502 Help Wanted Dental-Medical

MA's - Medical Weight Loss Clinic has full and part time positions with flexible days and hours available at our West Area clinic. Must be a graduate of a certified school and have venepuncture experience. No nights, weekends or holidays. Good benefits & hourly wages. For more information call 355-2140

MEDICAL ASSISTANT
Rochester. Part-time Experience in venepuncture. Fax resume, for interview office. Call evenings. 843-6923

MEDICAL ASSISTANT - experienced for family practice, 3 blks. Telegraph area. Call 533-1300

MEDICAL ASSISTANT
All shifts, full and part time. Apply in person to Detroit Bio-Med Lab, 23935 Freeway Park Dr., Farmington Hills. 471-6472

MEDICAL BILLER - part time, with experience needed for a busy family practice in Novi. 476-0035

MEDICAL BILLER needed for full time day position at a Southfield industrial medical facility. Must know ICD-9 & CPT coding. Call Carolyn for appointment at: 569-8257

MEDICAL/CLINICAL ASSISTANT
For Livonia Family Practice. Full time position. Experience preferred. Excellent benefits. Contact Mary 474-8440

Medical Office Professionals

Do you have specialized clerical experience in the medical field? We have placement opportunities for individuals experienced in:
- Hospital Billing
- Medical Reception
- Physician Billing
- Medical Secretarial

Earn top pay with NO FEE. Call a representative today for an interview:

TEMPRO
443-5590

MEDICAL OPPORTUNITIES
Recruitment & placement for permanent full or part time positions:
• Nurses • Medical Assists
• Technicians • Transcriptionists
• Medical Billers • Receptionists
Experienced only. Excellent salaries & benefits.
CALL MEDIMATCH 651-0652

MEDICAL RECEPTIONIST SECRETARY
EXPERIENCED
Full time, Radford area.
478-0035

MEDICAL RECEPTIONIST SECRETARY
EXPERIENCED
Part time, Plymouth office, Nov.
478-0035

MEDICAL RECEPTIONIST
For busy family practice/industrial clinic located on Detroit's west side. Julie 759-1100

MEDICAL RECEPTIONIST
needed for busy Dermatology office. Billing/computer experience preferred. Benefits. 338-8400

MEDICAL RECEPTIONIST
experienced, for Birmingham Ob-Gyn. Full-time. No weekends. 647-6262

MEDICAL RECEPTIONIST
Full time, Experienced in family practice and pediatrician's office seeking enthusiastic team player. Medical Office Experience preferred. Call Carolyn, 9am-4pm 650-1888

MEDICAL RECEPTIONIST
needed part time for OB/GYN practice in Bloomfield Hills. Experience is preferred. Call Jane 334-3333

MEDICAL RECEPTIONIST
part time for Southfield Pediatric office. Experience preferred. 557-1170

MEDICAL RECEPTIONIST
Receptionist needed for busy pediatric's office in Livonia. Light typing is necessary. Call 591-7344

MEDICAL RECEPTIONIST
Full time in Dearborn.
Experience preferred.
Call Ms. Jennings, 336-2466

mwhr

MEDICAL RECEPTIONIST
Clerical duties. Mature person. Part time, 4 days. Must be dependable and organized. Rochester. Call Mary Ann 651-4518

MEDICAL RECEPTIONIST
Experienced, computer knowledge, insurance background, detail oriented. Not for beginner, specialty medical office. Full time Benefits W Bloomfield. 855-7407

MEDICAL RECEPTIONIST
Henry Ford Medical Center, Livonia has an opeing for a Medical Receptionist. Part time with benefits Evenings & Saturdays. Interested applicants contact Jackie Wayne 973-3090 or send resume to:
Henry Ford Medical Center
3755 Carpenter Rd.
Ann Arbor, MI 48104
An Equal Opportunity Employer

MEDICAL RECORDS CLERK
For high powered neurological institute in Farmington Hills. Excellent benefits, full time 12 to 8pm. Call Marge between 1-3pm 553-0010

MEDICAL RECORDS CLERK
Needed 25-30 hours per week. Will train. Prefer someone who will work flexible hours. Salary negotiable. Rochester area. 652-8350

MEDICAL Secretary/Receptionist. 2 yrs. exp.required in medical office, or a psychiatrist. Must type. Afternoon hrs., 20pm-8pm. Birmingham area. Call 645-9770 or 333-0770

MEDICAL TRANSCRIPTIONIST, for a Southfield Developed doctor's office/billing and pegboard experience helpful. Call Mon-Fri. 569-4710

MEDICAL TRANSCRIPTIONIST
Busy multi-site specialty practice group, needs a high school graduate who has accurate typing, excellent ceasing & dictation editing skills. Previous medical transcription experience required. Send resume to Code #15, P.O. Box 2143, Detroit, MI 48201
An Equal Opportunity Employer

Full or part time, 3-11 shift, Monday thru Friday, occasional Saturday & Sunday, 7-3. Call 585-9115

NUCLEAR TECH - NEEDed part-time in Rochester office for Thallium/Hoag scanning. Please send resume to P. O. Box 062251, Rochester, MI 48308-2051

NURSE AIDES

are needed for home care cases in western Wayne county. Flexible schedule. Excellent pay scale. Transportation allowance. Benefit package for 20 hour per week or more. Experience necessary.
United Home Care 459-5141
An Equal Opportunity Employer

NURSE AIDES - We need caring individuals who show compassion for the elderly, experienced or will train. Apply between 10 A.M. - Fri. 26115 Greenfield, between 10 and 11 Mile Rd. No phone calls please!

NURSE AIDES & ORDERLIES

Full and part time openings available on all shifts. $4.30 to start plus benefits. Will train. Apply in person:
Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia. 522-1444.

NURSE ASSISTANTS
Our 60 bed nursing care facility is actively recruiting for Nursing Assistants to complement our progressive nursing team. Gain experience and have fun too. Please call or apply at: Bedford Villa, 18240 W. 12 Mile Road (between Southfield & Greenfield, E. of Pierce) Southfield, MI 48076. 557-3333
An Equal Opportunity Employer

NURSES AIDES

NEW STARTING RATE
Full time, experience not necessary. Will train. See Carol Brown.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST

Medical Records Department has full time afternoon (3:30 PM. - 12 Midnight, Monday through Friday) opening for an experienced transcriptionist. Typing on incentive plan.

If qualified, please send resume or apply in person to:

Employment Services
ST. JOSEPH MERCY HOSPITAL
900 Woodward
Pontiac, MI. 48053
An Equal Opportunity Employer

NURSE AIDES

Full or part time
FRANKLIN MANOR
Convalescent Center
26900 Franklin Rd
Southfield, MI
(Behind Holiday Inn)

Nurses Aide

WE NEED YOUR HELP

At Dorvin Convalescent Nursing Center, we believe that happy employees provide the type of care we expect for our patients. We look for employees who have that "special something" in working with the elderly. In exchange we provide pleasant surroundings, competitive pay, benefits including vacation and insurance, and an opportunity to be part of our family.

Opening currently exist on the day and afternoon shift for Nursing Assistants. If you love outdoor activities, enjoy working with people and need a steady job, consider making the move to Dorvin Convalescent Nursing Center. We provide on-the-job training. Duties include general caring for our patients, assisting in recreational programs and assisting in personal care.

Take care of yourself, by taking care of others. Apply in person from 9:00am to 4:00pm at:

Dorvin Convalescent
Nursing Center
Eight Mile and Middlebelt Rd
Livonia, MI 48152

EOE

NURSING ASSISTANTS
Full & Part Time
Apply at:
Manorwood Manor
15473 Middlebelt, Livonia
427-9175

NURSING ASSISTANTS - Full time and part time positions are available on all shifts for Nursing Assistant's. We offer a competitive wage, Join a community that cares. Apply:
CAMBRIDGE NORTH
535 N. Main
CLAWSON, MI 48017
435-5200
An Equal Opportunity Employer

NURSING

LPN TREATMENT NURSE

We have an immediate opening for a LPN Treatment Nurse at Dorvin Convalescent Nursing Center.

The successful candidate will be liensed on the state of Michigan, have a genuine desire to care for the elderly and be able to work with other dedicated employees

This person will be responsible for performing treatments on patients and completing the coordinating documentation. We have 4 hour shifts available on days

We offer a good benefits package including insurance, paid vacation, a competitive salary structure, weekend differential, wage in lieu of benefits option, job satisfaction and pleasant surroundings.

For immediate consideration respond to:

Mrs. Carol Littleton
Director of Nursing
Dorvin Convalescent
Nursing Center
Eight Mile and Middlebelt Rd
Livonia, MI 48152

(313) 476-0555

An Equal Opportunity Employer

NURSING RNs

Dorvin Convalescent Nursing Center, a 132 bed long-term health care center, has openings for RNs

The hours available can be flexible in hours, are available on both day and afternoon shifts and would be perfect for mothers with children.

As part of Health Care and Retirement Corporation (HCR), the sixth largest operator of long-term health care in the United States, we can offer a competitive salary structure, shift and weekend differential, good benefits including a health plan and paid vacation, promotional opportunities, job satisfaction, wage in lieu of benefits option and pleasant surroundings

For consideration contact

Mrs. Carol Littleton
Director of Nursing
Dorvin Convalescent
Nursing Center
Eight Mile and Middlebelt Rd
Livonia, MI 48152

An Equal Opportunity Employer

OCCUPATIONAL MEDICINE RN

Long and short term temporary assignments. Downtriver area.
DAVIS SMITH
354-4100

OFFICE - Part time/full time for busy Southfield Podiatry practice. Good attitude & insurance billing experience preferred. Good typing skills required. Call 8am-6pm. 559-5959

OPHTHALMIC
MEDICAL PERSONNEL
Medical assistant, receptionist, insurance biller for busy Southfield Ophthalmology Office, full time. Experience preferred. Send resume to: Box 530 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICAL DISPENSER
Part time, Private Optometric office, Downtown Farmington. 477-1662

ORTHODONTIC RECEPTIONIST
for progressive Livonia dental group, part time. Dental experience necessary, computer helpful. Good salary and benefits. 261-9696

PERSONAL CARE Attendant for afternoon shift for active quad male, 35. Please call 425-0684

PHLEBOTOMIST - Experienced person for a large, independent clinical lab - Livonia area. Competitive salary with benefits. Please send resume to: National Health Laboratories, 12250 Northland, Oak Park, MI., 48237, Att. Personnel.

PHYSICAL THERAPY AIDE
Part time Mon. - Fri. Call Director of Nursing at West Trail Nursing Home for interview. 453-3983

QUAD CARE & CLOSED HEAD
Home Health Aids. Full or part-time, good wages, paid vacations, attendance bonus & other incentives. Call Carol at Empie-Care 455-1061

RECEPTIONIST - ASSISTANT for busy chiropractic office in Royal Oak. Must have basic clerical skills & excellent personality for dealing with people. Experience helpful but will train qualified person. 849-0140

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST

Needed for the Western Wayne area. Experience the satisfaction of working one-to-one with home bound patients along with the luxury of flexible scheduling. Contractual positions available. Call
Ms. Brown
453-1419
An Equal Opportunity Employer

RECEPTIONIST/PART TIME
For Livonia medical office
Insurance experience
261-1740

RECEPTIONIST & experienced insurance biller needed for busy doctor's office. Send resume to Esther, Urology Associates, 17100 W. 12 Mile Rd., Suite 3., Southfield, MI 48076

RECEPTIONIST/Medical Assistant
Mature person for
Medical office Full time
399-5905

RECEPTIONIST WITH medical billing background for busy Southfield X-ray clinic. Full time
352-9525

RECEPTIONIST - PART-TIME position available in a suburban Medical Practice. Fri. thru Mon., 4pm-9pm. Competitive salary. Excellent working conditions. 1 year experience preferred. Reply to Box 526, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full time, small oral surgery office seeking person with pleasant office. Excellent opportunity for mature person with minimum of dental front desk experience. Computer experience preferred
Good benefits. Call between 11am-4pm 647-2191

RECEPTIONIST needed for busy Dermatologist office in Southfield. Experience preferred. Part time. Please call Kathy 352-8860

REGISTERED NURSES
(Full & Part-time)

Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN II) and first-line Supervisors of resident care staff on all 6 hour shifts (RN III). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries $14.84/hr, $30.985/year or $16.28/hr, $33.992/year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. If interested call Mrs. Hall, RN, for more information at 349-1800, ext. 2231
An Equal Opportunity Employer

Registered Nurses
(Part-Time) Contractual
Needed at Northville Regional Psychiatric Hospital. Shifts are 7am to 3:30pm, 3pm to 11:30pm And 11:15pm to 7:15am. These may be rotated on an individual basis. Pay rate up to $25.00 an hr. Please contact Mrs. Hall, Department of Nursing at 349-1800, Ext 2231 Northville Regional Psychiatric Hospital, 41001 2 Mile Rd., Northville, MI 48167
An Equal Opportunity Employer

REGISTERED PHYSICAL THERAPIST needed for home health care agency. Competitive salary. Part or full time. Call 421-6080

REGISTERED XRAY TECH
For mammography. Part time. Medical Assistant part time. Some experience preferred 522-8590

RESIDENT AIDE - for 11pm - 7am shift. 4 days per week, for assisted living facility in Plymouth, call Mon thru Fri 8-5 451-0700

RESPITE CARE WORKER
wanted Jewish family Service seeks responsible & caring nurse's Aide to administer Respite Care to the Elderly in their home. Good salary & fringe benefits. Car needed. Oakland Cty. area. Call Mrs. Trager weekdays, 8-5pm. 559-1500

RN ASSISTANT
DIRECTOR OF NURSING
Northwest suburban facility related skilled nursing home offers a challenging full time position for a dedicated person. Teaching experience a plus. Join our caring team. Excellent salary and benefits. EOE. Apply person or fax resume to: Mr. Jay Jones, Administrator, Evergreen Manor, Detroit, 8700 W Outer Drive, Detroit MI 48235

RN
(ASSISTANT DON - IN SERVICE)
Position preferred by a large, highly motivated caring nurse. Applications accepted Franklin Manor Convalescent Center 352-7290

RN - CCU TRAINED - Part time To assist staff of Cardiac Rehab Center. To perform community educational & wellness programs-Cardiac Rehab-Stress testing-well-ness. ACLS recommended. Call 254-1177

RN - for growing OB/GYN practice in Troy. Full or part time. Call Lois for interview 828-6361

RN
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd.
An Equal Opportunity Employer

RN
Full time, good benefits, competitive salary, pleasant work environment. Apply in person at:
Bedford Villa, 18240 W 12 Mile Road (between Southfield & Greenfield, E of Pierce), Southfield, MI 48076 557-3333
An Equal Opportunity Employer

RNs, LPNs CNAs. Occupational Medicine practice seeks preferred Mon-Fri., full or part time. Call Lee for appointment 335-4700

RNs & LPNs
Earn Up To
$25 Hr.
Holiday Pay
Nurse Aides
Earn Up To
$9 Hr.
Holiday Pay
• Private Duty
• All Areas
• Full/Part-Time
• Bonuses/Benefits
• Own Transportation
CALL TODAY
Bloomfield Nursing Services
288-2270

RPT - Full Time
Join Arbor Corp., a provider of quality long term care. We're always on the "Cutting edge" of geriatric services. Our philosophy and approach to long term care has won national attention and has been featured in trade journals. We are currently seeking physical therapists to provide sub-acute rehabilitation for the elderly in beautiful suburban nursing home settings. You should be interested in geriatrics - rehab in one of the fastest growing fields in health care. Highly Competitive Wages Call V. Cicone now at 852-7800

502 Help Wanted Dental-Medical

RN/LPN

Full time position available on the 11am-7pm shift at the University Convalescent Center. Come & see our great working environment & meet our supportive staff members. Salary & benefits very competitive. Interested individuals may call 421-8270 & schedule interview with Director of Nursing or come in and apply at: 28550 Free Mile Road, Livonia

RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time Nurses. Day and Afternoon shifts. LPN'S earn $10.00 an hour. RN'S earn $11.00 an hour, plus health and life insurance benefits. Call for appointment. Martha Folosak, RN. 522-1444

RN's & LPN's

Part time all shifts. Apply at Mercy Healthcare, 873 W Avon Rd., Rochester Hills, MI 48063 656-3339
An Equal Opportunity Employer

RNS

One 16 hr. per week position and one Call-in position open. Must be licensed by State of Michigan Subaccountant, Clerk experience preferred. A new base pay rate now in effect. Send resume/apply at:
Brighton Hospital
12851 E. Grand River
Brighton, MI. 48116
(313) 227-1211
EOE

RN with oncology background preferable for private radiation therapy clinic. Hours are Mon-Fri 8 am-5 pm. hrs. per wk. No weekends, no call. Salary & benefits. Fax resume to Box 572 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTORS OFFICE needs Secretary with good has experience for several Staff Nurses (RN II) and first-line Supervisors of resident care staff on all 6 hour shifts (RN III). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries $14.84/hr, $30.985/year or $16.28/hr, $33.992/year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. If interested call Mrs. Hall, RN, for more information at 349-1800, ext. 2231
An Equal Opportunity Employer

SENIOR RECORDS ANALYST

SelectCare, a leading provider of quality healthcare in the Southeastern Michigan region, is seeking an enthusiastic and motivated Sr. Medical Records Analyst to work at our Livonia location (8 Mile and Farmington Rd.) We are seeking an individual with an A.R.T. with good working knowledge of medical terminology and ICD-9 coding. Responsibilities will include analyzing records, coding diagnosis, procedure codes, responsiance and forms, as well as educating on an individual basis. Pay rate up to $25.00 an hr. Please contact Mrs. Hall, Department of Nursing at 349-1800 Ext 2231 Northville Regional Psychiatric Hospital, 41001 2 Mile Rd., Northville, MI 48167
An Equal Opportunity Employer

SMALL QUALITY LAB
Needs creative person for dental experience at least 1 year. Must be motivated to learn more. 454-4444

STAFF DEVELOPMENT COORDINATOR
Our progressive nursing team is actively seeking an RN for the position of Staff Development Coordinator. Progressive minds and old fashioned hearts is what this developing our nurse Aide certification program. Ask for Director of Nursing Bedford Villa, 18240 W 12 Mile Road (between Southfield & Greenfield, E of Pierce), Southfield, MI 48076
An Equal Opportunity Employer

STAFF NURSE
We currently have an opening for an RN or BSN in our residential teen mother & infant parenting program. This is a 24 hour position that involves providing health maintenance & education to teen mothers & their children. Because we are private, not for profit social service agency, we pay full time benefits (811/hr) but we do offer flexible hours, a pleasant work environment & a competent professional staff of child care workers & social workers. If you are looking for a different type of nursing experience, why not consider this opportunity. Please send resume to St. Vincent & Sarah Fisher Center, 27400 W 12 Mile Rd., Farmington Hills, MI 48018
An Equal Opportunity Employer

TECHNICIAN - Partial Denture Laboratory seeking experienced Technician for permanent commercial dental office department. Also will train person in partial denture department. Full time. Farmington Hills area. Call 8am-4:30pm. 626-3144

VETERINARY RECEPTIONIST
Part time in Orchard Lake area. Call Orchard Lake area. Ask for Mary. Mon Tues or Fri 682-4617

WARD CLERK
Part time, Mon Wed & Fri 8am to 4pm. Excellent working conditions & experience in long term care facility. For info or appt call 255-6450

X-RAY TECHNICIAN
Temporary and part-time for a Farmington Hills office. Experience preferred. Call Mrs. Hall 661-1842

X-RAY TECHNOLOGIST needed full time. Must be registered or registry eligible. Will consider part time hours with mobile X-ray company. Call Mon - Fri. 9-11 at 591-3300

X-RAY TECH REGISTERED
Full or part time, days. Mon-Fri. Call Jill 561-8794

504 Help Wanted Office-Clerical

ABUNDANT OPPORTUNITIES
are waiting for you at
T&R PERSONNEL RESOURCES
We have long term positions (possible permanent) available for:
• Novi firm needs Inventory Control, D Base & Lotus
• Part-time position for experienced WordPerfect 5.0 Secretary
• Sales Secretary with experience in WordPerfect & Lotus in Southfield
• 2 month assignment for WordPerfect 5.0 Secretary with good math skills
• And More
Call now for an appointment

TR
Temporary Resources
737-1711
Livonia - Farmington Hills

Southfield 353-7505
Troy 588-9210
An Equal Opportunity Employer

ACCOUNTANT
Must be able to prepare 1040, 1065, year ends, 1120, financial statements and some general bookkeeping. Permanent position. Walled Lake 669-8000

ACCOUNTING CLERK
STERLING SAVINGS BANK, a progressive financial institution, has an entry level career opportunity available in its Corporate Accounting Department. Responsibilities include general clerical duties and data entry. 9-1yrs. experience preferred. Sterling offers a competitive salary, an opportunity for advancement, and a full benefit package. Please apply in person or forward resume to:
STERLING SAVINGS BANK
28400 Northwestern Hwy. Ste 400
Southfield, MI 48034
Attn: Y. Wong
An Equal Opportunity Employer

ACCOUNTING CLERICAL
Arbor Drugs has full time, accounting & accounts payable clerical position open in our Farmington corporate office. 10-key, general ledger, accounting course work and/or 1-2 years experience. We offer an excellent benefits package & opportunity for advancement. Send resume with salary expectations to:

Accounting Clerical Position
Arbor Drugs
P O Box 7034
Troy, MI 48007-7034
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

MEDICAL SUPPLY CO. has opening for an Accounting Clerk. Entry level position with basic knowledge of computerized A/R, inventory, invoicing & order entry. Full benefits. Send resume or letter of interest to: Medical Supply, PO box 863, Bloomfield Hills, MI. 48013

Accounting Assistant/ Receptionist

Full time position that combines light A/P entry level accounting duties with T-Th front desk receptionist duties. Prior experience as front desk receptionist or accounting background. Computer knowledge helpful. Telegraph & 12 Mile area.
Health Care Professionals, Ltd
357-2090

ACCOUNTING ASSISTANT

Assist the Controller in this fast paced suburban firm. Prior computerized accounting experience and handling of heavy payables, receivables and collections. Knowledge of inventory and On-line check reconciliation is required. Position is under pressure and professionalism required. Plush surroundings, excellent benefits and employee paid fee. Salary to $19,000. Tel at 464-0909
SNELLING & SNELLING

ACCOUNTING CLERK
Canton area manufacturer has an immediate full time opening for an experienced Accounts Payable Dept. At least 1 yr. of office experience plus 10-key. Excellent benefits. Good benefits. Send resume to M. Dompkowski, Box 2500 Van Dorn Rd., Canton, MI 48188

ACCOUNTING CLERK
$14,500
Our client, and established Detroit firm is seeking entry level Time Clerk. Pleasant working conditions a must. Evening appointments available. Call Ms. Ferguson
Arthur Thomas & Associates
4000 Town Center, Suite 575
Southfield, MI 48075
Or Call 355-4140

ACCOUNTING CLERK
For downtown Detroit investment company. Duties include processing cash receipts & disbursements, maintenance of checkbook, light typing, & data entry. Two years bookkeeping experience is preferred. Base computer/Lotus skills preferred. Excellent attention to detail and good organizational skills are a plus. Please send resume with salary requirements to
MCKINLEY ASSOCIATES
Accounting Clerk Position
P O Box 8649
Ann Arbor, MI 48107-8649

ACCOUNTING CLERKS
Highland Superstores is one of the largest unionized & independent retailers in the nation. Within our corporate accounting area, we have employment opportunities for Accounting Clerks: Previous Accounts Payable, Accounts Receivable or research & counting/bookkeeping preferred.
We offer a competitive salary & benefit package. Please send your resume or apply in person to:
Highland Superstores
Human Resources Dept - A-C
900 N. Sheldon Rd.
Plymouth, MI 48170
An Equal Opportunity Employer

ACCOUNTING POSITION
Prepare monthly internal financial statements for multi state distributor. Computer experience including Lotus. A/R & A/P necessary, associate's degree required. Excellent benefits & competitive salaries. Send resume, to JLH Co., 29350 Haggerty, Farmington Hills, MI 48024. Attn: Lynn Delaney

ACCOUNTING
SUPPORT ASSISTANT
• Minimum 1 yr. accounting experience. Applicants must have excellent typing & strong calculator/adding machine ability. Applications available at Proctor Homer Warren, Inc. 2100 W Big Beaver Rd Troy, MI 48084

ACCOUNTS PAYABLE with general office experience needed. Excellent salary and blue cross benefits. Call Sandy Bailey, Sales & Shopping Center Markets, ask for Theresa 355-7122

ACCOUNTS PAYABLE

Full Time. Computerized accounts payable system. Responsible for disbursement of payments, maintenance of vendor files, and accounting supervisor with general accounting duties. Top pay for qualified person. Send resume to Box 844 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE, computer literate, full time position. Send resume to C.K., P.O. Box 92, Hoya Dale, MI 48067-0092

ACCOUNTS PAYABLE

We need organized individuals with good math skills & accounts payable experience to work full time in our fast paced office. Excellent benefits.
351-8700

ACCOUNTS PAYABLE
Experienced. For well established Plastic tool manufacturer. Attractive compensation and benefits. Please send resume to:
Accounting Department
Star Cutter Company
P O Box 376
Farmington, MI 48332-0376
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Full time entry level position available in prestigious Birmingham law firm. Applicants must have good understanding of business transactions & be able to type 30 wpm. Bookkeeping & accounting experience helpful. Send resume to
Carson Fischer, P.C.
300 E. Maple Rd., 3rd Floor
Birmingham, MI 48009

ACCOUNTS PAYABLE/Payable
Experienced only. Full time in Southfield. Excellent benefits. Call Cecelia 557-3344

ACCOUNTS RECEIVABLE
Company in Southfield needs mature individual, experienced using Lotus helpful, $7. per hr. Call answering service for info at 878-6630

ACCOUNTS RECEIVABLE
OAK PARK - Credit and collection firm seeks Bookkeeper. Call Pat
B. HAMIL PERSONNEL
424-8470

ACCOUNTS RECEIVABLE CLERK
Prior accounting experience. Must know good organizational skills required. Retail experience helpful. Good benefit plan, salary commensurate with experience. Call or send resume to Ethan Allen, 35803 Veronica, Livonia. 591-2320
E.O.E.

ADMINISTRATIVE ASSISTANT
Part time/permanent in Novi area. Must know Word Perfect 4.2.
Call 425-6226

Accounts Receivable Clerk

Entry level full time position available at our Corporate Headquarters. Data entry, filing & good math. Please call 644-5300, ext 285

Erb LUMBER CO.
ADIA
GENERAL LABOR

Temporary positions available in Farmington Hills & Novi. You must have your own transportation to get to these assignments. Good pay. Flexible shifts. Call now & start saving for the holidays

855-8910

ADIA
Personnel Services

EOE NO FEE

ADMINISTRATIVE ASSISTANT for construction company. Experienced (1 person) office. Must have experience. Send resume & salary requirements to: 22400 Telegraph Rd. #205, Birmingham, MI 48010

ADMINISTRATIVE TYPIST & word processors with IBM PC & Macintosh (3-6 mos. experience & plus). Many openings, major corporations in Plymouth & Livonia area. Excellent benefits.
Call Uniforce 473-2930

504 Help Wanted Office-Clerical

Accounting Clerk

We have an excellent opportunity for an individual with accounting aptitude. Qualified individual will possess accurate typing of 35wpm & have ability to operate a calculator proficiently. Position involves the balancing & posting of funds and preparing investor reports in a timely manner. Individual must be able to work under pressure & meet deadlines. We offer a complete benefit package including Employee Stock Ownership Plan. Qualified individuals should apply Mon-Fri, 9am-4pm

Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

ACCOUNTS PAYABLE/
ASSISTANT MANAGER
Retail organization in Farmington Hills seeks assertive person for staff supervision, cash disbursement and handling of heavy payables, receivables and collections. Knowledge of inventory and On-line check reconciliation is required. Position is under pressure and professionalism required. Plush surroundings, excellent benefits and employee paid fee. Salary to $19,000. Tel at 464-0909
SNELLING & SNELLING

ACCOUNTS RECEIVABLE CLERK - for Southfield management firm. Will assist in collection of overdue cases, responsibilities will also include statements, billing, typing, light typing & filing with general clerical telephone, some computer experience helpful. PLUS/QUALITY A MUST! Competitive salary plus benefits. Send resume with salary requirements to Personnel, PO Box 2308 Southfield, MI 48037

ADIA
Holiday Money

Great temporary positions available in Farmington Hills & Novi. Start saving for the holidays now

SECRETARIES
WORD PROCESSORS
Call now for more information

855-8910

ADIA
Personnel Services

EOE NO FEES

Administrative Assistant

To qualify, you must be a High School graduate with 2-3 years secretarial experience. Excellent organizational skills required. Knowledge of word processing skills, and the ability to prioritize workload is a benefit package. Please send your resume or apply in person to:

Highland Superstores

Human Resources Dept - A-C
900 N. Sheldon Rd.
Plymouth, MI 48170
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Professional, problem solver, short-hand. Southfield location
Extra/salt 645-6900

ADMINISTRATIVE ASSISTANT
motivated individual needed part time for insurance agent in Farmington. Knowledge of insurance & computers helpful but not necessary. Call 855-1010 ext 322

ADMINISTRATIVE ASSISTANT
Must be experienced in all phases of office work. Requirements include typing 45 wpm, composition proficiency, strong communication skills, ability to work independently, and a full benefit package. Office is in Auburn Hills. Call 373-2070

ADMINISTRATIVE ASSISTANT
Excellent opportunity for experienced individual with high corporate presence. Responsible for all aspects of write and a desire to learn and be responsible for internal operations. Unlimited opportunity. If qualified and seeking a challenging position suitable with ability and performance pay, send resume to: Box 844, P O Box 300, Southfield, MI 48037

ADMINISTRATIVE ASST.
TO $25K
Exciting opportunity for tak-e-charge individual to assist busy executive. Property management. Must have dual real estate background & must. Word processing and accounting knowledge helpful. Benefit package and performance bonus. Send resume to Box 844
DIVERSIFIED REPORTERS CO
27280 Novi Rd. Ste 104
Novi, MI 48050 All Fees Co. Paid

ADMINISTRATIVE ASSISTANT
$15,500 FEE PAID
35 hour week

International Corporation. Fortune 500 company offers lots of variety in this important position. You can work in these plush surroundings. Good benefits. Typing of 50 and word processing skills required. Company promotes from within. Call now. Ask for Ann.
SNELLING & SNELLING
FARMINGTON HILLS

A PRESTIGIOUS FIRM

Needs Secretary with people skills. $18,000. Benefits. Fee paid. 399-3450.
SNELLING & SNELLING

A/R CLERK
Livonia Based medical equipment distributor has an immediate opening for an experienced A/R clerk. Individual will be responsible for accounts receivable book work as well as customer service. Applicant must be mature, aggressive, have an aptitude for figures and personal computer experience, have an environment and good starting pay rate if interested, please send resume and salary requirements to

Fulmer, Rudzewicz & Co
26200 American Dr., Ste 500
Southfield, MI 48034

ASSISTANT TO CONTROLLER
Manufacturing firm Livonia area. Duties include Accounts Receivable, Accounts Payable, Order entry, Bank Reconciliation, some typing & computer. Lotus 1-2-3 necessary. Send resume with salary to: 34589 Glendale, Livonia, MI 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Leading home furnishing retailer looking for dependable person to assume general office duties. Good organizational skills required. Pleasant phone voice. Apply at: Ethan Allen, 15100 Northwest Rd., Livonia or Call Sue Beard 261-7780

ALL AROUND office with computer skills. Resible part time. Beginning a plus. Small PR publishing firm. Reasonable hourly rate. Call Tom Mc Phail, 32233 Schoolcraft, #108, Livonia, MI 48150

Birmingham Law Firm - Immediate opening, entry level position. Must know word processing, Word Perfect helpful. Call 362-1470

BOOKKEEPER ASSISTANT - Major consulting firm, only experienced on Mac & bookkeeping need apply. Livonia area. Reply to Box 4568 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Data & Wordprocessing, typing, filing phone & etc. Person with PC's and with various accounting software packages. If you have a good attitude & a desire to work in a professional environment with excellent company benefits, please send resume and salary requirements to
HCR
Fulmer Rudzewicz & Co.
26200 American Dr., Ste 500
Southfield, MI 48034

BOOKKEEPER for an Accountant's office. Experienced on computer, payroll taxes, bank reconciliations, some typing. Only qualified persons need apply. Salary based on experience. Farmington Hills area 553-2929

BOOKKEEPER, for construction industry, knowledgeable thru trial balance, familiar with billing procedures PC skills essential. We offer competitive salary & fringe benefits. Send resume & salary requirements to: Box 654 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge bookkeeper, permanent part-time for growing multiple office dental practice. Bookkeeping skills through financial statements. Computer & insurance necessary. Call Ellen at 420-2326

BOOKKEEPER
Payroll experience, able to handle individual accounts & income tax preparation. Call Personnel Department, 3000 Town Center, Ste 2030, Southfield, MI 48075

BOOKKEEPER/SECRETARY
for CPA office. CPA experience preferred. Salary based on experience 354-4044

BOOKKEEPER-Small office. Flexible schedule part time for Expediting company with peg board required. Send resume to: Personnel Department, P.O. Box 8068, W Bloomfield MI 48304

BOOKKEEPER
Southfield CPA office requires experienced person with bank reconciliation, payroll, general ledger experience through trial balance 350-2600

BOOKKEEPING CLERK. Entry level full time position in Southfield office 350-2600

Bookkeeping

Partial listing of positions

ACCOUNTS PAYABLE	To 15K
BOOKKEEPER	To 20K
ACCOUNTING CLERK	To 15K
OFFICE MANAGER	To 27K
A.R. Bookkeeper	To 22K
ACCOUNTS RECEIVABLE	To 19K

BILL COOK BUICK/MAZDA
37911 Grand River
Farmington Hills, MI

BANK CUSTODIAN - part-time For our 8 Mile & Haggerty Rd. office in Novi. Call 348-3400 for an appointment at 261-5343 Security Bank & Trust Co. 26555 Trenton Rd., Southgate, MI 48195.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

BILLER
MEDICAL RECORDS
Good organizational skills are a Must! Immediate full-time opportunity assists the Medical Records Non- smoker who is willing to work as a team player. Previous medical billing experience with knowledge of 3rd party reimbursement procedures is necessary. Responsibilities include, but are not limited to: Accounts Receivable, Collections & analyzing medical accounts and reports.
Excellent fringe benefit package includes health insurance & profit sharing plan. We are an established, well-respected, rapidly expanding rehabilitation services organization. If you are interested in growing with a leader in the Healthcare field, send your resume in confidence to:

MEDI-SPEECH

Outpatient Rehab Agency
Personnel Department
755 W. Big Beaver, Ste #404
Troy, Michigan, 48084

BILLING CLERK - full time position, $7 per hour. Company seeking dependable, patient & mature individual to join their billing department. Previous computer experience is preferred, filing, answering telephones, & good communication skills are required. Company benefits provided. Apply in person, 15001 Fogg St., Plymouth Mi. Call 459-8450.

BILLING - Time record keeping & billing. Computer knowledge mandatory. Wayne law firm. Contact Office Manager. 722-5300

BOOKKEEPER - Doctor's office, permanent part-time, full charge, through trial balance. Computer literate, knowledge of billing commensurate with experience. Send resume to A.F.B., 32670 Concord Dr., Madison Heights, MI 48071.

BOOKKEEPER
Engineering consulting firm seeks experienced, self-motivated, detail oriented bookkeeper, Timberline A/E experience preferred. Send resume to 34405 W. 12 Mile, Suite 300, Farmington Hills, 48331

BOOKKEEPER
Experienced double entry bookkeeper is needed for property management company. Computerized accounting experience is necessary, preferably with a multi-company format. Work hours are 9-6 Mon-Fri. If you are interested in working in a busy office & meet our qualifications, please call
MCKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

504 Help Wanted Office-Clerical

BILLING CL