CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
New Clinic seeking individual with Medical background, excellent typing & phone skills. 474-7434

MEDICAL RECEPTIONIST for active family practice in western Oakland county. Minimum 2 yrs experience, good pay, great benefits, full or part time Call Marty at Lorenz 624-4531

MEDICAL RECORDS
BILL NO PROGRAM
10 weeks. Available at Schoolcraft College. Evening beginning July 18. Schoolcraft is an equal opportunity employer. Call 591-6400. Ext. 475.

MEDICAL SECRETARY
for surgeon. Rochester Area. Light medical transcription, basic office duties & computer typing. Refer-ences. Send resume to Box 9556 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia Michigan 48150

MEDICAL TECHNOLOGIST - part time experienced in HIV manual chemistry. Experience only. Redford Township 937-1190

MEDICAL TRANSCRIPTIONIST
Part time position available with medical complex. Manhattan Eye, Ear Nose Throat Center. 353-1155

MEDICAL TRANSCRIPTIONISTS
Hospital Services has full or part time positions available on our day or evening shifts. Must have 3 yrs experience to insure on our productive pay scale. We offer competitive benefits in both our St. Clair Shores or Troy offices. For interview call 771-4600

NURSE AIDES
Discover life's treasures through care for the elderly. Our expanding nursing care center is actively recruiting for the future with modern in-patient and well-appointed hearth, full & part time
• Flexible hours/days
• Competitive wages
• Fringe benefits
• Scholarship assistance for continuing education
• Certification
Come in for an interview
SAN JULIEN
CONVALESCENT CENTER
44401 HAYES & JOY DRIVE
BELLEVILLE, MI 48111
697-2511
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE AIDES
Full or part time Will train $4 an hour. Apply in person
CAMELOT HALL
NURSING HOME
25100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES - FULL TIME
Benefit package available
Home for aged, Farmington Hills area Call 851-9640

NURSE AIDES
Full-time and part-time, all shifts. Apply between 9am & 4:30pm at: Four Chaplains Convalescent Center, 25349 Joy Rd., Westland

NURSE AIDES WANTED for home health agency and private family placements. Fees paid by employer. Call 455-106

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.60/$5.10
FOR NEW HIRES
Growing niche 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 ASSISTANTS
Part time & contingent positions available. Come work for an employer who cares. Apply at:
University Convalescent & Nursing Home, 26550 Five Mile Rd., Livonia.

NURSE
for busy Suburban pediatric office. Full time, some Saturdays. Call between 9AM-4PM. 358-0420

502 Help Wanted Dental-Medical

NURSES AIDES
AFTERNOON & MIDNIGHT SHIFTS OPEN
Full time, experience not necessary. We train. See Carol or Joyce
NIGHTENGALE WEST
6365 Newburgh Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

NURSES ASSISTANTS
Part time days or midnights. For small nursing home in Plymouth. $4.05 to $4.15 an hour. 453-3989

NURSES - A.
MEDICAL RECEPTIONIST
Experienced in pediatrics. Good phone skills. Able to assist physician. Give injections & basic lab work. Computer knowledge not necessary, but helpful. Flexible hours. Salary commensurate with experience. Maple of Livonia. 542-5437

NURSING ASSISTANTS
Dynamic Nursing Assistants needed full & part-time for all shifts. Competitive salary, comprehensive Benefit Package including Health, Life & Dental Insurance. Lovely W. Bloomfield embassy. Call Mrs. Exford to schedule interview & tour.
Windermere Skilled Care Residence
641-1700

NURSING
ASSISTANTS
NEW CAREER LADDER PROGRAM
Apply in person.
MIDDLEBELT-HOPE
Nursing Center
29410 Cherry Hill
Westland, MI 48185

OD/GYN RECEPTIONIST
Mature, energetic individual needed full time for large medical center. Previous reception experience a plus. Call 348-8000, Ext. 325.

OPTOMETRIC OFFICE
Assistant/Dispenser. Great opportunity for person interested in an optical career. Knowledge of dispensing glasses & contacts helpful. Call for appointment. 858-2535

OR TECH
To assist opthalmologist in office & operating room. LPN or RN preferred. 569-4366

ORTHODONTIC ASSISTANT
Part-time, Wed & Sat. Experience preferred.
Contact Karen Weber 261-9696

ORTHODONTIC RECEPTIONIST & ASSISTANT
Growing progressive patient-oriented practice is searching for 2 versatile, self-motivated, energetic individuals. Salary commensurate with experience. Please call 261-4060

PART TIME position needed for Receptionist/Billing Clerk for Doctors' office. Perfect hours for college student. Evenings and Saturdays. Some experience preferred. We train in Insurance Billing. Salary based on experience. Call Joyce between 9am-4pm 335-4012

PHYSICAL THERAPIST AIDE
Full time position now available in Progressive Rehab Department. Flexible shift required with evening hours necessary. Please send resume/application to K. Erickson, PT., Woodland Medical Rehab Agency, 41935 W. 12 Mile Rd., Novi, MI. 48050.

502 Help Wanted Dental-Medical

PHYSICAL & OCCUPATIONAL THERAPISTS-With Michigan licensure or eligibility. Part time positions available for school service for those interested in working in a unique pediatric rehabilitation agency. The Detroit Institute for Children provides comprehensive outpatient care to disabled children. Use your therapy skills to help disabled children & their families. Contact Joyce Rayford or Kathy Keirn, Detroit Institute for Children, 5447 Woodward, Detroit MI 48202. 832-1100 An Equal Opportunity Employer

PHYSICAL THERAPY AIDE
To work part time week days, out patient Livonia practice, non-smoking, congenial Receptionist/Aide to Bob #604, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICIAN'S ASSISTANT/ NURSE PRACTITIONER
Busy primary care, Birmingham practice. Resumes to P. O. Box 12175, Birmingham, MI., 48012.

PODIATRY MEDICAL Receptionist for completed office. 30-35 hrs. per week. Lathrup Village area. Call 569-2103

RADIATION
THERAPY
TECHNOLOGIST
An excellent opportunity exists at Sinai Hospital of Detroit for Registered or Registry eligible Radiation Therapy Technologists. Candidates must possess certification from an accredited institution. These are a full time positions on the day shift.
We offer a competitive wage and comprehensive benefits package.
For immediate consideration, please forward a detailed resume to:
SINAI
HOSPITAL OF DETROIT
Employment Office - Dept. GTF
6767 W. Outer Drive
Detroit, MI 48235
An Equal Opportunity Employer

RADIOLOGY TECH - Full & part time, weekends included, benefits, northwest suburb. Call 10am-2pm, Mon-Fri. 348-3000, ext.302

RADIOLOGY
TECHNOLOGIST
Henry Ford Medical Center - West Bloomfield is seeking a registered Radiology Technologist for a full time, day position with rotating weekends. Previous experience as a registered Rad Tech is preferred. This position offers outstanding benefits & opportunity for professional growth. Qualified applicants may contact Denise Stevens at
HENRY FORD MEDICAL CENTER
6777 W. Maple Rd
West Bloomfield, MI 48322
Equal Opportunity Employer M/F/H

RECEPTIONIST - FULL TIME
Mature, motivated self starter for busy medical office. Medical terminology & exposure to insurance processing preferred. Send resume to 30840 Northwestern Highway, Ste 100, Farmington Hills, MI, 48018.

502 Help Wanted Dental-Medical

RECEPTIONIST/ASSISTANT
For Opthalmology Department. Full time for busy medical center. Experience preferred, but not necessary. Call 348-8000, Ext. 325.

RECEPTIONIST (EXPERIENCED) needed for busy Urology Office. Full benefits. Apply at Urology Associates, PC, 17100 W. 12 Mile Rd., Southfield, between Beech Ham.

RECEPTIONIST
MEDICAL ASSISTANT
MEDICAL CLERK
For family physician's office in south Redford area. Full & part time. 561-6399

RECEPTIONIST - Part time
Busy Dermatologist's office, in Southfield. 12 Mile & Telegraph area. Pegboard & insurance knowledge a must. Ask for Karen. 353-0880

REGISTERED EXPERIENCED
Full or part time. Wanted immediately. Call Pat. 542-0100

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN II) and Nurse Supervisors of resident care staff on an 8 hour shift (RN II). 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/$28,518 year or $15.05 hr./$31,304 year. Additional $0.75 for afternoon and midnight shifts. Excellent fringe benefits. If interested call Mrs Dixon, RN for more information at 349-1800, ext 231.
An Equal Opportunity Employer

REGISTERED NURSE
Part time/midnights. Must have current RN license by State of Michigan with substance abuse experience desired. Send resume/apply:
BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
313-227-1211
An Equal Opportunity Employer

REGISTERED X-RAY TECHNICIAN
Full time. Garden City Clinic. Position available August 1. 421-7474

REWARDING OPPORTUNITY available, full time in large medical facility. Receptionists, Cashiers, MA's, LPNs and RNs needed in the following areas - Allergy, Cardiology, Gastro, Internal Medicine, Surgical & Urgent Care. Excellent benefits, flexible hours. 348-8000, Ext. 325.

RN
DIRECTOR OF NURSES
Large local independent certified home care agency looking for a dynamic, career oriented individual with a minimum of 3 yrs. supervisory experience. Must have a good working knowledge of the medicare "conditions of participation requirements". Educational requirements - minimum baccalaureate degree. Individual selected will be directly responsible for the supervision of the day to day operation. Salary commensurate with experience. Excellent bonus & fringe benefit package. Please send resume to:
Mike Calloway, President
METROSTAFF Home Health Care
28500 Southfield Road
Lathrup Village, Mich. 48076
557-8700
"Serving Metro Detroit Area Since 1958"

RN - MIDNIGHT SHIFT
Full time position available in skilled nursing facility for RN interested in the challenge & rewards of Geriatric Nursing. Excellent salary & benefit program. Shift hours 11:00PM-7:30AM every other weekend. Salary & benefits program. Apply at University Nursing Home, 26550 Five Mile Rd., Livonia

427-6270

RN OR LPN - Temporary position available, 2-3 months for emergency phone triage. Excellent hourly salary. Day time hours. Send resume to: Jill Shoches, 41935 W. 12 Mile Rd., Novi, MI., 48050

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

502 Help Wanted Dental-Medical

RN
Part time position available for outpatient hemodialysis facility. Day shift, no weekends. Hemodialysis experience not required, training provided. Call: Linda Lowenberg at Washtenaw Regional Dialysis Center, Inc. 434-4680

RN-REFERRAL Center Coordinator for home care agency. Communication & organization skills a must. Hospital or doctor office experience preferred. No home care experience. Home Health Care of Metropolitan Detroit. 354-2990

RN'S
"Be a Special Nurse"
IMMEDIATE OPENINGS
We will train you to be a visiting angel in your home. ICU or Public Health nursing experience required. Flexible hours, per visit rate & mileage.
WESTSIDE DETROIT & SUBURBS.
METROSTAFF
Home Health Services
557-8700

RN
Skilled nursing facility needs one special RN for day shift. Supervisors of resident care staff on an 8 hour shift (RN II). 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/$28,518 year or $15.05 hr./$31,304 year. Additional $0.75 for afternoon and midnight shifts. Excellent fringe benefits. If interested call Mrs Dixon, RN for more information at 349-1800, ext 231.
An Equal Opportunity Employer

RN's/LPN's
Earn top pay!
Rochester Area
High tech adult home care case load. Experience preferred. Part time and weekend day shift available immediately. Orientation provided. Call today.
Troy
680-6828

ST. CLAIR
PROFESSIONAL
MEDICAL SERVICES
A health care partner
of St. John Hospital
An Equal Opportunity Employer

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 bonus plan. Call for appointment. Mrs. Folosak, RN. 522-1444.
522-1444

RNS & LPNS NEEDED
Excellent pay. Please call Staffing Network at JCL - Fri. 547-9333

RN'S & LPN'S
Now accepting applications for staff positions. New pay scale, lovely working environment. Call Mrs. J. Harding RN Director of Nursing, Medicare Rehabilitation Center. 257-8450

RN'S-MED SURG-ICU
Sign on bonus (bring this ad). Livonia hospital needs you now! All shifts open. HCP, LTD. 357-7060

RNS - MED SURG
$14.50 to $18.75
Dearborn area
HCP, LTD 357-7060
Dearborn office 553-0058

RNs or LPNs
Full and part-time positions. Flex hours. All shifts. Call for appointment weekdays 7am-4pm. Wayburg Care Center. 476-8300

R.P.T. - PART-TIME
Position open in 184 Bed skilled nursing facility for Registered Physical Therapist. 20 hours per week, 8am-12 noon. Must be self-motivated individual interested in working with the Elderly & have knowledge of LTC Medicare rules & regulations. Contact or send resume to: Kay Hunter - Administrator, University Nursing Home, 26550 Five Mile, Livonia, MI. 48154; or call 427-8270

SECRETARY
for Medical office in Troy. Good typing essential. Salary negotiable
362-2525

SPEECH PATHOLOGIST
Full time Speech Pathologist needed for outpatient day treatment program in Troy. Experience with traumatic brain injured preferred. Must have strong background in cognitive retraining, working with an interdisciplinary team, and with treating clients in group situations. Contact: Karen Brink, 524-2650

SURGICAL OFFICE seeks front office assistant for billing and reception duties. Computer experience and all phases of medical billing preferred. Please send resumes to Box 584 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WE ARE in need of caring people to add to our staff. In addition to our good benefit package, we are now offering short rates for continuing education and experience - classes for the inexperienced. Apply in person:
MIDDLEBELT NURSING CENTER
14900 Middlebelt, Livonia

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK
Experienced, computer knowledge helpful, but will train. 24-32 hours weekly. Please send resumes to: Salesformer Detroit, 23800 Research Dr., Farmington Hills, MI 48024. Attn: Rosemarie Rosenthal. Phone calls
Equal Opportunity Employer M/F

ACCEPT
OUR
INVITATION
J Martin extends a warm welcome to all console operators - data entry clerks - key punchers - verifiers - typists & word processors. You will be treated courteously & paid well because you're worth it!
J Martin
Never a Fee
474-8722

ACCOUNTANT/
INVENTORY CONTROL
Responsible for maintenance of computerized inventory records & reconciliation with actual inventory on hand & general ledger balances at month end. We also be involved in systems changes & inventory costing. Send resume including salary history to Microtek Inc., 11878 Market St., Livonia, MI 48150. Attention: L. Hocking - OIC

ACCOUNTING ASSISTANT
Growing W. side Detroit distributor needs experienced person with initiative for computerized A/P, Lotus & other accounting tasks. Send resume to: Box 806 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK/TYPIST
for Livonia manufacturing publishing company. Some experience necessary. Computer & general sales, office duties. Call Carmen. 477-8600

AD AGENCY SECRETARY
Exciting position immediately available for sharp, motivated self-starter. Word processing, data entry, light bookkeeping, shorthand and receptionist skills required. Send resume to: Oberlin & Co., 32300 Northwestern Hwy., Suite 135, Farmington Hills, MI., 48018.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Permanent Opportunity for person to do various office functions. Must be well organized, good with figures. B Mate/Lehser area. Mr. Carr 353-0160, ext.471

ACCOUNTING CLERK
Full-time position available with Southfield insurance company. Typing 40 wpm, computer literacy a plus. Mail resumes to: P. O. Box 300, Southfield, MI 48037 or fax 353-3311, Ext. 217

ACCOUNTING CLERK/Data Entry
Fast paced fast growth company seeks accounting clerk with data entry experience. Good typing skills required. Send resume: Box 656, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Accounting Clerk for Troy advertising agency. IMS computer, bookkeeping/cashiering experience helpful. Send resume with salary requirements to: 755 W. Big Beaver, Suite 2505, Troy MI 48084. Personnel Department. 362-5799 An Equal Opportunity Employer

Accounting/
Statistical
Clerk
Tech Cor, Inc., a subsidiary of Allstate Insurance Company, has an entry-level position available for an Accounting/Statistical Clerk.
Qualified applicants must have 1 or more years of Accounts Receivable, Accounts Payable bookkeeping and/or statistical experience preferred. Must possess strong figure aptitude, strong communication skills and be detail oriented. Any college accounting courses a definite plus.
We offer an excellent starting salary and benefits package that includes Group Life/Health Insurance, Dental Plan, Sears Profit Sharing, Sears Discount and tuition reimbursement. For consideration, please call or send resume to:
Gary Lisowski
946-6490
Tech Cor, Inc.
A Subsidiary Of
Allstate Insurance Co.
28701 Hiddebrandt
Lathrup Village, MI 48076
Equal Opportunity Employer M/F

ACCOUNTS PAYABLE
Full time position with Livonia firm for detail minded person with 3 yrs. experience. CRT experience helpful but not required. Send resume & salary requirements to Mr. Penn, CN 3335, Livonia, Michigan, 48151.
An Equal Opportunity Employer

Accounts Payable
Clerk
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills, Michigan has an opportunity for an entry level payables clerk. Responsibilities include checking invoices, coding bills, telex, data entry & special projects. Typing 10 key & CRT experience required. Call Joanne Pesta 851-9600, ext. 109 to schedule an interview.

ACCOUNTS PAYABLE CLERKS
Immediate openings for high school graduates with some clerical experience not necessary but must be accurate and conscientious. Duties include matching vendor invoices to receiving tickets and purchase orders and posting information to voucher tickets for entry into accounts payable system. If interested please stop in weekdays 9am - 4pm and leave an application for consideration.
HANDLEMAN COMPANY
500 Kirts Blvd, Troy
(1st. stop light N. of 15 Mile, W. of Livernois)
Equal Opportunity Employer
Male/Female/Handicapped/Vet

ACCOUNTS RECEIVABLE, invoicing clerk. 2 years computer experience required. Send resume to: 5433 Miller Rd., Dearborn, MI 48126

ADMINISTRATIVE ASSISTANT for fast paced Birmingham financial planning/finance firm. Type 50wpm. Computer & insurance experience. Call for appt. 258-5099

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

ADMINISTRATIVE ASSISTANT
To Director of Marketing for an investment firm. Very organized, detail oriented person. Experience with Macintosh helpful. 25 hours per week. Ask for Miss Keeling. 335-9400

ADMINISTRATIVE Assistant Secretary to potential. Part time, 20 hours per week to start. Must be experienced in word processing and IBM PC skills plus general office duties. Farmington Hills area resident preferred. Send resume to: Parker Mart Publications, 29613 Pond Ridge, Farmington Hills, MI., 48018.

ADMINISTRATIVE ASSISTANT - needed for rapidly growing Birmingham retail establishment. Typing, word processing and excellent communication skills necessary. An excellent opportunity for those seeking challenge and personal growth. Salary commensurate with experience. EOE. Qualified persons send resume to: The Grandmotherly Idea, 3. Woodward, Birmingham, MI 48009.

ADMINISTRATIVE ASSISTANT
seeking a sharp, well organized Administrative Assistant to support the director and a team of software educators. Must possess excellent communication skills, enjoy public contact and be able to work with minimum supervision in an unstructured environment. Machine dictation and experience with Word Perfect and Lotus a plus. Salary commensurate with experience. Please call Kaye. 353-3300

ADMINISTRATIVE - assistant for Troy corporation, some knowledge of word processing, some micro computer experience helpful. Will handle correspondence & some switchboard. 519-520-0000

SECRETARY-WORD PROCESSOR
for Troy Fortune 500 company, type 55 wpm, will work for VP of finance. $19,720

NEVER A FEE
Paid vacation - holidays
Medical benefits
Students - housewives
Retirees welcome
Livonia • 462-2240
UNIFORCE
S'THFLD B'HAM
357-0334 540-7000

ADVERTISING AGENCY
Secretarial & copy typist positions available. Must be 50wpm. Will work processing experience a plus. Excellent phone manner & organizational skills. Some overtime. Tel Twelve area. Call Nancy Newman 948-8170
An Equal Opportunity Employer

AUTOMOBILE DEALERSHIP
Immediate opening for a full time employee. Duties include general office work and Cashiering. Hours are 12-8pm Mon-Thurs. 9am-6pm Fri. Good benefits available. Apply in person at: Jack Cauley Chevrolet, 7020 Orchard Lake Road, West Bloomfield.

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Major supplier to OEM's seeks highly motivated individual with positive attitude and ability to work well with people at all levels, as Administrative Secretary to Vice President. Responsibilities include: experience in similar position, ability to organize, prioritize and meet deadlines, excellent oral & written communication skills to include correspondence composition & transcription from dictation, typing, computer, office procedures, travel arrangements, appointment and meeting scheduling, file maintenance & other general office duties. High school graduate with some additional business education. Excellent benefits, competitive salary commensurate with experience. Non smoking environment located in new Tech Center building. Minimum 12 data & related. Qualified candidates send resume to Vice President, Automotive OE Division, P.O. Box 489, Novi, MI 48050
An Equal Opportunity Employer
Affirmative Action Employer

ARE YOU INTERESTED in being more than a Receptionist. Must be accurate in your work, typing skills required. Call Lori between 9AM-1PM, at 538-0744

ASSISTANT BOOKKEEPER
for Government-subsidized Housing (Section 8 236). Experience preferred. Apply in person, 9am-5pm, Mon-Fri: Kirkpatrick Tower, 24300 Civic Center Dr., Southfield

ASSISTANT-RECEPTIONIST
Needed for a growing chiropractic office. Looking for ambitious, career-oriented individual who enjoys dealing with the public. Unusual growth opportunities available. Previous chiropractic experience helpful, willing to train an out-going motivated individual. Benefits-full time. Apply in person, Mon. Tues. Wed. Fri. 9am-1pm Or Mon. Wed. Fri. 3pm-7pm at: 27448 W. 7 Mile Rd., Livonia

ATTENTION
● CLERK
● SECRETARIES
● WORD PROCESSORS
● RECEPTIONISTS
● DATA ENTRY OPERATORS
MGM Office Services can put your knowledge to use. We offer competitive hourly wage, benefits & holiday pay. Why wait? Call now for an appointment
MGM
Office Services
474-7766

KNIGHTS INN
now accepting applications for:
NIGHT AUDITOR
Apply Mon. thru Fri., 8 to 4.
4126 Fernal St., Canton.
No calls please.

AUTO COMPANY
seeking skilled clerical help. Word processing in DEMAND
MultiMate
WordPerfect
Zorox 860
and more
or will train qualified applicants.
PARTNERS
IN PLACEMENT
SOUTHFIELD: 827-4213

AUTO DEALER
Fast Clerk & service cashier for busy Southfield Dealer. Must work well with public & be able to work with people of all personalities. Call Fred Sandi, at Tamarott Dodge, 544-6600

BILLING/ACCOUNTING CLERK
Division of Fortune 500 Company, located in Birmingham, has immediate opening for billing clerk. Duties include invoice preparation, verifying accounting documents and other clerical duties. Qualified candidates must possess good organizational skills. Pleasant compensation and fringe benefits. Send resume including salary requirements to: Box 578, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING & WORD PROCESSING OPERATOR/Legal Secretary Trainee Wanted for Bloomfield Hills Law Firm. Word processing experience necessary. Phone Denise at
858-2443

BIRMINGHAM AD AGENCY
needs Secretary/Media Assistant. (2) years Agency experience & good secretarial skills required.
Call Judy. 644-7580

BIRMINGHAM real estate office needs responsible person for Receptionist Secretary. Good typing & pleasant phone manner. Call Sandy at 851-2600
An Equal Opportunity Employer

BIRMINGHAM REAL ESTATE office needs mature responsible career oriented individual who is a self starter to fill full time administrative position. Real estate background preferred-not essential. Duties include excellent phone, typing, light bookkeeping & general office skills. Hours Mon-Fri. 8:30am-4:30pm. Interested parties please call
Jim or Marilyn 540-9700

BOOKKEEPER - entry level position for a Livonia accounting office. Will train on computer. Some experience plus. Send resume to:
Box 635, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experienced bookkeeper needed for busy Livonia office. Must be able to run all invoices in am.
858-4455

BOOKKEEPER for Southfield ad agency. Computer & accounting experience required. Good benefits. Send resume to box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
For general accounting in Novi area. Accounts payable and billing. Computer experience. Send resume to box 840 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full Charge. Experience in all areas of accounting. Must be a self starting person with good accounting background. Non-smoking environment.
Call Mr. Yoder
Coles Corp., 377 Amelia St., Plymouth, MI 48170.

BOOKKEEPER
Full charge through trial balance, for manufacturing company. Responsible for all bookkeeping functions, including payroll taxes. Knowledgeable in computer. Compensation commensurate with experience. Excellent benefits. Plymouth/Canton area. Call Ron for an appointment. 455-7755

BOOKKEEPER
Full Charge
Knowledge of general ledger, preparation of monthly financial statements, payroll tax returns, etc. Computer experience desirable. Excellent opportunity for ambitious individual for employer located in Farmington Hills. Send resume to Personnel Box 394, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
for Birmingham Restaurant Corporation. Excellent fringe benefits.
Call Diane. 642-1580

BOOKKEEPER, FULL CHARGE through Trial Balance. Computer and Lotus knowledge helpful. Send resume to: Wellbridge Industries, 1780 Maplelawn, Troy, Mich., 48084

BOOKKEEPER
Minimum 2 years experience. Responsible for complete accounting functions of stock & bonds portfolio for an investment company. Must have computer experience. Send resume to: P. O. Box 300, Southfield, MI 48037

504 Help Wanted Office-Clerical

BOOKKEEPER
FULL CHARGE
Growing medical managed care administrator looking for individual with strong diversified bookkeeping skills to handle all books including government payments to include tax reports. Requirements include at least 5 years experience and familiarity with computerized accounting systems. Use of LOTUS a definite plus.
Compensation commensurate with qualification. Excellent fringe benefits. Applications may be completed on site or journey call O. Page at:
MedView, Inc.,
30057 Orchard Lake Rd., Suite 200
Farmington Hills, MI., 48018
Telephone: 851-0700

BOOKKEEPER NEEDED for position in Troy CPA firm tax department. General ledger & tax return preparation. Reply to Box 612 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part time
Southfield CPA firm, flexible schedule, approximately 24 hours per week. Must be capable of all month-ly accounting duties, thru financial statements. Please send resume to
Follmer Frankel & Co.
30215 Southfield Road
Southfield, MI. 48076

BOOKKEEPER
Part-time position, flexible hours, in non-smoking corporate office. Experienced through trial balance & payroll taxes. Salary commensurate with experience. Send resume to
Kanter Construction Co.,
10700 Capital Ave.,
Oak Park, MI 48237
Attn: Treasurer

BOOKKEEPER position available in accounting department of large local/CPA firm. Minimum 2-3 years experience in posting, thru trial balance and payroll taxes. Flexible hours. Send resume to: Ursula Scroggs, 30011 W. Big Beaver, Suite 520, Troy, MI., 48084.

BOOKKEEPER - Responsible non-smoker for one person office. Accounts payable/receivable, and computer knowledge a must. Good typing and communication skills necessary.
855-5014

BOOKKEEPER/
RECEPTIONIST
Experience required. Typing & misc. duties. Computer knowledge helpful. Must be self-motivated, able to make decisions & like varied work. Send resume to: 528 N. Pontiac Trail, Suite 175, Walled Lake, Mich. 48088

BOOKKEEPER/SECRETARY
Must be familiar with Macintosh computer, Birmingham area.
Please call 642-1775

BOOKKEEPER
thru trial balance, payroll taxes, typing, etc. After 10m. 352-4347

BOOKKEEPER/TRAVEL AGENCY
Birmingham travel agency seeks bookkeeper with 2 to 3 years of experience. Must have ADS experience. Salary commensurate. Include resume & salary history to Box 578, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER
With medical office experience, full time Livonia. Call:
522-1910

BOOKKEEPING ASSISTANT for fast paced office in Berkley. We are looking for an organized, efficient person to oversee our Accounts Receivables. Some experience will be helpful. Full or part time. Please call
541-2425

Bookkeeping
Partial Listing of Positions

ACCOUNTS PAYABLE - Suburban & Downtown firms seek respons ible individuals for accounts payable. Must have prior accounts payable experience in computerized environment. Immediate availability a plus. Excellent opportunity.

FULL CHARGE BOOKKEEPER - Controller of West Suburban manufacturing company seeks assistant. Ideal candidate will have 8-10 years experience thru financial statements, knowledge of LOTUS and IBM mini's. Great benefits!

HALF
Robert Half of Michigan, Inc.
26588 Northwestern Hwy. - 8250
Southfield, MI 48034
358-2300

CAN YOU
SMILE OUTLOUD?
Front desk position requires your friendly phone manner & typing of 50wpm. Previous experience a must. If you are interested in this long-term position, call us today. We are willing to hear your smile. Suburban & downtown locations available. Salary $13,510,000 plus benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
SOUTHFIELD 353-0505

CAREER OPPORTUNITY
Call Leslie at 548-1900

CASHIERS NEEDED, full and part time positions available. Must apply in person. Airlines Parking, 8325 Merriman Rd. Romulus.

CHURCH SECRETARY
Wanted to work 20 hrs. per week. Prefer someone with church office experience. Send resume to: Riverside Park Church Of God, 11271 Newburgh Rd., Livonia, Mich. 48150 or call afternoons: 464-0990

CLAIMS PROCESSING CLERK
Data entry experience and good organizational skills needed. Day time position in Farmington. Call after 6 days. Send resume to: Ms. Rhodes, 41935 W. 12 Mile, Novi, MI., 48050.

Clerical Assistant -
A position is available for experienced part-time (30 hours) clerical assistant in our sales office located in Southfield.
Responsibilities include handling incoming and outgoing phone calls, assisting sales reps with order entry, plant and customer contact, typing and filing.
Candidates should have high school education and be familiar with office procedures. Good verbal and written communication skills are essential, as is accurate typing (50 plus WPM).
For interview appointment, please phone Betsy at:
Moore Business Forms, 827-8805

CLERICAL/DATA ENTRY
Must possess computer experience, good communication & typing skills, and aptitude for detail work. Light Receptionist duties. For Southfield CPA firm. Knowledge of processing tax returns helpful.
Reply to: Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Full or Part-time -
Typing & phone skills only 48 hrs for Krause Bros. Construction Inc., Redford. Please call: 532-4330

CLERICAL
Full time position available for dependable, reliable individual. Typing, bookkeeping & multiple clerical duties.
353-5340

504 Help Wanted Office-Clerical

SCHLUSSEL, LIFTON, SIMON, RANDS, GALVIN & JACKIER, P.C.
PARALEGALS
Due to expansion and existing paralegals attending law school this fall, Schlussel, Lifton is seeking experienced paralegals in the areas of business reorganization litigation, personal injury, medical malpractice and real estate. Salary commensurate with experience. All applications and inquiries should be directed to:
MR. DOUGLAS E. BUSBEY
MANAGING PARTNER
SCHLUSSEL, LIFTON, ET AL
29201 Telegraph Rd., Suite 500
Southfield, MI 48034-1331

504 Help Wanted Office-Clerical

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.

Secretary
REGIONAL
SECRETARY
Western Publishing Company, a leading publisher/printer, is seeking a secretary for our West Bloomfield office. Successful candidate must have excellent typing skills and good communication and organizational skills. Proficiency in LOTUS 1-2-3 and Word Perfect, or equivalent, required. Position offers competitive salary, many company benefits and pleasant working conditions. Send resume including salary requirements in confidence to:
WESTERN PUBLISHING
COMPANY, INC.
Department JB
7091 Orchard Lake Road, Suite 210
West Bloomfield, MI 48322-3609
An Equal Opportunity Employer

EXECUTIVE
SECRETARY
Chief Operating Officer of a large organization is seeking a mature, professional Executive Secretary with a minimum of 10 years senior level secretarial experience. Business college or university education a plus.
Advanced level shorthand (100 wpm) & typing skills (65-70 wpm) are required. Strong ability to interact with top-level professionals within and outside the organization, experience in a fast-paced/high-volume operation. Candidate must find it easy to react quickly & precisely to varied situations & requests. In addition, the position requires outstanding organizational skills as well as the ability to deal with confidential material. Individual must be able to work independently; a "self-starter."
We offer a competitive salary, complete benefit package and an excellent working environment.
If you meet these qualifications, send a detailed resume along with a cover letter highlighting your background in complete confidence to:
EXECUTIVE SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI 48037

Kelly Services
Office Automation
Job Board
If you need work right away,
take a look at what Kelly Services has to offer in your field.

Word Processing Secretaries

Two week assignment for Director of Marketing. Digital Centrale desired; will train.
Call Marie
Farmington
471-2050

6 month assignment for dept. manager in mortgage corporation. Need Lotus and Multi-Mate.
Call Jane
Southfield
352-5220

Long term assignment for Personnel Director at major corporation in Auburn Hills. Display-Write 3, Microsoft Word & Lotus 1-2-3.
Call Janet
Rochester
852-8800

Two week assignment for dept. manager in Birmingham. Word-Perfect PC with mailing system. Receptionist area.
Call Roseann
Bloomfield Hills
642-9650

Two week assignment beginning 7/18 for Product Planning & Development Department in Ypsilanti area. NBI experience necessary.
Call Amanda
Ann Arbor - 761-5700

PC Secretary

Long term assignment for Fortune 500 company. Experience on DisplayWrite 3 or 4.
Call Kate
Troy
362-1190

Data Entry Operator

Three day assignment in Plymouth area. DisplayWrite 3. Answer 2-3 phone lines, distribute mail, typing.
Call Betty
Livonia
522-4090

KELLY SERVICES
The Kelly Girl People
Find an agency career in Sec. An Equal Opportunity Employer M/F/H
U.S. law requires all applicants to show proof of identity and right work in the US