502 Help Wanted Dental-Medical

DENTAL HYGIENIST - part time, for preventative Tawas dental office. Call days 848-3021

DENTAL HYGIENIST
Temporary or Permanent position for Monday, Tuesday and/or Wednesday in Northville Area. Please call 348-0373

DENTAL HYGIENIST
Sterling Heights
Call for interview
979-0111

DENTAL HYGIENIST - Mon.-Tues.-Thurs.-Fri., half day every other Saturday. Experienced only. Birmingham office. 642-8135

DENTAL HYGIENIST Birmingham. 12 hours weekly, Mon & Tues 8AM-5PM, Saturdays 8AM-1PM. 533 an hour. Days 612-6420 Eves. 17PM 647-3487

DENTAL HYGIENIST
Friendly, energetic hygienist needed part-time (flexible) in a very friendly Canton dental office. Call 451-0995

DENTAL RECEPTIONIST
Experienced. Needs full-time, for busy 10 Doctor Office Oak Park/City Westland area. Great opportunity in friendly atmosphere. Call 532-1100

DENTAL RECEPTIONIST - Mature, outgoing person with secretarial skills for responsible position in suburban orthodontic office 673-3870

DENTAL RECEPTIONIST
for orthodontic office.
Knowledge of insurance preferred. Please call 616-5062

DENTAL RECEPTIONIST
Energetic self motivated professional for our health oriented high quality Dermatology office. Flexible hours, friendly atmosphere, excellent salary, full benefits. Call Ann 557-3487

DENTAL RECEPTIONIST
Friendly office, experienced only. Must be familiar with all phases of reception work, good benefits, salary open. 968-5540

DENTAL TECHS Experienced model maker and experienced finisher for crown & bridge lab in Southfield. Titanium Dental Solutions. 557-1820

DIETARY AIDES

Immediate openings, weekends, will train, afternoon and swing shift, 3-5 days per week. Includes rotating weekends. High school graduates and Home makers.

NIGHTENGALE
CONVALESCENT CENTER
8345 Newburgh
Westland near Joy Rd.

DIRECT CARE WORKERS
1 full time position & 1 part time. Interested, call & ask for Diana Or Yvonne at 525-7731

DIRECT CARE WORKERS
Unique Job Opportunity for Direct Care Workers (LPN, with extensive experience working with Pediatrics and/or Developmentally Disabled. Part-time positions available in Southfield. For further information, call 356-0590
An Equal Opportunity Employer

DISPENSING OPTICIAN Receptionist, full or part-time. Typing and keyboard skills helpful. Please send resume to P.O. Box 42, Union Lake, Mich., 48085.

DO YOU LIVE in or near ROYAL OAK - DEARBORN OR MONTREAL? We urgently need reliable, compassionate persons to provide ATTENDANT/SITTER care to psych patients
PRO CARE ONE, INC.
423-5500
000

EXPERIENCED E.R. Tech or E.M.T. To serve as preadmission coordinator of health resource management system in friendly progressive Birmingham office. 4 day week. Call 646-3515

HYGIENIST
Full or part time. Livonia area.
425-4530

HYGIENIST full time. We are a caring, innovative people oriented family practice in Southfield. If your have experience and want excellent salary call 358-8222

HYGIENIST - PART-TIME
for Family Dental Practice.
352-1131

IMMEDIATE OPENINGS

We are now accepting applications for hospital and physician billers

Become an important part of the rapidly growing and ever changing medical field. Let us turn your expertise into a top paying position in an area hospital or doctor's office.

If you have experience billing one or all of the following:
- Medicaid
- Medicare
- Blue Cross/Blue Shield
- Commercial Insurance
- HMO's

CALL US TODAY!

TEMPORARY PROFESSIONALS 443-5590

IMMEDIATE POSITION Medical Assistant experienced in Internal Medicine, receptionist duties & knowledgeable in all phases of Medical Billing. Southfield area. Send resume to:
Marilyn Forrest, 27177 Lahser,
Suite 103, Southfield, Mi. 48076

INSURANCE Secretary
Part time position, requires excellent typing skills. Birmingham location.
647-0050

LARGE MEDICAL facility business office. Knowledge of billing insurance, Blue Shield, Medicare and commercial desirable. Call:
646-6457

LEGAL SECRETARY
Full time for (1) Lawyer Livonia office. Word Processing necessary.
Call - 525-7070

LPN for out-patient medical facility in Plymouth area. Position is part time.
455-1900

LPN
Full time position available on the midnight shift for an extended care facility in NW Detroit. Applicant must have at least 1 year experience. For further information call
Westwood Nursing Center 313-5000

LPN
full time with pediatric experience for Livonia clinic. Call Cindy weekdays 8am to 4 pm.
522-9300

LPN/MED ASSISTANT
Become a counselor for Quick Weight Loss Center, no nights or holidays required. Ideal working conditions. Positions available throughout Metro area. Hourly pay plus incentives. Call Bev from 9-5pm.
539-7355

LPN - Part time position available in respiratory home care business. Flexible hours, salary negotiable. Territory includes Detroit & outlying suburbs.
645-6320

MATURE MEDICAL RECEPTIONIST. Full time. Must be pleasant individual with previous experience. Insurance knowledge and typing of 50 wpm. Reply to: Orchard Hills Medical Center, 31579 Orchard Lake Rd., Farmington Hills, Mi. 48018. Att. Diane, or call. 851-8637

MEDICAL ASSIST OR LPN
With experience in Pediatrics or internal medicine. Full time. Some travel. Flexible schedule. 835-3223, Ext. 225.

BUSY medical office seeks experienced Medical Assistant able to do venipuncture, urinalysis, and X-rays. Full and part time positions. Excellent benefits. Southfield area. Call Adrienne between 9 A.M. - Noon. 356-8100.

MEDICAL ASSISTANT
Part-time - for Northland Internist. Experience preferred.
649-9739

MEDICAL ASSISTANT
Must be able to work from 8 back. 5 days week. Garden City office.
261-0639

MEDICAL ASSISTANT or Medical Secretary for doctors office in Troy. Part time or full time. Experienced with typing, dictaphone & billing.
524-0910

MEDICAL ASSISTANT - Experienced in blood drawing, EKG, PFT, Holters, etc. For internist office in Rochester. Part time.
After 7pm 613-6925

MEDICAL ASSISTANT
Experienced, for busy pediatric office in Livonia area. Call 8AM-1PM.
478-8723

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - part time Southfield allergy ear, nose & throat office. Venepuncture experience.
559-5450

MEDICAL ASSISTANT
Full or part-time. We will train right person for this challenging career in ophthalmic technician. Beautiful ophthalmology office in Southfield. Call Betty, 8.30 to 3.30, Mon.-Fri. 352-1750

MEDICAL ASST.
Part Time
Must know Vena puncture.
Call
353-8660

MEDICAL ASST. Full time. Farmington Hills Internist office. Experience preferred. Call for interview appointment. 855-1141

MEDICAL BILLER. Tel-Twelve Area. Supervisory duties. Knowledge of medical inventory a plus. Excellent benefits.
478-8383

MEDICAL BILLER - Permanent full-time 8rd party billing, monthly statements, disability income. At least 3 years experience. Benefits. Call
473-6378

MEDICAL BILLER - experience UB-82 and HCFA preferred, computerized medicare office. Accurate typing skills required. Full time, benefits. Immediate Call
647-5792
An Equal Opportunity Employer

MEDICAL BILLING

Our department of silver Accounts has full time, day shift, Clerk positions available to be directly responsible for Medicare billing.

Qualified candidates must possess a minimum of 1 year hospital billing experience to include credit and collections. UB-82, hospital party billing and experience with mechanized billing system. Must be able to type 35 wpm accurately.

Excellent salary and benefits. Please send resume to:
PROVIDENCE HOSPITAL
Fisher Center
22500 Providence Dr.
Southfield, Mi., 48075
An Equal Opportunity Employer

MEDICAL BILLING
Large surgical practice in Detroit medical center. 2 years medical billing experience required, surgical billing preferred. Excellent employer offering salary, benefits and good working environment.

SENIOR BILLER
For large surgical practice in Detroit medical center, looking for enthusiastic, energetic, experienced biller to coordinate starting/inquiries, resolve 3rd party payment problems and assist in total billing department. Surgical billing experience preferred. 3 or more years of hospital experience required. Excellent salary, benefits, and working environment.

Send resume to
UNIVERSITY SURGEONS, PC
P.O. Box 02787
Detroit, Mich., 48202

MEDICAL CENTER CLERK

Lahser Medical Center in Southfield has an challenging position available for a part time Medical Center Clerk. The preferred candidate will have a minimum of 1 year experience in a medical setting, be familiar with medical terminology & have the ability to type 50wpm. We offer an excellent salary & personal benefits package. Interested applicants please apply.

LAHSER MEDICAL GROUP
27177 LAHSER ROAD
SOUTHFIELD
An Equal Opportunity Employer

MEDICAL INSURANCE EXAMINERS
National firm seeks person to perform routine insurance exams in West suburbs. Car required. Hours flexible. Call
849-7444

Medical Lab Technician

HENRY FORD HOSPITAL
PLYMOUTH

Henry Ford Hospital Plymouth Center is currently seeking a MLT to work full time days. This position requires the applicant to have at least 2 to 3 years of progressively responsible laboratory experience, previous experience using Ames-Serolyzer and Sequoia-Turner Cell Dyn is preferred. Qualified applicants can call Charlene Sutas at 453-5400, Mon. thru Fri., 8-1 pm.

Preferred Medical Center
Plymouth
161 S. Main St.
Plymouth, MI. 48170
Equal Opportunity Employer M/F/H

MEDICAL OFFICE MANAGER for 1 doctor office in Livonia. Knowledge of medical insurance billing and excellent math skills required. Send resume to 37233 Schoolcraft, Suite C-1, Livonia, MI 48150

MEDICAL RECEPTIONIST - General internal office skills, experienced with peg board & insurance billing required. Salary commensurate with experience. Send resume to: Kingswood Urgent Medical Center, 1816 Woodward, Bloomfield Hills, MI 48013.

MEDICAL RECEPTIONIST - Full time. Experienced with third party billing & medical terminology preferred. Excellent benefits. Royal Oak 546-3119

MEDICAL RECEPTIONIST
BILLING CLERK
with some experience needed
Call
435-8111

MEDICAL RECEPTIONIST, Medical terminology, typing, DC/SS/Medicare insurance a must. Mon.-Fri. 9AM-10PM. Birmingham. Mrs. Bonbon 647-1613

MEDICAL RECEPTIONIST
Experienced only, for busy Southfield doctor's office. Must know front desk procedures & billing of all types of insurance. Computer knowledge helpful
559-5454

MEDICAL RECEPTIONIST. Experienced, full time, Westland area. Front desk & medical assistant skills necessary. Call 674-8742.

MEDICAL RECEPTIONIST-BILLER
experience necessary (OB-GYN a plus). Full-time. Northville area. Call
353-9460

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST-BILLER
Family practice in Northville. Experience necessary. Computer experience helpful. Call Joan at 542-6290

RED WING TICKET WINNER

Tina Waligora
1313 Selma
Westland

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Tuesday, February 18, 1986 to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

MEDICAL RECEPTIONIST BILLER
Looking for an enthusiastic mature person for diversified responsibilities, experienced only, computer knowledge helpful. Farmington Hills area. 851-8151

MEDICAL Secretary Transcriptionist part-time for pleasant & exciting W Bloomfield gynecology office. Requires an exceptionally neat & organized person with excellent typing transcription skills. Medical terminology helpful.
851-8340

MEDICAL SECRETARY - needed for busy Livonia physician. Full time position open for varied duties. Billing experience required. Must be dependable & work well with people. Send resume to Box 101 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY

Temporary Assignment
Good transcription skills. Must be professional, personable, and reliable. Quality assurance department. Starting Feb. 24 for an indefinite period. Interesting, challenging position. Offers good pay. NW area hospital.

DAVIS-SMITH
Temporary Medical Service
557-7200

MEDICAL TERMINOLOGY INSTRUCTOR

Must have strong medical records or hospital transcription experience. Send resume to: Wayne & Thurs Eves. 6-9pm
CARNEGIE INSTITUTE - TROY
589-1078

MEDICAL Transcriptionist

FULL TIME
PART TIME
FLEXIBLE HOURS

If you have experience typing hospital medical reports, our production program offers interesting hours. Call 358-3656 for information.

MEDICAL RECORDS, CORP.

MEDICAL TRANSCRIPTIONIST
Position in Radiology Department. Requires some experience. Individual who welcomes challenge and responsibility. Duties to include: Transcribing, X-ray, Ultrasound, Nuclear Medicine, and CT-Scan Records, as well as typing, general clerical, inventory control, and reports. Pleasant work environment and excellent salary/benefit program. For details contact:
GARDEN CITY HOSPITAL
121-3300, Ext. 277
An Equal Opportunity Employer

Medical Transcriptionist

Applicants should have 2 years of recent experience in medical terminology, preferably Surgical Pathology. Typing of 60 wpm is required. Experience in word processing and computers is helpful.
We offer a competitive wages and benefit program. Please apply in person.
SINAI
HOSPITAL OF DETROIT
Employment Office
17120 Wisconsin, Suite 118
Detroit, MI 48203
Equal Opportunity Employer M/F

MEDICAL Transcriptionists Secretaries Word Processors

If you type at least 60 WPM accurately, know medical terminology, and are available for medium to long terms assignments - we need you! Assignments available now. When it comes to TEAM WORK we are the TEAM that WORKS! Call STAFF BUILDERS and ask for Steve

548-6870

MICH Vein Clinic in Birmingham, Mi. is looking for a skilled nurse & receptionist with secretarial background. Send resume with qualifications to Dr. Gadadar, 710 North Macomb St, Monroe, Mi., 48162 or call

NURSE AIDES NEEDED
For all shifts. Full time and part time. Apply Camelot Hall Nursing Center, 35100 Ann Arbor Trail, Livonia. 522-1444.

NURSE - RN for medical office in West Bloomfield, 3 days a week. Must be efficient, pleasant and enjoy working with children. 851-5454

502 Help Wanted Dental-Medical

NURSE AIDES
Experienced Nurse Aides, days and afternoons. Apply

Four Chaplains
Convalescent Center
28349 Joy Rd., Westland
Between Middlebelt & Inkster

NURSE AIDES
LIVE-INS
MALE ATTENDANTS
for home care cases, Southfield & surrounding area. 1 year experience, car, telephone required.
Excellent pay & benefits.
Midwest Home Care
335-4644

NURSES AIDE Job Openings

Homemakers, college students, 3-5 days per week includes rotating weekends. All shifts, oriented, and certification classes given. Call Mary Ann Lynn, 8 A.M.-4 P.M. Novalis Manor.
NIGHTENGALE
CONVALESCENT CENTER
8345 Newburgh Rd.
Westland, Near Joy Rd.

BUSY medical office seeks a front Office Assistant for billing and reception duties. Southfield area. Full and part time positions. Call Adrienne 8 A.M. - Noon. 356-8100.

Office Coordinator

We have a position available for an Office Coordinator with 3 years recent experience as a Medical Transcriptionist with typing 55-60 wpm. Prior experience in Surgical Pathology with experience in word processing or computers is desirable, previous supervisory experience is required. We offer a competitive and beneficial program. Please apply in person:
SINAI HOSPITAL OF DETROIT
Employment Office
17120 Wisconsin, Suite 118
Detroit, MI 48235
Equal Opportunity Employer M/F

OFFICE MANAGER
for Troy Oakland/Macomb Chiropractic center, organization efficiency, billing, bookkeeping. Experience, resume.
647-7444

OFFICE MANAGER
for Troy Optometrist. Bright, experienced with initiative. Must have references & knowledge of computer billing helpful. Call evenings & weekends.
851-5440

OPTICAL DISPENSER, full time days for Detroit medical center. Experience necessary. Call Cindy weekdays 9 to 4.
351-9300

ORTHODONTIC ASST
Part time for congenial Southfield specialist office. Experienced preferred. Call
358-5128

P/A Ultra Sound Technicians

If you are available, and can travel in Wayne, Oakland and Macomb Counties - we need you! Top salaries + reimbursement. Call Steve at STAFF BUILDERS
548-6870

PHARMACY TECH. 2 yrs. experience, preferably in pharmacy. No nights or holidays. Computer experience preferred.
547-8116

PHYSICAL THERAPY ASST./Aide. Out-patient PT clinic full or part time positions available in Bloomfield Hills, West Bloomfield, Trenton, Troy and Westland areas.
835-9150

RECEPTIONIST, Full-time. Oral Surgery office. Southfield area. 559-5454. Excellent opportunity for career-minded individual with previous medical or dental experience. Good benefits. Call between 10am & 4pm at
647-7236

RECEPTIONIST
Busy surgeon's office needs organized, experienced Receptionist. Great pay & benefits. Call Joyce, make appointments, light typing & filing. Computer experience a plus. For immediate interview please send your current resume to Mr. Berash, 21660 Coolidge Hwy., Suite 208, Farmington Hills, Mich 48018.

RECEPTIONIST - Farmington
Must be experienced in all insurance, pegboard and all other systems duties. 5½ days a week, full time.
474-3850

RECEPTIONIST - Farmington must be experienced. All insurance, peg board, & all other reception duties. 5½ days per week, full time.

RECEPTIONIST - insurance billing, mature person, full time. Must be experienced. Knowledge & Optometric Assistant a plus. Call Mon-Fri, AM only.
851-1712

RECEPTIONIST/OPTOMETRIC Assistant - Morning only. Experience preferred but will train. Immediate opening. Friendly office. Please send resume to Box 198, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full time days, with pediatric experience. Call Tuesday weekdays
281-3300

RECEPTIONIST for busy Eastside dental group practice. Must be personable & bright, experience helpful.
879-4318

PEDIATRIC RECEPTIONIST
Mature pleasant person. Part time with flexible hours. For multi-specialty facility. Call Ms. Potter. 538-4790.

RECEPTIONIST
Full time and part time positions available. Evenings, weekends, and Holidays. Call 538-4908, Ext. 22.

RECEPTIONIST SECRETARY for 2 doctor sub specialty office near Beaumont Hospital in Royal Oak. Full time. Salary commensurate with experience. Full benefits. Pleasant office. Reply to PO Box 964, Troy, 48099

RECEPTIONIST
Third party biller
For leading doctors office, Southfield/Farmington area. Professional, equipped environment, high experience in commercial, HMO billing, etc. Paid benefits. Salary to $7.50 an hour. Full time.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

502 Help Wanted Dental-Medical

RECEPTION
2 positions available. Pediatrics and Internal Medicine. Full time. Flexible schedule. Call 316-8000, Ext. 233.

Registered Nurse

Have you been thinking about reentering the work force? We are offering an every other Sunday 8:30am to 3pm position on our Medicard Wing. Located at 8 Mile and Middlebelt. Call for information.

476-8300

Registered Nurses

MEDICAL/ SURGICAL

Come join the caring spirit of Saint John Hospital. As a member of our 350 bed acute care teaching hospital, you'll receive highly competitive compensation and benefits including paid days, uncompacted access to and from work.

We currently have full time, part time and contingent positions available on all shifts. If you are a Registered Nurse or a Graduate Nurse, give us a call to see if what we offer fits your needs.

For more information, or to arrange a personal interview, please call Human Resources at 343-5147.

SAINT JOHN HOSPITAL
22101 Moross Rd.
Detroit, Mi., 48236

An Equal Opportunity Employer

REPRESENTATIVE wanted for orthodontic laboratory to call on orthodontists in metropolitan area. Compensation negotiable. Orthodontic experience preferred but not necessary. 541-0644

RN - LPN

Join our staff of professionals who take care of the elderly, full or part time, midnights, all shifts.
MIDDLEBELT
NURSING CENTER
14900 Middlebelt, Livonia

RN-OR

Full time day position available. Must be able to take calls, previous experience necessary. Call for contact.
GARDEN CITY HOSPITAL
121-3300, Ext. 277
An Equal Opportunity Employer

RN POSITION AVAILABLE
for day shift at a skilled nursing facility. Full or part time to start 10.175 per hr. Full benefits. Apply in person, Dorvin Convalescent Center, 29000 Joy Road E. of 8 Mile on Middlebelt.

RN'S

Looking for a positive, dynamic atmosphere with opportunity to grow? Our nurses are important to us and our clients, so they must take pride in their personal appearance. No weekends or call nights! Flexible schedule. 261-0631
WEIGHT LOSS CLINIC INTERNL

RN'S - LPN'S - AIDES

For 55 bed basic nursing home in Livonia area. All shifts. Apply or call between 1 & 5 PM. 32810 Plymouth Rd., 522-8870
LIVONIA NURSING CENTER

RNs & LPNs

Immediate Openings
In Home Care

Be part of a hospital system, but work in your area! Full and part time positions available.

HOME CARE CASES

ROYAL OAK AREA - Adult quad.

WEST BLOOMFIELD AREA-Pediatric vent., case, all shifts.

ROCHESTER, UTICA & PONTIAC AREAS - Pediatric ventilator cases, all shifts.

GROSSE POINTE & FRASER AREAS - Variety of cases, all shifts available.

Individual orientations and training to each case. We're interviewing for job opportunities in your area. Call today for an appointment at our Troy, Harper Woods, or Downtown offices.

Be part of our home care team. We offer TOP PAY and special BONUS HOUR program. Health care plan available.

PROFESSIONAL
MEDICAL SERVICES
343-4357

An Equal Opportunity Employer

RN'S & LPN'S
Part time positions available at Oak Hill Care Center on the day & afternoon shift, pediatric experience preferred. Competitive wages, educational opportunities & a bonus program offered. Contact J. VanWagner RN for further information at
477-7373

RNs

Medical/Surgical, ER, OB, Pediatrics and Oncology. Full and part time positions available. For details contact:
GARDEN CITY HOSPITAL
121-3300, Ext. 277
An Equal Opportunity Employer

RN SUPERVISOR
Westland Convalescent Center is seeking an enthusiastic and cheerful leader for our Midnight staff. If you are interested in becoming a team member of our award winning facility, please contact Susan Gilbert, RN, Director of Nursing at 721-0100.

THE SEARCH IS ON
For that special nurse who will compliment the success of our existing staff. A BSN familiar with the ever changing market who possesses superior communication & supervisory skills. Knowledge of HIMII & Medicare compliance terms. An energetic & enthusiastic about joining a growing changing entity. Sandy may provide a salary or negotiations to Adeline Lafont PCC, assoc. Inc., 17,000 W. 8 Mile, #350, Southfield, MI. 48075

502 Help Wanted Dental-Medical

RNs
REACH NEW HORIZONS

OGA

ASSISTANT HEAD NURSE

Oakland General Hospital is looking for experienced RNs to work into our new Assistant Head Nurse positions. Candidates should have management experience or desire for management with a BSN.

This is a salaried position and opportunity to grow within an exciting new facility and a new progressive administration.

Openings exist in: Medical/Surgical - Midnight, full-time; ICU/Intermediate - Afternoon, full-time.

We offer exceptional benefits and would like to share them with you. Please call Nancy Boari, Nurse Recruiter, at 967-7516.

OAKLAND GENERAL HOSPITAL
27351 Dequindre
Madison Heights, MI 48071
An Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

RN'S, LPN'S & NURSE AIDES

Full time & part time positions available to persons who are interested in a career in health care and are committed to helping the elderly.

CAMBRIDGE EAST
31155 Dequindre, Madison Hts.
585-7010

CAMBRIDGE NORTH
535 North Main, Clawson
435-5200

CAMBRIDGE SOUTH
18200 West Thirteen Mile Road, Birmingham
647-6500

CAMBRIDGE WEST
19633 Beech Daly, Detroit
255-1010

CAMBRIDGE BEDFORD
16240 West Twelve Mile Rd., Southfield
557-3333

MIDDLEBELT NURSING HOME
14900 Middlebelt, Livonia
425-4200

MIDDLEBELT HOPE NURSING HOME
38410 Cherry Hill, Westland
326-1200

MARIAN MANOR CENTER
18581 Quarry, Riverview
282-2100

KENNETH J. RONEY MANOR
28305 Powers Ave., Dearborn Hts.
291-6200

Free training for nurse aides.
Please call or apply in person, Mon. thru Fri. between 10 am-4 pm at the home nearest to you.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - some bookkeeping experience in accounting for long term positions.

DATA ENTRY - long and short term assignments available for individuals with data entry background.

GENERAL OFFICE - light typing and good phone voice needed for assignments in Rochester area.

WORD PROCESSORS/SECRETARY - Wang, Displywrite III or 5520 Operators needed for immediate long term assignments.

RECEPTIONIST SWITCHBOARD background on multiple phone systems needed for new offices.

SECRETARY - good secretarial skills needed for this top assignment. Word processing helpful but not necessary.

MEDICAL BENEFITS
PAID VACATIONS
PAID HOLIDAYS
WORD PROCESSING TRAINING

Call us now for an appointment. Ask about our new benefit package and find out why we're 'Ahead of The Rest'.
NEVER A FEE

ENTECH SERVICES, LTD.

777 Chicago Rd., Troy
332-4350 588-5810

Ahead of The Rest

ACCOUNTING - filing & purchasing clerks for Troy, Southfield & Birmingham, light typing helpful.
Call Linda 646-7640

ACCOUNTING - purchasing, filing clerks. No typing required.
Call Joan 357-0031

ACCOUNTS PAYABLE CLERK

Residential builder & property management firm is seeking an experienced person to handle our accounts payable room payable system. You must enjoy detail & doing a variety of duties. Good math, typing & clerical skills are required. Send resume or call 851-8848
Beverlee & Kroy Development Corp.
1600 No. Woodward Ave., Birmingham, MI 48011

ACCOUNTS PAYABLE Clerk/Data Entry. Full time position available. Minimum 2 years experience required. Excellent benefits. Apply in person or send resume to Management Supply, 23155 Telegraph Rd. (between 8 Mile & 9 Mile) Southfield, MI 48034

ACCOUNTS PAYABLE CLERK
Experienced Accounts Payable Clerk needed for our Plymouth facility. Must have good general office skills and be attentive to detail. CRT experience and good communication skills helpful. Qualified candidates send resume and salary requirements to:
101 Union St., Plymouth, MI 48170
Attn: Personnel

Accounts Payable

We are seeking an individual at entry level for Accounts Payable department. Qualified applicants should have basic understanding of the payable functions, accurate ability with 10 key & preferably one year experience in a computerized environment. Send resume to

FOLAND'S
"The Alternative Dept. Store"
29743 Plymouth Rd. Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK

30 hours per week, minimum 3 yrs. experience. Word processor and data entry experience helpful. Accepting resumes Mon. Feb. 17 until 7 pm.
Pro Care One, Inc.
17000 W. 9 Mile, Suite 350, Southfield
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
Bloomfield Hills, City of Warren 30 hours per week. Must excell in secretarial skills, have good communication, flexibility for diversified job. 20-29-37.30 per hour. Applications at City Hall, 4362 Fisher Ave. Warren, Michigan, 48164. Must apply by Feb. 21, 1986.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
NW Detroit health care facility needs an Accounts Payable clerk with minimum 2 years experience. Must be detail oriented system. Call J. Tharpke, in AM to Noon, for details and App't: 835-7112

ACCOUNTING CLERK

Growing Southfield Management Firm seeking entry level clerk for accounting department. Bookkeeping knowledge & accurate typing skills required. Call between 8am-1pm Weekdays
355-3100 ext. 222
An Equal Opportunity Employer

Accounting Clerk

Immediate opening for an accounting clerk. Must have basic accounting background and have proper use of calculator. Starting pay $4.35 per hour with usual benefits. Apply in person to the personnel office located in the Marriott Hotel between 7am and 3pm, Mon. thru Fri.

Marriott Host
Metro Airport
An Equal Opportunity Employer

ACCOUNTING CLERK
$14,000

Major Farmington Hills firm needs your accounts payable, accounts receivable & computer experience to work in a diversified new office. Company offers good benefits & advancement.
CALL TODAY - interview tomorrow.
All Our Fees Are Company Paid

PERMANENT STAFF

LIVONIA	261-2121
SOUTHFIELD	353-2929
TROY	362-1944
SOUTHWEST SUBURB	316-7200
ST. CLAIR SHORES	296-5200

ACCOUNTING - Livonia area EDP equipment experienced individual to handle accounts receivable & a variety of other accounting functions. Excellent math, clerical & typing skills required. Salary open for her 35h. Send resume to Executive Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
LEASE ADMINISTRATION
Property management company needs mature individual experienced to maintain and update apartment/office tenant records and post cash receipts working through a CRT system. Must be self-starter with good clerical, Math, and typing skills. Prior leasing experience, but will consider person with a background in high volume fast-paced work environment. Southfield location. Call Mike, 548-5555.

ACCOUNTS RECEIVABLE CLERK

Responsibilities include posting of cash, daily entry, typing, (45 wpm), and filing. High school graduate or equivalent with courses in accounting or bookkeeping required. Accounting degree preferred. Send resume to Attn: Personnel Recruiter, Box 826, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

ACCURATE TYPIST with clear phone voice - needed immediately for full time position in busy N.W. Detroit office. Some experience preferred but will train qualified individual.
537-5490

ACT NOW! & Earn Extra $$$

Long and short term assignments available for experienced

- Receptionists
- Switchboard Oprs.
- Acctg. Clerks
- Sr. Typists
- Stenographers
- Bookkeepers
- Word Processors
- Accountants

TOP PAY BONUSES BENEFITS VACATIONS MAJ. MEDICAL

Troy 362-4650
Detroit 962-9650
S'fld 354-0555

Olsten Services

An Equal Opportunity Employer

AD AGENCY ADMINISTRATIVE ASSISTANT

Executive level position with a major firm. Top notch secretarial skills a must for this rare opportunity. $18,000 plus paid call. Call Deborah at 352-8900
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Health care corporation seeks an experienced person to assist the Director, Facilities Management & Bookkeeping skills required.
835-8125

ADMINISTRATIVE ASSISTANT
To V.P. of Property Management Farmington Hills Land Developer. Typing, dictation, word processing, comfortable with math, real estate background a plus. Excellent benefits. Non smoker. Send resume to Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Great desk position open for recreation, skills for Free-Form English speaking person. Excellent benefits, reasonable salary needed.
548-6727

DOROTHY DAY
PERSONNEL, INC.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT - Immediate opening for an experienced individual to assist a Financial Executive in day-to-day responsibilities. Must have knowledge of Word Processing equipment, be a self-starter, organized, and able to work well in a demanding & interesting job located in Northwestern area. Temporary contracts. call Metropolitan Life Insurance Co., 27700 Northwestern Hwy., Suite 425, Southfield, Mich. 48034
827-7340
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Insurance agency has excellent opportunity for individual with good typing & computer experience. Reasonable typing, minimal shorthand, no contracts. Send resume to C.A.E. 666 Griswold, Suite 100, Northville, MI 48167

ADMINISTRATIVE
Multi million dollar company offers career advancement in their new subsidiary office. Excellent benefit package. Quarterly salary reviews. Free paid
THE PINSKER AGENCY INC
Employment Agency 477-9414

ADMINISTRATIVE ASSISTANT - the Development Office at Hospice City & Country School has an opening for an administrative assistant. The position requires good clerical skills including typing, familiarity with accounting, experience with computers & data entry, report preparation & word processing. Minimum experience desirable. The position includes work with parent & alumni volunteers & a high degree of organizational skills including managing multiple projects. Bachelor's degree preferred and experience in development or public relations. Salary $18,500 to $19,000 per year. Benefits. Forward resume to Barbara McKand-Stevens, Hower City & Country School, PO. Box 229, Bloomfield Hills, MI. 48013

ADMINISTRATIVE ASSISTANT

Responsible position available immediately in headquarters of large insurance Co. Excellent typing, verbal & written communications skills required. word processing knowledge & balance sheet experience preferred. Must be business life & able to work independently. Excellent benefit package. Interested applicants please send resume & salary requirements to:
L.A. DIETZ
EQUITABLE FUNDUCIAL SERVICES
P.O. Box 3067
Birmingham, Mich. 48012
An Equal Opportunity Employer

ADMIN. ASSIST.I
FEE PAID - $18-$21,000
N.W. location for this personnel administrative assistant to president. Should be polished, with a sharp with excellent skills. Typing - shorthand. Interesting duties include travel & social arrangements. Is such a
548-6727

DOROTHY DAY
PERSONNEL, INC.

ADVERTISING AGENCY
Reception/general office for fast paced agency in Southfield. Must be personable & able to type a minimum of 70 WPM. Call Stacey Obers 352-2414

ADVERTISING AGENCY requires billing clerk with agency experience. Immediate opening, excellent benefits & profits. Send resume including salary history. P.O. Box 3184, Southfield, Mich 48037-3184.
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ANNOUNCING AN Opening in our rapidly expanding Southfield medical imaging office. We seek a qualified individual for our medical department. Excellent typing & calculator experience which accounts for a must. Data entry experience helpful. Excellent benefits. Non smoker. Send resume to Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BI-LINGUAL RECEPT.I
FEE PAID - $13-$15,000

Great desk position open for bi-lingual person, skills for French English speaking person. Excellent benefits, reasonable salary needed.
548-6727

DOROTHY DAY
PERSONNEL, INC.

502 Help Wanted Dental-Medical

REGISTERED NURSES

As an experienced professional, you are cordially invited to attend a

PROFESSIONAL NURSING SEMINAR

Presented By
JOANNE NAPIEWOCKI, RN, MSN, JD
Vice President, Legal Affairs

On
REDUCING YOUR LIABILITY
Feb. 19, 1986 at 7 PM

An open house and reception will be immediately following. Nursing representatives will be on hand to tour you through our growing facility as well as to address any questions you may have about Providence Hospital. For any additional information, please call 424-3900.

PROVIDENCE HOSPITAL
FISHER CENTER AUDITORIUM
22500 Providence Dr.
Southfield, MI 48075
An Equal Opportunity Employer

REGISTERED NURSES

Due to addition of facilities and expanding services, new positions are immediately available in the following areas:

MEDICAL/SURGICAL

INTERNAL MEDICINE - Full and part time afternoons.
ONCOLOGY - Full and part time, all shifts.
ORTHOPEDICS - Part time days with rotation and afternoons.
NEUROSURGERY- Part time afternoons.
FAMILY PRACTICE - Full and part time afternoons.
GENERAL SURGERY - Part time, midnights.

CRITICAL CARE

CCU: Full and part time afternoons and midnights. Cardiac monitoring experience required.
ICU: Part time afternoons and midnights. May consider days with rotation. Cardiac monitoring experience required.
ICCU - Full time midnights. Part time all shifts. Cardiac monitoring experience required.
IICU - Part time all shifts.
E.R. - Part time afternoons and midnights. Positions are available at the main campus and also at our Milford Ambulatory Care Center.

MATERNITY

LABOR & DELIVERY - Part time afternoons or midnights. 1 year maternity experience required.
NICU - Part time midnights. Minimum 1 year recent Level III NICU experience required.

We offer our nurses the opportunity to grow as professionals. Our progressive clinical and educational environment provides for C.E.U. accredited courses, transfer/promotion opportunity and professional autonomy. We are prepared to offer an excellent starting salary commensurate with experience in addition to a flexible benefit program which includes pay in lieu of benefits. Apply or call for additional information, 424-3900.

PROVIDENCE HOSPITAL
Fisher Center
22500 Providence Dr.
Southfield, MI 48075
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