EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Our Canton practice is searching for a cheerful, energetic assistant to work part time, 2 or 3 days a week. Experience necessary, please call Cheryl 459-5310

DENTAL ASSISTANT Experienced, caring & dependable. Full time for busy Livonia area practice. Pleasant atmosphere. Call Lori 427-2227

DENTAL ASSISTANT
Experienced. For Livonia office. Full time. Top salary and bonus. Call 478-8707

DENTAL ASSISTANT
Experience preferred but not necessary. 30-40 hours. Royal Oak. 548-1711

DENTAL ASSISTANT
Friendly, part time. Some experience preferred. Typing & checking. 534-1070 624-1810

DENTAL ASSISTANT. Enthusiastic assistant wanted for growing progressive dental practice in Canton. Experience preferred. 453-9350

DENTAL FRONT DESK ASSISTANT
20-30 hours per week. Modern Livonia office. Please call 644-8787

DENTAL HYGIENIST
We are seeking a mature, friendly, dependable individual for our Troy office. Part time 689-8080

DENTAL HYGIENIST
Friendly general dentist in Farmington Hills, looking for part time help during maternity leave. Mon., Tues. & Thurs. 7-7PM, every other Sat. 10-4PM. Call 474-0442

DENTAL HYGIENIST - needed 3 days/week. Mature & personable individual to join prevention-family oriented busy office. 348-3334

DENTAL HYGIENIST
Friendly Farmington Hills office. Mon. 12-8PM and Tues. and Fri. 9-5. 626-1417

DENTAL HYGIENIST
Needed for modern Troy office. 362-5055

DENTAL HYGIENIST
Wanted part time for Southfield dental office. 646-2450

DENTAL HYGIENIST
Part Time
18 Mile Rd. & Woodward area. Call 9-3, 645-4366

DENTAL HYGIENIST
Caring office is looking for a part time hygienist. Please call 591-3638

DENTAL HYGIENIST - for pleasant preventive practice. Livonia/Farmington. Every other Saturday & Wednesday. 477-8505

DENTAL HYGIENIST needed 3 days a week. Mature & personable individual to join prevention oriented Livonia office. Phone. 422-0800

DENTAL HYGIENIST - Experienced or advanced Position available in progressive periodontal office. NW area. Good potential for growth. Salary based on qualifications. 3 days/week. 626-7212

DENTAL HYGIENIST WANTED - Full time, modern Progressive periodontal office in North. 0-2 years preferred for 30-40 hours. Including 2 evenings & half day Saturday. Excellent pay, commensurate with experience. Phone Dr. at 348-2210

DENTAL HYGIENIST
Progressive caring Hygienist wanted to fill important part time position in our Livonia team. Perio experience desired. 3 Saturdays a must. 2 Farmington locations. Mon. - Wednesday 10-6. Thurs. 12-8. For appointment call 478-1852

DENTAL RECEPTIONIST,
Part time. Experienced in insurance. Dependable attitude. Modern Farmington Hills area. Call Tues. & Thur. 474-2280

502 Help Wanted Dental-Medical

★ DENTAL HYGIENIST
Large office, downtown Royal Oak. Flexible hrs., part time. Salary commensurate full time. Please call 398-1818

DENTAL HYGIENIST
PART-TIME
Needed for progressive office in Farmington Hills. Call 474-2260

DENTAL HYGIENIST - seeking enthusiastic individual for a family dental practice in Redford. 3 days/week. 937-2966

DENTAL HYGIENIST
We're looking for the right person to join our team. 25-30 hrs per week at our practice in Plymouth 455-2890

DENTAL OFFICE Collection/Receptionist needed. Busy Westland area practice. Part time with benefits. Call Linda at 697-4400

DENTAL RECEPTIONISTS - Dental office & computer experience needed. We need Team Performers for progressive Birmingham, Bloomfield, Livonia, Canton. 477-5777

DENTAL RECEPTIONIST, Part-time. Experienced with scheduling. Debra's Insurance preferred. Berkley. 541-5510 or 542-4869

DENTAL RECEPTIONIST. Do you like a specialized and recognition for your contributions? We are seeking an exceptional person for our progressive Birmingham office. Experience preferred. Please call 644-1955

DENTAL SURGICAL ASSISTANT
Experienced, for high quality specialty practice in Southfield/Birmingham area. Exceptional salary and working conditions. Call 357-3185

DIRECTOR OF NURSING
Great W. Bloomfield nursing home needs an RN Director of Nursing. BSN preferred. The ideal candidate will have 3 years experience, strong leadership skills, the ability to motivate staff, and a background in Geriatrics. Candidate should also have experience in patient care planning, long range planning, recruiting and budgeting. Pay commensurate with experience and education. Please send resume with salary history to Administrator, 7277 Pontiac Trail, W. Bloomfield, MI 48322 360-4443

EEG/EVOKE
POTENTIALS TECHNICIAN
Send resume
Pediatric Institute for Epilepsy
29201 Telegraph, Suite 300
Southfield, MI 48034
Attention Sherry

EMT AMBULANCE DRIVER
With EMT license. Start approximately $20,000 yr. with benefits. Call after 6pm, only! 981-0874

EXPERIENCED DENTAL ASSISTANT
With EMT license. Start approximately $20,000 yr. with benefits. Call after 6pm, only! 981-0874

FRONT DESK receptionist needed for looking for front desk person with assisting skills. Doctor/Dentist experience preferred. Full time, full benefits. 981-4000

FULL TIME - mature medical receptionist needed for Livonia dermatology office. Must be familiar with 5.0 DOS system & most insurances. Must be willing to work Sat. mornings & start as soon as possible. Only serious workers need apply. Call 477-7022

HOME INTENSIVE CARE, a leader in the home health care industry, has an excellent opportunity available for a part time pharmacist in the Plymouth area. To qualify you should have a degree in pharmacy, a Michigan license, and at least 2 years compounding experience, a strong attention therapeutic background and 1-2 years of IV mixing experience. Home care pay is easier hours, excellent compensation, continuing education skills and knowledge of pharmacy trends & regulations. Our growing organization provides a good working environment and competitive benefits. Send your resume to: Pharmacy Operations Manager, Home Intensive Care, Inc. 9292 Gerald St. Suite 123, Plymouth, MI 48170.

502 Help Wanted Dental-Medical

DUE COMPANY
Several positions open in billing department, third party billing experience preferred. Send resume to Fantasia Home Medical, 22431 Michigan Ave., Dearborn, MI 48124. Attn: Nancy Weaver. No Phone Calls Please.

EXPERIENCED
DENTAL PERSONNEL
• INTERNISTS
• DENTISTS
• ASSISTANTS
• RECEPTIONISTS
Would you like to
• Enjoy going to work?
• Be appreciated?
• Have a flexible schedule?
• Meet other professionals?
• Make a money?
Then Please call
THE DENTAL CONNECTION
At 855-1315 Dr 97-0270
An Equal Opportunity Employer

FOOD SERVICE SUPERVISOR
Experienced food service supervisor needed for 50 bed nursing home in W. Bloomfield. Must have 1-2 years experience. Clerical duties also required. Call Mrs. Hoyer 626-1000

LOVELY NEW FACILITY
Accepting applications for full or part time Certified Nurse Assistants, all shifts. Apply in person:
1-4:30pm, Mon.-Fri.
MARYWOOD
NURSING CARE CENTER
36475 W 5 Mile, Livonia

♡ LPN
Full time, Afternoon shift available for dynamic individual. Good supervisory skills necessary. Excellent wage & benefit package, shift differential, weekend differential & $50 bonus after 6 months. Advance Nursing Center. 278-7272

LPN
Up to $17 $01hr. Make work assignments, variety of experiences. Call for information. Medi-Tech Assoc 464-9720

RECEPTIONIST
for doctor's office full time. Insurance billing & typing experience required. 937-8155

MEDICAL ASSISTANT
For busy Ophthalmologists with offices in Southfield and West Bloomfield. Full time. Mature, responsible COA or some ophthalmologic experience preferred. Please send resume to Box 596
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL ASSISTANT
Full time position for busy dermatology office in Westland. Call June at 729-0400

MEDICAL ASSISTANT full time experienced only. Fast paced progressive office near Beaumont and Royal Oak Beaumont Hospital. 647-2150

MEDICAL ASSISTANTS - For busy hospital out-patient clinics with offices in Southfield, Oakland, Macomb & Downtown. 6 months experience a must. Full or part time available immediate work. Call Marinda Temple Medical 443-5590

MEDICAL ASSISTANT/LPN
Full-time position for fast growing practice in Royal Farmington Hills area. Candidate should have prior experience, a kind & caring bedside manner, excellent clinical skills. Salary commensurate with experience. Excellent benefits provided. Please call & ask to speak to Jules. 932-1100

MEDICAL ASSISTANT
Metro Medical Group is looking for Health Advocate Plan has an opening for a full time position available for a Medical Assistant in our Detroit Center. Medical Center. The preferred candidate must have a medical assistant degree or equivalent, 1 year experience and be able to type 40 wpm. We offer an excellent starting salary & comprehensive benefit package. Interested candidates please send resume to:
Human Resource Dept.
Metro Medical Group
1800 Taylor, Detroit MI 48206
An Equal Opportunity Employer

MEDICAL ASSISTANT
Full time. Experience required for busy doctor's office in Southfield. Call 424-8356

MEDICAL ASSISTANT
Experienced. Part or full time. Insurance a plus. Call 476-8180

MEDICAL ASSISTANT
Needed 3 days per week for internal medicine practice in Garden City. Professional Building. Call Nancy 425-0375 after 6pm

MEDICAL ASSISTANT - part time needed for fast paced family practice in Northwestern Hills. Right person will be people oriented, flexible, organic & iteration injections & venipuncture are musts. Insurance business hours. Call Carolyn Mon. thru Fri. between 8-5 at 652-9000

MEDICAL ASSISTANT with office skills, some experience. Beautiful Lexus dealership in Troy. Ideal for home living mom's, all day hours & half days available. Mon. thru Fri. 8:30-5:30 AM. Perfect only pleasant, self-motivated, with willingness to learn. Please call 528-1100

MEDICAL ASSISTANT
Looking for great benefits? Expanding urology practice in Livonia area, call dentist, profit sharing & great salary! Must be experienced. Call Patty Hertel at 932-1170
Harper Associates
29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL ASSISTANT
Exceptional opportunity for Medical Doctor in Dearborn area. Medical Assistant is responsible for patient care, Call Jeanne at 626-0806

MEDICAL RECEPTIONIST
wanted for dermatology office. Medical and Insurance billing experience preferred. Full time with benefits. Experience preferred but not required. Call Dianne 533-7400

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

502 Help Wanted Dental-Medical

HOME HEALTH AIDES
Certified and/or experienced. Excellent pay and benefits.
FAMILY HOME CARE
(313) 259-5663 (313) 820-6877

INSURANCE BILLER - experience preferred. Accounts receivable knowledge helpful. Full time. Send resume to Box 890.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LAB AIDES
Top-notch candidate needed for full time afternoon positions. Excellent benefits. Dedicated, experienced medical assistant or Medical Laboratory Technician. Background a plus. Please call 348-8000

UNIVERSAL STANDARD
MEDICAL LABS
21705 Greenfield, Southfield

FOOD SERVICE SUPERVISOR
Experienced food service supervisor needed for 50 bed nursing home in W. Bloomfield. Must have 1-2 years experience. Clerical duties also required. Call Mrs. Hoyer 626-1000

LOVELY NEW FACILITY
Accepting applications for full or part time Certified Nurse Assistants, all shifts. Apply in person:
1-4:30pm, Mon.-Fri.
MARYWOOD
NURSING CARE CENTER
36475 W 5 Mile, Livonia

LPN
Full time afternoon shift available for dynamic individual. Good supervisory skills necessary. Excellent wage & benefit package, shift differential, weekend differential & $50 bonus after 6 months. Advance Nursing Center. 278-7272

LPN
Up to $17 $01hr. Make work assignments, variety of experiences. Call for information. Medi-Tech Assoc 464-9720

RECEPTIONIST
for doctor's office full time. Insurance billing & typing experience required. 937-8155

JOIN OUR CIRCLE OF CARE!
Donvin Nursing Center is currently seeking certified Nurse Assistants or those who have the motivation and desire to be trained in this specialized field.
As a Nurse Assistant at Donvin, you will receive the respect and compensation you deserve in our beautiful state-of-the-art environment.
Please apply at
Donvin Nursing Center
28270 Middlebelt
Livonia MI 48152

NURSING ASSISTANT (Certified) full & part time positions available. Apply in person Hope Nursing Care Center, 34410 Cherry Hill Rd. Westland, MI. 48185

OFFICE MANAGER/BILLER
needed for busy Troy Dermatology office. Please send resume to - P.B.A., 1919 Fleetwood Dr., Troy, MI 48098 or call Deborah at 852-5419

OFFICE MANAGER/Administrator
Are you tired of the same old drudgery of working for an hourly wage or a salary without proper incentive to go the extra mile? If your resume's your situation, call me and let's talk about a serious future for both of us. Call eves 626-3106

OFFICE MANAGER
TO $35,000
Exclusive search for successful multi-office dermatology practice. Must have medical billing expertise. Call or send resume to
Patty Hertel at 932-1170
Harper Associates
29870 Middlebelt
Farmington Hills, MI 48334

OPHTHALMIC TECHNICIAN/Assistant needed for busy ophthalmology practice in Livonia area. Position is between 6-9pm. 476-6130

OPHTHALMIC TECHNICIAN
Experienced, full time position available immediate full time opening. Certification preferred. Ophthalmic Medical Assistant with experience. Contact Lynn Kaminski, Ophthalmic Medical Associates, 5728 Whitmore Lake Rd. Brighton MI 48116

OPTOMETRIC Assistant/receptionist. Pleasant busy Mon. - Fri. hours. Must be the first contact patients will have in our busy 4 Doctor practice. We are looking for someone mature, energetic, & personable with good phone & organizational skills. Experience in contact lens wear is a preferred, but we are open to training the right person in return you'll learn, be good at what you do, be workers & receive a good wage & fringe benefits. Come join our growing family practice by calling 533-8175

PATIENT COUNSELOR
Birmingham plastic surgery center has immediate full time position available for Patient Counselor with front office skills. Previous experience in plastic surgery preferred. Must be self motivated, and possess excellent communication skills. For a confidential interview please call Fran Fellers
737-7111

PHARMACIST
MAPLE DRUG CORPORATION has openings for patient oriented pharmacists, one in Farmington & Warren stores. Practice and work in a pleasant, patient environment. Possible job share available. Flexible hrs & benefits package. Come join our growing family practice by calling 313-525-8175

PHYSICAL THERAPIST
for home care visits. Full or part time. Excellent pay & benefits.
FAMILY NURSE CARE
229-5663 348-5683

RECEPTIONIST(2)
Livonia/Southfield. Good people skills, typing, entry level position. $4.50/hr. 471-3310

REGISTERED NURSES
needed for long term care facility. 4427 Venoy Wayne 729-4436
An Equal Opportunity Employer

RESIDENT AIDE full time for 3-11pm. Part time for 7am-3:30pm for assisted living facility in Plymouth. Call Mon thru Fri 451-0700

RN, LPN OR MEDICAL ASSISTANT
needed for busy Internal Medicine practice in Livonia area. Call Rhonda at 591-7000

RN/LPN
Part time overnight and weekend afternoon shift. Tired of the hospital? Come to a quiet, home like setting of patient care? Call Linda Mulsky or apply Cambridge West, 16633 Kercheval, Grosse Pointe Park. An Equal Opportunity Employer

MANAGEMENT TRAINEE
MUST BE
REGISTERED NURSE
Are you interested in an opportunity to train in a nursing home as an ADON? For further information please call the DON, Monday 10am-4pm at 313-363-4121

502 Help Wanted Dental-Medical

MEDICAL CLERK- needed for a busy ENT practice. Must have a strong front desk experience. MRS certified pulse system knowledge preferred. Please resume to 468 Woodward Ave., Ste 305, Pontiac, MI 48341

MEDICAL DISCIPLINES
Recent graduates Occupational Therapist, Physical Therapist for private duty care. Excellent pay.
Send resume or call Mary 443-2400
28475 Greenfield, #211, Southfield
MI 48076, attention Office Manager

MEDICAL RECEPTIONIST
Royal Oak area. Full time. No Saturdays. Experience preferred. Call Mon thru Fri, 9:30am-3:30pm at 549-0880

MEDICAL RECEPTIONIST
Part time for busy/pleasant Pediatrician's office. Weekdays 9-5 day. Bel Benavitar 10am 258-0400

MEDICAL TECHNOLOGISTS
MEDICAL LAB TECHNICIANS
Part time and full time positions
Phone Add-A-Tech 722-0722

◇ Medical Transcriptionist for Farmington Hills Radiology practice. Must be accurate & should apply. Full time days, pleasant surroundings with great benefit package. Call for appointment, ask for Peggy. 655-4700

MEDICAL TRANSCRIPTION
Positions - full time, with busy Plymouth Internal Medicine practice or sub contract. Experience in WP required. Send resume to Transcriptionist, 5357 General Drive, Suite 121, Plymouth, MI 48170

NURSE AIDES

There are now 4 part time Nurse Aide positions available at our Livonia home in West Bloomfield. Hours 4pm to 8pm. Must have reliable transportation. If interested call Mon-Fri 9am-1pm 363-4121

Nursing Home
JOIN OUR CIRCLE OF CARE!
Donvin Nursing Center
28270 Middlebelt
Livonia MI 48152

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MUST BE
REGISTERED NURSE
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502 Help Wanted Dental-Medical

RN
Hospice Home Care Director
Career opportunity to grow with new hospice organization. Growing home care agency seeks motivated RN to develop new hospice home care. Excellent pay & benefits. Send resume & salary expectations to Box 452
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RN or LPN
Two Contingent positions available in Urgent Care Cardiology or E.R. Must have current license. Send resume to M. Strauch, Nursing Services or apply at
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI. 48377

Affiliated with The Detroit Medical Center. Equal Opportunity Employer

RN/LPN/SIGN S
Part time position available in a fast paced Dermatology setting in Troy. Mon-Fri 8-5 Call 362-4262

RNS & LPNS
needed for home visits and some leasing experience.
Part-time/Weekends Ask for Gail or Terri
Kimberly Quality Care
RN/S/LPN S WE NEED YOU
LPN/S earn up to $17/hour
RN/S earn up to $20/hour
Home Care Staff Relief
Flexible hours - Bonuses
(313) 229-5663 (313) 455-5663

R.N.'s/L.N.'s
Team work makes our rehabilitation nurses special. Our new 60 bed rehabilitation facility located in Romulus offers the opportunity to work in a friendly, supportive atmosphere featuring professional team work & collaboration. We offer a variety of benefits & a competitive salary. For more information, please call Ginny Webb at Apple Tree Lane, 941-1142 / Equal Opportunity Employer M/F

SENIOR SURGICAL
MEDICAL BILLER
For busy Ophthalmologist with experience preferred. Full benefits. FAX resume to 477-2440 or call Barb at 477-7020

TRANSCRIPTIONIST
for radiology & cardiology in Farmington Hills. Excellent wage & fringes 737-9350

WE ARE A friendly Livonia dental office seeking an outgoing experienced Dental Assistant for 4 half days. Mon - Thurs. Good pay for right person. Call 477-5821

X-RAY TECHNOLOGIST -
Immediate full time position available. Contact Jeanette Pressley, preferred W. Bloomfield 855-7406

502 Help Wanted Office-Clerical

ACCOUNTING CLERK needed for fast paced property management firm. Must be personable, conscientious, self motivated, detail oriented, computer knowledgeable. Property management experience preferred but not necessary. Send resumes to: P.O. Box 2480, Farmington Hills MI 48332

ACCOUNTING DEPARTMENT
Full and part time positions are available at Plymouth area manufacturing company. Accounting and Bookkeeping experience helpful but not necessary. Send resume to: Accounting Department, 1435 Sheldon Rd. 350 S. M-14, Plymouth, MI 48170

ACCOUNTS PAYABLE
Full time position, 3 years office experience required. Computer experience. Excellent benefits including profit sharing. Non smoker, apply in person with resume. Mon-Fri 8am-5pm. Wayne Systems, 36340 Van Born, Wayne, MI 48184

ACCOUNTS RECEIVABLE
& GENERAL OFFICE CLERK
3/yrs experience or minimum 2/yrs college accounting required. Computer experience. Excellent benefits including profit sharing. Non smoker, apply in person with resume & salary requirements to: Wayne Systems, 36340 Van Born, Wayne, MI 48184

ACCOUNTS Receivable & Credit
Some experience preferred but not necessary. $5.75 per hour. Call Mon-Fri, 8:00 to 12 Noon. 348-7600
An Equal Opportunity Employer

Accounts Receivable/
Secretary
For busy office. Challenging position for responsible person. Must be fast paced & have a computer background. Immediate opening. 50wpm min. Call Ellen at Bearings 398-7300

ADMINISTRATIVE ASSISTANT
needed 15-20 hrs per week. Good typing skills. Must be detail oriented with excellent communication skills. Minimum starting wage $7.00 per hr. Send resume to PO Box 871034 Canton MI 48187

ADMINISTRATIVE ASSISTANT
seeking individuals for immediate opening at contractor's office location at the Livonia/Plymouth area. Essentials must include good organizational skills, basic math, filing & the use of a word processor. Send resume to Box K836
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Part time position. Client interaction, organization and computer skills required. Knowledge of social services preferred. Send resume to: 43 Franklin Blvd., Pontiac, MI 48341
An Equal Opportunity Employer

ADVERTISING SECRETARY
Fast paced Bloomfield hills advertising agency seeks persistant individual with computer/word processing experience in Word Perfect. Must be number oriented, highly organized and have excellent client communication skills. Send resume to: P.O. Box 2902, Bloomfield Hills MI 48303, or contact Office Manager at 540-0600

APPOINTMENT SCHEDULER
Large university affiliated multi-physician practice seeks individual in the Detroit Medical Center seeking an experienced appointment scheduler. Must have excellent communication skills & be familiar with computerized appointment scheduling system. This position offers a competitive salary & excellent benefit package. Reply in confidence to Box 732
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE
OPPORTUNITIES
Call for immediate appointment.
Secretaries to $10/hr
Graphics & plus, to $11/hr
Word processors, to $9.50/hr
Data Entry to $8/hr
UNIFORCE Temporary Services
SOUTHFIELD • 357-0037

ADMINISTRATIVE ASSISTANT
$15,500 to $17,500 plus benefits. Needed for assistant Executive Director in running office, fund raising events, books keeping & filing, needs to have good communication & organizational skills, be energetic, self motivated, creative & have computer skills. Send resume to: PO Box 8784, Troy, MI 48009-0784

ADMINISTRATIVE ASSISTANT -
Growing investment firm seeking an Administrative Assistant for busy Southfield office. Duties include, typing, filing, phone & general clerical. WordPerfect & Lotus 1,2,3 required. Send resume & salary requirements to: Director of Client Services, P. O. Box 3144, Southfield, MI 48037

ADMINISTRATIVE
CLERK
$6.25 Per Hour to Start
Full-time position available for organized, hard working individual who enjoys a fast pace.
Responsibilities include
Cashiering
Word Processing
Filing
Data Entry
Administrative Paperwork
Evening and Saturday Hours
Excellent working conditions with complete benefit package. Please call Cheryl at 855-2900 between the hours of 9 am to 2 pm
NATIONAL CREDIT CORPORATION
7091 Orchard Lake Rd. at 14½ mile
Suite 100
West Bloomfield

ARE YOU THE ultimate Legal Secretary with Mary Soh Wright & Associates? World Perfect 5.1 is looking to work temporary assignments in and around town and/or Detroit? If so, call today to join our team
ETD Corporate Services 644-7078
An Equal Opportunity Employer

Attention
RECEPTIONISTS
Positions available immediately for receptionist receptionists. Must be friendly & outgoing. Typing 45 wpm. Full & part time positions.
528-8454

Future Force
TEMPORARY HELP SERVICE
NEVER A FEE

Billing Clerk Sr.
★ Position open for individual for per son with 5 + years of 3rd party billing experience. Excellent benefits available. Seeking dedicated candidate who can handle high volume, fast paced environment. Salary to $19,500. Call or send resume
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 292
Southfield, MI 48075
354-2410
Agency Fee Paid

FULL CHARGE BOOKKEEPER
Through trial balance. Must be detailed, organized, motivated, self starter. Experience with Lotus necessary, knowledge of Skyline helpful. Properly compensated for instruction company. Send resume and salary history to:
Box 892
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER
Small service business experienced bookkeeper. Handle all general ledger thru financial statements. Accounts receivable, accounts payable, cash requirements. Computer skills experience required. Lotus preferred. Salary $18,000 - $20,000. Send resume with cover letter showing salary history to Box 729
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER for computerized one-person office. Southfield/10 Mile area. Call between 8:30-9:30AM or 5:30-6:30PM 552-0155

BOOKKEEPER
N.E. Metro Detroit printing company has an immediate opening for an experienced Full Charge Bookkeeper. Must have excellent bookkeeping, computer & organizational skills as well as a strong work ethic & a positive, outgoing personality. Excellent starting salary & potential. If interested, please send resume of work history, in strictest confidence to:
Attention: HER
Fortner Hudzinski & Co.
26200 American Drive, Suite 502
P O Box 5004
Southfield, MI 48086-5004
Recruiting for an
Equal Opportunity Employer

BOOKKEEPER - Part time, 9AM-2PM, Mon.-Fri. Must have knowledge of Accounts Payable and banking general office procedures & some computer experience.
Apply to Accounts Payable
Bearings, Plymouth 453-7200

BOOKKEEPER - Part time W. Canton to assist current bookkeeper. Computer experience helpful but not necessary. Must strive for accuracy. Send resume to Box 668
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER.
Suburban property management firm is seeking a bookkeeper/accounts payable clerk. Qualifications/candidates must have 2 + years bookkeeping. Lotus 123 & SKYLINE software experience for consideration send resume & salary requirements to
P.O. Box 606
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
Large Southfield based property management company needs accounting/bookkeeping. Ideals candidate Send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI. 48086

BOOKKEEPING/CLERICAL - approximately 20-25 hrs. per week for friendly Farmdale office. Some phone exposure required. We're looking for a mature individual with accounting experience who's not afraid of filing and other basic office duties. Please send resume to: Part Time Position, P.O. Box 20250, Ferndale, MI 48220
An Equal Opportunity Employer.

BUSINESS MANAGER
Established and growing Metropolitan Detroit area law firm desires to interview non-smoker candidates for a full time position as Business Manager. These candidates must have a minimum of 5 years financial experience and be capable of maintaining the financial functions of a law firm including good computer skills. Preferred the ability to use the LAWS accounting software on a IBM 36. Candidates must be aggressive, trustworthy, conscientious and have the desire to take on the day-to-day challenges of running the business of a law firm. Starting salary and benefits are very competitive. Call Barb 333-2400

BUSY West Bloomfield real estate office seeking a person with typing and good phone skills. Day time hours. Call Jackie or Barbara 737-9000

COLDWELL BANKER
Schweitzer Real Estate

CLERICAL - FULL TIME
For Troy Law firm. Must have experience required. Send resume to:
Mr. Frank Rosenblum, P.C.
544 Cooper Ct. Suite 105
Troy, MI. 48098

Clerical
IF YOU HAVE
THE SKILLS
KELLY HAS
THE JOBS
Kelly Temporary Services has immediate assignments for the following sales
WORD PROCESSING
SECRETARIES
• 6 months recent experience with Displewrite 4
• Top notch skills
• Short term assignments at a major firm in the Redford area
DATA ENTRY OPERATORS
• High production required (10,000 + uph)
• Short and long term assignments in Livonia
For more information call
Livonia - 522-4020
1 Mile Off Center
33133 Schoolcraft
Westland - 326-5590
896 Wayne Rd
KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer/M/F/H

CLERICAL
PART TIME
Computer source in Livonia has an opening for a part-time clerical person in its sales department. A minimum of 20 hours work a week is required. Send resume to Box 706
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

CLERICAL POSITIONS - full & part time available at Art Van Furniture. Must have word processing, short-hand, good organizational & administration capabilities. Excellent skills required. Resign language is a definite plus. Send resume to
Personnel, 34278 Coventry, Livonia, MI. 48154

CLERICAL
SUPPORT
(Part-time)
Amicare Home Healthcare is currently seeking a qualified individual for the position of Clerical Support for IV Reimbursement. This is a 20 per week position.
Duties include typing, copying, filing records and correspondence, answering telephone and routing incoming calls to appropriate personnel, sorting and routing of incoming mail to appropriate personnel as directed.
This position requires a high school graduate diploma or GED and demonstrated typing skills of 50wpm plus one year clerical experience in an acute care, home care or medical office preferred. Must possess well developed interpersonal skills.
Please send resume to:
Human Resources Manager
AMICARE HOME
HEALTHCARE
24905 Twelve Mile Road
Farmington Hills, MI 48331
An Equal Opportunity Employer

CLERK NEEDED for General Ledger position. Computer experience necessary. Apply at 12606 Inkster Rd., Mon. April 27, 2PM

CLERK TYPIST - Attorneys in Farmington Hills will train for their office. Typing & spelling are essential. Experience not required. Starting wage $4.50 per hour with regular raises. 855-5300

CUSTOMER SERVICE representative - variety, light insurance agency, resumes to PO box 8100, Bloomfield Hills, MI 48303-0100

DATA ENTRY Computer Operator
Busy Distribution Company.
Experienced; accurate, attention to details, job security. Send resume to, Data Entry, P.O. Box 40722, Detroit, MI 48240

504 Help Wanted Office-Clerical

CLERICAL POSITION
Permanent part time with full time until July 15. Duties include Correspondence, computer entry, telephone answering. Send resume with present compensation to Box 8181, Dearborn, MI. 48128

CLERK TYPIST
Detroit based firm seeks entry level Clerk Typist. Candidates should possess a minimum typing speed of 40wpm. Durable phone manner & general clerical knowledge. Excellent advancement opportunity. The position is full time with complete benefit package. For consideration please forward resume to
CLERK TYPIST
P O Box 779
Detroit, MI 48231

CLOSING DEPT
Livonia based title company looking for experienced individual 464-4171

CLOSING SECRETARY
Full time, must be experienced in closing real estate closing documents. Contact Elaine 643-1840

DATA ENTRY
Computer services company in Southfield seeks experienced data entry operators to be positions on both day and afternoon shifts. Speed and accuracy a must. Qualified candidates will be eligible for health, dental, paid vacation, sick pay and many other perks. For more information, please call after 2:00 p.m. 281-8220

DATA ENTRY
Suburban service company needs your experience, accuracy, productivity. Call Dorsen at UNIFORCE 473-2932

DO YOU have good Secretarial/Word Processing skills and want to put them to use? Let us assist you. We are a growing temporary service and offer long, short and temp-to-perm assignments with assignments in Livonia. ETD Temporary Services 464-7078
An Equal Opportunity Employer

ENGINEERING SECRETARY
Simplex, a leading national manufacturer of life safety systems, currently has a position available in our Livonia facility.
The ideal candidate will be able to understand the fundamental concepts of various life safety systems & apply them in the processing & expediting of equipment orders.
Responsibilities include on-line computer order entry, outside purchasing, inventory control, personal contact with customers, customer interaction & general secretarial responsibilities.
Individuals meeting the following criteria are asked to apply:
• High school diploma
• 3 years secretarial experience
• Word processing
• Proven verbal & written communication skills
• Attention to detail
• Organized & orderly
We offer a competitive salary & a superior benefits package. Qualified applicants are asked to forward their resume & salary history in confidence to:
Project Engineer
SIMPLEX TIME RECORDER
31572 Industrial Rd. Ste 200
Livonia, MI 48150
An Equal Opportunity Employer

EXCEPTING APPLICATIONS!
For Data Typists to work at home. Please call if you are dependable, energetic, have reliable transportation, general office skills & a desire to work.
DYNAMIC PEOPLE 464-6503

EXECUTIVE ASSISTANTS
Fortune 500 company seeks office to 37/hr. Call Ginger at UNIFORCE 357-0644

EXECUTIVE SECRETARY for part time position in Southfield. Send resume to R W Hart, Ste 007, 18250 Northland Dr., Southfield, MI 48075

EXECUTIVE SECRETARY
Mackinac wood products company seeks Secretary for Fortune 500 company up to $9/hr. Call Susan at UNIFORCE 473-2931

EXECUTIVE SECRETARY
Experienced professional secretary. Must have word processing, short-hand, good organizational & administration capabilities. Excellent skills required. Resign language is a definite plus. Send resume to
Personnel, 34278 Coventry, Livonia, MI. 48154

EXECUTIVE SECRETARY
Fortune 500 company in Farmington and logistics company has an opening for an executive secretary who will report jointly to the Directors of Sales and Operations.
Candidates should possess a minimum of 2 yrs experience with knowledge of Word Perfect, Lotus 123, have excellent communication skills and also be detail oriented.
Our modern show office is relocating to Southfield - Civic Center area in May. We offer a professional compensation package. Please send resume with salary requirements to
Executive Secretary
Hudsons Dispatch Systems
P O Box 2611
Farmington Hills, MI 48333
An affirmative action equal opportunity employer

GENERAL OFFICE
Suburban Lumber Company seeks office help. Phones, filing and shipping. Contact Tracey 272-3600

GENERAL OFFICE WORK
For sales office located in Birmingham/Auto Supply. 1100 Shelbourne,