CLASSIFIED ADVERTISING

844-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

MORE CLASSIFIEDS

This classification continued from Page 16G in B,Wb, La,T,Ro.

502 Help Wanted Dental-Medical

RN
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Department of Nursing
261-5300
NIGHTINGALE WEST
8363 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

RN needed for afternoon shift, 3pm-11pm at Botsford Hospital, Southfield. Contact In-Patient Director between 7am and 3pm, Mon.-Fri. 357-3380

RN needed part time for new apartment program for mentally ill adults Flexible hours
Call 9 30am-12 30pm 559-8235

RN'S - LPN'S
Afternoon positions available immediately, full and part time. Good working conditions. Contact
Margaret Linson
FRANKLIN MANOR
Convalescent Center
352-7390

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

RN/BPN'S
Our small local care facility is recruiting for RN/BPN'S for all shifts. Get experience and training and also developing nursing skills. Please call or stop by Medical Village, ask of Director of Nursing, 18240 W. 12 Mile Road, Lathrup Village, Near Greenfield & of Percel, Southfield, MI 48076 557-3333
An Equal Opportunity Employer

RN's & LPN's
Part time and weekends. Accepting applications & interviewing on Sat. 10-2pm. Apply at Mercy Bethesda, 873 W. Avon Rd., Rochester Hills, MI 48063. 656-2339

RN-Nurse Practitioner
Work for the pool that works for all the hospitals.

LPN's - TO $16.50
HOME CARE, Visiting
FACILITIES: specialty, M/S, Psych

Health Care Professionals, Ltd
SOUTHFIELD - 357-7007
DEARBORN - 563-0056
ROCHESTER - 656-7075

RNs to $29/HR.

LPNs to $19/HR.

CALL: 647-6777

WESTERN
MEDICAL SERVICES

RN
CONTRACT
For North Oakland Home Health Care Agency 625-5663

RN - PEDIATRIC OFFICE
Mon & Wed. 2pm-6pm, some Saturdays & coverage. Rochester/Oakland Mercy. 852-7310

SCHEDULER
for private patients in home care agency. Mature person with good medical office background. Ability to handle change in an organized manner. Typing 40wpm & Medical terminology helpful. Salary negotiable. Call Mrs. Lee 458-5141
An Equal Opportunity Employer

SORORITY HOUSEMOTHER
part time in Hold office. Plusbar surgery specialty. $50 bonus 10 hours.

SECRETARY-(DRAYTON PLAINS)
Primary responsibility - patient scheduling, will be trained on computer. Some typing required, phone is a must. Knowledge of a dentist's plus. 34-40 hrs/wk, (no weekends), location, excellent benefits, profit sharing & dental benefits. Ask for Mary or leave message. 623-7722

SECRETARY
for busy home care agency. Medical office skills helpful. Must be organized individual with good organizational skills. Needed immediately to type 50wpm, handle busy phones in a professional manner. Medical skills are a helpful. $14-$15,000 a year. DHHS
431-2255
An Equal Opportunity Employer

SECRETARY - PART-TIME
15 to 20 hours per week, very flexible. Medical billing required. Must be self-starter. Call 557-7100

SOUTHFIELD DENTAL Office needs Office Manager, Dental Assistant, Hygienist, also a real sharp person with billing experience. 559-6629

TREATMENT NURSES
Great opportunity for industrious, self motivated nurse who can be responsible & able to work independently. Day shift. Excellent wage & benefits. Please call Mr. Clear, personal staff. Come & join our team. Please contact Kathy Herman, D.O.N. Dorvin Convalescent & Nursing Home, Livonia 476-0550

ULTRA-SOUND
Two (2) Technicians needed for Echocardiography Department. Clear, Must be able to complete all Exams. Send resume to: 1408 Allen, Troy, MI 48083

X-RAY TECHNICIAN
DAVID WOODLAND
HEALTH CARE CENTER
Detroit & Wood
Call Rose, 538-4400 Ext. 579
Affiliated with the
Detroit Medical Center
An Equal Opportunity Employer

X-RAY TECHNICIAN, registered, for part time evening emergency room, Livonia area. Please call 261-4459

X-RAY TECH
Registered, full & part time, days, Mon. thru Fri. Call 961-9784

XRAY TYPIST/Transcriptionist. Non-smoker for general office work. Part time. Mature person. Ask for Carol. 537-3833

504 Help Wanted Office-Clerical

ACCOUNT CLERK - experienced, typing skills required, knowledge of order entry system & mac a plus or will train. Oak Park area. Full benefits. Call Paul at: 968-0300

ACCOUNTING CLERK-For Troy advertising agency. Computer experience, send resume to: Personnel, Suite 200, 75 W Big Beaver Rd, Troy MI 48084 EOE

---ACCOUNTING OFFICE
Bookkeeper needs to assist or full time Clerk Typist. Office skills & experience required. Call 557-5531

ACCOUNTS/OFFICE MANAGER
Growing suburban service contractor has opening in 2 girl office. Good benefits, computer system. Send resume and salary needs to: Personnel, 30200 Orchard Lake Rd., Ste. 200, Farmington Hills, MI, 48018.

ACCOUNTS RECEIVABLE Clerk. Full time position with Redford Corp. Previous receivable experience required. Experience with a strong accounting background. Excellent benefits and computer knowledge a must! Must have 3-5 yrs. experience. Send resume with salary requirements to: P.O. Box 831, Plymouth, Mi., 48170

ACCOUNTING CLERK
Responsible for A/P & A/R for busy distributor. Minimum 3 years experience in A/P & A/R. Good communication skills & computer experience required. Send resume to 2 E.11 23550 Haggerty Rd., Farmington MI 48024, attn. Ms. Farkas

ACCOUNTING
Seeking responsible motivated individual to work in our accounting area. Candidate should have a minimum of 3 years experience, possess good math, organizational and communication skills. Typing required. Call Barbara Green for more information 525-5660

ACCOUNT REPRESENTATIVE
Move your career forward with United Stationers, the nation's largest wholesale distributor of business products. You will be responsible for servicing our client dealers, entering orders via CRT and problem solving. Qualified candidates will have a strong customer service background, exceptional phone skills, and minimum typing speed of 50 wpm. We offer an excellent starting salary and benefit program. Apply in person or send resume to:
Personnel Manager,
United Stationers,
32432 Capitol Dr., Livonia MI 48150
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Computer Entry/Experience Detailed, neat and willing to work in a high volume flow. Excellent benefits and wages. Send resume and salary requirements to:
Office Manager, 15101 Clest St.,
Plymouth, MI 48170-6058

ACCOUNTS PAYABLE CLERK
Full time position in Payable position available with fast paced Southfield company. Excellent math skills required. Previous experience and computer familiarity a plus! Send resume to: P.O. Box 300, Southfield, Mi., 48037

ACCOUNTS PAYABLE & RECEIVABLE CLERKS
Due to expansion we need dependable, responsible mature adult and college aged students who are seeking long term employment. Possess the ability to work well with others and 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, 9am - 4pm.
HANDLEMAN COMPANY
500 KIRTS BLVD. TROY
(first stop light N. of 15 Mile)
An Equal Opportunity Employer

ACCOUNTS Payable/General Office for Westland Fast paced firm. Primarily Accounts Payables job, also includes some Accounts Receivables, special projects & general office. Office experience required
729-2770

ACCOUNTS PAYABLE CLERK
Needed full time, excellent benefits package is offered. Minimum of 1 year experience required. Interested candidates should send their resume to: Jane Waldeck, Director of Personnel, Cranbrook Educational Community, 380 Lone Pine Rd., Bloomfield Hills MI 48013
An Equal Opportunity Employer

ACCOUNTS PAYABLE MANAGER
Expanding Corp. is seeking A/P Manager. Responsibilities include staff supervision, training, and overseeing daily functions of Dept. Ideal candidate will possess supervision and accounts payable experience. Prefer accounting degree. Send resume with salary requirements to: Box 316, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Successful restaurant chain headquartered in Farmington Hills has an immediate opening for an experienced Accounts Payable Clerk. Individual must be energetic, good with figures and have computer experience. Good starting pay rate. If interested, please send resume and salary requirements to: CR
Fokker/Restaurant & Co.
26200 American Drive
Suite 500
Southfield, MI., 48034

ACCOUNTS RECEIVABLE Part time Collection position needed for a Southfield area copier dealer. 3-4 hours per day, over 3 years experience required. Interested applicants call 358-0140, ext. 13.

ACCOUNTS RECEIVABLE CLERK
High school diploma, and 1-2 years experience. Accounts receivable computer based billing systems, adjusts for figures and detail oriented. Excellent benefits package, salary commensurate with education and experience. Send resume to "Non Lipton, Clayton Environmental Consultants, Inc.
22345 Rotunda Dr.
Novi, Michigan 48050
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE MANAGER
Hospital owned EMS system is seeking a self motivated Accounts Receivable Manager to oversee the day to day operations of the Billing & Collection Department. Must have at least 2 yrs. experience in health care billing and 2 yrs. supervisory experience. Salary commensurate with experience. Send resume to: Cedar Corp., 377 Amelia St., Plymouth MI. 48170

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

ADMINISTRATIVE ASSISTANT
IBM supervisor preferred, Macintosh a plus. Excellent organizational communication and interpersonal skills required. Bouthfield location. Please call Krisanne or Eileen at 352-46465

Administrative Secretary
Human Resources
Amicare Home Health Services is a rapidly expanding multi-state home health company sponsored by the Sisters of Mercy Health Corporation. Our fast-paced environment requires a talented, well organized Administrative Secretary to keep our operators flowing smoothly.
We're looking for a flexible individual with excellent communication and interpersonal skills to provide secretarial support for our human resource professionals. Essential required skills include word processing, transcription and record keeping.
If you are an enthusiastic self-starter, you may be the right person we're looking for. We'll match your skills with a competitive salary and benefits. To apply, please send your resume to:
Human Resources Manager
Amicare Home Health Services, Inc.
34605 Twelve Mile Road
Farmington Hills, MI. 48331-3221
(313)489-8454
An Equal Opportunity Employer

AFTERNOON RECEPTIONIST, 1pm to 6:30pm. New offices in Troy. Mature person with minimal typing skills. Call Ruth, 689-3594

ACCOUNTS RECEIVABLE clerk. Full time position with Redford Corp. Previous receivable experience required. Experience with a strong accounting background. Excellent benefits and computer knowledge a must! Must have 3-5 yrs. experience. Send resume with salary requirements to: P.O. Box 831, Plymouth, Mi., 48170

ACCOUNTING CLERK
Responsible for A/P & A/R for busy distributor. Minimum 3 years experience in A/P & A/R. Good communication skills & computer experience required. Send resume to 2 E.11 23550 Haggerty Rd., Farmington MI 48024, attn. Ms. Farkas

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(first stop light N. of 15 Mile)
AAE EOE M/F/H/V

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An Equal Opportunity Employer

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26200 American Drive
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ADMINISTRATIVE ASSISTANT
IBM supervisor preferred, Macintosh a plus. Excellent organizational communication and interpersonal skills required. Southfield location. Please call Krisanne or Eileen at 352-46465

ADMINISTRATIVE ASSISTANT
Three exceptional opportunities with excellent growth potential available
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ACCOUNTS PAYABLE CLERKS
AMERICAN PERSONNEL
553-2444

ADMINISTRATIVE ASSISTANT
Birmingham business seeks mature, responsible individual for administrative/personal assistant, hours 10AM-5PM. Responsibilities include, maintaining filing system, records, correspondence, creating financial reports using lotus software packages (will train), & various client contact. Salary $15,000. Send resume to 6632 Telegraph, P.O. Box 233, Birmingham MI 48010

ADMINISTRATIVE ASSISTANT
Seeking mature, qualified individual for part-time Office Administrative position. (8 permanent days/shifts available. Responsibilities include, maintaining accounts receivable, invoice payments & reconciling and other Secretarial functions within office. Send resume to: Jobs, Mon.-Thurs., 2-4pm, with
Bob Arbo, Mas & Erma's Restaurant, 31205 Orchard Lake Rd., Farmington Hills, MI. 855-0090

ADMINISTRATIVE - assistant for Mayor and City Clerk, Bloomfield Township Hills, excellent communication skills, math aptitude professional appearance & attitude, some experience on Lotus 1,2,3 & Word Perfect. 518-326 EOE

ACCOUNTS - payable & receivable person with Lotus 1,2,3, Word Perfect or Display Write 4 for major industrial corp. Must be trained for payroll. $15-$18,000
LIVONIA 473-2931

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

ADDITIONAL pleasant person for Farmington area office. General position, typing a must. 478-8550

ANSWER PHONES, filing, some typing. A/P experience & computer knowledge helpful. Good benefit package. Redford area. Call Mr. Vain, 255-4089
An Equal Opportunity Employer

A RECEPTIONIST for Fortune 500 company in Southfield, experience on Rolm Dimension or Executone, $14,700 Call Lesse at Uniforce
646-7662

ARE YOU energetic, enthusiastic, and people oriented? We are looking to fill a full time position for a customer service rep. Experience helpful, but not required. Stop by in person at: Metrovision of Redford, 25000 Capitol 538-1313

ASSISTANT
Progressive automotive manufacturer seeks an energetic Clerical position, typing a must. 478-8550

BRIGHT, energetic person for high tech repair service in Livonia area. Must have previous customer service/order data entry experience. Hydraulic/electronic background helpful. Non-smoking office. Excellent benefits. 326-6668

CAREER OPPORTUNITIES
Budget Rent-A-Car of Detroit has career opportunities open in the following areas. Supply Order Clerk, Lease Administrator, Rental Clerks. These positions require a detail oriented person with excellent math, phone & clerical skills. Please send resume with salary requirements to: Personnel, 23684 Research Drive, Farmington Hills, MI 48024, or call 474-8900

Cash Room Supervisors
We are taking applications for immediate openings for Cash Room Supervisors at our Host Marriot Airport location. The successful candidate will be responsible for cashiering, witnessing and property accounting of all cash sales and cash drops in accordance with our accounting procedures. Food service and computer experience necessary. Must be available for weekends and flexible hours. Full benefit package available. Apply in person to: Human Resources, Host Marriott Airport Hotel between 10am and 4pm, Mon-Fri.
HOST
A Marriott Company
Detroit Metro Airport
An Equal Opportunity Employer

CERTIFIED PUBLIC Accountant - Lyndon area, seeking person with tax & financial statement preparation. Experience in accounting and general ledger helpful. Experience in real estate a plus. Non-smoker. Must be self motivated & able to work alone in small office environment. Salary commensurate with ability. Call 569-4233

PERMANENT ENTRY level, clerical position, some typing, light bookkeeping person. Resumes to: Stockton Office Supply, 30400 Sinacola Court, Farmington Hills, 48331, Attention: Terry.

JOB CHANGE?
Working for a small company? Office boy/girl? Clerk/typist? Receiving? Need for a change? Household name company in Plymouth looking for accounts payable leader. Basic accounting knowledge, data entry skills, computer experience or 2 year work experience required. Salary position with excellent number of benefits. Responsibilities include Accounting Supervisor, P. O. Box 29, Plymouth, Mich 48170

CLERICAL
All our clients, leading corporations, have various positions for clerical entry to word processor to customer service. For consideration call, 344-6700 or send resume to:
DIVISION OF ROBERT HALF INTL
27780 Hovt Rd., Ste. 104
Novi, MI 48050 All Fees Co. Paid

CLERICAL, customer service or clerical entry position, part time Computer, phone experience helpful, flexible hours. Troy area location. 528-0313

CLERICAL/DATA ENTRY
Redford area, PC & CRT experience preferred. Customer contact experience helpful. Full time. Good wages and benefit package. Send resume and salary requirements to: Creative Information Services, 9349 Telegraph Rd., Redford, mi 48239 or call for interview between 9AM-4PM 533-4040
An Equal Opportunity Employer

CLERICAL
Detroit area general contractor company seeks a part time person who has good clerical skills and positive attitude. The successful candidate will have experience in general office skills and be able to manage a constant work flow. If interested, call Esther at 591-6000
An Equal Opportunity Employer
Affirmative Action Employer

NOW-12 & BECK
Bookkeeper, with computer experience & a office procedures. Call 10-3pm 531-8848 after 6pm 547-4670

REGIONAL FRANCHISE operation in Livonia, is in need of a part time bookkeeper. Experience in computerized accounting, knowledge of accounts payable, accounts receivable, payroll through trial balance. For interview call 464-4403

BOOKKEEPER ASSISTANT
1 or 2 days per week. Experience preferred. Flexible hours. Call
540-1752 or 656-0177

BOOKKEEPER - full or part time, for fast-paced West Bloomfield talent agency. Excellent organizational skills, A/R, A/P. Experienced Payroll & payroll taxes. Benefits, paid vacation. Salary determined at interview. Ask for Diane
559-8115

BOOKKEEPER IBM PC Lotus I II III experience required. Light typing, excellent benefits. $14,000-$16,000. Send resume to
P. Keenan?
870 Kirts Blvd.
Garden City MI 48135

BOOKKEEPER
Immediate opening for negotiable Full time Shell Auto Care, Farmington Hills 553-2622

BOOKKEEPER
needed to process computerized General Ledger, in Farmington area. Send resume to:
P. O. Box 813, Novi, MI 48050
or call 474-5110

BOOKKEEPER/OFFICE MANAGER
Accounts receivable/payable, payroll, job costing, office management. Typing 50wpm. Lotus 123 preferred. Construction background helpful. Non-smoking office. Send resume and salary requirement to P.O. Box 2762, Farmington Hills, MI., 48331

BOOKKEEPER- PART TIME
Bloomfield firm searching for a mature bookkeeper to handle billing process & accounts payable. Must have accounting experience & strong computer orientation. Flexible hrs. 20-30 per week. Salary commensurate with experience. Send resume to: Susan Gerstein, 500 N Woodward, Suite 150, Bloomfield Hills, Mich 48013

BOOKKEEPER - PART-TIME
Experience in A/R, A/R & Payroll. Call Friday, 1-3pm, at 728-7264

BOOKKEEPER
Prepare monthly financial statements for multi-divisional company. Experienced through adjusted trial balance. Knowledge of general ledger including A/R & A/P. Bachelor's Associates Degree or equivalent education required. Send resume to Hackett Co., 23550 Haggerty Rd., Farmington MI 48024, attn Ms Delaney

BOOKKEEPER/RECEPTIONIST
Duties include: Accounts receivable/payable, payroll, word processing, general office duties. Must have accounting & computer experience. Non-smoker. Send resume with salary history to: 32969 Hamilton, #211, Farmington 48018

Bookkeeping
Partial listing of positions

ACCOUNTS PAYABLE	To 17K
FULL CHARGE	To 22K
ACCOUNTS RECEIVABLE CLERKS	To 18K
BILLING CLERK	To 17K
COLLECTIONS	To 17K
OFFICE MANAGER	To 28K

HALF
Robert Half of Michigan, Inc.
26535 Northwestern Hwy. #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of World's Largest
Financial Placement Network

BRIGHT, energetic person for high tech repair service in Livonia area. Must have previous customer service/order data entry experience. Hydraulic/electronic background helpful. Non-smoking office. Excellent benefits. 326-6668

CAREER OPPORTUNITIES
Budget Rent-A-Car of Detroit has career opportunities open in the following areas. Supply Order Clerk, Lease Administrator, Rental Clerks. These positions require a detail oriented person with excellent math, phone & clerical skills. Please send resume with salary requirements to: Personnel, 23684 Research Drive, Farmington Hills, MI 48024, or call 474-8900

Cash Room Supervisors
We are taking applications for immediate openings for Cash Room Supervisors at our Host Marriot Airport location. The successful candidate will be responsible for cashiering, witnessing and property accounting of all cash sales and cash drops in accordance with our accounting procedures. Food service and computer experience necessary. Must be available for weekends and flexible hours. Full benefit package available. Apply in person to: Human Resources, Host Marriott Airport Hotel between 10am and 4pm, Mon-Fri.
HOST
A Marriott Company
Detroit Metro Airport
An Equal Opportunity Employer

CERTIFIED PUBLIC Accountant - Lyndon area, seeking person with tax & financial statement preparation. Experience in accounting and general ledger helpful. Experience in real estate a plus. Non-smoker. Must be self motivated & able to work alone in small office environment. Salary commensurate with ability. Call 569-4233

PERMANENT ENTRY level, clerical position, some typing, light bookkeeping person. Resumes to: Stockton Office Supply, 30400 Sinacola Court, Farmington Hills, 48331, Attention: Terry.

JOB CHANGE?
Working for a small company? Office boy/girl? Clerk/typist? Receiving? Need for a change? Household name company in Plymouth looking for accounts payable leader. Basic accounting knowledge, data entry skills, computer experience or 2 year work experience required. Salary position with excellent number of benefits. Responsibilities include Accounting Supervisor, P. O. Box 29, Plymouth, Mich 48170

CLERICAL
All our clients, leading corporations, have various positions for clerical entry to word processor to customer service. For consideration call, 344-6700 or send resume to:
DIVISION OF ROBERT HALF INTL CO.
27780 Hovt Rd., Ste. 104
Novi, MI 48050 All Fees Co. Paid

CLERICAL, customer service or clerical entry position, part time Computer, phone experience helpful, flexible hours. Troy area location. 528-0313

CLERICAL/DATA ENTRY
Redford area, PC & CRT experience preferred. Customer contact experience helpful. Full time. Good wages and benefit package. Send resume and salary requirements to: Creative Information Services, 9349 Telegraph Rd., Redford, mi 48239 or call for interview between 9AM-4PM 533-4040
An Equal Opportunity Employer

CLERICAL
Detroit area general contractor company seeks a part time person who has good clerical skills and positive attitude. The successful candidate will have experience in general office skills and be able to manage a constant work flow. If interested, call Esther at 591-6000
An Equal Opportunity Employer
Affirmative Action Employer

504 Help Wanted Office-Clerical

Clerical

CLERKS!
DATA ENTRY
SECRETARIES
WORD PROCESSORS
WE NEED YOU!
We have 10 immediate openings in the Livonia & Southfield areas. Ideal for homemakers & students. All shifts available for these long term temporary positions. Call today for your appointment.

CORPORATE PERSONNEL SERVICES
LIVONIA 478-1010

CLERICAL/ DATA ENTRY
Full time salary position with Farmington Hills corporation. One year office experience required. Data entry experience required. IBM System/34/38 experience preferred. Company benefits and profit sharing. Send resume including salary requirements in confidence to
PERSONNEL DEPARTMENT, CD
P O Box 1800
Farmington Hills 48018

CLERICAL for mfg. company in Livonia. Light typing. Salary/benefits. Call 8:30am-5pm 254-4590

CLERICAL
THE TYPER SUPERSTORE has immediate part-time openings for people who are organized, detail oriented, have Customer phone relations, data entry, filing, typing, and basic math helpful. Ideal for high school students and homemakers, welcome. Flexible hours. Apply in person: Typer Superstore, 27745 Novi Road, Novi. Across from 12 Oaks Mall.

Clerical

GENERAL CLERICAL
Earn quick cash doing general clerical work for a variety of companies. Duties include filing, mass mailing, typing, data collating and general clerical. Positions are located