502 Help Wanted Dental-Medical

PEDIATRIC ASSISTANT
Full time for Bartley & Bloomfield offices. Clerical duties also. Reply to box 776 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSE AIDES
NEW WAGES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 5pm Monday thru Friday.

NURSING UNLIMITED
540-2360

OB-GYN OFFICE IN SOUTHFIELD
(3 positions) Medical assistant and office receptionist with billing knowledge a plus. Both full time
Call after 5PM 353-9465

PART TIME RECEPTIONISTS
Birmingham pediatrician's office. Paid vacation and sick. Call trained 11am-2pm, Mon-Fri 645-1740

AMATEUR PHOTOGRAPHERS
Now hiring for Spring. Excellent fringe, medical benefits. Also life & disability insurance. You must 35mm & Medium Format experienced, economical transportation, will train the right people 476-7355

PHYSICAL THERAPY AIDE
Mature, for outpatient orthopedic clinic, excellent benefits. Contact Cindy 855-7411

PHYSICIANS
Full/part time Family Practice, Oakland County. Growing practice. Challenging career opportunity. Advance Weight Loss 683-9960

RADIOLOGY TECHNOLOGIST
Part-time position available. Registered or eligible. Interested applicants may call Joyce or Jean at 347-8000, Ext. 7766

DUQ HEALTH CARE CENTERS
WOODLAND
(W. 12 Mile Rd., near Novi Rd.)

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

WE'RE LOOKING FOR a mature individual to join our fast-paced dental team as a Receptionist. This full time position includes benefits in a state-of-the-art facility in Livonia area! Westland/Canton area Experience preferred but not necessary. Please call Carrie. 313-326-2010

RECEPTIONIST/FULL TIME
Mature, ambitious person wanted for busy family practice in Wixom! Bloomfield location. MBS computer experience helpful. Excellent salary and benefits for the right applicant. Send resume to Box 746 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST WANTED for medical office. Experienced preferred. Southfield area. Please mail resume to Box 768 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/BILLER
Internal medicine, 30 hrs. 8:30-12 Mon-Fri. W. Bloomfield Area. Contact Mary 661-9490

RECEPTIONIST EXPERIENCED
needed for high quality Southfield Dental office. Full time. Top pay, benefits, bonuses 355-8900

RECEPTIONIST - Full time
HYDE PARK (Livonia only)
Experienced Needed for high quality Southfield Dental office. Top pay, benefits, bonuses 353-5800

RECEPTIONIST-SECRETARY for busy Lathrup Village medical/dental office. Insurance billing, good with people and on phone. Varied responsibilities including typing. Call Barbara. 422-4350

RECEPTIONIST. Full time opportunity for enthusiastic motivated person without a willing to take initiative & responsibility. Excellent telephone, written & oral communication skills required. Salary negotiable. Please message at 647-1200

RN-LPN - Pediatric office. Rochester. Part time. Please send resume to Box 720 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

RN - needed for busy pediatric practice. Knowledge of immunizations helpful. Competitive salary, excellent work conditions. Call MD Staff 651-6262

RN - ONCOLOGY
Full time position available. Oncology experience preferred. Interested? Call Carol 334-5900

DUQ HEALTH CARE CENTERS
WOODLAND
(W. 8 Mile Rd., near Lahser)

An affiliate with the Detroit Medical Center. An Equal Opportunity Employer

RN or BSN
Home care agency seeking qualified nurse to work with Women on Care Management Program for Senior Community based work experience preferred. Can required. Resume by May 10 with salary requirements to PO Box 434 Wayne MI 48184

RN/LPN
Needed for Pediatric practice in Southfield. Full or part time.

RN'S & LPN'S
For afternoons & midnights. Intermediate care facility. Call Mrs. Brown 313/274-7400 Westland Health

RN'S/LPN'S
FULL OR PART TIME
Immediate openings
Also excellent fringe benefits
Please call Sharon Henry at
BORTZ HEALTH CARE
OF YPSILANTI
483-2220

RN's -
$20.00/HOUR
Point Bloomfield Nursing and Rehabilitation Center has immediate openings for RN's at the $19.00 - $20.00 hourly rate. Call Mrs. Mosley (248-540-3010) for interview.

RN - Medical/Surgical Nurse needed for Medical Assistant for Mott Tues. & Thursday. Must have experience, Medical & Surgical. Call 355-8360

502 Help Wanted Dental-Medical

RN - PART TIME
Apply in person
Marycrest Manor, 15476 Middlebelt
Livonia, MI 48154
427-9175

RN'S & LPN's
We need caring nurses for limited number of staffing positions. Both part & full time. Must show genuine interest in geriatrics. Salary commensurate with experience. Apply Mt. Vernon Nursing Center, 2615 Greenfield, Southfield 557-0050

504 Help Wanted Office-Clerical

DOWNTOWN DETROIT LAW FIRM
seeking part time, 24 hour per week, experienced accounts payable clerk. Must have knowledge of computer payable systems. General accounting. Lotus 1,2,3 & Word Perfect helpful. Salary commensurate with experience. Send resume to Personnel Director, P.O. Box 43932, Detroit, MI 48243-0932

ACCOUNTANT/BOOKKEEPER
Full time position for growing Plymouth CPA firm. 2/yrs public accounting experience preferred, computer knowledge helpful. Mail resume to Edward J. Forsyth, CPA, 9317 General Dr. #118, Plymouth, MI 48170 453-1414

ACCOUNT CLERK III
EMPLOYEES
CIVIL SERVICE COMMISSION

Applications are being accepted for the position of ACCOUNT CLERK III

SALARY: $8.76 to $11.27 per hour, plus excellent fringe benefits

AMONG THE REQUIREMENTS: Two (2) years of clerical experience, one year of which shall preferably have involved Account Clerk work, and graduation from high school or G.E.D. Certificate. A complete job description is available at the listed address

APPLY IN PERSON AT:

CIVIL SERVICE OFFICE
15145 REDFORD-DAY ROAD
REDFORD, MI. 48239

Applications will be accepted weekdays starting MONDAY, APRIL 29, 1991 between the hours of 9 AM and 4 PM

The Charter Township of Redford is an equal employment opportunity employer and is seeking qualified black and other minority applicants as well as white applicants without regard to race

ACCOUNTING ASSISTANT
For Southfield firm. Must have experience in bookkeeping, PC's, and tax law. Should be detail-oriented and very organized. Non-smoking office. Send resume and salary requirements to Box 774, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK - for non-smoking, growing Taylor company. Accounts receivable/collection, plus other clerical functions. Computer trained. Full time/benefits. Write to PO Box 36753, Grosse Pointe Farms, MI 48236

ACCOUNTING CLERK
Responsible for Accounts Receivable, Accounts Payable and Payroll. Must know A/R & billing procedures. Responsibility to direct positions within area. To schedule an interview please call

TEMPEXCHANGE
557-5600

ACCOUNTING OFFICE seeks person for light bookkeeping (typing only). Experienced Needed for high quality Southfield Dental office. Top pay, benefits, bonuses 353-5800

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502 Help Wanted Dental-Medical

BRIGHTON HOSPITAL
Brighton Medicine Center of Excellence in the heart of Southeastern Michigan
CLINICAL ASSISTANT (Full & Part Time)
PHYSICIAN'S ASSISTANT (Full & Part Time)
RECEPTIONIST (Full Time)
Please apply in person or send resume to:
BRIGHTON HOSPITAL
Personnel Dept. MDA
13551E. Grand River
Brighton, MI 48116
(313) 227-1211, ext. 221
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Birmingham Development firm has challenging opportunity for individual with excellent word processing & dictaphone experience. Diversity in work. Strong organizational skills & attention to detail a must. Send resume with salary requirements to Personnel Manager, 999 Haynes, Suite 385, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT
Career-minded individual looking to make a difference, to support busy President of small, fast growing computer systems company. Minimum 3 years administrative experience. Require a self-starter with outstanding organizational skills. Excellent oral/written and interpersonal skills with knowledge of word processing a must. Experience in DOS sales environment helpful. Short-hand a plus. Potential to become office manager. Non-smoking office with excellent benefits. Send resumes to Personnel Director, P.O. Box 43932, Detroit, MI 48243-0932

ADMINISTRATIVE ASSISTANT
Administrative Assistant needed for a growing corporation engaged in the healthcare field. Candidates must:
• Minimum of 3 years experience as an administrative assistant
• Strong people oriented skills (including word processing)
• Excellent communications skills

Interested candidates should send resume to Personnel Director
Humana Resources/AA
P.O. Box 8020
Ann Arbor, MI 48107
An Equal Opportunity Employer

AUTO DEALERSHIP
Looking for an individual with some experience in accounts receivable. Billing. ADP computer systems, non-smoking office. Please apply to Personnel Department, 28111 Telegraph, Southfield 355-1000

BIRMINGHAM SECRETARY
Must know WordPerfect 5.1, computer literate 646-9100

BOOKKEEPER
ADMINISTRATIVE ASSISTANT
An opportunity is available for a motivated individual in our Birmingham residential builder & property management firm. Full charge bookkeeping thru trial balance. PC experience required along with other general office duties. Send resume & salary requirements to Beneda & Kruse Development Corp. 1600 Woodward Ave. Suite 250, Bloomfield Hills, MI 48304, attention Marsha Glasgow

BOOKKEEPER - Real estate/developer. Must have experience working with developer in accounting cascading thru general ledger, computers, tenant leasing, collections & negotiations. Experienced applicants only send resumes: Leldo Development, 6850 Tonnelle Ste Rd., Sterling Heights, MI. 48314
An Equal Opportunity Employer

BOOKKEEPERS
Needed for temporary positions short term & long term some lead to permanent. Computer skills a must. LOTUS a plus

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
354-2410

BOOKKEEPER - 10-20 hours per month on site. Computer experience required. Call Mr. Spiegel at 356-7300

BROKERAGE SECURITIES - bookkeeping position and operations experience required. Full time position with operations and administrative responsibilities with growing non-proprietary financial services firm. Excellent professional atmosphere. Beginning salary $17K plus, with benefits. Send resume to Box 1338, Bloomfield Hills, MI 48303

CANDIDATE FOR Legal Secretary. Must be proficient in Word Perfect and typing required. Person selected will receive training on computer & legal procedures. Write giving resume, salary requirements and requirement to Box 786 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANT
Large, busy insurance agency is seeking an energetic, professional person. Clerical duties, including typing.

MUST POSSESS
• WordPerfect, hands on experience
• Lotus 1-2-3 experience
• Phone etiquette

NON-SMOKING OFFICE
EXCELLENT BENEFITS

Please send resume
D. FEDONIDO
MEADOWBROOK INSURANCE
26000 Evergreen
SOUTHFIELD, MI 48034

CLERICAL Office & Warehouse filing. Light typing. Must be able to lift. Northland area. Call Marcy 358-8300

CLERICAL ORDER ENTRY
Familiar with purchase orders systems and follow up. Technical product. Excellent opportunity for the right individual. Salary commensurate with experience. Apply at
Advance Watch Co
26400 W. 8 Mile Southfield, 48034

CLERICAL PART TIME
Observer/Eccentric has immediate need for clerical duties including processing incoming mail, filing & copying. Mon. thru Fri. approximately 9am 1pm. Send resume to Attention Accounting Dept. PO Box 5001, Farmington Hills MI 48333-9068

CLERICAL/RECEPTION... non smoker for warm friendly office. Light sales office. Good communication skills. Knowledge of word processing. Competitive salary and benefits. Call Mr. Ryan 476-7300

CLERK/SOUTHFIELD LAW FIRM
Full time. Mon. thru Fri. 9-5. Call Mary 358-3050

CLERK TYPIST
Attorney needs clerk typist. Filing and typing skills essential. Experience in probate helpful. Salary range $6-$7 per hour. Call Jan or Sue, Garmo & Garmo 968-2080

CLERK TYPIST
Rapidly expanding Detroit based film lab seeks entry level clerk typist with typing speed of 40wpm. Good phone manner and organizational skills a must. Medical knowledge helpful. Excellent benefits package. This position is full time. Please send resume to
Film Lab
P.O. Box 777
Detroit, MI 48231

COLLEGE STUDENTS
Part time summer clerical help. Mon. thru Fri. Salary open. Call Mr. Ryan Contact Stamm Inc. 476-7300
An Equal Opportunity Employer

Collections
Our company has an immediate opening for a self motivated individual for collection activities. The qualified candidate should have experience with word processing, spreadsheet knowledge, calculator, computer background and previous collections experience preferred. Please send resume with SALARY REQUIREMENTS or apply in person at

Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

CONSTRUCTION COORDINATOR
Experience required with references. Ability to do light typing, telephone work and scheduling. Great working conditions in Plymouth. Call Janice 459-8881

504 Help Wanted Office-Clerical

CLERICAL - Southfield Township is seeking a qualified person to fill a full time position in the Clerks department. Applicants should possess 3-5 yrs. of office experience, have professional telephone skills, and computer experience that includes word processing (word perfect 4.2) and accounting. Typing at 55 wpm, good organizational and communication skills. Non smoking office. Salary range between $18,000-$25,000 with attractive benefits. An equal opportunity employer. Send resume with references no later than May 24, 1991 to Sharon Pierce, Clerk, Southfield Township, 18550 W. 13 Mile Rd., Birmingham, MI 48009

COMPUTER NIGHT OPERATOR
Downtown Detroit law firm seeks part time, 4pm midnight, with PC & LAN experience. Wang VS, Banyan Vines experience preferred. Word Perfect a must. Dollar Benefits. Salary negotiable. Send resume to: Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

COMPUTER PROGRAMMER
Creative dBASE Programmer must be fluent in dBASE. Applications involving list maintenance, dupe sem & various data processing tasks. Small non-smoking Southfield office. Call Mary 354-3900

ROYAL OAK AREA Credit Union has position open for Senior Loan Officer. Must be experienced in all areas of loan processing, with solid references. Please send resume and salary requirements to
Search Committee 34147 John R.
Rd., Mt. Clemens 48043

CUSTOMER SERVICE
Personnel Department
Troy area
Interviewing, hiring, filing out reports, retail background a plus. Mon thru Fri. No weekends. Excellent benefits. Good opportunity. Send resume to P.O. Box 99163, Troy, MI 48099-9163

DATA CONTROLLER
Our Product Engineering Department has an immediate opening for a data controller position responsible for engineering data control, maintenance of all computer files & filing systems. Accurate typing and computer literacy are required. Please send resume WITH SALARY REQUIREMENTS or apply in person at
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

DATA ENTRY CLERK
with calculator skills. Immediate opening. Non smoking environment. Non office hours. Farmington area. Call Mr. Ryan 349-9300

DATA ENTRY/Computer Operator
For busy distribution company. Experienced, accurate, attention to detail. Basic knowledge of computers a plus. Call Mrs. Spiegel at 356-7300

DATA ENTRY
Growing mail order company has positions for data entry clerks and telephone sales. Must type 65 wpm, either evening shifts available. Familiarity with word processing software and general office duties a plus. For appointment call 348-8820

DEALERSHIP SEEKING
Experienced personnel in the following areas: In-house Digital System Clerical & Accounting Clerk.

DYNAMIC telecommunication manufacturer needs switchboard receptionist. Pleasant working environment. Call Rose at UNIFORCE 646-7664

ENERGETIC person with phone, typing & computer skills for fast paced construction office. Submit resume to Box 1838 Observer & Eccentric Daily Redford, MI 48240

ENERGETIC professional executive secretary desired by dynamic tech firm. Call Susan at UNIFORCE 646-8300

EXECUTIVE SECRETARY
Huntington Bank has two positions available for Executive Secretaries. One position will be based in Troy and one in Mt. Clemens. Minimum 2 years experience in secretarial or typing. Typing 50 wpm, computer literate. Excellent benefits. Please send resumes to Human Resources, Huntington Bank, 100 Corporate Woods, 251 Big Beaver, Troy, MI 48084

EXPERIENCED TELEMARKETERS
&
DATA ENTRY
IMMEDIATE OPENINGS
569-2000

FAST PAY 10 days office full time. Light typing. Benefits. Detroit area. Call Kathy at UNIFORCE 471-2122

FRONT DESK receptionist with a pleasant telephone manner. Light typing. Must be able to lift 50 lbs. Call Mr. Ryan at UNIFORCE 476-7300

FRONT DESK SECRETARY

GENERAL OFFICE
Part time, 15-20 hrs. Mon. thru Fri. Flexible hours. Light typing & general office duties. Call Mr. Ryan at UNIFORCE 476-7300