EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL BILLER
Multi-specialty clinic seeks full and part-time experienced Billers. Must have knowledge of all phases of insurance billing & collection. Good communication & computer skills. Min. 5 years Experience. Please send resume to:
MEDICAL ADMINISTRATOR
5060 Schoolcraft
Detroit, MI 48236

MENTAL HEALTH TECH needed for Apartment Program, full time, 11AM-7PM. Benefits included. Contact Mark Kelly, Director of Adult Services, Wide Life Program, 15425 Dixie Hwy., Lincoln Park, 427-1882

NEW RIFUSION THERAPY OFFICE OF FARMINGTON HILLS
Experienced #1 RN-15 Years, patient instruction, #2 Medical Assistant, #3 Receptionist, #4 Receptionist, part time. Call 810-737-4686

NURSE, PART-TIME, Birmingham pediatric clinic, 9 to 12pm, occasional pay per month. Call Bobbie after 6pm 258-2923

NURSING ASSISTANT CLASS AVAILABLE
NIGHTINGALE WEST
6346 Newburgh Rd.
Westland, MI
An Equal Opportunity Employer

OCCUPATIONAL THERAPY
Certified assistant or experienced aide needed for nursing facility located in Whitehall, Lake. Full time benefits with benefits. Call 678-5099

OPHTHALMOLOGY PRACTICE in W. Bloomfield needs Technician, part time, full time. Medical LPN, or ophthalmic background required.
☎ 810-433-4800
6161 Bon 7013

PHARMACIST - contract with Health Care Experience preferred. Hours are flexible, days, evenings and weekends. Please call Kathy, 8-1pm. Call Dates at 262-6280 E.O.E.

Phlebotomist
5 AM. - 8 AM.

Our new state of the art Laboratory is now in need of experienced Phlebotomists for our morning blood draw team. You can choose 3-4 days week from 5 AM. - 9 AM.

A minimum of 3 months phlebotomy experience is required. (EMT MUST BE AVAILABLE TO TRAIN FULL-TIME ON THE DAY SHIFT ONE WEEK. If qualified, please send resume to Cathy Beccia, Human Resources.

Botsford General Hospital
Farmington Hills, MI 48336-5653
An Equal Opportunity Employer

PODIATRY MEDICAL ASSISTANT
Experienced, Helpful, Full or Part time / Evenings, West Livonia. Please send resume to Box 514
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/BILLER
Livonia & Farmington Hills locations. 8-5:30 per week. Will train. Medical experience preferred. 851-8637

RECEPTIONIST
For a busy orthopedic office in the city of Wayne. Experience preferred, full time. Call Cathy at 721-6442

RECEPTIONIST, EXPERIENCED
For periodontal office. Part or full time. Competitive salary based on experience necessary. Farmington Hills area. 661-1034

RECEPTIONIST/BILLER
Needed immediately for family practice in Southfield. Experience required. Permanent position, full time. ☎ 810-433-4800

RECEPTIONIST

Immediate opening for a full-time (62 hours 55-weeks) Receptionist in a fast paced medical setting. Responsibilities include typing, greeting and directing visitors, and distributing the mail to appropriate department. Candidate must be able to type 50words per minute, have excellent and pleasant manner. Benefit package. Call Sandy at 338-7151, Ext. 12 or apply in person at:

ORCHARD HILLS
A MERCY LIVING CENTER
535 Orchard Lake Road
Pontiac, MI 48341

An Equal Opportunity Employer

REGISTERED NURSE
Positions available at Northville Regional Psychiatric Hospital. Full time positions for general management, supervision of Elder's & Children's Care Aides. These positions require graduation from an accredited school of nursing & a current Michigan license. Previous supervisory experience is preferred, but not required. Salary is $16.48/hr-$18.589 P.A./yr. Additional $1.00/hr differential for night shifts. Excellent benefit package. Please call Mrs. Hall, for at (313)349-1800, ext. 2231.
An Equal Opportunity Employer

REGISTERED NURSE for allergist office in Livonia. Part-time, flexible hours. Flexible hours. Will train. Need a team worker. Send resume to Box 364
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RESPIRATORY THERAPIST/TECHNICIAN
★ Northern Home Care company servicing metro Detroit/Southeast Michigan. Part-time, flexible respiratory set-ups & functions in home. Ventilator experience a plus. Must be accredited school required. Send resume to: Fairlane Plaza North, Suite 310, 22411 Michigan Ave., Dearborn, MI 48124. Attn: Clinical Manager.

RESIDENT ACCOUNTS MANAGER
Looking for individual experienced in all aspects of long term billing (Medicaid, Medicare, and other private insurances). Thorough knowledge of ancillary charges, pharmacy procedures and billing procedures and exceptions is a must. Send resume with salary requirements to: Attn: M. Berry, Belle Woods Convalescent Center, 15000 Gratiot, Detroit, MI 48227

RN/MANAGER
We are looking for a dynamic RN with strong interpersonal skills to coordinate the operations of our 3-shift GYN Dept. as well as interfacing directly both on a daily basis in our fast paced center, the other ancillary departments for the right candidate. All responsibilities will be defined and resume to: Box 524
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN'S & LPN'S
Current Michigan licenses. All shifts available. Excellent wage and bonus package. Great professional environment. Medical benefits and supervisory skills. Interested individuals please contact Personnel Director, Harper Woods Convalescent Center, 84200 Grand River Avenue, Detroit, MI 48228 (313) 272-7373

SCHEDULING COORDINATOR
Busy private duty home care agency seeks qualified candidate for full-time day position. Previous experience in scheduling required, must be self motivated with good problem solving skills. For staff, call Mary Ann, Mon. - Fri. 9-5.
METROSTAFF
Health Care Services
559-2030

502 Help Wanted Dental-Medical

RESIDENT AIDE
Full or part time 7:30am to 3:30 pm & 3pm to 11pm for assisted living facility in Plymouth. 451-0700

BUSY Birmingham Pediatric office needs experienced RN, LPN or MA. Approximately 30 hours per week plus some Sats. Basic pediatric care, taper lab, injections & vaccuums. fun. Ask for Phyllis R. 644-9600

RN's and LPN's NEEDED STAT!!

M.L. shifts available for a variety of home health care assignments throughout the local area. High demand for vent-dependent care. Call today to discuss the schedule of YOUR choice - no minimum number of hours or off shifts required. Make a difference with your nursing expertise. Call VISITING CARE today!!
344-0234 877-0020 229-0320

RN'S/LPN'S
Apply in person
Maybrook Manor
15417 Middlebelt
Livonia, MI 48154
427-8175

SCHEDULER FOR PRIVATE DUTY HOME CARE

Fast paced agency needs experienced scheduler with successful track record. Must be organized & able to work effectively with clients & field staff. Send resumes to:
Box 706
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY/BILLER
Required for DME/Home Health Care. Experience preferred. Work in Wyndham. Pay commensurate with experience. Call between 11am-1pm. 271-6421

SECRETARY
Our fast-paced, friendly personnel office is seeking a dynamic, energetic individual to provide clerical support to several recruiters. Position requires expertise in WordPerfect for Windows, outstanding interpersonal & typing skills, & the ability to juggle multiple tasks & follow through. Call Cindy Kramer at 810-932-1170 or fax 810-932-1214
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

UTILIZATION REVIEW COORDINATOR
Must have knowledge of various insurance/indemnity policies & procedures as well as DDS & ZPT 4 Copy. Must have ability to process medical authorization forms & have good communication skills. Min. 3 yrs. UR & data entry experience. Please send all resumes to:
Medical Administrator
5050 Schoolcraft
Detroit, MI 48236

VETERINARY practice seeking energetic person with excellent interpersonal communication skills. Computer experience a must. Non-smoker. 540-3390

WAYNE LIVING CENTER
Needs LPNs full time and part time 3-11, part time 11-7, CNAs part time all shifts. Come, take with people that care. Contact Karen Jackson at 326-1200, Director of Nursing, 4429 Venoy, back building 326-6424

X-RAY TECH - FULL TIME
Certified for doctors office in Westland. Salary negotiable. 721-0011

$ RN'S $
UP TO $30/HR.

• MEDICAL/SURGICAL
• ICU
• LABOR & DELIVERY
= ALL GEOGRAPHIC AREAS
= ALL SHIFTS
= VACATION REFERRAL BONUSES
CALL TODAY-WORK TOMORROW
ARCADIA HEALTH CARE
(810) 354-6230
E.O.E

$1,000 BONUS!
PM Shift, FT/PT
ARE YOU A NIGHT OWL!?

If so, we'd like to you to join our team as a nurse on the midnight shift! Full and part-time positions are available. Paramount Care offers competitive salary and benefit package including tuition reimbursement and a retirement option.

If you are a dedicated nurse who thrives on challenge, please call (313) 326-7151, Ext. 13 for more information or apply in person at:

ORCHARD HILLS
A MERCY LIVING CENTER
535 Orchard Lake Road
Pontiac, MI 48341

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING
BOOKKEEPERS
Interested in using your skills on other long or short term projects? Let Accountemps do the work in finding the right permanent employment. We have 4 locations for your convenience. Specializing in the areas of
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
PAYROLL
DATA ENTRY/NUMERIC
FULL CHANGE BOOKKEEPING
SPREADSHEETS
accountemps
Metro Detroit's largest temporary staffing service specializing in accounting, banking, data entry and finance. Four convenient locations to serve you.
Ann Arbor (313) 995-4041
777 E. Eisenhower Cir., 48108
Dearborn (313) 240-5270
6 Parklane Blvd. #480, 48126
Southfield (810) 357-8087
26555 Northwestern #200, 48034
Troy (810) 524-9080
201 W Big Beaver #310, 48084
Berkshire Associates E.O.E.

ACCOUNTING
TEMP-TO-PERM POSITIONS:
• Staff Accountant, 3-5 years experience helpful, on-site training, Rochester Hills, bachelors degree, to $26K
• Accountant, Livonia, fast growing firm, to $23K
• Accountant - Trial Balance, downtown property management firm, salary to $25K

TEMP POSITIONS: We are recruiting Accounts Payable, Accounts Receivable and Data Entry Clerks for immediate and Ann Arbor jobs starting soon. When you work for us as a Temp, you receive priority attention for permanent openings.

354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy., Ste 202
Southfield, MI 48075
agency fee paid

ACCOUNTING
Unemployed and trying to get your foot in the door? Temp jobs often lead to more positions at all levels! We are recruiting for clerical:
ACCOUNTING CLERKS
BOOKKEEPERS
ACCOUNTANTS
We offer top pay, holiday, vacation pay and benefits available.
(313) 513-7800
Accountants Connection

504 Help Wanted Office-Clerical

ACCOUNTING/ADMINISTRATIVE BILLING
A growing dedicated motor carrier is looking for an experienced billing/rating specialist. Previous experience required. Must be able to work in a fast paced environment, be self motivated and have the ability to learn. Please forward your resume to: ROLS Dedicated Transportation, 3901 Livernois, Detroit, MI 48210. Attn: Mary Ellen
An EOE

ACCOUNTING CLERK: Part-time, 3 days per week, flexible hours for Downtown New York Firm. Excellent math skills required. Financial or accounting in the field. Send resume & salary history to:
Office Administrator
Berry, Moorman, King & Hudson
900 Woodbridge Place
Detroit, MI 48226
No phone calls please.

ACCOUNTING CLERK
Immediate full time opening in growing mortgage/real estate service company. Applicant will be responsible for preparing & reconciling mortgage processes, analyzing escrow accounts and preparing A/P activity reports. Position requires strong analytic & PC skills. Accounting experience valuable. Call: Personnel Administrator 313-442-2966

ACCOUNTING CLERK
A large growing Livonia distributor needs entry level accounting Clerk with 2 years of college, PC training, Lotus & Word Perfect & some general office skills. Good benefit package. Send resume to: Human Resources, PO Box 3350, Livonia, MI 48151

ACCOUNTING CLERK
Architectural firm has a full-time employee with bookkeeping experience to assist in accounting functions & general office work. Proficiency with WordPerfect 5.0 & Lotus 1-2-3 helpful - required. Send letter of interest & resume to: Dunn Berlanto & Associates, Inc.
292 Harmon Street
Birmingham, MI 48009
An Equal Opportunity Employer

Accounting/Finance
Entry level position for individual with bookkeeping skills. BS or BA required. Lincoln area. Call (313)927-2773

ACCOUNTING POSITIONS
Several growing suburban firms have accounting openings for accounts payable, receivable, payroll and/or customer service. Great benefits and salaries to $21,000.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Troy
737-5750 645-2726

ACCOUNTS PAYABLE/SECRETARY
Needed for fast paced construction and property management firm. Ideal candidate should be well organized, self-motivated and able to handle multiple priorities. Duties include data entry, word processing, typing and other general office duties. Must possess typing and computer experience required. Send resume to:
KEL P O BOX 2033
SOUTHFIELD, MI 48037

ACCOUNTS PAYABLE
Established Southfield Management Company seeking experienced individual for varied A/P duties, reconciliation and general ledger. Knowledge of Windows, Word Perfect and Lotus a plus.
Send resume to:
100 Galleria Officentre
Suite 400
Southfield, MI 48034

ACCOUNTS PAYABLE
Private Duty in H.W. Detroit seeks full time person for accounts payable & inventory. Payables experience required, knowledge of Lotus experience helpful. Send resume to: Controller, P O Box 253000, Franklin, MI. 48025.

ACCOUNTS PAYABLE ASSOCIATE
Cadillac Plastic & Chemical Co. located in Troy, MI. has an immediate opening for an Accounts Payable Associate, responsible for preparing and processing vendor invoices, research and resolution of debit memos and maintaining positive vendor relations. Applicant candidate will be a high school graduate with at least 2 yrs A/P experience and possess good data entry skills. Familiarity with D & B system a plus. We offer a competitive salary and benefit package. Interested applicants should send resume including both salary history and requirements to:
Ms. Donna Lee Stewart
A/P A/R MANAGER
CADILLAC PLASTIC
CHEMICAL CO.
143 Industrial Ct.
Troy, MI 48083
Principals only
No phone calls please
Smoking is restricted at this workplace
Equal Opportunity Employer
Minority/Female/Handicapped/Vet.

ACCOUNTS RECEIVABLE
CUSTOMER SERVICE
Livonia wholesaler seeks experienced Accounts Receivable with 1-3 years experience helpful. Must have typing, a self starter & team player. Send resume & salary requirements to: Personnel, 38200 Amrhein, Livonia, MI 48150.

ADMINISTRATIVE ASSISTANT
Immediate opening for property management firm in Birmingham. WordPerfect 5.1 required. Non-smoking office. Call Marilyn at 645-2111

ADMINISTRATIVE ASSISTANT
$23,000 - $27,000 - Full benefits
Perm placement
Call Lori, ADIA. 478-1115
Or Fax resume to: 447-7807

ADMINISTRATIVE ASSISTANT
Work either long or short term in this plush newspapers of suburban Detroit firm. Excellent salary and benefits for your secretarial skills & experience. Call Susan 948-7981
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Secretarial, accounting and basic computer skills required. Call Ann at
STARK HICKEY FORD WEST, INC.
24780 W 7 Mile
Detroit, MI 48219
535-8600, ext 272
An Equal Opportunity Employer

Administrative Assistants
Several suburban openings in unique settings/posh offices with terrific clerical & administrative skills (WordPerfect/Windows) & great personality! Contact Cindy Lauzon at 623-1170, or fax 810-632-1214
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
To do clerical work & light bookkeeping. Part-time. Send resume to: Andrew, Drugs, 29436 Ford Rd., Garden City, MI. 48135.

AMERITECH Distributor, Clerical, Part-Time, Auburn Hills. This basic position requires proficiency in WordPerfect for Windows, filing & ability to handle multi-line phone system with voice mail. Interested? Call Christy 377-0400

ARE YOU UNHAPPY and looking for a fun place to work? Southfield based personnel injury law firm seeking legal secretary and clerk-typist equipment. Call 810-559-5820

ASSISTANT CONTROLLER
Hard, Multi-company books, end of month reconciliations, inventory, payables, receivables, payroll, must be computer literate. Call Mary Ann, Upper Eastside for right candidate.
OAKTEC
Employment Services
810-489-0494 810-377-4070 EOE

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
$22,000
FEE PAID
Fast paced, hi-tech and growth oriented career spot. Strong communication skills and PC literate a plus. Great benefits. Suburban location.
Call Mary
649-3330
or FAX resume to 646-FAX-3
M BOOKWALTER & ASSOCIATES
PERSONNEL SPECIALISTS

APARTMENT MANAGEMENT Company, charge A/R, A/P position, management involvement, excellent salary, fringe benefits. 27 W. Big Beaver, # 106, Troy, MI 48084

ASSISTANT PROJECT MANAGER
A Growing Livonia company seeking individual interested in joining a team organized problem solver with strong negotiating skills. Must be a team player with a degree and professional attitude. A mature, responsible person willing to work long hours when needed. Some construction experience helpful. A computer experience a must. Send resume and salary requirements to: 12425 Stark Rd., Livonia, MI 48150. No walk-ins. No phone calls.

ATTENTION COLLEGE STUDENTS
OVER 18
TELESURVEYING/
DATA ENTRY
Positions are now available for telesurveying/data entry with a top market research company.
Days, evenings & weekends available.
Candidates MUST have good communication skills & clear articulation.
CALL NOW AND EARN $6.25/hr!
ADIA
The Employment People
442-7800
AVAILABLE THIS SUMMER!
Office Clerks, Data Entry, Receptionists, Word Processors, Secretaries (all levels)
ARBOR TEMPS 459-1156

BOOKKEEPER for small retail business. Responsible for monthly and quarterly statements/financial analysis, journal entries. Computer experience necessary. Flexible hours available. 810-624-3633

BOOKKEEPER, full charge, need area, steel fabrication and re-sale. Send resume to: 7125 Orchard Lake Rd, Ste 302, W. Bloomfield, MI 48322.

BOOKKEEPER
Oakland County religious organization seeks Full Charge Bookkeeper for small office environment. Experience in all aspects of computerized accounting required. Ministry experience desirable. Send resume & salary requirements to: Bookkeeper, PO Box 3406, Farmington Hills, MI. 48333

BOOKKEEPER/PART TIME
Full charge through trial balance for art and craft store. Trained agency has experience helpful.
Ask for Sue 998-8572

BOOKKEEPER. Part-time. Small construction company has experience with spreadsheet & payroll program. Some general office duties. Send resume to: Dana Berlanti, 21731 Northwestern, Suite 200, Dept. 257W, Farmington Hills, MI 48334

BOOKKEEPER/RECEPTIONIST
With Lotus and WordPerfect. Perfect Northwestern Hwy. location. Benefits. Call Bernie, P.O. Box 1002, Royal Oak MI 48068

BOOKKEEPING, cash application, collection, cash information activity. Computer skills a plus (EXCEL/Word). Resumes, with salary history, to: Credit Manager, P.O. Box 998, Troy, MI. 48099

BOOKKEEPING/SECRETARY
Local CPA firm seeking full person experienced with WordPerfect 5.1& bookkeeping. Must be self starter, detail oriented, organized & able to type accurately. Send resume to: S. Harrison, 23800 W. 10 Mile Rd., #220, Southfield, MI., 48034.

BUSSLY RECEPTIONIST

Temp & temp-to-perm. Several openings, $6.50 to $8/hr. Fast paced firm needs flexible, dependable people.

ARBOR TEMPS 459-1156

BUSY AUTOMOTIVE sales office in Troy has a full-time bookkeeper position available. Strong computer skills required. 643-5540

BUSY limousine service needs dispatcher office help. Perfect for retiring professional. Also need part-time driver. Call 847-8090

BUSY REAL ESTATE AGENT seeks Assistant with strong office skills including computer. Ask for Kathie 851-8000

CLERICAL
Advanced Stamping

Part time Mon. thru Fri. including some Sat. Start at 8.30 A.M. Production reporting & data entry. Some computer experience needed.

Advanced Stamping Co.
17025 Dixie
Redford, MI 48239

Clerical
-Data Entry
-Word Processors, WordPerfect 5.1
-Receptionists
-Typists 40-50 wpm
Up to $10.00/hr.
Apply in person:
Tuesday-Friday, 10am-3pm
20300 Civic Center Drive, Suite 207
Southfield, MI 48076
948-1064

CLERICAL, for new construction company. Includes filing, typing, phones, light bookkeeping. Salary & benefits. An Equal Opportunity Employer.
Send resume to: Box 714, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL - Full time for Farmington office. Accounts receivable, payroll, light bookkeeping, telephone backup. Smoking office. 478-1800

CLERICAL HELP needed in my Farmington Hills office. Computer work involved, computer & clerical experience helpful. Daytime hours. 430-3063

CLERICAL - Part time, 25 hours per week. Busy office. Computer experience, phone skills. General office support. Send resume to: P O Box 450, Southfield, MI 48037-0450

An Equal Opportunity Employer

CLERICAL POSITION - Good organizational skills, computer, typing and phone skills a plus. Good work environment. Call Cal at: 781-6115

CUSTOMER Relations Coordinator position open. Computer experience plus a likeable personality. Fax Company cover letter to: 26867 Schoolcraft, Livonia, MI 48150.

CLERKS
Afternoon positions available in Royal Oak.
Call today, work right away!

TODAYS TEMPORARY
649-4455

504 Help Wanted Office-Clerical

CLERICAL
Major accounting firm's client level opening in its fast-paced marketing group. This office support position requires data entry, word processing, correspondence, etc. Great position for self-motivated, detail oriented individual.
Call Mary Ann
Diversified Recruiters Inc.
344-6700 FAX 344-6704

CLERICAL POSITION - FULL TIME for busy home improvement office in Westland. Accounts payable & order entry. 728-0225

COLLEGE STUDENTS!
• Secretaries
• Word Processors
• Clerical
$9-$13 Hr.
Dependable, motivated people needed for long/short term assignments. Great companies, flexible hours, paid training, top pay, bonus benefits. Call TODAY!
Western Temp Services
12425 Stark Rd., Livonia, MI 48150
Madison Heights . . (810)583-2580
Western
TEMPORARY SERVICES

10 FULL TIME OPENINGS
Customer Service Reps
Telephone Customer Service positions, you will work with a team of the art computer network for a growing, fast-paced company. Our office is in Livonia. Pay is based on a flat 6-8 and Sun 12-8. Raps must be available for evenings/weekends and we respond to customer needs. We have a professional atmosphere and a lot of positive energy. If you enjoy customers, are motivated and have excellent phone skills, can type at least 25 WPM and like speaking on the phone, we have a great job. Great opportunity for those interested in marketing or information industries. Full time raps receive paid health benefits after 6 months. No sales/telemarketing is involved. Call or write:
CMA, Director of Recruitment
2301 W Big Beaver, Suite 411
Troy, MI 48084
810-643-9600

CUSTOMER SERVICE REP
Entry level for wholesale glass company. Apply at Coolidge Glass, 1348 Rankin, Troy.

CUSTOMER SERVICE
Team oriented Customer Service Representative. Must be professional, friendly individual to process phone orders and process sales for our hunting home and home care customers. Candidate should have good phone and computer skills, customer service, Medicare insurance and medical product knowledge helpful. Full time position, competitive wage and benefits package. Send resume and wage requirement to: Bonnie Bee's, P.O. Box 3225, Livonia, MI., 48151.

CUSTOMER SERVICE REP & GENERAL CLERICAL, Full time. Apply within: Art Van Furniture, 22358 Greenfield, Southfield.

CUSTOMER SERVICE
Animal Care company seeks customers. Wk train. $4/hr. + bonuses. Call Mon-Fri, 10-4pm. Call Bailey, Betty Merriman & Farmington Rd. N. at Plymouth.

CUSTOMER SERVICE
Suburban marketing firm has entry level openings. Good communication skills. Flexible hours. Basic computer experience a plus. Will train. Call Claire 799-3847
Uniforce Temporary Services

CUSTOMER SERVICE
To $6/hr. + benefits. Full time. Type 50wpm, WordPerfect 5.1 or 6.0.
Call Kathy at 473-7110
STEVEN J. GREENE PERSONNEL

Customer Service
Work with Fortune 500 companies. Has long term openings. Troy and Rochester Hills locations. Temp to perm opportunity. Will train. Range of assignments. To 67.00/hr.
Call Sally 646-7864
Uniforce Temporary Services

CUSTOMER SERVICE - Part-time. Growing printing distributor has immediate need for highly motivated self-starter. As a Client Services Representative for our Livonia branch office, you will be responsible for customer service, order processing, forms design, and general clerical duties. Must have two years prior experience in a customer service or sales position. Knowledge of Windows helpful. PC Data Entry 37.38 - 38.00 per hour depending on qualifications. Send resume to: 41731 Plymouth, Box 18188, Livonia, MI 48150-1189

CUSTOMER SERVICE/
DATA ENTRY
FULL TIME/ENTRY LEVEL

Dynamic collection communications company is looking for an energetic, detail oriented person who can work in a fast paced environment. Person with a bunny disposition, and has good phone skills and typing/keyboard skills. Typing 50wpm. Previous office experience preferred. Starting wage is $5.00 per hour. Excellent benefits. Full time position offers an excellent opportunity for a team player.

Send resume and salary requirements to:
Communications Manager
P.O. Box 72043
Madison Heights, MI 48071-0043

DATA ENTRY
FULL/PART TIME. Flexible scheduling and hours. Flexible schedule. Long term positions. Two shifts available. Call Kathy at 473-7110
Uniforce Temporary Services

DATA ENTRY
Environmental Consulting firm has immediate openings for full-time & part-time data entry clerks. Duties & requirements include data entry, 35wpm typing, knowledge of Windows & Microsoft Word skills. Must be organized with attention to detail. Apply in person at 46701 Commerce Center Drive, Plymouth, MI 48170
EE/AA/M/F/H/V

DATA ENTRY
High production operators needed for a long-term assignment in Livonia.
• 4-8 hour shift for DAYS or AFTERNOONS
• Some SATURDAY hours are available
Call today! 522-4020
KELLY Services
Equal Opportunity Employer M/F/D

Dependable, mature person needed to do filing, typing, and general clerical work. Hours easily in person to: 16417 Brostner Rd, Garden City.

ENERGETIC person with general office skills for busy real estate agent in Grass Farm Insurance office in Southfield. Call
☎ 810-433-4800
6161 Bon 7196

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Troy firm is seeking a professional self-motivated individual to work in our small office environment. Phone voice is must. Dependable, well-organized, conscientious, with experience in order taking, billing & standard office procedures. Please send resume with salary requirements to: Box 1028, Troy, MI 48007-7028

CUSTOMER SERVICE
To 20,000.
Expanding Troy firm needs your organizational, customer handling skills. Accuracy, fast pace and high energy a must. Must know 10-key, Word & plus. Great benefits.
Call Diane, 444-0908
SHELLING PERSONNEL SERVICES

CUSTOMER
TELEPHONE RELATIONS
$16,000 + Bonus
(of up to $2,000 per year)
Seeking a self-motivated, assertive and dynamic individual who is enthusiastic and anxious to join our fast-paced office staff in West Bloomfield.
High visibility position requires:
• Minimum 1 year customer service experience with emphasis on organizational skills
• Excellent problem solving skills.
• Enjoy working with people.
• Ability to handle multiple tasks.
• Computer experience.
Call J. Berry today!
FITNESS MANAGEMENT CORP.
737-7200

DATA ENTRY PERSON needed for growing Medical Billing Company. Must be hard working. Full time with benefits. Send resume to:
Box 1000
29777 W. 7th St., Suite 6 Royal Oak, MI 48067

ENGINEERING COORDINATOR
Well organized, self motivated individual needed to keep things from "falling through the cracks". Must be detail oriented, and the ability to handle a "multi-task" position.
Second paid background with Microsoft Works experience a plus. Pleasant working environment.
Mobinec-Raymond Fastener Co.
Attn: Ms. Gutierrez
3091 Research Dr
Rochester Hills, MI 48309

EXECUTIVE SECRETARY For CEO, Excellent typing, Type 80 wpm, short hand 60wpm. $10 +/- hour. Call 393-6012 or fax resume to 393-1572

EXECUTIVE SECRETARY
For principal of media-based legal practice. Organizational skills, accurate typing, transcription & knowledge of WordPerfect 5.1 needed. Confidentiality important. Pay, with experience & computation requirements, to: P.O. Box 400, Northville, MI. 48167.

EXECUTIVE SECRETARY
Professional accounting firm seeks detail oriented individual with Word Perfect & Lotus knowledge. Basic bookkeeping skills required. Excellent benefits. Non-smoking office located in Plymouth. Send resume & salary requirements to:
43211 Halm, Ste C
Plymouth, MI 48170-8023

EXECUTIVE SECRETARY
for Southfield consulting firm. Must have excellent shorthand skills (100 wpm) & be a knowledgeable, learner user of WordPerfect 5.1 & Lotus. Must be organized, a friendly atmosphere, excellent benefits.
Call Ann at 827-4400
6161 Bon 7115

FARMINGTON HILLS OFFICE
has full time opening for 10-4pm. Call Sharon 851-8000
10-3pm 851-8001

FAST GROWING IMPORT
Dealer needs an experienced biller. Salary commensurate with experience. Please apply in person to
ROSENAU AUTOMOTIVE GROUP
24421 Halsted Ave., Hwy.
Ask for Carol

FILE CLERK - Bloomfield Hills CPA firm. Permanent part time position. Variety of duties including filing, light typing, and general clerical. Send resume to P.O. Box 4725, Bloomfield Hills, MI 48303-0725

FILE CLERK
Dynamic progressive firm is seeking a full time File Clerk. Duties include heavy filing and light clerical duties. Excellent benefits and growth potential for the right person
Please send your resume to
CORPORATE OFFICE MANAGER
PO BOX 71040
MADISEN HEIGHTS, MI 48071
An Equal Opportunity Employer

FILE CLERK/receptionist/errand person, Southfield office, must have own car.
Call Diane 354-8444

Front Desk Secretary
A dynamic, fast paced office with some nice variety including word processing. Call Mary Harry
Call 464-0909
Sterling Personnel Services

Front Desk Sparkler
Be that important "first impression" for professional organization. Good people skills & typing a must. Good benefits and growth potential hard 5$.1000 to start.
Call Diane, 444-0908
Sterling Personnel Services

GENERAL OFFICE
part time 12:30-5:30, Mon-Fri. Filing, answering phone, light typing.
Call Dental Laboratory in Farmington
Call for appointment 478-3333

Entry Level Sales Secretary
position for busy bakery & catering office. Perfect for recent high school graduate. Must have good typing skills & the possibility of developing into full time. Does require flex hrs. Experience helpful but not a must. Mechanical computer preferable. Send resume Box 732, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE - Full time, Sterling Heights manufacturer. Duties include, but not limited to, billing, reports coordinating and data entry, computer literate, dependable, motivated and enjoy working independently and in a team. Competitive wage offered with 401(k), health and life insurance, paid and paid vacations and holidays. Fax resume to: Circuits Unlimited, 32900 Capitol, Livonia, off Farmington Rd., S. of I-96.

GENERAL OFFICE ASSISTANT - For medical office contractors office in the Redford area. Applicant should be familiar with all aspects of a busy office operations. Experience in computerized accounting as well as Word Perfect helpful. Salary commensurate with experience. Forward resume to: Attn: Office Mgr., 14808 Telegraph, Redford, MI 48239

GENERAL OFFICE
Excellent opportunity for self-motivated, organized, detail-oriented person with people telephone skills & a knowledge of general office procedures. Duties include mail, filing, data entry, telephone back-up (clerical experience a plus). Office records, occasional computer work. Pleasant benefits. Send resume & salary expectations to: Human Resources, 37911 W. 12 Mile Rd., Farmington Hills, MI 48331

German Bilingual
Administrative Assistant
A dynamic, fast paced business position with a diversified, well established company. Good skills plus German fluency. Competitive salary & benefit package. Call
Sterling Personnel Services
464-0909

504 Help Wanted Office-Clerical

GENERAL OFFICE - for fast paced high volume sales office. 30 - 40 hours, Mon. - Fri. 8:00-5:00. Duties include phones, data entry, typing & good organizational skills. Apply in person at 6623 Wayne Rd., Suite 222, Westland.

GENERAL OFFICE CLERK
$16,640
Service charge paid by company.
Would you like a casual atmosphere with an employee oriented company. Previous office experience & good people aptitude a must. Any computer a plus.
Call Tues.
SHELLING PERSONNEL OFFICE

GROWING CHEVROLET Dealership in need of an office coordinator for the Body Shop. Excellent communication & people skills needed. Clerical & self-motivated. Great pay & benefit package. Contact Mr. Hawk, Gordon Chevrolet. 455-5298

HUMAN RESOURCES CLERK
Huntington Banks of Michigan has an immediate opening for a part-time human resources clerk.
Qualified applicants must have:
• 1-2 years of general office experience
• Knowledge of WordPerfect 6.1
• Above average verbal, written and organizational skills
• Minimum typing speed of 45 wpm
• Minimum 6 months experience with multi-line phone system
• Experience in a banking environment preferred but not mandatory
A smoke-free work environment is endorsed and pre-employment drug testing is required.
Qualified applicants may apply in person or send resume to:
801 W. Big Beaver
Suite 500
Troy, MI 48084
ATTN: Employee Relations
An Equal Opportunity Employer

RATER/UNDERWRITING ASSISTANT
Commercial Lines
AmeriMichigan Companies, a leader in the property/casualty insurance industry, has an immediate opening for an experienced Rater/Underwriting Assistant in our Farmington Hills office.

The ideal candidate will possess previous experience as a rater/underwriter, knowledge of rates and multiline rating ability, and excellent customer service skills. Two years of college and insurance related coursework preferred. Ability to supervise entry level employees a must.

We offer a competitive salary and excellent benefits including eligibility for incentive bonus. Please send resume, including salary history, to:

Ameristure Companies
25200 Telegraph Road
Southfield, MI 48034
Fax No. (810) 827-9644

An Equal Opportunity Employer

INSIDE SALES/DATA ENTRY
Redford company is looking for an individual to handle data entry along with inside sales of fireplaces. Prefer someone with sales experience. Call person. Send letter or resume to: Fireplace Place, 27303 W 8 mile, Redford, MI. 48240.

INSURANCE - Customer Service Representative - experienced in 3 months/multi-company agency. Commercial lines experience preferred. Mrs. Ann Arbor. 313-971-1000

INSURANCE Customer Service Rep. Full time position. Must have professional lines background and computer skills required. Fast paced environment. Bonus/benefits package. Send resume in confidence to: Cobb-Hall Insurance, 223 W. Grand River, Howell, MI 48843, Attn: Michael Hall.

Insurance

PART TIME
SECRETARY/RECRUITER
Insurance agency of company size. Insurance preferred. Could grow into full time, if desired.
CONCORD PERSONNEL
476-2200

INSURANCE - STATE FARM
Needs dependable person with cheerful voice & personality to assist phones, general office duties, typing & some computer data entry. Insurance service experience helpful, but not necessary. Non-smokers only. Mail resumes to: Brian Farris, Agent, Jim Dezano, 31261 Schoolcraft Rd., Livonia, MI 48150

JOB COORDINATOR
Assist in processing new computers with temporary employees, evaluate and screen for job applicants, plus much more. This key role requires computer skills, a self-starter attitude and a team approach to company. Resumes to P. O. Box 655, Redford, MI 48240

LABORATORY TECHNICIAN
Environmental Consulting firm has immediate openings for laboratory technicians in the sample log-in and field supplies departments. Candidates must have a great science background and be detail oriented. Computer experience helpful. Send resumes to R. Brooks, Dir., 27345 Rotathe Drive, Novi, MI 48178. No phone calls
EE/AAE/M/F/H/V

LEASING PERSONNEL
Non apartment complex taking applications for Leasing Consultants. Prefer individuals with clerical/customer service experience. Opportunity for advancement. Apply in person: Portsmouth Apts., 30000 Ford, E. of Beck Rd., Fri., 5-8

SOUTHFIELD personal injury firm seek a Secretary with at least 2 years personal injury experience in WordPerfect Top salary & benefits. Send resume to: 3000 Town Center, Suite 2510, Southfield, MI 48075

LEGAL SECRETARY
Birmingham based firm, Word-Perfect, litigation experience required. 50 wpm. Competitive salary/benefits. 258-1100

EVENING LEGAL
Word processing positions. Legal experience preferred. Three evening positions. Call:
TempExchange
(810)332-8000

LEGAL SECRETARY
Full time for large suburban defense firm. 3-5 years litigation experience. Send resume and salary requirements to: P.O. Box 3040, Farmington Hills, MI 48333.

LEGAL SECRETARY
Full time for large suburban defense firm. 3-5 years litigation experience. Send resume and salary requirements to: P.O. Box 3040, Farmington Hills, MI 48333.

504 Help Wanted Office-Clerical

LEGAL ASSISTANT
Paralegal or claims representative. Insurance litigation experience in automobile/personal injury cases. Computer tr