EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
1-2 years experience with strong phlebotomy skills. Rochester, Troy area St. Clemens. Full time or part time available. Call Melinda.
TEMPRO MEDICAL 443-5593

MEDICAL ASSISTANT
Busy cardiology practice in suburbs needs high energy, personable medical assistant. No weekends, excellent salary/benefits. Call or send resume to: Dorothy Dehn, 21111 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL BILLERS
With at least 2 years experience in Physician billing. MBA preferred, but will trains qualified. Full time. Good benefits. Great group to work with. Immediate. Call Ms. Peters.
TEMPRO MEDICAL 443-5593

MEDICAL BILLER
Immediate full time opportunity exists for a highly motivated, non-smoking individual. Medical biller will be responsible for Medicare, Medicaid, Blue Cross & all other patient billings. Candidate must have previous background & experience in collections, accounts receivable, & Direct Data Entry. Excellent communication skills & the ability to work as a team player are a must! If you are related in a growing with a leader in the healthcare industry, please send resume in confidence to:

MEDI-SPEECH SERVICE
Out Patient Rehabilitation Agency
Human Resources Department
755 W Big Beaver, Site 404
Troy, MI 48084-4903

MEDICAL CLAIMS ANALYSTS
$22,000 Plus Bonus Great benefits. Fee paid Employment Opportunities.

MEDICAL INSURANCE BILLER/RECEPTIONIST
for busy ophthalmologists offices in Southfield & West Bloomfield. Full time, mature & responsible. Third party billing experience necessary. Send resume to Box 478
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL LABORATORY TECHNICIAN
Positions available at our Novi Center. Associate degree preferred. Please send resume to:

Recruiter/MLT
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI 48377

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

MEDICAL RECEPTIONIST Needed for Livonia Physician Office. Full-time. Medical Experience preferred. Call. 464-0200

MEDICAL RECEPTIONIST
For busy Livonia dental practice opening. Experience preferred. Part time eves. 3pm-10pm. Contact Administrator. 591-0569

MEDICAL RECEPTIONIST
Livonia doctor's office. Afternoon & evenings. Mon., Tues., Wed. & Fri. and every other Sat., days 8am to 2:30pm. Please call 427-9222

MEDICAL RECEPTIONIST
Large surgical practice has full time position immediately available for mature individual with warm, friendly personality and excellent communication skills. Responsibilities to include telephone and patient reception, light lab and clerical duties. Excellent benefits. Please send Resume and salary history to: Personnel Director, 27555 Middlebelt Rd. Farmington Hills, Mich 48334

MEDICAL RECORDS LIBRARIAN
National health care services organization seeks a librarian to coordinate departmental resources. Must have a degree in either Library Science or Medical Records Science, to be an Accredited Records Technician. Experience in a home health care agency or hospital setting preferred. Competitive salary and benefit package offered. Send resume and salary requirements to:

Recruiter
Human Resources Department
2151-15 Mile Road
Sterling Heights, MI 48310
An Equal Opportunity Employer

NURSING ASSISTANTS
Are you looking for a change and a career? We may be what you're looking for! At Plymouth Court, We offer:
• Paid CNA training
• Competitive starting wage
• Health insurance, paid sick, holiday and vacation days
• Tuition reimbursement
• Free uniforms
• Employee recognition and referral bonus programs
• Clean, safe & friendly working environment
Want to know more?
Please apply directly to:
PLYMOUTH COURT
105 HAGGERTY RD.
PLYMOUTH, MI 48170
An Equal Opportunity Employer

PHARMACIST
Part-time, every other weekend, afternoon shift currently available in our Inpatient Pharmacy Department. Clinical services include: Pharmacokinetic dosing, monitoring adverse drug reaction, daily medication review, target drug programs, Drug Drug Evaluation & more. Operational areas of service include relations with the Central Pharmacy & our Critical Care Pharmacy.

Qualified candidates must be or be in pursuit of a 1992 Mich license.

Competitive salary offered. Interested applicants please submit resume or apply Mon.-Thurs. 8am-12 noon.

PROVIDENCE
Hospital & Medical Centers
Employee Relations
22253 Greenfield, Site 310
Southfield, MI 48075
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

nursing
Join a homecare company with more experience than all other providers combined

When it comes to specialized high-risk obstetrical homecare services, nobody knows more than TOKOS. That's because we pioneered and developed the concept of home intensive monitoring and perinatal services and have grown to become THE leader in women's healthcare with over 80 service sites nationwide. Our continued success has created these 2 exceptional career opportunities for licensed RNs:

Perinatal Monitoring RNs Per Diem

Duties involve performing overall patient assessment, monitoring daily uterine activity, interpreting strips and providing patient education on the signs and systems of complications. Three years high-risk experience or 5 years L&D experience required.

We offer an excellent compensation package and IMMEDIATE benefits. For consideration, please call or send your resume to: Cathy Grace, RN, Nurse Administrator, Tokos Medical Corporation, 31105 West 12 Mile Road, Suite 245, Farmington Hills, MI 48331-5027. (313) 553-4144. Equal Opportunity Employer

TOKOS
New Directions In Women's Healthare

MEDICAL SECRETARY
Progressive medical insurance headquarters requires medical terminology experience. To $9.50/hour. Call Mary, UNIFORCE 646-7662

WANTED NURSE
for woman's health care locally. Call Tom 442-0239

NURSES AIDES CERTIFIED
ALL SHIFTS See Mrs. Gaston
NIGHTENGALE WEST
8355 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSING ASSISTANTS
STATE CERTIFIED
for immediate openings. Flexible hours, all shifts available. Excellent wages.
RELIABLE NURSES, INC. 981-3344

OPHTHALMIC ASSISTANT
for busy ophthalmologists with offices in Southfield & West Bloomfield. Need someone mature, responsible, full-time. Code or some ophthalmic experience necessary. Send resume to Box 478
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPHTHALMIC TECHNICIAN
Full-time or part time position for twelp physician opthalmic practice. Must be C.O.T., BY THE JCAHPO (or C.O.T. eligible) with refractometry and pressure testing experience and willing to travel to 2 locations. Please send resume to:

Box 232
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTICAL DISPENSER
D.O.C. of Meadowbrook Village Mall, 56 N. Adams, Rochester Hills, 48309, seeks experienced Optical Dispenser. Competitive pay and benefits. Call 1-313-375-0022

PEDIATRIC PRIVATE DUTY NURSING
Henry Ford Extended Care is expanding its Pediatric Private Duty services. Currently available are full and part-time positions with benefits in addition to existing contingent opportunities.

We currently have cases available in the following specialty areas:
• Ventilators/apnea monitor
• Enteral/parenteral nutrition
• Developmentally impaired

If you are an ICU experienced Pediatric Nurse seeking autonomy and individualized patient interaction please call:

1-800-542-1194
EOE/AAE

RADIOLOGY TECHNOLOGISTS
Positions available for A.R.R.T. registered Technicians. Mammography experience required. Please send resume to:

Recruiter/Rad Tech
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RECEPTIONIST - Southfield Internal office. Experienced in Blue Cross, Medicare billing, peg board, full time. 569-6437

RECEPTIONIST: Full-time, Farmington Hills Dental office, looking for that special person, with people skills. Familiarity with computer & dental terms a plus. Call, 737-9431

502 Help Wanted Dental-Medical

OPTOMETRIST
Wed. only Birmingham.
642-2225

PHYSICAL THERAPIST AIDE
Experienced with Orthopedics. Part-time, 15-20 hours/week, Mon, Wed, Fri, AM. Livonia location. Front office. Experience helpful.
Please call: 313-427-1720

RADIO LOGIC TECHNICIANS
For growing medical company in Southfield. Must be registered or certify eligible. Base salary plus benefits. Apply at: The Nursing Home Group, 24293 Telegraph, between 9 & 10 mile

RECEPTIONIST/MANAGER
Female dominated medical practicing person with great people/organizing skills to help developing family practice. Dental front desk experience required. 559-1188

RECEPTIONIST - assistant for 2 doctors office. Must have computer knowledge, basic clerical skills & excellent personality for dealing with people. To phone between 10-2pm. 855-4900

RECEPTIONIST, BILLER
for busy medical office in women's health facility. will train.
Call Tony: 443-5223

REGISTERED NURSE/PART TIME
For home medical equipment company. IV therapy a must. Home care experience preferred. Send resume to: American, 31742 Enterprise Drive, Livonia, MI 48150, attention Marsha Anklam

REGISTERED NURSE or Pharmacist needed to manage intake area of immunosuppressant department. Must have strong background in home infusion therapy. Medicare part B knowledge preferable. A fast growing national home infusion company based in Livonia, Mich. Send resume with cover letter & salary requirements to Chuck Van Vleet, Director of Reimbursement, Wonya Inc., 17197 N. Laurel Park Dr., Site 540, Livonia, Mich 48152

REGISTERED NURSE
Full time position: BSN Preferred, 2 yrs. Cardiac Nursing experience required. Responsibilities include patient assessment, education, treatment and management of care.

Send resume to:

Registered Nurse
NORTHPOINTE HEART CENTER
2575 Woodward - 9300
Berkley, MI 48072
646-7662

REHABILITATION AIDES
We're looking for you to join our health care team 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 in Romulus and the opportunity to make a difference with your life. Full-time positions available. For more information please call 941-1142
Equal Opportunity Employer M/F

RESPIRATORY THERAPIST
Part time position at our Southfield Center. Must be R.R.T. or registry eligible C.R.T.T. Please send resume to:

Recruiter/Rad Tech
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RN COORDINATOR
RN with strong clinical background and good interpersonal skills for our Northwest Detroit Center. Please send resume to:

Recruiter/RN Coordinator
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI, 48377

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

RN
Full time days. Must have long-term care experience and working knowledge of OBRA. Apply at
Mt. Vernon
26715 Greenfield
Southfield, MI
(between 10 & 11 Mile)

RN/LPN
ALLERGY SPECIALTY
Part time to assist MD in otolaryngology office. Duties will include preparation & administration of skin tests & immunotherapy. Send resume to: J. Jozwiakski, 27177 Lahser, Suite 203, Southfield 48034

RN/LPN
Full and part time positions are open on our afternoon and midnight shifts. Please apply at
26715 Greenfield
Southfield, MI
(between 10 & 11 Mile)

RN/MDS COORDINATOR
Flexible hours
Call Lahser Hills Nursing Center
354-3222

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person:
Marycrest Manor
13475 Middlebelt
Livonia, MI 48154
427-8175

RN OR LPN
Position available for in our OB/GYN department. OB/GYN experience required. Please send resume to:

Recruiter/OB/GYN
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI, 48377

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

RN - REHAB NURSE
Full time position for RN with Geriatric experience. Must have knowledge of OBRA regulations and MDS's. Apply in person at
Mt. Vernon
26715 Greenfield
Southfield, MI
(between 10 & 11 Mile)

RN's/LPN's
All shifts available, good benefits. Call for an appointment, Lahser Hills Nursing Center, 354-3222

RN'S - LPN'S
Positions available Downriver for in-home care. Hours to fit your schedule. Call 277-6828

SOCIAL WORKER full time. Prefer bachelor in Social Work or Gerontology. Call Maywood Nursing Care Center for interview. 464-0600

ULTRASONOGRAPHER
Southfield office needs part time technician to cover maternity leave beginning Jan. 4th. Must be Registered in OB/GYN and abdomen. Please contact Maggie at 569-4453

WE ARE a friendly general practice office, looking for an experienced Medical Assistant. Call for interview. Salary open. Denise. 425-2090

X-RAY TECHNICIANS - for permanent & temporary placement. For more information call...
MED-MATCH 651-0652

502 Help Wanted Dental-Medical

SENIOR MEDICAL BILLER
Southfield Internal Medicine Practice: Looking for medical biller with minimum 3 yrs M/I billing experience. Salary commensurate with skills & qualifications. SEND RESUME TO: 7755 Brigham Dr., Canton, MI, 48187-1064

504 Help Wanted Office-Clerical

ACCOUNTANT - Fast growing corporation based in Troy. Qualified will be immediate opening for a Junior Accountant in our Accounting Division. Right candidate should have a Bachelor's degree in Accounting. 1 year experience preferred. 828-0439

ACCOUNTANT - Minimum, 3 year experience to do intermediate accounting and tax work for CPA firm. Ability to assist in computer conversion development. Send resume to: 23917 Cadal, Farmington, MI 48335

ACCOUNTING ASSISTANT needed to do bank reconciliations, inventory, month end reports, and special projects. Must have accounting course work. Some experience helpful but not necessary.
Knowledge of Lotus is required. Please send resumes along with salary history and requirements to: Knight Enterprises, Inc., 40900 Grand River, Novi, MI 48375. No phone calls accepted.

ACCOUNTING CLERKS
We need clerks with experience at all levels:
• ACCOUNTS PAYABLE
• ACCOUNTS RECEIVABLE
• PAYROLL
• DATA ENTRY

CALL TODAY!
354-2410
ACCOUNTANTS ONE

ACCOUNTING/CLERICAL
Entry level opportunity for accounting division, based in Plymouth, for an analytical individual. Candidate for this position should have 1-2 yrs. accounting, office clerical experience. Some college training and cash register experience is desirable. We offer a competitive wage & attractive benefit program. Interested applicants please call:
451-5227
WINKELMAN'S
An Equal Opportunity Employer

ACCOUNTING/DATA ENTRY
Hard working self-starter, with computer skills. Excellent benefits. No phone Calls! Send resume to:
P.O. Box 138, Union Lake, MI 48387

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
Suburban engineering firm has need for your ability in general spreadsheets and Lotus. WordPerfect preferable. 10 $10/hr. Call Anne at UNIFORCE 473-2933

ACCOUNTS PAYABLE CLERK
A managed health care company in Farmington Hills is looking for a Clerk with at least 1 year computerized accounts payable experience. 10 Key and Lotus experience preferred. Excellent work environment and benefits. EOE. Please send resume to: L. Newtead, 32991 Hamilton Ct., Ste. 300, Farmington Hills, MI 48334

ACCOUNTS RECEIVABLE/DATA ENTRY
Entry level position. Experience helpful. Efficiency and accuracy necessary. Some overtime hours. Please forward to D.H., P.O. Box 9065, Farmington Hills, MI 48333-9065

ACCOUNTS Receivable/Collections Manufacturing co. needs self starter with experience in data entry, accounts receivable & phone collections. Please call to set up interview. 313-624-2840 Ext 226

ACCOUNTS RECEIVABLE
Experienced or Trainee. Position open for aggressive college educated individual. Job is in the Accounts Receivable Department of a Detroit area property management company. A degree in any field required. Also required, is a desire to learn and accuracy with accounting procedures. Knowledge of the property management field helpful, but not necessary. Send resume to:
Edward Rose & Sons. Accounting Supervisor, P. O. Box 9154, Farmington Hills, MI., 48333.

ACCURATE TYPIST
& record keeper. Knowledge & computer experience needed. Livonia office. Reply to P.O. Box 49331, Livonia, MI 48152

ADIA has IMMEDIATE OPENINGS FOR
• DATA ENTRY
• RECEPTIONISTS
• SWITCHBOARD OPERATORS
• WORD PROCESSORS
(with WordPerfect & Lotus).
Apply at the Adia office.
We can work around your schedule!
442-7000
ADIA
The Employment People
No Fee

ADMINISTRATIVE ASSISTANT
Responsibilities include: Phone ad taking, proofreading, typing, data entry, etc. Flexible hours (possible eves.). Excellent pay. Birmingham location. Send resume to: P. O. Box 2946, Birmingham, MI 48012

ADMINISTRATIVE Assistant. Busy office seeks well organized individual with word processing ability and good phone and interpersonal skills. Send resume: Box 424
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT for development. Needs self starting, competent individual, with strong WPS.1, people/organizational skills; able to work independently. 25 hrs/wk. Resumes accepted by mail only: Attn: Development, 7303 W. 7 Mile Rd., Detroit 48221-2198

ADMINISTRATIVE ASSISTANT
Leading service headquarters has new openings for experience and Word Perfect knowledge. $9.50/hr. Call Sophie at UNIFORCE 646-7662

ADMINISTRATIVE ASSISTANT to 3 very busy Administrators sought by a small non-profit located in Southfield. Strong word processing skills required preferably Microsoft Word. Call Linda at, 357-1844

ADMINISTRATIVE SUPPORT
Fortune 500 firm has immediate opening for experienced executive secretary. SMART preferred. WordPerfect 5.1 and problem solving skills also. To $11.00. Call Sharon, UNIFORCE 357-0038

ADMINISTRATIVE SUPPORT
Downtown Detroit company searching for a full time administrative person to coordinate human resource functions, office procedures, miscellaneous clerical support duties. Candidate should be a self-starter, have attention to detail, possess good verbal and written communication. College degree preferred but not necessary. Position includes company benefits, free parking. Forward resume to:
Human Resources Manager
1700 W. Fort St.
Detroit, MI 48216

ADMINISTRATION: Reliable detail oriented individuals, needed to provide program administration. Excellent communication and organizational skills are required.
Educational background in Business, English or Communication skills is preferred. Reply to PO Box 2444: Dearborn 48124, ATTN.: ACCOUNT SUPPORT

APARTMENT MANAGERS
Wanted for complexes in Southeastern Michigan.
Days: 884-5740
Eves: 882-6938

ATTORNEY'S SECRETARY
$28,000 NO FEE
Prestigious Troy firm! Top benefits! Generous raises! Friendly office! Need 3 yrs. corp law experience.
RSS ASSOCIATES AGY. 540-4130

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Experienced person with excellent communication and interpersonal skills, needed to provide administrative/secretarial support in our fast paced Southfield office. Candidate should have recent experience and be comfortable using computers. Knowledge of Windows Programs helpful. Good organizational skills and ability to give attention to detail are essential. Competitive salary and benefits. Please send resume and salary history to: Personnel Director, 29800 Northwestern Hwy., Ste. 175, Southfield, MI 48076.

ADMINISTRATIVE ASSISTANT
Needed for Farmington Hills office. Applicant must have a college background, working knowledge of PC's, excellent references & work history. Skills should include data entry, inventory recordkeeping and/or bookkeeping a plus. Typing skills and prior experience in operations a PLUS. You must be able to work independently and with others and have experience in keeping detailed ACCURATE records.
553-4502

APPLY NOW
• Receptionists/Typists
• Data Entry
• Word Processors
Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

ARE YOU?
• A recent graduate with little experience —
• Re-entering the job market —
• Recently displaced —
With good basic clerical skills. We have work available in the Plymouth-Canton-Livonia area. Never a fee.

CALL US!
PERSONNEL SYSTEMS
ARBOR TEMPORARIES
9433 Haggerty Rd.
Plymouth, 45110
459-1166

BENEFIT ADMINISTRATOR
Position requires various clerical, organizational & computer skills. Ability to communicate with people is a plus. Some college background preferred. Send resume & compensation requirements to: 31780 Telegraph Rd., 2nd Floor, Bingham Farms, MI., 48025.

BE THE VOICE OF OUR COMPANY
Immediate full time receptionist opening, for a well-organized, courteous Receptionist, for a fast-paced Troy firm. Basic skills helpful. Tremendous growth potential.
Call Shadia: 828-3290, ext 453.

BIG OPPORTUNITIES
We have positions available for a Fortune 500 company in the Southfield area. Need experienced
• WORD PROCESSORS
• SECRETARIES
• DATA ENTRY
• ADMIN. ASSISTANTS
• TYPISTS
CALL TODAY FOR/NO FEE
YOUR PERSONAL INTERVIEW
SPENCER PERSONNEL INC.
559-0110
An Equal Opportunity Employer

BOOKKEEPER
Farmington Hills Real Estate Development & Property Management Firm has opening for experienced bookkeeper. Multi-property portfolio includes Accounts Receivable, Accounts Payable, Payroll & Financial Statements. We are fully computerized and use WordPerfect, Lotus and LIBRA. Send resume to:

CERTIFIED REALTY, INC.
35345 W. Ten Mile Road, Ste 300
Farmington Hills, MI. 48335

BOOKKEEPER
Full charge through trial balance, payroll taxes and computer experience. Send resume to Box 482.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Part time 3-4 days. Southfield location. Small general office. Computerized Accounts Payable & Payroll. Sales journal entries, bank reconciliation. Great position for a self motivated individual. Send resume to: Box 458
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER, PART TIME
Pickup application at Covenant Baptist Church office, 5800 W Maple Rd., W. Bloomfield or call 855-9191

" BOOKKEEPER/
PARA-PROFESSIONAL
Troy based CPA firm needs part-time Bookkeeper/Para-Professional. Responsible for General Ledger through Trial Balance & Financial Statements for various clients. Salary & benefits commensurate with experience. Submit resume & salary history to: Bookkeeper/Para-Professional, Box #482
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/SECRETARY
Part time. Canton area. Resume to 970 Princeton Dr., Canton or call 981-3050

BOOKKEEPERS HELPER for bake shop. 20 hours per week, will train motivated person. Call Connie 352-5695

BOOKKEEPER WANTED
Retail experience helpful.
Flagholz Bright,
Call Terri, 851-0448

BOOKKEEPING CLERK
For busy Southfield office. Good math aptitude, computer & manual accounting skills necessary. Able to take information quickly & accurately by phone. Join our team! Call Ms. Gerard between 3-5pm, 827-4050

BUSY MORTGAGE COMPANY
Has entry level position open in fast paced post closing department.
MORTGAGE CORP OF AMERICA
Ask for Lil Cole
358-5550, Ext. 173

CLAIMS SUPERVISOR - non smoking company has opening for disability claims supervisor with supervisor investigative & technical skills. 3 yrs. disability claims examining experience required. Must possess the ability to direct complex claim investigations and negotiate claim settlements. Send resume & salary requirements to: Claims Supervisor, P.O. Box 300, Southfield, MI 48037.

CLERICAL
Immediate data entry/customer service position available at our corporate headquarters for an individual with a minimum of 2 years general office experience & word processing/PC experience. Individual must enjoy working in a team atmosphere, type 45wpm & possess excellent communication skills. Includes full benefits package. Reply to:
CLERICAL
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CONTRACT AUDIT CLERK - service corporation seeks hardworking self motivated individual to audit contract records. Excellent math skills & data entry preferred, computer or word processing a plus. Must resume to: Auditor, P.O. Box 300, Southfield, MI 48037.

504 Help Wanted Office-Clerical

CHURCH SECRETARY Position
Part time/20 hrs /wk. Computer experience helpful. Valiage Presbyterian Church, Redford. 534-7730

CITY OF WESTLAND
STUDENT CO-OP
CLERICAL POSITION
Part-time clerical student co-op needed for period of December 1, 1992 through June 30, 1993 to assist existing staff operate federal Section 8 rent subsidy program and other housing-related programs administered by the City's Department of Housing.

Job responsibilities include: typing, filing and computer data entry. Position starts at $5.00 per hour, 20 hours per week. Student co-op must be a Westland resident.

APPLY ONLY THROUGH YOUR SCHOOL'S CO-OP OFFICE BY:
NOVEMBER 13, 1992

CLERICAL ASSISTANT NO FEE
$7/HOUR
Leading Southfield Firm! Great benefits! Career growth! Need 1-2 yrs. Data entry experience.
RSS ASSOCIATES AGY 540-4130

CLERICAL: Full-time positions available for reliable, detail oriented clerical support person. Main responsibilities include coding, computer data entry, filing and phone coverage. Reply to PO Box 2444: Dearborn, MI 48124. Attn. Account Support

CLERK TYPIST/DATA ENTRY CLERK
City of Huntington Woods, MI

The City of Huntington Woods is currently accepting applications for the position of Clerk Typist/Data Entry Clerk. Salary is $24,000 per year plus benefits, depending on qualifications. Excellent benefits package for an individual who possesses good typing and communication skills, experience in spread sheet applications and WordPerfect word processing, basic office machine operations. Minimum 2 year college education preferred. Occasional evening hours may be required. Job description available upon request. Submit resume no later than Nov. 6, to: Personnel Office, City of Huntington Woods, 26815 Scotia, Huntington Woods, MI 48070.

The City of Huntington Woods is an Equal Opportunity Employer.

CUSTOMER SERVICE - busy office needs mature person for general office & customer service (no typing). Part time, flexible hours including Sat mornings. No experience necessary, will train. $5 per hour. Apply at: 32525 Stephenson Hwy near 14 Mile Rd, Madison Hts.

BILLING CLERK
PART-TIME
Flint Ink Corporation, the largest American-owned printing ink manufacturer in the U.S., is in need of a Billing Clerk on a part-time basis at our corporate office in Redford (near Schoolcraft and Telegraph Roads).
Requires individual who has ability to work with a computerized order and billing system (knowledge of Lotus and word processing preferred), can deal confidently with customers on the phone and a good figure aptitude. Billing experience would be a plus. Working hours are flexible.
Interested candidates should submit their resumes to:
Flint Ink CORPORATION
FLINT INK CORPORATION
33105 Schoolcraft Rd.
Livonia, MI 48150
Attn: Human Resources Dept.
Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL
Looking for mature person experienced for clerical position in Auburn Hills. Some insurance knowledge preferred. Part time, 25 hours/week. Pay negotiable. Please send resume to:
PO Box 420211
Pontiac, MI 48342

Clerical/Medical
Excellent pay/benefits/security.
Lorco Employment Agcy. 932-5300

CLERICAL SUPPORT
Detroit firm has full-time opening in its Buyer administrative office. We are searching for a motivated individual who is able to work well under pressure and with little supervision. If you are looking for a challenging clerical position and have previous word processing experience, please apply to:
Clerical Support
P.O Box 79
Detroit, MI 48231

CLERK II/BUYER ASSISTANT
A Now based company in Farmington is seeking applicants for a Clerk II/Buyer Assistant. Must type 50wpm. Send resume and salary history to:
Sue Cretney
Personnel Manager
Clover Communications, Inc.
P.O. Box 40, Novi, MI 48376
An Equal Opportunity Employer

CLERK/TYPIST - Attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage $4.50 per hour with regular increases. 855-1400

CLERICAL POSITION available for power equipment company. Writing service orders, phone answering, cashiering. Now! Call 348-5566

CLOSING COORDINATOR
Career training for right individual to process real estate closings. Strong people/problem solving skills. Detail oriented, typing 45wpm. Benefits. Call Cheryl Bessi 553-1800
An Equal Opportunity Employer

CUSTOMER SERVICE REP - entry level position available in Southfield company. Must have good organizational skills & a pleasant phone manner. Send resume to: CSR, P.O. Box 300, Southfield, MI 48037.

MAGAZINE Publisher in Livonia looking for someone to handle dealer accounts. Data entry, typing & phone work. Call Jeanette for details. 477-6630

DATA ENTRY CLERK
Rapidly expanding Farmington Hills corporation needs experience at 6,000 minimum keystrokes.
GP & O. Two shifts. Call Donna at UNIFORCE 473-2933

504 Help Wanted Office-Clerical

COMPUTER ENTRY - Birmingham
Permanent/part time position. 15-20 hours per week. Must have experience on Lotus 1-2-3 and Word Processing Programs. Secretarial and accounting skills preferred. Good communication and organizational skills. Call Paula 645-5930

CONCIERGE - Must work every other weekend, experience working with senior citizens, office type work. Also capable of handling emergency procedures. Please send resumes to: Box 484.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DESKTOP PUBLISHING
Growing Southfield based agency is seeking individuals with extensive Macintosh experience using Quark Express, Adobe Illustrator &/or Adobe Photo Shop. Graphic design experience a plus. Send resumes to: Desk Top Publishing, 10163 W 12 mile Rd. Site 345, Southfield MI 48076-2590

EXPERIENCED WORD PROCESSORS AND SWITCHBOARD OPERATORS
WE WANT YOU
Immediate openings for Farmington, Southfield, Novi, Livonia & Plymouth areas. Previous experience on WordPerfect 5.1, Mac Word, DBase or Lotus required. Multiple line switchboard experience also needed. Call for personal interview or fax resume to:

OLSTEN
Temporary Services

Southfield 354-0555
Fax: 354-0585
Livonia 525-1244
Fax: 525-4909
EOE M/F/H/V NO FEE

ADMINISTRATIVE SUPPORT
Ross Roy, Inc., Michigan's largest independent Advertising and Communications company has two openings at our Headquarters in Bloomfield Hills. Both positions require data entry experience demonstrating speed and accuracy.

DATA ENTRY CLERK
This position requires at least one year concentrated alpha-numeric data entry experience with a minimum speed of 9000 kaph. The ability to learn quickly and work with minimal direction is necessary.

PRODUCTION BILLER
Good communication skills are required to work with internal personnel. Position entails generating and reviewing client invoices as well as billing and filing. Strong computer skills are necessary with billing experience a plus.
We offer an attractive compensation and benefit package and opportunity for advancement. Qualified candidates should forward their resume and salary requirements to:

ROSS ROY, INC.
Attention: Human Resources
100 Bloomfield Hills Parkway
Bloomfield Hills, MI 48304
(No calls please)
A Non-Discriminatory, Affirmative Action Employer

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
This position will interface with company's major clients. Computer skills and insurance background a plus.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CUSTOMER SERVICE REP
Kelly Temporary Services has an immediate opening for a Sales/Customer Service Rep.
• Experience setting tangible products
• Technical background in electronics
• Possible temporary to permanent position
Mail resumes to:
Livonia
1-96 Corporate Center
33133 Schoolcraft
Attn: Jessica

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

DATA ENTRY/ACCOUNTING ASSISTANT, permanent/part time, 30 hrs/week. Lotus 1-2-2, Peachtree Accounting or other accounting software experience, good math skills & 35 WPM typing required. $9/hr. Send resume to: 3000 Town Center, Suite 2645, Southfield, MI 48075. Attn: Ms. Lyght, no phone calls please.

DATA PROCESSOR
For Birmingham CPA firm, extensive use of Lotus/Symphony for financial analysis. Position includes numerous administrative duties, please call Deborah, 642-9651

CHECK PROCESSORS

Comerica, Inc., has immediate part-time check processing positions available on the afternoon and midnight shifts in our Livonia Operations Center. Applicants must be available to train and work in our Auburn Hills facility prior to our move to Livonia in mid November. We will pay mileage reimbursement during the training period in Auburn Hills.

Job responsibilities may include proof encoder operations, check sorting and balancing figures. Proof encoder positions will require the ability to use a 10-key adding machine or numeric data entry key pad by touch, with a minimum of 8,500 keystrokes per hour. Additional positions may require lifting of 20-30 lbs and/or previous balancing experience on a calculator or computer terminal.

We offer a competitive salary, health insurance at group rates and fully-paid life insurance. Comerica supports a drug-free environment. Drug testing is a required step in the employment process. We encourage you to complete the preliminary application below and bring it with you on **Thursday, October 29th from 9am - 11am** only at the location below. If you are unable to attend, please mail application to the address below or call **462-5004 on Tuesday, October 27th from 10am - 12pm or from 2pm - 5pm.**

Comerica, Inc.
JS-7522
Human Resources Department
39200 Six Mile Road
Livonia, MI 48152

CANDIDATE INFORMATION SHEET Please detach and mail to the above address.

Name _____
Address _____
City/State/Zip _____
Telephone (area) _____ Best Time to Call _____
Keystrokes per hour _____ Training needed _____
Availability ☐ Immediate ☐ 2 weeks ☐ Other _____
☐ Afternoon ☐ Midnight

Education	Name and Address	Dates Attended From	To	Full or Part-time	Did you Graduate?	Grade point average
High School						
Business School or College						
other						

Experience — Last three jobs

Employment dates Month & Year	Name and Address	Position	Salary	Reason for leaving

State and federal laws prohibit employers from discriminating on the basis of race, color, religion, sex, height, weight, marital status, national origin, handicap and age.

Comerica
Equal Opportunity Employer M/F/D/V

502 Help Wanted Dental-Medical

RN HOME HEALTH CARE, LTD.
• LARGE
• PROGRESSIVE
• FAMILY ORIENTED AGENCY
IS CURRENTLY SEEKING:
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• HOLIDAY/WEEKEND PREMIUM PAY
• EDUCATIONAL REIMBURSEMENT PLAN
• BONUS PLAN
RN HOME HEALTH CARE, LTD.
By choice, we are an Equal Opportunity Employer
Send resume to:
RN Home Health, 33300 Warren Road, Suite 200
Westland, MI 48185 (313) 421-8080