502 Help Wanted Dental-Medical

EEG TECH

Experienced Technician to scan ambulatory EEGs with a progressive national company. Supervisory position available. Board certification preferred, not required. Excellent benefits. Call Marina 258-1822

HYGIENIST
Full time position available in a multi facet office. Top pay, excellent benefits in a Quality oriented practice. 722-5133

IN-SERVICE DIRECTOR
Seeking in-service director for long term care facility. Prefer RN who has Train the trainer certification but will consider experienced Individual without. Please call or send resume to Mt. Vernon Nursing Center, 26115 Greenfield, Southfield, Mi. 48076 557-0050

Laboratory Assistants

Henry Ford Medical Center, located in West Bloomfield, announces full and part-time opportunities for Laboratory Assistants.

Qualified candidates will have a high school diploma and previous blood drawing experience with patients of all ages. Good clerical and computer skills preferred.

Please send resumes to:

HENRY FORD HEALTH SYSTEM
Employment Division, Dept. JK
2921 West Grand Blvd.
Detroit, MI. 48202

Equal Opportunity/
Affirmative Action Employer M/F/H

LIVONIA
Typist - Medical Transcriptionist preferred. Call 626-1116

LOOKING FOR someone who is energetic & enjoys working w/the elderly. Opening for a part time activity aide & a contingent, full time activity aide. Contact Irene Wandsnell, Activity Director. 291-9200

LPN/Medical Assistant-Looking for motivated take charge person to work in pediatrics. Southfield-W. Bloomfield area. Experience preferred, hours negotiable. Send resume to 6689 Orchard Lake Rd., Suite 295, W. Bloomfield, MI 48322

LPN
PART TIME
Afternoon & Midnight Shifts
New Starting Rate
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

LPN-RN
Contingent position available in Urgent Care. Interested applicants may call 477-8182.

DMC HEALTH CARE CENTERS
WOODLAND
(W. 12 Mile Rd., near Novi Rd.)
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

LPN'S
NEEDED for 2 home care cases.
Pediatric client in Union Lake
Adult vent client in White Lake
We offer competitive pay, bonus program, referral bonus, paid orientation, medical insurance available. Call us!!

UPJOHN
HEALTHCARE SERVICES
JCAHO Accredited
356-6800
or 1-800-462-6603
Equal Opportunity Employer M/F/H

LPN's & RN's
All shifts, full & part time. Excellent benefits. Lakeer Hills Nursing Center, 25300 Lakeer Hills, Southfield 354-3222

LPN'S/RN'S
desperately needed for new cases in Livonia, Westland & Taylor Areas. Full time/part time Benefits available 352-5340

L.P.T./O.T.A.
Now accepting applications for L.P.T. and P.T.A.-Join an innovative team of professionals in an established facility with an excellent reputation. Long term care experience preferred. Send resume to:
Robert Manowicz
7545 Lockloy
Union Lake, MI 48387

MEDICAL ASSISTANT
Full time to work with doctor & patients W. Bloomfield dermatology office 855-3358

MEDICAL ASSISTANT
Experienced, full time, doctors office in Providence Building in Southfield. 573-8380

MEDICAL ASSISTANT, full time & Receptionist/Biller, part time needed for busy family practice in Northville. Experience necessary. Karen, after 2pm. 562-6040

MEDICAL ASSISTANT
Full or part time, Livonia/Novi areas Must enjoy working with people. Excellent salary & benefits. Call 478-4638

502 Help Wanted Dental-Medical

LPN's - $14.50/HOUR

West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for LPN's on all shifts. $12.50/hour for $14.50. For details, call Mrs. Mancusso or Mrs. Subotich, 661-1600

MA
Full-time position available in Internal medicine. Interested applicants may call 347-8182.

DMC HEALTH CARE CENTERS
WOODLAND
(W. 12 Mile Rd. near Novi Rd.)
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

MDS/CARE PLAN COORDINATOR
Seeking qualified RN knowledgable with OBRA guidelines. Flexible hours, salary commensurate with experience. Call Beverly, Mrs. O'Rear for appt. 557-0050

MEDICAL ASSISTANTS - urgently needed. Experienced Radiology work at major clinics and private practices. We need help with full time & part time positions. $1225 to $1400 per month to start depending on experience. For more information call Melinda, at Tempro Medical, 443-5590

MEDICAL ASSISTANT
For physicians office in Troy. EKG training necessary. Full or part time. Monday thru Friday. Call 244-8580

MEDICAL ASSISTANT/BILLER
Full time
Experienced preferred
Plymouth, 451-0070

MEDICAL ASSISTANT/
RECEPTIONIST
Experienced - Part time
Livonia office. 476-6100

MEDICAL ASSISTANT - Medical Weight Loss Clinic has full & part time positions available for Practice & Southfield Clinics. Must be a graduate of a certified school, have venipuncture experience & Good benefits & hourly wages.

MEDICAL BILLER
Experienced in computer billing (3DM). Northville Office.
Call 348-8854

MEDICAL BILLER
For office in Bloomfield Hills. 30 hrs. per week. Experienced only.
Call Jodi. 333-3384

MEDICAL BILLERS
Variety of locations & settings available for supervisor billers. 1 yr. plus experience with 3rd party, DME, physician or hospital billing. Westland or MBS x plus. Begin a new career today! Salaries to $21,000, great benefits, pleasant surroundings. Call Mike Monforte 932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER
Full time position in growing cardiology practice. Two years of proven track records in patient account and experience with modifiers and statusing required. Familiarity with the Medic System a plus.
Send resume to:
Medical Biller
NORTHPOINTE HEART CENTER
2575 Woodward Ave - Suite 300
Berkley, MI 48072

MEDICAL BILLER/RECEPTIONIST
Experienced, Dearborn Hts. physician's office. Call between 9am-2pm: 561-7120

MEDICAL BILLER
Full or part time needed for firm in Farmington Hills. Follow-up and collection experience a plus! 737-6350

MEDICAL BILLER & BOOKKEEPER needed. Experience preferred. Send resume to: 317 Ecorse Rd, Ste. 11, Ypsilanti, MI 48198
Call 481-1410

MEDICAL BILLER
Experienced Medical Biller needed for busy high-volume medical practice in Southfield. Send resume & references to: Box 480 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL center has opening for medical assistant. Contact S. L. Medical terminology preferred. Up to $9.50/hr. Call Erin at UNIFORCE 646-6501

MEDICAL LAB TECH(ASCP) 2 part time techs needed for day and early afternoon shifts. Approximately 30 hrs. per week. Experience in all departments required. Dearborn area. Call between 9-5pm. 562-2730

MEDICAL RECEPTIONIST
Medical background, coding & computer knowledge. Salary according to experience. References. Send confidential resume to P. O. Box 51122, Westland, MI 48185

MEDICAL RECORDS/
FILING CLERK

Full time position in growing cardiology practice. Medical Records experience and knowledge of creating and maintaining systematic filing systems are required.
Send resume to:
Medical Records/Filing Clerk
NORTHPOINTE HEART CENTER
2575 Woodward Ave., Suite 300
Berkley, MI 48072

502 Help Wanted Dental-Medical

MEDICAL BILLERS RECEPTIONISTS

Experienced (M/B3 preferred) staff, Flexible hours, available for temporary, part-time, career advancement.
Call (313)932-1400
Kathryn Adair
Medical Staff Placement

MEDICAL CODERS
or ART's
East or Westside, immediate work available for CPT4 and ICD9 coders. For more details call, Mary Lou at Tempro Medical, 443-5590

MEDICAL HOSPITAL BILLER
Inpatient experience a must. Experience with most payers, DOE experience helpful. Major hospital. Call Beth at Tempro Medical, 443-5590

MEDICAL RECEPTIONIST - Now OB/GYN office. Full time. Billing experience required. Benefits. Mrs. O'Rear for appt. 557-0050

MEDICAL RECEPTIONIST
Full time position for busy Radiology office. Billing experience preferred. 464-7303

MEDICAL SECRETARY
Part time for Troy Internist. Must be experienced in insurance billing.
649-2525

MEDICAL TECHNICIAN/Chemistry position available. Experience in automated chemistry analyzers is preferred. Full time position. All shifts. Apply in person at
31955 Freeway Park Drive, Farmington Hills, 10 Mile & Halsted

MEDICAL TRANSCRIPTIONIST
Full time days & part time afternoon position available with a private multi-specialty practice. Hours flexible. Please send resume to: RMCG
28080 Grand River #306
Farmington Hills, MI. 48336

MEDICAL TRANSCRIPTIONIST
Great benefits. $9-$10/hr. Call Julie at Harper Associates, 932-1170

MEDICAL TRANSCRIPTIONIST
Position available, with busy Plymouth Transcription Service. Mon thru Fri, 5pm-10pm. Experience required. WP helpful. Phone, 455-7730

MEDICAL word processor desired by prestigious medical center. To $9/hr. Call Clementine at UNIFORCE 357-0641

NUCLEAR MEDICINE
TECHNOLOGY

Full time position available in progressive cardiology practice. RNMT(B or ARRT(N) required. Cardiac and SPECT experience preferred. Join our growing team and work in a state-of-the-art-lab.
Send resume to:
Alice Pichan
NORTHPOINTE HEART CENTER
2575 Woodward Ave., Suite 300
Berkley, MI 48072

PRESBYTERIAN Village is currently accepting applications for full time Nursing position on PM shift. For further information call Carol Jones Pat Ziehr, RN. 531-6874

Certified Nursing Assistants - $7.00/HR.

Part time, Westland Nursing Center, near Maple & Drake, has immediate openings on all shifts for full or part time Certified Nursing Assistants. $7.00/hr. plus extra for experience. Please contact Mrs. Plotkowski, 661-1600

NURSE ASSISTANT - Presbyterian Village now accepting applications for the PM & midnight shift. Full & part time positions available. For information contact Marilyn 531-7200

OCCUPATIONAL THERAPY Assistant - part time. Mon. thru Fri. Benefits. Livonia area. 473-1430

OPHTHALMIC TECH
needed for Southfield office. 1 yr. ophthalmic experience necessary. Call Mrs Wright 350-1130

Operating Room Technician

Full-time afternoon shift position available for an ORT with certification and a minimum of one year of experience in an acute care facility.

Competitive wages with excellent benefits including insurance benefits will be offered. Resumes only accepted by the Human Resources Department at

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336

An Equal Opportunity Employer

OPTOMETRIC ASSISTANT to work with doctor in Westland. Pre-testing, performing patient workup, pre-test & contact lenses. Must be able to work 8 days, Mon. - Sat., needs supervisor personality. Experience helpful but will train. Please call Mon.-Fri. after 10am 296-7800

PEDIATRIC RN needed to care for 3 yr. boy in our home. Weekends and some eves. Good pay. If you are loving and well qualified, please send resume & recent references to P. O. Box 12282, Birmingham, MI 48012

502 Help Wanted Dental-Medical

NURSE AIDES

Enjoy a full-filling career with United Home Care Services, a home health agency in suburban western Wayne county.
• Flexible hours
• Competitive pay
• Transportation allowance
• Benefits package eligibility
• Supportive management
If you have experience please call

981-8829

NURSE AIDES
NEW WAGES

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

ORTHODONTIC ASSISTANT
Experienced for Birmingham practice 3½ days per week.
645-5340

PART TIME RECEPTIONISTS
Birmingham pediatrician's office. Paid vacation and sick. Call after 11am-3pm, Mon-Fri. 645-1740

P.T. AIDES - Full and part time positions available in an adult intermediate care facility. Experience helpful but will train. Apply at Beverly Hills Nursing Center, 32121 Woodward Ave. Royal Oak

RADIOLOGY TECHNOLOGIST

Part-time position available. Registered or eligible. Interested applicants may call Ron or Jean at 347-8000, Ext. 7766.

DMC HEALTH CARE CENTERS
WOODLAND
(W. 12 Mile Rd., near Novi Rd.)
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

RECEPTIONIST/BILLER
Busy OB/GYN office in Troy seeks polished professional with 1 yr. plus medical office experience. Salary $7-$10/hr. Contact Hillary at Harper Associates, 932-1170

RECEPTIONIST/FULL TIME
Mature, responsible person needed for growing allergy practice in West Bloomfield location. MBS computer experience helpful. Excellent salary and benefits for the right applicant. Send resume to Box 746 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, MEDICAL
Experience necessary. Livonia, W. Bloomfield & Farmington locations available. Appointments, pulling charts, insurance verification. Good pay and growth. Call Renee at Tempro for more details. 443-5590

RESIDENT ASSISTANT
needed for an assisted living center. Part time, 10-2 Mon. thru Fri. Must be willing to work weekends. Pleasant atmosphere. Apply in person, person only: Peachwood Inn, 3500 W. South Blvd., Rochester Hills.

RESIDENT CARE TECHNICIAN
Excellent benefits for person who is mature & ready to commit to a full time midnight position caring for the well elderly. Starting wage $4.85 - $5.35 per hour. "Lets talk". Please call Mrs Barabolt, 261-9000

RN CLINICAL COORDINATOR
Newly created upper management position for RN with long term care experience. Must have excellent clinical skills, previous management and supervisory experience preferred. Excellent salary and benefit package. Apply at: Beverly Hills Nursing Center, 3200 Greenfield, Royal Oak, near 12 Mile Rd.

RN - CLINICAL MANAGER
An expanding Internal Medicine Practice with specialties in GI, oncology, cardiology and pulmonary medicine is seeking a highly motivated individual for management of its clinical practice. Previous experience in management preferred. BSN required. Please send resume to: ---- RMCG ----
28080 Grand River, Ste. 306
Farmington Hills, MI. 48336

RN/LPN
Part time, Evening Shift. Franklin Manor, 28900 Franklin Rd., Southfield (behind the Holiday Inn of Southfield). 352-7390

RN INSERVICE DIRECTOR
Progressive nursing center, seeking a caring and knowledgable in services directors with previous nursing home experience. Must highly motivated and have proven management skills. Salary & Benefits commensurate with experience. Call Director of Nursing. 338-0345

RN/LPN

Full time position available on 11pm-7am shift for licensed Nurse at University Convalescent Center. Become part of a team that is proud of the care they provide. Call 427-8270 to schedule an interview or stop by, 28550 Five Mile Rd., Livonia, and fill out an application

502 Help Wanted Dental-Medical

REGISTERED NURSE
Metro Medical Group, a Division of Health Alliance Plan, has an immediate opening for a Medical Director for our Livonia West Medical Center for an experienced RN. The preferred candidate will have current Michigan RN License, ambulatory care experience preferred. We offer a competitive starting salary and fully paid benefit package. Interested applicants please send resume to:
Human Resources Dept.
METRO MEDICAL GROUP
32200 Schoolcraft
Livonia, MI., 48150
An Equal Opportunity Employer

RN - FULL/PART TIME.
Day position (Mon.-Fri.) available with a growing multi-specialty internal Medicine private practice. Previous experience in adult Internal Medicine nursing with cardio/pulmonary helpful. Send resume to:
28080 Grand River, Ste. #306
Farmington Hills, MI. 48336

RN/LPN. - Pediatric office, Rochester. Part time. Please send resumes to: Box 720 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN
needed part time for family physician's office located in Livonia.
Call 464-9200

RN or BSN
Non profit agency. Qualified nurse to work with Social Worker in Care Management Program for Seniors. Community based work experience preferred. Car required. Resume by May 10 with salary requirements to: P.O. Box 34, Wayne, MI., 48184.

RN OR LPN
FULL TIME
AFTERNOON SHIFT
Apply in person:
Marycrest Manor, 15475 Middlebelt
Livonia, MI., 48154
427-9175

RN or LPN, immediate opening, to work with mentally impaired. Mon. thru Fri. 7pm-8.30pm and alternate weekends. Our Lady of Providence Center, Northville. 453-1300

RN OR LPN
Part-time. Allergist Office, 3 areas Farmington Hills, Livonia, & Brighton. Training provided. 851-0637

RN - PART TIME
Apply in person:
Marycrest Manor, 15475 Middlebelt
Livonia, MI., 48154
427-9175

RN'S for 12 HOUR SHIFT
If you enjoy having extra time off, this is for you! Work 3 days, 12 hr. shifts, & Earn 40 Hour Pay! Excellent Wages & Benefits. Call:
Director of Nursing, 338-0345

RN'S & LPN'S
For afternoons & midnights.
Intermediate private nursing home.
Bree Burn, 1212 N. Woodward
Bloomfield Hills.

RN & LPNs
For Midnight Supervisor. Salary & Benefit Package. Call Director of Nursing 338-0345

RN'S/LPN'S
FULL OR PART TIME
• Competitive wages
• Excellent benefits
Please call Debra Hagerty at:
BOSTIZ HEALTH CARE
OF YPSILANTI
483-2220

RN's - $20.00/HOUR

West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for RN's on all shifts. $18.00/hour to $20.00. For details, call Mrs. Mancuso or Mrs. Subotich, 661-1600

SECRETARY NEEDED for non-smoking doctors office in Bloomfield Hills. Some bookkeeping, insurance and billing knowledge needed. Call 333-3344

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Farmington Hills manufacturing office needs person with good account & full charge bookkeeping skills, good math, computer, typing & recent experience in manufacturing office required. Degree helpful.
Paid vacation, holidays & benefits provided. Salary commensurate with experience. Call Mon. thru Thurs 8am-3pm 473-9305

ACCOUNTS PAYABLE PERSON
Wanted for Livonia moving & storage company. Must have 1 year experience w/integrated business software system. Accounts reconciliation, vendor contact, heavy volume. Send resume with salary requirements to: K. O'Brien, P. O. Box 736, Livonia, MI 48151

ACCOUNTS RECEIVABLE person w/experience needed. To $18,000. Must be discrete. Southfield location. Call Alan 585-4583

ACCOUNTS RECEIVABLE
Individual must have accounts receivable, book keeping & computer experience. Full time, Mon-Fri, 8-5. Benefits available.
Apply in person only at: Erhard EMW, 4065 Maple, Birmingham

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE

Immediate, full time opportunity available for a highly motivated, non-smoking individual. Responsibilities include accounts payable, payroll, and auditing of accounts receivable. Excellent fringe benefit package includes master medical, optical, dental, and profit sharing plan. We are a rapidly expanding distribution service corporation. If you are interested in growing with a leader in the healthcare industry, send resume in confidence to:

Medi-Speech
Outpatient Rehab Agency
Personnel Department
735 W. Big Beaver, Ste. 404
Troy, MI 48084

ACCOUNTS PAYABLE CLERK
Southfield lab looking for person skilled in computerized accounts payable. In-house Digital System. General accounting skills required. Part time, 5 days, 25-30 hours per week. Send resume to: Linda Wright, Citation Clinical Laboratories, 23775 Northwestern Hwy., Southfield, MI 48075

ACT NOW

EXPERIENCED OFFICE
PERSONNEL NEEDED

In all areas throughout Metro Detroit. Several positions currently available for:

• Word processors, WordPerfect Lotus, MicroSoft Word
• Receptionists. 10 line phone system
• Executive Secretaries: 65 wpm typing
• Data entry: plus general clerical duties

Long & short term assignments. Excellent opportunity to get your foot in the door of major corporations

528-8454

FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

ADMINISTRATIVE secretary in sales office for computer manufacturer. Decimals and Lotus helpful. To $10/hr. Call Rose at UNIFORCE 473-2932

ADMINISTRATIVE ASSISTANT

Creditrefactors background preferred. 2 years office experience. Basic understanding of aging receivables & general clerical duties. Must type 50wpm. Send resume with salary requirements to:
Collection Manager
P.O Box 490
Troy, MI 48099-0490

Administrative Assistant

• 1 year + temporary assignment in Redford Area
• Must be experienced in Executive Secretarial/Administrative duties
• Must have recent experience with Displaywrite 4 and Lotus softwares

Please call Diana for an Appointment to Interview

Livonia 522-4020
I-96 Offcenter
33133 Schoolcraft

KELLY Temporary Services

Equal Opportunity Employer M/F/H

ADMINISTRATIVE
ASSISTANT
To: property management firm in Southfield looking for self-starter. Able to follow through on collections, legal notices, lease, handle budgets and tenant relations. Computer background necessary. Send resume with salary history to: Personnel Assistant, 26588 Northwestern Hwy., Suite 300, CS-5155, Southfield, MI., 48076-3155
No phone calls accepted.

ATTENTION
RECEPTIONISTS
SWITCHBOARD OPERATORS

If you are an experienced Receptionist or Switchboard Operator please call TSI Long and short term positions available in Troy and Southland. We offer excellent benefits! Call today for an interview

TSI
OFFICE SERVICES
589-7088

504 Help Wanted Office-Clerical

ADMINISTRATION ASSISTANT/
SECRETARY
Local firm seeking individual with computer experience and word processing. Write to:
Dermo & Company PC, 17520 W. 12 Mile Rd., Suite 100, Southfield, Mi. 48076

ADVERTISING agency needs innovative executive assistant. DW IV, will cross train if necessary. Up to $10.50/hr. Call Mary at UNIFORCE 646-7661

ASSISTANT BOOKKEEPER
with at least 2 years of extensive payroll background. Experience preferred in Nursing Home recitivables, payables and computers. Resume to Ms. Kinner, Peachwood Inn, 3500 W. South Blvd., Rochester Hills, MI 48309

ASSISTANT
For variety of general office duties. 1-3 days a week. 13 Mile/Southfield Rd. area. Call Pat 540-5000

AUTO DEALERSHIP - Switchboard/Cashier, Jack Demaline, now accepting in person at: Dick Scott Dodge, 684 West Ann Arbor Road, Plymouth

AUTOMOTIVE
We are a multi location Auto dealership; in need of Receptionists/Employees. We have openings for seller/title clerks, bookkeepers, daily sales clerks, warranty clerks, cashiers & switchboard operators. Good pay & benefits. Call Sandy between 11am-5pm, Mon. thru Fri. Anderson 858-2300

BI-LINGUAL
JAPANESE
MARKETING COORDINATOR/
SECRETARY
Salary Open Benefits
Personal Systems 459-1108

FULL CHARGE BOOKKEEPER

Small retail gift shop has an excellent opportunity for a Full-Charge Bookkeeper with recent retail accounting experience. Responsibilities include: preparing monthly financial statements, assisting with fiscal year-end audit, overall processing A/R and A/P. Experience implementing inventory control procedures a plus.

We offer flexible day time scheduling (approximately one 8 hour day per Monday - Friday work week) an excellent compensation commensurate with skills and experience. For immediate consideration, please respond with resume and salary history to: Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full Charge Bookkeeper wanted part time in the Plymouth area. Flexible hours, some include General Ledger - Accounts Payable work. Send resume, employment history and salary requirements to Box 504, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/GENERAL OFFICE.
Knowledge in Accounts Receivable/Payable. Type 35-40wpm. Knowledge of PC, process customers orders, GLR3, P.O. Box 1114, Detroit, MI 48231 963-5184

BOOKKEEPERS

Needed for temporary positions: short term & long term; some lead accounting. Computer skills a must, LOTUS a plus

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
354-2410

BOOKKEEPER - Wholesale business in Southfield seeking bookkeeper for accounts receivable & cash receipts. Experience required. Send resume to: Personnel Dept., P.O Box 5137, Southfield, MI 48086

BUYER POSITION for a local medical supply company. Requires excellent math skills, good phone personality & some college training. Excellent benefits. Must be organized & control a plus. Send resume & salary history to: Wilson & White Medical Supply, 15755 5 mile, Plymouth, MI. 48170, Attention Sue Plank.

CLERICAL
ACCOUNTING CLERK
Payables/Receivables, General
To $15K

DEPT. SECRETARY
International firm
To $22K Benefits

NO FEE
PERSONNEL SYSTEMS 459-1166

CLERICAL ASSISTANT - part time, property management firm in Southfield seeks a flexible, motivated individual with good typing skills & WordPerfect knowledge for 25 hrs/week position. Please send resume to: Alfi Management, 27177 Franklin Rd. #100, Southfield, MI 48034

CLERICAL HELP needed for large suburban apt. complex, must have basic office skills. Call Wanda 981-3889

CLERICAL PART TIME
Dependable individual needed for clerical duties including processing incoming mail, filing & copying, Mon. thru Fri., approximately 9am-1pm. Send resume to: Attention Accounting Dept., PO Box 9066, Farmington Hills Mi. 48333-9066

CLERICAL POSITION - Consistent hours, aggressive individual for entry level clerical position with major transportation company, needs good math aptitude, typing & data entry. Excellent benefit package. Send resume & salary requirements to: Clerical Position, Box P44, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

CLERK/TYPIST
Attorney in Farmington Hills will train for his office. Typing and spelling skills essential. Experience helpful. Starting wage $4.25 per hr w/regular increases. 855-6562

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidates should possess a minimum typing speed of 40wpm, good phone skills, & general clerical knowledge. Excellent advancement opportunities. This position is full time with complete benefit package. Please send resume to:
Clerk Typist
P.O Box 779
Detroit, MI 48231

CUSTOMER SERVICE CLERK
Part time permanent. Flexible hours. Great working environment. American Journal of Health Promotion. Rochester Hills. 650-9090

DATA ENTRY/OPERATIONS
Farmington Hills leasing company seeks experienced Data Entry/Operator with accounting or leasing background. Computer operation experience required. Must possess good work habits and be people oriented and able to work in a fast paced, high volume non-smoking environment. Hours will vary dependent on work requirements. Forward resume with salary history to: MIS Manager, Suite 200, 32255 Northwestern Highway, Farmington Hills, MI 48334 (Resumes Only)

DATA ENTRY
$6/hr.

Full and part time positions open in our telemarketing department for hard working data entry clerks. Minimum 3 months clerical experience needed. You must have excellent proven typing skills & enjoy working in a quick paced environment.

Call now for an immediate interview

FITNESS USA HEALTH SPAS
737-7600

EXECUTIVE ASSISTANT
to the President. International company. Minimum 5 years experience. Excellent shorthand, typing, good personality, ability to compose business letters & work under pressure. Word processing, computer skills a plus. Good salary & benefits. Call Sharon Hall at 545-8900

EXECUTIVE ASSISTANT
A resourceful dedicated individual needed to assist corporate executive with purchasing, research, personnel, scheduling and training. Excellent written and verbal communication with a minimum of 5 years executive assistant background required. Experienced in Microsoft Word, Excel/Lotus and PageMaker a plus. Send resume to:
Executive Assistant, P.O. Box 317, Novi, MI 48376

504 Help Wanted Office-Clerical

CUSTOMER SERVICE/Order Entry
Bloomfield Hills medical distributor. Position requires, aggressive self motivated with computer knowledge, excellent phone communication with typing and math skills. Individual must have good learning and strong sales orientation. Excellent opportunity for advancement in the department. Send resume with salary requirements to:
P.O. Box 7027, Bloomfield Hills, 48303, exc.

DATA ENTRY - Computer Operator
For busy distribution company. Experienced, accurate, attention to details, no smoking. Send resume to Brian Zimmer, P.O. Box 1100 W. 8 Mile, Southfield, MI 48034

DATA ENTRY operator needed by prestigious clinic. $6.50/hr.
Call Jose at UNIFORCE 473-2933

DATA ENTRY OPERATOR
Full time Southfield location. Must have excellent math ability & 10 key calculator skills. Call before 12 noon. 352-1538

DATA ENTRY PERSON
Part time, with flexible hours, 24-32 daytime hours per week. Responsibilities will also include receiving and maintaining a wholesale gift showroom located in Northville. Call for an appointment. 348-7960

DATA ENTRY - Position open for Good pay & benefits. Call Sandy between 11am-5pm, Mon. thru Fri. Anderson 858-2300

DEPARTMENT SECRETARY
with Wordperfect & Lotus experience for a well established company specializing in the Westland area. Excellent typing & 3 years plus experience. Salary $18,000 TO $22,000. If interested, call Lori at: 464 855-8910
Fee Paid

EXECUTIVE ASSISTANT
to President/CEO of rapidly growing Michigan top 100 company. A unique opportunity to join a top team in the growing environmental services market. This is a high-energy, fast track position for a bright, ambitious graduate with solid job skill references, and proven organizational skills. Text editing processes and 4 references to:
Dianne Armstrong
THE TRAVERSE GROUP, INC.
3777 Fairlane Dr., Ste. 5
Ann Arbor, MI., 48108

EXECUTIVE SECRETARY. Growing Southfield firm looking for person with 5 + yrs. experience to assist executives. Phones, word processing, some accounting and salary. Send resumes to: K. Lube P. O. Box 513, Southfield, MI. 48037

EXECUTIVE SECRETARY/
FINANCIAL PLANNING ASSISTANT
For CFP in Southfield. Hours: Mon-Fri. 30-40 hrs/week; flexible. Word/Excel/Lotus knowledge/organizational skills needed. $8 hr. or $1,500 per mo. full time. Outstanding growth opportunity. Non-smoking office. Call 9am-1pm: 948-7900

EXECUTIVE SECRETARY
Start PM, manufacturer of collectible trading cards needs person with good clerical skills to support various lines. The candidate will also work with the creative staff. We need a flexible, pressure-proof, highly capable individual. Send resume with salary history to: Ms. Sherbrook, 7175 Orchard Lake Rd., Ste. 300, W. Bloomfield 851-9000

EXECUTIVE SECRETARY

Diversified company, located in downtown Birmingham, seeking an individual with a minimum of 3 yrs. experience working with senior level management. Applicant must possess strong organizational and interpersonal skills, be self-motivated and knowledge of wordprocessing necessary. Knowledge of commercial real estate is a plus.
Please send resume to:
Personnel Director, P.O. Box 79700, Birmingham, MI 48009.

EXECUTIVE SECRETARY
A Troy based manufacturer with subsidiaries in Asia, Germany & England is seeking an experienced individual to work with the president and the chief operating officer. The successful candidate will have at least 5 yrs. of executive level experience, above average organization & communication skills, experienced with international travel, and the proven ability to independently handle diverse responsibilities and difficult situations. WordPerfect 5.1 is required and knowledge of Lotus, Symphony and dBase III + would be helpful. We offer a comprehensive benefit package and competitive salary. Please send a detailed resume including salary history to:
Human Resources - ES
P. O. Box 7018
Troy, Michigan, 48007-7015
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

EXECUTIVE secretary to vice president for Birmingham based international company. Word processing experience, Shorthand helpful. Up to $24,000/yr. Call Phyllis at UNIFORCE 357-0648

EXECUTIVE SECRETARY
Two Novi based firms are jointly seeking an Executive Secretary to provide in-house operations support. Qualified candidates will have the following:
• Office organizational skills
• Computerized bookkeeping/
accounting
• Strong telephone & client relations skills
• Executive Secretarial skills
• Experience with Apple Macintosh an absolute requirement along with 3-5 years as office manager
• Knowledge of compensation program including health, life & disability insurance will be required along with the candidate of choice. Send resume to: Personnel Manager, 25873 Novi Rd., Novi, MI. 48375

EXPANDING utility requires word processors (MS and Decmate preferred) $9.50/hr. Call Elizabeth at UNIFORCE 646-6188

EXPERIENCED word processor for leading national advertising agency. 5 yr Offcenter preferred. To $9/hr. Call Colette at UNIFORCE 357-0644

FRONT DESK receptionist for prestigious Southfield office. To $6.50-$7/hr. Call Carol at UNIFORCE 357-0036

FRONT DESK SECRETARY

Farmington Hills based advertising company, word processing skills preferred, non-smoker, good telephone skills, benefits, salary $15,000

Call
DIANNE MOORE

CABLE MEDIA
CORPORATION
661-5530

GENERAL OFFICE
PART TIME
Clawson firm seeks Experienced detail oriented, motivated person with good communication, typing & organizational skills. Extensive phone usage. Hours are from 9am-1pm. $5.50 to $6 an hr. Call between 11-noon, ask for Judy
583-2945

GIRL FRIDAY

Small sales office in Novi requires person with good phone manner, typing, filing and some simple bookkeeping. Send retirees, ex-SAHM's, etc.
Call 348-3600

INSIDE SALES/ENTRY LEVEL
Busy professional sales showroom looking for personable detail & math oriented person to represent a quality product. Duties include: selling products, entering orders on computer and working with home owners, builders & architects. Excellent benefit package. Please submit resume to Patio Window & Door Company, 2000 Haggerty Rd. W. Bloomfield, MI. 48322, attn: Pamela
An Equal Opportunity Employer

INSURANCE AGENCY NEEDS
Part time experienced help, Livonia area. Resume to Box 680, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE

Agency in Southfield has opening for a commercial assistant. Rating experience of commercial property & casualty lines required. Duties include data entry, rating & processing of commercial policies. Fully automated agency. Growth potential for right person. 355-4400

504 Help Wanted Office-Clerical

FULL OR PART TIME
Typing and computer skills, light bookkeeping. National Bookstore
478-6740

GENERAL OFFICE/DELIVERY
Office & outside delivery work.
Flexible hours. Southfield area.
353-8450

GENERAL OFFICE - secretary with word processing & computer knowledge, full time position, Plymouth area. Call Mike Kelly 451-1010

GENERAL OFFICE - Word processing experience. Minimum 60 wpm. 8 days/week. 12 Mile/Northwestern Hwy. Mrs Katz. 356-1800

GENERAL OFFICE - Full time for Southfield Property Management maintenance office. Call Mon.-Fri. 1-5PM. 356-1030
An Equal Opportunity Employer

GENERAL OFFICE, A/R. Computer experience required, full time position, benefits. Please send resume to Office Coordinator, 2010 Cole, Birmingham, MI 48009
No later than 4/30/91

GENERAL OFFICE - light typing, filing & answering phones, good people skills. Applicants must be 17 or older with a disability or be of low income status. Minimum wage. Apply in person, 10am-1pm. Tolgate 4-H Center, 28115 Meadowbrook, Novi, S.W. corner of 12 Mile & Meadowbrook. 347-3860

IMPORT CLERK - secretary needed for entry level import purchasing clerk position in non smoking office. Type 50 wpm, & good calculator skills necessary, word processing, composition & data entry experience helpful. Will train. 348-9300

Insurance Commercial CSR
$23,000

Immediate opportunity with a well established agency. Henry! Call JoAnne at 464-5909.
SWELLING PERSONNEL SERVICES

JAPANESE speaking secretary. Up to $10/hr. Call Jo at UNIFORCE
357-0644

EXPERIENCED W.C. legal secretary for Southfield law firm. Salary negotiable based up experience. Call Nancy King 350-3700

Legal
SATISFACTION
(sat-is-fax'-shun)n.

Defined as the gratification or fulfillment of a need or desire

This is the word that our

LEGAL SECRETARIES

use when working for Corporate Personnel. Let our many years of experience in placing temps work for you. We have short and long term assignments available for temporary to permanent positions. Become one of our growing numbers of quality legal praises.

CALL TODAY AND JOIN
THE CORPORATE TEAM!

CORPORATE
PERSONNEL
SERVICES
261-1120

NO FEE EOE

LEGAL SECRETARIES

Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with The Association for Legal Personnel.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
PERSONNEL, INC.
626-8188 OR 961-9415

LEGAL SECRETARIES

Experienced, for permanent & temporary positions.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
362-3430

LEGAL SECRETARIES

• Corporate Legal Departments
• Temporary - Long or Short Term
• Temp to Perm
• Free Computerized Resume Service
• Free Job Counseling

PERSONNEL
AT LAW
(734)338-0233
SOUTHFIELD OFFICE
3000 Town Center, Ste. 2580
Southfield, Michigan 48075
358-0060

DETROIT OFFICE
One Kennedy Square, Ste. 1632
Detroit, Michigan 48226
964-2909

LEGAL SECRETARY/ASSISTANT
Experienced, Part Time 5 D, personal injury & domestic, salary negotiable. 30 hrs minimum. Call 9-30-3, Farmington Hills 851-8787

LEGAL SECRETARY
Experience needed for Plaintiffs Personal Injury Firm. Salary commensurate with ability. Send resume to: Sara Vettraino, 24680 Swanson Southfield, MI 48034

LEGAL SECRETARY
Part time Mon.-Fri. 1-5PM. Southfield Word processing experience preferred 559-8130

LEGAL SECRETARY-