## 500 Help Wanted

TELEPHONE SOLICITORS
Full or Part time
Earn up to $300 per week.
853-8238

TELEPHONE SURVEY WORK
$6 per hour. Evening work.
• Westland & Garden City area.
721-7180

TOOL & DIE MAKER, Mill Hand & Grinder positions available. Full time. Experienced only. Dearborn area. Call.
313-584-8120

TRUCK DRIVER/GENERAL LABOR
For small metal stamping plant. Good driving record and chauffeur's license required for small stake truck. Days 7-3:30. Apply at:
Sucher Tool
29546 W. 8 Mile, Farmington Hills

TUNE-UP TECHNICIAN
New Transmission shop center needs bright, responsible, experienced person with certifications & knowledge of Allen test equipment. Apply in person with resume please. Lube Express, 27009 West 8 Mile, Redford.
261-1140

TYPESETTER/KEYLINER
Part time, 1 yr. experience required. Velobyte. Must be able to work independently. Garden City. 421-6296

UTILITY COMPANY JOBS
$7.80-$15.37/hour, this area. Men and women without 2 yrs experience necessary. For information call Barry Bates, 1-216-771-1700 ext. U4230

VALET PARKERS needed for Novi, Livonia & Dearborn. Clean driving record, able to drive stick shift. Must be friendly.
421-2619

VAN DRIVER - PART TIME
CITY OF ROYAL OAK
the Senior Community Center is seeking a qualified driver for a 12-passenger van. Morning & afternoon hours. 20 hours per week. $5.56-$6.25 per hour. General knowledge of Royal Oak & Oakland County. Preference is given to those with experience. Make application at Senior Center, City Hall, Room 5, 211 Williams St. by Wed. Nov. 20, 1991.
546-6325
An Equal Opportunity Employer

VETERINARY HOSPITAL
Full time openings for experienced animal technician. Located in Berkshire Hours 8am-5pm. 478-0570

WANTED
GENERAL HELP
18 OR OLDER
NO EXPERIENCE
REQUIRED
$7.90 TO $20.12
TO START
We work with the Mentally Handicapped, decoderators & fans. Positions open in advertising, direct mail, and delivery. We train. Opportunities for management. Phone Pollution Control Development.
336-5501

WAREHOUSE MANAGER
Fast paced, dynamic, growth oriented company seeks warehouse manager with strong person skills. Warehouse Manager position must have strong management experience and computer knowledge. Video experience a plus. Salary plus good benefit package. Please send resume to: Cinema Center, 21210 Telegraph, Redford Dr., Novi, MI, 48375.

WAREHOUSE/TRUCK DRIVER
Must have valid Michigan license. Starting wage $10.60/hour. Must apply in person, no phone calls. Westland Container Distributors, Inc., 8951 Schoolcraft, Detroit

EXPERIENCED WELDER for structural steel shop in Livonia 522-1650

WESTLAND SURVEY DEPARTMENT needs help. Must be 18/over. Evenings Saturdays.
Judy at 427-9321

WHOLESALE Italian food distributor, located in Redford, seeking experienced Warehouse Person for full time employment. Knowledge of Italian food helpful, but not necessary. Excellent working conditions, benefits - salary open. 538-3020

WOOD FLOOR INSTALLERS
MASTER
Experienced.
Call for interview: 411-9090

WRITER'S Central Inc. entry level position with trade magazine. Must have proven writing ability, desire to learn, and great communication in writing career. Some editor/editing experience helpful. Send resume & writing samples to D & F, PO Box 8, Brighton, MI 48116

## 502 Help Wanted Dental-Medical

BILLER/RECEPTIONIST
Must have 1 yr. experience in medical or podiatry office. Phone skills and good patient communication a must. Knowledge of health insurance and billing required. Must be hard working and dependable. Call for interview.
478-1024

CARING NURSES AIDE
Needed for busy Southfield children with health care needs. Free room & board & salary. Call Ann, 557-2300

CHAIRSIDE DENTAL ASSISTANT
Part time, may develop into full time. Must be dependable and have a quality restorative dentist. Strong team environment. Contact Sue, Southfield. Call Marie 352-7722

CHIROPRACTIC ASSISTANT
Part time, immediate position. Mon., Wed., Fri. 2-45-7:30pm. Looking for a positive friendly person seeking long term employment. Must be interested in all aspects of a busy chiropractic office. 27537 Joy Rd., half block west of Inkster Rd.
522-3505

CLIENT RELATIONS SUPERVISOR
Smithkline Beecham Clinical Laboratories, Inc. has an excellent career opportunity for a Client Relations Supervisor. Qualified candidates must have the ability to use all available resources to insure our clients receive the customer service levels promised by Smithkline. 2 years experience in the areas of client retention in the clinical laboratory industry is required. Excellent benefit & bonus package, company car provided. Send resume + $ salary history to:
PERSONNEL MANAGER - CROE
Smithkline Beecham
Clinical Laboratories
24468 Indoplex Circle
Farmington Hills, MI 48335
Equal Opportunity Employer M/F

## 502 Help Wanted Dental-Medical

CERTIFIED NURSE AIDES, LPN's & RN's for private duty only.
Northwest area. Dependable Health Care, Inc. 277-6688

CHAIRSIDE DENTAL ASSISTANT
Full time, R.D.A. or on-the-job training in quality restorative practice. Some exam, approx. 35 hrs/week. Southfield. Call Marie 352-7722

CHIROPRACTIC ASSISTANT
Experienced in insurance billing. Salary commensurate with experience & ability. Good working conditions. Apply 10-12 & 2:30 to 6pm
BOWERS CHIROPRACTIC CLINIC
1392 Merriman Rd. Livonia.

DENTAL HYGIENIST
Large Canton practice is looking for a self-motivated, experienced hygienist that truly enjoys patient interaction. 981-5455

DENTAL HYGIENIST WANTED. Full or part time. Must be experienced in all phases of hygiene with primary emphasis on periodontal, early root planning. Warren Rd. & Southfield Rd. area. Wayne/Oakland Community
$25/hr
271-2363

DENTAL HYGIENIST
Fun or part time evenings & Saturdays. Experienced only preferred. Dearborn Heights area.
278-4470

DENTAL RECEPTIONIST
Oral Surgery office. Part/full time, 30-34 hr. week. Experience preferred. Plymouth/Canton. 453-6710

DENTAL RECEPTIONIST
Growing Canton practice is searching for a friendly, patient
ORIENTED person to join our staff. Experience preferred, computer oriented. Call Sue or Michelle at:
981-0207

DENTAL RECEPTIONIST
Experienced, full time with benefits for Rochester office.
Call 656-8800

DENTAL ASSISTANT
Experienced. For Belleville office. 4 handed dentistry a must.
981-1228

DENTAL ASSISTANT wanted for young growing dental practice Garden City area. For more information please call
422-5180

DENTAL ASSISTANT full time Mon.-Thur. 8:30-7pm. experience preferred. Farmington Hills. Call Lori for interview
851-8020

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Call 656-8800

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DENTAL ASSISTANT full time Mon.-Thur. 8:30-7pm. experience preferred. Farmington Hills. Call Lori for interview
851-8020

DENTAL ASSISTANT
Experienced, warm, calm, good listener wanted for our practice with a female dentist in a supportive team atmosphere. Salary & commensurate with experience, be organized & have updated clinical skills. Located in Farmington Hills 532-5650

Dental Assistant
If you have experience and are a individual, team member, call us. We offer:
• Medical Benefits
• Paid Vacations
• Paid Holidays
• Uniform Allowance
• Bonuses
• Profit Sharing
Southfield 559-8818

DENTAL ASSISTANT
Are you looking for a position that offers you knowledge longevity, team work and the application of your abilities. We have the place for you! We are a Progressive Group Practice, in Western Wayne County and we are looking for a Dental Assistant who has 2 yrs. experience in all phases of dentistry - f.u. daily. Many Benefits including a Bonus system, continuing education & a comfortable working environment. Salary commensurate for the proper candidate. Call
722-5133, ASK FOR JAN

DENTAL ASSISTANT experienced good sense of humor. Must be people person. Great atmosphere Deer Born Heights 274-6666

DENTAL ASSISTANT
3 days per week. Duties include: Xrays, insurance & reception experience helpful. Call Cindy 459-4960

DENTAL ASSISTANT
Busy Farmington Hills practice seeks enthusiastic individual full time. Chairside experience helpful. 4 days, no Sat.
478-8330

DENTAL ASSISTANT
Our expanding Canton office is seeking a bright, energetic person with Chairside experience. Full or part time. Please call.
981-0707

DENTAL ASSISTANT
Our dental practice specialists is in search of the right career minded DENTAL ASSISTANT, who knows the value of communications skills, and enthusiasm while providing quality care to our family of patients. Located at 15 Mile & Telegraph, we are seeking a CDA or RDA for the 3-4 day a week position. If you are searching for a team opportunity to grow & fulfill your potential, call Christi at
645-9831

DENTAL HYGIENIST
Dynamic Dearborn with excellent benefit skills, approximately 32 hrs. including 2 eves. per week. Some Saturdays. Good pay, benefits & working environment. Call
421-5200

DENTAL HYGIENIST WANTED
Part time for Monday & Friday in the Ypsilanti area. Good pay, great benefits. Ask for Louise
484-1100

DENTAL HYGIENIST for Livonia family practice. Modern equipment, great location, steady hours.
422-3668

DENTAL HYGIENIST
Saturday only
West Dearborn area
562-5610

DENTAL HYGIENIST
Needed for office 1 or 2 evenings + Saturdays. Call Debbie
313-348-8808

DENTAL HYGIENIST
Full or part time, for busy Southfield practice
559-7227

DENTAL HYGIENIST
Do you enjoy excellence? Do you love coming to a happy hygiene office? Join our staff. Excellent salary. Part time positions 3 days/week.
W. Bloomfield 661-1440

DENTAL HYGIENIST
Progressive practice announces an excellent career opportunity for a Dental Hygienist. The ideal candidate should be bright energetic & have minimum 2 years experience. We offer a competitive salary, 32 hrs per week, No Sats. Please join our team where opportunities are truly appreciated for their involvement & talent Canton 453-0940

DENTAL HYGIENIST
Part-time, experienced in Medical office Plymouth area
Call Norma 996-8783

Medical Biller - Transcriptionist
Opening in orthopedic doctors office in Southfield. Experienced only. Excellent benefits. Call Mon thru Fri., 9am-5pm.
569-0384

MEDICAL BILLER
For physical therapy preferred but not essential. Must have at least 1 year experience with all 3rd parties and knowledge of follow-up procedures. Pontiac/Auburn Hills area. Resumes to Box 438 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL CLAIMS PROCESSOR
for third party administrator in Southfield. 2-3 years experience. Familiar with RMS system a plus. Send resume to P.O. Box 33058, Detroit, MI 48232

## 502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Our team, is in need of a full-time, chairside assistant. We offer a good salary & benefits, beautiful new office, and no Saturdays or Evenings. If you are experienced, mature and people oriented, please call Lynn at.
644-3331

DENTAL ASSISTANT
Friendly family-oriented practice. We are seeking an experienced, enthusiastic and caring team player. Please call Farah at 425-9233
Dr. Robert K. VanDeWiele
Clawson, MI

DENTAL HYGIENIST
Large Canton practice is looking for a self-motivated, experienced hygienist that truly enjoys patient interaction.
981-5455

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$25/hr
271-2363

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Fun or part time evenings & Saturdays. Experienced only preferred. Dearborn Heights area.
278-4470

DENTAL RECEPTIONIST
Oral Surgery office. Part/full time, 30-34 hr. week. Experience preferred. Plymouth/Canton. 453-6710

DENTAL RECEPTIONIST
Growing Canton practice is searching for a FRIENDLY, PATIENT ORIENTED person to join our staff. Experience preferred, computer oriented. Call Sue or Michelle at:
681-0207

DENTAL RECEPTIONIST
Experienced receptionist for busy multi-specialty practice. Salary & benefits commensurate with experience. Send resume to:
Human Resource Manager
Physicians Health Service
24011 Greenfield, Southfield Mi. 48075

MEDICAL OFFICE - EXPERIENCED
Assistant Manager with MBS computer knowledge. Send resume to Box 868 Woodward Ave., Suite 305, Detroit, MI 48226

MEDICAL PRACTICE ADMINISTRATOR
Large medical practice seeks qualified Practice Administrator. Prior experience in medical billing, personnel and supervisory skills required. Salary commensurate with experience.
Reply to Medical Practice
Box 2184
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST Experienced and mature for busy multi specialty practice. Knowledge in insurance knowledge helpful. Full time, w/ benefits. 835-7427

MEDICAL RECEPTIONIST
Busy cardiology office in Brighton area seeks experienced Medical Receptionist, 18-20 hours per week. Call Sue at
433-3510

MEDICAL RECEPTIONIST
Starting highly motivated individual for a part time job where position in a growing practice will develop with helpful, willing to train exceptional individual. Lynda
313-478-7095

MEDICAL RECEPTIONIST
Full time for busy GYNOCOLOGY office. Must have good typing, transcription, etc. Send resume to:
Human Resources Dept. Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Home Care we are seeking a pleasant, mature, well-organized LPN experienced with computers and nursing skills to join our Farmington Hills office. Send resume stating salary and desired hours to:
37000 Grand River, Suite. 110, Farmington Hills, MI 48335

OPTOMETRIC AIDE
For Sterling Heights
Experienced preferred
978-2745

ORTHODONTIC ASSISTANT
Needed for orthodontic office in Novi. Experienced preferred. Call
471-1581

PHARMACIST
PART TIME - FULL ON CALL
Due to the expansion of N.M.C. Home Care, we are seeking a pharmacist with a background in intravenous therapies. The position will assume vacation and rotating weekend on-call coverage. Please contact Ann Marie Kelly, Director of N.M.C. Home Care, 23600 Merriman, Livonia, MI 48152 261-0482

PHYSICAL THERAPIST
MEDICAL SOCIAL WORKER
Full time positions available for immediate hire. Excellent pay & benefits
FAMILY NURSE CARE
229-5663 348-5683

PHYSICIAN'S ASSISTANT
Excellent opportunity for the right candidate in a multi-specialty clinic. Minimum 3 yrs. experience. All replys confidential. Please send resume to: Administrator, 5050 Schaefer, Dearborn, MI. 48126

PODIATRY ASSISTANT Ann Arbor
Opening for enthusiastic, organized, outgoing & responsible non-smoker who enjoys working with people. Good communication skills a must, experience in medical field helpful. Varied duties include:... reception, billing & bookkeeping. Mon-Fri. 40 hrs/wk. Starting salary consider 2 permanent part timers. For interview, 930-0402

RECEPTIONIST or LAB TECHNICIAN
FORD - 17383 Garfield, Redford MI. Now accepting applications for certified human assistant for the Ford Night Midnight shifts Full & part time positions available. For more information contact Marilyn, 531-6674 ext 3

RADIOLOGIC TECHNOLOGISTS
Full time positions available for registry. Pay includes shift differentials. Day and afternoon shifts. Good benefits and cash incentive programs. Call Gloria at:
353-1155

RECEPTIONIST - part time
for busy medical practice
Farmington area
559-3150

RECEPTIONIST/ASSISTANT
New Troy dental office, part time, flexible hours. Experience preferred
879-0770

RECEPTIONIST for busy Southfield office Ortho practice. Good typing a must. Full time, excellent benefits
Call Adrienne 356-8100

RECEPTIONIST/OFFICE MANAGER
for busy outpatient physical therapy facility. Livonia Southfield offices. Excellent typing skills. Phone, bookkeeping/computer experience helpful. Will train on PDX Systems. Call Rehabilitation, 26815 8 mile, Sta 103, Livonia, 48152

REGISTERED NURSES
needed for home health care agency in Wayne and Oakland Counties
421-8080

RN - DIRECTOR OF PROFESSIONAL SERVICES
Degreed, experienced for Medicare certified home care agency in Brighton area. Ideal candidate will have one with excellent administrative, clinical & communication skills. Excellent pay & benefits
Family Home Care 229-5663

RN - for DD/GYN office in Farmington Hills OB experience preferred 1 or 2 days per week.
626-9971

RN/LPN
needed part time, midnight shift, for 59 bed facility. Please apply:
Bloomfield Villa
16240 West 12 Mile Road
Southfield, MI 48076
An Equal Opportunity Employer

RN - PEDIATRIC PROFESSIONAL
We can offer you new opportunities to enhance your nursing skills. We can offer you satisfaction in a job well done through caring patient care.
Infusion home care is a rapidly growing service and our national company is looking for all more great members to our team.
• IV Therapy, experience required
• Home Health Nursing, experience a plus
• Flexible scheduling & competitive pay rates available
CHECK US OUT!
HOME INTENSIVE CARE
Send resume to Box 389 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - TRIAGE/PT INQUIRY
Full time/part time patient education. Experience available. Good written and verbal communication skills required. Call for an opportunity to join our team. 875-0400 or send resumes to: Janet Johnson Schuler

DMC HEALTH CARE CENTERS
WOODLAND
Memorial
36300 Van Dyke
Sterling Heights, MI. 48312
Located N of 15 Mile Rd

Affiliated with The Detroit Medical Center, an Equal Opportunity employer

## 502 Help Wanted Dental-Medical

RECEPTIONIST
University Nursing & Rehab Center is seeking an energetic self-starter to fill the position of receptionist in our busy nursing facility.
The successful candidate will work 35 hours per week, perform office duties including typing, must possess the interest and ability to be cross-trained in accounts receivable accounts payable and payroll.
Please apply at:
University Nursing & Rehab
28550 Five Mile Rd.
Livonia, MI 48154

MEDICAL ASSISTANT
Needed for pleasant general practice in Westland area. Must be experienced in Xray, venepuncture, EKG.
728-1150

MEDICAL BILLER/CASHIER
Experienced in CPT codes, ICD-9, all types of insurance forms. Large multi-specialty clinic. Must have phone skills, be detail oriented. Full and part time. All replys confidential. Please send resume to:
Administrator, 5050 Schaefer, Dearborn, MI. 48126

MEDICAL BILLING SPECIALIST
for OBGYN office. Experience needed for full time position immediately. Responsibilities include Blue Cross, HMO's, PPO's, requires knowledge of insurance history, complete with skilled typing and filing. Call Ann Uptmoth, Bonnie Johnson or Jennifer Kopczynski, Medical Office Assistants, Inc. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

MEDICAL INSURANCE BILLER
Out patient hospital practice, that has an opening for a medical insurance biller 3 yr. minimum billing experience required. Send resume to
Human Resource Manager.
Physicians Health Service
24011 Greenfield, Southfield Mi. 48075

MEDICAL OFFICE - EXPERIENCED
Assistant Manager with MBS computer knowledge. Send resume to Box 868 Woodward Ave., Suite 305, Detroit, MI 48226

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We can offer you new opportunities to enhance your nursing skills. We can offer you satisfaction in a job well done through caring patient care.
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• IV Therapy, experience required
• Home Health Nursing, experience a plus
• Flexible scheduling & competitive pay rates available
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WOODLAND
Memorial
36300 Van Dyke
Sterling Heights, MI. 48312
Located N of 15 Mile Rd

Affiliated with The Detroit Medical Center, an Equal Opportunity employer

## 502 Help Wanted Dental-Medical

RESEARCH TECHNICIAN
Full time, day shift position available to work in our Animal Research Laboratory. Primary responsibilities will include the day to day operation of the Animal Lab in addition to assisting Physicians as well as Scientists with Laboratory Research.
Qualified candidates must be Bachelor's level Medical Technician by the State of Michigan and have 1 yr. experience in the field of Prostate disease and Techniques. AALAS Certified Laboratory Technician preferred
We offer an excellent salary and benefits program. Please apply Mon. thru Fri. 8am-5pm. Human Resources Department
1675 W. Maple Rd.
Troy, MI 48084
An Equal Opportunity Employer

ADVERTISING SECRETARY
International advertising agency has immediate full time opening for the playmate 4 and Lotus. Up to $9/hr. Call Sharon at UNIFORCE 646-7844

ATTENTION
DATA ENTRY
OPERATORS
Kelly Temporary Services is currently looking for you!
DATA ENTRY OPERATORS
Long and short term assignments in the Livonia and Plymouth areas. Hours we will type 40 (full time and noons) for experienced, high productivity operators. Call Heidi for an appointment at 522-4020.
33133 Schoolcraft
1 Mile Office Center
(East of Farmington Rd.)
KELLY
Temporary
Services
Equal Opportunity Employer M/F/H

AUTO DEALERSHIP looking for part time Switchboard Cashier, morning hours. Call Adrienne at
Suburban Nissan 649-2300

BIRMINGHAM Office, part time, interesting work. Phone, filing, typing 50 w.p.m. accuracy. Write 199 Pierce, Suite 294, Birmingham, MI 48009. Apply only by mail. State hours available and hourly rate.

BOOKKEEPER/ACCOUNTANT
Computer literate, experience. Call between 1pm-5pm only 353-4347

BOOKKEEPER
Computer experience necessary. Knowledge of Lotus helpful. Immediate full time position. Southfield area for firm. Homecare office. Call Becky,
540-9077

BOOKKEEPER - Full Time
Need person with bank reconciling experience for Livonia location. Must be able to work with people. Send resume to: Lesky Furniture, 21201 W. 8 Mile, Detroit, 48219.

BOOKKEEPER/CASHIER
Livonia CPA is accepting person for long term employment in non-smoking office. Full or part time. Experience needed. Bank must include payroll issue, general ledger, balance books keeping on a computerized system. Flexible hours to fit your needs. Only solid, organized individuals need apply.
261-0110

BOOKKEEPER/part time with experience. 12 hours per week. Accounts payroll, some typing $6.50/hour. Birmingham area. 418-0887

BOOKKEEPER/PART TIME
For professional office in Rochester. Computer experience. Refer people.
852-3650

BOOKKEEPER Part-time for real estate office in Farmington area. Mac/Orchard Lake area. Send resume to P O Box 250357, Franklin, MI 48025

BOOKKEEPER/SECRETARY
Part time for Livonia office. Please send resume to: Box 538 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREER OPPORTUNITY
Farmington Hills computer distributor is looking for experienced order processor for busy sales office. Excellent pay, benefits and profit sharing. Non smokers. Call
553-9250

CHRISTMAS IS COMING!!!
NEED MONEY?
Professional - Stabled - Reliable?
We are looking for the following
• Word Processing
(office experience preferred)
• Data Entry (10,000 + keystroke est)
• Switchboard Operators
• Dr. Typists (55 + wpm)
Call for your appointment today
EMPLOYERS
TEMPORARY
SERVICE
353-7050

CLERICAL/ACCOUNTING Secretary Small company needs versatile, people oriented person for office work. Must have accounting skills, PC knowledge, typing skills and organizational skills. Resume to PO Box 758 Novi MI 48376-0758

CLERICAL - Dearborn based manufacturer has immediate full time openings. Must type 50wpm and have 10-key knowledge. Good working conditions. For an appointment call Debbie between 8am-12 noon at
277-6671, Ext 314.
An Equal Opportunity Employer

CLERICAL/PART-TIME
Self starter, entry level position. General office duties. Near Novi location Call Judy 347-2200

CLERK TYPIST
Company seeking help in busy office. Duties include light typing, filing & phone. Clear speaking voice growth potential. Call Cindy
895-0334

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

CLERK
Architectural and construction company seeks hard-working person to run blueprints, coordinate and expect bid packs and perform general office duties. Computer skills preferred, but not necessary. Send resume to
R A DeMATTIA COMPANY
44501 Helm Street
Plymouth, MI. 48170
Attn: Vice President of Operations
An Equal Opportunity Employer

COMPUTER ENTRY
Auburn Hills. Experienced data entry skills necessary. To $7.50/hr. Call Diane at UNIFORCE 646-7844

## 504 Help Wanted Office-Clerical

ACCOUNTANT. Looking for a self starter with strong accounting & organizational skills. A supportive personality & PC based accounting system experience is a must. Knowledge of Lotus 123 helps a plus. Send resumes to Box 430 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
For Townhouse Co-operative. WordPerfect 5.0 experience required. Must be good with people. Salary based on hours. Call: 400, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Experienced person with organizational skills and flexibility needed for multi-faceted real estate investment firm. Must have Microsoft Word and Lotus 1-2-3 experience. Please send resume to:
Personnel Director, 36700 Grand River Ave., Farmington Hills, MI. 48335

ADMINISTRATIVE SECRETARY
Use your excellent word processing experience and attention to detail in this prestigious suburban company. To $9/hr. Call Shirley at UNIFORCE
357-0644

ADMINISTRATIVE ASSISTANT
FINANCE DEPARTMENT
Position open for an experienced Administrative Assistant. Requires strong typing & word processing skills (WordPerfect 6.1). Able to work well under pressure & handle a variety of duties. Salary commensurate with experience. Excellent benefits. Send resume to:
Human Resources Department
1675 W. Maple Rd.
Troy, MI 48084
An Equal Opportunity Employer

ADVERTISING SECRETARY
International advertising agency has immediate full time opening for the playmate 4 and Lotus. Up to $9/hr. Call Sharon at UNIFORCE 646-7844

ATTENTION
DATA ENTRY
OPERATORS
Kelly Temporary Services is currently looking for you!
DATA ENTRY OPERATORS
Long and short term assignments in the Livonia and Plymouth areas. Hours we type 40 (full time and noons) for experienced, high productivity operators. Call Heidi for an appointment at 522-4020.
33133 Schoolcraft
1 Mile Office Center
(East of Farmington Rd.)
KELLY
Temporary
Services
Equal Opportunity Employer M/F/H

AUTO DEALERSHIP looking for part time Switchboard Cashier, morning hours. Call Adrienne at
Suburban Nissan 649-2300

BIRMINGHAM Office, part time, interesting work. Phone, filing, typing 50 w.p.m. accuracy. Write 199 Pierce, Suite 294, Birmingham, MI 48009. Apply only by mail. State hours available and hourly rate.

BOOKKEEPER/ACCOUNTANT
Computer literate, experience. Call between 1pm-5pm only 353-4347

BOOKKEEPER
Computer experience necessary. Knowledge of Lotus helpful. Immediate full time position. Southfield area for firm. Homecare office. Call Becky,
540-9077

BOOKKEEPER - Full Time
Need person with bank reconciling experience for Livonia location. Must be able to work with people. Send resume to: Lesky Furniture, 21201 W. 8 Mile, Detroit, 48219.

BOOKKEEPER/CASHIER
Livonia CPA is accepting person for long term employment in non-smoking office. Full or part time. Experience needed. Bank must include payroll issue, general ledger, balance books keeping on a computerized system. Flexible hours to fit your needs. Only solid, organized individuals need apply.
261-0110

BOOKKEEPER/part time with experience. 12 hours per week. Accounts payroll, some typing $6.50/hour. Birmingham area. 418-0887

BOOKKEEPER/PART TIME
For professional office in Rochester. Computer experience. Refer people.
852-3650

BOOKKEEPER Part-time for real estate office in Farmington area. Mac/Orchard Lake area. Send resume to P O Box 250357, Franklin, MI 48025

BOOKKEEPER/SECRETARY
Part time for Livonia office. Please send resume to: Box 538 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREER OPPORTUNITY
Farmington Hills computer distributor is looking for experienced order processor for busy sales office. Excellent pay, benefits and profit sharing. Non smokers. Call
553-9250

CHRISTMAS IS COMING!!!
NEED MONEY?
Professional - Stabled - Reliable?
We are looking for the following
• Word Processing
(office experience preferred)
• Data Entry (10,000 + keystroke est)
• Switchboard Operators
• Dr. Typists (55 + wpm)
Call for your appointment today
EMPLOYERS
TEMPORARY
SERVICE
353-7050

CLERICAL/ACCOUNTING Secretary Small company needs versatile, people oriented person for office work. Must have accounting skills, PC knowledge, typing skills and organizational skills. Resume to PO Box 758 Novi MI 48376-0758

CLERICAL - Dearborn based manufacturer has immediate full time openings. Must type 50wpm and have 10-key knowledge. Good working conditions. For an appointment call Debbie between 8am-12 noon at
277-6671, Ext 314.
An Equal Opportunity Employer

CLERICAL/PART-TIME
Self starter, entry level position. General office duties. Near Novi location Call Judy 347-2200

CLERK TYPIST
Company seeking help in busy office. Duties include light typing, filing & phone. Clear speaking voice growth potential. Call Cindy
895-0334

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

CLERK
Architectural and construction company seeks hard-working person to run blueprints, coordinate and expect bid packs and perform general office duties. Computer skills preferred, but not necessary. Send resume to
R A DeMATTIA COMPANY
44501 Helm Street
Plymouth, MI. 48170
Attn: Vice President of Operations
An Equal Opportunity Employer

COMPUTER ENTRY
Auburn Hills. Experienced data entry skills necessary. To $7.50/hr. Call Diane at UNIFORCE 646-7844

## 504 Help Wanted Office-Clerical

FULL TIME CLERICAL position available for a self motivated dispatcher. Duties include answering phones, computer entry, word processing and filing. Excellent opportunity for someone with a young company. In Redford area. Please send resume to Personnel Director P.O. Box 39270, Redford, MI 48239

CLERICAL/DATA ENTRY
Person familiar with payroll with in-home 3 person CPA firm. Desirable candidates must possess confidence, knowledge and pleasant phone manner. Neat appearance and dependability are also required. 16-20 hours per week, schedule flexible. Send resume to Box 416 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/LAB ASSISTANT
A private Southfield Laboratory seeks a full time clerical/lab assistant. Individuals initiative, flexibility & dependability are a must. Excellent opportunity for those enjoying the work force. Call Mon. thru Fri. 8-5pm.
354-4477

CLERK TYPIST
Southfield based firm has an immediate full time opening for an individual to work the 10-5am-8:30pm shift with occasional Saturdays. Qualifications are typing 50wpm with a minimum of 1 year general office experience. Knowledge of Lotus a definite plus. Excellent benefit package & pleasant work environment. Reply to:
CLERK TYPIST
P O BOX 2227
SOUTHFIELD, MI 48037

BOOKKEEPER - Full charge bookkeeper needed for 21 hours per week. Flexible hours. 2 years experience or equivalent education required. Necessary. WordPerfect knowledge preferred. Submit resume to: Mr. Hahn, 1750 S. Telegraph, Suite 301, Bloomfield Hills, MI 48302

COMPUTER INPUT
Farmington Hills Service Bureau, 50 wpm accuracy, 10-key, typing skills also required. Will be tested. Full or part time. Call Mr. Chaon for appointment.
553-3143

COMPUTER TAPE LIBRARIAN/DATA ENTRY
Part time and full time. No experience necessary. $5.25 to start. Medical & dental. Apply in person only 30555 Northwestern Hwy., Medical Data Storage, 1 blk. E. of 13 Mile

COORDINATOR
4 year degree plus data entry skills needed for the customer service area of a fast paced, growth oriented company. $8/hr to start.
Call Donna at UNIFORCE 357-0641

CUSTOMER SERVICE
REPRESENTATIVE
Full time position currently available with growth opportunity. Duties involve extensive telephone contact to maintain profitability banks and consumers. Pleasant working atmosphere and non sm