502 Help Wanted Dental-Medical

R.N. - PEDIATRICS
Current opening for an R.N. to work in our Pediatrics Dept. at our Warren Health Center. One year pediatrics experience in an ambulatory care setting preferred. B.S.N. preferred. If interested, send resume to:
SELECT CARE
- Manager Employment Relations
363 W. Big Beaver, Troy, MI., 48084

R.N. for HOME HEALTH CARE for Wayne County. Full/part-time. 1 Yr. Med-Surg experience & strong assessment skills. Day-time hours. Flexible work schedule. Training available. Benefits. 451-2255
An Equal Opportunity Employer

SPEECH/LANGUAGE PATHOLOGIST
OCCUPATIONAL THERAPIST
and/or PHYSIOTHERAPIST (1/2 time)
Inpatient neuro-rehabilitation program is seeking therapist professionals to become part of our exciting interdisciplinary treatment team. We provide an intensive & comprehensive treatment program & offer a full continuum of services. For confidential consideration send resume with letter of interest to:
Cindy Harrison, The Neurorehabilitation Center, 31320-A Northwestern Hwy, Farmington Hills MI, 48018

X-Ray Technician
Henry Ford Medical Center - northeast latchkey has a part-time and full time position available for a Registered X-Ray Technician. Benefits are available. Applications must be available to work alternating weekends. EOE/AA. Please call Susan at 247-2938
An Equal Opportunity Employer

X-RAY TECHNICIAN
32 plus hours. Livonia area. 281-3290

504 Help Wanted Office-Clerical

SR. ACCOUNTANT - Southfield firm is seeking an individual possessing an advanced degree in accounting & accounting experience thru "full charge" bookkeeping level. Duties include all payroll tax return preparation, payroll, general ledger & reports & familiarity with computer systems also required. Internal audit experience helpful. We offer an excellent salary & benefit package. Send resume & salary requirements in confidence to Accountant - PO Box #451, Lathrup Village, MI 48076

ACCOUNTANT
An expanding west side manufacturer seeks a motivated Accountant to become Corporate Controller. Thorough knowledge of computerized general ledger & cost accounting required. An excellent opportunity for a detail oriented individual exposure to fringe benefit administration, pension administration & corporate tax planning. Competitive compensation & benefit package available. Send resume to:
Box 866, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANT/BOOKKEEPER
Full time position in Oak Park area. Experience required to handle monthly accounts & bookkeeping of small business clients including preparation of computerized trial balance, ledger, financial statement & payroll taxes. Non smoking environment. Call 398-7306

ACCOUNTANT
Farmington Hills CPA Firm has opening for an individual with 3-5 public accounting experience with ability to solve problems, prepare 1040 & tax matters. Lotus & Micro computer knowledge. Excellent pay and salary & benefits. Send resume to: CPA 5, 32783 Middlebelt Rd., Farmington Hills, MI 48018

ACCOUNTANT
Growth oriented co. in the real estate industry, is seeking an experienced individual with computer skills. Position reports directly to controller. Salary and benefits commensurate with ability. Please send resume to: Ms. Cheryl Hoisington, Solomon Investment Group, 32000 Northwestern Hwy., Suite 220, Farmington Hills, MI 48018

ACCOUNTING CLERK, For Plymouth CPA. 459-2004

ACCOUNTING CLERK
Full-time position available with Southfield office. Applicant must have avg 40 wpm computer familiarity & plus Lotus. Apply to P.O. Box 300 Southfield, MI 48037 or call 353-3319 Ext. 217

ACCOUNTING/DATA ENTRY
Temporary position. Professional office environment. Downtown Birmingham area. 642-8444

ACCOUNTING/ DATA ENTRY

You'll enjoy our friendly, good pay & data entry skills could earn you a position with this dynamic expanding Farmington Suburb. Full benefits & salary. Call today.
353-6242 Ask For Judy
PERMANENT STAFF
Southfield 353-0505
Farmington Hills 737-5750

Accounting Office Immediate Openings

Livonia accounting office seeking persons experienced in general office & accounting duties. Opening for tax clerk. Opening for employee benefits administrator. Benefits are necessary. Only those who enjoy working with numbers and are accurate and neat need apply for these permanent positions. Benefits include medical, dental & life insurance. Qualified applicants send resume and salary requirements to: Box 862, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING SECRETARY
$16,000
A small office is offering an excellent opportunity to use your typing and accounting skills. Must have experience & plus. Fee paid. Benefits. Call Eileen at 353-2090.
After 3 P.M. Appointments Available
SNELLING & SNELLING

ACCOUNTS PAYABLE CLERK
Full-time position available in our Southfield office. Must have minimum 1-2 years accounts payable experience. Excellent math ability & 10 key calculator skills necessary. CRT experience a plus. Excellent benefits. Salary to commensurate with experience. Send resume including salary requirements to Ann Marie, Personnel P.O. Box 5091, Southfield, MI 48086

Accounts Payable

Looking for a pleasant company to work for? Major distribution company in Troy area has immediate openings. 1-2 year experience in computerized accounts payable. Call Marie Hick & Dodge a plus. Immediate availability. Salary DOE.
Robert Half of MI, Inc.
28588 Northwestern Hwy., #250,
Southfield, MI 48034
358-2300

ACCOUNTS PAYABLE CLERKS PART TIME

Highland Superstore is one of the largest and fastest growing Electronics & Appliance Retailers in the nation. Within our expanding Merchandise Accounting Department, we have immediate openings for part time Accounting Clerks. Ideal candidates will possess 6 months applicable experience in an Accounts Payable environment required. Knowledge of inventory procedures, accounting courses and cost accounting experience a plus.
We offer a competitive salary and part time benefits which include pro-rated vacation, sick and holiday pay, profit sharing and 401K. Please send your resume or apply in person to:
HIGHLAND SUPERSTORES
Human Resources Dept. - AD
908 N. Sheldon Rd.
Plymouth, MI 48170
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Property management company in Farmington Hills. Salary commensurate with experience. Benefits. 855-1080

ACCOUNTS RECEIVABLE
Property management company in Farmington Hills. Salary commensurate with experience, benefits. 855-1080

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE/Billing Department. Full time position in Southfield Area. Accounting ability a must. Send resume to M. Morris, 18250 Northland Dr., Ste. 12, Southfield, MI. 48075

ACCOUNTS SPECIALIST
Major financial service company is seeking entry level candidate for an immediate opening as an accounts specialist in its Consumer Credit Division. Duties include: processing loan applications, responsibility for loan disbursal settlement, contacting customers in person, by telephone or mail, performing general clerical duties & acts as office receptionist. Must have good typing & communication skills. Good starting salary, excellent company benefits. Call for an appointment 591-6160
Or apply to: Susan Miller/Bayer, 26777 W. Six Mile, Suite 106, Livonia, Mich. 48152
An Equal Opportunity Employer

AD AGENCY SECRETARY
If you like an interesting active work environment, you will love this phone position with a well known company. Good typing and communication skills for this $16,000 to $18,000 be paid Berkshire! 353-2090.
After 5 P.M. Appointments Available
SNELLING & SNELLING

ADD YOUR SMILE TO OUR SERVICE & WHAT DO YOU GET?
SUCCESS
Our placement coordinators are friendly, helpful & open. Call today! Work Prospects, Secretaries, Computer Operators, File Clerks, call:
J Martin Temporaries
38215 10 Mile Rd. between Halsted & Haggerty, Farmington Hills (next door to Wendy's)
474-8722

ADMINISTRATIVE ASSISTANT - Troy location - full time, Mon. thru Fri. 8:5-4:30, benefits, previous office experience helpful, but not necessary. Duties to include preparing backup of related policy renewals, back up of other administrative assistance with in the department. Typing & processing the actual renewal documents or certificates. Call in advance & send resume, detail duties. Must be able to deal with a repetitive work load. Applications available at PHW, 2100 W. Big Beaver, Troy, MI. 48084

ADMINISTRATIVE ASSISTANT
Good clerical skills, experience in multi-housing preferred.
Call for appt. 644-3800

ADMINISTRATIVE Secretary: Manchoff food service at Botsford Hospital. Medical terminology, word processor, payables and PC. 30 to 35 hours per week. Please call Ann at 471-8205

ADMINISTRATIVE Secretary: Immediate opening. Must have work processing and computer knowledge. Good communication skills. Small office environment. Salary commensurate. Send resume to Attention Operations Manager, 1200 W. New Mexico Road, Farmington, MI. 48024.

ADMINISTRATIVE ASSISTANT
For general office duties. Accurate typing required. Computer knowledge helpful. Non-smoking office in Westland Hills. Send resume and salary requirements to Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
America's largest full service real estate company seeks experienced mature administrative assistant with good organization, communication & correspondence skills. Word processing & shorthand a must. Salary commensurate with experience.
Call Martha 737-9323

ADMINISTRATIVE ASS'T
Well groomed, self motivative Assistant for Senior Account Manager in Southfield office of Farmington Hills. Must be able to handle heavy work load with some overtime & possible travel. Required, excellent letter composition with proper formatting & typing skills, filing, organizational skills, and word processing using Word Perfect a must. Send resumes to:
JMP, 31500 Northwestern Hwy., Farmington Hills MI 48018

ADMINISTRATIVE ASSOCIATE
Immediate opening for front desk receptionist/administrative support person. - Responsibilities include word processing, word processing (Word Perfect experience preferred), maintaining confidential sales information. Provide administrative and product support necessary for smooth functioning of a sales facility for a public-held company.

Prefer 2 yrs college, and/or 2-3 yrs experience in business. Strong communication, interpersonal, and organizational skills.

Excellent salary & company benefits.

Send resume by Aug. 8, 1988 to:
Personnel Department
Brown Schools
255 East Brown St./Suite #200
Birmingham, MI., 48009

ADMINISTRATIVE SECRETARY

Greenfield Health Systems Corporation, a multi-hospital oriented company which offers a competitive salary and excellent benefits package (including tuition reimbursement), is seeking an experienced professional secretary to act as the "right hand" to executive staff.

Applicants must possess excellent communication skills (written & verbal), organizational skills, and proficiency in typing with at least 3 years of professional secretarial experience. Experience in word processing is required (NBI preferred). Lotus experience is a plus.

Please send salary requirements and resume in confidence to:
Michele Solomon
GREENFIELD
HEALTH SYSTEMS CORP.
31780 Telegraph - Suite 200
Bloomfield Hills, MI 48025

ADMINISTRATIVE ASSISTANT - Computer order entry & inventory control for lumber wholesaler - highly organized person with attention to detail, full time, full benefits. Send resume to: Lyn, Weyerhaeuser Co., 1550 Superior Parkway, Westland, MI 48185.

ADMINISTRATIVE ASSISTANT-Fast paced Bloomfield Hills advertising agency, a bright, energetic person better to fill full time administrative assistant position. Computer experience & pleasant phone voice a must! Send resume to: P.O. Box 2002, Bloomfield Hills, MI 48303 or contact office manager, 332-3060

ADMINISTRATIVE SECRETARY
Opportunity for a self-motivated person to work for executive recruiter. Answer phones & work with IBM PC and Laser Jet Printer. Typing skills essential. Pay to $5.50 per hour. Call or send resume to: Accent On Achievement, Attention Lisa, 189 E. Big Beaver, Suite 202, Troy, MI. 48083. 637-1390

ADMINISTRATIVE ASSISTANT

New position. Competitive salary commensurate with experience. Qualifications: typing (80 WPM), strong spelling & grammar skills, ability to CALC, 3rd Mtns, strong organizational skills, ability to work independently and quick to learn. Send resume & salary requirements to: Box 17, In Plymouth Schoolcraft Dir. of Development, Michigan Bankers Association, 7401 Chrysler Dr., Detroit, MI. 48211
An Equal Opportunity Employer

Advertising Agency
Receptionist secretary for a small Southfield Agency. Exciting introduction to all phases of advertising. Some clerical and minor bookkeeping duties. Some experience with bookkeeping. Blue Cross & Blue Shield after 90 days.

CALL WEEKDAYS 8-5: 552-0340

A GENERAL - secretary for Oakland County corporation, some shorthand. Word Perfect or Display Write 3 or 4, fee. Training on Word Perfect, or Display Write 3 or 4 for those who qualify. 81-17 Nov. Call Helen at Unitronix 646-7884

APPOINTMENT SETTERS
No selling. Part time telephone work. Flexible hours. Salary and bonus paid weekly.
Call Bob Bender 348-4481

504 Help Wanted Office-Clerical

A LARGE RAPIDLY Growing custom injection molding facility is seeking a part time secretary for its sales department. Qualified candidates must have excellent typing skills and good oral and written communication skills along with the ability to work independently. Word processing and short hand skills would be beneficial. Good opportunity for growth, please send resume along with salary requirements to:
Personnel Manager
40300 Plymouth Rd.
Plymouth, MI 48170
Attn: Personnel Manager

AN EXPERIENCED
REAL ESTATE SECRETARY
Monday thru Friday, 9 to 5 benefits. Good opportunity for the right person. Send resume, salary requirements to: Box 714 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A/R CLERK/RECEPTIONIST
Typing, computer experience helpful. Submit resume to: 3040 Wyoming, Dearborn, Mich., 48120

A RECEPTIONIST (part time) type 45-50 wpm, switchboard experience helpful. Hours are Monday thru Fortune 500 company in Troy. 32107 wks.

GENERAL - office person for Royal Oak company, type 40 wpm, good math ability, great spot for bright beginner, $12,500.
Paid vacations, holidays, referral bonuses.

LIVONIA - 462-2240
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ART BANK COORDINATOR - part time needed at Southfield advertising agency. Hours 9am-2pm. Must possess bachelors of AWPM, as well as good interpersonal skills.
827-6341

ASSISTANT ADMINISTRATOR/ RECEPTIONIST
Must have knowledge in accounts payable, payroll, 10 key calculator, typing & processing the actual renewal documents or certificates. Call in advance & send resume, detail duties. Must be able to deal with a repetitive work load. Applications available at PHW, 2100 W. Big Beaver, Troy, MI. 48084

ASSISTANT
President of suburban auto group needs polished image with executive skills. Must have computer literate skill to handle details of special projects. Super benefits and top $$$. FEE PAID.
Harper Woods ... 372-4720
Troy ... 362-0001
Harriet Sorge Personnel

ASSISTANT to Broadcast Production Manager needed at major advertising agency in Southfield. Must possess good typing skills, some computer knowledge & the desire to work independently. Great entry level job! Call 827-6341

ASSISTANT
To the office manager. Accurate typist, good math aptitude, data entry skills a plus. Excellent benefits package (including tuition reimbursement). Send resume to: Box 796 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY for 1 person office. Experience in payroll, accounts receivable, accounts payable, peg-board systems helpful. Salary commensurate with experience. Send resume to: Box 796Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Southfield equipment sales office requires full time bookkeeper to assume all aspects of keeping responsibilities thru general ledger. Prior experience required including preparation of payroll tax returns, light typing & phone. Minimum 3 yrs. experience & knowledge of computerized systems preferred. Send confidential resume including salary requirements to: 11743 Burgoyne, Brighton, MI. 48116

BOOKKEEPER - With occasional secretarial duties. Bookkeeping experience required. Must be confident in working on computers and phone. Typing 50 wpm. needed for busy, friendly construction office. Salary commensurate. 553-9494

Bookkeeping

Partial Listing of Positions*

PARAPROFESSIONAL - Suburban public accounting firm requires individuals with basic bookkeeping through trial balance. Ability to interact with manual and computerized systems. Seasonal part time.

ACCOUNTS RECEIVABLE - Do you enjoy challenges in a fast-paced environment? B. W. wholesaler seeks experienced person for all aspects of receivables and invoicing. Must have general accounting knowledge, EDP & plus.

HALF

Robert Half of Michigan, Inc.
26588 Northwestern Hwy. • #250
Southfield, MI 48034
358-2300

BUSINESS CLERK

Immediate opening in large Financial Services Company for Business Clerk. ENTRY LEVEL POSITION for individual with strong math skills. Data processing knowledge helpful. Not involved with customer contact. Must possess strong attention to detail, good math skills, and a positive work ethnic with excellent past benefit package including profit sharing. Salary DOE. Please send resume, 32900 Capitol, off Farmington Rd., Livonia, Mich. 48150

CLAIMS ASSISTANTS
Candidates must have 1 year office experience, clerk typing 40 wpm. Preferred. Typing skills of 30 WPM. Will be responsible for logging, processing and distributing claims; general office duties; and some computer applications. Excellent benefits. Salary DOE. Call package. If qualified, send resume.

SELECT CARE
Manager Employment Relations
363 W. Big Beaver, Troy, Mi., 48084

CLERICAL ASSISTANT - Applicants must possess clerical typing skills, some computer experience necessary. Must communicate well with others & be detail oriented. Management attitude. Call Jeff at 642-1232

CLERICAL ASSISTANT
Select Care Inc. is currently searching for a part-time Clerical Assistant to work in our Financial Services area. Successful candidate will have minimum 1 year clerical experience, typing skills 40 WPM and proficiency using Display Write III. Hours are 8:30 AM to 12:30 PM, Mon. thru Fri. If interested please send resume to:
Manager Employment Relations
363 W. Big Beaver, Troy, MI. 48084

CLERICAL ASSISTANT
part-time for busy non-profit association. Duties include typing, processing membership & insurance processing. Requires an individual who is detail oriented, has good typing skills & enjoys telephone work. 20-30 hours per week. For more information call Phyllis 477-3986

CLERICAL ASSISTANT
Individual with good typing & good numerical skills needed for growing manufacturer of high quality plant national wood products manufacturer. Range $5.50/$7.00 depending on experience. Attractive modern offices in conveniently accessible Farmington Hills location. Benefits. Submit complete resume, or call Mr. Schaeter, LTD, 30700 Northwestern Hwy., Farmington Hills MI 48018 851-7700

CLERICAL - Enroll in PHR job training and placement. Call Mary Warren Westland Community Schools for details. 595-2314
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER FOR established small business. 20-25 hours per week. Must be able to handle accounts payable & receivable, payroll & posting. Call Fred at Tele-Warren Lumber Co. 563-2190

BOOKKEEPER
Full charge through Trial Balance for fast track retail clothing operation. Excellent benefits. Prior bookkeeping experience required. Send resume to: The Sports Chalet, 722 North Woodward, Birmingham, Mich., 48009

BOOKKEEPER FULL CHARGE

Metro Detroit non-profit organization seeks Full Charge Bookkeeper. Ideal position for an early retiree with non-profit experience. Business-like yet easy-going atmosphere. If interested, please send letter of interest and resume salary history to: Ms. Freye, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER - FULL CHARGE
for suburban Synagogue. Must be female and have 10wpm adding machine. Prior work knowledge of microcomputers. Salary commensurate with experience. Send resumes to Box 888, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Must have experience & education on a computerized system. Permanent position. Salary commensurate with experience. 12 Mile/Northwestern Area. Call Mr. Urbovich:
353-0404

BOOKKEEPER - part time morning. Experience preferred but not necessary. Livonia area. Call Kathy after 12 noon. 427-8787

BOOKKEEPER - Property management company seeks person with bookkeeping experience to work independently & running a 1 person office. Full charge bookkeeping skills needed to handle accounting thru financial statements. Salary commensurate with experience. Send resume to: J. O. 30213 Southfield, MI. 48076

BOOKKEEPER/RECEPTIONIST
Flexible hours. Good pay. Work in Farmington area. Downtown Dairy. 447 Forest, Downtown Plymouth.

BOOKKEEPER: Responsible nonsmoker, light office duties. Accounts payable/receivable. Some computer knowledge a must. Good typing and phone skills necessary. 855-6014

BOOKKEEPER
Self-starting, full charge bookkeeper needed for national real estate development firm. 3 to 5 years experience, computer/data entry, & word processing a must. Salary commensurate with experience. Send resume to: Box 796Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part-time, 20-25 hours per week. Bookkeeper needed for national real estate development firm. 3 to 5 years experience, computer/data entry, & word processing a must. Salary commensurate with experience. Send resume to: Box 796Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
Attn: J. Stefanko, T & W Tool & Die Corp., 21770 Wyoming Place, Oak Park, MI 48237

BOOKKEEPER - Southfield equipment sales office requires full time bookkeeper to assume all aspects of keeping responsibilities thru general ledger. Prior experience including preparation of payroll tax returns, light typing & phone. Minimum 3 yrs. experience & knowledge of computerized systems preferred. Send confidential resume including salary requirements to: 11743 Burgoyne, Brighton, MI. 48116

BOOKKEEPER - Full charge bookkeeper. Bookkeeping experience required. Must be confident in working on computers and phone. Typing 50 wpm. needed for busy, friendly construction office. Salary commensurate. 553-9494

BOOKKEEPER
Part time position with Troy based commercial construction firm. Some knowledge of B.A.S.I.C. Company Data base entry required. Great opportunity for the right person.

362-3333

COMPUTER OPERATOR
$13,000 - $16,000 4361. Will consider person with typing skills seeking knowledge of JCL & plus. Call for interview.
Robert Half of Michigan, Inc.
28588 Northwestern Hwy., #250
Southfield, MI 48034
An Equal Opportunity Employer

CONSTRUCTION COMPANY in Southfield looking for a mature Secretary, full or part time. Experienced in typing. Bookkeeping experience is essential. Send resume to: Tigani Land, 18311 W. 12 Mile, Southfield, MI., 48075 or Kent at 557-6840.

CORPORATE
SECRETARY/RECEPTIONIST
Excellent typing & communication skills required. Must be proficient in telephone & word processing experience. Qualified candidates submit resume with salary history to:
Personnel Department
FAST-PAC PRODUCTS
6500 14 Mile Rd. Warren, MI 48092
An Equal Opportunity Employer

COURT REPORTER

New Southfield firm seeking experienced full or part time help 552-8803

CREDIT INVESTIGATOR
Fast paced Farmington Hills leasing company needs people for credit investigation & general office work. Knowledge of Lotus 1-2-3, 30955 Northwestern Hwy., Farmington Hills, MI 48018.

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

DATA ENTRY
Growing company has immediate opening for 2 customer service representatives. Computer knowledge helpful. Apply in person at: 24240 Indoplex, in Farmington. 478-0003

CUSTOMER SERVICE

Growing computer services firm in the Southfield area looking for customer service positions. Several full time positions available for qualified applicants. Telephone & customer service experience a plus. Company provides on the job training. Please call Kristen at 559-5300

1-800-832-4822

DATA ENTRY Clerk for Downtown Detroit area firm. IBM 36 experience preferred. Send resume to: Mrs. Harmon, 34820 Harper, St. Clair Shores, MI 48082

DATA ENTRY/Clerical - full time with excellent benefits and opportunity for growth. Minimum 90 per min typing required. Knowledge of IBM Math Clerical, Operations Analyst, Computer Operator, Data Entry Keyer Herbar, MI 48320.

504 Help Wanted Office-Clerical

CLERICAL
Farmington Hills publication is now hiring a part time clerk. Must be available Monday, Thursday & Friday, and have dependable transportation. Pay is $4 per hour. To schedule an interview call John or Bill, Monday thru Friday, 9:30-11:30 a.m.
476-2971

CLERICAL - Full time. Filing, typing; answering phones. Accounts receivable & courier help. Some experience preferred. Apply in person at:
American Printing Center
292 South Bowman, Farmington

CLERICAL help wanted part time. Evenings and weekends, general office duties, must be mature and businesslike. 569-5320

CLERICAL
Mr. Alan's Bakery, immediate opening for friendly, personable professional for various office duties. Call Mr. Hoffenberg Mon.-Fri., 9am-noon.
352-8090

CLERICAL - Part time. Job includes typing, filing, light bookkeeping. Plymouth Area. Contact Patty, Sandra 420-0370

Clerical - Person Friday
needed for small contractor's office. Call 582-7220

CLERICAL Position during school year 15 hours per week. Ability to deal with public. Starting salary $6.61 per hour. Send letter of application or resume to: Carol Thompson, Public Library of Plymouth, 30 W. Merrill, Birmingham, MI 48012.

CLERICAL - Seeking a person with strong clerical skills to perform the duties of typing, filing, phones & computer work. Part time, full time office. Experience preferred, but will train. Benefit package. Please call for interview: 532-6688

CLERICAL-TRUCKING DIVISION
HOLLOWAY CONSTRUCTION COMPANY
Apply at: 29250 Wixom Road
Wixom, MI
An Equal Opportunity Employer

CLERICAL/TYPIST
Detroit-based firm seeks entry-level Clerical Typists. Candidates should possess good typing speed of 40 WPM, good phone skills, and general clerical knowledge. Excellent opportunity for growth. Salary DOE. This position is full-time with complete benefit package. For consideration, please forward resume to:
Clerical/Typist
P.O. Box 778
Detroit, MI. 48231

Well organized person to assume receptionist and clerical duties. High volume office, some computer work required. Typing 55 wpm & transcription experience. Send resume & salary history to GIS, 26400 Lahser Rd. Suite 275, Southfield, MI 48034
An Equal Opportunity Employer

CLERICAL

Worldwide headquarters located in Southfield is looking for an individual with clerical experience and typing ability. The individual must enjoy telephone contact. Word Perfect is required. Excellent benefits including medical, dental, life insurance & tuition reimbursement. Send resume to:

CLERICAL
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CLERK

Dietary Department
Full time position available for mature, energetic individual to perform light clerical duties in busy dietary department. Minimum qualifications include high school diploma or equivalent & 1-2 years clerical experience. Strong typing & communication skills are a must. You may apply in person or send resume to:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 427
An Equal Opportunity Employer

CLERICAL/DATA ENTRY
Duties will include order entry & invoicing using MICROSHOP & Lotus 1-2-3 computer systems. Duties will also include customer telephone contacts & follow up piece handling. Resumes only to Box #650 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK needed afternoons for busy ADV/PR office in downtown Farmington. Ideal for college student with some typing ability. Also, for mature housekeeper. Car needed. Robert Hunter, 476-5558

CLERK-PART TIME
2 full days per week.
Must know computer.
Call Dave Mercier, 356-5240

CLERK RECEPTIONIST- Fitness facility. Part time. Mornings 8AM-PM hours. Some clerical recognition experience preferred. Call Thurs. or Fri. 1-4pm only 323-1665

CLERKS
Highland Super Stores has part time clerical openings in Canton, Troy, Novi, and Southfield locations. Jobs duties include - light typing, data entry, phone contact and routine good clerical duties required. Must be able to work flexible hours, evenings and weekends. Please fill out an application at any of the local stores and send to:
HIGHLAND SUPERSTORES
909 N. Sheldon Rd.
Plymouth, MI 48170
An Equal Opportunity Employer

COMMERCIAL
PLACEMENT UNDERWRITER
Pleasant surroundings. 5 years experience. Benefits. Southfield.
557-0525

Computer Operator

Part time position with Troy based commercial construction firm. Some knowledge of B.A.S.I.C. Company Data base entry required. Great opportunity for the right person.

362-3333

DATA ENTRY/BOOKKEEPING CLERK
Full time. Southfield. $5.00 to $5.50 per hour plus benefits. High school diploma or GED. Data entry typing or experience required. Basic bookkeeping knowledge. PC's, Lotus preferred. Call Cynthia at 352-8272
An Equal Opportunity Employer

DATA ENTRY CLERK

North Woodward multi-national service company has immediate entry level opening for a Data Entry Clerk. Ideal candidate will possess individual will be responsible for data entry, preferably via a CRT. Candidate must have good key punching skills & general office experience. Send resume in confidence to: Data Entry Clerk, Client Services, P.O. Box 811, Bloomfield Hills, MI. 48303.
Equal Opportunity Employer M/F/H

DATA ENTRY/CLERICAL - In health care office. Monday thru Friday, 8:30 - 5. Send resume to: P.O. Box 1092, Bloomfield Hills, MI 48013

DATA ENTRY CLERK
Computer & accounting experience helpful, but will train. Excellent pay and benefits. We will train the right person. Interested? Now accepting applications at 12380 Beech Daly, Redford between 2-5pm.

DATA ENTRY
CPA firm in Bloomfield needs accurate, professional person for data entry/errands. Long term, benefits.

TEMPORARY SOLUTIONS
Birmingham 645-0900

DATA ENTRY
Data entry person for CPA firm. Immediate opening - full time. Call Data Processing Manager. 855-8200

DATA ENTRY, full time. West Bloomfield sales office. Computer training/experience required.
Call Barbara, 855-6423

DATA ENTRY operators (25) for mailing operation. Hours are 8:30-5:15-9:15pm. Sat. 9-5. Ideal for students. Non-smoker. $4.25 - 6-12 mos experience, 35-37/hr. Call Lois at Uniforce 557-0034

DATA ENTRY-PART TIME
Computer skills, figure aptitude. Work on processing and for switchboard. Flexible schedule, 20 hours. Farmington. Connie 478-0200

DATA ENTRY

Use your previous successful experience as a data processor, telemarketer, data entry & other customer service experience in our central location. Position requires: professional phone etiquette, and the ability to work in a busy environment. Openings exist on days, afternoons & evenings. Apply in person 8 to 5 or 6:30pm-8pm at:
GUARDIAN ALARM
20800 Southfield Rd
Southfield, MI 48075
423-1000

DATA PROCESSING CLERK
National retailer computer company is looking for a full time mature data processing clerk. Experience required. Knowledge of computers helpful. Call 425-1200

DAY RECEPTIONIST needed immediately. Must be willing to work weekends. Adequate pay & working conditions. Call Diane, Mon-Fri, 9-5 p.m. 851-2300

DENTAL BUSINESS ASSISTANT
Our Birmingham general dental office is looking for an enthusiastic person for a full time position. We are a very relaxed practice that emphasizes excellence, trust & caring. No dental office experience required. Typing & clerical skills necessary. Call 645-9851

DENTAL PLAN has immediate opening for a receptionist. Must be at least 18 yrs. of age with good driving record. Must have excellent filing and organizational skills. Please call Mary Ann 353-6410

DENTAL RECEPTIONIST - Experienced. Progressive multi specialty group practice looking for people oriented receptionist. Full time with benefits, part time available. Contact Karen Bryant, 559-1080

DETROIT Financial services firm now accepting applications for word processing position in Sales/Marketing Dept. Word Perfect system required. Must have at least 70wpm Transcription experience a - Send resume to: Book Building, P.O. Box 31-1525, Detroit, MI. 48231.

DISTRIBUTION - reception & light secretarial, extensive use of computer, we will train, full time position, non smoking office.
Call Marianne, 478-8833

ENTHUSIASTIC Office Clerk for permanent full time position, heavy phone and public contact. Excellent benefits. Please call. 522-7920
An Equal Opportunity Employer

ENTRY LEVEL ACCOUNTS RECEIVABLE
(1) 10 (2) years experience in Collections, Customer Service, Problem-solving. Must be a Self-starter. Typing 45-50 WPM. Call Pam, 729-8200

EXECUTIVE SECRETARY
Farmington Hills finance company needs secretary for president. Must be personable & have excellent typing skills. Must be able to use telephone to communicate with everyone. Send resume to: Personnel, 40400 Howard, Plymouth, MI. 48170.

EXECUTIVE SECRETARY/ RECEPTIONIST - Livonia real estate development firm seeks individual w/excellent shorthand, typing & communication skills. Small, friendly office. Send resume to: S.J. Lowenstein & Sons, Suite 461, Birmingham, MI. 48010.

EXECUTIVE Secretary. Seeking a professional, self-motivated person for Secretary to the President & Vice President. Business degree required. Knowledge in insurance desirable. Word processing, 60+ wpm, have experience with word processing, shorthand & general office procedures. Experience required. Send resume to: Louis A. Wright & Assoc., Suite 300, 14492 Sheldon Rd., Plymouth, MI 48170.

EXECUTIVE SECRETARY

Southfield professional firm seeks experienced secretary with 3-5 years experience. Word processing & must. Page/Maker experience a plus. Must have good, pleasant telephone typing. Professional secretary will report to top executive. Generous salary and benefits. It takes special, please send confidential resume with salary requirements to: Ms. Freyer, P. O. Box 691, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

General Office

CLERICAL Part-Time

ORKIN has an opportunity available for a part-time General Office Specialist to work 20-29 hrs per week. Good earnings potential plus excellent full time employment and advancement.

We are looking for a candidate who has a good telephone manner, light typing skills and the ability to learn CRT experience is a plus. Interested candidates should call for an appointment, or apply in person, between 10 00am-6 00pm.

ORKIN
Pest Control
31068 Bridge Street
Southfield, MI 48034
(313) 356-5062

Equal Opportunity Employer M/F

GENERAL OFFICE for mechanical contractor. Knowledge of computer preferred. Typing & good phone manner necessary. Livonia. 425-7200

GENERAL OFFICE - Mature Person. Work needed, person Friday for general office/messenger service. Troy. Call 879-5548

GENERAL OFFICE - PART-TIME
2 days a week, Farmington Hills area. Computer knowledge, typing, etc. Call 489-9973

GENERAL OFFICE - TROY. Part time Receptionist. Light typing, good telephone skills. Light typing & filing. Please call 528-2586

GENERAL OFFICE
Typing required. 8AM-4:30PM. Starting wage negotiable depending on experience. Livonia. Call for appointment 261-1910

GENERAL OFFICE
Telephone, light typing, bookkeeping experience helpful. Full time. Benefits paid. Full time. Excellent benefits. Send resume to: Personnel, 836 S. Main, Birmingham, MI. 48009

GENERAL OFFICE
Typing and basic skills required. Some phone and computer work. Local busy Southfield office. Call Mrs. Frame Mortgage Corp. 352-7580.

504 Help Wanted Office-Clerical

EXECUTIVE - secretary, Southfield, for CEO, typing 60 wpm, shorthand 100, word processing, 10 yrs. experience, benefits, $25,000. Fee paid.

RECEPTIONIST - Birmingham marketing firm, 8 line phone system, benefits, $13,000. Fee paid.

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

EXPERIENCED personnel lines clerk. Knowledge of workers comp. Salary open. Call Mr K. for appt. 352-8329

FILE CLERK
Downtown Detroit-based firm seeks Clerk Typist for full-time positions. Qualified candidates will be Self-Starters with good organizational skills. Duties will include filing, light typing & answering phones. Word processing experience helpful but not necessary. This is an entry-level position with potential for advancement in our expanding company. Salary commensurate with experience. For consideration, send resume to:
Personnel
P.O. Box 779
Detroit, MI. 48231

FILE CLERK

Tamarott Buick in Southfield has an opening for a full time parts File Clerk. Good pay and benefits. Call Ron Kaplan at 557-7000

FILE ROOM ASSISTANT - Troy location, full time, Mon. thru Fri. 8:15-4:30. Benefits, previous office & switchboard experience helpful. Duties will include back up & assist with misc. filing needed, etc. & switchboard relief. Must be flexible. Applications available at PHW, 2100 W. Big Beaver Rd. Troy, MI 48084

FILING/COPYING CLERK - Part time evening hours, Monday thru Friday. Person. Flexible hours with adjustable hours for dependable employees. Apply by resume only to: J.J. Sinclair & Co., 27476 W.5 Mile Road, Livonia, MI 48154.

FOUR DAY WEEK IN BIRMINGHAM
Secretary with computer skills. Word Perfect 5.1 preferred. Birmingham MI 48009 or call. 642-9797

FULL TIME PERSON
for a fast paced office. Excellent phone manner, light typing & filing. For our Livonia office. Call 591-4690 Keego Harbor area. Full benefits. Competitive salary based on abilities. Apply by resume only to: J.L. Sinclair & Co., 27476 W.5 Mile Road, Livonia, MI 48154.

FULL TIME - Receptionist for non-smoking office. Some typing skills required. Duties include light data processing experience a plus. Farmington Hills area. Send resume to: Box 854, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL ASSISTANT Wanted part time. Basic math skills, good handwriting ability a plus. Flexible hours, prior to homemaker with school age children. Call 851-8200

GENERAL CLERICAL - PART-TIME
12:30 to 5:, Mon. thru Fri. Phones and light typing. Call Ann at 557-7000. Please apply at 24700 Telegraph Rd. Ste. 100, Southfield.
MICHIGAN BUSINESS MACHINES

GENERAL OFFICE-