience (life preferred), have good typing skills (55 wpm) & be able to work independently. Excellent working conditions, location & benefits. For immediate consideration call Mrs. Human Resources Department.
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
553-2000

CLERICAL - Customer contact, multiple duties. Full time, 40 hour to start. Call between 1-3 PM. Call 424-6648.

CLERICAL
Farmington Hills. Full time, general office. Two more positions available immediately for busy Service Department. Experience necessary. Send resume to:
Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Immediate opening in our membership division for an individual to process new membership applications. Duties are diversified & require an individual capable of working independently. The individual must be well organized & have the ability to work at a fast pace to meet deadlines. Qualifications are typing 45/50 wpm, excellent phone skills plus 1-2 years general office experience. Word processing helpful but not necessary, will train. Excellent benefits & a beautiful working environment. Please send resume to:
Personnel Department
P.O. Box 2227
Southfield, MI. 48037

CLERICAL - Mature person with figure aptitude, strong typist 50wpm, 15 Mile & Haggerty Rd. area. Send resume to Typist, P.O. Box 314, Walled Lake, MI. 48088.

CLERICAL/ACCOUNTING PART-TIME
Mature person for small office, 15 to 20 hrs. week, flexible. Typing and bookkeeping experience. 591-1262

CLERICAL PERSON, part time, immediate opening. Also will have future opening for business manager. Local fraternal lodge organization. Send resume to: Main Office, 32140 Balmoral, Livonia, MI., 48154.

CLERICAL POSITION - full time, light typing required. Call after 1 pm: 8am-4pm, Mon thru Fri. 12700 Merriman, Livonia between Plymouth & Schoolcraft.

CLERICAL $7-$9/Hr
WM train. Call today!
Call Today 557-1200
Only Fee $75 Job Network

CLERK
Order processing needs math aptitude, typing required. Off beatable, Plymouth area. Fee paid by client company. Call or send resume:
769-1720
Management Recruiters
2929 Plymouth Rd., Suite 202
Ann Arbor, MI 48105

CLERK/RECEPTIONIST
for free handicap gallery. Immediate opening for full time position, attractive benefits & good working conditions. Call for appointment:
647-3100
Englander's
501 East Maple, Birmingham

CLERKS - general office (13), type 45 wpm, filing, lots of people contact for major Troy corporation. For interview call Colette at Uniforce
645-7563

CLERK TYPIST
Experienced. Must have good organizational skills, be attentive to detail, have excellent telephone & metic skills and accurate typing skills at least 40 wpm. Full benefit package (health, life, dental). Qualified candidates send resume and salary requirements to:
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Attn: Personnel

CLERK/TYPIST, FULL-TIME
(1) Year General Office experience required. Typing 50 WPM. Good phone, calculator & Math skills. Starting Salary: $5./hr. 358-9900

CLERK/TYPIST
For downtown Plymouth office, full time, permanent. 10:30am-6:30pm. We need a person who has good typing skills, some computer experience & a good telephone manner. Applicant should like working with clients, enjoy detail work & be reliable. $7. Hr. Serious applicants send resume to: H. Matzo, P.O. Box 235, Plymouth, Michigan 48170 or Call between 8:30am-4pm. 455-2626

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
For a small Construction/Engineering office. Computer experience preferred. 13 Mile - Orchard Lake Rds. Area. Call 851-9765

BOOKKEEPER
Southfield law firm in need of full charge bookkeeper/controller with 3-5 yrs experience. Excellent salary, benefits & working conditions. Please send resume to: Box 996, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Wanted for Wholesaler. Experience necessary. Apply 11901 Belden Dr., Livonia. 261-3210

BOOKKEEPER WANTED. Part time about 55 hours work per month. Experience required. Will train on computer. Apply in person: Ruby Office Supply, 200 S. Main St., Northville.

BOOKKEEPER
3-5 years experience. Full charge bookkeeper with knowledge of computer accounting helpful. Salary plus fringe benefits. Birmingham Law Firm. Call Marie Matice
540-3022

BOOKKEEPER/SALES CLERK
Apply in person:
29820 W. 8 Mile, Farmington Hills,
1¼ blks W. of Middlebelt.

BOOKKEEPING ASSISTANT
Receptionist, light typing information experience, typing, efficient on adding machine. Full time. Salary negotiable. Now 349-9330

BOOKKEEPING POSITION now available. Full time. Applications being accepted at 12 Church Bld., Northville. Call between 11am-3pm
689-2705 or 589-2743

CALL IN & CONNECT WITH US.
Immediate openings for operator positions available. Must have dictamission experience.
PRIDE TEMPORARY SERVICE "The Professional People." Call today for an appt. 557-1200 Job Network
An Equal Opportunity Employer

CITY OF FARMINGTON HILLS
OFFICE/CLERICAL
OPPORTUNITIES
Currently accepting applications for several employment opportunities in office support positions:
CLERK TYPIST
General receptionist duties in the Dept. of Public Services - includes filing, typing, operating switchboard, responding to inquiries or complaints. Requires high school graduation or equivalent plus some previous office experience and typing 50 wpm. Word processing or computer experience helpful. Salary $13,006 to $14,830.
CLERK TYPIST
General receptionist duties in Recreation Division. Includes - handling telephones and registration at counter, typing, filing and operation of a cash register. Requires high school graduation or equivalent plus some previous office experience, typing 50 wpm, and ability to perform simple math calculations. Salary $13,006 to $14,830.
RECORDING SECRETARY
Recording and transcribing of City Council, Zoning Board of Appeals and various City meetings. Requires high school graduation or equivalent, typing 60-70 wpm and shorthand 60 wpm. Previous experience in recording and transcribing of minutes desirable. Full time position including 1-2 evenings a week. Salary $15,552 to $18,144.
Apply in person or forward letter and resume to: Mary Ann Lee
CITY OF FARMINGTON HILLS
Personnel Office, DE
31555 11 Mile Rd.
Farmington Hills, MI 48018
An Equal Opportunity Employer

CLAIMS EXAMINER
Non smokers only. Applicant must possess 3-5 years claims experience (life preferred), have good typing skills (55 wpm) & be able to work independently. Excellent working conditions, location & benefits. For immediate consideration call Mrs. Human Resources Department.
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
553-2000

CLERICAL - Customer contact, multiple duties. Full time, 40 hour to start. Call between 1-3 PM. Call 424-6648.

CLERICAL
Farmington Hills. Full time, general office. Two more positions available immediately for busy Service Department. Experience necessary. Send resume to:
Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Immediate opening in our membership division for an individual to process new membership applications. Duties are diversified & require an individual capable of working independently. The individual must be well organized & have the ability to work at a fast pace to meet deadlines. Qualifications are typing 45/50 wpm, excellent phone skills plus 1-2 years general office experience. Word processing helpful but not necessary, will train. Excellent benefits & a beautiful working environment. Please send resume to:
Personnel Department
P.O. Box 2227
Southfield, MI. 48037

CLERICAL - Mature person with figure aptitude, strong typist 50wpm, 15 Mile & Haggerty Rd. area. Send resume to Typist, P.O. Box 314, Walled Lake, MI. 48088.

CLERICAL/ACCOUNTING PART-TIME
Mature person for small office, 15 to 20 hrs. week, flexible. Typing and bookkeeping experience. 591-1262

CLERICAL PERSON, part time, immediate opening. Also will have future opening for business manager. Local fraternal lodge organization. Send resume to: Main Office, 32140 Balmoral, Livonia, MI., 48154.

CLERICAL POSITION - full time, light typing required. Call after 1 pm: 8am-4pm, Mon thru Fri. 12700 Merriman, Livonia between Plymouth & Schoolcraft.

CLERICAL $7-$9/Hr
WM train. Call today!
Call Today 557-1200
Only Fee $75 Job Network

CLERK
Order processing needs math aptitude, typing required. Off beatable, Plymouth area. Fee paid by client company. Call or send resume:
769-1720
Management Recruiters
2929 Plymouth Rd., Suite 202
Ann Arbor, MI 48105

CLERK/RECEPTIONIST
for free handicap gallery. Immediate opening for full time position, attractive benefits & good working conditions. Call for appointment:
647-3100
Englander's
501 East Maple, Birmingham

CLERKS - general office (13), type 45 wpm, filing, lots of people contact for major Troy corporation. For interview call Colette at Uniforce
645-7563

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504 Help Wanted Office-Clerical

CLERK - TYPIST
For typing, filing and public contact duties. $13,658 to $16,508 per year, plus excellent fringes. Typing 45 wpm minimum. Apply: Carolyn Hoy, Personnel Dept., 1150 S. Canton Center Rd.
An Equal Opportunity Employer

CLERK TYPIST/PART TIME
For purchasing department. Job duties include typing, filing, processing receivers and quotes. Computer knowledge helpful, but not required.