CLASSIFIED ADVERTISING

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

500 Help Wanted

TOP-NOTCH TECH TRAINEE
Dodge Dealership is now accepting applications for our Technician Trainee program. Must have high school diploma & trade school or community college. Candidates with satisfactory auto related job experience would also be considered. Must have valid drivers license with CLEAN record. Apply in person to: Service Department, Crestwood Dodge, 37850 Ford Rd, Garden City

TOP PAY FOR LIGHT INDUSTRIAL EMPLOYEES!

PRESS OPERATORS MILL HANDS WAREHOUSE 464-8000

Holiday Pay, Over-Time Pay, Temp-Med insurance. If you have transportation to Livonia, it makes to work call today for an interview!

Livonia, 464-2100
Southfield, 352-1300

SNELLING TEMPORARIES
NEVER A FEE

TRAVEL - AGS OPERATOR
Need EXPERIENCED Reservation agent for expanding Southfield Sabre agency. Full benefits. Please send complete resume, include experience, salary required, and when available. Send to: Box 320 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

TREE/SHRUB CARE TECHNICIAN
Experienced people only. Apply at expanding Tree/Shrub Department. Data of Michigan Pest Control applicator for Certification required. Apply at:
D & B LANDSCAPE
17216 BURGESS
DETROIT, MI 48219
(313)534-5315

UNDERWRITER AND CREDIT QUALITY MANAGER

Established, expanding Michigan firm is seeking experienced person to place loan underwriters and Credit Quality Manager for our Mortgage Banking Division. Underwriters must have at least one year experience as a Conventional Mortgage Loan Underwriter and must have knowledge of FHLMC/FNMA guidelines. Candidates for Credit Quality Manager must have at least five years experience in Conventional mortgage loan underwriting and managerial experience along with extensive knowledge of FHLMC/FNMA/MI guidelines. Send resume, references to:

Mortgage Banking Division
305 E. Eisenhower
Ann Arbor, MI 48108
An Equal Opportunity Employer

VOCATIONAL REHABILITATION Consultants needed for rapidly growing full service Rehab Practice on existing workers comp & auto tort claims basis. 1 full time position requiring a CRC, CRIS, or LPC. 1 part time position. Fulfill the above requirements or will train if currently enrolled in Rehab Counselor Master's Program. Send resumes to W. B. Hollenbeck, 26011 Evergreen Rd. Suite 210, Southfield, MI, 48076, Attn. Personnel Dept.

WAREHOUSE: In Romulus, seeking part-time helper, 25 per hour, evening pay. For interviews call 313-728-4000, between 8am & 3pm.

WARRANTY CLERK/CASHIER
Needed for fast growing company. Full time work. Excellent benefits. Call Rod for appointment. 643-4350

WEDDING PHOTOGRAPHERS
Experienced. Medium format equipment necessary. High pay. Pre bonuses. For details call Tues. thru Sat. David 477-6366

WELDERS, MIG
Experienced, production work, good pay & benefits. Apply in person, 8-11am or 1-4pm at:
BWD CONTROLS, INC.
100 S. Mill Street, Plymouth
An Equal Opportunity Employer

$$$ JUST A PHONE CALL AWAY

TELEMARKETERS needed immediately for a major telecommunication company in BIRMINGHAM. Pays hourly plus bonuses and incentives. Offered full benefits package and your own transportation for this part time evening shift assignment. Call BARTCH PERSONNEL SERVICES 647-1900

502 Help Wanted Dental-Medical

BEHAVIORAL TECHNICIAN - full time to work with dramatic brain injured patient. Training provided. Ideal re-hab program. Interest in the behavioral sciences helpful. Transportation are required. On the job training with dynamic interdisciplinary team will be provided. Call Ms. Grifiore 350-3650

BILLERS
TELEVISION
Join an expanding company in their corporate office. Must have DME or IV Billing experience. Top salary, bonus package, and benefits.
Contact Patty Reibitz 832-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

BILLING SUPERVISOR
Multi-Specialty Medical Center
To $32,000
Will be involved in upgrading computerized billing system. Need strong people skills to manage billing staff. Desirable location in suburbs. Great benefit package.
Contact Patty Reibitz 832-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

Westbrook Hills Care Center
CNA's
All 3 shifts available. Do not apply unless you are Michigan certified. Apply in person at: 30 W. Square Lake Rd., Bloomfield Hills.

CERTIFIED MEDICAL ASSISTANT
needed for busy doctor's office in Livonia. Must have experience doing IV's. Call 477-7344

CERTIFIED MEDICAL ASSISTANT
Part-time. Accepting applications for busy multi physician internal medicine practice in Livonia. Experience preferred. Call Wendy, Freedom Medical Clinic, 10am-2pm. 476-4724

Certified Nurse Aides

We are looking for mature, dependable people, who have a love and understanding of the elderly, to work full or part time on our afternoon shift. For more information call 348-2640 or come to see us. Ask for application
Whitehall-Novi Convalescent Home
43455 W. 10 Mile Road

CERTIFIED NURSING ASSISTANT
CHARTER HOUSE OF NOVI

A dynamic, quality long term care facility at its best is now offering:

- Premium start salary for state certifications
- Health, dental and life insurance
- Paid vacation and sick days
- Tuition reimbursement

WHY NOT WORK FOR THE BEST!
Contact: Nora Spiro
477-8000

DENTAL ASSISTANT - Are looking for the best & willing to pay for it. Full time, experienced only. Call Gerald 981-0707

DENTAL ASSISTANT (Receptionist) Experience preferred. Career minded, health oriented, team person. Redford area. Call 10-2. 937-2968

DENTAL ASSISTANT
Livonia Endodontic office seeks qualified person to join our team splints staff. 1 year minimum experience in X-Rays & assisting duties. Benefits salary commensurate with experience. Call Jen 261-7802

DENTAL ASSISTANT
Immediate opening for experienced chair-side assistant for Farmington Hills general dental office. Position background very much a plus. Serious and dependable applicants only please. Phone Leslie, 474-9093

502 Help Wanted Dental-Medical

EXPERIENCED CHAIRSIDE ASS't
Full or part time for friendly & professional office. Excellent salary & benefits. Please send resume to:
Box 308, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL, part time, busy family practice, flexible hours, good typing and phone skills required. Westland area. 729-1150

DENTAL ASSISTANT - full time position. Experienced chairside assistant - Livonia general dentistry practice. 464-6600

DENTAL ASSISTANT/Receptionist with experience. Some evenings & occasional Saturdays. Westland area. Ask for Jean 729-5800

DENTAL ASSISTANT
Livonia practice seeks experienced, friendly & team oriented dental assistant. Call for interview, 464-2000

DENTAL ASSISTANT
Garden City, full time position opportunity for experienced, enthusiastic, out-going individual. 425-8130

DENTAL ASSISTANT
Wilcox & Plymouth locations.
Some dental experience necessary.
454-1070 or 844-1910

DENTAL ASSISTANT - Are you dependable, good natured, have a good sense of humor, and patient oriented? Please call 271-5008

DENTAL ASSISTANT
EXPERIENCED
Insurance, Chairside, Computer. Send resume to: 534-3010

DENTAL CHAIRSIDE ASSISTANT
Full time. Experienced 2 doctor general practice in Farmington Hills. Reply to box 238 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL FRONT OFFICE
We are adding to our team. We need a mature person. Min. 1 year. Dental experience necessary. Computer knowledge helpful. State of the art office. Southfield area. Call Esther 827-1902

DENTAL HYGIENIST
Part time
For modern office in Livonia
Call Judy - 473-0050

DENTAL HYGIENIST - We are seeking a mature, friendly, dependable individual for our Troy office, part time. Ask for Cher 689-6080

DENTAL HYGIENIST needed for busy Livonia office. 2 days per week. Saturday & evenings alternate but optional. 261-2730

DENTAL HYGIENIST NEEDED for busy Farmington Hills Pediatric office. Must be progressive and enthusiastic. Call 553-1180

DENTAL HYGIENIST
downtown Birmingham, long, established family practice, friendly, low stress, pleasant working conditions. Mon. & Fri. 647-1025

DENTAL HYGIENIST - Full time position, no Saturdays, benefits, for pleasant West Bloomfield office. Call Mondays 855-8804

DENTAL HYGIENIST - part time Wed., 7am-7pm, Tues. twice a month. Must have excellent people skills as well as good communication skills. Southfield. Call Marie 352-7722

DENTAL OFFICE POSITION
Experience preferred. Ideal time for practice in W. Bloomfield area. Ask for Hazel 313-855-6655

DENTAL OFFICE TELEMARKETER
PART TIME
Salary plus bonus.
641-1366

DENTAL RECEPTIONIST
Oral surgery office in Livonia.
Full time only. No evenings.
427-2330

DENTAL RECEPTIONIST needed part time for busy Farmington Hills dental office. Experience preferred. 689-6180

DENTAL RECEPTIONIST
Full time, Redford/Dearborn Hts. area. Insurance, billing & phones. Private dental office. 531-7900

DENTAL RECEPTIONIST
18 hours, friendly person with typing and math skills.
Farmington Hills 851-8448

DENTAL RECEPTIONIST, experienced (full time) Computer experience preferred with Dentech. If you're mature, enthusiastic, team dependable & enjoy a challenge in a fast paced dental office call 278-4410

DENTAL RECEPTIONIST
Full time. Experienced only. Responsible for all patient relations and scheduling. Must be organized, friendly and articulate. Computer experience preferred. Top salary & benefits for the right individual. Southfield. 356-1539

HYGIENIST
Full time position available soon. Farmington area. 476-4619

HYGIENIST/FULL TIME
Four 10 hour days.
Excellent benefits.
Call 534-1555

LPN/RN OR MEDICAL ASSISTANT
For Livonia Dermatology office. Full time with benefits. Experience preferred. Call 477-7022

LPNs/AFTERNOONS
See Mrs. Martin
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

LPN's
Immediate openings. All shifts available. All areas available. Competitive wages. Immediate payments. RELIABLE NURSES. 981-3344

MEDICAL ASSISTANT
Dermatology office needs medical assistant, full time. Clinical experience necessary. Call Cathy 996-8783

MEDICAL ASSISTANT: Part-Time. Experienced in EKG, venepuncture, x-ray & injection. Garden City Office. 261-6252

MEDICAL ASSISTANT
Experienced with EKG, X-Ray, Venepuncture. Mon.-Fri. 15 Mile/Telegraph. Call Brenda 433-3600

MEDICAL ASSISTANT - Full time for Plastic/Hand office. Send resume to: 22250 Providence Dr. Ste LL-300, Southfield, MI 48075.

MEDICAL ASSISTANT
experienced only, lab, good phone skills, full time, good benefits. Southfield area. 357-1300

MEDICAL ASSISTANT/CERTIFIED MUST be experienced. Part time for a family practice in Novi. Call Beth for an interview. 313-347-4290

MEDICAL ASSISTANT
Immediate position open. Livonia area. Some experience required. Call for appointment. 474-2784

MEDICAL BILLER
Rehabilitation agency seeks full time medical biller to be responsible for Medicare, Medicaid, Blue Cross & commercial billings. Ideal candidate should have medical admissions background & be familiar with Medicare, Blue Cross guidelines & ICD-9 coding. Previous background in collections and accounts receivable preferred. Excellent oral and written communication skills a must. Send resume & salary history to:
Lisa Fuchner,
Rehabilitation Network, Inc.
30100 Telegraph Rd. - Ste 420
Bingham Farms, MI 48025

MEDICAL INSURANCE BILLER
Full time/part time. Busy multi-specialty practice. Minimum experience 1 yr. in computer billing - all insurance & statusing. Detail-oriented person. No evenings or Saturdays. 15 minutes from Birmingham, Waterford area. Excellent benefits & salary. Call Lynn or Carol: 674-9630

MEDICAL RECEPTIONIST
Part time - flexible hours.
Must be familiar with patient reception, scheduling, office duties, for podiatrist.
Contact Patty Reibitz, 832-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT needed for Livonia physicians office. Experienced, part time afternoons. 464-8200

MEDICAL ASSISTANTS - must have experience. Internal Medicine, Troy, Rochester, Sterling Hts. locations. Full or part time. Pay & benefits very helpful but not necessary. Melinda, Temporo Medical. 443-5590

MEDICAL ASSISTANTS - Are looking for out-patient clinic in Southfield & Livonia. Must have experience. Full or part time. Excellent comprehensive benefits. Temporo Medical, Melinda, 443-5590

MEDICAL ASSISTANT - part time Livonia occupational/urgent care facility has 2 openings for 2-3 days per week, 9.30-6pm, must be certified/registered & experienced in venipuncture, ekg & x-ray. Contact Administrator, 591-0580

MEDICAL ASSISTANT
To work in growing cardiology medical office located in Commerce Township. The full time position includes both clerical and clinical responsibilities. Requires medical assistant diploma or equivalent and 306 months additional experience. Please send resume to:
Box 1, Observer & Eccentric
Union Lake, MI 48387-0307

MEDICAL ASSISTANT - Part time for 1 physician office. Must have pulmonary function testing experience. Birmingham area. 647-7280

MEDICAL BILLER - EXPERIENCE Busy orthopedic office looking for pleasant, self-motivated surgery biller. Knowledge of all insurances, statuses, computer, CPT, & ICD-9. Full time, benefits. West Bloomfield. 855-7407

MEDICAL BILLER, experienced & good Medical Assistant, part time & full time for clinic in Westland. Please send resume to: P.O. Box 851147, Westland, MI 48185

MEDICAL BILLER
Well established clinic has immediate opening for your right keyboarding and current experience.
To $8/hr. Call Monica at UNIFORCE 357-0037

MEDICAL BILLERS
for urology and orthopedic physicians. Great benefits package.
Contact Patty Reibitz, 832-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

MEDICAL BILLING
Seeking experienced individual with knowledge of physical therapy billing procedures. Would like 1 year billing & management experience. Send resume to: P. O. Box 214859, Auburn Hills, MI 48326

MEDICAL OFFICE POSITIONS
We need Medical Assistants and RN's for internal medicine offices. Experience with cardiology or medical surgery or oncology. Call Carol, DPR 443-0511

MEDICAL Receptionist for psychiatrist medical doctor, various locations. Reliable transportation necessary. Full-time, $7/hr. 427-1660

MEDICAL RECEPTIONIST
Experienced in doctor's office. Mon thru Fri. 15 Mile/Telegraph Area. Call Brenda 433-3600

MEDICAL SECRETARY
Major medical center needs your organizational experience and attention to detail. To $7/hr.
Call Marie at UNIFORCE, 357-0644

MEDICAL SECRETARY - experienced medical secretary/receptionist. Position available, responsible for entire business office. Extensive knowledge of computers, insurance, medical insurance required. General salary & benefits
Northville area. 851-5051

MEDICAL SECRETARY
For pediatric office Irvine/Southfield/Farmington area. Hours negotiable. Approx. 20 hrs/wk. 591-0220

MED-SUPP
PSYCH
RHS FOR
SUPPLEMENTAL STAFFING
• Guaranteed hours/days
health care facilities
• Flexible schedule
• Competitive pay
• Immediate assignment
(following orientation)
For more information & to apply contact Lorraine,
981-8829

NUCLEAR MEDICINE TECH
Full/part time. Nuclear Medicine tech for outpatient facility. Dearborn Area. Pay commensurate with experience. 582-9127

NUCLEAR TECHNICIAN
full time, in Dearborn area.
Please call Carol to inquire.
542-9128

NURSE ASSISTANTS/CERTIFIED
Immediate full time and part time positions. For more information contact Marilyn at:
531-0474, extension 34

NURSE OR MEDICAL ASSISTANT
needed full time for pediatric office in Livonia. Insurance experience helpful. Call between 10am-4pm, 427-4290

Occupational & Physical Therapists
Perrigrino & Associates
820 E. Lincoln, Birmingham, MI 48009. Phone 647-2680

OFFICE ASSISTANT

Our Respiratory Therapy Services Department has an excellent clerical position available. Candidate with proven data entry experience and Word Perfect 4.1 A typing speed of 40 + wpm, is essential. Primary work schedule will include Tues. and Thurs., 7:30 AM. - 11:30 AM., also must be available to work additional days and hours up to 40 PM. as needed by the department.

For immediate consideration send detailed resume to:

Employment Office-sab
SINAI HOSPITAL
6767 W. Outer Dr.
Detroit, MI., 48235

OPTOMETRIST - Oakland County - private practice - part time leading to full time.
313-581-1290

OPTOMETRY OFFICE, Walled Lake needs experienced full and part time Receptionist/Dispenser.
Send resume to: Newberry Square, 39000 W. 14 Mile Rd., Suite 212, Walled Lake, MI, 48390.

ORAL SURGERY RECEPTIONIST
Full time. Excellent fringe benefits. Experience in dental preferred.
647-4834

PART-TIME MEDICAL ASSISTANT. Needed for a busy Internist Office in Southfield. Experience & References preferred. Call, 569-2020

PHLEBOTOMISTS
MEDICAL LAB TECHNICIANS
MEDICAL TECHNOLOGISTS

Part time & full time contingency positions. Join Add-A-Tech 722-2722

PHYSICAL THERAPIST
PT in for vacationing therapist. Suburb. Ellen Dallas 313-477-8400

RECEPTIONIST - fast paced Doctor's office has the need for an experienced medical biller/receptionist. Ideal person will have a minimum of 2 years experience in billing, coding, & be versatile in various front office activities. Must be personable & self motivated. Qualified applicants, please mail your resume to: Receptionist Position, P.O. Box 2585, Dearborn, MI 48123-2585

RECEPTIONIST/BILLER - for internists office in Rochester. Tues & Thurs 12-7:30pm. Call 853-8153 or 843-9623

RN/LPN/GN/SN
Energetic, efficient individuals for progressive fast paced medical surgical oriented practice in Mt. Clemens. Part time/full time. Reply to: Box 196, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

502 Help Wanted Dental-Medical

RADIOLOGY TECHNOLOGIST
Metro Medical Group - a division of Metro Medical Group, Troy, has immediate full time & part time positions available for radiologic technologists to staff our clinics in the Livonia area. The chosen candidates will be ARRT Registered & have 1 yr experience. We offer a competitive starting salary & benefit package. Interested candidates please send resume to:
The Human Resources Dept
Metro Medical Group
35200 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer

RN - ASSISTANT
DIRECTOR OF NURSING
Bishop Gallagher Center is seeking a full time Assistant Director of Nursing to share the duties of the director, direct staff supervisor and quality assurance monitor. Must have nursing home experience and be a state approved trainer. Join a great team of professionals in a beautiful new setting. Generous salary and benefits including 401K Plan, Call Vicki Cicone, Administrator, for more details. 466-1100

RN/LPN - PART TIME
for elderly care facility in Farmington area. Flexible hours. Will train. 847-1200

RN MANAGEMENT TRAINING POSITION
Are you interested in an opportunity to train in a nursing home as a A.D.N.H? For further information please call the D.O.N., Mon-Fri, 10am-4pm at 313-453-4121

INTERMEDIATE COORDINATOR
Must be skilled in patient assessment & documentation. Work Mon thru Thurs. Apply in person at Bloomfield Hills Care Center, 50 W. Square Lake Rd., Bloomfield Hills. Call the in-service director for an appointment. 338-0345

RN needed 2 days a week for family physician located in Livonia.
464-8200

RN OR LPN

Full-time position available. OB/GYN experience required. Send resume to M. Strauch, Nursing Services or apply at:

DMC Health Care Centers
41835 W. 12 Mile
Novi, MI., 48377

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

RN's/LPN's
All 3 shifts available. Also, 12 hr. & concurrent shifts available. Call in-service director at Bloomfield Hills Care Center. 338-0345

RNS/LPN'S
PM SUPERVISOR
Greenery Extended Care Center is seeking qualified, caring professionals to join an interdisciplinary team caring for geriatric rehab and respiratory care patients.
We offer flexible hours, part-time and full-time, tuition reimbursement and a competitive wage/benefits package. Sign-on bonuses available. Applications are being accepted, or call for an appointment at:
313-477-7373
GREENERY
Extended Care Center
4225 Grand River
Farmington, MI 48336
(Between 9 & 10 Farmington Rds)
An Equal Opportunity Employer

RN to administrate home health care in Northwest Company has been very successful in starting hospital & nursing homes for 3 years. Looking to expand into Medicare & Blue Cross certified home health agency. Looking for someone to lead the way who has administrating & organizational skills, & 2 years experience in administrative capacity. Salary is plus percentage of profits available. Call Richard Bloom 435-1100

RN STAFF DEVELOPMENT
Marywood/Marybrook Nursing Care Center is accepting applications for experienced staff development instructor. Must be experienced, registered, prepared resume required. Mail to:
36875 W. 5 Mile, Livonia, MI 48154

SECRETARY, HEALTHCARE
Hospital corporation headquarters. Experience with Wordperfect and medical terminology a plus.
To $8.00/hr. Call Meredith at UNIFORCE 648-7848

TRANSCRIPTIONIST - part-time days for Southfield endocrinology office. Experience preferred. Please call 948-2232

WESTLAND CONVALESCENT has a full time position available in the laundry department. Experience preferred. Benefits include holiday, sick and vacation pay. Apply at: 34137 W. Warren, Westland, MI.

X-RAY TECHNICIAN
Immediate part time positions available. Orthopedic experience preferred. West Bloomfield. 855-7408

X-RAY TECHNOLOGIST
Registered or registry eligible. Full time for diagnostic X-ray clinic. Redford area. 937-8155

502 Help Wanted Dental-Medical

X-RAY TECHNICIAN
needed for Livonia physicians office. Experienced only. 464-8200

X-RAY TECHNOLOGIST
Registered with Mammography experience. Dearborn, Hghts. area. Please call Denise at: 561-8794

X-RAY TECH - part time and on-call position. Some weekends. Must be experienced. Benefits pro-rated. Call Lynn, Midwest Health Center. 581-2600, ext 1218

504 Help Wanted Office-Clerical

BLOOMFIELD HILLS law firm seeks individual for position as Account Receivable Clerk. Participant includes entry of time & cost, preparation of billing & follow up. Candidate must be comfortable with computer time & billing software necessary. Call 258-9810

Accountant Jr.
Permanent position with suburban firm for experienced general bookkeeper. Must have strong analytical skills & good communication skills. Leasing experience & Lotus preferred. Excellent benefits & perks. Salary to $23,000
Call or send resume

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

ACCOUNTANTS BOOKKEEPERS DATA ENTRY
PART TIME FULL TIME
Call Accountemps — We $6,000 professionals did in 1990!
ACCOUNTEMPS
Southfield 357-8387
Troy 524-3100

ACCOUNTING CLERK - responsible, experienced person for accounts payable/receivable & general clerical position with computerized building material wholesaler. Full time. Liberal benefits. Send resume or letter to: Personnel Director, Troy Bldg Products, 1043 Wheaton, Troy, MI 48083

ACCOUNTING CLERK
Needed for growing computer consulting firm in a busy Birmingham office. Experience with payroll, receivables & payables is required along with good PC skills. Must be quick learner, reliable & well organized. Send resume with salary history to Analec, 30300 Telegraph, #200, Bingham Farms, MI, 48025. Attn: Tony or fax to 540-4343

ACCOUNTING CLERK
Duties include journal posting, bank reconciliation & payroll. Knowledge of some filing. Must be proficient on 10-key calculator. Lotus experience helpful. Good entry level position for college student.
Send resume to:
MR. BRUNI
P.O. BOX 71043
MADISON HEIGHTS, MI 48071

ACCOUNTING POSITION available immediately for person with degree, but not required. Apply in showroom, Royal Oak Ford, 500 N. Woodward between 11 & 12 Mile Rds.

ACCOUNTING SECRETARY
Excellent temp to perm position available in Canton. Must be proficient in DAC Easy as well as experienced in Payables & Receivables. Immediate opening.

Arbor Temps 459-1166

ACCOUNTS PAYABLE
Troy based company is looking for an individual with complete knowledge of accounts payable operations. Experience required. Knowledge of salary requirements, for consideration, to: Box #288, Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK - Minimum two years experience required. Must be experienced with computerized accounting system. Knowledge of Lotus 1 2 3 & WordPerfect helpful. We are a self starter with good organizational skills & attention to detail. Excellent benefit package. Send resume to Med-Tronic, 6300 Shamrock, Farmington Hills, MI 48334. Attn: Lori

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
To the regional director of a large corporation engaged in the development of real estate. Candidate should have minimum of 3 years experience, strong organizational skills including Powerpoint, WordPerfect, & Lotus. Strong organizational skills & excellent communication skills. Send resume & salary history to: Administrative Assistant, P.O. Box 35809, W. 12 Mile Rd., Farmington Hills, MI 48335. Attn: Frances.

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/ OFFICE MANAGER
for small office. Must be well organized, resourceful & have excellent skills in WordPerfect & accounting. Marketing experience helpful. Salary range mid teens. Send resume to: 30233 Southfield Rd., Suite 201, Southfield, MI 48076

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
National firm, Southfield, Mich. Must have pleasant telephone voice. Please send resume to: P.O. Box 5003, Westland, MI 48393

ACCOUNTS PAYABLE
Southfield Corporation seeks individual for Accounts Payable Department. A/P or accounting experience required. Send resume and salary requirements to: A/P Manager, 18940 W. Eight Mile Rd., Southfield, MI 48075

ACCOUNTS PAYABLE/ COLLECTIONS
Dawson firm needs full time Mon - Fri., start 10am, double entry computer experience helpful. Duties include posts/Reconciliations/collections $18K. Send resume to: Office Manager, P. O. Box 383, Clawson, MI., 48017

ADIA
Personnel Services
Needs the following:

RECEPTIONISTS
TELE-SERVICES
WORD PROCESSORS
LIGHT INDUSTRIAL

Call 525-0330
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Macintosh experience preferred for busy Southfield office. Salary range $9/hr. Call Susan at UNIFORCE

ADMINISTRATIVE ASSISTANT
Warm distributor seeks temporary individual A/P. Your Sept. to assist with administrative duties, some clerical & communication skills essential. Apply Erma 1-800-445-5599

ADMINISTRATIVE SECRETARY
Challenging position in Livonia requires experienced secretary, 2000 typing & word processing. $21,000.
All benefits paid
1 Personnel Place
274-4230

ADVERTISING SECRETARY
National advertising agency needs your excellent skills and prior secretarial processing experience. To $8.50/hr. Call Donna at UNIFORCE 357-0644

APARTMENTS UNLIMITED-TROY
Part-Time Marketing Associate
Requires highly organized, enthusiastic, articulate & amorious person. Should possess a best client phone skills a must. Call Susan on Mon. or Tues. between 10-3pm at:
540-1300
No calls will be taken before!

ATTENTION ALL:
Receptionists
Switchboard Operators
We need you for short and long term positions with good pay. Typing experience helpful. Call today for an interview at:
425-9090
BENCHMARK
Temporary Help

AUDIT CLERK
Expanding corporate retail chain is seeking a detail oriented individual to audit store sales check outs. Must have ability to work in high volume face paced office. Computer & calculator skills a must, so are attention to detail and accurate with figures. Non-smoker. Call 489-0535

AUTO-WARRANTY CLERK
Excellent opportunity for individual with some experience.
ADP Southfield
Contact Mrs. Joe Panian
Chevrolet, 28111 Telegraph, Southfield 355-1000

BOOKKEEPER
Assistant to office manager. Prior bookkeeping experience required. Full time. Salary commensurate with skills. Send resume to:
MACOMB DENTAL OFFICE
P.O. Box 3022
Bloomfield Hills, MI 48012

BOOKKEEPER
Immediate position - Typing, clerical duties, data entry, good pay. Send resume with salary history to: P. O. Box 39249, Redford, MI 48239

BOOKKEEPER - Farmington office, half day per week. Must be familiar with computer accounting W. Bloomfield Call 626-5315

BOOKKEEPERS
Fastener Rudiments & Company, one of the world's largest manufacturers of fastener products, seeks a full time bookkeeping personnel. Opportunities range from entry level to Full Cycle Accounts Bookkeeper. Computer skills a must (including Great Plains/Macintosh). Ideal candidate should have Bookkeeper experience, the ability to work independently, WordPerfect, & Lotus. Strong organizational skills & excellent communication skills. Send resume & salary history to: Fastener Rudiments Co., P.O. Box 5004, 26200 American Dr., Suite 500, Southfield, MI 48076-5004
Recruiting by
An Equal Opportunity Employer

BOOKKEEPER
25-30 hours per week, smoking sales office. 12 miles/Southfield area. Will charge manual system thru trial balance & payroll. Typing, computer experience necessary. 443-5630

504 Help Wanted Office-Clerical

ATTENTION
General Clerical
Position available in Dundee for individual experienced in:
• Answering phones & directing calls
• Typing 35 wpm
• General office duties
Please call for appt.
To be interviewed
726-6700

Future Force
TEMPORARY HELP SERVICE
NEVER A FEE

BOOKKEEPER
Full charge bookkeeper through trial balance needed for 2 month assignment. Possibility of position becoming permanent. Must have working knowledge of PEACHTREE. Up to $9/hr. depending on experience. Call for an appointment.
TEMPORARY RESOURCES
737-1711

BOOKKEEPER - FULL CHARGE
Experienced in/bank reconciliations, payroll taxes and book thru trial balance for small businesses. Send resume & salary requirements to: BOOKKEEPER, 33290 W. 14 Mile Rd., Suite 431, W. Bloomfield, MI 48322

BOOKKEEPER/OFFICE MANAGER
Individual must have a great personality, good telephone manner, experience, excellent bookkeeping & clerical skills. Excellent salary to start + benefits. Mail or apply at: 36845 Metro Ct., Sterling Heights, MI 48312, southside of 18 Mile Rd., between Van Dyke & Dequindre off the service drive. Fax resume to: 264-9303, telephone 264-4658

BOOKKEEPER - TROY
One year bookkeeping experience, emphasis on accounts receivable, type 45wpm, PC & calculator skills required. Lotus helpful. Excellent benefits. Send resume to BRK, P.O. Box 306, Troy, MI 48083.

BUSY REAL ESTATE OFFICE
in Northwest Suburbs needs efficient secretary for a one person office. Applicant's skills should include excellent phone skills, strong typing, experience with word perfect & nutshell. Good benefits. Please send resume & salary requirements to: Box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREERS!!

ACCOUNTING CLERK with PeachTree experience. Use your skills in a part-time or full time position.

RECEPTIONIST - typing of 50 + wpm. Suburban location.

NON-CONFORMING MORTGAGE PROCESSOR/UNDERWRITER for nice suburban firm.

Additional positions available
Evening appointments available
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington: 737-8750
Troy: 585-7720

CLERICAL/ADMINISTRATIVE
Architectural Firm seeks Word-Perfect pro, good phone skills.
Jillian Jilar Inc., P.O. Box 250343, Franklin, MI 48025

CLERICAL
TELEMARKETERS

Immediate openings, long and short term assignments in downtown Detroit and Southfield. Top pay, holiday pay and insurance. Call today for an appointment.
646-4393
STAFFING SOURCE
Temporary Desks
NEVER A FEE

CLERK TYPIST - & general office, part time, (25/hrs per week), $6/hr to start. Send resume to P.O. Box #2342, Farmington Hills, MI 48333

COMPUTER ENTRY
Want a job where you are appreciated with an excellent salary? Our client needs your 10,000 keystroke plus recent experience. To $7.50/hr. Call Dee at UNIFORCE 357-0037

COMPUTER ENTRY
Want a job where you are appreciated with an excellent salary? Our client needs your 10,000 keystroke plus recent experience. To $7.50/hr. Call Dee at UNIFORCE 357-0037

CROSSMATCH
PERSONNEL INC.
Temporary & temporary openings
• Receptionist
• Data Entry
• Executive Secretaries
• Legal Secretaries
• Bookkeepers, etc.
ALL FEES EMPLOYER PAID
352-7555

504 Help Wanted Office-Clerical

CLERICAL/ORDER ENTRY position in the Canton area. Must have computer knowledge, order entry experience & good phone skills. Some previous purchasing experience is also required. Send resume & salary requirements to Box 296, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL - Part time
Phone answering, typing/Wordperfect, 20 hours a week. Bloomfield Hills area. Reply to: Box 322, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERK TYPIST
Detroit based fast paced entry level Clerk Typist. Candidate should possess a minimum typing speed of 35wpm. Good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefits. Salary $7/hr. Consideration please forward resume to:
CLERK TYPIST
P.O. Box 779
Detroit, MI 48231

CUSTOMER SERVICE
Romulus based manufacturer's must have good phone voice & type 35wpm. 1 form to 40wpm. Call ALTERNATIVE CITATION SERVICES 373-7188
EOE - no fee

CUSTOMER SERVICE REPS
needed for customer survey work in Farmington Hills area. Days & night positions available. Typing of 35wpm. NO SELLING. Pay $5.75/hr. Call for an appointment.
TEMPORARY RESOURCES
737-1711

DATA ENTRY CLERK - for busy health care office includes answering phones, filing & light typing. 35-40 per hour. Experience a plus but will train. Resume to: Business Manager, PO Box 1007, Bloomfield Hills, MI 48303

DATA ENTRY CLERK
Non smoking South Lyon company seek detail oriented individual. Must enjoy working with numbers. Ability to work with a variety of personal skills necessary. 10 key experience a plus! Send resume to: Data Entry, P.O. Box 300, Southfield, MI, 48037.

DATA ENTRY CLERK
Full time, afternoon shift, 3 days a week including Saturday. No some holidays. Must have at least 2 yrs. of 10-key pad production data entry with a minimum of 10,000 KSPH. $793 CRT experience a plus. Starting salary $6.25 an hr. Plus 25 cents night shift premium. Excellent company benefit package. Only applicants meeting the above qualifications need apply. Mon.-Fri. between 8.30am & 12:30 pm.
Moody Farms
31111 Industrial Rd.
Livonia, MI., 48150
Equal Opportunity Employer M/F/H

DATA ENTRY
Innovative company requires your accurate, productive data entry expertise. To $6/hr. Call Dana at UNIFORCE 473-2932

DATA ENTRY OPERATORS
Computer services company in Livonia seeking experienced data entry operators with a proven history of speed and accuracy. Full time day and afternoon shift positions available. Good pay and benefits package. Call Mr. Ouellette for more information, please call after 7:00 p.m. at 261-4220

DATA ENTRY
Rapid growing national insurance company has in-house system. Your accuracy is important. To $7.50/hr. Call Deanna at UNIFORCE 357-0034

DATA ENTRY
$15,000 TO $18,000
Love to type and use a word processor? This busy company offers tuition refund and great benefits. Type 50 wpm., and good organizational skills required. Call Sally
SNELLING PERSONNEL SERVICES
OF TROY

ESTABLISHED WINDOW & DOOR Sales company in Southfield looking for professional, neat, organized secretary/receptionist. Must have Payable & Accounts Receivable experience, typing skills and positive attitude 354-0155

EXECUTIVE ASSISTANT
Immediate opening for self-motivated, detail oriented person. Experience in purchasing office equipment preferred. Responsibilities to include typing & clerical functions to make this a fast paced Troy firm run efficiently. Knowledge of word processing a plus. Please fax for immediate view. 828-3290 ext 453

EXECUTIVE SECRETARY for managing partner of medical law firm. Most important skills are basic secretarial and client relations. Prefer litigation and Word Perfect experience, but will train right candidate. Submit resume to: Kallas & Henk, PC, 1671 S. Woodward, Ste. 200, Bloomfield Hills, MI 48302

504 Help Wanted Office-Clerical

DATA ENTRY
Rapid growing national insurance company has in-house system. Needs your 8000 keystrokes. To $7.50/hr. Call Deanna at UNIFORCE 357-0037

EXECUTIVE ASSISTANT
Immediate opening for highly skilled word processing secretary for vice president of international company. To $9/hr. Call Dee at UNIFORCE 357-0644

EXECUTIVE SECRETARY
Executive offices of International firm requires your take charge attitude and word processing experience. To $9/hr. Call Sharon at UNIFORCE 646-7664

EXECUTIVE
SECRETARY
DATA ENTRY
EXPERIENCED
RECEPTIONISTS &
FILE CLERKS

For areas of Farmington, Southfield, Livonia, Ann Arbor & Detroit.
• Previous office experience
• Word processing
• Typing 65 wpm
• Resume required
• For data entry - minimum 10,000 key strokes
Call for personal interview

OLSTEN
TEMPORARY
SERVICES
Ann