502 Help Wanted Dental-Medical

DENTAL LAB TECHNICIAN - Northwest suburbs, experience in denture & lab related techniques. Salary & benefits commensurate with experience. Full time. 855-6655

DENTAL office. Growing fast-paced, energetic practice seeks enthusiastic dedicated employees. Receptionist, Insurance Biller, Assistant. Great place to work. 353-9800

DENTAL RECEPTIONIST
Modern Dearborn Hts./Garden City office, full time, some eves. & Sats. Must have experience with dental insurance & making appts. A challenge with rewards.Marsha421-5200

DENTAL TECHNICIAN for part or full time, will train for model dept. Should be skillful with their hands. 855-5533

DMC-WOODLAND HEALTH CARE CENTERS

- RN/LPN - Urgent care, Novi, part time & contingent, days and evenings.
- Medical Receptionist, Orthopedics, Novi.
- LPN, Internal Medicine Novi.
- Switchboard Operator

Affiliated with The Detroit Medical Center
Contact 347-8000, Ext. 8100
An Equal Opportunity Employer

EXPERIENCED MEDICAL INSURANCE BILLER/RECEPTIONIST
Radiology experience preferred. Full time, days, 9am-6pm. 471-0675

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

HYGIENE ASSISTANT
Modern, friendly Garden City office needs part-time person to assist Hygienist & do computer work. Tues. & Thurs. afternoons & some Saturdays. $5.50./hr. Great learning experience! Call Marcia, 421-5200

HYGIENIST
Periodontal office in Livonia is seeking a dedicated experienced individual to join our staff. We offer a full time position, weekdays only, no *evenings or Sat. with excellent salary* & benefits. Call Debbie for an interview. 522-7313

HYGIENIST
3 days per week. Mon 1-8pm. Tues & Thur 8-5pm. W. Bloomfield area. Phone 737-2090

IMMEDIATE OPENING for experienced MEDICAL ASSISTANT/laboratory aide to work at busy ob/gyn office in Berkley or at Clinical laboratory in Farmington Hills. Must be able to draw blood and perform routine labratory procedures, such as, CBC, urine, culture, wet mounts, pregnancy. Ask for Pete. 531-1754

LAB TECH/ASSISTANT
Part time.
Birmingham area.
647-5850

LICENSED NURSES
Do you like an exciting work environment without consist chaos? Do you want to grow in your geriatric clinical specialty - yet receive support when you need it? Two "yes" answers are only the start of a long list of why you would find working at Westland Convalescent Center a very satisfying personal & professional experience. We are a 230 bed skilled nursing facility dedicated to excellence. Our building shows it - our staff know it. For consideration, please apply at: Westland Convalescent Center, 36137 W. Warren, Westland, MI 48185.

LIVONIA AREA Dental Office is seeking an experienced individual for our business staff. Qualified person will have experience in billing, insurance and appointment scheduling. Please call 474-5573

LPN/MEDICAL ASSISTANT
Pediatric Allergy office, will train in allergy skills. 4 days a week. Ask for Chris 477-0854

LPN
Part time, for home health care agency located in Farmington Hills. Duties to include patient/employee supervision, scheduling & various office responsibilities. Call Linda
851-6002
Mon. thru Fri. 9-3

LPN/RN - Private duty home care. Pediatric cases. All shifts. Western Wayne county. Training provided. Excellent wages & benefits
UHCS 451-2255

LPNS
AFTERNOONS/MIDNIGHTS
FULL OR PART TIME
Good starting rate & benefits
Mrs. Martin, Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

LPN's - for afternoon shift, full & part time. Midnight shift, full & part time. Flexible scheduling. For information or appointment call:
Mrs. Judith Harding RN 255-6450

MEDICAL ASSISTANT
Part-time. Busy Internal Medicine practice in Dearborn. Must have experience. Call Jeanette. 336-0111

LPN/RN, part time, West Trail Nursing Home. We are a small basic care facility in Plymouth in need of a charge nurse part time. To schedule an interview call Director of Nursing at 453-3983

LPNS
Earn up to $13.50 per hour and $100 bonus staffing nursing facilities throughout area.
Allen Health Care 559-6090

EXPERIENCED MEDICAL Assistant for Livonia family practice. Venapuncture & x-ray a must. Full time day position. Send resume to:
M. Abbott, 19900 Haggerty, Ste. 104, Livonia, MI 48152

MEDICAL ASSISTANT
Rochester. Part-time. Experience in venapunture, EKG, for internist's office. Call evenings. 843-6023

MEDICAL ASSISTANT & X-RAY Technician - needed for Southfield medical office. Full or part time, flexible hours, good pay, no weekends. Please send resume to: 6360 Kellen Ln., Bloomfield Hills, MI 48013. Attn: Medical

MEDICAL ASSISTANT
full time with benefits, Troy office. 843-8745

MEDICAL ASSISTANT - OB/GYN office. Full time. Southfield location. Benefits, included. Fast paced office but pleasant atmosphere. Outgoing personality a must. Please send resume to: Amy Thomas, 22250 Providence Dr, Ste 305, Southfield, Mi. 48075

MEDICAL ASSISTANT, Full-time, for Podiatrist's office in Northville area. Experience preferred. Benefits. Immediate opening. 349-3900

MEDICAL ASSISTANT needed for busy Southfield internists office, full time, experience preferred.
Call: 358-2310

MEDICAL ASSISTANT wanted. Part time and/or full time for Clinic in Westland. Good wages and benefit package. Send resume to: P. O. Box 99212, Troy, MI 48098

MEDICAL BILLER - challenging opportunity for self motivated person experienced in physician billing. Must be fully knowledgeable of 3rd party reimbursement, policies & procedures. CPT & ICD-9 coding mandatory. Excellent benefits. Salary commensurate with experience. Send resume to: Box 744 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL/CLERICAL POSITIONS AVAILABLE
LIVONIA AREA!

MEDICAL LABORATORY TECHNICIAN
Immediate part-time position (approximately 20 hrs. per week) available for 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.

APPOINTMENTS RECEPTIONIST
Immediate contingent position (on-call, as needed to cover for vacations, illnesses, etc.) to work approximately 8-16 hours per week. Position requires 1 year office experience with receptionist experience highly preferred. Successful individual must have excellent telephone etiquette with a strong commitment to servicing patients.

Qualified applicants, submit resume to:

SelectCare
MLT or Reception Position - O&E1127
P.O. BOX 1378
Troy, MI 48099-1378
An Equal Opportunity Employer

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
Full time position in busy physical therapy practice, excellent telephone & communication skills. Previous experience in medical setting necessary. Send resume to Laura Wagner, 30100 Telegraph, Suite 420, Birmingham MI 48010

MEDICAL RECEPTIONIST for evenings in Dearborn area. Must have knowledge of general office duties. Please contact Ms. Jennings at 336-2466.

MEDICAL RECEPTIONIST
needed part time for OB/GYN practice in Bloomfield Hills. Experience is preferred, computer knowledge a plus. Call after 3pm 353-0334

MEDICAL ASSISTANTS
Phlebotimists or Lab Technicians
Chicago-based screening company seeks professional people-oriented candidates to join our Michigan branch. Excellent salary & benefits. Car required for local travel, w/ travel expense package. Send resume to: Ms. Eydie Castrovillari, Screening Coordinator, Medical Screening Systems Inc., 8727 W. Howard St., Niles, Ill., 60648

MEDICAL LABORATORY Technician - Part time. Experienced. Troy physician's office. Contact Debbie 362-2772

MEDICAL PERSONNEL WANTED: Part-time to perform Mobile Insurance Exams. Must be able to draw blood. Call 656-2539

MEDICAL RECEPTIONIST-pegboard, typing, knowledge of insurance. 25-32 hrs per week. No evens or weekends. Canton 981-0904

MEDICAL RECEPTIONIST. Busy Livonia Urologist needs pleasant, well organized, self motivated front desk person. Experience helpful. Full time. Benefits. Gail: 474-0535

MEDICAL Receptionist, Part Time Mornings. Busy doctor's office. Must be organized & responsible. Ability to communicate a must. Some experience preferred & computer knowledge helpful. Contact Lisa at 737-4030

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

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

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

MSW, LLP, PHD
For long established clinic in Bloomfield/Pontiac area. 674-4510

NEURO REHABILITATION supervisor, expanding rehabilitation facility specializing in working with individuals with closed head injurys seeks a motivated, experienced person to participate in a unique programming model. Call Kathy Kaplura 353-4646

NURES AIDES
Days & Afternoons, full & part time. Small Nursing Home. 18108 W. 12 Mile, Southfield. Apply in person 9-5

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
Full & part time. We train for certification. Apply in person at:
Mercy Bellbrook, 873 W. Avon Rd., Rochester Hills, MI 48063.
An Equal Opportunity Employer

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. We need caring individuals who show compassion for the elderly, experienced or will train. Apply between 10 & 4, Mon. - Fri. 26715 Greenfield, between 10 and 11 Mile Rd. No phone calls please!

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 ASSISTANTS
Presbyterian Village is accepting applications for the Midnight shift. Call Nancy Temkin, RN at 531-7200

NURSING ASSISTANTS - Now accepting applications for days and afternoons. Previous experience required. Call 255-6450 for information or appointment.

PART-TIME RN needed for medical review of audits. Flexible hours. Southfield area.
Call Denise Kent. 351-8839

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

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
Part time. Private Optometric office. Downtown Farmington. 477-1689

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, Human Resources Department.

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

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

Quality Assessment
We are accepting resumes for an (ART) Accredited Record Technician to fill the position of Q.A. Committee Assistant. We require typing skills of 50 wpm; with knowledge of IBM-PC and Compaq 386. Preference will be given to applicants with 2 years' experience in Medical Records and 3 years in a hospital Q.A. Department. Please forward resume to:
Barbara Giorgio, Human Resources Department.

Botsford General Hospital
28050 Grand River
Farmington Hills, Mi., 48024
An Equal Opportunity Employer

Radiographers
The McAuley Urgent Care in Plymouth & Canton has part-time positions available for Radiographers with up to six months experience.

CANTON
Hours for the position in Canton are contingent (on-call) 10:30am - 7pm or 2pm - 10:30pm & part time 8-16 hrs. per week + weekend & holiday rotation. Interested candidates may call Nancy Diepenhorst at the Canton Health Building at 981-6644

PLYMOUTH
Hours for the position in Plymouth are part-time, 31 hours/week from 10am-4:30pm & contingent (on-call) days & evenings with weekend & holiday rotation. Interested candidates may call Sandy Miller at the Arbor Health Building at 455-1900

CATHERINE MCAULEY HEALTH CENTER
Employment Office
5301 E. Huron River Dr.
P. O. Box 992/84
Ann Arbor, MI, 48106
An Equal Opportunity Employer

RECEPTIONIST/BILLER
Needed for Pediatric office experience necessary. Flexible hours.
Call Linda at 478-5200

REGISTERED X-RAY TECH
for busy Orthopedic office, 8 Mile, E. of Middlebelt 474-1870

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

RECEPTIONIST - Experienced, full time position, multi-specialty office. Send resume to: A.S. Nakadar, M.D., Attn: Maki, 20331 Farmington Rd., Livonia, MI 48152.

RECEPTIONIST/SECRETARY
For suburban diagnostic facility. Full time, with benefits, 10a-6p, with some flexibility. Transcription experience preferred. Call 354-5511

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
(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. $30,965/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

RESIDENT AIDE - Part-time for 3pm-11pm Shift - for Assisted Living facility in Plymouth. Call Mon. thru Fri., 9-5pm 451-0700

RN - CCU TRAINED
Part time, Sterling Heights, to assist staff & cardiologist with active cardiac rehab and wellness program. ACLS preferred. Will train. Excellent opportunity for growth. 254-1177

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, home care for terminally ill in the Western Wayne area. 522-4244

RN IN-SERVICE DIRECTOR
A 210 bed long term care facility, located in Western Suburbs, is looking for a dedicated RN who will be responsible for orientation and inservice. We offer a comprehensive benefit package and competitive wages. For information call, Director of Nursing. 326-6600

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

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

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

SUPPORT STAFF
VNHHS currently has a full time opening for a Support Staff in our Westland office. This position is ideal for the individual who is self-directed, organized and enjoys problem solving. Qualifications for this position include: Typing 40 wpm, 1 year experience, and medical terminology preferred. Full benefit package is offered. If interested please call, Visiting Nurse Home Health Services, 7700 Second, Detroit, MI 48202 876-8516

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.

SEEKING qualified Medical Assistant for downtown Detroit medical location. Applicant must possess knowlege of EKG, PFT and Audiometry. Please call for further information regarding this position at 537-3838.

SUPERVISOR-BSN required, min. 1 year home health experience. Top pay, full benefits, full time. Hospice Services of W. Wayne 522-4244

URGENT CARE CLERK
The McAuley Urgent Care in Plymouth has a part-time (14 hours week) position available for an Urgent Care Clerk to greet & register incoming patients, answer phones, maintain records & collect cash. Hours of work are 3 PM. - 10 PM, and includes weekends & holidays. This position requires typing skills & good telephone demeanor & 6-12 months relevant experience.

Interested candidates may contact Sandy Miller at the Arbor Health Building at (313) 455-1900.

Catherine McAuley Health Center
5301 E. Huron River Dr.
P. O. Box 995/83
Ann Arbor, MI, 48106
An Equal Opportunity Employer

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 561-8704

X RAY TYPIST/Transcriptionist-Non smoker for general office work. Part time, mature person. Ask for Carol. 537-3635

504 Help Wanted Office-Clerical

Accounting Assistant/ Receptionist
Full time position that combines M-W-F entry level accounting position with T-Th. front desk receptionist duties. Prefer experience as front desk receptionist & accounting background. Computer knowledge helpful. Telegraph - 12 Mile area
Health Care Professionals, Ltd.
357-7090

ACCOUNTING ASSISTANT
Challenging Career Opportunity for aggressive person with 2 years accounting experience. 1-2 years LOTUS with print macro or TSO, IBM compatible computer to review reports and prepare bills according to contracts. Must be flexible with ability to interpret and understand contracts. Call 323-4020 or send resume and salary requirements to S. Barenholtz, Accounting Assistant, MCN Computer Services, 5225 Auto Club Drive, Dearborn, MI. 48126

ACCOUNTING CLERK
Livonia office needs reliable person to handle Accounts Payable & payroll. General office experience required. Some accounting experience helpful. Call Alicia 591-1100

Accounting Clerk
A fast growing marketing firm in Farmington Hills is seeking an entry level Accounting Clerk. Individual must like detailed work, be familiar with accounts receivable/accounts payable & be conscientious. Good data entry skills required & a college background a plus. The successful candidate will be well organized & have a professional appearance. Good starting salary, comprehensive health benefits, tuition reimbursement and an attractive environment are offered. Send resume & salary requirements to

Personnel Director, P.O. Box 2909, Farmington Hills, MI 48333
An Equal Opportunity Employer

ACCOUNTS Receivable position. Fast-paced Southfield Corp. needs self-starter with Accounting/Bookkeeping experience or education. Excellent benefits. Call for appt., 353-8510, Ext. 205

ACCOUNTING CLERK - with data entry skills, bank recs, some bookkeeping & general ledger experience helpful. $8/hr. Call Sandra at Uniforce 646-7663

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-Fri., 9am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

ACCOUNTING/ DATA PROCESSING ADMINISTRATOR
Responsible for computerize accounting functions including A/R, A/P & monthly financial statements for a multi-state distributor. Must have strong computer skills including Lotus 1,2,3. Minimum of Associates Degree in accounting required. Competitive salary and A-1 benefits. Send resume to: Controller, J. Lee Hackett Co, 23550 Haggerty, Farmington, MI 48024

ACCOUNTING POSTION for CPA firm. 2 to 3 yrs. recent experience. Send resume to: Thomas M. Burns PC, 6020 W. Maple, Suite 505, W. Bloomfield MI 48322

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

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

ADMINISTRATIVE SECRETARY & word processors needed, Word Perfect & Macintosh helpful, Farmington - Livonia area. $7-$10/hr. Call Uniforce 473-2930

ADMINISTRATIVE ASSISTANT
Allnet Communication Services, Inc., a leader in the dynamic long distance telephone industry, has an immediate opening for an Administrative Assistant at our corporate headquarters in Birmingham, MI.

Requirements for this position include, accurate typing 60 plus wpm, word processing on IBM PC.

This position will interact with other employees and outside customers. Excellent oral communication and phone skills a must.

We offer a competitive salary and a comprehensive benefits package. Interested individuals should send resume to:

ALLNET. COMMUNICATION SERVICES, INC.
Human Resources, Dept. PC
30300 Telegraph Rd. - #350
Birmingham, MI. 48010
An Equal Opportunity Employer

ALL AROUND SECRETARY
For insurance work. 12 Mile/Farmington Rd. Flexible hours. Call Mr. Russell 489-0131

ADMINISTRATIVE ASSISTANT
Insurance background. Macintosh Data Base, spreadsheet; will supervise typing. $18K minimum.
B. HAMIL PERSONNEL
424-8470

Answer telephone full time in our Westland office. 8-5pm, Mon-Fri., $3.50/hr. Mature person preferred. Apply 967 Manufacturers Dr., S. of Cherry Hill, E. of Newburgh.

ASSISTANT OFFICE MANAGER
Newly created position with unlimited variety working for busy executives in Prudential Town Center - Southfield. Applicant must be mature, experienced secretary with word processing & good grammar/basic skills. Salary in low 20's. Send resume. Assistant, 2000 Town Center, Ste 1900, Southfield, 48075

ATTENTION • • •
A new decade is fast approaching — begin the 90's with an exciting, new Career! We currently have many fantastic clerical opportunities available with various dynamic growing companies. Lunch hour appointments available. All Fees - Employer paid. Call Teri, 464-0909
SNELLING & SNELLING

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

ADMINISTRATIVE CLERK
Entry level position, good office skills needed. Southfield Area. Fee paid. $14,000. 772-6700
SNELLING & SNELLING

ADMINISTRATIVE OFFICE Assistant. Our Farmington Hills-based Training & Consulting Corp. is seeking a qualified office professional. The successful candidate will be self-motivated, possess a business-like approach towards job performance & a desire to grow with our company. Top-notch General Office & organizational skills are a Must, as well as competence in the following areas: Verbal/written communication, client contact & travel scheduling. We offer a starting salary of $13,000. to $17,000 commensurate with background & experience. Submit resume & references to
Triad Performance Technologies, 30833 Northwestern Hwy., Ste 318 Farmington Hills, MI 48018

ANSWER PHONES & light typing Part time, 2-5pm. Redford area. 535-1140

Attention - NATION-WIDE Auto-related suburban company has two immediate openings. • Top-notch Secretary - $19,000. up. Requires 5 yrs. Executive Administrative Assistant or Office Manager experience for busy department. • FAX Operator/Receptionist - $15,600. up. Requires 2 yrs. receptionist experience, to handle a diversification of duties. Beautiful offices, excellent benefits. Call Mary. 464-0909
SNELLING & SNELLING

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

EXPERIENCED MEDICAL BILLERS
Long and short term temporary assignments.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

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, send your resume to:
McKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

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.

BILLING CLERK
We are seeking a qualified individual to join our exciting joint venture with the Detroit Medical Center. Candidate must have a high school diploma or equivalent plus one year or more of third party billing experience in a health care facility utilizing CRT and diagnostic codes. Experience with a computerized billing system is also necessary. Position will be responsible for account, patient and third party billing and collection, phone contact with clients and patients, payment posting, file maintenance and account reconciliations.

We offer excellent rates of pay along with an excellent benefit program. Free parking is also included. Interested applicants can apply at or call:

Human Resources Department
Damon Clinical Laboratories
at The Detroit Medical Center
4201 St. Antoine, Room 3-D
Detroit, MI. 48201
(313) 745-4575
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

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.

AUDITOR/CLERK
Service Corporation 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

BIG THREE AUTO MAKER
- Top Pay (to $11 /hr. every Friday)
- Holiday Pay
- Long Term Assignments
- Free Training

We need experienced

- Word Processors
  Displaywrite IV
  NBI
  WANG
  WordPerfect
  Decmate
- Accounting Clerks
- Secretaries
- Legal Secetaries
- Typists - 55 WPM

SNELLING TEMPORARIES
CALL TODAY!
Troy 528-5122 Detroit 871-2700

BOOKKEEPER - Experienced through trial balance for subsidized Senior building. HUD paperwork experience a plus. Excellent salary and benefits. Respond BOOKKEEPER P. O. Box 121, Wixom, MI 48096

BOOKKEEPER
Needed for Womens Clothing Manufacturer. Experience with AP, GL Payroll and Trial Balance necessary. 456-0020, 10 until 4

BOOKKEEPER/SECRETARY for Construction General Contractor, west side. Knowledge of computers. Must know general ledger and payroll requirements. Call, 422-0112

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
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