CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

502 Help Wanted Dental-Medical

RECREATIONAL THERAPIST
Certified Therapeutic Recreational Specialist to work as part of interdisciplinary team in brain-injury rehab program. Immediate full time opening. Competitive salary & benefits. Professional growth opportunities. Medical, salary certificate & plus. Contact Steve Piotrowski, Administrative Asst., Total Therapy Management, Inc., 21700 Greenfield Rd., Suite 208, Oak Park, MI 48237. 967-4455

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN) and Registered Supervisors of resident care staff on an 8 hour shift (RN II). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries are $13.71 thru $17.63/hr. year or $15.03 thru $1,931.304 year. Additional $.50 for afternoons and midnight shifts. Excellent fringe benefits. If interested call Mrs Dixon, RM for more information at 349-1800, ext 221.
An Equal Opportunity Employer

REGISTERED NURSES
Exciting opportunity, full and part time. Multi-million dollar abuse treatment agency seeking candidates for medical detoxification unit. Interesting and challenging position involving medical, abuse and counseling nursing skills. Excellent salary and fringe benefits. Send resume or apply in person to: Sacred Heart Rehabilitation Center, Human Resources Dept, 900 E. Eleven Mile, Detroit MI, 48201
An Equal Opportunity Employer

REGISTERED NURSES
Positions are immediately available in the following clinical areas.
EMERGENCY
Full time Monday, Wednesday and part time, afternoon and midnight shift.
CRITICAL CARE
Full time, part time and contingent positions available on all shifts: 12 hour midnight shift available.
ONCOLOGY
Full and part time positions: willing to consider any shift, 12 hour shifts available.
RADIATION ONCOLOGY
Contingent position available on the day shift.
We offer an excellent starting salary, shift differential is awarded on evening, 3pm, Apply or contact the Nurse Recruitment Office for additional information, 424-4000
PROVIDENCE HOSPITAL
EMPLOYMENT OFFICE
16001 W. 9 Mile Rd.
Southfield, MI 48075
An Equal Opportunity Employer

REGISTERED NURSE
• Par time with benefits. Critical care experience, Midnight shift, Thurs. - Sat., and Holidays. 348-9000, Ext 325.

REGISTERED NURSES
needed part time for office work in Diabetic Teaching. Must travel to Detroit and suburbs.
Call 348-8000, Ext. 325.

REGISTERED NURSE
SUPERVISOR
DAY REHABILITATION
Challenging opportunity available to work as a supervisor in Providence Hospital Day Rehabilitation Program. An Supervisor position will be responsible for assessing patients suitability for the Day Rehabilitation Program, as well as maintaining day to day operations.
Qualified candidates will have:
• Bachelors of Science in nursing degree.
• 2 years of nursing experience in rehabilitation nursing. Additional experience in Neurological/Medical Surgical preferred.
• Previous Supervisory experience preferred.
• Certification in Rehabilitation Nursing highly desirable.
Please send resume or apply, Mon.-Thurs., 9 AM. - 2:30 PM., Employment Office.
PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, MI, 48075
An Equal Opportunity Employer

RN
Full time & part time positions (Mon. thru Fri. 8:30am-5:30pm) in ambulatory, internal medicine private practice in Farmington Hills. Previous experience in adult internal medicine nursing preferred. Please send resume to: Internal Medicine Clinical Group, 28080 Grand River, Suite 308, Farmington Hills, MI 48024.

RN, Insservice Director for skilled home care agency. Mon-Fri, weekends or holidays. Make your own hours. Call Mon. thru. Fri. 9 till 5. 255-6450

RN
IN SERVICE DIRECTOR
FULL TIME DAYS
Dorvin Convalescent Center, in Livonia, is seeking RN to assume responsibilities of training our nursing staff. Strong leadership skills associated with a genuine desire to make a difference in the quality of life for our elderly residents. We offer competitive wage, excellent benefits & working conditions. Call Director of Nursing, for further information, Mon. thru Fri. 9:00am - 4:30pm, 478-0350. 29270 Morlock, Livonia, MI 48152.

RN - LPN needed to work in a progressive pediatric setting. Organizational & assessment skills preferred. Evening & day shift available - full & part time positions. Excellent pay & benefits package. Contact Property Nursing Home, 28550 Five Mile Rd., Livonia 427-6270

RN/LPN-Part time, 3pm-11pm or 11pm-7am, extended care facility, Canton MI. Inquire with Linda 397-0600

RN or LPN, part time afternoon shift. West Side Nursing Home, Small basic facility in Plymouth needs a staff nurse. To schedule an interview call 453-3983

RN or LPN
2 half days a week, doctors office, 341-1826

RN
Part-time, every other weekend
Apply in person:
MARGRETT MANOR
18475 Middlebelt, Livonia
427-9175

RNS/LPNS
Earn up to $20 per Hour
Rochester, Royal Oak and Southfield areas. Home care cases.
Excellent part time and full time positions available on all shifts. Professional, well used and quiet cases ongoing. Very experience helpful. Training and orientation provided. Bonus hour program. Health insurance available. Call today.
St. Clair Professional Medical Services
Harper Woods Troy
343-4337 880-8628
A Health Care Partner of St. John Hospital
An Equal Opportunity Employer

X-RAY TECHNICIAN
Part-time, Afternoons preferred. Southfield Orthopedist. 948-4882

502 Help Wanted Dental-Medical

RN'S/LPN'S
Full time & part time positions open for experienced highly motivated professional nurses. Good benefit package. Salary commensurate with experience. Call or send resume to:
CONNIE FISHER, RN, D.O.N.
PRENTIS MANOR
29031 Lahser
Southfield, MI 48034
352-2336
An Equal Opportunity Employer

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

RNs & LPNs
Join the growing field of extended care. Our progressive, extended care facility offers excellent benefits, competitive wages, tuition reimbursement and friendly cooperative staff. We provide a comprehensive orientation and internship for staff development program. Call D.O.N.
Four Chaplains Convalescent Center
261-9500

RN'S, LPN'S & PHLEBOTOMIST'S
National company is looking for you to perform pre-insurance physicals. Work will be done on an independent contractor basis. Payment is on a per exam basis. Must drive basis. Also need in-center help. Ask for Kelly 540-6584-4849

RN'S - MED/SURG - ICU
$200 sign on bonus - Livonia hospital needs to fill most All shifts open.
Health Care Professionals
357-7086

RNS - MED SURG
$15 to $19.75/hr. Plus $500 dollar bonus! Immediate needs.
HCP LTD. 357-7066

RN'S - POOL NURSES
Plymouth based home health agency seeking RN's with recent acute care experience to work PM's, midnights & weekends at local hospitals. Call Gloria at United Home Care. 459-5141
An Equal Opportunity Employer

R.N.'S & L.P.N.'S
Full time afternoons and regular part-time afternoons, mornings, weekends and holidays. Starting pay R.N.'s - $10.50 and L.P.N's - $8.75. Apply Mon. thru Fri., 12 to 5 PM.
FRANKLIN MANOR
Convalescent Center
25900 Franklin Rd., Southfield
352-7390

R.N.'s - L.P.N.'s & NURSE AIDES
Medical Staff Resources is looking for dependable people who want to earn extra money working for a Temporary Staffing Agency. If interested, please call between 9am-5pm - for information, 427-5133

SKILLED & CUSTODIAL assignments. All shifts available. Immediate start rates. To qualified, compassionate applicants, Empo - Care 540-905 Pavemar, Plymouth, MI 48170 453-1061

The Center For Implant Dentistry
Is Looking For To Start:
• If you are an experienced Dental Hygienist, interested in expanding your knowledge to include implant maintenance.
• If you are cheerful, energetic and more interested in quality preventative dentistry than assembly line clinic work.
• If you are interested in a full time position with benefits in a contemporary Bloomfield Hills practice.
Position available immediately. Give us a call to arrange for an interview at: 332-4100

TRANSCRIPTIONIST for plastic surgeon, 2 to 3 days per week. Must be proficient in Word Perfect. Call Jeanne 10 - 4 pm. 352-8070

TYPIST
GENERAL OFFICE
Good typing & telephone skills required to work with director of nursing & administrator of health care agency. Southfield location.
352-6111
MEDICAL PERSONNEL POOL

X-RAY TECHNICIAN
Full time, Non office. Must be registered. Ask for Ron.
538-4700, Ext. 569

X-RAY TECHNICIAN
2½ days per week, Southfield Orthopedic Office. Salary negotiable. 557-6142

504 Help Wanted Office-Clerical

ACCELERATE YOUR CAREER
LEGAL SECRETARY
Up to $20,000
ADMINISTRATIVE ASSISTANT
(Japanese Speaking)
Up to $19,200
WORD PROCESSING SECRETARY
Up to $16,000
SECRETARY
Up to $16,000
BOOKKEEPER
Up to $16,000
RECEPTIONIST
Up to $15,000
ALL FEES PAID
Personnel Systems
459-1166 761-5252

ACCOUNTANT
CPA firm needs person with 2 years experience. All aspects. Diversified practice with excellent opportunities. Salary $16M/$25M. 477-9112

Accounting Clerk
Wholesale distribution center in Novi needs person with experience in payables and general accounting. Good general office skills and some computer experience helpful. Full benefit package. $8.00 per hour to start. Call the Personnel Dept.
349-3356

ACCOUNTING CLERK
Entry position. Typing & computer knowledge necessary. Send resume & hand printed cover letter to: C.M.E., 3270 W. Big Beaver, Suite 123, Troy MI 48084

ACCOUNTING CLERK - entry level position with large Livonia manufacturer. Position requires 0-1 yr. experience with accounting/clerical duties & data entry. Submit resume to: Box #832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING-GENERAL OFFICE
Require individual with good math skills & PC experience. $5.75-$6.25. Attractive modern office & good fringe benefits. Submit complete resume to or call Mr. Zee, LTD, 30700 Northwestern Hwy., Farmington Hills MI 48018 851-7700

504 Help Wanted Office-Clerical

Accounting Clerk
Experienced in accounts payable, accounts receivable and inventory. Computer experience a must. Candidate should be detail oriented, accurate, organized and able to meet deadline. Send resume to: Box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING/RECEIVABLES
Knowledgeable accounting firm seeking experienced individual to handle billing and a variety of other accounting functions. Excellent math, clerical & typing skills required. Send resume to Box 778 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Must have good understanding of bookkeeping principles, accurate with figures. Typing and computer experience helpful. Farmington area. Contact Lisa at 478-0005

ACCOUNTS PAYABLE/ PAYROLL CLERK
Needed for Southfield property management company. Should be a quick learner, able to work independently and handle a high volume of work. Typing and computer skills required. Call Linda from 2-4 PM., at 356-5555.

ACCOUNTS PAYABLE & COMPUTER
Opportunity with Manufacturing firm seeking individual with 3 years of data type, operate calculator, have minimum of 1½ year office experience & some knowledge of Bookkeeping. Excellent fringe benefits. Send qualifications & salary requirements, in writing, to: Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS - payable clerk, detail oriented, type 40 wpm, previous experience, excellent communication skills, call Lois at Uniforce 646-6188

ACCOUNTS PAYABLE
Farmington Hills property management company is in need of an accounts payable person. Some prior experience is familiarity with a typewriter & calculator helpful. Send resume to: Controller, P.O. Box 5335, Southfield MI 48037.

ACCOUNTS PAYABLE CLERK
Well established firm in West Bloomfield is seeking an individual who is detail oriented, possesses general clerical skills, along with PC or data processing experience, and has general accounting and bookkeeping background. Please send resume with salary requirements to: P.O. Box 6127, West Bloomfield, Mich., 48304

ACCOUNTS RECEIVABLE CLERK
A Livonia based manufacturer is seeking an individual to administer accounts receivable function. Responsibilities include: invoicing, maintenance of accounts receivable records & cash receipts. Experience with PC a plus. Comprehensive benefit package. Send resume in strict confidence to: Box 832Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCURATE TYPIST with clear phone voice for busy N.W. Detroit office. Must be responsible individual for this diversified clerical position. Prior office experience preferred. Call Marge. 537-5800

PART TIME Administrative office position which includes assisting in accounting department. Experienced with "Real World" accounting package preferred. Be available a minimum of 24 hours per week. Qualified applicants contact: Sheila 352-4920

ADMINISTRATIVE ASS'T
Needed for Southfield Real Estate - Sales & Management Co. Must be experienced in organizational skills, typing & word processing. Please send resume to: Mark Carroll, John P. Carroll, Inc., 26586 Franklin Rd., Southfield, MI 48034.

ADMINISTRATIVE ASSISTANT
Challenging and diversified position with major suburban firm. Light shorthand, fee paid. Call Barbara, Sneiling & Sneiling, 772-6760.

ADMINISTRATIVE ASSISTANT II
Needed for Manufacturer located in Troy. Requires 5 years experience. Must be proficient in Word Perfect, Calc Star and Lotus. Excellent benefits. Please call between 8-5pm. 589-3750

ADMINISTRATIVE ASSISTANT/ EXECUTIVE SECRETARY
Assistant to President of a growing Mortgage Banking Company. Responsibilities include light accounting, payroll & personnel, as well as, general office functions. Please Call 334-1833

ADMINISTRATIVE ASSISTANT
is needed in Real Estate Developer. An organized person who pays attention to detail is required. Experience in Real Estate Documents would be very helpful to obtain the position. Office located just South of Union Lake on Haggerty Rd.
356-1130

ADMINISTRATIVE ASS'T
Bright, energetic person experienced in Secretarial & Bookkeeping for fast paced advertising agency. IBM Pacemaker & word perfect knowledge required. Must be organized, dependable & have a pleasant phone voice & great attitude. Excellent benefits. Send resume to: R.E. Laura, Inc., 23100 Providence Dr., Suite 350, Southfield MI 48075.

ADVERTISING FIRM in Southfield seeks mature, experienced sales secretary, growth opportunity, CRT experience helpful. Salary negotiable. Call anytime 357-6681

A/P CLERK - Ann Arbor management co. currently in need of an Accounts Payable clerk. 1-3 yrs. experience is preferable. Good typing, data entry & organizational skills are necessary. Good starting salary & fringe benefits offered. Send resume to Personnel Dept., AP, PO Box 94026, Ann Arbor, MI, 48107

APPLICATIONS now being accepted for full & part time desk clerk and full time night auditor. Apply in person: Travel Lodge Metropolitan airport, 7800 Merriman Rd., Romulus.

A STAFF - accountant, Southfield, 2-4 yrs accounting experience, Lotus 1,2,3, general ledger thru financial statement. Benefits. $20,000. Fee paid

ADMINISTRATIVE - assistant, experienced for president of Bloomfield Hills company, excellent typing, shorthand, experience & personality, benefits. $20,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ATTENTION SECRETARIES
Tired of the "temporary run around", come to a job placement service that works WITH you, we offer competitive wages, exciting positions and a friendly helpful staff, come as
PARTNERS IN PLACEMENT
where you come first
SOUTHFIELD: 827-4213
LIVONIA: 474-8500

ATTENTION: SPECIAL opportunity for individual with good process/computer skills. 20 person professional firm requires mature person to assist with internal responsibilities. Located in Southfield-Town Center Complex. Ideal working conditions. Contact Sheila, 352-4920

AUTO CASHIER
Large Metro GM Dealer has immediate opening for cashier/switchboard. The position requires previous dealership experience. For Appt., please call: 534-1400

504 Help Wanted Office-Clerical

AUTO BILLER/EXPERIENCED
Also Experienced Receptionist.
For Lincoln Mercury dealership.
Call 254-4900

AUTO DEALERSHIP
Cashier/Receptionist
wanted for full time employment. Good typing skills required. Knowledge helpful but not necessary. Apply in person:
Grestview Cadillac
555 Rochester Rd, Rochester

BILLING SECRETARY/Bookkeeper for Southfield outpatient psychiatric clinic. Must have good typing skills, 15 hours per week, flexible schedule. Experience with peg board system & Blue Cross billing preferred but not essential. Call: 356-0050

BOOKKEEPER
Accounts receivable specialist available for collection of rents. Prior experience required in either residential or office buildings. Please send resume to: Resume, P.O. Box 3105, Southfield MI 48037

BOOKKEEPER - CPA firm needs person with payroll tax form experience. Will train on other aspects. Some benefits. $13,000-$15,000. 477-8112

BOOKKEEPER
Experienced person. Good opportunity. Farmington area. 474-1136

BOOKKEEPER
Flexible hrs. Mon. thru Fri., per wk. Prudential Town Ctr., Southfield.
Call 8am-5pm 357-1199

BOOKKEEPER
for Southfield Agency. Computer & accounting experience required. Good benefits. Please send resume to box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge. Experienced in all aspects of accounting. Must be a self starting person with good accounting background. Non smoker. Send resume. Fax also. 377 Amelia St., Plymouth, MI 48170

BOOKKEEPER
full charge to handle complicated accounts in Southfield CPA firm.
352-0300

BOOKKEEPER
Full time Southfield area. Must know accounts payable/receivable. Personal computer experience helpful. Salary. Call. 352-0080

BOOKKEEPER - Full charge, mature person for small furniture store. Excellent salary. Bedford, Inc., Mr. L Lawton 558-2222

BOOKKEEPER full charge payroll, cancel statements. Send resume with salary requirements to:
Controller, 21790 Inkster Rd., Redford, MI 48239

BOOKKEEPER
Full time position available with a progressive financial institution in the Southfield & Lathrup Village area. In Accounting along with recent experience in a financial institution to: Balance Sheet reconciliation, Accounts Payable, Check Reconciliations, Payroll, Fixed Asset Control, General Ledger & the daily use of computer terminal. Excellent opportunity for growth & advancement. Send resume with salary to: Central Credit Union, P. O. Box 5210, Detroit, MI., 48235.

BOOKKEEPER
High School Graduate with previous Bookkeeping experience and/or equivalent course work in Accounting. Knowledge of Data Processing procedures & P.C. experience preferred. Send resume to: Farmington Public Schools, 32422 Shiawassee, Farmington, MI. 48024 - Attention: Sandy Weir

BOOKKEEPER - Livonia, part time, 20-30 hrs. Financial statements. Experienced with "Real World" accounting package preferred. Be available a minimum of 24 hours per week. Qualified applicants contact: Sheila 352-4920

BOOKKEEPER
Livonia company is seeking experienced person. Individual we seek should have a minimum of 3-4 years experience to include accounts payables & receivables, payroll, collections & ability to work a trial balance. Person should have minimum 2 years of college with accounting & business background & be proficient in PC's & Lotus. Call betw. 3-4pm, ask for Sharon, 591-9292

BOOKKEEPER
Needed for busy supply house. Duties include: taxes, payroll, accounts receivable/payable, bank reconciliation. Full time plus benefits. Apply at: Tyndall Equipment, 26721 Plymouth Rd., Redford, MI.

BOOKKEEPER/OFFICE MANAGER
For retail store to assist controller. Must have solid experience in office procedures, competence in accounting, word processing, good typing & telephone skills. Excellent salary & benefits. Send resume to Controller, 6536 Telegraph Rd., Birmingham, MI 48010

BOOKKEEPER - Part time, Law office. Some experience preferred. Send resume to: Office Manager, 32340 Five Mile, Livonia, MI, 48154.

BOOKKEEPER - Part time for CPA office. Some experience in General Bookkeeping, Payroll Taxes & Accounting necessary. 737-4200

BOOKKEEPER
Part time, flexible hours. 8 Mile/Grand River area. 476-9121

BOOKKEEPER/SECRETARY
Part time for Manufacturer Rep. Business. Afternoons. Mon.-Fri. good location, nice office, competitive pay. Please call morning between 7:30-9am 352-2521

BOOKKEEPER/Secretary wanted for Southfield engineering firm, experience required, full benefits, salary commensurate with experience. 557-5250

BOOKKEEPER/SECRETARY
Full charge for manufacturing plant. Must be flexible & have computer experience. Creative and ambitious attitude helpful. Send resume, references and salary requirements to: CMR, 2872 E. 8 Mile, Warren, MI, 48091

BOOKKEEPER
Small Birmingham warehouse, needs bookkeeper for all around duties. Phone, typing, reception too. Must be versatile. P. O. Box 327, Birmingham, MI, 48012.

BOOKKEEPER
Tamarott Ford of Southfield is looking for an experienced dealership bookkeeper. Auto dealership experience required. Good pay & benefits. Excellent opportunity for the right person. Call Eileen at 353-1300 ext 221

BOOKKEEPER WANTED- Part Time Very, flexible hours, Mon. thru Fri. Morning hours. Apply in person between 10-noon or call. M. S. Sports Goods, Fairlane Meadows, 16101 Ford Rd., Dearborn, Mi.

BOOKKEEPER
We are an accounting service company with an excellent opportunity for an individual who is seeking full time employment.
The successful incumbent should have a minimum of 2 years experience in cash disbursements and receipt journals, as well as payroll accounting. Experience with personal computers and access to reliable transportation is preferred.
Salary is commensurate with experience. For confidential consideration, please forward a resume with a cover letter stating your salary requirements to:
PERSONNEL DEPT.
30100 Telegraph, Suite 251
Birmingham, MI 48010

BOOKKEEPER
2 years experience for CPA office in Farmington Hills. Good working conditions and benefits. Salary commensurate with experience. Call Marilyn, 538-8200.

CASHIER/SWITCHBOARD OPERATOR. Experience preferred but not required. Call Jim Miller for appointment. Bob Jeannette Pontiac, 332-0900

504 Help Wanted Office-Clerical

BOOKKEEPING/COMPUTERIZED
Architect/Interior Design firm in Bloomfield Hills - seeking individual with bookkeeping skills (Trial Balance & Financial Statements. Computer knowledge of DOS Operating System, Lotus & WordStar required. Ability to develop MACROS, troubleshoot basic computer functions with NOVELL Networking Systems. Call 332-3141

CASHIER, FULL or PART-TIME
Aptitude for figures. Apply in person: Corey Donatto, 36400 Plymouth Rd., Redford. No phone calls, please

CHALLENGING Office Position for independent person with light bookkeeping experience in West Bloomfield. Call Amy 851-2483

Claims Analyst/Data Entry Clerk
For Southfield law office specializing in Bankruptcy. Good analytical skills required. 2-4 years bankruptcy experience helpful. Ability to work independently and meet deadlines. Excellent fringes. Salary commensurate with experience. Please send resume & salary requirements, to: Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SEEKING mature person with clerical skills. Full time, Mon. thru Fri. 8AM-5PM. Experienced only. Salary negotiable. Benefits. Farmington Hills. 478-1282

CLERICAL/ADMINISTRATIVE ASSISTANT
Full time position available in our Southfield office. Must have excellent math skills. Knowledge of Data entry a plus. Should have computer & typing proficiency. Will need to be detail oriented, & work well with individual supervision. Salary commensurate with experience. Send resume including salary requirements to: Attention: Personnel, P.O. Box 5091, Southfield, MI 48086.

CLERICAL
Amicara Medical, is the durable Medical equipment subsidiary of a large Health Care Provider. We have the following positions currently available in our corporate offices:
• Accounts Receivable Rep's
High School graduate with some college preferred. Approximately 2 years medical billing experience. Some computer and/or calculator skills. Ability to use CRT & good communication abilities required. Previous third party reimbursement experience helpful.
• Billing Coder
High School or equivalent, plus approximately 1 year experience in a medical setting. (Hospital or clinic experience preferred) Good communication skills & ability to use CRT in coding registrations & related but related other duties.
Please send a resume detailing your education, experience & salary history to:
J.W. Johnston
Amicare Home Health Resources,
2000 W. Huron River Drive
Ypsilanti, MI 48197
An Equal Opportunity Employer

CLERICAL
Full & part time positions available. Experienced receptionist with basic accounting knowledge, data entry & customer relations. Evenings & weekends may be required. Contact Mr. Roberts 352-0160

CLERICAL - FULL-TIME
available for Civil Engineering & Land Development firm located in Northville. Excellent typing skills & pleasant phone voice required. Knowledge of Word Perfect helpful preferred. Please send resume to: Northville Land Development, Inc., P.O. Box 68, Northville, MI. 48167

CLERICAL
Full time entry level position now available in the Purchasing Department of major retail chain. Ideal for person entering job market and seeking valuable work experience. Duties include typing, filing, phone answering and some light mathematic calculation. Individual must be detail oriented, have excellent organizational skills. Full benefit package provided, as well as, on the job training. Send resume and salary requirements, or fill out application, at location below.
FRETTER APPLIANCE
Attention: Personnel Dept.
35901 Schoolcraft Rd.
Livonia, MI, 48150
(between Levan & Farmington)

CLERICAL HELP - Part-time
Must be extremely organized. Office located in Southfield. Contact Pat at P.O. Box 258, Southfield, MI. 48037
An Equal Opportunity Employer

CLERK TYPIST
for busy office in Oak Park. CRT experience helpful. Must have pleasant telephone voice. 967-1000

504 Help Wanted Dental-Medical

MEDICAL/DENTAL CAREERS
ENROLL NOW!
Become a
• MEDICAL ASSISTANT With X-Ray/EKG
• MEDICAL WORD PROCESSOR
• DENTAL ASSISTANT
• MEDICAL LABORATORY TECHNICIAN
(2 years)
WE OFFER
• FINANCIAL AID (if you qualify)
• PLACEMENT ASSISTANCE
• DAY CARE
• UAW APPROVED
Michigan Paraprofessional
721-1777

BOTSFORD GENERAL HOSPITAL
Farmington Hills, MI
is looking for nurses. So is everyone else. Make us your choice because...
New Programs and high patient census allow us to offer:
★ A highly competitive compensation and benefit package
★ HIRING BONUSES OF: $200 TO $1,000 TO RNS AND LPNS
★ NEW CONTINGENT PAY SCALE: $14.77 TO $16.82
★ Flexible Scheduling:
8 hour; 12 hour shifts
Float positions - work every THIRD OR FOURTH WEEKEND
★ Nursing opportunities in a variety of specialty areas.
Botsford General Hospital is a 330 bed teaching hospital located in a suburban campus setting in Oakland County.
For more information call
471-8655, 8055, or 8656
28050 Grand River
Farmington Hills
MI 48024
botsford general hospital
an osteopathic institution serving the community
equal opportunity employer

504 Help Wanted Office-Clerical

CLERKS
A good job isn't hard to find!!
Just call Kelly Services. We offer good pay and benefits. We now have long and short term Clerk assignments available. General office duties include collating, photo copying and filing.
Call today for an appointment.
Livonia . . .522-4020
Garden City 422-0269
Bloomfield .642-9650
Berkley. . .398-7900
Rochester .852-8800
Farmington 471-2050
Troy 362-1180
Ann Arbor .761-5700
Ypsilanti . .482-7749
KELLY SERVICES
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

Clerks
The Ameriture Companies has immediate openings for our new Farmington Hills office for file and general office clerks.
Requirements include a minimum of 6 months office experience, excellent filing, and organizational skills. Light typing and familiarity with a computer terminal helpful, but not necessary. We are looking for energetic self-starters who are willing to grow with us.
These full-time positions offer excellent starting salaries with a comprehensive benefit package.
If you are seeking an entry level position which offers advancement opportunities, please call.
489-9220
Amerisure Companies
33533 W 12 Mile Rd.
Farmington Hills, MI 48018
An Equal Opportunity Employer

CLERK TYPIST
Immediate opening for clerk typist to handle everyday typing requirements. Will also work with computer & do other office functions. Full benefits. Livonia location. Reply to Box #870, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Rochester area office. Shorthand and/or speedwriting, & typing required. Send resume to Mary Ann, P.O. Box 2000, Rochester, MI 48063

CREDIT INVESTIGATOR/ GENERAL OFFICE
Fast paced leasing company needs clerk for credit investigation and general office work. Send resume to: LAC, 30955 Northwestern Hwy, Farmington Hills, MI 48018. Attn: Credit Investigator.

CLERK-TYPISTS
A dynamic & growing major health care organization located in Detroit has several openings for Clerk/Typists. Requirements include typing 55-wpm and a minimum 1 year general office experience. Previous experience in data entry, word processing and/or medical terminology preferred. We offer a competitive salary & benefit package. Qualified applicants please send resume & salary requirements to:
PERSONNEL DEPT-CT
P.O. BOX 02006
DETROIT, MI. 48202
An Equal Opportunity Employer

COLLATORS - data entry people (3-6 mos. assignment) for major fam corporation in Livonia, clean work, 2 shifts, 40 hrs plus. College students, retirees, homemakers - Call Lorraine at Uniforce 357-0034

CONSCIENTIOUS, Motivated help wanted for full time position. Job description includes data entry, typing & phone ordering. Experience in Sales preferred but not required. Call Ramchargers, 36534 Plymouth Rd., Livonia, MI.

COUNTER HELP
Answering phones, dealing with public, filing. Data entry helpful. Call 532-5959

COUNTER SALES and related office duties. Full time position. Knowledge of building materials helpful but not necessary. Good starting salary and benefits available for an aggressive individual. Call for interview appointment 536-9300

CREDIT ANALYST
Experienced Credit Analyst for large national bank affiliate. Good basic typing skills, pleasant personality, good business sense - are a must! Many responsibilities available for an energetic Self-Starter. Salary & benefits schedules available. Written reply to:
Credit Manager, P.O. Box 2459, Southfield, MI. 48037-2459

CREDIT - clerks needed for division of Big 3 in finance area, must have an association or 4 yr. degree. Accounting background helpful, type 55 plus. and word processing. Excellent growth opportunity. $15K. Call Claudia at Uniforce 357-0034

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B & G Glass Co.,
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Looking for mature person for 3 days in Farmington Hills office. 30 - 40 hour week (flexible) General office and customer handling skills desirable in this one girl office. Send resumes to: S-M Associates, Suite 122, 32983 Hamilton Ct. Farmington Hills MI 48018 Attn: Carol

504 Help Wanted Office-Clerical

Customer Service Liaison
Interested in re-entering the work force? This may be just the place! Fast paced import printing company seeks intelligent, mature individual with excellent secretarial, communications and organization skills. 1-3 years of secretarial & bookkeeping experience preferred. Must be detail oriented and able handle a variety of tasks simultaneously. Generous salary and benefits. If interested, please send cover letter & resume and salary history to: Mr. Sanders, P. O. Box 891, Southfield, MI 48037 or call 10am to noon 352-2500, Ext 3

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Customer communication skills required. Salary commensurate. AKC, P.O. B 196, Southfield 48037-0196

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DATA ENTRY
Excellent opportunity for experienced IBM-P.C. Data Entry & typing in A Country Dept. Full-time position. Salary commensurate. NO phone call please. Send resume to: D/E Lauren Inc., 5290 W. Big Beaver, Troy MI, 48084 - Attention: Controller
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DATA ENTRY
Full & part time positions available. Entry level data input person 4 hours per day. Accurate typing skills required. Send resume to: Box 1132 No. Woodward, Birmingham, MI 48011

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ESCROW SECRETARY wanted please send resume to MTA, 32550 Farmington Rd., Livonia, MI. 48150 Attn Jean

504 Help Wanted Office-Clerical

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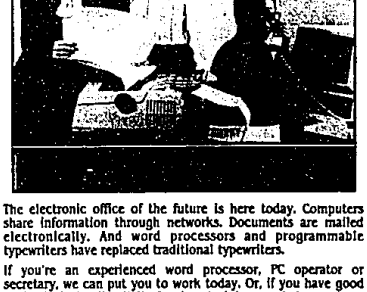

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