502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Wanted for single dentist office in upscale Fisher Building location (Detroit), not quantity emphasized but quality, bonus plan. Daytime hours only. Interesting diverse patients. Call 871-1100

DENTAL LAB seeking person full time. Will train. $3.00/hr. Apply in person. Dow Dentalcraft Lab, 771 N. Mill, Plymouth

DENTAL OFFICE MANAGER
Experienced for growing Southfield office. Basic accounting & computer knowledge plus Excellent benefits & growth opportunity. Ask for Laura. 559-2008

DENTAL RECEPTIONIST
Experienced full-time position. Excellent pay, benefits & bonuses. Southfield 355-9500

DENTAL RECEPTIONIST, full-time. Experience in insurance & computer systems. Dentist backround helpful. Farmington Hills 474-2580

DENTAL RECEPTIONIST - Full time. Insurance billing experience preferred. Also need part-time Dental Assistant. Southfield 356-8080

DENTAL RECEPTIONIST
Full time position in friendly Farmington office. Insurance & computer experience helpful. Call Medical Dentistry & profit sharing 478-3285

DENTAL RECEPTIONIST
Full time position. Dental knowledge a must. Please call between 8-5. 557-1212

DENTAL RECEPTIONIST
Canton office seeking front desk person with dental experience. Call 981-3434

DENTAL RECEPTIONIST
Experienced, friendly, detail oriented, color knowledge necessary, some evenings benefits 347-7803

DENTAL RECEPTIONIST
Oral surgery office. Part/full time. 28 hr. wk. week. Farmington area. Reply Physicians Center. 855-0710

DENTAL RECEPTIONIST
Part time for newly remodeled W. Dearborn office. Competitive wage and helpful. Top pay for right individual. 561-1020

DENTAL Receptionist experienced full time for a quality oriented dentist. Minimum one year office experience required people-person, with excellent appearance and attitude. Should like to be a member of our professional team. 474-0224

DENTAL RECEPTIONIST
Full or part time position available in our century located Southfield office. We are offering a challenging career opportunity with excellent salary & benefits in exchange for a motivated and individual like person. Call 557-3440

DENTAL REPRESENTATIVE
Sales position available for self motivated individual with Dental background. Salary + Commission. Send resume to:
ROHRER SERVICES
5751 BIG BEAVER #240
TROY, MI 48084-3388

DENTIST IN LIVONIA needs to assist in a Saving Charitable Dental Care Program. Full or part time. Flexible hours. Interested parties call Bernice at 464-0909

DISPENSING OPTICIAN
Experienced needed for nursing home practice. Training required. (313) 375-2269

EXPERIENCED Dental Assistant Excellent Employee Benefits. Full or part time. Call Beth 332-6106

FILING CLERK-RECEPTIONIST
Typing, light typing, answering phones. Mon.-Fri. 8am-1pm. $5.50/hr. Apply in person
27 Kercheval
Grosse Pointe Farms

FOUR CHAIRAIR Convalescent Center has the following opening: Director of Staff Development RNs, Full time Certified Nursing Assistants (11) and Dietary Aides. Apply at 28249 Joy Rd. Westland

FRONT DESK personnel experienced preferred but not physicians office in Birmingham. Full or part time. 647-5656

FULL TIME RECEPTIONIST for medical office in downtown Rochester. Pleasant atmosphere in front desk position. Apply in person at 438 Main St. Rochester 651-1062

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

RELIABLE NURSES
981-3344

Home Health Aide
(Certified)
Amicare Home Healthcare is recruiting caring people to provide weekend companionship
Light housekeeping
Meal preparation
Light Massage
Mileage Reimbursement Available
For more information contact
Linda Nelson
313-642-5270
Amicare Home Healthcare
An Equal Opportunity Employer

INTERNIST for quality practice in Berkley. Personable, motivated with good presentation position. 3 days/wk. Benefits available. 548-3334

HYGIENIST
Needed for a great family practice in Farmington Birmingham 3 days/wk. 642-3320

INTERNIST WANTED Full time/part time. Quality practice, growth opportunity. Electrocardiogram on premises. 535-3500

SUBSTITUTE LPN
In Farmington area. Hours $12-50 per hour. Contact Lynne Kane 459-2391

LPN - FULL TIME
M or T - 11:30-7
Sun-Mon, Wed-Fri
NIGHTINGALE WEST
6365 Inkster Rd.
Westland
An Equal Opportunity Employer

LPN's - $15.00/HOUR
Afternoon & Midnight Shifts
Convalescent Center near Mapleline & Orchard has immediate full time openings for afternoon shift. $14.00/hour + $15.00 weekend benefits. For more information call Mrs. Hudson at 661-1600

MEDICAL ASSISTANT - immediate opening for busy family practice in Farmington Hills. Call days 851-7800

MEDICAL ASSISTANT - part time Monday hours approximately 20 hours. Must have dependable car. One year experience in venipuncture, injections, EKG, Pulmonary functions & lab. Ask for Debbie. 261-3393

MEDICAL ASSISTANT - Looking for full time assistant for active practice. Must be hard working individual. Starting salary $7.25/hr. & offer Profit Share (part time 478-8633

MEDICAL ASSISTANT - part time mornings. Busy OB/GYN office. Please Ask for Debbie 348-2300

MEDICAL ASSISTANT or MEDICAL TECHNICIAN
Looking for a full time assistant for our busy office in Ann Arbor. 434-4472

MEDICAL ASSISTANT
Busy office seeks competent, mature & responsible Call before 11am 644-7239

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT/ RECEPTIONIST
Part time, to work in front office and assist with patients. Call 356-0011

MEDICAL ASSISTANT
For Pediatric Office. Experience preferred. Able to work front and back. Call 353-5257, for details

MEDICAL ASSISTANT
For Southfield Pediatric office. Full time. Experience preferred. Please call 356-6200

MEDICAL ASSISTANT positions (2) available. Full & part time needed. Must have X-ray experience. Salary based on experience & benefits for full time. Call Sherry 358-5710

MEDICAL ASSISTANT - part time for internal medicine & GI practice. Experience in EKG, PT, injections, Sigmoids & vena puncture. Southfield Call 557-3457

MEDICAL ASSISTANT
Birmingham internist looking for medical assistant with at least 2 years experience. Full time. Salary & benefits negotiable. Call 647-2097

MEDICAL ASSISTANT
Busy Westland office. Clerical background desired. Maturity & dependability a must. Send resume to 35210 Nankin, Ste 201, Westland, MI 48185

MEDICAL ASSISTANTS - must have experience. Full or part time available. $1280 - $1435 per month. Excellent benefits including Dental. Southfield & Royal Oak Medical. Tempro Medical 443-5590

Medical Assistant
Medical Receptionist

Are you outgoing polished & high energy? Openings in cardiology, urology, internal medicine & family practice offices. Must have medical office experience! Terrific benefits & salary. Call Diane Detner 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL ASSISTANT - Experienced for cosmetic dermatology & Farmington area. Call 477-5580

Car Marcia. 553-0850

MEDICAL BILLER needed for Southfield internist. Full or part time, experience preferred. Salary negotiable. Call Marlene 350-2440

MEDICAL BILLER - experienced in insurance follow up for internal medicine & GI practice. Computer experience, full time, benefits. Southfield 557-6200

MEDICAL BILLERS - for Royal Oak based hospitals clinics. Must have MBS or MBA experience. Immediate work. Call Beth, Tempro Medical. 443-5590

MEDICAL INSURANCE BILLER/ RECEPTIONIST
Full time. Multiple offices, Southfield & West Bloomfield. Table to take third party billing experience preferred. Send resume to Box 872
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEDICAL LAB TECH
Experienced. Part time days. Internal medicine. Southfield. Contact Doreen 557-0083

MEDICAL OFFICE MANAGER
With abilities to do payroll. Experienced in billing. Send resume to
PVK
44199 Dequindre, Suite 615
Troy, MI 48098
Attention Lynn

MEDICAL OFFICE MANAGER
Experience in neurology and hospital administration preferred. Interested parties call 9-5pm 273-0040

MEDICAL RECEPTIONIST - experienced for busy ophthalmology office in Birmingham. Full time. Benefits. Call 642-8181

MEDICAL RECEPTIONIST
Front office work. Experience required. Full time days. Send resume Dr. C.T. Hunter, 2999 E. Big Beaver, Troy 48083

MEDICAL RECEPTIONIST/BILLER
Experienced, full time, for family practice office in Rochester Hills. Please send resume to Box 740
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL RECEPTIONIST
EXPERIENCED FULL TIME
Busy Southfield OB/GYN office
Call Barbara 358-5905

MEDICAL RECEPTIONIST- part time, needed for physician's office in Plymouth. Experienced only need apply. Contact Nancy 453-8510

MEDICAL RECEPTIONIST
Part Time with billing experience in an ambulatory setting. Call 656-3515

MEDICAL RECEPTIONIST
part time, enterprising and maturity more important than experience for computerized medical office. Must be self motivated and able to deal with the public. Send resume to P.O. Box 530115 Livonia, MI 48152

MEDICAL RECEPTIONIST
Full time experienced for busy cataract specialist. We are seeking a senior, caring individual with an outgoing personality to handle patient relations, light typing, filing and phone. Experience with 64 bit computer system a plus. Excellent salary & benefits package. Qualified applicants send resume to: Recruitment, 3003 Woodward Ave., Berkley, MI 48072

MEDICAL SECRETARY
For internal medicine office. Must be computer proficient and familiar with medical insurance programs. Call 558-0611

MEDICAL SECRETARY
for OB/GYN office in Southfield. Must be experienced in computer billing and dictaphone
Call Mon.-Fri. 9-4 832-0766

MEDICAL TRANSCRIPTIONIST
Part time 20-25 hours per week in Westland office. Experienced only need apply. Please send resume to P.O. Box 85097, Westland MI 48185

MEDICAL TRANSCRIPTIONIST
Position available full or part time. Medical terminology essential. Work at home if equipment provided. Accuracy more important than speed. Send resume to: Linda K., 5700 E. 11 Mile Rd., Warren, MI. 48091

NURSING STUDENT OR LPN
To care for a special needs child and his sibling. Starting Sept. Peds experience & prior medical knowledge necessary 478-7245

OCCUPATIONAL THERAPY AIDE, experienced for work in nursing homes. Call 10-4pm 676-5056

OFFICE MANAGER
Hardworking, highly motivated individual to organize a radiological & ultrasound clinic. Salary negotiable. Immediately available. Send resume to: Northland Radiology Center, 20905 Greenfield, Southfield 48075

OFFICE MANAGER - for new podiatry practice with 2 experienced doctors. Previously a must. Salary and benefits. Billing experience helpful. Well run. Send resume to: Northwest Podiatry, 5940 Glen Eagles, W. Bloomfield, MI 48323

OFFICE RECEPTIONIST
Part time, Mornings, 9am-2pm. Saturdays Call 9am-Noon. 462-1910

OPHTHALMIC ASSISTANT for busy ophthalmologists, with offices in Southfield & West Bloomfield. Need someone mature, responsible, full time COA or some ophthalmic experience necessary. Send resume to Box 378
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

Activities Assistant

Entry level position for Activities Assistant to assist with diversional activities for nursing home residents. Full time — Sunday through Thursday. Apply in person to:

Greenery Extended Care Center
34225 Grand River
Farmington, MI 48335

502 Help Wanted Dental-Medical

NURSE CLINICIAN
FULL TIME, PART TIME, ON CALL
We're a fortune 500 home infusion company located in Livonia. Due to expansion we need to increase our clinical staff. If you are interested in a career in an industry that is challenging, growing and has opportunity for advancement and excellent pay forward your resume in confidence to: Box 732,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPHTHALMIC ASSISTANT/Technician. Busy Royal Oak office. Salary, benefits, immediate openings. Full/part time. Reply to box 728
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPHTHALMIC TECHNICIAN needed. Must retract, 2 years experience, 2 office locations. Send resume to: Box 876,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPHTHALMIC TECHNICIAN
For a large multi-specialty location in Livonia. Previous experience required. Must be able to retract. To arrange an interview call Rick at the Michigan Eyecare Institute 352-2608

OPHTHALMIC TECHNICIAN

Full time position. Must be COT Ophthalmic Assistant including Visual testing experience and willing to travel to 2 locations. Please contact B. Setty at 347-8200 or send resume to

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

ORTHODONTIC ASSISTANT with lab experience. Pleasant Farmington office well train. Nice job with good benefits. 477-5580

ORTHODONTIC ASSISTANT with lab experience, highly motivated well trained. Full time. Nice people. Rochester, Call Alberta, 651-8860

ORTHODONTIC/Dental Assistant. Our waterford office is looking for a motivated team player with exceptional people skills. Dental experience needed. Michelle 681-6202

PART TIME POSITIONS in an Ambulatory setting. Medical Assistants, Radiology Techs and Medical Receptionist w/billing experience. Call 855-6773

PATIENT ATTENDANTS/SITTERS
Hospital/Home Care
Registered
Health Care Professionals
Dearborn 563-0056
Ann Arbor 747-8070

PHARMACIST

Part-time, weekend afternoon shift currently available in our In-Patient Pharmacy. Department. Clinical services include Pharmacokinetic dosing, monitoring at first drug interions, daily medication review, target drug programs, P & T Drug evaluation & more. Operational areas of service include rotations through the Central Pharmacy & our Critical Care Pharmacy

Qualified candidates must have or be in pursuit of a 1992 Michigan License

We offer a comprehensive flexible benefits package & an excellent salary commensurate with experience

Interested applicants please submit resume or apply Mon-Thurs., 8am-12noon

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste 310
Southfield MI 48075
An Equal Opportunity Employer

Phlebotomist

National Health Laboratories, incorporated is setting the pace for the clinical laboratory industry. We're in search of experienced full-time and part-time phlebotomists to work in our metro-area draw stations. Successful candidate will possess at least 2 yrs phlebotomy experience and dependable transportation. Must be a reliable and independent worker. If qualified, please specify the area of interest and apply in person or send resume to

NATIONAL HEALTH LABORATORIES INCORPORATED
13250 Northend
Oak Park, MI 48237
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

PHYSICAL THERAPY AIDE for outpatient orthopedic clinic. Send resume to Beaumont Physical Therapy, Corporate Park Lake Rd. 1109 West Bloomfield, MI 48322 855-7431

PHYSICAL THERAPISTS

Full and part time openings for licensed physical therapists at pediatric rehabilitation facility. Provide diagnostic and treatment services as part of a highly qualified and skilled interdisciplinary team

We offer an excellent salary and fringe benefit package

Call Kathy Kerin, (313) 832-1100 ext 252, or send resume to K. Kerin, Detroit Institute for Children, 5447 Woodward, Detroit MI 48202
An Equal Opportunity Employer

PHYSICAL THERAPIST JOB SHARE

Immediate opening for Physical Therapist on an outpatient orthopedic team. Work Tuesdays and Fridays with opportunities for weekends available. Ideal for working parent. Generous salary
Please send resume in confidence to:
GREAT LAKES REGIONAL REHABILITATION HOSPITAL
HUMAN RESOURCES
22401 FOSTER WINTER DRIVE
SOUTHFIELD, MI. 48075
OR FAX (313) 423-1467
EOE

QUALITY ASSURANCE TECH

National Health Laboratories, a leader in the clinical lab industry is looking for a part-time Quality Assurance Tech to coordinate and administer laboratory quality assurance programs. The successful candidate will be an MT or MLT with 2-3 yrs. previous clinical lab experience

This position offers flexible hours, a competitive salary and full benefits. For immediate consideration, send resume with salary history/requirements to

NATIONAL HEALTH LABORATORIES INCORPORATED
13250 Northend
Oak Park, MI 48237
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RADIOLOGIC TECHNOLOGIST
Position available for full time weekdays Mon. thru Fri., 11pm-7am. Must be Board registered or registry eligible. Please call Arlene or Sue 353-1155

RECEPTIONIST for doctor's office in Redford. Duties will include medical billing. Experience preferred. Typing necessary. 937-8155

RECEPTIONIST/BILLING CLERK
Full time. Experience required. Livonia area 425-1225

REIMBURSEMENT SPECIALIST
Full time positions available for candidate with a minimum of 1 yr. experience billing tube feeding prosthetic & orthotic suppliers. Strong background in Medicare, Medicaid & commercial insurance required. 1 Year of payment posting experience is also required. Preference given to team oriented individual with positive attitude. Competitive wages with full benefit package. For immediate consideration forward resume to Jean Bradley P.O.C.N. 3325, Livonia, MI. 48151

RESPIRATORY THERAPIST
for DME company. Full & part time positions available. Please send resume to Respiratory Therapist, P.O. Box 2519 Southfield, MI 48037

502 Help Wanted Dental-Medical

PRIVATE DUTY AIDES

COME TO BEAUMONT AND JOIN OUR PRIVATE DUTY HOME CARE TEAM

• Contingent positions
• All shifts available
Immediate afternoons & midnights
• Certification plus 1 year experience
• Competitive wage
• Immediate need in Novi resident area

BEAUMONT COMMUNITY NURSING
(313) 464-8750

RECEPTIONIST - PART TIME
Needed for Rochester hills pediatricians' office. Must be flexible, people oriented & enthusiastic. Call Carolyn 852-9906

RECEPTIONIST, must type, be efficient, neat, and helpful, but not necessary for chiropractic office in Farmington Hills 477-7188

REHABILITATION AIDES
We're a rehabilitation care system for adults specializing in closed-head injuries. If you are a nursing aide, CNA or have completed the Department of Public Health, or are eligible for certification, we offer you an excellent opportunity in Southfield or Romulus. Full time positions. Actively interviewing applicants and interviews are being scheduled. Call Ann at 39000 Chase Rd., Romulus on Monday, Tuesday, Wednesday 11-1 & 1-3pm-4pm. Directions only 641-1142
Equal Opportunity Employer M/F

RESPIRATORY THERAPIST
Accredited home care company is currently looking for a certified respiratory therapist to join our team in our patient care department. Qualified individual will possess a valid drivers license with clean driving record. For more information contact Susie, 459-3115

RN
Afternoon shift. Excellent wage and benefit package. Call Kim Lewis: 557-3333
An Equal Opportunity Employer

RN COORDINATOR

Full-time for OB/GYN. Must be RN with ambulatory or office setting experience

RN

Full-time for position for RN with OB/GYN experience.

MEDICAL ASSISTANT ON LPN

Part-time for Internal Medicine Experience required. Please send resume to M. Schaubroeck or apply at

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

RN
Health Education Instructors

Contingent instructors needed to teach DIABETES RN required, evening classes. Bachelor's degree with current teaching experience in wellness programs preferred

Please send resumes to

Health Development Network
39750 Grand River Ave
Novi, MI. 48375

An Equal Opportunity Employer

RN/LPN

Contingent 3-11 p.m. & 7 p.m. & part-time 11 p.m. to 7 a.m. shift. Tired of the hospital scene? Want to learn the other side of patient care?
Call Linda Mulroy or apply
Cambridge West
18633 Beech Daly
Redford, MI
255-1010
An Equal Opportunity Employer

RN, LPN, OR MA/PART TIME
Mature & conscientious persons for our metro-area draw stations. Successful candidate will possess at least 2 yrs phlebotomy experience and dependable transportation. Must be a reliable and independent worker. If qualified, please specify the area of interest and apply in person or send resume to

NATIONAL HEALTH LABORATORIES INCORPORATED
13250 Northend
Oak Park, MI 48237
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RN/LPN OR MA/PART TIME
See Mrs. Martin
NIGHTINGALE WEST
6365 Inkster Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person
Manorcrest Manor
15475 Middlebelt
Livonia, MI 48154
427-9175

RN Reimbursement Specialist
Unique opportunity in corporate office expanding home care company. We coordinate physicians' patients following 3rd party reimbursement guidelines. Great benefits. Contact Patty Nelson 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

RNS - DAYS
PART OR FULL TIME
See Mrs. Martin
NIGHTINGALE WEST
6365 Inkster Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

RN & LPN'S
For all shifts. Brae Burn, 1312 N. Woodward Bloomfield Hills

RN & LPN'S
HOME HEALTH AIDS

Positions available with VISITING CARE, affiliated with the U of M Hospital & the VNA of Huron Valley. Local assignments available, visits within 1 hour, no pay for travel. Requirements: Call today to schedule an interview
Northville 313-344-0334
Ann Arbor 313-930-0050
Brighton 313-229-0320

RN & LPN'S W/NAPRES
RN MIDNIGHT/SUPERVISOR

Are you a motivated person that is dedicated to becoming an integrative member of an interdisciplinary rehabilitation team? Do you desire challenge and satisfaction in your clinical environment? We are currently accepting applications for staff and a supervisor for 8 and 12 hour shifts with wide scalers and improved benefits provided. Come see what's new and different. Please send resumes in confidence to

GREAT LAKES REGIONAL REHABILITAION HOSPITAL
HUMAN RESOURCES
22401 FOSTER WINTER DRIVE
SOUTHFIELD, MICHIGAN, 48075
OR FAX (313) 423-1467
EOE

RN WITH Patient communication skills, surgical orientation and experience in dermatologic nurse practitioner. Full or part time. Salary competitive. Send resume to P. O. Box 2631, Ann Arbor, MI 48106.

RN $15.00/hr.
LPN $11.50/hr.
Full time or part time, PM shift with nursing home background. Apply in person Maybrook Nursing Care Center, 36975 W. 5 Mile, Livonia. 464-0600

SWITCHBOARD OPERATORS

Full-time and contingent positions available. Must be able to work flexible schedule. Contingent positions must be available for all holidays. Please apply at

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.

TRANSCRIPTIONIST/Secretary
Part time days in Southfield cardiology office. Experience preferred. 569-4232

ULTRA SOUND TECHNICIAN
Full or part time available, preferably experienced in vascular studies to work in private office & vascular lab. Top salary, commensurate with experience. Call Sandy. Send resume to Southfield Vascular Lab, 27177 Lahser Rd., Ste 207, Southfield

PART TIME X-RAY TECH
New technology. If you have medical office experience - we'll train. Hours flexible. Resumes to
OTC, 19783 West 12 Mile
Suite 555, Southfield MI 48076

502 Help Wanted Dental-Medical

SOCIAL WORKER

Accepting applications for a long term care facility. BSW or related degree with 1 year supervised social work experience in a health care setting required. Apply

Hospital Liaison
28410 Cherry Hill Road
Westland, MI 48185
326-1200
An Equal Opportunity Employer

VETERINARY TECHNICIAN
Licensed or Assistant full time. The Michigan Humane Society, 37255 Marquette, Westland or Berkley

WAREHOUSE - A dental distributor seeks warehouse person. Dental product knowledge a plus. Apply 8am-5pm. J.B. Northern, 12130 Hubbard, Livonia.

X-RAY TECHNOLOGIST
Registered or registry eligible. Full or part time afternoon position 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

GENERAL ACCOUNTING CLERK

A major supermarket chain based in Detroit is seeking an individual with recent experience in a computerized accounting system. Knowledge of computer experience a must. Two years of accounting experience preferred. The qualified candidate should have good organizational and auditing skills. Candidates are invited to respond with a detailed resume and salary history to:

Box 742
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

NOVI BASED Retail Company requires Accounting Clerk for accounts payable/receivable. Must have P/C skills, dependability & Salary based on ability. Benefits/bonus. Will train the right person. Send resume with salary history or apply in person Mon-Fri., 10-5pm at:

22790 HESLIP DR., NOVI, MI. 48375
Between Nove & Meadowbrook Rds. off 9 Mile

ACCOUNTING CLERK

Expanding Livonia corporation has immediate full time position in Payroll and Lotus experience. To $7.50/hr. Call Alice at UNIFORCE 473-2935

ACCOUNTING CLERK

Friendly suburban company offers a secure future. Accounts payable and payroll experience needed. $15,600 to start, plus great benefits. Hurry, call Bernice at 464-0909
SKILLING PERSONNEL SERVICES

ACCOUNTING CLERK

Individual with strong accounts payable background needed for long term positions in Troy/Auburn Hills. Must have the following skills
• General Accounting/Accounts Payable
• Computer/Spreadsheet knowledge
• Strong communication/telephone skills
• Dacon experience helpful
Call for appointment

591-1100
ACRO SERVICE CORP.

ACCOUNTS PAYABLE & Inventory Open Systems Full time position. Manufacturing office. Resume O.M., 28191 Joy Rd., Westland, MI 48185

ACCOUNTS PAYABLE CLERK
Experienced female person for fast growing local company. Call Ann at 624-2800

ACCOUNTS PAYABLE Clerk - for accounting firm, good typing skills, some bookkeeping & corrections preferred. Send resume to: Medical Center, Ste. 2050, Southfield, 48075

ACCOUNTS PAYABLE
Experienced accounts payable clerks needed for maternity leaves. One east side, one west side. Call or send resume

354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy
Suite 202
Southfield, MI 48075

Accounts Payable Clerk

Full time needed at Corporate Office in Birmingham. Need an individual that can work under pressure and meet deadlines. Must possess good math skills and computer experience. Prior experience required. Office experience helpful.
Call 644-5300, ext 351

Erb LUMBER CO.

ACCOUNTS RECEIVABLE CLERK
Experienced in computerized accounts receivable (Accounting Clerk exp.) Primary duties include data entry, back up accounts, transmit correspondence, count filing. Real estate accounting background preferred. Non-smoking office. Send resume with salary requirements to TAO, 4000 Town Center, Suite 190, Southfield, MI 48075

ACCOUNTS RECEIVABLE
GENERAL OFFICE CLERK
Needed for Ford Dealer. Dealer experience preferred. Send resume to Office Manager, Po Box 9389, Livonia, MI 48152

ACCOUNTS RECEIVABLE/Payroll position. Computer & typing skills necessary. Range benefits. Immediate opening. Apply in person with resume Village Club, 190 E. Long Lake Rd. bloomfield Hills. 343-9450

ADMINISTRATIVE ASSISTANT/ SECRETARY

Administrative Assistant/Secretary needed for expanding Troy based company. Qualifications include word processing, typing speed and accuracy, shorthand, organization skills, ability to multi-task, minimum two years related experience required. Please send salary requirements and resume to Mrs. Jones, PO Box 7042, Troy, Michigan 48007-7042

AFTERNOON Banking Positions

Banking positions available for data entry shifts. $8.50 to $7.50/hr.

Balances needed for posting bank statements. Good knowledge of debits & credits. Banking experience a must. $8.10 $7.80/hr

TEMPORARY RESOURCES

Farmington: 737-1711
Troy: 588-9210

Appointments Now
Administrative assistant openings with prestigious financial management company. Top pay & benefits
UNIFORCE SERVICES
Southfield • 357-0036
Livonia • 473-7934
Farmington • 848-7561

ARE YOU SPECIAL

If you are looking for a job that gives you $17,000 per year and benefits I've paid for, call me. Typing of 50 and word processing required. Any graphics a plus. Call 641-4600
SKILLING PERSONNEL SERVICES

Attention
EXPERIENCED WORD PROCESSORS

For areas of Farmington, Southfield & Livonia

Typing 65 wpm, Lotus, D-Base, WordPerfect 5.1 & Windows
Resume required

Call for personal interview
OLSTEN
Temporary Services
354-0555
EOE M/F/H/V No Fee

BE THE VOICE OF OUR COMPANY
Immediate full-time opening for well organized, courteous Switchboard Operator for a fast paced Troy firm. Responsibilities include word processing, light errands, making Marts. 876-3290, ext 453

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm offers challenging opportunity for an experienced individual with strong administrative skills, character & persistence to achieve. Must retain excellent Word Perfect & computer skills. Strong organizational aptitude & attention to detail a must. Property Manager responsibilities. Growth potential with salary starting at $24K. Send resume stating established commencement date & career goals to: Mr. Wilson,
350 Martin St., Suite 201,
Birmingham, MI 48009-3383

ATTENTION!!! Receptionists Word Processors

If you are an experienced receptionist or word processor

WE NEED YOU

Medical Billers

We have an immediate temporary to permanent position in the Madison Heights area. 1-2 years medical experience is required. Data Entry skills also a must. CALL TODAY!

CORPORATE PERSONNEL SERVICES

Warren: 751-1070
Livonia: 261-1120
NO FEE

AUTOMOTIVE ENGINEERING firm with offices in Livonia & Allen Park is seeking people to fill the following positions

SECRETARIES
Self-starting people to work in busy office. Minimum 55 wpm & spreadsheet experience a must. Harvard Graphics a plus

ADMINISTRATOR/AUTCAD
WordPerfect 5.1, spreadsheet, Autocad Coordinator

Send resume or apply to
Roush Industries, 11884 Market St
Livonia, MI 48150 or fax 591-4333
Attention Personnel

OR PORTUNITY FOR top notch part time (risks charge) Bookkeeper/Secretary in Livonia. Real estate or legal experience preferred. Send resume to Box 828
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER for newly established professional firm. Part time. Full charge. Farmington Hills area. Send resume to Box 758
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER for architectural office. Full charge: accounts payable, accounts receivable, general ledger, only trial balance. Computer experience necessary. Flexible hours. Resume to: Neumann/Smith & Associates, 400 Galleria, Ste 555, Southfield, MI 48034

SWITCHBOARD/ RECEPTIONIST

Compuware Corporation, an international leader in the data processing industry, has immediate Switchboard/Reception positions at our headquarters in Farmington Hills.

The ideal candidate will have strong switchboard experience, type 35-40 wpm, and have good organizational and communications skills.

Send your resume and salary expectations to Compuware Corporation, Dept. OE86, 31400 Northwestern Highway, Farmington Hills, MI 48334.

COMPUWARE.
AN EQUAL OPPORTUNITY EMPLOYER

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
for general contractor/developer. Must have computer and accounting experience (general ledger & financial statements). Excellent salary and benefits package. Send resume to: Sachse Construction & Development Corp. 8443 Jewise Rd., Suite 270, Bloomfield Hills, MI 48301

CALL COORDINATOR/RECEPTIONIST - Grosse Pointe area. Medical office seeks Rochester hills looking for individual with telephone and typing skills for daytime position. Call Debra Bateman,
CENTURY 21 EAST 299-8200

CHIROPRACTIC RECEPTIONIST/ ASSISTANT
Some office skills necessary. Mon. - Fri., 1-7 PM., Sat., 8:30 AM. - Noon. Please call Sterling Clinic, 855-2668

CLINICAL HELP WANTED
PART TIME/FULL TIME
Self-starter - Entry level position.
General office procedures
Non Location
Call
Detroitational Corporation
341-2200

CLERICAL - light manufacturing company. Accounts Receivable, order entry/shipping, purchasing, phone skills, some computer knowledge. Willing to train. Send resume to P. O. Box / P. O. Box 700890, Plymouth, MI. 48170

CLERICAL - PART TIME
National corporation, 5 days per week, 8AM-2PM. Telephones, filing, typing (45-55wpm), basic bookkeeping/accounting skills a plus. For consideration call 353-3990
An Equal Opportunity Employer

CLERICAL
Some accounting experience required. Full time. Farmington Hills 477-5351

CLERICAL PART-TIME

Needed evenings for a growing Farmington company. Could turn into full-time day opportunity for interpersonal approach. Several positions available.

Please send resume to:

Republic Bancorp Mortgage Inc
37899 W. 12 Mile Rd., Ste 100
Farmington Hills, MI 48331
Attn: B. Clark
(or you may stop in to pick up an application)

CLERK/TYPIST - Attorneys in Farmington Hills area. Multi-line office. Typing & spelling skills essential. Experience not required. Starting wage $4.50 per hour with quick increase 855-8562

COMPUTER PROGRAMMER
Livonia based engineering firm has opening for IBM DRUM 400/BOL 8000 UNIX operating system. Knowledge of Fortran accounting/CASE tools helpful. Send resume or apply to Roush Industries, 11884 Market St., Livonia, MI 48150 Fax 591-4333

CLERICAL - busy Livonia office has full and/or part time position available for self starter. Applicant should have professional phone skills, WordPerfect, Lotus & DBase plus. Send resume & salary requirement to J.C. 29200 Vassar, Suite 815, Livonia, MI 48152

CLERICAL DELIVERY position in local travel agency. Light accounting & computer, good driving record required. Good benefits
PCS Travel 350-3382

CLERICAL HELP - Part time General typing & computer entry. Could lead to full time employment. U.S. Fabricating, 1947 Haggerty Rd., Walled Lake 313-624-2410

504 Help Wanted Office-Clerical

CLERICAL

BECOME A BOARD MEMBER!

Kelly Temporary Services has immediate long and short-term assignments for Switchboard Operators and Receptionist. Qualified candidates must have

• A minimum of 6 months recent experience
• Ability to handle multiple lines
• Typing skills

Please call for appt 322-4020

Grosse Pointe
33133 Schoolcraft

KELLY TEMPORARY SERVICES

Equal Opportunity Employer M/F/D

CLERICAL POSITION available immediately. 1 year experience in Word Perfect 5.1 & office background desirable. Please respond to: Personnel Director, 28830 Grand River, Ste B-2, Novi, MI 48375
An Equal Opportunity Employer

CLERKS - immediate openings for dependable persons with 6 mo. office experience. Exciting opportunities with fortune 500 company in Western suburbs. Call 526-8100

CUSTOMER SERVICE
Major computer corporation needs people skills with typing and data entry experience. Apply now. Call Chris at UNIFORCE 357-0648

DATA ENTRY
Immediate opening for 10,000 key strokes and 2 years experience
Call Dee at UNIFORCE 473-2933

CUSTOMER SERVICE
ASSISTANT MANAGERS
Wanted for established Southland based home improvement company. Immediate full and part time positions immediately available. High wage and progressive benefits to qualified individuals. Must be professional, friendly, enthusiastic, general office experience, phone sales, 50+ wpm and organized. Send resume to: 27204 W. 8 Mile, Southfield, MI 48034 or Fax to 354-4806

DATA ENTRY/CLERICAL
FULL-TIME
Energetic and detail oriented person needed to work for a dynamic cellular communications company. Data Entry/Typing skills a must including some filing, word processing and clerical duties. If you possess the above qualities, please send your resume with salary history to
ATTN MANAGER
1535 S. Woodward Ave
Bloomfield, MI 48009

SourceOne
Mortgage Services Corporation

CLERICAL
FULL-TIME
TEMPORARY OPPORTUNITIES

We have several entry level temporary positions available for individuals with general clerical skills. The assignments will last approximately 2-3 months. Qualified candidates must be enthusiastic, dependable and able to work in a fast paced environment. Please apply Mon.-Fri., 9 am-4 pm at:

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

AMOUNT ENTRY CLERKS
Proof Encoders
(Training Available)

As a result of our recent merger, Comerica, Inc. has immediate openings on the afternoon shift for Amount Entry Clerks (Proof Encoders) in our Livonia Operations Center. Applicants must be available to train and work in our Auburn Hills facility prior to our move to Livonia. We will pay mileage reimbursement during the training period in Auburn Hills.

Candidates must be able to use a 10-key adding machine or numeric data entry keypad by touch, with a minimum of 8,500 keystrokes per hour. If your skill level is not to this minimum, we will provide training in order for you to qualify for a position.

Work hours are: Monday: 3:00 p.m. to finish
Tuesday - Friday: 4:00 p.m. to finish

Finish times are approximately 9:00 p.m. Monday, 8:00 p.m. Tuesday through Thursday and 10:00 p.m. Friday.

Interviews will be conducted on Wednesday, August 12, 1992 from 5:00pm to 7:30pm only at: 39200 Six Mile Road, Livonia, MI