500 Help Wanted

TELEMARKETERS: looking for people to sell, on the phone, 20+ hrs. per week. If that's us, put your skills to work for us & earn $$$ for you. Great earnings & bonuses for the right people. Immediate hiring. Call: 537-45..

TELEMARKETERS
$8 to $10 hourly. Cold calls needed to set up appointments, working in Livonia area. If you're a good communicator and looking for work on evening shifts, you can start work immediately. Call Mr. Myers between 12 & 8pm. 261-7870

TELEMARKETERS WANTED full & part time, day & evening shifts available. 442-4831

TELEMARKETER
Full-time days. Clear phone voice a must. Experience preferred. $7 per hour plus benefits. Call 9-11 am Mon.-Fri. 646-1150
An Equal Opportunity Employer

'TELEMARKETERS'
Immediate assignment available
• Good hourly rate
• Flexible hrs. between 9am & 9pm
• Experience required
Call today!
SNELLING TEMPORARIES
TROY 362-5090
DETROIT 971-2700

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

TERRITORY REP - $0/WK
Salary, Bonus, Expenses
Call - 524-15..
Personnel Data Rep. Agency

THE DETROIT FREE PRESS
Adults needed: Single copy apartment routes available Canton-Plymouth area. Profit plus gallowance 453-2049 or 2..-6500

THEODOLITE OPERATOR
Experienced Theodolite operator needed for a leading manufacturer of automated welding systems. Ideal candidate will have 3-5 years Man-cat experience, with additional experience in machine building. Person must be willing to travel and work nights. We offer competitive wages and an excellent benefit program. Apply in person or send resume to:
DETROIT CENTER TOOL
20101 Hoover
Detroit, MI 482..
Fax (313) 839-..

TIRE CHANGERS
Needed for Farmington Hills & Novi locations. 17 years of age & older. Will train. DISCOUNT TIRE CO.
Farmington Hills: 737-7810
Novi: 347-1501

TOOL CRIB ATTENDANT
Computer knowledge. Men or women. Long term position. ..ster area.
CONTEMPRA
563-590.

TOOL MAKER - Carbide Cutting Tool Co. seeks individual w/experience in OD grinding, ..ing, cutter grinding & offhand bu.. grinding. Excellent wages & benefits to qualified person. Redford area 534-2090

TOOLMAKER
Experience in tooling, b.y fixtures and hand tools.
ELECTRICAL & PNEUMATICS
Experience in machine t..s. Wages equal to ability. Steady wk. Apply in Person
OXBOW
MACHINE PRODUCTS
8610 Lanewod
Westland

TOOL MAKER/ FIXTURE BUILDER
Overtime/benefits. Apply in person ocall
GUARDIAN MFG.
12193 Levan Rd., Livonia.
591-1454

TOOLMAKER & MACHINE HAN..
Part Time. Call between 9am-12noon. 941-4379

TOOLMAKERS
Experienced Toolmakers needed for a leading manufacturer of automated welding systems. Ideal candidate will have 3-5 years experience in building automated welding systems, possess strong blueprint reading skills, and is highly motivated. We offer competitive wages and an excellent benefit program. Apply in person or send resume to:
Detroit Center Tool
20101 Hoover
Detroit, MI 482..
Attn: Asst. Personnel Director
Fax (313) 839-1..

TOP PAY
Are you quick, agile and able to think on your feet? Longterm, temporary positions available now for first and second shifts, 7 days a week. Must be available to work lots of over time and have a fast attendance record. Must have reliable transportation. Shipping and receiving experience is a plus. Call today for an interview!
473-2111
N S SERVICES

TRAVEL AGENT - Full time. Corporate Dept. 2 yrs. minimum experience. Worldspan preferred. Airport location. Pat 721-1701

TRAVEL AGENT: Full-time. Apollo experienced desired. Organized, outgoing. Rewards & Plenty! Farmington area. Call, 4.-7200.

TRAVEL AGENT - Salary plus commission. Minimum 2 yrs experience. Seeking independent agent, versed in all phases of travel. Sabre preferred. Friendly working environment with growth opportunity.
Call 953-2000
Voice Mail # 700

TRAVEL AGENT
Travel Agents International in Auburn Hills has immediate opening for a full time corp agent. Minimum 1 year experience. Competitive pay & incentive program. Call Terri or Nick 377-6333

TREE & SHRUB CARE company in search of an experienced Tree & Shrub specialist. Ideal candidate shall possess 2 yrs. of experience in spray operations and/or pruning operations. Horticulture certification skills a must. Salary & benefits competitive with experience. If you are seeking a rewarding career, please call Matt or Ken. 313-522-1156

EXPERIENCED TYPESETTER needed for fast paced graphics dept. Macintosh experience needed. Call Kathy, 851-2020

T.V. & VCR TECHNICIANS Needed for shop. Can make over $50,000/year. Must have own hand tools. Ask for Tony: 355-7777

UNDERWRITER
Due to our growth & expansion, Liberty National Mortgage Corporation is seeking an underwriter with knowledge of underwriting to FNMA/FHLMC guidelines. Candidates should have 2 yrs. underwriting experience and be FHA Direct Endorsement. VA Automatic preferred but not necessary. Salary commensurate with experience. Please contact the Human Resource Department for a confidential interview at 313-358-234.
Or send resume to:
Human Resource Dept.
Liberty National Mortgage Corp.
24901 Northwestern Hwy, Ste 418
Southfield MI 48075
An Equal Opportunity Employer

VOCATIONAL INSTRUCTOR/ TRUCK DRIVER
Teach job skills to handicapped adults at Madison Heights workshop & drive agency truck (22 ft. v-type diesel) for local deliveries. Requires good driving record & the ability to obtain a chauffeur's license. Industrial experience or background working with the handicapped helpful. Please forward resume to:
Personnel Office
117 Turk Street
Pontiac, MI 48341
An Equal Opportunity Employer

500 Help Wanted

TRUCK DRIVER - with experience and references. Looking for full time driver for long and short haul runs in Michigan, Ohio, and around the Mid-West. CDL license, Class A. Clean driving record. Self starter and in good health. Requires some loading and unloading. Apply at 26211 W. 7 Mile Road, Redford.

TRUCK PARTS DISMANTLER - Michigan Truck Parts in Westland needs person capable of handling the removal & scrapping of parts. Experienced only. 722-3800

UNDERGROUND SPRINKLER Service Technician - Full or part time, flexible hrs. Experienced or will train. Call 8am-5pm: 338-1496

UNISON DED-TRU OPERATOR
Day and night shift.
Wixom
347-1230

VCR REPAIR
Instructors to teach part-time, in Detroit Metro area facilities. 1 day or more a week. 2 yrs. hands on experience required. Send resume to.. CTS INSTRUCTOR: PO Box 47340, Oak Park, MI. 48237. Or call Linda or Jane at, 967-4200

VETERINARY ASSISTANT/ RECEPTIONIST wanted for computerized West Bloomfield animal hospital. 851-5202

VIDEO STORE COUNTER HELP
Computer experience helpful but not necessary. Good hours. Part-time days. Good pay. Apply at:
Value Video Plus
15112 Middlebelt, Livonia.

WANTED 100 PEOPLE FOR BRAND New diet pill of the 21st century. Burns fat, increases energy. 100% natural. 604-298-9143

RETAIL DELIVERIES/WAREHOUSE HELP. Full time position for deliveries and warehouse help. CDL license helpful. Must be a self motivator with problem solving abilities. Apply in person at 35400 Plymouth Rd., Livonia

WAREHOUSE - looking for a mature & experienced warehouse person with experience in shipping/receiving & general warehouse functions. Plymouth/Canton area. Please send resume to box #486.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

WAREHOUSE
Need highly motivated individual. Must be well organized, work well with people and be detail minded. Possible consideration for supervisor. Send resume with salary requirements to: Sound Engineering, 12933 Farmington Rd., Livonia, MI 48150. E.O.E.

WAREHOUSE POSITION
Hi-Lo experience preferred, transportation a must. Full time. Call: 352-4400

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

"WE PAY YOUR RENT"
Our marketing dept. needs a few result oriented upbeat personalities. Call Pam or Suzie at 442-2700, Tues. or Wed. 9:30am-4:30pm ONLY.

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

WHOLESALE pizza manufacturer seeks full time afternoon help. Must be reliable and dependable. Good hourly rate. 348-8011

WORK APPROX. 20 Hrs./wk. and earn $300 - $600 + bonus. Immediate start, call 313-525-6285

$14,000 - $26,000 FIRST YEAR
17 SPORTS MINDED
Individuals needed to fill positions for expansion of Ohio based company in Wayne County. No experience necessary due to company training. Fast track promotion with business travel opportunity. Call Mon, Tues 9-5 to arrange interview.
981-9305

$5-$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
531-6874, 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

ADMINISTRATIVE ASSISTANT
Part time. Send or drop off resume: P. Chhatwal, M.D., 31450 W. 7 Mile Rd.(corner of Merriman), Livonia

BILLER: EXPERIENCED! Physical Therapy experience a plus! Send RESUME to Director of Administration: 1955 W. Hamlin Rd. Rochester Hills, MI. 48309.

BILLERS
Medical billers needed for family practice, cardiology, internal medicine, rehab, ophthalmology offices. Expertise in MBS, SDM, etc. To $12/hr. Great benefits & perks.

DME/IV INFUSION BILLERS
Expanding home care companies. To $11/hr. Call or send resume to Diane Detter, 932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

BUSINESS DENTAL ASSISTANT
Experienced person for dental front desk, mature, detail oriented, team person. Work closely with office manager. Non-smoker. Five Mile-Farmington Rd. area. Call 9-3:30, Mrs. Vaughn 425-7010

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
2 years experience. Inventory control. Computer experience preferred but not necessary. Rochester area. Ask for Donna. 652-3863

CHAIRSIDE DENTAL ASSISTANT
Unique dental office, 14 Mile/Telegraph area. No evenings, Fridays or Saturdays. Start immediately. Call 626-4233

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

CHARTER CARE CORP.
RN's & LPN's
Our growth leads to an opportunity for motivated professionals committed to providing quality care for our geriatric population.
Contact Nora Spiro, 477-2000

COMMUNICATION COORDINATOR
Seeking an exceptional person for part time employment for our Troy dental office. Job focus is on warmth, caring and expert communication with our patients. Maturity & assertiveness important, computer skills helpful. 643-6551

COORDINATOR/INSTRUCTOR
To initiate, implement & or instruct in Nurse Aide/Home Health Care Aide training program. Must be RN & "Train the Trainer" Certified (or able to be certified). Send resume to: R. Reid Specialist, Dearborn Career Training Center, 10845 W. Warren, Dearborn, MI. 48126.
An Equal Opportunity Employer

DENTAL ASSISTANT
Experienced only. 4 days, no evenings or Saturdays. Joy Rd./Inkster Rd. area. 274-3590

502 Help Wanted Dental-Medical

CERTIFIED NURSING ASSISTANT
Full time day or midnight shift. Must be experienced, dependable and have genuine interest in providing quality care to our residents. Excellent working conditions, salary, benefits. Apply in person Mon-Fri, 9:30-4:30. St. Jude Convalescent Ctr., 34350 Ann Arbor Tr., Livonia.

CERTIFIED NURSING ASSISTANTS
Charter House of Novi/Farmington Hills is currently seeking full & part time CNA's for afternoon & midnight shifts. We offer advancement potential, healthcare, dental & life insurance. Why not be part of the best! Contact Nora Spiro. 477-2000

CERTIFIED NURSING ASSISTANT'S
Dorvin Nursing Center is looking for enthusiastic, dependable CNA's for both full and part-time positions on all shifts. If you are committed to the care of the elderly, we'd like you on our team. Please apply in person at:
29270 Morlock, Livonia
Or call, 476-0550
between 8am & 4pm, Mon. thru Fri.

COMMUNITY HEALTH NURSE
Part time position leading to full time with Medicare-certified home care agency. Experience in home care preferred. Must have med-surg experience with strong assessment skills and ability to perform home visits independently. Good organizational skills mandatory. BSN preferred. To apply, contact:
CLINICAL DIRECTOR
United Home Health Services
2200 Canton Center Rd., #250
Canton, MI 48187
(313)981-8820

DENTAL ASSISTANT - Experienced, full time Chairside, quality practice, unique opportunity. Redford-Dearborn Hts area. 535-3500

DENTAL ASSISTANT
Our team has an opening for an experienced clinical dental assistant in Rochester Hills. Mon. & Thurs. 7-2, Tues. & Wed. 10-6. If you are committed to predictability and excellence in preventive dentistry and education, and if you enjoy a comfortable supportive work environment, please give us a call.
Mark T. Murphy, DDS 656-2700

DENTAL ASSISTANT, part time for very friendly people oriented practice. Experience preferred. Birmingham area. 647-2110

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, NOVI
30 hours/week.
Experience required.
Call, 349-4115

DENTAL ASSISTANT
Farmington Hills office looking for that special person who can handle multi-tasks and is a team player. 737-9430

DENTAL ASSISTANT, experienced, desired for full time position in Garden City. Seeking professional team member who can work flexible hours. Inquire at 427-2894

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

DENTAL ASSISTANT - Experienced, for friendly northwest Livonia family practice. Approximately 30-38 hours. Front desk knowledge helpful. Call Mary Elliott at 473-2000

DENTAL ASSISTANT (Full Time)
R.D.A., C.D.A. or on-the-job training in a quality restorative practice. Some evenings. Approximately 35 hrs. a week. Southfield.
Call Marie 352-7722

DENTAL ASSISTANT -- Livonia/ Canton specialty office seeks qualified person to join our team spirited staff. Previous experience helpful but will consider training a determined individual. Jan, 261-7602

DENTAL ASSISTANT
FRIENDLY new center office. Looking for an experienced Assistant to work with Hygienist and handle recall system. Professional demeanor and ability to take X-rays essential. Ask for Laron. 671-4405

DENTAL ASSISTANT- GENERAL
Immediate full time opening for fast paced group practice in Sterling Heights. Must have minimum of 1 yr. assisting experience in 4-Handed Dentistry. Competitive salary & benefits offered. Send resume & salary requirements to: ADG-Personnel, 2000 Town Center, Ste. #2200, Southfield, MI. 48075.
An Equal Opportunity Employer

DENTAL HYGIENIST
For part time position in downtown Plymouth office. Must be personable & enthusiastic. 453-1190

DENTAL HYGIENIST
Flexible hours, for busy dental office in Redford. 937-2626

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

DENTAL HYGIENIST
Tues & Thur evens. & every other Sat. Auburn Hills. Call 853-7877

DENTAL HYGIENIST- Low pressure, low turnover, friendly office on Metro Parkway, E. of Ryan. Flexible hours. 977-0300

DENTAL HYGIENIST
A caring, gentle person with excellent clinical skills wanted, West Dearborn area. Call: 278-8410

DENTAL HYGIENIST-Full time, no evenings. Modernly equipped Bloomfield Hills office. Excellent salary/benefits. Ask for Tina. 642-6532

DENTAL HYGIENIST
Registered, minimum 1 yr. experience for long & short term temporary assignments. Call:
Davis-Smith Agency. 354-4100

DENTAL HYGIENIST
Southfield group practice. Permanent part-time position. Excellent perio skills a requirement along with good communication skills.
Call Marie at 352-7722

DENTAL HYGIENIST - Enthusiastic, caring, team member needed for Livonia office. Wages and benefits commensurate with experience. Send resume: 33523 Eight Mile, A-3, Suite 252, Livonia, MI 48152

DENTAL HYGIENIST: Full or part-time. Flexible hrs. 32 hrs. per week. Small office with long standing reputation for quality care. Up To-Date recall program. Will consider 2 part-time, or 1 full-time Hygienist.
Call, 313-358-3950

DENTAL LAB
Help wanted, full or part time, will train. 349-5333

DENTAL OFFICE COORDINATOR
Experienced, mature, organized self starter, insurance knowledge necessary. Benefits, profit sharing. Mon.-Thurs. Livonia/Redford. 533-8304

DENTAL OFFICE seeks experienced person to work accounts receivable. Full time, excellent pay, benefits & bonuses. Southfield. 788-6166

DENTAL OFFICE MANAGER
Busy dental office needs energetic team player. Must have dental office supervisory experience. College backround a plus. Excellent compensation & benefits offered. Send resume & salary requirements to: ADG-Personnel, 2000 Town Center, Ste. 2200, Southfield, MI. 48075.
An Equal Opportunity Employer

DENTAL RECEPTIONIST
Friendly, mature, outgoing person, experienced in dental insurance, scheduling, pegboard, phones, etc., for Livonia family practice. Full time. 427-2268

DENTAL RECEPTIONIST - Full time, experience necessary in pegboard, general accounting, insurance, appointment book, front office, Rochester, 650-9050

ECHOTECH
Excellent wages/benefits. Full & part time positions for Farmington Hills mobile service. 737-6350

FRONT OFFICE
Our Southfield dental team is in search of the right career minded, full time Appointment Administrator/Receptionist who knows the value of communication skills, organization, and team work. If you exude sincerity, warmth and confidence, we want to talk to you. Competitive salary plus benefits, 4 day week includes 1 evening and no Saturdays. Please call Dr. Langberg 7pm-10pm 626-4372

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST/Assistant Full/part-time for modern Madison Heights office. Great benefits. Great staff. 546-1900

DENTAL TECHNICIAN
Experienced C&B waxer needed for Garden City lab. Excellent wage plus benefits. Mr. Malone, 525-4330

DENTIST desiring a future as a full time Associate. The position is available immediately with a 30 yr. suburban practice. Please forward resume to: Box 526. Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DIETARY COOK/AIDE AND CNA's
Part time. Flexible hours. Scenic Northville area. Call 349-4290

DIRECTOR OF NURSING
HAWTHORN CENTER
Director of Nursing (RN VI). 100+ bed hospital for emotionally impaired children/adolescents. Must have Master's degree in nursing, appropriate levels of administrative and clinical experience and meet State Civil Service requirements. Send resume to: Leslie Ford, Personnel Officer, 18471 Haggerty Rd., 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

HOME HEALTH AIDES
Full/part-time hourly & live-in positions. Must have own automobile. Accepting applications Mon. & Fri. from 9 am-12 noon & Thurs. 1 pm-3 pm. or call Visiting Nurse Home Support Services (313)354-0601

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 AIDS NURSING STUDENTS
THINK SPRING! Work 1:1 with clients performing ADL's transporting to appointments while enjoying the great outdoors en route. If you are certified, have a min. of 1 yr. experience, or have completed 1 semester of med-surg. clinicals you are qualified. Call today to inquire.
VISITING CARE
NORTHVILLE 313-344-0234
ANN ARBOR 313-930-0050
BRIGHTON 313-229-0320

HYGIENIST - People oriented dental office, in Romulus, seeking hygienist for growth position. Flexible hours and compensation available. The ideal candidate will be a self motivated professional interested in reaping the profits of their hard work. 942-0566

IMMEDIATE opening, full-time experienced, durable medical equipment biller. Please send resume to: P.O. Box 7771, Bloomfield Hills, MI. 48302.

LPN - part time for assisted living facility in Plymouth.
Call Mon. thru Fri. 9-5 451-0700

LPN/RN
Young female spinal cord injury patient needs nurses with solid vent skills. Full/part time. All shifts.
Binson's Assisted Care.
755-0570 288-6933
1-800-922-6528

LPN'S
Do you like to work independently? Do you like responsibility? If so, come join our friendly personal staff at University Health Care Center. Full time, afternoon, LPN positions open. Apply or call: University Health Care Center, 28550 Five Mile Road, Livonia. 427-8270

MATURE NON SMOKING person to work part time in Chiropractic office. Call 380-9444

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
Needed for Novi urology practice. Part time. Must have experience. Call Mon-Thurs, 9:30-4:30, 380-6360

MEDICAL ASSISTANT
with 2 yrs. pediatric experience needed in my Redford office, part or full time. Call, 535-3666

MEDICAL ASSISTANT
Full time, experience preferred. EKG Vena Puncture & Lab procedures. Southfield area. 352-4880

MEDICAL ASSISTANT - part time, experienced medical assistant, 2 days per week for surgeons office in Southfield. 352-5281

MEDICAL ASSISTANT/ MEDICAL RECEPTIONIST
Full time, 1-2 years experience. 12 Mile/Telegraph area. 358-5830

MEDICAL ASSISTANT needed for Southfield Internist. Must have good skills in EKG, venapuncture, PFT, chest & sinus X-rays. 855-3894

MEDICAL ASSISTANT w/minimum 1 year experience needed for busy family practice office in Northville. Excellent salary & benefits. Phone between 3:30-5pm, 313-562-5204

Medical Assistants/Receptionists - Minimum 1 yr. experience for long & short term temporary assignments. Call Davis-Smith Agency, 354-4100

MEDICAL ASSISTANT- Experienced only. Fast moving clinic, knowledge of EKG X-Ray, injections. Part/full-time PM. Hrs. are 9am-11pm. Arline 8-4pm. 729-5780

MEDICAL ASSISTANT for busy pediatric office in W. Bloomfield. Must be experienced. 2 days/wk. now to 4 days/wk. in the summer. Call Nancy: 855-7510

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

MEDICAL ASSISTANTS
Full and part-time. Great opportunity for the right person. Must have minimum 4 yrs. experience with good clinical skills. Please send resume to: Medical Director. 5050 Schaefer. Dearborn. 48126.

MEDICAL BILLER - experienced. Needed part time. Computer experience. Novi urologists. Call Mon.-Thurs., 9:30-4:30 380-6360

MEDICAL BILLER
Immediate openings in Auburn Hills for Blue Shield, Medicare and Medicaid experience. Top pay.
Call Mary 646-8500
Uniforce Temporary Service

MEDICAL BILLER
Full time position available in Southfield orthopedic doctor's office for biller with computer experience. Excellent benefits. Call Monday thru Friday, 569-4710 or 569-4926

MEDICAL BILLERS - 2-3 yrs. hospital billing or 1-2 yrs. physician billing. Any or all payors experience accepted. Two shifts, several needed. Call Beth, 443-5592
Or send resume to: Tempro Medical, 24100 Southfield Rd., Suite 315, Southfield MI 48075.

MEDICAL BILLER
Full-time position for medical biller. Experienced on MEDIC computer system. All billing with WC, Auto, 3rd party billing, Hospital & Rehabilitation. Resume in confidence to..
OFFICE ADMINISTRATOR
[illegible] W. 11 Mile Rd
Ste. 437. Royal Oak. 48073.

MEDICAL BILLER/ CASHIER
Experienced in CPT codes ICD9. All types of insurances, for Multi Specialty Clinic. Must have good typing and computer skills with a minimum 8 yrs. experience. All replys confidential. Please send resume to: Medical Administrator, 5050 Schaefer. Dearborn, 48126.

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT/Receptionist Part time position in family practice office. Send resumes to: attention Helen, 2014 Beech Daly, Dearborn Heights, MI 48127

MEDICAL ASSISTANT
Looking for top-of-the-line assistant for active practice. Must be hard-working individual. Experience preferred. Salary $8.50 depending on experience. Full or part-time. Novi/Livonia areas. 478-4839

MEDICAL ASSISTANT NEEDED for fast paced clinic. Willing to train hard working individual with some medical background. Send resume to: 35210 Nankin Blvd., Ste. 301, Westland, 48185

MEDICAL ASSISTANT - Experienced, Arabic speaking, for progressive Ophthalmology practice. Dearborn & Southfield locations. Competitive salary & benefits. Send resume to: P.O. Box 561, Dearborn, MI 48121

MEDICAL BILLER, full time, benefits. Knowledge of ICD9 and CPT Coding. Call Miss Ashwood for app't between 1-4PM. 569-6144
An Equal Opportunity Employer

MEDICAL BILLERS - Temporary & permanent billers needed. MBS experience preferred. Billers O/E, 26400 W. 12 Mile, Ste. 175, Southfield, MI. 48034.

MEDICAL BILLER/EXPERIENCED
Immediate opening in Birmingham/Southfield outpatient mental health clinic. Psychiatric billing experience helpful. Contact Pam, 647-6320

MEDICAL BILLING SECRETARY
To $18,000
Busy office with excellent staff & latest in high tech equipment looking for a team player with 2+ years computerized billing experience. Fun atmosphere & excellent benefits. Call Lannette at 464-0909
SNELLING PERSONNEL SERVICES

MEDICAL DATA ENTRY/BILLING
Entry level position, $8/hour, full time, for doctor's office in Livonia. 427-1660

MEDICAL LAB ASSISTANT
Approximately 30-35 hours per week. Birmingham area. Call for appointment. 647-4425

MEDICAL RECEPTIONIST
Minimal 1 year experience. Send resume with expected salary to: Bone & Joint Surgical Assoc., 4400 Town Center, Suite 275, Southfield, MI 48075.

MEDICAL RECEPTIONIST
Must have 1 year experience in medical or podiatry office. Phone skills and good patient communication a plus. Knowledge of health insurance required. Must be hard worker and dependable. Salary $8.50 depending on experience. Livonia area. 478-4839

MEDICAL RECEPTIONIST
For busy allergy office in Livonia. Mon., Tues., Wed., Fri. & Sat. Please call: 478-5221

MEDICAL RECEPTIONIST
Experienced, for busy orthopedic office in West Bloomfield. Familiar with various insurances, computer, excellent phone skills. Benefits. 855-7406

MEDICAL RECEPTIONIST - Livonia doctor's office. Afternoon & evening, Mon., Tues., Wed. & Fri., 3pm-approximately 8-9pm. Every other Sat. from 8am-approximately 2pm. Please call: 427-9222

Medical Receptionist
Mature person needed full-time for busy cardiology office. Please call Mrs. Harrison. 650-1349
Or resumes to: RDSC, 543 N. Main, Rochester, MI. 48307.

MEDICAL RECEPTIONISTS - for major hospitals out-patient clinics. Must have 1-2 yrs. experience and some computer background. Will train MBS to qualify. Troy, Royal Oak, & Southfield locations. $1300 to $1450 per month. Call Tempro Medical, Renee, 443-5593.

MEDICAL RECORDS
Leading health care system is seeking an experienced Medical Records Lead. 1-2 Years medical records experience required. Formal training in Art program preferred. Send resume and salary history to:
Box #540
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL SECRETARY
Radiology clinic looking for full time office help. Must have experience in transcription. Please send resume & salary requirements to:
PO Box 1040, Wayne, MI 48184

MEDICAL SOCIAL WORKER FOR HOME CARE
Part-time position with Medicare-certified home care agency serving western Wayne County suburbs. Must have Master's in social work, 1 year experience in health care setting and current MI license. Flexible hours. Supportive management. To apply, call:
(313)981-8820

MED TECH
Full time position for experienced Tech with ASCP or equivalent. Call Cheryl 647-8223

NURSE
For Women's health facility. Call Toni: 443-0239

NURSE MANAGER
Shelby Nursing Center, an innovative long-term care facility, is currently seeking an experienced leader for a Nurse Manager position. Candidates must have an RN license and possess the following skills: 1) experience in a long term care facility, 2) knowledge of the Medicare program, 3) experienced with MDS assessments, and 4) strong leadership skills. Interested candidates should submit a resume or apply in person to:
48100 Schoenerr Rd.
Shelby Twp., MI 48315
Attn: Lisa Selcovic
(¼ mile N. of Hall Rd., near Lakeside Mall)

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

NURSES
Beat the winter BLAHS by working 1:1 with pediatric clients in the confort of their own home. VISITING CARE has cases available in Westland, Plymouth & New Hudson requiring pediatric nurses with pulmonary toileting skills (i.e. trach, HMT & P&PD experience). Call today to apply.
NORTHVILLE 313-344-0234

OFFICE MANAGERS
$25-$29,000
Medical office management and billing expertise needed for ophthalmology, internal medicine, rehab offices. Confidential searches. Call/resume to: 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 348,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPHTHALMIC ASSISTANT
For busy ophthalmologist with offices in Bloomfield Hills and Auburn Hills. Experience preferred, but will train. Approximately 30 hour per week to start with good benefits. Send resume to: 2700 N. Woodward, Blomfield Hills, MI 48304.

Pharmacy Tech
[illegible] Pharmacy Technician with drug store experience.
• Flexible Hours (No Sundays, Holidays or Evenings)
• Clean, pleasant working conditions
• Excellent full time benefit package
Apply in person daily between 10am-4pm at
MEDICAL CENTER PHARMACY
22341 W. 8 Mile Road
Just W. of Lahser, in the lobby of DMC Health Care Center

502 Help Wanted Dental-Medical

NURSING ASSISTANTS
Needed Certified Nursing Assistants only. Immediate positions available. Apply in person:
Lahser Hills Nursing Center
25300 Lahser, Southfield

OFFICE AUXILLARY HELP
Part/full time. No experience necessary. $4.50 + benefits. Dental office, Rochester Hills. Call 853-7877

OPHTHALMIC TECH - COA or COT or equivalent for progressive, growing practice. Southfield and Dearborn locations, competitive salary and benefits. Send resume to P.O. Box 561, Dearborn, MI 48121

ORAL SURGERY ASSISTANT
Full & part-time available. Mature and experienced, for busy oral surgery practice, Birmingham area, salaried, Mon.-Fri. 642-2115

ORTHODONTIC ASSISTANT
needed 2 day/wk. for progressive, growing practice in Rochester. Experience preferred. Call: (Ask for Emily) 652-8121

ORTHODONTIST RECEPTIONIST
Experienced in telephone and insurance billing.
Call Derron. 765-4310

PHYSICAL THERAPIST
Rehab World, one of the nation's largest providers of outpatient rehabilitation, has immediate openings for both clinical & management degree Physical Therapists with Michigan Licenses. Experience in neuro/ortho rehab &(or) interest in industrial programming preferred.
Call Marcy Bristol: 313-680-6740
or forward resume to:
Rehab World, 1950 East Wattles.
Troy, MI 48098

PHYSICIAN'S ASSISTANT
Full time in high energy pediatric office. Fun atmosphere, fast paced, great pay. Call, 427-3636

PSYCHOLOGISTS OR SOCIAL WORKERS - wanted for private Blue Cross OPC located in Southfield area. This position requires that you have a current case load or referral potential. Generous split with flexible hours. Call, 557-7100

RAPIDLY GROWING Medical Review Co. has several openings. Experienced CPT & ICD codes desired. Medical terminology and computer skills helpful. Salary based on experience. SEND RESUMES & salary requirements to Personnel Dept. PO Box 83, Northville, MI. 48167.

RECEPTIONIST for Livonia chiropractic office. Will train. Apply at: 28404 W Five Mile, Mon.-Tues.-Wed. or Fri., 8AM-1PM and 3-6PM.

RECEPTIONIST - with OBGYN experience for fast paced office in Troy. 932-2637

RECEPTIONIST NEEDED full time for busy Southfield surgeon's office. Experience preferred. Call Donna, 358-2310

RECEPTIONIST/BILLER
For women's health facility.
Call Toni: 443-0239

RECEPTIONIST
Fast paced pediatric practice. Mature & dependable; experience helpful. Call Chris: 557-1170

RECEPTIONIST/FILE CLERK needed, for busy practice, experience necessary, computer knowledge helpful, call Sharon 353-4560

RECEPTIONIST - Friendly & enthusiastic for Hazel Park dental office. Full time, open 7 days. Requires dental knowledge & computer experience. Send resume to: Convenient Family Dentistry, 120 W. 9 Mile Rd., Hazel Park, MI 48030 Attn.: Frieda

REGISTERED NURSES
Full and part-time positions in multi specialty clinic. Flexible schedules available. 3 yrs. minimum experience. Interested candidates please send resume to:
Medical Administrator. 5050 Schaefer. Dearborn. 48126.

REGISTERED NURSES
Metro Medical Group, a division of Health Alliance Plan, has two immediate full time openings available at our Livonia Medical Center. These positions will staff our Medi-Call triage service on thE afternoon shift (3pm-11pm; weekends included). The chosen candidates will be graduates of an accredited nursing school, licensed by the State of Michigan, be BCLS certified and have one year of med/surg experience plus one year of specialty experience. Telephone triage background is preferred; computer knowledge is a plus. We offer an excellent starting salary and fully-paid benefits package. Interested applicants please send resume to the Human Resources Dept. at:
METRO MEDICAL GROUP
1800 TUXEDO
DETROIT, MI. 48206
EOE

RN/LPN - for busy Southfield Dermatology office. Great opportunity for ambitious person with upbeat personality. Excellent pay. 353-6484

RN/LPN's
Full time pay for part-time work. Join our on-call team of dedicated professionals & practice nursing at its best.

HOME HEALTH AIDES
Full time & part-time, Mon.-Fri. Recent experience preferred. Send resume to:
HOSPICE SERVICES
127 S. MAIN ST.
PLYMOUTH, MI., 48170
Or Call:
313-459-0548

RN/LPN
Shelby Nursing Center is currently seeking professional nurses who want to make a difference in long term care to fill openings in all shifts, full and part time. Enjoy above average salary, benefits, and a pleasant working environment. Please apply at: 48100 Schoenerr Rd., Shelby Twp. (¼ mile N. of Hall Rd., near Lakeside Mall) For further info, please call 566-1100

RN/LPN'S
Rehabilitation Center, located in Romulus, looking for nurses who want to make a move to a facility where they are able to have the time to communicate with clients and their family members. Call Human Resources at 941-1142
Equal Opportunity Employer M/F

RN MANAGER
We are seeking a dynamic RN with strong interpersonal skills to coordinate the activities of a busy OB-GYN clinic, as well as interacting with clinical care of patients. We offer an attractive package. All replys confidential. Please send resumes to Box 526109:
The News Herald Newspapers. One Heritage Place. Suite 100. Southgate MI. 48195.

RN'S
HAWTHORN CENTER
Northville, Michigan
Staff RN's needed for children/adolescents psychiatric hospital. Temporary positions, all shifts. May be filled as limited term State Civil Service with benefits or contractual with no benefits. MUST have Michigan RN Licensure. Call Lynn White, 349-3000 ext. 550.

SINAI HEALTH SYSTEM
Has immediate full time and part time clerical openings that require typing 50+ wpm, medical terminology and computer WordPerfect 5.1 experience.
OPERATING ROOM
• Secretary
Shorthand required
ROSE IMAGING CENTER
• Medical Transcriptionist
Dictaphone required
PSYCHIATRY
• Office Assistant
For consideration respond with a resume to.
Employment office-secretary
SINAI HOSPITAL
6767 WEST OUTER DRIVE
DETROIT, MI 48235

XRAY ASSISTANTS
Medical company in Southfield seeking individuals to drive trucks and assist in performing Xrays. Full time positions available. Excellent benefits. Apply at: The Nursing Home Group, 24293 Telegraph (between 9 & 10 Mile Rd.)

502 Help Wanted Dental-Medical

RN or LPN - full time day shift. Charge position for one wing of 64 bed, privately owned nursing facility. Experience in geriatric care preferred. Excellent working conditions, salary & benefits in family oriented, quality care environment. Call for interview appt. Mon-Fri, 10-4 261-4800

RN - PEDIATRICS
Infusion coordinator for expanding home care company. Will teach & monitor IV patients in home setting. Great salary/perks. Call or send resume to: Diane Detter, 932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

RN's/LPN's
Part-time for a 56 bed Catholic nursing home. Apply in person:
Marycrest Manor
15475 Middlebelt
Livonia, Michigan
427-9175

TRAINER-SUPPORT
Apply only if you possess the following qualifications:
• Medical Billing
• Computer operations knowledge
• Demonstrated ability to train
Send resume to:
30400 Telegraph, Suite 383
Bingham Farms, MI 48025
Or call between 11am & 1pm.
258-4835

504 Help Wanted Office-Clerical

GENERAL ACCOUNTING CLERK
Knowledge of accounts receivable & accounts payable. Must be proficient in computer skills.
Please reply to: Box #500
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCEPTING APPLICATIONS
In Livonia & surrounding area for:
• Word Processing Secretary
• Receptionists
• Data Entry Operators
• General Clerks
To schedule an appointment call:
DYNAMIC PEOPLE
464-6500

ACCOUNTANT
Aggressive individual with transportation background or similar experience. Good organizational skills looking for a position in management working in the Dearborn area. Wages & benefits commensurate with experience. Resume to: P.O. Box 214869, Auburn Hills MI 48321.

ACCOUNT CLERK
The Charter Township of West Bloomfield is seeking qualified applications for the position of Account Clerk in the Treasurer's Office. Under the supervision of the Treasurer, processes payments for taxes and services through a cash register. Answers public inquiries regarding payments amounts and procedures. Enters information to the computer system to update files and assists with other accounting and general clerical tasks. Applicants must possess good clerical skills, experienced with data processing input procedures, proficient in working with numbers and the ability to work well with the public. Minimum qualifications for this position are graduation from high school or its equivalent with courses in typing, bookkeeping and accounting and a minimum of one year related experience. 1993 salary range is $18,076.50 minimum to $24,758.31 maximum with an excellent fringe benefit package. Applications will be accepted until Monday, March 15, 1993 at the Personnel Department, 4550 Walnut Lake Rd., West Bloomfield, MI. 48325.
An Equal Opportunity Employer

ACCOUNTING CLERK
Southfield company seeks individual to perform basic accounting tasks: bank deposits, filing, accounts payable, computer input, & other misc office tasks. WordPerfect & Lotus skills helpful. Please send resume:
200 Franklin Center,
29100 Northwestern Highway,
Southfield, MI 48034

ACCOUNTING CLERK $7/HR. Major company, Livonia area. Full benefits. Knowledge of 10 key adding machine. 5 day wk. Employment Center Inc. Agy. 569-1636

ACCOUNTING CLERK
Full-time. Experienced in A/P, inventory and general accounting. Computer experience in Deck and Lotus required. Southfield area. Mail resume to: Citation Clinical Laboratories. 23775 Northwestern Highway. Southfield, MI. 48075.

ACCOUNTING CLERK & DATA ENTRY CLERK
Full or part time for World headquarters of Pro Golf Of America. Two entry-level positions. Assist in day-to-day accounting operations. Experience with computers, accounting, data entry & typing. Please send resume to:
Pro Golf Of America
31884 Northwestern Hwy.
Farmington Hills, MI 48334
Attn: Dan Zigo, Accounting Supv.
or FAX 313-737-9077

ACCOUNTS PAYABLE & RECEIVABLE
Client in Oakland County needs a professional with phone skills, accounts payable experience, data entry & Word Perfect. Call as soon as possible for appointment
Future Force
528-8454

ACCOUNTS PAYABLE - permanent part time. Clerical, some computer & typing experience required. Afternoons, Mon-Fri. Send resume to: Knight Industries, 1160 Centre Rd., Auburn Hills, 48326. Attn: Accounting. No phone calls please.

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 CLERK
Farmington Hills service organization seeks an Accounts Payable Clerk with a minimum of 1-2 years experience. Responsibilities include computerized review and posting of invoices, expense account allocations, and journal entry preparations. We offer an excellent working environment and a competitive benefits package. Send resume with salary requirements to: AP/Human Resources, P.O. Box 9072, Farmington Hills, MI 48333-9072
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Must have strong organizational and computer skills. Property management experience preferred. Send resume with salary history to:
P.O. Box 2490
Farmington Hills, MI 48333

ACCOUNTS RECEIVABLE
Large distribution center needs person with experience in handling large volumes of receivables with substantial detail. Must be familiar with computerized processing and reporting. Full time position with excellent benefits. Send resume in confidence with salary & background information to: Box 544,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADIA NEEDS Experienced Office Personnel
• Receptionists • Typists
• Word Processors • Data Entry
313-722-9060 or 313-582-2342

ACT NOW!!
RECEPTIONIST: $20,000
Use your professional secretarial and computer skills for front desk suburban position.
EXECUTIVE SECRETARY $21,000
Work with top executive utilizing your 5 years word processing and secretarial skills. Lotus, WordPerfect or Wordstar a +
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-5750
Troy: 545-2720

ADMINISTRATIVE Sales Assistant. A service oriented organization in Southfield is looking for a take-charge individual with computer background, typing skills of 50 wpm, Word Perfect 5.1 knowledge. Send resume with cover letter and salary requirements to: Attn. Phyllis, Office Pavilion, 25505 W. 12 Mile, Suite 1000, Southfield, MI 48034

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Property Management Company in downtown Ann Arbor needs Account Clerk with experience in accounts receivables and general ledger in a Property Management environment. Knowledge of Lotus 123. Accounts receivable software, word processing important. Excellent written and verbal skills. Independent worker - Emphasis on accuracy and timeliness. Please send resume with salary requirements to:
Accounting Clerk Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

ACCOUNTING/OFFICE: Wayne location. Full-time with Benefits. Must have experience in accounts receivable, collections and accounts payable. Desire experience on Lotus & Solomon. Send resumes to Box 538:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Farmington Hills corporation needs your Macword experience.
Top pay. Call Susan 473-2932
Uniforce Temporary Services

ADMINISTRATIVE SALES Assistant
Stock brokerage firm looking for take charge individual with secretarial experience. Send resume, salary requirements to: Patty Whitney, SOS, 4000 Town Center, Suite 1600, Southfield, MI. 48075

ADMINISTRATIVE ASSISTANT
Retail distributor seeks administrative assistant, 3 yrs. experience. Send resume & salary requirements to: Box #508
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Quality Environmental Laboratories Inc. is looking for an Administrative Assistant for our Livonia office. Duties include: word processing, light bookkeeping and general office organization. Please send resumes to: QEL Inc., 13195 Wayne Rd., Livonia, MI., 48150.

ADMINISTRATIVE ASSISTANT: Growing Retail Chain in Troy, seeks Administrative Assistant/Accounting Clerk. Wordperfect 5.1, Lotus & General Office duties. Competitive starting salary & opportunity to grow in company. Send Resume Attn. PERSONNEL MANAGER:
3250 W. Big Beaver
Ste. 119. Troy MI. 48084.

ADMINISTRATIVE ASSISTANT
for small franchise group. Business or Marketing Degree a plus. Candidate must have good communication skills. Salary $20-24,000 to start with much room for growth. Resume to: Box 520
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Established service company seeks assertive person for Secretarial functions, customer relations & other administrative duties. Must have word processing experience, be very organized & like people. $300/wk. starting + benefit package. Send resume with earnings history to: P.O. Box 48734, Oak Park, MI. 48237.

ADMINISTRATIVE ASSISTANTS
We offer:
• Challenging assignments
• Top pay
• Benefits
Positions require:
• Word Perfect 5.0 & 5.1
• Microsoft Word
• Lotus
When it comes to your needs we take it personal.
Call today for appointment!
SPENCER PERSONNEL, INC.
559-0110
E.O.E. NEVER A FEE

APARTMENT SEARCH - NOVI
Seeks full time marketing associate (Receptionist). Requires highly organized, enthusiastic, articulate, and ambitious person. Word processing and excellent phone skills a must. Call Mary, 10 to 4 at 800-777-5616
An Equal Opportunity Employer

ASSISTANT OFFICE COORDINATOR
Rapidly expending Detroit based corporation has an opening for an assistant to our Branch Office Facilities Coordinator. High visibility job involves assisting with:
• Branch office design & decor
• Working with staff and outside contractors
• Purchasing and importing of furnishings worldwide
• 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:
Assistant Office Coordinator
P.O. Box 779
Detroit, MI 48231

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

AUTOMOTIVE PUBLICATION company seeking full time & free lance Keyliners with 2/3 years experience. Attn: Assembly Supervisor, P.O. Box 841, Novi, MI 48376.

504 Help Wanted Office-Clerical

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

ADVERTISING AGENCY SECRETARY - plush office of suburban firm needs your recent word processing experience and ability to interact with clients. $8.50/hr.
Call Sophie at 357-0641
Uniforce Temporary Services

AN OUTBOUND computer sales office in Novi is looking to fill a position for a sales support person. Individual should be organized & know how to manage their time. Full time with benefits. Please send resume to: Micro Age Computers, 39831 Grand River Ave., Novi, MI 48375

BENEFITS ADMINISTRATOR
Vice president of rapidly growing Troy company has immediate opening for experienced benefits secretary. Word Perfect and Lotus.
Call Susan at 646-7961
Uniforce Temporary Service

BILLING/DATA ENTRY CLERK
Bingham Farms CPA firm seeks a Billing/Data Entry person for its Computer Dept. Computer background & accounting knowledge desired. Resume to: 30300 Telegraph, Su. 168, Bingham Farms, MI 48025.

FULL CHARGE BOOKKEEPER
Experienced in non-profit preferred but not required. Computer experience necessary. Full time. Send resume to: P. Martindale, 27493 Schoolcraft, Livonia, MI 48150

BOOKKEEPER - For growing fast-paced architectural/construction firm. General ledger thru trial balance. Computer experience a must. Some secretarial. Part time to start. Send resume: President, PO Box 884, Birmingham, MI 48009

BOOKKEEPER needed 1 day per week. Applicants need be experienced, mature with references. Call John or Kathy. 477-5330

BOOKKEEPER
One of Michigan's largest swimming pool companies seeks a full charge bookkeeper knowledgeable in a computerized system thru trial balance. We offer a competitive salary with a flexible winter schedule. Non-smoker please. Send resume to: 32750 Northwestern Hwy. Farmington Hills, MI, 48334. Att: Dave.

BOOKKEEPER - part time for restaurant. Should be familiar with Excel & Quick Books. Call Rick AM only. 855-8689

BOOKKEEPER - PART TIME
Must be computer literate, with typing experience. Orchard Lake area. 681-7080

BOOKKEEPER-PART TIME
Payroll, accounts payroll, accounts receivable, general ledger, 20-25 hours per week. Engineering service business, 15 employees. Must be able to work at 2 locations-New Hudson & Westland. Send resume to: Power Flow Engineering, P.O. Box 329, New Hudson, MI 48165.
An Equal Opportunity Employer

BIRMINGHAM corporate office has opportunity to use your clerical skills in an exciting new way. Responsibilities include assisting in the coordination of our international recruiting program & the administration of our corporate auto fleet. Lotus & excellent telephone communication skills a must. Call between 9-11 am, Mon.-Fri. 646-1150
An Equal Opportunity Employer

CALL TODAY
SPECIAL POSITIONS FOR SPECIAL PEOPLE
Looking for dependable, energetic people who enjoy the variety & challenge of temporary assignments in the following clerical fields:
RECEPTIONIST with multiline phone experience. (some require Word Processing skills).
SECRETARIES with WordPerfect, MultiMate or MicroSoft. Knowledge of Lotus or Excel are in demand. Harvard Graphics is a real plus. Long, short term. Troy, Southfield, Livonia, West Bloomfield & Ann Arbor. For more information call us!
TEMPORARY RESOURCES
737-1711

clerical
SECRETARY
Experienced with WordPerfect, Lotus 1-2-3, MultiMate, Display Write OR Wang a PLUS. Detail oriented, type a minimum of 55wpm. Excellent pay and location. To schedule an interview please call:
TEMPEXCHANGE
332-8000
Bloomfield Hills Office

CLERICAL SUPPORT
Flexible part time, 10-15 hrs. for human service agency in Plymouth area. Light typing, non smoking office. Call 10am-3pm: 454-1130

CLERICAL SUPPPORT NEEDED AUTO DEALER
Approximately 30 hours, plus or minus. Must be hard working, organized, and efficient. Some bookkeeping knowledge a plus. Multi-faceted position for self-motivated individual that can work with little supervision. Call Carol: 353-0910

Administrative Assistant-to-CEO

Immediate opportunity in Farmington Hills for an administrative assistant reporting to the Chairman/Chief Executive Officer.

The ideal candidate has 3+ years experience in a fast-paced professional environment, familiarity with basic office equipment, a Bachelor's degree, outstanding references.

Please send resume, salary expectations, and references to: Dept. CEO, P.O. Box 9080, Farmington Hills, MI 48333-9080.

Considering a Part-Time Position in the Troy area?

NBD Bank will be accepting applications for the following part-time positions in Troy and its vicinity:

Accounting
Clerical
Customer Service
Tellers

We offer an excellent salary and benefit plan, including paid vacation. Tellers must be available for three weeks of full-time training.

Apply in person between
9:30 a.m. - 3:30 p.m. on
Thursday, March 11
Oakland Mall, Community Room

Or apply in person, Monday through Thursday, from 9:00 a.m. to 3:00 p.m., at the NBD Human Resources Office – 7th Floor, 900 Tower Drive (I-75 & Crooks Rd.), Troy, Michigan.

NBD

NO PHONE CALLS, PLEASE.
An Equal Opportunity Employer M/F