EMPLOYMENT

500 Help Wanted

HAIR STYLISTS
RENTAL SPACE
RALPH OF FIFTH AVENUE
DOWNTOWN BIRMINGHAM
643-7777

HOST PERSON
Needed on Weekends for Kidsports Fitness Center, Southfield. Please call 352-6437

RADISSON SUITE HOTEL
We are currently hiring for the following positions:
- Part Time • Weekend Server/Host/Hostess
- Part Time Banquet Utility Person
- Weekend Auditor

Please apply in person at: Radisson Suite Hotel, 37529 Grand River, Farmington Hills

HOUSEKEEPERS
Full time position 7:30am - 3:30pm. Benefits. $5.00/$5.25 hr. (experienced). Must enjoy elderly. Apply in person: Peachwood Inn, 3500 W. South Blvd., Rochester Hills. Minutes off I-75 & M-59

TECHNICAL ASSISTANT
Birmingham insurance agency looking for a commercial lines technical assistant. Must have good typing and organizational skills. Insurance experience preferred. Please send resume to: Administrative Manager, P.O. Box 3027, Birmingham, MI, 48012-3027.

SENIOR CLAIMS REPRESENTATIVE
Branch claims office has opening for Senior Claims Representative, experienced in all lines, property & casualty. Competitive salary, liberal benefits package, company auto provided. Qualified candidates should submit their resumes or inquiries in confidence to:
Mark Bradford
Branch Claims Supervisor
Lake States Insurance Co.
P.O. Box 530680
Livonia, MI 48153-0680

IN-STORE SERVICING
Stocking and displaying merchandise in retail outlets. Flexible hours. Prefer retail experience. Able to travel, will train. Call Mon. morning, Dec. 23, 652-8013

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
29500 Middlebelt Rd. 478-2200

HOLIDAY JANITORIAL HELP
In downtown Rochester. To become permanent, part time, 3am-7am, 7 mornings per week. Must be dependable & have own transportation. 852-4735

EXPERIENCED JANITORS with reliable transportation. Night work in Southfield & W. Bloomfield. Top pay. For interview call 273-1585

JOB COACH
Hard working, problem solver with good interpersonal skills needed to assist persons with developmental disabilities working in the community. High school diploma and use of car required. $5.50-$6.00/hour + benefits. Farmington Hills. 474-8973
MORC TRAINED

JOBS JOBS JOBS!!!
Mon. thru Fri., no weekends, no nights. Openings for full/part time positions. Medical and dental available. Apply in person 2-5pm: Sleeping Beauties Housekeeping Services Inc., 41908 Joy, Canton.

MACHINE OPERATOR
Full time positions open for people with CNC & blueprint process sheet experience. Working knowledge of SPC. All shifts open in Wixom. Good benefits. 537-8641

MACHINIST
For small tool room. Must be able to read prints, make tool details, repair small dies and tools. Fringes. Apply 8-3pm at Franklin Fastener, 12701 Beech Daly, Redford

LICENSED MANICURIST or cosmetologist for sales order desk. 5 day week - no evenings. Benefits. $13,000 yr. Fee paid by employer. Employment Center Inc. 569-1636

RESIDENT MOTEL MANAGER
For 60 unit property. Related experience required. Reply in confidence to Box 722 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANAGEMENT
GREAT AMERICAN COOKIE COMPANY
TEL TWELVE MALL
ASSISTANT MANAGER opportunity for experienced entry-level Manager. Retail experience helpful.
COMPETITIVE SALARY
GOOD BENEFITS
VERY CLEAN
DELICIOUS PRODUCTS
Apply at store or call for appointment, ask for Neil. 353-2447
An Equal Opportunity Employer

MANAGEMENT PART TIME
Evenings & weekends. At full-line neighborhood grocery store. Retail experience helpful, but not required. Good supplement to retirement income. Apply at: 25825 Joy Road, near Beech Daly, Dearborn Hts.

AUTO MECHANICS
"We're GROWING And We Need Help!"
High volume Goodyear franchise seeks experienced auto technicians. Excellent earnings & excellent benefits. First class facilities & equipment.
Oakland County 477-0670
Wayne County 455-7800

ATTENTION
APPLY NOW
Accepting applications for dependable workers to do assembly and packaging in the Western Suburbs. No experience required for these Blue Jean ... Day shifts available. Must have reliable transportation. Referral bonus offered and benefit package available.
Bring in two pieces of I.D.
Apply Monday thru Friday 9-11 a.m. and 1-3 p.m.
General Management Services
14700 Farmington Rd., Suite 104
Livonia, MI 48154
427-7660

500 Help Wanted

LOAN PROCESSOR
Huntington Mortgage Company located in Troy, has an excellent opportunity for an experienced Loan Processor. Minimum 2 years experience required including FHA, VA, & Conventional Mortgage loans. This position requires excellent communication skills and the ability to meet deadlines. Excellent benefit package, salary commensurate with experience. To apply or for more information call Cindy Brocton at, 244-2682
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

LOOKING FOR Entrepreneurial minded individuals. People who have a strong belief in themselves, tired of the corporate system, able to recognize opportunity. For interview phone 10am-2pm, ask for Mr. Taper. 464-8056

MACHINE TECHNICIAN
Growing future oriented plastic container manufacturer seeking individual with technical or mechanical experience in an industrial setting. We provide an excellent wage & benefit package along with good opportunity for advancement. Apply in person Mon.-Fri. 8am-5pm, 1351 Hix Rd., Westland (South of Ford Rd.).

DEPENDABLE, MATURE individual wanted for part time maintenance/janitorial position at upscale shopping mall in Livonia. Involves nights and weekends, retirees welcome. For more information call, 462-1100

MANAGEMENT TRAINEE
No experience necessary, corporation expanding, needs to open branch offices in area. Rochester Hills 373-8030

MANAGEMENT TRAINING PROGRAM
NO EXPERIENCE NECESSARY
Ground floor opportunities with rapid advancement to management. Neat appearance & willingness to work a must. Must have reliable transportation & a valid driver's license.
We Offer:
- Permanent Full Time Positions
- No Lay-Offs
- Paid Vacations

CALL 981-9305
Ask for Personnel

MANAGER for high traffic card & gift shop. Retail management experience required. Send resume to: Manager, 5665 W Maple, Ste A, W Bloomfield, MI, 48322

MANAGER TRAINEES
GIRLS, GUYS
$375 - $800 Wkly Average Earnings
Due to outstanding expansion, internationally advertised Co. needs 15-20 ambitious people immediately. Various positions open from ground floor to upper management. Must enjoy music, fun and working with people. No experience necessary, we will train.
Carrie 557-3550

MARKETING RESEARCH FIRM
has immediate opening for Field Administrator for a national television survey. Ideal candidate must have strong organizational and administrative skills. Salary and length of employment dependent upon initiative and skills. Resumes only to: Field Administrator Position, 31800 Northwestern Hwy, Su. 380., Farmington Hills, MI., 48334.

MARKETING TRAINEE
Local office of national organization needs a few good people willing to work hard and be trained. Earn while you learn. Guaranteed $25,000 first year income. Call Lisa Dumas at 356-3746

MASONARY ESTIMATOR WANTED
Please send resume to: BOX 652, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MECHANICS
Cab drivers for growing cab co. Call for application. 581-2325

MORTGAGE PROCESSOR
needed with underwriting capabilities for progressive, friendly, fast growing Southfield non-conforming lender. Excellent job stability and benefits. Must be personable with 1 yr. of experience. Call now 353-4556

NIGHT AUDITOR
Must have experience. Friday & Saturday nights, midnight until 8am. Seniors welcome. Apply at Botsford Inn, 28000 Grand River, Farmington Hills.

OFFICE CLEANING
Downtown Detroit firm seeks full time persons to work on office cleaning crew. We are seeking efficient & dependable, experienced persons with general cleaning duties & strong emphasis on professional company image. Compensation includes all company benefits. Working hours are: 4:30pm-12:30am, Mon. thru Fri. Qualified candidates need only apply. For consideration send resume & salary experience to:
Office Cleaning
P. O. Box 779
Detroit, MI 48231

500 Help Wanted

NAIL TECH/MANICURIST
Experience necessary. Good commission, own boss, pleasant atmosphere, rental & option. Canton, Lilley & Joy. 459-7350

NAIL TECHNICIAN
Must do sculptured nails. Sterling Heights area. Salary guaranteed to start. 978-1030

NEWSPAPER DISTRIBUTOR wanted for early morning newspaper delivery. 5 days. Rochester area. Reliable vehicle required. Call: 961-2615, ext. 220

NIGHT AUDITOR - Needed full time. Some accounting or auditing experience preferred. Apply in person at The Townsend Hotel, 100 Townsend Street, Birmingham, MI.

OFFICE CLEANERS
PART TIME - Wixom, Farmington Hills & Allen Park Areas. Call: 455-6788

ORDER FILLER
Immediate opening for Farmington Hills fastener distributor. Excellent benefits with advancement possibilities. Flexible hrs. offered, computer experience preferred, salary dependent on prior experience. Send resume to: Attn: Personnel Manager, 23240 Industrial Park Dr., Farmington Hills, MI 48335

PARALEGAL
with 2 plus years experience with background in general litigation, for Southfield law firm. Must be able to prepare briefs, mediation summaries, motions, etc. Strong writing skills. Competitive salary and benefit package. Please send resume to: Office Administrator, P.O. Box 440, Southfield, MI., 48037-0440

PERSONAL CARE ATTENDANT
Full & part time positions in West Bloomfield retirement home. Experience in care for the elderly desirable. Apply Mon. - Fri., 9am-5pm, Fleischman Residence, 6710 West Maple, West Bloomfield
An Equal Opportunity Employer

PROGRAMMER ANALYST
Farm Bureau Insurance has a progressive and growing Information Systems Division in need of two experienced programmer/analysts. These positions involve studying, analyzing, designing, programming, testing, and implementing property/casualty insurance applications. The qualified candidate must have experience with PMSC software, including PMS, MMS, and BCMS. The qualified candidate should have two to four years of programming and/or analysis experience. One position involves property/casualty insurance products and/or claims processing, while the other position involves property/casualty financial and statistical reporting. Therefore, knowledge of either of these areas is preferred.

We offer a competitive salary and benefit package. Farm Bureau is an Equal Opportunity Employer. For confidential consideration, send a resume and salary history to:
FARM BUREAU INSURANCE
C/O RECRUITING COORDINATOR
P.O. BOX 27549
LANSING, MI 48909-0549

PROGRAMMERS
Immediate opening for Clarion programers. Call Technalysis Corporation. 313-352-3440 or fax 313-352-4917 att: julie

Property Manager
The Bertak Co., is seeking an experienced Real Estate Manager with a minimum of 5 years Management of 1,000+ apartment units. Only experienced professionals will be considered. Should have degree, C. P. M. or excellent experience in apartment management. A career position with owner operator of 7500+ units. Send resume to: Bertak Management Co., 31731 Northwestern Hwy., Farmington Hills, MI., 48334. Att: Property Management or FAX to: 313-851-4744. Immediate opening, interviewing week of Jan. 6.

PUBLICATIONS COORDINATOR
With knowledge of desk-top publishing desirable. Good salary & benefits. Reply to: Box 710 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

QUALIFIED INDIVIDUAL needed for prominent daycare center in Canton. Must have previous experience, self-motivated and flexible. Ask for Michelle 453-4490

QUALITY ASSURANCE ENGINEER
Full plant quality responsibility for FOAMEX, L.P., Ft. Wayne based polyurethane slab foam plant. Min. 5-10 yrs. experience in automotive related Quality Control. Must have ability to do Q-1 start-up from beginning to end and have done same in past. Training of line people and management in SPC and quality methods in a process oriented industry. COE required, engineering degree, BSME, BSIE OR BS Chemical Engineering highly preferred. In addition to a solid Quality Assurance background, excellent people skills and the ability to interface with customers and suppliers are a necessity. Salary commensurate with experience. Please send a resume describing qualifications and salary history to:
QUALITY ASSURANCE
Engineer Search
P. O. Box 9145
Fort Wayne, IN 46809
An Equal Opportunity Employer

QUALITY CONTROL LEADER
precision metal machine shop in Farmington Hills is looking for person experienced in manufacturing of precision steel parts. Quality Control, first & final piece inspection, gauges, mics & SPC experience. Call Mon-Thurs 9-3: 473-9303

QUALITY TECHNICIAN - suburban metal stamping plant seeks to employ a self motivated individual. This person must have a good working knowledge of SPC, FMEA's, control plan and other related documents, be computer oriented and the ability to read blueprints. Please apply in person between 8am & 4pm at: Plymouth Stamping, 315 W. Ann Arbor Rd., Plymouth, MI. 453-1515

REAL ESTATE CAREER
AMBITIOUS? CONSCIENTIOUS? WE WANT YOU!!!
We will train you and start you on a long term high-income career. Call
Julie Dudek, Westland
REAL ESTATE ONE
326-2000

RECEPTIONIST, NIGHTS - needed for retirement apartment complex in Rochester Hills. Flexible nights & hours. Call 375-2500 or stop by 3250 Walton Blvd. to fill out an application.

RECEPTIONIST/SECRETARY
full time, type 75 wpm, WP 5.0, spreadsheets, extensive phone answering. Troy area, non smoking environment. Send resumes with salary requirements to:
Box 606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/ACCOUNTANTS Payable Clerk. Full time. Salary $12,000 per year. Send resume to 6600 W Maple, Ste C-301, W Bloomfield, MI 48322

RESIDENT AIDES
Wanted for group homes. Full time positions available. $4.75 to start including benefits. 728-5467

RESIDENT OFFICE MANAGER
Canton apartment complex. Good pay plus free apartment. Call John 643-7801

SALES SUPERVISOR
Mature self starter to work with teenagers after school. Full or part time. Income potential to $38,000 for right person. Must own dependable van or large vehicle. 458-7633

500 Help Wanted

RENTAL AGENT
Busy apartment complex in North Pontiac needs experienced person for a position with diverse duties. Must be terrific with people, accurate with numbers & have solid telephone & typing skills. 1 weekend day required. Send resume to: Nob Hill Associates, 1291 Circle Dr., Pontiac, MI. 48340.

RESIDENTIAL ADVISOR PART-TIME
Responsible, caring individuals needed immediately. Part-time positions available to work in independent living support programs providing services to persons with head injuries. Degree in human services area a plus. Excellent salary based on experience. For immediate consideration, please call. 478-1720

SALON ASSISTANT
needed for Northville salon. Evenings & Saturdays. Call 348-9130

SATELLITE & OUTDOOR ANTENNA
INSTALLATION/SERVICE
- Some experience necessary.
- Full/part time
- Benefit package

CENTURY: 313-227-5422

SENIOR MORTGAGE PROCESSOR
Old Stone Credit Corp. of MI, 1 of the nation's largest home equity lending firms has a position open for a senior mortgage processor in its Southfield branch office. Person applying should be knowledgeable with legal compliance forms SHA/FNMA guide lines in credit investigations. 2 yrs. credit, finance or mortgage experience necessary. Excellent company benefits. Interested applicants call 313-352-3400
Equal Opportunity Employer M/F

LIVONIA DISTRIBUTOR seeks experienced shipping/receiving clerk. Knowledge of UPS/Federal Express shipping necessary. Computer experience helpful. $6 per hr. Call for more information. 422-4444

SPORTS MINDED to $20,000 YR. Managment trainee. Can be store manager in 1½ & earn $35,000 year up. Full benefits. Employment Center Inc. 569-1636

STERLING SAVINGS BANK has the following positions available at its corporate headquarters in Southfield, Michigan.

SENIOR ACCOUNTANT
Responsibilities include assisting the Controller in preparation of monthly financial statements, analyzing and updating various management reports, and assisting corporate accounting staff as needed. Qualifications for this position include a college degree in accounting, and 1-2 years experience in public accounting or in a financial institution environment.

MORTGAGE PROCESSOR/CLOSER TRAINEE
Responsibilities include processing, closing, insuring, and warehousing mortgage loans. Successful candidate must possess the ability to work well independently, be detail oriented, have strong mathematical and analytical aptitude, and good communication skills. Previous mortgage banking experience preferred.

LOAN SET-UP CLERK
Responsibilities involve careful review of new loan files and entry of data onto computer system. Successful applicant must have strong orientation to detail and data processing skills. Previous mortgage banking experience helpful.

TELEBANKING
Responsibilities include both customer service and sales. This position offers a base salary plus incentive. Successful candidate must be people oriented, and have effective communication skills. Previous sales, customer service, or banking experience preferred.

RECEPTIONIST
Duties include routing incoming calls to appropriate department, mail mortgage coupons and delinquency notices, maintain company phone book, special projects as needed. Successful applicant must be pleasant and professional, have excellent communication skills, and work well with people. Previous experience preferred.

LOAN COUNSELOR (Part Time)
Responsibilities involve contacting delinquent mortgage customers in an effort to bring account current. Previous mortgage collection experience preferred.

Sterling offers a competitive salary, an opportunity for advancement, and a full benefits package. Please send resume with salary requirements in confidence to:
Personnel Department
STERLING SAVINGS BANK
28400 Northwestern Highway
Suite 400
Southfield, MI., 48034
An Equal Opportunity Employer

STOCK PERSON - needed for permanent part time position, flexible schedule & transportation required. Contact Mr. Houston, Globe Furniture Rentals 355-4330

STYLIST
with clientele needed for progressive Northville salon. Call 348-9130

SUPERVISOR
Working supervisor in Plymouth. Must have supervisory skills, be able to lead hard work by example, mechanically inclined a plus. $10.00/hr. plus benefits. Send resume or application to: 34039 Schoolcraft, Livonia, MI 48150

TAX PREPARERS
No experience necessary, will train. 539-1950 or 545-6360

TEACHER - ELEMENTARY
Part time position available in new private school in Farmington Hills. 471-1489

TELEMARKETERS WANTED - Do telemarketing in your area, make $6-$18 per hour. Long standing reputable company. Call 544-1232

TELEPHONE - PART TIME
Customer follow-up and surveys. Flex daytime schedule, $5.00 per hr. Southfield office. 352-7666

TELESERVICE REPRESENTATIVES
NEED MORE CHRISTMAS SPENDING CASH?
NEED TO PAY THE AFTER-CHRISTMAS BILLS?
We need 20 to 30 exprienced TELEMARKETERS with excellent phone skills and accurate typing of 25-30 words per minute.
Flexible hours days and evenings. Your hours can be our hours.
Please call RANDY SHAFFER for interview at: (313) 425-2600 EXT. 2291
Or apply at:
ADISTRA CORPORATION
101 UNION
PLYMOUTH, MI 48170
An Equal Opportunity Employer

TEMPORARY PART Time book store help needed at Groves High School. Minimum wage. Retirees welcomed. Call Paul at: 577-2438

TOW TRUCK TRIVER
Must be experience with AAA. Good driving record. Apply at: 16200 W. 8 Mile, Detroit.

TRAVEL AGENT: Full-time. Prefer Apollo Trained. Must have over 1 yr. experience. Excellent Benefits. Call Sandy at, 478-1311

WAIT STAFF DISHWASHERS
Full time & part time, all shifts, retirement community. Apply in person, Fleischman Residence, 6710 W Maple, West Bloomfield, Mon. - Fri., 10am-2pm.
An Equal Opportunity Employer

WOOD PATTERN MAKER
Must also be experienced in vacuum form Dunnage design. Accepting applications at: Arbor Craft Corp., 1035 Lilley Rd., Plymouth.

500 Help Wanted

TREE & SHRUB CARE
progressive company interested in hiring an experienced horticulturist. Pay commensurate with experience, benefits available, send resume to: Personnel, 11856 Brookfield, Livonia, MI 48150. Attn: Matt

URETHANE MOLD SHOP
Cast urethane molder needed, experience preferred. Benefits, flex time. $8 + /hour. 534-8690

WAREHOUSE/DRIVER
Must have chauffers license, auto parts wholesale warehouse in Livonia. Contact Rick 522-8300
An Equal Opportunity Employer

WAYNE WESTLAND COMMUNITY Schools secondary/math science teacher for upward bound program at Wayne Memorial High School. Demonstrated ability to relate to minority, college bound, disadvanged students. Experience in individualized instruction, some evenings, Sat. work required. Special projects pay scale. Send letter of application to: Mary M. Mc Gowen, Executive Director, 36745 Marquette, Westland MI, 48185
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

ARE YOU AN OUTSTANDING, CERTIFIED Medical Assistant who would like to work in a friendly, progressive, Southfield dermatology and hair transplant practice? Excellent salary. Immediate availability. Please send resume to: Attn: Chris, 26206 W. 12 Mile Road, Suite 205, Southfield, MI., 48034.

ASSISTANT DIRECTOR OF NURSING INSERVICE DIRECTOR
Needed full time for a 59 bed facility. Please reply to:
Director Human Resources/DR
P.O. Box 8628
Ann Arbor, MI 48107
An Equal Opportunity Employer

BILLERS TO $12/HR.
HAVE DME EXPERIENCE?
Start the new year with an expanding company that offers beautiful offices, great benefits & perks. Call or send resume now to:
Patty Rabitz 932-1170
Harper Associates, 29670 Middlebelt, Farmington Hills, MI 48334

BILLER - Thinking of a change in Jan.? Please consider a busy eye doctor's office in TROY if you are EXPERIENCED, very organized and energetic. Own office, good salary, pension, medical & dental insurance, comp. time off. 362-4262

CALL EMPA-CARE FIRST!
Home health aides, full or part time, all shifts. Immediate need for afternoons. Western, Wayne and Oakland Counties. Good wages and incentives. Call 455-1061

CARDIOVASCULAR TECHNICIAN
Full time for Troy medical company. Experience in stress testing & insurance billing knowledge preferred. 737-4808

CERTIFIED NURSE ASSISTANT
Accepting applications for certified Nurse Assistants. Opening on all shifts. Benefits for full time, sick, vacation and holiday pay. Scholarship program. $6/hr., $6.25/hr. with 1 year experience. Apply in person: Peachwood Inn, 3500 W. South Blvd., Rochester Hills. Minutes off I-75 & M-59

CHAIRSIDE ASSISTANT For Optometric Office in Plymouth. Need bright, intelligent, cheerful assistant. Will train. Send handwritten resume to 51115 Topper, Canton, MI 48187.

CNA's
Immediate openings. All shifts available. Competitive wages. Immediate payments. RELIABLE NURSES. 981-3344

CUSTOMER SERVICE REP
Must have experience in the dental or medical field and a minimum of an Associates Degree. Self motivated and people oriented applicants only, need apply. Call 3-6PM, 462-0550 Ex. 124

DENTAL ASSISTANT - Full or part time. Energetic person experienced in expanded duties. Excellent salary and benefits for Farmington Hills office. Call 474-2280

DENTAL ASSISTANT: Are you interested in becoming a Dental Assistant, or are you already an experienced Dental Assistant? For an extraordinary opportunity to learn or expand skills & to advance professionally in a high quality specialty practice, call. 357-3306

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

DENTAL ASSISTANT
Part time for busy W. Bloomfield office. 737-2090

DENTAL ASSISTANT
full time, 4 days, no evenings or Sats. Experience preferred. Joy & Inkster Rd. area. 274-3580

DENTAL ASSISTANT experienced in 4 handed dentistry to join our solo family practice in Canton. 25-35 hrs per week. 455-6844

DENTAL ASSISTANT
For busy West Dearborn office. Part time. Experience necessary. Call 563-4125

DENTAL HYGIENIST
Needed for general dentist's office in Livonia. Please call 533-7542

DENTAL HYGIENIST wanted for Monday, Tuesday & Wednesday, 4-7:30 PM., and possibly Saturday. Progressive, friendly Southeast Livonia office. 522-5520

DENTAL HYGIENIST Needed for progressive prevention minded practice. You must be comfortable with root planing and all phases of hygiene. Wage commensurate with experience. Call 851-2242

DENTAL HYGIENIST
Needed for part time position in Plymouth office. Must be progressive & enthusiastic. Call: 453-1190

DENTAL HYGIENIST
Outgoing dental hygienist needed, part time for perio conscious Livonia family practice. 425-4530

DENTAL HYGIENIST WANTED
Full time for Monday thru Friday no Saturdays, in the Ypsilanti/Ann Arbor area. Great hours, great benefits. Ask for Leslie 484-1100

DENTAL HYGIENIST
Monday evenings, for busy W. Bloomfield practice. 737-2090

DENTAL HYGIENIST
experienced, approximatley 30/hrs. per week, top quality W. Bloomfield office. 851-2960

DENTAL HYGIENIST
Prevention oriented practice
West Bloomfield
626-3701

DENTAL HYGIENIST - Full or part time. W. Dearborn. Flexible hours. Great pay. No evenings. Friendly working atmosphere. 563-6601

DENTAL HYGIENIST
Must be outgoing, people person. Start the New Year off right by working in our progressive office. Excellent salary, benefit package and profit sharing. 642-6430

ENTHUSIASTIC office personnel, full or part time, for orthodontic office in Southfield, excellent communication skills, experience preferred. 355-2053

HOME HEALTH CARE AIDE needed in Redford area, knowledge of holistic medicine, rheumatoid arthritis, and heart conditions required, ability to lift & ambulate, 3 recent references needed. Leave message at: 981-6642

INSURANCE BILLER needed for busy 5 doctor office in Southfield. Full benefits. Send resume to: Urology Associates, 17100 W. 12 Mile Rd. Southfield MI. 48076

MEDICAL ASSISTANT
Part time for busy Livonia doctor's office. Experience preferred. 421-2840

502 Help Wanted Dental-Medical

DENTAL SECRETARY - CANTON
We are looking for a cheerful person to answer our phones, control our appointment books and help our patients enjoy their visit. Experience is necessary. Full time includes 2 evenings, no Saturdays.
Please call Mindy at 459-8370

EXPANDING OTOLOGY PRACTICE has full time position available for individual experienced in front desk reception. Knowledge of medical office procedure and computer preferred. Positive professional manner required. Competitive salary and benefits. Send resume/salary history to: Personnel Director, 27555 Middlebelt, Farmington Hills, MI, 48334.

JOIN THE only University of Michigan affiliated home health care agency, VISITING CARE - All shifts available throughout SE Michigan for the applicant who meets our high standards. Premium paid for high tech skills. Call today!
Northville 313-344-0234
Brighton 313-229-0320
Ann Arbor 313-930-0050

LPN's
Immediate openings. All shifts available. Competitive wages, immediate payments. RELIABLE NURSES. 981-3344

MEDICAL ASSISTANT, part time, possibly turning into full time. For busy Novi area family practice. Must have minimum of 2 yrs. experience. Call after 10am 476-0036

MEDICAL ASSISTANT
Full time. Experienced, venapuncture, X-ray. Busy 2 doctor office in Bloomfield Hills. Also Receptionist - part time. Experience helpful. Call Brenda: 433-3800

MEDICAL ASSISTANT
Part time. No eves or weekends. Experience necessary. Canton. 981-1554 or 981-0904

Medical Assistant
Looking for top-of-line assistant for active practice. Must be hard working individual. Starting salary $7.50 per hour and higher. Full or part time. Livonia/Novi area. 478-4630

MEDICAL ASSISTANT
3 days, experinced with EKG, X-ray, vena puncture. 354-3131

MEDICAL ASSISTANT
with x-ray experience. Full time. For Livonia practice. Please call 2pm-5pm. 425-8433

MEDICAL ASSISTANT, LPN, OR RN
For busy West Bloomfield allergy practice. Previous allergy injection experience helpful. Please send resume to: Box 682 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT needed for busy doctors office in Farmington. Approximately 15 hours weekly. Call Helen: 476-4850

MEDICAL BILLER
for Specialist office in W. Bloomfield. Must be thoroughly experienced in all phases of medical billing. No evenings or Saturdays. Salary based on experience. Contact Greta Hallyard between 9am-4pm at 855-5620

MEDICAL BILLER
Experienced. Diversitech experience preferred. Full time. Livonia practice. Call 2pm-5pm 425-8435

MEDICAL BILLER
Full time for Troy/Beaumont Area Physician's Office. Experienced required. Call Sandra Mon. thru Thurs., 10am-3pm 879-6724

MEDICAL BILLING/SURGICAL BOARDING PERSON
needed. Highly motivated, responsible individual to work for top notch Dearborn office. Experience required. Send resume to: Box 582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL COMPANY seeks individual with medical billing & computer experience. Minimum 2 years doctor's office experience. Good salary & benefits. Send resume to: PO Box 2519, Southfield, MI 48037

MEDICAL - Part time in Beaumont, Royal Oak area. Some insurance/receptionist experience. Eventually full time. Call Diane 288-2188

MEDICAL RECEPTIONIST
Full time. Billing, typing skills needed. Benefits available. Call 569-0900

MEDICAL RECEPTIONIST needed, part time, experience required in medical field. Novi area. Call Beth 347-4290

MEDICAL RECEPTIONIST/ASSISTANT - part time, evening hours, Garden City doctors office. $5/hour & benefits. 261-0630

MEDICAL RECEPTIONIST
Fast paced, ophthalmology office in W. BLOOMFIELD, seeking mature individual. Duties: patient contact, computer data in-put, scheduling, surgical boarding, etc. Resume to: Att: Linda, MEB, 6728 Whitmore Lake Rd., Brighton, MI., 48116.

MEDICAL RECEPTIONIST
Full time for Troy medical company. Insurance billing knowledge preferred. 737-4808

MEDICAL Receptionist wanted for physical therapy facility. Computer & billing experience helpful. Send resume to Linda at: 28815 Eight Mile, Ste. #105, Livonia, MI 48152

MEDICAL RECEPTIONIST
We need a self starting, highly motivated person not afraid of hard work or busy days. Experience preferred, will train right person. Farmington Hills. Call Lynda. 478-7095

MEDICAL RECORDS ANALYST/BILLER
Internal Medicine multi specialty practice requires experienced full time Medical Records Analyst/Biller to code professional hospital billing. 2-3 years professional billing experience preferred. 2-3 Medicare billing experience required. Please send resume to: Internal Medicine Clinical Group, Attn. R. James, 28060 Grand River Ste. 308, Farmington Hills, MI. 48336.

MEDICAL TRANSCRIPTIONISTS INSURANCE BILLERS
Needed for North area suburbs. Experience in Radiology and/or Oncology a plus. Please call
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

MED-SURG
ICU
PSYCH
RNS FOR SUPPLEMENTAL STAFFING
- Suburban western Wayne Hospital
- Flexible schedule
- Competitive pay
- Immediate assignment (following orientation)

For more information & to apply contact Gloria or Marilyn.
981-6829

NUCLEAR MEDICINE TECHNICIAN
Needed for Westland office. Knowledge of computer aided cardiac testing helpful. Good benefits & working conditions. Call 386-4063

NURSE AIDE needed at home for the elderly. Minimal care given, day shift. Call Mrs. McQuaid: 737-8830

PHYSICAL THERAPY AIDE
Part time for new Redford facility. Experience preferred, but not necessary. Call Barbara: 532-4200

OFFICE MANAGER TO $30,000
New openings in Warren, Southfield & W. Bloomfield. Must have medical office, supervisory & billing expertise. Call or send resume to:
Patty Rabitz 932-1170
Harper Associates, 29670 Middlebelt, Farmington Hills, MI 48334

RECEPTIONIST, part time evenings & weekends. Farmington Hills area outpatient clinic. The job entails light typing, filing, greeting patients & requires an excellent phone etiquette. Call Ann at 313-489-1550

502 Help Wanted Dental-Medical

NURSE AIDE - Afternoon & midnight shifts. Will train or certified. New start wage. Mrs. Birman. Nightingale West, 8365 Newburgh Rd., Westland, near Joy Rd. No calls!

NURSE ASSISTANTS
Accepting applications for nurse assistants. Paid training for state certification program. $5.50/hr. full and part time. Benefits for full time. Apply in person: Peachwood Inn, 3500 W. South Blvd., Rochester Hills. Minutes off I-75 & M-59

NURSING SUPERVISOR
Multi-specialty care center seeks RN with previous supervisory experience. Please send resumes to: L. Hinds.
DMC Health Care Centers
Woodland
41935 W. 12 Mile Rd.
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

PODIATRY ASSISTANT - Friendly Podiatry office looking for assistant to help with patient care & office work. Farmington. 477-3301

QUALITY ASSURANCE MANAGER RN, BSN preferred. Previous home health care experience. Benefits, competitive salary. Call 879-8664

RECEPTIONIST TO $8/HR.
Exciting front office spot for Bloomfield Hills internist. Must be polished & have outgoing personality. Contact Patty Rabitz 932-1170
Harper Associates, 29670 Middlebelt, Farmington Hills, MI 48334

REHABILITATION AIDES
We're looking for you to join our health care team located in Romulus, specializing in closed head injuries. If you are a nursing assistant, certified by the Michigan Department of Public Health, or are eligible for certification, we offer you an excellent working environment and the opportunity to make a difference with your life. Full time positions available. Please call for more information 942-0400
Equal Opportunity Employer M/F

RN/LPN
Part time day shift for a 58 bed nursing care facility.
CERTIFIED NURSING ASSISTANT
Full time 11:00 p.m. - 7:00 a.m.
RESTORATIVE AIDE
Part time, willing to train.
Apply at Bedford Villa Nursing Care 16240 West 12 Mile Road Southfield, MI 48076
An Equal Opportunity Employer

RN or LPN
Full-time position available in OB/GYN. Experience required. Please call 347-8182 or send resume to: D. Teranewski.
DMC Health Care Centers
Woodland
41935 W. 12 Mile Rd.
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

RN'S/LPNS
For medium size nursing home, all shifts. Braeburn, 1312 N. Woodward, Bloomfield Hills

R.N.'s
Team work makes our rehabilitation nurses special. Our neuro-rehabilitation facility offers the opportunity to work in a friendly, supportive atmosphere featuring professional team work and collaboration. We offer a variety of benefits and a competitive salary. For more information, please call Greg Webb at:
Apple Tree Lane 941-1142
Equal Opportunity Employer M/F

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

THERAPIST - PSYCHOLOGIST or Social Worker for rapidly growing out-patient practice in Livonia. Full or part time. Please send VITA to: Box 712 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TRANSCRIPTIONIST
Immediate openings at entry level for home health care agency. Willing to train. Call Barb for appointment 352-6060

504 Help Wanted Office-Clerical

ACCOUNTING CLERK needed for high paper volume office. Typing, computer skills necessary, as well as experience in similar environment. Could start immediately. Letter or resume to: Box 530354, Livonia, MI 48153

504 Help Wanted Office-Clerical

Accounting Clerk
ENTRY LEVEL
We have an excellent entry level opportunity for an individual with accounting aptitude. Qualified individual will possess accurate typing of 35wpm & the ability to operate a calculator proficiently. Position involves the balancing & posting of funds & preparing investor reports in a timely manner. Individual must be able to work under pressure & meet deadlines. We offer a competitive benefit package. Qualified candidates should apply Mon-Tues-Thurs.-Fri, 9am-4pm.
CALL OUR JOB HOTLINE FOR LISTINGS OF OTHER AVAILABLE POSITIONS
(313)-488-7582
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
(Formerly Fireman's Fund Mortgage Corporation)
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

ACCOUNTS PAYABLE CLERK
Company in insurance industry is looking for individual with experience processing accounts payable. Applicant should have good typing skills and know how to use the 10-key adding machine. Salary commensurate with experience. Good benefits. Call Nancy or Chris between 1pm-5pm. 354-0400

ADMINISTRATIVE ASSISTANT
This position will support small sales organization. WordPerfect, collections & bookkeeping experience required. Call or send resume to: Breyton Air Corp., 1495 Ladd, Walled Lake, MI 48390 960-1100

ADMINISTRATIVE ASSISTANT
A self starter, with 1-2 years college, needed to coordinate company activities, direct employee discount program and handle company donations and contributions. Job responsibilities also include organization of the company newsletter. Computer skills with experience in advertising/PR preferred. Qualified candidate should have knowledge of promotional and motivational tactics. Please send resume WITH SALARY REQUIREMENTS or apply in person at:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

ADMINISTRATRIVE SECRETARY
Wordperfect skills required for worldwide manufacturing headquarters. To $9.50/hr. Call Selma at UNIFORCE 646-7664

ADVERTISING SECRETARY
Advertising agency has challenging position for NBI word processing. Harvard Graphics a plus. To $9/hr. Call Shirley at UNIFORCE 357-0037

ASSISTANT MANAGER TRAINEE
WILD & CRAZY CAN'T BE LAZY
We have the best atmosphere in town, 10 positions available. Average $300-$500 weekly while in training, more as you advance. Looking for money motivated, hardworking individuals who can get along with the opposite sex. No experience necessary, first come first serve. Call Amber 477-9905

Administrative Assistant
INTEGRAL, the preferred choice for core business software, is currently seeking an Administrative Assistant to coordinate communication between our Plymouth, Michigan office and our worldwide affiliate offices.

You will field inquiries, handle general sales support function, including data entry and the distribution of marketing materials. In addition, you will manage expense reports, maintain files, and handle general clerical duties as needed.

We require bilingual (English/German or English/French) abilities in order to communicate with our international associates, an excellent phone manner, and solid communication skills. Typing of 45 wpm, experience with Microsoft Word for Windows software, and excellent organizational abilities are essential.

INTEGRAL provides comprehensive benefits and excellent salaries. Please send your resume and salary requirements to:
INTEGRAL
Attn: Chuck Brown
14492 Sheldon Rd.
Suite 300
Plymouth, MI. 48170
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Douglas & Lomason Company, a quality OEM supplier to the domestic automotive industry, has an immediate opening in its Accounting Department for an Accounts Payable Clerk. Successful candidates must be able to type a minimum of 50 wpm., and possess data entry skills. A minimum of two years office experience is preferred. Salary range $250-$280. Interested candidates should send a resume to:
Personnel Department
DOUGLAS & LOMASON COMPANY
24600 Hallwood Court
Farmington Hills, MI 48331
An Equal Opportunity Employer

ADD ONE MORE NEW YEARS RESOLUTION
Apply Corporate Personnel Services for one of the following positions.
RECEPTIONIST
SECRETARY
WORD PROCESSOR
Minimum of 6 months experience required.
TOP PAY & BENEFITS
Call today for an appointment
261-1120
NO FEE EOE

BIRMINGHAM LAW firm seeks Legal Secretary/Word Processor with a min. of 2 yrs. experience. Must be self-starter who is able to accept responsibility and function as an integral part of a professional team. Excellent skills required, non-smoker. Send resume to: Office Manager, 401 S. Woodward, Suite 365, Birmingham, MI 48009-6626

BLOOMFIELD HILLS - Law Firm seeks individual for position as accounts receivable clerk. Part time includes entry of time & costs, preparation of billing and light clerical. Experienced with computer time & billing software necessary. Call, 258-9610

BOOKKEEPER
Full time. Previous experience required. Send resume: Personnel, 29199 6 Mile, Livonia 48152

BOOKKEEPER - Non profit religious organization seeks full charge bookkeeper for small office. Experience in computerized accounting systems required. Office management experience desirable. Send resume and salary requirements to: Bookkeeper, P.O. Box 3406, Farmington Hills, MI., 48333.

BOOKKEEPER/SECRETARY
For builder/developer's office. Need bookkeeping & computer experience. Resume to: 31393 W. 13 Mile, Ste. 110, Farmington Hills, 48334

CLERICAL
Candidate MUST! have working experience with WordPerfect software, be organized, conscientious and able to handle multiple projects. Please send resume to:
ENKON Environmental Serv. Inc.
Human Resources Dept.
12338 Stark Rd.
Livonia, MI 48150

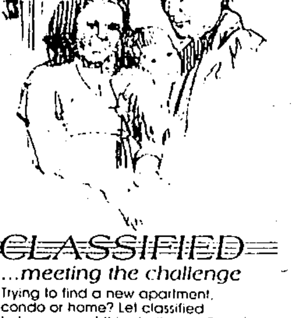
CLERICAL
Credit/collections background preferable. 2 year office experience. Basic understanding of aging receivables and general clerical duties. Must type 50wpm. WordPerfect and/or Lotus background a plus. Send resume with salary requirements to: Collection Manager, P.O. Box 490, Troy, MI 48099-0490

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, 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

POSITION AVAILABLE DATA PROCESSOR
Wanted for busy Southfield law office. Must possess strong written communication skills, good math and clerical skills. Computer experience and college degree preferred. Excellent fringes. Salary commensurate with experience. Send resume to: Box 718, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY POSITION
available in the Farmington/Novi Area. Must be dependable and possess good communication skills. Hourly position with benefits. Please include salary history with resume and mail to Box 704, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL LEDGER ACCOUNTANT needed for Southfield Real Estate Company. Experience with percentage rents preferred. Send resume to: 27800 Northwestern Hwy. Ste 200, Southfield, MI 48034



CLASSIFIED
...meeting the challenge
Trying to find a new apartment, condo or home? Let classified help you meet this challenge. For the most up-to-date housing information, consult classified.
In Wayne County Call 591-0500,
In Oakland County Call 644-1070
THE Observer & Eccentric NEWSPAPERS