502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - Full time, experienced with X-rays & chair side necessary. Livonia location. Call 425-5218

MEDICAL ASSISTANT - Experienced. Part-time. Must know venipuncture, EKG, injections, and Garden City office. 261-5580

MEDICAL ASSISTANT
With minimum 2 years Pediatrics experience.
Redford area. 535-0681

MEDICAL ASSISTANT
Needed part time for Southfield Cardiology office. Experience preferred. Please call 569-2222

MEDICAL ASSISTANT for full time position in friendly doctor's office. Must be energetic, flexible, outgoing, intelligent and hardworking. Experience preferred. Resume: P.O. Box 287, Romeo, MI 48065

MEDICAL ASSISTANTS - needed to fill immediate openings in Oakland & Wayne counties. Full or part time. 1 yr. experience plus $7.00 to $11.70 to $12.60 per hour. Call Molly at 643-1180 pro Medical. 443-5594

MEDICAL BILLER
Immediate Auburn Hills long term openings. Top Pay, Blue Shield or Medicare experience.
Call Mary 648-7663
Uniforce Temporary Services

MEDICAL BILLER - Westland office has immediate part time leading to full time position. Must have 2 yrs of current medical billing experience, must possess self motivation & be able to follow directions. Podiatry & MRA a plus. Please send resume to: PO Box #53097, Westland, MI 48185

MEDICAL BILLERS
needed for growing Internal Medicine practice (8-5pm). Must have experience. Contact Lynda 793-3838

MEDICAL BILLER
Needed for pediatrician.
Part or full time Redford area.
535-0681

MEDICAL BILLER
for statements & follow-up on accounts. Full time position. Experienced only. Send resume to: M. Hokal, P. O. Box 2728, Southfield, MI, 48037.

MEDICAL/CLINICAL assistant needed part-time for busy Dermatologist office in Livonia. Approximately 20 hours per week. Must be flexible. Experience not necessary but preferred. Contact Mary Ann at 474-8440

Medical
PHARMACY OPPORTUNITIES
A new and exciting business venture is bringing medication to the underserved in the metropolitan Detroit area!

STAFF PHARMACISTS
Seeking individuals who share our concerns with experience in sterile product admixtures. Extensive knowledge of IV's and TPN's is a must for retail pharmacy or healthcare setting a big plus.

I.V. TECHNICIANS
Individuals who are detail oriented and committed to the highest motivated and committed to the highest motivated and committed to the highest motivated standards of care and quality control are our ideal candidates. Previous hospital or retail admixture experience a plus.

We offer highly competitive salaries, a select benefit package, the opportunity to join a highly respected firm. Send resume with salary history to: KLM, PO BOX 2190, OAK PARK, IL 60303. EOE M/F

Medical Receptionist
Must have 1 yr. experience in medical or podiatry office. Phone skills & good patient communications a plus. Knowledge of health insurance required. Must be hard worker & dependable. Salary $8.00 hr. Call after 10 am for appointment. Call 478-1024

MEDICAL RECEPTIONIST
For W. Bloomfield office. Full time 2-3 days. Send resume to: Box 172
Observer & Eccentric Newspapers
34251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
Self motivated, friendly, detail skills, team player. Experience preferred. Will train. Medical specialist. Farmington Hills, Livonia. 476-8618

MEDICAL RECEPTIONIST
Part time position for Detroit Medical Center area. Experience preferred, knowledge of medical terminology & billing needed. Typing a must. Call Lynn: 831-5252

MEDICAL RECEPTIONIST
1 yr. medical computer billing required - prefer MBS. Need energetic, reliable, self motivated with patient skills. Good salary, medical & pension benefits. Troy. 643-1411

MEDICAL RECEPTIONIST
Part-time days. Livonia outpatient X-Ray office. 462-3232

MEDICAL RECEPTIONIST for transcription & general office work. Farmington Hills area. Must be experienced & reliable. Needs to relate well to public. Ask for Joan 851-7000

MEDICAL RECEPTIONIST
Part time, experienced, mature person for busy family physician's office. Knowledge of computer preferred. Hours are flexible, some full time. 24224 Karim Blvd, Ste 123, Novi MI 48375.

MEDICAL TRANSCRIPTIONIST
Part-time position for experienced Medical Transcriptionist. Necessary qualifications include Computer Literacy, WordPerfect, cardiology terminology, speed and accuracy.

Send Resume To:
Medical Transcriptionist
NORTHPOINTE HEART CENTER
2315 Woodward Ave. Suite 300
Berkley, MI 48072

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Busy physician's office seeking Receptionist with 1-2 years experience only. Must have knowledge in insurances, terminology and some medical experience. Excellent benefits. Call Julie Mon-Fri., 1-4pm at 593-8054

MEDICAL RECEPTIONIST - Immediate openings full time or part time. Oakland & Wayne counties. 1-2 yrs. experience required. Will train qualified candidates on MBS $14,700 to $16,800. Call Rachel at Temp Medical. 443-0394

MEDICAL RECEPTIONIST/APPOINTMENT SECRETARY
Part-time mornings. Mature & experienced. Birmingham area. 645-0518

MEDICAL TRANSCRIPTIONIST
Full time, for busy plastic surgery office. Must have had a plastic surgery experience. Call Mark 474-6473

MEDICAL TRANSCRIPTIONIST
Full-time, days, outpatient X-Ray office. Livonia. 462-3225

MEDICAL TRANSCRIPTIONIST
Needed for cardiology office. Livonia area. 12-20 hours a week. Please call Dawn. 462-2061

NOW HIRING in the beautiful Northville area - RN's, LPN's, & Nurse Assistants. Dietary, Laundry and House keeping. full time, part time, flexible hours. 349-4290

NURSE AIDES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSE'S AIDE needed full & part time, days & afternoons in home for the aged. Experience or will train. Apply in person, 8:30am-2pm: Gardenia Wk. 12 Mil Rd., Farmington Hills.

NURSING ASSISTANTS
Full or part time positions are available for certified nursing assistants or individuals on an approved 75 hour training program. Interested individuals may contact: Wayne Livonia Center, 31429 Venoy Rd., (3rd building), Wayne.
An Equal Opportunity Employer

OB/GYN Southfield office - secretary wanted. Full time. Transcription, computer billing required. Call 8-5 352-0766

OCCUPATIONAL THERAPIST registered needed to work in Downriver outpatient clinic treating developmentally disabled adults. Day program. For information call between 1-3, Mon.-Thurs. 673-7770

OCCUPATIONAL THERAPISTS
Certified assistants, experienced Speech Pathologists needed full part time in extended care, Suburban locations. Excellent benefits. Experienced sides also needed.
Call 10-4pm 876-5096

OCCUPATIONAL THERAPIST
O.O.T.A. - Needed immediately for home health, part time, flexible pay, flexible schedule possible. Please call immediately, ask for:
Kathy or Dorothy
Health Search Professionals
313-471-3210

OCCUPATIONAL THERAPIST
Needed for private pediatric clinic. Part time or contractual basis. Send resume to: Childrens Developmental Therapy, 5429 W. Maple, Ste. 119, West Bloomfield, MI 48322

OPHTHALMIC TECHNICIAN
CO, COT, COMT needed for busy medical surgical & refractive surgery practice. Experience a must. Immediate full or part time position available for enthusiastic hardworking candidate. Must be willing to Travel between W Bloomfield & Brighton offices. Good Salary with optional benefits. Call Linda 313-227-2158, or send resume to: MEN, 5724 Highlander Lake Rd Brighton, MI 48116.

OPTICAL HELP
PART-TIME IN TROY
528-8210

OPTOMETRIC DISPENSER
& sales training required for optical office in Wayne/Westland area. Liberal commissions paid, no nights or Sundays 722-1604

OPTOMETRIST needed for Ophthalmology Office. 1-2 days per week. Please send resume to: P.O. Box 591, Dearborn, MI 48126

MEDICAL RECEPTIONIST
Needed for W. Dearborn practice. Full time. Pleasant atmosphere. Must be a team player, dependable, experience preferred. Pay commensurate with experience. 562-1515

PATIENT SERVICES
COORDINATOR
Rapidly expanding Clinical Laboratory affiliated with large Health Care System is looking for experienced/motivated individual to direct Training and Quality Assurance functions for our family physician's (Phlebotomy) department (staff of 50 phlebotomy/14 service centers). Qualified individuals will have management and training experience with certification (MT, MLT, NURSE, MA or Phlebotomist). Send resume or apply in person to:
DRCL
2345 Merriman, Suite 1321
Westland, MI, 48185
722-7700, Ext. 117

PHYSICAL THERAPIST - committed to geriatric rehabilitation needed for skilled nursing facility. Part time, 1-2 days per week. Send resume or contact Mary Silverman, PT Supervisor at Domen Nursing Center, 29270 Montock, Livonia. 476-0550

502 Help Wanted Dental-Medical

OUTPATIENT
PHYSICAL THERAPIST & P.T.A.
Dynamic & team oriented individuals to join P.T. owned/operated certified rehabilitation agency. Various plans available: Salary, Hourly & Quotas. Excellent salary & benefit package. Interested candidates please call Angela Allen at: (313) 557-6440 Or send resume to:
Physician's Physical Therapy Services, 24011 Greenfield
Southfield, MI, 48076

PATIENT SERVICES
SUPERVISOR
Independent laboratory affiliated with one of Southeastern Michigan's largest Health Care Systems is seeking experienced motivated individual to supervise multiple patient service centers. Candidates will have 2-5 years lab management experience, BS in Medical Field, or equivalent. Minimum of four years phlebotomy experience.
DRCL
2345 Merriman, Suite 1321
Westland, MI, 48185
722-7700, Ext. 117

PERSONAL CARE ASSISTANTS
Assisted living facility in W Bloomfield has day & afternoon part time positions available. Experience preferred. Call Windermere for application.
661-1734

PHYSICAL THERAPIST - Full time or part time, 3-5 evenings in 7:00. Outpatient orthopedic clinic in W. Bloomfield. 855-7411

PHYSICAL THERAPIST
NEW GRADS WELCOME!
Part or full time, recently expanded facility in Downtown Plymouth, comfortable autonomous environment, friendly atmosphere. Competitive Salary & Benefits. Contact or SEND RESUME TO: Barbara Bixler
HANDS ON CENTER FOR PHYSICAL THERAPY
470 Forest, Plymouth MI, 48170
455-9377
An Equal Opportunity Employer

PROGRESSIVE Dental office seeking orthodontic personnel for clinical duties part time. Experience a plus but will train right person. 330-7440

RECEPTIONIST
Energetic, efficient people person wanted for optometric office. Phone, client service, telephone, clerical responsibilities. Ophthalmic experience helpful in professional office & dress. Full time. Private office, downtown Birmingham.
Call Joan 645-2020

RECEPTIONIST for veterinary hospital. Full or part-time. Light typing. Send resume to: 15663 W. 6 Mile, Redford, MI 48240.

RECEPTIONIST needed for busy optometrist's office. Must have medical background & insurance knowledge. Send resume to: PO Box 591, Dearborn, MI 48126

RECEPTIONIST - FULL TIME. Must have experience in reception & computer billing. Send resume with references to: Dr. M. Hal, 1651 Venoy, Westland, MI 48185

RECEPTIONIST - Experienced full time person needed to answer phones and direct calls for a very busy 5 doctor cardiology practice. Medical terminology necessary but helpful. Send resume to: Loretta, Cardiovascular Clinical Associates, 28080 Grand River, Farmington Hills, MI 48336

RECEPTIONIST
Part time for Dermatology office. Recent medical office experience preferred. Call Donna, 477-7022

RECEPTIONIST/General Assistant for friendly, fast paced doctor's office. Must be reliable, detail oriented, ambitious, hardworking. Resume: P.O. Box 2297, Romeo, MI 48065.

RN IN SERVICE DIRECTOR
Seeking in-service director for long term care facility. Must have Train the Trainer certification. Experience preferred. Good wage & benefit package available. Call Director of Nursing for appointment. 354-3225

RN - Long term care facility in Novi. Ann Arbor/Plymouth Dermatology office. Full time. Benefits. Experience preferred. Call Norma: 996-8783

RN/LPN
Our inpatient CARF accredited rehabilitation hospital located in Romulus is offering you a challenging position in a state-of-the-art, live atmosphere featuring professional team work and collaboration. We reward you to excellence at team. Please call Human Resources at
313-729-3800
Equal Opportunity Employer M/F

RN's
All areas of practice
Per Diem & Contract

LPN's/CNA's
Nursing Homes/Private Duty

Patient Attendants
Hospitals/Home Care

Live In's

HEALTH CARE PROFESSIONALS
Southfield. 357-1290
Dearborn. 562-1616
Ann Arbor. 747-8070

RN's
HOME CARE
Community Home Care is seeking professionals to join our team of excellence.
• Individualized scheduling
• Competitive Pay per visit rates
• Full time positions available with benefits
• Mileage reimbursement
If you have a desire to work one-on-one with patients, then call now for immediate interview.
COMMUNITY HOME CARE
Quality Care
A heartbeat Above The Rest.
JCAHO Accredited
(313) 878-7484
Equal Opportunity
Employment & Admission

RN's & LPN's
★ Part time, midnights & afternoon shifts. Competitive salary & benefits. Apply: Marywood Nursing Care Center, 36975 W. Five Mile, Livonia. 464-0600

RN's & LPN's
With Pediatric Skills

Work only when & where you choose - no minimum number of hours or long distance travel required. Join the experts in Home Health Care - Visiting Care. Immediate openings for all shifts in Oakland & Wayne Counties. High tech, weekend & midnight differentials. Call today! 313-344-0234

SITE DIRECTOR - Square Lake Corporation seeks full-time Site Director to develop, direct and manage high quality mental health, substance abuse and managed care treatment programs. Must have at minimum a Masters degree in psychology, social work or related field. Four years of outpatient mental health/substance abuse treatment experience and management/supervisory skills required. Benefits offered. Job location is in Clinton Township, Michigan. Interested individuals should send their resume to our corporate office:
Square Lake Corporation
1760 S. Telegraph, #200
Bloomfield Hills, MI 48302
Attn: Terrance Ryan
An Equal Opportunity Employer

TELEPHONE RECEPTIONIST for busy internist's office. Must have pleasant telephone manner. Some experience necessary but will train the right person. Send resume to: Delores, 29233 Northwestern, Ste. 300, Southfield, MI 48034

X-RAY TECHNICIAN
PART TIME
For busy orthopedic Novi office.
Call Andrea. 380-8240

X-RAY TECHNICIAN
Part time. Mammogram experience preferred. Wayne area. 326-9050

502 Help Wanted Dental-Medical

RN's/LPN's
WEEKEND RELIEF SUPERVISOR
ON ALL SHIFTS
If you have excellent clinical skills & a strong supervisory background, come join our team. Please contact Jayne for an interview at:
732-7112, ext. 222
Jewish Home for Aged, 19100 W. 7 Mile Rd., Detroit, MI 48219
An Equal Opportunity Employer

RN'S/LPN'S WE NEED YOUR
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5683 (313) 453-5683

SERVICE COORDINATOR
To assist the director of Suburban home care agency. Excellent communication & clerical skills required.
FAMILY HOME CARE
Clarkston: (313) 620-6877

ULTRASOUND TECH
(ABD./pelvis/small parts) needed part time, Milford. Call Mary Beth, 685-3600

X-RAY TECH - Licensed tech with professional level experience for volume internal medicine practice. Please call Virginia: 851-6734

X-RAY TECHNICIAN - Registered or Mammography experience preferred. Partial time possible. Rochester. Call Mrs. Hartman. 656-3107

HYGIENIST TOP PAY
For Part-time, (M-TH). Exceptional working environment person. Troy Dental Practice. 528-3314

504 Help Wanted Office-Clerical

ACCENT YOUR SKILLS
We can help you use your skills to create a rewarding career.
• DATA ENTRY - 11,000 KPH
• SWITCHBOARD - Receptionist
• TYPISTS (50wpm+)
• WORD PROCESSORS
WordPerfect 6.1
WordPerfect
Lotus
Top pay, benefits no fee.
Call now for appointment.
TEMPORARY RESOURCES
737-1711

ACCOUNT ADMINISTRATOR
Birmingham Investment firm is seeking detail oriented individual with strong communication skills, ability to prioritize, organize & multitask. Ability to work independently in a professional level environment. Salary commensurate with experience. Resumes to: Attn: Account Administrator, P.O. Box 3043, Birmingham, MI 48012-3043

ACCOUNTING Assistant needed for Birmingham investment firm. Full time 2-3 days/wk, to assist accounting clerk. Call Sue Linke: 645-2020

ACCOUNTING CLERK, part time, Hours 1-5PM to perform general ledger duties, bank reconciliations, and verification. Send resume to:
Rehal, A/C, 870 Manufacturers Dr., Westland MI 48185

ACCOUNTING CLERK
Full time Research Clerk position available. Duties include disbursing mail and make clerical duties, but focuses on research and receiving payment for data collected on accounts. Excellent health/benefit package. Please apply Mon. thru Fri. between 8:30am-1:30pm and send resume to:
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
Equal Opportunity Employer M/F/H

ACCOUNTING CLERK
Computer entry, accounts receivable, assistant, light typing. Call Joel at: 647-8900

ACCOUNTING CLERK
Bloomfield Hills law firm seeking for clerk to perform Accounts Payable/Receivable, and misc. accounting duties. Please send resume to:
Accounting Manager, 2000 H Woodward, Ste. 110, Bloomfield Hills, MI 48304.

Accounting Clerks
If you are a bookkeeper or know how to do accounts payable/receivables, we have 3 immediate full time openings. Excellent benefits pay with full benefits. Call Friday or Saturday for an appointment.
Troy Farmington Hills
643-8590 615-9838
EXPRESS SERVICES
Not an Agency. Temp Service

ACCOUNTING
RECORDS CLERK
Full time entry level position working with scanning (imaging) equipment. Data entry experience helpful. Ability to interface with computer equipment and tolerance for repetitive work required. Excellent health benefit package. Please apply Mon. thru Fri. between 8:30am-12:30pm. Only or send resume to:
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
Equal Opportunity Employer M/F/H

ACCOUNTING
We are seeking people with various levels of accounting experience who are interested in working Temp assignments which are help with the permanent job search opportunities available now & coming in daily.

We offer: Temp - Med Insurance, over time pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS PAYABLE
data base entry. Computer experience necessary. Farmington Hills location.

ACCOUNTS RECEIVABLE CLERK
Well established Southfield professional engineering firm, company need permanent, part time experienced Accounts Receivable Clerk. Duties include: Lotus, Word Perfect and computerized bookkeeping experience preferred. Please resume, salary history and recent references to Box 420
Observer & Eccentric Newspapers
34251 Schoolcraft Rd.
Livonia MI 48150

ADIA
HAS IMMEDIATE
OPENINGS FOR
TEMPORARY &
PERMANENT POSITIONS
• Secretarial
• Receptionists
• Word Processors
• Customer Service
Call today for immediate interview.
442-7800

ADMINISTRATIVE SECRETARY
Excellent opportunities with NW suburb headquarters location. Short and long term assignments for candidates with Word Perfect 6.1, Lotus a plus. Call Sue at 473-2540
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Three positions available to fill new position with regional office of financial consulting firm specializing firms. The ideal candidate: 3-4 years experience with proven telephone and computer skills required. Responsible for monitoring staff schedules, travel arrangements, meetings, and knowledge of clients. Primary VP will be letter writer. Knowledge of Word or WordPerfect & must and 50wpm. Call Sue Ann Hoffman at
Attn: Assistant Position, ED-
17310 N. Laurel Park Drive, 400E,
Livonia, MI 48152.

ADMINISTRATIVE ASSISTANT
We are looking for an individual with some accounting experience. Applicant must work well with others, multitask & work well with others. Ability to be a team player is a plus. Excellent Benefits. Contact Mr. Hunter at Globe Furniture Rentals: 355-4330

ADMINISTRATIVE ASSISTANT
Monday thru Friday 10am-3pm
Busy restaurateur with multiple business ventures seeks detail-oriented assistant. Person must be organized, self-starter who can work independently on various projects. Ideal candidate will be working job file management, and computer knowledge a plus.
Call Christie, 10am-3pm. 649-2332

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Executive level, MM, MS Word/Windows. Excellent pay.
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI.

ADMINISTRATIVE ASSISTANT
Troy based National Property Management firm is looking for a top notch administrative assistant. The ideal candidate must be a team player, know word processing, have 5.1 and Lotus, be able to type legal documents, work with clients and vendors, work under pressure and meet deadlines. Property Management experience a real plus. If you meet these requirements and have a minimum of 2 yrs. hands on experience, send your resume with salary history for: Administrative Assistant, The Feyman Company, P.O. Box 7777, Troy, MI 48007-7777.
No phone calls accepted.

ADMINISTRATIVE SECRETARY
Property Management company seeking secretary with strong word processing skills. Ability to interact and communicate on professional level. Your chance for involvement.
Call OFFICETEAM today.
Phone 358-5222 Fax 358-0941
24568 Northwestern Hwy.
Southfield, MI 48075

624-3100 624-3115
201 W. Big Beaver Rd. 2310
• Troy, MI 48084
Vacations • Holidays • Vacations
Health Care Benefits/EOE

ADMINISTRATIVE ASSISTANT
Birmingham area business is seeking an experienced Secretary/Administrative Assistant to handle a variety of duties including general service duties. Must be mature, computer literate, possess a customer service oriented and a non smoker. 2 person job. Send resume and salary requirements in confidence to: Ms. Neck, 29992 Northwestern, Suite D, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Join a winning team in the challenging field of property management. The ideal candidate will be career oriented and possess excellent organizational, scheduling and deadline-driven skills. Proficient with word processing and Lotus important. Send resume in confidence to: Becker, The Berkshire Co., 31731 Northwestern Hwy., Ste. 250E, Farmington, MI 48334

ADMINISTRATIVE ASSISTANT
To perform diversified tasks for administrative support. Minimum 2 years experience in personal computers. Good typing skills, organized, able to handle sensitive data, confidentiality. Send resume & salary history to: Mr. Kent, Human Resources, 30700 Northwestern Highway, Farmington Hills, MI 48334.

ADVERTISING SECRETARY
National advertising agency needs a secretary with 2-3 years experience. Top pay, Call Sharon 357-0037
Uniforce Temporary Services

A FEW GOOD
secretaries needed for an expanding local firm. Must have 2-5yrs solid office experience, good typing & letter skills. Word Perfect helpful, have excellent attitude & want to work for a growing company. We have open Tyson Foods registered with food agency at American Legion Post 515 (Rochester Rd. (corner 12 Mile) Royal Oak or send resume to: Personnel, 30 Cliffwood, #2150, Detroit, MI 48226

ARBOR NEEDS:
ADVANCED WORD PROCESSORS
$10/HR. +
• WordPerfect • MS Word • Lotus • Excel • D-Base

ARBOR TEMPS 459-1166

ASSISTANT PROPERTY MANAGER
Wanted for fast paced Southfield property management company. Must be neat & dependable. Computer knowledge helpful. 352-8550

AUTO DEALERSHIP
Has an immediate opening for an assistant bookkeeper/data entry. MUST have dealer accounting knowledge. Call Mary Ann
DICK SCOTT DODGE
684 Ann Arbor Trail (West of Main)
Plymouth.

AUTOMOBILE DEALERSHIP
Applications are now being taken for a full time switchboard operator, hours are Mon.-Fri., Tues. Wed. & Fri. 12pm-8pm, Thurs. 8am-4pm and Sat. 10am-2pm hours available. Apply in person at:
JACK CAULEY CHEVROLET
7020 CHURCH ST.
WEST BLOOMFIELD

AUTOMOTIVE Remanufacturing office need of help with data entry & filing. Near I-96 & South Lyon. Call Ms. Kelly Office Manager, P. O. Box 27069, Detroit, MI 48227.
An Equal Opportunity Employer

AUTO PAYROLL CLERK
Needed in GM dealership, excellent paycheck, ERA system experience helpful. Send resume to: P.O. 700737, Plymouth, MI 48170

BILLING MANAGER
Strong communication & computer skills, experienced.
543-5600

BOOKKEEPER - full charge. Must be fully trained on Platinum and will pay, potential to $35K. Must be general ledger. Please send confidential resume with compensation requirement & salary history to:
BO 638, M.L.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Full charge. Computer skills required for Construction company. Reply to Box 436
Observer & Eccentric Newspapers
34251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER part-time. A Birmingham company is seeking a bookkeeper to handle all phases of the daily accounting system. Minimum 2 years experience with good math & typing skills & knowledge of computers. Send resume with salary requirements to: Controller, PO Box 3053, Birmingham, MI 48009.

BOOKKEEPER - PART TIME
FARMINGTON HILLS
Questech makes technical and vocational education equipment. It is an exciting, but demanding, young company, busy, profitable, chaotic. The A/P position is a part time bookkeeper to help implement strong, efficient procedures. Must be responsible, accurate, self motivated, self confident and fun to work with. Your main tasks will be quarterly and data entry, but you can do a lot more if you have experience of accounts to trial balance gained in small manufacturing or distribution businesses. Please send resume to: Questech, 29200 Hesston Drive, Farmington Hills, MI 48335

BROADCAST BUSINESS ASST.
Sportsnet sports agency has an opening in our Broadcast Production Dept. The successful candidate would have data entry skills focusing on accuracy, knowledge of numbers, typing, phone skills and a strong degree of common sense. This position could be well-suited for a person entering the job market or first time out of college or for someone re-entering the work force. We offer an attractive benefit package and working hours for the full time position with salary in the mid-teens. Please send resume to:
HUMAN RESOURCES
2203 S. Telegraph Rd.
DETROIT, MI 48232
An Equal Opportunity Employer

CLERICAL
Olde Discount Corporation has full-time clerical openings in its downtown Detroit based legal department. Candidates should be hard working, detail oriented, have excellent typing skills (45 wpm) and have 1 year of clerical experience. Previous legal environment a plus. For consideration forward resume and salary requirements to:
ATTENTION:
Human Resources Dept-4
Olde Discount Corporation
751 Griswold
Detroit, MI 48226

CLERICAL OPPORTUNITIES ARE WAITING FOR YOU AT ADIA
Must have at least 1-2 yrs. office experience, good communication & organizational skills, able to multitask.
Call for appointment at:
313-722-8080 or 313-362-2342

504 Help Wanted Office-Clerical

BOOKKEEPER/
SECRETARY
Full charge Bookkeeper for small property management firm in Southfield. Full responsibility for payroll, accounts receivable and general ledger. Must be familiar with PC-based accounting software. WordPerfect a plus. Job requires a self-starter who can handle paid holidays and vacations included.
Send resume to: Schein & Co., 17117 W. 9 Mile Rd., Suite 1535, Southfield, MI., 48075.

BOOKKEEPER/Staff Assistant
Bloomfield Hills firm seeks experienced Bookkeeper. Some computer necessary. Non-smoking office, excellent working environment. Please send resume with salary requirements to: Box 341, Bloomfield Hills, MI 48303-0341. Or FAX to 258-3812

BOOKKEEPER/Typist (Keypunch)
Part-time, 20 hrs. Prefer general experience thru Trial Balance. Ask for Ms. Hoffman. 557-6400

CLERICAL - no experience ok. Prefer mature. Permanent 15-20 hrs., flexible hours. Good pay. Medical. Leave message 458-5332

CLERICAL • PART TIME
Will grow into full time. Pleasant phone manner a must, typing 35 wpm, Microsoft Word & Excel helpful. Send resume to: JTG Marketing Technology, 42400 Grand River, Ste 202, Novi, MI 48375

CLERICAL POSITION
Full time. Some bookkeeping experience helpful. Duties will include answering phones, typing, filing, etc. Send resume with salary requirements to P.O. Box 2639, Farmington Hills, MI 48331

CLERICAL SUPPORT
National discount stockbroker has an immediate full time opening in our office in located in Troy. Applicants should possess strong communication skills, be detail oriented, have willingness to take on new responsibilities, typing speed of 1000 keystrokes and a benefit package. Qualified candidates forward resumes to:
Dan Ketzman
Odo Securities Corp.
751 Griswold
Detroit, MI 48226

CLERICAL (TEMPORARY) position available. Typing skills required, preferred. Some light typing, regional. Call Ms. Brown 227-7200

CLERK/RECEPTIONIST
Multi task oriented person with pleasant phone skills to answer 12 line phone system, open & sort mail & data entry for Birmingham law/immigration office. Call Sandy at 540-7191 Fri, 11am-2pm. 540-7191

CLERK/
RECEPTIONIST
We are seeking an enthusiastic, mature individual to greet visitors and client calls. You will greet visitors and perform a variety of general clerical duties. Qualified person will possess prior clerical experience, strong communication skills and a working knowledge of word processing and direct calls for a very busy 5 doctor cardiology practice. Medical terminology necessary but helpful. Send resume to: Loretta, Cardiovascular Clinical Associates, 28080 Grand River, Farmington Hills, MI 48336

CLERK/TYPIST
Part time for Dermatology office. Recent medical office experience preferred. Call Donna, 477-7022

CLERK/TYPIST
Bloomfield Hills law firm seeking for clerk to perform Accounts Payable/Receivable, and misc. accounting duties. Please send resume to:
Accounting Manager, 2000 H Woodward, Ste. 110, Bloomfield Hills, MI 48304.

CLERK TYPIST
Data Entry, Word Perfect helpful, Pleasant phone manner, Light typing, Medical Insurance helpful, Excellent benefits, Pleasant working environment, Call Mary Ann, Jobs Unlimited 425-3000

CLERK/TYPIST
Full time, dependable, excellent typing skills required. Min. 2 yrs. office experience, benefits. Royal Oak. Call Mary Ann, Mon-Thurs 548-4117

General Office Clerical
Rochester Engineering firm has an opening for a self-starter. Duties include, reception, word processing, filing & general office activities. Opportunity for growth in a growing company. Basic clerical skills required. Knowledge of Word, 5.1 Word Processing & Spreadsheet programs required. Windows, Word 6.0 & high school bookkeeping desirable. Competitive Salary & excellent fringe benefits. To schedule an interview, please send resume to: Lorraine Bright & Associates, 445 S. Livernois Ste 202, Rochester Hills, MI 48307.

CLERICAL OFFICE
Mature non-smoking, pleasant phone manner, computer literate, part time for friendly store. 471-0322

CLERICAL OFFICE - Bookkeeper, cashier, switchboard, receptionist experience preferred. Please call for appointment. 453-1100

GENERAL OFFICE/CLERICAL
Full time for major electronic appliance retailer in Livonia. Data entry, filing & telephones. Call Kathy Williams, Fretter Inc. 953-0700

GENERAL OFFICE Assistant wanted for commercial real estate company in Farmington Hills area. Applicant must have computer background and be detail oriented. Send resume to: CB Commercial, 1000 Town Center, Suite 2300, Southfield, MI 48075, Attn: Kathleen

GENERAL OFFICE WORK
JAX Kar Wash, Inc., Southfield, is looking for part time help to help people a busy office. Duties include answering phones, word processing, data entry, filing. Full-time position. Computer experience helpful. Call Sue or Steven at: 353-4700

GENERAL OFFICE - Insurance & investments office/fast-paced, needs well-organized, detail-oriented person. Telephone, computer, & typing skills required & college grades, plus or my more important than experience. Full or permanent part time. Send resume or letter to: Gary Lewis, 2731 Tiver Center Drive, #300, Troy, MI 48084

HEAT UP
YOUR EARNINGS!
Experienced switchboard operators needed in the Livonia, Plymouth and Canton areas.

Must have recent experience in the following:

• handling 30 or more incoming lines
• typing ability a plus

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Human Resources
Senior Secretary
Immediate opening for an energetic, independent professional secretary with a minimum of 3-5 years experience to join our International service organization. Duties include providing secretarial support for the Human Resources Director, dealing with confidential matters, processing new hire/termination paperwork, maintaining personnel files, and heavy phone interaction with potential job candidates. Requirements include typing 50wpm, shorthand 70wpm, extensive word processing/PC experience (WordPerfect and Lotus preferred), strong communication skills, professional appearance, and the ability to function well in fast-paced environment. Previous experience in Human Resources required. Excellent benefit package. Please submit cover letter with salary requirements and resume to:
HUMAN RESOURCES SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

INSURANCE AGENCY looking for a Commercial Processing Data Input person. Accounting experience helpful. Send resume to Attn: Carol, Gebb Assoc., 6783 Telegraph, Suite 200, Bloomfield Hills, MI 48301

504 Help Wanted Office-Clerical

CUSTOMER SERVICE. Expanding Wholesale Plumbing hardware/plumbing distributor seeks phone voice and good attitude to problem solve sales documentation. Extensive phone work and customer interaction. Detail working environment. Please send resume to:
H., P.O. Box 9068, Farmington Hills, MI 48333

DATA ENTRY CLERK
DAY SHIFT
Rapidly expanding company seeks an experienced individual for our data entry department. Must type 45wpm. Knowledge of PC's and multitasking and an above average salary and benefits package. Call:
McDonnell Agency, Inc.
561-4360

INSURANCE AGENCY IN REDFORD
Has immediate opening for Licensed Receptionist.
FARMERS INSURANCE 537-7410

KEY DISC/KEY PUNCH
Experienced data entry operators. Day & afternoon shifts, full time. Livonia Permit. 581-6151

KEYPUNCH OPERATORS
Experienced volume operators needed for data entry. Full or part time. Flex hours, benefits. 476-6111

LARGE APARTMENT COMMUNITY
Southfield area seeking an out-going dependable individual to work in the management office. Responsibilities include: Data Entry, to accounts payable & new client relations. Benefits. Call Mary, 9-11 10am-4pm. 356-8020

LEGAL SECRETARY: Family Law & Criminal Practice. Full-time, experienced. Must have good phone & typing skills. Salary negotiable. 8.0 & 5.1 necessary. Quick & helpful. Non-smoking. Family quality office. Call Terry, Mon. & Wed. 313-459-4850

CALL TERRY: 313-644-2833

LEGAL
Recruiting for 4-8 W. Paralegals, experienced Worldmark Legal Secretaries & Legal Receptionists.
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Temp-to-perm. Good pay. Phones. Some computer background, excellent communication skills required.
ARBOR TEMPS 459-1166

GENERAL OFFICE/CLERICAL
Immediate opening for self-motivated individual. Quantified candidate must be accurate & business like with excellent telephone skills.
23-33 hour work week. Flexible hours. Apply in person to:
Sports Cards, Inc.
467 Auburn Ave., Pontiac, MI.

GENERAL OFFICE - Part time, 30 hours/week. Experienced, flexible. Apply in person: Sports Card Fest Trail Inc., 31371 Stephenson Highway, Madison Heights.

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