EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL ASSISTANT - Seeking full time experienced Dental Assistant to join our highly motivated team. Please call: 313-348-3100

DENTAL ASSISTANT
Livonia dentist with varied practice. Full time position, experience preferred. Call Phyllis at: 464-4497

DENTAL ASSISTANT- part of full time position available for dynamic individual experienced in 4 handed chairside assisting. Certification in radiology & fabrication of temporaries are necessary. Dearborn office offering generous compensation for success oriented person. 581-5844

DENTAL ASSISTANT
Dr. Banda is looking for an additional assistant to complement an organized, highly personalize team in an OSHA compliant office. Experience and expanded duties preferred but personality, attitude and commitment count first.
Please call Tayna at 647-5434

DENTAL ASSISTANT
some experience necessary, for busy Rochester practice. 852-2266

DENTAL ASSISTANT
About 20 hrs. in a warm, cheerful, growing Royal Oak practice. Will train. 541-1388

DENTAL ASSISTANT
Experienced individual for full time position in Bloomfield practice. No evenings, no Saturdays. 642-0400

DENTAL ASSISTANT - Seeking experienced with enthusiastic personality for a professional dental practice in Farmington Hills. 553-3553

DENTAL ASSISTANT
Full time position available for experienced assistant. Excellent salary & benefits for enthusiastic, motivated team player. Call Carol. 626-7100

DENTAL ASSISTANT
Livonia Area
★ Experienced full time, challenging position. Excellent pay for the right professional.
Call Mary 473-2000

DENTAL ASSISTANT
Dental specialty office in Southfield is searching for a bright, energetic Dental Assistant. We offer a good salary & fringe benefit package for the right person. Shirley 352-4553

DENTAL BUSINESS ASSISTANT for busy Southfield practice. Mature person. Business & clinic experience essential. Some typing. 559-7227

DENTAL Front Desk Team Leader. Rare opportunity for career-minded professional. Our quality oriented practice has an opening for a team leader in our business front desk position. This state-of-the-art, progressive office seeks an enthusiastic, confident, people-person interested in a challenging, full time position. The right applicant will lead a dental team in productive and service oriented dentistry. Full benefits. Call and ask for Cheryl. 261-9696

DENTAL HYGENIST - Part time including two Saturdays/month. Plymouth office. 454-1070

DENTAL ASSISTANT
Busy W. Dearborn practice needs full time chair-side assistant. Enthusiasm as important as clinical skills. Great patients, staff & doctors.
Please call: 563-2610

DENTAL BUSINESS ASSISTANT - Full time. Do you have excellent communication skills over the telephone & in person? Are you enthusiastic, caring & dependable? If you have experience and you like working in an office that appreciates staff, please call, 427-7553

DENTAL HYGIENIST
Thurs. evenings, every other Sat. Southfield office. Excellent pay. 355-9800

DENTAL HYGIENIST - looking for friendly hygienist to job share long term, Mon. & Tues. Super working conditions with excellent pay, no evens. Plymouth/Canton. 459-1110

DENTAL HYGIENIST
Part-time for caring, prevention-oriented family practice in Canton. Call Laura: 455-2510

DENTAL HYGIENISTS ASSISTANTS
We need your expertise now. Come interview with the best-RDH Health Services! Earn extra money while working at great offices. No fee. 524-1963

DENTAL HYGIENIST
For friendly two-doctor office in the Garden City/Westland area. Full-time, Mon.-Thurs., 2 Sats./mo. Benefits. Must be people-oriented & experienced with periodontal care. 425-9130

DENTAL LABORATORY seeking an aggressive marketing rep. Telecommunication & computer experience is a plus. Dental knowledge is a must. Excellent wage & benefits. Call Jim or Ed at: 525-4330

DENTAL OFFICE ADMINISTRATOR
Caring Farmington Hills office. Experience, friendly, takes initiative. Insurance, billing and receptionist duties. Computerized. Full time with benefits. Please call 553-3100

DENTAL OFFICE looking for full time front desk person. We need a mature, pleasant personality to help make our team work. No dental experience needed, just an interest in hard work, handling people & learning our computer system. Berkley/Royal Oak area. 398-5545

DENTAL RECEPTIONIST
Are you enthusiastic? Are you warm? Do you place people's needs first? These are qualities our Royal Oak area dental office is looking for. Dental experience is a must with typing and computer skills a great help. If you would like to be a part of our team and be willing to make a strong commitment, we welcome your response. Excellent salary and benefits are available.
PO Box 725241
Berkley, MI 48072-5241

DENTAL RECEPTIONIST/Assistant needed part-time for a busy Royal Oak office. Experience preferred. Mon. & Wed. evenings, Fri. & Sat. 548-4085

DENTAL/ORAL Surgery Assistant needed for busy oral surgery office in Livonia. Experience preferred. Saturday AM required. 525-5720

DENTAL RECEPTIONIST/INSURANCE BILLER - Experienced, part or full time. Send resume to: 19959 Van Dyke, Detroit, MI 48234

DENTAL RECEPTIONIST
Our professional caring dental practice is looking for detail oriented, experienced, enthusiastic people person to be a team player. 474-0224

DENTAL RECEPTIONIST- Part time help for dental office. Accounts Receivable experience. Flexible hours. Ask for Heather, 728-5800

DENTAL RECEPTIONIST
2 doctor practice in Westland seeks experienced, enthusiastic person. Full-time position. 425-9130

DENTAL RECEPTIONIST - Personable former chairside assistant with complete knowledge of front desk duties. Part time. 382-0710

DENTAL STAFFING Company needs Hygienists, Assistants and Receptionists to fill many positions. Take a day or take a week. It's your choice when you work with us! EOE.
Eastside 558-5533
Westside 477-5777

DENTAL TECHNICIAN
Seeking C & B Waxer and Finisher. Minimum 3-5 yrs. experience. Excellent wage & benefits. Westside. Call Jim or Ed: 525-4330

DENTIST needed to lease, operate or buy a dental clinic in Dearborn Mich. Gross income about ½ million dollars per year. Very busy office, patients waiting for service. Please call Dr. M. Hijazi immediately. We don't want to lose patients. 582-8222 leave message, 582-1448

DETROIT BIO-MEDICAL LAB, a CAP accredited lab, has an opening for Microbiology Section Leader. Part time position with flexible afternoon or evening hours. Position requires B.S., MT (ASCP) or equivalent. Current knowledge of microbiology/parasitology procedures & methods preferred. Recent experience working with CLIA 1988 & CAP proficiency surveys required. 10 Mile & Grand River area. 471-4111

DIETARY AIDES
WEEKENDS ONLY
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

DIETARY COOK
Volume home style cooking
Join a caring food service staff that excels. Full time position. Experience in banquet type cooking techniques. Benefits. Salary based on experience and qualifications. Apply in person: 9 AM. - 4 PM., Mon. - Fri., Westland Convalescent Center, 36137 W. Warren, Westland.

DIETICIAN part time for weight management clinic in Troy. Registered & experienced in weight control preferred. 362-1111

EKG TECH
Challenging opportunity exists for an individual interested in part-time position on the afternoon and midnight shifts.
Position will involve performing EKG & Holter recordings and other related duties.
Qualified candidates must possess a High School diploma or equivalent, sufficient previous related experience is required.
If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City, MI 48135
(313) 458-3400

FILE CLERK/GENERAL OFFICE
For medical office. Some travel required. Full time. $5.00 an hour. 427-1660

FRONT DESK receptionist needed full time for busy Birmingham ophthalmologist office. Computer experience helpful. Carol, 644-8060

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

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
Immediate openings for local cases. All shifts available. We offer diversity and flexibility. Experience on CNA certification required. Call:
VISITING CARE
344-0234

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

HOUSEKEEPING
Laundry Supervisor
Full-time position is available for energetic, experienced individual to supervise Housekeeping/Laundry Department. Prior experience in health care is a must. Excellent salary and fringe benefits. For immediate consideration, call M. Morosy, (313) 697-8051
An Equal Opportunity Employer

LIVE-IN
Weekly pay. Immediate positions in Canton, Dearborn Heights, Farmington Hills, Plymouth, Rochester, Sterling Heights, West Bloomfield.
CALL EXCELLACARE SERVICES
(313) 478-9091

LOOKING for a caring, responsible & people oriented person to assist in Birmingham office. Part-time. Non-smoker. Will train. 642-3336

LPN OR RN
for Birmingham Pediatrician's office PART time. Please send resume to: KEB, 503 Pierce, Birmingham, MI 48009 or call Jan or Diane. 645-1740

LPN OR RN/PART TIME
For busy allergy practice, Mon. - Sat., no evenings. Competitive salary and benefit package. Please submit resume to: BAC Corporation. 18161 W. 13 Mile, Southfield, MI., 48076. Office Manager.

LPN/RN - experienced & willing to work 35 hours per wk. including 2 Saturdays per mo. for medical practice in Birmingham. GYN/Infertility experience helpful. Must be independent & self motivating. Excellent benefits & hours. Call 9am-4pm, Mon.-Fri., 313 647-5565

MEDICAL ASSISTANT
Front office person for full/part-time. Experience in phlebotomy helpful. Call Barbara, 1-4pm, Mon.-Fri. at: 737-7005

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

MEDICAL ASSISTANT
Part time. Active dermatology practice seeks a self motivated, energetic person. Call Kelly. 646-9597

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

MEDICAL ASSISTANT
Part time. Experienced only. Family practice. Garden City area.
Send resume to: P.O. Box 253, Garden City, MI 48135

LPN/RN Pediatric Nurses
Private Duty. Westland locations. Full or part time, afternoon shift.
Call Friends Who Care
(313) 352-5340

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

MEDICAL ASSISTANT
Needed for busy Livonia Urologist. Must have experience and be reliable. Call Gail 474-0555

MEDICAL ASSISTANT/LPN
Enthusiastic, outgoing person for busy dermatology office in Southfield. 353-6884

MEDICAL ASSISTANT needed to make house calls with physician. Excellent driving skills & blood drawing ability a must. 569-2000

MEDICAL ASSISTANT
Looking for top-of-the-line assistant for active medical/podiatry practice. Starting salary $7.25 per hr. & higher depending on experience. Full or part-time. Livonia & Novi areas. Call 478-4630

MEDICAL ASSISTANT
Experienced. Flex hours. Busy surgical Farmington Office. Benefits.
Send resume to Box 778
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANT
We have immediate openings. 2 yrs. experience required. Excellent working conditions. Career opportunities. Competitive salary based on experience. Call Martha.
TEMPRO-MEDICAL. 443-5594

MEDICAL ASSISTANTS - Physician offices in Livonia, Southfield & Troy. $8-$10 per hour full time. Must have 1-2 years medical office experience.
Contact: Diane Detter 932-1170
Harper Associates.29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER, experienced for OB-GYN office in Farmington Hills. 2-3 days per week. M B S knowledge helpful. 626-0971

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

MEDICAL BILLERS
Many new openings for physician office billers (cardiology, family practice, internist, oncology, & ophthalmology practices). Need Medic, SDM or diversified expertise. DME/IV infusion billers with a variety of corporate office locations. Terrific salary packages, great benefits!
Send resume or call for details.
Diane Detter: 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER
Third party billing-major carriers with an automated input system. Minimum 1 year medical & computer experience required. HCFA 1500 or UB82/92 experience helpful.

- Full-time Mon.-Fri. days.
- Benefits package/paid parking.
- Hourly rate based on experience.

Apply or send resume to:
Pro Therapy of America
355 S. Woodward, Ste. 2-N
Birmingham, MI. 48009
(Phone 646-1150)

MEDICAL INSURANCE BILLER/RECEPTIONIST for busy Rochester Hills medical supply company. Complete benefit package. Qualified candidates send resume to: Wright & Filippis, 2845 Crooks Rd, Rochester Hills, 48309, Attn. CSR Position.

MEDICAL OFFICE ASSISTANT
Experienced for podiatry practice in Hamtramck. Pleasant outgoing personality required. Send resume and cover letter to: 34020 W. 7 Mile Rd., Ste. 105, Livonia, MI 48152.

MEDICAL RECEPTIONIST
Part-time, experience necessary. Ask for Andrea 937-8123

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

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

MEDICAL Receptionist, part-time, Southfield OB/GYN office. Billing, typing, filing, transcription. Medical background. Debbie 353-8910

MEDICAL RECEPTIONIST
full time for busy family practice in Farmington. Billing experience a plus. Call Karen at 476-5577

MEDICAL RECEPTIONIST/TYPIST
Experienced, must know insurance. Computer billing helpful. Birmingham, full or part time, immediate opening. Call after 7pm: 681-2248

MEDICAL RECEPTIONIST - Computerized office has opening for experienced, full time, check in & out Receptionist. Competitive salary with benefits. Great office. Good location. Call MedMatch 851-0652

MEDICAL TECHNOLOGIST
Part time, ASCP certified, busy pediatric office. Friday 9am-6pm, and one Saturday per month.
Call, 477-0100 ask for the Lab

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

NUCLEAR MED TECH
contingent needed from Feb. thru April for cardiologist office in Detroit area. SPECT experience required 875-2220

NUCLEAR MED TECH
Part time to share schedule at Farmington Hills radiology office. Flexible hours, excellent benefits with pleasant surroundings. Call for appointment 855-4700

Nursing

ASSISTANT DIRECTOR OF NURSING

Charter House of Novi, a progressive, long term care facility affiliated with Providence Hospital, seeks an Assistant Director of Nursing.

This hands-on key position in our team environment encompasses several primary areas of responsibility. In addition to being a Clinical Resource, the ADON will be responsible for infection Control, Restorative Nursing, and QA.

This is an excellent opportunity for a highly motivated Michigan licensed RN who seeks challenge & growth. Prior long term care experience required. Previous experience as an ADON is highly desirable.

We are an organization committed to providing Quality Care in a team oriented environment.

For immediate consideration, call our staffing coordinator at: 313-477-2000 or submit your resume in confidence to: GS/ADON, Charter House of Novi, 24500 Meadowbrook Road, Novi MI 48375. EOE.

OFFICE MANAGER-Medical experience necessary. Fast-paced, private practice in Rochester Hills needs individual to assist and oversee front office. Must be computer literate, familiar with Word Processing & billing. Bookkeeping skills to include cost control a plus. Good communication to include correspondence & good people skills necessary.
Call 953-2000
Voice Mail # 7107

OPHTHALMIC PHOTOGRAPHER
Multi physician ophthamology specialty group is currently seeking applicants for the position of Ophthalmic Photographer. Must be knowledgeable in obtaining color photos, angiograms and darkroom processing. Submit resume to:
BOX 798,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NURSE AIDES/DIETARY AIDES needed for home for the aged. Farmington Hills Inn, 30350 W 12 Mile, Farmington Hills, 851-9640

NURSES AIDE - (Weekends). Caring, certified Nurses Aide needed to care for stroke patient in Clawson. Fri 5pm thru Sun 5pm Call Sue, 264-5718 or Jan after 7pm 729-1433

NURSING ASSISTANTS
Become a part of our team specializing in rehabilitation for traumatically brain injured adults. Earn up to $6.20 per hour within six months, with benefits. Full and part-time positions available in Romulus.
For further information, call:
Cathy Blevins at 313-941-1142
TDD Users call 1-800-649-3777
An Equal Opportunity Employer

NURSING DIRECTOR
40 bed inpatient sub and post-acute rehabilitation facility specializing in TBI, SCI, CVA and Orthopedics near I-94 & 275 needs team-oriented R.N. (Rehab certification preferred). Newly designed structure emphasizes team work, training, family participation, and strong relationships with referring physicians and insurers, second only to patient care. We offer an excellent salary and a comprehensive benefits package. FAX resume to 313-941-7522 or send to Special Tree Rehabilitation System, Human Resources, 39000 Chase Road, Romulus, MI 48174. TDD users call1-800-649-3777
An Equal Opportunity Employer

OFFICE ASSISTANT-For doctor with Plymouth & Detroit offices. Basic office skills, will train specifics. Part time with flexible hrs. 455-0770

OPHTHALMIC ASSISTANT/TECHNICIAN. Full time. Medical experience required. Troy & Farmington offices. 649-3535

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
1-800-258-0710

PHLEBOTOMIST
National Health Laboratories Incorporated, a leader in the clinical laboratory industry is in search of an experienced Phlebotomist to work part-time, early mornings in the Westland area. Successful candidates will have a minimum of 2 years Phlebotomy experience, be reliable, able to work independently & must have dependable transportation. Qualified applicants, please apply in person to: NATIONAL HEALTH LABORATORIES INC., 4811 Venoy Road, Wayne, MI 48184.
Equal Opportunity Employer
M/F/D/V

PHYSICAL THERAPIST
We have a full time opening at our Livonia out-patient clinics.

- Mon. thru Fri.
- Competitive salary
- Excellent benefit package

If interested please call or send resume to:
Whitton, Boutros & Associates
Human Resources Dept.
900 Auburn Ave.
Pontiac, MI., 48342
313-333-3335

PROSTHETIC TECH
Full-time for Redford office. Minimum 1 yr. experience preferred.
Call: 538-8500

RADIOLOGY OPENINGS
Metro Medical Group, a division of Health Alliance Plan, has immediate full & part-time openings in our Radiology Department.
We have part-time openings for a Radiologic Technologist, a Darkroom Technician and an Ultrasound Technician. We also have a full time opening for a Radiologic Technologist.
All applicants for the Radiologic Technologist and Ultrasound Technician must be certified. Mammography experience is preferred for the Radiologic Technologist opening.
All interested applicants please send resumes to:
METRO MEDICAL GROUP
Human Resources Dept.
1800 Tuxedo
Detroit, MI. 48206
EOE/AA

RECEPTIONIST/Bookkeeper/Insurance Biller for medical office. Experienced. 30 hours per week. Resumes to: Box 728
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST- Westland Neurologist looking for computer experienced medical biller/receptionist. Rotina System experience a plus. Please send resume & handwritten cover letter to: Receptionist, 7357 Kingsbridge Rd, Canton, MI 48187

RECEPTIONIST for chiropractic office in Canton. Part time, Tues., Thurs., Sat., 8-2. Ability to be flexible for additional hrs. 451-1225

REGISTERATIONS/DISCHARGE CLERK
Part time positions are available at a hospital health care center. Insurance and hospital physician billing. Experience required. M.B.S. experience preferred. Excellent salary and benefit package offered. Interested applicants should send a resume to:
ST. MARY
FAMILY MEDICAL CENTER
19335 Merriman Rd.
Livonia, MI., 48152
An Equal Opportunity Employer

RN - experienced, to do part time medical record review. QA/UR and/or teaching background preferred. Send resume to: 565 E. Larned, Detroit, MI 48226

RN/LPN
★ FULL & PART TIME needed for Marywood Nursing Care Center, 36975 W. 5 Mile, Livonia. Apply in person.

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

R.N. part-time for Farmington Hills Allergy Office. Non-smoker. Send resume to: P.O. Box 3102
Farmington Hills, MI. 48333

SECRETARY
Troy home care firm seeks a qualified candidate to work in a pleasant smoke-free environment. Must be an experienced WordPerfect user and possess excellent organizing and telephone skills. The salary range for this position is $8-$9 per hour plus a full benefits package including 401K. Send resume and salary history to:
Office Manager
Pediatric Special Care
755 W. Big Beaver, Suite 410
Troy, MI 48084

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

THERAPIST full time, days and evenings, for out-patient, mental health/substance abuse agency. Experienced in MH/SA counseling for adults and adolescents. MSW/CSW or MA/LLP required. Cases provided, percentage compensation.
Resume to:
B. MATLAS, 25050 W. Outer Dr., Lincoln Park, MI., 48146.

RN's • LPN's
VISITING CARE, the experts who bring excellence in healthcare home, needs experienced, dedicated pediatric nurses for weekend shifts STAT! If you would like to make a difference, working 1:1 with challenging situations, call us today! 344-0234

SURGICAL TECHNICIAN
Full-time position available for an experienced Surgical Technician to assist in a variety of surgical cases.
Candidates must have 1 year acute care Surgical Technician experience beyond completion of the advanced program of operating room technology. Certification preferred.
Please apply Mon. thru Thurs., 8 am to 12 noon.
PROVIDENCE
Hospital and Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

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

Flint Ink Corporation
the industry's largest American-owned printing ink manufacturer with headquarters located near Schoolcraft (I-96) and Telegraph Roads has the following opportunities available at their Redford location:

ACCOUNTS RECEIVABLE CLERK
2-3 years experience in accounts receivable or collections. Knowledge of WordPerfect and Lotus 1-2-3. Accounting or Associate's Degree a plus. Good communication skills. Send resume to address listed below.

PERMANENT PART-TIME CLERICAL
Noon to 5 p.m.
Responsibilities include switchboard relief, outgoing mail, and miscellaneous clerical activities. Applicants for this position may call 458-7500 ext. 10 and application will be mailed or pick-up application at branch office:
FLINT INK CORPORATION
Attn: Human Resources Dept.
33105 Schoolcraft
Livonia, MI 48150-1604
Equal Opportunity Employer

Tomorrow's Opportunities Begin With Todays.
TODAYS TEMPORARY is now hiring professional people for immediate openings. If you have work experience in the following areas, please call *TODAY!*

- clerks with good math skills
- clerks with accounts payable/receivable experience
- professionals with an accounting background

We have jobs in the Downtown and Livonia areas, we need you!

TODAYS
TEMPORARY
393-1890

Established company in western suburb with excellent compensation and benefits seeks Accounts Payable Clerk with minimum 2 years experience. Responsibilities include month end close, dealing with a high volume of transactions and responding to customer/vendor inquiries. Very secure position with strong advancement opportunities.
ROBERT HALF
INTERNATIONAL INC.
201 West Big Beaver Road
Suite 310
Troy, MI 48084
Phone #(313) 524-3100
Fax #(313) 524-3115

ACCOUNTING ASSISTANT
A Japanese trading company located in Southfield has an opening in its accounting dept. The qualified candidate must have a minimum of 2 years accounts payable, accounts receivable & general ledger experience & 2 years computerized accounting experience - J.D.Edwards preferred. Must be proficient on Lotus 1-2-3. Require quick & accurate typing: minimum 60-70 wpm with good communications skills. An Associates Degree in Accounting preferred.
We offer a competitive salary & benefits package. For consideration, send resume & salary requirements to: 3000 Town Center, Ste 2645, Southfield, MI, 48075, attention: Accountant.

ACCOUNTING CLERK
Part time opening in Novi for non-smoking accounting clerk with data entry, calculator and typing skills. Varied duties. Mornings, Monday-Friday. Call 349-9300

ACCOUNTING CLERK/ADMINISTRATIVE ASSISTANT
Part time position available for person with experience in computer data entry, light bookkeeping and word processing. Flexible hours. Please call, 649-1515 or FAX resume to, 649-1735

ACCOUNTING POSITIONS
Livonia based air freight company has 2 positions available. Full time Administrative Assistant/Accounting & Part-time Collection Clerk. Both positions require self-motivating individual w/excellent data processing abilities & good communication/organizational skills. For immediate consideration, send resume & salary requirements to: Box 758,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING
Want a Permanent Job?
Try Temp-to-Perm
We have several TEMP openings that could lead to permanent:
Accounts Payable Clerk in Dexter (perm salary to $18,000)
Bookkeeper in Bloomfield Hills (perm salary to $30,000)
Bookkeeper, in Clinton Twp. (perm salary to $22,000)
Receptionist/Secretary-Bimfld. Hills (perm salary to $18,000)
Other temp openings available now: Bookkeeper, Open Systems experience, Troy
Data Entry Clerk, Detroit.
New positions coming in daily
Your ONLY investment is your time
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS PAYABLE/Payroll Clerk, full time. Immediate opening. Experience necessary. Fast paced office. Resumes only to: Metro 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: Office Manager, 15101 Cleat, Plymouth, MI 48170

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 familiarity with PC's and a strong attention to detail. Fluency in Italian is a plus. 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/Bookkeeper. Office & data entry experience helpful, not necessary. Southfield area. Call Laura 827-7740

ADMINISTRATIVE ASSISTANT
Entry-level, 60wpm minimum, strong writing & computer skills. WordPerfect 5.1 knowledge. Full time. Send resume to: N. Schiller, 100 Farnsworth, Detroit, MI 48202

ACCOUNTS PAYABLE CLERK
For engineering firm. Minimum 1 year experience required. Responsibilities include processing vendor invoices and maintaining vendor files. Must have computer accouting - preferrably MAS90 and spreadsheet familiarity. Full benefits. Send resume to:
Dynalogic Engineering
3285 Martin, Suite 108
Walled Lake, MI 48390

ACCOUNTS PAYABLE
Livonia area, minimum 5 years Accounting experience. Must have knowledge of Computerized Accounts Payable. Typing required. Candidate must be self motivated and have affinity for numbers. Job responsibilities included: Accounts Payable as well as other Accounting/General Office functions. Send resume and salary requirments to:
Box 772
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Administrative

S.E. MI hi tech automotive supplier seeking self motivated, organized, team player with excellent communication skills to assist executives in marketing and interface with customers. Answer phones and greet visitors in our new tech center. Strong PC skills necessary; desk top publishing experience a plus. Minimum 3 years strong administrative support.

Submit resume with salary requirements to:

HUMAN RESOURCE DIRECTOR
P.O. BOX 97
WAYNE, MI. 48184

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
26588 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
General office with accounting/phone/data entry duties. Some accounting and computer background required. Plymouth area. Long term.
ARBOR TEMPS 459-1166

ACCOUNTS PAYABLE CLERK
needed for established residential Builder/Developer. Computer experience preferred, not required.
Send resume to:
Box 766
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK
For data entry. PART TIME ONLY. Computer skills, accounting background helpful. Resumes to: Box 784,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADIA NEEDS 40
CUSTOMER SERVICE REPS
No experience needed. Good phone manners. Plymouth area. Long term. Day & evenings. Call 525-0330

ADMINISTRATIVE ASSISTANT TO DEVELOPMENT/CONSTRUCTION EXECUTIVE
Proficient in Lotus, Graphics & WordPerfect. Positive, professional attitude & office skills a must. Development/Construction experience helpful, but not necessary. Livonia/Novi location.
Send resume to:
ADMIN, 2855 Coolidge Hwy.
Ste. 102, Troy, MI. 48084

ADMINISTRATIVE ASSISTANT - SALES
Must be likeable, bright, responsible. Awesome environment, opportunity. Send resume to Box 736
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Rapidly expanding wholesale baking company seeking highly motivated individual, neat in appearance with organizational, math & accuracy skills, phone etiquette & familiar with computers, eager to handle a variety of office duties. Fax resume to: 827-7505 or submit to: Administrative Assistant, 19785 W. 12 Mile Rd., Box 537, Southfield MI 48076

ADMINISTRATIVE ASSISTANT
Birmingham area business is seeking an experienced Secretary/Administrative Assistant to handle a variety of office and customer service duties. Must be mature, computer literate, versatile, and customer service oriented. Three person non-smoking office.
Send resume and salary requirements in confidence to:
Mrs. Glass
29992 Northwestern, Ste. C
Farmington Hills, MI 48334

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

Administrative Asst./Receptionist
Part time. Professional communication skills & ability to work independently. Must have office & wordprocessing experience. Responsibilities include general office & various projects relating to investment management company. $7-$9 per hour. Call 356-3232

ADMINISTRATIVE SECRETARY
Major company seeks secretary/receptionist with WordPerfect. Must have excellent front desk personality and great Fortune 500 clients.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT
TO $24,000
Immediate opening in stable firm for person with Lotus, MS Word for Windows & Dbase. Generous salary & benefits.
PERSONNEL SYSTEMS
459-1166

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

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

ADVANCE HERE
$18,000
FEE PAID
BY COMPANY
Do you have office experience? Would you like to step up to a Secretarial position with full benefits. Then call 644-4600 immediately.
SNELLING PERSONNEL SERVICES

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

ALL I WANT FOR CHRISTMAS
Secretaries - Receptionists needed to work assignments using:

- WordPerfect
- Lotus
- MicrosoftWord for Windows

Call now for an appointment
EMPLOYERS TEMPORARY
353-7050

All positions $18-$35k
Entry Level/Office

- Customer Relations
- Sales Representatives
- Manager Trainees

Rapidly growing national company has openings for outgoing, articulate individuals who enjoy inbound phone work. Base pay + Excellent incentive/bonus program. Must be competitive and willing to strive to meet individual and team goals, for all positions. Will train, call 358-0260, ext 381

AUTO BILLER
Dodge dealer looking for experienced car biller. Good benefits, 5 day work week. Call Cheryl for appointment. 474-6750
TOWN & COUNTRY DODGE, INC.
31015 Grand River at 9 mile
Farmington

ADMINISTRATIVE ASSISTANT
A leading supplier of computer systems seeks a highly motivated individual to work in our fast paced administrative services area. Responsibilities include typing, 70-80 w.p.m. (WordPerfect 5.1), strong verbal & written communication skills and strong organizational and follow up abilities essential. A minimum of 2-3 years secretarial experience required. We offer a highly competitive salary and exceptional benefit package. Qualified candidates should submit resume to: 3PM/McKesson, 30881 Schoolcraft Rd., Livonia, MI 48150.
EOE, M/F/V/D

ALL SECRETARIES WORD PROCESSORS TO $10/HR.

- WordPerfect • MS Word
- Excel • Lotus • D-Base

ARBOR TEMPS 459-1166

APARTMENT SEARCH
Novi, part-time marketing associate (receptionist) requires highly organized, enthusiastic, articulate and ambitious person. Word processing and excellent phone skills a must. Great hours for students. Call Karen between 9am & 4pm 313-348-0540
An Equal Opportunity Employer

APPLY TODAY

- Data Entry
- WordPerfect
- Lotus 1-2-3
- Switchboard
- Microsoft Word

ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

AUTO BILLER
Farmington dealer in need of experienced new/used car biller. Excellent benefit package available. Apply in prson Bob Sax Motor Mall, 35200 Grand River, Farmington Hills.

Birmingham/Southfield Troy/Farmington Hills Ferndale/Madison Heights
Over 15 full time FILE CLERK and RECEPTIONIST positions available. If you've applied at other temporary firms, you will see why we are different! We have been the fastest growing temporary help firm several years running! This is due to our EVAULATION-HIRE program. Call us and let us show you how you can start a new career now. There is never a fee at anytime.
Troy 643-8590 Farmington Hills 474-5000
EXPRESS
Personnel Services

BLOOMFIELD HILLS BANK is seeking a professional, detail-oriented individual for a part-time position as Secretary/Office Assistant. Knowledge of WordPerfect 5.0 & Lotus required. Commercial real estate and/or banking experience a plus. Send resume w/salary requirements:
Human Resources
The Bank of Bloomfield Hills
505 N. Woodward
Suite 1300
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

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, etc.), while allowing control over your time & space, than join our energetic group of dynamic entrepreneurs. Must be enthusiastic, have good people skills & capable of creative and independant thought. Prefer 70 wpm, computer literate & excellent grammar & written skills. $20,000 + per yr. Call Ed Williams,
(313) 455-6130, Canton

BOOKKEEPER/BENEFITS Coordinator, full time, $21,093 - $25,663, full benefits available. Full charge bookkeeper with Solomon III accounting system software. Send resume to Christine Lind Hage, Director; Rochester Hills Public Library, 500 Olde Towne Road, Rochester, MI 48307-2043.

BOOKKEEPER
Full-Charge, Part-Time
Redford company seeks an experienced Bookkeeper to work Mon., Wed., & Fri. Please send resume to:
19695 Gary Lane
Livonia, MI 48152

BOOKKEEPER
Mon-Fri., 8am-4:30pm. Experience required with accounts payable & receivable, payroll, SSI/SSB benefits & computer accounting program. Call Our Lady of Providence Center, Northville. 453-1300

BOOKKEEPER
Telegraph/12 Mile area. Accounting firm, experienced thru trial balance and financial statements, full-time flexible hours. 258-9220

BOOKKEEPER WANTED, part time, 20 hours/week, experience necessary. Must be detail oriented with working knowledge of Lotus 123. Resumes to: Bookkeeper, Box 2770, Southfield, MI 48037.

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

CAREERS!
Hot to Hire - Call Today
TYPIST: Accurate, detail oriented for invoicing and data entry using your stable experience.

SECRETARY: Variety position using WordPerfect, Lotus with major firm using your 1 year experience.

EXECUTIVE SECRETARIES: Several top positions using your stable experience, WordPerfect, Lotus and ability to work independently on special projects. Construction a plus.

ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 585-2720 Farmington Hills 737-5750

BIRMINGHAM INVESTMENT FIRM looking for responsible individual to work in operations handling incoming and outgoing checks, securities, and new accounts. Experience preferred, but not necessary. People skills a must. If interested, send resume to:
PRUDENTIAL SECURITIES,
% Janice Lines
P.O. Box 1598,
Birmingham, MI 48009

CASH SERVICES MANAGER
LOOKING for qualified individual to work for progessive 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

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

CLERK, part-time. Temporary, Nov.-Feb. Word Processing on Macintosh. Friendly office.
American Journal of Health Promotion: 313-650-9600

BOOKKEEPING CLERK
Accounts Payable/Accounts Receivable. Livonia. Entry level. Some experience necessary. Computerized systems.
FULL BENEFITS
APPLY TO:
ROUSH INDUSTRIES
11888 Market
Livonia, MI 48150
591-1010
FAX 591-4333

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.
Reply to box #876.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CALL TODAY:
DATA ENTRY
SECRETARIES
RECEPTIONISTS
WORD PROCESSORS
IMMEDIATE OPENINGS
TOP PAY • PAID VACATION
SOUTHFIELD - 557-7444
LIVONIA - 261-3830
Interim Personnel
Never a Fee EOE

CLAIMS CLERK - National insurance co. is seeking entry level person. Must have high school diploma. Typing required. We provide excellent salary & benefits package & promotional opportunities. Please send resume & salary requirements to: PO Box 936, Bloomfield, MI, 48302, attention Gisele,
An Equal Opportunity Employer

CLERICAL HELP/PART-TIME
Pleasant office in Westland.
Flexible hours.
Call Mrs. Sandiford 427-7119

CLERICAL
Mature person for full time position. Some experience helpful. Apply in person: Northside Hardware, 2912 S. Wayne Rd., Wayne.

CLERICAL - Orchard Lake company seeking full or part time person. IBM ps/2 is used extensively. Great working conditions. reply to: Mr. Havens, 4196 Orchard Lake Rd., Orchard Lake, MI 48323

CLERICAL, part-time, experienced. General insurance office; filing, phone, typing. Send resume to: P. O. Box 607, Farmington, MI., 48332.

CLERICAL - PART-TIME
Flexible hours. Apply at:
ASL, 24435 Halstead Rd.,
Farmington Hills, MI 48335.

CLERICAL POSITION AVAILABLE
Computer skills necessary.
12-4:30pm, $6 per hour.
Contact Peggy at 647-2999

CLERICAL SUPPORT position for growing CPA firm, knowledge of computers & computerized tax system desirable. Send resume with salary history & requirements to: GAK, 6960 Orchard Lake Rd., Ste. 204, W. Bloomfield 48322

CLERICAL SUPPORT
Position available at downtown Detroit company. Candidates should be hard working, self starters with accurate typing skills (50WPM). Applicants should have previous word processing experience and an excellent phone manner. Compensation includes full benefits. Those interested send salary requirements and resume to:
Clerical Support
P.O. Box 737
Detroit, MI 48231

CLERICAL
To $15,000
Opportunity to join major corporation and handle typing, filing and customer service. Must have excellent analytical ability.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CLERICAL with accounting background. Part time. College students welcome. Monday, Weds. & Fri. Mail resume to: 36963 Amrhein, Livonia MI 48150

CLERKS
FARMINGTON HILLS
Lots of filing, organizing documents, etc. $6.00-$6.50 per hour.
737-1711
TEMPORARY RESOURCES

COLLECTOR - Law firm seeks full time person to handle collections. Typing/computer skills required. Collection experience preferred. Call Lisa at 352-1100

CUSTOMER SERVICE
Full time, long term opportunities with prestigious marketing firm's Fortune 500 client project. 2 shifts. Type 40 wpm. Call Carol 646-6166
Uniforce Temporary Services

CUSTOMER SERVICE
Suburban marketing firm has openings for your communication skills. Flexible hours. Some computer experience a plus. Will train.
Call Cora 473-2933
Uniforce Temporary Services

Customer Service
Needed immediately for large insurance company located in Southfield. Excellent communication skills. Knowledge of computer & keyboarding required.
CONTEMPRA
583-9500 - Madison Hgts
563-5900 - Dearborn

CUSTOMER SERVICE
Need To Fill 10 Positions Immediately!
Job entails answering a high volume of inbound calls & inputting information via computer. Applicants must have at least 1 yr. Telemarketing or Customer Service experience, data entry & excellent communication skills.

FULL-TIME:
Mon.-Fri., 8am-5pm
$7/hr.
Competitive benefit package

PART-TIME:
Mon.-Fri., 11am-3pm
Or 12pm-4pm
$7/hr.

TEMPORARY, FULL-TIME:
Mon.-Fri., 8am-5pm
$6.50/hr.

Qualified applicants should specify position desired and send resume to:
Human Resources
P.O. Box 03518
Highland Park, MI 48203

ATTENTION
★ **DATA PROCESSING**
- Livonia area.
- Day shift, Mon.-Fri.
- $7-8/hr.

442-2255

DATA ENTRY CLERK - Financial planning firm, flexible hrs. Approximately 20/hrs/wk. $5/hr.
Rochester Hills 299-4080

DATA ENTRY/EXPERIENCED
Immediate full time. Specialty health care benefits company in Southfield. Medical/podiatry background preferred. Resume to: Box 760547, Lathrup Village, MI 48076

DATA ENTRY
Full/part time. Experienced, detail-oriented person is needed for varied data entry & general office tasks. Benefits include partially paid health insurance for full time employees. Apply in person: Mon thru Fri 2:00 p.m. - 5:00 p.m. at Ramchargers, 38534 Plymouth Rd. Livonia.

DATA ENTRY
Full/part time. New opportunities with this Western suburb insurance firm. Attention to detail and 8,000 key strokes. Call Dena 473-2932
Uniforce Temporary Services