502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST - Experienced full time Receptionist needed for Northwestern area. Call for appointment 352-5270

MEDICAL RECEPTIONIST - Exceptional doctor's office. Part-time days and evenings. Pleasant staff. 477-4222

MEDICAL RECEPTIONIST for busy allergy office. M-T-Th-F-S. Experience preferred. Ring Detail phone and answering systems. 689-6744

MEDICAL RECEPTIONIST - Full time position available for experienced medical receptionist in a Walled Lake family practice. Pleasant Quiet Starting wage & excellent benefits. Call Mary 624-4518

MEDICAL RECEPTIONIST - Needed for busy doctor's office in Northland Area. 557-7400

MEDICAL RECEPTIONIST - For Livonia Physician's office. Full time. Experience preferred. 464-9020

MEDICAL RECEPTIONIST - Part-time/full time. Duties include typing, bookkeeping, insurance. Oak Park office. Knowledge helpful. No Sat. Salary negotiable. Call Mrs. Ferguson 968-2600

MEDICAL RECEPTIONIST - Medical office in Southfield area. Computer & typing skills required. Call Mrs. Ferguson 352-2600

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MEDICAL TECHNICIAN - Full time 3pm. able to cover week ends. Have an interest in hematology. UA & phlebotomy. Pleasant office. 12 Northwestern. Ask for Linda. 356-5716

MEDICAL TRANSCRIPTIONIST for vascular surgeons office. 12Mile, Northwestern area. 2 days per week. 353-2166

MEDICAL TRANSCRIPTIONIST needed for busy Cardiology practice. Experience a must. Send resume including references & salary requirements to Transcriptionist, P.O. Box 87331, Canton, MI 48187

MEDICAL TRANSCRIPTIONIST - Experienced only. Full time. Family D.O. & O.R. Southfield area. Excellent hourly plus benefits package. 557-7400

MEDICAL TRANSCRIPTIONIST - Experienced with discharge summaries preferred. Oncology practice. Physical Medicine part time positions available. Send work to: 3398 Lahser Rd. Bloomfield Hills, MI 48013

NEW MOTHER'S HELPER - Medical family needs help around the house. Light duties, 4 hours a week for 2-3 months. Call 644-0544

Pediatric Home Health Aide. Assist Home care patients with personal care. Excellent opportunity. Flexible hours. Call Home Health Care Alternatives Contact Nancy Fairchild RN. 855-7500

NURSE AIDES - Immediate openings. Afternoon and Midnight shifts $4.22 to $4.55 per hour. Paid holidays, 1 week paid vacation, 401(k) plan, Medical, Life, Dental insurance. Apply Mon-Fri 8-4:30 Sunset Home of Northville.

NURSE AIDES and student nurses aides for home care visits in Farmington area. Flexible hours. Call Home Care Alternatives Nancy Fairchild RN. 855-7500

NURSE AIDES - Experienced and certified full time care in western Wayne County area. Excellent benefits. Transportation allowance paid. Call Mrs. Dunn 459-5744

NURSE AIDES: FULL TIME - Days, Afternoons, Midnights. Farmington Hills Center. 851-9640

NURSE AIDES - Or Part time afternoon shift (Monday-Friday). Excellent salary, benefits and working environment. Apply Mon-Fri between 9-4 Oakland County Medical Center 34355 Inkster Rd. Farmington

NURSE AIDES NEEDED - For all shifts. Full & Part-time. Apply: Camelot Hall Nursing Ctr. 35100 Ann Arbor Trail, Livonia. 522-1444

NURSE AIDES Openings. All shifts available. Nursing Home. Pleasant operation. Ann Arbor Trail Garden Center Belleville. 697-8051

NURSE AIDES ORDERLIES needed. Competitive salary and benefits to ambitious experienced nurse aides. Full time, part time, 7-3, 11-7 available. at Orchard Hills Nursing Home. Call for appointment 553-7761

NURSE AIDES $5.60/$6.10 COMPANION AIDES $4.60/$5.10 FROM REVENUES

Strong commitment to quality care. Training and employment opportunities for caring individuals. Call Bonnie Oak of Dearborn 565-0110 Ann Arbor 971-0900 Ann Arbor Trail Livonia

OAKLAND NURSING UNLIMITED 540-2360

NURSE ASSISTANTS - Full time, part time, afternoon shift. Competitive salary, full time benefits, pleasant working environment. Northland area. 427-8226

NURSE ASSISTANTS - All shifts available. Starting at $4.25 per hour. Paid holidays in 30 days. Excellent benefits. Pleasant working environment. Sunset & Nursing Home 28550 Haggerty Rd. Livonia

NURSE ASSISTANTS - Part time positions available on afternoon & midnight shifts. Previous experience preferred yet but not necessary if you are interested and have a caring approach call 591-2300

NURSE ASSISTANTS - Full time, part time positions available. Apply in person. Garden City Hospital 6245 Inkster Road Garden City, MI 48135 427-3700 ext 422 An Equal Opportunity Employer

NURSES AIDES - APPLY NURSING CENTER LIVONIA NURSING CENTER 29150 Plymouth Rd. Livonia

NURSES AIDES NEEDED - Full time. Apply at Carlton Care Center 41825 W Ohgan Ave. Canton. 397-0600

NURSE'S AIDES $5.00 TO START - West Bloomfield Nursing and Convalescent Center has openings on all shifts for our 3 units. Rotation opportunity, we will train. Starting wage $5.00 per hour with increase to $5.10 per hour after 90 days and $5.25 after 1 year with annual increases every year. Fringes include - paid vacations, paid holidays, life insurance, health insurance and tuition reimbursement. Please apply 6445 W Maple Mon-Thru-Fri, 12-4pm

NURSE'S ASS'T $5.20/$5.80 HR. - If you have experience as a Nurse's Aide you can earn from $5.20 up to $5.80 per hour, depending upon your experience, with annual increases in every year. Fringes include - paid holidays, paid vacation, paid holidays, tuition reimbursement and shared health insurance. Please apply at W Bloomfield Nursing & Convalescent Center 6445 W Maple, near Drake Mon-Thru-Fri, 12-4pm

NURSING ASSISTANTS - Days & Afternoons. Flexible. HOUSEKEEPERS & FLOOR TECHS. Full & Part Time. APPLY IN PERSON. MIDDLEBELT NURSING CENTER 14001 Middlebelt, Livonia

OFFICE MANAGER - medical office & computer experience necessary. Must have good organizational skills call 652-1300

502 Help Wanted Dental-Medical

OPHTHALMIC TECHNICIAN/Assistant. Working interviewing with contacts & vision screening. Some bookkeeping. Extraordinary pay. Southgate. Suite 207. Mount Clemens, Mich. 286-6550

ORTHODONTIC ASSISTANT - An experienced orthodontic assistant is needed for orthodontic office in the Birmingham area. Call Mon., Tues or Thurs. 8am-5pm. 645-5340

PART TIME IMMEDIATE OPENING

Dental office seeking an energetic person to assist with payroll typing and general bookkeeping. Experience preferred, hrs. flexible. Call Linda Mon-Thurs 8-10-3pm 553-8912

PHLEBOTOMIST NEEDED - For Southfield office. Full time. At least 1 year experience. Call 552-0370

PHLEBOTOMIST/BLOOD DRAWER - Applicants are now being accepted for full time, part time & on call assignments. Must have at least 1 year or more yrs. drawing experience. Salary, extra to do home draws on house call positions. Apply Between 8-30am-1pm Mon-Fri. Red Lab 21705 Evergreen Southfield No phone calls please

PHYSICAL THERAPIST - Assistant wanted. Schoolcraft area. 464-5054

PHYSICAL THERAPIST AIDE - Now accepting applications in Outpatient Rehabilitation department at Bi-County Rehabilitation Center. Apply in person at 31415 Schoolcraft Rd. Livonia, MI 48150 or 32 Mile Rd. Nov. MI. 48050

PHYSICAL THERAPY ASSISTANT - Full time. Join our multi-disciplinary team for rehabilitation of CHF, spinal cord injury, stroke, amputee, orthopedic injury. Non-smoking, contact Ms. Morton between 8-30am-4pm at 433-7949

PHYSICIAN'S ASSISTANT - 334-4400

Seeking certified physician's assistant for busy family practice. Position available immediately at occupational medicine clinic. Excellent salary & benefits. Call Linda 591-0453

Radiation Therapy Technician

Excellent opportunity exists at Sinai-Hospital of Detroit for a Registered Radiation Therapy Technician or X-Ray Tech with appropriate experience. Part time position, 24 hrs. per week. Mon. Wed. Fri. 8-4:30 pm. Limited benefits are available with this position. For immediate consideration please call Bonnie Sumerlin 493-7400

Sinai-Hospital of Detroit Employment Office 6767 Outer Dr. Detroit, MI 48235-2699

Equal Opportunity Employer M/F

RADIOLOGY TECHNOLOGIST

Part time position immediately available every other Saturday and Sunday from 1 pm - 11:30 pm. Please call Personnel Department at MILFORD MEDICAL CENTER

Candidates must be ARRT registered or registry eligible

Excellent salary, weekend premium and shift differential offered

Please apply Mon - Thurs or send resume to our Southfield Employment Office location

PROVIDENCE HOSPITAL

Nursing Home Southfield, MI 48075

An Equal Opportunity Employer

RECEPTIONIST FOR MEDICAL Office in Southfield. Must be experienced in telephone & scheduling for fast paced specialty office. 559-3150

RECEPTIONIST - Wanted for a busy ophthalmologists office in Livonia. Requires typing, experience preferred, ability, compassion & a caring attitude toward people. Excellent benefits package. Send resume, history & salary to Box 624 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia Michigan 48150

RECEPTIONIST-SHELBY - Part time Livonia 471-3310

RECEPTIONISTS & FILE CLERKS - Receptionist motivated individuals needed full time for Non medical center benefits 348-8300 Ext 325

RECEPTIONIST-BILLING CLERK - For patient oriented optometric office in Livonia. Full-time to include some evenings & Saturdays. Excellent opportunity for personable dedicated individual willing to learn. Call 421-5414

RECEPTIONIST/SECRETARY - Bloomfield Orthodontist looking for organized, motivated pleasant person with recent dental experience. Good typist. Salary based on ability. Full time no evenings or Saturdays 855-0020 569-5710

RECEPTIONIST - PART-TIME - Tues. and Fri. possibly 3 days for Southfield specialist. 552-0870

RECEPTIONIST - For busy medical office in Livonia. Experience preferred. Looking for hard working take charge type of person. Excellent salary & bonus incentive. Call for interview. 476-4639

RECEPTIONIST, PART TIME for Southfield Surgeons office. 16 hours per week. Experience required. Send resume to Box 648 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, Michigan 48150

RECEPTIONIST - For client oriented veterinary hospital afternoon shift, full time starting at $4 an hour. Must have good typing and good receptionist skills. Apply in person at Westcott Hospital 24429 Grand River, Redford

REGISTERED NURSES - The following positions are available in an excellent clinical environment for Nurses who are enthusiastic about providing care for geriatric patients. Days and Afternoons, full time and part time. Contact Westland Convalescent Center 36137 W Warren, Westland 728-8100

Registered Nurse

An opportunity for a Registered Nurse to receive excellent benefits and to work full time afternoons at the Henry Ford Hospital Maple Grove Center. Qualified applicants with the background in psychiatric care can contact Rosemary Kubera at 644-6410

HENRY FORD HOSPITAL MAPLE GROVE

6777 Maple Rd. W Bloomfield, MI 48033

Equal Opportunity Employer M/F/H

Registered Nurse Emergency Room

Henry Ford Medical Center W Bloomfield has full time and part time with benefits afternoon, evening, midnight RN positions available. There is also contingent pool jobs that require the applicant to work flexible hours. A minimum of 1 year experience in ICU, CCU or ER is desirable. ACLS certification preferred. Applications are accepted Daily Wommer at 661-6450

HENRY FORD MEDICAL CENTER W. BLOOMFIELD 6777 Maple Rd. W Bloomfield, MI 48033

Equal Opportunity Employer M/F/H

REGISTERED X-RAY TECHNICIAN - Full time days, busy Garden City Clinic. 421-7474

RESIDENTIAL AIDES with experience for all shifts. Apply at Leisure Village, 31720 Van Born Rd. Wayne. 326-8030

RN - CARDIOLOGY - Full time position (Mon-Fri) available with a private practice in Farmington Hills. Roles & responsibilities include primary care nursing. Previous experience in cardiovascular nursing or CCU experience preferred. Please send resume to: Internal Medicine Clinical Group, 28180 Grand River, Ste. #308, Farmington Hills MI 48024

502 Help Wanted Dental-Medical

RN

Every-Other Weekend Apply in person

MARWOOD MANOR

15475 Middlebelt, Livonia 427-9175

RN for community health Western Wayne county. Part time full time position. Experience preferred. United Home Health Care 451-2253

An Equal Opportunity Employer

RN for doctors office in Hazel Park. 20-30 hours per week. No Saturday, Sunday or evenings. 548-1840

RN - LPN AFTERNOON & MIDNIGHT SHIFTS

Full or Part Time Positions Call Mrs. Ferguson for Appointment 261-5300

NIGHTINGALE WEST NURSING HOME

RN OR LPN - for part time urgent phlebotomists. Must have at least 1 year of recent experience helpful. Call Mon thru Fri 9-5 261-9300

RN

Part time for plastic surgery office in Southfield. Dependable, good references required. Excellent working conditions 557-1622

RN'S

Closed head injury dual rehabilitation center - Bloomfield Hills. You will be an integral part of a team of people in a setting that involves daily participation of multiple disciplines physical, occupational, speech & therapeutic therapy. Become a member of this therapeutic team & be involved in a program that offers ongoing educational & growth programs (professional growth & development).

COME GROW WITH US! Full & Part time 12 hr shifts available. Salary highly competitive along with benefit program. Send resume - contact Mr. Greg Webb, RN, Director of Rehabilitation Services, 2975 N. Adams Bloomfield Hills, MI 48013

Equal Opportunity Employer Corporation of America Bloomfield Hills

RN-SLPN - All shifts. Full and part time. Competitive salary. Great benefits. Apply Lakeshore Care Center. 43825 Mound Road

RN'S & LPN'S

Full & Part Time Afternoons & Midnights

NURSING ASSISTANTS

All Shifts Apply in person

MIDDLEBELT HOPE

Nursing Center 24410 Ohio Ave. Westland

326-1200

RNs - LPNs & GRADUATES

166 bed skilled nursing home in Livonia currently has openings for full or part time Nurses. Choose your own schedule and flexible hours. Competitive wages and benefits. Call for appointment. Mrs. Felosak, RN. 522-1444.

522-1444

RNS/LPNS

Part time positions available for full-time shifts. Staffing which can combine weekends & shifts toward full working effort. Days & Afternoon shift. Excellent salary shift differential & benefits. Contact Director of Nursing 427-6230 University Convalescent & Nursing Home, Livonia

RN'S - LPN'S

Strong supervisory skills, innovative 2 hour shift, new pay scale. Apply in person

LIVONIA NURSING CENTER 29150 PLYMOUTH RD

RNs/LPNs. All shifts full or part time. Skilled nursing home. Competitive salary & benefits. Call Joyce Hayes RN DON 697-8051

SECRETARY - Do you have good typing skills, know medical terminology & have a flair for organization? We have a part time position with flexible hours open for the right person. Call Marti 624-4511

SECRETARY/RECEPTIONIST - Part time or full time for busy chiropractic office. Ability to handle all these times only. Thurs Oct 29, 5-6PM Sat Oct 31, 10-11AM. O'Connor Chiropractic Clinic 16777 Middlebelt Livonia, MI. 48154 Do Not Phone

SHARP, INDEPENDENT thinker for 2 person medical office. Insurance billing, medical transcribing. 8:30-5:30, Monday thru Friday. 334-1154

SOUTHFIELD CLINIC has position available for Medical Receptionist. Responsibilities include scheduling & clerical responsibilities. 8am-5pm, $4.50 per hour, health care benefits. 569-8111

SPECIMEN PROCESSOR - For Southfield Medical Lab. Will train. Part time. Mon.-Sat., $4.00 per hour. Call Carina at 386-4769

TRANSCRIPTIONIST - Needed in Farmington Hills, cardiology & radiology experience helpful. Hours flexible. Call 737-9352

TROY SURGEON'S OFFICE - Part-time, experienced in medical transcription & routine office procedures. 649-5310

TYPIST With heavy typing skills & statistical background also Medical Biller, experience a must. Karen 354-0055

ULTRASOUND TECHNOLOGIST - Part time Ultrasonologist needed in a progressive department. Must be experienced in OB/GYN, Abdomens & Echocardiography. Excellent salary range & benefit package. Interested applicants should call 464-4800 ext. 2500 for interview. St. Mary Hospital 36475 West 5 Mile Road Livonia MI

UNIT MANAGER - Needed for afternoon shift in a small Community Hospital. Qualified candidate will have Unit Clerk experience, be able to work independently, handle some staffing responsibility & non clinical QA monitoring. Typing skills preferred. Redford Community Hospital 531-6200 ext 408

An Equal Opportunity Employer

VETERINARY NURSE needed for Westcott Veterinary Care Center in Royal Oak, full or part time. Must have love of animals & be understanding of their needs. Mostly day hours with some evenings & weekends. Be a part of the professional family at Westcott Hospitals. Apply Mon thru Fri 9am-5pm. Central Hospital, 24429 Grand River, Redford 48219 313-255-2400

X-RAY FILE ROOM COORDINATOR - Must have previous supervisory experience. Ring at 539-4700. Ext 589

X-RAY TECHNICIAN - Full time for a one physician office. 13 Mile & Telegraph area. 647-7280

X-RAY TECHNICIAN - needed evenings - for Livonia Family Physician's office. Call 464-9200

504 Help Wanted Office-Clerical

ACCOUNTANTS/BOOKKEEPER - Sales agency has opening for highly motivated & organized person. Computer knowledge helpful. Immediate opening. Full benefits & competitive salary. Send resume & salary requirements to Schwagman & Assoc., P.O. Box 130A, Royal Oak, 48068

ACCOUNTING CLERK - Experienced for multi plant manufacturer. Send resume to Accounting Department, P.O. Box 376, Farmington Hills, Mich., 48024 An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - Entry level Data Entry Clerk needed in fast paced Accounting department. Some computer and accounting experience helpful. Send resume to: Director of Accounting, 32100 Telegraph Road, Ste 110, Birmingham, Mich., 48010

ACCOUNTING CLERKS

Several long and short term positions are now available in Southfield. Experienced only need apply. Ask about our excellent benefits package, dealership discounts and the 401k plan. Call for more information

ENTECH SERVICES, LTD.

Southfield Detroit Troy Auburn Hills

354-0500

ACCOUNTING CLERK - a local mfg co is looking for an experienced self motivated accounting clerk for a computerized system. Job requires an accurate & detailed oriented person. Good typing & math skills a definite must. Call Fri between 9-30am-1:30pm or apply in person. Dunn Tool Co. 33100 Capital, Livonia. 425-9026

ACCOUNTING CLERK - a local mfg co is looking for an experienced self motivated accounting clerk for a computerized system. Job requires an accurate & detailed oriented person. Good typing & math skills a definite must. Call Fri between 9-30am-1:30pm or apply in person. Dunn Tool Co. 33100 Capital, Livonia. 425-9026

ACCOUNTING DEPT. SUPERVISOR - Established mfg Co is seeking a take charge individual experienced in all aspects of accounting. Full supervisory experience a must. Will be responsible for computerized accounting operation. The successful candidate will have 5-10 years related experience &/or college degree. Good salary & benefits. Call Fri between 8-30am-1:30pm or apply in person to Dunn Tool Co., 33100 Capital, Livonia

ACCOUNTS PAYABLE CLERK for fast growing company. Data entry experience. Entry level. Send resume to Domino's Pizza, 30777 Six Mile, Ste. 202, Livonia, MI, 48152 Attention Laurie

ACCOUNTS PAYABLE Supervisor for Northwest Detroit service company. Experience with computerized systems & plus. Requires basic knowledge of accounting principles with 2-3 yrs practical experience. Salary plus benefits 538-3250

ACCOUNTS PAYABLE CLERK - Energetic, organized person needed for growing Southfield firm. Must be familiar with A/C coding, A/P data entry, account reconciliation & producing computerized checks. 10 key & excellent communication skills essential. Minimum 2 years experience. Send resume with salary requirements to Professional Veterinary Hospital, Payables Clerk, 15555 W 10 Mile, Southfield, MI 48075

ACCOUNTS PAYABLE - Rapidly growing real estate investment/development property management company in Southfield is offering an excellent career opportunity to an individual with some bookkeeping background. We prefer individuals with previous property management experience, accounts payable experience, rent collection, etc. EXPERIENCED, responsible candidates send resume and salary requirements in confidence to Box 29548 Southfield Rd., Suite 200, Southfield, MI 48076, Attn Jeanne.

ACCOUNTS PAYABLE - Mature, part-time person needed for Birmingham Book Store. Mrs Freedman, 647-2665

ACCOUNTS RECEIVABLE CLERK - Experienced for Plymouth Mfg firm in Birmingham/Southfield Area. Supervisor necessary. Benefits. Call Ann 647-8811

ACCT. CLERK/RECEPTIONIST - Needed immediately. Experience preferred, record keeping skills, good direct sales, great with people & have the phone. Professional attitude & appearance a must. Call & ask for Michael 547-0820

AD AGENCY SECRETARY

Hurry for this chic position! Plush atmosphere, interesting people. A great place to use your good typing and organizational skills. $16.1/MM fee paid. Call Bernice at 353-2090. After 5 P.M. Appointments Available

SNELLING & SNELLING

ADMINISTRATIVE Secretary/Part Time. Flexible hrs. Must know personal computer, medical office. Insurance billing, medical transcribing. 8:30-5:30, Monday thru Friday. 334-1154

ADMINISTRATIVE ASSISTANT - Small consulting and marketing firm in Southfield seeks a Secretary to assist with typing, office administration, client beneficiary & many other diversified projects. Great growth opportunity. Call 357-5858

ADMINISTRATIVE

Area manager requires organized detailed individual in Hills, cardiology & radiology experience helpful. Hours flexible. Call 737-9352

Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

ADMINISTRATIVE ASSISTANT

Fortune 500 company in the downtown Detroit area is looking for a professional individual for indefinite assignment. Strong analytical, organizational and communication required. Some typing necessary. Contact Operation Projects Manager for appointment.

ENTECH SERVICES, LTD.

Troy Detroit Auburn Hills

588-5610

Administrative Assistant/ Secretary

Downtown Detroit Office of national CPA firm seeks self-starter to work on Vice Chairman's office. At least 4 yrs experience is preferred, but the quality vs. quantity of experience will be a strong consideration. Other qualifications include typing (60 plus wpm), strong organizational skills, excellent verbal & written communications and inter-personal skills. Overtime with limited notice required. Excellent working conditions, tuition reimbursement and other benefits.

Send resume to:

BOX #664

Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY - Seeking experienced professional with strong organizational work habits. Self starter requiring minimum supervision & instruction. Must have understanding of word processing equipment, knowledge of dictation equipment. Attributes to include analytical creativity, flexibility. Call Elaine 644-4559

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT - Part-time for manufacturers rep. To 20 hours per week. W. Bloomfield area. 626-4160

ADMINISTRATIVE ASSISTANT - For fast paced, prestigious investment firm. Background should include IBM/PC, Lotus 123, strong math aptitude, organizational & communication skills, financial investment experience preferred. Full benefit package. Salary commensurate with career letter & salary history to Office Manager, 400 Renaissance Center, Suite 2770, Detroit, Mich. 48243

ADMINISTRATIVE SECRETARY - Looking for an expanded secretarial role in new challenge. A potential for growth in responsibilities & salary? Growing marketing research firm seeks experienced secretary with outstanding skills & administrative ability to assist director of office operations. Possibility of moving more into a secretarial position. Necessary role over time. Ideal candidate will have IBM/PC typing, plus energetic & positive approach for fast-paced professional environment. Southfield/12 Mile area. 559-2919

ADMINISTRATIVE ASSISTANT - Full time Mon. thru Fri. 8:30-4:30, benefits, salary commensurate experience preferred but not necessary. Duties will include preparing & assembling related policy renewals, back-up of other administrative assistance with on the depth, typing & processing the actual renewal endorsements or certificates, filing & other clerical duties. Must be able to deal with a computerized system. Applications available at - Proctor, Homes & Warren; 2100 W. Big Beaver Rd., Troy, 48084

ADMINISTRATIVE AIDE SECRETARY

Your ambition, patience & versatility may qualify you as a prime candidate for the international consulting firm. Ideal candidate has superior word processing skills, telephone technique & experience with modern office equipment, & can function well in a challenging multi-executive assignment, you may be ideal. Permanent position. Salary open. Excellent fringe benefits & surroundings. Reply in confidence to: Personnel Director

The ASIST Corporation
Ste 300
431 S Woodward
Birmingham Michigan, 48011-1621

ADMINISTRATIVE - secretary, VP of sales, typing 75 wpm, shorthand 100, computer experience, benefits, $18,000 to $20,000 paid

SECRETARY - Southfield, good typing, spelling, bookkeeping & 10 yrs experience, benefits, $18,000. Fee paid

LEGAL - secretary, Bloomfield Hills, entry level position, will train on legal, excellent typing, shorthand helpful, 3 yrs secretarial experience, benefits, $16,000. Fee paid

LOIS RAY PERSONNEL SOUTHFIELD 559-0560

ADVERTISING

KEYLINER

Growing In-House Ad Agency has immediate opening for a Phone Person. We offer an excellent Benefit Package. Send resume & salary history, in confidence, to:

Highland Super Stores
Human Resources - KE
909 Sheldon Rd.
Plymouth, MI. 48170

Equal Opportunity Employer M/F

ADVERTISING SECRETARY/ GENERAL OFFICE - Excellent position for an outgoing person. Work in a fast-paced advertising department of a Troy publishing company. Must have computer knowledge, invoicing & good phone skills needed. Send resume to G. Watkins, Performance Review Press, Inc., 2145 Crooks, Ste #103, Troy, MI 48084

AGENCY SECRETARY - for branch office of large life insurance company located in Bloomfield Hills. Applicant must possess good typing skills & pleasant phone voice. Position offers full benefits & a pleasant working environment. Salary commensurate with experience. Please send full resume to

Human Resources Department, 300 N. Woodward Ave., Ste. #250, Bloomfield Hills, MI. 48013. Attention Rosemary Jenks

AMBITIOUS PERSON wanted to join our family. The successful office desires an energetic, hard working, experienced person for unique clerical position. Great atmosphere - stable position, Mon.-Fri. (Day hrs.) Must have excellent typing, organizational/office skills & type 50 WPM. Previous office experience required. Call for an appointment 569-3355

APPRECIATE a great office setting? Experienced full-time order taker for Livonia Office Supply firm. Contact Cheryl at 422-5400

ARBOR TEMPS

Are You Experienced In:
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$8 HOUR

Call Today.
9433 HAGGERTY RD.
PLYMOUTH, MI
459-1166

EOE M/F/H

ART VAN FURNITURE in Novi is seeking to expand our staff of customer representatives. We are looking for energetic individuals who enjoy working with people. Retail or computer experience is a plus. Art offers a liberal benefit package. Please apply within: 27775 Novi Rd., Novi.

ASSISTANT PLAN ADMINISTRATOR - Pension sales and administration company seeks well organized, detail oriented individual with good typing and phone skills.

WILL TRAIN in the use of computers and word processing.

Small pleasant suburban office. Starting salary to $13,000 with excellent opportunity for growth.

Send your resume to:

Exbenco Administrators, Inc
29100 Northwestern Hwy.
Suite 210
Farmington Hills, MI 48018

AUDITOR - For suburban Hotels. Must be strong Auditor with direct wholesale auditor experience. Shift - 11pm-7pm. Send resume or apply, Mon. thru Fri., 8am-5pm. Michigan Inn Motel, 30000 Hudson Drive, Southfield, MI 48075.

BILLING CLERK - For Pontiac based construction company. Full time. Salary commensurate with experience. Excellent benefits package. Call Carol and salary history to: Personnel Dept., Box 648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM CPA FIRM. Position for versatile para-professional who can handle client communication, typing, processing and accounting functions. Will consider experience entry level person who has the ability and desire to accept further responsibility. Please send full salary requirements to: CPA's, 155 S. Bates, Birmingham, MI. 48011.

BOOKKEEPER/CONTROLLER - Securities industry. Some knowledge of "back office" preferred. Send resume to: Investors Development Co., 100 W. Long Lake Rd #200, Bloomfield Hills, Mich. 48013

BOOKKEEPER - EXPERIENCED - Part-time for Birmingham based real estate development firm. 540-8015

504 Help Wanted Office-Clerical

A TEMP-TING EXPERIENCE!

Immediate assignments for

Receptionists (with and without typing)

Data Entry Operators (any/all style keyboard)

Word Processing Operators and PC Operators (all models)

Switchboard Operatos

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Typists (60wpm+)

Accounting Clerks

Data General (need several people for long term assignments)

Xerox 630 Memorywriter (typists and secretaries)

Register with us and enjoy:

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Bloomfield 642-6050
Berkley 398-7900
Detroit 259-1400
Dearborn 271-5300

KELLY SERVICES

The "Kelly Girl" People
Not an Agency; Never a Fee
Equal Opportunity Employer M/F/H

U.S. law requires all applicants to show proof of identity and right to work in the U.S.

ATTENTION HOMEMAKERS - Purple Heart needs you as a Telephone Interior Work out of your own home. Part time. No selling. Call Mon-Fri, 9am-5pm. 728-4572

BOOKKEEPER - For CPA office. Challenging position available for responsible person with a minimum 3 years experience in Bookkeeping thru Trial Balance and Payroll Taxes. Opportunity to learn and advance. Please send resume including work experience and salary requirements to Donald Hazlett at 755 W Big Beaver, Suite 1700, Troy, MI. 48084

BOOKKEEPER - for Bethesda CPA office, experience required thru trial balance. 645-6972

504 Help Wanted Office-Clerical

BOOKKEEPER - EXPERIENCED, 40 hours. 12 mile & Evergreen area in Southfield. Rashat Accounting 352-5520

BOOKKEEPER - For furniture store headquartered in Livonia. Experienced and disciplined bookkeeping through trial balance, including taxes, payroll, & computer usage. Must be able to interface with office management. Newton Furniture, 15950 Middlebelt, Livonia

BOOKKEEPER - Full time position available with aggressive, quickly growing farm. Opportunity for advancement. 855-9911

BOOKKEEPER & General Office - Temporary position in suburban Woodward real estate management office. 569-7000

BOOKKEEPER

Growing Southfield business in Oak Park seeks a Full Charge Bookkeeper to handle the full volume of sales, contracts and billings, plus perform accounting duties. Good organizational skills required with strong accounting skills, computer knowledge and management abilities. Generous pay for qualified, industrious Bookkeeper. Send resume to B.B.S., P.O. Box 963, Southfield, MI 48037

Fulmer, Rudzewicz & Co
Recruiting for
An Equal Opportunity Employer

BOOKKEEPER/OFFICE MANAGER - Headquarters of national sports organization located in Bloomfield Hills seeks experienced bookkeeper/office manager. Successful candidate must have strong office management skills along with full charge bookkeeping accounting skills under a manual system. Commitment to computerization in near future. Qualified applicants send resume with salary history to Office Manager, 1400 North Woodward, Suite 203, Bloomfield Hills, MI 48013

BOOKKEEPER - part time, flexible hours, some typing required. Birmingham area. 644-6250

BOOKKEEPER - PART-TIME - Wal Van proper candidate. Pleasant working conditions. Farmington Hills area. Call 855-5860

BOOKKEEPER - PART TIME - CPA firm in Southfield is looking for an experienced bookkeeper on a part time basis. Must be able to prepare payroll taxes & have experience in general ledger through trial balance. Please send resume to Box 624, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY for professional firm in Southfield. Must be experienced in office work and quick learner. Self-motivation important. Call 352-4920

BOOKKEEPER through Trial Balance with secretarial skills. Construction company located in Plymouth. Send resume to Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUYER'S ASSISTANT - Manufacturer seeks detail oriented individual for entry level position in buying department. Good phone skills & math aptitude essential. Data entry & clerical experience desirable. Full time. Good benefits. Call before 11am 352-0379

CHURCH SECRETARY - Part time, 18-20 hrs per week. Professional secretarial skills & experience required. Non-smoker preferred. Downtown Hills area. Please send complete resume to Box 592 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

CHURCH SECRETARY - Part time. For church located in Redford. 937-1199

502 Help Wanted Dental-Medical

NURSING ASSISTANTS

WANTED: Caring Individuals

OFFERING: Revised Wage Scale
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Uniform Allowance
Employee Discounts
Tuition Reimbursement
Advancement Opportunities
Much, Much More

WHERE: Farmington Nursing Home
A Unit of Botsford
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MEDICAL/DENTAL CAREERS

In 7 Months (or more) Become a
- MEDICAL ASSISTANT With X-Ray/EKG
- MEDICAL WORD PROCESSOR
- DENTAL ASSISTANT
- MEDICAL LABORATORY
- TECHNICIAN (2 years)

WE OFFER
- FINANCIAL AID (if you qualify)
- PLACEMENT ASSISTANCE
- DAY CARE
- UAW APPROVED

Michigan Paraprofessional 721-1777

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Needed for 25 bed Alzheimer unit. Experienced with Alzheimer patients required. High staffing ratio. Renovated facility to match needs of Alzheimer patients & full activity program on unit. Apply:

PLYMOUTH CT.
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RN'S, LPN'S, NURSES AIDES TEMPORARY ASSIGNMENTS OFFERS STABILITY with FLEXIBILITY

We currently have needs for several experienced RN's, LPN's & Aides to staff nursing homes in
- LIVONIA
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We offer competitive wages, weekends shift differential, referral bonus, all shifts available.

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Livonia 474-8500 | Southfield 827-4213

504 Help Wanted Office-Clerical

4½ Day Work Week - Several full time openings at a local insurance company offering pleasant surroundings, competitive salaries and company paid major benefits including paid holidays and vacation. Immediate opening for

- GENERAL CLERICAL
- CLAIMS EXAMINERS

Call 591-4690
Mon thru Thurs 7:30 am - 4:15 pm
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IMMEDIATE PART-TIME position available for fast-paced Southfield office. Clerical duties include some typing. Mon thru Fri., 1 to 5 PM. Call Kathy Wasson. 352-0910

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Homemakers, we can keep you busy through the winter. Top wages and bonuses

- Word Processing
- Typing
- Filing
- Receptionist skills
- Data Entry
- General Office

IMMEDIATE WORK - NEVER A FEE

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Plymouth
459-1166

EOE M/F/H

CLERICAL ASSISTANT for southfield area. Experience in word processing & bookkeeping $5 per hour. Call Lori 350-3030

CLERICAL-ENTRY LEVEL $4.00 PER HOUR TO START - Excellent full-time opportunity for a self-motivated, detail oriented individual to join the clerical staff at our accounting headquarters in West Bloomfield. We will completely train. Fully paid health, life and accident insurance, paid holidays and annual vacation. If you excel in accuracy, enjoy working with detailed information and like a fast pace, call Ms Bahman at 737-7200

FITNESS USA HEALTH SPAS

CLERICAL PERSON - Permanent full time, strong math & organizational skills. Computer experience helpful. Good pay & benefits. Send resume to Weyerhauser CRT Center, 6 Parklane Blvd., Dearborn, Mich 48126

504 Help Wanted Office-Clerical

CLERICAL