500 Help Wanted

Sports Scorephone Announcer

Excellent opportunity for Communication Major interested in work full or part time for a sports oriented company. Must be available weekends. $5.00 per hour. Contact John Dobbs. 540-2149

STEEL BAND BAW OPERATOR
Full time employment for person to run saws. Experience preferred available for self-motivated individual. Contact Jack Tool, 42525 W. 11 Mile Road, Novi.

TARGET

START NOW - apply at Target the week and start as early as next week. Mon-Fri, afternoon, early eves., nights & weekend hours available. Here's why you will be a winner at Target: competitive starting pay, flexible hours, scheduled, friendly co-workers - earn more when you learn more. Benefits include: Education & Food Service - anytime purchase, 30% off hourly rate per week, $35 Summer Dir Wardrobe Allowance. 641-1618

An Equal Opportunity Employer

TEACHER
Affectionate Preschool Teacher, Monday-Friday mornings. Plymouth area. Must have minimum BA or bachelors degree in education + experience. 459-5350

TEACHER Child Development Center Mon., Wed., Fri., 8:30-12:30 Experience/schooling in Early Childhood Education. 477-7448

EASY MONEY!! If you can write, and you can talk, we'll pay you $5 per hour plus bonuses for telephone Out-Going personalty a must. Ask for Pat 477-5611

TELEMARKETER WANTED
Experienced only for financial services firm in Livonia. 10-15 hours weekly. 473-8810

TELEMARKETERS
For local heating and cooling company. Experience helpful - not a must! Hourly wage + commission. 24520 Grand River. Call between 10am-4pm. 537-1818

TELEMARKETING position. Perfect for housewife living in Milford area. Part time good pay good working conditions. 685-1638

TELEPHONE INTERVIEWING
Dynamic Marketing Research Firm is seeking motivated part time telephone interviewers for all shifts (DAYS, EVENINGS & WEEKENDS). Qualifications are: Excellent Phone Sales Computer and/or Typing Skills. Good Communication skills. Pleasant retreat. Those interesting in job interviewing call: 313-459-VOLVED Call Sandy 10am-4pm 827-4221

TELEPHONE TECHNICIAN
Recently retired or laid-off Michigan Bell technician? Want part time as needed to assist us in reviewing calls, telecommunications needs. Please send your resume and hourly earnings & associates. 8806 Berwick, Livonia 48150

TELLER

Part time Teller position at our Northville branch. Candidate must have good math, clerical skills & pleasant telephone manner. Previous teller experience preferred. Paid vacation & 401k plan. Apply in person between 10am-3pm or call 348-3700 ext. 218

DETROIT SAVINGS BANK
NORTHVILLE
250 N Center
(South of 8 Mile)

THEATER HELP WANTED work at Fairlane Mall. Must be 18 years old, be hard working, have transportation & wear a smile. Apply in person 23275 Greenfield Rd., Southfield

The Knights of Columbus has positions open for responsible, outgoing individuals to service our members. Training provided. Excellent opportunity. Call Mr. DuMont 425-900 OR 425-4995

THERAPIST - part time, to provide psychodynamic therapy to adolescent boys from abusive backgrounds. Medical benefits provided. Send resume to L. Bounds, South Lawn Centers 30000 Hiveley, Inkster, MI 48141

TITLE COMPANY seeking experienced people in all areas of title business. Send resumes to 3921 Clyde Rd. Honey Creek 48842

TRUCK BODY REPAIR
Heavy Wreck Body person.
Partners Wreck & Parts needed. Apply at 4440 Wyoming Dearborn Applications only. No phone calls accepted.

TOTAL PETROLEUM
Accepting applications for Sales Persons/Cashiers. All shifts. Full/part time all the following locations:
10 Mile/Southfield
10 Mile/Coolidge
12 Mile/Southfield
12 Mile/Buck Hollow
Apply in person at:
Northwestern/Evergreen
Please see Manager 10AM-2PM

500 Help Wanted

TEMPO BACKGROUND?
With some typing & computer experience? Fantastic! How would you like to work in a private service firm as Director of leagues & tennis activities. Hours Mon thru Fri, 9am-1pm. A cheerful disposition is essential. Send resume to: Anita McKinney, 22777 Farmington Rd. Farmington Hills, 48336

TOP-NOTCH TECH TRAINEE
Dodge Dealership is now accepting applications for our Technical Training program. Must have high school diploma & trade school or community college. Candidates with satisfactory auto related job experience would also be considered. Must have valid drivers license with CLEAN record. Apply in person to Service Department, Crestwood Dodge, 32630 Ford Rd, Garden City

TOP PAY FOR LIGHT INDUSTRIAL EMPLOYEES!

PRESS OPERATORS MILL HANDS WAREHOUSE GENERAL LABOR

Holiday Pay, Over-Time Pay, Temp-Hire Insurance. If you have transportation and a desire to work call today for an interview!

Livonia, 464-2100
Southfield, 352-1300

SNELLING TEMPORARIES
NEVER FEE

TRANSPORTERS DRIVERS

No experience necessary. Local - Nationwide. Start up to $300.

CALL NOW
1-800-422-4996

TREE/SHRUB CARE TECHNICIAN. Experienced person needed for expanding Tree/Shrub Department. State of Michigan Pesticide Applicator Certification required. Apply at:
D. & B. LANDSCAPING
17278 BURGESS
DETROIT, MI. 48219
(313)534-5515

TRUCK DRIVER - Must have CDL license, Group B. Apply in person at Hopkins Landscape Supplies, 29450 W. 8 Mile Rd, Farmington 474-4822

TRUCK DRIVER
Must have 3-5 years farm tractor trailer experience (up to 45,000 lbs.). Must have excellent driving record (all records will be checked). Position available Mid-March through travel, local driving only. Position is based out of Farmington Hills. Permanent salary $9-$11 per hour. For more information call:
NORNELL SERVICES 593-4568

TRUCK DRIVER
With CDL license, 2 yrs. roll off experience preferred. Good record. 643-5900

TYPESETTING & COUNTER SALES (Part time) Must be experienced on Macintosh & type 60 wpm. Plymouth 455-2277

VETERINARY RECEPTIONIST
Personable with good phone manner. Light typing & filing duties. Morning & evening hrs. Experience preferred. Apply in person at Griffith Veterinary Hospital, 36343 Ford Rd. Westland

WANTED HAIRSTYLIST
with clientele 63% commission
Call 451-7480

WAREHOUSE HELP
With mechanical aptitude. Full time Livonia, near I-96 & Farmington Rds. Call Bay or Dick at. 261-1770

WAREHOUSE PERSON Electrical wholesaler needs energetic person, entry level, full time. Possible career opportunity. Michigan Chandelier 20855 Telegraph Rd., Southfield

WELDERS MIG
Experienced, production work, good pay and benefits. Apply in person, 30 Ulm or 1-4pm at:
BMC Manufacturing, Inc
100 S. Mill Street, Plymouth
An Equal Opportunity Employer

WELDERS - 2 years experience with knowledge of blueprints & cutting torch. Openings for days & nights. Must have clean st application required. 525-4300

502 Help Wanted Dental-Medical

BEHAVIORAL TECHNICIAN - full time to work with dramatic brain injured patients in a community based rehab program. Interest in the behavioral sciences & relates transportation are required. On the job training with dynamic interdisciplinary team will be provided. Call Ms Griffore 350-3650

BILLING SUPERVISOR
Multi-Specialty Medical Center
To $30,000
We are involved in upgrading computerized billing system. Need strong people skills to manage billing staff. Downtown location in suburban Great Lakes area.
Contact Patty Rastetter 932-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, 48334

CAB LAB, in Livonia, taking applications for waxing & porcelain department, full & part time. Must be experienced. Call Linda, Mon., Wed. or Fri., 9:30AM-2PM. 425-7533

502 Help Wanted Dental-Medical

ADMISSION CLERK
Nursing home. Organized self starter. Good typing and phone skills. Good family contacts. Outgoing & energetic. All applicants call
326-8600

ASSISTANT MANAGER/CHIROPRACTIC
Experience required. Send resume P.O. Box #530548, Livonia, 48153
Dr. Carl Karsh 471-0444

Dilter

Aministrative Biller

Focus Home Care, a growing chain of Home Health & Home Health Systems, has a full-time position available in data entry for our Medical Insurance billing and other administrative responsibilities.

Computer experience required. 70 wpm typing skills. Excellent telephone skills. Certified home health agency experience preferred. Medical terminology desirable. Alternate hours if may be desired. Focus Home Care offers competitive wages and benefits

Qualified candidates may contact

Norma Oswald
548-9800
Between 8am-4pm.

FOCUS HOME CARE
26657 Woodward
Suite 100
Huntington Woods, MI 48070

An Equal Opportunity Employer

BILLER RECEPTIONIST
Experienced medical. Good benefits. No weekends. OB/GYN 12 Mile/Telegraph area. 646-3111

BILLER/RECEPTIONIST
Experienced, for Southfield orthopaedic office. Must be familiar with insurances and computer billing. 352-2882

BILLERS
I.V. INFUSION
Join an expanding company in their corporate office. Must have DME or IV Billing experience. Great salary, bonus package, and benefits.
Contact Patty Rebitzl 932-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

CERTIFIED MEDICAL ASSISTANT
Part-time. Accepting applications for busy multi physician internal medicine practice in Livonia. Experience preferred. Call Wendy, Freedom Medical Clinic 10am-2pm. 478-4724

CERTIFIED MEDICAL ASSISTANT needed for busy doctor's office in Livonia. Must have experience doing IV's. Call 477-7344

CERTIFIED NURSE AIDES
Put your skills to work immediately. Suburban nursing homes. $6.25-$7.50 per hour. Call DPR, Inc. 478-4724

CERTIFIED NURSES AIDES
Immediate openings. All shifts available. All areas available. Competitive wages. Immediate payments.
RELIABLE NURSES. 981-3344

CERTIFIED NURSING ASSISTANT
Full time positions available all shifts. New and improved wage scale. Apply in person. Windy Continued Care Center, 3999 S. Venoy, Wayne, MI

Customer Service Representative

is needed for medical supply company in western suburb. Must be familiar with medical supply products, manufacturers and distributors. In addition, minimum of 6 months customer service experience required for this immediate contract position. CALL CONNIE TODAY!

CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

C.O.T.A.
Needed for geriatric rehab clinic. Hours 7:30am to 3pm weekdays. Apply at Redford Hills nursing center, Ann Arbor trail.
313-769-0177

DENTAL ASSISTANT
For oral surgery practice in Garden City area. Must be experienced. For more information call 422-5480

DENTAL ASSISTANT
For Troy office. Must be experienced, full time. Good salary & benefits. Call
879-7755

DENTAL ASSISTANT
Experienced 4 days Saturdays. Profit sharing & more. Benefits. Dearborn Heights area. 563-0373

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Full time position for busy office in Rochester area. Experience necessary. Benefits. 852-2298

DENTAL ASSISTANT
for Dearborn Endodontic office. In-House X-Ray Sal. Willing to train the right person. 841-4380

DENTAL ASSISTANT - full time position for experienced dental assistant - Livonia general dentistry practice. 464-8020

DENTAL ASSISTANT Experienced. Full time/no weekends. Excellent pay for motivated, friendly dentist. Livonia. Leave message. 533-1732

DENTAL ASSISTANT - Are looking for the best & willing to pay for it. Full time, experienced only. Canton area. 981-0707

DENTAL ASSISTANT/Receptionist. Experience preferred. Career minded individual desired. Team person. Radford area. Call 10-2. 937-8658

DENTAL ASSISTANT/Receptionist with experience. Some evenings & alternate Saturdays. Westland area. Ask for Jean 728-8600

DENTAL ASSISTANT
Livonia practice seeks experienced, friendly & team oriented dental assistant. Good pay, benefits, profit sharing, overtime. Alternate hours if may be desired. Focus Home Care offers competitive wages and benefits

Qualified candidates may contact

Norma Oswald
548-9800
Between 8am-4pm.

FOCUS HOME CARE
26657 Woodward
Suite 100
Huntington Woods, MI 48070

An Equal Opportunity Employer

DENTAL FRONT OFFICE
We are adding to our team. We need a motivated person Mon - Thurs. Dental experience necessary. Call Ann Arbor/Ypsilanti Area. Ask for the art office. Southfield area.
Call Esther 427-1902

DENTAL HYGIENIST
Part time
For modern office in Livonia
Call Carol at 591-0555

DENTAL HYGIENIST
Full time position, no Saturdays, benefits. Pt. hygienist. Well established born office. Call Mon-Fri 463-8804

DENTAL HYGIENIST - We are seeking a motivated, energetic hygienist for our Troy office, part time. Ask for Sue 689-6080

DENTAL HYGIENIST
1 afternoon per week on Tues. References & 2 year minimum experience required for busy, modern quality dental practice. Farmington Hills area. 737-7070

DENTAL HYGIENIST needed for busy Livonia office. 3 days per week. Experience & evenings, weekend options! 261-2730

DENTAL HYGIENIST NEEDED for growing practice. Modern Plymouth office. Must be progressive and enthusiastic. Call 453-1190

DENTAL HYGIENIST
Great family practice in downtown Birmingham one day per week
642-3320

DENTAL HYGIENIST
Downtown Birmingham long, established family practice, friendly, low stress pleasant working conditions, soon & fri. 642-1025

DENTAL RECEPTIONIST
Full or part time. Experience in insurance is helpful. Dental background helpful. Farmington Hills area Call 476-2280

DENTAL RECEPTIONIST
With assisting background. Full time, modern office. Lake Orion 693-8366

DENTAL RECEPTIONIST
For West Bloomfield practice preferred. Full-time. Good salary & benefits. Call 879-7755

DENTAL RECEPTIONIST, experienced (full time). Computer experience preferred with Dentech. Your salary, attitude, dental training, dependable & enjoy a challenge in a patient centered practice. 278-4472

DENTAL RECEPTIONIST
Oral surgery office in Livonia
Full time only. Good earnings
427-2330

DENTAL RECEPTIONIST needed part time for family practice. Farmington area. Call Ann 553-7100

DENTAL RECEPTIONIST
Full time Receptionist for all insurance relations and scheduling. Must be organized, friendly and pleasant. Computer experience preferred. Top salary & benefits for the right individual. Southfield 559-1559

E.M.T. AMBULANCE DRIVER
Full time days. Good salary & benefits. Call either 8am only
901-0878

HOME HEALTH AIDES & COMPANIONS - EXPERIENCED
• Eligible for benefits
• Competitive pay
• Mileage reimbursement
For home care agency serving western Wayne County suburbs. Must have experience working with the elderly, disabled or elderly. Demonstrated reliability, transportation, own transportation a MUST! To apply call Marilyn.
UNITED HOME CARE 981-8829

HYGIENIST - Part time. Seeking motivated professional who enjoys people. Flexible hours, salary $25-$40K year. Livonia. 953-0030

LPN
Full time position available in Internal Medicine Cardiology department. Required skills. Please send resume to Nursing Services or apply at

OMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI. 48377

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

LPN/RN OR MEDICAL ASSISTANT
For Livonia Dermatology office. Full time with benefits. Experienced preferred. Call
477-7072

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Experience our professional team approach to high quality care. We're seeking a hands-on professional who takes pride in planning quality care. Ideal candidate will have a knowledge of sanitation. If you are interested in growth potential & future expansion and are certified in food service, we'd like to discuss this position with you. A competitive salary and excellent benefits. For consideration call 868-1447

DIRECTOR OF NURSING
for new long term care facility. Hire now for fall term. 4437 Venoy, Wayne, MI. 729-4438

An Equal Opportunity Employer

LPN

Home health care agency, in need of full time LPN for Wayne County. Minimum 2 years of med. Surg., certified home health experience required. Competitive salary, benefits package.
RENAISSANCE HEALTH CARE
AFFiliated with Beaumont

LPN or MA
wanted full or part time. Must have experience in Vena puncture. Call 473-2980

LPNS/AFTERNOONS
See Mrs Martin
NIGHTINGALE WEST
8345 Wayne Rd
Westland, near Joy Rd
An Equal Opportunity Employer

LPN
Immediate openings! All shifts available. All areas available. Competitive wages. Immediate payments.
RELIABLE NURSES 981-3344

MANAGER
PATIENT CENTERS
Immediate career opportunity assists with a clinical laboratory located in northwest Detroit Area for an individual to manage its multi-facility operations.
Responsibilities include coordination of all patient activities, direct supervision of employees, contract negotiations, indentification of future site possibilities, marketing and other business development assignments.
Qualified candidate must have a familiarity with the medical community, minimum of 4 yrs. supervisory experience, and strong negotiating skills. Clinical laboratory experience preferred. Excellent benefit package including company car. Salary dependent upon qualifications and experience. Send resume and salary history in confidence to Personnel Manager OE, P.O. Box 35, Farmington, MI. 48332-0055
Equal Opportunity Employer
Minority/Females/Handicapped/Vet Medical

ADMISSIONS REPRESENTATIVE

Caremark Inc. is a leading provider of home infusion therapy for patients in their home. Our commitment to the patient's care and pioneering technology continues to expand our business, creating a career opportunity in our Southfield office for an Admissions Representative

You will provide key support including patient admissions, discharge, generating supply and equipment delivery, transition from hospital to home with discharge planners and home health agencies. Qualified candidate will have prior sales or customer service experience, with excellent customer service skills. RN/LPN and a working knowledge of computers a plus

We offer an excellent salary and benefits package, including retirement and employee stock purchase plans. For immediate consideration, please send your resume to:
Therese Quadozzo, Caremark Inc.
43601 Mast St., Plymouth, MI 48170 Equal Opportunity Employer.
Pre-Employment Drug Screening Required. Non-Smoking Environment

CAREMARK

Affiliate Baxter
Healthcare Corporation

MEDICAL ASSISTANT
Dermatology office needs medical assistant. Full time. Clinical experience necessary. Call Cathy 996-8763

MEDICAL ASSISTANT - Full time. Experienced for busy OB/GYN practice in Livonia. Call Janice at 476-4900

MEDICAL ASSISTANT
Experienced, friendly, dependable, very pleasant. Front desk helpful. Call Ann 553-5273

MEDICAL ASSISTANTS - must have experience. Plymouth, Canton, Livonia Pain Management Center. Contact Marenda, Tempro Medical 443-5590

MEDICAL ASSISTANT Part Time
Experienced in EKG, venipuncture, injection. Garden City area. Call Ann 261-3580

MEDICAL ASSISTANT
Experienced with EKG, X-Ray, Venipuncture. Mon-Fri 15 Mile/Telegraph. Call Brenda 433-3600

MEDICAL ASSISTANT - Full time for pediatric office. Send resume to 22250 Providence Dr. Ste 11-300, Southfield, MI 48075

MEDICAL ASSISTANT
experienced only, lab, good phone manner, one good person. Southfield area 357-1360

MEDICAL ASSISTANT/CERTIFIED
Must be available Saturdays. Full time & family practice in Novi area. Call for an interview 313-347-4290

MEDICAL ASSTS/RECEPTIONIST
needed for busy Birmingham office. Part time position available. Call Julie at 313-729-0400

MEDICAL BILLER
Experienced for family practice office. Send resumes to P.O. Box 681, Dearborn Heights MI 48127-0681

MEDICAL BILLER
Part time, evenings. Billing experience only. Fletcher hours 15 Mile & Telegraph. Call Brenda between 9-noon-5pm. Mon thru Fri. 433-3600

MEDICAL BILLERS PHYSICIAN - at least 1 yr experience. Part or full time available. Contact Brenda Tempro Medical. 443-5590

502 Help Wanted Dental-Medical

DENTAL BILLER
Full time for medical company. Computer experience helpful. Minimum 2 years doctor's office experience. Good salary & benefits. Send resume to P O Box 2518, Southfield, MI 48037.

MEDICAL BILLER
Salary Based on experience with electronic & manual
Call 557-8400

MEDICAL BILLER - EXPERIENCED
Busy orthopedic office looking for pleasant, self-motivated surgery biller. Knowledge of ex insurance statuses, computer, CPT, HCDA. Call Ann at Gary Lee Bloomfield 855-7407

MEDICAL BILLING
Seeking experienced individual with knowledge of physical therapy billing procedures. Would like 1 year billing & management experience. Send resume to P. O. Box 214838, Auburn Hills, MI 48326

MEDICAL Receptionist for psychiatrist practice with Novi & Livonia locations. Relative transportation necessary. Full-time $7/hr 427-1860

MEDICAL RECEPTIONIST
Full time, in busy Westland office. Medical insurance knowledge, or willing to learn. Experience only need apply. Send resume to
PO Box 97, Westland, MI 48185

MEDICAL RECEPTIONIST
Orthopaedic office, in Garden City, looking for an experienced receptionist. Must be experienced in medical terminology, knowledge of insurance and Mon-Fri. Good benefits. Call Linda 3 PM-5 PM daily
422-8479

MEDICAL RECEPTIONIST - MATURE needed for peak period in busy practice in Southfield. Front desk, dictaphone & computer experience required. Full time position included. Apply some Saturday mornings. Send resume to Attn: Office Manager, P.O. Box 2108 103 Town Center Professional Bldg., Southfield, MI 48075 Attention: Office manager.

MEDICAL RECEPTIONIST
Experienced doctor's office. Mon-Thu Fri. 15 Mile/Telegraph Area. Benefits. Salary is commensurate with experience. Occasional short hours required. Must be willing to work at various computer locations in southeastern Michigan.

Please send a detailed resume postmarked no later than March 5, 1992, to

Personnel - RN1
Box 33065
Detroit, MI 48232-5065
An Equal Opportunity Employer

RESPIRATORY THERAPISTS

• Top pay
• Work independently
• All shifts
Suburban and downtown areas available Call Bill Jon
442-0511

RN - ASSISTANT
DIRECTOR OF NURSING
Shelby Nursing Center is seeking a full time Assistant Director of Nursing to fulfill the duties of the Director, direct staff supervisor and quality assurance monitor. Split shift hours preferred 12 Noon-8:30pm. Must have nursing experience and be a state approved trainer. Join a great team of professionals in a beautiful new facility. Generous salary and benefits including 401K.
Call Vicki Cicone, Administrator for more details 566-1100

RN
Full-time position available in Peds Home care. Call 348-9402 or send resume to E. Hortel.

OMC Health Care Centers
29320 Plymouth Rd
Livonia, MI. 48150

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RN/LPN

Full and part time positions available.
Positions available for Certified Nursing Assistants.
Please apply: Bedford Villa
16240 West 12 Mile Road
Southfield, Mi. 48070
An Equal Opportunity Employer

RN/LPN/GN/SN
Energetic, efficient individuals for progressive fast paced medical surgery practice in Northwest Oakland County. Part time/full time. Reply to Box 198, Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RN/LPN - PART TIME
for allergy office in Bloomfield area. Flexible hours. Well than 647-1200

RN MANAGEMENT-TRAINING POSITION
Are you interested in an opportunity to train on a nursing home as a ADON? For further information please call the DON, Mon-Fri. at 313-342-4121

RN
needed part-time for family practice. Call Carol in Livonia 464-9200

RN3 - LPN3
Westland Convalescent Center is seeking full and part time, afternoon and midnight shifts. Competitive weekend positions available on the day and midnights shifts. Infusion Therapy & Hospice experience a plus for a professionally challenging work environment. Contact Ellen Balsmaj, RN, DON, at 728-8100 to investigate these opportunities

RN - SUPERVISOR Experienced for Medicare home care agency. Full time. Excellent pay & benefits. Family Nurse Care 729-0300

RN's - $20.50/HOUR

West Bloomfield Nursing and Convalescent Center in Bloomfield Hills has immediate openings for RN's on day and afternoon shifts. $17.00/hour to $20.50 depending on shift and benefits. For details call Mrs. Mandusa or Mrs. Bogdan 661-1600

SECRETARY, HEALTHCARE
Hospital corporation headquarters. Experience with WordPerfect and medical terminology a plus
Call Sandy at
UNIFORCE 646-7661

X-RAY TECHNICIAN
needed for Livonia physicians office. part time 464-9200

X-RAY TECHNOLOGIST
Registered or registry eligible. Full time for diagnostic X-ray clinic. Redford area 937-8155

502 Help Wanted Dental-Medical

PHLEBOTOMIST/EKG TECHNICIAN

Full-time position. Six months experience and/or experience as Medical Assistant preferred. Please call 458-9402 or send resume to E. Hortel.

OMC Health Care Centers
29320 Plymouth Rd
Livonia, MI. 48150

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

RECEPTIONIST - fast paced Doctor's office has the need for an experienced medical biller/receptionist. Ideal person will have a minimum of 3 years experience in Billing, coding, & be versatile in various front office activities. Must be personable & self motivated. Qualified applicants, please mail your resume to: Receptionist Position, P.O. Box 2580, Dearborn, MI 48123-2580

RECEPTIONIST/BILLER - for internist office in Redford area. Call Mon., Tues., Thurs 12-7:30pm. Call 533-3155 or 842-6623

REGISTERED NURSE

A major metropolitan area utility is seeking a Michigan Registered Nurse. Candidates must have experience - normally acquired in four years of nursing which includes one year of emergency room experience.

Candidates must be able to meet all phases of in-processing including a background investigation, psychological screening orientation, approprate radiation worker and training, and a drug screen (certifiable RN and alcohol screen). A Bachelor of Science degree in Nursing is preferred.

Minimum starting salary of $539.00 per week with excellent compensation benefits. Salary is commensurate with experience. Occasional shift work is required. We are also required to work at various computer locations in southeastern Michigan.

Please send a detailed resume postmarked no later than March 5, 1992, to

Personnel - RN1
Box 33065
Detroit, MI 48232-5065
An Equal Opportunity Employer

RN - ASSISTANT
DIRECTOR OF NURSING
Shelby Nursing Center is seeking a full time Assistant Director of Nursing to fulfill the duties of the Director, direct staff supervisor and quality assurance monitor. Split shift hours preferred 12 Noon-8:30pm. Must have nursing experience and be a state approved trainer. Join a great team of professionals in a beautiful new facility. Generous salary and benefits including 401K.
Call Vicki Cicone, Administrator for more details 566-1100

RN
Full-time position available in Peds Home care. Call 348-9402 or send resume to E. Hortel.

OMC Health Care Centers
29320 Plymouth Rd
Livonia, MI. 48150

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN STAFF DEVELOPMENT
Marywood/Marybrook Nursing Care Center is accepting applications for experienced staff development and educator. Clinical skills desired preferred, prepared resume required. Mail to:
34978 W. 8 Mile, Livonia, MI 48154

SUBSTANCE ABUSE THERAPIST
Seeking licensed or limited licensed for treatment and marketing.
CAC-BA minimum requirements. Send resume to P.O. Box 12-5456, Berkley, MI 48072

SWITCHBOARD OPERATOR
Contingent. Must be available 10 work on-call as-needed for a 24 hour operation department. Weekend hours available. Apply at:

OMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI. 48377

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

TRANSCRIPTIONIST - part-time days for Southfield cardiology office. Experience preferred. Please call 569-4232

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
Fast growing medical and health care community located in Farmington Hills is looking for a full time clerical support. Familiarity with office equipment, calculators, copy machines, fax machines, computers and light typing. Excellent benefits package, pleasant working environment and room for advancement. 35-37 an hour. Please send resume to Medical Services Inc., Attn: Ann
32991 Hamilton Court, Farmington Hills, MI 48334. NO PHONE CALLS
An Equal Opportunity Employer

ACCOUNTING ASSISTANT
PART-TIME

Part-time permanent position in suburban Southfield. Duties include data entry/accounting clerk. Must have 2-3 years experience with PERSONAL PRICE & LOTUS or QUATTRO-PRO software. Typing & Word Perfect. Salary to $6.50/hr. Call or send resume to:

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

ACCOUNTING CLERK - responsible, experienced person to handle accounts payable/receivable & general clerical position with computerized banking material wholesaler. Full time. Liberal benefits. Send resume or letter to: Personnel Director, Troy Bulb Products, 1043 Wheaton Troy, MI 48083

ACCOUNTS PAYABLE CLERK
Non smoker. Mon thru Friday. Pleasant telephone voice. Please send resume to P.O. Box 8003, Wixom, MI 48393

ACCOUNTS PAYABLE
Southfield Corporation seeks individual for Accounts Payable department. A/P or accounting experience required. Minimum of 2 years. Salary requirements to A/P Manager, 18600 Eight Mile Rd., Southfield MI 48075

ACCOUNTS RECEIVABLE CLERK

Chemical distributor is seeking a person to handle accounts receivable. Some accounting helpful. Position will require inputting of data into computer, some typing. Fixing minor organizational skills & should have good communication skills. Experience not mandatory, willing to train. Send resume to Office Manager, 13395 Huron River Dr. Romulus, MI 48174

ACCOUNTS RECEIVABLE BOOKKEEPER
needed for fast paced position in new Center area. MUST have full-time position experience in insurance thru collections. High energy person with strong work ethic, good mathematical skills & strong computer skills required. Salary to $22,000 and send resume

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

ACCOUNTS RECEIVABLE CLERK
Fast paced company seeking an experienced secretary for a one person off. Applicants with previous experience should include excellent phone skills, strong typing skills, and the ability to work in a fast paced environment. Full time position. Please send resume & salary requirements to: Accounts Receivable, P.O. Box #2480, Farmington Hills, MI 48333

HELP! FAST PACED OFFICE Needs Accounts Receivable Clerk/Assistant. 30-35 hrs. a wk. Must have STRONG telephone skills, detailed, detailed, detailed & have a sense of urgency & humor. Workflow is - Call for interview. 522-9428

ACT MEDIA
ADMINISTRATIVE ASSISTANT
Macintosh experience preferred for Fortune 500 executive office. Up to $9/hr. Call Susan at UNIFORCE
473-2931

ADMINISTRATIVE SECRETARY
Effective verbal and written communication skills a must. Word processing required (Microsoft Word desirable). Transcription and spreadsheet skills helpful. Candidate must be an organized and efficient individual with good typing skills. Salary negotiable. Medical benefits. Please send resume to Ms Barbara Pooth, University Health Center, 2901 W. Outer Drive, Detroit, Michigan 48221

ADMINISTRATIVE ASSISTANT
To the regional administrator for a corporation engaged in the bar code data capture field. Candidates should have minimum of 3 years experience, strong secretarial skills including PowerPoint, WordPerfect, Lotus 1-2-3 and strong organizational skills & excellent communication skills. Send resume & salary history to Ms Symbol Technologies, Suite 130, 32605 W. 12 Mile Rd., Farmington Hills, MI 48334. Attn: Frances
An Equal Opportunity Employer

ADVERTISING SECRETARY
National advertising agency needs your excellent sales and prior word processing experience, full time. Entry level position pays salary commensurate and benefits. Apply person at 2635 Woodward, Tues.-Thurs. 12noon-6PM, Fri.-Sat. 10AM-6PM

ADVERTISING SECRETARY

$18,000 PLUS FEE PAID
Exciting fast-paced full office offers better than average benefits, lots of advancements and a 35 hour work week. If you can type 55 wpm and have 1 year office experience, call Shelley now 851-3860
BRIELLE PERSONNEL SERVICES

ATTENTION ALL
Receptionists
Switchboard Operators
We need you for short and long term positions with good pay. Typing and experience helpful. Call today for an interview time

425-9090
BENCHMARK
Temporary Help

BOOKKEEPER ASSISTANT

Permanent position with suburban firm for experienced assistant bookkeeper. Must have strong analytical skills, attention to detail & good computer skills. Lotus preferred. Candidate must have potential to grow fast with this start-up company. Excellent benefits & perks. Salary open to low $20's
Call or send resume

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

BOOKKEEPER
Assistant to office manager. Prior bookkeeping experience required. Full time. Resume hours & good benefits. Send resume to
MACHUS GENERAL OFFICE
P O Box 3027
Farmington, MI 48012

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY position open in a fast paced real estate & new home sales office. Experience & proficient computer skills required in Lotus, MicroSoft Word & Data Entry. Salary commensurate with ability, good benefits. Call 9am to 3pm, Mon-Fri. 737-8300

Adminstrative Assistant

Our very busy, Southfield advertising agency is currently looking for a fast paced professional to assist the Regional Director.

This is a challenging and responsible position requiring a highly motivated, company oriented team player. You'll use your expertise to coordinate and assist with the preparation of new business presentations, development and delivery of monthly reports for the region, organize business meetings and make travel arrangements. In addition, you'll also handle correspondence and highly confidential personnel information.

To qualify, you must have strong organizational and interpersonal skills, good written and verbal communication, a proven track record of accuracy and the flexibility to carry out various tasks simultaneously.

If you have the level of competency and skills to succeed, consider joining one of the nation's leading advertising agencies. Send your resume stating technical proficiency and salary history to Thomson Reuter Business Information, Attn: Personnel Manager, 3000 Town Center, Suite 1600, Southfield, MI. 48075. No Phone Calls Please. Equal Opportunity Employer

APARTMENTS UNLIMITED-TROY
Part-Time Marketing Associate
Required for Troy area. Must be multilingual, articulate & ambitious person. Word Processing & Accountant Phone skills a must. Call Susan on Mon or Tues between 10-2pm at
557-5600
No calls will be taken before!

BOOKKEEPER - experienced, 1-5 pm daily, computer skills, immediate opening, publishing company in Livonia. Send resume to Box #258 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER - FULL CHARGE
Full time. Must know Peachtree. Call Attention: Mr. Bruner, 570 Kirts Blvd., Suite 237, Troy, MI 48084

BOOKKEEPER FULL-TIME
for mechanical contractor. Light typing, computer experience & bookkeeping for non-smoking office. Competitive salary & benefits. Send resume to P.O. Box 770, Lake Orion, MI 48361-9998

BOOKKEEPER - Medical office half day per week. Must be familiar with computer accounting. Call Bloomfield Call 626-5315

BOOKKEEPER

Residential property management firm seeks a bookkeeper. Applicants must have at least 2 years of bookkeeping experience. Working knowledge of computerized accounting methods desired (payable & Lotus helpful). We offer an excellent salary & benefit package. Send resume & salary history in confidence to
P O Box 9052 Farmington Hills MI 48333-9052 Attention Human Resources
An Equal Opportunity Employer

BOOKKEEPER
25-30 hrs/week. Non smoking sales office 12 mile-Southfield area. Full charge manual system (multi-trade). Accurate & strong computer experience necessary. 443-5650

BUSY REAL ESTATE OFFICE
in Northville area has an immediate efficient secretary for a one person off. Applicants with previous experience should include excellent phone sales, strong typing skills, and the ability to work in a fast paced environment. Full time position. Please send resume & salary requirements to: Accounts Receivable, P.O. Box #2480, Farmington Hills, MI 48333

CLERICAL/ADMINISTRATIVE
Architectural/Engineering World-Perfect/Lotus 1-2-3 Word Perfect Resume JFM Inc. P O Box 250343 Franklin, MI 48025

CLERICAL ENTRY LEVEL
Basic knowledge of general office work for accounting company in Southfield area. Call Ann 647-9490

CLERICAL HELP WANTED
Financial Aid assistant for Parkways School 2 or 4 days per week. Helping Eastern Michigan University Graduate students complete financial aid forms. Call Sue at 487-3300

CLERICAL JOBS AVAILABLE NOW
Temporary/long term assignments
Call Kelly Services 583-1919
An Equal Opportunity Employer

CLERICAL - part time position with Hartline schedule available. Duties include phone & light typing computer work. Salary negotiable. Call resume to Office Manager 22211 Telegraph Southfield MI 48034

CLERICAL - $6.75-$10/HR
Entry level plus benefits
Must be professional
Call 557-5600 357-1200
Free 595 00 JNI Agency

CLERK TYPIST - general office. Part time 12 hrs/wk possible. $6/hr to start. Send resume to P O Box #2342 Farmington Hills, MI 48333

CLERK TYPIST
Immediate opening for a person with at least 6 months office experience and able to type 35 wpm. Call Ole Management Services at 528-8100

CLERK TYPIST to work in the budget and planning department for non profit organization. Must have good communication skills. Typing 35wpm. Ideal candidate is detail oriented possessing experience. Excellent benefit package. Salary $15,000-$16,000. Please send resumes to Margaret Evans P O Box 2030 Bloomfield Hills MI 48303-2030
An Equal Opportunity Employer

COMPUTER ENTRY
Want a job where you are appreciated with an excellent salary, benefits (lots of advancements) and a 35 hour work week. If you can type 55 wpm and have 1 year office experience, call Shelley now 851-3860
BRIELLE PERSONNEL SERVICES

COURT REPORTER
Certified & experienced. Must have own equipment. Part or full time
626-6543

CUSTOMER SERVICE REPRESENTATIVE
Experienced customer service representative needed for Detroit manufacturing firm. Must have professional phone manner and typing skills. Full time hours. Entry level position. Shifts may vary from 8am to 5pm. To schedule an interview call
TEMPEXCHAN