502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
experienced in scheduling and peg-board system needed for busy dental office. Opportunity for advancement in management (establishes for the right team player. Willaming excellent salary and benefits. Please send resume to Box 968, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTURE TECHNICIAN
Progressive, clean, modern facility with pleasant atmosphere seeking denture finisher. Call 349-2026

DIETARY AIDES
PART TIME
Applications now being accepted 10 AM - 4 PM, Mon - Fri. Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia

DENTAL TECHNICIAN
Full time position available for qualified candidate with strong communication skills who appreciates challenge and responsibility. Will assist patients with dental selections, maintain cardex system, complete nutrition screening, assist Dietitian, coordinate diet counseling sessions. Must be a graduate of an accredited 2-year Tech program & registry eligible (Illinois or A.D.A.) For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

Director of Nursing

Small psychiatric hospital located in Northwest suburb of Detroit. Must be experienced. BSN, would qualify. Reply to Box 954, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DIRECTOR OF NURSING

Of a 55 bed skilled facility. Apply in person
MARYCREST MANOR
13475 Middlebelt, Livonia
427-9175

DISPENSING OPTICIAN
Brighton office, full time. Sales experience helpful. Wages based on experience. Please send resume to Box 990, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTOR'S OFFICE FARMINGTON.
Need mature adult receptionist for typing and insurance billing. Part time, set your own hours, will train. 478-6302

DRIVER/TECHNIAN
Driver Technician needed for durable medical equipment delivery. Must have chauffeurs license, excellent driving record. Experience preferred. Send resume to Stan Jacrynski, 32441 Industrial Dr., Madison Heights, MI 48071

FEEDER POSITION AVAILABLE
4:30pm - 7:30pm daily with every other weekend off. Must be able to train 2 days in the morning. Apply within Monday - Friday, 8am-3pm. Dorvin Convalescent Center, 1 block S. of Ann Arbor & Middlebelt.

GRADUATE RESPIRATORY THERAPIST - Full time for Home Care Company. Call 9:30AM-5PM 459-3115

HEALTH PROFESSIONALS

You can have a rewarding career at home as a Registered Nurse or as an ambulatory teenager with mental retardation. Earn $300 per month plus $480 month room and board expenses. Call Homefinder.
Oakland County 332-4410
Wayne County 455-8880

HOME HEALTH AIDES

Metro Health Care is seeking private homemaker aides, personal care aides, chore providers & livein. Applicants must be experienced, mature individuals, must have car available & references. Needed for Wayne County & surrounding areas. Call Sue 8-5 and up. Call Saturdays 9am-5pm. 271-6230

HYGIENIST
Are you friendly, enthusiastic, professional? If so, we are looking for you to join our Team. Full-time position in our growing General Office. Call 645-9831

HYGIENIST
Experienced, for modern progressive dental office. 1 day per week. Omega Dental, 4 days Grand Rivers the Fall. Southfield. 355-9800

HYGIENIST, experience needed for maternity leave beginning the first July 30th thru Oct 9th. Progressive office, preferably day. Sterling Hts. Call Cheryl 977-0400

HYGIENIST - Immediate position available for career minded Hygienist in our growing practice. Family practice. Our quality dental team has the opportunity for the right self starter, offering excellent salary, benefits & bonus. Please send resume to Box 956, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HYGIENIST - PART-TIME
Tues. Wed. & Sat. Full time
425-4530

502 Help Wanted Dental-Medical

HYGIENIST
Part time for summer. Livonia area. General practice. Hours are flexible. 478-2110

HYGIENIST/PART TIME
Wed. & Thurs. Dominant office
Livonia area
591-3838

IN-PATIENT REGISTRATION
ON CALL
To work day and afternoon shifts. Previous admitting experience helpful, yet not necessary. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

INSURANCE SECRETARY
Immediate opening in Computerized General Surgeon's office for experienced insurance Secretary with current knowledge of patient & hospital billing, C.M.A. preferred but not required. Must be Non-Smoker.
683-2770, after 7pm, 642-5444

LIVING PERSON to care for twin babies in our Novi home. One needs special attention - Nursing background helpful. 36 hrs.

LPN for busy Urology office. Full benefits. Send resume to:
Urovitract, 17100 W. 12 Mile, Southfield, 48076

LPN, full time afternoons in progressive long term care facility. Competitive wages and benefits including medical and dental. Contact Director of Nursing for an interview
FOUR CHAPLAINS
261-9501
Equal Opportunity Employer M/F

LPN'S

Henry Ford Hospital Fairlane has immediate openings for contingent LPN's. Applicants must be licensed in the State of Michigan as well as 6-12 months experience as a LPN. Qualified applicants may contact Geri Lietzke at 593-8204, Mon. thru Fri. 8 to noon.
HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI 48126
Equal Opportunity Employer M/F/H

MA OR LPN WITH EXPERIENCE
To work full time in Internist or OB/GNY office. Position for busy Ann Arbor area. Call 348-6000, Ext. 325.

Medical/
Administrative Secretary

Sinai Hospital of Detroit seeks a highly organized self-starter who wishes to excel in a vibrant, people oriented setting within our medicine administration dept. Reporting to the department's chairman, the successful candidate must have strong verbal and written communication skills, as well as 2-3 years recent administrative secretarial experience.

Typing of 50 wpm and shorthand or transcribing (Medical/Surgical/Operational skills required and medical terminology preferred.

Starting salary up to $21,000 plus range based upon qualifications.

Send resume or apply in person:
SINAI HOSPITAL OF DETROIT
Employment Office
17180 Wisconsin - Suite 119
Detroit, MI 48235
Equal Opportunity Employer M/F

Medical Assistant

Experienced in cardiology preferred. EKG verbal, phlebotomy & injections, part to full time Mon. thru Fri. Call office manager between 10-4, 474-1614

MEDICAL ASSISTANT - experienced, full or part time. Rochester area. 651-8200

MEDICAL ASSISTANT
Full time, experience preferred. Call Mary 349-4904

MEDICAL ASSISTANT
Experienced in all phases. Westland area. Call Sandy Frey. 522-3354

MEDICAL ASSISTANT
Part-time, for Dermatology Office. Southfield area. Call Ann 261-6600 or after 6pm. 663-2342

MEDICAL ASSISTANT
Needed for busy Pediatricians office in Livonia. Must be experienced.
Call 9am-4pm, 478-2723

MEDICAL ASSISTANT
X-Ray experience preferred.
Southfield Area
Call 557-3120

MEDICAL ASSISTANT
Plymouth Dermatology Office seeks experienced person to assist Doctor, approx. 25 hrs. per week. Day & eve. hrs. For interview, 455-6881

Medical Assistants

Full & Part time with X-ray experience. Sterling Heights. 979-9100

MEDICAL ASSISTANT: PART-TIME
Low volume general practice. Varied duties. Some X-ray experience required. Salary negotiable. Send resume to Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

OFFICE OPPORTUNITIES

Due to growth & expansion, Diversified Business Products, one of the largest office equipment dealers in Michigan has openings in the following areas:

FARMINGTON HILLS LOCATION
CONTRACTS & SUPPLIES ASSISTANT: Typing 40-45 wpm, detail oriented, good phone communication skills.

RECEPTIONIST: Typing 40-45 wpm, excellent phone communication skills, minimum 1 year office experience.

ANN ARBOR LOCATION
SECRETARY/RECEPTIONIST: Typing 40-45 wpm, take charge person with office experience.

We offer excellent benefits & room for advancement. For interview call Diane.

diversified business products, inc.
476-6655

Secretarial

SALES ADMINISTRATOR

NEC, the largest semiconductor manufacturer, is constantly expanding to satisfy an ever-growing marketplace. We now have an opening in our Detroit office for a bright, organized self-starter to become part of our team.

The successful candidate will work closely with our customers and have responsibility for order entry, compiling data for forecasting, and various weekly reports. Will also provide secretarial support including filing, travel arrangements and projects.

Qualifications should include 2+ years' experience in customer service, strong secretarial and organizational skills and effective communication skills a must.

We offer a competitive salary and an outstanding benefits package. If you are interested in an opportunity which provides a unique challenge, please send a resume including salary history to:

Tom Bahle
NEC Electronics Inc.
29200 Southfield Rd.
Suite 208
Southfield, MI 48076
An equal opportunity employer.

NEC
NEC Electronics Inc.

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
with X-Ray experience - for full-time days. Canton Clinic. 459-5618

MEDICAL BILLER
For Home Care Company
Call 8:30AM-3PM 458-3115

MEDICAL BILLER
Experienced in all insurances. Mon-Fri. Excellent benefits. Call Office Manager 10am-2pm. 474-1614

Medical BILLER - with experience
Medical TRANSCRIPTIONIST - with experience Hours 8-5
540-3037

MEDICAL BILLERS (13) 3rd party, with computer knowledge of UB 82 forms, also 20 medical billers with our UB 82 for 4 local hospitals. Competitive positions.
Call Janice 357-0034

MEDICAL INSURANCE BILLER
Doctor's office in Warren, flexible hours, permanent position, computer experience preferred, but not necessary. 8am-5pm, 573-6700

MEDICAL RECEPTIONIST
After 5pm 645-5033

MEDICAL/Laboratory Assistant
Experienced Medical/Laboratory Assistant for medical office setting in the Detroit Medical Center. Background should include phlebotomy, patient appointment scheduling, xray helpful (Registered X-Ray Tech preferred) pay commensurate with skills and experience), numerous functions, etc. Excellent opportunity for gaining experience in diagnostic studies. Full benefits package to include: Insurances, parking, etc. Call832-8183

MEDICAL LAB SECRETARY
4 Day Work Week,
Oak Park area.
Call 547-6654

MEDICAL Office Manager for Internist office, 13 & Southfield. Recent graduate with good telephone and patient manner, billing knowledge and able to assist Medical Assistant when needed. Call Linda Mon. thru Fri. 9-12 or 1-5 pm. 552-9020

EXPERIENCED medical receptionist with insurance knowledge. Mon-Fri, Excellent benefits. Call Office Manager. 474-1814

MEDICAL RECEPTIONIST

Previous experience necessary. Mature, pleasant individual for busy cardiac office. Must type minimum 45 wpm. Minimum 30 hrs. per week. Also includes Sat. Farmington Hills. 851-6657

MEDICAL RECEPTIONIST
Part-time, 20 hrs. per week, Mon. Tues. & Fri. Livonia area. Call Janice. 427-4876

MEDICAL RECEPTIONIST
Experienced part time, Mon. Thurs. & Fri. 9:30am-8:30pm, flexible.
Birmingham. Debbie: 647-4420

MEDICAL RECEPTIONIST part time Mon. thru Fri. 8:30 - 4:30 - 5pm. Experience preferred. Call Lynette 9-4pm. 261-8300

MEDICAL RECORDS PERSON
part time, 20 hrs. per week, apply Handy Convalescent Center, 101 Haggerty Rd. Plymouth.

MEDICAL SECRETARY
Full-time, Mon-Fri. Exceptions in transcription & Medical Office experience necessary. Call 8:30am-4pm, 478-7511

MEDICAL TECHNOLOGIST wanted. Must know EKG and vena puncture. 4 day work week. Southfield area. 353-8141

MEDICAL TRANSCRIPTIONIST -
Part-time. To work with own equipment. Providence Hospital area.
Ask for Faye at: 424-6084

MEDICAL TRANSCRIPTIONISTS

National company seeking thoroughly experienced medical transcriptionist to type O. R. & D. S. to work in our Southfield office or in comfort of your home.
Call 569-8556

NUCLEAR TECH
Full time, registered or registry-eligible and Nuclear Medicine Technologist Medical Group. Ask for Liz. 534-4700, ext 699

NURSE AIDES
All shifts. Will train. Apply in person Mon. thru Fri. 8am to 4pm at.
Carriage House Convalescent Center, 28349 Joy Rd., Westland
Equal Opportunity Employer M/F

NURSE AIDES
For nursing home. Experienced only. 3-11 pm and 11 to 7 am. shifts. Apply in person at:
Franklin Manor
Convalescent Center
29900 Franklin Rd., Southfield
352-7390

NURSE AIDES
PART TIME/FULL TIME
ALL SHIFTS
Camelot Hall
Convalescent Center
35100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES with experience or completed course for home care. Travel allowance paid. Positions for all shifts especially days. Part time up to 40 hours. Plymouth, Westland, Farmington & South Lyon areas. United Home Health. 451-2255

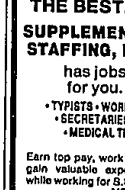
NURSES AIDES Full time or part time All shifts Experienced or will train. Must be 17 or older. Apply Mon thru Fri 9-4 daily. Handy Convalescent Center, 109 Haggerty Rd., Plymouth, MI 48170.
(Under new management.)

504 Help Wanted Office-Clerical

SECRETARY

Troy commercial bank is seeking an experienced Secretary. Candidate must type 65 WPM, have excellent written and oral communication skills and 2 years previous secretarial experience. Excellent benefit package. Salary, commensurate with experience. Send resume and salary history in confidence to:

PERSONNEL DIRECTOR, OE
P.O. BOX 5823
TROY, MICH. 48007-5823
An Equal Opportunity Employer M/F



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SUPPLEMENTAL STAFFING, INC.

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Earn top pay, work a variety of assignments and gain valuable experience. Enjoy this summer while working for S.S.I. Call Today!

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Auburn Hills 373-9004
Detroit 963-2290
Sterling Hgts. 977-5740
Farmington Hills 855-8910

SSI SUPPLEMENTAL STAFFING, INC.
The Temporary Help People

502 Help Wanted Dental-Medical

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.60/$5.10

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

OAKLAND NURSING UNLIMITED
540-2360

NURSE ASSISTANTS
Dependable, caring people needed, all shifts - experience preferred, but not required. Apply in person. Dunwoody Convalescent, 28550 Five Mile, Livonia, MI 48154

NURSES AIDES
afternoon shift, 3pm-7pm. Must be 17 or older. Experienced or will train. Apply Handy Convalescent Center, 109 Haggerty Rd., Plymouth
Under New Management

NURSES AIDES

FULL TIME, 3-11 PM, Shift
& 11-7 MIDNIGHT SHIFT
Also WEEKENDS ONLY-ALL SHIFTS

Experienced preferred, but not required. Apply in person: Nightingale West, 8365 Newburgh, S. of Joy Rd. Easy access from I-275 & I-96. No phone calls please.

NURSES AIDES

MALE & FEMALE
FULL TIME, 3-11 PM, Shift
& 11-7 MIDNIGHT SHIFT
Also WEEKENDS ONLY-ALL SHIFTS

Experienced preferred, but not required. Apply in person: Nightingale West, 8365 Newburgh, S. of Joy Rd. Easy access from I-275 & I-96. No phone calls please.

NURSING ASSISTANTS
Experienced Nursing Assistants or will train persons with a desire to care for the elderly. Apply in person:
Middlebelt Nursing Center
14900 Middlebelt, Livonia

NURSING ASSISTANT
Prefer mature person. Will train. Also accepting applications for
MAINTENANCE PERSON

Apply in person:
Middlebelt Hope Nursing Center
38410 Cherry Hill, Westland

NURSING ASST
Full time, Mon. thru Fri. 11-7. Part time and weekends only are available on afternoon shift. Competitive wages & benefits. Apply within between 9am-2pm. Dorvin Convalescent Center, 1 block S. of 8 Mile on Middlebelt.

NURSING DEPT. SECRETARY
Typing, Math, Medical Terminology, I.C.F. Cost: M, Dietl, R.N., Director of Nursing. 534-8400

NURSING PROFESSIONALS

Garden City Hospital, a 349 bed, acute care teaching facility is seeking Registered Nurses to join our professional nursing staff.
Current openings include.
• Med/Surg
• ICU-CCU
• Obstetrics
• Pediatrics
We offer a competitive salary and an exceptional benefit package including fully paid health, dental, optical and life insurance, tuition reimbursement, a progressive vacation program and MORE!
We invite you to come visit us so that you may experience the spirit that prevails at our hospital. For further information please call:
Personnel Department
Garden City Hospital
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
Equal Opportunity Employer

OPHTHALMIC ASSISTANT
for Ophthalmologist office in Troy. Experience preferred but not necessary. Full-time, benefits. 828-0344

OPTICAL SYSTEM - 30-40 hours per week in Farmington area. Willing to train mature individual with 2 years college and medical experience. Call 1am-5pm 533-4820

OPTICIAN
Part time (weekdays only). Plymouth/Canton area. Full benefits offered. Send resume to: Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC OFFICE ASS'T.
Brighton office. Full time. Experience preferred, but will train. Wages based on experience. Send resume to: Box 990, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC RECEPTIONIST
Seeking friendly, organized individual with excellent communication skills - for private Farmington Hills dental practice. Good typing skills required. 3/4 days. Call 645-5340

504 Help Wanted Office-Clerical

Administrative Assistant
Executive Secretary

Seeking individual for President CEO of 1240MM corporation in Birmingham. Qualifications: 5 years in similar position, bookkeeping, excellent written and verbal skills, dictaphone, Secretarial degree and computer experience with Lotus desirable. Duties include serving as Confidant to Executive, supervision of assistant, scheduling appointment, keeping very busy President organized. Serve as liaison to Corporate Officers and Associates. Must be flexible, have GOOD COMMON SENSE, able to screen calls, take messages concisely and route to appropriate parties. Non smoker. Excellent salary and benefits including profit sharing. Send resume with salary history to:

Erb LUMBER
Attention Ms. Coughanour
P.O. Box 439
Birmingham, MI 48012

Contempra

For A Brighter Summer Join CONTEMPRA

We have assignments for you in the areas of Downriver, Detroit, Southfield, Troy. College students included.

• WORD PROCESSORS
• STENOGRAPHERS
• SWITCHBOARD OPERATORS
• TYPISTS

BENEFITS NO FEE

583-4858

A Subsidiary of Dorsey Business School

502 Help Wanted Dental-Medical

PART-TIME Receptionist needed for Doctor's office in Bloomfield. Evenings & Saturdays. Some office experience preferred. Call Joyce at 335-4010

PONTIAC, clean tiny furnished house, 1 working adult. Utilities paid. Appliances like new. No pets, no lease. 1450 Pontiac. 332-5063

RECEPTIONIST - full time, for oral surgery office. Birmingham Troy area. Dental background helpful. Good benefits. Excellent opportunity for advancement. Call between 10am-4pm 647-8191 647-7338

RECEPTIONIST, experienced for full time in medical office. Typing, filing, current insurance knowledge helpful. Call after 11 am. 288-1928

RECEPTIONIST for MEDICAL Office Part-time 15-30 hrs. Experience preferred but will train. Salary commensurate with experience/competitive. Send typed resume to: Box 958, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

Pleasant, professional person wanted as receptionist for medical specialty. Duties include answering phones, speaking to the public and various secretarial duties. Apply within, Mon. thru Fri. Lincoln Park Center, 1 block S. of 8 Mile on Middlebelt.

RECEPTIONIST for West Bloomfield orthodontic office. Full time. Some typing. Salary commensurate with experience. Benefits. 851-7272

RECEPTIONIST & MEDICAL ASST'
needed for OB Gyn office in Troy. Experienced only. Call
Marie 535-8484

RECEPTIONIST
Chiropractic's office, Plymouth area. Non-smoker, neat, clean. Typing required. Part time, 9am-12noon, 3pm-7pm, approximately 30 hrs. per week. 459-2020

REGISTERED Nuclear Medicine Technician. Permanent part time. Fri & sat Cardiology office. 357-2722

RN - LPN
Part-time, immediate position available in pleasant allergist office. Mon. thru Fri. flexible hours including Sat. Call Diane at 851-6657

RN/LPN
Surgeon's office. 2 half days per week. Must be available on Wed., weekends or late nights. Mt. Carmel Area. 341-1836

RN or LPN
Full time
11-7 AND 7-3
Please call Mrs. Ferguson for appointment, Nightingale West, 261-5300.

RN or LPN
Full time
11-7 AND 7-3
Please call Mrs. Ferguson for appointment, Nightingale West, 261-5300.

RN or LPN

Midnight shift Supervisor for long term care facility. Must have supervision experience and management skills. Preference requested. For appointment, call Director of Nursing, 326-6600

RN - PART-TIME, NIGHT SHIFT
LPN - Full or Part-time, Afternoon or Night Shift. Apply: Rehab Home, 18520 W. 7 Mile, Detroit.
531-4001, Ext. 260

RN - Part-Time
WEEKENDS ONLY
Apply in person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN POSITIONS AVAILABLE
ER Contingent, all shifts
ER Part Time, Days/Afternoons
Current ER experience required, ADLS preferred.

Nurse Manager - Head Nurse for 22 bed surgical unit. 24 hour coverage within progressive management environment. Current acute care experience and successful record of increasing responsibility required. Salary prepared. Call Redford Community Hospital at 532-4000, ext. 408

RN - RECOVERY ROOM
Part time day position available. Must be able to work rotational weekend in CCU, ER or Recovery Room. ACLS Training preferred yet will consider BCLS.
For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

RNS LPNS

AFTERNOON SHIFT
PART OR FULL TIME
Apply bet. 10 AM. - 4 PM.
Monday thru Friday
CAMELOT HALL
35100 Ann Arbor Trail, Livonia

RNs, LPNs, CMAs needed to perform mobile insurance physicals in the Brighton, Howell, South Lyon areas. Call Gwen at Medtest, 354-1545

RN/S $17. - LPN'S $11.50. - Nurse Aides $5.25 - Create your own schedule to fit your own lifestyle. Call Jackie: 354-1640
KIMBERLY

504 Help Wanted Office-Clerical

RNs, LPNs, GNs & GPNs
Interested in a challenging position as a nursing supervisor in a 112 bed skilled facility? We have full and part time positions on all 3 shifts. Apply: Williamsburg Convalescent Center, 21017 Middlebelt, Farmington Hills, Located N. of 8 Mile or Apply: contact Ms. Martin, DON, at 476-6300

RN'S - LPN'S
NURSE AIDES - LIVE-INS
HOMEMAKERS
needed for Home care agency. One year experience, transportation necessary. Excellent salary & benefits.
MIDWEST HOME CARE
335-4644

RN'S - $10 PER HR.
To start, good fringe benefits, afternoon and night positions available. Apply: Convalescent Center, 105 Haggerty Rd. Plymouth
Under new management

R.N.'s

Immediate, full-time vacancies available for qualified R.N.'s to work in an Ambulatory Pediatric setting. U.S.N. preferred; min. 2 yrs. related experience, preferably in pediatrics or ability in an Urgent Care/Ambulatory facility; ability to operate telephone calls, handle Patient Education & Triage.
We offer competitive compensation & benefits package, including holidays. Qualified Candidates, please submit resume with salary requirements to: Box 694, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARYS (11), type 60 WPM, telephone, some knowledge of medical knowledge helpful for major hospital, contract positions.
Call Janice 357-0034

Senior Secretary

Industrial facility located in Westland, has full-time opening for experienced secretary. Applicant needs typing of 50 wpm, good spelling and grammatical skills, good organizational ability, telephone manner, full paid benefits. Call Elaine Mon. Thru Fri. 8am to 3pm at 563-7577.
An Equal Opportunity Employer

TRAY SERVICE SUPERVISOR
(Relief)
Qualified person needed to maintain quality control in tray service and sanitation on afternoon shift. hours will vary based on need. Related experience helpful, but not required.
For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

TROY SURGEONS' office expanding. Need part time experienced transcriptionist, receptionist & medical X-Ray Tech. Send resume, including salary history & hours available to Box #982, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ULTRASONOGRAPHER
Part time day position available. Qualified sonographer must be registered. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

X-RAY TECH
Full or part time
for busy Orthopedic office.
Farmington Hills 474-1870

X-RAY TECHNICIAN
PART TIME
For Novi office, Woodland Medical Center. Must be experienced. Only responsible and reliable need apply. Shift of Fridays, Saturdays, and Sundays. Call Ron 476-7511
538-4700, Ext. 599

X-Ray Technician/ Medical Assistant (full or part time) needed for busy Farmington Hills office. Experience preferred. Please contact Patti 10AM-5PM. 553-4648

504 Help Wanted Office-Clerical

ACCOUNTING CLERK, Southfield Manufacturing Co. seeks part-time Accounting Clerk. Send resume to P.O. Box 5081, Southfield, MI 48037.

ACCOUNTING CLERK
Part time for Medical Corporating journals. Position requires accounting skills & ability to learn.
Call 542-8151

ACCOUNTING CLERK
General accounting entry level position with a growing company. Must be high school grad. Accounting education & work experience preferred. Send resume to P.O. Box 387, Wayne, MI 48184

Accounting Clerk

Fotanic's, a fast growing retail operation, has an immediate need for an accounting clerk to our corporate offices located in Livonia. The selected individual will perform various accounting duties; assisting the staff accountant, preparing management reports, audit work papers & analyzing general ledger accounts.

An associate's degree & one year of related accounting experience required. Experience with automated general ledger systems & personal computers a definite plus. Knowledge of Lotus 1-2-3 helpful. Send resumes & salary requirements to:

FOLAND'S
"The Alternative Department Store"
Att: Accounting
29753 Plymouth Rd.
Livonia, MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING
CLERK
A major Southfield super market chain is seeking an individual with recent experience in a computerized accounting system. Accounting payable experience desirable. Competitive salary & full benefit package offered. Send resume to: Box 902, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING DEPT
For management company in Southfield, needs Accounts Receivable person with knowledge of accounts, computer entry & clerical tasks.
352-8450

ACCOUNTS PAYABLE/FILING
Full time. Apply: Quality Construction Company, 7637 Sheffler, Dearborn Corner of Telegraph.

ACCOUNTS PAYABLE CLERK
Entry level. Starting $12,000-$13,000. Send resume to: P.O. Box 485, Dearborn, Mi., 48121, Attention Controller.

ACCOUNTS RECEIVABLE CLERK
With insurance or collection experience. Call Mr. Ferguson 261-5300 or 261-5561
41935 W. 12 Mile Rd., Novi

ACCOUNTS RECEIVABLE CLERK
Self starter, full benefits, Keego Harbor area. Accounts Payable & work in progress with fast-paced Accounting Dept.
Resumes to: 31800 Telegraph, Suite 100, Birmingham, MI. 48010

BOOKKEEPER, full charge thru financial statements, accounts payable/receivables, payroll knowledge in construction, real estate, partnerships, computerized accounting. Send resume to Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full Charge thru trial balance, experienced, Southfield area. Call Mon. thru Fri. 9am to 5pm. 358-0358

BOOKKEEPER

Full time for Farmington Hills property management company. Some computer experience preferred. Knowledgeable in accounts payable & payroll. Salary commensurate with experience. Good benefits. Send resume with salary requirements to: Box 912, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge, experienced with general ledger, taxes, insurance, plus data entry. Farmington area. Call Sandy 553-0034
$17,000. Call Byrna 357-0034

SECRETARY - part time. Tues. Wed. Thurs. for multi-line 501 company in Southfield. Temporary to go permanent, top dollar

DATA ENTRY - operator for Sun. Fri. 9-5 hrs., hrs. flexible 501 company N. Oakland county bank, top dollar, 24 now.

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ADMINISTRATIVE ASSISTANT
Mature person capable of handling all office procedures & computer knowledge. Fun, fast paced, complete resume to: 1102 E. Big Beaver, Troy, MI 48083

ADMINISTRATIVE SECRETARY
Mature person for general office duties. Must be good with figures. Typing required. Part or full time. Southfield area. 559-9031

ADMINISTRATIVE SECRETARY
Health Insurance Administrator. A Mature, aggressive person that can handle responsibility & full duties. General office skills needed. Send resume to: P.O. Box 143, Northville, MI 48167

ADMINISTRATIVE ASSISTANT
Bookkeeper, Typing 60 wpm, Word Processor, Lotus, Dbase, Will train, must like people and enjoy busy sales office, temporary to go permanent. 855-5420

RECEPTIONIST - for Farmington Hills dentist, work Mon. Tues. Thurs. Fri. & half day Sat. needed for 12-24 mos.

Free Word Processing Training
Students - retirees
Homemakers welcome
NEVER A FEE

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

BOOKKEEPER/OFFICE MANAGER
Experienced only for small construction firm in Livonia. Computer knowledge a must, good benefits, good pay. Send resume to: Box 922, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Permanent full time position with fast paced dynamic construction company in Farmington Hills area. You must be a competent self starter with:
• Construction experience
• Accounts payable experience
• Strong bookkeeping skills
• Ability to organize & follow up details
• Good communication skills
• Computer Experience
Earnings commensurate with abilities. Call & ask for Kathy
557-7468

BOOKKEEPER
Rapidly growing Real Estate Development & Construction firm seeks qualified, full-charge Bookkeeper, Salary commensurate with experience, salary requirements, in strict confidence, to: P.O. Box 654, Bloomfield Hills, MI. 48013.

BOOKKEEPER retiring after 21 years working for the special person. 5 years experience. Full charge, easy to computer, non smoker, 4 Mile Rd. Farmington Hills. Send resume to: Tupper Associates, P.O. Box 1248, Farmington Hills, Mich 48024.

BOOKKEEPER - Versatile person with good people skills needed for fast paced manufacturing firm. Please call 476-2977

BOOKKEEPING General Office trial balance. Computer experience helpful. Good typist. Non smoker. Experienced only. Salary commensurate with experience. Send resume with salary requirements to: Ma Kay Smythe, 412 W. 14 Mile Rd., Troy, MI 48083

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing, evenings. Ask for Ann
851-6700

BUSY SOUTHFIELD property management office looking for an accounts payable clerk. Experienced only need apply. Send resume & salary requirement to: 4000 Town Center, Suite 190, Southfield MI 48075, attn. supervisor.

CAR BUILDER for busy auto dealership. Full-time. Applicant should be an accurate typist, organized and eager to learn. Apply in person weekdays between 8am and 4pm. Autobahn Motors, 1785 Telegraph, between Square Lake and Maple Lake Rds., Bloomfield Hills, no phone calls please!

CASHIER, PART TIME
Autom'ive dealership is in need of a part time cashier, 12pm-8pm, Mon. thru Thurs. Applications now being taken at Jack Cooper Transport, 7020 Orchard Lake Rd., W. Bloomfield

CHALLENGING OPPORTUNITY
Established interconnect looking for reliable, dependable person to act as a liaison between customer and the telephone company. Responsibilities include ordering of telephone service, filing out reports & keeping track of records. Some clerical experience a plus. Send your resume with salary history to: Doris Doll, Bound Brook Company, 12633 Farmington Rd., Livonia, MI 48150.
522-2913, Ext 59.
An Equal Opportunity Employer

CLAIM REPRESENTATIVE
For handling workers compensation claims in Southfield office. Inside office position. Previous workers compensation claims handling experience required.
Please call Cheryl at 353-8800
An Equal Opportunity Employer

Clerical Assistant/Receptionist
Fast paced Property Management Company looking for a dependable person to handle a variety of work. Candidate should possess the following qualifications: Excellent phone skills, accurate typing ability, good math aptitude, mature judgment - capable of working without supervision, detail oriented with good follow-up, previous experience working with the public. Bonus competitive salary, full benefits, sick time, $3.00 per hour to start.
Excellent benefits package. Please send resume to: 17117 West Nine Mile #1004, Southfield, Michigan 48076. No phone calls or in person applications accepted

CLERICAL
Bloomfield Hills office, now accepting applications for permanent full & part time positions. Skills include data entry, typing & good math skills. Call for appt 258-8400

504 Help Wanted Office-Clerical

BOOKKEEPER
EXPERIENCED
Familiar with peg-board system, other office procedures and sales helpful. In charge of office. Please write P.O. Box 411, Southfield, MI 48037 or call 355-1770

BOOKKEEPER

Excellent opportunity for sharp accounting individual to be "right hand" to controller. Large Detroit manufacturer/distributor. Must have 3 to 6 years of solid computerized accounting experience. Responsibilities include: Journal entries; accounts receivable; inventory; sales and use tax; and general office duties. Plenty of vendor contact will keep skilled bookkeeper very busy. Salary commensurate with experience. Please send confidential resume with salary history to: Ms. Cannon, P.O. Box 591, Southfield, MI 48037

Plants of Kawasaki recruiting for An Equal Opportunity Employer

BOOKKEEPER - experienced necessary. Walled Lake area. Salary negotiable. References required.
624-7072

BOOKKEEPER
Full-Charge Trial Balance. Balance. Knowledgeable in Accounts Receivable, Accounts Payable & work in progress with fast-paced Accounting Dept.
Resumes to: 31800 Telegraph, Suite 100, Birmingham, MI. 48010

BOOKKEEPER, full charge thru financial statements, accounts payable/receivables, payroll knowledge in construction, real estate, partnerships, computerized accounting. Send resume to Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full Charge thru trial balance, experienced, Southfield area. Call Mon. thru Fri. 9am to 5pm. 358-0358

BOOKKEEPER

Full time for Farmington Hills property management company. Some computer experience preferred. Knowledgeable in accounts payable & payroll. Salary commensurate with experience. Good benefits. Send resume with salary requirements to: Box 912, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge, experienced with general ledger, taxes, insurance, plus data entry. Farmington area. Call Sandy 553-0034
$17,000. Call Byrna 357-0034

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