502 Help Wanted Dental-Medical

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay benefits
FAMILY HOME CARE
(313) 229-5623
(313) 420-6877

LPN/MEDICAL ASSISTANT
Part-time, Southfield office location. Send resume to: Village Gym & Oil, 16800 W. 12 Mile Rd., Southfield, 48076 Attn: Jill.

LPN OR MEDICAL ASSISTANT needed for doctors office in Troy. Part-time. Please call for an appointment. 528-9010

LPN - PART TIME
AFTERNOON AND OVERNIGHT
Call Mrs. Martin, 261-5300
HIGHWOOD HEALTH CENTER
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

Experienced full time MEDICAL RECEPTIONIST. Busy W. Bloomfield internist. Must have knowledge of insurance, MBS experience helpful. Ask for Debbie. 338-0110

Experienced Full Time MEDICAL ASSISTANT needed. Must have experience. W. Bloomfield internist's office. Ask for Deborah. 358-5710

MEDICAL ASSISTANT
For busy orthopedic office. Casting experience preferred. 35-32 hours week. W. Bloomfield. 855-7406

Medical Assistant/Receptionist
Full-time. Fax resume. Reply. Send resume: Village Gym & Oil, 16800 W. 12 Mile, Southfield, 48076 Attn: Jill

MEDICAL ASSISTANT
Part time for family physician office in Westland. Experienced desired. 522-2421

MEDICAL ASSISTANT/Receptionist
Part time, needed immediately. Must be friendly, outgoing. Will train working. Will train. 422-9036

MEDICAL ASSISTANT
Experienced. Family Doctor. Troy OB/GYN. Full time, good benefits. Call Barb.

MEDICAL ASSISTANT needed for Novi urology practice, part time. Must have some exp. Call Mon.-Thurs., 8:30-4:30. 313-380-6360

MEDICAL ASSISTANT - 2 positions (1 full-time, 1 part-time). Starts soon. Experience helpful. Salary commensurate. Send resumes: to: 34725 Palmer Rd., Westland, MI 48185.

MEDICAL ASSISTANT - at least 1 yr. experience for hospital clinic or private practice. Full or part time. Work available. $1200 to $1400 per month. Call Melinda, Tempco Medical. 443-5593

MEDICAL ASSISTANT
Internist office seeking experienced person. Part time position available. Southfield location. Call for interview: 354-9672

MEDICAL ASSISTANT
needed part time for Rochester Hills pediatrician's office. The right person will be people oriented, flexible, energetic and reliable. Must be experienced with injections & venipuncture. Call Carolyn (Mon. thru Fri.) at: 852-9006

MEDICAL BILLER - Experienced for doctor's office in Northwest/Farmington area. Excellent pay & benefits. Call after 5pm. 855-9560

MEDICAL BILLERS
Full & part-time openings. 2 yrs. minimum experience. MBS System a +. $5-$12. Excellent benefits. Call OE, 26400 W. 12 Mile, Ste. 175, Southfield. 352-8100

MEDICAL BILLERS - hospital or physician billing. 1-2 yrs experience. All paper. Fax resume. Helpful. Part or full time available. $1400 to $1600 per month. Contact Beth, Tempco Medical. 443-5594

MEDICAL BILLING CLERK
Full time position with large medical lab. Prior medical billing experience preferred. Benefits. Apply in person or send resume to: Professional Clinical Lab, 23775 Northwestern Hwy., Southfield, MI 48075

★ MEDICAL LAB TECH
Contingent position for experienced individual with ASCP or equivalent. Should be able to work in several locations.
Contact Cheryl 647-8223

MEDICAL OFFICE
Openings in Novi, Farmington Hills, Troy, Southfield & Livonia for medical billers, insurance billers, medical assistants, & office managers, must have medical office exp. Call or send resume Diane Deter, 932-1170 Harper Associates 24681 Lodge Blvd. Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Novi/Livonia Area. Looking for top notch full time receptionist. Experience preferred. Excellent benefits, pay & hours. 35-40 hrs/wk, depending upon experience. Call 478-4639

MEDICAL RECEPTIONIST - with billing & insurance experience a must. Prefer OB-GYN experience. Full time position with benefits. Send resume to: Box 831, Observer & Eccentric Newspapers, N. Center St., Northville, MI 48167

MEDICAL RECEPTIONIST
For busy ophthalmology practice in Waterford. Looking for cheerful energetic person to join our medical team. Must have experience in dictation. Contact Judie 313-681-4900

MEDICAL RECEPTIONIST
Experience preferred. Full time. Livonia.
Call 425-8160

MEDICAL RECEPTIONIST
Needed for Garden City doctors office, day hours. Benefits. $5 per hour. 261-0830

MEDICAL RECEPTIONIST
Experienced, not required. Fax resume. For busy Troy OB/GYN. Full time, good benefits. Call Barb 643-7320

MEDICAL RECEPTIONIST
Full time. Prior medical office experience with billing & medical knowledge helpful. Salary commensurate with experience. Benefits provided. 478-4848

MEDICAL RECEPTIONIST/BILLER
For busy ear, nose & throat office. MBS experience preferred. Full time/half time, benefits. Call Tuesday or Thursday, 9am-11am. Resume required. 477-7295

MEDICAL RECEPTIONIST - Mature, needed for busy Farmington Hills office in Southfield. Front desk, claims, phone & some insurance work preferred. Part time position beginning some Saturday mornings. About 20 hrs. per week. Please send resume to: Box 918
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL RECEPTIONIST/
Medical Biller for internist office in Southfield. Experienced only. 569-6437

MEDICAL RECEPTIONIST — for pediatrician's office. 2½ days per week. 1-7:30 Dearborn area. 335-0726

MEDICAL RECEPTIONIST
Experienced Dental Center for our office. Computer billing helpful. Immediate openings in Southfield area. Call for interview: 334-9672

MEDICAL RECEPTIONIST
Needed for busy medical practice. Good pay, benefits. Call Mrs. Gaynor, 261-0630

MEDICAL RECEPTIONIST
Needed for Oncology practice. Full time, benefits. Send resume to: 30833 Northwestern Hwy., Suite 206, Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Needed for busy Internist office. Southfield area. Must type, full-time & benefits. Good resume to: Office Manager, 18300 W. 10 Mile, Southfield, MI 48075.

MEDICAL RECEPTIONIST
Experienced preferred. Busy internal medicine office. Full time, benefits. Call Marilyn 332-7600

MEDICAL TRANSCRIPTIONIST
FULL & PART TIME
Experienced transcriptionist needed for afternoon & midnight shift. Competitive benefits package, excellent incentive plan in which several of our employees earn $10/hr. last year. Please call 286-2600 or send resume to: Medical Dictation Center, 43750 Garfield, Suite 211, Clinton Twp., MI 48038

NURSE AIDES
FOR PRIVATE DUTY
Join the growing field of home care with a quality agency serving western Wayne County. Applicants must have experience working with the elderly or disabled. Must have reliable transportation.
Top pay, call:
981-8829
UNITED HOME CARE SERVICES

NURSES AIDES
CERTIFIED
ALL SHIFTS. See Mrs. Easton
HERITAGE WEST
8363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL BILLING
National Health Laboratories Incorporated offers the freedom to pursue your professional goals in a friendly, state-of-the-art environment. We are currently seeking a full-time, dependable, detail-oriented individual for our medical billing/data entry position. A minimum of 1 year medical billing experience, and the ability to type 18,000 keystrokes are required. NHL offers a competitive salary and benefits package. For immediate consideration, send resume and salary requirements to:
NATIONAL HEALTH LABORATORIES
13250 Northend
Oak Park, MI 48237
Equal Opportunity Employer
M/F/D/V

MEDICAL TRANSCRIPTIONIST
needed for cardiologist located in Farmington Hills. WordPerfect knowledge preferred, but not required. Part time. 553-0692

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
ARE YOU LOOKING FOR A CAREER OPPORTUNITY WITH A FUTURE?
WOULD YOU ENJOY WORKING WITH A TEAM OF PROFESSIONALS IN A STATE-OF-THE ART FACILITY?
If the answer is yes, then consider OAKBROOK COMMON, a retirement community in Dearborn, MI, with 3 levels of care including a 200-bed skilled nursing facility. We currently have openings for:
• LPNs (full shifts, full or part-time)
• LPNs, contingent
• WELLNESS COORDINATOR
Benefit package with full time. Experience in long-term care preferred, but not required.
Come to an Open House Interview and Tour on:
WEDNESDAY, JANUARY 13, 1993
8 AM. or 4 PM.
If you cannot attend, call our recruiter direct at (313) 441-0708 or Human Resources at (313) 441-0651 or send a resume immediately.
OAKBROOK COMMON
18351 Rotunda Dr.
Dearborn, MI. 48120
An Equal Opportunity Employer

OPHTHALMIC ASSISTANT
Full time position in Southfield & W. Bloomfield. Need Ophthalmology skills, responsible, full time. COA or some ophthalmic experience necessary. Send resume to: Box 838, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Ophthalmic Technical Assistant
PART TIME DAYS
32 hour week
Excellent opportunity for an experienced Ophthalmic Technician to perform certifications in Ophthalmology and/or experience working in an ophthalmology setting.
Duties include assisting physician in the examination and treatment of in-patients, preparing room and equipment for examinations, maintaining patient records, and department forms.
We offer an excellent benefits package and competitive salary. Call for an immediate interview:
(313) 998-3101. Apply or send resume in confidence to:
GRACE HOSPITAL
Human Resources Dept. (1L-F)
6071 W. Outer Dr.
Detroit, MI. 48235
A member of The Detroit Medical Center, affiliated with The Wayne State University School of Medicine. Equal Opportunity Employer.

OPTICAL - JOIN A WINNER!
First Optometry has exciting career opportunities. If you are a motivated, individual with a "can-do" attitude, we want you! Optical experience is strong plus, but we will train the right people. Positions are available at many locations. Please send your resume to:
FIRST OPTOMETRY
P.O. Box 710
Roseville, MI 48066-0710

OPTICIAN - Experience necessary, part time, flexible hours, no evenings or Saturdays.
Call Linda: 728-5940

OPTOMETRIC ASSISTANT - needed in our beautiful progressive 2 Dr. office, to assist with patient testing, frame styling & sales, contact lenses dispensing. Experience helpful but will train enthusiastic learner who enjoys working with people. We offer a pleasant staff, continuing education & growth opportunity. $5-$7 per hour depending on experience. Send resume to: HVA, 25350 W. Warren, Dearborn Hts., MI 48127.

PATIENT ATTENDANTS/SITTERS
Hospice/Home Care
Health Care Companies
Dearborn 563-0058
Ann Arbor 747-8070
Southfield 357-7080

PATIENT PHONE REP
Full time position with large medical lab. Previous medical billing experience preferred. Benefits. Apply in person or send resume to: Quest Clinical Lab, 23775 Northwestern Hwy., Southfield, MI 48075

PEDIATRIC NURSES
Provide the most rewarding kind of health care - a quality Pediatric Home Care is our business, and the satisfaction of both our nurses and our patients is very important to us.
We invite you to work for a company that cares about you. Days/evenings available immediately in Northville and Milford areas. Other areas also available.
Benefits. Ask about our sign-on bonus. 258-0710
An Equal Opportunity Employer

RN's up to $20/hr.
LPN's up to $18.50/hr.
MCH Services
Personable & caring 1 doctor office seeking warm, friendly receptionist, with a pleasant telephone voice, good people skills & experience. Computer skills a must. Basic insurance billing appreciated. Salary & benefits dependent upon experience & qualifications. Full time position, call Renee at 531-0182

PHARMACY LV. TECH
Full time afternoons. Benefits and competitive salary. 1 year hospital experience desirable. Send resume or letter of application to: 33310 Schoolcraft, Livonia, MI 48150. Attention: Human Resources

PHYSICAL THERAPIST
For home care visits. Full time available. Benefits dependent.
FAMILY NURSE CARE
313-229-0300

502 Help Wanted Dental-Medical

Part Time
Medical Insurance Biller
Experienced, mature & enthusiastic individual with strong background in medical (preferably optometric) insurance processing for busy, expanding optometric practice.
Apply in person (Jan. 15, 4:30pm at Suburban Optometric 31332 Schoolcraft Rd., Livonia.

PHARMACY TECH • Flexible hours, good pay, nice working atmosphere. Apply at Andrews Drugs, 29439 Ford Rd., Garden City.

PHLEBOTOMIST for Oakland and Wayne County. Must have 1-2 years experience. Several positions and locations available. $12.50-$14.00 hourly. Full, first & third shifts available. Call Pam at Tempco Medical, 443-5593

Phlebotomist/ Clerk
A part-time position is currently available. (Mon., Wed. & every 5th, Fri. - 11 PM., every other weekend and holiday rotation. (Four paid days every two weeks). The qualified applicant must be able to train on the day shift, have a minimum of 6 months' phlebotomy experience and familiarity with computer keyboard and function.
If qualified, please send RESUMES ONLY to Cathy Beccia, Human Resources.
Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

RADIOLOGY TECHNOLOGIST
Immediate openings for A.R.R.T. registered Technician. Mammography experience required. Send send resume to:
Recruiter/Radiology
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI. 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RECEPTIONIST/
INSURANCE BILLER
For busy ophthalmologists with offices in Southfield & West Bloomfield. Need a mature, responsible person full time. Ophthalmologic experience preferred. Send resume to:
Box 906
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST NEEDED for cardiology office. 40 hrs. per week. Benefit package included. Experience in medical field need only apply. 553-0692

RECEPTIONIST needed for very busy medical office. Looking for an organized, highly motivated person who is experienced with front desk duties. Call Susan: 657-6500

RECEPTIONIST & Medical Assistant for busy OB-GYN physicians in Bloomfield Hills. Full and part time positions. Previous OB-GYN experience desired. FORWARD RESUME... before Jan. 5, 1993 to:
OFFICE MANAGER, P.O. Box 40584, Redford, MI 48240

RECEPTIONIST NEEDED for busy Birmingham pediatric office. Full time, experience preferred. Please send resume to: 665 Pierce, Birmingham, MI. 48009.

RECEPTIONIST/ASSISTANT
for veterinary clinic in Livonia/Westland Area. Full or part time. Experience preferred but will train the right person. Reply to Box 8972
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

REGISTERED X-RAY Tech. part time. Birmingham Area. Call Mon., Wed or Thurs. 8am-2pm for appointment. 647-4423

RETAIL MEDICAL Inside Salesperson wanted for Garden City location. Full time with benefits. Apply to: Advanced Medical, 5904 Michael, Garden City, MI. 48135

RN for busy but pleasant OB-GYN office. Bookkeeping & insurance preferred. Part time. Please call 547-5660

RN for busy Livonia doctor's office. Four days a week including 2 Saturdays per month. 421-2840

RN • FULL TIME
DAY SHIFT
Sent Mark
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN HOSPICE
PATIENT CARE COORDINATOR
Career opportunity to grow with new hospice program. Joint venture of home care agency requires experienced hospice/oncology home care RN. Call Ann at Home Care Services, 313-229-0300

RN/LPN - Full time position, Novi/Farmington Hills area. Exciting career opportunities. If you are a motivated, individual with a "can-do" attitude, we want you! Optical experience a strong plus, but we will train the right people. Positions are available at many locations. Please send your resume to:
FIRST OPTOMETRY
P.O. Box 710
Roseville, MI 48066-0710

RN/LPN
HOME HEALTH AIDES
NURSING STUDENTS
Needed - STAT. Nurses for a local home care in the Westland area, night nurses for an elderly woman in Wayne. Home Health aides for ongoing visits/shifts. Call today to inquire.
VISITING CARE
NORTHVILLE (313)344-0234
BRIGHTON (313)229-6320
ANN ARBOR (313)929-0050

RN/MEDICAL CASE MANAGER
Full time, experienced in case-utilization & workers comp cases. Livonia private rehab agency. No weekends. Competitive salary, full time compensation package. Benefits. Apply in person or send resume to: Debbie Borosko, Human Resource Dept., 3120 University Park Dr., Suite 200, Okemos, MI 48805-0077

RN OR LPN
Part time position available at our Farmington Hills office. Need RN or LPN with Pediatric experience. Please send resume to:
Recruiter/Reimbursement
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI. 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RN - PART TIME, 20 hours per week, for phone triage in busy suburban Pediatric office. Will train. Call Mary Ann, 478-2723

RNOA SUPERVISOR
For home care agency in Brighton. Excellent communication & home care skills required. Salary commensurate with experience. Excellent pay & benefits.
Family Nurse Care 313-229-5643

RN'S/LPN'S WE NEED YOU!
LPN'S earn up to $17/hour.
RN'S earn up to $20/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5643

TRANSCRIPTIONIST: Part-time, for Birmingham Orthopedic office. Flexible hours, 18-20 per wk. Dependable, experienced, 80 wpm minimum. Call 644-2620

X-RAY TECHNICIAN • Full-time certified with medical assistant skills for 1 physician Birmingham office. Contact Julie 9a.m.- 5p.m. 647-7290

X-RAY TECH
Part-time for a Livonia Clinic. Evenings, will work 8:30 or 7pm, half day on Sat. Excellent Wages. Call 737-9350

504 Help Wanted Office-Clerical

STAFF ACCOUNTANT
for construction company in West Bloomfield. Minimum of 1 year accounting experience. Accounting education and/or degree. Payable Accounts receivable & spreadsheet skills necessary. Excellent benefits. Call 737-8900

ACCOUNTANT: Fast growing corporation based in Troy, has an immediate opening in our accounting division. Right candidate should have 4-6 yrs. experience in general accounting, payroll, accounts receivable etc. Bachelors Degree in Accounting is desirable. Call 528-0453

ACCOUNTING ASSISTANT
1-2 years bookkeeping experience w/ knowledge of lotus spreadsheets. Must type 45 WPM for data entry. Call C. Brown 683-8000

ACCOUNTING CLERK
Long term growth opportunity with fast growing video producer. Accounts payable/receivable experience, 87hr. Call Carla 646-5300
Uniforce Temporary Services

ACCOUNTING/CLERK
Browning Ferris Industries of Michigan, seeks a motivated individual for a mid-level position in our Accounting department. Qualified applicant must be:
• Proficient on 10key keyboard.
• Exp. familiarity with Lotus worksheets.
• 10 key calculator.
For immediate consideration present resume between Jan. 11-12 to:
BFI WASTE SYSTEMS
5400 Cogswell Rd.
Wayne, MI 48184

ACCOUNTING CLERICAL
Entry level position available in our Plymouth headquarters. Candidate must be analytical & proficient on 10 key calculator. Related experience in a high volume position is beneficial. Some accounting clerical work is desired. WordPerfect & Lotus is a plus. Interested applicants please call 451-5227
Winkelman's
An Equal Opportunity Employer

ACCOUNTING OFFICE, part time, light bookkeeping, approximately 20 hours during tax season, flexible hours, Tel-Twelve area. 258-9220

ACCOUNTS PAYABLE CLERK
Immediate opening in our Finance Department for an Accounts Payable Clerk.
Requirements include previous hospital Accounts Payable experience, computer background (preferably BMS Harmony System and Lotus), experience with invoicing, purchase order and receiver matching.
SEND RESUMES TO
TO EMPLOYMENT OFFICE - APC
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, MI. 48235
Equal Opportunity Employer M/F

ACCOUNTS PAYABLE CLERK - part time. Accounting & data entry experience preferred. Call Susan at: 313-547-1050

ACCOUNTS PAYABLE
Full time, experience preferred. Home Window Company, Westland. 729-0200

ACCOUNTS PAYABLE
with computer experience. Full time for Westland office. Send resume to: Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE CLERK
Full time, entry level position available. Southfield location. Must have minimum 2-3 years accounts payable experience. Excellent math ability and organizational skills required. Send resume including salary requirement to:
PO Box 5091
Southfield, MI 48086

ACCOUNTS RECEIVABLE/Collection Specialist, immediate opening for qualified candidate with 2 years experience. Concentration on Payment on collection, accounting, maintenance and filing. Located in Madison Heights area. Address resume to: Box 2909 Woodward, Detroit, MI 48201.

ADMINISTRATIVE ASSISTANT. Part Time, Mon & Fri 8:30-5:30 & Saturday, Mon.-Thurs., between 2-4PM if possible

ADMINISTRATIVE ASSISTANT
Word processing (Word Perfect preferred) experience. Must have research firm in Auburn Hills has need for confident secretary. $8/hr.
Call Kelly 648-7661
Uniforce Temporary Services

ADMINISTRATIVE SECRETARY
For dynamic growing market research firm. Position requires word processing experience (WordPerfect preferred), strong typing skills (70-80 wpm). Strong administrative ability a plus. The ideal candidate will have at least 5 yrs. experience in a fast paced environment & strong organizational skills. Interesting work in pleasant fast paced professional environment. Competitive salary & benefits. Opportunity for growth. Call Nancy at: 352-3300

ADMINISTRATIVE SECRETARY/
WORD PROCESSOR
We are seeking a bright energetic individual with a minimum of 3 years word processing (Word Perfect preferred) experience. Must be pleasant but fast paced office. The appropriate individual must be able to effectively see a project through from start to finish (often under tight deadlines) and possess a high level of responsibility regarding all aspects of the office support function. Excellent salary for the highly qualified individual. Send resume to
Box 874
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

AUTO DEALERSHIP in Northville, Full time position opening for full or part time general office clerk. Apply in the USED CAR office, corner of Northville Rd. & 7 Mile.

AUTOMOBILE DEALER Seeking Accounts Payable clerk. Experienced. Full time Mon-Fri. Apply in person at: Erhard BMW, 4065 Maple, at Telegraph.

Administrative Assistant
Rent-A-Center's rapidly expanding Product Service Center (Thorn Services International) has an immediate opening available for an Administrative Assistant.
This highly-visible, fast-paced position requires proven independent administrative skills. The selected candidate will be responsible for answering our busy phone system, providing computer reports/updates, and basic administrative functions.
We offer a good starting salary plus exceptional benefits in a friendly and professional work environment. For prompt and confidential consideration, please forward your resume, complete with salary history, to:
THORN SERVICES INTERNATIONAL
Attn: Allan Kaufman
28790 Plymouth Rd.
Livonia, MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE PERSON
We are seeking an individual with some accounting experience for a part-time position. Applicant will be responsible for some bookkeeping & various other duties. Send resume to: Store Manager, Globe Furniture Rentals, 29660 Northwestern Hwy., Southfield, MI. 48034.

ADMINISTRATIVE ASSISTANT
PERMANENT PART-TIME
Farmington Hills. Administrative Assistance or Executive Secretary with strong skills in word processing (Word Perfect 5.1 & 5.0 experience a must. Typing 60wpm. Light bookkeeping & shorthand. Self-starter able to work without supervision. 20 hours, days negotiable. Resume and salary requirements: Box 842
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Administrative Secretary
We are seeking an Administrative Secretary for our new Outpatient Medical Diagnostic Center in our 261-bed teaching facility.
To qualify you must be a high school graduate with at least one year of secretarial experience. Also must have a minimum of one year of secretarial experience in a clerical or hospital setting, have typing ability of 60 wpm, and experience with medical insurance billing and verification. Experience in a psychiatric setting is highly desirable.
Please send your resume or apply at the Human Resources Department.
OAKLAND GENERAL HOSPITAL
Human Resources Dept.
2721 Devonshire
Madison Heights, MI. 48071
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ALL FEES COMPANY PAID
Specializing In:
• Secretaries • Legal
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• General Office
• Data Entry • Typists
Call or send resumes to:
PERMANENT STAFF
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Farmington, Hills, MI 48334
737-5750
850 Stephenson Hwy., Ste. 303
Troy, MI 48083
585-2720

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WORD PROCESSORS
• WordPerfect
• Microsoft Write
• Lotus 1-2-3
Benefits package offered. Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

AUTOMOBILE DEALER seeking bookkeeper/cost accountant. Desirable candidate is experienced. Full-time, Mon-Fri. Apply in person at: ERHARD BMW, 4065 Maple at Telegraph.

BILINGUAL FRENCH/ENGLISH Secretary. Experience with Windows, WordPerfect & Lotus. Send resume to: 2000 Town Center, Suite 1700, Southfield, MI 48075.

BILLING CLERK
Large, practicing medical law firm searching for a full time Billing Clerk. Some experience required, accounts receivable and Barrister experience helpful. Interested applicants please call: D. Richey at 313-965-6940

BILLING, some accounting, customer service. Medical knowledge a plus. Resume/salary history to: PO Box 2319 Southgate, Madison Heights, MI 48071.

COMPUTERIZED BOOKKEEPING
For small Estate Office Livonia area. Full-time. Benefits. Minimum 3 yrs. experience. Future advancement to office manager opportunity. Send resume to: P.O. Box 2156, Livonia, MI. 48150

BOOKKEEPER/ADMINISTRATIVE ASSISTANT
for Southfield based management firm. Must have M.S.H.D.A. experience. Ask for Kim 948-7030

BOOKKEEPER
Busy land developer seeking Bookkeeper with 5 years + experience. PC experience. Full time, Call for appt time. Apply in person, with resume: 29350 Southfield, Suite 33, Southfield MI 48076

BOOKKEEPER/CLERICAL
Experienced with bookkeeping and office operation. Variety of duties including: typing, computer, reception and phone work. Apply at: Mr. Lipsitz, FAS, 6600 Maple Rd., W. Bloomfield, MI.

BOOKKEEPER
Experienced individual needed to maintain books of several small corporations. Knowledge of payroll. Excellent benefit package available. Apply at: Sterling Sales Motor Mall, 35200 Grand River, Farmington Hills.

BOOKKEEPER/FULL CHARGE
Must be organized, with experience in computerized accounting. Knowledge of ACCPAC BPI accounting a plus. Benefits. Send resume to: 580 Cass Dr., Madison Heights, MI 48071

BOOKKEEPER, full charge, computer literate. Rochester location. Construction experience preferred. Resume c/o Fenner, Medstrom & Dowling, CPA's, 251 W. Gerard, Ste. #250, Auburn Hills, MI. 48326.

BOOKKEEPER, Full Charge through trial balance & payroll tax return, temporary assignment, 40 hrs. a month. Troy area. Computer oriented. Send resume to: SBC Financial P.O. Box 1319
Troy, MI. 48099-1319

BOOKKEEPER
Full time, for growing company in Oak Park. Call 543-2200

BOOKKEEPER & GENERAL OFFICE
for small manufacturing company. Permanent 2-3 days per week. Experienced only. Call 8:30am to 3:30pm, Mon. thru Fri. 427-4343

BOOKKEEPERS
CLERKS
Now hiring at all levels for experienced in accounts payable, accounts receivable, payroll, OR collections. Why not get started now temping while we help you find your permanent job search? Work available for STARTING FRIDAY as well as DETROIT FIRMS.
CALL TODAY!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

BOOKKEEPER
5 years experience. Must have payroll tax, sales tax, and double entry through trial balance. 581-8874

BROKERAGE OPERATIONS/Bookkeeping. Experience in brokerage business. Knowledge of securities, salary requirements to: PO Box 1038 Bloomfield Hills, MI 48303

CLERICAL
Needed for large Southfield office. Typing & filing skills required. Call between 2-4pm, Mon-Fri. 423-8080, ask for Jackie or send resume to: PO Box 5007, Southfield, MI 48086-5007. Human Resource Department
An Equal Opportunity Employer

COMPUTER ENTRY
Attention to detail and 8,000 keystrokes are needed for immediate openings with this health care quarters. $7/hr. to start.
Call Sue 648-8500
Uniforce Temporary Services

504 Help Wanted Office-Clerical

LEASING COMPANY in Birmingham seeks energetic individual for clerical position. Part-time to start. Mon.-Fri., 10am-2pm. Teresa. 646-3000

CLERICAL
Builder/developer in Farmington Hills seeks clerical help. Must have Microsoft Word experience. Sheila Fricke between 9-5 ONLY! 476-6600 or send resume to 27655 Middlebelt Rd. Suite 130, Farmington Hills, MI 48334.

CLERICAL • Full time person needed for Plymouth Township office. Light bookkeeping & shorthand. Self-starter able to work without supervision. Must have good phone skills. Southfield area. 569-4660

Clerks
Typists
Receptionists
Word Processors
HELP US • HELP YOU
THE CHAT GET THE CHAT JOB
LONG & SHORT TERM
TOP PAY & BENEFITS
261-3830
INTERIM
PERSONNEL
NEVER A FEE • EOE

CLERK/TYPIST - attorneys in Farmington Hills will train for clerk office. Typing & accounting skills required. Experience not required. Starting wage, $4.50/hr. with regular increases. 855-6582

COMPUTER OPERATOR
Ideal candidate must be detail oriented & have 2-3 yrs. of computer experience, previous maintenance operations experience necessary. Full time. $8-$9/hr. Non-smoking office. Call 453-0555

CONTRACT CLERK
Service corporation seeks hard-working self-motivated clerk to assist contract records. Excellent math skills & date entry. Experience preferred. Computer literate. Accounting experience a plus. Send resumes to:
Sandee Horsch
P.O. Box 2300
Southfield, MI. 48037

CUSTOMER SERVICE
Progressive company seeking experienced Reps to work days in Troy area. Steady work history & must. Call. 528-8100

PART TIME DATA ENTRY position open to person during normal business hours. Knowledge of Windows and Lotus, 1,2,3 skills required. Send resume to: 4800 Halm St., Plymouth, MI. 48170.

DATA ENTRY CLERK
Must type 60wpm. Prior key experience. Full-time including Saturdays. Livonia area. Must be dependable. Apply in person at:
Tradin Times, 33523 W. 8 Mile Rd. Northville Industrial Center.

DATA ENTRY
Expanding Farmington Hills corporation has immediate full or part time keystrokes. $7/hr.
Call Dorothy at 473-2933
Uniforce Temporary Services

DATA ENTRY
Growing Corporation seeks Clerks with excellent typing skills to work in Lincoln & Lathrup Village. Call Mr. Management: 478-5540 or 528-8100 Excellent pay

DATA ENTRY
Immediate permanent positions in major corporations. Minimum 10 key office experience. Flexible hours. Good benefits. Call Diane Kelly.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY
International company needs your 10,000 keystrokes and recent experience for fast paced position. To $7/hr. Call Dawn 357-0644
Uniforce Temporary Services

DATA ENTRY
No types just great jobs available. Afternoon hours. Minimum 7,000 keystrokes. Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

DATA ENTRY OPERATORS
Special projects require extra operators for next 6 wks. Part-time, full-time, anytime. Experienced operators only. Days/eves. Call and time after 11am. Jan. 12, after 1pm. 557-3555

DATA ENTRY OPERATOR
Part-time nights, Mon-Fri, 6 mos. operations experience. Call Ann at Sedgwick Claims Mgmt. Services, 281-3222 Ext. 325

DATA ENTRY
Southfield law firm accounting department needs experienced data entry operator. Knowledge of Lotus preferred. Excellent working conditions and benefits. Send resume to:
K.M. Richner
3000 Town Center, Suite 2900
Southfield, MI 48075

DATA ENTRY - Type 35wpm accurate for Farmington Lotus 1-2-3 knowledge. Clerical support duties, good phone skills. Self starter with positive attitude. Hourly rate to start $7 per hour. Send resume to South-western Consulting, 7979 Ivanrest, Grandville, MI 49418

DATA ENTRY
We are looking for a detail oriented individual to use our Data Top computer for data entry. Position is for a self-motivated person who will enter act with sales reps. Knowledge of Lotus, general office experience and ability to handle multiple responsibilities. Good benefits and pleasant working environment.
Send resume to:
VAL-PAK ADVERTISING
28180 Schoolcraft Rd.
Livonia, MI 48150

DATA ENTRY
With some general office. Full time for medical office. Computer experience required. Lotus 123 experience preferred. Send resume to:
Box 842
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ENTRY-LEVEL CLERICAL - position in Farmington for large, motivated and dependable people with the ability to work for several people. Light typing, excellent math skills, professional skills a plus. If you are between 18-25 years and a resident of Wayne County (not Detroit) call for an appt. 464-1660
An Equal Opportunity Employer

EXECUTIVE SECRETARY - for large international firm in Ann Arbor. Requires top notch skills, WordPerfect AND XYWrite.
ARBOR TEMPS 459-1166

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Troy based computer company looking for a person with excellent data entry skills. Must also have good written & verbal communication abilities. Prior data entry a must. Send resume to: Attn: Data Entry Clerk, Box 900, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE ASSISTANT
Rapidly expanding Michigan credit union has opening for executive secretary with WordPerfect and Lotus experience. To 8/hr.
Call Eileen 557-0038
Uniforce Temporary Services

EXECUTIVE SECRETARY
International technology firm needs your abilities with Excel and Powerpoint. $8/hr. to start.
Call Sophie 473-2932
Uniforce Temporary Services

EXECUTIVE SECRETARY
Major advertising/marketing agency in Detroit has immediate opening for an experienced secretary. WP 5.1 $10/hr. Call Dineen 646-7663
Uniforce Temporary Services

EXECUTIVE SECRETARY
For automotive component sales office in Canton, with excellent communication & organizational skills. Must have experience in shorthand, WordPerfect and Lotus. Salary to work well under pressure.
Send resumes to: Box 8956
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Four month assignment at large Ann Arbor Bank reporting to Chief Administrative Officer interacting with top level executives. Requires excellent skills, professionalism. Experience on Word for Windows (IDM/Mouse) Excel.
ARBOR TEMPS 459-1166

EXPENSE PAYABLES CLERK
Interesting opportunity for a self motivated individual with strong ac ting, keypunch & analytical skills. 2 yrs. computerized accounting desirable experience necessary. 1-2 yrs. college in pre-medical, biological or related field is desired. WordPerfect & Lotus is preferred. We offer a competitive compensation & benefit package. Interested applicants please call.
Winkelman's
An Equal Opportunity Employer

FILE CLERK
Part time, some experience helpful. Southfield area. Must have transportation. 354-2300

FILE CLERK
Positions available immediately. $5.25/hr. in Southfield.
Must have:
• Previous office experience.
• Reliable transportation.
• Excellent references.
• Picture I.D. & Social Security card.
Full-time day & part-time evening shifts available.
Call for personal interview.
OLSTEN
354-0555
EOE M/F/H/V No Fee

FILE CLERK: With good phone manners. Excellent References required. Reliable, own transportation. Flexible hrs. Salary $3/hr. 343-0150

FREE COMPUTER/OFFICE TRAINING (ACCOUNTANT)
You must be between 17-21 years old and a resident of Western County (not Detroit). Call for more information 464-1660
An Equal Opportunity Employer

OPTOMETRIST OFFICE SEEKING general office person. Part time. Optical experience a plus. Will train. Call Barbara, 422-0700

GENERAL OFFICE
Typist • Receptionist • File Clerk
Those interested in full time positions, send resume to: G.C.P. PO Box 2234, Royal Oak, MI 48068

GENERAL OFFICE - Part time for sales office. Typing, filing, phones & pricing experience. Call between 8:30am-4pm. 557-9688

GENERAL OFFICE - Furniture store. Computer experience required. Full-time. Apply: House of Maple, 32098 Plymouth, Livonia.

GENERAL OFFICE/SECRETARY
Permanent position for person to do various office duties. Must be well organized and good with figures. Light bookkeeping a plus. Mr./Mrs. Carr 353-0190 Ex.471

GENERAL OFFICE • part time
Some evenings, Sat. & every other Sun. Should have some knowledge of computer. Reliable, detail oriented. Pleasant personality a must. Newton Furniture, 15950 Middlebelt, Livonia

GENERAL OFFICE
Full-Time
Energetic person