502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Duty dermatology office in Farmington Hills looking for a full time person with a good personality and at least 1 year of work experience in a medical office. Answer telephone, make appointments, greet patients. Eventually learn billing, dictation. Must type at least 50 wpm. Call, ask for Evie 553-2900

NUCLEAR TECHNICIAN
Part time in Downtriver Area.
Call for more information 291-6650

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
& 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 NEEDED to work part time in our family planning clinics. Competitive salary. Call Gerald Ken, Executive Director, SEMFPP, 1956 S. Venoy, Westland, MI 48185

NURSE
PRACTITIONER
A challenging career opportunity for a Nurse Practitioner is currently available in our OB/GYN department. Requires an RN with current license. Bachelor or Masters Degree. Graduation from a certified program, (NAACOG) and previous experience in an OB/GYN clinical setting. Send resume to:
Human Resources
DMC WOODLAND
HEALTH CARE CENTER
41935 W. 12 Mile Rd.,
Novi, MI. 48050
Affiliated with
The Detroit Medical Center
An Equal Opportunity Employer

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

502 Help Wanted Dental-Medical

NURSE AIDES. We need caring individuals who show compassion for the elderly, experienced or will train. Apply between 10 a. 4. Mon. thru Fri. at 28715 Greenfield, between 10 - 11 Mile. NO PHONE CALLS

NURSE

ON-CALL
NURSE CLINICIAN
HOME IS WHERE THE HEART IS
Leading high tech home care company is rapidly expanding in this area. Exciting opportunities to provide primary care to patients at home receiving (state-of-the-art) infusion therapies. Home health care offers the job satisfaction you've been missing. Seeking professional nurses with a minimum 5 years nursing practice, current IV skills, pediatric experience necessary.
• Excellent salary.
• Travel expenses reimbursed.
Call 9-5pm and introduce yourself to a fantastic career with HHS.
Ask for Mary at 1-800-872-4487.

NURSES AIDE ASSISTANT
Needed by home for the aged, Farmington Hills. Part time hours.
851-9640

NURSES AIDE
For afternoon shift needed by home for the aged, Farmington Hills.
Benefits. 851-9640

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

NURSING ASSISTANT
FULL/PART TIME
Apply in person at:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

OFFICE MANAGER
For dental office at the Fairlane Mall. Must have experience and business background. Salary commensurate with experience.
326-2015

OPTICAL DISPENSER
Pleasant boss Farmington. DOC Franchise. Salary, commission, benefits based on ability. Call Diane 471-7404

ORAL SURGERY ASSISTANT for Royal Oak area. Full time with excellent fringe benefits. Experienced in dental preferred. 547-8836

ORTHODONTIC ASSISTANT. 3h days/wk., Birmingham. Are you an enthusiastic, experienced, orthodontic assistant with a caring manner? Are you dependable and organized? If so, call Louise: 645-5340

OFFICE
ASSISTANT
SINAI HOSPITAL has two immediate opportunities in our OB/GYN department for a full time and a part time experienced Office Assistant to work, 8:30 AM. - 5 PM.

Requirements include 1 year of related work experience, excellent interpersonal skills, medical office and computer experience, and the ability to work in a fast paced environment.

We offer a competitive wage and comprehensive benefits package. For immediate consideration, please respond with resume to:

Employment Office - OA
SINAI HOSPITAL
6767 W. Outer Dr.
Detroit, MI., 48235
Equal Opportunity Employer M/F

PART TIME RECEPTIONIST needed for busy out patient Physical Therapy facility in Novi. Typing required. Mon-Fri. 9am-1pm. Call 478-8140

502 Help Wanted Dental-Medical

NURSING ASSISTANTS
EXPERIENCED

FULL-TIME POSITION:
5.30a.m. - 2:00p.m.
OR
6:00a.m. - 2:30p.m.

FULL-TIME POSITION:
12:00a.m. - 8.30a.m.
OR
1.00a.m. - 9.30a.m.

Starting wage $4.85 and $5.00 after 90 days probation. These new flexible hours are being offered after you complete our Paid State Certification Classes. We also provide Child-Care on site for daysshift employees for a minimal fee. Chances for Career Advancement are many with our facility this our Career Ladder Program and also we offer an opportunity for our nursing assistants to become Licensed Practical Nurses. For more information call:

Karen Schubert
Bellewoods Continuing Care Center
4440 Lyndon Avenue
Detroitte, MI 48111
897-0061

O.R. TECH L.P.N. OR R.N.
For an ophthalmologist in the Providence/Beaumont Hospital area. Full time. 569-4366

PHARMACIST
Full or part time, Flexible Hours. No Sundays or holidays. Contact Community Pharmacy, Whitmore Lake. 449-2055

PHARMACY TECHNICIAN
Full time. No nights, weekends, or holidays. Minimum $5.50/hr. starting wage plus medical, dental, paid time off and bonuses.
McAuley Pharmacy-Canton
981-6566
Affiliated with
Catherine McAuley Health Center

PHARMACY TECHNICIAN
or pharmacy student. Full or part time. Flexible hours. River Oaks Pharmacy. 271-3770

PHYSICAL
THERAPIST
needed for home care!
Wayne-Oakland-McComb
$40/Visit
Contract for number of visits per wk. that match your availability.

HOME HEALTH CARE
Ask for Pam: 354-2990

PODIATRY ASSISTANT
Part time, approximately 25 hours. Mature person, will train.
Livonia area.
Call 453-2669

QUALITY DENTAL practice seeks experienced Hygienist & Assistant full time. Excellent pay, benefits & bonus system. 559-8800

RECEPTIONIST
For Allergy practice in W. Bloomfield. 32 hrs. per week, 4 alternate Sat. Mornings. Computer experience plus. Salary & benefits discussed at interview. Send resume to: 6330 Orchard Lake Rd., Ste. 110, W. Bloomfield, MI. 48322

RECEPTIONIST wanted for a busy group practice in Livonia. We stress dedicated professionals with compassionate caring of patients. Must have good typing and phone ability. Experience preferred. Send resume, history and salary to: Box #100, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - experience preferred, Mon. thru Fri. Southfield area, benefits. Please send resume to: Box #10 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST: Full-time/part-time position. Medical billing experience needed for busy Cardiologist office in Southfield. Send resume to: Box 960 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

RECEPTIONIST/Insurance Person for dental office. Some experience necessary. Days: 454-1070
Eves: 348-1844
824-1810

RECEPTIONIST for medical office. Permanent part time position. No experience necessary, will train. Garden City area. 278-3050

RECEPTIONIST/INSURANCE
BILLER - Full time or part time for ophthalmologist office in Southfield. Experience preferred. Call 358-3937

RECEPTIONIST/BILLER - Mature person for busy ear, nose & throat office in Huntington Woods. Experience preferred. Ask for Sue. 399-5905

RECEPTIONIST
Mature, caring person with good communication skills needed for a busy position at Birmingham Veterinary Hospital. Call 9-5pm 646-1669

RECEPTIONIST/ASSISTANT
2 Part time permanent positions 8:30-2:30pm & 2-7:30pm. Mature, energetic, people oriented. For busy downtown Farmington Chiropractic office. Benefits available. Call
Days: 477-0112 Eves: 626-1366

REGISTERED NURSES
National out-patient seeking registered nurses for their growing bariatric dept. Hourly, part time, full time positions available. Qualified applicants must have 2 years hospital experience. U.R. & auditing experience beneficial but not mandatory. Please send resume to:
Ginny Werner
INTRACORP
26211 Central Park - Suite 500
Southfield, MI 48076

RN/DON
LTC Facility in Detroit is seeking a team player, hands on manager, with good communication skills. Special interest in infection control. We will train the person who has the above qualifications. Send resume to: 6844 Town Lake, Suite 100, Dearborn Heights, MI 48127

RN: For OBGYN office, in Farmington Hills. 14 Mile & Middlebelt. 1 or 2 days a week. Call 626-0973

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

RN/LPN
FULL OR PART TIME
Apply in person:
Hopedale Care Center
3840 10 Cherry Hill
Westland, MI. 48185

RN/LPN
FULL TIME
AFTERNOON SHIFT
Apply in person at:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN/LPN
Part time Day Shift.
Franklin Manor Convalescent Center, 26900 Franklin Rd., Southfield, (behind the Holiday Inn). 352-7590

RN/LPN
PART TIME
Apply in person at:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN'S
Full time, afternoon shift. Some supervisory experience preferred. Bree Burn Nursing Home. Call Mrs. Mills at 844-8015

RN'S, LPN'S needed for Home Care ventilator case in Livonia area.
Call 459-3141
United Home Care, Inc.
An Equal Opportunity Employer

RN's/LPN's
WANTED
Are you tired of the legs of time between private duty home care cases? Come join a private duty home care team where professional, exclusive private duty hospital assignment is available when home care cases are not available. Contingent positions available for all shifts. Please call Beaumont Community Nursing at 853-8750.

R.N. POSITION - Flexible part-time available in busy Cancer Treatment Center. No weekends or holidays. Administering chemo therapy & triage phones. IV experience preferred. Call Cindy between 9 & 10 AM Mon.-Fri 268-4500

502 Help Wanted Dental-Medical

RN
Private Duty Home Care Case in the Evergreen and 13 Mile area for 8-12 hour shift, (8AM - 8 PM., or 4 PM. - 12 Midnight). Call 853-8750 for further information.

RN's
Be a member of the #1 Team! West Bloomfield Nursing Center, near Maple & Drake, has exciting opportunities for RN's ready to meet the challenges provided by the recognized leader in Subacute, Long Term Care. Staff positions available at $15.50/hr. days or $16.50/hr. afternoons & midnights. Without benefits earn $18.50/hr. days or $17.50/hr. afternoons & midnights. You know you are the best. Join the Team that's the Best! Call: Mrs. Mancuso at 661-1600 661-1600

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 Felosak, RN. 522-1444

R.N.

Position available in out-patient operating room. Individual must have skills in scrub, circulate, be self-motivated and enjoy contact with the public. Located in the Haggerty & Mile area. Additional information may be obtained by calling Horizon Surgery Center between 8:30am. and 4:00 pm. 462-1888

HORIZON
Health Systems
Human Resources
P.O. Box 5157
Southfield, MI., 48086-5153
An Equal Opportunity Employer

R.R.T. POSITIONS available for Medical Equipment Co. Please send resumes to: P.O. Box 2519, Southfield, MI 48037.

SECRETARY - word processor, suburban hospital. WordPerfect 5.0 DW4, medical terminology, $1400-$1700/mo. Call Sue at Unforce 337-0649

SEEKING mature individual for dental office sterilization, SE Livonia office. No experience necessary.
522-5520

SENIOR COMPANION
Needed for day and afternoon hrs. at Grand River Village of Farmington Hills. Starting rate $5.25 per hr. Good benefits. Pleasant working environment. Non-smokers. Please apply at personnel, 28550 Grand River, between Halstead and Drake.

X-RAY
TECHNICIAN
Full time and part time positions available. NEW PAY RATES IN EFFECT. Call Ron.
538-4700 ext. 379.
DMC WOODLAND
HEALTH CARE CENTER
Affiliated with
The Detroit Medical Center
An Equal Opportunity Employer

X-Ray
Technician,
Registered
Oakwood Hospital Corporation's Canton satellite, Oakwood Canton Health Center, anticipates has an opportunity available for a Registered X-Ray Technician, ability for the job on-call position, a minimum of one year of experience is necessary.

If interested, please contact Jan at 459-1313.

An Equal Opportunity Employer

X-TECHNICIAN
The Michigan Cancer Foundation is seeking a regular part time X-Ray Technician to work an average of 20 days each week in our Breast Cancer Detection Center. This independent position will have prior experience with state-of-art mammography equipment. Must be a registered technician. Qualified candidates please respond by resume to:
Michigan Cancer Foundation
Human Resources
110 E. Warren
Detroit, MI., 48201
(313) 833-0710 ext. 392
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

WARD CLERK
Full time-day shift for skilled nursing facilities. Some experience preferred. For appointment, call
326-5600, ext. 223

X-RAY TECHNICIAN
Full or part time positions available in a growing orthopaedic practice. We offer a competitive benefit package in a pleasant work environment. Experience in Orthopedic Radiology preferred. For further information please contact Jack 853-2300
Rochester Knee & Sports Medicine

504 Help Wanted Office-Clerical

SOUTHFIELD BASED property management firm seeks an Accounts Receivable Clerk. Computer experience helpful. Knowledge of payables helpful. Please send resume to: Box 124, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING
SUPERVISOR
OFFICE MANAGER

Aggressive individual with management and computerized accounting adviting experience. Must be aware of mid-size suburban real estate management firm. Duties include: Owner/Investor Human resources, office equipment maintenance and supplies. A/P, A/R, payroll, etc. Send RESUME in complete confidence to: Box 96 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANTS
General Accounting
temporary division of Robert Half, can put your side skills to work in such areas as:

Tax
Budgets/Analysis,
P.C. Spreadsheets
Controllers/Consultants
General Accounting
Fixed Assets
Cost
and more!

Call the nearest office to find out how we can put you to work!

Southfield 357-8387
Troy 524-2300
Ann Arbor 995-8357

accounTemps
Subsidiary of Robert Half, Inc.

ACCOUNTING CLERK-part time position available with Pontiac medical facility. Accounts payable, payroll and data entry experience required. Must be organized, detailed in work habits, and willing to take on variety of duties. Please respond to: P.O. 939, Pontiac, MI 48056-0939

ACCOUNTING CLERK
Successful Detroit manufacturer seeks accounting clerk for fast-paced small office atmosphere. Ideal candidate will be a team player, well organized and extremely detail oriented. Strong organizational and manual accounting experience a must. Convenient to freeway. Generous salary & benefits. If interested, please send resume & salary requirements to: Box 100 Observer, PO Box 691, Southfield MI. 48037
Plante & Moran, Accounter for equal opportunity employer.

ACCOUNTING CLERK - A full charge bookkeeper. Up to $1400/mo. Call Jaine at Unforce 646-7662

ACCOUNTING
CLERK
Entry level position in Southfield Computer background helpful. Good benefit package. Call Mon. thru Fri. 9am-5pm 352-2015
An Equal Opportunity Employer

ACCOUNTING CLERK
Large Southfield Detroit law firm seeking accounting clerk with 2-4 years general accounting experience and working knowledge of Lotus 1-2-3, payables, cash processing and automated financial system. Associate degree preferred. Excellent benefit package. Salary commensurate with experience. Send resume to: Personnel Manager, Butzel Long Gust Klein & Van Zile, 150 W. Jefferson Ste. 900, Detroit, MI 48226-4430

ACCOUNTING COORDINATOR
High tech firm in Southfield is seeking a responsible, professional, experienced individual to handle a variety of accounting/computer duties reporting to Assistant Controller. Duties include: Maintenance of fixed asset accounting ledgers and the ability to handle multiple priorities. Must be adept with 10 key. Have basic accounting skills and have the ability to work overtime. Familiarity wit Lotus is a plus. Pleasant work atmosphere. Salary and qualifications in confidence to:
Accounting Coordinator
P.O. Box 2451
Lathrup Village, MI. 48076

ACCOUNTING DEPT.
of Medical supply company, Southfield. Work day and no weekends make this the ideal job for working full-time maker. Good typing and calculator experience necessary, computer experience helpful. Send resume to:
P. O. Box 52455, Livonia, MI 48152

ACCOUNTING MANAGER
A world leader in automotive and military vehicle safety testing requires an ambitious, motivated and self-starting individual to manage and join our accounting/finance team.

Successful candidate will have a Bachelor's degree in accounting with 5 years supervisory experience. Candidate must have experience in accounting for Accounts payable, accounts receivable, payroll and fixed assets. Prefer young job candidate with accounting background in manufacturing environment.

Excellent verbal and written communication skills are required as well as ability to manage multi-task work, self-motivation and direction, and work well with people.

Please send resume and salary history to: Box 134, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNT MANAGER
An excellent opportunity exists within a rapidly growing national leasing company. Account Management position offers an excellent compensation package. Only the highly motivated and outgoing individuals with the desire to earn an exceptional income need apply. Inside sales experience necessary. Send resume to: Federated Finance, Attention Sales, 30995 Northwestern Hwy., Suite 300, Farmington Hills, MI 48018.

ACCOUNTS PAYABLE CLERK
Part time. Prior bookkeeping and PC knowledge required. Salary commensurate with experience. Send resume with cover letter to: Personnel-MLS #2, 1905 One Kennedy Square, Detroit, MI 48226

ACCOUNTS PAYABLE. Retail firm looking for payables person with some computer experience. Salary commensurate with ability. Flexible hours, benefits. Send resume to: Controller, 24621 Crestview Ct., Farmington Hills, MI 48331.

ACCOUNTS PAYABLE CLERK
Expanding retail chain is seeking an individual who is organized and detail oriented. Ability to work in a high volume, fast paced office. Experience in manual and computerized systems preferred. Full time/benefits, non-smoker. Send resume with salary requirements to: 28237 Orchard Lake Rd., Farmington Hills, 48018

ACCOUNTS RECEIVABLE
Rapidly expanding national corporate headquarters needs experienced accounts receivable representative with some PC experience. Send resume, with salary requirements, to: M. Reynolds, P.O. Box 707LV., Lathrup Village, MI., 48076

ACCOUNTS RECEIVABLE CLERK
Berry Farmington Hills corporate office seeks person with computerized accounts receivable experience. Full time/benefits, non-smoker. Send resume with salary requirements to: 28237 Orchard Lake Rd., Farmington Hills, 48018.

ADMINISTRATIVE ASSISTANT for a securities operation (member NY SE) of a life insurance company. Excellent opportunity for individual with some securities background. Interview call Barbara Sawyer, Director of Recruiting: 362-2220

504 Help Wanted Office-Clerical

Accountants Jr./
Bookkeepers

If you are in between jobs, why not work temporary? Full time, short term, long term positions available. Many lead to permanent. We seek bright, eager candidates at all levels of experience. Computer is must. LOTUS helpful.
Call or send resume:

354-2410
Accountants One
Employment Professionals
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075

ACCOUNTS RECEIVABLE CLERK
Experienced with computer knowledge. Work for busy Farmington Hills property management company. Send resume to: P. O. Box 2450, Farmington Hills MI. 48333

AD AGENCY
SECRETARY
$18,000
Here is it! The excitement, the glamorous surroundings, the interesting people. What you need are skills in typing and professionalism. Fee paid. Bernice at 353-2090.
SNELLING & SNELLING

ADMINISTRATIVE-CLERICAL
Work bench Engineering. Will be immediate opening in our Birmingham office for a sharp, outgoing, self-starter. Duties are: checking paperwork, filing, answering phones, some duplicating, some light typing, and ordering simple ledgers. Please call Rita or Linda Grimm 352-1320

ADMINISTRATIVE
ASSISTANT
TO $19,000
Plush offices and a professional atmosphere surround this well established development company. High energy and good skills are the key. Call Miriam at 353-2090.
SNELLING & SNELLING

ADMINISTRATIVE word processor, marketing firm, WordPerfect 5.0 / ND 4000, Type 50 plus. $9/hr.
Call Pam at Unforce 646-7664

ADMINISTRATIVE ASSISTANT
With Bookkeeping experience for C.P.A. Must be familiar with computers, word processing, payroll taxes, Lotus helpful. Full or flexible hours. Call Marylyn at: 547-5055

ADMINISTRATIVE - assistant to top V.P. N.W. suburban Detroit area, work experience, solid executive secretarial background, benefits $30,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ADMINISTRATIVE
CLERK
$6.50/hr. to Start

NEW OPPORTUNITY...Due to our continued growth, immediate full time positions are available with the FITNESS USA HEALTH SPAS Corporate processing office in West Bloomfield.

With a minimum of 6 months clerical/office experience, you could take advantage of this exceptional opportunity.

Full benefit package includes: health care coverage, life insurance, paid vacation & holidays, tuition reimbursement program & free health spa membership.

Duties include data entry, balancing receipts & preparing deposits, reviewing the accuracy of membership applications & general office. Must have typing of 50wpm.

CALL MS. ANN SAHLIN, 737-7200

ADVERTISING SALES OFFICE seeks personable full time secretary for "Perfectionist" Entrepreneur. Word perfect skills essential. Flexible part-time hrs. Perfect for student or mother with young children. 37 per hr. for the right person-Send letter stating:
"Why I Want This Job" & work habits to: 29568 Telegraph Rd. Suite 200, Southfield MI. 48034

A HAPPY
SECRETARIES DAY!
WIDMAN PERSONNEL DIV.
31731 Northwestern Hwy. Ste 100E
Farmington Hills, MI. 48018
932-2000
We are a Permanent Placement Agency whose fees are always paid by the employer.

ALL-ROUND OFFICE HELP
Telephone reception, mailroom duties. Typing and light bookkeeping necessary. Computer experience helpful. Salary DOE. Company offers good wages, excellent benefits. Send resume to: A. Hernadi, P.O. Box 968, Troy, MI., 48099.

ARCHITECTURAL
RECEPTIONIST/TYPIST
Must have office experience. Responsibilities include answering phones, mail, greeting clients, heavy computer and typing 50wpm or better. Must have word processing experience. (Preferable WordPerfect 5.0) Contact Judy 642-6535

A TEAM PLAYER
We're a growing commercial photo studio looking for someone who can play an integral part in our organization as a secretary/receptionist and more. Computer book-keeping skills necessary. Resumes to: Mr. Music, 326 East 4th St., Royal Oak, MI., 48067.

AUTO SERVICE DEPARTMENT currently interviewing for clerical positions. We are looking for hard-working, self-motivated individuals with strong secretarial skills. Knowledge and use of CRI beneficial. Good benefits and hospitalization. Retirement program available. Apply in person. 32850 Ford Rd. Garden City.

AVAILABLE $ NOW $
ALL FEES COMPANY PAID

Cost Accountant	$25,000
Sales Secretary	$18,000
Order Entry	$13,520
Receptionist/Secretary	$19,000
Legal Secretary	$25,000
Receptionist	$14,560
Secretary	$16,000
Executive Secretary	$24,000

Plus many more career opportunities. Looking for better pay, an excellent opportunity and benefits? If you can type 50 wpm., read no further - call for an appointment. 851-3600.
SNELLING & SNELLING
FARMINGTON HILLS

BILINGUALS (Japanese)

• Translators/Interpreters
• Secretaries

$12.50 & UP PER HR.
Needed immediately

ARBOR TEMPS 459-1166

BILLING CLERK - Entry level billing clerk opening for a large advertising agency. Typing speed, 40wpm, accuracy & must, must be familiar with computers & possess basic math skills. Tel Twelve area. Call Mark Woods 645-6170

BOOKKEEPER
Busy Southfield based property management company needs bright detail-oriented Bookkeeper. Please send resume to: Bookkeeper, P. O. Box 5017, Southfield, MI., 48037

BOOKKEEPER - CPA OFFICE
Know bank reconciliation & payroll returns. Flexible hours. Sobel & Sisler, 30800 Northwestern Hwy, Farmington, MI. 48018

BOOKKEEPER
for electrical contractor. Must be computer literate. Full time. Beech on Heights area. 542-0600

BOOKKEEPER-full charge through financial statements, using manual pegboard system. Troy area. Good brokerage firm, 24-32 hrs. per week, with flexible schedule. Send resume with salary requirements to: Office Manager, PO Box 812, Bloomfield Hills, MI 48303-0812.

BOOKKEEPER - Part time experienced thru trial balance, able to do payroll & sales tax, computer experience for accounting. Send resume to: K.H. 313 N. Northwestern Hwy. Ste 115, Farmington Hills 48018

504 Help Wanted Office-Clerical

BILLING CHECKER
North Woodward multi national service company has immediate entry level opening for a Billing Checker. Medical, life, bonus, profit sharing. Please apply at Venture Industries, 11565 Gilbert Rd. Livonia.
591-2040

CLERICAL - PART TIME
Excellent opportunity in advertising and promotions department for marketing or communication student. 20-24 hrs. per week with flexible hours. Hourly rate commensurate with education and experience. Send resume & prior salary history to:

Michigan CAT
24800 Novi Rd.
Novi, MI., 48050
An Equal Opportunity Employer

CLERICAL/SECRETARY. Looking for that "Special" person to fill an immediate opening in rapidly growing nationwide computer company in Farmington Hills. General office skills necessary, with word processing a plus. Call Carol at 855-5130 or send resume to: SOFTECH, Inc., 31275 Northwestern Hwy., Ste. 140, Farmington Hills, MI 48018

CLERICAL SUPPORT. Great re-entry position with flexible hours available immediately. Typing, adding phone & word processing. 20-25 hours per week. Pay depends $6.00 per hour. Please send resume to:
G. Mark, 41249 Vincent Ct., Novi, MI., 48050.

CLERK/TYPIST
2 immediate openings in Birmingham Law firm. Handling Real Estate matters for the financial industry. Interested applicants should have Word Perfect experience helpful.
Contact Mr. O'Keefe 340-7701

COLLECTIONS/CLERICAL position for DMC office. Experience preferred. Rochester area. 852-9394

COLLECTION SECRETARY
Inputting into into computer, receipts, deposits for processing checks and garnishments, docket control, filing, and defendant contact.
Experience in collections or law office preferred but not necessary.
Call Sue at 643-9241

COLLECTOR - Mortgage Company 30-60-90 Must be familiar with loan types-FHA/VA/Conventional. Full benefits. Salary based on experience 353-2130, ext 57

COLLEGE STUDENTS
SUMMER JOBS AVAILABLE!!!

We have office-clerical positions for the summer. Work where and when you want to while you gain experience and earn $$$$.
SNELLING
TEMPORARIES
Call for an Appointment Today!

37625 Ann Arbor Rd.
Suite 130
Livonia, 464-2100

17200 W. 10 Mile
Suite 103
Southfield, 557-5700
NEVER A FEE

ENTRY LEVEL Computer Billing clerk position in the medical office for a national transportation company. Applicant must be a person with accurate data input skills. Permanent full time position with starting pay of $5 per hr. & good benefits program. Send resume to: Billing Dept., 35118 Michigan Ave., Wayne, MI 48184.

COMPUTER DATA ENTRY
OPERATOR - Experienced. Needed for Farmington Hills beauty supply. Call 855-0474

COMPUTER INPUT &
General Office - Full time
Livonia area. Call Marylyn at:
442-9740

COMPUTER INSTRUCTOR
Software firm seeking instructor with training & consulting firm. Must be familiar with PC's & possess working knowledge of two or more of the following: WordPerfect, MS-Word, Lotus, Excel, Harvard Graphics, Freelancer, D Base 3 & 4, DOS. Send resume to: Computer Concepts, 31800 Northwestern Highway, Suite 140, Farmington Hills, MI 48018

COMPUTER
OPERATOR
PART TIME
Work Fri., 3:30pm-2:00am, & Sat., (9:30pm - 8:00am. Must have 6 mos. to 1 year of computer or related work experience in MAINFRAME computer operations. Tape/disc experience required.

We offer many company paid benefits. Qualified applicants should call Mrs. Valerian at 459-5225

Winkelman's
An Equal Opportunity Employer

CO-ORDINATOR FOR SMALL non profit Detroit Labor office in 13 Mile/Southfield area. Heavy phone work to deal with large staff. Mon thru Fri., 8:30am-5pm. Occasional Sat. All work at time & ½. $7.00/hour to start. Frequent raises. No health benefits. Call Pat Introlfantasing 540-9010

CUSTOMER SERVICE REPRESENTATIVE: 45-60 wpm. Professionism! a must! A positive attitude is required, for a fast moving Computer & Co. $275 per wk. Paid vacation, but no medical benefits. Call Janet at. 626-3442

CUSTOMER SERVICE - AVD has a full time position available. Good communication & clerical skills are required. Computer experience helpful plus. Good benefits. Send resume to: AVD, 41135 Vincenzi Ct., Novi, MI., 48050, Attn: Office Manager

CUSTOMER SERVICE
Immediate full time person, good communication skills & telephone manner required. Must have skills to handle pressure, will assist in sales department. Canton area. Call Pat at 981-6330.

CUSTOMER SERVICE
Stanley Home Automation in Novi has an immediate opening for full-time service rep. Requires mechanical & electrical knowledge & a pleasant telephone manner. Interested candidates should call Randy Michael for interview at 344-0070

CUSTOMER SERVICE REP - data entry & computer savvy, automotive, $17,000/yr. Call Joan at Unforce 646-7664

data entry

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502 Help Wanted Dental-Medical

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Contact Jill M. Davenport, Nurse Recruitment, at 313/745-8871. Harper Hospital, 3990 John R, Detroit, MI 48201.

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Openings for FULL TIME or PART TIME Nurse Anesthetists are available in a modern, expanding acute care hospital. Sign up bonus offered. Excellent wage rates and benefit package are also offered. Interested applicants should contact the Human Resources Department at 313-591-2933 to arrange for an interview. ST. MARY HOSPITAL, 36475 West Five Mile Rd., Livonia, MI 48154. We are an equal opportunity employer.
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