EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Experienced, Full-time. Busy practice, offices in Troy. Resume/Salary req. 810-879-3475

MEDICAL ASSISTANT-Detroit Metro Airport area clinic seeks self-motivated individual. Send resume to: Box 1141, Lincoln Park, MI 48146

MEDICAL ASSISTANT
Dedicated, mature, self-motivated assistant for busy Farmington office. Full or part time, sick days, paid holidays. Send resume to: 28000 Grand River, Suite 324, Detroit, MI 48240

INFECTION CONTROL NURSE
For busy 153 bed long term care facility. To qualify you must have held a leadership role in infection control or quality assurance, be a strong organizational, written & oral communication skills a must. Supervisory experience a plus. RN preferred. 40-32/PCC PRN
Prior experience in long term care is required. Knowledge of government mandates on in-service training & ward. Strong management & communication skills required. Supervisory experience a plus. Interested applicants to: Mr. Gregory Extended Care Center 24225 Grand River Ave. Farmington, MI 48336 or Fax to: 810-477-2386

CERTIFIED NURSING ASSISTANT
ALL SHIFTS AVAILABLE
NEW WAGE SCALE

Now is the time to join our Medical, Caring & Professional team at Georgian Bloomfield Rehabilitation & Nursing Center. We offer a very competitive salary free pay for experience & excellent benefits including health, life, dental, vision, paid vacation & holidays, full-time, part-time, paid leave & credit union memberships. Please apply in person at 4600 Telegraph, Bloomfield Hills, MI. Or call our Recruiter at 313-443-2544

MEDICAL/CLERICAL - Full-time. Knowledge of medical terminology helpful but not necessary. Call 261-5900, 996 from right person. Benefits available. Fax resume to 313-261-7022

MEDICAL Collections-Detroit Metro Airport area clinic person experienced in collections and follow up. Send resume to: Box 1141, Lincoln Park, MI 48146

MEDICAL/PODIATRY/RECEPTIONIST
Part time, 15-30 hours, Mon, Wed & Fri. Benefits available. Call 313-937-3276

MEDICAL RECEPTIONIST - full time. Experienced only need apply. Dermatology office in Livonia. Mon., Tues., Wed. 8-5, Thurs. 8-7, Saturday 8-noon. Salary commensurate with exp. Training & computer knowledge essential. Call 313-464-1000

MEDICAL RECEPTIONIST - Part time. Experienced only need apply. Dermatology office in Livonia. Mon., Tues., Wed. 8-5, Thurs. 8-7, Saturday 8-noon. Salary commensurate with exp. Training & computer knowledge essential. Call 313-464-1000

MEDICAL RECEPTIONIST - Full time. Busy Lincoln Park office. Medical or dental exp. preferred. Call 381-7300

MEDICAL RECEPTIONIST
Full time, busy Livonia internal medicine group practice.
Call Betty Cook, between 10:00 & 2:00. 476-4724

MEDICAL RECEPTIONIST
Full time for Developmentally Disabled. Experience with DD helpful. Send resume to: Office Manager, 29827 Beechwood, Livonia, MI 48152

MEDICAL RECEPTIONIST
Looking for a change? Need a new challenging position? Experience preferred. Excellent salary & benefits. Call & ask for Cheryl at 810-476-1167

MEDICAL RECEPTIONIST
Part-time, field general practice. 1 year experience preferred, with insurance knowledge required. Send resume to: Box 1407, 43422 W. Otto Dr., Novi, MI 48377

MEDICAL RECEPTIONIST
Pediatrics, Dermatology, Allergies & Asthma. Southfield area. Mon., Tues., Wed. 8-5, Sat. 9-noon. 12 hrs/week. Call after 6pm. 313-948-9430

MEDICAL RECEPTIONIST
Full time for busy Livonia office. Call 313-261-3290

MEDICAL RECEPTIONIST - for OB-GYN in Grosse Pointe area. Full time. Pleasant working environment. Medical exp. preferred. Call Betty, 810-643-7320

MEDICAL RECEPTIONIST
For orthopedic office. Southfield area full time. Good office and computer skills. 810-559-0066

Medical Receptionist-Experienced with physical therapy billing. Must be busy minded office in Southfield. Salary commensurate with experience. Phone sales a must. Resume & references required. 810-356-3000

MEDICAL RECEPTIONIST
Bright, full time, computer and typing experience very helpful. Pediatrical office in Livonia. Excellent salary and benefits. Call Jackie, days or eves. 313-464-1000

MEDICAL RECORDS/OFFICE
Position available in small working atmosphere for organized, detail oriented, individual. Call Transitional Outpatient Center of Wayne, Wayne Airport. 313-721-0740

NEEDED PERSONS to complete pre-employment phone interviews from home. Payment on a per week basis, must have access to a phone. Call Hallie 1-800-482-7184 EOE

NURSE AIDES

Growing home care agency in southfield seeking caring individuals for private duty cases throughout Oakland County. Must have 1 year of exp. Call between 10am - 4pm Monday thru Friday

NURSING UNLIMITED
540-2360

NURSE ASSISTANTS
DIETARY AIDES

Certified Nurse Assistants: $8.50/hour to start, full-time & part-time. Dietary aides part-time, rotating shift, days & weekends. Apply at Lincoln Park Care Center, 1700 Southfield Rd., Lincoln Park, MI. 18 years of age or older. EOE

A Special Kind Of Nursing

The leading provider of Hospice care in Southeastern Michigan is seeking RN's and NAP-NAS certified LPN's interested in working with a progressive, dynamic organization where patient care is our top priority.
You will work with an interdisciplinary team of health care providers to meet the physical and psychosocial needs of patients and families in their homes. Flexible transportation and current licensure required. Home care and Extended Facility Care experience preferred.
We have immediate full-time openings on our Wayne Suburban and South Oakland teams for:

RN's

Note: Flexible hours, one weekend per month required.
- 6:30am-6:30pm
- 11:30am-6:30pm
- 6:30pm-12 midnight & E/O Weekend

LPN's: 6:30am-6:30pm plus one weekend a month
Prepare with resume & cover letter to:

Hospice Of Southeastern Michigan
16250 Northland #212
Southfield, MI 48075
Attn: Human Resources
810-559-0066

Hospice of Michigan

EOE

502 Help Wanted Dental-Medical

MEDICAL RECORDS
PHOTOCOPYING SERVICE
Seeking part time person to photocopying medical records to local attorneys & clinics. Must be responsible, professional & service oriented. Experience a plus but not necessary. No health benefits.
Mail resume to: PO Box 1141, Lincoln Park, MI 48146

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Dermatologist, mature, self-motivated assistant for busy practice. Full or part time, sick days, paid holidays. Send resume to: 28000 Grand River, Suite 324, Detroit, MI 48240

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Hospice Of Southeastern Michigan
16250 Northland #212
Southfield, MI 48075
Attn: Human Resources
810-559-0066

Hospice of Michigan

EOE

502 Help Wanted Dental-Medical

PHARMACIST
1 day per week for community pharmacy. Call 313-464-3400

PLYMOUTH COURT Nursing Home Central has openings for the following positions:
Part-time Aides...7am to 12 noon
Full-time Midnight Aides
Full-time Evening Aides
Convenient Northville - All shifts, hours to suit you
Wage plus shift and weekend differential
Come be part of our team! Plymouth Court, 108 Haggerty Rd., Plymouth, MI 48170
An Equal Opportunity Employer

RECEPTIONIST - Mature, experienced, computer literate, self-starter needed for busy medical, busy office. Farmington Hills. 476-7060

RECEPTIONIST
position available for Livonia medical billing office. To schedule an interview please call 313-591-0400

RN - Full time 7a-3p. Excellent salary & benefits. Send resume and salary reqs to: Box 1141, Lincoln Park, MI 48146

RN: FULL TIME MON.- FRI. RN/LPN ON CALL

Practice nursing at its best! Join our dedicated, growing team of professionals. Excellent clinical skills desired. Flexible hours, weekends off. Excellent salary & benefits. Send resume and salary

Hospice Services
27011 Hamilton St.
Garden City, MI 48135
313-422-4344

RN HOME CARE
Full time 11 private duty for busy agency. Excellent pay & benefits. Call 313 278-3443
FAMILY NURSE CARE

OPHTHALMIC TECH
experienced, needed full time 3 offices, Troy & Farmington Hills. 313-646-3335

OPHTHALMIC TECHNICIAN
wanted for busy multi-location practice. Ability to perform refractions, dry & pack, lab, and receptionist. Competitive wage and benefit package. Call Kathy at 313-261-2906

IF YOU are a reliable, motivated individual who has critical notes every time, Expressions Home Care is looking for you. We have full and part-time positions available in your area. Contact Expressions in Brighton. Please contact Darlene for interview. 810 227-3004

RN/LPN
Full or part time. Experienced in all facets. Call Pam R. 313-895-5600

OPTIMETRIC ASSISTANT
You'll make a difference in our 7 year established eye care practice. If you are hard working, friendly & detail oriented, we have a full-time position for you assisting doctors & technicians. Call Jackie, Monday-Friday, between 9a 5pm. Phone interview. Cheryl or Kathy 313-420-4170

PEDIATRIC DENTAL office in Birmingham. Front desk experienced. Aide will be trained for some dental assisting duties. Salary DOE. Call Sue Thurs. 810-647-8056

PHARMACIST
Busy Independent Therapy Office, IV Antibiotics. Part-time - 30hrs. per wk. 810-632-8888. Fax resume 810-632-9000

PHYSICAL THERAPY ASSISTANTS
Prime Care Services is looking for Physical Therapy Assistants to work in Nursing Homes with homebound patients. Positions are now available in Wayne, Oakland and Macomb Counties with the following benefit package:
- Family health care with dental, optical
- Generous child care up to $6,000 per year
- Up to 13% employer contribution to retirement
- Weekend bonuses
- Up to $6,000 annual tuition/books
- $50,000 group life insurance
- Temporary disability insurance
- Reimbursement of employee contribution plan
- Annual raise + personal day each year
- Bonuses
- Flexible work schedule
- Professional growth ahead with Services Bend, Director of Human Resources, Monday-Friday, 8:30 am to 4:00 pm. 313-982-9080

RADIOLOGICAL TECH
Permanent full time afternoon shift, 3:30pm-11:30pm. Must be graduate of AMA approved school. Must be nationally registered or eligible. Send resume to:
Medical Associates
MIDWEST HEALTH CENTER
6580 Schaefer
Dearborn, MI 48126

RECEPTIONIST
Part or part time. 8 doctor practice, Farmington Hills area. Medical exp. only. Send resume to: Box 886
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - FULL TIME
For busy Farmington Hills office. Customer service or work experience helpful. 810-848-4646

RECRUITER for Home Health Agency to match in-home care providers. Medical background preferred. Affordable Home Care
810-689-6237

REGISTERED NURSES
Full & part time positions, variety of specialized assignments for experienced home care nurses. Call Jackie at Medical Associates
6580 Schaefer, Dearborn, MI 48126
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

WAYNE LIVING CENTER, part of Genesis Management of Southfield, long term care in Michigan, is currently seeking a Director of Nursing. The successful candidate will have a current RN License in the State of Michigan, in this position you will be responsible for the Nursing Department. We offer an excellent salary, insurance benefits and a pleasant working environment. For interviews call Administrator Christine Pierce, ext. 29 in person, Wayne Living Center, 4429 Venoy Rd., Wayne, MI 48184
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Livonia Accounting Service seeks a person with excellent math skills and accounting experience in working with multi-line business accounts. Experience in all phases of bookkeeping and payroll functions is required. Please send resume and desired salary range to: PFM Inc., PO Box 930007, Livonia MI 48153

ACCOUNTANT
For Farmington Hills CPA firm. All levels plus public accounting experience in compilation, review, tax preparation and audit. Resume to Box 928
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTANT
Property accounting, Plymouth, Lotus problems. Send resume to: PO Box 908, Troy, MI 48099
An Equal Opportunity Employer

ACCOUNTING ASSISTANT
At least 3 years of accounting exp. required. Receivable, collections, some knowledge of computer operation in Royal Oak. Submit resume, salary requirements & recent photo to: Human Resources, P.O. Box 71108, Madison Heights, MI. 48071, Attn. Personnel. No phone calls please.

ACCOUNTING CLERK
Experienced only need apply. Call for appointment. Must be able to meet deadlines & handle high volume. Send resume to PO Box 1298, Taylor MI 48180

ACCOUNTING CLERK
Entry level position. Right candidate will have Lotus experience & good math skills. Data entry experience a plus. Call for more information:
313-591-1100
ACRO SERVICE CORP.

ACCOUNTING CLERK
Responsibilities include all functions of accounts payable, 2 years exp. required. Knowledge of lotus a plus. Successful applicants will possess strong mathematical ability & be a self-starter. Salary DOE. Send resume or fax to PO Box 3005, Farmington Hills, MI 48332. Fax 313-932-8770

ACCOUNTING/COMPUTER
Experienced person with management skills for PBX computer/data/industrial services/installation company in Livonia. Good accounting & service. Lotus background helpful. Shorthand or typewriter a plus. Must be willing to learn operations of company operations, supervise office staff, & interact with top management team. Salary negotiable & depends on qualifications & experience. Send resume to: C. Pedron, P.O. Box 40877, Redford, MI. 48240

ACCOUNTING
PERMANENT:
1. Accounts Payable Clerk. Manufacturing Company in Oak Park. Excellent benefits! Salary to 26/hr.
• Entry Accounting Assistant. Some experience in accounting department skills. Degree preferred, but not a must. Excellent benefits. Salary mid teens.
TEMP POSITIONS:
• Accounting Clerk - Metro Detroit and Ann Arbor, familiar with Accounts Payable, Accounts Receivable and data entry
• Receivers - Dearborn, West Suburbs, Ann Arbor, part time and full time positions, some long term, some short term.
• Accounts Payable Clerks - All areas of Metro Detroit, part time and full time positions, some long term, some short term.
• Cost Accountant - Livonia, Indefinite.
• Data Entry Clerk - Southfield
Recruiting for Accounting Clerks for temp assignments. All levels of experience are welcome! Call 1st

354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy. Suite 322
Southfield, MI 48075
agency fee paid

ACCOUNTING
★ Property management co. is seeking a person for accounting position. Must have 3 years exp. in accounting, lease & lease-related accounting, general ledger & month end. Send resume to: Accounting Manager, 29800 Telegraph, Suite 200, Southfield MI 48076. Or fax to 810-557-6442.

ACCOUNTS PAYABLE CLERK/AR CLERK/A/P-A/R
Accounting position in manufacturing environment. Minimum 3 years experience prior to perform assignment. Payroll experience a plus. Apply: Personnel Manager, Inc. TV, 3000 Town Center, #1780, Southfield, MI 48075

ACCOUNTS RECEIVABLE CLERK
Southfield property management firm has an immediate opening. Data-entry experience and knowledge of Lotus required. Salary DOE. Send resume to: Attn: Controller, P.O. Box 930, Southfield, MI 48037
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE COMPUTER INPUT CLERK. Entry level position. Data entry experience necessary. Send resume to: Box 930
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE COLLECTIONS COORDINATOR

Opportunity for a strong personality to handle a variety of situations in the Accounts Receivable Department at Village Green management. Strong telephone skills, excellent customer service and Lotus 1-2-3 experience required. Salary commensurate with experience. Send resume, cover letter, salary requirements and photo to:
VILLAGE GREEN COMPANIES
30555 NORTHWESTERN HWY.
2ND FLOOR
FARMINGTON HILLS, MI. 48334
ATTN: ASSISTANT CONTROLLER
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE/COLLECTIONS

We are looking for someone with two year accounts Receivable or collections experience. Must be able to work out of our office, good hours, opportunity to grow.
WOLVERINE STAFFING
Southfield: (810) 559-4279
Troy: (810) 879-8070

ACCOUNTS RECEIVABLE / Collections. Full time position available in our Troy office. Must have accounting experience. Salary DOE. Call Today!
WOLVERINE STAFFING
Southfield: (810) 559-4279
Rochester: (810) 375-8070

ACCOUNTS RECEIVABLE/DATA ENTRY
Full time, for busy reporter. Best candidate will have data entry experience. Salary DOE

504 Help Wanted Office-Clerical

ACCOUNT ASSISTANT
For large insurance agency in Birmingham. Must have 3 to 5 years experience with large commercial P & C insurance. Excellent compensation and comprehensive benefits package. Competitive salary DOE. Send resume to: PO Box 1302
Birmingham, MI 48012-1302

ACCOUNTING CLERK
Full time accounting route balancing clerk with basic computer skills. Knowledge of Lotus 1-2-3 helpful. Entry level position, have good organizational skills and some computer experience. Hours are 8:30am-5pm, 40 hours with excellent company paid benefits including medical, dental, life. Apply Mon-Fri between 8:30am & 12:30pm.
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTANT
For manufacturing company with multiple divisions, assisting the controller in accounting functions such as inventory management, utilizing automated systems, preparing financial statements, reconciliations, 4 year degree in accounting and 3 years of accounting or experience. Please state salary requirements.

Send resume to:
PERSONNEL DEPARTMENT
P.O. BOX 70?
NOVI, MI 48376-0758

ACCOUNTS RECEIVABLE CLERK
To process daily invoices, apply payments, maintain customer information & lot as exceptional, 1 year accounting experience necessary, must be accurate, detail oriented, friendly environment. Mail resume to: 1743 E. Maple, Suite 100, Troy, MI 48084, Attn. Accounting Supervisor.
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Large Southfield firm looking for experienced accounts receivable clerk. Please apply at:
Don Massey Cadillac, 40475 Ann Arbor Rd., Plymouth, MI.

ACCOUNTS RECEIVABLE POSITIONS
$18,000
FEES PAID BY COMPANIES
Suburban locations, professional and casual atmosphere. Flexible hours, excellent benefits and potential for advancement. Call for interviews. 810-398-3300
BILLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
for fast paced real estate office. Must have excellent skills & Windows knowledge a must. Prefer real estate background. Salary DOE. Resume to: PO Box 108, Southfield, MI. 48037

ADMINISTRATIVE ASSISTANT
Sales/marketing dept. MS Word, Lotus, 3.1TX, Fax, Typing 50wpm. TEMPSTAFF Hel Fax 810 548-0600

ADMINISTRATIVE ASSISTANT
WP 5.1, Lotus, Millennia, Windows, typing 8 lines, English, OE 8 +, 58.80 +, Benefits, Temp-to-Perm. TEMPSTAFF Hel Fax 810 548-0600

ADMINISTRATIVE ASSISTANT
Large property management company in Southfield. Must have experience with Windows, Word and Lotus. Call Sandra Bonk at Oak Creek Square Suite 1913, Southfield, MI 48075, 810-354-1700 / FAX 810-357-0278

ADMINISTRATIVE ASSISTANT
For small investment management company. Must have experience with general bookkeeping background. Ideal candidate will possess strong attention to detail & technical support for all staff members. Send resume to: 300 E. Long Lake, Suite 275, Bloomfield Hills, MI 48304, Attn: HR

ADMINISTRATIVE ASSISTANT
Major company seeks person with strong organizational skills, strong word processing and interpersonal skills. Knowledge of Windows and Excel. Full time position. Salary commensurate with experience.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT
Fast paced sales and administrative office seeks person with general secretarial skills and some computer experience. Ideal candidate will be detail oriented, organized, and have excellent typing skills. Knowledge of Lotus helpful. Salary commensurate with experience. Send resume to: Human Resources, P.O. Box 7070, Farmington Hills, MI 48332

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ADMINISTRATIVE SECRETARY
ADVERTISING
International company needs experienced assistant for executive director. Windows, Word, Powerpoint, Harvard Graphics a plus. Salary commensurate, DOE. 810-646-7661
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT TO EDUCATOR
Major community college program, seeks person with strong word processing skills, interpersonal and interpersonal skills. Knowledge of Windows and Excel. Full time position. Salary commensurate with experience.
Diversified Recruiters Co.
344-6700 FAX 344-6704

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ADMINISTRATIVE SECRETARY
Experienced, full time needed for small company. Knowledge of Word-Perfect 5.1, and ability to learning quickly. Salary DOE. Send resume to: Box 1407, 43422 W. Otto Dr., Novi, MI 48377

Kalinger & Morris
AMUSEMENT CORPORATION
30665 Northwestern, Suite 1300
Southfield, MI 48076

ADMINISTRATIVE
Troy based Realtor is looking for a fast paced, organized individual to assist operations manager. Must be detail oriented, multi-tasker, able to work under pressure and meet tight deadlines. Computer literate with strong word processing skills. Ability to learn new software a must. Salary commensurate with experience. Send resume to: Administrative Assistant, Hagopian World Properties, P.O. Box 7777, Troy, MI 48007-7777. No phone calls please.

ASSISTANT
The Southfield based real estate consultancy company in western suburbs. Must have good attitude, strong & able to handle many tasks, organized, able to work under pressure and meet tight deadlines. Computer literate with strong word processing skills. Ability to learn new software a must. Salary commensurate with experience. Send resume to: Administrative Assistant, Hagopian World Properties, P.O. Box 7777, Troy, MI 48007-7777. No phone calls please.

ATTENTION - ADMINISTRATIVE ASSISTANTS
Up to $10 an hour.
Call Today!
WOLVERINE STAFFING
Southfield: (810) 559-4279
Rochester: (810) 375-8070

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Candidate must possess strong attention to detail, strong organizational skills, Word Perfect 5.0, Lotus 1-2-3, Windows 3.1 is required. Accession & client hand processing. Please send resume and salary requirements to: PO Box 66134, Southfield, MI 48186

ALWAYS NEEDED!
Clerical Professionals
On Demand
• WORD PERFECT 6.1
• LOTUS 1-2-3
• FINANCE BACKGROUND
• ENTHUSIASM
• RECEPTIONIST SKILLS
If you demonstrated yes, call us today! We are looking to fill positions in Novi and Ann Arbor, Michigan. Starting pay $7.00 + depending on experience.

EXPRESS PERSONNEL SERVICES
810-474-5000

ANIMAL HOSPITAL
SEEKS RECEPTIONIST. Responsible for client communications, inventory, bookkeeping, general clerical requirements, grooming, cleaning, exceptional benefits & knowledge for fast paced high quality program. Please fax resume to 313-459-1300 nationwide Properties strong communication & people skills.
313-459-1300

ARCHITECTURE/CONSTRUCTION SECRETARY
Small professional firm seeks organized self-motivated experienced person with excellent typing, word processing, bookkeeping, administration and communication skills. Must know Word and Excel for Windows. Send resume & salary requirements to: 801 W. Big Beaver Rd., Suite 671, Troy, MI 48084

AUTO DEALER
has an immediate full time opening for a full time General Office Clerk. Duties include data entry & light typing. Experience a plus, but not a necessity. Salary DOE. Call Ms. Jackie at 313-261-8000 (mid door) ask for Jackie, no phone calls.

AUTO DEALER - needs office clerk for various duties. Dealership experience preferred. Call Andrew at King Lincoln Mercury.
313-459-4000

A WELL ESTABLISHED Plymouth based company seeks The Clerk to work between the Accounts of Receivable and Accounting. Send resume to: PO Box 3005, Plymouth, MI. 48170. Fax 313-459-1131

BIG 3 OPPORTUNITIES
Positions immediately available
• WordPerfect/Windows
• Excel
• Harvard Graphics
• Lotus
• Typing
• All locations
Best benefit package available.

BARTECH PERSONNEL SERVICES
271-5454
An Equal Opportunity Employer

AUTO DEALER needs experienced full time for full time position. Typing, & telephone skills required. 23170 Plymouth Rd., Livonia, MI. 48150.

BIRMINGHAM ARCHITECTURAL FIRM has opening for full time or part-time 2 full-time Receptionists. Good phone skills & typing required. Word Perfect a must. Send resume with references to P.O. Box 3005, Southfield MI 48076.

BOOKKEEPER AMCRTCH - experienced distributor is seeking a bookkeeper to handle accounts receivable/payable, payroll and reporting. Qualified candidates should fax their resume to: 810-473-0405 Attn Human Resources. Or call 1-800-832-4607.

BOOKKEEPER
For CPA firm in Farmington Hills. Lotus required, full time, job for Janet.
810-363-8000

BOOKKEEPER - for well established retail/wholesale store in New Assisted Living Facility. Must have good communication, cash management, inventory, payroll, payroll taxes, accounts payable, payroll benefits. Send resume with salary history to: Carriage Hill, 40500 Grand River, Novi, MI 48375.

BOOKKEEPER, full charge this trial position, Farmington Hills, immediate opening. All applicants must have minimum 3-5 years experience, knowledge of Lotus 1-2-3, familiar with Word-Perfect 5.1, and capable of learning customized software. Salary DOE. Send resume to: Box 1407, 43422 W. Otto Dr., Novi, MI 48377

BOOKKEEPER - Full time position, experienced only need apply. Must be detail oriented, computer literate, and capable of learning new software. Salary commensurate with experience. Send resume to: Human Resources, P.O. Box 7070, Farmington Hills, MI 48332

BOOKKEEPER

Village Green Management Company, a Farmington Hills based property management firm, is seeking a bookkeeper with 1 to 2 years problem solving experience.

Must have working knowledge than Lotus and basic computer skills. Working with Lotus & PC computer required. Ability to handle multiple assignments, provide good reasons and salary requirements to:

VILLAGE GREEN COMPANIES
30555 NORTHWESTERN HWY.
2ND FLOOR
FARMINGTON HILLS, MI. 48334
ATTN: ASSIST. CONTROLLER
An Equal Opportunity Employer

BOOKKEEPER
wanted for growing property management firm. Must have good attitude, part time. Call Sharon 810-548-3454

BOOKKEEPER, 3 yrs. experience with production payroll, Lotus 1-2-3 and Lotus. Must be self motivated & able to work independently. Salary open. Apply in person: 18 Elmer, Northville (1 mile W. of Sheldon off Seven Mile). Lorenzo Inc. (Lotus)

CHURCH SECRETARY
Part time, 20 hrs. Good typing skills, computer literate. Computer experience preferred. Salary DOE. Send resume to: Church Secretary, 29800 Telegraph, Suite 200, Southfield, MI 48076

CLERICAL ASSISTANT
Part time, 20 hrs. Good typing skills, computer literate. Computer experience preferred. Salary DOE. Send resume to: Clerical Assistant, 29800 Telegraph, Suite 200, Southfield, MI 48076

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
Experienced in all phases of office work. Computerized bookkeeping. Good pay, benefits. Send resume to: P.O. Box 8006, Wixom, MI. 48393.

BOOKKEEPER/SECRETARY
Rapidly growing marine boat company looking for a self motivated, self-motivated & eager to succeed bookkeeper with two years experience in all phases of computer accounting & office management. Must have excellent organizational & communication skills, strong sales background & plus. Excellent salary & benefit package. Please send resume with salary history to:
Grand Craft Industries
11866 Globe Street
Livonia, MI. 48150

BROKERAGE FIRM needs a full time, responsible, mature Secretary. Computer & light bookkeeping experience helpful. Call with salary requirements & history to: A.M.C. - The Oles Company, 314 E. Brown St., Ste. 100, Birmingham, MI 48009.

BROKERAGE SALES ASSISTANT
Major brokerage firm in downtown Birmingham has immediate opening for an experienced sales assistant. Must understand sales. P.O. Box 3005, Birmingham, MI 48012
An Equal Opportunity Employer

CASHIER/CONTROLLER/CLERK
For auto dealer. Afternoons & some evenings if you are conscientious, detail oriented, enjoy working with people, apply in person at Sunshine Honda, 31 Mile, Ray.
313-433-3600

CLERICAL
AUDITOR
National distributing firm is now accepting applications for full time position. Hours: 7:30-4pm. Qualified candidates should possess good organizational skills, be detail oriented, have strong skills, offer a competitive hourly rate & benefit package. Please call Mr. Lewis at (313) 513-5300

CLERICAL/CUSTOMER SERVICE
A full time position is available for a people skills, type 50wpm, able to handle multiple tasks. Resumes to: 14630 W. 11 Mile Rd., Ste. 100, Southfield MI 48076

CLERICAL/DATA ENTRY - Big Beaver & Coolidge, Troy. Resume & salary requirements to: P.O. Box 834, Birmingham, MI 48012-0834

CLERICAL/EXPEDITOR
Detail oriented individual for Hydraulic & pneumatic distributor. Good benefits & pay. Please send resume to: Office of J.H. Bennett & Co., Inc. 41308 Vincent Ct. Novi, MI 48375 Attn: Michael O'Brien

CLERICAL
Full time general office work for Southfield property management company. Knowledge of computers necessary, accounting payable experience helpful. Call Sam, Mon. thru Fri. 810-353-3018
An Equal Opportunity Employer

CLERICAL/DATA ENTRY - PART TIME IMMEDIATE OPENINGS
Help us celebrate Orchestra Hall's 75th anniversary season. We are looking for talented individuals to assist in our ticketing operations department. Duties would include phone answering, order processing and other various clerical tasks. Day and evening hours, 12 to 16 hours per week (based on staffing needs). Please forward resume to:
Human Resources
Orchestra Hall, Inc.
Attn: Personnel
530 Grand River
Suite 100
Detroit, MI 48226
Equal Opportunity Employer M/F/H

CLERICAL
HUMAN RESOURCES
Manufacturing company has a part time personnel clerk. Varied duties include handling confidential records. Opportunity to choose flexible hours. Call Ann Marie at:
Diversified Recruiters Co.
344-6700 FAX 344-6704

CLERICAL JOBS AVAILABLE
DATA ENTRY OPERATORS
RECEPTIONISTS
SECRETARIES
TYPISTS
WORD PROCESSORS

Many immediate openings with companies throughout Wayne, Oakland and Macomb counties. We also offer excellent pay and benefits. Please call to schedule an appointment.

TempExchange
(810) 557-5600 - Southfield

CLERICAL/LIBRARIAN
Part-time/Flexible hours. $8.50 per hr. to start. No experience necessary. Library duties include filing, typing, & computer Data Entry. Apply: 30555 Northwestern (S. of 13 Mile).

CLERICAL - Office in Troy has immediate