# EMPLOYMENT

## 500 Help Wanted

PAINTER & WALL WASHER (PART TIME)
Call Mr. Ahhuhl at: 474-4500

PART TIME office cleaning in the evening. Plymouth, Livonia & Farmington Hills Areas. Drug/alcohol free workplace. Call: 421-2788

DISTRIBUTOR $8/HR.
Distribute special offer at Westland, Oakland, & 12 Oaks Mall. No selling, will train. Customer service helpful. Required Call 545-4500, ask for Ann.

PLACEMENT SPECIALIST

- Temporary industry experience preferred.
- Sales Secretary background or clerical/PC skills
- Assertive, self-motivated person
- Excellent communication skills

Needed for excellent career opportunity in downtown Detroit location. Fax or mail resume to:

Branch Manager
OLSTEN CORPORATION
500 Woodward
Ste. 1560
Detroit, MI 48226
Fax: 962-3039

POLICE DISPATCHER
Part-time dispatcher wanted for various shifts including weekends/holidays. Must be 18 years, high school diploma, responsible, mature. Salary $5.55-$6.55 per hour. Preference to experience. Will accept all applications but interview after 1/1/93. Eligible candidates will be notified of hiring dates. Apply in person Mon.-Fri. at Lathrup Village Police Department, 27400 Southfield Rd.
An Equal Opportunity Employer

POLICE OFFICER
The City of Garden City is seeking qualified black and other minority applicants as well as white applicants for employment without regard to race or gender for the position of Police Officer. The City of Garden City, an equal opportunity employer, does not discriminate on bases of race, religion, color, sex, age, national origin or disability.
The starting salary range is $24,270 to $29,294, dependent upon qualifications with excellent fringe benefits. Minimum qualifications for this position are high school diploma or equivalent, 20/20 corrected vision, MLEOTC Physical Skills and Reading/Writing Classifications (original or renewal certification must be shown at time of application), valid driver's license (must be shown at time of application) meeting minimum qualifications and a clear record of criminal convictions. Garden City has a residency requirement within a 15 mile radius within six months after completion of probationary period.
Job description, driving record and qualification guidelines and applications available in person only at City Hall, Middlebelt Road, Garden City, MI from 9:00am until 4:30pm, Monday through Friday. (Note: City offices closed 12/24-25/92 and 12/31-1/1/93) Applications will be available between December 21, 1992 and January 14, 1993.

PROGRAM AIDES - Hiring enthusiastic individuals to work with developmentally disabled adults in independent settings. $5.50/hr. Call part time 476-0170

PROGRAMMER/ANALYIST
2 yrs. ASAP/IDEAL Working knowledge of COBOL/4GL, DB/DC, DL/I, SQL query, ROM, Mortgage banking background a plus. Qualified applicants only send resume to: Ms. Ann Allin, DP Manager, P. O. Box 7000, Troy, MI 48007-7000
An Equal Opportunity Employer

PROGRAMMER
PC Application developer needed for Software Development Firm. 2 yrs. experience in Clipper, dBase, or 'C'. Resume to: PC Department/OE, 26400 W. 12 Mile, Ste. 175, Southfield, MI 48034

REAL ESTATE CAREER
AMBITIOUS? CONSCIENTIOUS?
WANT WORK?
[illegible]
long term high income career.
Tony Cirelli, Westland
REAL ESTATE ONE
326-2000

RESIDENT MANAGER for apt complex in Troy/Rochester. (150 units). Some experience necessary. Compensation depends on experience.
Reply to Box #742
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RESIDENT MANAGER for Waterford apartment complex, must have 2 years experience in property management. Apartment & utilities included. Send resume & salary requirements to 24700 W. 12 Mile, Southfield, MI 48034

ROOFING LABORERS & experienced roofers Laborers $5/hr Experienced roofers paid by square. Contact Kid Holbert. 981-9654

ROOFING LABORER
Commercial. Full time. Must have valid MI driver's license, own transportation. Call days at 425-1992

SALES ASSOCIATES NEEDED
Part and full time. Flexible hours, competitive pay. Great benefits. Apply in person: Wisom Model, 49200 Grand River & Wixom Rd. See Kathy or call 347-6220

SECURITY SCREENERS
Metro International Terminal. High school diploma or GED required. Call between 11am-3pm. 722-0030

SHIPPING & RECEIVING CLERK
Publishing company in Wixom needs full time person. Experience preferred. Hiring requested. Call 8/15am - 5pm 350-8850

## 500 Help Wanted

ROOFERS WANTED
For work in Bloomfield area. Experienced in installing asphalt shingles & cedar shake. Reliable transportation a must. 540-7465

ROOFING FOREMAN
Experienced. Must have valid drivers license, phone, car. Call Joanne 313-651-5000

SAW OPERATOR
Aggressive self motivated individual needed to learn sawing operations in steel industry. Experience helpful. Basic math essential. Call 535-1788

SECURITY ALARM TECH/CCTV
Must have car. Experience to match pay. 591-5202

SECURITY
STORE INVESTIGATORS
Loss prevention leaders seeks full time, experienced store investigators for various metro Detroit & Flint assignments. Flexible schedule & salary positions. Premium pay, health and dental available. Come join the rapid growing team of loss prevention professionals. Apply or send resume to: Gabbard & Co., 1239 Anderson Rd., Clawson, MI 48017.

SHOPPING CENTER MARKETS
has immediate openings for full & part time grocery baggers for the holidays or permanent positions. Must be 16 years or older. Apply in person at Shopping Center Markets:
6433 Orchard Lake Rd. (at 15 Mile) West Bloomfield
39950 14 Mile Rd. (at Haggerty Rd.) Walled Lake
425 No. Center St. Northville

FOOD EMPORIUM
37399 W 8 Mile (at Newburgh Rd.) Livonia

SHOWROOM MANAGER - For kitchen remodeling company. Professional, personable, with phone skills. Sales experience or kitchen background helpful. Nat. 264-4417

SNOW BUSTERS WANTS YOU!
Snow plow drivers with own truck and at least 1 yr. experience. Earn $40-$50/hr. or more. 427-9550

SNOW REMOVAL
using small commercial snow machine. Also Handyman work, painting, etc. Call after 6PM, 471-2902

SPRING MAKER WANTED
Minimum 1 yr. production experience. 273-4164

STOCK & RECEIVING - Part time for small Jewelry Manufacturing store in W. Bloomfield. Call Mary, 10am-4pm, Mon.-Fri. 851-0440

STOP
20 full time positions in Farmington Hills and Rochester Hills. We offer on-the-job training, excellent pay, 1st shift and 2nd shift, with lots of overtime, and double time. Benefits and paid vacation after probationary period.
CALL NOW
643-8500
EXPRESS SERVICES
Not an Agency Never a Fee

SUMMER LABORER - 1993
CITY OF TROY
Involves maintenance work in streets, parks, golf course, motor pool & water division. Must be at least 18 or high school grad or have GED. Must have valid Michigan drivers license with a good driving record. Day shift, $5.70/hr. Afternoon or weekend shift, $5.50/hr. Apply now in Personnel Dept., 500 W. Big Beaver, Troy.
An Equal Opportunity Employer

SUPERVISOR/PRINTS
GRAPHIC PRODUCTION
Knowledge of desktop publishing/graphic production imperative. Must have previous supervisory experience & excellent people skills. Computer background a plus. Send resume with salary requirements to:
[illegible]
Attn. C. L. Clickard. [illegible] PHONE CALLS WILL BE ACCEPTED.

SUPERVISOR, with experience in industrial cleaning, needed 40 hours a week, evening hours, in Livonia area. 272-5885

SURFACE GRINDER OPERATOR
Experienced with carbide
Call Harry, R.L. Schmitt Company. 34506 Glendale, Livonia.

TEACHER ASSISTANT
Needed for private W. Bloomfield Toddler Program. 30+ hrs. per week. Experience required. Begin immediately. 768-2463

TEACHER ASSISTANT & AIDES
Nationally accredited day care center located with the St. Vincent & Sarah Fisher Center has the following openings:
Pre-School Teacher Aide - Toddler Teacher Assistant, full-time with benefits. Some education and experience in early childhood preferred. Infant and Toddler Aides, part-time 8:00 AM to 10:00 AM and 3:00 PM to 6:00 PM, Monday thru Friday, experience preferred.
Apply in person at Seton Day Care, 29475 Inkster Rd., Farmington Hills, (5th driveway N. of 12 Mile)

TEACHER NEEDED for private nursery school Tuesday & Thursday, 9:15-3:30. Teacher or teachers assistant for afternoons & for full-time substituting. Call between 9-5. 420-3553

TITLE EXAMINER, experience wanted for company located in Farmington Hills. Friendly office. Blue Cross/Blue Shield, dental, additional benefits. All interviews confidential. Please call Mon - Fri 9-5, ask for Pam. 478-7031

## MEDICAL RECORDS

Greenery Extended Care Center, a 153 bed skilled nursing facility, is looking for an Experienced Medical Records Technician. ART or RRT are welcome.

Contact Roma Dean at

313-477-7373.

## MEDICAL TECHNOLOGIST

Department of Veterans Affairs Medical Center, Allen Park, Michigan is seeking four (4) Medical Technologists to join our team at this large medical and surgical facility.

Prefer certified M.T. (ASCP) with a bachelor's degree in medical technology, biology or chemistry. Applicants must have two (2) years of professional experience. Send resumes to:

U.S. Department of Veterans Affairs Medical Center

VA Medical Center
Personnel Service (05B)
Allen Park, MI 48101
Attn: C. Adams

Equal Opportunity Employer

## 500 Help Wanted

TAX PREPARER
For high volume Westland office. Full time. 728-8260

TEACHER ASSISTANT
Needed for private pre-Kindergarten Program. 30+ hrs. per wk. Experience required. Begin immediately.
Box 826
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TEACHERS/ASSISTANTS
for pre-school in Novi, full and part time, experience preferred. 348-3144

TECHNICAL TRAINING WRITER
Duties include researching & developing automotive training programs (print, video, etc.), interacting with service engineers, clients & other writers. Must have previous professional writing experience and knowledge of automotive industry. Instructional systems design experience beneficial. Send resume & salary requirements to: Technical Training, P. O. Box 2444, Dearborn, MI, 48124.

TELEMARKETER
Telemarketer needed, must be assertive, able to handle all aspects of creation & management of new telemarketing department. Appointment setting only (no sales) $15 +/- hr. Flexible hours, some evenings
422-2498

TRACTOR/TRAILER DRIVER
Immediate position available. Apply at 24 Hour Express, 12600 Hannold St., Redford.

TRAILER REPAIR person wanted. Must have experience repairing intermodal trailers. Must have transportation. Contact for interview Monday-Friday between 9-12.
891-4661

TRAVEL CONSULTANT
Corporate Travel
Well-established corporate in-house Apollo Travel Agency seeks a full time travel professional, with a minimum of 4 years in travel. The successful candidate must have a strong customer service ground, with good organizational, customer contact & telephone skills.
We offer competitive salary, excellent benefits. For confidential consideration, call (9AM-5PM)
225-4544

TRUCK PARTS YARD needs person capable of handling new removals & scrapping of parts. Experienced only. 722-2800

VET. ASSISTANTS, Licensed Vet Techs & Maintenance Personnel needed for all shifts for Southfield veterinary referral hospital. Full or part time. Apply in person or send resume to: M.V.S., 1925 S. Telegraph, Bloomfield Hills, 48302

VETERINARY TECHNICIAN
Wanted for full time position. Salary commensurate with experience. Send resume or obtain application at: 24577 W. 9 Mile, Southfield, MI 48034, Attn: Myra 352-4560

VIDEO EQUIPMENT
Background needed for this long-term, temporary position in international video cassette duplicating company. Excellent pay. Mirror image experience a big plus. Let us turn your schooling or experience into a career opportunity. Call today for an interview appointment.
473-2111
N S SERVICES

WAREHOUSE EMPLOYEES
NEEDED FOR
AFTERNOON WAREHOUSE SHIFT
Hours are Monday thru Friday, 3:30 pm to 11:30 pm. Pay is $5.00 per hour to start, $7.50 after 90 days, excellent benefits. For more information call between 5:30pm-7:30pm on Tues., Dec. 22:
MACAULEYS CONFECTIONERY
427-5102
PHONE CALLS ONLY

WAREHOUSE WORKERS NEEDED
[illegible]
noon. 420-5511 ext. 129

WE WANT YOU
AMBITIOUS? CONSCIENTIOUS?
We will train you and start you on long term, high income career in real estate.
Call John Bertuzis, Livonia
REAL ESTATE ONE
261-0700

YMCA PRE-SCHOOL child care seeking teacher for 2pm-6pm, also morning Teacher's Aide to begin after Holidays.
Call Mrs. Hetrick 553-8571

$6-$8 PER HOUR
Nation's largest home cleaner. No evenings, weekends. Car necessary. Paid vacation & holiday, dental, medical after 3 months. 471-0930

## 502 Help Wanted Dental-Medical

BILLER/RECEPTIONIST for busy Ob/Gyn practice. Full time, 13 Mile & Telegraph area. Experience mandatory. Ask for Thelma, 646-3181

CAREER-ORIENTED Patient Coordinator for dental team. Public Relations & organizational skills a prerequisite. Dental office experience maybe a plus. Calls taken between 2-4pm. at 646-6368

CERTIFIED MEDICAL assistant and medical receptionist needed full time for Royal Oak Dermatologist. Experience preferred. Salary commensurate with experience.
548-1388

CERTIFIED NURSE AIDES
For a skilled nursing home. Full and part time positions. Apply at Wayne Total Living Center, 4427 Venoy, Wayne (M ville building)

CERTIFIED NURSE AIDES
Part & full time, PM's & midnights. Apply in person: Presbyterian Village, 31203 Gatiot, Redford.
531-6874

CHAIR SIDE ASSISTANT
Seeking a pleasant, highly motivated person for full or part time position in Plymouth. The successful candidate will be energetic, organized, and work well with team oriented, competitive wages & incentive plan. Call, 420-2326

CHIROPRACTIC OFFICE HELP
Experience preferred.
Full or part time.
For appointment, 538-2367

CNA'S NEEDED
All shifts. For small basic West Bloomfield nursing home. Contact Director Of Nursing 360-4443

CRNA'S, RN'S & LPN'S
with NAPHCS
Are you looking for growth potential within a major suburban physical rehabilitation facility? If you answered yes to this question, then Great Lakes Regional Rehab Hospital has a position for you. We are currently offering newly revised competitive wages and benefits including a 401K Retirement Plan. 8 & 12 hour shifts available, full and part time on all 3 shifts. Please send resume to: Great Lakes Regional Rehab Hospital, Att: Human Resources Dept., 22401 Foster Winter Dr., Southfield, MI 48075, or call 423-1458
An Equal Opportunity Employer

DENTAL ASSISTANT
experienced, 4 weekdays, benefits, pension plan. Dearborn Heights area 565-0373

DENTAL ASSISTANT & DENTAL HYGIENIST
Team oriented family practice seeks highly motivated, experienced Dental Assistant & Dental Hygienist for permanent full time positions. Persons must be responsible individuals who take initiative, have high self esteem, & want to be involved in providing high quality patient care. Novi. 348-3784

## 502 Help Wanted Dental-Medical

CHIROPRACTIC OFFICE in Farmington seeking mature individual with 2 years or more doctor's office experience for front desk. Word processing, light bookkeeping, good salary & benefits. Send resume to:
Box 826
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DATA ENTRY/RECEPTIONIST
Full time position available for an energetic, pleasant individual in our fast paced Livonia office. Dental knowledge and excellent communication skills a must. Computer experience helpful. Excellent salary, hours and benefits. 591-2636

DENTAL ASSISTANT: Do you want to be well paid for work you love in a professional, doctor-directed environment? An outstanding specialty office is seeking an additional dental assistant to join its clinical team. Experience preferred. Call 557-3306

DENTAL ASSISTANT
For Lathrup Village Office. Experienced preferred. Full time or part time. Ask for Lisa.
443-2300

DENTAL ASSISTANT
Full time cheerful assistant for small but growing dental practice in Canton. Experience preferred but not necessary. Call 455-9250

DENTAL ASSISTANT
Part time & full time experience assistant needed for Livonia office. Call Phyllis 464-4490

DENTAL ASSISTANT - needed for busy Farmington Hills general practice. Full time, experienced only.
626-9915

DENTAL ASSISTANT
Female person to work in gentrite, experienced person full time for growing family practice. Call 559-1199

DENTAL ASSISTANT-Waterford area. Part-time. Dental experience with some insurance billing & front desk experience. Call 681-8218

DENTAL ASSISTANT
Plymouth area. Part time. Dental experience preferred, evenings.
453-8190

DENTAL HYGIENIST - Part time. Mon. evenings for very friendly, caring office. Birmingham area.
647-2110

DENTAL HYGIENIST full or part time, with benefits in the heart of Northern Michigan ski country. Send resume to: Susie Winter, 112 S. Lake, Boyne, MI 49712

DENTAL RECEPTIONIST/NOVI
Full-time position. Dental experienced required. Excellent benefits. Call, 349-4115

DENTAL RECEPTIONIST: Are you an experienced dental receptionist looking for an opening in a high-quality, independent dental office? Are you professional manner & your organizational & communicational skills will be noticed? Are your skills are also bright & personable, dependable & responsible? Motivated & sincerely caring about people & dental health care? 591-3300

DENTAL RECEPTIONIST-Experienced, full time position for friendly Troy office. Must have knowledge of insurance and pegboard. 689-0816

DENTAL RECEPTIONIST
Front desk, insurance, with insurance. Part-time hours. Downtown Royal Oak. Call: 398-1815

DENTAL RECEPTIONIST
Front desk duties, insurance, experience. Southfield general practice. Excellent opportunity. 353-5010

DENTAL RECEPTIONIST - must love serving people while coordinating a total scheduling system for dental practice. Excellent communication & telephone skills a must. Computer & dental experience necessary. We offer professional development training & excellent team. Approx 25 hours. Farmington Hills area. Call today 851-9538

DIETARY ASSISTANTS & COOKS - Plymouth Court is currently hiring for Dietary Aides, part time and Cooks, both part time. We offer a new competitive starting rate & free uniforms. Please apply in person - 105 Haggerty Rd., Plymouth between Plymouth Road & Hines Drive

EXPERIENCED DENTAL ASSISTANT
[illegible]
Work in Orchard Lake/West Bloomfield offices. Call 851-2850

FULL TIME person to work in doctors office with patients & be able to do some lab work. Mail resume to Dr. G. Darg, 13801 W 9 mile, Oak Park, MI, 48237

PERIO-ORIENTED HYGIENIST to work full & part time in Surgery offices in Canton & S/or Farmington Hills. 981-2680

IN CANTON - We are searching for a cheerful multi-talented Chairside Dental Assistant who wants challenge and to grow professionally. You must have 5 mos. of 2yrs. experience and be detailed in detail and follow-up. We offer excellent benefits and salary. 313-981-1193

INFLUENTIAL Communicator, good listener with computer experience for Birmingham dental business assistant. Call Sue at: 642-4737

LIVE-IN OR QUAD CARE
Start immediately! Experienced, FULL & part time-all shifts (Open) (live wages. Bonus program includes annual, attendance, flexibility, & holiday bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people to provide unsurpassed client care & case management.
EMPA-CARE IV 455-1061

MEDICAL ASSISTANT, part time, experience for ophthalmic office. Experience in front & back office necessary. Phone Lisa 353-3060

MEDICAL ASSISTANT
Rochester Hills Orthopedic Hand Surgeon needs experienced assistant to work 2½ days per week. Call 852-5300

MEDICAL ASSISTANTS
EXPERIENCED - needed for family practice offices in Western Wayne County. Send resumes to:
M.A. Positions, 15700 Middlebury, Dearborn, MI 48120

MEDICAL BILLERS
Full & part-time openings. 2 yrs. minimum experience. MBS System a +. $10-$12 hr. Send resume: Editor/OE, 26400 W. 12 Mile, Ste. 175, Southfield, MI 48034

MEDICAL BILLERS
Openings in Farmington, Novi & Livonia, for physician office billers (with 1-2 yrs. medical billing experience). Great benefits, beautiful offices, friendly staff, to $10/hr.
Contact Diane Detler, 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Need, part time afternoons. Full time by industrial clinic. Typing a must. Call 8am-3pm. 471-4500

MEDICAL RECEPTIONIST-EXPERIENCED in front desk dubestor doctor's office in Orthos. Immediate opening. Excellent pay & benefits. Call: 358-0560 or 623-7303

MEDICAL RECEPTIONIST
Full or part time days, for Farmington Hills Occupational/Urgent Care Facility. Excellent salary, data entry & plus. Contact Administrator, 591-0509

MEDICAL
Sales oriented position for Farmington Hills diagnostic services company. Prefer experience with physicians. Selling and following. Full time positions with benefits. 737-9350

NURSE ASSISTANTS
Certified Nurse Assistants, full time 7 a.m. - 3 p.m. or 11 p.m. to 7 a.m. Benefit package. Apply in person Tuesdays or Thursdays at 10:00 a.m. at Cambridge West, 18633 Beech Daly, Redford, MI.
An Equal Opportunity Employer

NURSES
Full-time, part-time, all shifts. R.N.'s, L.P.N.'s & C.N.A.'s. Beautiful Northville. 349-4290

## 502 Help Wanted Dental-Medical

MEDICAL OFFICE
Looking for a change in 1993? Do you have 1-2 yrs. medical office experience? Openings in Jan. for medical billers, receptionists, transcriptionists, office managers, medical assistants, phlebotomist (part time). Contact Diane Detler 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

NURSE
For woman's health facility.
Call Toni 443-0239

NURSES AIDES
CERTIFIED
ALL SHIFTS Dearborn & Saxon
NIGHTENGALE WEST
8305 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSES AND NURSE'S AIDE
For home care cases.
Experienced preferred.
Excellent pay. 553-3451

NURSES
Immediate shifts available in Wixom and other visitations throughout SE Michigan. Join the VISITING CARE team today!
NORTHVILLE - (313) 344-0234

OPHTHALMIC ASSISTANT
for busy ophthalmology practice with offices in Southfield & W. Bloomfield. Need someone who is responsible, full time, COA or some ophthalmic experience necessary. Send resume to: Box 838,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTICAL - JOIN A WINNER!
First Optometry has exciting career opportunities. If you are a motivated, individual with a "can-do" attitude, we want your Optical experience a strong plus. But we want hear the right people. Positions are available in many locations. Please send your resume to:
FIRST OPTOMETRY
P. O. Box 70
Roseville, MI 48066-0710

PART TIME HYGIENIST needed, approximately 20-24 hrs. 22-Apr. 22 days/week. Tues.-Thurs. Please call.

PHARMACY IV tech - full time afternoons, benefits & competitive salary. Hyr hospital experience desirable. Send resume/letter of application to: 35351 Schoolcraft, Livonia, MI 48150. Attn: Human Resources

PHLEBOTOMIST - must have reliable transportation and 1-2 yrs. experience. Locations are Ann Arbor, Park, E. Point, Detroit, Livonia, and Monroe. Medical Assistant is more preferred. Brenda, Tempro Medical, 443-5533

PHYSICAL THERAPIST
Registered. Specially rehabilitation, with benefits. Send resume to: Personnel Director, 26032 Five Mile Rd., Detroit, MI 48239.

PHYSICAL THERAPIST
Full time and part time positions are available. Excellent salary, bonus and benefit package is offered. Applicants should call 591-2932 to arrange to an Interview.
ST. MARY HOSPITAL
36475 W. 5 Mile,
Livonia, MI 48154
An Equal Opportunity Employer

RADIOLOGY TECHNOLOGISTS
Temporary position (December, 1992 until March, 1993) available for a R.T.R. in Diagnostic Technician. Mammography experience required. Please send resume to:
Recruiter/Rad Tech
DAO Home Care Centers
[illegible]
Novi, MI 48377

A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RECEPTIONIST needed full time for busy pediatrical office in Birmingham. Experienced only. Please call Robin 645-1740

RECEPTIONIST
For internist office in Plymouth. 25 hrs/wk. Experience a must. Call Darlene at 455-8497

REGISTERED NURSE
Part time for OB/GYN office in Birmingham. Experience preferred.
645-9011

REGISTERED NURSE
OCCUPATIONAL THERAPIST
Dynamic geriatric rehab setting. 32 hours per week to cover temporary leave of absence. Permanent part time available after leave. For further information contact Linnea Atkins, OTR, at (313) 769-0137
GLACIER HILLS NURSING CENTER
1200 Earhart Rd.
Ann Arbor, Michigan

RN for
HOME CARE
Part-time position (24 hours per week) with private duty case in home care in Canton. Position includes nursing assessments, community outreach, and nursing visits. Home care experience preferred.
To apply, call Loretta
981-6929
United Home Care Services

RN/LPN
Nurses wanted for quality care. Full time every other week-end, day shift. Want to learn the other side of patient care? Call Linda Milroy, or apply Cambridge West, 18633 Beech Daly, Redford.
313-255-1010
An Equal Opportunity Employer

RNS & LPNS
Charge Nurse needed for afternoon & midnight shift for small basic West Bloomfield nursing home. Competitive wages. To set up an appointment contact Martha Felosak, Director Of Nursing 360-4443

RNS/LPNS
Needed full or part-time in a 50 bed skilled nursing home for all 3 shifts. Apply at: Wayne Total Living Center (middle building), 4427 Venoy, Wayne

In High Demand
Live-In Health Aides
All areas - part or full time
Call 8am-5pm to set up an appt.
476-9091
EXCELLACARE
20720 Tuck Rd.
Farmington Hills, MI 48336

X-RAY TECHNICIAN
Livonia area.
Part time.
476-6100

X-RAY TECHNICIANS
Imagine radiography with no IV'P's, barium enemas or upper GI's. Come join our team and experience the unique world of portable radiography. Benefits-wage commensurate with experience. Call Sue for appointment at 353-1155

X-RAY TECHNICIAN NEEDED
For Westland area. Knowledge of fluoroscopy and mammography helpful. Call 8am-3pm. 388-1930

## 504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK, computer & payroll experience a must. Fringe benefits. Please apply with resume at: Village Club, 190 E. Long Lake, Bloomfield Hills, 48304

## 504 Help Wanted Office-Clerical

ACCOUNTANTS BOOKKEEPERS
CLERICAL DATA ENTRY
PART TIME FULL TIME
Call accountemps — like 50,000 professionals did in 1991!
accountemps
201 W. Big Beaver Rd. #310
Troy, MI 48084

| | |
|---|---|
| Troy | (313) 524-9050 |
| Southfield | (313) 357-8367 |
| Ann Arbor | (313) 930-2061 |

By appointment
An equal opportunity employer

ACCOUNTING CLERK
Great working team opportunity with fast growing video producer for your accounts payable experience. $6.50/hr. Call Christi 646-7664
United Temporary Services

ACCOUNTING CLERK for new dealership. Experience needed. Application form being accepted. Saturn of Farmington Hills, c/o Saturn of Plymouth 8301 Massey Dr., Plymouth, MI 48170

accounting
BAKER AUDIT CLERK to reconcile daily sales for 10 key entry. Accounting knowledge and computer experience a plus. Send resume with salary requirements to:
Art Manager, 18940 W. 8 Mile, Southfield MI 48075

ACCOUNTING
Southfield based firm needs self motivated individual for high volume 3½ party billing dept. Basic accounting skills and knowledge of 3½ party experience helpful. Send resume & salary requirements to: Billing Manager, 18940 W 8 Mile, Southfield MI 48075

ACCOUNTS PAYABLE CLERK
Full time permanent position with benefits. Must have at least 2 years experience. Send resume to
A.A.A.
P.O. Box 3133
Farmington Hills, MI 48333

ACCOUNTS PAYABLE/RECEIVABLE for national electronics distributor. Full time, benefits. Must have some computer experience. Call Nancy or Chris, 354-0400, between 10-2

ACCOUNTS RECEIVABLE CLERK for small Detroit firm. Duties include Accounts Receivable, Collections, Invoicing, Bookkeeping & computer experience a must. Flexible hours. Send resume to: P.O. Box 27356, Detroit, MI 48227

ADMINISTRATIVE ASSISTANTS
UP TO $11/HR.
• Macintosh
• MicroSoft Word
• WordPerfect 5.1
Call Today!
WOLVERINE STAFFING
358-4270

ADVERTISING SECRETARY
Advertising agency has challenging position for Harvard Graphics a plus $9.50 hr. Call Shirley at 646-7661
Uniforce Temporary Services

ALL AROUND PERSON
Part-Time leading into full-time position. Light typing, filing, back up for insurance repair contracting company. Good wages & fringes. Call 535-7660

AUTO DEALERSHIP - Office personnel. Send resume or by mail to: 550 W. 7 Mile Rd., Northville, 48167

AUTO DEALERSHIP in Southfield needs computer literate with excellent phone & people skills.
Please call Personnelle person
Contact Page Toyota 352-8580

## 504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Growing sales department is seeking person with prior sales support experience. Responsibilities include: processing expense reports, travel arrangements, coordination sales conferences. Prior telemarketing experience helpful. Must type 60 wpm and have experience on Word Perfect. Submit resume to: Mr. C. Lamar, MedView, 32991 Hamilton Court, Farmington Hills, MI 48334
An Equal Opportunity Employer

APPLY NOW
WORD PROCESSORS
• WordPerfect
• Display Write
• Lotus 1-2-3
Benefits package offered. Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-0060 or 382-2342

AUTO DEALER
Redford Dodge dealer needs experienced individual to answer switchboard and perform additional clerical duties. Benefit package available. Call for appointment 538-1500

BILLING CLERK
Division of Fortune 500 company located in Taylor seeking sharp, energetic individual for billing position. Must have typing & 10 key skills. Basic accounting ability & willing to learn about our products & industry. Benefits include medical, dental, pension & 401k plans. Submit resume in confidence with salary history & requirements to: Attn. Robyn Dowdy, Patent Scaffolding Co. Division of Harsco Corp. 7800 S. Beech Daly, Taylor, MI 48180
Equal Opportunity Employer M/F

BOOKKEEPER & other office duties: Part time, Southfield area, good working conditions. 358-1600

BOOKKEEPER
To work with progressive company. Responsibilities include accounts payable, receivable, and billing. WordPerfect and Lotus 1-2-3 experience. 5 years a plus.
Send resume to
Rick Beye
LOGISTICS SERVICES
32820 Capitol
Livonia, MI 48150

10 KEY
Are you good with numbers? Let us turn your 10-key or calculator experience into a paycheck! Long-term temporary position available in west suburban video cassette company. Excellent pay. Call today to see if qualified for an interview appointment.
473-2111
N S SERVICES

CLAIMS PROCESSOR - healthcare firm seeks a part time employee to process claims. Duties include data entry, research of payment, inquiries & COB. Previous experience with data entry or processing claims is helpful. Please send resume with salary requirements to:
Healthcare Management Services, 1750 S. Telegraph, Bloomfield Hills, MI 48302

SEEKING A SELF MOTIVATED - individual to fill a full time clerical data entry position. Knowledge with Word Perfect and or Fox Pro experience needed. Send resume to: MDS, 28411 Northwestern Highway, Suite 1350, Southfield, MI 48034.

CLERICAL POSITION for inside collections, customer service, typing, Mon.-Fri. Medical benefits if needed. Call Mrs. Ford PO Box 240187, Orchard Lake, MI 48324.

## 504 Help Wanted Office-Clerical

BOOKKEEPER/PART TIME
Busy design firm in Detroit's lovely Indian Village area needs experienced person with good computer skills. Responsible for accounts payable, accounts receivable, and payroll. Non-smoking environment. Part time hours (approx 12-16) can be conveniently scheduled. Send resume, salary requirements and references to: P.O. Box 14554, Detroit, MI 48214.

CLERICAL POSITIONS
Metro Medical Group, a division of Health Alliance Plan, has several clerical clerical positions available at our Livonia Medical Center. We are seeking individuals who are able to type 40 wpm and have had some previous clerical background, preferably in the medical field. These positions are ideal for individuals interested in picking up additional hours without the constraints of a school schedule. We offer a competitive starting salary and the opportunity for growth. Interested applicants please send resume to the Human Resources Department at:
METRO MEDICAL GROUP
1800 TUXEDO AVE.
DETROIT, MI. 48206
An Equal Opportunity Employer

CLERICAL SUPPORT
Detroit firm has full-time opening in busy 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 779
Detroit, MI 48231

CLERICAL WORK, PART TIME
Hours flexible. Great for a student. $5 per hour. Livonia location.
Call Sue at: 953-5810

LARGE DIVERSIFIED company looking for trained Collections Personnel to assist in collecting overpayments and processing applications to credit bureaus.
Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Clerk/Clerk Typists
City of Southfield

The City of Southfield invites qualified applicants to submit applications for the purpose of establishing 9 month Eligibility Lists for various levels of Clerk. Applicants will be eligible for various positions based on their experience and skills. Minimum qualifications: High school diploma or equivalent, 1 or more years full time clerical experience, proficiency in typing and/or word processing, excellent oral and written communication skills. Starting salary $20,172 - $21,008 or $21,976 depending upon the specific vacancy; all positions include comprehensive benefit package. Apply by 5:00 p.m. Wednesday, December 30, 1992 at the Personnel Office, City of Southfield, 26000 Evergreen Rd, Southfield, MI 48076

COLLECTOR
Expanding financial services company looking for experienced collector. Must be goal oriented, self-starter who can work with minimum supervision. Send resume to:
Human Resources Dept.
Attn: John Cupp
20475 W. 10 Mile Rd.
Southfield, MI 48075

COMPUTER ENTRY
Attention to detail and flexibility are needed for entry level positions with this financial headquarters. $7.25/hr to start. Call Diane 646-8500
Uniforce Temporary Services

CUSTOMER SERVICE PERSON
Seeking energetic mature person with strong clerical & WordPerfect skills. Excellent communication & interpersonal skills are required for this modern Troy office. 362-0300

## 504 Help Wanted Office-Clerical

BOOKKEEPERS
CLERKS
Now hiring at all levels for experience in accounts payable, accounts receivable, payroll, GR collections. Why not get started now, temping for Holiday dollars, while we help you with your permanent job search? Work available with SUBURBAN FIRMS as well as DETROIT FIRMS.
CALL TODAY!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

COLLECTIONS/CREDIT
Friendly, mid-sized company seeking collections/credit administrator. Assertiveness, diplomacy, organization skills and professionalism are required. Experience with bookkeeping accounts receivable. Full benefits. Please forward resume to:
Adstra Corporation
101 Enterprise
Plymouth, MI 48170
Attn: Randy Shaffer
Equal Opportunity Employer

Customer Service Rep
Part Time
Entry level position, flexible hours, (approximately 20-30 hours per week) including Saturdays and some holidays. This fast paced, ever changing position requires at least 2 years prior customer service experience, pleasant phone manner, typing and 10-key pad production for order entry. Please apply only Mon-Fri between 8:30am & 12:30pm only.
MELODY FARMS
Brush & Eleven Mile Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F/H

CUSTOMER SERVICE REP/Assistant coordinator-excellent career opportunity with growth oriented company. Must have strong typing & communication skills. Internal training will be available. Excellent benefits. Please forward resume to: Box 842
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE
REPRESENTIVE
A local Bank is looking for a Part Time Customer Service Representative in the Dearborn Area. We are a service oriented team committed to quality in products and customer relations.
We offer benefits such as tuition and registration fees for one job related class a semester, 401 K Capitalization, an optional life insurance account, and others.
The ideal candidate will have a high school diploma and have at least two years of customer service experience as well as cash handling experience. In addition, good communication skills, typing ability and math aptitude are required.
Qualified candidates should send their resumes to Box 832.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year office experience. Flexible hours. Excellent benefits. Call today!
Diversified Recruiters Co.
344-0700 FAX 344-6704

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It's always in, even when you're out. When you add Ad Sitter to your ad, Voice Mail® allows you get messages and responses when you're not at home to answer the telephone. Up to 50 messages can be stored for you for seven days in your personal Voice Mail® box. Take the wear and tear out of dealing with your ad responses with Ad Sitter. To add Ad Sitter to your own ad, call 591-0