EMPLOYMENT

502 Help Wanted Dental-Medical

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

ATTENTION NURSES
LPN's & RN'S Needed
Full/part time, all shifts for private duty nursing. 559-8077

LPN FOR PRIVATE DUTY HOMECARE
Full time position for LPN experienced in supervising home health aides, patient assessment and working with geriatric patients. To apply, send resume to:
LPN POSITION
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

MEDICAL ASSISTANT-Permanent part-time. Pediatric office experience required. Call after 1pm, ask for Rita Martson: 559-6820

MEDICAL ASSISTANT/File Clerk Experienced only. 15 hours per week. Salary commensurate with experience. Southfield surgery practice. 354-1154

MEDICAL ASSISTANTS - several full time & various part time openings in Oakland & Wayne counties. 6 month experience required. $1120 to $1260 per month. Call Martha to schedule an interview. Tempro Medical. 443-5594

MEDICAL ASSISTANT
Expanding orthopedic Office in Garden City is hiring Medical Assistant and Front Desk Person. Experience in medical office necessary. Mon.-Fri., full time. Send resume to:
Great Lakes Orthopedics
6255 Inkster, Suite 103
Garden City, MI 48135

MEDICAL ASSISTANT, PART-TIME for small Birmingham office, 30-35 hrs/wk. Phlebotomy experience necessary. Call: 647-0012

MEDICAL ASSISTANT
Full-time, experienced for busy Garden City Clinic. Must be flexible. 421-7478

MEDICAL ASSISTANT
3 days per week in top dermatology office in Farmington Hills. Must have at least 1 year medical office experience or training. Call 553-2900

MEDICAL BILLER PLUS
Intelligent self-starter with experience in health insurance billing and good patient communications needed for busy Podiatry practice. Must be hardworker and dependable. Salary $8.50 and higher depending on experience. Livonia area. Call, 478-4639

MEDICAL BILLERS PHYSICIAN OFFICES DME/IV INFUSION
Don't miss out! There's never been a better time to explore many new openings we just received. If you have 2 yrs. medical billing (Medic, MBS, or Diversified) expertise in a physician office or with a DME/IV infusion company-you owe it to yourself to call us! Holl Need Psych Biller! Great salaries & benefits!
Call Diane Detter: 932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST, strictly part time, for Livonia internist office. Send resume to: 29526 6 Mile, Livonia, MI 48152 or call 427-6700

MEDICAL RECEPTIONIST
experienced, for busy multi-specialty office. Knowledge of insurance types, computer, busy phones, detail oriented, full time. W. Bloomfield. 855-7407

MEDICAL RECEPTIONIST
Full & Part-Time
Call Mrs. Harrison. 656-3107

MEDICAL RECEPTIONIST
Full time for OB/Gyn. Billing experience necessary. Salary & Benefits negotiable. Novi area. 347-6100

MEDICAL RECEPTIONIST
For busy multi-physician orthopedic practice in Farmington Hills. Computer and medical experience preferred. 474-1790

MEDICAL RECEPTIONIST - full time position, 8:45-7:15. Type 40 wpm. Energetic personality a must. Experience not necessary but nice. Call 421-0101

MEDICAL RECEPTIONIST
Must have 1 year experience in medical office. Phone skills and good patient communications a plus. Knowledge of health insurance required. Must be hardworker and dependable. Salary $8.50 depending on experience. Livonia area. Call 478-4639

MEDICAL RECEPTIONIST
Busy Dearborn Family Practice needs energetic, flexible, mature person. Must possess computer skills with CPT coding. 30-35 hours. Experience necessary.
Send resume to:
530 North Telegraph
Dearborn, MI. 48128

MEDICAL SECRETARY/PART-TIME A Private Physical Therapy Corporation located in Novi is seeking a mature professional. Priority will be given to candidates having experience in medical transcription, Word Perfect Software & medical terminology. Interested candidates may call 478-6140

MEDICAL TRANSCRIPTIONIST
full time-medical records and part time, various specialties. Salary based on experience. WordPerfect a plus. Call Tracy, Tempro Medical, 443-5594

MEDICAL TRANSCRIPTIONIST
For non-smoking Farmington Hills office. Experience with cardiology & radiology. Full time with benefits.
Call 953-2000
Voice Mail ☎ 7010

NEWER Livonia medical office looking for persons who are friendly & like to smile. Part time positions needed for Medical Receptionist & Medical Assistant. Please respond to: Livonia Medical Office, PO Box 250668, West Bloomfield, MI 48325

NURSING ASSISTANTS
Contingent positions available to work as needed in a variety of clinical areas including Providence Park in Novi. Qualified candidates must have 6 months recent nursing assistant experience in an acute care hospital setting or be enrolled in an RN Program & have completed a clinical rotation.
Apply Mon-Thurs., 8am-12noon.
PROVIDENCE CENTER
Hospital & Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

NURSING SUPERVISOR
Registered Nurse Supervisor wanted for busy faculty practice. Opportunities for participation in patient care, education and research. Previous supervisory experience preferred. Must have valid Mich. license. Strong and excellent interpersonal and communication skills required. Excellent benefits. Resume to:
Code 704
3800 Woodward, Suite 600
Detroit, MI 48201
Affirmative Action Employer

MEDICAL DELIVERY
Medical equipment company needs delivery equipment tech, entry level. Good driving record, some mechanical skills. Good salary and benefits. Please send resume to:
MED TECH
P.O. Box 2519
Southfield, MI 48037

MEDICAL SECRETARY
Metro Medical Group, a division of Health Alliance Plan, has an immediate opening for a Medical Secretary to work at our Dearborn Clinic. All applicants must have experience with Lotus 1-2-3, WordPerfect and other computer software.
We offer an excellent starting salary and a competitive benefits package. All interested applicants please send resume to:
METRO MEDICAL GROUP
Human Resources Dept.
1800 TUXEDO
DETROIT, MI. 48206
EOE/AA

MEDICAL TRANSCRIPTIONIST
Full time position with benefits available for experienced transcriptionist. Must have at least one year experience in clerical support duties. To apply send resume to:
Transcriptionist Position
United Home Health Services
2200 Canton Center Rd., #250
Canton, MI 48187

MRI ASSISTANT
Full-time clerical position available on the afternoon shift. Will be required to work in a mobile MRI unit rotating between Novi, Pontiac & N.W. Detroit.
Minimum 40 wpm & 1 yr. related clerical experience preferably in a hospital environment.
Excellent salary & working environment. Candidate meeting the above qualifications may send resume or apply Mon-Thurs., 8am-11am.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

NURSES AIDE - Mature person for small retirement home. Days, every Friday and every other weekend. Apply in person: St. Anne's Mead, 16106 W. 12 Mile, Southfield.

NURSING SUPERVISORS
Two positions available. Departments of Surgery and OB/GYN. Responsible for supervision of clinical support staff for multiple locations. RN (BSN preferred) and minimum 2 years supervisory experience required.

NURSING COORDINATORS
For internal Medicine at our Livonia location and OB/GYN at Southfield, RN with strong clinical background.
Related specialty and ambulatory care experience required. Please send resume to:
Recruiter/Nursing
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

OCCUPATIONAL THERAPY
COTA for geriatric work, suburban area, full time, excellent salary, benefits. Call 552-6811.

OFFICE BILLING SYSTEMS MANAGER
For established medical equipment company. 3 yrs. min. experience in Medicare, Medicaid, BC/BS and other insurance billing. DME, oxygen and infusion experience preferred. Computer and systems management skills. Excellent salary and benefits. Send resume and references to:
BILLING SYSTEMS MANAGER
P.O. Box 2519
Southfield, MI 48037

OPHTHALMIC ASSISTANT/TECHNICIAN
Northwest suburban ophthalmology practice seeks experienced, energetic Assistant/ Technican. Certification not required, part or full time. Prefer refraction & photography experience. Send resume to box #348
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPHTHALMIC ASSISTANT/TECHNICIAN
Northwest suburban ophthalmology practice seeks experienced, energetic optometric or ophthalmic assistant. Certification not required. Part or full time. Send resume to 29275 Northwestern Hwy., Suite 100, Southfield, MI. 48034.

OPHTHALMIC ASSISTANT for busy ophthalmologists with offices in Southfield & West Bloomfield. Full time. Mature & responsible. COA, COT or some ophthalmic experience necessary. Send resume to Box 380
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTOMETRIC TECHNICIAN
Bright, enthusiastic, mature, person for busy expanding optometric practice. Willing to train for full or part time position. Contact Cheryl, Suburban Optometric, 9am.-3pm. at:
313-525-8170

OPTOMETRY OFFICE-Walled Lake. Needs part-time Dispenser/Receptionist, 1½-2 days per week. Experience preferred. 669-8311

ORAL SURGEONS office in Canton looking for full time reliable person for front desk position. Experience a plus but willing to train. Salary commensurate with experience. Please call Diane: 981-6072

ORTHODONTIC CHAIRSIDE Assistant for our busy Canton office. Part or full-time. Must have pleasant personality & looking for long term employment. Benefits included. 981-2444

PART TIME help for Birmingham ophthalmology practice. Clerical, with some patient contact. Call Penny, 642-5223

PART TIME REGISTERED NURSE MEDICAL ASSISTANT OFFICE MANAGER
For dermatologist in N.W. suburb. Please send resume & salary expectation to: 7456 Paddle Wheel Court, Bloomfield Hills, MI 48301

PERSON with nursing experience & training. Part time. 366-6492

PATIENT REGISTRARS
Our rapidly growing health care network has part-time & contingent positions available at several locations.
Qualifications include: 1 yr. clerical experience in a medical setting to have included medical terminology required, 35 wpm accurate typing speed &/or proficiency on computer keyboard. Previous patient registration, ICD-9 & CPT-4 coding/insurance experience, highly preferred.
Individuals meeting requirements may submit a detailed resume or Apply Mon-Thurs., 8am-12noon.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

PATIENT REGISTRAR
Full time at Novi office. Medical billing experience preferred.

APPOINTMENT CENTER OPERATORS
Part-time for Pediatric office in Novi and Livonia. Experience in pediatric setting required.
Must have experience scheduling appointments for high volume office and excellent interpersonal skills. Please send resume indicating position applying for to:
Recruiter/Appointment Center
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

PEDIATRIC NURSES
MCH SERVICES, the leader in Pediatric Home Health Care, has immediate openings:
All Shifts & Locations
Full Time Or Part Time
Minimum Starting Salary:
LPN $29,000
RN $35,000
CALL
MCH SERVICES 258-0710

PHYSICAL THERAPY AIDE
Part-time day/evening position available. Experience preferred. Canton area. Call: 454-8065

PODIATRY ASSISTANT/ RECEPTIONIST
Experience preferred but will train mature person. Plymouth/Westland area. Part time. 455-3669

RECEPTIONIST & Medical Assistant Both needed for busy Berkley Family Practice. Experience preferred. Part-time, full-time, days, evenings, some Sats. Salary negotiable. 543-2341

RECEPTIONIST POSITIONS
Part-time for busy offices.
Farmington Hills, Mon-Fri, 12-5pm.
Sterling Hts., Mon-Thurs, 12-8pm
Previous receptionist experience a must, preferably in mental health. Call Vivian at: 489-9318, x205

RECEPTIONIST/SECRETARY: Permanent, part time, Mon., Wed. & Thurs., 3:30-7:30pm; & Fri. 1-5pm. Must possess strong phone skills, professional manner, good typing skills and general knowledge of office procedures. NO BENEFITS/NO PHONE CALLS PLEASE. Resume to: S. Dehl, Eastwood Clinics, 19855 W. Outer Drive, Suite 204W, Dearborn, MI 48124

RECEPTIONIST/ TRANSCRIPTIONIST
with knowledge of medical terminology needed for national medical costs containment company. Must possess excellent phone & organizational skills and knowledge of Microsoft Word/Windows. Worker's Compensation background helpful. Competitive salary & benefits. Send resume to 580 Kirts, Suite 106, Troy, MI 48084, Attn. Office Mgr.

REGISTERED DIETICIAN
3-4 days per week, concentrating on clinical skills. Will access and monitor nutritional status/needs of residents of a 230 bed sub-acute care facility. Many new admissions and challenges each day. Previous long term care experience and knowledge of OBRA quite desirable. Please send resume or apply in person at: Westland Convalescent Center, 36137 W. Warren, Westland, MI., 48185.

REGISTERED NURSE
For W. Bloomfield allergy office. Busy pace, pleasant environment, 3½ days/wk. Please call: 851-5454

Registered Nurse Cardiology
Metro Medical Group, a division of Health Alliance Plan and a member of the Henry Ford Health System, has an immediate part-time opening at our Detroit Northwest Clinic for an RN to work in our Cardiology clinic.
Under the direction of the Cardiologist, the chose candidate will provide and monitor direct care to patients in the Cardiology clinic, perform and evaluate stress testing/treadmill and cardiac rehabilitation and promote cardiac wellness by acting as a clinical role model, resource person, educator and patient advocate.
The selected candidate will possess a B.S.N and current R.N. licensure with the Michigan Board of Nursing and two (2) years critical care experience required (ccu, icu, er/uc). ALS certification is required as is arrhythmia training and a specialized degree or certification in a cardiovascular clinical area (ANA, ACSM,CCRN).
Interested applicants please send resumes to:
METRO MEDICAL GROUP
Human Resources Dept.
1800 TUXEDO
DETROIT, MI. 48206
EOE/AA

REGISTERED X-RAY TECH
Full-time position for Farmington Hills Radiology Office. Mammography experience necessary. Call Linda at 855-4700

REHABILITATION NURSE
To provide medical management services for injured health care workers in the Southeastern Michigan area. RN with workers' compensation experience. Competitive wage & nice working environment with some travel. Send resume to: Sheryl Welch, Michigan Hospital Assoc., 6215 W. St. Joseph Hwy., Lansing, MI 48917. EOE

RN FOR PRIVATE DUTY HOME CARE
Part-time hours to job-share with another nurse. Duties including patient assessment, creating care plans, supervising home health aides and community outreach. Experience in home care preferred. To apply send resume to:
RN Position
United Home Health Services
2200 Canton Center Rd. #250
Canton, MI 48187

RN/LPN
We have a need for a caring nurse to fill a part-time/full-time position on 3-11 shift. This is a small facility with a homey atmosphere. Paid holidays and vacations, benefits package. Please apply in person:
Alexander, A Mercy Living Center
718 West Fourth Street
Royal Oak, MI. 48067
EOE

RN or LPN
for Birmingham pediatrician office, part time & relief. Please call Jan at: 645-1740

RN or LPN - PART TIME
For Pediatric office in W. Bloomfield. Some evenings & Saturdays. Call Nancy: 855-7416

RN's • LPN's HOME HEALTH AIDES
VISITING CARE, the company who brings "Health Care Excellence Home" is looking for caring professionals to work 1:1 with a variety of clients. Work only when and where you choose. We offer unbeatable flexibility and diversity! call us today for an interview. 344-0234

R.N. ADMINISTRATIVE - PART TIME Home Health Experience a must. B.S.N. preferred. Competitive salary. Call Bill Champion at: EXCELLACARE INC. 476-9091

RN, PART-TIME, positions in Farmington pediatric office. Mon., Tues., Wed., 4-8pm. Also weekends, AM & PM shifts available. Call: 477-0854

RN'S AND LPN'S Afternoon Shift
Health care and retirement corporation is seeking nurses dedicated to becoming innovative members of our nursing team at our Dorvin Nursing Center. We offer a new wage scale, full benefits package, and tuition reimbursement. Sign up with a leader in long term care. Send your resume or apply in person at:
DORVIN NURSING CENTER
Attn HRM
29270 Morlock Livonia, MI 48152
313-476-0550
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

X-RAY TECHNICIAN
experience required, various locations, good transportation required. 427-1560

X-RAY TECHNICIAN
Full & part-time. Rochester area. *Modern facility, mammography experience.* Mrs. Harrison. 656-3107

504 Help Wanted Office-Clerical

DOWNTOWN LAW FIRM seeks Accounting Clerk/Data Entry person with a minimum of 2 years accounting and computer experience. Lotus 1-2-3 a plus. We offer a competitive salary & benefits. Send resume & salary history to: Director of Administration, Barry, Moorman, King & Hudson, 500 Woodbridge, Detroit, MI 48226 No phone calls please.

ACCOUNTANT - Fast growing Troy based corporation has one full time entry level opening in their Accounting Department - Payroll and General Accounting Assistant. 2-3 years relevent experience. An Associates Degree is required. Call, 828-0438

ACCOUNTANT - Southfield CPA firm seeks in-charge accountant capable of handling small clients work from start to finish. CPA certificate a plus. Send resume & salary history to: BM & B, 26877 Northwestern Hwy, Ste 200, Southfield, MI 48034

ACCOUNTING
A/R, A/P. Long term position. Lotus 1-2-3, light WordPerfect 5.1 skills. Madison Heights. Competitive pay & benefits.
CONTEMPRA
583-9500

ACCOUNTING ASSISTANT
Wide range of duties for Troy office. Send resume with salary requirements to: Kathryn, 4456 Lamson Dr, Waterford, MI 48329

Accounting Assistant
Experience required. Accounts Payable, Accounts Receivable, Payroll. Full benefits. Hours: 8:30-5:00, Mon.-Fri. Located in Troy.
Call: 649-4000

ACCOUNTING CLERKS ACCOUNTS PAYABLE ACCOUNTS RECEIVABLE DATA ENTRY FULL CHARGE BOOKKEEPERS PAYROLL
Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients use the opportunity of temporary placement to find permanent employees.
Call the office nearest you for an appointment.
accountemps
Southfield – 357-8367
28588 Northwestern Hwy. #250
Southfield MI 48034
Troy – 524-9050
201 W. Big Beaver #310
Troy MI 48084
Vacation & Holiday Pay
Health Care Benefits Available, EOE

ACCOUNTING CLERK $15-$17K
Minimum 1 yr. experience in receivables/payables. Good analytical skills & ability to be a self-starter.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ACCOUNTING/ DATA PROCESSING/ CLERICAL
To handle EDP firm's accounting & assist w/customer support. Flexible hrs. Part or full-time. Fax resume: 313-645-7835 or Call: 540-3156

ACCOUNTING DEPARTMENT needs full and part time Entry Level persons with excellent Math skills, computer experience for very busy commercial property management company. Non-smoking office. Hours for full time are 9-6, Mon. - Fri. Part time, Mon. - Fri., 1-6 PM. Send resume and salary requirements to: Etkin Management, 29100 Northwestern Hyw., #200, Southfield, MI., 48034.

ACCOUNTING/H.R. CLERK
Immediate full time opening for individual with strong accounting and bookkeeping skills in A/P, A/R, Payroll, Purchasing & G/L. Individual will also be responsible for Human Resource Administration. Must possess strong Lotus Skills. Solomon G/L experience and French language skills a plus. Send resume and salary history to:
MPACT EDI SYSTEMS, INC.
17197 N. Laurel Park Dr., Suite 201
Livonia, MI 48152
Att'n.: Accounting

ACCOUNTS PAYABLE
Fast paced A/P dept in Detroit area has a need for individual with heavy A/P, AS400 & good math aptitude. For more information call
737-1711
TEMPORARY RESOURCES

ACCOUNTS RECEIVABLE CLERK
Full time position for company located at 13 & Telegraph. Successful candidate will be dedicated, self-motivated, organized and multi-task oriented. Computer experience required. Health benefits included. Call Barb betw 1-4pm. 642-5050

ACCOUNTS RECEIVABLE
Property management company is seeking a person experienced in commercial real estate receivables. Lotus & WordPerfect. Successful candidate will receive an attractive salary including a comprehensive benefit package. Send resume and salary history to: Controller, 1994-A Woodward Ave., #136, Bloomfield Hills, MI 48302

ACCOUNTS RECEIVABLE
Immediate entry-level opening with Southfield manufacturer. Good math, light typing & some prior experience preferred. Excellent working conditions & benefit package included. Please submit resume to:
Office Manager
P.O. Box 2020
Southfield, MI 48037-2020
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ADMINISTRATIVE ASSISTANT
Experienced - many opportunities
Career Service International
553-9909

ADMINISTRATIVE ASSISTANT/ DATA ENTRY for fast paced office. Minimum 3 yrs. experience. Strong phone skills, proficient with WordPerfect 5.1. Accuracy a must. Send or fax resume to: 401 S. Woodward, Ste. 333, Birmingham, MI 48009. Fax: 433-0615

Administrative Asst./Receptionist
Troy health insurance firm seeks Receptionist/Administrative Assistant, full time. $18,000 salary and benefits. WordPerfect experience preferable. Send resume to:
Box 364
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING
Want a Permanent Job?
Look at this option: The latest employment trend shows an increase in "Temp to Perm" placements.
Include this opportunity in your job search. Your ONLY investment is your time. Call for details.
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
For private country club in Bloomfield Hills. Duties include: answer phones, high proficiency in Word-Perfect 5.1, typing of 60+ wpm, ability to be innovative with computer program in graphic design, ability to transcribe business correspondence. Will report to genral manager & office manager. Please call Cindy or Renee, Mon. - Fri., 8am-5pm at 855-0700

ADMINISTRATIVE ASSISTANT
Long-term temporary position. Microsoft, Windows & WordPerfect. Handle phones, schedule meetings. Must be experienced. Need resume.
EMPLOYMENTGROUP
583-1919
Never a fee.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ADMINISTRATIVE ASSISTANT
Immedite openings for your experience. Rapidly growing company has both short and long term needs. WordPerfect or MultiMate a plus. Call Susan 646-7661
Uniforce Temporary Services

ADMINISTRATIVE POSITION
Seeking a well organized individual with excellent communication skills. Must have experience with phones, typing and word processing. Should have demonstrated ability to interact with all types of people & work well with deadlines. Excellent benefits & advancement opportunities. Call Laura 313-851-8550

Administrative Assistant
Key position for this dynamic, growing home health car provider. Requires experienced, self directed person with excellent communication skills and computer background. WordPerfect 5.1 and Lotus/Excel. Plymouth area. No fee.
PERSONNEL SYSTEMS 459-1166

ADMINISTRATIVE ASSISTANT
To support sales staff in Rochester Hills, full-time. Experience required. Computer & typing skills a must. Salary commensurate with experience. Please send resume to:
Box 382
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Administrative Assistant
International corporation needs experienced, well organized, articulate individual to provide administrative and secretarial support in this busy manufacturing/sales division. Requires WordPerfect 5.1 and Lotus. Temp to perm. Great working conditions.
ARBOR TEMPS 459-1166

ADMINISTRATIVE - Professional office seeks a bright, mature, and pleasant person to assume responsibility for office operations at our Plymouth location. Must be computer literate and possess excellent communication and organizational skills. Health care background helpful. Full time position with excellent benefits. Resumes to: Box 398
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Administrative Assistant
Prestigious firm seeks high energy professional to tackle diverse projects. Good organizational & computer skills and ability to work independently. Anxious to hire.
Call OFFICETEAM today!
Phone 356-0222 Fax 358-0941
28588 Northwestern #250
Southfield, MI 48034
Vacation and Holiday Pay
Health Care Benefits/EOE

ADMINISTRATIVE OPENINGS
- FILE CLERKS
- TYPISTS
- SECRETARIES
- WORD PROCESSORS

Over 20 full time positions available for Oakland & Macomb Counties. Competitive wages with benefits. Call now!
643-8590
EXPRESS SERVICES

ADMINISTRATIVE ASSISTANT
Immediate opening. Plymouth Headquarter. Strong computers (queries, spreadsheet). Shorthand.
Great opportunity with diversified and responsible challenges in a Quality Management team environment with caring people.
Wage range 20-25,000 to start. Call, write or come in:
Whiteline Express, Ltd.
9135 General Ct.
Plymouth, Michigan, 48170
(313) 455-4700, ext. 260

ADMINISTRATIVE ASSISTANTS
Up to $10/hr.
- WordPerfect 5.1
- Microsoft Word
- Lotus 1-2-3
- Harvard Graphics
- Pagemaker
- Paradox

WOLVERINE STAFFING
Southfield 358-4270
Troy 879-9070

ADMINISTRATIVE ASSISTANT
Republic Bancorp Mortgage Inc., one of Michigan's largest residential mortgage lenders, has an opportunity for an administrative assistant at the executive level. Ideal candidate will possess previous administrative experience involving extraordinary organizational and clerical skills, and will have knowledge of computer applications (Windows, word processing, spreadsheet). If you seek challenging, rewarding opportunities in a growing organization, please send resume & cover letter with salary requirements to:
Human Resources (Ir)
Republic Bancorp Mortgage Inc.
31155 Northwestern Highway
Farmington Hills, MI. 48334
An Equal Opportunity Employer

ATTENTION CLERKS
Needed in the Madison Heights area for a fast growing company. All positions are permanent. Call today for an appointment. 382-9696
CORPORATE PERSONNEL SERVICES
NO FEE EOE

ATTENTION
Will pay your rent, that's right! 20+ hours weekly. General office skills. 425-0151

FAST PACED OFFICE. Full time. Energetic personality, phones, word processing. Experience preferred but willing to train. Accounting helpful. Ann Arbor, Canton. 454-5403

ALL SECRETARIES WORD PROCESSORS TO $10/HR.
• WordPerfect • MS Word
• Excel • Lotus • D-Base
ARBOR TEMPS 459-1166

ASSISTANT BOOKKEEPER
Full-Time. General office experience. House of Maple Furniture, Livonia. 421-0700

ATTENTION!! DATA ENTRY OPERATORS CLERKS
Needed for the Plymouth and Livonia area. Many long and short term available. Call Tim today for an appointment. 462-3990
CORPORATE PERSONNEL SERVICES
NO FEE EOE

ATTENTION DATA ENTRY OPERATORS
Needed for the Plymouth and Livonia area. Many long and short terms available. Call today for an appointment. 362-9696
CORPORATE PERSONNEL SERVICES
NO FEE EOE

AUTO DEALERSHIP BILLER
Large auto dealership looking for experienced car biller. Please send resume to: P.O. Box 700737, Plymouth, MI 48170

AUTO SHOW - coordinator assistant - good phone & follow up abilities, experience on WordPerfect 5.1, Lotus 1 2 3, working with automotive company execs & models. Good personality & appearance, some travel, $16,900. Fee paid

ADVANCED - Word Perfect 5.1 secretary for long term temp assignment, able to create tables, charts, columns, suburban ad agency, $10/hr. Fee paid

SECRETARY - Detroit, fast paced office, good typing & organization, dictaphone, WordPerfect with Windows, billings, charts & special projects, benefits, $27,000. Fee paid

TRANSCRIPTIONIST - Detroit, WordPerfect literate, dictaphone, good grammar & punctuation, capable of editing work, benefits. To $20,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

FAST PACED insurance agency desires entry-level Bookkeeping Clerk. Primary duty will be processing of company payables. Computer experience required. Salary & benefits negotiable. Send salary requirements along with resume to: P.O. Box 2999, Farmington Hills, MI. 48333-2999.

BOOKKEEPER EXPERIENCED
32 hrs. per week, full charge for property management firm in Bloomfield Hills. Must be computer literate. Non smoking office. Call Maryann at, 645-2111

BOOKKEEPER - Immediate full time position available for an individual interested in working in many facets of accounting. Excellent opportunity for student. Please send resume to ARD-PERSONNEL, Sharon Sharples, 3500 W. South Blvd., Rochester, MI 48309

BOOKKEEPER/OFFICE MANAGER Accounting background required. Must be familiar with fully integrated accounting software. Full-time position with national company in automotive industry. Suburban west side location. Submit resume & salary requirements to: Box 338
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER SECRETARY (experienced in both mandatory) for 1 clerical person office. Property manangement &/or legal experience helpful. Farmington Hills. Fax resume 489-3902 or phone 489-3900

BOOKKEEPER/CLERICAL
Part time. Mature person needed Tues & Thurs, 10-4pm. Knowledge of computers, bookkeeping & clerical skills necessary. Telegraph/Orchard Lake area. 855-0053

BOOKKEEPER - experienced
Part time. Flexible work schedule. Travel agency experience helpful but not necessary. Resume/salary requirements to: C. Feinberg, 28240 Franklin Rd. Southfield, MI 48034

BOOKKEEPER - FULL CHARGE
Haggerty & 11 Mile area. Send resume to: Craig Corporation, 7463 Pebble Lane, W Bloomfield, MI 48322.

BOOKKEEPER - Part-time. Work flexible daytime hours. Woodward/ 11 Mile area. Interesting work with excellent pay & working conditions for person experienced with computerized bookkeeping. 546-0880

BOOKKEEPER
Through trial balance. Small construction company. Send resume to: 1300 Lafayette, Detroit, MI 48207

BOOKKEEPER
With strong computer skills. Full time, experienced. Fox Hills Country Club, Plymouth. 453-7272

BUSINESS TEAM POSITION
Payroll Data Entry, Wage Verifications & Customer Service responsibilities. Full time, Southfield area. 357-7085

BUYERS ASSISTANT $18,000
An interesting clerical position with a consumer products distributor. Nice variety includes numbers work, phones and typing. Good Math needed. Hurry! Call 464-0909.
SNELLING PERSONNEL SERVICES

Call Today!
SECRETARY
Major financial institution with multiple locations has immediate short and long-term openings. WordPerfect 5.1, Lotus a plus.
Call Sheila 646-7662 • 799-3946
Uniforce Temporary Services

CAR BILLER
Immediate opening for detail oriented person with excellent communication skills. Must be computer literate and able to type 50 wpm accurately. Strong math aptitude and demonstrative ability to use a 10-key calculator required. Hours are Mon. thru Fri. 9-6pm. Benefits included. Must have good driving record. Apply in person only.
EOE Affirmative Action Employer.
JOHN LEE OLDSMOBILE
3120 Washtenaw, Ann Arbor

CAREERS!!!
PURCHASING ASSISTANT $16,600 Data Entry, light bookkeeping, invoicing in fast paced office. 2 years experience.
RECEPTIONIST $18,000 High image, front desk position. Strong typing, WordPerfect and 3 years experience.
SECRETARY $24,000 5 years experience utilizing Lotus, commercial real estate a plus. Stable work background.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 585-2720
Farmington Hills: 737-5750

CLERICAL ASSISTANT for friendly Troy office. Full time, entry level position. Dependable person with pleasant phone manners, typing & knowledge of computers helpful. Contact office manager. 680-1580

CLERICAL ASSISTANT - reliable, self motivated, individual needed to fill full-time clerical position. Applicant must be able to work independently and as part of a team. Send resume to: 28411 Northwestern Hwy., Suite 1350, Southfield MI 48034. Attn: Personnel.

CLERICAL, experience necessary. 25-30 hours per week. $6 per hour. Interviews will be Mon.-Thurs. from 1-3pm. 624-2480

CLERICAL help needed part-time, evenings & weekends. Apply in person at: Billy Bob's, 4250 N. Woodward in Royal Oak. No calls please.

CLERICAL
Olde Discount Stockbrokers has immediate opening in our Livonia office. Candidates should have good phone manner, strong organizational skills, and general clerical knowledge. Position offers $1000 monthly, and a full benefit package.
Forward resume to:
Attn: Human Resources
Olde Discount Corp.
751 Griswold Street
Detroit, MI 48226

CLERICAL POSITION - Part time, available at FArmington Hills company, no more than 20 hrs/wk. To apply, please call: 489-5457

Clerical Assistant
An organized self-starter is needed to perform a variety of duties. Required experience:
- Lotus & Word Perfect
- Tel phone
- General Clerical

We offer full benefits, including paid parking. Full time, Monday thru Friday, days. $7 per hr.
Apply or send resume to:
Pro Therapy of America
355 S. Woodward, Ste #2H
Birmingham, MI 48009
Phone: 313-646-1150

Clerical Opportunities
We have excellent opportunities for individuals to enter the ever changing field of mortgage banking. Candidates should be self-motivated, team oriented & have the ability to learn quickly. We are looking for people with any or all of the following:
- Prep—Production background
- Data entry skills
- Mail processing
- Telephone skills
- Basic accounting

We offer a competitive benefit package. Qualified candidates should send a resume or apply Mon-Fri 9am-4pm
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
(Corner of 12 Mile)
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

CLERICAL PART-TIME
We are looking for a detail-oriented individual to use our Macintosh computer for Word Processing and spreadsheet applications. Position is for a self-motivated person who will interact with sales reps. Must have office experience and ability to handle multiple responsibilities. Send resume and salary requirements to:
REACH MAGAZINE
28150 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL POSITION
Part time for switchboard, filing and pre-billing. Experience helpful but not necessary. Please call Sandy at Crestwood Dodge 421-5700

CLERICAL/RECEPTIONIST
Part to full time. West Bloomfield office. 855-8244

CLERICAL SUPPORT - growing business needs support to management. Light bookkeeping, computer input, invoices & other duties. Must have excellent verbal skills, 1 yr. bookkeeping accounting, computer literate, type 60wpm. Non-smoking office. 15-20 hrs./wk., $6.50/hr. Send resume to: President, 1847 N. Main St., Royal Oak, MI 48073.

CLERK/DATA ENTRY
- Afternoon & midnights shifts
- Bank Teller experience helpful
- Accounting experience helpful
- Long-term assignment
- Livonia/Farmington area

EMPLOYMENTGROUP
583-1919
Never a fee
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERK/TYPIST - Mature, dependable, light bookkeeping and word processor experience preferred. 3000 Town Center, Su. 2050, Southfield, MI 48075.

COLLEGE STUDENTS & HOMEMAKERS...
• Assignments in Livonia
We need high production data entry operators to work 20 hours per week for morning or afternoons. These assignments could lead into 20 hour per week positions.
Call Diane or Michele for an appointment!
Livonia 522-4020
29125 Buckingham #4
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/C

CLERICAL
Typing, phone answering and filing for a construction company. Ask for Pat. 377-2600

COMMERCIAL Insurance Customer Service Rep. Minimum 2 years multi line/multi company experience. Benefits. Ann Arbor. 971-1000

COMPUTER DATA ENTRY, part-time for Milford CPA office. Experience required. $7/hr. Please call between 9-5pm: 685-0971

CUSTOMER SERVICE REP.
State Farm insurance agency is looking for part time/full time person. Insurance & computer experience required. Send resume to: William Reilly, 29226 Orchard Lake Rd., Suite 50, Farmington Hills, MI 48334, Attn: Personnel.

CUSTOMER SERVICE REP
Full time. Must have excellent phone & organizational skills. Southfield area. Please call. 350-6083

CUSTOMER SERVICE oriented, full & part time. Nights & weekends. Apply in person at Art Van Furniture, 29905 7 Mile Rd., Livonia.

CUSTOMER SERVICE
Major manufacturer needs your communications skills. Will train. Two shifts. Typing 30 wpm.
Call Cora 646-7664 or 799-3946
Uniforce Temporary Services

CUSTOMER SERVICE
A Walled Lake/Wixom area service company has an entry level opening in its Customer Service Dept. Some knowledge of basic office functions helpful. You should be organized, ambitious and possess a pleasant personality. Call Personnel 347-3569

CUSTOMER SERVICE
Immediate Openings!
Suburban insurance headquarters has immediate needs for expanding location. Qualified candidates must have:
- Excellent people skills
- Basic math skills
- Commitment to long term assignment
- Light computer skills
- Prior business experience

Thorough training will be provided to selected candidates. This full time assignment offers regular pay increases to over $8.50/hour
Call Cathy - 799-3946
Uniforce Temporary Services

CUSTOMER SERVICE $7.00 Per Hour
Minimum 6 months clerical/office experience needed to join our National organization located in West Bloomfield
Must possess:
- Excellent telephone and written communication skills
- High energy level
- Experience handling customer service inquiries
- Problem solving ability
- Computer skills

Excellent benefits include life and health care coverage, paid holidays, and vacation, tuition reimbursement and complimentary spa membership.
Call Ms. Gach Immediately!
Fitness USA
Health Spas
737-7200

DATA ENTRY/Accounts Payable Full time entry level position for a self motivated person with computer experience. Candidates should have good typing skills and be well organized. Excellent benefit package. Mail resume, with salary requirement to: Mrs. Laetsch, Moeller Mfg., 43938 Plymouth Oaks Blvd., Plymouth, MI 48170.

DATA ENTRY
Attention to detail and flexibility are needed for immediate openings. Two shifts. Call Dana 646-8500
Uniforce Temporary Services

DATA ENTRY JOBS JOBS NOW
Southfield/Livonia
12,000 key strokes
Alpha & Numeric
Accuracy a must
Right hand keypad
First & second shifts
$7 to $8/hr.
737-1711
TEMPORARY RESOURCES

CUSTOMER SERVICE SECRETARIES WORD PROCESSORS
- Top Pay
- Benefits
- Temp-To-Perm
- Top Companies
- Long/Short Assignments

CALL TODAY - 615-0660
Western TEMPORARY SERVICES.

CREATIVE SECRETARY
Part Time
We have an opening in our upbeat, fast-paced Advertising Dept. for someone who can juggle many duties while, at the same time, have fun at work. Responsibilities are administrative in nature. A good candidate would also have computer experience in word processing and spreadsheets. 30 hours a week, approximately 6 hours a day, although this is flexible.
Please contact Lisa Gallo
Human Resources
644-5300, ext. 351
Erb LUMBER, Inc.
An Equal Opportunity Employer

Secretary to accounting department of fast food franchise office in Southfield area. Candidate must possess excellent communication and organizational skills. Be able to take initiative and work with flexibility. Typing of 60 wpm, Lotus, and Word Perfect required. Accounting background a plus. Good benefit package. Send resume with salary history to:
KV/QCI Secretary
P.O. Box 267
Southfield, MI 48037

SourceOne
Mortgage Services Corporation
CLERICAL (Afternoon Shift)
We are seeking energetic, enthusiastic individuals with previous office experience to work in our fastpaced closing area. Positions involve calculating loans, setting up loan information and data entry on the computer. Familiarity with the PC, excellent organizational skills and proficiency with a calculator are required. Hours for these positions will be Mon.-Thurs. 2 pm - 10:30 pm and Fri. 8:15 am - 4:45 pm. We offer a competitive benefit package. Qualified candidates should apply Mon.-Fri. 9 am - 4 pm.
(313) 488-7JOB
If you are hearing impaired please call 1-800-649-3777 for assistance
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd. • Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

ACCOUNTING CLERK
For national property management company based in Ann Arbor. Accounts payables, receivables, Lotus, computer experience required. Property Management experience a plus.
ACCOUNTS PAYABLE CLERK
Entry level position with a centralized corporate accounts payable team in downtown Ann Arbor (with parking provided). Preference will be given to those with bookkeeping/accounts payables experience and exposure to computerized accounting systems. Job requires: two years office experience, 35 WPM, math ability and calculator skills.
SECRETARY
National Real Estate firm has an opening for an experienced, self-motivated and highly organized individual to assist in our Accounting Dept. Qualified individual should be flexible and detail oriented with math and accounting skills. Working knowledge of MS Word, Wordperfect and Lotus needed.
mckinley associates, inc.
Please send resume and salary requirements to:
Attn: Human Resource Department
P.O. Box 8649
Ann Arbor, MI 48107-8649
Equal Opportunity Employer M/F/H/V