502 Help Wanted Dental-Medical

DENTAL ASSISTANT, part time, chairside, X-rays, knowledge of 4-handed hospital, people oriented. Farmington Hills. Write to Box 866, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
Sensitive caring person to work in Birmingham general practice. Call days 645-1060 eves 644-1957

DENTAL HYGIENIST
needed for Livonia family oriented practice in Dearborn Heights 277-0050

DENTAL HYGIENIST
Temporary position available mid Feb thru Aug. Mon thru Fri, 2 Sat per month. Hospitable personnel, part time position after August. Southfield area 557-4488

DENTAL HYGIENIST
Part-time. Friendly, complete office. Livonia area. 591-3636

DENTAL HYGIENIST, progressive Canton dentistry looking for an enthusiastic, people oriented person to join our preventative team. Full or part time. Flexible hrs 981-5455

DENTAL HYGIENIST
Plymouth/Canton area. Flexible hours. Excellent pay. 455-6844

DENTAL HYGIENIST
3 days per week. Excellent Royal Oak family practice. Prefer Mon., Tues., Thurs. Please call 548-8500

DENTAL HYGIENIST-Receptionist position wanted for energetic enthusiastic dental practice in Troy area. Experience preferred. 362-5055

DENTAL OFFICE Clerk-part time position available in a Westland dental group practice. Filing typing & general office duties. Call 722-5133

DENTAL RECEPTIONIST
Outgoing, enthusiastic individual needed full time for friendly South-field general practice. Must be communicate with ability. Benefits. Send resume Dr. Langberg, 18451 12 Mile, Detroit 48235

DENTAL RECEPTIONIST, full time, insurance, peg board, appointment book control. Experienced preferred, caring Farmington Hills. Write to Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Livonia dental office seeking mature organized dental receptionist to share in office duties. Part time. Experience necessary. Call 477-5821

DMC-WOODLAND HEALTH CARE CENTERS

- LPN/MA - ENT, Novi
- Medical Records File Clerk Novi
- Nuclear Technician Part time Days Registered or eligible
- LPN, Internal Medicine Novi
- LPN - Dermatology, Novi
- X-Ray Technician, Novi
- Medical Receptionist, Novi

Interested candidates call Center Contact 347-8000. Ext. 8100
An Equal Opportunity Employer

PART TIME Optometrist assistant Eye Institute. Chauffeurs license. Good driving record & road. Reliable. Call Mon.-Fri., 8 30-4 30 358-2937

ESTABLISHED dental lab is looking for an experienced CDT. Waxer & Denture Technician. Management/partnership potential. Call 538-6662

E.M.T. AMBULANCE DRIVER
Steady employment, with full benefits. Apply 8am only, no other time. 18401 W. 7 Mile, Detroit

GENERAL OFFICE CLERK.
Clerk located in Pontiac has opening for part time with potential for full time General Medical Office Clerk. Candidate should have pleasant & professional telephone manner & must type minimum of 50wpm. Previous medical office experience preferred but we will consider qualified applicants preferred. Apply in person or send resume to: Medical Director, Dolphin Gallery, Seminole Center, 481 W Huron, Blue Bell Apartments, Pontiac

HOUSEKEEPING ASSISTANT
Contigent
To work every other weekend and holiday on the day shift. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N Inkster Road
Garden City, MI 48135
421-3300, ext. 4277
An Equal Opportunity Employer

HYGIENIST - PART TIME
Are you searching for a position where you can evolve to your potential as a periodontal therapist? We believe in full hour recall, non-surgical perio, hygiene involvement in diagnoses & treatment planning, team responsibility in practice management. Available position 1 or 2 days a week and one Saturday a month. 453-6320

INSURANCE CLERK/Receptionist - Part time for our surgeon's office. Dental or medical background preferred. 3½ to 4 days per week. Call between 10am-4pm. 647-7283

LABORATORY TECHNICIAN
Complete and removable prosthodontics experience required. Near Center area. 871-0438

LAB TECHNICIAN - registered. Also Medical Assistant & X-ray Technician, part or full-time for Livonia office. Call 425-5200

LPN/RN, full time to part time. West Trail Nursing Home. We are a small basic care facility in Plymouth in need of an RN to fill out the schedule. An interview call Director of Nursing at 453-3987

LPNS

AFTERNOONS/MIDNIGHTS
FULL OR PART TIME
Good starting rate & benefits
Mrs. Martin, Director of Nursing
261-5300
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL ASSISTANT
for busy internal medicine practice in Southfield. Must have minimum 2 yrs. experience in clinical. Apply at 17350 W. 12 Mile Rd., Suite F-1, Southfield. 557-8804

MEDICAL ASSISTANT
Looking for qualified efficient assistant for busy podiatry offices in Wayne and Ann Arbor. Experience not necessary. Will train.
Tues & Thur. Phone 721-0581
Mon,Wed,Fri phone 971-9226

MEDICAL ASSISTANT
for Family Care Center in Rochester/Utica area. Call 731-2340

MEDICAL BILLER
20-25 hours/week. New Gastroenterology clinic, Livonia. Call between 9-5. 478-6100

MEDICAL BILLER
Mature person for busy Dermatology Office in Southfield. Experienced in all phases of medical billing. Full or part time. 569-1958

MEDICAL BILLER-Experienced for busy internal medicine practice. Knowledge in all phases of billing and follow up. Medicare experience preferred, full time, excellent benefits. Call 557-3679

MEDICAL COMPUTER DATA ENTRY
Light medical/dental duties. Immediate full-time opening. Farmington Hills. Call Ms. Bodgan 474-5131

MEDICAL/PODIATRY ASSISTANT
to work full time in Oak Park clinic. Experience preferred. Benefits. 548-6833

Medical Receptionist/Assistant
Schedule OB-GYNE Front desk. Experience preferred. Friendly atmosphere. 34½ hrs. per week. Benefits. Call 1-4pm, 831-7150

MEDICAL RECEPTIONIST: Part-time for Rochester Internal office. Billing & clerical experience helpful. Call 652-8700

MEDICAL TRANSCRIPTIONISTS for 2 major hospitals in Detroit & suburbs. Top pay & flex time available. For more information call Uniforce 357-0036

MEDICAL TRANSCRIPTIONIST: Part time and full time positions, (part time shift available with a provising multi specialty internal medicine private practice. Please send resume: Internal Medicine Clinic, Suite 300, Farmington Hills, 48024

502 Help Wanted Dental-Medical

LPN's

West Bloomfield Nursing Center, near Maple & Drake, has openings on all shifts for full or part time. LPN's. Salary $11.25 or $12.25 without benefits Days, and $12 or $13 without benefits Afternoons & Midnights. Please call Mrs. Mancuso or Ms. Substelnick at 661-1600

MEDICAL RECEPTIONIST. Full-time positions, (M-F), available with a growing multi specialty internal Medicine private practice. Previous experience in reception scheduling, switchboard and computer billing preferred. Please send resume to: Internal Medicine Internal Clinic Group, 28080 Grand River, Suite 306, Farmington Hills 48024.

MEDICAL SECRETARY
for Livonia/Southfield Pediatric offices. For information call 581-0220 or eves., 549-1037

MEDICAL SECRETARIES

Prestigious hospital seeking experienced Word Processors/Secretaries. Medical terminology needed. Knowledge of Burroughs and/or Wang a plus!

Submit resume to P.O. Box 514, Southfield, MI. 48034

Nuclear Medicine Technologist
Part time, for a Livonia clinic, no weekends, no holidays. Call between 9am-5pm 425-7181

NURSE AIDES

are needed for home care cases in western Wayne county. Flexible scheduling. Excellent pay scale. Transportation, also more. Benefit package for 20 hour per week or more. Experience necessary.
United Home Care 459-5141
An Equal Opportunity Employer

NURSE AIDES-CERTIFIED. Experienced, mature and caring. Full-time, day and afternoon shift. Opening rate. Small basic care facility in Plymouth. 453-3953

NURSE AIDES

Full & part time. We train for certification. Apply in person at:
Maple Bethbrook, 873 W. Avon Rd.
Rochester Hills, MI 48063
An Equal Opportunity Employer

NURSE AIDES & ORDERLIES

Full and part time openings available on all shifts. $4.30 to start plus benefits. Will train. Apply in person:
Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia. 522-1444.

Nurse Assistant

Mature, reliable individual is needed to work 16 hours per week on the midnight shift in our busy Emergency Room. Previous experience as a Nurse Assistant in a hospital setting is strongly preferred. If interested, you may apply day/eve tour or contact:
Nursing Department
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 3371
An Equal Opportunity Employer

NURSES AIDES

NEW STARTING RATE
Full time, experience not necessary. Will train. See Carol Brown
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

OFFICE MANAGER for medical practice. Busy OD DTN office. Experienced references required. Southfield-W Bloomfield area. Call Brenda 352-8062

OPTICIAN-DISPENSER
Experienced. Optometric Ophthalmic. Medical Plans. Excellent benefits, full or part time. 565-6600

ORTHODONTIC ASSISTANT
Full/part time Plymouth, no eves. or weekends. Willing to train an artistic, enthusiastic, well groomed person who likes working with people. Hand hand written resume to: Box #808, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Receptionist for busy ophthalmological office in Birmingham, typing necessary, insurance knowledge preferred. 642-5222

PERSONAL CARE ATTENDANTS
All shifts. Please apply at
Mercy Bethbrook Retirement Community Center, 873 W. Avon Rd., Rochester Hills. 656-3238

PERSON WITH Medical background needed to perform mobile medical insurance exams. Good drivers experience necessary. Hours flexible. Car needed. Call 569-7566

PHLEBOTOMISTS NEEDED - Full & part time blood drawer positions available for progressive laboratory located in Auburn Hills. Experience desirable but we are willing to train enthusiastic candidates. Excellent driving record & pleasant personality a must. Call Mon. - Fri., before 2:30pm. 377-3370, ext. 4147

PSYCHIATRIST
State civil service, an equal opportunity employer. Full time, must be Board certified, or board eligible in adult and child psychiatry, working with adjudicated youth at the Michigan Training Schools as part of the Freedom Center Clinic for Adjudicated Youth. Phone Dr. Francis G. Pasley, Clinical Director, Hawthorn Center, 8am -4pm
313/349-3000, ext. 570

502 Help Wanted Dental-Medical

PSYCHIATRIST
State civil service, an equal opportunity employer. Full time. Must be board certified or board eligible in adult and child psychiatry. Working with adjudicated youth at the Michigan Training Schools as part of the Freedom Center Clinic for adjudicated youth. Phone Dr. Francis G. Pasley, Clinical Director, Hawthorne Center, 8am - 4pm
313/349-3000, ext. 570

Radiographers

The McAuley Urgent Care in Plymouth and Canton, has part-time positions available for Radiographers with up to six months experience

CANTON

Hours for the position in Canton are contingent (on-call) 10:30 AM - 7 PM or 2 PM - 10:30 PM and participate 8-16 hours per week plus weekend and holiday rotation. Interested candidates may contact Nancy Depenhorst at the Canton Health Building at 981-6844.

PLYMOUTH

Hours for the position in Plymouth are part-time 31 hours/week from 8:00 AM - 4:30 PM and contingent (on-call) days and evenings with weekend and holiday rotation. Interested candidates may contact Sandy Miller at the Arbor Health Building at 455-1900.

Catherine McAuley Health Center

Occupational Health Clinic
5301 E. Huron River Drive
P.O. Box 992/97
Ann Arbor, MI. 48106

An Equal Opportunity Employer

RECEPTIONIST

To work 8-16 hours per week on the afternoon shift. Some weekends required. You may apply in person or contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 4277
An Equal Opportunity Employer

RN
DIRECTOR OF PATIENT SERVICES
Growing, an 80 bed, hospital-based home care, detail oriented, career minded for private duty home care agency. Community health experience helpful. Ability to market & supervise all aspects of care. Primarily in-house position. Innovative problem solving abilities a must. Call Mrs. Brooks UHC 459-5141
An Equal Opportunity Employer

RN

FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
Sue Ellen Martin
Director of Nursing
261-5300
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN. Full-time and part-time day position, (M-F). Available shifts include: Internal Medicine, Cardiac, Pulmonary, Diabetic Clinic, Pediatrics, Flex Hrs. Previous experience in adult Internal Medicine, Nursing, Surgery, Gastroenterology, or pulmonary nursing preferred. Please send resume to: Internal Medicine Clinic Group, 28080 Grand River, Suite 306, Farmington Hills 48024

RN/LPN Part Time.

Apply in person at
Marycrest Manor
15475 Newburgh, Livonia
427-9175

RN
Metro Medical Group, a division of Health Care Plus, has an immediate full time position available for a Registered Nurse at our Southfield location. Excellent benefits, open PM hours. Previous outpatient care experience preferred. We offer excellent starting salary, clinic hours & great convenient benefit package. Interested candidates should send a resume to the Human Resources Dept at:
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI. 48150
An Equal Opportunity Employer

RN
Plymouth based certified home care agency seeking RN for a full time medical documentation review and quality assurance position. BSN preferred with minimum 2 years community health nurse experience. Must demonstrate strong assessment skills & knowledge of medicare guidelines. Interested applicants contact Penny at LHHS. 451-2253
An Equal Opportunity Employer

RNS-LPNS-GPNS

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

RN - SPECIALTY POSITION
Are you an RN dedicated to long term care, but looking for a unique position? Do you have good OR skills? Are you interested in computerized documentation? If you answered yes, we would like to discuss a new opportunity with you. This position is a day shift (8 AM - 4 30 PM) position, with some 24 hour accountability. If you want to grow with the innovator in long term care, please apply at: Westland Convalescent Center, 36137 W. Warren, Westland, MI

R.N.'s

Try Home Health Nursing!
- Professional independent management
- Flexible hours, choose your schedule
- Competitive pay & benefits
- Rewarding teaching and caring for patients at home
- Receive good clinical and community support
- Contingent positions throughout Tri-County area
- Attractive compensation package

272-2550 or 333-2229
Midwest Home Health Care

WARD CLERK

AMBULATORY SURGERY
Duties to include maintaining logs, preparing patient charts, scheduling appointments, and performing other clerical duties. On the job training is available, yet previous ward clerk experience is preferred. Position will require 10hrs. p/wk., Mon-Fri on the day shift. If interested you may apply in person or contact:
Nursing Department
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N Inkster Road
Garden City, MI 48135
421-3300 ext. 3371
An Equal Opportunity Employer

U OF D BASKETBALL TICKET WINNERS

ARTHUR PHENIS
18653 Oporto

BRYAN CENTERS
19541 Westmore
Livonia

Please call the Promotion Dept. of the Observer & Eccentric before 4pm, Tuesday, December 19, 1989 to claim your TWO FREE U OF D BASKETBALL TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

502 Help Wanted Dental-Medical

RN's

West Bloomfield Nursing Center, near Maple & Drake, has openings on all shifts for full time or part time. Salary $15 or $16 without benefits Days, $16 or $17 without benefits Afternoons & Midnights. Please call Mrs. Mancuso or Ms. Substelnick at 661-1600

SPEECH PATHOLOGIST
The choice is yours. School & hospital experience. Full time/part time. Staff & supervisory positions available. Call Ann Marie
Call or write Kathy
Grabner Employment Services
1310 Greater Mack, Suite 200
St. Clair Shores, MI 48080
776-6500

UNIVERSITY CONVALESCENT Center has a position open for part time, 11pm to 7am licensed nurse. Excellent wage & benefit scale, enjoyable, friendly working environment. Interested individuals should call ask for director of nursing to schedule an interview. Call 420-1414 28550 S Mile Rd. Livonia 427-8270

X-RAY TECHNICIAN
REGISTERED
Long and short term assignments available Metro Detroit or Ann Arbor area.

DAVIS-SMITH

MEDICAL PERSONNEL SERVICE
354-4100

X-RAY TECHNICIAN-Receptionist Part-time, for General Office work. Mature individual. Non-smoker. Ask for Carol 537-3635

504 Help Wanted Office-Clerical

ACCOUNTING - For general accounting, knowledge of G/L and have a science in manufacturing required (billing, receivables, payables). Pay roll for Western area manufacturer. Reply to Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING/ACCOUNTS PAYABLE Clerk, must know Lotus & be willing to work in Farmington Hills. Send resume & salary requirements to: Controller, New Generation Travel, 32832 Five Mile Rd., Livonia, Mich. 48154

ACCOUNTING ASSISTANT
Excellent career opportunity with growing Farmington Hills company. Full time, detail oriented, career minded for private duty home care agency. Community health experience helpful. Ability to market & supervise all aspects of care. Primarily in-house position. Innovative problem solving abilities a must. Call Mrs. Brooks UHC 459-5141
An Equal Opportunity Employer

ACCOUNTING CLERK
Novi based petroleum distributor is looking for an energetic high school graduate for full time position. Light accounting department. Lotus 1-2-3 experience necessary. Send resume & salary requirements to
Knight Enterprises
Attn: Cindy Lumetta
40700 Grand River, Novi, MI 48050

ACCOUNTING CLERKS
Highland Superstores has immediate openings for an Accounting Clerk, an Accounts Receivable Clerk in Plymouth. Previous Accounts Receivable/Payable experience preferred. College degree or equivalent accounting experience a plus. We offer a competitive salary & excellent benefit package. Please send resume or apply in person to
Highland Superstores
Corporate Human Resources - AC
909 N. Sheldon
Plymouth, MI. 48170

Accounting Clerk

Progressive insurance company in Southfield seeks an Accounting Clerk with an aptitude for figures and details. Basic clerical & math skills required. Accurate typing (40 wpm) also required. Cash handling experience and knowledge of a 10 adding machine a plus. We offer excellent benefit package. Apply Mon thru Fri. 12 to 4pm or fax resume to:
Human Resources & Benefits
League Insurance Companies
15655 Northwestern Hwy.
Southfield, MI 48075

ACCOUNTING CLERK
Master Data Control, a division of Prentis Hall Legal & Financial Services, is seeking an Accounting Clerk for their Southfield office.
- Completed college level accounting courses
- Excellent written and oral communication skills
- 2-4 years accounting experience: Ledgers and Bank Reconciliation experience preferred
- Accurate typing/data entry skills, attention to detail
- Exposure to PC equipment, preferably Word Perfect and Lotus 1-2-3

We offer competitive salary, tuition assistance, and a comprehensive benefit program. If this position interests you, please send resume and current salary to:
Human Resources, Master Data Center, 29100 Northwestern Hwy #300, Southfield, MI 48034-1021
An Equal Opportunity Employer

ACCOUNTING SUPERVISOR
2-5 yrs. experience needed. Degree in Accounting. Responsibilities include accounts payable, accounts receivable, payroll & G/L. Located in Southfield area. Benefits included. Please respond to P.O Box 1745, Troy, MI 48099-1745

ACCOUNTS PAYABLE
Strong math background, light typing, computer experience preferred but not necessary will train. Excellent benefit package, salary commensurate with experience. Please submit resume. Attention: Sharon Lessard, Dunn Supplies Co., 20390 W. 8 Mile, Southfield, MI 48075

ACCOUNTS PAYABLE SECRETARY

A diversified position with growth potential. Use your good math ability and computer skills. Good benefits, fast paced. Call Deanna at 353-2090
SNELLING & SNELLING

ACCOUNTS RECEIVABLE

Due to expansion, this NW suburban company needs an experienced, reliable person to join their team. Duties include: phone call taking, researching past due accounts, preparing collection letters. Accurate typing and 10 key required. $11,560. Full benefits. Fee paid. Call Melody, 464-0909
SNELLING & SNELLING

ADMINISTRATIVE SECRETARY

For affluent firm. Strong skills. To $27,000. Benefits. Fee paid. 399-3450.
SNELLING & SNELLING

APPLICATIONS NOW BEING taken for clerical position. Dick Monte Chevrolet, 2199 Haggerty, Walled Lake. N of Maple.

ADMINISTRATIVE ASSISTANT

We are a nationally known telecommunication company located in Farmington Hills searching for an Administrative Assistant. This person will work in our Administrative Services Dept. assisting the sales force with internal transaction flow as well as clerical support for the division. Must have general clerical skills including word processing a 50 wpm. Interested and qualified individuals should send resume with salary requirements to:
Human Resources
30500 Northwestern Hwy., #401
Farmington Hills, MI 48018
We are an Equal Opportunity Affirmative Action Employer

ADMINISTRATIVE ASSISTANT
Excellent opportunity for experienced individual with high corporate communication skills, an ability to write and a desire to learn. Will be responsible for internal operations. Unlimited opportunity if qualified and willing to work. Salary commensurate with ability and performance. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037

Area manager has openings in our Westland office. 8-5pm, Mon-Fri., $3.35/hr. Mature person preferred. Apply 9&11 Auburn Dr., S. of Cherry Hill, E of Newburgh.

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
Main frame computer. $18-$20K minimum. Benefits. Fee paid
B. HAMIL PERSONNEL
424-8470

ADMINISTRATIVE assistant for VP sales. Hold down the fort at Corporation's first firm in Troy needs sharp responsible person, word processing experience. Full benefits/salary negotiable. Call 528-3920

ADMINISTRATIVE ASSISTANT
needed immediately for busy Troy office. 60wpm minimum, dictation a must. Knowledge of word processing required, job tasks to include, job cost & customer billing. Salary commensurate with experience 583-6239

ADMINISTRATIVE POSITION
Busy Southfield temporary staffing & home health care agency needs a bright, energetic individual who can type 50wpm accurately and have the good general office skills. Duties will include typing, being telephone handling & greeting visitors. Knowledge of medical terminology helpful. Computer experience helpful. We offer an excellent salary, benefits, and growth potential for an interview call

358-2260

THE MEDICAL TEAM
Equal Opportunity Employer M/F

ADMINISTRATIVE SECRETARY
Greenfield Health System Corporation, which offers a competitive salary & excellent benefit package (including tuition reimbursement), is seeking an experienced administrative secretary to act as the right hand to executive staff.
Applicants must possess excellent communication skills (written & verbal), organizational skills, and proficiency in typing with at least 3 yrs of professional secretarial experience. Experience in word processing is required (IBM PC and Word Perfect software is preferred). Lotus experience is a plus. Please send salary requirements & resume in confidence to: M. Goodman, GHSC 31780 Telegraph #200, Birmingham MI 48010

AIR COLLECTIONS CLERK
Entry level position in a large air voice distributor, experienced preferred. Send resume to Air Credit Manager, 12400 Richfield Ct Livonia MI 48150

Attorney's Secretary

$24,000 No Fee
Prestigious Troy firm offers top benefits, generous raises, beautiful offices & staff. Word processing a must. Need 2-5 yrs. legal experience. Real Estate background helpful.
EMPLOYMENT CENTER 540-6130

AUDITOR/CLERK
Service Corporation seeks hard working individual for Auditor/Clerk position. Responsible for auditing and maintaining computer contract records. Good math skills required. Please send resume to: P.O. Box 300, Southfield, MI. 48037

AUTO RATER/TYPIST for Troy insurance office. Excellent salary, excellent benefits. Call Jennifer 827-7200

BILLING CLERK

Contractor, located in New Center area needs someone to perform the following duties: Billing, Accounts receivable, Light bookkeeping. Must have typing, basic math knowledge and be able to lift 30 lbs. Plus excellent benefits. Call Melody, 464-0909
SNELLING & SNELLING

BILLING Time Record Keeping & Typing. Computer knowledge mandatory. Wayne Law Firm. Contact Office Manager 722-1530

FULL CHARGE BOOKKEEPER

Expanding Southfield service Co. is seeking an experienced full charge bookkeeper. Ideal candidate must have P.C. computer experience. Retail & or Banking background preferred but not necessary. Duties include journals through trial balance, payroll & payroll tax. Excellent salary, opportunity with great working environment & benefits. Reply in confidence to: Controller
- Choose long or short term assignments
- No typing or phone answering
- Good pay

For more information call
Troy 362-1160

KELLY TEMPORARY SERVICES

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

BOOKKEEPER - Experienced for growth oriented business located in Troy including payroll, accounts receivable. Financial Services Division & be responsible for accounts payable, accounts receivable, inventory control & general ledger. Prior financial statements Lotus 1-2-3 experience helpful. Non-smoker preferred. Send resume & salary requirements to Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER-for The Golden Mushroom. Full time. Tues-Sat. Typing required. Benefits. Send resume or call 18100 W 10 Mile, Southfield 35075 559-2161

BOOKKEEPER/FULL TIME
Birmingham office. Knowledge of computer and 10 key. Salary negotiable. Call for interview.
646-9100

BOOKKEEPER
Full charge manual system, payroll taxes, receivables, full time job, salary, benefits
Call Tues. only 2pm-6pm 399-0212

BOOKKEEPER-Full charge bookkeeper, 5 yrs experience, necessary 20K plus Send resume to
Assistant Manager, P.O. Box 5442, W. Bloomfield, MI 48033

BOOKKEEPER

Full charge, monthly financial statements. Computer experience & must 3 years accounting experience with references. College level education preferred
Call 12 30-4 30PM 559-7300

BOOKKEEPER
Part time days/flexible. Experience helpful. Send resume to 300 E. Long Lake Rd., Ste 300, Bloomfield Hills, MI 48013. Attn: Terry

BOOKKEEPER
Required for long established company in Auburn Hills area. Must have minimum of 6 years experience and be familiar with IBM 36 System. Salary wages and benefits. Reply to by stating experience and salary requirements to Box 854 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Small advertising production company in Troy needs bookkeeper. Prior experience required. Send resume with salary. Send resume to Lort Owen, 2075 W. Big Beaver, Suite 401, Troy, MI 48084

We are one of Southeast Michigan's largest local accounting firm, looking for a full time bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping including preparation of the general ledger, P&L statements and payroll. Must have computer experience and a minimum of 2 yrs bookkeeping knowledge. Salary commensurate with experience. Qualified candidates should send their resume to: Personnel Department, M.B.W., 28530 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48018

Bookkeeping

Partial Listing of positions

CREDIT MANAGER	To 28K
SALES/USE TAX	
BOOKKEEPER	To 22K
FULL CHARGE	To 27K
DATA ENTRY To 19K	

HALF

Robert Half of Michigan, Inc.
28588 Northwestern Hwy., #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of World's Largest
Financial Placement Network

BUSY BLOOMFIELD HILLS office, part time or full time position. Typing, filing & answering phones.
Call Judith at 258-2880

FULL TIME CLERICAL
position. W. Bloomfield area.
Call 737-7040

504 Help Wanted Office-Clerical

CAREER OPPORTUNITY SECRETARIAL

$16,000 No fee
Beautiful Birmingham office of prestigious corporation! Excellent Benefits! Advancement! Your own office! Need 50 wpm typing, cherry smile and Pages, office experience helpful.
EMPLOYMENT CENTER 540-4130

CHURCH SECRETARY
8 hrs per day Monday-Friday. Previous church experience helpful
Call 348-7757

Clerical

Choose your next job with Kelly

Start earning good pay today in one of these temporary assignments through Kelly Services:

- Data Entry Operators
- Receptionists
- Switchboard Operators
- Word Processing Operators
- Typists
- Clerks

Kelly can place you in the position that's right for you with advertising, communications and marketing companies. Call Kelly today and find out more about these jobs

Southfield 352-5220
Bloomfield 642-9650
Pontiac 338-0338

KELLY TEMPORARY SERVICES

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

CLERICAL

Full-time, Secretarial opportunities Highland Superstores has immediate openings in its corporate offices in Plymouth for individuals who preferably have Secretarial or Clerical experience or Data Entry work. We currently have several Data Entry openings available. If interested, send resume or apply in person to
Highland Superstores
Corporate Human Resources - C
909 N. Sheldon
Plymouth, MI 48170

Clerical

General Clerical Opportunities

If you possess accurate typing of 35-40wpm, good communication skills, have a desire to grow in a professional business environment we have some opportunities available. Positions involve opening/sorting incoming mail, filing, answering telephones & other clerical duties. Previous office experience preferred. CRT experience a plus. A complete benefit package is offered. Apply at Human Resources Mon-Fri, 9am-4pm
Human Resources
FIREMAN'S FUND
MORTGAGE INSURANCE COMPANY
27555 Farmington Rd
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

Clerical

GENERAL CLERICAL

Earn quick cash doing general clerical work for a variety of companies. Duties include filing, mass mailing, proofreading, collating and general clerical. Positions are located in Troy and surrounding areas. Reliable transportation is a must.
- Choose long or short term assignments
- No typing or phone answering
- Good pay

For more information call
Troy 362-1160

KELLY TEMPORARY SERVICES

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

CLERICAL - Office worker with accurate 60wpm typing and 10 key. Filing experience. Bilingual (Spanish) helpful. Would be perfect for someone part-time. Good salary & benefits. Send resume to: Marketing Displays, Inc., Southgate Industrial Park, 24450 Indoplex Circle, Farmington Hills, MI 48024

CLERICAL/SECRETARIAL
One of America's fastest growing drugstore chains has a secretarial & clerical clerk position open at our Troy corporate office

SECRETARY: Requires maturity, professional appearance, good word processing/typing ability & excellent communication skills. Accounting experience helpful

PAYROLL CLERK: Requires accurate 10 key & data entry ability. Some experience helpful

We offer an excellent benefit package, competitive pay & advancement opportunities in our attractive modern office setting.
Respond by sending resume & salary expectations to
CLERICAL/SECRETARIAL
ARBOR DRUGS
HUMAN RESOURCES
P O BOX 7004
TROY, MI 48007-7004
An Equal Opportunity Employer

CLERK/GENERAL OFFICE for Troy construction company, some filing & typing skills. Mature person with experience helpful but will train. $6/hr. Call Carla at Uniforce 357-0034

CLERK/TYPIST-Financial planning firm in Bloomfield Hills needs part time receptionist. Must have good telephone voice. Typing 35 wpm. Computer experience helpful. Resume hours. Call Cindy at 645-1320

COLLECTIONS

$20,000 FEE PAID
Busy Troy firm needs professional Collector with 2 years plus experience. College helpful but not a requirement. Excellent benefits. Call Mark at 649-5900 or send your typing speed, sume to: Snelling & Snelling of Troy, 3270 W. Big Beaver, Suite 147, Troy, MI, 48084

COMPUTER OPERATOR for large Northern suburban to work on evenings & some Saturdays. Computer experience desirable. Salary negotiable. Call Tony after 10am at:
582-7300, ext. 226

CONTROLLER/ASSISTANT
Must be able to deal quickly in fast paced environment. Lotus experience required, knowledge of Accounting Software preferred. 3-5 years accounting/bookkeeping experience & benefits. Call Jeanette at 355-0900 with experience. Send resume with salary requirements to be considered.
ComputOyne Inc.
24175 Northwestern Hwy., Suite 4,
Southfield, MI 48075
Attention: Personnel

CUSTOMER SERVICE - Answer telephone, take orders, assist customers etc. Full time, will train. Start at $3/hr. Apply at: 11806 Hubbard, Livonia (between Plymouth & Farmington, N. of Plymouth Rd.).

CUSTOMER SERVICE REPS - (9) for Southfield, Detroit, Park City. Good communication & keyboard knowledge. Computer experience. Some 8 hr shifts available. College students welcome. Call Allison at Uniforce 645-8505

CUSTOMER SERVICE
PC knowledge. Purchase Orders. $18-$20K. Fee paid. Fee paid.
B. HAMIL PERSONNEL
424-8470

CUSTOMER SERVICE REPRESENTATIVE

Accurate typing and word processing skills needed. To $15,000. Benefits. Fee paid. 399-3450.
SNELLING & SNELLING

CUSTOMER SERVICE SECRETARY

$17,000
Don't miss out on this one! An international firm with opportunities abound will train you in their office operations and computer skills. Plush offices, great benefits! Call Marian at 353-2090.
SNELLING & SNELLING

DATA ENTRY
Assignments in Bloomfield and Wayne county - short & long term
Call 425-6226
ETD Temporary Service

504 Help Wanted Office-Clerical

Data Entry

Call Kelly for Happier Holidays

A Kelly job can help you earn extra money just in time for the holiday season.

- Word Processing Operators (Displaywrite 4 & WordPerfect)
- Typists (50 wpm +)

Livonia 522-4020
1-96 Officenter
33133 Schoolcraft

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/CLERICAL for national research company. Call Karen 435-5300, entry level, will train. Nice working conditions. Good benefits. Day or evening hrs. EOE. Contact Mr. Stanley 353-5480

Data Entry

WE NEED YOU!!

We can put you to work IMMEDIATELY. And you'll earn good pay in time for Holidays.

Positions NOW open for:

15 Data Entry Operators
High production - long & short term positions available

Call today to set up an appointment.

Farmington Hills 471-2050

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 PROCESSING
Mature and responsible person experienced on personal computers to input individual and corporate tax data for accounting firm. Good pay. Full time during tax season, Feb. through May, and part time June through Jan. Send work experience & education to: Resume to:
T. Francis, P.O. 3635
Grosse Pointe Woods, MI. 48236

504 Help Wanted Office-Clerical

Data Entry

Immediate Openings

Kelly Services seeks energetic individuals for short and long term data entry assignments in the Troy area. You must be quick and accurate and be able to perform general clerical duties. 10 key, typewriter style or data entry experience required. Reliable transportation a must.

For more information about these positions, please call

Troy
362-1180

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/CLERICAL - Data processing/word processing/math & communication skills required. Will train. Send resume to: P. O. Box 9182, Farmington Hills, 48331-9182

DATA ENTRY operators for Fortune 500 company. IBM system 36 a plus. Flexible hours, shifts, $3500 up. Call Doreen at Uniforce 646-7664

DATA ENTRY OPERATOR
needed for the development office in a private educational setting to do grant processing. Requirements include: Data Entry experience, 1 year experience in a related field, plus the ability to handle confidential material and function in a fast paced environment. Excellent benefits.
Jane Waldeck-Director of Personnel
Cranbrook Educational Community
380 Lone Pine Rd., Box 801
Bloomfield Hills, MI 48013
An Equal Opportunity Employer

ENGINEERING SECRETARY. Custom injection molding facility has an immediate opening for an engineering secretary. Qualified candidates must have excellent typing skills, good communication skills, both written and oral and experienced with word processing. Knowledge of engineering related functions is a plus. Interested candidates send resume along with salary requirements to: A. Lure Plastics, 40200 Plymouth Rd. Plymouth Mi. 48170, attn: Personnel, Eng. Sec.

ENTRY LEVEL PERSON NEEDED To fill General Office Position in Farmington Hills. CPA Firm. Duties include filing, copying, filing, misc. tasks. Dependable people call.
626-2400

EXCELLENT SPOT

For people person with phone and clerical skills. $13,000 to start. Fee paid. Benefits. Call 399-3450.
SNELLING & SNELLING

FILE CLERK- Permanent part time at Plymouth & Farmington. 10 Mile and Grand River) areas. Flexible daytime hours. Call or send resume to:
T. Francis, P.O. 3635
Grosse Pointe Woods, MI. 48236

CLERICAL/ASSISTANT

TO THE DIRECTOR OF FINANCE