## 500 Help Wanted

**RED WINGS**
Seeking good people to usher. Paid position. Joe Louis & Cobo arenas. Call Mon.-Fri. 6-9pm, 396-7845

**RESIDENTIAL CONSTRUCTION LABORER**
Clarkston area. $6 an hr. Call. 644-5968

**RESIDENT MANAGER** Needed for apartment complex in Plymouth. Full duties. Send resume to: 24400 Northwestern Hwy., Ste. 203, Southfield, 48075.

**RESIDENT MANAGER** for office at Waterford apartment complex, must have 2 years experience in property management. Apartment & utilities included. Send resume & salary requirements to: 24700 W. 12 Mile, Southfield, MI 48034

**RESIDENT MANAGER** needed for luxury apartment complex in Ann Arbor. 1 year of leasing experience required, residence management experience a plus. Send resume & salary requirements to: Resident Manager, 6443 Inkster Rd., Suite 270, Bloomfield Hills, MI 48301

Retail Management

**BRANDED FOR SUCCESS**

Arbor Drugs is looking to rope in some Assistant Retail Managers who know what it takes to get the job done. If you've had a hand in retail management, or have had schoolin' in a college setting, Arbor would like to make your acquaintance.

Take a gander at our continuous growth, solid financial performance and extensive paid training program. You'll also take a likin' to our strong promote from within policy coupled with comprehensive benefits.

If you have retail management or college experience and an entrepreneurial spirit that can keep up with our fast-paced and demanding environment, please forward your resume to:

ARBOR DRUGS, INC.
Human Resources Department
P.O. Box 7034
Troy, MI 48007-7034
(313) 637-1660

An Equal Opportunity Employer

**RETAIL SPORTS TO $23K**
Get the feeling of new Nikes. Major pay & benefits. 2 yrs. college or retail required. Fast advancement.
UNITED PERSONNEL 552-9682

**ROUTE DRIVER** Trainee - $475/wk. 524-1500
Personnel Data Report

**SAFETY & SECURITY MANAGER** - Immediate need. Responsibilities - accident & health hazard compliance with Michigan Statues & OSHA Regs.; Coordinate safety programs; liaison with sub contractors, maintain budget, develop construction site security & I.D. methods, BS degree & 10 yrs experience.
Fax: 419-621-1114 or 313-591-5994

**SAFETY & SECURITY MANAGER** - Immediate need. Responsibilities: accident/health hazard compliance with Michigan Statues & OSHA Regs.; Coordinate safety programs; liaison with sub contractors, maintain budget, develop construction site security & I.D. methods, BS degree & 10 yrs experience.
Fax: 313-591-5994

**SALES-CASHIER-STOCK PERSON** Needed part time at Timberland Lumber company at 42750 W. 10 Mile, Novi. 349-7300

**SALES ENGINEER/Administrator.** Successful automotive plastics firm seeking sales engineer/administrator for Tier One accounts. 2 yrs. experience w/BS degree in engineering or business preferred. Must have good communication skills w/ knowledge of WordPerfect & Lotus helpful. Some travel, late model car necessary. Resume to: Box 338;
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**SALES ORDER DESK**
Manufacturer/distributor of construction products has immediate opening. Candidate must have construction knowledge & experience taking customer orders by telephone with excellent organizational & clerical skills. Individual will take customer orders, order inventory, maintain inventory records, manufacturing records & shipping files. Position requires excellent telephone skills & ability to stay organized in a very busy environment. Send resume to: John D. Schifleneder, 12658 Richfield Ct., Livonia, MI. 48150.

**SALES & SERVICE** Co-ordinator/Receptionist. Mon thru Fri. 9-5pm. Professional for Aveda Concept Salon. Call. 313-669-3130

**SAVINGS SUPERVISOR**
Busy Southfield based branch seeks an individual with at least 2 yrs. experience as a head teller or supervisor to manage a staff of 8-10 employees. Ideal candidate will be comitted to customer service, have strong public relation skills, and previous experience with on-line systems. Please send resume to: Franklin Bank, Personnel, 24725 W. 12 Mile Rd., Suite 210, Southfield MI 48034. All perspective new hires will be tested for substance abuse.
EOE

**SEAMSTRESS** - 25-30 hours per week, cutting, sewing & alterations. Experience a plus, but not necessary. Royal Oak 545-9944

**SEASONAL LABORER**
The City of Garden City is seeking qualified black and other minority applicants as well as white applicants for employment without regard to race for the position of Seasonal Laborer in the City's Department of Public Services. The City of Garden City, an equal opportunity employer, does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This position will pay $5.25 to $5.50 per hour. This position may only work between April 1 and October 15. Applicants must be at least 18 years old and have a valid driver's license meeting minimum qualifications; CDL preferred but not required. Complete job description and driving requirements available at City Hall. Applicants must present a valid driver's license at time of application.

Applications available and taken in person only at City Hall, 6000 Middlebelt Road, Garden City, MI, during regular business hours February 22, 1993 until March 26, 1993. After March 26, 1993 and until further notice applications will be accepted to fill positions on an "as needed basis" only.

**SECURITY GUARDS** - needed. If you're between 18-21 years old and live in Wayne County (not Detroit) Call 484-1860
An Equal Opportunity Employer

**AUTO DEALER**
Expanding service department is looking for an entry level service advisor. Good opportunity for growth & advancement in the company. Some knowledge in automotive repair helpful. Contact:
Joe Acherza: 583-7780
Troy Ford Truck Center

**EXPERIENCED** Heating & Cooling Service technician for residential. Must have positive attitude and be aggressive. We offer health insurance, profit sharing, looking for long term relationship. If you qualify please call ask for Hope, 661-5830.

**SERVICE PERSON NEEDED**
For water heater and boiler installation and service. Plumbing & service experience preferred. Please send resume & salary requirements to: Po Box 991, Novi, MI 48376-0991

**SERVICE TECHNICIAN**
2 yrs. experience repair - maintenance, machine shop equipment including CNC. To $45,000. 473-7210
Steven J. Greene Personnel

**SERVICE TECHNICIAN**
Experienced with auto mechanics & customer service. Deal with clients on phone & advise. Call
ADIA PERSONNEL
525-0330

**SHINGLE ROOFERS** - Experienced, new work, residential, must have own truck & equipment. Call Mon.-Fri., 10am-4pm 351-9050

## 500 Help Wanted

**CONTINENTAL SECURITY** - is growing. We are looking for full time & part time security officers. No experience required. Applications accepted Tues. thru Fri., 9am to 3pm. Come grow with us. Continental Security Services, 30800 Telegraph, Suite 1301, Birmingham MI 48010. 642-8153

**Security Officers**
**TROY AREA**
Immediate openings for full time security officers. Must be 21 years old, have a valid Michigan driver's license and able to work all shifts. We offer premium wages, health benefits and room for advancement. Starting pay $5.50. APPLY IN PERSON. NO TELEPHONE CALLS.
OAKLAND MALL
I-75 AND 14 MILE ROAD
SUN. FEB. 28, 11am - 3pm

**SHEET METAL SHOP**
Working Foreman for press brake operations for custom fabricating of metal wall panels. 1090 Chicago, Troy. 588-4710

**SHIPPING/RECEIVING/Light maintenance.** 20 hours per week. $6 per hour. Apply: Rittner Products, 150 Elizabeth, Rochester, 2nd floor. For more information 651-1333

**SHIPPING & RECEIVING**
Redford manufacturer has full time position available in shipping & receiving.
Candidate should be familiar with UPS procedures, have neat hand writing & good math skills. Delivery experience helpful. Duties include: shipping, receiving, packaging.
Call 2pm-4pm & leave message: 535-5959

Shoe Sales
**SIBLEY'S SHOES HIRING NOW FOR NEW STORE**
Michigan's Largest Florsheim Dealer is hiring part-time help for our new store OPENING SOON IN WESTLAND CENTER. Experience desired but willing to train bright persons. Apply in person to: Jeff Hutchins, Sibley's Shoes, Westland Center.

**SHOWROOM CLERK**
J & L Industrial Supply Co. is looking for an outgoing, self-motivated individual with experience in industrial tools. The successful candidate must be willing to pull orders, assist with customers, stock work and process orders. Please call Tom Passananti, 458-7000 ext. 5230

**SOCIAL WORKER PART-TIME**
State license necessary. Minimum Bachelor Degree. Flexible hours. Small case load & public relations. Mail replies to: B.W., 29482 W 10 Mile, Farmington Hills, MI 48336

**SPORTS MINDED**
TO $23,000/YR.
Will train persons seeking retail career. College or Sales experience a plus. Full benefits. Employment Center Inc. Agency. 569-1636

**START WORK TODAY**
Large National Corporation needs warehouse help. Long term. All shifts open.
ARBOR TEMPS 459-1166

**STOCK CLERK/COUNTER SALES**
Contractors store for underground sprinkler materials needs motivated, detail-oriented persons for part-time work. Duties include counter and phone sales, inventory control and deliveries. Must have good driving record and math aptitude. Apply at: Wittle, 30650 W. Eight Mile Road, Farmington Hills.
An Equal Opportunity Employer

**STORE** Manager Trainee - $475/wk. Salary, Bonus, Benefits 524-1500
Personnel Data Report

**SURFACE GRINDER**
Minimum 3 years experience in H55 form grinding. Math skills a must. Benefits. 684-5600

**SWIMMING POOL ATTENDANTS** - Novi/Northville area. Must be available May 19 thru Labor Day. Over 18. Call for appointment. 349-9077

**TARUS OPERATOR**
**BORING MILL OPERATOR**
**GUNDRILL OPERATOR**
Nights 664-5419

**TAX PREPARER**
5 years experience in preparation of individual returns, full or part time. Send resume to: 3000 Town Center, Suite 2050, Southfield, MI 48075

**TEACHER ASSISTANT**, part time, for child development center. Experienced or education in early childhood required. Mail resumes to: Gibson School, 12925 Fenton Rd. Redford, MI 48239

**TEACHER ASSISTANT** positions available. Quality Livonia child care center looking for warm caring individuals to work with 2-5 year old children. Experience and education required. 427-0900

**TEACHER** needed for West Bloomfield learning center, part time. Candidate must be secondary certified and possess strong math skills (Alg., Geo., Trig.). 737-2880

**TEACHERS/ASSISTANTS**
Needed for preschool & lower elementary age children, experience a must. Full/part time positions available. Private setting, Oakland County area. 661-3630

**TEACHER WANTED**, Part time, with degree & experience in early childhood education (Oakland county). Call Computertots: 464-1776

**TECHNICAL INSTRUCTOR**
Silicon Graphics is a progressive company that designs, manufactures & markets high performance servers & 3D graphics workstations. We are looking for a seasoned Technical Professional to teach the full spectrum of UNIX based systems administration courses in our Farmington Technical Education Center. As a contractor to SGI, the successful candidate will have extensive experience as a Systems Administrator in UNIX, as well as an instructional background. Teaching experience in SGI Graphics Programming Language & TCP/IP-FDDI Network Protocals are a definate plus. Please forward resumes to: Silicon Graphics, 24155 Drake Road, Farmington, MI 48335, attention Human Resource INST
An Equal Opportunity Employer

**TECHNICAL SALES SUPPORT**
Must have computer experience, good telephone, typing & organizational skills. Some telemarketing, sales follow-up. Call between 9-4 for an appointment 487-5400

**TECHNICAL SUPPORT REP** to provide phone support for an EDI software co. DOS & Modem knowledge required, Unix helpful. Send resume & salary requirements to: Box 382,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**TELECOMMUNICATIONS**
$70 Billion industry needs self-starters to sell or manage part/full time. Serious inquiries only. 362-9543

**TELEMARKETER NEEDED**
for insurance office in Farmington Hills area. Evening hours. Ask for Jim or Suzette: 476-3810

**TELEMARKETERS** - National company needs experienced telemarketers to make appointments from our TV leads. No selling, no cold calling, only calling people who have responded to our advertising. Hourly salary, bonus program & Blue Cross. Must be able to work days & evenings. Westland office. Call Mrs. Wilson: 729-4310

**TELEMARKETERS WANTED:**
Full and Part-time.
Day and Evening Hrs.
Call John, 313-442-4931

**TELEMARKETERS** Earn hourly pay plus commissions. Must be experienced. Part-time, 2 shifts available. Call Angela for appointment: 525-3700

**TELEMARKETER** to work for small business in downtown Plymouth. Responsibilities include: followup calls on estimates, cold phone sales & leads, 3-9PM, Mon.-Fri. 10-4PM Sat. Wages starting $5 per hour. Call Tues. Feb 23 ONLY. 416-5425

**TELEMARKETING**
Experienced, $7/hr.
Evenings & Saturday
729-5628

## 500 Help Wanted

**TELEMARKETERS**
**$6 HOURLY PLUS**
Retirees, students, evening positions available in our plus Livonia offices. If you are enthusiastic, don't mind talking on the phone, then you need to call us for a personal interview, at 422-4527

**TELEMARKETING** - Personable, self-directed individual needed 2 days a week. Positive attitude. Strong phone skills a must. Submit resume to: Fran Klinger, 25000 W. 10 Mile, Southfield, MI., 48034.

**Telemarketing** - $5-$8/HR TO START. Full time & part time. Career growth with industry leader, training available, scholorship program for high school students. Mr. Griffin 380-1700

**TELEMARKETING**
**EXCELLENT OPPORTUNITY**
25 yr. old company, looking for experienced telemarketers, full time, $8/hr. to start, plus bonus & benefits. For interview call, 332-2930, ask for Steve.

**TELEMARKETING**
Here's an opportunity for you to make great money working out of a location right in your area. Permanent part time. Flexible hours. Paid training. No selling. Call Tuesday, February 23, between 9am-1pm. CP Studios. 659-5358

**TELEMARKETING**
Immediate positions available working on a major fund raising campaign in the Southfield area. You will [illegible] able to work 9am - 5pm or 1:30pm to 9:30pm Monday thru Friday. Must have excellent phone manner & communication skills. Prior sales experience helpful. Call today.
SOMEBODY SOMETIME
18320 Middlebelt
477-1262

**TELEPHONE INTERVIEWER**
Supplement your present income by working part-time in the Livonia office of a national consumer research firm. We offer evening & weekend hours with no sales involved. Applicants must possess excellent reading skills & a clear voice. Light typing & some computer experience is necessary. Starting salary $6/hr. Call 1-4pm 421-6320

**TELEPHONE RESEARCH** position in Birmingham, interesting consumer opinion work. Day time, evening & weekend hrs available. Join our team. Give us a call. 540-5332

**TELEPHONE WORK** - part time, 5pm to 9pm weekdays, 9am to 1pm Saturdays from our Livonia office. No sales involved, good job for students & retirees, flexible scheduling available. Call 10am to 8pm on weekdays or 9:30am to 12:30 on Saturdays, 525-5200.
An Equal Opportunity Employer

**TELLER/SERVICE REP**
part to full time. FISERV Galaxy 2000 knowledge a plus. Resumes to Credit Union Personnel Dept., PO Box 227, Southfield, MI. 48037

**TELLERS WANTED**
Opening for 2 part time persons. Experienced only need apply. Apply in person only, between 10-4pm, at: St. Cletus Credit Union, 26256 Ryan Road, Warren. (No phone calls).

**TENORS & BASSES**
Immediate opening in professional church choir. Highest pay in Metropolitan Detroit. European travel. Call 885-4841

**TERRITORY REP - $760/WK**
Salary, Bonus, Expenses
Call - 524-1500
Personnel Data Report Agency

**THE BENCHMARK OUTDOOR OUTFITTERS** has the following positions open:

INVENTORY CONTROL
Shipping, Receiving & Data Entry. Computer experience required. Knowledge of outdoor equipment & clothing helpful. 30-40 Hrs. per week, flexible schedule.

ASSISTANT MANAGER
Retail experience/knowledge of outdoor equipment necessary. 40 Hrs. per week; will include nights & weekends.

FULL & PART-TIME SALES HELP
Knowledge of outdoor equipment & clothing required. 20-40 hrs. per wk., flexible schedule.

FLY FISHING SALES HELP
Must be experienced Fly Fisher & Tyer. 15-40 Hrs. a week, flexible schedule.

CONTACT:
PAUL GOODMAN OR TOM SHINN
477-8118
(Mon. thru Fri., 10am-9pm)

**TIME STUDY**
A Livonia-based company seeks a time study & methods person for part time employment in a production setting, excellent opportunity for retired person. Send resume/letter to: Time Study, PO Box 9531, Livonia, MI, 48151-9531

**TOOL & DIE MAKER**
Journeyman tool & die maker with 3 yrs. experience in wire forming. Must be familiar with Trog Dies. Contact At Cantrell, Pivot Manufacturing, Mon.-Fri., 8:30am.-4:00pm. 531-7500

**TOW TRUCK DRIVER**/Experienced Clean driving record for 5 years. Must have health card & chauffeur or CDL. 585-0033 or 545-1914

**TRAINED DIRECT CARE STAFF**
Needed for part-time for small group home in Dearborn Hts area. Must be fully WCLS/MORC trained. Current in CPR/first aid. High school graduate or GED. Call 9am-5pm at: 569-4929

**TRAVEL AGENCY** - Sabre trained Agent, part time/full time, 3 years minimum experience Corporate & Vacation. Call Linda 615-5557

**TRAVEL AGENCY** full time entry level Delivery Person/Support Agent Trainee. People skills top priority, typing, good telephone voice, hustler. Transportation provided. Salary, benefits. Call Linda 615-5557

**TRAVEL AGENT** - minimum 2 yrs experience. Seeking independent agent, versed in all phases of travel; Sabre preferred. Friendly working environment with growth opportunity. Resume to: C. Feinberg, 28740 Franklin Rd., Southfield, MI.48034

**TRAVEL AGENT**
Part-time leisure agent for busy Birmingham office needed immediately. Apollo/Worldspan required. Excellent benefits. Call Phyl: 646-8700

**TREE TRIMMERS**, Spray Applicators, Grounds Maintenance personnel. Starting pay $7-$10 per hour, for experienced qualified applicants. Excellent medical benefit package available. Applicants must possess a valid drivers license & good driving record. Call Mountain Top/Green Ridge Tree Co., Mon thru Fri.,8am-10am. 349-1870

**TRUCK DRIVER**
Expanding company is looking for an experienced Truck Driver. Qualifications are: 3 yrs. experience, CDL license & references. Good benefits with competitive wages. Apply in person: GDM, 8301 Ronda, Canton.

**TRUCK DRIVER** - Some mechanical experience helpful. Should be in good physical condition. Call or apply in person, ask for Mark or Jim. Nobles Landscape Supply, 29450 W. 8 Mile, Farmington 474-4922

**VALET PARKING ATTENDANT**
Will train. Hourly + tips. Locations at Grosse Pointe, Troy, Dearborn, plus many others. Contact Mr. Hirsch after 12 Noon, 354-5910

**WAREHOUSE & DELIVERY** person needed. Electrical experience required. Shipping, receiving & electrical repair. Send resume to: PR, 30733 W. 10 Mile Rd., Farmington Hills, 48336. No phone calls please.

**WAREHOUSE HELP**
Part time afternoons, Mon. thru Fri. Shipping, receiving and maintenance. Call for interview. 544-4141

**WAREHOUSE WORK**
• Full Time/Steady
• Must have transportation.
• Wixom area.
WE ARE BUSY!
WOLVERINE STAFFING
358-4270

## 500 Help Wanted

**WATER AND SEWAGE PLANT TRAINEES**
Paid program. High School diploma Grads 17-34 willing to work. Local interview available. Call TODAY:
1-800-922-1702

**"WE ARE LOOKING FOR A FEW GOOD AGENTS"**
Full/part time
9 locations
Worldspan Experience Preferred
Send resume to
Elliott Travel & Tours
44 East Long Lake
Bloomfield Hills, MI 48304
Or Call (313) 258-1550
ATTN: Carolyn

**WELDERS**
for light gage custom sheet metal shop. MIG, TIG, ARC, & 2 yrs. experience required. Good pay & benefits. 272-5201

**WELDERS - MIG TYPE**
Romulus area. Apply in person between 9am-1pm. 14211 Harrison, or call til 1pm 941-4379

**WE WANT YOU**
AMBITIOUS? CONSCIENTIOUS?
We will train you and start you on long term, high income career in real estate.
Call John Balfuss, Livonia
REAL ESTATE ONE
261-0700

**WIRERS**
Entry level positions open with Farmington Hills company. Must have experience with panel/control wiring, excellent soldering skills and ability to read skematics.
To schedule an appointment call:
TEMPEXCHANGE
[illegible]

**WYNDHAM GARDEN HOTEL**
Banquet Servers/Houseperson
Competitive Wages
Experience Necessary
Apply Within
42100 CRESCENT BLVD.
NOVI, MI 48375
(313) 344-8800
ASK FOR: Thomas Belanger

**XEROX KEY OPERATOR**
Now hiring full time, first & second shifts. Experience preferred, but will train qualified applicants. Apply in person at: Kinko's, 5001 Woodward, Detroit.

**$6-$8 PER HOUR**
Nation's largest home cleaner. No evenings or weekends. Car necessary. Paid vacation & holiday, dental, legal in 6 mos. 471-0930

## 502 Help Wanted Dental-Medical

**ACCEPTING APPLICATIONS FOR** Certified Nursing Assistants Presbyterian Village of Redford. 17383 Garfield. Call Marilyn 531-6474, ext. 34

**ADMINISTRATIVE ASSISTANT FOR RECEPTION AREA**
Excellent opportunity for experienced dental receptionist in quality-oriented specialty practice. For applicants with extraordinary enthusiasm, initiative & professional expertise & demeanor, salary can range $20,000 to $30,000 annually.
Call: 357-3101

**ATTENTION RDH/CDA**
Immediate openings for dental professionals. Must have at least 2 yrs. experience. Call today: Dental International, Inc.: 313-357-5724

**BOOKKEEPER**
Experience with computers, collections, insurance billing. Full time. Send resume to: Box #312
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**BUSY CHIROPRACTIC OFFICES**
In Oak Park/Troy looking for energetic person to work at both locations Mon., Wed & Thurs., 12 noon-7PM and Sat. 8:30AM-12:30PM. Call Felise at 548-4600

**CERTIFIED NURSE AIDE**
Skilled nursing facility in Livonia, all shifts available. Apply in person at: Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Mon. - Fri., 9:20-4:30 PM.

**CHAIRSIDE DENTAL ASSISTANT**
Full time. Over 3 years experience. Inventory control, computer experience preferred, Rochester area. Ask for Donna, 652-3663

**CHIROPRACTIC ASSISTANT**
Looking for an individual seeking a long term permanent part time position in a busy Chiropractic Clinic. Mon., Wed., & Fri., 2:45PM-7:30PM. Clerical skills necessary. Computer knowledge helpful. 27527 Joy Road, ½ block W. of Inkster. 522-5501

**CLAIMS ANALYST**
M-CARE
The University of Michigan Medical Center's HMO, is seeking a Claims Analyst to analyze and adjudicate medical claims on automated computer system. Qualifications include: 3-5 years' experience in automated system medical claims; experience working with members/providers; technical knowledge of managed care, contestable benefits, and coordination of benefits. College degree preferred.
Applicants should send two (2) copies of their resume to:
The University Of Michigan Medical Center
Employment Office
300 NIB Room 8A07 Box 0422
(93-4079-JW)
Ann Arbor, MI. 48109/0422
A non-discriminatory, affirmative action emplyer.

**CNA'S NEEDED**
All shifts. For small basic West Bloomfield nursing home. Contact Director Of Nursing 360-4443

**DENTAL ASSISTANT**, experienced, full time, for high quality Southfield office. Excellent pay, benefits & bonuses. 355-9800

**DENTAL ASSISTANT - FULL TIME**
Experienced, with expanded duties, C&B plus orthodontics. NO evenings. $9-$13/hour, plus benefits. Bloomfield Hills office. 642-6532

**DENTAL ASSISTANT**
12/Evergreen area. 20-35 hrs./wk. Experienced and X-ray certification preferred. 353-4747

**DENTAL ASSISTANT** for Troy orthodontic office. Some dental experience necessary. 2 positions, full time/part time. 528-3300

**DENTAL ASSISTANT** - Quality Birmingham office seeks quality person. Experience not necessary. Send resume to: Box 318
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**DENTAL ASSISTANT**
Full-time position with benefits. Experience necessary. Modern office in Farmington Hills. 478-1650

**DENTAL ASSISTANT**
for busy Rochester area practice. Full or part time. Some experience necessary. Benefits. 652-2266

**DENTAL ASSISTANT**
Part-time for progressive Livonia dentist, evenings & Saturdays. Call Phyllis: 464-4497

**DENTAL ASSISTANT** Chairside, needed for relaxed Troy office. Experienced or program graduate only. Work Sat. AM, no Eves., full or possible part time. 569-9880

**DENTAL ASSISTANT**
Full time for progressive dental office in Livonia area. Experience necessary. Salary commensurate with ability. 525-1200

**DENTAL ASSISTANT** - Livonia general dental office seeks experienced dental assistant to job share full time position. Salary based upon qualifications. Call 477-5888

**DENTAL ASSISTANT**
Livonia/Westland area. Full time, experienced. Energetic, enthusiastic, mature, team member to compliment our professional staff. Excellent benefits, references needed. Please call: 425-5570, between 9-3. or send resume to Box #394:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**DENTAL ASSISTANT**
Experienced chairside assistant needed for full time position in Livonia general dentistry practice. 464-8020

## 502 Help Wanted Dental-Medical

**DENTAL ASSISTANT**
Part-time, for well-established dental practice in W. Dearborn. Seeking motivated 4-handed assistant to complete our dental team. Excellent pay and benefits. 561-1200

**DENTAL ASSISTANT**
Top notch assistant with administrative experience needed, for contemporary high profile Farmington Hills/W Bloomfield office. Full time. Salary & benefits. 855-3655

**DENTAL ASSISTANT**
Needed full time for busy practice. Ortho/TMJ experience preferred. Please call 697-4400

**DENTAL ASSISTANT:** Busy periodontal office in Livonia, is looking for a full-time assistant with minimum 2 yrs. chairside experience. Call. 522-7314

**DENTAL ASSISTANT** - Certified or equivalent experience for quality oriented dental office in Southfield. Up to $12 per hour plus benefits for right person. Call Julie 352-6506

**DENTAL ASSISTANTS**
Assistants with specialty experience; Ortho, Perio, Surgical, etc. We need you at Peak Performers. EOE. 477-5777

**DENTAL ASSISTANT**
Immediate opening for an experienced person who enjoys working with people. Chairside, competitive salary. Near I-75 & Big Beaver. Ask for Phyllis, call 9 am-7 pm. 952-5745

**DENTAL ASSISTANT**
Friendly computerized preventive-restorative practice emphasizing quality & excellence desires experienced chairside assistant. Hours negotiable, part time to full. Northville. 349-4210

**DENTAL HYGIENIST:** In Birmingham. Full or part-time. Quality office seeking like minded individual. No evenings or weekends. Send...
RESUME TO: Box 318
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**DENTAL HYGIENIST**
Enthusiastic team member needed 2 days/wk. for a preventative oriented Livonia practice. Call 522-6770

**DENTAL HYGIENIST**
to fill in for maternity leave. 8 weeks. Mid April. Tues & Wed. Livonia office. 525-3680

**DENTAL HYGIENIST**
Part time in a growing Livonia practice. 1-2 days per week to start. Must be motivated and career oriented. Call. 464-3430

**DENTAL HYGIENIST** - For growing practice, career oriented, Full or part time, excellent salary, pleasant atmosphere in exchange for your skills & motivation. Send resume for a confidential interview to Box 302
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**DENTAL HYGIENIST**
A caring, gentle person with excellent clinical skills wanted. Call: 278-8410 or eves. 559-8926

**DENTAL HYGIENE**
Here is a great opportunity to work in a terrific office! Progressive Birmingham general practice seeks highly qualified person to join us in caring for our patients. Full and/or part time position available. No Sat. or eves. Please call, 644-3131

**DENTAL OFFICE ADMINISTRATOR**
Are you enthusiastic, caring, dependable & career minded? Would you enjoy an opportunity to work in a dental office that truly appreciates & respects it's staff? If so, we are seeking an exceptional team person for a full-time position begining mid April in our solo, non-computerized, Walled Lake office. Previous dental front desk experience is required. Send resume & cover letter to:
Box 416
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**DENTAL RECEPTIONIST**, experienced, full time, for high quality Southfield office. Excellent pay, benefits & bonuses. 355-9800

**DENTAL RECEPTIONIST**
Part-time receptionist needed for a growing orthodontic practice. Looking for a pleasant, motivated individual who enjoys working with people. Typing & computer background helpful. Call Mon.-Thurs. 9-5 459-4430

**DENTAL RECEPTIONIST** - part-time. Experience preferred but not necessary. Farmington Hills area. 473-8822

**DENTAL RECEPTIONIST**
Experienced, out-going person needed for growing Southfield practice. Great hours & benefits. 559-1168

**DENTAL RECEPTIONIST**
Our Troy dental practice needs an experienced person who likes working with people, is motivated, and is an expert at details. Mon-Thur. 879-7240

**DIRECTOR OF NURSING**
Nursing home located in Historic Northville is looking for that special quality that blends geriatric nursing knowledge with administrative ability. Top pay, benefits and exceptional care givers are waiting for the right person. FAX resume to: Mr. Radakovic at 283-9022 Or mail to: P.O. Box 206, Northville, MI 48167.

**EXPERIENCED DENTAL PERSONNEL**
We are planning ahead for some great assignments in Farmington, Livonia, Canton, Dearborn, Southfield, Bloomfield, Royal Oak, PM shifts available.
• Assistants • Hygienists
We need PEAK PERFORMERS
(313) 477-5777
Dental Career Alternative
An Equal Opportunity Employer

**FULL TIME/PART TIME** help wanted in a dental office in Southfield. Knowledge of computers a necessity. Friendly office with excellent benefits. Please call 356-0359

**HOME HEALTH AIDES**
Start immediately! Experienced. FULL & part time-all shifts. Competitive wages. Bonus program includes annual, attendance, flexibility, & holiday bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people to provide unsurpassed client care & case management.
EMPA-CARE IV 455-1061

**HOME HEALTH AIDES**
Currently seeking caring aides with a minimum of 1 year experience. Certification a plus or will provide certification training for the right people. Top compensation for top quality care givers.
INNOVATIONS
HOME CARE SOLUTIONS
1-800-765-7544

**HYGIENIST** - Dependable, motivated, non-smoking individual for specialty practice in Troy. 2-3 days per week. Resume required. 528-3314

**HYGIENIST**, perio oriented, wanted to work 2 days a week in cheery Farmington Hills office. Call 851-2880

**INSURANCE FOLLOW-UP CLERK** for busy allergist office in Farmington Hills. Full time. MBS experience required. Send resume to: Box 182,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**LPN/RN**
Full time midnights available. If interested in caring for elderly apply at 26715 Greenfield, between 10-11 Mile.

**MEDICAL ASSISTANT** full time needed for busy 4 doctor office. Must have experience. Call. 569-4234

**MEDICAL ASSISTANT** - Part time. Motivated, experienced, not afraid of hardwork and busy days. Farmington Hills/Lynda 478-8619

**MEDICAL ASSISTANT**
mature, experienced, EKG, venapuncture, and clinical experience needed, inquire at 356-2828

**MEDICAL ASSISTANT OR LPN** needed for family physician. Canton. Full or part time. Inquiries between 4pm-6pm, 483-4898

**MEDICAL ASSISTANT/LPN**
Urology office, Waterford. Experienced. Surgical background, venipuncture, clinical. Pat, 313 674-6530

**MEDICAL ASSISTANT**
Cardiology experience necessary. Part time. Southfield. Call Laura 552-9858

## 502 Help Wanted Dental-Medical

**LPN - PART TIME**
AFTERNOON AND MIDNIGHT
Call Mrs. Martin, 261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

**MASSAGE THERAPIST** - part time, Mon.,Wed.& Fri, 8am-12 noon. Out-patient physical therapy clinic in Canton. Will teach administration off physical therapy modalities. For interview appointment call 981-2100

**PART-TIME**
**MEDICAL RECEPTIONIST** - Westland Podiatry office has immediate opening for experienced person. Knowledge of medical insurance a plus. Must be a self motivator & detail oriented. Send resume to: P.O. Box 85097, Westland, MI 48185

**MEDICAL ASSISTANT** Experienced, part time, 2 days, for pediatric, back office in Southfield. Flexible hours. Call Mrs. Lesler 358-0420

**MEDICAL ASSISTANT**
Part time, Westland office.
Send resume to:
34725 Palmer, Westland, MI 48185

**Medical Assistant** full time, family practice in Westland. Must be mature & dependable. 2-3 yrs. experience desired. Call between 5-10pm, leave name/number. 348-1480

**MEDICAL ASSISTANTS** - at least 1 yr. experience hospital or clinic. Full or part time work available, immediate needs. $1200-$1400 per month. Melinda, Tempro Medical, 443-5594

**MEDICAL ASSISTANTS** - at least 1 yr. experience outpatient clinics. A number of openings in Troy, Down River, Dearborn, Southfield, and Livonia. Very busy, full or part time. Martha, Tempro Medical, 443-5591

**MEDICAL BILLER/EXPERIENCED**
Immediate opening in Birmingham/Southfield outpatient mental health clinic. Psychiatric experience preferred. Contact Pam. 647-5320

**MEDICAL BILLERS**
Full time positions with Michigan's largest private lab. Knowledge of Blue Shield, Medicare/Medicaide & commercial insurance. Excellent family benefits. Please apply Mon.-Fri. 10am-4pm:
UNIVERSAL STANDARD MEDICAL LABS
21705 Evergreen
Southfield, MI
An Equal Opportunity Employer

**MEDICAL BILLER**
Immediate openings in Auburn Hills for Blue Shield, Medicare and Medicaid experience. $8/hr.
Call Mary 648-8500
Uniforce Temporary Service

**MEDICAL BILLER** - hospital or physician. Medicare, Medicaid or Blue Cross experience. Must have at least 2 yrs. experience and computer knowledge. Southfield location, 2 shifts available. Resume only, Tempro Medical, 24100 Southfield, Suite 315, Southfield, MI 48075.

**MEDICAL HOSPITAL BILLER** - must have 1-2 yrs experience in any of the following: In-patient or out-patient, medicare, medicaid or Blue Cross. Excellent opportunity, several locations, full or part time available. Call Tempro Medical, Beth, 443-5592

**MEDICAL OFFICE**
Experienced medical billers & receptionists needed for ortho, obgyn, internal medicine & dermatology offices, call Diane Detter, 932-1170 Harper Associates,29870 Middlebelt Farmington Hills, MI 48334

**MEDICAL RECEPTIONIST**
Experienced. Multi-specialty medical office. Familiar with various insurances, computer, excellent phone skills. Benefits. W. Bloomfield. 655-7407

**MEDICAL RECEPTIONIST**
Pediatric office in Farmington Hills. MBS experience preferred. 20+ flexible hours/week. 855-9163

**MEDICAL RECEPTIONIST**
Full time for busy family practice in Plymouth. Must have medical office experience. Good pay and benefits. Call Debbie 455-2970

**MEDICAL RECEPTIONIST/BILLER**
Needed for busy Southfield medical office. Knowledge of computers, insurance, appointments, phone. Full time. Benefits. Excellent salary. Call after 4pm. 855-3812

**MEDICAL RECEPTIONIST** needed, full time for busy OB/GYN office. Experience necessary. Send resume to: Michigan Women's Health Institute, 6900 Orchard Lake Rd., Suite 311, W. Bloomfield, MI 48322, Attention: Sherri

**MEDICAL RECEPTIONIST/BILLER**
OBGYN. Novi area. Must know billing preferably OBGYN, full time, salary & benefits negotiable. 347-6100

**MEDICAL RECEPTIONIST** needed, full time, for busy office in Garden City. Must be dependable, medical experience a must. $5 per hour to start. 261-0630

**Medical Receptionist** - EXPERIENCED ONLY. Full benefits. 40 hr. week, alternate Saturdays. Send resume: Dr. E.T. Hunter, 2999 E. Big Beaver, Troy, 48083.

**MEDICAL RECEPTIONISTS** - 1-2 yrs. experience. Must be able to type on computers, must know MBS or will train qualified. Full time. 4 positions, Livonia, Southfield, Farmington, Bloomfield, $14,700 to $16,800 depending on experience. Renee, Tempro Medical, 443-5593

**MEDICAL RECORDS**
HCC, a leading copy service has a part time opening for a person to review copies of medical records for quality purposes. If you have medical records experience such as a file/correspondence, please send resume and wage history to: HCC, 3155 W. Big Beaver, No. 218, Troy, MI 48084, Attention: Q/A.

**MEDICAL TECHNOLOGIST**
or MLT ASCP needed for Livonia physician's office. Must have experience. Part time. Call: 464-9200

**MEDICAL TRANSCRIPTIONIST**
Sub contractor, minimum 3 years experience. Free pick-up and delivery. 792-5778

**NURSE AIDES/CERTIFIED**
Interim Healthcare has immediate openings for all shifts in area nursing homes.
EARN UP TO $7.25/HOUR!!
Bonus paid after 10 shifts worked!
Call Now!
Interim Healthcare,
26720 Southfield Road,
Lathrup Village, MI, 48076
559-4500
An Equal Opportunity Employer

**NURSES AIDES CERTIFIED**
ALL SHIFTS, See Mrs. Baxton
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

**MEDICAL TRANSCRIPTIONIST**
Part-time, day shift position available to work as a Transcriptionist in Medical Records at our Novi location.
1 year medical transcription experience & 50 wpm typing speed required.
Interested candidates should send resume to: Ann Boerkoel, Coordinator-Human Resources.
PROVIDENCE
Medical Center-Providence Park
47601 Grandriver Ave.
Novi, MI. 48374
An Equal Opportunity Employer

**Nursing Supervisors**
Multi-specialty group practice with 4 metropolitan clinics is seeking Nursing Supervisors for the departments of Surgery, Internal Medicine, OB/GYN and Pediatrics. Responsibilities will include general supervision of clinical support staff for multiple locations. RN (BSN preferred) with related specialty and minimum of 2 years supervisory experience. Please send resume to:
Recruiter/Nursing Supervisor
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

## 502 Help Wanted Dental-Medical

**MEDICAL BILLER**
Progressive employer needs experienced Medical Billers versed in all aspects of billing third party payors. Experience in emergency room, OB/GYN, and anesthesia billing a definite plus. Liberal fringe benefit package with annual bonus incentives. Only those enthusiastic individuals who are willing to work within a team oriented environment need apply. Please send resume to Box 398:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLING CLERK
Full-time position at our Livonia center. Minimum of 2 years Medicare billing experience required.

RADIOLOGY FILE CLERK
13 hours per week (40 hours per week for first month) at our Northwest Detroit center. Medical records or radiology filing experience required.

MEDICAL CASHIER
Full and part time openings for our Novi office. Knowledge of insurances and coding experience required.

Please send resume to:
Recruiter/Clerk
DMC Health Care Centers
[illegible]
Novi, MI., 48377

**NURSING ASSISTANTS**
Contingent positions available to work as needed in a variety of clinical areas. Qualified candidates must have 6 months recent Nursing Assistant experience in an acute care hospital setting or be enrolled in an RN Program & have completed a clinical rotation.
Apply Mon-Thurs. 8am-12noon.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

NURSING
**STAFF NURSE**
Oakwood Hospital is currently seeking a part-time Staff Nurse for the Reproductive Medicine Department at the main hospital. The position is day shift and includes alternating weekends and holidays.
The ideal candidate will be a RN with license in the State of Michigan and have experience or interest in OB/GYN or Reproductive Medicine.
Please submit resumes to: OAKWOOD HOSPITAL, Human Resources, Attn: D.B., 23400 Michigan Ave., Suite 111, Dearborn, MI., 48124.
An Equal Opportunity Employer
OAKWOOD HOSPITAL
A Subsidiary of Oakwood Health Services

**OFFICE ASSISTANT** - Part-time. Conscientious person needed for telephone & clerical duties at a busy Southfield internal medicine practice. Medical office experience preferred. References required. Call 355-0880

**Office Manager/Biller**
2 new opportunities! Internal medicine & ophthalmology practices need strong billers w/MBS or BDM expertise. Diane Detter, 932-1170 Harper Associates,29870 Middlebelt Farmington Hills, MI 48334

**OPHTHALMIC ASSISTANT**
for busy ophthalmologists with offices in Southfield & W. Bloomfield. Need someone mature, responsible, full time. COA or some ophthalmic experience necessary. Send resume to: Box 346,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**OPTICAL - JOIN A WINNER!**
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

**ORAL SURGERY ASSISTANT**
Mature and experienced, for busy oral surgery practice, Birmingham area, salaried, Mon.-Fri. 642-2115

**ORTHODONTIST RECEPTIONIST**
Experienced in telephone and insurance billing.
Call Derron 755-4310

**PHYSICAL THERAPIST** or Physical Therapy Assistant for outpatient physical therapy clinic in Canton. Must be licensed. Part time, Tues.-Thurs., 5pm-8pm. Sat.,8am-12 noon. Pay negotiable. For interview appointment 981-2100

**PHYSICAL THERAPIST**
Dynamic growing department needs therapist experienced in geriatric rehab. Send resume to:
Director of Physical Therapy
Glacier Hills Nursing Center
1200 Earhart Road
Ann Arbor, MI 48105

**PHYSICIAN: PHYSICIANS** Assistants, Physical Therapist & Nurses. Lucrative positions available for the above. Please send resume to Tom Adams C/O T.J. Adams & Associates: 100 Renaissance Center Suite 2070, Detroit, MI. 48243
Or Call, 313-835-0703

**FRONT DESK RECEPTIONIST**
Experienced, with knowledge of Medicare & Blue Cross for physician's office in Birmingham. 647-5850

**RECEPTIONIST/BILLER**
Full time for W. Bloomfield internal medicine office. Experience preferred & MBS a plus. Beth 661-9490

**RECEPTIONIST:** Duties also include typing from dictaphone, filing, etc. Out patient Mental Health Clinic. Mature person. Hrs. Mon thru Thurs. 1pm to 7:30pm, Sat. 8:45 to 2pm. CALL PAM, 647-5320

**RN**
A full time position on day shift available. Need to fill this slot with a caring individual interested in geriatrics. Apply at: 26715 Greenfield, between 10-11 Mile.

**RN** - Full time position for busy Rochester Hills OB/Gyn office, 8am-4pm three days per week, one mid-day to evening. For interview; please call: 313-656-2022

**RN/LPN**
Shelby Nursing Center is currently seeking professional nurses, who want to make a difference in long term care, to fill openings in our afternoons & day shifts (full & part time). Enjoy above average salary, benefits, pleasant working environment. Please apply at: 48100 Schoenherr Road, (¼ Mile N. of Hall Road, near Lakeside Mall). For further information call: 566-1100

**RN-PEDIATRICS**
Home Care Company, coordinate IV patients, to $40,000. Call or send resume to Diane Detter, 932-1170 Harper Associates.29870 Middlebelt Farmington Hills, MI 48334

**RNS & LPNS**
Needed for part-time day & midnight shifts. Apply at:
WAYNE TOTAL LIVING CENTER
(Middle Building)
4427 Venoy, Wayne, MI.
Under new ownership
& newly renovated.

**RN's/LPN's**
Part-time for a 55 bed Catholic nursing home. Apply in person:
Marycrest Manor
15475 Middlebelt
Livonia, Michigan
427-9175

## 502 Help Wanted Dental-Medical

**REGISTERED NURSE**
Wayne Community Living Services, Inc. a progressive, highly acclaimed program seeks RN to provide consultative services to persons with developmental disabilities in community residences. RN license required. We offer excellent benefits and competitive wages.
Send resume or call: Lynn Pierce, 313-455-8880, Ext. 208, W.C.L.S., Inc., 15480 Sheldon Rd., Northville MI 48167
An Equal Opportunity Employer

**RN - FULL TIME**
DAY SHIFT
See Ms. Martin
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

**RN OR LPN** for allergy practice. Two locations, Livonia & Farmington Hills. Part-time. 851-6657

**RNs**
**Mobile Acute Hemodialysis Program**
Full time and part time positions available in:
North area - Milford, Pontiac and Flint.
Central Area - Southfield and Madison Heights
Southwest Area - Garden City, Lincoln Park & Adrian.
Positions include 10-hour shifts and rotate on-call responsibilities. Hemodialysis experience preferred but will consider RNs with critical care background. Please call Debbie Lane, RN at (313) 398-8090.
Bio-Medical Applications of Michigan/NMC is an Equal Opportunity Employer.

**R.N.**
busy pediatric office, Farmington Hills. 40 hours, benefits. 855-9163

**SECRETARY**
Full or part time. Immediate opening with major hospital for your medical transcription & shorthand experience. $11+/hr.
Call Martha at 646-7661
Uniforce Temporary Services

**SECRETARY**
Minimum one year medical experience for an OPC. Insurance knowledge & Word Processing experience preferred. Mon, Tues, Thur, & Fri, 1-9 pm & Sat. Send resume to: Administrator, Cruz Clinic, 17177 N. Laurel Park, Suite 131, Livonia, MI. 48152. No phone calls please.

**SOUTHFIELD DENTAL OFFICE**
Team oriented practive needs front desk or assistant. 443-5110

**SURGICAL ASSISTANT** needed for Dearborn Oral Surgeon's group. Will train mature, reliable person. Full-time/benefits. 562-5800

**TECHNICIAN**
For Holter Scanning. Resumes to: Mrs. Harrison, 610 Main St. Rochester, MI. 48307.

**TRANSCRIPTION POSITIONS**
Medical transcription company looking for full & part time Transcriptionists for all shifts. Competitive pay plus great benefit package. Send resume & cover letter to Director of Operations, PO Box 15391, Ann Arbor, MI 48106

**ULTRA SOUND TECHNICIAN**
(part time) to do Carotid studies in Southfield neurological office 559-3150

## 504 Help Wanted Office-Clerical

**MATURE**, experienced part-time Accounts Payable/General Office. Detail oriented. Computer experience preferred. Non-smoking office. May work into full-time. Contact Brenda. 525-1501 Ext. 102

**ACCOUNTANT**
Mid-level opening to perform general accounting procedures including Accounts Payable, General Ledger and Job Cost. Strong PC, accounting, and analytical skills. Degree preferred. Resume, including salary requirements to:
Personnel - ASH
Automated Marketing Systems
26533 Evergreen, Ste. 400
Southfield, MI 48076
FAX: (313) 352-0765
An Equal Opportunity Employer

**ACCOUNTING/CLERICAL** - Permanent part time for Livonia accounting firm. Typing skills & computer knowledge required. 427-7100

**ACCOUNTING** Clerk for Bloomfield Hills CPA firm. Part time, flexible hours. Computer/data entry experience preferred. Please send resume with salary requirements to: Accounting Clerk, P.O. Box 725, Bloomfield Hills, MI 48303-0725

**ACCOUNTING CLERK**
Taking applications for an accounting clerk to meet the following requirements: must be able to handle receivables, backup to payables and payroll; must have all around office experience - phones, filing & typing. Computer experience, Lotus & word processing. Please send resume, with salary requirements, to: Total Armor Car, 487 Selden, Att: David Solcum, Detroit, MI 48201.

**ACCOUNT PAYABLES**
Large distribution center needs person with experience in handling large volumes of payables with substantial detail. Must be familiar with computerized processing & reporting. Full time position, and pleasant work environment. Competitive salary & fully paid fringe benefits. Send resume in confidence with salary and background information to:
Box 400,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**Accounts Payable Clerk.** Part time. Mature person, good phone skills, computer/bookkeeping knowledge helpful. Plymouth. 455-9494

**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 COORDINATOR**
Growing Farmington Hills sales organization requires detail oriented person to administer computerized accounts payable system & perform other accounting functions. Several years experience in payables, bank recs, journal entrys & account analysis necessary. IBM mainframe, PC, spreadsheet & word processing experience required. Positive, team player attitude essential with good communication skills. Benefits include generous profit sharing package & insurance participation. Non smoking office. Send resume with salary history in confidence to: C.J., Personnel Dept., P.O. Box 1800, Farmington Hills, 48333

**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

## 504 Help Wanted Office-Clerical

**ACCOUNTANT**
Degreed accountant to be a hands on accountant with some supervisory experience for a Troy based specialty advertising company. Minimum 3 years experience. Send resume & salary requirements to: Accountant, P.O. Box 7048, Troy, MI. 48007-7048

**ACCOUNTING ASSISTANT**
needed to prepare bank reconciliations, month end inventory reconciliations, help with month end closing and special projects. Some college course work desired, experience a plus but not required. Please send resume & salary history to: Box 434,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

**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**
2-3 years experience in billing, collections & manual accounts payable. Send resume to: 3000 Town Center, Suite 2050, Southfield, 48075

**ACCOUNTS RECEIVABLE CLERK**
For property management company located in Troy. Office experience necessary. Send resume to: 890 S. Blvd. E., Suite 100, Troy, MI., 48098, Attn. Terri.

**ACCOUNTS RECEIVABLE**
Novi company needs an Accounts Receivable Clerk. Responsibilities include: posting and balancing cash receipts, customer contact, filing and other general office duties. Prior bookkeeping experience desirable. Excellent fringe benefits.
Call Polly at 313-478-9700
An Equal Opportunity Employer

**ACCOUNTS RECEIVABLE**
Familiar with all aspects of accounting and information flow of a receivable from transaction to month-end. Must have experience using computerized processing. Willing to exert extra effort/time when necessary, pro-active thinker, problem solver, team player. Experience in trucking industry a plus. Please send resume to: Whiteline Express, 9135 General Court, Plymouth, MI. 48170.
455-4700, Ex. 260
Equal Opportunity Employer M/F

**ACT NOW!!**
RECEPTIONIST $17,000
Front desk variety spot for your good typing 60 wpm and word processing skills
CUSTOMER SERVICE $14,500
Excellent comunication skills, customer service and computer experience
MARKETING ASSISTANT $16,000
Good math aptitude, computer entry plus phone experience
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-5750
Troy: 585-2720

**ACT NOW**
Word Processors
Receptionists/Switchboard
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Needed in:
SOUTHFIELD
Call to set up an appointment to find out how you can win cars, trips, shopping sprees & more!
TODAYS TEMPORARY
649-2936

**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**
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 PERSON**
Office administrative position currently open for energetic, personable, self-motivated applicants. Must be comfortable with multi-line phone work. Bookkeeping and real estate office experience preferred. Must be able to perform a variety of tasks for busy Farmington Hills Real Estate office. Salary commensurate with experience. Health insurance available. To schedule an interview, call Robin at 737-6800

**ADMINISTRATIVE ASSISTANT**
Fortune 500 company has challenging position for experienced secretary. Word Perfect 5.1. $9/hr.
Call Sally at 646-7661
Uniforce Temporary Services

**ADMINISTRATIVE SUPPORT**
• Receptionist
• Administrative Assistants
• Word Processing Secretaries
• Permanent/Temporary available
Come apply Today. Please call for information.
WOLVERINE STAFFING
358-4270

**ADMINISTRATIVE ASSISTANT**
Innovative training & development company has immediate opening for individual to provide administrative support to the sales and marketing department. Successful candidate will possess excellent typing skills, proficiency with MicroSoft Word, MicroSoft Windows, PageMaker, and Excel, speed writing or dictation, and experience with Siemens phone system. Must be extremely flexible, able to work in fast paced environment, a self-starter, and need little training. Full benefit package and competitive salary. Please send confidential resume to:
TARA KURTZ
39819 PLYMOUTH RD.
PLYMOUTH, MI 48170-4290
No phone calls please

**ADVERTISING AGENCY**
SECRETARY - Plush office of suburban firm needs your recent word processing experience and ability to interact with clients. $9.50/hr.
Call Sophie 357-0641
Uniforce Temporary Services

**EXPANDING DEALERSHIP**
Looking for all office positions. Auto dealership experience a must. Apply within:
Don Massey Cadillac
40475 Ann Arbor Rd.
Plymouth

**RNs - IN HOUSE POOL**
**$25.00/HOUR**
Grace Hospital, a 550-bed teaching facility located in northwest Detroit, has contingent positions available in our Med/Surg, Critical Care and Perinatal In-House Pool. All shifts are available and you will enjoy the flexibility of self-scheduling.

The qualified candidates will possess current BLS-C skills, 1-2 years of clinical experience for Med/ Surg or Perinatal; and 3-5 years of experience for our Critical Care areas.

We encourage you to call Gina Bergmooser, RN, BSN, Manager of Nursing Resources at (313) 966-4994 or (800) 678-4073, Grace Hospital, 6071 W. Outer Dr., Detroit, MI 48235. A member of the Detroit Medical Center, Affiliated with the Wayne State University School of Medicine.

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