O&E

502 Help Wanted Dental-Medical

FIN

Supplement your income with a rewarding career. If you are interested in working in a quality nursing home which shows your independence as a member of our team. We are interested in you!

Come in for an interview:
CAMBRIDGE SOUTH
18209 13 Mile Rd.
(1 W. of Southfield Rd.)
Birmingham, MI 48009
An Equal Opportunity Employer

LPN'S $12 LPN'S $11

Full and part time positions available in our fast paced Nursing Department setting in West Bloomfield.

- Health Insurance
- Life Insurance
- Education Pay

Please call Mon thru Fri, between 9am-4pm for further information.

363-4121

SCHEDULING ASSISTANT

Energetic, creative individual needed for scheduling nurses. Must be organized and have excellent communication skills. Full time, Mon. thru Fri. 8:30am to 5pm. 12 mos/Telegraph area.

Health Care Professionals, Ltd
357-7050

UNIT ASSISTANT/ INSTRUMENT TECHNICIAN

Sinai Hospital Berry Surgery Center in Farmington Hills has an immediate vacancy for a Unit Assistant/Instrument Technician. Requirements include: Minimum of 18 months previous experience either as a Nursing Assistant or as a Surgical Assistant/Instrument Technician. This is a full time day shift position which includes a competitive wage and comprehensive benefit package.

For immediate consideration, please contact Susan Bernstein, RN, Nursing Supervisor at 737-6868 or forward resume to:

BERRY SURGERY CENTER
28500 Orchard Lake Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F

VASCULAR TECH

Full or part time to perform peripheral arterial & venous studies & carotid duplex scans. Registered or registry eligible. Contact Diane 352-3814

X-RAY TECH

Full or part time registered Tech for Berry Center. Mon-Fri. Experience necessary. Judy or Jill 561-8794

X-RAY TECHNICIAN/PART TIME

Approx. 20 hrs. Salary negotiable. Livonia area
261-3290

X-RAY TECHNICIAN CONTINGENT

Flexible hours/schedules available for Registered Tech. If interested, you may apply in person or send resume to:

Personnel Dept.
GAUDENZIA HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 427
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ABILITIES PAY
$25 BONUS
After 150 Hours

- SECRETARIES
- DATA PROCESSORS
- RECEPTIONISTS

Arbor Temps 459-1166

ACCOUNTANT

Rapidly growing company has a new position of accountant. Candidate should have a Bachelors degree in business/accounting and 1-2 years experience in accounting. Must know Computer skills a plus. Responsibilities are varied and include balance sheet with general ledger close, computer systems, and special projects. Competitive salary and excellent benefit package. Send resume and salary history to: Hobbs and Associates, Inc. 6100 Hix Rd, Westland, MI 48185.

ACCOUNTING ASSISTANT

We are looking for a bright, highly motivated individual to be assistant to the accountant. Knowledge of Lotus 123 necessary. Good math and analytical skills required. Knight Enterprises, Attn.: Cindy Lumetta, 24900 Indoplex Cir., Novi, MI 48050

ACCOUNTING CLERK

Entry level position in billing department of medical practice. Will be responsible for a variety of assignments in accounts receivable, accounts payable, collections, and data processing. Must have good typing and computation skills. Call Mon. - Fri., 10-4 PM, 540-7701.

ACCOUNTING CLERK

Position available immediately. Experience necessary. Call for appointment. 644-6523

ACCOUNTING SECRETARY

Real estate investment company seeks well organized individual with good communication skills, to provide secretarial support for the Accounting Dept. Candidates should possess the following qualifications:

- 2 years + secretarial experience
- PC experience including Word Processing & Lotus
- Attitude with Typing
- Minimum typing speed 50 wpm
- Ability to work in a fast paced environment and easily adapt to new systems and software requirements to:

McKINLEY ASSOCIATES
Accounting Secretary
P.O. Box 8240
Ann Arbor, MI 48107-8649

ACCOUNT REPRESENTATIVE

A Troy based mail house agency is seeking an account representative with 1-2yrs office experience to maintain and service assigned clients. PC experience a must. Also experience in bookkeeping and/or accounting desirable. Applications available at Procter Mailing, Inc. 2100 W. Big Beaver Rd., Troy, MI 48084

ACCOUNTS PAYABLE/INVENTORY

Position for organized person needed to handle A/P for a medium size business in Livonia area. Knowledge of computers helpful. Redford area. Please send resume to: P.O. Box 8132 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE

Established firm seeks Accounts Payable Clerk. Manufacturing background a must. Excellent benefits package included. Send resume to:
Arthur Thomas & Associates,
4000 Town Center, Suite 970
Southfield, MI 48075
or call 355-4140

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE

Entry level position in growth oriented manufacturing company located in Plymouth. Knowledge of accounts receivable/payable and Peachtree Bookkeeping techniques a must. 1 year experience in a computerized accounting system. Full time, full benefits, opportunity for growth. 451-2231

ACCOUNTS PAYABLE

International publishing corporation has an immediate opening for their Troy headquarters. Candidates should possess strong organizational skills & work well under deadline constraints. Experience in multi-location accounting a plus. Non-smoking building. Send resume with salary history requirements to Box 7018, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
& RECEIVABLE CLERKS

Due to expansion, we have entry level positions for 2 neat dependable responsible, motivated individuals who are seeking long term employment, possessing the ability to work well with others & possess necessary common sense to perform a variety of tasks in our accounts payable or accounts receivable departments. We will train the individuals who have these qualities. Apply in person weekdays 8am-4pm.

HANDSCRIPTS COMPANY
500 Kirts Blvd., Troy
(1st stoplight N. of 15 Mile
W. of Livernois)
AAE EOE M/F/H/V

ACCOUNTS RECEIVABLE CLERK - experienced in peg board posting, A/R reconciliations & billings. Full time, located in Livonia, send resume & salary requirements to Box 8004, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE

Farmington property management office needs experienced person to handle data entry accounting on computer. Must be organized, detail oriented, also include light typing, non-smoker. Send resume & salary requirements to P. O. Box 3003, Birmingham, MI 48012-3003

ADMINISTRATIVE ASSISTANT

to work with department manager. Must be experienced in employee interviewing & screening with strong secretarial & telephone communication skills. Send resume to: Celes Corp., 377 Amelia St., Plymouth MI 48170

ADMINISTRATIVE SECRETARY

Typing, word processing, shorthand & 2-3 years experience. Large prestigious company. Salary $22-$300.00. Full benefits. Fee Paid. Gardner Employment Service
778-0080

ADMINISTRATIVE ASSISTANT
SECRETARY

We have an opening for a mature, self-motivated, detail oriented individual, with word processing, (50 wpm), Word perfect a plus. Strong organizational and interpersonal communication skills a must. Join a dynamic team and play a key role in the future growth of an exciting Starting Height company. Send resumes to Box 922, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY
Environmental Company

We are looking for one great person to join our team as administrative organize, make good decisions, deal with customers & many varied & interesting activities. Secretarial literate with good bookkeeping & computer solving skills. A good growth opportunity. Salary to $15,500 plus fringe benefits after 3 months. Call Absolute Environmental Services. 353-8450

ADVERTISING ASSISTANT

Mature person, flexible hours. Light typing & general office duties. Call for appointment: 425-8201

GENERAL OFFICE - permanent part time position, 20 hrs. good education skills a must. Word processing preferred. Troy. 641-5995

GENERAL OFFICE-Insurance. Mature person 4 days a week, some insurance experience desirable. Independent agency. Farmington Hills 553-7570

GENERAL OFFICE help needed for small Troy office near Detroit area office. Mon.-Fri., 9-4:30. $4.50 per hour. Contact Beth 10484-11444 only. 534-2378

GENERAL OFFICE

Farmington Hills location. Responsibility will include: Faxing orders, processing mail, etc. Entry position. Salary $4-$5. 553-8250

GENERAL OFFICE - people, type 50 wpm, plus accounting & file clerks for multi N. Oakland corporation. Good spelling & communication skills, 8 blocks from Lindbergh. Call Cynthia at Uniforce 648-7664

GENERAL OFFICE

Southfield Manufacturer has full-time, entry level position for reliable individual. General office duties & CRT experience helpful but will train. Pleasant phone personality a must! Salary $185 wk. Call Sally 557-1200

GENERAL OFFICE CLERK

Farmington Hills wholesale, hardware & supplies distributor seeks office clerk for data entry and general office duties. Some clerical experience in accounts payable desirable. Call 471-5500

GENERAL OFFICE - PART-TIME

Accurate typing, excellent phone manners and ability to learn and do variety of tasks. Able to work independently from 1 day to 1 week on and on-call, full-in basis for sick, vacation and busy times. Great Farmington Hills office atmosphere. Call Barbara 9 to 5 daily: 473-7530

GENERAL RESPONSIBILITIES - Light typing, data entry, mailings, etc. Pleasant phone personality & must be neat & dependable. Salary negotiable. Call 471-3500

GENERAL OFFICE - PART-TIME

Accurate typing, excellent phone manners and ability to learn and do variety of tasks. Able to work intermittently from 1 day to 1 week on and on-call, full-in basis for sickness, vacation and busy times. Great Farmington Hills office atmosphere. Call Barbara 9 to 5 daily: 473-7530

GENERAL RESPONSIBILITIES - Light typing, data entry, mailings, etc. Pleasant phone personality & must be neat & dependable. Salary negotiable. Call 471-3500

INSURANCE

Secretary, experience preferred but willing to train. Full time position. Farmington. 474-6934

504 Help Wanted Office-Clerical

Executive Secretary

Detroit Osteopathic Hospital, a 300-bed, community acute care facility and a member of Detroit Medical Health Systems, has an excellent opportunity available for an experienced Executive Secretary.

Reporting directly to the Hospital Administrator, this high visibility position requires an outgoing, self-motivated, organized professional with at least 4 years of solid secretarial experience. In addition to good mathematical/technical aptitude, excellent verbal and written communication skills, excellent shorthand (80 w.p.m.), typing (65 w.p.m.) and computer skills are essential.

The successful candidate will act as a liaison between the Hospital Administration, legal council, and the public, as well as performing secretarial and general duties and assisting supervisors of administrative/clerical detail. This individual is also responsible for coordinating and maintaining effective office procedures and efficient work flows.

This full-time position is accompanied by a competitive salary and excellent fringe benefit package. Qualified candidates need only apply by resume to: Human Resources, Detroit Osteopathic Hospital, 12523 Third Avenue, Highland Park, MI 48203. Equal Opportunity Employer.

Detroit Osteopathic Hospital
AN AFFILIATE OF HORIZON HEALTH SYSTEMS
Where Humanity Meets Technology

504 Help Wanted Office-Clerical

BILLING CLERK

Computer experience required. Send resume to: P.O Box 38, Garden City, Mich. 48135

BILLING CLERK/COLLECTIONS

A national - telecommunications company, with business office, has positions available for conscientious individuals in billing and in collections. Auto allowance essential. Apply to: Operations Manager, Pagenet, 25230 Telegraph, So. 100, Southfield, MI. 48034.

BLOOMFIELD HILLS contractor seeks full time individual for general office duties in fast paced office. Must have organizational capabilities, knowledge of Macintosh systems a plus. Benefits included. Resume to P O Box 833 Bloomfield Hills MI 48303-0833

BUSINESS INVESTMENT EXECUTIVE needs part time bookkeeper for financial analyses reporting & record-keeping. Send resume & salary expectations to: P O Box 308, Southfield, MI 48037, Attn: Mark

CORPORATE office seeks part time full charge Bookkeeper to prepare monthly financial statements. Must be able to train staff in Accounts Receivable & Accounts Payable applications on microcomputers & also coordinate clerical & daily record keeping. Submit resume to: Pro Investment Corp., 280 N. Woodward, Birmingham, MI 48009

BOOKEEPER, FULL TIME for busy Real Estate office in Farmington Hills. $6.50 per hour.

CALL ROSE ANNE

CENTURY 21
MJL CORPORATE
TRANSFEREE SERVICE
851-6700

BOOKKEEPER - Accounts Receivable, computer experience, full time, Detroit Area, Farmington Hills. Mr. Schubner 855-7707

BOOKKEEPER/CASHIER

Experienced person with accounts payable, receivable and inventory knowledge to work full time. Computer experience necessary. Call for interview appointment. 645-5913

BOOKKEEPER - Computer training available. P.C. 30 wpm.
Send resume to: Box 940 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - EXPERIENCED
No smoking. Send resume to Mrs. S. J. Silver, 27150 W. 8 Mile, Southfield, MI 48034

BOOKKEEPER, for expanding corporation. Must have Associate degree or equivalent in training. 3 yrs bookkeeping experience including payroll, accounts payable & receivable. Computer experience in accounting software required. Lotus skills a plus. Please send resume to: Pat, 27493 Schoolcraft, Livonia, MI. 48150

BOOKKEEPER - FULL TIME

through Trial Balance, some taxes, computerized. Welding supply distributor, 11 employees. $21,000 to start. Blue Cross, dental & life insurance, paid holidays. 9 to 5:30. Call Phone Mike or Neal 634-1860

BOOKKEEPER

Large property management company located in Southfield has opening for accurate, detail-oriented individual to handle Accounts Receivable, Typing skills a must. Computer knowledge helpful. Send resume to: Office Manager, P. O. Box 5071, Southfield, MI. 48076.

BOOKKEEPER - minimum 2 years computer accounting, process accounts payable, accounts receivable, general ledger, bank reconciliation, some billing. Knowledge of real world helpful, not necessary. Typing skills desirable. Starting salary $15 to $17,000. Position available immediately. Call & ask for Rita. 729-1817

BOOKKEEPER

Mortgage company firm seeking a highly motivated individual for its accounting department. Ideal candidate should have at least 2 years experience in general ledger, cost accounting, accounts receivable, payable. Must have good typing skills. For details call Liberty Mortgage Corporation. 558-2343

BOOKKEEPER

Needed for accounting company in Troy. Should have 2 yr. degree or 2 yrs. of accounting experience. Salary, $10 to $18,000. 879-6630

BOOKKEEPER/PART TIME

Troy non-profit organization seeks thru general ledger, PC computer experience required. Send resume to: Administrator, A.F.B. Suite 100, 29829 Telegraph Rd., Southfield, Mich. 48034

BOOKKEEPER

Part time, full charge. Good pay, benefits. Call Mr. Jones. 352-2220

BOOKKEEPER - part time for busy Birmingham commercial real estate office. Experienced with bank reconciliation, accounts payable/accounts receivable, Lotus or accounting software helpful. Call Mary Ann at 646-7701

BOOKKEEPER

Prepare monthly financial statements for multi company operation. Experienced through adjusted trial balance. Accounts A/R & A/P background on computer system necessary. Associate Degree or equivalent required. Send resume to: J. Lee Hackett Co., 23350 Haggerty Rd., Farmington MI 48024

BOOKKEEPER

Progressive firm in Troy has a PART-TIME, flexible (approx. 4 to 5 hours per day) ENTRY LEVEL bookkeeping position available immediately. Excellent organizational and communication skills are required. Excellent benefit package. Interested candidates please call our Personnel Dept. during regular hours at 641-7151 Ext. 2168.

Equal Opportunity Employer M/F.

BOOKKEEPER!

Real Estate Development firm, located in Birmingham, moving to Rochester Hills. Knowledge of accounts payable, receivable and bank reconciliations a plus. Ask for Debbie

646-2280

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, after a recent raise, plus add significant experience to your background. Temporary assignments may lead to permanent. For an appointment, please call

357-8367

accounTemps
26555 Northwestern Hwy. #200
Southfield, MI 48034

Subsidiary of
Robert Half of Mich, Inc.

BOOKKEEPER ASSISTANT - experience in Accounting dept. & some basic bookkeeping skills helpful. Full time, located in Livonia. Send resume & salary requirements to Box 8008, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER thru trial balance, payables, receivables, payroll taxes, comp. non smoking office. Oxford area 693-7924

BOOKKEEPER with computer experience needed for payables & inventory position. Send resume to Allack & Co., 377 Amelia St., Plymouth, MI 48170

BUSY OFFICE in Redford, needs person to answer phones and do general office work. Minimum 3-4 hours per week. Call 535-4235

504 Help Wanted Office-Clerical

Bookkeeping

Partial Listing of positions

OFFICE MANAGER	To 25K
GENERAL LEDGER	To 20K
BOOKKEEPER	To 19K
ACCOUNTING ASSISTANT	To 16K
ACCOUNTS PAYABLE	To 20K
PART-TIME BOOKKEEPERS	To $8/hr

HALF
Robert Half of Michigan, Inc.
26555 Northwestern Hwy. • #250
Southfield, MI 48034

358-2300

All Fees Company Paid
Part of World's Largest
Financial Placement Network

BOOKKEEPING/SECRETARY for small company. Good typing & organizational skills. Non-smoker. Call 645-2111

BUSY FARMINGTON HILLS Real Estate office has full time or part time position available. Approx. 20 hours per week. $4.50 hour. Some computer experience preferred. ASK FOR GINNY. 851-8700

BUYER

for Troy manufacturing company. Must have general office background and experience in purchasing. Send resume to P.O. Box 938 Troy, MI 48099

CASHIER/RECEPTIONIST for auto repair facility. Afternoons & some Saturdays. Must have good phone & data entry skills required. Davis Auto Care, 807 Doheny Dr., Northville

EGGHEAD offers outstanding career opportunities & compensation/benefits.

Call 313-528-5109 during normal business hours.

EGGHEAD
DISCOUNT SOFTWARE

An Equal Opportunity Employer

CLERICAL
TEMPORARY/PERMANENT

TELEMARKETERS	To $6.00
RECEPTIONISTS	To $5.00
CLERK/TYPISTS	To $7.00
DATA ENTRY	To $6.00
WORD PROCESSORS	To $9.00
LEGAL SECRETARIES	To $10.00

$50 TO $100 START UP BONUSES

EXPRESS SERVICES
642-8590

CLERICAL

Troy insurance agency. Entry level with computer and communication skills. 645-5090

CLERICAL with accounts receivable/payable experience for small mental health office. 25 hrs. per week, flexible, ideal for homemaker. Farmington. 661-3788 Work: 961-0310

CLERICAL WORK - part time morning, immediate opening, accurate typing, good math & telephone skills. Shorthand desirable, office located at State Rd. at Southfield. Ask for Don or Pat 559-1160

CLERICAL - $5-$6/HR
Will train

Call Today
Fee $95.00 JNI Agency

CLERK TYPIST

Adult Education 32 hrs. per week, year, 1-10pm Mon. thru Fri. Excellent computer skills preferred. Apply to: Maureen Kelly, Executive Director Adult Education, Ford Schools District, 4400 Livernois, Troy, MI. 48098

An Equal Opportunity Employer
Affirmative Action

CLERK/TYPIST

A & W Restaurants, Inc. has an immediate opening for a part-time or a salary type clerk/typist whose requirements include:

- Accurate typing skills (60 wpm)
- Proficient use of 10M PC
- Spreadsheet
- Professional Demeanor
- Superior communication skills, written and verbal.

Knowledge of general office experience a must!

A & W offers excellent working conditions and competitive wages. Please forward your current resume and salary requirements to:

A & W Restaurants, Inc.
Attn: Employee Relations Department
17197 N. Laurel Park Drive
Suite 500
Livonia, MI. 48152

Clerk - Typist needed for Western Wayne Area
Call Marcia at
EDT Temporary Service

CLERK TYPIST

Northwest suburban distributor seeking clerk typist for sales office. Pleasant phone personality required. Accounts receivable & other related duties. Knowledge of Lotus 1-2-3 & Wordperfect helpful. Excellent position. Send resume to: Clerk - Typist, P.O. Box 673, Farmington Hills, MI 48332-0413

An Equal Opportunity Employer

CLERK TYPIST

Reliable, neat, attention to details. Good telephone, typing skills. Light bookkeeping. Call Director, 29350 Southfield, Southfield, MI 48076

CLERK/TYPISTS

Detroit-Bedford area seeks Entry Level Clerk Typists. Candidates should possess a minimum typing speed of 40 wpm, good phone manner & general clerical knowledge. Excellent advancement opportunity. These positions are full-time with excellent benefit package. For consideration, forward a resume to:

Clerk/Typists, P.O. Box 779,
Detroit, MI. 48231

Computer Operator
Afternoon Shift

Position is available for a mini, co. located in Farmington Hills. Candidate should be knowledgeable in word processing, data entry, familiarity with Unisys/Sperry "03/3" operating systems. Call 471-5500 or Send resume and salary requirements to:

Diamond Automation
23400 Haggerty Rd.
Farmington Hills, MI 48024
Attention Personnel

COMPUTER SALES position, individual to run insurance sales proposals and oversee agency computer functions. Like insurance & computer experience a +. Excellent opportunity. Please send resume to: Mony Financial Services, 3001 W. Big Beaver Rd., Suite 320, Troy, MI 48084. Attn: Mary McElroy

CONSUMER
LOAN CLERK

Full time entry level clerical position exists at our Farmington Hills office. Candidate must have a minimum of 1 year office experience with efficiency on all office machines, good typing skills and the ability to handle the pressures of daily responsibilities in a professional and dependable manner. This position offers opportunity for advancement and an excellent benefit package. Qualified candidates please call our Personnel Dept. during regular business hours at 352-5000, Ext. 218

An Equal Opportunity Employer

CORPORATE AFFAIRS
SECRETARY

A growing Farmington Hills service organization seeks an Administrative Secretary for a high energy very creative Public Relations Dept. Duties are basic secretarial, typing at 65 wpm required & word processing experience preferred. Previous public relations exposure is a definite plus. Salary $15-17/K. Position is full time with an excellent fringe benefit package. Send resume to Human Resources, P.O. Box 8072, Farmington Hills, MI 48333-8072

CUSTOMER SERVICE REP

Take orders, assist customers, etc. Apply at: 11860 Haggerty Road (near Mark & Farmington, N. of Plymouth)

504 Help Wanted Office-Clerical

CREDIT ANAYLST

For large national bank affiliate. Good basic typing skills, pleasant phone personality and good dual-hess sense a must! Experience preferred, but willing to train. Send resume to: P.O. Box 2459, Southfield, Mi., 48037-2459, Attn: Credit Manager.

CREDIT CLERK - Permanent full time position available immediately at Livonia based leasing company. Candidates must have knowledge of basic office procedures and be familiar with computers. Submit resume to: Personnel Manager, Lease Egan, 37319 Schoolcraft, Livonia, MI 48150.

CREDIT REPORTING AGENCY

in need of full and part time office help. Previous office experience required. Flexible hours. Farmington Hills. Please call after 2pm, 476-8425

CUSTOMER SERVICE

Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume: Mrs. B. el Jobar, Inc., 30000 Grand River, Farmington, MI 48336

CUSTOMER SERVICE & General Office (no typing). Office clerk needs mature person for flexible part or full time. Call Mon. 33525 Stephenson Hwy. near 14 Mile Rd.

CUSTOMER SERVICE REP

National corporation offering financial services to the retail community, has an entry level Customer Service position available for a person that is highly organized & detail oriented with a problem solving environment. The person will train new accounts, maintain current passed via the telephone & on site training. Full benefits plus the opportunity to compete for advancement.

349-5133
Call Ms. Campbell 569-1448

CUSTOMER SERVICE

Hydraulic Distributor in northern suburbs requires conscientious individual to handle customer calls, order, pricing, quoting & maintaining telephone contact with customers. Must enjoy detail of paper work & computer input. Hydraulic knowledge helpful. Entry level position with excellent benefits. Send resume to Customer Service, Roger Zatkoff Co., P O Box 413, Farmington Hills, MI 48332-0413

An Equal Opportunity Employer

CUSTOMER SERVICE

Farmington copier dealer needs person with professional phone manner & demonstrated entry experience for dispatch position. Contact Lisa at 476-8020 Ext. 315

CUSTOMER SERVICE/
RECEPTIONIST

Fast growing Farmington Hills co. with busy office looking for bright individual with excellent phone & typing skills. We are looking for personable individual who will not be intimidated by phone. 25 hr. week, flexible, ideal for homemaker. Farmington. 661-3788 Work: 961-0310

DATA ENTRY

Apply now for long and short term assignments in the Farmington/Southfield areas. These positions require a basic knowledge of 10 to 10,000 keystrokes. Call for an appointment.

ENTECH
SERVICES, LTD.
737-1744

DATA ENTRY CLERK

Community EMS, located in Farmington Hills, has a full time position available for a data entry clerk in the afternoon hours. Must type 50 wpm. Excellent benefits. Data entry experience preferred. Medical billing knowledge helpful. Send resume and salary requirements to: Chris Ann Eachon, Community EMS, 22375 Haggerty, Northville, MI 48150

An Equal Opportunity Employer

DATA ENTRY/CLERICAL

Troy office has immediate starting salary to: Box 738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK

Immediate opening for full time data entry clerk for fast moving company in Southfield area. Must have experience. Good typing skills. Call resume to: P.O. Box 5134, Southfield, Mich. 48086-5134. Attention: Donna

DATA ENTRY CLERK

Entry level position for the billing department of a small company located in Livonia. Must have a successful candidate will be able to type 40 wpm, be detail oriented, self-motivated & organized. College accounting & computer skills are a plus. Call between 1-4pm: 642-5050

DATA ENTRY

Mature individual needed for part time data entry position. Day or evening shift. Call Margaret Mullen at 651-2537

DATA ENTRY OPERATORS
for
EDT Temporary Service
Call 425-6225
Available Now
Western Wayne Area

DATA
ENTRY
OPERATORS

A Kelly job puts your skills on line. If you have strong computer skills and Kelly Services can put you at the keyboard right away.

Our long and short term data entry assignments are with some of the best companies in town. Earn good pay and vacation pay, so call us today for additional information.

Livonia 522-4020
1-96 Officentre
33133 Schoolcraft
Livonia, MI 48150

KELLY
TEMPORARY
SERVICES

"The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY
OPERATORS

We are recruiting quality personnel for long & short term assignments in the Detroit & Livonia areas. Call today for an appointment.

CORPORATE
PERSONNEL
SERVICES

DETROIT	963-0267
LIVONIA	478-1010
PLYMOUTH	454-4818
TROY	643-7440
WARREN	751-1870

DATA ENTRY SUPERVISOR

Full time position, Southfield location. Previous experience in supervising a data entry department. Ability to 10 key calculator/data entry skills needed. Ability to communicate with expertise. Send resume and salary requirements to: Attn: Personnel, P.O. Box 5091, Southfield, MI 48086

DETAILS CLERK I

Redford company seeking person for full time clerical position. Must exhibit good organizational, communication and typing skills. Attention to detail. Non-smoker. Call 12 to 10am-12noon or 2-5pm at 937-3448

504 Help Wanted Office-Clerical

DATA ENTRY
YEAR-ROUND
PART-TIME

Permanent part-time evening position available. Must be 10-key qualified. Good salary. Call Ann Arbor from 9 AM to 12 Noon only.

ROADWAY
PACKAGE SYSTEM
312/338-8397
Mon., Wed., Fri.
or
313/326-1021
Tue.-Thur.
EOE/AA

DATA INPUT & CLERICAL positions open, permanent & full time with benefits, strong typing skills helpful. Send resume to Box 7, or apply at 35118 Michigan Ave. Wayne

DATA PROCESSING

Full time position with good benefits. Computer experience required. Must be accurate. Willing to work in fast paced environment.

Model Manufacturing
12173 Inkster Rd.
Livonia, MI 48150
591-6322

DENTAL ASSISTANT for orthodontic practice. Experience necessary. Full or part time. Troy/Sterling Heights. 879-6200

EARN TOP WAGES

Best temporary jobs in town.

- Medical Secretaries
- Senior Typists
- Word Processors
- Switchboard Operators

Call: 542-5232 or
SECRET GROUP, INC.
"never a fee"
334-2486

EMPLOYMENT OPPORTUNITIES

Two temporary positions currently needs for individuals skilled in the following areas:

ACCOUNTING CLERKS
RECEPTIONISTS
ACCOUNTANTS
TYPISTS
SECRETARIES WITH WORD PROCESSING

TempExchange can offer long or short term assignments, competitive pay and flexibility to our staff. Please call to arrange an interview.

557-8000

ENGINEERING SECRETARY

Position available immediately at this Contract Engineering Manufacturing Co. Must have excellent word processing, organizational and filing & general office knowledge required. Word Perfect a plus. Competitive salary requirements to: PMIC, 11350 McNichols Rd. Dr. N., Suite 300, Livonia MI 48152

ENTRY LEVEL

Entry level full time Messenger/Typist position available for Farmington Hills Real Estate Development company. Good benefits. Non smoking environment. Call Karen at 851-8200

ENTRY LEVEL SALES Assistant: Bright candidate with some knowledge of computer and software. Some business experience helpful. Send resume to Ms. Reid: 20131 James Couzens, Detroit, MI. 48235.

ENTRY LEVEL SECRETARY

Southfield office seeks high school graduate for full time position. Typing, filing, data entry, will train. Paid vacation, & medical benefits. Send resume to: Box 884 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DYNAMIC, high-tech company located in Farmington Hills, Michigan Hills, has openings for the following administrative personnel.

EXECUTIVE SECRETARY

Experienced, professional individual to assist Director of Sales/Marketing. Responsibilities include: Preparing Departments, Strong secretarial skills with demonstrated knowledge of Wordstar 2000. Duties include: Preparing proposals, bids, posts, etc. as well as assisting with general administrative duties when necessary.

RECEPTIONIST

Experienced individuals with professional enthusiasm required to handle busy, multi-line telephone system, greet public and perform general office duties, including light typing.

We offer competitive salaries with a generous benefit package. If you meet qualifications, we desire individuals with a professional presence, please send resume and salary requirements to: Sales Manager, P.O. Box 2000, Farmington Hills, MI. 48331-3421. Attn: Ms. Dorit - Code 12.

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

EXECUTIVE SECRETARY

International Troy based company seeks an executive assistant to the President. Duties include: Handle duties accurate typing/word processing 5 yrs. Minimum 3 years experience at executive secretarial level. Knowledge of word processing desirable. Shorthand experience required. Company maintains excellent benefit package. Non smoking building. Send resume to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

EXECUTIVE ASSISTANT

A growth oriented fast paced service organization seeks an Executive Assistant. Must be energetic, very bright. Corporate Executive. Typing of at least 55 wpm, excellent shorthand, word processing & excellent verbal skills. Requirements include several years of administrative experience on executive level, ability to work well with people at all levels, and professional profile. Position is full time, with an excellent fringe benefit package. Send resume, with salary history, to Human Resources, P.O. Box 6017, Farmington, MI 48331-6072.

EXECUTIVE SECRETARY

Needed
If you are in transition, jobs or looking for a new challenge
Call Today
EDT TEMPORARY SERVICE
425-6226

EXECUTIVE SECRETARY

Office in northern suburbs moving to Rochester needs special person with strong organizational skills and experience in word processing. Experience with DBASE, Lotus, DOS a plus. Non-smoking office. Call Deb 646-2290

EXECUTIVE SECRETARY

needed for 2-3 mo. assignment in the Wayne area. Person must know Display Write and have excellent communication skills. Knowledge of Lotus 1,2,3 and shorthand a plus. Excellent salary. Please call Sally at 425-6226

EXECUTIVE SECRETARY

Country Club in W. Bloomfield seeks person with shorthand and word processing capabilities. Full benefits. Pleasant working conditions. Send resume to Box 924, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

Major firm seeks professional secretary. Shorthand, typing 65 wpm, shorthand and Wang OIS 140 a real plus. Competitive benefits package included. Send resume to:
Arthur Thomas & Associates,
4000 Town Center, Suite 970
Southfield, MI 48075
or call 355-4140

EXECUTIVE SECRETARY!

Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self motivated, and organized with attention to detail. Send resume to: P.O. Box 300, Southfield, MI. 48037

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Immediate full time position. Answer phones, prepare proposals, invoices & packages for shipment. Data processing experience required. References. Non-smoking office in Northville. Salary based on qualifications. 348-3024

EXECUTIVE SECRETARY

Highly motivated, entry based consulting firm has career opportunity for great secretary. Ideal candidate will have 4 or more yrs. experience with excellent written and oral communication, word processing and office skills. Send resume & salary for confidential consideration to Box 938 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - secretary, Bloomfield Hills, Shorthand typing, word processing, bookkeeping background, dictaphone, strong experience, benefits $25,000 plus benefits

SUPERVISOR - Bloomfield Hills, management experience for customer service department, Lotus, Super Power Brain Frame, Network PC, benefits, $25,000 plus fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

Experienced
Secretaries

Looking for a new challenge and advancement opportunities? Select from a variety of openings in the Southfield, Detroit and Livonia areas of The University of Michigan, including career opportunities in technical typing. Many full and part time openings. Benefits include 11 paid holidays, 8 of them during Christmas season, 10 days vacation, 12 sick leave days, health insurance and HMO options, a fully vested retirement plan, and more.

CALL
764-6580

or visit us at SCIL Personnel Service Center, 1020 LBA Bldg., 500 S. State St., Ann Arbor, MI., Monday - Friday, 8:30 AM - 4:30 PM, to check our job listings. Refer to job #01B2.

A non-discriminatory, affirmative action employer

FAST PAST PACE! Person looking for a team player to pitch in with diversified duties: Interviewing, answering phones, mail typing and filing are as part of this diversified position. Professional office, helpful industry experience a plus. Call now for appt.: 477-7600

FILE CLERK - Needed for law firm. Northville/Novi area. Prior working experience desired. Position requires good spelling, light typing, organization and common sense. Knowledgeable, efficient, motivated 40 hour week includes 9-12 on Saturdays. Call Ann, 348-3024

FILE CLERK/TYPIST - a growing company is seeking an individual to work full time in our agency dept. Duties will include typing, data entry, filing, answering phones, switchboard relief, assisting in opening, sorting & distributing mail. Previous office experience helpful. Applications available at Proctor, Homer, Inc., 2100 W. Big Beaver, Troy, MI 48084

FREE TRAINING - on Word Perfect, Lotus, Dbase. Temporary assignments with 6-12 mos., hands-on experience. Excellent benefit package plus. Many openings, large corporation, $18,000. Call Sandy at 646-7643

FRONT DESK

If you are looking for a challenging position in a very up to date innovative practice with a professional but friendly atmosphere you want to call us. Our Farmington office desires an energetic people person who is energetic & enthusiastic about being an "in charge" front desk receptionist with experience. Call 474-4600

FULL SERVICE
SECRETARY

Typing & computer essential. Mr Sports One Of A Kind. Call Kathy to schedule an interview.

534-7420

FULL TIME Office Position for busy Livonia office. General office background & Dbase III knowledge necessary. Computer knowledge a plus. Call for appointment 478-1503

FULL TIME, 2 days. Great pay!! Experienced Bookkeeper with physical energy to manage warehouse/office. Light lifting, over warehouse/retail business, with a large variety of duties. Must work together at an efficient yet fast pace. Located at 10 mile & Woodward. Call Greg or Gary 541-2023

GENERAL CLERICAL

Part time, Southfield area. Medical insurance agency. 35/hr. to start. Call 644-6981

INSURANCE

Secretary, experience preferred but willing to train. Full time position. Farmington. 474-6934

504 Help Wanted Office-Clerical

General
Clerical

Earn quick cash doing general clerical work for a variety of companies. Duties include filing, mass mailing, post-sorting, collating and general clerical. Reliable transportation a must.

- Choose long or short term assignment
- No typing or phone answering
- Good pay

For more information, call:

Troy 362-1160

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"The First And The Best"
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