CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

MORE CLASSIFIEDS
This classification continued from Page 6E.

502 Help Wanted Dental-Medical

RN & LPN'S weekends need full & part time positions available in medical office nursing home in Great Boomer/Oxford Lake area. Pleasant work environment. Please call between 9-noon, Mon. thru Fri. 963-4131

ULTRASOUND and GENERAL SURGERY TECHNICIAN
Bloomfield Radiology Office, Part time, Mornings, Mon-Fri, Will train, AROC's certified. Application available. Mail:
Mail: Information Sent
Or in Person
William Beaumont Hospital - Troy
4601 Columbia
Troy, MI 48098
E.O.E.

504 Help Wanted Office-Clerical

ACCOUNTANT - Company seeks a career minded accountant to assist staff accountant with general accounting duties. Candidate should have a degree in accounting, 1-2 yrs relevant experience, knowledge of Lotus, Word Perfect, calculator & ten-key a necessity, with PC skills a plus. Send resume to: Terry Bolt, P.O. Box 1741, Troy, MI 48099. Equal Opportunity Employer M/F

ACCOUNTING CLERK - Individual should have experience in accounting & be able to type & work a 10-key adding machine. Call 334-5406

ACCOUNTING SUPERVISOR 2-5 yrs. experience needed. Genesee & Adjacent counties. Knowledge of accounts receivable, accounts payable, Southfield area. Benefits included. Please forward to: P.O. Box 1741, Troy, MI 48099-1741

Accounts Payable Secretary
Make a change that will enhance your present career & financial position. Right professional and good with people. Good benefits. Free parking. Call Diamond at 313-2090

SNELLING & SNELLING

ACCOUNTS RECEIVABLE CLERK
Experienced in accounts receivable. Light typing & calculator. Good pay & benefits. Call 258-8055

ADMINISTRATIVE ASSISTANT
Qualified for full charge bookkeeping position. Must have 5 years exp. Salary commensurate with experience. Fax resume to 313-642-7522 or mail to: 5900 Lonyo, Suite 1150, Detroit, MI 48210.

ADMINISTRATIVE ASSISTANT
Qualified for full charge bookkeeping position. Must have 5 years exp. Salary commensurate with experience. Fax resume to 313-642-7522 or mail to: 5900 Lonyo, Suite 1150, Detroit, MI 48210.

ADMINISTRATIVE ASSISTANT
Qualified candidate must possess strong skills in area of collections. Experienced only need apply. Send resume with salary requirements to:
Collection Manager, 21651 Meadow, Southfield, MI 48075

ADMINISTRATIVE ASSISTANT/BOOKKEEPER
Must possess office clerical/bookkeeping experience. Computer knowledge helpful. Multi faceted organizational skills. Pleasant phone manner a must. Salary commensurate with experience. Benefits. Send resume to: Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
International electronics company seeks a mature, organized individual for work in their Farmington Hills branch office. Qualified individuals will be a self starter, willing to take on occasion, have general accounting knowledge, type 50wpm, have "take charge" personality, like office modernization, work with a good relation and lack time policy. Claims salary of $18,000 with ability to prominently for rapid advancement. Interested individuals send resume to: 27280 Haggerty Rd., Suite C2, Farmington Hills MI 48331

AFTERNOON - 1:30pm position in busy department. Light typing, general office work. (or necessary). Knowledge helpful. Perfect for student. $5/hr. (Call Only) 476-5554

A/R CLERK
Livonia based medical equipment distributor has an immediate opening for an experienced A/R Clerk. Duties include: Cash Application, Customer Receivable block work, as well as collections. Candidate must be mature, aggressive, have an aptitude for figures and personal computer experience. Nice environment with a good starting pay rate & excellent benefits. Please send resume and salary requirements to RM
Fisher, Rochterek & Co
26200 American Dr
Suite 100
Southfield, MI 48034
Recruiting for an equal opportunity employer

BILLING AGENT
- Commercial
- Medicare

Third largest clinical laboratory in Michigan, seeks full time, experienced billing agent. Knowledge of computerized system required. Full benefits. Please send resume or call for interview:
Preferred Laboratory
1370 Doris Rd.
Auburn Hills, MI 48057
377-3340, ext. 4297

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT for marketing communications firm. Company customer is expanding in the Detroit market. Candidate must have 2 years related field, word processing experience, detail oriented, excellent communication skills, standard office equipment & be able to function independently. Must have phone manner & be able to interface with other & talk with clients on a frequent basis. Salary commensurate. Benefits. Southfield office location. Send resume & cover letter to Box 822, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE - Mature, Southfield area, knowledgeable, strong on word, Word Perfect, Lotus, good math skills, 40 hours, $8-$10/hr. Call Marlene at Kelly Services 353-3000

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ADVERTISING SECRETARY
Troy outdoor advertising company in the vicinity of Big Beaver needs a full time, or part time, clerical opportunity in a busy sales department. Word processing skills helpful. Send resume and salary requirements to: George Prentis, Vice President, 1140 Rochester Road, Suite 200, Troy, MI 48084. Equal Opportunity Employer M/F

BILLER
Community Eye Care is seeking applications for a part time biller. Must have exp. in billing, collections and data entry. Please call Lisa at 444-7000. Equal Opportunity Employer

BOOKKEEPER
Full or part time for an Orchard Lake company. Experienced in invoicing and ledger, work must have good attention to detail. 851-7000

BOOKKEEPER - Need responsible individual for bookkeeping 2-3 days a week. Must be familiar with computers. Knowledge of lawn sprinkler systems helpful. Work schedule flexible. Call Ann at 661-1000

BOOKKEEPER
Part time. Experienced accounts receivable clerk needed to work in Troy area. Call Mrs. Kaye, 362-3000

BOOKKEEPER POSITION
Full time benefits, computerized accounting experience helpful.
Call 355-7799

BOOKKEEPER-RECEPTIONIST
Full time. Suite downtown Farmington office seeks self starter with enthusiasm, initiative & multi-task ability. Excellent & salary requirements to Box 4923, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeeping
With the new year just around the corner we encourage bookkeepers to join Macomb Temporary Services. Clients to register with us this year include: Kelly Services, Inc., Ford Motor Credit, Mr. Gasket, Inc., Sterling Heights, Salary range $10,000-$20,000. We find exceptional jobs for exceptional people.
Have a happy and prosperous new year from your friends at
Robert Half of MI
25348 Northwestern Hwy #150
Southfield, MI 48034
358-2300
All Fees Company Paid
Not an Agency, hence a Fee
Financial Placement Services

Clerical

Choose your next job with Kelly
Start earning good pay today in one of these temporary assignments through Kelly Services.
- Data Entry Operators
- Word Processing Operators
- Switchboard Operators
- Word Processing Operators
- Typists
- Clerks

Kelly can place you in the position that is right for you with advanced communications and manufacturing companies. Call Kelly today and find out more about these jobs

Farmington Hills	471-2550
Southfield	352-5200
Bloomfield	642-9650
Pontiac	334-0338

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, hence A Fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

BILLING CLERK
Smithdrew Beechert has part time opportunity for data entry. Starting $4.32 per hour. Billing experience preferred. Typing required. Call Melissa at 559-2000
An Equal Opportunity Employer

BOOKKEEPER/Clerical - for Farmington Hills CPA firm. Part time, permanent position. Knowledge of Lotus helpful. Send resume to: Robert Lohr, 31113 Northwestern Hwy., Suite 221, Farmington Hills, MI 48334

BOOKKEEPER - Full time, needed for Rochester area State company. Must have accounting background. Send resumes and salary requirements to: Box 247, Rochester MI, 48308

BOOKKEEPER FULL CHARGE
For Farmington Hills CPA firm. Full or part-time. Minimum 2 years required. Excellent benefits. Send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
We are one of Southeast Michigan's largest state accounting firms. Looking for a full time bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping including preparation of the general ledger through financial statements. Must have computer experience and a minimum of 2 yrs bookkeeping with experience. Qualified candidates should send their resume or call Personnel Department, M.S.A., 2365 Woodward, Suite 250, Farmington Hills, MI 48018

CLERICAL-DIRECT SOLICITION - Up to $5.00/hr. Must have good computer experience needed for professional Livonia - Plymouth office. For information call Jeanette at 473-2904

Clerical

GENERAL CLERICAL
Earn quick cash doing general clerical work for a variety of companies. Duties include: filing, mass mailing, data entry, word processing, etc. Flexible hours are available to the right candidate. Please have some transportation & W.P.M.
- Choose long or short term assignments
- Gain knowledge of phone answering / copier skills

For more information call
Troy 362-1180
KELLY TEMPORARY SERVICES
"The Kelly Girl" People
"The First And The Best"
Not An Agency, hence A Fee
Equal Opportunity Employer M/F/H

GENERAL OFFICE - Full time, Farmington Hills office. Phone, typing, computer skills required. Call 851-7000

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GENERAL OFFICE position available in small, friendly, fast paced office. Light typing, filing, telephone & computer skills required. Pleasant phone manner a must. Salary commensurate with experience. Benefits. Send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE position available in small, friendly, fast paced office. Light typing, filing, telephone & computer skills required. Pleasant phone manner a must. Salary commensurate with experience. Benefits. Send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Full or part time. 3-5 years experience. Building experience helpful. Salary commensurate with experience. Send resume to: J. Corbin, P.O. Box 1, Lathrup Village, MI 48076

HIRING NOW!
NORRELL SERVICES is looking for temporary assignments for the following jobs:
- GENERAL OFFICE CLERICAL
- DATA ENTRY OPERATORS
- WORD PROCESSORS

CALL FOR AN APPOINTMENT
NORRELL SERVICES
553-5858

HOMEMAKERS
Avail. Southfield area. Looking for homemakers who truly want to enjoy the rewards of maintaining the work force. Jobs are in the Southfield area. Ideal for a location in maintaining a home. Call today for more information. Candidates send resume stating why you want work and salary and call
Kelly Services, Inc.
P.O. Box 35114
Detroit, MI 48235

INSURANCE - PERSONAL LINES
Customer Service Rep. Licensed. Full time. Call 932-1400

KEYPUNCH OPERATOR
Are you tired of the new jobs not being a challenge. We are looking for full time operator for our afternoon shift. Work with a small group.
Call Cathy 422-9002

LAUREL PARK PLACE
National company opening new center in Livonia seeks Word Processor with knowledge of WordPerfect, strong speed & attention to detail. Pleasant working environment. Benefits available. Excellent compensation & an and professional appearance a must. Send resume and salary requirements with experience listed resume to: HO-Laurel Park Place, 13370 N. Laurel Park Drive, Suite 104, Livonia, MI 48154. Attn: Mrs. Carlson. Direct inquiries to 313-513-5429
Equal Opportunity Employer

LEGAL SECTARY
for Southfield law firm. Litigation experience a must. Excellent salary & benefits package. Excellent salary & benefits package.
Call 354-4200

LEGAL SECTARY
Needed part-time. Typing skills necessary, word processing experience helpful. Call Jeanne 525-9090

LEGAL SECTARY
Experienced, full time.
Bloomfield Hills firm
(313) 258-4882

LEGAL SECTARY
Experienced, full time. Small Livonia PI firm. Salary DOE. Fax resume 37945 7 mile Rd., Livonia, MI 48152

OFFICE ASSISTANT
$325. week No fee
Beautiful Birmingham offices of mature corporation. Top benefits including tuition! Advancement. Your smiles and good typing can lead the one
EMPLOYMENT CENTER 644-4130

OFFICE MANAGER -
Troy executive suite has immediate opening. Job entails office leasing as well as staff and office management. Applicant must be mature and experienced with excellent accounting skills, grammar and word processing. Send resume with salary requirements to: Office Manager, 2000 Town Center, Suite 1900, Southfield, MI 48075

OFFICE MANAGER
The Evangelical Home, Sterling Heights, is seeking an office manager, to do accounts receivable/payable, Medicare/Medicaid, and to oversee all office functions. Experience in a skilled nursing facility preferred but not required. Please send resume to Rev. Brown, 14900 Shore Line Dr., Sterling Heights, MI 48078. EOE.

PART TIME EXECUTIVE Administrative assistant needed to run busy office in Farmington Hills. Must be a self-starter who is capable of decision making, hard working and career oriented need only apply. Life insurance, experience helpful, but not necessary. Please call Kris at 851-1655

504 Help Wanted Office-Clerical

LEGAL SECTARY
11 year work history required. Salary $4.25/hr. Excellent benefits package. Please send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

LEGAL SECRETARY
For Southfield general practice law firm. Must be experienced in all phases of litigation & drafting skills. Must have 5 years exp. in real estate. Salary commensurate with exp. Call 559-1000 or fax resume to 559-1001 or send to: 17515 W. 9 Mile, Suite 210, Southfield, MI

MAIL CLERK - Full time for Southfield Synagogue, familiar with postal operations, able to lift packages, duties include processing 50-60 outgoing mail pieces daily, knowledge of U.S. Postal Service, Word Perfect 5.1 helpful, Call Rabbi Sherman 559-2000

MEDICAL RECEPTIONIST full or part time for busy internal medicine office. Medical terminology, insurance, appointments. 851-1000, 855-0669

OFFICE HELP
Rochester area. Must be excellent typist, in accounts receivable, accounts payable, accounting experience a must. 1-3 yrs. 656-2142

OFFICE PERSON for contracting company. Must have good phone manner, typing skills, computer experience helpful. Salary commensurate with experience. Call Mr. Ryan, 559-1000

PURCHASING CLERK
Light typing, phone. Benefits. Apply in person at Northwest Blue Print, 32400 Schoolcraft Rd. at Newburgh, Livonia

PURCHASE SEPT EXPEDITER
Electronics company in Farmington seeks individual with 3 years exp. Apply in person: 33450 Farmington Rd. at Shiawassee, Livonia

RECEPTIONIST - Experienced
Entry-level position in Detroit Law firm. Light typing, 1 to 6 telephone & facsimile transmission skills required. Pleasant phone manner a must. Fax resume to Recruitment, 42461 Del Bridge, Canton, MI 48188

RECEPTIONIST - The client, being located with international auto supplier, seeks an individual with excellent typing, word processing experience & plus. Excellent salary & benefits. Call 557-7600
An Equal Opportunity Employer

RECEPTIONIST
Farmington Hills Medical Engineering firm needs full time receptionist. Light typing, long term. Call 847-0034 or Livonia 473-2932

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Farmington Hills Medical Engineering firm needs full time receptionist. Light typing, long term. Call 847-0034 or Livonia 473-2932

RECEPTIONIST - The client, being located with international auto supplier, seeks an individual with excellent typing, word processing experience & plus. Excellent salary & benefits. Call 557-7600
An Equal Opportunity Employer

RECEPTIONIST for medical practice. 50C company in town, some typing, light typing, long term. Call 847-0034 or Livonia 473-2932

RECEPTIONIST
Farmington Hills Medical Engineering firm needs full time receptionist. Light typing, long term. Call 847-0034 or Livonia 473-2932

RECEPTIONIST - Livonia based construction firm requires flexible, with excellent typing skills. Light typing. Fax resume to 313-591-0556 or mail to: 29201 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - manufacturing representative company seeking individuals with pleasant phone manner, able to type, office to handle phones. Excellent salary & benefits. Apply in person: 32400 Schoolcraft, Livonia

RECEPTIONIST/SECRETARY
Entry level position in small downtown Plymouth law firm. Must be self motivated & detail oriented individual. Light typing, phone & computer experience a plus. Send resume or call Miss Burns, Personnel Manager, Cameron, P.C., P.O. Box 340, Plymouth, MI 48170. Or call 541-3700

RECEPTIONIST/COMPUTER OPERATOR
Restaurant Delivery Service is looking for a full time person. Computer typing & telephone skills needed. Pleasant phone manner a must. Benefits package available. Call or come in: 29200 Schoolcraft, Suite 104, Livonia, MI 48150

RECEPTIONIST
Full time position for multi line phone system in Farmington Hills. Light clerical duties. Must have pleasant phone manner. Call Ann at 661-1000

RECEPTIONIST
Medical office in Farmington Hills. Benefits package. Apply in person: 32400 Northwestern Hwy., Suite 104, Farmington Hills, MI 48334

RECEPTIONIST
Entry level position in small downtown Plymouth law firm. Must be self motivated & detail oriented individual. Light typing, phone & computer experience a plus. Send resume or call Miss Burns, Personnel Manager, Cameron, P.C., P.O. Box 340, Plymouth, MI 48170. Or call 541-3700

RECEPTIONIST/SECRETARY
Entry level position in small downtown Plymouth law firm. Must be self motivated & detail oriented individual. Light typing, phone & computer experience a plus. Send resume or call Miss Burns, Personnel Manager, Cameron, P.C., P.O. Box 340, Plymouth, MI 48170. Or call 541-3700

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RECEPTIONIST
Medical office in Farmington Hills. Benefits package. Apply in person: 32400 Northwestern Hwy., Suite 104, Farmington Hills, MI 48334