502 Help Wanted Dental-Medical

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2-5 days per week. Immediate Assignments. Competitive pay rates.
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Full time - Afternoon
Part time Midnight
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LPN
Full-time LPN pediatric position available in a suburban setting. Previous pediatric experience required. Benefits. Affiliated with a major Michigan health care system. Please send resume to:
BOX 114
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LPN
Full-time position available in OB/GYN. Interested applicants may call. 827-2160
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LPN'S
Come join a team of professionals. Be treated with respect and paid for your skills
• Full & part time hrs available
• Excellent wages & bonuses
• Nursing home experience required
Call HEALTH PARTNERS 1-800-969-7723

MEDICAL ASSISTANT - full time for busy family practice in Farmington Hills. Must know EKG, BP, Injection. Excellent benefits. 478-2420

MEDICAL ASSISTANT - part time, experienced back room, venapuncture, injections, autoclave. Please call after 3 PM. 646-3323

MEDICAL ASSISTANT
Full time, experienced. Benefits & good working conditions. Westland area. Please call. 728-2130

MEDICAL ASSISTANT - Experienced, full time for busy Orthopedic office. Excellent benefits and working conditions. Please call 474-5247

MEDICAL ASSISTANT
for busy three Doctor office. Full time. Experienced X-ray knowledge is essential, flexible hrs 433-3600

MEDICAL ASSISTANT full time for busy 4 doctor office. Providence Hospital area. Experience necessary. Marsha, 9am-5pm, 569-4234

MEDICAL ASSISTANT - LPN Fast growing office in Novi, experience desired, full time, excellent benefits, good clinical skills. 473-8440

MEDICAL ASSISTANT
to teach clinical procedures and insurance billing for adult education in Garden City. Call 683-1166

MEDICAL ASSISTANT
Looking for top of the line assistant for active practice, must be hard-working individual. Starting salary $7.25/hr. and higher. Full or part-time. Livonia/Novi area. 478-4839

MEDICAL ASSISTANT
Permanent-part time, for Livonia Podiatry office. Mature person, will train right person - friendly, outgoing & fast learner. Some evening hours. Call, Mon-Wed. 591-3514

MEDICAL BILLER -Internal Medicine practice looking for part time biller with experience. Wage negotiable. Call 645-2451

MEDICAL ASSISTANTS
2 part-time & 1 contingent-temporary position available. Interested applicants may call 827-2160
DMC HEALTH CARE CENTERS WOODLAND
(Lahser Rd nr W Eleven Mile Rd)
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

MEDICAL RECEPTIONIST for Physical Medicine Doctor, must have transportation (will be going to various locations) $7/hr 349-7711

LPN's - $14.50/HR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for LPN's on afternoon shift. $12.50 per hour to $14.50. For details, call Mrs. Mancuso or Mrs. Subotich. 661-1600

MEDICAL BILLER for Bloomfield Hills Ophthalmologist, approximately 35 hrs. per week, competitive salary and excellent fringe benefits. Experienced billers only need apply. Mail resumes to: Medical Biller, 2700 N. Woodward, Bloomfield Hills, MI 48304.

MEDICAL LAB TECH, REGISTERED or eligible for registry. Career opportunity with benefits in Southfield internist's office. 559-0505

MEDICAL OFFICE
RECEPTIONIST/FILE CLERKS POSITIONS
Amicare Home Health Care, Affiliated with Catherine McAuley Health Systems is searching for 2 qualified individuals to assume the responsibilities of Receptionist/File Clerk, for the Ann Arbor Branch. Responsibilities include receiving incoming phone calls and relaying to the appropriate personnel, greeting and screening visitors, providing typing/wordprocessing assistance, sorting mail, filing patient charts & monitoring incoming fax referrals. These candidates must possess a High School Diploma or GED equivalent. Minimum 1-2 yrs. medical office experience, demonstrated wordprocessing skills, and well developed inter personal skills.
Please send resume or contact:
Kyle Johnson, Business Manager
AMICARE HOME HEALTH CARE
2010 HOGBACK, SUITE 3
ANN ARBOR MI, 48105
313-677-0610

MEDICAL RECEPTIONIST - Experience preferred for busy office in Telegraph/13 mile area. Full time, benefits Valerie 642-9507

MEDICAL RECEPTIONIST-
Experienced - needed for busy family practice office in Northville. Excellent salary & benefits. Call Karen, 2pm-5pm 562-6040

MEDICAL RECEPTIONIST
Experienced for busy Dermatology practice. Knowledge of computer. Includes 2 evenings & Sat. Full or part-time. Excellent Benefits. High option Blue Cross. 569-1958

MEDICAL RECEPTIONIST
FULL TIME
Experienced. Willing to go the extra mile? Looking for dynamic, enthusiastic individual to fill Medical Receptionist position in busy OB/GYN office in West Bloomfield. Computer experience preferred. Call Michelle, Mon.-Fri., 9-5 855-5830

MEDICAL RECORDS
Full time position Monday - Friday, with a multi-discipline Internal Medicine practice. Position involves chart preparation for office visits and assisting with quality assurance procedures. Previous experience preferred. Please send resume to: IMCG - 28080 Grand River, Suite 306, Farmington Hills, 48336
Attention Medical Records

MEDICAL TRANSCRIPTIONIST - part time, in home. Call Elaine. 827-7740

MOBILE PODIATRY ASSISTANT NEEDED - Full and part time positions available. Must be willing to travel metro area. Apply in person: The Nursing Home Group, 24293 Telegraph Road between 9 & 10 Mile Road, ask for Joan

NEWLY OPENED fast paced Family Practice office located in Redford Twp. is in need of well organized hard working part time employees to be a part of "our family". Medical Assistant, Medical Receptionist and Xray Tech positions available. Saturday and evening hours required. Pay commensurate with experience. Call between 8am-12pm Mon. - Fri. 937-1190

NUCLEAR TECHNICIAN
needed part time/full time. Excellent wage and benefits. 737-9350

NURSE ASSISTANTS - STATE CERTIFIED
Glacier Hills Nursing Center is accepting applications for Certified Nurse Assistants for part-time positions. Partial benefits available & extra shifts occasionally if desired. A commitment to quality care is required. Contact Margie Henwood
GLACIER HILLS NURSING CENTER
1200 Earhart Rd
Ann Arbor, MI 48105
(313) 769-0177.

Medical Records File Clerk
Assist Medical Records Technician and general file duties. Mon.-Fri., 11:30am-6pm. Hospital or Medical Office experience preferred. Please send resume to: IMCG 28080 Grand River, Suite 306, Farmington Hills, MI. 48336. Attn. Medical Records Manager.

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Free training if qualified
Leaders in the medical field have positions for the following
• Office Manager
• Receptionists
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• Sr. Level Billers
• Facility Billers
• Medical Assistants
MBS trained preferred. If you have computer billing experience or a technical diploma in billing, we will train you to run an automated office.
To qualify send resume to:
Kathryn L. Allan
Medical Staff Placement
31800 Northwestern Highway #300
Farmington Hills, MI. 48334
A Computer Diversified Company

MT. VERNON Nursing Center is now accepting applications for full & part time RN'S & LPN'S under new nursing management. Competitive wage and benefit package. Apply in person 26715 Greenfield between 10 - 11 Mile

Occupational Health RN's
Milford area. Experience preferred. Part-time. Must be flexible to work all shifts. For more information call
ENTECH SERVICES, INC.
685-7120

OPHTHALMIC TECHNICIAN
Experienced, Outgoing personality For friendly office in Troy. 649-3535

ORAL SURGERY Office - Surgical assistant, part time. Hours flexible. Experience preferred. Plymouth/Canton Area 455-0710

ORAL SURGERY ASSISTANT
Experienced preferred. Mon thru Fri, 8am-5:30pm Birmingham Area 642-2115

ORTHODONTIC CHAIRSIDE ASSISTANT
Full time, experience desirable, pleasant personality and neatness important. Good working conditions and benefits. Please call 435-2000

PART TIME RECEPTIONIST needed for friendly Southfield Podiatry Office. Seeking mature individual, nonsmoker. Benefits. 557-2401

PATIENT ACCOUNTING SUPERVISOR
Full-time position available in our Livonia office. Associates degree in Business Administration or related field & 2-4 yrs. medical billing/collections experience required. Interested applicants should send resumes to: G. Seidl
DMC Health Care Centers Woodland
41935 W. 12 Mile Rd.
Novi, MI., 48377
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

PHLEBOTOMIST
with experience, Redford area. 473-2080

PODIATRY ASSISTANT
Part time, approximately 20 hours. Will train. 455-3869

RECEPTIONIST
In brand new podiatric medical facility (Ann Arbor Rd. & Haggerty) Must be bright affable & highly efficient. Position could lead to managerial opportunity if desired. Experience required. Call eves 626-3106, ask for Dr. or Mrs Kellert.

RECEPTIONIST, ambitious, mature, full time for busy Allergy practice in West Bloomfield. Excellent salary & benefits. Send resume to: Allergy Associates, 6330 Orchard Lake Rd, Suite 110, W. Bloomfield 48322

PHLEBOTOMISTS
NHL is seeking Phlebotomists with a minimum 2 years experience. Successful candidate must be reliable, able to work independently and must have dependable transportation. This "On-Call" position is needed for vacation and sick time coverage for our Warren, Mt. Clemens, Rochester Hills, and Bloomfield Hills Drawing Stations. For immediate consideration please send resume to or apply at:
National Health Laboratories
13250 Northend
Oak Park, MI., 48237
NO PHONE CALLS PLEASE!
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST for Veterinary Clinic. Requires communication skills, typing, client-oriented individual. Full or part time. Prefer experienced. Salary based on experience. Send resume or apply in person, Mon & Wed, 12noon - 2pm at 1925 South Telegraph, Bloomfield Hills, MI 48302, or call 338-0008

RECEPTIONIST
ANIMAL HOSPITAL
Excellent communication skills, some clerical and computer ability. Full time. Some evenings & Saturdays. Salary based on experience. Apply in person 31205 Five Mile Rd., Livonia, MI., 48154.

RECEPTIONIST-4 days per week. Busy allergy office in W. Bloomfield. Computer/bookkeeping experience preferred. 626-5315

RECEPTIONIST - Full time, with billing experience, for Bloomfield Hills urgent care center. Some evenings and Sat required. 334-8850

RECEPTIONIST - PART TIME for OBGYN office. Farmington & Maple area. Computer experience necessary. Call, 661-9480

RECEPTIONIST for busy physical therapy department, full time, 11am-7pm. Responsibilities include: scheduling, typing, experience necessary W. Bloomfield 855-7411

RECEPTIONIST/CLERK part time, Farmington Hills OB-GYN, basic office skills necessary. Prefer some medical experience but will train right person. Call Nancy 553-2950

RECEPTIONIST/BILLER
for chiropractic office in Novi. Must like working with people, be efficient, type well. Some insurance experience necessary. 30 hours/week. For appointment, call 477-2400

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BEST OF BOTH WORLDS
Medical Personnel Pool is seeking an outgoing Registered Nurse for its full time Home Care Supervisory position. Responsibilities include patient and employee supervision, in-service training, sales, evaluation, and Community Service involvement. Supervisory and 3 years nursing experience required. Medical Personnel Pool is a nationwide professional and quality-driven nursing service that offers excellent pay and competitive benefits.
Please call for an appointment or interview today.
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Home Care and Staffing Services
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Full-time position available in Oncology. Oncology experience not necessary. Monday-Friday, 9-5. Interested applicants may call 538-4700
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(W. 8 Mile Rd. near Lahser Rd)
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

RECREATIONAL THERAPIST For head injury rehabilitation program. Experience necessary. Send resume to: Terri King, 6405 Telegraph Rd., Bldg K, Birmingham, MI 48010

REGISTERED X-RAY Technologist
Part-time for Rheumatology Practice. Birmingham area
Call 647-4425

RN
BSN with experience in OR setting & supervision to manage surgical unit.

MEDICAL BILLERS
With at least 4-5 yrs. experience for permanent position.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

RN - LPN
For Busy dermatologist office. Possible full or part time, pleasant working conditions. 642-2797

RN/LPN
Glacier Hills Nursing Center, the 183 bed skilled facility, is accepting applications for Nurses. Flexible scheduling to meet your needs. Clinical experience in medical nursing or rehab desired. A commitment to excellent nursing care of the geriatric patients is required. Contact Nancy Weindorf for details
GLACIER HILLS NURSING CENTER
1200 Earhart Rd
Ann Arbor, MI 48105
(313) 769-0177

RN/LPN
needed for a small 59 bed facility
RESTORATIVE AIDE
Full time on day shift. Training available
ASSISTANT DIRECTOR OF NURSING/INSERVICE DIRECTOR
RN, 4 days per week
Please apply in person:
Bedford Villa
16240 West 12 Mile Road
Southfield, MI 48076
An Equal Opportunity Employer

RN - LPN or Medical Assistant needed for Allergy office in Livonia 20 hrs. a week average. Training provided. 851-6657

RN/LPN
Part time Afternoon & Midnight Positions open
NURSING ASSISTANT
All Shifts available.
Apply in person:
Middlebelt Nursing Center
14900 Middlebelt Road
Livonia, MI 48154

RN - part time, oral surgery office, Bloomfield/Troy area. 2-5 mornings per week, some Saturday mornings. Call between 11am-4pm. 647-2191

RNs/LPNs
Consider becoming part of the largest providers of quality care in Michigan. Four Chaplains Convalescent Center has positions available for nursing professionals to join our health care team. Full and part-time positions available on all shifts. We offer an excellent salary, insurance benefits and a pleasant working environment. For immediate consideration, please apply in person or call
FOUR CHAPLAINS CONVALESCENT CENTER
28349 Joy Rd.
Westland, MI 48185
(313) 261-9500
An Equal Opportunity Employer

RN'S/LPN'S
Needed to work with residents at a Senior Citizen Retirement Center. Contact Carol Moore for further information at 822-9000

RN- TRIAGE/ PATIENT INQUIRY
Full-time patient advocacy position available. Good written and verbal communication skills required. Please send resumes: Gay Newton,
DMC Health Care Centers Memorial
36300 Van Dyke
Sterling Heights, MI 48312
(Located north of 15 Mile Rd.)
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

SEEKING QUALIFIED RN. Knowledgable with OBRA guidelines & MDS. Flexible hours, salary commensurate with experience. Apply at Mt. Vernon Nursing Center, 26715 Greenfield, between 10 - 11 Mile

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 Felosak, RN. 522-1444

STAFF RNS
Opportunities in Hospice Care
Hospice of Monroe
Hospice of Washtenaw
Amicare Hospice Services, sponsored by the Sisters of Mercy, is seeking contingent and on-call Staff RNs for its Monroe and Washtenaw branches. This is an excellent opportunity for RNs who desire 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. Current licensure and one or more years of hematology/oncology experience required, with hospice experience preferred.
Amicare offers a competitive salary to match your skills. To apply, please send your resume to
Amicare Hospice Services, Inc.
Nancy Lehman
2010 Hogback Rd
Suite 1
Ann Arbor, MI 48105
Achieving Workforce Diversity Through Equal Opportunity/Affirmative Action Employer.

RN's - $20/HOUR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for RN's on afternoon shift. $19.00 per hour to $20.00. For details, call Mrs. Mancuso or Mrs. Subotich. 661-1600

SENIOR BILLER MEDICAL
Experienced Biller for busy Macomb County Internal Medicine Group. Will be dedicated to status/rebill duties. Must know B/S, Care & Caid. Computer billing a plus. Full time with excellent salary/benefits. Reply in confidence to
PMC
31077 Schoolcraft
Livonia, MI., 48150

SOCIAL SERVICE
Four Chaplains Convalescent Center has a position available for a Social Service Director. The qualified candidate will have a BSW and one or more years of professional experience. Nursing home experience is preferred. We offer an excellent salary, insurance benefits and a pleasant working environment. For immediate consideration, please apply in person or call
FOUR CHAPLAINS CONVALESCENT CENTER
28349 Joy Rd.
Westland, MI 48185
(313) 261-9500
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Duties include journal posting, bank deposits, filing, some experience helpful but not necessary. Must be proficient with 10 key calculator. Full time with benefits. Good entry level position for night school student. Send resume to 31075 John R, Madison Heights, MI 48071, attention Accounting Manager

ACTIVE sales office needs sales assistant WP 5.1. $17,500/yr. to start. Call Sara at UNIFORCE 646-8500

ACCOUNTING
North Woodward multi-national service company has an immediate entry level opening for a Print Analyst. Candidate must have at least one year's experience on office machines, CRT, math aptitude and good analytical skills. Send resume in confidence along with salary histroy to:
PRINT ANALYST
P.O. BOX 411pn
Bloomfield Hills, MI. 48303
Equal Opportunity Employer M/F/H

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PAYROLL POSITION
for quality Troy firm. 2 years experience managing payables & payroll thru month end close is required, successful completion of accounting/business courses, or Associate Degree in accounting is a plus. Full benefits. Mail resume to: Finance Manager, P O Box 969, Troy, MI 48099

ACCOUNTS PAYABLE/Receivable/ Computer Accounting, general ledger. Experienced only. Apply. 25215 Glendale, S. of I96, between Telegraph & Beech Daly.

ACCOUNTS PAYABLE
ADMINISTRATIVE ASSISTANT
Ambitious, two dimensional person needed immediately for rapidly growing manufacturing/distributing firm located in downtown Detroit. Responsibilities to include business letters, travel & meeting preparation, answering & initiating telephone calls, greeting customers, invoice posting, manual & computerized check preparation, and schedules. Future growth to accounts payable/purchasing manager and then to controller. Must have a minimum junior college degree with emphasis in accounting, business administration. Three years work experience in above fields required. Must also be computer literate. Other requirements include excellent typing, communication and organizational skills. Send resume to: A/P-A/A, P.O. Box 32627, Detroit MI 48232. Resume deadline is July 10, 1991.

ACCOUNTS RECEIVABLE PERSON, 8-10 yrs. responsible experience in the field, for a fast growing company. Good benefits. Send letter & resume stating education, work background & last salary received. Send to: Tokai Rika USA, Inc., 24800 Denso Dr., Ste. 145, Southfield, MI 48034

ACCOUNTS RECEIVABLE CLERK
Part time, flexible hours for Farmington Hills lawfirm. We offer attractive office & friendly atmosphere. We need someone with prior collection experience, typing & computer background. Call Janet 489-8600

ACCOUNTS RECEIVABLE/ BILLING CLERK
A detail oriented, punctual person is needed to prepare computerized invoices and statements, enter data, post activities and do general clerical procedures. Please send resume and salary requirements to Box 358 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE secretary for computer manufacturer. WP 5.1 and Lotus. Up to $10/hr. Call Sheila at UNIFORCE 473-2931

AMERITEMPS of Greater Detroit is seeking professional individuals to work as Wordprocessors, Mortgage Closers, Mortgage Processors, Typists (48 wpm), Experienced Secretaries, Light Industrial Workers with one (1) year experience. Extensive Testing is required, applicants must score 75% for placement. Those successfully completing the skills test will be asked to complete a drug test prior to placement.
We offer:
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• Company Paid Benefits
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Applicants must call for an appointment (313) 443-5580

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Immediate assignments available. Top pay & benefits offered
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ADMINISTRATIVE PERSON
For rapidly growing equipment leasing company. Typing and computer skills desirable. Credit or documentation background will get priority. Call 645-5400

ADMINISTRATIVE ASSISTANT/ WORD PROCESSOR
Non smoking company seeks an experienced individual with excellent secretarial skills. Minimum typing speed of 60 wpm. Flexible hours preferred. Send resume to: Administrative Assistant, P.O. Box 300, Southfield, MI., 48037.

ADMINISTRATIVE/SECRETARIAL
Amoco Oil Company is seeking an individual who is qualified in word-Perfect 5.1, with blotter, and Lotus 1,2,3. Position requires an individual who works well in a fast-paced office environment. Would be working for several managers at a district office level.
Please submit resumes by mail to 30230 Orchard Lake rd., Suite 100, Farmington Hills, MI 48334; or facsimile to 313-855-8394

ATTENTION
DATA ENTRY OPERATORS!
Kelly Temporary Servies currently needs experienced Data Entry Operators to work on long-term basis in Livonia. Candidates must key 15,000 or more keystrokes per hour on any style keyboard. Potential shifts for Days and Midnights.
Call Paige or Jill for an appointment
I-96 Office Center
33133 Schoolcraft
E. of Farmington Road
522-4020
KELLY Temporary Services
Equal Opportunity Employer M/F/H

BOOKKEEPER
Full time, experienced, full responsibility of keeping daily books, matching invoices, payment of invoices, with some computer experience. Very busy position. Apply between 1 & 4 at Kitchen Glamor, 26770 Grand River Ave. between Beech & Inkster, or call for appt. 537-1300

AUTOMOTIVE OPPORTUNITIES
•Clerical•
Several exciting and challenging opportunities exist for top-notch clerical and administrative personnel. Immediate assignments available working on-site at major automotive firms and supplier companies.
General Office/Clerical
Data Entry
Executive Secretaries
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Secretaries
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Long and short term - assignments available in areas including Ann Arbor, Detroit, Livonia, Plymouth, Troy, and Ypsilanti. Generous wages/benefits. Please call
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313-485-3900
313-244-8870
313-485-4219 (Fax)
Ask for: Lisa Reed

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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 fully computerized and provide an excellent working environment. Salary in the low 20's with comprehensive medical benefits. If you want to work hard and still have fun at the office, send resume and salary requirements to
CERTIFIED REALTY, INC
Attention Ronald Boraks
38345 West 10 Mile Road, #300
Farmington Hills, Michigan 48335

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NEEDS
Clerical Personnel
• Secretaries — PC experience helpful
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• Typists — 45+ WPM
• Word Processors — All Softwares
• Clerk — Sorting & Filing
Apply Mon.-Fri., 9-12 or 1-4.
23077 Greenfield, Suite 162
Southfield, MI 48075
313-552-8255

ASSISTANT BOOKKEEPER - with good background in leasing. Only experienced need apply. Call 3pm-4:30pm weekdays 425-0140

AUDITOR/DATA ENTRY
Troy office has opening. Job requires auditing of sales report and data entry. Some experience in accounting and data entry preferred. Must be proficient with a 10 key. Call 10AM-1PM weekdays, 528-3814

AUTO BILLER for high volume new/used car dealer, experienced or will train. Competitive pay & benefits. Send resume to: PO Box 530356 Livonia, MI 48153

BILLING CLERK - Part time (10-3) with possibility of full time within 60 days. Must be able to type 45 wpm and have mathematical ability. Send resume to: Sport Pro Physical Therapy, 8810 Beech Daly, Redford, MI 48239 or apply in person

BOOKKEEPER - Full charge bookkeeper for the Plymouth Hills corporate office of our multi location manufacturing company. The successful candidate will be a dedicated, reliable career oriented individual. Responsibilities include general ledger thru consolidated financial statements, ADP payroll, accounts receivable/payable. Some college level accounting courses desirable but not required. Must have LOTUS 1 2 3 experience, familiarity with Peachtree a plus. Non smoking office. Send resume and salary history to Office Manager, P.O. Box 332, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part time to work along with accounting firm. Duties include Accounts Payable/Receivable, taxes, month end reports, financial statements. Computer experience a must! Send resume to: 1421 Goldsmith, Plymouth, MI., 48170

BOOKKEEPER (part time) thru Trial Balance, taxes, some computer. Pay commensurate with ability. Send resume to: Jeff Rosenbaum, 32000 Northwestern, Suite #275, Farmington Hills, MI., 48334

BOOKKEEPER RECEPTIONIST
Part time for Southfield law firm. Experience & computer skills required. Non smoking office 354-5353

BOOKKEEPER SECRETARY
needed Mon., Wed. & Fri., full days. Birmingham office. Salary $7 - $10 hour. Send resume to Attention: Sharon Banks, 29217 Ann Arbor Trail, Dearborn Heights, 48127.

CAPABLE RELIABLE SMALL Office 1 mos. full time, the part time. Inquire 9-5pm, 113 E. Dunlap Northville

OPENINGS FOR 3 PERMANENT Clerical positions with large national company in Southfield. Call Pat. 351-8804

CASHIER
(Part-time)
We are seeking an individual for a part time position in our cashiering department. Responsibilities will include data entry to our on line system of mortgage payments & corrective entries on cash transaction journal vouchers. Candidate must be proficient in the operation of a calculator & CRT. Good math aptitude a must. Cashiering & bank statement reconciliation experience a plus. Individual will work Mon. - Fri. from 7:30am - 4pm from the first of the month until late charge cut off (approximately 12-14 days per month). No benefits. Qualified applicants should apply Mon. - Fri., 9am-4pm.
HUMAN RESOURCES
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 FARMINGTON RD
FARMINGTON HILLS, MI 48334
Equal Opportunity Employer M-F-H

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION — TO PLACE YOUR AD CALL 591-0900

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AIR CONDITIONING, HEATING Custom Duct Work Service & Installation - Free Est 525-5246

6 Aluminum Cleaning
ALUMINUM or VINYL CLEANING Waxing & paint refurbishing 471-2600

ALUMINUM SIDING - Cleaned and Waxed. Brick Painted Surfaces, power washed, deck cleaning. Lic. & Ins. 525-0500

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9 Aluminum Siding
AAA/ALUMINUM/VINYL SIDING Trim, gutters, replacement windows, doors, decks, garages, repairs Lic./Ins. Free Est Ken. 421-3816

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