502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Would you like to be appreciated? Experienced Dental Hygienist needed for caring, progressive general practice. Great pay/benefits for an outgoing individual with appropriate clinical and verbal skills.
Call 569-5790

DENTAL HYGIENIST
Do you enjoy excellence, are you honest, dependable and friendly? Do you love relating to a helping people? Join our staff. Excellent salary/w. Bloomfield. 661-1440

DENTAL HYGIENIST
Newman Family Dental Center in W. Dearborn offering excellent opportunity for full/part time hygienist to join our professional team. Great doctors, staff & patients.
Call 563-2910

DENTAL TECHNICIAN: Looking for 1-3 yrs experience, metal finisher. Full-time. Great opportunity. Benefits. Ask for Phil. 278-8080

DISPENSING OPTICIAN - We consider full or part time. Experience necessary. Knowledge of insurance preferred. Busy Ophthalmology practice, Southfield area. 352-3433

ENTRY LEVEL Ophthalmology office position in Southfield. Duties involve patient caretaking. Opportunity for advancement. High school diploma or equivalent required. Send resume and salary requirements to: Box 876 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXERCISE COUNSELOR/ DIETICIAN- Experienced with nutrition & exercise course. Full time. Livonia. Ask for Diane. 425-8200

EXPERIENCE DENTAL PERSON for a receptionist and appointment scheduler. Flexible hours, 30-40 per week. Please call. 981-3636

FRIENDLY WESTLAND: Dental practice, seeking full-time dentable, enthusiastic Dental Assistant. Experience preferred. Some evenings. Call Mon thru Thurs, 729-2366

DENTAL LAB TECH
Bridge Dental Lab is seeking experienced CAS waxer. This technician should be self vested in full mouth rehab, implant, attachments, etc. Full benefits, vacation, & an opportunity to grow with a low profile, high quality lab. Westland area. 722-6153 or after 5pm 425-9548

DENTAL HYGIENIST
Would you like to play a bigger role in your patient's treatment? Would you like to be able to communicate with your dentist/employer? Would you like to work in a team-oriented preventive-minded practice? Would you like to be appreciated and rewarded for your role in your practice's success? Full time. Then call, Dr. Abramson at: 421-5200

HEALTHCARE/PHLEBOTOMIST
Positions for blood-drawers available at both Auburn Hills and Bloomfield locations. Experience desirable. Excellent driving record and pleasant personality a must. Incentive package offered. Call direct: 377-3151

HOME HEALTH AIDES
Ypsilanti based home care agency needs home health aides for Plymouth & Northville clients. Experience preferred. Call Anne England 483-1418

HOME HEALTH AIDES
Needed for variety of positions in Northville, Southfield & surrounding areas. Set your own hours. Must have experience or certification required. Call Visiting Care today.
313-349-0230 313-229-0320
313-630-0050

HYGIENIST
Position available for a part time employee working in a multi facet office. Top Pay, excellent benefits in a quality oriented practice. 722-5133

502 Help Wanted Dental-Medical

HEALTH CARE MANAGER
Mental health/substance abuse clinic seeks experienced Manager of front office staff. Strong people skills. Experience with personnel area, JCAHO, OSAS, and various insurance plans essential. Send resume to: P. O. Box 1062; Bloomfield Hills, MI, 48303.

HYGIENIST
For progressive Farmington Hills practice! 2 Days per month. Recent graduate ok. Sue 661-8700

HYGIENIST - Looking for a great working environment? Ultra modern office for 3 Saturdays a month to compliment hygiene staff. 17 Mile and Ryan area. 978-0015

HYGIENIST - part time, 25 hrs/week. Salary position, alternating Sat., with 1 evening till 8pm. Benefits, Dearborn Hts. area. 277-3068

In-Service/Staff Development Director
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has opening for In-Service/Staff Development Director. RN, MUST have experience with OBRA regulations. For details contact Mrs. Mancuso at 661-1600

LAB TECHNICIAN
For pediatric office in Royal Oak, part time. 398-8400

LIVONIA DERMOTOLOGY office needs full time medical assistant. Benefits including health insurance, paid holidays & vacations. Experience necessary, send resume to: 29200 Vassar, #330, Livonia, MI. 48152 or call 477-7022

LPN OR MEDICAL ASSISTANT - part time, OB/GYN office in Southfield. Experience in venipuncture & injections. Call Mary between 9:11am and 1-3pm at 559-4842

LPN OR MEDICAL ASSISTANT
Part time... Accepting applications for busy physician internal medicine practice in Livonia. Experience preferred. Call Wendy, Freedom Medical Clinic, Mon.-Fri., 10am-2pm. 476-4724

502 Help Wanted Dental-Medical

LPN, or MA, experienced, 4 days a week, busy pediatrics/internal medicine, Rt. Troy. Long Lake at Rochester Rd. 689-2241

LPN'S - RN'S. All shifts, good benefits including insurance fully paid. Full time or part time.
Call Mc Norgen 354-3222

LPN's - $15.50/HR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for LPN's on afternoon shift. $14.50/hour or $15.50 without benefits. For details, call Mrs. Mancuso or Mrs. Subotich at 661-1600

MANAGER
FOR DENTAL PRACTICE
In suburbs. Experience in computer and billing a must.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

MEDICAL LAB ASSISTANT
National Health Laboratories is looking for motivated, hard-working individual to become part of our Quality health care team. We have part-time position available on our evening shift. Responsibilities include processing and preparing lab specimens, at least 2 yrs. working experience in an doctors office with some medical background.
For immediate consideration please send resume to or apply at:
NATIONAL HEALTH LABORATORIES
13230 Northwest
Oak Park, MI 48237
NO PHONE CALLS PLEASE!
Equal Opportunity Employer
M/F/V/H

MEDICAL INSURANCE BILLER
For busy 4-doctor office in Farmington Hills that have experience in computerized insurance billing. Send resume to: Associates in Otolaryngology, 28500 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48334, Attn: Karen

502 Help Wanted Dental-Medical

MANY JOB OPENINGS
For Medical Personnel. Free job training with The National Guard. Call Now!
522-5606

MEDICAL ASSISTANT
Experienced, full time, needed for Madison Heights family practice. Call 8am-noon, ext. 115. 399-8090

MEDICAL ASSISTANT - part time, must be experienced, busy family practice in Novi area.
478-0035

MEDICAL ASSISTANT
Busy OB/GYN office in Livonia. Full time. Excellent salary & benefits. Call 647-6222

MEDICAL ASSISTANT/LPN
Self-starting, highly motivated for part time position. Experience helpful, but will train exceptional applicants. Recent graduates welcome. Farmington Hills, Lyndo: 478-7095

MEDICAL ASSISTANT/Reception-ist. Full time position available for busy pediatric office. Experience only. Call Karen: 478-3200

MEDICAL BILLER
A Medicare Part B Supplier has a position available for a medical biller. Medicare Part B billing experience a must. P.E.N. billing a plus. Excellent office environment and excellent benefits pack age. For consideration please call for appointment and resume in confidence to:
Carol Kaplan
P.O. Box 8626
Ann Arbor, MI 48107
An Equal Opportunity Employer

MEDICAL BILLING CLERK
For busy Dermatology office. 1 yr. experience preferred. Knowledge of billing, typing, good phone manners required. Full time. Call 399-1858

MEDICAL OFFICE RECEPTIONIST
Experienced only. Computerized, general practice. Farmington Hills area. Full time. Call Norma 996-8783

MEDICAL RECEPTIONIST
For busy family practice in Northville. Must have experience in computer, as well as medical insurance billing. Full time position. 348-1131

MEDICAL RECEPTIONIST Secretary. Full-time, minimum 2 yrs. experience necessary. Busy family practice in Novi area. 478-0033

MEDICAL RECEPTIONIST
Experienced, for Bloomfield Hills office. Approximately 35hrs. per week. Mon., Wed., Thurs. & Fri. 647-8475

MEDICAL RECEPTIONIST, experienced, full time, for OB/GYN office in West Bloomfield. Must have typing skills and computer skills. Call Michelle, Mon-Fri, 9-5. 855-5630

MEDICAL RECEPTIONIST
Looking for a hard working individual interested in helping people maintain their health naturally, and is desirous of working as part of a close-knit team. Experience helpful but not necessary. Will train. 477-7344

MEDICAL RECEPTIONIST-BILLER
Experienced, part time, Livonia area. 537-1178

MEDICAL RECEPTIONIST
Experienced, for growing practice in Royal Oak. Must have good references. Ask for Arlene. 399-9063

MEDICAL RECEPTIONIST/BILLER
Full time with benefits, growing family practice in Clarcon. Must have good phone skills, billing & computer knowledge required. Please call Katherine at 398-7730

MEDICAL RECEPTIONIST
We need 2 self-starting, highly motivated individuals for part time job share position in growing Farmington Hills practice. Experience helpful. Willing to train exceptional applicants. Recent graduates welcome. Lynda 478-7905

MEDICAL RECEPTIONIST
Full time for busy dermatology office in Southfield. Hours approximately 45 hrs/ per week includes Mon. evening, Thurs. evening & Saturday. Responsibilities are: Scheduling appointments, filing, typing & computer. Medical experience preferred. 569-1958

MEDICAL RECORDS
West Bloomfield Nursing Center, near Maple & Drake, has immediate opening for full time A.R.T. Medical Records experience helpful. Salary negotiable. Please contact Mrs. DiNoto at 661-1600

MEDICAL RECEPTIONIST/ ASSISTANT
for busy dermatologist office. Full time, Saturdays. Bloomfield Hills. 647-5750

MEDICAL SECRETARY experienced in billing, computers & collections. Full time position. Send resumes to: 868 Woodward Ave., Suite 305, Pontiac, Mich. 48341

MEDICAL TRANSCRIPTIONIST
Experienced, part time. Redford area. Excellent salary & working conditions. Call Barbara 532-4200

MEDICAL TRANSCRIPTIONIST
needed for busy clinic. Must have minimum 2 years experience with WordPerfect 5.1 and Lotus background needed. We are looking for an exceptional person with sophisticated knowledge, such as creating Macro's & full time job. Part time position available. Please call Rich at 573-8590

NURSE
needed part time for womens health faculty. Please call Toni at 443-0239

OCCUPATIONAL THERAPIST, REG
Full time position for pediatric multi-disciplinary team. Caseload includes Outpatient and Home care. Excellent salary/benefit package. Interested candidates call Angela R. Allen at (313)557-5440 or send resume to
Physician's Physical Therapy Services
24011 Greenfield Road
Southfield, MI. 48075

OPHTHALMIC TECHNICIAN
Needed for busy Mt. Clemens office. Full and part time positions available for experienced persons
286-3939

OPTICAL DISPENSER
LAB TECHNICIANS
needed for busy Southfield office. Full & part time flexible hours available. Call Jennifer, 344-1044

OPTOMETRIC ASSISTANT - full time, experienced, front desk & contact lens experience. 348-1330

ORAL SURGERY ASSISTANT
Full time. Excellent fringe benefits. Experience in dental preferred. Call 547-8636

ORAL SURGERY ASSISTANT
Farmington Hills office. Also available part-time in Brighton, experience preferred. 553-3280 or (Brighton) 229-9600

ORTHODONTIC Chairside Assistant, full time. Experience desirable. Pleasant personality & neatness important. Good working conditions & benefits. 435-2300

PART-TIME MEDICAL ASSISTANT
Preferably experienced. Call 557-1160 between 9:30 to 3:30 After 6pm. 644-8261

PART TIME RECEPTIONIST
With medical office experience for paced specialty office. Southfield area

PEDIATRIC OFFICE
LPN part time, will include Tues evening and every other SAM 12 Mile/Southfield Rd area. Ask for Ms Marston 559-8620

PHLEBOTOMIST-Medical Assistant needed part time in Southfield Medical office. Salary commensurate with experience. Dolores 354-4450

PHYSICAL THERAPY AIDE and PTA needed for busy W. Bloomfield clinic. Send resumes to: 6900 Orchard Lk. Rd., LL09, W. Bloomfield, 48322 or call 855-7411

PHYSICAL THERAPIST
Full or part time positions available in a certified Rehabilitation Agency. Varied caseload with orthopedic emphasis in a friendly, professional atmosphere. Contact Carolyn Zalewski at 347-8154

DMC HEALTH CARE CENTERS
WOODLAND
REHABILITATION AGENCY
41835 W 12 Mile Rd
Novi, MI. 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

SOUTHFIELD Podiatry office needs qualified hard working receptionist. Front desk - full time. Benefits. Experience necessary 557-4300

RECEPTIONIST for busy podiatrist. Experienced. Send resume to: Box 732 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MEDICAL BILLER/CASHIER
Experienced in CPT codes, ICD 9, all types of insurances & collections for multi-specialty clinic. Must have good typing and computer skills. Min. 2 yrs. experience. All replies confidential, please send resumes to: Medical Arts Pavilion, 5050 Schaefer, Dearborn, MI 48126

MEDICAL BILLER/RECEPTIONIST.
Ophthalmologist's office, send resume to PO Box 8108, Garden City, MI. 48135

MEDICAL BILLER
Small Bloomfield office seeks responsible person with good typing, filing & phone skills, to work with computer & insurance. Medical benefits available. Send resume to: Medical Biller, P.O. Box 838, Troy, MI. 48099

MEDICAL BILLER
A Medicare Part B Supplier has a position available for a medical biller. Medicare Part B billing experience a must. P.E.N. billing a plus. Excellent office environment and excellent benefits pack age. For consideration please call for appointment and resume in confidence to:
Carol Kaplan
P.O. Box 8626
Ann Arbor, MI 48107
An Equal Opportunity Employer

MEDICAL BILLING CLERK
For busy Dermatology office. 1 yr. experience preferred. Knowledge of billing, typing, good phone manners required. Full time. 399-1858

MEDICAL OFFICE RECEPTIONIST
Experienced only. Computerized, general practice. Farmington Hills area. Full time. Call Norma 996-8783

MEDICAL RECEPTIONIST
For busy family practice in Northville. Must have experience in computer, as well as medical insurance billing. Full time position. 348-1131

MEDICAL RECEPTIONIST Secretary. Full-time, minimum 2 yrs. experience necessary. Busy family practice in Novi area. 478-0033

MEDICAL RECEPTIONIST
Experienced, for Bloomfield Hills office. Approximately 35hrs. per week. Mon., Wed., Thurs. & Fri. 647-8475

MEDICAL RECEPTIONIST, experienced, full time, for OB/GYN office in West Bloomfield. Must have typing skills and computer skills. Call Michelle, Mon-Fri, 9-5. 855-5630

MEDICAL RECEPTIONIST
Looking for a hard working individual interested in helping people maintain their health naturally, and is desirous of working as part of a close-knit team. Experience helpful but not necessary. Will train. 477-7344

MEDICAL RECEPTIONIST-BILLER
Experienced, part time, Livonia area. 537-1178

MEDICAL RECEPTIONIST
Experienced, for growing practice in Royal Oak. Must have good references. Ask for Arlene. 399-9063

MEDICAL RECEPTIONIST/BILLER
Full time with benefits, growing family practice in Clarcon. Must have good phone skills, billing & computer knowledge required. Please call Katherine at 398-7730

MEDICAL RECEPTIONIST
We need 2 self-starting, highly motivated individuals for part time job share position in growing Farmington Hills practice. Experience helpful. Willing to train exceptional applicants. Recent graduates welcome. Lynda 478-7905

MEDICAL RECEPTIONIST
Full time for busy dermatology office in Southfield. Hours approximately 45 hrs/ per week includes Mon. evening, Thurs. evening & Saturday. Responsibilities are: Scheduling appointments, filing, typing & computer. Medical experience preferred. 569-1958

MEDICAL RECORDS
West Bloomfield Nursing Center, near Maple & Drake, has immediate opening for full time A.R.T. Medical Records experience helpful. Salary negotiable. Please contact Mrs. DiNoto at 661-1600

MEDICAL RECEPTIONIST/ ASSISTANT
for busy dermatologist office. Full time, Saturdays. Bloomfield Hills. 647-5750

MEDICAL SECRETARY experienced in billing, computers & collections. Full time position. Send resumes to: 868 Woodward Ave., Suite 305, Pontiac, Mich. 48341

MEDICAL TRANSCRIPTIONIST
Experienced, part time. Redford area. Excellent salary & working conditions. Call Barbara 532-4200

MEDICAL TRANSCRIPTIONIST
needed for busy clinic. Must have minimum 2 years experience with WordPerfect 5.1 and Lotus background needed. We are looking for an exceptional person with sophisticated knowledge, such as creating Macro's & full time job. Part time position available. Please call Rich at 573-8590

NURSE
needed part time for womens health faculty. Please call Toni at 443-0239

OCCUPATIONAL THERAPIST, REG
Full time position for pediatric multi-disciplinary team. Caseload includes Outpatient and Home care. Excellent salary/benefit package. Interested candidates call Angela R. Allen at (313)557-5440 or send resume to
Physician's Physical Therapy Services
24011 Greenfield Road
Southfield, MI. 48075

OPHTHALMIC TECHNICIAN
Needed for busy Mt. Clemens office. Full and part time positions available for experienced persons
286-3939

OPTICAL DISPENSER
LAB TECHNICIANS
needed for busy Southfield office. Full & part time flexible hours available. Call Jennifer, 344-1044

OPTOMETRIC ASSISTANT - full time, experienced, front desk & contact lens experience. 348-1330

ORAL SURGERY ASSISTANT
Full time. Excellent fringe benefits. Experience in dental preferred. Call 547-8636

ORAL SURGERY ASSISTANT
Farmington Hills office. Also available part-time in Brighton, experience preferred. 553-3280 or (Brighton) 229-9600

ORTHODONTIC Chairside Assistant, full time. Experience desirable. Pleasant personality & neatness important. Good working conditions & benefits. 435-2300

PART-TIME MEDICAL ASSISTANT
Preferably experienced. Call 557-1160 between 9:30 to 3:30 After 6pm. 644-8261

PART TIME RECEPTIONIST
With medical office experience for paced specialty office. Southfield area

PEDIATRIC OFFICE
LPN part time, will include Tues evening and every other SAM 12 Mile/Southfield Rd area. Ask for Ms Marston 559-8620

PHLEBOTOMIST-Medical Assistant needed part time in Southfield Medical office. Salary commensurate with experience. Dolores 354-4450

PHYSICAL THERAPY AIDE and PTA needed for busy W. Bloomfield clinic. Send resumes to: 6900 Orchard Lk. Rd., LL09, W. Bloomfield, 48322 or call 855-7411

PHYSICAL THERAPIST
Full or part time positions available in a certified Rehabilitation Agency. Varied caseload with orthopedic emphasis in a friendly, professional atmosphere. Contact Carolyn Zalewski at 347-8154

DMC HEALTH CARE CENTERS
WOODLAND
REHABILITATION AGENCY
41835 W 12 Mile Rd
Novi, MI. 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

SOUTHFIELD Podiatry office needs qualified hard working receptionist. Front desk - full time. Benefits. Experience necessary 557-4300

RECEPTIONIST for busy podiatrist. Experienced. Send resume to: Box 732 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

RECEPTIONIST for chiropractic office. Qualified person will have experience in fast paced environment. Full time position. Must be flexible & energetic. Send resume to 4274 Hix, Westland, Royal Oak, MI. 48072, attention: Office Manager.

RECEPTIONIST
Part time or full time. Busy pediatric clinic, Southfield area. Send resume to: 511 Pierce, Birmingham, MI 48009

RECEPTIONIST - Part time, for Garden City medical office. Send resume to: P.O. Box 1094, Garden City, MI., 48135-1094

RECEPTIONIST - Birmingham, part time evenings, 15 hrs per week. Friendly atmosphere, must type. Call or leave message. 642-3358

RN/MSW STAFF NURSE
We currently have an opening for an RN or BSW in our residential teen mother & infant parenting program. This is a part-time position which involves providing health maintenance & education to teen mothers & their infants. Candidates are a positive role for profit social service agency our day in and out staffing ($11/hr.) but we do offer flexible hours, a pleasant work environment & a competitive salary. Staff of child care workers & social workers. If you are looking for a different type of nursing experience, why not consider this opportunity. Send resume to: St. Vincent & Sarah Fisher Center, 23400 Mound Rd., Farmington Hills, MI 48334-4200
An Equal Opportunity Employer

RN - DAY SHIFT
Full time, See Mrs. Martin, Nightingale West, 8365 Newburgh Rd., Westland, MI. 522-7800

RN for BUSY PEDIATRIC OFFICE
In West Bloomfield, part time. Pleasant working conditions. Call Nancy 855-7510

RN
Full time and part time midnights for 68 bed skilled facility. Low turnover, good staffing. We offer competitive wage with LTC experience. Apply at:
Mercy Deborah, 29877 Grand Rd., Rochester Hills, MI 48307, 656-3239
An Equal Opportunity Employer

RN/MEDICAL ASSISTANT
Rochester. Experienced, pediatrics, part time. Some Saturdays. Ask for Sherry 652-2929

RN's LPN's
Variety of case management home care visits available in your local area. Adults, pediatrics, OB & IV. Flexible scheduling. Top pay. Experienced nurses should apply today!
VISITING CARE
Ann Arbor 313-930-0050
Brighton 313-229-0330
Northville 313-344-0330

RN - $20.50/HOUR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for RN's on afternoon shift. $19.50/hour or $20.50 without benefits. For details, call Mrs. Mancuso or Mrs. Subotich at 661-1600

RN- TRIAGE/ PATIENT INQUIRY
Full-time patient advocacy position available. Good written and verbal communication skills required. Interested parties should send resumes to L. Brindley.
DMC HEALTH CARE CENTERS
WOODLAND
29200 Plymouth
Livonia, MI., 48150
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer

ROBISON DENTAL IS GROWING!
Experienced Chairside Assistant
Do you relate well with people? Do you work effectively as a team member? Do you see yourself in a health profession? If so, we want to talk with you. Please call or send a resume for an interview.
Call 453-6320

SECRETARY RECEPTIONIST
for dental office in the New Center area. Computer & typing a as needed. $10 per hour plus benefits. Call today 626-5891

SUPERVISOR
UTILIZATION MANAGEMENT
Ambulatory care center seeking an experienced supervisor for QA & UR. Excellent opportunity for the right candidate. Accountable for admission, cost containment, utilization management, precertification & concurrent review. Must have good communication & analytical skills. Excellent salary/benefits package. All replies confidential, please send resume to: Box 748 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECH
Registered with fluoroscopy & mammogram experience. Call after noon & only. 425-5200

504 Help Wanted Office-Clerical

ACCOUNTANTS BOOKKEEPERS
CLERICAL DATA ENTRY
PART TIME FULL TIME
Call Accountants - we gave 20,000 professionals did in 1990!
ACCOUNTEMPS
Southfield 357-8267
Troy 524-3100

ACCOUNTING CLERK
Full time position needed for busy Birmingham office. Must have experience with Accounts Receivable/Payable, and Payroll, good phone skills, and WordPerfect skills are also required. We offer competitive salary & benefits. Send resume to: Ameritec, 30300 Telegraph, Suite 200, Birmingham, MI 48010, Attn: D.C.

ADSTRA CORPORATION
TELESERVICE REPRESENTATIVES
Do you need flexible hours?
Suburban marketing services Corporation is seeking several experienced Teleservice Representatives desiring flexible hours. Typing helpful, attention to detail, excellent phone manner & professional demeanor required.
XEROX OPERATOR - Operate 5090 Xerox. Knowledge of paper, keyline experience, minor Letter up. Full work duties, some bindery & finishing work. Hours: Mon. thru Fri. 4pm - 12 midnight. Full benefits.
PC PROGRAMMER - seeking qualified individuals with minimum 2 years programming experience. Degree in computer programming or computer science. IBM BASE experience preferred. Knowledge of Novell Networks. Accounting background & good communication skills. Full benefits including 401k.
Please send resume or apply to:
ADISTRA CORPORATION
101 Union
Plymouth MI 48170
Attn: Randy Ochal
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Advertising specialty firm, needs professional with word processing. To $9.50/hr. Call Susan at UNIFORCE 473-2933

ADMINISTRATIVE ASSISTANT
Major corporation has opening for detail orientated person with word processing and executive secretarial skills. To $9.50/hour. Call Mike Glass at UNIFORCE 357-0037

ADMINISTRATIVE ASSISTANT Duties are varied & require clerical skills in typing (45 minutes), filing. Pleasant atmosphere to work. Apply in person: Bonnie Brae Nursing Home, 1835 S. Rochester Rd., Rochester Hills

ADMINISTRATIVE ASSISTANT
SECRETARY Occasionally in the Livonia area exists for candidate who is self motivated & has excellent telephone & interpersonal skills. A minimum of 3 yrs experience required with typing skills of 65+wpm. Lotus & WordPerfect a must and Harvard Graphics a plus. Submit resume & salary requirements to: P.O. Box 530218, Livonia, MI 48151.

ADMINISTRATION - SALES
Growing computer sales/service company looking for full time Sales Administrator. Word processing experience required. Send resume including salary requirements to:
21234 Bridge Street
Southfield, MI 48034
Attn: Sales Administration

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Downtown manufacturer seeks an individual with proven work experience handling accounts payable. Basic knowledge of PCs and 10-key entry experience and light typing required. Experience with LOTUS and WordPerfect 5.0 a plus. Reply with salary requirements to:
Personnel Manager, 8486 Haber Rd., Taylor, MI 48180-3044.

ACCOUNTS PAYABLE CLERKS
needed for permanent & temporary positions. Full time experience required thru reconciliation & analysis. Computer skills a must. Lotus a plus. Call or send resume to:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 203
Southfield, MI 48075
354-2410
Agency Fee Paid

Accounts Receivable Collector
Growing computer sales/service company looking for full time collector. Experience required. Send resume including salary requirements:
21234 Bridge St.
Southfield, MI 48034
Attn. Accounting

ADMINISTRATIVE ASSISTANT
For Health Care Benefits firm. Need high energy, polished image, great telephone & phone skills, writing ability. Health Care industry experience a plus. Beautiful offices, $17-$18,000 plus incentives. Call or send resume to: Carolyn Parker, 832-1170 Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Strong typing, word processing & telephone skills. Professional.
TEMPSTAFF 645-0600

ADMINISTRATIVE ASSISTANT
Entry level position available for Corporate office of small retail chain, based in Troy. General office duties: Word processing, & PC experience preferred. Must or has mastered a salary requirements to Tool Warehouse: 3290 W. Big Beaver, Suite 310, Troy MI. 48084, Attn. K. Demeroti. Fax # 313-649-5840.

ADMINISTRATIVE ASSISTANT
Opportunity for growth oriented person for a growing financial planning company. 30 hours per week. Need excellent telephone skills, excellent personality, with some knowledge of computers. Knowledge of Social Services preferred, but not a must. Mail resume to: 3001 W. Big Beaver, Ste. 330A, Troy, MI., 48084, or FAX 313-649-2740

ADMINISTRATIVE ASSISTANT
Dependable, self-starter needed to work 25 hours per week for busy office. Accurate typing skills, phone skills, and working knowledge of WordPerfect & Excel/Lotus necessary. Previous office experience preferred. Benefits included. Send resume and salary requirements to:
Administrative Assistant Position, P.O. Box 47340, Oak Park, MI 48237

ADVERTISING/JR. SECRETARY
Word processing experience necessary. 7.50/hr. to start.
Call Irene at UNIFORCE 646-8501

ATTENTION
We need
WORD PROCESSORS
ADMINISTRATIVE ASSISTANTS
• WordPerfect 4.2-5.1
• Displaywrite 3 & 4
• Macintosh
Call Today!
Wolverine Temporaries
358-4270

AUTO DEALER/DATA ENTRY CLERK - full time position available. Apply in person only. See Molly at Troy Ford, 777 John R, Troy

AUTOMOTIVE OPPORTUNITIES!!!
at TEC... Jobs Are Plentiful...
Several new and exciting opportunities exist for top-notch Clerical & Administrative personnel. Immediate assignments available working on location at major automotive firms and supplier companies:
General Office/Clerical
Data Entry
Executive Secretaries
Receptionists
Secretaries
• Word Processors
Long & Short-Term Assignments available in areas including Ann Arbor, Detroit, Livonia, Plymouth, Troy, & Ypsilanti.
• SPECIAL NEEDS for individuals with strong knowledge of Microsoft Word, Free-Lance, Excel, &/or R-Base. Generous wage/benefits. Please call or Fax resume to
TECHNICAL ENGINEERING CONSULTANTS
313-485-3900
313-485-4218 (Fax)

BACK TO SCHOOL
BACK TO WORK
TOP WAGES FOR YOUR SKILLS
Office positions available for all of the following areas
Secretaries/Typists
Word Processors
Clerks
Receptionists
Data Entry Operators
OVERTIME PAY, HOLIDAY PAY, BONUSES,
TEMP-MED INSURANCE
Livonia 464-1200
Southfield, 352-1300
SNELLING TEMPORARIES
NEVER A FEE

BILLING CLERK - for Southfield law firm. Knowledge of Tada & Word Perfect helpful. Non smoking office. Call Susan at UNIFORCE 646-8500

BOOKKEEPER/Real Estate Developer. Experience in Accounts Payable, Accounts Receivable, Accounting thru financial statement, computer, tenant negotiation & contract. Must have property management background. Send resume to P.O. Box 180788, Utica, MI 48316
An Equal Opportunity Employer

BOOKKEEPER/SECRETARY
For busy Southfield CPA office preferred. Call Joanne 559-8 Mile, Ste 512, Southfield, MI 48075

BOOKKEEPER WANTED full or part time. Must be able to take books through trial balance and be familiar with payroll. Send resumes to Julie, 32255 Northwestern Hwy., Ste 294, Farmington Hills, MI. 48334

CLAIMS SERVICE CLERK
Entry level position available in Southfield company. Must have good organizational skills and pleasant phone manners. Send resume to Claims Service Clerk, P.O. Box 300, Southfield, MI 48037

CLERICAL
Dearborn based national company has immediate full time openings. Must type 45 wpm & have 10 key knowledge. Great working conditions. For an appointment call Debbie, 7am-12noon, 277-8811 ext 314
An Equal Opportunity Employer

CLERICAL
FULL & PART TIME
Positions available at our corporate headquarters in Plymouth. Applicants should have previous office clerical experience, good written math aptitude, and good oral communication skills. Data entry experience or accounting knowledge desirable.
We have both full & part time day positions available. We offer competitive benefits & a generous merchandise discount. To explore this further, call Mrs. Mann at 451-5225
Winkelman's
An Equal Opportunity Employer

CLERICAL
To $17,000
Major company seeks purchasing clerk with computer experience
Benefits
Send resume or call
UNIVERSITY RECRUITERS CO
27180 Novi Road, Ste 108
Novi, MI 48377-3437
Art Lees Co. Paid 344-6700

504 Help Wanted Office-Clerical

BOOKKEEPERS
Formar Rudzewicz & Co., 1 of Michigans largest independent CPA firms, currently has several clients seeking to hire experienced F/C bookkeepers & payroll managers. Available positions include 3 metro Detroit and 1 Oakland County based distribution company, Mt. Clemens Manufacturing Co., a Birmingham art dealer, A.J. reply's had in strickest confidence. If interested, please call Jeanette Fischer, Rudzewicz & Co., 29300 American Dr., Bldg. 200, Southfield, MI 48076. An Equal Opportunity Employer.

CITY OF ROYAL OAK
TEMPORARY CONSTRUCTION OFFICE CLERK
$13 PER HOUR
A Temporary construction office clerk position is open for a major federally funded road re-construction project. Minimum of 2 years construction office clerk or related experience required. Must be able to understand construction plans & specifications with knowledge of construction materials & methods. Excellent Math, Geometry, writing, & communication skills. Computer skills required. Experience with Michigan Department of Transportation road projects preferred. Fill out Application at: Personnel Department, 21601 Civic Center Dr., P.O. Box 64, Royal Oak, MI. 48068-0064. Application Deadline is Friday, 9/6/91.
An Equal Opportunity Employer

CLERICAL- Full & part time positions, days, afternoons, evenings & weekends. Experience desired. Southfield area. Call 568-5320

CLERICAL HELP Needed for busy office. Must have excellent typing skills and good telephone skills. Light bookkeeping duties. Call 34506 Glendale, Livonia, near Stark & Schoolcraft.

CLERICAL/MARKETING
A national company is looking for an individual who is a self-starter and has good telephone skills to fill a position in our Southfield office. Insurance experience preferred. Must have good clerical skills, good typing and be able to use a 10-key adding machine. PC computer experience a plus. In addition this person will be doing telemarketing to promote the premium finance business. Excellent employee benefits. Call Jerry W.: 354-0206

CLERICAL
Must have office experience. Billing/sales background helpful.
222-0215

CLERICAL
(Part-Time, 4 Days)
Permanent part-time position available immediately in beautiful Southfield office. Duties consist of filing, compiling information for reports & assisting in accounts payable activities. Must possess aptitude for detail & figure work. Accounting background preferred. Hours: 8:15am-4:30pm, flexible schedule. Reply to
CLERICAL/PART-TIME
P.O. BOX 2221
SOUTHFIELD, MI. 48037

COLLECTOR: Do you like challenges? Can you handle a fast paced atmosphere? Are you goal oriented? If the answer is yes, then you may be the collection person we seek. Please forward resume and salary history to: AB, P.O. Box 8064, Farmington Hills, MI 48333-9056.

CRESTWOOD SCHOOL DISTRICT
is seeking to fill secretarial position. Please send letter/resume by Friday, Sept. 6th to: Crestwood Business Office, 1501 North Beech Daly, Dearborn Heights, MI 48127

CUSTOMER SERVICE Representative - Experienced in large commercial line P & C insurance for agency located in Southfield. Good communication skills essential as well as computer skills. Excellent salary & benefits. Send resume to: P.O. Box 2004, Southfield MI 48037

CUSTOMER SERVICE CLERK
Entry level position available in Southfield company. Must have good organizational skills and pleasant phone manners. Send resume to Customer Service Clerk, P.O. Box 300, Southfield, MI. 48037.

CUSTOMER SERVICE representative needed in Novi area. Flexible hours. Previous experience as cashier helpful. Good telephone skills and computer knowledge a plus. Must be between 18-21 years old and live in Wayne County (not Detroit). Call for appt. 464-1606
An Equal Opportunity Employer

CUSTOMER SERVICE SECRETARY
Company is willing to trade good pay, excellent benefits and a nice working climate in exchange for your skills, experience and desire to be part of the team. Heating & cooling distributor plus. Light, 464-0908
SNELLING PERSONNEL SERVICES

CUSTOMER SERVICE REP
Detroit based manufacturing firm is seeking a mature individual with at least 2 yrs experience in customer service & sales. Successful candidate must have excellent telephone & communication skills, proficient computer skills, clerical duties involved. No phone calls please. Send resumes to: Lincoln Brass Works, 2051 Rosa Parks Blvd, Detroit, MI 48216, Attn: Personnel Dept.

DATA ENTRY CLERK
Part time opportunity for full time position. Must possess good math/communication skills. Self-starter with Data Entry experience, dependable. Great career opportunity. Excellent benefits. Apply in person: Trading Times, 32615 Folsom Rd., Farmington Hills, or call 474-2643
ASK FOR JULIANTA

DISCOVERY BUSINESS Systems, Inc. needs responsible person with pleasant phone manners, typing & some computer skills. Call Lisa for interview Mon-Fri, 8:30-4:30 at 569-1272

DISPLAYWRITE IV
Experienced executive secretary. Fortune 500. Up to $20,000/year. Call Susan at UNIFORCE 646-8500

EDITORIAL Receptionist/Client Coordinator needed for a unique financial services firm. Beginning salary $5 per hour with benefits. Please call for information. 737-7090

EXECUTIVE SECRETARY
For electronics company located in Farmington Hills area. Looking for experienced individual with strong organizational, secretarial and communications skills. Proficiency in WordPerfect, Lotus, etc. preferred. Excellent benefits. Resume & salary requirements to
Personnel Manager
P.O. Box 2000
Bloomfield Hills MI. 48303-2000
Affirmative Action Employer

EXECUTIVE SECRETARY
Personal Secretary to CEO. Computerized bookkeeping experience / word processing experience. Full time. Mon.-Fri., 8:30-5. Benefits. Wage negotiated. Resume to Box 700, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FURNITURE TYPE All around general office duties, clerical & bookkeeping, computer experience a plus. Part-time/full-time, flexible hours to ability. Ask for Pat. 278-8080

HELP DESK representatives needed in Livonia. Must have good telephone skills and basic typing ability. Exposure to IBM PC's a plus. If you are a mature 18-21 year old and live in Wayne County (not Detroit), call for appt. 464-1606
An Equal Opportunity Employer

Inventory Control
Order Processing Clerk
Experienced individual required for data entry, order expediting and order processing responsibilities in a high-volume purchasing and accounting environment.
The individual selected has good communications and is organized and accurate. Previous experience on an IBM-PC is a must.
We offer a competitive starting salary, excellent fringe benefits and regular compensation incentives based on perform