500 Help Wanted

TELEMARKETER
for Livonia portrait studio. Earn up to $10/hr. Hourly & commission. Flexible hours. Personality & determination helpful. 422-8310

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

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

THE DETROIT FREE PRESS
Adults needed: Single copy apartment routes available Canton-Plymouth area. Profit plus gas allowance 453-2049 or 222-6500

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

TOOLMAKER
Experience in tooling, body fixtures and hand tools.
ELECTRICAL & PNEUMATICS
Experience in machine tools. Wages equal to ability. Steady work.
Apply in Person
OXBOW
MACHINE PRODUCTS
6610 Lanewood
Westland

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

TOOLMAKER OR MACHINE HAND
Part Time. Call between 9am-12noon. 941-4379

TOW TRUCK drivers needed. Experience necessary. Knowledge of Royal Oak, Ferndale, Oak Park & Southfield very helpful. Call: 543-7227

TRAVEL AGENT
Experienced, motivated. Corporate & leisure travel. Apollo. Ann Arbor. 761-7900

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

TRAVEL AGENT: Full-time. Apollo experience desired. Organized, outgoing. Rewards a Plenty! Farmington area. Call, 442-7200.

TRAVEL AGENT
Full or part time.
Experience requested.
Call 533-3544

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 # 7020

TREE CARE PERSONNEL wanted. A & K Tree Service now hiring. All positions available. Must have valid Michigan C.D.L. Call 522-8733

TRUCKDRIVER
World's largest fencing manufacturer & wholesaler is seeking two individuals to drive a semi-tractor trailer & 24' stake truck. Positions are physically demaning with loading & unloading responsibilities. CDL A license required. Drug free work place. Testing required. Excellent benefits. Promotions from within. Please apply in person at: MASTER-HALCO, 6020 Commerce Dr., Westland. No calls please!

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

EXPERIENCED TYPESETTER needed for fast paced graphics dept. Macintosh experience needed. Call Kathy. 451-2020

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, 967-6200

VCR TECH/BENCH HAND
with experience only.
Lathrup Village area.
Call 557-1141

VETERINARY CLINIC - Mature person for pet care & office procedures. Will train. P.O. Box 71716, Madison Heights, MI. 48071.

VOCATIONAL INSTRUCTOR/ TRUCK DRIVER
Teach job skills to handicapped adults at Madison Heights workshop & drive agency truck (22 ft. van-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

WANTED 100 PEOPLE FOR BRAND
New diet pill of the 21st century.
Burns fat, increases energy.
100% natural. 604-268-9143

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.

WELDERS
Light gauge custom sheet metal shop looking for welders with MIG, TIG, ARC & 2 yrs. experience for fabricating & installing. Good pay & benefits. 272-5201

WELDERS NEEDED - Entry level positions now available. will train on the job. Good benefits and excellent working conditions. Apply in person At: BELANGER, INC. 1001 DOHENY CT., NORTHVILLE

"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.

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

WRECKER DRIVER
Dearborn area. Must have CDL license. Weekends only. 10 hr. shift. Please call ADIA PERSONNEL. 382-2342 OR 722-9060

$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

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

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. Chinwal, 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.

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.

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.

CERTIFIED NURSE ASSISTANT
We are looking for certified aides for all shifts. Please apply at 26715 Greenfield, between 10-11 AM. Applications accepted Monday-Friday (10-4). No phone calls.

CERTIFIED NURSES AIDES PART TIME
Apply at
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

CHAIRSIDE DENTAL ASSISTANT
2 years experience. Inventory control. Computer experience preferred but not necessary. Rochester area. Ask for Donna, 652-3663

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

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

CHIROPRACTIC ASSISTANT
Self-motivated, energetic, ambitious person for growing office. Call 522-3698

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)981-8320

FAST PACED SOUTHFIELD dental office needs highly experienced Dental Business Assistant. Perio or medical billing a plus. Also experienced Dental Assistant. Pay commensurate with experience/benefits. Mikl, 569-6304

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 30-35 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 speciality 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. 871-4405

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 ASSISTANT
Experienced. Needed for friendly family practice in Livonia. 442-9500

DENTAL ASSISTANT - part time, self motivated, meticulous, person to assist friendly doctor in pleasant Bingham Farms office. Call 647-3050

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

DENTAL HYGIENIST ASSISTANT
Competitive Wages
Benefits
WORK CLOSE TO HOME
Flexible Schedule
Immediate Positions Available
In all Areas. Call, 524-1963
RDH HEALTH SERVICES

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

502 Help Wanted Dental-Medical

DENTAL ASSISTANT - Progressive, busy, family oriented dental practice seeking professional team member for chairside duties. Brand new facilities. Comradarie, good benefits. 353-7440

DENTAL ASSISTANT
We want the best and are willing to pay for it. We offer a position that is motivating & rewarding. Great hours! Personality plus required. W. Bloomfield. 661-1440

DENTAL ASSISTANT FULL-TIME
Our team is in search of an experienced dental assistant who knows the value of communication skills & enthusiasm while delivering quality care to our patients. We offer an incredible work environment, continuing education opportunities, competitive salary and no Saturdays. Please call: 887-9432

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 289, 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 HYGIENIST
Part-time position for Periodontal oriented office. Must be friendly & energetic. 277-0050

DENTAL HYGIENIST wanted in vibrant Fisher Building practice. Quality, not quantity emphasized. Hours negotiable. Call: 871-1100

DENTAL HYGIENIST
Wed. 1-8pm. for friendly Livonia office. 525-3680

DENTAL HYGIENEST
Modern Livonia office seeking a special person to join our Hygiene staff to help treat our re-care & perio patients. We care about employees, patients, prevention & infection control. Hours: Thurs.,3-7pm. Growth potential, wages negotiable. Incentives. Call Karen or Sue after noon 421-3090

DENTAL OFFICE seeks experienced person to work accounts receivable. Full time, excellent pay, benefits & bonuses. Southfield. 788-9166

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

DENTAL RECEPTIONIST- Children grown, looking for a career? Friendly Livonia office seeks mature, enthusiastic, detail oriented person, front desk duties. Experience preferred, will train. Full time. 427-2381

DENTAL RECEPTIONIST
Female dentist needs dynamic, experienced person to help develop growing family practice. Great hours & pay. Full-time. 559-1188

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 528,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DIETARY COOK/AIDE AND CHA'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.

FRONT OFFICE HELP
Needed part time for busy periodontal office. Dental and computer experience preferred. Typing, filing, phones, scheduling, etc. Call between 9am-12, at 981-7477

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

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)354-0501

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

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay & benefits
FAMILY HOME CARE
(313) 229-5683
(313) 455-5683 (313) 620-6477

HOSPICE OPPORTUNITIES
Welcome to Cranbrook Hospice, a member of Mercy Health Services, and a growing facility serving the metro Detroit area. We have opportunities available for professionals looking for a new challenge and personal satisfaction.

STAFF NURSES (FT)
An integral member of the interdisciplinary team, you will coordinate care and services for terminally ill patients and their families.

Requires a current RN license or permit from State Board of Nursing and 2 or more years of current professional hospice nursing or acute care, oncology or radiation oncology experience.

Experience autonomy and flexibility, participation in decision making and a true commitment to patient care.

To apply for this position, send resume or contact: Lynn Crink, Clinical Supervisor, Cranbrook Hospice, 261 Enterprise Dr., Suite 300, Bloomfield Hills, MI. 48302. Achieving Workforce Diversity Through Affirmative Action/Equal Opportunity Employer.

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. 942-0586

502 Help Wanted Dental-Medical

[illegible] experienced, durable medical equipment biller. Please send resume to: P.O. Box 7771, Bloomfield Hills, MI. 48302.

INSURANCE CLAIMS ANALYST
Several positions available with a large national TPA. Currently expanding operations in the Detroit Metro area. We require 2 yrs. experience in processing group health, medical, dental & vision claims. Excellent starting salary, production bonus & benefits available. Call 1-800-572-2323, ext. 5713 or send resume to: PO Box 5007, Southfield, MI 48086-5007, Human Resource Dept.
An Equal Opportunity Employer

LPN/RN
Young female spinal cord injury patient needs nurses with solid vent skills. Full/part time. All shifts.
Binson's Assisted Care.
755-0370 268-6933
1-800-922-6528

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

EXPERIENCED MEDICAL BILLER
Wanted full-time. Northville area. 349-5405

MEDICAL ASSISTANT w/minimum 1 year experience needed for busy family practice office in Northville. Excellent salary & benefits. Phone between 3:30-5pm, 313-662-5204

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. Melinda, Tempro Medical, 443-5594

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 591, Dearborn, MI 48121

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, MI 48126

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

MEDICAL ASSISTANT
Full-time position, busy doctor's office in Southfield. Experience required. Ask for Phyllis: 424-8358

MEDICAL ASSISTANT
Full time. Very busy 4 physician OB/GYN office. Experience absolutely necessary. 13 Mile/Telegraph Area. Seeking professional person for long term commitment. Call Tina: 646-3181

MEDICAL BILLER, full time, benefits. Knowledge of ICD9 and CPT Coding. Call Miss Ashwood for app't between 1-4PM. 569-5144
An Equal Opportunity Employer

MEDICAL BILLERS - Temporary & permanent billers needed. MBS experience preferred. Billers O/E, 28400 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, 647-5320

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

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
LMT REHAB: 3535 W. 13 Mile Rd. Ste. 437, Royal Oak. 48073.

MEDICAL BILLER
Needed for Ophthalmology clinic in Rochester Hills. Minimum of 2 years experience in this medical specialty. Strong computer billing background in Medicare/Blue Shield/HMO. Competitive salary. Comprehensive benefit package. Send resume to: Attention: Human Resources. 400 Galleria POffice Center, Suite 215, Southfield, MI., 48034-2164.

MEDICAL DATA ENTRY/BILLING
Entry level position, $6/hour, full time, for doctor's office in Livonia. 427-1060

MEDICAL OFFICE
Front office opportunity, computer insurance knowledge and transcription skills a plus! full time, Royal Oak area. Resume to: Box 568
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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. 478-4639

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

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 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)981-6820

MEDICAL TRANSCRIPTIONIST
Radiology office in Novi, part time, 3 to 4 hours a day. Please call Janice at 473-6510

502 Help Wanted Dental-Medical

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. 478-4639

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 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 5 yrs. experience. All replys confidential. Please send resume to: Medical Administrator, 5050 Schaefer, Dearborn, MI 48126.

MEDICAL RECEPTIONIST
needed, approximately 25 hours per week, experience preferred. 471-3312

MEDICAL TRANSCRIPTIONIST
Experienced. Full time for Farmington Hills Cardiology practice. Full benefits. Contact Bonnie: 932-3700

MEDICAL Transcriptionist/Receptionist - Full time. Health, vision, dental & life insurance, competitive wage. Experienced in WordPerfect. Sandy 354-5511

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

NURSE AIDES
FOR PRIVATE DUTY HOME CARE
Join the growing field of home care with a quality agency serving western Wayne county suburbs. Must have experience working with the ill, elderly or disabled. Must have reliable transportation.
To apply, call:
981-6829
UNITED HOME CARE SERVICES

NURSE AIDES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.
NURSING UNLIMITED
540-2360

NURSE AIDES
Nursing Home/Home Care
Southfield. 357-7080
PATIENT ATTENDANTS/SITTERS
Hospital/Home Care
Dearborn. 563-0058
Ann Arbor. 747-8070
HEALTH CARE PROFESSIONALS

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

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, NMT & P&PD experience). Call today to apply.
NORTHVILLE 313-344-0234

NURSING ASSISTANTS
Are you looking for a change AND a career?

We may have what you're looking for!!
At Plymouth Court, we offer:
- Paid CNA training
- Competitive starting wage
- Health insurance, paid sick, holiday and vacation days
- Tuition reimbursement
- Free uniforms
- Employee recognition and referral bonus programs
- Clean, safe & friendly working environment

WANT TO KNOW MORE?
Please apply directly
PLYMOUTH COURT
105 HAGGERTY RD.
PLYMOUTH, MI 48170

An Equal Opportunity Employer

Nursing
CERTIFIED NURSE ASSISTANTS
Part-time positions available on all shifts for certified nurse assistants, some full-time positions available. The successful candidate must have one year patient care experience in a nursing home or six months' patient care experience in a hospital.

We offer excellent benefits and compensation.
Apply IN PERSON ONLY, between the hours of 8:30 AM. and 4 PM. in Human Resources.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

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

OFFICE MANAGER
Needed for Oakland County Medical office. Good communication skills, insurance knowledge & organizational abilities required. Confidential. Send resume to: Box 570
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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 346,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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 591, Dearborn, MI 48121

OPTICAL DISPENSER
FULL AND PART TIME POSITIONS
For optical dispenser. Apply at any NEWVISION

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

PERSONAL CARE AIDES & HOME HEALTH AIDES
to work with special population in Canton area. Please send resumes: HGS, P.O. Box 15414, Ann Arbor, MI 48106. 572-7234

PHYSICAL THERAPIST
For home care visits. Full time available. Excellent pay & benefits.
FAMILY NURSE CARE
313-229-0300

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.

502 Help Wanted Dental-Medical

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

PART-TIME/one day, dependable individual with good clerical skills for dental office in Garden City. 421-4150

PERSONAL CARE ASSISTANTS
Home for the aged in West Bloomfield has full & part-time positions available. Contact Deborah Savela: (313)661-1700 .

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

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

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

RECEPTIONIST, part-time available in our fast paced Livonia office. Dental knowledge & excellent communication skills a must. Computer experience helpful. Call 591-3638

REGISTERED NURSES
Full and part-time positions in multi specialty clinic. Flexible schedules available. 3 yrs. min. experience. Interested candidates please send resume to:
Medical Administrator, 5050 Schaefer, Dearborn, MI 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 - FULL TIME
DAY SHIFT
Apply at
or call Mrs. Martin, DON. 261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN/LPN - for busy Southfield Dermatology office. Great opportunity for ambitious person with upbeat personality. Excellent pay. 353-6884

RN/LPNS
A few positions are available at this west side nursing home. If interested, please apply at 26715 Greenfield, between 10-11.

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 co-ordinate 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.

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

RN'S/LPN'S WE NEED YOU!
LPN'S earn up to $17/hour.
RN'S earn up to $20/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5683 (313) 455-5683

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 18025
Or call between 11am & 1pm.
258-4835

504 Help Wanted Office-Clerical

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

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

ACCOUNT & PURCHASING CLERK
Reporting to the Controller, this entry level position will be primarily responsible for purchasing, as well as other accounting duties. Accounting background & experience with IBM equipment, a plus. Send resume to: Controller, 13975 Farmington Rd., Livonia, MI 48154-5422

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 PAYABLE/PAYROLL
Position available with Livonia based company for self-starter with some experience and computer familiarity. Send resume with salary requirements to Box 560:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

ACCOUNTING CLERK $7/HR.
Major company. Livonia area. Full benefits. Knowledge of 10 key adding machine. 5 day wk. Employment Center Inc. Agy. 569-1634

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 - 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
Self-motivated & experienced individual, for diversified duties including data entry, for computerized bookkeeping in Farmington Hills non-smoking office of builder. Call 9am-12noon: 661-5100

ACCOUNTS RECEIVABLE CLERK
Must have strong organizational and computer skills. Property management experience preferred. Send resume with salary history to:
P.O. Box 2480
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

ACCOUNTS RECEIVABLE position available for Sprinkler Services Co. Computer knowledge required. Call Mon.-Fri. 477-2901

ACCOUNTS RECEIVABLE
Property Management Company seeking individual for computer accounting and resident communications. Send resume to:
100 Galleria Officenter
#400, Southfield, MI 48034

ADIA NEEDS Experienced Office Personnel
- Receptionists
- Typists
- Word Processors
- Data Entry

313-722-9060 or 313-382-2342

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, 508, 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 ASSISTANT - Must be personable & professional. Excellent phone skills, bookkeeping and computer knowledge a must. Apply in person: Lyon Manufacturing Inc., 13017 Newburgh, Livonia

ADMINISTRATIVE ASSISTANT. Part time for successful insurance agent in Farmington Hills. Word processing, set up phone appointments, insurance experience a plus. Send resume to: Mr. Stuart, P. O. Box 20310, Ferndale, MI., 48220.

ADMINISTRATIVE ASSISANT
For word processing, data entry, proofreading, customer phone work, etc. Hrs: Mon-Fri. approx. 2-9, Sat. 9-5. Salary: $22-$28,000. Send resume to: Box 29-S, Birmingham, MI 48012

ADMINISTRATIVE ASSISTANT
Part time Tuesdays & Thursdays. 16 hours per week. Typing 60 wpm, filing & other office tasks. Excellent communication/organizational skills & WordPerfect experience required. Send resume to: Attn: B. Schultz, Imperial Marketing, 21553 Bridge St., Southfield, MI48034

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 at 357-0641
Uniforce Temporary Services

AVAILABLE NOW? We need 55wpm word processing secretary in the Novi area. 553-7050
Employers Temporary Service

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 800-777-5818
An Equal Opportunity Employer

ASSISTANT OFFICE COORDINATOR
Rapidly expanding Detroit based corporation has an opening for an assistant to our Branch Office Facilities Coordinator. High visibility job involves assisting with:
- Branch office 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

BENEFITS ADMINISTRATOR
Vice president of rapidly growing Troy company has immediate opening for experienced benefits secretary. Word Perfect and Lotus.
Call Susan at 646-7661
Uniforce Temporary Service

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Progressive home inspection firm needs office assistant in Plymouth office to work afternoons. Requires work ethic, WP5.1 proficiency, good phone voice & smiles. Resume & salary requirements to:
1220 Palmer
Plymouth, MI 48170
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
A highly entrepreneurial Farmington Hills service organization seeks a full time Administrative Assistant to a Corporate Executive. This busy executive needs a pro-active self starter, who can serve as right arm and perform secretarial tasks necessary to keep the department running smoothly. The right candidate has a lot of energy and enthusiasm, as well as finely tuned organizational, word processing, telephone and interpersonal skills. Previous experience with spreadsheet and data base applications a definite plus. We offer an excellent working environment and a competitive benefits package. Qualified candidates send resume with salary requirements to:
AA/Human Resources
P.O. Box 9072
Farmington Hills, MI 48333-9072
An Equal Opportunity Employer

ALL FEES COMPANY PAID
- Secretaries
- Bookkeepers
- Word Processing
- Receptionists
- General Office

PERMANENT STAFF
Farmington Hills 737-9750
Troy 585-2720

AUTO BILLER
Dodge dealer looking for experienced car biller. Good benefits. Call Cheryl for appointment. 474-6750.
TOWN & COUNTRY DODGE, INC.
8 Mile & Grand River

FULL CHARGE BOOKKEEPER for small Plymouth Company. Payroll, receivables, payables, monthly balance sheet & P & L. Hours can be flexible. Call Mary Jane at 459-5630

BOOKKEEPER- Computer literate person needed for full charge bookkeeping position for Oakland County Law Firm. Minimum 5 yrs. experience required, preferably in law office environment. Typing required for data entry. Send resume to:
Box 550
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Established Property Management firm seeks to fill clerical/bookkeeper position. Working knowledge of Word Perfect and Lotus 1-2-3 necessary. Excellent math aptitude. Good benefit Package. Salary commensurate with experience. Please send resume to:
Ms. F. Hocking
P. O. Box 267
Southfield, MI 48037

BOOKKEEPER (Experienced)/ LIGHT SECRETARIAL. Needed immediately! 4 hrs. per day, Mon-Fri. Self-contractor position. Established Troy firm. Competitive salary. Call Jeri at:
524-9571

BOOKKEEPER - For growing fast-paced architecture/construction firm. General ledger thru trial balance. Computer experience a must. Some secretarial. Part time to start. Send resume: President, PO Box 694, Birmingham, MI 48009

BOOKKEEPER for Bloomfield Hills Real Estate office. Full charge through trial balance. Must have 3-5 years experience which includes Solomon & Lotus. 30-40 hours per week. Please call Mary at, 646-7701

BOOKKEEPER - for property & apartment management company. Experienced in Accounts Payable, Accounts Receivable & computers. Strong accounting background, verbal & written skills a must. Send resume to P.O. Box 85899, Westland, MI. 48185.

BOOKKEEPER
Full charge for multi location restaurant. Minimum 5 years experience required & prior restaurant experience preferred. Candidates must have computer accounting knowledge & be able to work independently. Respond in confidence including salary requirements to: Box 504
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Livonia 58 year old firm. Full cahrge, full time position for mature individual with experience in manual and computerized accrual accounting through general ledger. Federal & State tax reporting & investment trust knowledge. Resume required.
Call Georgene at 421-5660

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
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

BOOKKEEPER - Redford auto supplier, accounts payable, accounts receivable, general ledger, taxes, etc. Mature & experienced. Send resume to Box #482.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/SECRETARY
Long established construction company looking for part time individual who is experienced in bookkeeping, shorthand or speedwriting & is computer literate. Contact Mr. Olson, Kellan Enterprises, 1-5pm 352-5800

BOOKKEEPER/SECRETARY
For landscape & Garden center. Must have strong accounting and computer skills. Experience a must. Responsibilities will include: answering phones, typing, bookkeeping and billing. Send resume to:
Murray's Garden Center
9640 Commerce Rd. Commerce Twp. MI. 48382. Attn: Rick

BOOKKEEPING
Computerized bookkeeping through trial balance, word processing & speed writing or shorthand are needed for this major suburban firm. Open salary.
Call Brittany 357-0641
Uniforce Temporary Services

BOOKKKEEPER with expeirence. Novi location. Send resumes to: Bookkeeper, 1637 W. Big Beaver Rd., Ste. B, Troy MI. 48084.

GENERAL OFFICE - FAST PACED insurance office needs an energetic quick learner. Detail-oriented, order entry person with an excellent phone manner. Must have good speaking voice and work as part of a team. Please reply to P. O. Box 2040, Southfield, MI., 48037.

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 SUPPORT Person, permanent part time, to work 37 hrs. Summer/20 hrs. Winter, to handle various assignments. Typing skills & computer knowledge necessary. Send resume: Human Resources, P.O. Box 2970, Livonia, MI 48151

CLERK/DISPATCHER
Dispatch police, fire, emergency calls, answer phones, enter computer data, deal with public. General office experience. 32 hrs/week. $7.50/hr. Apply: Huntington Woods Public Safety Department, 12755 W 11 Mile, Huntington Woods, before March 19, 4pm.

504 Help Wanted Office-Clerical

CLERICAL
Entry level opportunity for professional individual to work in our Plymouth headquarters Visual Department. Candidate must be proficient on WordPerfect. Lotus (Macintosh is a plus). A minimum of 2 yrs. previous experience is necessary. Accounting course work preferred. We offer a competitive wage & benefit package, generous merchandise discount included.
Please call 451-5227
Winkelman's
An Equal Opportunity Employer

CLERICAL NEEDED
Part time/days.
Near Ren-Cen.
Call 9-3pm: 259-0698

CLERICAL - PART TIME
Mature, responsible person needed 3:30pm-5:30pm, Mon-Fri. Light typing,filing, mail, etc. FArmington Hills, 13 Mi. & Northwestern. Good hourly rate. Call Elaine 737-2268

CLERICAL POSITION
Full time, with small publishing company in Canton. Looking for positive detail-oriented person with good typing/computer skills. Pleasant non-smoking office. $7 per hour, benefits. 981-4600

CLERICAL SUPPORT
Sales office seeks detail oriented individual with good math skills. Must have data entry skills, 2 years general office experience & ability to handle multiple responsibilities. Good benefits, pleasant working environment, and delightful co-workers.
Send resume to:
VAL-PAK ADVERTISING
28150 SCHOOLCRAFT RD.
LIVONIA, MI 48150

CLERK TYPIST for Southfield lawfirm. Entry level. Some office experience necessary. Please call Marcie 357-4888

CLOSERS ASSISTANT
Southfield title company looking for a detailed oriented person with good communication skills and accurate typing skills, 45wpm to work in our Closing Dept. Working hrs. must be flexible. Experience a plus but not necessary. Benefits. Call: Kathy 353-1800 ext 333
An Equal Opportunity Employer

COLLECTION/CREDIT
Experienced collection person needed for large, busy company in Farmington Hills. General office & computer experience required.
Call for interview: 476-6655

COLLECTORS
Expanding Oakland County company seeks entry level collectors. Experience preferred but not necessary. Full time & part time positions available. Call O/E Managment, 528-8100

COMPUTER PROGRAMMER PLYMOUTH AREA
IBM mainframe/assembler a must. DOS, VSE a plus. Resumes to: Helen Gierman, Box 925, Plymouth, MI 48170

CUSTOMER SERVICE
Part time. Flexible schedule. Seeking clerical support person for account executive. Computer experience necessary. Video experience a plus. Send resume to: ETD, 22670 Haslip, Novi, MI 48375.

CUSTOMER SERVICE
Extremely busy insurance agency is looking for mature responsible Customer Service Rep. Part time but must be flexible, 9am-3:30pm. For further information contact Treena 313-443-0000

CUSTOMER SERVICE
National marketing firm has immediate openings. Candidates need excellent reading skills, clear voice and light computer experience. Full or part time. Salary plus bonus.
Call Claire 357-0648
Uniforce Temporary Service

CUSTOMER SERVICE REPRESENTATIVE
Excellent opportunity for 6 mo.+ assignment for articulate individuals with light typing. Must desire work in the Livonia area. Starting pay $6.00/hr. Don't Wait! Call Today!
Entech Services, Inc.
336-8888

CUSTOMER SERVICE
Full time service position available. Fast paced office seeks inside support person. Must be organized, have good phone personality, follow through & willingness to learn. Computer experience necessary. Video experience a plus. Send resume to: E.T.D., 22670 Haslip, Novi, MI 48375.

CUSTOMER/VENDOR SERVICE
Expanding company is seeking energetic, hardworking individual with pleasant phone voice and good attitude to problem solve lease documentation. Extensive phone work. Great working environment. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333.

DATA ENTRY
CUSTOMER SERVICE
SECRETARIES
RECEPTIONISTS
Openings in all areas for temporary and temp to perm positions.
All skill levels.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY ENTRY-LEVEL & EXPERIENCED
Livonia/Plymouth area.

Must possess good phone, communication & grammar skills. $8.25/hr. 20-40 hrs. per wk. Apply in person between 9am-3pm, Mon-Fri. at:
OLSTEN
Staffing Services
33300 Five Mile Rd., #110
Livonia. (Corner of Farmington Rd.)
EOE M/F/H/V No Fee

DATA ENTRY
Expanding company has entry level position for individual with basic computer knowledge & good phone skills. Friendly & outgoing a must. Send resume to: M. Nachman, National Security Title, 3270 S. Big Beaver, Suite 107, Troy, MI 48084.

DATA ENTRY - full & part time positions available in Livonia. Experience necessary. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Immediate long term opening for your attention to detail & 8,000 keystrokes. Accounts payable/receivable s + Call Dana 646-8500
Uniforce Temporary Services

DATA ENTRY
National service firm requires your attention to detail for alpha & numeric input. Call Darlene 473-2933
Uniforce Temporary Services

ENERGETIC PEOPLE PERSON
for a little bit of everything in Bloomfield Hills office. Part time eves. & Sat. Call 332-5758

ENTRY LEVEL POSITION for order processing department, located in Canton. Typing skills & pleasant phone voice a must. Full time plus benefits. 453-4050

ESTABLISHED PROPERTY management firm is seeking a well organized individual for fast paced office in Southfield. Pleasant phone manner & good typing skills required. WordPerfect experience a BIG PLUS. Forward resume to
100 Galleria Officenter #400 Southfield, MI 48034

EXECUTIVE ASSISTANT
Be a member of a dynamic team and grow to your fullest potential! Immediate full time opening in Troy firm for an executive assistant looking for growth opportunities in an excellent work environment. 1 Yr. experience, typing 60 wpm, WordPerfect 5.1 necessary, Harvard Graphics a plus. Call 828-0453

EXECUTIVE LEVEL SECRETARY
with WP5.1 and good personable phone skills for small, congenial law office in Troy. LEGAL EXPERIENCE DESIRABLE. Resume with salary requirement to Ronald Bookholder, 2525 Crooks Road, Suite 101, Troy, MI 48084, Attention: Freda Coughlin

EXECUTIVE SECRETARY
Experienced in real estate management & bookkeeping. Flexible hours. 425-9433