502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Our team of professionals is in search of the right career minded, DENTAL ASSISTANT, who knows the value of communications skills and endeavors to provide quality care to our family of patients. Located at 15 Mile & Telegraph, we are seeking a DAA with at least 2-3 day a week position. If you are searching for a great opportunity to grow & fulfill your potential, call Christi at 649-9651

DENTAL RECEPTIONIST
If you are a caring energetic people person & full time position is our kind Bloomfield practice could be right for you. Dental experience necessary. If you can work with little supervision, love people and are looking for a challenge please call Esther 851-6430

DENTIST in Southfield looking for part time help, 1-2 days a week, experienced in perio billing. Word processing and computer needed. Call Laura 596-8324

Director of Inservice

Excellent salary, good benefits, full time position. Call D.O.N. Catherine McKenna 354-3222

FRONT OFFICE DUTIES
Part time afternoons, approximately 20 hours per week. Gardner City area 261-1390

HOME HEALTH AIDES EXPERIENCED
- Eligible for benefits
- Competitive wages
- Mileage reimbursement

For home care agency serving west. Wayne county suburbs. Must have experience working with the ill, disabled or elderly. Demonstrated reliability, sense of commitment & own transportation a MUST! To apply call Marilyn 981-8829

UNITED HOME CARE

LAB TECH/MEDICAL ASSISTANT for busy internal medicine office in W Bloomfield. Part time, 2 or 4 days per week. Barbara 855-1441

LPN - Contingent, part-time for busy Livonia urgent care center. For further information call Debra. 261-3891

LPN - Full time weekdays, 9-5pm. Family medicine practice. Send resume to: Box H42220, Ann Arbor Rd., Plymouth, MI 48170

LPN/MA - Energetic individual for busy ear, nose & throat practice. Experience preferred. Full or part time + benefits. 477-7485

LPN/MA - part time Wed. Thurs. & Fri. Experienced. Five days & half work. Enjoy on the job gratification. Call Marsha 541-0102

LPN - OB/GYN
Full-time position available. OB experience preferred. Interested applicants may call 637-3100 or send resumes to: N. Kelley.

DMC Health Care Centers
Woodland
27207 Lahser Rd.
Southfield, MI., 48034

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

LPN OR MEDICAL ASSITANT Needed for Doctor's office in Troy. Part or full time. For interview call 528-9010

LPN'S & CERTIFIED AIDES
For fast growing new agency. Aides must be certified. Call from 9am-7pm 531-4056

LPN'S

Immediate need for Vent experience nursed in care for Adult patient in Mt Clemens. All shifts available. For appointment call Monday - Friday 9am-5pm, ask for Julie

METROSTAFF
Health Care Services
559-0345

LPN'S & MEDICAL ASSISTANTS
Large multi-specialty center is looking for a few dynamic individuals to join our team. Experience necessary. Send resume to: Human Resources, 810 Main Street, Rochester, MI 48307, or call 651-9200

PART TIME MEDICAL RECEPTIONIST needed. Experience preferred. Please resume to Family Medicine PC, 15901 W. 9 Mile, Ste. 61F, Southfield, MI 48075

MEDICAL ASSISTANT - PART TIME
Must be experienced for family practice in Redford & Novi area. Call between 10am-2pm. 478-0035

MEDICAL ASSISTANT
Experienced. Troy/Rochester family practice. Call 879-1117

MEDICAL ASSISTANT or **RECEPTIONIST** - experienced for dermatology office. Plymouth, part-time. Call Norma 996-8783

MEDICAL ASSISTANT/Secretary with experience. Part time for busy ENT Practice in Pontiac/Bloomfield area. Call Cathy at 338-1110

MEDICAL BILLER. Full time for Oncology practice in Royal Oak. Current Biller with experience mandatory. Excellent benefits. Call between 9am & 11am Mon. thru Fri 258-4500

MEDICAL BILLER Transcriptionist

Opening in orthopedic doctors office in Southfield. Experienced only. Excellent benefits. Call Mon. thru Fri., 9am-5pm 569-0364

MEDICAL INSURANCE BILLER
Out patient physical therapy clinic has an opening for a medical insurance biller 1 yr. medical billing experience required. Send resume to: Human Resource Manager
Physicians Physical Therapy Service
24011 Greenfield, Southfield MI 48075

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Needed part time/full time. Birmingham/Southfield. Podiatry office. Need experienced self-starter. Variety of duties, front desk, computer billing, casting. Call 539-0999

MEDICAL ASSISTANT
Part-time for fast paced family practice office in Rochester Hills. Right person will be people oriented, flexible, energetic & reliable, injections & vens, punctuality are musts. Involved sales everyday hours. Call Carolyn at: 852-9606

MEDICAL ASSISTANT
Needed for pleasant general practice in Westland area. Must be experienced in X-ray, venepuncture, EKG. 729-1150

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

MEDICAL OFFICE - EXPERIENCED Assistant Manager with MBS complex knowledge. Send resume to: 888 Woodward Ave., Suite 205, Pontiac, MI 48341

MEDICAL RECEPTIONIST
Full time for busy OB/GYN. Experience in typing, filing, insurance, front desk, etc. Send resume to:
Box H290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST for busy office, full time with benefits. Resumes only: Troy Internal Medicine 2221 Livernois, Troy MI. 48083 Att: Mrs. Gotts

MEDICAL RECEPTIONIST
busy family practice, requires previous experience which includes 5 years of medical billing. Must be able to work flexible hours. Salary commensurate with experience. Resumes to: Box 450, An Equal Opportunity Employer

MEDICAL RECEPTIONIST
for prestigious surgeons office-W. Bloomfield. Need outgoing personality, polished image. Contact Patty Rabatz, 932-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Busy cardiology office is looking for an experienced front desk receptionist with insurance knowledge & computer experience. Send resume to: Human Resources, 810 Main Street, Rochester MI, 48307 or call 651-9200

MEDICAL TRANSCRIPTIONIST
Part time for Westland office. Flexible hours. Please send resume to: P.O. Box 97, Westland 48185

O.R. NURSE, part time, for plastic surgery clinic in Southfield. Dependable. Excellent salary and working conditions. 557-1022

NURSE AIDE - Afternoon & midnight shifts. We train or certified. New start wage. Mrs. Derman Nightingale West, 8363 Newburgh Rd., Westland, near Joy Rd.

OPHTHALMIC ASSISTANT needed full time for friendly offices. Must be experienced in some phases of working in Ophthalmology. Farmington Hills & Troy. 649-3535

OPTICAL DISPENSER
Gilbert Optical, 37564 Warren, Westland. 425-1512

OPTOMETRIC AIDE
For Sterling Heights
Experience needed.
978-2745

SEEKING bright, articulate, self motivated & experienced Orthodontic Assistant for 3½ days per week. Call 645-3340

PEDIATRIC DENTAL OFFICE
Seeks dental assistant with experience preferred. Excellent hrs. benefits for right person. Berkley. Call Audrey Mon-Thurs 9-5. 547-6080

Opportunities In Hospice Care

Hospice of Monroe

Staff RNs

Amicare's Hospice Services, Inc., is seeking full-time, part-time and contingent staff RNs who desire an opportunity to make a real difference in the lives of their patients and families.

You will be responsible for case management of patient care with the concept of interdisciplinary team approach. Current licensure and one or more years of hematology/oncology experience is required, with hospice experience preferred.

Social Worker

Amicare Hospice Services is seeking a motivated and qualified individual for the position of Social Worker.

You will be responsible for assessing and documenting patients/family needs and participating in interdisciplinary group conferences. Master's degree in Medical Social Work and at least two years experience in Hospice setting required.

Amicare offers a competitive salary and an outstanding benefits package to match your skills. To apply, please send your resume to Attn: CARE HOSPICE SERVICES, INC. Judi Marshall, 2010 Hogback Rd., Ste 1, Ann Arbor, MI 48103

Achieving Workforce Diversity through Affirmative Action/ Equal Opportunity Employer

ORTHODONTIC ASSISTANT
Super opportunity with a growing company. We need an energetic assistant who enjoys delivering quality care. Experience preferred. Benefits included. Salary negotiable. Call Sheila 561-7283

502 Help Wanted Dental-Medical

NURSE AIDES

Growing home care agency is seeking qualified experienced caregivers for private duty cases throughout Livingston County to work in our Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

OCCUPATIONAL THERAPIST

Contingent opportunities are available M. work Mon. thru Fri. 8am-3pm for a dynamic O.T. to provide treatment programs within our Multi-Disciplinary Physical Medicine and Rehab Settings.

Requirements include: Bachelors Degree in O.T., A.O.T.A. Registry and preferably 3 yrs. of experience in a variety of physical disabilities.

Our supportive team atmosphere offers a stimulating work environment, as well as a newly revised contingent salary. Please submit resume to: Employee Services.

PROVIDENCE
Hospital and Medical Centers
16001 West Nine Mile Road
Southfield, MI. 48075
An Equal Opportunity Employer

OFFICE HELP for family practice in Livonia area. Receptionist/Typist with computer knowledge & Medical assistant with some X-ray experience. Resume to: Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PEDIATRIC NURSE PRACTITIONER
Canton/Ypsilanti area, private practice. Five position group has an immediate opening for full or part time PNP. Primary responsibilities include hospital newborn rounds, office health maintenance visits, phone triage & patient education. Current Michigan licensed, PNP certification or eligibility required. Call Lynn Williams, Practice Administrator: 313-424-3000

PHYSICAL THERAPIST
MEDICAL SOCIAL WORKER
For home care visits, full or part time. Excellent pay & benefits.
FAMILY NURSE CARE
229-5643 348-5683

PHYSICIAN ASSISTANTS

Positions immediately available for Physician Assistants to work in Emergency Services at the Southfield Campus or in Family Practice at our Milford Center.

To join our dynamic family environment you must be a graduate of an accredited Physician Assistant Program, have a Bachelor Degree and current Michigan Licensure, and be certified by the National Commission on Certification of Physician Assistants. 2 yrs. experience in a Physician Assistant or related field is also required.

We offer an excellent salary and benefits program. Interested candidates please submit resume to: Employment Services.

PROVIDENCE
Hospital and Medical Centers
16001 W. Nine Mile Road
Southfield, MI. 48075
An Equal Opportunity Employer

PROGRESSIVE nursing home seeks caring, knowledgeable, highly motivated RN/LPN for 3-11pm shift. Excellent wages & benefits
Call D.O.N 358-0345

RADIOLOGY OPPORTUNITIES

Positions are immediately available for Technologists in the following areas:

CAT SCAN
Contingent to work based on needs of department. ARRT required. Previous CT experience preferred. Full time, day shift orientation required.

DIAGNOSTIC RADIOLOGY
Full time, afternoon shift to include weekends, on-call and holiday rotation. ARRT required.

Part time, day shift to include Saturday morning and one holiday per year. ARRT requirement.

MRI
Full time, afternoon shift Mon thru Fri with one weekend per month.

Selected candidate will operate in a mobile environment, rotating between three hospitals.

NUCLEAR RADIOLOGY
Full or part time position to work days. Schedule will include occasional Saturdays, holidays and on-call. Position is available due to expanding services and a
$1,000 SIGN ON BONUS
is being offered.

Selected candidate must be NMTCB or be ARRT (N) registered or Registry eligible.

SATELLITE RADIOLOGY
Contingent to work on based on needs of Satellites. Selected candidate will have the opportunity to rotate at all our medical facilities. Must be ARRT or be registry eligible.

Qualified, interested candidates apply Mon.-Thurs., 8am-12noon
Providence Employment Services
16001 West Nine Mile Road
Southfield

OR

12 30-4pm Mon., Wed., Fri
Providence Medical Center
10 Mile and Haggerty
Novi

PROVIDENCE
Hospital and Medical Centers
An Equal Opportunity Employer

RECEPTIONIST - part time for busy medical practice. Must be experienced 559-3150

RECEPTIONIST - Needed for busy dermatologist office in Southfield. Medical office and computer experience. Ask for Karen 353-0680

RN - DIRECTOR OF PROFESSIONAL SERVICES
Degreed, experienced for Medicare certified home care agency in Brighton. Career opportunity for someone with excellent administrative, clinical & communicative abilities. Excellent pay & benefits
Family nurse Care 229-5683

RN
CLINICAL SUPERVISOR
PRIVATE DUTY

Busy Metro area Home Care Agency seeks RN to supervise Private Duty Adult cases. Commitment, solid and varied nursing experience, excellent communication and teaching skills needed for this rewarding position. Flexibility and variety offered in a combination of field and office work. Some Pediatric experience helpful but not mandatory. Salary negotiable, full benefits and mileage reimbursement. For interview call Monday thru Friday 10am-4pm
Ask for JeyAnn

METROSTAFF
Health Care Services
559-0345
1-800-637-7823

RN or LPN
WITH MARKETING SKILLS
Home care agency in Canton needs versatile individual to do health screening, assessments & limited private duty home visits. Flexible part-time hours to apply send resume to H. Levandosky, United Home Care Services, 2200 Canton Center Rd., Canton, MI 48187

502 Help Wanted Dental-Medical

RADIATION ONCOLGY TECHNOLOGISTS

Part time and contingent positions immediately available to work in our Radiation Oncology Department.

Qualified candidates must be a Graduate of a Radiation Therapy Program, 1 yr. experience in the administration of radiation therapy techniques preferred. ARRT required.

Salary commensurate with experience. Apply Mon. thru Thurs. 8am-12noon at Employment Services.

PROVIDENCE
Hospital and Medical Centers
16001 West Nine Mile Road
Southfield, MI. 48075
An Equal Opportunity Employer

RECEPTIONIST - Fast paced Ophthalmology office in W. Bloomfield seeking mature individual. Duties include: appointment scheduling & data in-put, preparing charts, insurance verification, typing, 4 years, experience preferred. Send resumes to: M.E.B., 5728 Wednesday Lake Rd., Brighton, MI 48116, Attn: Linda

Cranbrook Hospice Care

STAFF RN

Amicare Hospice Services, Inc., is seeking a full-time Staff RN and Contingent RNs who desire an opportunity to make a real difference in the lives of their patients and families.

You will be responsible for case management of patient care with the concept of interdisciplinary team approach. 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 position in our Hospice or Home Care Services. For immediate consideration, call (313)643-8655 or send your resume to:

Amicare Hospice Services, Inc.

Mary Murphy
2555 Crooks Rd.
Troy, MI. 48084

Achieving Workforce Diversity through Equal Opportunity/ Affirmative Action Employer

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

RN ONCOLOGY
Full-time position available in Oncology. Oncology experience not necessary. IV experience required. Mon.-Fri., 9-5. Interested applicants may call 592-3500

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

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

RN, LPN/Pm are auditing positions available. Full/part time. Work comp, personal injury experience. 3 yr. clinical experience required. BSN, UR experience preferred. Resume to: P.O. Box 278, Northville, MI 48167, Attn: Director of Nursing

R.N. WANTED

For Royal Oak gynecologist's office. Part time days. No weekends. OR experience preferred. Send resume to Box 400, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Experienced and reliable, for doctor's office. Approximately 20 hours/week. Birmingham/Bloomfield area. 32-17908

TRANSCRIPTIONIST
Large multi-specialty center is looking for a few dynamic individuals to join our team. Days or evenings. Experience necessary.
Send resumes to: Human Resources, 810 Main St., Rochester, MI 48307, or call 651-9200

TREADMILL TECH - Cardiologist located in Farmington Hills needs part time, experienced treadmill tech. Flexible hrs. Please call 553-0692

X-RAY TECHNICIAN/REGISTERED Experienced in angiography. Medical Assisting to work as well as market X-ray services
M. George 288-9500

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS for flex-time receptionist/clerical position in Southfield. Two office clerical duties to include busy phone, filing, typing and assisting staff. Phone experience a must. 9-3pm and 5 hours per day $7/hr. 669-2803

ACCOUNTING CLERK
National computer manufacturer seeks accounting based individual for its RMA department. Selected individuals must be detail oriented with a computer background. Send resume to RMA Clerk, P.O. Box 317, Novi, MI 48376

ACCOUNTING CLERK
Birmingham property management company needs experienced person to handle data entry & accounts receivable on computer. Must be well organized & detail oriented. Light typing and filing required. Non smoker. Send resume to Parson Properties, 32400 Telegraph, #202, Bingham Farms, MI 48025

ACCOUNTING DEPARTMENT needs a full time person to do accounts receivable & assist in accounts payable & general office. Computer experience helpful. Salary commensurate with experience. Send resume to Box 478 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING OFFICE MANAGER The Radisson Plaza Hotel at Town Center is seeking an Accounting Office Manager. The successful candidate must have prior supervisory & hotel accounting experience. Strong organizational & communication skills. Must be comfortable with electronic data systems. Forward resume to: Human Resources, 1500 Town Center, Southfield, MI 48075 or apply in person, Mon. Nov. 18, From 1pm-4pm, or Tues. Nov. 19 from 9am-12noon

ACCOUNTING POSITION, part time, in N. Oakland County. Requires at least 3 yrs. experience in accounts payable, billing, & payroll with PC spread sheet skills. We are an equal opportunity employer. Mail or fax resume to Box #482, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE/GENERAL OFFICE, part time. Must be energetic, self starter with strong organizational skills who can type 45 w.p.m. with 10/key knowledge. Non-smoking office. Send resume to 3000 Town Center, Suite 1780, Southfield, MI 48075

ACCOUNTS Payable w/Purchasing needed for large apartment management company in Southfield. To $14K. Fee paid. Alan Ross 543-4750

ADMINISTRATIVE ASSISTANT
For traveling appliance rep. Experienced professional, organized, part time. Royal Oak area 548-4188

ADMINISTRATIVE ASSISTANT
we are seeking an enthusiastic person for our office staff. Some typing/computer skills necessary. Opportunity for advancement. Good pay & benefits. Troy area 588-9700

ADMINISTRATIVE ASSISTANT
Advertising division of national energy company has openings for your experience with Windows/Word. To $9/hr. Call Stacy at UNIFORCE 357-0037

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS
We need your experience for temporary positions. Computer skills a must, lotus a plus.

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 203
Southfield, MI 48075
354-2410

ACCOUNTS RECEIVABLE/General Office position for two accounts receivable parts distributor in Livonia. Apply in person: 33801 Schoolcraft Rd. Equal Opportunity Employer M/F/H

ACCOUNTS RECEIVABLE/ DATA ENTRY CLERK
Full-time position involving a variety of duties. A detail oriented, punctual person is needed to prepare sorted invoices, enter data, post incoming cash to accounts etc., prepare send resume and salary requirements to: BH, P.O. Box 8066, Farmington Hills, MI 48333-9066.

ADMINISTRATIVE ASSISTANT
Fast growing company seeks responsible, self-motivated individual with strong organizational skills & thorough knowledge of Word Perfect. Pleasant work environment with benefit package. 3 years experience required. Send resume to: Denise, 12334 Stark, Livonia, MI 48150

WE ARE A growing temporary service currently recruiting:
- Executive Secretaries
- Word Processors
- Receptionists
- Data Entry Clerks

Long, short and temp-to-perm assignments
ETD Temporary Service 484-7078

AUTO DEALERSHIP CASHIER
High volume Suburban Auto Dealership looking for experienced service cashier. Full time, permanent, benefits, salary commensurate with experience. For interview, phone Mrs. Madden at 474-1234.

BOOKKEEPER
Full time, flexible hours, good benefits. Send resume to:
P.O. Box 3022
Birmingham, MI 48012

BOOKKEEPER/SECRETARY
Part time for Livonia office. Please send resume to: Box 386 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Part time for small, non-smoking, management/consulting firm in Troy. Telephone, mailings, word processing (WordStar helpful) and general office support. Flexible hours. Call Annette between 8am-12 Noon at 543-0035

ADVERTISING SECRETARY
International advertising agency has openings for experienced with Word-perfect, Harvard Graphics a plus. Call Sharon at UNIFORCE 646-7884

BOOKKEEPER - Accounts Payable, Part time, 5 years references, experience, wage requirements to: Box 3558, 104 W. Main, Northville MI 48167

BOOKKEEPER, full charge, in Wayne. Solomon software background helpful. Salary $20 - $22,000 Leave message 313-453-3954

BRANCH OFFICE of Transamerica Life Companies in Troy has immediate opening for a part time, experienced secretary. Must have computer & shorthand skills. We aggressively support equal opportunity & affirmative action. Women & minority are encouraged to apply
Call Mrs Linell 649-1577

CLERICAL ASSISTANT/PART TIME
Flexible day hours with experience in word processing & general office functions. Send resume to: Bundi-Detroit, 111 Corporate Drive, Auburn Hills, MI 48326, attention K. Ronan. No phone calls please

CHRISTMAS IS COMINGIIII NEED MONEY

Professional - Skilled - Reliable? We are looking for the following:
- Word Processing (office experience preferred)
- Data Entry (10,000 + keystroke)
- Switchboard (Adecco)
- Sr. Typists (55+ wpm)
- Experienced computer telemarketers (30wpm)

Call for your appointment today
EMPLOYERS TEMPORARY SERVICE
353-7050

CLERICAL/DATA ENTRY
Permanent/part time position with on-home 3 person CPA firm. Dependable candidate must possess computer knowledge and a pleasant phone manner. Neat appearance and dependability are also required. 18-20 hours per week, schedule flexible. Send resume to Box 416, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CAREER OPPORTUNITY

Experienced Sales Secretary for Farmington Hills computer co. (Must have min. 2 yrs. phone experience working directly with sales staff. Easy going personality is essential. Word Perfect & Lotus skills a definite +. Great pay, benefits, profit sharing. Non smoker's best atmosphere.
Mid-Com Communications
31964 Enterprise Court
Farmington Hills, MI 48331
Attention: Linda

CLERICAL
Large Detroit financial institution has a clerical supervisory position available. Responsibilities will include supervising a small staff of clericals, computer work, & general office duties. Some previous supervisory experience a plus. Full time position with benefits. Send resume to:

Clerical
P.O. Box 779
Detroit, MI 48231

CLERICAL
(PART-TIME, 4 DAYS)

Permanent part-time position available immediately in beautiful Southfield office. Duties consist of filing, computing information for records, 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 2227
SOUTHFIELD, MI. 48037

CLERICAL/WORD PROCESSING
(Apple Centricity) position for ad agency in Southfield. Full time. Call between 10-4. 399-2850

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient Clerical Support individual for our fast paced working environment. Candidates must be able to work accurately under pressure, able to work with little supervision, & have handwork WordStar 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

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., Michigan Data Storage, 1 blk. S. of 13 Mile

504 Help Wanted Office-Clerical

BOOKKEEPER-Full Charge through computer general ledger, job costing, Walled Lake area. Send resume to: 30500 Van Dyke, Suite 114 Warren, MI 48093

BUSY INDUSTRIAL sales office in Wixom/Milford area needs sharp person to answer 12 incoming phone lines, typing, word processing. Responsibilities grow as you learn job. We are an equal opportunity employer. 664-1200

CLERK TYPIST
Company seeking help in busy office. Skills include: light typing, filing & phone. Clear speaking voice, growth potential. Call to apply.
995-0234

Corporate Secretary

Major furniture retailer has immediate opening for a professional secretary for their Farmington Hills administrative staff. Needs strong office skills with Wordperfect and Lotus abilities. Must be a highly organized, self-starting individual who can handle multi-tasks concurrently. Requires prior secretarial experience with references. Pleasant work environment with good benefit package. Non-smokers only. Forward resume and salary requirements to:
Corporate
LA-Z-BOY SHOWCASE SHOPPES
23350 Commerce Drive
Farmington Hills, MI. 48335

CUSTOMER SERVICE - Full time, 5 days, $250 per week, Mon. thru Fri., Call Tues. Nov. 12, between noon & 3pm only. 546-3757

CUSTOMER SERVICE
Major international corporation needs your experience and energetic personality. To $7.50/hr.
Call Rena at UNIFORCE 357-0648

DATA ENTRY

Afternoon/midnights. Must have 7,000 keystrokes. Ideal for students, homemakers, retirees. Extra Holiday money.

EXPRESS TEMPORARY SERVICE
643-8590

DATA ENTRY

PART TIME, 5 days, 3:30-1:30pm. Computer experience. Non-smoking office. Accepting applications at: Brachman Machine Specialties, 25180 Seaway Rd., Novi 471-4500

DATA ENTRY
15,000 keystroke experience desired for dynamic Plymouth firm. Three shifts. To $8/hr.
Call Darlene at UNIFORCE 473-2932

504 Help Wanted Office-Clerical

COORDINATOR
4 year degree plus data entry skills needed for this customer service position, interact with major computer clients, $6/hr to start.
Call Dolores at UNIFORCE 357-0641

CUSTOMER SERVICE
Pleasant phone voice with an attention to detail needed for right person to work in our customer service department. Computer experience with invoicing knowledge helpful. Send resume with salary history to:
Sound Engineering
12933 Farmington Rd.
Livonia, MI 48150
No phone calls please! E.O.E.

Customer Service
$6.50 per hour.

Your written communication skills, customer service skills & ability to organize and process correspondence on a word processing system will assist you in working with our members.

With a minimum of 6 months clerical/office experience, you could take advantage of this exceptional opportunity.

Attractive benefits include life & health care coverage, paid holidays & vacation, tuition reimbursement, complimentary gym membership & much more.

Call B. Gach between 9am - 3pm for a telephone interview.

FITNESS USA HEALTH SPAS
737-7200

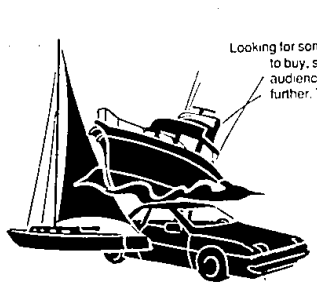
EXECUTIVE ASSISTANT SECURITIES

Seeking highly motivated task-change individual to work with V.P. of large national firm in Birmingham. Prior mature person. Experience in investment industry a must. Also computer, telephone & writing skills necessary. Excellent opportunity for career type. Salary open. 433-6532

EXECUTIVE SECRETARY
Multinational division needs candidates with Wordperfect or Multimate experience To $8.50/hr. to start. Call Sally at UNIFORCE 646-8166

GENERAL CLERICAL/MAIL CLERK
Part-time position involving variety of duties. Flexible hours and excellent work environment. Hours are approximately 4 days 8:00-3:00 and 3 days 9:00 to 1:00. Please send resume to SH, P.O. Box 8066, Farmington Hills, MI 48333-9066

FIND IT



Looking for something? Whether you have something to buy, sell or communicate, you will find a huge audience. Looking for something? Search no further. Turn to classified and find it!

Observer & Eccentric classified ads

644-1100 Oakland County 591-0900 Wayne County
852-3222 Rochester-Rochester Hills

OFFICE ASSISTANT

Major International Corporation for Israel seeks an Office Assistant with excellent typing skills, some computer experience and multi-line phone experience.

We offer an outstanding benefits package. Please send resume to:

NEWSPAPER BOX #408
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

Federal Products Co. one of the world's premier manufacturers of precision measuring instruments and gauges, is currently seeking a qualified individual to fill the following opportunity

Part-Time Clerk

Duties include a wide variety of general clerical and sales support duties for our branch office in Livonia. The successful candidate will have excellent typing, phone and organizational skills for this 20 hours per week position.

Please send resume to: Personnel Dept., Federal Products Co., 1144 Eddy Street, Providence, RI 02905, or for application information call (313) 425-6030. We are an Equal Opportunity Employer M/F/H/V.

FEDERAL ANTERRUNE COMPANY