500 Help Wanted

STOCK CLERK - full time, shipping/receiving & inventory control experience helpful. $8.00 an hour. Contact: K J Law Engineers Inc., 42300 W 9 Mile, Novi, MI. No Calls Please.

STUDENT NEEDED for outdoor promotional position with Barkley flower shop. Hours flexible. For appointment, please contact: 548-8258

$ Subsidize your MESC or ADC check. Work part-time, self-starting, $5.50/hr. No week ends. Apply in person between 10-4 12 to Noon Sat. 31731 Grand River Rd. Canton. No phone calls please.

SUBCONTRACTORS - Painters, carpenters, etc. for insurance repair contractor. Must be experienced and dependable. Top rates & truck. Call 9-5. 255-2500

SUBSTITUTE TEACHER needed. School is Montessori based. Call Novi-Northville Montessori at 348-3330

SWITCHBOARD OPERATOR RECEPTIONIST
Apply in person: Holiday Inn Buck Lake 11910 Grand River Farmington Hills
471-8000

TAX PREPARER
Birmingham area CPA firm needs experienced tax preparer. Seasonal/extended tax returns, Feb.1-April 15. Send resume or letter to: Jones & Co., Attn: Mary, 30200 Telegraph Rd, Ste. 165, Bingham Farms, MI 48025

TAX PREPARERS

Farmington Tax Service is looking for experienced preparer w/5 yrs min; experience not necessary but will train. Send resume & letter of interest to:
Farmington Tax Service
3128 Warton Blvd.
Rochester Hills, MI 48309

TEACHER ASSISTANTS for Preschool Twp. Kindergarten. Some children. Full time. Experience necessary. 624-1010

TEACHER & ASSISTANT Teacher, 2 positions available full & part time, benefits and bonus. Education and/or experience needed.
Call Pat or Debbie, 591-2083

TEACHER ASSISTANT needed For prominent daycare center in Canton. Must have previous experience, be self-motivated & dependable. Ask for Michelle, 453-4490

TEACHER ASSISTANT
for childcare center in Livonia.
Full time. Experience required.
344-1180

TEACHER - Evenings, Southern Oakland County, Driving Involved. Part time. Certified. $20 per hour. Call 5-8PM 731-3328

TEACHER - part time, year around, main background in education & early childhood learning center servicing all ages, Rochester location.
Send resume 620 E. Main St., Rochester, MI 48307-1431

TEACHERS/ASSISTANTS
Preschool/Kindergarten/Child Care assistants are needed. Full time, Good salary. 8 hr. workday. Call 544-5053 ext. 3729

TEACHERS & ASSISTANTS, full & part time for a child care center.
Experience preferred but not necessary. 952-1920. Novi area: 344-1180

TEACHER SUBSTITUTES - needed for Garden City district for early childhood & secondary level, $32/day, apply at School Board Office, 1353 Radcliff, Garden City, MI.

TEACHER/Teacher Assistant for private child care center in Novi. Experience preferred but will train. Call Susan Pound Call Mon-Fri 9-5, 420-3553

TEACHER - TODDLER
Part or full time. Benefits. Degree & experience required. Please call 644-8154

TEACHING ASSISTANTS needed for nationally accredited child care center in Livonia, full and part time, great benefits. 523-5787

★ TECHNICAL WRITER

Automotive service publications. Experience and training preferable covering for diagnostic & repair procedure development. Previous diagnostic writing experience. Automotive technology degree & ASE certification required. Send resume & compensation requirements to:
810 2579
Dearborn, MI 48124

TELECOMMUNICATIONS CABLE

Must have 2 years experience, valid driver's license and vehicle. Will advance immediate opening. Ask for Barbara

TELECOMMUNICATIONS ENGINEERS
Right Of Way Agents

We have opportunities for employment in the Canton, Michigan area. Some travel required. Expenses paid.

Starting salary depending on experience.

Send resume to:
C & S Contract Service, Inc.
P.O. Box 68
Martinsville, Indiana 46151

TELEMARKETER-Livonia firm is seeking part-time, self-motivated, pleasant phone voice a must. Good pay plus bonuses Call: 442-4680

TELEMARKETERS

Company located in Plymouth now has 2 openings in their scheduling department. $5.50 per hour.
416-5000

TELEMARKETING
PARENTS RETIREES STUDENTS
Immediate part time openings. Telemarketing Representatives. Part time days, 9am to 2pm & evenings, 5pm to 10pm. Variable times & week end positions also available. Must have pleasant phone person proficient in both Spanish and English. Pay starting at $6.50/hr. Farmington Hills area. Call Carolyn Hudson at 888-3225

TITLE ABSTRACTOR
To train for Examining position out of Livonia title plant. Average experience. Call 543-3990.

TELLER

Mutual Savings Bank has openings at its SMALL TIME Teller in the Canton area. We are a team oriented company committed to quality of products and customer relations.

We offer a full line of benefits including health, dental, life, vision, short & long term disability, tuition assistance, pension and other options.

Qualifications include a high school diploma and at least two years of recent customer service as well as cash handling experience. In addition, good communication skills, typing ability and math aptitude are required.

Send resume to Box 702:
Observer & Eccentric Newspapers
• 36251 Schoolcraft Rd.
Livonia MI 48150

Equal Opportunity Employer
Minority/Female/Handicapped/Vet.

THE METROPOLITAN AREAS leader in interior design, contemporary and traditional imports has openings for both sales and interior Design Professionals.
Enjoy above average earning potential, pleasant working conditions and benefit package even the starting person. Will train. Call today to take advantage of one of Downtown Birmingham's best locations.
Send resumes to:
MANNEY ENGLANDERS
501 E. Maple
Birmingham, MI 48009
Or stop in person for a schedule an appointment.

TITLE EXAMINER/ATTORNEY
Title agency seeking experienced Title, Examiner. Must be experienced in all aspects of title insurance policies. Interested candidates please send resume to:
One Town Square, Suite 1913.
Southfield, MI 48076, Attn: Chris

500 Help Wanted

TELEMARKETER
Aggressive person interested in working the phone to acquire new commercial business prospects for a property/casualty insurance agency in the Southfield area. May work out of their home. Calls will be Tues., Wed. & Thurs. during business hours. Flexible salary for R. Wolf.
357-2130

Telemarketing
$6-$8/HR
Full & part-time. flexible hours, setting appointments. Servicing our customers at one of our 8 convenient Detroit area locations. Must be mature & have excellent verbal & communication skills. For interview Call Deborah 9am-1pm: 559-5169
An Equal Opportunity Employer

TELEPHONE INTERVIEWERS
★ Needed for highly respected Marketing Research Firm.
ALL SHIFTS. Good phone & communication skills a plus.
IF INTERESTED COME TO:
23000 W. 12 Mile Rd., Southfield
Between Evergreen & Lahser
TUES, NOV 9TH ONLY; NOON-8PM
NO APPT. NECESSARY. NO SALES INVOLVED. IMMEDIATE OPENINGS!

TELEPHONE WORKERS
★ Perfect for handicapped, retired or homemakers. Part-time. No experience necessary, we train. Hourly pay + bonus. Calling these cities Livonia, Farmington, Farmington Hills Call Telemarketing Personnel of the Day 9am-6pm, Mon-Sat., 828-2585

TENNIS DIRECTOR
Private club in Farmington Hills seeks Tennis Director/Assistant Manager. Must have tennis background. Mark, 661-2300

TILE PERSON
Experienced. Replace and repair floors. Full time for suburban property management company. Call Mon.-Fri. 9am-5pm, 356-1030
An Equal Opportunity Employer

TITLE EXAMINER
Experienced Examiner wanted for Birmingham - 316-0979

TITLE INSURANCE - CLOSERS
Title agency, seeking Escrow Title Closers. Must be knowledgeable in all aspects of title insurance. Interested candidates please send resume to:
One Town Square, Suite 1913.
Southfield, MI 48076, Attn: Chris

TOOL CRIB ATTENDENT
Machine shop in Livonia area organized individual with cutter grinding experience. Call Jerry at 591-2083
Attn: Three M Tool & Machine, 8153 Allendale Rd., Walled Lake MI 48390
363-1555

TOOLMAKER/MACHINE
Lathe Operator
4 + Years experience required.
East & West Side Locations
Full Time Positions
Please Call or Send Resume to:
Technical Engineering Consultants
391 Airport Industrial drive
Ypsilanti, MI 48198
1-800-999-7910, 1-313-485-3900

TOW TRUCK DRIVER- 23 years or older. Clean driving record, no felony record, neat appearance. Apply: Ross Towing, 21340 Telegraph Rd, Southfield

TRAINEE MODELER/RUNNER
Auto engineering company seeking Trainee Modeler/Runner. Some metal, wood or clay shop experience helpful. Must be self-motivated and have good driving record.
Send resume and candidates should send resume to:
EUROTECH DESIGN INC.
32751 Edward St.
Madison Heights, MI. 48071

TRANSPORTATION COORDINATOR needed for computer company in W. Bloomfield. Applicant will handle inventory control and will have spread sheet & Word Processing experience. Call Sheryle, 855-5918

TRANSPORTATION DRIVERS, part time. Needed for private rehab facility. Flexible hours & schedule. Good driving record required. Send letter of interest to: PO Box 530306, Livonia, MI 48153. Or call: 474-2760
An Equal Opportunity Employer

TRANSPORTATION MANAGER
Motivated individual needed to manage transportation company. Experience in managing, scheduling & working with special needs of clients in rehabilitation preferred. Send resume to: PO Box 530306, Livonia, MI 48153.
An Equal Opportunity Employer

TRAVEL AGENT/MANAGER
With clientele and minimum 3 years experience. Full time travel office opening in Clarkston/Independence Twp. Salary plus benefits Call
Annette at (313) 363-6405

TRAVEL AGENT
2 years current experience minimum. Good communication skills a must. Full time. Must be self-motivated & be able to work without supervision. Plymouth/Canton area. Apply to Box: 643
Observer & Eccentric Newspapers
3625 Schoolcraft Rd.
Livonia MI 48150

TROPICAL PLANTS SPECIALIST
To maintain our clients plants. Full or part time plus mileage. Call Deb at: 542-9300

TRUCK DRIVERS
Apply Mon-Fri, 9am-3pm
Commercial Vehicle Center
29270 Plymouth Rd., Livonia

TV/VCR TECH FULL-TIME
Warranty work for Lear Viewing sales & service company in Westland. Call Wendy for appt. at: 326-3500

UNDERWRITER ASSISTANT

Ameriwire, a leader in the Property/Casualty insurance industry has immediate full time positions available for experienced Underwriting Assistants.
We are looking for dynamic individuals to join the Ameriwire Team!

Minimum Criteria includes:
• Applicants through Bachelors degree in business or insurance
• Prior experience
• Previous work experience as a Raiser, Underwriting Assistant or Underwriter a plus
• Industry coursework a plus.
• Decision making and negotiation skills desired.

Ameriwire is committed to customer service and employee career development.

Benefit package includes:
• Competitive salary
• 401K plan and profit sharing
• Tuition Reimbursement Program

Candidates should fax or send resume to:

Ameriwire Companies
Don R. Smith - Human Resources
26777 Halsted
Farmington Hills, MI 48331
Fax number: (313)315-8224
Ameriwire is an equal opportunity employer and encourages women and minorities to apply.

VENDING ROUTE PERSON
Lifting required. Neat appearance, reliable, early hours. Apply in person 8:30am-4pm, 901 W Hardy, Farmdale, S. of 9, between Hilton & I-75.

VETERINARIAN ASSISTANT/RECEPTIONIST
W. Bloomfield animal hospital, experience preferred.
Call 851-5202

WAREHOUSE/DRIVER for manufacturing plant. Entry level position. Some heavy lifting. Good driving skills. Excellent driving record. Apply Monday, 30 pm at 12360 Beech Daly, Redford

WAREHOUSE-immediate opening in our office products warehouse. Duties include: order filling, truck loading & unloading, stocking & some maintenance. Experience preferred. Apply in person at: Business Essentials, Inc., 41534 Capperino, in Canton.
An Equal Opportunity Employer

WAREHOUSE- Part Time, shipping, receiving Days, at least 20 hrs/wk. Flexible hours. May become full time. Entry level.
464-2141

WAREHOUSE POSITION
Prime candidate would be a hard-working, self motivated energetic individual who works well others. Shipping & receiving experience preferred. Apply at: 13400 Newburgh Rd. Livonia

WAREHOUSE

Small working warehouse needs individual experienced in all aspects of a warehouse operation. Possible supervisory position. Send resume with salary history to: Sound Engineering, 12933 Farmington Rd., Livonia, MI 48150
An Equal Opportunity Employer

500 Help Wanted

VINYL TILE
INSTALLERS, EXPERIENCED.
Must have own truck and tools, references required. Call 352-4400

WANTED - for W. Bloomfield family entertainment center, couples to work available in food service & skating depts. Must be 18 or older, apply 30 person after 1pm to Classic, 5700 Drake Rd. W. Bloomfield 681-4200

WAREHOUSE - Need hard worker for packing, shipping, receiving & run N-lift now. Hospitalization, life insurance, profit sharing. Send resume with salary requirements to: 300 Sch. Birmingham, MI. 48012

WAREHOUSING/Packaging & Assembly. Manchester, Livonia location. Easy work. Fee Paid.
Lasalco, Inc. 287-6020

WAREHOUSE
STOCK PULLERS
Auto parts warehouse, part time shift 8pm-approximately 1am
Talent Tree Personnel Services
Equal employment opportunities available
Novi area
Mon-Thur 5-8pm
BUMPER to BUMPER
WAREHOUSE
41539 Mayor Ave.
Ypsilanti/Canton/I-275, Canton

WAREHOUSE WORKERS

Dunham's Distribution Center has openings for workers in our 3-11pm, 3:30pm at $4.75/hr. in the warehouse
Must have truck driver wanted with experience and chauffeur license. Wage based on experience.
Excellent benefit package plus discount with 2 months of employment.
Apply between 8-5pm Mon. - Fri.
Dunham's Distribution Center
38170 Amrhein
Livonia, MI 48150
An Equal Opportunity Employer

WAYNE COUNTY COMMUNITY COLLEGE

WCCC seeks qualified instructors for WCCC/J.B. Ford Professional Driving Program. Applicants must have a valid FMCSR, Class A CDL w/No Restrictions, vehicle maintenance experience, Forge Industrial accurement, principles of proper weight distribution, Michigan Safety Council's Defensive Driving course and Professional Tractor-Trailer drivers.

Must have 5 yrs. full time, over-the-road tractor-trailer experience; previous instructional experience preferred, high school diploma or equivalent (Bachelors degree preferred), current long term DOT physical, a clean CDL w/no restrictions, current/no restrictions (except corrective lenses), a clean MVR for the past 3 yrs., no DUI convictions, no felony convictions in the last 10 yrs and must be insurable by vehicle, no misdemeanor or felony convictions ever. Excellent verbal and written skills, 3 professional references to:

WAYNE COUNTY COMMUNITY COLLEGE
801 W. Fort St.
Detroit, MI 48226
Attn: Kathleen Gavrich

WELDER FITTER
Needed.
Canton, Michigan
644-5700

WELDERS, MIG
Experienced only. Short term work, good pay and benefits. Apply in person between 8-11 AM or 1-4 PM at 12 Eagle Industrial Park, S. Mill St., Plymouth.
An Equal Opportunity Employer

WELDERS NEEDED - Full time positions available at Northville manufacturing company. Some experience necessary. Starting wage $6.00/hr. Must be willing to work overtime. Send resume to: BELANGER, INC. 1001 DONELY CT., NORTHVILLE.

WELDERS

Several long term positions available for Warren based client.
We Need You!
Please call or send resumes to:

TECHNICAL
ENGINEERING CONSULTANTS,
391 Airport Industrial Dr.,
Ypsilanti, MI 48198. 313 485-3900

WELDER TRAINEE
Previous welding experience or schooling preferred. Apply in person between 8-11 AM. or 1-4 PM. at BMC Manufacturing, 100 S. Mill St., Plymouth.
An Equal Opportunity Employer

WINDOW INSTALLER
wanted-dependable hard working full time employee to install windows. Will train. Inquire at 356-4057

WORKERS needed for day & afternoon shifts. Steady Carpool. Good pay. Positions available now! Must have valid ID. Call or apply in person, Mon-Fri, 8am-2pm. National Labor Services, 11117 Farmington, Detroit (btwn Lahser & Evergreen). 592-4500

WORK SHOP INSTRUCTORS needed full time $5.70 per hour. Days. Benefit package. Contact Liz or Barbara at 261-7721

PROFESSIONAL VOICES!
Do you have excellent communication skills and work well with the public? Work evenings & weekends, setting appointments off prequalified leads.
Salary:
• $6-$15 to start
• $50 bonus
• No sales involved
• Great hours for students
• Farmington Hills location
Call Adam:
Mon-Fri, 3-9:30pm only
539-3040

502 Help Wanted Dental

ACCOUNTING ASSOCIATE
for Home Health Care

Primary responsibilities include payroll verification and data entry, patient billing and commercial insurance verification. Must have knowledge in the areas of accounting, payable/receivable. Experience in accounting software, WordPerfect and spread sheets a must. To apply, send resume to:
UNITED HOME CARE SERVICES
2200 Commerce Rd. #230
Canton, MI 48187
(No Phone Calls Please)

ACTIVITY ASSISTANT

(Part-time)
Cheerful disposition. High energy level. Patient. Enthusiastic. Techni. Will school graduate. If these are words that describe you and if you enjoy working with geriatric people, apply in person: Meadowbrook West, 18633 Beech Daly, Redford. Equal Opportunity Employer

ASSISTANT for Chiropractic Center. Will train. Highly motivated-able to do 15 things at once. Part-time, Flexible hours. Livonia. 462-2262

ATTENTION - NURSES! LPN's & RN's needed, part time, all shifts, for private duty nursing. 538-0077

BILLER - Large Home Care company practice needs Biller with Medic experience. Full time. Very competitive salary with benefits. Fax or fax/view call MediMatch 651-0652

BUSINESS OFFICE position for busy multi-specialty group. Computer, insurance & patient account collections. Full time. W. Bloomfield. 855-7407

CARING PEOPLE NEEDED

We are looking for caring people who want to work with the elderly in their homes. Compassion & good attitude is important. Experience not necessary. Call Maria or Linda at: ELDERCARE 649-8800

CHAIRSIDE DENTAL ASSISTANT 5 mos to 1 yr. experience minimal. Looking to learn and expand horizons. 30-33 hrs/wk. Ask for Becky 547-2910

CLAIMS FOLLOW-UP POSITION
Computer experience helpful. Send resumes to: ABC, Inc., 19855 W. Outer Drive #110e, Dearborn, MI 48124, Attn: Rita.

RECEPTIONIST with dental office experience needed Tuesdays & Thursdays for Southfield orthodontic practice. Bright, energetic, articulate, motivated. 258-9090

CHA/NA
Full time afternoon/midnights.
Committed, professional personnel needed to join a compassionate, dedicated team. Interested candidates call Lahser Hills Nursing Center, 354-3222

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Our professional caring dental practice is looking for detail oriented, experienced, enthusiastic people person to be a team player. 474-0224

DENTAL RECEPTIONIST - Person-like front desk charisma assistant with complete knowledge of front desk duties. Part time. 362-0710

DENTAL RECEPTIONIST
Enjoy work! Join our professional team. Full time, experience necessary & computer knowledge a plus. Livonia. 425-4206

DENTIST needed to lease, operate or buy a dental practice in Berkley, Mich. Gross income about ¼ million dollars per year. Very busy dental patients waiting for service. Please call Dr. Al Hall, 547-0100 Monday. If I don't want to lose patients.
582-6222 leave message. 582-1448

HOME HEALTH AIDES

Experienced. FULL & part time-all shifts. Driving. Own car. Bonus program includes annual, attendance, holiday & referral bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people. Minimum 1 year experience. Call 2-5pm!

EMPA-CARE IV 455-1061

HOME HEALTH AIDES
COMPANIONS
HOMEMAKERS
LIVE-INS
Field staff for private duty home health agency. Offices located in Wayne, Oakland, Washtenaw and Monroe counties. Experience working with the ill, elderly or disabled required. Must be available for work at least 20 hours per week. To apply, call
Livonia (313) 591-8829
UNITED HOME CARE SERVICES
2200 Commerce Rd. #230
Canton, MI 48187

HOME HEALTH AIDE- caring individual for those needing personal care in their own home in West Wayne, East Washtenaw counties. Part or full time, flexible hours. Weekend and Overnight. Experience preferred or free training provided. Call HHC, 9-4 week days: 971-4200

HOME HEALTH CARE COMPANY
Has a very sharp individual with customer service experience. Medical background helpful. Must have good phone techniques and typing. Apply in person, 8430 Sheldon Rd. Plymouth, MI 48170

LPN DR MEDICAL assistant for busy Dearborn Heights practice. 25-30 hours per week. Please send resume to: KCB, 503 Pierce, Birmingham, MI. 48009 or call Jan at Diane. 645-1740

LPN's/RN's

Young adult patients
In Farmington & Livonia
VENT EXPERIENCE HELPFUL
2nd & 3rd shifts available
LPN's up to $16/HR'S up to $20.
BINSON'S ASSISTED LIVING
755-0570 or 500-922-6528

PART TIME, RECEPTION/TYPIST
Days. Dearborn ophthalmology office. Experience in light transcription.
278-4088

MEDICAL ASSISTANT needed full-time. Receptionist experience preferred. Northville Area.

MEDICAL ASSISTANT for high volume internal medicine & family practice. Part time. Experience required. Full & part time available. Rate of pay based on experience. Please call 538-2220

MEDICAL ASSISTANT - Chairside for busy Livonia general dentistry practice works Mon-Thurs., approx. 30 hrs., no weekends. Salary related to experience. Send resume & letter of interview to: Dr. Rubin, 28275 Five Mile Rd., Livonia MI. 48154. 513-5100

MEDICAL ASSISTANT/part time. Salary commensurate with experience & skills. Some experience necessary. Livonia. 427-9222

MEDICAL ASSISTANT
Part-time, possible full time. Experience in ENT, audiology, X-ray, computer experience a plus.
Ask for Denise at: 462-1991

MEDICAL ASSISTANT
Part time, 2 years experience, EKG, x-rays, injections, etc.
MEDICAL RECEPTIONIST
Part time, One year experience, Dearborn & Livonia
Livonia 261-1740

MEDICAL ASSISTANT
Wm lab & computer experience
Livonia 476-5221

MEDICAL ASSISTANT - full time days in Farmington Hills, must be experienced in venipuncture, EKG & x-rays. 513-2000 ext 208

MEDICAL ASSISTANT
Experienced for busy dermatologists' office in Southfield. Approx. 37 hrs./week. Benefits. 353-0580

MEDICAL ASSISTANTS - Needed Part time & various shifts available in Oakland & Wayne counties. 6 months experience required. $11/hour to $12/80 per month. Call Martha to schedule an interview. Temporary to Perm. 443-5594

MEDICAL ASSISTANTS

Our rapidly growing Health Care Company has immediate full time positions available at several locations.

Must have 1 yr. medical assistant experience in office/clinical setting or completion of an externship at one of our affiliates as part of a formal Medical Assistant program. Certification preferred.

Candidates interested in working part-time may apply Mon-Thurs., 8am-12noon or send detail resume to:

PROVIDENCE

Hospital & Medical Centers

EQUIPMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI. 48076
An Equal Opportunity Employer

MEDICAL BILLER, experienced for OB-GYN office in Farmington Hills. 2-3 days per week. M & S system knowledge helpful. 626-0971

MEDICAL BILLERS - Immediate openings in West Bloomfield, Livonia, 2 yrs. experience required, salary based on knowledge and experience. Call Bonnie at Tempro Medical. 442-0584

MEDICAL OFFICE ASSISTANT
Experienced for podiatry practice in Hamtramck. Pleasant outgoing personality required. Send resume and cover letter to: 34020 W. 7 Mile Rd., Livonia, MI 48152.

MEDICAL BILLER/CASHIER
Full time, 5 yrs. experience in an insurance & multi-specialty clinic. Must have good typing & computer skills. Send resume, wages and benefits. Send resume to:
Attn: Medical Administrator
5050 Schaefer
Dearborn, MI 48126
All Replies Confidential

MEDICAL DELIVERY/
SERVICE TECH
For durable medical equipment corporation has immediate position available. Requires excellent driving record, some mechanical skills & people-oriented. Salary & benefits. Send resumes to:
MED TECH MANAGER
P.O. Box 2518
Southfield, MI 48037

MEDICAL RECEPTIONIST
Experience preferred. Birchwood Hills, Farmington. 553-3900

MEDICAL RECEPTIONIST
full time, experienced, computer knowledge billing. Medicare, Blue etc. Garden City. 261-6252

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
PART TIME
For busy 2 office ophthalmology practice, Bloomfield Hills & Auburn Hills. Experienced only need apply. Fax resume to: Oakland Hills Family Eye Care, attention Margie: 2995 Woodward, Bloomfield Hills, MI 48304

MEDICAL ASSISTANT

Full & part time, great opportunity for the right candidate. Must have clinical skills. All replies confidential. Please send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

MEDICAL BILLER
Experienced in all insurances & computer billing, also offers good benefits, good environment. Immediate opening. Resume to: Box 730
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLERS

Many new openings for physician office people in Southfield area practice. Internist, oncology, & rheumatology. Also need MT/MA specific. SOM or diversified expertise. Dialysis/Internal Medicine. Call for city or corporate office locations. Terrific salary packages, great benefits! Send resume to Diane Keller:
Diane Keller: 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Full-time hours/Dry Bar/Grill/Restaurant
Experienced with benefits.
Barb, 543-7520

MEDICAL RECEPTIONIST
Full time for busy orthopedic office in Bloomfield Hills. Experience required.
334-4535

MEDICAL RECEPTIONIST. Dependable, conscientious, good communication & clerical skills for busy medical office, full time. 737-9868

MEDICAL RECEPTIONIST
Needed full time for Novi Podiatrist. Mature, well organized, self-directed individual. Experience preferred.
476-1501

★ MEDICAL RECEPTIONIST

Needed in Farmington Hills office. Experience preferred. Part-time, full time, Leave message 737-9868

MEDICAL RECEPTIONIST BILLER
Sinai Ambulatory Service Division is seeking an experienced Receptionist/Biller for our Dearborn Heights practice. The ideal candidate will have at least 1 years experience in Medical Receptionist experience and knowledge of the MSS billing system. We are offering a full benefits package for this position, including vacation pay, and health care coverage. All interested may apply in person at 201 S. Telegraph, Bldg. 2, Dearborn Heights, or call 274-3320.

MEDICAL RECEPTIONIST

Immediate full-time position available for busy out-patient, Livonia Office. Please send resume to:

Recruiter/Med Receptionist
DMC Oakland Health Services
41935 W. 12 Mile Rd.
Novi, MI 48375

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

MEDICAL SECRETARY

LONG-TERM position available in Southfield.

• Knowledge of WordStar 6.0 or WordPerfect 5.1
• Medical terminology or medical billing a plus!!
• Type 50 wpm

DON'T MISS THIS OPPORTUNITY!

TODAYS TEMPORARY 649-4455

EOE

MEDICAL TECHNOLOGIST
Part time, ASCP certified, busy practice, Southfield area, 5 days per week, and one Saturday per month.
Call, 477-0100 ask for the Lab

Part-time, 2-3 days per week. Needed in busy Orthopedic practice. Varsity Medical Oncology & IV experience preferred. Please call: 258-4300

RN's • LPN's
HOME HEALTH AIDES

VISITING CARE, a leading home health care agency is looking for caring professionals to work 1:1 in a variety of client homes. We offer competitive pay, weekend and midnight differentials, and flexible scheduling. For more information call 344-0234

RNs/LPNs
Shelby Nursing Center is currently hiring RN's and LPN's for afternoon & midnight shift, full & part time. Enjoy above average wages and a beautiful working environment. Apply at 45100 Schoenherr, ½ mile N. of Hall, near Lakeside Mall.

RN's- Wanted for per diem visits. High tech & skilled nursing. $25-$40 a visit for cardiac, oncology & more. Call: With Care, 356-5432

R.N. part-time for Farmington Hills Allergy Office. No weekends. Send resume to: P.O. Box 3102
Farmington Hills, MI 48333

SECRETARY/Telemarketing- Confident, enthusiastic, outgoing person w/good telephone skills needed for part time work in our Livonia dental office. 476-1960

SENIOR BILLER - For 4-physician Network pediatric practice. Min. 3 years experience. Proficient in all 3rd party carriers. Please Call Lisa at 557-1170

FRONT DESK
Need friendly person for busy Livonia internist office, 20 hrs. per wk. Please send resume to:
4155 Autumn Ridge Dr.
W. Bloomfield, MI 48323

SPECIAL SENIOR NEEDED
to help create friendly hardworking staff give our patients the loving care they deserve. We are a busy family dental practice in Livonia and are in need of part time office help. Experience in the preferred. We'll teach the easy stuff.
Call after 1pm 421-3090

SURGERY SCHEDULER

Full-time position in a major Ophthalmology Practice located in the Detroit Medical Center. Experience in scheduling surgical procedures, coordinating patients on various physicians' schedules, maintain operating room, present charts.
Send resume to: Box 716
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT
40 hours weekly for Livonia area sub-contractor. Knowledge of construction invoices preferred. Lotus & Construction Manager software also required. Non smoker. Resumes with salary request & referenced to: PO Box 700488, Plymouth, MI 48170

ACCOUNTING

Want a Permanent Job?

Look at this option:
The latest employment trend shows an increase in "Temp to Perm" placements.

Include this opportunity in your job search. Your ONLY investment is your time. Call today!

354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS PAYABLE CLERK
Growing distributor seeking full time Accounts Payable Clerk. Experience and ability to learn computer system necessary. Also includes other general office duties. Send resume and cover letter to: Books Inc., P.O. Box 2010, Ferndale, MI 48220

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
DATA ENTRY
FULL CHARGE BOOKKEEPERS
PAYROLL

Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients use the temporary to temporary placement to find permanent employees.
Call the office nearest you for an appointment.

accountemps
Southfield – 357-8387
28588 Northwestern Hwy. #250
Southfield, MI 48034

Troy – 824-9050
201 W. Big Beaver #310
Troy MI 48084

Vacation & Holiday Pay
Health Care Benefits Available, EOE

ACCOUNTING CLERK – Accounts payable & payble, construction experience preferred. Send resume to: 26133 Plymouth Rd., #200, Redford, MI 48239.
An Equal Opportunity Employer

ACCOUNTING CLERK

Part position with diversified service firm. Accounts payable and receivable. Light typing. Some experience. Call Alice 546-5168
Uniforce Temporary Services

ACCOUNTING CLERK,
SECRETARY & TELLER CLERK
3 positions. Full & part time available. Experience in any of the above. Call Lotus required. Submit resume to: GGC Administrative Office, Ste. 307, 4555 Corporate Dr., Troy, MI 48098.

ACCOUNTING CLERK

Detroit Center Tool, a leading manufacturer of computer welding systems, is currently seeking an Accounting Clerk. The desired candidate will possess experience with WordPerfect 5.1, Lotus 1-2-3 and data base knowledge, bank reconciliation, general ledger coding, and filing.
Typing skills preferred or equivalent experience.

We offer competitive benefits which include: flexible spending, 401K and much more.
Apply in person, MAIL or FAX resume to:

Detroit Center Tool

20101 Hoover Rd.
Detroit, MI 48205
313-839-9800

ACCOUNTING

Management company is seeking a person for Accounts Receivable & general accounting tasks. Lotus & WordPerfect experience. $17,000 to $21,000 plus benefits. Send resume to: Controller, 29566 Northwestern Hwy., Suite #700, Southfield, MI. 48076.
Fax #: 557-6442

ACCOUNTS PAYABLE
Immediate openings. 2 yrs experience, detail oriented, organized, ability to work with people. Please send resume with salary requirements to: Personnel Department, Sovereign Sales, 38200 Amrhein St., Livonia, MI 48150

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
ACCOUNTS PAYABLE
Varied permanent positions from Farmington Hills corporation.
Diversified Recruiters Co.
344-8700 FAX 344-6704

ACCOUNTS PAYABLE CLERK
Suburban farm area organized individual with 2 + yrs. accounts payable experience. Version of Lotus. Great opportunity! Terrific benefits!

ADMINISTRATIVE SECRETARY
Marketing firm desires professional with WordPerfect, Lotus & Computer Service skills to assist in day to day operation. Benefits, Optical & Tuition!

ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 737-8150

ACCOUNTS RECEIVABLE BOOKKEEPER
With computer ability.
5 days/week, Pontiac.
Call 853-2000
Voice Mail #2254

ACCOUNTS Receivable/Secretary
Challenging part time position for person with strong background, fast learner & computer experienced. Sawyer manament. $7 per hour. 932-7000

ACCOUNTS PAYABLE
Interesting opportunity available for Accounts Payable Clerk. Must be experienced for busy dental practice. Detailed payables. This position requires diversified responsibilities. Temporary position, possibility of permanent.

ACCOUNTEMPS

Phone Fax
357-8367 358-041
28588 Northwestern #250
Southfield, MI 48034
EOE/Healthcare Benefits Available

ACCOUNTS RECEIVABLE

Growing company seeking person with good math skills, can key & process information accurately. Full time with benefits. Send resume to:
HUMAN RESOURCES
45646 PORT ST.
PLYMOUTH, MI 48170
Confidential

ACCOUNTS RECEIVABLE CLERK
Farmington Hills corporation has immediate position would have several years of experience using WordPerfect 5.1, a real estate legal or executive secretarial background, good grammar, proofreading skills, & attention to detail. Salary & other benefits, good starting pay, paid vacation, sick days. Send resume with salary requirements to: Box 686,
Observer & Eccentric Newspapers
3625 Schoolcraft Rd.
Livonia MI 48150

FAST PACED OFFICE. Full time. Invoicing, accounts payable, word processing. Experience preferred will train. Call Mary Ann Arbor, Canton, 454-5403

APPLY TODAY

• Data Entry
• WordPerfect
• Lotus 1-2-3
• Switchboard
• Microsoft Word

ADIA

THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

ADMINISTRATIVE ASSISTANT/Receptionist

Next Level

RESPONSIBILITIES
Answering phones
Typing proposals
Maintaining data base
Accuracy with numbers
Detail oriented

MINIMUM REQUIREMENTS
Word Perfect 5.1
Excel (windows)

SALARY
$9.00/HR

CALL:

EXPRESS

Personnel Services
Farmington Hills, 474-5000
Troy 643-8580

ADVANCED CLERICAL - Farmington Hills office has immediate need for a position would have several years of experience using WordPerfect 5.1, a real estate legal or executive secretarial background, good grammar, proofreading skills, & attention to detail. Salary & other benefits, good starting pay, paid vacation, sick days. Send resume with salary requirements to: Box 686,
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ADIA

THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

EXECUTIVE SECRETARY

Flint Ink Corporation, the industry's largest American-owned printing ink manufacturer, has an immediate opportunity for an Executive Secretary for the Quality Dept. at our Corporate offices located at I-96 and Telegraph.

Requirements include machine transcription, typing/word processing skills, PC proficiency in Lotus, Word Perfect and Harvard Graphics (all for Windows), shorthand a plus.
Occasional overtime required.

A comprehensive benefits package including profit sharing and a competitive starting salary is being offered. Qualified applicants should send resume to:

FLINT INK CORPORATION
Attention: Human Resources Dept.
23105 Schoolcraft
Livonia, MI 48150-1804
Equal Opportunity Employer

Mortgage Loan Officers

Livonia based full-service mortgage company is expanding its loan orgination staff. If you're a loan officer in the residential mortgage business we want to talk to you. We offer great benefits, aggressive commission structures and opportunities for advancement.

Call (313) 953-4000