502 Help Wanted Dental-Medical

MEDICAL DENTAL RECEPTIONIST
Full time. Troy family practice. Experience required. 649-2868

Medical Laboratory Technician TEMPORARY

Metro Medical Group/Health Alliance Plan is seeking a medical tech, temp. time, temporary position available for a Medical Laboratory Technician at our Southfield location. Must have MT(ASCP) or equivalent. Previous 1 year experience required. We offer competitive salary & benefit package. Interested candidates should send resume - per contact to: Personnel Department at:
METRO MEDICAL GROUP
HEALTH ALLIANCE PLAN
33200 BOSTON POST RD.
LIVONIA, MI. 48150
(313)932-6485
An Equal Opportunity Employer

MEDICAL OFFICE ASSISTANT - Internist office, experienced in Vena Puncture & office procedures. Competitive salary & benefits. 737-9133

MEDICAL OFFICE Assistants Rochester/Utica area, insurance, desk/billing/insurance. Also part-time for EKG and blood drawing. Experienced or recent graduate. 651-2100

MEDICAL RECEPTIONIST
Novi Area. Busy medical office for Podiatist and internist jointly. Salary commensurate with experience and knowledge. Excellent working conditions, benefits. Hours: Mon., Wed., Fri. 349-3740

MEDICAL RECEPTIONIST
Medical Practice is interviewing for Full & Part-Time positions in Southfield. Variable hours. Experience preferred. Call for more information, please call...Karen Metz, 557-7800

MEDICAL RECEPTIONIST
for busy Internist's office in Southfield area. Work hours include 3 evenings & Saturdays. Complete Blue Cross & associate benefits. 569-1958

MEDICAL RECEPTIONIST
for busy Pediatric office. Experience preferred. 478-2723

MEDICAL RECEPTIONIST

Experienced, full time position in Plymouth area. Call Elaine 459-8100

MEDICAL RECEPTIONIST
Flexible hrs. Experience preferred. Dictaphone, Typing, filing. Garden City. 421-0790

MEDICAL RECEPTIONIST
Full & Part-time positions in Doctor's office in Troy. Please call for appointment. 362-8010

MEDICAL RECEPTIONIST
for Livonia physician. Peg board, telephone, insurance billing. 427-6706

MEDICAL RECEPTIONIST

Internist office. Must have experience. Excellent salary and benefits. Southfield. 559-8660

MEDICAL RECEPTIONIST
for OB/GYN practice in Royal Oak/Birmingham area. Must know peg board. Call: 547-7550

MEDICAL RECEPTIONIST
Experience medical personnel for Detroit office. Choice of dating hospital, full & part time positions. Good salary and benefits. Call 354-9672

MEDICAL RECEPTIONIST
Orthopedic Surgery office in Garden City. Experience in insurance & Filing preferred. Full time Mon. Fri. Good benefits 422-8479

MEDICAL SECRETARY/BILLER
Tired of the same old routine, year after year? Tired of being treated like a number? 30 years experience seeks reception and secretarial duties, billing, typing, general office. Experience necessary. Pleasant manner and voice. Call 477-3360

MEDICAL SECRETARY for strictly non-smoking physicians office. Send resume and salary expectations to: Office Manager, 1930 S Telegraph, Suite 200, Bloomfield Hills, Michigan, 48013

MEDICAL SECRETARY/RECEPTIONIST
Knowledge of medical and insurance billing experience. Word processing helpful. Full or part time. Royal Oak. Send resume to: Box 1034, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY
Some experience. Part or full-time. Office in Wayne. 721-8111

MEDICAL TECHNOLOGISTS

- Positions available for qualified ASCP registered Medical Technologist in Southfield area.
- STAT LAB: Part time - every Friday & Saturday, midnight shift.
- BLOOD BANK: To work on an as needed basis to fill in for staff vacancies, illness, etc.
- MILFORD LAB: Part time - 16 hours bi-weekly, midnight shift.

Please apply at our Southfield location, Mon. - Fri., 8:30 A.M. - 2:30 P.M., Employment Office.

PROVIDENCE HOSPITAL
16001 W 9 Mile Rd.
Southfield, MI., 48075
An Equal Opportunity Employer

MEDICAL TECHNOLOGIST
Full-time. $5.30 to $8.50.
RIA background helpful.
First Quality Laboratory. 477-8663

MEDICAL TRANSCRIPTIONIST - 2 years experience and/or college degree. Full time. Mon. - Fri. Reply: Pearl Utica area. Please call 254-6161

MEDICAL TRANSCRIPTIONIST
Experienced, full time, benefits. 778-7610

Medical Transcriptionist

Samaritan Health Center has an immediate part time position open for a Medical Transcriptionist in our Radiology Department. You will work 20 hours weekly, weekends with shifts as assigned—either 3pm-5pm or 11pm-7pm.

Candidate must have a high school diploma and 1-2 years transcription experience. Speed writing or abbreviation knowledge, as well as medical terminology experience is required.

Qualified candidates should forward resume to Employment Services:

SAMARITAN HEALTH CENTER
5555 Conner Ave.
Detroit, MI. 48213
(313)579-4400

An Unit of Mercy Hospital and Health Services of Detroit, A Division of the Sisters of Mercy Health Corporation. A non-discriminatory/affirmative action employer.

MEDICAL TYPIST
Fast, accurate typist needed part-time for doctor's office located in Farmington. Create your own schedule. 478-6302

MEMBER SERVICES

- Growing Dental Plan looking for the right person with exceptional communication skills. Dental knowledge is plus but not a requirement. Please call Mary Ann 355-8410
- MENTAL HEALTH CLINIC in the Birmingham area looking for individual to do bookkeeping, insurance billing, word processing with mode 32 work. Approx. 35 hrs. per wk. Some early evenings & Saturdays. Salary negotiable based upon experience. 647-5320
- MENTAL HEALTH CLINIC in the Birmingham area looking for individual with experience in bookkeeping, insurance billing, word processing, computer usage, medical records and general clerical duties. Previous experience in a mental health clinic or a medical office necessary. Approx. 35 hrs. per wk. Some evenings & Saturdays. Salary negotiable. 647-5320
- M.S.W. - C.S.W.'s needed for expanding JCAH accredited OPC in N.W. Macomb County, east. Resume to: Box 270, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE AIDES

DAY & MIDNIGHT SHIFTS
STAR MANOR OF NORTHVILLE
The home like friendly atmosphere of our 37 bed basic nursing facility will make you glad you joined our team. Competitive wages and benefits. To schedule an interview, call Kathy Minnaugh, RN, 349-4290.

NURSE AIDES

Discover life's treasures through care for the elderly. Our expanding nursing care center is actively recruiting for nurse aides with modern minds & old fashioned hearts, full & part time.
- Enjoy flexibility in hours
- Excellent wages
- Fringe benefits
- Scholarship assistance for continuing education
- Paid training
- Certification

Come in for an interview
CAMBRIDGE SOUTH
An Equal Opportunity Employer
18200 13 MILE ROAD
BIRMINGHAM, MI 48009
647-6300

NURSE AIDES - Experienced and certified for home care in Livonia, Wayne & south Oakland communities. Transportation allowance paid. Starting wage $5.25 per hour.
United Home Care 458-5141
An Equal Opportunity Employer

NURSE AIDES

Experienced or will train for weekends and all shifts. Apply:
FRANKLIN MANOR
Convalescent Center
28900 Franklin Rd., Southfield
352-7390

NURSE AIDES

Full or Part time. Will train. $4 an hour. Apply in person
CAMELOT HALL
NURSING HOME
35100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES - PART-TIME
4:30 to 7:30 PM. Home for aged, Farmington Hills area.
Call 851-9640

NURSE AIDES, RNs & LPNs
Needed immediately for an expanding nursing home facility. Apply:
Competitive wages. Call:
Medical Staff Resources 453-3980

NURSE AIDES $5.60/$6.10

COMPANION AIDES $4.60/$5.10

FOR NEW HIRES

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

OAKLAND NURSING UNLIMITED
540-2360

NURSE AIDES
AFTERNOON & MIDNIGHT SHIFTS
Full time, experience not necessary. Will train. See Carol Brown.
NIGHTINGALE WEST
5365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSES AIDES $5.50 To Start

West Bloomfield Nursing Center has openings on all shifts, part-time & full-time for Nurses Aides. No experience necessary. We will train you. Starting wage $5.50 per hour with increase to $5.75 per hour after 6 months & $6.00 after 1 year with a full complement of fringe benefits. Please apply at 5445 W. Maple, near Drake, Mon-Fri, 9am-4pm.

NURSES ASSISTANT
For small nursing home in Plymouth, 3 to 4 afternoons per week, $4.05 an hour. Call 453-3943

ORAL SURGERY ASSISTANT
Salary open. Experience with dental preferred. Call 547-6838

ORTHODONTIC ASSISTANT
Excellent opportunity for personable, outgoing individual in a progressive, friendly, quality oriented practice. Chairside experience preferred. Variable duties depending upon skills and ability, as well as office flow. Full time. Reply: Pearl Utica area. Please call 254-6161

MEDICAL TRANSCRIPTIONIST
Experienced, full time, benefits. 778-7610

PERSON with medical background needed to do mobile insurance exams in Detroit or Western Suburbs. Blood drawing experience necessary. Call Jeanette. 549-7666

PHARMACIST
Wanted for independent pharmacy. Garden City/Westland area. Full or part time. 427-4535

PHYSICAL THERAPY AIDE needed for M.S. clinical practice. Experience preferred. Full or part time. Westland area. Call 522-3500.

PHYSICAL THERAPIST
PART TIME
18-24 hours needed in Out-Patient Rehab. Agency. High orthopaedic case load. Progressive staff, experience preferred. Please send resume to: K. Erickson, Woodland Medical Center, 41935 W. 12 Mile, Novi, 48050.

PLASTIC SURGERY Clinic in Southfield area seeks a part time Registered Nurse for outpatient operating room. Good references required. Excellent salary. Call 557-1822

PODIATRY OFFICE MANAGER
Great career opportunity, experience necessary. Southfield office looking for that special person. Call, 353-8444

RADIOLOGY TECHS
Full & part-time, weekends included. Benefits. N.W. Suburbs. Call Mon-Fri., 10-2pm. 538-3900 ext. 302

RECEPTIONIST
Busy medical doctor office in Farmington Hills is looking for a person with 2-3 years front desk experience. Good communication skills a must. Send resume to: Receptionist, 28000 Orchard Lake Rd., Suite 200, Farmington Hills, MI., 48018.

RECEPTIONIST position with billing experience preferred, small office, friendly atmosphere, Garden City area, 9am-5pm. Call 427-0010

RECEPTIONIST: Full time, medical. Excellent communications skills. Phone/sales experience required. Call 828-6408

RECEPTIONIST - part time for Cardiologist in Farmington. Mon. Thru Thurs. Experienced only. Good pay. 474-1614

RECEPTIONIST, full time, in West Bloomfield medical office. Must be personable, experienced with computers and type 40 wpm. Call between 9:30am & 4:30pm 553-9616

RECEPTIONIST - FULL-TIME
on a Temporary basis (8 to 8 months) for busy Ophthalmologist's office. Will work primarily in Canton office, with occasional day in Birmingham office. If interested, please call Mary. 446-1111

RECEPTIONIST
Full time, pegboard & typing experience a must. Pontiac area. 334-3197

502 Help Wanted Dental-Medical

RECEPTIONIST-Part time for oral surgery office. Birmingham, Troy area. 2½ days a week. Dental or medical experience required. Call between 10am-1pm. 647-7336

RECEPTIONIST/SECRETARY
For dental specialty practice. Excellent pay & benefits for pleasant, well organized, self-motivated individual. 851-5710 or 737-2616

RECEPTIONIST-Full time, busy OB/GYN office in Livonia. Minimum medical experience required. Typing. We will compensate an intelligent, pleasant, hard working professional. Call Friday, Sandy. 474-4272

REGISTERED NURSES
Northwestern Regional Psychiatric Hospital has openings for several Staff Nurses (RN II) and first-time Supervisors of nursing care staff on an 8 hour shift (RN III). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries are $13.71 hr/$22,516 year or $15.05 hr/$31,304 year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. If interested call Mr. Dixon, RN for more information at 349-1800, ext 231.
An Equal Opportunity Employer

REGISTERED NURSE
Needed full time for Ear, Nose, Pediatric experience preferred. Call 353-5070.

RN/CALL-IN

Must have current RN license by State of Michigan with substance abuse experience desired. Send resume/salary:
BRIGHTON HOSPITAL
Attn: Kathy Gardner
12851 Grand River
Brighton, MI 48116
(313)227-1211

RN
DAY CHARGE NURSE

Salem Nursing Facility seeks caring, self-motivated RN person with 2 years interest in Geriatrics. Excellent salary & benefit program. Shift hours - 7am-3:30pm every other weekend. Apply at: University Nursing Home, 29550 Five Mile Rd., Livonia 427-8270

RN/LPN

PART TIME POSITIONS available in medium size nursing home. Pleasant working conditions. Please call Mon thru Fri 9-4pm 363-4121

RN OR LPN - Temporary position available, 2-3 months for emergency phone, triage. Experience necessary. Day time hours. Send resume to Ms. Rhodes, 41935 W. 12 Mile Rd., Novi, MI., 48050.

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

RN
Part-time, every other week end
Apply in person:
MARYCREST MANOR
15475 Middlebelt, Livonia
427-9175

RNs/LPNs

Due to expanding program within our facility, we are in need of caring people looking for a challenging, rewarding career in team nursing. We offer excellent salary, benefits, tuition reimbursement, paid vacation and continuing education. Those interested in working in a prestigious, modern health care setting, please call or send resume to:
Stacy Grimes, Recruiter
2975 N. Adams Rd.
Bloomfield Hills, MI 48013
645-2900
An Equal Opportunity Employer

RN's & LPN's
Full time days, part time midnights. McAuley Center, Farmington Hills, Retirement home for Sisters of Mercy. Call Mary Pat Kaminski 473-7150

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. Felosak, RN. 522-1444.
522-1444 .

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

RNS - MED SURG
$14.50 to $19.75
Dearborn Hospital
HCP, LTD. 357-7080

RNS - MED SURG
$15 to $18.75/hr. Plus $500 dollar bonus (bring this ad) immediate openings.
HCP LTD. 357-7080

RN to work part-time/full time afternoons at specialty surgical hospital in Southfield. Apply: Personnel, Nursing Director, 357-3300, ext 175.
STRATH HOSPITAL
for Special Surgery

SECRETARY/RECEPTIONIST for a 1 girl doctor's office in Westland. Experience preferred. Typing, billing & light book keeping. Excellent references needed. Call 356-8054

STAFF CALL
All shifts available, Livingston and Oakland counties.
RN's - $18.50-$18.90
LPN's - $12-$13.50
Aides - $4.25-$7.00
To join our Staff Call team, call weekdays 9am-4pm 517-548-5414

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, Health Programs, Inc., 1375 Inkster Rd., Garden City, MI 48141
An Equal Opportunity Employer

WESTLAND MEDICAL OFFICE
seeks front desk management/receptionist. Strong clerical and communication skills. 2-3 years medical insurance experience a must. Benefits package. Call Mon-Fri 9-5 at 525-2535

W. DEARBORN Dental practice seeks experienced front desk person; insurance & pegboard knowledge required. 274-6404

X-RAY & NUCLEAR TECHS
To perform duties primarily on the day shift. Some weekends required. You may apply in person or send resume to:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 477
An Equal Opportunity Employer

X-RAY TECH - full & part time, experienced in mammography, abdomen, peripheral angiography. Call Linda for appt. 855-4700

X-RAY TECHNOLOGIST
Full time for afternoon shift. Must be relatives or registry eligible to service nursing home with mobile X-ray company. Call Mon. thru Fri., 9-5pm. 358-4414

502 Help Wanted Office-Clerical

ABLE, stable person, entry level typist needed for busy medical office. Light phone skills required, hrs. 3:30pm-12Midnight, Irene 852-8300

ACCOUNTS PAYABLE MANAGER
4 PERSON DEPARTMENT
Career opportunity at $18-$20,000 starting range depending upon experience. Minimum 7 years office required, 3 years supervisory. Comfortable national headquarters downtown Ford motor plant. Manufacturer. Submit resume with work history and salary history to:
LTD., 30700 Northwestern Hwy., Farmington Hills MI 48018. Mr. O.E. Blust. 851-7700

504 Help Wanted Office-Clerical

SERVICE REPS

Do to internal advancement & expansion we need 2 highly motivated, people oriented service representatives to work in our Troy branch office.

You will maintain daily phone contact with our customers and act as screen, test, train & place applicants.

WALK RESUME IN
MANPOWER
TEMPORARY SERVICES
750 Stephenson Hwy. Troy
585-5595

ABILITIES ADD $$$
- SECRETARIES
- WORD PROCESSORS
- DATA ENTRY
- GENERAL OFFICE
- SWITCHBOARD

ARBOR TEMPS
459-1166

ABLE SECRETARY - part time Detail oriented, bookkeeping Mac intosh computer experience, 16 miles Farmington Rd. Area. $250/week. References. 358-4480

ACCOUNTING ASSISTANT
Immediate opening for individual with 1-2 yrs. experience in computerized payroll. Familiarity with 1-2-3 plus.
Call Ruth: 423-7555

ACCOUNTING ASSISTANT
Entry level position, work market research department. Bachelor degree preferred. Requires PC experience and generous salary & benefits package. Shift hours - 7am-3:30pm every other weekend. Apply at: University Nursing Home, 29550 Five Mile Rd., Livonia 427-8270

ACCOUNTING
BOOKKEEPING

Manufacturing firm is seeking experienced full time employee with a desire to advance. Knowledge of accounts receivable, A/P, payroll, bookkeeping & computer systems a must. Some typing & secretarial duties required.
Send resume with salary history in confidence to:
ENERTROLS INC.
Attn: R. Milera, VP, 38284 Abruzzi Dr., Westland MI 48185.
No phone calls.

ACCOUNTING CLERK
Sharp individual needed for permanent position with large retailer. Starting wage $3.35-$3.60 an/h, 471 Ann Arbor Rd., Plymouth. See service cashier.

ACCOUNTING Data Entry-Part time. Variety of duties. Must have good typing skills and accounting background. Hours are flexible, 2 or 3 days/wk. Apply in person, Mr. Grist, 25484 Northwestern Hwy., Novi, Mi. corner of Vicenti Ct.

ACCOUNTING/ PAYROLL CLERK

Rewarding opportunities for person with accounting /payroll experience. Individual will be responsible for computerized A/P or payroll, related records & reports & assist with other accounting functions.

Individual must be a motivated, take-charge person with a minimum of 2 years working experience and possess good analytical, computer & financial aptitudes. Only qualified candidates should send resume, salary history & salary requirements to:
Jerry Kucharczyk, Accounting Manager, Michigan Rent To Own, 21655 Telegraph Rd., Southfield, MI 48034

ACCOUNTING-We have an immediate opening in the position of "Work Order Coordinator." This individual will be responsible for the opening, processing of work orders including: monitoring of financial progress, invoicing (materials), of status to the product managers etc. Excellent communication & people skills required. Must be well organized & detail oriented. Minimum typing skills of 45 wph. Please send resume with salary history & requirements to: Personnel Manager, P.O. Box 8626, Ann Arbor Michigan, 48107

ACCOUNTS PAYABLE
Southfield firm seeks I&M system 34/24 experienced person for accounts payable. Must be a self-starter, well organized, responsible individual. Non-smoker only. Send resume to:
Controller,
Haber Enterprises, 24293 Telegraph Rd., Southfield, MI 48034

ACCOUNTS PAYABLE - Inventory control. Fast paced, established and growing manufacturer seeks experienced person. Full benefits. Salary dependent on ability. 953-9660

ACCOUNTS PAYABLE CLERK
Full time. Related area. Salary commensurate with experience. Computer knowledge helpful. Send resume to: Box 1034, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Bordine's Better Blooms is looking for an experienced individual to process invoices. Must be detail oriented, well organized, have data entry experience. Non smoker only. Send resume for Bordine's, 1833 Bloomfield, Rochester Hills, MI., 48063, attention, Barbara Dwyer.

ACCOUNTS RECEIVABLE/general office, we need someone to handle receivables & help with general office functions for 4-5hrs. per day. Salary commensurate with experience. Send resume to: Box 270, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE
Computer experience necessary. Apply: Personnel, 24233 Miller Rd., Dearborn, Mich. 48126

ACCOUNTS RECEIVABLE

Farmington Hills employer pays $20/hr. & due bills for your bills/ables & ledger experience. Busy accounting dept. needs your help

#1 Personnel Place
274-4230

ACCURATE TYPIST with clear phone voice for busy northwest Detroit office. Light bookkeeping. Individual for this diversified clerical position. Prior experience preferred. For appointment call 537-8800

ADMINISTRATIVE ASSISTANT
SALARY TO $17,000.
Types 60 WPM and be super orientated. Some college helpful. National company. Top fringe.
SHANNON & ASSOC. 798-9610

504 Help Wanted Office-Clerical

AD AGENCY/DESIGN STUDIO needs energetic office manager to help our award winning team. Reception, clerical, accounts payable. Must Deadpool, work environment. IBM-Compatible PC. Send letter & resume to: Communications, 30600 Telegraph, Suite 2220, Birmingham, Mich. 48010

AD AGENCY SECRETARY

Opportunity to enter exciting world of advertising. National firm seeks strong typing, word processing, organizational skills for Media Dept. Competitive salary & benefit package. Call or send resume to: Rita Roeder, Nancy Barr & Assoc., 30628 Telegraph, Southfield, MI 48034. 352-2810

ADMINISTRATIVE SECRETARY for all around people who enjoy have 3 years experience. Part time leading to full time. Good wages & benefits. Redford area. 535-7560

ADMINISTRATIVE ASSISTANT
for a health care facility. Resume and references requested. 12 Mile & Farmington Rd. Ask for Joyce or Kay 553-4191

ADMINISTRATIVE ASSISTANT
Prefer 1 year college, plus 1 year work experience. Better than average word processing experience needed. Good benefits and working conditions. Salary $9,000 to $11,000. Call Jan. 559-3300

ADMINISTRATIVE ASSISTANT
Needed for rapidly growing Birmingham retail establishment. Typing, 14 months experience in accounts/communication skills necessary. An excellent opportunity for those seeking challenge and personal growth. Salary commensurate with ability. Qualified persons send resume to: Box 1034, Observer & Eccentric, 1500 S. Woodward, Birmingham, MI 48011.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Marketing opportunity for hardworking person looking for entry level position with excellent career promotion agency. Responsibilities include: receptionist, filing, bookkeeping experience required, production experience helpful. Salary negotiable. Benefits offered. Call: Thomas International Inc. 433-3687

ADMINISTRATIVE ASSISTANT

position available for fast paced Southfield company. Excellent word processing skills, typing of 60 +, & your previous executive secretarial experience can start a new career for you. Call today for an appointment.

ONYX
356-6699
(Friday Pay the ONYX Way)

ADVERTISING AGENCY SECRETARY
$17,000
You will look back on to every day at this choice company. Interesting people and gorgeous offices. Your good skills will be put to service in 353-2900.
After 8 P.M. Appointments Available
SNELLING & SNELLING

ALL Around Clerical Position Available: Will train. Full time. Call 534-3222

APPLY NOW!
DATA ENTRY

Immediate openings available in the N.E. suburban areas. Call today and pick the "Cash" date.
Mon., June 20th
264-0501.

CDI
Temporary Services, Inc.
NEVER A FEE EOE

A RECEPTIONIST - will be trained on the job, general office duties, type 40 wpm, $1050/mo. for major international corporation. Non-smoker - call Marie at Uniforce 357-0648

ARE YOU ENTERING or re-entering the job market? Are you organized & have good phone & typing skills? Call Ann at Office Mart, Michigan's number 1 Classified Ad Source, Tradin' Times Publications. Nice office in the area, flexible days/evenings hours, base wage + commission. 476-7333

A SALES - secretary for major Troy international corporation. Typing 70-80, type 60, data entry, outgoing personality & enjoy people. $19-$20,000

ADMINISTRATIVE - assistant for N. Oakland corporation, good typing 50-70 wpm, word processing. $18-$20,000

NEVER A FEE
Retirement Homebreakers
Students needed now
Paid vacations, bonuses, benefits
Livonia - 462-2240

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

GROWING NATIONAL co needs future management person as assistant Manager. Rapid advancement for the right individual. Banking & service or retail sales background helpful. Knowledge of home improvement industry an asset but not required. Sales experience helpful. Salary commensurate with experience. Call Mon-Fri between 8:30-5:30pm. Ask for Kal Trudeau. 626-9058
An Equal Opportunity Employer

ASSISTANT to executive of small Southfield based manufacturer. Light data entry, word processing. Salary dependent on experience. Send resume to: Box 1034, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AUTO DEALERSHIP has immediate openings for bookkeeper. Intermediate bookkeeping experience. Excellent benefits. Apply in person: 24780 W. Seven Mile at Orchard Lake.
An Equal Opportunity Employer

AUTO DEALERSHIP has immediate openings for bookkeeper. Intermediate or also fill in switchboard & cashier duties. Bookkeeping experience preferred but not a must. Other clerical duties available. Apply: Mgr. PO Box #509, Novi, MI. 48050

ACCOUNTS RECEIVABLE
Computer experience necessary. Apply: Personnel, 24233 Miller Rd., Dearborn, Mich. 48126

BILLING CLERK
Car rental company has opening in Southfield. Duties include processing daily billing, posting to computer, and bookkeeping background & typing 40 wpm.
Call 539-6348

BILLING/DATA ENTRY POSITION
Fast paced office seeking person proficient in data entry with previous computerized billing & or cmsh experience. Must be organized, a team, to work independently. Salary position, hours are from 12-8pm. Excellent benefits package. Interested candidates send resume to: Attn: Paulette, 26211 Central Park Lane, Suite 300, Southfield MI 48076.

BIRMINGHAM OFFICE
looking for full time clerical with light bookkeeping & typing required. Send resume to: Bloomfield, Inc., 401 South Woodward Avenue, Suite 334, Birmingham, Mich., 48009. Attn: Joan Blust.

504 Help Wanted Office-Clerical

FULL CHARGE BOOKKEEPER
Computer experience helpful. Medical, dental, 401k benefits. $15,000-$18,000 per year. 898-1887

FULL CHARGE BOOKKEEPER - part time, flexible hours, for non profit trade association located at 12 mile & Greenfield area. Accounts payable, accounts recievable, monthly financial report, payroll federal, state & unemployment. 1-2 years experience necessary. Contact Automotive Industries Council. 559-5920

BOOKKEEPER/ACCOUNTANT
Needed, full or limited part time hours. Call 348-5267

BOOKKEEPER/
ADMINISTRATIVE ASSISTANT
Mature individual with bookkeeper experience to work in a very professional computer environment in Farmington Hills. Candidate firm with excellent career opportunity. Full time. Must have good interpersonal skills. Send resume & salary requirements to: Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER - A/R, A/P Payroll & phones for small office. 12 noon - 8pm & Sat. am. Farmington Hills 478-0825

BOOKKEEPER - Entry-level for small Farmington Hills company. Computer experience preferred. Call for interview. 274-5662

BOOKKEEPER

Experienced with accounts receivable & collections. Good phone personality a must. Computer, payables & payroll experience helpful. Attractive Great benefits. Send resume to:
J. Lee Hackett Co., 23350 Mt Vernon Rd., Farmington MI 48024, attn. Lynn Beasley.

BOOKKEEPER for non-profit health agency. Experience must include bank reconciliation and journal entries. Knowledge of Lotus preferred. LOTUS 1-2-3 helpful. Salary range $14,000 - $16,000 annually. Apply: 23999 Northwestern Hwy., Suite 210, Southfield, MI 48075

BOOKKEEPER - Full charge thru trial balance with payroll experience. Detail oriented, light typing. Call Joyce before noon. 548-7333

BOOKKEEPER full charge, restaurant accounting experience preferred. Apply with ltr: Peppers of Redford, 27189 Grand River, 2 blks E. of Inkster, Redford

BOOKKEEPER - FULL CHARGE
Through financial statements, with computer experience. Able to assist Controller with multiple sets of books. Computer experience. Salary based on Controller, P.O. Box 52099, Livonia, MI, 48152.

BOOKKEEPER - full time, A/P, inventory control. Computer experience preferred. Southfield area. Call after 10:30am 544-9111

BOOKKEEPER - FULL CHARGE
wanted for Southfield law firm. Computer experience essential. Salary commensurate with experience. Call 352-1500

BOOKKEEPER/FULL CHARGE
Need a mature experienced person in a growing real estate development firm in Birmingham. Computer experience required. Will be handling financial statements necessary. Qualified individual should send resume, salary history & salary requirements to: Office Manager, 770 S. Adams, Suite 102, Birmingham, MI., 48011.

BOOKKEEPER/GENERAL OFFICE
Thru trial balance. One person office. Pegboard experience. Tyndall based construction company. CPA recruiting. Call Ms. Bernice Kaplan: to: Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Mature self directed person for Accounts receivable. Part time. Possible full time. Pegboard experience helpful. Female location. Contact Clare between 4-6PM 344-9400

BOOKKEEPER or BILLING PERSON
Excellent opportunity. Southfield area. 557-3658

BOOKKEEPER - Part time for Perry Drugs, 6 Mile & Newburgh. Must be good with figures. Pay $5.00 to $5.00 per hour. Apply in person only.

BOOKKEEPER - Part/full-time. Birmingham CPA firm seeking for an experienced person to handle monthly client write-up work. Send resume to P.O. Box 2360, Birmingham 48012

BOOKKEEPER

Property management and retail business in northwest Detroit seeks an experienced, responsible bookkeeper capable of working independently and running a one-person office. Full-charge bookkeeping skills needed to handle accounting thru financial statements on computer. Starting salary $18-19,000 opportunity to develop your own system and procedures. Resume to: Box 2023 Southfield Road, Suite 220, Southfield, MI 48078

BOOKKEEPER - Retail, counter experience helpful, people skills a must. Call for information 478-3313

BOOKKEEPER/RECEPTIONIST
Bookkeeping & typing skills required. 30-35 hours per week.
722-3333

BOOKKEEPER

Small company in Plymouth area seeks a self-motivated person to handle all accounting duties and office work. Applicant must have steady established work history and be able to work thru financial difficulties. Send resume to: D.D. Follmer, Rudzewicz & Co., 30215 Southfield Road, Southfield, MI 48076

BOOKKEEPER
Wanted for Redford/Livonia area accounting firm. Call 255-4341

BOOKKEEPING •Accounts Payable/Receivable. Data entry-inventory. Computer experience. 251 W. 9 Mile Rd., Ferndale, MI 48220

Bookkeeping

Partial Listing of Positions

PERSONAL PROPERTY TAX Clerk - Troy area firm, subsidiary of Fortune 500 company, seeks creative individual with strong communication skills. Must have excellent data entry skills and good computer literacy knowledge. High visibility position.

OFFICE ASSISTANT - Near Westside popular Farmington area firm. 3 days a week to help with office, billing and bookkeeping functions. Must have good communication skills. Pleasant working atmosphere.

HALF

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

BUSY Farmington Hills sales office needs bookkeeper. Computer, typing, telephone voice, light typing skills. Full time position, immediate opening. Between 9-5pm. 553-4030

CASHIER

Auto dealer in Troy has opening for energetic, pleasant person with some sales or cashier experience. Computer helpful. Pay commensurate with ability. Full time position. Benefits available. Professional training provided. Interviews held Fri 2-4. Apply in person: Jack Demmer, Fairway Motors, 1815 Maplelawn, off Maple Rd., between Crooks & Livernois. 643-8600

CASHIER for retail store, cash register experience, good telephone personality, math ability, light typing & filing, full or part time. Benefits available. After 10:30am 544-9111

CLAIMS PROCESSING CLERK
Data entry experience and good organizational skills needed. Day time position with benefits after 90 days. Send resume to: Box 2004, Southfield, MI 48037

CLAIMS SUPERVISOR for agency located in Southfield. Property, casualty & workmens comp experience necessary. Good salary & benefits. Send resume to: Katherine Thomer, P O Box 2004, Southfield, MI 48037

CLERICAL We have an opening in our Novi office for part time clerical work. Hours are flexible. Saturdays a must. If interested please contact Joanne: 473-3980
Or send resume to 40430 Grand River, Suite A, Novi, MI 48050.

504 Help Wanted Office-Clerical

$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
737-1711
Southfield • Livonia • Taylor
Troy • Ct. Clair Shores • Ann Arbor
Farmington Hills

CLERICAL

Bloomfield mortgage corporation is seeking an energetic individual to work in our servicing department. Qualified candidates must have accurate typing skills, attention to detail & the ability to operate a 10 key calculator. Previous general office experience preferred. Salary commensurate with experience. Excellent benefits package included. Send resume to:

Personnel Department
Bloomfield Mortgage Corp
24700 Northwestern Hwy
Suite 300
Southfield, MI 48075
An Equal Opportunity Employer

CLERICAL

Computer Entry and General Office skills, 2-3 days, Mon. - Fri. Pleasant, $6 an hour; more if qualified.
Brenda, 852-2011

CLERICAL

High school graduate or equivalent plus 1 yr. general office experience. Professional telephone manner, accurate typing 50wpm, good spelling and grammar. Willing to work two or more hours. Excellent company paid benefit package. Pleasant working environment. Reply to:
Personnel
P.O. BOX 2227
SOUTHFIELD, MI 48037

CLERICAL HELP WANTED, flexible hours, general office duties. Must be mature and business like with good phone skills. Call 348-3320

CLERICAL - Part time position. College students accepted. Top pay. Call Jerry, 540-742-7445

CLERICAL - Part time position. Hours are Evening & Saturdays. Good communication skills. Call 540-742-7445

CLERICAL POSITION
Full time. Flexible hrs. Some Eve-ning & Saturdays. Good communication skills. Call 540-742-7445

CLERICAL POSITIONS:
RECEPTIONIST/SECRETARY - Enjoy terrific, pleasant personality, type 50+ wpm. Knowledge of word processing helpful.
BILLING CLERK - Data Entry Clerical: Mon-Fri 8:30am-5pm. Send resume to: P.O. Box 1092, Bloomfield Hills, MI., 48013

CLERICAL - SALES DEPT.
Part-time position (flexible hours) for individual with good Secretarial skills for 6-Person Sales Force; typing letters, quotes, some telephone communication & filing. Computer knowledge helpful. Apply in person, 9am-4pm:
Industrial & Automotive Fasteners
3200 W. 14 Mile
(at Coolidge), Royal Oak

CLERICAL WORKER needed in Redford TWP (Plymouth/Telegraph area) at new warehouse building. Light bookkeeping experience helpful. Typing & computer skills helpful. Interviewing a limited number of Pleasant working atmosphere. 11980 Dixie, 12noon-3pm Sunday

CLERK/FILE/MAIL
No experience necessary. Good salary & benefits. Reply to Box 306, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK
Traffic department seeks individual responsible for keeping track of driver's logs, data entry, truck routing. Good with details & able to work in traffic a plus. Send resume to: Traffic, Suite #107, 26584 Ford Rd., Dearborn Heights, Michigan 48127.
Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERK TYPIST
Entry-level position available in Livonia Branch office of Citizens Insurance Co. of America. Duties include general clerical with minimal typing & some public contact, communication skills important. Excellent benefits package