502 Help Wanted Dental-Medical

DENTAL OFFICE in Rochester seeking part-time Assistant. We are a friendly & personable practice looking for experienced Personnel. For interview, call Lisa, 651-0455

DENTAL RECEPTIONIST - Our fast growing Farmington Dental Office in Farmington Hills is searching for a multi-talented person who also can maintain a smile on her face. Experience or training necessary. Please call 553-0110

DENTAL RECEPTIONIST
Canton Area Office, part time
Experience preferred
326-2010

DENTAL RECEPTIONIST for busy Livonia Office. Must have experience in peg board & insurance. 25-30 hours weekly, 2 evenings. Salary & benefits commensurate with experience. Ask for Darlene 525-1200

DENTAL RECEPTIONIST
Needed to contribute 90% to our quality dental team. Position requires excellent communication skills, telephone etiquette, organizational skills, and the ability to multitask. Our growing family practice has opportunity for the right self-starter offering excellent salary, benefits and bonus. Please send resume to Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST/ASSISTANT - Energetic people-oriented individual needed for busy office of Livonia, fun loving dental professionals. Insurance experience desired, chairside knowledge helpful. Great pay for motivated person interested in improving self and our staff. Call Westland, Wayne, Livonia 421-9420

DENTAL RECEPTIONIST
Immediate opening. Oak Park.
546-8228

DENTAL RECEPTIONIST - permanent part time position in W. Bloomfield family practice 661-4002

DENTAL RECEPTIONIST/ASST
Dependable, experienced person for Troy Dental Practice.
649-2868 or 641-8455

DENTAL RECEPTIONIST. Previous experience required. Apply in person Professional Dental Center, E 123 Nine Mile, Ferndale

DENTAL RECEPTIONIST: Full time or job-share position for person with a creative, outgoing personality, smile, enthusiasm & initiative to handle accounting, financial arrangements for specialty practice. Dynamic work environment. Minority & experience desirable. South field/Birmingham area.
Call Jaime 357-3109

DENTAL RECEPTIONIST
Full-time, for busy professional, preventive dentistry. Friendly office. Must have excellent experience in Accounts Receivable/Posting & all front office phases. Looking for mature, happy individual with great interpersonal skills for permanent orientated practice. Great benefits and salary. Call Bob 261-0310

DENTAL TECHNICIAN - 2 positions available. One is a delivery-dispatcher person, experienced preferred but not necessary. Second position is a blue waxer-metal finisher, experience necessary 334-8133

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

DIETARY AIDES
Immediate openings. Experience preferred, but will train. Competitive wages & benefits. Apply within, Now in Convalescent Center, one block S. of 8 Mile on Middlebelt.

DIRECTOR OF NURSES
FULL TIME
Apply in person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

DISPENSING OPTICIAN
Experienced necessary, full or part time, benefits. 360-0421

DO YOU GET tired of doing the same thing 8 hours a day? We have the perfect full time position for an enthusiastic friendly person. Birmingham general dentist office has position for someone to assist at chairside lab and front desk. Please call 644-1655

EXPERIENCED MEDICAL RECEPTIONIST
with 3rd party billing knowledge needed for internal medicine office in new office building in Canton. Please send resume to Box Drs. Wilson, Abramson, Gray, Oberdoerster at 3250 Plymouth Rd., Suite 203, Ann Arbor, MI 48105.

EXPERIENCED RECEPTIONIST for busy general practice in the Glenwood area. Must have outgoing personality. Excellent benefits. Salary commensurate. Full time, 32 hours per week. Call 9AM-12 Noon, 453-3818

FAMILY PLANNING CLINICIAN
Physician Assistant/Nurse Practitioner or Midwife needed to work part time in Ypsilanti clinics in Washtenaw/River Rouge. Competitive wage. Liberal benefits package. Call 729-5680
Or send resume to: Family Planning Director of SEMFPP, 1956 S. Venoy, Westland, Mich. 48185.

FARMINGTON - ALLERGY OFFICE
Get out of the house a few days each week. We offer holidays & weekends! Flexible scheduling, pleasant atmosphere.

RECEPTIONIST
INDEPENDENT LIVING
REGISTERED NURSE
478-6302

FREE TRAINING CLASS
For nurse aides. Reliable aides, transportation necessary, will train if no aide job too. Learn the skills necessary to care for geriatric & Alzheimer patients. Class room & clinical. We hire from our classes first but we do not guarantee placement. Contact Hendry Convalescent Center, 165 Haggerty Rd. Plymouth

FULL TIME - Oral Surgeon's Assist. Experience preferred. Birmingham office
646-1720

HOME CARE Respiratory Therapist DME affiliated with Detroit medical center is looking for a registered RT with previous home care experience to perform follow up visits & participate in home care management. Send resume to: Director of Clinical Services, 3041 Industrial Dr, Madison Hts., MI. 48071 or call 583-2600

Home Health Aides
RN's & LPN's
Immediate need for hourly and live-in assignments in the tri-county area. 3 year recent experience. Work full or part time around your schedule
KELLY HEALTH CARE
644-9131
A Subsidiary of Kelly Services
Equal Opportunity Employer M/F/H

HYGIENIST
Immediate opening, Livonia office. Part time, quality service. Good pay. 522-6770

HYGIENIST
Thursday-Friday 8am-5pm
Westland Area
729-2345

HYGIENIST
who loves her profession & is looking for excellent pay & benefits. Part or full-time. Call Barbara 422-8700

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. 27
An Equal Opportunity Employer

INSURANCE CLERK/MEDICAL
Experienced in Blue Cross, Blue Shield, Medicare, Medicaid and commercial. Some typing and general duties 569-1958

INSURANCE COORDINATOR
Farmington Hills Dental Office.
Experienced 4 mornings a week.
855-1277

LPN'S NEEDED - openings on PM & midnights shifts, full & part time, apply Gerry O'Connor, Hendry Convalescent, 165 Haggerty Rd. Plymouth

502 Help Wanted Dental-Medical

JOIN THE
A TEAM
Experienced nurse aides needed for immediate placement. Must have own phone & transportation.
ADVANCED NURSING SERVICES
552-0325

LARGE INTERNAL medicine practice in Southfield. Needs reception desk person. Medical experience necessary. Call Susan 557-5905.

LPN, COTA or PROFESSIONAL with an Associates Degree in Gerontology is needed to coordinate a Program for Frail Elderly. Submit resumes no later than Aug. 29th, to: Cristie Hicks, Mary Services for Aging, 28660 Eleven Mile Rd., Farmington Hills, MI 48018

LPN needed for busy urology office. Full benefits. Send resume to C. Drouillard, 17100 W. 12 Mile Rd., Suite 3, Southfield, MI 48076

LPN
Staff nurse positions available for reliable, caring LPN's. Flexible schedules, PM and midnight shifts. Apply in person:
WAYNE TOTAL LIVING CENTER
4421 Venoy, Wayne, MI
An Equal Opportunity Employer

LPN SUPERVISOR
Immediate opening. Afternoon shift, 3-11 part time. Competitive wages & benefits available. Apply within between 9am-2pm, Dorvin Convalescent Center, one block S. of 8 Mile on Middlebelt.

LPN - with home health care experience and a desire for office position, referrals & HHA scheduling. Responsible to RN supervisor. Call:
HOME HEALTH CARE
of Metropolitan Detroit
24901 Northwestern Hwy., Suite 720
Southfield, MI 48075
354-2900

MEDICAL ASSISTANT
Part-time for Podiatry office.
Experience preferred. Venapuncture required. 355-5810

MEDICAL ASSISTANT
Full time position open for right person. Must be willing to work hard, have pleasant personality, be reasonably dependable. 478-1024

MEDICAL ASSISTANT
for busy dermatology offices in Southfield. Full time.
Call 569-1958

MEDICAL ASSISTANT
Wanted for busy Farmington Hills doctors office. 476-1823.

MEDICAL ASSISTANT - part time for front office. Call after 5pm.
626-0494

MEDICAL ASSISTANT
for busy dermatology offices in Southfield. Full time.
569-1958

MEDICAL ASSISTANT
Full time including Tues. evenings. Experience a must.
Garden City 425-6363

MEDICAL ASSISTANT
30 hours per week, 1/2 day Sat. no evenings. Dearborn Hights /Redford area. Call: 565-4015

MEDICAL ASSISTANT
With billing knowledge for Garden City office. 38-40 hours week. No weekends, no Wards. 427-4000

MEDICAL ASSISTANT to work in Cardiologist's office week days only. Send resume to: 22250 Providence Drive, Suite #555, Southfield, MI 48075

MEDICAL ASSISTANT
needed for Westland office, full time. Experienced preferred, but will train those with medical assistant schooling. Position involves taking X-rays, injections, dressings and all around patient care. Please send resume to Box #460, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT/R.N.
Busy Allergy Practice in N.W. Southfield - seeking a qualified, mature, experienced person for 16 to 24 hrs. per week. Previous Allergy experience preferred. Excellent salary & benefits negotiated at time of interview. Serious applicants, only - send resume to: Box 504, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT - Part-time position available for busy Pediatric Office! Livonia area. Call 9am-4pm, 464-2723

MEDICAL ASSISTANT
Wanted immediately, 2 years experience required. Full time position. Computer skills for Farmington Hills area. Call Mon. - Fri., 9am.-5pm only 553-6533

Medical Assistant
Henry Ford Hospital Rochester has an immediate opening for a Medical Assistant. Applicants must be certified with a minimum of 3 months experience. Previous experience in X-ray is also preferred. Interested applicants, must contact Sandy Fisher at 656-2820.
HENRY FORD HOSPITAL
515 Rochester Rd.
Rochester, MI 48063
Equal Opportunity Employer M/F/H

MEDICAL ASST
part time for Internist's office in Birmingham. Call Mon. thru Thurs., 9am-5pm. 647-5850

MEDICAL BILLER/RECEPTIONIST
Mature person wanted for Southfield OB/GYN office. Billing & typing, board experience required. Computer training helpful. Pleasant phone personality a must. Excellent salary & benefits. Call Gail: 356-4358

Medical Personnel
SCHEDULER
Excellent part-time opportunity to utilize scheduling of temporary medical personnel. Will respond to requests for service from hospitals and nursing homes by matching requirements with staff skills.
Hours: 10 AM to 2 PM, Mon. thru Fri., but may vary. Call 948-2617 or send background letter or resume:
VISTA HEALTH SERVICES
21700 Greenfield, Suite 421.
Oak Park, Mich., 48237.

MEDICAL RECEPTIONIST/BILLER
Must have experience in Medical or Podiatry Office. Knowledge of health insurances and billing necessary. Must be energetic, hard worker and dependable. For appointment call 476-1024

MEDICAL RECEPTIONIST - Experienced only for busy Southfield office. Full time position.
569-5985

MEDICAL RECEPTIONIST/ASST
Mature, part time, 3 days for internist office in Southfield. Typing a must. 559-5869

MEDICAL RECEPTIONIST - part time, experienced for busy doctors office, 3-4 days a week. Birmingham location. Debby. 647-4425

MEDICAL RECEPTIONIST/
INSURANCE BILLING
needed on a part-time (33 hrs +) basis for internist beginning a new practice in Canton area. Please send resume to: Dr. Dwarkanath M.D., 3250 Plymouth Rd., Suite 203, Ann Arbor, MI. 48105.

MEDICAL REGISTRAR & BILLER
Needed immediately for full time position. Experience in medical insurances & procedure codes required. Send resume to: Administrator, Midwest Health Center, 5050 Schaefer, Dearborn, Mich. 48126

MEDICAL SECRETARY/Assistant for sports medicine. Experience necessary, full time, competitive salary. 557-5641

MEDICAL SEC/RECEPTIONIST - Must have experience in all types of medical billing, typing, keyboard system and general office management. Full/part time employment starting early September. Pay and benefits will be adjusted according to experience 478-1070

MEDICAL SECRETARY for D.M.E. Excellent typing & grammar - A Must. 13 Mile/Northwestern area. For interview, call Ruth Ann, betw. 10am-3pm, at 354-8600

MEDICAL SECRETARY
Part time, non-smoker, good skills, dictation, typing, reception work, must be flexible. Call for appointment. 651-5051

MEDICAL TRANSCRIPTIONIST
Full or part time, 1 yr. medical experience. Typing 60 WPM minimum. Call Mary 350-1130

502 Help Wanted Dental-Medical

MEDICAL
TRANSCRIPTIONISTS
Join one of the largest & fastest growing medical transcription services in the midwest.
We are looking for experienced or in-training transcriptionists with the abilities of 60-70 WPM.
In return, we offer you flexible hrs. (either full or part time) geared to your schedule & an excellent work environment in Southfield or Center Line. An outstanding benefits package including both medical & dental... plus earnings up to $25,000/yr.
Please call Mrs. Elaine Day. All inquiries will be held in the strictest confidence.
Med Tran Service
26230 Franklin, Southfield
353-3610

NUCLEAR MEDICINE TECH
Full time, 9:30am-5pm, 2 days per week. X-Ray experience. Ask for Nancy. 427-3500

COME JOIN OUR TEAM at Beverly Manor. We have Nurse Aide positions, all shifts. Experienced preferred. Call 9 AM. - 3 PM., 477-2000.

NURSE AIDES
ALL SHIFTS
Apply in person Mon-Fri, 8am-4pm.
LIVONIA NURSING CENTER
29319 Plymouth Rd., Livonia

NURSE AIDES
FULL & PART TIME
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES

Full and part time positions available for 7 AM to 3 PM shifts on the job. Call Mon-Fri., 9AM-5PM
Mrs. Ann Arbor
Whitehall Convalescent Home
43455 W. 10 Mile Rd., Novi

NURSE AIDES NEEDED
$3.75 PER HOUR PLUS BONUS
All shifts for small basic nursing home in Plymouth. 453-3983

NURSE AIDES
NEW PAY RATES
PART/FULL TIME
PERMANENT OR
SUMMER POSITIONS
Immediate openings available in Oakland County. 1 year experience required. Apply at:
STAFF BUILDERS
Health Care Services
17621 W 12 MILE
LATHRUP VILLAGE, MI
S. E. Corner of 12 Mile
& Southfield Rd.

NURSE AIDES
PART TIME & FULL TIME
ALL SHIFTS
Competitive Salary
Dearborn Heights
Convalescent Center
35100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES
Immediate openings. Afternoon & midnight shift. Experience preferred but will train. Apply within or call in person. University Convalescent Center, Livonia, 28550 Five Mile Rd., Livonia, MI

Nurse Assistant
Part-time position available at senior residential unit in Westland. Call Judy Anderson, 261-3600 between 9am and 3pm, Mon. thru Fri. for more details.
261-9500

NURSE OR MEDICAL ASSISTANT
Part time for Pediatrician's office in Garden City. Must give references, etc. Please call 522-1220

NURSES AIDE
NEW HIRING RATE
Full time, day shift
Previous nursing home experience preferred. Apply in person only 9-3 Mon. thru Fri. No phone calls please. Nightingale West, 6385 Newburgh Rd., near Joy Rd., Westland.

NURSES AIDE
NEW HIRING RATE
WEEKENDS ONLY
ALL SHIFTS
Previous experience helpful, but not necessary. Must be available 2 weekends, Mon. - Fri., paid orientation/certification program. Apply in person, no phone calls. Nightingale West, 6385 Newburgh Rd., near Joy Rd., Westland.

NURSES
AIDES
Want to use your Nursing background become a foster parent for a non-ambulatory child with mental retardation. Work in your own home and earn $300 per month plus $480 per month room & board expense. Prefer homes with firl floor bedrooms. Call Homefinder,
Oakland County 332-4410
Wayne County 455-8880

NURSES AIDES with experience to grow as caregivers for Day Care. All shifts. Part time up to 40 hours. Travel allowance paid. Plymouth & surrounding communities.
United Home Care, 459-5141

NURSES AIDES. Positions available on afternoon shift. Apply in person: Avondale Convalescent Home, 1480 Walton, Rochester

NURSES
for skilled nursing facility. Days, Cambridge Manor 16833 Beech Daly Redford. 255-1030

NURSE TECHNICIAN
Positions available. Day & afternoon shifts. Training program provided. Apply in person: Wayne Total Living Center, 4427 Venoy, Wayne, MI 48184. NO PHONE CALLS.
An Equal Opportunity Employer

NURSE TECHNICIANS - full or part time nurse technicians, experienced preferred but will train, good opportunity for those interested in a health care field. Positions available on all 3 shifts. St Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia. 261-4600

Nursing Assistants

Openings available on our afternoon shift for experienced Aides interested in caring for the elderly. Apply in person:
MIDDLEBELT
NURSING CENTER
14900 Middlebelt
Livonia, MI 48154

Nursing Supervisor
Challenging position available for qualified, conscientious RN. Set your own flexible schedule. Responsibilities include - assessing clients, home care needs and supervising temporary employees on assignments. For for more information and to make a application, call:
644-9131
KELLY HEALTH CARE
A Subsidiary of Kelly Services
Equal Opportunity Employer M/F/H

OPTICIAN - Part time. No Saturday or evening hours. Plymouth - Canton area. Experience preferred. Send resume to box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC OFFICE ASS'T
for Brighton office - full time.
Experience preferred
313-229-8254

Optometric Receptionist
Part time. No experience necessary. Dearborn area. Call Dee, 561-5093

OPTOMETRIC RECEPTIONIST
Full & part time, flexible hours. Looking for caring people who work well in a busy office. Some experience preferred but willing to train right people. Call Lorri, 625-8173

ORTHODONTIC ASSISTANT - Experienced, part time. We are seeking an enthusiastic, ambitious, competent, people oriented person to join our orthodontic staff. 546-9768

502 Help Wanted Dental-Medical

ORTHODONTIC ASS'T - full time position for a bright, energetic, responsible person to progressive Orthodontic, Pedodontic practice. Experienced only. Send resume to: Doctors Richmond, Tract & Hoot, 2877 Grandville Ave. Rd., Pontiac, MI 48054

662-6511

ORTHODONTIC ASSISTANT
Seeking an experienced, competent, orthodontic assistant who is kind and gentle to patients and is able to work in a team oriented practice. Please call Mon., Tues. or Thurs. between 8-5. 645-3340.

ORTHODONTIC ASSISTANT - for Dearborn office. Full time position, opportunity with variety of duties. Please call 761-9562

ORTHODONTIC TECH desired full time, experienced only. Salary held. Ask for Mary 355-1050

PARAMEDICS
State Licensed Paramedic wages Excellent benefits. 313-344-1990

PART TIME - Dental Receptionist, Farmington area. 478-1850

PEDIATRIC DENTISTRY - Farmington Hills, mature, experienced person familiar with dental terminology, records, insurance & bookkeeping 4½ days, no eves. Salary plus benefits. 553-3260

PHONE WORK - part time position for Southfield office for mature, pleasant person to answer at incoming calls & schedule appointments. No Sat. Call 569-4710

PHYSICAL THERAPY AIDE
Part-time, in Out-Patient Clinic. Experience helpful but not necessary. For inquiries, call Barb, 474-8800

PHYSICAL THERAPISTS
LICENSED
Full or Part-time. Immediate openings. Entry-level welcome! Select own hours. We offer competitive salary & benefits. Call or send resume to:
R. Nowojski, Alexis Dobski
1100 E. Mandoline, Madison Hts.,
MI. 48071 583-4900

PROGRAMMER ANALYST - Familiar w/ D-Base III plus & language experience. Full or part time available. Competitive salary/fringe benefit package. Send Resume to ASUH, Po box 03040, Detroit, 48205

RECEPTIONIST for dental office in Plymouth - Canton area. Part time mornings. Must have dental office experience.
453-6320

RECEPTIONIST
Immediate openings. Livonia office.
522-6770

RECEPTIONIST - Orthodontic, dedicated full time, experienced only. Southfield. Call Rita 559-0540

RECEPTIONIST, orthodontic, part time, experienced only. Southfield Call Rita 559-0040

RECEPTIONIST
Part time for growing medical center. Sat., 8 hrs. Farmington Hills. Call 348-8000, Ext. 325

RECEPTIONIST/Admitting Clerk
Typing skills a must. 37 hours PM. Apply in person: Ardmore Acres Hospital, 16910 Farmington Rd., Livonia.

RECEPTIONIST - Busy Southfield Ophthalmology office looking for responsible person as receptionist full time. Must possess experience with Blue Shield, Medicare, Medicaid, CRT. Send resume to box 461, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST Needed for Southfield surgery office. Full time. Benefits. Dental background required. Please call 559-0190

RECEPTIONIST - part time for Livonia Internist. O.D.C.S. experience helpful but not necessary.
522-5520

RECEPTIONIST - Experienced, for doctor's office, Garden City area. Must have computer knowledge. Call 10AM-12 Noon only. 421-5913

RECEPTIONIST - For busy Dr. office. Knowledge of pegboard, typing, transcription & bookkeeping. Must be willing to learn assisting. Good starting salary & benefits, experienced only. 348-1578

REGISTERED NURSES
Immediate openings in challenging, innovated opportunity to work with developmentally disabled pediatric clients. Mt. Clemens/Southfield. 927-8704 full or part time positions. After-noon shift.
DI - County Hospital 756-2293 - full time, part time positions, afternoon shift
Lutheran Social Services Of Michigan

REGISTERED
NURSES
Excellent clinical opportunities are immediately available for qualified registered nurses to work in the following clinical areas.
ONCOLOGY: Full and part time, all shifts.
CRITICAL CARE: Full time afternoon and midnights. Part time and contingent, all shifts.
MEDICAL SURGICAL: Full time, part time and contingent, all shifts.
NICU: Full time midnights.
EMERGENCY: Part time and contingent.
LABOR AND DELIVERY: Full time midnights.
We offer our nurses the opportunity to grow as caregivers in a supportive clinical environment providing continuing education, career transfer/promotion opportunity and professional autonomy. We are prepared to offer an excellent starting salary commensurate with experience in addition to a flexible benefit program which includes pay in lieu of benefits.
Apply or call for additional information. 424-3300.
PROVIDENCE HOSPITAL
Employment Office
16001 W. 9 Mile Rd
Southfield, MI., 48075
An Equal Opportunity Employer

REGISTERED NURSES
Needed at Northville Regional Psychiatric Hospital. Career positions available for afternoon and midnight shifts in the programs for: young adults, mentally ill, chemical dependent, pre-placement & extended care.
Salary $28,083; 5% increase on Oct. 1, 1986.
Michigan Civil Service benefits include paid vacations, holidays and sick leave and 5% shift premium. Insurances & retirement plan are available.
Please call Mrs. Dixon RN at 313-349-1800, ext. 231 for more information.
An Equal Opportunity Employer

RN-LPN
Experience preferred. Gerontology/medical nursing staff. 4 supervisory available. Professional advancement available. Benefit package. Full or part time. Apply Harding Hospital 647-6500

RN & LPN
needed to join our nursing team at Beverly Manor. Nov. Flexible hours and benefits. Call Bev. 477-2000.

502 Help Wanted Dental-Medical

RN, LPN, OR MA
To work full time in Pediatric Department in large medical faculty. Some travel. Experience preferred. Call 261-8300, Ext. 325.

RN/LPN 3 afternoons in office with 2 general surgeons. No weekends, Wednesdays or holidays. Mt. Clemens Professional Bldg. 241-1835

Registered Nurses
Ambulatory Surgery
Henry Ford Hospital West Bloomfield is seeking a full time RN to work days in their OR Ambulatory Surgery Dept. This full time position requires the applicant to scrub and circulate OR procedures and possess 2 years of current OR experience. An RN contingent position is also available in the pre-op dept. which requires the applicant to possess 2 years of CCU experience. Interested applicants may call Mary Ann Edwards at 661-4100 ext. 291

HENRY FORD HOSPITAL
6777 W. Maple Rd.
W. Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

RN
for utilization review in Hospital. For more information. Call Ruth 557-6040

RN IN-SERVICE COORDINATOR
part time afternoon shift, for skilled nursing facility. Good salary & benefits pro- rated, apply Gerry O'Connor, Hendry Convalescent, 165 Haggerty Rd., Plymouth

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

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

RNs & LPNs
Full or part-time, afternoons, with weekends & holidays. Modern skilled care facility in Westland. Competitive benefits package. Contact Director of Nursing at Four Chaplains Center 261-9300
Equal Opportunity Employer M/F

RNs, LPNs
Michigan's foremost extended care facility, located in prestigious Bloomfield Hills, is now accepting applications for the midnight shift. Apply in person
Georgian Bloomfield
2975 Adams Rd.
Corner 16 Mile Rd. & Bloomfield Hills
645-2900

RN'S
NICU-STAFFING
DEARBORN
PART TIME - FULL TIME
PAID ORIENTATION
TOP PAY RATE
UPJOHN
HEALTHCARE
SERVICES
277-2060

RN position available, afternoon shift. Part time, weekends. Avondale Convalescent Home, 1480 Walton, Rochester

SECRETARY/RECEPTIONIST
Full-time days. Substance Abuse Treatment Facility. Must be able to type 60 WPM. Billing experience preferable. Call Debbie, 421-3374

SOUTHFIELD OFFICE of national co needs medically trained personnel for a variety of positions. Interviewing wide by phone. Flexible hours. Will train. Good income for bright energetic people. Send resume or written response to Colleen Belknap P.O. Box 1235, Southfield, MI. 48037

ULTRASONOGRAPHER
Part time day position available. Qualified candidate must be registered. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 27
An Equal Opportunity Employer

VETERINARY ASSISTANT- For expanding small animal practice. W. Bloomfield. If you are confident, self-motivated, mature, reliable & experienced, Call 651-5263

X-RAY TECHNICIAN
for Dearborn area 25 hrs. per week. Call 563-5310

504 Help Wanted Office-Clerical

DEARBORN Financial Services firm seeks full-charge Accountant capable of preparation of Tax Returns & Financial Statements for monthly Management Reports. Ideal candidate Manager, 1 Parklane Blvd., Ste 1106-W, Dearborn, MI 48126

ACCOUNTS CLERK needed, experienced, to assist controller in rapidly growing retail organization. Must produce accurate reports, handle accounts payable & general ledger. Communicate with auditors, submit expense. Please respond to: Controller for C.E.U. accredited courses, Suite 2, Birmingham, Mich 48010.

ACCOUNTANT-Plymouth CPA firm. Excellent opportunity. Audit & tax experience helpful. Send resume to: P.O Box 445, Plymouth, MI 48170

Accounting Clerk
Fowlerville, a growth oriented retail operation, has an immediate need for an accounting clerk in our corporate offices located in Fowlerville. The selected candidate will perform various accounting duties assisting the staff accountant, preparing management reports with a computer, analyzing general ledger accounts.

An Associate's Degree & one year of related accounting experience is required. Experience with automated general ledger systems & personal computers a definite plus. Knowledge of Lotus 1-2-3 helpful. Pay commensurate with experience. Please respond to: Box 568, Observers & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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. Accounts Payable experience desirable. Competitive salary and full benefit package offered. Send resume in confidence to Box 568 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING - filing, typing clerks, for top jobs in top companys

SECRETARY - with IBM PC & Word Star plus dictaphone for Southfield law office. Top pay

SECRETARY - for busy Bloomfield Hills corporation, type 65 WPM, shorthand 80, temporary to go perman't, salary $16,000 plus benefits

SECRETARY - for busy TV station, type 60 WPM, must enjoy meeting & greeting celebrities

RECEPTIONIST - for Fortune 500 company in Southfield. Rolm experience a plus.

BOOKKEEPER - experience with computerized payroll for 2 locations, temporary to go permanent, salary $15,000 plus benefits. Call Vickie 357-0034

NEVER A FEE
For retirees, home makers & students. Good work.
Free word processing training
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ACCOUNTING MANAGER needed, degree in accounting or finance preferred in double entry bookkeeping, also Accounting Clerk needed, will train. Salary commensurate with ability & skill. Call 865-7400

ACCOUNTS PAYABLE CLERK
Call Marie 644-0500 ext. 574

ACCOUNTS PAYABLE
full time, 5 years experience, excellent salary & benefits. Southfield area. Shopping Center Market. Ask for Thomas 559-2122

ACCOUNTS PAYABLE
Livonia area. This job requires a detail oriented person with a high math aptitude & good organizational skills. Should be able to work with a minimum of supervision, accuracy a must. Computer experience desired. Send resume to Box 496, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
We are seeking an individual for an entry level position in our accounts payable department. Applicants should possess a basic understanding of the payable function, be able to operate a 10 key & have the ability to problem solve.
Experience in accounts payable in a retail computerized environment a plus.
Salary requirements must be included for consideration of this position.
Send resume including salary requirements to:
FOLAND'S
"The Alternative Decor. Store"
29753 Plymouth Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE
Immediate opening for experienced individual, outstanding opportunity. Excellent benefits & working conditions. Joe Panion Chevrolet, 28111 Telegraph, Southfield 355-9000

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

ACCOUNTS
RECEIVABLE
CLERK
Expanding Farmington Hills company with excellent benefits, opportunities, and a friendly atmosphere, has an immediate opening for a full-time Accounts Receivable Clerk. This position will be responsible for tracking invoices, posting to accounts ledgers, and generating periodic management reports.
Candidates must have a high school education, at least 1 year of directly related experience, and possess good math skills and attention to detail. Some college-level accounting coursework a plus.
Salary commensurate with experience. Excellent benefits are offered. For prompt, confidential consideration, forward resume, salary requirements, and a daytime telephone number (in confidence) to:
Box 568
OBSERVER & ECCENTRIC
NEWSPAPERS
36251 Schoolcraft
Livonia, MI., 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT - diversified position, clerical, research, PR, etc. Send resume & salary requirements to 505 N. Woodward, Bloomfield Hills, Michigan 48013

AMBITIOUS, conscientious individual to handle all facets of accounts Receivable, Payable, Computer experience preferred. 548-2229

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Position available in Southfield Non-profit agency. 35 hours per week. Requirements: pegboard accounting system & payroll. Employee benefits experience, typing 50 wpm, good organizational & phone skills, knowledge of word processor, experience with Word Star preferred. Salary range $12,500 - 15,000 plus benefits. Call Tri-County Dental Health Counsel before Aug 19 559-7626

ADMINISTRATIVE
TRUST OFFICER
To $28,000
FEE PAID
Personnel Systems 459-1166

ADMINISTRATIVE ASSISTANT - New engineering sales office. Fast-track variety position. Write/type own letters, sales orders, reserve Dun & Bradstreet. Personnel, 29200 Southfield Rd., Southfield, MI, 48076.
569-1522

ADMINISTRATIVE ASSISTANT
EXECUTIVE SECRETARY
LEGAL SECRETARY
WORD PROCESSOR

ADM SECY W/SH To $20,000
LEGAL SECY (LEGAL EXP) To $22,000
LEGAL SECY W/SH ($ "Held") $18,000
EXEC SECY W/SH ($ "Held") $18,000
WORD PROCESSOR, AWrangoTo $20,000

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

ADMINISTRATIVE
• SECRETARIAL
• WORD PROCESSING
Must possess excellent Clerical skills & be highly motivated, to join professional support team. Offering excellent compensation & benefit package. For consideration, submit your resume & salary requirements, to:
P.O. BOX 7190
MADISON HTS., MI. 48071

ADVERTISING AGENCY
SECRETARY
A choice opportunity with a major ad agency. Be part of the executive team. Good skills and experience are your key. $18,000 plus, fee paid. Flurry, Call Beverlee, 353-2060. After 5 PM. Appointments Available
SNELLING & SNELLING

ADVERTISING SECRETARY Administrative Assistant. Birmingham advertising agency seeks very competent, self-motivated, hardworking person who can take charge of all administrative functions in our art office. Must have excellent typing, word processing and bookkeeping skills. Call after 9AM. 645-9552

ALERT OVER AGE 40 Persons For:
GENERAL OFFICE
POSITIONS
Grand River/ Lahser Area
Full or part time. Permanent. Light typing & general office skills required. Salary. Phone week days 11am-4pm, ask Mrs. Jane for an application form: 533-1848

ANNOUNCING
KELLY
EXTRA
CASHSTAKES!
Now through September 27, 1986 over 2000 chances to win instant cash.
IMMEDIATE LONG & SHORT TERM ASSIGNMENTS
Word Processor Operators
Data Entry Operators
Switchboard Operators
Receptionists
Typists
Light Industrial
Please call:
362-1180
Troy
KELLY
SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

ARE YOU WILLING to become a work, we would like to train a bright, energetic individual with data entry experience to perform a variety of duties. Salary range $12,000 - 15,000 depending on the right applicant. Call for interview with Nickie 535-8266

Assignments Available
IMMEDIately
• JR. & SR. TYPISTS
• DATA ENTRY
OPERATORS
• FILE CLERKS
• WORD PROCESSING OPERATORS

We offer: bonuses, health insurance, merit raises and vacation pay.

NORRELL
SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-4800
Warren 751-5314

504 Help Wanted Office-Clerical

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

A Progressive
Savings & Loan
is taking candidates for the following positions:
CUSTOM SERVICE CLERK: Excellent opportunity for a Mortgage Loan experience helpful.
HAZARD INSURANCE CLERK: Experience helpful, candidate should have knowledge of all phases of Hazard Insurance Renewal.
RECEPTIONIST: Bright, energetic with good typing skills.
All Salaries
Commensurate with Experience
Call Mr. L. Stevenson
or Mrs. R. Kennedy
353-9020
An Equal Opportunity Employer

APT. MGR.
Needed for 400 unit suburban complex. Must be well versed in all phases of apt. management. Salary negotiable & commensurate with experience. Excellent growth potential. Send resume to Box 578, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT BOOKKEEPER, Bookkeeper trainee needed for assistant bookkeeper with some college and some bookkeeping. Construction background a plus. Send resume and salary to: Box 522, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT OFFICE MANAGER needed for small auto dealer. Dealer experience helpful, but willing to train the right person. Solid bookkeeping skills required. Salary & benefits commensurate with skill level. For appointment, call:
332-8000

ASSISTANT TO PRESIDENT - Long term assignment for individual with secretarial and organizational skills. Word processing with PS-Write software.

CRT/TYPIST - day, evening and weekend shifts available for individuals with minimum 6 months experience.

IBM PC - DISPLAYWRITE 3 - long and short term assignments available immediately. Top pay.

SECRETARY - large corporation needs person with good all-around secretarial background for long term assignment, shorthand helpful, word processing knowledge.

Ask about exceptional benefit package. Opening soon - Auburn Hills Office.
ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 586-5810

RenCen, Detroit 567-0050
ASSISTANT TO SALES MANAGER
Part-time, Fast-growing, nationwide Courier Service seeks a talented Sales Assistant to join the fast-paced ranges of an expanding operation. The candidate should possess a good work record, good organizational skills, ability to prepare reports & a good educational background. Ideal cand