EMPLOYMENT

500 Help Wanted

MORTGAGES

Mortgage Connection, Inc., has immediate openings for the following positions:

LOAN PROCESSOR

Responsible for the complete processing of residential mortgage loans. Thorough knowledge FNMA/FHLMC guidelines as well as basic clerical and computer data entry skills necessary. FNMA/FHLMC processing experience a plus.

POST CLOSING CLERK

Requirements include 1-2 years experience in processing, closing, or quality control. Duties include verification of truth-in-lending, P & I, HUD 1 calculations, payment amount, etc. Compliance with Regulation Z knowledge required.

Positions offer competitive benefits package and competitive salary. For immediate consideration, call for an appointment and send resume to:

MORTGAGE CONNECTION, INC.
Attn: Human Resources
32255 Northwestern Hwy., Suite 10
Farmington Hills, MI 48334
(313)855-0550

An Equal Opportunity Employer

NAIL TECHNICIAN - Great opportunity for top notch person. Immediation salon. Guaranteed salary. Start Call today! 642-2662

OPTICAL FIRM seeks dispensers & lab technicians to work in our medicaid office. Experienced preferred but not required. Training program. Competitive salary & benefits available. Call for exclusive interview. 540-0045 or 525-5907

OPTICIAN - DISPENSER
Experienced only. Excellent career opportunity. Call 981-2020 or 565-5600

ORDER PROCESSOR
US manufacturer of chemicals seeks person for this position on the export desk for an individual who has experience in order processing, bill of lading, processing orders & the ability to work in a fast paced office. Send resume to Sandra Glacomin, Wal Mart Chemicals, 2000 Commerce Drive, Madison Hts., MI 48071

OUT OF work because of layoff or plant closing? Free Job Placement Assistance. O.E. Call Mon-Fri. between 9 & 4. 522-5627

JTPA FUNDED

OWNERS - OPERATORS
Feet owners welcome 74% plus 2% bonus. Lease to own. Fleet owners hiring for both short or long haul. Old established truck company expanding. Call 419-729-1691

PACKAGERS NEEDED
Great new opportunity for Redford residents. Jobs are full time, pay has long term assignments available. If you are seeking employment regular pay increases, paid holidays this company is a good fit. Qualify by you live in Redford, have reliable transportation, some clerical skills, be available for a long term assignment and willing to take a drug test if you are selected. Call ATKA Personnel Services 963-2290

PAINTER Wanted for Crew Chief position. 5 years painting & supervisory experience minimum. Otherwise must be a good painter. Salary only. $30,000-$40,000 per year. Apply in person: 3111 W. Maple Rd., Madison Hts., 8am-10am, Mon-Fri.

PAINTER Wanted for residential interior painting. 2 years experience minimum. Huge opportunity for advancing. Full time position. Success oriented only. Apply in person 337 E. 11 Mile Rd. Madison Hts. 10am-2pm.

PART-TIME ASSOCIATES
Clean state of the art metal stamping company seeks persons interested in part-time employment working 3 days from 2 shift parts. $5.50 per hour. Flexible hours. Apply in person 300 Industrial Drive, Plymouth, (across from Unryas).

Part time, (full time potential) Enthusiastic person required for business to do sales presenting. Will train. Driving required. Drop a note Program Marketing Inc., P.O. Box 37071, Oak Park, MI 48237-0071

PC PROGRAMMER

Quick Basic, OBASE IV experience desired. Salary dependent on experience. Send resume or call for appointment. Resumes will be held in strictest confidence. Apply to Personnel Director, Gabriel, Roeder, Smith & Company, 2477 Fort, Suite 200, Detroit, MI 48226

PERSONAL TRAINERS needed for West Bloomfield health club. Degree and/or certification in exercise physiology or related areas required. Position 300 hours annually. Send resume & cover letter to Health Club, 3100 Orchard Lake Rd., Suite 428, West Bloomfield, MI 48322

PHARMACIST for fast paced West Bloomfield independent. Approximately 30 hours per week. Benefits. Call David Elrod for appointment. 626-3400

PRESS OPERATOR
Experienced on 9840 with T-head. Union shop, night working Condition. Call after 5pm 421-5914

PRODUCTION LINE
Precision wire molding firm in Troy is seeking production line workers to operate equipment in the manufacturing of plastic parts, no previous experience required, very pleasant, smoke free work environment, regularly scheduled overtime. Competitive pay and benefits. Call benefit package. Send replies to Production, PO Box 760451, Lathrup Village MI 48076

PRODUCT MANAGER
Designer and manufacturer of bit to set nuts in aerospace and automotive wire cooling systems looking for qualified individual to estimate, order components and oversee manufacture of all items. Minimum 5 years experience a requirement. Reply to: Heat Insulators Systems, 33850 Industrial Rd., Livonia, MI 48150
An Equal Opportunity Employer

PROFESSIONAL
We offer unlimited opportunities for the skilled professional hairstyleist including job security, excellent pay program, benefits and year round work. Must have a minimum of 8 years experience in any combination of the following: Perms, Color, Electrical, Drywall, Ceramic, Wallpaper & Carpentry. To become a part of a growing successful Redford company call 737-5168

PROJECT COORDINATOR
Clawson based construction firm seeking person to coordinate print & letter shop operations. Interface with mass media mailings. Candidate must be organized, have letter shop experience & have strong communication & organizational skills. Knowledge of print & publishing also desirable. Qualified candidates should possess minimum of 5 years experience. Send resume to Project Coordinator, PO Box 180451, Lathrup Village, MI 48076

PURCHASING AGENT
Experienced in electrical control purchasing helpful, must be prepared, computer literate & able. Small company in Troy. 280-0630

AREA'S LEADING DAY SPA
Interviewing for positions in reception, manicure, esthetician, massage therapy. Excellent opportunity for qualified person, full time or part time. 1-800-371-8860

QUALITY CONTROL LEADER
precision metal machine shop in Farmington Hills is looking for person experienced in manufacturing of precision steel parts. Quality Control, first & final piece inspection, gauges, mics & EPC experience. For interview, send resume to P O Box 254, Farmington Hills, MI 48332

500 Help Wanted

PROPERTY MANAGEMENT
Large property management company seeks ambitious organized individuals for Resident Manager positions at local apartment complexes. Great opportunity for advancement. Salary package includes apartment. Send resume to Property Manager, P O Box 3071, Southfield, MI 48037

REAL ESTATE CAREER
AMBITIOUS? CONSCIENTIOUS? WANT TO MAKE MONEY?
We will train you and start you on a long term high income career. Call
Julie Dudek, Westland
REAL ESTATE ONE
326-2000

RECEPTIONIST/SECRETARIAL
Person PC literate, for Wordperfect, Accounts payable/receivable, Calcritic, Troy, MI. Fax resume ASAP, 313-588-7248

RECKER DRIVERS
All shifts available, full & part time positions. No experience necessary. Offer good wages. Apply in person Maple & Crooks Mobil, one block W. Denise 362-1998

RETAIL
DOLLAR BILL$ STORE MANAGER
ASSISTANT MANAGERS
MANAGER TRAINEES
START THE NEW YEAR RIGHT!
Our career minded people at the Dollar Store have provided outstanding opportunities for quality, high-energy individuals who are interested in a successful career.
Isn't it time you joined a company capable of growth and expansion (faster than price shifting down-town stores than they open)?
To find out if your background and qualities match our needs, send your resume, including salary history, in confidence, to:
Dollar Bill
Human Resources Box C
4811 W. 13Mile
Crestwood, IL 60445
DON'T SHORT CHANGE YOUR CAREER!
Equal Opportunity Employer M/F

RETAIL - full time management & part time sales in Kitchen. Experience in art & framing sales preferred but not required. Call, The Poster Shop at 462-2787

RETAIL MANAGEMENT
Imperial Sports is now accepting applications for management trainee positions for our metro Detroit stores. Apply in person at our Southland Mall store in Taylor or send resume to Imperial Sports, Southland Mall, 23000 Eureka Rd., Taylor, MI 48180 %Rob Fisher.

RETAIL SALES PERSON, full time, apply between 1 and 3 at Kitchen Glamor, 28770 Grand River between Beech Daly & Inkster Rd.

RETAIL STORE MANAGERS
To $26,000 yr. Must have experience in mass merchandising. Benefits - Bonuses.
Call Personnel Director (CSS) P O BOX 2908 FARMINGTON HILLS, MI 48333
An Equal Opportunity Employer

SURFACE GRINDER
Form work only. Must have tools. Full benefits.
478-1700

SURFACE GRINDER
1-2 years experience a must. Excellent pay & benefits. Please apply at Moeller Manufacturing, 12173 Mel-Jean, Livonia, 1 block W of Levan, 1 block N off Plymouth.

SWIM CLUB MANAGER NEEDED to head Swim Team. Must be a minimum 50 hours per week. Supervises entire Swim Team, teaches summer pool operations and management. Salary commensurate with experience. Send letter of interest and resume to Ray Bihun, Village Athletic Club, P O Box 2, Lathrup Village, MI, 48076

HEAD TEACHER
needed for 2 year olds in Troy daycare center, experienced preferred. Full time position. 689-9009

TECHNICIAN
DIRECTOR OF EDUCATION
Bachelors degree in Education preferred. Teaching certification required. Send resume to Byron Schools, 8 Mile & Gratiot, Byron, MI 48418 Attention: Director of Elementary Education.

TEACHERS, ASSISTANTS
Full time, part time positions for pre-school now available. 348-1300

TEACHERS, ASSISTANTS - Part time & full time needed immediately for positions in a prominent private pre-school. Intent/ioddler, preschool, Locations in W. Bloomfield & Southfield. Competitive salary. Jill 661-8019
An Equal Opportunity Employer

TEACHERS & CAMP Counselors wanted to work as part time caregivers & program director for Latchkey. You must be able to drive, be a stick-shift and have a clean driving record. Qualified candidates must be between 18-21 and Wayne County residents (not Detroit).
Call 464-1860
An Equal Opportunity Employer

VCR REPAIR TECHNICIANS
to teach part time classes at area industrial facilities. 1 day or more per week. 2 years hands on experience required. Call Linda at CTS 967-8200

WANTED PRODUCTION
Wing Welder. Apply in person.
Tomco Fabricating, 25195 Hallagan Rd Novi.
478-1315

WAREHOUSE WORKERS
ALL SHIFTS AVAILABLE
$5 per hour and up. Long/short term assignments. Some temporary to permanent positions

ARBOR TEMPS 459-1166

WATER DEPARTMENT CLERK

Local Government needs a self starting, experienced person to the water department clerk position. Experience in municipal water billing, activities and computerized accounting systems preferred. Knowledge of Lotus 1-2-3 and WordPerfect a plus.

Responsibilities include: preparing water bills, posting receipts, phone inquiries, public contact, of customers, and other related duties. Excellent salary and benefits. Non smoker only. Send resume to:
Patrick Sullivan, Clerk
Village of Beverly Hills
18500 West Thirteen Mile Road
Beverly Hills, MI 48025

WELDER DRIVER
Experienced. Southfield Area. Good hours and wages available.
Call 357-5557

500 High Wood Dental-Medical

BILLERS - IV. DME
Corporate position with expanding companies. Need 1 yr. DME or private practice experience. Medicare, full work environment in suburbs. Great benefits & salary. Contact Patty Reibitz.
Harper Associates, 29870 Middlebelt, Farmington Hill, 553-1000

BILLING/Accounts Receivable Clerk - Full time position available for person with medical billing, bookkeeping, & customer service experience. Send resume or call Linda at 1 Send resume to
Accounts Receivable Manager
33510 Schoolcraft
Livonia, MI 48150

BUSY PEDIATRIC DENTISTS
Dental Practice in Livonia desires energetic, self starter, to serve as receptionist and assist in office work and Computer experience desirable. Call Lynn 476-2300

CONTINGENT DATA ENTRY CLERK
Requires high school diploma or equivalent, 1 year clerical experience, ability to type 45-50wpm accuracy & CRT experience. Working knowledge of medical terminology. Please call Heart Lynch Health Care Hospital. Southfield 356-8787

CRNAs
FULL & PART TIME
Additional assignments for CRNAs in acute care hospital. Excellent salary & benefits. Interesting engine applicants should either send a resume or contact the Human Resources department. 341-2933
ST. MARY HOSPITAL
36475 W. Five Mile Rd
Livonia, MI 48154

DENTAL ASSISTANT
experienced, chair side, benefits Bloomfield - 932-3663

502 High Wood Dental-Medical

CAREER OPPORTUNITY
Office Manager, Bookkeeping, 2nd & 3rd party billing experience a must. Podiatrist office in Birmingham-Troy area. Send resume to Box 575
29555 Northwestern Hwy
Southfield, MI, 48034

CERAMIST
Experience necessary. Full or part time. Excellent pay and benefits. Livonia area. 541-7746

CYTOLOGIST - Don Secours Hospital located in beautiful Grosse Pointe Farms is looking for a motivated Cytologist. Likely accessible off I-94 from either I75 or M96. Don Secours offers flexible days/hours and an excellent salary & benefit package, including life insurance, retirement, medical & dental and educational time off. If interested please send resume to
Don Secours Hospital
Attn: Personnel
468 Cadieux
Grosse Pointe, MI 48230
An Equal Opportunity Employer

EXPERIENCED:
DENTAL PERSONNEL
Assistants, RDHs, Office & Financial Managers - Top Pay
• Exciting Opportunities • Temporary & Long Term Assignments
TEAM PERFORMERS, INC
Professional Dental Staffing Service
EOE (313)477-8000

DENTAL ASSISTANT. Are you interested in becoming a Dental Assistant, or are you already an experienced Dental Assistant? For an exceptionally good dentist, we offer top salaries and a advance professionals in a high quality practice. Call 357-3306

DENTAL ASSISTANT
Full time, experience preferred. Modern office in Southfield area. Excellent salary.
Call 352-4551

DENTAL ASSISTANT - Farmington Hills area. Full time Dental Assistant. Experience preferred. 626-0773

DENTAL ASSISTANT
Full time for Dearborn specialty practice. Experience preferred but will train. 561-4380

DENTAL ASSISTANT - Part time Oral surgery office. Beaumont/Troy area. Flexible hours. Previous dental experience required. 647-2191

DENTAL ASSISTANT - experienced, immediate opening for hard working responsible person. Call Modern N.W. Livonia office
Salary open. Benefits. 441-3320

DENTAL ASSISTANT
Mature, enthusiastic, efficient dental assistant needed by busy dentist. Must have 3 yrs full time experience required. Send resume to office manager 755-7070

DENTAL ASSISTANT
Full time, experienced. Expanded duties. Dearborn area. Warm, friendly, conservative office. Reply Box 2000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT - We want the best and we want you. If you are, we offer a clientele position that is unsurpassed, a salary that reflects excellent, salary/benefit package. Call today for a bright future. Ann Arbor, West Bloomfield. 661-1440

DENTAL ASSISTANT/Receptionist. Experienced and reliable. Full time, good salary, busy Oak Park general practice. Call 968-5540

DENTAL ASSISTANT - part time, Dearborn area. Call Paul 12 noon-5pm. Dearborn area. Prefer experience but will train 337-4488

DENTAL ASSISTANT
Experienced. For progressive, prestigious Livonia office in Farmington. Great hours, no Friday, Saturday, or evenings. 476-0383

DENTAL ASSISTANT
Part time, experienced preferred but will train the right person. Progressive young, Dentist, Livonia/Northville Area. Call Physes 644-4497

DENTAL ASSISTANT
Troy office has immediate opening for mature, cheerful self-starter. Full time. Great opportunity. Experience preferred. Minimum DMC. 689-6665

DENTAL HYGIENIST
needed for pediatric dentist's office in Livonia
Please call 533-7547

DENTAL HYGIENIST
We are seeking an enthusiastic and outgoing Dental Hygienist for Tues., Wed. & Thurs. in our friendly & progressive Birmingham family practice. 646-3515

DENTAL HYGIENIST-Experienced. Are you people-oriented? Outgoing? Want to work for a dentist who genuine likes? We're part of our headquarters in Farmington Hills. Competitive salary. 477-7546

DENTAL HYGIENIST
Outgoing dental hygienist needed, part time for perio conscious Livonia family practice. 425-4536

DENTAL HYGIENIST
Full time, 4½ day week. Progressive Livonia practice. Reasonable fee schedule. Very good benefits. Call for view requested. 464-2664

DENTAL HYGIENIST part time, great pay, Arbor Park, modern office, no weekends/nights
• 546-1900

DENTAL RECEPTIONIST. Our Westland office is looking for someone who is an experienced, motivated and cheerful person for part time Condition is a plus. 981-1280

DENTAL RECEPTIONIST - for family oriented practice in Livonia. No evenings, no weekends. Bloomfield Hills area. 335-3480

DENTAL RECEPTIONIST
Dental back ground a must. Computer experience helpful. Good pay, good benefits. Mon.-Fri., 8AM-5PM. Southfield, Call Mrs. Lee 352-1722

DENTAL RECEPTIONIST
Our Canton practice is searching for an experienced, self-motivated, motivated person part time to join our team. Dental background or experience a plus. Please call Barb 981-5453

DENTAL RECEPTIONIST - Mature organized, dependable individual. Must have 5 years experience in Dental Receptionist. Full/part time. Troy area. Ask for Carol 689-6080

DENTAL RECEPTIONIST
Experienced person for wonderful growing practice
Excellent pay, benefits & bonuses
Southfield 355-9800

DENTAL RECEPTIONIST
Position available for the right person in a new progressive dental laboratory. Dental background preferred but not necessary. Auburn Hills Area Call 373-3353

DENTAL TECHNICIAN
Ceramist. Must be able to opaque, paint, grind in. Excellent wages, benefits. Bloomfield area. Call Department Farmington Area. 477-0280

DENTAL TECHNICIAN
Metal, Ceramic. Full time. Top quality crown and bridge laboratory. Excellent wages, benefits. Steady employment. 477-0280

DENTIST - Established opportunity in modern Birmingham general practice for Associateship with potential future partnership 646-3515

EXCELLENT OPPORTUNITY

Available to join as team player for family dentistry practice in Livonia area. Positions available for Medical Assistant/receptionist and Biller. We offer full benefits for full time, flexible hours for experienced personnel. Send resume to Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED FULL-TIME: Front Desk Manager needed for busy, Downtown Dental Practice. Excellent salary & benefits package. Call, 489-4184, between 8-5pm.

502 High Wood Dental-Medical

DENTAL ASSISTANT for orthodontic office in Farmington Hills. Full time, no weekends, medical/dental desired, not necessary; willing to train. Good with people especially children, excellent salary, medical and other benefits. Mature person desiring long-term employment in a friendly office. Please send resume by calling Mon.-Tues.-Thurs.-Fri., 8AM-5PM only 853-4142

DENTAL ASSISTANT
Chalvade Assistant needed for a fast paced pediatric dentist office in Novi. We are looking for an outgoing, warm & caring person to join our team. We have be a self starter & love working with children. Experience preferred but not required. No evenings - some Saturdays. Call Sue-Sal 478-3232

DENTAL ASSISTANT
FULL TIME • NO WEEKENDS
If you have experience (CDA preferred) & are interested in providing quality health care, call us
We provide:
• Medical Benefits
• Paid Vacation & Holidays
• Paid Sick Days
• Uniform Allowance
• Bonuses
• Profit sharing
Southfield 559-8818

EXPERIENCED, OUTGOING permanently-plus Receptionist/Biller for busy podiatry office in Wood-ward Area. Develop Software a plus! Send resume to Box 930 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRONT DESK PERSON - full time position available for busy medical office experience, good telephone communication and patient interaction skills, and knowledge of computer helpful. Salary commensurate. Send resume to
Medical Receptionist
NORTHPOINTE HEART CENTER
2575 Woodward Ave - Suite 300
Berkley, MI 48072

MEDICAL RECEPTIONIST - full time for family practice in Plymouth. Computer & 3 yrs medical office experience a must. Good pay & benefits. Call Debbie 455-2970

MEDICAL SECRETARY Receptionist with billing for physicians office. Part time. Some days, some evenings. Birmingham. Good pay. Reply to Box 724, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY for Internal Medicine Practice. Medical Assistant helpful 70 hrs per week. Call Sandy 591-0220

MEDICAL TRANSCRIPTIONIST
Out-patient physical therapy clinic has an opening for a Medical Transcriptionist. One year experience required. Send resume to Box 690 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Part time. Your home. Birmingham area. Days or evenings. 642-6377

MEDICAL TRANSCRIPTIONIST
Immediate opening for full time, short hand, minimum 2 yrs experience, typing 50's. OR. We offer above average earnings and benefits. Call 362-5282

MOTIVATED DENTAL Front Office staff member needed for Southfield dental office. Full time, salary based on experience. Call 443-5150

NURSE AIDE - Must be certified. Weekends only. All shifts. See Mrs. Berman. Nightingale West, 6345 Middlebelt Rd., Westland, near Joy Rd. No calls!

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for all shifts. Must have ability to speak English. Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.
Diane Baker, 476-6300

RN with Advanced Cardiac Life Support is needed for weekends & no weekends. Busy Southfield outpatient facility. Connie 357-3614

R.N.'s/L.P.N.'s
Team work makes our rehabilitation facility offers the opportunity to work in a friendly, supportive atmosphere featuring professional autonomy and education. We offer a variety of benefits, and a competitive salary for more information and assist salary requirements in confidence to

Recruiter
3137 Grand Mile Rd
Sterling Hts, MI 48310
An Equal Opportunity Employer

ATTENTION
Residents of Southfield, Troy, Farmington Hills & Livonia. We need experienced Medical Secretary & Medical Multimate word processors Salary pay $8+
Call 353-7030

ATTENTION
WORD PROCESSING
• LOTUS
• WORD PERFECT
• EXPERIENCE PREFERRED

Many long & short term assignments available in Wayne & Oakland County. Call now for an appointment

528-8454

FUTURE FORCE
TEMPORARY HELP SERVICES
NEVER A FEE

AUTO DEALER/DATA ENTRY
Large Metro area Ford Dealership is looking for a detail-oriented individual for a full time data entry position. Ford experience helpful. Send only to Molly Padovine, Troy Ford 777-0000

AUTO DEALERSHIP
Immediate opening for data entry & detail oriented position. Must have computer knowledge, non smoking environment. Call Mr. Dave Tuse, Wed. Fri. 3-8 Joe Parsch Chevrolet, 28111 Ecorse, Inkster Rd. 355-1000

BANKRUPTCY/Foreclosure law firm in Birmingham seeking a motivated individual for filing, typing and processing foreclosures and bankruptcies. Department of Treasury experience helpful. Call ask for Nancy

BOOKKEEPER
Accounts payable, payroll, accounts receivable. Full time position for retail business. Strong bookkeeping skills required. Computer knowledge helpful. Experience a must. Send resume or apply in person: 31315 Northwestern Hwy., Farmington Hills, MI 48335

BOOKKEEPER
Large Southfield based property management company seeks experienced, detail oriented Bookkeeper. Send resume to: Bookkeeper, P.O. Box 3071, Bloomfield, MI, 48066

BOOKKEEPERS
Formed in Rudzewicz & Co. Company, one of Michigan's largest independent CPA firms currently has several clients seeking to hire Book keeping Personnel. Opportunities range from Accounting Clerk to Full-Charge Bookkeepers. Computer skills at Mid-Manager levels including the New Center Area and the far East Side. If interested please call Mary Vankuiken for history to K P

Fellmer, Rudzewicz & Co
26200 American Drive - 300
Southfield, MI, 48034
Recruiting For An
An Equal Opportunity Employer

BOOKKEEPER/TELLER
Full or part time Credit Union back-office position. Send resume to Personnel Dept., P O Box 227, Southfield, MI, 48037-0227

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Full time for growing nonprofit organization. Seeking a well organized highly motivated professional with extensive computer skills in Word-Perfect 4 or other IBM program. Right individual will be a self starter & possess excellent communications skills. Excellent benefit package. Send resume & salary requirements by Feb 14 to: DMB&E, 8044 Rochester Rd Troy, MI 48098

ADMINISTRATIVE ASSISTANT
Troy based international distributor offers career opportunity for bright, well organized individual to handle a range of administrative functions. Fast paced environment. Competitive compensation. Resume to: ALARON INC., Jd. PO Box 530, Troy, MI, 48099

ADMINISTRATIVE ASSISTANT
Typing, word processing and phone skills necessary. WordPerfect 5.1 and lotus 1-2-3 knowledge a must! Pay commensurate with experience. If you are a self starter and possess these skills please call or submit resume to
ALARON Computer Corp.
868 W Big Beaver, Suite 404
Troy, MI 48084
Attn: Debra Ann Blanco
362-2210

ADMINISTRATIVE ASSISTANT/BOOKKEEPER
Troy based SMALL INFO firm seeks detailed oriented mature individual with experience in all phases of bookkeeping. Include order entry, general ledger, accounts payable, accounts receivable, payroll, tax reporting. Computer skills necessary. Organized, self-starter, must work with limited supervision. Non smoking office. Send resume & salary history to Administrator, P O Box 661, Troy, MI, 48099

ADMINISTRATIVE ASSISTANT
Life and disability insurance company. Appreciate, organized, self-starter. Knowledge of word processing. Accurate typing, data entry, and telephone skills. Computer literate experience necessary. Resume
Bloomfield Hills MI 48304

ADMINISTRATIVE SUPPORT - person needed for Farmington Hills Corporate headquarters. Duties include order processing, data entry, word processing, and various clerical duties. Should have computer knowledge, typing, and be able to work in a fast paced, ever changing environment. Send resume to TPC PO Box 3504 Livonia, MI 48150. Attn JS
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Busy Northville firm needs an intelligent, energetic, self-starter, detailed, individual to perform a variety of duties under minimal supervision. Applicant must possess excellent typing skills, knowledge of computer IBM-PC based spreadsheets and word processing. Good communication skills and organizational skills. Applicant must also be able to handle a variety of frequent interruptions and under pressure to meet deadlines. Applicants interested in being considered for this position should forward resume and salary requirements to
Security Plan Center
P O Box 673
Northville, MI 48167-0673

AGGRESSIVE Specialty advertising company looking for experienced Telemarketer with word processing skills. Send resume and salary requirements to Box 990 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia Michigan 48150

ASSISTANT PAYROLL/BILLING SUPERVISOR

Diversified medical services corporation in Southfield is seeking individual to handle multiple accounting duties

QUALIFICATIONS
• 3-4 years related payroll experience
• Excellent computer experience required
• Ability to prioritize and have good organizational skills

Negotiable salary/competitive benefit package. Please send resume and salary requirements in confidence to

Recruiter
3137 Grand Mile Rd
Sterling Hts, MI 48310
An Equal Opportunity Employer

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Residents of Southfield, Troy, Farmington Hills & Livonia. We need experienced Medical Secretary & Medical Multimate word processors Salary pay $8+
Call 353-7030

ATTENTION
WORD PROCESSING
• LOTUS
• WORD PERFECT
• EXPERIENCE PREFERRED

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528-8454

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TEMPORARY HELP SERVICES
NEVER A FEE

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BOOKKEEPER
Accounts payable, payroll, accounts receivable. Full time position for retail business. Strong bookkeeping skills required. Computer knowledge helpful. Experience a must. Send resume or apply in person: 31315 Northwestern Hwy., Farmington Hills, MI 48335

BOOKKEEPER
Large Southfield based property management company seeks experienced, detail oriented Bookkeeper. Send resume to: Bookkeeper, P.O. Box 3071, Bloomfield, MI, 48066

BOOKKEEPERS
Formed in Rudzewicz & Co. Company, one of Michigan's largest independent CPA firms currently has several clients seeking to hire Book keeping Personnel. Opportunities range from Accounting Clerk to Full-Charge Bookkeepers. Computer skills at Mid-Manager levels including the New Center Area and the far East Side. If interested please call Mary Vankuiken history to K P

Fellmer, Rudzewicz & Co
26200 American Drive - 300
Southfield, MI, 48034
Recruiting For An
An Equal Opportunity Employer

BOOKKEEPER/TELLER
Full or part time Credit Union back-office position. Send resume to Personnel Dept., P O Box 227, Southfield, MI, 48037-0227

500 Help Wanted

STOCK & DISPLAY
HELP WANTED
Experience preferred. Full time benefits including medical, life & education

Apply in person only
JOE'S PRODUCE
33152 W. 7 Mile Livonia

SUPERVISOR NEEDED
Call
TIGER STADIUM
FOOD SERVICE
Be a part of the 1992 Detroit Tiger Baseball Season. Work for the food service company as part of its Management Team. Full time seasonal openings available. Looking for personable, energetic, detail oriented people with good managerial skills. Preferred degree in Management/Accounting, prefer Management/Retail experience. For more information call between 10AM-4PM, Mon.-Fri.

SPORTSERVICE
963-TEAM
An Equal Opportunity Employer

SUPERVISOR
TELEMARKETING/
DATA ENTRY
EVENING SHIFT

Do you have excellent communication & organizational skills & experience managing people as well as projects? If your answer is yes, we are looking for you! We offer a competitive salary & excellent benefits package are available to an individual capable of managing telemarketing & data entry operation on our 2pm-10pm shift. Interesting candidates should send resume & salary requirements to:
Come travel our career path! We offer excellent benefits and salary packages. Interested call
HUMAN RESOURCES
THOMAS COOK TRAVEL
4 Parklane Blvd #500
Dearborn, MI 48126
(313)323-4374

An Equal Opportunity Employer

TRUCK DRIVERS, EXPERIENCED
Part time long haul runs Michigan, Ohio and Indiana. Must have CDL license, C2-C3. Clean driving record. Safety leader and good health. Paid vacation, holiday, and unloading. Apply at 26211 W 7 Mile Rd. Detroit

TRUCK TIRE SERVICE PERSON
Experience necessary. Must have phone & hand skills. Send resume to Wilson area Contact Mr. Carlos 348-9699

UNDERWRITER AND CREDIT QUALITY MANAGER
Established, expanding Michigan bank is seeking experienced motivated underwriters and Credit Quality Manager for its Mortgage Banking department. Candidates must have at least one year experience as a Conventional Underwriter. Loan Underwriter and must have knowledge of FHLMC/FNMA guidelines. Credit Quality Manager must have at least 3 years experience in Conventional mortgage loan underwriting and management experience. Must have working knowledge of FHLMC/FNMA/MI guidelines. Send resume, references to:
Mortgage Banking
Attn: Department
305 E. Eisenhower
Ann Arbor, MI, 48108
An Equal Opportunity Employer

VALET positions available at area hospitals. Good job for college students. You must be able to drive a stick-shift and have a clean driving record. Qualified candidates must be between 18-21 and Wayne County residents (not Detroit).
Call 464-1860
An Equal Opportunity Employer

VCR REPAIR TECHNICIANS
to teach part time classes at area industrial facilities. 1 day or more per week. 2 years hands on experience required. Call Linda at CTS 967-8200

WANTED PRODUCTION
Wing Welder. Apply in person.
Tomco Fabricating, 25195 Hallagan Rd Novi.
478-1315

WAREHOUSE WORKERS
ALL SHIFTS AVAILABLE
$5 per hour and up. Long/short term assignments. Some temporary to permanent positions

ARBOR TEMPS 459-1166

WATER DEPARTMENT CLERK

Local Government needs a self starting, experienced person to the water department clerk position. Experience in municipal water billing, activities and computerized accounting systems preferred. Knowledge of Lotus 1-2-3 and WordPerfect a plus.

Responsibilities include: preparing water bills, posting receipts, phone inquiries, public contact, of customers, and other related duties. Excellent salary and benefits. Non smoker only. Send resume to:
Patrick Sullivan, Clerk
Village of Beverly Hills
18500 West Thirteen Mile Road
Beverly Hills, MI 48025

WELDER DRIVER
Experienced. Southfield Area. Good hours and wages available.
Call 357-5557

502 High Wood Dental-Medical

BILLERS - IV. DME
Corporate position with expanding companies. Need 1 yr. DME or private practice experience. Medicare, full work environment in suburbs. Great benefits & salary. Contact Patty Reibitz.
Harper Associates, 29870 Middlebelt, Farmington Hill, 553-1000

BILLING/Accounts Receivable Clerk - Full time position available for person with medical billing, bookkeeping, & customer service experience. Send resume or call Linda at 1 Send resume to
Accounts Receivable Manager
33510 Schoolcraft
Livonia, MI 48150

BUSY PEDIATRIC DENTISTS
Dental Practice in Livonia desires energetic, self starter, to serve as receptionist and assist in office work and Computer experience desirable. Call Lynn 476-2300

CONTINGENT DATA ENTRY CLERK
Requires high school diploma or equivalent, 1 year clerical experience, ability to type 45-50wpm accuracy & CRT experience. Working knowledge of medical terminology. Please call Heart Lynch Health Care Hospital. Southfield 356-8787

CRNAs
FULL & PART TIME
Additional assignments for CRNAs in acute care hospital. Excellent salary & benefits. Interesting engine applicants should either send a resume or contact the Human Resources department. 341-2933
ST. MARY HOSPITAL
36475 W. Five Mile Rd
Livonia, MI 48154

DENTAL ASSISTANT
experienced, chair side, benefits Bloomfield - 932-3663

502 High Wood Dental-Medical

MEDICAL ASSISTANT

Part-time position in Internal Medicine. Experience required. Please call 827-2180 or send resume to H. Haley

DMC Health Care Centers
37207 Lahser
Southfield, MI, 48034

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

MEDICAL BILLERS - hospital or physician. 1-2 yrs experience or payors. Computer skills helpful. Get full time $14000 to $18500 per month. Temporary Medical, 569-__, 643-3300

MEDICAL PLACEMENT COORDINATOR
Our medical billing company is experiencing rapid growth and advancement of positions. Due to this growth, we have the open position in our medical placement division. The person must be a self starter, familiar with experience in medical placement. This position with our corporate office offers a competitive base pay, commission, and benefit package. Please send resume or call
Kathryn L. Allen
MEDICAL STAFF PLACEMENT
31900 Northwestern Hwy., Suite 300
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST

Full time position in progressive cardiology practice. 2 yrs of medical office experience, good telephone communication and patient interaction skills, and knowledge of computer helpful. Salary commensurate. Send resume to
Medical Receptionist
NORTHPOINTE HEART CENTER
2575 Woodward Ave - Suite 300
Berkley, MI 48072

MEDICAL RECEPTIONIST - full time for family practice in Plymouth. Computer & 3 yrs medical office experience a must. Good pay & benefits. Call Debbie 455-2970

MEDICAL SECRETARY Receptionist with billing for physicians office. Part time. Some days, some evenings. Birmingham. Good pay. Reply to Box 724, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY for Internal Medicine Practice. Medical Assistant helpful 70 hrs per week. Call Sandy 591-0220

MEDICAL TRANSCRIPTIONIST
Out-patient physical therapy clinic has an opening for a Medical Transcriptionist. One year experience required. Send resume to Box 690 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Part time. Your home. Birmingham area. Days or evenings. 642-6377

MEDICAL TRANSCRIPTIONIST
Immediate opening for full time, short hand, minimum 2 yrs experience, typing 50's. OR. We offer above average earnings and benefits. Call 362-5282

MOTIVATED DENTAL Front Office staff member needed for Southfield dental office. Full time, salary based on experience. Call 443-5150

NURSE AIDE - Must be certified. Weekends only. All shifts. See Mrs. Berman. Nightingale West, 6345 Middlebelt Rd., Westland, near Joy Rd. No calls!

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for all shifts. Must have ability to speak English. Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.
Diane Baker, 476-6300

RN with Advanced Cardiac Life Support is needed for weekends & no weekends. Busy Southfield outpatient facility. Connie 357-3614

R.N.'s/L.P.N.'s
Team work makes our rehabilitation facility offers the opportunity to work in a friendly, supportive atmosphere featuring professional autonomy and education. We offer a variety of benefits, and a competitive salary for more information and assist salary requirements in confidence to

Recruiter
3137 Grand Mile Rd
Sterling Hts, MI 48310
An Equal Opportunity Employer

ATTENTION
Residents of Southfield, Troy, Farmington Hills & Livonia. We need experienced Medical Secretary & Medical Multimate word processors Salary pay $8+
Call 353-7030

ATTENTION
WORD PROCESSING
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