502 Help Wanted Dental-Medical

LPN
Full time days.
Treatment nurse.
Must have excellent documentation skills.
JILL ROGERS, RN, DON
MEDICOS HEALTH CARE CENTER
255-6450

LPN - FULL TIME
Midnight shift
See Mrs. Martin
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

LPN - RN
Full time position available, days, Mon.-Fri. in Day Program for disabled adults in Westland. Benefits available. 729-8470

LPN's/CNA's
Immediate Openings
Day Shift 7am-3pm
All shifts available
All areas available
Competitive wages
Immediate payments
RELIABLE NURSES
981-3344

LPN's
needed for several area nursing homes. Flexible hours. Competitive wages & bonuses. Call Health Partners. 1-800-966-7723

DENTAL BUSINESS Administrator needed for large dental practice. Dental experience required. Responsibilities include patient flow & collections with limited personnel management. Excellent opportunity for right individual. Call Diane evenings between 6-8pm. 388-6583

ESTABLISHED MEDICAL practice in Livonia seeking full time experienced Medical Assistant and Xray Technician. Call. 425-5200

MEDICAL ASSISTANT
Full time, for busy Livonia Dermatology office. Experience necessary, benefits included. 477-7022

MEDICAL ASSISTANT
Full time for busy Westland office. Must be a mature, self motivated, detail oriented and enthusiastic individual willing to learn and take on a variety of responsibilities and skills. Pay commensurate with experience. Benefits. Send resume to: Medical Assistant, P.O. Box 85087, Westland, MI 48185.

MEDICAL ASSISTANT
Full time, busy Livonia general practice, evenings & Saturdays required. 425-0209

MEDICAL ASSISTANT needed, full time for growing Specialist's practice. Moving to Royal Oak in October. Must be experienced in venipuncture. Call Lynda 737-7005

MEDICAL ASSISTANTS - at least 1 yr. experience. Hospital, clinics or private practice. Full time or work when you want to. $1240 to $1420 per month. Several locations including downriver available. Call Melinda, Tempro Medical, 443-5590

MEDICAL ASSISTANT
needed part time, 5 days a week. No experience necessary. Send resume to, 29677 Telegraph, Suite 304, Southfield, MI, 48034

MEDICAL BILLERS - must have at least 1 yr. experience in facility or physician billing. Wages start from $1400 to $1850 per month depending on experience. 2 shifts & several locations available. Call Beth, Tempro Medical, 443-5590

MEDICAL BILLER
Growing company has immediate openings for a full time biller. Medical billing experience a must with Blue Cross/Blue Shield, medicare, medicaide & 3rd party insurance. Excellent benefits. Please apply Mon.-Fri., 10am-4pm
UNIVERSAL STANDARD
MEDICAL LABS
21705 Evergreen
Southfield, MI

MEDICAL ASSISTANT - experienced, full time for busy family practice office. Benefits. Salary based on experience. Call 425-6383

MEDICAL BILLER
for busy dermatology office, experience required, full knowledge of new Medicare rules & BC/BS billing computers, eastside suburb, permanent, send resume to Box #412
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANT
part time, for Southfield Cardiology office. Experienced in EKG, VP and DCG. Call 569-4232

MEDICAL BILLER PLUS!
Intelligent, self-starter with experience in health insurance billing & good patient communications, needed for busy podiatry practice. Must be hard worker & dependable. $7.50/hr. & higher depending on experience. Livonia area.
Call 313-478-4439

MEDICAL BILLER-Experienced. Family practice office, Westland. Part time. Send resume: P.O. Box 850223, Westland, MI 48185.

MEDICAL BILLER, experienced. Part time with potential for full time. Computer skills required. Medicare billing experience a plus. Send resume to: P. O. Box 530874, Livonia, MI. 48153-0874

MEDICAL BILLER: Southfield/Birmingham area office is looking for individual with intelligence & initiative for insurance & collections. Full or part-time, excellent salary & working conditions, experience preferred Call 357-5165

MEDICAL BILLING CLERK
For busy dermatology office. 1 Yr. medical experience or equivalent. Billing, typing, good phone manners required. Full or part time. 569-1958

MEDICAL INSURANCE BILLER
Part time, 20-25 hours per week, possibly leading into full time in future. Westland office. Must be experienced, self motivated, detail oriented and able to perform all stages of medical insurance billing. Please send resume to: Insurance Biller, P.O. Box 85097, Westland, MI 48185.

MEDICAL OFFICE - Experience preferred. Duties include: chart pulling, updating, computer, medical insurance knowledge helpful. Full time. W. Bloomfield. 855-7406

MEDICAL RECEPTIONIST
Part-time for internist in Livonia. Medical experience helpful. Will Train. Phone 525-8180

MEDICAL RECEPTIONIST/BILLER
MBS experience, full time.
OB/GYN in Southfield.
Call Barbara. 358-5805

MEDICAL RECEPTIONIST
For busy Troy Dermatologist, 4 mornings a week. Current medical office experience necessary.
643-8707 646-1148

MEDICAL RECEPTIONIST for busy ophthalmology office in Southfield, full time. Experience desirable. Send resume to Box 480
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
Full time for busy dermatology office in Southfield. Approximately 45 hrs. per wk.; includes Monday evening, Thursday evening & Saturday. Scheduling appointments, filing, typing & computer. Medical experience necessary. Call 569-1958

MEDICAL RECEPTIONIST
Experienced. Full time
Novi. Call Lisa: 427-4780

MEDICAL RECEPTIONIST
Must have billing experience.
OB/GYN, full time. Benefits. Novi area. Ask for Cathy. 347-8100

MEDICAL RECEPTIONIST - $7/hr., need professional image, excellent people/communication skills & current physician office experience. 30 day salary review. Contact:
Diane Deffler, 932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Experienced for busy OBGYN office in Troy. Part-time. Call Marilyn, 9-6pm, at 879-6061

MEDICAL RECEPTIONIST
Full time for Bloomfield Hills Urgent Care Center. Billing experience preferred. 334-6850

MEDICAL RECEPTIONIST
Full time for busy multi doctor office in Southfield. Transcription helpful. Call 569-4232

MEDICAL RECEPTIONIST
Experienced, for busy orthopedic office. Computer, insurance knowledge, detail-oriented. Full time. Benefits. W. Bloomfield. 855-7406

MEDICAL SECRETARY
for OBGYN office, in Southfield. Experienced in computer billing. Hours, Mon. thru Fri. 932-0784

MEDICAL TRANSCRIPTIONIST
Part time, 20-25 hours per week, possibly leading to full time in Westland office. Experienced only need apply. Please send resume to: P.O. Box 85087, Westland, MI 48185.

NUCLEAR MEDICINE TECHNICIAN
Full or part-time position available for A.R.R.T., or C.N.M.T. registered.

RADIOLOGY TECHNICIAN
Part-time positions for A.R.R.T. registered Technicians.

Please contact Ted Patyna at 347-8220 or send resume to:
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377
Located at W. 12 Mile & Novi Rd.

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

NURSE AIDES
We are looking for mature, dependable people, who have a love and understanding of the elderly, to work full or part time in our 82 bed facility. For more information call 349-2640 or come in and fill out an application.
Whitehall-Novi-Convalescent Home
43455 West Ten Mile Road

NURSE ASSISTANTS
Hiring immediately state certified nurse assistants for full & part time midnight shift. Marcy Bellbrook, 873 W. Avon Rd., Rochester Hills, MI 48307 656-3239
An Equal Opportunity Employer

NURSE
Peachwood Inn is seeking part time 11pm - 7am nurse. Join an established and innovative staff. Call Diane for an interview at 852-7800

NURSING ASSISTANT, Certified. Tired of hectic nursing home pace? Come join our assisted living staff, 2 full time day positions open. Apply in person, Mon.-Fri., 9am-2pm, 30350 W. 12 Mile, Farmington Hills.

OPHTHALMIC Assistant-Must have at least strong medical background. Must work 2 offices Birmingham & Farmington Hills. 649-3535

OPHTHALMIC TECHNICIAN
Salary commensurate with skills. Send resume to Henry Boro, M.D. cataract specialist, 3003 Woodward, Berkley, MI 48072, attention Sandra London.

OPHTHALMOLOGY - Glaucoma Center of Michigan. We are in need of an Ophthalmic Technician. Experience required. Call Sandra. 358-0088

ORTHODONTIC ASSISTANT
Part-time needed. Experience preferred but not necessary. (313) 425-1020

PART TIME SECRETARY/RECEPTIONIST, for new out-patient mental health clinic in Canton area. 2 yrs previous medical, dental or mental health experience required. Word processing skills preferred. Approximately 15-20 hrs. per week to start. Some evenings, position could develop into full time. Call Betsy for interview 677-0609

nursing

RNS
Cranbrook Hospice

If you're looking for a unique career opportunity, explore a position with Amicare Hospice Services. We are an expanding multi-site home health company sponsored by the Sisters of Mercy. We are looking for RN's to work 20 hours per week. This is a part-time pro-rated benefit position with on-call responsibilities.

Amicare offers a competitive salary to match your skills and an excellent benefit package. To apply, please send your resume or call.

Amicare Hospice Services, Inc.
Jane Fox, RSM, Branch Manager
2855 Crooks Rd., Suite 101
Troy, MI. 48084

Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer

PATIENT ATTENDANTS/SITTERS
Hospital/Home Care
Experience Required
Health Care Professionals
Dearborn: 563-0066
Ann Arbor: 747-8070

PHARMACY TECH/INTERN
Full or part time. Computer experience necessary. River Oaks Pharmacy, Dearborn Heights. 271-3770

PHLEBOTOMIST needed for independent laboratory. Dearborn Heights area. 30 to 35 hrs. per week, days, experience required. Call 581-6794

PHYSICAL THERAPY AIDE
Experienced - with typing skills. part time, permanent, immediate work in nursing homes. Travel required. Call 10-4: 678-6066

PRESCRIPTION ORDER Entry Tech. Experience required, hospital experience preferred. Good typing & data entry skills required. Competitive salary & good benefits. Send resume or letter of application to: BPS, 33510 Schoolcraft, Livonia, MI 48150, Attn: Human Resources

BUSY - Periodontal office in Livonia is looking for full time Receptionist. Prefer someone with minimum 2 years dental experience. 522-7314

RECEPTIONIST - Temporary, part time. Computer & billing experience preferred. Dearborn Heights area. Call 561-8794

RECEPTIONIST/INSURANCE Biller needed full time, computer experience helpful. Call Sharon, 353-4540

RECEPTIONIST needed full time for busy orthodontic office in Dearborn. Dental experience required. Please call Jill at 561-7283

RN
Contingent positions available. Medical-surgical experience required. Please send resumes to M. Graulich or apply at:
DMC Health Care Centers
22341 W. 8 Mile Rd.
Detroit, MI., 48219
(Located at W. 8 Mile & Lahser Rds.)

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

RN
Full time, for Dearborn area Methadone program. Experience preferred, but not necessary. 278-6770

RN
IN-SERVICE DIRECTOR
Experienced RN In-Service Director wanted. Certified in clinical skills observer preferred. Excellent wage and benefits. Salary commensurate with experience. Call or apply:
Cambridge South
18200 13 Mile Road
Beverly Hills, MI
647-6500
An Equal Opportunity Employer

RN - IV INFUSION
Expanding suburban company needs RN experienced in Home Care Infusion Therapy. Excellent benefits & perks. Mon.-Fri. days. Call or send resume to.
Patty Rebriz 932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

RN, LPN, MA
Part time and Contingent positions available for individuals with Urgent Care, Internal Medicine or OB/GYN experience. Please send resume to M. Strauch or apply at:
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377
Located at W. 12 Mile & Novi Rd.

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

RN or LPN for pleasant pediatrician's office in Southfield. 2-4 days should be flexible. Call after 10AM. 358-0420

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person:
Marycrest Manor
15475 Middlebelt
Livonia, MI. 48154
427-9175

RNs
Needed for established progressive home health care agency located in Westland. Excellent benefits include aggressive salary, 401K plan, employee stock ownership plan & bonus program. Call 421-6060

RNs
Needed for established progressive home health care agency as part of a new weekender program for both Westland & Bloomfield offices. Qualifications include RN with current license & 1 yrs experience in home care. Excellent benefits include competitive salary, 401K plan, employee stock ownership plan & bonus program. Call 421-6060

RN

Team Leader
Hospice of Monroe

Hospice of Monroe is currently seeking a qualified individual to assume the role of Team Leader for our Monroe, MI. branch.

Position responsibilities include coordinating and managing the daily workload of direct care staff to include orientating staff to hospice care operations, assisting with coordination of services and utilization of community resources in patient care, and assuring that all required documentation is written, approved and submitted on a timely basis.

The successful candidate will have a current license or permit from state board of nursing and a Baccalaureate Degree in Nursing. Three to five years of professional nursing with one to three years of Community Health Nursing or Hospice Nursing experience. Previous or demonstrated leadership ability also required. Must possess interpersonal skills sufficient to interact effectively with patients and their families, as well as interdisciplinary caregivers, peers, subordinates and supervisors. Current motor vehicle driving license and available vehicle to travel to patient residences required.

Amicare offers an outstanding benefits package and a competitive salary to match your skills. To apply, please send your resume to: Paul Doerfler, Hospice of Monroe, 502 West Elm Ave., Room D-206, Monroe, MI. 48161. Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer.

RN
Tired of the hospital scene? Want to learn the other side of patient care? Part-time every other week-end availability required.
Call or apply:
Cambridge South
18200 13 Mile Road
Beverly Hills, MI
647-6500
An Equal Opportunity Employer

RN/4 YEAR
Busy dermatology practice. Excellent opportunity for ambitious RN with upbeat personality. Excellent pay. 353-6564

RN or LPN
We are looking for someone, with a love and understanding of the elderly, to work part time. Positions available on our afternoon & midnight shift. Phone for more information between 9am-5pm. 349-2640
WHITEHALL-NOVI CONVALESCENT HOME
43455 W. 10 Mile Rd

RN-Registered Nurse
Part-time, flexible hours for allergy practice in Livonia. Will train. No weekends. Please send resume to Box 468,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

AIDES NEEDED
DAYS & LIVE-INS
Home care aides needed to assist elderly. Must have experience & transportation. Good pay & insurance available. Areas needed.
• Troy
• Birmingham
• Sterling Heights
• Utica
• Mt. Clemens
EXCELLACARE, INC.
740-9050

SERVICE COORDINATOR
to schedule cases for busy home care agency. Excellent communication & clerical skills required.
Family Home Care 313-229-5683

STAFFING COORDINATOR
HOME HEALTH CARE
One of the area's largest home health companies is seeking a highly organized, detail oriented, personable individual to work part time in our fast paced office. This entry level position involves scheduling and coordinating clients needs, plus an ability to respond quickly to high stress situations. Position may lead to full time. Salary plus bonus. Prefer experience in related health field. Call Billie Hayward 357-3650
An Equal Opportunity Employer

TRANSCRIPTIONIST
Part time days, Southfield Cardiology office, experience preferred.
Call 569-4232

X-RAY TECHNICIAN
for Dearborn office. Knowledge of Floroscopy & Mammography helpful. Good benefits & working conditions. Call 9-3pm 386-1930

XRAY TECHNOLOGIST
For Xray clinic in Redford/Livonia area. Saturday mornings. 8am-12 Noon. 937-8155

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Part time. W. Bloomfield CPA firm looking for Accountant/Bookkeeper interested in part time work, flexible hours. Computer experience required. Send resume with salary requirements to: E.B.C., 6960 Orchard Lake, Ste 204, W. Bloomfield, 48322

ACCOUNTANT - Experienced with main frame IBM & Lotus background. Must be able to do corporate financial & taxes, multi-state taxes. Wages & benefits commensurate with experience. Send resumes to: PO Box 214866, Auburn Hills, MI 48321-4866

ACCOUNTING CLERK - For Livonia wholesaler. Part time, 5 days, mornings, 15-20 hrs./wk. Invoice processing, bank deposit. 1 month training in Sterling Heights. Send resume w/salary requirments to: P. O. Box 93283, Warren, MI 48093-0283

ACCOUNTING CLERKS
BOOKKEEPERS
Our temporary assignments offer top pay & may lead to permanent employment! Current open assignments include
• Accounts payable, high volume
• Credit & collection
• Full charge thru trial balance

Call today for an appointment!

Dickson Interim Services
1653 W. Big Beaver
Troy, MI. 48084
313-643-9480

ACCOUNTING CLERK
McCORD HEAT TRANSFER CORPORATION is looking for a person to perform the following:
• Invoicing for multiple locations
• Journal entries
• Maintain Fixed Asset system
• Other general accounting activities

Successful candidate will possess.
• 2-3 years previous accounting experience
• Strong Lotus skills
• AA in accounting desirable

Send resume and salary requirements to
MCCORD HEAT TRANSFER CORPORATION/RA
850 Ladd Rd., Building A
Walled Lake, MI., 48390-3026
An Equal Opportunity Employer

ACCOUNTING SECRETARIES
Immediate opening for experienced professionals. Lotus a plus. To $9.00/hour. Call Stacey:
UNIFORCE 357-0036

ACCOUNT PAYABLE RECEIVABLE
Looking for intelligent individual with great personality & accounting background. Must have knowledge in WordPerfect 5.0 & Lotus 1-2-3. Responsibilities include; accounts payable/receivable, typing & general duties. Excellent benefits, great salary to start, room for advancement. Mail resume to: 36845 Metro Ct., Sterling Hts, 48312.
Fax 264-8303

ACCOUNTS PAYABLE/Accounts receivable. All receivables current. Small friendly marketing company. Non-smoking office at Southfield/13 Mi. 8:30-5, Mon-Fri. Salaried. No health benefits. 540-9010

ACCOUNTS RECEIVABLE
Plymouth corporate office seeking individual for collection and customer inter-action, telephone, computer and typing skills necessary. Collection experience with large automotive accounts a plus. Friendly, non-smoking work place. Benefits available after 3 months. Send resume with salary requirements to:
CREDIT MANAGER
P. O. Box 701246
Plymouth, MI. 48170-0961
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE/RECEPTIONIST
Immediate opening for a full-time accounts receivable/receptionist in fast paced substance abuse treatment facility. Previous experience in PC'S especially word processing.
Interfacing with the public and accounts receivable experience is required. Office applicants will have the above skills and be able to work flexible hours and occasional Saturdays. Good starting wage and competitive fringe benefit package for the successful candidate. Please send resume in confidence to:
Craig M. Cook
NPL, INC.
18641 W. Seven Mile, Detroit, MI 48219
No phone calls please
Equal Opportunity Employer m/f/h

ADMINISTRATIVE ASSISTANT
Regional headquarters in Birmingham seeks a self-motivated professional with excellent organizational and communication skills.

Full time position with a minimum of 5 years experience.

Applicant must be proficient at.
• Word processing
• Spreadsheets
• Typing (70wpm)
• Independent complex project work

If you can juggle multiple projects, beat deadlines and interact joyfully with many levels of management send your resume to:

Paragon Steakhouse Restaurants
803 E. Maple, Ste 310
Birmingham, MI 48009
Re: Administrative Assistant

An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Part-time, needed at corporate office in Birmingham. Individual must be experienced with cash applications, have communication & math skills, & at least 2 yrs. accounting experience required.
Call. 644-5300 ext. 351
ERB LUMBER

ACCOUNTS RECEIVABLE CLERK
Full time, entry level at corporate office in Birmingham. Individual must possess excellent math & communication skills. Computer & accounting experience a must. Offers excellent benefits
Call. 644-5300 ext. 351
ERB LUMBER

ADIA - WORD PROCESSING SECRETARIES NEEDED!
Must be proficient in any of the following: WordPerfect 5.1, Lotus, Harvard Graphics. Some experience is necessary. ADIA has great opportunities for both full time & temporary employees. Please call
358-5890

An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
needed for Southfield property management company. Experience with PC helpful. Attractive salary & benefit package. Send resume to Office Manager, 29548 Southfield Rd., #200, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
National company in Farmington Hills, engaged in marketing distilled spirits, has an immediate opening. Requires top-notch administrative, research, secretarial skills, personal computer experience with Lotus, WordPerfect, 3-4 years experience marketing/sales. Strong analytical skills necessary to compile/format data to produce reports/documents. Associates degree preffered. Benefits and compensation package reflect value of position. Send confidential resume to:
Box #416
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Douglas & Lomason Company, a quality OEM supplier to the domestic automotive industry, has an immediate opening for an Administrative Assistant. The position is located at the Corporate Office in Farmington Hills. This position requires basic secretarial duties, with strong emphasis on office automation skills, word processing, LOTUS, spread sheet, graphics and correspondence preparation. Position includes executive clerical support, library maintenance, budgeting and reception duties. Qualified candidates please send resume and salary requirements to:
Douglas & Lomason Company
Personnel Department
24600 Hallwood Ct
Farmington Hills, MI 48335
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Major Farmington Hills firm has opening to experienced porfessional. To $9.50/hour. Call Susan
UNIFORCE 473-2931

ADMINISTRATIVE ASSISTANT
Clerical skills & construction knowledge necessary. Apply in person, Mon thru Fri., 10-1pm or send resume to: 22775 Heslip Dr. Novi, MI 48375.

ADMINISTRATIVE ASSISTANT
Troy based firm. Must have excellent communication skills & work with figures accurately. Lotus and WordPerfect a must. Immediate opening. Send resume to Box 490
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Shopping Center Manager seeks assistant to financial/insurance administrator. Legal/financial background a plus. Excellent clerical skills, word processing/spread sheet proficiency. A self starter in a fast paced environment. Send resume to Administrator of Finance, 27600, Northwestern Hwy., Ste 200 Southfield, MI 48034

ADMINISTRATIVE SECRETARY
Human resource background, knowledge of 401K, health benefits, payroll ADP on line, typing 60wpm, WordPerfect 5.1, Lotus 123, salary open, excellent benefits. Fee paid.

TELEMARKETING - Birmingham. Good communication skills. $6/hour + commissions. Fee paid

WORD PROCESSORS - For long & short term temp assignments.

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ADVERTISING SECRETARY
Account management department needs your WordPerfect and spread sheet background. To $9.00/hour. Call Steve at
UNIFORCE 646-7662

ALL FEES COMPANY PAID
Specializing In:
• Secretaries • Legal
• Bookkeepers
• Word Processing
• Receptionists
• General Office
• Data Entry • Typists
Call or send resumes to
PERMANENT STAFF

26200 Orchard Lake Rd
Farmington Hills, MI 48334
737-5750

850 Stephenson Hwy., Ste. 303
Troy, MI 48083
585-2720

ASAP
OLSTEN has an immediate need for successful career minded individuals in the Livonia/Novi area. For the following positions
• Data Entry
• Accounting Clerks
• Word Processors
• Executive Clerical & Secretarial

Qualified candidates will receive excellent compensation package & have permanent potential

Call for interview or fax
OLSTEN
Temporary Services
Livonia
354-0555
Fax: 354-0585
EOE M/F/H/V No Fee

ASSISTANT OFFICE COORDINATOR
Brink's Home Security, Inc. the most trusted name in home security currently has an opening for a well organized individual to perform a variety of office functions. Qualified candidate must possess at least 1 yr. of general office experience to include knowledge of data entry, word processing & telephone operations.

We offer a competitive wage + a full benefits program. For immediate consideration please send resume to Brink's Home Security, Inc. 11906 Farmington Rd., Livonia, MI 48150

AUTO DEALERSHIP
Looking for an individual who is intelligent, has common sense, & basic computer knowledge. Will train the right individual for warranty clerk & assistant cashier. Please apply at Joe Panian Chevrolet, 28111 Telegraph, Southfield. 355-1000

AUTO/MOTORCYCLE DEALERSHIP
High volume dealership in the Bloomfield Hills area is in need of an experienced title processor that can keep up with the fast pace. If you are an ambitious hard working individual with experience in handling vehicle sales paperwork including, RD108's, mileage affidavits, finance contracts and inventory control we have the perfect position for you. Excellent pay & benefits. Andersons a good place to work, a good place to do business. Experienced only.
PLEASE CALL SANDY,
858-2300 478-8200

BENEFITS SPECIALIST
Part-time with possible full time status needed for corporate office in Birmingham. Individual must be organized, has a good figure aptitude, phone etiquette, communication skills & computer experience a must. Call. 644-5300 ext. 351
ERB LUMBER

All fees paid
CROSSMATCH PERSONNEL
23100 Evergreen
Ste 212, Southfield, MI.
Temporary & permanent openings
LEGAL SECRETARY - corporate administrative position, Troy lawfirm, up to 27K with benefits.
Send resume or call
352-7555

BOOKKEEPER
Birmingham area retail business is seeking a qualified Bookkeeper to handle all aspects of records through financial statements. Must be computer literate, some customer contact. Duties include: accounts payable, accounts receivable, payroll, cash receipts, general ledger, bank reconciliations. 3 person office. Send resume and salary requirements to: Ms. Nace, 29992 Northwestern Hwy., Suite C, Farmington Hills, MI 48334.

BOOKKEEPER - Experienced, for Birmingham insurance agency. Full time, non-smoker. Personable, gets along well with other people. Ask for Larry. 646-6687

BOOKKEEPER
General Office.
Part-Time.
459-9096

BOOKKEEPER - PART TIME
with construction experience.
Call 557-7468

BOOKKEEPER - part time. Must know Lotus & pegboard. Send resume to: Attn Sonia, 29350 Southfield, Suite 33, Southfield, MI 48076

BOOKKEEPER SECRETARY
Half time days. Salary $7-$10 per hour. Send resume to: Att: Joseph Gluski MD, 380 N Woodward, #150, Birmingham, MI 48009.

BOOKKEEPER/SECRETARY
PART-TIME
Downtown Royal Oak office. Good math aptitude, some knowledge of bookkeeping helpful, but not necessary. Will train the right person. Approximately 20 hrs./wk. Flexible hrs. between 9-3pm. Please call between 1-3pm., Mon.-Thur. 546-6000

BOOKKEEPER thru financial statements. Computer experience a must. Need excellent organizational skills, will supervise small office. Job is a demanding position. Competitive wage. Located in the Taylor area. Resume to: Box 1191, Taylor, MI 48180.

BOOKKEEPER WANTED
For property management. 3-5 years experience. Must be able to take books thru trial balance. Computer experience necessary. Send resumes to: M.O., 32255 Northwestern Hwy., Suite 298, Farmington Hills, MI 48334

BUSINESS MANAGER
Established and growing Metropolitan Detroit area law firm desires to interview non-smoking candidates for a full time position as Business Manager. These candidates must have a minimum of 5 years financial experience and be capable of maintaining the internal functions of a law firm including good computer skills. Presently the firm is using the LAWS accounting software on a IBM 36. Candidates must be aggressive, trustworthy, conscientious and have the desire to meet the every-day challenges of running the business of a law firm. Starting salary and benefits are very competitive. Call Barb 333-2400

BUYER'S ASSISTANT - Part Time. Busy dept. needs varied clerical assistance. Must be proficient on Macintosh. Apply: 32525 Stephenson Hwy., S. of 14 Mile, Madison Hts.

Call Coordinator/Receptionist
Growing Real Estate Office in Rochester Hills looking for individual with telephone and typing skills for daytime position.
Call Gloria Berman
CENTURY 21 East
299-6200

CLAIMS REPRESENTATIVES
Self insurance company in need of experienced inside claims person. Salary commensurate with qualifications. Please call: 848-5729
An Equal Opportunity Employer

CLERICAL/ASSISTANT TO ADMINISTRATOR
Full time in Rochester Hills. Pay range $5 - $6.25 & benefits. Skills or criteria to fill position.
Word Perfect. Good telephone skills. Reliable Transportation.
853-1525

CLERICAL ASSISTANT
Needed for service organization in Farmington Hills. The successful candidate enjoys performing clerical duties in a fast paced environment. This individual will be enthusiastic, organized, have exceptional telephone mannerisms, listening skills and ability to resolve basic customer inquiries and problems. Word Perfect, bookkeeping or accounting knowledge a plus. Send resume and salary requirements to:
CA/Human Resources
P O Box 9072
Farmington Hills, MI 48333-9072

CLERICAL - GENERAL OFFICE
full time position consisting of general office and clerical duties, customer oriented position with good telephone skills a must, some computer knowledge helpful. Apply 8-4pm at Sales Service Plus, 830 Orchard, Ferndale

clerical

Human Resources Clerk
Part-Time Opportunity For Team-Oriented Self-Starter

Allied Signal, Inc., a multi-national, progressive, Fortune 25 corporation, is seeking a well-rounded, mature self-starter with prior experience in clerical administration to join our Corporate Human Resources Department.

Position involves plenty of interaction with both external and internal customers, which requires excellent telephone etiquette and organizational skills. Computer proficiency in WordPerfect and Lotus 1-2-3 is a must.

Depending upon needs, part-time status can be upgraded to full-time. If qualified, please forward resume (no phones calls or walk-ins can be considered) in confidence to.

Allied-Signal, Inc.
Human Resources-RS
P O Box 5029
Southfield, MI. 48086

Equal Opportunity Employer M/F/D/V

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

CLERK
OFFICETEAM seeks sharp data entry clerk for excellent temporary oportunities. Positions require good interpersonal skills, experience with WordPerfect, WordStar or Microsoft Word. Call for immediate interview.
OFFICETEAM
524-3110
An Equal Opportunity Employer

COMPUTER OPERATOR
Full time midnight position, excellent benefits. Some college computer courses preferred & experience with basic computer operations a must. Please apply Mon.-Fri. 10am-4pm
UNIVERSAL STANDARD
MEDICAL LABS
21705 Evergreen
Southfield, MI

CONCIERGE/RECEPTIONIST - part time. Mature individual for senior/adult apartment complex, in Southfield. Good phone skills, light clerical, monitoring visitors. (emergency system). Reply to Box 506.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL - Position available for person with WordPerfect & typing skills "A Must". Previous bookkeeping & phone experience helpful. Apply Mon.-Fri., 2pm-4pm. ONLY: Sungio Services, 27199 W. Warren, Dearborn Heights (E. of Inkster)

CLERICAL
Seeking responsible individual to work in our general office area in Livonia. Duties include typing, data entry, phones, etc. Candidate should be well organized, have a pleasant phone manner as well as good typing & math skills. Send resume to Box 474
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
$7-$12/hr. 932-5900
Lorbo Employment Agency

CLERK TYPIST
For fast paced office. Must type 55wpm accurately, be self motivated & a self starter. 837-0800

COMPUTER Accounting & Word Processing. 20 hr/wk. AM or PM. Nice downtown Plymouth office. Resume to: CSV Sales Inc., P.O. Box 9182, Livonia, MI. 48151-1182

COMPUTER INPUT
Immediate opening to 10,000 keystrokes and 2 years experience. To $7.50/hour. Call Dee
UNIFORCE 357-0644

CUSTOMER SERVICE ASSISTANT
For small marketing company located at Southfield/12½ Mi. Fast paced multi-task position. Must be organized, detail oriented & familiar with computers. No health benefits. Non-smoking office. Call Margaret at: 540-5050

CUSTOMER SERVICE REPRESENTATIVE
A National Sales Company based in Livonia is seeking an Inside Customer Service Representative. Job requirements include quoting and follow-up to customer orders. Processing orders and reports also required. Communicative, organizational and general office skills are necessary. Excellent compensation and benefit package. Send resume to Box 502
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY CLERK
Village Green Management Co., a leading national property management firm headquartered in Farmington Hills has an opportunity for a Data Entry Clerk in the Accounts Receivable Dept.. Responsibilities include data entry from leases, lease renewals & rent reports. Must be personable & possess a professional work attitude. Typing, 10 key & CRT experience preferred. Qualified applicants call 932-2730 between 3pm-5pm daily.

DATA ENTRY/CLERICAL
Part-Time
Farmington Hills sales organization requires experienced person to assist data processing department with data entry & other clerical duties. 1 yr. experience required in data entry, typing, filing, & clerical work. Must be detail oriented with positive attitude. Approx. 30 hrs per week with LIMITED benefits (no health insurance). Non-smoker preferred. Send resume to:
C.J., Personnel Dept., P.O. Box 1800, Farmington Hills, 48333

DATA ENTRY
Experienced Inforex keyboard operators needed for day shift. Full or part time. Benefits include year end bonus. 478-5111

DATA ENTRY
FULL OR PART TIME
Experienced, detail oriented person is needed for varied data entry & general office tasks. Benefits include partially paid health insurance for full-time employees. Apply in person Mon-Fri., 2pm-5pm at:
RAMCHARGERS
34534 Plymouth Rd.
Livonia, MI. 48150

DATA ENTRY
Major credit information Company has 2 immediate full-time openings for Data Entry person. Typing speed at least 50wpm required. Previous work experience with credit reports helpful. Pleasant work environment, in non smoking office. Benefits Package offered.
This is an Entry Level position.
Please send resume and salary requirements to:
MANAGER
CBA INCORPORATED
31700 W. Thirteen Mile, Suite 112,
Farmington Hills, MI. 48334
An Equal Opportunity Employer

DATA ENTRY
National service firm requires you attention to detail for alpha and numeric input. To $7.00/hour.
Call Darlene, UNIFORCE 473-2933

DATA ENTRY
New opportunity in fast-paced environment. 10,000 key strokes. To $7.00/hour. Call Diane:
UNIFORCE 646-8500

DATA ENTRY
Part time position available. 1-6pm, Mon.-Fri. Send resume to: Knight Enterprises, Inc./Delta Fuels, 40600 Grand River, Novi, 48375, Attn. Shirley Trombetta

DIETARY AIDE/COOK
Part-time positions available in Westland health care facility. Excellent wages. Call Ginger after 9am.
729-6010
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Financial services firm needs experienced secretary. Harvard Graphics a plus. To $10/hour. Call Sally at:
UNIFORCE 357-0037

EXECUTIVE SECRETARY
Computer Service Bureau looking for experienced, full time person with PC skills & familiar with AMIPRO software. Must have experience in payables & receivables data entry also, please send resume to 1186 Combermere Rd, Troy, MI 48083

FILE CLERK
Part-time. Needed at corporate office in Birmingham. Individual must be knowledgeable with adding machines. Call 644-5300 ext. 351
ERB LUMBER

FINANCIAL SECRETARY
Vice president of Fortune 500 company needs your WordPerfect 5.1 experience. $9.00/hour. Call Susan:
UNIFORCE 357-0036

GENERAL OFFICE
Clerical position available for responsible, qualified individual. Responsibilities very diversified and included: Typing, filing, telephone orders, data input and WordProcessing. Previous office experience and good typing required. Computer background helpful. We offer competitive salary and excellent benefit package. Very pleasant working conditions. Please send Resume to. PO Box 530455 Livonia MI. 48153

GENERAL OFFICE - PART TIME
Light bookkeeping, filing, typing, telephones and other various duties. Apartment management company in Southfield. Ask for Lisa or Brian. [illegible]

EXPERIENCE THE KELLY DIFFERENCE
Kelly Temporary Services has immediate assignments for the following:

CREDIT/COLLECTIONS CLERK
• Minimum of 1-2 years experience with collections
• PC Knowledge
• Long-term assignment in Livonia

Call Diane for more details and an appointment

DATA ENTRY
• High production, (18,000 KPH+)
• Keypunch style keyboard
• Afternoon shift (3-11:30)
• Long-term in Livonia

Call Paige for more details and an appointment

RECEPTIONISTS
• Minimum of 6 months recent experience
• Able to handle multiple line phones
• Typing skills a plus
• Long and short term assignments

Livonia 522-4020

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/H

EXECUTIVE SECRETARY/OFFICE SERVICES MGR.
Challenging, multi-faceted position with 68-year-old near north suburban technical products distributor. Seeking well organized non-smoker with minimum 2 years college, strong PC skills including word processing and spreadsheet experience. Shorthand desirable. $19,000 - $21,500 plus profit sharing. Send resume to Box 464:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY $22,000 PLUS
A well established engineering firm offers a choice position for a skilled secretary with top communication skills. Call Bernice at 464-0909.
SNELLING PERSONNEL SERVICES

GENERAL OFFICE - part time. $5/hour. Apply within: 21415 W. 8 Mile, ¼ mile E. of Lahser, Detroit.
537-5201

GENERAL OFFICE
Farmington Hills corporate office seeks clerk for data entry, customer service & general office duties, 10 key calculator helpful. Non-smoker, call 489-0557

IMMEDIATE full time opening for a well organized courteous Switchboard Operator for a fast paced Troy firm. Responsibilities include: word processing, light errands, mailing. Call Maria 828-3290 ext 453

INDIVIDUAL with strong accounting background or CPA training to do full accounting for company using PC based accounting program. Approximately 20 hours per week. Small business management and accounting background is necessary. Respond with resume and desired salary to: 1800 East Nine Mile Road, Ferndale, MI 48220

INSURANCE AGENCY
Needs personal lines Customer Service Representative to work in our non-smoking, Farmington Hills office. Experience required. 553-8900

INSURANCE-STATE FARM
Customer service rep. with at least 1 yr. experience in personal lines (auto-home) must be sales oriented and good with people. Mail resumes to: State Farm insurance agent Bob Esler, 6443 Inkster, Suite 280, Bloomfield Hills MI 48301.

JOB COSTING CLERK
for Southwest Detroit Company. Must have experience in construction job costing, progress billing of cost to date, Accounts Receivable collections and other contract and cost + related duties. Send resume: Attn.: Controller, 1041 Major, Detroit, MI., 48217.

LEGAL SECRETARY
4 years minimum litigation experience. Farmington Hills quality firm. Plush environment. WordPerfect. IBM. Non-smoking. Excellent salary. Full benefits. 626-5000

LEGAL SECRETARY
For Southfield law firm. Experience in corporate law & civil litigation. Position requires poised & articulate self-starter for managing partner & associate. Good benefits & pleasant working environment. Salary commensurate with ability. Call Kim, 356-2090

LEGAL SECRETARY
needed for non smoking law firm. 1-5 yrs. experience in litigation. Type 70-80wpm. Computer skills necessary. Send resume to: B. Hill, 2550 Telegraph Rd., Suite 250, Bloomfield Hills, 48302

LEGAL SECRETARY with insurance defense background needed for firm in Clawson. Non-smoker preferred. Salary commensurate with experience. Call Lynn: 588-7704

LEGAL SECRETARY - needed by mid-size Troy business litigation law firm. Must have prior legal word processing experience & able to type 80wpm (WordPerfect 5.0). Competitive salary. Send resume to. 5445 Corporate Dr., Suite 170, Troy, MI. 48098.

LEGAL SECRETARY
Prestigious Troy law firm has an immediate opening for a corporate/administrative secretary. Applicant must be motivated & self directed. Shorthand or speedwriting a must. Wang WP helpful but not required. Excellent compensation & benefit package. Please call Theresa at Stark, Reagan & Finnerty for appointment. (313)641-8958

LEGAL SECRETARY needed for growing Southfield law firm. Corporate, Financial Planning and litigation practice. Requires excellent skills including Wordperfect 5.1 and transcription. Current legal work experience. Benefits. Send resume and salary requirements to:
BOX 504
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

This Classification Continued on Page 2D.

ADMINISTRATIVE SECRETARY TO CHAIRMAN DIAGNOSTIC RADIOLOGY

Requirements:
• Excellent communication skills organizational skills composition skills
• Self motivated
• Computer literate

Benefits:
• Paid health care
• Dental
• Tuition reimbursement

Send Resume To:
Sinai Hospital
Employment-AS
6767 W. Outer Drive.
Detroit, MI 48235-2899
EOE M/F

Sinai

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