EMPLOYMENT

502 Help Wanted Dental-Medical

BUSINESS ASSISTANT
Our Canton dental office is looking for a detail-oriented person to share the responsibilities of patient scheduling & correspondence. Good phone skills, ability to handle multiple tasks, dental & computer experience, would make you the right person for this position. Contact Karla, between 9am-12 daily at: 981-1477

BUSINESS DENTAL ASSISTANT
Mature, conscientious & experienced for busy Southfield practice. Full time. 559-7227

BUSY DENTAL OFFICE - In W. Bloomfield looking for experienced person in sterilization and assisting. Part time. 737-2090

BUSY TROY Oral Surgery practice needs full time, experienced surgical assistant, benefits, excellent pay. Call 726-5000

CERTIFIED NURSING ASSISTANTS
Charter House of Novi is currently seeking full & part time CNA's for afternoon & midnight shifts. We offer advancement potential, health care, dental & life insurance.
Novi has part of the best! Contact Mary Sipka at 477-2000

CERTIFIED NURSE ASSISTANTS
Full or part time. Immediate opening for the afternoon shift. Call for interview, Lahser Hills Nursing Center, 354-3222

Certified Nursing
Assistant: Has immediate Positions Available For Nursing Home in the Novi Area. Experience Not Necessary. CALL 313-981-3344

CERTIFIED NURSES AIDES
needed for our nursing home. $5.70 to start. Please call or apply in person: Hillside Convalescent Center, 34930 Van Born, Wayne 48184. 313/721-0700

CERTIFIED NURSES AIDES
PART TIME
Apply at
NIGHTENGALE WEST
6345 Henry Ruff Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

CERTIFIED NURSE AIDES
Dorwin Pavilion is now looking for enthusiastic, dependable CNA's for both full & 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 29370 Hudson, Livonia or contact 476-0550 between 8am and 4pm, Mon. thru Fri.

CERTIFIED NURSING ASSISTANTS
Plymouth Court is accepting applications for certified Nursing Assistants for both part-time positions on all shifts. We offer $5 to start with free uniforms, tuition reimbursement and health benefits. Please apply in person to 105 Haggerty Road, Plymouth, MI, between Plymouth Rd & Hines Dr.
An Equal Opportunity Employer

CERTIFIED
NURSE AIDES
ALL SHIFTS
Excellent starting pay at $6 per hour, 90 day increase. Starting bonus after 16 weeks. - Please call Kathy Story, Camelot Hall Convalescent Center, 522-1444.

CLOSED HEAD INJURY PROGRAM
seeking licensed therapists: OT, PT, OT, RT, Education, Psychology or related disciplines for high paying, part time positions. Please submit resume to: Dimensions, c/o George Sklar, 30260 Fraser Blvd. Suite 121, Southfield 48034, or call, 355-2882

JOIN THE I CARE TEAM
CNA, full & part time available. Day or Midnight shifts. Apply in person: Rose Nursing Care Center, 38410 Cherryhill Rd., Westland

CT TECHNOLOGIST
A part-time afternoon position exists for a CT technologist. Applicant must be a Registered X-Ray Technologist with prior CT experience. Excellent wage is offered. Interested applicants should call 591-2821

ST. MARY HOSPITAL
36475 W. 5 Mile Rd.
Livonia, MI 48154
An Equal Opportunity Employer

CUSTOMER SUPPORT
& TRAINING
Dental equipment company looking for motivated person to provide telephone customer support & training in a high paced environment. Previous computer experience with dental clinical software helpful. Knowledge of DOCS and DENTECH dental software a definite preference plus. For consideration, please send cover letter & resume to: Personnel, Attn: Jerry Hunter, 31275 Northwestern Hwy., Suite 140, Farmington Hills, MI 48334

DENTAL ASSISTANT • Busy Southfield practice seek enthusiastic, experienced assistant. Excellent pay, benefits & bonus. 355-9600

DENTAL ASSISTANT
Charlotte experience. Full time. Excellent pay & working conditions. Troy. 649-8080

502 Help Wanted Dental-Medical

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

CHARSIDE ASSISTANT: Full-time, experienced, mature, dedicated. Excellent opportunity. Quality, Progressive, Beaford/Dearborn Heights area. Call, 835-5500

DENTAL ASSISTANT, Charside - For Livonia general practice, experience necessary. Front desk responsibilities. Full-time including some Saturday mornings. 422-8111

DENTAL ASSISTANT
Novi, approximately 25/hrs/wk
Experience required. 349-4115

DENTAL ASSISTANT - Part time, Mon.-Thurs., afternoon. Modern Livonia office seeks experienced assistant for busy practice. 476-1960

DENTAL ASSISTANT
Orthodontic practice seeking dental assistants, full or part-time. Some knowledge required. 356-3240

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

DENTAL ASSISTANT
Full-time mature, dependable, experienced only for Southfield/Farmington Hills office. 352-4155

DENTAL ASSISTANT
wanted part time, to work in cheery, Farmington/Canton offices. Call: 981-2680

DENTAL ASSISTANT
For temporary job, 6 weeks in June, Canton office. 454-0618

DENTAL ASSISTANT
Experienced, mature, able to take X-rays, willing to work some nights and Saturdays. Wages based on performance. Call 645-3710

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

DENTAL ASSISTANT
Charlside experience necessary. Part-time, Monday-Thursday schedule. Fast-paced, friendly atmosphere. 722-5828 or 365-2270

DENTAL ASSISTANT
Immediate part time opening. 3 days a week in the office of a Southfield dentist. Part time position. Perfect for dental assistant experience returned. Please call Joann for interview appointment. 493-8270.

DENTAL ASSISTANT
Modern Garden City dental office seeks fast learning, organized & friendly, Dental Assistant for flexible part time position. Some exes & Bats. Experience preferred but will consider. Call Mon thru Thurs. 421-5200

DENTAL ASSISTANT
full time, for Plymouth family practice. 2 eves, no Sat. experienced preferred. 459-9360

DENTAL ASSISTANT - experienced preferred but will train right person. Garden City area. Excellent hours. Leave message. 421-7702

DENTAL ASSISTANT
Livonia, full time, Saturdays. Mature, responsible person with exp. 650-0477

DENTAL ASSISTANT position available part-time in W. Dearborn dental office. Must be experienced in four handed dentistry. Call 565-3131

DENTAL ASSISTANT
Full time, for Dearborn Hts. dental office. Experience only need apply. Please contact Ann. 277-0510

DENTAL ASSISTANT needed full time for a West Dearborn office. Monday thru Friday, no Saturdays. Excellent salary & benefits. Call 562-5440

DENTAL ASSISTANT for friendly Farmington office. Excellent opportunity. 2 days per week. Saturday preferred but not necessary. Write to: Kitty, Suite L, 23700 Orchard Lake Rd., Farmington Hills 48336

DENTAL ASSISTANT- ORTHO
Immediate part-time opening in our Waterford office. Must have minimum of 6 months chairside training experience. Please call Michelle. 681-0207
An Equal Opportunity Employer

DENTAL ASSISTANT
Full or part-time position is available in our dentally oriented Southfield office. We offer an excellent salary & benefit package in exchange for a pleasant, experienced & motivated individual like you!
Call Susan for more details. 352-4155

DENTAL BUSINESS ASSISTANT
Are you friendly, prompt & highly organized? Do you have dental & computer experience? If so, we have a position available in our busy Southfield office. Excellent benefits & incentive bonus. 559-1558

DENTAL HYGIENIST - Join friendly staff Tues. or Thurs. & Thurs. every modern, Clean Rochester Hills office. Strong recall. 651-1533

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
EXPERIENCED
Our team is in need of a full time chairside assistant. We offer good salary and benefits. No Saturdays or evenings. If you are a mature person-oriented person, please call us at: 644-3161

DENTAL HYGIENIST
Full-Time
Experienced assistant for Southfield office. Complete benefit package. No weekends.
Call: 559-6818 or 884-4183 eves.

DENTAL FRONT DESK
Immediate full time opening for our Waterford office. Must have minimum of 1 yr. dental office experience. Computerized knowledge, organizational skills & light typing necessary to conduct front desk reception duties. Please call Michelle.
681-0207
An Equal Opportunity Employer

DENTAL HYGIENIST
Central Livonia. Mature, compassionate, outgoing. Part time, some evenings & Sats. 855-0677

DENTAL HYGIENIST • Mon., Tues., Thurs. & every other Sat., no eves. Large Bloomfield, MI office. New high tech equipment. $18-$22/hr 12 start + benefits & bonus. New grads welcome. 642-6430

DENTAL HYGIENIST
PART TIME
Union Lake Area. 363-2000

DENTAL HYGIENIST- 3 days. Looking for friendly personality. Great atmosphere. Pay based on experience. $ Bible? Farmington. 471-4530

DENTAL HYGIENIST
Conscientious, gentle & experienced for busy Southfield practice. Part time. 559-7227

DENTAL HYGIENIST
Needed for 3 days wk., Tues, Wed. & some Saturdays. Excellent salary, benefits. 425-1610

DENTAL HYGIENIST'S - Friendly atmosphere in established family practice, leave convoluted office. 12 days a Southfield, 1-2 days per week. Experienced please. 559-3260

DENTAL HYGIENIST
Modern, friendly dental office seeking Hygienist for part-time, Garden City, Livonia, Westland area. 422-4350

DENTAL HYGIENIST
Full time position starting immediately, Mon. - Fri., no Saturdays, for a small West Dearborn dental office. Call: 565-5568

DENTAL HYGIENIST - Full-time, 4 days, no Saturdays or eves. Perfect for dental office. Experienced only. Birmingham. 647-3545

DENTAL HYGIENIST
Mon, Fri. & 1 Saturday a month. Sterling Heights private practice. 532-1762

DENTAL HYGIENIST
Full-time for female General Dentist. Progressive, modern office. Hygiene skills. Farmington Hills: 851-6448

DENTAL HYGIENIST
For busy Livonia office.
2 days per week.
Please call 261-2730

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

DENTAL HYGIENIST
Monday, Tues. & Wed. patient oriented practice in Birmingham area. 647-2110

DENTAL HYGIENIST
Part time, Monday, Friday and every other Saturday, Canton Hts. area. 547-7900

DENTAL HYGIENIST - Mondays. Experienced mature, excellent pay, modern prevention oriented office in Plymouth. 453-2200

DENTAL HYGIENE GRADS
Why wait for your hygiene license to start making $$$ use your assisting skills for a few months. Call us now! Call Peak Performers at 851-7777
EASTSIDE: 558-5535 • EOE

DENTAL LAB
Needs part-time help. Will train. Northville area. 349-5333

DENTAL HYGIENIST

Part-time position in a progressive Hazel Park office working with people who care. Excellent salary. Send resume to:

DeWain H. Moher
Community Family Dentistry
800 Perry Rd. • Suite 203
Grand Blanc, MI 48439
An Equal Opportunity Employer

DENTAL Office Receptionist • Rochester area. No experience necessary, dependable room for advancement. Call for interview 651-8787

DENTAL OFFICE - Rectory needs part time help. Assisting/front desk experience helpful but not necessary. 937-1520

DENTAL RECEPTIONIST - Part time, experienced in insurance & computer system. Dental background helpful. Message. 600-1135

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
For modern Livonia dental office. Full-time. Includes 3 evenings & 2 Saturdays per month. Good salary and benefits. Ask for Judy.
473-0050

DENTAL HYGIENIST

If you are enthusiastic, caring and dependable and would enjoy a challenge in a patient-oriented Dearborn Hgts. practice, call between 9am-5pm. 278-4470

DENTAL HYGIENIST
Dynamic Birmingham office seeks a team oriented hygienist. We are looking for a long-term, part-time position. Commitment to quality & excellent salary. Participating office in posie management system.
Call Sandy 642-8366

DENTAL OFFICE - Dearborn Hts. needs part time help. Front desk/assistant. Dental experience helpful, but not necessary. 277-3066

DENTAL RECEPTIONIST/Receptionist, Livonia. Mature, compassionate, outgoing. Part time, some evenings & Sats. 855-0677

DENTAL RECEPTIONIST - Full time. Dental experience required. Large quality Southfield office. Excellent benefits & bonus package. 642-6430

DENTAL RECEPTIONIST
Computerized solo practice in Troy seeks experienced person full time, Days, 560-1600 Eves, 358-8997

DENTAL RECEPTIONIST
Looking for an enthusiastic, caring individual with excellent experience, computer knowledge preferred. Pleasant dental office in Farmington Hills. 932-1280

DENTAL RECEPTIONIST • Busy Canton office is looking for an efficient, outgoing team player. Minimum 2 years dental experience required. Excellent salary & benefits.
Call 981-0707

DENTAL RECEPTIONIST

Looking for full-time dental receptionist for busy practice. Must be a dependable, motivated person with knowledge of computers & communication skills. Send resume:
Dr. Mohn
Convenient Family Dentistry
500 Perry Rd.
Suite 203
Grand Blanc, MI 48439
An Equal Opportunity Employer

DENTAL RECEPTIONIST
Michigan's finest kitchen showplace, Madure, with managerial skills, organized. Call, 362-0780/Troy

DENTAL SPECIALTY practice. Do we need a mature, responsible person 20 hrs. weekly, who has front office experience & is ready to accept & learn even more. 533-3030

DENTAL TECHNICIAN
Experienced blue waxer with knowledge in all phases of crown & bridge. Call WR. 277-1815

DENTAL TECHNICIAN
Due waxer. Experienced. Top quality laboratory. Advancement opportunities. Excellent wages. Benefits. Farmington area. 477-0566

DERMATOLOGY OFFICE - Medical Assistant or LPN experienced only. Full time, benefits. Call: 851-7474. Plymouth area. Call Norma 996-8763

EKG TECH

Part-time and contingent positions available for candidates with minimum of one year of EKG hospital experience. Also, RN/LPN positions. Flexible salary. Please apply in person Monday through Friday between 8:30 AM - 4:30 PM.

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

EXPERIENCED for Root Canal Specialist in Plymouth & Livonia. Part & full-time from Dec. Send resume indicating resumes. Contact: 459-6844

VISITING NURSE
Home Support Services

VNA has been in business for 93 years! Join us in delivering quality home care to clients in their own homes. Be a Home Health Aide, Live-in or Homemaker with 1 year experience & have your own car. Call or RN or LPN with Home Care experience, we look forward to hearing from you! Openings are available full & part time in Wayne, Oakland & Macomb Counties. Call:
313-354-0501

HOME HEALTH AIDES

Currently certified HHA's or Home Health Aides with minimum of 1 yrs. experience in a nursing home environment. Private duty & assisted living positions available. For additional information call:
1-800-765-7544

HYGIENIST/PART TIME
For 7 ray dental practice. Mondays and/or Thursdays. Perio experience preferred, but we train motivated individual.
626-3314

502 Help Wanted Dental-Medical

DIETARY ASSISTANTS
West Bloomfield Nursing Center, near Maple & Drake, has immediate openings on all shifts for full or part-time Dietary Assistants. $5.60/hour and you must apply in person at 6445 W. Maple Rd., West Bloomfield between 9am & 5pm. Please contact Carey Silk-Daisy for more information at 661-1500

EXPERIENCED full time switchboard operator needed for very busy & busier cardiology office. Medical background a must. Send resumes to Loretta, C/o Cardio Vascular Clinical Assoc., 29080 Grand River, Ste. 308, Farmington Hills, MI 48336

Field staff for private duty home care agency in Canton for cases in Wayne, Oakland, Washtenaw and Livingston counties. Experience working with the ill, elderly or disabled preferred. Jobs available for work at least 20 hours per week. Apply, Call

(313) 981-8829
UNITED HOMECARE SERVICES
2200 Canton Center Rd. • #230
Canton, MI 48187

HYGIENIST for nice family practice in Rochester Hills. Part-time; Tuesday every other, possibly every other Saturday monthly. 852-1100

504 Help Wanted Office-Clerical

A CAREER OPPORTUNITY
Awaits you if you are skilled on WordPerfect 5.1, Lotus 1-2-3 & have shorthand of 80. Call us for the present. Busy spot. To $20K + benefits
Sandy
862-0155

DOROTHY DAY PERSONNEL
Serving Detroit & Suburbs
Since 1933

ACCOUNTANT
SOUTHFIELD POSITION
We are seeking hyper-active and total balance experience for Michigan Livingston counties. Strong people & telephone skills, typing 45 wpm, computer knowledge helpful, but not necessary. Will train. Benefits. Call Kathy: 353-1004, attention 333
Equal Opportunity Employer

ACCOUNTING CLERK: Part-time, 3pm to 8pm Data Input, General Office, Filing, Etc. May lead to full-time. RESUMES TO: RHIA, AC, 378 Manufactures Dr, Westland MI 48185.

An Equal Opportunity Employer

ACCOUNTING CLERK
Entry level, part-time for a consulting firm in Plymouth Twp. Must be able to perform filing, typing & data entry. For consideration submit resume to: Wade-Trim, Employment Manager, 1670 Oak, Plymouth, MI 48170-0964.
An Equal Opportunity Employer

Affirmative Action Employer

ACCOUNTING CLERKS
FEE PAID $15,000
Fortune 500 firms has two promotable positions open. Entry level or Clerk/Typist. Benefits paid. An employer paid permanent "career" agency since 1933.
Dorothy Day Personnel of Troy, Inc.
649-8787 fax 649-2496

DAY

ACCOUNTS PAYABLE
Rapidly growing company needs your one year's experience on computer system and data entry skills. Call Darlene 649-8501
An Equal Opportunity Service

ACCOUNTING

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

We offer: Temp - Med Insurance, paid vac pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS PAYABLE/PAYROLL CLERK - Entry level position includes data entry, recordkeeping, filing & general office duties. Computer knowledge required, payroll experience helpful. Resume/salary requirements to: Matrix Accounting Services, Inc., 30700 Telegraph, #3452, Bingham Farms, MI, 48025.

504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR
Birmingham investment firm is seeking detail oriented individual w/ securities or brokerage industry background. Must possess excellent word processing, secretarial & organizational skills to assist Portfolio Manager. Resumes to: Attn: Accounts Administrator, P.O. Box 3043, Birmingham, MI 48012-3043

ACCOUNTING CLERK
Full time Accounts Receivable Credit Clerk Position. Qualified applicants must have at least 1 year of accounts receivable experience. Accounts receivable collection experience a plus. Individual must also include misc clerical duties. Excellent health benefits package. Applicants send resume with salary requirements, or apply between the hours of 8:30am & 12:30pm, Monfri only.

MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F

ACCOUNTING CLERKS
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
DATA ENTRY
FULL CHARGE BOOKKEEPERS
PAYROLL

Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients use the opportunity of temporary placement to find permanent employees.
Call the office nearest you for an appointment.

accountemps
Southfield — 357-8387
28588 Northwestern Hwy. #250
Southfield MI 48034

Troy — 524-9050
201 W. Big Beaver #310
Troy MI 48084

Vacation & Holiday Pay
Health Care Benefits Available, EOE

ACCOUNTS RECEIVABLE CLERK
Northwest Detroit company needs experienced, self-motivated individual for manufacturer/wholesaler. Send resume to: Controller, 4444 Lawton, Detroit MI 48208

ACCOUNTS RECEIVABLE

Applicant must have computer knowledge. Typing skills of at least 50 WPM as well as good organizational and interpersonal skills. Must have at least one year experience in accounts receivable. Duties will include invoicing with export documentation when appropriate and collections.
Send resume to:
Mader, Inc.
38700 Grand River Ave.
Farmington Hills, MI 48335
NO PHONE CALLS PLEASE

An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
ADMINISTRATOR

Innovative training and development company has employment opportunity for full-time Accounts Receivable Administrator. Responsibilities include credit approval on all orders, collections, and daily deposit. Previous telephone collections experience and use of Dun & Bradstreet credit/collections services required. Knowledge of Platinum accounting software a plus. Competitive salary and benefits package. Send resume and salary requirements to:

Human Synergistics
39819 Plymouth Rd., C-8020
Plymouth, MI 48170
Attn: Human Resources Director
No phone calls please

ACT NOW
WORD
PROCESSORS

We need Secretaries with Microsoft Word, Word for Windows, WordPerfect or Lotus.
We offer top incentives:
• Cash
• Cars
• Trips
• 2 weeks Vacation
• Paid Holidays
If you have at least 6 mos. office experience, type at least 55 wpm & know word processing, call:

TODAYS
TEMPORARY
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Farmington Hills firm needs motivated individual with excellent secretarial & bookkeeping skills. 932-3750

ADMINISTRATIVE ASSISTANT/Receptionist. Growing home improvement company seeks honest & reliable hard worker. Computer experience a plus. Southfield area. Call David, 557-3000

ADMINISTRATIVE ASSISTANT
Part-time, for insurance agent. Word processing, health/life insurance experience a +. Send resume: 31440 Northwestern Hwy. Ste. 100, Farmington Hills, 48334. Attn: HJB.

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE/FILE CLERK- computer entry, experienced, detailed, neat & willing to work with a high volume paper flow. Excellent benefits & wages. Send resume & salary requirements to: Office Manager, 15101 Clest, Plymouth, MI 48170

ADIA
Can Have
You Working
WE NEED:
• Data Entry Operators
• Clerks
• 10-Key
• Receptionists
• Word Processors

FULL & PART-TIME
HOURS CALL
ADIA PERSONNEL
525-0330

ADIA
CAN HAVE YOU WORKING
• TYPISTS
• RECEPTIONISTS
• DATA ENTRY
Farmington & Novi areas.
ADIA. 442-7800

ADMINISTRATIVE ASSISTANT
For interior designer in Downtown Birmingham. Degree preferred, necessary. Monday through Friday, 8am-3:30pm. 645-1533

ADMINISTRATIVE
SALES ASSISTANT
Secretarial background very helpful. Computer knowledge, letter writing skills, good communication, qualified person. Call Mr. O'Brien for an appointment. 729-7900

ADMINISTRATIVE POSITION
Good phone skills necessary, computer knowledge helpful. Oak Park area. Full time, 5 days. Less for 2nd position, experienced only.543-5530

ADMINISTRATIVE ASSISTANT
Top skills, well-rounded, fully tested people office. Some overtime. Salary $22-26,000. Send resume: Box 29-A, Birmingham, MI 48012

ADMINISTRATIVE ASSISTANT
Prestigious hospital needs word processing supervisor for administrative offices. Medical terminology a plus. Call Mary
Uniforce Temporary Services 357-0034

ADMINISTRATIVE ASSISTANT
Immediate long term opportunity with top pay for experienced candidates with outstanding Word computation. Word Perfect 5.1 and Lotus. Harvard Graphics or Draw Perfect a plus. Call Sara 473-2532
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT

Executive level. Long term assignment. Excellent skills, good people. Professional image. Proficient on WordPerfect 5.1.

ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT
for fast paced Architectural office in Westland apartment community. Position requires a detail-oriented, organized, dependable, flexible individual with typing & computer skills. Computer/WordPerfect knowledge helpful.
Call Pat at 261-3751

ADMINISTRATIVE
ASSISTANT
We are looking for an individual with some accounting experience. Applicant must have good communication skills & be very detail oriented. This is a permanent part-time position. Contact Mr. Houston at Detroit Furniture Rentals: 355-4330

ADMINISTRATIVE
ASSISTANT
$21,000 FEE PAID
Back up CEO. Executive to handle special projects. WordPerfect and Lotus desired. Excellent benefits. Bonuses. Call Jeanine Adkins at Mark 1 at 649-3330 or FAX resume to: 649-FAXS
M. BOOKSPAN & ASSOCIATES

ADMINISTRATIVE
FEE PAID • $28-$34,000
Major conglomerate needs three administrative assistants. Solid 3 years manufacturing and computer experience. An employer paid permanent "career" agency since 1933
Dorothy Day Personnel of Troy, Inc.
649-8787 fax 649-2496

DAY

ADMINISTRATIVE
ASSISTANT
Up to $10/hr.
• WordPerfect 5.1
• Microsoft Word
• 10-Key
• Excel for Windows

WOLVERINE
STAFFING
Southfield: 358-4270
Troy: 879-9070

ADMINISTRATIVE
OPPORTUNITIES
TRW Transportation Electronics Division is seeking qualified applicants for the following administrative positions at our Farmington Hills headquarters.

ACCOUNTS RECEIVABLE CLERK

The successful candidate will have an accounting background with an accounts receivable emphasis. Computer experience, including WordPerfect and LOTUS is required. Familiarity with EPOS a plus. Must be accurate and detail-oriented with good typing skills.

SECRETARY

Candidates should have three or more years' experience in an engineering, sales or quality assurance environment. Strong typing, word processing and communication skills, with the ability to prioritize multiple tasks required. Knowledge of WordPerfect, LOTUS and Harvard Graphics preferred.

TRW offers excellent compensation and a comprehensive benefit program. For consideration, send a resume including salary history in confidence to:

— TRW Inc.
Transportation Electronics Division
24175 Research Dr.
Farmington Hills, MI, 48335.

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ARBOR NEEDS:
ALL WORD PROCESSORS
$10/HR. +
Northwest Suburbs
Plymouth/Ann Arbor

ARBOR TEMPS 459-1166

AUTO BILLER/BOOKKEEPER
Rapidly growing dealership in the Farmington Hills area, is looking for an experienced Auto Biller/Bookkeeper. Must deal well with a fast pace. If you are an ambitious, hard-working individual, we have the perfect position for you. Excellent pay & benefits. Call Sandy: 538-2535 or fax resume to: 538-5539

BILLING CLERK
Part time (1-7pm) for busy physical therapy clinic. Must prove numerous references and get along well with others. Experience with insurance billing a plus. Send resume to: Sportspro, 88 10 Beech Daly, Redford, MI 48239

An Equal Opportunity Employer
No Phone Calls Accepted

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY
Dynamic environment in creative department of national advertising agency needs experienced WP 5.1 candidates. Top pay.
Call Shirley
Uniforce Temporary Services 357-0034

ALL FEES
COMPANY PAID
• Secretaries
• Bookkeepers
• Word Processing
• Receptionists
• Clerical Office

PERMANENT STAFF
Farmington Hills 737-8760
Troy 585-2720

ANALYTICAL CLERICAL position open immediately. Full-time days, Southfield area. Send resume to:
Box 111
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ANIMAL LOVERS
Receptionist, full or part time. Resume to: Westland Vet Hospital, 815 N. Wayne Rd., Westland, MI 48185

AUDITING POSITION
Troy based company has several experienced accounts payable & data entry person. Organizational skills, typing 45 to 50 wpm & must. Starting salary $7. Call between 12 pm-3 pm. 528-3689

Billing/Payroll Clerk

Successful & Southfield professional service organization seeks individual to perform billing & payroll related duties. Candidates will be detail oriented, have the ability to work independently and possess at least 3 yrs. of billing/payroll experience. Experience in WordPerfect and Lotus 1-2-3 a must. General ledger experience a plus. Less for 2nd position, experienced only.543-5530

BOOKKEEPER
Accounting/Payroll, computer knowledge helpful. Oak Park area. Full time, 5 days. Less for 2nd position, experienced only.543-5530

BOOKKEEPER
Experienced with computerized accounts payable & data entry person. Organizational skills, typing 45 to 50 wpm & must. Starting salary $7. Call between 12 pm-3 pm. 528-3689

BOOKKEEPER/TYPIST
for construction management co. Experience & references required. Computer skills helpful. 352-5311

CIRCLE
THIS

We have long and short term positions available for:

• WORD PROCESSORS
(Wordperfect, Microsoft Word, & Windows)
• DATA ENTRY OPERATORS
• RECEPTIONISTS
• CLERKS

Please call:

CORPORATE
PERSONNEL
SERVICES
Livonia: 261-1120
Troy: 362-9696
NO FEE EOE

clerical

APPLY YOUR
OFFICE SKILLS
WITH KELLY

Kelly Services has immediate openings for Administrative Assistants with recent experience using the following software packages:

• WORDPERFECT
• MICROSOFT WORD
• LOTUS
• EXCEL
• ALL WINDOWS PACKAGES

We also have assignments for candidates with recent experience as:

• RECEPTIONIST
• SWITCHBOARD OPERATORS
• TELEMARKETING RECEPTIONIST

Call today for an appointment:

Southfield 352-5220

KELLY
SERVICES
Equal Opportunity Employer M/F/D

CLERICAL ASSISTANT
Must be able to work in a fast paced environment. Good organizational skills & a MUST! Extensive knowledge of Wordperfect 5.0 and Lotus 1-2-3 5.1. Computer literacy a must. Data entry and desk top publishing experience helpful. Send resume with wage requirement to:
Mail Box 20796
Plymouth, MI 48170
P.O. Box 20796
Ferndale, MI 48220

CLERICAL/Data Entry
Full Time position for mail, inventory, analytical self-motivated individual. Will train. Typing skills a must. Call for appointment. 349-2500

CLERICAL OFFICE HELP: Must be detail oriented, proficient at filing, typing & answering phones. Send resume to: 25410 Plymouth Hwy., Ste. 1350, Southfield, MI 48034.

CLERICAL positions available, 3 shifts, to work in Livonia and Farmington Hills. Typing required and have reliable transportation.
Call 464-7078

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CLERICAL POSITION
Part-time. 453-4600
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40475 Plymouth Rd., Plymouth.

CLERICAL

Republic Bancorp Mortgage Inc. is looking for both seasoned personnel. Positions are entry level and would provide opportunity for advancement in our growing organization. Duties include filing, copying, faxing, and data entry. Please submit resume and cover letter to:

Republic Bancorp Mortgage Inc.
37999 W. Twelve Mile Rd., Ste. 100
Farmington Hills, MI 48333
Attn: Human Resources, (PT)

An Equal Opportunity Employer

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CLERICAL

BROADCASTING CONSULTANT is looking for an accounts/secretary/bookkeeper, approximately 20 hrs/week. WordPerfect & Lotus. Small Southfield office environment with a lot of responsibilities. Experience in broadcasting helpful but not necessary. Salary commensurate with experience. Send resume to Box #984
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
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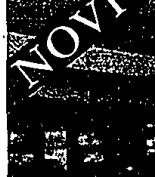

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