502 Help Wanted Dental-Medical

CLERICAL
Permanent position in business office of large medical group practice. Some medical billing experience. Typing and telephone work helpful but not necessary. Good starting salary. Excellent fringe package. Pleasant working conditions. Beautiful Bloomfield location. Send brief resume to: Box 744, Thomas Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
FULL TIME POSITION
Excellent opportunity for assistant with at least 2 years experience. Our Southfield family practice is looking for a motivated individual to complement our chairty dental team. We offer a 35 hour week, flexible hours, & progressive compensation. Call Lori Mon - Thurs. to arrange an appointment 559-5818

DENTAL ASSISTANT - Full time. Come join our team. A great place to work! W. Bloomfield 661-1440

DENTAL ASSISTANT
Experienced assistant for modern family practice. Full or part time. 357-0900

DENTAL ASSISTANT - Chairside 4 handed experience. Family practice, friendly atmosphere 533-0202

DENTAL ASSISTANT
Part time, experienced. Benefits. Fridays 8-5 or P.O.A. Modern family practice. No sat or sun. Farmington Hills 855-5459

DENTAL ASSISTANT: Experienced bright & pleasant assistant for high quality specialty practice. Excellent references & academic credentials can lead to tremendous opportunities. If you quality, call 357-3306

DENTAL BUSINESS ASSISTANT
FOR 35 MILE OAKLAND COUNTY
Dental practice is seeking an energetic organized person for a 4 day per week position. Our team emphasizes excellence, trust & personal development. Dental experience required. Please call 845-8631

DENTAL HYGIENIST
for friendly dental practice
For Thursdays 9-6
729-2780

DENTAL HYGIENE ASSISTANT
Are you a bright, personable, motivated high school/community college graduate who would like a career in health services? To learn about an exciting training opportunity in a high quality dental specialty office, call 357-3109

DENTAL HYGIENIST
Part-time in Novi area
Experience preferred
Call for Betty 476-9121

DENTAL HYGIENIST - Farmington Hills area dental practice seeks part time hygienist for growing practice. Evening hours, pleasant staff, caring, people person. Warm office environment with exciting and challenging opportunity. 553-9422

DENTAL HYGIENIST
needed for growing Family Dental Practice practice. Ask for Kathy 421-4150

DENTAL HYGIENIST
Full time. Excellent wages and benefits. Dearborn Country Club area 274-6404

DENTAL HYGIENIST
Part time with at least 1 yr. experience for pleasant Troy office 828-7171

DENTAL HYGIENIST
Monday, Wednesday, Friday morning. Central office. Flexible scheduling $10/hr 473-0050

DENTAL HYGIENIST: Full time/part time. Seeking an experienced, personable and motivated hygienist. Livonia/Farmington area. 474-6935

DENTAL INSURANCE/Book keeping Specialist needed in high quality, state-of-the-art specialty practice. Full time, excellent salary & benefits. Call 357-3165

DENTAL OFFICE OPENINGS
For experienced Hygienists, Assistants, Receptionists, Associates and temporary positions available
DAVID SMITH
MEDICAL PERSONNEL SERVICE
354-4100

DENTAL RECEPTIONIST, part time, experienced preferred, pleasant office, Crescent West Dearborn two dentist office. Benefits 563-3400

DENTAL RECEPTIONIST
Full time position available in multi dental practice. Must have at least 2 yrs. experience. Excellent computer skills and an enthusiastic personality. Excellent benefits. Salary negotiable 722-5133

DENTAL TECHNICIAN
To manage our dental dept - partial wearer. Salary & benefits, great opportunity 589-2559

DONE HEALTH CARE CENTERS
WOODLAND
22345 W 8 Mile Rd
Detroit, MI. 48219
Phone 535-4700

Medical Assistant
Licensed Practical Nurse/RN
Pediatrics - Part Time

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer

Home Health Aides

Amicare Home Health Services, Troy Branch, has positions available for full time and part time home health Aides to work in southern Oakland County.

As an Amicare Home Health Aide, you will assist in providing quality personal care to patients and their families. As part of the multi-disciplinary team you will need a high school diploma, at least one year of hands-on experience with home health care, and be at least 18 years of age.

Amicare has an improved wage program and excellent benefits. For an interview, call our recruiter, please call (313) 453-7720 or send your resume to:

Clinical Manager
Amicare Home Health Services
2155 Grosse Ile
Trenton, MI 48183

An Equal Opportunity Employer

RETAINER RECEPTIONIST - Full time position available in a multi-dentist practice. Must have at least 2 years experience and have good interpersonal skills. Medical experience preferred. Benefits, salary negotiable 722-5133

HYGIENIST - FULL TIME
needed for busy specialty office
Call: 274-8344

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
with some office experience is needed for busy group practice. Full time, fringe benefits. Call & ask for Donna. 357-8406

DENTAL SECRETARY/LIVONIA
Progressive practice has a full time opening for a multi-talented person who is experienced in all phases of the front desk including, answering our busy phones, ability, controlling our appointment book & a knowledgeable in dental insurance. Experience on the D.O.C.'s computer system is very beneficial. Applicants need to be reliable & be dedicated to detail and follow-ups, while presenting a sense of humor. We offer excellent salary & benefits. No calls please. Please join our team where employees are truly appreciated for their talent & involvement. Call weekdays 453-0940

DENTAL TECHNICIAN
CAB Lab is looking for a metal finisher who can do a little welding or would like to learn. Our lab offers a very low key, non-stressful environment, but expects highest quality work. Full benefits. Westland 722-6153 after 5pm, 425-5548

HOME HEALTH AIDE
LIVE-IN
HOME IS WHERE THE HEART IS. Amicare Services is seeking qualified care giver for live-in assignment in Birmingham.
- Select your schedule.
- Competitive pay.
- Long term assignment.
- Desirable location.

858-7735
AMICARE SERVICES, INC.
(Affiliated with
St Joseph Mercy Hospital)
An Equal Opportunity Employer

HOUSEKEEPING SUPERVISOR
Full time, must have experience & be reliable. Good management skills a must. Lahser Hills Nursing Center. 354-3222

LOOKING for a highly motivated, enthusiastic & skilled Hygienist to become part of our advanced soft tissue management program & join our patient oriented dental team committed to providing the best dental treatment. Mon., Tues., Thurs & possibly Wed. Mary. 477-5100

HYGIENIST
- Birmingham office, 2-3 days per week, excellent salary, call Diane 642-0400

HYGIENIST
Position available, full or part-time, in a multi faced office. Top Pay, Excellent Benefits. In a Quality orientated practice. Call 722-9133

CHAIRSIDE: 1 day/week for growing Periodontal specialty practice in Troy. Prefer individual desiring to eventually make this a full time position. However, will consider all motivated, gregarious, non-smoking individuals willing to learn and teach others 528-3314

LPN
Full time MIDNIGHTS
Apply in person:
Marygrest Manor
14475 Middlebelt
Livonia, MI., 48154
427-9175

LPN or MEDICAL ASSISTANT
Dermatology office, 2 evenings, Plymouth area. Call 996-8783

LPN'S, day shift available, full time and part time positions for info or appt. Call Mrs. Harding at 255-5400

LPNS
Full time relief for day & afternoon shift. Contact Livonia Nursing Center. 522-8970

LPN'S staff positions available for individuals, experienced or willing to learn in geriatric nursing. We are seeking highly motivated staff to provide our residence with the kind of care they deserve. Under their parents fee wage & benefit package, full or part time. Please apply at
Mt. Vernon Nursing Center, 26715 Greenfield between 10 & 11 Mile

LPN TREATMENT NURSE
Day shift, flexible hours, full time position. For info. or appt. call
Dawn Davison 255-8450

MEDICAL ASSISTANT
Must be experienced. Wanted for growing & Saturday hours West area Call. 476-0067

MEDICAL ASSISTANTS & RECEPTIONIST/SECRETARY
Must be experienced. Full time and part time positions available. Busy Family practice. Novi and Redford area. Call after 10am, 476-0035

MEDICAL ASSISTANT - Full time for physical medicine specialist. Various locations. Reliable transportation $5-$7/hr. 348-7715

MEDICAL ASSISTANT
Part time. Experience necessary. Flexible hours. Livonia Office 425-0709

MEDICAL ASSISTANT OR LPN
experienced needed for doctor's office in Troy. Full or part time. Call for appointment 528-9010

MEDICAL ASSISTANT
needed for busy internist's office. Birmingham area. Approximately 30 hours per week. Call 644-4900

MEDICAL ASSISTANT
Experience preferred, full time
Call 644-3300

MEDICAL ASSISTANT
OB/GYN office in Birmingham, part time. Experience necessary 646-3323

MEDICAL BILLER - position for medical company. Must type 45-50 wpm. Physician's office experience is a +. Part time available. Please send resume to Medical Biller, P.O. Box 2319, Southfield, 48037.

I want to do Insurance Billing for your practice. Computerized with state-of-the-art software, electronic transmissions, any specialty. Call Marilyn Hartman (after 5pm) 981-5318

MEDICAL FIELD OF THE FUTURE
Make your own schedule. Home visits RN's, PTs, MSW's. Competitive wage. AHHC 644-8555

MEDICAL LABORATORY Technician
Full time position. Troy area. Chemistry experience. Contact Debra at 362-2787

MEDICAL RECORDS ADMINISTRATOR
Reorganization creates an exciting opportunity for an energetic professional with good interpersonal skills who can rebuild and manage the Medical Record Department through innovative leadership. Our outpatient facility has served diverse ophthalmic disabled and transcription essential. A R T or RRA credentials required

Please send resume and salary requirements to

Dr M. Schatberg, D.I.C.
5547 Woodward
Detroit, MI 48202
No phone calls, please
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL BILLER - experience needed, afternoon hrs. Excellent pay, benefits, apply in person at Rolla Life Center, 29800 W. 8 Mile, Farmington Hills, 471-0440

MEDICAL OFFICE, transcription, typing, telephone experienced, 32 hrs. per wk., no weekends, Garden City area. 421-0790

MEDICAL RECEPTIONIST
Evenings & weekends for busy Troy Pediatrics office. 879-6870

MEDICAL RECEPTIONIST - experienced only, full time. Close to Royal Oak. Billing knowledge and experience & knowledge of Medicare & Blue Shield essential. Excellent benefits, competitive salary. 647-4129

MEDICAL RECEPTIONIST
with experience needed, afternoons, about 25 hours per week. Farmington area. Call 474-3650

MEDICAL RECEPTIONIST needed for physicians office. Part time, Farmington area. Experienced only. Ask for Nancy 453-8510

MEDICAL RECEPTIONIST
for physician's office in Troy. Billing, light typing, telephone, and knowledge on computer. 244-8886

MEDICAL secretary - growing medical center. To 9/hr. Call Mary at UNIFORCE 473-2932

Medical Secretaries
UP TO
$10/hr
CALL
WOLVERINE
358-4270

MEDICAL STAFFING SPECIALIST
PROFIT SHARING
BONUS
Excellent base salary. Send resume and salary history to P.O. Box 514, Southfield, MI., 48034

MEDICAL TECHNOLOGIST - Clinical Hospital, N. Woodward area in need of lab assistance. AM or PM available. Must have at least 1 yr. experience. Call Laura at. 443-5590

MEDICAL TECHNOLOGIST
Needed part or full time. Flexible hrs. Clinical Alert. Furnished site in area. $275 & 8 Mile. Good rate of pay. Call 855-8202

MEDICAL TRANSCRIPTIONIST: Medical & or letter experience a must. WP51. Part time, all shifts. Call after 1pm. 443-1950

MEDICAL TRANSCRIPTIONIST - experience necessary, major medical center. Up to $11/hr. Call Pat at UNIFORCE 357-0037

MEDICAL TRANSCRIPTIONIST
Full time for busy Livonia Cardiology practice. Excellent benefits. Competitive salary. Reply to Box #736, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Immediate openings are available for short & long-term assignments. You must have 1 year of training, with transcription experience. Quality & medical terminology.
Call today for an appointment
FOSTER-DAVIS
559-2700

NURSE AIDES - Full time positions available for 11-7 shift. Apply at Perfect Care, Livonia Nursing Center, 28910 Plymouth Rd., Livonia

NURSE AIDES
Up to $7.50 Experience required. Home Care, private duty, staffing Blue area. $350/week
Health Care Professionals
25999 W 12 Mile #360
Southfield, Mich 48170
Village Plaza, 6100 Lapeer
Mon-Thru Thurs 9-2pm
19904 Hamilton, Huntington Woods
Mon & Thurs 9-3pm

NURSE OR NURSES AIDE
to help with aged adults home environment. Good pay. Adult foster home in Troy Call Rita 649-0752

NURSE'S AIDE - ALL SHIFTS
Taking applications for full & part time positions Franklin Manor Convalescent Center, 26900 Franklin Rd, Southfield, MI., 48037

NURSES AIDE - Fast 35W Quality care Birmingham/Troy area 2-5 morning's a wk. Call between 11-4 647-2191

RN'S-LPN'S
- Excellent rates
- Bonuses

Health Care Professionals
Southfield - 357-7000
Harper Woods - 884-0400
Dearborn - 563-0880

NURSES
ALL SHIFTS
FULL/PART TIME
MEDICAL/SURGICAL
UP TO $27 HOUR
Immediate openings. All shifts. For metro Detroit area hospitals. Regular schedules. For more info. call
FOSTER-DAVIS
559-2700

RN's/LPN's
Nights/Days shift available. Recent wage increase. Excellent benefits. Pleasant working condition plus available. Join our staff with dedicated nurses. Apply in person Middlebelt Nursing Center, 14900 Middlebelt Rd., Livonia

RN's/LPN's/GPN's
Apply in person
Betty Heather Guest Home
28 E Huron St
Ypsilanti, MI. 48198
483-3220

RN & LPN'S, NURSE AIDES
- Competitive wages
- Sign Up/Referral Bonus
- Free Life Insurance
- 1 yr. experience, phone & car required

PROFESSIONAL HEALTH CARE
PERSONNEL
357-3650

SECRETARY/MEDICAL BILLING
20-40 hours weekly
14 mile & Orchard Lake Rd area
851-8287

SOCIAL WORKER with MSW or BSW experience in Nursing & L.T.C. patients desirable or will train. Full time or part time. Lahser Hills Nursing Center, 354-3222

SPEECH PATHOLOGIST
Full time for pediatric outpatient rehabilitation facility. Experience in treatment of communication disorders. Send resume to
P. Kaplan, CCC-SLP, Assist. Director
Institute for Children
5477 Woodward
Detroit, MI 48202
Call 832-1100
An Equal Opportunity Employer

TRANSCRIPTIONIST - medical Transcribing clinic. Up to $10/hr. Call Trudy at UNIFORCE 646-7862

WORD PROCESSOR - medical center. Up to $11/hr. Call Laura at UNIFORCE 646-7862

X-RAY TECHNICIAN
3 days in pleasant Novi office with ideal hours! Mammography required 624-2113

X-RAY TECHNICIAN
For Livonia based clinic. Flex hours are shift. Excellent for supplement income or more experience. Certified. For details call Carl at Tempro Medical 442-5390

504 Help Wanted Office-Clerical

ROCHESTER HILLS Company looking for a Payroll Clerk with experience on computerized system. Send resume to: Accounting, P.O. Box 780, Rochester, MI 48308-0780
Attention: Cheryl Hartz

ACCOUNTANT
media company seeks a career minded accountant to assist in all phases of the accounting cycle. Candidate must have a degree in accounting plus 1-2 years relevant experience, proficiency in account reconciliations & analysis, familiarity with PCs & spreadsheets a plus. Send resume to Attn T. Wolf, P.O Box 436006, Pontiac, MI 48343
Equal Opportunity Employer M/F

504 Help Wanted Dental-Medical

OPTHOMOLOGY TECH
For new medical complex located in W. Bloomfield, Farmington Hills area. Certified w/ l yr. + experience should open the door to opportunity w/this successful practice. Excellent starting salary, benefits, profit share. Call or send resume.
Maria Mazzola 932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, Mich 48334

ORTHOPEDIC OFFICE, W. Bloomfield, needs a part time person for general office duties. Mon. & Fri. from 8am-5pm. Must have medical insurance. Billing knowledge and be willing to do a variety of general office duties. Prefer someone with experience. Call Ann or June weekdays. 661-4700

PATIENT Substance Abuse Therapist. Master's level Psychologist/Social Worker. New graduate level. Full & part time positions. Cases need to be filled immediately. Salary commensurate & benefits. Call Marilyn K. 10am-2pm, Mon.-Fri.:
Cat Center
An Equal Opportunity Employer

PART-TIME medical biller, suburban medical group practice. Call Pat at UNIFORCE 357-0641

PEDIATRIC NURSE
Challenging position
for busy Southfield office
Call 557-1170

PHYSICAL THERAPY Aided needed for out-patient orthopedic physical therapy facility in Novi. We are looking for an empathetic, hard-working individual, part time for a possible position of morning and afternoon hours, Mon. - Fri. Call. 478-8140

RADIOLOGY TECHNICIANS
Part time positions available in the St. Joseph Mercy Medical Centers of Rochester and Farmington Hills. For more information please call Mercy Care, Inc. 858-6300
An Equal Opportunity Employer

DENTAL RECEPTIONIST. Full time, good benefits, pleasant office environment to managerial position. General experience required. 963-3338

RECEPTIONIST
Telephone, WordPerfect and filing skills. Pleasant outpatient clinic. Hrs. Mon-Thrus. 2pm-7:30pm, Sat. 8:30am-1pm. Immediate opening. Call Pam 647-5320

RECEPTIONIST/ASSISTANT
Farmington Podiatrist's office seeks part time receptionist/assistant. Wages based upon experience. Experience not a must. For interview Call Margie 728-4300

RECEPTIONIST

Full or part time position for pleasant, caring individual in a podiatric practice. Flexible hours. Previous experience desired but not necessary. Call Pat at 471-2400 or fax at Sharon Plaster, 3075 Clark Road, Ypsilanti, MI 48197 or call 434-3060

RECEPTIONIST/MEDICAL Assistant. Full or part time for busy dedicatic allergist in the Farmington area. Allergy experience a plus but not required. Competitive salary & benefits. Ask for Administrator 477-0100

RN - DON
For Basic Nursing facility
Contact Livonia Nursing Center
522-8970

RN

FULL-TIME/PART TIME
7-3 & 3-11
Good starting rate & benefits
See Mrs Harris
Director of Nursing
Or call
NIGHTENGALE WEST
8365 Newburgh Rd
Westland - near Joy Rd
An Equal Opportunity Employer

RN NEEDED

Are you interested in a job with flexible hours. Competitive salary & bonus, weekend duty. Rehabilitation Team is looking for a RN who is experienced nurse to assist us in providing medical management to a caseload of 20-30 clients. Home visits required in the Oakland/Macomb area. Our clients are multi-disciplined, who have been injured on the job or in auto accidents and have a variety of orthopedic/neurological conditions. Typical injuries include fractures, closed head injuries. The nurse coordinator assists the client by consulting with treating physicians, using therapies and occasional direct intervention. If you think you'd be interested in learning more about this type of rehabilitation please write to RTA, 3200 East 12 Mile Rd., Suite 205, Warren, MI 48092

RN - Part Time Nurse Surgery office Birmingham/Troy area 2-5 morning's a wk. Call between 11-4 647-2191

RN'S-LPN'S

- Excellent rates
- Bonuses

Health Care Professionals
Southfield - 357-7000
Harper Woods - 884-0400
Dearborn - 563-0880

RN'S / LPN'S
FULL/PART TIME
MEDICAL/SURGICAL
UP TO $27 HOUR
Immediate openings. All shifts. For metro Detroit area hospitals. Regular schedules. For more info. call
FOSTER-DAVIS
559-2700

RN's/LPN's
Nights/Days shift available. Recent wage increase. Excellent benefits. Pleasant working condition plus available. Join our staff with dedicated nurses. Apply in person Middlebelt Nursing Center, 14900 Middlebelt Rd., Livonia

RN's/LPN's/GPN's
Apply in person
Betty Heather Guest Home
28 E Huron St
Ypsilanti, MI. 48198
483-3220

RN & LPN'S, NURSE AIDES
- Competitive wages
- Sign Up/Referral Bonus
- Free Life Insurance
- 1 yr. experience, phone & car required

PROFESSIONAL HEALTH CARE
PERSONNEL
357-3650

SECRETARY/MEDICAL BILLING
20-40 hours weekly
14 mile & Orchard Lake Rd area
851-8287

SOCIAL WORKER with MSW or BSW experience in Nursing & L.T.C. patients desirable or will train. Full time or part time. Lahser Hills Nursing Center, 354-3222

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5477 Woodward
Detroit, MI 48202
Call 832-1100
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WORD PROCESSOR - medical center. Up to $11/hr. Call Laura at UNIFORCE 646-7862

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3 days in pleasant Novi office with ideal hours! Mammography required 624-2113

X-RAY TECHNICIAN
For Livonia based clinic. Flex hours are shift. Excellent for supplement income or more experience. Certified. For details call Carl at Tempro Medical 442-5390

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Great opportunity with an aggressive wholesale distributing company in accounts payable and receivable departments. Computer experience preferable, experience in one of the following areas preferred, chain drug stores, supermarket, mass merchandising, wholesale distribution or manufacturing. Pleasant work environment and excellent benefit package. Send resume in confidence with salary requirements in background to: Accounting, REA Express & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING
CLERK
Handle Batch billing, invoices, petty cash, phones, etc. Variety of duties. Lotus 1-2-3 a plus. Salary to $14,500.
Call Terry
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

ACCOUNTING
CLERKS

KNOW YOUR 1-2-3's?
Have you worked in an accounting department? Are you available immediately? If so - you can be a TEMP with Accountants Direct Light experience OK.
Call Terry
ACCOUNTANTS ONE
Permanent & Temporary Placement
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

ACCOUNTS PAYABLE CLERK
Responsible for data entry through computer. Must be detailed oriented. Send resume to Personnel Manager, 24800 Denso Dr. Suite 165, Southfield MI, 48075

ACCOUNTS PAYABLE CLERK
Manufacturing company needs an experienced A/P clerk. Payroll deductions, Sem-Spm, Mon thru Fri. Salary commensurate with experience. Excellent benefits. Apply in person, Allmand Associates, Inc., 12001 Levan Rd., Livonia 591-1600

ACCOUNTS RECEIVABLE/Accounts Payable. Small office in Livonia. Some office & bookkeeping experience required. Full time. Salary negotiable. Call Peggy at. 261-7780

ACCOUNTS RECEIVABLE
Service oriented company located in Livonia. Have lots of fun. Accounts Receivable/Collections person. Full time benefits. Send resume to 1000 Stephen, Walled Lake, 48390

ACCOUNTS RECEIVABLE

Metro Detroit area service organization is in need of a bright individual with strong communication and organizational skills.
A competitive compensation package is available for the right candidate. Please send resume and salary history to:
P. O. Box 1710
Troy, MI 48099
Attn: Controller

ACCOUNTS RECEIVABLE
Law firm seeking experienced person with good communication skills, pays attention to details, has strong sense of followthru, and a thorough understanding of the cash receipts/billing cycle. Previous bookkeeping, accounts receivable and data entry experience is essential. Rate of pay is based upon qualifications. Please forward your resume to: Accounting Supervisor, 801 W Big Beaver, Su 500, Troy, MI. 48084
An Equal Opportunity Employer

Act Now
OPPORTUNITY
knocking
Clerical positions available. We have openings for data processing. Call now for an appointment

TEMPORARY
RESOURCES
737-1711
Livonia - Farmington Hills

Southfield
Troy
An Equal Opportunity Employer

ADMINISTRATIVE word processing secretary. Growing environment. Up to $20,000/yr. Call Chris at UNIFORCE 357-0036

ADMINISTRATIVE ASSISTANT
for small construction firm. Some experience required in bookkeeping, typing & office management. Salary negotiable Call 344-4577

ADMINISTRATIVE ASSISTANT
National merchandising firm needs Administrative Assistant with the desire to learn and grow with our company. Must possess PC & MAC computer skills, excellent oral & organizational skills, and the ability to multi-task projects simultaneously. Minimum 2 years office experience. Word Perfect 5.0 preferred. Mid teens to start plus benefits. Send resume to Retail Detail Plus, 29777 Telegraph, Birmingham MI 48000 Attn L G

ADMINISTRATIVE CHURCH Secretary - (20 hrs/wk) Bookkeeping aptitude required. Macintosh experience preferred. Call 553-7170

ADMINISTRATIVE CLERK, front desk position, attention to detail, professional appearance & personality must. Typing skills of 50 wpm preferred. Medical benefit package. Qualified applicants may apply in person with resume Mon thru Fri. 10-4 at The Detroit Art Center of Paris, 8375 Honeytree Blvd

ASSISTANT TO DATA processing supervisor. Order entry/inventory control 1-3 yrs experience preferred. Friendly, team oriented office in Northwest Detroit. Full time with benefits 838-5250

ATTENTION
WORD PROCESSORS
We are seeking professional individuals for word processing positions. These individuals must possess excellent communication skills, experience qualities for those demanding and high volume assignments. If you have experience on any of the following systems, call today for an appointment
- MICROSOFT WORD
- MULTI-MATE
- WORDSTAR 2000
- WORDPERFECT 4.2/5.0/5.1

FOSTER-DAVIS
Temporary Services, Inc
559-2700

AUTO DEALERSHIP, in Farmington area, has immediate opening for general office help. Please call for appointment 471-8080

AUTO DEALER
Accepting applications for clerical help. Experience preferred but will train the right individual. Good starting Salary & Benefits. Apply
Bob Saks TOYOTA 31200 Grand River, Farmington Hills

AUTOMOTIVE
OPPORTUNITIES
Several exciting & challenging opportunities exist for top-notch clerical & administrative personnel. Immediate assignments available working on site at major automotive companies and suppliers for top-notch clerical & administrative personnel

General Office/Clerical
Data Entry
Executive Secretaries
General Office
Receptionists
-Word Processors
-Special need for individuals 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

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
$24-25,000
FEE PAID BY COMPANY
Will be Assistant to General Manager of this flagship corporation. Must have excellent skills and communication ability. Shorthand a plus. Call 644-4800
SNELLING & SNELLING

ATTENTION
SECRETARIES
TROY - LEGAL SECRETARY
For Motor Parts Distributor. Experience shorthand plus WANG. $26k plus good benefits.
BIRMINGHAM FIRM
Strong typing skills. Up to $27k plus great benefits
TROY - 2 months Litigation assignments. WANG experience needed.
PROF EXECUTIVE SECRETARIES
3 years plus experience. 2 spots. Large corporation. International & financial exposure.
CROSSMATCH
PERSONNEL, INC.
352-7555
Or send resume to 25100 Evergreen Ste 212, Southfield MI 48075
All Fees Company Paid

ATTORNEYS OFFICE - 2 Positions
2 secretarial positions available. Must have computer experience, 60wpm, dictaphone, pleasant personality. 353-5757

Word Star/computer experience, good typing, clerical skills, pleasant personality. 352-9040

AUTO DEALERSHIP
CLERICAL
We're in need of Clerical Employees to work in our general office. Apply in person to Office Manager, Livonia VW, 34501 Plymouth Rd. Livonia, or call for an appointment. 425-5400

BENEFITS CLERK - Immediate opening exist. Must have PC experience (65-Base knowledge required). Will train. Medical claims processing and handling benefits inquiries. Send resume to: Benefits Mgr, 30 Edward C Levy Co., Personnel Office, 8800 E. Davison, Detroit, MI 48213
An Equal Opportunity Employer

BILINGUAL
ADMINISTRATIVE
ASSISTANT
North American Subsidiary of a leading European Materials Handling Co. is seeking an experienced, capable, bilingual, Administrative Assistant. Fluent in spoken & written English.
Qualified candidates should have a Bachelor's degree, proficiency in P.C. & word processing skills. Professional self-starter with excellent communication & organizational skills. Fluent German.
An attractive remuneration package will be offered for the right candidate.
To apply, send resume, salary history & requirements to:
Christine Eitel
4437 Fernlee Path
Novi, MI 48375

BOOKKEEPER
ASSISTANT

Accounts receivable, accounts payable, payroll, collection, able to handle office in owners absence. Reasonable a plus. Salary to $15,600
Call Terry
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

BOOKKEEPER
Entry level position available for person with bookkeeping aptitude. Some experience helpful. Send resume to: Personnel, Lear Corporation, Attention: Michelle, 21250 Haggerty, Suite 430, Birmingham 48010

BOOKKEEPER
Excellent opportunity for well-organized, detail oriented individual capable of managing a variety of important responsibilities in a fast paced, pleasant corporate office of Livonia. Send resume and salary requirements to
Karen Kelly, P.O. Box 700
Dearborn Heights, MI 48127

BOOKKEEPER
Financial/Clerical with small organization. Must have knowledge of Peachtree & Lotus. Send resume GAM 31935 11 Mile Rd. Suite 200 Farmington Hills MI 48331

BOOKKEEPER High quality Southfield dental office needs experienced personable bookkeeper. Salary $8/hr. Call Cathy at 557-1709

BOOKKEEPER/Receptionist - full time. Troy CPA firm, typing experience necessary, non smoker 244-9440

BOOKKEEPER/SECRETARY
Accounting assistant in Rochester Hills for experienced individual. Call Gloria Bernstein, Century 21 East 256-5800, Ext 378

BOOKKEEPER

Southfield office needs part-time help for miscellaneous bookkeeping duties and receptionist. Good potential growth. Send resume to
Bookkeeper
17117 W 9 Mile Rd #325
Southfield, MI 48075

BOOKKEEPER
Permanent part time
$10.15 per hour Fee paid
Have the heart of work horse with 3 days and home 2 days. Experience in Payroll, Accounts Receivable and Payable and Lotus necessary for this plum job! Call 851-2010 or resume to Patti Mirloff, American/SCI, Inc., 2001 W Big Beaver, Suite 800, Troy, Mich. 48084

BOOKKEEPER
Willing to learn to take charge. Some typing. Call Mrs. Harris between 3-5pm 582-2833

CLERICAL ASSISTANT/TERRANDS
Part time position in office office. Should possess typing and good phone skills. Must have can do attitude. Send resume to College student Career Center
399-3450

CLERICAL ASSISTANT for insurance agency. 20-32 hrs per week. Good typing skills & computer experience required. Insurance background helpful not essential. Excellent salary & benefits. Send resume to PO Box 2004, Southfield, 48037.

CLERICAL - PART TIME
We are looking for independent person to work 4 hours per day Monday thru Friday in our Farmington office in our pre-employment screening department. Good phone skills are required for home makers or students. Call Judy Carter, Personnel Manager 968-2600
Ikeda Intern'l Security Serv
23900 Catalpa Drive, Ste 200
Grown Point Bldg
An Equal Opportunity Employer

CLERK/TYPIST
Attorney, in Farmington Hills, will train for his office. Typing & general skills essential. Experience not required. Hours are 8-4 plus 4 days with regular increases 855-6562

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidate should possess a min typing speed of 45wpm, good phone skills & general clerical knowledge. Excellent advancement opportunity. This position is full time with competitive benefit package. Please send resume to
Clerk Typist
P.O. Box 779
Detroit, MI 48231

CPA firm seeking a responsible individual for client data processing. Candidate should possess typing speed of 45wpm minimum, data entry capabilities and excellent telephone skills. 557-4423

CREATIVE PERSON
with writing skills for small growing & adventurous skills to work for VP & Director of Marketing. Prefer related 4 year degree, associates accepted. Full benefits. Fee Paid.
PERMANENT STAFF
Taylor 246-9200
Livonia 591-2221
Southfield 552-9060
Farmington Hills 737-5750
An Equal Opportunity Employer

CUSTOMER SERVICE REP
Rochester office. Must be organized, accurate & professional with excellent verbal skills. Experience with automotive aftermarket, helpful. Medical/dental benefits. 852-4010

504 Help Wanted Office-Clerical

CLERICAL PERSON NEEDED
for CPA Firm, during tax season, full or part time. Basic resume to: 23917 Cass Ave., Farmington, MI 48335

CLERK
ACCOUNTS RECEIVABLE
Assertive, energetic, self-starter needed for health care agency. Seeking person to assist credit manager with accounts receivable and collections. Must be detail oriented. Southfield office and 3 days in Sterling Heights.
One year experience in Accounts Receivable including collection calls preferred. Typing 50 wpm experience a plus. Competitive salary/benefit package. Contact Gail at
COMMUNITY HOME CARE
978-7445

CLERK
TYPIST

Manufacturers Bank has an immediate employment opportunity available in Livonia for a Clerk Typist. This position represents an excellent opportunity for a fast paced and challenging atmosphere of our growing institution. Qualifications for this position include typing of 50 wpm, and good telephone skills. Previous clerical experience preferred.
A competitive salary, flexible benefits package and opportunity for career growth are available to the successful candidate. Send resume in confidence to: D. Kimball, Human Resources Representative, Manufacturers Bank, 660 Plaza Drive, Dept. 411 W. Lafayette, Detroit, MI. 48226

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CUSTOMER SERVICE/data entry, good phone skills. Plymouth finance, call Ud to 84 50/hr. Call Pat at Uniforce 473-2932

CUSTOMER
SERVICE
$14,560

FEE PAID BY COMPANY
Are you focused and outgoing? This company wants you! Previous experience a plus. Typing of 45 a. Call 348-3450
SNELLING & SNELLING

DATA ENTRY CLERICAL
FULL-TIME
Energetic and detail oriented person needed to work for a dynamic petroleum communications company. Data Entry/typing is a must. Candidate should some heavy word processing and clerical duties. It pays possess the above qualities, don't miss this opportunity to become part of the current revolution. Send a cover letter and resume with salary history to:
Joseph Gauthier
31075 John R
Madison Heights, MI 48071

DATA ENTRY Computer Operator
For busy distribution company. Experienced accounts receivable, data entry, no smoking. Send resume to Mrs S. H. Jobe, Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY - Entry level position, full time 8am-5pm. Must have typing. Apply in person R & S Electronics 34443 Schoolcraft, Livonia

DATA ENTRY - pleasant Birmingham firm $7/hr. Call Mary Jo at Uniforce 645-7664

DATA ENTRY
$7 PER HOUR

Immediate openings. Long/short term assignments.
ARBOR TEMPS, 459-1166

DETROIT advertising word processor WW train DW IV or WP 5.0 50 WPM. Call Jean at UNIFORCE 646-7661

EXPANDING LEASING COMPANY seeks motivated individual for fast paced, friendly office. Salary & fringe benefits commensurate with experience. Immediate availability. Opportunity for advancement. P.O. Box 740, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTRY LEVEL
HUMAN RESOURCES
Job duties include interviewing Customer service, sales.
Must like dealing with people
Call Ms. Jackson
PERSONNEL SYSTEMS
459-1166

EXECUTIVE LEGAL SECRETARY
for managing trust officer, partner of nationalized Farmington Hills law firm. Experienced, articulate, educated, professional. Administrative responsibilities. Corporate and civil litigation, wills, probate. Excellent salary. Call Administrator 626-5000

EXECUTIVE
SECRETARY

Top notch, well organized self starter will assume this immediate opening - - - Old fashioned work ethic, executive level clerical & administrative skills are necessary. Supervisor typing, composition & communication skills are a must. If you are accurate, thorough, free to travel and work independently this job will as confidentially send resume & salary requirements to Personnel Director, P.O. Box 19348, Detroit, Mich 48219

EXECUTIVE
SECRETARY
$25,000
FEE PAID BY COMPANY
If you are looking for a Dynamic Company that will make a commitment to you this is it! Experience and excellent word processing skills will land this one immediately. Call Terry
SNELLING & SNELLING

EXECUTIVE SECRETARY

Large insurance agency is seeking a professional, experienced Executive Secretary.

Ideal candidate must have proven ability to handle a fast paced office, shorthand 80wpm, typing 70-wpm.

- Excellent benefits
- Non-smoking office

Please send resume including salary history to

Donna Economo
Meadowbrook Insurance Group
26600 Telegraph
Southfield, MI 48075

EXPERIENCED RECEPTIONIST for busy downtown Detroit law firm. Pleasant working conditions for non smoker. Competitive salary & fringe benefits. Send resume to BOX 706 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FURNITURE
PURCHASING CLERK
Immediate entry level position with one of Michigan's largest