EMPLOYMENT

502 Help Wanted Dental-Medical

BUSY OB/GYN Office seeking highly motivated, self directed Nurse Practitioner for Southfield, Non-to-Lease. Send resume with salary requirements to: Amy Thomas, 22250 Providence Dr., Ste 305, Southfield, MI 48075

NURSES AIDES CERTIFIED
ALL SHIFTS, Sandalite Santon
NIGHTENGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

NURSES HOME CARE

The Michigan Cancer Foundation is seeking RN's with proven experience to join our regional and contingent staff. The Michigan Cancer Foundation, a founding member of the Meyer L. Prentis Comprehensive Cancer Center of metropolitan Detroit, offers a unique career opportunity for nurse who wishes independent practice.

We offer a new and convenient office location, excellent starting salary, incentive bonuses, flexible hours, 100% tuition, 15 vacation days and paid holidays.

Please call or send resume
MICHIGAN CANCER FOUNDATION
Attn: Jean Samuel Fenabe
Community Service Center
18831 W 12 Mile
Lathrup Village, MI 48075
313-559-0710 Ext. 352
An Equal Opportunity Employer

OPHTHALMIC TECHNICIAN/SUPERVISOR
Needed for Ophthalmology clinic in Rochester Hills. Previous experience in supervisory position required. Send resumes to
Key Employee Leasing
130 Galleria Officentre, Ste 215
Southfield, MI 48034

OPTICAL DISPENSER
O.D. of Meadowbrook Village Mall, Sec. N. Adams, Rochester Hills. 48-09 seeks experienced Optical Dispenser. Competitive pay and benefits. Call 313-375-0022

OPTICIAN
Right person can add $5K to salary. Write P.O. Box 2400, Birmingham, MI 48012

ORTHODONTIC RECEPTIONIST
Full time, Monday-Friday busy Livonia orthodontic office. Prior experience helpful in scheduling and telephone. Benefit and bonus package offered. Call 464-8744 471-1555

ORTHOPEDIC surgery office seeks experienced self-starter to assist in front & back office positions, approximately 20-30 hrs per week, computer knowledge necessary.
Call early 855-4538

PEDIATRIC PRIVATE DUTY NURSING

Henry Ford Extended Care is expanding its Pediatric Private Duty services. Flexible hours available and full and part-time positions with benefits in addition to existing contingent opportunities.

We currently have cases available in the following specialty areas:

- Ventilator-dependent
- Tracheostomy
- Enteral/parenteral nutrition
- Developmentally impaired

If you are an ICU experienced Pediatric Nurse seeking autonomy and individualized patient interaction please call

1-800-542-1194
EOE/AAE

PHLEBOTOMIST/EXPERIENCED
Full & part time position available for response to Dearborn Regional Clinical Laboratories, 2345 Merriman, Suite 127, Westland, MI 48185 722-7700, ext 117

PHYSICAL THERAPY ASSISTANT
Revised job description. Experience preferred. Will consider massage therapist 728-2100

PHYSICAL THERAPIST with background in manual therapies. Part or full time position available. Working physical therapist owned practice. Competitive salary benefits. Contact or send confidential resume to:
Brendan Bethen PT
Hands On Center
For Physical Therapy
470 Forest Ave., 120
Plymouth, MI 48170
313-455-8370
An Equal Opportunity Employer

RECEPTIONIST wanted for Garden City dental office. Experience preferred. Come join our team
422-5040

RECEPTIONIST part time Birmingham OB-GYN. Experience in computer & insurance OB-GYN experience preferred. Call Mon-Fri. 9-5pm 645-2840

RECEPTIONIST FOR Periodontal office 4 days per week includes Saturday. Some benefits. Farmington Hills area 851-1034

REGISTERED NURSE/PART TIME
For home health development company IV therapy a must. Home care experience preferred. Send resume to: Advocate Health, 31747 Grand River, Livonia, MI 48150. Attention Marsha Abraham

RESIDENT AIDE
full or part time, 7am-3:30pm for assisted living facility in Plymouth
451-0700

RN
Entry level management position available for right person with excellent organizational & clinical skills. We are looking for a team player to enhance our Nurse Management Team. Excellent salary & benefits. Please call Lorraine Lamb, Director of Nursing at
Northwest Community Care Center
313-273-8764

RN
Full time RN wanted to function as a supervisor 3-11 p.m. shift no weekends. Excellent benefits. Please call Dianne Davis, RN, Director of Nursing St. Anthony Nursing Care, Warren 977-6700
An Equal Opportunity Employer

RN/HOME CARE
PEDIATRIC RN - Infusion coordinator for expanding home care company. Great salary & perks!
RN-INTAKE MANAGER - Home infusion company. Needs medicare Part B/OA. UR experience. Fax resume office position. Contact Diane Detler 932-1170
Harper Associates 29570 Middlebelt
Farmington Hills, MI 48334

502 Help Wanted Dental-Medical

RESPONSIBLE part time person for busy allergy office, willing to work flexible hrs. MDS computer experience a plus, medical office experience including front desk, medical insurance billing, typing skills, good communication skills, amiable personality. Reply to 22750 Providence #204, Southfield MI 48075

RN COORDINATOR

RN with strong clinical background and good interpersonal skills for our Northwest Detroit Center. Please send resume to:
Recruiter/RN Coordinator
DMC Health Care Centers
4193 W. 12 Mile Rd.
Novi, MI. 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

RN & LPN
HI-TECH
PEDIATRIC NURSING
Excellent opportunity available for either an RN or LPN with peds well (LPN experience to care for young child in the Whole Lake Twp area. Days, afternoons & midnights available. Pleasant work environment. Salary & benefits become one of our "TEMPORARY HEROES"
Interim HEALTHCARE
569-4600
An Equal Opportunity Employer

RN/LPN

Nurses wanted for quality care. Full-time day shift position. Want to learn the other side of patient care? Call Linda Milroy, or apply:
Cambridge West
18633 Beech Daly, Redford
255-1010
An Equal Opportunity Employer

RN/LPN
PART-TIME/FULL TIME
Dermatology clinic now hiring for Plymouth, Dearborn & Southfield. Competitive salary & benefits offered. Please contact Ruth Collins, RN, Assistant Director of Nursing.
459-8100

RN OR LPN
Contingent position in Internal Medicine for experienced RN or LPN. Cardiology experience helpful. Please send resume to:
Recruiter/Internal Med
DMC Health Care Centers
4193 W. 12 Mile Rd.
Novi, MI. 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person
Manycrest Manor
15475 Middlebelt
Livonia, MI 48154
427-9175

RN'S - Beverly Hills Nursing Center has immediate full time openings for Charge nurse skilled unit
Quality leader long term care facility
For information call 288-6610

RN'S FOR
HOME CARE
(FULL-TIME)
Fast-growing, established Medicare-certified agency looking for a few good nurses for home care visits in Western Wayne County suburbs. Home care experience preferred. Must have excellent assessment skills. In return, we offer flexible hours, supportive management, competitive pay and benefits. To apply, call
981-8820
Or send resume to United Home Health Services, 2200 Canton Center Rd., Canton, MI 48187

RN'S & LPN'S
CHARTER HOUSE
OF FARMINGTON HILLS
is seeking qualified individuals for suburban long term care facility. Be part of an organization that fosters professional practice, autonomy & leadership.
Contact D. Black 476-8300
An Equal Opportunity Employer

RNs/LPNs
Up to $20/hour
Part-time Weekend Days
Rochester area
Adult Home Care Case
Plymouth Township:
Pediatric Home Care Case
Call (313) 772-5360
PROFESSIONAL
MEDICAL SERVICES
Affiliated with
ST. JOHN HOSPITAL
AND MEDICAL CENTER
An Equal Opportunity Employer

SECRETARY FOR THE
NURSING DEPARTMENT
Call for interview. Lahser Hills
Nursing Center, 354-3222

TRANSCRIPTIONIST - to join our contingent pool. Must have at least 2 yrs experience. Steady work available. Work in your home or at our facility. For more details call Rita Thomas, Tempro Medical, 442-5593

ULTRA SONOGRAPHER NEEDED part time for Southfield office to cover maternity leave beginning January 4. Must be registered in OB/GYN and abdomen. Please contact Maggie. 559-4450

WAIT STAFF
Flexible hours. Apply in person from 2-4pm, Mon.-Fri. at Steeds of Novi, 42100 Grand River, Novi.

Ward Clerk/Supply Clerk

Full time position available for Ward Clerk/Supply Clerk. Medical terminology and supply knowledge a plus. Please call Darlene Matis Kiel, Director of Nursing, St. Anthony Nursing Care, Warren 977-6700
An Equal Opportunity Employer

WE NEED RN'S, LPN'S, CHA'S, Home Health Care in the Ann Arbor & surrounding areas. flexible hrs. Full & Part time. Please call Individualized Home Care 971-4200

X-RAY TECH
Part time. Experience in mammography necessary. Wayne Cash 326-5030

SourceOne
Mortgage Services Corporation

CLERICAL OPPORTUNITIES

We have several entry level positions available for individuals with general clerical skills & previous office or telephone experience. We offer a competitive benefit package.

Please call our Job Hotline for further information.

(313) 488-7JOB

If you are hearing impaired please call 1-800-649-3777 for assistance

We are accepting applications Mon.-Fri. 9 a.m.-4 p.m.

Human Resources

SOURCE ONE MORTGAGE SERVICES CORPORATION

27555 Farmington Rd. • Farmington Hills, MI 48334

Equal Opportunity Employer M/F/D

504 Help Wanted Office-Clerical

ACCEPTING applications for general office work and sales helper. Located store Wall train. Call for appointment 851-3400

ACCOUNTING-CLERICAL
Full time position available in a national corporation located in Southfield. Position requires reliability, experience on 10 key, good oral & written skills, analytical skills & basic bookkeeping skills. Full benefit package. Call Mary Feltner, 827-4200

ACCOUNTING CLERK
Large wholesale distribution center needs accounts receivable person to add to staff. Should be computer literate for this high volume job. Some experience necessary. Competitive salary and full benefit package. Send resume in confidence, stating background and salary expectations to Box 5521
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK
$5.50/HR. PART-TIME NO FEE
Perfect job for accounting student. Start with 20 hrs a wk, could go full-time! Advancement! Southfield. RBS ASSOCIATES AGY 540-4130

ACCOUNTING CLERK
Northwest Detroit Medical Center needs person for accounts payable, 220, Farmington Hills. Payroll and collections. Some accounting experience required. Strong knowledge of Quatro. $6.50/hr. Call Amy between 9am & 12 noon at 399-0705

ACCOUNTING CLERKS
Individuals with strong accounts payable background needed for long term positions in Pontiac. Must have the following skills:
- General accounting/accounts payable experience
- Computer experience
- Strong communication skills

Interested candidates call Elizabeth at 391-1100 ext. 3 for immediate interview.
ACRO SERVICE CORP.
Never A Fee

ACCOUNTING DEPARTMENT of builder/developer has full time opening for computer literate, detail oriented person having some accounting knowledge. Resumes to: Accounting Manager, Crosswinds Community, 7580 Woodbridge Circle, W. Bloomfield MI 48322.

ACCOUNTING POSITIONS AVAILABLE
Long term assignments with companies in your area. 2-3 years experience in multi-division company in manufacturing setting. Will set up appointments for you to be interviewed at company. Experience in:
- A/P, A/R
- Computerized accounting
- Bookkeeping
- Lotus 1-2-3

Call for your appointment today
528-8454
FUTURE FORCE
SERVICES

ACCOUNTS PAYABLE CLERK
Part-time 20 hrs/wk, $5/hr. Year round position. No benefits. Call Detroit County Day School between 9-4pm, for interview. 646-7717

ACCOUNTS PAYABLE CLERK
Rapidly growing printing company seeks individual long term opening for experience & 8,000 keystrokes. $8 50/HR. Call Donna at 646-8500
Unitorce Temporary Services

ACCOUNTS PAYABLE CLERK
National health care services organization seeks an accounts payable clerk. Applicants must have computer experience and a minimum of 1 year accounts payable experience. Competitive salary and benefit package offered. Send resume and salary requirements in confidence to:
Recruiter
Human Resources Department
21511 W Mile Road
Sterling Heights, MI 48310
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Headquartered in Auburn Hills, expanding International Automotive Supplier has an immediate opening in its Accounts Payable Department.

Responsible for processing documentation into accounts payable system, including data entry.
Candidates should possess a minimum of 4 accounting courses and 2-3 years experience in an accounting environment.

Send resume and salary requirements to:
FORM RITE CORP.
Attention: Human Resources
3955 Pontiac Trail
Auburn Hills, MI 48326

ACCOUNTS
RECEIVABLE CLERK
Established manufacturer needs computer literate person with some typing and bookkeeping skills. $16,500, plus benefits. Fee paid. Call 464-0909.
SNELLING PERSONNEL SERVICES

ACCURATE TYPIST
entry level position
Apply at Mr. Hope Cemetery
17640 Middlebelt, Livonia, MI

ACT NOW!!

CUSTOMER SERVICE $13,000
2 years sales for suburban firm. Salary plus commission.

RECEPTIONIST $15,000
2 years office experience plus good typing at front desk for plush firm.

GENERAL SECRETARY $20,000
3 years secretarial experience. Word Perfect - Lotus for manufacturing firm.

SALES SECRETARY $22,000
5 years background for your good customer sales and outgoing personality.

EXECUTIVE SECRETARY $26,000
10 years secretarial experience, supervisory experience and strong WordPerfect 5.1

ALL FEES COMPANY PAID
PERMANENT STAFF
West Suburbs 737-5750
East Suburbs 585-2720

ADIA has
Immediate Openings for:
- Word Processing Secretaries
- Receptionists
- Clerk/Typists
- Data Entry

Full & part-time, temporary & permanent positions available for the following:
- Administrative Assistant
- Clerk/Typist

Call for an appointment.
525-0330
ADIA
Personnel Services
EOE Never A Fee

ADMINISTRATIVE
ASSISTANT

We are a large local accounting firm looking for an experienced administrative assistant with a minimum of 2 years experience. The qualified candidate must have shorthand, Word-Perfect 5.1 & exceptional organization skills. Please send resume to:
Administrative Assistant, Box 538,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
SE Michigan mortgage banker seeks experienced administrative assistant. Applicants should have mortgage, commercial bank, real estate, or stock brokerage office experience. Applicant will assist executive vice president & should have good communication & typing skills. Compensation package to include salary, medical & dental programs. Please send cover letter, resume & salary history to: Box 568
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Leading service company for executive offices has new openings. MS Word knowledge preferred. $9.50/hr.
Call Sophia at 646-7881
Unitorce Temporary Services

ADMINISTRATIVE ASSISTANT
Seeking very fast paced and accurate person for varied duties including data entry, typing, proof reading, customer service. Top pay. Send resume, Box 29-M, Birmingham, MI. 48012

ADMINISTRATIVE Assistant (career position). Type 55-wpm, possessing knowledge helpful, organizational skills, professional presence, people skills a must. Computer knowledge, desktop publishing/dataflow but preferred. Forward resumes to. P.O. Box 07427, Detroit MI 48207

ADMINISTRATIVE ASSISTANT
Regional public accounting firm is seeking an administrative assistant for their Farmington Hills office. Successful candidate should possess a minimum of 2 years experience in WordPerfect 5.1, have basic knowledge of mainframe data entry, be detail oriented and a team player. Past processing experience preferred. Resumes should be sent in confidence to: Human Resource Director, Plante & Moran, P.O. Box 30800 Northwestern Hwy., Suite 220, Farmington Hills, MI 48334. Reliannon Robson & Co is an Affirmative Action/EEO Employer

ADMINISTRATIVE
SECRETARY

Amcare Home Healthcare is currently seeking a qualified candidate for the position of Administrative Secretary for our Farmington Hills location.

This position reports to the Vice President of Quality Improvement. Responsibilities include, but are not limited to, secretarial duties, processing mail, preparing correspondence, maintaining appointment calendars, and word processing. Also included are administrative duties: organize off-site meetings, coordinate and/or assist with planning of meetings, create and update office operation systems, coordinate travel plans and arrangements for seminars/conferences for Vice President of Quality Improvement.

The successful candidate will have an Associate Degree in Secretarial Science or a minimum of two years toward a Baccalaureate Degree in Business Administration, at least 2 years of secretarial experience, secretarial experience, demonstrated word processing skills, and typing and transcription of 70wpm.

To apply, please send your resume to

Sr. Human Resources Assistant
Amcare Home Healthcare
34605 Twelve Mile Road
Farmington Hills, MI 48331

Achieving Workforce Diversity through Affirmative Action/
Equal Opportunity Employer.

ADVANCE HUMAN Resource Clerk, Westland company. Typing 50wpm, Word Perfect & Lotus. Human Resource background helpful. Excellent benefits. Call Mrs. Hunter. Must be eligible and live in Western Wayne County. Advance Employment and Detroit residents EEO. The Wayne County Job Connection. 274-3700

APPLY NOW
- Receptionists/Typists
- Data Entry
- Word Processors

Call now for an appointment
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

ARE YOU?
- A recent graduate with little experience
- Re-entering the job market ***
- Recently displaced ***

With good basic clerical skills. We have work available in the Plymouth-Canton-Livonia area. Never a fee.

CALL USI
PERSONNEL SYSTEMS
ARBOR TEMPORARIES
9433 Haggerty Rd.
Plymouth, MI 48170
459-1166

ART DIRECTOR - Due to-Biz Ad Agency seeks high concept AD for tire lance account. Min. 4 yrs. agency, solid production. 644-7660

ATTENTION
CLERICAL
WORKERS

Kelly Temporary Services needs experienced clerical workers for long term assignments in Livonia. You must have the following:

- Minimum of 6 months clerical experience
- Experience using 10 key calculator
- Ability to do detailed work
- Basic computer knowledge

Call us today to schedule an appointment.

Livonia 522-4020
1-96 Officenter
33133 Schoolcraft

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

AUTO DEALERSHIP has immediate opening for a switchboard operator/cashier. Dealership experience preferred but not required. Apply in person only: Dick Scott Buick, 200 Ann Arbor Rd. Plymouth

BIRMINGHAM AREA OFFICE
Seeking part-time individual with clerical & typing skills available for:
Administrative Assistant
Call for an appointment
Birmingham, MI 48012-3027

EXECUTIVE BOOKKEEPER
to work closely with Controller in a rapidly expanding retail business. Must have excellent phone communications skills along with computer experience in Lotus 123, WordPerfect & basic accounting programs. Will pay the right price for the right person. Apply with resume in person. Call 313-960-1268

BIG
OPPORTUNITIES

We have positions available for a large corporation in Southfield/Farmington Hills area. Need experienced.

- WORD PROCESSORS
- SECRETARIES
- DATA ENTRY
- STATISTICAL TYPISTS

CALL TODAY FOR YOUR
PERSONAL INTERVIEW
SPENCER
PERSONNEL INC.
559-0110
NEVER A FEE EOE

504 Help Wanted Office-Clerical

ATTENTION
- SECRETARIES
- WORD PROCESSING
- DATA ENTRY

Our clients need temporary professionals to fill a number of exciting jobs. Call for your personal interview.

SPENCER
PERSONNEL INC.
559-0110
NEVER A FEE EOE
An Equal Opportunity Employer

BOOKKEEPER/ACCOUNTANT thru trial balance, payroll, basic computer literate. Southfield area. Call after 1pm. 353-4347

BOOKKEEPER-FULL CHARGE
Experienced with bank reconciliations, payroll and trial balance. Small trial balance for small businesses. Send resume and salary requirements to: Stoneridge Associates, 24234 Franklin Rd., Southfield, MI 48034.

BOOKKEEPER
Full Charge thru financial statement, for Telegraph/12 Mile area accounting firm. Benefits available. Public accounting experience preferred.
258-5220

BOOKKEEPER - System 36 and PC experience needed. Full time, with benefits. Need highly qualified individual. Call Deborah Sausage Co. between 7AM-3PM for further information. 842-2375

BOOKKEEPING ASSISTANT needed for W. Bloomfield office, position involves accounts payable & related bookkeeping duties. Knowledge of A/P, A/R required. Call Shayna at 855-6300

CLAIMS SUPERVISOR - non-smoking company has opening for dependability claims supervisor with superior investigative & technical skills. Ability to identify claims and analyze experience required. Must possess the ability to direct and motivate investigations and negotiate claim settlements. Send resume to: Claims Supervisor, P.O. Box 300, Southfield, MI 48037.

OAK PARK - a mature, dependable person who enjoys meeting people for full time CLERICAL/RENTAL AGENT position. Call Mon-Fri. 9am-4pm 645-0650

PART TIME Entry Level Clerical opening. 4-8 hrs. per day for national company in Southfield. Typing helpful, excellent written & verbal skills a must.
MUST BE WELL SPOKEN
EEOC. Call Colleen or Marianne
351-8567 or 8870

Clerical
A GOOD JOB
ISN'T HARD
TO FIND

Join the leader in the temporary help industry. Kelly Temporary Services has immediate openings for the following skills:

WORD PROCESSING
SECRETARIES

- Experienced with Microsoft Word and Excel or Displaywrite 4.

RECEPTIONIST/
SWITCHBOARD
OPERATORS

- Experienced with multi-line telephone console preferred.
- Kelly Phone system. Some typing skills required

DATA ENTRY
OPERATORS

- High production required on 10 key or keypunch style keyboard.

CUSTOMER
SERVICE REPS

- Long-term positions for experienced customer service reps.

Please call
for an appointment. 522-4020

Livonia
1-96 Officenter
33133 Schoolcraft

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

CLERICAL
Distributor in Farmington Hills needs full time clerical person. General office, including some accounting, computer and telephone backup. Benefits. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
Entry level clerical position in support of a quality assurance/test order group. Will be responsible for entering test forms, reviewing & evaluating tests, processing repeated letters & maintaining detailed computer & paper records. Excellent typing (50wpm) & communication skills required with word processing (Word Perfect preferred). Minimum one year experience in general office & customer service support. Knowledge of Moral design basics a plus. Seeking individual with a positive attitude & the ability to set priorities & meet deadlines. Includes full benefit package. Please send cover letter & resume to:
TEST ORDER CLERICAL
P.O. BOX 2227
SOUTHFIELD, MI 48037

CLERICAL - Immediate position available for individual experienced in following areas: payroll and related tax filing, D-base programming, general ledger, A/P, Lotus 5.1, Lotus 1-2-3 and resume with salary requirement to:
P.O. Box 7000-Su E1, Farmington Hills, MI 48331

CLERICAL
With Quality Background
38200 Ecorse Rd., Romulus.
722-8011

CLERICAL
(Purchasing)
Entry level Clerical position available in our corporate headquarters, to assist in supporting our Purchasing Department. Seeking individual with minimum two years clerical office experience. Duties include processing purchase orders and requisitions, maintaining log of all purchasing documents, preparing budgets and maintaining files. Excellent typing (50wpm) & organizational skills required with word processing/CRT experience. Previous experience in purchasing department & definite plus. Includes full benefits package. Please send cover letter & resume to.

PURCHASING ASSISTANT
P.O. BOX 2227
SOUTHFIELD, MI 48037

CLERICAL SUPPORT
Detroit Semi Clerical full time opening in busy administrative office. We are searching for a motivated individual who is able to work well under pressure and with little supervision. If you are looking for a challenging clerical position and have previous word processing experience, please apply to:

Clerical Support
P.O. Box 779
Detroit, MI 48231

504 Help Wanted Office-Clerical

CLERICAL - immediate, full time experienced needed to work in an account located in the Livonia area. Individual must have
- Prior typing skills
- Phone experience
- Verbal & written & communication skills

Starting wage $5.75/hr. Will train. Apply at Nationwide Security, 23800 Industrial Park Dr. Northville 355-0500 Or 8750 S. Telegraph Rd. #304 Taylor MI 48180
An Equal Opportunity Employer

CLERICAL PART TIME position for national company. Office located in Southfield. Call for interview. Sherry 351-8600
An Equal Opportunity Employer

CLERICAL Accounts Receivable/General Office 2-3 yrs clerical experience. WordPerfect 5.0 experience preferred. Hours are 20-25 hrs per week in Wayne. Send resume with salary requirements to Clerical, 3700 S. Venoy, Wayne, MI 48184

CLERICAL POSITION AVAILABLE
For quality, organized person. Must have experience with spread sheet & Wordperfect programs. Hours 10am-2pm. Send resume to 30435 Northwestern Court, Novi, MI 48375. Attention Manager

CLERICAL/SECRETARY
Part time, 25 hours per week, $8.25 per hour. Knowledge in Lotus PW, or similar software. Possible full time in 6 months. Applications due Nov. 16. Full cover letter to Robert J. Rubinski, School Bus Service, Attn: Manager, 300 Davis St., Belleville, MI 48111

CLERICAL/33 AN HOUR
Try company needs organized individual with phone & typing skills. Min. 55 wpm. 559-2405

CLERK/TYPIST/ASSISTANT
A fast paced communication firm is seeking a secretarial Clerk /Typist Assistant. Must type 60wpm and have excellent phone history to
Sue Crolesup
President
Clover Communications, Inc.
P.O. Box 40 Novi MI 48376
An Equal Opportunity Employer

CLERKS

We need clerks with experience at all levels for
- ACCOUNTS PAYABLE
- ACCOUNTS RECEIVABLE
- PAYROLL
- GENERAL OFFICE
- DATA ENTRY

CALL TODAY!
354-2410
ACCOUNTANTS ONE

CLERK/TYPIST - Attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage $4.50 per hour with regular increases 855-8562

CLERK/TYPIST
fast paced office. 60 wpm accuracy a must. self motivated person
Call 227-0900

CLERK/TYPIST to work in a large, non-profit organization. Must have good communication skills, type 55-wpm, using some word processing software. Excellent benefit package. Salary $16,000 minimum. Please send resume to: Margaret Evans, P.O. Box 2030, Bloomfield Hills, MI 48303-2030
An Equal Opportunity Employer

CNA - MUST BE CERTIFIED
to work in long term care, full or part time, all shifts. Beverly Hills Nursing Center, Royal Oak. 288-6610

COLLECTOR
Full time position available for service industry company. Collection experience helpful. Salary commensurate. ITAS-FB, P.O. Box 9047, Walled Lake, MI 48390

COMPUTER ENTRY
Attention to detail and flexibility are needed for immediate openings with this health care provider. $7.00/hr. to start. Call Dana at 646-8500
Unitorce Temporary Services

COMPUTER & Light bookkeeping for apartment complex. Hours 9am-6pm. Benefits. Call Manager 559-1110

CUSTOMER ASSISTANT
PROJECT

45 NEEDED FOR LONG-TERM

Excellent phone skills & familiarity with computer keyboard. Flexible shifts available: mornings & weekends

Training starts 11/23/92
Mon-Fri., 8-5pm for 6 wks

$6.25 AN HR
Apply at

COMMUNITY HOUSE
816 Ludlow
Southfield, MI
(8 MI Univ/Lahser)
No Phone Calls Please

Bring drivers license/state ID & social security card/birth certificate & resume

Nov. 10 & 11, 9am-6pm
OLSTEN
683-3232
EOE M/F/H/V NO FEE

CUSTOMER RECEPTIONIST
Major healthcare corporation needs your computerized board experience and energetic personality. To $7.50/hr. Call Renee at 473-2933
Unitorce Temporary Services

CUSTOMER SERVICE/CLERICAL
Position in a small growing professional office. Part time, 20 hrs., 9-5pm. WordPerfect 5.1 experience mandatory. Insurance company is a plus. Image required. Send resume to Great Lakes Company, 1810 N. Telegraph Rd., Dearborn 48128

CUSTOMER SERVICE
RECEPTIONIST
($16,000+
Bonus To Start)

THE POSITION: Enthusiastic, businesslike, professional Customer Service Representative (with the ability to handle busy multi-line telephone system)

THE CANDIDATE: Our fast paced office environment requires excellent communication skills, telephone manner to assist our customers, friendly customer service experience and knowledge of word processing

THE COMPANY: Fitness USA Health Spas Executive Offices West Bloomfield, a leader in the fitness industry for 35 years

THE REWARDS: Excellent compensation, life and health care coverage, paid holidays, and vacations, gym membership, tuition reimbursement and much more

Call 737-7200

FITNESS USA HEALTH SPAS
7011 Orchard Lake Road, Suite 300
(between 14 & 15 Mile Road)
West Bloomfield

DATA ENTRY
- All Shifts
- Full-Time/Part-Time

Good keystrokes. Some positions could be long term
Call Today
WOLVERINE
STAFFING
Southfield, 356-4270
Troy, 879-9070

DATA ENTRY & CLERICAL
Two full time positions available if you are friendly, enthusiastic and are a good team player. Resumes must be received by Nov 13. 24100 Southfield Rd. Ste 200, Southfield, MI 48075. Attn Kimberley Ford. Or call 443-1690

504 Help Wanted Office-Clerical

CLERICAL - Immediate, full time experienced needed to work in an account located in the Livonia area. Individual must have
- Prior typing skills
- Phone experience
- Verbal & written & communication skills

Starting wage $5.75/hr. Will train. Apply at Nationwide Security, 23800 Industrial Park Dr. Northville 355-0500 Or 8750 S. Telegraph Rd. #304 Taylor MI 48180
An Equal Opportunity Employer

CLERICAL PART TIME position for national company. Office located in Southfield. Call for interview. Sherry 351-8600
An Equal Opportunity Employer

CLERICAL Accounts Receivable/General Office 2-3 yrs clerical experience. WordPerfect 5.0 experience preferred. Hours are 20-25 hrs per week in Wayne. Send resume with salary requirements to Clerical, 3700 S. Venoy, Wayne, MI 48184

CLERICAL POSITION AVAILABLE
For quality, organized person. Must have experience with spread sheet & Wordperfect programs. Hours 10am-2pm. Send resume to 30435 Northwestern Court, Novi, MI 48375. Attention Manager

CLERICAL/SECRETARY
Part time, 25 hours per week, $8.25 per hour. Knowledge in Lotus PW, or similar software. Possible full time in 6 months. Applications due Nov. 16. Full cover letter to Robert J. Rubinski, School Bus Service, Attn: Manager, 300 Davis St., Belleville, MI 48111

CLERICAL/33 AN HOUR
Try company needs organized individual with phone & typing skills. Min. 55 wpm. 559-2405

CLERK/TYPIST/ASSISTANT
A fast paced communication firm is seeking a secretarial Clerk /Typist Assistant. Must type 60wpm and have excellent phone history to
Sue Crolesup
President
Clover Communications, Inc.
P.O. Box 40 Novi MI 48376
An Equal Opportunity Employer

CLERKS

We need clerks with experience at all levels for
- ACCOUNTS PAYABLE
- ACCOUNTS RECEIVABLE
- PAYROLL
- GENERAL OFFICE
- DATA ENTRY

CALL TODAY!
354-2410
ACCOUNTANTS ONE

CLERK/TYPIST - Attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage $4.50 per hour with regular increases 855-8562

CLERK/TYPIST
fast paced office. 60 wpm accuracy a must. self motivated person
Call 227-0900

CLERK/TYPIST to work in a large, non-profit organization. Must have good communication skills, type 55-wpm, using some word processing software. Excellent benefit package. Salary $16,000 minimum. Please send resume to: Margaret Evans, P.O. Box 2030, Bloomfield Hills, MI 48303-2030
An Equal Opportunity Employer

CNA - MUST BE CERTIFIED
to work in long term care, full or part time, all shifts. Beverly Hills Nursing Center, Royal Oak. 288-6610

COLLECTOR
Full time position available for service industry company. Collection experience helpful. Salary commensurate. ITAS-FB, P.O. Box 9047, Walled Lake, MI 48390

COMPUTER ENTRY
Attention to detail and flexibility are needed for immediate openings with this health care provider. $7.00/hr. to start. Call Dana at 646-8500
Unitorce Temporary Services

COMPUTER & Light bookkeeping for apartment complex. Hours 9am-6pm. Benefits. Call Manager 559-1110

CUSTOMER ASSISTANT
PROJECT

45 NEEDED FOR LONG-TERM

Excellent phone skills & familiarity with computer keyboard. Flexible shifts available: mornings & weekends

Training starts 11/23/92
Mon-Fri., 8-5pm for 6 wks

$6.25 AN HR
Apply at

COMMUNITY HOUSE
816 Ludlow
Southfield, MI
(8 MI/University)
No Phone Calls Please

Bring drivers license/state ID & social security card/birth certificate & resume

Nov. 10 & 11, 9am-6pm
OLSTEN
683-3232
EOE M/F/H/V NO FEE

CUSTOMER RECEPTIONIST
Major healthcare corporation needs your computerized board experience and energetic personality. To $7.50/hr. Call Renee at 473-2933
Unitorce Temporary Services

CUSTOMER SERVICE/CLERICAL
Position in a small growing professional office. Part time, 20 hrs., 9-5pm. WordPerfect 5.1 experience mandatory. Insurance company is a plus. Image required. Send resume to Great Lakes Company, 1810 N. Telegraph Rd., Dearborn 48128

CUSTOMER SERVICE
RECEPTIONIST
($16,000+
Bonus To Start)

THE POSITION: Enthusiastic, businesslike, professional Customer Service Representative (with the ability to handle busy multi-line telephone system)

THE CANDIDATE: Our fast paced office environment requires excellent communication skills, telephone manner to assist our customers, friendly customer service experience and knowledge of word processing

THE COMPANY: Fitness USA Health Spas Executive Offices West Bloomfield, a leader in the fitness industry for 35 years

THE REWARDS: Excellent compensation, life and health care coverage, paid holidays, and vacations, gym membership, tuition reimbursement and much more

Call 737-7200

FITNESS USA HEALTH SPAS
7011 Orchard Lake Road, Suite 300
(between 14 & 15 Mile Road)
West Bloomfield

DATA ENTRY
- All Shifts
- Full-Time/Part-Time

Good keystrokes. Some positions could be long term
Call Today
WOLVERINE
STAFFING
Southfield, 356-4270
Troy, 879-9070

DATA ENTRY & CLERICAL
Two full time positions available if you are friendly, enthusiastic and are a good team player. Resumes must be received by Nov 13. 24100 Southfield Rd. Ste 200, Southfield, MI 48075. Attn Kimberley Ford. Or call 443-1690

504 Help Wanted Office-Clerical

SOUTHFIELD Insurance agency needs experienced customer service rep in Personal Lines handling homowners and automobile insurance and learn light commercial. Must be pleasant, outgoing, have excellent clerical skills, and at least one year experience with insurance coverages and rating. Positive attitude a must. Good opportunity for advancement. • $19,000 plus to start. Reply to Box 22719 Farmington Hills, MI 48333

CUSTOMER SERVICE REP - entry level position available in Southfield company. Must have good organizational skills & a pleasant phone manner. Send resume to: SR, P.O. Box 300, Southfield, MI 48037.

DATA ENTRY
Farmington Hills corporation has openings for 8,500 minimum keystrokes. Payroll plus $6.00/hr.
Call Doreen at 473-2933
Unitorce Temporary Services

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year office experience. Flexible hours. Opportunity for advancement.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY
International client needs your 10,000 keystrokes and attention to detail. $7.00/hr. Call Renee at 357-0644
Unitorce Temporary Services

DATA ENTRY
OPERATORS
WORD PROCESSORS
Needed immediately for both 1st and 2nd shifts. Long-term temporary work in rapidly expanding metro suburban video cassette company. Casual atmosphere. 10th FAYH Wordperfect, 5.1, 120, or Symphony experience would be a plus. Call today for an appointment.
473-2111
N S SERVICES

DATA ENTRY
PLYMOUTH AREA

A large national corporation needs data entry clerk for indefinite temporary customer service position. $7/HR. Call for accurate experienced typist

PERSONNEL SYSTEMS
ARBOR TEMPORARIES
459-1166

DISPATCHER

needed for long term assignment in Farmington Hills. If you possess excellent phone & customer service skills, we want to talk to you.
Call for more information
Temporary Resources
West Side 737-1711

DISPATCH SERVICE
Requires professional phone skills and computer entry experience for fast paced Farmington office. Knowledge of Metro area helpful. Non-smoking environment. Please contact Lori Sims at (313) 478-0005, Ext. 115.

$ EARN HOLIDAY CASH $

Immediate clerical jobs in all locations. If you have any of the following skills call for an interview:

WORD PROCESSORS
(any software)
RECEPTIONISTS/DATA ENTRY
DATA ENTRY (10 to 4 PM shifts)
FILE CLERKS
TELEMARKETERS (AM & PM

We offer Top Pay, Holiday Pay, Bonuses, Temp-Med Insurance

SNELLING
TEMPORARIES
NEVER A FEE

LIVONIA, 464-2100
SOUTHFIELD, 352-1330
AUBURN HILLS, 373-7500

EARN HOLIDAY $$$

ADIA has
IMMEDIATE
OPENINGS FOR

- DATA ENTRY
- RECEPTIONISTS
- SWITCHBOARD OPERATORS
- WORD PROCESSORS (with WordPerfect & Lotus)
- PART-TIME TELEMARK