502 Help Wanted Dental-Medical

NURSES AIDES - Full Time

Part time - flex hours available. Experience not necessary. Will train. See Carol Brown.

HIGHTECHALE WEST
6365 Inkster Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSE'S AIDE
Taking applications for full & part time positions. Modern Nursing Home, relevant Center. 29800 Franklin Rd., Southfield, MI. 48034

NURSE WANTED
For health agency. Bachelor's degree required. Send resume, references for interest, salary requirements, and references to:
Michigan Hospice Foundation
3990 John R, Detroit MI 48201

NURSING ASSISTANTS.
Bellevoodle Continuing Care Center is seeking full time and part time experienced nursing assistants. Flexible hours available for all shifts. State certification classes available to become a nurse assistant upon request. Career advancement available. For more info, call Karen Schnoor at
or come by Bellevoodle Continuing Care Center, 44401 I-94 Service Dr. Belleville MI, 48111

NURSING

Home Care/ Perinatal Nurse Part-Time

Tokos Medical Corporation, a pioneer in home uterine monitoring services, is seeking an individual with the following credentials: at least 2 years experience in perinatal nursing with hands-on experience in antepartum and/or L&D, demonstrated skills in the area of maternal assessment, fetal heart rate interpretation and administration of parenteral tocolytic agents.

You will provide service to high-risk obstetrical patients who are being monitored for pre-term labor, and provide home care services to perinatal obstetrical patients who are transitioning from the hospital to home environment.

We offer:

- outstanding benefits & salary structure.
- excellent suburban location.
- no shift rotation and regular hours.
- opportunity for one-on-one care and patient teaching.

For immediate consideration, please send your resume to Cathy Grace, TOKOS MEDICAL CORPORATION, 34405 West 12 Mile Rd., Suite 240, Farmington Hills, MI. 48331-5627. Equal Opportunity.

TOKOS MEDICAL CORPORATION

NURSING OPPORTUNITIES

Henry Ford Health System, with an international reputation for excellence and innovation in health care, currently has the following positions available:

RN
OUTPATIENT PEDIATRICS

Fairlane Medical Center - Full-time/Part-time position available. Previous pediatric and outpatient experience preferred.

RN
EMERGENCY ROOM

West Bloomfield Center - Flexible schedule available.

We offer excellent salary and benefit package. If interested, please send resume to:

HENRY FORD HEALTH SYSTEM
Employment Division, Dept. KG
2921 West Grand Blvd.
Detroit, MI 48202

An Equal Opportunity Employer
Affirmative Action Employer

OCCUPATIONAL THERAPIST
$20 hr. Full/part time. Work with treatment team in growing head injury program. Call 737-2700

OPTHALMIC ASSISTANT - Full time for practice with multiple ophthalmologists in Southfield & West Bloomfield. Need someone mature, responsible, experienced preferred. Reply to: box 362, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPHTHALMIC TECHNOLOGIST

Henry Ford Health System announces exciting career opportunities for Ophthalmic Technologists at Henry Ford Hospital and our Troy Medical Center.

The position requires completion of a two year training program in Ophthalmic Technology and certification or eligibility for certification by JCAHPO.

This is an excellent opportunity to become a member of an expanding medical specialty team in a complete eye salary and excellent benefits. Interested applicants should forward their resumes to:

HENRY FORD HEALTH SYSTEM
Employment Division, Dept. 6B
2921 West Grand Blvd.
Detroit, MI 48202

An Equal Opportunity Employer
Affirmative Action Employer

OPTICIAN
Experienced to work in busy Livonia office. Call Barry 477-2442
An Equal Opportunity Employer

ORAL SURGERY Assistant - For Royal Oak area office with specialist fringe benefits. Experienced in dental preferred. 547-8836

PHYSICAL THERAPY AIDE
Part time, mornings for outpatient physical therapy clinic in Novi. Medical background helpful. Please call 478-8140

PHYSICAL THERAPIST
$20 hr. Part/full time. Work with experienced senior therapist in head injury program. Call 737-2700

PHYSICIAN ASSISTANT
for a busy multi-specialty pediatric office. Full time with excellent benefits. Please send resume to:
Julie R. Davis, 8001 W. Outer Dr., Suite 200, Detroit, MI 48235

RN
RECEPTIONIST needed for Livonia pediatric office. Approx 32 hrs per week. Experienced.
427-9210

RECEPTIONIST/BILLING CLERK
Some experience desired. Full time for Livonia dermatologist. Salary negotiable. Call 261-3337

RN and/or LPN
PART TIME & FULL TIME
for afternoons, evenings, late PM for mid-nights. Apply in person, Dorvin Convalescent Center, 11911 Morlock, Livonia, off Middlebelt, 1 block S. of 8 Mile.

RN
FULL-TIME/PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-6300
NIGHTENGALE WEST
6365 Inkster Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time Nurses. All shifts. Competitive wages & benefits. Flexible hours. Call for appointment. Martha Falosak, RN. 522-1444

RNFS
Many local hospital positions available. Select your hours/shift/days! Call us today.
Medical Personnel Pool. 546-4600

502 Help Wanted Dental-Medical

RECEPTIONIST
Full time for a busy 2 doctor Livonia medical practice. Experience only. 421-2840

RN
HOME CARE ONCOLOGY NURSES

Michigan Cancer Foundation offers unique primary nursing positions in the Tri County area.

- New Salary Structure
- Incentive Bonus Program
- 100% Tuition Reimbursement
- 3 Weeks Paid Vacation
- Health Insurance
- Comprehensive Orientation

R.N. required. Please contact:
Joan Mobley
MICHIGAN CANCER FOUNDATION
110 E. Warren, Detroit MI 48201
833-0710 ext 293
An Equal Opportunity Employer

RN'S-LPN'S

- Excellent rates
- Bonuses

Health Care Professionals
Southfield - 357-7080
Harper Woods - 884-0400
Dearborn - 563-0056

RN SUPERVISOR
Part time, weekends. Livonia area
522-9875

RN'S. Positions available for experienced LTC professionals. Seeking insurance director, afternoon supervisor and Pt for medicare. Flexible wage & benefit package. We are seeking individuals with a strong commitment to providing excellent patient care. Please apply at:
Mt. Vernon Health Care Center, 26715 Greenfield between 10 & 11 Mile

SECRETARY - medical, Southfield hospital, 3 shifts, $9.50-$10.50/hr. Call Sherri 357-0648

SPEECH-LANGUAGE PATHOLOGIST

Rehabilitation Institute of Michigan, a 115-bed referral hospital for physically disabled adult patients located in the Detroit Medical Center, is currently seeking a full-time Speech-Language Pathologist for its Intensive Traumatic Brain Injury Unit.

Master's degree in Speech-Language Pathology and ASHA CCC required. Six to 12 months experience post-CFY and experience treating traumatically brain injured and dysphagic patients desirable. Computer skills also desirable.

We offer a competitive salary and excellent fringe benefits. Please apply at or send resume to:

REHABILITATION
INSTITUTE OF MICHIGAN
Personnel Department
261 Mack Boulevard
Detroit, MI. 48201
An Equal Opportunity Employer

SPEECH PATHOLOGIST
$20 hour. Part/full time. Work with treatment team in growing head injury program. Call 737-2700

STEP UP to a rewarding opportunity as the Billings Supervisor for O.M.C. Co. in Plymouth. Great benefits. 459-3118

THERAPEUTIC ACTIVITIES ASSISTANT
Suburban long term care facility is seeking an energetic, responsible individual who enjoys working with the elderly, 30 hours per week, to lead individual & group programs and assist in program planning. High school diploma required. Send resume to: Ann Lewis, Supervisor of Therapeutic Activities, Prentis Manor, Jewish Home for Aged, 26051 Leamer Rd., Southfield, MI 48034 or call Mon., Tues., 9am-5pm. 352-2336

An Equal Opportunity Employer

TRAINED MEDICAL Assistant needed for afternoons 1-6:30pm, 3 days per week. Livonia pediatric office. Call day time. 476-2723

TRANSCRIPTIONIST - medical, suburban hospital, $340-$360/wk. Call Betty at Uniforce 848-7563

Transcriptionist

Medical/Pathology Transcriptionist

A fill-in position is currently available in our Pathology Laboratory for an experienced Pathology Transcriptionist.

A minimum of one year of experience in medical transcription is required with preference given to Pathology transcription. Preference given to graduates of an approved course in medical transcription.

Please forward resumes to Cathy Siccia, Human Resources Department.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336

An Equal Opportunity Employer

X-RAY TECH NEEDED
PART-TIME. For Dentists Nowak's Office. Located in Livonia.
464-6200

X-RAY TECHNICIAN -Registered. Part time for Orthopedic Surgeon's office 3 Mile, between Middlebelt & Grand River.
477-1870

X-RAY TECHNICIAN
Full-Time Position available in suburban X-ray clinic. Excellent Fringe Benefits. Reply to:
SOUTHFIELD RADIOLOGY ASSOC.
15901 W. 9 Mile, Suite 110
Southfield, MI 48075

X-RAY TECHNICIAN
Internal Medicine Practice. 5 days, no weekends. Call 647-8222

X-RAY TECHNOLOGIST, registered. Part time, days. Clinic setting. Fluoroscopy, no weekends. Call Sheila, Mon-Fri 10-3. 478-4724

ADMINISTRATIVE ASSISTANT
Out-patient physical therapy facility in Novi seeks an intelligent, hard working individual to join our staff full time. Some duties include: Supervision, Accounts Receivable, Accounts Payable, computer operations and personnel functions. Full benefits, wages negotiable. Bachelors degree preferred. Experience in health care necessary. Please send resume & salary requirements: Oakland Physical Therapy, 39555 W. 10 Mile, Suite 301, Novi, MI. 48375.

ALLERGY TECHNICIAN
Part time for growing ENT practice. Lyndon
478-7095

Ann Arbor Area

PATIENT ATTENDANTS
IMMEDIATE NEED FOR
Great weather/Good pay
CALL MON.-THURS. 9AM-2PM
Dearborn 563-1900
Livonia 464-2400

BILLER - Full time, ophthalmology experience preferred, but not necessary. Good salary, benefits.
382-4262

BILLERS

Terrific new full time openings in Southfield, Farmington Hills & Livonia for experienced Medical Billers. Call Cindy Kraham 532-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

BILLER MEDICAL RECORDS

Good organizational skills are a must! Immediate full time opportunity exists for a highly motivated 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, & analysis of medical accounts & records. Excellent fringe benefit package includes: health insurance & profit sharing plan. We are an established, financially sound, 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-SPECH
Outpatient Rehab Agency
Personnel Dept.
756 W. Big Beaver, Ste 404
Troy, MI 48084

502 Help Wanted Dental-Medical

Afternoon Charge Nurse - $18.50

West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate opening for Charge Nurse on the afternoon shift. $17.50/hour or $18.50 without benefits. For details, call Mrs. Mancoso or Mrs. Dubofsky, Top Pay, 661-1600

APPOINTMENT SETTING for doctor. Earn more than $10 per hour on salary or incentives. Part time. Call from your home. Apply Sat. noon-2PM. 34145 Ann Arbor Rd., Livonia.

ATTENTION LPN'S
Medical Personnel Pool, a national home care company, is seeking energetic, dynamic LPN's for home care cases in the Livonia area. Home care experience required. Call now. 569-4600

A.R.T.

Quality Assessment Q.A. Committee Assistant

We are accepting resumes for an (ART) Accredited Record Technician to the position of Q.A. Committee Assistant.

We require typing skills of 50 wpm, and knowledge of IBM-PC and computers. Medical Terminology will be given to applicants with 2 years' experience in Medical Records and 5 years in a hospital Q.A. Department.

Please forward resumes to Barbara Giorgio, Human Resources Department.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336

An Equal Opportunity Employer

An Equal Opportunity Employer

BILLER - medical, experience necessary. Detroit hospital, 56-88/hr. Call Alice at Uniforce 357-0648

Billing

Physician Biller/ Follow-up Representative

Our Community Organized Practice has positions available for experienced Physician Billers in our OB/GYN and Surgical Services Practice.

A minimum of two years' physician billing and follow-up work experience is REQUIRED. Collection and coding knowledge is preferred.

Please forward resume to Cathy Siccia, Human Resources Department.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336

An Equal Opportunity Employer

CASHIER
For catering carry-out business. Immediate opening. Good exposure. Call Farmington Hills. 737-5190

Certified Nursing Assistants - $7.00/Hr.

Week days, part time Westbloomfield Center, near Maple & Drake, has immediate openings on all shifts for full or part-time Certified Nursing Assistants. $7.00/hr. plus extra for experience. Please contact Mrs. Plotkowski, 661-1800

CHAIRSIDE DENTAL Assistant part-time. We are willing to pay top dollar for a motivated person who has exceptional skills. We offer full or part time, medical/dental benefits, paid holidays & pension plan. You can work in a sophisticated quality group in Warren. Call Carol 573-2900

COMPANION/SITTER
No experience necessary to sit with patients in local hospitals. All shifts available. We need you.
Medical Personnel Pool 569-4600

COUNSELOR, MSW OR LLP
Head Injury program: $23,000-$27,000/range, resume to:
Brent Services, 31627 Palmer Rd.
Westland, MI 48185. 721-8700

DENTAL ASSISTANT
Progressive S.E. Oakland county office seeking energetic, experienced dental assistant. Full time Wednesday only. Please call 522-5520

DENTAL ASSISTANT

Full time position in a progressive modern office in Lathrup Village. Competitive salary with benefits.
Dr. Anita Regalado
Please Call 557-4820

DENTAL ASSISTANT - LIVONIA
Our busy periodontal office is looking for a bright, energetic person for a full time position. CDA or RDA preferred with minimum 2 years experience. Excellent salary and benefits. No evenings or Saturdays. We are a team oriented practice where employees are appreciated for their involvement and talent. Please call Debbie at 522-7314

DENTAL ASSISTANT
Unique, career oriented individual. This has definite goals in mind, needed for a progressive dental practice. Must meet qualifications, including a high school diploma, experience, and be willing to expand your knowledge in dentistry. Benefit package, including uniform allowance, available to full time candidates.
Ask for Jan 722-5133

DENTAL ASSISTANT
Central Livonia, mature person, Thurs.-Fri.-Sat., Non smoker, will train. 855-1377 or 427-4281

DENTAL ASSISTANT, full time, for periodontal office, salary commensurate with ability.
525-1200

DENTAL ASSISTANT! Quality oriented Farmington dental office looking for energetic people-oriented dental assistant committed to excellence. Come join our happy team!
477-2224

DENTAL ASSISTANT NEEDED
For a progressive dental office. Experience and reliability a must. Positive attitude with patients. Full time position. Full and part time hours available. Please send resume to: Office Manager, 520 N. Telegraph, Dearborn, MI 48128

DENTAL ASSISTANT
Part time, experienced. Monday, Wednesday, Thursday, Saturday. West Dearborn area. 562-3810

DENTAL ASSISTANT
Full or part time. Experience preferred. Excellent benefits. Westland/Canton area. 326-2010

DENTAL ASSISTANT
Part time. Experience preferred for Livonia office. Please call for an interview. 591-3636.

DENTAL ASSISTANT CHAIRSIDE
Permanent position, 3 full days Tues., Wed. & Thurs. Dependable, personable. 7 Mile/Inkster. 533-9100

DENTAL ASSISTANT wanted for high quality specialty practice. Excellent salary & working environment. Call 357-3109

DENTAL ASSISTANT- Mature, responsible person wanted for Chakalis Dental Assisting. Will train. No weekends. Livonia. 425-0650

DENTAL ASSISTANT
(Full time). Are you an enthusiastic, experienced Dental Assistant with a caring manner? Are you dependable and organized? If so, please call
477-7230

DENTAL ASSISTANT
Highly motivated person needed for patient oriented office. 20-30 hrs. per wk. No Saturdays. 2 yrs. minimum experience. Call ask for Julie.
477-5100

DENTAL ASSISTANT
Full-time. Seeking an experienced and skilled assistant. Office requires a focus on a caring and dependable team person.
Please call. 427-2222

DENTAL HYGIENIST
Caring individual for prevention oriented Troy office. Full or possibly 2 part time positions. Benefits for full time. Call 828-7171

DENTAL HYGIENIST - Congenial 1 doctor office. Livonia area. No evenings.
Call: 427-8111

DENTAL HYGIENIST
Plymouth area, Full time.
453-8413

502 Help Wanted Dental-Medical

DENTAL ASSISTANT/Receptionist
Part time, no experience necessary. Mon., Tues., Thurs., Fri. 8-5pm, Sat. 8:30-1:00. Nonsmoker. Own transportation. Must type. 10 min. to Greenfield.
537-3244

DENTAL HYGIENIST
Position available full or part time in a Livonia office. Top pay. Excellent benefits in a Quality oriented practice.
722-5133

DENTAL HYGIENIST
Part or full time position for a dependable, caring person who likes a challenge in a patient-oriented practice. Please call
522-5581

DENTAL HYGIENIST
For Mon. in relaxed Livonia office. Good hours, excellent compensation.
464-8080

DENTAL HYGIENIST - Self-motivated, caring dental hygienist wanted part time, for friendly family practice. Dearborn Heights. 277-0050

DENTAL HYGIENIST: Highly motivated hygienist needed for patient oriented practice. Part-time. 1½ to 2 days per week. No Saturdays. Call Debbie 261-8080

DENTAL HYGIENIST: If you are looking for a career in Dental Medicine, bring your talents to be appreciated and well compensated as a co-therapist in this progressive Southfield implant practice. Continuing education will be provided in advanced dental procedures. Call Rita, no evenings. Chris - 569-0173

DENTAL HYGIENIST
Full time, Canton Perio Office. Resume or call. 42301 Cherry Hill, Canton, MI. 48188. 981-7477

DENTAL HYGIENIST
Tues. & every other Sat. morning. Modern Livonia office. Call Phyllis
464-4481

DENTAL HYGIENIST
Full time for our family dental practice located in Rochester Hills.
852-8430

DENTAL HYGIENISTS
Group practice with strong emphasis on preventive dental care seeking full time/part time hygienists with similar professional interest. Competitive salary and excellent benefit package. Starting rate
972-7239

DENTAL HYGIENE ASSISTANT
Are you a bright, personable, motivated high school/community college graduate who would like a career in health services? To learn about an exciting training opportunity in a high quality dental practice, call
357-3109

DENTAL INSURANCE/Bookkeeping Specialist for busy pediatric practice. Excellent salary & benefits. Call:
357-3185

DENTAL OFFICE ADMINISTRATOR
For progressive Farmington Hills office. Do you have strong communication skills over the telephone and in person? Are you enthusiastic, caring and dependable? If you have experience with appointment book control, insurance, and you like working in an office that appreciates your talents, please send resume to: P. O. Box 811, Union Lake MI 48387

DENTAL OFFICE MANAGER RECEPTIONIST
$12.50 Hourly. Must have complete knowledge of all aspects of dental insurance billing. Full or part-time. Southfield area. Call
559-1559

DENTAL RECEPTIONIST
Full time for Livonia specialty practice. Must have pleasant telephone voice & person with previous experience. Call Jan:
261-7801

DENTAL RECEPTIONIST
Full time. Experience in dental/medical and insurance billing. Private practice, city of Farmington. 537-7800

DENTAL RECEPTIONIST
Full time position for our Birmingham office. 4½ days/week, alternate Fri. evenings. Benefits.
644-6521

DENTAL RECEPTIONIST ASSISTANT
Full time. Are you enthusiastic, self-motivated, interested in great opportunity? We are looking for someone just like you. Call
651-0897

DENTAL RECEPTIONIST- General dental office in Livonia with benefits available. We need you.
Medical Personnel Pool 569-4600

DENTAL RECEPTIONIST
Modern Northwestern office may have opening for experienced person to take charge of front desk. Knowledge of scheduling, pegboard, insurance, and basic dental terminology required. 548-2868 or 645-2415.

DENTAL RECEPTIONIST
Progressive S.E. Oakland county office seeking energetic, experienced dental assistant. Full time Wednesday only. Please call
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Dr. Anita Regalado
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Ask for Jan
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Call: 427-8111

DENTAL HYGIENIST
Plymouth area, Full time.
453-8413

504 Help Wanted Office-Clerical

ABSOLUTELY EVERYTHING!

General Office $14,500
Detail oriented, typing 40wpm & computer experience with growing company.

Accounting Secretary $18,000
Professional appearance, excellent phone manner, 40 word processing. Spread sheets a plus.

Secretary $19,000
Prestigious firm, plush office, typing 50wpm, WordPerfect

Executive Secretary $26,000
Suburban offices using your good WordPerfect, Lotus & executive background. Shorthand a plus.

Legal Secretary $25,000
Senior partner of expanding firm seeking your organized, detail oriented legal secretarial background.

WE HAVE REPRESENTED QUALITY SECRETARIES & FIRMS FOR 23 YEARS & TAKE YOUR CAREER NEEDS SERIOUSLY.
ALL FEES COMPANY PAID

PERMANENT STAFF
Farmington Hills: 737-5750
Southfield: 552-9060
An Equal Opportunity Employer

Accounting Clerk

National Birmingham based lumber company has immediate Accounts Payable Dept. Need individual with 1-3 years experience in bookkeeping, accounts payables, or general accounting. Must have excellent math skills and computer experience preferred. If interested, call 644-5300, ext. 33.
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Full time position, 2 yrs. college or equivalent experience required. Computer skills. Also act as receptionist. Send resume to: E&D, attn: Finance Dept., 100 Farnsworth, Detroit, 48202.

Accounts Payable/Purchasing Clerk. High school diploma required. Minimum 2 years experience in Accounts Payable Purchasing in high volume environment. Prefer experience in Public Education. Computer skills a must. Also act as receptionist. Resumes on or before Oct. 11, 1990, 4 p.m., Redford Union Schools, 18499 Beech Daly
Redford, MI 48240

ACCOUNTS RECEIVABLE COLLECTIONS

Well established firm located in the Plymouth area has immediate opening for an experienced accounts/collection clerk. 1 year collection experience required. Please send resume with salary requirements to:
Credit Manager
P.O. Box 70
Plymouth, MI 48170.
An Equal Opportunity Employer

ADMINISTRATIVE and SALES SECRETARY, full time. Must be organized and enjoy a fast paced work environment. Duties include handling customer calls, creating letters, using Lotus 1-2-3, using Macintosh computers, and maintaining files. Accuracy and detail are a must. Apply in person at Delanger, Inc., 100 Phoenix Ct., Northville.

ADMINISTRATIVE SECRETARY
Dynamic management consulting firm in downtown Birmingham seeks a self-motivated Secretary with excellent organizational and communication skills. Must have PC, Word Perfect and transcription experience. Salary mid-$20's. 642-0294

ADMINISTRATIVE ASSISTANT
Publishing company in Troy is looking for a professional energetic person to assist full time in the advertising sales department. Typing 45 wpm. If interested, please call Sheri Miller at 649-1110
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT $22,000

A well established advertising agency offers a choice opportunity for an effective secretary. Merry! Call Bernice at 353-2900.
SNELLING & SNELLING

ADMINISTRATIVE SECRETARY $24,000 PLUS

Succeeds with the word that best describes this company, and they take great interest in their employees. If you want autonomy and lots of perks, call Miriam at 353-2900.
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT

Our client seeks individual with strong administrative and PC skills to manage office of growing company. Send resume or call:
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Suite 106
Novi, MI 48377-3427
All fees Co. Paid 344-6700

ADMINISTRATIVE • SECRETARIAL
Permanent and long or short-term temporary openings for individuals with secretarial administrative or clerical background. Work at various locations. Backgrounds required in:

- All word processing including NBI
- Dictaphone
- Inventory Control
- Bookkeeping
- General Clerical

Please Send or Fax resume to:
PERSONNEL UNLIMITED
30100 Telegraph, Suite 475
Bingham Farms, MI 48025
751-5608 Fax 751-5815

BILLING CLERK - full or part time position available immediately. In our billing dept. Must be mature, dependable person with previous experience. $7/hr. to start. Apply in person 8am-4pm. Please bring driver's license & social security card to Cardiac Resuscitation, City Transit Co., 15001 Foggo, between 5 Mile & Sheldon Rd., Plymouth.

AUTOMOTIVE OPPORTUNITIES

Several exciting & challenging opportunities available in clerical & administrative personnel. Immediate & long term assignments available working on-site at major automotive companies and suppliers for top-notch clerical & administrative personnel:

General Office/Clerical
Data Entry
Executive Secretaries
General Office Receptionists
●Word Processors

●Special need for individuals with knowledge of Microsoft Word, Free Lance, Word Perfect, Lotus and short-term assignments available. Generous benefits package. Please call:
TECHNICAL ENGINEERING CONSULTANTS
THE EMPLOYMENT CONNECTION
485-3900

BIG 3 AUTOMAKER

● EARN TOP PAY, To $12 hour
● FIX BENEFITS/TRAINING

We Need:
● WORD PROCESSORS, 50 wpm.
● LEGAL SECRETARIES
● SECRETARIES
● RECEPTIONISTS
● DATA ENTRY

SNELLING TEMPORARIES
TROY DETROIT
528-5122 871-2700

BOOKKEEPER/Accounts Payable
Fast growing Microcomputer company located in Farmington Hills is looking for a Bookkeeper with 2-3 years of experience. Experience with computers, knowledge of accounts & general ledger required. Send resume & salary requirements to:
Microlab, 23978 Freeway Park Drive, Farmington Hills, MI 48335

BOOKKEEPER - advanced bookkeeping experience, complete knowledge of Premium Software & WP 5.1. Small modern office. Resume to: Mr. B., 14 Kurks Ct. Rochester Hills, MI. 48309

504 Help Wanted Office-Clerical

APPLY YOUR CLERICAL SKILLS & EARN TOP $

Current available positions

- Typist (45wpm+) $6/hr
- Data entry clerk $6/hr
- Accounting/bookkeeping . . $7/hr
- Word processing (Lotus, Word Perfect 5.0, Display Write) . $7/hr

We offer:

- Full time, long-term positions
- Bonus pay
- Paid holidays
- Medical insurance at group rate

Call now for more information & a great assignment!

WESTLAND
728-6770

TROY
528-8454

FUTURE FORCE
Temporary Help Service
Never a Fee

ASSISTANT TO CONTROLLER
Manufacturing firm in Livonia. Duties include accounting functions, accounts payable, bank reconciliation, typing, computer skills, Lotus 1-2-3 necessary. Send resume or apply at Bonadelle, 12345 Levan, Livonia, MI.

ASSISTANT TO Coordinate Bedi staff activities for marketing company in Troy. Must have excellent typing, frequent raises, no health benefits. Call Pat at: Intro Marketing 540-5000

AUTO DEALERSHIP looking for an outgoing person who is good with figures to work in the cashiers office & switchboard. 21 hrs per wk. AD/computer system. Mon & Thurs. 3-9pm, Tues, Wed, Fri, 3-6pm. Apply at Joe Parian Chevrolet, 28111 Telegraph, Southfield. 355-1000

BACK OFFICE with strong computer skills needed to work in patent/copyright law firm. Southfield area. Good pay & benefits. Law firm experience helpful. Call to set up interview.
David May 358-4400

BOOKKEEPER Full Charge

Permanent PART TIME position available for a bookkeeper. Bookkeeper with experience through trial balance. Good computer skills required. Client very open to flexible hours.

Call Noreen:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

Employment Agency Fee Paid

BOOKKEEPER
Full Charge

Southfield based service company has immediate opening for full charge bookkeeper. Candidates must have bookkeeping experience in computerized accounting systems & experience in Lotus. Individual will have total responsibility of G/L and report to controller. Excellent working environment in growing industry. Respond in confidence with resume and salary history to: P. O. Box 206, Southfield MI 48037-0206

BOOKKEEPER/LEASING AGENT - Full time position available for apartment complex in Southfield. Bookkeeping & computer knowledge required. Prior leasing experience or dealing with the public a plus. Send resume to: Box 386, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Min. 5 yrs. experience. Commercial real estate co. General bookkeeping, accounts receivable/payable, billing, participation structure and property management accounting. E xperience in computers, manual and pegboard. Lie-Kitty Weber & Co. 353-8494

BOOKKEEPER, PART-TIME. Must Apply in person with resume. St. George Church: 1615 Woodward Ave., Bloomfield Hills. 335-8889

BOOKKEEPER/SECRETARY
2 positions available for a busy, multi-company office. Health & retirement benefits, good pay. Dentistry area. Send resume to: L & S, P.C., 7105 Orchard Lake, Ste. 302, W. Bloomfield, 48322

BOOKKEEPER/SECRETARY
General office experience, 2 full days weekly, prospect management firm in Southfield.
352-2550

BOOKKEEPER: Willing to learn, or computer experience helpful. Full-time, 40 hrs. Call Ann 852-8700

BOOKKEEPING/Insurance Specialist for busy dental specialty office. Excellent salary & benefits. Call:
357-3185

BROKERAGE HOUSE: Looking for experienced person in operations. Knowledge of securities, responsible individual for Reception and general clerical duties. Successful candidate will be available to cover evening and Saturday hours. Some computer experience is helpful as well as experience dealing with the public. Will train. Send resume in confidence to: Phil Lesky, Hyatt Legal Services, 31731 Michigan Ave., Dearborn, MI 48124

CAREER OPPORTUNITIES GALORE

ALL FEES PAID

● Secy/Word Processor . $17,000
● Computerized Accounting $23,000
● Secretary $20,000
● Insurance Secretary . . $19,000
● Billing Clerk $13,500
● Data Entry $16,000
● Clerk Typist $11,700
● Receptionist $14,437

Want more money, better benefits, greater advancement potential? Look no further, we have more full time positions than anyone. Requiring of 50 phone. Call for an appointment today.
SNELLING & SNELLING
FARMINGTON HILLS

CASHIERS/STORE OFFICE
DOBBS needs people who like people! Dobbs Furniture is expanding. We have several positions with benefits for enthusiastic people who care about details. No boredom. Room for advancement. Apply in person:
27800 Novi Rd. at 12 Mile

CLERICAL
ACCOUNTS RECEIVABLE
Dobbs Inn seeks a self-starter for this position available for a conscientious detailed individual with reliable work history. Position includes customer inquiries and billing. Please send resume to:
Pegasus, 25330 Telegraph
Suite 100, Southfield, MI 48034
Attn.: Operations Manager/AR.
clerical

CALL TODAY WORK TOMORROW

Kelly Services has immediate assignments for the following positions:

- Light Industrial
- Receptionists
- Secretaries
- Word Processing Operators

For more information, please call today for appointment.

Farmington Hills . . . 471-2050

KELLY Temporary Services

Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

STAFF POSITION NEEDED for insurance company starting in the HW Farmington Hills area. Can join in and up an interviewer. 788-8400

PLYMOUTH INSURANCE AGENCY
Full time person, typing, filing & answering phones. Experience helpful, but not necessary. Call Tues. & Fri between 8-10am only.
451-6200

DEPENDABLE INDIVIDUAL
NEEDED for part time clerical duties. Mon., Tues. Fri., approximately 8am-1pm. Send resume to: Attn: Controller, P.O. Box 9095, Farmington Hills, MI. 48333-9066.

CLERICAL
Dearborn based national company has immediate full time opening for clerical personnel & switchboard operator. Must type 45 wpm for clerical & have clear speaking voice for operator. Great working conditions. For an appointment call Lisa between 8-11am. 277-6611 ext 314
An Equal Opportunity Employer

CLERICAL - For Southfield property management company. Good organizational skills and phone personality. Full time. Call Mon.-Fri. 9am-5pm.
An Equal Opportunity Employer

CLERICAL - full time. Word Perfect 5.0 experience required. Knowledge of Bookkeeping helpful. Apply: 20820 Greenfield, # 308, Oak Park.

CLERICAL

High school graduate or equivalent preferred. 1 year general office experience. Professional telephone manner & typing speed 40wpm. Aptitude for detail & figure work. Ability to work under pressure & meet peak periods. Excellent benefit package & pleasant work environment. Reply to:
CLERICAL
P.O. BOX 2227
SOUTHFIELD, MI. 48037

clerical

KELLY NEEDS YOU...

For the following IMMEDIATE positions:

- Typists
- Word Processors
- Data Entry Operators
- MBI 2000 or 4000 Word Processors
- Display/Write Word Processors
- Wordstar Word Processors

Right now Kelly has these long and short term job openings available in the Troy area. Flexible schedules and good pay is offered. For more information on starting immediately call today!

Troy 362-1180

KELLY Temporary Services

Equal Opportunity Employer M/F/H

Clerical Opportunities

Kelly has plenty of excellent opportunities to choose from. WE NEED...

Data Entry Operators
- High Production
- 10 Key Style Keyboard

Receptionists/ Switchboard
- 6 mo. Recent Experience
- Typing 35 + WPM

Word Processing Operators
- All Software Packages
- 6 mo. Recent Experience

Encoders
- 10 Key Calculator experience req.

(Mag-High Production Job)
- 5am-1pm shift in Livonia

Livonia 622-4020

196 Chestnut
33133 Schoolcraft
Westland 326-5590
896 Wayne Rd.

KELLY Temporary Services

Equal Opportunity Employer M/F/H

CLERICAL POSITION
In Insurance office in Northville. Light typing. Call 9am-5pm.
348-1454

CLERICAL/ RECEPTIONIST $12,300 FEE PAID

Nice starter position in major corporation. Lots of room for advancement if you can type 50 wpm. Excellent benefits and suburban location. Call 645-1050
SNELLING & SNELLING - OF TROY

One of 26 clerical/secretarial positions available.

CLERICAL - Southfield. Typing, computer, mail room, 5 days, benefits. Temporary to hire. P.O. Box 2058, Southfield, MI, 48086-2058.

CLERK

D.O.C. has a clerical position open in the Contract Services Department. Responsibilities include phone work, light typing and some accounting. Clerical experience preferred.