502 Help Wanted Dental-Medical

HYGIENIST - Pleasant easygoing office, located in the Southfield area. 12½ days a week. Call 559-4088

JACQUES DEMERS DINNER WINNER

RHONDA TRA FICANTE
35850 Seminary Ridge
Farmington Hills

Please call the promotion department of the Observer & Eccentric before 4pm, Friday, May 25, 1990 to claim your DINNER FOR TWO CERTIFICATE. Winner name will appear on Thursday only for this promotion.

591-2300, ext. 404

CONGRATULATIONS!

JOB OPENING: In Home Care for Nurses, Nurses Assistants & Physical Therapist. Call Mon-Fri. 8am-5pm. 338-8186

LAB TECHNICIAN - experienced for busy W. Bloomfield Internist. 4 days per week. Please call Barbara at 855-1441

WE NEED LIVES
To take care of the sick & elderly. Call between 8am-5pm. 338-6186

STAFF LPN'S - $14.75/HOUR
Be a member of the Trained West Bloomfield Nursing Center, near Maple & Drake, has just increased its wage package for LPN's ready to meet the challenges provided by the recognized leader in Skilled, Long Term Care. Staff positions available from $12.50 to $14.75 per hour. You know you are the best! Join the Team that's the Best! Call Mrs. Mancuso or Mrs. Subotich at 661-1600 or apply in person at 6445 W. Maple Rd., West Bloomfield.

LPN
Office experience preferred. Busy general practice office in Westland. 728-2130

LPN
Part time contingent position available in an oncology clinic 12 hours per week (Mon., Wed., Thurs.) in N.E. Troy area. Call 853-8750 for further information.

LPN
Part time for growing urgent care clinic, Livonia area. Hours negotiable. Call Debbie 261-3591

LPNS
AFTERNOONS/MIDNIGHTS
FULL OR PART TIME
Good salary & benefits
Mrs. Martin, Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Ann Arbor Rd.
An Equal Opportunity Employer

LPN'S
Peds. Experience
"New Pay Rates!"
● LIVONIA AREA
● HOME CARE
● MIDNIGHTS
FREE VENT TRAINING
BINSON'S - 9am-3pm - 755-0570

LPN'S
$15 per hour, weekend differential. Immediate openings. Working with nursing pool. All shifts available.
Reliable Nursing Service
981-3344

MATURE PERSON to care for elderly female. Overnight, or daytime. Time Troy area. 879-1048

RECEPTIONIST/BILLING CLERK
Medical office, busy cases. Insurance experience. Livonia area. 425-1225

LIVONIA OFFICE - Looking for Medical Assistant & Medical Receptionist with experience. Please call 476-6100

MEDICAL ASSISTANT
Experienced, for family practice
Six Mile/Telegraph area.
533-1500

MEDICAL ASSISTANT with X-ray experience. Busy general practice office in Westland. 728-2130

MEDICAL ASSISTANT needed for podiatrist. Experience preferred. Troy. 879-5090

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT-Part time for internist office. Knowledge of EKG, vena puncture, some billing preferred but will train. 474-7175

MEDICAL ASSISTANT needed for busy family practice office in Northville. Excellent salary & benefits. 1 yr. plus experience. Karen 562-5040

MEDICAL ASSISTANT
Part time
for Livonia dermatologist
Call Mary at 474-6441

MEDICAL ASSISTANT - Experience needed for busy derm office. Providence Hospital area, part-time. Ask for Marsh, 9-5. 569-4234

MEDICAL ASSISTANT needed for busy Southfield office. Ability to do vena puncture and x-rays a must. Call Adrienne at 356-8100

MEDICAL ASSISTANT
OB/GYN in Southfield
Full time, experienced.
Call Barbara, 358-5905.

MEDICAL ASSISTANT - mature person, full time, for busy Livonia Dermatologist. Must be reliable, able to work nights & Sats. Experience preferred. Call 477-7022

MEDICAL ASSISTANT
Westland office, part time, 2 days per week, 16 hrs. No experience necessary, must be responsible & friendly. Becky 729-8060

MEDICAL ASSISTANT needed in Westland medical office. Flexible part time hours with the future possibility of full time hours. Experience preferred but will train the right person. Please send resume to: 3520 Nankin Blvd., Westland, MI 48185

MEDICAL ASSISTANT
Part time. For busy Livonia Doctor's office. Must be experienced. Saturdays a must. 421-2840

MEDICAL ASSISTANT/LPN
Rochester Hills oncologist. Experienced, full time, lab, phlebotomy, EKG, x-ray. Ask for Renee, 651-2641

MEDICAL ASSISTANT, Receptionist, Medical Biller or combination of all three, needed for Medical Practice in Huntington Woods. 399-4930

MEDICAL ASSISTANT or LPN
Needed full time for Family Practice Center. Experience preferred.
543-7770

MEDICAL ASSISTANT - For Podiatrist office in Bloomfield. Part time. Resumes to: Medical Assistant, 2349 Coolidge, Berkley, MI. 48072

MEDICAL ASSISTANT: Internist Office. Southfield. Must have experience in EKG & X-ray. Excellent benefits. Call weekdays, except Wed. between 9:30 & 4:30. 559-8660

MEDICAL ASSISTANTS
RECEPTIONISTS
Summer's coming! Looking for flexible hours? Part time position, 20 hours plus. Great hourly wages. Insurance knowledge and strong clinical skills a must. Suburban locations. Send resume or call
Corporate Rehab Group, 932-1970
HARPER ASSOCIATES
29870 Middlebelt Rd.
Farmington Hills 48018

MEDICAL BILLER
experienced only. Approximately 30 hours a week. Mon-Fri. Farmington Hills. 553-0692

MEDICAL BILLER - full or part time, experience preferred. We will train with computers and medical terminology experience. Call Marilyn or Lois at 828-5081

MEDICAL BILLING POSITIONS
for medical complex, must type 45-50 wpm. Part-time/full time available. Send resume & references to: P O Box 2519, Southfield, MI 48037

Medical laboratory technician or Medical technologist, (ASCP or equivalent,) full time day position available in busy Dr's office lab. Must have current experience in hematology, chemistry & RIA. Phlebotomy skills a must. please send resume to: Box 8282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
for busy Southfield physicians office. Experience preferred, no weekends. 559-3150

MEDICAL Receptionist-experienced for Troy general practice. Mon-Fri, 8:30-5. Medical Arts Bldg., Ft. Industrial Park, 2999 E. Big Beaver, Troy, 45083.

MEDICAL RECEPTIONIST
Some billing knowledge required. Call Patty, 358-5904.

MEDICAL RECEPTIONIST
Experience required. Birmingham 647-4420

MEDICAL Receptionist/Biller: Needed for busy Southfield internist office. Full-time, experience preferred. Call 8:30am to 4:30pm. 358-2310

MEDICAL RECEPTIONIST
permanent part time position, experience required. Mon-Fri. Farmington Hills. 553-0692

MEDICAL RECEPTIONIST
Full and part time receptionist for busy ophthalmologist office in Birmingham. Typing necessary & knowledge preferred. 642-5223

502 Help Wanted Dental-Medical

MEDICAL OFFICE MANAGER
Minimum 2 years experience necessary for busy podiatry office(s). Looking for an enthusiastic professional individual who will go the extra mile to get the job done. Must relate well and be able to supervise staff. Computer experience helpful. Very attractive salary for the right person.
Days 971-9396 Eves. 826-3108

MEDICAL RECEPTIONIST - experienced, busy, busy BMT office, computer helpful, good communication skills. Call between 12-2pm. 477-7372

MEDICAL RECEPTIONIST for Psychiatrist's office in Birmingham. 20 hours per week. Telephone experience, bookkeeping, billing, typing required. Send resume to: Box 332, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Full time. Southfield area. Front desk, heavy phone, billing, computer. Experience preferred.
Call 569-1395

MEDICAL SECRETARY: Needed for Doctors Office in Troy. Full-time. Please call for appointment.
528-9010

MEDICAL SECRETARY - WordPerfect 5.0. Detroit - suburban hospital. $4-10/hr. Call Alice at Unitforce 357-0848

MEDICAL TRANSCRIPTION service in Southfield has openings for transcriptionists. Full and part time days and evenings. Flexible schedule. Excellent earning potential. Bonus plan. Experience a must. Medic computer knowledge required. Send resume to: Provensile Inc., 9357 General Dr., Suite 121, Plymouth, MI 48170

MEDICAL TRANSCRIPTIONIST
JOIN US
We're a medical records corporation with a team approach to hospitals nationwide for almost 20 years. If you have experience transcribing medical records reports, you can earn more money with us. We also have an excellent benefits program and flexible hours to suit your lifestyle. If you have piqued your interest, call Mrs. Hood at 358-3846.
MEDICAL RECORDS CORPORATION

MEDICAL TRANSCRIPTIONIST - Dearborn hospital. $14/Typing. Call Peggy at Unitforce 473-2933

MEDICAL TRANSCRIPTIONIST: Must have 2 years hospital or related experience with own equipment. Work at home/office. 353-8624

MEDICAL TRANSCRIPTIONIST - Come join our growing national company. Must have experience transcribing Operative Reports and Discharge Summaries. Work in your home or our Farmington office.
Call 471-6696

MEDICAL WEIGHT LOSS Clinic has full time position available in our Livonia clinic. Must be a graduate of a certified school and have venipuncture experience. No nights, weekends or holidays. Good benefits and hourly wage. Call: 355-2140

NURSE AIDES
are needed for home care cases in western Wayne county. Flexible scheduling. Excellent pay scale. Transportation allowance. Benefit package for 20 hours and more. Experience necessary.
United Home Care, 459-5141
An Equal Opportunity Employer

NURSE AIDES & ORDERLIES
Full and part time openings available on all shifts.
$4.55 to start plus benefits.
Will train. Apply in person:
Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia. 522-1444.

NURSE AIDES
$5.60/$6.10
FOR NEW HIRES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.
NURSING UNLIMITED
540-2360

NURSE - Part time, week days at adolescent drug treatment program. Send resume to: Straight Inc., Attention Barb Hansen 42320 Ann Arbor Rd., Plymouth, MI 48170.

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST
Start opening for part time instructor in our medical transcription lab. Must have strong medical terminology and transcription skills. Cannon MT graduate, CMT or RH with medical transcription experience preferred. Carnegie Institute, Personnel office 569-1078

MONEY TALKS
Our top performers earned $18,000-$20,000 in wages, incentive & bonus in 1989. They will earn even more in 1990. Home health care is not just another job anymore. Current openings include:
• Home care attendants, full or part time, hourly, all shifts
• 24hr. assignments.
(Flexible scheduling)
• Live-out attendants
• New hire bonus.
EMPA-CARE IV 455-1061

NURSE AIDES
EARN UP TO $6.32 HOUR
Private Duty
Home Care Assignments
All shifts
Must have 1 year experience and training certificate. Must have car
Call 853-8750 for an appointment
BEAUMONT Community Nursing

NURSE AIDES - $5-$6.25 per hour. Experience necessary. All shifts. Reliable Nursing Service 981-3344

NURSES AIDES
Full time, experience not necessary. Will train. See Carol Brown.
HIGHGATE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSING ASSISTANTS
West Bloomfield Nursing Center, near Maple & Drake, has immediate openings on all shifts for certified full or part time Nursing Assistants. $5.75/hr., $6.00 after 90 days. $6.25 after 1 year. Bonus program.
Mrs. Plaskonka at 661-1600

NURSING ASSISTANTS - $5.20 per hour. Will increase after 90 days, full time positions available. Health care experience preferred but will train for certification. Great family oriented nursing facility. Excellent pay & benefits including uniform allowance. Apply Mon-Fri 9am-3pm. St. Jude Convalescent Ctr., 34350 Ann Arbor Tr., Livonia.

Nursing Assistant
UNIVERSITY CONVALESCENT
NURSING HOME
a skilled Nursing Facility, in Livonia, has positions available on all shifts for dependable, self motivated individuals genuinely interested in providing quality care to our residents. Work in an atmosphere of general sanitary environment with other staff members who are dedicated to doing their best. Call Kathy Story RN, at 427-8270, to schedule an interview.

NURSING ASSISTANT/
PERSONAL CARE ATTENDANT
Full time afternoon for Home for the Aged in West Bloomfield. Lovely surroundings, premium benefits. Call for an interview 661-2999

NURSING HOME ADMINISTRATORS
International Health Care Management is expanding Michigan Nursing Home Management Company, dedicated to providing the highest quality care possible while maintaining individualized attention to the special needs of residents, are currently seeking nursing home administrators.
Candidates will be professionals who possess creativity, management skills.
• Salary Negotiable
• Non-contributory Comprehensive Benefit Package
For consideration submit resume with salary requirements in confidence to:
Ann Arbor, MI 48107
An Equal Opportunity Employer

OFFICE MANAGER
Do you have:
● The communication skills of Dale Carnegie?
● The ability to lead 188 buildings easily?
● A great sense of humor?
● A desire for success?
If your dental office is searching for a self-motivated person to be the team leader. Dental experience preferred. Excellent salary and benefits. Call Marnie at 561-3367

OFFICE MANAGER
for Rochester doctors office. Experience preferred. 652-0140

OFFICE MANAGER/RECEPTIONIST
needed full time for Northwestern Livonia office. Must be experienced in insurance & Medicaid billing. Mon. thru Fri., 9am-5pm. 425-1530

OPHTHALMIC TECHNICIAN - Full time position available in general ophthalmology practice consisting of 6 physicians & 4 office locations. Candidate should be competent in all areas of opthalmic technology. Excellent working conditions & benefit package. Salary commensurate with experience. Send resume to: MES, 5813 W. Maple Rd., Suite 137, W. Bloomfield, MI. 48322

OPTICAL OFFICE seeking part time Lab Assistant. Will train right person with good math aptitude. Call Vivi at 981-5832

PARAMEDICS & BASICS
Community EMS of Novi is seeking full & part time Michigan licensed Paramedics & Basics to compliment our staff. For more information please call Lisa at 344-1990

PART TIME Entry Level Positions: Dialysis Aide to assist nursing & technical staff at Pontiac out-patient Clinic. Dialysis Reuse Technician to rotate between Pontiac & Southfield Clinic. Previous medical experience preferred but not essential. Potential for full time. Call Fred Stoffer, Technical Coordinator, at 333-2230

PART TIME OPTICIAN
Needed for busy ophthalmic practice. Will train dependable person. Send resume to Box 316
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - some office experience necessary, for doctors office in Garden City. Mon., Tues., Wed., Fri., 12-7. Send resume to: 27337 West Warren, Garden City, 48135

RECEPTIONIST, part time for Madison Heights Dental office. Experience helpful in all aspects of dental procedures. Call Susan, 548-8100

RECEPTIONIST - FRONT DESK
For chiropractic office. Must love working with people. Apply Mon., Tues., Wed., Fri., 9-1pm, 3-5pm. 28404 W. 8 mile Rd. - Livonia.

RECEPTIONIST
FULL TIME for doctors office. Billing and typing experience required.
937-8155

RENAL DIETITIAN
24 or 32 hours per week position available at outstanding Dialysis Facility in Southfield. Renal experience preferred. Call Lora Roberts Mon.-Fri. 9am-5pm 569-8111

RE-USE TECHNICIAN: Medical and or mechanical experience preferred. Contact Brian Martin, BMA Livonia, 525-0780

RN/LPN needed for dermatology office in Bishop Village & Plymouth. 15 to 20 hours per week.
Call Judy, 737-7111

RN/LPN - Work 3 days/wk., have 4 days off, 12 hr. shifts available for dedicated, dependable employees. Recent rehab/nursing experience helpful. Lakeland Neuro Care Center, Rochester Hills 852-8440 ask for Mary Ann/Peggy, Mon-Fri, 8-4pm.

RN NEEDED - Full time for afternoon shift 3PM-11PM, and contingent RN's needed for an 8 shift. Medical/Surgical experience required. Contact Sharon Hospital Patient Director between 7AM-3PM, Mon.-Fri. 357-3360

502 Help Wanted Dental-Medical

RECEPTIONIST
Experienced for podiatry office in Livonia. Call: 427-9210

REGISTERED NURSES & LICENSED PRACTICAL NURSES
Dialysis Center located in Southfield is looking for full time and part time RN's & LPN's. Minimum of 1 yr. dialysis experience required. Excellent working conditions, competitive wages and fringe benefits. Send resume to: Mary Woodworth, Clinical Nurse Manager, at Southfield Dialysis Facility, 23077 Greenfield Rd., Ste. #104, Southfield, MI. 48075

RN, ADONIN/SERVICE
Northwest Detroit church related home for the aged has a challenging full time position for a dedicated person. Excellent salary and benefits. Apply in person, Mon.-Fri., 8am-3pm or mail resume to: Evangelical Home, Detroit, 6700 W Outer Dr, Detroit, MI 48235

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

PSYCHIATRIC PROFESSIONALS
Full time or part time positions for expanding adolescent program. Include beds, day treatment, Long Term care. Call Cindy or Debbie at Ardmore Center, Livonia. 474-3500

STAFF RN's - $18.50
Be a member of the #1 Team! West Bloomfield Nursing Center, near Maple & Drake, has just increased its wage package for RN's ready to meet the challenges provided by the recognized leader in Skilled, Long Term Care. Staff positions available $18.50 to $18.50/hr. You know you are the best. Join the Team that's the Best! Call: Mrs. Mancuso or Mrs. Subotich at 661-1600 or apply in person at 6445 W. Maple Rd., West Bloomfield.

RN's & LPN's
FULL OR PART TIME DAYS
FULL TIME MIDNIGHTS
Apply in person.
Holy Nursing Care Center
38413 Cherry Hill
Westland, MI. 48185

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time Nurses. All shifts. Competitive wages & benefits. Flexible hours. Call for appointment. Martha Folosky, RN. 522-1444

RN SUPERVISOR
Full time position available in one of Oakland County's Adult Nursing Centers. If you are a person who can delegate duties, follow thru, and take responsibility, this is a unique opportunity to become a key member of our management team. Previous Nursing Home experience a plus. Must be comfortable with extensive public contacts & travel scheduling. We offer a competitive salary commensurate with background & experience. Submit resume & references to: Triad Performance Technologies, 30101 Northwestern Hwy., Suite 330, Farmington Hills, MI 48018, Attention Nancy.

RN
Rochester OB/GYN needs R.N. Part time position. Progressive practice. Call 656-2600

SUPERVISOR
(WEEK-END)
A part-time position is open for an RN experienced in long term care nursing and supervision. Please apply only at Bedford Care Center, 15240 West 12 Mile Road, Southfield, MI 48076 Ask for Administrator.
An Equal Opportunity Employer

THERAPISTS
Masters level, skilled in brief treatment. Minimum 5 years experience. BA/MH outpatient managed care clinic. Bloomfield area, HVFA, 2000 Green Rd, Ann Arbor, MI 48105.

TRANSCRIPTIONIST
Experienced in radiology/cardiology, part/full time. Excellent pay.
737-9350

VETERINARY TECHNICIAN
Highly motivated, career minded person needed for specialized surgical/critical care facility. Excellent salary & benefit package. Interested. Contact Rosemary 534-3340

X-RAY TECHNICIAN
Experienced in Mammography. Part time. Excellent pay.
737-9350

X-RAY TECHNOLOGIST
Experienced for Bariatric full time for novel office. Call for more information. 473-6510

504 Help Wanted Office-Clerical

MT BRIGHTON - looking for an experienced self motivated person capable of handling accounts payable & payroll on an IBM System 36. Full time winters, part time summers. Call for appointment, 313-229-9581

Accounting
COLLECTIONS
We are a leader in the marketing and leasing of capital equipment and are located in the Bloomfield Hills area. Your responsibilities will include
• Maintaining contact with lessees, assisting partnership lease and sale payment problems. Providing followup.
• Keeping research, providing invoice and payment information.
• Preparing check requisitions for rent & sales due partnership.
• Maintaining other schedules and reports.
Minimum qualifications needed: 2 year degree in Accounting or Business, good PC skills (Lotus), collections experience and strong verbal and written communication skills.
Salary is commensurate with background. We offer a full benefit package. Applicants should send resume, salary history, in confidence, to: Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING CLERK - responsible for order entry invoicing, customer service, accounts receivable, phone. Must be detail oriented, well organized, professional. Computer experience required. Non-smoking office, Northwest Detroit near Redford. Include pay requirement. Send resume to: Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING DEPARTMENT
Position open for dependable self-motivated individual possessing knowledge of receivables/payables process, and basic accounting principles. Professional phone manner and strong office skills required. Excellent benefits. Send resume to:
CORPORATE INSTALLATION SERVICES, INC.
25220 Trans-X
Novi, MI., 48050

ACCOUNTS PAYABLE CLERK for growing management company in Southfield. Computer experience and references required. Call Marlo, Fri. 9am-5pm 352-4043
EOE

ACCOUNTS PAYABLE CLERK - Full time position available for mature Accounts Payable person with good writing and communication skills, excellent math aptitude, and ability to work well with others. Position requires voucher processing experience, Wordstar or Wordperfect and Lotus 1-2-3 expertise. Send resume to: P.O. Box 300, Southfield, MI., 48037.

ACCOUNTS PAYABLE CLERK - full time entry level position available in our Farmington Hills office, must have minimum of 6 mos. accounts payable experience. Computer & 10 key calculator skills helpful. Excellent benefits. Send resume to Controller, PO Box 819987, Farmington Hills, MI. 48019-5007

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Fortune 500 wholesale distributor currently has a position for an accounting clerk. This person will work in the accounting department of cards to pharmaceutical business. Interested candidate must be able to establish good rapport and have communication skills. Previous accounting experience necessary as well as 10-key touch. Compensation and benefits are very competitive with opportunities for advancement. Interested party send resume to:
Accounting Manager
PO Box 33105
Detroit, MI 48232
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTING
Department of rapidly expanding automotive parts manufacturer located near Metro Airport seeks two professionals:
Office Manager - Seek experienced individual to supervise all clerical functions, prepare payroll tax returns and perform reconciliations.
Assistant Controller - Seek degreed accountant with 3 years experience in accounting experience and course work in cost accounting and industrial relations. Strong communications skills required.
Send resume to
Personnel
Edgewood Tool & Mfg. Co.
30400 Telegraph
Romulus, MI 48174-2614

ACCOUNTS PAYABLE - & inventory, good systems experience needed, casual office, call noon - 3 291-7676 or fax resume to 261-5807

ACCOUNTS RECEIVABLE - AOP payroll, Lotus, Word Perfect a ±, good typing skills, call 12-3pm at 261-7676 or fax resume 261-5807

ACCOUNTS Receivable secretary for growing Farmington Hills office for responsible person. Must be fast learner & computer experienced. 50wpm minimum. $13,000 per year plus benefits. 398-7000

ACCOUNTS RECEIVABLE: Well established Medical Supply Wholesale Co. is looking for a motivated, well organized individual to join their team. 1 yr. collection experience required. Knowledge of accounting system knowledge a plus! Please send resume with salary requirements to: Box 8283, Observer & Eccentric Newspapers at P. O. Box CN3335, Livonia, MI 48151

ADMINISTRATIVE assistant, Bloomfield law firm development. WordPerfect 5.0 plus shorthand. $21-$23,000. Call Denise at 646-7654

ADMINISTRATIVE ASSISTANT/
RECEPTIONIST
Our Farmington Hills based Training & Consulting Corporation is seeking a qualified office professional. The successful candidate will be self-motivated, possess a business-like approach towards job performance & a desire to grow with our company. Top-notch general office & organizational skills a must, as well as competence in the following areas; some computer experience, plus telephone communication, client contacts & travel scheduling. We offer a competitive salary commensurate with background & experience. Submit resume & references to: Triad Performance Technologies, 30101 Northwestern Hwy., Suite 330, Farmington Hills, MI 48018, Attention Nancy.

ADVERTISING SECRETARY
Are you looking for a place where you can really make a contribution - to grow and stretch your capabilities? Our Middle East team needs your computer skills and experience.
Position involves secretarial responsibilities for three people, including typing for statistical charts and graphs. Word processing experience required, spreadsheet and graphics software knowledge a plus.
Fast-paced, dynamic environment offering a variety of social and learning opportunities, including tuition reimbursement program.
Please send resume to:
D'Arcy Masius Benton & Bowles
P.O. Box 811-KC
Bloomfield Hills, MI. 48303
An Equal Opportunity Employer

APPLY NOW
• SECRETARIES
• TYPISTS, MIN. 40WPM
• WORD PROCESSORS
Microsoft Word, Display Write 4, Word Perfect, Word Star, Multimate and/or Lotus 1-2-3
• OFFICE CLERICAL POSITIONS
SOUTHFIELD, FARMINGTON LOCATIONS
Good Communication Skills Are Essential
Short & Long Term. Top pay plus free lunch. Call for your appointment or send resume.
AGA
23077 Greenfield, # 163
Southfield, MI 48075
552-8256

ARE YOU IN NEED OF SUMMER $?
Then let's get the ball rolling! We are located in the Troy area for long or short term assignment in the clerical field encompassing varying degrees of skill on the east & west sides.
• Telemarketing
• Word Processing
• Data Processing
• Secretarial
• Receptionist
We offer:
• Flexible schedules.
• Vacation/bonus package.
• Top pay at top companies.
Call now for a great assignment & more information:
TROY
526-8454
WESTLAND
728-6770
FUTURE FORCE
TEMPORARY HELP SERVICE

504 Help Wanted Office-Clerical

APPLY NOW
• Data Entry
• Word Processors
(Word Perfect, Lotus 1-2-3
Data Base III or Displaywrite)
IMMEDIATE OPENINGS AVAILABLE
EXCELLENT PAY
ARBOR TEMPS 459-1166

ASSISTANT/SECRETARY FOR CLIENT RELATIONS OFFICE

Two person office in Dearborn requires an Assistant/Secretary. Must be responsible, self-starter, well organized, and have excellent telephone and people skills. Must also have strong typing and word processing abilities. Knowledge of real estate and insurance preferable.

Please send resume to:

250 E. John Carpenter Freeway
5 Decker
Irving, Texas 75062
Attn: Donna Sullivan

A TEAM PLAYER
We're a growing commercial photo studio looking for someone who can play an integral part in our organization as a receptionist/clerical & more. Computer, bookkeeping skills. Resume to: M. Music, 326 E. Fourth St., Royal Oak MI 48067

ATTENTION
SUMMER JOBS
for college students are available now. Earn up to $9 per hour. Call...
ARBOR TEMPS 459-1166

WORD PROCESSORS
If you type 45-55wpm, have knowledge of any word processing package (WordPerfect 5.0 a plus), call today Call 948-9823

FOSTER-DAVIS
Temporary Personnel, Inc.
559-2700

AUTO DEALER need mature responsible person with clerical skills to work in general office. Excellent pay, benefits. Call Jerry at
JOE DWYER IMPORTS
537-2700

BATES HAMBURGERS
22291 Middlebelt, full & part time wanted, all shifts, meals & uniforms furnished. Apply in person between 9am & 11am & 2pm & 5pm.

BILLING CLERK
needed for fast paced video distributor. Previous computer or typing experience a plus. Pleasant people skills and good customer service skills a must. 35 hr. Call Rose 591-0200, ext. 42

BOOKKEEPER
Accounts payable & receivable experience required for all computerized departments. General clerical experience, full time salary and benefits. Great growth potential.
Call Mr. Fleischer 353-8882

BOOKKEEPER
Busy Southfield based property management company seeks highly detail-oriented Bookkeeper. Please send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI. 48076

BOOKKEEPER-Full charge. Accounts receivable, accounts payable, data entry, some typing. Government contract experience a plus. Apply P.O. Box 530, Wixom, MI 48096

BOOKKEEPER
Immediate full time position with Farmington Hills Construction Co. Experienced in accounts payable/receivable & general ledger. Construction experience required. Good benefits. Salary commensurate with knowledge & experience. Send resume to: Box #304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
Full time, computer experience preferred. Knowledge of Farmington/Farmington Hills area desirable. Please send resume, salary requirements to: Charles Mott, 1 Grand River, Farmington MI 48024

BOOKKEEPER/SECRETARY
Detroit steel service center needs experienced Bookkeeper/Secretary for general office duties. Responsibilities include payroll, accounts receivables & payables. Good benefits & salary commensurate. Helpful but not required. Excellent compensation. Contact Monday, Steel, 8550 Mt. Elliott, Detroit, MI 48211, Attn. Mike Berns. 921-8230

Bookkeepers
Full-Charge
Full time, short term & long term positions available. Many lead to permanent. We seek the proper candidates with minimum 2 years overall bookkeeping experience. Computer a must. LOTUS helpful.
354-2410
Accountants One
Employment Agency See Page 24133 Northwestern Hwy., Suite 202 Southfield, MI 48075

CONSTRUCTION COMPANY seeking a mature person with number sensibly full time. Computer experience and general office. Call 19-5 Mon.-Fri. 459-0240

STATE FARM INSURANCE AGENCY needs a dependable, organized person for full or part time position. Will train on automobile insurance, non-smoking only. 937-1111

SMALL MANUFACTURING company in Canton seeks a person to work 5 hrs. per day, Mon.-Fri. Duties will include answering phones, typing, filing & data entry. Please send resume to: Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

ADVERTISING/
CLERICAL
Full or part time position available in advertising department for receptionist/clerk typing. Great opportunity for college student. Required skills: data entry, typing & good organizational skills. Learn more about advertising & cellular. Send resume to: Attention:
Advertising Marketing Manager
P O Box 400
Troy, MI 48099
or call: 597-7940

CLERICAL
All-around office duties for our Troy counseling office. Major concentration on answering phones and data entry. Excellent communication skills a must. Salary range between $6-7 an hour. Monday thru Friday 8am-5pm. Send resume to:
Credit Counseling Centers
675 E. Big Beaver Ste. 101
Troy, MI 48083

504 Help Wanted Office-Clerical

BOOKKEEPING
Partial Listing of Positions

Bookkeeper	to $22K
Accounting Clerk	to $16K
Cost Bookkeeper	to $20K
Accounts Payable	to $16K
Data Entry Clerk - lots of paid overtime to $7/hr	

Southfield	358-2300
Ann Arbor	995-8367
Troy	250-1066
Troy	524-3100
Grand Rapids	(616)956-9325
Kalamazoo	(616)375-1213
Lansing	(517)349-8367

Correspondence To:
ROBERT HALF
28588 Northwestern Hwy. - #250
Southfield, MI 48034-8061
201 W. Big Beaver, #310
Troy, MI 48084-4152
All Fees 100% Co. Paid
160 Offices on 3 Continents

CLERICAL
Dobbs need people who like people. Are you one of them? Dependable? If we have several full & part time with flexible positions for store cashiers. Available for people who care about detail. No boredom, room to advance with excellent benefits. Signature, 12 Mile & Novi Rd. 347-6600

CLERICAL
Fast paced Southfield office needs full time clerical, $5 per hour
Call 948-9823

CLERICAL: Full time organized, motivated, positive person needed to assist busy Optometrist between doing work and good phones. Will train. Send resume to: Box #370 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - PART TIME
Flexible position. Challenging work in environment oriented for employee needs. Computer experience desired. $5 per hour. Good resume to: MML 1400 Dresslgate, Rochester, MI., 48063

CLERICAL
Part time person to handle various office duties. Hours are flexible, wage negotiable. Opportunity for growth. Contact Kim at: 353-1263

CLERICAL/RECEPTIONIST
Light typing, filing, job scheduling, part time 3 days, Wayne area. Call 10am-3pm Sylvia 326-0199

CLERICAL SECRETARIAL
Full time. Typing, filing, general office. WordPerfect 5.0 experience desirable. Excellent salary & benefits. Fast paced office in the Northwest area. Send resume to:
Employment Office, 18500 Grand River, Detroit, MI., 48223

CLERICAL SUPPORT
Duties office seeks detail oriented individual with good work skills. Must have data entry knowledge, 2 years general office experience & ability to handle multiple responsibilities. Non-smoking office. Good benefits & a pleasant working environment.
Call or send resume to:
VAL-PAK ASSOC. INC.
28196 Schoolcraft Rd.
Livonia, Mich. 48150
522-0100

CLERK/TYPIST - attorneys in Farmington Hills will train for their office typing & spelling skills essential. Experience not required. Starting pay $4.25 per hour with regular increases. 855-6362

CLERK TYPIST
Detroit firm seeks individual with typing speed 40wpm, good telephone manner and general clerical knowledge. Hours 8-4:30, Mon.-Fri. Inside parking. Send resume to: Bright Courier, Attn: Personnel, 1700 W. Fort, Detroit, MI., 48216.

CLERK TYPIST - for fast paced Northwestern office. Heavy telephone usage and light secretarial duties. Send resume & salary requirements to, Box 256 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA INPUT OPERATOR - Wordperfect, typing & accounting data entry. Full time. Salary negotiable. Call Mary, 569-2600

ENTRY LEVEL CLERK: Full-time position available in Redford Twp. Typing 35 wpm, filing, 10 key calculator. $3.25 per hr. Call Dawn at 522-8700, ext. 218

EVENING RECEPTIONIST
Needed Monday thru Thursday for a downtown Birmingham outpatient psychiatric clinic. Experienced in Eating & Idiosyncratic Dis. 647-3310

EXECUTIVE ASSISTANT
To the president. Looking for very organized individual. Full time position. Very efficient with outstanding communication skills. Troy area. Please call 828-3291

504 Help Wanted Office-Clerical

CLERK-TYPIST Part time/Seasonal
CITY OF FARMINGTON HILLS
Accepting applications for one part time/seasonal Clerk-Typist position in special services division. General office experience required, typing 45wpm, good communication skills. Hours are 20 hours during June/July and 20-25 hours per week during Aug./Sept. Schedule flexible/Monday thru Friday 8:30-5:00. Submit application or resume by June 1, 1990 to: Personnel Dept., City of Farmington Hills, 31555 W. 11 Mile Rd., Farmington Hills, MI 48018
An Equal Opportunity Employer

CLOSING SECRETARY
Multi-million dollar real estate company wants person experienced in closing documentation and procedures. Call Doug Hardy for confidential interview 538-2000

METRO AIRPORT area wholesale computer needs person with IBM System 36 & data entry experience (knowledge of accounting also a plus, permanent part time 5-6 hours per night, wage rate negotiable. Send resume to: RLH, 28100 Gorsuch Ave., Romulus, MI. 48174

COST ACCOUNTANT - entry level, for medium size manufacturing company in Livonia. Must have PC experience & knowledge of Lotus not required. 425-4415

CUSTOMER SERVICE
REPRESENTATIVE
A dynamic home medical equipment company is seeking an energetic, self-starter. Ideal candidate must be organized with excellent telephone skills. Light typing helpful, knowledge of home health care a must. Excellent benefits. Send resume to: Attn: Marsha Anklam, 32431 Industrial Dr., Madison Heights, MI 48071

CUSTOMER SERVICE
Mature, reliable, Good with people, telephone & 10-key. Accurate, attention to details. Non smoker. Send resume to: Mrs. A. Jones, Inc., NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE
Workbench Furniture Store is currently accepting applications for full time customer service/clerical position. Solid math and telephone skills required. Competitive pay scale & benefits. Apply in person: 15011 Clark, Plymouth, MI (off S Mile ½ Mile west of Sheldon)

DATA ENTRY/Credit Reporter. Responsible, self-starter, fast data entry person and credit reporter. Credit background preferred but not mandatory. Contact Harry Sandom daily 351-8841
An Equal Opportunity Employer

DATA ENTRY/INSURANCE
Person with strong data entry or typing skills. Full time position. Full benefit package. Send resume to: PO Box 963337, Livonia, MI 48151-3337, Attention DP Management.

DATA ENTRY
Long and short term assignments in Wayne County - 45 wpm. $6-$6.75/hr. Call ETD Temporary Service 425-6326
An Equal Opportunity Employer

DATA ENTRY
Minimum 1 yr. experience. Good analytical and communication skills required. Knowledge of billing helpful. Excellent benefits. Send resume verbal skills to: Dept. Director of Ed.,