EMPLOYMENT

502 Help Wanted Dental-Medical

HOME HEALTH AIDES

For Private Duty Home Care

- New Pay Rate
- Immediate assignments
- Benefits for full time
- Mileage reimbursement

Contingent, part-time & full time positions available. Excellent opportunity for nursing students, nurse assistants, & experienced home health aides. To apply call:

313-981-8829

UNITED HOME CARE

II JOBS II

- Jobs available for people with experience working with children. These positions involve babysitting in a home setting when regular child care arrangements are disrupted due to a sick child or babysitter absences, etc.
- Positions open for part & full time with flexible scheduling
- Caregivers must have a car and have excellent references
- You will be trained and certified through the Ann Arbor Area Red Cross "Child Care" course at the employer's expense

Please call Kelly Kendall at ... Bells At Home

1-800-790-SAFE

33200 GREENFIELD #250 DEARBORN, MI 48120

MEDICAL ASSISTANT/RECEPTIONIST - for practitioners office. 16 Mile/Crooks/I-75 area. Previous experience required. Call evenings. 810-879-8806

Medical Assistant needed full time for doctors office in Westland. Must have minimum 2 months experience. Flexible salary based on experience. Personal ins. 31111 Van Born, Taylor 48180

MEDICAL BILLERS & OFFICE STAFF

Immediate permanent positions available for experienced medical billers, receptionists & secretaries. Full & part-time. Mild Livonia/Plymouth preferred, but not necessary.

Medical Staff Personnel
28200 Franklin Rd.
Southfield, MI 48034
Fax: 810-353-7294

MEDICAL RECEPTIONIST

Part time, Pediatric office. Telegraph & 12 Mile area. Fax resume. Send resume to: Personnel Director, 810/355 16 9 Mile, Southfield, MI 48075

MEDICAL RECEPTIONIST - Experience required, for busy multi-specialty practice. Medical insurance knowledge, computer, busy phones, benefits/full time. Farmington, West Bloomfield. 810-334-7407

MEDICARE BILLER

Growing company in need of medical biller with 5+ years of experience. Knowledge of commercial, private, Medicare, must be proficient with computers, able to handle phone chaos, handle rejections and take charge. Competitive salary, benefits package and benefits.

Fax resume to: 810 588-1914

502 Help Wanted Dental-Medical

MEDICAL COORDINATOR

Rapidly expanding home care service seeks experienced person for Southfield location. Organization skills & people skills are critical ability to prioritize tasks. Fax/mail & data entry skills required. Forward resume to: P.O. Box 1187 Ann Arbor, MI 48106

MEDICAL RECEPTIONIST

Rochester Hills surgeon, 3-4 days per week, accounting/medical bills, duties to. Medical Personnel, 3404 Westbrooke Cir., Troy, MI 48098.

Medical Receptionist Center. Some evening hours. Typing, computer, transcription. Personnel Director, PO. Box 700083, Plymouth 48170

MEDICAL RECEPTIONIST

For busy medical office in Novi. Full time, mature & responsible. Experience preferred. M88 & plus. Great salary.

Call 810-478-1187

MEDICAL RECEPTIONIST

Experienced for busy MD specialists. Excellent communication & organizational skills high attention to detail a must. Call Sandy or Paula in the morning 810-548-1770

Medical Receptionists

Sinai Ambulatory Services is seeking professional and bright Medical Receptionists for our office practice in Westland, Southfield, Livonia, and Farmington Hills.

We are looking for individuals who have at least one year experience in a medical office practice, along with exposure to inputting patient demographics on computerized systems, scheduling and cash handling.

We are offering a competitive wage and benefits package. All these interesting positions apply in person or send resume to:

Sinai Ambulatory Services
27704 Franklin Rd.
Southfield, MI 48034

Equal Opportunity Employer

MEDICAL RECEPTIONIST/TYPIST

Part time, medical office experience. Bloomfield Hills area.
810-334-0550

MEDICAL RECEPTIONIST

For busy Ophthalmology office. Farmington Hills area. Experience helpful, full/part time available. Send resume to: Box 162
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL TRANSCRIPTIONIST

needed to type progress notes for a Livonia Family Physician. 4 hours per day. Call: 313-464-9200

MEDICAL TRANSCRIPTIONIST

Full or part time. Minimum 2 years experience. Excellent typing skills a must. Send resume to: Linda Allen Barbara's Bakery 29949 Orchard Lake Rd., Ste. #200, Farmington Hills, MI 48334.

MENTAL HEALTH WORKER

35-37hr. Non-profit agency seeking experienced person to work with developmentally disabled & emotionally ill adults/children in their natural family homes. Flexible part-time hours. Contact Mary or Sandy at 810-344-8334

MSW-CSW working with mentally ill adults in Oakland County. Send resume to: KADIMA, 29429 Southfield Rd., Ste. 1, Southfield, MI 48076.

502 Help Wanted Dental-Medical

Medical Receptionist needed for busy family practice office in Southfield. Must have MEDICAL RECEPTIONIST EXPERIENCE, computer & typing skills. Flexible hours, full time salary & benefits. Resume, 19230 Westmoreland Court, Dearborn 48124

MEDICAL RECEPTIONIST - Internal/ambulatory care. Full time position in Rochester/Romeo area. Cardiology experience preferred. Send resume to: Box 156,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Medical Receptionist/Biller

Novi Family Medicine Practitioner searching for experienced, motivated biller. Full time Mon-Fri position. Medis Computer experience a plus. Resume & references fax: 7766 Brooklyn Dr., Canton, MI 48187

MEDICAL RECEPTIONIST
Part Time/Temporary

Busy outpatient clinic in Farmington Hills looking for mature and enthusiastic individual for temporary part time hours: 8am-2pm, Monday-Friday. Must have previous experience with multi-line phone systems in a fast paced office setting. Position may lead to permanent in January. Only experienced need apply. Starting $7 per hour. Call Mrs. Hutchinson at (810) 489-8016, ext 209

NURSE AIDES needed for private duty work in your home.
All shifts - weekends/weekends.
810-347-1900
Health Care Professionals

NURSES WANTED

Full time & contingent. All shifts. Competitive wages based on experience. Full benefits, and hiring bonus. Come be part of our team!
(313)453-0510
An Equal Opportunity Employer

NURSING ASSISTANTS - $7.25/HOUR

West Bloomfield Nursing Center, near Maple & Drake, has immediate openings on all shifts for Certified Laundered Nursing Assistants with previous nursing home experience. $7.25/hour with benefits. Qualified must apply in person at 6445 W. Maple Rd., West Bloomfield between 8am & 5pm. For details please call Mrs. Toth, 810-661-1800

NURSING OPPORTUNITIES

We're proud to be celebrating 180 years of service to metropolitan Detroit. Quality care has always been, & continues to be, our trademark.

Become a part of our exciting history. Investigate opportunities in:

- CRITICAL CARE
- EMERGENCY
- MEDI/SURG
- L&D/LDRP

Contact Nursing Recruitment at:
810-424-3900

To find out about innovated programs, shifts & hours available.

PROVIDENCE

Hospital & Medical Centers

EMPLOYMENT SERVICES
22250 Greenfield, Ste. 110
Southfield, MI 48076
An Equal Opportunity Employer

OCCUPATIONAL THERAPIST

for home care visits, part time. Excellent pay. Fax resume to:
(810) 625-5693
FAMILY NURSE CARE

OPHTHALMIC TECH

Experienced, needed full time, 2 offices. Troy & Farmington Hills.
810-649-3730

502 Help Wanted Dental-Medical

NURSE AIDES

Full or part time, all shifts, CNA's preferred, will training prior given leading to certification. Training class begins Oct. 31. Has wage and benefits package including hospital and dental insurance. Please call 810-348-9646 or stop in Mon-Sun.

WHITEHALL Convalescent Home
43455 W. 10 Mile Rd., Nov

NURSE AIDES

Growing home care agency is seeking experienced nurse aides for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED

540-2360

NURSE
HUMAN RESOURCE SPECIALIST

Use your people skills to help us keep a readily available resource of available nurses.

Most resume to:
HEALTH CARE PROFESSIONALS
P.O. Box 5151
Southfield, MI. 48086-5151

NURSING INSTRUCTORS
Oakland Community College

Part-time clinical instructors needed for the Winter 1995 semester.

Pediatric Specialty: Psychiatric Specialty; Med/Surgical Specialty

Requirements: Minimum of B.S.N.; Master's degree preferred. Valid Michigan License; recent clinical experience teaching experience desirable.

To enter an application: Call the Job Hotline at (810) 540-1578. Refer to position H-561.

For further information: Call (313) 360-3111, Office of Director of Nursing.

OCC is an Affirmative Action/Equal Opportunity Employer.

OFFICE ASSISTANT for private general surgery practice. M&S experience needed. 313-563-4010, between 8am & 4pm, Mon thru Fri.

OPHTHALMIC TECHNICIAN/ASSISTANT - Full-time, Busy Southfield office. Experience preferred but willing to train. 810-356-3637

ORAL SURGERY ASSISTANT

Full time, excellent benefits. Experienced in dental preferred.
810-647-8636

ORTHODONTIC ASSISTANT

Experience necessary. 3-5 days per week. 1 Saturday per month.
810 626-8600

PHYSICAL THERAPIST

For home care visits. Full time. Excellent pay. Fax resume to 810 625-0300
FAMILY NURSE CARE

PHYSICIAN

A dynamic and growth healthcare provider is seeking a physician three days per week. The qualified candidate will be a licensed physician with excellent communications skills and interest in primary care ambulatory care. Excellent pay & benefits. Please fax resume to Ann 8 1652

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST

Physicians practice in need of enthusiastic, motivated person for professional and a take charge personality.

Call Kathy: 810 889-3900

502 Help Wanted Dental-Medical

ORAL SURGERY ASSISTANT

Experience helpful. Full-time, working through Friday. Benefits. Professional office. 810-642-1118.

PHYSICAL THERAPY AIDE

Full-time for outpatient clinic. Knowledge of medical terminology a plus. Fax resume to: Personnel Director, 19230 Westmoreland Court, Dearborn 48124

Physical Therapy Assistant

Need Family Medicine Practitioner seeking for experienced, motivated aide. Full time Mon-Fri position. Medis Computer experience a plus. Resume & references fax: 7766 Brooklyn Dr., Canton, MI 48187

PHYSICAL THERAPIST

For home care visits. Please call or send resume to: Barbara Cooper, RN, GrandCare Home Health, 23480 Schoolcraft, Livonia, MI. 48150 810-453-1862

RECEPTIONIST/TELEPHONE

Busy medical practice in internal medicine office. Medical experience a must. Fax resume to: 810-362-2197

RECEPTIONIST WANTED - for ortho clinic. Experience preferred, benefits, pleasant working environment. Apply in person or fax resume to 810-625-9240.

RECEPTIONIST

Full/part-time. Medical/dental experience preferred. Call between 10-3 Mon.-Fri. 810-667-0700 ext. 4

RECEPTIONIST - Dynamic & experienced for a modern, computerized dental office in Bloomfield. Must communicate with experienced, professional staff. Fax resume to: Respond to P.O. Box 251001, W Bloomfield, MI 48325-1001

REHAB PATHWAYS GROUP

A company providing community based services is a unique opportunity for full or part time employment. Rewarding and challenging paraprofessional positions require a bachelor's degree in Psychology or Social Work and work under the direction of our professional staff using a team approach. Travel required, excellent pay and benefits. Interested candidates should submit a resume or call:

Program Director
Rehab Pathways Group
29524 Southfield, MI 48076
(810)443-0678

RESIDENT AIDE

full time days, for assisted living facility in Plymouth. Call Mon, thru Fri. 8-4 451-0700

RESIDENT AIDES

Days, afternoons, midnights, full or part-time at home for the aged. Farmington Hills area. 810-851-8640

RN

Full-time position with benefits for HOME CARE. 1 year minimum recent hospital experience. Call Barbara Cooper RN, GrandCare Home Health, 23480 Schoolcraft, Livonia, MI 48150.

RN HOSPICE
HOME CAR DIRECTOR

Career opportunity to grow with new hospice operation. Previous hospice management required. Excellent pay & benefits. (810) 229-0300
FAMILY NURSE CARE

RN MANAGEMENT

For home care agency in Brighton. Must have Michigan License. Career opportunity for someone with excellent administrative, interpersonal, organizational abilities. Excellent pay & benefits.
810-229-6463
FAMILY HOME CARE

RN MANAGEMENT TEAM
$1,000 SIGN-ON BONUS

An excellent opportunity has been created in an outstanding long term care facility for an RN. This RN would join an energetic management team. The position is full or part-time with exceptional benefits and excellent salary. Apply at: Gramercy Healthcare Center, 3203 West Grand River, Howell, MI.

A Horizon Healthcare Corporation owned and operated facility or FAX Resume to (517) 546-7061.
ATTN: AD-RN-MGT

An Equal Opportunity Employer

RN - or experienced Medical Assistant needed for physician's office located in Livonia. Part-time. Call 313-464-9600

RN or LPN

For busy Allergist, Livonia & Farmington Hills locations. Approximately 30 hours/week. 1-800-1-MEGA

RN's & LPN's

Full & part-time, overnight. Geriatric care in an indentory for The Manors of Marcy. Beautiful clean facility, top dollar earning, excellent benefits. Call Mary Pat.
810-473-7158

RN's/LPN's WE NEED YOU!
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(810) 620-6677 (810) 752-3129
(313) 436-5983

R.N./L.P.N. FULL TIME

Position available for an afternoon shift for nurse with long term care experience. Benefits package includes health, dental, life insurance, 401K. Apply at Nursing Center reception or send resume to the Director of Nursing.

GLADDEN ESTATES OF NURSING CENTER
1305 Earhart Road
Ann Arbor, MI 48108

SCHEDULING COORDINATOR

Busy Home Nursing Agency seeks qualified candidate for afternoon position from 4pm-12midnight. Professional coordinator experience desirable or transferable skills required. Must like the public. Must be self-motivated with good problem solving abilities. This position involves working with staff and pts. Fax resume and cover letter with salary requirements to: Schedule Coordinator, 29800 Middlebelt, Suite 200, Farmington Hills, MI 48334

TELEPHONE OPERATOR

Part-time position available in a progressive, team-based customer service. Turn years experience telephone communication & computer skills into a rewarding career. Send resume to:

Manager of Receptionist
Hospitality Team Center
6675 Westwood Ave - Ste. 200
Berkley, MI 48072

TRANSCRIPTIONIST

Full/part-time position for fast paced medical transcription office. Applicant must type 60-70 wpm, knowledge of Word Perfect, Medical Terminology helpful, must have excellent grammar skills. Benefits package, flexible hours, salary commensurate with experience. Please forward resume to:
Barbara De Chambeau, Dept. 1
Medical Transcription
Bingham Farms, MI 48025

504 Help Wanted Office-Clerical

A/P CLERK/RECEPTIONIST - Data entry, Lotus, General ledger experience a plus. Excellent benefits. Fax resume or call 810-354-3440

ACCOUNTING CLERK/BILLING - Bookkeeping experience, accounts receivable, accounts payable, computer experience preferred. Fax resume to: Fax: 810-478-3775

ACCOUNTING CLERK - Accounts Receivable, Bookkeeping, Payroll, Computer experience preferred. Call Mon. - Fri. 8:30 - 5:00 810-478-3775

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE

Immediate opening for a qualified individual in the accounts receivable dept. Various duties will include invoicing & cash application. Some experience & high math aptitude is a must. Send resume to: Personnel Dept., Sovereign Services, 28200 Ann Arbor, Livonia 48150. Drug-free work place

★ ACCOUNTING CLERKS

$15.16/hr. Full time, benefits, work for Sovereign Services, a major company located in the Livonia area. Knowledge of 10 key adding machine. Sovereign Services. 810-548-1600

ACCOUNTING CLERK

Part-time, year-round position. 11:30am-3:30pm, Mon-Fri. $6.50 per hour. Accounts payable experience preferred. Beverly Hills location. Call Detroit Country Day School, Inquiry, for interview: 810-646-7717

ACCOUNTING CLERK

Full-time with good computer skills including Lotus. 5 to 10 years experience. Call Hills & Dales Inc. Plymouth. 313-453-7272

ACCOUNTING

PERMANENT POSITIONS:

- Accounts Payable Clerk, Royal Oak manufacturing firm. Salary to $19K
- Accountant, having minimum two (2) approved firm in Southfield. Fast paced professional desired. Salary to $19K
- Accounting Assistant, property management firm in Southfield. Fast paced professional desired. Salary to $18K
- Accounting Assistant, property management firm in Southfield. Fast paced professional desired. Salary to $18K
- Accounting Assistant, property management firm in Southfield. Fast paced professional desired. Salary mid-20's

TEMP TO PERM:

- Accounts Payable Assistant, Southfield. Good word processing skills. $7-8/hr.
- Accounts Payable Accounting Clerk, Adjusting firm in Troy. Some college desired for promotion. Temp for 30-60 days. Pay - salary to $22K

TEMP POSITIONS:

- Full Charge Bookkeeper, manufacturing firm in Warren. Good math and computer skills. $8-10/hr.

Due to the recent increase in permanent hiring of our temps, we were recruiting new PART TIME and FULL TIME temps at all levels.

(810) 354-2410
ACCOUNTANTS ONE
31133 Telegraph Road
Southfield, MI 48075

fee paid agency

ACCOUNTING POSITION

Full time. Must know all phases of an accounting office. Duties: A/P - inventory maintenance, month-end and quarterly closing, G/L reconciliation. Open systems a plus. Send salary requirements to: 29191 Jay Rd., Westland, MI. 48185 or call 313-261-7676

ACCOUNTS PAYABLE CLERK

Full time for fast paced property management company. Benefits. Computer experience desired. Call Mon.-Fri. 8am-4pm. 810-352-2019
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK/DATA ENTRY - Full-time to assist bookkeeper with accounts payable and data entry duties. Light typing required. Some office experience preferred. Salary commensurate with ability and experience. Send resume to: 34880 Grand River, Farmington Hills, MI. 48336.

ACCOUNTS PAYABLE CLERK

Full-time, year-round position. 8:30am-5pm, $7 per hour. Applicant must have 1 year experience. Beverly Hills location. Call Detroit Country Day School, Inquiry, for interview: 810-646-7717

Accounts Payable/Receptionist
Plymouth Area
Call Yvette 810-737-1711
TEMPORARY RESOURCES

ACCOUNTS RECEIVABLE position for Farmington Hills property management company. Computer experience necessary. Excellent pay & benefits package. Send resume with salary history to Office Manager, P.O. Box 2480 Farmington Hills, MI 48334.

ACCOUNTS RECEIVABLE

Part-time, flexible hours, days 8-5. Credit, collections, data entry, general office. Call back into work force or start using that accounting class. Schoolcraft/Newburgh area. Myers Tire Supply, Livonia. Phone: 313-464-2141

ADIA HAS AN EXCELLENT OPPORTUNITY

Perfect Word Processors with experience in Excel, Microsoft Word for Windows, WordPerfect 6.0.

TOP PAY
Dearborn, Melvindale
& Rochester areas.
Call for interviews.

ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 721-8080
Taylor: (313) 291-3100

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

Small Franklin building adjacent area. Must be self-starter, career-minded individual. Word processing, light accounting, good phone skills. Salary & benefits negotiable. Will train. Send resume P.O. Box 3142, Farmington Hills, MI 48333-3132

ADMINISTRATIVE ASSISTANT

18-30 hrs., Mon-Fri. 3 years experience in Commercial Automotive and Retail/Food. 313-425-4411

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

Full time for busy automotive dealership. Good attitude and computer skills required. Call 810-348-7200

ADMINISTRATIVE ASSISTANT

needed for Bloomfield Hills warehouse/shipping firm. Must have good phone skills, computer skills, 37 our hour plus benefits package. Send resume to: Lawyer & Co., 300 Enterprise Ct., Bloomfield Hills, MI 48304.

ADMINISTRATIVE ASSISTANT

full time for temporary staffing assignment. Word processing, spreadsheet, time keeping, accounting, phone, pleasing touch driven. Resume to Temp Staff, 29200 Northwestern Hwy., Suite 100, Southfield, MI 48034 or fax: 810-350-0700

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

A growing corporation in W. Bloomfield has an immediate part time position available. Ideal candidate will provide personal support to the president, help in future staff hiring and have strong organizational skills. Ideal candidate will have experience & previous working skills & knowledge of Word Perfect 6.0 & Lotus. Pay commensurate with experience. Fax or mail resume with salary requirements to: Fax 810-661-1911 or Box 1, 6800 Orchard Lake Rd., Suite 200, West Bloomfield, MI 48322

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
PART-TIME

Corporate Illinois facility in Auburn Hills looking for hard working individual interested person to work 1:30 - 7pm, Mon. thru Fri. Excellent organizational skills & word processing skills required. Prior office experience preferred. Call Ms. Gaynor at 810-879-2002

ADMINISTRATIVE ASSISTANT

Interest with diverse in client services background of international firm. Industrial office, Microsoft software, Harvard Graphics a plus. $8.00 - $13.00/hour.
Call Shelly 810-646-7661
UNIFORCE SERVICES

Administrative Assistant

ASSISTANT RECRUITER

Southfield based staffing company needed to assist busy recruiting staff in day-to-day activities, must enjoy extensive phone work. Fast paced environment, adept typing/data entry skills a must for database maintenance. Pay negotiable & plus but not necessary. Growth is the shifter position. Send resume and salary requirements to: Human Resources, 4434 Telegraph Rd., Bloomfield Hills, MI 48301

Administrative Assistant
$8.00

A leading corporation in Auburn Hills has an opening in its Sales/Marketing department. Ideal candidate will provide assistance to the sales staff. Must be proficient in WordPerfect.

Diversified Recruiters
810-344-6700

ADMINISTRATIVE Assistant for great Farmington Hills manufacturer's rep office. General office & computer experience. Call Michele for interview. 810-932-8432

ADMINISTRATIVE ASSISTANT

30-40 hrs. per week flexible. Should have experience in 1-person office, knowledge of Powerpoint, Word, basic office procedures, computer literate, strong communication skills. Send resume with salary requirements to: Lotus, P. O. Box 3266, Southfield, MI 48034.

ADMINISTRATIVE ASSISTANT - To work in the Legal services Department of a growing Computer Software Consulting firm, and enjoying speed of 40wpm, required knowledge of WordPerfect 6.1 preferred, Lotus, plus accounting background with resume and cover letter to:

SYNTEL INC.
Attention: Lisa Drake
6700 Cobbs Creek Road, Suite 300
Troy, MI. 48098

ADMINISTRATIVE ASSISTANT

Farmington Hills, professional firm is thrilled in seeking an administrative assistant with a minimum 3 years experience in accounting and customer contact. An Associates degree in business or equivalent is desirable but not necessary. Candidate must have excellent communication skills and be computer literate. For immediate consideration please send resume with salary history or fax to: Maxine Anderson, Inc., 32344 Nonnet, Redford, MI 48239

ADMINISTRATIVE ASSISTANT

Office Laboratories, Inc., a world leader in production of the dermatological industry has an opening for an Administrative Assistant to the Administrative Center in Livonia.

In this position you will be responsible for providing analytical, secretarial, and administrative support to the Administrative Vice President of Finance and his staff. The successful candidate will have at least advanced secretarial experience and computer software proficiency. Experience with a variety of word processing, spreadsheet, and administrative software is required. Strong interpersonal skills are a plus. Ability to prioritize workloads, budgeting and similar financial activities is preferred. The ability to work independently with confidential information, must possess excellent verbal and written communication skills.

If you're a self-starter with high-energy seeking for a challenging opportunity, please forward your resume and salary requirements in confidence to: Office Laboratories, Inc.; Attention: HR-FAN; P.O. Box #32 1064, Detroit, MI 48232-7064

An Equal Opportunity
Affirmative Action Employer

ADMINISTRATOR/PROJECT MANAGER

Prestigious regional law firm seeks intuitive & communication skills. Project management skills and experience is important. Very challenging position working for both Controller & Practitioner. Mail resume to: MM Companies, 3250 S. Telegraph Rd., Ste. 201, Bloomfield Hills, MI. 48302, Attn: Kelly.

Advertising Production Assistant

Mediamark seeks an energetic, self-starter. Mac resume/salary requirements to: Mediamark, 13630 Merriman, Livonia, MI 48150.

A FAST-paced office. Full time. Phones, Receptionist, Microsoft Windows, Excel, Word, Typing. Farmington & Ann Arbor. 313-464-8404

15 BOOKING AGENTS

immediate placement for fast-paced temporary agency. Some food service experience helpful. Part-time to full-time positions. Call Mon-Fri, 9am-4pm. 810-478-3010

A GREAT CAREER AWAITS YOU!

A major Detroit area law firm has an immediate need for experienced:

- Legal Secretaries
- Paralegals with at least two years experience in:
  - Business Law or
  - Litigation Support Discovery
- Copy Center Clerks

These career opportunities offer great pay and benefits.

Please fax resumes or call:

CORPORATE PERSONNEL SERVICES
Phone: (313) 352-7010
Fax: (313) 352-7014
EOE NO FEE

ALBIN BUSINESS CENTERS

is seeking a self-motivated, efficiency minded with good communication skills who enjoys a variety of administrative duties. Duties include: 401K profit sharing plan administrator.

Call Jack, 810-478-0005 Ext. 639.

ASSISTANT OFFICE MANAGER

Part time. Required typing, phone and office experience. Approx. 15-20 hrs. Independent self-motivated individual to act as phone in receiving and to do computer work. Fax resume to: 313-525-4411

AUTO DEALER - has an immediate opening for service/walk-in/warranty clerk. Qualified candidate must be reliable. Call Jim Lefler or Bob Thompson.

BOB JEANETTE PONTIAC
6400 Pontiac
Pontiac, Michigan

BILLING CLERK

Uniform Supply Company needs typing, accounts & billing office. Part or full time for first shift. Call 810-477-5170

Bookkeeper/Law Office

HAS 3 OPENINGS

- Receptionist with good typing skills, with good telephone skills.
- Data Entry Clerk, 10 key, 40 wpm min. Thru data.
- Bond Indexer for Bar Ext.
- Bond Indexer/Bar Ext.

Call Linda at 559

★ BOOKKEEPER/SECRETARY

Hard-working person needed for a 4 day week. Must be organized, flexible, have good communication skills, know Word Perfect, Lotus, Word experience with Windows, Excel helpful. Salary commensurate with experience. Fax Resume, Attn: Bookkeeper, Fax 810-557-9171

504 Help Wanted Office-Clerical

ALL WORD PROCESSORS
$8 TO $13/HR.
Windows, DOS & Macintosh
ARBOR TEMPS: 459-1166

ASSISTANT GENERAL OFFICE

New entry level position available with large, national financial planning firm. Ann Arbor/Ypsilanti area. Hours will include phone, filing, typing, mail and other clerical responsibilities as a "backup" to this large, friendly sales office.

Dependable, mature individuals with good attitude, good communication & presence and a "team spirit" are invited to write to Service Week at:

America Financial
29100 Northwestern Hwy., Suite 405
Southfield, MI 48034
FAX: 810-353-3612

BOOKKEEPER, Plymouth CPA is seeking people for

★ BOOKKEEPER

non-smoking office. Full or part time. Experience required. Duties must include payroll taxes, general ledger, accounts receivable, computerized system. Flexible schedule. Only self-motivated individuals need apply. 313-466-1040

BOOKKEEPER Experienced for Farmington Hills Manufacturer, Mon thru Fri, part time. Excellent Computer literate. 810-626-6000

BOOKKEEPER - FULL CHARGE

Challenging full time position for experienced full charge bookkeeper with accounting degree.
(810) 348-2500

BOOKKEEPER (PART TIME)

Computer experience. Flexible hours. Southfield office location.

Administrative Assistant
29100 Northwestern Hwy., Suite 405
Southfield, MI 48034
FAX: 810-353-3612

BOOKKEEPER, Plymouth CPA is seeking people for

★ BOOKKEEPER

non-smoking office. Full or part time. Experience required. Duties must include payroll taxes, general ledger, accounts receivable, computerized system. Flexible schedule. Only self-motivated individuals need apply. 313-466-1040

BOOKKEEPER Experienced for Farmington Hills Manufacturer, Mon thru Fri, part time. Excellent Computer literate. 810-626-6000

BOOKKEEPER - FULL CHARGE

Challenging full time position for experienced full charge bookkeeper with accounting degree.
(810) 348-2500

BOOKKEEPER (PART TIME)

Computer experience. Flexible hours. Southfield office location.

BOOKKEEPER/SECRETARY for Accounting Dept. in Southfield near Lahser/Greenfield. Must have W/P, Lotus, and accounting experience. Will be responsible for routine clerical duties, assisting VP, Controller, and accounting staff. Knowledge of accounting helpful. Salary to $22,000. Send resume to Mrs. Lebow, P. O. Box 3266, Southfield, MI 48034.

BOOKKEEPING/ACCOUNTING

Busy engineering firm in Ann Arbor. We needs people full or part time to work in accounts receivable and accounts payable departments. Some experience required. Entry level positions available. Knowledge of accounting procedures - computerized office. Call Ann Arbor Temps for Full Time Employees
Send resume or apply:
ROUSH INDUSTRIES
11846 Merriman
Livonia, MI 48150
(313-591-1030
Fax 313-591-4033
EOE

BUBBLY RECEPTIONIST
$7 to $5/HOUR
Long & Short Term Assignments
ARBOR TEMPS: 459-1156

BUILDER seeking mature individual for part time office in Northville. Candidate should be detail oriented and have the ability to work independently. Should have experience in A/P, A/R, payroll, computers, general office, phone skills and possess good phone skills. Construction knowledge helpful. Competitive salary. Send resume to: Karen Wise, 41731 Grandwood, Plymouth, Michigan 48170.

★ BUYING DEPT. ASSISTANT

Entry level position for candidate with strong computer skills. Math, high math aptitude, organized, detail oriented. Skills to include data entry, 10-key calculator & 40 wpm. Send resume to: Personnel Dept., Sovereign Services, Ann Arbor, Livonia 48150. Drug-free work place

CAREER OPPORTUNITY

Executive Assistant to the President. Challenging position-must have excellent organizational and computer skills. Flexible hours, 10:30-7. Contact Mrs. Lemieux for confidential interview at (810)737-7111

CAREER OPPORTUNITIES

We are in the process of recruiting for a rapidly expanding automotive supplier in the Downriver area.

Key positions include:

- Receptionist
  - One year experience, multiple phone lines, light typing, some WordPerfect
- Accounts Payable Coordinator
  - Two years experience, collections
- Administrative Coordinator for Systems Group
  - Three yr operations, Windows, Lotus
- Administrative Coordinator for new Education Department
  - Strong interpersonal skills, MS Word with Windows, Lotus 1-2-3

All positions offer top pay & benefits. Call Dave today at:

CORPORATE PERSONNEL SERVICES
Phone: (313) 692-7010
Fax: (313) 692-7014
EOE NO FEE

PART-TIME/CLERICAL

A Novi based manufacturer's representative for electronic products is seeking a high quality, motivated individual for clerical duties including data entry, filing & assist office duties. This is an excellent opportunity in an enjoyable, fast paced environment. Please send your resume to: Greg Rasburg, P. O. Box 5361, Farmington, MI. 48333.

♡ CLERICAL-Ideal position for a mature, dependable person or retiree. Dealing with customers on phone, answering & typing duties & general office duties. Flexible hours. Call 810-356-5122

CLERICAL

A well established Plymouth based company has a need in their traffic department for a person with some knowledge of transportation & traffic. Good attitude and detail oriented. Send resume to: Transportation, PO Box 415, Northville, MI 48167

CLERICAL - Energetic person needed for transportation company. Must have good phone and typing skills, computer knowledge and scheduling is a plus. Salary commensurate with experience. Fax: 810-348-3235

CLERICAL

Farmington Hills Insurance Agency has opening for Clerical Trainee position. Great opportunity for self-starter. Call 810-661-1320 for interview.

CLERICAL - FULL TIME

General sales work. Computer experience helpful. Call 313-455-1000

ARBOR TEMPS BLOCK
Ann Arbor, Livonia, Lincoln

CLERICAL - Full time general office work for Bloomfield Property Management company. Computer experience desired. Call 626-2000, Ron Fox.

An Equal Opportunity Employer

CLERICAL

Work in Northville. Pleasant personality and an eye for detail are important. Light typing, filing, phone, computer data entry. Fax resume to: 810-348-3235

CLERICAL - Energetic person needed for transportation company. Must have good phone and typing skills, computer knowledge and scheduling is a plus. Salary commensurate with experience. Fax: 810-348-3235

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CLERICAL

- Receptionist
- Data Entry
- Billing Clerk
- Accounts Payable Clerk

Fully paid benefits package available. Apply in person or fax resume to:

LITHOA CORPORATION
Attn: Personnel
P.O. Box 5000
Redford, MI 48240-2666
Fax: 313-532-2777
EOE

CLERICAL

Data entry using a mouse.
Call Tuesday 810-477-5170

Farmington Hills
Call Tuesday 810-477-5170
TEMPORARY RESOURCES

CUSTOMER SERVICE

Full & part-time, days & evenings. Working contract employees for a major automotive supplier. Will be responsible for order processing, customer service, and other duties as assigned. Must have excellent communication skills, good math skills, and be detail oriented. Ideal candidate will have 1 year customer service experience, preferably in the automotive industry. Pay commensurate with experience, plus, fringe benefits. Fax resume to: Human Resources, Fax 810-348-3235

504 Help Wanted Office-Clerical

CLERICAL

National company has immediate part time Customer Service, 30-36 hours a week, Mon-Fri, 2 hrs. late evenings. Southfield location. Call Sherry: 1-800-255-7154 ext 606

CLERICAL - Northville area has full time position available in Purchasing department. Some knowledge of bookkeeping is required. Experience preferred. Good math & communication, strong computer and typing skills required. Competitive salary. Apply in person, Mon-Fri, 9-5:

BELANSON, INC.
1001 DONZRY CT., Off Northville Road, North of Seven Mile

CLERICAL PART TIME

Purchasing Department. Good typing skills required. Computer training provided. Must be dependable, organized, personable. 30 hrs/wk 3 Flexible hours preferred. Apply at 17300 Haggerty, Livonia. Sulzer Carpet, Farmington Hills. 810-474-5300

CLERICAL PART TIME

Busy service company in Troy needs clerical person to work 15-20 hours per week. Flexible hours. Duties include phone skills, computer and general office experience. Non-smoking environment. Send resume to: P.O. Box 991, Novi, MI 48376-0991.

CLERICAL POSITION

Part time, at a Livonia based distribution center. Flexible hours. Send resume or call Sylvia, Mon-Fri, 9:30-5:00. 313-422-6400.
Sylvia Distributing
12963 Wayne Rd., Livonia, MI 48150

CLERICAL -

Requires typing skills, 50 ppm, and 10 key knowledge. Great working conditions and benefits. Flexible hours available. Salary commensurate with experience. Ext. 313.

An Equal Opportunity Employer

CLERICAL/RECEPTIONIST

Ambitious, organized person. Data entry, filing, good communication skills and Word Perfect experience. Send resume to: P.O. 12 Box 5266, Call Lindsay at 810-478-0770.

CLERICAL: With data experience. Good typing & phone skills. Please send resume to: 31182 Schoolcraft, Southfield, MI 48076.

CLERK TYPIST

The Office of the Standing Chapter 13 Trustee in Detroit is looking for a full-time Clerk Typist. Typing 45 WPM minimum, strong oral and written communication skills required. Good math skills a plus. Competitive salary & excellent benefits including 401k. Mailer Medical, Dental, Life, prescription life and disability.

Please send resume and salary requirement to:
Box 154
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NETWORK ADMINISTRATOR

Association seeks individual to administrate PC & UNIX network including Windows, AIX & Ethernet. Preferred skills include TCP/IP, Windows, WordPerfect 6.1, 1-2-3, Microsoft Access, Lotus, TCP or NFS desirable. BS degree in Computer Science or equivalent. Experience administrating and based LAN. Send resume & salary requirements to: Personnel Director, P.O. Box 76346, Detroit, MI 48213

COMPUTER SERVICE - contingent staffing position with good, organized typing skills to assist engineers at parts and process paperwork. Competitive wages and benefits. Call Debbi at 810-647-2020

CUSTOMER RELATIONS

Customer oriented individuals to work Mon.-Fri., with flexible weekends/holidays. Must have excellent typing skills, phone handling skills to work to our fast paced office. Ability to satisfactory handle multiple tasks quickly and accurately. We offer a great benefit package and competitive salary. Apply in person from 4pm, Mon. thru Fri.

Qualex
43041 W. Nine Mile Rd.
(Just east of Novi Rd.) behind Guardian