502 Help Wanted Dental-Medical

DENTAL ASSISTANT - Will train. Full/part time. Enthusiastic. Send resume to: Dental, Suite 103, 28803 W. 8 Mile, Livonia, MI 48152

DENTAL ASSISTANT
with 4 hands (4 handpieces) experience, growth potential. Troy. 879-8770

DENTAL ASSISTANT
Chelsea practice, part time 8-4:30 Exceptional pay, benefits! but willing to train. 313-8555.

DENTAL ASSISTANT AND RECEPTIONIST needed, part-time experience a must. Troy. Please call 543-5013

DENTAL ASSISTANT
20-25 hours per week.
Excellent working conditions.
Contact Debbie, 549-8304

DENTAL ASSISTANT - Busy periodontal office in Livonia, looking for full time assistant with chairside experience. 522-7314

DENTAL ASSISTANT
Bright, motivated dental assistant needed for Livonia office. Experience necessary 23-35hrs. Excellent benefits. Salary open based on experience. Call 477-5468

DENTAL ASSISTANT - Full time. Full time for modern progressive dental office in Royal Oak/Birmingham area. Must be responsible, person skilled in pulpec insertions. Good pay & benefits. Experience necessary 288-5540

DENTAL BUSINESS ASSISTANT. Busy Bloomfield Practice. Insurance, medical, essential insurance billing & patient relations. 738-2711

DENTAL BUSINESS/Receptionist
Enjoy a challenging people oriented position scheduling patient care & managing financial accounts. In Bloomfield 661-2222

DENTAL CLINICAL POSITION
Are you looking for an opportunity to grow with a very people oriented family practice? Do you have the caring and gentleness that would fit in with our team concept? Experience preferred. Salary commensurate with experience. 357-5390

DENTAL HYGIENIST
needed for part time position, Thursday only. In friendly Farmington office. 476-4300

DENTAL HYGIENIST - needed 3 days/week. Mature & personable hygienist to join team concept. Experienced Berkley office. 548-3334

DENTAL HYGIENIST
Part time, modern progressive office. 847-7803

DENTAL HYGIENIST
Saturday half day, for well established W Oakland practice. 541-1260

DENTAL HYGIENIST
for busy Southfield practice.
Full or part time Mon., Tues., Thurs., Fri. Call: 358-7227

DENTAL HYGIENIST/Part-time.
Looking for an outgoing personality to join our busy Wed. practice, Westland area. Call 722-0500

DENTAL HYGIENIST: Wed., Fri. & Sat. Excellent benefits. Quality care. Ann Arbor Trail & Middlebelt area. Ask for Dolores 421-2619

DENTAL HYGIENIST
for family oriented Practice in Canton. 16-18 hours per week, no Sats. 459-5353

DENTAL HYGIENIST
Wanted Opportunity for caring Dental Hygienist for our Bloomfield practice. Please call 737-7818

DENTAL HYGIENIST
Modern Plymouth practice looking for experienced Hygienist - evening & weekends. Friendly working environment. Please call 453-2200

DENTAL HYGIENIST - PART TIME. Must work week-ends. New graduates welcome. Excellent pay. Huge Park. Please call Nancy 348-1777

DENTAL HYGIENIST
Part time
For Rochester office.
651-0707

DENTAL HYGIENIST
Progressive Livonia office in a beautiful setting. Would like family oriented hygienist to join our team. Please send resume to: Dental Hygienist, Group, 38000 Ann Arbor Trail, Livonia, MI 48150

DENTAL OFFICE seeks ambitious person for part-time front desk position. Experience a must! Southfield/Tel-Twelve area. Call 357-5540

DENTAL OFFICE, part time, Royal Oak. Mon-Thurs & Sat, approx 30 hours. 541-1211

DENTAL OFFICE ASSISTANT
needed for a busy office located in Tel-Twelve Area. Must have at least 1 yr. experience in a dental office! 647-7552

DENTAL RECEPTIONIST, full-time. Experienced in dental insurance billing system. Dental background helpful. Farmington Hills. 474-2280

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

DENTAL RECEPTIONIST
Full or part time position available in our centrally located Southfield office. We are offering a challenging career opportunity with excellent salary & benefits in exchange for a pleasant motivated individual. Call 352-6440

502 Help Wanted Dental-Medical

DENTAL OFFICE - Our pleasant Troy office is looking for a special person to fill a full time position. Duties will include some front & back help. Experience a plus. Good people skills a must! 879-7171

DENTAL RECEPTIONIST
Livonia dentist's office
No evenings
525-3670

DENTAL DEPTHONIST
needed part time, 2 days a week, for nice family practice. Joy Rd. between Hix & Haggerty. 454-0616

DENTAL TECHNICIAN
Experience, C & B waxer, full time or part time, for Farmington Hills lab. 626-8330

DENTAL TECHNICIAN - experienced ceramist to head porcelain department, great opportunity/excellent salary. 313-360-4737

DENTURE LAB in Farmington Hills has part time opening. Must have dental back ground. Flexible hours. 25-40 hrs. 932-2600

DIABETIC EDUCATOR
Position available for RN/Certified Diabetic Educator at our Northwest Detroit facility. Full time.

Please send resumes to:

Human Resources
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI. 48377

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

DIETARY
Assistant to Food Manager
Full time. Background and management ability.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

DIETARY TECHNICIAN
Full time, will consider part time, some clerical experience.
NIGHTINGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd.
An Equal Opportunity Employer

DIRECT CARE STAFF
needed for Group homes, in Canton, part time. Call Pam, 455-2082

FINANCIAL COORDINATOR - We are looking for a person who enjoys being on a team to take charge of our insurance collections & set-up accounts receivable for our patients. Experience necessary. 4 days per week. Please call our Canton office at 459-8370

HOME HEALTH AIDES
Needed for Westland area.
Must be experienced, certified & have own transportation. Call today.

RELIABLE NURSES
981-3344

HOME HEALTH AIDE/CERTIFIED State certified Home Health Aides needed for: staffing, home visits & live-in positions. Reliable transportation needed, to staff our tri-county area.
KIMBERLY QUALITY CARE.
313-398-9924

HYGIENIST & DENTAL Assistant, part time, for progressive Deer/Grand Oaks office. Flexible hours, excellent salary. 534-6900

INSURANCE BILLER/Office Coordinator. Full time, small group of N. Woodward Psychologists need responsible person, computer & billing experience a must, accurate typing, good communication skills, non-smoking office. Send resume to: John B. Barhes, 28711 Woodward Ave., Ste. 310, Huntington Woods, MI 48070

LAB CLERKS
Full-time positions available Require typing skills.
Please send resumes to or apply at:

Human Resources
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI. 48377
Located at W. 12 Mile & Novi Rd.

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

LPN - FULL TIME
Midnight shift
Bed side Manor
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

LPN - RN
Full time position available, days, Mon.-Fri. in Dry Program for disabled adults in Westland. Benefits available 729-8470

MA OR LPN
Full-time position available Internal Medicine experience preferred. Please send resume to N. Kelley or apply at:

DMG Health Care Centers
27207 Lahser
Southfield, MI. 48034

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

Dietary aides wanted for a long-term care facility. Afternoon position available. Experience helpful but not mandatory.

Apply in person, Monday through Friday 9:00 a.m. to 4:00 p.m. at

Greenery Extended Care Center
34225 Grand River
Farmington, MI 48335
(313) 477-7373
(between Drake and Farmington Roads)

502 Help Wanted Dental-Medical

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

LASER COMPANY, located in Troy, seeks distributing medical and surgical laser systems, has positions available for Field Service Representatives in the Detroit and Western Michigan areas. Successful candidate will have an A.S. in Laser Optics, Electronics or Biomedical Electronics. Please send resume and salary requirements to: Personnel Consultant, 7229 E. Kemper Dr., Cincinnati, OH. 45242

LPN's - 3 to 11 and 11 to 7 shifts
Full or part time, good benefits
Flexible scheduling. Call Director of Nursing 334-3222

LPN's/CNA's
Immediate Openings
Day Shift 7am-3pm
All shifts available
Full & part time jobs
Competitive wages
Immediate permanent positions
RELIABLE NURSES
981-3344

LPN's
Needed for several area nursing homes. Flexible hours. Competitive wages & bonuses. Call Health Partners. 1-800-968-7723

RECEPTIONIST/BILLER
for internal medicine practice. West Westland. Call 981-8080

MEDICAL ASSISTANT - Experienced, part-time for Bloomfield Orthopedic office. 2-4 days. Fax resume/vacancies Call 261-5580

Medical
ADMINISTRATIVE ASSISTANT
See our ad in today's classified section under "Administrative".
NATIONAL HEALTH LABATORIES, INC.

MEDICAL ANALYST, Immediate openings. Medical Economics Office has needed for expanding national medical cost containment firm. Physician office & hospital billing experience required. Excellent communication/teamwork skills. Opportunity for growth. Send fax one or Call Tonia, 17370 N. Laurel Park Ste. 400E, Livonia 48152, 591-4559

MEDICAL ASSISTANT needed, full time. Experienced only. Ann Arbor area. Moving to Royal Oak in October. Must be experienced in venipuncture. Call Lynda 737-7005

MEDICAL ASSISTANT
part time, for Southeast Cardiology practice. Experienced in EKG, VP and DOG. Call 569-4232

MEDICAL ASSISTANT
Part time
Livonia Podiatrists office.
522-7876

MEDICAL ASSISTANT - Part time Bloomfield Hills Urgent Care Center. Experienced in X-Ray, EKG & Venipuncture. 334-6850

MEDICAL ASSISTANTS
Must have 1-2 years experience. Doctor's office or hospital outpatient clinics available. Full or part time. $12.00-$14.00/month. Ask for Melinda, Temporo Medical 443-5590

MEDICAL ASSISTANT needed for busy surgeon's office in Farmington area. Non smoker preferred. Flexible hours. Please call 334-3197

MEDICAL ASSISTANT/X-Ray Tech
Part time, Livonia office
Call 261-2290

MEDICAL ASSISTANT For Cardiology Practice. Knowledgable office. Call 261-3290

MEDICAL ASSISTANT
Full time for busy Southfield/Farmington Hills practice. Must have 2 years experience in all aspects of medical assisting including EKG. Busy. Good pay & benefits. Call Debbie 455-2970

MEDICAL ASSISTANT
For Rochester Hills, 24 days per week. Orthopedic Hand Surgeons office. Light assisting and X-Ray. Experienced only. Call Judy or Dee Thurs. 9-5pm. 852-5300. Or send resume to OFFICE MANAGER, 455 Barclay Circle Dr. Suite B Rochester Hills MI 48307

MEDICAL BILLER
Experienced for the collection department of a Farmington Hills firm. Call Marcie at 553-0650

MEDICAL BILLER
Part-time, experienced only, for busy podiatrists office, in Garden City. Call 421-5377

MEDICAL BILLING CLERK - 25-32 hours per week. Requires working in two locations. No weekends or evenings hours. Call Teresa 293-5000

MEDICAL BILLING CLERK
For busy dermatology office. 1 Yr. medical experience or equivalent. Billing, typing, good phone manner required. Full or part time. 569-1958

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

MEDICAL COLLECTOR
PART TIME
Northwest suburban multi physician medical practice seeks a person with billing & collection experience to work patient accounts. Flexible hours. A competitive salary. Send resume to
BOX 542
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL LAB TECH. Certified - full time days for busy internist's office. Experience in all areas of lab. For interview, call Supervisor, 746-7926
An Equal Opportunity Employer

MEDICAL POSITIONS - Now available for Office Managers, Billers, Receptionists & Medical Assistants in your neighborhood. For information, call or send resume to
Patty Radtke 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

502 Help Wanted Dental-Medical

Metro Medical Group, a division of Health Alliance Plan, has an immediate part-time (24 hrs. per week) position available for a Medical Assistant at our Novi Medical Center. Ideal candidate will have Medical Assistants certificate or/ one experience and be able to type 40wpm. We offer competitive starting salary & pro-rated benefit package. Interested applicants please send resume to

Human Resources Dept.
METRO MEDICAL GROUP
1900 TUXEDO
DETROIT, MI 48208
An Equal Opportunity Employer

MEDICAL ASSISTANT — Part time — with office skills and prior experience, benefits, flexible hours. Call Director of Nursing 553-0649

MEDICAL RECEPTIONIST
Experienced, for busy orthopedic office. Southfield area. Send resume to: Dorothy W. Bochenek, 559-7406

MEDICAL RECEPTIONIST
for radiology clinic. Fax resume. Westland area. Call between 8am-3pm. 388-1830

MEDICAL RECEPTIONIST for busy Livonia office. Experience preferred. Part time evenings. Send resume. Contact administrator 591-0649

MEDICAL RECEPTIONIST/Biller. Full time for busy Internist. Experienced general practice office in Westland. Call 728-2130

MEDICAL RECEPTIONIST, full time for family practice in Plymouth. Medical Billing experience. Good pay & benefits. Call Debbie 455-2970

MEDICAL RECEPTIONIST
Part time position available in a large multi-specialty practice. Must have good inter-personal skills. A knowledge about being 18-32 hours/week. Send resume to:
D. Maurer RN, Internal Medicine Consulting Group, 29800 Telegraph, River Ducte 300, Farmington Hills, 33-626-1066

MEDICAL RECEPTIONIST/BILLER
MBI experience, full time.
OB/GYN in Southfield.
Call Jackie 358-5905

MEDICAL RECEPTIONIST wanted for west Dearborn area. Personable, billing experience preferred. 274-0410

MEDICAL RECEPTIONIST - For busy internal medicine. Must have experience in doctors office. Computer knowledge helpful. Medical Center Livonia available. Hours Mon-Fri. 8-5:30 Brands, Mon-Fri 453-0800

MEDICAL RECEPTIONIST
Full time for busy dermatology office in Southfield. Approximately 40 hrs. per wk.; includes Monday evening, Thursday evening & Saturday. Scheduling appointments, filing, typing & computer. Medical experience necessary Call 569-1958

MEDICAL SECRETARY
for OBGYN office, in Southfield Excellent pleasant multi doctor office. Hours, Mon thru Fri 832-0766

MEDICAL SECRETARY
Human relations department of this major hospital institution requires long term temp. Excellent salary. To $10/hr. Call Meredith at Uni/Force 357-0036

MEDICAL TRANSCRIPTIONIST/ RECEPTIONIST

One of the subsidiaries of a large non-profit health care organization is searching for a full-time Medical Transcriptionist/Receptionist for a clinic located in Westland

Incumbent will provide secretarial and clerical support for clinic, such as typing reports, forms, memos, short notes that require the use of medical terminology, and maintaining records and files

The ideal candidate will be a high school graduate with requirements of training in transcription, proficient knowledge of medical terminology, word processing skills, and the ability to type 50 wpm. If qualified, please send resume to:

Box 560
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

NUCLEAR MEDICINE TECHNICIAN
Full or part-time position available for A.R.R.T. or C.N.M.T registered.

Please contact Ted Patrina at 347-8220 or send resume to

DMG Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI. 48377
Located at W. 12 Mile & Novi Rd

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

NURSE AIDE. Day Shift. Private home. Experienced. References required. Call 363-9631

NURSE AIDES
We are looking for dependable people, who have a love and understanding of the elderly, to work full or part time in our 62 bed nursing home. Call Mrs. Lee at 348-349-2640 or come in and fill out an application
Whispering Nov-Convalescent Home
43455 West Ten Mile Road

NURSES AIDES
Needed full time hours in Bloomfield hills area. 2nd 3rd shifts available immediately. Must be certified. Call Mary Ann Dwyer.
Synergy Staffing 932-9111

NURSE WANTED
For women's healthcare
Call Tom 443-0239
nursing

CLINICAL SUPERVISOR

Hospice of Monroe is currently seeking a qualified individual to take the role of Clinical Supervisor for our Monroe, MI branch

In this position you will be responsible for coordinating and managing the clinical care provided by nurses, social workers, home care aides, volunteers, home health aides and direct care volunteers. Responsibilities also include coordinating & training staff to hospice care, facilitating physician communications & determining appropriateness of hospice care, coordinating utilization of hospice and other community resources and assuring that all required documentation is appropriate, complete and timely

The successful candidate will have a current license or permit from the 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 ability also required. Must possess interpersonal skills sufficient to interact effectively with patients and their families, as well as all other disciplines, caregivers, peers, subordinates and supervisors. Current motor vehicle driving license, and available vehicle to travel to patient residences required. Please send resume to HOSPICE OF MONROE, Melissa Levine, 502 West Elm Ave., Room D-206, Monroe, MI 48161

Achieving Workforce Diversity through "Affirmative Action/Equal Opportunity Employer.

OPTICAL ASSISTANT
Needed full time for busy ophthalmology office in Troy. Must have some experience with fitting & dispensing of contacts, lenses, cleaning solutions, and instruction. Will pass train. General office procedures helpful. Call 1-3PM to schedule an interview. 649-2320

ORTHODONTIC RECEPTIONIST
needed for our Farmington Hills office. Full time. Some dental experience needed. Please contact Rhonda 661-5900

PATIENT ATTENDANTS/SITTERS
Hospital/Home Care
Full & Part Time
Health Care Professionals
Dearborn 563-0058
Ann Arbor 747-8070

502 Help Wanted Dental-Medical

NURSING ASSISTANT
If you are interested in beginning a career in long term care or are already an experienced Nurse Aide we have openings available on all shifts. We offer a competitive salary, benefit package & a warm, caring atmosphere.
Please apply in person
Plymouth Manor
1120 N. Holbrook Rd.
Plymouth, MI
An Equal Opportunity Employer

OPHTHALMIC Assistant-Adult nurse at least similar background. Must work 3 offices Birmingham & Farmington Hills 649-3535

OPHTHALMIC TECH
Full or part time to perform retinoscopy and actinometry. Must have experience. Contact lens knowledge preferred. Birmingham, P.T. 779-8400

PART-TIME front desk position 1 full day & 4 half days. Excellent skills required. Knowledge of computer helpful but not necessary. Must be organized & able to multi-task. Call 557-3100

PEDIATRIC OFFICE
12 Mile & Greenfield area - Full time Pediatrician seeks RN with 2 years experience. Please call
Pat Matthews 559-0620

PHYSICAL & Occupational Therapy Aides, weekend part time.
Call 10AM-4PM 878-5096

PHYSICAL THERAPY AIDE
Full time position for orthopedic clinic. Applicants must possess good communication skills and self motivation. Experience preferred but not a necessity. Send resumes to: Physical Therapy, P.T.
1575 Woodward Ave., Suite 100,
Bloomfield Hills, MI 48302

POCKETY ASSISTANT
Needed approx. 30 hrs/wk. Experience helpful. A need to work between 2 offices 538-5306

BUSY - Periodontal office in Livonia is looking for full time Receptionist. Knowledge of dental insurance & years dental experience. 522-7314

RECEPTIONIST needed full time for busy podiatrist office in Livonia. Dental experience required. Please call 261-7242

RECEPTIONIST - Periodontal office in Livonia is looking for full time Receptionist. Knowledge of dental is an asset. Experience in appointment scheduling and computer knowledge. 522-7314

RECEPTIONIST
full time, for a new Livonia family practice office. Must be professional and have pleasant telephone manner required. Experience preferred. Resume to: Dr. Gerstein, P.O. Box 250429, W. Bloomfield, MI 48325

RECEPTIONIST
Fast paced doctor's office has the need for an experienced, medical receptionist. Position is busy, you must be familiar with computers, and be versatile in various front office activities. Must be personable and self motivated. Qualified applicants please mail resume to: Medical Receptionist, Position, P.O. Box 2580, Dearborn, MI 48123-2580

RN
Contingent positions available Medical-surgical experienced registered Please send resume to Jir Greulich or apply at:

DMG Health Care Centers
27207 Lahser
Detroit, MI. 48219
(Located at W. 8 Mile & Lahser Rds.)

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

RN/LPN
Tired of the hospital scene? Want to be part of a team of patient care? Part-time day shift, part-time medi-night shift. Call or apply:
Cambridge West
19633 Beech Daly
Redford, MI
255-1010
An Equal Opportunity Employer

RN OR LPN
Full time, PM shift, with strong nursing background. Apply in person, Marywood Nursing Care Center, 30975 W. 5 Mile, Livonia. 464-0600

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person
Manorcrest Manor
15475 Middlebelt
Livonia, MI 48154
427-8175

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 8am-3pm 349-7840
WHITEHALL-NOVI
CONVALESCENT HOME
43455 W. 10 Mile Rd

RN-Registered Nurse
Part-time, flexible hours for allergy practice in Livonia. Will train. No weekends. Send resume to
Box 496
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RNS - DAYS
PART OR FULL TIME
Bed Side Manor
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

RN's/LPN's
Shelby Nursing Center is currently accepting applications for RN's/LPN's and experienced aides. We offer a pleasant work environment and competitive wages. We are seeking nurses who are professionally energized and want to be part of a dynamic team approach. 46100 Schoenherr Road, ½ mile N. of Hall Road, near Lakeside Mall. For further information call 566-1100

RNs
Needed for established progressive home health care agency located in Livonia. Excellent benefits including aggressive salary, 401K plan, employee stock ownership plan & bonus program. Call 421-8080

SURGICAL TECHNICIAN
LPN OR MA
Part-time and Contingent positions available for individuals with Urological experience. Please send resume to M Strauch or apply at
Please send resumes to:

Human Resources
DMG Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI. 48377
Located at W. 12 Mile & Novi Rd

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

TRANSCRIPTIONIST
Part time days. Southfield Cardiologist office, experience preferred. Call 569-4232

XRAY TECHNICIAN for busy family practice clinic, specialty atmosphere. Part time. Call Mon. Thru Thurs., ask for Joyce at 937-1190

VASCULAR TECHNOLOGIST

Harper Hospital, one of the nation's most medical institutions is seeking a Vascular Technologist. Duties include performing non-invasive vascular diagnostic evaluations of venous and arterial systems.

One to two years of college with anatomy, physiology sciences or equivalent, familiarity with the anatomy and physiology of the vascular system are required. 12-18 months experience in vascular clinical evaluation are also necessary.

Join our dynamic department. Please contact Bernice Kamenek, Human Resources, at (313) 745-9173 or send your resume to

HARPER HOSPITAL
Detroit, MI. 48201
Member of the Detroit Medical Center, Equal Opportunity Employer

502 Help Wanted Dental-Medical

RNs
Needed for established progressive home health care agency as part of a new week-ender program for both Westland & Bloomfield offices. Qualifications include RN with current Michigan license, experience in home care. Excellent benefits include competitive salary, 401K plan, employee stock ownership plan & bonus program. Call 421-8080

AIDES NEEDED
DAYS & LIVE-INS
Home care aides needed to assist elderly. Must have experience & transportation. Good pay & insurance available. Areas needed:
- Troy
- Birmingham
- Farmington Hills
- Utica
- Mt. Clemens

EXCELLACARE, INC.
740-9050

SERVICE COORDINATOR
to schedule cases for busy home health care. Excellent communication & clerical skills required
Farmy Home Care 313-729-5643

X-RAY TECHNICIAN - DOUT
Registered or registry eligible. Full time or part time position available for modern 7-day company. Must be professional in all aspects & be able to train and supervise staff.
Call Dorothy Dept at 358-4411

504 Help Wanted Office-Clerical

ACCOUNTANT - Experienced with mixed trains IBM & Lotus background. Knowledge of payroll, sales tax, state & federal & taxes, multi-state issues. Must be detail oriented & accurate with experience. Send resumes to: PO Box 214669, Auburn Hills 48321-4669

ACCOUNTANT
Rapidly growing electronics company seeks individual to handle all accounts payable/receivable, computer knowledge helpful. Send resume to: AMT Corp., P.O. Box 30434, Farmington, MI 48333

ACCOUNTING BOOKKEEPER CLERICAL DATA ENTRY
PART TIME FULL TIME
Call Accountemps — file 56,000 professionals dial in 1900
ACCOUNTEMPS
Southfield 357-3087
Troy 524-3100

ACCOUNTING CLERK
Expanding printing service has need for experienced accounting clerk with 40-60 wpm strokes. To $6/hr. Call Arlene at UNIFORCE 646-8500

ACCOUNTING CLERK - For Livonia based tool & die company. Full charge, 15-20 hrs/wk, invoice processing, bank deposit, 1 month training in Starting Heights. Send resume in salary requirements to P.O. Box 930783, Warren, MI 48092-0283

ACCOUNTING CLERKS

now temporary jobs coming in daily Call Accountemps

ACCOUNTANTS ONE
354-2410

ACCOUNTING SECRETARIES
Immediate openings for experienced professionals. Lotus a plus. To $10/hr. Call Sekany at UNIFORCE 357-0036

ACCOUNTS PAYABLE/GENERAL
County seeking individual for accounts payable position. Requires experience in general accounting. Must be familiar with computerized systems. Submit resume & salary history (resumes without salary history will not be considered) to: Box 523,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS PAYABLE/Accounts receivable. All receivables current. Small friendly environment. Call Ann, Non-smoking office at Southfield/I-15 M 830-5. Mon-Fri. Salaried. No health benefits. 240-8010

ACCOUNTS PAYABLE/GENERAL
Detail oriented individual with experience posting to 7 days per week system & general ledger. Knowledge helpful. Additional duties to include, answering phones, filing, typing, etc. Please send resume with salary requirements to: Office Manager, P.O. Box 509 Novi MI 48376

ACCOUNTS PAYABLE PLUS
Great opportunity with stable growing company in I-275 corridor. Handle accounts payable and other administrative/clerical duties. Competitive salary. Great benefits. Congenial staff. Please send resume to Accounts Payable, Box 8574,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK
Needed for busy office. Must be proficient in Lotus & have basic accounting skills. Submit resume with salary requirements to: Box 8573,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE/ DATA ENTRY
Entry level position. Experience helpful. Money & benefits. Salary. Some overtime hours. Send resume to S.H., P.O. Box 9066, Farmington Hills, MI 48333

ADMINISTRATION ASSISTANT
Growing Farmington Hills corporation has opening for experienced professional to assist CFO.
Call Susan at UNIFORCE 473-2931

AD AGENCY SECRETARY
$20,000
Golden opportunity to use your good skills in this exciting industry. Well established local company. PC experience required with accounting software such as Peachtree. Send resume to 734 Forest Street, Royal Oak, MI 48067

BOOKKEEPER/ULEASING AGENT
National property management firm seeking individual with bookkeeping & leasing experience. Must be detail oriented & possess exceptional communication & organizational skills. Mail resumes to Box 532
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK/CASHIER
Immediate opening for experienced person to perform accounts payable statements, collect insurance claims, & do General Ledgering bookkeeping. Must have dealership background. Excellent opportunity to work for a rapidly growing auto dealership. Good salary & liberal benefits. No phone calls! Send resume w/recent references to:
MEL FARRFORD
24730 Greenfield Road
Oak Park, MI 48237
Attn: Personnel Office

ADMINISTRATIVE ASSISTANT
Excellent typing and phone skills a must. Collections, account receivable, appointment scheduling, advertising and legal basic, and PC knowledge. Troy. 524-8040

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm offers challenging opportunity for an experienced individual with strong administrative skills, character & perseverance to achieve. Must attain excellent word/Perfect & dictaphone skills. Strong organizational aptitude & attention to detail a must. Property Manager responsibilities. Great potential with salary starting at $27K. Excellent benefits package. Call Gordon 230 Maple, Suite 201, Birmingham, MI 48009-3383

ADMINISTRATIVE ASSISTANT
General secretarial duties with Multi-Line experience, typing 70wpm, long term position. Birmingham area.
CONTEMPORA TEMPORARIES
Troy 362-5500

ADMINISTRATIVE OFFICE JOBS
Fee Paid - $15-$25,000
Word Perfect, Lotus 1-2-3, Lotus, Windows, Desktop Publishing or DBase experience Call

DAY
PERSONNEL, INC
Troy 649-8797 or Detroit 962-0565

ADMINISTRATIVE ASSISTANTS
Full time clerical position for suburban medical equipment company. Sales support/telemarketing, typing, correspondence, proposals, customer service. Minimum 2 years Word/Perfect & data entry required, strong with excellent telephone & secretarial skills. Salary mid-high teens, benefits. EOE. Resumes to Box 8522
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Full time administrative support position in our leasing department. Various job responsibilities will include typing, light phone work, assisting on projects & a variety of other administrative duties. Opportunity for advancement. Candidates must have excellent written & communication skills. Salary commensurate with experience. Fast paced, professional, fun office atmosphere. Salary & benefits included. All interested candidates please send to: Leasing Director, P.O. Box 9465, Livonia, MI 48150

ADVERTISING AGENCY
SECRETARY - Account management department needs your Word Perfect and spread sheet background. Graphic a plus. To $10/hr. Call Susan at UNIFORCE 646-7642

ADVERTISING
FRONT DESK
Be where the action is with this interesting public relations firm. Good salary, benefits & good pace needed here $18,000 to start. Call Debbie at 464-0661
SNELLING PERSONNEL SERVICES

ALL FEES
COMPANY PAID
Specializing In:
- Secretaries • Legal
- Bookkeepers
- Word Processing
- Receptionists
- General Office
- Data Entry • Typists

Call or send resume to
PERMANENT STAFF
28200 Orchard Lake Rd
Farmington Hills, MI 48334
737-5130

850 Stephenson Hwy., Ste 303
Troy, MI 48083
583-2720

All fees paid

CROSSMATCH
PERSONNEL
25100 Lahser
Ste 212, Southfield, MI
Temporary & temp-to-perm openings
LEGAL SECRETARY - corporate administrative position, Troy location, up to 27K annually. Send resume or call
352-7333

ANNOUNCING:
DOROTHY DAY PERSONNEL OF TROY, INC. & DOROTHY DAY PERSONNEL, INC.
Full service employment with 39 years of experience. Please visit their offices to serve you better!
Troy 30011 W. Big Beaver Rd
Suite #170
Troy, MI 48084 - 649-6797
(DOWNTOWN) 2150 Penobscot Bldg
Detroit, MI 48226
962-0565

BOOKKEEPER, full or part time, full charge position available with long established local company. PC experience required with accounting software such as Peachtree. Send resume to 734 Forest Street, Royal Oak, MI 48067

BOOKKEEPER/ULEASING AGENT
National property management firm seeking individual with bookkeeping & leasing experience. Must be detail oriented & possess exceptional communication & organizational skills. Mail resumes to Box 532
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ATTENTION
ESCROW CLOSERS
Two positions available immediately in major title company. 2 to 3 years experience & must. Will interpret title work, check closing documents and perform some clerical duties. Generous hourly rate. Long term assignment. Please call for an appt. to be interviewed.
526-8454

Future Force
TEMPORARY HELP
NEVER A FEE

AUTO DEALERSHIP
Looking for an individual who is intelligent, has competence, & is computer knowledge. Will train on Word Perfect and for Warranty Clerk & assistant cashier. Please apply at Joe Fenian Chevrolet 261-8000
Telegraph, Southfield 355-1300

AUTO BOOKKEEPER
Immediate opening. Must be familiar with general accounting & data entry. Contact Mr. Campbell or Mr. Dusseau. 474-3170
BOB DUSSEAU INC.
31625 Grand River, Farmington

BOOKKEEPER/ACCOUNTANT
Full charge. Familiar with computerized accounting systems. Great opportunity for person that likes responsibility. Salt starter, organized & detail oriented. Self motivated individual, responsible for general accounting. Excellent benefits package. Fees paid company. Mr. Husband, ASSC, 4925 Schaefer, Detroit, MI 48126

BOOKKEEPER/SECRETARY
PART-TIME
Downtown Royal Oak office. Good math aptitude, some knowledge of computers helpful. Salary not secondary. Will train the right person. Approximately 20 hrs. per week. Flexible hrs. between 8-3pm. Please call between 1-3pm: Monday-Thursday.
546-6302

BOOKKEEPER Inv. financial statement. Computer experience. Good organizational skills. Call Carol for an appt. at Business Enterprises Farmington Hills. 313-932-3100

BOOKKEEPER with experience working in CPA office. Minimum 32 hours per week. Resume to: P.O. Box 152, Walled Lake, MI 48390

CHECK PROCESSING CLERK
Part time. Southfield location. Hours are 9am-1pm, 5pm-9pm, 11:30am, Mon. thru Fri., Must have knowledge of computers, typing, with 10 key skills, for numeric data entry & balancing. Send resume for request for application to: Attention, Carol P.O. Box 5210, Detroit 48235

CINTAS CORP
'The Uniform People'
is seeking a highly motivated, detail oriented, organized individual with strong customer service skills. Data entry skills necessary & general knowledge of computers a plus. Apply in person
39111 Webb Dr
Westland, MI 48185
(313) 326-0800
Insurance

CLERK
Livonia, branch, Michigan based property & Casualty insurance company is presently looking for an individual who is a fast learner, flexible & has the ability to handle multiple duties. The position will be underwriting with computer (60wpm) registration of applications, ordering reports, maintaining files, posting mail, and searching for numerous files. Some margin & typing skills would be a plus. Please send resume & salary requirements to Sally, Frances Crawford, Supervisor, Lake State Insurance Co., P.O. Box 530668, Livonia, MI 48153-0668

SOUTHFIELD CPA FIRM seeks computer operator/typist/receptionist. Send resume & salary requirements to Box 568
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

CLERICAL
Coding documents & potential machine work. Uniform Commercial Code location. Call for appointment. 474-1134

Clerical
EARN SUMMER
$ CASH $
Corporate Personnel is accepting applications for summer part-time positions in our Township Police Department. Daytime work is 8-10 hour. Essential functions include serving complaints from the public concerning crime, traffic, accidents, and rescue emergencies, bring passing citations and notices to patrol units, relaying information from units and providing support to the public in an efficient manner. Applicants must be 18 years of age, candidate must have a high school diploma or equivalent and be over 21 years of age. Must be able to work day, 365 day a year operation. Dependable car must be available work all shifts. Candidates must undergo and pass a background check, physical examination, drug & psychological examination & polygraph interrogation.
Applications may be picked up in the Plymouth Township Police Department, Human Resource Office, 42350 Ann Arbor Rd. Plymouth, Mich. 8am-4pm. All calls & tests must be returned to Human Resource office no later than 4:30pm Friday, July 31, 1992.
The Charter Township of Plymouth does not discriminate against individuals or group because of race, sex, religion, age, national origin, ancestry, marital status, handicap, rest record, height or weight in employment or the provision of services.

This Classification Continued on Page 2D.

504 Help Wanted Office-Clerical

CLERICAL-PART TIME
15-20 hours. 3 days. Mon-Fri. Typing, filing, misc. clerical duties. Light work. Computer experience helpful but will train. Pleasant atmosphere. Must be reliable & take part time job seriously. Please send resume to:
P.O. Box 9168, Farmington Hills, MI 48333-9168

CLERICAL POSITION OPEN
At Neuroloc Balance Mortgage
Interested candidate must have positive attitude & hardworking. Job duties include: Heavy filing, copying & working with a multinumber computer. Resumes to: 32315 Five Mile Rd., Site 3, Livonia, MI 48154
Attn: T. Hanaughan

CLERICAL/Receptionist - part time, small office for small Farmington hills sales office. Good communication skills. Typing & computer knowledge necessary. 476-1300

CLERICAL
RECEPTIONIST $14,000
Your upbeat personality will be used in our office. Clients is well.