502 Help Wanted Dental-Medical

MARKETING IN ADVERTISING
Part time, non-smoker, psychiatric health care firm with interest for full time. Please send curriculum vitae to: Behavioral MAPS, 21900 Greenfield, Oak Park, 48237

MEDICAL ASSISTANT
With 2-3 years experience for busy ENT office in Southfield/Farmington area. Please reply to: Box 8-8-8, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT - experienced, certified or certified eligible, for busy private medical practice in Birmingham. Immediate opening for full time with competitive benefits. Time must be flexible. Good benefits. Ask for Marie. 646-6232

MEDICAL ASSISTANT OR LPN
For family physician's office in Canton. Full or part-time. Please call between 4 & 8pm. 483-4666

MEDICAL ASSISTANT: Busy Doctors office. Hours are 9-5, 12 No Weekends. Good Benefits. Call Betty, Mon, Wed, Thurs. 354-8530

MEDICAL ASSISTANT
With good billing background. Salary open. Full or part time for a client in Westland. Please send resume to: O. Box 811147, Westland, MI 48185

MEDICAL ASSISTANT/FULL TIME
Experienced only. Please send resume to: Family Medicine, P.C., 15901 W. 8 Mile Rd., Suite 818, Southfield, MI 48075.

MEDICAL ASSISTANT - part time, 2 days a week in Birmingham area. Experience required. Immediate opening. Send resume to: Box 8-8-8, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT

Full time position in a large cardiology practice. At least 1 yr. clinical experience as a medical assistant or EMT-II required. EKG, BP, venipuncture, DOS and medication skills desired.
Send resume to:
Medical Assistant
NORTHPOINTE HEART CENTER
2575 Northpointe Drive - Suite 300
Berkley, MI 48072

MEDICAL ASSISTANT PART TIME
for Southfield Internist. Call Rick Xrey experience helpful.
Please call: 627-7740

MEDICAL ASSISTANT - must have experience in doctors office, full or part time, 12 Mile & Northwestern area. 332-4880

MEDICAL ASSISTANT
Thur. & Fri., Rochester, experienced in drawing blood. 852-9000
853-5158

MEDICAL ASSISTANT Needed for busy Internal Medicine Mon. Tues. & Thurs. 9 to 6. Experience helpful. Please call 380-8580

MEDICAL ASSISTANT
Full time for OB/GYN in Northville. Call 847-6223

MEDICAL ASSISTANT - wanted for surgeon's practice for cosmetic eyelid tensions per week, experienced, & references. 644-0214

MEDICAL ASSISTANT for busy office. Livonia/Southfield. Approximately 30 hrs. per week. Experienced preferred. 591-0220

MEDICAL ASSISTANT/Receptionist
For Radiology office in Livonia/Troy. Experience helpful. Hours are M-F, days, stress test, etc helpful. Full/part time. Excellent wages & benefits. 737-9550

MEDICAL ASSISTANT

3-5 Days per week in top Dermatology office in Farmington area. Must have at least 1 year medical office experience or training. Call 553-2900

MEDICAL Assistant needed for practice in Farmington Hills. Experience required. Resume to P.O. Box 250662, W. Bloomfield, MI 48325

MEDICAL BILLER - part time. Experienced. Must be available for occasional Saturday. Call for appt. Northville in Canton. 459-3770

MEDICAL BILLERS - and word processors for busy medical billing service, center. Up to $8.00/hr.
Call Mary at UNIFORCE 473-2933

MEDICAL BILLER
Experience in collection, billing & follow-up. Farmington office. Full time. 737-8550

MEDICAL BILLER
Medical Biller with medical records & Claims Status Individual. Minimum of 3 yrs. experience in billing. Please resume to: Box 944 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

MEDICAL BILLING SUPERVISOR
needed, multi specialty. Requires extensive 3rd party billing knowledge & computer experience. Royal Oak area. Contact Sandy at 547-9200

MEDICAL center has opening for secretary with Multimedia, Medical terminology and computer. Call for appt. Cal Mary at UNIFORCE 646-6501

MEDICAL CLAIMS Processing office. Part time. Typing or computer skills helpful. Call 9am.-3pm., Mon.-Fri., 477-6580

MEDICAL LAB TECHNICIANS
2 technicians experienced in all areas of laboratory, are needed to work on a contingent basis. Coverage for vacations, sick days and maternity leave. Day shift. Call for interview 847-6223

MEDICAL RECEIVABLES PERSON
for major Livonia medical corporation. Must have medical billing, a number of medical insurances and computers. Call Mary Ann, Staff Plus, Immediate openings. Call Kristine, Tempro Medical, 442-5580

MEDICAL RECEPTIONIST
Mature, experienced, one part time morning, 20 hrs. per week in Birmingham area. Call 646-5223

MEDICAL RECEPTIONIST/Biller
Part time for family practice in Northville. Experience, friendly, flexible. Call Karen 662-8040

MEDICAL RECEPTIONIST
Doctor's office in Farmington. Immediate opening, excellent pay & benefits. Call 626-2193

MEDICAL RECEPTIONIST
Mature, experienced, full time with occasional Saturday. Busy practice in Birmingham. Insurance coding & computer experience preferred. Male welcome. 644-3232

MEDICAL RECEPTIONIST
experienced, for Bloomfield Hills podiatry office. References. 333-3900

MEDICAL RECEPTIONIST - experience preferred, but will train. Typing & knowledge of billing helpful. Uniform allowance. 641-1200

MEDICAL RECEPTIONIST
For friendly Westland office. Billing experience helpful. Full or part time. 427-6330

MEDICAL RECEPTIONIST
Full time, in Pediatrics location in Northville & Livonia.
Call: 617-6223

MEDICAL RECEPTIONIST, extremely busy physician's office in Southfield, full time, full benefits. Call Tom 353-8684

MEDICAL RECEPTIONIST
Experienced. For busy Dermatology practice. Knowledge of computers. Full or part time. Includes 2 evenings & Saturday. Excellent benefits. High option Blue Cross 569-1958

MEDICAL RECORDS PERSON
experienced medical records department for Dearborn dental implant practice. Medical insurance billing experience necessary. Call, 565-2010

MEDICAL SECRETARY/Receptionist
Experienced dentistry, but will train proficient typist. Full or part-time. Salary negotiable. 981-5388

MEDICAL RECORDS COUNTER
Full time day position (Mon.-Fri.) with multi-disciplinary internal medicine practice. Position involves dealing with various correspondence daily between our office and outside facilities. Previous experience in medical office or hospital preferred. Send resume to: BMCG
Attention Mrs. T. Bates
29080 Grand River, Suite 306, Farmington Hills, MI. 48336.

MEDICAL TECHNICIAN/Chemistry
position available. Experience in automated chemistry analyzers is preferred. Full time position. All shifts. Apply in person Detroit Biomedical Lab., 23955 Freeway Park Drive, Farmington Hills, 10 Mile & Halsted

502 Help Wanted Dental-Medical

MEDICAL BILLER
Full time for busy family practice, in Milford. Must have experience in Blue Shield, Medicare & third party payors. Please send resume, in confidence, to: Milford Health Care Clinic, 1262 North Milford, Milford, MI 48381. Attention: Colleen

MEDICAL RECEPTIONIST for busy medical practice. Minimum 2 yrs. of front office & computer experience. Willing to mature individual. Please send resume to:
Box 894 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST
Part time afternoons, full time potential with a multi-specialty practice. Hours flexible. Previous medical office or hospital transcription preferred. Please send resume to:
Internal Medicine Clinical Group
Attention: Transcriptionist
39060 Grand River #300
Farmington Hills, MI. 48336

Medical Transcriptionists

St. Joseph Mercy Hospital is seeking experienced Medical Transcriptionists for Medical Records Dictation, Full and part-time afternoon positions available. Candidate must possess 50-70wpm, medical terminology, 1 year experience, ability to transcribe foreign doctor's dictation, and word processing experience. We offer a competitive salary, health care benefits, an incentive program that starts at 50% of the differential and bonus of $500 for weekly average of 775+ lines. If interested, please apply in person or send resume to:

Employment Office
St. Joseph Mercy Hospital
900 Woodward
Pontiac, MI. 48341-2985

Equal Opportunity Employer

MEDICAL WRITER WANTED
An exciting opportunity exist for bright, energetic individual in the medical field who is willing to learn. Training will be provided. Call Rick 352-2806

Certified Nursing Assistants -$7.00/HR.
Week Medical/Surgical Nursing Center, near Maple & Drake, has immediate openings on all shifts for full or part-time Certified Nursing Assistants. $7.00/hr. Please contact
Mrs. Hrapczak, 661-1800

NURSE AIDES
Enjoy Professional Pride with Unrated Home Care Services, a home care agency in suburban western Wayne county.
• Flexible hours
• Competitive pay
• Transportation allowance
• Bonuses based on eligibility
• Supportive management
If you have experience please call
981-8829

NURSE AIDES
NEW WAGES
Growing home care agency is seeking qualified experienced personnel for private duty assignments in Oakland County. Choice of Days & Hours. Call Jennifer, 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSES AIDES
Now starting comfortable home care cases in Rochester Hills. Mon. thru Fri., or during day time hours. Good references and reliable transportation a must. Call now 559-0060

NURSING PERSONNEL
Earn what you're worth.
• RN's up to $18.00/hr
• LPN's up to $18.50/hr
• CNA's up to $8.80/hr
Call Today!
Medi-Tech Associates 473-4500

OPHTHALMIC TECHNICIAN
Full time. For busy ophthalmology practice. Locations in Brighton & West Bloomfield. Experience preferred. Salary commensurate with ability. Send resume to: MGS, 5813 West Maple, Suite 107, West Bloomfield, MI 48322

PHARMACY/ADVOCATE TECH
Must retired, full time for pleasant office. Good hrs. & benefits. Southfield area. Call Mrs. Lewis 354-2937

Opportunities in Hospice Care
Hospice of Monroe

Staff RNs

Americare Hospice Services, Inc. is seeking full-time, part-time and Contingent Staff RNs who desire an opportunity to make a real difference in the lives of their patients and families.

You will be responsible for case management of patient care with the concept of interdisciplinary team approach. Two years experience and one or more years of hematology/oncology experience is required, with hospice experience preferred.

Social Worker

Amicare Hospice Services is seeking a motivated and qualified individual for the position of Social Worker.

You will be responsible for assessing and documenting patient/family needs and participating in interdisciplinary group conferences. Master's Degree in Medical Social Work and at least two years experience in Hospice setting required.

Amicare offers a competitive salary and an outstanding benefits package to match your skills. Send your resume in confidence to:
AMICARE HOSPICE SERVICES, INC., 502 W. Elm Ave., Room B-208, Monroe, MI. 48161
Equal Opportunity Employer.

OPTICAL DISPENSER
Needed to assist Optometrist with nursing home residents. Call Marie 358-4411

OPTICAL DISPENSER WANTED for high volume office in Farmington. Must be experienced. Full time. Call Dianne 471-7404

PERSON WANTED: To work part-time, in Orthodontic Lab.
Will train. Apply in person at 771 North Mill Rd., Plymouth.

PODIATRY ASSISTANT/BILLER
People oriented office needs mature outgoing person to join us. Experienced or will train. 12 MI/Evergreen area. 557-0030

PRESBYTERIAN VILLAGE - of Redford now accepting applications for Certified Nurse Assistant for the PM and midnight shifts. Full time & part time positions available. 17340 Dexter, Redford. For more information contact Marilyn, 531-7700

PROGRESSIVE Nursing Center seeks caring, knowledgeable RN/LPN, skilled care coordinator. Must be highly motivated, salary & benefits commensurate with experience.
Call Director of Nurses, 334-0345

DENTAL RECEPTIONIST for modern 2 doctor office in Garden City. Must be high energy and team oriented. Experience only. Approximately 25 hours per week. 425-8190

RECEPTIONISTS
DRIVER OFFICE
Busy ENT office, in Farmington Hills, needs a full time, experienced person with computer billing (M/S) knowledge & good phone skills. Excellent benefits 477-7483

502 Help Wanted Dental-Medical

PRESTIGIOUS clinic needs data entry operator, $6.50/hr.
Call Martha at UNIFORCE 473-2931

PSYCHIATRIC R.N.
Part time, PM shift for adolescent unit. Contact Cindy:
Arborview Center, Livonia

RADIOLOGY TECHNOLOGIST

Part-time position available. Registered or eligible. Interested applicants may call Rick or Jean at 347-8000, Ext. 7768.

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

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

RECEPTIONIST - part time, mature person for busy Westland optical business. Must be flexible. Filing, phones, etc. Will be trained. Call 100% tuition assistance.

Any information leading to the prosecution of members of our health care team should be reported to...
Penny Morgan, DON
Doron Nursing Center
29275 Middlebelt
Livonia, MI. 48152
476-0550

504 Help Wanted Office-Clerical

ACCOUNTANT BOOKKEEPER
Farmington Hills manufacturing difficult parts company with good benefits & full charge bookkeeping skills, knowledge of computers, typing & excellent experience in manufacturing preferred. Degree helpful. Paid vacation, holidays & benefits provided. Salary commensurate with experience, call Mon. Thurs. 9am-3pm 473-9300

ACCOUNTS PAYABLE
Commercial real estate office needs Accounts Payable Clerk with experience to handle lease record keeping. Responsibilities to include lease analysis, tenant inquiries, accounts payable invoicing, mortgage & lease payments, operating statements & working knowledge of Lotus 1-2-3. Nice benefit package. Please call Schostak Bros & Co., Inc.
357-6187

ACCOUNTS PAYABLE
OFFICE ASSISTANT
Accounts Payable Assistant needed immediately for manufacturing/distribution firm in Downtown Detroit area. Highly motivated, fast paced individual will be responsible for all phases of accounts payable and daily office activities. Other duties to include: phones, filing and errands. This professional person must possess excellent organizational, communication and office skills, be typing word processing, dictating (note taking) and have a pleasant voice manner. Typing 50 wpm minimum. Parking provided. Send resume to: A/P Office Assistant, P.O. Box 32922, Detroit MI 48232. Resume deadline—May 31, 1991

INSURANCE COMPANY in Troy has immediate opening for Administrative Secretarial. Must be mature individual, highly motivated, type transcribe dictation, word processing experience, be able to work both independently and as a team member. Possess good organizational skills, have strong oral and written communication skills, insurance background preferred. Salary commensurate with experience. Send resume with salary requirements to Box 8-8-8 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Growing advertising agency needs exceptional Secretary/Administrative Assistant. Strong word processing & computer skills a requirement. Bookkeeping experience a plus. Fast paced office environment. Must be able to work under pressure. Please send resume & salary requirements to: John Ruston, 186 E Big Beaver, Troy, MI 48083

ADMINISTRATIVE ASSISTANT
For sales and marketing department in the Corporate Office. Requires very strong PC experience, specifically Lotus 1-2-3 and WordPerfect skills. Detail oriented position. Excellent benefits package. Send resume to: Box 978 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT/WORD PROCESSOR
Non smoking office seeks an experienced individual with excellent interpersonal skills. WordPerfect and Macintosh required. Minimum typing speed 60 wpm. Ideal candidate will be able to work independently with little direction and function well under deadlines. Must be able to work flexible hours. Send resume to: Insurance, pension and full education assistance.
Contact:
University Convalescent & Nursing
24550 Pine lake Rd.
Livonia, MI 48154
427-8070

RN/MANAGEMENT. MDS Coordinator for 170 bed. Experience preferred but willing to train. Call Mrs. Lewis, Brown RN, for appt. at Mt. Vernon Nursing Center, 26715 Greenfield, Southfield. 557-0060

RN & LPN
Progressive nursing center seeking RN & LPN for afternoon & midnight shift, every other weekend off. Call Director of Nursing, 335-0345

RN/LPN
University Convalescent & Nursing Home has an opening for an afternoon nurse in its skilled nursing facility. If you enjoy a pleasant, well staffed environment, this is the opportunity for you.
We offer health, life and disability insurance, pension and full education assistance.
Contact:
University Convalescent & Nursing
24550 Pine lake Rd.
Livonia, MI 48154
427-8070

RN/MANAGEMENT. MDS Coordinator for 170 bed. Experience preferred but willing to train. Call Mrs. Lewis, Brown RN, for appt. at Mt. Vernon Nursing Center, 26715 Greenfield, Southfield. 557-0060

RN & MEDICAL ASSISTANT needed part time for OBGYN offices located in the Detroit Medical Center and Westland area. 832-0768

RN - ONCOLOGY

Full-time position available in Oncology. Experience not necessary. Interested applicants may call
538-4700

DMAC HEALTH CARE CENTERS
For Computer Skills

(W. 8 Mile Rd., near Lahser)

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

RN OR LPN - FULL OR PART TIME
Busy Birmingham pediatrician's office. Call Denise 645-1740

RN - PART TIME
Apply in person.
Maryrest Manor, 15475 Middlebelt
Livonia, MI 48154
427-9175

RN'S/LPN'S/GPN'S
Full time day positions available for experienced LTC professional. New Leaves Brown RN for appt. at Mt. Vernon Nursing Center, 26715 Greenfield, Southfield 557-0050

R.N. HEMODIALYSIS
Chronic/acute experience for one-half. Weekends with permanent Detroit area hospitals. Growth potential for the independent professional. Send resume to: 9282 General Dr., Suite 120, Plymouth, MI 48170

SOCIAL WORKER, LICENSED
Part time. Flexible hours available. Excellent benefits and working conditions. Perfect for supplemental income.
Call Barbara 532-4300

VETERINARY RECEPTIONIST, part time, office skills necessary, non-smoker, a people person, some animal experience. Excellent for college student. Includes evenings & Saturdays. Livonia area. Call Noreen 9am-4pm 421-1800

Volunteer Coordinator

Cranbrook Hospice Care
Troy, MI

Cranbrook Hospice Care, a part of American Hospice Services, Inc., has a full-time position available in the Troy branch for a Volunteer Coordinator.

The selected individual will plan the volunteer program for the Hospice which includes recruiting, training, educating, supervising, and evaluating program volunteers. To qualify you need supervisory experience with 2 years work experience in volunteer programs preferred.

Amicare will match your skills with a competitive salary and excellent benefits. To apply, send your resume to:

Penny Murphy
Amicare Hospice Services, Inc.
253 Crooks Rd
Troy, MI. 48084

An Equal Opportunity Employer

502 Help Wanted Dental-Medical

SONOGRAPHER, (Abdominal Ultra Sound) experienced or registry eligible. Part time days. Livonia office. Call Sheila, Mon. thru Fri., 10am-3pm 476-4724

TRAINED MEDICAL ASSISTANT needed for pediatrics office in western suburb.
418-2723

WANTED!!!
LPNS
We have just been informed that many quality LPNs are running loose! They are armed with a kind, caring heart and should be considered valuable. A substantial hoard reported has been issued for the LPNs we capture.

Once captured, these LPNs will be sentenced to work afternoons or midnights in a fast paced, receptive environment with outstanding benefits and opportunities. Those who turn themselves in will be offered 100% tuition assistance.

Any information leading to the personnel of members of our health care team should be reported to...
Penny Morgan, DON
Doron Nursing Center
29275 Middlebelt
Livonia, MI. 48152
476-0550

504 Help Wanted Office-Clerical

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Farmington Hills manufacturing difficult parts company with good benefits & full charge bookkeeping skills, knowledge of computers, typing & excellent experience in manufacturing preferred. Degree helpful. Paid vacation, holidays & benefits provided. Salary commensurate with experience, call Mon. Thurs. 9am-3pm 473-9300

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Commercial real estate office needs Accounts Payable Clerk with experience to handle lease record keeping. Responsibilities to include lease analysis, tenant inquiries, accounts payable invoicing, mortgage & lease payments, operating statements & working knowledge of Lotus 1-2-3. Nice benefit package. Please call Schostak Bros & Co., Inc.
357-6187

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OFFICE ASSISTANT
Accounts Payable Assistant needed immediately for manufacturing/distribution firm in Downtown Detroit area. Highly motivated, fast paced individual will be responsible for all phases of accounts payable and daily office activities. Other duties to include: phones, filing and errands. This professional person must possess excellent organizational, communication and office skills, be typing word processing, dictating (note taking) and have a pleasant voice manner. Typing 50 wpm minimum. Parking provided. Send resume to: A/P Office Assistant, P.O. Box 32922, Detroit MI 48232. Resume deadline—May 31, 1991

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Non smoking office seeks an experienced individual with excellent interpersonal skills. WordPerfect and Macintosh required. Minimum typing speed 60 wpm. Ideal candidate will be able to work independently with little direction and function well under deadlines. Must be able to work flexible hours. Send resume to: Insurance, pension and full education assistance.
Contact:
University Convalescent & Nursing
24550 Pine lake Rd.
Livonia, MI 48154
427-8070

ADMINISTRATIVE ASSISTANT
Plastic Automotive Manufacturing Company is seeking a detailed oriented person with automotive background and managerial skills. Qualified candidate will possess excellent communication skills, good typing, and basic computer skills in Lotus and WordPerfect. Knowledge of quality engineering concepts a plus. Salary commensurate with job qualifications and experience. Send resume with salary requirements to: Box 836 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE assistant for leading international auto manufacturer. Must have excellent skills & word processing. Recent grads considered. Pay $24,000. Call Sue Bauer at UNIFORCE 357-0644

ADMINISTRATIVE ASSISTANT
For Computer Skills

Entry level position for Administrative Assistant in Computer Services Department. Requires good typing skills, possibilities include customer service, job scheduling, data entry, and word processing. Knowledge of and/or experience of mini or mainframe computers required. Send resume and salary requirements to: Salemakers, Inc., 550 N. Woodward, Suite 200, Birmingham, MI 48009

ADVERTISING agency has immediate need for accounting clerk. Must DM IV or WP 5.1 preferred. Up to $8.00/hr. Call Sandra at UNIFORCE 646-7561

AUTO DEALERSHIP CAR BILLER
We are looking for an experienced car biller for our sales office. Must be a qualified applicant who is a good typist, 40 hr. work wk., top pay plus excellent fringe benefits. Apply in person with the office manager at Lynn Vaughn, 34501 Plymouth Rd. or call 425-5400 for appointment.

Looking for individual with some dealership experience, accounting or clerical background. Excellent team car costing non-smoking office. Salary & working conditions. Perfect for supplemental income.
Call Barbara 532-4300

AUTO DEALERSHIP looking for an individual with some dealership experience to learn auto billing job, computer system. Non-smoking office. Salary & benefits. Chevrolet, 28111 Telegraph, Southfield.
335-1000

AUTOMOBILE DEALERSHIP
Experienced biller needed for busy Chevrolet dealership in Novi. Great job for right person. $ + benefits.
Ask for Laura 348-7000

ASSISTANT BOOKKEEPER
A personnel service is seeking a small manufacturing company. Light bookkeeping and general office skills. Some computer knowledge. Strong telephone Skills A Must! Send resume to:
Burmeister, Morris & Brown PC.,
26877 Northwestern Highway,
Southfield, MI. 48034
Attention: Debra D

BOOKKEEPER: General ledger to profit & loss. Experience in computers. Must have good work ethic. 32-40 hrs/wk. Call 10am-2pm 476-7862

BOOKKEEPER
Full charge bookkeeper, preparation of general ledger & financial statement for multi site manufacturing. Cash management & computer experience needed. 540-5334

BOOKKEEPER
Full charge, mature person for furniture store. Experienced on computer. Excellent salary. Send resume to Box 948 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Highly qualified for manufacturing firm in Livonia. Call
281-1770

504 Help Wanted Office-Clerical

BOOKKEEPER

Currently seeking a person to grow with us. This position involves all phases of accounting functions. The successful candidate must have accounting experience and a working knowledge of computer based accounting systems. We offer a competitive salary and a comprehensive benefit package. Non-smoking office. Please forward resume and requirements to: Box 962 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FULL-TIME

BOOKKEEPER with supervisory skills needed for growth in law firm specializing in bankruptcy. Must be a "take charge" person who can prepare a variety of financial statements, maintain 3 bank accounts, etc. Computerized general ledger experience a must. Bank reconciliation skill assist in budget development and management. We are looking for a self-motivated person who can handle a large assortment of tasks on a deadline basis. Excellent benefits. Highly competitive salary. Southfield area. Please send resume and salary requirements to: Box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
Farmington Hills Real Estate Development and Property Management Firm has opening for experienced bookkeeper to assume full charge of multi-property portfolio including Accounts Receivable, Accounts Payable, payroll and financial statements. We are using computerized and provide an excellent working environment. Salary in the low 20's with comprehensive medical benefits. If you want to work hard and get have fun at the same time, send resume and salary requirements to:
CERTIFIED REALTY, INC.
Attention: Ronald Soraka
34345 West 10 Mile Road, #300
Farmington Hills, Michigan 48335

BOOKKEEPER
Immediate part time with minimum 2 years experience in Accounts Receivable/Billing. Full charge thru preparation of general ledger & financial statements. Must be self-motivated and able to work independently. Southfield, 569-8370

BOOKKEEPER
Immediate full time position. Experienced in moving & storage business helpful but not required. Salary commensurate. Call 541-3210

BOOKKEEPER - real estate company. Minimum 5 years experience, must be able to work independently in a fast-paced environment. Computerized accounting system. Must assume 5 salary requirements to: Box 962 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANT NEEDED
4 days a week for Livonia association. Duties include telephone, collections, insurance processing, typing. Pleasant voice & person who enjoys telephone work, is detail oriented & comfortable with the computer. Send resume to: MRCA, 19500 Middlebelt, Ste. 200, Livonia, MI 48152

CLERICAL
Michigan based property & casualty insurance co. located in Livonia is seeking an individual with the following: Typing 50wpm, data entry background, good handwriting, organizational skills, ability to multi-to do some filing. Good things benefits. Salary commensurate. Ideally require 1 year experience. Please send resume to: Patricia Finch, Lake States Insurance Co., PO Box 5247 Livonia, MI 48151-5247

CLERICAL OPPORTUNITIES

Metro Medical Group, a division of Medical Alliance Plan has several clerical positions located at our Livonia Medical Center. Most positions are part time or flexible hours. Candidates must be able to type 45wpm and have computer background. We offer an excellent starting salary — benefits are available with part-time positions. Interested applicants please send resume to
Human Resources Dept. 4
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI. 48150
An Equal Opportunity Employer

CLERICAL POSITION
Entry level clerical position requires typing, filing & good communication skills. Excellent salary & benefits. Call Mon.-Fri., 9am-5pm 538-4022

CLERICAL POSITION
Permanent part time for Southfield firm. 3-4 hrs. Mon., Wed., Fri. Experience with IBM-PC/WordPerfect 5.0 desired. Call
Linda or Brenda 353-7575

CLERICAL POSITION
Entry level position. Southfield based insurance company. Previous experience helpful but not necessary. Good math and writing skills required. Typing 40 wpm. Send resume to: Box 962, P.O. Box 300, Southfield, MI. 48037.

Clerk

Input/Output Clerk
M.I.S.
AFTERNOON SHIFT

Qualifications: IBM CRT experience. Ability to work independently on routines and report distribution. Ability to work independently and to interact effectively with users, data entry experience a must. This full time position offers a comprehensive benefit package. If interested, submit resume with salary expectations to:

Office Positions JH
PO Box 7034
Troy, MI 48007-7034

An Equal Opportunity Employer

CLERK Knowledge of accounting, billing, computer work, excellent telephone skills a must. With train. Send resume only to: Gloria Kaye, 25657 Southfield Rd, Southfield, MI 48075

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk/typist. Candidates should possess a minimum 35 wpm typing speed, pleasant phone skills, & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. Please send resume to:
Clerk Typist
P.O. Box 1943
Detroit, MI 48231

CLERK with knowledge of accounting, payroll & data processing for small Canton office.
Call 459-3344

COMPUTER manufacturer needs an administrative secretary for its sales office. 3-5 years exp. helpful. Up to $10/hr. Call Susan at UNIFORCE 473-2932

CONSTRUCTION SECRETARIES
Southfield based construction company is seeking a qualified construction secretary. Must be familiar with all legal documents and construction terminology. Experienced & dependable. Call
352-4290

An Equal Opportunity Employer

CUSTOMER SERVICE REP.
Computer property & casualty. At least 5 years experience required. Computer essential for agency located in Southfield. Excellent benefits. Send resume to PO Box 2004, Southfield, MI 48037

EXCELLENT DATA ENTRY, math & communication skills. Full time. Experience in automotive industry or with shipping release helpful. 464-8500

504 Help Wanted Office-Clerical

Client Service Coordinator Needed Immediately, Call Ad 367-7092
Health Care Professionals

COLLECTION PERSON
Experienced in consumer receivable required. Full time with benefits, knowledge of computer. Send resume to: 1000 Berestein, Walled Lake, MI., 48390.

Customer Service Clerk
(Part Time)

Highland Superstore seeking an individual to work in our service department located within our Corporate office in Plymouth. This individual will be responsible for servicing customer, part orders over the phone & processing sales using the P.C. along with other clerical duties. Requirements include excellent telephone communication skills and P.C. experience. Customer service background helpful.

We offer a competitive wage and benefit package. Please send resume or apply in person to:
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Corporate Human Resources-R
30500 Schoolcraft
Livonia, MI. 48150

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DECIMATE experience desired by prestigious Fortune 500 company. Top $! Call Marcia At To 94-0070. Call Mrs Soka at UNIFORCE
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DEVELOPMENT SECRETARY
needed immediately. Highly organized, excellent typing, computer spreadsheet & data processing skills required. Personnel, Eton Academy, 1755 Maiden, Birmingham, MI., 48009.

DREAM POSITION: Legal Secretary with Word Perfect expertise. Sec-5pm Fridays. 7. Also vacation allowance. 642-8080

EXECUTIVE SECRETARY
Ambitious & well-organized individual needed for a growing Troy wholesaler. Dictation & Word processing skills required. Send salary requirements with resume to:
Box 8-8-8 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - full time, excellent typing, dictaphone, computer skills, knowledge of Wordperfect preferred. Salary commensurate with experience. Organizational skills a must. Fringe benefits. Call Mr. Ewing Highly desired. Prefer candidate with secretarial education and experience. Organizational skills a must. Fringe benefits. Call Mr. Ewing 334-1900

EXECUTIVE SECRETARY - full time, with typing, dictaphone, computer skills. Salary range begins at $21,840 with excellent benefits. Call Mr. Ewing to Library Director, 32737 W. 12 Mile, Farmington Hills, 48334. No telephone calls.

EXECUTIVE SECRETARY

Professional secretary for an insurance Dept. Send resume to: Office Administrator, 2000 Town Center, Ste. 1700, Southfield, MI 48075

LEGAL SECRETARY - Part or full time for a small Farmington Hills general practice law firm. Legal experience preferred. WordPerfect proficiency. Salary negotiable. Send resume to: Joel Kaufman for appointment: 851-2980

LEGAL SECRETARY: Troy law firm seeks 2 Legal Secretaries. Word processing and at least 1 year legal experience in either corporate/estate planning or litigation. Salary open. Nonsmoker. Send resume to Office Manager, PO Box 99464, Troy, MI 48099.

LEGAL SECRETARY, FULL-TIME
Would you like to work for a small Small prestigious Farmington Hills law firm with security employee benefits? Are you organized, detail oriented, who wants to make a move. Must be non-smoker, dependable, hard-working & highly productive. For the right person, competitive salary & excellent benefits package. Send resume to: Box 920, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY wanted for Bloomfield Hills litigation firm. Some litigation experience required, minimum typing speed 70wpm. 645-1150

LEGAL SECRETARY Needed for Birmingham law firm, full-time position experience necessary. Must be well organized. Donna. 646-8292

LEGAL SECRETARY
Experienced. Family law firm. Salary negotiable. Farmington Hills.
Call 9am-3pm 851-0787

LEGAL SECRETARY for Southfield mid-sized law firm. Strong typing skills and WordPerfect experience necessary. Excellent benefit package. Call Christine Symoun 354-4300

LEGAL SECRETARY - Birmingham law firm. Must have 2 years experience. Word processing and litigation experience helpful, good salary & benefits. Call Judy. 540-8282

LEGAL SECRETARY
Downtown defense firm seeks experienced secretary. Must have excellent typing skills, good organizational skills, ability to work under pressure, dependability, flexibility, and desire to work as part of a team. If you qualify send resume to: Office Administrator, 1449 Penobscot Building, Detroit 48226.

MANUFACTURING CO. Located in Troy, by Oakland Mall, has an immediate job opening, for a full-time receptionist. The individual must have experience handling a multiple line phone system. Good communication skills and some basic computer knowledge of Word Processing software. Competitive salary and benefits package. Please send resume to: Box 962, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MORTGAGE CLOSER - experienced VA/FHA/Conventional mortgage closer needed. Lend contract closing experience helpful but not necessary. Contact: Valerie Lemay 362-1700

504 Help Wanted Office-Clerical

FINANCIAL INSTITUTION experience needed for permanent part time position for credit union in Troy area. Computer knowledge helpful. 12-4pm for interview. Name message, 1-800-860-7328, ext. 812

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GENERAL OFFICE - Typing & filing for small Farmington Hills office. Experience required. Call for interview: 478-8300

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Well suited for a friendly furniture store has a part time position. Must be able to perform office help. Cheerful applicant. Please call Nancy, Mon.-Fri., 10am-3pm 522-6206

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Marketing services firm in Farmington Hills seeks a pleasant, detail oriented office personnel. Please respond if you possess the following:

• High school diploma
• Pleasant phone manner
• Strong verbal and math skills
• Data entry experience
• Salary $6.19 - $6.90 per hour
• Flexible daytime hours

If you have these qualifications, contact:
CAROLYN MUSSER - 488-3225
between 10am-2pm
Monday thru Friday

LEGAL SECRETARY - Birmingham area. Work in personal injury law firm. Excellent benefits. Salary commensurate with experience. 540-0333

LEGAL SECRETARY for Southfield law firm. Personal injury, medical malpractice experience. Word Perfect 5.1 required. Salary commensurate with experience. Call Ms. Lewis 353-5600

LEGAL SECRETARY. Farmington Hills, for small busy office. Real Estate, Corporate, Tax, Probate, Litigation practice, prior legal, word