502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
For pediatric office in Southfield. Full or part time. 559-5950

MEDICAL ASSISTANT
Full time, in doctors office in Farmington Hills. Experienced preferred, trained in field. Salary comparable with experience 851-7212

MEDICAL ASSISTANT - Experienced. Full time, in busy OB/GYN Office. Farmington Hills. Call Barbara 476-4900

MEDICAL ASSISTANT - Immediate position, full or part time, experience preferred but will train. Troy area. 879-2111

GREAT LAKES INVITATIONAL WINNER

PAT GUIBORD
6323 Walker Dr.
Troy

Please call the promotion department of the Observer & Eccentric Thursday December 24, 1987 to claim your two FREE GREAT LAKES INVITATIONAL HOCKEY TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

MEDICAL ASSISTANT needed for Westland Podiatry office. Mature, handworking individual. Experience preferred but will train the right person. Please send resume to: Box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLER
Experienced, part time, flexible hours, for Livonia office in Dearborn. Call after 7pm 277-2977

MEDICAL BILLER
Needed for busy Farmington Hills gastroenterologists office located in Southfield with some medical insurance required. Pleasant phone voice necessary, experience preferred. Send resumes to: Box 932 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLING & posting, experienced. Multi specialty office in Livonia. Please call 522-8591

MEDICAL INSURANCE BILLER
3 days per week, 2 yrs experience, computer literate, busy Bloomfield Ophtalmologist. Reply to Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL LABORATORY TECHNICIAN PHLEBOTOMIST
Part time for private infertility practice in W. Bloomfield. Call Mary, 9-12 Mon. Fri. 7am-11am. 851-8040

MEDICAL OFFICE ASSISTANT
Livonia Dermatologist
Part time, experience preferred. 591-6080

MEDICAL RECEPTIONIST - Experienced only. Pegboard, front desk, insurance, billing, collections, appointments, etc. Dearborn area. Call Pat 581-7795

MEDICAL RECEPTIONIST. Secretary - 4/1/time, 5 day week, busy Birmingham Internist. Medical terminology, 45WPM, dictaphone, computer literacy to box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Experienced, Grand River/Greenfield area 9AM-5PM. Troy office starting January. Resume to: Box 232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECORDS TECHNICIAN - A.R.T.T. - Part time for private internist practice in W. Bloomfield. Tues & Thur am's. 4 hours per day. Also able to cover for vacations. 851-8040

NATIONAL COMPANY is looking for Registered Nurses, LPN's, and Paramedics to perform pre-insurance physical exams in Southern Michigan on independent contractor basis and can be done in your spare time. If interested call Pat Blondin: 443-5800

MIDNIGHT NURSE
Westland Convalescent Center has a Midnight position available for a full time licensed Nurse, RN or LPN. Our Award winning facility provides excellent clinical experience for Nurses who enjoy caring for the Geriatric patient. Wonderful benefits, fun times for professional growth and development, and a pleasant work location, are a scholarship program for continuing education, and a benefit package. Apply at Westland Convalescent Center, 36137 W. Warren, Westland

NURSE AIDES
Be part of the new look at Oak Hill, a Care Center of Plymouth Extended Care Facility. If you are a person of or enjoyed with a special ability of helping people, or if you have never experimented, you should come in & be part of Oak Hill's team. We have full/part time positions, as well as full time, for nurse aide. We offer paid orientation, on-going training, paid holidays, sick days, life insurance, annual raise, excellent working environment, a program & career ladder opportunities are offered. Please apply in person: Oak Hill Care Center, 34725 Grand River, Farmington. Between 9am-4pm. Mon thru Fri

NURSE AIDES - Experienced and/or certified for home care in western Wayne & south Oakland communities. Transportation allowance paid. Starting wage $3.25 per hour. United Home Care 459-5141
An Equal Opportunity Employer

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

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.60/$5.10
FOR NEW HIRES

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

OAKLAND NURSING UNLIMITED

540-2360

NURSES AIDES
APPLY IN PERSON
LIVONIA NURSING CENTER
29500 Plymouth Rd., Livonia

NURSES AIDS - Male & Female desired for full time or part time positions. Experience preferred but will train. Competitive wages, 455-1061.

NURSES
Full time positions available for nurses with experience or interest in community health nursing. We are a progressive, accredited Certified home health and hospice provider, affiliated with a large teaching hospital. We are looking for nurses who enjoy working independently but will not that encourages creativity and participation in new program development. Must possess good assessment and documentation skills, have at least 1-2 years of acute care experience and be current in infusion therapy. BSN preferred. Please contact Catherine Esterhaid, RN, MB at 313-995-1902

502 Help Wanted Dental-Medical

• NURSE TECHS (Certified Training) New health care facility opening Jan., 1988 in Rochester Hills. Part time & full time, all shifts needed for skilled & assisted living residence. Apply in person Dec. 28, 29 & 30, 9am-4pm. Peachwood Inn, 3500 South Blvd. (Northeast corner of Adams & South Blvd.) 852-7800

NURSING ASSISTANTS
FULL & PART TIME
ALL SHIFTS
We need you to give quality tender loving care to the residents at our Award Winning facility. Come in and explore the opportunities. We have positions available on all shifts. Please come in and fill out an application. Interviews will be scheduled. Westland Convalescent Center, 36137 W. Warren, Westland, MI.

NURSING ASSISTANTS
Full/part time - All shifts.
NURSES
Full/Part time
Afternoons or midnights.
WARD CLERK
Experienced/Open Hours
Apply:
MIDDLEBELT-HOPE
Nursing Center
38410 Cherry Hill, Westland
326-1200

NUTRITION ASSISTANT
Unique part time position available at Avalon Convalescent Center. Westland Convalescent Center has a position available for a well motivated self-directed individual as a Nutrition Assistant. You will find wonderful opportunities for personal growth and development, as well as, continuing education via scholarship program available to you. If you're interested working evenings, but keeping your afternoons free, this could be the position for you. Apply at: Westland Convalescent Center, 36137 W. Warren, Westland.

OFFICE MANAGER & Assistant, busy Oakland Co. Chiropractic Ctr., experience required. Long term/full time. Salary commensurate, self motivated. Typing, insurance & bookkeeping skills required. 541-7445

ORTHODONTIC Clinical Assistant, Plymouth, part time (approx. 20 hrs.) for evenings, no weekends. Willing to train an artistic, creative, well groomed person. Call after 6pm and written resume to: Box 982 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICAL THERAPY AID
Part time, experienced. Physical Therapy Clinic, in Novi. 478-8140

PHYSICAL THERAPY AIDE
For part time, mornings, in out-patient clinic.
557-7336

RECEPTIONIST
Needed immediately for busy Dearborn dental office. Must have experience. Call Leslie: 584-8900

RECEPTIONIST
for Family Planning Clinic, Farmington Hills. Full or part time, including Saturday mornings. Experience preferred but will train. MATURE, responsible person with good employment references. Call
Kathy, Mon-Fri, 8-5pm, 751-7247

RECEPTIONIST
INFERTILITY PRACTICE
in W. Bloomfield. Part time, 3 days per week, no Saturdays. Well known infertility specialist seeks professional, compassionate person to make that important first impression a lasting one when handling phone calls & making appointments. Medical experience necessary. 851-8040

RN NEEDED in Rochester Area-Physicians office. 2 days per week. No weekends. Reply to Box 222 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN or LPN, full time position available in Livonia Pediatric Clinic for RN or LPN with previous pediatric experience. Call Mon. thur. Fri 9 to 5 PM 261-9500

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

RN'S & LPN'S, Nurse Managers & Supervisors needed for all shifts, part time & full time for new health care facility opening Jan., 1988 in Rochester Hills. Apply in person Dec. 28, 29, & 30, 9am-4pm. Peachwood Inn, 3500 South Blvd., (Northeast corner of Adams & South Blvd. 852-7800

RN'S - LPN'S
Strong supervisory skills, innovative 12 hour shift, new pay scale. Apply in person.
LIVONIA NURSING CENTER
29810 PLYMOUTH RD.

RNs - LPNs
Westland Convalescent Center has afternoon positions available for part time and full time licensed Nurses. Our 230 bed skilled care facility offers high standards for resident care and employee relations. Competitive wages and benefit package available as well as opportunities for continuing education via a scholarship program. Apply at: Westland Convalescent Center, 36137 W. Warren, Westland.

RNS OR LPNS
APPLICATIONS accepted for full time afternoons.
NURSES AIDES
Experienced, All shifts and weekends. Apply at:
FRANKLIN MANOR
28900 Franklin Rd.,
Southfield, MI. 48034
552-7390

SOCIAL WORKER needed for new health care facility opening Jan., 1988 in Rochester Hills. Looking for an innovative, enthusiastic person who enjoys working with the elderly. Qualifications: MSW, good communication skills, typing, knowledge of care plans & insurance & Medicare. For interview call 852-7800

SURGICAL COLLECTIONS
& Billing Specialist
Experienced with References
855-6667

WARD CLERK/CSR
We have a new 84 bed Oak Hill. We are a 153 bed skilled nursing facility & we're looking for an experienced Ward Clerk/CSR. This position is full time with paid vacation, paid thanksgiving, health insurance available. Also a scholarship program offered. Apply in person Mon-Fri, 9am-3pm. Oak Hill Care Center, 34425 Grand River, Farmington.

XRAY TECH with Medical assistant experience - or Medical Assistant with Xray experience for growing Urgent Care Center. Resume to: P.O. Box 7, Novi, MI 48050, or call Ms. Banks, 476-0404, or 288-8500

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPERS
Bookkeeping professionals needed for general ledger & all payroll preparation functions for clients of Ann Arbor CPA firm. Immediate openings. Good benefits. Send resume to: box 290 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANT/CPA for established Birmingham CPA firm. Prefer 3 years experience in all areas of accounting & tax preparation. Negotiable salary based on past experience. Please send resume with references included to P.M. & Co., 16267 W. 14 Mile, Birmingham, MI 48009

ACCOUNTING CLERK, Pay roll, light typing, experience helpful. North Brothers Ford, Westland Call Norm Augustine, 421-1300.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Bloomfield Savings & Loan is currently seeking an accounting clerk. Qualified candidate must possess 1 year previous accounting related & data entry experience. PC literate preferred. Excellent math skills. Please send resume to: Bloomfield Savings & Loan, PO Box 12380, Birmingham, MI 48012, Attn: Personnel Department An Equal Opportunity Employer

ACCOUNTING CLERKS
BILLING SPECIALISTS
CIS Corporation, a major capital marketing and leasing company is seeking Accounting Personnel for their expanding Bloomfield Hills location.
Qualified applicants should have the following:

- 6 mos. plus office experience (preferably in Accounting or Billing)
for accounting clerks, associate degree & time to 1 yr. experience for billing specialists.
- Knowledge of basic accounting principles in accounting a plus!
- Data entry experience
- Organizational skills, accurate typing 40 wpm, ability to perform basic math calculations

CIS offers an excellent salary commensurate with background. Full benefit package & opportunity for advancement for a preferred, modern working environment. Please send resumes and SALARY HISTORIES in confidence to:

Judy Devore
Human Resources Representative
CIS CORPORATION
3600 Green Court
Bloomfield Hills, MI 48013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

ACCOUNTING
CLERKS
needed for growth oriented firm. Experience in accounts payable, billing, or payroll preferred. Salary commensurate with experience. If interested call Nationwide Security, Inc. for appointment at 355-0500

ACCOUNTING - Experienced Accounts Receivable person needed to handle cash receipts & do accounts receivable collections. Person with data entry experience preferred. Call Vince Zemmarugni for interview. (313)525-1900

ACCOUNTING-TAX PREP
Troy office needs individual experienced in tax prep & bookkeeping thru trial balance. Light typing. Knowledge of computers desirable. Call 9am-5pm, Mon-Fri. 362-0688

ACCOUNTS RECEIVABLE Clerk - accounts receivable & bank reconciliation, accounts payable. 1-2 years experience required. Send resume to: D.O.C. Optical Corp. 18340 W. 8 Mile Rd. Southfield, MI. 48075. Attn: C. Giordano.

ADMINISTRATIVE ASSISTANT for Southfield company with good communication and word processing skills for responsible position. Send resumes to: PO Box 5071, Southfield, MI 48076-0071

ADMINISTRATIVE ASSISTANT
Sterling Heights & Farmington area real opportunity available for an administrative assistant. Successful candidate must possess exceptional organizational & communication skills as well as the ability to work well under pressure 1-3 Yrs. secretarial experience necessary, a background in mortgage banking preferred. Please contact J. Lear at 353-2400 or send resume to:
Sterling Savings & Loan, 28400 Northwestern Highway, Ste. # 400, Southfield, Michigan, 48034.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Birmingham advertising agency seeks individual for bookkeeping, writing skills essential. Salary to $16,000. Experience preferred. Call 540-7000

ADMINISTRATIVE ASSISTANT
For Birmingham services, temporary agency. Position requires light bookkeeping skills, computer skills & ability to write creative copy. Salary to $18,000. Send resume to: Frey Associates, 350 W. Woodward, Suite 300, Birmingham, MI. 48011.

ADMINISTRATIVE
Division of Chicago based firm needs coordinator/secretary capable of high level executive contact handling project details, computer reporting and client entertainment. Super advancement potential SEFAD.
Harper Woods .. 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

ADMINISTRATIVE
SECRETARY
A challenging opportunity exists at Bloomfield Hills for an Administrative Secretary. Requirements include - excellent verbal and written communication skills, organizational skills, problem solving ability and outstanding typing, personal computer and shorthand skills. Responsibilities will include - taking dictation, word processing, composition of correspondence, coordinating and scheduling meetings, and preparing statistical summaries. The ability to function effectively under pressure in crisis situations is compatible with our benefit package. For immediate consideration, please call, Gina Ferretti at 453-6162 ext. 4167, or submit resume to

SINAI
Hospital of Detroit
Employment Office, Dept. GF
6767 W. Outer Dr.
Detroit, MI 48235-2899
Equal Opportunity Employer M/F

ARBOR
TEMPS

- TOP PAY
- BONUSES
- BENEFITS

WORD PROCESSORS
($8 HOUR)

RECEPTIONISTS

SECRETARIES
(General 40 wpm, executive 55 wpm+, Legal, Medical)

New applicants receive a $5 gold coin certificate. WE NEED YOU!
9433 Haggerty
(S. of Ann Arbor Rd.,
Behind Post Offices)
Plymouth, MI
459-1166

ART VAN FURNITURE in Novi is seeking a stand up staff of dedicated career representatives. We are looking for energetic individuals who enjoy working with the public. Previous retail or computer experience helpful. Art Van offers a total benefit package. Please apply within:
Art Van Furniture, 27775 Novi Rd., Novi

AUDIT CLERK, entry level for major optical company. Math aptitude & ability required. Organizational skills helpful. Call. 543-8100.

AUTOMOBILE BILLER, experience preferred. North Brothers Ford, Westland. Call Norm Augustine, 421-1300.

BENEFITS CLERK
Bloomfield Savings & Loan is seeking an individual who has 1-2 yrs. experience in Blue Cross/Blue Shield or insurance billing. Candidate will be responsible for the administration of group benefits, including membership record keeping and reconciliation of accounts Payable, ability to establish priorities & self direct activities. Please send resume to: Bloomfield Savings & Loan, P. O. Box 12380, Birmingham, Michigan, 48012.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BILLER
New Physician office affiliated with hospital seeks full time biller with at least 2 years related experience and knowledge of medical terminology. Please submit resume, references & salary requirements to:
AMERIGUARD CORP.
425 North Hester Rd
Garden City, Mich., 48135

BILLING CLERK
Only clerk for busy post-production facility. An organized detail-oriented individual is must! Computer experience helpful. Salary negotiable. Send resume to: Billing, Grace & Wild studios, 23625 Industrial Park Dr., Farmington Hills, MI 48024

BILLING CLERK needed for Transportation U.S. Livonia. Must have computer experience, good math aptitude & an eye for detail. Full time, good benefit package. Send resume to salary requirements to: Box 180 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE NEED for part time Bookkeeper/Computer Operator. Schedule is flexible. Experience is necessary. Please send resume to: Frank Pewood & Sons, P. O. Box 318, Rochester, Mi., 48063.

BOOKKEEPER
accounts receivable, long term care facility, knowledge of Medicare & 3rd party reimbursement helpful. Plymouth Ct. 105 Haggerty Rd. Plymouth

BOOKKEEPER/Data Entry part time needed in Southfield. Should have 10 key calculator background and typing experience. Mr. Mel Kaplan 879-6630

BOOKKEEPER - Need full charge bookkeeper with MicroSoft experience. Must be a self motivated & self starting person with good account background. Non smoker. Send resume to Alfred C. Co., 377 Ameta, Plymouth, MI 48170

BOOKKEEPER - PART-TIME
Experienced with payroll, accounting procedures, posting to general ledger, preparation of trial balance and payroll tax preparation. Please call Patty, 646-7333

BOOKKEEPERS
Large property management firm located in Southfield seeks bright, energetic individuals with minimum 1 year bookkeeping experience for full time positions in Rental Accounting Department. Call now for:
OFFICE MANAGER
P.O. Box 5071
Southfield, MI., 48086

CHOICES
That's what you get with Kelly Services. Our jobs pay well and offer benefits. We are now hiring:

Receptionists
(with and without typing)

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(any style keyboard)

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Operators and PC
Operators
(all models)

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Operators

Clerks

Typists
(45wpm+)

Data General
(need several people
for long term assignments)

Xerox 630
Memorywriter
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Register with us and enjoy:

- IMMEDIATE ASSIGNMENTS
- FLEXIBLE SCHEDULES
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Troy 362-1160
Farmington . . . 471-2050
Southfield. . . . 352-5220
Bloomfield . . . 642-9650
Berkley 398-7900
Rochester. . . . 652-8800
Livonia 522-4020
Westland 729-1040
Canton 451-2540
Detroit 259-1400

KELLY SERVICES
The "Kelly Girl" People
Not an Agency; Never a Fee
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U.S. law requires all applicants to show proof of identity and right to work in the U.S.

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

- GENERAL CLERICAL
- CLAIMS EXAMINERS

Call 591-4690
Mon. thru Thurs. 7:30 am - 4:15 pm.
Fri. 8 am - 12 noon

PART TIME OPENING for Clerk typist at Hyde School in Troy. 9 A.M. - 1 P.M., $7.05 per hour. Apply in person, Northville Public Schools, 501 W. Main St., Northville, Mi.

clerks

25
CLERKS
NEEDED

Long and short term assignments available. Immediately in Livonia, Plymouth, Canton, Rochester, Farmington, and Troy areas. Office environments. Variety of work available including:

- filing
- address and stuff envelopes
- posting/record keeping
- sort invoices, receipts, etc.
- photo copy work

Call today for more information:

Livonia 522-4020
Westland 729-1040
Canton 451-2540
Rochester. . . . 852-8800
Farmington . . . 471-2050

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.

504 Help Wanted Office-Clerical

CLERICAL - PART TIME
National Corporation hiring permanent part time Clerks for branch office in Troy. Office experience and good typing skills preferred, but not necessary. Flexible hours available. Full time employment should apply. Call Mr. Bernard, Chrysler Credit Corp. for appointment. 649-9000

CLERICAL POSITION
Filing, some typing, filing mail, etc. Southfield area. Send Resume to LAD, 20000 W. 12 Mile, Southfield, MI., 48076, attn: General Office.

CLERICAL POSITION
For machine tool environment. Implement have good organizational skills. Able to work well with others. Duties include: Light typing, filing, posting, typing, and working with blueprints. Attractive salary, excellent benefits. Send resume to:

720 E. BASELINE
NORTHVILLE, MI., 48167

CLERK
Part time position, accurate typing, organization required.
Contact Carol Ann 624-4417

CPA OFFICE
Needs a Receptionist typist with experience. Full or part time.
Call: 352-5551

CREDIT INSURANCE
ADMINISTRATION
General office procedures, servicing the insurance needs of our customers, commissions and requests for information on enforced items. Subject matter is life insurance. Good typing, math, and organizational skills are required. Good public and work with minimum supervision. Salary commensurate. Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

CREDIT INVESTIGATOR
GENERAL OFFICE
Fast paced Southfield leasing company needs person with credit investigation and general office work. Send resume to: Credit Investigator, LAC, 20000 W. 12 Mile, Southfield, MI., 48076, Attn: General.

CUSTOMER SERVICE - Plymouth company in need of individual with good skills in typing, telephone communication, order processing & shipping. Background in transportation is helpful. Send resume to: Alfred C. Co., 377 Ameta, Plymouth, MI 48170

CUSTOMER SERVICE
Southfield leasing company needs person for customer service, pleasant phone manners & typing skills helpful. Send resume to: LAC, Customer Service, LAC, 20,000 W. 12 Mile Rd. Southfield, Mich. 48076. Attn: Sterling.

CUSTOMER SERVICE REP-Applications are now being accepted for full time CSR position. Ideal candidate must possess excellent communication & telephone skills, a minimum of 2 years of typing & Excentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150
An Equal Opportunity Employer

CUSTOMER
SERVICE
Manufacturers agent looking for customer service person. Involves customer service, order entry. Some typing. Positive, enthusiastic attitude & good telephone manner is preferable to depth in experience. A person who is a challenge and curious to expand abilities. Applicant needs good phone manners, values a work habit.
W. JAY MINCKS, CO.
P O Box 121
Birmingham, MI 48012

DATA ENTRY CLERK needed for a growing management company in Farmington Hills. 474-4500

DATA ENTRY/CLERICAL POSITION available for the Troy area. Excellent typing skills & IBM experience necessary. Long term assignment, may become permanent. Flexible hours, competitive wages, paid holidays, & vacation pay.
Call now for an interview.

MGM
Office Services
474-7766

DATA ENTRY/GENERAL OFFICE
11AM-7PM. IBM System 38 experience preferred. Must possess good math skills, 50 wpm 10 key to touch. Work well under pressure. SW Livonia office. Call Beth 591-3232

DATA ENTRY OPERATOR
Need full time, 35 to 40 hour plus benefits. Should type 60 wpm. call Bloomfield 626-8588

DATA ENTRY Part-time. Typing experience preferred. Evenings and weekends available. Call Van Furniture, 27775 Novi Rd., Novi

DISPATCHER/ RECEPTIONIST - need person with good communication skills & willingness to learn. Career position for some evenings. Excellent salary & benefits.
Call Barbara 522-3358

EXECUTIVE SECRETARY - for principal medium size professional practice, organizational skills a must, shorthand or speed writing desirable, good interpersonal & compensation requirements to Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

EXECUTIVE SECRETARY- For busy downtown Detroit office. IBM/PC experience & excellent typing necessary. Parking privileges. Send resume to: Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Full time, real estate, $16,000. plus benefit package. Bloomfield Hills area. Reply to Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
For high pressured office, located in Farmington. Excellent salary and benefits. Ideal candidate must have with good organizational skills and strong communication skills. Shorthand not required. Send resume to: Box 272 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
A health care organization in Farmington is looking to seeking a sharp, mature, conscientious individual to work for our Chief Administrative officer for our Dr. Vise Program. Candidate must have 5 years executive secretarial experience, proficient at shorthand or speed writing, typing skills of 50-55 wpm, and a college degree. Experience in finance a must. Excellent communication skills/phone etiquette and demeanor professionalism. We provide health, life and dental insurance, pension plan, 7 paid holidays, combined time off and tuition reimbursement. Interested candidates submit resume to:

HEALTHCARE
P.O. Box 1378
Troy, MI. 48099-1378
An Equal Opportunity Employer

EXPERIENCED LEGAL Secretary for Southfield law firm. Must be someone with litigation experience, good typing skills, well organized. Salary commensurate with experience. Call Ms. Bernstein, 352-8900

EXPERIENCED Office Manager, for growing health care corporation. Good secretarial skills plus management experience. Send resume to: Director, PO Box 1092, Bloomfield Hills, MI 48013.

504 Help Wanted Office-Clerical

FILE CLERK for busy insurance agency. Misc. office duties, typing required. Excellent opportunity for energetic worker. Southfield location.
FULL TIME position. 11am-7:30pm Credit Analyst for large national bank affiliate. Must have basic knowledge, pleasant phone personality & good business sense are a must. $5.00 per hour. Also need a person able to an energetic, self-starter, negotiate sales. Written resumes to: Personnel Director, P.O. Box 2438, Southfield, MI 48037

GENERAL CLERICAL
Full-time. Excellent benefit package. Advancement opportunity. Apply within: Art Van Furniture, 27775 Novi Rd., Novi.

GENERAL OFFICE help needed. Typing, phone, computer experience, full time, excellent salary, benefits, Southfield area. Call Bio Medical Systems, 5820 Lilley Rd., Suite L, Canton, 48187

GENERAL OFFICE
Full time for growing manufacturing company. Light typing, bookkeeping. Westland area. 595-6400

GENERAL OFFICE position at wholesale firm. Must have typing, computer or PC experience. Calculator & filing experience helpful. Call Mike Dunn 8-5 M-F 883-2000

GENERAL OFFICE POSITION available for sharp person with good math and typing skills. Must be mature and self-motivating with desire to learn business. 541-2272

GENERAL OFFICE
Light typing, filing, phones.
Start immediately. 362-3381

HELP WANTED - part time. Mon. thru Thurs., 11am-5pm, for general office duties. Apply in person: 12300 Merriman Rd.,Livonia

IMMEDIATE OPENING for clerk/typist to do entry day billings on our house computer system. Additional duties will be assigned as needed. Typing for bills of lading and general correspondence. Full benefits. Livonia location. Resume to Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE
AGENCY CSR's
Michigan's largest independent service is a wholly owned corporation of the The Independent Insurance Agents of Michigan. We represent over 1,000 agencies throughout Michigan, and are looking for what they seek, new employees so we are hiring CSR's for commercial lines & personal lines CSR's, Producers, Complex Commercial Lines Affiliate & Claims Reps. for the metro area. Our fees are the lowest & charges only to the companies.
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Detroit - Downtown - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Rating
CONCORD PERSONNEL
19300 Middlebelt Rd. 476-2200

KEYPUNCH
Service bureau has immediate temporary operators for afternoon shift. Flexible hours 3pm-9pm. 937-1180

LEGAL ASSISTANT
needed for Farmington Hills area law firm. Medical practice is a plus but not required. Salary commensurate with experience. Excellent benefits, send resume to: Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL ASSISTANT with at least 3 yrs. of corporate real estate litigation experience desired for growing Birmingham area real estate/condo law firm. Salary & advancement potential commensurate with exp. Send resume to: Box 284, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL
SECRETARIES
Let our 25 years of service and experience work for you. For professional positions with a temporary or permanent, register now with THE agency for Legal Professionals.
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HILLSTROM & ROSS
AGENCY, INC.
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LEGAL
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ALL FEES EMPLOYER PAID
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MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY - 3 days. Experienced in probate, general practice litigation preferred. Oakland County. Call Diary at 548-7372

LEGAL SECRETARY - part time for Southfield law firm. Hours negotiable, weekends. Word processing required. Call Ms. Bernstein, 352-8900

LEGAL SECRETARY - Challenging position for individual with 3-5 years experience. Small but growing law firm, to town center building. Southfield area. Salary, basic fringe benefits, & working conditions.
Call Cindy at. 353-1550

LEGAL SECRETARY
Law firm in Bloomfield Hills area is seeking an experienced secretary for the Walled Lake area. You must have a minimum of 5 years exp. and have experience using dictation equipment. Operator of and word processing experience preferred. Starting salary is $15,000 annually. Excellent benefits. Please send resume to: MARCUS & SHAPIRO
LAW-OM LEGAL SERVICES PLAN
7430 Second Ave., Ste. 200,
Detroit, MI. 48202.

LICENSING - Dedicated, meticulous individual needed to possess and organize data for management of state agency license, and other agreements with accounts. Experience very helpful but not essential. Reply to: P. O. Box 3000, Southfield, MI 48037 or call - 353-5311, Ext. 217

MAILROOM CLERK - duties include, inventory control, general office duties, heavy lifting & some deliveries. Must have good driving record. Send resume to: Personnel Requirements to: PO Box 9079, Farmington Hills, 48333-9079

MESSENGER
for insurance agency located in Southfield. Must have valid driver's licenses & GOOD DRIVING RECORD (will be checked). Good salary & benefits. Call for appointment
353-2200

NORTHVILLE law firm, seeks individual with excellent typing and transcription skills. Some legal experience helpful but not necessary. Salary commensurate with experience. Please send resume to:

NOW HIRING OFFICE HELP
Answer phones, setup & filing.
Wayne, Michigan. 729-0818

OFFICE CLERICAL
Permanent part time doing Accounts Receivable, typing, & answering phones. Farmington. 477-8109

OFFICE CLERK part time, to do typing, filing and invoicing. Please send resume to: Office Mgr., 37445 Schoolcraft Rd., Livonia, MI 48150

OFFICE MANAGER POSITION
General contractor seeks responsible, energetic, organized individual with at least 2 years experience in construction industry. Must be familiar with job cost & payroll/accounting duties. Will be responsible for overall management of a 3 girl office staff and reporting to president of company. Full time, benefits. Well rounded and handwriting neat. Fax resume 2290 Auburn Rd., Auburn Hills, MI. 48057.
An Equal Opportunity Employer

OFFICE PERSON NEEDED to handle Accounts Receivable for a growing management company in Farmington Hills. Computer experience helpful. 474-8500

504 Help Wanted Office-Clerical

OFFICE LOOKING for filing, typing & computer experience. Working Hrs. 10:30am-7:30pm, Mon. thru Fri. Good starting salary. Apply or send resume to: 2453 Woodward, Suite 275, Bloomfield Hills, MI 48013

OFFICE SERVICES CLERK
Southfield company seeks machine/computer literate clerk. Candidates will be responsible, energetic, dependable, fast & thorough. Valid driving record. Some heavy lifting required. Must be willing to work flexible hours including some evenings and Saturdays.
Call Ann 353-3311, ext 217

PART-TIME general office help. Evenings/weekends. Weekdays/weekends. Apply: Leasy Furniture, 29055 Plymouth Rd. 427-8500
or 21021 W. 8 Mile Rd. 535-0300

PAYROLL
ASSISTANT
Assist with payroll processing and provide other administrative support in the Human Resources Department. Requires payroll processing experience and accurate typing skills (45 wpm). Excellent work environment and benefits package. Apply Mon. thru Fri. 8am to 4pm.
League Insurance Companies
Customer Service Department
15800 Providence Dr.
Southfield, MI 48075

PAYROLL CLERK
Motivated individual with 2 years experience, preferably with EDP, accurate typing, handling of payroll disbursements and reports. Send resumes and salary requirements to: personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

Personnel Consultant
Experienced in interviewing, screening and placement for client customers. Must have excellent communication skills. Opportunity for advancement plus benefits. Part time/full time. Please send resume to: Personnel Systems/Arbor Temporary, 9433 Haggerty Rd., Plymouth, MI 48170.

POLICE CLERK
City of Novi, salary $14,855 plus COLA and a comprehensive fringe benefit package. Typing skills 50wpm, excellent general clerical skills and good public relations skills with the public required. Obtain an application at City of Novi, Jan 4,1988, City of Novi Personnel Dept.,45175 W.10 Mile,Novi, 48050.

PROGRESSIVE Oakland County Company has word processing position available. Convenient location, good benefits, commensurate with experience. Immediate opportunity for right person. Send resume to: Box 2232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PURCHASING EXPEDITOR
with Secretarial skills. Non-smoker, pleasant. Apply: Federal APPL 24700 Gratiot Ct. Farmington Hills. Contact: Katherine Ligon 477-2700

RECEIVABLES CLERK, entry level for contract lens distributor of medical optical company. Organizational skills necessary. Fernando Garcia, Call 543-8100

RECEPTIONIST/MEDICAL
Full time for Medical Group Department, Hour Clerical.
Call Robbie, 546-0750.

RECEPTIONIST/SECRETARY
For general contractor. Personable, exchange individual for busy office. Good typing a must. Construction experience helpful. Full time benefits. Send resumes & handwriting sample to: 2290 Auburn Rd., Auburn Hills, MI. 48057
An Equal Opportunity Employer

RECEPTIONIST - Needed for law firm located in Southfield. Pleasant phone manner & appearance essential. Nice surroundings. Salary commensurate with experience. Good benefits. 352-9080

RECEPTIONIST/SECRETARY
Needed for engineering firm. Experience preferred. Full time. Hospital and paid vacation. Good benefits. Please Send resume to: Personnel, 28000 Hagerty, Farmington Hills, MI 48331

RECEPTIONIST Secretary position with Ward Star seeks individual experience for busy Farmington Hills office. 478-7025

RECEPTIONIST - mature, responsible person needed for Farmington Hills beauty spa. Make-up artist. Call Debra. 855-0478

RECEPTIONIST for corporate office - answer phone, typing, light bookkeeping, mail, filing, must type, data entry experience helpful but will train. Call Marilyn at 476-4496

RECEPTIONIST - Customer Service position open. Must have 3 yrs exp. in customer service, good phone manner & typing. Apply in person:
Art Van Furniture, Accounts Payable Department & Typing required. Excellent salary & benefits. Send resume to: Controller, Harry B. Parson Co., Inc., P.O. Box 156, Lake Orion, Mich., 48035
An Equal Opportunity Employer

RECEPTIONIST
Franklin Beverly has a full time receptionist position available at its Corporate headquarters in Southfield. Send resume to: Personnel, PO Box 5005, Southfield, MI 48086. For further information call between, 9-12 Mon. thru Fri. EOE. 358-1068

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Hours 8:30-5:30 Mon. thru Fri. Salary commensurate with experience. Please send resume to: P. O. Box 300, Southfield, MI 48037 or call
353-3311, Ext. 217

RECEPTIONIST
Full time position available in Troy & Dearborn. Outgoing personality, strong communication skills & organizational skills