502 Help Wanted Dental-Medical

KEEGO HARBOR Podiatry office seeking enthusiastic, friendly person for part time insurance billing position. Full time available for billing & medical assisting combination. Insurance billing experience required. Phone between 9am-4pm: 682-8664

LIVONIA help needed for home health care. Placements in western Wayne & Oakland counties, part or full time. 455-1061

LIVONIA Medical office Needs part time helper. Phone answering, typing, filing. Approx. 20 hrs. week. Mature person preferred. 421-0202

LOOKING FOR A JOB IN THE MEDICAL FIELD? TAKE THE DEADEND PHONE CALLS & REJECTIONS OUT OF YOUR JOB SEARCH! Call... MedMatch 651-0652

LPN or RN
Needed to work afternoons per week for small basic nursing home in Plymouth.
Call 459-3080

LPN MEDICAL ASSISTANT
For GYN office in Clawson area. Part time, some evenings & Sat. Call for appointment. 280-1441

LPN'S - Full and part time, afternoon shift. Excellent pay and benefits. Call Pam Wednesday, 9-4, 261-2810 Ft. City & Country Nursing Home, Inkster.

LPN S/MEDICAL ASSISTANT
Immediate full & part time positions available in Medical Practice Clinics: Livonia, Plymouth, Dearborn & Allen Park. Generous fringe benefits, holidays, next than figure desired. Good hourly pay plus bonuses & benefits. 559-4210

LPN'S & RN'S
Afternoon shift, flexible hours, well kept home care patient in Livonia. Bedford Villa Nursing Center. Call: 557-3333

LPN'S
To $9.75 per hour
NURSE AIDES
To $5.20 per hour
Immediate shifts available in nursing homes in Livonia, Westland & Plymouth. Must have 1 year experience and reliable transportation. Call Lisa or Joe
FOCUS HOME CARE
968-0820

MEDICAL BILLER
Full-time. Salary plus Preferred Benefits Call
348-8000 Ext. 325

MEDICAL ASSISTANT
Part time possible full time
Garden City area
421-0630

MEDICAL ASSISTANT, Part time experienced needed for surgeon's office in Southfield. Call after 9:00am-1pm 352-5281

MEDICAL ASSISTANT
with X-ray experience. Send
Call 533-1300

MEDICAL ASSISTANT
Experienced in X-ray, EKG, Venapuncture & some billing. Call 649-2060

MEDICAL ASSISTANT experienced Part time, Wed. & Saturday, office. Good Vena puncture skills & some lab experience. Call 737-2400

MEDICAL ASSISTANT - full time for Troy area internist. Must be experienced in EKG & Vena Puncture. Salary desirable. 649-2525

MEDICAL ASSISTANT for Birmingham & Detroit offices. full time. Take-charge person. Experience preferred Valerie 837-7800

MEDICAL ASSISTANT
Experienced, all phases
Full time, part time, Westland area
Call Mrs. Lee Arbor Trail, Livonia. 522-1444

MEDICAL ASSISTANT
Part-time position, 20 hours per week Westland Office. Will train. Phone and assisting doctors. Must type. Call Renee at: 759-6060

MEDICAL ASSISTANT
Limited employment now through February. Work with solo physician. Require EKG, Holter, X-ray & venapuncture experience. Garden City area Call 425-2200

MEDICAL ASSISTANT
Are you dependable, energetic, and highly skilled in medical assisting functions? Modern medical center in Redford area offers excellent salary and benefits. Full time with a competitive wage & benefit package. Call Pearl 366-4769

MEDICAL ASSISTANT
MEDICAL RECEPTIONIST
Full time and part time 7 days a week in clinic. Day and evening hours. Farmington Hills area. Call Sandy area. For appointment call 553-7108 Resume to P.O. Box 7, Novi, MI. 48050

Medical Assistant
Henry Ford Medical Center - Royal Oak is seeking a MA. This position is part time with benefits and requires the applicant to work a day/evening rotation. Previous MA experience is required. Qualified applicants may call 546-2110

HENRY FORD
Medical Center
525 S. Washington
Royal Oak, MI 48067
Equal Opportunity Employer M/F/H

MEDICAL ASSISTANT
Experienced. Send resume to Medical Assistant, P.O. Box 52574, Livonia, MI. 48152

MEDICAL ASSISTANT
Part time full-in needed for S. Livonia podiatry office. Experience necessary. Approx. 14-25 hrs. per week. Call 591-3514

MEDICAL ASSISTANT/NURSE
Experienced, for busy Southfield area pediatric office. Able to assist in physicals, immunizations & some lab studies. Contact Margie 557-3457

MEDICAL ASSISTANT - Immediate opening for friendly, personable, intelligent medical assistant in busy Farmington Hills doctors office. Experience preferred.
A super place to work! 476-1616

MEDICAL BILLER - Experienced in internal medicine office in Southfield. Full time. Salary negotiable. Resumes to: P.O. Box 35356, Detroit, MI. 48235

MEDICAL BILLERS
Full & part time for non-smoking congenial Birmingham office. Accurate typing, medical insurance, billing background & medical terminology knowledge required. 645-5789
Benefits Immediate
An Equal Opportunity Employer

MEDICAL BOOKKEEPER/BILLING
Full time for large dermatologic office in the Royal Oak area. Medical Call Billing. Southfield Knowledge of Medical Insurance and Computer systems helpful. Responsibilities include computer entry, account management. 4½ day week. Debbie 569-6439

MEDICAL INSURANCE BILLER
RECEPTIONIST - Experienced, full time afternoon shift. For urgent care setting. Send resume to Dona Health, 2515 12 Mile Road, Warren, Mich. 48092

MEDICAL OFFICE
Self-starting professional individual needed for full time position in busy Birmingham doctor's office. Will be responsible for phones, reception and insurance billing. Candidates should possess strong interpersonal skills, good phone techniques and the ability to work independently. Medical skills required are 50 WPM typing and prior billing experience. Please send cover letter and resumes: G. Gousint, 24100 Southfield Rd., Suite 315, Southfield, MI 48075

MEDICAL RECEPTIONIST
for busy Medical Office in Livonia, on 7 Mile Rd. Experience preferred. Looking for hardworking, take-charge type of person. Excellent Salary & bonus incentive.
Call for interview 476-1187

MEDICAL RECEPTIONIST
Part-time, 2 afternoons. Personality, and experience required. Southfield area. Call 350-1330

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Livonia doctor's office. Part-time days and evenings. Please call 427-9222

MEDICAL RECEPTIONIST-Position available. Full & Fri. for medical-motivated, non-smoking individual. Southfield office. 552-1914

MEDICAL RECEPTIONIST
for Livonia Physician
Peg board - insurance billing.
427-6708

MEDICAL RECEPTIONIST
Full time Mon. thru Fri. 9-5pm. Energetic beach learner to work on very busy group practice. Insurance & computer knowledge helpful. Recent experience only 476-4724

MEDICAL RECEPTIONIST. Full time position (M-F) available with a private multi-specialty practice in Farmington Hills. Previous experience in scheduling & medical billing preferred. Please send resume to Internal Medicine Clinical Group 28080 Grand River, Suite 306 Farmington Hills, MI 48024

MEDICAL RECEPTIONIST, Assistant, for doctor's office in Troy. Experience preferred but not required. 879-1117

MEDICAL RECEPTIONIST
Retired medical clinic needs part time receptionist. Call 937-1192

MEDICAL RECEPTIONIST for pediatric office in Livonia. 30 hours per week. Must have 1 year experience. Call 591-0220 After 6PM 649-1037

MEDICAL SECRETARY/Reception-ist. Must have dictation & transcription skills. Southfield area. Call Mrs. Sussman Mon., Wed. or Fri. only. Hours & pay negotiable 569-1444

MEDICAL SECRETARY
TRANSCRIPTIONIST
Part time - Oral Surgery Office in Birmingham/Troy Area 25 - 30 hrs. per week. Minimum typing of 50 WPM. Flexible hours. Call between 10am-4pm 647-2191

MEDICAL SECRETARY-Full time. Must be personable, dependable, well-motivated and experienced in general skills and insurance billing. Probably practice. Send resume to Dr. Bruce Meyers, 811 Oakwood Dr., Rochester, MI 48063

MEDICAL TRANSCRIPTIONIST
Some experience necessary. Afternoon shift, 1:30 PM - Sunday, 6:30 PM. Call 348-6000, Ext. 325

MEDICAL TRANSCRIPTIONIST. Part time or full time afternoon position available with a private multi-specialty practice in Farmington Hills. Previous experience preferred. Internal Medicine Clinical Group 28080 Grand River, Suite 306 Farmington Hills, MI 48024

MED LAB TECH wanted part time only. Experience Vena puncture preferred for busy doctors office in Southfield 557-8160

NURSE AIDES
Day and afternoon shifts $4.25 to start. $4.50 with certificate 7 AM - 3 PM and 3 PM - 11 PM. Apply in person. Wishing Well Manor, 520 W. Main St., Northville

NURSE AIDES - Experienced in nursing homes only, all shifts. Excellent pay & benefits. City & Country Nursing Home, Inkster. Call Mon.-Fri. 9AM-4PM 274-0310

NURSE AIDES - Experienced, needed immediately. Home care in Garden City & surrounding communities. Transportation allowance paid. Competitive wage scale.
United Home Care 459-5141
An Equal Opportunity Employer

NURSE AIDES: FULL TIME
Days shift. Home for aged.
Farmington hills area 851-9640

NURSE AIDES
needed for home health visit in Farmington, Oakland County area. Experienced or will train. Excellent starting salary plus mileage. Flexible hours. Call 1-517-546-5416

NURSE AIDES
NEEDED
For all shifts.
Full & Part-time. Apply:
Camelot Hall Nursing Ctr.
35100 Ann Arbor Trail,
Livonia.
522-1444

NURSE AIDES/Orderlies. All shifts available. Southfield area nursing home. Paid orientation. Van Buren Convalescent Center, Belleville 697-8051

NURSE AIDES
$5.60/$6.10
COMPANION AIDES
$4.60/$5.10
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 AIDES West Trail Nursing Home in Plymouth. Small basic care facility would like you to join our staff. Positions available on all shifts, competitive starting wage, shift premium for midnights, cash bonus plan for qualified applicants. No experience necessary, will train. For an interview call 453-3983

NURSE
ASSISTANTS
We need a commitment from you to care for our elderly residents. Our commitment will be the best working conditions and wages that direct care givers can find. We have full and part time openings and can arrange flexible schedules. Apply at: Westland Convalescent Center, 35137 W. Warren, Westland, MI

NURSE ASSISTANTS
For part time - 4 hour afternoon shift. Sam-9pm. Part time benefits. Contact Patricia Lindsay.
University Convalescent Nursing Home 427-8270

NURSE ASSISTANTS
All shifts - Starting salary $4.25 per hour - first increase in 30 days for experience preferred, but will train. Good benefits. University Convalescent & Nursing Home. 28550 Five Mile, Livonia

NURSES AIDES
APPLY IN PERSON
LIVONIA NURSING CENTER
29810 Plymouth Rd., Livonia

NURSE'S AIDES
$5.00 TO START
West Bloomfield Nursing and Convalescent Center has openings on all shifts for Nurse's Aides. No experience necessary, we will train. Starting wage $5.00 per hour with increase to $5.10 per hour after 90 days and $5.20 after 1 year with annual increases every year. Fringes include - paid vacations, paid holidays, Christmas bonus, shared health insurance and tuition reimbursement. Please apply: 6445 W. Maple, Mon. thru Fri., 12-4pm

NURSE'S ASS'T
$5.20/$5.80 HR.
If you have experience as a Nurse's Aide you can earn from $5.20 per hour to $5.80 per hour, depending upon your experience, with annual increases in pay every year. Fringes include - paid holidays, paid vacation, paid Christmas bonus, tuition reimbursement and shared health insurance. Please apply at: W. Bloomfield Nursing & Convalescent Center, 6445 W. Maple, near Drake, Mon. thru Fri. 12-4pm.

NURSING ASSISTANTS
Positions available on all shifts - full time & part time. If you are a that special person, who enjoys working with the elderly, have experience working in a nursing home, consider Dorvin Convalescent Center. We offer a competitive wage of $4.30 per hour and an excellent benefit package. Apply within, Dorvin Convalescent Center, Middlebelt, one block S. of 8 Mile.

502 Help Wanted Dental-Medical

NURSE NEEDED
Nutrition office Southfield area. For appt 557-7222

NURSING ASSISTANTS
Women who want their school hours in session, fill up some of those extra hours by taking care of the Elderly in our facility. You have a strong sense of caring & we'll teach you the rest! We can arrange flexible hours to fit your schedule. Apply in person.
MIDDLEBELT
NURSING CENTER
14900 Middlebelt
Livonia, MI

NURSING ASSISTANTS
$4.35 to start with 90 day increase. Well kept. Excellent benefits include health & dental insurance, 100% tuition reimbursement, free childcare program to be initiated. Apply in person at Beverly Manor, 24500 Meadowbrook, Novi.

NURSING ASSISTANTS
Dearborn Heights Health Care Center on Ford Rd near Beech Daly has openings for nursing assistants on the day shift. Competitive wage & benefit package. Applications taken Thurs. - Fri. & Mon.-Tues. from 1:30pm-4pm at 26001 Ford Rd.

OFFICE MANAGER - Medical office and computer experience necessary. Must have good organizational skills.

MEDICAL RECEPTIONIST - Part time, Eves. & some Sat. Computer experience preferred. 652-1300

OFFICE MANAGER
for large medical practice in Canton
Must have dental background
981-1228 or 668-0406

OPHTHALMIC ASSISTANT
Part-time for Ophthalmology office in Southfield. Experience preferred but willing to train
OPHTHALMIC
TECHNICIAN
Henry Ford Medical Center - W. Bloomfield is seeking full time Ophthalmic Technician. Previous experience in patient history, visual acuity, tonometry, keratometry and tonometry. Ophthalmic and refraction experience desired. Qualified applicants may contact Shannon Anderson at 661-5469

6777 Maple Rd.
W. Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

OPHTHALMIC TECHNICIAN
WANTED WITH ENTHUSIASTIC PERSONALITY to join an enthusiastic team of employees in multi-location, growing practice of ophthalmology. COT preferred but will consider OT with right qualifications. Must be experienced in refractions and Ultrasound. Fundus photos a plus. Only those with enthusiasm, initiative, motivation and good people skills to deal with our patients need apply. Generous salary and benefits package awaits the right person. Let us know you are out there! Please send resume to: Office Manager, M.C.E.C., 4535 Livernois, Suite B-12, Rochester, MI 48063

OPHTHALMOLOGY OFFICE Receptionist, full time, knowledge of computer helpful, other insurance Farmington office Call Mary 477-0454

OPTICAL Career Opportunity. Mature individual, part time, no experience necessary, will train. Livonia/Farmington Hills area. 421-0230

OPTICAL DISPENSER
Full time including 2 evenings and Saturday. Experience necessary. $6.70 per hour, plus commission. Benefits. Call
DOC. Canton 455-8800

ORTHODONTIC RECEPTIONIST experience preferred. Insurance Outgoing personality. Birmingham/Southfield area 642-4500

RECEPTIONIST needed for busy Southfield Urology office. Full benefits. Send resume to Ms. Rumps, 17100 W 12 mile, Ste 3, Southfield Michigan 48076

RECEPTIONIST needed for general practice in Dearborn Hts. Knowledge of bookkeeping & experience a must 278-0970

RECEPTIONIST
PART TIME & FILL-IN
Busy pediatric office in Farmington Hills. Previous medical office experience required. Call Sue 477-1120

RECEPTIONIST - part time, key position available for personable, pleasant & caring person in our Birmingham office 646-3535

RECEPTIONIST for busy Birmingham Pediatricians office. Experience necessary. Full time. Send Resume to 511 Pierce, Birmingham 48009, or call Jan between 10-2pm 645-1737

RECEPTIONIST full time Oral surgery office Birmingham/Troy area. Mature responsible person for front desk position. Dental or medical background necessary. Good benefits. Call 10AM-4PM 647-2191

RECEPTIONIST
for busy pediatric office, full and part-time. Birmingham area. Send resume to Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST needed for X-ray clinic in Garden City, minimum 1 year experience, billing experience helpful but not needed. Looking for organized person with pleasant personality. Good working conditions and benefits. Call 292-3060

REDFORD ORTHODONTIST needs assistant, or will train. Position available now. 537-2525

REGISTERED NURSES
AMBULATORY SURGERY
Part time, weekday positions are immediately available for experienced Registered Nurses to work on the day shift at our Surgical Center in Southfield.
Qualified candidates must have a minimum of 1 year recent operating room experience and be available to orientate 8 weeks, full time on the day shift.
We offer an excellent starting salary and work environment. Apply Employment Office, Mon. - Thurs. 8 AM - 7:30 PM., or call for additional information 424-3900.
PROVIDENCE
HOSPITAL
Southfield, MI.
An Equal Opportunity Employer

REHABILITATION
CONSULTANT
Private firm seeks experienced Insurance Rehab RN for Southfield office. CRC or CIRS preferred. Send resume in confidence
S. Yanopoulos
25140 Lahser Rd., Suite 133
Southfield, MI 48075

PHYSICIAN'S OFFICE - RN or LPN part time. Requires flexible hours, Saturdays & eves. Apply at: 27970 Orchard Lake Rd. 851-6657

RN
Director of Nursing
Small assisted living facility seeks qualified candidate with excellent supervisory skills. Revised wage scale, $27K yearly. Call Advance Nursing Center 278-7272

RN
Every-Other Weekend
Night Shift
MARYCREST MANOR
15475 Middlebelt, Livonia
427-9175

RN
for Assistant Director of Nursing, full time, flexible hours, now wage rate, seeking management candidate. Call: Advance Nursing Center. 278-7272

RN - LPN
AFTERNOON SHIFT ONLY
FULL or PART TIME
Positions Available
Call Mrs. Ferguson
for Appointment
261-5300
NIGHTINGALE WEST
NURSING HOME

502 Help Wanted Dental-Medical

RN/LPN
Dearborn Heights Health Care center on Ford Rd. near Beech Daly has full time & part time openings for the afternoon & midnight shifts. Competitive wage & benefit package. Call Mrs Coleman for appt. 274-4000

RN & LPN'S
Needed, all shifts. Apply to. West Hickory Haven, 3310 W. Commercial, Milford, or call 685-1400

RN OR LPN- For busy Birmingham pediatrician office, approximately 18 hrs. per week & relief. Send resume to KWE, 511 Pierce, Birmingham, Mich. 48009

RN'S - LPN'S
AFTERNOON
SUPERVISOR
Do you love the afternoon shift? Would you like to be your own boss and demonstrate what you can really do? Our top rated, skilled care facility needs an RN or experienced LPN to manage the afternoon shift. Duties include employee problem solving, light paperwork and patient assessment. Salary range is excellent and also offers a generous fringe benefit package including paid medical insurance, sickness and accident insurance, life insurance and a free meal benefit. Work in a clean, concerned and friendly working environment and be who you want to be.
FAIRLANE MEMORIAL
West of Northville Rd.
Call Mrs. Kay, Mon. thru Fri., 9 AM to 3 PM at 313-348-5850

RNS/LPNS
Are you looking for flexible hours or 4 hour shift. Positions available on the Day & Afternoon shift. Part time positions available on the Midnight shift. Apply within: Dorvin Convalescent Center, Middlebelt, one block South of 8 Mile 476-0550

RNs - LPNs
& GRADUATES
166 bed skilled nursing home in Livonia currently has openings for full or part time Nurses. Choose your own schedule and hours. Competitive salary and benefits. Call for appointment, Mrs. Folosak, RN. 522-1444
522-1444

RN'S & LPN'S
needed for home health visit in Farmington, Oakland County area. Experienced or will train. Excellent starting salary plus mileage. Flexible hours. Call 1-517-546-5416

RNS/LPNS
Part time positions available for talented team players who can contribute knowledge, skills and bring our winning effort. Days & Afternoon shifts available. Apply at your nearest Vital & Benefits Contact Director of Nursing, 477-8270, Harper Woods Convalescent & Nursing Home, Livonia

RN'S - LPN'S
Strong supervisory skills, innovative 12 hour shift, new pay scale. Apply in person.
LIVONIA NURSING CENTER
29810 PLYMOUTH RD.

RNs/LPNs All shifts full or part time. Seeking nursing home. Competitive salary & benefits Call Joyce Hayes, RN, DON 697-8051

RNs
We have RN openings on the day and afternoon shifts. Mental health experience preferred Call Mon.-Fri 8am-4pm
Ardmore Center
19810 Farmington Rd., Livonia
474-3500, Ext. 114

R.N. CARDIOLOGY
Full time position (M-F) available with a private practice in Farmington Hills. Roles in echocardiography include primary care nursing. Previous experience in cardiovascular nursing is required. A special interest in Medical Clinical Group, 28080 Grand River, Suite 306, Farmington Hills, MI 48024

SUPERVISOR
3RD PARTY BILLING - Requires hands-on experience in Medicare, Medicaid, BC/BS, etc. Familiarity with receivables & collections. Salary commensurate. Birmingham Area. Reply to Box: 442 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

TREATMENT NURSE
PART TIME
Choose any 4 hours on our afternoon shift! Responsible for applications of treatments and charting progress. Call for appointment, Mrs. Folosak, RN., Camelot Nursing Home, 522-1444.

XRAY TECHNICIAN
Needed for family physicians office in Livonia. Part time. Call 464-9200

X-RAY TECHNICIAN
Detroit medical center. Must be registered or registry eligible. Full time Call Ron, 538-4700, Ext. 379

X-RAY TECH
With MA experience/or willing to learn, for busy internal medical practice. North Telegraph area 3 days week. Practice your good communication skills in a pleasant environment. Become part of a great team. Call manager 333-7067

504 Help Wanted Office-Clerical

ACCOUNTANT/Bookkeeper - Full Charge. For small growing computer. Type 50 WPM, EDP skills. Send resume to Box 200, Box 9083, Southfield, MI 48086
Or call 841-7170

ACCOUNTS PAYABLE CLERK
Full time position available for reliable, industrious person who is experienced in all phases of Accounts Payable. Farmington Hills property management company offers competitive salary and benefit package. Send resume & salary requirement to M.L.B., P.O. Box 2360, Farmington Hills, MI 48018

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY

AT INTEL, our commitment to excellence and people has made us an industry benchmark. We are currently seeking a professional receptionist/secretary to join our team in the West Bloomfield sales office.

You will be responsible for receptionist and secretarial duties. Good communication and telephone etiquette is required. Familiarity with the Horizon telephone system is a plus along with word processing and/or PC skills. 1-3 years related experience and good organizational skills are required. We offer a good working environment and excellent benefits.

Send resume to:

FZD Intel Corporation
7071 Orchard Lake Rd., #100
W. Bloomfield, MI 48033

We are an Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Farmington Hills consulting engineering firm needs computer entry accounting/accounts receivable/accounts payable & general ledger experience. Flexible work hours. A good career path and the word processing computer terminal operator. Good linear benefits. Call Human Resources Manager. 553-6300

Hevai Tiseo & Hinds Ltd.
Alternative Action Employer

ACCOUNTING CLERICAL
ARDON DRUGS, INC has ENTRY LEVEL openings for Accounts Payable clerk and an Accounting Clerk at our Troy corporate office. We offer a competitive salary & package featuring personal medical, dental, plan, as well as paid vacations and holidays. These entry level positions may require 10 key, data entry experience, and/or accounting course work. Send resume with salary expectation to

ARDON DRUGS, INC
Accounting Clerk
P.O. Box 7034
Troy, Mich., 48007-7034

ACCOUNTING
Fast paced growing child welfare agency has entry level position available for bright, energetic accounting clerk in accounts receivable area. Sic ne diploma or equivalent required & accounts receivable experience preferred. Send resume and salary requirements to Balings Clerk, Dept. B, Suite 332, 19027 West 12 Mile Road, Southfield, MI 48076

ACCOUNTING OFFICE CLERK
wanted full time & full time permanent position. Dearborn area. JTPA funded 277-2720

ACCOUNTING OFFICE desires person familiar with IBM-XT and 1040 program. 10MIle Southfield area 557-7458

ACCOUNTS PAYABLE
Full-time position in Livonia firm in Accounting Dept. for detailed-minded person with 3 + years experience. CRT experience helpful but not required. Benefits Send resume & salary requirements to:
Mr. Waters, 31742 Enterprise Dr.,
Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
To assist in processing invoices & supporting documents. Responsible data entry into the accounts payable system. 4 months and ongoing duties. Up 2 yrs. of related accounting experience required. Computer literate & fringe benefits package. Dotfused Troy area location. Please send resume & salary requirements to Box 440Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

ACCOUNTS PAYABLE/RECEIVABLE Full-time position available. Some Accounting experience required. Salary commensurate. Call Ms. Lewis 261-2100 Part time 349-0360

ACCOUNTS
PAYABLE/RECEIVABLE
Real estate property management company in Southfield has opening for an entry-level position in our accounting dept. Experience helpful but not necessary as long as you are ambitious and eager to learn. Will train. Income and salary history to 29548 Southfield Rd., Suite 200, Southfield, MI 48076

ACCOUNTS RECEIVABLE/
PAYROLL CLERK
Southwest Detroit Manufacturer of consumer products needs experienced Accounts Receivable/Payroll Clerk. Computer background helpful but not necessary. Benefits & salary history to Box #348 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE/Payable Clerk. Experienced, full time. Some computer experience helpful. Mature, self-starter. Call Lynette 261-2100

ACCOUNTS RECEIVABLE/CLERICAL-Excellent math skills and typing is must. Will train on computer. Livonia area. Call Sharon 9am-5pm 477-1110

ACCOUNTS RECEIVABLE
Full-time position with established company. 1 year Collection experience required. CRT experience helpful. Benefits Send resume, with salary requirements to:
Mr. Peters, P.O. Box CH 3312,
Livonia, MI 48151

ACCOUNTS RECEIVABLE
Large fast paced branch of growing home 500 Co. needs self starter to handle accounts receivables. Requires some supervisory experience. Position be trained thoroughly but will operate with minimal supervision. Excellent benefits & work environment. Salary commensurate. Only Oct. 23 to Mr. Chael Colotti, 16878 Middlebelt Rd, Livonia, 48154

ACCOUNTS RECEIVABLE. Payroll Clerk, full time, experience necessary. Send resume to Financial One, Inc., 32625 W. 7 Mile, Livonia, MI 48152

ACCOUNTS RECEIVABLE
Bookkeeper, full time position open for experienced A/R person, knowledge of medicare & other insurance billing a plus. Salary negotiable
Ask for Peggy, Plymouth Ct.
105 Haggerty Rd. Plymouth

Accurate Data Entry
with excellent phone manners
POSITIONS AVAILABLE SOON
IN TROY AREA
P.S. CUSTOMER SERVICE A PLUS
CONTEMPRA
TEMPORARY PERSONNEL
583-4858
BENEFITS NO FEE

ACO HARDWARE
Full time office clerical/accounting clerk position available. Some of calculator required and also good aptitude for working with figures. Typing helpful. Excellent benefit package available. Call 20333 Commerce Dr., Farmington Hills

AD AGENCY
EXECUTIVE SECRETARY
TO $23,000
A very special executive suite position for a very special Secretary. Top skills necessary including shorthand. Call Barbara 643-3060
After 5 P.M. Appointments Available
SHING & SNELLING

ADMINISTRATIVE ASSISTANT
To busy Corporate Finance Department. 2 years experience. General office responsibilities. Microsoft word software with IBM PC and Hewlett Packard LaserJet printer. Salary commensurate with experience. Package benefits. Send resume to: Lesie Shipley, 29005 Middlebelt Rd., Farmington Hills, MI. 48018.

ADMINISTRATIVE ASSISTANT - for busy mortgage mortgage banking & bookkeeping skills required, please call 647-3777

504 Help Wanted Office-Clerical

ADIA
HAS A JOB
FOR YOU

Choose long or short assignments in your area. We offer the best benefits in town, including health insurance, holiday pay and tuition reimbursement. We need

Typists
Clerks
Receptionists
Word Processors
855-8910

ADIA
EOE NEVER A FEE

IMMEDIATE OPENING for an Administrative Assistant. Ideal candidate should include competent typing and secretarial skills, as well as computer knowledge. Please send resume to: Bob Lane, The Rupp & Bowman Company, 24505 Indoplex Circle, Farmington Hills, MI. 48024

TROY HEADQUARTERS office has opening for Administrative Assistant. Responsibilities include telephone orders, travel arrangements and general office tasks. Typing and excellent skills. Salary commensurate with abilities. Send resume to:
Mr. D. Bowman, 1000 Big Beaver, Ste 210, Troy, Mich., 48084.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Good opportunity with growing manufacturer. Responsibilities include shorthand, word processing, light bookkeeping and excellent telephone and organizational skills. Real estate experience a plus. Please send resume to:
UNIPROP, 280 Daines St.,
Birmingham, Mich. 48009.

ADMINISTRATIVE ASSISTANT
Life Insurance Executive seeks organized, self-motivated individual with strong Secretarial skills. Salary $15,000 to $18,000 DOE. Contact Ann Marie, 211 Ziegler, Inc., P.O. Box 8378, Bloomfield Hills, MI. 48302.

ADMINISTRATIVE ASSISTANT/
EXECUTIVE SECRETARY
Ambitious, intelligent, personable individual to assist the president of a rapidly growing real estate development company. Good typing and communication skills a must. Ability to adapt, learn and be flexible important. Located in Farmington Hills near 12 Mile/Orchard Lake Rd. Interested? Please call 474-8600 to schedule an interview appointment.

ADMINISTRATIVE ASSISTANT
Computer-base Marketing Services firm in Oakland County has a part-time, entry-level position available. Excellent organizational & communication skills a must. Great Business experience preferred. Call Data Entry knowledge a Plus. Some Typing required.
Please send resume, with salary history, to

Manager of Administration
P.O. Box 7105
Bloomfield Hills, MI 48302

ADMINISTRATIVE ASSISTANT-For large fast paced property management company. Must be professional with 2 yrs. experience on IBM PC & display write Responsibilities include answering phones, typing correspondence, tenant relations & other office duties. Located in Southfield with prestigious Town Center. Call Kathy, Mon-Fri, 9am-3pm 352-2680

Administrative Assistant	To $23K
Clerk Typist	To $14K
Escrow Processor	To $14K
Escrow Coordinator	To $23K
Recruiters Assistant	To $17K
Receptionist	To $14K
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Fee Paid	851-8700

Or resumes to
CHESTER ASSOC (Agency)
20630 Harper Ave.
Harper Woods, MI. 48225

ADMINISTRATIVE ASSISTANT to local partner for large multi-family developer. Position requires exceptional organizational skills & ability to effectively coordinate & delegate. Candidate must have real estate development, construction company or real estate legal background. Prefer above average secretarial skills. Send resume to Box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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504 Help Wanted Office-Clerical

KEYPUNCH OPERATORS

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ADISTRA CORP.
101 Union St.
Plymouth, MI 48170

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A Farmington Hills based insurance company is seeking qualified candidates for the following positions:

DATA ENTRY/CRT OPERATORS

- Minimum 2 years data entry terminal operation or keypunch experience.

DENTAL AUDITORS/BENEFIT SERVICES CLERKS

- Minimum 2 years dental chairside experience.
- Formal dental training or CDA preferred.
- Proven verbal communication skills.

GENERAL OFFICE

- Minimum 1-2 years office experience.
- High school diploma or equivalent.
- Alpha or numeric filing experience a plus.

CLERK TYPIST

- Minimum 50 wpm
- Proof Reading a Must

We offer flexible work schedules and a professional environment. Should you qualify for any of the above positions, please send your resume and salary requirements to:

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Observer & Eccentric Newspapers
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Xerox 630
Memorywriter
Typists & Secretaries

For more details, call the Kelly Office closest to you

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Auto-Service Cashier
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Billing Typist
Immediate full time opening for Billing Typist with north Woodward multi-national service company. Must have basic accounting background, 1 year of general office experience, good math aptitude, good typing, calculator & numerical skills. Send resume in confidence to Balsco, Inc., P.O. Box 815, Bloomfield Hills, MI 48012.
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Plymouth, MI 48170

PAYROLL CLERK

Multi-plant manufacturer located in Redford seeks an experienced Payroll Clerk. Candidates should have experience preparing various state and federal payroll tax returns; familiar with payroll tax deposit requirements and computerized payroll system. We offer excellent salary and benefits, full range of fringe benefits including dental and profit sharing. Call 538-6800, ext. 10 and an application will be mailed or pickup an application between 9 a.m.-4 p.m.

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BRANCH RECEPTIONIST

Manufacturers Bank is currently seeking ambitious, motivated individuals to work as Branch Receptionists in the Southfield area. Duties include greeting customers, answering the telephone, cashing correspondence, opening and closing safe deposit accounts and other clerical duties. Qualified candidates must have an accurate typing skill of 40 wpm, and previous office experience. Excellent verbal and written communication skills are required. A competitive salary, flexible benefits package and opportunity for career growth are available to the successful candidates. For consideration, please submit your resume and salary requirement in confidence to, or contact

Jan Schatz
MANUFACTURERS BANK
411 W. Lafayette
Detroit, MI 48226
222-3281

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