502 Help Wanted Dental-Medical

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West Bloomfield Nursing Center, near Maple & Drake, has immediate openings on all shifts for full or part-time Certified Nursing Assistants, $7.00/hr. Must have nursing home experience. Please contact Mrs. Tell, 661-1600

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300 NIB Room 8A07 Box 0422
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We offer an excellent competitive wage based on experience.
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Part-Time.

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Call Bernice 484-0909
SNELLING PERSONNEL SERVICES

ACCOUNTING CLERK/SECRETARY, Small old-line Birmingham investment firm looking for person with accounting background and secretarial experience in finance, banking, billing or brokerage. The successful candidate will be a self-starter, team-oriented and enthusiastic. Business school or associate degree required and 3 to 5 years work experience. Excellent verbal and written communications skills, excellent word processing 5.1 skills, typing minimum 60 wpm., excellent organizational skills with good attention to detail, excellent computer skills (DOS and Lotus), interact with professionals. Competitive salary. Professional appearance and personal initiative important. Non-smoking office. 1-800-684-5943.

ACCOUNTS PAYABLE CLERK - accounts payable position available with fast paced Southfield company. Excellent math skills required. Previous AP experience & computer familiarity a must. Send resume & salary requirements to AP Clerk, P.O. Box 300, Southfield, MI 48037.

ACCOUNTS PAYABLE - responsible for all aspects of A/P. Experience with Lotus, WordPerfect & Solomon accounting software a plus. Assist receptionist with phones. Salary compensates with experience. Send resume & salary history to: Torre & Bruglio Inc. 20401 Hall Rd., Macomb, MI 48044

504 Help Wanted Office-Clerical

ACCOUNTING

We are seeking people with various levels of accounting experience who are interested in working Temp assignments while we help with the permanent job search. Assignments available now & coming in daily.

We offer: Temp - Med insurance, over time pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS PAYABLE CLERK
Experience required. Looking for a self motivated person with strong organizational & decision making skills. Must have the ability to negotiate & schedule vendor payments. Good benefits package. Send resume with salary requirements
In care of: Jeanne, Workbench Furniture, 35015 Glendale
Livonia, MI. 48150.

ACCOUNTS RECEIVABLE CLERK
with computer experience for fast paced property management firm to grow with the company. Send resume & salary requirements to:
4738 Pickering, Bloomfield Hills, MI 48301

ADMINISTRATIVE ASSISTANT/
full time. Must have 3 years experience. A take charge person with top notch secretarial/word processing skills (WordPerfect 5.1), accounting/billing background and strong interpersonal skills. Supervisory experience a plus. Beautiful offices serving top executives - Big Beaver Road in Troy. Be prepared with resume and call for appointment 880-6602

ADMINISTRATIVE SUPPORT
Person for immediate position. Computer experience with Word Perfect 5.0, General business experience required. Filing, telephone, accurate typing including numeric. 8:30-5pm, Mon.-Fri., Farmington Hills area. Mrs. Curles, 655-6310

ADMINISTRATIVE/SECRETARIAL
Major brokerage firm seeking administrative assistant. Office experience necessary. Call
Jenny Davis: 358-7020

ADMINISTRATIVE ASSISTANT
20-30 hours weekly. Typing, computer, people skills. Professional consulting firm, Telegraph-13 Mile. Call Ms. Schneider at 540-3037

ADMINISTRATIVE ASSISTANT
Full time. Send resume to:
The Community House,
380 South Bates, Birmingham,
MI, 48009, attention Personnel

ADMINISTRATIVE ASSISTANT
career oriented, non-smoking, excellent clerical, bookkeeping & computer skills required. Resumes to: Office Manager, North American Pension Services Limited. 26211 Central Park Blvd., Ste 300, Southfield, MI 48076-4156

ADMINISTRATIVE ASSISTANT
Expanding leasing company is in need of a clerical position entailing phone contact & insurance documentation. Salary and fringe benefits commensurate with experience. Write to: Box 374,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Your valuable secretarial administrative background pays off. Client needs WordPerfect 5.1, MicroSoft works & Lotus skills for long term assignment, dictation a plus.
Call for appointment today

Future Force
528-8454

ADMINISTRATIVE SECRETARY
Consulting firm in Plymouth has an opening for an administrative secretary to prepare correspondence, reports and proposals, perform light bookkeeping and other various office duties. Must type 60wpm, proficient in WP w/windows and have excellent written/verbal communications skills. Excel 4.0 experience a plus. Send resume to Recruitment Coordinator, P.O. Box 2188, Toledo, OH 43603.
An Equal Opportunity Employer

ADMINISTRATIVE SUPPORT

- Receptionist
- Administrative Assistants
- Word Processing Secretaries
- Permanent/Temporary available

Come apply Today. Please call for information.

WOLVERINE STAFFING

358-4270

ADVERTISING SUPPORT
Clerical help needed in fast paced corporate marketing department in Novi. Computer knowledge & strong organizational skills important.
Call John: 347-1000

ADVERTISING SECRETARY
Major advertising agency has challenging position for experienced secretary. Harvard Graphics a plus. $9/hr. Call Sally at 646-7661
Uniforce Temporary Services

Ann Arbor Mortgage Company Seeks:
Collections Specialist
Previous collection experience necessary. Good oral & written skills. Ability to handle variety of tasks.

Servicing Accountant
BS Degree in Accounting & experience required. Good analytical & documentation skills. Detail oriented. Previous auditing experience a plus.

Various clerical positions available, entry level and experienced, full time, good benefits.

Send resume to:
Personnel Administrator
315 E. Eisenhower, Suite 12
Ann Arbor, MI 48108

APARTMENTS UNLIMITED/NOVI
Full time marketing associate (receptionist) requires highly organized, enthusiastic, articulate and ambitious person. Word Processing & excellent phone skills a must. Call Mary, 10am-3pm at 1-800-777-5616
An Equal Opportunity Employer

Warranty Claims Administration
Position available in auto dealership for individual to assist in processing claims and other related duties. Experience in similar position and/or dealership accounting desirable. Data entry prerequisite. Contact James Thorpe at Varsity Ford for interview. Telephone 996-2300.

AUTO BOOKKEEPER
Anderson's Sales & Service is looking for an experienced Auto Bookkeeper that can keep up with the fast pace. If you are an ambitious hard working individual, we have the perfect position for you. Excellent pay & benefits. Call Nancy656-2300 or Fax 313-656-8538

BILLER NEEDED
Westside car dealership needs a new/used car biller. Experience preferred, but will train right person. Please call 534-7200.

AUTOMOTIVE POSITION
New highline automobile dealership in Farmington Hills has position opening for greeter/receptionist/switchboard operator. Must be mature, personable, & outgoing. Duties may also include data input & cashiering. Call for appointment, 471-2220.

BILLING AND PAYROLL CLERK
Must have at least two year's experience in accounts receivables, payroll and billing; knowledge of computers necessary; understanding of medical insurance helpful. Full or part time. To apply send resume to:
H. Levendovsky
United Home Care Services
2200 Canton Center Rd., #230
Canton, MI 48326

BILLING CLERK, full-time. Must have data entry & word processing experience. Start immediately. Mature, dependable, reliable, self starter a plus. $7 an hr. + benefits. Send resume to: Billing Manager, P.O. Box 700204, Plymouth, MI. 48170.

BIRMINGHAM LAW FIRM - Experienced secretary for senior partner. Accounting background necessary. WordPerfect 5.1, time slips, Onewrite Plus preferred.642-1330

ASSISTANT BUYER SECRETARY
Headquarters, national multi-plant company. Requires experience in word processing, number skills, and telephone contact. Compensation dependent on capabilities. Send resume or contact Mr. Buck, Lifetime Doors, 30700 Northwestern Hwy., Farmington Hills, MI 48334.
851-7700

ATTENTION EXPERIENCED

WORD PROCESSORS
With excellent typing skills.

DATA ENTRY CLERKS
With 10,000 kph per hr.

INSIDE SALES REPS
With experience & excellent communication skills.

Above needed for downtown Detroit area. Call today for your personal interview.

OLSTEN
Temporary Services
Detroit
962-9850
EEO No Fee

AUTO DEALER CAR BILLER
Dealership requires individual experienced in preparation of documents for licensing, titling, and financing automobiles. Contact Mr. Thorpe at Varsity Ford, Ann Arbor, 996-2300.

FULL CHARGE BOOKKEEPER/secretary. Experienced with strong computer & organizational skills & be self motivated. Please send resume to: Bookkeeper, PO Box 250484, W Bloomfield, MI 48325

FULL CHARGE BOOKKEEPER
Through trial balance. Experience with computer & Lotus 123 a must. Supervise small staff. Reconcile banks, prepare sales taxes. Non smoker. Wholesale distributor.
Resume to: Attn. Personnel, 27150 W. 8 Mile, Southfield, MI 48034

BOOKKEEPER - Data entry, part time position in Farmington Hills. Payroll taxes, general ledger, DBASE, WordPerfect & DOS experience required. Resumes to: 31800 Northwestern Hwy., Ste. 204, Farmington Hills, MI 48334

BOOKKEEPER - for large apt. community, must have minimum 1 yr. experience with computer bookkeeping, competitive salary & excellent benefits. Resume must include salary requirements. Send resume to: Crossings at Canton, 8375 Honeytree Blvd, Canton, MI 48187

BOOKKEEPER - FULL CHARGE
Small growing retail chain, based in Troy, seeks full charge bookkeeper. 3-5 years bookkeeping experience required including accrual accounting and inventory. Extensive experience on SOLOMON essential. Competitive starting salary. Opportunity for advancement. Send resume: Tool Warehouse Inc., 3250 W. Big Beaver, Su. 119, Troy, MI 48084, Att: Personnel Manager
An Equal Opportunity Employer

BOOKKEEPER PART-TIME
Farmington Hills Real Estate Development and Property Management Firm has opening for experienced Bookkeeper to assist with Multi-property portfolio including accounts receivable, accounts payable, payroll & financial statements. We are fully computerized and use WordPerfect, Lotus and LIBRA. If you want to work hard and still have fun at the office, send resume to:
CERTIFIED REALTY, INC.
Attn: Ronald Boraks
38345 West 10 Mile Rd., Ste. 300
Farmington Hills, MI. 48335

BOOKKEEPER SECRETARY
Full time. Auto dealer has an immediate opening for an experienced auto biller, payroll, taxes, computers, posting/balancing of general ledger. Non smoking office in Madison Heights. 9am-5pm 585-9731

CLERICAL ASSISTANT/part time needed for growing investment firm to work 1-2 days/wk. Duties include typing, filing, & special mailings. Send resume & available hours to: Director-Client Services, P.O. Box 3144, Southfield MI 48037

CLERICAL/CUSTOMER SERVICE - Entry level, position for automotive publisher located at Crooks & I75 area. Requirements include strong telephone & math skills, some computer knowledge desired. Excellent benefits. Send resume to: Customer Service-DK, 5800 Crooks Rd., Suite 200, Troy, MI 48098

CLERICAL
Entry level opportunity for a professional individual to work in our Plymouth headquarters Visual Department. Candidate must be proficient on WordPerfect, Lotus & Macintosh. Minimum of 2 yrs. previous clerical experience. Accounting course work is a plus.
Please call 451-5227

Winkelman's
An Equal Opportunity Employer

CLERICAL - Good typing skills required for position in fast-paced highly service-oriented department. Duties include but not limited to typing, computer entry, talking with clients. Full time position. Southfield location. 355-4400

CLERICAL
Long term temporary positions in the Bloomfield Hills & Troy areas. $5.25-$7.50. Call for appointment
NO FEES E.O.E. M/F/H
EmploymentGroup
583-1919

CLERICAL
Long term clerical jobs in Livonia. If you have any of the following please call for an interview.
- FILING
- LIGHT TYPING
- 10 KEY

Starting pay is $5.15 per hour.
NORRELL SERVICES 953-8748
EOE/Disabled Welcome

CLERICAL
Southfield area co. has openings for Clerks, 10 Key Clerks & Data Entry Clerks for 2 mos. project. 300 people needed. Excellent pay. O/E Management, 528-8100

clerical
WORD PROCESSORS
Experience with any of the following software packages:
- Display Write IV
- Lotus 1-2-3
- MultiMate
- Wang
- Word Perfect

Type minimum 50wpm. Excellent pay and locations. For interview call:
TempExchange
332-8000
Bloomfield Hills

CLERICAL WORK IN SOUTHFIELD

WORD PROCESSORS
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY

Call to set up appointment to find out how you can win cars, trips, shopping sprees & more!
TODAYS TEMPORARY
649-2936

CLERK/WORD Processor, experience required. Apply in writing to: Gunnar, Birkerts & Associates, Architects, 292 Harmon, Birmingham, MI 48009

RAPIDLY EXPANDING Detroit based corporation has an opening for an assistant to our Branch Office Facilities Coordinator. High visibility job involves assisting with:

- Branch office layout and furnishing
- Working with staff and outside contractors
- Purchasing and importing of furnishings
- Coordinating auto fleet
- Some travel to branch locations

Candidates must be aggressive, diligent, and hard working, and possess good organizational and communication skills. College degree preferred. For consideration, send resume in confidence to:
Human Resources
P.O. Box 779
Detroit, MI 48231

CLERICAL
Part-time Receptionist and office administrative positions currently open for energetic, personable applicants. Must be comfortable with multi-line phone work. Some typing and bookkeeping skills preferred. Must be flexible and able to work 20-25 hours per week for busy Troy real estate office. Call Robin at:
737-6800

CLERICAL SUPPORT
Detroit financial corporation seeks a clerical support individual. Candidates should possess data entry experience, a minimum typing speed of 40 wpm and general clerical knowledge. This position is full time with complete benefit package. Please send resume to:
Clerical Support
P.O. Box 779
Detroit, MI 48231

CLERK/TYPIST - attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage, $4.50/hr. with regular increases. 855-6582

Collections
LOAN COUNSELORS
We are seeking individuals with excellent writing & verbal communication skills, good math aptitude, & previous collection experience. Responsibilities will include handling outbound & inbound calls from mortgagors throughout the country regarding delinquent accounts. Individuals must be available to work evening shift if required. Qualified candidates should send a resume or apply in person Mon-Fri, 8am-4pm.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

COMMERCIAL LINE CSR to handle $2.5 million dollar book of business for agency principal. 5 years minimum experience. Agency is 100% automated, 100% transactional.
Call 10-4pm 354-6110

COMMERCIAL SALES ASSISTANT
Stanley Steemer, the nations leader in carpet & upholstery cleaning is looking for an enthusiastic & sales oriented individual to assist our commercial sales representative in servicing our commercial customers. Great opportunity for the right person. Please call Eileen at:
348-4400

COMPUTER ENTRY
Immediate long term opening for your attention to detail and 8,000 keystrokes. Accounts payable/receivable a plus. To $7.50/hr. to start. Call Dana 646-8500
Uniforce Temporary Services

CONTROLLERS ASSISTANT
Growing manufacturer looking to expand Accounting Dept. Seeking highly motivated individual with at least an Associate Degree & 3 years accounting experience. Resume to Personnel, 23660-A Research Dr., Farmington Hills, MI 48335.

CUSTOMER RECEPTIONIST
Major international corporation needs your computerized switchboard and voice mail experience. To $8/hr. Call Rene at 473-2934
Uniforce Temporary Services

CUSTOMER SALES REP
Stanley Steemer Carpet Cleaner is seeking employment for an energetic, friendly individual to answer phones & assist in minor office operations. Public relations a plus. Please call. 348-4400

CUSTOMER SERVICE/SALES/GENERAL OFFICE
Local company looking for aggressive, energetic, career minded individuals. Must be self confident & have good telephone skills. Advancement potential, salary + Commission + benefits + paid vacations. Call Tues. - Fri. ONLY after 1 pm ONLY. Ask for Pat 557-6506 Or fill out application at 37300 Southfield Rd.

DATA ENTRY CLERK
Part time, good organizational skills required. Contact Supervisor
591-0847

DATA ENTRY CLERK
Individual good with numbers needed for data entry at national offices of multi plant manufacturer. Good telephone voice & manners, along with proofreading required.
Please call Mrs. Sharp for interview.
851-7700

DATA ENTRY - Immediate full time. Specialty health care benefits company in Southfield. Experienced. Medical/Podiatry background preferred. Resume/Salary to: P.O. Box 760547, Lathrup Village 48076-0547

DATA ENTRY OPERATORS
We need you now! We are working with several corporations to assist with their long-term temporary needs. Positions open in Farmington Hills, Westland, Oak Park and Troy. Turn your production speed alpha and numeric data entry skills into a top dollar opportunity. Lotus or WordPerfect background helpful but not essential.
473-2111
N S SERVICES

BE OUR VALENTINE

Talented, dependable, experienced employees needed:
- Word Processors
  - WordPerfect
  - Microsoft
  - MultiMates
  - Lotus
  - Excel
- Data entry
- Switchboard Operators
- Typists (50wpm+)

Long/short term. Full/part-time positions. Call today!
TEMPORARY RESOURCES
737-1711

DOWNTOWN DETROIT business law firm seeks paralegal with 2 yrs. or more experience in litigation & collections for part-time, 3 day a week position or possible full-time. Experience essential. Send resume to: Director of Administration, Berry, Moorman, King & Hudson, 600 Woodbridge Place, Detroit, MI. 48226. No phone calls please.

ENTRY LEVEL Clerical position open to someone who has computer skills with working knowledge of WordPerfect, along with typing. Full time. Must have ability to handle fast paced office atmosphere. Send resume only to: Multi Bank Securities, Inc. 28411 Northwestern Hwy. Southfield, MI 48034

GENERAL OFFICE ACCOUNTS RECEIVABLE

Building materials distributor has an opening for general office & Accounts Receivable. BA or Associates degree in business or a minimum of 5 yrs. experience required. Must have strong PC experience. Excellent benefits, non-smoking office. Send resume & income requirements to:

Box 328
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150