EMPLOYMENT

502 Help Wanted Dental-Medical

HYGIENE DENTAL ASSISTANT
Our busy Canton Dental Office is searching for a dependable, energetic person who enjoys a challenging career opportunity. Please call Lisa at: 981-5456

JOIN OUR CIRCLE OF CARE!
If you are a Certified Nurse Aide with a genuine desire to make a difference we would like to speak with you about career possibilities in long term care. Plymouth Court offers a competitive salary, generous benefit package and a warm, caring atmosphere.
Join us and make a difference!
Apply in person at:
Plymouth Court
Kathryne Beach
Human Resource Mgr
105 Haggerty Road
Plymouth, MI 48170
An Equal Opportunity Employer

LEGAL SECRETARY - Full time for mid-sized firm in Southfield. Strong WordPerfect and organizational skills. Legal experience needed. Excellent benefits & salary. 358-4490

MEDICAL ASSISTANT
part time, mature, for every busy office in Berkley. Must be experienced & flexible. 543-1545

MEDICAL ASSISTANT NEEDED - Experience required. Full time. Birmingham area. Respond to:
Call 953-2000
Voice Mail ☎ 7131

MEDICAL ASSISTANT
Needed to assist Physician in making house calls. Excellent driving & blood drawing skills required. Must have experience. 569-2000

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

MEDICAL ASSISTANT
Mature. Experienced.
Must have X-ray experience. Excellent benefits. 542-0132

MEDICAL ASSISTANT: Needed for immediate opening in busy Westland office. Clinic skills or background desired. Send resume & cover letter to: 35210 Nankin Blvd. Suite 301 Westland, MI 48185

MEDICAL ASSISTANT
Needed for busy OB/GYN in Southfield. Must be certified, experienced, & personable. Please send resume:
Box 124
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLER/CASHIER
Full time, 5 yrs. experience in all insurances for multi-specialty clinic. Must have good typing & computer skills. Good starting wages & benefits. Send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

MEDICAL BILLER
Part time. Experienced Medical biller needed for busy office. Knowledge of MBS Call 557-2996 or Fax resume to: 557-6323

MEDICAL BILLER
Dearborn medical practice seeks experienced part time biller. Flexible days & hours. Call H R Management, 649-0909

MEDICAL BILLERS
Many physician offices are interviewing candidates between Christmas & New Years for openings in January 1994. If you have medical billing expertise with MBS, Medic or Diversified experience, now is the time to call Diane Dettert DME/IV INFUSION BILLERS for corporate office locations with several expanding companies. Great salaries, incentives, posh offices. Call or send resume to Diane Deller: 932-1170 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL RECEPTIONIST/biller needed part-time. Experience preferred. Farmington Hills area. 474-0040

MEDICAL RECEPTIONIST
Friendly, part-time, Novi. Experience with insurance knowledge. Send resume to: Box 167, 43422 West Oaks Dr., Novi, MI 48377

MEDICAL RECEPTIONIST:
Part-time, Mon, Wed, Fri, & every other Sat. for a Dermatology Office in Bloomfield Hills. Experience preferred. Call 540-9100

MEDICAL RECEPTIONIST
Needed for busy OB/GYN office in Southfield. Must be experienced, very presentable & personable. Please send resume to:
Box 124
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NUCLEAR MEDICINE TECH
Part-time for Bloomfield Hills cardiology office. Top salary.
Call 9am-5pm 338-4177

NURSES
Oakbrook Common, a quality retirement community in Dearborn, currently seeking a Social Worker.

We are seeking full and part-time professional nurses and certified nursing assistants.

Benefit package with full-time positions include medical, dental, life, paid time-off, tuition reimbursement, retirement program and more. Please apply in person this week, Monday thru Friday, from 10 AM - 12 Noon at the Senior Living Building. Please bring copy of license and certification.
OAKBROOK COMMON, Human Resources Dept., 16351 Rotunda Dr., Dearborn, MI., 48120.
(313) 441-0600.
An Equal Opportunity Employer

OAKBROOK COMMON
A subsidiary of Oakwood Health Services

OFFICE MANAGER
Northville Medical office. 2 years related experience. Base to $28,000 plus generous bonus program. Benefits. Take charge personality.
473-7210
STEVEN J. GREENE PERSONNEL

OPHTHALMIC PRACTICE COORDINATOR
Looking for an energetic, flexible individual who has extensive knowledge & experience in Ophthalmic patient care. Will be responsible for coordinating and actively working in patient care and administrative duties for a very busy Ophthalmic Sub-Specialty pratice. Competitive salary & benefits. Box 116
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

OPHTHALMIC TECH
Part time, possibly full time. Canton Twp. area. For further information call, 286-6550

PERIODONTAL PRACTICE
needs mature, experienced hygienist 2½ days per week in Farmington Hills. Call: 553-3050

RADIOLOGICAL TECH
Permanent full time afternoon shift, 3:30pm-12. Must be graduate of AMA approved school. Must be willing to cover some on-call. Send resume to:
Medical Administrator
MIDWEST HEALTH CENTER
5050 Schaefer
Dearborn, MI 48126

NURSING ASSISTANTS
Part time positions for Nursing Assistants are available in a Maternity Center on days and evenings. Past Nursing Assistant experience is required. Certification is preferred. Clerical duties are included in job responsibilities. We offer an excellent salary and benefit package. Applicants may apply in person in the Human Resources Dept.
From 8 AM.-2 PM.,Mon.-Fri.

ST. MARY HOSPITAL
36475 W. 5 Mile
Livonia, MI., 48154
An Equal Opportunity Employer

OPTOMETRIC PRACTICE
in Westland looking for a highly motivated individual. Primary duties will be front desk/reception area. Experience helpful, but not necessary. Full time will include evenings and Saturday. Send resume to:
PO Box 1195
Westland, MI 48185

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

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

RECEPTIONIST
For busy & friendly pediatric office.
EXPERIENCED ONLY
Call Ms. Lester 358-0420

RECEPTIONIST
Wanted for a busy Ophthalmologist's office in Livonia. Requires typing, excellent telephone abilities, compassion and a caring attitude towards people. Experience preferable. Send resume, history and salary to: BOX 110
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/BILLER to $8/hr + benefits. Northville Medical office. Full time. Type 45wpm. Experienced only. 473-7210
STEVEN J. GREENE PERSONNEL

RECEPTIONIST/BILLER
A suburban OB/GYN office is seeking an experienced Receptionist/Biller. Preferred MBS billing system experience and a minimum of two years experience in a OB/GYN office practice. We are offering a competitive salary and benefits package. All those qualified, please apply in person at:
26771 W. Twelve Mile, #109, Southfield, MI., 48304 or call 353-6670.

RN/LPN Pediatric Nurses. Private duty. Royal Oak location. Broviac Catheter & TPN Line experience a must. Call Friends Who Care. (313)352-5340

RN - MANAGER
We are seeking a dynamic RN with strong interpersonal skills to coordinate the activities of a busy OB/GYN department as well as interfacing clinical care of patients in an ambulatory center. We offer an attractive package for the right candidate. All replies confidential. Please send resume to: Box 846
Attn: RN - Manager
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN OR LPN
For Birmingham Pediatricians office. Part-time.
Call Jan or Diane at: 645-1740

RN OR LPN
PEDIATRICS. Monday-Friday, day shift in Pediatrics Department. Peds and ambulatory care experience required.
Send resume, to:
Recruiter/RN
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's/LPN's/HHA's
"Visiting Care", a leading home health agency, is seeking dynamic, experienced professionals to work with a variety of clients in the Metro Detroit area. For more information call us at: 810-344-0234

RN'S • LPN'S • NA'S
Non-stress surpervision. Excellent hourly pay rates with overtime available! Work 4 or 40 hrs. + ...
Scheduling for: OR, ICU, CCU, ER, TELEM, M/S, REHAB, PEDS & HOME CARE. Excellent $$
Nancy A. Kissick, RN's
Professional Nursing Services, Inc.
PHONE NOW!
(810)286-1141

SOCIAL WORKER
Oakbrook Common, a retirement community in Dearborn, is currently seeking a Social Worker.

The position requires a BSW. Preference will be given to candidates with long-term care experience. New graduates or applicants with limited experience will be considered.

We provide competitive compensation and excellent benefits package, including medical, dental, life, paid time-off, tuition reimbursement, retirement program and more. Please send your resume, including salary expectations, to: OAKBROOK COMMON, Human Resources Dept., 16351 Rotunda Dr., Dearborn, MI., 48120. (313) 441-0600.
An Equal Opportunity Employer

OAKBROOK COMMON
A subsidiary of Oakwood Health Services

TECH'S
MEDICAL, NUCLEAR MEDICINE, X-RAY
For Pontiac area. Excellent wages & bonuses, Full or part time.
Health Partners
1-800-969-7723
Fax: 313-340-0218

RN OR LPN
URGENT CARE. Part-time. Evenings Mon.-Fri., and Sat. mornings for Urgent Care at Livonia location. E.R. or Urgent Care experience preferred. Send resume to:
Recruiter/LPN
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's/LPN's
Nurses need to work full/part time. Afternoon & midnight shift. Apply at Charter House of Farmington Hills, 21017 Middlebelt. Or call 476-8300

SCHEDULER
Busy Wayne dental practice needs a full time Appointment Scheduler. Prior dental experience necessary. Good salary & benefits. 728-1700

SUPERVISORS - RN's/LPN's
Needed for afternoon and midnight shift. Apply at Charter House of Farmington Hills, 21017 Middlebelt or call: 476-8300

UTILIZATION REVIEW COORDINATOR
Must have knowledge of various insurance/HMO policies & procedures as well as ICD-9 and CPT-4 coding. Must have ability to process insurance authorization forms and have good communication skills. Min. 3 yrs. UR & data entry experience. Please send all resumes to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

UTILIZATION REVIEW COORDINATOR
Must have knowledge of various insurance/HMO policies & procedures as well as ICD-9 and CPT-4 coding. Must have ability to process insurance authorization forms and have good communication skills. Min. 3 yrs. UR & data entry experience. Please send all resumes to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

X-RAY TECH WANTED
Full or part time. Experience necessary. Busy Northville clinic.
313-349-1900

504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR
Investment counseling firm is accepting applications for the position of Account Administrator. This position will offer secretarial support to a Portfolio Manager. The candidate must have a brokerage or securities industry background. Excellent word processing and figure aptitude skills for this detail oriented position. Please submit a resume to: Personnel Dept. P.O. Box 163 Birmingham MI. 48012-0163

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 — 357-8387
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
General office with accounting/phone/data entry duties. Some accounting and computer background required. Plymouth area. Long term.

ARBOR TEMPS 459-1166

ACCOUNTING
We're recruiting for TEMP assignments to start immediately: some leading to PERMANENT:
- Accountant, Pontiac: Perm, Salary $40K
- Accountant, Downtown, long term
- Cost Accountant, NW Suburbs
- Fullcharge Bookkeeper/ Accountant, Detroit CPA firm, long term
- Bookkeeper to trial balance, Detroit
- Entry level Accountants, Lotus, light experience OK, for long term assignments: Gain valuable experience for your resume.
- Part-time Jr. Accountants or accounting students with good gpa, NE suburbs: Temp-to-perm, and Permanent
- Payroll/personnel, Open systems: Perm salary high $teens.

Our Permanent recruiter places all temp positions, and will help you with your job search, while you temp for us. We offer our temps free counseling:
• resume writing • interviewing skills • job search sources
354-2410
ACCOUNTANTS ONE
agency fee paid

ACCOUNTS COORDINATOR
2 years college accounting courses or high school diploma with 2 years accounting experience minimum. Resume to: Controller, 34000 Plymouth Rd., Livonia, MI 48150. E.O.E.

ACCOUNTS PAYABLE CLERK
A Southeastern Oakland County area machine shop is looking for an Accounts Payable Clerk to work in a busy payables office. This position is part-time, working between 20 and 30 hours per week.

Candidate will be required to match invoices and shippers, file, input data of invoices, open mail, and handle vendor inquiries, etc. Must have a positive attitude and professional appearance.

Send a handwritten letter with resume expressing your interest and qualifications to:
Human Resource Manager
Accounts Payable Dept.
P. O. Box 530298
Livonia, MI., 48153-0298
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
entry level, 2-3 yrs. experience, needed immediately. Organized, detailed, team player. Send resume with salary requirements to: Personnel Dept, 38200 Amrhein, Livonia, MI 48150.

ADMINISTRATIVE CLERK
Entry level position in large property management office located in Canton/Westland area. Candidate must possess professional image, communication skills, organization & typing. Some weekends required. Good starting wage & benefits. Send resume to Box 980
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK. Part time. 14 hrs./wk. to start. Church business office. Livonia area. Some experience necessary. Resumes ONLY: Business Mgr., PO Box 51010, Livonia, MI 48150

ACCOUNTING - Data entry clerk needed for manufacturing company. Full time position includes work with bill of materials, average cost, spreadsheets & word processing. Non smoking office. Send resume to Human Resources, 377 Amelia St., Plymouth, MI 48170, or FAX resume to 313-459-1904

ACCOUNTING/DATA ENTRY
Republic Bancorp Mortgage Inc., one of Michigan's largest residential mortgage lenders, has entry level accounting/data entry positions available at our Farmington Hills location. Candidates must have 10-key & Lotus 1-2-3 proficiency. If you are an energetic, motivated individual who seeks challenging, rewarding opportunities in a growing organization, please send resume & cover letter with salary requirements to:
Human Resources (AcDat)
Republic Bancorp Mortgage Inc.
31155 Northwestern Highway
Farmington Hills, MI., 48334
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Dept. hiring for 5 new openings for major retailer located near Brighton area. Full benefits & advancement available. Please respond to:
Box 134
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACT NOW! 1994 CAREERS!!!
BILLING CLERK: $15,000
1 year CRT experience, good typing & excellent math for order entry and expediting.
RECEPTIONIST: $16,600
Friendly voice needed for Front Desk suburban position. 2 years experience, typing and light word Processing. Call Today!
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-5750
Troy: 585-2720

ADMINISTRATIVE ASSISTANT
For land developer in Plymouth Twp. Must have good memory & communication skills. Knowledge of real estate closings helpful.
FAX resume to: 489-9556

★ ADMINISTRATIVE
EXECUTIVE SECRETARIAL
- Typing + correspondence
- Computer expertise
- Report summaries
- Executive secretary to President
- $20,800 to $24,000
- Excellent benefits

MasterStaff
442-2255

ADMINISTRATIVE ASSISTANT
To oversee operations for unique sign business. Bookkeeping & computer skills, artistic, energetic, good with customers, and well-organized. Call David: 427-4141

ADMINISTRATIVE SECRETARY
Energetic, flexible and self motivated individual With good secretarial skills. Knowledge of Mcintosh computer preferred. Busy health care organization environment. Competitive salary & benefits. Box 114
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
needed for Brighton, non-smoking office, EXCELLENT WordPerfect, Quattro and organizational skills required. Must be able to handle large projects independently. FAX resume and salary requirements to: 810-229-8992 or mail to: PO Box 810 Brighton, MI 48116.

ADMINISTRATIVE ASSISTANT
Opening with a national company in NW suburbs, requires a minimum of 2 yrs WordPerfect travel coordination & shorthand. Excellent telephone & organizational skills required. Competitive hourly rate plus benefits. Resumes to: Box 142
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
For travel management company in Troy. 3-5 years experience with demonstrated ability in WordPerfect, Drawing Gallery & Harvard Graphics, excellent communication skills & the ability to represent our company in a professional manner. Generous compensation & benefits. Please send resume to: IVI Business Travel International, 2690 Crooks Rd., Suite 200, Troy, MI 48084.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ADMINISTRATIVE SECRETARY
All around flexible person with ability to work independently. Self directed individual with excellent oral & written skills. Proficient in typing and word processing. An immediate opportunity. EOE.

Call OFFICETEAM today!
357-8387 Fax358-0941
28588 Northwestern #250
Southfield
524-3100 Fax 524-3115
201 W. Big Beaver #310
Troy

ADMINISTRATIVE ASSISTANT
We have full and part-time immediate opportunities with a major automotive supplier for experienced secretaries to work on long and short term projects.

Qualified candidates will have a minimum of 2 years of word processing/secretarial experience, strong organizational and communication skills and the ability to operate (or the ability to be trained on) Windows, Word For Windows and Excell applications.

We offer an excellent benefit package and competitive compensation. Please call 313-558-7300 or Fax resume with salary history to 313-558-7326

KELLY SERVICES
12200 E. 13 Mile Rd., Ste. 100
Warren, MI 48093
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/RECEPTIONIST for Southfield direct marketing company. Requires typing skills, professional attitude, willingness to get involved where needed. Send resume to: Personnel, 24151 Telegraph, Ste. #290, Southfield, MI., 48034.

ALL SECRETARIES
WORD PROCESSORS
FROM $10/HR.
• WordPerfect • MS Word
• Excel • Lotus • D-Base

ARBOR TEMPS 459-1166

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

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

A New Year Is Dawning
THE STAFF OF
DOROTHY DAY PERSONNEL
Wishes You A Very Happy Holidays and a prosperous New Year.
Start off the new year with one of the following opportunities.
BILLING CLERK - 11-7pm. Detroit Location
CUSTOMER SERVICE - Suburban location - benefits
ORDER DESK/SECRETARY - Detroit location - Type 50
LEGAL SECRETARY - 2 positions, Detroit location
EXECUTIVE SECRETARY - suburbs, shorthand/excellent computers
Dorothy Day Personnel
962-0565 or fax 962-2571

ANNY BLATT USA, INC.
CUSTOMER SERVICE
Dynamic distributor for U.S. & Canada of fashion hand-knitting yarns from France, Italy & the UK looking for Customer Service Representative with good communication & secretarial skills. Computer experience. Knitting knowledge. Benefits. Fax resume with cover letter & salary history to:
Trudy Hartman . . . 810-488-6165

ASSISTANT BOOKKEEPER
Immediate position now open full or *part-time for national retail liquidation store*. Must have 3 to 5 years experience. Bookkeeping and computer knowledge and computer knowledge. Will train. $8.00 To $9.00 per hour. Located three miles from Metro Airport. Call to schedule an interview:
DIANNE MORGAN (313)326-6460

ASSISTANT MANAGER TRAINEE
$1500 MO.
To help manage new office, upbeat, youth-oriented atmosphere. No experience, we train.
For interview call Susie: 647-0710

ATTENTION SECRETARIES!
Long and short term positions available at major companies. Knowledge of computer skills a plus:
Excel
Lotus
WordPerfect
Microsoft Word
Please call or send resume to:
The Employment Connection
391 Airport Industrial Drive
Ypsilanti, MI 48198
313-485-3900

ATTENTION!
50 File Clerks needed.
- Long term assignments
- Must have reliable transportation
- Starting at $5/hr.

Call today!
WOLVERINE STAFFING
Southfield: 358-4270
Troy: 879-9070

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

AUTO SALES ASSISTANT
Ford dealer is looking for a full time assistant to the Sales Department. Good pay plus benefits. Please apply in person only at: TROY FORD, 777 John R. (next to Oakland Mall)

BOOKKEEPER- Experienced, full charge. 10 hrs. weekly, flexible. Accounting software helpful. $8/hr. Resume to: Personnel, 415 S. Lafayette, Royal Oak, MI 48067.

BOOKKEEPER
Experienced Bookkeeper for law firm through trial balance. Must be knowledgable in computerized legal billing systems. Send resume to:
Box 970
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - EXPERIENCED
Resumes should include experience working with books of original entry for cost centers and preparing financial statements, preparing budgets and working with payroll and related taxes. Must be computer literate and prefer experience with computer network. For information and mailing address call Bev: (313)668-2111

BOOKKEEPER - full charge thru trial balance. Must have computer experience. Send resume to: 401 S. Woodward, Suite, 333, Birmingham MI 48009. Or fax 313-433-0615

BOOKKEEPER
Full time position available with an accounting services company. Responsibilities include: bank reconciliations, monthly closings & postings to computerized general ledgers. Experience with WordPerfect, Lotus & Skyline preferred. Please forward resume with cover letter stating your salary requirements to: Personnel Department, 30100 Telegraph, Ste. 403, Bingham Farms, MI 48025.

BOOKKEEPER: Part-time for busy Southfield Law Office. Must have bookkeeping, typing & filing experience. 2-4 days depending on qualifications. Send resume to:
Office Administrator
P.O. Box 215
Southfield, MI. 48037

BOOKKEEPER Part-Time
Redford company needs experienced Full-charge Bookkeeper with computer knowledge for 3-day week. Salary commensurate with experience. To apply, send resume:
19695 Gary Lane
Livonia, MI 48152
Attn: Bookkeeper

CASH DEPARTMENT
Handling cash, accounts receivables, credit card & bad debts. Computer experience & math skills a plus. Corporate headquarters near Brighton area. Full benefits & advancement available. Please respond to:
Box 134
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
Customer Service position in marketing company. Must have excellent phone skills and data entry experience.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CLERICAL - Part time. Must be dependable, efficient & organized & able to work in fast paced environment. Strong phone skills a must. Some computer work. Appointment or dispatch scheduling a plus. Apply at Newton Furniture Inc. 30411 Schoolcraft Rd. Livonia.

CLERICAL SUPPORT CLERK
ITT Commercial Finance Corp., a leader in the commercial lending industry, is seeking an aggressive individual to provide support to our Credit Dept. in the Troy, MI location.
The successful candidate will be self motivated and highly organized. Word Processing skills and experience with documentation (including UCC's) is desired.
In addition to this excellent opportunity, we offer a competitive compensation and benefits package. If you're qualified and interested in the above position, please submit your resume which must include your salary requirement, to:
ITT Commercial Finance Corp.
P.O. Box 1348
Troy, MI 48099
Att: Credit Manager
No phone calls-applicants only please.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

BOOKKEEPER
We have an immediate opening for a take charge shirt sleeve Controller to assume total responsibility for day to day accounting. Must have some human resource background and excellent bookkeeping skills with minimum 5 years experience in a supervisory position with expertise in health care. Please send complete work and salary history to: Box 138
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLAIMS ANALYST
Experience preferred but not required. Duties include claims processing, strong writing, telephone & analytical skills required. Excellent benefits. Troy Area.
Call 953-2000
Voice Mail ☎ 7134

CLERICAL
ADISTRA CORPORATION
has openings for full-time general clericals with a variety of responsibilities, including:
- Order Processing
- Telemarketing
- PC data entry
- Typing (at least 40 WPM)
- Light bookkeeping
- Compile reports

All positions include excellent benefits, including medical, dental, life and 401(K).
Please send resumes with salary requirement to:
ADISTRA CORPORATION
Human Resources
101 Union
Plymouth, MI 48170
An Equal Opportunity Employer

CHURCH SECRETARY
10 hours per week.
Computer skills helpful.
Call 421-5406

ENTRY-LEVEL CLERICAL
Energetic, dependable individuals with entry-level clerical skills needed immediately, Call...
DYNAMIC PEOPLE
464-6500

CLERICAL DIVISION MANAGER
A Large Westside Temporary Help Service Corp. is seeking a Manager for its expanding Clerical Division.
YOU NEED:
- High Energy Level
- Employee Evaluation Skills
- Training Skills
- Knowledge of PC Systems Lotus 1,2,3, WordPerfect 5.1 Paradox, Symphony, Super Calc, Display Rite

WE OFFER:
- Salary Commensurate/experience
- Vacation & Holiday Pay
- Medical Benefits
- Life Insurance
- Bonus's

Please send resume to: Human Resources Mgr., 28000 VanDyke, #103, Warren, MI 48093

CLERICAL
Entry level position in Estimating/Sales/Order Department of Novi manufacturing company. We need a self-motivated individual who has good written & verbal communication skills with knowledge of computer. Typing & word processing experience required. Salary commensurate with experience.
Please send resume to:
Allor Manufacturing
LPK
P.O. Box 647
Novi, Mi. 48376

CLERICAL
Guardian Alarm has opportunities available for candidates with office and excellent communication skills. Computer experience a plus. Must be available for morning, afternoon and weekend shift.

Competitive salary and benefits packages. Please send a resume to:
GUARDIAN ALARM
DEPT. OC-LH
20800 Southfield Rd.,
Southfield, MI 48075
313-423-1000
EOE

CLERICAL
Huntington Banks of Michigan has an immediate opening for a part time Human Resources Clerk in our Troy office. Qualified applicants must have:
- 1-2 years of general office experience
- Knowledge of WordPerfect
- Above average oral and written communication skills

Great opportunity for a student majoring in HR! A smoke-free work environment is enforced and pre-employment drug testing is required. Qualified applicants should forward resumes to:
HUNTINGTON BANKS OF MICHIGAN
801 W. Big Beaver, Ste. 101
Troy, MI 48084
or stop by our Human Resources office to complete an application.
Equal Opportunity Employer
M/F/V/D

CLERICAL OPENINGS
Ferrelgas; a privately owned marketing company and a recognized leader in our industry, has several openings for our customer service center located in Farmington Hills, Michigan.

BATCH/AUDIT CONTROL CLERKS
Full time and part time
Responsibilities include: to audit daily invoices; to prepare customer payments for data entry; and open incoming mail. Candidates must possess 1+ years accouting experience or equivalent coursework; attention to detail; and 10-key by touch, PC experience helpful.

DATA ENTRY ASSISTANTS
Part time
Responsibilities include: entry of daily transaction receipts, posting of payments, and updating customer maintenance. The successful candidate will have 2+ years data entry experience, 40 + wpm typing, 10 key by touch, and PC experience. Math aptitude helpful.

GENERAL CLERK/RECEPTIONIST
Full time
Responsibilities include: to field incoming calls; manage office supply inventory; manage all mail room functions; distribute/send fax transmissions; and assist with computer reports. Candidate must possess superior telephone skills; excellent organizational skills; have 2 + years switchboard experience; PC skills; typing skills; accounting experience; and be a team player.

Day, evening and midnight shifts available. Interested candidates should forward their resume and salary requirements to:
FERRELLGAS
Box FE
One Liberty Plaza
Liberty, MO 64068
EOE/AAP
We encourage applications from minorties, females, veterans, and the disabled.
No Agencies Please

CLERICAL - Part time. Experience necessary. Mon. thru Fri., 1pm to 5pm, in exchange for 1 bedroom suburban apartment with pool, tennis & golf. Call Livonia Trade Center: 261-4887

CLERICAL - Part time to assist in busy mental health outpatient clinic in Rochester. Must have pleasant, outgoing personality, good communication skills for processing patients and patient accounts. Must be experienced in maintaining clinical files & have computer skills. Evening hours Mon.-Thurs. Resume to: Director of Administration, Oakland Family Services, 114 Orchard Lake Rd., Pontiac, MI 48341.
An Equal Opportunity Employer

CLERICAL needed for large Southfield office. Typing & math skills necessary. Call: 353-5800, Ext. 5715

CLERICAL PERSON
Detroit area manufacturer requires person with excellent typing skills & telephone manner. Experience with filing & customer service. Salary commensurate with experience. Mail resume to: PO Box 08098, Detroit, MI 48208.

CLERICAL POSITION
Typing, telephone, filing duties. Full time. Contact Pam Harris. 427-8700

CLERICAL
$7/Hr. to Start
Continued growth has created a high visibility opportunity at our West Bloomfield Corporate Offices.
YOU:
- Enjoy a fast paced environment
- Are detail oriented
- Have superior organizational skills
- Want to learn and grow
- Are conscientious, hard-working and dependable

WE OFFER:
- Benefits package
- *Professional work environment*
- Tuition reimbursement
- Free Health Spa membership
- Complete training

Call today for an immediate interview with Mr. Wagner.
FITNESS USA HEALTH SPAS
737-7200

CLERK - Immediate opening for full time person in Pathway Review Systems, located in Plymouth. Word Processing experience necessary. Interested applicants should contact; Mary Martus, RN. Manager of Client Services at: 313 459-2997

CLERKS
WE NEED YOU NOW!
TODAYS TEMPORARY
649-4455
EOE

CLERK TYPIST
A full time entry level position for a self starting energetic person with personal computer & typewriter skills. You will prepare & type quotes for our estimating staff. Good communication skills a must. $6.50-$7.00/hr. to start. Mail resume to: Mr. Lee, Moeller Mfg. Co., 43938 Plymouth Oaks Blvd., Plymouth MI 48170.

CUSTOMER SERVICE REP
Coolidge Glass Co., Inc., a wholesale distributor of automotive & architectural glass, is seeking a customer service representative at our Troy location. The job includes but is not limited to taking customer orders via phone communication, working with a menu driven computer system & general office work. Applications may be picked up at 1346 Rankin, Troy, Michigan.

CUSTOMER service representative - Full-time. Must be familar with order processing. Word Perfect & Lotus required. Send resume & salary history to:
Box 104
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE REPRESENTATIVE
Become part of one of the fastest growing industries in the 90's...The Cellular Industry! Metro Detroit's largest cellular communications firm is seeking a sharp customer service representative. Enjoy full benefits, paid vacations & holidays, 401K savings plan and a competitive wage.

We're looking for a special individual who can work in a fast paced environment while maintaining a friendly, cool disposition. Must be detail oriented and have good grammar & penmanship. Previous office experience required. Full time position offers an excellent opportunity for a team player.

Send resume/salary requirement to:
Corporate Office Manager
P.O. Box 71043
Madison Heights, MI 48071-0043

CUSTOMER SERVICE
Immediate openings with major financial and manufacturing headquarters. We specialize in assignments suitable to your needs and skills, convenient travel, top pay and benefits.
BIRMINGHAM 646-7661
LIVONIA 473-2931
SOUTHFIELD. 799-3946

NEEDED IMMEDIATELY
DATA ENTRY CLERKS
AM & PM SHIFTS
Seeking individuals with good alpha/numeric skills, 12,000 keystrokes plus, great pay & benefits
CONTEMPRA
583-9500

DATA ENTRY
Clerk for Rochester CPA firm needed for Data Entry, filing, and answering phones. Experience with DACEASY and LYTEC Medical Software, helpful but NOT necessary. For interview call: 652-1310.

DATA ENTRY
Long term assignments for individuals with 8000+ keystrokes. Good phone skills. General clerical ability.
DYNAMIC PEOPLE
464-6500

DATA ENTRY
Multiple opportunities for data entry operators with Lotus/Symphony. Min. 8000+ kph.
Call OFFICETEAM today!
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28588 Northwestern #250
Southfield
524-3100 Fax 524-3115
201 W. Big Beaver #310
Troy

DATA ENTRY
National Health Laboratories offers the freedom to pursue your professional goals in a friendly, state-of-the-art environment. We are currently seeking part time, dependable, detail-oriented individuals for benefitted and non-benefitted data entry positions. A minimum of 1 year experience, and the ability to key 10,000 keystrokes are required. NHL offers a competitive salary and benefits package. For immediate consideration, send resume and salary requirements to:
NATIONAL HEALTH LABORATORIES, INC., 13250 Northend, Oak Park, MI 48237
Equal Opportunity Employer
M/F/D/V

EXECUTIVE ASSISTANT TO VP/GENERAL MANAGER
Must have excellent computer skills, Windows, WordPerfect, typing 75wpm. Associate degree or higher preferred. Send resumes to:
VP/GENERAL MANAGER
YOUNG COUNTRY
306 S. WASHINGTON #500
ROYAL OAK, MI 48067
NO PHONE CALLS PLEASE!
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
To perform various administrative duties; constructing quotes, perform billing & client communications. Send resume with salary history to: Executive Assistant, PO Box 2444, Dearborn, MI 48123-2444

DATA ENTRY
Immediate openings with major financial and manufacturing headquarters. We specialize in assignments suitable to your needs and skills, convenient travel, top pay and benefits
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LIVONIA 473-2931
SOUTHFIELD. 799-3946
Uniforce Temporary Services

DATA ENTRY OPERATOR
SHIPPING/BILLING CLERK
AFTERNOON SHIFT, 3-11:30PM.
Westland area.
Call for appointment.
ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

DATA ENTRY SWITCHBOARD
Part-time. Experienced. Send resume to: Classic Packaging, 9030 General Dr., Plymouth, MI 48170. Att'n. Diane.

DATA PROCESSOR-EXPERIENCED
General office duties to include answering phones. For information and mailing address call Bev at: (313) 668-2111

EXECUTIVE ASSISTANT & SECRETARIAL POSITIONS
High emphasis on general office & clerical skills. Good organizational & communication skills a must. Phone experience necessary. WordPerfect & Lotus knowledge preferred. Send resume to: Personnel Director, 35526 Grand River Ave., #322, Farmington Hills, MI 48335.

EXECUTIVE LEGAL SECRETARY
needed for Managing Partner of non-smoking law firm. Seven + years experience in litigation.
Send resume to: Personnel, 2550 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302

EXECUTIVE - secretary, N.E. suburbs, WordPerfect with Windows, professional, working for CFO, benefits, to $35,000. Fee paid

SECRETARY - receptionist, S. W. location, long term temp assignment, strong phone ability, Microsoft with Windows & Excel, $10/hr, Fee paid

CUSTOMER SERVICE - sales, college degree, $21,00. Fee paid

OUTSIDE SALES - a personable, energetic, degree for, national corporation, $17,400 plus commission

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXPERIENCED - mortgage closing person for Livonia area title company. Needed immediately. 464-4171

FILE CLERK
Fast-paced office looking for a file clerk able to work a switchboard and to use own transportation for errands. Must be able to lift heavy books and files. If interested, please send resumes to: Box #140
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Self-motivated helper needed with 2 years related experience. Immediate opening. Fringes, including 401K plan. Send letter or resume with earning history to: PO Box 530982, Livonia, MI 48153-0982

GENERAL OFFICE - Distributor in Farmington Hills needs energetic, full time person in 4-girl office starting January 1994. Duties include phone & order taking. Some computer & accounting background preferable. Benefits. Send resume to: 24723 Crestview Ct., Farmington Hills, 48335.

DUE TO Livonia branch expansion, this Michigan based property and casualty insurer is seeking candidates for the following positions:

CLAIMS CLERK II
This positions requires P & C coverage background in all lines of insurance; familiarity with Accord claim forms, hands on computer experience and the ability to work with minimal supervision.

UNDERWRITING CLERK
This entry-level position requires being a fast learner with flexibility in searching for numerous files, opening, sorting and distributing of mail, along with performing some computer data entry work. Being energetic and agile would be a plus.

Send resume and salary requirements to:
Ms. Patricia Finter, CPS
Lake States Insurance
P.O. Box 530669
Livonia, MI 48153-0669
An Equal Opportunity Employer

LAW OFFICE seeks individual to work part-time in a busy environment as a Clerk/Messenger.
To apply send your resume to:
Attn: Office Manager
1760 South Telegraph, Ste 300
Bloomfield Hills, MI 48302
Or fax resume to: 335-3346

GENERAL OFFICE - Part time, Lathrup Village. Some experience required. Phones, light typing, filing & bookkeeping. 569-6100

GENERAL OFFICE
Immediate opportunity with a friendly well established company. Experience including 10 key needed. $15,600 to start with a rapid review and benefits. Call Bernice, 464-0909.
SHELLING PERSONNEL SERVICES

GENERAL SECRETARY
International company offers interesting variety including word processing, good math ability needed here. $17,000 plus good benefits. Fee paid. Call Bernice, 464-0909.
SHELLING PERSONNEL SERVICES

IMMEDIATE OPENINGS
ADIA has immediate openings for:
- Receptionists
- Word Processors
- Data Entry Operators

Earn money for the holidays - call TODAY for an immediate interview!
ADIA
313-442-7800

GROWING medical billing company needs hard working, full time data entry employee. Benefits, send resume to: Billing, 333 W. 7th Street, Royal Oak, MI 48067

HYGIENE DENTAL ASSISTANT
Full time to assist hygienist. Busy job, pleasant surroundings, pleasant people. Experience preferred.
Mon-Thurs 9 to 5 453-6840

INSURANCE AGENCY in Troy has part time position available. Duties would include mail sorting, and data entry. Please call Joan Mon.-Fri. 8:30am-5pm, 680-0500

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $38K
Part Time Positions to $10/Hr.
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

BLOOMFIELD HILLS law firm has immediate opening for Legal Secretary with minimum 2 years litigation experience. Salary negotiable. Send resume to: Office Manager, 33 Bloomfield Hills Pkwy Ste #100, Bloomfield Hills, MI 48304.

LEGAL ASSISTANT
needed for non-smoking law firm. Looking for recent graduate with top academic credentials. Send resume to: Personnel, 2550 Telegraph Road, Suite #250, Bloomfield Hills, MI. 48302.

Legal
PARALEGAL
Up To $33,000
Suburban firm needs 3 yrs. minimum Real Estate experience.
Call 355-2440 FAX 355-5899
THE KPM GROUP

LEGAL SECRETARY
Full-time opening in Southfield for single attorney law office. Experience preferred. WordPerfect. Please call Mr. Cole at: 559-5040

LEGAL SECRETARY
for small non-smoking personal injury firm. Minimum 1 year experience, fluent in wordperfect, 80 wpm., self-starter. Send resume and salary requirements to:
Personnel, 3000 Town Center, S2230, Southfield, MI., 48075.

LEGAL SECRETARY
Experienced for small general practice firm. Southfield Town Center, Proficiency in WordPerfect 5.1 essential. Call Mrs. Baxter 353-8100

LEGAL SECRETARY - part time. Sats. & 2 evenings. WordPerfect skills a must. Farmington Hills law office. Call Nancy. 932-1000 ext 125

LEGAL SECRETARY
Flexible hours; experienced. Southfield; WordPerfect; light bookkeeping & payroll. Kathy: 353-5060

LEGAL SECRETARY
Immediate opening in a well-established Bloomfield Hills litigation firm with medical, life, & disability insurance as well as retirement plan. Salary negotiable. Confidentiality strictly respected. Call: 333-2680

LEGAL SECRETARY
TO $$27,000
Workers comp or medical malpractice experience. Major suburban firm. Challenging & diversified duties. Excellent chance to advance. Friendly work atmosphere. Full benefits. For confidential interview, call 772-6760.
SHELLING PERSONNEL SERVICES

LEGAL WORD PROCESSOR
3:30 pm-8:30 pm shift. Legal experience required. Must have advanced Word Perfect skills, minimum typing speed of 75 wpm, good transcription skills. Excellent pay & benefits for qualified applicants. Please forward resume to: Laura Combs, Howard & Howard Attorneys, 1400 N. Woodward Ave., Ste. 250, Bloomfield Hills, MI. 48304

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Applebee's Neighborhood Grill & Bar. America's favorite full-service casual dining restaurant is now hiring for our new location in Canton. We've got a fun working atmosphere with plenty of positions available.

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- Wait Staff
- Line Cooks
- Bartenders
- Food Prep
- Buspersons
- Dishwashers

We offer a load of benefits
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- Training Program

Apply in person to the Manager, Mon.-Fri. 9am -6pm at

Applebee's
43500 Ford Rd.
Canton, MI
(West of Lilley Road, next to Target)

Equal Opportunity Employer