502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Birmingham office. Capable, motivated individual to handle family practice, minimal bookkeeping, 2 evenings, 8 Saturdays. Assistant background preferred. Excellent salary & fringes. 644-6520

DENTAL RECEPTIONIST
Are you a warm, outgoing, experienced receptionist familiar with computers, energized by people oriented? If so, our beautiful efficiently run office is looking for a person with initiative to join our staff. Call 420-0424

DENTAL RECEPTIONIST
Livonia office seeks an energetic individual with previous office/secretarial experience. Full time position offers very pleasant surroundings, benefits. No evening hours. 261-7901

DENTAL RECEPTIONIST, full time position for 2 doctor group practice in Livonia. Weekday hours, no evenings, have knowledge of appt scheduling, pegboard & insurance. Must be efficient, happy & caring person. Excellent salary & benefits. Send resume to: Box 864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
PART TIME
Applications now being accepted 10 AM. - 4 PM. Wednesday, at Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia.

DRIVER - FULL-TIME
for busy Livonia Doctors' Laboratory. Mon. thru Fri. & ½ day Sat. Call Nancy. 427-3505

EXRAY TECH - Mammogram and medical assistant experience helpful, full or part-time. 522-8580

FRONT DESK MANAGER
For professional office. Full time, no evenings or Saturdays. Full benefits. Must have excellent interpersonal skills, both in person and on telephone. Send resume, including handwriting sample, to Box 500, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HOLTER SCANNER
Experienced, part time, flexible hours, good pay. Send resume to: ECG Interpretation, P.O. Box 99104, Troy Mi., 48099.

HYGIENIST NEEDED
Full or part time for caring, stress family oriented practice. Flexible hours. Plymouth - Canton area. 459-1950

HYGIENIST
Permanent part time, Southfield area. 557-6187

INSURANCE BILLER
Experienced full time for busy OB/GYN office in Novi. Non-smoker preferred preferable. Please call Mrs Burton 353-8465

LPN NEEDED full time, midnight shift. Competitive wages & benefits. To inquire please call 397-0600
An Equal Opportunity Employer

LPN OR RN
To work in urgent care setting. Afternoons shift. Call 348-8000, Ext. 325.

LPN
Part time with OB/GYN. Experienced. for Livonia Medical Center. Call Mon, thru. Fri. 9 to 4. 261-9300

LPN'S
PART TIME
NURSE AIDES
FULL TIME
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-0172

LPNS - RNS
Livonia Nursing Center
28910 Plymouth Rd., Livonia
522-9370

L.P.N./MEDICAL ASSISTANTS
Medical Weight Loss Clinic has immediate full time opening. Must be familiar with Blood Pressure, Injections, Gynecological Exams, Minor Surgery. Good hourly pay + bonuses. No holidays or evenings. 274-7744

MA OR LPN
To work full time in clinic setting. Internal medicine.
Call 348-8000, Ext. 325.

MEDICAL ASSISTANT experienced in EKG, X-Ray, Phlebotomy. Livonia area. 2-7pm Mon thru Fri. Call 464-9200

MEDICAL ASSISTANT - Experienced, full time. Farmington Area. For general practitioner and OB/GYN office. 476-5330

MEDICAL ASSISTANT
For doctors office in Troy, 2 to 3 days per week. Experience preferred. Call: 879-1119

MEDICAL ASSISTANT & OFFICE SECRETARY
with experience required for internal medicine office. Dearborn. After 5pm, call 678-6579

MEDICAL ASSISTANT (experienced) with typing & transcription skills - A Must. Julie is looking for a busy office. Please send resume: 23000 Greenfield, Suite 210, Oak Park, 48237 or call Debbie, 9am-5pm: 1-800-572-7737

MEDICAL ASSISTANT needed for fast growing Westland Office. Full time. Must be able to work under pressure, adapt to a variety of responsibilities, have a neat appearance and outgoing personality. Send resume to: Medical Assistant, Box 320, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Allergy practice in N.W. Southfield seeking a qualified medical assistant to assist in a fast paced, enthusiastic practice for 16 to 24 hrs. per week. Previous allergy experience preferred. Excellent salary & benefits, respected at time of interview. Send resume to Box 435, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Part time
Apply: Novi Medical Center
41431 10 Mile Road Novi

Medical Assistant
for family practice in Southfield. Billing experience helpful. 356-5273

MEDICAL ASSISTANT, full time. Experienced in insurance billing. Salary & benefits negotiable. Call 10am-5pm. 277-3180

MEDICAL ASSISTANT/Receptionist. Must have pegboard. Typing skills. Computer experience helpful but not necessary. No weekends. Farmington area. 474-2600

MEDICAL ASSISTANT
full time for Farmington Hills doctor's office, needed immediately. Call anytime, Mon thru Fri.: 553-8850

MEDICAL ASSISTANT - part time, to work in clinic that performs vaccinations for Department of Public Health, general OB GYN care. 15-20 hours per week. Must have knowledge of clinical skills. 261-3431

MEDICAL ASSISTANT
full time, also part time for clerk for busy family practice in Dearborn Heights, experienced preferred but not M.A. position. Call Beth 10am to 4pm at 278-7756

MEDICAL ASST - full time. Must know EKG, blood pressure & injections. Benefits & salary negotiable. Farmington area. 476-2420

MEDICAL ASST/RECEPTIONIST
for large out-patient facility. Salary to commensurate with experience. 422-7611

MEDICAL BILLER
Must have medical billing experience for Surgeons' office. Minimum 1-2 years current experience necessary. Salary $14,500-$18,000 and paid Blue Cross. Fax resume to:

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL LAB technician -ASCP, Hematology, Coagulation, chemistry & Ria experience, part time. Southfield. Call 557-6660 ext 219

MEDICAL OFFICE MANAGER
To $20,000. Warren area. Prestigious group needs person experienced in medical billing, accounting, computers. Supervisory experience helpful. Call Eleanor at 464-0909.
SNELLING & SNELLING

502 Help Wanted Dental-Medical

MEDICAL BILLING
Our Department of Patient Accounts has full time, day shift clerk positions available to be directly responsible for in-Patient Billing.
Qualified candidate must possess a minimum of 1 year hospital billing experience to include credit and collections, UB-82 third party payor billing and experience with mechanized billing systems. Must be able to type 35 wpm., accurately.
Excellent salary and benefits. Please send resume to:
PROVIDENCE HOSPITAL
Employment Office
16001 W. 9 Mile
Southfield, Mi., 48075
An Equal Opportunity Employer

MEDICAL INSURANCE BILLER
Full and part time positions available in Birmingham dermatology office. Experience needed in Blue Cross, Medicare and other insurances. 540-1220

MEDICAL INSURANCE BILLER
Experienced. Part time position, 20 hrs. per week. Bloomfield Area. Call 626-3722

Medical Insurance Billers
Looking for experienced hospital and physician billers for permanent full-time positions in the Metropolitan area. Must be familiar with UB82 and/or 1500 form, as well as medical terminology. Accurate typing skills desirable. Please send cover letter and resume to: Box 468, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Office Clerical Positions
Looking to learn, expand or utilize current medical office skills? We have temporary jobs (long-term & short-term) available in doctors' offices and hospitals. Possible duties include reception, typing, filing, data entry, billing, transcription, as well as other clerical functions. No fees for temporary placement services. Call for interview or information.

Temporary Professionals
24100 Southfield Rd., Suite 315
Southfield, MI 48075-2819
443-5590

MEDICAL OPENING - 8Thour, No experience needed.
Call Today 557-1200
FEE PAID $75 JOB NETWORK

MEDICAL RECEPTIONIST - Experienced. Afternoons and evenings, full or part time. Troy Beaumont Medical Building. 679-5570

MEDICAL RECEPTIONIST - Pediatric office. 2 days per week. Troy Area. Call after 6pm 646-7254

MEDICAL RECEPTIONIST
Southfield area. Experienced. Full-time position; must work one (1) evening. Call 10am-4pm. 353-7140

MEDICAL receptionist/Transcriptionist - experienced for Cardiology office. Full time. Mon thru Fri. Southfield. Excellent benefits. 569-4232

MEDICAL RECEPTIONIST
Doctor's office, Birmingham area, has immediate full time opening. Excellent working conditions & fringe benefits. Call Mon thru Thurs for interview appointment 646-3131

MEDICAL RECEPTIONIST
Must have experience in either medical or podiatry office, knowledge of medical terminology needed. Must be energetic & hard worker - dependable. Call 478-1024.

Medical Records
Medical Records Technician - contingent position available to work on an as-needed basis. Associate degree Medical Record Science required. Accreditation from AMRA, ART required.

MEDICAL RECORD CLERK III - part time position available. Sat., & Sun., 8 AM. - 4:30 PM., and one half day Monday. Must have 1 year related experience to have included use of medical terminology. Demonstrated 35 wpm., accurate typing speed required.

MEDICAL RECORD CLERK II - Full time afternoon and midnight shift. 2200 Greenfield - Contingent 2 days AM., or call Debbie, 9am-5pm: 1-800-572-7737

MEDICAL RECORDS ANALYST - Full time, day shift position. Must have Associate Degree in Medical Records Science, Member AMRA, ART.

Qualified individuals able to meet schedule requirements may apply Mon. - Thurs. 9 AM. - 2:30 PM., Employment Office. Typing tests will be administered at time of application.

PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.,
Southfield, Mi., 48075
An Equal Opportunity Employer

MEDICAL SECRETARY or Receptionist, Internal medicine practice, needed for doctor's office in Troy, full or part time. Call for interview. 528-9010

MEDICAL TELE-MARKETING
Lasco Diagnostics, Inc. a young & aggressive Southfield based manufacturer of diagnostic kits is supplementing its direct sales effort with a tele-marketing program. Ideal candidate should be a Med Tech with R.I.A. experience & must possess excellent communication skills. Two positions will be filled. Full time. Excellent benefits.
Call between 9am - 12 Noon, ask for Personnel. 353-2630

MEDICAL TRANSCRIPTIONIST SECRETARY - Full time. Experienced. For busy orthopedic office. Dependable, typing 70 wpm. minimum. Benefits available. Call 644-3920

MEDICAL TRANSCRIPTIONIST
RECEPTIONIST needed for a 1 physician office in Birmingham, full time. 647-7280

MEDICAL TRANSCRIPTIONIST
Immediate openings for medical transcriptist. Minimum 3 months experience. Top wages. Call Ms. Jennings Mon thru Fri 9-5 for appointment.
549-3380

MEDICAL TYPIST experienced. Pay commensurate with experience. Birmingham area. 433-3510

NURSE AIDE
ALL SHIFTS
Previous experience not required. Starting rate $3.75 per hour, 90 days, $4.30 per hour. Apply in person only:
NIGHTINGALE WEST
NURSING HOME
8365 Newburg Rd.
Bet. Warren & Joy
Westland

NURSE AIDE for Adult Day Care Center. Must be a caring person & experienced. Transport and care for the elderly. Call 737-6062

NURSE AIDES
Earn up to $5 hour. Staff relief positions available in Farmington area nursing home. All shifts. Must have 1 year experience as an Aide with reliable transportation. Call:
Focus Home Care. 968-0620

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

502 Help Wanted Dental-Medical

NURSE AIDES
Immediate openings on Midnight Shift, 12-4am. 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
PART TIME/FULL TIME
ALL SHIFTS
Camelot Hall
Convalescent Center
35100 Ann Arbor Trail
Livonia, 522-1444

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 AIDE - 3pm-11pm shift. Experienced preferred, but not necessary. $4 hr. for inexperienced & $4.50 for experienced. Apply in person: Plymouth Hill Manor, 520 W. Main, Northville.

NURSE ASSISTANTS
Dependable, caring people needed in all shifts. Experience preferred but will train. Good wage & benefit plan. Apply in person, University Convalescent & Nursing Home, 28550 Five Mile Rd., Livonia, Mi.

NURSE or Physician's Assistant, for busy pediatric office. Experience required. Call 642-5437

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

NURSES AIDES
Want to use your Nursing background? Become a foster parent for mentally handicapped child with mental retardation. Work in your own home and earn $300 per month plus $480 per month room & board expenses. Prefer homes with first floor bedrooms. Call Homefinder,
Oakland County 332-4410
Wayne County 458-8880

NURSES
Full & part time available on the evening shift. Farmington area. Call Betty at 477-7373

NURSING ASSISTANTS
Experienced or will train. Excellent benefits package. Apply in person:
Middlebelt-Hope Nursing Center
35410 Cherry Hill, Westland
or
Middlebelt Nursing Center
14900 Middlebelt Rd., Livonia

NURSING
ASSISTANT
Part time and contingent positions immediately available to work as a Nursing Assistant in a variety of clinical areas. Qualifications include a minimum of 6 months recent nursing assistant experience in a hospital setting or completion of medical-surgical clinical rotation as part of an accredited nursing program. Excellent salary, differentials including shift differential and weekend premium. Apply Employment Office, Mon. - Thurs., 9 AM. - 3 PM.
PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.,
Southfield, Mi., 48075
An Equal Opportunity Employer

NURSING
SUPERVISOR
Afternoon Shift
CAMELOT HALL
35100 Ann Arbor Trail
Livonia, MI 48150
522-1444

OPHTHALMIC TECHNICIAN
Midnight Eye Institute, Southfield area. Experience preferred. Send resume to: Box 444, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTHALMIC ASSISTANT
Full time. Some medical duties in busy medical center. Experience preferred, but not necessary. Call 348-8000, Ext. 325.

OPTICAL DISPENSER
Part time. Friendly office.
W. Bloomfield 851-0610

OPTICAL STYLIST
Plymouth, part time. Will train. Call 453-5194

OPTICIAN - Part time. No Saturday or evening hours. Plymouth/Canton area. Send resume to: Box 442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC ASSISTANT
Full time position in Birmingham area. Excellent salary and benefits. If you are experienced, don't miss this opportunity. Call Ann at 642-8220

ORTHODONTIC LABORATORY TECHNICIAN
Full time - excellent salary and benefits. Charside experience helpful. Birmingham. 647-0696

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

PHYSICAL THERAPY ASSISTANT
Full time days, neurodevelopmental approach. Degree required. Experience with TBI preferred. Salary negotiable. 737-2373

PROGRESSIVE, quality, general dental practice, including orthodontics, needs a warm, caring, chairside assistant to be part of our team. Prefer some orthodontic experience, but will teach. Full time position. Southfield.
Call 557-1200

PATURE RECEPTIONIST for busy pediatric office. Pegboard and insurance experience required. Call 642-5437

RECEPTIONIST - Busy Southfield Ophthalmologists office looking for responsible, pleasant receptionist, full time. Prefer someone experienced in Blue Shield, Medicare, Medicaid, CRT. Send resume to box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - FULL TIME
For oral surgery office. Experience necessary. Farmington Hills area. Call: 553-3280

RECEPTIONIST, mature, medical office, full time, 4-day week. Knowledge of Blue Cross billing necessary. Call 10AM-4PM. 261-4570

RECEPTIONIST
Full time for busy OB/GYN office in Novi. Experienced preferred, benefits available, non-smoker. Please call Mrs Burton 353-8465

RECEPTIONIST
Part time for Plymouth Chiropractic office. Varied duties. Must be clean, neat, pleasant & able to handle stress and personality. Typing required. Call 458-6200

RECEPTIONIST/PARTS TIME
Must be energetic and responsible. Mon. thru Fri., 4-7:30 pm., Sat., 8:30 till noon. Apply Lawrence Cycle, 31930 Northwestern Hwy., Farmington Hills.

RECEPTIONIST
ASSISTANT
Phone, appointments, some typing in doctors office. Escort doctor and take notes. Medical office experience necessary. Visual field experience preferred. Suburban NW area. Salary $12,480 to start. Fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

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:
- Trend setting care for the aged.
- Focus on rehabilitation
- Scholarship/tuition program for employees
- Excellent wage, benefit package.

Please apply at:
WESTLAND CONVALESCENT CENTER
36137 W. Warren
Westland

502 Help Wanted Dental-Medical

REGISTERED NURSE
FULL TIME AFTERNOON SHIFT
Are you a clinically competitant nurse desiring a change? A nurse who has already specialized in geriatric nursing as a specialty? Our 230 bed skilled facility offers:
- Trend setting care for the aged
- Focus on rehabilitation
- Scholarship/tuition program for nurses
- Excellent wage, benefit package.

Please apply at:
WESTLAND CONVALESCENT CENTER
36137 W. Warren
Westland, 48185

REGISTERED NURSE
Day Shift, 8am-4pm. Full-time Charge Position, 104 Bed Nursing Facility. Good salary & work environment. Call for appt. 261-4800
St. Jude Convalescent Center

Registered
X-Ray Technician
Wanted for every other weekend, afternoons. Call for further information:
OAKWOOD HOSPITAL
Canton Center 459-7030

PART TIME RELIEF RN OR LPN
Pediatric practice in Southfield. Call between 8:30am-5pm daily, 557-6660 ext 219

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, Inner Joy Rd. 261-5300.

RN - Days, full time & part time. Church related Care for North West Detroit nursing home. Experienced in long term care preferred or willing to learn. Competitive wage & benefit package. Apply in person or call Mrs Hinz DON, Detroit Lutheran Home, 10 W. Outer Dr., 10-2pm Mon-Fri. 835-1700

RN, LPN & CMA'S
for in-home insurance physicals. Schedule can be flexible. Mobile insurance helpful. Residents of Rochester/Troy, call 9-5pm. 775-4133

RN
Nation's leading provider in long term health care is seeking an RN day shift Supervisor. Excellent supervisory and management skills are required. Excellent wage and benefit package. Contact:
L. McMASTER
WALTON TOWNE LIVING CENTER
4427 Venoy, Wayne, MI 48184
729-0857
An Equal Opportunity Employer

RN's
Be in control of your own life, schedule your working hours as well as your leisure time
- PAID ORIENTATION
- HEALTH CARE BENEFITS
- $100 RN REFERRAL BONUS

We need your skills for MED/SURG and Specialties in several large hospitals in Eastern, Western, 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 Mon. thru Fri. 9am to 6pm, ask for Cathy.
STAFF BUILDERS
HEALTH CARE SERVICES
Livonia 425-8367
Southfield 557-8000

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

RNs-LPNs
Full & part time supervisory positions available for day, afternoon & midnight shifts in long term care facility. Excellent wages & benefits.
Contact: Sandra Ward RN, Director of Nursing, University Convalescent & Nursing Home
427-8270

RNs & LPNs
Home Health Aides
Homemakers
Live-In Companions
Job opportunities available. Use your nursing skills in home health care. Fully-paid life and health insurance. Top salaries and incentive program. Education and sick bonus pay program. Call:
PROFESSIONAL MEDICAL SERVICES
(Affiliated with Saint John Hospital)
Two locations to serve you:
Harper Woods
343-4357
Troy
828-7820
An Equal Opportunity Employer

RN'S
Staff nurse positions available at Northville Regional Psychiatric Hospital. Excellent working conditions. Civil Service. Shift premium of 5% straight time is paid for after-noon & midnight shift.
CONTACT PATRICIA CLARK
PERSONNEL OFFICE
York Woods Center
3501 Willis Rd.
Ypsilanti, Michigan, 48197.
313-481-2696
An Equal Opportunity Employer

SECRETARY - with excellent typing skills & dictaphone experience, shorthand a plus. Good benefits and medical experience. Applicants must be self-motivated, possess organizational skills. Salary & benefits negotiable. Send resume to Box 432, Southfield, MI 48037.

SOUTHFIELD Medical/Legal Office, full time general clerical position including typing, filing, and other duties as required. Salary commensurate with experience. Call Mrs. Harrison 651-9200

SWITCHBOARD OPERATOR
Light Clerical duties, full time. Calgology office located in Southfield. Call Mrs. Harrison 651-9200

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

TROY DENTAL OFFICE
Seeks mature individual for Front Desk Receptionist & Patient Coordinator. Excellent salary & benefits. Previous experience helpful, but will train. Should have good math skills, 20 hrs. the week to start, will increase.
Call 528-0700

TWO LPN'S needed - 8am-4pm & 4pm to midnight. Nursing aides for days & afternoons for 81 bed nursing home in Southfield. Contact Director of Nursing 557-3033

X-RAY TECHNOLOGIST - full time, must be registered or registery eligible, to work in nursing homes with mobile x-ray company. Call Mon thru Fri., 9am-2pm. 559-9657

X-RAY TECHNOLOGIST
(REGISTERED)
To perform routine x-ray procedures as needed. Private secretary duties will be on the day shift.
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

TECHNICIAN proficient with echocardiography, Holter monitor, exercise testing. Formal training or experience required. 258-2218

$5. PER HOUR
NURSE AIDES ON CALL
For small basic nursing home in Plymouth 453-3983

504 Help Wanted Office-Clerical

ACCOUNT EXECUTIVE
Seeking career minded account executive for long term opportunities & growth. Candidate must have a duttry or sales related experience. Insurance background preferred. Please send resume with cover letter to: Clarence Business Interiors, Inc. 29355 Northwestern Highway, Southfield, Mich. 48034.
Attn: Sales Manager.

ACCOUNTING CLERK for fast paced accounting office. Must be quick & accurate. Prior Experienced only. Grand River/8 Mile area.

ACCOUNTING CLERK
General accounting, receivables, entry level positions. Must be a High School Graduate, Associate Degree education or experience preferred. Salary commensurate. P.O. Box 387, Wayne, Michigan, 48184.

ACCOUNTING DEPARTMENT
Small-minded office needs person with full accounts payable. Must be highly motivated, analytical, possess good communication and Math skills and able to operate a 10 key calculator. Accounting or CRT education or experience required. Mortgage background helpful but preferred. Must be willing to work some overtime. Please send resume or call for an application. Mortgage One, Inc., 7125 Orchard Lake Rd., Suite 200, W. Bloomfield, Mi., 48033. 855-6110.
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Computer Payable System. Please send resume to: Linda Lantzer/pers. N. 2100 Woodward.
Bloomfield Hills, Mi. 48013

ACCOUNTS PAYABLE
PLYMOUTH. Good experience. $15K min. Full benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

ACCOUNTS
PAYABLE
$16,000 FEE PAID
Suburban location, great benefits, and lots of competitive pay. 643-5900
SNELLING & SNELLING
OF TROY

ACCOUNTS Payables/Receivables - experienced for beautiful offices in Bloomfield Hills.

IBM PC OPERATORS - with Multi-Mate or WordStar background needed for Birmingham and Southfield areas.

DATA ENTRY CLERK - long and short term assignments available for experienced Data Entry Operators in the Southfield, Farmington Hills and Birmingham areas.

LANIER OPERATOR - short and long term assignments for experienced word processors.

PAYROLL CLERKS - secretarial skills and 6 months or more NDI experience for this top paying assignment in Southfield.

ONE PERSON OFFICE - needs good all around Secretary with shorthand and plus long term position in Royal Oak.

Ask about our exceptional benefit package and free word processing training.

ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 586-5610

RenCen, Detroit 567-0050
Auburn Hills 377-4800

ACCOUNTS RECEIVABLE CLERK
Full-time. Medical Equipment Billing Office; to assist in various 3rd Party Reimbursement procedures. Will train. Apply in person: Attention: Ms. Lynn Kaplan, 15244 Michigan Ave., Dearborn, 48126, (E. of Greenfield).

ACCOUNTS RECEIVABLE Payable, computer, familiar with IBM PC, Lotus WS. Southfield area 559-5587

ACCOUNTS RECEIVABLE/Medical Insurance - Must have good typing skills. Send resume to: Box 534 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK
for small manufacturer located in Birmingham. Data entry, telephone & typing intensive position. Must have best benefits & work environment. Salary commensurate with experience. Mail Resume to P. O. Box 822, Birmingham, MI., 48012.

ADMINISTRATIVE ASSISTANT
Statewide Arts Organization seeks person with good organizational & communication skills. Must have Background in the Arts - A Plus!
Call 352-3352
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Vice President of Development of large International Troy Corporation. Salary: 19K
Call Doreen. 646-8500

ADMINISTRATIVE ASSISTANT
for Construction Co. Experience required. Good math & bookkeeping necessary. Send resume & salary requirements to: P.O. Box 2646, Livonia, MI 48151.

ADMINISTRATION ASSISTANT
Entry level position available for a fast growing service company. Candidate will handle telephone traffic, coordinate and secretarial skills. Must be detail-oriented, accurate & neat.
P. O. Box 300, Southfield, MI 48037
or call 353-3311, Ext. 217

ADMINISTRATIVE ASSISTANT -
Small, growth oriented, a national insurance company. Skills should include typing, Mastercard, telephone manner, ability to work well with people. Word Perfect, Lotus, Computer skills helpful. Farmington Hills area. Please call between 9am and 3pm. 851-1501

ADMINISTRATIVE
RECEPTIONIST
$13-$15,000
FEE PAID
Large company working with Executive Search firm for advancement. Good benefits. Call 399-3450.
SNELLING & SNELLING

ADMINISTRATIVE
SECRETARY
$16,000 PLUS!
FEE PAID
Benefits! Choice location! Interesting job! Communication skills, good secretarial skills required. Call 399-3450.
SNELLING & SNELLING

ADMINISTRATIVE SUPPORT
Large suburban-based HMO seeks individual for an Administrative Support Position. Incumbent should have a good demonstrated measure of personal tact, integrity, judgment & initiative. Excellent typing (55-60 WPM) & figure aptitude. IBM word processing experience preferred. Excellent salary & benefits. Respond, in confidence, to:
Manager, Admin/Ops.
P.O. Box 222
Southfield, MI. 48037
An Equal Opportunity Employer

ADMINISTRATIVE ASST - will be working on special projects with other Fortune 500 companies. Long term assignment

ACCOUNTING CLERK - for Birmingham company. Must be able to do journal entrys on IBM PC - part time position

SECRETARIES - for Wayne manufacturer. Detail oriented persons for long term projects.

MGM
Office Services
474-7786

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASST.
A growth architectural/engineering firm is seeking an experienced individual to fill a position providing administrative support for senior executives. Successful candidate possesses an typing/word processing skills, accounts receivable/payable experience, strong organizational ability, written communication skills & shorthand skills desirable. Previous experience with architectural/engineering firm a plus. Salary commensurate with experience. Send resume with salary requirements to: Hoyem-Basso Associates, 5600 Crooks Rd., Suite 200, Troy, MI. 48098. Attn: A. M. Warner.
An Equal Opportunity Employer

AFTERNOON office assistant to answer phones & file. Hrs. 4-8:10pm 3-4 days per week. Must be neat & able to speak. Southfield area. Call between noon - 4pm 356-3799

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

ALL WE
NEED IS YOU!
Your skills are urgently needed for a wide variety of assignments.
Secretaries
Receptionists
Word Processors
Immediate Openings
Designed
to fit your schedule
CALL TODAY
353-4420
Personnel Pool
NEVER A FEE

APPLY
TODAY
We have all kinds of clerical positions available in your area.
- GENERAL OFFICE
- TYPISTS (45-50wpm)
- DATA ENTRY
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES

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Somebody
Sometime
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SECRETARIES
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OPERATORS
DATA ENTRY
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$6 to $8 HR.
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OPPORTUNITY
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BILLING CLERK/RECEPTIONIST, part time. Flexible hours. Accurate typing & math a MUST, ideal for student who appreciates your single skills. $16,000 to start with fantastic benefits. Fee paid. Call Sharon Lewis 1-4pm 522-2912

CLERK/TYPIST
Legal firm located in Birmingham has immediate opening for clerk typist with minimum speed of 35 WPM, word processing experience helpful. Full time position with excellent benefits. Call for appointment.
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15930 Michigan Ave., Dearborn, Mi.
W. of Greenfield
943-4800

CLERK TYPIST
Livonia area, minimum 1 year office experience. Computer experience helpful. Start immediately. Call Sharon Lewis 1-4pm 522-2912

CLERK/TYPIST
Legal firm located in Birmingham has immediate opening for clerk typist with minimum speed of 35 WPM, word processing experience helpful. Full time position with excellent benefits. Call for appointment.
FIRST DEARBORN, F.A.
15930 Michigan Ave., Dearborn, Mi.
W. of Greenfield
943-4800

CLERK TYPIST
Livonia area, minimum 1 year office experience. Computer experience helpful. Start immediately. Call Sharon Lewis 1-4pm 522-2912

CLERK/TYPIST
Light typing, filing & other misc. Clerical duties for our Livonia Headquarters in Northwest Detroit metropolitan area. PROFIT SHARING, BENEFITS, FULL MEDICAL COVERAGE. Previous experience preferred but not mandatory. Send resume in confidence to:
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(30 hours, $9 Hr.)
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