502 Help Wanted Dental-Medical

THERAPISTS WANTED
Birmingham clinic accepting therapist with open hours in referral center. We have insurance, Blue Cross, etc. Write Box 572 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

TRANSCRIPTIONIST NEEDED
Part time, days from home. Must have Dental Transcriptionist, WordPerfect 6.1 and previous medical transcription experience preferred. Call 256-1604.

X-RAY TECH - for busy orthopedic practice. Must have recent area experience. Part time or full time.
963-7344

X-RAY TECHNICIAN
Wanted part-time for busy orthopedic office in Bloomfield Hills. Experience required. 334-4638

X-RAY TECHNICIAN with CT background for part-time open hours.
NANT. Competitive starting wage.
644-5411

X-RAY TECHNOLOGIST to work Berkley Doctors office. 3 evenings and some Saturday mornings.
546-2343

X-RAY TECH
Registered. Full or part-time. Benefits.
737-4808

504 Help Wanted Office-Clerical

ABLE ADMINISTRATIVE
My executive staff: Audit & PC skills, Word, Excel, Lotus 1-2-3. Mon-Fri, 30700 Northwestern, Farmington Hills, MI 48334 or phone 851-7700

ACCOUNTING ASSISTANT/Receiving for dealer. Entry level data processor skills, word processing knowledge, 10 key, telephone skills, salary to $250 W, Big Beaver Rd., Troy. 362-8000

ACCOUNTING CLERK: Part-time, 3 days per week. Flexible hours for the right individual. Must be confident with all the required. Financial or accounting skills helpful. Send resume & salary requirements to:
Office Administrator
Berry, Moseley, King & Hudson
600 Woodbridge Place
Detroit, MI 48226
No phone calls please.

ACCOUNTING CLERK - Hotel Wyndham Garden Plymouth. Full time for entry level full time person. Computer experience in data entry, A/R & A/P, or accounting helpful. Benefits & bonuses. Send resume to: 734-459-2627, Livonia, MI 48150

ACCOUNTING CLERK
Experience required. Full time. Benefits. Hourly rate negotiable.
643-8100

Accounting Clerk/Receivery - Part time for all computerized retail stores. Ideal candidate should be well organized, self motivated and able to work independently. Send resume with salary requirements to: Personnel Department, 30300 Telegraph, Bloomfield, Birmingham, MI 48009

ACCOUNTING

We are recruiting at all levels for TEMP assignments, TEMP-TO-PERM and PERM positions.
If you are a recent graduate with a degree in Accounting, call. Our Temps are being hired by our clients at top salaries.

A Sample of our positions

Cost Accountant - Livonia, long term
Jr. Accountant - Westside
Full Charge Bookkeeper - Westside and N. Suburbs
Accounts Payable Clerk - Metropolitan Area.

354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy. Ste 702 Southfield

ACCOUNTS PAYABLE
Position available at our Troy location. Successful candidate needs to have some accounts payable background & an-two/10 key experience. 15.00 to start, plus excellent benefits. Please call Tues-Thurs, 8am-Noon 524-4347

An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Full time - 1st shift. Pleasant Improve-ment office in Westland.
729-0220

ACCOUNTS PAYABLE - clerk needed for accounts payable. Previous exposure in Hotel. Experience is a must. Call Bill Temporary Personnel 478-8100

ACCOUNTS RECEIVABLE/
Canton company looking for expert-ence preferred. Send resume & salary requirements to:
41911 Ford Road
Canton, MI 48187
Attn: Ms. Hoover
NO PHONE CALLS

ATTENTION
ADMINISTRATIONS/ACCOUNTING COORDINATOR
• Payroll
• Receivables & Payables
• Account Receivable
• Interviewing & Job Placement
$$ per hour. Benefits available
Master Staff
442-2255

ADMINISTRATIVE ASSISTANT
Murray's on Plymouth Rd. seeks a highly motivated individual to assist in sales with purchasing and marketing. Qualifications should be very organized, PC literate, and have excellent communication skills. 40+ hrs. per week. Salary negotiable. Qualified candidates only should send resume, cover letter, requirements and salary history to: Centennial Murray, 30 Sheldon Rd., 27867 Plymouth Rd., Redford, MI 48239

ADMINISTRATIVE ASSISTANT
for fast paced company. Duties include marketing, advertising and general office skills. WordPerfect and Lotus skills preferred.
810-548-3600 or Fax 810-548-4237

Administrative Assistant
Administrative Assistant, in Bloomfield area. 32 hrs. per week. WordPerfect 6.1 experience. Organized, friendly, fun smoking office. Call John Palmer, 643-8111.

"We've Got A Good Thing Going"

Being one of the Midwest's premier Home Improvement chains is a big advantage. We have everything from home decorating to hardware under one roof. It means there's a place just for you.

We have an immediate opening for a PART TIME CLERICAL to work in our Installed Sales Department at our corporate office in Livonia. You will be responsible for filing, data entry, light typing and other duties as assigned by our personnel needs.

Interested candidates may apply in person to Cathy Wilkins at:

13507 MIDDLEBELT ROAD
LIVONIA, MI 48150

HANDY ANDY
Home Improvement Centers, Inc.
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
Southfield management firm has an immediate opening for a referral agent. Individual in the Accounts Receivable Dept. Experience in property management, HUD and computers a plus. Salary commensurate. Send your resume to: A.R., Box 592:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS Receivable/Collections administrator is needed for a large commercial property management company. Commercial real estate experience & strong computer skills required. College degree preferred. Excellent salary & benefits to the successful candidate. EOE. Please send resume & salary requirements to: 3000 Town Center, Suite 2100, Southfield, MI 48075, Attn: Administrative Manager

ADMINISTRATIVE ASSISTANT
We are temporarily seeking an energetic administrative person for entry-level duties including filing, typing and depositing orders. Computer skills helpful. Call 992-0001

ADMINISTRATIVE/ASSISTANT
Part time 2-3 days/week, must have demonstrable Word Processing ability.
⚲ 810-433-6600
8161 Bee 8137

ADMINISTRATIVE ASSISTANT - opt. management a plus, apply in person Mon. thru Fri. between 10-4pm at Willow Creek Apts. Plymouth Rd. 1/4 mile E. of Ford Rd. Weekend
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Full time but will work around your schoolday schedule. Light typing & bookkeeping. Must be friendly & have a good attitude. Excellent phone skills. We offer a good salary with benefits. Call Donna, 9am-5pm at: 280-0840

ADMINISTRATIVE ASSISTANT
Work in beautiful Fortune 500 company's new suburban facility. Top pay and bonus to open opportunity. Word Perfect a must.
Call Sharon, 473-2921
Unitrace Temporary Services

ADMINISTRATIVE SECRETARY

Prestigious westside corporate headquarters. Microsoft Word & Excel required. Salary to $22,500. Call Kim
810-626-1300

ADMINISTRATIVE ASSISTANT
Growing national 8 archive seeking high quality candidate must with proven take-charge image. Duties include word processing & good organizational skills. WordPerfect a plus. Benefits. Mail resume to:
Kathy Jackson, Henry Hawks's Corporate Office, 33301 Schoolcraft, Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
mature person to work 30-40 hrs. per week. Word Processing & Spread Sheet literate, (MS Word & Excel preferred). Responsibilities include computerized data input, answering phones. Send or fax resume to: Congress Lighting Technology, 800 W. Long Lake Rd., Suite 150, Bloomfield Hills, MI 48302
Fax 810-647-1730.

Administrative Assistant
Wanted for a small, growing professional company. Applicant must be computer literate, have working knowledge of MS Word for Windows, above average written, verbal & organizational skills, previous office experience, a pleasant personality & professional attitude. Salary and 401 k plan benefits. Please send resume to:
Box 590
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ALL AROUND, experienced take charge person for insurance agency in Livonia. Must have good phone & communication skills, be aggressive & able to run office. Great pay & more for right person. References. Part time leading into full time. Call Radford area.
313-835-7880

ANSWERING SERVICE OPERATOR
Part time days and evenings. Must be flexible. $4.25/hr. Call between 1-4pm only
644-5630

APARTMENT SEARCH
PART TIME
Administrative ASSISTANT
Assistant Search is a 27 year old company in search of a highly organized & professional person to join our winning corporate team located in Royal Oak. 2-3 years minimum data entry experience a must. For this 20 hour/week job we offer competitive salary, 401 k plan, Mon. thru Fri., between 10 & 5 at 610-414-9652
An Equal Opportunity Employer

ASSISTANT OFFICE MANAGER
Exciting opportunity for sharp, hard working, people oriented individual. Salary negotiable. Send resume to:
Box 572
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BUBBLY RECEPTIONIST

Temp & temp-to-perm. General office duties. $5.50 to $6/hr. Fast paced firm needs flexible, dependable person.

ARBOR TEMPS 459-1156

BUSY REAL ESTATE AGENT needs assistant with good office skills including computer. Ask for Kathy:
⚲ 644-3000

CHURCH SECRETARY
Resurrection Gardens Presbyterian Church, Livonia, is a growing congregation of 700 members is seeking a Church Secretary. The successful candidate must have excellent organizational skills, be mature, professional & flexible. Must possess good grammar, communication & computer skills. Bookkeeping experience preferred. 32-40 hours weekly. Salary & benefits competitive & commensurate with experience & skill levels. Inquiries & resumes to Rev. Richard Peters, 9601 Hubbard at W. Chicago, Livonia 48150.

CLAIMS REP
Suburban office of national insurance company needs two personal lines experience for new modern office. Salary negotiable. Call Debbie 475-2933
Unitrace Temporary Services

OFFICE/CLERICAL
Responsibilities include: data entry & PC work, scheduling & coordinating appointments. PC literate with minimum clerical skills. Send resume, salary requirements to: Box 572, 17003 W. Eight Mile, Redford, MI 48240

OFFICE CLERK
Needed for data entry & typing at office, full time. Call 637-7118

CLERICAL/GENERAL OFFICE
Good typing & phone skills. Plymouth/Livonia area. Detroit. Call between 10-3pm. (313) 535-6700

CLERICAL OPPORTUNITIES
Metro Medical Group, a division of Health Alliance Plan, has several full time clerical positions available in our Livonia, Southfield and Detroit locations. The chosen candidate must be able to type a minimum of 40wpm, have excellent communication and organizational skills and have at least 1 year of experience, preferably in a medical office setting. We offer an excellent starting salary and benefits package. Interested candidates please forward resume and salary requirements to:
METRO MEDICAL GROUP
1600 TUSCEDO
DETROIT, MI 48206
Attn: M. Kronenberg
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

★ RECEPTIONIST
For architectural firm, Woodward/Square Lake area, Bloomfield Hills. 646-5677

ATTENTION
Immediate Opening
Word Processing Secretary
Must candidate will:
• Type 50 wpm
• Wordperfect 6.1
• Workers comp background

TODAYS TEMPORARY
649-4455
EOE

EXPANDING FORD DEALERSHIP IN NORTHVILLE
Has several positions full time positions available. General Office duties include: Receptionist/Cashier & Parts Department Order Processing clerical. Fringes including 401K plan. Walk-ins welcome at our trade center, Northville Ford, 17000 Northville Road, Northville, or send letter or resume to: 8801 Ford Road, Northville, MI 48167.
(No phone calls please)

BILLING CLERK - PART TIME
Previous experience helpful for weekly billing, typing, answering phones and general office duties. Clemson area. Call Pam, 398-1700

BIRMINGHAM COMPANY
OFFICE WORK
Trainee or Experienced
Guarantee & Incentives
584 South Adams 642-1620

ART GALLERY, Plymouth. Full time. Great opportunity for bookkeeping, payables, purchasing. Also need receptionist. Send resumes: Wild Wings, 975 W. Ann Arbor Trail, Plymouth, MI 48170

BOOKKEEPER - a property management company looking for an experienced bookkeeper. Minimum 5 yrs. bookkeeping experience. 644-0343 or 855-4078.

BOOKKEEPER/DATA ENTRY
Part time, flexible hours, light, pre-fered. Send resume to: XL Management, 6230 Orchard Lk. Rd. Suite 200, West Bloomfield MI 48323, Attn: JH

BOOKKEEPER - Experienced, only. Farmington/Hill area. Knowledge Peachtree, Excel and Word Perfect desired. Call Ms. Dowler: 476-7900

BOOKKEEPER for medicare certified home health agency in Brighton. Knowledgable in payroll, billing, taxes, computer. Excellent pay & growth potential for the right individual. Call: (810) 229-0300
FAMILY NURSE CARE

BOOKKEEPER
Full-charge through financial statements. Computerized accounting systems. Property management business experience. Knowledge of Lotus 1-2-3 required. Exceptional references required. Send resume to:
Robert Davis
30150 Telegraph, Ste. 371
Birmingham, MI 48025

BOOKKEEPER
Full time. Experience necessary. 20411 W. 12 Mile, #201, Southfield. Call Mathial Accounting at 352-6320

BOOKKEEPER & GENERAL OFFICE
for small Livonia company. Permanent 2 days per week, expanding to full time. Knowledge of Lotus 1-2-3 helpful. Call 427-4343

BOOKKEEPER & GENERAL OFFICE
Part time, 1 person Female-Male manufacturing company. Responsible for general ledger through trial balance, accounts receivable & payable, and payroll. Salary commensurate with experience.
810-446-0273

BOOKKEEPER needed for busy Plymouth-Detroit restaurant. Full time position. Send resume or apply in person at: Chen Chen, 845 E. Grand River, Detroit, MI 48226.

BOOKKEEPER - Non-smoking Farmington Hills CPA firm. General ledger & computer experience preferred.
851-0770

BOOKKEEPER POSITION available immediately. Full-time. Full charge through trial balance & financial statements. Knowledge of Lotus required and firm in Plymouth Township. Salary commensurate with experience. Call.
342-4988

BOOKKEEPER
Property management and construction company in Troy. Position has an opening for a person with experience in computerized bookkeeping, payroll, tax returns and knowledge of job costing, job costs and/or property management experience is a plus. Send resume to: Box 572, 1900 Hartfield Dr., Rochester Hills MI 48309

BOOKKEEPER - Small Troy CPA firm needs full time person. Experience with computerized bookkeeping, payroll taxes, sales tax. Min. 3 years. $8-$10/hr. Call Mike 689-4120, or fax resume, 689-1147

BOOKKEEPER - time trial balance and payboard with possible commission. Send resume to:
Livonia Board Contractor
S. A. S.
36701 Schoolcraft Mills Rd.
Suite 248, Livonia, MI. 48152

BOOKKEEPER with experience in accounts payable & Customer Service needed for property and casualty independent insurance agency. Full & part time positions available. Send resume to: Box 566
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BUBBLY RECEPTIONIST

Temp & temp-to-perm. General office duties. $5.50 to $6/hr. Fast paced firm needs flexible, dependable person.

ARBOR TEMPS 459-1156

BUSY REAL ESTATE AGENT needs assistant with good office skills including computer. Ask for Kathy:
⚲ 644-3000

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OFFICE/CLERICAL
Responsibilities include: data entry & PC work, scheduling & coordinating appointments. PC literate with minimum clerical skills. Send resume, salary requirements to: Box 572, 17003 W. Eight Mile, Redford, MI 48240

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METRO MEDICAL GROUP
1600 TUSCEDO
DETROIT, MI 48206
Attn: M. Kronenberg
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL, for rent construction company. Includes: filing, typing, phones, computer experience. Salary & benefits. An Equal Opportunity Employer.
Send resume to: Box 714 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL - Full time position available immediately. Experienced in manufacturing environment is a must. Must have good attitude, organizational skills, ability to multitask, detail oriented, computer experience preferred. Salary $6.00-$6.50 per hour. Call between 8am-5pm. 728-5900

CLERICAL HELP/PART TIME
Royal Oak company. Typing, filing, phones, computer experience preferred.
543-2965

CLERICAL
Metropolitan has an entry level opening for a fast paced accounting group. This office support position has varied duties. Must have typical clerical skills, organizational, etc. Great position for college student, evening part time.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CLERICAL NOW HIRING
Must have experience in general office functions with good typing & telephone skills. 10-3 $5.50/hr.
H. W. Puckasoney, P. O. Box 9324, Livonia, MI. 48151-1324.

CLERICAL
PART TIME
Some experience required, immediate opening. Great opportunity for retiree or homemaker. For more information call Jeanette, Bernard Welding, 975 W. Ann Arbor Trail, Plymouth, MI 48170

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DETROIT, MI 48206
Attn: M. Kronenberg
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REP
General office work. Must have good communication skills. Knowledge of Word Perfect not necessary. Ask for Ms. Stephenson. Hours 8-5 M, T, Th. Mayflower Hoyt & Rochester Rd.

CUSTOMER SERVICE/SALES REP
Part time position available for Sales Rep. Must have excellent phone skills. Knowledge of computers helpful. Apply Tuesday, Call Cathy 444-0070

CUSTOMER SERVICE REP
USA Today has an immediate opening for a customer service rep. Must have communication skills, 1 yr. customer service experience, typing 50 wpm PC, 386/30 & AS/400 experience helpful, phone calls complaints. Send resume to: USA Today, attn: Leslie Lucas, P. O. Box 2305, Farmington Hills, MI 48333.

CUSTOMER SUPPORT
Suburban marketing firm has entry level opening. Good communication skills. Flexible hours, some computer experience a plus. Call Carol 796-3947
Unitrace Temporary Services

DATA ENTRY CLERK
Needed for fast paced, Southfield medical office. Excellent typing skills are required. Knowledge of phones & filing. Excellent benefits package. Full time, Mon-Fri, 8:00 hours, 400 Galleria Office Center, Ste. 218. Southfield, MI 48034. Call 810-353-2164

DATA ENTRY CLERK
Data Entry Clerk needed for service company in Farmington Hills. Skill levels 36 or 46 400 and knowledge of word processing preferred. Full time entry level position. Excellent benefits package. Send resume and salary requirements to: LVOCC, P. O. Box 2073, Farmington Hills, MI 48333-9073
An Equal Opportunity Employer

DATA ENTRY
CUSTOMER SERVICE
GENERAL OFFICE
Immediate job opportunities. Earn top $$ for your skills & experience.

CALL NOW
SNELLING
PERSONNEL SERVICES
Livonia 464-2900
Southfield 352-1300
Auburn Hills 373-7300
Taylor 294-0777

DATA ENTRY
FULL/PART TIME
Full time and part time openings for your flexible schedule. Long term or short term assignments. Up to $7.50/hr. Call Dana
Unitrace Temporary Services

DATA ENTRY - long term, full time, day shift, Mon. thru Fri. 8-5. Call ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Many long & short term positions open with a variety of companies in Livonia, Plymouth, Canton areas. Never a fee.

OLSTEN
STAFFING SERVICES
The Working Solution.
525-1244

DATA ENTRY
OPERATOR
Flexible hours, great benefits. Experience a MUST. Office area. For appointment call 234-1910

DATA ENTRY
Part time days flexible hrs. Microsoft beneficial. Send between 8-4.
446-4258