502 Help Wanted Dental-Medical

CERTIFIED NURSING ASSISTANT Full time. Must be experienced, dependable, and have genuine interest in providing quality care to our residents. Excellent working conditions, salary, benefits. Apply in person, Mon.-Fri., 8:30-4:30pm. St. Jude Convalescent Center 34350 Ann Arbor Trail Livonia, MI

Chiropractic Assistant/ FRONT DESK Help wanted, full or part-time, for Farmington Hills clinic. Experience preferred. Outgoing, personable individuals need only apply. Please send resume to: Box 484 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

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DENTAL ASSISTANT & RECEPTIONIST - For busy Southfield practice. Must be enthusiastic & experienced. Excellent pay, benefits & bonus. 355-9800

DENTAL ASSISTANT: Chairside position. Experienced necessary. Front desk skills helpful. Full-time, includes some Sat. mornings. Total Benefits Package. 427-8111

DENTAL ASSISTANT Our SUPER nice staff is in need of a compassionate, energetic and enthusiastic assistant, for our great patients. Full-time, Mon thru Thurs, and occasional Fri. Experienced Please! Expanded duties: CDA or RDA. Birmingham: 313-646-3515

DENTAL ASSISTANT Full time position in pleasant Troy office. Benefits included. Experience required. 641-9490

DENTAL ASSISTANT - In W. Bloomfield/Farmington Hills area. Full time positions, experienced in 4-handed dentistry. Salary commensurate/experience. Ask for Hazel 855-6656

DENTAL ASSISTANT - In W. Bloomfield/Farmington Hills area. Full time position. Experienced in 4-handed dentistry. Salary commensurate/experience. Ask or Hazel 855-6656

DENTAL ASSISTANT Experienced for downtown Plymouth office. Must be people oriented, enthusiastic and eager to work as a team player. Call 453-1190

DENTAL ASSISTANT Busy Farmington Hills practice seeks enthusiastic individual, full-time to join team. Chairside experience necessary. RDA or CDA most welcome. 4 days, no Saturdays. 478-8330

DENTAL ASSISTANT; Chairside. Part-time or possible full-time. Be a part of a great professional team. Experienced preferred (CDA, RDA) but will train energetic self-starter who is enthusiastic, compassionate & assertive in dealing with patients. No Fridays! Livonia. 474-0100

DENTAL ASSISTANT Enthusiastic, experienced person needed for a new part time position in a growing Farmington Hills family practice. Supportive and caring environment, fun patients, fun staff. Tues. & Thurs., Immediately, 7:30AM-6PM. 855-8907

DENTAL ASSISTANT needed for a team oriented general dental practice in Dearborn. Full-time position available for an experienced assistant who can take radiographs & fabricate temporaries. Our office recognizes & rewards individual initiative & personal excellence. Please call 581-5844

DENTAL ASSISTANT Full time. Pay commensurate with experience. Troy. 689-8080

DENTAL ASSISTANT. W. Dearborn office looking for experienced dental assistant, full time, Mon.-Fri. No Saturdays. Call. 565-5588

DENTAL ASSISTANT WANTED For dental office in Garden City/Westland office. Call for appointment. 422-4700

DENTAL ASSISTANT Part-time/full-time. Experienced only. Friendly Plymouth office. Benefits. 453-3160

DENTAL ASSISTANT CDA, or experienced preferred. Part-time/Full time, Rochester Hills. 313-650-3434

DENTAL ASSISTANT - Canton area. Excellent pay & benefits for the experienced individual, long summer weekends. 455-0460

DENTAL ASSISTANT Full time for busy Novi office. Experience preferred. Non smoker. Call Betty 476-9121

DENTAL ASSISTANT needed for Auburn Hills dental office. Mon. thru Wed. & ½ day Sat. Experience preferred. For appointment call 852-5222

DENTAL ASSISTANT Full-time. Experience preferred. Specialty office in Southfield. $7 per hour minimum. Call Shirley 352-4351

DENTAL ASSISTANT Wanted for quality oriented general dental practice in West Bloomfield. Full time position with excellent salary and benefit package. CDA or experience preferred. 626-7100

DENTAL ASSISTANT for Canton Township & Hazel Park area. Full time with benefits. Reply with resume to box 472 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

DENTAL ASSISTANT - ORTHO Immediate opening for an experienced full time Orthodontic Assistant, in a fast paced team oriented office in Sterling Heights. Must have 1 yr. experience. Please call Cindy. 979-8210 An Equal Opportunity Employer

DENTAL ASSISTANT FULL TIME - NO WEEKENDS If you have experience (CDA preferred), are motivated, and are interested in providing quality health care, phone us. We provide:
- Medical Benefits • Blue Cross
- Paid Vacations & Holidays
- Paid Sick Days
- Bonuses (Daily & Monthly)
- Profit Sharing

Ask for Karen 559-8818

DENTAL BUSINESS ASSISTANT Full time. If you are experienced, enthusiastic, caring, dependable & have excellent communication skills call 427-7558

DENTAL BUSINESS OFFICE Group practice, in W Dearborn, looking for front desk business personnel. Must be experienced with appointment control, dental insurance, love working with people and have excellent phone skills. Dentec Computer experience a plus. Full or part time position available. Please call 563-2610

DENTAL CLERICAL ASSISTANT Full or part time position for well established group practice in Plymouth. The right candidate will be well organized & energetic. Dental experience & computer knowledge necessary. Competitive wages & incentive plan. 420-2326

DENTAL HYGIENIST Full time. West Dearborn. Modern preventative oriented family practice. 562-5410

DENTAL COMMUNICATIONS DIRECTOR Duties included extensive recall, patient relations, patient routing. Dental experience REQUIRED. Must be agressive and self-confident for high-tech Bloomfield Hills office. Benefits, bonuses, profit sharing. Send resume to: PO Box 615 Birmingham, MI 48012-0615

DENTAL FRONT OFFICE Person for quality oriented, computerized, preventive practice. Computer experience suggested (prefer Command System) with general front office experience a must. Wage/benefits commensurate with abilities & experience. Northville. 349-4210

DENTAL HYGIENIST Full-time, Mon 9-6, Tues 8-7, Thurs & Fri 8-5. 18 Sat am. Perio skills. Benefits. Farmington Hills: 851-6448

DENTAL HYGIENIST Full time, for busy Troy family practice. Excellent salary & benefits. Please call 689-9012

Dental Hygienist Part Time Call evenings 348-1584

DENTAL HYGIENIST Part-time for 1 afternoon/evening shift per week at young, progressive Royal Oak practice. Call 545-1165

DENTAL HYGIENIST - with excellent periodontal skills. Full time, possible part time, must be flexible. Southfield. Call Marie 352-7722

DENTAL HYGIENIST Needed. Looking for outgoing personality to add to our Troy practice. 680-9030

DENTAL HYGIENIST Needed for perio/general practice. Excellent clinical communication skills. Recent graduate welcome. Part time, Tues. & Wed. 879-1450

DENTAL HYGIENIST Experienced, perio, soft tissue management, must be a people-person, good sense of humor, patient caring office. Dearborn Hts. 274-6666

DENTAL HYGIENIST Full time. Busy Southfield office. Must be professional, reliable & perio oriented. No weekends. Excellent salary & benefits. 559-1559

DENTAL HYGIENIST Full-time hygienist needed for dental office in Rochester. Call Barbara at Dr. Reynolds' Office 852-1010

DENTAL HYGIENIST Work 1-2 days per week in established family practice in Lathrup Village. 559-3260

DENTAL HYGIENIST - full time. Motivated person in preventive oriented office. Recents Grads welcome. Livonia. 425-4530

DENTAL HYGIENIST needed in W. Dearborn practice for Fridays and Saturdays. Please call 274-5060

DENTAL HYGIENIST QUALITY DIVERSE TROY OFFICE Needs Dental Hygienist for Saturday AM and/or Wednesday. 689-9880.

DENTAL HYGIENIST Pleasant & relaxed office. Part time. Garden City/Livonia/Westland area. 422-4350

DENTAL HYGIENIST Part-time, Tues. & Thurs. Periodontally oriented hygienist needed to contribute to our excellent preventative program. Must enjoy challenge & rewards of individualized patient care and encourage close follow-up for healthy results. Farmington Hills area. Call Lori at: 932-5650

DENTAL HYGIENISTS Let Peak Performers Inc., Dental Staffing Service, help you make this a summer to remember. We provide flexibility so you work only when you want & extra income to enjoy your time off. EOE. WESTSIDE: 477-5777 EASTSIDE: 558-5533

DENTAL OFFICE Full/part time Receptionist, Assistant & Hygienist. Great opportunity, salary commensurate w/attitude & experience. 258-4965

DENTAL RECEPTIONIST Experienced, motivated person, part time, for W. Dearborn office. Computer experience helpful. Excellent salary and benefits. 561-1260

DENTAL RECEPTIONIST- full/part time, experienced in insurance & pegboard system. Dental background helpful. Message. 600-1135

DENTAL RECEPTIONIST OFFICE COORDINATOR FULL TIME: Dynamic, detail oriented team player for result oriented practice committed to excellence, responsible for scheduling, collections, insurance. Computer experience a must. Command system preferred. Farmington Hills. Call Lori 932-5650

DENTAL RECEPTIONIST - Insurance experience preferred. Office has a D.O.C.S. computer. Full time hours, evenings & Saturdays. Immediate opening in Garden City. Call 427-2894

DENTAL RECEPTIONIST- Looking for an enthusiastic, organized, caring person. Experience & computer knowledge preferred. Pleasant dental office, Farmington Hills. 932-1260

DENTAL TECHNICIANS - seeking C & B Waxer, Die Trimmer & Denture Setup. Minimum 5 yrs. experience. Full or part-time or piece work. Exceptional wages & benefits. Position available immediately. Call Mr. Malone or Mr. Lee. 525-4330

DIETICIAN Part time position available in ambulatory clinic. Must be registered or registry eligible. Please send resume to: Medical Administrator, 5050 Schaefer, Dearborn, MI 48126

DIRECT CARE STAFF Needed for homes in Beverly Hills and Royal Oak providing services to adults with head injuries. Full and part-time positions available including weekends and evenings. Excellent benefits and attendance bonus program included, $5.95 possible after 90 days. Must have a valid drivers license, good driving record, and good moral character. Please call Carol in Beverly Hills at 546-4810

DIRECTOR OF NURSING Seeking Director of Nursing with management experience, knowledgeable in OBRA and all aspects of nursing administration for a 150 bed down river nursing facility. Multi-insurance and private pay. Background in Rehab services a plus. Salary commensurate with experience. Benefits package. Send resume: Director of Nursing 18500 Van Horn Woodhaven, MI 48183

DIRECTOR PHYSICIAN BILLING Multi-specialty physician group practice is seeking an experienced professional to join our managment team. Successful candidate will direct the staff and overall activities of our Business Office. This position requires:
- Bachelor's degree in Accounting, Finance, Business Administration or related field.
- Minimum 4 years experience in physician or health care related accounts receivable, billing and credit/collections.
- Minimum 2-4 years management experience
- Solid knowledge of third party payor
- Reimbursement regulations
- Excellent interpersonal skills and experience with computerized billing and accounting systems required.

Interested applicants may send resume to: Recruiter/Physician Billing DMC Health Care Centers 41935 W. 12 Mile Rd. Novi, MI., 48377
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HIGH PAYING JOBS available for persons holding degrees in S.W., M.S.W., R.T., P.T., O.T., Psych, Education & related fields working with closed head injured individuals in an in-home setting. Full or part time. Send resumes & references to: Dimensions, 29260 Franklin Rd., Suite 131, Southfield, MI 48034

DENTAL TECHNICIAN Model Department position, excellent opportunity, pay and benefits. Experience preferred but not necessary. Auburn Hills area. 373-3353

ECHO TECH Full time for out patient client. Rochester. Call Karen. 656-3107

ELECTRONIC TECHNICIAN For portable X-ray machines. Must have X-ray experience. Send resume to: Technician, P.O. Box 2728, Southfield, MI 48034.

FRONT DESK Office Manager, for W Bloomfield cosmetic dentistry practice. Experience preferred. Insurance billing required. 4½ days per week. Benefits. Call 851-4606

HEALTH RECORD ANALYST A.R.T. or A.R.T. eligible to handle chart porcessing and correspondence, good organization skills, ability to function in a fast-paced environment, good communication skills. Full-time, Mon.-Fri., 8 AM. to 4:30 PM. Send resume to: KINGSWOOD HOSPITAL 10300 W. 8 Mile Rd. Ferndale, MI., 48220
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HOME HEALTH AIDES COMPANIONS HOMEMAKERS LIVE-INS 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. Must be available for work at least 20 hours per week. To apply, call (313) 981-6829 UNITED HOME CARE SERVICES 2200 Canton Center Rd., #230 Canton, MI 48187

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HOME HEALTH AIDES NURSING ASSISTANTS Immediate openings for local cases. All shifts available. Choose your own cases, set your own hrs. Experience or certificate required. Nursing students with clinical experience welcome. Call VISITING CARE 344-0234

HOME HEALTH CARE COORDINATOR Schedule, coordinate & supervise, 24 hr./7 day week care giving staff, in multi-client senior residential facility. Minimum of 2 yrs. clinical experience in nursing home or equivalent multi-client care setting. Proven ability to motivate & supervise staff in positive manner and provide hands on care if necessary. Submit resume & salary requirements to: Box #860 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

HYGIENIST for nice family practice in Rochester Hills. Part-time; Tuesday evening and possibly every other Saturday morning. 652-1100

LPN - Customer Services Rep. for Private Duty Nursing Service. Part-time, flexible schedule. Customer Satisfaction is our measure of quality at... Health Care Professionals. 357-7080

LPNS - EVERY OTHER WEEKEND Afternoons and PART TIME Midnight shifts. See Mrs. Martin, D.O.N. NIGHTINGALE WEST 8365 Newburgh Rd. Westland, near Joy Rd. An Equal Opportunity Employer

LPN'S FOR PRIVATE DUTY HOMECARE Competitive pay. Flexible hours. Cases in Oakland & Wayne Counties. Benefits available. For interview, please send resume to: UNITED HOME CARE SERVICES 2200 Canton Center Rd., #230 Canton, MI 48187 or Call: 981-6829

LPN's Looking for LPN's to do home visits on clients requiring compression therapy. Candidate should have excellent commulcation skills & neat appearance. Training will be provided. This is a part time position that will eventially become full time. Call during working hours. FIDELITY NURSING SYSTEMS 528-1223

MA, RN, or LPN (part time) for busy dermatology practice in Southfield, experienced preferred. Congenial working atmosphere, competitive salary. 559-0621

RECEPTIONIST, full/part time with experience. Pediatric office. Southfield Rd. & 12 Mile Rd. area. Call Rose after 1pm: 559-6620

MEDICAL ASSISTANT - Full time, experience with X-rays & front desk necessary. Livonia location. Call 425-5218

MEDICAL ASSISTANT - Experienced. Part-time. Must know venapuncture, x-ray, EKG, injections etc. Garden City office. 261-5560

MEDICAL ASSISTANT Needed part time for Southfield Cardiology office. Experience preferred. Please call 569-4232

MEDICAL ASSISTANT for full time position in friendly doctor's office. Must be energetic, flexible, outgoing, intelligent and hardworking. Experience not necessary. Resume: P.O. Box 297, Romeo, MI 48065

MEDICAL ASSISTANTS - needed to fill immediate openings in Oakland & Wayne counties. Full or part time. 1 yr. experience minimum. $1120 to $1260 per month. Call Molly at Tempro Medical, 443-5594

MEDICAL ASSISTANT - experienced, part time for Pediatric office. Must be familiar with front desk & back. Reply to box 448 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL ASSISTANT/Part Time). Experienced, needed for doctor's office, Farmington Hills. For hours & interview please call. 853-8891

MEDICAL ASSISTANT for ENT practice. 2-3 years experience. Please send resume to: Toni, 28500 Orchard Lake Rd., Farmington, MI 48334

MEDICAL ASSISTANTS needed with OB/GYN or internal medicine experience. Minimum 1 yr. experience necessary. Venapuncture a must. Call Marlene 799-4335

MEDICAL ASSISTANT Needed for podiatrist's office in Novi. Immediate opening. Experience recommended, but will train. Call Doreen, 476-1500

MEDICAL ASSISTANT needed for Southfield Medical Office. Venapuncture, EKG, X-Ray. Full time or part time position. Excellent salary. Call after 4pm. 855-3412

MEDICAL ASSISTANT with proficiency in terminology and clinical background needed for expanding Westland office. Send resume and cover letter to: 35210 Nankin Blvd, Suite 301, Westland, MI 48185.

MEDICAL ASSISTANT experienced only, venapuncture, & EKG for busy Southfield office. Send resumes to Box 478: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL BILLER - Westland office has immediate part time leading to full time position available. Must have 2 yrs of current medical billing experience, must possess self motivation & be able to follow directions. Podiatry & MBA a plus. Please send resume to: PO Box #83097, Westland, MI 48185

RECEPTIONIST/BILLER Energetic person needed for Southfield OB/GYN office. Minimum 1 yr. input billing for OB/GYN necessary. Follow-up experience a plus. MBS experience preferred. Call Marlene 799-4335

MEDICAL ASSISTANT - Full time position in Southfield. Certified, minimum 2 years experience. Background in CKR & Spirometry a plus. Please call for interview 559-6663

MEDICAL ASSISTANT Full & part time, great opportunity for the right candidates. Must have min. 5 yrs. experience with good clinical skills. All replies condidential. Please send resume to: Medical Administrator 5050 Schaefer, Dearborn, MI 48126

MEDICAL BILLERS needed for part-time afternoon positions (5-9pm). Must have experience. Contact Lydia 799-3838

MEDICAL BILLER for statusing & follow-up on accounts. Full time position. Experienced only. Send resume to: M. Nickel, P. O. Box 2728, Southfield, MI., 48037.

MEDICAL BILLER Experienced with marketing skills to promote a medical software billing system. Send resume & salary requirements to: Office Mgr, 35 S. Johnson, Ste 1b, Pontiac, MI 48341

MEDICAL BILLER West Bloomfield Nursing Center has immediate opening for Medical Biller with experience in Medicare and Blue Cross accounts receivable and billing. Computer experience required. Call June Spiro 661-1600

MEDICAL BILLER Receptionist Immediate position, full or part time. Must be experienced & motivated. Also Medical Assistant needed, some surgery skills desired. Excellent salary & benefits. Birmingham office. Resume & references to: 5200 Mirror Lake Ct. W Bloomfield, MI 48323 or call 645-0830

MEDICAL BILLERS Independent laboratory affiliated with one of SE Michigan's Largest Health Care Systems is looking for personable, motivated individuals to work in their Patient Accounting Department. Qualified candidates will have Billing Experience and strong typing skills. High School Diploma required. Direct inquiries to: Personnel Dept. DRCL 2345 Merriman Westland, MI 48185

MEDICAL BILLING - person needed in OB/GYN office. Experience preferred. Southfield area. Call weekdays, 9am-5pm: 352-8370

MEDICAL BILLING - Home Health Care Agency seeking mature individual experienced in billing for home health care. 352-2030

MEDICAL PERSONNEL For Home Health Care Agency. RN, LPN, Home Health Aides. Respiratory Therapists, Physical Therapists, Occupational Therapists. Contact: 352-2030

MEDICAL RCEPTIONIST Full-time position in large cardiology practice: Two yrs. of medical office experience, good telephone skills, and patient interaction skills, knowledge of computer scheduling systems. Competitive salary/benefit package. Send Resume To: Medical Receptionist NORTHPOINTE HEART CENTER 2575 Woodward, Suite 300 Berkley, MI 48072

MEDICAL RECEPTIONIST Self motivated, great people skills, team player. Experience preferred. Will train exceptional applicant. Farmington Hills. Lynda, 478-8616

MEDICAL RECEPTIONIST Part-time days. Livonia outpatient X-Ray office. 462-3232

MEDICAL RECEPTIONIST for transcription & general office work. Farmington Hills area. Must be experienced & reliable. Needs to relate well with kids. Ask for Jan: 855-3800

MEDICAL RECEPTIONIST/ APPOINTMENT SECRETARY Part-time mornings. Mature & experienced, Birmingham area, internal medicine. 645-0510

MEDICAL RECEPTIONIST - Immediate openings full time or part time, Oakland & Wayne counties, 1-2 yrs. experience required. Will train qualified candidates on MBS $14,700 to $16,800. Call Rachel at Tempro Medical, 443-5594

MEDICAL RECEPTIONIST Full-time position for Podiatrist office in Novi. Resume required. Call Doreen at 476-1500

MEDICAL RECEPTIONIST - part time, Novi, 1 yr. experience, general practice, insurance knowledge required, friendly. Send resume to: Box #187 43422 West Oaks Dr., Novi 48377

MEDICAL RECORDS CLERK Positions available at our Novi office. Must have 1 year Medical Records experience. Please send resume to: Recruiter/Medical Records DMC Health Care Centers 41935 W. 12 Mile Rd. Novi, MI., 48377
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MEDICAL TRANSCIPTIONIST Full-time, days, outpatient X-Ray office. Livonia. 462-3232

MEDICAL TRANSCRIPTIONIST Needed for cardiology office. Livonia area. 17-20 hours a week. Please call Dawn, 462-2061

NURSE'S AIDE needed full & part time, days & afternoons in home for the aged. Experience or will train. Apply in person, 9:30am-2pm: 30350 W. 12 Mi. Rd., Farmington Hills.

NURSES Full or part time, 3-11 and 11-7 shift. One of Oakland County's finest nursing facilities. Experience preferred. Call Sue or Diane: 852-7800

NURSES - Full & Part time. Afternoons & Midnights West Trail Nursing Home Call Renee 453-3983

NURSING ASSISTANTS Become a Rehabilitation Aide. We are looking for high quality people to join our professional team specializing in closed head injury, located in Romulus; friendly, supportive atmosphere. If you are a nursing assistant, certified by the Michigan Department of Public Health, or are eligible for certification, for more information please call Human Resources at 941-1142 Equal Opportunity Employer M/F

OCCUPATIONAL THERAPIST registered needed to work in Downriver area with developmentally disabled adults. Day program. For information call between 1-3, Mon.-Thurs. 675-7770

NURSING COORDINATOR LPN with strong clinical background and good interpersonal skills for department of Internal Medicine at our Livonia Center. Please send resume to: Recruiter/Nursing Coordinator DMC Health Care Centers 41935 W. 12 Mile Rd. Novi, MI., 48377
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OCCUPATIONAL THERAPIST Needed for private pediatric clinic. Part time or contractual basis. Send resume to: Childrens Developmental Therapy, 5829 W. Maple, Ste. 118, West Bloomfield, MI 48322

OCCUPATIONAL THERAPISTS Certified assistants, experienced Speech Pathologists needed full/part time in extended care. Suburban locations. Excellent benefits. Experienced aides also needed. Call 10-4pm 676-5066

Medical We're National Health Laboratories, one of the nation's healthiest and fastest growing clinical laboratories. The following opportunity is now available:
BILLING REPRESENTATIVE Your responsibilities will include posting payments, insurance billing, handling phone inquiries and researching accounts. To qualify, you must have third party billing experience. Good motivational and communication skills are essential.
For immediate consideration, please forward your resume with salary history to: NATIONAL HEALTH LABORATORIES, 13250 Northend, Oak Park, MI 48237 Equal Opportunity Employer M/F/D/V

OB/GYN Southfield office - secretary wanted, full time, typing, transcription, computer billing required. Call 9-5 632-0766

Ophthalmic Assistant/Technician Experience required. Full/part time. Bloomfield Hills 332-4544 Detroit 341-3450

OPHTHALMIC TECHNICIAN COA, COT, or COMT needed for busy medical surgical & refractive surgery practice. Experience a must. Immediate full or part time position available for enthusiastic hardworking candidate. Must be willing to Travel between W Bloomfield & Brighton offices. Good Salary with optional benefits. Call Linda 313-227-2158; or send resume to: MEB, 8728 Whitmore Lake Rd. Brighton, MI 48116.

OPTOMETRIC ASSISTANT Mature individual, full/part time. Experience preferred, but will train. Benefits. Westland 261-0930 Pontiac 333-0808

OPTOMETRIC DISPENSER & some typing required for congenial office in Wayne/Westland area. Liberal commissions paid, no nights or Sundays 722-1604

ORAL SURGERY ASSISTANT Needed for W. Dearborn practice. Full time. Pleasant atmosphere. Must be a team player, dependable, experience preferred. Pay commensurate with experience. 562-1515

PEDIATRIC NURSES Needed STAT All shifts available in Oakland & Wayne counties. High demand for evening & midnight shifts in Berkley, Livonia & Westland. No minimum number of hrs or long distance travel required. Set your own schedule, choose your own cases. Call VISITING CARE Today! (313) 344-0234

PERSONAL CARE ASSISTANTS Assisted living facility in W Bloomfield has day & afternoon part time positions available. Experience preferred. Call Windemere for application. 661-1700

PHYSICAL THERAPIST - Full time or part time, 3-5 evenings to 7:00. Outpatient orthopedic clinic in W. Bloomfield. 313-855-7411

PHYSICAL THERAPIST NEW GRADS WELCOME! Part or full-time, recently expanded facility in Downtown Plymouth, comfortable autonomus environment, with growing referal base. Competitive Salary & Benefits. Contact or SEND RESUME TO: Barbara Bixler HANDS ON CENTER FOR PHYSICAL THERAPY 470 Forest, Plymouth MI, 48170 313-455-8370 An Equal Opportunity Employer

PHYSICIAN ASSISTANT For high volume Orthopedic office. Qualifications: graduation from AMA accredited PA program, board certification, current Michigan license. Please send resume to: Recruiter/PA DMC Health Care Centers 41935 W. 12 Mile Rd. Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University. An Equal Opportunity Employer

RADIOLOGY TECHNOLOGIST Immediate opening for an A.R.R.T. registered Technician. Mammography experience required. Please send resume to: Recruiter/Patient Relations DMC Health Care Centers 41935 W. 12 Mile Rd. Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University. An Equal Opportunity Employer

RECEPTIONIST - Experienced full time person needed to answer phones and direct calls for a very busy 5 doctor cardiology practice. Medical terminology necessary. Send resumes to: Loretta, Cardiovascular Clinical Associates, 28060 Grand River, Farmington Hills, MI 48336

RECEPTIONIST/General Assistant for friendly, fast paced doctor's office. Must be sharp, detail oriented, ambitious, hardworking. Resume: P.O. Box 297, Romeo, MI 48065

RECEPTIONIST Part time for Dermatology office. Recent medical office experience preferred. Call Connie, 477-7022

RECEPTIONIST/BILLER For busy ENT practice. Full time. Call Mon.-Fri., 9-5 338-1110

REGISTERED NURSE Part time, for OB-GYN office in Southfield. Call 9AM-5PM 832-0766

REGISTERED NURSE Part time, for OB-GYN office in Southfield. Call 9AM-5PM 832-0766

REGISTERED NURSES Full & part time positions, variety of schedules available for ambulatory healthcare center. Interested candidate please send resume to: Medical Administrator 5050 Schaefer, Dearborn, MI 48126 All Replies Confidential

REGISTERED NURSE Excellent professional opportunity. Nurse clinician or R.N. wishing training & responsibility. Well established Internal Medicine, Infectious Disease Subspecialty practice. Education is part of this position. Research on-going in practice. Growth portential. References needed. Call 540-0132

REGISTERED X-RAY TECHNOLOGIST A part time position is available for a Registered X-Ray Technologist on the day shift in a progressive department. We offer an excellent salary and benefit package. Interested applicants should call 591-2821. ST. MARY HOSPITAL 36475 W. Five Mile Rd. Livonia, MI., 48154 An Equal Opportunity Employer

REIMBURSEMENT SPECIALIST Position available for experienced Reimbursement Specialist. Responsible for monitoring reimbursement in Pediatrics by ensuring diagnosis and procedure coding. Will work with patient services and patient accounting to analyze problems and implement corrective action. BSN, Bachelor's degree in Business Administration. Health Care or Finance preferred with a minimum of 3 years reimbursement experience. Please send resume to: Recruiter/Reimbursement DMC Health Care Centers 41935 W. 12 Mile Rd. Novi, MI., 48377
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RN, LPN or MEDICAL ASSISTANT Ann Arbor/Plymouth Dermatology office. Full time. Benefits. Experience preferred. Call Norma: 996-8783

REGISTERED PHARMACIST Part time. No evenings or weekends. Contact Joe Dunsmore 858-1452

RN IN-SERVICE DIRECTOR Seeking in-service director for long term care facility. Requires Train the Trainer certification. Experience preferred. Good wages & benefit package available. Call Director of Nursing for appointment. 354-3222

RN/LPN Our inpatient CARF accredited rehabilitation facility located in Romulus is offering you a challenging opportunity to work in a supportive atmosphere featuring professional team work and collaboration. We need you to complete our team. Please call Human Resources at 941-1142 Equal Opportunity Employer M/F

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- NEW BALTIMORE Mon-Fri., 12 Noon-5 PM.
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RNS/LPNS Full/Part-time positions available. New facility/newly remodeled. Supervision/continuity skills preferred. Apply at: Wayne Total Living Center, 4427 Vanoy (middle building), Wayne, MI.

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EEO/AAE

RN's/LPN's WEEKEND RELIEF SUPERVISOR ON ALL SHIFTS If you have excellent clinical skills & a strong supervisory background, come join our team. Please contact Jayne for an interview at: 532-7112, ext. 223 Jewish Home for Aged, 19100 W. 7 Mile Rd., Detroit, MI 48219 An Equal Opportunity Employer

SOCIAL WORK ASSISTANT Needed for a subacute/long term care facility. BSW required, responsibilities will include: daily contact with residents and families, care planning, and discharge planning. A wonderful opportunity to join a progressive inter-disciplinary team. Please send resume to: Westland Convalescent Center., 36137 W. Warren, Westland, MI., 48185

SOCIAL WORKER B.S.W. needed for a down river nursing facility. Must have previous nuring home experience. Knowledge of OBRA, advence directives and the ability to establish an excellent resident/family rapport a must. Excellent wage and benefit package. Send resumes to: SOCIAL WORKER 31720 Van Born Rd. Wayne, MI 48184

SUPERVISOR OF MEDICAL BILLING Candidate must be experienced in collections, billing & 3rd party reimbursement for multi-specialty clinic. Must have good typing and computer skills, min. 10 yrs. experience. Excellent opportunity. All replies confidential. Please send resume to: Box 498, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ULTRASOUND TECH (ABD./pelvis/small parts) needed part time, Milford. Call Mary Beth, 685-3600

X-RAY TECHNICIAN PART TIME For busy orthopedic Novi office. Call Andrea. 380-8240

X-RAY TECHNICIAN - Registered. Mammography experience preferred. Part/full time possible. Rochester. Call Mrs. Harrison. 656-3107

$ **HYGIENIST TOP PAY** For part-time, Mon-Thurs. Energetic, people-oriented person. Troy Dental Practice. 528-3314

504 Help Wanted Office-Clerical

ACCOUNTING/BOOKKEEPING Strong computer skills - Lotus. Experience. 30-40 hrs /wk. Fox Hills Country Club, Plymouth. 453-7272

ACCOUNTING CLERK Bloomfield Hills office looking for clerk to perform Accounts Payable/Receivable and misc. accounting duties. Please send resume to: Accounting Manager, 2000 N Woodward, Su. 110, Bloomfield Hills, MI 48304.

Act Now
OPEN HOUSE Sat., June 19 9am-Noon
- DATA ENTRY
- WORD PROCESSING
- SECRETARIAL
- RECEPTIONISTS
- TELEMARKETING

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ADISTRA IS IN NEED OF THE FOLLOWING:

TYPIST/SECRETARY
Accounting dept. is in need of an organized, detail-oriented, professional. Must be able to type 50/60 wpm.

ADMINISTRATOR
Client Services dept. is in need of an individual for order processing, typing, data entry, customer contact. Will also be handling money and invoicing. Must be very detail-conscious and adaptable.

CUSTOMER SERVICE ADMINISTRATOR
Client Services dept. is in need of an individual for customer service calls, assisting clients, order processing, administration of reports. Must have leadership skills as well as good communication skills, excellent phone manner, CRT/PC experience. Must be able to rotate shifts between 11:00am to 8:00 pm or 8:00 am to 5:00pm.

All positions include full benefit package. Please forward resume to: ADISTRA CORP. 101 Union Plymouth, MI 48170 Attn: Randy Shafter An Equal Opportunity Employer

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ACCOUNTING CLERK Experienced in accounts payable, bank reconciliations, cash receipts, general accounting, Lotus, inventory control/costing. Downtown location, parking provided. Send resume to: P. O. Box 32627, Detroit, MI 48232

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 DATA ENTRY Seeking well organized detail oriented individuals for fast paced work environment. Previous experience required. For challenging full time positions with our national companies. Send resume to: Data Entry 28237 Orchard Lake Rd. Farmington Hills, MI 48334

ACCOUNTS RECEIVABLE COORDINATOR - we are a health care provider located in Western Wayne County with an immediate opening for an experienced accounts receivable coordinator. 4 yr. automated system experience including facility & professional billing. Supervisory experience. Mental health & substance abuse billing a plus. Full benefits. Send resume to: Miss Foster, Hegira Programs Inc., 1375 Inkster Rd., Inkster, MI 48141. EOE.

ADIA NEEDS CLERICAL APPLICANTS With experience in 1 or more of the following
- Data Entry
- WordPerfect
- Lotus 1,2,3
- Microsoft Word.

Call for an appointment. 313-722-9060 or 313-382-2342

ADMINISTRATIVE ASSISTANT Monday thru Friday 10am-3pm Busy restaurateur with multiple business ventures needs detail-oriented assistant. Person must be an organized, self-starter who can work independently on various projects. Clerical and light bookkeeping skills required, and computer knowledge a plus. Call Christie, 10am-3pm. 689-2332

ADMINISTRATIVE ASSISTANT Join a winning team in the challenging field of property management. The ideal candidate will be career oriented and possess acceptional organizational, scheduling and decision-making skills. Proficiency with word processing and Lotus imperative. Send resume in confidence to: Marry Becker, The Beztak Co., 31731 Northwestern Hwy., Ste. 200E, Farmington, Hills, MI 48084

ADMINISTRATIVE ASSISTANTS 60+ on WordPerfect 5.1. Independent but team worker. Full time in Troy & Southfield. No fee. TEMPSTAFF 645-0900

ADMINISTRATIVE ASSISTANT Executive level - IBM, MS Word/Windows. Excellent pay. ARBOR TEMPS 459-1166 9433 Haggerty, Plymouth, MI.

ADMINISTRATIVE SECRETARY Excellent opportunities with NW suburb headquarters location. Short and long term assignments for candidates with Word Perfect 5.1. Lotus a plus. Call Sue 473-2931 Uniforce Temporary Services

ADMINISTRATIVE SECRETARY To $23,000 Growing company seeks secretary to work for sales executive. Excellent communications to interface with important clients. WordPerfect experience required. Diversified Recruiters Co. 344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST Plymouth manufacturing firm seeks an administrative assistant/receptionist. The successful candidate will have excellent telephone skills, typing experience and be computer literate. High school diploma or GED equivalent is required. NO PHONE CALLS PLEASE Send resume and salary history to: Human Resource Department P.O. Box 319 Plymouth, MI 48170 An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT Up to $10/hr.
- WordPerfect 5.1
- Microsoft Word
- Lotus 1-2-3
- Excel for Windows

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

ADVERTISING/MARKETING DEPT. Entry level position assisting in the creation of product brochures, mailing lists and related marketing materials. 4 Year college degree required. HODGSON - TYL & ASSOCIATES 458-7025

ADVERTISING SECRETARY National advertising agency needs experienced WP 5.1 candidates. Top pay. Call Sharon 357-0037 Uniforce Temporary Services

ASSISTANT PROPERTY MANAGER Wanted for fast paced Southfield property management company. Must be neat & dependable. Computer knowledge helpful. 352-8550

ATTENTION CLERICAL POSITIONS Immediate openings in Wayne, Oakland & Macomb counties. Long & short term assignments. Full &/or part time. Many assignments lead to permanent positions.
- Data Entry
- Receptionist
- Secretaries
- Typists
- Word Processors

Call for more information! 528-8454 Future Force, Never a Fee.

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AUTOMOBILE DEALERSHIP Applications are now being taken for a full time CASHIER Hours will be 8am-6pm, Tues, Wed, & Fri; 12pm-8pm, Thurs; 8am-4pm Sat. Group benefits available. Apply in person at: JACK CAULEY CHEVROLET 7020 ORCHARD LAKE RD. WEST BLOOMFIELD

ARBOR NEEDS: ADVANCED WORD PROCESSORS $10/HR. + • WordPerfect • MS Word • Lotus • Excel • D-Base ARBOR TEMPS 459-1166

AUTOMOTIVE BILLER Rapidly growing suburban Ford dealership has an immediate opening for biller. Dealership experience required applicants must be familiar with duties, including secretary title forms. Full time wonderful career opportunity for individual who likes working with a winning team! Excellent health benefits and 401K plan. No phone calls! Send resume with recent references to: Ms. Donna Davis MEL FARR FORD 24750 GREENFIELD ROAD OAK PARK, MI. 48237 An Equal Opportunity Employer

AUTO PAYROLL CLERK Needed in GM dealership, excellent pay/benefits. ERA system experience helpful. Send resume to: P.O. 700737, Plymouth, MI 41870

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CALL for appointment: BARTECH 271-5454 An Equal Opportunity Employer

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BILLING MANAGER Strong communication & computer skills, experienced only. 565-5600

BOOKKEEPER Full charge. Computer skills required for construction company. Reply to Box 436 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER - FULL-CHARGE For Troy-based firm. Computer knowledge a must. Send resume to: Personnel, 580 Kirts Blvd., Suite 101B, Troy, MI 48084

BOOKKEEPER FULL CHARGE Great opportunity with established and growing manufacturer in the I-275 corridor. Required diverse accounting background and G/L experience thru trial balance. Sufficient computer experience desirable. Competitive salary and benefits package. Please send resume to: Bookkeeper, Box 496, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER - OFFICE PERSON part-full time for new Roman Terrace II restaurant, Farmington Hills. For interview call 553-0080

BOOKKEEPER - part time, computer accounting for luxury apartments. flexible hours. Fax resume. 412-788-1787

BOOKKEEPER-PART TIME Some computer & bookkeeping necessary, Southfield area. Mr. Thompson, 569-4860

BOOKKEEPER/ SECRETARY Full charge Boookkeeper for small property management firm in Southfield. Full responsibility for payroll, accounts payable and general ledger. Must be familiar with PC-based accounting systems, WordPerfect, a plus. Job requires 4 days per week. Blue Cross, paid holidays and vacations included. Send resume to: Schein & Co., 17117 W. 9 Mile Rd., Suite 1535, Southfield, MI., 48075.

BOOKKEEPER (6-Haggerty) Part-time, 20 hrs. Computer experience thru Trial Balance. Ask for Frank D'Angelo 464-6400

CLERICAL - PART TIME Will grow into full time. Pleasant phone manner a must. typing 50wpm. Microsoft Word & Excel helpful. Send resume to: JTS Marketing & Technology, 42400 Grand River, Ste 203, Novi, MI 48375

CLERICAL (PART-TIME) We have several part-time positions available for the following:
- CUSTOMER SERVICE Previous telephone experience is required. Hours will be Mon, Tues, Thurs, Fri, 10am-6:45pm or Mon, Tues, Wed, Fri, 11am-7:30pm. Benefits included.
- COLLECTIONS Telephone & collection background preferred. Hours will be Mon-Thurs & Sat. 9:30am-2:30pm. Benefits included.
- DATA ENTRY 10 key calculator & accurate typing required. Hours will be Mon-Fri 8:15am-4:45pm approximately 2 weeks out of every month. No benefits.

Qualified candidates should apply Mon-Fri 9am-4pm.
SOURCE ONE MORTGAGE SERVICES CORPORATION 27555 Farmington Rd. (Corner of 12 Mile) Farmington Hills, MI. 48334-3357
Equal Opportunity Employer M/F/D

CLERICAL POSITION Full time. Some bookkeeping experience helpful. Duties will include answering phones, typing, filing, etc. Send resume with salary requirements to P O Box 2839, Farmington Hills, MI 48331

CLERICAL POSITION KROGER COMPANY IN LIVONIA Entry level. Full time position. Computer literate, WordPerfect, Lotus 1-2-3, spreadsheets, phone skills. Resumes only: Kroger Company, Attention: Human Resources, P.O. Box 4444, Livonia 48151-3084

CLERICAL SUPPORT National discount stockbroker has full time clerical opening for branch office located in Troy. Applicants should possess strong communication and organizational skills and a willingness to take on new responsibilty. Position offers $1000 monthly and a benefit package. Qualified candidates forward resume to: Dan Katzman Olde Discount Corp. 751 Griswold Street Detroit, MI 48226

CLERICAL (TEMPORARY) position available. General secretarial skills preferred. Some light typing required. Call Ms. Brown: 422-7300

CLERK TYPIST A major supermarket chain has an opening in their personnel area for a clerk typist. The proper candidate should have good organizational skills & be able to work independently. The proficient of a calculator, PC & good typing skills is a must. A competitive salary & comprehensive benefit package will be offered. Qualified candidates are invited to respond with a detailed resume to Personnel Director P O Box 33448 Detroit, MI 48232-5448 An Equal Opportunity Employer

CLERK TYPIST/PART TIME 20 hrs/week. Flexible, may include evenings & Saturdays. Duties include: typing 50wpm accurately, answering phones, receipting payments, filing. High school diploma required. Send resume to: Director of Programs, 6012 Merriman, Garden City, MI 48135. EOE.

CNA's Join the ICARE team! We are looking for full & part-time CNA's. Apply to Hope Nursing Care, 38410 Cherry Hill Rd., Westland, MI 48185 (313) 326-1200 An Equal Opportunity Employer

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Phone 356-0222 Fax 356-0841 28585 Northwestern Hwy #250 Southfield, MI 48034
524-3100 524-3115 201 W. Big Beaver Rd., #310 Troy, MI 48084
Vacation and Holiday Pay Health Care Benefits/EOE

CLERICAL - PART TIME Seeking mature, dependable clerical support person for busy insurance agency in Northville. Duties include word processing, phones, filing and general clerical duties. Send resume to: Lincoln Financial Group of Michigan, Att: Marlene, 2855 Coolidge Hwy., Su. 206, Troy, MI, 48084. An Equal Opportunity Employer

CLERICAL Source One has provided mortgage loans to millions of people for almost 50 years. We have over 1,800 employees with 70 locations nationwide. Our growth has created a need for individuals with any or all of the following skills:
- Telephone/receptionist experience
- Data entry skills
- Typing of 40+ wpm
- Alpha/numeric filing
- Math skills

Starting rate will range from $5.50 to $7.50 per hour. We offer a salary commensurate with experience plus a comprehensive benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.
SOURCE ONE MORTGAGE SERVICES CORPORATION 27555 Farmington Rd. (Corner of 12 Mile Rd.) Farmington Hills, MI. 48334-3357
Equal Opportunity Employer M/F/D

CLERICAL - Type 45 words per minute & know Word Perfect 5.1. Enjoy working with the public. Apply at: Canton Twp. Assessors Office, corner of Cherry Hill & Canton Center.

College Students Needed
- Word Processing/Clerical
- Technical • General Labor

ARBOR TEMPS 459-1166 9433 Haggerty, Plymouth, MI

COMPUTER OPERATOR Part time. Life Insurance Company located in Plymouth, MI has immediate opening for Computer Operator with IBM Mainframe experience. Approximately 3 hrs. daily, mid to late afternoon. Excellent working conditions. Please submit resume to: Personnel Department Mutual Of Detroit Insurance Co. 333 Plymouth Rd. Plymouth, MI 48170

CONGENIAL, outgoing individual needed for busy Rochester Hills sales office. Previous automotive experience necessary. Lotus, Word Perfect & shorthand skills a must. Employer offers an excellent benefit package. Salary commensurate with experience. Send resume with salary requirements to: Janet Drobnich, TEK Sales & Marketing, 305 Barclay Circle, #1000, Rochester Hills, MI 48307-2106

CONSUMER RESEARCH Suburban market opinion firm has openings. Candidates are expected to have phone skills and light computer experience. Flexible hours. Call Colleen 357-0641 Uniforce Temporary Services

COURT CLERK I 46TH DISTRICT COURT Starting salary of $20,175 plus benefits package. Will perform various typing and clerical duties. Must be high school graduate or equivalent. One year of court or legal experience required. Also requires proficiency in WordPerfect or related program. Submit resume by 5p.m., Friday, June 25, 1993 to: 46th District Court Attn: Brian Smith 26000 Evergreen Rd. Southfield, MI 48076

CREDIT/COLLECTIONS Hospital environment. Light Data Entry skills. Temporary to Permanent. N.W. Detroit

ADMINISTRATIVE ASSISTANT Organized. Light accounting & Data Entry. I-96/Greenfield. Call Today. TEMPORARY RESOURCES 737-1711

CUSTOMER SERVICE. Expanding company is seeking hardworking individual with pleasant phone voice and good attitude to problem solve lease documentation. Extensive phone work and customer interaction. Great working environment. Please send resume to: T.H., P.O. Box 8066, Farmington Hills, MI 4833r

CUSTOMER SERVICE Immediate openings with national marketing firm for your clear voice and light computer experience. Flexible hours. Call Claire: 946-7864 Uniforce Temporary Service

CUSTOMER SERVICE/CLERICAL Immediate opening in our customer service facility. If you possess good phone skills, a logical thought process & enjoy working in a fast paced environment, apply in person at: Fretter Budden Service, 14965 Telegraph, Redford, MI, 48239

DATA ENTRY CLERK - FULL TIME for rapidly growing finance company. Must type 40 wpm accurately. Responsible, dependable. Overtime encouraged. Apply in person to Ms. Goldberg at 21301 Civic Center Dr., Southfield, MI

DATA ENTRY/CLERICAL, part time, some experience in payrolls necessary. Southfield area. Mr. Thompson, 569-4860

DATA ENTRY CLERKS Needed in Royal Oak to work from 6pm-12am, Mon-Fri.
These long term positions are available immediately.
We offer top incentives: • Cash • Cars • Trips • Paid Holidays • 2 weeks vacation.
Call for an appointment.
TODAYS TEMPORARY 649-2936 An Equal Opportunity Employer

DATA ENTRY Fortune 500 firm needs your 10,000 keystrokes and recent experience. Call Diane 357-0644 Uniforce Temporary Services

DATA ENTRY
- Full Time/Temporary
- Good keystrokes a must!
- Metro Detroit area

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

DATA ENTRY OPERATORS Days & afternoons. Tartan System, Farmington area. 474-1136

DATA ENTRY SKILLS Needed for long-term, full time, temporary assignments. DYANIC PEOPLE 464-6503

EXECUTIVE/ADMINISTRATIVE Assistant - Bloomfield/Farmington area. Immediate placement. Box 382 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150