EMPLOYMENT

500 Help Wanted

WAREHOUSE & GENERAL LABOR Positions open at local food distributor. $5/hr. Must be 18-21. Apply Tues & Wednes, Dec 8 & 9, between 9 & 4 pl. 28244 Ford Rd., Garden City. JFRA Inc. EOE

WAREHOUSE Positions available for responsable, aggressive individuals with a progressive wholesale distributor. Potential for advancement. Apply in person, Vistamar Tile Company, 24004 Indoplex Circle, Farmington Hills, MI 48335

WAREHOUSE SUPERVISOR Supervisory experience necessary. Warehousing/transportation supervisor experience helpful. Salary position with benefits. Reply with resume to:
Box 720
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

WESTSIDE CO. looking for subcontractors for snow removal. Must have 4x4 with plow. Also hiring experienced laborers, dump truck operators and laborers for sidewalk work. Please call 10-4pm, Mon thru Fri 313-595-2800

502 Help Wanted Dental-Medical

ADMINISTRATIVE ASSISTANT for medical/dental practice. Administrative/secretarial skills required. Resume to: Patient Care Services, *Attn National Marketing Director*, 11045 Farmington Rd., Livonia, MI 48150

AFTERNOON SHIFT
RN OR LPN
Part time
MAYWOOD
NURSING CARE CENTER
36975 W. 5 Mile, Livonia

Allied Health Supervisor

The University of Michigan Medical Center

The Department of Internal Medicine has an outstanding opportunity in one of the nation's premier cardiology programs for an experienced Clinical Manager to coordinate the administrative and clinical activities of dynamic, academically oriented cardiac catheterization/electrophysiology laboratories.

The selected candidate should be a seasoned manager with 3-5 years' experience in a clinical management position. This position requires a motivated highly skilled professional with a desire to succeed. Requirements for this position include a Bachelor's degree in nursing and an equivalent combination of clinical skills and management experience.

Applicants should send two (2) copies of their resume to:

The University of Michigan Medical Center Employment Office
300 NIB Room 8A07
Box 0042 (92-4208-JS)
Ann Arbor, MI, 48109-0422

BILLER
Medical insurance biller experienced only. Great salary & benefits. Pleasant working environment. Call or send resume.
C.P.S., P.C.
28500 Orchard Lake Rd., Ste. 250
Farmington Hills, MI 48334

BILLERS to $10/hr.
For busy family practice in Farmington/Livonia areas. Knowledge of billing a plus but not required. Great benefits! Call or send resume to Diane Deister.
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

CAREER OPPORTUNITY
If you have medical background, computer and people skills, we will train you to test & hit hearing aids. Wonderful opportunity for mature person
682-1111

CERTIFIED NURSE ASSISTANT
Needed full or part time. Apply in person Mon-Fri, 9-4 at Redford Township Library, 25300 Larson, Southfield

COME HELP OTHERS & help yourself - personable, caring, 2 doctor optometric office seeking a warm friendly assistant. We are looking for a vivacious self-confident individual with good people skills & the ability to handle a busy patient load while maintaining a sense of humor. Sales experience a plus. Salary depending upon experience. Benefits. Call Linda Greene 25350 W. Warren Rd., Dearborn Hts. MI 48127

Dental Assistant
Expanding Seeking energetic, dependable, & self-motivated individual for pleasant family practice. Dental experience preferred. Excellent working conditions & benefits. Please call 261-7600

DENTAL ASSISTANT
Mature individual to work part time with full time dentist. Livonia. 4 handed dentistry & some front desk. Experienced only. Weekdays 425-7626

DENTAL ASSISTANT
Full time for progressive busy northwest Detroit office. Great benefit package. New facilities. Good benefits and community.
Call 653-7440

DENTAL ASSISTANT - full time, experienced, great hours, great atmosphere. Salary commensurate with experience & talent. Farmington 421-4520

502 Help Wanted Dental-Medical

CHIROPRACTIC ASSISTANT: Full-time. Some office, computer and billing experience. Good people skills, Southfield area. 557-1676

CNA'S - Needed. All shifts. For small basic West Bloomfield nursing home. Contact director of nursing. 360-4443

DENTAL ASSISTANT
Part time & full time patient assistance needed for Livonia dentist. Call Phyllis 464-4490

DENTAL ASSISTANT – Birmingham general dentist seeking experienced assistant for afternoons, 2 evenings & Sats. Call 644-5735

DENTAL ASSISTANT - Congenial, experienced person, enthusiastic about commitment to growing family practice in Livonia. 464-1827

DENTAL ASSISTANT/Coordinator- Excellent career opportunity. Join a supportive team. Must have dental experience 261-9696

DENTAL ASSISTANT
Full time cheerful assistant for small but growing dental practice in Canton. Experience preferred but not necessary. Call 453-9250

DENTAL ASSISTANT
Our team is in search of the right career minded dental assistant who knows the value of communication, skills & enthusiasm, while delivering state of the art dental care. Call
Call Pam, 878-7240

DENTAL HYGIENIST
Part time. Are you caring, dependable and enjoy a challenge in a patient-centered busily practice in Livonia? Call fax: 427-7555

DENTAL HYGIENIST
Growing practice needs friendly, dedicated professional for 1-2 days a week. Livonia area. 522-6170

DENTAL HYGIENIST
Must love serving people, while coordinating a scheduling system for our Multi-dentist practice. Excellent communication & telephone skills a must. Computer & dental experience necessary. We offer professional development training & a supportive team. Approx. 25 hrs. Farmington Hills. Call Lori, 932-5650

DENTAL RECEPTIONIST
Part-time. Mature person, experience preferred. Computer knowledge helpful. Call Joan, 274-4422

DENTAL TECHNICIAN
Crown & bridge lab needs Metal Finisher. Full time/Flexible work/possible full time. Livonia 425-7533

DIETARY MANAGER
CDM or DTR for a 64 bed violation free facility. Call 6-3pm, ask for Mike or Debra. 921-1580

EMT AMBULANCE DRIVER
Full time only with EMT cards.
Call after 6 PM, ONLY,
981-0878

HOME CARE
Focus Home Care, a growing affiliate of Horizon Health Systems, has immediate openings in the Macomb County and the Downriver communities:

RN's
FULL-TIME
Recent hospital or home care experience required.

Home Health Aides
FULL-TIME
Recent hospital or home care experience required. Certification preferred. Reliable transportation required.

Medical Social Worker
CONTINGENT
(1) yr. health care experience required

Focus Home Care offers.
• Flexible hours.
• Competitive wages/benefits.
• Supportive environment.

If you are interested in quality and continuity of care, we are interested in you. Please contact:

FOCUS
HOME CARE
548-9800
An affiliate of Horizon Health Systems. An Equal Opportunity Employer.

LIVE-IN OR QUAD CARE
Start immediately! Experienced, FULL & part time all shifts. Competitive wages. Bonus program includes annual attendance, Respite/Holiday bonuses. Vacation pay. Transportation allowance. We take pride in being dedicated, caring people to provide unsurpassed client care & case management.
EMPA-CARE IV 455-1061

LPN
Full time Midnight shift.
Apply in person
Hope Nursing Care Center
3841 Cherry Hill Rd
Westland, MI, 48185

LPN's/RN's
Would you like to do 1:1 nursing visits close to home? VISITING CARE serves your hometown as well as much of SE Michigan. No min. number of hrs. required to work. Pick and choose your caseload. LPN's needed immediately for an elderly woman in Wixom. To apply, call today
Horizon
Brighton 313-344-0324
Ann Arbor (313)229-0325
(313)930-0050

502 Help Wanted Dental-Medical

FRONT DESK RECEPTIONIST with experience, needed for busy doctor's office in Farmington. Must knowledge of Blue Shield & Medicare. Please call: 647-5850

HOME HEALTH AIDES
NURSING STUDENTS
Need some extra money for the holidays? Join the VISITING CARE team. Qualifications include min. of 1 yr. experience or completion of 1 semester of med-surgery clinicals. If you are a nursing student or certification. Call us today to set up an interview
Northwest 313-344-0324
Brighton 229-0320
Ann Arbor 930-0050

HYGIENIST - Expanding practice, tremendous opportunity for career growth & development. Use all your educational background. We have a busy practice, looking for someone with periodontal team management. Competitive salary base. 261-9696

LPN
Temporary (90 day) assignment, Monday - Friday, day shift. Prefer LPN with cardiology experience. Please send resume to:
Recruiter/Cardiology
DMC Health Care Centers
41835 W. 12 Mile Rd.
Novi, MI., 48377

A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

IMMEDIATE OPENING for experienced medical biller for busy physical therapy clinic. Must be able to work independently. 349-6840

MEDICAL TRANSCRIPTIONIST: Part time, 8 to 10 hours a week, for Garden City Family Practice Office. Send resume to PO Box 696: Garden City, MI. 48135-0696

MEDICAL ASSISTANT/LPN - Full time for growing Novi office. Prior experience necessary. Excellent clinical skills required. Call 473-9472

MEDICAL ASSISTANT needed for physician's office in Troy. EKG training necessary. Hrs. Mon. thru Fri. 244-8568

MEDICAL ASSISTANT
Needed for physicians' office located in Livonia. Experience preferred. Call 464-9200

MEDICAL ASSISTANT needed for Southfield Internist. Must have experience in EKG, venipuncture, PFT, chest and sinus X-rays. Full or part time available. 350-2440

MEDICAL ASSISTANT - at least 1 yr. experience. Outpatient clinics available. Troy, Farmington Hills, Southfield, Royal Oak, and Livonia. Very busy location. Full and part time. Martha, Temporo Medical, 443-5592

MEDICAL ASSISTANT
Part time. Cardiology experience helpful, but will train. Submit resume to:
Box 734
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL ASSISTANT
with phlebotomy experience. Full time for busy office in Westland. Ask for Kay at 729-4343

MEDICAL ASSISTANT
Part time. Experience in X-ray, EKG, venipuncture, PFT, for doctor's office in Livonia. 427-6700

MEDICAL ASSISTANT
for internist office, Farmington. Call between 9-11 am. 476-0660

MEDICAL ASSISTANT
Part-time for busy Pediatric Office in Plymouth. Experienced only need apply. Call, 459-9260

MEDICAL ASSISTANT
for fast paced internal medicine office. Minimum 5 years experience with EKG, X-ray, vena puncture & injection. For interview: 540-5660

MEDICAL ASSISTANT
Experienced, for internal medicine group practice. Full time position. Send resume to: River Square Internists, 542 N Main, Su. 221, Rochester, MI 48307.

MEDICAL ASSISTANT with office experience needed for medical office in Dearborn Heights. Salary commensurate with experience. Min. 30 hrs. call for interview. 561-1887

Medical Assistant, Medical Receptionist, Medical Biller. Full time (non-smoking). Need polished image, great personality. 32 hrs./week. Contact Diane Deister. 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER
Experience needed, excellent salary & benefits. Call 261-7600

MEDICAL BILLERS - 2 needed for Oakland & Wayne hospitals. 1-2 yrs. experience with Medicaid and Medicare. Top dollar for your skills. Call Beth, Tempro Medical 443-5593

MEDICAL BILLER
1 yr. computer experience in doctor's office preferred. Will train to assist doctor. Livonia. 464-0310

MEDICAL BILLERS- Openings for hospitals & doctors offices. 1-3 yrs. experience. Perm/Temp. $10-$12. Will train on MDS. Send resume or much of SE Michigan. No min. number of hrs. required to work. Pick and choose your caseload. LPN's needed immediately for an elderly woman in Wixom. To apply, call today
Horizon
Brighton 313-344-0324
Ann Arbor (313)229-0325
(313)930-0050

502 Help Wanted Dental-Medical

MEDICAL BILLER: Expanding Physicians Office, needs experienced biller for Southfield Location. Position available Jan. 1993. Call for interview, 313-354-1508.

MEDICAL BILLERS
Immediate openings for experience in the major insurance environment. 1 to 87,000/year.
Call Melanie, 646-8168
Uniforce Temporary Services

MEDICAL INSURANCE BILLER
Experienced, part time with computer experience for 1 physician office, Birmingham area. 647-7260

MEDICAL RECEPTIONIST
Full time for busy Livonia ophthalmology practice. Competitive wages & benefits. Call Heather: 953-2808

MEDICAL RECEPTIONIST
Full time. Pay commensurate with experience plus benefits. Farmington Hills. Call Susan 290-8360

MEDICAL RECEPTIONIST - FULL Time. Birmingham area. Call for appointment Mon., Wed., Thurs., 8am-2pm. 647-4425

MEDICAL RECEPTIONIST
Expanding Part-time, may lead to full time. Knowledge of EKG helpful. Cardiology office in Royal Oak. Sharon 288-5120

MEDICAL RECEPTIONIST, 3 physician practice with emphasis on reception for answering phones, filing, etc. Hours flexible. Farmington area. 476-9040

MEDICAL RECEPTIONIST
For friendly but busy pediatric practice in Plymouth. Seeking person full time. Experience only need apply. 459-9260

MEDICAL RECEPTIONIST
Full time for busy Livonia dental clinic. Experience preferred. Flexible hours, days/evenings, some Saturdays. Salary commensurate with experience. Call 343-2340

MEDICAL RECEPTIONIST
Needed for ophthalmology group located in Royal Oak, prefer individual with medical office & computer experience, however would consider individual who has had experience in a similar-type office setting.
Submit resume to: Box #774
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL
Sales & sales oriented persons needed for Farmington Hills orthopedic company. Prefer previous experience with physicians selling. Full time positions with benefits.
1-800-542-8921

MEDICAL TRANSCRIPTIONIST
Earn extra cash, flexible hrs. Must have 3 yrs. experience in medical transcription. WordPerfect knowledge helpful. Call between 10am-4:30pm 561-5568

Medical Transriptionist
Work in your home for Southfield office. Send resume, sample report & references to: Box 744,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

NURSES AIDES
ALL SHIFTS, See Mrs. Gaston
HIGHTECH REHAB
5355 Newburgh Rd.
Westland, near city Rd.

nursing

CASE MANAGER

Amicare Home Healthcare is seeking a qualified individual for the position of Case Manager for our Ann Arbor, MI, branch.

The successful candidates will be responsible for identifying client needs for all types of homecare and including appropriate services, coordinating utilization of insurance coverage and providing leadership by facilitating ongoing development of direct care staff.

This position requires a current license as a Registered Nurse in the State of Michigan, a minimum of 2 years of recent hospital or home care services, and a working knowledge of durable medical equipment.

To apply, please contact:

AMICARE HOME HEALTHCARE
Ruth Kellman
802 Airport Blvd
Ann Arbor, MI, 48108
313-741-5700

Achieving Workforce Diversity Through Affirmative Action!
Equal Opportunity Employer.

nursing

TEAM LEADER
Home Healthcare

Amicare Hospice Services, Inc., is seeking a qualified individual to assume the role of Team Leader for our Metro Detroit, MI, branch.

You will be responsible for coordinating and managing the daily workload of direct care staff to include orientating staff to hospice care operations, assisting with coordination of services and utilization of community resources by patient care.

The successful individual will possess a current license or permit from the state board of nursing with at least one (1) year of community health. Candidates must be able to interact effectively with patients and their families. The ability to travel to patient residences is required.

We can match your skills with a competitive salary and benefits package. For immediate consideration, please forward your resume to:

AMICARE HOME HEALTHCARE
Teresa Steele
251 Enterprise Dr., Suite 200
Bloomfield Hills, MI 48302
(313) 858-7735

Achieving Workforce Diversity Through Affirmative Action/Equal Opportunity Employer.

OFFICE CLERK - Part time days, approx. 30 hrs/wk. Billing experience preferred. Contact Supervisor 591-0647

OPHTHALMIC TECHNICIAN
Needed for ophthalmology group located in Royal Oak. Must be experienced in obtaining patient history, visual acuities, & pressure.
Submit resume to: Box #774
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPTICIAN - ASSISTANT/MANAGER
First Optometry has exciting career opportunities. If you are a motivated, individual with a "can-do" attitude, we want you! Optical experience a strong plus, but we will train the right people. Positions are available at many locations. Please send your resume to:
FIRST OPTOMETRY
P. O. Box 710
Roseville, MI 48066-0710

OPTOMETRIC ASSISTANT
with experience, flexible hours, salary negotiable, pleasant working conditions. Novi area. 349-0990

PERIODONTAL HYGIENIST
Detail oriented, ready to root plane, hygienist desired for Canton periodontal office. Join a pleasant team of quality-motivated people. Contact 981-7477 and/or send resume with salary requirements to:
4160 Ridge Point, Suite A
Canton, MI 48188

502 Help Wanted Dental-Medical

Orthodontic Assistant
Immediate openings for bright energetic, experienced orthodontic assistant. Excellent opportunity for the right individual.
682-6811 Pontiac/Waterford

PEDIATRIC NURSE PRACTITIONER
To work full or part-time, in well established, suburban Detroit pediatric practice. Call 478-2723

Phlebotomists
8 A.M. - 8 A.M.
Positions are available for experienced Phlebotomists on our morning blood draw team. You will work 3-4 days per week from 5 A.M. - 8 AM, with some (4am coverage) available. Full-time training is required on the day shift. A minimum of 5 months blood draw experience is required. If qualified, please send RESUME ONLY to: Cathy Decola, Human Resources.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933

An Equal Opportunity Employer

PODIATRY ASSISTANT
2 days per wk. Jan-Feb. only.
Southfield office. Will train.
559-2818

RADIOLOGY TECHNOLOGISTS

Temporary position (December, 1992 until March, 1993) available for A.R.R.T. registered Technician. Mammography experience required. Please send resume to:

Recruiter/Rad Tech
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377

A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RECEPTIONIST - Outpatient physical therapy clinic has immediate opening for full-time receptionist. Experience a plus. Please call Dawn at 333-3335

RECEPTIONIST - with skills in typing, living in Northwest Wayne. Pleasant personality. Call Sue Sutton at 475-8300

REGISTERED
OCCUPATIONAL THERAPIST
Dynamic geriatric rehab setting. 32 hours per week to cover temporary leave of absence. Permanent part time available after leave. For further information, contact Linnea Atkins, OTR, at (313) 769-0177
GLACIER HILLS NURSING CENTER
1200 Earhart Rd.
Ann Arbor, Michigan

RECEPTIONIST-Part time for full or part time, Birmingham area. Call for appointment Mon-Wed-Thur. from 8am-2pm only. 647-4425

RN
Busy doctor's office in Livonia area needs Nurse, 4 days some Sats. 421-5740

RN
IN SERVICE DIRECTOR
Seeking In Service Director for long term care facility. Requires RN. Train the trainer certification preferred, but will consider experienced RN without. Good wages and benefit package available. Send resume to Lahser Hills Nursing Center, 25300 Lahser, Southfield, MI 48034 or call Don at 354-3222

RN
Needed for family physician located in Livonia. Part time. Call 464-9200

RN'S
Innovative skilled nursing facility on Detroit's far side near Northwest needs 3 RN's with management potential. Preferred candidates will have experience in infection control, IV process, medicine, quality assurance and restorative nursing. Prepared to pay well for RN's with drive & creativity to become part of our team. Fax resume to: Attn. of Director of Nursing at, 273-6310 Call Pam, Betty or Kathy to make appointment for interview. 273-6650

RN'S/LPN'S/CNA'S
Energetic, motivated and caring personalities needed to join our team at Bedford Villa. Looking for RN's/LPN's/SCNA'S all shifts, full time, part time and weekends. Full time Restorative CNA also welcome - excellent benefit package. Call or apply in person: Bedford Villa, 16240 West 12 Mile Rd., Southfield, MI
(313) 532-8300
An Equal Opportunity Employer

RN's, LPN's, MA's & Phlebotomists
National company is looking for you to perform pre-insurance physicals in your area. Positions are part time team basis. Must draw blood, access to reliable transportation. Call Kelly 1-800-456-7154

RNS/LPNS
Needed full or part-time in a 50 bed skilled nursing home in Ann Arbor. Apply at: Wayne Total Living Center (middle building), 4427 Venoy, Wayne.

RN WANTED For phone triage, in busy Suburban Pediatricians Office. Well trained Mary Ann at 313-478-2723

SOCIAL WORKER
BSW, Need experienced individual who enjoys working with the elderly. Call for interview, 254-3222

X-RAY TECHNICIAN
Livonia area
Part time
478-6100

XRAY TECHNICIANS
Imagine radiography with no IVP's, barium enemas or upper GI's. Come join our team and experience the unique world of portable radiography. Benefits-wage commensurate with experience. Call Sue for appointment at 355-1155

504 Help Wanted Office-Clerical

ACCOUNTANTS CLERICAL DATA ENTRY
PART TIME FULL TIME
Call accountemps – like 56,000 professionals did in 1991!

accountemps
201 W. Big Beaver Rd. #210
Troy, MI 48084

Troy (313) 524-9050
Southfield (313) 557-8383
Ann Arbor (313) 930-2061

By appointment
An equal opportunity employer

ACCOUNTING/BOOKKEEPING
Growing wholesale distribution company looking for experienced full charge bookkeeper. Must have good computer skills and willing to grow. Salary and benefits. Send resume with salary requirements to Box #732
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK/
BOOKKEEPER
Full-time for downtown (Renaissance Building) restaurant chain. Payables, payroll & general office duties required. Also typing & phone. Resumes only to:
3187 Northwestern Hwy.
Farmington Hills, MI. 48334

ACCOUNTING CLERK
Livonia engineering firm needs self-starting individual to work in their accounts payable department on computerized accounting system.
FULL BENEFIT PACKAGE
ROUSH INDUSTRIES
31885 Market
Livonia, MI 48150
FAX 591-4333

504 Help Wanted Office-Clerical

A BRIGHTER CHRISTMAS START HERE
FROM $15.00 TO $22.00/HR
ALL FEES PAID BY COMPANY
Secretaries, Administrative Assistants, general office and some part time positions. Call 644-4500 for immediate interview.
SNELLING PERSONNEL SERVICES

ACCEPTING APPLICATIONS FOR
Experienced waitstaff. Full-time, days and nights. Must be dependable. Apply within: Alexander the Great, 34013 Warren, Westland.

ACCOUNTING CLERK for dealership. Experience needed. Applications being accepted: Saturn of Plymouth, 9301 Massey Dr., Plymouth, 453-7500

ACCOUNTING CLERK
$15,000
We are seeking 1-3 years experience in accounting for Accounts Payable/Accounts Receivable/Time Records position in Bloomfield Hills. Full benefit package. Call Arthur Thomas, 355-4140

ACCOUNTING CLERK
Non trial tax season is coming up, we have temporary assignments available. Must have data entry skills of 35 wpm. *Must be able to type minute 58 30 and up for those who qualify.* Call for appointment 583-1919
Employmentgroup
Since 1958 No Fees
Equal Opportunity Employer M/F/H

ACCOUNTING CLERK
General journal entries. Prepare reports and checks. Computerized accounting experience. Lotus, Word Perfect 5.1. 1-2 years related experience and/or education strongly preferred. Southfield Town Center location. Send resume to
Box 634
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING
Entry level clerk for major corporation. Must have a degree and also 1-2-3, good math and communication skills. Call next week and excellent benefits.
Diversified Recruiters Co.
244-6701 FAX 244-6704

ACCOUNTS RECEIVABLE
Part time. Lotus & Skyline experience required. Send resume to: Mary Jane, 820 Kirts Blvd., Ste 100, Troy, MI. 48084

ACCOUNTS RECEIVABLE-- Proprietary Management firm needs person with a minimum of two years experience in construction & accounts receivable processing. Requires ability to discuss a variety of bank reconciliations. Nice benefit package. Salary DOE.
527-8167

ACT FAST BIRMINGHAM!!
OFFICE ASSISTANT
Outstanding opportunity in a professional dental office. Candidate must have solid typing skills of 70 wpm, WordPerfect 5.1 and Lotus 123 experience, and excellent human relation skills. Some accounts payable & receivable experience preferred. $7.00 to $10.00/hr. to start. Opportunities for advancement, growth, benefits. Call today for an appointment.
(313) 967-1950
EOE

An Equal Opportunity Employer

ADMINISTRATIVE MANAGER
Full new position. Must be computer literate, knowledge of bookkeeping, non-profit accounting procedures & interact well with people. Send resume to: St. Nicholas Church, 760 Tome, Wyandotte, MI 48098, attention Steve

ADMINISTRATIVE ASSISTANT
Suburban advertising agency needs your word processing experience and an around skills. To $9/hr.
Call Sharon at 357-0037
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Needed for busy West Bloomfield office. Receiving some bookkeeping skills. Accounting knowledge helpful. Send resume & salary history to:
ADMINISTRATOR
5600 W. MAPLE, SUITE C-300
WEST BLOOMFIELD, MI 48322

ADMINISTRATIVE ASSISTANT
for fast-paced office. Organized, committed to first quality performance, willing to work more than an 8 hour day. Must be proficient in Word for Windows advanced features: tables, mergers, graphics. Resumes only to: Mr. Mullen, 17 Kercheval Corporation, 900 Wisharte Dr., Ste. 304, Troy, MI 48084

ADMINISTRATIVE ASSISTANT
to work in pleasant, academic environment. Must be able to organize and computer comfortable. Job duties will include typing, computer equipment and music, clerical responsibilities. WordPerfect 5.1 a plus. Position is temporary full time. $6.00 per hour. Send resume to: Director, AIPS, 1715 W. Nine Mile, Su. 223, Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
We have a temporary assignment that could turn into a permanent position with Ford Motor Co. of a large Michigan corporation. Must be an experienced Administrative Assistant with WordPerfect 5.1 and shorthand or dictaphone. Must be able to travel out of state several times a month, work weekends when necessary, handle stress well. Resume required. For more information please call Employmentgroup 583-1919
Since 1958 No Fees
Equal Opportunity Employer M/F/H

ADMINISTRATIVE ASSISTANTS
UP TO $11/HR.
• Macintosh
• MicroSoft Word
• WordPerfect 5.1
Call Today!
WOLVERINE STAFFING
358-4270

ADVERTISING SECRETARY
Advertising agency has challenging position for person who types 60 wpm. $9 50/hr. Call Shirley at 357-0038
Uniforce Temporary Services

ALARM MONITOR
for all shifts, computer and clerical skills a plus. Call 8am-4pm, 358-2555

APPLY NOW
WORD PROCESSORS
• WordPerfect
• Display Write
• Lotus 1-2-3
Benefits package offered. Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

ASSISTANT OFFICE MANAGER
Mature person needed for fast paced small growing business. Full time. Bookkeeping, computer & office skills required. Real World Accounting experience a plus. Reply with salary history to Box 762
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER - OFFICE MANAGER
Fluent in computers, Lotus & Quicken, and typing 2 days per week. Fees & Taxes. 8am-5pm. $10 per hour. Orchard Lake area. 661-7000

BOOKKEEPER - Birmingham office seeks part time helper.
Call 644-3300

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Highly motivated person for long term position in Farmington area. Background in making travel arrangements preferred. Experienced word processing (WordPerfect 5.1 or ProWrite) with Lotus or Excel knowledge required. Salary based. Background in German language a plus but not necessary.
$10 - $12/hr.
TEMPORARY RESOURCES
737-1711

ATTENTION!!
Data Entry Clerks
Receptionists
Immediate positions open in the Plymouth area
Call today!!
CORPORATE PERSONNEL SERVICES

Berkley: 398-8960
Livonia: 261-1122
No Fee EOE

BOOKKEEPER/ADMINISTRATIVE ASSISTANT
Southfield engineering firm seeks a mature individual with demonstrated accounts/bookkeeping skills. The qualified individual must have 3-4 yrs. experience in general accounting, payroll, preparation of financial statements, etc. Also should possess a working knowledge of computers. Experience with One-Write Plus, Lotus 123, and Word Perfect for Windows helpful but not required. Responsibilities include: Accounts payable/receivable & general ledgers, preparation of monthly financial reports, payroll processing, typing, and general office duties. Please send resume and salary requirements to: Bookkeeper, 26555 Evergreen Rd., Suite 120, Southfield, MI 48076

BOOKKEEPER
Experienced in sales tax payroll tax preparation for small accounting service. Should file4 area. 569-4860

BOOKKEEPER/FULL CHARGE
Experience necessary, knowledge of construction & cost management a plus. Also experienced with computer accounting systems necessary. Send resume to: Box 706
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - must be experienced, payroll taxes, sales taxes, computer literate, communication skills. Call after 1pm. 353-4347

BOOKKEEPER
Need person with basic bookkeeping knowledge. Experience in billing, receivables, payables, payroll & related taxes, computer experience helpful. Call after 8am
471-4060
Corrigan Moving Systems
23923 Research Dr., Farmington Hills, 10 Mile - Haggerty Area

BOOKKEEPER NEEDED
For construction company. Must be proficient in computerized bookkeeping (Versys System)
Novi, Linda 348-4300

BOOKKEEPER/OFFICE MANAGER
for small to medium sized warehousing plant in Livonia. Send resume and salary requirements to:
P O Box 2242, Livonia, MI 48151

BOOKKEEPER/RECEPTIONIST
wholesale distributor expanding & looking for experienced bookkeeper/receptionist. Great growth potential, salary & benefits. Call Telegraph area. Call Mr. Fleischer 357-4500

BOOKKEEPERS
CLERKS
Now hiring at all levels for experience in accounts payable, accounts receivable, payroll, GR clerks etc. Why not get started now, temping for Hoosier dollars, where we help you with your placement job search? Work available with SUBURBAN FIRMS as well as DETROIT FIRMS.

CALL TODAY!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

BOOKKEEPER/SECRETARY
High gross retail company needs a Bookkeeper/Secretary for fast-paced accounting office in Farmington Hills. Person should be familiar with computers, preferably system. The ideal person will need to be detail-oriented and possess interpersonal skills. The position will require exceptional data entry skills, typing 50 + wpm accuracy. Experience with Macintosh preferred. Please send resume to:
Attn: Accounting Supervisor
PO Box 2558
Southfield, MI 48037

BOOKKEEPER - 5 years experience, must know payroll taxes, sales tax & double entry thru trial balance. Call 561-6874

BOOKKEEPING/CLERICAL
Needed for southfield CPA office. Experience with bank reconciliation and journals preferred. Benefits, fringes. 350-2600

BUSY REALTOR requires personal assistant. Bright, organized person with computer skills. Great phone voice & office experience a help. 20-25 flexible hrs. at $6.50 to start. Growth potential. Call Sherry - Underwood. 348-3000

INTERNATIONAL air freight forwarder located near Metro Airport seeks responsible full time clerical help. Call for appointment, 846-8227

CLERICAL - PART TIME
Typing, data entry, proofreading and phone work. Evenings & weekends. Ideal for students. $6-$8/hr. Birmingham location. Send resume to: Box 29-E, Birmingham, MI 48012

CLERICAL ASSISTANT
TO $300 WK. NO FEE
Great opportunity for person with 1 yr. data entry experience. Friendly Southfield office! Good benefits!
RBS ASSOCIATES AGY. 540-4630

CLERICAL
Customer service oriented individual experienced in math, reports, statistics, PC data entry, volume phone work. Must excel in people skills, organizational skills, decision making and follow-thru. Full Benefits. Please forward resume to:
ADSTRA CORPORATION
195 Inkster
Plymouth, MI 48170
ATTN: Randy Hawes
An Equal Opportunity Employer

CLERICAL - full time. General office including word processing with Windows/Word Perfect. Organization a must. 661-4343

CLERICAL PART TIME
The Sherwin Williams Company has an opportunity available for a part time (approx 24 hours/week) office clerk in our Livonia office. Excellent interpersonal & telephone skills are a must. You will provide secretarial support which will include typing, filing, answering phones, PC experience (Lotus 123) and a basic understanding of accounts receivable would be a plus. Salary $7 +/hour. Interested applicants send resume & cover letter to:
Sherwin Williams Company,
Laurel Square, 1733 Plant Road,
Drunswick, Ohio, 44212,
Attention Mark
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

OLDE DISCOUNT CORPORATION seeks clerical support persons for rapidly expanding downtown Detroit operations department. Candidates should be detail oriented, self motivated with excellent communication and organization skills. College degree preferred. Excellent opportunities for advancement. Compensation includes full benefit package. For consideration send resumes to: Human Resources Department, 751 Griswold St., Detroit, MI 48226. No calls please.

CLERICAL - fast paced environment, data entry, typing, filing, follow-up, answering phones, must know WordPerfect 5.1, Lotus 1 2 3. Mon. thru Fri. 8am-5pm. $7 an hour. Full benefits. (Mr. Engineering) 41160 Joy Rd. Plymouth 451-1270

CLERICAL • Full time position immediately. We are looking for responsible, dependable & hard working person. Benefits, 401K, overtime & weekends required. Apply in person: Doctor Shoptime, 4110 N. Telegraph, Bloomfield Hills.

CLERICAL • PART TIME
Excellent opportunity, for a career mother, to work in the corporate office of a fast paced organization, located in the Troy area. Must be experienced in word processing and switchboard operation. Ideal candidate will have flexible schedule, with ability to work 9AM-3PM, 2-3 days per week, as needed. Non-smoking office. Must pass drug screen. Interested applicants should send resume, salary requirements & a cover letter to:
Box 575, E. Big Beaver, Troy, MI 48083, Attn: H.R. Manager.

CLERICAL - Reviewing menu & attendance forms. Must be detail oriented. Mon thru Fri., 1st -15th of month. $5 per hour. Send resume to Association for Child Development. PO Box 1127, Livonia 48151. Attention Office Manager.
An Equal Opportunity Employer

CLERICAL DATA ENTRY
Immediate openings for applicants with excellent clerical & phone skills, possess a WordPerfect skills & plus Call Mon-Fri., 9-5a.m. 646-1150
An Equal Opportunity Employer

CLERICAL

We are seeking individuals for several new, well established job opportunities. If you have any or all of the following qualifications:

Receptionist/Phone Experience
Data Entry/Typing 40 + WPM
Alpha/Numeric Filing
Math Skills

One of these positions may be for you! We offer a competitive benefit package.
Qualified candidates should apply Mon. - Fri., 9am to 4pm

SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI 48334-3357

Please call our job opening hotline for information on these and other openings.
(313) 488-7JOB
If you are hearing impaired please call for assistance. 1-800-649-3777

CLERKS
Livonia company is looking for a number of clerks for data processing work. Cash handling or bank experience is helpful. 3 Day work weeks, paid training!
For appointment call OIC
Management, 478-5540

CNA - MUST BE CERTIFIED
to work in long term care, full or part time, 3 shifts. Liberty Hills Nursing Center, Royal Oak. 288-6610

COLLECTOR
National leasing company is seeking an experienced commercial collector. Detail oriented, self motivated individual. Excellent work environment. Please send resume to Collection Manager, P.O. Box 9066, Farmington Hills, MI 48333-9066

CORPORATE SECRETARY - to work for chief financial officer of large non-profit organization. Must have excellent communication skills, typing 65 wpm, dictaphone, Word Processing (preferably Word Perfect), spread sheet packages (Lotus/Excel), and knowledge of personal computers. Two years administrative experience in accounting needed. Excellent benefit package, salary $21,500 minimum. Send resume to: Personnel, P.O. Box 2030, Bloomfield Hills, MI 48303-2030.
An Equal Opportunity Employer

CUSTOMER SERVICE REP for food service broker. Must possess positive attitude & be familiar with popular computers, & telephones. Experience required. Call between 10a.m. & 3p.m.: 477-7182

Customer Service Rep
Part Time
Entry level position. Flexible hours, (approximately 20-30 hours per week) including Mon., Tues., and some holidays. This fast paced, ever changing position requires at least 2 years prior customer service experience, pleasant phone manner, typing and 10-key pad production for employee benefits, & strong clerical skills. Apply at:
Mel-Dy Enterprises
Farmington Hills, Novi, area
We can work around your schedule!
Call today for an immediate appointment

ADIA
The Employment People
442-7800

ENERGETIC TYPIST wanted for busy Birmingham law firm. Must type 55 wpm, have dictaphone experience and be familiar with WordPerfect 5.1. Call Nancy, 642-2515

ENTRY LEVEL - payroll/personnel. Southfield, payroll & related functions. Familiarity with personnel/employee benefits, & strong clerical skills. Word Perfect 5.1 helpful. Excellent benefits. $18-$20,000 Fee paid

SECRETARY - Birmingham, typing 60 wpm, knowledge of word processing, good personality & appearance, benefits. $7 50/hr Fee paid

CLERICAL - position, Southfield, typing 50 wpm, some bookkeeping, & word processing knowledge, benefits $15,000