EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL EQUIPMENT receptionist, secretary, full time, no dial entry, filing. Direct customer contact, data base experience preferred and insurance knowledge helpful. Send resume to: Kent Medical, 29150 Greenfield, Suite 205, Southfield, MI. 48076

MEDICAL RECEPTIONIST for busy OB/GYN office in Troy. Must have experience on computer & medical terminology. Full time/part time. Contact Marilyn 828-8061

MEDICAL RECEPTIONIST SECRETARY
MUST BE EXPERIENCED!
for busy family practice in Novi area. Must be able to work flexible hours. Call after 10am. 476-0032

MEDICAL RECEPTIONIST
We are seeking a check out receptionist for a busy orthopedic office. Telephone, computer & people skills required. Long term salary & benefits. Mon thru Fri. Good benefits. Send resume to Box 108, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST - needed full time for busy dermatologist office. Experience helpful but not required. Send resume to: 25510 Plymouth Rd., Redford Twp., MI 48239. Attn: Or call Julie, 937-1200

MEDICAL SECRETARY Receptionist with billing for physiatrist office. Part time. Some days, some evenings. Benefits. Good pay. Reply to Box 714, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST Position available w/Plymouth transcription service. Competent typist, experience a must, 30-40 hrs/wk. Send qualifications to: Transcript, 8351 General Dr., Suite 101, Plymouth, MI 48170

MEDICAL TRANSCRIPTIONIST Position available w/Plymouth transcription service. Competent typist, experience a must, 30-40 hrs/wk. Send qualifications to: Transcript, 8351 General Dr., Suite 101, Plymouth, MI 48170

MLT-Certified, full time for busy physician office lab. Experience in all areas of lab a plus. Ask for supervisor at:
Tel-Med
An Equal Opportunity Employer

NEW MEDICAL OFFICE - Seeking medical personnel for a new Livonia office. Receptionist, Medical Assistant and Medical Biller needed. Experience preferred. New grads welcome. Professional, outgoing and dynamic personality required. Please respond to: P.O. Box 250216, Livonia, Michigan 48152

NURSE AIDE
Male or Female Home Health Aide needed for MS patient in Garden City. Call M-SR between 9am-1pm Mon. thru Fri., 397-8377

NURSE AIDES
We have the job you're looking for:
• Certified preferred, experience helpful
• Competitive wages and benefits
• Continuing education assistance
Apply in person: St. Anthony Nursing Care, 31630 Ryan Road, Warren, MI
An Equal Opportunity Employer

NURSE - Full time for a busy GYN office. 1-3 days/week. Minimum 1 year Experience preferred. Call Joan or Betty, Mon.-Thurs. 354-6080

OFFICE MANAGER
Busy Dental Office needs experienced Manager. Excellent pay and benefits for the right person. Include degree and dental experience preferred. Dental care experience experience required. Send resume and salary history to: 778 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE AIDE - Must be certified. Weekends only. All shifts. See Mrs. Dirman, Nightingale West, 8365 Newburgh Rd., Westland, near Joy Rd. No calls!

OFFICE MANAGER
needed for busy Troy gynecology office. Please send resume to
P. Khilanani MD, 44199 Dequindre, Ste. 115, Troy, MI., 48098, or call Mary Jean at 526-6111

OPHTHALMIC TECHNOLOGIST
Approximately eight week session beginning in February. Must be C.O.T. with refractometry and pressure, testing experience and willing to travel to 2 locations. Please call Dr. Crose at 862-3600.

DMC Health Care Centers
Woodland
Located at 12 Mile, near Novi Rd.

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

ORTHODONTIC DENTAL ASSISTANTS
Develop skills of young Ears the field of orthodontics. Some dental experience preferred. Personable, motivated persons call 334-7711

ORTHOPEDIC TECHNICIAN
Full-time position for LPN with 2 years surgical experience. Orthopedic experience preferred. Send resume to Dr. Crosse

DMC Health Care Centers
Woodland
22341 W. 8 Mile Rd.
Detroit, MI. 48219

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

ORTHODONTIC ASSISTANT
part-time, Farmington Hills, Birmingham practice. 3½ days per week. 645-5340

PATIENT CARE COORDINATOR
RN needed for IV infusion company. Requires experience with discharge planning, case management, home care authorizations, & direct care. Contact Patty Rebola 932-1170 Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

PEDIATRIC RECEPTIONIST
Part time position, alternating Saturdays. Please send resume to:
E. Bonish or complete application at:

DMC Health Care Centers
Woodland
41933 W. 12 Mile Rd.
Novi, MI. 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

PHLEBOTOMISTS
Positions for blood-drawers available at both Auburn Hills and Southfield sites. Experience desirable. Excellent driving record and pleasant personality a must.
Call 377-3340 ext. 3151

PHYSICAL THERAPIST for State of the art 25000 sq. ft. out-patient department located in Novi. Concentration of orthopedic & sports injury patients. Team approach with athletic trainers, physical therapy assistants & aides completing each team. Salary negotiable. Immediate openings. Contact Don Graham Assoc. 538-8730 ext.

PHYSICIAN'S ASSISTANT
Needed for cardiologist located in Farmington Hills. Knowledge of EKG, stress testing & medication necessary. Full time, Mon-Fri. Send resume to: C. Vogt, 29565 Orchard Lake Road, Suite 300, Farmington Hills, MI. 48334

502 Help Wanted Dental-Medical

Phlebotomists

5 AM. - 8 AM.

We are currently accepting resumes from experienced phlebotomist for our morning blood draw team. The successful applicant will have a minimum of 6 months blood drawing experience (preferably in a hospital setting). Previous experience with computerized laboratory is desirable. The successful applicant can expect to work 3-4 days per week from 5 AM. - 8 AM. with a one-week full-time training period on the day shift.

Qualified candidates should send resume to Cathy Secos, Human Resources Department.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI. 48336-5922

An Equal Opportunity Employer

PODIATRIC ASSISTANT
Some front office work. Experienced helpful but not necessary. Ask for Maureen, 358-2242

PODIATRIC OFFICE MANAGER
Podiatric biller (part time). Excellent opportunities in beautiful, busy office in W. Bloomfield area. For one person. Call Patty Pellotz, 932-1170 Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

PODIATRY OFFICE
In Plymouth needs insure person, part time. 455-3688

Radiographers

The McAuley Urgent Care at St. Joseph Mercy Hospital and Canton part-time positions available for Radiographers with up to 1 year experience.

St. Joseph Mercy Hospital

Hours for the position at SJMH are part-time 20 hrs per week and a contingent position, rotation shifts with variable hours between 7:30am-4pm and 3:45pm-12:15am with every other weekend and holiday rotation.

Qualifications include a minimum of 6 months radiography experience plus ARRT registered. Interested candidates should apply in person at the Employment Office in the SJMS Building

Canton

Hours for the position in Canton are contingent with variable hours (3 days/week) 7:30am-2:15pm and 2:00pm-10:30pm with week end holiday rotation. Interested candidates may contact Nancy Wu at the Canton Health Building at 981-8644.

Catherine McAuley Health System
5301 East Huron River Drive
P.O. Box 992/029
Ann Arbor, MI 48106

Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer

RADIOLOGY TECHNOLOGIST
Contingent basis for radiology office. Must be registered. No weekends. Hrs. only. Downtown location. Send brief resume to Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Temporary part time, Plymouth dermatology clinic. 25-30 hrs./wk. Ask for Nancy 459-8100

502 Help Wanted Dental-Medical

RECEPTIONIST/BILLER
part time, for medical surgery office, some full time week is required.
642-1515

RECEPTIONIST for busy Troy dermatologist, 4 afternoons a week. Current medical office experience. 646-1148

RECEPTIONIST SECRETARY: Full time, for busy Orthodontic Surgeons Office. Benefits Applicable. Experienced preferred. Call, 334-4536

RECREATIONAL THERAPIST needed for Northville Substance Abuse Intuition facility. Phone Terri at 880-0080

REGISTERED NURSE
Needed for cardiologist located in Farmington Hills. Knowledge of EKG, stress testing & cardiac medication necessary. Full time, Mon-Fri. Send resume to: C. Vogt, 29565 Orchard Lake Road, Suite 300, Farmington Hills, MI 48334

REGISTERED NURSE
Metro Medical Group, a division of health alliance plan has an immediate position available for an RN in our Southfield medical center. The position is full time, day shift. We are seeking an individual with a current RN Michigan RN license & 1 yr of experience. We offer a competitive starting salary and full benefit package. Interested applicants please send resume to: The Human Resources Dept
Metro Medical Group
1900 Tuxedo
Detroit, MI 48206
An Equal Opportunity Employer

RN EXECUTIVE - CLINICAL SUPERVISOR
JCAHO accredited private duty health care agency located in Farmington Hills, looking for a highly motivated RN with administrative & clinical skills. Rehabilitation management experience preferred.
Competitive salary package.
Call Linda Mon. thru Fri. 8-4pm
851-6567

RN/LPN
Part-time 3-11 p.m. shift, also day shift contingent. Tired of the hospital scene? Want to learn the other side of patient care? Call Linda
Nursing Cambridge West Nursing, 18633 Beech Daly, Redford.
255-1010
An Equal Opportunity Employer

RN's/LPN's - Full time, part time, midnights, for Retired Sisters of Mercy at McAuley Center, Farmington Hills. Call Mary Pat 473-7150

TECHNICIAN
For 24 hour motor scanning, part time. Farmington Hills area. Prodigy system. Send resume to: C. Vogt, 29565 Orchard Lake Road, Suite 300, Farmington Hills, MI 48334

RN'S/SUPERVISORY RN
Progressive CARF and AOA subacute rehabilitation facility is seeking an experienced (preferred) full-time Midnight Supervisor. Additionally, our 25 bed Nursing Home Unit has openings for full time and PRN RN'S for the day shift. Competitive wages and benefits provided. Please submit resume to:

Human Resources
Southfield Rehabilitation Hospital
22401 Foster Winter Drive
Southfield, MI. 48075
313-423-1454

VASCULAR ULTRA SOUND TECHNOLOGIST
A part time position in our office staff is available for a vascular ultra sound technologist - PRT preferred. We offer an excellent salary & benefit package. Interested candidates should call Human Resouces Dept. 581-2933
ST. MARY HOSPITAL
36475 W 5 Mile
Livonia, MI 48154

502 Help Wanted Dental-Medical

RN & LPN's HOME HEALTH AIDES
Work for the only U of M affiliated home health care agency.
VISITING CARE - Relevant experience required, premium paid for high tech skills. Live in situations now available for home health aide visiting with high tech for nurses with tracheal nasogram suits. More assignments available throughout SE Michigan. Call Today!
Northville 313-348-0334
Troy 313-228-0320
Ann Arbor 313-930-0050

RN-B, LPN'S, Speech Therapist, Occupational Therapist, Medical Social Worker for home care agency.
Call Sandy 537-7220

RN's needed full-time for midnight shift, 11pm-7am. Medical surgical experience required. Contact Elizabeth Hospital In-Patient Director between 7am-3pm, Mon-Fri. 357-3380

RECEPTIONIST Experienced preferred part time position for experienced mature self-starter. Good pay. Send resume to: 248 Lincoln, Detroit Park Hills, MI 48301

STAFF DEVELOPMENT
Full time RN position available for a Staff Development Coordinator at Cambridge Nursing Home. Job responsibilities include staffing and coordination of Nursing Assistant Orientation and Staff Development for the facility. Clinical responsibility of the rehabilitation program and two of the nursing units. Education: Clinical skills and "Train the Trainer" certification desired. Please send: 31315 Northwestern Highway, Madison Heights, MI 48071
An Equal Opportunity Employer

ULTRA SOUND technician needed for model services, echo & doppler experience preferred. Send resume or apply at: Physiological Imaging, 21505 Vanborn, Taylor, MI 48180

X-RAY TECHNICIAN - Full time for mammography. Flexible hours. Excellent pay. Germanicn Reply to Box 774, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

XRAY Technician needed for mobile x-ray in nursing homes, registered or registry eligible. Send resumes to apply at: Gettering Model X-Ray, 21521 Vanborn, Taylor, MI 48180

X-RAY TECHNICIAN/PART TIME
For orthopedic office, two 10 hour days per week. Excellent salary & fringe benefits. Call 280-8563

X-RAY TECHNICIAN
Full time position available for registry or registry eligible technician. Students welcome. We offer a competitive salary & benefit package. Call Gloria 553-1153

X-RAY TECHNOLOGIST
Full time for Farmington Hills office Mammography experience necessary. Call Linda 855-4100

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Needed for sales and day work. Prior experience helpful. Duties include billing accounts receivable, some accounts payable and payroll. Apply at Casa Ludys, 2065 W. Big Beaver, Troy.

ACCOUNTANT/SENIOR - for Farmington Hills CPA firm, minimum 3 yr. recent public accounting experience, full time permanent position. CPA preferred. Send resume & salary requirements to: 4732 Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING ASSISTANT
Full-time, entry-level engineering consulting firm in Wixom seeks accounting degree and PC experience required. Non-smoking office. Send resumes and salary requirements to: Box 792
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK/CUSTOMER SERVICE PERSONNEL - for expanding Southfield wholesaler. Must be computer literate/accounting software's knowledge helpful. For clerical & salary call, Loren, Tempco Inc. 443-5190

ACCOUNTING CLERK needed for regional security and fire alarm firm located in Southfield. Must have experience in billing, accounts receivable, accounts payable, general ledger, 3-5 years minimum. Knowledge of Accpac, Lotus required. This position offers good benefits and pay plus benefit package. Please submit resume with salary requirements in confidence to

CONTROLLER
29777 Telegraph Rd. Suite 2650
Southfield, MI 48034

ACCOUNTING CLERKS
We need your experience for immediate temporary openings. Computer skills a must, Lotus a plus. Call or send resume.

ACCOUNTANTS ONE
24133 Northwestern Hwy. Suite 202
Southfield, MI 48075
354-2410

ACCOUNTING POSITION
Individual needed to assist in Investor Accounting. Qualified candidate must be detail oriented with excellent strong, organizational, communication & problem solving skills. Must be familiar with PCs, exposure to Lotus or other spreadsheet programs is preferred and understanding of basic accounting principals is required. A college degree is a plus. Position involves the balancing & research of investor reports. Periodic travel & some overtime required. We offer a competitive benefit package. Qualified candidate should apply Mon-Fri 9am-4pm.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
(Formerly Fireman's Fund Mortgage Corporation)
27555 Farmington Rd
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

ACCOUNTS PAYABLE
Plush office setting for energetic experienced person $7/hr
Call Claire at UNIFORCE 646-7664

ACCOUNTS PAYABLE ASSISTANT
Applicants must have at least 1 yr prior computerized accounts payable experience with coding expenses, and Lotus skills a plus! Please send resume and salary history: A/P/Personnel, 2000 Town Center, Suite 2200, Southfield, MI., 48075
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Entry level position available for manufacturer distributor. Send resume to: Controller, P.O. Box 85400, Westland, MI., 48185.

ACCOUNTS RECEIVABLE/ COLLECTION CLERK
Troy based company has an immediate opening for qualified person. Successful candidate must be self motivated & organized. Other bookkeeping skills a plus. Salary/benefits. Send resume to:
A/R Clerk, P.O. Box 7048, Troy, MI 48007-7048.

ADMINISTRATIVE SECRETARY
International company requires dependable word processing skills for executive offices. To 19/hr.
Call Sharon at UNIFORCE 646-7683

ADMINISTRATIVE ASSISTANT
Troy position firm has open position requiring strong secretarial, organizational & WordPerfect skills. Resume & salary history to: Motor Publications, 3400 Crooks Rd., Troy, MI. 48084.

ADMINISTRATIVE ASSISTANT - part time. Vocational rehabilitation firm seeks well organized, self-starter person to assist business director in administrative duties. Shorthand, typing, word processing skills preferred. Send resume to: P.O. Box 23064, Detroit, MI 48223

504 Help Wanted Office-Clerical

ACT NOW!
RECEPTIONIST/
WORD PROCESSOR
Long term assignment available for Word Star word processor and can handle the phones too. Typing of 45 wpm required. Southfield location. Call today!

MICROSOFT
Combine your word processing & communications skills on exciting assignment. Must be able to prioritize and organize! Typing of 50 needed! Southfield location.

TEMPORARY RESOURCES
737-1711
Livonia • Farmington Hills
Southfield 352-0318
Troy 362-9210

ADMINISTRATIVE AIDE - Excellent part time temporary clerical position available with a prestigious Southfield company. This position may extend approximately into December, 1992. Approximately 20 hrs per week, excellent hourly rate. Hours may be scheduled of 40 - 50 wpm required. Prior clerical experience preferred. Non-smoking office. Please send resume to: Kimberly Lee, Personnel Coordinator, P.O. Box 5210, Detroit, MI 48235.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Full time position in Farmington Hills manufacturing & distribution firm, experience in industry/computers preferred. Call Sandy, Ann Arbor Advisory Corp., 33533 W 12 Mile, Su. 190, Farmington Hills, MI., 48331. No Phone Calls

ADMINISTRATIVE ASSISTANT
Excellent organizational and phone skills necessary. Light bookkeeping and WordPerfect 5.1 experience a must! 25 hrs. per week. Salary commensurate with experience. If you are a self starter and possess these skills please call or submit resume to: ICAU Technologies Corp., 668 W. Big Beaver, Suite A-50, Troy, Mich., 48084, Attn: Debra Ann Dissinger

ADMINISTRATIVE ASSISTANT
$19,000 FEE PAID
Fast growing Farmington Hills company offers advancement potential, better than average benefits package, including 5% bonus, profit sharing, dental, 401k, life insurance & more. Excellent typing and computer skills with some automotive accounting experience will lend this opportunity of a lifetime.
Call Shirley now 851-3600
SKILLING PERSONNEL SERVICES
FARMINGTON HILLS

ADVERTISING ASSISTANT - Will report to Vice President. Duties include proofreading, secretarial, data processing, bookkeeping to name a few. Hours may vary. Part time to start, can lead to full time. Please reply with resume and salary requirements to: Advertising Assistant Box 836 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING
SALES COORDINATOR
• Salary, benefits, bonus, expenses
• Inside & outside customer contact
Computer & general office experience a plus. Send resume to

Reach Magazines
Val-Pak Assoc. Inc.
28180 Schoolcraft Rd.
Livonia, MI 48150

ASSISTANT
PAYROLL/BILLING
SUPERVISOR
Diversified medical services corporation based in Southfield is seeking an individual to handle multiple accounting duties.
QUALIFICATIONS
• 3-4 years current payroll
• Excellent typing
• Extensive computer experience required
• Must be able to prioritize and have good attention to detail
Negotiable salary/competitive benefit package. Please send resume and salary requirements in confidence to
Recruiter
2137 13 Mile Rd
Sterling Hts., MI 48310
An Equal Opportunity Employer

AUTO DEALER needs Customer oriented person to answer phones & perform some office duties. To apply please call 471-0044

BOOKKEEPER/ACCOUNTANT
Part time Fee Accounting firm seeks individual to handle monthly accounting functions. 10 Mile/Southfield area. 557-7468

BOOKKEEPER
Experienced in computer accounting a must through trial balance. Part time. Redford area. Apply at: 25215 Glendale, S of Jeffries W. of Telegraph off Beech Daly

BOOKKEEPER - experienced in computer accounting system. Part time $8 per hour. Set your own schedule. Redford area. 532-0322

BOOKKEEPING, TYPING, filing phone etc. At least 4 yrs experience. Manufacturing background helpful. Full time, benefits. Near area. Send resume to Box 62 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER NEEDED for Farmington Hills CPA firm. Must be able to take books through trial balance. Payroll experience required. Send resume to Box 32255 Northwestern Highway, Suite 298, Farmington Hills, MI 48334

BUSY FINANCIAL PLANNING office needs Administrative Assistant with extensive computer knowledge. Also knowledge in securities, insurance & annuities. Excellent compensation. Resume to: R.G. Davies & Assoc., 3155 W. Big Beaver, Su. 103, Troy, MI. 48084

CAREERS!!
SECRETARY. Fortune 500 needs secretary with good word processing skills, MacIntosh a plus

SALES SECRETARY. Sales motivated individual with typing of 60 with word processing

LEGAL SECRETARY. 4 to 5 years experience in litigation, personal injury a plus

ACCOUNT EXECUTIVE. Enthusiastic, experienced in commercial lines. Northwest suburbs

MORTGAGE INDUSTRY. Openings for originators, processors, & closers

Additional positions available
Evening appointments available
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills/Livonia
Southfield 737-1730 552-9060
Troy 643-2170
An Equal Opportunity Employer

CLAIMS FILE CLERK
Entry level position available in Southfield company. Must have good organizational skills and pleasant phone manner. A non smoking company. Send resume to: File Clerk, P.O. Box 200, Southfield, MI., 48037.

504 Help Wanted Office-Clerical

BILLING CLERK
Magazine Department of international company has an opening for detail minded organized individual. Word processing needed.
To $7.50/hr. Call Dorothea at UNIFORCE 357-0037

BOOKKEEPER - Ann Arbor wholesaler is looking for experienced candidate. Top rate. Computerized accounting system. Candidate must be accurate, efficient and enjoy dealing with the public. Send resume to: Personnel, P.O. Box 2376, Ypsilanti, MI. 48197.

BOOKKEEPER
Construction firm located in Renaissance Center, seeks bookkeeper. Full charge thru trial balance, with minimum 3 years experience. Computer knowledge required, construction experience a plus. Salary highly competitive with good fringes including indoor parking. We are looking for an aggressive, dedicated, non-smoking individual who is flexible & willing to help with varied general office duties in a small office environment. Send resume, references and salary history to: P.O. Box 819, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER
Large Southfield based property management company needs accurate detailed bookkeeper. Send resume to Bookkeeper, P.O. Box 5077, Southfield, MI., 48086

BOOKKEEPER/RECEPTIONIST/ SECRETARY needed for shared office of CPA & Attorneys. Computer experience helpful. Prefer someone with related experience. Full time Non-smoking office. Troy location $7/hr. Ask for Mr. Hodge 649-8489

CIRCLE THIS!
Apply at Corporate Personnel Service of one of the following positions.
GENERAL CLERK
MAIL CLERK
RECEPTIONIST
SECRETARY
TELEMARKETER
TYPIST
WORD PROCESSOR
Minimum of 6 months experience required. Long & short term assignments as well as temporary to permanent positions are currently available for dependable people in:
NORTHVILLE
NOVI
PLYMOUTH
FARMINGTON
Strong verbal & written skills required
DON'T MISS OUT...
CALL TODAY!
CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

LIVONIA CPA firm desires part or full time bookkeeper responsible for a position available through April 15 and assists processing tax returns. Knowledge of taxes helpful but not required. Facilities Aid or Vis available. Some Saturday work likely. Reply with resume at $6 per hour. For details call Hollis at 462-2737

CLERICAL
DATA ENTRY
Immediate data entry position available for an individual with a minimum of 2 years general office & CRT experience. Individual must enjoy working in a team atmosphere. Min 40 wpm, & possess excellent communication skills. Pleasant work environment & competitive benefit package. Reply to:
CLERICAL/DATA ENTRY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CLERICAL
EnecoTech Midwest, Inc., one of the country's fastest growing environmental consulting firms is seeking a clerical support professional with a minimum of one year's experience, a pleasant telephone manner and the ability to handle a variety of general office duties. Good communication skills and a cheerful disposition a must.
If you possess the above qualifications, call Tues. Jan. 14 or Wed. Jan. 15, between 9am-12pm only.
EnecoTech Midwest, Inc
EOE
313-459-0809

CLERICAL JOBS AVAILABLE NOW!
Temporary/Long term assignments
Call EmploymentGroup 563-1919
An Equal Opportunity Employer

CLERICAL
(PART-TIME, 4 DAYS)
Permanent part-time position available immediately in beautiful Southfield office. Duties consist of filing, compiling information for reports & assisting in accounts payable activities. Must possess aptitude for detail & hour work. Accounting background preferred. Hours 8:15am-4:30pm, flexible schedule. Reply to:
CLERICAL/PART-TIME
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CLERICAL - PART TIME
Insurance background preferred. Send resume to: Human Resource Development, 2100 W. Big Beaver Rd., Troy, MI., 48084

CLERICAL/PART TIME
Entry-level position at Farmington Hills accounting firm. Light typing, filing, and good phone manner. Send resume to: Allison Ingham, 31313 Northwestern Hwy., Suite 202, Farmington Hills, MI 48334

CLERICAL

TRW Customer Service Division, the nation's leading electronics service organization, has an immediate opening available in their Dearborn office

Duties will include typing, word processing, file maintenance, and some dispatching. Other duties include billing, Accounts Receivable and related transactions. Knowledge of office procedures and administrative skills required

We offer a competitive salary and excellent benefits package. For prompt consideration, please mail or FAX resume to

TRW
Customer Service Division
C/O Lorel
15010 Commerce Drive South
Suite 509
Dearborn, MI., 48120

FAX: (313) 594-6663

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERK/TYPIST - Attorneys in Farmington Hills will train for their office. Typing and telephone skills are essential. Experience not required. Starting wage $4.50 per hour with regular increases. 855-6542

CLERK TYPIST - Part time position available for congenial self-starter in our Bloomfield Hills law firm. Computer knowledge helpful. 642-3550

COLLECTIONS CLERK
Detroit stock brokerage firm seeks motivated individual to work in Collections Dept. Candidate should possess good math & writing skills. Verbal & record keeping skills a plus. This full time position includes full benefits package. Qualified candidates please send resume to:
Collections Clerk
P.O. Box 779
Detroit, MI 48231

COMPUTER ENTRY
Top notch accounting company needs detail orientated individual. 35-75/hr. 2 shifts. Call Doris at UNIFORCE 473-2932

504 Help Wanted Office-Clerical

COLLECTOR
Part time 3 days/wk., flex days. Collect delinquent pmts, phone skills, knowledge of all phases including counting. Duties, $8-9/hr. Send resume to: 20300 W. 12 Mile, Suite 202, Southfield, MI 48076

COLLECTIONS - local auto financing company has several full time openings, experience helpful but not necessary. Good benefits, salary dep. on experience. To apply send resume to: GCI, PO Box #225A, Royal Oak, MI 48068

CONVENTION
SECRETARY/OFFICER
$22,000 FEE PAID
Advancement potential with this busy growing firm. Requires experience and computer know how needed. Full benefits and great location. Call Marie, 649-5900 or Fax resume to: 649-3326
SKILLING PERSONNEL SERVICES OF TROY

EXECUTIVE SECRETARY
Marketing division of suburban company needs your excellent skills and work ethic. Salary to $21/hr. Call Sara at UNIFORCE 646-7661

EXECUTIVE
SECRETARY
UP TO $25,000, FEE PAID
Automotive related company seeking a top notch Executive Secretary. Company wants typing of 70 wpm, shorthand, heavy computer experience and a generous background a big plus. This is a fantastic opening if your skills match up too pay and excellent benefits. Do be your's. Don't hesitate, call Janice today, 851-3600
SKILLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
We are a small privately owned automotive OEM manufacturer based in Troy. We have an immediate opening for an Executive Secretary. This position reports directly to the president and has responsibilities for a global operation. The ideal candidate must be energetic and organized with a proven work ethic. Mechanical skills required. Excellent communication skills - WordPerfect 5.1, Lotus, and Data Base Format. Please send resume with salary requirements to: Director of Personnel, Box: 750 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARY
DATA ENTRY
EXPERIENCED
TELEMARKETERS
• Previous office experience
• Word Processing
• Typing 65 wpm
• Resume Required
• For Data Entry - minimum 10,000 keystroke
Call for personal interview
OLSTEN
Temporary
Services
Ann Arbor Dearborn
Detroit Troy
Southfield
354-0555
EOE No Fee

FILE CLERK
(Part-Time)
Seeking dependable person for filing in busy Accounting Department. Flexible hours (20-25 per week). Ideal for student! Please call 746-9454

CONTRACT INTERIORS
Southfield

FINANCIAL SALES CLERK
PART TIME
Challenging part time clerical positions available in a fast paced, professional environment. Experience in a field related to finance, such as accounting, bank teller, or other borrowing activities preferred. Good telephone etiquette, keyboard skills and accurate figure aptitude required. Hours 9am-1pm, Mon thru Fri. Compensation $7.72 per hour. Send resume to: Ford Motor Credit Co. Recruiting & Placement, PO Box 1732 The American Rd. Dearborn Mi. 48121-1732

FULL TIME WORD PROCESSOR
Experienced in WordPerfect 5.1 required. Keyboard experience helpful. Send resume to: P. O. Box 537801, Livonia, MI 48153-7901

GENERAL OFFICE, PART-TIME
Typing sales & computer knowledge necessary. Non-smoking office. Southfield. 356-3732

GENERAL OFFICE - permanent position with large retailer. Looking for mature, dependable person. Telephone experience helpful & Mac/Laser area. Mr. Carr333-0160, ext. 471

GENERAL OFFICE
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