502 Help Wanted Dental-Medical

PART RECEPTIONIST CASHIER
Medical office in Birmingham. 4pm-8pm weekdays, Sat. Accts. Medical Insurance & computer experience required. Call Mon. 7:30am-12:30pm. 646-8332, Ext. 213

PHYSICIANS ASSISTANT
Excellent opportunity for the right candidate, for a dedicated specialty center. Must have minimum 3 yrs experience. All replies are confidential. Please send resume to:
ADMINISTRATOR, 5050 Schaefer Dearborn, Mi. 48126.

RADIOLOGY TECH, nuclear medicine, radiation therapy, ultra sound, CT Tech, for temporary technical services. Excellent pay for right person. Call Cathy Tech for application & interview, ask for Mr. Cameron, 425-2300, or 435-2390

RADIOLOGY TECHNOLOGIST
Accepting applications for registered or registery eligible Radiology Technicians. Part time positions available. Please send resume to or apply at:
DMC HEALTH CARE CENTERS
WOODLAND
41935 W. 12 Mile Rd.
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Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

REGISTERED NURSES
needed for home health care agency in Wayne and Oakland Counties. 421-4080

RN - for OB/GYN office in Farmington Hills. OB experience preferred. 1 or 2 days per week. 626-9671

RN
Assessment Nurse
Amicare's Home Healthcare, a multi-site home health company sponsored by the Sisters of Mercy Health Corporation, is looking for Assessment Nurses for our Ann Arbor branch.
In this position you will be responsible for obtaining telephone intakes/referral information, performing in-home visits and evaluation of clients, and assisting in differentiating clinical data to appropriately diagnose nursing problems.
The successful candidate will be a registered nurse with current Michigan license or permit and at least one year of professional nursing experience preferred.
Amicare offers an outstanding benefits package and a competitive salary. If this position is of interest to you, please send your resume to:
AMICARE HOME HEALTHCARE
Kathryn Warner
2010 Hogback Road
Suite 2
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Achieving Workforce Diversity through Affirmative Action.
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RN ONCOLOGY
Full-time position available in Oncology. Oncology experience not necessary. IV experience required. Mon.-Fri., 9-5. Interested applicants may call 592-3500.
DMC HEALTH CARE CENTERS
WOODLAND
(W. 8 Mile Rd. north of Haver Rd.)
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

502 Help Wanted Dental-Medical

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Medical billing necessary. Please send resume to: Acme Medical Therapy, 36736 Bouthwell Rd., Lathrup Village, MI 48076 or call 443-0181

RECEPTIONIST/BILLER
Experience in ophthalmology a plus. Full time. Excellent communication skills essential. Send resume:
Ophthalmology Group, P. O. Box 04129, Detroit, Mi. 48204-1282.

RECEPTIONIST/BILLER
for Redford Hills family practice. Preferably full time. Must be mature, pleasant, flexible, organized & experienced with medical billing & familiar with qualifications, desired hours, salary, phone number & address to: Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Fast paced Ophthalmology office in W. Bloomfield seeking mature individual. Duties include: phones, computer scheduling & data input, preparing charts, insurance verification, typing, 4 days, experience preferred. Send resume to: M.E.B., 5728 Winnemore Lake Rd., Brighton, MI 48116, Attn: Linda.

RN - DIRECTOR OF PROFESSIONAL SERVICES
Degreed, experienced for Medicare certified home care agency in Brighton area. Certificate preferred, for someone with excellent administrative, clinical & communication skills. Excellent pay & benefits.
Family Nurse Care 229-5667

RN/LPN
needed part time, midnight shift, for 59 bed facility. Please apply:
Bedford Villa
16240 West 12 Mile Road
Southfield, MI 48076
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We can offer you new opportunities to enhance your nursing skills. We can offer you satisfaction in a job well done through caring patient service.
Infusion home care is a rapidly growing service and our national company is looking to add more great members to our team.
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Full time, experienced, Southfield Orthopedic doctors office. Excellent benefits. Call Mon. or Fri. 8 to 4.
559-0365

X-RAY TECHNICIAN/Registered. Permanent part time. Orthopaedic office in Troy. No weekends!
828-1080

X-RAY TECH - Willing to learn medical assisting for busy ENT practice. Full or part time, excellent benefits. Certified preferred. 477-7483

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$3,000 SIGN ON BONUS
Physical Therapy Supervisor to join progressive PT-Owned/Operated Certified Rehab Agency. Various duties include Ortho, Neuro, Cybex 330 and Cybex TEF Unit. Minimum 1 yr. supervisory experience.
Excellent salary/benefit package. Interested and accomplished applicants may call 592-3500
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502 Help Wanted Dental-Medical

RN - PART TIME
To assist with policy and procedures at an out-patient surgical facility located in Troy. Park Staffing, patient care. Procedures include: proctoscopy, colon & pelvic exams. Barbs & benefits negotiable. Resume to Box 334 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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• 20 hours per week
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Farmington Hills, MI 48336
Equal Opportunity Employer M/F

X-RAY TECHNICIANS - registered or not registered, full time or part time when you want to. Top dollar for your skills. A number of work sites available. Call Theresa, Lansing Medical, 443-5560

504 Help Wanted Dental-Medical

ACCOUNTANT BOOKKEEPER established restaurant seeks an accountant bookkeeper with 2-3 years restaurant experience. Responsibilities include payroll, full time or part time, payroll taxes, monthly financial statements, Computer experience with Control Code and Micro Data Capture software, a definite plus
Send resume & salary requirements to: Controller, 44204 Phoenix Dr., Sterling Heights, MI 48314

Accounting Assistant
Innovative training and development company seeks individual with experience for full-time accounts payable clerk. Responsibilities include processing and inputting vendor invoices, making vendor payments, reconciling daily expenditures, and other clerical duties. Should be computer literate. Accounting experience and education preferred. Competitive salary and benefits package. Send resume and salary requirements to: Human Synergistics, 39819 Plymouth Rd., C-B020, Plymouth, MI 48170. Attention: Personnel. No phone calls please.

Accounts Receivable/ Collections Clerk
Well established Westland firm is seeking assertive Accounting Clerk to handle any of a variety of accounts. Highly responsible position, some experience preferred. Individual must have good communication skills, be a quick learner, along with good math skills. We provide excellent benefits and a competitive salary structure. Please submit your resume stating salary requirements to: Box 388 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
We are a large local accounting firm looking for an experienced administrative assistant with a minimum of 2 years experience. The qualified candidate must have shorthand, Word-Perfect 5.0 & excellent organizational skills. Please send resumes to: Administrative Assistant, Box 334
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - be assist controller in the area of A/R & A/P. Familiar with Accountmate a plus, must be good with numbers (using adding machine & Lotus 123. Send resume to: MSR International, 30940A Industrial Rd. Livonia, MI 48150

ACCOUNTING CLERK
Assist in all bookkeeping functions. Excellent skills and computer literacy a must.
WORDPROCESSOR - BR. LEVEL
Extremely proficient in all aspects of WordPerfect, excellent proofreading skills and the ability to work independently.
ADMINISTRATIVE OFFICE ASSISTANT
Experienced in WordPerfect, reception and general office duties.
Send resume to: Shirley Macy, P.O. Box 2573, Farmington Hills, MI. 48333-2573.

ACCOUNTING CLERK
STERLING SAVINGS BANK has an immediate opening for an experienced Accounting Clerk. Responsibilities include general clerical duties and data entry. 1-2 years experience preferred. Strong office experience a plus, along with good math skills. Excellent benefits and competitive salary. Please apply in person or forwards resume to:
Sterling Savings Bank
23400 Northwestern Highway
Suite 400
Southfield, Mi. 48034
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ACCOUNTING POSITIONS
• Bookkeeper/Accountant, full time
• Receptionist/Accounting Clerk, full time/part time, could go permanent.
• Data Entry Clerks with MSA software, Southwest suburb.
TEMPORARY positions available now. Call or send resume.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

ACCOUNTS RECEIVABLE clerk needed immediately. Experienced in credit and collections. Call Kathy. Send resume & wage history to: Accounting Department, 1310 Academy, Ferndale, MI 48220

ACCOUNTS RECEIVABLES
Temporary positions available now. Call or send resume.
ACCOUNTANTS ONE
12110 Hubbard, Livonia, MI. 48150.
Attention: Pam Lewis

Administrative Assistant/ Receptionist
Troy based manufacturer's human resource firm is seeking a polished, articulate administrative assistant/receptionist. Individual must be able to handle telephone calls in a professional, courteous manner. In addition to a satisfactory employment interview, the individual must have skills in word processing. This includes excellent spelling & hyphenation of the English language. Salary is commensurate with skill level. Submit a resume & references to: Office Manager, Aim Executive, Inc., Liberty Center, 50 W. Big Beaver, Suite 500, Troy, MI 48084.

ADMINISTRATIVE ASSISTANT
Investment Consulting firm seeks self starter for this diverse position. Accounting, marketing, organizational and personal skills essential. Minimum 3 years experience. Send resume & salary history to:
Schwartz Investment Counsel, 3707 W. Maple Rd., Bloomfield Hills, MI 48301

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Use your excellent word processing experience and attention to detail at this prestigious suburban company. To $8/hr. Call Shirley at UNIFORCE 557-0037

ADMINISTRATIVE ASSISTANT
for busy credit insurance office in Farmington Hills. Word processing required. 40 hours per week. Pay commensurate with experience. Please call Diane between 9-5pm. 291-1144

ADVERTISING SECRETARY
Advertising professional need qualified candidate with word processing experience. To $8.50/hr, to start. Call Sally at UNIFORCE 557-9020

ALL AROUND PERSON
Part time leading to full time for insurance repair contractor. Must be good typist & have good phone manner. Salary and more. 535-7980

A SMALL SOUTHFIELD OFFICE needs receptionist (one to two days a week) with unique skills: proofreading, typing, telephone, Word-Perfect and light bookkeeping. Prefer computerize participation. 358-4054

ASSISTANT BOOKKEEPER
For busy publishing firm. Must be knowledgable in accounts payable and payroll. Hands software experience a plus. Full time 8-5, with benefits. Send resume to: C. Green, P.O. Box 48179, Oak Park, MI 48237

AUTO DEALER
needs part time receptionist. Some clerical and cashier work. Flexible hours - Tues., Wed., & Fri., but will be required to work Mon. & Thurs. afternoon until 9 pm. Apply at Moran Mitsubishi, Southfield. 353-0910

AUTO DEALERSHIP
Immediate opening for switchboard/clerical position. Non-smoking atmosphere. Apply in person: Joe Poole Chevrolet, 28111 Telegraph, Southfield. 355-1000

BOOKKEEPER - full charge experience needed for Farmington Hills based manufacturer firm. Knowledge of Solomon software helpful. Call Janice 737-9350

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504 Help Wanted Office-Clerical

ADVERTISING SECRETARY
We are a major international advertising agency with the need for a secretary in our Creative Department, which is a fast-paced exciting environment.
Position requires excellent phone manner, detail-oriented organizational skills, word processing experience, and some knowledge of graphics-based computers. This is a full-time position with occasional overtime.
We offer a competitive benefits package including tuition reimbursement.
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P.O. Box 811-4038
Bloomfield Hills, MI 48303
An Equal Opportunity Employer

AFTERNOON RECEPTIONIST
Part time, 3-7pm for busy Redford Chrysler Dealership. Must have data entry capabilities and work well with people. Send resume to: 8810 Beech Daly, Redford, MI. 48239

AUTO DEALERSHIP
Immediate opening for accounts receivable clerk. Must have some auto dealership experience. Non-smoking office. Send resume to: Joe Panian Chevrolet - 28111 Telegraph, Southfield, 355-1000.

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical Support individual for a supervisory position in a fast paced working environment. Candidates must be able to work accurately under pressure, able to work with little supervision, have hands-on computer experience. This position is motivated, team worker who is willing to accept challenges and responsibilities. We offer a competitive salary & benefits package. Qualified candidates forward resume in confidence to:
CLERICAL SUPPORT
P.O. Box 779
Detroit MI 48231

CLERICAL
To $18,000
Livonia office of major corporation seeks Receptionist with word processing and clerical phone skills. Benefits include profit sharing.
Call or send resume to:
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27780 Novi Road, Ste 106
Novi, MI 48377-3427
All Fees Co. Paid 344-6700

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4 year degree plus clerical entry skills needed for this customer service position. Interact with major company clients. $8/hr to start.
Call Dolores at UNIFORCE 357-0036

CUSTOMER SERVICE
Helsinki furniture has an opening for a full time person to administer the product service line. Experience is a must! Contact John at 334-9784

DATA ENTRY/CLERICAL
$8.00 Per Hour
We have an immediate opening for an individual to work 20 hours per week on a flexible work schedule. Excellent working conditions. Data entry experience helpful.
Send resume to:
Assistant Vice President
P.O. Box 2658
Farmington Hills, MI 48333

DATA ENTRY
Expanding Plymouth firm requires 15,000 keystroke experience. Three shifts, to $4/hr. Call Sandra at UNIFORCE 473-2932

DATA ENTRY/TYPIST
Needed immediately for full time position. Automotive background helpful. To schedule interview call:
TEMPEXCHANGE
SOUTHFIELD 557-5600

504 Help Wanted Office-Clerical

BOOKKEEPER
Residential property management firm located in Farmington Hills, seeks a bookkeeper. Applicants must have 2 years of full cycle bookkeeping experience. Working knowledge of computerized accounting systems. Lotus experience a plus, but helpful. We offer an excellent salary & benefit package. Interested and qualified candidates forward resume with salary history in confidence to:
P.O. Box 8053, Farmington Hills, MI 48333-8053, attention: Human Resources.
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BOOKKEEPER
SECRETARY
This highly visible position in N. W. suburban requires a good knowledge of WordPerfect & payroll. Will become permanent.
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With 2 years accounting/bookkeeping experience & payable experience. $6.50-$7.50 hour. Benefits. Send resume to: Personnel Department, PO Box #20798, Detroit, MI 48220

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Livonia Area. Mon. and Tues. weekends. Have own transportation. $3/hr., approximately 30-35 hrs /wk.
Call 478-2025

CLERICAL PERSON - excellent typing skills, knowledge of Word-Perfect 5.1 and Lotus. $23,000/yr to start. Call Susan at UNIFORCE 646-6188

CLERICAL SUPPORT
Fast paced, high volume office needs to assist in customer relations dept. for national Micro Computer Company. Send resume to: Administrator, PO Box 317, Novi, MI 48376

ENTRY LEVEL CLERICAL
Full-time for Purchasing Dept.
Typing skills a must. Data experience helpful. Send resume to:
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Lee & Dister Insurance Co.
P.O. Box 530689
Livonia, MI. 48152-0669

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LEGAL SECRETARY for Troy law firm. Word processing and at least 1-2 years legal experience (corporate, estate planning) required. Non-smoker. Send resume to: Office Manager, P.O. Box 99484, Troy, MI., 48099

LEGAL SECRETARY with excellent skills for Detroit Corporate law firm. At least 4 years experience. Proficiency in Word Perfect 5.1. Minimum typing 80 wpm. Non-smoker. Send resume to: Office Manager, P. O. Box 7388, Bloomfield Hills, MI 48302-7388. Please include day & evening phone number where you can be reached

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Call Rene at UNIFORCE 357-0648

GENERAL CLERK - Garden City area. Mon.-Fri., 8am-5:30pm for approximately 8 weeks.
Call Dynamic People: 464-6300

GENERAL OFFICE - Immediate opening, full time. Typing, filing. Apply in person: Kiddie Land, 37025 Grand River, Farmington.

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Claims Clerical Supervisor
Lee & Dister Insurance Co.
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Livonia, MI. 48152-0669

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• Corporate Legal Departments
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UPTOWN: 358-0060
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LEGAL SECRETARY for Troy law firm. Word processing and at least 1-2 years legal experience (corporate, estate planning) required. Non-smoker. Send resume to: Office Manager, P.O. Box 99484, Troy, MI., 48099

LEGAL SECRETARY with excellent skills for Detroit Corporate law firm. At least 4 years experience. Proficiency in Word Perfect 5.1. Minimum typing 80 wpm. Non-smoker. Send resume to: Office Manager, P. O. Box 7388, Bloomfield Hills, MI 48302-7388. Please include day & evening phone number where you can be reached

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