502 Help Wanted Dental-Medical

HEALTH CARE COMPANY seeks individual experienced in medical billing, computer entry and A/R collection. Receptionist/secretarial & typing experience a plus. Outstanding career advancement. Send resume to: Employment Manager, Oncology Clinic PC, Attention: Elizabeth, 4000 Woodward, Ste. 107, Bloomfield Hills, Mi., 48013.
No phone calls please.

HMO FUND CO-ORDINATOR
Experience required in establishing and disperse funds. Experienced Physicians, Bloomfield Hills, Mich. Immediate Opening. Phone Sharon 335-7000

IMMEDIATE Opening. Experienced Medical Secretary/Receptionist for General Surgeon's office. Scheduling, filing, typing skills necessary. Medical terminology and computer skills a plus. Must be non smoker. Send resume including salary and reference information to: PO Box 248, Southfield, MI 48037 or PO Box 256, Southfield, MI 48034

IMMEDIATE OPENING
Experienced Medical Receptionist for a General Surgeon's office. Scheduling, filing, typing skills necessary. Medical terminology and computer skills a plus. Must be non smoker. Send resume including salary & reference information to: PO Box 248, Southfield, MI 48037 or PO Box 256, Southfield, MI 48034

INSURANCE BILLING. Books keeping & filing, 3 mornings per week, experienced. References, non smoker. Southfield area. 352-6642

INTERESTING WORK- Assisting veterinarian and clerical assistant in expanding small animal hospital in W. Bloomfield stressing personal care. Updated Tech opening soon. 851-2203

LABORATORY TECHNOLOGIST (MT or ASCP)
Full time position available - Now opening for afternoon shift (3PM-11:30PM).
CALL ANNA STALTMANIS
851-8300 EXT. 2
An Equal Opportunity Employer

LABORATORY TECHNICIAN needed for Adult Medicine Practice, Southfield. Must be able to prepare Allergy Extracts, other duties as assigned. Celebrate 2 years a week. Excellent salary & benefits determined at time of interview. Resume to: Box 245, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Lab Technician

Sinai Health Services is looking for a full time Lab Technician experienced in Hematology, Urinalysis, and Chemistry. Microbiology is a plus. Please submit resume to:
The Samuel & Lillian Harris Center
Att: Giovanni Khalifih
31500 Telegraph Rd., Suite 150
Bingham Farms, MI 48010.
Equal Opportunity Employer M/F

LEGAL SECRETARY
for small firm in Southfield. Requires some experience in real estate. Permanent position with future, fringes. Call 354-2500

LIVONIA AREA - Cheerful Doctors Receptionist, part time. Medical staff - must like to work with people. Excellent opportunity for right person. Send resume to: Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Busy eleven doctor in NW Southfield seeking mature conscientious person, 18 to 24 hrs. per week. Previous allergy experience preferred. Excellent salary & benefits negotiable at time of interview. Send resume to Box #340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Podiatric surgeon's office in Troy seeks a responsible individual with a good personality to serve as a medical assistant. Will train qualified person. Medical benefits available. Send resume to Box 580 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLER
Full time position for organized, self motivated individual with medical billing experience. Potential for advancement to Office Manager. Southfield 355-1150

MEDICAL BILLER needed for busy office in Livonia. Must know Blue Cross, Medicare, Medicaid and private insurance. Must know computer. Full time. 261-1740.

MEDICAL COLLECTION CLERK - Part time. Flexible. Experience preferred.
Call 538-4700, Ext. 239.

MEDICAL INSURANCE BILLER
Salary commensurate with experience. Excellent benefits. Community E.M.S., Novi. 344-1990

MEDICAL RECEPTIONIST
Afternoon and evenings. Livonia doctor's office. Call:
427-6222

MEDICAL RECEPTIONIST
Needed for permanent part time position in Southfield. Approximately 15 hours per week. Some medical background helpful. Salary negotiable. Call Pat, 358-2310

MEDICAL RECEPTIONIST
Part time, 30 hr. week. Experienced preferred. 3rd party billing, peg board, billing. Mercy Care.
Immediate Care Centers
Farmington Hills 553-0773
Waterford 682-8500

MEDICAL RECEPTIONIST
Full Time - Livonia Area.
Experience Preferred.
Call 464-8200

MEDICAL ASSISTANT
Needed for OB-GYN office. Full & part time positions available. For more information call Marie
355-8484

MEDICAL INSURANCE BILLER
Experienced. 20 hours per week. Bloomfield area. 333-3384

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT for Livonia pediatric office. Experienced only need apply. Approximately 20 hours per week. 478-3200

MEDICAL ASSISTANT
Mature, experienced, part time for Royal Oak foot doctor. Will train on some clerical skills.
432-3888

MEDICAL ASSISTANT - Part time, mature experienced preferred, will train. Bloomfield Hills. Work 12-5pm. Mon, Wed & Fri. 335-0610

MEDICAL ASSISTANT
Dr. LPN for Westland OB/GYN. Excellent hours & working conditions. Salary negotiable. Call 729-1120

MEDICAL ASSISTANT
Part time afternoons
Some experience
Livonia. 427-6222

MEDICAL ASSISTANT OB/GYN office in Southfield. Need venepuncture. Must be able to work approximately 25 flexible hours per week. 569-4580

MEDICAL ASSISTANT/Receptionist for walk-in medical center in Bloomfield Hills. Must have X-rays, work week-end. Part time/full time. Call 334-6454

MEDICAL ASSISTANT needed for permanent part time day position in Southfield, approximately 20 hrs. per week. Experience necessary. Call Pat, 358-2310

MEDICAL ASSISTANT/ RECEPTIONIST

Work full time, Livonia Area, internal medicine specialists. Front desk, typing, EKG's, Venepuncture experienced. Contact Carol 294-4832

MEDICAL ASSISTANTS RNS OR LPNS

Large medical facility looking for qualified personnel. Areas include Internal Medicine, Rheumatology and Urgent Care. Flexible schedule. Minimal travel. Call 348-8000, Ext. 325.

MEDICAL ASSISTANT
Experienced for busy pediatric office in Livonia area.
Call 9 to 4 PM. 478-2723

MEDICAL ASSISTANT
Experienced only. Knowledge of X-Ray, 4 day week. Southfield Office
559-6370

MEDICAL ASSISTANT - Experienced, needed for full time clinical position in a busy Westland office. Must be mature, friendly & neat in appearance. Must have X-Ray & surgical experience. Send resume to: Box 554, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Busy eleven doctor in NW Southfield seeking mature conscientious person, 18 to 24 hrs. per week. Previous allergy experience preferred. Excellent salary & benefits negotiable at time of interview. Send resume to Box #340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Podiatric surgeon's office in Troy seeks a responsible individual with a good personality to serve as a medical assistant. Will train qualified person. Medical benefits available. Send resume to Box 580 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LPN/AA
Tues. Wed. Thurs. Mature, experienced, enthusiastic. Troy area. 641-0102

LPN - part time for afternoon shift small nursing facility, St. Jude Convalescent Home, 34300 Mound Rd. Troy, Livonia, Call 261-4800

LPNs - Calling for Florence Nightingale? Don't wait another day. We need you and you need us. Competitive salary and excellent benefits. Westland area. "Can we talk"? Call Diana Philips, Director of Nursing 261-9500

LPN's for day & midnight shifts. Small private nursing home in Southfield. Please phone director of nursing between 9am-3pm 557-3333

LPN'S/RN'S
Nearby Walled Lake Clinic has full & part time positions available in our Livonia, Northville, Novi & Walled Lake Troy offices. Salary plus bonus. No evenings or weekends.
526-8100

LPN'S/RN'S - do you want more from your career? Come to Plymouth Ct. We are a NEW association. 105 Haggerty Rd. Plymouth (formerly Handry Convalescent)
People are our greatest asset

LPNS - RNS

7am-3pm, 3pm-11pm & 11pm-7am shifts.

NURSE AIDES

All shifts
APPLY IN PERSON
Livonia Nursing Center
28210 Plymouth Rd., Livonia
522-8770

MATURE, energetic medical assistant for part time. Must be flexible and reliable. Southfield-Oak Park area. Will train. Kathy 968-4140

MEDICAL ASSISTANT
Needed for OB-GYN office. Full & part time positions available. For more information call Marie
355-8484

MEDICAL INSURANCE BILLER
Experienced. 20 hours per week. Bloomfield area. 333-3384

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST - part time. Mature person to help out in Dermatology office. 30-35 hours per week. Some insurance experience necessary. Call: Mon., Tues., Fri.
477-7022

MEDICAL RECEPTIONIST
Part time position. Include appointments, phones, files, some typing. Overlook Heights area. Send resume to: Box 520, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL REVIEW NURSE
John Hancock in Westland is a nurse to conduct telephone utilization review of in-patient hospitalization, second opinion referrals, and other cost containment programs. Requires Bachelor's degree in Nursing, 3 to 5 yrs. recent medical/surgical experience and excellent oral/written communication skills. Position located in Farmington Hills. Please send resume, to: Advanced Health Services, P. O. Box #33930-A, Detroit, Mi. 48232.
568-4580

MEDICAL SECRETARY - experienced, busy specialty surgeon's office. Full time, 40 plus hrs. Salary & benefits negotiable. Call Betty or Marlene
434-8434

MEDICAL SECRETARIES
Dental Assistants
Receptionists
Call J. Martin Temporaries/Plus
557-4700

MEDICAL SECRETARY - Southfield area. General office duties, experience in insurance billing helpful. Salary commensurate with experience, excellent benefits. Call 557-1000

MEDICAL Secretary/Receptionist
Full time. Troy Internist. Experienced in typing & insurance billing.
648-3300

MEDICAL SECRETARY - Troy dermatology, typing, insurance knowledge, general office skills. Experience preferred. Part time, Mon., Tues. Thurs. Fri. 1-6:30pm. 646-1148

MULTI-SPECIALTY MEDICAL Office, Bloomfield Hills Area. Management level position. Immediate opening. 3 years experience in medical office aspects of large medical office essential. Must be organized, intelligent and hard working. Salary negotiable. Phone after 7PM 681-3104

M.A. Insurance Billing & Medical transcription. Knowledge of all insurances. Mature, experienced; with references. Birmingham. 640-0888

NURSE AIDES ALL SHIFTS

Previous experience 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. Ann Arbor & Joy
Westland

NURSE AIDES - are you a special person? Do you have what it takes to provide the loving care that our elderly residents deserve? If the answer is yes - we want to talk to you. We offer a very competitive wage & benefit package. Apply in person. Plymouth Ct. (formerly Handry Convalescent), 105 Haggerty Rd. Plymouth, Mi.
People are our greatest asset

NURSE AIDES MALE ATTENDANTS

Greenfield Health Systems, an affiliate of Henry Ford Hospital, is hiring for hourly and pre-hr home assignments in tri-county area. 1 year recent experience and own transportation. If interested, call:
972-1640

NURSE AIDES NEEDED

$4.00 PER HOUR PLUS BONUS
All shifts. For small basic nursing home in Plymouth. 453-3982

NURSE AIDES $5.60/$6.10

COMPANION AIDES $4.60/$5.10 $100. BONUS

FOR NEW HIRES
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 or MEDICAL ASSISTANT with pediatric experience for busy 4 doctor office. Birmingham Area. 4 days per wk. & occasional Saturday.
642-5437

NURSES AIDE
Experienced, 2 to 10:30 PM. Home for the aged, Farmington Hills area.
851-9640

NURSES AIDES with certification and/or experience for Home Care. All shifts. Part time up to 40 hours. Travel allowance paid. Plymouth & surrounding communities.
United Home Care.
459-8141

NURSES AIDES

Work flexible hours! 4,6,8 and 12 hour shifts available to suit your needs. Apply in person:
CAMELOT HALL
35100 Ann Arbor Trail
Livonia, 622-1444

502 Help Wanted Dental-Medical

NURSES ASSISTANTS
Dearborn Heights Health Care Center on Ford Rd. near Beech only has openings for Nursers Assistants on all shifts. Good working conditions, benefit package. No experience necessary we will train. Applications taken Mon.-Fri. 9 to 11 and 12 to 2:30.

NURSING ASST - Full Time - All Shift, Part Time - PM shift. Small 20 bed Nursing Home located in Ann Arbor. 10106 W. 12 Mile Rd. Apply 9am-4pm.

Occupational Therapy

Excellent part-time opportunity for an experienced staff therapist. Preferr experience in pediatrics.

Minimum qualifications:

- Bachelor's degree in Occupational Therapy.
- 1-3 months clinical experience.
- Graduate of an approved Occupational Therapy accrediting body.
- Current licensure in the State of Michigan.

We offer a competitive salary and benefit package. Please apply in person or send your resume in confidence to:

Mount Carmel Mercy Hospital

Employment Services Dept.
6071 W. Outer Dr.
Detroit, MI. 48235

Affirmative Action/
Equal Opportunity Employer M/F

OFFICE ASSISTANT
40 hours or less. Performs office, technical, bookkeeping, public relations. Canton. 459-8660

Office Employment Opportunities

Gain practical experience by working in clerical positions in hospitals, clinics and physician offices. Convenient hours, competitive wages, pleasant workplace, surroundings, bonus plans and opportunity to learn new skills. No fees. Call for interview:

Temporary Professionals, Inc.
24105 Southfield Rd.
Suite 315
Southfield, MI 48075
443-5590

OFFICE MANAGER
Farmington/Allergy office. Manage, bill, insure, computer & more. WB train right person. 478-6302

OFFICE MANAGER for busy W. Bloomfield chiropractic office. Professional, friendly. Organizational skills, insurance, bookkeeping, typing & transcription experience. Full time, long term. 681-7444

ONCOLOGY NURSE full time, to work in new Southfield medical clinic. Venepuncture experience required. Excellent benefits package. 354-5020

OPHTHALMIC Nurse/Technician to join dedicated medical team which specializes in refractive surgeries with compassionate caring of patients. Excellent working conditions, salary commensurate with ability. Troy/Birmingham area. Send resume to: Box 440, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC ASSISTANT
for progressive, young, growing practice. Experienced, full-time, benefits, no nights, no weekends. Livonia/Farmington Hills. 261-4060

PARTNERS IN PLACEMENT

Positions Available for:

Medical Secretaries and Transcribers
We offer top salaries, bonuses and benefits.

Call 474-8500 Today!

"Let PIP be Partners in YOUR future!"

PART TIME POSITION cardiology practice. Business office & EKG experience necessary. Lab experience helpful. Send resume to: Cardiology Associates, 32255 Northwestern Rd., Suite 200, Southfield, MI 48034, attention Office Manager.

PERSONABLE AND CONSCIENTIOUS RN wanted for full time and part time work in Birmingham Area Medical Office. Call 540-3133

PHYSICAL THERAPY ASST.
MEDICAL ASST. - Experience necessary. Sequenced Physicians, Bloomfield Hills area. Immediate opening. Call Sharon 333-7000

RECEPTIONIST/SECRETARY
Motivated and energetic. Typing and general office skills. Apply: 2840 West Five Mile Road, Livonia on Monday, Tuesday, Wednesday & Friday, 8-5, Saturday, 9-12noon

502 Help Wanted Dental-Medical

RECEPTIONIST - FULL TIME
Ophthalmology office, Southfield, Telegraph & 12 Mile. Send resume to: Box 512, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST wanted for fun people. Attractive Southfield office. Light typing & transcribe. Must work well with people. Full time, will train on computer system. Now/Northville area. Call Ann's Mead, 16106 W. 12 Mile Rd. Apply 9am-4pm.

RECEPTIONIST/EXPERIENCED
needed for busy pediatric office. Some typing, good party skills. Salary negotiable. 358-0430.

RECEPTIONIST needed, part time, Tues. & Thurs. eve. Medical clinic in Livonia. Experience helpful.
Call Mon. thru Fri. between 8-3:30.
Ask for Val 591-0483

RECEPTIONIST
needed for busy Pediatric Office, Canton/Plymouth/Livonia. Part-time to full-time. Must be outgoing, professional & pleasant. Will train right person. Call Linda. 434-3000

RECEPTIONIST/SECRETARY - Experience in receptionist for chiropractic office in Rochester. Call 852-9880

RECEPTIONIST, experienced necessary, to work full time in lovely near Southfield clinic. Excellent benefit package. 355-2606

RECEPTIONIST
Busy dental office is seeking a responsible self-motivated individual. Front desk skills helpful. Contact Laura bet. 3-6 PM. 271-6766.

RECEPTIONIST - needed. Part-time, Livonia area. Must be responsible, people oriented & friendly. Excellent communication skills a must. Will train. Send replies to: Box 582 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Registered Nurse

AMBULATORY SURGERY
Henry Ford Medical Center - Fairlane has an exciting full time days position for a Registered Nurse in Ambulatory Surgery. Applicants must have at least 1 year of acute care, and circulating experience in the OR.
As well as professional development and significant career opportunities, we offer an excellent salary and outstanding benefits including 4.5 weeks paid time off per year, 7 paid holidays, tuition reimbursement, health insurance, optical and dental plans, life insurance and more.

If you wish to grow with the Henry Ford Medical Center - Fairlane, please contact Cora Powell at 593-8261, Mon. thru Fri., 8-3 pm., or submit resume to:

HENRY FORD MEDICAL CENTER FAIRLANE
19401 Hubbard Dr.
Dearborn, MI 48126-9989
Att: Personnel
Equal Opportunity Employer M/F/H

REGISTERED X-RAY TECH
Full time. 20023 Orchard Lake Rd. Farmington
474-1700

REGISTERED X-RAY TECH
Part time for busy Livonia doctors office. Salary negotiable.
Call: 261-3290

RESPIRATORY THERAPISTS
Now hiring qualified individuals for full time midnights, part time afternoons 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

RESPIRATORY THERAPIST needed full/part time for medical equipment company in Livonia area.
Call 8AM-5PM, Glenna. 464-4191

RN AFTERNOON SUPERVISOR
Provides a caring, healthy, safety, energetic self motivated environment for afternoon supervisor position. Experience in long term care helpful. Excellent wage and benefits.
Call D.O.N. 288-5610

RN

Charge and or Staff Nurse. Full & part time positions available for skilled Nursing facility. Charge Nurse - day shift. Staff Nurse - PM shift. Part time staff nurse needed - midnight shift. Singers Island in Geriatric care. Excellent salary & benefits. Contact:
G. Hirschfield, Director of Nursing, University Convalescent & Nursing Home, Lake Worth, Fla.
407-582-8700

RN/LPN - Experienced, for busy pediatric office. Please send resume: 1307 S. Washington, Royal Oak, Mi. 48067.

RN or LPN

Afternoon shift. Part-time for small basic nursing home in Livonia.
453-3983

RN or LPN'S

Full-time for midnights and afternoons. Apply in person:
MIDDLEBELT-HOPE Nursing Center
38410 Cherry Hill, Westland
326-1200

RN

position available, 3-11. Please call Mrs. Ferguson for an appointment. Nightingale West Nursing home. 261-5300.

502 Help Wanted Dental-Medical

RN's/LPN'S

Full Time/Midnights
Apply in person:
Marycrest Manor
15415 Middlebelt, Livonia
427-9175

RNS & LPNS
Make your own schedule! 4,6,8 and 12 hour shifts available. Competitive wages and benefits.
CAMELOT HALL
M. Felosak, RN
522-1444

RN'S & LP'S
Part time positions available, all shifts. Westside nursing home.
278-7272

RN
To work flexible (part time) hours for Northwest female practice in the Farmington Hills area. No experience required. Will train any RN in case management for the challenging job. Salary commensurate with experience. Please send resume to: Recovery Unlimited, P.O. Box 190861, Detroit, Mi. 48219. Attn: Linda Hill Equal Opportunity Employer

Male/Female/Handicapped/Vet

RN, Dearborn Heights Health Care Center has positions open for a part time and full time nurse on the afternoon shift. Competitive wage and benefit package. Call Mrs. Coleman for an appt. 274-4800

R. N. DIRECTOR OF NURSES

Join the team. Our new nursing home is opening soon in Rochester Hills. Beaumont Care Center is a beautiful, modern and spacious facility in the area. It will be a new adventure. If you are a dedicated, caring, and outstanding nurse, we offer an excellent salary and benefits package. To be part of a winning management team, call Vickie Cicone at
646-2280

SECRETARY/RECEPTIONISTS
Western Wayne County and Southeastern Oakland County offices. Full time days. Excellent benefits and insurance experience preferred.
421-3737

RECEPTIONIST
With excellent typing skills & dictaphone experience. Shorthand a plus. Prior medical or medical experience. Must be mature & have excellent communication skills. Salary & benefits negotiable. Send resume to: Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TROY FUNCTIONS OFFICE
Part-time. Experienced in Medical transcription & routine office procedures. 649-5810

TYPIST & Physical Therapy Aide combination for outpatient clinic in Southfield. Part time. 557-7230

TYPIST & Physical Therapy Aide combination for outpatient clinic in Novi. Part time. Call for appointment. 478-8140

ULTRA SOUND SONOGRAPHER
Must be experienced. Full time position. Minimal travel. 2 years preferable. Must have B.S. degree and time experience. Send resume to: Woodward Medical Center, 22341 Mack Ave., Detroit, 48236.
Att: Marion Sierota.

WARM, PATIENT ORIENTED Cataract Specialist looking for hard working, caring, experienced Ophthalmic Technician. To find out more about this rewarding career opportunity in a beautiful office setting contact the office of Henry J. Spiro, M.D., Cataract Specialist
546-2133

X-RAY TECHNICIAN. Part time position available at Farmington Hills, weekends only. Call Ron 538-4700, Ext. 689.

504 Help Wanted Office-Clerical

ABILITY SEARCH GROUP

STAFF ACCOUNTANT AUDIT
$18,000 - $22,000

SECRETARY
$15,000 - $18,000

ALL FEES COMPANY PAID

Call 851-3600 or send resume to: 31275 Northwestern Hwy., Suite 275, Farmington Hills, Mi., 48018

ACCELERATE YOUR CAREER IN 1987

EXECUTIVE SECRETARY
To $25,000
OFFICE MANAGER
(engineering office)
$20,000
LEGAL SECRETARY
(with experience)
$22,000
INSURANCE SECRETARY
(with experience in property/casualty experience.)
$20,000
SECRETARY
To $15,000
GENERAL OFFICE
$14,000
RECEPTIONIST
$12,000
WORD PROCESSORS
(CPT, Wordperfect, Wang)
SECRETARIES
$16,000, excellent benefits

ALL FEES PAID

Personnel Systems
9450 S. Main, Suite 103
Plymouth, MI 48170
459-1166

ACCOUNTANT/BOOKKEEPER
Experience with payboard, general ledger through trial balance, tax preparations & returns, computer experience helpful. Excellent benefits. Salary commensurate with experience. Nonsmoker. Call for appointment 624-7900, or send resume with salary history to: Accountant, P. O. Box 93036, Westom Mi 48099

ACCOUNTANT
Experience in Accounts Receivable for well established Tool Manufacturer. Attractive compensation & benefits. Please send resume to: Accounting, P.O. Box 2025, Farmington Hills, Michigan 48024.
An Equal Opportunity Employer

ACCOUNTANT, part time for CPA firm, Birmingham, some public accounting experience, must have knowledge of tax preparation. Salary commensurate with ability. Please call Patty 11am-3pm
648-5028

ACCOUNTING/BOOKKEEPER
Real estate management company in Western Wayne Co. seeks experienced bookkeeper. Expertise in HUD procedures & Section 8 experience preferred. Send resume & salary requirements to: Box 408, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Full-time position available with Southfield insurance company. Typing 40 wpm, computer familiarity a plus. Call 353-3311, Ext. 817

ACCOUNTING CLERK - Part-time for a large Livonia manufacturing organization. Position requires minimum 1-3 years experience with receivables, expenses and reconciliations. Position includes bank reconciliations and payroll. Send resume and salary requirements to: Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - Responsible for Payroll, Accounts Payable, Taxes & Monthly Journal Entries. Broad Accounting & Data Processing experience - A Must! Full-time position with benefits. Salary of 8¢ an hour or more depending on experience. John R. & 14 Mile Rd. location. Contact Laura Harrington, Antarea, Inc., 585-3303

ACCOUNTING CLERK
We are a national accounting company, with a regional office in Livonia. We are seeking a person with General Office/Accounting experience for our computerized Accounts Payable Dept. $4.50 to $6. per hour. Complete Benefit Package. Apply in person, to: M.L.S. 30833 W. 8 Mile (Behr Middlebelt & Merriman) Livonia

ACCOUNTING CLERK
MORTGAGE CLERK
Farmington Hills based Mortgage Co. is seeking a full time Accounting Clerk for immediate opening. Experience or degree in accounting preferred. Responsibilities will include: Accounts Payable, Bank Reconciliations, and General Ledger. Send resume to: Accounting Clerk, Metro Mortgage Co., P.O. Box 2716, Farmington Hills, Mich. 48019

Accounting Clerk

Full-time position in Novi for detail minded person with 1-3 years experience in payables and/or receivables, good organizational skills and some computer experience. Excellent benefits. Send resume or call for appointment to: Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
A Corporation, with offices located in Livonia, is seeking a qualified Accounting Clerk. The position offers an excellent opportunity for a career-minded individual with (3) years of Accounting experience. Familiarity with IBM P.C. helpful but not required. Forward resume, along with salary history, to:
Box 480, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Accounting Clerk

Northern suburban manufacturer needs experienced billing clerk. Computer experience a plus. Familiarity with accounts receivable preferred. Excellent salary and benefits. Send resume and salary history in confidence to: Mr. Grant, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

Accounting Clerk

Downriver company seeking experienced Accounts Receivable Clerk. Data entry experience a plus. Detailed oriented. Excellent benefits and compensation. Please send resume and salary history in confidence to: Box 691, P.O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

Accounting Clerk

Entry level position in Accounts Payable for Mt. Clemens based industrial service company. Position requires proofreading, analytical capabilities, filing, and 10-key calculator. Some accounting courses or bookkeeping experience helpful. Experience required. Send resume to Accounting Clerk, P.O. Box 611, Bloomfield Hills, MI 48302.
Equal Opportunity Employer M/F/H

Accounting Clerk

Visalc Foods, Inc. has an entry level position available in our Accounts Receivable Department. The qualified candidate should have 1 or more year's office or accounting experience, be detail oriented and proficient on the 10 key adding machine. We offer a pleasant working environment, competitive salary and benefits package. To be considered for this position, apply in person Mon. thru Fri. between 9am and 3pm or send your resume and salary requirements to:

Employment Assistant
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
Bet. Orchard Lake & Farmington
West Bloomfield, MI 48033
An Equal Opportunity Employer

ACCOUNTING/SECRETARIAL
Clerical, typing, general office, good telephone presence, hrs. 8am-5pm. References. 564-4979

ACCOUNT RECEIVABLE
COLLECTIONS CLERK
Experienced for over the phone collection. Part time, 20 hrs. a week. Keego Harbor Area. Send Resume to: P. O. Box #5336, W. Bloomfield, Mi., 48033.

ACCOUNTS PAYABLE/Bookkeeper. Northville non-profit organization is looking for an experienced person. Computer experience is preferred but not necessary. Non-smoking department. Send resume, salary requirements and salary history to: Out-Wayne County Human Services, Inc., 1165 Sheldon Rd., Northville, Mi 48167.
Call:

ACCOUNTS PAYABLE/
ACCOUNTS RECEIVABLE
Position available in Farmington Hills. Responsibilities include all facets of accounts payable/receivable record keeping. Good communication and organizational skills required. Ability to perform well under pressure and meet deadlines. Experience preferred. Competitive salary and good benefits. Call Mr. Yaroslav at 476-1300

ACCOUNTS PAYABLE
CLERK/TYPIST
Oak Park contractor needs an experienced accounts payable person. Qualified person must have good typing skills & verbal communications. Computer experience helpful. Salary commensurate with experience, full benefit package offered. Send resume to: Kartel Construction Co. 10100 Capital, Oak Park, MI 48237. Attn: Personnel Dept

ACCOUNTS PAYABLE/PAYROLL
National property management company needs person to prepare vendor and payroll checks. Requires previous experience and computer knowhow. Excellent working conditions and fast-paced environment. 12 Mile & Northwestern Hwy. location. Call 358-5534.

Accounts Payable/
Payroll Clerk
needed from Feb. 16, 1987 thru May 31, 1987 for 40 plus hours per week. Experience with automated systems required. Apply in person to:
Diamond Automation
23400 Haggerty Rd.
Farmington Hills

ACCOUNTS RECEIVABLE
Experienced. Some typing, filing & phone work. Apply: 24434 Halsted, between 12 Mile & Grand River in Farmington Hills.

ACCOUNTS RECEIVABLE CLERK
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Full time clerical position open in the accounts receivable department. Experience in operating a 10 key calculator helpful. We will train. 37.5 flexible hours per week at $4.45 per hour. Benefit coverage available. Apply at: 23333 Commerce Dr., Farmington Hills.

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ARCHITECTURAL firm in downtown Birmingham seeking an experienced full time secretary. Competence, accuracy and neat. 55 WPM typing are required, some bookkeeping. Please call 433-1000 or send resume to: GBA, Inc., 700 Maple E. Ste. 102, Birmingham, Mich., 48011.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Well established financial services firm looking for energetic self-starter to work as an Administrative Assistant. Previous employee promoted. Must have good communication and general office skills. Using IBM PC with WP Lotus 1-2-3 and Dbase III+ helpful. W. Forth & Co., 29905 Middlebelt, Farmington Hills, MI 48018
Attention Leslie 855-8300

ADMINISTRATIVE ASSISTANT for condo development in West Bloomfield. Prefer some background preferred. Full time. Guaranteed salary. Must be self motivated. Non smoking office. Call Sally 553-9665

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$5 to $6 HR.)

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504 Help Wanted Office-Clerical

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