EMPLOYMENT

502 Help Wanted Dental-Medical

AIDES
HIRING IMMEDIATELY!
Experienced. FULL & part time-all shifts. Competitive wages, dental program includes dental insurance, attendance, flexibility & holiday bonuses. Call Mary, Trish or Jackie to arrange an interview. We take pride in being dedicated, caring people who strive to provide our patients/clients care.
EMPLOYMENT 313-458-1061

ASSISTANT NEEDED
for fast paced Livonia dental office. Full time. Experience necessary. Excellent salary and benefits. Call Marilyn Mon.-Thurs. 313-427-2222

ASSISTANT NEEDED
Do you need extra holiday cash? Work a day or work a week with Pest Perfect! Call today for more information. No fees. EOE
(810)477-6717

BOOKKEEPER - FULL CHARGE
For busy medical clinic. 3 yrs. experience required. Medical office experience preferred. Varied duties. Send resume to: J.K., 6168 Buxton Dr., Troy, MI 48098. Attn: OB/GC/BM, 3000 Woodward, Ste. 102, Bloomfield Hills, MI 48304. E.O.E.

BOOKKEEPER - 15 to 20 hours per week. Accounts payable/receivable, payroll & computer skills. Fax resume to 17321 Telegraph, Ste. 207, Detroit, MI 48219

BUSY Southfield Pediatric office needs part time, high energy office help. 810-352-1871

CARE ASSISTANT
Looking for dependable person to care for 5 months with alzheimers disease. For more information call 810-644-3580

CASE MANAGER-MEDICAL
RN EXPERIENCED. Worksite Farmington Hills. Contact Jeanette Subcontract Resume Maxine Mitchell, 27777 Inkster Rd. Lake Orion, MI 48361 or FAX 810-391-0550

CERTIFIED NURSING ASSISTANTS
Every weekend off! No holidays! Day and only shifts. Excellent assistant to a Podiatrist in the long term care setting. Must have 1 year nursing home experience. Apply in person only. Hill Nursing Home, 1960 Rochester, Troy. The Nursing Home Group, 27979 Hampton, Southfield (between 9-10 Mile)

CLINICAL SUPERVISOR
For pediatric office in Westland. Resume & cover letter to: 35210 Harrison Blvd., Suite 201, Westland, MI 48185

CLINICAL CHURSIDE ASSISTANT
Experienced only. Mon/Thurs. 7:30-2:30 PM, 7:30-3:30 PM. Friday, 8 Mile Rd. between Farmington & Merriman 313-425-7010

CNA
Apply in person.
Maryfred Manor
15475 Middlebelt
Livonia, MI 48154
(313) 427-2884

CNAs - hiring bonus, starting wage based on experience, full benefits and a clean, caring environment. Apply at Plymouth Court Nursing Center. Come be part of a national award winning team dedicated to caring - HCN Call Today.
313-416-0510
An Equal Opportunity Employer

CNA'S
Start at $4.20. 8 month rates, 1 year rates. Will train. Nursing home experience, start at $7.25. $0.50 refer bonus. Benefits package. Flexible schedule shift 11pm to 7am available

FREE MURSE AIDE
TRAINING PROGRAM
Class to begin on Dec. 7, 1994. Call or apply: Kelly Life Lines, 31731 Schoolcraft, Livonia. 810-261-0900

COMPUTER TRAINER
Nationwide computer company seeking a part time trainer/developer person to teach new customers. Must have good communication skills & be willing to travel. Experience in dental office management required. Computer experience highly desired. Send resume to: Pam Sturgeon, Softech Inc., 31275 Northwestern Hwy #140, Farmington Hills, MI 48334

CT TECHNOLOGIST

A part-time position exists on the afternoon shift for a Registered X-Ray Technologist to work in the Cat Scan department. Prior Cat Scan experience is required.
Please call (313) 477-2621 for further information.

St. Mary Hospital
36475 Five Mile Road
Livonia, MI 48154
E.O.E.

Affiliated with William Beaumont Hospital

BUSINESS ASSISTANT needed for friendly Southfield dental practice. Computer experience helpful, but not required. Dependable and reliable. Great hrs. & benefits!(810) 354-4364

DENTAL ASSISTANT - 20yrs+ TIME
Or dental surgery office. 30 to 40 hrs. a week. Some benefits. Previous experience in dental office preferred. Call between 10 & 4. 810-647-2181

DENTAL ASSISTANT
Full-time chairside position for fast paced growing dental practice in Canton. Experienced preferred but not necessary. Call
313-453-8250

DENTAL ASSISTANT
Full-time opening in Plymouth office with team work atmosphere. Call 313-459-7175

DENTAL ASSISTANT with experience for busy general practice in Walled Lake. Part-time, flexible. Please call Anita. 810-669-3434

DENTAL ASSISTANT
Looking for an enthusiastic person to join our team. Work in a beautiful office. Experience preferred but not required. 313-425-4206

DENTAL ASSISTANT
Chair side position, part time days. No weekends. Farmington/Livonia area required. Western suburbs. Fax resume: 810-349-6647

DENTAL ASSISTANT
Busy dental office looking for energetic, friendly assistant. Full time, part time, 1 day a week Saturday. For interview call 313-459-8877

DENTAL ASSISTANT PART-TIME
Family practice. Experience preferred but will train right person. Rochester Hills. 810-650-3434

DENTAL ASSISTANT
Looking for a dedicated person with a bright Farmington area.
Call after 4pm 313-421-7938

DENTAL ASSISTANT
Come join our friendly staff at our new, modern Southfield office.
810-557-8373

DENTAL ASSISTANT/ RECEPTIONIST
Part-time. Experienced or new. Troy. 810-643-7530

DENTAL ASSISTANT
A unique position is needed in a unique Bloomfield Hills dental office. Unique benefits. 810-646-5743

DENTAL ASSISTANT
with front desk knowledge, experienced, to work full time for a busy practice. Send resume to the Telegraph/13 Mile area. Diversified duties. Excellent salary and benefits.
Dr. Howard Teitch at 810-642-6000

DENTAL ASSISTANT - Part-time position available in a private dental facility. Experience or a competitive dental assisting background helpful. Excellent salary & benefits.
Equal Opportunity Employer
810-563-6150

DENTAL ASSISTANT/CHAIRSIDE
Rewarding opportunity for orthodontic practice. Friendly, organized person as Dental Assistant for quality orthodontic practice. Dependable, reliable. Excellent wages and benefits for the right person. Call Joan at: (810) 647-9100

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
for orthodontics.
810-661-5900

DENTAL ASSISTANT
Are you a self-motivated, ambitious, Dental Assistant looking for a new start? Trial is your chance to join the fastest growing private dental group in America. Positions now available in the Wayne, Ypsilanti & Plymouth areas. Call Pam 313-484-1100
E.O.E.

DENTAL HYGIENIST
3 or 4 long days. No weekends. Can and your way around functions & 10 mm pockets. Western suburb. Fax resume: 810-348-6447

DENTAL HYGIENIST - Needed. Mon., Tues., Wed., 2 Sat./mo. Progressive, friendly office in Livonia. Patient comfort a top priority.
810-471-3320

DENTAL SERVICES - DENTAL ASSISTANT NEEDED - Experience preferred. Full/part-time available. Resume to: J.K., 6168 Buxton Dr., Troy, MI 48098

DENTAL LAB WEST SIDE
Due to growth experienced full time technician. Dye trimmer needed & other departments.
Call Jim or Ed at 313-823-4330

DENTAL OFFICE
Growing Farmington office has additional staff to fill the following positions:
- Receptionist
- Assistant
- Hygienist

Modern Grandview office. Excellent salary & benefit package.
810-966-5540

DENTAL RECEPTIONIST - must have computer & WordPerfect knowledge. Full time, Tues. thru Sat. benefits. Farmington Hills area.
Call 810-851-1034

DENTAL RECEPTIONIST, 37/hrs/wkgrean. hrs. 9:30-7pm. Need good phone, scheduling, typing & computer skills. Experience preferred. Great office, quality dentistry w/ dedicated staff. Mary 810-353-4747

DENTAL RECEPTIONIST/Manager. Looking for a bright energetic and motivated person to work in our Bloomfield Hills dental practice. Dental office experience preferred. Full time. Call 810-253-0440

DENTAL TECHNICIANS
MASON, MICHIGAN - Team-oriented dental lab, has immediate openings for experienced dental technicians in Wax Department. Potential pay $10-$20/hr. based on experience and production. If interested please call 313-615-1030

DERMATOLOGY NURSE or PA
Needed by busy practice for full-time position. Must be highly experienced, willing to assume a lot of patient responsibility, very bright, capable of independent thinking, a highly motivated with upbeat personality. Send resume STAT to: Kathryn Sussman, MD, 6425 E. 12 Mile Rd, Ste 125, Warren, MI 48092

DIRECT CARE STAFF
Alternative Living Services, Inc. a nationally recognized provider of Alzheimer's care is proud to announce the recent opening of our Specialty designed 28-bed Assisted Living facility in Farmington Hills. Hamilton House offers a warm, caring environment for those elderly individuals who require assistance with their daily living needs in an attractive home-like setting.

We are in need of additional caring and compassionate individuals to assist our residents with their daily living needs, light housekeeping and activities. Positions are available on all shifts. We offer competitive wages and hands on training. CNA certification is welcome but not required.

Interested candidates should call Demetri for more information at:
810-489-5382
Or apply at
Hamilton House
27950 Drake Road
in Farmington Hills

DON
for 83 bed nursing facility.
GOOD BENEFITS
Apply in person
Maryfred Manor
15475 Middlebelt
Livonia, MI. 48154
(313) 427-9178

EMT/DRIVER
For mobile medical specialist unit based out of Farmington Hills.
810-737-4808

Healthcare

REGIONAL DIRECTORS OF Case Management
GrandCare, one of the largest providers of health care seeking experienced Registered Nurses with demonstrated skills in nursing and management backgrounds to develop our facility-based case management programs in each of our regions:
- Arizona
- California
- Colorado
- Michigan
- Wisconsin
- South Carolina

The selected candidates will be responsible for:
- Case management systems design and implementation
- Managed care training and education programs
- Patient referral programs
- Quality improvement programs
- Managed care financial results

Candidates interested in these exciting opportunities should call Tory Perry, Director of Recruitment Services at (800) 747-3422 or send/FAX resumes to:
GrandCare, Recruitment Services, 300 Corporate Pointe, Suite 600, Culver City, CA 90230.
FAX (310) 645-1908
An Equal Opportunity Employer

GRANCARE
Commitment to Excellence

HOME HEALTH AIDES
For Private Duty Home Care
- New Pay Rate
- Immediate assignments
- Benefits for full time
- Mileage reimbursement

Convenient, part-time & full-time positions available. Excellent salary/benefits package. Ideal for nursing students, nurse aides, & experienced h-me health aides. To apply call:

313-981-8629

UNITED HOME CARE

INSURANCE/ WORKERS COMP
Workers Comp Medical-only Claim Handler needed for Livonia office. Position requires good bookkeeping skills in analyzing appropriate treatment for injuries. Prior medical-only experience in claims handling experience a plus. Full benefit options offered. Send resume & salary requirements to: HR, PO Box 77, Chicago, MI 60603. EOE.

MEDICAL RECEPTIONIST
we urgently need experienced medical receptionist. Career opportunities. $1045 to $1200 per month. Call Kelly Services at 313-477-3033 or fax 313-477-1044 or stop by 30777 Northwestern Hwy., Suite 100, Farmington Hills, MI 48334.

502 Help Wanted Dental-Medical

EXERCISE COUNSELOR
Excellent opportunity for an Exercise & Nutrition Counselor who is also experienced in MOTIVATION. Call Annette: 313-425-6218
Healthcare

HOME HEALTH AIDE
Full-time position with benefits. Must be certified with minimum of 1 year experience. Call Barbara Cooper at 313-459-1866

GRANCARE HOME HEALTH
An Equal Opportunity Employer
Healthcare

SPEECH THERAPY/OT
Home care visits available. Call Barbara Cooper at 313-459-1866

GRANCARE HOME HEALTH
An Equal Opportunity Employer

HOME HEALTH AIDES
CNA's
NURSING STUDENTS
Earn extra $$$ Out of the hot days! Work the schedule of YOUR choice with VISITING CARE, when YOU want to, where YOU want to. 2 hour visits to 8 hour shifts available in western Wayne County. Daytime, late for midnights & weekends. DOUBLE TIME FOR HOLIDAYS! Join a great TEAM that makes a difference at VISITING CARE by calling: 810-344-0234 or 1-800-860-0020 today!!

LTN
FOR PRIVATE DUTY HOME CARE
8 hour afternoon and weekend shifts for closed head injury patient in Westland. Good base salary plus shift differentials. To apply call:

(313) 981-8629
United Home Care Services

MEDICAL ASSISTANT
★ Urgent need for internal medicine, gastroenterology, and OB/GYN practices in Oakland & Wayne Counties. 1 yr. experience minimum. EKG, Vital Punctures, Injections. Career opportunities. Call Nikki at Temps Medical to schedule an interview. 810-643-2944

SCRIBE
Assist physician by recording findings, obtaining equipment, reinforcing & demonstrating treatment, & information, & assist in scheduling. Legible handwriting, command of English language, & attention to detail mandatory. Entry level, will train. Technical, Medical background helpful. Call Kathy Lewis at St. Oakland County. 810-333-2900

MEDICAL ASSISTANT
Busy surgical office. Farmington Hills area. Full time. Must have 1 year exp. Call Dr. Bassett 810-553-8663

MEDICAL ASSISTANT
Experienced for Berkley family practice. Full/part time, days, eves, & some Saturdays. 810-543-2341

MEDICAL ASSISTANT
Birmingham area family office seeking energetic, self motivated person, part time (Wednesday) and full time in 10-13 weeks. Office moving to state-of-the-art facility.
Call Kathy 810-646-6537

MEDICAL ASSISTANT
needed for busy Southfield office in Livonia. IV experience a plus.
Please call 313-477-7344

MEDICAL ASSISTANT/Livonia. Full time. Some computer knowledge helpful. Call Dr. Bressler 308-7938

MEDICAL ASSISTANT
Experienced. Full time for busy family practice. Must know basic lab procedures, EKG & injections. Good benefits. Salary negotiable. 810-476-2420

MEDICAL ASSISTANT
Busy specialty practice seeks experience assistant for M-W-F 4 days per week. Please call Diane, Mon. thru Fri., 810 8 at: 810-645-0640

MEDICAL ASSISTANT
Full and part-time positions for Southfield office. Lower extremity podiatry background. Knowledge of EKG, PFT, X-rays and venipuncture. Excellent salary.
Call after 4PM. 810-559-3812

★ MEDICAL ASSISTANTS
Immediate full time positions in Westland office. If you are dependable, hardworking, and have some medical background, good resume and over letter to: Bob 416
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL BILLERS - needed for Southfield & Livonia medicine practices. MBA or MBA experience & knowledge of medical terminology. Please call Beth at Temps Medical. 810-443-2944

MEDICAL CLAIMS ADJUSTER NEEDED!!
Responsible for the approval or rejection of medical claims.
- Must be a Registered Nurse
- Must have experience in Patient Care

CALL TODAY!!
CORPORATE PERSONNEL SERVICES
(810) 362-9696
EOE NO FEE

MEDICAL OFFICE - Birmingham, gen. med. office seeking full time, typing & family person, non-smoker, various duties. 810-642-3338

MEDICAL OFFICE
Feel unappreciated? Now is the time to explore the many new openings we have! Bakers - Royal Oak (near Beaumont), Bloomfield Hills, Southfield, Lathrup Village, Farmington, MBS or SDU. DME/IV infusion bakers - beautiful condominium office. Medical assistant - Royal Oak & Troy. Dana Darter: 810-852-1170 Fax resume: 810-852-1314
Harper Associates,29870 Middlebelt Farmington Hills, MI 48334

RECEPTIONIST
for busy Dearborn/Southfield ophthalmologist. BOW & billing experience a plus. 313-846-3100

MEDICAL RECEPTIONIST - Great typing & telephone skills required. Fast paced, friendly office. Pleasant environment. Flexible hours. Full benefits package. Call Ann at 313-459-1300

OPHTHALMIC TECH
Experienced, for busy Birmingham ophthalmic practice. Flexible hours. Full benefits package. Call Ann at 313-459-1300

TRANSCRIPTIONIST
Full time position in busy West Bloomfield office. Previous medical transcription experience preferred. Excellent salary, plus great benefit package. Call Cathy at 810-851-0632.

MEDICAL TRANSCRIPTIONIST - Work from home. Full time or part time opportunities. Medical transcription experience required. Call Kathy at 810-360-8240

NURSE - Part time or full time for busy OB-GYN office. Experience preferred. Birmingham. Fax resume: 810-901-0338

OPHTHALMIC TECHNICIAN/ASSISTANT
Growing North Oakland County Ophthalmic practice seeks experienced technician/assistant with basic skills. Certification preferred but not required. Excellent benefits package. Competitive salary & benefits. Call 810-333-8000

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST for busy urologist office in Novi. Flexible hrs. part time (could lead to full time). Billing, phones, possible billing. Contact Lisa between 8-5 810-380-8380

MEDICAL RECEPTIONIST NEEDED
All shifts, full & part time. Apply in person. Charter House of Farmington Hills, 31017 Schoolcraft, N. of Grand River.

NURSES TEAM
Need dependable LPN's and CNA's for home care visits available. Call the Tri-county area. Call Mon-Fri. between 10-4. 810-477-2820

Nursing

RN/LPN
Full-time positions available in Detroit, northern suburbs, east side and Monroe. Minimum 1 year experience in home health care required. Benefits available. Call Barbara Cooper at 313-459-1866

GRANCARE HOME HEALTH
An Equal Opportunity Employer

OPTICAL LAB - 20-25 hours per week, flexible schedule. General optical experience a plus but will train the right person. 313-459-1883

OPTOMETRIC TECH
To service running shoes with doctor. Excellent pay plus mileage.
313-425-0350

ORTHODONTIC ASSISTANT - Part-time, for fast paced, high tech office. Experienced preferred but will train. 313-261-6960

ORTHODONTIC ASSISTANT - full time position available. Tues., Wed., Sat. in modern dental facility, experience or completed dental assisting course helpful. Excellent salary & benefits. Starting Hrly. $10-$12/hr. EOE

ORTHOPEDIC PRACTICE seeking an efficient, detail minded, dedicated individual to assist in reporting & charge entry data. Computer experience preferred. Knowledge of medical insurance helpful. Livonia area. 313-953-7244

PART TIME front office receptionist needed for ophthalmologist's office in Farmington Hills, approx. 20 hrs. per week. Excellent opportunity. Call will train right person. 313-425-2514

PEDIATRIC DENTAL OFFICE
Seeks friendly, motivated dental assistant. Must like children.
Call Mon-Thurs. 810-647-8080

PHARMACIST - Permanent, 2 days a week. No nights, holidays or Sundays. Flexible hours. Contact Cathy/eve message: 810-651-5554

PHLEBOTOMIST
Part time position, 3:30 AM to 8:30 AM. Must have 6 or more months experience in drawing all type patients. Excellent opportunity for students & homemakers.
Apply: Mon-Fri 10 AM
UNIVERSAL STANDARD MEDICAL LAB
21705 Evergreen
Southfield, MI

PODIATRIC ASSISTANT-Mature, responsible adult needed for patient care/Receptionist. 20 hrs. per week. Southwest area. 810-356-2818

RADIOLOGY TECH
For busy 4 physician internal Medicine practice in Northwest Detroit. Min. 3 years experience. Germy 881-6740

RECEPTIONIST - Experienced for busy family practice in Novi. Some Saturdays. 810-380-8240

RECEPTIONIST for Northville Chiropractic Office. Light typing & phone skills required. Hours: Mon., Wed., Fri., 2:30pm-7pm. Salary commensurate with experience. 810-348-3500

RECEPTIONIST
Entry level, full time for small busy Call Tom 810-443-0238

RECEPTIONIST - full time position available for busy Podiatrist office. Experience preferred, excellent salary & benefits. Starting hrly. $10-$12-2100 EOE

RECEPTIONIST
Data entry & misc. duties. Part-time for phone & computer. Dental computer experience preferred. Must be outgoing, accurate & detail oriented. Livonia area. 313-953-7244

REHABILITATION ASSISTANTS
To work with brain/spinal injury & injured Pediatric population in a residential setting. Competitive salary & benefits. Excellent wages & benefits package. Send resume to:
23304 Farmington Road
Farmington Hills, MI 48336
Call Heather 810-476-3338
An Equal Opportunity Employer

RN/LPN
★ Medical/Surgical/Oncology shifts available. Competitive salary & benefits. Apply in person:
Oakland County Medical Care Center, 36475 W. Five Mile, Livonia

RN
Growing rehabilitation company seeks Staff Nurse for Brain Injury case load. Previous rehab experience preferred. Must have excellent good communication, organization, & decision making skills. Full benefit options, including company car & expense reimbursement plans. Send resume & salary requirements to: HR, PO Box 77, Chicago, MI 60603. EOE.

RN/LPN
EXPERIENCED
More than competitive wages.
- Full time
- Vacation Pay-Sick Pay
- Holidays
- Tuition Reimbursement
- Health & Life Insurance

Also part-time positions available. Call or apply: Mon-Fri. 1259 West Silverbell, Orion Township.
810-391-0900

RN OR LPN OR CMA
Wanted full time, Monday-Friday. Large target. Excellent benefits. Must have allergy experience & only performing allergy & gynecology. Call Jenny days & eves 810-626-0908

RN'S & LPN'S
Full & part time, all shifts.
Excellent based salary and full medical reimbursement.
BOYNE HILLS HEALTH CARE
ON GREEN LAKE
Call Linda Kaplan
(810) 363-4121

SECRETARY/RECEPTIONIST
Part-time, insurance billing, general office duties. Must have knowledge of IBM PC required. 810-737-0380

OPHTHALMIC TECH
Full time, high quality general ophthalmic practice. Troy/Birmingham. 810-649-3730

TRANSCRIPTIONIST
Full time position in busy West Bloomfield office. Previous medical transcription experience preferred. Excellent salary, plus great benefit package. Call Cathy at 810-851-0632.

The Eye Practice is seeking full or part time LVT's or assistants to join our team of professional people in Farmington, Garden City, Waterford & Allen Park. Must be a people person with the ability to learn. Flexible hours, Excellent salary and benefits package. For a confidential interview contact Marilyn Vaughn at: 810-563-6100

X-RAY TECHNICIAN
Experienced, for busy orthopedic clinic. Must be willing to learn new skills. Call 313-425-1525

504 Help Wanted Office-Clerical

PERSONABLE TAKE CHARGE PERSON needed for rapidly growing Plymouth company. Knowledge of Lotus & Windows required. Light bookkeeping. Llvonia area. Call Sharon (313) 981-8411

ACCOUNTANT
Accounting position for manufacturing company with multiple divisions, keeping the Controller in working order & ready to take over. Duties include: G/L, Cash Receipts, Payroll, Inventory management, utilizing multiple computer systems. Required qualifications include: 4 year degree in Accounting, 3 yrs. Accounting experience, supervising position, and experience applying GAAP. Salary $35-$40K. Please state salary requirements.
Fax or Mail: Personnel, PO Box 7009, Novi, MI 48376-0709

ACCOUNTANT/OFFICE MANAGER
Construction company seeking an individual to oversee accounting functions. Comparable accounting and word processing knowledge required. Send resume to: Box 486, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ACCOUNTING ASSISTANT
Temporary position, January thru May, 1995, 20-30 hrs. a week. Assist with job costing, payroll, Accounts Payable/Receivable. Computer experience with accounting, spreadsheet & Wordperfect software needed. Mail resumes to: 5600 Crooks Rd., Ste. #201, Troy, MI, 48098.

Accounting Clerk
Expanding Southfield Manufacturer. Clerk. Fast paced environment. Excellent opportunity for an organized individual. Excellent benefits and data entry skills helpful.
H R Management, (810) 968-2087

ACCOUNTING CLERK
A major company located in Northwest Detroit is now accepting applications for a full time Entry-level accounting position. We offer a full benefit package. Please send your detailed resume to:

General Accounting Manager
P.O. Box 5324
Detroit, MI 48232-5448

ACCOUNTING CLERK
Major trucking company in Troy seeks an experienced accounting Clerk. Qualifications include: 1-3 years accounting experience, PC experience, including Lotus, strong attention to detail and self-motivated. Duties include accounting cash including bank charges, daily deposits, cash receipts and cash clerk, maintaining all accounting records, assisting in month end closing cycle. Excellent opportunities for future advancement. Qualified candidates should submit resume along with salary requirements to:
Accounting Clerk-Personnel
P.O. Box 7064
Troy, MI 48007-7064

EOE M/F/V/D

ACCOUNTING
Temp & Temp-to-Perm Positions
FULL CHARGE BOOKKEEPERS
Livonia, Madison Hgts, Lotus skills required. Wage up to $12/hr.
ACCOUNTING & COLLECTION CLERKS: Ann Arbor, Detroit, Novi, Dearborn, Lotus skills required. Wage up to $8/hr.
DATA ENTRY CLERKS, experienced & entry level. Detroit, Farmington Hills, Livonia, Plymouth. Lotus skills a plus. Wage up to $6/hr.
JR ACCOUNTANTS Detroit, Dearborn. Lotus/Excel skills required. Wage up to $10/hr.
SIGN UP BONUS
We are recruiting Clerks and Bookkeepers to replace Temps we have placed in our permanent jobs. If you like to work in a professional environment, if you have A/R, A/P, Collections, Payroll or data entry skills, you may be eligible for our Sign Up Bonus. Also, you'll receive priority attention in our permanent process. Call for details.

(810) 354-2410
ACCOUNTANTS ONE
24901 Northwestern Hwy. Ste 516
Southfield, MI 48075

agency fee paid

Accounts Payable
Excellent opportunity available in our busy Bloomfield Hills residential office. Ideal candidate will have experience in the construction industry, computer literate, accounts payable & job costing desired. Call Cardella, Mon-Fri 8-4

810-642-8686
An Equal Opportunity Employer

ACCOUNTS/PAYABLE CLERK
Growing company in rapidly growing companies. Call for appointment.
313-641-2200

ACCOUNTS PAYABLE
Livonia wholesale distributor seeks a detail oriented, organized and self motivated Candidate who can work independently. Strong math skills with some accounting background necessary, immediate opening with competitive salary and benefits. Send resume with salary requirements to:
PERSONNEL DEPT-AP
SOVEREIGN SALES, INC.
38300 AIRMEN RD.
LIVONIA, MI 48150

ACCOUNTS RECEIVABLE/PAYABLE position for Farmington Hills manufacturer. Ideal candidate has Computer experience. Excellent pay and benefits. Fax resume with salary history to office manager, P.O. Box 2480, Farmington Hills, MI. 48334.

ACCOUNTS RECEIVABLE CLERK
Individual with some accounting background, proficient on calculator & computer (WordPerfect & Excel). Strong communication skills required. Fast paced, organized, detail oriented. Excellent pay plus benefits: hours 7am-4pm. Please fax resume to:
(313) 416-5656, Personnel or mail to: Personnel, 14310 Hamilton, Highland Park, MI 48203

ACT NOW!
Temp & temp-to-perm openings.

Receptionists	to $6/hr.
Data Entry	to $7/hr.
General Office	to $8.50/hr.
Administrative Assistant	to $10/hr.
Accounting/Clerical	to $12/hr.
Word Processors	to $12/hr.

ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT
For property management firm - a self-starter with organizational skills & people skills & a professional phone manner on heavy telephone. Knowledge of word processing, WordPerfect or equivalent a must. Send resume: M.P.I., Box 431700, Pontiac, MI 48343-1730. Attn: Dan

ADMINISTRATIVE ASSISTANT
Typing, phones & good customer relation skills required.
Permanent position.

810-358-4270
Wolverine Staffing

ADMINISTRATIVE ASSISTANT
Build your executive assistant career in either Troy or Detroit.
Word processing experience is needed for either short or long term assignments. Call today to start next week. Salary $9.00 to $12.00/hr.
Call Betty 646-7981
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Farmington Hills headquarters of major medical facility has immediate openings for full and part time secretarial. Windows experience a plus or we will train. Excellent salary and paid holidays.
Call Betty 810-473-2931
UNIFORCE SERVICES

504 Help Wanted Office-Clerical

ADMINISTRATION
Part or full-time. Receptionist & word processing duties. Degree preferred. Must possess good communication skills. Word processing skills required. Windows & Microsoft Word preferred. $7/hr. 1st start. Full fringe benefits. Please contact Kim at CSI: 810-427-4966
Or FAX resume to: 810-427-4968
EOE

ADMINISTRATIVE CLERK
position available in property management office for an entry-level or experienced detail oriented individual with excellent typing skills, telephone, & customer relations skills. Professional appearance a must. Apply to Box 486
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Administrative Assistant
Growing Brighton Farms CPA firm needs part-time, executive level assistant to support senior partner in a variety of challenging assignments. Applicants should have excellent people, communication, organizational skills, proven writing skills, be experienced in a professional accounting, tax and audit environment, and be computer literate. Our Workforce includes MS Word, WordPerfect, spreadsheet, accounting, tax and audit software such as Peat Marwick, Goldkiss, TimeSlips, et al. We offer a professional, collegial environment, opportunity for personal growth, flexible hours, and excellent compensation. Salary negotiable. Reply: M&C PC, 30830 Telegraph, Ste 110, Bingham Farms, MI 48025, or FAX to 810-540-0954. Attn.: Bill

ADMINISTRATIVE ASSISTANT - must speak, read & write Japanese for Farmington Hills. P & A/R. Benefits. $20,000 -

ADVANCED WORD PROCESSOR - with WP 6.1, excellent typist, secretary for Southwest 40 agency, hourly salary depending on experience.

BANK TELLER - experienced to work part time hrs. in Farmington Hills area.

SECRETARY - Troy, WP 5.1 plus Lotus 1 2 3, good phone skills, A/P, A/R. 1 yr experience required.

LOIS RAY PERSONNEL
810-646-5580

A FAST-paced office. Full time. Phones, Receptionist, Microsoft Word, Excel, Hurray Cards, Calendar & Ann Arbor.
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ANSWER PHONES
WOODWARD/14 MILE
Minimum 1 year office including phones and data entry experience. Great working conditions, immediate career opportunity, pay $3.50-$4/hr. Call Mary Ann
Call Maria for interview at:
(810) 645-3243

★ ATTENTION CLERICAL PERSONNEL
- Secretarial
- Data Entry
- Receptionist
- $6-$9 per hour
- Troy, Warren, Walled Lake & Canton areas
- Full benefits
- Medical insurance
- Paid holidays & vacations

Call Now!
810-442-2255
MasterStaff

BILLING CLERK
Various insurance processing, computer experience a plus. Send resume to Cathy Clark, 6931 Schaefer Hwy., Bldg. 4, Detroit, MI 48228 or fax 313-581-3413

BILLING CLERK
Dependable person with typing skills needed for in house billing department of medical office. We train. Must be detail person. 1647 Inkster Rd., Garden City

FULL CHARGE BOOKKEEPER
Our client, a Troy based software consulting & development company, is seeking a full charge bookkeeper to work part or full time. Must have "Quick Books", software proficiency & have excellent communication skills. Salary commensurate with experience. Send resume to:
Controller
Kaunet Associates
P.O. Box 5010
Troy, MI 48007-5010

BOOKKEEPER
Needed for printing company. Part time to full time.
Please call 313-464-6774

BUYERS ASSISTANT
An interesting clerical position with a growing consumer products company. General office experience and good with phones, customer service & sales. $18,000 plus benefits.
Call 313-464-0808
SHELLING PERSONNEL SERVICES

CAREER OPPORTUNITY
TV/RADIO COMMUNICATIONS
Multiple advertising agency/ad company seeks capable, ambitious, experienced, personable person to work with strong ethics, organization, phones and computer skills. Communicate with TV & radio stations and clients. If you are detail oriented and brisk in doing 5 executive tests, here is your chance. Send or fax resume and salary requirements, or call:
LEE ALAN MEDIA
31410 NORTHWESTERN HWY.
SUITE 7
FARMINGTON HILLS, MI 48334
FAX 810-851-3472

CASHIER
For wine dealership. Experience, pay & benefits. Phone or apply in person at: Bob Dunsky Wine & Spirits, 31325 Grand River, Farmington.
Call Kevin. 810-474-3170

CLERICAL ASSISTANT
Part-time, 2 days/week (Wed/Fri) in Birmingham office. Must have good phone skills. Call 313-645-1195 9-4:30

CLERICAL
Entry Level Position.
Call Dana Fisher at:
810-559-5000, ext. 502

CLERICAL/LIBRARIAN
Full time/flexible hours. $6.50/hour to start. Medical/medical benefits. Training provided. Apply in person:
MICHIGAN DATA SERVICES
30555 Northwestern Hwy., Suite 100
Farmington Hills, MI

CLERICAL/TYPIST
Detroit based firm seeks entry level Clerk Typist. Candidate should possess a minimum typing speed of 40 wpm, good phone manner and general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefits package. For consideration, please forward resume to:
Clerk/Typist
P.O. Box 1994
Detroit, MI 48226

504 Help Wanted Office-Clerical

CLERICAL HELP WANTED
Farmington Area
810-474-1106

CLERICAL & Medical Billing position in Eye Care Office in Troy. Experience with billing & WordPerfect necessary. Part-time with flexible hours.
Call 313-362-3324

CLERICAL - Midland area company hiring entry level position. Knowledge of computer & office procedures a must. Call 7am-3:30pm.
810-464-1215, ext 236

CLERICAL PERSON - needed. Dependable, detail oriented person in pleasant work environment. Phones, filing, etc. Resume to: Dental Equipment, 31340 Schoolcraft Rd., Livonia, MI 48150
No calls or walk-ins please

CLERICAL POSITION
Mutual of Omaha, a leader in the life/health insurance industry, has an immediate opening for a New Business Clerk in our regional sales office. This position is responsible for preliminary underwriting and data entry. Qualified candidates must be highly organized and possess excellent clerical, computer, and voice skills. A professional telephone manner is essential. We offer a competitive salary and excellent benefit package. If you are interested in learning more about this exciting opportunity call Kathy at 810-347-3621
Mutual of Omaha is an Equal Opportunity Employer.

CLERK NEEDED - light office work for property management firm. Flexible hours, no experience required. Send resume to:
Clerk, 23500 Greenfield Rd. #326, Oak Park, MI 48237

CLERKS
Payment Processing Clerks for prominent Troy bank. $4.50 to start.
H R Management, 810-968-2087

COMPUTER OPERATOR
Rent-all establishment needs full-time computer operator. Some retail sales experience.
Call 810-641-6400

COMPUTER OPERATOR
PART TIME
Manufacturers representative has immediate part time position in Livonia Headquarters located near M-14 & I-275. Recent good computer skills with high accuracy WordPerfect experience necessary. Send resume & pay expectations to: TPC, P.O. Box 3304, Livonia, MI 48151, Attention: J.B.
An Equal Opportunity Employer

COMPUTER Service company seeking individual to take incoming service calls from clients, back-up dispatch, and general clerical duties. Solid clerical background. Send resume to:
B.C., 23878 Northwestern Hwy., Southfield, MI 48075

CONTEMPRA
is seeking highly motivated & dependable people with needs full-time.

• Secretaries . . .	$6-$13
• Word Processors	$6-$10
• Switchboard . . .	$6-$ 8
• Receptionists . .	$5-$ 8
• Data Entry Clerks	$5-$ 7
• Customer Service	$6-$ 8
• File Clerks . . .	$5-$ 6

We offer:
- Vacation pay
- Holiday pay
- Medical insurance
- Referral bonus

Please call for an appointment today!

(810)583-9500
Madison Hgts

(313)563-5900
Dearborn

CUSTOMER SERVICE REP - For non-smoking insurance office in W. Bloomfield. Immediate opening. Good phone skills, computer knowledge helpful. 810-626-2532

CUSTOMER SERVICE/ FULL TIME/PART TIME
Immediate opportunities in Southfield and Troy for your people and computer skills. No sales involved. Training is provided. Company will training leading to outstanding benefits and financial rewards. Call today. Starting salary to $7.50/hr. Call Dana now 810-723-4299
UNIFORCE SERVICES

CUSTOMER SERVICE PART-TIME
Entry level position, flexible shifts between 6am & 5pm, (approximately 24-32 hrs. per week) which include Saturday and Sunday shifts. Position requires 10 key pad production for order entry. Pleasant phone manner & customer contact experience a must. Interested applicants apply in person between 9:30am & 12:30pm only.
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150

An Equal Opportunity Employer

CUSTOMER SERVICE
Large marketing company in Troy in need of people with good verbal communication skills to gather information for a new computer system. Training is free, prior experience but will train.

8:30am-8:30pm 20 hrs/wk
12pm-8pm 40 hrs/wk
Mon-Fri
Must be able to work occasionally on weekends. Long term position.

Please call for an appointment today.

(810)583-9500
Madison Hgts

DATA ENTRY
An immediate permanent full time position with a great company. Experience can be as little as 2 months with 5,000 spm. Ideal for an enthusiastic student. $8 per hour to start plus benefits. Call 313-464-0808
SHELLING PERSONNEL SERVICES

DATA ENTRY
CUSTOMER SERVICE
Join a team that is growing, with our new Farmington Hills and Wyndham Island Temp to perm, full or part time opportunity for your $ 000 experience. Starting salary to $6.00/hr. No sales involved.
Call Darlene 810-473-2933
UNIFORCE SERVICES

DATA ENTRY - Experienced person for busy accounting department. Knowledge of Lotus required. Looking for a dependable person with great attendance used to a fast paced