502 Help Wanted Dental-Medical

RN
Part-time, every other weekend. Apply in person.
MARYCREST MANOR
15475 Middlebelt, Livonia
427-9175

RN
Perfect summer job - 3 days week through August. Must have psychiatric experience. Contact: Mr. Isbell 9am-5pm. 474-3500, Ext. 113

RNs - LPNs & GRADUATES
166 bed skilled nursing home in Livonia currently has openings for full or part time, afternoon and midnight shifts. Increased pay scale. Flexible hours and schedule. Call for appointment. Mrs. Folosak, RN. 522-1444.
522-1444

RN'S-LPN'S
Join the caring team at St. Jude Convalescent Center a 64 bed, privately owned facility. We have full & part-time positions available
- RN's - Work 1 weekend per month, day shift & earn weekend premium pay. $13.00 per hour.
- LPN'S - Start at $9.10 per hour. Competitive salary & benefits including tuition reimbursement.

Apply St. Jude Convalescent Ctr., 34350 Ann Arbor Trail, Livonia. 261-4800

RN'S - MED/SURG - ICU
$250 sign on bonus (bring this ad) Livonia hospital needs you now! All shifts open.
Health Care Professionals 357-7088

RNS - MED SURG
$15.to $19.75/hr. Plus $500 dollar bonus (bring this ad) Immediate needs.
HCP LTD. 357-7086

R.N./IN-SERVICE Director
Competitive salary, paid Blue Cross/Dental. Part or full-time. For more information, call 354-3222

R N'S
Dermatology Practice is interviewing Nurses for Part-time employment in Allen Park, Southfield & Plymouth. Offering On-the-job training, flexible scheduling & competitive compensation. For confidential interview, call Pat Uetz. 388-3400

SKILLED & CUSTODIAL assignments. All shifts. Above average start rates. To qualified, compassionate applicants. Empa - Care IV. 905 Penniman, Plymouth, MI 48170 455-1061

STAFF NURSES RNs/LPNs
The alcohol treatment facility and psychiatric intervention center, both located in Westland, have part-time openings for all shifts including weekends. Must have current Michigan license. Minimum 1 year experience required. Salary negotiable. Send resume to: Ms. Foster, Hegira Programs, Inc., 1375 Inkster Rd., Inkster, MI 48141
An Equal Opportunity Employer

SWITCHBOARD OPERATORS
Contingent positions available, days, afternoons, Midnights and weekends. For Novi medical center. Call 348-8000, Ext. 325.

X-RAY TECHNOLOGIST
Registered. Part time, mornings, for Redford X-Ray clinic. Call 937-8155

X-RAY TECH - Part time position days. Southfield location. Experienced in venapuncture, EKG & PFT desirable. Call, 557-3120

504 Help Wanted Office-Clerical

ACCOUNTANT experienced in double entry. Knowledgeable in the preparation of sales tax and payroll tax reports. Should be familiar with computer input. Fringe benefits and excellent working conditions. Call between 8:30 - 5 pm. 534-0144

ACCOUNTANT: Southfield CPA firm offering special opportunity for CPA who is a self-motivated, high achiever with management abilities. Minimum 4 years experience. Position emphasis on tax planning & management consulting. All inquiries confidential. R & W. 352-4920

ACCOUNTING CLERK
Sharp individual needed for permanent position with large retailer. 353-0160 ext. 471

ACCOUNTING CLERK
Experienced with general ledger through financial statements required. Ideal candidates will have payroll experience and LOTUS 1,2,3 knowledge. Send resumes and salary requirements to: Accounting Manager, P.O.Box 2589, Southfield, 48037-2589

ACCOUNTING CLERK
Experienced in Accounts Receivable or Payable. Computer experience, a Must. Candidate should be detail-oriented, accurate & able to meet deadlines. Send resume to: Box 778, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk/ Auditor
Entry level position for fast growing Troy company.
Must know 10-key calculator by touch, data entry experience helpful.
For an interview, call 264-0501 today
CDI
TEMPORARY SERVICES, INC.
NO FEE EOE

504 Help Wanted Office-Clerical

ACCOUNTING - clerk, Southfield, 2 yrs experience, Lotus 1,2,3, benefits $17,000. Fee paid

SECRETARY - Royal Oak, good typing, exceptional opportunity for pleasant personality, great benefits, $13,000 Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ACCOUNTING-GENERAL OFFICE
Require individual with good math skills & PC experience. $5.75-$8.25 Attractive modern office & good fringe benefits. Submit complete resume to or call Mr. Zee, LTD, 30700 Northwestern Hwy., Farmington Hills MI 48018 851-7700

ACCOUNTING
Immediate opening. Accounting Degree preferred. Some experience in accounting or system analysis preferred. Fast growing company with career opportunities. Please send resume to Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING
Immediate opening. Summer internship. Assistant to internal auditor for fast growing company. Some local travel in the Livonia area. Accounting major, junior college status minimum. Send resume to Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING SECRETARY
Southfield manufacturer has immediate opening. 2 years experience good typing, math skills & P C a must. Excellent working conditions & benefit package. Please submit resume to PO Box 2020, Southfield, Michigan, 48037-2020
An Equal Opportunity Employer

ACCOUNTS PAYABLE-Data entry for Wickham base construction company. Computer experience preferred. $6.25 per hr. 349-4943

ACCOUNTS PAYABLE CLERK
for Troy location. Computer experience helpful. Resumes only to: P.O. Box 367, Troy, Mich. 48099. Attention: Controller.

ACCOUNTS PAYABLE CLERK
Must have good understanding of bookkeeping principles, accurate with figures, typing & computer experience helpful. Call Lisa 478-0005

ACCOUNTS PAYABLE CLERK
A growing retail chain is seeking an accounts payable clerk for our Southfield office. Responsibilities include matching invoices, cost checking, posting and related duties. Experience on manual and computerized systems preferred. This position requires an individual who is organized and detail oriented. Call 358-1191

ACCOUNTS RECEIVABLE
Full time, Southfield Area. Experience necessary. Send resume to M. Monte, 16250 Northland Dr., Ste #12 Southfield, MI., 48075.

ACCOUNTS Receivable/Payable
Bookkeeper experienced in collections, receivables, payables & computers. General ledger knowledge preferred. Good phone personality required. Excellent benefits. Send resume to: J. Lee Hackett Co., 23550 Haggerty Rd., Farmington MI 48024, attn. Ms. Delaney.

ACCOUNTS RECEIVABLE
Medical office has part time position dealing in collection procedures. Experience preferred. 464-9200

ACTIVE LAW OFFICE needs part time & full time Secretary with some legal and bookkeeping experience, WordPerfect. Attractive offices and good pay. Send resume to: Valentine & Associates, 5767 West Maple, Suite 100, West Bloomfield 48322

ADAPTABLE Person, small general retail store office, in Birmingham..Take phone orders, simple bookkeeping, filing. 645-1243

ADIA HAS JOBS
Great summer assignments are available for those with great skills. We offer top dollar and the best benefit package in town. Match your skills to our openings in the Farmington Hills/Novi areas.
WORD PROCESSORS
RECEPTIONISTS
SECRETARIES
FILE CLERKS
SWITCHBOARD
855-8910
ADIA
Personnel Services
EOE NEVER A FEE

ADMINISTRATIVE SECRETARY for all around office work. Must have 5 years experience. Part time & full time. Good wages & benefits. Redford area. 535-7660

ADMINISTRATIVE ASSISTANT - excellent English skills to develop advertising & make sales appointments. Desktop publishing-telemarketing experience a plus. James Conklin, 644-0955

ADMINISTRATIVE ASSISTANT, Redford, 10-15 hrs./wk. (hrs. flexible-days). Requires previous computer bookkeeping experience thru trial balance and word processing skills. Seeking mature, highly qualified person. Top pay. Joe. 532-5900

ADVERTISING AGENCY SECRETARY
Like upbeat people and an exciting atmosphere? Its here! Your good skills the key. To $17,000 plus a nice benefit package. Fee paid. Call Bernice at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

504 Help Wanted Office-Clerical

CONFIDENTIAL SECRETARY
Company located in Pontiac seeks an individual with experience in the following areas: Accounts payable/bookkeeping, proficient use of typwriter, 10-key adding machine and PC and/or word processor. Excellent benefit package. Send resume with salary requirements to:
Confidential Secretary
P.O. Box 930
Bloomfield Hills, MI 48013-3499
An Equal Opportunity Employer
Male/Female/Handicapped/Veteran

CLASSIFIED TELEPHONE SALES PART TIME
We are seeking a personable and enthusiastic individual with good telephone skills to join our busy Classified Phoneroom staff. If you can type 55 wpm, can spell and punctuate accurately, we need you!!! You will work two or three 8-hour days per week and be available to fill in for vacations, etc. If you have some sales or VDT experience, that is a plus. Pleasant working environment. Apply in person.
THE
Observer & Eccentric
NEWSPAPERS, INC.
36251 Schoolcraft
Livonia, MI 48150
We are an equal opportunity employer.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Birmingham publishing firm seeks experienced administrative assistant for 2 vice presidents. Position requires accurate typing & Wang word processing with shorthand at 80wpm. Minimum 3 years experience at executive secretarial level. Must be well organized & a self starter. Salary commensurate with background. Full benefit package. Send resume to Box 188, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ADVANCEMENT?
National Company looking for energetic individual to assume phone responsibilities, possible advancement to PR Department. Scheduled pay raises
If you are interested in this entry level position with lots of long term potential, call
559-1224
9am to 5pm

Anxious To Find That Summer Job?
ARBOR TEMPS
Has assignments available for:
TYPISTS
Typists - 55 wpm. Shorthand a plus
WORD PROCESSORS
TELEPHONE OPERATORS
Experienced
DATA ENTRY
Build your skills & credentials with assignments in Fortune 500 companies located in Plymouth, Northville, Canton, Ypsilanti & Ann Arbor.
9433 Haggerty Rd
(Off 275 - exit 28)
Plymouth, MI. 48170
459-1166

A SALES - secretary for international Troy corporation, type 60 wpm, shorthand 70-80. Must have excellent organization & communication skills

RECEPTIONIST - for Troy Fortune 500 company, type 30 wpm, some switchboard experience on Merlin, Executone, Dimension or ITT

NEVER A FEE
Students - homemakers
Retirees needed now
Word processing training
Livonia - 462-2240
UNIFORCE
S'THFLD 357-0034 B'HAM 646-7660

AUTO BILLER/EXPERIENCED
Also Experienced Receptionist. For Lincoln Mercury dealership. Call 354-4900

AUTO DEALER
Experienced full time switchboard operator of progressive Dodge dealer in Southfield. Must be neat in appearance & able to handle people well. Excellent benefits & pay. Call Sandi at Tamaroff Dodge, between 10am & 12 noon. 354-6600

AUTO DEALER
Part-time relief cashier & switchboard operator for busy auto dealer in Southfield. Must be good with figures & be able to run a 10-key adding machine. 20 hours per week, Mon. & Thurs til 9pm. Call Sandi at Tamaroff Dodge, between 10am & 12 noon. 354-6600

AUTO SERVICE DEPT.
needs Clerical help. Dealership experience required. Excellent benefits. Apply in person:
24760 W. 7 Mile at Grand River
An Equal Opportunity Employer

BIRMINGHAM SECRETARY
Run your own office for a busy sales organization. General secretarial, light dictation and bookkeeping. $15,000, fee paid. Call 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

BLUE JEAN JOBS
IMMEDIATE PLACEMENT
Call:
Wolverine Temporaries
358-4270

BLUE JEAN JOBS
Light industrial jobs in Livonia & west suburbs. Short & long term temporary assignments. Days & afternoon shifts available. $4/hour to start with merit increased, holiday & bonus pay. Transportation a must. Will train. Call for appointment.
CORPORATE PERSONNEL SERVICES
18818 Middlebelt, Livonia
478-1010

BOOKKEEPER/ACCOUTANT
Experienced for rapidly growing suburb firm.
Call 855-9911

504 Help Wanted Office-Clerical

BOOKKEEPER - EXPERIENCED
Excellent opportunity. Southfield area. 557-5956

BOOKKEEPER
Experienced part-time. CPA firm. 10 Mi/Southfield area. 424-8260

BOOKKEEPER
Farmington Hills based company seeks Full Charge Bookkeeper. Must maintain proven ability, be self-motivated and capable of handling responsibilities. Please call 855-6500

BOOKKEEPER
full charge to handle diversified accounts in Southfield CPA firm. 352-6300

BOOKKEEPER - Full charge. Experienced in all areas of accounting. Must be a self starting person with good accounting background. Non smoker. Send resumes: Celex Corp, 377 Amelia St., Plymouth, MI 48170

BOOKKEEPER - FULL CHARGE
Experienced in all phases including computer operations. Retail business in Southfield. Excellent opportunity. Full benefits. Reply to Box #152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/FULL CHARGE
Construction Co. located at Orchard Lake/12 Mile looking for Bookkeeper through Financial Statement able to handle fast pace. Macintosh experience a plus. Salary commensurate with ability. Send resume to Box #140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
Real Estate multiple listing service needs an experienced bookkeeper to handle all phases of general ledger, payroll, purchasing/accounts payable, & inventory functions. Applicant must have working *knowledge of general ledger* through trial balance & must be experienced in computerized accounting systems & word processing. We offer excellent benefits & prefer non smoker. Salary is commensurate with experience. Please send resume & salary history to: Controller, P.O. Box 7, Farmington, MI 48332.

BOOKKEEPER - FULL CHARGE
Thru financial statements, with computer experience, to assist Controller with multiple sets of books. Excellent benefits. Send resume to: Controller, P.O. Box 52098, Livonia, MI., 48152.

BOOKKEEPER/FULL CHARGE
Need a mature experienced person in a growing real estate development firm in Birmingham. Computer experience and ability to generate financial statements necessary. Qualified individual should send resume stating salary requirements to: Office Manager, 770 S. Adams, Suite 107, Birmingham, MI., 48011.

BOOKKEEPER
Light typing for CPA office in Birmingham. Experience in recording check registers, & preparing payroll tax returns. 258-5122

BOOKKEEPER
Light bookkeeping, accounts receivable/payable. Plymouth area. Call Ms V. 455-4400

BOOKKEEPER
Needed for full time position in Troy area. Qualifications include: Bookkeeping I or II or equivalent, experienced in cash receipts & accounts receivable preferred. Data entry experience helpful. Full benefits. Send resume to. Karen Bobel, 755 W. Big Beaver, Suite 1700, Troy, MI. 48084.

BOOKKEEPER
N. Suburban automotive supplier is seeking a full range bookkeeper with 5 or more years previous experience. Knowledge of payroll, tax reports, financial statements, bank reconciliations, accounts payable/receivables, preferably in a manufacturing environment. Associates degree a plus.
Send your resume & salary history to Box 184 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER
Part-time. Birmingham area insurance agency. 2 days per week. Related experience preferred. Flexible hours. Competitive compensation. Resume to: Box 144, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - PART TIME
Experience Accounts Payable, Payroll, State, Federal taxes. Tugs Restaurant, 2299 Elizabeth Lake Rd

BOOKKEEPER - retail, counter sales, diversified duties, computer experience helpful, people skills a must. Call for information 459-3310

Bookkeeping
Partial Listing of Positions

FULL CHARGE BOOKKEEPER - Multi-faceted, mid-Oakland County firm requires sharp individual to assist CFO. Will be responsible to Interim Financial Statements. Must have prior experience in Construction Accounting, will be working with Contracts & Budgets. Supervisory skills, a Plus. Nice working atmosphere.

FULL CHARGE BOOKKEEPER - Do you enjoy the challenge of working for a multi-entity firm? 2 property management companies require bookkeepers thru financial statements. Ideal candidates will have prior experience in property management or construction and will have extensive computer exposure. 1 position available Downtown, 1 in Southfield area.

HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI. 48034
358-2300

BROKERAGE FIRM
Downtown Birmingham looking for back office operations person to handle cashiering & operate wire. Full time. Call Linda, 540-3733

CHURCH SECRETARY
15-20 hours. Dearborn Hts./Redford Twp. area. Experienced individual with typing & office skills. Non-smoker preferred. Send resume to: Personnel Committee, 26701 Joy Rd., Dearborn Hts., MI. 48127

504 Help Wanted Office-Clerical

WORD PROCESSOR
Major Corporation located in Bloomfield Hills seeks an innovative individual with experience on the IBM PC Lotus 1, 2, 3. Excellent benefit package. Send resume with salary requirements to:
Word Processor
P.O. Box 930
Bloomfield Hills, MI 48013-3499
Equal Opportunity Employer M/F/V/H

EXECUTIVE SECRETARY
Birmingham based real estate firm seeking individual to assist President. Must have excellent organizational skills, word processing, shorthand and nice phone manner. Position requires 2 to 3 years experience. Send resumes to Janice.
UNIPROP
280 Daines St., Ste. 300
Birmingham, MI 48011
Equal Opportunity Employer

504 Help Wanted Office-Clerical

BUSINESS CENTER OFFICE MGR. - Troy business center has immediate opening for mature, experienced secretary for challenging, responsible full time position. Must have superior grammar/secretarial skills & word processing knowledge, job entails staff & office mgt., is extremely people oriented as well as computer oriented. Send resume with salary requirements to Executive Group Offices, 2000 Town Center, #1900, Southfield, MI. 48075

BUSINESS CENTER OFFICE MGR. - Troy business center has immediate opening for mature, experienced secretary for challenging, responsible full time position. Must have superior grammar/secretarial skills & word processing knowledge, job entails staff & office mgt., is extremely people oriented as well as computer oriented. Send resume with salary requirements to Executive Group Offices, 2000 Town Center, #1900, Southfield, MI. 48075

CAREER POSITION
Train on the job as part time Chiropractic Assistant. Variety of duties in busy office. Morning or afternoon hours available. Apply in person, Mon., Wed., Fri., 12:30-1:30PM, Canton Center Chiropractic, 45460 Ford Road, Canton, Mich., 48187

CLAIMS REPRESENTATIVE for handling workers compensation claims in Southfield office. Inside office position. Previous workers compensation experience required. Call Cindy at: 353-5800, ext. 254
An Equal Opportunity Employer

$1000
- Clerks
- Typists
- Receptionists
- Data Entry Operators
- Secretaries
- Word Processing Operator
- Light Industrial
- Medical Secretaries

Individuals needed for some of the largest firms in the area. Students who work 100 hours receive a chance in a drawing on Aug. 30th for a $1000 scholarship. No fee. Top pay. Benefits. Free word processing training if you qualify.
TEMPORARY RESOURCES
737-1711
Southfield - Livonia - Taylor
Troy - St. Clair Shores - Ann Arbor
Farmington Hills

CLERICAL AIDE - Good filing, telephone & interpersonal skills required. Some typing & transcription a plus. Please call Ellen at 353-4848

CLERICAL DATA ENTRY-Records management firm seeks energetic self-started person. Flexible part time. Troy area. 588-0800

CLERICAL
Entry level clerical position. Good math skills required. Data entry a plus. Some office experience preferred. Please apply Mon. - Fri., 8am-5pm at 489 E. Huron River Dr., Belleville, MI.
An Equal Opportunity Employer

CLERICAL ENTRY LEVEL
- Shorthand or speedwriting ability
- Accurate typing, 50 wpm
- Setting up and maintaining filing systems
- IBM PC experience helpful
- Associates in Business

If you have these skills and are eager and conscientious, send your resume WITH SALARY REQUIREMENTS or apply in person between 9am-4pm at:
Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

CLERICAL - full time position available for Civil Engineering & Land Surveying firm located in Northville. Good typing skills & pleasant phone manner required. Knowledge of property discriptions helpful. Please send resume & salary requirements to: McNeely & Lincoln Assoc. Inc. PO Box #66, Northville, MI. 48167. Attn: Office Manager

CLERICAL HELP WANTED - Eastern market location. Starting time 6:30am. Please call after 12 noon. 568-1900

CLERICAL HLEP WANTED, flexible hours, general office duties. Must be mature and business like with good phone skills. Call 569-5320

CLERICAL in Southfield area. Mature individual with organizational skills for small friendly office. Ask for Robin, 443-2400

CLERICAL
Medium size plant located in Livonia has an opening for a recent high school graduate to perform clerical duties in its quality control department. Typing & filing. Experience required. Send resume to box 988, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL OPPORTUNITIES
SWITCHBOARD OPERATOR - Contingent position working on an as needed basis including all shifts/days. Previous hospital/console experience.

CASHIER - Contingent position working on an as needed basis. Previous hospital Cashier/Teller experience. Typing skills required.

EMERGENCY ROOM REGISTRATION - Part time weekend positions available. Must be available for training on a full time basis for 6 weeks. Previous related experience and typing of 45 wpm., required.

Excellent salary including shift and weekend differential. Typing test will be given at time of application. Please apply Mon. - Thurs., 9 AM. - 2:30 PM. Employment Office.
PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, MI., 48075
An Equal Opportunity Employer

CLERICAL
Permanent part time person for pleasant Bloomfield Hills office. Approximately 20 hrs. per week. Must be accurate typist with good English grammar skills. Please send resume or apply at: 2100 N. Woodward, Ste. #301, Bloomfield Hills, MI., 48013.

Clerical Positions ON-CALL
Metro Medical Group/Health Alliance Plan has immediate on-call clerical positions available. Must be able to type a minimum of 40wpm, previous medical background a plus. We offer an excellent starting salary. Interested applicants should send a resume or contact the Personnel Dept at:
METRO MEDICAL GROUP
HEALTH ALLIANCE PLAN
35200 SCHOOLCRAFT
LIVONIA, MI. 48150
(313)523-8883

CLERICAL/ SECRETARY
Farmington Hills CPA firm requires person with good office skills including telephone, general typing, filing & computer experience. Full time, permanent position. Call Lisa at, 855-6816 or send resume to:
Frank & Freedman, PC
30800 Northwestern - #100
Farmington Hills, Mich., 48018

CLERK FOR FILE/MAIL
No experience necessary. Southfield CPA firm. Good salary and benefits. Reply to Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK for posting Accounts Payable. Birmingham Bookstore. Experience preferred. 4 days, no weekends. Call Mrs. Freedman: 647-2683

CLERK/TYPIST
Experienced for real estate & general law practice. Small busy firm. Excellent English, legal & word processing skills required. Non-smoking. To $20,000 plus benefits. Farmington Hills. 855-0998

504 Help Wanted Office-Clerical

CLERK TYPIST
For Southfield law firm. Computer experience helpful. Reliable transportation necessary. Entry level position. Call Ronna 352-7880

CLERK TYPIST/ JUNIOR SECRETARY
Michigan Credit Union League is seeking an experienced person with excellent clerical skills to assist in a high volume, fast paced exciting environment. Accurate typing (40 wpm), excellent oral & written communication skills, aptitude for detail work and proof reading skills. We offer excellent benefits, including tuition assistance. Send resume with salary requirements to:
HUMAN RESOURCES
P.O. Box 5210
Detroit, MI 48235

CLERK/TYPIST
Start as a clerk/typist & advance to office management in a high tech consulting company. Excellent typing skills, good work habits & professional attitude essential. Computer/word processing a plus. Send resume to: Personnel Department, 26011 Evergreen, Suite 320, Southfield, MI 48076

CLERK TYPISTS
Standard Federal, has several immediate openings for Clerk typists at its main office headquarters located in the City of Troy. The ideal candidate will possess typing skills of 45-50 wpm combined with well developed verbal and written communication skills. Familiarity with basic office machines and a minimum of six months office experience required. These positions offer a competitive salary and attractive flexible benefits package. Apply in person Monday through Friday, 9:30am - 3:30pm at:
STANDARD FEDERAL BANK
Savings/Financial Services
4th Floor, Human Resources Dept
2401 W. Big Beaver Rd
Troy, MI 48084
Equal Opportunity Employer
Male/Female/Handicapped/Vet

CONSTRUCTION & Development Company is seeking a qualified person for full time employment. Qualifications include light bookkeeping, typing, customer contact. Computer skills helpful, will train. Full benefits. Excellent salary. Farmington Hills. For interview call 855-0400

CREDIT/COLLECTION
Area retailer has immediate, full time credit collection position. Experience a plus. Full company benefits. No Sundays or holidays.
1 night per/wk. Apply in person
JACOBSON'S
336 W. MAPLE - BIMRINGHAM
An Equal Opportunity Employer

CREDIT INVESTIGATOR
Fast paced leasing company needs person for credit investigation & general office work. Send resume to: LAC, 30955 Northwestern Hwy, Farmington Hills, Mich 48018. Attn: Credit Investigator

CUSTOMER SERVICE
Leasing company seeks person for customer service. Pleasant phone manner, typing skills helpful. Send resume to: LAC, 30955, Northwestern Hwy., Farmington Hills MI 48018, attn. Customer Service.

CUSTOMER SERVICE
Entry-level position. Candidate should have good communication, math & general office skills. Duties include processing of Customer Orders, Customer follow-up & Data Entry. Accuracy, a Must. Send resume to: Box 778, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE ADMINISTRATOR
Fast paced Troy automotive OEM supplier in need of Customer Service Administrator. Automotive experience preferred. Word Processing and Lotus familiarity a plus! Should type 60WPM. Previous customer interface experience required. Comprehensive benefit package. Only resume with salary requirements will be considered. Send resume to: Inside Sales Manager, 1179 Maplelawn, Troy, Mich., 48084

CUSTOMER SERVICE/Project Coordinator for small, friendly non-smoking office in 13 Mile/Southfield area. No health benefits. 540-8010

DATA ENTRY
General office duties for responsible person - full time. Call Diane at: Tocco Foods 425-5500

DATA ENTRY
Leasing company located in Farmington Hills seeks a person for entry level data entry. Send resume to: LAC, 30955 Northwestern Hwy, Farmington Hills, MI 48018, attn. Data Entry.

DATA ENTRY
MESSAGE CENTER OPERATOR
GENERAL OFFICE
We're growing & need your skills to fill the above entry level positions. Pleasant personality with an eye for detail at busy computer distributor. Apply or send resume to:
Microtack Inc., 11678 Market St., Livonia, MI 48150

DATA ENTRY OPERATORS
A Kelly job is waiting for you!!
If you have 10-key data entry skills, Kelly Services can put you at the keyboard right away. Our long and short term assignments are with some of the best companies in town! Call today for an appointment:
Livonia . . .522-4020
Garden City 422-0269
Bloomfield .642-9650
Berkley. . .398-7900
Troy 362-1180
Southfield .352-5220
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

DATA entry operator (8) for Auburn Hills financial group, (3-6 mos. experience), type 40-50 wpm, must enjoy people, $1050/mo. Call Anna at Uniforce 646-6500

DATA ENTRY - operators (31) for Canton, Livonia & Farmington Hills, immediate openings, 6-12 mos. experience, 2 shifts, 40 hrs plus. Good employment opportunities, students welcome. Call Louise at Uniforce 357-0034

DATA ENTY CLERK
Some computer experience & knowledge of bookkeeping required. Non smoker. Farmington Hills Area, Excellent benefits. NSH, Inc. Call between 8am-noon: 645-3387 or 356-7453

DATA INPUT CLERK
needed for Southfield office products company. Prior data entry experience required. Benefits available. Send resume in confidence to Data, P. O. Box 357, Southfield, Michigan, 48037-0357.

Entry Level Accounting Clerk
Troy firm seeks Entry Level Accounting Clerk for immediate opening in Billing & Accounts Payable area. Applicant must have good math aptitude, be detail oriented & possess some computer experience. Light typing. Send resume & salary requirements to: Kolon, Bittker & Desmond, 100 E. Big Beaver, Suite 1000, Troy, MI. 48083.

504 Help Wanted Office-Clerical

DATA INPUT OPERATOR
Immediate position available at our worldwide headquarters in Southfield for an individual with previous accounting related data input experience. Individual must have the ability to work well in a team atmosphere, type 40-45wpm & have the ability to use a 10 key adding machine. Excellent benefit package including medical, dental, prescription & tuition reimbursement. Send resume to:
DATA INPUT OPERATOR
P.O. BOX 2227
SOUTHFIELD, MI. 48037

EXEC Administrative Secretary
Experienced individual for corporate office in Troy. Position requires excellent word processing, secretarial, math & administrative skills. Individual must be well organized & detail oriented. Call John Schiffenader. 362-3669

EXECUTIVE REAL ESTATE SECRETARY
High powered downtown real estate office of Fortune 500 subsidiary has immediate opening for an Executive Secretary to handle complex office responsibilities, including but not limited to:
- Taking and transcribing dictation (80wpm)
- Computer applications and word processing on Macintosh PC
- Editing & preparing all correspondence, such as contracts, proposals, reports and legal documents
- Independently preparing reports
- Coordinating meetings and conferences

Successful candidate must be a professional, self-starting team player, with 2-5 years strong real estate or legal secretarial with great communication experience, ability to maintain confidentiality. Able to type minimum of 60 wpm.

We offer competitive salary and comprehensive benefits package. Please send confidential resume with cover letter stating years of experience, typing speed, and salary requirements by June 6, 1988 to:
Personnel Department - ERES
660 Plaza Drive, #2300
Detroit, MI 48226

EXECUTIVE SALES SECRETARY
$20,000 FEE PAID
Brand new location and lots of variety. Type 85 wpm., plus, with strong shorthand required. Will schedule travel arrangements and work with Big 3. Full benefits. Call Mark at 649-5900.
SNELLING & SNELLING OF TROY

EXECUTIVE SECRETARY
Growing company in Dearborn has full time position for mature, experienced secretary with good basic skills. Much variety & challenge working for busy executives. WordPerfect a plus. Send resume with salary requirements to: Secretary, 27902 Brandywine, Farmington Hills, MI. 48018

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual to assist president of fast paced insurance company. Ability to handle pressure, overtime a must. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY
Southfield professional firm seeks experienced secretary. Must have 3-5 years of experience and have excellent secretarial skills. Word processing experience preferred. Generous salary and benefits. If interested, send confidential resume and salary requirements to: Ms. Vance, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

FARMINGTON HILLS Insurance agency is looking for a clerical - general office help person immediately. Must have excellent communications skills. Knowledge of word Perfect would be helpful. Must also have excellent typing skills. This is a full time position with full benefit package. Salary negotiable. Send resume to: 31557 W 13 mile, Farmington Hills, Mich. 48018. Attention Office Manager.

FRONT DESK RECEPTIONIST
$16,300
An excellent opportunity to use your people skills. Fast-paced position with a lot of variety. Must be able to handle busy phones. Fee paid. Benefits. Call Eleanor at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

FULL TIME RECEPTIONIST, needed for fast paced dynamic Bloomfield Hills company. Willing to train sharp, detailed individual on the 15 line switchboard, in our distinctive professional office. Please respond in writing to: Office Manager; Real Estate Interests, 2000 N. Woodward, Suite 130, Bloomfield Hills, MI 48013.

GENERAL OFFICE DEARBORN
Full time. Must be versatile with good typing & telephone skills. Computer & insurance experience helpful, but will train. Excellent benefits. Send resume to:
Fairlane Home Medical Supply, 22411 Michigan Ave., Dearborn, MI 48124, Attn: Office Manager.

GENERAL OFFICE
Typing (50WPM) filing, all around person. Full time. Send resume to: LAC, 30955 Northwestern Hwy, Farmington Hills, MI 48018, Attn: General Office.

GENERAL OFFICE Part time for Livonia-based corporation. Eves & weekends. Phone experience helpful. Call Linda 1PM-3PM: 421-0610

GENERAL Office positions available. Typing and general office skills required. Salary commensurates with experience. Call for appointment between 1 and 5 Pm. 537-9190

GENERAL OFFICE
Full time position for Jax Kar Wash corporate office in Southfield. Duties include: phone answering, light typing. Bookkeeping experience a plus. Contact Bus. 353-4700

GENERAL OFFICE
Entry-level position for person with good Clerical skills, typing ability & math aptitude. Must be able to work flexible hours in fast-paced Southfield Co. Call 353-3311 ext. 217 or send resume to: P. O. Box 300, Southfield, MI 48037

GENERAL OFFICE position requires phone, shipping and light bookkeeping skills. Benefits. Send resume to: FUTURISTIC ARTWEAR, P.O. Box 99369, Troy, MI., 48099.

GENERAL SECRETARY
Excellent communication skills, verbal & written. Word processor knowledge a plus. Minimum 1 yr. experience required. Send resume, references & salary requirements to: H. Richardson, 24573 Hallwood Ct., Farmington Hills, Mich., 48331

GENERAL - secretary, type 55 wpm, plus good telephone manner, for Troy corporation, stat typing helpful, $320/wk. Call Marcella at Uniforce 646-7662

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a wholly owned corporation of the The Independent Insurance Agents of Michigan, a network of over 1,000 agencies throughout Michigan; our agents call us when they seek new employees so we need EXPERIENCED commercial lines & personal lines CSR's, Producers, Company Underwriters, Raters & Claims Reps. for the metro area. Our fees are the lowest & charged only to the company.
Call Ann Bell, 540-3358
Mich. Ins. Personnel Service
30600 Telegraph Rd., Suite 2835
Birmingham, MI 48010

INSURANCE AGENCY - CSR
Farmington Hills. Person experienced in personal lines, coverage & rating. Benefits. Call Mon-Fri. 9-5. 626-8543

KEY PUNCH/KEY TAPE
Join the Indata team. We are looking for experienced operators for our expended Livonia operation. Top pay for afternoons. Call between 9am & 3pm for anappointment:
INDATA CORP. 422-8002

504 Help Wanted Office-Clerical

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE
Personal lines person with agency experience in homeowner & auto rating, underwriting or marketing. Knowledge of coverages & experience necessary. 355-4400

INSURANCE
Personal lines person with agency experience in homeowner & auto rating, underwriting or marketing. Knowledge of coverages & experience necessary. 355-4400

PART-TIME KEY PUNCH DATA INPUT OPERATOR
Hours 9:30am-4pm every other day. Take calls & input data on CTC terminal. Requires a good telephone personality & accuracy with numbers. Could develop into full time. Southfield location. Call Barb for details & application at 569-7979

KEYPUNCH - KEYTAPE OPERATORS
Experience required. Farmington area. 474-1136

LEASING CONSULTANT
Apartment community in Troy is seeking enthusiastic person for full time position. Sales & clerical experience helpful. Call between 9am-11am 362-4089 or send resume to OMC, 4154 Three Oaks Blvd, Troy, MI 48098

LEGAL SECRETARY
Permanent Part-time, Mon. thru Fri., 1-5:30pm. Typing: 60 wpm minimum, dictaphone. Betty, 557-1688

LEGAL SECRETARY, experienced. Small Southfield civil litigation firm. *10 to 20 hours weekly, hours*, salary negotiable. Mr. Shreeman 352-4100

LEGAL SECRETARY
Birmingham. Litigation & word processing experience required. Salary negotiable. Call Margaret, 642-1811

LEGAL SECRETARY - for law firm in Troy, must type 60 wpm. Send resume to: Sandy, 1189 W. Long Lake Rd. Troy, MI. 48098

LEGAL SECRETARY - Full time position for experienced legal secretary with word processing. Please send resume to: Office Manager, 300 East Long Lake Road, Suite 300, Bloomfield Hills, MI 48013

LEGAL SECRETARY
For Bloomfield Hills law firm. Good skills required. Salary commensurate with experience. 540-0333

LEGAL SECRETARY
Small Farmington Hills law firm seeks experienced legal secretary. Full time. Salary commensurate with experience and skill. 851-6791

LEGAL SECRETARY for Southfield law firm. Experience required. Must possess sharp skills & word processing background. Excellent working conditions & benefits. 354-4030

LEGAL SECRETARY/Administrator
Experienced for busy real estate law & development office. Knowledge of WordPerfect & Lotus Programs & Bookkeeping. Excellent English, legal, word processing & administrative skills. Non-smoking office. Salary & benefits commensurate with skills & experience. Send resume to D. Klarman, 31731 Northwestern Highway, Ste. #106E, Farmington Hills, MI., 48018.

LEGAL SECRETARY
Defense litigation office of major insurance company seeks candidate with minimum 2 years related experience. Typing 70wpm strongly preferred. Word processing skills a plus. Flexible benefit plan, including dental. Salary commensurate with experience. Possible relocation to I-275 corridor.
For confidential consideration, send resume & salary requirements to:
Gary R. Schellhase, Esq.,
Citizens Insurance Company of American,
35 W. Huron, Suite 300.
Pontiac, MI 48058.
Equal Opportunity Employer M/F

LEGAL Secretary- Birmingham Full time & part time openings. Experience required, also word processing. Call Office Manager: 645-5205

LEGAL SECRETARY
Rochester, full time, experience helpful but not required, must be excellent typist, word processing skills helpful. Call 652-6946

LEGAL SECRETARY/Paralegal, Birmingham. Will train colege-educated person, male or female, who wants law school or paralegal career. Small office. Nice people. 645-0750

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETAIRES
A major Downtown Detroit firm is adding Litigation Secretaries to staff. The chosen candidates must be bright, articulate and project a professional image. Solid benefits. To $21,000.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield 358-0060 Detroit 963-4185

LIGHT OFFICE WORK
$4 per hour to start. Approx 30 hours a week. Dearborn Hts area. 425-5198 561-1815

LIVELY BUSY AD AGENCY needs personable, professional secretary. Expert fast typist/word processor, terrific with people on phones or at reception. Good manager and organizer. Willing to work overtime, eger to be part of high profile fast track business. Competitive salary good benefits, supportive and friendly co-workers. Call Ms Taylor, between 2-5pm, 353-2874.

LOOKING?
Temporary job placement may be the answer. Work while you look for the "PERFECT" job or consider one of our temporary to permanent positions. We are in great demand of "SKILLED" clerical help.
GIVE US A TRY!!
PARTNERS IN PLACEMENT
SOUTHFIELD: 827-4213
LIVONIA: 474-8500

LEGAL SECRETARIES
Many Oakland County law firms are actively seeking Legal Secretaries with 1-3 years legal experience. Many practice types and locations are represented. A great number of opportunities are offering starting salaries in the $17,000-$20,000 range ... some more.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield 358-0060 Detroit 963-4185

MATURE COMMON Sense person, full time summer, light typing, telephone. Computer experience helpful, Dearborn, Kathy 561-0421

MEDIA CUSTOMER SERVICE
Variety, stability and public contact are yours in this front desk opening. Use your good clerical skills to earn $15,800 and good benefits. Call Marie at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

504 Help Wanted Office-Clerical

MORTGAGE ACCOUNTING DEPT. of Southfield based Savings & Loan has an immediate opening for a Payment Cashier. Math aptitude essential. Calculator & data entry experience preferred. Please contact Cheryl at 355-2400, to arrange an interview
An Equal Opportunity Employer

MORTGAGE CO. seeking experienced individual for tax department. Please call between 8:30-5pm. Ask for Lee Schubert. 338-7700

OFFICE ASSISTANT needed for Rochester Hills apartment complex, good clerical & math skills a must as well as dependability, ambition & common sense. Wages & benefits. Call betweeen 9-11am only 853-4160

OFFICE CLERICAL, noon to 4pm. Knowledge of Word Perfect, telephones and general office. Livonia, $7.00 per hour. 261-7510

OFFICE CLERICAL - Duties include phone, typing, filing, billing. Send resume to: Office Manager, 34443 Industrial, Livonia, MI 48150, or call Steve for appointment, 522-1957

OFFICE CLERK
Medium size plant located in Livonia has an opening for a part time office clerk in its sales department. Job responsibilities include typing & filing. Applicants must possess good organizational skills. Send resume to box 986, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERK
Needed Full & part time for retail furniture store in Livonia.
Call 474-9725

OFFICE HELP, full time, needed for Oak Park picture frame company. Duties entail answering phones, order taking, filing & general office work. Call for interview 399-8181

OFFICE MANAGER TRAINEE
For law firm in Troy. Must have degree in Business Administration, 3.0 *GPA or higher, Non-smoker*. Send resume to: Sandi, 1189 West Long Lake, Troy, 48098

OFFICE PERSONNEL - general office duties for responsible person - full time. Typing skills. Call Diane at: Tocco Foods, 425-5500

OFFICE WORK
Microfilming documents. Temporary full time or part time. Call Liz between 10am-2pm at 569-7979

PART TIME Non-smoking Secretary needed for small scholarly journal office. Good organizational, telephone & typing skills required. Some personal computer experience helpful but not required. Call weekdays between 9AM-4PM 258-3754

PART-TIME Secretary: W. Bloomfield CPA/Law Office has an immediate opening for a secretary, with excellent typing skills and telephone manners. Excellent opportunity for an individual who enjoys challenge and diversification. College student welcome. Call 626-0755

Patient Accounting Reps
Sinai Hospital of Detroit has immediate vacancies in our Patient Accounting Dept. for the following:

Accounting Clerk/Cashier
PART TIME
Accounting and analytical skills and 6 to 12 months bank teller or hospital cashier experience required. Knowledge of 3rd party payer requirements preferred.

Billing Clerks
Typing of 40wpm, knowledge of medical terminology and coding, and a minimum of 1 year RECENT 3rd party billing experience in a healthcare setting required. Experience with in-patient or out-patient - Blue Cross, commercial, HMO and private paid billing preferred.

Cash Posting Clerk
PART TIME
Typing of 30wpm, accounting and analytical skills and 6 to 12 months related experience required. Knowledge of 3rd party payer requirements preferred.

Credit/Collection Clerk
Familiarity with collection procedures, federal, state and local collections, regulations and knowledge of 3rd party payer procedures required. 2 years RECENT hospital collection experience strongly preferred.

We offer a competitive wage and benefit package. For immediate consideration, please respond with resume to:
SINAI HOSPITAL OF DETROIT
Employment Office, Dept. DFW
6767 W. Outer Dr.
Detroit, MI 48235
An Equal Opportunity Employer

PAYROLL CLERK
Immediate opening for a full time payroll clerk at corporate office in Southfield. Applicant should have payroll experience relevant to automated & manual systems, be organized & detail oriented, accounting, analytical & computer knowledge a plus. Only qualified applicants please send resume & salary requirements to:
Accounting Manager
21655 Telegraph Road
Southfield, MI 48034

PERSONNEL COORDINATOR - for growing national temporary service, must have 18 mos to 3 yrs experience with clerical & light industrial. Competitive salary plus bonus & benefits. Call Pat Gray at Uniforce 646-7660

Personnel/Training Coordinator
Rochester retail business with 300+ employees is seeking a Human Resources professional. Must have personnel generalist & benefits administration knowledge, strong communication skills & stand-up facilitation experience. Management experience helpful. Send resume & wage history to:
Bordines Better Blooms
1835 S. Rochester Rd.
Rochester Hills, MI 48063
Attn. S. Mathes

POSITION available in one of Macomb County's finest furniture stores. Experienced, with good typing and filing skills. Good telephone etiquette a must. Need computer experience. Call for interview. 731-3400

PR SPECIALIST
Finesse with Fortune 500 Exec is required by image conscious consulting group. Word processing prowess required for dedicated support staff role. Bonus plan, super benefit structure and growth potential guaranteed. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

PURCHASING/ACCOUNTING Clerk. Entry level position with large Livonia manufacturer. Position requires 0-1 yr. experience with purchasing/accounting clerical duties. Submit resume to: Box 128, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REAL ESTATE BROKER ASSISTANT
Entry level opportunity with diversified responsibilities for a Broker in Birmingham. Typing, strong organizational skills & attention to detail a must. Salary commensurate with experience. Qualified individual should send resume to: Personnel Director, 770 S. Adams, Suite 107, Birmingham, MI 48011.

RECEPTIONIST/General Office: Entry level, $4.75 per hour, Industrial Packaging Corporation: 12871 Westwood, Detroit.

RECEPTIONIST-TYPIST needed for small Birmingham Personal Injury law firm. Experience on Word Processor desirable. Phone, 642-5757

Receptionist-Assistant Manager
Needed for Farmington Hills beauty spa. Chance for advancement. Call Debra, 855-0478

RECEPTIONIST for prestigious Southfield law firm. Dependable person for busy office. Word processing helpful. Excellent working conditions and benefits. 354-4030

RECEPTIONIST: Full time position in Southfield area, typing a must, computer skills helpful, flexibility with some errands include salary requirements. Please send resume to box 968Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Data entry clerk. For small office located in southfield. Full time & all benefits. 357-4020