502 Help Wanted Dental-Medical

PSYCHIATRIC RN
For very active psychiatric day hospital. Full time position. No weekends or holidays. Must have both psychiatric and substance abuse experience. Ardmore Center, Livonia, MI. 474-3500

RECEPTIONIST - part time. Oral surgery office, Birmingham-Troy area. Possibility full time in the fall. Good benefits. Previous medical or dental experience required. Call between 10-4. 647-2191

RECEPTIONIST/BILLING - experienced full time position for busy OB Gyn non smoking office. Ask for the office manager 644-0787

RECEPTIONIST
Experienced, for busy family practice. Full time position. Please call 271-3607

RECEPTIONIST/ASSISTANT
For Podiatric office in Plymouth. Mature person approximately 30/hrs. 453-3689

RECEPTIONIST - FULL TIME
for orthopedic office in Garden City. Must be experienced in front desk duties, appointments, phone & insurance. Good benefits.
Call Linda 422-8479

RECEPTIONIST
Needed for busy Southfield urology office. Apply to Urology Associates, 17100 W. 12 Mile Rd., Suite 3, Southfield.

RECEPTIONIST
needed for Southfield Oral surgery practice. Experienced preferred but willing to train. Call Sue-Fri 9am-5pm 559-8190

REGISTERED DENTAL ASSISTANT
Experienced preferred. Full time, Full time, $10 an hour, benefits & bonus. Friendly Birmingham office. No eves. 642-6430

Research Coordinator

Excellent career opportunity for a Research professional to assist in a growing, quality care organization.

Requirements include Masters degree in chemistry, biology or other medically related scientific discipline or the combined equivalent in education and experience. Must have 3-5 years' experience in medical-surgical research, including experience using computers in data entry and publishing research papers & reports.

This is a full-time position with a competitive salary and benefit package including tuition assistance, and health/dental insurance. Interested candidates should apply in confidence to:

BOX 140
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN FOR OFFICE
needed immediately for busy Southfield medical office. Work directly with patients, assist doctor. Insurance knowledge helpful. Full time position. Competitive salary, no eves. Call after 6pm. 855-3812

RN
FULL OR PART TIME
DAY SHIFT
See Mrs. Martin
Director of Nursing
261-5300
NIGHTINGDALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN LPN
Come & share our commitment in providing the highest quality nursing care available.
• Excellent wage & benefit package
• Tuition reimbursement program
• Friendly professional staff
• Exciting Quality relation program
• Full time & part time.
• P.M. & weekend shifts available.
To find out more, call
Mary Le Tourneau, RN DON
427-8270
University Convalescent & Nursing Home - HCR Facility
28550 Five Mile Rd., Livonia

RN - LPN
Full time midnight shift
MIDDLEBELT HOPE
Nursing Center
38410 Cherry Hill, Westland
(Cherry Hill near Newburgh Rd.)
Mrs McCormack 326-1200

RN ONCOLOGY - full time day position (Mon-Fri) available with private practice in Farmington Hills. Previous experience in Oncological nursing preferred. Please send resume to: Internal Medicine Group, 28080 Grand River, Ste 306, Farmington Hills, Mich 48024

RN OR MEDICAL ASSISTANT
Mature, responsible for Birmingham internist. Part time. Will train. 644-7239

RN PART TIME
Do you miss nursing? Join our staff caring for the aging. We will give you ample time to regain your confidence in a small quiet nursing home. Please call: Joan Lunn at
MARYCREST MANOR
427-9175

RN'S

Extraordinary career opportunity exists for Registered Nurses. The positions we are seeking to fill require strong staff management and organizational skills. Experienced with developmentally disabled clients helpful. We offer an negotiable salary, health and dental benefits, retirement and tuition reimbursement. Please contact:
Ms. Tubb, D.O.N.
729-0857
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN's - full time, 3-11:30pm, skilled nursing care facility, $12 per hr. with experience. Full benefits package that will transfer within the Mercy Corporation. Apply or call us to discuss your career employment opportunities. 358-3239

Mercy Bellbrook
873W. Avon Road
Rochester Hills, MI 48063

RN'S - LPN'S
Come in - Get acquainted
Bring this AD in and get a FREE GIFT! HCP, Inc.
Dearborn office:
Village Plaza #1001
Mon 1-5pm - Thurs 9-1pm
Rochester Hills office:
1130 Tienken Ct., #1030
Mon. 1-4 Tues. 9-4:30 Fri. 9-2

RNS/LPNS

Georgian Bloomfield, a prestigious skilled private nursing facility, is now accepting applications for RNs and LPNs. We are able to work with your schedule needs. Excellent benefit package with tuition reimbursement and competitive salary. Call or send resume to:
Georgian Bloomfield
2975 Adams Rd.
Bloomfield Hills, MI 48013

645-2900

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. LLOPEZ, RN.
522-1444

RN'S, LPN'S, MA'S
National company located in Southfield has immediate openings for medical history case workers. Processing medical information by phone and mail. Medical terminology helpful. Call Mrs. Bellaire 351-6867

RN'S & LPN'S - Med surg, off shifts 2 weekends. Most metro area hospitals. Daily pay available.
Medical Personnel Pool 569-4800
An Equal Opportunity Employer

RN'S, LPN'S needed for high-tech home care. Ann Arbor, Ypsilanti, Plymouth, Canton areas.
Healthcare Professionals of Ann Arbor Inc. 747-8070

RN'S - LPN'S

Work for the pool that works for all the hospitals.
Health Care Professionals Ltd.
Southfield - 357-7200
Dearborn - 563-0030
Ann Arbor - 747-8070
Rochester - 656-7075

RN'S NEEDED for medical-surgical units. Wayne Westland area. Prime Day/Call
Personnel Resources 397-9561

RN

with vent & IV experience needed to head up Abcares high tech team. Flexible part time hours. Salary negotiable. Call Linda Mon. thru Fri. between 9:30-3:30

553-8910

SECRETARY/RECEPTIONIST, nonsmoker, Bloomfield psychiatrist, mature dependable medical office experience, general office skills. Call Judy 333-3300

SEEKING A pleasant, bright, articulate and self motivating assistant, to join our Ordinance Team. If you wish to improve or learn new skills, increase your knowledge and work in a pleasant environment, please send resume to Box 100, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOCIAL WORKER
MSW/CSW
Consulting Group Behaviorists is now motivated, attitude experience needed. Available evenings 3-10 hours per week for our new Westland location. Send resume to:
Hamilton, Ali
The Opstaat Program
37000 King
Trenton, MI 48183

SURGICAL ASSISTANT - Full time for oral surgery office, experience preferred. Plymouth/Canton area. 455-0710

SWITCHBOARD POSITION - full time, Thru Fri available with an Internal medicine practice. Previous experience in a medical office preferred. Please send resume to - Internal Medicine Clinical Group, 28080 Grand River, #306, Farmington Hills, MI 48024

ULTRASOUND TECH
1 day or evening per week. Flexible schedule. Walled Lake area family practice. Call Marci 624-4511

VASCULAR (Doppler) TECH
Experienced, full/part-time.
Call 553-8300

VETERINARY RECEPTIONIST
For Westcott Veterinary Care Centers. Full or part time available. Must have good phone skills for clients & people & some office skills. Apply Mon. thru Fri. 9am-5pm at: 24429 Grand River, Redford, MI.

WAIT STAFF - full time. Nights. Good working environment. Apply in person between 2-5pm. Hogans of Birmingham, 6450 Telegraph.

X-RAY TECHNICIAN
experience required. Full time. Busy doctors office in Southfield.
Call 424-8358

X-RAY TECH
full time, experienced, Redford.
Call Supervisor, 10am-2pm
538-3800, ext. 302

X-RAY TECHNICIAN - we have an immediate, part time position for a Certified & Licensed X-ray Technologist, call Brenda at Future Care
588-3700

X-RAY TECHNICIAN/PART TIME
Woodward Medical Care. Call Ron. 538-4700, Ext. 589.

X-RAY TECHNICIAN
Retired clinic needs part-time X-Ray Technician on Thrus. & Fri. Must be registered. Call
537-1190

504 Help Wanted Dental-Medical

ACCOUNTING AND GENERAL office clerk positions available. Call between 9am & 7pm. Ask for Judie
332-8110

ACCOUNTING ASSISTANT
Established Real Estate development/management firm in West Bloomfield seeks a career motivated person for a challenging position in our accounting department. Experience & knowledge of general ledger systems required. Salary open. Send resume to: P.O. Box 5149, West Bloomfield, MI 48304.

ACCOUNTING CLERK
for business office. Send resume to Detroit County Day School, 22305 W. 13 Mile Rd., Birmingham, MI., 48010, attn: Business Office.

ACCOUNTING CLERK
Entry level position available in busy downtown Ann Arbor office. Must be able to type 40-50 wpm, data entry & calculators helpful. Degree preferred. If interested, please send resume & salary requirements to:
MUNILEY PROPERTIES
Accounting Clerk Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

ACCOUNTS PAYABLE WORK
Full time, experience helpful. Apply at 32523 Stephenson Hwy near 14 mile Rd. Madison Hts

Accounts Payable

Fast paced property management company located in Farmington has an immediate opening for an experienced Accounts Payable professional. Applicants must be mature, self motivated and have computer knowledge. Experience in Libra extremely helpful. If you are looking for a job in a successful, professional company please send resume and salary requirements to: MR. FULLHERE, RUDZEWICZ & CO.
26200 American Dr.
Suite 500
Southfield, MI, 48034

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Southfield real estate office is looking for an Executive Secretary with top-notch skills. Job skill requirements: typing 80 wpm, shorthand 100 wpm, professional image, excellent communication skills and an accounting background helpful. Competitive benefit package. Please forward resume in confidence to:
E. SHARE
P.O. Box 267
Southfield, MI 48037

ARE YOU ARTICULATE?
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TELESALES NEEDED — Flexible Hrs.
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also
GMS needs all levels of clerical skills for short & long term assignments. Top Pay — Best Benefits include Vacation & Holiday Pay.
Call Today 427-7660
General Management Services
14700 Farmington Road, Suite 104
Livonia, MI 48154
EOE — Not An Agency — Never A Fee

Temporary Clerical Positions
Vlasic Foods, Inc., a very successful subsidiary of the Campbell Soup Company, has recently experienced unprecedented growth. This has created the following temporary positions:
Our Accounting Department requires File Clerks who are available to work 20 hours per week. Excellent spelling and math skills are essential for this position.
We are also seeking an Accounting Clerk with experience in cost accounting to work a long-term temporary assignment, 40 hours per week.
Our research lab requires individuals who will be asked to work on-call, and must be available to work an eight hour day. Duties for this position include preparing food products for our lab kitchen and sensory testing, as well as general clerical duties.
Interested candidates may apply in person between 9:00 a.m. and 3:00 p.m., Monday-Friday, or send a resume to:
Vlasic Foods, Inc., Human Resources Dept. CO, 32200 W. 14 Mile Rd., Bloomfield, MI 48322. No phone calls. Principals only please. Equal Opportunity Employer.
vlasic

Accounting Clerks
Taste new success at Vlasic
An entrepreneurial spirit and continued growth and expansion have made Vlasic Foods, Inc. a leader in the food distribution industry. We now have several positions available for Accounting Clerks in these areas:
Sales Accounting
Billing
Inventory Control Accounting
To qualify, you need some college level accounting classes, proficiency with a 10-key calculator and good organizational and telephone skills. PC experience would be a plus and you must be detail oriented. We offer competitive pay and benefits. For consideration, please send your resume with salary requirements to: Vlasic Foods, Inc., Human Resources Dept. CO, 32200 W. 14 Mile Rd., W. Bloomfield, MI 48322. No phone calls. Principals only please. Equal Opportunity Employer.
vlasic

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

The growth of our international company has created an opening in our Accounting Dept. 2 years college accounting or 2 years high school bookkeeping plus 1 year college accounting required. Accounts payable or accounts receivables experience preferred. Typing and 10-key calculator skills & knowledge of spreadsheet/word processing are required. Please send resume WITH SALARY REQUIREMENTS or apply in person below. 9am-4pm at:

Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Immediate opening. Familiar with inventory, accounting & invoicing. Schoolcraft preferred. Top pay. Good pay. 589-5500

ACCOUNTING STAFF SECRETARY
Word Processing (Lotus 123, memo and accounting/bookkeeping skills required. Non-smoking office in Troy. Resumes only to: MLX Corp. Office Manager 100 E. Big Beaver Suite 804 Troy, MI 48083

ACCOUNTS PAYABLE/
PAYROLL CLERK
Entry-level position available, to assist Accounts Payable & Payroll Clerks in growing retail distribution company. Excellent Math skills required. Previous experience & computer familiarity a plus. Please send resume to: P. O. Box 300, Southfield, MI. 48037 or call 353-3311, Ext. 217

ACCOUNTS PAYABLE CLERK
for Nursing Home. Full-time. Computer knowledge. Call Mrs. Bellaire, Genesis Rehabilitation Center, Resumes only, to: Care Centers of MI., 23900 Orchard Lake Rd., Suite 200, Farmington Hills, MI. 48024 - All: Gail Rothman

ACCOUNTS PAYABLE CLERK
Experienced, full time position person needed. Must possess strong math aptitude, follow-up and telephone skills. Knowledge of accounting helpful. Apply in person at: Accounting Dept., P.O.Box 2970, Livonia, MI 48151.
An Equal Opportunity Employer

ACCOUNTS PAYABLE-Automotive Supplier with administrative office located in Southfield is looking for an Accounts Payable clerk. Candidate should have 1-2 yrs. of Accounts Payable experience & familiarity with computer terminals would be helpful. Good pay & benefit package. Send resume to:
Mr. Bryant, P.O. Box 2450, Southfield, MI 48037-2450.

ACCOUNTS RECEIVABLE - computer leasing company has immediate opening for an experienced individual for part-time accounts receivable position. Previous experience in A/R or accounting classes, along with typing skills. Will train on Wordprocessor. Please call for interview 649-5500

ACCOUNTS RECEIVABLE filter position available for someone with the audio visual industry. Requirements include typing 50 wpm, experience or knowledge of industry. Math aptitude and high school diploma. Send resume to: Personnel Manager, Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE/
COLLECTIONS
Farmington Hills consulting engineering firm needs good phone personality to assist in collection of Accounts Receivable. Will develop written correspondence & tracking system to insure prompt collections. Word processing proficiency & good math skills essential. Excellent working benefits including flextime. Call: Human Resources Manager
477-5300

ACCOUNTS RECEIVABLE clerk needed for growing Novi company. Experience in collections, Bad Debt, and automated accounting system a must. Experience in the construction industry (electrical or communications) preferred. Please send resume and salary history to: Box 100, c/o PO Box 40, Novi Mi, 48050. Attention Accounts receivable position.

ACT NOW
DATA ENTRY

We are looking for experienced data entry operators. Long term positions in Farmington Hills. If you are accurate & interested in this position, call for an interview.
Somebody Sometime
357-6405

ACT NOW
ADMINISTRATIVE OPENINGS
A Fortune 500 company has openings for:
● WORD PROCESSOR
Word Perfect & plus . . . $9/hr.
● DATA ENTRY
Lotus 123 & plus . . . $7.50/hr.
● RECEPTIONIST/$6.50
Call ARGON TEMPS
9433 Hagerty Rd. 459-1158

ADMINISTRATIVE ASS'T - Diverse position for candidate with strong M.S. Word skills. Knowledge of 40wpm, 7 years secretarial experience required. To 10/hr.
NETWORK RESOURCES AGY.
964-5500 or 642-5400 Fees Paid

ADMINISTRATIVE ASSISTANT
Non-profit health care association organized self starter for flexible 30 hour per week position. Must have good people skills & type minimum of 50 wpm. Apply: 6401 Schaefer, 26111 Evergreen, Rm 100, Dearborn Heights, MI 48076. Attention Candice. No calls please.
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY

Full-time day shift opening in hospital nursing dept. 1-2 years secretarial experience required. 50-60 wpm typing/word processing along with excellent interpersonal skills. Apply in person or send resume to:
Mrs. Beaumont Hospital-Troy
C/O Personnel Department
44001 Dequindre Rd.
Troy, MI 48098
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Long and short term assignments available at large automotive company located in Troy. Requires 3-5 years secretarial background, with experience in any of the following software:
● SYMPHONY
● LOTUS 123
● DGA, DCA, WRITE 3
● MICROSOFT WORD
● MACINTOSH PROGRAMS
Call today to schedule an interview!

ENTECH
SERVICES, LTD.
Sole Source Division
588-5610

ADMINISTRATIVE POSITION
Experienced, self-motivated, experienced individual with high corporate communication skills to draft, edit, write and a desire to learn and be responsible for internal communications. Unlimited opportunity if qualified and willing to work. Salary commensurate with background & experience. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

ADVANCEMENT OPPORTUNITY
National retailer seeks a self-starter, gentle, self-motivated person to perform clerical duties at our home office. For information, please call:
Suzanne Sutton, 558-1224

AVR CLERK: Construction equipment company in Farmington Hills. Duties include: Sales and rental billings. Experience required. Send resume or apply in person: 28175 Halsted, 12133 Gloverdale, Park Place, 48237. EOE.

504 Help Wanted Office-Clerical

AGENCY SECRETARY for major insurance company regional office. Basically a non-smoking office. Previous clerical experience necessary. Computer & shorthand a plus. Competitive salary based on qualifications. Fringe benefit package. Please call between 10am-12noon & between 2-4pm; ask for Kim, Friedrich at 557-5900
An Equal Opportunity Employer

APARTMENT COMPLEX is looking for a mature experienced leasing agent to run our daily operation of the managers office. No typing required for this full time position. Call Deborah at 353-9658

APPOINTMENT SETTER
Part time evenings & weekends. Hourly & bonus. Experience preferred or will train. Must be able to handle phone. Livonia. 525-3170

ARE YOU TIRED
OF BEING TREATED
LIKE A NUMBER?
We are known throughout the industry for our personal touch & friendly atmosphere. We care about YOU and would like to match your skills to one of these openings:
• RECEPTIONIST/TYPIST (6 Openings)
• ELECTRONIC/MEMORY TYPIST
• WORD PROCESSORS (All Systems)
• SECRETARIES
• DATA ENTRY
Tell us what YOU want & we will go to work for YOU in the Metro suburbs - long & short term. Never a fee.

EXTRASTAFF
"YOUR TEMPORARY SOLUTION"
BIRMINGHAM 645-0900

ART VAN FURNITURE is seeking full-time office help. We are looking for individuals with good communication skills. Previous retail experience a plus. We offer complete benefit package. Please call Judy at 591-8300 Wayne Rd., Westland

A SALES - secretary for international corp. in Oakland County, type 60 wpm, knowledge of Lotus 123, display Write 4 or Wordperfect experience, but will train - $18,900

CUSTOMER - service rep. (7) Forbes 500 company, Southfield, 3-6 mos. data entry, & enjoy people, good communication skills. $12500/mo.

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

ASS'T PROPERTY MANAGER
A fast paced Southfield company seeks aggressive individual for condominium management. Requires strong leadership, organizational & inter personal skills.

SERVICE COORDINATOR
People oriented person to coordinate daily service activities for property management company. Requires excellent phone & typing skills. John P Carroll Co. 352-8550

ASS'T TO PROJECT MANAGER
Full time job for fast paced non-smoking downtown Birmingham office. Varied job tasks, require flexibility & enthusiasm in a somewhat stressful environment. Duties include scheduling jobs & meetings, making decisions, organizing & coordinating monthly mailing, & some data input using Lotus program & the Mac. Intern helpful. Salary in mid teens with full benefits. Send resume to:, Assistant, 127 N. Woodward, Birmingham, MI 48009

ATTENTION!
LONG & SHORT TERM
ASSIGNMENTS FOR:
● CLERKS
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● SECRETARIES
● SWITCHBOARD OPERATORS
● FILEMAKER/ERS
● TYPISTS
● WORD PROCESSORS

Top Pay - Merit Increases - Holiday, vacation pay & insurance.
Call today:
CORPORATE
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SERVICES
Livonia 478-1010

ATTENTION
SECRETARIES
Employer Paid Fees
● ADMINISTRATIVE ASS'T TO VP - bi-lingual Japanese to $32,000
● ADMINISTRATIVE ASS'T - bi-lingual Japanese/engineering oriented with good computer & analytical skills, to $25,000
● SECRETARY - 2 plus years experience, to $20,000
● RECEPTIONIST - to $18,500
● PRODUCTION ASSISTANT - Computer/spreadsheet, Dbase, Lotus, Microsoft Word. Non-profit organization. To $18,000
● WORD PROCESSOR/
SECRETARY to $15,700.

Personnel Systems
459-1168

BLOOMFIELD HILLS Advertising agency seeks full time Receptionist. Excellent phone skills & enthusiasm a must. Some light typing. Interested applicants please call office manager at 540-0660

BLOOMFIELD HILLS law firm has immediate opening for legal secretary. Minimum 3 years legal experience, IBM PC experience (Display-Write) preferred, shorthand a plus. Pleasant work environment. To $22K. Send resume to: Beverly Hills Law Office, 4694 Lone Pine Rd., Bloomfield Hills, MI, 48013.

TROY advertising co. seeks media assistant. Must have good typing, be organized, able to prioritize projects advertising/media, computer background helpful. Call Merle 641-0400, ext 183

BOOKEEPING ASSISTANT
Permanent part time position available with Southfield computer firm. Requires some knowledge in bookkeeping, typing, and general office, excellent benefits. Apply: Ms. Gail Bekki 358-3388

BOOKKEEPER- A/R/A/P with general experience for Farmington Hills leasing company. Immediate opening. Call Joanne 737-5150

BOOKKEEPER - at John Casablanca's Modelling & Career Center in Plymouth, general book keeping, A/P, A/R, payroll experience necessary, college preferred.
Mrs Strickland 455-0700

BOOKKEEPER - Clerk, Bank rec., payroll taxes, Call after 1pm
352-4347

BOOKKEEPER/EXPERIENCED
Full charge. Plymouth Rd. & Haggerty Rd. area. Good pay & excellent benefits for right person.
933-8312

BOOKKEEPER
Experienced thru trial balance. Full time. Excellent benefits. Reply: P.O Box 05331, Detroit, MI 48205

BOOKKEEPER

Fast paced audio retail company located in Northwest Metro Detroit is looking for a full charge bookkeeper to assist office manager in all phases of accounting and other administrative duties. Applicants must have experience thru trial balance and be able to work independently. Lotus and computer experience a plus. If you are looking for an excellent job opportunity please send complete work and salary history to:
JS
Fellmer, Rudzewicz & Co.
26200 American Dr.
Suite 500
Southfield, MI, 48034

BOOKKEEPER
Full-time, for small investment firm. Income Property Real Estate experience a Plus. Salary: $20-24,000/Yr. Must have prior experience. Call manager for interview. Mr. Creighton Weber, 30180 Telegraph Rd., Ste. 257, Birmingham, MI. 48010

504 Help Wanted Office-Clerical

BOOKKEEPER - Farmington Hills/Livonia area. Public accounting firm seeking bookkeeper to handle diversified accounts. Qualified applicant will be a non-smoking individual with accurate data entry & 10 key skills, ability to work well with others and be self motivated. This is a permanent full or part-time position. Contact Ms. Jackie Schoen between 10:30am and 6pm 471-2721

BOOKKEEPER for property management company. Applicant should be experienced through general ledger, able to work independently, organized and organizational skills. Send resume to:
Property Specialists
2211 E. Jefferson, Suite 550,
Detroit, MI 48207

BOOKKEEPER
Full Charge. Manual system for auto customer leasing company. Fringe Benefits. Resume to P.O. Box 984, Royal Oak, MI, 48068

BOOKKEEPER
Full Charge. Manufacturer. Need mature individual with organizational skills to work in Southfield office. Dearborn area. Some clerical skills helpful. Prefer someone with background helpful. Good salary. Has Benefits. Send resume to: P.O. Box 4118, Dearborn, MI., 48126.

BOOKKEEPER-FULL CHARGE
Audio, visual, data projection and staging company seeking individual with experience as a full charge bookkeeper. Knowledge of computerized accounting systems required. Ideal candidate thru trial balance, financial statements, accounts receivable and accounts payable. For consideration send resume and salary history to: Accounting, 21675 Sunflower, Novi 48050.

BOOKKEEPER - Full charge, experienced for growing retail company. Must have knowledge of general ledger. Salary commensurate with experience. Farmington Hills area. Call between 10am-5pm 474-6333

BOOKKEEPER/GENERAL OFFICE
Full time, duties include bookkeeping, data entry, receptionist & all general office duties. Must have experience on IBM PC required. Salary commensurate with experience, requirements to: Gerri Parus, P.O. Box 92044, Warren, MI., 48092-0044

BOOKKEEPER

Great opportunity for a full-charge bookkeeper for a fast paced office. Only one of our clients located in Birmingham needs someone to run a full charge bookkeeping system. Bookkeeping and would also be involved in property management and other administrative responsibilities. Applicants must be self-starters, work independently and have excellent bookkeeping skills. If you are looking for a challenging and successful company please send resume and salary requirements to:
MV
FOLLMER, RUDZEWICZ & CO.
26200 American
Suite 500
Southfield, MI, 48034

BOOKKEEPER

Landscaping company in Walled Lake is looking for a full-charge bookkeeper with cash and accrual knowledge. Applicant must have computerized accounting and bookkeeping skills through financial statements. If you are a "take charge" person with leadership abilities please send resume and salary requirements to:
Fellmer, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI, 48034

BOOKKEEPER

Livonia
Growing manufacturing rep located in Livonia has an immediate opening for a full-charge bookkeeper. Applicants must have computer experience, knowledge of accounting skills. If you are a tough, independent individual who is looking for a good salary with great benefits, please send complete work and salary history to:
WS
Fellmer, Rudzewicz & Co
26200 American Dr.
Suite 500
Southfield, MI, 48034

BOOKKEEPER-Manufacturing company in Plymouth needs full charge bookkeeper. Must have strong math skills. If you are a tough, independent individual who is looking for a good salary with great benefits, please send complete work and salary history to:
WS
Fellmer, Rudzewicz & Co
26200 American Dr.
Suite 500
Southfield, MI, 48034

BOOKKEEPER-Manufacturing company in Plymouth needs full charge bookkeeper. Must have strong math skills. If you are a tough, independent individual who is looking for a good salary with great benefits, please send complete work and salary history to:
WS
Fellmer, Rudzewicz & Co
26200 American Dr.
Suite 500
Southfield, MI, 48034

BOOKKEEPER
Must have knowledge of accounts receivable and payable system. Additional duties include accounts reconciliation, preparation of accounts receivable statements, invoicing, collections. Experience preferred. Associate's Degree or studies in accounting or related field would be helpful. Please send resume with salary history to:
PERA WINDOW & DOOR CO.
2000 Haggerty Rd.
W. Bloomfield, MI 48322
Attn: D. Desai
An Equal Opportunity Employer

BOOKKEEPER

Must have knowledge of accounting functions thru general ledger. Will assist in bookkeeping duty activities. Typing a must. Apply at: Admand Assoc. Inc. 12001 Levan, Livonia, Mi.

BOOKKEEPER - part time, flexible position for growing company with 4 locations. Must be experienced, responsibly work at home.
Call Miss Layne 351-2600

BOOKKEEPER PERSON FRIDAY

Computer experience, be able to do some light typing, neat & organized. Excellent opportunity for take charge person. Good salary and fringe benefits, non smoker. Lake Orion area. Call Mr. Sauscedo for appointment. 628-3600

Bookkeepers
Accounting Clerks
EDP/Data Entry
We are looking for experienced bookkeepers, accounting clerks, and operators on exciting temporary assignments. Assignments can be either short or long-term, full or part-time, offer excellent rates, plus add significant 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

Your future is assured with this quality firm. Your bookkeeping skills and full charge ability will be appreciated here. Benefits, fee paid. Call Sue, 352-7910.
After 6 PM, Appointments Available
SNELLING & SNELLING

BOOKKEEPER/SECRETARY
Experienced? Computer knowledge helpful. For Church located in vicinity of 14 & Telegraph. For appointment, call 642-0200

BOOKKEEPER Take charge person wanted for investment office of a major corporation located in Redford. Full bookkeeping responsibility through trial and balance. Also computer experience necessary. Please send resume including salary requirements to: PO Box 39287, Detroit MI 48239

BOOKKEEPER
Thru trial balance, must be experienced. Computer literate. Salary negotiated, able to meet public. $10-$11 per hr. depending on experience. Please call Mrs. Pikoti, Only from 9-12noon, at 661-1600 Bloomfield Nursing Center 661-1600

BOOKKEEPER
to assist with Accounts Payable & Receivable. Previous bookkeeping experience required. New position for expanding financial consulting firm. Send resume to: Jay Alix & Associates, 4000 Town Center, Ste #585, Southfield, MI., 48075, attn. Joan Wiley.

BOOKKEEPING ASSISTANT and Data Entry. General office duties. PC computer knowledge helpful. Part-time. Birchwood Hills 851-6290

504 Help Wanted Office-Clerical

BOOKKEEPER
WALLED LAKE
Advertising company in Walled Lake has an immediate opening for a full-charge bookkeeper to head their accounting department. Applicant must have a "take charge" personality, good communication skills and have experience in all phases of bookkeeping on both manual and computerized systems. Excellent opportunity and benefits. If interested please send resume and salary Call
352-3300

CLERICAL OPPORTUNITIES

We currently have immediate openings for the following positions:

ADMITTING CLERK - Part time position working every Sat. & Sun., 11pm-7:30am. Minimum 25 WPM accurate typing speed. 6 Months recent related experience. Must be flexible in regard to varying full time on the day shift for 2-4 weeks.

MEDICAL RECORD CLERK - Part time position. Minimum 25 WPM. Minimum 35 WPM typing speed. Previous clerical/medical records experience.

ATTENDANT/CASHIER - Contingent parking lot cashiers to work on an as needed basis. Hours may include day/afternoon shifts & weekends. Previous cashier experience.

SWITCHBOARD OPERATOR - Contingent position to work on an as needed basis. Must address Riverview hospital/console experience.

Qualified candidates may apply Mon.-Fri., 9am-2pm at: Riverview Human Office. Typing tests will be given at time of application.

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

CLERICAL: Part time, possible full time, for Plymouth based Consignment firm. Seeking mature individual that works independently. Typing, 10-key, and data entry skills are key requirements to: PO Box 2684, Livonia MI 48151.

CLERICAL - Wayboard bookkeeping experience, minor, interior design firm. 30-40 hour work week. Birmingham area. Nonsmoking. 540-1330

CLERICAL POSITIONS AVAILABLE
● Data entry
● Bookkeeping
● Typists (50 plus wpm)
● Receptionists

FUTURE FORCE
TEMPORARY HELP SERVICES
588-3700

CLERICAL POSITION
Part-time. Must develop into full time Local Southfield office. Send resume to:
Intouch, PO Box 188
Southfield, MI 48037-0188

CLERICAL POSITION
Experience in machine tool environment required. Must have good organizational skills, ability to work well with minimum direction. Computer experience helpful but not mandatory. Send resume to: P.O. Box 207, Troy, MI., 48107

CLERICAL POSITIONS available with major Southfield

TRAVEL COMPANY

Applicants must have good figure ability, type 45wpm & have very legible handwriting. Salary open on CRT & plus. Pleasant working conditions. Temporary positions both full & part time. Call Mrs Rich 827-4650

CLERICAL POSITION
Organizational skills and typing required. Documentation and follow up a must. Submit resume to:
Realtron Corp.
24065 S Mid Rd
Dept 17
Redford, MI 48239

CLERICAL PROFESSIONALS

A dynamic & growing health care organization has career opportunities available for clerical professionals at our Corporate office in Detroit.
Requirements include typing 55 wpm and a minimum 1 year general office experience. Knowledge of word processing, data entry, medical terminology & billing procedures preferred.
We provide an excellent compensation & benefit package. We also offer opportunities for advancement.
Applicants who desire a challenge in a fast-paced environment, please send resume stating typing speed & salary requirements to:
PERSONNEL DEPT.-C
P.O. BOX 02608
DETROIT, MI 48202
An Equal Opportunity Employer

CLERICAL SUPPORT CLERK
needed full time for a Novi based ambulance company. Some clerical experience preferred. Please send resume to: Alternative Bills, 22575 Heslip, Novi, MI., 48050.

CLERICAL
TEMPORARY OPPORTUNITIES
Highland Superstores has immediate openings in its new Corporate Offices in Plymouth for individuals with Computer Temporary Secretarial/Clerical or stock-related work. We are particularly interested in individuals with LOTUS 1-2-3, Word Perfect, Data or Administrative Skills. Send resume to apply in person to:
HIGHLAND SUPERSTORES
Corporate Human Resources-T
909 N. Sheldon Rd
Plymouth, MI 48170
An Equal Opportunity Employer

CLERICAL: Two immediate full time openings in foreclosure department of Birmingham Law Firm, to monitor, track and follow up foreclosure cases. Ideal candidate will be detail oriented and co-counsels. Good typing and communication skills required. Call Linda 9 to 5. 540-7701

CLERICAL

We are recruiting for a client company in Troy to fill the following clerical positions:

WORD PROCESSOR: $12,500-$15,000, 55 wpm, 1-2 years experience.

JR. CLERK: $11,500-$12,000, 25-30 wpm, no experience necessary.

DATA INPUT: $11,700-$12,000, 40 wpm, no experience necessary.

Call Ruth at 643-4384
EXPRESS PERSONNEL

S.S. Peoples To Start

Your excellent organizational skills & light typing ability is all that is necessary to join our team.
We seek a part-time Clerical Assistant to work in our W. Bloomfield Corporate Headquarters. Work from 8am to 1pm - daily.
Call for Telephone Interview
Ms Gail Kaufman 855-0782
NATIONAL CREDIT CORP.

CLERICAL-12 Miles/Southfield area. Light typing, data entry, fast paced sales office. Pleasant phone manner. Good accurate typing speed, computer knowledge required. 443-5650

CLERICAL - 35 hours per week. Light typing, light bookkeeping. Computer, word processing, printer training provided. Days. Southfield area. Call Mrs. Hood. Medical Records Corp. 358-3648

CLERK CASHIER

Duties include data entry, filing and telephone. Must be neat, light individual. Apply at: 22843 Orchard Lake Rd., Farmington.

CLERKS
DATA ENTRY
RECEPTIONISTS
IMMEDIATE POSITIONS AVAILABLE
● TOP PAY
● FLEXIBILITY
● INSURANCE
● HOLIDAY PAY
JOIN THE BEST
557-5700
SNELLING
TEMPORARIES
NEVER A FEE

504 Help Wanted Office-Clerical

CLERICAL/MESSENGER
Immediate opening for dependable person, 18 years or older to work part time weekdays as a general office clerk & messenger, with opportunity for full time summer employment. Light typing required. Student. Work a minimum of 15 hours, 2-3 days per week, arrange to fit your schedule. Must have reliable car with insurance and good driving record. $4.50/hour plus 34 cents per mile. 11 Mile/Inkster Rd. area. Call
352-3300

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