EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Urgently needed for immediate openings in Oakland & Wayne Counties. 1 yr. experience minimum. Career opportunities. $8,120 to $1,280 per month. Call Monica at: TEMPRO MEDICAL, 443-5894

RECEPTIONIST/ASSISTANT. For Farmington Hills podiatrist office, part time with some office skills & people-to-people skills. Flexible hours and will train. Hours Mon. 8:30am-Noon; Wed. 12:30-5:30pm; Thurs. 8:30-5:30pm; Sat. 8:30am-Noon. Call for interview 478-1150

MEDICAL RECORDS CLERKS
Part time positions open for Medical Records Clerks at Westland Health Center. Prefer 1-2 yrs. experience in health care with good references. Please send resume to: Medical Administrator, 6060 Schaefer, Dearborn, MI 48126

MEDICAL TRANSCRIPTIONIST
Part-time for rehab department in New Center area. Medical transcription experience required. Salary commensurate. Send resume by March 29, 1994 to: 2567 W. Grand Blvd., Detroit, MI 48208, attn: Personnel Coordinator

Medical Transcriptionist

For non-smoking Farmington Hills office. Prefer experience with cardiology/cardiology. Part time 471-0445

MENTAL HEALTH CLINICIANS
Masters & Bachelorette level positions available at community mental health center in Livonia area. Must have adjustment disorder or recent relevant. Send resume to: Suburban West Community Mental Health, 30415 Beech Daly Rd., Redford, MI 48239.

NURSE AIDES
Full & Part time all shifts.
Franklin Manor, 29200 Franklin Rd., Southfield, (behind Southfield Holiday Inn at 10½ & Telegraph).

NURSE AIDES

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

NURSING UNLIMITED

540-2360

NURSE AIDES
Part Time/Full Time
Housekeepers/Companions
Home Care
HEALTH CARE PROFESSIONALS
(810)357-7080

NURSE
part time, rehab for busy pro choice physiatrist office.
Call Tom 443-0229

NURSE

Part-time position for 3-11 shift. Upscale Livonia home. Light duties, nurses are recognized as professionals. Applicant must:
- Peschwood Inn
3500 W. Maple Blvd.
Rochester Hills

NURSING ASSISTANTS
HOME HEALTH AIDS!

MARCH HIRING BONUS!! Immediate openings on all shifts for local home care agency. Work in Westland, Belleville, Ypsilanti and Ann Arbor. Bright/New! and MORE! Hot demand for evenings and midnights. High tech skills (tent. IV and bi/pap) a plus. Set your own schedule, choose your own cases. Work when and where YOU want to! Mileage and other specialty assignments also available. Call Sherry at 677-0020 today!
344-0234 677-0020 229-0320

PHYSICAL THERAPIST
For home care visits. Excellent pay & benefits. Call 478-229-5663
FAMILY NURSE CARE

PHYSICAL THERAPIST ASSISTANT
2 yr. degree for busy home care agency. Excellent pay & benefits.
(313) 229-5663
FAMILY NURSE CARE

PHYSICAL THERAPY AIDE/ASSISTANT
Full, Part-time positions required. Oakwood-Canton Center. Interested candidates call 455-8085 or 455-8084

PLAY LEADER WANTED
Requires education in early childhood, recreation, OT, PT, Speech, Special Ed & 2 yrs. experience with children who have DD. Part-time flexible hours, begin training in May.
* 937-2360

PSYCOLOGIST - Licensed or LLP; CSW's Bachelor's or Master's.
Resume to: Mr. Bush, 3300 Washtenaw, #2200, Ann Arbor, MI 48104

PURCHASER For medical supplies. Full time. Experience helpful. Must be organized. Benefits. Auburn Hills area. 373-2260

ENTHUSIASTIC, outgoing, team-mate for busy reception desk at designer gift showroom. Call Mr. Cooper. Good clerical skills & computer experience required. Call 644-4244.
* 458-1111 or 433-3639

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST
Licensed: Full-time position. Flexible schedule. Excellent benefits. Competitive salary. No weekends. Great support staff & working environment. Send resume to: 23350 Park St., Ste 100, Dearborn, MI 48124. Or contact Dawn or Mary at: 313-730-5000

PODIATIST OFFICE looking for Assistant. Must be dependable and not afraid of work. Willing to train. Apply in person: Tues., Thurs. or Fri. Dr. Howell's office, corner of Glenwood & Newburgh, 37362 Glenwood Rd., Westland, ask for Margie.

PSYCHIATRIC NURSE
Full or part time BSN needed to work as part of a treatment team at a JCAHO accredited child agency in N.W. Wayne County. Duties include: direct client contact, assessments & medication administration. Day time work hours. Good benefits. Contact Dr Herzberg or Alice Margo.
313-937-6500
An Equal Opportunity Employer

PSYCHOLOGIST OR SOCIAL WORKER
With practice in and adjoining Dearborn office and/or share office expenses. Call Mary at:
Advance Center, Inc. 313-274-8101

EXPERIENCED, Personable, organized FRONT DESK RECEPTIONIST for ENT Specialists. Good pay/benefits since skills necessary. No weekends or eves. Send confidential resume/employment history to Box 756, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RECEPTIONIST - energetic, efficient people person for cosmetic office. Patient service, telephone, clerical responsibilities and optionally dispense in professional group, Full time. Private office downtown Farmington. Call 477-1588

REGISTERED NURSE for plastic surgery clinic in Southfield. Must have several years experience. Good referrals required. Excellent working conditions. 557-1522

RN • HOME CARE
To provide visits for busy agency. Excellent pay & benefits.
(810)229-5663
FAMILY NURSE CARE

RN - LPN for Rochester pediatricians. Part time and every other Sat. Experienced in pediatrics.
Ask for Sherry 652-2929

RN MANAGEMENT
for home care agency in Brighton with multiple locations. Career opportunity for someone with excellent administrative, communicative ability. Excellent pay & benefits.
FAMILY NURSE CARE
(810)229-5663

RN OR LPN
For downtown Birmingham Pediatricians office. Part time & relief. Please call Jan 645-1740

RN REHAB CASE MANAGER
Part time or full time. Workers Comp & Auto MUST have experience helpful. BSN pr eferred. 350-8550

RN's & LPN's
Current Michigan license. All shifts available. Excellent wage and benefits package. Must possess excellent documentation and supervisory skills. Interested individuals contact Human Resources Manager, Greenary Extended Care Center, 34225 Grand River Avenue, Farmington, MI 48335. (810) 477-7373

RN's & LPN's
Long term care facility has challenging career opportunities, full or part time. Learn & grow with us. Apply in person, Farmington, or send resume to: S. Wormser, DON, Mt. Vernon Nursing Center, 26715 Greenfield, Southfield, MI 48076 (810)557-0050

RN/LPN'S WE NEED YOU!
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Health Staff Relief.
FAMILY HOME CARE
(313) 620-5577
(313) 229-5663 (313) 455-5663

RN'S
MDS, INFECTION CONTROL, QUALITY ASSURANCE Specialist
Long term care facility seeking experienced individual(s) to place, monitor & complete MDS's, infection control & quality assurance. Join our caring team. Apply in person between 9am & 3pm or send resume to: S. Wormser, DON, Mt. Vernon Nursing Center, 26715 Greenfield, Southfield, MI 48076 (810)557-0050

SOUTHFIELD OPHTHALMOLOGY office looking for pleasant person for front office. Experience preferred. Ask for Sharon: 358-4636

VASCULAR TECH to do non-invasive testing in Vascular Surgeons office. 2 days/week. Experience necessary. 353-2166

504 Help Wanted Office-Clerical

ABILITIES REWARDS IN DEARBORN
Full-time, competitive benefits, friendly people, word processing/transcription from cassette and clerical support to sales organization. Busy, established company. employee empowered work teams. Resume and references to:
Abi P.O. Box 217, Dearborn, MI. 48121.
An Equal Opportunity Employer

ACCOUNT ADMINISTRATOR
for automotive sales in Southfield, MI. Need a full time, capable person who can be flexible, reliable on the job. Must have general typing, computer experience, good phone skills & be familiar with general office equipment. Call Julie: 810-424-8200

ACCOUNTANT

EXPERIENCED - PART TIME
10-20 Hrs/wk. Duties include check writing, preparing monthly budgets and monthly financial statements and tax information.
Send resume including salary requirements to:

Finance Department
505 N. Woodward - Ste. 1300
Bloomfield Hills, MI 48304

ACCOUNTING CLERK
Accounting Clerk needed for middle tax firm. Job includes data entry of time records, client invoicing & client inquiry. Processing is on a computerized system which is user friendly. Organization & attention to detail is very important. Salary based on experience. Good benefits. Resumes should be sent to:
Box 962
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK
Payroll experience required for bluebird accounting dept. Call after 3pm: 353-4347

ACCOUNTING CLERK
Payable/Receivable, Automotive experience preferred. Full time, benefits. Send resume: Saturn of Farmington Hills, 24730 Haggerty Rd., Farmington Hills, MI 48335. Attn: Business Manager. No calls please.

ACCOUNTING CLERK
Part time, with responsibilities in payroll and human resources. Plymouth area. Flexible hours. Lotus Windows a plus. Excellent earning opportunity. Resume to: Box 118
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING
Growing communications company looking for experienced accounting person for our Livonia location. Must be computer literate. DAC EASY software a plus. Part time hours to start. Call Donna Mon.-Fri. 10-2 at 683-2900

Accounting Personnel
ALL LEVELS
Long/short term. Top firms. Career opportunities.
ARBOR TEMPS 459-1166

ACCOUNTS PAYABLE
part time for private country club in NW Detroit. Accounts Payable experience needed, word perfect & Lotus 1-2-3 helpful. Send resume to: Controller, PO Box 253000, Franklin, MI 48025

504 Help Wanted Office-Clerical

PART TIME ACCOUTING CLERK
20-25 hours per week, includes accounts payable, filing, data entry. Monday-Friday schedule, tuition reimbursement available, ideal position for college student. To apply send your resume to:

Accounting Clerk
ZIEBART TIDYCAR
P.O. Box Drawer
Troy, MI 48007-1290
An Equal Opportunity Employer

ACCOUNTING CLERK

Excellent opportunity for resourceful individual in Bill Department. Located in REDFORD area. Duties include Accounts Receivable, Quotes, Computer-based accounting and reports, telephones and general clerical duties. 5 years experience needed with strong Lotus 1-2-3 background. Excellent pay. All applicants will be tested. Send resume to:
Accounting Clerk, P.O. Box 2107, Southfield, MI 48037

accounting
TEMP TO PERM

Accounts Receivable Clerk, Auburn Hills, associates required, excellent benefits, salary open.

Sr. Accounts Receivable/Collections, fast-paced Livonia firm. Perm salary to $25K

PERMANENT

Collection Supervisor, Madison Hgts., to $30K

Full Charge Bookkeeper/Accountant, W. Bloomfield. Construction experience preferred, to $40K

Billing/Collections Clerk, third party experience, Livonia, to to $20k

Accounts Payable Clerk, prestigious downtown firm, to $16K

LONG TERM TEMP

Sr. Accounting Manager, Troy. Raises & incentive bonuses offered.

354-2410

ACCOUNTANTS ONE
agency fee paid

ACCOUNTS PAYABLES CLERK
Reliable individual needed for fast paced property management company. Must have strong organizational skills as well as previous experience. Please send resume to:
One Towne Square
Suite 1913
Southfield, MI 48076
Attn: Jack

ACCOUNTS PAYABLE CLERK
Position includes handling all purchase orders and accounts payables transactions for small industrial company in Livonia area. Answering phones, light filing and typing may also be necessary. Prior experience with computers is required. Send resume to Box 906
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE
Southfield management firm has an immediate opening for a qualified individual in their Accounts Receivable Dept. Experience with residential property management, Section 8 housing and computers a must. Benefits included. Send your resume to:
Accounts Receivable
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE, credit & collections. Experience preferred. Northville Transfer, 24715 Greenfield, Southfield, MI 48075. (810) 557-0050 Fax: 557-8614

ACCOUNTS RECEIVABLE
Established Property Management Company seeking responsible individual for computer accounting and accounts receivable.
Send resume to:
100 Galleria Officentre
Suite 400
Southfield, MI 48034

AD AGENCY SECRETARY
Work in the exciting atmosphere of suburban ad agency. Word processing and secretarial skills are needed for this long term position.
Excellent salary and benefits.
Call Sloane 799-3948
Uniforce Temporary Services

Administrative Secretary
Coordinate projects!
ARBOR TEMPS, 459-1166
9433 Haggerty Rd., Plymouth, MI

ADMINISTRATIVE ASSISTANT
Full time for busy Farmington Hills office. Must be detail-oriented and possess good communication an excellent clerical skills. Send resume to: 30833 Northwestern Hwy., Suite 103, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
for growing Livonia company. Must possess excellent communication skills and a take charge personality. Temp-to-perm position.
Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/SECRETARY
Immediate opening for an administrative assistant & secretary. Company seeks WordPerfect & someone experienced in a fast-paced, and exciting & friendly environment. Top benefits include 401K.
The Riverfront Realtors Co.
344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT
PRIVATE COUNTRY CLUB seeks a highly motivated, well organized administrative assistant for a permanent, full time position in a non smoking office. Requirements:
• Strong communication skills
• High Proficiency with WordPerfect 5.1(Software)
• Creativity to implement a graphic arts computer program
• Ability to prioritize & handle busy work environment.

Please send resume, cover letter, & salary requirements to Box 944
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Needed at Jewelers Mutual for a knowledgeable engineering R/D firm in Farmington area. Duties include: bookkeeping, Wordprocessing and LOTUS working knowledge of Lotus 1-2-3 & Lotus charts desirable. Growth potential. Competitive pay and full benefits. Send resume to: Mr. W. Harris, 33930 W. 8 Mile Rd., Suite 45, Farmington Hills, MI 48335.

ADMINISTRATIVE ASSISTANT/SECRETARY - Ambulance Service Company seeking full time employee with organizational, typing, computer skills. Lotus, WordPerfect & database. Lotus, WordPerfect & shorthand a plus. Wages negotiable depending on skills & experience. Benefit package. Apply in person Monday, 9-5pm: Personal, Inc., 466 S. Opdyke, Pontiac, (behind Auburn Pontiac car dealership).

ADMINISTRATIVE ASSISTANT
Merrill Lynch, one of the worlds most prominent financial services companies, has an excellent opportunity for a self motivated, bright, age experienced Administrative Assistant. This position is for the well organized individual who possesses the ability to work as a team player in a fast paced environment. You will interact with clients both in person and over the phone. Good performance will be rewarded. If you are that special person that could make a difference, forward your resume to:

MERRILL LYNCH
Attn: D. Hayden
PO Box 818
Bloomfield Hills, MI 48303-0818

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
to work with financial consultants. Candidates will possess (and/or have phone contact), be detail oriented, well organized, excellent client service, perform well under pressure. Send resume to: Patty Darby, 600 REN CEN/1800, Detroit, MI. 48243. EOE M/F/D/V

ADMINISTRATIVE SECRETARY
4 Days a week, knowledgeable in WordPerfect & Lotus, computerized bookkeeping skills preferred. Good organizational skills for a fast paced professional accounting firm. Please send resume & salary requirements to:
45211 Helm, Suite C
Plymouth Twp., MI., 48170-6023

ADMINISTRATIVE

Long term career opportunities in the plush environment of a special trust company. Top pay. Temp to perm. Windows MS Word proficiency required. Multiple shifts. Call Sylvia 646-7652
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Expanding firm seeks a qualified individual with a variety of general office skills who will excel in a supportive, team oriented, a production WordPerfect & Lotus 1-2-3, can coordinate projects inside & outside the office & has good client skills. Send resume & salary history to:

The BOSC Group, Inc.
31100 Telegraph Rd., Ste. 260
Birmingham, MI 48025
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Southfield builder/developer seeking a self motivated individual proficient with Lotus 1-2-3 and WordPerfect 5.0. Send resume with salary requirements to: 30182 Balmoral, Garden City, MI 48135.

ADMINISTRATIVE ASSISTANT
Full time opening for Southfield Insurance Agency. Must be personable, organized, & comfortable using DOS and Word For Windows. You must also know how to multi-task & prioritize & enjoy working with numbers. Call 10am-3pm: (810)355-0600

ADMINISTRATIVE ASSISTANT

The Livonia Marriott offers this immediate opportunity to an energetic, self-motivated Administrative Assistant. Solid detail orientation, minimum 65 words per minute, WordPerfect proficiency (5.0 or 5.1), as well as the ability to handle multiple priorities in a fast-paced environment, are essential. To check into our attractive salary & outstanding benefits package, apply in person Tues. & Wed. 9am-5pm. Or call our Human Resources Dept. for an appointment at:

(313) 462-3100

LIVONIA MARRIOTT
17100 N. Laurel Park Dr.
Livonia, MI 48152

Marriott is committed to a drug-free workplace.
EOE m/f/d/v

ADVANCED ELECTRONICS position, full time position available in Farmington Hills. Requires several years experience with WordPerfect, excellent grammar & proofreading skills, ability to handle multiple projects under or real estate background a plus. Fax resume to: 810 737-9652, Attention: Personnel

ARBOR TEMPS
Phone operators. Heavy data entry, customer contact. Excellent fringe benefits. Flexible hours. Mornings, evenings & weekends. You must have good communication service skills. Will train the right people.
416-7735

ARBOR NEEDS:

Data Entry
Receptionists
Clerks

Your skills can mean good opportunities in nice locations.
Temp & temp-to-perm.
ARBOR TEMPS, 459-1166
9433 Haggerty Rd., Plymouth, MI

ASPHALT ESTIMATOR
Well established firm seeking experienced Asphalt Estimator, competitive salary & benefits offered. Please send resume with salary history requirements to: Box 102
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

ASSISTANT COORDINATOR/
Individual needed for full time position at our Novi office. Must possess the following: good communication manner, organizational & problem solving skills, typing, filing, computer knowledge helpful. Pay based on experience. Benefits. Call 348-3077 or fax resume to: 313-348-9077

ASSISTANT for Livonia office to work part time, 20 hrs/week. Must have excellent typing skills (70-85wpm), knowledgeable in WordPerfect 5.1; legal terminology helpful. Up to $6/hr to start. 513-1031, ask for Leslie

AUTO DEALERSHIP BILLER
Don Massey Cadillac is looking for an experienced car biller. Please apply at 40476 Ann Arbor Road, Plymouth, Michigan 48170

AUTO DEALERSHIP
Immediate opening for Accounts Receivable Clerk & Telephone Operator with previous experience and/or dealership experience. Please apply to:
ARAMOS FORD BUICK-ISUZU
30500 Plymouth Rd.
Livonia

AUTO DEALER

Westside dealership has immediate openings for:
- Warranty Clerk
- Cashier/Operator
- General Office Help

Clerical experience preferred, but not necessary. Will train the right employment, health & dental insurance, profit sharing, paid holidays, and much more. Call Bob Jeannotte Jr. for an appointment.
BOB JEANNOTTE
PONTIAC/GMC TRUCK
Livonia 453-2500

BOOK DISTRIBUTION center in Wixom is in need of a versatile receptionist/direct mail person. Light typing. Good benefits. Call for interview. 380-8850

BOOKKEEPER SECRETARY
For small Farmington Hills law firm. Must know Word Perfect 5.1 & have knowledge of Lotus 1-2-3. Computer based bookkeeping procedures. Send resume & salary requirements to:
Box 118
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/DEPT. OF FINANCE
High school graduate with minimum of 2 years experience in computerized accounting
Must type 35 correct wpm. Test required.
Computer & word processing necessary
Apply at
PLYMOUTH CANTON COMMUNITY SCHOOLS
454 S. Harvey, Plymouth
With a letter of intent and a completed application by 5 PM., April 8, 1994.

BOOKKEEPER - Full time, experienced accounts payable, $9 W, 12 bills, Suite 701, Southfield. Call: Kashet Accounting 352-8320

504 Help Wanted Office-Clerical

BANKRUPTCY TECHNICIAN
Full time position available for a motivated individual in the Bankruptcy Department of a Birmingham law office. Duties will include monitoring bankruptcy cases across the country. General computer knowledge and WordPerfect 5.0 a plus. Call Lori from 2-4PM, Mon.-Fri., at 540-7701

BOOKKEEPER/ACCOUNTANT
Needed for Garden City manufacturer, part time. Salary negotiable. Send resume to: Westland Tool & Gauge, 30000 Park Lane, Garden City, MI., 48135.

BOOKKEEPER - Full charge, immediate opening for sales office. High volume used car dealer. Full time, benefits. Call 425-8720 ext. 16 or send resume to: Bob Thompson Hwy., Madison Hts., MI 48071

BOOKKEEPER
Immediate full time opening. Busy property management office. Computerized accounting experience preferred. Knowledge of computers a must. Send resume. Must include salary requirements. 32300 Northwestern Hwy, Suite 215, Farmington Hills, MI 48334.

BOOKKEEPER
Manufacturing company. Experience & computer knowledge required. Call Mr. Ryan at 313-937-5400, Suite 200, Livonia, MI 48152

BOOKKEEPER/OFFICE MANAGER
Well organized individual, accounts bookkeeping, and communication skills. Flexible hours, salary negotiable. Send resume to: 5689 Orchard Lake Rd., #233, W. Bloomfield, MI 48322

BOOKKEEPER - PART TIME
Accounts payable, for busy Livonia manufacturer. Accurate filing & Peach Tree experience preferred. Send resume to: Interplastic Corp., 15731 Farmington Rd., Livonia, MI 48152.

BOOKKEEPER - Property management company seeking experienced Bookkeeper with high degree of computer skills. Full or part time available. Must be willing to relocate to Farmington Hills. Send resume to: Bookkeeper, 30833 Northwestern Hwy., Suite 103, Farmington Hills, MI 48334

BOOKKEEPER/RECEPTIONIST
thru trial balance, CPA hiring for client. Send resume to: EAS, 38701 7 Mile Rd., St. 245, Livonia, MI 48152

BOOKKEEPER/SECRETARY
For fast growing construction office. Must be familiar with Peachtree Accounting. Good job with benefits for the right person. Send resume & salary requirements to:
Office Manager, 30833 Northwestern Hwy., Suite 103, Farmington Hills, MI 48334

BOOKKEEPER/SECRETARY
Full time for small Farmington Hills property management co. Payroll & accounting, deduction & computer experience. Lanser/Northwestern Hwy. area. Excellent salary & benefits. Send resume to: S&G Sales, 21415 Civic Center Dr., Suite 303, Southfield, MI 48076

BOOKKEEPER WANTED
PART TIME
Experienced
Call 477-1515

BOOKKEEPING/CLERICAL
Full time for busy Farmington property management company. Lotus and word processing experience necessary. Some secretarial work. Call Mon.-Fri. 1-4pm. 352-2915
An Equal Opportunity Employer

BUSY real estate agent seeks assistant. Office skills necessary, computer helpful. Flexible hours. Negotiable salary. Please call Katie at 851-4400

$$JOBS, JOBS, JOBS$$
Are you looking to increase your skills, work with large companies, make a career change? Call if experienced in the following areas:
• Receptionists
• Telephone operators
• Word Processing secretaries
• Wp 5.1
• Word for Windows
• General Clerical
LIVONIA SUNPOWER OFFICE
Call between 8am-5pm
476-7733

CLERICAL - For carpet store. Alert, reliable person needed to handle general office duties. Full & part time positions available. Pleasant work environment. Apply in person at 8555 Telegraph, Bloomfield Hills.

CLERICAL HELP - Immediate opening for part time office help in summer (camp program). Typing or computer skills preferred. Mon. thru Fri., West Bloomfield area. Call for more information, call 661-7503

CLERICAL - MICROFILM
Southfield financial institution has full-time position open. Experience in microfilm research and/or banking preferred. Individual must be detail oriented and able to adapt to fast paced environment. Hours: 7:00a.m.-3:00p.m., Mon.-Fri., Send resume to: EOE, 30777 Northwestern Hwy., Suite 200, Farmington Hills, MI 48235, Attn: HR.

CLERICAL - Must have excellent phone skills, typing, filing, data entry. Part-time position, Sam. Apply in person at 25215 Glendale Ave., S. of Schoolcraft, W. of Telegraph.

CLERICAL OPEN HOUSE

Immediate openings for the following positions:
- Clerks
- Receptionists
- Data Entry Operators
- Word Processors

Come in any time between 9am and 3pm to apply for these T.D. and professional staffing positions.

ENTECH PERSONNEL
528-8090

CLERICAL - Part-time positions. Invoicing, filing, computer knowledge. Accounts receivables/payables for one of these positions. 453-6282

CLERICAL

WORK WHEN YOU ARE AVAILABLE
Proof reading, typing & clerical positions available for month of April. Work in Southfield, Livonia, Michigan State taxes. Project location in Livonia. Hours vary. Full & part time available. Call NORRELL SERVICES for an appointment. 353-9742

CLERICAL POSITION in Livonia Kitchen & Bath Showroom. Samples, Accounts Receivable for homemakers. Apply in person: Mattison, 28243 Plymouth Rd. 522-5633

CLERK/PART-TIME
for fast paced office. Must be motivated hard-worker & self-starter. Only serious individuals apply. Louise 362-5010

Clerical Support Person
Americare Companies has immediate opening for a dynamic clerk in its Farmington Hills office. Minimum qualifications:
• 2+ years general clerical experience
• Excellent verbal/written communication skills
• Data entry experience

Interested candidates should send resume to:
Amerisure Insurance Companies
Attn: Don R. Smith/HR
28275 Haggerty Road
Farmington Hills MI 48331
Amerisure is an Equal Opportunity Employer

COLLECTIONS

Our client in Farmington Hills has an opening in its accounting department. Candidate must have accounts receivable and collections experience, excellent phone and communications skills.
Diversified Recruiters Co.
344-6700 FAX 344-6704

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT
PART TIME
Small office with high standards seeks smart, hard working, detail minded individual for computer data entry, telephone answering, filing, word processing, misc. projects. 15 hrs./week. $6-$7/hr. to start. Respond to: B.A.S., P. O. Box 795, Bloomfield Hills, MI 48303

CLERICAL - For carpet store. Alert, reliable person needed to handle general office duties. Full & part time positions available. Pleasant work environment. Apply in person at: 29935 Orchard Lk. Rd., Farmington.

clerical
OFFICE CLERK

Farmington Hills wholesale hardware distributor has immediate position available for Office Clerk. Apply in person. Management Supply company, 23975 Research Dr., off 10 Mile, E. of Haggerty.

CLERICAL - Immediate opening for a detail oriented person in Livonia law firm. Will train in legal. Typing, phone skills, good disposition. Call by April 4. Hours are 7am & 2:15pm. 953-1188.
An Equal Opportunity Employer

CLOSING ASSISTANT
West Bloomfield builder/developer seeking well-organized individual with Word For Windows & Quickbooks experience preferred. Send resume & salary requirements to: D. Leland, 7380 Meadowridge Circle, West Bloomfield, MI 48322

COLLECTIONS
Wholesale distributor seeks full time person to assist in the Collection Department. Accounts Receivable experience helpful but not required. Must possess excellent phone and communication skills. Send complete resume to: Box 902
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CONGENIAL two person office in Novi needs people oriented clerical responsibilities. Word Perfect knowledge. Reference. 810-349-5510

CREATIVE sell starter for one person financial planner's office. Must have some experience. Insurance experience. 40 hrs. Resume: Box 1041 Livonia Observer, 36251 Schoolcraft Rd., Livonia, MI 48150

CUSTOMER SERVICE
Part time or full time possible.
Livonia area. Call Stephanie between 9-5pm. 464-7300

CUSTOMER SERVICE - entry level. Livonia insurance agency. Need typing skills, some math & clerical skills. Insurance experience helpful, but not required. 522-9450

CUSTOMER SERVICE/Secretarial. Full time position for reliable person good phone skills. Knowledge of basic manufacturing company. Apply at or send resume to: 43381 Ford Road, Canton. Attention: Customer Service Department

Customer Service Reps
Good phone skills required
1 year experience needed
Sign up for $300 SHOPPING SPREE
Call 335-2440
THE KPM GROUP

CUSTOMER SERVICE
Long term openings with temp to perm opportunity with major auto supplier. Provide full time 500 companies. Train on variety of operations.
Bloomfield Hills. Call Cathy 645-7664
Uniforce Temporary Service

CUSTOMER SERVICE
Suburban manufacturing firm has long term openings for customer relations skills. Flexible hours. Some computer experience preferred. 2 shifts available, top pay. Call Dore 799-3947
Uniforce Temporary Service

CUSTOMER SERVICE
REPRESENTATIVE - needed for fast growing Farmington Hills firm. Must be professional, courteous and have outstanding communication skills. Computer experience a plus, full time days, $7 per hour with quick raises & bonuses possible. Call Ralph at 455-7790

CUSTOMER SERVICE REP
Energetic, friendly and reliable person who enjoys working w/the public is wanted full time. Great benefits, room for advancement. Contact Mr. Hawk at Gordon Chevrolet
458-5269

CUSTOMER SERVICE ADVISOR
Are you seeking a permanent position with a stable and growing company? Do you believe in customer service? Immediate full time job openings for Customer Service advisors at its Novi, West Bloomfield and Farmington locations. Successful candidates will possess fine communication skills and enjoy dealing with people in-person and by telephone. Good work habits are required. Previous experience in a fast-paced retail sales environment is helpful. Call 1-800-PIONAPP, ext. 613, 9 A.M. - 5 P.M. An automated application service, and provide the information requested. You will receive a call back within 2 days if week. Must apply by March 31st.

DECISION CONSULTANTS, INC.

DATA PROCESSING
OPERATORS

MARCH 26
10AM - 2PM
1-800-479-7801
FAX: (810) 352-3010

CASUAL DRESS

ONE NORTHWESTERN PLAZA
(WYATT)
28411 NORTHWESTERN HWY.
STE. 750
SOUTHFIELD, MI 48034

UNIX SYSTEMS ADMINISTRATION
RELATIONAL DATABASE
CLIENT/SERVER
TIME MANAGEMENT
NETWORKING

DATA ENTRY CLERK

Village Green Management Company, a leading national property management firm headquartered in Farmington Hills, has an opportunity for a Data Entry Clerk in the Accounting Department. Typing, 10-key and CRT experience a plus. Other duties will be to assist as back-up switchboard operator. Competitive salary and resume with salary requirements to:

Director of Human Resources
VILLAGE GREEN
MANAGEMENT CO. INC.
30833 Northwestern Hwy.
Suite 200
Farmington Hills, MI. 48334
An Equal Opportunity Employer

DATA ENTRY CLERKS

Immediate openings to transcribe calls from medical center.
• MIN. TYPING SPEED OF 40WPM
• OR DATA ENTRY SPEED OF 7000 KEYSTROKES/HR

Mon.-Fri., part time, flexible hrs. 8:30am-12:30 pm, 1pm-4:30pm, or 6pm-11pm.

O/E

Management Services
Phone 528-8197 Fax 528-8107

DATA ENTRY - long term full time, must be experienced. Day or afternoon shift. Call 644-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY

Full/part time. Enter your experience in the warm family atmosphere of a new expanding company. Long term possibility. Two shifts available. Call Donna 473-2933
Uniforce Temporary Services

DATA ENTRY

New long term openings with prestigious national financial institution with offices in both Detroit and Bloomfield Hills. Be appreciated and described with excellent pay and benefits. Call Dore 644-7964
Uniforce Temporary Services

504 Help Wanted Office-Clerical

DATA ENTRY CLERKS
AM, & P.M. SHIFTS

Immediate openings for your data entry skills. We offer: Top Pay, Holiday Bonuses, Temp-to-Perm opportunities. Call today for an appointment!

SNELLING PERSONNEL
NEVER A FEE
Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7300
Taylor 284-0777

DATA ENTRY & FILER POSITIONS
Long term assignments.
Apply in person, Detroit Bio-Medical Lab, 23955 Freeway Park Drive, Farmington Hills, MI. 10 Mile and Grand/river area). 471-6111

DATA ENTRY

Long term assignments!
1 year experience needed
Sign up for $300 SHOPPING SPREE
Call 335-2440
THE KPM GROUP

DATA ENTRY - midnights in Livonia for long term assignment.
Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY

Part-time, Mon.-Fri. Excellent wages. Nice local office. 476-7353

Desirable positions
DATA ENTRY

Work for the largest law office of one of the Big 3. Use your 8,000 key strokes and be well compensated. Benefits plus paid vacation.
Call Cathy 799-3947
Uniforce Temporary Services

ENTRY LEVEL
Clerical career opportunity with Southeastern Michigan's largest AT&T VAR. Competitive salary plus bonus, paid holidays, profit sharing, full medical, dental, optical benefits. Apply 26450 Haggerty Rd., Farmington Hills or call for an appt.
Call Ann 476-6000 ext 203

DEBON & BUILD SHOP needs an Executive Assistant familiar with computers. Experienced in office procedures and capable of supervising office personnel. Please send resume to: R. Buck, 18441 Utica Rd., Roseville, MI 48066

EXECUTIVE SECRETARY

($22-$25K)
Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3. No fee. Temp to perm
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
Full-time position for experienced staff of established local service industry firm. Requires experience, strong personal organizational skills, good phone manner, word processing (Microsoft Word or similar), reliability, positive attitude. Competitive salary & benefits. Send resume to: Personnel, PO Box 309, Troy, MI 48099

EXECUTIVE SECRETARY
Professional, experienced individual w/excellent communication skills. Must have advanced knowledge word processing skills & basic PC knowledge. Lotus & dBase helpful. Some human resource experience is also required. Excellent pay & benefits. Send resume to:
Box 856
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Farmington Hills based Real Estate Investment Management firm has a full time secretarial position available for the right candidate. The successful candidate will be well versed in WordPerfect & Lotus for Windows. A fast paced schedule and an active demanding environment will await the successful candidate. Fax resume and salary requirements to:

32605 W. 12 Mile Rd.
Suite 350
Farmington Hills, MI 48334

EXECUTIVE SECRETARY

Highly desirable NW suburban office. Please apply to
Box 108
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FACILIST MAKE-UP ARTIST
Independent contractor, be your own boss for large full service salon. Rochester Hills. 656-8608

FACILITY CONTRACT COORDINATOR

Michigan's largest hospice seeks a qualified professional. Hours spent in working for our progressive, dynamic organization. The selected candidate will work full-time within our Administrative Services Team at our Southfield office. Qualifications include: Bachelor's degree, WordPerfect 5.1, Lotus 123 and accounting, financial reporting & spreadsheet experience. Ability to work independently with strong organizational, analytical and interpersonal skills. For immediate consideration, please send a cover letter/resume no later than April 1st.

HOSPICE OF SOUTHEASTERN MICH
HUMAN RESOURCE DEPT.
18250 Northwestern Hwy.
Southfield, MI 48075
An Equal Opportunity Employer

FAST-PACED COMPANY looking for the right individual to perform general office duties. Experience helpful but not essential. Forward resume to: Personnel, GSA International, 30500 Orchard Lake Place Dr., Ste. 205, Novi, MI 48375.

FAST PACED OFFICE
Energetic personality, 10-key, busy phones, word processing, experience preferred but will train.
Novi/Canton. 454-8404

FILE CLERK: Small Bingham Farms company has fast paced, very temporary position available to the person who can help us file, pronto! Call 644-1901 or send resume to: 31000 Telegraph, Suite 100, Bingham Farms, MI 48025

FILING - Part time, W. Bloomfield. Day & evening positions available. Hrs. flexible. Knowledge of computer skills a plus. 334-3385

FULL and part time positions available for Data Entry Operators for administrative assistant. Aggressive, outgoing, detail oriented person preferred. Send resumes to: 24725 W. 12 Mile, Suite 250, Southfield, MI 48034 or FAX 810-354-6175

GENERAL OFFICE
Telephones, customer service, bookkeeping, computer knowledge. Send resume: 21323 John R, Hazel Park, MI 48030.

GENERAL OFFICE - Full