502 Help Wanted Dental-Medical

OCCUPATIONAL THERAPISTS
Immediate full & part time openings. Use your therapy skills in a unique pediatric outpatient rehab agency providing comprehensive outpatient care to disabled children. Contact: Joyce Hartford or Valerie Kaufasman at (58)Not Institute For Children. 839-1100

An Equal Opportunity Employer

OFFICE ASSISTANT
The Cardiac Rehabilitation Clinic at Sinai Hospital has an immediate vacancy for an experienced Medical Assistant. Requirements include - Knowledge of medical terminology, typing of 50 wpm and the ability to work independently. Familiarity with IBM PC and knowledge of Word Perfect is highly desirable. Previous experience in a hospitalized office practice is a plus with experience in cardiac rehabilitation preferred. For immediate consideration, respond with resume and salary history to:

HOSPITAL OF DETROIT
Employment Office/GTF
6767 W. Outer Drive
Detroit, MI 48235

OFFICE ASSISTANT/Lab Assistant, part time for internist office in Livonia area. 647-5850

OFFICE ASSISTANT
Full, Part, Temporary. 2-8 PM, occasional Saturdays. Call 728-2130

OFFICE MANAGER
For busy Livonia podiatry office. Administrative, accounting and billing skills required. Computer experience necessary. Medical background a bonus incentive. Send resume to: Podiatry Group, 30100 W. 7 Mile Rd., Livonia, MI 48152

OFFICE MANAGER
Experience preferred. Light mainframe person required for busy dental office in Livonia. Call for interview, please call. 569-6304

ONCOLOGY/HEMATOLOGY Registered Nurse - full & part time. Outpatient clinic. Monday thru Friday. Strong clinical background and oncology experience required. Contact Pat Romano, 876-1845

OPTICAL DISPENSER
For private office. Excellent compensation. Send resume to PO Box 5500Sealed Air Corporation, Cape Cod Papers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIANS
Enhance our career by becoming a member of a growing Ophthalmic Health Care Specialists. If you're looking for an exciting & challenging career in the optical profession, we have just the position for you. Call 365-5600

ORTHODONTIC ASSISTANT
Part or full time, for Farmington/Livonia area. Experience in billing helpful. Salary commensurate with experience. 537-4550

PVH progressive, multi disciplinary rehabilitation hospital has an immediate opening for a physician's assistant. Ideal candidate will have 3 years post graduate experience in rehabilitation medicine. Neurological experience preferred. Please send resume to Medical Director, Physical Rehabilitation Hospital, 22401 Foster Winter Dr. Southfield, MI 48075 423-1473

PHARMACY TECHNICIANS
Positions are currently available to work full time afternoon shift or part time, afternoon & midnight shifts.

Qualified candidates must be currently enrolled in, or have completed formal education in an accredited Pharmacy Technician curriculum OR be pursuing a B.S. or PHARM D. degree, or have graduated from a college of pharmacy, having progressed beyond the first year (pre-pharmacy) of pharmacy school.

In addition, you must have 3 months experience in hospital pharmacy receiving transportation or equivalent paid experience in formal education Pharmacy Technician Certification preferred.

Qualified candidates may apply Mon. - Thurs., 9 AM. - 2:30 PM.

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

PHYSICAL THERAPY AIDE
Full or part-time. Outpatient setting. Suburban location, experience preferred. Will be willing to train. Competitive salary. Send resume and salary requirements to: PO Box 4540Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PLASTIC SURGEON - In Troy requires experienced Receptionist, Insurance knowledge, phones, billing, etc. 362-0910

PODIATRIST OFFICE needs Receptionist/Office assistant. Mature woman, full time, will train. 455-5669

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

QUALITY ASSURANCE COORDINATOR
Epilepsy Foundation in health care awards a registered nurse with current Michigan licensure. Requires a minimum 5yrs. clinical experience, and previous experience in quality assurance or comparable analytical audits. Bachelor's Degree or equivalent preferred. Must possess excellent written and oral communication skills. Competitive salary and benefits. Respond in confidence to:

Human Resources/QA
P.O.Box 223
Southfield, MI, 48037

An Equal Opportunity Employer

RECEPTIONIST for busy medical office. Front desk & insurance experience necessary. Full time references. Mary 559-4838

RECEPTIONIST - 2 years experience, good communication skills a must. Send resume to: Dental Associates, 28500 Orchard Lake Rd., Farmington Hills, MI 48018.

RECEPTIONIST - Full time. Mature individual needed for Livonia Chiropractic office. Great working conditions and growth opportunities. Apply at:
28404 W. 6 Mile Rd., west of Inkster, on Mon., Tues., Wed., & Fri., from 9am-1pm, and 3-5pm.

RECEPTIONIST - FULL TIME
Typing, good phone, organizational ability. Call 353-5020.

RECEPTIONIST for busy Southfield office. 25-30 hours per week, must type 40 wpm, non-smoker, references. After 5pm. 358-1130

RECEPTIONIST - part time for growing practice in Livonia. Experienced people oriented person. Salary negotiable. 464-1827

RECEPTIONIST - Experienced in medical office. Part time 3 days, flexible hours. Call between 10-12 noon. Bloomfield Hills. Call Debbie between 9-3pm. 333-7977

RECEPTIONIST - With billing experience helpful. Full time. Call 728-2130.

REGISTERED NURSES
Immediate Registered Nurse positions available for out-patient surgery, hospital has openings for several Staff Nurses (RN II) and first-line Supervisors - all resident care staff on an 8 hour shift (RN II). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Preferred candidates will have 3 years experience - not required. Salaries are $11.217.27 thru 12.739.33 year or $15.65 hr./$32.677 year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. If interested call Marie Crook, RN, for more information at 261-3300, ext. 501.

An Equal Opportunity Employer

REGISTERED X-RAY TECH
Full time, Downtown Hospital.
Call Judi: 961-8794

RN
FULL TIME
DAY SHIFT
See Mrs. Martin
Director of Nursing
261-3300
HIGHTENGALE WEST
6365 Newburgh
Westland, near Joy Rd.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

Registered Nurse
Telephone Triage
Metro Medical Group, a subsidiary of Health Alliance Plan, has an immediate part time (Tuesday 7pm-7am) position available for an RN to work in our system-wide telephone triage program at Hour Medical Center. The selected candidate will be responsible for screening & assessing patient calls in accordance with established guidelines & protocols. Qualifications for the position include current Michigan RN license, BSN preferred, must have a minimum of 2 years experience in a specialty care setting, preferably in ER and/or ICU, BCLS required, ACLS preferred. We offer an excellent starting salary & pro-rated benefits. If you meet the qualifications, we would like to join our nursing team, please send a resume or contact the Human Resource Dept. at:
(313)523-6685)
METRO MEDICAL GROUP
35200 SCHOOLCRAFT RD.
LIVONIA, MI, 48150
An Equal Opportunity Employer

RN or LPN - URGENT CARE
PM hours. Farmington Hills Care Center, 348-8000, Ext. 325.

RN
Part-time. Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN'S
AMBULATORY SURGERY
Henry Ford
Medical Center - Fairlane
Has full time opportunities for registered Nurses in Ambulatory Surgery. Applicants must have 9 months of 2 years scrubbing and circulating experience in the OR. For further details contact Carol Ramthor at 593-8280, 8 to 2 pm, Monthru Fri., or send resume to:

HENRY FORD
Medical Center - Fairlane
Attn: Personnel
19401 Hubbard Dr.
Dearborn, MI 48126-2699
An Eqs. al Opportunity Employer

RNs - Full or Part-time
Day and afternoon shifts. Apply:
Arnold Home, 18520 W. 7 Mile
531-4001, Ext. 260

RNS-LPNS
Broaden your horizons
Write
HEALTH CARE PROFESSIONALS
OF ANN ARBORING
Call for appointment
313-747-8070

RN'S/LPN'S

EMPLOYMENT BONUS MONEY
Dearborn Elk's Terraces through Care for the Elderly. If you enjoy the challenge of working with the elderly and we are looking for you. Our ever expanding nursing care center is accepting applications for (10) R.N. & LPN's with modern minds & old fashioned hearts, full & part time.
• Enjoy flexibility in hours
• Competitive wages
• Fringe benefits
• Scholarship assistance for continuing education.
Come in for an interview
CAMBRIDGE WEST
18533 Beech Daly
(between 6 & 7 Mile Rd.)
Detroit, MI 48240
255-1010
An Equal Opportunity Employer

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

RN'S/LPN'S
If you are an innovative caring nurse with good supervisory skills, we need you. We have a new nursing management team & we would like to join us to make this nursing home the best. Excellent wages & benefits. More dollars if no benefits required. Call Karen Thompson.
697-8051
Van Buren Convalescent Center
44401-94 Service Dr.
Belleville, MI 48111
An Equal Opportunity Employer

RN'S, LPN'S & MA'S
National company located in Southfield has immediate openings for medical history case workers processing medical information by phone & mail. Medical terminology a plus. Office experience helpful. Call Mrs. Bellenir at 351-8887

RN'S
LPN'S
NURSES AIDES
Frustrated
&
Fed Up

With your nursing pool? Too many cancellations? Come to Ostler Health Care Services. Our new management team will treat you with the respect you deserve.

PAY RATES
BENEFITS
MATCHED
&
RAISED
Call Mon. thru Fri., 9-5
OLSTEN HEALTH CARE SERVICES
552-0950

RN'S - LPN'S
Work for the pool that works for all the hospitals.

Health Care Professionals Ltd.
Southfield - 357-7080
Dearborn - 563-0056
Ann Arbor - 747-8010
Rochester - 656-7075

RN'S • Visiting home care nurses needed for Oakland County, flexible hrs. Travel reimbursement. Health insurance available. Cases near your home. Full/part time positions available. Call 1-800-558-8944

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. Tubb, D.O.N.
729-0857
An Equal Opportunity Employer

RN with OB GYNexperience for busy Wilcom office.
649-1009

ULTRA SOUND TECH
Westland area.
Full or part time.
Call 728-0500

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

X-RAY Tech for busy medical office in Southfield area; must have 2 yrs. experience; full time; good salary & benefits; call for interview. 354-0872

X-RAY Technician - registered, 2-3 years experience. No Saturdays. Send resume to: Box 488, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - needed immediately for busy Southfield land developer. Call 559-7230

504 Help Wanted Office-Clerical

W. SUGARMAN manufacturer has immediate opening for a person with A/S in accounting/business or equivalent experience. Must know Lotus applications, trial balance & general ledger operations. Good starting salary, complete benefits program including educational reimbursement. Pleasant office.
Call Industrial Relations Manager, PO Box #722, Plymouth MI. 48170

ACCOUNTANT
for Farmington based diversified company. A take charge person to be responsible for financial operations, statements & tax returns. CPA preferred. We offer an excellent starting salary & pro-rated benefits. If you meet the qualifications, we would like to join our nursing team, please send a resume or contact the Human Resource Dept. at:
(313)523-6685)
METRO MEDICAL GROUP
35200 SCHOOLCRAFT RD.
LIVONIA, MI, 48150
An Equal Opportunity Employer

ACCOUNTING CLERK - part time, payroll & data entry, Plymouth. 459-9808

ACCOUNTING CLERK
Part time, possible full time.
Liberty Travel, Farmington Hills.
Ask for Susan. 855-5600

ACCOUNTING CLERK
Established, progressive firm seeks promotable accounting clerk for accounts receivable, accounts payable & billing. Send resume to: Diversified Recruiters Co., 27780 Novi Rd., Suite 104, Novi, MI 48050 or call: 344-6700

ACCOUNTING CLERK
Entry level accounting position in Accounts Receivable. Math skills, light typing. $3.25/$3.75. Attractive modern offices in conveniently accessible location. Good fringe benefits. Apply in person or call Mr. Zak, Lillistine Doors, Inc, 30700 Northwestern Hwy, Farmington Hills. 851-7700

ACCOUNTING SUPERVISOR
Suburban FR/Marketing firm seeks strong bookkeeping, organization and communication skills. Computer experience a plus. Growth potential for the career-minded person. Good benefits. To $20K.
ALL FEES EMPLOYER PAID
NETWORK
RESOURCES
2750 Penobscot Building
Detroit, MI, 48226
964-5500 OR 642-2754

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

ACCOUNTS PAYABLE
We need organized individuals with good math skills & accounts payable experience to work full time in our fast paced Farmington office.
Excellent benefits

647-0300

ACCOUNTS
PAYABLE
$17,600. Enjoy a friendly atmosphere at a very stable company. A self-motivated person is needed who has computer experience. Excellent benefits.
Call Eleanor at 353-2900.
After 5 PM. Appointments Available
SNELLING & SNELLING

ACCOUNTS PAYABLE CLERK
With general knowledge of office procedures. Full time position. Call between 10am-3pm: 626-1950

ACCOUNTS PAYABLE
Your excellent accounting & computer skills are needed by this growing Taylor transportation company. You must be an organized, detail-oriented, self-starter. Join a various team. 291-9100

ACCOUNTS PAYABLE CLERK
Minimum 2 years payable experience in a high-volume, computerized environment. Strong organizational and communication skills a must. Send resume, including salary requirements to: CCC, Inc., 22345 Rostner Dr., Novi, MI 48050. Attention: Controller.

Accounts Payable
Accounts Payable Processor needed for local financial institution. Position to include: payable processing and general ledger input. Payable and Lotus 1-2-3 experience helpful. Send resume and salary requirements to:
Bank Of Sterling Savings Bank
28400 Northwestern Highway
Suite 200
Southfield, MI. 48034
Attn: L. Mayette
An Equal Opportunity Employer

ACCOUNTS
PAYABLE
CLERK
Use your accounts payable experience to begin your career with a Southfield company. Must have complete knowledge of posting, writing & mailing checks.

ONYX
Southfield: 356-6699
Troy: 649-5200
(Friday pay the ONYX way)

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

ACCOUNTS RECEIVABLE CLERK.
Full time position open for person with collection experience, account analysis and customer service. Send resume, Attn: Accounting, Po Box 29, Plymouth, MI 48170.

ACCOUNTS RECEIVABLE
CUSTOMER SERVICE
A Walled Lake/Wixom area marketing and service company has entry level openings in its Accounts Receivable & Customer Service Dept. Some knowledge of CRT operation, bookkeeping or customer contact a plus. Call our Personnel Dept. after 9:30am. 347-3689

ACCOUNTS RECEIVABLE/
PAYABLE CLERK
Southfield real estate office looking for a self-motivated, experienced Accounts Receivable/Payable Clerk. Must be accurate with 3 to 5 years experience. Competitive benefit package. Please send resume in confidence to:

Mrs. E. King
P.O. Box 267
Southfield, MI 48037

ACCOUNTS Receivable & General office Clerk, 5 yrs. experience or minimum 2 yrs. college accounting required. Computer experience. Excellent benefits including profit sharing. Hourly-weekly. Apply in person with resume & salary requirements from 9am - 3pm.
Wimsatt Building Materials, 36340 Van Born Rd., Wayne, MI.

ACCOUNTS RECEIVABLE/
ACCOUNTS PAYABLE
Small company in Northwest Detroit looking for a team member. Mature person with 2-3 yrs. experience in accounts payable/accounts receivable & general office. Typing skills & computer experience helpful. Good wages & hospitalization for the right person. 272-6370

AD AGENCY RECEPTIONIST
Southfield based ad agency seeks receptionist. Must be experienced on word processing equipment & able to type 60 WPM. For interview call: 557-8410

ADMINISTRATIVE ASSISTANT -
Seeking mature, self motivating individual to act as Administrative Assistant to President of architectural engineering firm. Individual must possess good clerical skills, i.e. filing, typing, organization, dictation/Dictaphone, etc. Please send resume to: Rich & Associates, 25240 Lahser Rd., Southfield, MI 48034.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE
SERVICES CLERK
Responsible for all phases of product purchase & sales recording functions. Must type 50wpm. Experience at office experience desirable, computer experience a plus. We offer a competitive salary & excellent benefit package. Send resume & salary history to: Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE
ASSISTANT
Our Farmington Hills based training & consulting firm is looking for a creative, a crushed office professional. The successful candidate will be self motivated & possess a creative but approach towards job performance. Top-notch general office & organizational skills are a must, as well as competence in the following areas: the Apple Mac Intosh computer system, we/ball written communications, bookkeeping, client contact and travel assistance.
We offer a starting salary of $17-$20K commensurate with background & experience, vacation & participative roll in company growth. Submit resume & references to: Human Resources, 34268 Court, Island, Farmington, MI 48024

ADMINISTRATIVE ASSISTANT
Bookkeeper. Real Estate development company, computer & communication skills, long term. 855-5955

Administrative
Assistant
Major corp. seeks Administrative Assistant to the CEO. 75+ wpm typing, 80+ wpm shorthand required. Excellent organizational skills needed for fast paced environment. Comprehensive benefits package. Call 355-4140 or send resume to: Arthur Thomas, 4000 Town Center, Suite 918, Southfield, MI 48075.
"ALL FEES COMPANY PAID"

ADMINISTRATIVE ASS'T.

Prestigious downtown firm seeks administrative assistant to executive partner. 3-5 years secretarial experience required. Administrative experience a plus. Excellent typing and shorthand necessary. Must be flexible for overtime. Superb benefits, to $24K plus.
ALL FEES EMPLOYER PAID
NETWORK
RESOURCES, INC.
2750 Penobscot Building
Detroit, Mich., 48226
964-5500 or 642-2754

ADMINISTRATIVE
SALES ASSISTANT
New distributor of exciting line of major household appliances seeks assistant responsible for order entry, staging and coordination of orders, interface with strong sales professionals, customer correspondence IBM pc, entry of data for new computerized system, light typing, telephone messages and filing. Extensive customer contact requires excellent telephone presence. Multiliaced environment calls for flexibility and maturity. Strong organizational skills a must. Send resume & salary requirements to: 32 Grand River, Suite 101, Farmington, MI 48024. Attention: Barbara.

ADMINISTRATIVE CLERK
We are a leading Direct Marketing & Information Service Company seeking automotive manufacturer & dealers by creating & managing information & communication programs for our clients. We have an immediate need for a Data Entry/Administrative Clerk. The candidate will be responsible for computer mail-opening equipment & performing various mailroom functions. We are Taylor transportation company. Organized individual. We will provide the appropriate compensation & benefits to the right candidate. If you are interested, please call:
W. Smith, 10am-2pm, Mon.-Thurs.

Automated Marketing
Systems, Inc.
Travelers Tower II, Ste. 400
26533 Evergreen Rd.
Southfield, MI. 48076
352-5900

ADVERTISING AGENCY seeks experienced Executive Secretary. Shorthand, typing, telephone, Public Relations, office management skills. Southfield. 356-4191

ADVERTISING photographic studio seeks well-organized individual for interpreting and varied responsibilities. Duties include accounts payable, billing, light dictation, typing and office management. Creative client contact and liaison with suppliers. Must be self-motivated and able to work without supervision.
Call Carol 568-1030

ADVERTISING SALES SECRETARY
Publishers firm based in Bloomfield hills seeks full time person to assist sales staff. Must possess excellent typing & organizational skills. Agency background & computer experience helpful. Contact Mrs Kuebler for interview. 313-332-9200

ADVERTISING
SECRETARY
A major agency offers a plush exciting atmosphere in which to use your good word processing skills. $18,000 fee paid. Call 353-2900.
After 5 PM. Appointments Available
SNELLING & SNELLING

AUDITORS, hardworking individual needed for various clerical duties; telephone answering primarily, knowledge of computers helpful, some experience a plus. Minimum high school graduate with excellent English skills, verbal & written. Excellent benefits. Performance based salary. Send resume to: Personnel Manager, P.O. Box 84310, Troy, MI. 48084-0310.

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 America's number one temporary service help, call the Kelly Services office closest to you.

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The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

A SECRETARY - for International Troy corporation. Top pay position, some Display Write 4 experience but will train, $17-$22,000

SECRETARY - for major auto supplier in Warren. Good word processing, data entry & light Display Write 4 experience.

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

A SECRETARY with Macintosh word processing experience for law firm in Troy corporation. $18,200 + $18,000. Call Louise at Uniforce 648-8500

ASSISTANT CREDIT MANAGER
for major retail home furnishing centre. Minimum of 1-2 years commercial credit experience. Degree preferred. Responsibilities include overseeing accounts receivable & collection. Please send resume to: Personnel Manager, Caste Steel Corp. 4343 Wyoming ave. Dearborn MI. 48126

ASSISTANT MANAGER/secretary needed full time for luxury apartment complex in Farmington Hills. Good salary, benefits, great opportunity. Call: 474-8082

504 Help Wanted Office-Clerical

ASSISTANT OFFICE MANAGER
Seeking a responsible individual for an assistant managerial position. Applicants should possess excellent typing skills, light bookkeeping experience & have the ability to interface with a busy office. Good salary with potential for advancement. Call Tammy for an appointment. 855-1668

ASSISTANT TO INVENTORY control director. Retail experience helpful. Will train on IBM mini computer. Call Elaine D. 350-1164

ASSISTANT TO Life Insurance Agent needed. Start part time, increase hour later. Variety of duties include: word processing, policy change service & applications. Some typing &/or computer experience helpful. Located Crooks & Big Beaver, Troy. Ask for Connie Boylan or Anis Ahmed: 362-2220

ASS'T SUPERVISOR/
DATA ENTRY
Full time position available - Oakland County suburb. Applicant must certify math ability & speed & accuracy on 10 key pad. Previous experience with supervision. Minimum 2 years office 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
Jobs available in Detroit area in Multi-State, Xerox 850, Switchboard, Typing 50 WPM plus, Data Entry. Call today!

PARTNERS
IN PLACEMENT
474-8500

AUTO BUILDER - Cadillac dealer has immediate opening for an experienced auto builder. Excellent working conditions & benefits. For appointment 651-7200

BILLING
Accounting Department needs full time and part time persons.
Clayle 258-0000

BIRMINGHAM LAW firm seeking part time person for filing, light typing, general office duties. 642-0359

BOOKING AGENT
Have you always wanted to run away and join the circus? Put your talents in your blood? Eastern Union is hiring booking agents full and part time positions available. Must have good strong voice, phone sales experience helpful. Call for appointment: 552-8888

BOOKKEEPER ASSISTANT
Duties to include Accounts Payables, Receivables & bank reconciliations for mfg. company in Southeast. Some experience is desired. Looking for person who is bright & self-motivated. Full time position. Call Ron at 455-7755

BOOKKEEPER/CLERICAL
Sharp, enthusiastic person to assist in bookkeeping department for Farmington Hills office. Must be detail oriented, willing to perform a variety of duties, and have previous experience. 553-4510

BOOKKEEPER - Dependable person with some bookkeeping experience. Light bookkeeping & filing. Pay based on experience. Birmingham area. Call 8am-5pm. 642-1556

BOOKKEEPER, experienced, for 1 person office. Personal computer, PAX, benefits. Resume to P.O. Box 606, Southfield, MI 48034.

BOOKKEEPER
Fast-growth but fun company seeks individual experienced in Accounting & Bookkeeping. $5.10.5.85 an hour to begin. Apply in person, weekdays, 3-5pm: Knight Enterprises,
40600 Grand River, Novi.

BOOKKEEPER
Follmer, Rudzewicz & Co., one of Michigan's largest independent CPA firms currently has several clients in the Metro Detroit area seeking to hire experienced bookkeepers. Some positions require F/C and/or supervisory experience. If interested, please send complete work and salary history in strictest confidence to:
Holly Stanley
Follmer, Rudzewicz & Co.
26200 American Dr. - #500
Southfield, Mich., 48034

BOOKKEEPER for CPA firm, challenging position. Must be responsible person with a minimum of 2 yrs experience in bookkeeping through trial balance & payroll taxes. Opportunity to learn & advancement. Please resume including work experience and salary requirements to: Donald Hinkle, 755 W. Big Beaver, Suite 1700, Troy, MI 48084.

BOOKKEEPER

Full time position - bookkeeping, time recording & general office duties. Must be experienced with IBM WordPerfect PC. Troy area. Send brief resume & salary requirements to: Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeeper
Full Charge
Bilingual
This Mid Oakland County company requires a Bookkeeper who can read-write German. Position is through financial statements with additional duties in insurance, payroll, invoicing and control. Must have excellent computer skills. This is an excellent company with great benefits and competitive salary. For appointment call:
Laura Bampey, CPA.

Robert Half of MI
28588 Northwestern Hwy., #250
Southfield, MI 48034
358-2300
All Fees Company Paid

BOOKKEEPER
Good communication skills, thru trial balance, payroll taxes, typing.
After 1pm. 353-4347

BOOKKEEPER
Immediate opening for individual with both receivables & payables experience. Pegboard experience a must. Excellent opportunity for qualified individual. Call Sue for Interview at DPR
443-0056

504 Help Wanted Office-Clerical

BOOKKEEPER
Knowledge of general ledger, accounts receivable, accounts payable and general ledger. Computer and spreadsheet experience a plus. Full time with benefits. Send resume and salary requirements to: Box 494 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeeper/
Property Manager
Small Southfield real estate bookkeeper/development company seeks experienced person to take charge of entire office operation. Must be able to start immediately. Please send resume & salary requirements to:

GEOFFREY EATON
21711 W. 10 MILE RD.
SUITE 237
SOUTHFIELD, MI 48075

BOOKKEEPER
Rapidly growing manufacturing company needs individual with minimum 3 years bookkeeping experience. Must be experienced with balance. Must be experienced with Lotus 1-2-3 and Word Perfect. Friendly atmosphere, non-smoking environment. Salary to $20K. Resume with salary requirements to: Box 502, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeepers
Accounting Clerks
EDP/Data Entry
We are looking for experienced people to join our team of professionals on exciting temporary assignments. Assignments can be either short or long-term, full or part-time, offer excellent pay & the chance to gain experience to your background. Temporary assignments may lead to permanent. For an appointment, please call:

357-8367
accounTemps
28588 Northwestern Hwy. #250
Southfield, MI 48034

BOOKKEEPER/SECRETARY
For 5 man Farmington Hills construction office. Must be willing to accept responsibility. Computer experience helpful. Orchard Lake Rd. area. Call Sharon: 855-1545

BOOKKEEPER/SECRETARY
needed for small office. Add machine CPA, full or part time. Permanent position, salary open. Send brief resume to: 755 W. Big Beaver, Suite 1614, Troy, MI. 48084

BOOKKEEPER - secretary. Microsoft Word thru trial balance, plus tax experience for Birmingham corporation. $18-$19,000. Call Becky at Uniforce 646-6501

BOOKKEEPER - wanted for busy Farmington area real estate development offices. Duties include daily entry, disbursements, accounts receivable, handling phones, & general office duties. Previous bookkeeping experience necessary. Excellent salary. Send resume and salary requirements to: Office/Bookkeeping Position, 4050 W. Maple Suite 103, Birmingham, MI 48010

BOOKKEEPER. Mature, responsible individual needed for Farmington office. Experience thru trial balance a plus. Duties to include accounts payable, accounts receivable, payroll & quarterly taxes. Send resume with salary requirements to: Mr. R. Head, 40400 Grand River, Novi MI 48050.

MANPOWER has several positions open for general office
• Switchboard
• Data Entry
• Word Processors
Excellent fringe benefits
Call now for an appt.
MANPOWER
TEMPORARY SERVICES
37625 Ann Arbor Rd. #109, Livonia
462-0024

504 Help Wanted Office-Clerical

Clerical
REGION SECRETARY
National manufacturing company is seeking an experienced secretary for branch office. The preferred candidate will have 2 years secretary experience, statistical typing, word processing, CRT experience, 60 wpm minimum typing and strong knowledge of office procedures.

We offer excellent non-contributory benefits and 12 paid holidays in addition to an interesting challenge. If qualified, please send resume and salary history to:

NAS
Department 01KC059
9730 Rosehill Road
Lenexa, KS 66215
An Equal Opportunity Employer M/F/H/V

CAREER OPPORTUNITIES
Corporate Service Inc. A leading risk management service company has the following positions available:

INSURANCE CLAIMS PROCESSOR: Minimum 2 years experience, (workers compensation background preferred). Good verbal & written communication skills required.

DATA ENTRY COORDINATOR: General clerical experience to include CRT/PC proficiency & light typing.

TYPIST: Accurate typing & organizational skills, some data entry required.

Excellent benefit package, salaries commensurate with experience. Send complete resume with salary history to:

PERSONNEL DEPT.
CORPORATE SERVICE INC.
29500 W. 5 Mile Rd.
Livonia, MI 48154

AMICARE
CAREER OPPORTUNITIES
Amicare Home Health Services, Inc. and Amicare Home Health Resources, Inc. are subsidiaries of the Sisters of Mercy Health Corporation, and rapidly growing multistate home health organizations. We currently have the following opportunities available in our corporate offices.

ACCOUNTING/ACCOUNTS RECEIVABLE POSITIONS

ACCOUNTANT: Responsibilities include maintaining all accounting records to include preparation of journal entries, account analysis, payables, payroll tax returns, balance sheet reconciliations and monthly financial statements. The position reports to the Director of Finance. An accounting degree and a minimum of two years experience is required. Health Care experience is preferred, but not necessary.

ACCOUNTS RECEIVABLE CLERK: Position is responsible for all non-medicare receivables for all branch locations. Duties include posting of cash receipts, follow up on open accounts, and interfacing with branch supervisors. A minimum of 3 years experience is required.

ACCOUNTING CLERK: Position responsibilities include processing accounts payable and cash deposits. High School graduate required. Six months or more experience in a related area is preferred.

CLERICAL POSITIONS

FILING CLERK: Full time position responsible for maintaining and updating central files. Position reports to Billing Manager. No experience necessary.

CLERICAL SUPPORT: Responsibilities include distributing correspondence, copying, filing, and assisting with special projects. Previous office experience required. Position reports to Billing Manager.

DATA PROCESSING CLERK: Part time, evening position; possibly turning to full time. Position is responsible for data entry and running reports. Previous experience with 10-key pad and typewriter keyboard required. Position reports to Data Center Supervisor.

Please send resume to:

Shannon Marra
AMICARE HOME HEALTH SERVICES, INC.
34605 Twelve Mile Road
Farmington Hills, MI 48331
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SOUTHFIELD AGENCY
seeking a Clerk Typist. Some Telemarketing skills is helpful. Ask for Mrs. Merrick 559-4787

FULL AND PART-TIME
3 positions available in medical office. Applicants must have good clerical and telephone skills with some typing. Positions available on East Detroit and Bingham Farms/Beverly Hills. Please send resume and salary requirements to:
Ad No. 22 Personnel Manager, P.O. Box 54520, Detroit, MI., 48264.

CLERICAL EMPLOYMENT
COUNSELOR
Snelling & Snelling personnel - the most recognized name in Secretarial placement is seeking a person with successful secretarial experience. An outgoing personality and a desire for higher income, salary, commissions, benefits and full training. Call Shirley, 851-3560.
SNELLING & SNELLING
FARMINGTON HILLS

CLERICAL
Entry level position for an individual to assist in solving adjustment related problems. The position requires a responsible person with an exceptional positive personality. Good math aptitude & moderate typing skills (45 wpm required. Word processing helpful, will train. Excellent benefit package & friendly work atmosphere. Reply to:
ADJUSTMENT CLERK
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CLERICAL
• Filing
• Mailing
• Copy/Collating
Immediate positions available both long and short term. Call today for more information:

Farmington Hills
471-2050
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

BRANCH OPERATIONS Assistant full time and part time positions available, general office skills including typing & 10 key calculator necessary. Apply in person to: Chrysler Corp., Mail Code 29777 Telegraph, Dodge 1560 Southfield, MI 48086

BUILDERS OFFICE has need for Person Friday. Applicant must have good communication, typing, spelling & filing skills. Some word processing experience preferred. Send resume to Box 582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSINESS OFFICE CLERK
Outstanding Rehab center in Troy, is looking for a dynamic person to assist in business office functions, typing, accounting and phone work required. Salary and benefits. Please contact Kathy: 524-2550

ATTENTION
CAREER OPPORTUNITIES
We have moved to our new location, & we are anxious to assist in your job search. Listed are just a few of our current openings.

ALL FEES COMPANY PAID

- Purchasing Clerk $13,000
- Accounting Clerk $15,000
- Secretary $17,000
- Customer Secretary $18,000
- Legal Secretary $20,000
- Administrative Assistant ($25,000 (Shorthand necessary)

Call our office for an interview
PERMANENT STAFF
850 Stephenson Hwy., Suite 303
Troy, MI 48083
Troy 585-2720

CASH POSTING CLERK - Full time position available with large medical laboratory in Southfield. Previous experience preferred. Benefits. Send resume to: Cytologic Lab, 23725 Northwestern Hwy., Southfield, MI 48075

CLERICAL help needed, part time, for advertising agency for filing, typing, copying, answering telephones, errands, & other misc. duties. Must have use of automobile. Prefer clerical experience. Call 8am-5pm, ask for Nancy or Karen. 540-2430

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE/
PAYABLE CLERK
Southfield real estate office looking for a self-motivated, experienced Accounts Receivable/Payable Clerk. Must be accurate with 3 to 5years experience. Competitive benefit package. Please send resume in confidence to:

Mrs. E. King
P.O. Box 267
Southfield, MI 48037

Our phenomenal success as the nation's leader in the production of free standing color coupon inserts, has created the need for a variety of challenging positions in our corporate office, such as:

- SECRETARIES
- ORDER ENTRY OPERATORS
- CLERICAL ASSISTANTS
- PART-TIME CLERICAL ASSISTANTS
- ACCOUNTING CLERKS

If working in a fast-paced, progressive corporation with great benefits and competitive salaries sounds good to you, please send a resume to:

Valassis Inserts
Darla D. Notaro
Human Resources Supervisor
36111 Schoolcraft Rd.
Livonia, MI 48150
(313) 591-3000

VALASSIS INSERTS
A CONSOLIDATED PRESS U.S. COMPANY
An Equal Opportunity Employer

MAKE IT HAPPEN IN 1989!

SECRETARIES
Start the New Year with a New Job at
VALASSIS INSERTS™

Due to rapid growth and recent promotions, we are recruiting several "Top Notch" Secretaries. Positions are available in various departments including Human Resources, Scheduling, and Manufacturing.

Qualifications:
- Professional Manner
- Good Communication Skills
- Type 55 w.p.m.
- Word Processing Experience

Valassis offers a friendly work environment, competitive salaries, excellent flex-benefits and the opportunity for advancement.

Please submit a resume to:

VALASSIS INSERTS™
Attn: Janice K. Gardner
35955 Schoolcraft
Livonia, MI 48150
591-3000

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