502 Help Wanted-Office Clerical

CUSTOMER SERVICE
POSITION. Tired of talking to children only? Come & talk to our customers. Part time positions available immediately. Applications accepted at: Kurtz Kitchen & Bath, 19700 Merriman, Livonia between 1pm-5 & Plymouth Rd.

CUSTOMER SERVICE/ office HELP
Immediate Opening. Looking for experienced person with parts and/or pickup truck necessary. Long standing. Must be a team player with good phone manner and communication skills. Full time position. 1-800-968-9203. Dunstner U.S.A., 36462 Webb Dr., Westland, Mich. 48185

CUSTOMER SERVICE
The professional atmosphere of our major clients with excellent customer service people that are a cut above average. Whether you're looking for a career where your excellence will be rewarded, or possibly involved! Temp to perm opportunity. Days & eves.
Call Jennifer Livonia
810-645-7681 810-473-2931
Advantage Staffing

DATA ENTRY CLERK
For Troy law firm. Experience necessary. Salary commensurate with experience. 810-649-7800

DATA ENTRY KEYPUNCH
Experienced production operators. Flexible work hours. Overtime. Salary commensurate with keystroke rate. Union area.
Call for appointment. (810) 254-1910

DATA ENTRY
$7.50/HR.
Will train. All Shifts.
Temp-to-Perm
ARBOR TEMPS. 459-1166

ENTRY LEVEL CLERICAL/DATA ENTRY
Growing southwest leasing company needs team player with a sense of urgency for incoming mail, compiling of new files and data entry, and a variety of administrative duties. Include medical, 401-K, plus. Please send resume with minimum salary requirements to:
SHEFF, P.O. Box 8066
Farmington Hills, MI 48333

EXECUTIVE SECRETARIES/ WORD PROCESSORS
Start your New Year off with a great new career! Live Staffing Environment is the work for you. Whether you are looking for short term assignments or career let our staff of professionals help you find the job you've been looking for. Any of the following skills are a plus.
•Word Perfect •Microsoft Word
•Lotus •Quattro Pro
Powerpoint •Harvard Graphics-Windows or DOS
Call today for an interview. Now with extended evenings and weekend hours.
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

FAST PACED office, phones, receptionist, typing 60wpm, computer skills. In the RenCen. Ann Arbor, Livonia, Novi, Dearborn Hts. 313-356-1822

GENERAL CLERICAL
Part time/hourly position with great, new insurance company located in Troy for general clerical work. Duties include; document, copying and correlating, typing typing 40wpm, 10 key, ground helpful. Send resume to: Mr. R. Plunkett, 1500 W. Big Beaver, P.O. Box 1259 Troy MI 48099

GENERAL OFFICE DUTIES
Looking for aggressive, self motivated person for accounting & computer skills, good telephone communication skills & typing/data skills. $7.00 an hour to start with growth potential. Call Debbie at OfficeClerical, 42000 Vanilloh Rd., Canton, MI 48188

GENERAL OFFICE
Permanent part time for Southfield area accounting firm. Computer & office experience required. Fax resume to: 810-968-3481

GENERAL OFFICE - Typing, answering phones, computer skills. Resumes to: Attention: Ann PO Box 215050 Auburn Hills, MI 48321

GROWING SERVICE company located in Novi, needs full-time office personnel to support our office experts since required. Relaxed atmosphere & competitive wages & benefits. Contact Town Center Refrigeration: 810-380-1290

HAPPY HOLIDAYS & MANY THANKS to all TODAYS TEMPORARY Employees & Family
TROY: (810) 649-4455
AUBURN HILLS: (810) 373-7161
DETROIT: (313) 961-1888
SOUTHFIELD: (810) 350-9777

HAPPY HOLIDAYS!! Start the New Year with a new position. Our offices will re-open on Tuesday, Jan. 2, 1996 to help get you the job you need on a temporary basis. Please call for an appt. 810-399-3450
SNELLING PERSONNEL SERVICES

HERE'S THE JOB FOR YOU!
We're looking for an experienced, energetic full time secretary to assist us in our very busy, expanding West Bloomfield office. Must be proficient in Quiken & real estate experience a plus! Call Claudine at (810) 626-8600 ext 273 or fax resume to attn: Claudine, (810) 855-0631

HIGHLY CONFIDENTIAL POSITION reporting to the director of engineering for exciting fast paced The Automotive Industry. Must be a team player, with excellent Word Processing, organizational and telephone skills. Must have good spelling/ grammar/ presentation skills. Five plus yrs. experience in engineering/ engineering environment preferred; with proven ability to exercise discretion & diplomacy. Send or fax resume to: Doorkic Industries, Attn: Human Resources Exec Sec., 19988 Haggerty Rd., Livonia, MI 48152, Fax 313-591-3902. EOE

HUMAN RESOURCES ASSISTANT
Major Detroit based distribution company seeks experienced human resources assistant. Responsibilities include weekly payroll processing, personnel record keeping, 401K administration and some secretarial duties. Computer skills required. Send resume to: Human Resource Assistant, P.O. Box 02888, Detroit, MI 48292. EOE

IMMEDIATE OPENING. Large property management company seeks assistant to property manager. Light typing & filing, accuracy a must. Computer experience a plus. Call Mon-Fri 9am-5pm 810-355-1030 or FAX resume to 810-356-8005
An Equal Opportunity Employer

IMMEDIATE OPENINGS
- Experienced Data Entry Operator
- Receptionist/Switchboard

Call and apply today!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

EXPERIENCED LEARNING CONSULTANT & GROUNDS HELP
For expanding community in Rochester Hills. Drug testing. Benefits available after 90 days. Apply within. Dale at Hampton
843 Dorchester, Suite 225
Rochester Hills, Michigan 48307
(810) 853-1377
(Golf Driving Range)

LEGAL ASSISTANT - Part-time
For small client centered general practice, downtown Birmingham firm. Mon, Tues, Thurs evenings. Sat. days. Word Perfect 5.1 experience required. Call 313-642-6660 or fax resume to: Bolinger & Associates, 810-908-2211

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Full-time position in Troy suburbs. Immediate opening for attorney's staff. Call for interview: (810) 358-0111

LEGAL SECRETARY
Litigation experience required. For busy Southfield patent law firm. Excellent benefits. Salary negotiable. Call Daniel, (810) 358-8611 x 3300.

LEGAL SECRETARY
(Full time). Duby & Robertson, P.C., (Troy office) has opportunity for corporate, estate planning, general litigation, WordPerfect 6.1 required. Fax resume to: (810) 353-4960

LEGAL SECRETARY for a Southfield law firm. Minimum 5 years experience in commercial real estate law. Word for windows experience helpful. Excellent benefits. Call (810) 352-7802. Send resume to: Office Administrator, P.O. Box 318, Southfield, MI 48037-0318 or call (810) 358-5200.

LEGAL SECRETARY
For Town Center law firm specializing in Personal Injury. Must be proficient in WordPerfect w/exceptional typing & communication skills. Litigation experience preferred. Personal attention, non-smoking office. Excellent starting salary & benefits.
Call Mary Ann Peters: (810) 948-0000
Or FAX resume: (810) 948-8494

LEGAL SECRETARY
for Insurance Defense firm. Salary & insurance. Send or fax resume: 6905 Telegraph Rd., Suite 316, Bloomfield Hills, MI 48301

LEGAL SECRETARY -Farmington Hills sole practitioner, medical malpractice defense firm seeks full time secretary with excellent computer skills, WordPerfect 6.1 for Windows; salary negotiable. (810) 473-6800

LEGAL SECRETARY
For busy Troy law office. 2-3 years corporate experience. Word Perfect office. Send resume to: Secretarial, 2000 W. Big Beaver Rd., Suite 625, Troy, MI 48084

LEGAL SECRETARY
For office in Novi.
Experience in Microsoft Word.
Call: (810) 347-6914

LEGAL SECRETARY
For established Southfield/Hills law firm. Preferred candidate will have broad experience in litigation and other practice areas. Highly desirable working environment. Salary commensurate with experience and skill level. For confidential consideration, please send resume to: P.O. Box 1112, Bloomfield Hills MI 48303-1112

LEGAL SECRETARY
Mid-size Southfield insurance defense firm seeks Legal Secretary with 3-5 years experience with, insurance defense litigation. Excellent salary & benefits. Reply to: Legal Administrator, 4000 Town Center, Suite 805, Southfield, MI 48075

LEGAL SECRETARY
needed for non-smoking law firm in Farmington Hills. 1-5 yrs. experience in litigation; type 60-80 wpm; computer literate. Send resume to: Attn: M. O'Brien, 2550 Telegraph, Suite 250, Bloomfield Hills, MI 48302.

LEGAL SECRETARY needed for busy Rochester Hills law firm. 1-2 yrs. of commercial litigation experience. Word perfect 6.1 a plus. Please forward resume with cover letter indicating salary requirements to: Box #2092
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY - plaintiff & insurance defense work. Word Perfect 5.1 & Microsoft Windows, send resume & salary requirements to: Herbert & Patterson, P.C. 2600 W. Big Beaver Rd. #550, Troy, MI 48084. Attn: Sheri

LEGAL SECRETARY
Troy law firm. Insurance defense experience preferred. Salary commensurate with exp.
Call: (810) 649-7800

LEGAL SECRETARY
to 130 lawyer.
Work in legal department of major downtown corporation. Litigation experience preferred. Good organizational skills. Paid parking, quick hire.

LEGAL SECRETARY
Immediate opening with well known firm. 3 yrs. Patent experience. Excellent opportunity. Full benefits.
• 810-772-6750
Gruebing Personnel Services

LIVE AND EARN
Great Jobs Available Now
Come work with Fortune 500 Companies, Banks and Auto Industry. Detroit Ile & Manpower office temporary.

WORD PROCESSING SECRETARIES
MS Word and Excel experience. Powerpoint and Access helpful.
Pay range $9-$12/hr.
DATA ENTRY: Minimum 6000 keystrokes. Pay range $7-$8/hr
Call Kelly at 313-971-1010
Fax resume to 313-971-1012
EOE

Looking for a great job! Here it is! We are looking for experienced, energetic full time receptionist to assist us in our busy West Bloomfield Real Estate experience a plus! Call Claudine at (810) 626-8600 ext 273 or fax resume to attn: Claudine, (810) 855-0631

MEDICAL RECORDS TECH
needed to work in Westland office of growing home health agency. Part-time (24 hours/week) Monday, Tuesday, Saturday and Sunday. Qualifications: strong organization, medical terminology, knowledge of medical records compliance preferred. BENEFITS INCLUDE: dental, vision, 401(k), Summer and Turkey Pay, Paid Holidays and Vacation.

Please send resume and salary requirements to:

RN HOME HEALTH CARE
35000 Michigan Ave. #400
Wayne, MI 48184
Attn: Human Resources
EOE

MEDICAL TRANSCRIPTIONIST
For physician's office in Southfield. Prior experience required. Send resume to: Box #2106
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

NORTHVILLE AREA - Looking for highly motivated person to assist in growing Real Estate practice. Past experience in either field helpful. Must excel in computer & organizational skills & handle multiple tasks. Required: Excellent individual, good salary & benefits. (810) 348-2411

NORTHVILLE BASED - sales manufacturing & engineering firm seeks customer service assistant. Responsibilities include weekly payroll processing, personnel record keeping, 401K administration and some secretarial duties. Computer skills required. Send resume to: Human Resource Assistant, P.O. Box 02888, Detroit, MI 48292. EOE

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An Equal Opportunity Employer

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- Experienced Data Entry Operator
- Receptionist/Switchboard

Call and apply today!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

EXPERIENCED LEARNING CONSULTANT & GROUNDS HELP
For expanding community in Rochester Hills. Drug testing. Benefits available after 90 days. Apply within. Dale at Hampton
843 Dorchester, Suite 225
Rochester Hills, Michigan 48307
(810) 853-1377
(Golf Driving Range)

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For small client centered general practice, downtown Birmingham firm. Mon, Tues, Thurs evenings. Sat. days. WordPerfect 5.1 experience required. Call 313-642-6660 or fax resume to: Bolinger & Associates, 810-908-2211

502 Help Wanted-Office Clerical

OFFICE ASSISTANT
For service type home business located in northwest suburbs. Computer experience a plus. Excellent salary & benefits. Reply to: P.O. Box 401123, Redford, MI 48240. EOE

OFFICE MANAGER
Must have computer & accounting background
Call Tom:
(810) 363-2231

OFFICE PERSON
Needed for busy construction office. Needs phone, typing & light bookkeeping. WordPerfect 6.1 required. Fax resume to: (810) 333-4960

OFFICE PERSONNEL NEEDED
Answer phones, light typing, filing. Some experience in Microsoft Word & Excel helpful. Mon.-Fri. 8-5pm. Salary commensurate with experience. Full benefits. Please forward resume to: Personnel, 2313 Orchard Lake Ridge, #303, Farmington, MI 48336.

OFFICE & SALES POSITION - part time for lighting showroom. Telephone, computer, general office duties. Must have good typing skills. Apply at Reid Lighting, 43443 Grand Road, Novi.

PAYROLL ADMINISTRATOR
Contract Staffing Company in Farmington Hills has a permanent full time position available for an experienced payroll professional. Must have computer applications (Payplus Accounting, Lotus, DBase) and operations is preferred. Competitive paid benefits. Send resume to:
HRC - FTPH
31709 Middlebelt Rd., Suite 140
Farmington Hills, MI 48334

PAYROLL CLERK
National retailer based in Troy seeking part-time Payroll Clerk. Late requires a mature, ADP processing person with 2-3 years payroll clerical rate with experience. Send resume to: Beyond Basics, 2300 W. Big Beaver Rd., Suite 625, Troy, MI 48084

PURCHASING AGENT
Company in Auburn Hills area is looking for someone with an automotive or manufacturing background. Position pays $35000 + plus. Call today for details.
Lisette Auburn Hills
313-268-8600 810-373-7500

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

REAL ESTATE PERSONAL ASSISTANT
Are you friendly & experienced in leasing & growing? Are you supportive, detail oriented, computer friendly & motivated? Do you value commitment, loyalty & dedication to a company? If YES!!! Call us for a confidential interview. 810-646-6078

RECEPTIONIST/BOOKKEEPER
Part time. Good communication skills necessary. Pay commensurate with experience. Call (810) 471-4332. Fax resume to: (810) 471-5573

RECEPTIONIST/CLERK - immediate opening, full time position, some typing required. Call Judi Williams between 9am & 3pm at (810) 559-8616.

RECEPTIONIST
Daytime for Livonia salon. Full-time. Paid vacations. Call (810) 476-1372

RECEPTIONIST
Employer Services Company in Farmington Hills has a permanent full time position available for an experienced receptionist. Duties include multi-line phone, Word Perfect correspondence, mail merge and general support. Competitive paid benefits. Send resume to:
31700 Middlebelt Road, Suite 140
Farmington Hills, MI 48334.

RECEPTIONIST
to 130 per week
Call: 810-932-0100, Ext. 345

RECEPTIONIST
Full or Part Time in Large Lincoln Mercury Dealership. Must be professional, motivated and possess excellent interpersonal skills. Please apply in person at Hines Park Lincoln Mercury, 40901 Ann Arbor Rd. Plymouth (Just west of Haggerty)

RECEPTIONIST
Immediate opening with well known firm. 3 yrs. Patent experience. Excellent opportunity. Full benefits.
• 810-772-6750
Gruebing Personnel Services

RECEPTIONIST
full time at Livonia/ health club. Morning shift. Benefits plus. Phone experience a plus. Apply in person at: 6343 Farmington Rd., W. Bloomfield. EOE

RECEPTIONIST
Full time position. Data entry responsibilities for busy Bloomfield Hills office. WordPerfect knowledge necessary. Please fax resume to 810-540-1710 or call 810-540-0700

RECEPTIONIST - Full time position for multi-line phone system and general clerical. Must have a pleasant & professional phone manner. Experience necessary. Benefits. Apply at Huntington Blueprint, 13450 Farmington, Livonia.

RECEPTIONIST
A general office experience, for busy retail office. Call (810) 588-7272

RECEPTIONIST NEEDED for non-smoking law firm located in Bloomfield Hills. Experience preferred. Please send resume to: 2550 Telegraph Rd. #250, Bloomfield Hills, MI 48302

RECEPTIONIST
Part time afternoons. Personable individual with 3 years sales. Word processing helpful. Congenial working environment. Send resume to: Personnel, c/o Temple Israel, 6735 Walnut Lake Road, West Bloomfield, MI 48323

RECEPTIONIST/ SECRETARY

Guardian Industries has an opening for a receptionist/secretary. Need to work at its World Headquarters in Auburn Hills. In this position, you will be responsible for Switchboard and Human Resources Departments. Responsibilities include: greeting, maintain switchboard, preparing correspondence and working on special projects. Prior word processing (Wordperfect) and general office experience required. Receptionist experience is helpful. The hours for this position are 8:30-5:00. We offer a competitive total compensation package.

Please send your resume and salary history to:

GUARDIAN INDUSTRIES
Attn: Bob Merrick
2300 Harmon Road
Auburn Hills, MI
48326-1714

Equal opportunity employer

RECEPTIONIST/SECRETARY
ERROR/OMISSIONS. Requires salary requirements to: RCI, 30600 Telegraph Rd. Ste 1211, Bingham, Farms 48025. Attn: Mary. Or FAX 810-540-1764

RECEPTIONIST / SECRETARY

A Novi based Manufacturer's Representative of electronic components is looking for a high quality individual with excellent communication skills. The lead candidate would have experience in Word Processing and the ability to handle 10 key phone system. Please send your resume to: Greg Radetich, PO Box 3561, Farmington Hills, MI 48333

RECEPTIONIST/TYPIST
Needed for a busy Bloomfield Hills insurance office. Must have excellent telephone skills. Significant contact with clients. Professional presentation a must. Please call Andy at (810) 626-8787

RECEPTIONIST / TYPIST
Rehab Firm seeks a receptionist/ typist with a 55 wpm typing speed. Excellent phone skills and communication experience, excellent reporting skills & a working knowledge of WordPerfect are necessary. Please send resume to: Shirley Hart, 30555 Southfield Rd. Suite 300, Southfield, MI 48076

RECEPTIONIST / BOOKKEEPER
$8.00/hr. 2nd level. Dental/vision/life benefits. Experienced with computer skills. (810) 477-8180

502 Help Wanted-Office Clerical

RECEPTIONIST WANTED
Part time evening and weekend receptionist needed for real estate office in Plymouth. Flexible hours. Call Donna or Sharon at: (313) 453-5800

RENTAL AGENT - People oriented customer experience. Medical Office, Word, Excel. Full time, flat, required. Health insurance paid. Start $7.00 hour. Room for advancement. For interview with Cent. (810) 615-8200

SALES ASSISTANT
Manufacturing firm is seeking administrative assistant to work in fast paced customer service department. Must have minimum 2 yrs. experience & be proficient on WordPerfect 6.1 & Excel. Fax resume to: S. Diamond, 30261 Stephenson Hwy., Madison Hts. 810-585-8400, ext. 235

SALES ASSISTANT
To provide office support to local sales staff. Prepare sales presentations using wordprocessing, database and spreadsheet software. Requires good communication skills in fast paced environment. Send all resumes to:
Box #2101
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PURCHASING SECRETARY
Immediate opening for experienced person to assist department with purchasing, data entry and secretarial duties. Part-time 25-35 hours per week.
Mail or Fax resume to Mr. Lee:
Mosser Manufacturing Co.
43038 Plymouth Oaks Blvd.
Plymouth, MI 48170-2584
Fax (313) 416-2200
Phone (313) 416-0000 ext 112

SOUTHFIELD BASED property management company is looking for a part-time secretary to assist the property manager. Some bookkeeping experience necessary. Send resume to: Secretary, P.O. Box 306, Southfield, MI 48037

SECRETARY
Bingham Farms Law Firm needs mature, reliable secretary with typing, shorthand, computer skills. Benefits & benefits are negotiable. Please send resume to: Law Firm, 30600 Telegraph, Suite 2300, Bingham Farms, MI 48025

Secretary/Bookkeeper
Computerized accounting and good communication skills. Growth position with rapidly expanding company in Redford. (313) 255-5220

SECRETARY
Friendly, fast paced, non-smoking, Plymouth law office seeks experienced person for full time, computer experience. Bweprn, telephone skills necessary. Excellent benefits package. Send resume to: P.O. Box 701100, Plymouth, MI 48170.

SECRETARY
Full-time with benefits. Computer knowledge helpful. Livonia. Call Erwin at (313) 522-1200

SECRETARY/OFFICE ASSISTANT
Full time, Typing 60-70 WPM, note taking, knowledge of PageMaker, IGM & Macintosh computer, speed, accuracy & data base. Apply to work with figures. Benefit package included. Resumes to: Southfield Public Schools, Personnel Relations Office, 550 W. Merrill Street, Birmingham 48009.

SECRETARY
OUR competency offer their employees the latest in computer technology, excellent earning potential and growth opportunities. We need your prior word processing experience and the ability to interact with clients. Word, Excel and Power Point preferred. To $14.00/hr. Paid benefits and vacations. Call Susan.
Birmingham
473-2931 (810) 645-7661
Advantage Staffing

SECRETARY POSITION
For repossession company, courtesy, note recovery and locator. Light typing, light filing, answering phones. Part-time, Mon-Fri., 8am-3pm. Hours will vary. Possible full-time position available. Wages depend on experience. Apply in person. If no answer, please leave a message: 313-467-8292.

SECRETARY
Property management firm in Southfield seeking highly motivated person with excellent word/processing & communication skills. Send resume to: P. O. Box 76, Southfield, MI 48037.

SECRETARY
REAL ESTATE OFFICE
Good typing skills and organizational skills. Must be professional, bright & motivated. Call Sandy or Trimdepeart at (313) 539-2000

SECRETARY RECEPTIONIST
Milford office seeks bright energetic person with excellent typing skills & computer skills, full benefits.
Send resume to: 4 Pegasus Lane, Farmington Hills, MI 48331

SECRETARY/RECEPTIONIST
For busy consulting firm. Telegraph/ I 75. Part to full-time position. Excellent computer skills required. Word/Perfect/Word Excel.
Call Sue at (810) 540-0014

SECRETARY with bookkeeping experience. Used car dealership in Madison Hts. Full-time. Type, computers, general office. Call Barry-Sam at (810) 583-9732

SERVICE CLERICAL
Billing, filing, telephone reception, computer skills a must, 40 hr. work week plus benefits. Forward inquiries to: Attention Chuck, GCS Services Inc., 21477 Bridge St., Suite B, Southfield, Mich. 48034

START THE NEW YEAR WITH A PROFESSIONAL RECEPTIONISTS NEEDED!!
Immediate openings for experienced Receptionists in Farmington Hills area. Detail oriented and eager to learn. Some computer skills are a plus. Good, salary plus benefits!
TEMPORARY & PERMANENT PLACEMENTS
Call today for an appointment

Livonia, 313-266-8600
Southfield, 810-352-1300
Taylor, 313-284-0777
Auburn Hills, 810-373-7500
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

SUPPORT SPECIALIST
To $23,000
Opportunity to join rapidly growing company in this support position for sales team. Responsible for order entry, invoicing, quotes and various clerical tasks. Seeking professionals candidates with good computer skills.
Diversified Recruiters
810-344-8700 FAX: 810-344-0704

SWITCHBOARD Operator/ Receptionist. Expanding insurance brokerage company seeking a mature, professional individual to assist in greeting the public & able to handle a 6 line telephone system. Must be bilingual Pol., & Ukrainian other Eastern European languages. Apply at: Kimball Associates, 15001 Levan, Livonia. EOE

TAX PREPARER
Farmington Hills firm seeks experienced Preparer.
(810) 553-3030

TELEPHONE INTERVIEWERS
Needed for days & evenings. Business to business appointment setting, fax cleaning, market research, customer satisfaction surveys, etc. Will train. Some sales experience required. Office in Farmington Hills. Starting at $7.50/hr. Please call:
(810) 476-7294

502 Help Wanted-Office Clerical

SECRETARY-ASSESSOR'S OFFICE CITY OF BIRMINGHAM
The City of Birmingham is seeking qualified applicants for the position of Secretary in the City Assessor's Office. The successful applicant will perform a wide variety of responsible administrative and clerical tasks related to property assessment, including keyboarding/word processing, spreadsheet and word processing duties, preparation of assessment notices, independent judgement and the ability to deal tactfully with the public.

Minimum qualifications: High school diploma, or its equivalent, plus substantial college coursework in clerical training in office administration and/or a related field, and two years of experience. A minimum of 3 years of experience in an automated office environment is required. Must have word processing spreadsheet software and the ability to prioritize and handle multiple tasks.

Salary range: $21,904 to $29,127. The City also offers a comprehensive benefits program.

Applications will be accepted through Monday, January 15, 1996 at the Human Resources Office, 151 Martin Street, P.O. Box 3001, Birmingham, MI. 48012.

The City of Birmingham is an Equal Opportunity Employer

SELLER (PART-TIME)
30 hours a week, Mon-Fri. Recent real estate experience. Salary range: $8,94-$10.18/per hour. Please send or FAX resumes:
Controller
P.O. Box 994, Southfield, MI. 48037.
Fax: (810) 569-2473
An Equal Opportunity Employer

TEMPORARY to PERMANENT JOB OPPORTUNITIES
- Administrative Assistant
- Excel, WordPerfect, Word (Windows)

Call and apply today!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

To:
ALL OF YOU
From:
EMPLOYERS
(810) 353-7050
Seasons Greetings

504 Help Wanted-Dental

CERAMIST
Needed for finish grinding. Piece work or hourly. Livonia, (313) 513-6133

West Dearborn dental practice seeks experienced hygienist to fill in for dental recalls. No dental experience necessary. Computer knowledge helpful. (313) 561-5250

DENTAL AND OFFICE experience required for busy Farmington dental office. Part time, flexible hours. Please call Jane 810-477-5900

DENTAL ASSISTANT
Chairside Assistant for part time, flexible position. Mon-Thurs. Farmington Hills Family Practice. Please call: (810) 553-3565

DENTAL ASSISTANT
Would you like to love coming to work each morning. Join our staff. Part time position available for person with at least 2 years experience. Call (313) 427-2740

DENTAL ASSISTANT & Dental Hygienist, full time. Experience preferred, to join our quality producing dental team. Farmington-Livonia. (810)887-8371

DENTAL ASSISTANT
(friendly, outgoing, experienced person needed full time.)
Troy
810-649-2808

DENTAL ASSISTANT
Wanted for Westland office. Experience a plus.
Please call: (313) 722-5630

DENTAL ASSISTANT
Part-time, Tues. & Thurs. a.m. for Livonia general practice. Experience preferred. (313) 513-4297

DENTAL HELPER needed. Enthusiastic person needed in progressive, busy practice. Qualified in phone skills, scheduling & time management. Expeditor. Reliability & positive attitude a must. Please call soon for this no-cost opportunity. 810-540-0950

DENTAL HYGIENIST
High quality-motivated practice is looking for a bright, caring, experienced hygienist to join its existing staff. Salary can be $30,000 to $50,000 annually, plus benefits.
Call Dr. Gary Smith (313) 513-3313

DENTAL HYGIENIST - Cheerful, enthusiastic person needed, part time for quality dental service practice in Western suburbs.
Send resume to:
Box #2081
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL HYGIENIST
Full time. If you are an experienced Hygienist with a positive attitude, and interested in working with a team oriented practice with benefits, compare our time wages as well as appreciation for employees, then we are looking for you! (313) 427-7555

DENTAL LAB TECH
Ramsey Dental Corporation's Novi is now hiring an experienced Wax Tech. Some experience with porcelain or metal is helpful but not necessary. Please call to schedule an interview. (810) 442-4648

DENTAL RECEPTIONIST with insurance & computer experience. Part time position in busy Livonia office. (313) 425-1121

DENTAL RECEPTIONIST
Full time, 2 nights to 8pm required. Experience preferred.
(810) 851-9447

DENTAL RECEPTIONIST
Experienced for busy W. Bloomfield dental office full time & part time.
313-737-2090

ENDODONTIC OFFICE
looking for full or part time Dental Assistant. Experience preferred. Send resume to Dr. Gold 9416 South Main, Plymouth, MI 48170

FRONT DESK RECEPTIONIST
Wanted for fast-paced but to work at dental practice with a GREAT 50 Southfield location. Dental experience preferred. Computer skills necessary required. Full time. Call Debbie:
810-569-6304 or Fax 569-7914

HI WE'RE Denise Acono DDS & Jeff Heller DDS We're looking to be an exceptional person to replace our long time assistant who is moving to become a new mother. We are busy & fun and will appreciate your hard work and wonderful patient skills. Please call. (810) 540-6363

START 1996 OFF RIGHT!!!
Expanded dental practice consultants are in demand for temporary and permanent placement at Metro area dental practices. If you are the best and have at least 1 year of experience & treat yourself to an exciting new job through Peak Performers!
(810) 477-8777 No Fees

506 Help Wanted-Medical

BILLER
Long term MRI/neurology/ family medical biller. Candidate must have experience with Medicare Part B billing. (M.A.E.R.C. Guidelines). In addition, a familiarity with Urological and internal medicine is a must. Please send resume or letter of application to: PO Box 33417, Livonia, MI 48151, Attn: Accts Receivable.

506 Help Wanted-Medical

BRIGHTON DERMATOLOGY needs medical biller/ receptionist. Experienced preferred. (810)220-5040

CAREGIVERS
New agency seeking
Dependable & Flexible
loving, supportive, skilled caregivers. Nursing home experience preferred. Please call today at
313-522-1018

CENA - Full and part time positions available on afternoons and midnight shifts at Maplewood Nursing & Rehabilitation Center, Inc. Excellent benefits package. Call Kathy or Mattie, 810-656-3239

CNA'S
(ALL SHIFTS)
Full time, Apply in person: Maryrest Manor, 15475 Middlebelt Rd., Livonia, MI. 48154 (313) 427-9175

HHA'S / CNA'S
RN'S / LPN'S
Huron Valley Visiting Nurses, an affiliate of Huron Valley Hospital, Medical Center, has immediate openings full or part-time positions on all shifts with a variety of local home care assignments. Join our home care team and make a difference in the lives of others. Call Tara today for more information at:
(810)344-0234
or 1-800-860-0020

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care. Must be experienced, dependable & have reliable transportation. We offer:
• Flexible scheduling
• Pay based on experience
• Shift differentials
• Mileage reimbursement
• Paid holidays
• Benefit package for full time
If you're interested in joining a quality agency, please call or apply to:
United Home Care Services
31731 Northwestern Highway
(Two blocks N. of S Mile)
(313) 422-0230

HOME HEALTH AIDES
IMMEDIATE OPENINGS
COMPREHENSIVE HOME HEALTH OF AMERICA, is seeking part-time and full-time Home Health Aides and Personal Care Aides to provide personal care to our patients. If you enjoy working with patients, families, doctors and therapists, this is the position for you!

Please contact the Clinical Manager at COMPREHENSIVE HOME HEALTH OF AMERICA, at 810-473-7070, 6445 Hatchery Road, Waterford, MI 48329

LPN - FULL-TIME
Some weekend hours. Benefit assisted living. Dentists, St. Anne's Mead, 19106 W. 12 Mile, Southfield.

LPN
NIGHTINGALE WEST NURSING
8365 Newburgh, Westland
Near Joy & Wayne
An Equal Opportunity Employer

LPNS
• full or part time afternoon & midnight shifts for assisted living facility in Plymouth.
Call Mon. thru Fri. 9-4. 451-0700

LPN'S needed for Private Duty case in South Lyon, midnight shift. No weekends. Must have reliable car. Pay rate for adolescent vent cases, $15 per hour. Contact at INNOVATIONS 1-800-765-7544

MEDICAL ASSISTANT
Full-time position available in busy Livonia family practice office. Must have 2 years experience, good typing, knowledge & plus. (313) 425-0200

MEDICAL ASSISTANT
Call 10-4. No Wednesday.
(313) 533-1300

MEDICAL COORDINATOR position available. Prefer WC/LS or MOHC trained. Valid driver's license. Benefits. Fax resume to: Cathy Jones, (313) 663-5637 or (313) 581-3010

Medical Office Staff
• Billers (Dr's office & DME/IV)
• Clinical Receptionists
• Medical Transcriptionists
Although you may not be ready to begin a new job until Jan., let us represent you now so our many customers know you are looking. Contact Michelle at 810-932-1170
fax 810-932-1211
Harper Assoc., 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Full-time, some evenings & Saturday mornings. Knowledge of medical office basics, insurance billing, "People" person desirable. Contact Sandy at (313) 614-1525

MEDICAL RECEPTIONIST
Full time position. Some billing required (Blue Cross MSA System). Salary commensurate with experience. Please send resume to: 400 Mill Street, Plymouth, MI 48170.

MEDICAL SECRETARY
Experienced telephone medical secretary needed for physician's office in Southfield. Full time with benefits. Send resume with salary requirements to: Mary, 30833 Northwestern Highway, Suite 202, Farmington Hills, MI. 48334

MEDICAL TRANSCRIPTIONIST
needed for busy Farmington medical transcription service company.
Three years experience required. CMT preferred. Full time positions available, benefits for inhouse Transcriptionist. All shifts & weekends available for outhouse. Call 9-5 M-F & weekends. (810) 471-6896

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NURSES: LOOKING for full or part-time employment? We have several positions with flexible hours now available. Apply at: 512 Beech St., Canton.

PHARMACY TECHNICIAN
Full-time position in mail-order pharmacy available for long term care pharmacy. Hours are 7:30am-4:30pm. Experienced. Interested individual should apply in person at: 23370 Commerce Rd., Livonia (N. of I-96, W. of Farmington Rd).

PHYSICAL THERAPIST AIDE
with experience/administrative responsibilities. 20 - 30 hrs. per wk. Please call Karen (810) 471-0440

RECEPTIONIST
Experienced, full time, for busy Cardiology office in Farmington Hills. Contact Denise (810) 932-3700

RECEPTIONIST
Part-time position available from 8am - 12 noon, Mon.-Fri. Looking for bonded & eager individual to join the Home Care Team. Call Visiting Nurse Home Support Services
(810) 354-0501

REGISTERED MAMMOGRAPHER
Outpatient facility. Part-time, flexible hours. Salary commensurate with experience. Call Patti at:
(810) 994-9769

RN/LPN
Day Shift. Apply in person: Maryrest Manor, 15475 Middlebelt, Livonia, MI. (313) 427-9175

SALES
Printing company is looking for experienced and entry level Sales and Customer Service Representatives to market 4-Color Flyers/Inserts. Evening accounts are available. Excellent opportunity & good benefits. Fax resume to: 313-942-0920
Or call John at: 1-800-743-5260

STAR MANOR of Northville is in need of an RN or LPN part-time. Call either Sharon or Mamie, 810-348-4200

Supervisory Certified Nursing Assistant OR LPN
Established retirement community, flexible hours, experience required. Salary negotiable. Resumes only, 29301 Franklin Rd., Southfield, MI 48034. Attn: Management.

506 Help Wanted-Medical

SEEKING AN INDIVIDUAL TO LEARN MY BUSINESS
Multi-millionaire is seeking an individual to learn his business. He is a terminally ill cancer patient. Only interested must have complete integrity and be able to follow instructions.
THIS IS A MUST!!!
For confidential interview, Send resume to: Box #2
AIL-PERSONNEL DEPT.
24100 Southfield Rd #305
Southfield, MI 48075
Equal Opportunity Employer

X-RAY TECH, experienced. Must be willing to perform all Medical Exams. Send resume to: Box #2107
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

508 Food/Beverage Restaurant

ALL POSITIONS
Dishwashers, Waitstaff, Cooks & Pizza makers. Apply in person