502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Full time position available in our centrally located Southfield office. We are offering a challenging career opportunity with excellent salary & benefits in exchange for a pleasant, motivated individual like you! Call 352-5440

DENTAL BUSINESS ASSISTANT
Do you have excellent communication skills over the telephone & in person? Are you enthusiastic, caring, & dependable? If you have experience with appointment book control, insurance & bookkeeping & you like working in an office that appreciates staff, please send resume & cover letter in own handwriting to: box 806 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL CHAIRSIDE ASSISTANT
Full time position open for ambitious experienced, dental assistant. Excellent salary & benefits for those who qualify. No evenings NW Southfield area. 354-4344 Eves. 826-2681

DENTAL front office personnel
Bright, enthusiastic, mature person required for busy Livonia dental office. If you have excellent communication skills over the telephone & in person, have experience with appointment book control, insurance & computers, have good organizational ability & attention to detail call 474-8936

DENTAL HYGIENIST
needed for progressive office in Farmington Hills Wed & Sat Call 474-2280

DENTAL HYGIENIST - Enjoy your profession Part time, Mon, Wed, some Sat - no evenings Modern solo practice. Canton. Ideal opportunity 981-0707

TENNIS CHALLENGE TICKET WINNER

MARY L. IGNASIAK
14109 Washington
Plymouth

JOE SAVALE
36796 Thinbark
Wayne

SHELDON RUBIN
10000 Rosewood Ct.
Oak Park

Please call the promotion department of the Observer & Eccentric Friday, November 13, 1987, to claim your two FREE Tennis Challenge tickets.
591-2300 ext. 404
CONGRATULATIONS!

DENTAL HYGIENEST
Full or part time, Troy office. Please call 279-2980

DENTAL HYGIENIST - 4 days, no Saturdays or Evenings Periodontal Office. Benefits. Birmingham Area. 647-3545 or 540-4031

DENTAL HYGIENIST
West Bloomfield general practice seeks full and/or part-time Hygienist. Warm, caring individual with good communication skills a must. A growth opportunity for the right individual. Call 855-4800

DENTAL HYGIENIST
2½ days. Hazel Park - 9 Mile & I-75 Area. 542-4449 or Eves: 484-4474

DENTAL HYGIENIST - PART-TIME. Monday & Thursday. Southfield-Beverly Hills area. Ask for Heather. 352-4155

DENTAL HYGIENIST needed, excellent working conditions, flexible hours, great pay & benefits. Livonia area. Call 525-7616

DENTAL HYGIENEST
Start at over $30,000 per year with benefits. Full time. Must be experienced & willing to grow. Contact Brenda 357-3109

DENTAL HYGIENIST - Outgoing, experienced, desired for a private 1 doctor general dental practice, in Livonia. Salaried position, 3-4 days per wk. Call Donna at, 477-7905.

DENTAL HYGIENEST, ASSISTANT & Receptionist - We are expanding our office & looking for experienced team members. We offer a complete benefit package & great salary. No evenings, alternate Saturdays. Southfield area. 355-9800

DENTAL INSURANCE biller, minimum 5 yrs. previous experience with DOCS systems. Excellent salary. Apply in person: Professional Dental Centers, Northland Center

DENTAL OFFICE - part time. Experienced. Varied duties. Pleasant personality, 13 Mile & Telegraph area. 645-6363

DENTAL OFFICE MANAGER
Full-time, 8am-5pm, Mon-Fri. Benefits. Desired qualifications include Business, Dental & Computer. 2 Dentists' Preventive Practice, 12 Mile/Southfield area. No insurance! 642-0397 or 646-2272

DENTAL RECEPTIONIST - full time, mature, experienced, alternate Saturdays. Southfield/Farmington Hills. 552-0149

DENTAL RECEPTIONIST
A full time position. No evenings. No weekends. Must have recent experience in scheduling, insurance financial arrangements & case presentation. Salary open. Call for interview appointment: 535-1198
Dr. M. Weiss
25742 Schoolcraft, Redford.

DENTAL RECEPTIONIST
Full time with benefits. Dental & computer experience a must. Call Tues thru Thurs, 8am-12 noon. Ask for Lynne, 478-2112

DENTAL RECEPTIONIST
Full time, mature, experienced or will train, Redford area. Call after 5pm 353-7687

DENTAL RECEPTIONIST
Full time position available for busy family practice. Experience necessary. 348-7997

DENTAL RECEPTIONIST - Bloomfield specialist seeks career-oriented, friendly secretary with good typing and front desk skills. Excellent salary. 855-2020: 569-5110

DENTAL SECRETARY/ RECEPTIONIST & CHAIRSIDE
Full or part-time. Excellent pay. Benefits. Farmington & Southfield area. 851-7510

DENTAL TECHNICIAN
quality oriented ceramist to work in N.W. suburban fixed pros. lab. Reply to Kramm & Assoc. Dental Lab. 18211 W. 12 Mile, Lathrup Village, MI. 48076

DETNAL ASSISTANT CHAIRSIDE
Experienced, 32 hours per week. Plymouth Periodontal office. 459-4077.

DIETARY AIDE - Straith Hospital for special surgery (23901 Lahser rd. Southfield) is seeking a part time dietary aide & cook. Experience is desirable. Applications accepted 9am-4pm, Mon. thru Fri.

DIRECTOR OF NURSING
Skilled nursing facility in Farmington is looking for an experienced Director of Nursing for a 153 bed facility. Please send resume & salary requirements to: Robert Curtiss, Oak Hill Care Center, 34225 Grand River, Farmington MI 48024, or call 477-7373

EXPERIENCED DENTAL ASSISTANT
Full time position, good personality, good hours, benefits. 893-9322

HYGIENEST experienced in Tario scaling & Root planing. Top salary commensurate with experience. Quality practice. Send resume to: K.W. Inc. 34101 Pembroke Livonia, 48152

FARMINGTON Podiatrist Office
Part time position. Experience helpful but willing to train. Must be friendly & dependable Call 478-4320

FULL TIME - Medical Secretary, experienced biller. Must have typing skills, pleasant phone voice, Troy area 828-8520

ST. MARY HEALTH CARE CENTER NORTHVILLE
A subsidiary of St. Mary Hospital is now accepting applications for our soon to be opened Northville primary care facility. The following full time positions are available:

• MEDICAL ASS'T
Qualified candidate must possess skills in Venapuncture, EKG, PFT, X-Ray, minor surgical assistant, and general office procedure. One year experience as a medical assistant required with experience in an ambulatory care setting preferred.

• RECEPTIONIST/BILLING
Previous experience required as a medical receptionist. Minimum of 2 years experience in medical insurance billing and follow up on outstanding accounts receivable. Familiarity with automated data processing system and medical terminology preferred.

Interested applicants should call 464-4800, on ext 2309, for interview

St. Mary Hospital
36475 West Five Mile Road
Livonia, MI 48154

HIGIENE POSITION AVAILABLE
Livonia area. Quality oriented practice Excellent working conditions. 421-4530

HOME HEALTH CARE HOME HEALTH AIDES
Nurse Aides, Companion Aides, Chore Providers and Live-ins. Metro Home Health Care has openings for qualified Home Health Aides for all shifts in the tri-county area. Must have car available and references. Excellent starting salary. Call between 10am-4pm. 271-8230

HYGIENIST for periodontal practice, 4½ days, Birmingham. Utilize all the skills you would train for. Excellent benefits 647-7783

INSURANCE BILLER
Full time medical billing clerk for plastic surgeons office, Experience necessary. 569-1444

LAB ASSISTANT OFFICE ASSISTANT
Experienced Part/full time for Physician's office in Birmingham Call 647-5850

LIFE SKILLS TRAINER
Entry-level (hourly) position with expanding Bloomfield Hills in-patient Rehabilitation Program for individuals with acquired brain trauma. High school diploma; some college preferred. Direct physical care experience helpful. Call: Personnel at 433-1844

LPN - CHARGE NURSE SUPERVISORS
Come join our progressive health care team at our large S.N.F. We offer $9 to start with shift differential and great advancement potential within our nationwide nursing care network. Pontiac Nursing Center, 532 Orchard Lake Rd. Pontiac, MI., 48053 Please call 338-7151 for an interview, Mon. - Fri., with our D.O.N.
An Equal Opportunity Employer

LPN
Full time or part time position available for out-patient hemodialysis facility. Afternoon shift, no weekends. Hemodialysis experience not required. Call Linda Luevano at Wahstenaw Regional Dialysis Center 434-4680

LPN OR RN
Midnights for 20 bed basic nursing facility. St. Anne's Mead, 16106 W. 12 Mile Rd., Southfield. Call for an appointment. 557-1221

LPN or RN
Needed to work 2 afternoons per week for small basic nursing home in Plymouth. 453-3983

LPN or RN
We need nurses who want to make a difference. New management wants progressive ideas. Nurses needed all 3 shifts. Call for appointment: 477-7373/r

MATURE, CARING Mother looking to return to work force, part time, in Doctor's office. Will train. Desirable Farmington Hills location. Start immediately. Please call 476-0502

MEDICAL ADMINISTRATOR-6 physicians medical group in Southfield looking for experienced, college graduate, medical administrator with good computer, finance, personnel background. Send resume, in strict confidence, with salary requirements to: J. Greene, 29275 Northwestern Hwy, Suite 100, Southfield MI 48034.

MEDICAL ASSISTANT-Part time, experienced preferred, but will train. Bloomfield Hills podiatry office. Mon-Wed-Fri afternoons. 335-6810

MEDICAL ASSISTANT
full or part time. Must be hard worker for active practice. Top salary & benefits. Experience preferred but will train proper person. Call: 478-4639

MEDICAL ASSISTANT - Full time for busy Southfield Ophthalmologists office. Looking for someone responsible & patient oriented. Experience preferred. Send resume to Box 692, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISANT with x-ray experience needed. Call 533-1300

MEDICAL ASSISTANT
Part time for Livonia family physician. 464-9340

MEDICAL ASSISTANT
Experienced only. VP, EKG and x-rays. Four day week. Southfield area. 559-6370

MEDICAL ASSISTANTS or LPNs
To work full time in Internal Medicine in large medical center. Call 348-8000, Ext. 329.

MEDICAL ASSISTANT
Front desk experience helpful for multi-practice office. 30-40 hrs. per week. Northville area. Ask for Mary: 349-4904

MEDICAL ASSISTANT - Need motivated and willing to learn MA. Must be experienced in clinical, lab & x-ray. Part time, some Saturdays. Call Pat, 451-0070

MEDICAL ASSISTANT
Part time fill-in needed for S. Livonia podiatry office. Experience preferred, but not necessary. Approximately 14-25 hours per week. Call, 591-3514

MEDICAL ASSISTANT - Seeking experienced, dependable medical Assistant to work in Southfield office. Flexible hours, good salary. For more information please call 8:30-5. 626-1117

MEDICAL ASSISTANT - Experienced. Needed full time afternoons for Canton clinic. Must be self-motivated and able to perform all aspects of medical office procedures. Call Fri, Nov. 13, only 8:30 AM - 12 Noon. 459-6818

MEDICAL ASSISTANT
We are currently seeking Medical Assistant for full time, part time, temporary, & contingent position at our health centers. We are looking for dedicated individuals that possess knowledge of vital signs, injections, assisting, who enjoy working in a busy atmosphere, and who loves people! Candidate who feel they meet these qualifications, please submit resume to: Select Care, Manager Employment Relations, 383 W. Big Beaver, Troy, Mich 48084.
An Equal Opportunity Employer

MEDICAL ASSISTANT NEEDED
for family practice in Dearborn Hts. Call Karen: between 9:30 AM-4:30 PM. 278-7756

MEDICAL ASSISTANT wanted for busy doctors office in Farmington. Full time position, experienced. Helen. 478-4450

MEDICAL ASSISTANT
Troy Area. Experience with venapuncture, OB/GYN experience helpful but not necessary. Delightful personality a must. 15-20 hours per week. Call ask for Ann 362-4430

MEDICAL ASSISTANT needed full time for very reputable and busy Podiatric office in the Wayne Westland area. Must be willing to learn and work hard. Experience preferred. benefits. Send resume to: P.O. Box 431, Franklin MI. 48025

MEDICAL ASSISTANT-Competent, dependable for Farmington Hills doctor's office. Approximately 30hrs /wk., Mon-Fri, Wed. off. Hours 12-7:30pm Occasional Sat. mornings. Salary based on qualifications Willing to train. Contact Debbie 553-3150

MEDICAL AUDITING - RN's needed to audit hospital bills, part time, flexible hours, national firm, Equifax Services, Dr. T. Bartlett. 443-5857
An Equal Opportunity Employer

MEDICAL BILLER-Experience in all insurance billing. Computer experience helpful. Excellent benefits. Farmington area Mon-Fri. 474-1614

MEDICAL BILLING CLERK for busy office in Southfield. Recent knowledge in third party billing essential. Salary negotiable. No evenings or Saturdays Call Greta at 353-2605.

MEDICAL LAB TECHNICIAN
Experienced in denture department. Full benefits. "534-2351

MEDICAL RECEPTIONIST
Full time position available for experienced medical receptionist in a Walled Lake Area family practice. Good starting wage & excellent benefits Call Marti 624-4511

MEDICAL RECEPTIONIST/Biller needed for Livonia Pediatric office. Medical office experience required. 40 hours weekly. Call Kate 476-1350

MEDICAL RECEPTIONIST for busy allergy office M-T-Th-F-S. Experience preferred. Peg board insurance, answering phones. 689-6744

MEDICAL RECEPTIONIST
Experienced. Full time position for busy family practice. Livonia area. 261-1740

MEDICAL RECEPTIONIST/ ASSISTANT
Part time Fridays and Saturday morning. Knowledge of front & back office required. 540-1220.

MEDICAL RECEPTIONIST - experienced only. Temporary position with possible permanent position. Farminton area. Mon-Thurs. 474-1614

MEDICAL RECEPTIONIST
Full or part-time. Duties include typing, pegboard, phone contact. Insurance knowledge helpful. No Sat. or Sun. Salary negotiable with experience. Send resume to: Box 528, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY needed, part time, afternoons. Garden City area. Call after 1:30pm. 261-6252

MEDICAL SECRETARY
Sharp, independent worker for 2 person surgery practice. Insurance billing, medical transcribing. No nights or weekends. 354-1154

MEDICAL TECHNOLOGIST
Part-time evenings, with Saturday rotation. A.S.C.P. Registered with (8) years experience for Stat Lab in Livonia Medical Center. Call 9am-4pm. 261-9300

MEDICAL TRANSCRIPTIONIST
Experienced with discharge summaries, operative reports, history & physical. Regular part time positions available Varied work load. Oak Park area. 398-1417

Medical Transcriptionists
10 needed for afternoon shift, 4:30 pm to 1 am in a North Oakland County hospital. Must have at least 1 years' experience in an acute care facility. Knowledge of some type of dedicated word processing equipment is necessary.

Call today for an appointment.

642-9650 Bloomfield
338-0338 Pontiac
398-7900 Berkley

KELLY SERVICES
The "Kelly Girl" People
Not an Agency; Never a Fee
Equal Opportunity Employer M/F/H

U.S. law requires all applicants to show proof of identity and right to work in the U.S.

MEDICAL TRANSCRIPTIONIST-Southfield Podiatry office. Full or part time. Experience helpful. 388-2500

MEDICARE R.N.
Energetic RN needed for this newly developed position at this large NW suburban S.N.F. Knowledge of R-19's, IBG's and skilled nursing documentation is a plus. Liberal salary commensurate with experience. Excellent benefit package, inclusive of stock and retirement (Work no weekends). Apply in person at 532 Orchard Lake Rd., Pontiac, MI., 48053 OR call D.O.N., at 338-7151.
An Equal Opportunity Employer

NURSE AIDES
Afternoon and Midnight 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 and/ or certified for home care in western Wayne & south Oakland communities. Transportation allowance paid. Starting wage $5.25 per hour. United Home Care 459-5141
An Equal Opportunity Employer

NURSE AIDES: FULL TIME
Home for aged. Assist residents with personal grooming and medications. Pleasant working conditions. Benefits available. Days, 6 to 2:30. Afternoons, 2 to 10:30. Midnights, 10:15 to 6:15. Farmington Hills area. Call 9 to 5, 851-9640

NURSE AIDES
Georgian Bloomfield Nursing Home is now accepting applications on all shifts. Excellent working conditions and fringe benefits. Apply in person:
2975 N. Adams
Corner of Big Beaver
Bloomfield Hills

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. Skilled 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, gas allowance for qualified applicants. No experience necessary, will train. For an interview call 453-3983

NURSES AIDES
APPLY IN PERSON
LIVONIA NURSING CENTER
28910 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.

NURSES
RN's, LPN's - full time, part time, flex time or on-call. We can fit your schedule.
Convenient Southfield location. Competitive rates and benefits. Call:
SANDRA NUTTEN
RN, Director of Nursing
PRENTIS MANOR
352-2336

OFFICE MANAGER-busy W. Bloomfield chiropractic center. Long term/full time. Service oriented, organized, typing, insurance & bookkeeping skills required. 661-7445

OPHTHALMIC TECHNICIAN
WANTED: VIBRANT, ENERGETIC PERSONALITY to join in 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 & ultrasound. Fundus photos a plus. Only those with experience, initiative, motivation and good people-skills to pamper our patients need apply. Generous salary & benefit package awaits the right person. Let us know you are out there! Please send resume to: Office Manager, MCEC, 455 S. Livernois, Suite 612, Rochester MI 48063

OPTICIAN
We have an immediate opening for a contingent Optician to fill in for vacationing or ill employees at our Troy health center. Will be responsible for dispensing, ordering & performing minor repairs on eye glass frames. Associate's degree from an accredited training program or equivalent work experience required; minimum 1 yr experience in a retail setting; certification from the American Board of Opticianary preferred. Interested candidate please submit resume to: Select Care Manager Employment Relations, 383 W. Big Beaver, Troy, MI 48084.
An Equal Opportunity Employer

OPTOMETRIC ASSISTANT/Technician for busy specialty practice. Computer entry, patient intake & bookkeeping skills required. Will teach optical skills. Phone 352-1772

ORTHODONTIC ASSISTANT
An experienced orthodontic assistant needed for orthodontic office in the Birmingham area. Call, Mon. Tues or Thurs. 8am-5pm 645-5340

PARAMEDICS, DISPATCHERS & BASIC EMT's-Community EMS is seeking professional dedicated full & part time employees to become members of our Team. Excellent wages & benefits. Call Ann Maher, 344-1990

PART-TIME CLERICAL position for a gastroenterologist office. Basic clerical skills. 2 mornings a week at the Arbor Health Bldg. in Plymouth. Please call Barb G. 434-8262

PHYSICAL THERAPY ASSISTANT
PTA needed for unique interdisciplinary team for rehabilitation of CHI, spinal cord & other neuro orthopedic injuries. For interview contact, Ms. Morton between 8:30am-4pm at 433-1844

PHYSICAL THERAPISTS
Part time positions available in hospice home care, servicing the Tri-county area. Select your neighborhood. Excellent per visit rate. Call and leave message for Sharon Last, Hospice of SE Michigan. 559-3330

PHYSICIAN ASSISTANT
We are currently seeking licensed Physician Assistants for full time employment in the Detroit Metropolitan & Lansing Areas. Excellent salary and benefit package. Please send resume to: Detroit Industrial Clinic, Attention: Ruth Jackson, 20755 Greenfield Road, #900, Southfield, Mich., 48075

RECEPTIONIST
for busy medical office in Livonia. Experience preferred. Looking for hard working take charge type of person. Excellent salary & bonus incentive. Call for interview 478-4639

RECEPTIONIST - PART-TIME
Tues. and Fri., possibly 3 days, for Southfield specialist. 552-0870

RECEPTIONIST - full time, experience preferred, immediate opening. Dearborn area. Ask for Beth. 277-0092

RECEPTIONIST
Part time, Mon., Wed. & Fri., 8:45am-12:30pm, Tues. & Sat. 8:45am-1:30pm. General office skills required. 27527 Joy Rd., ¼ blk. W. of Inkster Rd. 522-5501

RECEPTIONIST & Billing Clerk needed for busy doctors' office. Full or part time. Send resume to Doctors of Internal Medicine, 30335 W. 13 Mile, Farmington, MI 48018

RECEPTIONIST
for client-oriented Veterinary hospital, 12pm-8pm shift. Full-time, starting at $4 an hour. Must have experience & good receptionist skills. Apply in person: Westcott Hospital, 24429 Grand River, Redford.

RECEPTIONIST/GENERAL OFFICE
for Southfield ad firm, good phone manner, typing, & accurate proofreading essential. Computer experience helpful. Send resume & salary requirements to: Box 808, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Rapidly expanding health care magazine/medical center in Southfield looking for sharp self-starter with pleasant telephone voice. Must type 50 wpm with excellent grammar, spelling & reception skills. Word processing experience desirable. Fun group of people to work with. Promotion opportunity available. Send resume & salary requirements to: Farmbrook Medical Center, 29877 Telegraph Rd., Suite 400, Southfield MI 48034.

REHABILITATION CONSULTANT
Private firm seeks experienced insurance rehab RN for Southfield office. CRC or CIRS preferred. Send resume in confidence to: Syngouyien, 25140 Lahser Rd. ste 133 Southfield Mich 48075

RN-DAY SHIFT
LPN - AFTERNOON & MIDNIGHT SHIFTS
Full or Part Time Positions
Call Mrs. Ferguson for Appointment
261-5300
NIGHTINGALE WEST NURSING HOME

RN
Every-Other Weekend
Apply in person:
MARYCREST MANOR
15475 Middlebelt, Livonia
427-9175

RN
Join us in a small community hospital setting. RN position available - operating room, full time days with call. Experienced in scrubbing & circulating preferred.

Competative Wage Scale
Sign on Bonus

REDFORD COMMUNITY HOSPITAL
531-6200 ext. 406
An Equal Opportunity Employer

SECRETARIAL position - Immediate opening for mature, highly organized motivated individual with good typing & phone skills. Call Mr. Peck for appointment 557-0003

RN/LPN
Full/Part Time - Afternoon Shift Revised salary package. Nurse Aide class starts 11-9-87. Apply in person:
MIDDLEBELT-HOPE
Nursing Center
38410 Cherry Hill, Westland
326-1200

RN & LPN
Full & Part Time positions available for skilled Nursing facility. Revised salary scale. Contact: Linda Hirschfeld, RN, at University Convalescent Nursing Home, Livonia 427-8270

RN
Part time for plastic surgery office in Southfield. Dependable, good references required. Excellent working conditions. Call 557-1622

RNs/LPNs Afternoons
Full-time, Part-time positions available. Flexible scheduling, new pay scale and excellent work environment. For interview/application contact
Georgian Bloomfield
Nursing Home
2975 N. Adams
Bloomfield Hills, MI 48013
645-2900

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 wages and benefits. Call for appointment. Mrs. Felosak, RN. 522-1444.
522-1444

RN'S - LPN'S
Strong supervisory skills, innovative 12 hour shift, new pay scale. Apply in person.
LIVONIA NURSING CENTER
28910 PLYMOUTH RD.

SECRETARY
Do you have good secretarial skills, know medical terminology & have a flair for organization? We have a part time position with flexible hrs. open for the right person. Call Marti 624-4511

SECRETARY/EXPERIENCED
For small medical office in Southfield. No medical experience required. Salary negotiable, commensurate with experience. 350-8340

TRANSCRIPTIONIST MEDICAL RECORDS
Part time position immediately available for person interested in working the afternoon shift, Sun., Mon., Thurs., & Fri. Actual scheduled hours/days may vary.

Qualified candidates must have minimum 50 wpm., accurate typing speed, completion of a medical transcription course and 1 year experience.

Interested candidates may apply Mon. - Thurs., 9 AM. - 2:30 PM. Typing test will be given at time of application.

PROVIDENCE HOSPITAL
Employment Office
16001 W. 9 Mile Rd.
Southfield, MI., 48075
An Equal Opportunity Employer

TROY SURGEON'S OFFICE
Part-time, experienced in medical transcription & routine office procedures. 649-5910

WE ARE SEEKING an enthusiastic people oriented professional, to fill an appointment book scheduling position, in a very busy warm and friendly Birmingham dental office. This position offers a challenging opportunity to use your creativity and goal setting skills. If you are a "people" person, looking for a loving and caring environment and you enjoy being active and productive, please call. 646-3515.

X-RAY FILE ROOM COORDINATOR
Must have previous supervisory experience. Ron at 538-4700, Ext. 589.

X-RAY TECH NEEDED
For multi-speciality clinic in Troy. Full time, experience needed. Call Laura V. 362-4806

X-RAY TECHNICIAN
Registered or board-elegible. Day shift. Full time clinic position. Garden City. 421-8463

X-RAY TECHNICIAN
Redford medical clinic needs part time X-ray technician. Call: 937-1190

504 Help Wanted Office-Clerical

AA ACCOUNTING/GENERAL OFFICE
Farmington Hills company seeks individuals with excellent math skills, an eye for detail and basic accounting aptitude. $5.50-$6.50. Attractive modern offices & good fringe benefits. Housewife job market re-entries highly acceptable. Send experience details to Box 792, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNT ADMINISTRATOR
CIS Corporation, a major leasing and marketing company of capital equipment, is seeking an Account Administrator for their expanding Bloomfield Hills location. Qualified applicants must have the following:

- Minimum 3 yrs. business experience
- Ability to deal with sales people on a daily basis
- Self-motivated, ability to handle administrative detail & work independently
- Organizational skills a must, good telephone manner.
- Minimal typing.

Salary commensurate with background. We offer a full benefit package and excellent opportunity for advancement in a preferred, modern working environment including an on-site nautilus work-out center.
Qualified candidates may send their resumes and SALARY HISTORIES in confidence to:
Judy DeVore
Human Resources Representative
CIS CORPORATION
3600 Telegraph Rd.
Bloomfield Hills, MI. 48013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

ACCOUNTING CLERK
Permanent position for a person to do various office functions. Must be well organized & good with figures. 8 Mile/Lahser area. Mr. Carn. 353-0180 ext 471

ACCOUNTING CLERK
needed for pleasant Southfield office. Should have experience in maintaining files and good organizational skills. Competitive salary. Send resume to Attention: Controller, 27766 Franklin Road, Southfield, MI 48034

ACCOUNTING CLERK
Highland Super Stores is currently seeking an experience Accounts Payable Clerk. Qualified candidate will possess clerical skills to include typing, filing and data entry experience. One year college level accounting preferred. We offer an excellent benefit package and a fast paced growth environment. Please send resume with salary history to:
HIGHLAND SUPERSTORES
Human Resources Dep't. - DE
909 Sheldon Rd.,
Plymouth, MI., 48170
Equal Opportunity Employer M/F

ACCOUNTING CLERK
Experienced bookkeeper wanted in Farmington Hills. Send resume to: Box 850, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
A major Southfield super market chain is seeking an individual with recent experience in a computerized accounting system. Accounts payable experience desirable. Competitive salary & full benefit package offered. Send resume in confidence to box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING
Livonia area - entry level position for detail oriented individual with good math aptitude. Candidate should have experience in billing, credit, and collection, bank reconciliation and data entry. Typing required. Call Barbara Green for interview. 525-5660
An Equal Opportunity Employer

Accounting Office Immediate Openings
Livonia Accounting Office seeking persons well experienced in general office procedures for following positions

Typist

Tax Clerk

Employee Benefits Administrator

Prior experience necessary. Only those who enjoy working with numbers and are accurate and neat need apply for these permanent positions. Benefits include medical, disability, and life insurance. Qualified applicants send resume and salary requirements to: Box 736, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING POSITIONS AVAILABLE
Immediate opportunities are available to professionals in the following fields.

Bookkeeping
General Accounting
Receivables
Payables

Accounting Clerks

Experience necessary, degrees preferred. Several long term and indefinite assignments in the Rochester/Pontiac area. Call for an appointment.

ENTECH SERVICES, LTD.
Auburn Hills Troy
Southfield Ren Cen
377-4980

ACCOUNTS PAYABLE/Receivable Clerk, pegboard system, office duties. Experienced. Part or full time. Northville. 349-0380

ACCOUNTS PAYABLE
Inventory, computer entries, general office in a music store in Bloomfield Hills. Benefits. Send resume to: 2184 Telegraph, Bloomfield Hills, MI 48013

ACCOUNTS RECEIVABLE
Royal Oak - full time, entry level position for reliable individual. Good Math skills and personable telephone personality, some typing required. Starting rate $185 weekly, plus benefits. Call 547-8396.

ACCOUNTS RECEIVABLE CLERK
Ann Arbor corporation seeking an experienced Accounts Receivable Clerk. Must be proficient on computer and calculator. Please send resume to: P. Petty, Unistrut Corp., 777 E. Eisenhower Parkway, Suite 800, Ann Arbor, MI 48108.
Equal Opportunity Employer
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ADMINISTRATIVE ASSISTANT part time for manufacturers rep, for 20hr/week to $6/hr. W. Bloomfield area. 626-4160

ADMINISTRATIVE SECRETARY
Seeking professional with 5 years experience, for computer related company. Strong organizational skills required, self starter. Please call between 12-4pm, 280-0180.

ADMINISTRATIVE ASSISTANT
An established manufacturer's rep is seeking an experienced person to run a small office. Must have experience with word processing, excellent phone and organizational skills. Shorthand and automotive background are preferred. If you're available immediately, send your resume to: W. Maher, 950 E. Maple, Suite 210, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT
Growing, fast-paced C.P.A. firm, in Tel-Twelve area, is looking for eager, take-charge Administrative Assistant for Accounting Division. Skills should include top-notch Secretarial capabilities & Word Processing. Send resume to. Debbie Russ: Collis, Kopmeyer, Hoag & Co.: 30100 Telegraph Rd., Suite 222, Birmingham, MI. 48010-2943.

ADMINISTRATIVE ASSISTANT (Bi-Lingual)
We are looking for a full time administrative assistant who can understand simple conversational Japanese. The scope of the job includes import/export documentation, vendor contact for purchasing & facilities, assisting with personnel matters for our Japan staff & other general office duties.

Qualified applicants will have 2 to 3 yrs. previous work experience, accurate typing & willingness to perform a variety of duties in a small office environment.

For information, please call Lucy: 769-1350. Interested applicant may send resume with salary requirements to:
TOYOTA TECHNICAL CENTER
Ann Arbor Branch
Attention: Carol Ogawa, 1588 Woodridge Ave., Ann Arbor, MI. 48105.

ADMINISTRATIVE ASSISTANT - Take-charge position. Good typist, personable, 5 days plus benefits Please call Merna 424-8770

ADMINISTRATIVE ASSISTANT and Secretary needed by progressive Birmingham CPA firm. Both positions require 70 WPM and Word Star/4 experience. Administrative assistant position requires organized, professional self-starter with 5 years experience. Secretarial position requires 1-2 years experience CPA experience preferred for both positions. Send resumes to:
Audit Dept.,
Collis, Kopmeyer, Hoag & Co. PC,
30100 Telegraph, Suite 222,
Birmingham MI 48010-2943

ADVERTISING firm seeks mature, experienced secretary with good organizational skills to assist CEO Computer experience helpful, salary negotiable. Call Mr. Aston before 10am or after 3pm. 557-8881

APPLY NOW
- Secretaries
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Ready for a change? Need more variety than secretarial work. Employee oriented firm seeks individual for clerical administration in Production Control Dept. Invoice & purchase order experience a plus. Strong customer service orientation & accurate typing a must. Good salary & phenomenal benefits. Employer fee paid opportunity. Call Pam at
AMERICAN PERSONNEL 553-2444

ATTENTION
Need extra Christmas cash? Then we need you. Now hiring for temporary full time Data Entry position. Computer experience necessary. Apply in person or send resume to: Waterbed Gallery, 32975 Schoolcraft Rd., Livonia, MI 48150.

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BILLER/TYPIST
Medical Lab in Southfield offers full time position. Requires 1 yr. billing experience & minimum 55 wpm typing. $5.50 per hr. plus benefits Call Ms Day. 386-4789

BILLING CLERKS
Expanding South Oakland County retailer in need of additional billing representatives. Data entry experience & bookkeeping knowledge essential. Full benefits & competitive wages for successful applicants. Please respond with resume to: Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BLOOMFIELD HILLS Law firm needs a clerk/messenger to stock supplies & run errands between office & client sight. A reliable car & good driving record a must. Please send letter of application or resume to Butzel, Keidan, Simon, Myers & Graham, 300 E. Long Lake Rd., Suite 200, Bloomfield Hills MI 48013 Attn: Denise Domke.

SEEKING bookkeeper with experience to work in sportswear company. General office skills required. Must be detail oriented & have good phone ability. Excellent growth opportunity & work place environment.
ACTION SPORTS APPAREL 261-1711

BOOKKEEPER/CLERK
Looking for responsible & accurate person to fill full time position immediately. Will work on IBM system 36 & run payroll, accounts payable & general ledger packages. Experience helpful Southfield location. Send resume with salary requirements to Accounting Department, 17117 W. 9 Mile Rd., Suite 325, Southfield, MI 48075

BOOKKEEPER - ENTRY LEVEL
For non-smoking CPA office in Farmington Hills 737-2300

BOOKKEEPER
For auto repair shop Livonia area. Every Friday, occasional Mondays, occasional full weeks. Must be available when needed. Call 422-0320

BOOKKEEPER mature with a least 5 years experience to handle payroll & general ledger for 4 corporations including trial balance. Good typist. Birmingham 559-3340

BOOKKEEPER - Must have 2 years experience accounts payable & receivable. Apply in person, 29820 W. 8 Mile. 1½ blks W. of Middlebelt

BOOKKEEPER - Need full charge bookkeeper with MCBA experience. Must be a self motivated & self starting person with good accounting background. Non smoker. Send resume to Alljack & Co., 377 Amelia, Plymouth, MI 48170

BOOKKEEPER, part time, small 1 person office - needed for general bookkeeping, job costing and quarterly payroll tax returns. Apply at Radtke Mfg., 22837 Heslip, Novi or call, ask for Kim 349-4570

BOOKKEEPER/Secretary/Typist - Experienced for small real estate office in Southfield Mon thru Fri., 9am-1pm. Starting salary $8.00 per hour. 352-6466

BOOKKEEPER/SECRETARY
Excellent opportunity for mature, full/part time bookkeeper with secretarial/computer skills. 5 yrs. experience required Southfield Area. Please call 9am-12 noon 855-4838

BOOKKEEPER - 12 Mile/Southfield area. 5 days/wk., flexible 25-30 hrs weekly. Small, very busy office. Full charge thru trial balance. Payroll experience required, computer experience desirable 443-5650

CHIROPRACTIC ASSISTANT
Position available for enthusiastic energetic individual who wants to work in an office setting. Basic clerical skills required. Will train qualified person. Applications available, 9-12 and 3-7 PM
27448 W. 7 Mile Rd, Livonia

CHURCH Secretary part time, experienced. 20 hours per week, non smoker preferred Dearborn Hts. area. Call in am. 278-9340

BUSINESS LIAISON-Bachelors Degree in Guidance and Counseling, Business Administration, Vocational Education or related area. Experience will be heavily considered. Duties include: contact private employers to develop unsubsidized job placement for disadvantaged clients. Preferred experience in working with disadvantaged females and hard to service Salary $15,379. Application deadline Nov. 13, 1987. For more information contact Wayne Metro CSA at 843-2550
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Equal Opportunity Employer Male/Female/Handicapped/Vet

BUYER'S ASSISTANT
Southfield distributor seeks detail oriented individual for entry level position in buying department. Good phone skills & math apptitude essential. Data entry & clerical experience desirable. Full time. Good benefits. Call before 11am 352-0379

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CPA Needs part time or full time income tax preparer & data processor for IBM-PC Southfield 559-3340

504 Help Wanted Office-Clerical

SECRETARY
Commercial bank in Troy has an excellent career opportunity for an experienced SECRETARY with excellent typing (65+ wpm), shorthand (100 wpm) and oral and written communication skills. This position reports directly to the Bank President and requires a mature professional individual with the ability to handle confidential information. Banking or financial background preferred. Excellent benefit package. Salary commensurate with experience. Send resume and salary history in confidence to:

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SOE
P.O. BOX 5823
TROY, MI 48007-5823
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Maccabees Mutual, the oldest & one of the fastest growing life insurance companies in Michigan is seeking a sharp individual to add to our home office staff. Must be well organized, accurate, enjoy variety & have excellent verbal & written communication skills.

Our benefit package is one of the finest in the industry including paid health care & tuition assistance.

Send resume or apply to:

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LIFE INSURANCE CO.
25800 NORTHWESTERN HWY.
SOUTHFIELD, MI 48037
Equal Opportunity Employer

ACCOUNTS RECEIVABLE PURCHASING CO-ORDINATOR
Lamar Plastics Production Technology Group, a Libbey-Owens-Ford Company, is seeking an accounts receivable/purchasing co-ordinator.

Experienced self-starter needed to handle accounts receivable duties such as generate, verify & send invoices; maintain related files; receive payments; enter data via computer for posting to the general ledger; prepare & forward bank deposits. Purchasing duties include processing & maintaining files. Qualifications include 2 to 3 years directly related experience plus college course work in accounting.

A competitive salary & benefit package is provided. Please send resume to:

Human Resources Manager
Lamar Plastics
6300 Hughes Drive
Sterling Heights, MI 48077
Equal opportunity employer

504 Help Wanted Office-Clerical

CLERK TYPIST
Exciting opportunity for an individual with excellent Clerical Skills. Minimum 2 years experience. Accurate typing skills (40 plus WPM) and strong organizational and communication skills.

Responsibilities Include:
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Please Call or Send Resume to Jan Gardner:

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Clerical Support
Masco Corporation has a challenging, 20-hour-per-week Clerical Support position for an individual interested in the possibility of moving into full-time secretarial work after several months.

Position requires good communication, organization and phone skills, as well as excellent typing and spelling. Shorthand or speed writing is a plus. Please send your resume in confidence to:

Personnel Department - SEC, Masco Corporation, 21001 Van Born Rd., Taylor, MI 48180. Equal Opportunity Employer.

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