502 Help Wanted Dental-Medical

CLERICAL COLLECTION CLERK
With medical insurance background. Call 344-8000, Ext. 325.
11833 W. 12 Mile Rd., Novi

CLERICAL POSTIONS

Part time and contingent positions immediately available for individuals with one (1) year clerical/secretarial experience, preferably in a hospital or medical office setting. Qualified candidates must have good typing skills (35-45 wpm), and the availability to meet scheduled requirements listed below:

● PATIENT RECORD CLERK I

Experience with medical records and insurance forms. Availability to work Wednesday, Thursday, and Friday.

● SECRETARY
Patient Care Services Office

Every other weekend, afternoon shift, plus the ability to assume extra hours on weekdays.

● EMERGENCY ROOM REGISTRAR

Working knowledge of medical terminology and computer terminal experience to work evening, weekend and holidays on an alternating shift basis plus the availability to train full time for 3-4 weeks on the day shift required.

● CASHIER-Financial Services

Experience to include accounting functions, knowledge of third party insurance requirements and handling cash. Available weekend, holiday, and day shift ability plus to train full time for 3-4 weeks on the day shift required.

Excellent wages plus weekend, holiday, and shift premium pay. Interested and qualified candidates should call to arrange schedule requirements need only apply. Employment Office hours 8 AM - 3 PM, Mon - Thursday.

PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, Michigan, 48075
An Equal Opportunity Employer

COUNSELOR Position available at Health Care Clinic. Must be experienced in pregnancy problems. Call 681-1906

DENTIST needs caring responsible person for position as final receptionist for a health centered dental team. Experience is necessary. Send resume to Box 322, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Full-time Experienced. Must have a handed delivery, insurance billing, front office duties. West Bloomfield children's dentist office. 855-6412

DENTAL ASSISTANT
Full-time Experienced - for pleasant office in Farmington Hills. 477-2397

Dental Assistant/Receptionist
Minimum 3 years chairside experience plus working knowledge of front desk and understanding of insurance to act as consultation person in group practice. Will train to all phases of this unique position. Duties do not include chairside assisting. Call Dr. Jacobs, Waterford area. Call Jeanne 681-8150

DENTAL ASSISTANT
Experienced
12 Mile/Telegraph area.
645-8383

DENTAL ASSISTANT - Experienced chair side for 4 handed dentistry, growing 2 doctor, people orientated, prevention minded practice. Excellent salary & benefits. Please send resume to Prevention Dentistry, 1133 So Lapeer Rd., Lake Orion, MI 48035

DENTAL ASSISTANT
West Bloomfield general dental office is searching for a fun bright energetic person with chair side experience who enjoys a fast pace. We offer a challenging career opportunity in a team oriented environment where our employees are truly appreciated for their involvement & talent. Contact Lisa 851-2313

DENTAL ASSISTANT part time for Dearborn Hts office. Call after 5pm. 278-8195

DENTAL ASSISTANT, full or part time, experienced for Novi office. Must be able to work evenings & Saturdays. 477-7250

DENTAL ASSISTANT needed, experienced, part time for busy 2 doctor office, friendly work environment in Garden City/Westland area. Call 422-8130

DENTAL ASSISTANT - full time, position in oral surgery office for assistance & preparation of all instruments. Good benefits. Cody area employment. Call between 11am-3pm 937-2191

DENTAL ASSISTANT - Above average with orthodontic experience for team oriented Bloomfield specialist. Will train, with dental background. Excellent benefits. Call 855-3010

DENTAL ASSISTANT Wanted for new West Dearborn office. If you enjoy working with people (as well as yourself), we would like you to join our caring dental team. 584-5527

DENTAL ASSISTANT - full time, oral surgery office, Birmingham - Troy area, opportunity for long term employment, good benefits, dental or medical background required. Call between 11am - 1pm 879-3133

DENTAL ASSISTANT
Needed - no experience necessary, will train. Part time, Maximum wage to start. Advancement when trained. West Bloomfield area. Call between 10am-1pm: 855-0022

DENTAL ASSISTANT - Expanded Duties. Seeking exceptional person for permanent position. Experience for service group practice in Livonia area. Must be mature, career oriented, self actualized, enthusiastic, caring, experienced in four handed chairside dentistry and able to learn and grow with our practice. Salary commensurate with qualifications and experience. We offer many benefits. If you need a challenge, feel qualified and want to join a super team of staff call confidential resume to Box: 714 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT for new practice in Southern Plymouth. Experience required. Mon. thru Thurs. Dr. Johnston. Leave message at 453-3870

DENTAL ASSISTANT
Experience. Full-time. Four Handed Assistant needed for Rochester Family Practice. 653-1166

DENTAL HYGIENIST
Mon., Tues., Wed., Dearborn Heights. Please call 563-8372

DENTAL HYGIENIST - friendly family practice in Utica area, includes some nights, & Sat.S. For interview please call 739-1919 851-8897

Dental Hygienist

Wednesdays Only.
Redford area. 531-3313

DENTAL HYGIENIST - preventive, oriented dental practice is looking for highly motivated person, who is dedicated & is strongly interested in group work. 477-5393

DENTAL HYGIENIST
Perio Office, 4 days. No evenings or weekends Birmingham area. 647-3545

DENTAL HYGIENIST
PART TIME
Preventive Southfield Office.
Call 352-4113

DENTAL HYGIENIST
Full or part-time.
Livonia area.
422-1536

DENTAL HYGIENIST - 3 days, excellent position open for someone wishing to become a member of a creative dental team, top salary, replies confidential 477-4219

DENTAL OFFICE MANAGER-Looking for motivated individual to work in a growing in Troy dental practice. Must be organized & possess good communication skills, management experience required. Send resume to 128 W. Big Beaver, Suite 254, Troy, MI 48084

DENTAL RECEPTIONIST
Energetic self motivated professional for our health oriented high quality Birmingham office. Pleasant working atmosphere, excellent salary, full benefits. Hours Tues. - Sat. Evenings. 647-3027

DENTAL RECEPTIONIST - Assistant, Clinton. 1-3 days/week. Pay varies with experience. Preventative cosmetic dentistry office. 354-4074

DENTAL RECEPTIONIST - part or full time, Long Lake-Rochester Rd. Has dental experience in insurance & preboard, benefits, salary open. 628-0111

DENTAL RECEPTIONIST, part time, 16-18 hours per week, immediately, flexible schedule, should have some experience. Walled Lake. 624-0674

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Full time position available in busy Southfield office. Excellent benefits and working conditions. Minimum 1 year experience. 355-5410

DENTAL RECEPTIONIST
Needed. Experienced only for full time position in friendly 2 Dr. office. Garden City/Westland area. Excellent opportunity for reasonable individual with good communication skills.
Call after 6pm 681-8348

DENTAL RECEPTIONIST, Part Time
Seeking energetic, self-starter able to work in harmony with others. Must be enthusiastic, compassionate and assertive in dealing with people, bookkeeping experience, telephone, typing and other receptionist responsibilities. Mon.-Thurs., (one evening).
Call Mon.-Thurs. 474-0100

DENTAL TECHNICIAN
Needed in ceramic department. Good eye for color. Quick learning ability. Contact Ceramic Studio, Westland area. Ask for Jim or Ray 335-4333

DIETARY AIDE

Nation's leading provider in long term health care is now taking applications for dietary aides. Apply in person: Wayne Total Living Center, 4177 Venoy, Wayne, MI.
NO PHONE CALLS
An Equal Opportunity Employer

DIETARY AIDES

Immediate openings available, will train, afternoon and swing shift. 3-5 days per week. Includes rotating weekends. High school graduates and Homemakers.
NIGHTINGALE CONVALESCENT CENTER
8365 Newburgh
Westland, MI 48185

DIRECTOR OF PHYSICAL THERAPY
Now accepting resumes for Supervisory position in Out-Patient Rehab program. This growing facility includes a high Orthopedic case load. Minimum of 3 years of clinical experience. Supervisory experience preferred. Send resume to J. Vincent, Director of Physical Therapy, Woodland Medical Center, 31931 W. 13 Mile Rd., Novi, MI. 48050

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DENTAL RECEPTIONIST, part time, 16-18 hours per week, immediately, flexible schedule, should have some experience. Walled Lake. 624-0674

502 Help Wanted Dental-Medical

INSURANCE SECRETARY - Full or part time position for busy ophthalmology practice in Rochester.
Call Sharon at 651-8122.

MEDICAL ASSISTANT - 12 Mile & Northwestern Physician's office. Full-time, Mon. thru Fri. Top salary & benefits. 358-5119

MEDICAL ASSISTANT, PART TIME.
Experienced only, both front and back.
473-1165

MEDICAL ASSISTANT
For Pediatrician's office. X-Ray experience preferred. Southfield area.
557-1170

MEDICAL ASSISTANT
Southfield area, part time. Call Shari Mon., Wed., Thurs., Fri.
352-0620

MEDICAL ASSISTANT with experience to blood draw & patient contact for expanding medical lab in Southfield. Excellent benefits & working conditions.
355-8188

MEDICAL ASSISTANT
Pontiac area. Experienced Medical Assistant for busy Cardiology office. Must have clerical as well as Medical background. Send resume to Medical Cardiology Associates, Ala. Clifford Moore, 1905 Telegraph, Suite 100, Birmingham, MI. 48010.

MEDICAL ASSISTANT
Experienced, full time
For busy pediatric practice
Livonia area 478-2723

MEDICAL ASSISTANT part time and receptionist full time, for Livonia doctor's office. Must be experienced. Call Janice 1-569-7669 437-4476

MEDICAL ASSISTANT
Energetic, ambitious MA to work for busy Livonia internist's office Call Lori. 425-3310

MEDICAL ASSISTANT
for busy OB GYN office. Full time. Experience necessary. 13 Mile-Telegraph, Southfield 352-3631

MEDICAL ASSISTANT
EXPERIENCED
For busy GYN office in Farmington Hills. Approximately 35 hours a week. Ask for Barbara. 476-4900

MEDICAL ASSISTANT
Permanent, part time. 3 full days. Mature person with experience making appointments. Some typing. Insurance billing & Venipuncture. Livonia area. 425-6660

Medical Assistant

Henry Ford Hospital Southfield is seeking a MA to work full time days, evenings and weekends. Applicants must be trained with 6 months experience in an outpatient clinic.

Medical Lab Tech.

Henry Ford Hospital Southfield is seeking a MLT to work part time with benefits, days, evenings and weekends. Applicants should have at least 2 to 3 years of progressively responsible laboratory experience and Medical Assistant experience.

Jan Childs
Employee Services
PORT HURON HOSPITAL
1001 Kearney Street
Port Huron, MI., 48060
(313)987-5000, Ext. 2381
An Equal Opportunity Employer

MEDICAL SECRETARY and Front Desk Receptionist for busy Internist's office. Full benefits. Send resume to Ms. E. Rempe, 17106 W 12 Mile Rd., Suite 2, Southfield, MI 48076

MEDICAL SECRETARY - Full time. Experience preferred. Medicare billing essential. Good typing skills required. Pleasant Westside suburban office. Full benefits. Please send resume and salary expected to: P.O. Box 39053, Redford, Mich. 48239

MEDICAL TRANSCRIPTIONIST
Experienced - needed full-time.
Shorthand experience preferred.
Garden City area. 421-4681

MEDICAL TRANSCRIPTIONIST
Experienced only, part time,
Call Janet
Ask for Janet 278-7410

NEEDED IMMEDIATELY
- 2nd Pediatrician
Prefer minimum 3 years experience. Expected environment. Salary negotiable. Call Karen. 353-6445

NOVI DENTAL OPPORTUNITIES

Contingent positions are now available for persons interested in working a flexible schedule in the Novi area. Our new Novi Ambulatory Care Center, the candidate selected must be available to train for approximately 3 weeks prior to being scheduled on an as needed basis.

● DENTAL HYGIENIST - Associates Degree in Dental Hygiene required. Bachelors Degree and one year Hygienist experience preferred. Licensure required.

● DENTAL ASSISTANT - 1 year assisting experience required. Prior additional experience to include dental office/clerical duties and Registeration as a Dental Assistant.

● RECEPTIONIONIST - 1 year related experience preferably in a dental office and 40 wpm., accurate typing required.

Qualified candidate interested in joining our professional dental team should apply at the Southfield Employment Office, Fisher Center, 9 AM - 2 PM, Mon. - Thurs.

PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, Michigan, 48075
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

Medical Office Employees

We are a growing company that places temporary employees in health care facilities throughout the Metro area - and we need individuals to fill the following positions. Starting rate of pay $5.00 per hour.

- ● Receptionist
- ● Medical Secretary
- ● Insurance Biller
- ● Typist 45 + WPM
- ● CRT Operator

TEMPORARY PROFESSIONALS

24100 Southfield Rd.
Ste. 319, Southfield
443-5590

MEDICAL RECEPTIONIST experience preferred. Full time, Downtown Rochester. Offering new benefit package. Call Janet 276-8616

MEDICAL RECEPTIONIST
For busy Troy dermatologist. Hours are 1-5:30pm, Mon., Tues., Thurs., Fri. Call 616-1166

MEDICAL RECEPTIONIST
Full time, billing experience & typing skills preferred. Response with resume to Box 738 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST

Experienced, computer knowledge necessary for Dermatology office in South Oakland County. Salary & benefits. All inquires are confidential.
Please Call 948-0790.

MEDICAL RECEPTIONIST - experienced, billing & computer helpful. Farmington Hills area. 641-6162

MEDICAL RECEPTIONIST
Needed for busy Westland podiatry office. Must be neat in appearance, have pleasant phone voice & out-going personality. Typing a must. Insurance experience helpful. Ms. Usher 525-2355

MEDICAL RECORDS TECHNICIAN (ART)

Port Huron Hospital currently has a full-time position on the afternoon shift in our medical records department. The position requires the ability to work in all technical areas of medical records. An ART or ART eligible is preferred. Excellent wages and benefits. Apply in person or send resume to:

Jan Childs
Employee Services
PORT HURON HOSPITAL
1001 Kearney Street
Port Huron, MI., 48060
(313)987-5000, Ext. 2381
An Equal Opportunity Employer

OFFICE ASSISTANT
10-15 hours in dental office. Hours can be arranged. Experience not necessary. Typing ability preferred. Send work experience and references to:
7312 N. Haggerty, Canton.

OFFICE MANAGER
Busy 3 doctor allergy practice in Southfield near Northwestern looking for ambitious, competent, mature administrator, well versed in medical office management. Excellent salary & benefits negotiable at time of interview. Send resume & introductory letter to P.O. Box 775 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
For busy ophthalmology office, Troy. Experience with computer billing, full benefits, salary dependent on experience, negotiable. Send resume to box #431, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE POSITIONS

Several interesting part time positions in Physician offices available in many areas. Troy, Bloomfield, Warren, etc. Openings in Dermatology, Psychiatry, Gastroenterology. To 18.50 an hour. Dec. for office experience necessary. Please call for further info.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

OPTICAL FRAME STYLIST
For Southfield area. Full time area. Experience preferred. Flexible hours. Job for 2 peak. 352-8173

OPAL SURGERY ASSISTANT needed. Part time. Dental experience required. Please call 547-6447

PART TIME
MEDICAL TRANSCRIPTIONIST
For busy medical clinic. Experience necessary. Call Nancy. 557-2410

PHYSICAL THERAPIST AIDE
No experience necessary, part time evenings. Livonia area.
471-3310

FARMINGTON SCHOOLS is in need of a registered Physical Therapist. Salary range is $12,000-$13,000.
If interested, call. 477-3783

PHYSICAL THERAPY ASSISTANT

The Grace Hospital Division of Harper-Grace Hospitals currently seeks a Physical Therapy Assistant to work on a part time contractual basis. This position will work evenings at the Lahser Medical Building, a short term out-patient rehabilitation facility located in Southfield. For prompt and careful consideration send resume and salary expected to: G. M. McDavid, RPT, Director of Physical Therapy, Grace Hospital, 6071 Mayfield Rd., Detroit, Michigan, 48228, or call 313-937-3000.

PLASTIC SURGERY Clinic in Southfield seeking employee for front office. Pleasant personality, able to work under pressure. 3 to 5 years experience necessary, with some medical office background. Excellent salary and working conditions. Please call 547-1928

502 Help Wanted Dental-Medical

PLASTIC SURGEON - Bloomfield Hills Billing, Transcriptions
Salary negotiable. Full time. 334-9460

PSYCHO THERAPIST with case load, Birmingham clinic. Reply to Box 748, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Immediate opening in busy Bloomfield Office. Experience in Medical type office necessary. Optional 855-5900

RECEPTIONIST - full time for Birmingham clinic. Excellent telephone manner & good typing skills necessary. 647-0650

RECEPTIONIST, full time with experience needed for family medical practice. Flexible for days or evenings. Call Catherine 352-8481

RECEPTIONIST
PART TIME
Week ends and Holidays.
Call 535-2322, Ext. 325

RECEPTIONIST
Part time for busy medical clinic. Experience necessary. Call Nancy 541-6448

RECEPTIONIST
for Oral Surgeons Office/Birmingham. Part time, experience preferred. Insurance background helpful. Please call 646-1720

RECEPTIONIST for Westcott Veterinary Care Center in Redford. Full time position, flexible hours, friendly environment. Send resume to 9400 Nola & ask. Apply at 31425 Grand River, Farmington. 476-3100

REGISTERD NURSES

Part time, every other weekend, day shift and midnight shift positions are immediately available to work in the Emergency Department at our Milford Center. Selected candidates will have a minimum of 1 year recent medical/surgical experience. Critical care or pediatric experience preferred. Apply or call for additional information 437-5900

PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.,
Southfield, MI., 48075
An Equal Opportunity Employer

REGISTERED X-RAY TECHNICIAN with ultra sound experience. Hours 10am-6pm. Salary set at interview. Call 537-0072

RN
FULL TIME POSITION
MIDNIGHT SHIFT
Call Mrs. Ferguson
for an appointment.
NIGHTINGALE
WEST NURSING HOME
261-5300

RN - LPN

Westland Convalescent Center is seeking full time Staff Nurses for the Afternoon shift. We are looking for enthusiastic and self-motivated Nurses to join our award winning team, to assist us in our continuing goal of providing quality care and employee relations. Contact Susan Gilbert, RN, at 721-7180.

RN OR LPN wanted part time for women doctor's office in Northwest Detroit. Please Call Sue McDonald 272-3091

RN PART TIME
Oral Surgeon's office
Mornings only, Birmingham/Troy area.
Call 16AM-3PM. 647-3181

RNs
Day shift, every other weekend. Apply
Four Chaplains
Convalescent Center
26349 Joy Rd., Westland
Between Middlebelt & Inkster

RN'S-LPN'S

Full & part time nursing home in Livonia area. Full time, full benefits, Southfield or Madison Troy area. Send resume to: 12000 Mt. Elliott Dr., Madison Hgts., MI 48071.

502 Help Wanted Dental-Medical

RNs/LPNs

Needed for northern Oakland County positions. We will give you the professional care, low reserve, a home, choice of shifts, choice of locations. Call for a personal, confidential interview

PROFESSIONAL CARE
557-2505

RN'S - LPN'S NURSE AIDES LIVE-INS

for home care/staff relief. 1 year experience preferred, transportation necessary. Excellent pay & benefits.
Midwest Home Care
335-4644 273-2500

RNs & LPNs

WE NEED YOU!

Immediate openings in home care. Be part of a hospital system, but work in your area. Variety of hours. Full time, part time positions. Afternoon and midnight shifts available. ICU, NICU and general medical/surgical nurses needed. Supplemental staffing in area hospital sites. We offer DOT, special hours, best pay, rate, health care benefits available. Call today for an appointment at our Troy office.

PROFESSIONAL MEDICAL SERVICES
343-4357
An Equal Opportunity Employer

RNs

Medical/Surgical, ER, OB, Pediatrics and Oncology. Full and part time positions available. Please contact:
GARDEN CITY WEST HOSPITAL
531-3300, Ext. 377
An Equal Opportunity Employer

RN'S/PART TIME
Doctor's office. Send resumes to: Birmingham OB GYN 540 Pierce, Birmingham, MI. 48009 or call 646-8190

RN SUPERVISOR
Westland Convalescent Center is seeking an enthusiastic and cheerful leader of our Midnight staff. If you are interested in working a 40 hours member & award winning facility, please contact Susan Gilbert, RN, Director of Nursing at 721-8180.

RN
With OB experience
In physician's office or clinic setting. Full time. Call 352-3722 ext. 233

SWITCHBOARD OPERATOR
Needed on contingent basis. Hours vary, mornings is needed. Part time weekends and/or nights.
Call 348-8000, Ext. 225.

X-RAY TECHNICIAN
registered for diagnostic radiology clinic. Redford area full and part time. 937-8155

X-RAY TECHNICIAN
PART TIME
For Novi office, Westland Medical Center. Must be registered. Only interested in available position. Shift of Fridays, Saturdays, and Sundays. Call Sue Mon. - Fri., 534-4700, Ext. 345.

X-RAY TECHNICIAN
Certified, experienced, for busy rheumatology practice. 4 day week. Birmingham. Debbie: 647-4110

X-RAY TECHNICIAN
Tired of shadow boxing! Want exciting clinical experience? Join our team with advancement opportunity and fringed benefits in modern, well equipped, comfortable office. Full time, Southfield or Madison Troy area. Send resume to: 12000 Mt. Elliott Dr., Madison Hgts., MI 48071.

504 Help Wanted Office-Clerical

ACCOUNTING - Assistant Controller. Steady growing national distributor, manufacturer of consumer products is seeking a self starter with at least 3 years experience in accounting, financial & corporate tax matters. State of the art, MIS Network being implemented. Send resumes to: Controller, Instruments for Industry 9978 General Dr. Plymouth 451-1170

504 Help Wanted Office-Clerical

CLERICAL (PAYOFFS)

Our growing corporation is seeking energetic individuals to work in our payoff department. For all available positions, qualified candidates must possess accurate typing or 10 key skills, excellent communication and organizational skills and good math aptitude. Individuals must also be able to work under extreme pressure and strict time frames. Previous office experience a plus. The following positions are available:

PHONE REPRESENTATIVE
Answering approx. 100 plus customer phone inquiries per day and working with the CRT.

PAYOFF PROCESSOR
Working on calculator and CRT, preparing figure computations to process payoff checks, reconciling escrow exceptions and subbing as phone representative.

STATEMENT COORDINATOR
Preparing and mailing payoff statements, composing letters, calculating payoff figures and subbing as phone representative.

Mortgage Banking experience helpful. Overtime is mandatory. We offer a complete benefit package. Qualified candidates should apply Mon. thru Fri., 9-11 a.m. or 1-4 p.m. at:

PERSONNEL DEPARTMENT
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 FARMINGTON ROAD
FARMINGTON HILLS, MI 48018

An Equal Opportunity/Affirmative Action Employer M/F/H

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

$11,700 PLUS, FEE PAID
Fast growing company looking for 3 years experience in accounts receivable and phone collections a plus. Growth opportunity. Typing of 60 wpm. Call Mary, 478-3366.

SNELLING & SNELLING

Accounting Clerks

Immediate openings for Accounting Clerks. Must have basic accounting background and know proper use of calculator. Starting pay $4.25 per hour with union increases. Apply in person:
Personnel Office, located in the Marriott Hotel, between 9-3 pm., Mon. thru Fri.

MARRIOTT-HOST
Metro Airport
An Equal Opportunity Employer

ACCOUNTING - filing, typing & data entry, plus phone surveys & data entry people. Call Sylvia 557-0033

ACCOUNTING - filing & typing clerks, plus phone surveys & data entry people. Part time positions
Call Helen 618-7660

ACCOUNTS PAYABLE computerized, Hyctel, 45 wpm, 10 key, 2 years exp. Experienced. Non-smoker. Dearborn area. 944-6192

ACCOUNTS PAYABLE/ ACCOUNTANT

Birmingham based computer company seeks person with 1 yr. experience in accounting. Good benefits. Salary commensurate. Send resume to Controller, 30600 Telegraph Rd. Suite #2020, Birmingham, MI. 48010.

FULL TIME or part time accounts Receivable Bookkeeper. Must be independent with Medical/Medicaid billing in a nursing home. Call Shirley 477-4150

ACCOUNTS RECEIVABLE
Payboard experience necessary. Southfield location. Interesting work, good benefits. Send resume to: Kathy at P.O. Box 3191, Sterling, MI 48310

ACCOUNTS RECEIVABLE
Reliable individual needed for Southfield Property Management Firm. Must be good with figures & detail work. Knowledge of Math Skills & Accurate (55WPM). Typing. Call between 10am-3:30pm. 358-2111 ext. 202
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Innovative multi level promotion seeking accounts receivable clerk. Must be good with figures & detail work. Minimum one year payboard experience & knowledge of manual systems. Send resume to: Personnel, P.O. Box 2088, Southfield, MI 48037 or call Mrs. Alexander at 358-0469.

ACCURATE TYPIST needed for Troy firm. Word processing experience a plus. Call 362-3095, 8AM-10am, or send resume to: 2744 Industrial Row, Troy, MI., 48084.

AD AGENCY

FRONT DESK SECRETARY
Well established suburban firm offers good benefits and flexible hours. Good typing required, computer or advertising background a plus. Salary $13,000. Call Mrs. Fox 772-0900 ext. 2 able. Call Tracey.
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Send resume or apply in person to: Advanced Technology & Testing, 12021 Stark Road, Livonia, Michigan 48150-1586. Attention: Employment Office.

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