EMPLOYMENT

502 Help Wanted Dental-Medical

FRONT OFFICE RECEPTIONIST
Experienced. Full time for busy multi-specialty clinic. Contact Ms. Hardison: 642-6566

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

HOME HEALTH AIDE: caring individual for those needing personal care in their own home in West Wayne, East Washtenaw counties. Part or full time, flexible hours. Weekend differential. Experience preferred or free training provided. Call HC, 9-4 weekdays: 971-4200

LIVE-IN
Weekly pay. Immediate positions in Canton, Dearborn Heights, Farmington Hills, Plymouth, Rochester, Sterling Heights, Troy. Contact:
CALL EXCELLACARE SERVICES
(313) 459-5901

LPN OR MEDICAL ASSISTANT for Birmingham Pediatrics office. 25-30 hours per week. Please send resume to: KEB, 503 Pierce, Birmingham, MI. 48009 or call Jan or Diane. 645-1740

LPN OR RN/NP PART TIME
For busy Bloomfield Hills office. Mon. - Sat., no evenings. Competitive salary and benefit package. Please submit resume to: Staff Coordinator, 18361 W. 13 Mile, Southfield, MI. 48076 Office Manager.

LPN's/RN's
YOU'VE BEEN THINKING
in Farmington & Northville
VENTURE FOR YOU PROFITFUL
8 & 12 hr. shifts available
LPN's up to $16/hr. RN's up to $20.
BINDON & ASSOCIATE CARE
755-0570 1-800-992-8528

MEDICAL ASSISTANT
Front office position, for full/part-time. Experience in phebotomy helpful. Call Barbara, 1-4pm, Mon.-Fri. at: 737-7065

MEDICAL ASSISTANT needed full-time. Receptionist experience preferred. Southfield Area. 350-1340

MEDICAL ASSISTANT for high volume internal medicine & family practice. Min. 3 yrs. experience required. Full & part time available. Rate of pay based on experience. Please call Bev: 360-5297

MEDICAL ASSISTANT
With lab & computer experience
Livonia 478-5221

MEDICAL ASSISTANT - full time days in Farmington area, must be experienced in vena puncture, EKG & x-rays. 513-2000 ext 208

MEDICAL ASSISTANT
Experienced for busy dermatologists' office. Southfield. Approx. 37 hrs./week. Benefits. 353-0880

MEDICAL ASSISTANT
Needed immediately, approximately 20 hours week. Experience helpful, but not necessary. Dermnophath dermatology office. Kathy: 642-9111

MEDICAL ASSISTANTS - Physician offices in Livonia, Southfield & Troy. $8-$10 per hour. Full time.
Contact: Diane Geller 932-1170
Harriet Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL ASSISTANTS - several full time & part time positions openings in Oakland & Wayne counties. 6 month, entry level position. Pay up to $1280 per month. Call Martha to schedule an interview. Temporary Medical. 443-5594

MEDICAL ASSISTANTS

Our rapidly growing Health Care Network has an immediate & contingent positions available at several locations.

Must have 1 yr. medical assistant experience in office/clinical setting or completion of an externship at one of our satellite sites as part of a formal Medical Assistant program. Certification preferred.

Candidates interested in working part-time may apply Mon-Thurs 8am-12noon or send detail resume to:

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

MEDICAL ASSISTANT needed for physicians office in Southfield. EKG training necessary. Full or part-time openings. Call: 557-5650

MEDICAL ASSISTANT/part time. Late afternoon and evenings & Saturdays. Some experience necessary. Livonia area. 427-9222

MEDICAL ASSISTANT-2 days. EKG, X-ray, injections a must. Experience necessary. Duty Birmingham area. Interest. Sharon. 646-9130

MEDICAL ASSISTANT
Experienced only. Full time for busy multi-specialty clinic. Excellent Venoupuncture skills required. Contact Ms Hardison: 642-6566

MEDICAL BILLER, experienced for OB-GYN office in Farmington Hills. 2-3 days per week, M-F. Send knowledge helpful. 626-9971

502 Help Wanted Dental-Medical

★ MEDICAL ASSISTANT
Needed in Bloomfield Hills office. Experience preferred. Part-time. Call, leave message: 781-8814

MEDICAL ASSISTANT
Part time. Active dermatology practice seeks a self motivated, energetic person. Call Kelly, 646-9397

MEDICAL BILLERS - Immediate openings in Wayne & Macomb counties. 2 yrs. experience required, salary based on knowledge and experience. Call Bonnie at Temp Medical. 443-5594

MEDICAL BILLER/CASHIER
Full time, 3 yrs. experience in all insurances for multi-specialty clinic. Must have good typing & computer skills. Good starting wages and benefits. Send resume to:
Attn: Medical Administrator
5050 Schaefer, Dearborn, MI 48126
All Replies Confidential

MEDICAL BILLERS
Many new openings for physician office billers (cardiology, family practice, internist, oncology, & ophthalmology practices). Need Medic, EDM or diversified expertise. DME/IV infusion billers with a variety of computer office locations. Terrific salary packages, great benefits! Send resume or call for details.
Duke Dentzer: 822-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL DELIVERY/ SERVICE TECH
For durable medical equipment corporation has immediate position available. Requires excellent driving record, some mechanical skills & people-oriented. Salary & benefits. Send resume & references to:
MED TECH MARKET
P.O. Box 2519
Southfield, MI 48037

MEDICAL OFFICE ASSISTANT
Experienced for podiatry practice in Hamtramck. Pleasant outgoing personality required. Send resume and cover letter to: 3420 W. 7 Mile Rd., Livonia, MI 48152.

MEDICAL RECEPTIONIST
Full-time, for busy OB/GYN. Experienced with benefits.
Barb. 643-7520

MEDICAL RECEPTIONIST
Full time for busy orthopedic clinic in Bloomfield Hills. Experience required. 334-4835

MEDICAL RECEPTIONIST
Needed full time for Novi Podiatrist. Mature, well organized, self-directed person. Experience helpful.
Call for interview: 478-1501

★ MEDICAL RECEPTIONIST
Needed in Bloomfield Hills office. Experience preferred. Part-time. Call, leave message: 751-8814

MEDICAL RECEPTIONIST
Immediate full-time position available for busy out-patient, Livonia Office. Please send resume to:

Recruiter/Med Receptionist
DMC Occupational Health Services
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

MEDICAL RECEPTIONIST
Patient oriented experience necessary. Ask for Andrea 937-6123

Medical Receptionist. Dependable, organized individual, computer literate, clerical skills. Southfield Chiropractic office, full time. 737-9858

MEDICAL RECEPTIONIST
EXPERIENCED.
Call Mrs. Harrison at:
656-3107

MEDICAL RECEPTIONIST
& MEDICAL TECHNICIAN- OB/GYN office. Note. Experience necessary. Billing experience required. Salary & benefits negotiable. 347-8100

MEDICAL SOCIAL WORKER
Experienced to provide home care
Excellent pay & benefits
Family Nurse Care 229-5683

MEDICAL TECHNOLOGIST
Part time, PSCP certified, busy pediatric office. Friday 7am-5pm, and one Saturday per month.
Call, 477-0100 ask for the Lab

MEDICAL RECEPTIONIST BILLER
Sinai Ambulatory Service Division is seeking an experienced Reception-ist/Biller for our Dearborn Heights with The Ideal candidate will have at least 2 years of medical office experience, knowledge of the MBS billing system. We are offering a full benefits package including pension, sick and vacation pay, and health care coverage. All interested may apply at personnel at 2014 Beech Daly Rd., Dearborn Heights, or call 274-3320.

MEDICAL TRANSCRIPTIONIST
Experienced, to work 5 days per week/4 hours per day minimum. Have own equipment, computer WordPerfect 5.1, standard & macro transcribers. 375 Horizontal Drive, Livonia, Garden City. 477-6809

Model Person/Delivery
Needed part-time. Flexible hours. Own transportation. Experience preferred. Cerantech Dental Labs in Bloomfield Hills. Please call between 3-5pm: 932-3742

DISNEY ON ICE
TICKET WINNERS

Judy Linna
788 Georgetown
Canton 48188-1536

Darnel Boatner
26273 Cornwall Ct.
Southfield 48076

Virginia Carozza
31395 Minton
Livonia 48150

Leana Khoury
7671 August
Westland 48185

Linda Hadjimarkos
28538 Lincolnview
Farmington Hills
48334-5248

Karrie Hyatt
241 East Liberty
Plymouth 48170

Emily Stewart
38573 Lancaster Dr.
Farmington Hills 48331

Heather, Ricky & Shawn Johnson
15475 Lennane
Redford 48239

Please call the promotion department of the Observer & Eccentric before 4 p.m. Friday, to claim your free tickets.

591-2300, ext. 2153

This Contest Is Over. Thank You For Participating!

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Full & part time, great opportunity for the right candidate. Must have min. 4yrs. experience with good clinical skills. All replies confidential. Please send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

MEDICAL BILLER
Experienced in all insurances & computer billing. Job offers good benefits, good environment. Immediate opening. Resumes to: Box 730 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLER
Part-time, 10 hrs. per wk. for pediatric group office. Knowledge of MC/DC & 3rd party billing. Light office duties. Bookkeeping skills & personable attitude. Call Mon. & Tues. 9-2, leave message: 647-2737

MEDICAL TRANSCRIPTIONIST
Full-time, salaries commensurate for part time medical record review. QA/UR and/or teaching background preferred. Send resume to: 555 E. Lafayette, Detroit, MI 48226

RN
Monday-Friday, day shift in Pediatric Department. Must be able to travel to multiple locations. Peds and ambulatory care experience required. Interested candidates, 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

RN
Part-time, 2-3 days per week. Needed in busy Oncology office in Royal Oak. Oncology & IV experience preferred. Please call: 288-4500

RN's + LPN's
HOME HEALTH AIDES

VISITING CARE, a leading home health care agency is looking for caring professionals to work 11 in a day, 7 days a week, 7 days a week. We offer competitive pay, weekend and midnight differentials and flexible scheduling. For more details call: 344-0234

RNs/LPNs
Shelby Nursing Center is currently seeking nurses for our afternoon & midnight shifts. Full time & part time, above average wages and a great work environment. Please apply in person at 45100 Schoenherr, (1 mile N. of 21 Mile), near Lakeside Mall. 566-1100

RN/LPN/CNA WE NEED YOU!
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 425-5683 (313) 455-5683

RN'S- Wanted for per diem visits. High tech & skilled nursing. $25-$40 per visit. Neonatal experience a plus. Call: With Care, 356-5420

ROCHESTER AREA - part time, 3 days per week, assisting Physicians in EKG experienced desired, 656-1314

R.N. part-time for Farmington Hills Allergy Clinic. Flexible hours. Fax resume to: P.O. Box 3102
Farmington Hills, MI. 48333

DENTAL HYGIENIST
Part-time position in our office in the Garden City/Westland area. Full-time/part-time, Mun.-Thurs., 2 Sats./mo. Benefits. Must be people-oriented & experienced with periodontal care.
425-9130

SECRETARY/Telemarketing. Confident, enthusiastic, outgoing person w/good telephone skills needed for part time work in our Livonia office. 476-1960

SENIOR DILLER - For 4-physician family practice. Min. 3 yrs. experience. Proficient in all 3rd party carriers. Please fax resume to: 261-8200

FRONT DESK
Need friendly person for busy office. Approx. 20 hrs. per wk. Please send resume to:
4155 Autumn Ridge Dr.
W. Bloomfield, MI 48323

SPECIAL SENIOR NEEDED
to help our friendly medical/working staff give our patients the loving care they deserve. We have a good family dental practice in Livonia and are looking for someone who has Experience in life preferred. We'll teach you the easy stuff.
Call after 1pm 421-3090

SUPERVISORY RN
Seeking self-motivated RN with leadership qualities. Full time position available in exciting new program. Act as liaison with nursing facilities, residents & families. Train staff, coordinate patient care. Must have long-term care experience, excellent references, reliable transportation. No weekends, no holidays, no evenings. Very competitive compensation package. Fax resume to: To schedule an interview, call 355-9900

SURGERY SCHEDULER
Full-time position in a major Ophthalmology Practice located in the Detroit Medical Center. Experience in scheduling surgeries, preparing series, counseling patients on various procedures, prior auth & maintain operating room patient charts.
Send resume to: Box 716
An Equal Opportunity Employer

THERAPIST full time, days and evenings, for out-patient, mental health/substance abuse agency. Experienced in MH/BA counseling of adults and adolescents. BA/MSW/BSW or MA/LLP required. Cases provided, perpetual opportunity. Salary. Resume to:
S. MATLAS, 25030 W. Outer Dr., Lincoln Park, MI. 48146

502 Help Wanted Dental-Medical

RECEPTIONIST- Westland Neurologist looking for computer experienced medical biller/receptionist. Medisis System experience a plus. Please send resume & handwritten cover letter to: Receptionist, 7357 Hubbard, Livonia, MI 48150

REGISTERED NURSE
Metro Medical Group, a division of Health Alliance Plans is looking for a date full time position available for an RN to staff our Southfield Medical Center. Ambulatory care, through primary care and specialty areas. This position candidate will be a graduate of an accredited school of nursing, licensed by the State of Michigan, and have one year of experience. Strong interpersonal skills are essential. We offer an excellent starting salary and fully paid benefits package. Interested applicants please send resume to:
Metro Medical Group
1800 Tuxedo
Detroit, MI 48206
Attn: M. Krishnappa
An Equal Opportunity Employer

RN - Full time, or part time medical record review. QA/UR and/or teaching background preferred. Send resume to: 555 E. Lafred, Detroit, MI 48226

RN
Monday-Friday, day shift in Pediatric Department. Must be able to travel to multiple locations. Peds and ambulatory care experience required. Interested candidates, please send resume to:

Recruiter/Nursing
DMC Health Care Centers
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RN's + LPN's
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Home Care Staff Relief.
FAMILY HOME CARE
(313) 425-5683 (313) 455-5683

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S. MATLAS, 25030 W. Outer Dr., Lincoln Park, MI. 48146

504 Help Wanted Office-Clerical

ABLE SECRETARY
Headquarters, national multi plant company requires word processing, correspondence, auditing with medical benefits to perform various tasks for administration department. Send resume:
Mr. Kent
Lifetime Doors Inc.
30700 Northwestern Hwy.
Farmington Hills, MI 48334
631-7700
An Equal Opportunity Employer

ACCOUNTING CLERK - Accounts receivable & payable, construction experience preferred. Send resume to: 28383 Pontiac Trail, #200, Redford, MI 48239.
An Equal Opportunity Employer

ACCOUNTING CLERK
New opening with exclusive finance firm. Accounts payable and receivable. Light typing. Some experience helpful. Call Alice 546-8168
Uniforce Temporary Services

ACCOUNTING CLERK, SECRETARY & LOAN CLERK
3 positions. Full & part time available. Experience in Word Processing & Lotus required. Submit resume to: BOC Administrative Office, 29 Mile & 4555 Corporate Dr., Troy, MI 48098.

ACCOUNTS PAYABLE
Small west side company looking for a highly self-motivated person with working knowledge of the following: computerized accounts payable systems, ADP payroll, bank reconciliations, and general ledger. Must have 5 years experience in this field. Accounting Degree a plus. Working experience with Lotus and WordPerfect a must. Knowledge of the Windows environment a plus. Individual must be a non-smoker. Excellent benefits. Send resume and salary requirements to the following:
Box 600
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

ACCOUNTANT
40 hours weekly for Plymouth area sub-contractor. Knowledge of construction invoicing and payables is required. Lotus & Construction Manager software also required. Non smoker. Resume with salary request & references to: PO Box 700656, Plymouth, MI 48170

ACCOUNTING CLERK
Detroit Center Tool, a leading manufacturer of automated welding systems, is seeking an experienced Accounting Clerk. The desired candidate should possess WordPerfect 5.1 and Lotus. Duties include A/P, payroll, general ledger, year end ledger coding, and filing. Associates degree preferred or equivalent experience.

We offer competitive benefits which include medical, dental, vision, 401K and much more.
Apply in person, MAIL or FAX resume to:

Detroit Center Tool
20101 Hoover
Detroit, MI 48205
313-639-9500

ACCOUNTING

General office with accounting/phone/data entry duties. Some accounting experience helpful. Typing required. Plymouth area. Long term.

ARBOR TEMPS 459-1166

ACCOUNTING
Management firm seeking a person for Accounts Receivable & general accounting tasks. Lotus & WordPerfect 5.1 a must. Salary to $21,000 plus benefits. Send resume to: Controller, 29549 Northwestern Hwy., Suite #200, Southfield, MI. 48076.
Fax: 557-5442

ACCOUNTING POSITIONS
Livonia based air freight company has positions available. Full time Administrative Assistant/Accounting & Part-time Collections/Distribution position require self-motivating individual w/excellent data processing skills, knowledge of computerization/organizational skills. For immediate consideration, send resume & salary requirements to: Box 758,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
ACCOUNTS PAYABLE
Varied permanent positions from entry level to supervisory. Diversified Recruiters Co.
344-6700 FAX 344-6704

ACCOUNTS PAYABLE
Growing company looking for upbeat, motivated individual. Full time, full time accounts payable position for experience, and organizational skills necessary. Accounting experience a plus. Compensation commensurate with experience. Benefits available. Call between 8am-4pm, Mon-Fri. Ask for Mrs Black: 261-2100, ext 100

ACCOUNTS PAYABLE CLERK
Southfield Dearborn based manufacturer seeks individual to assist accounts payable processing. Ideal candidate will possess 1-3 yrs. accounts payable experience and have excellent computation and communication skills. General ledger experience a plus. Send resume & salary requirements to: Ms. Erickson, P.O. Box 691, Southfield, MI 48037.

Plante & Moran recruiter for an equal opportunity employer.

ACCOUNTS PAYABLE/Payroll Clerk, full time. Immediate opening. Experience required. Fast paced office. Interested please send resume to: Matrix Transport Inc., 30069 Wixom Rd., Wixom, MI 48393

ACCOUNTS PAYABLE/FILE CLERK
Computer entry/experienced.
Detail, neat and willing to work with a high volume paper flow. Excellent benefits & wages. Send resume & salary requirements to:
Box 758
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE CLERK
needed for expanding Southfield Builder/Developer. Computer experience preferred, not required.
Call 557-9030
Box 758
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE CLERK
A Farmington Hills based automotive supplier has an immediate opening for an accounts payable clerk. Candidates must have 2 plus years of experience, a family fit with PC's and a strong attention to detail. Accuracy is mandatory. We offer an excellent salary and benefits package. For consideration, send your resume to: Box 700
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE
Interesting opportunity available for Accounts Payable Clerk. Must be detail oriented, able to reconcile computerized payables. This position requires diversified computer knowledge. Temporary position with possibility of permanent.

ACCOUNTEMPS
Phone Fax
357-8367 358-0941
26588 Northwestern #250
Southfield, MI 48034
EOE/Healthcare Benefits Available

ACCOUNTS RECEIVABLE BOOKKEEPER
With computer ability.
3 days/week. Pontiac.
Call 332-0500
Voice Mail # 7054

ACCOUNTS Receivable/Secretary position for construction materials/hardwoding individual. Must be a fast learner & computer experienced. 50wpm minimum. $7 per hour. 398-7000

ACCOUNTS RECEIVABLE CLERK
National company seeking an answer person with at least 1 year experience in accounts receivable. Applicant should possess strong communication, organizational skills & a willingness to take on new responsibility. Good salary with medical benefits, 401k plan included. Send resume to: Accounts Receivable Clerk, 3500 18th St. Detroit, MI. 48208

ACCOUNTS RECEIVABLE

A national payroll company has an immediate opening for accounts receivable position. The mature, highly motivated and well organized candidate must possess the following: at least 2 years accounts receivable experience with a large company, a good math aptitude, and experience with WordPerfect and Lotus.

Paychex offers a competitive salary and excellent benefits in a non-smoking environment. For consideration, please send your resume to:

PAYCHEX, INC.
Attn: Kathy Samsonow
6960 Orchard Lake Rd., Ste. 110
West Bloomfield, MI 48331
An Equal Opportunity Employer

Administrative Asst./Receptionist Part time. Professional communication skills & ability to work independently. Must have office & word/processing experience. Responsibilities include general office & various projects relating to investment management company. $7-$8 per hour. Call 356-3232

ADMINISTRATIVE ASSISTANT TO DEVELOPMENT/ CONSTRUCTION EXECUTIVE
Knowledge of Lotus, Graphics & WordPerfect. Positive, professional phone & office skills a must. Development/Construction experience helpful, but not necessary. Livonia/Novi location.
Send resume to:
ALDA, 29825 Coolidge Hwy.
Ste. 102, Troy, MI. 48084

504 Help Wanted Office-Clerical

ACCOUNTING
Want a Permanent Job?

Look at this option:
The latest employment outlook shows an increase in "Temp to Perm" placements.

Include this opportunity in your job search. Your temporary investment is your time. Call for details.

354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ADMINISTRATIVE ASSISTANT
Mr W. Bloomfield Office. Duties include, typing & data entry. Applicant's must have office experience & will be fluid with Lotus & Word Processing. Call Sheryne 626-5918

ADMINISTRATIVE ASSISTANT

Must have accurate typing & computer skills, balance time cards, tickets & time books. Pleasant phone voice. Troy area. Ask for Kathy. 528-2588

ADMINISTRATIVE SECRETARY
Rapidly growing corporate headquarter has short term and long term needs. Immediate openings for your assignments. Have your resume & plus. Call Susan 646-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Farmington Farm Bureau consulting firm seeking experienced, mature individual with strong phone manner, WordPerfect 5.1 a must & knowledge of Lotus 3.1 desirable. Duties include: Travel arrangements and seminar planning. Send resume & cover letter to Box 724
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT

Birmingham Real Estate Development firm offers challenging position for individual with strong administrative, organizational and people skills. WordPerfect 5.1 and transcription skills required, supervisory duties for secretarial staff. Responsibilities include Property Manager. Starting salary in the high 20's. Please send resume stating professional goals, along with available compensation data to: Ms. Harris, 250 Martin, Ste. 200, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT
Entry-level. 60wpm minimum, strong writing & computer skills. WordPerfect 5.1 knowledge helpful. Send resume to: K Scofier, 100 Farnsworth, Detroit, MI 48202

ADMINISTRATIVE ASSISTANT - SALES
Must be likable, bright, responsible. Awesome environment, opportunity. Send resume to Box 738
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Sales office supporting Jewish Hills for exclusive N. Michigan resort. Answer phones, computer expertise, need terrific personality. $16-$17K. Contact: Amy Meagher 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
needed for part time position, (20/hrs/wk) at psychotherapy clinic in Farmington Hills. Duties include processing, light bookkeeping, disclosure forms/letters & filing. Send resume to: Key Employee Leasing, Attn: Administrative Services, 400 Galleria Office Center, #215, Southfield, MI 48034-2164

ADMINISTRATIVE ASSISTANT
Expanding wholesale baking company seeking highly motivated individual. Ideal candidate has organizational, math & accuracy skills, phone etiquette & familiar with computers, eager to handle a variety of responsibilities. Fax resume to: 827-7505 or submit to: Administrative Assistant, 19785 W. 12 Mile Rd., Box 347, Southfield MI 48076

ADMINISTRATIVE ASSISTANT
TO $24,000

Immediate opening in stable firm for person with Lotus, M3 Word for Windows & Dbase. Generous salary & benefits.

PERSONNEL SYSTEMS
459-1166

ADMINISTRATIVE ASSISTANT
Birmingham area business is seeking an experienced Secretary/Administrative Assistant to handle a variety of duties. Responsibilities include typing, computer literate, versatile, and self motivated individual. Three person non-smoking office.

Send resume and salary requirements to:
Box 600
29993 Northwestern, Ste. C
Farmington Hills, MI 48334

ADVANCED CLERICAL - Farmington Hills. The right candidate for this position will have several years of office experience using WordPerfect 5.1, a real estate background or executive secretarial background, excellent grammar, proofreading skills, & proper phone etiquette. We offer benefits, good salary, bonus, paid vacation, sick days. Send resume with salary requirements to: Box 696
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FAST PACED OFFICE. Full time. Energetic personality, phones, word processing. Experience preferred but willing to train. Accounting helpful. Ann Arbor, Canton, 454-5463

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

APPLY TODAY
• Data Entry
• WordPerfect
• Word 5.1 or 6.0
• Switchboard
• Microsoft Word
ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

AUTO BUILDER
Dodge dealer looking for experienced car builder. Good benefits. 5 day work week. Call Cheryl for appointment 474-8750
TOWN & COUNTRY DODGE, INC.
31015 Grand River at 9 mile
Farmington

AUTO DEALER NEEDS
FULL TIME EXPERIENCED PERSON
Must be able to learn switchboard/cashiering & data entry. Flexible hours. Major benefits. Apply: 17000 Northville Road, Northville, MI or send resume to: 850 West 7 Mile Road, Northville, MI 48167

AVAILABLE Secretarial position. School hours: 8:30-3pm. Requirements: type invoices (accuracy important), answer phone & file. Apply in person or resume to: 7780 Ronda, Canton, MI 48187, 8 on Joy, W of Haggerty.

504 Help Wanted Office-Clerical

ASSISTANT - Real estate experience helpful. Diversified hours, good salary. Call Rachel for Details.
Fax resume: page/ 208-9696
★ 452-6600

ATTENTION
DATA PROCESSING
• Livonia area.
• Day shift, Mon.-Fri.
• $7-$8/hr.
442-2255

ATTENTION:
RECEPTIONISTS
Positions available immediately for experienced receptionists. Must be friendly, dependable. Typing 45 wpm. Full & part time positions.

FUTURE FORCE
528-8454
NEVER A FEE

AUTO BILLER
Farmington dealer in need of experienced new/used car biller. Excellent benefits & salary available. Apply in person Bob Sax Motor Mall, 35200 Grand River, Farmington.

AUTO DEALER - needs full time service & parts cashier/warranty clerk. Desirable hours & benefits package. Apply in person at Bob Sax Motor Mall, 35200 Grand River, Farmington Hills.

EXPERIENCED BOOKKEEPER
Needed. Accounting degree preferred for national series. In charge of payables, receivables, payroll, monthly reports, bank reconciliations & more. Great opportunity in growing business. Send resume to: Box 700
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXPERIENCED BOOKKEEPER
To manage accounts receivables for young national company. If you're looking for a career that will utilize a broad range of your talents (general ledger, receivables, shipping/receiving, monthly reports) while in a fast growing control over your time & space, then this opportunity is one of dynamic entrepreneurs. Must be enthusiastic, have good people skills & capable of creative and independent thought. Minimum 70 wpm, computer literate & excellent grammar & written skills. $20,000 + per yr. Call Ed Fitzgerald
(313) 459-6130, Canton

BOOKKEEPER, FULL-CHARGE
3 yrs. experience. Must know payroll, sales tax, journal entry, bank reconciliations & books through trial balance. 561-6874

BOOKKEEPER- Full charge thru trial balance. Computer skills necessary. Permanent part time position for Southfield based construction company. Resume to: Box 718
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER, Full Charge
For Property Management Firm.
Experienced, energetic good with people. Bloomfield Hills area.
Call. 332-6500

Or send resume to:
MPI/DUR
P.O. Box 431126
Pontiac, MI. 48343-1720

BOOKKEEPER
Full-Charge, Part-Time
Redford company seeks an experienced Bookkeeper to work Mon., Wed., & Fri. Please send resume to:
19055 Dary Ave.
Livonia, MI 48152

BOOKKEEPER PART TIME - Troy based advertising agency seeks individual to provide full time part time bookkeeping support. The ideal candidate will have computerized bookkeeping experience thru financial statements, Ad-Mad software experience preferred. 20-25 hrs/week, flexible hours. Fax if interested please send resume & salary requirements to: Box 695
P.O. Box 691, Southfield, MI 48037.

Plante & Moran recruiter for an equal opportunity employer.

BOOKKEEPER/SECRETARY
Must have bookkeeping experience. Professional computer & general skills. Must be self-starter. Call Sandy 313-855-9637 or call: 313-671-9200

BOOKKEEPER
Telegraph/12 Mile area. Accounting firm, approximately 30 hours. Light bookkeeping & financial statements, full-time benefits.
Call Ann 258-9220

BUSY Canton office is searching for aggressive, organized, detail minded individual. Typing, telephone & customer relation skills a must. Some weekends required. Good pay, plus benefits.
Fax resume to: Box 696
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BUSY, GROWING business needs bright, articulate person. Type 60 wpm, 10 key, computer literate, good with numbers, friendly. Entry position, will train. $5/hr. Review/raise + 15% or terminate.
Call Jerry 937-9009

BUSY real estate agent looking for assistant. Office skills including computer knowledge required. Please call Katie at 851-4400

CASH SERVICES MANAGER

LOOKING for qualified individual to work for progressive credit union. Experience required. Please submit resume to:
• HOSPITAL & HEALTH SERVICES CREDIT UNION
Personnel Department
P.O. Box 130079
Ann Arbor, MI. 48113-0079
An Equal Opportunity Employer

CEO PRESIDENT seeks Personal Administrative Secretary. 10 yrs. experience min. Good skills & phones. Send resume to: Box 690
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CHALLENGING & UNIQUE opportunity for busy executive secretaries. Answer phones, book runs, dispatch, and minor secretarial duties. Must be pleasant and enjoy being busy. Send resume to: 4772 Tait Ct., W. Bloomfield, MI 48323

CLERICAL POSITION
A Warren company needs someone with the following skills and will be interviewing for long-term assignment:
• Wordprocessing, WordPerfect 5.1 proficiency
• Typing 40-50 wpm
• Experience in A/P & A/R
• Filing
• Good telephone skills
Candidate needs to be self directed requiring no supervision. Ideal for mature individual. Familiarity with Windows helpful.

Future Force
528-8454

COLLEGE STUDENTS & HOMEMAKERS...
• Assignments in Livonia

We need high production data entry operators to work 20 hours per week for morning, afternoon or evenings. These assignments could lead into 20 hour per week permanent positions.

Call Diane or Maureen for an appointment.

Livonia 522-4020
29125 Buckingham
Suite 4

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

COMMERCIAL INSURANCE
Manager for small department in an independent agency. Multiple company experience required.
971-1000 or eves. 429-9222

504 Help Wanted Office-Clerical

CLERICAL
Fast-paced, non-smoking Livonia distributor seeks a full-time, flexible & ambitious individual. Duties include: Word Processing, typing, filing & various other tasks. Send resume:
Box 750
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL- An established fastener distributor seeks an experienced clerical help. Major responsibilities include: phone, reception, typing, filing, clerical. Computer/word processing skills required. Competitive salary & benefits package. Contribution please rush resume to:
Fastener House, 1267 Richfield Ct., Livonia, MI. 48150.

CLERICAL
Our client with locations nationwide has an opening with their corporate headquarters. Due to expansion, this fast paced office seek efficient, organized secretary/ receptionists as well in Macomb County.
Call for appointment today

FUTURE FORCE
528-8454

DATA ENTRY
Full/part time. Experienced, detail-oriented person is needed for varied office duties. Accurate typing. Benefits include partially paid health insurance for full time employee. Apply in person: Mon thru Fri 2:00 p.m. - 5:00 p.m. at Ramchargers, 36334 Plymouth Rd., Livonia.

DATA ENTRY
Highest pay for attention to detail for alpha and numeric input with national service firm.
Call Darlene 799-3948
Uniforce Temporary Services

DATA ENTRY, MATURE person needed to do filing, typing & general office work. Please apply in person: 1647 Inkster Road, in Garden City.
Excellent earnings

SECRETARY
Openings for experienced word processors. Candidates with Word Perfect or MS Word for Windows a plus. Long and short term opening.
Call Shana 473-2931
Uniforce Temporary Services

EXECUTIVE
FINANCIAL SECRETARY
Immediate full time opening for an Executive Secretary for the Client