EMPLOYMENT

500 Help Wanted

Manager trainee

OUTDOOR & SPORTS MINDED INDIVIDUALS

Company expanding into area needs a few enthusiastic go-getters for fast track, 60 day management training program. $375-$525/wk. while in training. First come - first served. Call Scott

459-7070

MANAGER TRAINEE

A growing retail shoe repair chain is now accepting applications for a manager trainee. The candidate selected will be trained in all phases of the store operation. No experience necessary. We offer an attractive benefit package which includes:

- Insurance.
- Vacations.
- Holidays.
- Bonuses.
- Company discounts.
- Advancement opportunities.

For prompt consideration, please send resume to:

Patts Inc.
T.A. Director, Detroit
3350 S Mike Rd.
Grand Rapids, MI. 49504
An Equal Opportunity Employer

MATERIAL CONTROL SPECIALIST

Automotive supplier is seeking applicants to fill a Material Control Specialist Position.

The candidate must have a Bachelor's degree with practical experience in a materials position, preferably in the automotive area. The candidate must possess demonstrate excellent written and verbal communication.

Responsibilities of the open position include: purchasing of raw materials, coordinating all shipping and receiving activities, production scheduling and inventory control.

We offer a competitive compensation and benefits package. Interested applicants should send a current resume and salary history to:

Box 144
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

MILITARY POLICE

Needed in the Army National Guard. Great job, training, plus G.I. Bill. 968-0400 or 968-4391

MORTGAGE PERSONNEL

World Wide Financial Services one of Michigan's fastest growing mortgage companies is looking for experienced loan processors, and loan reviewers. Please call 647-1199 Ext 427 or Fax resume: 647-3522

National Company

MPI looking for 10 people for in-house fundraising. $6.00 an hour guaranteed to start. No experience necessary. 40 hour permanent position. Call Mr. Warren at 980-1700

NO EXPERIENCE REQUIRED - local company dealing with electrical maintenance equipment need 25 people such as: construction workers, high school or college graduates, factory workers, dissatisfied people who are looking for a new career. Permanent full time positions ranging from set-up & display to management training with company training, rapid advancement, no lay-offs, guaranteed income, if you are neat & willing to work, call Thur - Mon. 9am-5pm. 981-2879

OFFICE CLEANING - Part time evenings. Health & Life insurance program. Must be energetic and reliable. Telegraph & Woodward, Bloomfield Hills area. Call, 421-3158

500 Help Wanted

MASTER MECHANIC

Involvement, a must for a hands-on person in press repair, electrical controls, hydraulics, machining & fabricating. Experienced only need apply. Full or part-time. Resume to:

Box 744
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MORTGAGE ORIGINATORS

Is your production limited by inflexible underwriting criteria? Your options are many at JMC - We fund through:

- Standard Federal Bank
- Republic Bancorp
- First Security Savings Bank
- Ford Credit
- Countrywide Funding
- Chemical Bank

and many other reputable mortgage banking institutions.

Our product menu includes:

- Conforming
- JUMBO
- FHA/VA
- D & C PAPER

Jamestowne offers the products necessary for the expanding purchase market coming in 1994!
Contact: Jen Kral at:

953-3700

JAMESTOWNE Mortgage Corporation
37799 Prof. Center Dr., Livonia

NOW HIRING - Manager and Sales Rep for Sandy Beverly. Apply in person at: 26384 Ford Rd. Dearborn Heights. Managers call: 562-2050

OFFICE ASSISTANT

Video Production Company. Must energetic & upbeat. Basic computer skills necessary. Full-time. Call Jennifer 8-5.

OFFICE CLEANING - Part time evenings. Health & Life Insurance program. Good hours for students, homemakers & retirees. 59 & Crooks Area, (Rochester). 421-3158

OPERATIONS ASSISTANT

Part-time position. Requires knowledge of MS-DOS & windows operating systems and PC hardware. Should be familiar with Lotus 123 & WordPerfect problems. Needs to be handy with tools. Duties consist of: Helping to maintain & upgrade company' PC's, Moving & assembly/repair furniture. Install telephone & data lines as needed. Load vending machine & perform other misc. duties. Ideal for college student, Southfield area. Call Mr. Richards:

313-799-9551

ORGANIST/CHOIR DIRECTOR

Garden City Presbyterian Church. Salary negotiable.
1 Choir, 2 Services. 421-7620

PACKAGING SUPERVISOR

Rapidly growing contract shrink & blister packaging company seeks conscientious, hardworking, reliable person to lead 2-8 others. Must have good common sense & be flexible & versatile. $9-$7.50/hour + benefits.
Apply to: Efficient Packaging, 12341 Stark, Livonia

PHOTO LAB (Commercial) needs production oriented people. Printing, mounting, counter, etc. Troy area. 689-3040

PERSONNEL COORDINATOR

Detroit company has a full-time opening in administrative office. Candidates will have accounting background and ability to work with little supervision. Previous experience in human resources related area a plus. Duties include: employee payroll, insurance, employment taxes, accounts receivable/payables, interviewing, employee testing. This position is for a motivated hardworker who is willing to accept challenges. Qualified candidates forward resume and salary requirements to:

Human Resources Dept. Inc.
1700 W. Fort St., Ste. 100
Detroit, MI 48216

500 Help Wanted

OIL CHANGE TECH

Must be professional, self-motivated & have mechanical ability. Farmington Hills.

553-0812

OUTREACH COORDINATOR

Dynamic organized self motivated individual desired for a non-smoking Royal Oak office. Primarily responsible for giving outreach presentations to civic groups, typing and phone etiquette. Full time with benefits. Send resume and salary to: DC-4, 4000 Crooks Rd., Suite 204, Royal Oak, MI 48073.

PHOTOGRAPHERS

Wedding photographer needed for the 1994 period. Medium-format equipment provided. Will train the right individuals with personality, desire & access to transportation. Pay commensurate with experience. Resumes: Inforonica, 23370 Commerce Dr., Farmington Hills, MI 48335.
Or call Mary: 476-2500

PHOTO LAB TECH

Full time, experience necessary for 1 hour photo lab.
CONCORDE 1 HOUR PHOTO
Discount Plaza
Maple at Telegraph
855-9858

PORTER - part time. Mon. 9-5:30, Wed. & Fri. 12:30-5:30. Duties include vacuuming carts, lawn work, running errands, retiree welcome. Applications accepted Tues. Wed. Thurs. 9-3:30 at American Rent A Car, 23510 Plymouth Rd. Redford

PORTER - Prototype shop has immediate opening for reliable Porter/Driver. Duties include light shop maintenance and deliveries. Valid Michigan driver's license and good driving record. Apply at:
Globe Engineering, Inc. 38415 Schoolcraft Rd., Livonia, MI 48150.

PORTERS NEEDED

Auto dealer looking for part-time service porters. If you are hard working, dependable & have a clean driving record we've got the job for you. Call Therese at Rosenau Hyundai at:

565-5100

PRESS OPERATOR

3 years experience required. Top rates, steady employment & excellent benefit package. Apply at: Greenfield Die & Mfg. Corp., 8301 Ronda Dr., Canton, MI 48187.
NO PHONE CALL PLEASE

PRODUCTION WORK

Part time for tool shop in Plymouth Vertex Machining
416-9020

PROGRAMMER/SYSTEMS ANALYST

Full time. Southfield location. Seeking individual needed to manage systems & design segment of M.I.S. Department. Excellent knowledge of Dbase or Cobol language, VAX/VMS. Previous management experience required. Send resume, including salary requirements to P. O. Box 5091, Southfield, MI., 48086.

REAL ESTATE Land Specialists needed. Will train. Excellent income & growth potential. Call for an appointment. 615-4633

QC INSPECTOR

Hi-Tech company in Troy seeks QC inspector for bench position in receiving department. Requires a hand-on knowledge of instruments used for basic mechanical and electrical measurements, use of sampling plans, SPC and QC recordkeeping. Minimum 2 yrs. experience. Good vision and color perception are essential. MIL-SPEC familiarity preferred. Qualified candidates send resume & salary requirements to Dept. AE, P.O. Box 354, Clawson, MI 48017
E.O.E. M/F/H/V

REAL ESTATE SALES

$25,000 guaranteed income program combined with an excellent training... yours for a phone call to:

Ann Murray
651-8000
Start Your Real Estate Career
The Successful Way!
Smoke Free Environment

500 Help Wanted

PRINTER

Immediate position available for an experienced printer to run Heidelberg Kord. Please apply in person at: 13821 Emira, Detroit, MI. or call (313) 834-3990

PRINTING - Westside commercial printer seeking experienced individuals for pre-press and/or press positions. Call after 1PM 459-2950
Or send resume to: 1326 Goldsmith, Plymouth, MI 48170.

PRODUCTION DEPARTMENT

An excellent opportunity for a detail oriented, well-organized person to join a rapidly growing, high-tech company. Must be experienced with processing & shipping, complex customer orders, via Federal Express. Ability to work with PC Software also required. Resumes to: Inforonica, 23370 Commerce Dr., Farmington Hills, MI 48335.
Or call Mary: 476-2500

REPUBLIC BANCORP MORTGAGE INC.

One of Michigan's largest residential mortgage lenders, is seeking qualified individuals to join our growing organization.

The following opportunities are available in our Farmington Hills quarters and surrounding branch offices:

- Quality Control Underwriters
- GNMA/FNMA Investor Reporting Specialists
- Lead Processor - (Sterling Heights)
- Foreclosure Specialists
- Clerical (Hgvn)

Republic offers a competitive salary commensurate with experience, excellent benefit package, smoke-free working environment and opportunity advancement. If you are a hard working, dependable individual seeking challenging, rewarding opportunities with a successful team, please submit resume and cover letter with salary requirements, in confidence to:

Republic Bancorp Mortgage Inc.
Human Resource Department
31135 Northwestern Highway
Farmington Hills, MI. 48334

An equal opportunity employer.

RESEARCH INTERVIEWERS

Day (8:30-5:30), evenings (5:30-9:30), & late shift (7-12am) available, some weekends. Great opportunity for students or those needing 2nd job. Conduct telephone interviews from our Troy office (no sales). Work 10-35 hours per week, light typing needed. Call for more information: 637-1615

SECURITY

Full time position involving property protection at large warehouse complex in Plymouth. Medical/dental, paid vacation, 401K. For immediate consideration call

451-5990

SENIOR Companion Supervisor & Assistants

Wanted at senior community in Farmington Hills. Full time salary with benefits. Apply in person: 36550 Grand River Avenue, between Drake & Halsted.

SHEET METAL TECHNICIAN

Prototype Sheet Metal Technician required for automotive prototype. Working on advanced concepts and will require innovation and creativity. Send resume or apply in person to: Globe Engineering, Inc., 38415 Schoolcraft Rd., Livonia, MI 48150.

SILK SCREENER

Established firm in Tiger Stadium area is looking for applicants for silk screening department. Will train. Experience not necessary. Long term opportunity. Hours: 8-4:30, 40 hrs. weekly. Send work history to: PO Box 06098, Detroit, MI 48206.

500 Help Wanted

SALES MANAGER

For residential sales office. Must have experience in selling real estate. Please call for confidential interview, Barbara Wallacavage, 474-3303.
ERA COUNTRY RIDGE REALTY

SALES PERSON for a specialty food shop. Opening soon in Rochester. Full & part time.
656-3107

SHIPPING/RECEIVING

Person needed for Fluid Power Company. Shipping/receiving includes misc. duties. Apply in person.
CALL 313-476-6338

★ SHIPPING/RECEIVING

Individual needed for auto motive supplier. Must have excellent attitude & enjoy physical work. Excellent pay & benefits.

MACHINE OPERATORS

Injection molding and screw machine operators needed. All 3 shifts. Experience preferred.

Apply in person: GEL INC.,
34000 Autry, Livonia, MI.

SHOP LEADER

CNC experience helpful. Welding area. Production work.
Call 349-0780

SNOW SHOVELERS AND/OR PLOWERS

Shovelers: $8/hr. Plowers: Rate negotiable. 360-8462

SNOWPLOW DRIVERS WANTED

Experienced Drivers Preferred
On the job training
591-3191

SNOWPLOW DRIVERS with CDL & Snow experience. Also hiring experienced. Must be reliable.
591-0810

SNOWPLOWERS

With own truck
Top wages, steady work, good company.
422-3232

SNOW SUB CONTRACTORS: Driveways & sidewalks. Apply at: Murphy Landscaping 9640 Commerce Rd. Commerce Twp 363-1620

SOFTWARE

ENGINEERING MANAGER

With talent to become VP of Product Engineering to lead a team in building software for intelligent data management system for large massively parallel processing architecture. Tracks an emerging growth company in Ann Arbor, MI, designs, develops & markets the world's most intelligent data systems for pattern recognition, compression and database management. Candidate's competencies must be a team player & have lead programming through 2 + commercial software projects, starting from requirements definition and continuing into production. Proficient in 'C', UNIX & MS-DOS. Experience developing X-Windows or Motif Windows. 4-4 year degree in math, science, EE or computer science with strong math sequence. Knowledge of relational database and SQL. Prefer experience or solution in research in C++, parallel processing environment & advanced math, statistical methods, or fuzzy field theory.
(313) 663-6622

SPORTS SCOREPHONE ANNOUNCER

Good opportunity for communications major with general sports knowledge. Our part-time week. Must be available weekends and holidays. $5.00 per hour.
Call John Stobbs. 313-540-2149

START THE NEW YEAR WITH A NEW JOB
Light Assemblers & Packagers Needed
Day & Afternoon Shifts
entry level positions
$5-$5.85 per hr.
No experience necessary.
Wayne, Westland, Romulus, Canton, Belleville areas.

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

STOCK/RECEIVING POSITION

Experienced Health Food and Supplements necessary. Apply in person at: Zachary Health Foods, 34164 Plymouth Rd.

SWITCHBOARD OPERATOR RECEPTIONIST

Apply in person. Ask for Barb
Bill Cook Buick
37611 Grand River
Farmington Hills
471-5900

TAX PREPARER

Plymouth area CPA firm seeks experienced individual income tax return preparer to prepare computer tax returns. Feb.-April. Send resume to:

Drawer 5520
Plymouth, MI 48170

TAX PREPARERS

for high volume tax office. Upcoming tax season. Pleasant suburban office. 561-8433

TEACHING ASSISTANTS needed for nationally accredited child care center in Livonia, full and part time, great benefits. 525-5767

TOOL MAKERS

Tool manufacturer specializing in quality injection molds is seeking applicants for the following positions:
CNC Mill Operators:
Min 3 yrs. experience
Boring Mill Operators:
2 + yrs. experience
Moldmakers (Level-set & Upgraders)
Plastic Injection Mold building experience
EDM Operators: 3 yrs. experience
Tool Designer:
Mastercam/CV Caddo 4x

Competitive wages & benefits. 56hr. week. Please call (313) 584-9419

TOW TRUCK DRIVERS NEEDED

Farmington Hills Area
Experience preferred
Please call (810) 471-5763

TRANSLATOR - needed for hearing impaired, preferably licensed real estate person. Call Joe Durso, 261-1407

TRAVEL AGENT

Must have at least 2 yrs. experience in Sabre, cruises, domestic and international leisure travel. Contact Chuck Randolph. 543-5050

TRAVEL AGENT

2 years experience minimum For Livonia travel agency. System One preferred. Salary plus commissions. Call for appointment. 473-5345

TRUCK DRIVER

$7.50/hr. to start. Class B license w/air brake endorsement. Good driving record. Clean drug test. Livonia.
810-629-2638

UPHOLSTERER - Clean, production manufacturing environment. Full time/part time. Willing to train motivated, self-starter. Pay commensurate w/skill level. 464-1888

WANTED
DEPARTMENT STORE MANAGER TRAINEES

We are an aggressive retail company & offer an extensive training program for those individuals that are reliable & have a strong desire to be successful. If you feel that you are a winner & have what it takes to be a successful manager & want to get ahead in life, this is the position you've been waiting for. Apply in person Mon-Fri, 10am-4pm, 953 Manufacturers Dr., Newburgh/Cherry Hill area, Westland.

WAREHOUSE

Hardworking self starter for shipping & receiving and running hi-lo in small warehouse. Blue Cross, life & disability insurance & profit sharing. Send resume & salary required to:
Personnel Manager, Box 308
Birmingham, MI 48012

500 Help Wanted

WAREHOUSE ASSISTANT

Local construction equipment supply company needs hardworking, responsible individual to run warehouse. Must be experienced in truck assembly. Call Rob: 459-3640

WAREHOUSE POSITION

Well established company full time with a growing company. Full benefits and excellent pay. Looking for an aggressive, hardworking person. Send resume to: P.O. Box 436, Wixom, MI 48393

WAREHOUSE/PRODUCTION

Production Technician. Need a high, mechanically inclined individual with a clean driving record willing to work overtime when needed. Send resume to: Production, 32615 Park Lane, Garden City, MI 48135 or call 522-5530

WATER SAFETY INSTRUCTORS/LIFEGUARDS & SWIM LESSON ATTENDANTS needed by Novi community education for swim classes starting Jan. Pick up applications at 25345 Taft Rd., Novi. N. of 10 Mile.

502 Help Wanted Dental-Medical

ACCOUNTANT

A full time position exists for an Accountant. Applicants must have Bachelor's degree in Accounting plus with a minimum of 3 years of health care accounting experience, a thorough understanding of Accounting Principles and the ability to analyze general business practices, data flow (system) and its relationship to accounting applications. Applicants must also have a proficiency in PC spreadsheet and computerized systems (A/P, C/L, P/A, P/R, A/R) use. We offer an excellent salary and benefit package. Please submit a resume to:

Human Resources Dept.
ST. MARY HOSPITAL
36475 W. 5 Mile
Livonia, MI 48154
An Equal Opportunity Employer

ADMINISTRATIVE: Part time (20 hours per week) Duties include: recall on appointments, filing, lots of phone time! Plymouth/Canton area.

Voice Mail 98 7130

BLOOMFIELD HILLS growing after Debbie Cosmetics is hiring RN/LPN, Medical Assistant, Medical Receptionist. Top rates for the right people. Send resume to: P.O. Box 592, Bloomfield Hills, MI 48303

BUSINESS ASSISTANT

Modern & progressive dental office, full time. Experience preferred. Salary commensurate with experience.
Call 968-5545

CHIROPRACTIC ASSISTANT / RECEPTIONIST

Mature individual needed for busy Farmington Hills office. Computer experience a plus. Good pay & personality a must. 471-7188

DENTAL ASSISTANT

Needed for a busy, team-oriented office.
Call: 478-2119

DENTAL ASSISTANT

Needed full-time for Plymouth office. Experienced. Expanded duties. Call Diane. 453-4070

DENTAL ASSISTANT

Experienced dental assistant needed immediately available in progressive Northville office. No Friday or Saturdays. 349-3560

DENTAL ASSISTANT

Full-time. Experienced for W. Bloomfield office. Mon. thru Thurs. & everyother Sat. 737-2090

DENTAL ASSISTANT

Henry Ford Medical Center - West Bloomfield has an opening for a Dental Assistant. Part time with benefits, days.

Requires completion of a Dental Assistant course and have nine months of on-the-job training

Qualified candidates should send resumes to:

Henry Ford Health System
Employment Division, Dept. JK
600 Fisher Building
Detroit, MI 48202

An Alternative Action/Equal Opportunity Employer M/F/D/V

DENTAL ASSISTANT - Experienced, full time assistant needed in busy Novi dental office. No Wednesdays or Saturdays. 476-8121

DENTAL ASSISTANT

Wanted for Southwest practice. Full time position available for energetic, experienced Dental Assistant. Mon-Thur. Benefits available. Call Laura 313-354-1555

DENTAL HYGIENIST

Evenings & Saturday
Southfield office. Excellent pay. 355-9800

DENTAL HYGIENIST

Needed full time for busy North Troy practice. Please call 477-7230

DENTAL HYGIENIST

Progressive dental office in Farmington Hills looking for full & part-time Hygienist. Please call 474-2292

DENTAL HYGIENIST - PART TIME

Our quality dental office is seeking an enthusiastic, motivated & thoroughly Hygienist to join our team oriented family practice. Please submit resume/salary history to: PO Box 563, Birmingham, MI. 48012-0563.

DENTAL OFFICE in Downtown Plymouth seeks financial administrator with assisting back ground for progressive team oriented practice. Call 453-1190

DENTAL RECEPTIONIST

Needed for friendly family practice Northville area. Experience preferred. 348-3020

DENTAL RECEPTIONIST

Part time, Monday & Thursday, 4-8 & Saturdays, 8-12. Excellent salary. Great work environment. Livonia office. 591-3636

DENTAL RECEPTIONIST

Mature person needed 2 days/wk. and every other Sat. Farmington & W. Beach Dairy area. Call between 9am-4pm. 531-1300

DENTAL RECEPTIONIST/Assistant

Excellent opportunity
4 days & 30am - 4:30pm
Southfield 353-5555

DIETITIAN

Immediate part-time position, possible full time for weight loss center located in Livonia. 522-5220

DIRECT CARE AIDE

Prefer experienced helping head injured adults with daily living skills, but will consider motivated applicants. Drivers license required. Apply in person at: Sanctuary, 1709 John R, Troy, 1 blk. N. of Maple

FRONT DESK Dental Receptionist for W. Bloomfield practice. Must be experienced. 2-3 days per week. Computer experience preferred. Call. 737-2000

HOME HEALTH AIDES

Experienced, FULL & part time-all shifts. Competitive wages, bonus program, includes annual, attendance, flexibility & holiday bonuses. Vacation pay. Transportation allowance. We take pride in being dedicated, caring people to provide unsurpassed client care. Call 2-5pm!
EMPA-CARE IV 455-1061

502 Help Wanted Dental-Medical

HOME HEALTH AIDES/ NURSE AIDES

United Home Care of Canton is currently seeking experienced compassionate care givers for part-time positions Mon. - Fri. mornings (occasional weekends) with potential full time positions & benefits available after 90 Days. Call Today! 981-6829 for an interview.
An Equal Opportunity Employer

FRONT DESK/RECEPTIONIST, Full time, busy OB/GYN office, 13 Mile/Telegraph. Experience a must. Benefits. No weekends. 646-3111

FRONT OFFICE coordinator/receptionist needed part-time for Podiatric Medical Office in Southfield. 20 hours per week. Must be friendly, accurate & knowledgeable about medical insurances. Call & leave message. 855-2417

HOME HEALTH AIDES

Certified and/or experienced
Excellent pay & benefits
FAMILY HOME CARE
Livonia
(313) 425-5643 (313) 620-6877

HYGIENIST

Needed for Northville (3-6 mos) part-time position in prevention-oriented general practice in Bloomfield Hills. Experience preferred. Please contact Leslie or Elaine at 652-8766

Lab Assistant

PATIENT SUPPORT TECHNICIAN

Part-time positions to work flexible schedules based on need of department, day or afternoon shifts.

Ideal candidates will be phlebotomy related in addition to some dietary and nursing assistant duties.

Candidates must have 6 months work experience in phlebotomy or providing direct patient care.

DETAILED resumes and applications may be submitted Monday thru Thursday, 8am to 12 noon.

PROVIDENCE
Hospital and Medical Centers

EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY

for medical office. Novi/Northville/Farmington area. Experienced preferred but will train. Resume requested. Bonus & insurance above base salary. Ask for Liz
810-476-1500

MEDICAL ASSISTANT

For Livonia family office. Full time, computer experience. Call 478-5221

MEDICAL ASSISTANT

part time, mature, energetic busy office in Berkley. Must be experienced & flexible. 543-1543

MEDICAL ASSISTANT

Needed to assist Physician in making house calls. Excellent driving & good driving skills required. Must have experience. 569-2000

MEDICAL ASSISTANT

Mature Experienced

Must have X-ray experience. Excellent benefits.

MEDICAL ASSISTANT: Needed for immediate opening in busy Westland office. Only those with X-ray background desired. Send resume & salary history to: 6300 Wayne Rd., Suite 301 Westland, MI 48185

MEDICAL ASSISTANT

Needed for busy OB/GYN in Southfield. Must be certified, experienced, & personable. Please send resume:

Box 145
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANT

For busy OB/GYN practice in Southfield. Experience a must. Call Nancy B-born at: 353-9450

MEDICAL ASSISTANTS - immediate openings, full or part time. Career opportunity or extra holiday income. Call Melanie today to schedule an appointment. Temporo Medical. 442-5358

MEDICAL ASSISTANT

Podiatric office seeks mature, energetic medical assistant. Experience preferred but not necessary. 5755 W. Maple Rd., Suite 111, West Bloomfield, MI 48322. 626-7180

MEDICAL BILLER

Part time. Experienced Medical biller needed for busy office. Knowledge of ICD-9 Call 557-2998 or Fax resume to: 557-8323

MEDICAL BILLERS

Many physician offices are interviewing candidates before Christmas & New Years for openings in January 1994. If you have medical billing expertise with MBS, Medic or Diversified expertise, now is the time to call Diane DM/DV INFUSION BILLERS for corporate office locations with several expanding companies. Great salaries, incentives, bonuses. Call or send resume to Diane Detter. 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER/BOOKKEEPER

Part or full-time for Livonia doctors office. Reply with qualifications, desired hours, salary, address & telephone number to:

Box # 154
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST/biller needed part-time. Experience preferred. Farmington Hills area. 474-0040

MEDICAL RECEPTIONIST

Friendly, part-time, Novi. Experience with insurance forms. Call 348-9100

MEDICAL RECEPTIONIST

Needed for busy OB/GYN office in Southfield. Must be experienced, very presentable & personable. Please send resume to:

Box 124
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NURSING ASSISTANTS

Part time positions for Nursing Assistants are available in a Maternity Center on days and evenings. Past Nursing Assistant experience is required. Certification is preferred. Clerical duties are included in job responsibilities. We offer an excellent salary and benefit package. Applicants may apply at:

Human Resources Dept.
From 8 AM.-2 PM., Mon.-Fri.
ST. MARY HOSPITAL
36475 W. 5 Mile
Livonia, MI., 48154
An Equal Opportunity Employer

RADIOLOGY TECHNOLOGIST

Immediate opening for an A.R.R.T. Registered Technologist for our Northwest Detroit office. Mammography experience required. Please send resume to:

Recruiter/Radiology
DMC Health Care Centers
41835 W. 12 Mile Rd.
Novi, MI., 48377

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

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST - Immediate full time opening in W. Bloomfield & Royal Oak. 1-2 yrs. experience preferred. Computer a plus. $14700 to $16800. Call Rachel at Tempro Medical. 443-5594

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

NUCLEAR MEDICINE TECH

Part-time for Bloomfield Hills cardiology office. Top salary.
Call 8am-5pm 338-4177

OPHTHALMIC TECH

Part time for Medical Center, Canton Twp. area. For further information call. 280-8550

OPTOMETRIC PRACTICE

in Westland looking for a highly motivated individual. Primary duties will be front desk receptionist. Experience helpful, but not necessary. Full time will include evenings and Saturday. Send resume to:

PO Box 1995
Westland, MI 48185

RECEPTIONIST

For busy E.N.T. Medical office. EXPERIENCED ONLY
Call Ms. Lester 358-0420

RECEPTIONIST/BILLER

A suburban OB/GYN office is seeking an experienced Receptionist/Biller. Preferred candidate has medical experience and a minimum of two years experience in a OB/GYN office practice. We are offering a competitive salary and benefits package. All those qualified, please apply in person at:
26711 W. Twelve Mile, #109, Southfield, MI., 48034 or call 353-6670.

REGISTERED X-RAY TECHNOLOGIST

A part time position is available for a registered X-ray Technologist on the day shift at a progressive department. We offer an excellent salary & benefit package. Interested candidates should call 591-2821.

ST. MARY HOSPITAL
36475 W. 5 Mile Rd.
Livonia MI 48154

OOO

RN - MANAGER

We are seeking a dynamic RN with strong interpersonal skills to coordinate the activities of a busy OB/GYN department as well as interfacing specialty services within an ambulatory center. We offer an attractive package for the right candidate. All replies confidential. Please send resume to: Box 846
Attn: RN - Manager
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN OR LPN

For Birmingham Pediatricians office.

Call Jan or Diane at: 645-1740

RN OR LPN

PEDIATRICS. Monday-Friday, day shift in Pediatrics Department. Peds and ambulatory care experience required.

Send resume, to:

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

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

RN OR LPN

URGENT CARE. Part-time. Evenings Mon.-Fri., and Sat. mornings for Urgent Care at Livonia location. E.R. or Urgent Care experience preferred. Send resume to:

Recruiter/LPN
DMC Health Care Centers
41835 W. 12 Mile Rd.
Novi, MI., 48377

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

RN's/LPN's/HHA's

"Visiting Care", a leading home health agency, is seeking dynamic, experienced professionals to work with a variety of clients in the Metro Detroit area. For more information call us at: 810-344-0234

RN'S • LPN'S • NA'S

Non-stress supervision. Excellent hourly pay rates with overtime available! Work 4 or 40 hrs. + ...

Scheduling for: OR, ICU, CCU, ER, TELEM., M/S, REHAB, PEDS & HOME CARE. Excellent $$

Nancy A. Kisack, RN's
Professional Nursing Service, Inc.
PHONE NOW!
(810)285-1141

RN'S/LPN'S WE NEED YOUR LPN'S Salary up to $20/hour. RN'S earn up to $40/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 620-6877
(313)229-5643 (313) 455-5683

TECH'S
MEDICAL, NUCLEAR MEDICINE, X-RAY

For Pontiac area. Excellent wages & bonuses. Full or part time.

Health Partners
1-800-868-7723
Fax: 313-340-0218

UTILIZATION REVIEW COORDINATOR

Must have knowledge of various insurance/HMO policies & procedures as well as ICD-9 and CPT-4 coding. Must have ability to process insurance authorization forms and have good communication skills. Min. 3 yrs. UR & data entry experience. Please send all resumes to:

MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn/Detroit, MI 48126

X-RAY TECH WANTED

Full or part time. Experience necessary. Apply in person:
Livonia Clinic.
313-349-1900

504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR

Investment counseling firm is accepting applications for the position of Account Administrator. This position will offer secretarial support to a Portfolio Manager. The candidate must have a brokerage or securities industry background. Excellent word processing and figure aptitude skills for this detail oriented position. Please submit a resume to: Personnel Dept, P.O. Box 1963, Birmingham MI. 48012-0163

ACCOUNTS PAYABLE

Dept. hiring for 6 new openings for major retailer located near Brighton area. Full benefits & advancement available. Please respond to:

Box 134
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

Accounting Clerk

Builder/Developer/Property Management Company is seeking an experienced Accounting Clerk for busy office. Minimum 2 years accounting and 1 yr. computer experience required. Part-time. Send cover letter and resume to: Personnel, P.O. Box 1720, Birmingham, MI. 48012-1720.

ACCOUNTING CLERK, Part time. 14 hrs./wk. to start. Church business office. Livonia area. Some experience necessary. Resumes ONLY: Business Mgr. PO Box 31012, Livonia, MI 48150

ACCOUNTING - Data entry clerk needed for manufacturing company. Full time position includes work with bill of materials, average cost, spreadsheets & word processing. Non smoking office. Send resume to Human Resources, 38500 Amelia St., Plymouth, MI 48170, or FAX resume to 313-459-1904

ACCOUNTING/ DATA ENTRY

Republic Bancorp Mortgage Inc., one of Michigan's largest residential mortgage lenders, has entry level accounting/data entry positions available at our Farmington Hills location. Candidates must have 10-key & Lotus 1-2-3 proficiency. If you are a hard working, dependable individual who seeks challenging, rewarding opportunities in a growing organization, please submit resume & cover letter with salary requirements to:

Human Resources (AcDat)
Republic Bancorp Mortgage Inc.
31135 Northwestern Highway
Farmington Hills, MI., 48334

An Equal Opportunity Employer

ACCOUNTING

General office with accounting/phone/data entry duties. Some accounting and computer background required. Plymouth area. Long term.

ARBOR TEMPS 459-1166

ACCOUNTING

We're recruiting for TEMP assignments to start immediately: some leading to PERMANENT.

- Accountant, Downtown, long term
- Fulltime/part Bookkeeper, Southfield area, Detroit CPA firm, long term
- Bookkeeper to trial balance, Detroit
- Entry level Accountants, Lotus, light accounting OK, for long term assignments: Gain valuable experience for your resume.
- Payroll/personnel, Open systems:

Our Permanent recruiter places all temp positions, and will help you with your job search, at no charge for us. We offer our temps free counseling.
• resume writing • interviewing skills • job search sources

354-2410
ACCOUNTANTS ONE
equal opportunity employer

ACCOUNTS PAYABLE CLERK

Experience preferred.
Orchard Lake Country Club.
682-0100

ACCOUNTS PAYABLE

Corporate office of established, better furniture store, seeks experienced Accounts Payable person. Responsibilities include timely processing of vendor invoices & inventory receivers. Duties include: Receptionist in our private offices. Northville area. Reliable, dependable applicants will be considered. Benefit package available. Send resume: Newton Furniture, 2411 Schoolcraft, Livonia. 525-4662

ADMINISTRATIVE ASSISTANT

needed for Brighton, non-smoking office. EXCELLENT WordPerfect, Quattro and organizational skills required. Must be able to handle large projects independently. FAX resume and salary requirements to:
810-229-8997 or mail to: PO Box 610 Brighton, MI 48116.

ADMINISTRATIVE ASSISTANT

Full or part-time position available in Pinecrest's Home. Computer, typing, writing, filing, research, phone, librarian, registrar, archival, territorial skills. 647-1584

ADMINISTRATIVE ASSISTANT

Music Industry office looking for very dependable, organized, enthusiastic, sharp & detail oriented individual. Must have excellent communication & speaking skills, typing & word processing (knowledge a plus). Great benefits & salary. 333-8050

ADMINISTRATIVE ASSISTANT, charitable agency, H.S. diploma, computer/office skills a must. Part-time. Resume: CANCO, 43 Franklin Blvd. Pontiac, MI 48341

ALL SECRETARIES WORD PROCESSORS FROM $10/HR.

- WordPerfect • MS Word
- Excel • Lotus • D-Base

ARBOR TEMPS 459-1166

APPLY TODAY

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

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

AUTO DEALERSHIP BILLER

Large auto dealership looking for experienced car biller. Please send resume to: PO Box 700737, Plymouth, MI 48170.

BOOKKEEPER

Experienced Bookkeeper for law firm through trial balance. Must be knowledgable for computerized legal billing systems. Send resume to:

Box 878
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER • EXPERIENCED

Resumes should include experience working with books of original entry for cost centers and preparing financial statements, preparing budgets and working with payroll and related taxes. Must be computer literate and prefer experience with computer networks. For information and mailing address call Ben:
(313) 666-2111

BOOKKEEPER: Part-time for busy Southfield Law Office. Must have bookkeeping, typing & filing experience. 2-4 days depending on qualifications. Send resume to:

Office Administrator
P.O. Box 215
Southfield, MI. 48037

BOOKKEEPER Part-Time

Redford company needs experienced Full-charge Bookkeeper with computer knowledge for 3-day week. Salary commensurate with experience. To apply, send resume:
18065 Dary Lane
Livonia, MI 48152
Attn: Bookkeeper

Quick Cash for Christmas

You can earn quick cash for Christmas when you advertise your unwanted items in the classifieds. There's no faster or more affordable way to get the extra money you need to stretch your Christmas budget!

Observer & Eccentric
CLASSIFIED ADVERTISING
644-1070 OAKLAND COUNTY 591-0900 WAYNE COUNTY