502 Help Wanted Dental-Medical

LPN & MEDICAL ASSISTANTS
Immediate part time openings in Livonia and Southfield. Medical Weight Loss Clinics offer good hourly salary plus bonuses. No evenings or holidays. 557-0310

LPN'S
PART TIME
NURSE AIDES
FULL TIME
Apply in person:
Marycrest Manor
15476 Middlebelt, Livonia
427-9175

LPNS - RNS
Livonia Nursing Center
28910 Plymouth Rd., Livonia
522-4970

LPNs
With Vent experience needed immediately for private duty cases. 24 hrs/day, days/wk. Radford area. Ask for Joy
STAFF BUILDERS
HEALTH CARE SERVICES

MEDICAL ASSISTANT - looking for top of the line assistant for active practice. Top salary & benefits for hard-working individual. Livonia & Novi area. Experience only. Full or part time. 476-4530

MEDICAL ASSISTANT
Experienced. Full time family practice. 6 mile & Telegraph.
533-1300

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

MEDICAL ASSISTANT OR MA
For 2 mornings in Pediatrics office, Garden City Area. Please call weekdays for details. 522-1200

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

MEDICAL ASSISTANT NEEDED
For pleasant medical office in Bloomfield Hills area. Full time & benefits. Call Cheryl 334-6480

MEDICAL ASSISTANT/Receptionist
Full-time. Experienced with Venipuncture, EKG & Pegboard.
Call 591-3311

MEDICAL ASSISTANT
for busy oncology office in Southfield. Part time. No weekends or eves. Call
569-2760

MEDICAL ASSISTANT
Part time for busy Pediatric office. Mon. & Wed. 1pm-7pm. Experience preferred. 591-3311

MEDICAL ASSISTANT
experienced in vena puncture, injections, PFT, X-ray, EKG & assisting physician. Call Marge between 8-5
855-8142

MEDICAL ASSISTANT
Top pay for top or experienced medical assistant. Full time days Mon.-Fri. Call Ann at 559-5520 Telesteps/ Schoolcraft area. Please call after 6pm.

MEDICAL ASSISTANT - part time eves. Mon. Wed. Fri. Also available for on-call days. Phlebotomy, vena puncture, blood testing, & handling IV medicine a must. Call Pat between 4-7pm
271-5577

MEDICAL ASSISTANT, experienced in nursing studies. Part time, Mon., Tues., Thurs. approx. 20 hours weekly, in a Southfield clinic that does pregnancy terminations. Call 557-7766. Good working conditions and benefits. Call
559-0602

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 candidates should have a minimum of 1 year medical assistant experience & be able to type a minimum of 40 wpm. Competitive salary & benefits are offered from a recognized program is highly preferred. We offer an excellent working environment & benefits. Interested candidates should send resume to:
Human Resources Dept.
Health Facilities Division
Health Alliance Plan
1600 Tuxedo
Detroit, MI 48206
An Equal Opportunity Employer

MEDICAL ASSISTANT
Full or part time available office. Troy Area. Call after 5pm 646-7264

MEDICAL ASSISTANT
Part time West Bloomfield Office. Experience preferred.
Call
352-8062

MEDICAL ASSISTANT - 3 days, Mon., Wed., Thurs., experience not necessary. Royal Oak.
Call: 549-0133

MEDICAL ASSISTANT for busy podiatry practice. Experience preferred. Rochester location. Call 9AM-5PM.
651-0162

MEDICAL ASSISTANT or Nurse for internal office in Troy, experienced in EKG and venapuncture. Tues. & Thurs. PM, Wed. & Fri. AM.
646-2577

MEDICAL ASSISTANT
Full time, must be efficient in insurance billing. Dependable, General medical office. Health & life insurance benefits. Dearborn Hts area. Call 5-7pm.
561-1672

MEDICAL ASSISTANT for busy OB-GYN office, Farmington Hills area. Venapuncture a must, experience in OB-GYN preferred, but willing to train with other medical background. Benefits, salary commensurate with experience. Call
Mrs. Burton, 353-9465

MEDICAL ASSISTANT & RECEPTIONIST
Surgeons office in Clawson needs 2 responsible individuals, 1 Assistant & 1 Receptionist. Require pleasant personality & neat appearance. Receptionist must have good phone & typing skills. Beyond that willing to train for both positions. Send resume including preference to Box 100, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLER
Full time position in Southfield for experienced, 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.
541-0102

MEDICAL BILLER
New division of a well established corporate client has several expansion positions available. Client requires 1-3 years experience in physician offices. An outstanding opportunity to move from a small office to a company structure.
Fee Paid. Send resume to:
Medical Staff Placement
29299 Franklin Rd.
Southfield, MI. 48034

MEDICAL BILLER
Part time, 4 mornings, 18 hrs per week. Must be experienced. Must be able to work with minimal supervision. Ideal working conditions. Southfield location. Salary commensurate with experience. Send resume to Box 258 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL COORDINATOR
Prefer experience but will train good candidate who is self-motivated with good decision making skills. Position available for full or part-time with benefits in our Southfield office. Afternoon shifts with rotating weekends. Call Mon. thru Fri. 10am to 3pm. Ask for Joy.
STAFF BUILDERS
HEALTH CARE SERVICES
557-8600

MEDICAL INSURANCE BILLER
2-3 years experience with Michigan Blue Cross, Medicare & Medicaid, computer experience needed. Excellent benefits. Please send resume to Box 258 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL OFFICE MANAGER
Experienced individual for full time. Good communication, billing & organizational skills required. Reply to Box 182 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MEDICAL/LEGAL OFFICE
Southfield. Clerical, accurate typist, posting ledgers, some filing & phone. 4/4 days, Thursdays off. Call mornings
358-5530

MEDICAL RECEPTIONIST - Looking for top of the line receptionist for active practice. Top salary & benefits for hard-working individual. Livonia area. Experience only. Full time. Call Kathy
476-4530

MEDICAL RECEPTIONIST in Plymouth. Experience necessary. Full time or part time.
Call Norma. 996-8767

MEDICAL RECEPTIONIST - Full time, Mon.-Fri. Southfield location. Medical office experience necessary. Excellent benefits. 569-4232

MEDICAL RECEPTIONIST, full time, Southfield area. Experienced in all medical insurances, computer experience helpful. Benefits, Salary negotiable. Call
424-9255

MEDICAL RECEPTIONIST
Busy Dermatology office in Southfield is seeking a full time highly motivated individual with Reception experience. Must have good phone manner, pleasant personality & neat appearance. Ask for Mrs. Sparks
569-4234

MEDICAL SECRETARY
part time, word processing experience desired. Rochester area. Call
852-1300

MEDICAL SECRETARY
Needed full time for busy internist's office. Knowledge of front desk and insurance preferred. Farmington.
471-3300

MEDICAL SECRETARY/
RECEPTIONIST
with good typing, knowledge of insurance forms. Pleasant personality a must. Call
258-1919

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

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
Wanted 2 days a week at Oakwood Hospital, Canton Center. Must have a strong medical terminology background & type 60 plus WPM. Call for further information: 459-7030

MEDICAL TRANSCRIPTIONIST
Needed for multi-specialty clinic. Full or part time possible. Previous experience with Dictaphone III dictate. Milford area. Call 9-5 pm 685-0039, after 5
685-3761

NOW TAKING APPLICATIONS:
Full time RN, flexible hours. Experienced nurse aides - beginning wage $4 per hr. Must pass drug screening. Apply between 8am-11am. Wayne Convalescent Ctr., 34330 Van Born, Wayne, MI., 48184.
721-0740

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

NURSE AIDES
New wage scale, $4.10 after 90 days. Prefer experience, but will train. Full and part time positions open. All shifts available. Apply in person:
Beverly Manor
24500 Meadowbrook Novi,
(on corner of 10 Mile, 1 Mile W. of Haggerty) 477-2000.

NURSING ASSISTANTS
Someone who cares to care for our people. All shifts. Flexible hours, full-time, part-time. Must have reliable transportation. Apply in person: Four Chaplains, 36349 Joy Rd., Westland, between Inkster & Middlebelt.

NURSES AIDES
All shifts. Apply in person at Livonia Nursing Center, 28910 Plymouth Rd., Livonia.

NURSE AIDES
PART TIME FULL TIME
ALL SHIFTS
Carnelot Hall
Convalescent Center
35100 Ann Arbor Trail
Livonia, 522-1440
Westland, MI. 48185

NURSE AIDES
RN's - LPN's
LIVE-INS
For home care/staff relief. 1 year experience required, transportation necessary, excellent pay & benefits.
MIDWEST HOME CARE
335-4644 273-2500

NURSE AIDES
$5.60/$6.10
COMPANION AIDES
$4.60/$5.10
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.
OAKLAND
NURSING
UNLIMITED
540-2360

NURSE AIDES
6 Months experience
Home Care/Nursing Home Starting
Flexible Scheduling
Reliable Transportation
UPJOHN
HEALTH CARE
SERVICES
277-2060
872-0200

NURSE AIDE
3-5 days per week, 3 PM - 11 PM., and 11 PM. - 7 AM. shifts. Previous experience not required. Starting rate $3.50 per hour, 90 days, $4.35 per hour. Apply in person only:
NIGHTINGALE WEST
NURSING HOME
8365 Newburgh Rd.
Bet. Warren & Joy
Westland

502 Help Wanted Dental-Medical

NURSE AIDE - 7-3 shift. Experienced preferred, but not necessary. Apply in person. Wisking Wand Manor, 520 W. Main, Northville.

Nurse Assistants
Full-time, afternoon shift. Apply in person Mon. thru Fri. 1-4pm at:
Farmington Nursing Home
30405 Folsom
Near 9 Mile & Orchard Lake

NURSE EDUCATORS needed for National HOLEX/RN review in the areas of Psych., Med./Surg. and O.B. Master preparation required. Call Debbie or Kristy at:
569-5320

NURSE EDUCATORS
needed for national HOLEX/RN REVIEW in the areas of Psych, Med/Surg & O. B. Master's preparation required. Call Debbie or Kristy at:
569-5320

NURSES AIDE - excellent opportunity for young sophomore or Jr. with nurse aide experience to care for quadraplegic male in Plymouth home, pleasant surroundings, 2 nights per week, 10:30pm-7:30am. Role is open, honest, reliable, prompt, non smoker, references. Call after 5pm
453-3563

NURSE'S AIDES
PRIVATE DUTY for Person's Home! Must have hospital and/or Convalescent Home experience as Aide; Heart Patient. Must know Blood Pressure, pulse and respiratory rate. Live-out available, dedicated & permanent employee. Must like Elderly, have car. Some light housekeeping, occasional cooking. Hrs. 9am-3:30pm or 8am-10pm. 1 weekend/month, some holidays. Refer. (3) references.
356-0796

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 $400 per month room & board expenses. Prefer homes with RN floor bedrooms. Call Homefinder.
Oakland County 332-4410
Wayne County 455-8880

NURSES Full-time afternoons, part-time all shifts. Flexible hours. Call Director of Nursing.
Keep Young Inc. 261-6500

NURSING ASS'T
If you are a special kind of Nursing Ass't, one who cares for others shown in everything you do, we'd like you to become part of our nursing team. You will be providing the finest care to our residents, will be rewarded with good pay & generous benefits. If you are a well trained, mature Nursing Ass't with sensitivity and genuine concern for the elderly, come in and apply to:
Human Resources Dept. Oakland Nursing Center, 1 block S. of 8 Mile on Middlebelt.

OFFICE MANAGER
Experienced dental receptionist with strong insurance, scheduling & bookkeeping skills needed for busy dental office. Responsibilities include involvement in management obtainable for the right person. Please send resume to Box 190, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ONE DENTIST office needs capable person to handle front desk, insurance. Troy area. Short hours, good pay. Please write short resume to Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICAL DISPENSER, full time for medical facility. Excellent benefit package, experience necessary. Call weekdays 9 to 5.
261-8300

OPTOMETRIST'S OFFICE looking for full or part time secretarial/front desk help. Dearborn area. Ask for Dolores
561-6300

ORTHODONTIC ASSISTANT
Growing practice looking for highly motivated individual experienced in orthodontics. Excellent salary plus benefits. Send resume to box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC ASSISTANT
Full time position in Birmingham area. Excellent salary and benefits. If you are a professional, don't miss this opportunity.
647-0696

ORTHODONTIC LABORATORY
TECHNICIAN
Full time - excellent salary and benefits. Chairside experience helpful. Birmingham.
647-0626

ORTHODONTICS
Orthodontic Clinical Assistant, Orthodontic Laboratory Assistant, Orthodontic Clinical Assistant, Orthodontic Laboratory Assistant. Birmingham.
647-0696

PART TIME maturi medical assistant for Troy office, flexible hours, experience preferred. Send resume to #179, 255 Woodside Ct., Rochester Hills MI 48063

PEDIATRICIAN OFFICE desires high school or college student, part time, 2PM-5PM, rotating Sat., light typing. Dearborn Hgts. area. 981-1825

PHARMACEUTICAL SERVICES
● PHARMACY TECHNICIAN: Full time, day and afternoon shifts. Minimum 6 months, hospital pharmacy experience to include: IV & Unit Dose Exposure. Michigan Certified Technician preferred.
● PHARMACY MESSENGER: Part time, every other Friday & Saturday, afternoon shift. Prefer exposure to hospital pharmacy environment and/or student currently enrolled in a school of Pharmacy.
Interested and qualified candidates may apply, Mon.-Thurs., 9-3 PM.
PROVIDENCE HOSPITAL
Employment Office
16001 W. 9 Mile Rd.
Southfield, Mi., 48075
An Equal Opportunity Employer

RECEPTIONIST full time opening for mature person in an oral surgery office, Birmingham/Troy area. Medical or dental experience necessary. Good benefits and opportunity for career-oriented person.
Call 10AM-4PM 647-2191

502 Help Wanted Dental-Medical

RAPIDLY EXPANDING U/R company has openings for experienced personnel.
U/R NURSE REVIEWERS
Full or part time. Home care experience a plus.
EXECUTIVE SECRETARY
to V.P. E. O. Must have executive secretarial skills.
CLERK/TYPIST
Entry level, medical background helpful.
PART TIME CLERK TYPIST
Entry level.
MEDVIEW
15365 Northland Dr., Suite 600 W.
Southfield, MI 48075
Attention Mrs. Ashel, Personnel or call 552-8800

RECEPTIONIST - busy Southfield Ophthalmologists office looking for responsible person as receptionist full time. Prefer someone experienced with Blue Shield, Medicare, Medicaid, CRT. Send resume to box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/OFFICE ASS'T
for Medically oriented Chiropractic office. Looking for a self starter, motivated individual who is willing to learn, some experience preferred. Part time. Southfield 350-3510

RECEPTIONIST NEEDED for full time position in busy Southfield internist's office. Excellent benefits. Call Pat
358-2319

RECEPTIONIST - Mature, dependable person to work full time in Pediatric Department. Medical reception experience required. Call Peter at 534-0400.

RECEPTIONIST/SECRETARY
Mature person wanted for doctor's office in Troy part time. Typing, telephone and bookkeeping. Available immediately.
680-0467

RECEPTIONIST, Mature, responsible individual for patient oriented optometric practice in Troy area. Full or part time with some evenings & Saturdays required. Call 421-5454

RECEPTIONIST/SECRETARY
Part time with medical experience. Start immediately. Troy area. Call after 2PM
689-2900

RECEPTIONIST for OB-GYN office. Two front desk positions available, 1 full time Farmington Hills area, 1 part time Canton area. Experienced with all insurance billing. Filing a must. Non-smoker. Please call
Mrs. Burton 353-9465

RECEPTIONIST/BILLER
For medical office in Dearborn. Experienced in scheduling appointments, billing and pegboard. Send resume to Box 950, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Having Flower Shop Internist is seeking a full time Receptionist. This position requires the applicant to work flexible hours. A minimum of 1 year receptionist & computer experience preferred. Interested applicants can contact: Sandy Fisher, at 656-2820.

HENRY FORD HOSPITAL
515 Rochester
Rochester, MI 48063
Equal Opportunity Employer M/F/H

REGISTERED NURSE
MIDNIGHT SUPERVISOR
RN with recent medical/surgical clinical experience for full time position as Midnight Supervisor in our 230 bed skilled care facility.
We offer:
● Award winning care for the aged
● Focus on rehabilitation
● Scholarship/tuition programs for employees
● Excellent wage/benefit package
Please apply at:
WESTLAND
CONVALESCENT CENTER
36745 Ann Arbor Trail
Westland, MI., 48185

REGISTERED NURSES
EXPERIENCED
Full & part time openings exist for experienced RNs in the following areas
● Critical Care Units
● Step-down units
● Medical/Surgical Units
● Eve. & Midnight shift
Excellent, revised salary and benefit package offered. Call 464-4600, ext. 2314, to arrange for an interview
St. Mary Hospital
36475 5 Mile Rd.
Livonia, MI 48154

REGISTERED NURSES
Needed at Northville Regional Psychiatric Hospital. Charge Nurses are needed for the afternoon & midnight shifts in the programs for: Young Adult, Mentally Ill, Chemical Dependent, Pre-Placement & Extended Care.
Salary $30,359
Michigan Civil Service benefits include paid vacation, holidays, sick leave and 5% shift premium. Insurance & retirement plan are available.
Please call Mrs. Dixon F'H at 313-348-1800, ext. 231 for more information.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

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 afternoon.
● LABOR AND DELIVERY - Contingent and full time afternoon or midnights.
● MEDSURG - 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 in a caring, supportive environment provides for C.E.U. accredited courses, 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. 424-3900.
PROVIDENCE HOSPITAL
Employment Office
16001 W. 9 Mile Road
Southfield, MI. 48075
An Equal Opportunity Employer

REGISTERED NURSE
With experience to work part time weekends at specialty surgical hospital in Southfield. For appointment call Nursing Director at
557-3350, ext. 175
STRAITH MEMORIAL HOSPITAL

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

RN
Join the Nursing Team of the Future. We have full time positions available, on 3pm - 11:30pm shift, in a modern skilled Nursing facility. Competitive wages & benefits. Contact: D. Hall, RN DON, University Convalescent, 28550 Five Mile Rd. 427-5270

RN OR LPN - Care for young man in nursing home. Days: Mon. & Fri. & alternate other weekend. Birmingham area. Call after 4pm. 464-5678

RN'S - AIDES
Day & PM Shifts - Full Time. Part Time - Midnights. 102 bed nursing facility in Birmingham. Benefits. 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 accept skills for MEDSURG and Specialties in several large hospitals - Eastside, Westside and Downtown. We offer competitive pay and benefits. We will work hard to help you get exactly what you want, where you want it. Call Monthru Fri. 9am-5pm, ask for Cathy.
STAFF BUILDERS
HEALTH CARE SERVICES
Livonia 425-8367
Southfield 557-8600

RNs
CCU
Large Ann Arbor hospital has CCU positions available now. Afternoons/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!

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

RN'S/LPN'S NEEDED
part time afternoons for home care for child, Westland area.
Medical Care, Inc
656-1688

RNS & LPNS
We need caring nurses for limited number of staff positions, both part time and full time. Must show genuine interest in Geriatrics. Apply Mr. Vernon Nursing Center, 26715 Greenfield Rd., Southfield, 557-0030.

502 Help Wanted Dental-Medical

RN'S
MED/SURG
Large Ann Arbor hospital has MED/SURG positions available NOW. Afternoons/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 STAFFING
COORDINATOR/
SUPERVISOR
Must have nursing agency experience. For interview, send resume to P. O. Box #7091, Starling Heights, MI., 48077.

RNS - WEEKENDS
Day shift, big bucks. Call Doctor of Nursing. Four Chaplains. 261-8500

SOUTHFIELD Diagnostic Medical lead manufacturer has a full time opening for someone with a strong background in Chemistry, at least 2 yrs. college chemistry including organic & biochemistry, bio-chemistry is plus, excellent benefits. Call Pat Sonnet: 353-2820

TAKE THIS JOB
AND
LOVE IT
Convert your arts & crafts talents into dollars. Apply your skills to Dental Technology. We will train, no experience necessary. Full and part time positions available. Benefits. Apply in person, 8-5, Mon.-Fri.
MASON DENTAL CERAMICS
12752 Stark Rd., 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. Some Saturday work required. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 415
An Equal Opportunity Employer

VETERINARY TECHNICIAN
or helper wanted for veterinary hospital in Dearborn.
581-8525

WORK START
KEEP YOUR CURRENT JOB & WORK 1-3 SHIFTS A WEEK FOR:
Kimberly
NURSING SERVICE
• RN's, $17/hr
• LPN's, $11.50/hr
• NA's, $3.25/hr
NO FEES, RECENT EXP.
Contact: Jackie Singleton 354-1640

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

504 Help Wanted Office-Clerical

ACCOUNTING & BOOKKEEPING
Part time
Approximately 20 hours per week.
557-6815

ACCOUNTING CLERK
for busy Southfield trucking company. A/P & data entry experience helpful, full time good benefits.
Call Lucy 827-4050

ACCOUNTING
CLERK
TO $22,000
A nice opportunity for you with a well established manufacturing company. Computerized accounting, general ledger experience and some typing. Fee paid. Call 353-2090
AT S.S.P.A. Appointments Available
SNELLING & SNELLING

ACCOUNTING CLERK
Experienced accounting clerk for accounting clerk for suburban location. Salary commensurate with plus benefits. Call Don Hummer 649-5533, or send resume to: C & T Technical Services Corp., 2321 W. Big Beaver, Suite 206, Troy MI 48084.

ACCOUNTS RECEIVABLE CLERK
Southfield Insurance office needs a dependable person to handle accounts receivable and other related support duties. Must be able to type & run calculator well and enjoy working with numbers. If qualified, in all areas, please call
MIDWEST BENEFITS
569-9700

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Troy corporation needs a full time experienced person to process transportation jobs, invoices, check's, purchase orders & maintain ledgers. Full benefits. 879-1920 ext. 427
An Equal Opportunity Affirmative Action employer

Accounts Payable
Supervisor
A multi-national service company in the N. Woodward area is seeking an experienced A/P Supervisor in its corporate accounting dept. Individual must have 2 years accounting/supervisory experience, automated A/P experience preferred, 2 years college level business courses required, good math & written communication skills. Please send resume & salary history in confidence to: Supervisor, Box 611, Bloomfield Hills, MI. 48303.
Equal Opportunity Employer M/F/H

ACCOUNTS RECEIVABLE
Company in Farmington Hills is looking for a full time accounts receivable person to handle the customer invoicing for a high volume, multi company organization. Should have good typing skills and computer experience. Call
477-3810

ACCOUNTS RECEIVABLE CLERK
for Southfield advertising agency. Must have accurate math & typing skills, job costing, client invoicing, cash receipts & computer data entry experience. Excellent benefits for mature person. Send or detail work, Advertising Agency experience a plus.
557-8344

ACCOUNTS RECEIVABLE/
GENERAL OFFICE
Reliable individual needed for entry level position with fast paced Southfield firm. Good math skills & accurate typing required.
Call 355-2400 ext. 222.
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
$625 to $650 Hr. Rapidly expanding firm seeks bright beginner willing to learn, diverse & challenging position requires 1 yr. experience & excellent to computers. Great benefits & lots of room for advancements.

LEASING SECRETARY - $17,000
Top notch developer looking for that special someone with outstanding communication skills, good math, a Shorthand a must, along with ability to meet deadlines & deal with fast paced office.

GENERAL OFFICE - $11-$12,000
Troy based CPA firm seeks bright beginner in tax dept. Light typing & computer/data entry experience a must. Willing to train. Great offices & room to advance

SALES SECRETARY - $14-$16,000
Rep firm seeks Jill Friday to handle busy office. Previous rep exper helpful a plus, data input & attention to detail a must. Benefits include life insurance. Looking for a team player who wants to be challenged.

ALL POSITIONS FEE PAID
CALL SHERI HILL
FOR IMMEDIATE INTERVIEW
AMERICAN
PERSONNEL 553-2444

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

ACT NOW
TYPISTS &
WORD PROCESSORS
We need you for immediate assignments. Call
425-TEMP
STAFF BUILDERS
Temporary Personnel
32115 Plymouth Rd., Livonia
No Fees ECEM/F

AD AGENCY/RECEPTIONIST
Fast-paced ad agency seeks a bright, energetic person with good phone voice and efficient typing skills to open the secretarial/receptionist duties. For immediate consideration, call Personnel Manager
540-0360
Or send resume to: Personnel Dept. 2007, Bloomfield Hills, MI 48303.

AD AGENCY
SECRETARY
A large well known agency has an opportunity for you in their Account Services Department. Good all around secretarial skills and experience for this. To $17,000, fee paid. Hurry! Call Bernice at 353-9600.
After 5 PM. Appointments Available
SNELLING & SNELLING

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Mental health clinic, Northland area. Previous office experience & excellent typing required. Challenging position. Resume to P.O. 326, Southfield, Mich. 48037

ADMINISTRATIVE ASSISTANT/Receptionist. Office clerical experience required. Typing & vehicle a must. Must be bright with great attitude 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 and secretarial skills. Must be detail-oriented. Send resume to: P. O. Box 300, Southfield, MI 48037 353-3311, Ext. 217

ADMINISTRATIVE ASSISTANT-
need good 10 key, math skills, type 35 WPM, & good phone manner. Manufacturing, facility administrative office at Plymouth/Southfield Rds. 8:30-5. 11-15 weeks. $6/hr. Send resume by Oct 10 to CAAA, HR Director, PO Box 4531 Troy, 48007

ADMINISTRATIVE
ASSISTANT
Growing division of an international company will appreciate your word processing and organizational experience. Salary commensurate. Fee paid $16,000 to start. Call now 353-2090. After 5 PM. Appointments Available
SNELLING & SNELLING

ADMINISTRATIVE - secretary for large troy corporation, type 60 wpm shorthand 60, word processing helpful but will train, temporary to go permanent. Salary $20,000

BOOKKEEPER - F/C for large Troy advertising agency. Payroll taxes, financial statements, temporary to go permanent. $22,000

GENERAL - office person, type 60 wpm, for Troy corporation, general office skills, good telephone manner, excellent communication skills. Temporary to go permanent. $16,000

NEVER A FEE
Free word processing taught in our offices on IBM PC & Burroughs B25

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

ADMINISTRATIVE ASS'T - B'HAM
To $23,000
ADMINISTRATIVE ASSTANT
Shorthand 100 plus - To $24,000
ADMINISTRATIVE SECY
To $20,000
CUSTOMER SERVICE REP
Bilingual Spanish DOE
LEGAL SECRETARY
To $20,000
LEGAL SECRETARY
Shorthand 100 - To $22,000
SECRETARY - SOUTHFIELD
Shorthand 80 - To $18,000
SECY - SHORTHAND 70-80
To $15,600
PERSONNEL ASS'T
$18,500
GENERAL OFFICE - TYPE 40
$12,000
WORD PROCESSOR
To $16,500
ALL FEES PAID
B. HANS BECKER
ASSOC. INC.
EMPLOYMENT SERVICE
964-5300

ALL
Senior Typists
Word Processors
CRT Operators
New Office
Top pay in Troy, Livonia, Novi Hills, Rochester, Pontiac, Bloomfield Hills areas. Call today.
Somebody
Sometime
Temporary Help
1411 N. Woodward
334-1700

A FARMINGTON based publishing firm needs a bright, energetic, well starter to take on all the in-office responsibilities. "Well organized" is must. Desire to move up into sales is plus. Starting salary $240 per week with quarterly reviews. Call 476-8111

504 Help Wanted Office-Clerical

APPLY
TODAY
HOMEMAKERS:
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

ARE YOU AN EXCELLENT TYPIST? Must have phone manners and name composition. Immediate opening. Southfield area. 354-1695

ASSISTANT BOOKKEEPER
Experienced in Data Entry, accounts receivable, accounts payable and general office work. Send resume to Assistant Bookkeeper, 6655 Chicago, Warren, MI. 48092.

ASSISTANT BOOKKEEPER
Part-time. Birmingham area. Above average skills in typing (45 wpm minimum), math, 10 key calculator & some computer input experience required. If you are qualified & want a 20-25 hr. per week job call 855-8856

ASSISTANT BOOKKEEPER
needed for small auto dealer. Dealer experience helpful, but willing to train the right person. Solid bookkeeping skills thru Trial Balance required. For appointment call:
332-8000

ASSISTANT TREASURER/
MANAGER - (Part Time)
for credit union in Redford. Present hours 2-6pm. 3 afternoons per week. Further experience in all areas of Credit union operations, including General Ledger. Please send resume or history note expected to: Manager, Redford Township Employees Credit Union, 12200 Beech Daly, Redford, Mi., 48239.

ATTENTION CLERICAL WORKERS
Great people with good typing & general office skills for long term assignments. Good pay & Auto Service locations. Call Annette at: Auto Services.
591-1100

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 &
NEVER PAY A FEE
Farmington Hills 855-8910
Southfield 569-7500
Livonia 525-0330
Auburn Hills 373-9904
Detroit 963-2290
Sterling Hgts. 977-5740
Supplemental
Staffing, Inc.
The Temporary Help People

504 Help Wanted Office-Clerical

JOBS
$$$
KIDS BACK IN SCHOOL?
THINKING ABOUT HOLIDAY MONEY?
S.S.I. has openings in your area. Pick your schedule and gain valuable work experience.
• TYPISTS
• DATA ENTRY
• WORD PROCESSORS
• FILE CLERKS
• SECRETARIES
• SWITCHBOARD OPERATORS
NEVER A FEE
BONUSES - PAID VACATIONS
HEALTH CARE AVAILABLE
Farmington Hills 855-8910
Southfield 569-7500
Livonia 525-0330
Detroit 963-2290
Sterling Hgts. 977-5740
Dearborn 565-8060
SSI
SUPPLEMENTAL STAFFING, INC.
The Temporary Help People

504 Help Wanted

A Kelly job
helps finance
your Einstein's future

With a Kelly job, you'll have the chance to earn extra money to spend on your child's future.

Start saving for a college education, or pay for camp, summer school or music lessons. No matter what you want extra money for, Kelly Services can help you earn it.

Data Entry
Secretaries
Typists
Word Processors
Switchboard Operators
Receptionists

At Kelly, we can offer competitive pay, merit increases, vacation pay, bonuses — and the chance to work with some of the best companies in town.

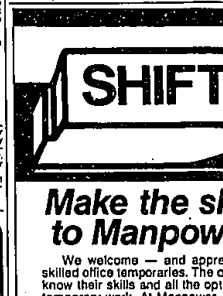
So come to America's number one name in temporary help. A variety of long-term and short-term assignments are available right now. For details, call the Kelly office nearest you:

Bloomfield 642-9650
Canton 981-3130
Farmington Hills 553-7820
Livonia 522-4020
Livonia 522-3922
Pontiac 338-0338
Southfield 352-5220
Troy 362-1180
Westland 729-1040

KELLY SERVICES The Kelly Girl® People

Not an employment agency - never a fee. An equal opportunity employer M/F/H.

504 Help Wanted Office-Clerical



Make the shift to Manpower.

We welcome — and appreciate — skilled office temporaries. The ones who know their skills and all the options of temporary work. At Manpower, you'll get the respect and the assignments you want.

- Free word processing/Personal Computer training. A Manpower exclusive. Cross-training takes mere hours. Learn on the most popular equipment.
- Paid holidays and vacations.
- Life-health insurance.
- Weekly pay at competitive rates.
- Immediate openings available to qualified applicants.
- Referral bonuses.

MANPOWER® TEMPORARY SERVICES

Call any of the offices listed below for more information.

DETROIT	965