502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Full-motivated, for private practice Pickup only Dearborn Hts./Inkster area 531-7800

DENTAL HYGIENIST - Quality person to practice full time in Plymouth. Gentle touch and genuine concern for patients a must. 455-2690

DENTAL HYGIENIST
Part time. Adult, health-oriented dental office. Modern office. New center 973-3535

Dental Hygienist
Full time Tues & Wed/Afternoons 2-8pm. Sterling Hts area 979-1450

DENTAL HYGIENIST
Mon & Fri., 8am-5pm
Livonia area 561-7070

DENTAL HYGIENIST
Livonia area Part-time
425-0550

Dental Hygienist
Full time. Southfield Office. Call Dr. John at 354-4311

DENTAL HYGIENIST
Part-time. Flexible hours. Days, Evenings, Saturdays.
Call June. 552-0166

DENTAL HYGIENIST
Part-time position, private quality office in Southfield, no Sat. 569-5609

DENTAL HYGIENIST/Chairside Assistant for orthodontic practice. 35 hours week. Troy/Sterling Hgts area 524-3300

DENTAL HYGIENIST
Or part-time, to join my except-ional staff in our new Livonia office. Family practice. Experience preferred. A dayday environment. Excellent salary & benefits 644-3131

DENTAL HYGIENIST- Dedicated person to share our office with exclusive progressive dental practice. Farmington Hills area. Hours vary. Benefits. Call Linda between 7pm-9pm 477-5500 or 537-4400

DENTAL HYGIENIST - Opening for hygienist who would enjoy working with doctors that respect you for your professional judgment and expertise. Part-time Hours & Days flexible. Call this ad. Call 425-0550

DENTAL INSURANCE CLERK
Experienced preferred, but will train intelligent person. Fun, fast paced dental insurance claims for a group practice. Dental knowledge a must. Part time to full time. Southfield 681-8100

DENTAL ASSISTANT
Medical Dental Building. Call Dr. Lipson's office for information. Are always looking for good people with positive professional attitude. A other top benefits. 425-2020

DENTAL OFFICE PERSONNEL
experienced in front office procedures including insurance, computer systems. Part time. Dearborn area. Eves 561-2443

DENTAL RECEPTIONIST- Part time for progressive Livonia office. 25-30 hours weekly. Must have dental experience and pleasant personality. Send resume to Box 20, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Experienced in scheduling and people skills. Full time position. Excellent opportunity for advancement in managerial position in office for high team player. Offering excellent salary and benefits. Please send resume to Box 930, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST - enthusiastic, self-motivated, mature person. Troy office. Recent dental experience preferred. 689-6260

DENTAL RECEPTIONIST
Full time position available for pleasant Troy office. Must have previous dental insurance and people skills. Call 879-9118

DENTAL RECEPTIONIST
Our dentist growing practice is looking for a full time receptionist to join our team. Excellent benefits and salary. Southfield area. Ask for Sue 397-1021

DENTAL RECEPTIONIST
Person with pleasant personality to work in busy dentist office. Duties include dealing with people, filing, typing, telephone and cashier position with emphasis on quality patient care. Friendly atmosphere. Range benefits 562-9400

DENTAL RECEPTIONIST
ACTIVE
Full time employment available for a receptionist in large Southfield office. Minimum requirements are 2 years dental experience, 2 years typing, 1 yr. minimum experience necessary. 352-5440

DENTAL RECEPTIONIST
Livonia area. Part time, Monday & Wednesday, 1 Saturday per month. Congenial family practice. Long Lake/Rochester Rd. Area 669-9191

MEDICAL HELP WANTED

We are currently seeking above average people with good communication skills to fill the following positions within an expanding medical practice.

MEDICAL INSURANCE BILLER - This position requires a minimum of 3 years recent experience with Blue Cross, Blue Shield, Medicare & Medicaid. Must be able to type 60 wpm. Computer experience a plus. 25-40 hours per week.

RECEPTIONIST-Experienced. This position requires 2 years experience in a medical facility.

In addition to advancement potential, we offer an excellent compensation and benefit package. Please send resume indicating position applying for to:

Office Manager
Suite 548
21700 Northwestern
Southfield, Mi., 48075

502 Help Wanted Dental-Medical

DENTAL HYGIENIST - PART-TIME
Tues Wed. & Sat. Livonia office.
425-4530

IN-PATIENT REGISTRATION
Full time
To work day and afternoon shifts. Previous admitting experience helpful, but 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 BILLERS
Looking to apply your experience and skills in medical insurance billing? We have full and part-time positions available for both physician and hospital billers in the Detroit Metro and Ann Arbor areas. For more information or to set-up an interview, call:
TEMPORARY PROFESSIONALS
24100 Southfield Rd., Suite 315
Southfield, MI 48075
443-5590

INSURANCE SECRETARY
Immediate opening in Computerized General Surgeon's office for experienced insurance biller. Company with excellent knowledge of patient & hospital billing. D.A.L. preferred but not required. Must be Non-Smoker.
833-2770; after 7pm 642-5444

LAB ASSISTANT
for Livonia area lab, afternoon hours, Monday thru Friday.
Call 9AM-5PM. 427-3500

LPN
Full time Day Shift Supervisor. Pleasant surroundings. Call for information. 313-349-2640
Whitehall Convalescent Home
43455 W. 10 Mile Rd., Novi

LPN & MEDICAL ASSISTANT for busy Urologist office. Full benefits. Send resume to:
C. Doubland, 17100 W. 12 Mile, Southfield, 48075

LPN's
For skilled nursing home. Full and part time, day or afternoon. Call 255-6450

MEDICAL ASSISTANT: PART-TIME
Low volume general practice. Wayne/Westland area. Experience required. Salary negotiable. Send resume to: Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Assistant
Farmington AZ to 10 hours week, no weekends. Experienced in EKG, venepuncture, injections, holter monitors. Call 474-1614

MEDICAL ASSISTANT OR LPN
To fill full time positions in the following areas. Surgical, Podiatry, OB-GYN (LPN only), Float, and Rheumatology. Some travel. Experience preferred. 346-8000, Ext. 325.

MEDICAL ASSISTANT, pediatric office, part time, personable, Southfield 557-1340.

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

MEDICAL ASSISTANT
for busy Gastrologist's Office.
Birmingham area
Call 646-9597

MEDICAL ASSISTANT, Experienced. Part-time, Mon., Tues., Thurs. & Fri. Livonia area.
Ask for Janice. 427-4676

MEDICAL ASSISTANT
Part time, Southfield allergy ENT office, venepuncture, experience only. 559-5430

NEED A MEDICAL ASSISTANT
For medical practice in Novi is willing to learn medical marketing and public relations. 981-2025

MEDICAL ASSISTANT
Experience preferred, but not necessary to work in OB/GYN office. Must work well with people and have good attitude. Possible 4 day work week. Starting pay - $6.00 per hr. Call Sandy at: 474-4590

MEDICAL ASSISTANT - part time, for Livonia area allergy and pediatric office. Prefer mature person. Must be dependable, self starter and work well with children. Resume only to: P.O. Box 1040, Detroit, Mi., 48230. Attention: Joyce.

MEDICAL ASSISTANT/RN
Busy allergy practice in N. W. Southfield seeking a qualified mature, conscientious person for 10 to 24 hrs. per week. Previous allergy experience preferred. Excellent salary & benefits negotiated at time of interview. Serious applicants only. Send resume to Box #876, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Assistant
Henry Ford Hospital Fairlane is seeking a RN to work part time in their cardiology clinic. Previous experience in ICU or CCU is preferred. Both of these positions offer the candidates benefits and flexible hours. Interested applicants can contact: Geri Liebig at 593-8204.
HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI 48126
Equal Opportunity Employer M/F/H

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HENRY FORD HOSPITAL
19401 Hubbard Dr.
Dearborn, MI 48126
Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

MEDICAL BILLER - must have experience, full time, Southfield doctors office. Call Pretty 424-8240

MEDICAL BILLER needed, 2-3 yrs. experience & computer knowledge preferred. For doctors office. Call for appointment: 334-0115

MEDICAL BILLER SECRETARY. Exceptional opportunity, must have recent experience in all phases of medical billing, statusing, posting. Dictaphone, excellent typing & spelling. Ability to interact with others in office a must. Call 549-8868

MEDICAL FRONT DESK
Experienced in booking appointments, phones, computer helpful. Flexible hours, including weekends. Call 563-5023

MEDICAL INSURANCE BILLER
Doctor's office. Computer experience necessary. 12 Mile Pryor area. Days, 573-6700. Eves, 845-5033

MEDICAL LAB TECHNICIAN (ASCP)
Part time, 22-28 hrs/week, for busy family practice office in Southfield. Call Carol 354-3031

MEDICAL RECEPTIONIST/LAB
Home, Royal Oak, Typing, filing. Current insurance knowledge helpful. Call after 11am. 547-1842

MEDICAL RECEPTIONIST, typist, medical terminology, flexible hours, full time. Tuller area, Salary negotiable with experience. 474-7550

MEDICAL RECEPTIONIST
Full time, for busy Family Practice office in Dearborn area. Medical file opening, experience required. Call Beth 10AM-12 Noon or 2PM-5PM. 278-7756

MEDICAL RECEPTIONIST
for two busy surgeons in Bloomfield Hills. Need good telephone manner & accurate typing skills. 4½ days per week. No weekends. Willing to train. Call: 332-5391

MEDICAL RECEPTIONIST
Must have experience, billing experience preferred. Possible 4 day work week. Excellent benefits. Starting pay - $7.50 per Hr.
Call Sandy at: 474-4590

MEDICAL RECEPTIONIST
Part Time. Must have clerical experience. Duties include answering phones, light typing, filing, patient contact. Hours Mon., 2-7PM; Tues., 9-5PM; Fri. 10-5PM. $4.50 an hour to start. 352-6332

MEDICAL RECEPTIONIST
pleasant manner, billing and people skills, 1½ in medical assistant when needed. Also need Medical Assistant, experience, part time, Family practice, Canton. 397-9620

MEDICAL RECEPTIONIST with experience in medical insurance billing procedures for a physicians office located in the medical center. Excellent benefits. Send resume to box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Full-time, Southfield. Experience in transcription & Medical Office experience necessary. Call 8:30am-5pm. 476-7811

MEDICAL RECEPTIONIST - Insurance Biller. Must have pleasant personality. Full or part time. Troy. 649-3535

MEDICAL SECRETARY, part-time, 20 hrs. per week for Dermatologist Hills Dermatology office. Must have at least 2 years Medical office experience or training & type at least 50 WPM. 553-2900

MEDICAL SECRETARY Transcriptionist - Receptionist - Full time position in Birmingham. Pay or high time. Call Michele 647-7280

MEDICAL X-RAY Tech with medical assisting background or medical assistant with xray experience. Must be responsible individual. 274-0641

NOW HIRING part time LPNs and Medical Assistants with Medical Internist Center. 34330 Van Born, Wayne, 721-0740.

NURSE AIDE - Part time 4pm - 8:30pm, Mon thru Fri. Beverly Hills, Birmingham area, Pay negotiable required. Call 355-9636

NURSE AIDES
Applications being taken for all shifts. Experience or prior training required. St. Joseph Convalescent Center, 34350 Ann Arbor Trail, Livonia 261-4600

NURSE AIDE Service Representative in nursing homes for medical supplier, part time. Nursing home experience preferred. 477-7384

NURSE AIDES
For nursing home. Experienced or certified. 7 to 3, and 11 to 7 am. shifts. Apply in person:
Franklin Manor
Convalescent Center
29900 Franklin 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 or full time. Call Home Care Services of Farmington & South Lyon areas, United Home Health, 451-9255

NURSES AIDES
Experienced nurses aides & orderlies to care for the elderly. Competitive wages & benefits. Full time openings on all shifts available. Must have reliable transportation. Call Beverly Manor 477-2000

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-pm Monday thru Fri.
OAKLAND NURSING UNLIMITED
540-2360

NURSES AIDES
Health Care and Retirement Corporation needs responsible nurse aides.
Experienced or will train. Competitive wages. Full time benefits, life insurance, Disability insurance, Health insurance available. Paid vacation, Full time, Tuition reimbursement, paid holidays. Benefits prorated for part time. Must have reliable transportation. All shifts available. We will schedule around your time. Weekends only also available. Apply 105 Haggerty Rd. Plymouth

NURSES AIDES
MALE & FEMALE
FULL TIME - 11 PM, SHIT & 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 PROFESSIONALS
Garden City Hospital, a 349 bed, acute care teaching facility is seeking qualified candidates for our professional nursing team.
Current openings include:
• Med/Surg
• Emergency Room
• Obstetrics
• Pediatrics
We offer a competitive salary and an exceptional benefit package including paid holidays, health, dental and life insurance, tuition reimbursement, a progressive education 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
An Equal Opportunity Employer

OFFICE MANAGER/BOOKKEEPER
Full time position. 3 supervisors. Recent experience in insurances including PPO, HMO mandatory. Computer experience helpful. 559-5115

OPHTHAMOLOGY

Fast-paced, growing practice needs experienced people to work in our Training Hills & Rosedale locations. Openings are available for:
• Insurance Billers
• Receptionists
If you are a Team Player who works well with people, call Sandy, call: Julie, at... 284-1857

OPTICIAN
Part time (weekdays only). Plymouth/Canton area. Experience preferred. Send resume to: Box 940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PEDIATRIC DENTISTRY - Farmington Hills. Mature, experienced person with excellent telephone, records, insurance and bookkeeping. 4½ days, no evenings. Salary plus benefits. 553-3250

PHYSICAL THERAPIST
To provide services to severely developmentally disabled children. Promoted program for 70 youngsters in 3 sites. Experienced with multi-disciplined children ICF/MR & ACMR/DD standards. Apply to Lutheran Social Services of Michigan, Children's Transitional Program, 14230 W. Michichols, Detroit, MI 48235

PHYSICAL THERAPY AIDE
Full time position for individual with 2 to 3 years experience in PT department. Duties include modalities & transfer technique. Realistic transportation a must. 553-6320

PODIATRIC MEDICAL ASSISTANT
needed part time, experienced or will train the right person. Salary commensurate with experience. Canton area. 459-2770

PODIATRY ASSISTANT
Part or full time for Berkley or Bloomfield office. Prefer mature, clerical duties also. 399-1929

PSYCHOLOGIST
Limited license to provide services to severely developmentally disabled children. Promoted program for 70 youngsters in 3 sites. Experienced with multi-disciplined children ICF/MR & ACMR/DD standards. Apply to Lutheran Social Services of Michigan, Children's Transitional Program, 14230 W. Michichols, Detroit, MI 48235

RECEPTIONIST & MEDICAL ASS'T needed for OB GYN office. Full time. Experienced only. Call Marie 835-8484

RECEPTIONIST/Cashier/Biller. Part time. Downtown area, previous experience necessary. Personnel Dept. Box 104, 8750 S. Telegraph, Taylor, Mich 48180.

REGISTERED NURSE
Part time, for OB/GYN office in Birmingham. Please call 645-9013

REGISTERED NURSE
Full or part time for day & midnight shifts. Charge position, small nursing home, excellent benefits. Call for appointment: 261-4600
St. Jude Convalescent Center
34350 Ann Arbor Trail, Livonia.

RESIDENT AIDE
Afternoons, full time.
Farmington Hills area 851-9640

RN - LPN
Part-time. Immediate position available in pleasant allergy office. Must work flexible hours including Sat. Call Diane at 851-6651

RN or LPN
For PM or Midnight Shifts
NURSING ASSISTANT
Prefer mature person. Will train.
Apply in person:
Middlebelt Hope Nursing Center
36410 Cherry Hill, Westland

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

RN OR LPN
Needed to fill full time positions in urgent care area. ER or industrial experience required. Day and evening positions. 348-5000, Ext. 325.

RN OR LPN
Part time midnight shift. Retirement home for Catholic nuns, 3 days weekly. Call Mon. thru Fri. 9am-3pm. 473-7150

RN - PART-TIME, NIGHT SHIFT
LPN - Full or Part-time, Afternoon or Night Shift. Apply: Arnold Home. 18520 W. 7 Mile, Detroit.
531-4003, Ext. 290

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

RNS - LPNS
AFTERNOON SHIFT
PART OR FULL TIME
Apply between 10 AM and 2 PM.
Monday thru Friday
CAMELOT HALL
35100 Ann Arbor Trail, Livonia

502 Help Wanted Dental-Medical

RN'S
Health Care and Retirement Corporation seeking professionals organized to learn new nursing skills in a geriatric setting.
Medical Benefits
Pension Plan
Life Insurance
Disability Insurance
Paid Holidays
Paid Vacation
Tuition reimbursement
Credit Union
Free meals
Flexible schedules
Benefits pro-rated for part time. Start at $10 per hour.
Apply 105 Haggerty Rd. Plymouth

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: Walkamine Convalescent Center, 21017 Middlebelt, Farmington Hills, Turn north 4 Mile or contact Ms. Martin, DON, at 476-8300

RN'S/ON CALL
Immediate openings for full time RN's to work on-call after hours at Henry Ford Hospital. Challenging outpatient calls. Will be required to work on site Wed. & Thurs. from 8am till 4pm. Must live within 20 min. home on weekends. The responsibilities will include - assessing health problems; health education; consulting with other appropriate health care patients to emergency rooms or urgent care facilities. 5 years experience; 2 years critical care experience preferably in ER room or urgent care setting. Knowledge of emergency nursing; and good assessment skills required. We offer competitive compensation to successful candidates. Please send resume to:
Group Health Plan
Att: Personnel
363 W. Big Beaver
Troy, MI 48084
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Medical office seeks secretary for part time. Good office skills required. Call 280-4600

Senior Secretary
Insolent facility, located in Westland, has immediate opening for experienced secretary. Applicant needs typing skill of 60 wpm, good speaking and grammatical skills, good organizational skills. Competitive wages, full paid benefits. Call Elaine, Mon. thru Fri. 9am to 3pm at 565-7577
An Equal Opportunity Employer

SERVICE COORDINATOR
to schedule cases for home health agency. Knowledge of OR a plus. Excellent clerical & communication skills required. Midwest Home Care 273-2500

RN
Supervisor
Challenging position available on Day shift at award winning facility. Please contact Susan Hopkinson, RN., at 725-8100.

TRAY SERVICE SUPERVISOR
(Relief)
Qualified person needed to maintain quality standards in tray service and supervise the afternoon shifts. Hours will vary based on need. Related Associate's Degree preferred. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

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

UTILIZATION REVIEW COORDINATOR
Westside suburban teaching hospital desires individual to review medical charts pertaining to admissions and provide information and physician directions.
Successful candidate should possess RN, BSN background or equivalent of 2 years medical/surgical nursing experience.
Assurance Program. Must have knowledge of Medicare, Blue Cross and other insurance regulations. Please write stating experience, salary expectations to: Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTANT
Experienced for Cost Dept., full or part time, well established, multi-plant food manufacturer. Excellent compensation & benefit package. Please send resume to Personnel, P.O. Box 378, Farmington Hills, MI. 48024
An Equal Opportunity Employer

ACCOUNTING CLERK
A major Southfield super market chain is seeking an individual with recent experience in a computerized accounting system. Accounts payable experience desirable. Competitive salary & full benefit package offered. Send resume in confidence to Box 962, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Experienced for fast paced diversified accounting office, must be organized, detail oriented.
Grand River - 8 Mile. 255-4000

ACCOUNTING CLERK
General accounting, payroll, accounts payable. Entry level positions with a growing company. Must be high school grad, accounting education or equivalent experience. Send resume to: P.O. Box 387, Wayne, MI 48184.

ACCOUNTING CLERK, Southfield Manufacturing Co. seeks part-time Accounting Clerk. Resume to: P.O. Box 5061, Southfield, MI. 48037

ACCOUNTS PAYABLE/FILING
Full time. Apply: Quality Construction Company, 7837 Shaefer, Dearborn. Corner of Tireman.

ACCOUNTS PAYABLE CLERK
with general office experience. Must be able to operate 10 key calculator. Full time position. Paid benefits. Applications being accepted weekdays between 9am-4pm at PSI Hydraulics Inc., 11900 Mayfield, Livonia.

ACCOUNTS PAYABLE/PAYROLL
Birmingham Company seeking responsible person with experience in Accounts Payable, Payroll, Payroll Tax Returns, and Expense Reports. Must possess strong Accounting skills, be well-organized, detail-oriented. Send resume, stating salary requirements, to: Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE - Full time position, 5 years experience preferred. Excellent pay and benefits. Southland area. Shopping Center Markets. Theresa at 355-2122.

ACCOUNTS PAYABLE CLERK
Computer experience preferred for Detroit area manufacturing company. Please send resume to: Mary Bailey to: Box 145, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK
self starter, full benefits, Keego Harbor area. Send Resume to PO Box 5338, W Bloomfield, 48033 or call Debbie 332-2700

ACCOUNTS RECEIVABLE CLERK
Computer experience preferred. Excellent pay & benefits. Apply: Vista Ford, 23535 Michigan Ave., Dearborn. 565-3900

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE DEPT
Full time position. Mon-Fri, varied responsibilities, telephone, sales, personality a must. Some typing required. Call Sandy 459-4315

ACCOUNTS RECEIVABLE CLERK
Immediate full time entry level opening for Accounts Receivable Clerk with the Crowley Foods international service company. Must have basic sacounting background, 1 year general office experience, good math aptitude, good calculator & communication skills. Send resume to P.O. Box 811, Bloomfield Hills, MI. 48303.
Equal Opportunity Employer M/F/H

ACCOUNTS RECEIVABLE CLERK
for auto insurance company in Birmingham. Data entry, telephone & typing experience required. Excellent benefits & work environment. Salary commensurate with qualifications. Mail resume to P.O. Box 522, Birmingham, Mich 48012.

ADMINISTRATIVE SECRETARY
Health Insurance Administration - Mature, aggressive person that can handle responsibility in fast office. General office skills needed. Send resume to: P.O. Box 142, Northville, MI 48167.

ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY
Professional firm needs individual to assist Executive. Responsibilities include client contact, coordinating special projects & typing. Need self starter with good communication skills. Excellent opportunity for further growth & involvement. Bookkeeping & good Secretarial skills required.
13/Southfield area. Send Resume to: Office Manager, 30215 Southfield Rd., Suite 115, Southfield, Michigan, 48076.

ADMINISTRATIVE/MARKETING ASSISTANT
An architectural/engineering firm, located in the northern suburbs, is seeking an individual to assist top management in its daily office functions. The ideal candidate for this position will be preparation of proposals & promotional information. The position requires a person with excellent writing skills in addition to organizational skills. Prior experience as a top level executive assistant is required. Marketing experience & college preferred. The company offers a starting salary commensurate with experience. Send resume & salary history to Hoyem-Basso & Assoc., Inc. 5000 Crooks Rd Suite 200, Troy, MI., 48098. An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
For Southfield based advertising agency. We need someone who is self-motivated, organized, detail oriented, able to be busy and handle a variety of work. Must type a minimum of 70 WPM. Please send your resume to: Box 940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASS'T
Growing Detroit area manufacturing person with strong personality for PR & marketing development. Heavy phones. Good appearance & social skills. Type 50-60. To $20,000 plus excellent benefits.

ENTRY EXECUTIVE SEC'Y
Downtown firm, heavy telephone & word processing on IBM-PC. Polished & professional phone etiquette type 65-70, shorthand 80 plus. To $16,000, excellent benefits

EXECUTIVE LEGAL SEC'Y
Prestigious downtown firm, working for 2 senior men in international business. Adaptable speech & excellent social skills a must. Type 70-80, shorthand 100-120. Salary open DOE, plus super benefits.

WORD PROCESSING SPEC
Romulus firm, 5 plus years secretarial experience, good communication skills. Prater Software. Type 55 accurate. To $18,000. Excellent benefits.

ALL FEES PAID
B. HANS BECKER ASSOC., INC
Employment Service
964-5300

ADMINISTRATIVE SECRETARY,
Type 60 wpm, shorthand 80 wpm, for advertising agency located in Bloomfield County. Experience on Wang, IBM, PC, with Word Star. Long term

Dec 1986 or sooner for large Southfield corporation. Must be composed, able to handle pressure and like people. Will train if applicant has other word processing experience. Top dollar

Medical Receptionist for group practice in Royal Oak. Must be patient, able to handle people & telephones. Position could be 3 to 5 days

Sales Coordinator for major Fortune 500 company in Troy. Type 60 wpm, some IBM, PC helpful, good telephone manor, good grammer, lots of customer contact. Temporary to go permanent, salary, $18K.

Telemarketers for large publishing company in Southfield. Type 50 wpm, hour shifts available am & pm, your choice

Department Secretary for prominent Southfield company. Light word processing, must be bright, enthusiastic and like a growth position. Temporary to go permanent, salary $14K. Call 352-0030

Free Word Processing
Students, Homemakers, Retirees
NEVER A FEE
UNIFORCE
646-7660 357-0034

ADVERTISING RECEPTIONIST
Front desk position in the exciting world of advertising. Good typing and an outgoing personality for this $12,000 to start. Fee paid. Call 353-2000 now.
After 3 Appointment Available
SNELLING & SNELLING

AD. SECRETARY, Type 60 wpm, shorthand 80, for large advertising agency in Oakland County. Some experience on Wang, IBM, PC with Word Star, competent people. Call Cynthia at Uniforce 646-6166

AMBITIOUS, alert and gregarious with a friendly voice for IBM-PC and Lotus to 1 (dir) rep office near Telegraph & Rte 10 Southfield. Flexible hours (full-time not necessary) for exceptional person with right attitude. Call and leave name and phone no., we will call to arrange interview time. 540-1410

APPLY TODAY
We have all kinds of clerical positions available in your area.
• SWITCHBOARD
• TYPISTS (45-50wpm)
• RECEPTIONISTS
• WORD PROCESSORS
• SECRETARIES
Call for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900

ASSISTANT Sales Coordinator for fast-paced specialty advertising company located in Livonia. Outgoing personality & professional attitude a must. College graduate preferred. Send resume to: P.O. Box 2752, Livonia, Mich 48151.

AUTO BILLER
Auto dealer needs car biller. Excellent pay and working conditions. Experience preferred or will consider training. EXCELLENT typist with computer knowledge, immediate opening. Call Tamryon Chevrolet for an appointment at 425-5500.

AUTO DEALER needs Service Cashier, dealership experience preferred. Excellent pay & benefits. Apply: Vista Ford, 23535 Michigan Ave., Dearborn. 565-3900

504 Help Wanted Office-Clerical

ATTENTION
BOOKKEEPERS
$15-$17,500 FEE PAID
Growing Livonia based company desires person with a very thorough background. Any storage or freight background is a big plus. Call Michele Good between 9-5. 464-0909
SNELLING & SNELLING

ATTENTION!
Students, Teachers, Homemakers! Urgent need:
Secretaries
Word Processors
Receptionists
General Office
ARBOR TEMPORARIES
9450 S. Main - Suite 103
Plymouth, MI 48170
459-1166

ATTENTION!
Word Processors
For handicapped workers compensation claims in Southfield office. Inside office position. Previous workers compensation, general liability or auto claims handling experience required. Please call Cindy, 352-5800
An Equal Opportunity Employer

CLERICAL ASSISTANT/Receptionist, pleasant. Good clerical & phone skills. Knowledge of Word Processing helpful. Pleasant working conditions. Send resume to:
Director of Operations, J.D. Computer Consultants, 30800 Telegraph Rd., Suite 2820, Birmingham, MI. 48010.

CLERICAL
Auto repair shop in Dearborn needs part time person for general office work.

CLERICAL & bookkeeping responsibilities, light typing & knowledge of computers helpful. Excellent benefits & medical. Send resume to Box 144, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - experienced, 25-30 hrs. per week. Good math skills, neat handwriting, use of calculator required. For woman's retail chain office, Farmington Hills area. 855-2500

CLERICAL needed with secretarial experience for Purchasing. Must be able follow orders. Southfield location. Please call: 353-0480, Ext. 275

CLERICAL PURCHASING
FEDERAL APD, a subsidiary of Federal Signal Corp., is seeking a Purchasing Clerk to perform clerical duties in our purchasing department in Farmington Hills. No experience necessary, will train right person. Please call Ruth at 477-1000

CLERICAL/RECORD KEEPING
Small Manufacturing firm needs person for their Lab Office. Typing required. Must be able to read Chart of Lab reports & quality control results. Knowledge of Lab helpful but will train. Must be willing to be trained to do rubber testing. Apply: 5899 Executive Dr. East, Westland

CLERICAL
Redford company looking for part time clerical employees to work days. 937-1180

CLERICAL WORKER needed for full time position. For more information call Mary at 559-9658

CLERICAL Mature Office Person for Dearborn area. Typing, filing, will train on Computer. 9:15-5pm. $3.50/hr. Call Carol 476-1971

CLERK/RECEPTIONIST
for Detroit Law Firm. Responsibilities include Court Filings, hand deliveries, banking & switchboard relief. Excellent job for recent Graduate. Full-time position. Salary & benefits. Ms. Hotgreave, 961-6400

CLERK/TYPIST
Immediate opening for Foreclosure Dept. of Birmingham Legal firm for person with good typing skills, good organizational skills, pleasant telephone manner, & minimum typing speed of 55 WPM. Benefits package. Call Mrs. Plus, Cab.
Robert A. Tomlak 540-7701

COMBINATION part-time position to run errands, answer phones, do bright individual looking for challenging responsibilities. Birmingham area. Mature person preferred. Dept. AP, 1600 N. Woodward, Suite 200, Birmingham, Mi., 48011

BOOKKEEPER (experienced) - Full charge thru Trial Balance, full time. Dec 1986 or sooner. Computer helpful. Send Resume to Box #118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experienced, part time, to handle Payables for fast growing corporation. Please call Janet 350-3335

BOOKKEEPER - experienced full cycle advertising company. Part time, flexible hours. Accounts Payable, peg board system. Accounts payable & receivables. Pay negotiable. Call Mr. Morrison after 3pm. 557-8878

BOOKKEEPER - Experienced thru Trial Balance & Payroll taxes. Knowledge of Apple helpful. Send resume to: Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft R