502 Help Wanted Dental-Medical

Education Coordinator
Surgery

Excellent opportunity for an administrative, technical, support professional who has experience in program development, recruitment, employee & public relations. Position reports to the Physician Director of Surgical Education.

Responsibilities will include:

- Assisting in the research, writing, & revising of articles for department use or publication.
- Extracting data from medical charts, conducting research, instructional software & analyze data and report results.
- Handling correspondence in request for information by internal departments & external agencies.
- Providing support to the Director of Surgical Education, surgical residents and attending surgical research and educational conferences.
- Coordinating the surgical residents schedules and surgical assistant program by hiring, scheduling, handling personal problems, etc.

Requirements:

- Bachelor's Degree in biology, education or related field of study with knowledge of medical terminology.
- One year or more of experience in scientific research, administrative/technical support and/or educational activities which are comparable to job responsibilities.

We offer a good salary and attractive benefits package please apply in person or send resume in confidence to:

Mount Carmel Mercy Hospital
Employment Services Department
6071 W. Outer Drive
Detroit, MI. 48235

Equal Opportunity Employer

HYGIENIST - PART-TIME
Perfect for the mother/homemaker schedule. South Lyon family practice. Call: 437-8301

IN-SERVICE COORDINATOR
Bio-Medical Applications of Livonia accepting applications for full-time In-Service Coordinator. Requirements: ML Licensure, Dialysis experience, and Cardiopulmonary Skills. Competitive Salary, Tuition reimbursement, 401K Pension Plan, 3 days, Disabled candidates, call: Linda Lundquist 261-4800

INSURANCE BILLER for busy OB/GYN office. Medical insurance experience helpful. Benefits available. Full time position. Call: 348-2400

LPN
Full time for afternoon shift, 4PM-Midnight. Small nursing facility. St. Jude Convalescent Center, 34350 Ann Arbor Tr., Livonia. For interview call: 261-4800

LPN NEEDED
Part time for small basic nursing home in Plymouth. 453-3983

LPN OR RN
To work in ambulatory care setting. Afternoon shift. Call 348-8000, Ext. 535.

LPN's for afternoon & midnight staff relief. Wayne area.
Call United Home Care
459-5141

LPN'S
PART TIME
For 55 bed facility. Apply in person:
Mayfair Manor
15475 Middlebelt, Livonia
427-9175

LPNS - RNS
Livonia Nursing Center
29910 Plymouth Rd., Livonia
522-0570

LPN TEAM LEADER
Afternoon shift - full or part time. Apply within: Forest Hills Convalescent Center, one block S. of 8 Mile Rd. on Middlebelt.

MA OR LPN
to work full time in clinic setting. Mehmet Trivel.
Call 348-9000, Ext. 325.

MASTERS PREFERRED
NURSE EDUCATORS
Seeking RN's with degreed nurse educators to be teacher consultant in the areas of staff development and for a national nursing board preparation center. Salary based on individual background.
For more information, contact Debbie or Kristyn at 569-5220

MEDICAL ASSISTANT
part time, Livonia doctors office. 427-8222

MEDICAL ASSISTANT
for Warren Doctors office
Experienced
7591100

MEDICAL ASSISTANT
for busy Podiatry office. Experience preferred, but willing to train. Call 425-5218

MEDICAL ASSISTANT - Part-time for busy Medical Clinic in Ann Arbor. Primarily evening hours and some weekends. Call 971-7684

MEDICAL ASSISTANT - Part time, Saturdays/evening, for doctors office. Experienced only. Call Dolores, Full-time, Benefits, Farmington Hills, Call 476-4900

MEDICAL ASSISTANT - Experienced, only, for busy OB/GYN Office. Full-time. Benefits. Farmington Hills. Call 476-4900

MEDICAL ASSISTANT - Experienced only, part time, internists's office in Southfield. Must type, know EKG, PFT, X-Ray, lab, venipuncture & general assisting. 559-5858

MEDICAL INSURANCE BILLER
for busy Livonia office.
Experience preferred.
Call 425-5218

MEDICAL MANAGER
for busy cardiology practice. Must be experienced in all third party billing via computers in accounts receivable, knowledge in general accounting, payroll, typing. Must have at least 5 years experience in busy practice. Top salary for the right applicant. Benefits. Send resume: Macomb Heart Institute, 42070 Van Dyke, Sterling Hts, MI 48077.

MEDICAL OFFICE ASSISTANT
2 days per week, experience preferred. Bloomfield area.
Call...332-0165

MEDICAL RECEPTIONIST
Experienced only. Mon.-Fri., for cardiologist. Good benefits and pay. Farmington area. 474-1814

MEDICAL RECEPTIONIST
Full time. Experienced in insurance billing & payboard. Southfield. Call for appointment 350-3232

MEDICAL RECEPTIONIST - busy OB/GYN office. Experience preferred. Knowledge of computer helpful. Good benefits. Call Mrs. Morris 471-0650

MEDICAL RECEPTIONIST
We are seeking a receptionist with 2-3 years experience. Excellent benefits. If interested please send resume to: 21700 Northwestern Hwy. Suite 848, Southfield, Michigan, 48076

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

MEDICAL RECEPTIONIST
With 3 yrs. experience for busy internal medicine office. Full time, good salary. Call between 9am - 12 Noon 354-8671

MEDICAL RECEPTIONIST
Insurance billing experience necessary. Physicians office, 12/ Northwestern, 12-4 PM, top salary, benefits. Call Dorothy, 358-5710.

MEDICAL TRANSCRIPTIONIST
Excellent opportunity with a national company for experienced medical transcriptionist to work in our Southfield office. Flexible working hours, good starting salary.
Call: 569-8556

MEDICAL TYPIST
Experienced, part time, hours flexible. 656-0900

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Excellent fringe benefits offered by Ophthalmologist in Bloomfield Hills. An eager, pleasant person willing to learn. Medical experience desirable. Mail resumes to: 2700 North Woodward Avenue, Bloomfield Hills, Michigan, 48013

MEDICAL TECHNOLOGIST
Part time, full time positions for all areas of the laboratory. Mon.- Fri., 2pm-7:30pm. Southfield area.
Call 557-5600, ext 218

MEDICAL TECHNOLOGIST
Are you an experienced MT (ASCP) with strong blood banking skills? If so, we have an immediate opening on our afternoon shift. We offer an excellent salary & attractive fully paid benefit package. Qualified & interested persons should call the Personnel Dept. at 523-8603
or reply to:
Metropolitan Hospital West
35303 Joy Rd.
Westland, MI 48185
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST
Experienced. Work at home or office. Must have Canton area. Excellent earning potential. Resume to: Transcriptionist, P.O. Box 87307, Canton, Mich., 48187

MEDICAL TYPIST
Experienced. Per commentaries with experience. Birmingham area. 433-3510

MENTAL HEALTH TECHNICIAN
Openings for Mental Health Technicians on all shifts. Applicants must possess either an Associate or Bachelor's Degree in a Human Service field. Previous mental health experience preferred but not required. For further information, call Mon. thru Fri., 8-4:30 pm. 474-3500

METAL FINISHER
For crown & bridge lab. Experienced only. Quality work. Excellent wages & benefits. 477-0760

NURSE AIDE
ALL SHIFTS
Previous experience not required. Starting rate $3.35 per hour. 90 days, $4.30 per hour. Apply in person only:
NIGHTINGALE WEST
NURSING HOME
8383 Newburg Rd.
Bet. Warren & Joy
Westland

NURSE AIDES/FULL TIME
Apply in person:
MARYCREST MANOR
15415 Middlebelt, Livonia
427-9175

NURSE AIDES
Immediate openings on day shift, 8AM-4PM and evening shift, 4PM-8AM. Experience preferred but not necessary. We train as certified assistants. Excellent opportunity for those interested in the health care field. St. Jude Convalescent Center, 34350 Ann Arbor Tr., Livonia. For interview apply at: 261-4800

NURSE AIDES
Needed for immediate placement. Must have reliable transportation.
552-0305

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

NURSE AIDES
$5.60/$6.10

COMPANION AIDES
$4.60/$5.10

Growing home care agency is seeking qualified applicants for positions for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

OAKLAND NURSING UNLIMITED
540-2360

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

NURSE AIDS
Full or Part Time - experienced only. All shifts available. Apply within: Dorvin Convalescent Center, one block S. of 8 Mile on Middlebelt.

NURSE ASSISTANTS
Dependable, caring people needed - 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 ASSISTANTS
Needed for Livonia 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 $30,358. Michigan Civil Service benefits include paid vacations, holidays, sick leave and 5% shift premium. Insurance & retirement plans are available.
Please call Mrs. Dixon RN at 349-1800, ext 321 for more information.

An Equal Opportunity Employer

RESPIRATORY THERAPISTS
Now hiring qualified individuals for full time midnights, part time days and contingent positions. Must be C.R.T.T. or registry eligible in order to receive consideration. For details contact:
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

PHYSICAL THERAPY AIDE
Part time for private physical therapy practice in Canton. On the job training. Must be a high school graduate, mature, neat & presentable, good in math, some typing necessary. For information and interview call 451-0211

PHYSICIANS ASSISTANTS, full and part time positions for Internal Medicine Industrial immediate care facility. Immediate openings available. Hillcrest Heights area. Call 541-0435

PODIATRY RECEPTIONIST/Assistant - Lathrup Village area.
Call 569-7103

PRE-ADMISSION REVIEW NURSE
Medical review organization is recruiting on behalf of Samaritan Health Center, a full-time R.N. to perform pre-admission review & assist in coordinating care, utilizing the most appropriate resources & settings. 3-5 years of clinical experience in an acute care setting, and a minimum of 3 months utilization review experience required. (1-2 years preferable). Must possess good communication skills & clinical judgement. Interested seek training program will be conducted by the Medical Review Canton staff. Daytime hours, no weekends. Salary commensurate with experience, range $21,000 - $27,000/annually. Excellent fringe benefits. Send complete resume to: Trudy Aust, R.N. Director of Central Operations, skilled nursing Peer Review Organization, 40500 Ann Arbor Rd., Suite 200, Plymouth, MI 48170.

—An Equal Opportunity Employer—

QUALITY ASSURANCE TECHNICIAN

We are seeking a qualified ART, RN or LPN for the challenging position of Quality Assurance Technician.

To be considered, you must have experience with DRGs, ISD criteria and ICD-9-CM coding. Knowledge of computer applications and data entry experience are definitely preferred.

Our QA Techs routinely interact with physicians, residents and nursing personnel to insure hospital admissions are medically necessary and appropriate.

We offer a competitive salary and excellent benefits. To apply, please send a resume with salary history to:

Human Resources
Department
DETROIT RECEIVING HOSPITAL
& UNIVERSITY HEALTH CENTER
4201 St. Antoine
Detroit, MI. 48201

An Equal Opportunity Employer
and an Affiliate of Detroit Medical Center

RECEPTIONIST - Busy Southfield office seeks a receptionist. Job requirements include: Pleasant phone manner, good typing skills, experienced with Blue Shield, Medicare, Medicaid, CRT. Send resume to box 845, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, part time, Mon. & Tues. 3pm to 8pm, 12 Mile, Northwestern area. Good location, friendly office. Call 353-8141

RECEPTIONIST NEEDED for Livonia Pediatric practice. Medical & computer experience helpful. Approx 30 hours per week. 478-3200

RECEPTIONIST NEEDED for Royal Oak doctors office. Two part time positions available, mornings or afternoons. Call 8AM-5PM, 549-0140

RECEPTIONIST - PART TIME
Oral surgery office, Birmingham-Troy area. Opening for 3½ days a week for outgoing, mature person with medical or dental experience. Call between 10am-1pm. 647-2181

RECEPTIONIST/Medical Assistant for busy Southfield cardiology office. Knowledge of payboard, typing, dictation, insurance and back assisting. We train for experienced, patient pay & benefits. Experienced, mature individuals only need apply. 569-2066

RECEPTIONIST/Secretary, evenings, for Southfield Mental Health Clinic. Experience preferred, knowledge of Insurance - A Plus. Must be pleasant, dependable, flexible, responsible Non-Smoker. Part-time, Mon. thru Thurs., 4:30 to 9pm. Call 9:30am-4:30pm. 353-3350

REGISTERED NURSES
The Health Facilities Division of Health Alliance Plan is currently interviewing Medical/Surgical Nurses for the 3-11:30pm shift in our suburban medical center in Livonia & in the in-patient medical facility in Detroit. We offer an attractive salary & fringe benefits. All qualified & interested persons please apply to:
Metropolitan Hospital West
35303 Joy Rd.
Westland, MI 48185
An Equal Opportunity Employer

REGISTERED NURSE - full time for day shift charge position. $4 bed facility, call for appt. 281-4800. St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia

REGISTERED NURSES
Needed at Livonia 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 $30,358. Michigan Civil Service benefits include paid vacations, holidays, sick leave and 5% shift premium. Insurance & retirement plans are available.
Please call Mrs. Dixon RN at 349-1800, ext 321 for more information.

An Equal Opportunity Employer

RESPIRATORY THERAPISTS
Now hiring qualified individuals for full time midnights, part time days and contingent positions. Must be C.R.T.T. or registry eligible in order to receive consideration. For details contact:
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

DENTAL HYGIENIST

A challenging career position with a busy progressive solo office, $100 a day plus benefits. 3 days, Mon., Wed. & Fri. NO EVENINGS. If you are a mature, caring people-oriented person call:

535-1198
DR. MILTON WEISS
Adult and children's dentistry
25742 Schoolcraft, Redford

Beaumont
William Beaumont Hospital

MEDICAL TRANSCRIPTIONIST

We are currently looking for experienced Medical Transcriptionist to work full or part time in our Medical Information Services Department on the afternoon or midnight shift. We offer a competitive salary and benefit package. Our newly revised incentive pay plan rewards above-average production and provides for promotional advancement. Join us for the opportunity to transcribe a variety of work types at a major medical center.

Apply:
Personnel Department
William Beaumont Hospital
3601 W. 13 Mile Rd.
Royal Oak, MI 48072
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN and LPN
positions available, 3-11 AM and 11-7 full and part time. Please call Mrs. Ferguson for an appointment, Nightingale West Nursing Home, 8365 Newburg, Westland, near Joy Rd. 261-5300.

RN/ASSISTANT
DIRECTOR OF NURSING
Are you looking for an outstanding opportunity with a leader in health care? We are a 142 bed skilled facility located near Twelve Oaks Mall. We offer an excellent salary, full range of benefits including 100% tuition reimbursement and stock purchase plan. Call Don for details. 477-2000.

BEVERLY MANOR
24500 Meadowbrook Rd.
Novi, MI., 48050

RN - DAY SHIFT
Full time, Monday thru Friday position available. Sincere interest in Geriatric care with supervisory skills. Excellent salary & benefit plan. Contact: L. Hirschfield RN, Director of Nursing, Wayne Convalescent & Nursing Home, Livonia 427-8270

RN, INSERVICE DIRECTOR for skilled nursing home. Attractive salary, competitive salary. Ask for D.O.N. 453-8450

RNS - Full or Part Time. All shifts available. Competitive wages & benefits. Apply within, Dorvin Convalescent Center, one block So. of 8 Mile on Middlebelt

RN SHIFT SUPERVISOR. Currently accepting applications to fill afternoon supervisor position. Looking for an RN who displays leadership qualities and capable of making good nursing judgements to join our caring staff. Candidates with 3 to 5 years experience will be considered for this position. Exceptional salary, good benefits. For appt. call Interview Call Oakland Care Center, Director of Nursing. 288-6810

RNS - LPNS
ALL SHIFTS
PART OR FULL TIME
Apply between 9 A.M. - 4 P.M.
Monday thru Friday
CAMELOT HALL
35100 Ann Arbor Trail,
Livonia

RNS - WEEKEND SHIFT
Big Bucks, day shift. Call D.O.N., Four Chaplains. 261-9500

RNS - $10 PER HR.
To start. Excellent benefits, afternoon shift needed. Apply Plymouth Ct. (formerly Hendry Convalescent) 105 Haggerty, Plymouth, MI. 48170

RN.
Bio-Medical Applications of Livonia accepting applications for part-time RN requirements in: office looking for Jr. Med/Surg experience. Renal/CAPD experience desired. Competitive Salary, Shift differential, Free parking. No Sundays. Qualified candidates, call Ann Newport, 10am-2pm. 525-0780 or 434-4560

SCRUB NURSE - Experienced, needed for office based cosmetic surgeon. Call for appointment, 8:30am-5pm. 353-3985

SMALL BUSY Farmington Hills Medical office has immediate opening for file clerk, approximately 20 to 25 hours per week. 474-5650

TRANSCRIPTIONIST/Receptionist
Full-time position available in Surgeon's Office. Filing, Dictaphone, answering phones, scheduling office & surgical appointments. Call Mrs. Ruff, 645-0844

WAITPERSONS, GRILL HELP
Full and part time. Apply within at Plaza Lanes, 4200 I Ann Arbor Rd. Plymouth. 453-4880

WESTLAND PODIATIST seeking intelligent, reliable, hardworking individual. Typing skills a plus, willing to train. For appt. 728-4300

X-RAY TECHNICIAN needed, part time. Livonia area. 522-7178

X-RAY TECHNOLOGISTS (REGISTERED)
To perform routine x-ray procedures as needed. Positions available for day and afternoon shifts.
For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

X-RAY TECH
Part time, Eves. & weekends, in Ann Arbor. Call 971-7694

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

Learn our procedures - basic bookkeeping, extensions and invoice approval. Part time flexible hours. Interested in hiring hard working, looking for experience. Call Susie for appointment at 642-5116

642-5116

ACCOUNTS PAYABLE clerk needed for Southfield office. Full time position. Excellent benefits. Send resume including salary requirements to: Personnel, PO Box 5091, Southfield MI 48076

ACCOUNTS PAYABLE CLERK
Growing property management company located in the Farmington area. West Bloomfield area. Full time opening for an experienced accounts payable clerk. Ideal candidate will possess a background in computer generated payables, be efficient, able to work under pressure with large volume of payables, be neat & organized. Experience in property management preferred. Non-smoker. Call Carrie, 855-4400

ACCOUNTS RECEIVABLE CLERK
With insurance agency experience. Some typing. Send resume to: Lisa Arthur, P.O. Box 2004, Southfield, MI 48037.

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK
Part time evenings, 5-9:30 PM. Medical payment posting on CRT. Experience preferred, but will train. Good location. Call Gail, 538-4700, Ext. 236.

ACCOUNTS RECEIVABLE
Entry-level to twelve years experience for real estate mortgages. Land contracts. Knowledge of computers. Farmington area. Salary plus benefits and great opportunity. Non-smoker. Send resume to Dick Perry, 20793 Farmington Rd., Suite 10, Farmington Hills, MI 48024 478-7640

ACCOUNTS RECEIVABLE CLERK
Entry level. Data entry. Good math aptitude. Immediate full time position available with benefits. Convenient Birmingham. 647-1300

ACCOUNTS RECEIVABLE CLERK
Full time Clerk for fast paced leasing company in Livonia. Must have a minimum of 2 years accounts receivable experience with computers & a 10-key adding machine. Salary is negotiable but not necessary. Must be able to work in a pressure cooker atmosphere. Please call Kim Moylan between 8am-5pm. 464-8100

ACCTS. RECEIVABLE SECRETARY
Required by Bloomfield Orthodontist. Accurate Math, typing, clerical skills required. Full or part time.
855-2020 or 569-5110

A CHALLENGING
Job Opportunity awaits an excellent Typist/Receptionist in our Redford office. If you have a pleasant voice, Anne Bankers, 32003 Plymouth Rd., Livonia, MI., 48150-1906.

Accounting position, full time clerical position open in our Sales Audit Department. Experience in operating a 10 key calculator helpful. We offer train, 37.5 flexible hours per week at $4.45 per hour, benefit coverage available. Apply at: 23333 Commerce Dr., Farmington Hills.

ADMINISTRATIVE ASSISTANT

Established, fast-paced Southfield professional firm has opening for Assistant to our Office Manager. Secretarial experience helpful. Duties will be varied and diverse. Qualified candidate must be organized with attention to detail, flexible, positive salary and benefits. Please send resume, in confidence to: Mr. Trevino, P.O. Box 861, Southfield, MI. 48037.

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Immediate opening for experienced, mature individual with a strong skills in shorthand, typing, written & oral communication. Salary commensurate with experience & skills. Send resume detailing skills along with salary requirement to:

Attention Personnel
ROBERTSON BROTHERS CO.
3883 Telegraph Rd.
Bloomfield Hills MI 48013

NO PHONE CALLS!

ADMINISTRATIVE ASSISTANT
for townhouse complex. Permanent full time position for the right person. Must be a good coordinator & like working with people. 45 words. Send resume to 34866 Spring Valley Dr. Westland, MI. 48185.
Attn: Mr Tebbe

ADMINISTRATIVE ASSISTANT TO VP

We're a fast paced international manufacturing operation looking for someone who has excellent typing & shorthand skills. You should have excellent organization & communication skills plus the ability to work self directed. Competitive wages/benefits package. Call Kathy Leach for location. Please submit resume in confidence to:

P.O. BOX 282
TROY, MI 48099

APPLY TODAY

We have all kinds of clerical positions available in your area.

- GENERAL OFFICE
- TYPISTS (45-50wpm)
- DATA ENTRY
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES

Call for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900

ARE YOU multi talented & flexible? Busy Southfield professional research firm has varied duties in office and around area. Ideal re-entry job for Homemaker. Call Jane at 357-3109

A SMALL OFFICE

Friendly suburban office can use your good attitude, typing skills, experience in life and disability insurance & definite plus. Full benefits. Fee paid. $17,500. Call today, 353-9820.
After 5 PM. Appointments Available
SNELLING & SNELLING

ASSISTANT BOOKKEEPER needed for small auto dealer. Dealer experience helpful but willing to train the right person. Bookkeeping bicycle skills thru trial balance required. Call 532-6000 for appointment.

504 Help Wanted Office-Clerical

ASSISTANT MANAGER
Busy W. Bloomfield Healthcare Center. Reception-Secretary, hardworking, enthusiastic, professional. Part time mornings & Evenings, long term, experience required. 661-7444

ATTENTION JOB SEEKERS

Christmas is around the corner and the time to think about earning extra money is now. Working as a S.S.I. Temporary can provide you with top pay, paid vacations, bonuses and health care availability. Call now.

TYPISTS
SECRETARIES
WORD PROCESSORS
SWITCHBOARD OPERATORS
DATA ENTRY
CLERKS
NEVER A FEE

Farmington Hills 855-8910
Redford 569-7500
Livonia 525-0330
Auburn Hills 373-9904
Detroit 963-2290
Sterling Hgts. 977-5740

Supplemental Staffing, Inc.
The Temporary Help People

ATTENTION
Our clients need professionals to fill a number of exciting positions. If you have experience in
Accounts Receivable/Payable
Data Entry
File Clerk
Sales Secretaries
Receptionists
Suburban locations. Fee paid.
THE FISHER AGENCY
Employment Agency 477-9818

ATTENTION SUBURBAN OPPORTUNITIES

BLOOMFIELD HILLS: Receptionist-Typist, Sales Assistant, 2 plus, 3 years experience. Salary $15-18K

BLOOMFIELD HILLS: Executive secretary, typing, shorthand & stable background. Salary to $20,000.

SOUTHFIELD: Secretary - Typing, light bookkeeping. Salary to $18,000.

FARMINGTON HILLS: Accounting Clerk - Accounts payable, accounts receivable & CRT. Salary to $15,000.

SOUTHFIELD: Typist/Receptionist - Typing, telephone, shorthand & secretarial. Salary to $10,400.

ALL FEES COMPANY PAID
The above is a partial listing of many positions available. Confidentiality is assured. Call Today.
CERRA PLACEMENT STAFF
SOUTHFIELD 353-0505

ATTORNEY - experienced, for active commercial collection firm. Utilization experience necessary. Send resume to: PO Box #P1101, Birmingham, MI. 48011

Busy Southfield office needs full-time Cashier/Receptionist. Must have pleasant phone voice & typing experience. Good benefits. Please apply at Holiday Chevrolet, 30250 Grand River, Farmington, MI. 48024

AVIATION SECRETARY
Southfield corporation offers unique opportunity for a professional secretary/administrator at Oakland-Pontiac Airport. Must have excellent secretarial and communication skills. Possible flying opportunities. Send resume to: Box 3400, Southfield, MI 48037. Attn: AS/OO or call after 9 am. 355-7400, Ext. 217

BILLING/PAYROLL CLERK
Small friendly non-smoking office. Full time. 13 & partial listing of many positions available. Confidentiality is assured. Call Today.
SOUTHFIELD 353-0505

BIRMINGHAM investment firm has an opening for a bookkeeper/payroll monitor. Good typing & math skills essential. Securities background & word processing helpful. Send resume to: Personnel Dept., P.O. Box 3847, Birmingham, Mich. 48012

EXPERIENCED BOOKKEEPER
for Farmington Hills law firm. Previous law firm experience preferred. Excellent benefits. Please respond to: P.O. Box 2040, Farmington Hills, MI 48018-8042.

BOOKKEEPER
Accounts Receivable/Payable. Reynolds Payboard System. Somerset Mall. Person Interiors, ask for Joan or Beverly. 643-7771

BOOKKEEPER

Experienced Bookkeeper needed for Dearborn company. Variety of duties keep this job interesting & some typing. Please send resume in confidence to: Mr. Tandy, P.O. Box 691, Dearborn, MI 48121

PLANTE & MORAN RECRUITING
For An Equal Opportunity Employer

BOOKKEEPER
Experienced, mature individual sought for one girl office of small jobs shop. Must be able to run phone, order processing, billing, payables, payroll, shippers, quotes, P.O.'s, taxes, maintain journals and cost records and attend phone. Livonia location. 525-6869

504 Help Wanted Office-Clerical

BOOKKEEPER

Excellent opportunity for full-charge bookkeeper with job costing and construction or jew experience. Computerized accounting experience a plus. Excellent salary and benefits at this multi-company organization. Please send resume and salary history, in confidence to: Mr. Truman, P.O. Box 691, Southfield, MI 48037.

Plante & Moran Recruiting
For An Equal Opportunity Employer

BOOKKEEPER - Experienced, thru trial balance. Send resume to:
Joseph Hur Gallery, 1578 Union Lake Rd., Union Lake, MI., 48085.

BOOKKEEPER, familiar with Accounts Receivable, General Ledger, Accounting experience necessary. Troy area. Call 362-0400

BOOKKEEPER

Full time position. Financial background helpful. Balancing checkbook, daily cash receipts & distribution. Apply Mon. thru Fri. 8:30am-3:30pm.

Pinkerton's Inc.
15565 Northland Dr.
Suite 508E
Southfield, MI. 48075
569-1004
An Equal Opportunity Employer

BOOKKEEPER - Light Bookkeeping & general office duties required for CPA Firm in Farmington Hills. Call Lynne: 851-3300

BOOKKEEPER - PART-TIME
for small Retail Store in Livonia. Flexible hours. For appointment, call Richard. 522-4410

BOOKKEEPER
Payboard System. Accounts receivable, accounts payable, general ledger, bank reconciliation & tax experience. Full time position. Salary commensurate with experience. Southfield area. Please call Shirley. 352-1566

BOOKKEEPER

3 years minimum experience on IBM computer. Open Systems accounting software. Must be customer service oriented. Statements & payroll tax. Send resume & salary requirements to: 153 W. Big Beaver, Suite 109, Troy, Mich 48084.

BOOKKEEPING/DATA ENTRY
Full time - days. Good basic package. Duties to include: accounts payable/receivable, data entry on IBM equipment, typing & filing. Send resume with salary requirements to: United Supply & Sales, P. O. Box 7324, Ann Arbor, MI. 48107

No Phone Calls Please

BRIGHT, aggressive, Computer Trainee, with experience & formal education. Accounting knowledge preferred. Non-smoker. $15-18K per year. Call 557-5505

CHURCH SECRETARY
Hours 9AM-4PM at $5 per Hour
427-1414

REGIONAL SECRETARY

Growth-oriented, international manufacturer of architectural coatings has an immediate need for a Regional Secretary for our Northwestern Division based in Troy, MI.

Reporting to the Regional Sales Manager, the successful candidate will probably be a graduate of a business college with a minimum of one year secretarial experience. Typing skills of 50 wpm, shorthand skills of 70 wpm, good organizational skills, must have excellent interpersonal and communications skills and be customer oriented.

We offer a competitive salary plus an excellent benefit package. Please submit your resume including salary history in confidence to:

Corporate Director
Human Resources
AKZO COATINGS
AMERICA INC.
650 Stephenson Hwy.
Troy, MI. 48083

Equal Opportunity Employer M/F/H

CLERICAL, entry level, light typing, part time mornings or afternoons. $4.00 an hour. Farmington Hills area. Call Mrs. Asher. 553-2588

CLERICAL

Franklin Savings & Loan is now accepting applications for entry level positions. Full time, part time & part time pool options. Apply at or send resume to: Personnel Department, 30100 Franklin Savings, 25400 12 mile, PO Box 5006, Southfield Michigan, 48076

An Equal Opportunity Employer

CLERICAL
Full time with some weekends & some evenings. Experience preferred. Troy area. 649-2070

CLERICAL
Full-time position in Birmingham. Clerical skills, typing. Must have Math skills. Nancy, 540-5332

CLERICAL HELP
Entry level position for orders department of a Troy printer available. Typing, basic office skills & math aptitude required. Call between 1-4pm Mr Harrison. 885-1700

CLERICAL HELP, part time, for Macomb Shop Center, Jewish Community Center in West Bloomfield. Call Esther 661-1000, ext 263

504 Help Wanted Office-Clerical

CLERICAL - Immediate, full time position, B. of car leasing company located in Birmingham. Typing, filing, general office duties. Word processing and shorthand helpful but not necessary. Call for an interview.
642-2720

CLERICAL, part time. Typing required; bookkeeping knowledge helpful. Apply at Dayton Electric Corp., 8471 Ronda Dr., W. of Haggerty, B. of Joy, Canton.

CLERICAL - PART TIME. Entry level position for small repair shop. Variety of duties, approx 20 hours. Including Sat 10-2pm, will train, student welcome. Call Sherrie. Deadpan Inc. area. 277-8358

CLERICAL

Part Time position for accounting assistant. Must have good math & typing skills, computer experience helpful. Send resume to: ECS, 1181 Maplelawn Ct., Troy, MI. 48180. Attention: Sandy Mogridge.

CLERICAL
Specialty Sheet Metal has a Clerical position open - with possible room for advancement. Position would include operating typing, math, excellent organizational skills & General Office experience. Call
Allstee International, Inc., 531-1200

CLERICAL
Typing, minimum 45 WPM, phone answering. Experience on 10 key calculator desirable. Hours 8am-5pm, Southfield area. Please call Shirley 352-1574

CLERK/TYPIST/SECRETARIES
General Clerical, Typing trainees. No fee. Call 557-4417

CLERK TYPIST for border processing department in Livonia area. Experience preferred. Apply in person, 35000 Industrial Rd. 525-8200

CLERK TYPIST
Have fun working for largest dating service in the world. Pleasant telephone voice. $600 a month to start, plus benefits.
Call Terri 557-1660

CLERK TYPIST

Immediate opening for individual to work at our office located in Farmington Hills on 12 Mile at Farmington Rd. Candidates must type accurate 45 wpm, have math and have the ability to deal effectively with the public in person and over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person, Tues. thru Fri. 10-2pm.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile
Farmington Hills
An Equal Opportunity Employer

CLERK TYPISTS - 2 part time positions available in Farmington area for insurance company in Southfield. Successful candidates will perform a variety of duties including transcribing documents from dictation, filing, typing, maintaining mailing, coming calls & receiving visitors to office. Qualified applicants will have high school diploma or equivalent, good oral and written communication skills, 55wpm good spelling, knowledge of grammar, punctuation & proof reading. Reliability, adaptability & willingness to learn are essential qualifications. Call between 9am-11am. 355-1066

Clerk/Typists
Figure Clerks
Word Processors
Secretaries

We have long & short term assignments available. Top pay, fee paid or benefits. Major medical, dental, optical.
SOUTHFIELD 569-1878
DETROIT 963-5050

VICTOR TEMPORARY SERVICES
M/F EOE

CLERK TYPIST
45-55 WPM. Full time, days.
Livonia area.
Call 1pm-2pm. 464-1100

CLERK/TYPIST
55 wpm, misc. office duties. Full time, excellent working conditions. 348-1142

DATA PROCESSING
An automotive related plastic injection molder is currently seeking part time/full time individuals for data processing clerks. The responsibilities will include pin parking shipping & billing, maintaining daily transactions accounting & general office duties. Reliable, flexible, starting requirements for this position are 8am-1pm. The ideal candidate should have good clerical skills, be detail oriented, and be able to work independently. Prior IBM System 34 & automotive background would be helpful but not necessary. Please send resume including salary history to:
LINDSAY & PAVELICH
6595 Rondale, Canton MI 48187,
Attn. Personnel

504 Help Wanted Office-Clerical

COMPUTER OPERATOR

We are a medium sized Public Accounting Firm located in Troy with an immediate opening for an individual who has previous experience with IBM personal computers plus average typing skills. You will be responsible for entering clients financial data, printing reports & reviewing of information for Partner Approval. You will assist Office Manager in various functions as well as support our Professional Staff. Salary commensurate with experience. For confidential consideration please forward a resume with cover letters stating your salary requirements to: Personnel Director, 755 W. Big Beaver, Suite 1404, Troy, Michigan 48084.

COOKS, DISHWASHERS, Salad Prep. Full & part time, good pay, some benefits. Apply within Hamantash, 29855 Northwestern Hwy, Southfield, Applegate Sq.

CRT OPERATOR
Present Professional Member, minimum 50 wpm typing, experience & plus but not essential. Immediate opening, call Mon. thru Fri. between 2-4pm 652-8404 ext 209

CUSTOMER - service rep secretary, Bloomfield Hills, excellent typing, knowledge of graphs & charts on computer. Benefits. $15,000.
Fee paid

ADMINISTRATIVE - assistant, Birmingham, typing 55 wpm, data entry experience, good phone voice, pulsecom benefits. $18,000.
Fee paid

EXECUTIVE - secretary for president of company, W. Bloomfield, excellent typing, shorthand, management abilities, benefits. $25,000.
Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 550-0560

DATA ENTRY POSITION
Part time. Flexible hours. Will train. Phone answering, other light duties. Troy/Rochester area. Call after 10pm, Nancy: 879-1878

DESK CLERK
Part-time, weekends. Pleasant working conditions. Townhouse, downtown Detroit. If interested call Julie between 8am-4pm at 962-0674

EFFICIENT PERSON with office skills to help with small business in my home, 1 day a week during school hours. Call "Musical Rainbows".

EFFICIENT TEMPORARIES

Data entry operators, secretaries & sr. typists needed for immediate & long term assignments.
Call Today.

ENERGETIC RECEPTIONIST Needed for Chiropractic office. Must have management skills as well as basic insurance knowledge. Apply at 28404 W. Five Mile, Livonia (between Inkster & Merriman) Mon. thru Wed. or Fri. 9am-5pm. Please bring resume.

EXCELLENT TYPIST wanted. Must have knowledge of Word Star. Benefits & salary are excellent. Resume to:
Ste. 164 - 5009 Orchard Lake Rd.
W. Bloomfield, MI. 48033

EXCITING EMPLOYMENT
Good Pay, Nice Jobs, Bonuses Needed. Some typing, general office & filing. Apply in person Only, Mon-Fri. 8-5pm. Jan Service Cycle World, 34600 W. 8 Mile, Farmington Hills.

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