502 Help Wanted Dental-Medical

DENTAL SECRETARY - Livonia area. Our growing practice is searching for a multi talented person to chiefly answer our ringing phones and serve as office control our appointment book, while maintaining a knowledge of computer experience and dental knowledge most beneficial but not a must. We offer a full time position with excellent benefits and hours, no evenings or Saturdays. Call and ask for Nikki, 522-7314

DIALYSIS NURSES
DIALYSIS TECHNICIANS
DIALYSIS TRAINEES
New dialysis units, located in Plymouth & Southfield, have full and part time openings for RNs, LPNs and Technicians. Prior experience in dialysis preferred, but will train suitable candidates for hemodialysis with state-of-the-art procedures, equipment and methods. Our training must have a minimum of 1 year prior medical experience or training. Call Kay Heiser, Clinical Nurse Manager, for interview at 355-2230

DIETARY AIDE
Part time days, close to aged location in Farmington Hills.
Call: 851-8640

DIETARY AIDES & COOKS
Needed for basic nursing facility. Apply within: 43825 Michigan Ave., Canton, MI, 48188. 397-0000.

DON'T WAIT UNTIL DEADLINE!

You can place your ad anyday of the week. Office hours are 8 a.m. to 5:30 p.m. Monday-Thursday; 8-5 p.m. Friday. We run over 10,000 ads a week and our phones get very busy on Tuesdays and Fridays. Call early so you can be sure to get your ad in the next publication.

591-0900
644-1070
852-3222

DIRECTOR OF NURSES
Are you an energetic RN that is people oriented, come join our 46 bed basic nursing home expansion and learn but will train right candidate for more info call 453-3982

EXPERIENCED VETERINARY
Assistant, Part-time. Please call: 855-6527

HOME HEALTH AIDES
With compassion, empathy and dignity, to the elderly living in their apartments in Plymouth and surrounding areas. Good starting rate, periodic adjustment. Growth opportunities. Emphasis in: 455-1061

HYGIENIST
A busy dental office is looking for a friendly, energetic hygienist. Salary commensurate with experience. Benefits. Full or part time. Please call Denise Mon., Thurs. or Fri. 9am-4pm 728-1700

HYGIENIST
Part time for friendly Livonia office, 2½ days, top salary. Phone Sally, 478-2112

HYGIENIST WANTED
Rochester Area
852-2266

INSURANCE BILLER
Novi Dermatology office seeking full time experienced insurance biller. Call 477-0400

LPN/RN
Nights duty home care. Pediatric & adult vent cases. All shifts. Western Wayne county. Training provided. Excellent wage scale & benefits. United Home Care 459-5141

502 Help Wanted Dental-Medical

LAB ASSISTANT - part time evenings position. Will consider students in medical field. Apply at: Livonia Medical Center, 9216 Middlebelt, Livonia, MI 48150.

LICENSED NURSES
Our 232 bed skilled nursing facility has limited staff positions available for licensed Nurses.
Afternoons: 1 full time position, (4-8 shifts per week). One full time or two part time positions - could be less than 8 hours per shift. Midnights: 2 positions, (4-8 shifts per week). If you are interested in working in a premier facility with its eye on the future, come and investigate joining our skilled, competent staff. Apply at: Westland Convalescent Center, 36137 W. Warren, Westland, MI.

LPN/RN needed full time for day & afternoon shift. Small basic nursing home located in downtown Plymouth. For more info call 453-3983

LPNS-AFTERNOON
RN-DAY SHIFT
FULL OR PART TIME
See Mrs. Martin, Dir
Call for appointment
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

LPN'S
GREAT CAREER OPPORTUNITY!
GREAT MONEY!
GREAT BENEFITS!
WEEKEND BONUS!
TUITION REIMBURSEMENT!
Call today!
H. Tubb, D.O.N.
729-0857
An Equal Opportunity Employer

LPN's
$12-$13 Per Hr.
West Bloomfield Nursing Center, on Maple near Drake, has openings on its afternoon shift for LPN's, $12 per hour plus bonus, or $13 per hour without fringes. Please call Mrs. Manuso or Mrs. Murre for further information at 661-1600

MEDICAL ASSISTANT
Part time, afternoons. Experience helpful, but not necessary. Redford area. 937-6123

MEDICAL ASSISTANT, experienced, for Walled Lake area family practice. Good pay and benefits. Full and part time positions available. Call: 624-4311

MEDICAL ASSISTANT
Full time. Experienced only. No evenings or weekends. Birmingham area. Call 647-4423

MEDICAL ASSISTANT, experienced front desk. Birmingham, full or part time. Salary negotiable. Call 540-6177

MEDICAL ASSISTANT
Mature person with minimum 5 yrs. experience in EKG, pulmonary function, xray, injections and vena puncture. Excellent salary and benefits. 559-0888

MEDICAL ASSISTANT or LPN
Full time, internal medicine or gastro department. Call 538-4700.

MEDICAL ASSISTANT
Full time for busy Internal medicine office in Livonia. Experience preferred.

MEDICAL ASSISTANT
Immediate part time position available for pediatric office in Southfield/W.Bloomfield area. Experience helpful. 477-1170

MEDICAL ASSISTANT/
RECEPTIONIST-Preferably with experience needed immediately to work in family practice in Troy. Call week days. 879-1117

MEDICAL ASSISTANT
Part time Internal medicine practice located in Southfield, Mon, Wed & Fri. Duties must include EKG, TM, hother & V.P. Salary negotiable. Call 559-4232

MEDICAL ASSISTANT
Part time, Birmingham practice, 8AM-1PM, 4 days per week. 646-2778

MEDICAL BILLER - For a busy Cardiology Office. Preferred experience with Medicare, Blue Cross, PPO, HMO's and 3rd party insurance. Full time. Rochester area. Call, 651-9200

MEDICAL BILLER
Full time, experience preferred, computer useful. Surgery billing, collections, for multi specialty orthopedic office. Excellent salary and benefits. W. Bloomfield. 851-0556

MEDICAL OFFICE ASSISTANT
needed. No experience necessary. Troy area. Taking applications. Please phone 689-5186.

502 Help Wanted Dental-Medical

MEDICAL BILLER/CASHIER
Computer experience preferred. Good pay and benefits. Full and part-time. Send resume to: Office Manager, Franklin Eye Consultants, 26275 Northwestern Hwy., Suite 100, Southfield, MI 48034

MEDICAL LAB TECH
Private W. Bloomfield internist practice. Part time to run internist tests. RIA & EIA experience helpful. 2-3 days, late week. 851-8030

MEDICAL OFFICE MANAGER
2 General Surgeon's office.
Southfield Area. Full time.
8am-5pm 559-5115

MEDICAL PERSONNEL POOL
Needs experienced home care coordinators. Immediate opening. Call Barbara Morantte 569-4600

MEDICAL RECEPTIONIST
Full time. Experienced, for busy Southfield Internist office. Please call 356-2319

MEDICAL RECEPTIONIST - appointment desk. Pleasant phone voice, neat minded person, light typing, filing. Full time, Mon. thru Fri. Southfield area. 967-0100

MEDICAL RECEPTIONIST Secretary for Bloomfield doctors office. Full time. General office duties. Organized, efficient, professional. Good starting salary. Experience preferred. Call Joy 333-3384

MEDICAL RECEPTIONIST
Immediate opening for experienced, mature individual. Computer, insurance knowledge, typing required. Full time. Benefits. W. Bloomfield. Call 851-0555

MEDICAL RECEPTIONIST
Henry Ford Medical Center Fairlane is seeking a part-time with benefits Medical Receptionist to work in Pediatrics. The ideal candidate will have previous medical office experience & familiarity with computers. Rotating hours & weekends. Contact Christine Lewis 10am-2pm at 593-8151
An Equal Opportunity Employer

MEDICAL RECEPTIONIST
Henry Ford Medical Center, Canton. We are seeking a part time, with benefits, Medical Receptionist with previous experience. Flexible hours including eves. & weekends. Please call 692-6308 or submit resume to:
HENRY FORD
Medical Center Fairlane
Attention: Cindy
19401 Hubbard Dr.
Dearborn, MI 48126-9989
Equal Opportunity Employer M/F

MEDICAL TRANSCRIPTIONIST in your home, must have strong medical transcription background. West Bloomfield area. 350-9454

MEDICAL TRANSCRIPTIONIST
2 years practical knowledge of medical terminology. Approximately 60 w/m typing. Benefits. Hourly or production pay. 569-7737

NURSE AIDES

All Shifts. Full or part time. WR train. $4 an hour. Apply in person:
CAMELOT HALL
NURSING HOME
35100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDES - Experienced and/or certified for home care in western Wayne & south Oakland communities. Transportation allowance paid. Starting wage $5.25 per hour. Call Kathy at Northwest Psychiatric Hospital, 478-2723

NURSE AIDES
Immediate part time position available for pediatric office in Southfield/W.Bloomfield area. Experience helpful. 477-1170

MEDICAL ASSISTANT/
RECEPTIONIST-Preferably with experience needed immediately to work in family practice in Troy. Call week days. 879-1117

MEDICAL ASSISTANT
Part time Internal medicine practice located in Southfield, Mon, Wed & Fri. Duties must include EKG, TM, hother & V.P. Salary negotiable. Call 559-4232

MEDICAL ASSISTANT
Part time, Birmingham practice, 8AM-1PM, 4 days per week. 646-2778

MEDICAL BILLER - For a busy Cardiology Office. Preferred experience with Medicare, Blue Cross, PPO, HMO's and 3rd party insurance. Full time. Rochester area. Call, 651-9200

MEDICAL BILLER
Full time, experience preferred, computer useful. Surgery billing, collections, for multi specialty orthopedic office. Excellent salary and benefits. W. Bloomfield. 851-0556

MEDICAL OFFICE ASSISTANT
needed. No experience necessary. Troy area. Taking applications. Please phone 689-5186.

502 Help Wanted Dental-Medical

NURSE AIDES
Up to $6.25 - hospital - nursing home experience required.
Health Care Professionals, LTD.
Sfld - 25899 W. 12 Mile #330
Mon. & Fri. 10-2, 3:30-5:30
Dbrn: Village Plaza #1001
Mon. 1-5pm, Thurs. 9am-1pm

NURSE AIDES
$5.60/$6.10
COMPANION AIDES
$4.60/$5.10
FOR NEW HOTEL

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

OAKLAND
NURSING
UNLIMITED

540-2360

NURSES
AIDES
AFTERNOON & MIDNIGHT
SHIFTS

Full time, experience not necessary. Will train. See Carol Brown.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSES AIDES
$5.50 To Start

West Bloomfield Nursing Center, affiliated with William Beaumont Hospital, is seeking qualified staff for Nurses Aides. No experience necessary, we will train you. Starting wage $5.50 per hr. after 1 month $5.75 per hr. after 6 mos. & $6.00 after 1 year with a full compliment of fringe benefits. Please apply at 6445 W. Maple, near Drake, Mon-Fri, 9am-4pm

NURSES EARN EXTRA $
Up to $1,000 per month working present job. Must be located in NW suburbs. Christy 5-7 PM. 474-2202.

NURSES - Your professional skills could be the perfect background for a rewarding career in residential and convalescent care facilities. Stop by your own boss, set your own hours, $40,000 to $70,000 an income and a secure future. Call about our "CAREER SEMINAR" series. Century 21. 478-6008

NURSING ASSISTANTS, full time days, afternoons and full time mid-night positions available. $4.05 to start, quarterly raises. No experience necessary will train. For more info call 453-3983

NURSING ASSISTANTS
ALL SHIFTS
Experience helpful, willing to train. Career ladder advancement. Apply in person:
MIDDLEBELT-HOPE
Nursing Center
38410 Cherry Hill, Westland

PATIENT COORDINATOR/
CLIENT ASSESSMENT
Southfield Home Care Nurses hospital, a free standing A.O.A. and C.A.R.F. accredited rehabilitation facility that provides intensive services in a number of programs, which include: closed head injury, chronic pain, spinal cord injury and general rehabilitation services to seeking aggressive, motivated RN's for full and part time positions.

The successful candidates will be responsible for pre-admissions assessment in conjunction with charge planners, social workers, positions and other health care professionals.

These positions require the candidates to possess excellent assessment and communication skills, comfort in dealing with the public, a dynamic personality and a minimum of 2 yrs. hospital experience. Experience in rehabilitation a plus.

We offer an attractive salary and flexible benefit package.

Interested applicants please submit resume or call:

Caryn Maiers-James
Director of Human Resources
Southfield Rehabilitation Hospital
22401 Foster Winter Dr.
Southfield, MI, 48075
(313) 423-1615

502 Help Wanted Dental-Medical

PEDIATRIC NURSE PRACTITIONER
Full time, experienced. Send resume to Woodland Health Care Center, 41939 W. 12 Mile, Novi, MI, 48050. Att: D. Hess.

PHARMACY TECHNICIAN
Computer experience helpful or part time. Apply in person only: Garden City Pharmacy, 6033 Middlebelt Rd. See Gary.

PHYSICAL THERAPY AIDE
for outpatient clinic in Southfield. Full time, with benefits. Call Suzanne before 2PM 557-7358

PHYSICAL THERAPIST
Southfield Rehabilitation Hospital, a free standing A.O.A. and C.A.R.F. accredited rehabilitation facility that provides intensive services in a number of programs, which include: closed head injury, chronic pain, spinal cord injury and general rehabilitation services to seeking aggressive, motivated PT's for full and part time positions available in a rehabilitation program.

Excellent salary and comprehensive benefits.

Call or submit resume to:

Caryn Maiers-James
Director of Human Resources
Southfield Rehabilitation Hospital
22401 Foster Winter Dr.
Southfield, MI, 48075
(313) 423-1615

Psychiatric
Social Worker

The Henry Ford Medical Center Fairlane has a MSW position available in Psychiatric Social Work. This position requires expertise in child & adolescent, family & group therapy, assumes primary responsibility for the evaluation, planning & carrying out of treatment for behavioral, emotional & emotional problems within an individual, family or group context. Requires a masters degree in social work with 2 years clinical experience in a psychiatric setting offering services in crisis intervention, short term therapy & family therapy. Must be certified by the state board of licensure with CSW & eligible for ACSW. Send resume to:

A. Zaborski
Division Head
Psychiatric Services
HENRY FORD
HOSPITAL - FAIRLANE
19401 Hubbard Dr.
Dearborn, MI 48126
An Equal Opportunity Employer

RADIATION THERAPY
TECHNOLOGISTS
St. Mary Hospital of Livonia has full time day positions available in its Radiation Therapy department for radiation therapy technologists. Candidates should be RTT or RT with experience in radiation therapy. Technologists will work with 400 kv accelerator, simulator and well equipped mould room. Excellent salary and benefits package is offered. Eligible candidates should call 591-2300 to arrange for an interview. St. Mary Hospital, 36475 W. Five Mile Road, Livonia.

RECEPTIONIST
Part time with possible full time position after January. Oral Surgery office. Medical or dental experience required. Call between 11AM-4PM at 547-2191

RECEPTIONIST for physical therapy office in Farmington Hills area. Hours: Mon. thru Fri., 9 to 5. Please call: 478-8140

RECEPTIONIST - full time for busy Ophthalmologist's office in Birmingham. Typing necessary. Insurance experience helpful. 642-5223

RECEPTIONIST
2 General Surgeon's office.
Southfield Area. Full time.
8am-5pm 559-5115

RECEPTIONIST
for busy Oncology Office in Southfield. Call Monday thru Friday, 9 30AM-5PM 559-8190

REGISTERED NURSES
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN II) and first-line Supervisors (RN III) to join our staff on an 8 hour shift (RN II). These positions require a diploma or Bachelor of Science in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries are $14.27 to$20.795 year or $13.65 to $22,677 year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. We interviewed: Call Mrs. Dixon, RN for more information at 349-1800, ext 231.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RECEPTIONIST
Immediate opening, full time, for busy Internal medicine practice. Experienced preferred. Salary commensurate. 9AM-12noon 455-8497

RECEPTIONIST, part time, for busy Cardiology office. Mon. & Wed. day week. 11am-5pm. Call Gwen for appointment 453-4700

RECEPTIONIST for busy medical office. Front desk and insurance experience necessary. References. Full or part time. Call 553-4800

REGISTERED NURSE
for busy Livonia pediatric office to do telephone triage part time. 478-2723

REGISTERED X-RAY Technologists
Full and part time for day/evening/night shifts. Rectron 937-8155

REHABILITATION NURSE-RN
Job sharing - practice your professional skills while balancing and caring for your personal needs. Our rehabilitation based facility is seeking a Registered Nurse, BSN preferred, to join our team of outstanding support services. This part time position is flexible and offers group insurance rates for the right person interested in sharing our future. Apply at Westland Convalescent Center, 36137 W. Warren, Westland, MI.

RN
Day charge nurse. Position available for RN with strong clinical background, level position in suburban skilled nursing facility. Must be self motivated with supervisory skills & experience. Excellent salary & benefits including tuition reimbursement. Please call Mary Le Tourneau, Unit Manager, Livonia & Nursing Home, 28550 Five Mile Rd., Livonia, MI 48154 427-8270

RN
Home health care agency seeking part or full time RN's for western Wayne county, 1 year medical-surgical experience with strong assessment skills. BSN preferred but not required. Daytime hours. Flexible schedule. Competitive salary & benefits. Full time benefits.
United Home Health 451-2253
An Equal Opportunity Employer

RN/LPN
Day & Midnight shift. Skilled nursing facility looking for caring professional staff. Must have current RN or LPN license with the following qualifications: Knowledge of geriatrics, motivated, supervisory ability & good organization. Exceptional salary, shift differential and benefit program available. Call Mary Le Tourneau, University Convalescent Center, 28550 Five Mile Road, Livonia, MI 48154 427-8270

RN, LPN or CNA
Wanted for Sunset Farmington Hills pediatric office. 20 - 30 hours per week. Great place to work. 855-4143

RN/LPN PART TIME
Pre-natal residential facility in Farmington Hills has an opening on mid-nights for weekends & vacation relief. Prefer experience with adolescents & in OB. For more information call Director of Nursing 626-1707
An Equal Opportunity Employer

RN & LPN - URGENT CARE
PM. hours. Call 348-8000, Ext. 325. Woodland Health Care Center

RN - Part Time - Oral surgery office, Birmingham/Troy area. Mornings only. Call between 10-4pm. 647-2191

RN
Part time. Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia.
427-9175

RN'S- LPN'S- AIDES- ORDERLIES
Full or part-time, all shifts. Basic nursing facility in Western Wayne County. New comprehensive pay plan. Competitive salaries. Hours between 2pm-9pm, Mon.-Fri. Canton Care Center, 43825 Michigan Ave., (near Sheldon), Canton, MI.

RNs/LPNs
Broaden your horizons
HEALTH CARE PROFESSIONALS
OF ANN ARBOR, INC.
Call for appointment
313-747-8070

RN'S
We are looking for strong, capable, caring RN's to join our professional staff in a specialized facility for the developmentally disabled. We have both day and afternoon shifts available. We offer a wide range of benefits including an attractive weekend bonus. Interested? Contact:
H. Tubb, D.N.
729-0857
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time Nurses. LPN'S earn $10.00 an hour. RN'S earn $11.00 an hour, plus health and life insurance benefits. Call for appointment. M. Felosak, RN.
522-1444

RNS - LPN'S
Work for the people that works for all the hospitals.
Health Care Professionals, LTD.
Southfield - 357-7080
Dearborn - 563-3050
Ann Arbor - 313-747-8070

RNS/LPNS
$200 SIGN-UP BONUS
Earn up to $17 hour!

Care for a special vent dependent pediatric patient in the home. We have 8 to 12 hour midnight shifts available.

We offer:
- Fully paid major medical health insurance
- Bonus hour program
- Instant pay
- Paid orientation

CALL TODAY! 343-4357

ST. Clair
Professional
Medical Services
A Health Care Partner
Equal Opportunity
An Equal Opportunity Employer

RN's - Pool Nurses - Plymouth based home health agency seeking RN's with recent acute care experience to work on a pool, as a weekend at local hospital. Call Carol: UHHS 451-2255
An Equal Opportunity Employer

RN with OBGYN experience part time. Salary commensurate with experience. Resume to: Pediatrics, P.O. 32841 Goddard, Suite 401, Farmington Hills, 48018. 626-9921

SOCIAL WORKER - MSW OR BSW
Out patient clinic, Southfield center, strong interpersonal, writing skills required. Payed parking. Schedule: Monday thru Friday 8:30am to 5:00pm. Submit resume to: Epilepsy Center of Michigan, 3800 Woodward, Detroit, MI 48201. Call Barbara Rader 852-0500
Affirmative Action Employer

SPECIMEN PROCESSOR/
Data Entry Clerk
Afternoon part time position.
Starting wage $5.25 per hour.
Ask for Beth 478-4414
Smith Kline Bio-Science
Farmington Hills, MI
An Equal Opportunity Employer

SPEECH PATHOLOGY/
AUDIOLOGY SUPERVISOR
Southfield Rehabilitation Hospital is a progressive 150 bed A.O.A. and C.A.R.F. accredited facility that provides intensive services in a number of programs.

We are currently seeking a full time Speech Pathologist who is experienced in CHI, CVA and other neurological deficits. Supervisory experience is preferred.

The successful candidate should possess a certificate of clinical competent in speech pathology (C.C.C.), must meet all requirements recently mandated by the B.R.S.H., and must demonstrate leadership experience and capabilities to develop, operate and organize activities of the speech department.

We offer competitive salary (newly revised), flexible benefits, and a cafeteria style benefit plan.

Interested applicants please call or submit resume:

Caryn Maiers-James
Director of Human Resources
Southfield Rehabilitation Hospital
22401 Foster Winter Drive
Southfield, MI, 48075
(313) 423-1615

X-RAY TECHNICIAN - Part time. Registered or registry eligible. Mammogram experience preferred. Call Ron, Woodland Health Care Center, 538-4700, Ext. 689.

502 Help Wanted Dental-Medical

STAFF NURSES
RN's/LPN's
Alcohol treatment/psychiatric intervention center has immediate openings for all shifts. Experience in the mental health and alcohol field preferred. Must have current Michigan nursing license or eligible. Interested applicants send resume to: Ms. Foster, Hegira Programs, Inc., 1375 Inkster Rd, Inkster, MI 48141 No phone calls please.
An Equal Opportunity Employer

VARIED DENTAL DUTIES
Must have some dental office experience. Full time. Birmingham area. 642-8135

WARD CLERKS
Experienced, full time day shift/part time afternoon shift. Apply in person:
MIDDLEBELT-HOPE
Nursing Center
38410 Cherry Hill
Westland

X-RAY TECHNICIAN
part time, evenings & weekends. Must be certified/eligible of accredited program. Experience preferred. Merry Go Round Medical Center, Farmington Hills. 855-6773
An Equal Opportunity Employer

X-RAY TECHNICIAN - Full time afternoon position available for registered or X-ray graduates welcome. Work 30 hr. weekly receive pay for 40 hours. Good working conditions, salary and benefits 353-1155

504 Help Wanted Office-Clerical

ACCOUNTANT - CPA apprentice for small CPA firm. Client works thru financial statements. Send resume to: Husband Todd & Parr, 19656 Gary Lane, Livonia Mi. 48152

ACCOUNTING CLERK-Duties include some computer entry, filing & reconciliation of various accounts. Full time benefits. Could lead to full time. Call & ask for accounting, 442-7000

ACCOUNTING CLERK
Accounts Payable & Receivable experience helpful. Apply to Personnel, Bloomfield Hills Schools, 4175 Rochester Rd., Bloomfield Hills, MI, 48013.

ACCOUNTING CLERK
A major Michigan Supermarket chain is seeking an individual with recent experience in a computerized accounting system. Accounts Payable experience preferred. Competitive salary & full benefit package offered. Send resume in confidence to Box 202, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING CLERK
For Livonia magazine publishing company. Some bookkeeping necessary. Computer and general miscellaneous office duties.
Carrie, 477-6650

ACCOUNTS PAYABLE POSITION
For busy Patient Care firm. All phases of accounts payable including computer entry through drafts. Person should be detailed oriented, computer experience a plus. Full benefits. Call & ask for accounting, 642-7000

ACCOUNTS PAYABLE
Full time position available for person with wholesale hardware and appliance distributor. 1 yr. experience preferred. Knowledge helpful. Farmington Hills, 10 Mile/Grand River area. Good salary and excellent benefits. Call 471-5500

ACCOUNTS PAYABLE/
PAYROLL CLERK
Accounts Payable/Payroll position available with fast paced Southfield company. Excellent math skills required. Previous experience and knowledge helpful. Duties include handling of payroll disbursements and reports. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 31

ACCOUNTS PAYABLE & Receivable for Wixom based construction co. 349-8843

ACCURATE, dependable typist with good language skills & dictaphone experience needed for busy Farmington Hills office. Barbara: 357-2027

ADMINISTRATIVE ASSISTANT
Flexible person to perform various office functions. Applicants must be proficient with dictation equipment, Apple, Macintosh & general office procedures. Familiarity with construction terminology a plus. Type 50wpm, 3 years experience required. Send resume to: Louis Wright & Associates, 14492 Sheldon Rd. Plymouth.

504 Help Wanted Office-Clerical

A CUSTOMER - service rep for major corporation in Auburn Hills area, (3-6 mos. experience), type 45 wpm accurate & good telephone manner, $13,500

RECEPTIONIST - for Bloomfield Hills corporation, some experience on Rolm, Dimension or Horizon, type 40 wpm. Maturity a plus. $18,000

NEVER A FEE
HAPPY THANKSGIVING
Paid vacations - holidays
A medical benefits
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357-0034 646-7660

ADMINISTRATIVE Management People - Your professional skills could be the perfect background for a rewarding career in residential and commercial/investment real estate. Let your own boss, set your own hours, $40,000 to $70,000 income and a secure future. Call about our "CAREER SEMINAR" series. Century 21, Hartland 632-7300 478-6008

ADMINISTRATIVE ASSISTANT
Light Secretarial Experienced. Part time Nov-Dec. Pleasant office farm in downtown Birmingham. Send resume: P.O. Box 1130, Birmingham, MI, 48012.

ADMINISTRATIVE COORDINATOR
Typing and word processing experience required. Personable individual to take charge of a modern, fast paced consultants office. Pleasant work environment. Telephone 13 Mile. Miss Schneider 540-7676

ADMINISTRATIVE ASSISTANT
Part time 30 hours a week. Permanent position with benefits. $9.00 per hour. Must type 50wpm and be proficient in WordPerfect. Two to 3 years secretarial experience and be able to handle responsibility. Work under pressure in hours 7:30am-3:30pm. Resume to Sterling Temporaries, 19475 W. Ten Mile, Suite 400, Southfield, MI, 48034.

ADMINISTRATIVE
Key confidential to CEO with project oriented schedule. Financial interest needed for good accounting skills. Excellent PC spread sheet tasks. FEE PAID. Open the Fri after 10AM. Call Barbara 362-1180

Harper Woods ... 372-4720
Troy ... 649-4144
Harrison Staffing Personnel

ADMINISTRATIVE ASSISTANT
Ambitious, dedicated person to work for chairman of Dealer Dynamics. Wide office Excellent typing, IBM Word Processing, shorthand and transcription skills, travel and meeting planning experience required. Candidate must be organized and thorough, possess a professional image, and be able to work well under pressure with all levels of management. Send resume: Sales Department, Sterling Center, Tucker, Personnel Department, P.O. Box 450, Bloomfield Hills, Mich. 48013

APPLY NOW!
Jobs Available
Immediately!

Work today. Kelly Services needs workers for long and short term assignments. You must be both dependable and energetic

- clerical
- light industrial
- receptionist
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For more information about going to work for America's number one name in temporary help, call the Kelly Services office closest to you

Rochester Hills
852-8800

Troy
362-1180

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HOME & SERVICE GUIDE

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9 Aluminum Siding

AAFFORDABLE QUALITY ALUMINUM & VINYL SIDING FREE EST. Insured. Lic./Inc. D.I.L. ENTERPRISES, 425-8608

AACUNA ENTERPRISES - Aluminum & vinyl siding, trim, gutters, storm windows & repairs. Lic. Ins. 35 years Exp. Free Est. 944-3738

ACCAI Siding, Trim, Gutters & Roofing. Vinyl Windows, Awnings, Roofing, Storms, Steel Doors. Free Estimates. 474-4300

BEST PRICES ON
Porch & Patio Enclosures
Aluminum & Vinyl Siding
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Replacement Windows
Deal direct with owner we salesman
By Burton Alum. Co. Inc.
553-0215

HOME IMPROVEMENT & Services. Vinyl & aluminum siding, gutters, trim. Seamless alum. gutters & downspouts. Free Est., fair prices. Ins. LICENSED. 483-8537 591-1640

LOWEST PRICES
Alum. Siding & Gutters Installed & Cleaned. Roofing & related work. 425-3122

PRE-WINTER DISCOUNTS
Siding, Windows, Doors & Roofing
CERTIFICATE CONSTRUCTION
559-1552

12 Appliance Service

HOSE APPLIANCE REPAIR
Experienced Technicians
Low Rates, 7 Days a Week
No Service Charge with Repairs
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