502 Help Wanted Dental-Medical

DENTAL Assistant Receptionist - Friendly & enthusiastic person for progressive dental office in South-field, full time, to handle a variety of duties. Must be experienced in a handed dentistry & insurance billing. Salary based on ability. Knowledge of computers helpful & offers great benefits. For more information call 356-0334

DENTAL ASSISTANT
Dropout, career oriented individual, who has completed dental course, needed for a progressive dental practice. Must meet qualifications, including at least 2-3 years experience, and be willing to expand your ideals in dentistry. Benefit package, including uniform allowance available to full time candidates.
Ask for Jan - 722-5133

DENTAL HYGIENIST
needed for part time position, Thursday only, in friendly Livonia office.
478-4200

DENTAL HYGIENIST
Needed for multi office family dental practice. Full time & part time positions available. Flexible hours for the right person. For interview call
981-2880

DENTAL HYGIENIST - mature, enthusiastic professional. Excellent competitive salary, benefits, bonuses, profit sharing. Troy. For interview call
649-0000

DENTAL HYGIENIST - Young, 2 dentist family practice in Farmington Hills has available suburb, permanent Hygiene Maintenance Program. Full or part time. Monday, Tuesday 7-1, with excellent technical and interpersonal skills. 653-8907

DENTAL HYGIENIST
Part time, modern progressive office
547-7803

DENTAL HYGIENIST
for busy Southfield office.
Full or part time Mon., Tues. (Thurs. Fri. Call
559-1227

DENTAL HYGIENIST, Part-time, W. Dearborn area Ford/Rd & Telegraph Mon., Wed and Sat
562-5810

DENTAL HYGIENISTS
Part time and full time available
Please call
357-5724

DENTAL HYGIENIST needed 2 days a week for a nice family practice on Ann Arbor, between Ann Arbor Rd. Canton
Call 454-0818

DENTAL RECEPTIONIST
Experienced, full time position. Excellent pay, benefits & bonuses. Southfield
355-9800

DENTAL RECEPTIONIST, full time. Experienced pay, benefits & bonuses. Southfield. Dental background helpful. Farmington area.
474-2280

DENTAL RECEPTIONIST needed full time. Sat. & some evenings in Keego Harbor. Computer knowledge helpful
682-2323

DENTAL TECHNICIAN - experienced ceramist for busy prosthetic department. Great opportunity/excellent salary.
313-350-4737

DIABETIC EDUCATOR
Position available for RN/Certified Diabetic Educator at our Northwest Detroit facility. Full-time.
Please send resumes to
Human Resources
HMA Detroit Area Centers
41939 W 12 Mile Road
Novi, MI 48337
Affiliated with the Detroit Medical Center, an equal opportunity employer

DIRECTOR OF ADMISSIONS
RESIDENT ACCOUNTS

Candidates will possess a Bachelor Degree or experience in nursing home admissions. Excellent organizational and communications skills. Prior sales and marketing experience helpful. Please apply in person Monday-Friday 9am-5pm.
Gaylord Vista Nursing
18240 W 12 Mile
Southfield, MI 48076
An Equal Opportunity Employer

FAST GROWING Dental lab needs Ceramist Porcelain Technician. Excellent wage & benefits. Phoenix Dental Arts, Inc. 591-7766

FILING CLERK
for Medical office in Troy. Light typing. Hours: mornings or afternoons.
244-8886

FINANCIAL COORDINATOR - We need a Colleague person who enjoys being on a team to take charge of our accounts receivable & set up financial arrangements with our patients. Experience necessary 4 days per week. Please call our Southfield Office at
459-5370

FRONT DESK
For physician's office on Birmingham, full or part time. Experienced preferred. Call
647-3350

FRONT DESK PERSON - needed for busy dental office in Dearborn area. Computer knowledge helpful. Reply to Box 4304
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

GENERAL OFFICE DUTIES: Chart coding, updating computer, medical insurance knowledge helpful. Full time W/ Benefits.
653-7406

HEAT TREAT
A growing induction Heat Treat company seeks a production machine operator for day and/or night shift. Includes medical, dental, life, paid vacations, potential for advancement. Send resume or letter describing experience in confidence to: Operations Manager, PO Box 5090, Southfield, MI 48086-5090
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

HOME HEALTH AIDES
★ COMPANIONS - EXPERIENCED
• Flexible hours
• Competitive pay
• Mileage reimbursement
Full home care agency serving western Wayne county suburbs. Must have experience working with the elderly, disabled or elderly. Demonstrated reliability, sense of commitment & own transportation a MUST! To apply call Marilyn
981-8829
UNITED HOME CARE

HOME HEALTH AIDES
Certified and/or experienced. Excellent pay and benefits for
FAMILY HOME CARE
(313)229-5643
(313)455-5683 (313)420-6877

HOME HEALTH AIDE
COME JOIN THE BEST!
National Home Health Co.
seeking quality RHAs
Live-in and hourly available
• BENEFITS
• VACATION PAY
• FLEXIBILITY
6 month's experience + call
Call Barbara Walton 313-357-3650

HOME HEALTH PLUS
An Equal Opportunity Employer

HYGIENIST-PART TIME
For Livonia practice. Evenings & Saturdays Call Coral
522-5581

LAB CLERK
Full-time position. Please send resume to J. Freeman, Lab or complete application at
DMC Health Care Centers
41939 W 12 Mile Road
Novi, MI 48337
Affiliated with the Detroit Medical Center, an equal opportunity employer

LPN TREATMENT NURSE
for Bloomfield Hills Care Center. Needed from 3am-9am. Call In Service Director
338-0345

LEGAL SECRETARY for partner in Farmington Hills defense firm. Must be well organized & type minimum 90wpm. Good references required. Minimum 5 years experience. Send resume to Box 450
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LPN - FULL TIME
Afternoon & Midnights shifts
See Mrs. Martin
NIGHTINGALE WEST
8355 Newburgh Rd.
Westland, near Ann Rd
An Equal Opportunity Employer

DENTAL BUSINESS Administrator needed for large dental practice. Dental experience required. Responsibilities include patient flow & collections with limited personnel management. Excellent opportunity for right individual. Call Diane Bryant interviewing between 6-8pm. 338-8583

MEDICAL ASSISTANT
Rochester pediatrician, part time 3½ days including every other Sat. Ask for Sherry.
652-7929

MEDICAL ASSISTANT
part time, for Southfield Cardiology Office. Experienced in EKG, VP and DCG. Call
569-4232

502 Help Wanted Dental-Medical

HOME HEALTH CARE AIDE
Experience with closed head injury patients preferred. Part time, male preferred. Contact Candy Mon.-Wed or Fri.
344-4444

MEDICAL ASSISTANT
Full or part-time. Non smoker. Salary negotiable. Weekend area. Call between 1pm-5pm
721-7515

MEDICAL ASSISTANT
Full time for Southfield Dermatology office. Experience necessary, benefits included.
477-7022

MEDICAL ASSISTANT
experienced in billing, typing, EKG, pegboard system. Internist office in Garden City.
522-4250

MEDICAL ASSISTANT
Full time, busy Livonia general practice, evenings & Saturdays (required)
425-0209

MEDICAL ASSISTANT needed, full time for growing Specialist's practice. Moving to Royal Oak in October. Must be experienced in venipuncture. Call Lynda
737-7003

MEDICAL ASSISTANTS - at least 1 year experience in facility or physician office. Weekly salary from $140 to $160 per month depending on experience. 2 positions available locations available Call Beth, Terri-Lynn
443-5390

MEDICAL BILLER PLUS
Intelligent, self-starter with experience in health insurance billing & good patient communications, needed for busy podiatry practice. Must be hard worker & able to type 57-50 hr. & higher depending on experience. Livonia area
Call
313-478-4639

MEDICAL OFFICE in Birmingham needs "people oriented", warm person. 20 hours a week assisting doctor. Will train.
642-3338

MEDICAL OFFICE seeking individuals for Medical Biller experienced in AMA System and Medical Assistants. Resume or letter of intent to Manager, 17040 Farmington Rd., Livonia, MI 48152.

MEDICAL RECEPTIONIST
Experienced for busy multi-specialty group. Computer insurance knowledge, detail-oriented. Full time Benefits. W. Bloomfield.
855-7407

MEDICAL RECEPTIONIST - experienced dependable person for front desk work. Full & part time available. Southfield & Novi offices. Call for interview:
334-0666

MEDICAL RECEPTIONIST - experienced, full time for Southfield podiatry office. Must be organized & dependable, experienced in insurance, must be willing to travel. Please call Susan
557-8500

MEDICAL RECEPTIONIST
Full time for busy multi doctor office in Southfield. Transcription helpful
Call
569-4232

MEDICAL RECEPTIONIST
Part time position for our Bloomfield Hills Urgent Care Center. Billing experience preferred.
334-8850

MEDICAL RECEPTIONIST
Mature woman for Southfield physician, computer experience helpful
557-5888

MEDICAL RECEPTIONIST
needed to start immediately.
879-8080

MEDICAL RECEPTIONIST for busy dermatologist. 4 mornings a week. Insurance & medical office experience necessary 643-8707 or 548-1146

MEDICAL RECEPTIONIST
Full time receptionist in Livonia. Insurance experience preferred. Non smoker. Phone
525-8100

MEDICAL RECEPTIONIST/BILLER
MDS experience, full time
OB/GYN in Southfield
Call Barbara
356-5905

MEDICAL RECEPTIONIST
For busy Eye Dermatologist. 4 mornings a week. Current medical office experience necessary
643-8707
548-1146

MEDICAL RECEPTIONIST for busy ophthalmology office in Southfield. Full time. Experience desirable. Send resume to Box 460
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
full time for busy dermatology office located in Southfield. Approximately 45 hrs. per wk., includes Monday evening, Thursday evening & Saturday. Scheduling appointments, filing, typing & computer experience necessary. Call
647-3350
559-1958

MEDICAL SECRETARY
for OB/GYN office, in Southfield. Experienced in computer, billing. Hours, Mon. thru Fri.
832-0768

MEDICAL TRANSCRIPTIONIST
Part time, beginning week. July 20. Ask for Chris
833-5200

MEDICAL TRANSCRIPTIONIST
Part time, 20-25 hours per week, possibility leading to full time in Westland office. Experienced only need apply. Please send resume to P.O. Box 35097, Westland, MI. 48185

NURSE
Peer-wood inn is seeking part time 11pm - 7am nurse. Join an established and innovative staff. Call Diane for an interview at 852-7800

NURSE AIDES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday

NURSING UNLIMITED
540-2360

nursing

RNS
PICU

St Joseph Mercy Hospital, a 328-bed teaching, community based hospital, is expanding opportunities for RNs in its 7-bed Pediatric Regional Intensive Care Unit.

This area features a full-time Director and has an active transport team. The following positions are available

2 Full Time 7 p.m - 7 a.m
1 Full Time 11 p.m - 7:30 a.m
1 Part Time 11 p.m - 7:00 a.m

Qualified candidates must have Critical Care or Pediatric experience.

We offer competitive salaries, comprehensive benefits and flexible scheduling. For immediate consideration, call Nurse Recruitment at (313) 458-3090, or send your resume in confidence to:

ST. JOSEPH MERCY HOSPITAL
Employment Office
900 Woodward
Pontiac, MI
48341-2985

Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer

OFFICE MANAGER
Busy modern dental office in Plymouth needs a capable service oriented person with a keen business sense & supervisory experience, preferably in a health care setting. Dental office experience preferred, as well as a college education. Excellent salary & benefits commensurate with experience. Send resume & salary history to:
T. Conners, American Dental Group, 2000 Town Center, Suite 2200, Southfield, MI 48075
An Equal Opportunity Employer

OPHTHALMIC TECHNICIAN
Salary commensurate with experience. Send resume to Henry Ford, M.D., cataract specialist, 3003 Woodward, Detroit, MI 48202, attention Sandra Lundon.

502 Help Wanted Dental-Medical

INSURANCE VERIFICATION CLERK
Michigan's largest hospice is seeking a well-organized team player to verify insurance coverage of our patients. Qualified applicants must have at least 1yr. of health care experience, with knowledge of the Blue Cross/Blue Shield system. Computer degree or former training preferred and billing and collections experience is a plus.
Apply in writing to:

HOSPICE OF SOUTHEASTERN MI.
18250 Northland Drive
Southfield, MI 48075
An Equal Opportunity Employer

MEDICAL BILLER
full time for busy Westland office. Medical or surgical specialty. Must have detail oriented and enthusiastic individual willing to learn and take on a variety of responsibilities and skills. Will train. Excellent salary & insurance Benefits. Send resume to:
Medical Assistant, P.O. Box 35097, Westland, MI 48185

MEDICAL BILLER
for busy dermatology office, experienced only need apply. Weekly salary, new medicare rules & BC/BS billing and computer experience. Full time, permanent, send resume to Box #412
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL BILLER/COORDINATOR Full time. Farmington Hills Internist office. Knowledge of Blue Cross Medicare helpful. Assistant in entire billing system is helpful but not mandatory. Salary commensurate with experience. Send resume, salary requirements & references to: Box 448 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLER/COUNTER/PART TIME
Large medical practice seeks person to do patient account collections, insurance billing, computer systems & collection experience required. Flexible hours. Send resume to Box #228
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL INSURANCE BILLER
Part time, 20-25 hours per week, possibly leading into full time in hospital office. Must be a person experienced, self motivated, detail oriented and able to perform all phases of medical insurance billing. Please send resume to: Insurance Biller, P.O. Box 35097, Westland, MI 48185

NURSE AIDES
We are looking for mature, dependable people who have a love and understanding of the elderly, to work full or part time in our 62-bed facility. For more information call 349-2640 or come in and fill out an application
Willowood Nursing Home
Novi
Should-a-Nurse-Convalescent Home
42455 West Ten Mile Road

OPHTHALMOLOGY - Glaucoma specialist of Michigan. We are in need of an Ophthalmic Technician Experience required Call Sandra.
334-0088

ORTHODONTIC ASSISTANT
Part-time evenings. Experience preferred but not necessary.
(313)425-1020

OTR
Full-time Unique, comfortable setting. Work with a close knit team. 180 adult population - physical disabilities. Flexible schedule, continuing education and more.
Special Tree Rehab Contact Kathy Grace. OTR/L
941-1147

PART TIME SECRETARY/RECEPTIONIST, for new out-patient mental health clinic in Canton area. 2 yrs. previous medical or mental health experience required. Word processing skills preferred. Approximately 15-20 hrs. per week to start. Some evenings, position could develop into full time. Call Betsy for interview
677-0809

PHLEBOTOMIST
Part time day shift for Farmington Hills office Call
473-7081

PHYSICAL THERAPY AIDE
experienced - with typing skills. Full time, permanent, immediate opening for home health nurse. Transport Call 10-4
876-5099

PRESCRIPTION ORDER Entry Tech
Experience required. Hospital experience preferred. Good typing & data entry skills required. Competitive Salary & good benefits Send resume or letter of application to
SPG, 33150 Schoolcraft, Livonia, MI 48150. Attn: Human Resources

RADIOLOGY TECH
part-time experienced female. Must be A.R.R.T. registered. Mammography experience required. Please contact Ted Patyna at 347-8220 or send resume to
Human Resources
DMC Health Care Centers
41939 W. 12 Mile Road
Novi, MI 48337
Affiliated with the Detroit Medical Center, an equal opportunity employer

RECEPTIONIST - Periodontal office in Livonia is looking for full time Receptionist. Prefer someone with experience, but possesses good Intuitive & 2-3 and accounts payable/receivable software. Associates degree in accounting or equivalent preferred. Excellent communication skills both written and oral. Independent worker who requires minimal supervision. Emphasis on accuracy & timeliness. Send resume to:
Human Resource Dept
P.O Box 9449
Ann Arbor, Michigan 48107-8449
An Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTING CLERK/Bookkeeper
Fast paced growing company needs energetic & conscientious accounting clerk. Full cycle accounts payable. Individual will be responsible for a wide range of accounting duties including receivables. Send resume to: Controller, P.O Box 2191, Southfield, MI 48037.

ACCOUNTING CLERK
National property management company based in Ann Arbor seeks an individual with a minimum of three to five years of over-all Accounts Receivable & Accounts Payable experience. One to two years of Property Management experience preferable, demonstrated computer skills are a must, proficiency in Lotus 1-2-3 and accounts payable/receivable software. Associates degree in accounting or equivalent preferred. Excellent communication skills both written and oral. Independent worker who requires minimal supervision. Emphasis on accuracy & timeliness. Send resume to:
Human Resource Dept
P.O Box 9449
Ann Arbor, Michigan 48107-8449
An Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTING CLERK/Bookkeeper
Financial institution experience helpful. Associate's degree in accounting helpful. Flexible hours. Send resume to P.O. Box 5010, Rochester, MI 48308

ACCOUNTING CLERKS
BOOKKEEPERS

Our temporary assignments offer top pay & may lead to permanent employment. Current open assignments include

• Accounts payable, high volume
• Credit & collections
• Full charge financial balance

Call today for an appointment

Dickson Interim Services
1653 W. Big Beaver
Troy, MI 48084

313-643-9480

ACCOUNTING SECRETARIES
Immediate opening for experienced professionals. Detroit, MI A 219 B/F. Call Stacey at UNIFORCE
357-0038

ACCOUNT PAYABLE RECEIVABLE
Looking for intelligent individual with great personality & accounting background. Must have knowledge in WordPerfect 5.0 & Lotus 1-2-3. Responsibilities include, accounts payable/receivable, typing & general duties. Excellent benefits, great salary to start, room for advancement. Send resume to: 38845 Metro Ct., Sterling Heights 48310
Fax 264-9303

ACCOUNTS Receivable/Payable
Temporary assistant position possibly leading to full time, for experienced person with payables/receivables background, available for several months. Wages are negotiable. Send resume to Personnel Director, 24404 Indoplex, Farmington Hills, MI 48335

ADIA NEEDS
WORD PROCESSING SECRETARIES & RECEPTIONISTS
Immediate Openings
• Temporary Positions available in Plymouth, Troy and Novi areas
Call for more information
525-0330
EOE Never A Fee

ADIA - WORD PROCESSING SECRETARIES NEEDED
Must be proficient in any of the following: WordPerfect 5.1, Lotus, Harvard Graphics. Some experience is necessary. ADIA has great opportunities for both time & temporary employees. Please call
358-8890
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RN or LPN
We are looking for someone, with a love and understanding of the elderly, to work part time. Positions available on our afternoon & midnight shift. Phone for more information between 9am-3pm.
349-2640
WILLOWOOD - NOVI
CONVALESCENT HOME
43455 W. 10 Mile Road

RN's/LPN's
HOME HEALTH AIDES

Join the leaders in home health care
- VISITING CARE - Variety of shifts available in your local area. Certificate/License required. Mileage reimbursement. Premium paid or high-tech pay. Call today!
Northville 313-344-0234
Ann Arbor 313-930-0000
Brighton 313-229-0320

RN'S NEEDED
for weekend coverage for Bloomfield Hills Care Center. Good salary. Call In Service Director. 338-0345

RN
Team Leader
Hospice of Monroe

Hospice of Monroe is currently seeking a qualified individual to assume the role of Team Leader for our Monroe, Mi. branch

Position responsibilities include coordinating home care services, managing a caseload of direct care staff to include assessments, plan of care, home care operations, assisting with coordination of services and utilization of community resources in patient care, and assuring that all required documentation is written, reviewed and submitted on a timely basis.

The successful candidate will have a minimum of a bachelor degree state board of nursing and a Baccalaureate Degree in nursing. Three to five years of professional nursing with one to three years of Community Health Nursing or Hospice Nursing experience. Previous or demonstrated leadership skills are required. Must possess interpersonal skills sufficient to interact effectively with patients and their families, as well as with community caregiver agencies, subordinate staff, supervisors. Current motor vehicle driving license & reliable transportation to travel to patient residences required.

Amicare offers an outstanding benefits package and a competitive salary to match your skills. To apply, please send your resume to: Pat Sparkes, Hospice of Monroe, 902 West Elm Ave., Room D-206, Monroe, MI 48161. Hospice of Monroe is Diversity through Affirmative Action/Equal Opportunity Employer.

AIDES NEEDED
DAYS & LIVE-INS
Home care aides needed to assist elderly in their homes in Livonia & Clarenceville areas.
EXCELLACARE, INC.
740-9050

SERVICE COORDINATOR
to schedule cases for busy home agency. Excellent communication & clerical skills required
Family Home Care 313-229-5683

STAFFING COORDINATOR
HOME HEALTH CARE
One of the area's largest home health companies is seeking a well organized, detail oriented, personable individual to work part time in our Farmington Hills office. This entry level position involves scheduling and coordinating patients needs. Must be able to respond quickly to high pressure situations. Position may lead to full time Salary plus bonus. Prior experience in related health field. Call Blake Hayward
357-3830
An Equal Opportunity Employer

TRANSCRIPTIONIST
Part time date for Southfield Cardiology office, experience preferred
Call
569-4232

X-RAY TECHNOLOGIST
Registered or registry eligible. Full time or part time positions available for mobile X-ray company. Must be professional in all aspects & be able to work without supervision.
Call Ray Dunn at
354-4411

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Fast paced growing company needs energetic & conscientious accounting clerk. Full cycle accounts payable. Individual will be responsible for a wide range of accounting duties including receivables. Send resume to: Controller, P.O Box 2191, Southfield, MI 48037.

ACCOUNTING CLERK
National property management company based in Ann Arbor seeks an individual with a minimum of three to five years of over-all Accounts Receivable & Accounts Payable experience. One to two years of Property Management experience preferable, demonstrated computer skills are a must, proficiency in Lotus 1-2-3 and accounts payable/receivable software. Associates degree in accounting or equivalent preferred. Excellent communication skills both written and oral. Independent worker who requires minimal supervision. Emphasis on accuracy & timeliness. Send resume to:
Human Resource Dept
P.O Box 9449
Ann Arbor, Michigan 48107-8449
An Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTING CLERK/Bookkeeper
Financial institution experience helpful. Associate's degree in accounting helpful. Flexible hours. Send resume to P.O. Box 5010, Rochester, MI 48308

ACCOUNTING CLERKS
BOOKKEEPERS

Our temporary assignments offer top pay & may lead to permanent employment. Current open assignments include

• Accounts payable, high volume
• Credit & collections
• Full charge financial balance

Call today for an appointment

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Immediate opening for experienced professionals. Detroit, MI A 219 B/F. Call Stacey at UNIFORCE
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Fax 264-9303

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Temporary assistant position possibly leading to full time, for experienced person with payables/receivables background, available for several months. Wages are negotiable. Send resume to Personnel Director, 24404 Indoplex, Farmington Hills, MI 48335

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EOE Never A Fee

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358-8890
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT - meet with accounts receivable/payable & inventory. Some experience required. Full/part time position available for local housecare distributor. Call Kathy at 261-8172 Haggerty Dr., Westland MI 48185. Attn: Chris

★ ACCOUNTING ASSISTANT
Permanent position with suburban firm for experienced bookkeeper to serve as assistant to accountant. Must have general bookkeeping experience: bank recs., payroll, analytical projects using Lotus. Associates degree preferred. Offers excellent benefit package plus salary. Professional growth opportunities. Salary low to mid 20's. Call or send resume:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

ACCOUNTING CLERK
Must be experienced in accounts payable/accounts receivable. Duties may include billing, cash receipts and general office procedures. Send resume to: Human Resources Manager, Controller, 23600-A Research Dr., Farmington Hills, MI 48335.

ACCOUNTING CLERK - For Livonia based manufacturer. Part time, 5 days, mornings, 15-20 hrs/wk. Invoice processing, bank reconciliations, filing. Knowledge of Harding Heights, Sand Hill Crane helpful. Send to P. O. Box 92283, Warren, MI 48092-0283

ACCOUNTS PAYABLE
PURCHASING ASSISTANT
Experienced individual needed for fast growing manufacturer to handle accounts payable and assist purchasing Manager. Must be detail oriented, organized, self starter, possess excellent communication skills, computer knowledge preferred and benefits package. Send resume to: APA, 2150 Executive Drive, Ste. 345, Farmington Hills, MI 48335

ADMINISTRATION ASSISTANT
Major Insurance company seeks person for experienced professional. To $9.50/hr. Call Susan at UNIFORCE
472-2931

ADMINISTRATIVE ASSISTANT
Part time to full time for Southfield office. Light bookkeeping, communication skills. PC experience including WordPerfect, Lotus, etc.
848-8800

ADMINISTRATIVE ASSISTANT

A national real estate firm has an opening for a self motivated and highly organized individual to handle the tax department on a part-time basis. Computer skills and a basic knowledge of accounting is preferred. Send resumes to:
Human Resources Department
P.O. Box 8649, Ann Arbor, MI. 48107.
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
National company in Farmington Hills, engaged in marketing distressed assets, has an immediate opening. Requires 3 years administrative experience, research, secretarial skills, personal computer experience with Lotus, WordPerfect, a high energy attitude, marketing/sales. Strong analytical skills necessary to compile/interpret data to produce reports/documents. Associates degree preferred. Benefits and compensation package reflect value of position. Send confidential resume to:
Box #418
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Douglas & Lomason Company, a leading Detroit supplier to the commercial automotive industry, has an immediate opening for an Administrative Assistant. The position is located at the Corporate Office in Southfield. Duties include, but are not limited to: general office duties, with emphasis on office administration skills, word processing, LOTUS, data base, telephone, budgeting and reception duties. Qualified candidates must have at least one year of clerical experience.
Qualifications:
Douglas & Lomason Company
Personnel Department
24600 Hallwood Ct.
Farmington Hills, MI 48335
An Equal Opportunity Employer

ADVERTISING AGENCY
Secretary - account management department. Must have good typing skills and spread sheet background. To $9/hr. Call Bevie at UNIFORCE
645-7662

ALL FEES COMPANY PAID
Specializing In:
• Secretaries • Legal
• Bookkeepers
• Word Processing
• Receptists
• General Office
• Data Entry • Typists
Call or send resume to:
PERMANENT STAFF
28200 Orchard Lake Rd.
Farmington, MI 48334
737-5750

550 Stephenson Hwy., Ste. 303
Troy, MI 48083
545-3720

AUTO DEALERSHIP
Clerical position with Switchboard/Cashier, and Parts Inventory Clerk. Experience preferred. Will train. Apply in person
Blackwell Ford, 41001 Plymouth Rd., Plymouth.

AUTO/MOTORCYCLE DEALERSHIP
High volume dealership in the Bloomfield Hills area is in need of an experienced title processor that can keep up with the fast pace. If you is an ambitious hard working individual with experience in handling vehicle sales paperwork including, 90 108's, mileage affidavits, license contracts and inventory control we have the perfect position for you. Excellent pay & benefits. Anderson or contact Duties include: accounts payable, accounts receivable, payroll, data entry, general ledger, bank reconciliations, 3 person office. Send resume and salary requirements to: Box, hacs, 29962 Northwestern Hwy., Suite G, Farmington Hills, MI 48334.

BOOKKEEPER NEEDED that has understanding of balance sheets & P & L statements, Lotus 1,2,3 and WordPerfect a plus. Good reporting skills required. Send resume to Attention Lisa, P.O. Box 250548, West Bloomfield, MI 48245

BUSINESS MANAGER
Established company serving Metropolitan Detroit area law firm desires to interview non-smoking candidates for a full time position as Business Manager. Those candidates must have a minimum of 5 years financial experience and be capable of performing the internal functions of a law firm including good computer skills. Knowledge the firm is using PC LAWS accounting software on a Novell 386. Candidates must be aggressive, trustworthy, conscientious and have the desire to meet the every-day challenges of running the business of a law firm. Starting salaries and benefits are very competitive. Call Barb
333-7400

BUYER'S ASSISTANT - Part Time Busy dept. needs varied clerical experience. Must be proficient on Macintosh. Appr. 25-35 Stephenson Hwy., S. of 14 Mile, Madison Hts.

Call Coordinator/Receptionist
Growing Real Estate office in Rochester Hills looking for individual with phone skills and typing skills for daytime position.
Call Diana Sherman
CENTURY 21 East
299-8200

CLERICAL/ASSISTANT
TO ADMINISTRATOR
Full time in Rochester Hills. Pay range $5 - $6.25 + benefits. Salary criteria to fill position:
Must: Perfect, Good telephone skills, Reliable Transportation
853-1529

504 Help Wanted Office-Clerical

BOOKKEEPER
General Office,
Part-Time.
458-9096

CLAIMS REPRESENTATIVES
Self insurance company in need of experienced inside claims person. Salary commensurate with experience. Please call:
848-5729
An Equal Opportunity Employer

CLERICAL HELP WANTED
for summer project. Excellent phone skills a must, friendly, mature. Garden City area.
425-8353

CLERICAL JOBS!

Full and part time office positions available in all locations. If you have any of the following skills call today to schedule an interview:

BI-LINGUAL JAPANESE SECY
INSURANCE SECRETARIES
Experienced
WORD PROCESSORS
(All Applications)
SECRETARY/TYPIST
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERKS
MEDICAL TRANSCRIPTIONIST
Experienced Claims
TELEMARKETERS (PM & AM RHS)

TOP PAY, OVERTIME PAY,
WEEKLY PAYCHECKS
TEMP-MED INSURANCE

Livonia, 464-2100
Southfield, 352-1500

SNELLING TEMPORARIES
NEVER A FEE

CLERICAL RECEPTIONIST
15-20 hrs. per week. Light bookkeeping
425-0181

CLERK
OFFICETEAM seeks sharp data entry clerk for assignment temp-to-perm opportunities. Positions require good interpersonal skills, knowledge of WordPerfect, WordStar or Microsoft Word. Call for immediate interview.
OFFICETEAM
524-2310
An Equal Opportunity Employer

CLERK TYPIST
For fast paced office. Must type 55-wpm accurately, be self motivated & a get ahead.
837-0900

COMPUTER Accounting & Word Processing. 20 hr/wk, AM or PM. Nice people. Plymouth area. Fax: 459-9182, Livonia, MI 48151-1182

COMPUTER GRAPHICS
Your creative talents and skills with Harvard Graphics, Freelance or Lotus graphics are needed. Top pay, full time $10/hr. Call Molly at
UNIFORCE
646-7564

COMPUTER INPUT
Immediate opening for 10,000 keystroke per hour experience. Pay range To $7.50/hr. Call Dee at UNIFORCE
337-0037

CUSTOMER SERVICE ASSISTANT
For small marketing company located at Southfield/13 Mile. Fast paced minded individual. Must be detail oriented, detailed oriented & familiar with computers. No heavy typing. Non-smoking office. Call Margaret at
540-3050

CUSTOMER SERVICE
Troy based company has immediate full time customer service. Duties include taking phone orders & performing customer service functions. Successful candidate must have typing skills & excellent written & oral communications. A bit people oriented. Salary/benefits. Send resume to: Customer Service, P.O. Box 7048, Troy, MI 48007-7048

DATA ENTRY
Experienced bottom keyboard operators needed for day shift. Full or part time. Great benefits including bonus.
478-5111

DATA ENTRY
Fast paced environment needs 10,000 keystrokes for new opportunity. To $7/hr. Call Diane at
UNIFORCE
646-8500

DATA ENTRY
National service firm requires your skills in detail, for data base maintenance input. To $7/hr.
Call Darlene at UNIFORCE 473-2933

DETAIL AIDE/COOK
Part-time positions available in Westland home for elderly Israeli retiree. Call Ginger after 9am.
Call
An Equal Opportunity Employer

DATA ENTRY, Specialists, Clerks, Temp-to-Perm, Temporary. Be part of a growing Temporary Office Support Team Call for send resume to.

GONZALEZ
CLERICAL OPTIONS
29401 Stephenson Hwy.
Madison Heights, MI 48071
(313)544-6010
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Financial services firm needs experienced secretary. $7.50/hr
Call Sally at UNIFORCE
646-7661

EXECUTIVE SECRETARY
Executive Secretary for President of NYSE firm located in Bloomfield Hills. Immediate opening for experienced professional, strong organizational, secretarial & communications skills. Proficiency in WordPerfect, Lotus, etc. essential. Forward resume & salary requirements to:
Personnel Manager
3000 Town Center
Bloomfield Hills, MI 48303-2000
An Equal Opportunity Employer
FAX

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Village Green Management Co., a leading national property management firm headquartered in Farmington Hills has an opportunity for a Data Entry Clerk in the Accounts Receivable Department. Responsibilities include data entry from leases, lease renewals & rent reports. Must be personable & possess good telephone work attitude. Typing, 10 key & CRT experience preferred. Qualified applicants call 832-2730 between 3pm-5pm daily.

DATA ENTRY
Major credit information Company has 2 immediate full-time openings for Data Entry person. Typing speed at least 50wpm required. Previous work experience with credit reports helpful. Pleasant work environment, in small office setting. Benefits Package offered.
This is an Entry Level position.
Please send resume and salary requirements to:
DINCO, Dept. DE
P.O. Box 2600, Troy, MI. 48007

ENTRY LEVEL Accountant &/or Bookkeeper for fast growing Canton apartment management firm. Duties include payroll, taxes, banking coordination, reconciliation, etc. Nonsmoking. Send resume & salary requirements to: Box 432
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Computer Service Bureau looking for assistant to manager. Person with PC skills & familiar with AS/400 software. Must have experience in payables & receivables data entry, set, please send resume to: 1198 Combermere Rd, Troy, MI 48083

EXECUTIVE SECRETARY
Downtown Management Consulting firm seeks Executive Secretary. Candidate must be able to type 60wpm, have WordPerfect 5.1 and transcription background 3 plus years Experience required. Salary based on experience. Excellent fringe benefits including full medical BCBS and parking. Please call Maria at:
1-800-356-9135
An Equal Opportunity Employer

EXECUTIVE SECRETARY/
OFFICE SERVICES MGR.

Challenging, multi-faceted position with 5-year old near north suburban technical products distributor. Seeking well organized mid-gender with minimum 2 years college, strong PC skills including word processing and spreadsheet experience. Shorthand desirable. $18,000 - $21,500 plus benefits package. Send resume to box 464
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FAST PACED DR.'s office needs take charge person for approximately 3 month assignment. Familiar with workmans comp cases, medical terminology, typing speed 40 + Schedule heavy phones.
WORD PROCESSOR - experienced in Micro Soft Word, excellent clerical skills, type 55 wpm. Mature, detail oriented individual. Temp to perm for right individual. Dynamic People
684-8300

FINANCIAL SECRETARY
Vice president of Fortune 500 company needs person WordPerfect 5.1 experience 50+/w to start
Call Susan at UNIFORCE 357-0038

FULL-TIME SECRETARIAL position with a dynamic sales manager at a premier Electronic Manufacturers Representative firm in Farmington Hills. The important person will possess PC knowledge, time management, telephone, filing, etc. and would need to be a team player, with high quality standards. An excellent environment to work, learn and grow. Will for the right high achiever. Send Resume To:
DREA RATHBUN, PO Box 3381
Farmington Hills, MI. 48333.

KEYPUNCH OPERATOR
Day, 8AM-5PM, 15-20 hours per week. 6M38 experience preferred. Position requires good typing, knowledge, quick learning and accurate work. Responsibilities include entering store data and maintaining files. Send resume to: HRC, P.O. Box 2968, Farmington Hills 48150, Attn J.S.
An Equal Opportunity Employer

LEGAL
• Corporate Legal Departments
• Temporary - Long or Short Term
• Permanent Placement
• Temporary to Permanent
PERSONNEL AT LAW
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