EMPLOYMENT

500 Help Wanted

TELEMARKETING

CALLING ALL HOMEMAKES

Now you can be a homemaker and a money maker too! How? By calling prospective customers for American Frozen Foods. We're the nation's largest, most successful, stop-at-home food service company and we can offer you:

- Convenient part-time shifts, 9-1 or 5-9
- Up to $7/hr. PLUS commission
- Bonuses
- Vacation & bias pay

Call today for an interview:

313-559-5160

An Equal Opportunity Employer

AMERICAN FROZEN FOODS

A Division of Omega company

TELEMARKETING SUPERVISOR
Experienced only. Full-time.

TELEMARKETERS
Salary [illegible] to approve.

Call [illegible] 827-4021

TEMPORARY TAX PROCESSING CLERKS

Manufacturers Bank has temporary openings in our Tax Processing Department in our Livonia Operations Center. The temporary assignment will be thorough Feb. 14, 1992, with schedule of Mon. - Fri., 8:30 AM - 5 PM. Job requirements include: solid math skills, ability to perform figures using a calculator. Manufacturers Bank supports drug testing as a prerequisite, drug testing is a required step in the employment process. For all applications, interested applicants may call:

Jan Smith at 482-5111.

Equal Opportunity Employer
Disability/Female/Handicapped/Vet

TOW TRUCK DRIVER
Full time, [illegible] starting $5 plus bonus, insurance. Shell Auto Clinic, Farmington Hills. 553-2622

TOW TRUCK DRIVER
Must be experienced with AAA. Apply at: 15200 W MC Nichols.

TRACTOR TRAILER DRIVERS
CDL qualified, 2 years minimum experience, good driving record, dependable, Local work. Pontiac, Flint, Port Huron, every night. Competitive wages. Call 633-1857

An Equal Opportunity Employer

TRAINING

TELECOMMUNICATIONS
ELECTRONIC OFFICE
MACHINE REPAIR

NO COST

TO ELIGIBLE PARTICIPANTS

The JTC Career Training Center is offering a 12 week course in a variety of electronics, with emphasis being placed on Telephone Industry, Computer Industry, Alarm Systems and Cable TV. We're also offering a 13 week course in Medical Assisting and special Desk Functions, Typesetting, and other office operations, using basic electronic skills. If you're laid off or terminated within the last two years, you may qualify for free training and placement assistance.

JTC CAREER TRAINING CENTER

313-963-1710

[illegible]

The program is funded through City of Detroit Employment and Training Consortium, with JTC Career Training Center.

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

TRAVEL AGENT - Full time. Prefer Apollo trained. Must have over 1 year experience. Southfield area. Call [illegible] 478-1211

TRAVEL AGENTS NEEDED
Experienced, with knowledge of Worldspan, Full or part time. Great salary and benefits. Call Lori [illegible] 352-3810

TRUCK Drivers for manufacturing plant, experienced only. Must know metro area thoroughly. Apply in person at 41123 Plymouth Rd. Plymouth, MI.

TV, VCR, CAMERA TECHNICIAN. Experienced preferred. Benefits offered. Call, ask for Ann [illegible] 278-4800

VALET PARKING ATTENDANTS
Experienced preferred, will train. Contact Mr. Hirsch, after 12 weekdays. [illegible] 851-8020

WAREHOUSE MANAGER - ONLY 5 yrs. experience in Shipping & Receiving Area. Knowledge of UPS, Federal Express, Roadway, and regular trucking companies. Able to schedule/do routing. Computer experience helpful. Must be able to work team. Service Coordinator and Production Control. Excellent benefits. Competitive wages. Send resume to: Attn: Human Resource Manager, P.O. Box 26546, Detroit MI 48226.

critical care nurses

It's not for everyone.

Is it For You?

For RNs, the Critical Care Departments at Children's Hospital of Michigan can be intense. But the rewards are priceless. And the experience gained can't be found anywhere else.

If you're an RN with experience in PICU, NICU, ED or OR, you may have what it takes to gain the many personal and professional rewards of joining our highly dedicated team.

But we want you to be sure Children's Hospital of Michigan is right for you and that you're right for us. That's why we offer an Observation Day that gives you an up-close opportunity to experience our units for yourself.

To find out more, call Wilma Willson, RN, BSN or Sandy Layfield, RN, BSN, Nurse Recruiter, collect at [illegible]

Children's HOSPITAL OF MICHIGAN

500 Help Wanted

VETERINARY HOSPITAL
Full time openings for experienced animal technician. Licensed preferred. Hours: 8am-6pm. 476-5670

WAREHOUSE DELIVERY person wanted. Pull or part time. Excellent benefits. Must have valid driver's license, good driving record. Apply between 9-4pm, 18240 W. 9 Mile, Southfield.

WAREHOUSE WORKERS

ALL SHIFTS AVAILABLE
$5 per hour and up. Long/short term assignments. Some temporary to permanent positions.

ARBOR TEMPS 459-1166

RETIRED WELDER
for part time TIG welding, 2-3 days per week. Call Terry 313-835-8200

502 Help Wanted Dental-Medical

ACCREDITED HOME Care company is currently looking for licensed E.M.T. to work in our patient care days. Qualified individual must possess a valid drivers license with clean driving record. For more information contact Linda 458-3115

Admissions Coordinator
West Bloomfield Nursing and Convalescent, Livonia, near Middle Brake, has immediate need for full-time Admissions Coordinator. Must have experience coordinating admissions, pre-admission process. Please contact Mr. Bell or Mr. Spiro between 10am & 3pm at 861-1600

Peak Performers Now Interviewing for full-time Dental Assistants in Southfield, Livonia, Northville & Birmingham. Experience preferred. EOE. (313) 477-0777

BILLERS 88-812/HR
Several new opportunities for experienced medical billers with DME, psych, cardiology or IV infusion background. Suburban offices with growth potential. Call Peggy, Contact: Patty Heinitz, 832-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

CHAUFFEUR ASSISTANT
Experienced, part time, dependable with some front desk knowledge. (1:30pm-8pm Mon. and Thurs. 8am-2pm Sat. 125-7010

CHIROPRACTIC ASSISTANT/RECEPTIONIST. Must be certifiable. Hours: Mon.-Fri. 1-7PM, Sat. 8:30AM-Noon. Please call: Irene Cihlar, 855-2668

CHIROPRACTIC ASSISTANT
Experienced in insurance billing. Salary commensurate with experience & ability. Good working conditions. Apply 10-12 & 2:30 to 6pm. BOWERS CHIROPRACTIC CLINIC 13963 Merriman Rd., Livonia

CHIROPRACTIC ASSISTANT
Approximately 30 hrs./wk. Looking for positive, friendly person wanting long-term employment. Any insurance experience helpful. Warren at Inkster Rd. 525-7958

COMPENSATION/EMPLOYEE RELATIONS SPECIALIST
DMC HEALTH CARE CENTERS

Administers employee relations and compensation programs for Ambulatory Care and Industrial Clinics. Please send resumes to: Human Resources,

DMC Health Care Centers
Woodland
41936 W. 13 Mile Rd.
Novi, MI. 48377

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

CROWN & BRIDGE WAXER
Full or part-time.
Livonia. 661-7788

EXPERIENCED
DENTAL PERSONNEL
Assistants, RDH's, Office & Financial Managers, + Top Pay
Other employment opportunities - Temporary & Long Term Assignments.
PEAK PERFORMERS, INC.
Professional Dental Staffing Service
EOE (313) 477-0777

DENTAL ASSISTANT-Full time, experience preferred. Beautiful office in Southfield. $7 per hour minimum. Call Shirley 352-4531

DENTAL ASSISTANT-Part time for Tuesdays & Thursdays, 8-5pm. Prefer experienced office, great benefits. Call Leslie at 484-1100

DENTAL ASSISTANT
part/full time. Looking for intelligent, responsible person, experience preferred. Westland. 525-7638

DENTAL ASSISTANT
Experienced. Full time. Good sense of humor. People person. Dearborn Heights location. 274-6660

DENTAL ASSISTANT
Experienced dental assistant for progressive Livonia office. Full or part time. Salary commensurate with ability. 525-1200

DENTAL ASSISTANT - Full time position in Northville. Some experience necessary. Includes evenings & Sat. Call Linda. 349-8063

DENTAL ASSISTANT
Full time for Christian office. Experience preferred. Benefits offered. For application call 546-7080

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

DENTAL HYGIENIST wanted for Livonia, Tuesday & Wednesday, 7:30 PM, and possibly Saturday. Progressive, friendly Southeast Livonia office. 522-5520

DENTAL OFFICE MANAGER
Garden City/Westland Superior opportunity to direct 3-person computerized front desk in a 2-doctor office. Mature, experienced individual with excellent communication skills desired.

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
full time, experienced, no Saturday or evening. Fringe benefits for qualified individual. Don't miss this opportunity. You too could be part of this prosperous team! Call Jean Tues-Thurs-Fri., 9:30-4pm, 425-0820

DENTAL ASSISTANT. Are you looking for a change? Located at 15 Mile & Telegraph. We are seeking a CDA or RDA for this 3-4 day a week position. If you are searching for a real opportunity to grow & fulfill your potential, call Christel at 645-8630

DENTAL ASSISTANT
EXPERIENCED
Full-time, Redford/West Park area. 863-9322

DENTAL ASSISTANT
Part time, Call between 9am-6pm, Mon-Thurs. Huntington Woods area. 398-4366

DENTAL ASSISTANT/Receptionist
Busy periodontal office in Livonia is looking for a part time assistant, 3 days a week. Dental/medical experience preferred. Please call 522-7314

DENTAL ASSISTANT - 3 days leading to full time in periodontal office. Seeking a qualified, motivated caring person. Experience preferred. Dental Center, Rochester Hills area. Days 656-3200 Eves. 652-3954

DENTAL ASSISTANT
Modern Birmingham office seeks mature, enthusiastic person for chairside position. 4 days per week. Will train. Please send resume to: Box 648 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
Full time. Modern equipped Birmingham office. Salary, benefits, bonuses. 642-8430

DENTAL HYGIENIST
Busy W. Bloomfield dental office looking for an experienced Hygienist to join our exceptional staff. 3/4 days per week. 661-4000

DENTAL HYGIENIST WANTED
Full time for Monday & Friday no Saturday. Beautiful Ann Arbor area. Great hours, great benefits. Ask for Leslie 484-1100

DENTAL OFFICE Business Assistant with experience. Excellent communication skills, knowledge of receipts and insurance billing. 423-8434

DENTAL OFFICE needs part time front desk receptionist. Must be organized and detail oriented. Call Nancy at 425-5944.

DENTAL RECEPTIONIST
Experienced, full-time position with patient pay, benefits & bonuses. Southfield, Evenings. 796-9166

DENTAL RECEPTIONIST
Mature person needed for a very busy dental office in Novi. full time. Call & leave message 348-1964

DENTAL RECEPTIONIST
Part time - Livonia. Knowledge of dental insurance a must! Experienced only. Will add to full time. Days, 442-9500 Eves. 738-7970

DENTAL RECEPTIONIST
Experience with full knowledge of dental insurance & accounts receivable for pleasant Troy office. Call Chris between 8am-2pm 879-7753

DENTAL SECRETARY for CANTON. We are looking for a cheerful person to answer our phones, control our appointment book and help our patients enjoy their visit. Experience is necessary. Full time, including one evening, no Sat. Please call MINDY 459-5370

DENTAL TECHNICIAN
Experienced in any phase of crown & bridge work for laboratory in Southfield, Phone. 478-8784

DISPENSING OPTICIAN
part & full time for nursing home practice. 373-2889

HOME HEALTH AIDES
RN's & LPN'S
Need Aides and cases for the holidays? Join the leaders in home health care - VISITING CARE. Variety of shifts to choose from.

Call Today!
Northville 313-348-0234
Brighton 313-229-5320
Ann Arbor 313-930-0050

IMMEDIATE OPENING for experienced only receptionist. Full time 1 year Ann Arbor Specialist for busy Southfield OB/GYN's office. Call Shirley 352-4531

LIVE-IN HOME HEALTH AIDES
Needed for cases in Whitmore Lake & Ann Arbor. Call today!
Northville 313-348-0234
Brighton 313-229-5320
Ann Arbor 313-930-0050

LPN'S & MEDICAL ASSISTANTS
large multi-specialty dental practice, looking for a few dynamic individuals to join our team. Experience necessary. Send resume to: Human Resources, 610 Main Street, Rochester, MI 48307 or call 651-9200

LPN's - $15.00/Hour
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for LPN's on afternoon shift. $14.00/hour or $13.00 plus full benefits. For details, Call Mrs. Mancuso or Mrs. Subotich. 661-1800

MEDICAL TRANSCRIPTIONIST
Fetal Diagnostic Center

Part time Mon., Wed. and Fri. day shifts. Must have 1 yr. of college or completion of a Medical Transcription program. 50 wpm accurate typing and familiarity with Word Perfect preferred.

Candidates may apply at our New location: 12.300 Lyndon, Mon. Wed. Fri. (Non facility closed Fri., 11/29/91).

PROVIDENCE
Medical Center - North
39500 West 10 Mile Road
Novi, MI. 48375
An Equal Opportunity Employer

nursing

AMICARE HOSPICE SERVICES

Opportunities in Hospice Care
Hospice of Wayne &
Hospice of Monroe

STAFF RNS

Amicare Hospice Services, Inc., sponsored by the Sisters of Mercy, is seeking full-time, part-time and contingent Staff RNs who desire an opportunity to make a real difference.

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.

Amicare offers a competitive salary and an outstanding benefits package to match your skills. To apply, please send your resume to:
AMICARE HOSPICE SERVICES, INC. Attn: Marshall, 806 Airport Blvd., Ann Arbor, MI 48108

Achieving Workforce Diversity throughout 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 541-7283

PART TIME RN/LPN
Canadian Bay Health Care Village Orthopaedics, 4050 E. 12 Mi. Suite 110 warren MI 48092 Attn Barb

502 Help Wanted Dental-Medical

MED-SURG
ICU
ER
RNS FOR
SUPPLEMENTAL STAFFING
- Suburban western Wayne Hospital
- Flexible schedule
- Competitive pay
- Immediate assignment

Following Holidays
For more information & to apply contact Gloria or Marilyn,

981-6829

NUCLEAR MEDICINE TECHNICIANS

Part-time position available. B.A.R.T. or C.N.M.T. registered or registry eligible. Interested parties send resume to: Contact E. Taylor at 347-8320.

DMC Health Care Centers
Woodland
(Located on W. 8 Mile near Lahser)

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

NURSE AIDE - Afternoon & midnight shifts. Will train or certified. Have your wage, cars, Birmen, Nightingale, Ann Arbor, Northville Rd., Westland, near Joy Rd. No calls!

NURSE NEEDED
Part or full time in women's health facility. Call 425-0239

OPHTHALMIC ASSISTANT, experienced, needed full time for friendly office. Farmington Hills & Troy.
645-3535

OPTOMETRIC AIDE
For Sterling Heights office.
Experience needed.
Call 979-9000

PART TIME RECEPTIONIST needed for busy family practice clinic in Milford. Included evenings & Saturdays. Experience preferred. Contact Colleen, 685-3800

PHYSICIAN'S ASSISTANT
wanted for dermatology practice in Southfield. Dermatology experience preferred. Call 569-1040

QUADRIPLEGIC Male seeking Female Aide for traveling purposes. Responsibilities: Light housework. White Lake Twp., MI 48386

RADIOLOGIC TECHNOLOGIST
Full and part time positions available for radiologic technologist. Registry eligible. Students welcome. We offer a competitive salary and health-dental-life benefit package. Call Gloria 533-1158

RADIOLOGY TECHNOLOGIST

Accepting applications for registered or registry eligible Radiology Technic[illegible] Tel[illegible] days. Please apply at

UMC Health Care Centers
Woodland
41935 W. 13 Mile Rd.
Novi, MI. 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RECEPTIONIST NEEDED for multi site clinic. Must Type. Full time & benefits. Send resume to:
Office Manager, 1789 Fort St.,
Lincoln Park, MI 48146

RECEPTIONIST, full time. Busy Ann Arbor office. Medical office experience required. Conversational Spanish helpful. Benefits offered. Call Karen, thur Fri. 9 till 4. 720-5400

RECEPTIONIST for Birmingham Orthodontic practice. Must be energetic, dependable, organized, comfortable with dental office experience. 3½ days per week. 645-5340

RECEPTIONIST/SECRETARY
for busy outpatient physical therapy facility. Must be organized & detail oriented. Excellent phone & typing skills. Prior billing/computer experience helpful. Send resume to: Human Resources, Rehabilitation, 25815 Eight Mile, Ste. 106, Livonia, MI 48152

m

Cranbrook Hospice Care
Troy, Mi.

STAFF RN

Amicare Hospice Services, Inc., is seeking full time, part time and Contingent RNs who desire 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 hospice 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)643-8453 or send your resume to:

Amicare Hospice Services, Inc.
Penny Murphy
2533 Coolidge
Troy, MI. 48084

Achieving Workforce Diversity through Equal Opportunity/Affirmative Action Employer

RN FOR busy Farmington Hills pediatric office. Full time, 35+ hrs. Benefits, excellent salary conditions.
855-8163

RN NEEDED
2 days a week, for family physician located in Livonia. Call 464-9200

RN ONCOLOGY

Full-time position available in Oncology. Oncology experience not necessary, but helpful. Hours required: Mon.-Fri., 9-5. Interested applicants may call 348-5300 or send resumes to 8 Gleacolm.

DMC HEALTH CARE CENTERS
WOODLAND
22341 W. 8 Mile Rd.
Detroit, MI. 48219

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

R.N. WANTED
For Royal Oak gynecologist's office. Day hours, No weekends. GYN experience preferred. Send resume to Box 402 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TECHNICIANS - Needed for TBI rehabilitation program in Royal Oak & Rochester. Excellent salary & benefits. Full-time afternoons (55 BA & Associates) & part-time midnights. Call Patty at Neurological Recovery Systems 253-8540

TRANSCRIPTIONIST
Large multi-specialty center is looking for a few dynamic individuals to join our team. Days or evenings. Excellent benefits.
Send resumes to: Human Resources, 610 Main St., Rochester, MI 48307, or call 651-9200

X-RAY TECH
Needed 12 hrs. a week in Novi office. Mammography required. Call 624-2113

X-RAY TECHNICIANS needed for a day in nursing home. Registered or registry eligible. Send resumes to: Geriatric Mobile X-Ray, 21521 Van Born, Taylor, MI 48180.

X-RAY TECHS
2 openings for X-Ray Techs who prefer part time employment, great work programs & flexible hours. Contact Patty Hedges, 832-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

502 Help Wanted Dental-Medical

RN - LPNS
Are you seeking a professionally challenging work environment? Gentlemen's Convalescent Home is known for excellence in nursing care have full time and part time positions available on the afternoon shift. Salary commensurate with experience. Contact: E. Bennett, RN, DON, at 729-4100 for an interview.

RN SUPERVISOR
for weekends. Skilled nursing facility. Call Mrs. Subotich 354-3222

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. Subotich. 661-1800

SOCIAL WORKER C.S.W.
- PRITIKIN, MS.ADDISTILLIF
Bluecross OPC has immediate opening for a Clinical Social Worker/Therapist. Must have experience in adult mental health facility accreditation. Job will involve responsibilities for obtaining accreditation & overseeing a therapy case load. Salary & benefits commensurate with experience. Contact Gina at: 647-6320

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS to fill openings in the following areas:
TELEMARKETING - Part time, day & evening positions available immediately. Must have excellent phone skills.
GENERAL CLERICAL - Part & full time positions available for those with phone skills, filing, light typing and/or calculator experience.
CALL DYNAMIC PEOPLE: 464-8600

ACCOUNTING CLERKS
We need your experience for temporary positions. Available immediately. Payables, Receivables & Data Entry. Lotus a plus.
Call or send resume:

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

ACCOUNTING PERSONNEL CLERK for a part-time position. Must have some experience with payroll, benefits & computerized accounting data entry. Contact: Kathleen Farmilly Service 548-1500, ext. 298

ACCOUNTS PAYABLE - part time for detailed oriented person. Please send resume to: Box 404, Assistant Controller, 2000 N. Woodward, Ste 100, Bloomfield Hills, MI 48304

ACCOUNTS RECEIVABLE/DATA ENTRY CLERK
Seeking a detail oriented person with a variety of duties. A detail oriented, punctual person is needed to prepare computer generated write offs, post incoming cash to accounts receivable and maintain accurate records. Requirements: 5/H, P.O. Box 5066, Farmington Hills, MI 48333-9066.

ADMINISTRATIVE ASSISTANT
Advertising - National advertising agency seeks an experienced person with Wordperfect 5.1 or Officewriter. To 39/hr. Call Stacy at UNIFORCE 357-5037

ADMINISTRATIVE ASSISTANT
Sales & Engineering. Livonia plastics manufacturing company has immediate openings. Candidates must possess strong communication skills, good word processing/computer skills, 60-80WPM. Must be familiar with typesetting, purchasing, materials, taking job files, & shipping logistics, detailed & technically. Must be able to work in high volume, fast paced office. Lotus & Wordperfect a plus. Mail or fax resume, or send resume: Advance Accessories, Inc.
12001 Leven Rd., Livonia
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm offers challenging opportunity for self-motivated, detail oriented, perseverance & undaunted attitude. Ideal candidate: Must Master Excellent WordPerfect and dictaphone skills. Strong organizational aptitude and attention to detail is must. Assistant to CEO with Property Manager responsibilities. Great potential with salary starting at $27k. Send resume stating available commencement date to: Personnel Director, 250 Merrill, Ste. 201, Birmingham, MI 48009-3383.

ADMINISTRATIVE ASSISTANT - Troy, new accounting company, excellent typing, shorthand & word processing skills required, knowledge of state agencies, creativity, bilingual a plus. Call Ms. Ferguson at Italiani Salary open, full benefits. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ANCA (USA) INC
ANCA welcomes to inquire a suitably qualified & experienced person for this important position within a small dynamic company.
ANCA requires well trained, a good typist, knowledge of books keeping, Lotus 1,2,3, WordPerfect & typing. A good telephone manner is essential.
Duties will include accounts processing, general clerical & office duties including the front desk.
The position would suit someone who enjoys being busy on a variety of interesting duties. Preferred candidate must be a self starter, happy working under some pressure.
We will offer a good salary & conditions, plus a friendly work atmosphere. Mail your resume in confidence to
Mr. Russell J. Redford
ANCA/USA INC
24311 Catherine Industrial Rd
Suite 235
Novi, MI 48375

ASSISTANT TO
OFFICE ADMINISTRATOR
To serve as Computer Support person for office staff. May also be required to assist in payroll, personnel or general office duties. Strong analytical skills, high typing, organization required. Please Fax or send resume to 356-1320

HARADA INDUSTRY
29333 Lafayette Rd
Suite 375
Southfield, MI. 48034
No phone calls please

AUTO DEALER
Switchboard/Cashier. No experience necessary. We train. Good pay & benefits. Apply at 3938 S Wayne Rd. Corner of Eastbound Michigan Ave Wayne MI. Ask for Lenore.

BILLING CLERK
Needed for Bloomfield Hills law office. Part time. Includes: entry of time and cost, end preparation of billing. Experience with computer time and billing software necessary. Call
258-9610

BOOKKEEPER
Birmingham architectural firm seeks permanent full charge bookkeeper. Prior architectural firm experience with computerized general ledger preferred. Send letter of interest & resume to Gunner Berkers & Associates, Inc. at 292 Harmon St., Birmingham, MI. 48009

BOOKKEEPER/RECEPTIONIST
Young, growing branch office needs energetic, detail oriented self-starter with computer skills. 2 years general office background in accounting, 60 wpm. Send salary requirements & resume to: Office Manager, 42010 Koppernick Rd., Bldg. C, Suite 111, Canton, MI 48187

BRANCH OFFICE of Transamerica Life Companies in Troy has immediate opening for a part time, experienced secretary. Must have computer & dictaphone skills. We aggressively support equal opportunity & affirmative action. Call Mrs Lirus 649-1577

504 Help Wanted Office-Clerical

CAREERS!!
CLERICAL SERVICE COORDINATOR ($17,500)
Deal with executive level clients, using SPWPM, Word Perfect 5.1. Need poise & professionalism.

ACCOUNTING $18,000
Strong general accounting skills, edge, entry accounts payable computer experience, WordPerfect 5.0, Lotus & light secretarial duties.

MARKETING ASSISTANT $20,000
Busy position, minimum 4 yrs. experience, need good secretarial & typing skills. Knowledge of Desktop Publishing a plus.

DIVISION SECRETARY $23,000
3 yrs. secretarial background, WordPerfect 5.1, Desktop Publishing A Lotus a plus.

EXECUTIVE SECRETARY $26,000
Minimum 3 yrs. secretarial experience with excellent skills including word processing. Must be fluent in Japanese or German.

Additional positions available
Employment agency applicants
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills/Livonia
737-6750

Southfield 352-8060
Troy 643-2220
An Equal Opportunity Employer

CLERICAL/COMPUTER
Temporary position with local CPA firm during tax season. Applicant should be knowledgeable of general office procedures & possess ability to accomplish multiple tasks with attention to detail. Excellent opportunity for part time employee. Send Reply to box 548 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Full-time permanent position available for sales, clerical duties. Entry level. Computer knowledge helpful. Must be organized, dependable and willing to learn. May possess advancement for the right person. Send resume to: Cherry at P.O. Box 48179, Oak Park, MI 48237

CLERICAL - Hovings Business Systems has an immediate full time opening. The position requires data entry and clerical skills, detail orientation and excellent communication skills. Send resume to:
Hovings Business Systems,
41180 Bridge St., Novi, MI 48375,
Attention Mary

CLERICAL
Need Holiday Cash?
- Word Processors -
- Secretaries -
- Receptionists -
Long and short term assignments as well as temporary to permanent positions are available for people throughout the metro Detroit area. Must possess good typing and verbal and written skills required. Call today for an appointment.

CORPORATE PERSONNEL SERVICES
Berkley: 398-8960
Livonia: 261-1120
EOE NO FEE

CLERICAL
(PART-TIME, 4 DAYS)
Permanent part-time position available in Southfield. Duties include filing, field office, Duties consist of filing, compiling information for reports, & assisting in accounts payable & receivables, blueprinting, & other duties as assigned. Send resume to: Advance Accessories, Inc.
12001 Leven Rd., Livonia
An Equal Opportunity Employer

CLERICAL/PART TIME
P.O. Box 2221
SOUTHFIELD, MI. 48037

CLERICAL!
- SECRETARIES
- WORDPROCESSORS
- RECEPTIONISTS
- GENERAL OFFICE CLERKS
Now hiring temporary people for long and short term assignments.
Call Ruth today for an appointment.
643-8590
EXPRESS SERVICES

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 hands-on WordStar and/or Word Perfect experience. This position is for a motivated self-starter who is willing to accept challenges. Position provides for a competitive salary & benefits package. Qualified candidates forward resume in confidence to:
CLERICAL SUPPORT
P.O. Box 779
Detroit MI 48231

CLERK/RECEPTIONIST - Filing, answer phones, sort mail. Busy Birmingham law firm. Free parking. Send resume to: 877 S. Adams, Suite 302, Birmingham, MI 48009.

CLERK/TYPIST
CITY OF TROY
Must be high school graduate or have GED. Must type 45 wpm. Previous clerical experience preferred. 37-34/hour start. Applications available now until 4PM Dec. 4, 1991, at Personnel Dept., 500 W Big Beaver, Troy.
An Equal Opportunity Employer

CLERK/TYPIST - Part time position 24 hours a week needed for Bloomfield Hills Business office. High School graduates and 1 year related office experience required. 60wpm with working knowledge of Word Perfect 5.1 and ability to perform transcription necessary. Medical terminology knowledge preferred. Send resume to: Box 402 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI. 48150

CLERK TYPISTS, Switchboard Operators, Word Processors. PM Temporary Personnel 981-4290

COMPUTER DEPARTMENT CLERICAL/OPERATOR
Part-time (Mon. - Fri., 5-9pm), entry level, will train. Knowledge helpful. Call Helen Mon. - Fri. between 10am-3pm, at 827-4052, ext. 348

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

CUSTOMER SERVICE REP
Commercial insurance, automated agency system. 2 mos. in Troy.
TEMPSTAFF 645-0900

CUSTOMER SERVICE
Farmington Hills State Farm Agency is looking for a mature experienced insurance customer service rep. Servicing auto, home, life & health policies. Call Mr Reilly, 851-9050

CUSTOMER SERVICE
Position available. Applicants must possess positive attitude and excellent communication skills. Send resume to: Personnel
Realtron Corp. 24063 S Lake Rd.,
Redford, MI 48239

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
SUBURBAN POSITION
Our client seeks an experienced DE/CSR person for fast paced position covering Sales Reps. Computer experience a must. Salary to $23,000. Comprehensive benefits. Call Arthur Thomas. 352-4740

CUSTOMER SERVICE SECRETARY
A successful food products company offers security and growth opportunity for you. Good organizational skills and word processing needed. Call 464-0606.

DHELLING PERSONNEL SERVICES

DATA ENTRY for Troy distributor. Some bookkeeping preferred. Full time, salary commensurate. P. O. Box 1154, Troy, MI 48099

DATA ENTRY OPERATOR
PART TIME
Individual needed to fill in for operators as needed, approximately 1 week per month. Manufacturing background preferred. Call 476-7212 location.

DATA ENTRY
Your excellent skills needed for this exciting position. Perfect for a mature, to $7/hr. to start. Call Dolores at UNIFORCE 473-2935

LEASING AGENT - experienced for apt. complex. Must like responsibility, detail & work in a competitive position. Call 2pm-4:30pm 425-0141

LEGAL SECRETARY NEEDED
For Southfield law firm. Good typing, English and excellent skills required. Word processing & must proofread and some experience helpful. 540-4100

LEGAL SECRETARY - 8 yrs. experience, excellent typing, English required. Wordperfect. Southfield law firm. Contact Nancy. 353-3810

LEGAL SECRETARY. For 12 Attorney firm in Bloomfield Hills. Experience required. Salary based on ability. Good benefits and salary requirements to Office Manager 300 E. Long Lake, Suite 200, Bloomfield Hills MI. 48304

LEGAL SECRETARY
Very active Southfield managing partner of growing medium size Farmington Hills law firm. Must have excellent skills. Administrative tasks with varied responsibilities. WordPerfect. Non smoking. Excellent Salary, Benefits & Opportunity. Call 626-5000

LEGAL SECRETARY
Position available for a medical malpractice Bloomfield Hills law firm. Must be familiar with drafting and filing of all types of pleadings. Salary commensurate with experience. Resume to Donna Wronski, c/o 3883 Telegraph Rd., Suite 103, Bloomfield Hills, MI 48302
Only experienced legal secretaries need apply.

LEGAL SECRETARIES
Experienced for short & long-term assignments. Superior Transcribing Inc. 313-668-3535

LEGAL SECRETARY with excellent skills for Southfield law firm. At least 4 years experience & knowledge of Word Perfect preferred. Call 557-6600

LEGAL SECRETARY
Bloomfield Hills law firm seeks an experienced Legal Secretary. Candidates must demonstrate minimum 5 years experience WordPerfect 5.1 Non-smoker.
557-6600

LEGAL SECRETARY
Bloomfield Hills law firm seeks an experienced Legal Secretary. Candidates must demonstrate minimum 5 years experience WordPerfect 5.1 Non-smoker.
557-6600

LEGAL SECRETARY
Southfield Law Firm. Legal experience required. Business, Litigation Bankruptcy Estate Planning typing 70-80 wpm WordPerfect 5.1 Desirable.
313-354-3340

LEGAL SECRETARY/ASSISTANT
Full time position involving legal secretarial duties. Flexible hours and salary commensurate with experience. Call Barbara Lebowitz, Southfield, 647-7900

LEGAL SECRETARY
Needed for large person office in the Penobscot Bldg.
651-4111

LEGAL SECRETARY
Full time position involving legal secretarial duties. Flexible hours and salary commensurate with experience. Call Barbara Lebowitz, Southfield, 647-7900

LEGAL SECRETARY
3-5 yrs. litigation experience for Birmingham law firm. Respond to Office Manager, P.O. Box 1999 Birmingham, MI 48012-1899

LEGAL SECRETARY
Small law firm in Troy, shorthand & WordPerfect skills required, some legal experience preferred. Call Nancy 589-8500