CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

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CLASSIFIED DIRECTORY

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This classification continued from Page 16G In B,Wb,La,T,Ro.

502 Help Wanted Dental-Medical

LIVONIA OFFICE - Looking for Medical Assistant & Medical Receptionist with experience. Please call 476-0100

MEDICAL ASSISTANT
Needed for busy Farmington office. Part time. Experience preferred. Call Patti 553-4646

MEDICAL ASSISTANT
For recently expanded new facility in Westland area. Must be energetic, dependable, and self starter. Good pay and benefits. Experience preferred, but willing to train person with some medical background. Send resume to 35210 Nankin Blvd Suite 301 Westland, MI 48185

MEDICAL RECEPTIONIST
Our podiatry office is searching for a caring professional person to join our team. Good phone skills, knowledge of medical insurance necessary. Must be organized & reliable. Salary $7 and higher depending upon experience. Experienced only. Call 478-4539

MEDICAL RECEPTIONIST
Some typing, knowledge required Call Patty, 358-5904.

MEDICAL RECEPTIONIST- Westland area. Pleasant speaking voice & able to get along w/others. Must have experience with insurance. Call between 2-5pm. 721-2305

MEDICAL RECEPTIONIST
Full and part time receptionist for busy ophthalmology office in Birmingham. Typing necessary & insurance knowledge helpful. 642-5232

MEDICAL RECEPTIONIST needed for a busy Livonia Urologists. Must have experience, be friendly, and able to type. Permanent full time. Call Dal 474-0555

MEDICAL RECEPTIONIST
Immediate opening for full time receptionist. Previous experience for busy ENT office in Farmington Hills. Computer knowledge a plus. Please call 478-7093

MEDICAL RECORDS person needed, Medical Records Dept. of certified home care agency. Knowledge of medical terminology, ICD-9 coding, computer experience preferred. Full time, benefits. Shelley 356-1360

MEDICAL SECRETARY - Wordperfect 5.0, Lotus, dictation, for neurosurgeon hospital vice president. $320-$400/wk. Call Alice at Uniforce 357-0648

MEDICAL SOCIAL WORKER
Licensed BSW for 20 hour position at Bio-Medical Applications Hemodialysis Facility in Livonia. Medical hospital preferred. Dialysis experience helpful. Pleasant surroundings with bright staff. Call Linda for interview April. 855-4700

MEDICAL TRANSCRIPTIONIST
for Farmington Hills radiology office. Only those with medical transcription experience need apply. Pleasant surroundings with bright staff. Call Linda for interview April. 855-4700

MEDICAL TRANSCRIPTIONIST - hospital or service experience preferred. WP50 preferred, part time, flexible hours. Call 2-5pm. 443-1950

MEDICAL TRANSCRIPTIONIST - Experienced person for full time, Benefits-Medical, Dental. Must have experience with DS, DR, UR. Phone Oak Park. 399-1437

NURSE AIDES
are needed for home care cases in western Wayne county. Flexible scheduling. Excellent pay scale. Transportation allowance. Benefit package for 20 hour per week or more. Experience necessary.
United Home Care 459-5141
An Equal Opportunity Employer

MONEY TALKS
Our top performers earned $18,000-$20,000 in wages, incentives & bonus in 1989. They will earn even more in 1990. Home health care is an exciting new job anymore. Current openings include:
• Home care attendants, full or part time, hourly, all shifts
• 21hr. assignments
(Fireman sitting)
• Quad care attendants
• New hire bonus.
EMPA-CARE 455-1061

NURSE AIDES
& ORDERLIES
Full and part time openings available on all shifts. $4.55 to start plus benefits. Will train. Apply in person: Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia, 522-1444.

NURSE AIDES - Full & part time positions available. New wage scale. Flexible hours & competitive benefits. Apply in person at: Oak Hill Care Center, 34225 Grand River, Farmington, Mon.-Fri. 8am-5pm.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL OFFICE ASSISTANT-Busy ophthalmology office needs experienced office assistant for rotating team at registration, discharge, medical records. Experience with computer and insurance billing helpful. Good pay, benefits. Modern office. Send resume to: Administrator, 29275 Northwestern Hwy, Southfield, MI 48034

MEDICAL OPPORTUNITIES
Recruitment & placement for full or part time positions:
• Nurses • Medical Assistants
• Technicians • Transcriptionists
• Medical Billers • Receptionists
• Medical Records Technicians
Experienced only. Excellent salary & benefits.
CALL MED-MATCH 651-0652

MEDICAL RECEPTIONIST
Seeking full time individual for front office responsibilities in a growing cardiology practice. Necessary qualifications include: previous medical office experience, good telephone communication and patient interaction skills and knowledge of computer scheduling systems (Medic preferred). Send resume to: Receptionist, 29829 Northwestern Rd, Suite 200, Southfield, MI. 48034.

NURSE AIDES
$5.60/$6.10
FOR NEW HIRES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.
NURSING UNLIMITED
540-2360

NURSES AIDES
Full time, experience not necessary. Will train. See Carol Brown
NORTHGATE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSING ASSISTANTS
Our 120 bed skilled nursing facility needs you who care. Full time & part time positions are available on all shifts for nursing assistants. No experience necessary, on the job training. We offer a competitive wage. Apply at:
Cambridge North
535 No. Main
Clawson, MI
435-5200
An Equal Opportunity Employer

NURSING ASSISTANT POSITION
Available on all shifts in small comprehensive Southfield nursing home. For appointment call 9am - 4:40pm. 557-1221

OAKHILL CARE CENTER
Nursing & assistant positions available for second and third shift. Certification classes available. Recent wage increase in effect.
Call T. Watson 477-7373
An Equal Opportunity Employer

OPTICAL DISPENSER - Experienced for downtown Farmington D.O.C. franchise. Pleasant, busy office. Salary & benefits according to ability. Phone Dianne. 471-7404

OPTOMETRIC ASSISTANT
Full time, experience preferred, salary commensurate, pleasant working conditions. Send email 313-455-9000

ORAL SURGERY Assistant/Receptionist for Royal Oak area. Full time w/excellent fringe benefits. Experienced in dental preferred. 547-5835

PART TIME responsible person to assist pediatrist. Experience desired, but we'll train. Pleasant surroundings with bright staff. Call Linda for interview April. 855-4700

Part/full time Transcriptionist Office. Send resume to:
Attn. Elaine, 26011 Evergreen Rd., Ste. 100, Southfield, MI 48076.

PATIENT REGISTRATION CLERK
Part Time Midnights
Duties will include processing personal & insurance data of patients, answering phones & transporting patients. Qualified candidate must possess a typing speed of 40 wpm. Additionally, 6-12 months of experience in an admitting office or related field is preferred. If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 4277
An Equal Opportunity Employer

PEDIATRIC OFFICE NURSE
Full time/Part time
Rochester hills area
Call: 653-8777

PHARMACIST in the Brighton area. Pay commensurate with experience. 229-4999

PHYSICAL THERAPY TECHNICIAN To assist therapist in busy Southfield facility. Full time. Will train. Competitive salary/benefits. Send resume to: Physician's Physical Therapy, 24011 Greenfield, Southfield, MI 48075. Or call: 557-5440

FRONT DESK RECEPTIONIST
Experienced for specialist's office in Novi. One half day Wednesday, Saturday 569-1770

RECEPTIONIST
Mature, for Bloomfield pediatrician's office. Part time, will train. Call Irene 645-1740

RECEPTIONIST - FRONT DESK
for busy Birmingham Ophthalmologist. Part time, 20 hours per week. Call Carol. 644-8060

REGISTERED X RAY Technologist for Farmington Hills clinic. Part time. Approximately 20 hours. Must have experience in Mammography. 471-0675

RECEPTIONIST
For out-patient clinic. "People Person". Excellent phone skills. Medical background preferred. Resumes only:
HVPA/Office Manager
2000 Green Rd. - Suite 250
Ann Arbor, MI 48105
An Equal Opportunity Employer

RN NEEDED - Full time for afternoon shift 3PM-11PM, and contingent RN's needed for all 3 shifts. Medical/Surgical experience required. Contact Straith Hospital In-Patient Director between 7AM-3PM, Mon.-Fri. 337-3380

502 Help Wanted Dental-Medical

RECEPTIONIST
For OBGYN Office in W. Bloomfield. Approximately 30 hours per week with rotating Saturdays. Front desk & computer experience beneficial. Contact Cheryl at. 855-6663

RECEPTIONIST/BILLER
Part time afternoon position. Some weekends & holidays for Southfield Clinic. Send resume to: Farmbrook Med Center, Attention: Annette, 29629 Telegraph Road, Southfield, MI 48034

RECEPTIONISTS
Prestigious suburban location need organized, self starts for busy physicians office. Handle busy switchboard & spot calendar. Insurance knowledge, pegboard or computer literacy a plus. Excellent fringes. Call or send resume to:
Connie Fritz, CPA 652-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, Mich 48018

RN, ADON/INSERVICE
Northwest Detroit church related skilled nursing home offers a challenging full time position for a dedicated person. Excellent salary and benefits. Apply in person, Mon.-Fri. 8am-3pm or mail resume to: Evangelical Home-Detroit, 6700 W Outer Dr, Detroit, MI 48235

RN
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN needed Tues & Thurs evenings & 1 Sat morning per month for Livonia physicians office. Call 464-9200

RN - PART TIME - for OB-GYN office in Wixom. No weekends, no evenings. Call Nancy after 10:30am., Mon. Tues. Thurs. & Fri. 669-1009

RN'S & LPN'S
Full & part time positions available. New wage scale. Flexible hours & competitive benefits. Apply in person at: Oak Park Care Center, 34225 Grand River, Farmington. Mon thru Fri 9am-5pm.
An Equal Opportunity Employer

RNs/LPNs
Full time afternoons and part time days. Supervisory experience desirable. Brae Burn, 1212 N. Woodward, Bloomfield Hills

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time Nurses. All shifts. Competitive wages & benefits. Flexible hours. Call for appointment. Martha Falosak, RN. 522-1444

RN'S/LPN'S
needed for our 120 bed skilled nursing facility. Full & part time RN's & LPN's for our midnight shift only. Please apply in person between 8am-3pm, Mon.-Fri. at:
Cambridge North
535 No. Main
Clawson, MI
435-5200
An Equal Opportunity Employer

RNs/LPNs
PART TIME TO FULL TIME
UTILIZATION REVIEW
A nationally managed health care company is seeking a few professionals looking for a good opportunity. The ideal candidate must have a BSN, or health related degree, or 5 years diverse clinical background, excellent communication & people skills. Previous UR experience is a definite plus.
Position is immediate. Please call Genny for an interview at: 851-0700
An Equal Opportunity Employer

RN
SUPERVISOR
3-4 days weekly for 3-11 shift. Previous nursing home experience a plus but not necessary. Salary commensurate with experience. Apply:
PEACHWOOD INN
3500 SOUTH BLVD.
ROCHESTER HILLS
or Call Diane Howell
852-7800

R & R TEMPORARIES, INC.
Have long and short-term assignments available for medical positions in the Tri-county area. Looking for certified ultra sound tech, EKG tech, OB/GYN abdominal is a plus, RNs, LPNs, EEG, 3 yrs. experience preferred, transportation is required. Please call for more information.
1-800-878-TEMP

R.N.
For Home Health Care in the Washtenaw County area. No rotating shifts - 37½ hour work week. Good hourly rate plus mileage and benefits. Call -
Ms. Brown
Child & Family Service
(313) 483-1418
E.O.E.

Speech Pathologist
Needed in the Washtenaw County area. Work one-to-one with developmental patients. Flexible scheduling. Contractual position. Call -
Ms. Brown
Child & Family Service
(313) 483-1418
E.O.E.

TEAM ORIENTED - Birmingham office (13 Mile & Telegraph) seeks hygienist for soft tissue management. Tues & Thurs. Call Chris 642-4737

X-RAY TRANSCRIPTIONIST
Part time. Word processing experience helpful. Call Linda, between 7:30 - 9:00 AM 347-6226.
DMC Health Care Center
Affiliated with
The Detroit Medical Center
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER/AP
PC STATEMENT PROCESSING
Experienced person for full time/part time services preparing GL, financial statement, AP, processing payroll taxes and performing general office duties. For appointment call: Mr. Vukas 9-3pm. 661-3150

ACCOUNTING clerk, data entry. Southfield automotive, $1213-$1365/mo. Call Kim at Uniforce

ACCOUNTS PAYABLE Processor - Seeking mature, responsible individuals with at least 3 - 4 yrs. previous experience and strong organizational skills. Versatile job duties include light typing and phones. Send resume to: Personnel Manager, 2000 Town Center, Suite 1780 Southfield, MI. 48075

ACCOUNTANTS
AccounTemps - the specialized temporary division of Robert Half - can put your late skills to work in such areas as:
Tax
Budgets/Analysis
P.C. Spreadsheets
Controllers/Consultants
General Accounting
Fixed Assets
Cost
and more!
Call the nearest office to find out how we can put you to work!
Southfield 357-8367
Troy 824-3100
Ann Arbor 995-8367
accounTemps
Subsidiary of Robert Half, Inc.

ACCOUNTS RECEIVABLE:
Shipping/General Office. Entry level. Computerized system. Experience a plus! Full-time. Send resume to Accounts Receivables 6433 Miller Rd. Dearborn, MI. 48126.

504 Help Wanted Office-Clerical

ACCEPT AN OFFER YOU CAN'T REFUSE
...of good pay
...in pleasant environments
...on challenging jobs
We offer clerical positions:
Victor Interim Services
261-3830
Equal Opportunity Employer M/F

ACCOUNTANT - Busy construction office has an immediate opening for a experienced person ideal for an accountant with a minimum of an associates degree in business. Spreadsheet application a plus. Permanent full time position. 737-8500

ACCOUNTS ASSISTANT
Busy Human Service Agency in Southfield needs self motivated Accounts Assistant. Related responsibilities include: data entry for accounts payable and general ledger, general correspondence and daily banking functions. Position requires high school diploma and some experience in accounting department. Must have Lotus 1-2-3 and Word Processing skills. Pleasant work environment, competitive salary and benefit package. Send resume and salary requirements to: Accounting Assistant, OE, 19785 W. 12 Mile Road, Suite 397, Southfield, MI. 48076.
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
For expanding business in N.W. suburb. Some experience required. Excellent opportunity & future in new pleasant office. For immediate consideration send qualifications/resume to: Box 480 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Major Michigan law firm is seeking an experienced accounts payable clerk for its Farmington operations center. We offer a competitive salary & an outstanding benefits package. Qualified candidates respond with resume & letter stating salary history & expectations to:
Miller, Canfield, Paddock, & Stone, 150 W. Jefferson, Suite 2500, Detroit, MI 48226.
An Equal Opportunity Employer

AD AGENCY EXECUTIVE SECRETARY
Enjoy the exciting atmosphere and interesting people with a major firm. We require dependable, experienced VP will appreciate your good skills. $18,000, fee paid. Call 338-7090
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Will require good organizational and administrative skills. Perfect salary and benefits. Send resume to: Marketing Department, 18000 Northland Dr., Southfield, MI. 48075.

ADMINISTRATIVE ASSISTANT
Consulting engineering firm in Rochester Hills seeks a highly motivated individual with excellent written and oral communication skills and diversified computer experience. Successful candidate must be a self-motivated and highly organized professional with a minimum of 5 years office experience. Previous experience with an engineering and/or construction firm is an asset. Send resume to:
Giffels-Webster Engineers,
Personnel Manager
2871 Bond St.
Auburn Hills, MI 48057
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ADMINISTRATIVE ASSISTANT
for growing real estate development/management company. Typing, non-smoking office. Salary negotiable. Call Mary Ann 2800, bookkeeping, bank, self-motivated, organized, verbal/written communication, attention to detail. "Person behind the" boss. Send resume & salary requirements to: 33020 Northwestern Hwy., Suite 100, Farmington.

ADMINISTRATION - word processor, national marketing company. Microsoft NBI 4000. $370/wk. Call Pam at Uniforce 646-7664

APPLY NOW
Let us put your clerical skills to work. If you enjoy flexible work schedules & the freedom to work where you choose, then you'll find working for Future Force a rewarding experience!
• NBI 2000 operators
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Rusty? No problem! Practice your computer skills at our office before being assigned to a job!
Call now for an appointment
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528-8454
FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

APPLY NOW
• SECRETARIES
• TYPISTS, 40 - 50WPM
• WORD PROCESSORS
Temporary or Permanent Positions
Write 4, Word Perfect,
Word Star, Multimate
Lotus Lotus 1-2-3
• OFFICE CLERICAL POSITIONS
SOUTHFIELD, FARMINGTON LOCATIONS
Good Communication Skills Are Essential
Short & Long Term. Top pay plus other benefits. Call for your immediate appointment or send resume.
AGA
23077 Greenfield, #182
Southfield, MI 48075
552-8254

ATTENTION
SUMMER JOBS
for college students are available now. Earn up to $9 per hour. Call...
ARBOR TEMPS 459-1166

AUTOMOTIVE CLERICAL
Dealership seeking experienced biller and office personnel. Excellent benefits. Please send resume to: P. O. Box 990, Milford MI. 48042

BLOOMFIELD HILLS office seeks staffer with range of office skills, accomplished typist. Competitive salary, health benefits, references required.
BOOKKEEPER
Bookkeeper to trial balance. Strong spreadsheet experience required. Construction experience also needed. Salary to $30,000.
ACCOUNTANTS ONE
354-2410
Employment Agency Fee Paid

BOOKKEEPER
For property management company. Minimum 5 years experience. Must be able to work independently in fast paced environment. Lotus and Word Perfect experience preferred. Send resume and salary requirements to: 580 N. Woodward, Suite 200, Bloomfield Hills, MI 48009. Attn.: Personnel.

504 Help Wanted Office-Clerical

ASSISTANT CONTROLLER
We are looking for an assistant controller for a multi-location retailer. This qualified candidate should possess 3-5 yrs. experience, be familiar with computer applications & preferably be a Certified Public Accountant. Salary commensurate with experience. Qualified candidates should send their resume to: C. Brinker, 28580 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48010.

BILLING ASSISTANT
Computerized billing & general office. Full time thru end of year. Prefer one individual for 4 months but we consider splitting job between Summer & Fall applicants. Send resume to: Dana, 23456 Industrial Park Drive, Farmington Hills, MI 48024

BOOKKEEPER ASSISTANT
Light industrial manufacturer has a full time entry level accounting position available. Previous experience not required, will train. Ideal for high school graduate or part time college student with educational training in accounting. Competitive salary & benefits. Send resume and salary history to: Personnel Dept., 631 Ajax Dr., Madison Heights, MI. 48071.

BOOKKEEPER
Busy Southfield based property management company needs bright detail-oriented Bookkeeper. Please send resume to: Bookkeeper, P. O. Box 5077, Southfield, MI. 48086

BOOKKEEPER - Fast paced. Experienced. For Farmington Hills CPA firm. Full-time.
Call between 8:30 to 5, 626-2400

BOOKKEEPER
Full time Bookkeeper with computer experience. Competitive benefits package. Send resume to: Box #440, Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, Michigan 48150

BOOKKEEPER - FULL charge through financial statements. Manufacturing background, experience Troy area. 24-32 hrs/wk., flexible. Send resume with salary requirements to:
Office Manager
P.O. Box 916
Bloomfield Hills, MI 48303-0912

BOOKKEEPER - mature person with good typing skills. Bookkeeping experience helpful. Computer input & readout experience helpful. Accounts Payable, Payroll Taxes, Purchasing. Troy location. Send resume to: 586 Hill Top Beaver, Suite 850, Troy, 48084

BOOKKEEPER
Medium sized engineering firm seeks full charge bookkeeper/accountant with 5 yrs. experience in invoice preparation, accounts payable processing & general ledger maintenance. Must have computer experience & good typing skills. Must be knowledgeable in journal entry & trial balance preparation.
Excellent compensation & benefits package offered to successful candidate. Conveniently located to I96. Please submit resume to: Human Resources/ MTI, 34400 Glendale Ave, Livonia, MI 48150.
EOE

BOOKKEEPER - Must have at least 2 years work experience in accounts payable & payroll. Located in Redford. Call Sandy. 255-3273

BOOKKEEPER - PART TIME
Experienced Bookkeeper 3 days per week for Real Estate/Property Management Firm located in Farmington Hills. Computer experience necessary and automated bookkeeping helpful. Call Mary 471-7100

BOOKKEEPER/RECEPTIONIST
Full-time. Candidate will have the following abilities:
= EXPERIENCE working with manuals, preferably construction books thru trial balance.
= WELL organized to handle more than 1 set of books, in addition to some receptionist duties.
Competitive salary. Lovely working environment.
Send resume with salary requirements to Personnel, 32600 Dequindre, Madison Heights, 48071.

BOOKKEEPER/SECRETARY - 30 hr. work week. Computer experience. Knowledge of accounting. Send resume and salary requirements to: 21 Kercheval Trail Inc. 15040 Crest St., Plymouth, MI. 48170. Call 2pm - 4:30pm. 455-1144

BOOKKEEPER/SECRETARY
Part Time for accounting office in Northwest Livonia. Will train. Flexible hours, ideal for college students. Non-smoker, knowledge of Lotus and calculators a plus. Salary is a plus. Call Greg 525-8354

BOOKKEEPER. Wayne-Westland. Summer jobs. Permanent part time. Accounts payable. Word processor, Lotus. Call Kim at Uniforce.

BOOKKEEPER
We are one of Michigan's largest local accounting firms, seeking a Bookkeeper. Qualified candidates must be able to do a variety of bookkeeping, including preparation of general ledger, via through financial statements, must have computer experience, preferably with bookkeeping knowledge. Salary commensurate with experience. Qualified candidates should submit their resume to: Personnel Dept., M.S.W., 28580 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48018.

EXPERIENCED OFFICE HELP needed. Telephone personality essential. Knowledge of bookkeeping helpful. Lake Orion/Oxford area. 628-6050

CLERICAL
EMPLOYMENT
COUNSELOR
Snelling & Snelling Inc. - the most recognized name in secretarial placement seeks a dynamic person with successful secretarial experience. An outgoing person with a desire for higher income, salary, commissions, benefits and full training. Call Debbie, 851-8000
SNELLING & SNELLING
FARMINGTON HILLS

CLERICAL - general office position. Some computer experience & customer service preferred. Full time/benefits. Farmington Hills location, non smoker. 489-0557

CLERICAL/part time, becoming full time at year end. Receives and analyzes requirements only for: Powerflow Engineering, 37120 Enterprise Dr., Westland, MI 48185. Attn: Sheryl Howers.

Clerical

INSURANCE CLERK
UNIVERSAL UNDERWRITERS GROUP, a well established national company, is currently seeking an individual to join the Underwriting Department of our Michigan Regional Office.
This is an excellent opportunity for an individual who possesses at least one year of general office experience, basic office skills and an interest in learning the insurance industry. Applicants for this position should have strong written and verbal communication skills, excellent math and detail aptitude, CRT skills and the ability to type 35wpm. Education beyond high school is preferred.
UNIVERSAL UNDERWRITERS GROUP offers excellent benefits including an innovative education program, tuition reimbursement, major medical, dental, paid life and disability insurance, a 401(k) thrift plan and much more. For further information please call Brenda at (313)553-5530. Equal Opportunity Employer M/F.
UNIVERSAL
UNDERWRITERS
GROUP

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT - full time, permanent position for Birmingham based property developer. General office Secretarial skills required plus some tax research & deliveries. Must have own car. Salary plus benefits. Call Patty 433-1100

Clerical
COOL CASH FOR SUMMER
You'll have time to enjoy the weather, and you'll earn good pay and benefits. We need ...
Switchboard Operators
• Experience required
• 10 or more incoming lines
• Typing skills a plus
Call for an appointment today!
Westland ... 326-5590
826 Wayne Road
Garden City ... 422-0269
29735 Ford Rd
Livonia ... 522-4020
1-96 Gheenter
33133 Schoolcraft

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency Never A Fee
Equal Opportunity Employer M/F/H

CLERICAL POSITION - PART TIME
25-30 hours per week. Order Entry, typing, and filing. Non smoking office. Hours flexible. Pleasant place to person only at: Hestops, 22780 Haggerty Rd., Novi (N. of 9 mile between Novi & Meadowbrook Roads).

CLERICAL WORKER - full time, one person job, over the phone sales, computer skills necessary.
Troy area 588-1133

CLERICAL - Work full time this Summer with part time potential. General office experience helpful. Southfield Area. Sandy 353-1515

CLERK/TYPIST - Attorneys in Farmington Hills work from for their office. Typing & sorting skills essential. Experience not required. Starting wage $4.25 per hour with regular increases. 855-8562

CLERICAL SUPPORT
Amicare Home Health Resources, a multi-chain home health organization sponsored by the Sisters of Mercy Health Corporation, is now looking for an individual to share in our growth.
The successful candidate will be responsible for all in-office support for office staff. Duties include creating and maintaining tie system, organizing materials for files, operating office machines, copying, and performing general clerical duties.
We'll match your skills with a competitive salary and excellent benefits package. If interested, please send your resume to:
Human Resources Manager
Amicare Home Health Resources
34605 Twelve Mile Rd.
Farmington Hills, MI 48331-3221
An Equal Opportunity Employer

CLERK TYPIST - for fast paced, high volume Southfield bankruptcy law firm. Must be organized, possess analytical & math skills required. Ability to work well with minimal supervision. Detail oriented. College student welcome. Typing 50 wpm. Salary commensurate with experience, excellent fringes.
Please fax to Box #438, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Applicants should possess a min. typing speed of 40wpm, good phone skills & general clerical knowledge. Excellent benefits and compensation. This position is full time with complete benefit package. Please send resume to:
Clerk Typist
P. O. Box 779
Detroit, MI 48226

COME WORK THE SUMMER WITH SNELLING TEMPORARIES
We have many assignments available right now!! If you like the Metro Detroit area, enjoy meeting people, you want to - then you'd love working temporarily for the world's largest of good dependable workers who have transportation and can work in all areas.
WORD PROCESORS
TYPISTS
FILE CLERKS
SECRETARIES
LEGAL OR MEDICAL
TRANSCRIPTIONIST
Ask about our $150 bonus! In addition we offer:
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HOLIDAY PAY
OVERTIME PAY
37625 Ann Arbor Rd.
Suite 100
Livonia, 464-2100
17200 W. 10 Mile Rd.
Suite 105
Southfield, 557-5700
NEVER A FEE

CLERICAL - PART TIME
If you enjoy customer contact, have good mathematical skills & a proven knowledge of business machines, apply First of America Plymouth, 535 S. Main.
An Equal Opportunity Employer

CLERICAL
To $20,000 .
We have several permanent openings for Receptionists & Secretaries. Light typing and/or word processing skills. Call 344-8700
or send resume to:
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Ste. 104
Novi, MI 48050 A3 Fees Co. Paid

COMMERCIAL LOAN CLERK
If you enjoy variety, this is the job for you. Requires good typing, experience, balancing skills & accurate typing. First of America is Michigan's second largest holding company with many opportunities for advancement. Apply at First of America, Plymouth, 535 So. Main.
An Equal Opportunity Employer

CO-ORDINATOR FOR SMALL non smoking, fast paced office in 13 Mile/Southfield area. Helps phones work to direct field staff. 8:30am-5pm. No health benefits. Call Ed at IntroMarketing 540-8010

504 Help Wanted Office-Clerical

BOOKKEEPING
Partial List of Positions
Accounting Clerk	to $15K
Accounts Payable	to $17K
Full Charge	to $25K
Accounting Supervisor-Billing	to $25K
Order Entry Accounting	
Heavy paid overtime	to $7/hr
Southfield	358-2300
Ann Arbor	995-8367
Detroit	259-1080
Troy	524-3100
Fentanty	(517)349-8367
FAX - Southfield	358-0941
(Sunday/Holiday Calls Related)
Correspondence To:
ROBERT HALF
28588 Northwestern Hwy. - #250
Southfield, MI 48034-8061
203 W. Big Beaver, #310
Troy, MI 48084-5217
All Fees 100% Co. Paid
160 Offices on 3 Continents

CLERICAL - PART TIME
Flexible position. Challenging work in environment sensitive to employees needs. Computer experience desired. $6 per hour. Send resume to: MMI, 1400 Dresseiate, Redford, MI. 48063

CLERICAL - PART TIME
If you enjoy customer contact, have good mathematical skills & a proven knowledge of business machines, apply First of America Plymouth, 535 S. Main.
An Equal Opportunity Employer

CLERICAL
To $20,000 .
We have several permanent openings for Receptionists & Secretaries. Light typing and/or word processing skills. Call 344-8700
or send resume to:
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Ste. 104
Novi, MI 48050 A3 Fees Co. Paid

COMMERCIAL LOAN CLERK
If you enjoy variety, this is the job for you. Requires good typing, experience, balancing skills & accurate typing. First of America is Michigan's second largest holding company with many opportunities for advancement. Apply at First of America, Plymouth, 535 So. Main.
An Equal Opportunity Employer

CO-ORDINATOR FOR SMALL non smoking, fast paced office in 13 Mile/Southfield area. Helps phones work to direct field staff. 8:30am-5pm. No health benefits. Call Ed at IntroMarketing 540-8010

504 Help Wanted Office-Clerical

clerical
Part-Time Job Opportunities
1-2 Days/Week?
The Farmington Hills office of Kelly Services has positions for:
• Secretaries (with or without word processing skills)
• Data Entry Operators .
If you can work 8-16 hours/week, then we're looking for you!
Farmington Hills 471-2050

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency Never A Fee
Equal Opportunity Employer M/F/H

CRT OPERATOR - Southfield automotive. 7000 keystroke entry, expediting, hiatoid helpful. $6-$7.50/hr. Call Heather at Uniforce 357-0037

CUSTOMER SERVICE - typing. Southfield medical. $240-$290/wk. Call Judy at Uniforce 357-0648

Customer Service/Order Entry
no experience necessary, but good communication skills & musts. Plymouth area. Send resume & salary history to Box 424, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE
Troy manufacturer seeks experienced customer service rep. Responsibilities include entry, expediting, follow up and phone liaison with OEM customer base. Prefer experience with automotive and/or OEM customers. PC familiarity a plus. Pleasant phone manner and data entry skills required. Send resume and salary history to: Emtrak, 25537 Hunt Club, Farmington Hills, Mich 48331
An Equal Opportunity Employer

APARTMENT FURNITURE RENTAL has Data Entry position available for individual experienced with PC, Lotus, bookkeeping. Compensation commensurate with experience. Call 6am-5pm 478-7730

DATA ENTRY
Livonia area manufacturer has a position for an individual experienced with IBM Accounting Systems. Duties to include data entry for inventory, invoicing, order entry and misc. clerical functions. Send resume with salary history to:
J. D. S., 670 Ashburnham, Auburn Hills, Mi. 48057

DATA ENTRY operator, 10,000 numeric, plus DOS, Farmington Hills area. $1225/mo. Call Terri at Uniforce 646-7662

DISPATCHER
For commercial/industrial air conditioning maintenance contractor. Must be computer literate. Standard corporate benefits available. Mechanical background preferred but not mandatory. References required. Send resume to Box 434 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DO YOU HAVE THE EASIEST $325 a week job in the state? Requirements are as follows: Must work in Farmington area, Have phone with touch tone, must be reliable. West Bloomfield. For appointment call Mrs. Webb 12-5pm at: 851-7555

504 Help Wanted Office-Clerical

NATIONAL Micro Computer Manufacture seeks knowledgeable, energetic, Customer Service Support Representative. Flexible work hours. Send resume & salary history to: 23976 Freeway Park Dr, Farmington Hills, MI. 48024

CUSTOMER SERVICE
Mature, reliable, people people, telephone & figures. Accurate, attitude plus. Pleasant non smoker. Send resume: Mrs. S. at Jobar, Inc. NEXUS of Lake & Ontario, 37150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE/INVOICING
With wholesale picture frame company. Prefer experience but will train. Full or part time. Great growing atmosphere. 477-3553

CUSTOMER SERVICE
CLERICAL SUPPORT
Immediate opening for responsible, detail oriented non-smoker with excellent typing skills for a rapidly expanding customer service department supporting national sales force. May start part time, but will need to be full time by year-end. Entry level position with growth potential. EOE. Send resume and salary requirements to:
MGI TCP, Inc.
P.O. Box 578
Farmington Hills MI 48332

CUSTOMER SERVICE REP
For National Company located in Southfield. Permanent, part time position. 557-8804

DATA ENTRY CLERK
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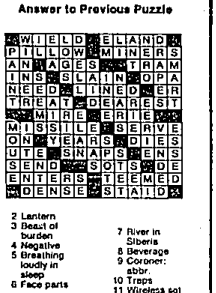
Thursday, June 7, 1990

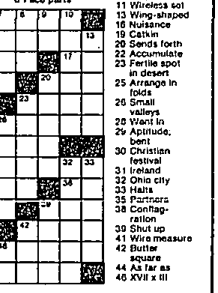
CROSSWORD PUZZLER

ACROSS
1 Schemes
6 Quohogs
11 Cause
12 Capital of Montana
14 Weapons
15 Suppose
17 — Pacino
18 Plunge
19 Omni, e.g.
20 Period of time
21 Maiden loved by Zeus
22 Negligent
23 Hebrew measure
24 Scrap
26 "Driving, Miss —"
27 Tolled
28 Orient
29 Sumptuous meal
31 Joins for military service
34 Turns around track
35 Minute arachnids
36 —, P. Q. R. S.
37 Peer Gynt's mother
38 Journeys forth
39 Mideast org.
40 That thing
41 Bishop's headdress
42 Sly look
43 Retreat
45 African antelopes
47 Play parts
48 The aforesaid thing

DOWN
1 Sentence ender
2 Lantern
3 Beast of burden
4 Negative
5 Breathing loudly in sleep
6 Face parts
7 River in Siberia
8 Beverage
9 Coroner: abbr.
10 Traps
11 Wireless sol
13 Wing-shaped
16 Nuisance
19 Catkin
20 Sends forth
22 Accumulate
23 Fertile spot in desert
25 Arrange in folds
26 Small valleys
28 Want in
29 Aptitude, bent
30 Christian festival
31 Ireland
32 Ohio city
33 Halts
35 Partners
36 Conflagration
39 Shut up
41 Wire measure
42 Butter substitute
44 As far as
46 XVII x III

Answer to Previous Puzzle





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