EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL HYGIENIST: Are you an experienced hygienist looking for a career opportunity in a high quality leading edge specialty office? If you also have superior technical, verbal & relational skills, starting salary can be over $40,000 a yr. Call: 357-3306

DENTAL ASSISTANT: Are you interested in searching for the right person to join us 33 hours per week in Plymouth. If you have some dental experience and clinical skills & are excited about quality dentistry, Call 453-2690

DENTAL HYGIENIST
for computerized preventive - restorative practice. Emphasizing Quality & excellence. Part time with flexibility

DENTAL RECEPTIONIST:
personable, caring, enthusiastic receptionist needed for a new professional practice in Dearborn. Experienced, insurance knowledge. Hrs Mon. & Tues. 7:30-2; Wed. 9-6; Thurs. 9-1; Fri. 7:30-1:30. Bal. 1 yr. minimum. Please call Mrs. Ferguson evgs. 277-1077

DENTAL RECEPTIONIST
Busy office needs full time/full time Receptionist. Experience preferred. Computer knowledge helpful. Call Betty: 476-9121

DENTAL TECHNICIAN
Lab in Garden City needs a very experienced Wax Department Head. Knowledge of metal occlusal and precision attachments necessary, implant helpful. Excellent Pay. If interested call Jim: 525-4330

DENTAL TECH/TRAINEE
Enthusiastic, motivated model department trainee. Willing to train right person. 561-5115

ECHO-CARDIOGRAPHY - must be registered or 2-3 years experience. Part time or full time work available. Liberty Medical, Fremont, 443-5590

FRONT DESK-a sharp energetic detailed oriented person experienced in Chiropractic preferred but will train the right person. Send resume to: 26802 W 8 Mile Rd., Farmington Hills, MI 48336 or call 474-6440

HOME HEALTH AIDES
Certified - earn up to $7/hr.
FAMILY HOME CARE
455-5683, 229-5683

HOME HEALTH AIDES
Cases available in many areas, Western Wayne & Oakland Counties. Case loads including live-in, bath visits, hourly assignments & homemaker services. Ask about the benefits you will experience joining our health care team are competitive wages, holiday pay, vacation benefits & weekly pay checks. Please call 354-0021

HYGIENIST
Excellent opportunity for a full time position working with a progressive group practice. Top salary, many benefits including a bonus system. Call 722-5130

IMMEDIATE opening for accurate medical biller with experience in a prestigious hospital. Call Mary at UNIFORCE 357-0641

INSURANCE CLAIMS EXAMINER
Of Medical & Cafeteria benefits. Experience requested. Mon-Fri., 8:30-4:30. Send resume to EBC, PO Box #2365, Farmington Hills, MI 48333

INSURANCE CLERK
Chiropractic office needs insurance clerk with experience in collections and credit and billing. Bookkeeping and insurance knowledge required. Computer experience and ability to communicate positively about past due bills a must! Salary negotiable. Contact Jeanette at 6549 Schoolcraft, Detroit, MI 48126

Laboratory Assistants

Henry Ford Medical Center, located in West Bloomfield, has challenging full-time and part-time openings for Laboratory Assistants. Qualified applicants must have a high school diploma and one year of blood draw training experience with patients of all ages. Clerical and computer skills are highly desirable. Please send resume to:

HENRY FORD HEALTH SYSTEM
Employment Division, Dept JK
600 Fisher Building
Detroit, MI 48202

An Equal Opportunity/
Affirmative Action Employer M/F/H

LPN
Full time - Afternoon
Part time - Nights
New Starting Rate
HIGHTSTREET WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

LPN S, RN S - Day shift. Excellent benefits. Full time for 151 bed Geriatric Specialty facility. Hrly pay rate is welcomed! 334-3222

MAJOR medical center needs word processing operator. To $9/hr. Call Interlude at UNIFORCE 357-0038

MEDICAL ASSISTANT/BILLER
Full time
Experience preferred
Plymouth 451-0070

MEDICAL ASSISTANT for Livonia dermatologist. Looking for a motivated career-minded, responsible assistant with dermatologist or in patient care. Friendly atmosphere & clientele. Full time, approximately 32 hours. Send resume to Attn: Mary, 20216 Farmington Rd., Livonia, MI 48152.

MEDICAL ASSISTANT - for Internal Medicine Office in Southfield. Experience in lab, venipuncture and EKG. Friendly office. 557-7878

MEDICAL ASSISTANT
for Livonia office of family doctors. Experienced. Part time evenings. Call 464-8200

MEDICAL ASSISTANT needed for Livonia doctors office. 25-30 hours per week. Saturdays a must. Call for appointment 427-8040

MEDICAL ASSISTANT ON LPN
For family physician's office in Canton. Full time. Please call between 4 & 8pm. 483-4698

MEDICAL ASSISTANT
Experienced only. Full time for family practice office, Rochester. Excellent pay & benefits 852-1319

MEDICAL ASSISTANTS - Must have 2-3 years experience. Full and part time available. Salary based on eight dollars per hour, depending on experience. Excellent benefit package. Call Medical Temps Medical 443-5590

MEDICAL ASSISTANT

Full time position in a large cardiology practice. At least 1 yr. clinical experience as medical assistant or EMT-trained. EKG, BP, venipuncture, DCG and medication skills desired.
Send resume to:
Medical Assistant
NORTHPOINTE HEART CENTER
2575 Woodward Ave - Suite 300
Berkley, MI 48072

MEDICAL ASSISTANT OR NURSE
Needed full-time. Must be experienced in OBGYN & flexible for office hrs Farmington. 647-9568

MEDICAL ASSISTANT - Part time available for occasional full time for busy Podiatrist office in Canton. Experience preferred but will train. Call 459-2770

MEDICAL ASSISTANT
Full time for cardiology office. Must perform VP & EKG. Knowledge of stress and DCG preferred. Please call 569-4232

MEDICAL ASSISTANTS - for major hospital based clinics in Southfield. 2-3 yrs experience, $12.25 to $14.25 per month. Call Martha at Temporary Medical. 443-5590

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Livonia Occupational/Urgent Care facility has an immediate opening, full time days. Venipuncture and EKG experience preferred, a very experience required for our busy rewarding clinic. Contact: Administrator, 591-0569

MEDICAL ASSISTANT
Thur. & Fri., Rochester, experienced in drawing blood. 852-8115

MEDICAL ASSISTANT

3-5 Days per week in top dermatology office in Farmington Hills. Must have at least 1 yr. medical office experience or training. Call 553-2900

MEDICAL BILLER
Part time, 12 flexible hours/week. Vacation coverage. Experience preferred. Rochester Hills. 652-8110

MEDICAL BILLER
Experienced, full charge for family/occupational/internal medical clinic. All types of insurance. Call 462-1990

MEDICAL BILLER - Experienced. Needed for busy Dermatologist in Southfield. Computer experience helpful. Call Karen 353-0660

MEDICAL CENTER has opening for secretary with Multimedia. Medical terminology preferred. Up to $9.50/hr. Call Mary at UNIFORCE 649-8501

MEDICAL LAB ASSISTANT
National Health Laboratories will train you to become part of our quality healthcare team. Responsibilities include processing and preparing specimens for testing. Candidates must be high school graduates with a medical background preferred. This part-time position offers a competitive salary. For immediate consideration apply at:

NATIONAL HEALTH LABORATORIES
13250 Northend
Oak Park, MI 48237
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

MEDICAL OFFICE MANAGER
Farmington pediatric practice has full time position available for mature individual with excellent interpersonal and organizational skills. Responsibilities include: Computerized bookkeeping, payroll, insurance billing and accounts receivable. Supervise and evaluate support personnel. Medical background not required. Please send resume and salary history to:
Personnel Director, 21000 Middlebelt, Farmington, MI 48336

MEDICAL RECEPTIONIST, part time, experienced, for internist office in Rochester. Mon, thru. Thurs. Non smoker. 651-4210

MEDICAL RECEPTIONIST
Part time, 2 - 3 weekends. Experienced preferred. Busy urgent care facility, Livonia. Call Judy, 261-3891

MEDICAL RECEPTIONIST For outpatient psychiatric clinic in Birmingham. Mature, experience required. For permanent, part time position, evenings Mon-Thurs. 647-3310

MEDICAL RECEPTIONIST
Experienced. Computer knowledge a plus. 40 hrs/benefits. Southfield. Call Sandra 552-9858

MEDICAL RECEPTIONIST
Part-time, Tues. & Thurs. Computer billing experience. Rochester. Call Evenings. 843-6023

Medical Receptionist/Assistant
Full time for busy oncology office to communicate positively about past due bills a must! Salary negotiable. Contact Jeanette at 6549 Schoolcraft, Detroit, MI 48126

MEDICAL RECEPTIONIST - Full time for busy Dermatology office in Southfield. Approximately 45 hours per week. Mon. evening, Thurs. evening and Saturdays. Responsibilities are scheduling, appointments, filing and typing. Computer experience preferred. Benefits include high pay, Blue Blue Cross. 569-1958

MEDICAL TECHNICIAN/Chemistry
Position available. Experience in automated chemistry analyzers is preferred. Full time position. All shifts. Apply in person Detroit Biomedical Lab, 23955 Freeway Park Drive, Farmington Hills, 10 Mile & Halsted

MEDICAL TECHNOLOGIST or Medical Lab Technician, for medical lab in Farmington Hills, hrly from 8:00 - 1:00am, Mon-Fri. Call. 478-5402

MEDICAL TRANSCRIPTIONIST
Full time position available in progressive cardiology practice. MUTOS or AMSTRAD required. Cardiac and SPECT experience preferred. Join our growing team and work in a state-of-the-art lab. Send resume to:
Alice Pochan
NORTHPOINTE HEART CENTER
2575 Woodward Ave - Suite 300
Berkley, MI 48072

Nuclear Medicine Technologist

Full-time, day shift available for Nuclear Medicine Technologist registered through ARRT. Registry eligible will be considered. One year of clinical nuclear medicine experience preferred.

Excellent benefits and salary offered. Please call (313)471-8651 or send resume to Human Resources:

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336

An Equal Opportunity Employer

NURSE AIDES

Enjoy a fulfilling career with United Home Care Services, a home care agency in suburban western Wayne county.
• Flexible hours
• Competitive pay
• Transportation allowance
• Benefits package eligibility
• Supportive management
If you have experience please call

981-8829

NURSE Looking for motivated late charge person to work in pediatrics. Southfield Mr. Bloomfield area. Experience preferred, hours negotiable 557-1170

PATIENT ACCOUNTS REPRESENTATIVE
Our expanding Internal Medicine private practice is actively recruiting for an experienced Patient Accounts Representative to work full time (Mon. - Fri.). Previous experience in medical billing, status inquiry and collection procedures preferred. Excellent salary and benefit package. Please send resume to: IMCG, 28080 Grand River, Suite 304, Farmington Hills, MI 48336

PATIENT COORDINATOR
For modern 2 doctor dental office. Must be high energy and team oriented. Experience only. Approximately 25 hrs /wk. 425-9130

PHARMACIST
Needed Part time for people-oriented community pharmacy in Bloomfield Hills. Please call 644-5662

502 Help Wanted Dental-Medical

NURSE AIDES
NEW WAGES

Growing home care agency is seeking people experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. 7 days a week. 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSES AIDE
Needed immediately, $5 per hour. Full & part time available. Tri-county area. 698-4572

OPTICAL DISPENSER
Needed full-time.
Westland area.
425-1312

AMATEUR PHOTOGRAPHERS
Now hiring full-time. Excellent fringe, medical benefits. Also life & disability, insurance. You must be 35mm & lenses plus dependable/early work hours. Apply to: Ron 852-3300

THE PHYSICAL THERAPY AIDE
Mature, responsible, orthopedic clinic, experienced preferred.
Contact Cindy 855-7411

PHYSICAL THERAPIST
Opportunity for physical therapist in an outpatient, primarily orthopedic, physical therapy practice. Serving an established community, in a thriving northwest suburb of Detroit. Call Ellen S. Kaplan P.T. Director, 855-7411

Full/part time, North Oakland County. Growing practice. Outstanding career opportunity. Advance Weight Loss 663-9960

PODIATRIC ASSISTANT
Full time for Berkley & Bloomfield offices. Clerical duties also. Reply to box 279 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRACTICE MANAGER
Motivated, detail oriented person to grow with new dermatology practice. Grand River & Beck to start, minimum 2 years experience, billing experience required. Medical background suitable with experience. Send resume and salary history to:
Personnel Director, 21000 Middlebelt, Farmington, MI 48336

PSYCHIATRIC R.N.
Part time for Rochester office.
Contact Cindy: 474-3500
Genesee Center, Livonia

RADIOLOGY TECHNOLOGIST

Part-time position available. Registered or eligible. Interested applicants may call Rae or Jean at 347-8000 ext. 7748

DMC HEALTH CARE CENTERS
WOODLAND
(W. 12 Mile Rd., near Novi Rd.)

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

RECEPTIONIST - EXPERIENCED
Needed for high quality Southfield Dental office. Full time. Top pay, benefits, bonuses. 355-9800

RECEPTIONIST - Full time.
HYGIENIST - (Tuesdays only)
Experienced preferred for high quality Southfield Dental office. Top pay, benefits, bonuses. 355-9800

RECEPTIONIST-SECRETARY for 1 doctor office. Medical/dental is a plus. Up to $18,000/year. Call Sandra at UNIFORCE 649-7861

ADMINISTRATIVE ASSISTANT, full time. Medical or dental experience preferred. Duties to include receptionist, typing, filing and Lotus 1-2-3 experience required. Salary commensurate. Send resume to: Arbela Associates, 1661 S. Telegraph, Bloomfield Hills, Mich 48302.

ALLIANCE OFFICE MANAGER
Assistant for busy construction company. Variety of duties including payroll, accounting, collections, errands, and busy phone. Computer experience necessary. High stress environment. Medical benefits, profit-sharing, paid vacation. Send resume with salary requirements to:
Box 810
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

ARTISTIC atmosphere in Southfield requires front desk receptionist. 8 - 5:30 $7/hr. Call Mary at UNIFORCE 357-0037

ASSISTANT TO GENERAL AGENT
Must be well groomed, have good secretarial, phone & people skills. Call Mr. Ronald Lipschitz at Lincoln Financial Group. Call Office Manager 362-2220 for interview.

AUTO WARRANTY ADMINISTRATOR

Position available for Ford, Lincoln, Buick/Honda GM experience a MUST. Insurance experience a plus. Qualified candidates must be mature, with good organizational skills, be detail oriented, comfortable and hard working. To schedule an appointment call 313-300-ext 331

BILLER
Livonia car dealer looking for 2nd biller. Experience preferred but not mandatory. Call Ms. Sarah 421-7000

BOOKKEEPER for plastic fabricator. Positions for receivables and payroll experience necessary. Ferndale area.

BOOKKEEPER - full time position for retail business. Strong bookkeeping skills needed. Computer knowledge desirable, experience a must! Send resume to Bookkeeper, 24545 Halhaway, Farmington Hills, MI. 48335

BOOKKEEPER - Full time with 2 yrs experience in accounts receivable. Computer experience required. Strong telephone skills and ability to multi task. Send resume to Multi Bank Services, 1 NW Plaza Sq 900, Southfield, MI. 48034

BOOKKEEPER
Full charge through preparation of G/L & financial statements for multi state corp. Cash management & computer experience needed.

BOOKKEEPER/GENERAL OFFICE
Immediate full-time position, 8 4:5pm mon. thru Fri. Near Eastern Heights location. Bookkeeping, typing, filing, and phone experience a must. Contact Beth. 548-7272

BOOKKEEPER/OFFICE CLERK
Light typing, good math and knowledge helpful. Good benefit package, salary commensurate with experience. Call 464-8200

BOOKKEEPER/SECRETARY
Experienced in computerized accounts payable Word Perfect and LOTUS skills essential. Send resume & salary requirements to:
CONTROLLER 300 E. Maple Rd.
Suite 350 Birmingham MI 48009

CLERICAL - Insurance office in Birmingham. Good typist. Word processing experience. Good math skills, phone, etc. Call Peg 258-2898

BUSY Birmingham office looking for a responsible, full time typist for secretarial position in our Order Entry Dept 45 wpm & some data entry experience required. Send resume & salary requirements to PO Box 2395, Farmington, MI 48332-0395 Attn: J S O E

CLERICAL OPENINGS
"BIG THREE"
• Positions available
• Display Write-IV
• Microsoft Word
• WordPerfect 5.0
Excellent clerical skills needed. Must be able to commit to 6 months or longer assignment. Send resume & salary history to:
P O Box 9183
Troy, MI 48099-9183
Attention: Clerical Division

502 Help Wanted Dental-Medical

RN
needed part time, for family physician's office located in Livonia. Call 464-9200

RN - ONCOLOGY

Full-time position available. Oncology experience preferred. Interested applicants may call 534-4110

DMC HEALTH CARE CENTERS
WOODLAND
(W 8 Mile Rd., near Lahser)

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

RN - PART TIME
Apply in person
Marycrest Manor, 15475 Middlebelt
Livonia, MI. 48154
427-8175

RN S & LPN S
For afternoons & midnights
Intermediate care facility for Mentally Ill
Brae Burn, 1312 N Woodward
Bloomfield Hills

RNS - LPNS
Westland Convalescent Center is seeking Geriatric Nurses to work on our Sub-Acute/Skilled Nursing Units. Full and part time positions available on all shifts. New in-house Therapy and Hospice residents make for a professionally challenging work environment. Contact Eileen Basmajian, DON, at 728-6100 to investigate these opportunities

TRAINED MEDICAL ASSISTANT needed for pediatrics office in western suburb.
478-2723

UROLOGY OFFICE in Novi needs medical assistant for Mon. Tues. Thurs. 9 to 6. Must have experience in front & back office procedures. Please call 380-8360

X-RAY ASSISTANTS
A medical company seeking individuals to assist technicians in performing X-Rays. Duties include drilling & transporting X-Ray machines. Must have good driving record. Apply at: The Nursing Home Group, 24203 Telegraph Rd (between 8 & 10 Mile Rds.), Southfield

X-RAY TECHNICIAN
Registered For Livonia medical practice. Full or part time. For more information call 425-5200

X-RAY TECHNOLOGIST
Full time position for experienced, registered technologist in Livonia Radiology office 464-7303

504 Help Wanted Office-Clerical

PROJECT ACCOUNTANT

Leading construction management firm is now hiring an experienced project accountant. Starting salary requirements include: knowledge & skills obtained through a 4 year degree & 2 years experience in construction accounting or equivalent combination of education & experience. Intensive knowledge of accounting procedures, cost reporting, working knowledge of Lotus, knowledge of accounts receivable functions, effective communication skills essential. Send resume in care of
Barton Malow Company
Attention: Human Resources
27777 Franklin Rd., Ste. 800
Southfield, MI 48034
Equal Opportunity Employer M/F

ACCOUNTING CLERK
Must have construction & computer experience. Duties include accounts payable/receivable, data input and entry. Send resume to Box 802 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

ACCOUNTS PAYABLE/Secretary
for 25 to 32 flexible hour week. Experienced in accounts payable, data entry and light typing, word processing, a plus. Send resume to: 5000 Town Center, Suite 1780, Southfield, MI 48075

ACCOUNTS PAYABLE CLERK
Part-time. Accurate typist, good math aptitude, detail minded & well organized. Non smoker preferred. Call J Law Engineers, Inc. 42300 W. 8 Mile, Novi, MI 48375 347-3300 EOE

Accounts Payable/ *Data Processing*

Prosper Construction, a construction firm seeks individual with strong computer skills. Property management and/or construction experience preferred. Salary & benefits. Send resume to: Personnel Department, 7013 Orchard Lake Road, Suite 110, West Bloomfield, MI 48322

ACCOUNTS RECEIVABLE CLERK
Full time large apartment community in Farmington Hills. The individual hired will be detail oriented in appearance, good with math, have a pleasant phone voice & be an excellent communicator. Please send all resumes to Independence Green, 36700 Grand River, Farmington Hills, MI. 48335. Attn: Jen Gruber.

Administrative Assistant, experience w/Macintosh, word processing & research. Resume to: 5600 New King St., Ste 355, Troy, MI. 48098

ADMINISTRATIVE ASSISTANT
to manufacturer's rep - full time. Lots of responsibility. Light typing. Send resume to: P.O. Box 698, Bloomfield Hills, MI 48303-096

ADMINISTRATIVE ASSISTANT
Experienced, with good organizational skills and flexibility needed for multi-location Real Estate investment firm. Must have micro soft word and LOTUS 123. Please send resume to PERSONNEL DIRECTOR, 300 E. Maple Rd. Suite 370
Birmingham MI 48009.

ADMINISTRATIVE ASSISTANT
National non-profit local character office needs organized, tak-to-charge professional with good interpersonal communication skills. Strong word processing skills, excellent attendance. Reply with resume
Juvenile Diabetes Foundation
432 Park Avenue South
New York, NY 10016

ADMINISTRATIVE assistant needed immediately by account executive of advertising agency. DW IV or WP busy Lotus 1-2-3 experience. Salary commensurate. Call Sandra at UNIFORCE 649-7861

ADMINISTRATIVE ASSISTANT.
Full time position. Medical or dental preferred. Duties to include receptionist, typing, filing and Lotus 1-2-3 experience required. Salary commensurate. Send resume to: Arbela Associates, 1661 S. Telegraph, Bloomfield Hills, Mich 48302.

ALLIANCE OFFICE MANAGER
Assistant for busy construction company. Variety of duties including payroll, accounting, collections, errands, and busy phone. Computer experience necessary. High stress environment. Medical benefits, profit-sharing, paid vacation. Send resume with salary requirements to:
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Light typing, good math and knowledge helpful. Good benefit package, salary commensurate with experience. Call 464-8200

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Suite 350 Birmingham MI 48009

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BUSY Birmingham office looking for a responsible, full time typist for secretarial position in our Order Entry Dept 45 wpm & some data entry experience required. Send resume & salary requirements to PO Box 2395, Farmington, MI 48332-0395 Attn: J S O E

CLERICAL OPENINGS
"BIG THREE"
• Positions available
• Display Write-IV
• Microsoft Word
• WordPerfect 5.0
Excellent clerical skills needed. Must be able to commit to 6 months or longer assignment. Send resume & salary history to:
P O Box 9183
Troy, MI 48099-9183
Attention: Clerical Division

504 Help Wanted Office-Clerical

BOOKKEEPER - Dearborn manufacturer relocating to Romulus in June 1991 has immediate opening. Bookkeeper with experience. Duties include, payables, receivables, payroll & general ledger on IBM AS400. Excellent benefits, non-smoking office. Kolbus & Thomas CPA's interviewing for employee. Call for appointment. 427-6900

BOOKKEEPER
Experienced bookkeeper with computer skills needed. Near 12 Mile/Telegraph CPA firm. Through statement. Salary commensurate with ability. Flexible working conditions & fringe benefits. Call 540-2700

CLERK/TYPIST
A going-out-of-business sale created the need for full or part time temporary positions at 3 locations. (12 Mile & Nord Rd. & 14 Mile & John R) Light typing & 10 key. Must have good basic math skills and be detail oriented. Apply in person 877 E. 14 Mile Rd., Troy 2nd floor.

Clerical

SALES OFFICE CLERK
WORD PROCESSOR

Our Birmingham Sales Office has an entry level position available for a organized individual who will be trained to assist the sales staff. Position requires 50wpm typing from a transcribing machine, telephone, telephone manners, filing and knowledge of general office procedures. IBM PC experience helpful. Hours Mon-Fri. 40hrs. Salary $250 weekly. Excellent benefits, convenient location. For an appointment to apply please call:

Lorraine
644-4001

LUMBERMEN'S UNDERWRITING ALLIANCE

CLERICAL - Southfield Township is seeking a qualified person to fill a full time position in the Clerk's Department. Applicants should possess 3-5 yrs. of office experience, have professional telephone skills, strong communication skills that include word processing (word perfect preferred) typing 50 wpm, good organizational and interpersonal skills. Non smoking office. Salary range between $18,000 - $25,000 with attractive benefits. An equal opportunity employer. Send resume with references no later than May 24, 1991 to: Sharon Tischler, Clerk, Southfield Township, 16350 W 12 Mile Rd., Birmingham, MI 48009.

CLERICAL
To $16,000
Due to expansion, Marketing Department seeks Customer Service experience. Computer knowledge and excellent phone skills desired. Send resume or call:
DIVERSIFIED RECRUITERS CO
27780 Novi Road, Ste 106
Novi, MI 48377-3427
All Fees Co Paid 344-6700

CLERICAL WORKER - Full & part time. Must be self initiator, full skills. Apply in person. Call Sandy after Mon-Fri, 8:30am-5pm. 471-6555

CLERK TYPIST - part time position for substance abuse counselor. Located in Wayne. Minimum high school diploma or equivalent. Must type 50 wpm and have a working knowledge of general office procedures. $6.70 per hour. Call Jan or Sue, 9am to noon at. 326-0099

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Successful candidate possess a minimum typing speed of 40wpm, good math skills, & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. Please send resume to:
Clerk Typist
P O Box 739
Troy, MI 48231

COMPUTER NIGHT OPERATOR
Downtown Detroit law firm requires a highly dem-minded person with PC & DOS experience. Wang VS, Banyan Vines experience helpful. Salary. Perfect a must! Good benefits. Salary. Call Gordon Bond 259-8662

COMPUTER OPERATOR/BOOKKEEPER To operate Accountant Mate job cost system. Miss Debby 737-6050

ROYAL OAK AREA Credit Union has position open for Loan Collection Officer. Must be experienced in all areas of loan processing and collections. Please reply with resume and salary requirements to:
Search Committee, 38147 John P. Rd., Mt. Clemens, 48043

CUSTOMER SERVICE
Part time
Troy area
Interviewing, filing, filing out labels, retail background, & plus Mon. thru Fri. No weekends. Excellent benefits. Good Opportunity. Send resume to P.O. Box 99163, Troy, MI 48099-9163

DATA ENTRY
Growing mail order company has positions for immediate data entry personnel. Must type 65 wpm, alphanumeric and numeric. Available familiarity with word processing software and spreadsheet utilities a plus. For appointment call 948-9820

DATA ENTRY OPERATORS

Manpower needs 25 data entry operators. Must type 35 wpm. Up to date 12,000 keystrokes per hr. 3 shifts involved, call for an appt.

MANPOWER
TEMPORARY SERVICE
LIVONIA - 462-0024

DATA ENTRY operator needed by prestigious clinic. $6.50/hr
Call Darlene at UNIFORCE 473-2933

Data Entry Operator, experienced, for Multi Bank Services, a multi specialty health care benefits company. Southfield area. Resume P O Box 547, Lathrup Village 48078

DENTAL OFFICE receptionist/insurance, 9-5, Mon. thru Thurs. Benefits, experience preferred, must have responsible.
277-0300

ENJOY PEOPLE? HATE MONDAYS?

Then Work Tues.-Sat.!

CIVIC CENTER & EVERGREEN
Nursing Service seeks personable energetic individual for scheduling personnel with hospitals & private agents. This is a position of responsibility for experienced person with maturity & understanding of people. If you

• Can accurately maintain detailed schedules
• Can work positively despite frequent phone interruptions
• Enjoy working with people
• Can work EVERY Sat.
• Have a pleasant phone voice

for a company whose excellent reputation is a direct result of teamwork

Call about this unique opportunity

354-0010

GENERAL OFFICE DUTIES Light computer use. Full or part time. Start $5.50 to $6.50 per hour. Send resume to: Mr. Jim Thomas, RPM Inc., 4198 Orchard Lake Rd., Orchard Lake, MI 48323. No phone calls please

504 Help Wanted Office-Clerical

DATA ENTRY
Quick hands equal quick money at AATEC Resources. Positions available for a wide range of Data Entry Personnel, great pay & benefits. Call Day or Afternoon Shifts.
Call AATEC today at 281-6222

DIRECTOR OF HUMAN RESOURCES

LAW FIRM
Downtown Detroit law firm with 5 satellite locations (Five employees) needs its first Human Resource Manager. The position is responsible managing all non-lawyer personnel matters in the five extensive benefit programs.
REQUIREMENTS: A four degree in Human Resources and at least 2 years experience in personnel, preferably in a law firm, but not mandatory. Send a current resume and detail covering letter to:
Garan, Lucow, Miller, Seward, Cooper, & Bacon, P.C.
C Mr. Cooper
1000 Woodward Avenue
Detroit, MI 48207-3192

EXECUTIVE SECRETARY
For Vice President of leasing of an international law firm. Big Three location located in the New Center area. Organization, communication, computer & clerical skills required.
Salary commensurate. Apply to: Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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