502 Help Wanted Dental-Medical

MEDICAL BILLER - 2 years experience for busy Internal Medicine/GI practice. Computer experience preferred. Full time, excellent benefits. Southfield 557-5679

MEDICAL FILE CLERK, immediate opening. Filing, typing & computer experience. Send resume to: Pontiac Assoc., 35 S. Johnson, Suite 3C, Pontiac, Mich 48053, Attn: Diana.

MEDICAL LABORATORY TECHNICIAN
We are currently seeking an MLT desiring extra income to cover Saturdays 9am-1pm and Mondays & Wednesdays from 4pm-8:30pm for our Troy out-patient health facility. Requires Associates degree from accredited school, certification preferred, 3 or more years experience in clinical laboratory; and phlebotomy experience with adult and pediatric patients. Qualified applicants, submit resume to:
SelectCare
MLT Position-MD1118
P.O. Box 1378
Troy, MI 48099-1378
An Equal Opportunity Employer

MEDICAL LABORATORY TECHNICIAN
We are currently seeking MLT desiring a part-time (approx 20hrs per week) position at our out-patient Livonia health center located at 8 Mile and Farmington Rd. Position requires Associates degree from accredited school, certification preferred, 3 or more years experience in clinical laboratory, and phlebotomy experience with adult and pediatric patients. Excellent hourly rate, yearly merit evaluation/increases and generous paid time-off plan. Qualified applicants, submit resume to:
SelectCare
MLT Livonia-O&E 1120
P.O. Box 1378
Troy, MI 48099-1378
An Equal Opportunity Employer

MEDICAL OFFICE, Dearborn, part time, front office, no experience okay. $4.50 per hour. Call Tues. & Fri. AM Only. 562-6580

MEDICAL OFFICE ASSISTANT
Busy Ophthalmology office seeks energetic staff to assist in patient care and business office. MA or experience helpful. Full or part time. *Training/benefits provided.* Contact administrator, Franklin Eye Consultants, 29275 Northwestern Hwy., Southfield, 48034 353-1750

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

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

MEDICAL RECEPTIONIST
Full time for busy doctors office in Southfield. Must be mature, experienced & have references. Call & ask for Laurie at 559-0688

MEDICAL RECEPTIONIST
Part time person for Canton location. Medical experience helpful. Internal Medicine and OB/GYN. Good salary. Call for interview. 354-9677

MEDICAL RECEPTIONIST - transcriptionist, full time, for 1 physician office, 13 Mile & Telegraph 647-7281

MEDICAL RECEPTIONIST
Part time, Tue, Wed, Fri, 9-5. Experienced preferred. Pontiac 334-3197

MEDICAL RECEPTIONIST
Busy office. Experience necessary. Resumes only. Hand Surgery Associates, 11012 13 Mile Rd., Warren, MI, 48093.

MEDICAL RECEPTIONIST
for busy vascular practice in Southfield. Part time, eventually to full time. Insurance experience preferred. Call Sherry 424-8030

MEDICAL RECEPTIONIST
Clerical duties. Mature person. Part time, 4 days. Must be dependable and organized. Rochester. Call Mon thru Fri., AM only 651-4518

MEDICAL RECORD TECHNICIAN
Full-time & part-time afternoon positions available with a multi-specialty private practice. Role & responsibilities include, maintaining medical records, filing & copying data. Students encouraged to apply as work schedule can be flexible. Please send resume to: Internal Medical Clinical Group, 28080 Grand River, Suite 306, Farmington Hills, MI 48024

MEDICAL SECRETARY
for Livonia/Southfield Pediatric offices. For information call 591-0220 or eves., 649-1037

MEDICAL TRANSCRIPTIONIST
Day and afternoon positions (part & full time) available with a growing multi specialty private practice. Knowledge & experience in medical transcription and secretarial skills preferred. Please send resume to: Internal Medicine Clinical Group, 28080 Grand River, Suite 306, Farmington Hills, MI 48024

MEDICAL TRANSCRIPTIONIST
Southfield area. Busy ENT office. Experience necessary. Please call 569-5985

NUCLEAR TECH - NEEDed part-time in Rochester office for Thallium/mugs scanning. Please send resume to P. O. Box 082261, Rochester, MI 48308-2261

NURSE AIDE - full time for small privately owned nursing facility. Must be experienced & have a genuine interest in providing health care. Excellent wage & benefit package. Apply Mon-Fri, 9am-4pm, St. Jude Convalescent Ctr., 34350 Ann Arbor Tr., Livonia. 261-4800

NURSE AIDES
are needed for home care cases in western Wayne county. Flexible scheduling. 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
Earn up to $8 per hour caring for active quad patient in his Troy home. Personal care, lifting and driving custom van required.
Allen Health Care 559-6090

NURSE AIDES - experienced, dependable aides. Earn up to $6/hr. - all shifts. Must have own transportation. Reliable Nursing Services 981-3344

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 AIDES/ORDERLIES
Experienced only $4.85/hr. to start. $5.00 an hour after 90 days. Full time days, part time afternoons & midnights. Day care available on days for toilet trained children at a minimal fee. Career advancement available after 90 days. Apply in person Mon. - Fri., 8am-4pm, Belle Woods Continuing Care Center, 44401 I-94 Service Drive, Belleville, MI 48111. 697-8051
An Equal Opportunity Employer

NURSE AIDES
We need 2 experienced aides to live-in with mature couple 3-4 days per week. Earn $75 per day. Transportation required.
Allen Health Care 559-6090

NURSE AIDES. We need caring individuals who show compassion for the elderly, experienced or will train. Apply between 10 & 4, Mon. - Fri. 28715 Greenfield, between 10 and 11 Mile Rd. No phone calls please!

NURSE NEEDED-Oncology experienced preferred. 8am-4pm, Mon-Fri. Benefits included. Farmington Hills office 855-7175

NURSES AIDES
Full time/part-time needed for retired sisters. Flexible hours, beautiful and tranquil atmosphere at Mc Auley Center. Excellent benefits. Call Mary Pat Kaminski 473-7150

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

NURSING ASSISTANTS
Full & Part Time
Apply at:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSING ASSISTANT'S
Our 120 bed skilled nursing facility need people who care. 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

OBGYN OFFICE in Southfield needs experienced medical assistant. Benefits included, full time.
Call Barb. 358-5906

OCCUPATIONAL THERAPIST
Registered. Full-time. Experience with persons with physical disabilities, to provide services geared to maximizing independent living potential. Demonstrated expertise in equipment recommendations & barrier-free design evaluation. Excellent benefit package. Send resume to: Oakland/Macomb Center for Independent Living, 6044 Rochester Rd., Troy, MI 48098 - by Nov 24th

OCCUPATIONAL MEDICINE RN
Long and short term temporary assignments. Downriver area.
DAVIS SMITH
354-4100

OPHTHALMIC MEDICAL PERSONNEL
Medical assistant, receptionist, insurance biller for busy Southfield Ophthalmology Office, full time. Experience preferred. Send resume to: Box 550 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan, 48150

OPHTHALMIC Medical Assistant
4 days per week, 2 offices, experience preferred but willing to train. Call B.J. 962-9156

OPTICAL DISPENSER/Receptionist
Experienced, part or full time. Call Carol. 522-6990

OPTICAL DISPENSER
Part time. Private Optometric office. Downtown Farmington. 477-1609

OPTOMETRIC DISPENSER/ASSISTANT, Dearborn area, full time, experience preferred but willing to train right person. 274-2312

Phlebotomist
Part-time, 5 AM. - 8 AM., 4 days per week. Qualified applicants will possess a minimum of 6 months blood drawing experience preferably in a hospital environment. Please send resume to Cathy Seccia
Botsford General Hospital
28050 Grand River, Farmington Hills, MI, 48024
An Equal Opportunity Employer

PHONE RECEPTIONIST - experience preferred for busy multi physicians office. 17550 W. 12 Mile, Southfield. 557-8804

PHYSICAL THERAPY AIDE
Part time Mon - Fri. Certified PTA Aide. Call West Trail Nursing Home for interview 453-3983

PODIATRISTS ASSISTANT - Part time, experience preferred, will train. Dearborn Heights area. Call 271-2323

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

Radiology
X-RAY TECHNICIAN
A casual position is available for fill-in 12 Noon - 8 PM. as needed. One year of experience, ARRT required.
If interested send resume to or call Barbara Giorgio at 471-8856
Botsford General Hospital
28050 Grand River
Farmington Hills, MI, 48024
An Equal Opportunity Employer

RECEPTIONIST
Full time, small oral surgery office Birmingham/Troy area. Staffing new office. Excellent opportunity for mature person with medical or dental front desk experience. Computer experience preferred.
Good benefits. Call between 11am-4pm 647-2191

RECEPTIONISTS-Busy Southfield Ophthalmology practice needs full or part time. Experienced preferred, competitive wages and benefits. Call between 9-3 to set up interview. 352-2806

RECEPTIONIST doctor's office 3 days a week. No experience. Greenfield/9 Mile. Days, 968-5155. Evenings & weekends, 557-6252

RECEPTIONIST/OPTICAL
Experienced with optical background to work in busy Livonia office full time. Call Danny at 477-2662

Receptionist/switchboard/Typist. Busy Doctors' office. Good wage and benefits. Flexible hours. New building on Northwestern near 12. Mrs. Barr 354-9330

REFERRAL COORDINATOR
Nursing or strong medical background required. Private duty agency experience preferred. Excellent communication, clerical skills. Knowledgeable private & commercial insurance billing & bookkeeping a plus. Excellent opportunity to advance. Competitive salary. Reply to Box #722, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 adjusted on an individual basis. Pay rate up to $25.00 an hr. Please contact Mrs. Hall, Director of Nursing, at 349-1800, Ext. 2231
Northville Regional Psychiatric Hospital, 41001 7 Mile Rd., Northville, MI 48167
An Equal Opportunity Employer

RN ASSISTANT DIRECTOR OF NURSING
Northwest Detroit, church 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.
An Equal Opportunity Employer. Apply in person, Mon.-Fri. 9am.-3pm. or send resume to Evangelical Home-Detroit, 6700 W. Outer Drive, Detroit, MI 48235.

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

REGISTERED NURSES
(Full & Part-time)
Northville Regional Psychiatric Hospital has openings for several Staff Nurses (RN I) and first-line 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 $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
PERIOPERATIVE
Oakwood Springwells Health Center, a newly renovated department of Oakwood Hospital Corporation, is seeking RNs with perioperative experience for full or part-time day shift openings.

Qualified candidates may inquire by contacting Ann Leach, RN, at
OAKWOOD SPRINGWELLS HEALTH CENTER
10151 Michigan Ave
Dearborn, MI 48126
(313) 584-4770
An Equal Opportunity Employer

Registered Nurse
Are you tired of working holidays, weekends, and rotating shifts? Do you feel that your job no longer offers you the opportunity to really care for your patients? If you are, take a look at SelectCare! You can put your skills to use in a comfortable atmosphere that allows you to listen and get to know your patients, and exercise the opportunity to provide one-on-one teaching and counseling. We currently have a contingent opening (on-call, covering vacations, illnesses, etc.) at our Livonia out-patient health facility (located at 8 Mile & Farmington Rd.) to work flexible hours during the week. Full and part-time opportunities are frequently available for experienced contigent staff (depending on your preference), so why not accept our offer to learn more about joining the leading doctors, hospitals and provider staff in the managed care field, by submitting a resume to:
R.N. Search (O&E 1120)
P.O. Box 1378
Troy, MI 48099-1378
EOE

REGISTERED PHARMACIST
Permanent part-time job share position. No nights, holidays. Fordson Pharmacy. Contact Ann 584-6040

RN
(ASSISTANT D.O.N. - IN SERVICE)
Experience preferred but will train highly motivated caring nurse. Applications accepted Franklin Manor Convalescent Center 352-7390

RN/LPN
Day shift. We are looking for dedicated & caring nurses to join our proud team. Apply: Hope Nursing Care Center, 38410 Cherry Hill, Westland 326-1200

RN/LPN
Part Time.
Apply in person at
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN/LPN

Plymouth Arbor Health Building

URGENT CARE

McAuley Urgent Care, a unit of Catherine McAuley Health Center located in Plymouth, has positions immediately available for RN and LPN.

These positions are part time and include weekend and holiday rotation.

The RN staff nurse requires an RN license, BCLS certification and 3 years acute care nursing experience.

The LPN position requires an LPN license and 2 years LPN experience. The role includes starting IV's and giving meds.

Interested candidates please call the Nurse Recruitment Office at (313) 572-3672 for more information or send resume to the address below.

Catherine McAuley Health Center
5301 E.Huron River Drive
P.O.Box 995
Ann Arbor, MI 48106
Equal Opportunity Employer

RN/OPD OB/GYN
Henry Ford Medical Center-Westland currently has an opening for a part-time, with benefits, R.N. with previous experience in OB/GYN. The successful candidate must be able to perform non-stress tests (NST), w/ability to triage OB/GYN patients & have clinical educational skills in Pre-Natal, Post-Partum & Lamaze teaching. Call: P. Gibson, 726-0740 or send resumes to Henry Ford Medical Ctr.-Westland, 35605 Warren Rd., Westland, MI. 48185
An Equal Opportunity Employer

RN - Part time for pleasant Birmingham GYN office. Days + occasional Sat. & evening. Audrey 540-6177

RNs, LPNS, CMAs, Occupational Medicine. Experience preferred. Mon-Fri., full or part time. Call Lee for appointment 335-4700

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 Felosak, RN. 522-1444

RN's - LPN's
VENT CASES
Immediate openings for all shifts in Western Wayne County & Oakland County areas. For appointment please call:
352-4895
Henry Ford
Extended Care Program
An Equal Opportunity Employer

RN'S NEEDED-Part time, afternoons/midnights for McAuley Center, Farmington Hills, sisters of mercy retirement home. Call Mary Pat Kaminski, 473-7150

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

DOCTORS OFFICE needs Secretary with good knowledge of insurances, Blue Cross, Blue Shield, Medicare. Good pay. Send resume to: 234 Sheldon Rd., Plymouth, MI., 48170.

SURGICAL APPLIANCE/Mastectomy fitter with office skills. Part time training expanding to full time in Jan., 1990. Experience preferred, but will train. Call Elaine, 946-1700

TECHNICAL/CLERICAL
Physician's Office in Southfield seeks flexible part time individual. Experience a plus! Call 356-5270

RN's & LPN'S
Part time, afternoons & midnights. Apply at Mercy Bellbrook, 873 W. Avon Rd., Rochester Hills, MI 48063 656-3239
An Equal Opportunity Employer

RN with oncology background preferable for private radiation therapy clinic. Redford/Garden City area. 40 hrs. per wk. No weekends, no call. Salary & benefits. Reply to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD O.P.C. - looking for limited licensed psychologists, fully licensed psychologists and a social worker to see blue cross direct pay patients. Also looking for same to consider full or partial partnership in the clinic. 557-7100

SPECIMAN PROCESSING
SmithKline Beecham Clinical Lab in Farmington Hills has an opening for afternoon shift. $6.32 per hour. Typing skills required. Call after 6pm 478-4414
An Equal Opportunity Employer

U OF D BASKETBALL TICKET WINNERS

RICHARD OKON
1136 Dowling
Westland

Please call the Promotion Dept. of the Observer & Eccentric before 4pm, Tuesday, November 21, 1989 to claim your TWO FREE U OF D BASKETBALL TICKETS

591-2300, ext. 404

CONGRATULATIONS!

X-RAY TECHNICIAN
registered, for part time evening emergency clinic. Please call Patty at 261-4459

X-RAY TECHNICIAN
DMC WOODLAND HEALTH CARE CENTER
Detroit & Novi
Call Ron, 538-4700, Ext. 579
Affiliated with the
Detroit Medical Center
An Equal Opportunity Employer

X-RAY TECH (REGISTERED)
Full or part time, days, Mon.-Fri. Call Jill 561-6794

X RAY TYPIST/Transcriptionist-Non smoker for general office work. Part time, mature person. Ask for Carol. 537-3835

YOUNG QUAD needs weekend assistant, 8-12 hours. Time flexible. Will train. $7 per hour. Call 455-1061

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
needed immediately to help with installation of new software program. Walled Lake location. To schedule an appt call TempExchange 557-5600

ACCOUNTING CLERK
For downtown Ann Arbor investment company. Duties include processing cash receipts & disbursements, maintenance of checkbook, light typing, & data input. Two years bookkeeping experience is preferred. Basic 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 CLERICAL
Arbor Drugs has full time, accounting & accounts payable clerical positions open in our Troy 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

ACCOUNTING POSITION
Growing Livonia business has openings for self-starting individuals. Ideal candidates will have basic accounting knowledge, 2-3 years office experience and a strong desire to learn. Position openings in a Accounts Payable/Accounts Receivable and General clerical. Please send resume to: ECS/ROUSH, 11916 Market St., Livonia, MI., 48150. Att. Carol Strauch.

ACCOUNTS PAYABLE
Small Birmingham Ad Agency seeking experienced detail-oriented person for Accounts Payable/Assistant to Controller. Computer experience preferred. Excellent salary and benefits. Call Ann, 644-8600

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

ACCOUNTS RECEIVABLE
Company in Southfield needs mature individual, experience using Lotus helpful, $7, per hr. Call answering service for info. at 879-6630

ACCOUNTS RECEIVABLE CLERK
for small office in Southfield. Experience not necessary, we will train. For interview appointment call: Mr. Vega. 353-0510

ACCOUNTS RECEIVABLE
Cash entry, invoice reconciliation, credit collection. $15-$17K. Full corporate benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

ACCOUNTS RECEIVABLE - looking for an aggressive person to work full time in Wixom area in Accounts Receivable Dept. Collection call experience a must. Type 45wpm. Pay based on experience. Call Kathryn, Mon. thru Fri, 9am-4pm. 344-8982

ADIA

RECEPTIONIST/TYPIST
Permanent opportunities available in Southfield. Excellent telephone/communication skills required along with good typing skills. Good salaries with full benefits packages.

Call BARI - 855-8910

ADIA
The Employment People
EOE NO FEE NO CONTRACT

ADMINISTRATIVE ASSISTANT. Organizational, writing, typing skills. Resumes: Community House, 380 S. Bates, Birmingham, MI 48009

ACT TODAY!
EARN HOLIDAY CASH
Full-time and part-time temporary assignments available in the Southfield, Livonia and downtown areas for the following:

CLERKS
SECRETARIES
and
WORD PROCESSORS
(55 + wpm)

- Q & A
- Lanier
- WordPerfect 5.0
- Displaywrite 3 & 4
- Wordstar 2000

Call today for an appointment
CORPORATE PERSONNEL SERVICES
Livonia 476-1010
Warren 751-1670
Detroit 965-0267
EOE NO FEE

ADMINISTRATIVE ASSISTANT - for growing Troy security firm. Must be a team player with initiative and enthusiasm. Good secretarial skills a must, securities background helpful. Send resume & salary requirements to: Box 724 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING ASSISTANT
IBM-PC experience required. Organizational skills, filing, purchasing, accounts payable/receivable for growing small corporation. Full time, benefits. Call between 9-4 ask for Personnel Manager. 931-6880

Accounting Clerk
We have an excellent opportunity for an individual with accounting aptitude. Qualified individual will possess accurate typing of 35wpm & the 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 an Employee Stock Ownership Plan. Qualified candidates should apply Mon-Wed., 9am-4pm
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

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

ADMINISTRATIVE ASSISTANT
Reporting to Executive management. Need word processing, organizational, and business writing skills. A challenging position for a self-starter who is a team player. Salary commensurate with experience. Send resume and salary history to: Personnel, 27780 Novi Rd., Suite 250, Novi, MI., 48050

ADMINISTRATIVE POSITION

Busy Southfield temporary staffing & home health care agency needs a bright energetic individual who can type 60wpm accurately and has good general office skills. Duties will include typing, filing, telephone handling & greeting visitors. Knowledge of medical terminology required. Computer experience helpful. We offer an excellent salary, benefits and growth potential. For an interview call

358-2260
THE MEDICAL TEAM
Equal Opportunity Employer M/F

ADMINISTRATIVE ASSISTANT
Excellent opportunity for experienced individual with high corporate communication skills, an ability to write and a desire to learn and be responsible for internal operations. Unlimited opportunity if qualified and willing to work. Salary commensurate with ability and performance. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037

A HAPPY HOLIDAY TO ALL OF YOU FROM ALL OF US AT DOROTHY DAY!
(A Full-Service Employment Agency serving Detroit & suburbs for 35 yrs.) Call if we can be of service to you 649-6797 or 962-0565

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 collections. Applicant must be mature, aggressive, have an aptitude for figures and personal computer experience. Nice environment and good starting pay rate. If interested, please send resume and salary requirements to:
RM
Follmer, 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 or apply at: 34589 Glendale, Livonia, MI 48150

ATTENTION!
- Word Processors
- Typists
- Data Entry Operators
- Receptionists

If you have the skills, we'll give you the experience. Immediate long and short term assignments available. For more information and a personal interview, call

Norrell Services
553-5861

AUDITOR/CLERK
Service Coporation seeks hard working individual for Auditor/Clerk position. Responsible for auditing and maintaining computer contract records. Good math skills required. Please send resume to: P.O. Box 300, Southfield, MI., 48037

AUTO DEALER
Receivables bookkeeper & car biller. Large suburban auto dealer will interview for accounts receivable bookkeeper & vehicle car biller - 2 different positions. Dealership experience required. Excellent working conditions & wage program. References & work history required. Great opportunity for the qualified person. Send detailed resume to Box 718, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AUTO LEASING SECRETARY
Auto leasing firm seeks clerical person with good typing skills & previous auto leasing experience. Position involves heavy phones & organizational skills. Excellent wages for a qualified candidate. Temporary to go direct. Please call.
The Employment Connection
313/425-3220

BACK-UP RECEPTIONIST needed on an ON-CALL basis to fill in for current vacationing and absent Receptionists. Send resume to Box 714 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING. Time Record Keeping & Billing. Computer knowledge mandatory. Wayne Law Firm. Contact Office Manager. 722-5300

BIRMINGHAM CPA FIRM
Needs Secretary/Receptionist. Accounting experience, a Plus. Flexible hours. Call Mike, 258-5070

FARMINGTON HILLS CPA FIRM needs Bookkeeper with light secretarial skills. Computer experience preferred. Compensation & benefits negotiable. 851-0770

BOOKKEEPER - Experienced only. Thorough trial balance. Must be computer fluent with hands on ability. Southfield law office 354-6644

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 8-6 Mon-Fri. If you are interested in working in a busy office & meet our qualifications, send your resume to:
McKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

BOOKKEEPER/
Full charge/billing-
Law office/real estate management company. Excellent organizational and computer, time & billing skills. Mature, self-starter, full time plus benefits. Please forward resumes and salary requirements to: Box 700 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge bookkeeper through trial balance. Send resume to:
P. Warner, 1370 Penobscot Building, Detroit, MI., 48226.

BOOKKEEPER - Full time for Southfield CPA office. Experienced with bank reconciliation, payroll taxes & bookkeeping through trial balance preferred. 350-2600

BOOKKEEPERS PART-TIME
$6 per hour, 50 wpm typing.
Send resumes to: Ashton & Co., 30600 Telegraph, Suite 1901, Birmingham, MI. 48010

BOOKKEEPER-FULL CHARGE needed immediately for Livonia contractor. Position requires experience in construction billing and computerized general ledger, through financial statements. Please call 522-2400

BOOKKEEPER - Full Charge for Farmington Hills CPA firm. Permanent position, full or part time. Min 2 yrs. recent experience. Please send resume Box 720, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge through financial statements. Five years experience. LOTUS or Quattro required. Good salary, benefits and working conditions. Re-locating to I-75 and 16 Mile Rd. Send resume to Attention Karen, 555 S. Woodward, Suite 777, Birmingham, MI. 48009

BOOKKEEPER
Large property management company located in Southfield has opening for accurate, detail-oriented individual to handle accounts receivable. Typing skills and computer knowledge helpful. Send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI., 48086

BOOKKEEPER
Progressive bank in Troy has a full time ENTRY LEVEL Bookkeeping position available immediately. Excellent organization and communication skills are required. Excellent benefit package. Interested candidates please call our Personnel Department during regular business hours at 362-5000, ext 218
Equal Opportunity Employer M/F

BOOKKEEPER - Small manufacturing company has a position open for a bookkeeper who would also handle some personnel duties. Posting to general ledger, journal, trial balance & preparing financial statements are a few of the requirements. This is a newly created position & offers challenge, growth, excellent benefits & salary.
Please send resume to:
Mac Valves Inc
Attention: GLR
P.O. Box 111
30569 Beck Rd
Wixom, MI 48096

BOOKKEEPER
Take-charge type individual with Accounts Receivable/Payable background. Major medical profit sharing. We will train. Madison Hts. Mark or Jim. 544-4141

BOOKKEEPER through trial balance. Part time. Plymouth area 459-9808

BOOKKEEPER
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Bookkeeping
Partial Listing of positions

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The Amerisure Companys have immediate openings in our W. Side offices for file/record clerks. Requirements include, 6 month office experience with excellent filing and organizational skills. We are looking for energetic people who like challenges and are willing to grow with us.
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