502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Friendly, enthusiastic & dependable individual for 1 doctor office in Livonia/Plymouth area. Must be Assistant must have good verbal & written communication skills. Dental exp. preferred in appt book control, recall & peripheral data base entry. 780-0255

DENTAL TECHNICIAN - experienced ceramist to head porcelain department, great opportunity/salary/benefits. 313-380-4737

DENTAL TECHNICIAN CERAMIST
Full or part time. Small, quality lab in Livonia. Ask for Anne. 425-7533

DIRECTOR OF ADMISSIONS RESIDENT ACCOUNTS
Candidates will possess a Bachelor Degree or experience in nursing home admissions. Excellent organizational and communications skills. Prior sales and marketing experience helpful. Please apply in person Monday - Friday, 9am-5pm.
Bedford Villa Nursing
16240 W 12 Mile
Southfield, MI 48076
An Equal Opportunity Employer

FAST GROWING Dental lab needs Ceramist. Must be experienced in patient jobs & benefits. Phoenix Dental Arts Inc. 591-7766

GENERAL OFFICE DUTIES Chart pulling, updating computer, medical insurance knowledge helpful. Full time W Bloomfield. 855-7400

HOME HEALTH AIDES

Needed for Westland area. Must be experienced, certified & have own transportation. Call today.

RELIABLE NURSES
981-3344

HOME HEALTH CARE AIDE
Experience with homebound head injury patients preferred. Part time, must preferred. Contact Candy Mon-Wed or Fri 344-4444

DENTAL HYGIENIST
Full part time. To run hygiene program in our established hygiene Canton family practice. Position to be filled by July 13 397-8282

HYGIENIST, EXPERIENCED
needed for busy Farmington Hills practice 2 days/week
Call 626-9915

HYGIENIST-PART TIME
For Livonia Dentist. Evenings & Saturdays. Call on at 522-3321

LAB CLERK
Full-time position. Please send resume to Jo Ann Ion, Ion or complete application at
DMC Health Care Centers
41939 W 12 Mile Road
Novi, MI 48337
Affiliated with the Detroit Medical Center an equal opportunity employer

LPN - FULL TIME
Afternoon & Midnight Shifts
Sea Mira Manor
NIGHTINGALE WEST
8363 Newburgh
Westland, near Joy Rd
An Equal Opportunity Employer

LPN's/CNA's
Immediate Openings
Day Shift Tues - Sun
All shifts available
All areas available
Competitive wages
Immediate openings
RELIABLE NURSES
981-3344

LPN TREATMENT NURSE
For Bloomfield Hills Care Center. Needed from 3pm-pm. Call in Service Director 338-0345

DENTAL (BUSINESS Administrator needed for large dental practice. Dental experience required. Responsibilities include patient flow & collections with limited personnel management. Excellent salary & benefits for right individual. Call Diane evenings between 6-8pm. 386-5583

DENTAL ASSISTANT
For doctor's office, Plymouth area. Full time. Call 451-0070

MEDICAL ASSISTANT: Experienced. Good pay. 20 hrs. call Carmen Farmington. Area DESPERATE! Also for Valerie. 642-5505

PEDIATRIC ASSISTANT
Rochester/Troy/Lake Michigan area 2-3 days including every other Sat. Ask for Sherry 652-2929

MEDICAL ASSISTANT
Part time position
DID-RIN office in Farmington area. 945-1990

MEDICAL ASSISTANT
part time for Richard Cardiology office. Experienced in EKG, VP and DOG. Call 649-4232

MEDICAL INSURANCE BILLER
Experience required in substance abuse & psychiatric. Must have people skills. Salary commensurate. Send resume to: Insurance Biller Position, 43325 Joy, Canton, MI 48187

PART-TIME Chiropractic Assistant needed for Afternoons & Saturday. Livonia area. Please call 313-261-7580

PHONE COORDINATOR
We are looking for a person who likes to talk on the phone. We need you, Tues & Wed. evening from 1:30-8:30, to schedule dental appointments. Please call our Canton office at 459-5370

502 Help Wanted Dental-Medical

MEDICAL ASSISTANTS - Birmingham internist looking for experienced personnel. Full/part time positions available. Beginning immediately. Benefits & salary negotiable. Ask for Barbara or Helene 645-2450

MEDICAL ASSISTANT
Part time. Busy Livonia Dermatology office. Experience necessary. Benefits included. 477-7022

MEDICAL ASSISTANT
experienced in billing, typing, EKG, pegboard system. Internist office in Garden City. 522-4250

MEDICAL ASSISTANT
Full time for busy Westland office. Must be a mature, self motivated detail oriented and enthusiastic individual willing to learn and take on a variety of responsibilities and skills. Pay commensurate with experience. Benefits. Send resume to:
Medical Assistant, P.O. Box 65097, Westland, MI 48185.

MEDICAL BILLER, PART-TIME
For podiatry practice. Experienced only. Send resumes & cover to: Foot Health Care Assoc., 18161 W. 13 Mile, Ste. 23, Southfield, MI 48075.

MEDICAL COLLECTOR/PART TIME
Large medical practice seeks person to do patient account collections. Knowledge of medical billing systems & collection experience required. Flexible hours. Send resume to Box #278
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL OFFICE in Birmingham needs "people oriented", warm person, 20 hours a week assisting doctor. Will train. 642-3338

MEDICAL OFFICE seeking individuals for Medical Biller experienced in MSA System and Medical Assistants. Resume or letter of intent to: Manager, 17040 Farmington Rd., Livonia, MI 48152.

MEDICAL RECEPTIONIST for busy Internist office in Southfield, full time. Experience desirable. Send resumes to Box 168
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
Experienced for busy Dr. in obstetrics group. Computer, insurance knowledge, delegated responsibilities. Full time. Benefits. W. Bloomfield 855-7407

MEDICAL RECEPTIONIST/BILLER
Southfield office, full time
Experience preferred
353-5357

MEDICAL RECEPTIONIST -experienced dependable person for front desk work. Full & part time available. Contact Sandy or Hope at Cedar Lake Apts. 334-9666

MEDICAL RECEPTIONIST
Full time for busy multi doctor office in Southfield
Call 569-4232

MEDICAL RECEPTIONIST
Part time/full time for Bloomfield Hills Urgent Care Center. Billing experience preferred. 334-5450

MEDICAL RECEPTIONIST
Mature woman for Southfield physician, computer experience necessary. 557-5888

MEDICAL TRANSCRIPTIONIST
Part time, beginners week, 20-30
Ask for Chris 833-3200

MEDICAL TRANSCRIPTIONIST
Part time, 20-25 hours per week, possibility leading to full time in Westland office. Experienced only need apply. Please send resume to P.O. Box 65097 Westland, MI 48185

NURSE AIDE - On-going afternoon shift assignment in Westland for 30 something male. Must be able to drive van. Call 563-0056

NURSE WANTED

For womens healthcare
Call Tony 443-0239

NURSING ASSISTANTS
Immediate positions. All Shifts

- Obtain Certification as a Nursing Assistant
- No previous experience needed
- Receive pay while you train

Certified Nursing Assistants also needs Well paid for experienced kind, caring individuals may apply at Westland Convalescent Center, 36137 W Warren, Westland, MI, or call 425-6100, Ext. 130

OPTOMETRIC TECHNICIAN - You'll make a difference in patient care. Position is family oriented & located in Livonia. Full time entry level positions are open. Benefits available. If you are looking for a challenge, personal growth & a fun working environment, contact Cheryl from 9am to 3pm at 525-8113. If no experience, bring the right attitude & we'll handle the rest

OTR
Full-time. Unique, comfortable setting. Work with a close knit team. TBI adult population - physical disabilities. Flexible schedule. Continuing education and more.
Specialized Tree Rehab Contact Kathy Grace, OTR/L 941-1142

PART-TIME Chiropractic Assistant needed for Afternoons & Saturday. Livonia area. Please call 313-261-7580

PHONE COORDINATOR
We are looking for a person who likes to talk on the phone. We need you, Tues & Wed. evening from 1:30-8:30, to schedule dental appointments. Please call our Canton office at 459-5370

502 Help Wanted Dental-Medical

NURSE AIDES
Seeking Nurse Aides for afternoon shift in Commerce Township for male quad. Experience required. For immediate consideration call TODAY!!
398-4401
Personal Care
Private Duty Service

OFFICE MANAGER

Busy midterm dental office in Plymouth needs a customer service oriented person with a team business sense & supervisory experience, preferably in a health care setting. Dental office experience preferred, as well as a college education. Excellent salary & benefits commensurate with experience. Send resume & salary history to:
T. Connors, Farmington Dental Group,
2000 Town Center, Suite 2200,
Southfield, MI 48075
An Equal Opportunity Employer

OPHTHALMOLOGY - Glaucoma Center of Michigan. We are in need of an experienced technician. Experience required. Call Sandra.
338-0084

PEDIATRIC OFFICE seeks full time person for diversified position in business office. Involves computer training & collections. Great benefits. Call Jayne. 642-7701

Physical Therapist
Occupational Therapist

Amicare Home Healthcare an affiliate of St. Joseph Mercy Hospital has full time & contingent positions for Physical and Occupational Therapist.

- Competitive per visit rate
- Flexible schedule
- Hospital affiliation

For more information contact Leslie Hebron.
(313)843-8720
Amicare Home Healthcare
An Equal Opportunity Employer

RADIOLOGY TECH
part-time position available. Must be A.R.R.T. registered Mammography experience required. Please contact Ted Pahyne at 347-8220 or send resume to:
Human Resources
DMC Health Care Centers
41939 W. 12 Mile Road
Novi, MI 48337
Affiliated with the Detroit Medical Center, an equal opportunity employer

RECEPTIONIST/EXPERIENCED
For growing family practice office. Please call Alison at 347-4290

RECEPTIONIST NEEDED
For multi-specialty clinic. Full time Benefits. Send resume to:
Office Manager, 1789 Fort St.
Lincoln Park, MI 48146

RECEPTIONIST/ADMINISTRATIVE ASSISTANT - experienced, needed for fast paced medical office. Excellent communication skills required with strong ability to prioritize. Medicare facility, excellent compensation and benefits. Resumes only:
Medical Management Group
32841 Middlebelt, Suite 611
Farmington, MI 48332
ATTN: Fran Peters

RECEPTIONIST - Periodontal office in Livonia is looking for a friendly receptionist. Prefer someone with experience in appointment scheduling and computer knowledge. 522-7314

RECEPTIONIST
Fast paced doctor office has the need for an experienced, medical biller/receptionist. Medical office must be familiar with insurance. Minimum 2 years experience in billing and be versatile in various front office activities. Must be self motivated and self motivated. Qualified applicants please mail your resume to: Receptionist Position, P.O. Box 2580, Dearborn, MI 48123-2580

NURSE WANTED

For womens healthcare
Call Tony 443-0239

NURSING ASSISTANTS
Immediate positions. All Shifts

- Obtain Certification as a Nursing Assistant
- No previous experience needed
- Receive pay while you train

Certified Nursing Assistants also needs Well paid for experienced kind, caring individuals may apply at Westland Convalescent Center, 36137 W Warren, Westland, MI, or call 425-6100, Ext. 130

OPTOMETRIC TECHNICIAN - You'll make a difference in patient care. Position is family oriented & located in Livonia. Full time entry level positions are open. Benefits available. If you are looking for a challenge, personal growth & a fun working environment, contact Cheryl from 9am to 3pm at 525-8113. If no experience, bring the right attitude & we'll handle the rest

OTR
Full-time. Unique, comfortable setting. Work with a close knit team. TBI adult population - physical disabilities. Flexible schedule. Continuing education and more.
Specialized Tree Rehab Contact Kathy Grace, OTR/L 941-1142

PART-TIME Chiropractic Assistant needed for Afternoons & Saturday. Livonia area. Please call 313-261-7580

PHONE COORDINATOR
We are looking for a person who likes to talk on the phone. We need you, Tues & Wed. evening from 1:30-8:30, to schedule dental appointments. Please call our Canton office at 459-5370

502 Help Wanted Dental-Medical

RN, LPN or very experienced Medical Assistant with strong medical terminology, 3 days/wk, for nationwide cardiology. Prospective medical record information MUST be quick thinking and well spoken. Call Marlene or Colleen 351-8870

RN's
Amicare Home Healthcare an affiliate of St Joseph Mercy Hospital has full time & contingent openings for the position of Staff Nurse. Responsibilities include

- Home/psychosocial assessments
- Teaching plan
- Case conference
- Chart review/supervision

Competitive per visit rate. Previous homecare experience required. For more information contact Leslie Hebron, RN
(313)843-8720
Amicare Home Healthcare
An Equal Opportunity Employer

RN's/LPN's
HOME HEALTH AIDES

Join the leaders in home health care & visiting care. Variety of shifts available in your local area. Certification/licensure or previous experience required. Premium paid or high-tech. Call today!
Northville 313-348-7010
Ann Arbor 313-930-2000
Brighton 313-229-0320

RN'S NEEDED
for weekend coverage for Bloomfield Hills Care Center. Call Sandy Call in Service Director 338-0345

AIDES NEEDED
DAYS & LIVE-INS
Home Aides needed to assist elderly. Must have experience & transportation. Good pay & insurance available. Areas needed:

- Troy
- Birmingham
- Sterling Heights
- Utica
- Mt. Clemens

EXCEL ACARE, INC.
740-9050

TMJ OFFICE looking for aggressive person to work with patients and take every well trained 3 hours. Southfield 357-8150

TRANSCRIPTIONIST
Part time position, Southfield Cardiology office, experience preferred
Call 569-4232

X-RAY TECHNOLOGIST
Registered or registry eligible. Full time or part time position available for mobile X-ray company. Must be professional in all aspects & be able to work without supervision.
Call Ray Dunn at 358-4411

504 Help Wanted Office-Clerical

ACCOUNTANTS BOOKKEEPERS DATA ENTRY
PART TIME
Call Accountemps — fee 36,000 professionals placed in 1990!
ACCOUNTEMPS
Southfield 357-8367
Troy 524-3100

ACCOUNTING ASSISTANT - assist with accounts receivable/payable & inventory. Some experience required. Full/part time position available. Fax resume to: Controller, 248-362-3366 or send resume to 38167 Abruzzi Dr., Westland MI 48185 Attn Cindy

ACCOUNTING CLERK
Must be experienced in accounts payable/accounts receivable. Duties may include data entry, switchboard and general office procedures. Send resume and salary requirements to Controller, 23060 A Research Dr., Farmington Hills 48335

ACCOUNTING CLERK
Fast paced growing company needs an energetic & accounting oriented clerk. Familiarity with Lotus a plus. Individual will be responsible for a wide range of accounting duties including receivables. Send resume to Controller, P.O. Box 2181, Southfield, MI 48037.

ACCOUNT PAYABLE RECEIVABLE
Looking for person with strong background. Must have knowledge in WordPerfect 5.0 & Lotus 1-2-3 preferred. Duties include accounts payable/receivable typing & general duties. Excellent benefits, great salary to the right person for advancement. Mail resume to: 36845 Metro Ct, Sterling Heights, MI 48310
Fax 264-9303

S.E.C. Donohue, inc a leading environmental consulting & engineering firm, is seeking an experienced Administrative Assistant for our Livonia office. The successful candidate will be responsible for a broad range of duties, including proposal & report preparation, operation of a computer based management information system, monthly invoices & general phone support. Strong WordPerfect & Lotus software skills are required. We have a minimum 2 years clerical/administrative experience, excellent verbal & written communications, organizational skills & ability to work on a confidential level are required. S.E.C. Donohue offers competitive compensation & full benefits package, program & the opportunity to work in a stimulating professional environment. If you are an enthusiastic candidate, serious to join a growing team, please send resume to:
S.E.C. DONOHUE, INC.
17230 Newburgh Rd
Livonia MI 48152
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
National property management company based in Ann Arbor seeks an individual with a minimum of three to five years of over all Accounts Receivable/Accounts Payable experience. One to two years of Property Management experience preferred. Candidate must demonstrate skills with word processing, Lotus 1-2-3 and accounts payable/receivable software. Associates degree in accounting or equivalent experience. Excellent communication skills both written and oral. Independent worker who requires minimal supervision. Emphasis on accuracy & timeliness. Send resume to:
Human Resource Dept.
P.O. Box 8449
Ann Arbor, Michigan 48107-8449
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTING SECRETARY
Troy automotive prototype company is seeking an energetic, experienced person to work in a computerized accounts payable position. Job position involves data entry, computer batches will include misc. accounting functions, secretarial duties, typing correspondence & filing, type 60 wpm & word communication skills are a plus. Excellent benefits package. Mail Please send resume & salary requirements to: Controller, P.O. Box 1401 Piedmont, Troy MI 48083-1998

ACCOUNTING SECRETARIES
Temporary opening for experienced professionals. Lotus a plus. to 5.97 Hr. Call Stacey at UNIFORCE 357-0036

ACCOUNTS PAYABLE
PURCHASING ASSISTANT
Experienced individual needed for fast growing manufacturing co. Accounts payable and assist Purchasing Manager. Must be detail oriented, computer literate and possess excellent communication skills. Competitive compensation and benefit package. Send resume to: AP/PA, 21310 Gilmore, Suite 343, Farmington Hills, MI 48335

ACCOUNTS Receivable/Payable
Temporary office position, possibly leading to full time, for experienced person with payables/receivables background, available immediately, months. Wages are negotiable. Send resume to: Personnel Director, 24404 Indoplex, Farmington Hills, MI 48335

ADMINISTRATIVE ASSISTANT Real estate non-smoking office. Weekends. Light secretarial. Knowledge LOTUS helpful 737-7040

ADMINISTRATIVE CLERK - part time, computer skills, typing 35 wpm, & good customer relations needed. Plymouth Canton area. Reply to Box #404
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT

Development firm offers challenging opportunity for detail oriented individual with strong administrative skills, character & personal initiative to achieve. Must retain excellent word/detail & dictaphone skills, strong organizational aptitude & attention to detail & must Property Manager, supervisory experience & potential with salary starting at $27K. Send resumes stating reason to: Bloomfield Development Co. Attn: Gordon, 30725 Northwestern Hwy, Suite 201, Birmingham, MI 48009-3383

ADMINISTRATIVE ASSISTANT
National company in Farmington Hills, engaged in marketing distributorships, has an immediate opening. Candidate must have strong analytical skills, secretarial skills personal computer experience with Lotus WordPerfect, 3-4 years experience marketing/sales. Strong analytical skills necessary to compile/format data for presentations, agreements Associates degree preferred. Benefits and compensation package commensurate with experience. Send confidential resume to:
P.O. Box 5418
Farmington Hills, MI 48334
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADVERTISING AGENCY
Seeks production management department needs your WordPerfect, Quark experience. Call Ann Arbor to 5.97hr. Call Steve at UNIFORCE 646-7842

All fees paid

CROSSMATCH PERSONNEL

25100 Glendale
Ste 212, Southfield, MI
Temporary & permanent openings
LEGAL SECRETARY - corporate administrative position, Troy
Learning to 21K with benefits
Send resume or call
352-7333

AMAZING

We have more high skilled work assignments than people. We want you! Top wages, no hassles, steady work processing skills with one of Michigan's finest.

- Microsoft Word
- Microsoft Word for Windows
- Excel
- Lotus
- Heavy Lotus
- Windows 3.0
- WordPerfect 5.0, 5.1

Call for more information
TEMPORARY RESOURCES
Farmington: 737-1711
Troy: 588-9210

504 Help Wanted Office-Clerical

ADMINISTRATION ASSISTANT
Major Farmington Hills firm has opening for experienced professional. to $9.50/hr. Call Susan at UNIFORCE 472-2931

ADMINISTRATIVE ASSISTANT
Part time full time. Southfield CPA firm. Excellent communication skills. PC experience including WordPerfect, Symphony, etc.
248-642-8466

ADMINISTRATIVE ASSISTANT

A national real estate firm has an opening for a self motivated and highly organized individual to assist the tax department on a part-time basis. Computer skills and a basic knowledge of accounting is preferred. Send resume to
P.O. Box 8449, Ann Arbor, MI 48107
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ATTENTION: Administrative Assistants

Kelly Services has an immediate need for Administrative Assistants! Qualified candidates must have recent experience using the following software packages

- Word Perfect
- Microsoft Word
- Word for Windows
- Lotus
- Excel

Also needed to fill assignments are candidates with recent experience

- Data Entry Operators
- Switchboard Operators
- Receptionists with 40 + wpm typing

Call today for an appointment:
Southfield 352-3220
Farmington 471-2050

KELLY SERVICES
Equal Opportunity Employer M/F/H

AUTO DEALERSHIP
Clerical position involving bank/lot/cashier, and Parts inventory Clerk. Experience preferred. Will consider trainee. Apply in person. Buick-Mazda, 41001 Plymouth Rd., Plymouth

FULL CHARGE BOOKKEEPER
Experienced with computerized accounting (preferred Lotus), and/or Tiny based CPA firm. Duties include general ledger, monthly closing, maintaining personnel files & other time records. Send resume & salary requirements to: SBP, 1301 W Long Lake Rd, ste 245, Troy, MI 48098

BOOKKEEPER - Experienced with food & beverage area. Must supply own tools. To be considered. Salary negotiable. Mustang Bar & Grill
Call 583-1645

BOOKKEEPER NEEDED that has P & L statements, Lotus 1,2,3 and WordPerfect a plus. Good reporting skills required. Send resume to Atty. Alan Dale, P O Box 250345, West Bloomfield, MI 48325

BOOKKEEPER-PART TIME
Full charge Bookkeeper through trial balance. Ap payroll taxes. For CPA office. Call 334-1111

BOOKKEEPER
Plymouth area company looking for bookkeeper. 15-25 hours per week. Southern experience a plus. Great opportunity for the right person. Send resume to Box 398
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER/SECRETARY for small construction company in downtown Plymouth. Handle all aspects of bookkeeping, payroll & general office duties. Construction experience helpful but willing to train. Full time. Send resume to 525 S Main St. 1, Plymouth, MI 48170

BUSINESS MANAGER
Established and growing Metropolitan Detroit area law firm desires to interview non-smoking individual for a full time position as Business Manager. These candidates must have a minimum 3 years business experience and be capable of managing the internal functions of a law firm including good computer skills. Preferably this firm is using the LAWS accounting software on a IBM 34 mainframe. Must be detail oriented, dependable, conscientious and have the desire to meet the everyday challenges of managing the business of a law firm. Starting salary and benefits are very competitive. Call Barb 335-2400

CLERICAL
Busy office seeks clerical person for night data entry, clerical, office & customer service duties. Non smoker. Call 489-0557

CLERICAL RECEPTIONIST
15-20 hrs per week. Light bookkeeping 425-0151

504 Help Wanted Office-Clerical

Call Coordinator/Receptionist
Growing Real Estate Office in Rochester Hills looking for individual with telephone and typing skills for daytime position.
Call Gloria Berman
CENTURY 21 East
852-9000

CAREERS!!

Call Now, Interview Tomorrow!!

RECEPTIONIST $14,000
Switchboard and word/computer experience needed for large firm. Great benefits

SECRETARY $17,500
WordPerfect and good typing skills required for this position at an exciting firm

BOOKKEEPER $20,000
3 years stable experience general ledger and trial balance for growing firm. Full benefits.

EXECUTIVE SECRETARY $24,000
Upward and mobile firm seeking a secretary with strong skills in word processing skills, real estate experience is + Great environment!

PRODUCTION ADMINISTRATOR
$25,000 + Seeking an individual with administrative, computer skills, inventory control & knowledge of manufacturing systems for this relocation.

LEGAL SECRETARY $26,000
Work for senior partner, shorthand a plus. Prestigious firm

PERMANENT STAFF

ALL FEES COMPANY PAID
Farmington Hills 737-5730
Troy 585-2720

CLERICAL/ASSISTANT
TO ADMINISTRATOR
Full time in Rochester Hills Pay range $9.1 - $9.25 per hr. Benefits pro rate to fit position.
Word Perfect, Good telephone skills. Reliable Transportation.
853-1525

CLERICAL JOBS!
Full and part time office positions available in all locations. If you have any of the following skills call today to schedule an interview.

BI-LINGUAL JAPANESE SECRETARY
INSURANCE CLERK TYPISTS
Experienced
WORD PROCESSORS
168 WPM
SECRETARY/TYPIST
RECEPTIONIST/SWITCHBOARD
DATA ENTRY CLERKS
MEDICAL TRANSCRIPTIONIST
LEGAL SECRETARIES
TELEMARKETERS (PM & AM HRS)

TOP PAY, OVERTIME PAY,
HOLIDAY PAY
TEMP-MED INSURANCE

Livonia, 464-3100
Southfield, 332-1300

SNELLING TEMPORARIES
NEVER A FEE

CLERICAL
Requires office experience, typing, knowledge, parts & cashier. Must have transportation. Contact Pat P.O Box 430, Dearborn, MI 48121

CLERICAL
87-$12/hr. 932-3903
Lotus Employment Agency

CLERK - PART TIME, 1:30-5:30pm daily, for teenager in Birmingham. Responsibilities include receiving merchandise, stocking, reception coverage, as well as other general office duties. Ask for Cheryl. 258-3232

CLERK TYPIST - challenging part time clerical position in a mental health/substance abuse clinic in Farmington Hills. Approx 20 hrs per week, excellent organizational and secretarial skills. Typing at 60 wpm. Work requires some lifting. Prior experience helpful. Minimum $7.07 per hour. Call Sue Miller, 9am to noon. 721-8105

CNC OPERATOR
Entry level position in Farmington Hills requiring machining & mcrontrac experience. Interviewing for 1st shift. 56 - 62 hrs/wk
NORRELL SERVICES 993-4588

COMPUTER GRAPHICS
Your experience can be from Harvard Graphics, Freelance or Lotus presentation manager. Fortune 500 firm $10/hr. Call Holly at UNIFORCE 646-7684

COMPUTER INPUT
Immediate opening for 10,000 keystroke per hr. Data entry. Fortune 500 firm. To $7.50/hr. Call Dee at UNIFORCE 357-0037

CUSTOMER SERVICE REPRESENTATIVE
For small marketing company located at Southwest/I-96. Fast paced multi-task position. Must be self motivated detail oriented & familiar with Word Perfect. Non-smoking office. Call Margaret 348-3050

CUSTOMER SERVICE
Troy based company has immediate opening in customer service. Duties include taking phone orders & performing customer service follow-up. Successful candidate must have typing skills & excellent written & verbal communication skills, is detail oriented, Salary/benefits. Send resume to: Customer Service, P.O Box 7048, Troy, MI 48007-7048

DATA ENTRY
Fast paced environment needs 10,000 keystrokes for new opportunity. To $7/hr. Call Diane at UNIFORCE 646-6500

DATA ENTRY
National service firm requires your attention to detail for alpha and numeric input. To $7/hr. Call Darlene at UNIFORCE 473-2933

DATA ENTRY person fluent in WordPerfect for environmental lab. Plymouth hours 8-3PM, $8.50 per hour Call Eric Flora, 459-8484

DATA ENTRY, Specialists, Clerks, Secretaries, and Receptionists. Be part of a growing Temporary Office Support Team Call for send resume to:

DONZALEZ
CLERICAL DIVISION
29401 Stephenson Hwy
Madison Heights, MI 48071
(313)544-8010
An Equal Opportunity Employer

ENTRY LEVEL Accountant 8/or Bookkeeper for fast growing Canton apartment complex. Duties include payroll, taxes, banking coordination, accounts receivable, etc. Nonsmoking. Send resume & salary requirements to Box 432
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ENTRY-LEVEL POSITION
with real estate management firm in Birmingham. Bookkeeping & secretary/receptionist duties. We offer an opportunity to learn. Commonsense & dependability a must. $7-$8 hour to start. Benefits. Call Susan Pete, Mon-Fri. 258-5191

EXECUTIVE ASSISTANT
Financial services firm needs experienced secretary. To $8/hr. Call Sally at UNIFORCE 646-7861

EXECUTIVE SECRETARY
PART-TIME

Excellent WordPerfect & dictaphone skills needed for busy Birmingham Real Estate Development firm. Weekend & evening hours. Please send resume & salary requirements to Personnel Manager, 230 Martin Bl., Suite 201, Birmingham MI 48009-3383

FILE CLERK/COURIER - Birmingham area law firm seeks individual to handle external records management/various office duties. Transportation necessary as position requires frequent travel. Non-smoker. Salary commensurate with experience Benefits included
Call 644-4433

FULL-TIME SECRETARIAL position is available for quality individual at a premier Electronics Manufacturer Representative Company in Farmington Hills. The important position would have extensive PC involvement, telephone, filing, etc. and would need to be a co-operative team player, with high quality standards. An excellent environment to work, learn and grow in for the right high achiever! Send Resume To:
GREG RATHBURN PO Box 2361
Farmington Hills, MI 48333

GENERAL CLERK
Southfield company needs person for filing, faxing, copying 20 hrs hours/wk Minimum wage $27.64/hr
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ENTRY LEVEL POSITION available at busy Southfield Insurance Agency. Must have excellent typing skills. Workers comp experience helpful. $5/hour. Full benefits available. Contact Darlene 353-5800, ext 5439
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Confidential, non-smoker. Must be computer literate & have excellent organizational & written communication skills. Word Star & Lotus knowledge helpful. Salary with resume & salary requirements to: Executive Secretary, 40705 Newport Drive, Plymouth, MI 48170-4742. No phone calls please

EXECUTIVE SECRETARY
Executive Secretary for President of NYSE company located in Bloomfield. Immediate opening for experienced individual with strong organizational, secretarial & communications skills. Proficiency in WordPerfect, Lotus, etc. essential. Forward resume & salary requirements to:
Personnel Manager
P. O. Box 2000
Bloomfield Hills, MI 48303-2000
An Equal Opportunity Employer
M/A

FILE CLERK/COURIER - Birmingham area law firm seeks individual to handle internal records management/various office duties. Transportation necessary as position requires frequent travel. Non-smoker. Salary commensurate with experience. Benefits included.
Call 644-4433

FINANCIAL SECRETARY
Vice president of Fortune 500 company seeks individual with strong accounting skills, 5-1, has dictaphone experience and typing 55 wpm. Please send your resume and salary requirements:
K.C. Gothard, 24325 Bradford Rd.
Southfield, MI 48075 or FAX to
852-8228

LEGAL SECRETARY, $25,600
Litigation experience required. Challenging & diversified duties.

LEGAL SECRETARY, $25,000
3 years corporate or defense litigation. Premium firm. All fees company paid.
772-4190
SKILLING PERSONNEL SERVICES

LEGAL SECRETARY

Part time position, 30 hours a week, to last approximately 10 weeks. Salary minimum $11.06, negotiable depending on experience. Legal experience a must. Worker's Compensation experience helpful. Computer and dictaphone experience required. Stop in and fill out an application between 9 & 4 or send resume to, Attn: Dept 0334, 26200 Town Center Dr., Suite #180, Novi, MI 48375
BERSHEA PROKOPP
An Equal Opportunity Employer

LEGAL SECRETARY
Experienced for Southfield law firm. Will consider two part time secretarial positions. Call 350-0555

MARKETING SECRETARY
Leading advertising agency has immediate opening for Word Harvard Graphics experience.
To $10/hr. Call Sylvia at UNIFORCE 357-0037

Market Research

Applications are now being accepted for bookkeeper in Livonia, Bloomfield Hills and Warren. Must have excellent reading and comprehension skills. Prior experience helpful.
EXPRESS SERVICES
643-4383
Not an Agency Never a Fee

NATIONAL ACCOUNTS
with 2-3 years of experience, plus 1-5 years typing, for Fortune 500 company providing products and services to hospitality and Health-Care industries. Proficient with WordPerfect and a working knowledge of Lotus. Responsibilities for handling customer orders and follow-up, telephone correspondence, filing and a variety of standard office duties. Must possess good typing, dictation, machine transcription, contract pricing and preparation of contracts. Word processing skills required. Please submit resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NATIONAL COMPANY seeks organized self-starter with excellent communication skills. This will be a future home in office position. Office in Southfield is interested and will review resume & salary requirement to Personnel, P.O. Box 286, Southfield, MI 48037 Attn Glenn Poole

OFFICE ASSISTANT/PART TIME
For filing, typing & general office duties. Call Cathy 313-244-9465

OFFICE CLERICAL HELP NEEDED
Part time, evenings. Apply in person: Farmington Hills Coin, 29555 Fraiser Park Drive, Farmington Hills, (10 Mile/Grand River area).

OFFICE MANAGER

Oak Park position. Responsibilities include payroll, payables, invoicing & all other aspects for a job shop operation to a salary in the $25K. Mile/Greenfield area. Call 544-2670

OFFICE - Part time flexible hours, nights & weekends. General office skills needed. Apply in person at 18 N Woodward, Royal Oak. Noon to 6pm

OFFICE PERSON - with late charge experience, to coordinate office activities for small manufacturing company. Word processing, spread sheet & data base knowledge required, knowledge of accounts receivable & purchasing helpful, good pay & benefits. Apply to Norbert Peterson, 30300 Telegraph, 48094 Liberty, Whom, MI 48383

PART TIME RECEPTIONIST
$5.00 per hour, 15 hours per week
Call Ann Fiske, 851-8700

PERSONNEL ASSISTANT

Entry level position. Applicant intake & testing. Phones, typing 35 WPM. WordStar knowledge a plus. Long term temporary position.

ARBOR TEMPS 459-1166

PRICING COORDINATOR FOR
Purchasing/Advertising Depts
J&L Industrial Supply Company, a subsidiary of Kennametal Inc., located in Livonia, is looking for Pricing Coordinator for Purchasing and Advertising Depts. Qualified Candidate must have strong math, writing, reading and computer data entry skills. Able to type 45 wpm, have proofreading and communication skills, be accurate, dependable and self motivated. Please send resume to J Beam Inship, P O Box 3338 Livonia, MI 48151

PROGRAMMER ANALYST
Position available in Novi area for an individual to perform support on IBM AS400 and 8/36. Also helpful PC experience.
Candidate must be experienced with design, coding and testing programs. Candidate must have good oral, written and problem solving skills.
We offer a competitive salary, comprehensive benefits and a pleasant working environment.
Please send resume and salary requirements to:
W. CHRISTIE
P.O. BOX 48179
OAK PARK, MI 48237-8178

BILLING CLERK
PART-TIME

Flint Ink Corporation, the largest American-owned printing ink manufacturer in the U.S., is in need of a billing Clerk on a part-time basis at our corporate office in Redford (near Schoolcraft and Telegraph Roads).
Requires individual who has ability to work with a computerized order and billing system (knowledge of Lotus and word processing preferred), can deal confidently with customers on the phone and a good figure aptitude. Billing experience would be a plus. Working hours are flexible.
Interested candidates should submit their resumes to:

Flint Ink CORPORATION
FLINT INK CORPORATION
33105 Schoolcraft Rd.
Livonia, MI 48150
Attn: Human Resources Dept.
Equal Opportunity Employer

WIN 4 TICKETS TO A
DETROIT DRIVE GAME

Send your name and address, including your zip code, on a postcard addressed to:
DETROIT DRIVE
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft, Livonia, MI 48150

We will impartially draw names for winners from the postcards we receive. Look for your name in our Classified sections. If you find it, call 953-2153, and claim your tickets. It's as easy as that!
Monday winners must call by 5 p.m. Tuesday and we must hear from Thursday winners by 5 p.m. Friday. Sorry, no date substitutions.

Professional Football at an AFFORDABLE PRICE!

Tickets at Joe Louis Arena Box Office and all TICKETMASTER Centers
CHARGE BY PHONE (313)645-6666

Observer & Eccentric
CLASSIFIED ADVERTISING