EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Are you looking for a professional responsibility, status & challenge in a practice where you will have your own operatory, work with a most up to date equipment, & actually have a say about patient treatment?
For full time hygiene with a future in a Northwest suburb & for commensurate salary & benefits, call:
357-3180

DENTAL HYGIENIST - PART TIME
Our quality dental office is seeking an enthusiastic, motivated and thorough Hygienist to join our team oriented family practice. Please call Pam 425-8300

Dr. Robert VanDeVelde

DENTAL HYGIENIST
For 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 563-2610

DENTAL HYGIENIST
Would you like to work 4 days?
Experienced Dental Hygienist needed for caring, conservative general practice. Good pay for enthusiastic individual for proper patient care and verbal skills. Call 359-3730

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

DENTAL HYGIENIST - LIVONIA
Our periodontal practice announces an excellent career opportunity for a Dental Hygienist. The ideal candidate should be bright, energetic and have minimum 2 years experience. We offer a full time position with excellent benefits, salary, evening hours, or Sat. Please join our team where employees are truly appreciated for their commitment and talent. Call Debi, 522-7314

DENTAL OFFICE MANAGER
Large dental group practice has an experienced manager. Salary & benefits negotiable, dependent on experience. Send resumes to:
3230 W. Big Beaver Rd., Suite 108
Troy, MI 48084

DENTAL OFFICE MANAGER
Experienced in billing & collection preferred. Mon-Thurs, 8-5pm. Salary. Dearborn Hts area. 277-3068

DENTAL RECEPTIONIST
Aggressive, looking to get into sales & customer service. Our business is looking for a person who comply with the new OSHA regulations. Full or part time.
Protective Products Inc., 552-0800

DENTAL RECEPTIONIST
Looking for an energetic person with some experience to be our Receptionist in Westland. 334-3200

DIETARY AIDE
Part time evenings

RN
Part-time day shift

Please apply in person:
Bedford Villa Nursing Care
16245 Nine Mile Road
Southfield, MI 48076
An Equal Opportunity Employer

FASHION INSPECTOR
Exciting opportunity to begin a new program in a well-respected health care company serving the elderly. If you are creative and energetic and seek an opportunity to use these skills, this position is for you. Part time occasional weekends & holidays required. Previous experience preferred, but degree required.
Send letter or resume to:
Nancy Adams
3500 W. Maple 2nd
Rochester Hills, MI 48309

HOME HEALTH AIDES
Needed for variety of positions in Novi, Plymouth & surrounding areas. Payroll assistance or certification required. Call Visiting Care today.
313-344-0234 313-228-0320
313-459-0050
1(800) 837-7823

HYGIENIST WANTED - American Dental Laser is looking for a dental hygienist/assistant to sell seminars to dentists, must have sales experience as well as dental experience. College degree preferred. Excellent salary & benefits. 649-0000

TOP MEDICAL GROUP ADMINISTRATOR

Expanding medical practice with several locations in the Metropolitan Detroit area has an immediate opening for a take-charge individual with excellent operations, finance & personnel skills. MBA, MHA or CPA with 5 or more years of diversified health care experience, including medical group practice, preferred. Competitive salary & fringe benefits. Send resume, including salary history to:

Box 812
Observer & Eccentric
36251 Schoolcraft
Livonia, MI 48154

AMICARE HOME HEALTHCARE

REGIONAL INFUSION MANAGER

If you're looking for a rewarding career opportunity, explore a position with Amicare Home Healthcare. We are a rapidly expanding multi-site home health company sponsored by the Sisters of Mercy. Right now, we have a unique opportunity for a Regional Infusion Manager to coordinate the intravenous therapy program for all Amicare Divisions in the Michigan area.

This position requires well-developed verbal communication and organizational skills to determine the full extent of home care utilization appropriate for each patient based on individual health care needs and reimbursement sources.

To qualify you must have a current RN registration with the Michigan State Board of Nursing. Experience in marketing and a minimum of two years' experience in home IV therapy required. Position requires the ability to travel. To apply, please send your resume to: **Human Resources Manager, Amicare Home Healthcare, 34605 Twelve Mile Road, Farmington Hills, MI 48331-3221.** Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer.

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST/Billing Clerk. We are looking for a personable, energetic, take-charge kind of person to work full time in our growing Farmington Hills office.
Call Dr. Cantrell. 553-3688

DENTAL TECHNICIAN
C & B model and die maker. Experienced. Part time or full. Also orthodontic and/or finishing experience helpful. Days or Eves.
626-8330

ENERGETIC MOTIVATED PERSON for chiropractic office, needs basic office skills. Flexible hours - 20-30 hours per week. Livonia. 462-2262

EXPERIENCED SURGICAL BOARDER with neuromas billing knowledge for an OB/GYN practice. Full time. Call 647-8222

HEALTH CARE MANAGER
Mental health/substance abuse clinic to seek experienced Manager of front office staff. Strong people skills. Experience with personnel and JCAHO and OSHA helpful. Send resume to: P. O. Box 1092, Bloomfield Hills, MI, 48303.

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

HYGIENIST needed for friendly Farmington Hills office. Saturdays, excellent pay.
553-4500

IN-SERVICE COORDINATOR

RN or LPN - Must have previous in-service experience in long term care setting.

Please call for a personal interview:
Jill Rogers, RN, DON, Medicock Healthcare Center, 355-8450

LIVONIA DERMOTOLOGY office needs full time medical assistant. Benefits include health insurance, paid holidays & vacations. Experience necessary. send resume to: 29200 Vassar, #300, Livonia, MI. 48152 or call 477-7022

LPN, or MA, experienced, 4 days a week, busy pediatric/internist's office, NE Troy, Long Lake at Rochester Rd. 689-2900

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 position for busy multi physician internal medicine practice in Livonia. Experience preferred. Call Wendy, Freedom Medical Clinic, Mon.-Fri. 10am-2pm: 476-4724

LPN'S
Immediate openings for all shifts. Competitive wages. Immediate payment. 591-4344

LPN'S NEEDED-In-Oakland County for Private Duty Home Care. All shifts available. Call Personal Health Care of Michigan, Royal Oak Office. 398-4400

LPN'S/RN'S Private Duty Immediate openings

- Day Shift, 9am-4pm for Pediatric patients in Livonia area
- Midnight shift for Vent dependent pediatric case in Troy
- 4 hour day shift, 10am-2pm for Vent dependent adult in Pontiac
- Part-time 6pm-12midnight & 12midnight-6am for Vent dependent young adult in Redford

For personal interview call Mon - Fri, 7am-2pm, ask for Julie. Competitive rates/benefits.

METROSTAFF
HEALTH CARE SERVICES
559-0345
1(800) 837-7823

NOVI-Specialist's office needs experienced medical receptionist, 6 hrs. per week - Wed. Patient contact, set up appointments & lab tests. Ask for Sandy 586-1770 641-9092

MEDICAL ASSISTANT - Busy OB/GYN Southfield office. Full time. Experience preferred. Call Barbara between 8am-12 noon: 358-5904

502 Help Wanted Dental-Medical

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. Substitch at 661-1800

MEDICAL ASSISTANT - part time, must be experienced, busy family practice in Novi area.
476-0035

MEDICAL ASSISTANT
Experienced, part time.
451-0070

MEDICAL ASSISTANT
For International Center in Mon., Wed., Fri. Experience preferred in Venipuncture, EKG & X-Ray.
Madison Heights 548-9860

MEDICAL ASSISTANT
For a busy Westland dermatology practice. Full time. Experience preferred. Send resume to: N. Winter, 2999 E. Big Beaver, Troy, MI 48083.

MEDICAL ASSISTANT - Part time, 2 days a week. OB/GYN office. Experience is a must. Write: Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANTS
Needed at 2 locations, including front, with preference of OB/GYN experience. Top dollar. Full time or part time available. Call Pam at Tempro Medical 443-5590

MEDICAL ASSISTANT
Permanent part time Med Assistant needed for South Livonia podiatry office. 15 hours per week. Must be flexible. Experience not necessary, but preferred. Willing to train the right person. Call Mon-Wed only. 591-3314

MEDICAL ASSISTANT
Requirements: professionalism, must be graduate of reputable school, at least 2 yrs. working experience in an doctor's office with good reference. Must know vina puncture, EKG, typing, Medicare. Excellent opportunities available. Ask for Sherry.
398-8083

MEDICAL ASSISTANT - part time (18 - 20 hrs.) Cardiology. Must have minimum 2 years experience.
652-9858

MEDICAL BILLERS
Diversified clinic needs experienced billers immediately. To $9/hr.
Call Maria at UNIFORCE 357-0641

MEDICAL BILLERS
Physician billing on MDS. Some insuring. Major suburban hospital, outpatient clinics. 3 locations available, including Troy, Beth, Tempro Medical 443-5590

MEDICAL BILLER
experienced individual with strong follow up background, familiar with MBS system, dermatology experience preferred. Good benefits, salary negotiable, send resume to:
Billing Position, 32841 Middlebelt, #413, Farmington Hills, MI. 48334
Attn. Ms Wallace

MEDICAL BILLER
Medical biller needed for rapidly growing physical therapy office. Must have physical therapy billing experience and be able to work independently processing, statusing and following up claims using manual and computer systems. Must be a detail oriented, organized, analytical, effective, communicator, competitive salary and benefit package. Send resume to:
Emily Gibson
Ann Arbor Physical Therapy
3001 Plymouth Rd.
Ann Arbor, MI. 48105
An Equal Opportunity Employer

MEDICAL CLERK
No experience necessary.
Pontiac Area. Call 334-9490

MEDICAL OFFICE STAFF
Ready to start interviewing? We have the best Openings for Billers, Receptionists, Medical Assistants (Full/Part time). Pick Contact
Patty Reitzig 932-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI, 48334

MEDICAL RECEPTIONIST Secretary. Full-time, minimum 2 yrs. experience necessary. Busy family practice in Novi area. 476-0035

MEDICAL RECEPTIONIST
Immediate opening. Merry Care, Inc., Rochester Hills and Farmington. Experience preferred. 852-6100

MEDICAL RECEPTIONIST
OB/GYN office in Wayne. Full time position. Experience helpful, but not necessary. Call Colleen: 721-0707

MEDICAL RECEPTIONIST
Experienced, for growing practice in Royal Oak. Must have good references. Ask for Arlene. 399-9083

MEDICAL RECEPTIONIST
16 to 20 hours per week. 1 to 2 years experience. Call Brenda
354-5830

MEDICAL RECEPTIONIST/ ASSISTANT
For busy dermatologist office. Experience preferred. Full time, Saturdays. Bloomfield Hills 647-0750

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. Call Lynda. 476-7095

MEDICAL RECEPTIONIST
Full time for busy dermatology office in Southfield. Approximately 45 hrs. per week include Mon. evening, Thurs. evening & Saturday morning. Duties are: Scheduling appointments, filing, typing & computer. Medical experience preferred. 569-1858

502 Help Wanted Dental-Medical

MEDICAL ASSISTANTS
1-2 years experience needed for these major facilities. Must know EKG and phlebotomy. X-ray helpful. Pay commensurate. $12.00-$13.00 per month. Call Melinda, Tempro Medical. 443-5590

MEDICAL BILLERS RECEPTIONISTS
Experienced (MBS preferred) staff. Positions available for temporary, part-time, career advancement.
Call
Kathryn Allen
Medical Staff Placement.
(313) 932-1400

MEDICAL RECEPTIONIST, experienced. Ask for Kathy, for OB/GYN office in West Bloomfield. Must have billing and computer skills. Call Michelle, Mon-Fri, 9-6. 855-6630

MEDICAL RECRUITER, experience helpful but not necessary. Degree a plus. In-house training, top commissions, 100% plus 1st yr.
Call for appt. 647-6675
J. R. Wood Assoc. Inc

MEDICAL Secretary/Receptionist. Experienced. Excellent salary & benefits. Full time. Southfield Area. Call Nancy. 353-7700

MEDICAL SECRETARY - Part Time. Medical background preferred. Front desk experience. Good clerical skills & pleasant phone manner. 471-7110

MEDICAL SECRETARY
Full time position with a busy ophthalmologist in the Detroit Medical Center. Applicant must have good secretarial and organizational skills and be a self-starter. Knowledge of Macintosh Microsoft Word is necessary. Salary range $18,000 to $23,000 with benefits. We are An Equal Opportunity Employer. Send resume to Box #810, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MED-BURG
Presents
SUPPLEMENTAL STAFFING
- Suburban/Downtown Wayne Hospital
- Flexible schedule
- Competitive pay
- Professional environment

(following orientation)
For more information & to apply contact Gloria or Marilyn.
981-8829

MT/MT for private lab in Farmington. Chemistry background. Day shift position. For information call after 8:30am. 540-3044

NURSE AIDE - Experienced. References required. Private home. $6 per hour. Birmingham area.
363-0631

NURSE
Long term care facility known for providing quality care is seeking part time 11 and full time 3-11 positions. Must be RN. Must be able to manage nursing unit and accept responsibility. Benefits for full time. Come see what Peachwood Inn is, you'll be impressed. Call Diane or Sue. 852-7800

NURSING ASSISTANT - full time. Must be certified. Excellent wage & benefit package. Apply in person Mon-Fri. 9-4: St. Jude Convalescent Ctr., 34350 Ann Arbor, Livonia

ORAL SURGERY ASSISTANT
Full time. Excellent fringe benefits. Experience in dental preferred. Call 847-8838

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

PHYSICAL THERAPISTS
Part time, full time, and contracted licensed physical therapists needed to work at physical therapy outpatient facility. If you want to work with a small group of people providing high quality care, contact:
Kathy Kerr, (313) 832-1100 ext. 252
Or send resume:
Detroit Institute for Children
5447 Woodward
Detroit, MI 48202
An Equal Opportunity Employer

PHYSICAL THERAPY AIDE.
No training required.
Westland Clinic.
728-2130

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

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

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

PSYCHIATRIC RN
Part-time, Mon thru Fri. Adolescent Unit. Contact Cindy, 474-3500
ADAPTIVE MINDS 471-3500

RECEPTIONIST
Part time or full time. Busy pediatrics' office. Salary negotiable. 511 Pierce, Birmingham, MI 48009

RECEPTIONIST NEEDED for Livonia physicians office. Part time or full time. Excellent benefits.
Call 464-9200

RECEPTIONIST needed for pediatric office in Southfield. Full or part time. Call Diane
353-5357

RN - DAY SHIFT
Full time. See Mrs. Martin. Nightingale West, 8383 Newburgh Rd., Westland, MI., near Joy Rd

502 Help Wanted Dental-Medical

PHYSICAL THERAPY AIDE AND PTA
For busy W. Bloomfield clinic. Send resume to: 6800 Orchard Lake Rd., W. Bloomfield, 48322 855-7411

RADIOLOGY TECHNICIANS, Nuclear Medicine & Radiography for temporary technical service company. Excellent pay for the right person. Call Cam-Tech for application & interview. 261-1373

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

m

Cranbrook
Hospice Care
Troy, MI.

STAFF RNS

Amicare Hospice Services, Inc. is seeking full-time Staff RNs who desire to make a real difference in the care of terminally ill patients.

You will be responsible for case management of patient care with a hospice team using a family-team approach. Current licensure and recent acute care or home aprroach, current licensure and recent acute care or home care experience required. Hospice experience preferred. Position includes on-call duties.

Amicare can match your skills with a competitive salary and benefits package. For immediate consideration call (313)543-8453 or send your resume to:

Amicare Hospice
Services, Inc.
Personnel
2555 Crooks Rd.
Troy, MI. 48084

Achieving Workforce Diversity through Equal Opportunity/ Affirmative Action Employer.

RN, Director of Nursing Services for management team is seeking a professional Nurse, who takes pride in their ability to lead and motivate the nursing team. The qualified candidate must possess the excellent organizational and management skills required to provide high quality programs and to effect change for the ongoing improvement of our nursing staff and long term care experience desired. As a leading facility of a long term care organization, you will be compensated with an excellent wage and benefit package. Send resume, in confidence to:
Box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

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

RNs/LPNs
How about a career in Dermatology? No stress, wonderful atmosphere, great pay and much more. Approximately 20 hr. wk. If interested, please call Kathy Collins, RN, ADON 459-8100 or 557-7800

RN's - $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. Substitch at 661-1800

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
WOODWARD
29320 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 to others? 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 phone to arrange a confidential interview.
453-6370

SOCIAL WORKER/Activities Director - Full time position available in 120 bed facility in Livonia area. Must have degree in social work and skills in planning/implementing an activities program for elderly residents. Send resume to: Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TRANSCRIPTIONISTS LIMITED
Seeks qualified medical transcriptionist. Must be highly skilled in all phases (OR, DS, CON, foreign dictation) with 2 years minimum experience. Full or part time. Afternoons or weekends preferred. Farmington 471-6896

X-RAY TECHNICIAN
Part-time/continuingent technician needed for suburban office practice. Apply in person: Radiology, 15901 W. 9 Mile Rd., Suite 110, Southfield, MI 48075

X-RAY TECHNOLOGIST
Part time for Heldand clinic. Tues., 4pm-8pm, Sat., 8am-2pm, Sun., 9am-1pm. Call Leanne 538-3800 ext 35

X-RAY TECH, registered or eligible to work in doctor's office part time. Doctor's area, some evenings & Saturdays 642-2342

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Immediate opening for entry level Accounting Clerk. Responsible for accounts payable, auditing, input of all cost information & expense reports, plus track daily sales units & postage costs. PC & practical experience required.
Forward resume including salary requirements in confidence to:
Automated Marketing Systems
26533 Evergreen, Suite 400-2
Southfield, MI 48076
Attention: B. Hendrix

ACCOUNTS PAYABLE CLERK
Fast-paced W. Bloomfield property management company seeks AP accounts Payable Clerk with the following qualifications: 3 years experience, good organizational skills, knowledge Lotus System, typing 50 wpm. Send resume and salary requirements to Box 786, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK for small manufacturing company. Minimum 1 year experience required. Computer skills necessary. Southfield location. Call between 9am - 12 noon 353-0443

ADMINISTRATIVE ASSISTANT - Major corporation has opening for detail orientated person with word processing and executive secretarial skills. $8-$9.50/hr. Call Mrs. Stern at UNIFORCE 357-0037

ADMINISTRATIVE ASSISTANT - part time opportunity for 1 year with 500 executive. Experience with word on Macintosh. Now. Up to $8.50/hr. Call Susan at UNIFORCE 473-2931

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Full time for Oak Park Health Care Agency. 2 yrs. accounts Payable experience, high school graduate, attention to detail, accuracy required. Excellent benefits, competitive salary. 968-2300

ACCOUNTS
PAYABLE CLERKS
Immediate openings for temporary positions. Full function experience required. $5.00/hr. Apply in person: Bordines, Computer skills a must. Lotus a plus. Call or send resume to:

ACCOUNTANTS ONE
24133 Northwestern, Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

ADMINISTRATIVE ASSISTANT
Duties are varied & require clerical skills in typing, filing, minutes, filing. Pleasant atmosphere to work. Apply in person: Bordines, Better Blooms, 16315 S. Rochester Rd., Rochester Hills

Administrative
Assistants
Word Processors

CAREER DAY

ENTECH
SERVICES, INC.

Saturday
September 14, 1991
9 a.m. to 1 p.m.

Join us to discuss CAREER OPPORTUNITIES with the "BIG 3" in Detroit. We will be accepting applications and conducting personal interviews. Bring your resume!
2 years experience in the above fields required.

100 Renaissance Center
Suite 2180
Detroit, Michigan

ADMINISTRATOR - SALES
Growth oriented data processing service company looking for full time Sales Administrator. Word processing experience required. Send resume including salary requirements to:
21236 Bridge Street
Southfield, MI 48034
Attn: Sales Administration

ADVERTISING/JR. SECRETARY
Word processing experience necessary in creative atmosphere. $7.50/hr to start. Call Rene at UNIFORCE 645-8581

ADVERTISING SECRETARY
Part time. Flexible 20 hours per week. Early in level. Duties include statistical typing, mailing lists and updates, good organizational skills and people oriented. Send resume in confidence to:
Office Manager
21415 Civic Center, Suite 308
Southfield, MI 48076
(No calls, please)

ANSWERING/TYPING SERVICE
Receptionist needed for Novi area winter months for absentee owner. Southfield location 352-9540

ATTENTION
Office Personnel

We are recruiting quality personnel for a variety of temporary assignments and opportunities for permanent positions in the following classifications:

- Data Entry Clerks - (9,000 kph)
- Secretaries - (55 ± wpm)
- Word Processors - (All software)

TOP PAY & BENEFITS
Call today for a personal interview

CORPORATE
PERSONNEL
SERVICES
BERKLEY: 398-8960
LIVONIA: 261-1120
FOX HOTEL

ATTENTION
We need
WORD PROCESSORS
ADMINISTRATIVE ASSISTANTS
- WordPerfect 4.2-5.1
- Displaywrite 3 & 4
- Macintosh

Call Today!
Wolverine Temporaries
358-4270

AUTO DEALERSHIP
looking for office manager with some dealership experience for cashier's office. Accounts Receivable experience helpful. Apply at Joe Parsons Chevrolet, 28111 Telegraph, Southfield 355-4000

BILL OF MATERIALS
COORDINATOR

Automotive OEM supplier is seeking a candidate for its corporate Bill of Materials Dept. Qualified candidates must have experience with IBM PC, Lotus 1-2-3 and like working with numbers. Educational needs plus Comparative salary, 401K, medical & dental benefits. Resume & cover letter must be received by Sept. 16, 1991. Mail to: Human Resources Dept., P.O. Box 189, Southfield, MI 48037-0189
An Equal Opportunity Employer

BOOKKEEPER Accounting computer knowledge and Lotus skills desirable. Accounts payable & payroll. Excellent benefits. Benefits organization. Dental, Vacation. Non smoker. Mail or fax resume are accepted without salary requirements. Send resumes to Box 802 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FULL TIME
Take charge type for small Southfield area credit union. Familiarity with Cleary 2000 system desirable. Duties include: Daily entries & balancing of ACH, ATM, VISA, Direct Deposits, Central Corporate Credit Union Accounts, etc. Liberal wage & benefit package. Send resume to:
Credit Union, P.O. Box 227,
Southfield, MI 48037-0227

BOOKKEEPER
Growing Novi area insurance/medical review company desires bookkeeper. Proven experience and knowledge of basic accounting skills. Two year college education preferred. Some experience FASTB Accounting System a plus. Send resume to: Art Controller, 39555 Orchard Hill Place Dr., Novi, MI. 48376

BOOKKEEPER
Manufacturing company in Wayne needs an experienced bookkeeper. Competitive compensation with an established company.
Call 8:30AM-3PM weekdays for an appointment
326-1801

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

504 Help Wanted Office-Clerical

BIRMINGHAM COMPANY has full time entry level position for reliable individual. Applicant must bring general office & good math skills. ERT experience helpful but will train. Call between 9am-4pm: 645-0550

BOOKKEEPER/Computer Operator
For YMCA business office. Minimum of an associates degree & 3 years prior experience in business related and necessary. Computer system operation & knowledge of Lotus 123 is required. $13,000/year with full benefits. Apply at: 28100 Farmington Road, 1 a Mile N. of 13 Mile

BOOKKEEPER - CPA firm seeking applicant for a client located in NW Oakland County. Please send resume to: BB & Q, 1471 B. Woodward, Suite 110, Bloomfield Hills, MI., 48302.

BOOKKEEPER/Secretary, Full time. With computer skills, mature, and friendly personality. Call Bob, Construction & Management Co. CALL: 626-1940

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. Duties include construction office clerk or related as required. Applicant must be able to understand construction plans & specifications and have knowledge of construction materials & methods. Excellent Math, Geography, writing, record keeping & organizational skills required. Experience with Michigan Department of Transportation road projects preferred. Fill out Application at: Personnel Department, 211 Williams St., P.O. Box 64, Royal Oak, MI 48068-0064. By Mon., Sept. 16, 1991. 546-6325
An Equal Opportunity Employer

CLERICAL CAREERS
Join the Troy office of Geraghty & Miller, Inc., a rapidly growing, nationwide leader in the environmental services community. We are current, energetic, professional, career-minded individuals for the following full time opportunities:

Word Processor
Self-motivated, detail-oriented professional possessing excellent typing (60 WPM) and grammatical skills to handle a variety of projects. Extensive knowledge of Word Perfect 5.1 and Lotus 1-2-3 is essential.

Receptionist
Requires a minimum of five year's experience, a pleasant telephone manner and the ability to handle a variety of general office duties.

We offer an excellent starting salary and comprehensive benefits in a fast-paced, congenial environment. For immediate consideration, please send your resume to the appropriate position of interest, in complete confidence.

Geraghty & Miller, Inc.
50 West Big Beaver Road, Suite 245
Troy, Michigan, 48084
Equal Opportunity Employer M/F

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, 8am-12 noon, 277-0671 ext 314
An Equal Opportunity Employer

CLERICAL/MARKETING
A national company is looking for an individual who is a self starter and has 1 year telephone sales to fill a position in its premium finance computer department. Computer experience helpful. Must have good clerical skills, good typing and be able to work well in a fast adding machine. PC computer experience a plus. Work process flow chart so will be doing telemarketing to promote the premium finance business. Excellent employee benefits. Call Jerry W.: 354-0208

Clerical Opportunities

Nissan Research & Development, Inc. a leading expanding Michigan based automotive company, seeking to add to our clerical staff at both our Ann Arbor and Farmington Hills facility. Positions available include answering phones, filing, word processing, typing 35 plus wpm, and IBM computer & plus Two years office experience desired. We offer competitive salary/benefits package including tuition reimbursement and car leasing programs. If interested, please forward a resume, in confidence to

NISSAN
RESEARCH &
DEVELOPMENT
Human Resource - CP
1959 Midway
Plymouth, MI 48170-8035

Equal Opportunity Employer M/F/H
No Phone Calls Please

CLERICAL/SECRETARIAL position for good phone sales, Westland area. 352-9040

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast-paced accounting environment. Candidates must be able to work accurately under pressure, able to work with Write Perfect, and have hands-on Word Star &/or Word Perfect experience. This position is for a motivated, hard working, who is willing to accept challenges. Position provides for a complete salary & benefit package. Qualified candidates forward resume in confidence to:
Clerical Support
P O Box 779
Detroit, MI 48231

CLERK, TYPIST - Attorney's in Farmington Hills will train for their office. Typing & adding skills necessary. Salary range $4.50 per hr. with regular increases 855-8342

CLERK TYPIST
Very busy office needs a Clerk Typist with computer background $12,000 & benefits. Send resume to Brown & Co., 29777 Telegraph Road, Suite 1555, Southfield, MI., 48034

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

DATA ENTRY
Busy manufacturer needs qualified inventory clerk. Up to $7/hr.
Call Dottie at UNIFORCE 646-6501

CUSTOMER
SERVICE
$13,000-$16,000 FEE PAID
Growing Troy manufacturer seeks self firm others great benefits, work Detroit hours (but by 4:30) and we promise to prove yourself. If you can type 55 wpm, and have some previous experience, call Mary-Pat at 851-3660 Hurry!
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

20 DATA ENTRY CLERKS
WORD PROCESSORS
Needed immediately for short and long term assignments. Data entry clerks must key 12,000 keystrokes per hour and word processors must possess knowledge of Display Write 4, Multi mate or MicroSoftword typing 50wpm. Call now and schedule an appointment!
FOSTER-DAVIS
Temporary Personnel, Inc
559-2700

DATA ENTRY
Entry level, will train. Typing, phone 40 hrs wk. Northwest Detroit area. Send resume to Box 8 786, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CLERK/TYPIST
Assertive, energetic, self-starting individual needed for Medical Care Agency located in the Oakland/Macomb area.
Two years office experience preferred with Word-Perfect knowledge and typing skills of 55 words per minute accurately. Switchboard and light bookkeeping knowledge a plus! Competitive salary/benefit package offered.

Send resume and salary history to:
Personnel
P. O. Box 780207
Lathrup Village, MI 48078

CUSTOMER SERVICE representative needed in Novi area. Flexible hours. Previous experience in telephone sales, 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. 464-1660
An Equal Opportunity Employer

CUSTOMER
SERVICE
SECRETARY
Advancement, security and great benefits are offered in this position with a great company. Looking for someone with pleasant personality and good word processing skills. Call Lynn now! 464-0909
SNELLING PERSONNEL SERVICES

DATA ENTRY
Growing company has immediate opening for professional, proficient data clerk. Must be accurate, in downtown Detroit or N.W. suburbs. 528-6150

DATA ENTRY - Immediate full time for specialty health care benefits company in Southfield area. Experience with medical/podiatry background preferred. Excellent benefits. Salary commensurate. Send resume to: P.O. Box 780547, Lathrup Village, MI 48076.

DATA ENTRY
KEYPUNCH OPERATORS
Marketing services department. Typing in Livonia seeking experienced data entry and keypunch operators to fill full-time day and afternoon positions. High degree of accuracy & speed a must. Good pay and benefits await qualified candidates. To set up an appointment to take a skills test, call: 261-8220

Data Entry Processors
Immediate openings for full-time or part-time Data Entry Processors for dynamic high growth Southfield based dental care company. Data entry experience a plus! We will be looking for accurate and speed. If you are qualified and are looking for a new challenge, please call Jeanne at 559-0345 salary history to Data Entry/Personnel, 2000 Town Center, Suite 1900, Southfield, MI 48075.
Please specify if applying for full or part time position.
An Equal Opportunity Employer

DATA ENTRY
Wordperfect experience only. Assist in corporate direction in excellent career opportunity. 565-3500

DATA ENTRY
$ $ $ $
Excellent opportunities for experienced data entry clerks. Minimum of 35 wpm typing. Long-term assignments in Troy, Livonia, Plymouth, and Farmington Hills.
ARBOR TEMPS 459-1166

DATA PROCESSING
SHIPPING TYPIST
Full time, pleasant people oriented mail order company. Duties include shipping, typing, computer data entry and various computer work. Knowledge of Lotus & Word processing helpful. Come phone duty on occasion. Must be efficient. Benefits. Apply in person at:
Color Custom Livonia, 38700 Plymouth Rd., Livonia (Plymouth)

DISPLAYWRITE
Executive secretary for Fortune 500 high-tech company. Up to $20,000/yr. Call Susan at UNIFORCE 646-8500

EDUCATIONAL COORDINATOR
LIVONIA AREA
Complete academic records clerical/technical processors for operation of off-campus academic program. Educational Background required: Associates degree and 3 years qualifying experience including excellent interpersonal skills, accurate typing and demonstrated ability to deal with the public. Prefer previous supervisory experience. Personal Computer experience required. Minimum $9.71 per hour. Excellent benefits. Send resume to:
OC-4
Central Michigan University
755 W. Big Beaver Rd., Suite 222
Troy, MI. 48084
Or 9-16-91
Encourage diversity, and reserves to provide equal opportunity regardless of race, sex, handicap, sexual orientation or other irrelevant criteria.

ENTRY LEVEL CLERICAL
for purchasing department. Typing 35 wpm, clerical entry experience a plus! Full or part time. Send resume to 2325 W. 14 Mile Road, Royal Oak, MI., 48073

EXECUTIVE ASSISTANT
Advertising specialty firm needs professional with word processing experience. Call Susan at UNIFORCE 473-2933

EXECUTIVE SECRETARIES - we are a growing temporary service recruiting top secretaries. Secretaries with shorthand, word processing, Lotus or other software, long, short and temp-term assignments. Call Pat at 464-7078
ETO Temporary Service

EXECUTIVE SECRETARY
REAL ESTATE office needs experienced assistant for two executive. Must have excellent typing skills, be proficient in word processing & Lotus. If you have a positive attitude, maturity and are a team player, send resume to Pierson Properties 32400 Telegraph Rd. #202, Bingham Farms, MI 48025

EXECUTIVE SECRETARY
For non profit agency with corporate headquarter in Northville. Must have at least 3 years of secretarial experience with good organizational & communication skills. Word processing &/or computer experience preferred. Please forward resume to:
Personnel Office
117 Tuck Street
Plymouth, MI 48170
An Equal Opportunity Employer

EXTREMELY ORGANIZED individual needed for a very busy, 1 person office in Bloomfield Hills. General office skills, including computer and book keeping experience a must. Reply to:
Box 84, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK
Prestigious Farmington Hills partner needs energetic experienced clerks to $7.25/hr. Call Renee at UNIFORCE 646-8500

GENERAL OFFICE HELP
20-30 hours per week. Some knowledge of word processor helpful. Apply at 7435 Capitol Redford, Tuesday & Thursday

GENERAL OFFICE
MTI Corporation is seeking a person to join our Sales Support Staff on a full time, temporary basis. Depending on the applicant the position could evolve into a permanent position. General office skills preferred. Bring personal history and salary requirements to interview on Sept. 12, 1991, 9am-4pm.
MTI Corporation
45074 Port Street
Plymouth

504 Help Wanted Office-Clerical

EXECUTIVE
SECRETARY
$20,000
Opportunity and security are here for you with this dynamic company. Interesting variety includes taking meeting minutes. Hurry! Call Bertice. 464-0909
SNELLING PERSONNEL SERVICES

EXECUTIVE
SECRETARY
$26,000