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. Competitive salary. Apply in person Mon.-Fri. 9:30-2:30. St. Joseph Retirement Ctr., 3-5936 Ann Arbor Tr., Livonia.

CHAIRSIDE DENTAL ASSISTANT
2 years experience. Inventory control. Computer experience preferred but not necessary. Rochester area. Ask for Donna. 653-3662

DENTAL ASSISTANT, part time for very lovely Farmington Hills dental practice. Experience preferred. Birmingham area. 647-2110

DENTAL ASSISTANT
Experienced needed for friendly family practice in Livonia.
442-8600

DENTAL ASSISTANT FULL-TIME

Our team is in search of an experienced dental assistant who shares the value of communication skills & enthusiastic, caring attitude towards care to our patients. We offer an incredible benefit package including dental education opportunities, competitive salary and no Saturdays. Call 981-9432

DENTAL ASSISTANT needed, full time, for busy modern upbeat office. Experience preferred. Solo practitioner in Livonia area. 425-4330

DENTAL ASSISTANT
Part-time, possibility of extensive Livonia dentist, evenings & Saturdays. Call Phyllis 464-0044

DENTAL ASSISTANT
Experience necessary
Farmington Hills area.
626-0772

DENTAL ASSISTANT
Busy periodontist in Livonia, is looking for a full-time assistant with minimum 2 yrs. chairside experience. Call 523-7214

DENTAL ASSISTANT — Livonia/Canton specialty office seeks qualified person to join our well-trained staff. Previous experience helpful but will consider training a detail-minded individual. Jan. 261-7802

DENTAL ASSISTANT
Friendly Grosse Pointe preventive-restorative practice emphasizing quality & excellence seeks experienced chairside assistant. Hours negotiable, part time to full time. No Sundays. 343-0122

DENTAL ASSISTANT-ORTHO
Immediate part-time opening in our Westland office. Ideal candidate will have of 1 yr. orthodontic assisting experience. Call Jackie at 681-0207

An Equal Opportunity Employer

DENTAL ASSISTANT-GENERAL
Immediate full-time opening for fast paced group practice in Sterling Heights. Must have minimum of 1 yr. assisting experience in foreseeable dentistry. Salary DOE. 979-2300

An Equal Opportunity Employer

DENTAL ASSISTANT - looking for enthusiastic, caring individual to join busy W. Bloomfield family practice. Must be communicator in private work relationship as well as experience in a multi-doctor patient care. Part or full-time depending on mutual decision. Experience preferred, but will train right person. 626-3528

DENTAL CAREER ALTERNATIVES

Experienced Dental Professionals for temp & temp to hire position. Hygiene & Assisting positions available. Plan now for summer. TRY-BEFORE-YOU-BUY. CAREER WEST/SIDE 427-5777
EAST/SIDE 558-5533

DENTAL FRONT DESK
Immediate full time opening for our Waterford office. Must have minimum of yr. dental insurance exp. Good communication, organizational skills & right typing necessary to conduct front desk reception duties. Please call Michelle. 681-0207

An Equal Opportunity Employer

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

DENTAL HYGIENIST
A caring, gentle person with excellent clinical skills wanted. Wed. Dearborn area. Call. 274-8410

DENTAL HYGIENIST
Part-time position. Must be Periodontal oriented office. Must be friendly & energetic. 277-0250

DENTAL HYGIENIST wanted for vibrant Fisher Building practice. Quality, not quantity emphasized. Hours negotiable. 872-1100

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

DENTAL HYGIENIST
Modern Livonia office seeking a special person to join our Hygiene staff is has best care practice & pride in patients. We are good dentistry people, experienced, or recent graduate welcome. Call Karen or Deb at noon 421-3090

DENTAL HYGIENIST

16-18 hours a week. Starting Heights practice. Call Ann. 653-1782

DENTAL HYGIENIST
Full-time experienced person needed for lively periodontal practice in Troy office. Call: 689-9183

DENTAL HYGIENIST: Full or part-time. Flexible hrs. 33 yrs. per week. Small office with long standing reputation for gentle dentistry. Call Dale Recall Program, will consider 2 part-time, or 1 full-time Hygienist. Call 313-459-3620

DENTAL LABORATORY - seeking experienced Waxer and experienced Metal Finisher. Clinics feel free for portunity & benefits. Tymer Meyer Laboratory, 525-7700

DENTAL OFFICE seeks experienced person to work accounts receivable. Full time, paid holidays, benefits & bonuses. Southfield. 355-8900

DENTAL OFFICE MANAGER
Immediate opening for energetic team player for our busy Sterling Heights office. Must have dental office supervisory experience, college background a plus. Good communication/organizational skills. Salary commensurate with experience. Qualified people skills a must. Send resume & salary requirements to: ADG/Personnel
2000 Town Center, Suite 2700
Southfield, MI. 48076
An Equal Opportunity Employer

DENTAL ORTHO ASSISTANT
Immediate opening for experienced full-time Orthodontic Assistant in fast paced practice. Modern office in Sterling Heights. Must have 1 yr. experience & a smile!! 979-2300

DENTAL ASSISTANT
Part-time, Canton area. Chairside group, looking for a career? Friendly Livonia office seeks makes, enjoyable, patient care. Experience front desk duties. Experience preferred, will train right person. 981-2300

DENTAL RECEPTIONIST, experienced, full time, for high quality Southfield practice. Excellent benefits & bonuses. 355-8900

• DENTAL RECEPTIONIST
Experienced only, for busy preventive oriented practice. Madison Heights office. Call Joyce at 547-2910

DENTAL RECEPTIONIST
Friendly Grosse Pointe practice seeks bright experienced in insurance & paperwork system. Dental insurance knowledge a necessity. 800-1135

DIRECTOR OF NURSING

100 bed skilled nursing home located in Southfield. Seeking a Director of Nursing with solid leadership & organizational skills. Long term care experience a must. Competitive salary & benefit package. Send resume to: Beverly Mittelsteadt, Jewish Home for Aged, Premis Manor, 29011 Lahser, Southfield, MI 48034

An Equal Opportunity Employer

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

GROWING HOME care company is currently looking for licensed EMT or Certified Registered Respiratory Therapy Technician with at least one patient care dept. Qualified Individuals must possess valid driver's license with clean driving record. For more information contact Linda, 9am-4pm, Mon-Fri. 459-3118

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Our team is searching for the right person to join us part time in Plymouth. If you have excellent communication and business skills, and are excited about quality dentistry call. 455-7890

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

DENTIST DESIRING a leave as a full time Associate. The position is available immediately with a 30 yr. suburban practice. Please forward resume to: Box 520,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DIRECTOR OF NURSING
Four Chapaine Convalescent Center has a top, hands on hands-on opportunity for a Director of Nursing. The qualified candidate will have current Michigan RN License, knowledge of Health Care Management and excellent communication skills. Long term care and supervisory experience is preferred. We offer an excellent salary, insurance benefits & pleasant working environment. For immediate consideration please send resume, or call: Four Chapaine Convalescent Center, 33349 Joy Rd., Westland, MI 48185. 261-0620

An Equal Opportunity Employer

EXERCISE PHYSIOLOGIST needed for busy cardiologist to perform monitor & limitation stress tests & assist in an active cardiac rehab program. Experience needed, part time, full time in 3 mo. Call Teri 254-1177

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

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 caring people to provide unsurpassed care. Call a care management.
EMPA-CARE IV 455-1061

HOME HEALTH CARE company looking for a sharp individual for billing dept. Must have DME billing or medical billing, typing, computer skills and good phone manners. Please send resume to: 8400 Sheldon Rd., Plymouth, MI 48170, Attn. Tressa Moeller

HYGIENIST
Pleasant, periodontal oriented practice for Tues. Joy Rd. between Hix & Haggerty. 454-0616

HYGIENIST
Part-time position for motivated non smoker, at Troy, Periodontal Practice. Call. 528-3314

IHP
for
RN & LPN's
• All areas of practice.
Call Ed Latimer at:
HEALTH CARE PROFESSIONALS
591-7700

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 package.
Call 1-800-572-2322, ext. 3713 or send resume to: PO Box 5007, Southfield, MI 48086-5007, Human Resources

An Equal Opportunity Employer

INTAKE COORDINATOR

CARDIAC ALLIANCE is seeking qualified individuals with experience in medical insurance billing and case management. Major position will involve heavy contact with insurance companies, hospital discharge planners and physicians. CARDIAC ALLIANCE will rely on this person to manage case intake and confirm insurance benefits. A full time position, the salary for Intake Coordinator will be commensurate with experience.
Call 313-453-3450

LABORATORY ASSISTANT

Part-time Laboratory Assistant position available to work at our Novi Medical Center. Must be available to work 3:30pm-7:30pm Mon-Fri. & alternate Sat. 348-1100

1 yr. Phlebotomy experience required to have included experience with children & adults.

Interested candidates are required to send resume to: Ann Boerkoel, Coordinator-Human Resources.

PROVIDENCE PARK
Medical Center
47601 Grand River Ave.
Novi, MI 48374
An Equal Opportunity Employer

SOUTHFIELD OFFICE seek medical assistant with billing experience. Full time with benefits, to start immediately. 559-4594

FULL TIME Physicians Assistant for solo family practice in Plymouth. Competitive salary & benefits. Please call Debbie for information. 313-455-2970

PART-TIME
MEDICAL RECEPTIONIST: Westland Podiatry office has immediate opening for experienced person. Knowledge of medical insurance a plus. Must be a self-motivator & enjoy fast paced environment. Fax resume to: P.O. Box 8097, Westland, MI 48185

MEDICAL ASSISTANT w/minimum two years experience needed for busy family practice office in Northville. Excellent salary & benefits. Please between 3:30-5pm. 313-582-6204

MEDICAL ASSISTANT
Full time, Must have at least 2 years experience. Podiatry background preferred. Call Susan 537-8320

MEDICAL ASSISTANT Allergy Nurse. Experienced in injections, vens puncture, skin testing. 1-yr. 18 hours per week. Plymouth 459-2253

MEDICAL ASSISTANT
Experienced for doctors office. Plymouth area. Part time.
451-0070

MEDICAL ASSISTANT
Experienced person needed for Livonia office, part-time.
Call: 261-1740

MEDICAL ASSISTANT- For solo internists office, Farmington Hills. 20-25 hrs/week. No evens, no wkends. Days.553-0335 Or eves:642-9622

MEDICAL ASSISTANT for busy internist office in W. Bloomfield. Must be experienced, 2 days/wk. now to 4 days/wk. in the summer. Call Nancy 855-7610

MEDICAL ASSISTANT
Part-time, 10am-3pm Mon, Wed Fri, must be experienced in Venipuncture, EKG & X-Rays. Contact administrator 981-0566

MEDICAL BILLER
Full-time position for medical biller. Experienced on MEDIC computer system. As billing with WC, Auto, Medicare billing, Hospital & Rehabilitation. Resume in confidence to:
OFFICE ADMINISTRATOR
LAFT REHAB 3333 W. 13 Mile Rd.
Ste. 437, Royal Oak, 48073.

MEDICAL BILLER
Immediate openings in Auburn Hills and Detroit for Blue Shield, Medicare and Medicaid experience. Top pay. Call Mary 948-6500
Usilance Temporary Service

MEDICAL BILLERS
Bet your own hours. Pick your location. Competitive wages. Exp. Temporary positions only.
• 5 yrs. Experience.
• M&M Knowledge
• Management Skills.
MSP, 31299 Franklin Rd.
Southfield, MI. 48034.

MEDICAL OFFICE
Front office receptionist, computer insurance knowledge and transcription skills a plus full time, Royal Oak area. Temporary positions only.
Call Ann 547-0330

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

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Full-time position, busy doctor's office in Southfield. Experience required. Ask for Phyllis. 424-8356

MEDICAL ASSISTANT
Full time. Work for a physician OB/GYN office. Experience acceptably necessary. 13 Mile/Telegraph Area. Send resume & personal person for long term commitment. Call Time: 646-3181

MEDICAL ASSISTANT NEEDED
For fast paced clinic. Willing to train hard working individual, some medical background. SEND RESUME TO: 35210 Nankin Blvd., Ste. 301, Westland, MI 48185

MEDICAL ASSISTANT
Looking for type-A-fire-fire assistant for active practice. Must be hard-working individual. Experience preferred. Salary $4.50 Depending on experience. Full or part-time. Hour/Livonia area. 475-4639

MEDICAL ASSISTANT
For Dr. Lewis, Farmington Hills. Mon, Tues, Thurs, 10-4. Must know venipuncture & sterile technique. Non-smoker. Respond with resume to: 28404 Mr. Vernon to Box 596,
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 RECORDS LEAD

Leading health care system is seeking an experienced Medical Records Lead. 1-2 years medical records experience required. Format training in A.R.T. program preferred. Send resume and salary history to:
Box 800
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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

MEDICAL TRANSCRIPTIONIST
We have an immediate part time position for an experienced Medical Transcriptionist, 10-30 flexible hrs/wk. Pay commensurate with experience. Please send resume to: P. O. Box 67, Westland 48185 or call 721-2300 for some medical office experience, excellent salary & benefits.
Call Bev 434-3000

RN/LPN
A few positions are available at this great state nursing home. If interested, please apply at 26715 Greenfield, between 10-11.

RN/LPN with Hi Tech Pediatrics experience, Rochester area. Part-time days & evenings. Call Visiting Nurse Home Support Services at 354-0601

RNS

HOME CARE

Hospital Home Health Care can offer a variety of challenging career settings for health care professionals. We currently have openings for day and weekend contingent positions.

To qualify for these nursing opportunities, you must have at least one year of RN home health care experience. Benefits include competitive pay per visit and mileage reimbursement.

For the opportunity to advance your career with a leader, please contact Dolores Hodges at 295-5330.

An Equal Opportunity Employer

OAKWOOD UNITED HOSPITALS, INC.

A subsidiary of
Oakwood Health Services

RN's/LPN's
Part-time for a 50 bed Catholic nursing home. Apply in person:
Marshall Manor
15475 Middlebelt
Livonia, Michigan
427-8199

RN TELEPHONE INTAKE WORKER
Full time. Needed for a fast paced OPC clinic. Must have basic knowledge of computers and previous experience in patient intake/insurance verification.

MEDICAL TYPIST/PART TIME
Temporary. 50 w p.m. Must have experience with transcription, dictation, basic computer knowledge and familiar with WordPerfect 5.1. Contact Vivian at 489-1550

X-RAY TECH - Licensed X-ray tech with minimum of 2 years experience needed for high volume internal medicine practice. Call Virginia 831-9141

504 Help Wanted Office-Clerical

ACCOUNTANTS BOOKKEEPERS
CLERICAL CLERICAL
PART TIME FULL TIME
Cost accountants — $25-$35,000 professionals call in 1991!

accountemps

201 W. Big Beaver Rd. #310
Troy, MI 48084

Troy (313) 524-8050
Southfield (313) 357-8387
Ann Arbor (313) 930-2081

Dy appointment
An equal opportunity employer

ACCOUNTANT - 32 hr./wk. Thru year balance for Plymouth area subsidiary of Japanese company. Must have experience required. Lotus and computer literate a plus. Japanese experience helpful. Resume with salary request and references to: 46211 Heath Rd., Plymouth, MI 48170

ACCOUNTING CLERK
Southfield company seeks non-smoking individual to perform basic accounting tasks. Bank deposits, filing, accounts payable, invoicing, input and other misc. office tasks. Worthwhile for a self-starter with flexible. Please send resume to: 200 Franklin Center, 29100 Northwestern Hwy., Southfield, MI 48034

ACCOUNTING CLERK - for non-smoking office. Landscape nursery. Knowledge of Lotus 123 and Word Perfect 5.1 a plus. Must have experience in complete accounts receivable & payable, billing, general ledger, bank reconciliation, posting & bank recs. EXPERIENCE NECESSARY. Send resume w/salary requirements to: Box 520 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, 13072 Farmington Rd., Livonia, MI 48154-5422

ACCOUNTING

We are seeking people with various levels of accounting experience who are interested in working 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/PAYROLL
Position available with Livonia based company for self-starter with some experience and computer literacy. Basic knowledge with salary requirements to Box 560:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

ACCOUNTING/CLERICAL
Growing fast paced company looking for upbeat, work oriented individual to perform duties 3-8 of 8 full time office positions. Good phone presence, computer literate, organizational skills necessary. Accounting experience a plus but not a necessity. Receptionist position. Word processing experience preferred. Receptionist/Secretary position. Salary commensurate with experience. Excellent benefits package. Call between 8am-5pm, Mon. thru Fri. call for an appointment.
261-2100, ext. 100

Yale Materiale Handling-MI., Inc.
11544 Hubbard
Livonia, MI. 48150

ACCOUNT PAYABLE
DATA ENTRY
ET SERVICES & SYSTEMS
CALL, 569-6426

ACCOUNTS PAYABLE
Self-motivated, detail oriented individual, for diversified duties including data entry, for computerized accounts payable department. Prior non-smoking office of builder.
Call 9am-12noon: 661-5100

Accounts Payable Supervisor

Full time needed at Corporate Office in Birmingham. Individual must have at least 5 years accounts payable experience, supervising a staff of 12. Offer excellent benefits.
Call 644-6300, ext. 295

Erb LUMBER CO.

ACCOUNTS RECEIVABLE CLERK
Self-motivated individual with computer skills. Property management experience preferred. Send resume with salary history to:
P.O. Box 2440
Farmington Hills, MI 48333

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

ACCOUNTS RECEIVABLE
Property Management Company seeking individual with strong accounting and resident communications skills. Please fax resume to:
100 Galleria Officenter
#400, Southfield, MI 48034

ACCOUNTS RECEIVABLE CLERK
Full time, Nov! firm seeking detail oriented, self-motivated individual. Must have good organizational & strong people/problem solving skills. Call Mon. thru Fri. 10am- 12pm 348-8000

ACTIVELY SEEKING

Experienced employees with the following skills:
• Word Processors
• WordPerfect
• Word for Windows
• Microsoft
• Microsoft
• Lotus or Excel
• Harvard Graphics
DATA ENTRY OPERATORS
SWITCHBOARD (multiline)
TYPISTS (Words +)
We are emailing your call if you are available for long or short term positions.

TEMPORARY RESOURCES
737-1711

ACT NOW!!

RECEPTIONIST: $20,000
Use your professional secretarial skills for front desk suburban position.

EXECUTIVE SECRETARY $31,000
Work with top executive utilizing your word processing skills. Lotus, WordPerfect Knowledge a must.

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-8750
Troy: 585-2720

ADIA NEEDS
Experienced
Office Personnel

• Receptionists • Typists
• Word Processors • Data Entry
313-722-6080 or 313-362-3242

ADMINISTRATIVE ASSISTANT. Part time but exceptional opportunity spent in Farmington Hills. Word processing, set up phone appointments, insurance experience a plus. Send resume to: Mr. Stuart, P. O. Box 2021D, Ferndale, MI. 48220.

ADMINISTRATIVE ASSISTANT
For word processing, data entry, proofreading, & other administrative work, etc. Hrs: Mon-Fri. approx. 8-9, Sat. 8-4. Salary: $22-$25,000. Send resume to: Box 29-S, Birmingham, MI 48012

ADMINISTRATIVE ASSISTANT

Progressive Southfield construction firm needs office assistant in Plymouth area. Some afternoons. Responsibilities work ethic, WPS.1 proficiency, good phone voice & smiles. Resume & salary requirements to:
1220 Palmer
Plymouth, MI 48170
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Prestigious Bloomfield firm, word processing experience for administrative office. Medical terminology a plus. Call Melanie 337-0338
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Top pay for experienced candidates with growing Farmington Hills firm. Minimum 2 years experience & a plus. Call Susan 473-2932
Universal Temporary Service

ADMINISTRATIVE ASSISTANT - full, part time, flexible hrs. Excellent working conditions, salary commensurate. Bring resume to:
Sandy Corporation, 31 Geary, 26211 Central Park Blvd. #300, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT/SECRETARY
for busy W Bloomfield executive office. If you are computer literate, with expertise in WordPerfect, send a resume to: Human Resources, 6905 Maple Rd., Ste. 700, W Bloomfield, MI 48322.

ADMINISTRATIVE ASSISTANT
Duties include billing, typing & general office duties. Knowledge of computer experience & strong communication skills required. Send resume to:
Personnel Director
Box 1
Livonia, MI 48152-1756. NO telephone calls!

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

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

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
A highly entrepreneurial Farmington Hills service organization seeks a full time administrative assistant for a Corporate Executive. This busy executive needs a pro-active team starter, who can serve as right arm and trusted confidant. Ideal candidate needs 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 exceptional working environment and a competitive benefits package. Interested candidates forward resume with salary requirements to:
AA/Human Resources
P.O. Box 2970
Farmington Hills, MI 48333-9072
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Experienced, well-organized assistant to handle daily activities of a small insurance office. Position requires good telephone manner & potential clients. Telephone, typing, & computer skills required. Must be able to handle fast paced, busy news environment. Send resume to: Box 520 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Well established Bloomfield professional engineering services company needs full time administrative assistant for busy office. Must have excellent telephone skills, friendly, outgoing personality, professional appearance. Word processing and spreadsheet experience required, accurate typing necessary. Must have excellent organizational & assuming increasing responsibility and follow-up skills. Must be self-starter, well as highly confidential information. Send resume, salary history & present hourly rate to: Box 592
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANTS

WE NEED YOU:
• WordPerfect 5.1/advanced functions.
• Typing/Grammar
• Strong secretarial skills a plus.

If you are professional, hard working & looking to earn $10 an hr. Please call Ellen

WOLVERINE STAFFING

Southfield: 358-4270
Troy: 879-9070

ARBOR NEEDS:
SECRETARIES
WORD PROCESSORS
58-910/hr.

Executive - Legal
Accounting - Engineering

ARBOR TEMPS 459-1166

AUTO BUILDER
Dodge dealer looking for experienced car biller. Good benefits. Call Cheryl for appointment. 474-6780.
TOWN & COUNTRY DODGE, INC.
9 Mile & Grand River

AUTO DEALER
Needs body shop office help. Computer experience preferred, must be very organized. Contact Jake Fabbroy at Red Holmen Pontiac, 33300 Ford Road, Westland.
721-1144 E.O.E.

AVAILABLE NOW! We need 53wpm word processing secretary in our Novi area. 553-7050
Employers Temporary Service

BIRMINGHAM INVESTMENT firm is seeking individual with excellent word processing skills. Must have 3 years. 30wpm, WordStar knowledge a plus. Resumes to:
Word Processor, P.O.Box 3043, Birmingham, 48012-3043

BIRMINGHAM INVESTMENT Firm is seeking detail oriented individual with securities experience. Figure analysis, demand for PEDA computer skills a must. Resumes to:
Office Manager, P.O. Box 3043, Birmingham, MI. 48012-3043.

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

BOOKKEEPER
Adding machine experience with fast and accurate. Good handwriting, some computer experience. Wholesale food distribution. References. 6:30AM starting. 9634 Lyndon, Detroit. 864-3437

BOOKKEEPER- Computer literate person needed for full charge bookkeeping position. Must have 3 years by Law Firm. Minimum 5 yrs. experience required, preferably in law office. Salary commensurate. Send resume to: Box 29-S, Birmingham, MI 48012

BOOKKEEPER - Established Property Management Co. seeks full time clerical/bookkeeper position. Working knowledge of Word Perfect and Lotus 1-2-3 required. Good math aptitude. Good benefit Package. Salary commensurate with experience. Please send resume to:
P.O. Box 267
Southfield, MI 48037

BOOKKEEPER-Bloomfield Hills Real Estate office. Full charge through trial balance. Must have 3-5 years experience. Salary negotiated by Solomon & Lotus. 30-40 hours per week. Please call Mary at, 649-7701

BOOKKEEPER - for property & apartment management company. Knowledge of Word Perfect, Lotus, Accounts Receivable & computers. Salary commensurate with experience. Speed writing or shorthand a plus. Open salary. Call Brittany 357-0644
Professional Temporary Service

BOOKKEEPER
Livonia 84 year old firm. Full charge, 40 hrs/week. Must have exp. and be up-to-date in accounting & be familiar with computerized system. Has been using Peachtree. Salary commensurate with exp. Send resume: Human Resources, P.O. Box 2975, Livonia, MI 48151

BOOKKEEPER/FULL CHARGE
Fast growing suburban firm with modern computerized system has immediate opening for a bookkeeper. Duties include payroll, accounts payable & data entry, experience required. Full part time. Send resume to:
P.O. Box #081051
Rochester, MI 48307
An Equal Opportunity Employer

BOOKKEEPER/FULL CHARGE
Bookkeeper needed for Bloomfield Hills, 13 Mile & Northwestern. Good hourly rate. Call Elaine 737-2258

CLERICAL POSITION
Full time, with small publishing company in Canton. Looking for positive, detail-oriented person with good communication & organizational skills including typing, dictaphone, good spelling & punctuation & a fun fast-paced environment. Salary & Experience is dependent on the job. Send resume & salary requirements to:
Personnel Dept., P.O. Box 701394, Plymouth, MI 48170-0864

FILE CLERK/RECEPTIONIST
Full time position. Must have neat, methodical and conscientious applicants only, for part time position 453-3300

EXECUTIVE SECRETARY with strong skills needed. Able to take dictation at speed, type 60wpm. Knowledge of Word Perfect experience necessary. Three to five years experience preferred. Excellent benefits & pleasant surroundings. Benefits included. Please send resume and salary requirements to:
Ms. J. Doan
P. O. Box 1745
Troy, MI 48099-1745

FARMINGTON HILLS Real estate office in Bloomfield area seeks a Word Perfect 5.1 proficient, here accounting clerk/receptionist & be able to work in a fast paced atmosphere. Experience a must. Call Cathy at: 313-737-3600

FINANCIAL SERVICES firm seeks responsible person for administrative support. Must be self-starter. Excellent communication skills required. Word processing a plus. Self-starter, well organized, and accurate skills. Please respond by resume to: Box 598,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
For Landscape & Garden center. Must have strong accounting & computer skills. Experience a must. Responsibilities will include: answering phones, typing, bookkeeping and billing. Send resume to:
Murray's Garden Center
9643 Commerce Rd. Commerce Twp. MI. 48382. Attn: Rick

BOOKKEEPER/SECRETARY for Bloomfield gallery, part time, experienced, flexible hours.
Call 358-5454

clerical

HOW SOON CAN YOU START?

DATA ENTRY OPERATORS

• Must be able to key 10,000 KPH+
• 2 hour shifts for days or afternoons
• 4 hour shifts for days or afternoons
• Long and short term assignments available

RECEPTIONIST/ SWITCHBOARD OPERATOR

You must have the following:

• 6 months recent experience handling multiple lines (phone or switchboard)
• typing abilities

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Livonia 523-4020
29125 Bukshamer
Suite 4

Westland 326-5690
398 Wayne Road
S. of Cherryhill

KELLY TEMPORARY SERVICES

Equal Opportunity Employer M/F/D

Clerical

Investment Support Specialist

Michigan National Corporation is seeking an individual to provide clerical assistance in data entry and assisting for our investment management department and the brokerage community.

Responsibilities: setting up accounts, learning investment, security fees and legal terminology to serve customers. Will utilize legal contracts and investment information in marketing materials.

Requires: previous experience with trust/securities industry on an investment advisory, knowledge of customer service skills and the ability to interface with customers and work well under pressure, and excellent written and verbal communication skills. College background preferred. Must have thorough working knowledge of client service and investment operations.

We offer an excellent benefit package, salary commensurate with experience, and an attractive working environment. If this position is of interest for consideration, please forward your resume to:

Michigan National Corporation

Human Resources 10/86
Dept. 03/4-0001
P.O. Box 9065
Farmington Hills, MI 48333-9065

We promote a drug-free environment. Substance abuse testing is part of the pre-employment process. Equal Opportunity Employer

CLERICAL OPPORTUNITIES

Metro Medical Group, a division of Health Alliance Plan, has several clerical openings available at our Livonia/Detroit area offices. Positions are ideal for individuals who require a flexible schedule and an opportunity for growth. The chosen candidates must be able to type 40wpm and be computer literate. Previous experience in a medical/pharmacy environment is a plus. Interested applicants please send resume to the Human Resources Dept. at:

METRO MEDICAL GROUP
1600 TUXEDO
DETROIT, MI. 48208
An Equal Opportunity Employer

CLERICAL - PART TIME
Mature, responsible person needed 3:30pm-9:30pm, Mon-Fri. Light filing, filing, mail, etc. Farmington Hills, 13 Mile & Northwestern. Good hourly rate. Call Elaine 737-2258

CLERICAL POSITION
Full time, with small publishing company in Canton. Looking for positive, detail-oriented person with good communication & organizational skills including typing, dictaphone, good spelling & punctuation & a fun fast-paced environment. Salary & Experience is dependent on the job. Send resume & salary requirements to:
Personnel Dept., P.O. Box 701394, Plymouth, MI 48170-0864

CLERICAL RECEPTIONIST - duties include payroll, accounts payable & data entry, experience required. Full/part time. Send resume to:
P.O. Box #081051
Rochester, MI 48307
An Equal Opportunity Employer

TELEMARKETER
Wanted for evening hours at Insurance office in Farmington Hills area. Ask for Jim or Suzette at 478-3810

INSURANCE - Clawson Agency - personal lines. Full-time, Office Manager position preferred. Call 280-1966

INSURANCE: Farmington Hills agency, seeking a commercial line C.S.R. Minimum 2 yrs. agency experience. Dev st, 863-7333

JOBS! JOBS! JOBS!

Immediate openings in all positions: Call for appointment

DATA ENTRY
CLERICAL/RECEPTIONIST
MEDICAL & LEGAL SECRETARY
WORD PROCESSOR
FILE CLERK
TELEMARKETERS

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LIVONIA 464-3100
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CLERICAL OPPORTUNITIES IN FARMINGTON HILLS

HIGH TECH IMAGING CENTER
on Northwestern Hwy.

• MEDICAL TRANSCRIPTIONIST
FULL TIME
typing 50-60 wpm, medical terminology
• WEEKEND RECEPTIONIST
previous medical office background, helpful must be available for additional days during week

BERRY SURGERY CENTER
on Orchard Lake Rd.

• OFFICE ASSISTANT
CONTINGENT
typing 45 wpm, previous medical office experience helpful.

SEND RESUMES TO:
Employment Office-c/o
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, MI 48233

sinai