WIN TWO TICKETS!

Detroit Red Wings

TO WIN Send your name and address, on a postcard, to
RED WING TICKETS,
The Observer & Eccentric Newspapers,
36251 Schoolcraft Road, Livonia, MI 48150
Then watch the classified section every Monday and Thursday When your name appears, you're a winner
(Due to high demand, we ask that there be only one entry per family)

502 Help Wanted Dental-Medical

JCAHO ACCREDITED
RN's, LPN's, NA's, HHA's
Homecare & Facility Staffing
• Excellent Pay
• Benefits Available
• Flexible Hours
LPN's - IMMEDIATE NEED
For an experienced very independent nurse, Birmingham area. Paid orientation.
CALL
FIDELITY NURSING SYSTEMS
528-1223 1-800-626-7785

LPN
PART TIME
Afternoon Shift
New Starting Rate
NIGHTINGALE WEST
6363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

BUSY ENT Office in Southfield. Full time Medical Assistant. Experience preferred. 569-3985

MEDICAL ASSISTANT
Part time, 2-3 days per week, general surgical practice. Cheerful, mature a plus. Please call. 352-3903

MEDICAL ASSISTANT &/OR Receptionist for medical practice. Send resume & phone number to: PO Box #104, Bloomfield Hills, MI 48303-0104

MEDICAL ASSISTANT: For busy Livonia Pediatrics practice. Must be experienced in vaccines and injection. Call. 478-2723

MEDICAL ASSISTANT: Full time. Benefits. Suburban area. Please send resume to Box 878: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Assistants

Henry Ford Medical Centers, located in Royal Oak and West Bloomfield, announce a full range of career opportunities for Medical Assistants. The qualified candidates must have completed a Medical Assistant program and have prior Medical Assistant work experience.

Interested applicants are invited to send resumes to:

HENRY FORD HEALTH SYSTEM
Employment Division, Dept. JK
2921 West Grand Boulevard
Detroit, MI 48202
An Equal Opportunity/ Affirmative Action Employer

MEDICAL BILLER
Experienced for Ophthamology in Birmingham. Full time, benefits. Contact D.J. 962-6156

Medical Billers
Up to
$9.00 per hour
WOLVERINE
358-4270

MEDICAL BILLERS
ASSISTANTS
•TRANSCRIPTIONISTS
•RECEPTIONISTS
Unsophisticated? Unable to advance? Looking for a new challenge? Let us immediately refer, send you. Why answer dozens of ads? One call can put you in contact with the medical community. Variety of settings, excellent salaries, attractive locations. All fees employer paid. Call or send resume to:
Willis Medical Staffing 332-1170
HARPER ASSOCIATES
28070 Middlebelt
Farmington Hills, MI 48334

MEDICAL PRACTICE SEEKS OBGYN. The Wayne Medical Complex. Competitive Salary, Term Liability Insurance. Call 371-4000, or send resume to Dr. William Nelson, 6300 Mack, Detroit, MI. 48214

MEDICAL RECEPTIONIST
Full time position available for a Medical Receptionist in Woodland-Detroit. Interested applicants may contact 838-4700, Ext. 393.

DMC HEALTH CARE CENTERS
WOODLAND-DETROIT
2241 W. 8 MILE RD.
DETROIT, MI., 48219
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

MEDICAL OFFICE
Front desk/surgical scheduler - to $18,500. 2 - 5 years experience. East side location.
MEDICAL ASSISTANT
To $7.00 per hour. OB/GYN experience preferred. Full time. Livonia.
473-7210
Steven J Greene Personnel

MEDICAL RECEPTIONIST/Biller. Farmington Hills. Part time. MBS experience necessary. 855-4145

MEDICAL RECEPTIONIST
Needed full/part time. Salary based area. Send resume to: Family Medicine, 18901 W. 9 Mile Rd., Suite 618, Southfield, MI 48075.

MEDICAL RECEPTIONIST
Front desk, 12/Hour/week. Physicians office. Computer & billing skills desirable. Experience necessary. Top Salary. Benefits. 358-5710

MEDICAL RECEPTIONIST
Full time opening in Orthopedic Dr.'s office in Southfield for receptionist with experience in insurance billing and foot board. Excellent benefits. Call Mon.-Fri. 569-4710

Medical Record Professionals
The University of Michigan Medical Center

The University of Michigan Medical Center is seeking an Afternoon Supervisor for its Record Retrieval Unit, located in Medical Information Services. We are looking for a medical record professional who has supervisory experience in a large facility, including experience in a computerized environment. Registered Record Administrator or Accredited Record Technician or an equivalent combination of education and experience is necessary. We offer an excellent opportunity for the person who enjoys working with people and participating in improvising new or enhancing existing processes.

Interested applicants should forward two (2) copies of their resume to:

THE UNIVERSITY OF MICHIGAN MEDICAL CENTER
Employment Office
300 NIB, Room 8A26
Box 0422, (1200 N1H-OE)
Ann Arbor, MI. 48109/0422
A non-discriminatory, affirmative action employer

MEDICAL SECRETARY - growing medical center, to 19/hr. Call Mary at UNIFORCE 473-2933

MEDICAL Secretary/Receptionist, full-time, general surgical office. Experience desired. Typing & reference, as required. Royal Oak. 288-2184

MEDICAL TRANSCRIPTIONIST
For Farmington Hills Radiology office. Call Linda for interview. 855-4700

MEDICAL TRANSCRIPTIONISTS - for professional environment. Experience necessary. Major medical center. Up to $11/hr. Call Todd at UNIFORCE 357-0037

MT, MLT AND LAB ASSISTANTS
All shifts, full and part time. Call in person: Detroit Biomedical Lab, 23950 Freeway Park Dr., Grand River/10 Mile area.

PART TIME position for nurse in doctors office. Duties to include patient education, EKG, PFT & Phlebotomy. Communication skills a must. Call 474-3470

NURSES AIDES - Full Time
Part time - flex hours available. Experience not necessary. Will train. New nursing unit. Bear Creek and Orchard Lake area.
NIGHTINGALE WEST
6363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

OPTHALMOLOGY PRACTICE
Located in Southfield, is seeking a pleasant, highly motivated person to be our full-time receptionist. The applicant will be responsible for front office duties, as well as public relations. Computer and Medical Insurance experience necessary. Salary open. Please contact Denise at. 358-3937

OPTICAL-JOIN A WINNER!
First Optometry has exciting career opportunities in the retail optical field for Dispensers and Managers. Experience preferred but will train right individual. Positions open throughout Southeast Michigan. If you're energetic, highly motivated with a winning attitude call us. Mon-Fri, between 2-4pm 296-7800

502 Help Wanted Dental-Medical

Medical Technologist
HENRY FORD MEDICAL, located in West Bloomfield, announces an exciting career opportunity for a Medical Technologist. The qualified candidate will have a Bachelor's Degree in Medical Technology and MT (ASCP) certification or equivalent.

This is a part-time, no benefits position that offers flexibility in scheduling. Interested applicants are invited to send resumes to:

HENRY FORD HEALTH SYSTEM
Employment Division, Dept. JK
2921 West Grand Boulevard
An Equal Opportunity/ Affirmative Action Employer

OFFICE PERSONNEL for doctors office, full time with position. Typing skills. Send resume to: 7268 Sheldon Rd. Canton, MI 48187

Operating Room
RNs
Sign-On Bonus!
You'll enjoy our excellent location, work environment and compensation programs that include a certification bonus and a higher wage scale without benefits.

Current openings include full-time 10-hour shifts. For more information please call Barbara Giorgio, Human Resources Department at 471-8656.

Botsford General Hospital
28050 Grand River
Farmington, Michigan 48336
An Equal Opportunity Employer

PART TIME Medical Receptionist for a physicians office. Experienced only. Plymouth area. Ask for Nancy at 453-8510

PHARMACISTS
Full time position now available for a registered pharmacist interested in practicing at a totally professional environment. We are interested in filling a position created by our success and expansion into a totally new ambulatory care centre located in downtown Detroit. We offer the following:
• Excellent starting rate
• Excellent hours (no Sundays, evenings or holidays
• Paid vacation and holidays
• 401K Retirement Savings Plan
• Medical and life insurance
• Temporary and long term disability insurance and malpractice insurance
For further details or interview please call 344-0270 or write in confidence to: Medical Center Pharmacies Inc., 41935 W. 12 Mile Rd., Novi, MI 48377 644-8535

BUSY ENT LIVONIA OFFICE, need full time Medical Receptionist. Call on Tues. & Fri. 425-8420

RECEPTIONIST for Orthodontic practice. Must be an energetic enthusiastic people person, with dental office experience, including billing. 28 days 13 Mile & Telegraph area. 645-5340

RECEPTIONIST - modern medical facility, $6.50/hr. Call Molly at UNIFORCE 473-2934

RECEPTIONIST - BILLER full time, experience preferred. Birmingham location. 489-1550

Registered Occupational Therapist
Immediate part-time opening available for O.T.R. at our Henry Ford Health Care Center located in Centerline and Sterling Heights. Caseload includes pediatric, hand therapy and traditional OVA treatment. Competitive wage and benefit package available for this approximately 24 hour per week position with flexible hours.

If interested, please send resume or contact:

Human Resources
Cottage Hospital of Grosse Pointe
An affiliate of Henry Ford Health System
159 Kercheval
Grosse Pointe Farms, MI. 48236
We are an Equal Opportunity Employer

REGISTERED X-RAY TECHNICIAN Part or full time. Birmingham area. No weekends. Call. 647-4425

RESPIRATORY THERAPIST
Growing Home Care Company is currently looking for a Certified Respiratory Therapy Technician to work in our patient care department. Qualified individual must possess a valid drivers license with clean driving record. For more information contact Linda or Mia at 261-2115

HOME INFUSION COMPANY seeks full time RN. Requirements to include experience in home care therapy, patient education, clinical assessment and case management of patient care. Call Mon.-Fri. 9-5 476-7132

RN for busy pediatric office in W. Bloomfield. Lots of phone work. Full time, 12 noon-5:30PM. Call Nancy 855-7510

RN/LPN
FULL TIME/PART TIME
Apply in person
Marycrest Manor
15475 Middlebelt
Livonia, MI. 48154
427-9175

502 Help Wanted Dental-Medical

Respiratory Therapist
We currently have a full-time, afternoon position available for a CERTIFIED RESPIRATORY THERAPIST, submitted for an accredited school of Respiratory Therapy with certification and a minimum of one year of hospital experience required.

Newly revised wage scale. Qualified applicants should send resumes to Cathy Baccia, Human Resources Department.

Botsford General Hospital
28050 Grand River
Farmington, Michigan 48336
An Equal Opportunity Employer

RN - for Thurs midnight shift, 11pm-7am & contingent RNs needed for all 3 shifts. Med/Surg experience required. Contact Burgath Hospital (Southfield) Inpatient Director between 7am-3pm Mon-Fri 357-3280

RN
FULL-TIME/PART TIME
DAY SHIFT
New starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTINGALE WEST
6363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN/LPN
Full-time, part-time for busy Southfield dermatology practice. Congenial working atmosphere. Competitive salary. Weekends off. Call Mon-Fri, 9-5.
559-0621

RN OR LPN
Experienced needed for doctor's office in Troy. Full or part time. Call for appointment 526-9010

RN's (LPN's * CNA'S)
When you call, don't ask if we offer there's no need to shout. Most of our new employees come to us by referral. However, we currently have immediate openings. Call today.
NORRELL HEALTH CARE
OF OAKLAND COUNTY
"Top Pay For Top People"
1-473-5820

RN's, LPN's, NURSE AIDES
• Competitive Salary
• Sign Up/Referral Bonus
• Free Status Changes
• 1 yr. experience, phone & car required.
PROFESSIONAL HEALTH CARE
MEDICAL PERSONNEL
357-3650

RNs, PT's & MSW
Home health care, medical field of the future. Make your own schedule, choose your territory, choose your patient load. 100% therapy and incentives. American Home Health Care.

R.N. - part time, Farmington Hills pediatric office 855-4145

R.N's
Full and part time afternoons. For active adolescent psych unit.
Contact Cindy at Ardmore Center, Livonia 474-3500

SENIOR COMPANION
Needed for day and afternoon hours at Grand River Village of Farmington Hills. Starting wage $5.25 per hour. Good benefits, pleasant working environment. Please apply in person: 24850 Grand River, between Halsted & Drake.

SOCIAL WORK DESIGNEE
Apply at:
Bortz Health Care
24 E. Frederick, Plymouth

SOCIAL WORKER, M.S.W., C.S.W.
Seeking energetic professional to do assessment, case management and supportive counseling as a unique interdisciplinary outpatient agency specializing in orthopedic and neurological disorders. 3 years experience working with pediatrics and learning disabilities desired. Excellent working conditions and benefits. Contact therapy and traditional OVA treatment. Competitive wage and benefit package available for this approximately 24 hour per week position with flexible hours.

Deborah Springfield, LCSW,
The Beaumont Institute for Children,
5447 Woodward, Detroit, MI. 48202
An Equal Opportunity Employer

SPEECH PATHOLOGIST
Immediate, Oakland County Hospital, permanent, 4-5 time position. CCC, 3 years experience, children and adults, non-smokers only. Send resume to: Terri Crane, President, Communication Dynamics, 32255 Northwestern Hwy., Suite 182, Farmington Hills, MI 48334.

TRAINEE wanted for dental lab, apply at 22730 Orchard Lake Rd., Farmington, between 8am-5pm Mon.-Fri.

UNIQUE NEW RIVERTOWN AREA Bar & Restaurant looking for all positions. Full time, Monday-Friday between 2:30 & 4:30. Mon. thru Thurs. only. 347-8020

X-RAY TECHNICIAN
Major firm, excellent compensation and fringe benefits - no G.I. work. Clerical and administrative work also required. Send resume and salary requirements to:
MES, 3345 Merriman Rd., Westland, MI. 48185

X-RAY TECH, part time to start, willing to learn medical assisting, busy ear, nose & throat office in Farmington. Call for an interview at 477-7372

X-RAY TECH - Unique opportunity in Oncology with major medical center. Days or Sundays. Send resume to: 11824 Mayfield Blvd., Hartland, MI 48353

504 Help Wanted Office-Clerical

ACCOUNTANTS
BOOKKEEPERS
Long and short term assignments available with experience in Accounts Receivable/Payable and Income Tax preparation.
CALL
WOLVERINE
358-4270

ACCOUNT CO-ORDINATOR. Needed for direct marketing firm. Person will assist customer service manager in co-ordinating all client projects. Must be a good communicator, enthusiastic, well organized, detail oriented, flexible. Immediate opening. Resume to:
ANDREE INC. PO Box 71157
Madison Heights, MI. 48071

ACCOUNTING CLERK
Eccentric rental office located in Southfield is seeking an experienced individual to perform general office duties which include answering phones, typing, tenant lease, recording rental payments & paying invoices. Call
358-5878

ACCOUNTING CLERKS
ENTRY LEVEL
for TEMPORARY positions that may lead to permanent at a salary of up to $14,000 for qualified candidates with cashier, teller, or bank experience needed. Detroit location. Call Betty
ACCOUNTANTS ONE
24153 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

504 Help Wanted Office-Clerical

ACCOUNTANT AUDITOR
We are looking for talented individuals to become a member of our accounting dept. Headquartered in Plymouth, we are a growth oriented manufacturer. Ideal candidate will have up to 2 years background in accounting. Qualified individuals should send resume and salary history to:
Accounting Manager
PO Box 2500C
Plymouth, MI 48170

ACCOUNTING CLERK: Processes accounts payable & receivables. Prepare reports on Lotus 123. Assists Controller in preparation of Sales & Benefits. Room for advancement. Send resume to:
Accounting Clerk, 9260 General Dr.
Plymouth, MI 48170

ACCOUNTS PAYABLE CLERK
$16,600 + FEE PAID
Growing law firm offers full benefits including paid parking and a raise after 90 days for your bookkeeping and computer experience. Call Shirley today, 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

ACCOUNTS RECEIVABLE COLLECTIONS
Well established company located in the Plymouth area is looking for Accounts Receivable/Collections person. Experience in handling large automotive accounts a plus. Please send resume with salary requirements to:
CREDIT MANAGER
P.O. BOX 29
PLYMOUTH, MI 48170
An Equal Opportunity Employer

ACCURATE data entry for growing suburban company. Call Ann Garrett UNIFORCE 357-0036

ADMINISTRATIVE word processing secretary, Growing distributor, up to $20,000/yr. Call Chris at UNIFORCE 357-0037

ADMINISTRATIVE ASSISTANT
Full time position. Must have strong Rit. General clerical responsibilities. PC skills required: Word perfect, Lotus, spreadsheet, databases. Accurate typing (50 wpm) and proofing skills. Good communication skills. Please send resume. Call today.
Financial Application Consulting Services, 29300 Town Center Drive, Suite 200, Novi, MI 48375

ADMINISTRATIVE ASSISTANT
Private consulting service/firm seeking individual with personal, organizational and communication skills for marketing/account services, Legal and marketing background a plus. Qualified candidate has computer experience in word processing (preferably Multimate), Harvard Graphics and Lotus 1-2-3 (desirable). Desire personable, creative self-starter who enjoys teamwork. Send resume, including salary requirements, to:
EEA, Inc. Attn: J. Wiskowski
38705 Seven Mile Rd. - #130
Livonia, MI 48152
An Equal Opportunity Employer

ADVERTISING, major agency needs word processor/typist. Must be advantage preferred. Up to $10.50/hr. Call Sally at UNIFORCE 649-7661

ASSISTANT BOOKKEEPER
TO $18,700
A choice position with a law firm. Nice to work with. Interesting variety includes some public contact. Free & computerized system. Call 350-2900
SNELLING & SNELLING

ASSISTANT CONTROLLER
Large Southfield insurance agency needs experienced Assistant Controller. Job is Accounting to handle general ledger thru trial balance. Must have Lotus 123 knowledge and supervisory experience. Send resumes to: P.O. Box 5007, Southfield, MI., 48086-5007. Attention: Human Resource Dept.

ASSISTANT MANAGER position for busy automotive office group. Must be personable, service oriented. Supervise support staff. Knowledgeable processing - computer related services, prepare monthly billing & reports. Must have WP 5.1, Lotus graphic experience. Good salary & benefits. Send resume with salary requirements to: M. Laine, Executive Group, P.O. Box 7691, Northwestern Hwy. #300, Southfield, MI. 48034

ASSISTANT TO CONTROLLER
Livonia finance company. Lotus 1,2,3 & word processing helpful. Call

ATTENTION
SECRETARIES!
High energy, professional individual needed for secretarial opening in large N.W. suburban corporation. Must have word processing experience & computer skills. Excellent salary and benefit package.

Get a head start on the New Year and take a positive step toward your future!

For details on this and other opportunities call Pam Jackson 553-7444

AMERICAN PERSONNEL, INC.
ALL FEES PAID BY EMPLOYER

AUTOMOTIVE OPPORTUNITIES
Several exciting & challenging opportunities exist for top-notch clerical & administrative personnel. Immediate assignments available with some of the major automotive companies and suppliers for top-notch clerical & administrative personnel.

General Office/Clerical
Data Entry
Executive Secretaries
General Office
Receptionists
Database Specialists
•Word Processors
•Special need for word processors with knowledge of Microsoft Word, R Base, Free Lance, Excel software. Long and short-term assignments available. Generous wages/benefits. Please call
TECHNICAL ENGINEERING CONSULTANTS
THE EMPLOYMENT CONNECTION
485-3900

NEW WHOLESALE LUMBER Brokerage firm seeks an individual who is energetic and confident with experience in computerized bookkeeping. Typing and phone experience are also helpful. Fast paced office. Send resume and salary requirements to Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/
ASSISTANT
OFFICE MANAGER
Downtown Detroit plaintiff's law firm seeks individual with knowledge of law firm bookkeeping through general ledger and capability to assist with office and personnel administration. Computer knowledge (Lotus 1-2-3/WordPerfect) helpful. Excellent benefit package. 14 personal days per year, 2 weeks vacation after 1 year, medical, life, & LTD insurance, pension plan, 401K plan and parking stipend. Salary negotiable. Send resume for confidential consideration to:
Office Manager
2300 First National Bldg.
Detroit, MI 48226-3293
Non Smoking Office
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ASSISTANT TO Customer Service Supervisor for marketing co. 15 Mile/Southfield Rd. area. Frequent raises, no health benefits. Call Pat at mindstacking 540-5000

ATTENTION
DIGITAL DEC-MATE
WORD PROCESSORS
We have an immediate opening for an experienced word processor using Digital Dec-Mate. Typing speed at least 60wpm. You must possess excellent telephone and correspondence qualities. Call today for an interview.
FOSTER-DAVID
Tempporary Personnel, Inc.
559-2700

BILLING CLERK, COMPUTERIZED Dearborn area. $14,300 minimum. Full benefits, no fee.
B. HAMIL PERSONNEL
424-8470

BOOKKEEPER - approx 20 hours per week. Bank reconciling & positive pay experience required. Great position for retiree. Plymouth. 454-1811

BOOKKEEPER - CONSTRUCTION Dearborn. Accounts payable, construction draws, computer payables background. Call Pat. 336-1100
B. HAMIL PERSONNEL
424-8470

BOOKKEEPER - Detroit, experienced, bank reconciliations, Lotus 123, benefits, $18,700. Fee paid
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

BOOKKEEPER for Redford office. Must have at least 3 yrs. experience, software preferred. Call Carol Sandy between 12-4pm. 255-2273

BOOKKEEPER
Full charge Bookkeeper. Must be familiar with job costing systems and computers. 3-5 years work experience required in this field. Please forward resume and salary requirements to: Attn. John Rusten,
Denham & Co., 189 E. Big Beaver, Suite 200, Troy, MI 48083

BOOKKEEPER - Part time, flexible hours. Experienced in running small office. Knowledgeable computer skills. Glendale Auto Supply. Roseville 778-8400

BOOKKEEPER/Secretary - experienced in word processing, bookkeeping, telephone. Send resume to: 15200 Leslie, Oak Park, MI 48237

BOOKKEEPER
with typing skills for small Southfield Management Firm. Must be experience 559-7220

BUSINESS RELOCATED TO Plymouth Twsp. Seeks person for multi office duties. Customer contact, short hand/dictation, computer word processing & math skills required. Attractive Benefit Package. Send resume with salary requirements to Box 892: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHRISTMAS
MONEY
Flexible hours, great pay, and unique opportunities! We are accepting applications for the following positions:

WORD PROCESSORS (all software)
DATA ENTRY OPERATORS
RECEPTIONIST
SWITCHBOARD OPERATORS
CLERKS
IEGAL/MEDICAL
SECRETARIES
TYPISTS

BENEFITS: TEMP-MED INSURANCE, HOLIDAY PAY, CASH BONUSES, OVERTIME PAY!!!

Livonia, 464-2100
Southfield, 352-1300
SNELLING
TEMPORARIES
NEVER A FEE

CITY OF LIVONIA
The City of Livonia is seeking qualified applicants for the following vacancies, as well as white applicants, for PERMANENT AND/OR SEMI-PERMANENT Accountant positions for the following positions:

CLERK-STENOGRAPHER I
$20,696.00-$23,048.40/yr. Must be a U.S. citizen or resident alien with the right to work in the U.S.; have high school diploma or GED; and have had a minimum of one year full-time (part-time work experience may NOT be substituted) full-time experience/paid secretarial/clerical work experience which involved typing, shorthand dictation. OR have an Associate Degree in Secretarial Science or a certificate indicating applicant has completed at least two years of Secretarial training beyond the high school level. Required skills include: Typing 45 WPM, Shorthand-80 WPM. Apply no later than 5:00 p.m., FRIDAY, January 11, 1991

ACCOUNT CLERK I
$22,172.80 to $24,564.80/yr. Must be a citizen of the U.S. or resident alien with the right to work in the U.S.; have high school diploma or GED; and have had a minimum of one year full-time (part-time work experience may NOT be substituted) full-time experience/paid secretarial/clerical work experience which involved typing, shorthand dictation. OR have completed at least two years of Secretarial training beyond the high school level. Required skills include: Typing 45 WPM, Shorthand-80 WPM. Apply no later than 5:00 p.m., FRIDAY, January 11, 1991

Apply in person: City Clerk, Civil Service Dept., 33000 Civic Center Dr., (5 Mile & Farmington Rds.) Livonia, MI 48154, 421-3000, Ext. 294. Office hours: 8 a.m.-5:00 p.m.
NO RESUMES ACCEPTED
An Equal Employment Opportunity Employer M/F/H

CLERICAL/RECORDS STAFF
For counseling program. Must type 40-70 p.m., have word processing and file management experience. Excellent phone etiquette a must. Medical records experience a plus. Mon-Fri., 7am-3pm. $7 an hour and benefits. Smoke free, creative environment. Send resume to:
Growth Works, P.O. Box 115, Plymouth, 48170. E.O.E./Reasonable Accommodations.

CLERICAL
To $17,000
Farmington Hills company seeks a bright, pleasant, detail oriented person to join our fast paced accounting department. Will train on their computer. Send resume or call
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd. Suite 108
Novi, MI 48377-3427
All Fees Co. Pd 344-6700

CLERK TYPIST
Full time position with growing automotive supplier requires aggressive self starter with previous word processing/computer experience and good general office skills. Experience in a manufacturing environment helpful. Send work history and salary requirements: Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WE HAVE an immediate opening for a Customer Service Phone Follow-up Representative. If you have excellent phone skills and a caring attitude, you could be our person. This is a part time position with good pay. Apply in person 8am-3pm Mon-Fri., Attention Fred McGregor, Sunshine Honda, 1205 Ann Arbor Road, Plymouth. 453-3600

504 Help Wanted Office-Clerical

CLERICAL
Mature individual needed to monitor & track forklift rentals. Some typing required. Knowledge of WordPerfect 5.0 a plus. Call Debbie, 8am-5pm, Mon-Fri. at: 640-7701

CLERICAL POSITION
Entry level position, Southfield based insurance company. Previous experience helpful but not necessary. Good math and writing skills required. Typing 35 wpm. Send resume to: Clerical Position, P.O. Box 300, Southfield, MI. 48037.

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual to assist in general office management. Candidate must be able to work accurately under pressure, able to work with little supervision, and have knowledge of Word Star 5/or Word Perfect experience. This position is for a meticulous hard worker who is willing to accept challenges. Position provides for a competitive salary & benefit package. Qualified candidates forward resume with salary to:
Clerical Support
P.O. Box 2054
Detroit, MI 48226

CLERK
Broad skills in receivables, payables, billing, data entry & typing. 1 to 2 years experience. Excellent benefits. Salary $18,000.
Call or send resume to Tracy:
ACCOUNTANTS ONE
24153 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

COLLECTORS
Immediate openings for Collectors experienced with automated collection system. Troy area. 3pm-9pm, flexible. Call 528-9100

NEEDED: CUSTOMER Service Representative for Cable Company located in Livonia. Looking for the person who will have some computer knowledge and some phone manner. This position is a full time job. Hours are 12pm-9pm. Starting wages $5.00 hr. Ask for Lisa at 540-8110 ext

CUSTOMER
REPRESENTATIVE
WITH DATA ENTRY
Evenings with optional Saturdays
Call for more information
CORPORATE PERSONNEL
SERVICES
261-1120
NO FEE EOE

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume to: Customer Service, Northville Lock & Hardware, 37150 W. 8 Mile, Southfield, MI 48034

CUSTOMER
SERVICE
$14-$15,000
FEE PAID BY COMPANY
This company needs an upbeat personality, enthusiasm and some experience. Typing of 45 wpm must be accurate. Call 399-3450.
SNELLING & SNELLING

CUSTOM SERVICE Representative needed full time. Farmington Hills. Good communication skills, typing experience helpful. Call Mon.-Fri., 9-11AM 473-9400

DATA ENTRY
CLERK
A progressive mid-sized company offers an excellent opportunity. Our Corporate office for a skilled data entry clerk. This is an excellent opportunity for an individual with excellent data entry skills, at least 2 years general office experience, and good organizational skills.

We offer a competitive wage and an excellent benefit package. Please send resume or letter outlining data entry experience to: Box 810, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY Computer Operator. For busy distribution company. Experienced only. Light typing, good attitude, no smoking. Send resume to Data Entry, 1150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Computer input, invoicing and spreadsheet experience. New Center area location. Excellent benefits. Resumes only. Wage depends on experience. Send resume to:
Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY - experience necessary for growing medical facility. $7.50/hr. Call Tara at UNIFORCE 473-2934

DATA ENTRY - experience necessary. Short and long term assignments. Call 464-7078
ETD Temporary Service

DATA ENTRY OPERATOR
Dearborn area. Experience preferred. Excellent pay and benefits. Apply in person: Stark Hose, 22400 Ford, 7 Mile at Grand River.
An Equal Opportunity Employer

DATA ENTRY
Part-time Order-Entry position, 25 hrs. per wk., Mon.-Fri., 12noon, Mon-Sat., off Wad. Must be able to type, Remit to: Embest Inc., P.O. Box 3144, Livonia, MI. 48151

DATA ENTRY - Person with experience on data base software needed for expanding Redford company. Send resumes to: Controller, PO Box #39243, Redford, MI 48239

DATA ENTRY - top pay. Pleasant Birmingham firm. $7/hr. Call Mary Jo at UNIFORCE 646-7864

DATA ENTRY PERSON
For Bloomfield Hills department of CPA firm. PC experience necessary. Excellent benefits & creative solution, will share a great bonus
BAHARON: 23800 W. 10 Mile, Suite 220, Southfield, MI 48033

ENTRY LEVEL POSITION
part time 1-5pm for Southfield area. Apple computer experience helpful. Phone between 3-5pm 350-8110

EXCELLENT opportunity for computer operator. Expanding Southfield technical. AS 36 or AS 400. Call Alice at UNIFORCE 357-0036

EXCITING
SPOT
$12-$14,000 FEE PAID
Newly redecorated office, complete with kitchen and cafeteria in building, need your good phone voice, typing of 50 wpm and some word processing to keep their busy office organized. Call Joan, 851-3660
SNELLING & SNELLING
FARMINGTON HILLS

EXECUTIVE ASSISTANT
Full time position available for an Executive Assistant at Woodland-Novi to provide secretarial support for multiple directors and/or officers, responsible for special projects. Should have at least one year of college or formal secretarial/business training and a minimum of 3 years of experience in a secretarial position. Shorthand desirable, good typing and editing skills. Interested applicants should send their resumes to:

DMC HEALTH CARE CENTERS
WOODLAND-NOVI
41935 W. 12 MILE RD.
NOVI, MI., 48377
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

504 Help Wanted Office-Clerical

DATA ENTRY
SPECIALIST
Our 281-bed teaching facility is seeking a full-time Quality Management Data Entry Specialist.

You must have six months experience, knowledge of medical terminology and minimum of 85 wpm. typing skills.

Please apply at the Information Desk or call our Human Resources office at (313) 987-7533.

OAKLAND GENERAL HOSPITAL
27351 Dequindre
Madison Heights, MI. 48071
An Equal Opportunity Employer

EXECUTIVE SECRETARY - full time for Bloomfield Hills firm.
2 years experience. 70 ± wpm, shorthand. Send resume to:
Box 860 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARY
$20,000
A well established real estate development company offers a choice opportunity. Your communications and word processing skills will be appreciated here. Call 353-2090

EXECUTIVE SECRETARY
Southfield service company seeks mature, bright, hard working individual to assist president. Career orientated candidate willing to commit hours as required. Excellent secretarial skills a must. Duties will be diversified and challenging. Qualified candidates must be energetic, willing to work flexible hours, be self motivated, and organized with attention to details. Send resume to: Executive Secretary, P.O. Box 300, Southfield, MI., 48037.

EXECUTIVE
SECRETARY
$20,000 FEE PAID
Suburban Detroit commercial real estate development company, located in a non smoking building offers top notch benefit package, plush surroundings and an exciting atmosphere. Your word processing, sheet skills and a leasing background, call Shirley 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

EXECUTIVE SECRETARY
For executive group in healthcare office of leading national multi-plant company. Prior executive secretarial and office management experience essential. Excellence in typing, word processing, personal computer mandatory. Requires organizational, correspondence, confidential information skills plus mature judgement to perform diversified administrative tasks. Compensation dependent on ability and experience. Full insurance package. Complete resume to Mrs. Rock, Laminate Doors, Inc., 12000 Northwestern, Farmington Hills MI 48334

EXPANDED TROY office needs self motivated individuals. Tremendous growth potential, flex hours possible. ACCOUNTING CLERK - basic knowledge of accounting a plus to help with invoicing, travel arrangements, and filing. Call Ann
SECRETARY - PART TIME, typing, filing, Word Perfect a plus. Please send resume to: Box 6-0031, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED receptionist/switchboard operators. Expanding high-tech firm. Light typing. Call Margie at UNIFORCE 646-8501

FAST GROWING financial services co. needs full time investment assistant. College degree or insurance experience helpful, but not necessary. Will train. Must know Word-Perfect. Great potential for advancement. Troy Mart, 362-4662

FAST PACED Birmingham Law firm needs dictaphone typist/secretary, good clerical skills to Friday. Will pay with excellent benefits. Call Steve Muller, 645-2440

FILE
CLERK
MEDICAL RECORDS
Henry Ford Medical Center, located in Canton, Michigan, is currently looking for a medical records, 1st position offers flexible hours, 15 hours a week. If interested, please send resume to:
HENRY FORD
HEALTH SYSTEM
2921 West Grand Blvd
Detroit, MI 48202
An Equal Opportunity/
Affirmative Action Employer

FRONT DESK PERSON, part time office clerical, flex-hours including weekends. Apply in person Scott Chiropractic Family Clinic located in Novi across from Twelve Oaks Mall. Apply in person, ask for Mr. McCarron

GENERAL OFFICE WORK
Mature person. Bookkeeping experience, payroll, light typing, etc. Small company. Non-smoker. 5 days. 559-1750

GENERAL OFFICE
Small office seeks multi-talented person with outstanding personality. Typing, accounting, writing and computer skills helpful. Have a fun job. Some evening and weekend hrs. $6.50/hr. to start. 850-2299

GENERAL OFFICE - Part time. Are you re-entering the work force? If you are an individual that's energetic, detail-minded, enjoys problem solving and has the capacity to be flexible, we may have the position you seek. If you want a career opportunity with good benefits, professional, nonsmoking environment please call. 352-4628

504 Help Wanted Office-Clerical

FILE CLERK. Full-time, light typing starting salary $700 per week. Call, 244-4103, between 10am & 12 noon, Mon thru Fri.

FILE CLERKS
Dependable persons wanted for Filing and Light Phone Work.
Wellington 355-1503

FOR experienced order takers/data entry operators is fast paced international distribution ideal for students. Up to $7/hr. Call Irene at UNIFORCE 357-0036

FRONT DESK
TO $14,000 FEE PAID
Plush, suburban office offers promotion from within and outstanding benefits including tuition reimbursement and profit sharing if you have an outgoing personality, some word processing, type 50 wpm, and the customer contact. Call Clare today, 851-3660
SNELLING & SNELLING
FARMINGTON HILLS

FULL TIME receptionist/secretary wanted for Plymouth CPA office. Forward resume to: P. O. Box 823, Plymouth, MI 48170

GENERAL OFFICE - Part time, Mon.-Fri., 30 hrs/wk. General office duties clerical, telephones, light typing $8.00/hr. 569-4500

HALF TIME POSITIONS Available in Financial Aid & Accounting depts of post-secondary school. Will train. Associate degree or college degree helpful. Good phone skills & detail-oriented a must. Will work around kids school schedule. $7/hr. Send resume to: Executive Vice President, 17515 W. 9 Mile Rd., Suite 235, Southfield, MI 48075

INSURANCE CLERICAL: Full time position for claim & file management. Must be pleasant & dependable. Non-smoking office. Send resume to EBC, Attn Kay, P O Box 2363, Farmington Hills, 48333

JANUARY
JOB OPENINGS
2591 - Clerk Typist, $15,000
2590 - Clerk Typist, $12,000
2575 - Sr. Typist, $16,000
Professionals, 1 of both plus benefits. Call today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONISTS
Exper