EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Rochester. Full time, experience preferred. No weekends, some evening hrs. 656-6441

DENTAL SALES &/or MARKETING PERSON - must have dental background. Position offers $18-$22 plus commission, full medical & dental benefits available, able to start immediately. Call or fax 313-525-4230

DENTAL SECRETARY
A growing Canton practice is searching for a dental-oriented person to cheerfully answer our constantly ringing phones & actively control our appointment book while maintaining a sense of humor. Dental experience necessary. Must be dedicated to detail & follow up. We offer excellent benefits & salary. Please call: 459-5370

DENTAL TECHNICIAN porcelain ceramist available to participate in a building porcelain for high quality lab. Farmington area. 478-2290

DENTAL TECHNICIAN - model person for C&D lab. Must have some experience. Excellent salary. Full time work. Call 855-5333

DETAIL AIDE, 4-8pm. Trinity Park West, Farmington Hills. 28910 Six Mile Rd., Livonia, MI. 48152. 464-2772

FILE CLERK - Must have volume internal medicine practice. Minimum 1 yr. experience. Virginia, 851-5740 Please call.

HOME HEALTH AIDES
Experienced, FULL & part time all shifts. Competitive wages, bonus program includes annual, attendance, Retirement & Health plans and Vacation pay. Transportation allowance. We take pride in our quality of care, caring people to provide unsurpassed client care. Call 8-5pm!
EMPA-CARE IV 455-1061

HOME HEALTH AIDE
needed for female patient in her Canton home. Call Mon.-Fri. 10AM-4PM. 453-3950

HOME HEALTH CARE

immediate openings for Physical Therapists, Occupational Therapists, Speech Therapists, Registered Nurses, Licensed Practical Nurses, Home Health Aides and CNA's.
Work as many or as few hours as you be, only in thegeographical area you prefer.Set your own schedule. Mileage reimbursement. Nationg distancetravel required.

CALL VISITING CARE TODAY!
344-2034 or 1-800-860-0900

HOSPICE SERVICES

The following positions are available for our interdisciplinary team of professionals, providing care to the incurable ill in their home or a home like setting.

RN - FULL TIME
MON.-FRI.
Practice nursing at its best. Excellent clinic skills required. Home care experience desired.

RN/LPN ON-CALL
Flexible hours. Full time pay for Part time work.

HOME HEALTH AIDES
Part time Mon.-Fri.
Home care experience preferred.

VOLUNTEER COORDINATOR
Full time position available with comprehensive volunteer program. Excellent communication skills, organizational skills and ability to work with people. Degree preferred. Hospice experience a plus.

BEREAVEMENT/ SPIRITUAL CARE
Full time Coordinator, BSW or related degree preferred.
Send resume to:
6701 Harrison St.
Garden City, MI 48135
or call: 313-522-4244

HYGIENEST PART TIME
Tues. & Wed. evenings, some Sats. Lincoln Park area.
388-9660

INSTRUCTOR
PART TIME MORNINGS
National Education Center
is interviewing for a Medical Clinical Instructor for its Medical Business and Clerical Assistant Program. The individual must have 3 years of recent clinical experience in the occupation and be able to demonstrate up to date knowledge and continuing studies in the field. A Certified Medical Assistant is required. Person must also obtain CPR instructor rating within 6 months of employment. Call Mon.-Fri., 8AM-1PM. The individual should enjoy teaching, be of enthusiasm, caring attitude and the ability to motivate students. Prior teaching experience is preferred. We offer a competitive salary and full medical benefits package. Please FAX or send resume to:
National Education Center
16000 Newburgh Rd.
Livonia, MI 48152
Att: Tina Lopez
FAX 313-464-1877

LPN
immediate full time openings at Southfield Center. Mon. - Fri. OB/GYN experience required. Please send resume to:
Recruiter/Lpn
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377

A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

LPN'S
Require all shifts. Please call for an interview appointment. Call Lori, ask for In-service Director 354-3222

RECEPTIONIST/BILLER
Sinai Ambulatory Services, a growing division of Sinai Hospital is seeking ambitious and bright individuals for our medical office practices. We are looking for a self-starter who has at least one year experience on the MBS billing system. All those interested please call Kathy at 557-1470, send resume to: Sinai Ambulatory Services, 27700 Franklin Rd., Southfield, MI. 48034, Attn: Human Resources.

502 Help Wanted Dental-Medical

IN-SERVICE COORDINATOR
RN, In-Service Coordinator for long-term care facility, Michigan License and two years Trainer is must. Prefer individual with teaching experience. Excellent salary and benefits. Caring applicants should apply. Send resume to: S. Wormser, DON, Mt. Vernon Nursing Center, 26715 Greenfield, Southfield, MI 48076.

Insurance Analyst
Greenfield Health Systems
a division of Henry Ford Health System
Under general supervision, reviews insurance and demographic information to ensure insurance eligibility and verification of benefits. Identifies and analyzes reasons for outstanding payment. Resolves complicated billing problems with carriers and documents findings. Requirements: Previous A/R and/or billing experience with excellent clerical and analytical skills. All interested applicants please send resume to:
GREENFIELD HEALTH SYSTEM
30100 Telegraph Rd., Suite 200
Bingham Farms, MI. 48025
Attn: Nancy Maloney

LAB TECHNICIAN WANTED
PART-TIME/FULL TIME
IN LIVONIA
478-3221

MEDICAL ASSISTANT for high volume internal medicine/family practice. Minimum 3 yrs. experience. Please call: Bev: 360-9397

MEDICAL ASSISTANT with experience needed for busy pediatric office in Plymouth. 4Hr day week including Saturday. 459-9290

MEDICAL ASSISTANT, full-time for busy doctors office. Experience in EKG, PFT & X-Ray needed. Contact Lisa at: (313)561-4540

MEDICAL ASSISTANT with clerical duties. Part-time, 20-25hrs. Mon. thru Fri. Southfield ENT office. Contact Sue: 810-569-5985

MEDICAL ASSISTANT
Echos, Dopplers, Vascuchure & Ekgs. Apply at: 20331 Farmington Rd. Ste 102, Livonia. 478-1100

MEDICAL ASSISTANT - Experienced in all lab & office procedures. Competitive salary. Send resume to: 20411 W. 12 Mile, Southfield, MI 48076.

MEDICAL ASSISTANT - Full time for busy family practice in Plymouth. X-ray & 2 yrs. experience medical assisting a must. Good pay & benefits. Call Debbie: 455-2970

MEDICAL ASSISTANT - Full-time. No weekends. Benefits. Must be experienced in X-ray, PFT, EKG. Fast-paced office. Call Brenda, Sherl, 10-3. Mon-Fri. 533-3600

MEDICAL ASSISTANT - 2 years + experience only. Busy, multi specialty clinic. Excellent venipuncture skills required. Contact Miss Hardison, 1-2pm only: 542-6566

MEDICAL ASSISTANT
Full-Time
W. Bloomfield internist's office. Must have assistive experience with X-ray, EKG, Venapuncture & PFT. Excellent salary & benefit package including profit sharing & medical insurance. To become part of our health care team:
Call Sherry: 737-9770

MEDICAL ASSISTANT needed for physicians office located in Livonia. Experience preferred. Afternoons, part-time. Call 464-8200

MEDICAL ASSISTANT
For Podiatric office.
Experience preferred.
Novi area. 348-6717

MEDICAL ASSISTANT
Front and back Westland office. Computer experience helpful. Full time, benefits, & Orthopedic surgeon's Southfield office. 357-1472

MEDICAL ASSISTANT: Needed with recent experience or education in back office procedures. Send resume & cover letter to: 35210 Harrison Blvd. Suite 301 Westland, MI 48185

MEDICAL ASSISTANT
Wanted for Internal/Nort practice. Must be responsible and energetic. Starting salary $8hr. depending on experience. Full or part time. For interview call:
Linda 478-1024

MEDICAL ASSISTANT - part time. Livonia area. Experience in EKG, PF, venapuncture & injections. Send resume to: Box 318
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANTS - urgently needed for busy practice in Oakland & Wayne counties. 1 yr. experience required. Must have skills in EKG and injections. Career opportunities. $11.20 to $13.60 per month. Call Monica, Tempro Medical, 443-5594.

MEDICAL OFFICE BILLER/Receptionist
Experience preferred but not necessary. Part time, Farmington area. 474-0040

MEDICAL BILLER/RECEPTIONIST
For high volume internal medicine/family practice. Minimum 1 yr. experience required. Virginia, 851-5740

MEDICAL BILLER
Medicare, Medicaid, and D.M.E. billing experience required. Must be organized and have good communications skills. Send resume to:
P.O. Box 318, Clawson, MI 48017.
Attention: Mary Jo

MEDICAL OFFICE/BIRMINGHAM
Part time. Personable, enthusiastic & Professional to join our caring practice. Various duties. Will train. Non-smoker. 642-3338

MEDICAL RECEPTIONIST
Full time (And overnights 9-5:30pm.) Compassionate & kind. Royal Oak-Southfield, Call Norma 356-3277

MEDICAL RECEPTIONIST/transcriptionist - full time. West Bloomfield Gynecology office. No weekends or holidays. 737-9081

MEDICAL OFFICE ASSISTANT for dermatologists. Troy/Sterling Heights. Excellent pay & benefits. Strong either back or front office/insurance biller. Experience helpful. Non-smoker. Send resume to Box #368

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
Friendly, part-time, Novi. Experience with insurance knowledge. Send resume to: Box 187, 43422 West Oaks Dr., Novi, MI 48377

MEDICAL RECEPTIONIST needed for W. Bloomfield Ophthalmologist office. Computer skills required. Send resume to: Box 256
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Bringing the Best in
Health Care Home . . .
Visiting Care, a subsidiary of Huron Valley Visiting Nurses and an affiliate of the University of Michigan Medical Center is currently seeking a highly motivated professional for the role of
Director of Clinical Services.
The Director of Clinical Services is responsible for directing all aspects of clinical service delivery, including but not limited to the following:case management, supervision of field staff, Quality Assurance activities, inservice and staff development programs.
Qualifications for the position include:
•BSN required
•Demonstrated leadership skills and acute care clinical experience required
•Previous community health experience preferred
Join our team of health care professionals and put your nursing expertise to work in a dynamic and rewarding environment.
Forward resume and salary requirements in confidence to:
Kathleen Gold, President/COO
Visiting Care
2850 S. Industrial, Suite 75 B, Ann Arbor, MI 48104
Deadline: January 24, 1994

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
position available for general practice with offices in Southfield & Troy. X-ray & venepuncture experience required. Must be willing to work 1 or 2 evenings a week. Send resume to:
Office Manager
P.O. Box 252671
West Bloomfield, MI. 48325

MEDICAL BILLERS
Many new openings in Royal Oak, Southfield, Livonia, Farmington Hills & Troy for experienced Physician, Podiatry, Dental, Medical, Medicare or MSB expertise.
DME/IV INFUSION BILLERS with experience corporate billing solutions. Terrific salaries, great benefits!
Contact Diane Detzler 932-1170
Harper Associates,29370 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST, full-time needed for busy doctors office. Must be friendly with good telephone skills. Line at: (313) 561-4540

MEDICAL RECEPTIONIST
for medical practice in Livonia. Part time evenings & every other Sat. Contact Teresa 932-2500

MEDICAL RECEPTIONIST for dermatology office. Experienced. Full time. Birmingham area. Respond to: Call 433-0900
Voice Mail # 7131

MEDICAL RECEPTIONIST - Full-time receptionist. Benefits. Must be mature, pleasant & experienced in doctors office. Fast-paced internal medicine. Call Brenda, Sherl 10-3. Mon-Fri. 533-3600

MEDICAL RECEPTIONIST - Very professional, fast paced ophthalmology office, full-time, available immediately. 1 yr. or more experience required. Knowledge of MBS and insurance billing a plus. Competitive hourly rate & benefits. Call 355-0200

MEDICAL RECEPTIONIST - part time, possibly leading to full time. Friendly, professional family practice DO office. Deadborn Hts. area. 278-1820

MEDICAL RECEPTIONIST
4 days week, no weekends, experience preferred. Bloomfield Hills area
Call Bethaney 9-5 333-3900

MEDICAL RECEPTIONIST - needed in busy W. Bloomfield clinics. 1 yr. experience preferred. Computer experience a plus. $14700 to $16800. Call Rachel at Tempro Medical, 443-5590

MEDICAL RECEPTIONIST - needed in busy W. Bloomfield clinics. 1 yr. experience preferred. Computer experience a plus. $14700 to $16800. Call Rachel at Tempro Medical, 443-5594

MEDICAL RECEPTIONIST
for group practice with offices in Southfield & Troy. Must have computer billing experience. Excellent communication skills essential. Send resume to:
Office Manager
P. O. Box 252671
West Bloomfield, MI. 48325

MEDICAL TECH - BS, ASCP, full time midnight position. Southfield area. Medical/Surgical experience. Call Mon-Fri 11am-2pm. 557-8081

MEDICAL TECH & Laboratory Biller & Drivers. Experience necessary. Full & part-time. Reply to Box #308
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL TRANSCRIPTIONIST
Full or part time. 60 + words per minute/WordPerfect. Send resume to: Personnel, 28448 Franklin Rd., Southfield, MI. 48034

MEDICAL TRANSCRIPTIONIST:
needed part-time for Westland office. Must be experienced with WordPerfect Windows & medical terminology. Send resume to P O Box 9006, Westland, MI 48185

MEDICAL TRANSCRIPTIONIST
Full/part time positions available for transcription service. Must be experienced in medical reports and WordPerfect. Resumes only:
Karen Transcription, Inc. 27501 Schoolcraft, Livonia, MI 48150.

NOVI AREA: Mature person to work Mon. - Fri. Between 1:30 PM & 6 PM. Weds. 3.30 PM to 7.30 PM on Friday's in busy Doctors office. Will train. Send resume to: PO Box 250 Novi MI 48376-0250.

NURSE AIDE
TRAINING COURSE!
If you are looking for more than just another job. Plymouth Court can give you a chance to begin a rewarding career in long term care! We offer an excellent paid training program, flexible schedules and outstanding benefits including educational assistance.
Join us and make a difference! Apply:
PLYMOUTH COURT
Kathryn Beach - Human Resources
105 Haggerty Rd
Plymouth, MI 48170
An Equal Opportunity Employer

NURSE, full-time, afternoons. Small nursing home in Plymouth. Top wages, excellent benefits. Call for appointment. 453-3983

NURSING ASSISTANT
Become a part of our team specializing in rehabilitation for traumatic brain injured adults. Earn up to $6.20 per hour within six months, with benefits. Full and part-time positions available for all shifts. For further information, call:
Cathy Devine at 313-941-1142
TDD Users call: 1-800-649-3777
Various locations.

NURSING
RNs, LPNs, CNAs
A progressive and growing long term care facility, that is dedicated to quality resident care and is seeking those who desire to work in an environment that is resident centered. We are accepting applications for all shifts, for the following positions: RNs, LPNs, TA nurses and CNAs. We provide a complete training and orientation program which is tailored to the needs of the employee and the residents. We are interested in nurses with I.V. experience skills. Please apply in person or call Jeff Nugent, Staff Development Coordinator or Marcia Jazzo DON, at Belle Woods Continuing Care Center, 44401 S. I-94 Service Dr., Belleville, MI 48111.
(313)697-6051 EOE

NUTRITIONAL SERVICES
MANAGER
A temporary full time position is available at a large skilled nursing facility for an energetic individual who possesses nutritional assessment skills, supervisory & leadership skills. This individual must be A.D.M. with proven experience both clinically and supervisory. Excellent wages & fringe package. For consideration please contact: M. Morey, 313 997-9031 or send your resume in confidence to: Bellewoods Continuing Care Center, 44401 I-94 Service Dr., Belleville, MI 48111. Equal Opportunity Employer M/F

OPTOMETRIC PRACTICE
in Westland currently has 2 full time positions available. 1 Position is front desk responsibility, the other Optical Technician. Experience helpful but not necessary, evenings & Saturdays. Send Resume to P. O. Box 1195, Westland, MI., 48185.

ORAL SURGERY ASSISTANT
Call between 9 & 7pm
348-3991

PEDIATRIC NURSES

MCH SERVICES, the leader in Pediatric Home Health Care, has immediate openings:

All Shifts & Locations
Full Time Or Part Time

Minimum Starting Salary:
LPN $29,000
RN $35,000

CALL MCH SERVICES
1-800-258-0710

502 Help Wanted Dental-Medical

OPHTHALMIC
ASSISTANT
for busy ophthalmologists with offices in Southfield and West Bloomfield. Interpersonal skills and responsible, full time. COA or some ophthalmic experience necessary.
Send resume to Box 160
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPHTHALMIC ASSISTANT
Experienced
Full/part time.
Detroit, Downtown area. 332-4544

OPTOMETRIST
Needed Full or part time. Excellent hours & salary. Pam, 313-565-5600

ORTHODONTIC ASSISTANTS
For progressive, quality practice. Must be creative, energetic, & enjoy being with and helping people. Attention to detail is imperative. Experience preferable but not necessary for the nurturing career opportunity in our team-oriented environment. Send resume & hand-written cover letter to: Box 273
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Livonia MI 48150

PART-TIME help for front desk & billing. No experience needed. Good learning abilities & pleasant personality required. Call Southfield office. 569-4232

PART-TIME HELP
Needed for Physician office,
S. Redford. 5 days, 3 a week.
Call 953-2000
Voice Mail # 7150

PEDIATRIC NURSES

VISITING CARE has immediate needs for vent experienced RN's & LPN's for Ped. Home Care. Flexible shifts. We require 1 yr. of recent experience and good communication skills. Family practice DO office. Dearborn Hts. area. 278-1820

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4 days week, no weekends, experience preferred. Bloomfield Hills area
Call Bethaney 9-5 333-3900

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If you are looking for more than just another job. Plymouth Court can give you a chance to begin a rewarding career in long term care! We offer an excellent paid training program, flexible schedules and outstanding benefits including educational assistance.
Join us and make a difference! Apply:
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Kathryn Beach - Human Resources
105 Haggerty Rd
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Cathy Devine at 313-941-1142
TDD Users call: 1-800-649-3777
Various locations.

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RNs, LPNs, CNAs
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(313)697-6051 EOE

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MANAGER
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All Shifts & Locations
Full Time Or Part Time

Minimum Starting Salary:
LPN $29,000
RN $35,000

CALL MCH SERVICES
1-800-258-0710

502 Help Wanted Dental-Medical

RN'S, LPN'S, CNA'S
FULL OR PART TIME
& EVERY OTHER WEEKEND
Challenging career awaits in long-term care. Only kind individuals need apply. Competitive wages. Full benefits available. Join this care oriented team. For more information, apply in person between 9AM-3PM, or send resume to: S. Wormser, DON, Mt. Vernon Nursing Center, 26715 Greenfield, Southfield, MI 48076.

RN
We are looking for a dependable person to work every other weekend, every other weekend on our mid-night shift. For more information call 810-349-2640 or come in and fill out an application.
WHITEHALL Convalescent Home
43455 W. 10 Mile Road, Novi

SCHEDULER
Needed full time for health care staffing company in Auburn Hills. Must have good communication skills, be organized & self motivated. Excellent benefits & bonus. Call Rita, Health Partners 1-800-969-7723 FAX 810-340-0218

SECRETARY/BILLER
for physical therapy unit in Southfield. Reply to Box 8730
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36251 Schoolcraft Rd.
Livonia MI 48150

STAFFING
COORDINATOR
Amicare Home Healthcare an affiliate of Amicare Healthcare is currently recruiting for the position of Staffing Coordinator in their Oakland County branch. Responsibilities include: coordinating caregiver schedules, receiving referral information, assist in orientation, audit and evaluation of caregiver staff.
Successful candidate will have a high school diploma with 2 years paid staffing experience preferably in home care setting, offers a comprehensive benefit package, competitive salary and continuing educational benefits.
Send resume to:
Amicare Health Resource Assistant
Amicare Home Healthcare
34605 Twelve Mile Road
Farmington Hills, MI. 48331

BURGERY SCHEDULER
Permanent full time. Experienced only. Call 631-4518

THE MEDICAL TEAM, a dental/medical health agency in Southfield needs:

EXPERIENCED L.P.N.'s
& MEDICAL ASSISTANTS
For Private Duty & Home Care

• Are you interested in working for a company that cares about you?
• Are you ready to take on a different challenge?
• Would you like to work closer to home?
If the answer is YES,
THE MEDICAL TEAM wants YOU!

We offer: Excellent pay, group health plan, vacation, Rev. 401K plan and tuition reimbursement.

Positions available in Pontiac, Waterford, Livonia, Taylor, West land, Down River and Detroit areas.

DON'T MISS THIS OPPORTUNITY,
CALL TODAY!!!
1-800-382-5940

TAX OFFICE looking for Assistant, being taught to prepare returns, dedicated/detail background helpful. Will train. Southfield area. 557-8150

UNIT MANAGER/RN
Greenery Extended Care Center a 153 bed skilled nursing facility has full time position for an RN with strong clinical & managerial skills, prior ventilator experience preferred, experience required, excellent wages & benefit package which includes dental, health insurance, 401k plan, and tuition reimbursement.
Interested individuals may contact Greenery Extended Care Center, 3420 Grand River, Farmington, MI 48335 or call 313-477-7373

VETERINARY TECHNICIAN
Full and part time positions for both veterinary technician and veterinary assistant in busy practice. Please send resume to: Clinic Supervisor, Michigan Human Society, P.O. Box 214162, Auburn Hills, MI 48321

X-RAY TECHNICIANS
Full time, multi-specialty, South-field based. Excellent wages & benefits. For appt. call 353-1155

X-RAY TECHNOLOGIST - needed full/part time, for a busy mammography office practice in Detroit and surrounding suburbs. The ideal candidate must have a mammography or securities background. Excellent benefits & wages. Send resume & include salary for the desired position. Please submit a resume to: Personnel Dept., P.O. Box 163, Birmingham, MI 48012-0163.

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Southfield MI 48034

Troy — 524-9050
201 W. Big Beaver #310
Troy MI 48084

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ACCOUNTING DEPT. CLERK with 4 yrs. data entry experience needed for builder/developer locating in Novi. Resume with cover letter to:
Accounting Manager
7345 Woodmont Ridge Circle
W. Bloomfield, MI 48322

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ACT NOW
OAKLAND/MACOMB AREA
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• Collection Clerks
• Payroll Clerks
Call today for an appointment.

OLSTEN
Accounting Services
Southfield: 354-0555
Troy: 583-3232
Auburn Hills: 441-3182

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Large, non-profit organization is seeking an accountant/bookkeeper. Accounts Payable experience required. General Ledger posting thru trial balance. Knowledge of Lotus 1,2,3 a plus. Send resume and salary expectations to: ATTN: Margaret Evans, P.O. Box 2000, Birmingham, MI. 48012-2000
An Equal Opportunity Employer

ACCOUNTING ASSOCIATE
(Home Health Care)
Position involves maintaining employee payroll, preparing state/federal payroll reports, verifying insurance coverage, & conducting work for contracts. Must have hands-on computer experience with spreadsheet and word processing.
To apply, call
UNITED HOME CARE SERVICES
313-981-8829

ACCOUNTING CLERK
A/P and A/R experience is needed for this new long term opening with Livonia based company. Growth potential. Call Arlene 846-6168
Uniforce Temporary Service

ACCOUNTING
CLERK
Entry Level
Immediate position available for Livonia based company. Competitive wages. Duties include: Answering phones, typing, light accounting. Call Kim. 522-3355

ADMINISTRATIVE
ASSISTANT
Small firm seeks experienced individual to perform receptionist duties, typing, filing, & general secretarial duties. Candidate must possess strong written & verbal communication skills, organizational skills, and be proficient in either Word or WordPerfect. Salary commensurate to:
L.E.S.
29261 Thrush St.
Wayne, MI 48393
Attn: Business Manager

ADMINISTRATIVE ASSISTANT
Full time position for non-smoking office. Word Perfect proficient.
Competitive salary for professional references: P.O. Box 812, Bloomfield Hills, MI. 48303

ADMINISTRATIVE
SECRETARY
Work in the exciting atmosphere of a suburban ad agency. Word processing & secretarial skills are needed for this long term position. Excellent salary & benefits. Diane, 799-3948
Uniforce Temporary Services

ADMINISTRATIVE
ASSISTANT
Expanding executive offices of major manufacturing firm needs experienced administrative assistant. Windows software and Harvard Graphics preferable. Excellent earning potential. Call Sharon 646-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT/Executive Secretary. Requires Word-Perfect, Lotus, dictaphone and shorthand. Organizational skills required. Real estate/development and/or construction experience helpful. Send resumes to: Box 378,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE
SECRETARY
Company in Farmington Hills seeks an organized, detailed individual to handle administrative support, a busy department. Must have Word-Perfect and Lotus experience. Call:
Diversified Recruiters Co.
344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT
To VP of rapidly growing property management firm. Strong people skills required. Must be proficient in all of a fast paced team. Proficiency in both WordPerfect and Lotus a must. Will hire on a permanent or "temp to perm" basis.
Call CAPITAL TEMPS today!
358-0222 Fax 358-0941
29200 Northwestern #250,
Southfield, MI 48034. EOE

Administration

Simplex currently has a career opportunity for a self-starter for client administration in the newly established Simplex Branch located in Dearborn, Michigan.

We are looking for a person with 3-5 years of general office and secretarial experience, including an extensive knowledge of computers (knowledge of WordPerfect 5.1, Lotus and on-line computer systems).

Excellent communication and organizational skills are required. Areas of administration will include: Sales support, customer relations, service billing, fleet and facilities administration as well as branch expense and inventory control.

We offer a comparable salary and a superior benefits package. Qualified candidates forward a cover letter, their resume and salary history in confidence to:

Neal W. Krantz
Simplex Time Recorder
31572 Industrial Rd., Sta. 200
Livonia, MI 48150
EOE

Administrative

Customer Service/
Order Entry
Representatives
Marketing Force, a dynamic marketing service company, is currently based in Rochester Hills, has immediate opportunities available for Customer Service Representatives in the Data Services Department.

Rapid growth has required us to hire individuals who enjoy a fast-paced environment, with good typing/computer skills, good telephone & interpersonal skills, and strong work ethic.

These challenging opportunities offer flexible schedules (full-and part-time), and excellent growth, compensation. For prompt consideration, please contact:

1-800-666-8634

Marketing Force, Inc
Human Resources - DB
1787 Newport Road
Rochester Hills, MI 48309

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Position open for an experienced administrative assistant. Excellent typing and word processing skills (Windows and/or WordPerfect 5.1). Good interpersonal skills. Ability to work well under time constraints handling a variety of duties. Short-hand/speedwriting a plus. Salary commensurate with experience. Excellent benefits.

Send resume to:
Human Resources Department
1678 West Maple Road
Troy, MI 48084

An Equal Opportunity Employer

ATTENTION
LOOK NO FURTHER
EXCELLENT
JOB OPPORTUNITIES
• Word Processors
• Data Entry Operators
• File Clerks
• Medical Billers
Call today for an appointment.

OLSTEN
Staffing Services
Southfield: 354-0555

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Immediate opening for an experienced individual with outstanding clerical skills. Must have Word Perfect experience. Experienced in employee benefits & workmans comp benefits preferred. Benefits paid by contact Greenery Extended Care Center, 34225 Grand River, Farmington, MI 48335 or call for an appt 313-477-7373

ADMINISTRATIVE
ASSISTANT
$22,000 PLUS
Good word processing skills? Solid environmental firm offers growth opportunity. Lotus and WordPerfect a must! Good benefits.
Call Diane at 464-0909.
SHELLING PERSONNEL SERVICES

All positions $18-$35K
Entry Level/Office
• Customer Relations
• Sales Representatives
• Manager Trainees
Rapidly growing national company has openings for outgoing, articulate individuals who enjoy inbound phone work. Sales ability a must for all positions. Base pay + excellent incentive/bonus program. Must be competitive and willing to strive to be the best. Excellent benefits. Will train, call 355-0280, ext 381E

ASSISTANT MANAGER TRAINEE
$1500 MO.
To help manage for fast paced, Upbeat, youth-oriented atmosphere. No experience, we train. For interview call Susie: 647-0710

Attention!
SECRETARY
Your all around Skills and experience are needed for long term opportunities with suburban firm. Candidates should have Word Perfect or Microsoft Word. Benefits and paid vacation. Call Sally 348-3948
Uniforce Temporary Services

AUTO BILLER
Dodge dealership looking for experienced car biller. Good benefits, 5 day work week. Call Cheryl for appointment.
TOWN & COUNTRY DODGE
31019 Grand River
Farmington Hills, MI. 48336
474-6750

AUTO DEALER - A/P, A/R billing person needed. Experience preferred but not necessary. Call for appt 810-227-5552

AUTO DEALERSHIP
Immediate opening for Accounts Payable Clerk with automatic dealership experience. ADP computer system. Non-smoking office. Please apply:
JOE PANIAN CHEVROLET
28111 Telegraph
Southfield, MI 355-1000

AUTO DEALERSHIP
Part time permanent position available for Receptionist/Switchboard, approximately 17 hours per week, Mondays and Thursdays 5pm to 8pm. Other days flexible. Non-smoking office. Please apply to:
JOE PANIAN CHEVROLET
28111 Telegraph
Southfield, MI 355-1000

BILLING CLERK. Competitive salary, excellent benefits. Send resume Office Mgr., USEC, 27005 Hills Tech Drive, Farmington Hills, MI 48331

BILLING DEPARTMENT - full time days. Southfield area. Must have medical billing experience. Call Mon-Fri, 11am-2pm. 537-8081

BOOKKEEPER
ASSISTANT
Part time, to assist Bookkeeper with accounts receivables, accounts payables, collections, payroll, light typing, filing, etc. Send resume or fax for application to:
33850 Grand River
Farmington, MI. 48335

BOOKKEEPER/Clerical, part time with Peachtree experience, 18 hours weekly. Flexible hours, 20-25. Contact Marty 662-8600

BOOKKEEPER, FULL-TIME. Immediate opening for late charge person. Some duties include: accounts payable, payroll taxes, adjusting entries, bank reconciliation. Must be computer literate.
Salary & benefits.
Call 653-2000
Mondo Mac 557-7147

BOOKKEEPER/GENERAL OFFICE for Commercial/Industrial general contractor. Must have computer job cost & other construction company experience. All inquiries strictly confidential. Send resume to:
Box 324
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Needed for small business, part time 25 hours. Peachtree. Job is helpful. Send resume to box #314.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Needed full time by Bloomfield Hills law firm. Must have minimum of 3 years experience using Peachtree. Firm booking firm bookkeeping background, knowledge of A.R.M.S. software preferred. Competitive salary & benefit package. Fax resume to Box 378
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

ONE PERSON OFFICE • Bookkeeping experience a must. Computers helpful. Send resume & salary requirements to: H & R Appliances, 32150 John R, Madison Hts, MI 48071. No phone calls.

BOOKKEEPER, computer, general ledger experience, Livonia CPA firm. Permanent part time. 425-4700 Call

BOOKKEEPER - Entry Level
Previous experience required. 3 evenings, 40 hrs., benefits.
540-4320

BOOKKEEPER - Fast paced engineering firm has an immediate opening for a full-time entry level bookkeeper. Lotus & accounts payable experience preferred.

PART-TIME payroll benefits coordinator, ideal candidate would be a mature individual with strong Lotus & communication skills. Flexible hours.
Call
ESG
34405 W. 12 Mile, Ste. 300
Farmington Hills, MI. 48331

BOOKKEEPER - Full time. Busy, small office. Experience with Quickbooks, Open Systems, WordPerfect & Perform Helpful. Apply in person: 8411 Rhonda Dr., Canton. 459-5870

BOOKKEEPER - Part time. Data entry & word processing. Bloomfield area. Send resume to: Box 384
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Part time. Flexible working hours for industrial manufacturer in Troy. Job requires 20-30 hrs /week. Responsibilities include accounts payable, cash receipts, payroll & employees benefit paperwork. Send resume to: J. Tarri, P.O. Box 235, Troy, MI 48099.

BOOKKEEPER/SECRETARY
Full time. Familiarity with Excel and Word Perfect required. Send resume to:
33100 Telegraph, Suite 350
Bingham Farms, MI 48025

BOOKKEEPER
wanted for Farmington