502 Help Wanted Dental-Medical

NURSE AIDES • Experienced and/or certified for home care in western Wayne & south Oakland counties. Transportation allowance paid. Starting wage $5.25 per hour. United Home Care 459-6141
An Equal Opportunity Employer

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 - FULL TIME
Benefits package available.
Home for aged, Farmington Hills area. Call 851-8640

NURSE AIDES
• Hire in bonus money
• Pay for experience
• Paid training
• Continuing education assistance
• Health insurance
• Life insurance
• Disability insurance
Come in for an interview or call Cambridge Court
18200 - 13 Mile Rd.
Birmingham, MI 48009
477-8500
An Equal Opportunity Employer

NURSE AIDES
Now hiring! Up to $4.25 - hospital - nursing home experience required. Immediate openings. HCP, LTD.
Sfld • 25899 W. 12 Mile #380
Mon. & Fri. 10-12, 2:30-5:30
Drbrn: Village Plaza #1001
Mon. 2-4, Fri. 10-12 noon

BOBLO ISLAND TICKET WINNERS

HENRY F. KWOLET
38231 Richland
Livonia, MI 48150

ROSE SORENSON
1419 CHEROKEE
Royal Oak, MI 48067

NANCY SZCZEPANSKI
1965 W. Roundtable
Canton, MI 48188

VIVIAN OCHS
6598 Sterling Court
Garden City, MI 48135

JONI NICODEMUS
23225 Albion
Farmington Hills, MI 48024

LISSA MAKRIS
4919 Calvert Dr.
Troy, MI 48098

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, August 19, 1988 to claim your TWO FREE BOBLO ISLAND TICKETS.
591-2300, ext. 404.
CONGRATULATIONS!

NURSE AIDES
Prefer experience but will train. Apply:
FRANKLIN MANOR
26000 Franklin Rd.
Southfield, MI
352-7390

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 AIDE - 24 hr. live-in for male disd. Own room and bath. Pleasant country home Rochester area. References req'd. Call after 5 pm 651-4441

NURSE LPN OR RN
Part time midnight shift, for small companionship basic nursing home. For interview call: 557-1221

NURSES AIDES
AFTERNOON & MIDNIGHT SHIFTS
Full time, experience not necessary. We train. See Carol Brown
NIGHTINGALE WEST
6365 Newburgh Rd.
Westland Square Rd
An Equal Opportunity Employer

NURSES AIDES
$5.50 To Start
West Bloomfield Nursing Center, affiliated with William Beaumont Hospital, has openings on all shifts for Nurses Aides. No experience necessary, we will train you. Starting wage $5.50 per hr. with increase to $5.75 per hr. after 6 mos. & $6.00 after 1 year with a full complement of fringe benefits. Apply at
West Bloomfield Nursing Center
6445 W. Maple, near Drake, Mon.-Fri. 9am-4pm

NURSE AIDES $5.15/HR
Livonia, $60-Day, 12 hrs. Nursing home & private duty. Newly renovated facility.
476-9372

NURSES ASSISTANT
Full and part time positions available in Northville Township home in Plymouth. 453-7400

NURSES ASSISTANT
Immediate full time & part time openings for nursing home setting. Must be 18 yrs of age & in good health. Full & part time positions available - 7am-3pm or 3pm-11pm. Also 4 or 6 hr shifts. Experienced or will train. Apply in person at Plymouth Ct. Nursing Hagerty, Plymouth 455-0510

Nursing Assistants
Due to expanding programs within our facility, we are in need of caring people looking for a challenging, rewarding career as a Nursing Assistant. We offer excellent benefits, 100% tuition reimbursement, paid vacations, and a flexible work schedule. If interested in working in a fast-paced health care setting, please call or send resume to:
Georgian Bloomfield
Attn: Nursing Director
2975 N. Adams
Bloomfield Hills, MI 48013
645-2900
An Equal Opportunity Employer

NURSING ASSISTANT POSITIONS
Full and part time, 7a-3p, 3p-11p, weekends, flexible hours. Ask for Ann Marie, Mon. thru Fri. 9am-4pm.
Bloomfield Convalescent Center
6695 Telegraph Rd.
Bloomfield Hills, MI 48301
(Telegraph & Long Lake)

NURSING ASSISTANT/PCA
Full or part time, to care for assisted living residents in our Livonia home. Competitive salary. 953-1969

502 Help Wanted Dental-Medical

OPHTHALMIC TECHNICIAN
Part time, for troy ophthamology office. Experience preferred.
828-6620

OPTICIAN needed, full or part time. Sales & contact lens experience. Good with the public. Send resume to Bloomfield Optical Center, 245 W. Maple, Birmingham, MI 48009

OPTOMETRIC ASSISTANT
full time, experience preferred, salary negotiable, pleasant working conditions, Novi area. 349-0990

ORAL SURGERY ASSISTANT
Full time with excellent benefits. Experience in dental preferred.
547-4838

PART TIME MEDICAL Transcriber General office duties & Vena-puncture. Southfield area.
Call 552-9642

PART TIME or full time Medical Assistant/Receptionist, experience preferred. For OB/GYN office in Farmington Hills. Call 653-2870

PART TIME - receptionist/file clerk. Mon. Tues. Thurs. Medical office experience necessary. Southfield
569-4232

PERIODONTAL OR Surgical Dental Assistant needed. Part or full time. Great salary. Quality dental group. Send resume to: Joyce, 13453 13 Mile, Warren, MI 48093.

PHYSICAL THERAPY AIDE or Assistant - Full time, experienced. Westland Area. Call 326-2700

PHYSICAL THERAPIST - Temporary part time needed in fall for small friendly therapy clinic in Livonia. Hours to fit your schedule. Call: 473-5190

PHYSICAL THERAPY AIDE
An Immediate Opening for a permanent part-time to work with well established private practice in Farmington Hills. Would consider on the job training for the right individual. Contact Mrs. Bogdan, 474-6518

PODIATRIC Medical Assistant: Experienced helpful. Full/part time. Salary negotiable. Livonia. Send resume to Box 124 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/OFFICE MANAGER
Looking for that 1 special individual with managerial skills, a winning way with people & a desire to grow with a quality podiatry practice. Experience helpful desirable in management and/or medical insurance billing. Please call Mrs. Rattner:
721-0567

RADIOLOGY TECH - Full time. Northwest suburbs. Benefits. Call Mon. - Fri., 10am-2pm.
538-3900 ext. 302

RECEPTIONIST/LPN full time for private optometric office. No experience necessary, will train right individual.
834-5333

RECEPTIONIST POSITION - Day shift. Computer, filing, & some typing for home health care company in Troy. 649-1020

RECEPTIONIST
Part time, 3 days per week for orthopedic office in Bloomfield Hills. Call Nancy at: 334-4333

RECEPTIONIST - with billing experience for internal medicine office. Minimum 2 years exp. required. Knowledge of venapuncture & EKG helpful. 25-30 hours.
474-3650

RECEPTIONIST
Canton GP office looking for a full time receptionist. Must be familiar with billing & insurance companies. Computer experience helpful. Call Sharon for further details. 981-5453

RECEPTIONIST - for busy ophthalmologist office located in Southfield. Must be neat organized & have pleasant phone voice. Will train the right person. Please call Karen between 9am-5pm. 350-1130

RECEPTIONIST - Part time needed for friendly medical office in Wayne. We are looking for an enthusiastic person with computer & typing experience. If interested call Kay
722-2400

RECEPTIONIST
Immediate opening in Farmington area. X-ray clinic. Excellent fringe benefits. Reply to: Consultant Radiology Assoc., 19801 W. 8 Mile, Suite 110, Southfield, MI 48075

RECEPTIONIST
Intelligent, empathic person with good communication skills for full captioned position in dental office. 5 Mile/Farmington Rd., area. Clerical skills required. Charisma experience helpful. After 5 PM.
353-0006

RECEPTIONIST for busy Livonia practice. Experience preferred but not necessary. Call 10-5pm.
425-5218

RECEPTIONIST/BILLER - full time, for Birmingham internal medicine practice. Must have experience in insurance & computers. 645-2452

RECEPTIONIST - part time for oral surgery office. Birmingham/Troy area. 2's-3 days/wk. Medical or dental background required. Call between 11am-4pm at 647-2181

RECEPTIONIST/TYPIST-for physical therapy office. 9am-1pm, Mon-Fri, plus 2 afternoons. Type reports, schedule appts., copy records, submit with billing. Must be people oriented & have good communications skills. Send resume to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN II) and Registered Supervisors of residential 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 $13.11 - $17.28/hr. and $15.03 hr./$31,304 year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. Interested call Mrs Dixon, RN for more information at 348-1800, ext 231.
An Equal Opportunity Employer

Registered Nurse
We are looking for the right person with previous nursing home experience that is knowledgeable in Medicare guidelines and Quality Assurance. Top salary and excellent benefits. If interested, please send resume to:
Eleanor Foster, RN-DON
Georgian Bloomfield
2975 N. Adams
Bloomfield Hills, MI 48013
An Equal Opportunity Employer

RN CARDIOLOGY
Full time position (Mon-Fri) available for a nurse practitioner with a private practice in Farmington Hills. Previous experience in critical care, cardiovascular nursing or intravenous therapy preferred. Please send resume to:
Internal Medicine Clinical Group
28000 Grand River, Suite 100
Farmington Hills, MI 48024

RN - DAY SHIFT
LPN
AFTERNOON SHIFT, 3-11
FULL OR PART TIME
Mrs. Martin
NIGHTINGALE WEST
365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

RN/LPN
PART TIME
GYN/INFERTILITY
Needed to assist doctor with patients in top infertility practice in West Bloomfield area. Must be available Mon., Wed. & Fri. approximately 15 hours per week.
851-8040

RN NEEDED
at Detroit and Ann Arbor locations. Surgical and Oncology experience preferred. Call 996-7700.

RN OR LPN - full or part time, afternoons, for small nursing home in Plymouth 453-3680

RN
Part-time, every other weekend - Ability to permanent
MARYCREST MANOR
16475 Middlebelt, Livonia
427-8176

RN - PART TIME
1 day or weekend shift, needs relief for physical rehabilitation facility in Farmington Hills. Call Director of Nursing, Mon. - Fri., between 8 AM - 4 PM. 851-7200

502 Help Wanted Dental-Medical

RN'S
Earn up to
$26 per hour

LPN'S
Earn up to
$16 per hour

MED/SURG/SPECIALTY
Hospital Staffing
313-537-2300
STAFF BUILDERS

RN's In-Vitro
Contingent positions available for RN's to work in our In-Vitro Fertilization program. Minimum of 4 hour shifts 4 days per week.

Requirements include: Michigan RN licensure and O.B., Recovery or Maternal Child Health experience. For further information,
Call 255-1984 or send application or resume to:
Debbie Venettis, RN
In-Vitro Program
William Beaumont Hospital
3601 W. 13 Mile Rd.
Royal Oak, MI 48072
An Equal Opportunity Employer

RNs - LPNs
needed for P.M. & Midnight Shifts. Full or part-time. LPNs: $9. to $9.50 - to start. RNs: $10. to $10.50 - to start + Shift Differential. Life & Health Insurance, flexible hours. Graduates Welcome!
CAMELOT HALL
CONVALESCENT CENTER
M. Falcoski, RN. 522-1444

RN'S/LPN'S
We are looking for dedicated nurses to enhance our caring staff in a skilled nursing center for developmentally disabled adults. Day and afternoons, full and part time available. Supervisory experience helpful. Starting $10 to $12 hr., excellent benefit package offered. Contact:
DON
WAYNE TOTAL LIVING CENTER
4427 Venoy, Wayne, MI 48184
729-0857
An Equal Opportunity Employer

RN'S - LPN'S
Work for the pool that works for all the hospitals.
HCP, LTD.
Southfield: 357-2080
Dearborn - 563-0066

RN
Strath Clinic (plastic surgery) - Southfield. Part time for out-patient operating room. Good references. Excellent salary - benefits (competitive for hospitals). Call: 557-1934

RN/LPN
Sports Sports Medicine practice hiring full time receptionists. No Saturdays. Experience preferred. Call Mrs. Jones, 2-5PM. 855-2900

RN - Approximately 30 hour per week for a busy Dermatology office in Southfield. Cosmetic experience helpful. Salary & benefits commensurate with experience. 353-6487

SECRETARY - Psychiatric Office. Computer experience, a Plus. Resume. Reply: Dr. Robinson, 7580 Honeysuckle, Orchard Lake, MI. 48033

SOUTHFIELD-PART TIME
Great patients as well as clerical tasks. Noon - 5pm, Mon-Tues., Wed., Fri.; Sat. 8am-12 noon. Please call AM
356-5830

THE CENTER FOR IMPLANT DENTISTRY needs a talented person with a strong dental background. If you're interested in PR, Marketing, Insurance Follow-up and ready for a challenge call 332-4100

X-RAY TECHNICIAN for portable X-ray & OR clinic. Excellent fringe benefits. Reply to: Consultant Radiology Assoc., 19801 W. 8 Mile, Suite 110, Southfield, MI 48075

RECEPTIONIST
Intelligent, empathic person with good communication skills for full captioned position in dental office. 5 Mile/Farmington Rd., area. Clerical skills required. Charisma experience helpful. After 5 PM.
353-0006

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RECEPTIONIST/TYPIST-for physical therapy office. 9am-1pm, Mon-Fri, plus 2 afternoons. Type reports, schedule appts., copy records, submit with billing. Must be people oriented & have good communications skills. Send resume to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING/BOOKKEEPER
Bookkeeping professionals needed for general ledger & all payroll problems. Excellent opportunities for clients of Ann Arbor CPA firm. Immediate openings. Good benefits. Send resume to: Box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANT - Part time for one surgery office. Birmingham/Troy area. 2's-3 days/wk. Medical or dental background required. Call between 11am-4pm at 647-2181

RECEPTIONIST/TYPIST-for physical therapy office. 9am-1pm, Mon-Fri, plus 2 afternoons. Type reports, schedule appts., copy records, submit with billing. Must be people oriented & have good communications skills. Send resume to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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An Equal Opportunity Employer

Accounting Clerk
PART TIME
Knowledge of payroll and accounts payable a must. Please apply:
BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
(313)227-1211
An Equal Opportunity Employer

ACCOUNTING CLERK & Data Entry - Plymouth 459-3004

ACCOUNTING CLERK
Full time position available. Must have some knowledge of accounting. Responsible for payroll, accounts payable, taxes & monthly journal entries. Read accounting & data processing a must. Location near I-96 & John R in Madison Heights. Call Laura Harrington for appointment at 589-2803

ACCOUNTING CLERK
Entry level position available in busy, written, Ann Arbor office. Must be able to type 40-50 wpm. Data entry and accounts payable experience helpful. If interested, send resume and salary requirements to:
McKinley Properties
Accounting Clerk Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

ACCOUNTS PAYABLE
5 years experience in minimum 2 levels of large accounting required. Excellent benefits including profit sharing. Non-smoking office. Apply in person with resume & salary requirements between 9am and 3pm. Wednesday, August 24th. Materials, 38340 Van Born Rd., Wayne 722-3460

ACCOUNTS PAYABLE
Full time position available for reliable industrious person who is experienced in all phases of accounts payable. Pleasant results construction industry experience preferred. Good salary and benefit package. Send resume and salary requirements to: C. W., P. O. Box 2060, Farmington Hills, MI. 48018

ACCOUNTS PAYABLE CLERK
PRESTIGE APPLIANCE has full time opportunity in our Accounts Payable department. Responsibilities include processing invoices, maintaining & entering daily payable activity, preparing checks, & other accounting duties as assigned. Computer experience required. Competitive wages and benefits package offered. Send resume to Ann Hackbarth, Prestige Appliance, 31731 Northwestern Hwy., Suite 100, Farmington, MI 48334

ACCOUNTS RECEIVABLE

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
Accounts Payable, answer telephones. General office helper needed for a sand and gravel company in the Wixom area. Call 7AM-4:30PM, Mon.-Fri. 349-0600

ACCOUNTS RECEIVABLE
COLLECTION CLERK
Job includes posting of cash, credit verification, resolving invoice problems, filing & typing, experience or education required. Apply in person to PSI, 11900 Mayfield, Livonia, Aug. 19 & 22 from 8:30-11am & 2-4pm.

ACCOUNTS RECEIVABLE
5 years experience or minimum 2 years college accounting required. Excellent benefits including profit sharing. Non-smoker. Apply in person with resume & salary requirements to Mr. Materials, 38340 Van Born Rd., Wayne. 722-3460

ADMINISTRATIVE ASSISTANT
A diversified Farmington Hills real estate development firm has an immediate opening for its highly competitive office. Applicants must be knowledgeable about computer word processing, spread sheets & basic accounting. If you are seeking a rewarding career please respond to Box 100 Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY
Automotive sales office located in Southfield seeks an experienced professional secretary with minimum of 5 years experience. Requirements include: shorthand, typing, word processing & strong interpersonal skills. Candidates must be non-smokers. We offer a competitive salary & comprehensive benefit package. Please mail confidential resume to: box 110 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT

Successful Troy company seeks Administrative Assistant with excellent secretarial skills. Must have 5 years of experience and excellent communication and word processing skills. Individual will report to top management. Excellent salary and benefits. If interested, please send confidential resume to: Ms. Ingram, P. O. Box 691, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT - part time for small Southfield firm. Flexible hours, pleasant, organized work processing experience. Flexible hours 30 hours per week. Call Mr. Anderson 357-5225

ADMINISTRATIVE ASSISTANT
Orchard Lake Rd. & Maple area. Motivated individual. Duties include: phone work, customer relations & accounts receivable. Minimum 3 years exp. with comprehensive benefits. Apply at 24785 Crestview Ct., Farmington Hills, or call 471-2922

ADVERTISING SALES-Established weekly newspaper is seeking self-starting individual with sales experience & excellent telephone skills. Graphics experience helpful. Resume & work experience to: P.O. P. O. Box 64, Brighton, MI 48116

APPLY TODAY

- Receptionists
- Typists
- Data Entry
- General Clerks

We have a variety of exciting temporary assignments in the Livonia & surrounding areas. Long & short term. Excellent pay plus vacation bonus. Call today for an interview appointment

Somebody Sometime
477-1262

A PROGRESSIVE Southfield accounting firm needs a motivated individual to handle receivables and accounting duties. The successful candidate must possess a pleasant personality, and be detail oriented. Position available on Sept. 6th. Send resume to: Ms. Terri Bowman, REHMANN, ROBSON & CO., 25901 W. Nine, Southfield, MI., 48034
An Equal Opportunity Employer

A Receptionist - type 40wpm, good attitude & telephone personality for Fortune 500 Company in Troy. Hours 10-5pm. $10,140.

Computer Operator Trainees (8) for Fortune 500 Company in Farmington area. 1 year experience, $10,920. Never a fee. Paid vacation, holidays & medical benefits.
South 33 Agency, Inc. 641-7560

UNIFORCE

ASSISTANT ADMINISTRATOR/COMPTROLLER
Must have knowledge in accounts receivable and billing. 10 key calculator skills, strong communication & word processing experience a plus!
Call 464-4110

ASSISTANT BOOKKEEPER
Full-time, General Ledger experience. Good math aptitude. Supervisory helpful. Call Lisa, 478-0005, ext. 313

ASSISTANT BOOKKEEPER
Outgoing person familiar with accounts receivable & general office duties. Full time. Send resume & salary requirements to:
Cathy Wezala,
651 Livernois, Ferndale 48220.

ATTRACTIVE OPPORTUNITY
Part-time/flex time Birmingham executive seeks firm needs people for multiple duties including data entry, typing, filing. IBM/PC compatible experience. Non-smoking office. $7.00 per hr. Call Barbara, 644-4300

AUTO-ACCOUNTS PAYABLE
Excellent opportunity for experienced person for controlling & account analysis. Outstanding benefits & working conditions. Jack Packard Chevrolet, 28111 Telegraph, Southfield

AUTO DEALER BOOKKEEPER
Gordon Chevrolet seeks to fill the position of Bookkeeper in our busy express office. Applicant must have previous experience or be currently enrolled in Accounting or Business Degree Program. Contact Larry Maciejewski for appointment at
GORDON CHEVROLET
30500 Ford Rd.
GARDEN CITY
427-6200

AUTO RECEPTIONIST
BOOKKEEPER
Position available for hard working individual with dependable experience. Looking for growth potential & long term employment. Apply: UM System experience preferred. If interested, please send resume or call for appointment. Call Kim at Tamarack Buick, 313-1300, ext 221

A & W RESTAURANTS, INC
is seeking a secretary for its franchising department.
We require
• Excellent written & oral communication
• Typing speed 55 WPM
• Proficiency in the use of IBM PC (WordPerfect)

A & W offers an excellent work environment with competitive benefits & wages

Qualified candidates please send resume with salary requirements to:
A & W Restaurants, Inc
Attn: Michael Beaudoin
17197 N. Laurel Park Dr.
Suite 300
Livonia, MI. 48152

BI-LINGUAL SECRETARY
$ $10,000 $
(Japan/English)
Training available, good grammar, typing required. Bonus paid.
Personnel Systems (313) 761-5252

BILLING CLERK
Organized, detail oriented, to keep and process chart. Accounting experience helpful. Medical office. Hours Mon., Wed., Fri. 8-5, Tues. 8-7, Sat. 8-12. Apply: P.O. Box 977, Plymouth, MI 48170.

BOOKKEEPER
Experienced bookkeeper to keep and process chart. Accounting experience helpful. Medical office. Hours Mon., Wed., Fri. 8-5, Tues. 8-7, Sat. 8-12. Apply: P.O. Box 977, Plymouth, MI 48170.

504 Help Wanted Office-Clerical

BILLING CLERK
Part time or full time. Motivated self starter needed to run computerized billing operations for busy Bloomfield law firm. Schedule negotiable. Excellent salary & right person.
332-1490

BLOOMFIELD HILLS CHURCH
Part time, 20 hours, 8:30AM-3PM, Mon.-Fri. May lead to a full time position. Excellent typing skills; IBM PC computer/printer knowledge pleasing phone personality and good with figures. Send resume to: RLC, 1340 W. Long Lake Rd., Bloomfield Hills, MI. 48013. No phone calls, please.

BOOKKEEPER
Birmingham Property Management Company needs individual experienced in general ledger for full time work. Call Joann 645-2111

BOOKKEEPER, experienced with accounts payable/receivables, & payroll, knowledgeable about taxes & commission & salesmen. Send resume to: Box 100, Dept. Box 71045, Madison Heights, MI 48071

BOOKKEEPER - EXPERIENCED
thru 75 employees. Prepare statements & Payroll taxes for Farmington Hills Accounting firm. 4-6 day work week. Resumes to: S. Schrupp, 31213 Northwestern Hwy., Suite 225, Farmington Hills, MI. 48018.

BOOKKEEPER for Southfield accounting firm, experience in payroll taxes & computerized accounting.
424-8448

BOOKKEEPER for Farmington co. Full time, flexible hours, up to $6.00 per hour. 476-7880

BOOKKEEPER - full charge through trial balance. Knowledgeable preferred. Salary commensurate with experience. Send resume to: Robert R. Bernstein, Morris & Brown PC, 26877 Northwestern Hwy, Suite 200, Southfield, MI 48034.

BOOKKEEPER/FULL CHARGE.
Payroll experience helpful, excellent mandatory typing - 40 hours. Tues. thru Sat., 9am-6pm, Plymouth. Solid company benefits.
Call Ann Testone, 456-4313

BOOKKEEPER - FULL CHARGE
Knowledge of computer & general benefits. Flex time. Birmingham area.
642-1960

BOOKKEEPER
Full charge bookkeeper for wholesale distributor. Minimum 3 years exp. Must be able to write invoices, work independently. Call Ms. Daniel or Ferrell/Wyoming area. 864-4456

BOOKKEEPER/FULL CHARGE
Full time position, exceptional opportunity. Minimum 5 years exp. in computerized accounting/bookkeeping experience thru trial balance & posting of general ledger. Excellent salary & benefits. If interested, please send resume & salary history to: Personnel Manager, 30700 Northwestern Hwy., Suite 400, Birmingham, MI 48010.

BOOKKEEPER
FULL CHARGE
Plymouth manufacturer seeks full charge bookkeeper with 3-5 years of computerized accounting/bookkeeping experience thru trial balance & financial statements. Excellent salary and benefits. If interested, please send confidential resume and salary requirements to: Ms. Irvine, P. O. Box 691, Southfield, MI 48037.

Plante & Moran Recruiting for An Equal Opportunity Employer

BOOKKEEPER
FULL CHARGE
Downtown professional law firm needs experienced full charge bookkeeper. Must have 3-5 years of accounting/bookkeeping experience thru financial statements. Computer experience a plus. Degree preferred. Ideal individual would have experience in corporate accounting or accounting system. If interested, please send confidential resume and salary requirements to: P.O. Box 691, Southfield, MI 48037.

Plante & Moran Recruiting For Equal Opportunity Employer

BOOKKEEPER
Full time. Experienced for busy Southfield office. Experience in accounts receivable. Call Dewitt Building Co., 30233 Southfield Rd., Suite 201, Southfield.

BOOKKEEPER
Large property management company located in Southfield has opening for accurate, detail-oriented individual to handle accounts receivable. Typing skills and computer knowledge helpful. Send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI. 48086.

BOOKKEEPER - Must have a minimum 2 years schooling, plus some computer experience. Farmington position, 12 miles/NW hwy area. Call Mr. Timkovich 333-4400

BOOKKEEPER/OFFICE MANAGER
Experienced, for small Birmingham firm. Good wages & benefits with pleasant working conditions. For appointment, call 644-5510

BOOKKEEPER RECEPTIONIST
Centerline. Full time for stationary gift store in Birmingham. 646-6700

BOOKKEEPER/SECRETARY for rapidly growing Heating and Cooling sales co. Agressive, self motivated, with experience handling accounts payable, accounts receivable/payable, tax forms, bank reconciliation, journal entries. $15,000 per year to start, plus benefits. Advancement opportunity for the right person. Call 948-1500

BOOKKEEPER/SECRETARY
Part time. Experienced
Southfield Area
356-5421

BOOKKEEPER
Small company seeks an experienced, mature bookkeeper full time knowledgeable in Apple Computers. Duties will include some secretarial work. Send resume to
24555 Hallwood Ct.
Farmington Hills, MI 48331

BOOKKEEPER through trial balance (minimum 5 yrs experience), computer knowledge helpful. Farmington office. Westbloomfield $20,000 per yr. plus benefits
851-8018

BOOKKEEPER
thru trial balance, payroll taxes, typing, AR/AP. Typing 35-40 wpm.
353-3467

BOOKKEEPER - to work on Southfield CPA office on several sets of books, experienced with financial statements, payroll & sales tax
Full time. 350-2600

BOOKKEEPER
West Bloomfield Nursing Center has opening for an Assistant to our Controller. Flexible hours. Must be detail oriented. Duties include computer data entry, writing up of accounts receivables & payables & typing. Please call
Rosemarie Panos at 661-1500

BOOKKEEPER - With occasional secretarial duties. Accounting experience required. Must be comfortable working on computers and phone. Typing 50 wpm, needed for entry. Hours negotiable. Pleasant office in Southfield. 355-9464.

BOOKKEEPING CLERK for Southfield travel company. Full time position available. Must be personable, accurate, detail oriented person. Excellent benefits package. Call Ms. Daryl Rollins, 827-4400

BUSINESS ASSISTANT - Our Southfield office has a full time position available for an energetic, people-oriented person. Responsibilities include: word processing, general office assignments, telephone coverage. Send letter expressing your qualifications. Join our team.
Call 948-0881

BUSY OFFICE needs financial person to handle phones, type, file, and do light bookkeeping. Must work Tues., Wed., Thurs. Call Mrs. Bell at 557-7200 or send resume to: 29200 Northwestern Hwy., Suite 200, Southfield, MI 48034

504 Help Wanted Office-Clerical

Bookkeeping
OFFICE MANAGER - N.E. suburban company requires a very organized individual to help with growing office. Duties include telephone phone, maintaining schedules and all record keeping related to real estate development. General accounting knowledge a plus. Excellent opportunity.

PAYROLL ASSISTANT - Are you seeking a challenging position? A full time, 40 hr. firm needs a motivated, efficient person for multi-state payroll. 2-4 years prior experience and LOTUS knowledge required. General accounting background a plus. Great benefits!

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

BUSY PLYMOUTH Office needs individual for accounts payable and general office. Some data entry and typing required. Reply to: Box 5367, Plymouth, MI 48170, or call:
459-7180

CASHIER RECEPTIONIST
Responsible, pleasant, professional phone manner and accurate 10 key skills, needed from 10AM-3PM. Full time, Southfield area, some school children. Call for an appointment.
353-3600

SUNSHINE HONDA

CHALLENGING CLERICAL position available. Great opportunity for recent graduates seeking a career. Immediate opening for high grade clerk individual with strong math skills. Data processing knowledge helpful. Non smoking office. Competitive wage offered with excellent paid benefit package including profit sharing. Apply at: Circuits USA, Payroll Department, 27790 Capitol, off Farmington Rd., Livonia. No phone calls.

CHURCH SECRETARY - Part Time 20-35 hrs. per week. Light clerical duties, good typing, word processing & computer knowledge required. Excellent organizational, interpersonal & communication skills. Preferably a confidential & mature position. Salary & benefits commensurate with experience. Apply in person at: 27200 Haggerty Rd., Bldg. A-2, Farmington Hills

ENGINEERING CLERK
(Temporary)

A manufacturing group of a Fortune 500 company has a temporary, full time administrative opening at its modern Southfield, MI, world headquarters.

The qualified candidate will possess average typing skills and have a working familiarity with an IBM Personal Computer. Some work experience in an engineering department is strongly preferred.

Please send resume to
Federal-Mogul Corporation
P.O. Box 1966
Detroit, MI 48235
Attn: Employee Relations
Components Group

Equal Opportunity/
Affirmative Employer

CLERK
Needed for the billing dept. of a busy Benefits Administrator. Must have good typing skills, good communication skills (both verbal & written) and the ability to use a 10-key by touch. Knowledge of group insurance eligibility requirements helpful. Please send resume to:
MIDWEST BENEFITS CORP.
22255 Greenfield - Suite 404
Southfield, MI 48075
Attn: Personnel Dept
An Equal Opportunity Employer

CLERKS
Bloomfield Savings & Loan has challenging employment opportunities for full and part time entry level clerical positions. Candidates must type 30-40 wpm, ability to operate a 10 key calculator, good telephone skills and enjoy interacting with people. Bloomfield offers excellent benefits, paid vacations, pleasant working atmosphere. Please submit resume with cover letter to: Bloomfield Savings & Loan, P.O. Box 5011, Southfield, MI 48086
An Equal Opportunity Employer

CLERK TYPIST, entry level. Tues., Thurs., part time, 9-3:30pm. Send resume 505 N. Woodward, Suite 200, Bloomfield Hills, MI 48013. Attention Marilyn

CLERK/TYPIST
Established Downtown Birmingham Corporation needs experienced CLERK/TYPIST for permanent full time position. Good salary and benefits. Free, on site parking. Call Mrs. Malcolm at 644-5300

CLERK TYPIST - HOURLY
No typing required for this part time position with Northwestern in Livonia branch office of Citizens Insurance Company of America. General clerical duties including mail, good communication skills. Ideal entry position.

Send resume in confidence to: CITIZENS INSURANCE COMPANY OF AMERICA, Human Resources Department, P.O. Box 9307, Livonia, MI 48151
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

Clerical
Repair Order
Entry Clerk
In our busy regional office we have a diversified opening for a person who had individual. We require CRT repair order entry experience, a pleasant phone manner and good office skills. Good salary and excellent fringe benefits are essential. We offer a competitive salary and comprehensive benefit package. For a confidential interview send your resume to:

Sun Electric
Corporation
23192 Commerce Drive
Farmington Hills, MI 48018

Equal Opportunity Employer
Females & Minorities
are Encouraged to Apply

CLERICAL-SECRETARY
Immediate position available with a general office. Some data entry and typing required. Reply to: Box 5367, Plymouth, MI 48170, or call:
459-7180

CLERICAL
Pleasant phone manner and accurate 10 key skills, needed from 10AM-3PM. Full time, Southfield area, some school children. Call for an appointment.
353-3600

SUNSHINE HONDA

CLERICAL/TYPIST Wanted, who is dependable, motivated and has good word processing skills. Full/part time, hours can be flexible. Southfield area.
352-6968

CLERICAL - We be liaison between customer and Midwest Buick. Must have pleasant personality and enjoy working with people. $5.00 per hour. Apply in person at: 27200 Haggerty Rd., Bldg. A-2, Farmington Hills

CLERICAL
Automotive supplier is seeking individual for general office activity. Salary commensurate with experience. Send Resume to Box 6935 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Enroll in FREE job training and placement. Call
Wayne Westland Community Schools for qualifying interview
595-2314
An Equal Opportunity Employer

CLERICAL HELP WANTED - Entry level position - Light typing. Apply: Leeds Furniture 29633 W. Seven Mile Rd. Livonia

CLERICAL HELP WANTED. Part time, evenings and weekends. General office duties. Must be pleasant and businesslike. Call 569-5320

CLERICAL/LIGHT OFFICE WORK
Excellent potential in pleasant Farmington Hills law office. Full time, part time. Must have good telephone manner. No legal experience necessary, will train. Commensurate salary. Call Sandy 855-0690

CLERICAL PART-TIME
General insurance agency. Opportunity for advancement. Typing skills
851-7793

CLERICAL PART-TIME
Entry level position. Bookkeeper experience helpful but not required. Birmingham. Call Denise 258-9300

CLERICAL position available for leading Furniture Sales/Rental Showroom in Southfield. Call for interview.
358-8770

CLERICAL/SECRETARIAL
Hours & Salary negotiable.
Birmingham. Call
645-5557

CLERICAL SUPPORT- A major specialty steel producer offers two career positions in its local Troy service center. Ideal candidates will be experienced in Receptionist/Typist. Second position requires 75 wpm typing and some PC experience helpful. Competitive salary & comprehensive benefit package offered. Send resume to: Ms. Carolyn Tachkovich, Human Resources Dept., 446 Executive Dr., Troy, Mich. 48083. (Or Call Mon. thru Fri. 8am-11am.
528-5200

504 Help Wanted Office-Clerical

CLERK TYPIST
Ideal entry level position available in Southfield branch office of Citizens Insurance Company