502 Help Wanted Dental-Medical

LPNs
Part-time Midnights
Apply in person
Marycrest Manor
15475 Middlebelt
Livonia 427-9175

LPNS
RN-DAY SHIFT
FULL OR PART TIME
See Mrs. Martin, Dir
Call for appointment
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MANAGER/RN
For busy ophthalmic clinic. Must be RN with management experience. Degree preferred. Salary commensurate with experience. Send resume to: PO Box 26010, Fraser, MI 48026-6010

MEDICAL ASSISTANT - Part time, for busy podiatry office. Approximately 20 hours Mon.,Wed.,Fri. Call 591-3514

MEDICAL ASSISTANT NEEDED some experience. Exp. EKG, Venipuncture - 32-36 hours per week. Call Mark, Livonia 478-1100

MEDICAL ASSISTANT needed for immediate opening in Internal Medicine practice in Livonia. Experience preferred. EKG, PFT, Venipuncture. 591-4356

MEDICAL ASSISTANT
Mature, needed for busy internal medicine practice in Southfield. Must have minimum 2 years experience in EKG, PFT & injections. 557-5638

MEDICAL ASSISTANT & RECEPTIONIST
Needed for busy private dermatology group in the the Providence Hospital area. Experience required. Call Sherri or Marsha, 9am-5pm 569-4234

MEDICAL ASSISTANT
for Birmingham internist. Duties include EKG, Chest X-Ray, Venipuncture. Lakeshore Village 644-8750

MEDICAL ASSISTANT - Experienced. Full time for busy doctor's office in Southfield. Ask for Physiatrist. 424-6340

MEDICAL ASSISTANT
Part time, for our Livonia office. Experience preferred. W. Bloomfield/ Southfield area. Growing practice. 637-1170

MEDICAL ASSISTANT for family physician in Novi. 2 years experience required. Will consider training. To begin February. Send resume to: Suite 232, 27725 W. 12 Mile Rd., Southfield, MI 48076.

MEDICAL BILLER
Experienced, call Mrs. Sharon, present W. Bloomfield Infertility GYN office. Call 851-8030

MEDICAL BILLER - Experienced. Immediate opening for Bloomfield Hills surgeon. All types of insurance. Computer knowledge necessary. Call between 9AM-5PM call 335-6129

MEDICAL BILLER
RECEPTIONIST
Must have experience in medical or podiatry office. Knowledge of health insurance forms and procedures. Must be hard working and dependable. Salary $7 and up depending upon experience. Call 591-3514

MEDICAL BOOKKEEPER/BILLER, large dermatologic office. Providence Hospital area. Must have knowledge of medical insurance & on line computer systems. Responsibilities include complete patient accounts management. 4½ day week. Call Debby 569-4438

MEDICAL & DENTAL OFFICE
Personnel for long term & permanent placements. Troy location. Call LTI, 1985 W. Big Beaver Rd. Suite 200 Troy, MI 48084

MEDICAL DENTAL RECEPTIONIST
Needed for Ortho office in Birmingham/Franklin area. Part time. Please call, 645-5340

MEDICAL INSURANCE, Secretary, experienced. Full time. Medical oncology office in Royal Oak. Computer experience helpful. Good benefits. Sharon 569-1784

MEDICAL OFFICE PERSONNEL wanted, part time, for Rochester Internist. Office coordinator experience. Typing required. Call: 656-0177

MEDICAL PROOF-READER
Must be familiar with medical terminology. Excellent benefits & salary, for appointment call 557-8550

MEDICAL RECEPTIONIST - Experienced desirable but not necessary. Full time, 10-7pm Mon thru Fri. Call 552-5220

MEDICAL RECEPTIONIST
For prosperous Internal Medicine practice in Sterling Heights. Flexible hours, no weekends. Great working conditions & growth opportunity for right person. Call Catherine: 978-1050

MEDICAL RECEPTIONIST PLUS
We are looking for a dependable, professional person to join our staff. Experience preferred. If you are interested in working in a busy MD office (no weekends) please, a brief hand written letter indicating previous work experience and a phone number where we may reach you for an interview appointment. Send to: 6378 Cherry Creek Center Rd., Canton, MI 48187

MEDICAL RECEPTIONIST
for Physician's office in Redford. Experienced! 937-2600

MEDICAL RECEPTIONIST
Full time, minimum 2 years experience, Royal Oak Birmingham area. 435-6200

MEDICAL RECEPTIONIST
Busy dermatology practice in Southfield area, approx 45 hours per week, excellent benefits, high option Blue Cross. 569-1958

MEDICAL RECEPTIONIST with billing experience needed for busy practice in Novi. 2 years experience required. References please. Call 349-1880. Send resume to: Suite 322, 19783 W. 12 Mile Rd., Southfield, MI 48076

MEDICAL RECEPTIONIST
Full time, for doctor's office in Southfield. Must be experienced in all front desk duties, including computer billing, appointments, phone, light bookkeeping & all insurance. 559-5358

MEDICAL RECEPTIONIST
Full time medical receptionist needed for busy surgeon's office located in Royal Oak. Experience preferred, please send resume to: Attn: Office Manager, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Podiatry office is searching for a caring, professional receptionist to join our team. Good phone skills. Knowledge of medical insurance a plus. Must be hard worker & reliable. Salary $7 an hr. & up depending upon experience. Call 478-1024

MEDICAL TRANSCRIPTIONIST
Experienced. Full time, flexible hours, good pay, benefits. Oak Park. Call 398-1417

MEDICAL TRANSCRIPTIONIST
For Southfield, Lathrup area office. Should be accurate, with knowledge of medical terminology, skills as helpful. Experience necessary. Call: 569-4232

NEW OPPORTUNITIES FOR NURSE ASSISTANTS
Westland Convalescent Center is interested in enjoying responsible, caring individuals to assist us in maintaining our standards for excellence in long term care by being a Direct Care Worker. Our newly developed career ladder offers advancement and continuing education. We also offer competitive wages and a full scholarship program for continuing education in health care related fields. No experience? We'll train you. Apply at: Westland Convalescent Center, 36137 W. Warren, Westland, MI.

NURSE AIDES
All Shifts. Full or part time. Will train. $4 an hour. Apply in person:
CAMELOT HALL
NURSING HOME
33100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES - Experienced and/ or certified for home care in western Wayne & south Oakland communities. Transportation required. Pay Starting wage $5.25 per hour. United Home Care 458-6141
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE AIDES/LPN's
6 month nursing home experience required to fill positions in Washtenaw, Bethany, West Bloomfield, Livonia and Dearborn Heights. Various shifts available. Call:
PARTNERS IN PLACEMENT
474-6500

NURSE AIDES
Up to $6.25/hr - Hospital/Nursing home experience required. Home Care, Private Duty Staffing
(Live-ins, 558-5847/day)
Health Care Professionals Ltd.
Southfield Office:
25209 W. 12 Mile, #280
Mon. & Fri. 10-12, 3:30-5:30pm
Dearborn Office:
Village Plaza, #1001
Mon. 1-5pm, Thurs. 9-1pm
Rochester Hills Office
1130 Tienken Ct. #1030
Mon. 1-4, Tues. 9-4, Wed. 9-1, Fri. 9-2pm

NURSE AIDES - we are looking for mature, caring persons who love people. Experienced or will train. Full & part time available. Apply MI. Vernon Nursing Center, 2575 Greenfield, Southfield

NURSE AIDES
We are looking for mature, dependable people, with a love and understanding of the elderly, to work full time. Minimum starting wage $4.75 per hour. We offer: * excellent training program toward becoming a Certified Nurse Aide. Phone 348-2040 for more information.
Whitehall Convalescent Home
43455 W. 10 Mile, Novi

NURSE AIDES
$5.60/$6.10
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 ASSISTANTS
Free training program provided in nursing facility for developmentally disabled clients. Apply in person to learn about our spot in our next class.
Wayne Total Living Center
4427 Venoy
Wayne, MI
NO PHONE CALLS
An Equal Opportunity Employer

NURSE ASSISTANTS
Full Time & Part Time
All Shifts
We have a commitment to our residents to provide the highest quality nursing care available. Excellent benefit package with rewarding opportunities. For more information contact: Linda Lukowski 427-8270
University Convalescent
28550 S Mile, Livonia

NURSE for busy Southfield Pediatric office. Full time. Some Saturdays. Call between 9am-noon. 358-0420

NURSES AIDES
AFTERNOON & MIDNIGHT SHIFTS
Full time, experience not necessary. Will train. See Carol Brown
HIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSES AIDES
for
HOME HEALTH CARE
* Top pay
* $100 sign up bonus
* Health Insurance available
* Paid vacation
* Experience required
Call 335-0996
Personal Health Care of Mich.

NURSES AIDES
Immediate openings for all shifts in 16 Mile & Middlebelt Area. Customized type care for elderly couple. Exp. or training required. Call Mon. Monday thru Friday, 9AM-4PM, ask for Judy.
METROSTAFF
HEALTH CARE SERVICES
557-8700

NURSES AIDES
$5 per hour, start work today! Immediate opening in the Milford area for individuals interested in working a part time, nursing home experience required. Call Sondra 443-0056

NURSING ASSISTANTS - Apply in person: Middlebelt Hope Nursing Center, 38410 Cherry Hill, Westland. Car pooling available.

NURSING ASSISTANT ALL SHIFTS
Start the New Year right. Come join our staff of caring people.
Apply in person:
MIDDLEBELT NURSING CENTER,
14900 Middlebelt Rd., Livonia.

OFFICE MANAGER
For busy Livonia podiatry office. Administrative, supervisory and billing skills required. Computer experience necessary. Excellent salary & bonus incentive. Send resume to: Podiatry Office, 30931 W. 7 Mil. Rd., Livonia, MI 48152

● OPEN HOUSE ●
Health Care Professionals LTD
1130 Tienken Ct., #1030
Rochester Hills, MI 48064
556-7075
Jan. 10,11,12, 1-4pm
Free gifts - refreshments

OPHTHALMIC ASSISTANT or Tech. Energetic and responsible. Happy office. Excellent hours. Birmingham. 642-5535

PATIENT COORDINATOR
High quality team oriented dental office is seeking enthusiastic individual to help our family of patients with their appointments & financial arrangements. Part time, do-shopping into full time. If this sounds like you, please call Donna, 420-3229

PHYSICAL THERAPIST AIDE
Part time. Flexible shift. Some PM hours. Send resume to:
Woodland Medical Rehab Agency,
41933 W. 12 Mile, Novi, MI, 48050.
Att: Kim Erickson.

PLASTIC SURGEON - in Troy requires experienced Receptionist. Full-time. Typing, phones, billing etc. 362-0910

P.T. AIDE for out-patient clinic in Southfield. Mature, reliable person needed for full time position with benefits. Must have good communication skills & prior experience preferred. Call 557-7338

RADIOLOGY TECHNICIAN
Catherine McAuley Health Center in Ann Arbor is currently seeking a Radiology Tech to fill a contingent position at the Arbor Health Building in Plymouth. Hours are between 8 AM - 5 PM. No evenings, weekends or holidays.
Successful candidates must be ARRT certified with at least 6 months experience. Emergency and/or physician's office experience preferred.
If interested and qualified, please send an application or resume by noon on January 7, 1989.
Catherine McAuley Health Center
5301 E. Huron River Dr.
P. O. Box 1928
Ann Arbor, MI. 48106
An Equal Opportunity Employer

RECEPTIONIST - FULL TIME
People skills and organizational ability. Call 953-8020.

502 Help Wanted Dental-Medical

RECEPTIONIST for busy medical office. Front desk & insurance experience necessary. Full time, references
Mary 559-4518

RECEPTIONIST/ASSISTANT
Full-time. Ophthalmology department. Contact Lane Knowlage.
Call Noel, 348-6000, Ext. 325

RECEPTIONIST & Medical Assistant needed, full and/or part time for Troy medical office. Experienced mature person preferred. Ask for Office Manager 879-8090

RECEPTIONIST
Psych Dept. Full-time. Excellent interpersonal skills. Experience preferred. Competitive pay. Benefits. Call 348-6000, Ext. 325

Receptionist
Needed for Birmingham Physician's office. Previous medical office experience required. Typing 45 wpm. Call 443-2544

RECEPTIONIST - PART-TIME
for Livonia Doctor's office. Experience not necessary, willing to train right person. 425-0780

RECEPTIONIST
Full time; light typing. Neg. Benefits. Redford. Call Sylvia, 537-1700.
538-3800, ext. 451

RECEPTIONIST - 2 years experience, good oral communication skills a must. Send resume to: Rental & Leasing, 30700 Telegraph, Lake Rd., Farmington Hills, MI 48018.

RECEPTIONIST PART TIME - Approximately 15 hours a week. Mature person. Mt. Clemens medical office, no experience necessary. Send resume to: 26206 W. 12 Mile, Suite 305, Southfield, MI 48034.

RECEPTIONIST for busy Detroit medical center cardiology office. Full time, excellent pay & benefits. Experience required. Send resume to: Affiliated Cardiologist, 4160 John R., Su. 530, Detroit, MI., 48201.

RECEPTIONIST - Full time. Mature individual needed for Livonia Chiropractic office. Great working conditions and growth opportunities. Call 464-0300
28404 W. 5 Mile Road, west of Inkster, on Mon., Tues., Wed., & Fri., from 9am-1pm, and 3-5pm.

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN II) and first-time 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 license. Psychiatric nursing experience is preferred - not required. Salaries are $17.27 hr/$29,705 year or $15.65 hr/$27,677 year. Adoption 5% for afternoon and midnight shifts. Excellent fringe benefits. Interviews are held Mon. & Tues. For more information at 349-1800, ext 231.
An Equal Opportunity Employer

REGISTERED NURSES
Urgent Care Department
Oakwood-Springwells Health Center's Urgent Care Department has an exciting opportunity available for a full time experienced nurse in an afternoon shift. The successful candidate will have 3-5 years of ER or ICU experience. BCLS is required; ACLS strongly desired.
Because Springwells is experiencing monthly volume increases, this position can offer the additional advantage of career growth and development potential.
Competitive wages and a complete benefit package are offered. You may inquire by contacting Susan Pyle, RN, Clinical Director:
(313)584-4770
"OAKWOOD-SPRINGWELLS HEALTH CENTER
10151 Michigan Avenue
Dearborn, MI 48126
An Equal Opportunity Employer

RESIDENT AIDES - full & part time, for assisted living facility in Plymouth. call Mon. - thru Fri. 9-4 451-0700

RN DAY CHARGE NURSE
Skilled nursing facility looking for caring professional RN. Must be self-motivated individual with a love for working with Geriatrics and previous charge nurse experience. Excellent salary and benefits package with full on reimbursement. Interviewing Contact Marge at 937-8550
5 Mile, Livonia, MI 48154 427-6270

RN - EMERGENCY ROOM
Full and part time positions, afternoon and midnight shifts. Competitive wage and benefit program. You may apply in person or send resume to:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Warren Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

RN/LPN
Needed at once. ReTech want experience.
Medical Personnel Pool

RN or LPN - URGENT CARE
Part time afternoons. Apply at Health Care Center, 348-8000, Ext. 325.

RN
Part-time. Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175
RN - Positions available, afternoon shift, ideal working conditions, apply at Avondale Nursing Home, 1440 Walton, Rochester Hills

RN'S
EMERGENCY ROOM
Henry Ford Medical Center - W. Bloomfield. Emergency Room has openings for an RN to work full time positions, days & evening shift. Key positions with benefits. 1 year ER, ICU or CCU experience and ACLS certification required. Candidates may call Karen Taylor at 661-6430.
HENRY FORD MEDICAL CENTER
6777 W. Maple
W. Bloomfield, MI 48322
Equal Opportunity Employer M/F/H

RN'S & LPN'S
Full or part time, day shift or afternoons. Apply in person between 9AM-5PM: Middlebelt Hope Nursing, 38410 Cherry Hill, Westland.

RN'S/LPN'S
Full time/part time and casual on-call positions available. Please call Mary LaTourneau, University Convalescent Home, 28550 S Mile, Livonia, MI 48154 427-6270

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time RNs, LPNs earn $10.00 an hour, RN'S earn $11.00 an hour, plus health and life insurance benefits. Call for appointment. M. Fetosak, RN.
522-1444

RN'S - LPN'S, part time, for all shifts, good pay, excellent benefits, apply in person at Plymouth Ct. 105 Haggerty Rd., Plymouth 455-0510

RN'S - LPN'S
Work for the pool that works for all the hospitals.
Health Care Professionals Ltd.
Southfield - 337-7080
Dearborn - 563-0096
Ann Arbor - 747-8070
Rochester - 656-7075

RN'S
We're looking for strong, capable, caring RNs to join our professional staff in a specialized facility for developmentally disabled adults. We have both day & afternoon shifts available. We offer a wide range of benefits including an attractive weekend bonus. Interested? Contact:
N. TUSB, D.O.N.
729-0637
An Equal Opportunity Employer

VASCULAR Technologist wanted. Registered through ARDMS or registery eligible preferred but not necessary. Must be able to perform peripheral arterial & venous Doppler. Duplex experience preferred but not necessary. Excellent Top Pay, Good Benefits. Call now for interview. Don't miss this opportunity.
427-0010

502 Help Wanted Dental-Medical

TELEPHONE RECEPTIONIST
mature person needed 2 or 3 days per week. Answer telephones in a high offices in Liberty Center in Troy. Must be flexible. Light typing. Call Carol 362-0300

X-RAY TECH
Full time. Experienced. Day & mid-shifts. Redford. Benefits. Call 10am-2pm: 538-3800, ext. 302

X-RAY Technician - registered, 2-3 years experience. Mon.-Fri. 8-5. Send resume to: Box 486, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ABLE OFFICE CLERICAL
Individual good with word processing and numbers needed for Order Process at national office of multi plant wood door manufacturer. Range $5.00/$6.00 dependent upon experience. Homemaker job market re-entries welcome acceptable. Attractive modern offices in conveniently accessible location. Good fringe benefits. Submit complete resume or call Mr. Roberts at 261-1700. LTD, 30700 Northwestern Hwy., Farmington Hills, MI., 48018

ACCOUNTANT/OFFICE MANAGER
- salary commensurate with experience & ability. Computer knowledge necessary. Contact accounting group including manufacturing accounting located in Livonia. Mail resume to: Barbara, 17117 W. 9 Mile, # 1040, Southfield, MI 48075

ACCOUNTING CLERK
Full time. Knowledge of payroll & accounts payable. Experience preferred. Send resume to: Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK - 30 hours per week. Computer experience helpful. Apply or send resume:
Tyndall Photographic, 26721 Plymouth Rd., Redford, MI., 48239.

ACCOUNTING
CLERK
$17,000
An excellent opportunity to use your good math skills and computer experience in this exciting plush atmosphere. Good benefits, fee paid. Call Eleanor at 525-2080
After 5 P.M. Appointments Available
SNELLING & SNELLING

ACCOUNTING
CLERKS
BOOKKEEPERS
We are recruiting quality personnel for temporary assignments in the accounting/bookkeeping area. We offer top wages, vacation & holiday pay, life & health insurance. Call for an appointment.
CORPORATE PERSONNEL SERVICES
Detroit 965-0267
Livonia 478-1010

ACCOUNTING
CLERK
Farmington Hills firm offers excellent working conditions & benefits for your experience in accounts receivable. Bring your resume & helps you start at $14,500/yr. & company benefits.
#1 Personnel Place
274-4230

ACCOUNTING CLERKS
PART-TIME
Highland Superstores is currently seeking part-time Accounting Clerks to work in our rapidly expanding Highland Superstores merchandising & General Accounting offices. At least 1 year bookkeeping experience in Accounts Payable or General Accounting area. We offer a competitive salary & benefits package. Please send resume or apply in person, to:
Highland Superstores
Human Resources Department-A
909 N. Sheldon Rd.
Plymouth, Michigan 48170
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Village Green management company, a leader in commercial property management firm headquartered in Farmington Hills, has opportunity for an entry level payable clerk. Responsibilities include checking for codes, coding bills, file data entry & special projects. Typing, 10 key & PC experience required.
Call Joanie Peale to schedule an interview at 851-8600, ext. 109

ACCOUNTS PAYABLE CLERKS
Responsible for all aspects of Accounts Payable, including data input recovery and reconciliation. Must type 50 wpm. Some education and experience desirable, preferably at a lending college on a part time basis with a goal of obtaining accounting degree. We offer a comprehensive compensation package. Send resume and salary history to: Box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE - 2 to 3 years payable background. Must be sharp, self starter, reliable with references. Benefits. Well established firm in Plymouth, MI. Irene 459-4313

ACCOUNTS Payable/Receivable clerk, full time, $5.00 hr. Full benefits, paid holidays. Non-smoker only. Prymouth area. Contact Mr. Harter: 459-5040

ACCOUNTS RECEIVABLE
Must have collection experience and personable telephone voice. Light computer experience in word processing or Lotus. Call Donna
478-0100

ACCURATE TYPIST
with data entry skills, for busy N.W. Detroit office. Must be responsible individual for the diversified office position. Prior office experience preferred. Call:
537-5800

ADMINISTRATIVE ASST.
Prestigious downtown firm seeks administrative assistant for senior partner. 3-5 years secretarial experience required. Accounting/bookkeeping skills a plus. Excellent typing and shorthand necessary. Must be flexible for overtime. Competitive salary, to $24K plus.
ALL PROFESSIONAL EMPLOYER PAID
NETWORK
RESOURCES, INC.
2280 Penobscot Building
Detroit, Mich., 48226
964-5300 or 962-2754

ADMINISTRATIVE ASSISTANT
For Financial Executive. Lotus 1-2-3, Bloomfield Hills location. $18-20K. Call Ron at 642-4344.
EXPRESS SERVICES

ADMINISTRATIVE ASSISTANT
Non secretarial position for a couple of national council of Jewish Women, Greater Detroit section is seeking an administrative assistant, 30 hrs per week. Ideal candidate should have managerial skills. Person must be flexible, people oriented & well organized. Call Carol for an appointment 258-6808

ADMINISTRATIVE ASSISTANT
The redevelopment of a major company has a position available for individual with excellent communication skills, ability to compose letters & memos. Serve a general knowledge of office duties. Will need to develop the opportunity to perform a variety of duties. Please submit resume to: Administrative Assistant, Suite 133, 31275 Five Mile Rd., Livonia, MI 48154.

AD specialty firm in Southfield seeks mature, detail oriented sales secretary for busy account executive. Opportunity, benefits, pay negotiable! 557-8481

AGGRESIVE SALES SECRETARY
with office manager skills. Grow with a successful manufacturers Rep. organization in Novi. Pay commensurate with skills. Call for an appointment
349-3940

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Start the New Year by joining a new team! Ambitious and dedicated person needed to work for the Chairman of a diverse Bloomfield Hills Corp., requirements include:
Excellent typing (word Processing), word, transcription and other communication skills and the ability to prioritize and organize a fast paced & very fast paced environment. Candidate must be self motivated, a quick learner and the ability to work well with all levels of management.
Ideal candidate must already responsible executive level positions, work independently, be a self-starter, diversion and can complete assignments in a timely manner. Salary negotiable. Please respond to: B. Elliott, PO Box 400, Bloomfield Hills, MI 48012.

ADMINISTRATIVE - secretary for VP of major international corporation, some experience in Word Perfect, Display Write 4, Panasonic, but will train, $19,900-$22,000.

CUSTOMER - service rep, to be trained in sales & collections, good telephone skills & some data entry for major financial corporation in N. Rochester area. $14,700

NEVER A FEE
Paid vacations - holidays
Life insurance
LIVONIA - 473-2931
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ALL AROUND PERSON - for manufacturer agency in Farmington Hills, full time with good typing & phone manners. Pleasant working conditions. 855-5125

ANXIOUS TO WORK?
Our offices are geared up to get you paid. Long & short term assignments available.
Typists
* Clerks
* Data Entry Operators
* Typists
* Secretaries
* Switchboard Operators
* Word Processors
Top Pay - Benefits - No Fee
TEMPORARY RESOURCES
737-1711
Southfield - Livonia - Taylor
Troy - Ann Arbor - Farmington Hills

APPLY NOW!
Jobs Available
Immediaately!
Work today. Kelly Services needs workers for long and short term assignments. You must be both dependable and energetic.
* clerical
* light industrial
* receptionist
* typist
* word processing
* data entry
For more information about going to work for Kelly Services, bring your name in temporary help, call the Kelly Services office closest to you.
Southfield
352-5220
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

ARBOR TEMPS
NEEDS YOU!
We are currently seeking applicants for the following clerical positions:
* Receptionists
* General Office -
* Secretarial
* Word Processing
Excellent pay, long and short term assignments available. Call:
459-1166

ARCHITECTURAL PANEL manufacturer, needs person with knowledge of drawings & make bills of material. Will train. Excellent entry level opportunity for ambitious person. Call Ron Hunter: P.O. Box 5061, Southfield, MI 48086.

ARCHITECTURAL
Must have 1-2 yrs. office experience. Responsibilities include; answering phones, mail, greeting clients and heavy computer and typing skills. Must have 50 wpm, be better & have word processing experience, preferably WordPerfect 5.0). Contact Wendy at 642-6535

ASSISTANT MANAGER/secretary needed full time for luxury apartment community in Farmington Hills. Good salary, benefits, great opportunity. Call 474-6042

ASD'T SUPERVISOR/
DATA ENTRY
Full time position available - Oakland County suburb. Must have excellent data entry skills & speed & accuracy on 10 key pad. Previous experience with supervision. Minimum 2 years data entry experience preferred. Excellent benefits. Salary to commensurate with experience. Send resume including salary requirements to: Attention: Personnel, Box 502, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION: Entry level position for dedicated person. Flexible hours, 40 hrs. Must have good voice and office skills. Hours: 9am to 4:30pm. References needed.
534-2100

ATTENTION
Pay off those holiday bills by working short or long term assignments in the Livonia area. We need:
TYPISTS
WORD PROCESSORS
SWITCHBOARD OPERATORS
No fee is required. Apply today, work tomorrow!
PARTNERS
IN PLACEMENT
474-8500

ATTENTION
Secretaries
Word Processors
Start the New Year
With a Bonus
Secretaries & word processors who register with us by January 5 will receive a $ 2.00 bonus check. Following our 4 week assignment, a $25.00 check will be issued.
We offer top wages, vacation & holiday pay & life & health insurance.
Call for more details & get in on the action today!
CORPORATE PERSONNEL SERVICES
Detroit: 965-0267
Livonia: 478-1010
Warren: 751-1070

AUDIT Clerk/General office; immediate full time position with an EOE/Equal Opportunity employer. Benefits, compensation skills needed.
348-1751

AUTO BUILER
W. Bloomfield dealership has immediate opening for an experienced auto buffer. Excellent working conditions. Top wages & benefits.
Call Lynda at: 851-7200

AUTO DEALER CASHIER
for busy Bloomfield auto dealer. Must have dealership experience, excellent benefits & pay. Call Kyle at Tamarron Dodge at 334-9800

AUTO DEALER SHOP - In Northville, has immediate openings for full time clerical person. Good typing skills required. Job consist of scheduling, phone and data entry, and filing. Contact Nancy Bohn 348-1400

504 Help Wanted Office-Clerical

AUTO DEALER
BOOKKEEPER
Needed for rapidly growing dealership. Must have minimum 2 years in auto dealer experience. Excellent benefits and pay. Call Kyle at Tamarron Dodge at 334-9800

AUTO DEALER - Switchboard cashier. Full time. Experience helpful but will train. Must have computer or speaking ability if must. Good pay & benefits. Call Kyle at Ken Shook, 3939 Wayne Rd. at Michigan Ave.
729-2000

Begin Your Career
Immediately opening for a bright beginner. We will train you to apply your filing skills in our Legal Dept. Duties include filing, mail processing, posting attorneys' diaries and light typing.
Excellent employee benefits and promotional opportunities with a diversified company. Advanced sales. We promote from within.
Novi Town Center location. Call Vicki Sata for appointment.349-5900
Liberty Mutual Insurance Group
An Equal Opportunity Employer

Bilingual Positions
(Spanish/Japanese)
Executive Secretary . . . $ Open
Secretary . . . . . to $22,000
Administrative Clerk . . . $25,000
Engineering Secretary To $22,000
Customer Service Rep. . . . To $ 20,000
SUPERIOR BENEFIT PACKAGE
Personnel Systems
459-1166

HEAD BOOKKEEPER
Growing Livonia firm. Full responsibility for books & records. Experience with computer. Payroll helpful. Salary $7-$9/hr. 313-261-2620

BOOKKEEPER
A take charge individual with 5 yrs. previous experience through trial. Salary for Troy location. A good opportunity with an excellent benefit package.
P. O. Box 2799
Livonia, MI., 48151.

BOOKKEEPER/CLERK
With computer input, interesting position. Apply in person at:
Westland Veterinary Care Center
24429 Grand River, Redford.

BOOKKEEPER, experienced, full charge bookkeeper position including payroll & payroll tax reports. PC experience required. Company needs self starting, motivated individual for excellent salary and benefits. Send resume to: 36353 Akron, Westland, 48185.

BOOKKEEPER - experienced, for 1 person office. Personal computer, FAX, benefits. Resume to: P.O. Box 808, Southfield, MI 48034.

BOOKKEEPER (experienced) wanted for Southfield land developer. $10-$12/hr. To start. Light typing functions. Full time position. College required. Call 559-7330

BOOKKEEPER - Experienced through General Ledger for West Bloomfield Office. Knowledge of payroll taxes and bank recs helpful. Call for appointment 737-8944

BOOKKEEPER - experienced, prestigious Southfield firm needs a progressive person who can work well with people. Must be detail minded, accurate on all accounting functions, computer literate, a team player, non smokers only. Call Mr. De Young, Tues thru Fri, 11am-4pm.
557-4553

BOOKKEEPER
Excellent opportunity for a well organized bookkeeper. Ideal individual for our new Birmingham Real Estate Development Office. Candidate must have experience in computer accounting. Construction experience & processing draws etc. Non smoker. Send resume and salary requirements to: Dalcor, 31000 Telegraph, suite 220, Birmingham MI, 48010 Attn: Mary

BOOKKEEPER for CPA firm, challenging position available for responsible person with a minimum of 3 yrs experience in bookkeeping (through trial balance) and payroll taxes. Opportunity to learn & advancement. Please send resume including work experience and salary requirements to: Donald Nitzkin, 733 W. Big Beaver, Suite 1700, Troy, MI 48084

BOOKKEEPER full charge for small office in Plymouth. Good location. Send resume to: Box 442 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full charge person for rapidly growing Farmington Hills computer company. Minimum 3 years AP thru GL experience. Must be experienced with computerized accounting systems. Familiar with PC spread sheet program. $ competitive salary, health insurance, salary, benefits, profit sharing.
553-0250

BOOKKEEPER
Full charge for advertising promotional firm in Troy. Capable of final trial balance, payroll tax prep. Starting $18,000/yr. Send resume to: Good Impressions, 1723 Rochester Rd., Troy, 48083.

BOOKKEEPER
Leading Birmingham Realtor is opening for part time Bookkeeper. Call Mr Pfister or C. Balogh
642-7660
Cranbrook Real Estate.

Bookkeepers
Accounting Clerks
EDP/Data Entry
We are looking for experienced people to join our team of professionals on existing temporary assignments. Assignments can be either short or long term. Flexible hours, top hourly rates, plus add significant experience to your resume. Temporary assignments may lead to permanent. For an appointment, please call
357-8367
accounTemps
28588 Northwestern Hwy. #250
Southfield, MI 48034

BOOKKEEPER/SECRETARY - Experienced for Art Gallery in Southfield area. Full time, approximately 18 hours per week. 356-5454

BOOKKEEPER/SECRETARY
Southfield Accounting Firm.
Requires typing, Word Processing & Spreadsheet experience.
DESIRE TO LEARN.
Call 774-7300

BOOKKEEPERS - For Farmington company. Computer experience preferred. Full time, part time available. Send resume to Controller: 200 E Hickory Grove Bloomfield Hills, MI 48013

BOOKKEEPER
Troy area. Must have minimum 2 yrs. experience. Light typing & filing. Typing 45 WPM required. PC experience a plus.
880-8230

BOOKKEEPER
West Bloomfield Racquet Club Center has opening for Bookkeeper for accounts receivable. Must have computer experience. Must have experience & able to meet & deal with public. Call Personnel at 661-1800

BOOKKEEPER - 60 yr. old company located in Livonia seeks individual experienced in accounts receivable. Light typing. Pleasant working conditions. Call Pat for further information. 421-8810

CLERICAL - DATA ENTRY
EARN $4.00 PER HR. PLUS
Productivity incentives, flexible hours, mentally disabled adults. We paid holidays, vacations, health, life insurance, pleasant working conditions. Ideal for concerned homemakers. If you are organized, hardworking, enjoy working with detailed information and like a fast pace, this opportunity is for you. Call Ms. Ann Sabo at
737-7200

FITNESS MANAGEMENT CORP.

CLERICAL EMPLOYER
for typing, filing & telex. Duties. Plymouth Area. Call 451-0130

CLERICAL - FULL-TIME
In Bloomfield Hills area. Experience not necessary. Call between 10am-4pm. 333-3540

504 Help Wanted Office-Clerical

Bookkeeping
Partial Listing of Positions
PAYROLL MANAGERS - We currently have several positions available for experienced Payroll Bookkeepers. Knowledge of ADP service and Lotus necessary. Also prior supervisory experience in payroll operations helpful. These positions are available in the Troy, Detroit and Livonia areas.
ACCOUNTS PAYABLE - Sharp professional Accounts Payable Clerk is required for this suburban firm. Minimum 2 years experience in an automated environment. Lotus a plus.
BOOKKEEPER - This far east Livingston County firm seeks sharp individual to assist controller. Ideal candidate should be detail oriented and have good people skills. A growth position!
HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
All Fees Company Paid

BURGLARALARM CLERK
Mon. thru Fri., 8 to 10 PM. Answer busy phones plus light office work. Call Pat Kelly, 8 to 3. 559-7100

Busy Real Estate office in Farmington Hills - part time receptionist, Evenings and weekends. Call Ann 851-8700.

CHURCH SECRETARY/Office Manager. Part time. Salary negotiable. Shorthand, Mac intosh computer, or willingness to learn. Tues., Wed., Thurs. 4 to 8 hours daily. 533-7170

- CLERICAL/ANALYST
We are seeking an aggressive, motivated self-starter to provide clerical, administrative & analytical support for our Warehouse, Mail, Manufacturing & Distribution Facility.
* Strong math skills
* Computer spreadsheet development & data analysis
* Word processing experience
* CRT operation experience
* Understanding of stock receipts, WIP, & sales reports
Respond by Resume:
Gene Brickhouse
Weyerhauser Co.
1550 Superior Parkway
Westland, MI., 48185

Clerical
BRANCH CLERK
Nationally known industry leader is in search of a dependable self-starter to join our team.
This immediate opportunity involves a variety of general office functions in addition to recording/correcting invoices and handling assorted paperwork for our sales office. College background and good clerical skills including typing and bookkeeping helpful.
We offer a competitive compensation and benefits package. For immediate consideration, please call for interview appointment:
(313)937-2366
SWIFT-ECKRICH, INC.
equal opportunity employer
multi-site

CLERICAL/GENERAL OFFICE
for Birmingham C.P.A. firm. Must have good typing, calculator skills, P.C. experience helpful, bookkeeping - a plus. Contact Anita, 258-5500

CLERICAL - HALF DAYS
8:15 to 11:45, M-F. General Office duties for Red Firm, Grand River/10 Mile. Typing & Word Processing P.C. ability, a Plus! Call 478-2066

CLERICAL
Immediate opening for our Mt. Clemens office. All around general office duties, light typing, phone skills & mail. Hours Mon.- Fri. 9am-5pm, $5-6/hr. Send resume to:
Credit Counseling Center,
28275 Orchard Lake Rd., Suite 115,
Farmington Hills, MI 48018
An Equal Opportunity Employer

CLERICAL OFFICE
Typing 60 wpm, filing, phones, general office. Please call for appointment. Ann Arbor Prec