EMPLOYMENT

500 Help Wanted

PLASTICS
Growing company seeks individual with blow molding experience and a strong processing & mechanical background. Send resume to Celes Corp., 377 Amelia, Plymouth, MI 48170 Attn: Randy

PORSCHE TECHNICIAN
Full time for Farmington Hills auto dealer. Experience required. Our techs are respected for their knowledge. Excellent benefit package. If qualified contact Luke Noble, Bill Cook Imported Cars. 313-471-0044

PRESSER - Part time. Experience necessary. Ask for Vicki: 341-2800

PRESS OPERATOR
Long term/permanent position in Detroit for experienced person operating high speed die cutting machine for paper/cardboard products. $8.25/hr, to start.
Corporate Personnel 261-1120
NO FEE EOE

PRINTER
Ryobi 3200, AB Dick. Health insurance, paid holidays & vacation. 348-2581

PRINTING BINDERY
Experienced people for handwork & assembly. Call Mon-Fri, 9-5pm. 474-0015

PRODUCTION LIGHT INDUSTRIAL
Apply in person: $5.50 to start plus benefits. 32500 Capitol, Livonia.

PRODUCTION PACKER
Growing future oriented manufacturer has openings for Production Employees for all shifts. We offer a good wage & benefit package & excellent opportunity for advancement. Apply in person Mon. thru Fri., 8am-5pm, 1351 Hix Rd., Westland (S. of Ford)
An Equal Opportunity Employer

PRODUCTION PLANNER
Established manufacturer seeks experienced Planner to direct total manufacturing activity. MRP background needed.
ARBOR TEMPS. 459-1166

PROFESSIONAL SPEAKING experienced Switchboard Operator for fast-growing answering service. Ask for Becky. 313-535-3400

PROGRAM AIDE/PART-TIME
To assist developmentally disabled adults with daily living skills. Some transporting involved. Needed for weekend hrs. Must be 18 yrs., have good driving record & high school diploma or equivalent. 531-3411

PROGRAMMER ANALYST
Solid progressive 60 yr. old health industry company, is looking for an individual with the following qualifications: 4-5 yrs. experience on IBM38 or AS400, 4-5 yrs. using RPG3 or RPG400, strong analytical skills, 2 yrs. college preferred. Send resumes to: Mr. Blue, CH3335, Livonia, MI 48151-3335

PROGRAMMER
entry level, full time position available. Must be fluent in visual basic 2.0 & C++. 729-0022

RESEARCH INTERVIEWERS
InfoServ is hiring professional interviewers. Excellent communication skills required, must type 45wpm. No sales. Professional atmosphere & advancement opportunities. Flexible hours, Mon.-Fri. 5:30-9:30, Sat. 10-3, Sun. 1-6. 18-35 hrs./week. Some days available. Starting at $6/hr. Call 637-1434, stop by or send resume: InfoServ, Director of Recruiting, 2301 W. Big Beaver, Suite 411, Troy, MI 48084

QUALITY CONTROL Inspector needed by Q1 stamping facility. Must be qualified to do receiving/final audit & inprocess inspecting. Strong technical skills in SPC, gage R&R, and associated methods. We offer a competitive wage along with full benefits. Only those fully qualified apply at: Johnson Stamping, 9120 General, Plymouth.

REAL ESTATE CAREER
AMBITIOUS? CONSCIENTIOUS?
WE WANT YOU!!
We will train you and start you on long term, high income career. Call ERIC RADER
REAL ESTATE ONE 261-0700

REAL ESTATE SALES
$25,000 guaranteed income program combined with excellent training...yours for a phone call to Fran Mirsky 851-6000
Start YOur Real Estate Career The Successful Way! Smoke Free Environment

RECEPTIONIST
Skills include: phone, data entry, secretarial. Experience helpful. Redford area. 538-3602

REMODELER looking for sub contractors to handle specific trade or handyman work on small & large jobs. Tools, transportation a must. 363-0110

RESIDENT MANAGER COUPLE
Couple to manage 40 unit apartment community in suburbs. Leasing, cleaning and minor maintenance required. Husband may have other job. Salary, 1 bedroom apartment, utilities provided. Call 9-11AM, Mon-Fri. 352-3800

RETAIL CHAIN EXPANDING
Store Manager to $30,000 yr. Assistant Store Manager to $26,000/yr. Management Trainees $23,000/yr. Floor Supervisors to $18,000 yr. Employment Center Agency. 569-1636

RETIREE FOR part time work in tool room of stamping plant. Must have experience in use of all tool room equipment. Day time/flexible hrs. Call between 8am-4pm. 355-4770

SALES ASSISTANT
for downtown brokerage firm. No experience necessary. Please call Patty at 259-8500
Equal Opportunity Employer Minority/Female/Handicapped/Vet

SALLY BEAUTY SUPPLY is seeking part-time sales associates, must be 18 yrs. old & able to work evenings & weekends. Enthusiastic sales-oriented people should apply in person to: Sally Beauty Supply, 374 N. Telegraph, Pontiac, MI 48341.

SCHOOLCRAFT COLLEGE
LIVONIA, MI
PROGRAM TECHNICIAN
CONTINUING EDUCATION DEPT
Part-Time position, 25 hours per week, 12 months per year. Responsible for arranging all aspects of selected course offerings in the Continuing Education Dept. Applicants must have an Associates Degree in related area, ability to work with the diverse public, & strong planning skills. Computer experience helpful. Interested applicants may call, 313 462-4400, Ext. 5003 for application. Applications must be received by no later than 7/19/93.
An Equal Opportunity Employer

SECURITY
PUBLIC RELATION OFFICERS
Immediate full/part time positions available on all shifts in the specialized field of hospitals & industrial security located in the Oakland & Macomb areas. We offer starting wages up to $6/hr with company benefit package. Apply Mon. thru Fri. 8:30 am - 3:30 pm at...
NATIONWIDE SECURITY
23800 W. 10 Mile
Southfield - 355-0500
or 29400 Van Dyke
Warren - 751-2014
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

500 Help Wanted

RV MECHANIC experienced, full time for new facilities. Michigan's #1 RV dealer, Wixom. Full time. Contact Brian: 349-0900

SALES CONSULTANT/MANAGER TRAINEE
needed for CP Studios. Accepting applications for full time employment. Prefer applicants with public contact experience, excellent communication skills and ability to work flexible hours. Salary plus commission, benefits and advancement opportunities. Please call Beverly, Mon.-Fri., 10AM-2PM, 559-5169
Equal Opportunity Employer M/F

SALESPERSON - for in-yard sales. Must be in good physical condition. Apply in person Nobles Landscape Supplies, 29450 W. 8 Mile, W. of Middlebelt. 474-4922

SECURITY GUARDS
Full and part time openings. Posts in Livonia. Car and phone needed. Training and uniforms provided. 666-4466

SEEKING PART TIME Assistant managers for self-storage facility in Livonia. 2 days per week, customer service, general office preferred. 476-6444

SHIPPING/RECEIVING
Need reliable person for shipping department, will train. $7.50/hr, plus benefits. Apply at: 13035 Wayne Rd., Livonia.

SHOP CLEAN UP PERSON with some light mechanical duties needed. Redford/Detroit area. Ron or Jeff: 532-5211

SOCIAL SERVICES
Oakbrook Common, a retirement community in Dearborn, currently has a full-time Social Services opportunity available. In this position, at our 200 bed skilled health center, you will meet residents' social service requirements and assist them with achieving and maintaining optimal levels of physical, mental and social well being. Responsibilities include care plan coordination, documentation of residents' charts, comprehensive assessment, and discharge planning.
Qualified candidates will possess a BSW or equivalent BA and social work registration. Based upon experience, a degree in gerontology will be considered. A background in Alzheimers programming is a plus.
Position offers an excellent benefits package. For immediate consideration, please forward your resume to: OAKBROOK COMMON, Human Resources, 16351 Rotunda Dr., Dearborn, MI., 48120.
An Equal Opportunity Employer
OAKBROOK COMMON
A subsidiary of Oakwood Health Services

SOCIAL WORK/CASE MANAGER
Clinical Therapist, BA/MSW Program Facilitator. Mental health experience a plus. Send resume/salary requirements to: Manager, P.O. Box 413, Dearborn Hts., MI 48127-0413

STOCK INVENTORY & Paint Mixer. I-75 Rochester Rd area. Prefer someone with a good eye for color. 40 hours plus. Send resume to PO Box 4525, Troy, MI 48099

STOCK PERSON
Able to follow directions. Leadership skills. Days. Good pay. Howards Beauty Supply 478-1955

STREET CANVASSERS
Garden City/Westland area. Part or full time. Excellent opportunity. Ask for Todd. 422-4842

STYLIST - NAIL TECHS
Clientele preferred. Commission or booth rental. Good location. Nice salon, atmosphere. Call 425-6672

SURVEYORS ASSISTANT
full time, civil engineering & land surveying firm located in Farmington Hills. Phone 478-9494

WE WANT YOU
Placements
1993-94 School Year
Northern Oakland County
- TEACHERS (Early Childhood or Elementary certification)
- TEACHERS ASSISTANTS
- PHYS ED TEACHER (Part time)

REQUIREMENTS
- Preschool/elementary experience
- Dedicated and commited
- Interested in career growth
- Must be team oriented

Send resume to
PO Box 276
Birmingham, MI 48010

TEACHER NEEDED for AM Kindergarten. Must be certified K-8. Applications accepted Tues., Weds. & Thurs. Call for an appointment after 10AM: 476-3110

TEACHER
to work in Novi area Preschool. Begin in Fall. Degree required. 661-2509

TEACHING ASSISTANTS
full & part time, for nationally accredited Nursery School in Livonia. Starting pay based on education. Great benefits. 525-5787

TECHNICIANS
A Great Opportunity
"The Midas Way, The Way It Should Be"
Midas is seeking experienced state certified brake, exhaust and front-end technicians for its 11 company-owned shops throughout the Metro Detroit area.
We offer an excellent benefits package, which includes health, life and dental insurance; short-term disability benefits; paid vacation; tuition reimbursement; opportunities for advancement; on-going training and more!
For immediate consideration, call Mike Cleary, (313) 981-1090, Monday through Thursday, between 8:00 a.m. and 5:00 p.m.
MIDAS
Muffler & Brakes
A Whitman Company
An Equal Opportunity Employer

TELEMARKETER
25 year old home improvement company looking for full time individual to contact our customers. No experience necessary. Must be able to communicate well. $8 per hr. & bonus & medical. Apply in person: Built Right Center, 2655 Woodward, Ste 275, Bloomfield Hills

TELEMARKETERS
For evening shift
$5.00 hr. plus bonuses
Karen 583-9800

TELEMARKETERS
$$$$
HELP! TELEMARKETERS NEEDED. MONEY, MONEY, MONEY. SOUND GOOD TO YOU? Are you an experienced operator looking to make easy money, plus bonuses with a fun company? NO SALES INVOLVED. Evening shift available, must be able to start as soon as possible. Call between 10-6pm for personal interview. Ask for Tina 513-4041

TRANSMISSIONS OPPORTUNITIES
American Transmissions need:
- R & R'S
- MANAGERS
- SHOP FOREMEN
- OUTSIDE SALES PERSONS

Excellent working conditions, top wages & benefits. Experience required. Contact David White at: 525-9700

500 Help Wanted

TELEPHONE WORKERS
Perfect for homemakers, retirees or handicapped. Hourly pay plus bonus. No experience necessary, we train. Must be able to call Livonia, Farmington, Farmington Hills, Redford area. Call the American Council of the Blind, 9am-8pm, Mon-Sat. 928-2685

TEMPORARY POSITION For computer support person. Experienced in S.B.T. accounting, to train staff in entertainment-related business. Call Dale or Dawn at (313) 845-9640

TOOLMAKER
Experience in tooling, body fixtures and hand tools.
BENCH HANDS
WELDER
Wages equal to ability. Steady work. Apply in person.
OXBOW
MACHINE PRODUCTS
8810 Lanewood, Westland

TOOLMAKER
5 years minimum machining experience. Call between 8am-4pm: 347-1010

TRAVEL AGENT
Experienced. PARS preferred. 5 days. Top salary, benefits. Southfield corporate office. 353-1044

TRAVEL AGENT, full-time, New Rochester Hills agency. Minimum 2yrs. experience. Apollo & Sabre experience preferred. Call: 299-0427

TRAVEL AGENT, part-time, Southfield, good pay, experienced only. 355-0110

TRUCK DRIVER
MUST have CDL & clean driving record. Apply in person at Nobles Landscape Supplies, 29450 W. 8 Mile, W. of Middlebelt. 474-4922

TRUCK DRIVER, SEMI
Local driving, steady, experienced. Randazzo's Farmington. 476-7766

TYPESETTER
Industry leading business forms sales office seeking a good team worker experienced in page maker and corel draw, as well as knowledge of conventional graphics. Part time possibly leading to full time. Send resume to:
Great Lakes Business Forms
2116 S. Wayne Rd.
Westland, MI 48185
Attn: R.S./R.R.

UPHOLSTERY or drapery person to run shop equipped with machinery. Owner retiring to Florida. Good opportunity for person with experience & good references. 313-873-3315

UTILITY PERSONS
Downtown temporary service agency has immediate openings for full-time summer positions for all purpose persons who are mechanically inclined. We are seeking physically fit, trustworthy, reliable individuals that are ready to roll up their sleeves and assist. Hard workers need only apply. Experience in construction is a plus. For consideration send resume to:
Fulfill, Inc.
Human Resources U-7-10
1700 W. Fort St.
Detroit, MI 48216

VENDING SHOP MECHANIC
Installations & refurbish equipment. Must have valid drivers license with good driving record. For consideration call Tues-Fri, 10am-3pm. 548-6325

3dl

WAREHOUSE/DRIVER HELPER
Must be neat, dependable & hard working. Call Rick, Fri., 9-12 525-8580

WAREHOUSE-Farmington Hills
A national manufacturer of piping systems has an immediate opening for a mature, responsible individual. Duties include shipping, receiving and general maintenance of warehouse. Must be able to lift 70lbs. and have prior forklift experience. Good numerical and verbal skills with attention to detail are essential. Excellent salary and benefits. Apply in person 1-5pm at: 23107 Commerce Dr. No phone calls please.
Equal Opportunity Employer M/F

WAREHOUSE
Fulltime shipping & receiving/Hi lo driver needed. $5.75/hr plus benefits. Apply in person at 200 Ajax Dr. Madison Hts. 588-5854

WAREHOUSE ZONE LEADERS
Auto parts warehouse, afternoon shift, seeking individuals with abilities to supervise crews of 3-5 pickers. Part-time with advancement opportunities. Sun.-Thur., 6 pm until approximately 1 am. Send resume to:
P.O. Box 579
Wayne, MI. 48184

WAREHOUSE $5.50/HR. Full time, permanent, benefits. Livonia area. Employer pays fee. Employment Center Agency. 569-1636

WELDER/FABRICATOR
Heat Treat manufacturer is seeking an experienced welder/fabricator. This is an excellent opportunity for a person who likes a challenge. Full time days. This position requires some travel & overtime. Complete benefit package & competitive wage. Apply at:
J. L. Becker Company
33850 Industrial Rd.
(1 blk. S. of I-96, E. of Levan)
Livonia, MI.
No phone calls please!
An Equal Opportunity Employer

WELDERS
Experienced. For Rochester area. Call: 313-885-6126

WELDERS/MACHINE OPERATORS
FULL TIME positions available for machine minded, dependable individuals for growing manufacturing company in Northville. Will Train on the job. Good benefits -- Great working conditions. Starting wage $8.00/hr. Apply in person at BELANGER, INC. 1001 DOHENY CT

WE'RE GROWING FAST!
Southfield Tour Operator is looking for enthusiastic job seekers who have excellent phone presence, and computer and/or typing skills. Sales or travel experience is a plus! Ideal for students, retirees and those re-entering the job market. Full and part-time positions available. Includes evenings and weekends.
No Phone Calls...Apply in Person only! Mon., Wed., Thurs., Fri. between 10-12 noon & 2-4pm
HMHF Travel Corp.
29566 Northwestern Hwy.
Southfield

WESTLAND - home companion. Part time for a pleasant elderly woman. Call Rita
Days 537-0000, Eves 529-1240

WRECKER DRIVER EXPERIENCED
Wanted for full time position. Competitive wages provided. Must be reliable & flexible. Contact 697-7696

WRECKER OPERATORS
21 years or older, CDL-A license, good driving/police record. Good appearance. Apply: Ross Towing, Southfield. 358-6011, 353-5364

WRITER - full time entry-level position with trade magazine. Must have proven writing ability, desire to learn & sincere devotion to writing career. Some editorial/writing experience preferred. Send resume & writing samples to: D.F., PO Box 54, Brighton, MI 48116

502 Help Wanted Dental-Medical

NOW HIRING CNA'S for all shifts. Also need Dietary Aide & Cook for small nursing facility in beautiful Northville location. 349-4290

CNA'S
50 bed Basic nursing home in West Bloomfield now hiring Certified Aides. Work 4, 6 or 8 hour shifts. $6/hr. 360-4443

502 Help Wanted Dental-Medical

BILLERS DME/IV Infusion
Many new openings with expanding companies for experienced medical billers. Posh corporate offices! Great salary & perks! Contact
Diane Detter, 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

BUSINESS ASSISTANT
Part time position in Plymouth. Dental experience and computer knowledge necessary. 420-2326

CERTIFIED ATC or PTA to work in clinical setting, full-time in Livonia. Clinical experience preferred. Contact Joe: 422-0693

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT
Full-time COTA needed for progressive rehabilitation center. Responsibilities to include traditional OT and Day Rehabilitation objectives. Background in physical disabilities and cognitive challenges helpful. Work in a supportive team atmosphere with a caseload of residential, outpatient, and home care clients. Please send resume to Janet Rencsok, Special Tree Rehabilitation, 2100 E. Maple Rd., Ste. 300, Birmingham, MI 48009 or call: 649-0101
Equal Opportunity Employer M/F

CUSTOMER SERVICE REPS
We need professional people to service our clients in the computerized medical billing field. Strong billing backround, phone presence & service oriented skills required. MBS knowledge a plus. Human Resources/Service Rep., 29299 Franklin Rd., Southfield, MI. 48034.

EXPERIENCED
DENTAL RECEPTIONIST required for full time position. Benefits & bonuses. Call Gail at: 355-9800

ORTHODONTIC ASSISTANT - Seeking experienced, enthusiastic orthodontic assistant for 3½ possibly 4 days/week in Bingham Farms. Please call for interview. 645-5340

CROWN & BRIDGE Laboratory Metal Finisher. Minimum 5 yrs. experience. Waxing or porcelain experience a plus. Salary commensurate with experience. Send resume to: Personnel Dept., P. O. Box 323, Dearborn Heights, MI., 48127.

FULL OR PART-TIME DENTAL HYGIENIST
Benefits & Bonuses. Southfield area. Call Gail. 355-9800

DENTAL ASSISTANT, full/part time, experience preferred. Apply in person only please: 2064 W. Auburn Rd., Rochester Hills. 853-7877

DENTAL ASSISTANT/Receptionist Full-time, 9-6pm., Mon-Fri. Fully experienced in all phases of dentistry & knowledge of dental insurance. Troy area. 879-7755

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

DENTAL ASSISTANT in Birmingham. Quality office seeks quality person. Top pay for top person. Please send resume to: Box 593
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DENTAL ASSISTANT
Experienced only. Birmingham/Bloomfield area. 642-0400

DENTAL ASSISTING - orthodontist. Experienced or will train. W. Bloomfield area. Call after 6pm only. 421-7938

DENTAL ASSISTANT - full time, experienced preferred, specialty office in Southfield. $7/hr minimum. Call Shirley 352-4551

DENTAL ASSISTANT
Experienced, 30-35 hrs./wk. Great hrs. $12/hr. Modern W. Bloomfield office. 851-2980

DENTAL ASSISTANT - Chairside position. Livonia general practice. Experience necessary. Full time position, includes some Sat. mornings. Full benefit package. 427-8111

DENTAL ASSISTANT
Part time, experience preferred or will train, Berkley. 541-5510

DENTAL ASSISTANT
Part time, experienced only. Downtown Rochester. 651-6441

DENTAL ASSISTANT - Experienced. Needed approximately 35 hours per week in a high quality practice. Excellent salary. 981-1228

DENTAL ASSISTANT - Friendly Farmington Hills office needs your experience! 3½ days per week & ½ Sat. per month. 626-0772

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
Fast paced Pediatric office in Novi looking for an enthusiastic and caring person to join our team. Must be a self starter. Full time-chair side/some business. Experience preferred. No evenings, some Sat. Call Tues. thru Fri. 478-3232

DENTAL ASSISTANT - Full time for progressive dental office in Livonia. Experience necessary. Salary commensurate with ability. 525-1200

DENTAL ASSISTANT
Full time. Some experience preferred. Great opportunity. Livonia. 422-0800

DENTAL ASSISTANT needed part-time in preventive-oriented office in Farmington Hills. Experience preferred. Call: 851-3030

DENTAL ASSISTANT - Experienced or certified only for friendly progressive, busy group practice. We are looking for that special person. South Canton/Belleville area. Full time, benefits. 697-4400

DENTAL ASSISTANTS
2 experienced, part time clinical dental assistants to dentists and hygienists. Must be flexible and team work oriented. Saturdays and 2 evenings required. 8 Mile & Farmington Rd. Call 9-3pm, 425-7010

DENTAL ASSISTANT
Progressive quality dental practice in a new facility seeking an outgoing people oriented, enthusiastic team member who likes a challenge for position of Dental Assistant, in Farmington. 474-0224

DENTAL BUSINESS ASSISTANT
Full time. If you are experienced, enthusiastic, caring, dependable & have excellent communication skills call. 427-7555

DENTAL BUSINESS assistant for busy Southfield practice. Experienced, conscientious, pleasant & mature. Full-time. 559-7227

DENTAL FRONT OFFICE
Wanted respectful, personable, presentable, team-oriented individual to join our dedicated long-term staff, 3-4 days/week. Dental experience necessary. Dentec software experience preferred but not necessary. If you fit, call for interview at our S.E. Livonia office 522-5520

DENTAL HYGIENIST. Looking for an outgoing personality to join our friendly, family practice. Competitive salary, flexible hrs. 722-0500

DENTAL HYGIENIST
Experienced, part time, Mon. & Wed., occasional Sat. Rochester Hills. 656-8800

DENTAL HYGIENST - Conscientious, experienced, caring for busy Southfield practice. Part-time. Mon, Tues, Thurs or Fri. 559-7227

DENTAL HYGIENIST
central Livonia, part time, mature, sincere, experienced & out going. 855-0677

DENTAL HYGIENIST
Experineced. Growing practice with perio emphases. 22-30 hrs./wk., $25/hr. Modern W. Bloomfield office. 851-2980

DENTAL HYGIENIST
Rochester family practice seeking a caring, informative person, 2-3 days a week. Benefits availble. Call Monday-Friday, 9-3pm. 651-8495

502 Help Wanted Dental-Medical

DENTAL FRONT DESK
Immediate part-time opening (3 days) for our Waterford office. Must have minimum of 6 mo. dental office experience. Good communication, organizational skills & light typing necessary. Call Michelle. 681-0207
An Equal Opportunity Employer

DENTAL HYGIENIST
Part-time, Tues. & Thurs. Farmington Hills. Periodontally oriented hygienist needed to contribute to our excellent preventative program. If you enjoy challenge, the rewards of individualized patient care, creating state of the art Hygiene Department and encourage close follow-up for healthy results, Call Lori at: 932-5630

DENTAL HYGIENIST
Part-time, Saturdays, 8-1pm. West Dearborn. Modern preventative oriented family practice. 562-5610

DENTAL HYGIENIST, large Bloomfield Hills office, new hi-tech equipment, Mon., Tues., Thurs. & every other Sat. Benefits. Bonus, profit sharing, $18-$22/hr. 642-6430

DENTAL HYGIENIST
A bright Dental Hygienist needed for friendly Livonia dental office, Mon & Wed. Call. 477-5888

DENTAL HYGIENIST needed for Sat, in a family oriented dental practice in Livonia. Salary commensurate w/ability. Val, 425-0640

DENTAL HYGIENIST & Assistant
Part time. For canton Dental office. Must have good work attitude & communication skills. Please call for interview. 981-1400

DENTAL HYGIENEST
wanted, who enjoys working in a high quality low stress office. Staff is pleasant & helpful. A wonderful opportunity for a conscientious skilled professional. Mon thru Thurs, no Sats. Farmington Hills. 476-8330

DENTAL HYGIENSIT ASSISTANT
For perio office. Full time, Benefits. Farmington Hills area. Ask for Karen. 851-1034

DENTAL HYGIENIST for friendly, progressive, busy group practice. Saturday 8-1pm. South Canton/Belleville area. 697-4400

DENTAL HYGIENIST
Part or full time for a friendly growing team oriented practice in Livonia. Please call. 464-3430

DENTAL HYGIENIST
Mon., Thurs., Sat. Experience preferred. Great opportunity. Livonia. 422-0800

DENTAL HYGIENIST
Full-time. Solo, preventive oriented, & up-beat practice. Highly motivated person & recent grad welcome. Livonia area. 425-4530

DENTAL HYGIENIST - Prevention oriented family practice. Needs a caring, pleasant person, part time. Thurs 1-8; Fri. 8-5; every other Mon. 10-7. Call Laura at 455-2510

DENTAL HYGIENIST
Needed on Wednesdays to compliment an upbeat staff of professionals providing quality, personalized, preventive family dental care. Livonia/Redford area. 533-9304

DENTAL HYGIENIST
Full & Part time positions available for an experience highly motivated hygienist in a busy multiple location group dental office. Send resume to: 751 Chestnut St, Ste 103, Birmingham, MI 48009

DENTAL Insurance Coordinator for fast paced Southfield practice. Salary & benefits commensurate with experience. Ask for Mial, 569-6304

DENTAL RECEPTIONIST (computer experience), chairside assistant & hygienist for patient oriented Birmingham office. Minimum 10 years experience. Please reply to: P.O. Box 117, Bloomfield Hills, 48303-0117.

DENTAL RECEPTIONIST OFFICE COORDINATOR
FULL TIME: Dynamic, detail oriented team player for achievement oriented practice committed to excellence. Responsible for scheduling, collections & insurance. Warm telephone skills & computer experience a must! Command system preferred. Farmington Hills. Excellent benefits for the right person. Call Lori at: 932-5630

DENTAL RECEPTIONIST
Active family practice in Rochester needs experienced team-mate to coordinate hygiene scheduling and PR. Benefits available. Call Mon-Fri., 9-4. 651-8491

DENTAL RECEPTIONIST
Family practice seeking personable & organized person to join our team. Full time. Knowledge of dental insurance & bookkeeping desired. Berkley. 548-3334

DENTAL RECEPTIONIST - Novi
Full time front office. Excellent benefits. Dental experience required. 349-4115

DENTAL TECHNICIAN
Blue-Waxer. Full benefits. Experienced preferred. 534-2351

DIETARY AIDES - Afternoons 4:30-7:30. Dependable. Apply in person:
Dorvin Nursing Center
29270 Morlock, Livonia, MI 48152

DIRECTOR OF NURSING
Growing long term care company looking for the right individual for Director of Nursing position. Must be a leader with the ability to implement systems & monitor for compliance and effectiveness. Salary negotiable & benefits competitive. Facility under 100 beds located in the Metro Detroit area. Send resume & salary requirements to: Box 654,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FRONT OFFICE
Our Southfield dental team is in search of the right career minded, Experienced, full-time Receptionist who knows the value of communication skills, organization, & team work. If you exude sincerity, warmth & confidence, we want to talk to you. Competitive salary plus benefits, 4 day week includes 1 evening & no Saturdays. Please call Dr. Langberg 7:30 pm-9:30 pm. 626-4372

HOME HEALTH AIDES
Experienced. FULL & part time-all shifts. Competitive wages, bonus program includes annual, attendance, flexibility & holiday bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people to provide unsurpassed client care. Call 2-5pm!
EMPA-CARE IV 455-1061

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) 981-8829
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay & benefits
FAMILY HOME CARE
(313) 229-5683
(313) 455-5683 (313) 620-6877

INSURANCE BILLER
Needed for busy Southfield medical practice. Computer and manual billing experience. Send resume to:
Esther Rumps
17100 W. 12 Mile, Suite 3
Southfield, MI 48076

LAB PERSON
experienced in Vena puncture & laboratory testing. Busy practice in Bingham Farms. Call 646-1963

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

502 Help Wanted Dental-Medical

DIRECTOR OF PATIENT CARE SERVICES
Medicare-certified home care agency, seeks RN to direct & coordinate patient care activities. This position provides for creativity & personal growth. BSN, knowledge of medicare regulations & recent home care management experience required. Willing to mentor qualified person for the position. Send resume to:
Marianne Balding
Nightingale Home Health Care
1695 S. Woodward, Ste. 201
Bloomfield Hills, 48302

INSTRUCTOR NEEDED
Medical insurance billing. Minimum 3 years recent experience. All facets of medical billing. 987-0606

LPN/MEDICAL ASSISTANT for suburban Ob/Gyn office. Part time. Send resume: Village Gyn/Ob, 18800 W. 12 Mile, Ste 101, Southfield, MI 48076, Attn Jill

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: 981-8829

LPN's - $15/HOUR
West Bloomfield Nursing Center, near Maple & Drake, has immediate openings for LPN's on afternoon and midnight shifts. $14/hour, or $15 without benefits. For details, call Mrs. Hallen 661-1600

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 Marlena 799-4335

MEDICAL ASSISTANT
for growing endocrine practice. Experienced person with front office & phlebotomy skills. Willing to share various office duties. Full time/flexible hrs. Wage negotiable. 737-7005

MEDICAL ASSISTANT
Surgical office in Farmington Hills. Full/part time, flexible hrs., benefits. Call after 6pm. 851-9133

MEDICAL ASSISTANT - Part & Full time, no weekends. Must have experience in X-ray, PFT, EKG. Call Brenda, Mon-Fri, 9-5pm 433-3600

MEDICAL ASSISTANT
for small busy Birmingham internal medicine office. Must be trained in phlebotomy. X-ray experience preferred. 353-2270

MEDICAL ASSISTANT-full time afternoons 4pm-12am Mon-Fri. Must have certificate & experience in venapuncture, EKG & Xrays. Contact Administrator 591-0569

MEDICAL ASSISTANT
Part-time, 15 hours, for Troy cardiology office. Experience preferred. 649-1410

MEDICAL ASSISTANT to work in a busy multi-specialty practice. North suburbs area. Experience required. Contact Ms. Hardison 642-6566

MEDICAL ASSISTANT
Part Time, experience necessary in back office. Phlebotomy experience a must. Rochester area. 652-0220

MEDICAL ASSISTANTS MEDICAL RECEPTIONISTS
New openings: cardiology, OB/GYN, internal, medical, others. Great locations! Diane Detter, 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER for doctor's office in Livonia with Computer experience. Call for interview, days 427-6700; or send resume to 4155 Autmun Ridge, W. Bloomfield, MI 48323

MEDICAL BILLER
Part time, 20-35 hours. Process rejected billing for clinic located in Redford. Prefer 3 years experience. Send resume to: Personnel Director, 11877 Beech Daly, Redford, MI 48239 or call 937-9500

MEDICAL BILLER
Part time, 18 hrs./wk. possible leading to full time. Must have recent experience in all medical insurance billing. Must be a self-motivator and able to work with little direction. MSA experience a plus. Send resume to: P. O. Box 85097, Westland, MI 48185

MEDICAL BILLER - Orthopedic office in Garden City is growing. We need a medical biller, 3½ days per week. Must be knowledgable in coding & billing. Medic Computer Systems. Send resume: Box 638
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLER - experienced. Providence Medical Building, Southfield. Knowledge of insurances, on-line computer systems, management of patient accounts. Full time, 4½ days. Debbie 569-4234

MEDICAL LAB TECH
Part Time position in internist's office, daytime hours, experienced. Call Doreen at, 557-0063

MEDICAL RECEPTIONIST
Experienced with excellent patient contact skills. Computer experience & light insurance billing a must. Troy surgery office. Call between 8-12. 828-5709

MEDICAL RECEPTIONIST
FULL TIME - OB/GYN OFFICE
Call Barbara
358-5904

MEDICAL RECEPTIONIST
Part time, Tues. 12-8, Thurs. 9-6. Must have good typing skills. Will train. 522-0687

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 $18,600. Call Rachel at Tempro Medical. 443-5594

MEDICAL RECEPTIONIST
For Troy office, full time with benefits. Submit resume to: P.O. Box 40, Southfield, MI. 48037.

MEDICAL RECEPTIONIST full time days in Livonia. Experience required, excellent salary & benefits. Contact Administrator 591-0569

MEDICAL RECEPTIONIST full time for busy Southfield office. Mature, responsible, experience helpful. Resumes to: 26771 W. 12 Mile Rd., Suite 105, Southfield, MI 48034.

MEDICAL RECEPTIONIST - Orthopedic office in Garden City desires an energetic, front desk, check-in person. Medic Computer Systems. Experienced only. Mon-Fri, good benefits. Send resume: Box 625
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
Busy Birmingham pediatric office. Full or part time. Great benefits. Experience preferred. Myrna:642-7701

MEDICAL SECRETARY Wanted for Livonia office. Part or full time. Skills including computer, typing, scheduling and general medical. Pay starting at $7.00 an hour. Call 837-8700

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

OCCUPATIONAL THERAPISTS & Certified Occupational Therapy Assistant - full & part time for work in extended care. Suburban locations. Call 676-5096

502 Help Wanted Dental-Medical

EXPERIENCED Medical Laboratory Technician needed for busy CAP accredited, independent laboratory. Benefits & pleasant working conditions. Apply in person at:
Detroit Bio Medical Laboratories
23955 Freeway Park Dr., Farmington Hills, 10 Mile/Grand River area.

MEDICAL BILLER-Private practice group specializing in ophthamalogy is seeking candidates to fill a position in its Reimbursement Dept. Interested individuals should submit a resume outlining their background and experience. Will consider individuals who have a sincere desire to learn medical billing and can demonstrate a mature and dependable work ethic. Reply to: Box 648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MED TECH
Part-time position for Med Tech with ASCP or equivalent and supervisory experience to work for physician office labs. Must be willing to work several locations.
Call Cheryl 799-4335

Nursing Opportunities
Catherine McAuley Health System has the following nursing positions available:
RNs
Plymouth Urgent Care Center
RN position available 21-35 hours per week. Days & evenings and weekend/holiday rotation is required.
A part-time contingent RN position is also available for Canton/Plymouth Urgent Care locations.
Please send resume to:
CATHERINE MCAULEY HEALTH SYSTEM
5301 East Huron River Dr.
P.O. Box 992
Ann Arbor, MI. 48106
Achieving Workforce Diversity Through Affirmative Action/Equal Opportunity Employer.

Occupational Therapist
Part-time position, 5 hours per day AM, Mon. thru Fri. Position is located in our Rehabilitation Unit. Please send resumes or call Human Resources at, 471-8656
Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

OFFICE IN BIRMINGHAM, part time position, personable, enthusiastic & professional to join our caring practice. 642-3338

OFFICE NURSES
Dermatology practice has immediate part-time positions available for LPN's & RN's. Suburban locations, 3 - 8pm. Please call Michelle
737-7111

OFFICE NURSES
Dermatology practice located in Dearborn, Plymouth, Redford & Allen Park has immediate part-time positions available for LPN's & RN's, 3pm-8pm. Please call Michelle
737-7111

ON-CALL COORDINATOR
To take calls for home health care agency in your home evenings & weekends. Excellent communication skills & transportation required.
FAMILY HOME CARE
313-229-5683

OPHTHALMIC ASSISTANT
Part time. Mature, responsible. Experience helpful but not necessary. Resumes to: 26771 W. 12 Mile Rd., Suite 105, Southfield, MI 48034

OPHTHALMIC ASSISTANT/Technician. Large busy Ophthalmology practice seeks experienced Assistant/Technician with photography experience. COA/COT preferred but not required. Competitive salary & benefits. Send resume & salary requirements to: Box 636
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTICAL DISPENSER
First Optometry is offering the opportunity for a career in optics. Experience a plus but will train. Send resume to: First Optometry, PO Box 710, Roseville, MI 48066.
Or call: 296-7800

OPTICAL DISPENSER, experienced for busy private optometric office in City of Wayne. Full-time. Excellent opportunity. Call Cindy: 721-5442

OPTOMETRIC TECHNICIANS
For new private optometric practice in Canton. Must be outgoing, friendly & dependable. Experience preferred. Full & part time positions available. Write: The Vision Center, 43050 Ford Road, Suite 170, Canton, MI 48187

ORTHODONTIC ASSISTANT
Experienced enthusiastic team orientated people person for our busy orthodontic office, 3-5 days/week. 471-1555

ORTHODONTIC Chairside Assistant, 4 day week, experience desirable. Pleasant personality and neatness important. Good working conditions and benefits - in Clawson. Please call 435-2000

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

RADIOLOGY SUPERVISOR
Metro Medical Group, a division of Health Alliance Plan and a member of the Henry Ford Health System, has an immediate opening for a Radiology Supervisor.
The selected candidate will supervise department staff, maintain patient monitoring systems and schedules, develop policies and procedures for the department and perform other related duties as required.
The selected candidate must have completed a two year Radiologic Technology program and be AART registered. Three to five years of experience as a radiologic technologist, two years of supervisory experience, and Advanced Mammography Certification (AART-M) is also required.
Metro Medical Group offers a dynamic work environment and an outstanding salary and benefit package. To be considered for this position please send resumes to:
METRO MEDICAL GROUP
Human Resources Dept.
1800 TUXEDO
DETROIT, MI. 48206
An Equal Opportunity Employer
Affirmative Action Employer

RECEPTIONIST
Experienced for woman's health facility. Call Toni, 443-0239

RECEPTIONIST - Clerical for internal medicine. Must have flexible hours. Part time. Experience preferred. Farmington Hills. 476-0660

RECEPTIONIST for periodontal office. Computer/Word Perfect knowledge preferred. Part time. Farmington Hills. Ask for Karen 851-1034

REGISTERED NURSE
For W. Bloomfield allergy office, 3½ days/wk. Please call: 851-6454

502 Help Wanted Dental-Medical

PHYSICIAN ASSISTANT/LICENSED full time day positions immediately available in a busy occupational medicine/urgent care practice in Farmington Hills. Excellent salary & benefit package. Administrative Office, 591-0569

RECEPTIONIST/BILLER - full time person needed for busy podiatric office in downtown Rochester. Knowledge of front desk, computer, insurance & billing. 2 yrs. experience required. Send resume to: 439 Main St., Rochester MI 48307. Or call Alicia Baxter, 313-651-0162

REGISTERED NURSE
Part time, for OB-GYN office in Southfield.
Call 9am-5pm: 832-0766

REGISTERED NURSE
Metro Medical Group, a division of Health Alliance Plan and a member of the Henry Ford Health System, has immediate openings at our Detroit clinics for Registered Nurses.
All applicants must be graduates of an accredited school of nursing and must possess current registration with the Michigan Board of Nursing. One year of experience in ambulatory care nursing is preferred.
We offer an excellent salary and benefit package and a dynamic work environment. Interested applicants should send resumes to:
Metro Medical Group
Human Resources Dept.
1800 Tuxedo
Detroit, MI 48206
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RN or LPN
Full Time Afternoons, (3pm-11:30pm). Franklin Manor, 26900 Franklin Rd., Southfield. (behind Southfield Holiday Inn).

RN, OA SUPERVISOR for home care agency in Brighton. Excellent communication & home care skills required. Salary commensurate with experience. Excellent pay & benefits. Family Nurse Care. 229-5683

RN'S-HOME HEALTH CASE MANAGERS (RN) DISTRICT MANAGER (RN)
Terrific salary & perks!
Contact Barb Daichendt. 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

RN'S & LPN's
★ Full & part time, midnights & afternoon shifts. Competitive salary & benefits. Apply: Marywood Nursing Care Center, 36975 W. Five Mile, Livonia. 464-0600

RN's & LPN's
High demand for pediatric skills in Oakland & Wayne counties. All shifts available. No min. number of hours or off shifts required. Call VISITING CARE Today 3440234

RN's & LPN's HOME HEALTH AIDES
New pay rates effective July, 1993 can be discussed during your interview. All shifts available for local home care cases. High demand for pediatric nurses in Berkley, Livonia & Westland. No minimum number of hours or off shifts required. Call VISITING CARE Today. 344-0234

RN'S/LPN'S WE NEED YOU!
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Staff Relief.
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(313) 229-5683 (313) 455-5683

RN's
MS/MC/ICU
L&D/NICU/Ped ICU
ER/OR/RR
All Shifts
Per Diem & Contract
LPN's/CNA's
Nursing Homes/Private Duty
Live in Assignments
HEALTH CARE PROFESSIONALS
Southfield. 357-7080
Dearborn. 563-0058
Ann Arbor. 747-8070

RN'S - $20.50/HOUR
West Bloomfield Nursing Center, near Maple & Drake, has immediate openings for RN's on afternoon and midnight shifts. $19.50/hour, or $20.50 without benefits. For details, call Mrs. Hallen, 661-1600

SECRETARY - large oral surgery office in Huntington woods, medical or dental experience preferred, WordPerfect, full benefits.
Call 9-4 547-6833

SERVICE COORDINATOR
To schedule cases for busy Clarkston home care agency. Excellent communication & clerical skills required.
FAMILY HOME CARE
Clarkston: (313) 620-6877

SOCIAL WORKER
Full-time for Southfield nursing home. BSW required. Must enjoy working with the elderly. Full benefits. Please call: 354-3222

X-RAY TECHNICIAN
Part time or full time. Mammogram experience preferred. Wayne area. 326-5050

504 Help Wanted Office-Clerical

ACCOUNTANT/BUSINESS MANAGER
Sales/marketing office for Canadian auto parts manufacturer. Office management, cash disbursements, month end accruals, financial statement preparation, internal controls, budgeting, expense analysis, payroll accounting, year end audit preparation, various other duties. Minimum 5 years accounting/office experience. Excellent oral and written skills, strong analytical abilities, good knowledge of Lotus 1-2-3, WordPerfect and accounting packages. Salary commensurate with experience. Send resumes in confidence to:
J. Devlin
19700 Haggerty Rd.
Livonia, MI 48152

ACCOUNTS PAYABLE/SECRETARY
needed for fast paced construction & property management company. Ideal candidate should be well organized, self motivated & able to work independently. Duties include data entry, word processing, filing & other general office duties. Accounts payable & computer experience required. Shorthand or Speedwriting experience desired. Send resume:
KEI, P.O. Box 2033,
Southfield, MI 48037.

Accounts Payable
EXPERIENCED CONSTRUCTION Accounts Payable for high volume builder office locating in Novi. Must be computer literate & a team player. Resumes & cover letter to:
H. Purcell
30344 Pipers Lane
Farmington Hills, MI 48334

ACCOUNTS PAYABLE CLERK
Your future is assured in this stable, progressive company. Experience & good 10 key skills needed. $15,600, plus good benefits. Call:
Bernice, 464-0909
SNELLING PERSONNEL SERVICES

ACCOUNTS PAYABLE/DATA ENTRY
Seeking well organized, detail oriented individuals for fast pace work environment. Previous experience required for challenging full time positions with our national companies. Call between 10-2pm. 489-0557

504 Help Wanted Office-Clerical

ACCOUNTANT for CPA office, part-time, with other office responsibilities. Resume only: I.S.A., 31555 W. 14 Mile Rd., Ste. #210, Farmington Hills, MI. 48334-1287

ACCOUNT ENTRY
Fortune 500 firm needs your recent accounting experience and rapid key strokes for expanding facility. Call Diana at 357-0644
Uniforce Temporary Services

ACCOUNTING CLERK
Downtown Detroit firm seeks Accounting Clerk to coordinate billing and perform job costing for construction jobs. LOTUS proficiency required. Familiarity with ENABLE and/or J.D. Edwards software preferred. Competitive wages and benefits offered. Send resume and salary requirements to:
CLERK
P.O. BOX 02208
DETROIT, MI 48202
An Equal Opportunity Employer

ACCOUNTS PAYABLE/Clerical
Approximately 32-35 hours per week for busy office (1-2 years payable experience). Apply immediately at 32525 Stephenson Hwy. Madison Hts. S of 14 mile.

ACCOUNTS RECEIVABLES & COLLECTIONS - Experienced for busy high volume building supply company with multiple stores. Lien experience helpful. Versyss computer system. Send resume to: Smede-son Steel, 12584 Inkster Rd., Redford, MI 48239

Accounts Receivable Clerk
Large auto dealership looking for experienced Accounts Receivable Clerk. Please send resume to P.O. Box #700737.

ACCOUNTS RECEIVABLE
Permanent positions available with suburban firm for 3rd party Medical Biller and for Collector. Experience in medical industry a must. Salaries to $23,000.

PAYROLL
Western suburban firm seeks full function Payroll Bookkeeper to handle all phases of multi-state, high volume payroll & subsequent reporting, using in-house custom software. Associates degree or higher preferred. Must have good Debit/Credit knowledge. Salary to $28,000.
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ADMINISTRATIVE SECRETARY
NW suburb headquarters has long term opportunities. Word Perfect 5.1, Lotus and graphics a plus.
Call Sue 473-2931
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Troy headquarters of international company has short and long term openings. Immediate openings.
Call Susan 646-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Start immediately. Excellent communication skills, proficient on WordPerfect, Lotus, Excel, Microsoft Word, Data Base or Windows.
STAFFING SERVICES of MI, LTD
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ADMINISTRATIVE ASSISTANT
$22,000
Use your good executive secretarial skills & enjoy the security of being part of a successful, well established company, shorthand a +. 464-0909
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Required 20-25 hrs. flexible. Fast paced growing consulting firm seeks a motivated professional with WordPerfect 5.2, Lotus 1-2-3, and Windows application skills, knowledge of d-Base & Asset. Non-smoker. Salary negotiable.
Send resume to: The ITB Group, 39555 Orchard Hill Place, Suite 225, Novi, MI 48375

ADMINISTRATIVE ASSISTANT
Ready mix concrete company in Northern Oakland County seeks Administrative Assistant for its operations dept. Qualified candidate will be computer literate with strong working knowledge of WordPerfect, dBase & Quattro Pro or Lotus. Knowledge of D.O.T. regulations & records requirements a plus. Must have strong organizational & customer service skills. Please submit resume with salary requirements to: Edw. C. Levy Co., Human Resources Dept., 9300 Dix Ave., Dearborn, MI 48126. EOE/AA

ADMINISTRATIVE SECRETARY
This is the opportunity you have been waiting for! Suburban firm needs professional secretary with Lotus & shorthand, to work with top executive. To $25,000 plus benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
FARMINGTON HILLS: 737-5750

A/P ACCOUNTING CLERK, entry-level. Experience desired, but not required. Computer experience preferred. Send resume to: Mr. Jim Wolf, 19100 W. Eight Mile Rd., Southfield, MI 48075.

AUTO DEALER NEEDS Assistant Controller. Must have recent Big 3 franchise experience through computerized financials, as well as demonstrated ability in all office functions. Apply McDonald Ford, 550 W. 7 Mile, Northville or resume to: PO Box 530982, Livonia, 48153-0982.

AUTO DEALER NEEDS full time experienced utility person with dealership background for general office including filing, cashier/switchboard, etc. We are also looking for rental agents. Several locations, major benefits. Apply: McDonald Ford, 550 W. 7 Mile Rd., Northville, or send resume to: Po Box 530982, Livonia, 48153-0982

BOOKKEEPER - experienced thru trial balance. Must be fluent in Macintosh computer. Non smoker. 275/Livonia area. Send resume to: Box 644,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER, minimum 5 years experience. Must be creative, motivated, a self-starter. Payroll taxes, bank reconciling & computerized accounting. Flexible hrs. Send resume or Fax to: Accountant, 26555 Evergreen, Ste. 820, Southfield 48076, FAX 353-4803

BOOKKEEPER/OFFICE MANAGER
for a busy construction company. Candidates must be able to close accounting months. General office experience necessary. Computerized accounting experience a must. WordPerfect experience preferred. Send resume to: PO Box 812, Bloomfield Hills, 48303

BOOKKEEPER/RECEPTIONIST - Young growing branch office needs energetic detail oriented self-starter with computer skills. Two years general office with accounting background necessary. Must type 60 wpm. Customer service skills a plus. Full time employment with benefits. Send salary requirements and resume to: Personnel, 12874 Westmore, Livonia, MI 48150.

CAREER OPPORTUNITIES
Long-term temporary positions available in Troy corporate headquarters and several west suburban firms. Secretaries, data entry operators, and clerk typists needed now. Software experience helpful, but we will train the qualified candidates for these assignments. Let us turn your skills into money! Call today for an interview appointment.
N S SERVICES
473-2111