502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Livonia specialist office seeks a friendly and skilled person to join this challenging position. Full or part-time available. Very pleasant surroundings, excellent benefits, salary commensurate with experience. 261-7931

DENTAL RECEPTIONIST
Our office, located in Dearborn Heights area, is looking for a new team member who relates well with people and has interest in dental health. Varied weekday hours plus some Saturdays. Experience preferred. Please call to arrange for a confidential interview. 271-6140

DENTAL RECEPTIONIST needed. Experienced, you'll be full-time position in busy Livonia office. Friendly, fast-paced, ideal for career minded individual. Call Bonnie City Westland area 721-0240

DENTAL TECHNICIAN
Experienced crown and bridge a war. Call 362-1281

DETAIL AIDES
Part-time hours. Flexing accepted and available. Apply Employee Development Center, 35100 Ann Arbor Trail, Livonia

DETAIL AIDES
Part-time hours available. Flexible hours. Apply Employee Development Center 100 Haggerty Rd. Livonia

DIRECT CARE STAFF in mentally retarded facility. Lake Point. All shifts. Call Mr. Hunter Canton area 981-455-2092

DEN TECHNICIAN-EXPERIENCED full and PARTIAL experience. Call 981-2220

EXPERIENCED MEDICAL ASST. Multi-specialty office. Background on file. Call 937-2244

REGISTERED NURSE FULL TIME AFTERNOONS

Annual salary, 11-week complement nurse staffing environment. Competitive salary, excellent benefits, nursing internship, CPR and Preceptor programs. Call 313-722-3300 and ask for Betty Jeffers

- Trend setting care for the aged
- Focus on rehabilitation
- Scholarship/tuition programs for nurses
- Excellent wage/benefit package

Please apply at
HIGHLAND CONVALESCENT CENTER
132 W. Walnut
Highland, MI 48185
FULL TIME dental assistant needed for Livonia. Call for an offer 425-4530

FULL TIME mature individual needed for general dental office. Diversity expected in office. Call Jerry Lynch, Non smoker. Farmington area. Dental experience preferred. 553-9433

GENERAL OFFICE DUTIES: Part Time Wednesday, Thursday afternoons 1pm-6pm, 3 some Sat. Must assist dentist in Bloomfield area. Experience not necessary. Call 644-6136

HAWTHORN CENTER ANNOUNCES

immediate openings for

RN'S

Full time positions for quality psychiatric care in a beautiful and informal setting. Salaries competitive and commensurate with experience. Full time positions for emotionally stable, self-motivated individuals with a caring and nonthreatening attitude. Call Mr. Bill Stoke Civil Service Personnel 349-3000 ext. 550

HOME HEALTH AIDES - Nurse aides, experienced needed immediately for Livonia, Farmington, Plymouth and private duty. As shifts available. Call 351-3050 Home Health Care Personnel

HOMEMAKERS HOME HEALTH AIDES

- Full and part time
- Flexible hours
- Medical insurance benefits
- Generous mileage compensation

PROFESSIONAL MEDICAL SERVICES
Troy
828-7820
Affiliated With
St. John Hospital
An Equal Opportunity Employer

ASSISTANT CONVALESCENT in Livonia accepting applications for the evening shift. Apply in person or send resume to: 36157 W. Warren, Westland, MI 48185

RN'S — Immediate position available for career minded hygienist. Full time, benefits, pleasant office in Livonia. Our quality dental team thrives on patients who are the right self starter, offering excellent salary, benefits. Apply in person and resume to box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HYGIENIST
Part-time opening. Flexible hours. Mon., Tues., Wed., Thurs. Quality practice. Call 522-6770

DEPENDABLE, dependable, high school student to work in Livonia as a Medical receptionist, send resume to 37608 Schoolcraft, Livonia, Michigan 48185

LIVONIA FAMILY practice seeking full-time, experienced, excellent salary and benefits for qualified individual. 425-1610

DENTAL PERSON to care for 12 month old in Northville area. Must have good special medical care. Nursing background preferred. Call 349-1515 after 5pm. $6.00 per hour

DENTAL NEED DED for Garden City office. Full or part-time hours required - Mon. thru Fri. 10am-5pm. Call for appointment 522-5660

DENTAL MEDICAL ASSISTANT
Full time. Southfield urology office. Call 557-2300 Dr. Driscoll 24350 West 12 Mile Rd., Suite 100, Southfield, MI. 48076. 356-6459

LPN or RN

Mature person with experience needed to work 3 afternoons and nights per week in office and home for aged. Apply Home Nurse Aide Call Mrs. Pyle 531-6612

LPN or RN
Part time office. Call between 8-3 PM for appointment. Grace Burn Internal Medicine, 1312 N. Woodward, Bloomfield Hills 644-8015

LPN'S - All shifts, full time, competitive and responsible position. Contact Genesis Convalescent Center of Inkster, 28355 Michigan, Inkster

LPNs

EASTSIDE PLACEMENTS
Needed for Eastside Hospital
Part/full-time all shifts. Competitive salary and benefits. 1st Mon.-Fri., 8am to 4pm, ask for Cathy.
EASTSIDE PLACEMENTS
NEEDS YOUR SKILLS!
Livonia 425-8367
Southfield 557-8600
WE WILL WORK AS HARD FOR YOU AS YOU DO FOR US!

LPN SIMEDICAL ASSISTANTS
Immediate part time openings in Livonia and Bloomfield. Medical Weight Loss Clinics offer good hourly plus bonuses. No evenings or weekends. 261-0370

LPN'S needed immediately for staff relief in hospitals & nursing homes. Flexible hours. Call 557-3550 Professional Health Care Personnel

LPNS - RNS
Livonia Nursing Center
28910 Plymouth Rd., Livonia
522-8970

DENTAL RECEPTIONIST
Experienced, motivated individual. Full or part-time benefits, pleasant working conditions. Auburn Hills 373-6677

MATURE PERSON to work full time in Pediatric office, in Plymouth. 455-3660

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - looking for top of the line assistant for active practice. Top salary & benefits for hardworking individual. Livonia & Novi area. Experience only. Full or part time. Mary 478-4539

MEDICAL ASSISTANT
Experienced full time for family practice 6 mile & Telegraph 533-1300

MEDICAL ASSISTANT
Part time. Experience preferred. Mon.-Wed.-Fri. Bloomfield Hills 335-6610

MEDICAL ASSISTANT OR NURSE
For 2 mornings in Pediatrics office. Garden City Area. Please Call Sarie for Linda 522-1270

MEDICAL ASSISTANT - needed. Mon. thru Fri. 4pm-8pm. Plymouth area 420-4400

MEDICAL ASSISTANT with some experience for Livonia area doctors office part-time afternoons & evenings. 427-0222

MEDICAL ASSISTANT experienced in EKG, & Vena Puncture. Livonia area 2-7pm Monthly Fri. Call 464-9200

MEDICAL ASSISTANT-Reception-ist, part time for doctors office in Southfield 443-1545

MEDICAL ASSISTANT NEEDED for pleasant specialty doctors office in Bloomfield Hills area. Full time & part time hours. Call Cheryl 334-6460

MEDICAL ASSISTANT/Receptionist Full time. Experienced with Venipuncture, EKG & Pediatrics 478-1100

Medical Assistant
To work in Pediatrics office in Southfield. Part time. No weekends or evenings. Call 559-2760

MEDICAL ASSISTANT
Part time needed for Livonia Podiatry office. Mon & Wed 1pm-7pm. Experience preferred. 591-3514

MEDICAL ASSISTANT
experienced in vena puncture, injections, PT, X-ray, EKG & assisting physician. Call Marge between 9-5 855-9142

MEDICAL ASSISTANT
Top pay & benefits for experienced medical assistant. Full time days Mon. Tues. Thur. Fri. & Sat. Telegraph/Schoolcraft area. Please call Mary Master 261-0370

MEDICAL ASSISTANT - part time eves. Mon. Wed. Fri. Also available for clinical days. Experience in venipuncture, blood testing & handling specimens a must. Call Pat between 4-7pm 271-5577

MEDICAL ASSISTANT, experienced or nursing student. Part time. Mon., Tue., Sat. approx. 20 hours weekly, in a Southfield clinic that does pregnancy terminations and GYN care. Good working conditions and benefits. Call 559-0032

Medical Assistant

The Health Facilities Division of Health Alliance Plan has a part-time position available for a Medical Assistant at our Lahser Medical Group in Southfield. The selected candidate should have a minimum of 1 year medical assistant experience & be able to type a minimum of 40 wpm. Certification as a Medical Assistant from a recognized program is highly preferred. We offer an excellent starting salary & prorated benefits. Interested candidates should send resume to:
Human Resources Dept.
Health Facilities Division
Health Alliance Plan
18000 Tuxedo
Detroit, MI 48206
An Equal Opportunity Employer

MEDICAL BILLER
Earnings 30 hours week. Medical experience helpful Wistrain. Call Marty 562-9100

MEDICAL BILLER
Full time position in Southfield for experienced medical biller. Organized, self motivated individual. Advancement potential. Reply to Box 182 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLER/RECEPTIONIST
Experienced, mature, enthusiastic. Farmington Hills. Computer helpful. 541-0162

MEDICAL BILLER

New division of a well established corporate client has several expansion positions available. Client requires 1-5 years experience in physician billing. An outstanding opportunity to move from a small office to a company structure

Fax Resume to:
Medical Staff Placement
29292 Franklin Rd.
Southfield MI 48034

MEDICAL INSURANCE BILLER - part time position available for experienced person. 20 hours per week. Flexible hours 626-3727

MEDICAL OFFICE MANAGER
Experienced individual for full time. Good communication, billing & organizational skills required. Reply to Box 183 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST - Looking for top of the line receptionist for active practice. Top salary & benefits for hardworking individual. Livonia & Novi area. Experience only. Full time. Mary 478-4539

MEDICAL RECEPTIONIST in Plymouth. Experience necessary. Full time. Call Norma. 996-8757

MEDICAL RECEPTIONIST - Full time Mon.-Fri. Southfield location. Medical office experience necessary. Excellent benefits. 560-4232

MEDICAL RECEPTIONIST
Day & Evening position
Call Cathy
562-9100

MEDICAL RECEPTIONIST - Full time with typing skills. Also medical assistant part time for busy expanding dermatology office in downtown Birmingham.
Call Kathy at 642-9111 or 540-9263

MEDICAL RECORDS ANALYST
Experienced with medical record experience
Call 557-6040

MEDICAL TRANSCRIPTIONIST
Needed for part time position in Westland office. Flexible hours, experience preferred. Send resume to P.O. Box 97, Westland, MI 48185

MEDICAL TRANSCRIPTIONIST
Are you worth more? We are Medical Records Corp. & we think so! We have been servicing the needs of hospitals for over 20 years. Our customers know because our unique guaranteed production program lets them earn to their maximum ability. We also offer a full benefits program & a flexible work schedule that fits your needs. If you are an experienced medical transcriptionist we believe you are worth more, so give us a call & let us prove it. Medical Records Corp. Call between 9-3pm. 358-3646

MEDICAL TRANSCRIPTIONIST
Experienced. Work at home. Full-time. Excellent earning potential. Canton area. Send resume to Transcriptionist, P. O. Box 87301, Canton, MI 48187

NOW TAKING APPLICATIONS
Full time RN, flexible hours. Experienced nurses aides - beginning wage $4 per hour. Must pass clear background. Apply between 8am-11am. Wayne Convalescent Center, 34330 Van Born, Wayne, MI. 49184 721-0740

NURSE AIDES
Immediate openings on day shift, 8am-4pm, & midnight shift, 12-8am. Experience preferred but not necessary. Will train as certified assistants. Excellent opportunity for those interested in the health care field. St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia. For interview appt call 261-4800

NURSE AIDES

Join our progressive new nursing facility. Positions open all shifts for experienced Nurse Aides, full & part time. New wage package. Apply in person Mon-Fri 8AM-4PM. Kennedy Jl. Roney Manor, 26505 Powers, Dearborn Heights. 291-6200

502 Help Wanted Dental-Medical

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

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

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

For home care relief. 1 year experience required. Transportation necessary, excellent pay & benefits

MIDWEST HOME CARE
935-4044 273-2500

NURSE AIDES

6 Months Experience
Home Care Nursing Home Staffing
Fenton Scheduling
Reliable Transportation

UPJOHN HEALTH CARE SERVICES
277-2060
872-0200

MEDICAL ASSISTANTS needed for National NCLEX/RN review in the areas of Pediatrics, Med-Surg and O.B. Master preparation required. Call Debbie or Kristy at 569-5320

NURSE AIDES
needed for national NCLEX/RN Review. Mon. thru Fri. 8-5pm. Call Mrs. Kenny Mon.-Fri 8am-4pm 338-7144

RECEPTIONIST

Front desk in Farmington area doctor office. Good typing skills required, some typing. Doctor office experience preferred but not required. $1039 a month. Employer fee paid

PERSONABLE RECEPTIONIST needed for busy doctor office. Phone, filing, pegboard, some insurance knowledge. Doctor office experience preferred. Call Paul Blue Cross, profit-sharing. Employer fee paid

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

An energetic REGISTERED NURSE for administration nursing position in long term care setting. P.O. Box 5352, Farmington Hills, MI 48526

REGISTERED NURSE
MIDNIGHT SUPERVISOR

We with recent medical/surgical experience for full time position as Midnight Supervisor in our 232 bed skilled facility in Westlake.
Trend setting care for the aged
Focus on rehabilitation
Scholarship/tuition programs for nurses
Excellent wage/benefit package

Please apply at
WESTLAKE
CONVALESCENT CENTER
36137 W. Warren
Westland, MI. 48185

REGISTERED NURSES EXPERIENCED

Full & part time openings exist for experienced RN's in the following areas:
- Critical Care Units
- Step-down units
- Medical/Surgical Units

Evening & Midnight shift
Excellent revised salary and benefits package offered. Call 464-4800 ext 2314 to arrange for an interview.
St. Mary Hospital
36475 W. 5 Mile Rd
Livonia, MI 48154

REGISTERED NURSES

Excellent clinical opportunities are immediately available for qualified registered nurses to work in the following clinical areas.

- CRITICAL CARE - Full time afternoon and midnights. Part time and contingent, all shifts
- EMERGENCY - Part time and contingent. Full time midnights
- Family Birthing center - part time weekends
- LABOR AND DELIVERY - Contingent and full time afternoon or midnights
- MED-SURG - Full time, part time and contingent, all shifts
- NICU - Full time midnights
- ONCOLOGY - Full and part time, all shifts

We offer our nurses the opportunity to grow as professionals. Our professional practice environment provides for C.E.U. accredited courses, tuition reimbursement opportunity and clinical/educational ladders. Our benefit package offers an excellent starting salary. Differential and work experience in addition to a flexible benefit program from which includes pay in lieu of benefits.

Apply or call for additional information. 424-3900

PROVIDENCE HOSPITAL
Employment Office
15001 W. 9 Mile Road
Southfield, MI. 48075
An Equal Opportunity Employer

RN and LPN

positions available.
3-11 PM, full and part time.
Please call Mrs. Ferguson for an appointment, Nightingale West Nursing Home, 8365 Newburg, Westland, near Joy Rd. 261-5300.

RN GENERAL MANAGER

For nursing agency. Requires management experience, staffing experience and excellent references. Job commitment expected. For interview send resume to P.O. Box 7091, Sterling Heights, MI. 48077

RN
Join the Nursing Team of the Future. Full & part time positions available on 3pm - 11:30pm shift, in a modern 200 bed facility. Competitive salary & benefits. Contact D. Hall, Human Resources, Oakland Convalescent Center, 28550 Five Mile Rd., 427-9270

RN/PART TIME

Apply in person
Marycrest Manor
15475 Muirhead, Livonia
427-9175

RN'S - AIDES

Day & Evening Shifts. Part time - Midnights. 102 bed nursing facility in Birmingham. Beautiful. Please apply in person 647-6500

RN'S

Be in control of your own life, schedule your working hours as well as your leisure time.
- Choose Your Work Location
- Choose Your Shift
- Choose Your Work Days

We need your skills for MED/SURG and Specialties in several large hospitals - Eastside, Westside and Downtown (Blue Cross). Attractive pay and benefits. We will work hard for you, you get exactly what you want, when you want it. Call Mon. thru Fri. 9am to 4pm, ask for Cathy.
STAFF BUILDERS
HEALTH CARE SERVICES
Livonia 425-8367
Southfield 557-8600

SECRETARY/RECEPTIONIST
Full time, Mon. thru Fri. 8am-5pm for Southfield Surgeon's office. Unique 2 person office. Pegboard, typing, telephone. Blue Cross/Blue Shield, Medicare, Third Party insurance. 354-1154

SECRETARY/RECEPTIONIST
Medical office position in Southfield for individual with good organizational skills & typing. Knowledge of word processing & insurance desired. Salary commensurate with experience. Excellent benefits. Call 2-6pm, ask for Richard Drazin, 569-8668

502 Help Wanted Dental-Medical

RNs CCU

Large Ann Arbor hospital has CCU positions available now. Afternoons/midnights. Weekdays/Weekends. Nurse training on your own schedule, call Cathy
STAFF BUILDERS
NEEDS YOUR SKILLS!
Livonia 425-8367
Southfield 557-8600
WE WILL WORK AS HARD FOR YOU AS YOU DO FOR US!

RNs & LPNs

Be a part of the future. Join our new long-term care facility. Competitive salary, excellent benefits. Positions available full & part time, all shifts 9AM-4PM, 3PM-11PM, 11PM-7AM. Kennedy J. Roney Manor, 26505 Powers, Dearborn Heights 291-6200

RNS - LPNS

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

RNS & LPNS

Oakland County
- Top Pay
- Choose your own shifts
- Choose your work days
- High tech cases

PROFESSIONAL MEDICAL SERVICES
Troy
828-7820
Affiliated with
St. John Hospital
An Equal Opportunity Employer

RNS & LPNS
We need caring nurses for limited number of shift positions, both part time and full time. Must show genuine interest in geriatric care.
Mt. Vernon Nursing Center, 26715 Northwestern, Southfield. 557-0050

RN'S MED/SURG

Large Ann Arbor hospital has MED/SURG positions available for Afternoon/Midnights Weekdays/weekends. For nursing on your own schedule, call Cathy
STAFF BUILDERS
NEEDS YOUR SKILLS!
Livonia 425-8367
Southfield 557-8600
WE WILL WORK AS HARD FOR YOU AS YOU DO FOR US!

RN'S
- New $300 full shift bonus
- Increased pay rates
- Full time or part time
- Choice of hours/days programs
- Specialty pay ICU-CCU-ER
- Paid holidays & vacations
- Staff relief/private duty
- Bonuses - All year
- Free in-office TB screening

"THE PROFESSIONALS"
257-3550
Professional Health Care Personnel

RN STAFFING COORDINATOR/ SUPERVISOR

Must have nursing agency experience for interviews call or send resume to P.O. Box n7091, Sterling Heights, MI. 48077

SECRETARY RECEPTIONIST
for doctors office. Experienced, full time, Must have all types of insurance. Farmington 471-3300

SOUTHFIELD Diagnostic Medical Imaging Center has a full time opening for someone with a strong background in Chemistry; at least 2 years college chemistry including organic & inorganic, bio-chemistry is a plus, excellent benefits. Call Paul Sonnet 353-2620

TAKE THIS JOB AND
LOVE IT
Convert your arts & crafts talents into dollars. Apply your skills to Dental Technology. We will train, no experience needed. Full and part time positions available. Benefits. Apply in person, 8-5, 9am-4 pm
MASON DENTAL CERAMICS
32152 Schoolcraft, Livonia

TRANSPORT AIDE
NUCLEAR MEDICINE
To perform a variety of duties including transporting patients, records maintenance, filing and phone communications. Will work approximately 25 hours per week on the afternoon shift, Saturday and Sunday work required. For details contact
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Wayne Road
Garden City, MI 48135
421-3300 ext. 277
An Equal Opportunity Employer

TWO FRONT OFFICE positions needed. Receptionist type job & filing clerk. Extremely large internal medicine practice in Southfield. Contact Susan 557-8805

WORK STAY
KEEP YOUR CURRENT JOB & WORK 1-5 SHIFTS A WEEK FOR
Kimberly
NURSING SERVICE
• RNs & LPNs
• LPN's $11.50/hr
• RN's $13.50/hr
1 YR RECENT EXP.
Contact Jackie Singleton 354-1640

X-RAY TECHNICIAN
Registered, part time, to work in the mornings. Radiology clinic, Redford area 937-8153

X-RAY TECHNICIAN - Part time, registered or registry eligible for X-ray clinic in Garden City. Call 11am-3pm. 261-1301

X-RAY TECHNOLOGIST
Full time. Must be registered or registry eligible to service Nursing Home with mobile x-ray company. Call Monday-Friday 9am-2pm. 559-9658

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Dearborn accounting firm needs accounting clerk for receivables position. Additional information by calling 278-2116

Accounting Clerks

Full time positions in Northwire area for data entry clerks. Must have experience in payables and/or receivables. Good clerical skills. Must have skills Fully paid benefit program and competitive salary required. Apply in person to: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Fully Paid Employment Ctr. 540-4130

ACCOUNTING CLERK
for busy Southfield Manufacturing company. Computerized accounting, general ledger experience and some typing. Fee paid. Call Lucy 827-4050

ACCOUNTING CLERK - $12,500

Large law firm's accounting dept. requires good math skills & light typing. Full benefits. Fee Paid.
ALLEN PERSONNEL
525-7870

ACCOUNTING CLERK To $22,000

A nice opportunity for you with a growth oriented manufacturing company. Computerized accounting, general ledger, payables and some typing. Fee paid. Call Marge 354-0909.
After 5 PM. Appointments Available
SNELLING & SNELLING

ACCOUNTS PAYABLE
Position available with rapidly growing service organization for mature, dependable individual experienced with computerized systems desirable. Submit resume including qualifications and salary history to: P.O. Box 125, Lathrup Village, MI 48076

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

SALARY TO $13,500
Variety position, math skills, calculator experience, phone diplomacy & a GRT experience. Secretary assisting administrative and communication skills. Good benefits and a cordial working relationship. Legal background a must. Evening appointments available. Call or send resume to Rita Roades, Arthur Thomas & Assoc., 3000 Town Center, Suite 3215, Southfield, MI 48075 355-4140

ADMINISTRATIVE ASSISTANT
$21,000 a year
ACCOUNTING CLERK
35 per hour
EXECUTIVE SECRETARY
$17,000 a year
LEGAL SECRETARY
$21,000 a year
GENERAL OFFICE
$4 per hour
WORD PROCESSOR
$12,000 a year
RECEPTIONIST TYPIST
$11,500 a year
ALL FEES PAID
ARCHER EMPLOYMENT
Troy 879-1420
Detroit 963-8205

ADMINISTRATIVE LEGAL SECY
Shorthand 100 - 120 WPM
EXECUTIVE INS SECRETARY
To $20,000
EXECUTIVE SECY WITH CPT
$17,000 DOE
LEGAL SECRETARY WITH SHORTHAND
To $22,000
LEGAL SECRETARY
To $20,000
EXECUTIVE SECY - SOUTHFIELD
Shorthand 100 + - To $16,000
SECY WITH SHORTHAND 80
To $16,000
INS CUSTOMER SERV REP
Salary negotiable DOE
PERSONNEL ASST
$18,300
ALL FEES PAID
B. HANS BECKER ASSOC., INC
EMPLOYMENT SERVICE
964-5300

ADVANCEMENT OPPORTUNITY
Secretarial position, $15,000, fee paid. Benefits. Great people and location. Need good diversified skills. Call 399-3450.
SNELLING & SNELLING

ACCOUNTS RECEIVABLE CLERK
for auto insurance company in Birmingham area. Accuracy, telephone & typing experience required. Excellent benefits & work environment. Salary commensurate with experience. Mail Resume to P.O. Box 522, Birmingham, MI. 48012

ACCOUNTS RECEIVABLE CLERK
for Southfield advertising agency. Must have accurate math & typing skills, job costing, client invoicing, cash receipts & general office experience. Excellent benefits for mature person good at detail work. Advertising Agency experience helpful. 557-8405 or 557-5434

ACCOUNTS RECEIVABLE CLERK
Southfield insurance office needs a dependable type worker to handle accounts receivable and other related duties. Must be able to type & run calculator. Valid driver's license with numbers. If qualified, in all replies reply to
MIDWEST BENEFITS
559-9100

ACCURATE
LEGAL SECRETARY
$18,000 FEE PAID
ALL BENEFITS
Sharp skills are all you need. Call 399-3450.
SNELLING & SNELLING

ACCUTYPE INTERNATIONAL
Word Processing & Typing Services
Complete Secretarial Services
Resumes, Letters, Reports, Documents, Term Papers, Briefs & Wills & Trusts 540-0344

ACT NOW

SNELLING & SNELLING
WORD PROCESSORS
We need you for immediate assignments Call 559-3210

425-TEMP

STAFF BUILDERS
Temporary Personnel
32115 Plymouth Rd., Livonia
425-8367 COEM/F

AD AGENCY/RECEPTIONIST
Fast-paced ad agency needs a bright, energetic person with good phone voice and efficient typing skills to perform secretarial/receptionist duties. For immediate consideration, call Personnel Manager from 3-5:30 pm 540-0660. Or send resume to: Jerry Fetterman & Co. 2902, Bloomfield Hills, MI 48303

AD AGENCY SECRETARY

A large well known agency has an immediate opening for a Secretary. Services Department. Good all around secretarial skills and experience for this To $17,000, fee paid position. Call Ann now 559-2090
After 5 PM Appointments Available
SNELLING & SNELLING

ADMINISTRATIVE RECEPTIONIST
Credit Union Blue Shield. Salary range is $15,600 - $19,000 annually. Must possess accurate typing, word processing, grammar, punctuation & working format skills. Ability to schedule time, use a dictaphone & audio communications. Contact: Human Resources 559-1210
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
Experienced with good organizational skills. Typing, shorthand (speedwriting) word processing & computer experience required. Starting salary from $15,600, plus bonus & excellent benefits including medical, dental plan, profit sharing, etc. Send resume or call Reginald Vice President, Ryan Insurance, 21700 Northwestern Highway, Suite 800, Southfield, Mich. 48075. 559-7974

ADMINISTRATIVE ASSISTANT
Mental health clinic, Northland area. Previous clinic experience & excellent typing required. Challenging position. Salary DOE. P.O. 526, Southfield, Mich 48037

ADMINISTRATIVE ASSISTANT/Receptionist. Office environment preferred. Light typing & vehicle a must. Must be bright with great attention to detail. Full time. Send resume to P.O. Box 93, Birmingham, Mich 48012

ADMINISTRATION ASSISTANT
Entry level position available for a fast growing service company. Candidate will possess good communication skills, organized with a high detail-oriented. Send resume to P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

ADMINISTRATIVE ASSISTANT-need good 10 key, math skills, type 35 WPM, & good telephone manner. Manufacturing facility administrative office at Plymouth/Southfield Rds. 8:30-5, $1.15 weekly. Starting salary of $5 per hour. Call Dee Director, PO Box 4031 Troy, 48007

ADMINISTRATIVE ASSISTANT

Growing division of an international company will appreciate your word processing and organizational experience. Full benefits. Fee paid. $18,000 to start. Call now 353-2090.
After 5 PM Appointments Available
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT

$17-$22,000 FEE PAID
Suburban firm in immediate need of a top notch person who requirements of: 5 years Executive Secretarial, 70 words, typing, word processing, excellent organizational skills and shorthand would be a plus! Top benefits with stable company. Call Mary now 464-0909.
Evening appointments upon request
SNELLING & SNELLING

BILLING CLERKS
Full time positions available with large computerized medical lab in Southfield. Must have previous experience in billing, preferably hospital. Negotiable wage. Contact Ms. Ann Ferguson, Cytrol Lab, 23725 Northwestern, Southfield, MI. 48075.

504 Help Wanted Office-Clerical

Administrative Legal Secretary

$20,000 Plus
Partner in prestigious firm seeks an experienced Legal Secretary possessing administrative and communication skills. Good benefits and a cordial working relationship. Legal background a must. Evening appointments available. Call or send resume to Rita Roades, Arthur Thomas & Assoc., 3000 Town Center, Suite 3215, Southfield, MI 48075 355-4140

Bookkeeper

For Birmingham real estate development firm. Experienced thru graduate bookkeeper. Computer experience preferred

646-2280

BOOKKEEPER - FULL CHARGE
Experienced, no smoking. Send resume to: Bernetts, 1 Lakeshore Dr., Lake Orion, MI 48035

BOOKKEEPER - full time, experienced, benefits. Send resume to PO Box 93432, Farmington Hills, MI 48018

ATTENTION JOB SEEKERS

If you're interested in gaining exposure at top companies, earning excellent wages, paid vacations, bonuses and health care availability ... then call S.S.I.

TYPISTS
SECRETARIES
WORD PROCESSORS
SWITCHBOARD OPERATORS
DATA ENTRY CLERKS

EARN TOP DOLLAR & ADVENTURE
Farmington Hills 855-8910
Southfield 569-7500
Livonia 525-0330
Auburn Hills 373-0900
Troy 963-2290
Sterling Hgts. 977-5740

Supplemental Staffing, Inc.

The Temporary Help People

ATTENTION SECTY'S!
FEE PAID - $14-$16,000
Must have secretarial experience including typing (60), good spelling & grammar along with ability to use dictating equipment. Will make transcription & other interesting administrative duties. Excellent benefits. 649-6797 or 962-0565

DOROTHY DAY PERSONNEL, INC.

AUTO DEALER - Needs service cashier, dealership experience preferred. Farmington Hills area. Call Vera Fontaine 477-0590

AUTOMOTIVE SERVICE Receptionist wanted. Retails filing, phones, customer service etc. Must have some knowledge of the automobile. Salary open. Excellent benefits. Ephraim BMW

A BANK SECY TO $15K
Type 50-55. Shorthand 40. Word processing helpful 1-2 yrs. exp. People oriented job. Advancement. ALL FEE PAID
EMPLOYMENT CTR II. 540-4130

TYPISTS

Type 45-50WPM. 6 months to 1 yr. experience. Full time & Temporary. Locations: Troy, Southfield, Livonia, Farmington. ALL FEES PAID
EMPLOYMENT CTR II 540-4130

A FARMINGTON based publishing firm needs a bright, energetic, self starter. Must be able to handle responsibilities. "Well organized" a must. Desire to move up into sales a plus. Starting salary $240 per week with quarterly reviews. Call 476-9111

BEGINNING SECRETARY

SALARY $13,500 - $17,000
Major firm needs your good interpersonal skills including shorthand & 2 years experience. Excellent benefits plus growth potential
CALL TODAY!
All Fees are Company Paid
PERMANENT STAFF
SOUTHFIELD 353-0505

BILLING & ACCOUNTS Receivable bookkeeper, experienced position for sales department. Contact Jan at: Pontiac Plastics 852-6600

BILLING CLERK - Full time opening in Troy for detail orientated individual with good math aptitude. Must have accounts receivable & data processing experience. Call C. Marsh, 649-4454, ext 505
An Equal Opportunity Employer

BOOKKEEPER/GENERAL OFFICE
For growing multi-store retail firm. Start immediately and work 25-30 hours per week. Accounts written graduate to 40 hours in spring. Must have thorough understanding of double entry theory and be bondable. Strong references required by appointment only call Mike at 591-1965

BOOKKEEPER - GENERAL OFFICE
Experienced in pegboard system, your good skills typing of 50 wpm a must. Word processing or computer ability a plus. Good benefits and advancement potential. Call Terri, 624-0909.

SNELLING & SNELLING

CLERICAL
Part time, 8am-12noon
$3.50 per hour. Call after 12noon
424-8454

CLERICAL - PART TIME
Position in Southfield CPA office. Requires neat handwriting, good typing & experience with calculator. Minimum wage. Call Lydia 350-2600

504 Help Wanted Office-Clerical

BOOKKEEPER
Growing Livonia based test equipment manufacturer has opening an experienced Bookkeeper. This experience should include General Accounting, A/P, A/R, General Ledger, Credit and Collections. Minimum of 5 years bookkeeping and 2 years should be with computer. Industry experience is an outstanding opportunity to grow professionally. Those individuals interested in this position are requested to submit their resume with current earnings to
BOOKKEEPER
35325 Seven Mile
Livonia, MI 48150

BOOKKEEPER

Multi-account service company needs a person with Accounts Payable payroll & bank reconciliation experience. Prefer computer knowledge. $19-$15,000. Rength. Send resume to Box 202, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COOKKEEPER/OFFICE MANAGER
For Downtown law firm. Handle office and bookkeeping duties. Legal background necessary. Accounts payable and accounts receivable. Send resume, and salary requirements to Office Manager, 3200 Penobscot Bldg., Detroit, MI. 48226

BOOKKEEPER RECEPTIONIST
will knowledge of general ledger for busy construction firm 478-7677

BOOKKEEPER/SECRETARY
With pegboard experience for property management firm in Southfield. Part-time. Flexible hours 559-8570

BOOKKEEPER/SECRETARY
Full charge, for 1 person office, full time. PC experience desireable. Send resume & salary requirements to TCS, 4521 Highland Rd., Pontiac, MI. 48054

BOOKKEEPER/SECRETARY
Manufacturing company seeking person with strong bookkeeping. A secretarial skills to assume responsibility for full time position. 2-3 years job experience with a working knowledge of pegboard accounting systems required. Send resume & salary history in confidence to Box 112 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield law firm seeking immediate position for part time Bookkeeper 1-2 days per week. Neat, sharp and accurate organizational skills. Call 559-0500

BOOKKEEPER

Thru Trial Balance
With manufacturing background. Computer experience preferred. Excellent salary & benefits. Forward resume and salary requirements to Box 166 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING ASSISTANT
For Southwest Detroit advertising agency. Mature person with good 4-function calculator skills and good data typing. Job includes filing, post to pegboard, payroll, computer entry and general office work. Excellent benefits. Advertising Agency experience a plus. 557-8405 or 557-5434

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing. Attentionate, full time positions. Ask for Hope Anne 851-6700

CLERICAL Accounts Receivable person experienced with pegboard system, typing, filing, collections & telephone. Call Regina Gentile for interview, ask for Karen Bon 534-5050

CLERICAL - Body Shop Volume upholstery company. Must have clerical experience to assist manager in all phases of office work. Stu Evans Lincoln Mercury, 32000 Ford Rd., Garden City. For appt call Tammy 425-4900

CLERICAL

Computer software company in Livonia has entry level positions available on days, 8am - 4pm, 4 - 11pm, 11 - 8pm. Prior clerical experience and/or good math aptitude helpful. Excellent benefit package Call personnel 261-8271

CLERICAL EMPLOYEES
Troy based company has immediate openings for clerical employees. Clerical experience helpful. Typing speed of 50 WPM essential. Contact Laura Leslie 569-0510, ext 547
An Equal Opportunity Employer

CLERICAL
Farmington Hills mortgage company seeking experienced applicants for service loan servicing. Temporary - approximately 6 months
Call 855-4900

CLERICAL - Manufacturing firm in Livonia has an opportunity for an Accounts Payable and Accounts Receivable person. Applicants should have a minimum 2 years office experience including accounting. Computer knowledge helpful. Competitive salary and excellent benefits. Please send resume and salary history to Box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL OPPORTUNITIES

$11-$15,000 FEE PAID
Fast growing companies in need of experienced in pegboard system, your good skills typing of 50 wpm a must! Word processing or computer ability a plus. Good benefits and advancement potential. Call Terri, 624-0909.

SNELLING & SNELLING

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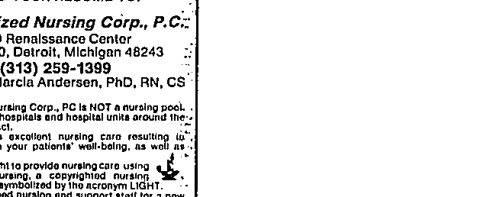
Part time, 8am-12noon
$3.50 per hour. Call after 12noon
424-8454

CLERICAL - PART TIME
Position in Southfield CPA office. Requires neat handwriting, good typing & experience with calculator. Minimum wage. Call Lydia 350-2600

502 Help Wanted Dental-Medical

Personalized Nursing Corporation, P.C.

NURSES...



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Are you interested in advancing as a nurse?

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