502 Help Wanted Dental-Medical

DENTAL CAREERS
GROWING PRACTICE
NEEDS EXPERIENCED
ONLY
Dental Assistants, Business Person-nel and Hygienists. Full & part time. Great pay & benefits commensurate with experience. Here's your future. Call Mki! 569-6304

DENTAL HYGIENIST
Needed part time for preventive orientated office. Scheduling allows adequate time for patient care & patient interaction. Perio experience required. 277-0050

DENTAL HYGIENIST WANTED
A future oriented dental hygienist who wishes to participate part time (1/2) a directed & committed team (he) is dedicated to quality dentistry... 474-5573

DENTAL HYGIENIST - excellent opportunity, quality oriented, comprehensive care practice in Dearborn. Enthusiastic, team oriented professional can be their best in a great salary, flexible schedule & benefits pending experience. 584-8902

DENTAL HYGIENIST for growing general dental practice with 2 locations in Westland & Walled Lake. Flexible hours, full benefit available. Must be outgoing team player to work in new high tech practice. Office too pay w/benefits & bonus plan. Call Heather: 728-5600

DENTAL RECEPTIONIST
Experienced in all phases of front office, for in-town Birmingham general practice. Good typing skills, computer. 647-2109

DENTAL RECEPTIONIST
Our Southfield dental office is in search of the right career minded, experienced, caring receptionist who knows the value of communication and patient relations and team work. If you evoke sincerity and confidence, we invite you to join our days/evenings, no Saturdays. Dental experience helpful. 626-4372

DENTAL RECEPTIONIST
Experienced, friendly, Garden City office. Full/part time, 2 eves & 2 Saturdays a month. 425-9150

DENTAL RECEPTIONIST
Experienced. Needed for Garden City office. Full/part time, 2 eves and 2 Saturdays a month. 425-9150

DENTAL RECEPTIONIST needed full time for Farmington Hills office. Benefits. Experience preferred. Call 476-1650

DENTAL RECEPTIONIST
Full time receptionist willing to work hard for busy Warren office. Dental computer experience a must. 510-735-3380

DENTAL RECEPTIONIST - Front Desk. Full time, Farmington area, board & computer experience. Typing. Female pediatric. Farmington Hills. Benefits. Call Eves. 644-7687

DENTAL RECEPTIONIST
Part time for Farmington Hills dental office. Mon.-Thurs. with ½ day Sat. Flexible hours, for an energetic mature person. 553-0645

DENTAL RECEPTIONIST
Exceptional opportunity for enthusiastic well-organized person with front desk experience & excellent people skills. Full time, benefits. Please call 348-7997

DENTAL RECEPTIONIST/RECALL COORDINATOR Full time position. Joining Livonia practice. Looking for excellent phone skills. Dental experience preferred but not necessary. Mon., & Tues., 2-9, Wed. & Fri., 8-1, Saturday 7am. 421-3090

DENTAL STAFF wanted (no experience necessary). We are expanding, & would like to find motivated, career starters in our program (Milford). If you are ambitious & ready for a long career, call 810-685-8740

DENTAL TECHNICIAN
Metal finisher needed for small, quality-oriented lab in Livonia. Would prefer part-time or peak work. Full-time a possibility. 425-7533

DIRECTOR - IN-SERVICE
In-service Director for growing long-term care facility in Wayne. Contact Michigan license & Train the Trainer a must. Prior experience in training experience. Excellent salary & benefits. Call or send resume to: E. Wormser, DON, Mt. Vernon Nursing Center, 5075 Greenfield, Southfield, MI 48076. (810) 557-0050

DO YOU
MEDICAL TERMINOLOGY?
Manpower has a long-term assignment for a medical secretary at large Detroit hospital. Pay is $9/hr. Please call our temp interview bond. 871-1010
An Equal Opportunity Employer

DRIVER TECHNICIAN
Large Ford dealership in the Ann Arbor area is seeking a responsible driver with a mechanical aptitude, to deliver, install, and instruct our customers on the proper usage of our home health care equipment.
To qualify, you must have a valid license with no more than one moving record, with excellent interpersonal and mechanical skills. A physical examination, drug testing, and smog will be required.
We offer a competitive salary and benefits package. Please send your resume to: Jim Bell
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

HELP!!!
Doctor Smalley and Dr. Varga are DESPARATELY seeking the right individual to fill our current opening as a LAB/DENTAL ASSISTANT in our Plymouth/Canton practice. We are offering a full time position with excellent salary and benefits and NO Saturdays. So if you know your the best and want to be appreciated for your talents, please call 453-0940

HOME HEALTH AIDES
Certified and Companion
• Excellent pay & benefits
• FAMILY NURSE CARE
(313) 229-5683
(313) 455-5683 (313) 620-6877

HOME HEALTH AIDES
NURSING ASSISTANTS
Visiting Care has IMMEDIATE openings for day and evening shifts in a challenging case in Bloomfield. We maintain the highest standards in the industry and are looking for professionals who bring quality care experience. We require CNA certification for 1 yr. of recent field experience. Knowledge of Alzheimer's disease is a plus if you would like to really make a difference, call us TODAY!

810-344-0234

INSURANCE BILLER
Needed for West Bloomfield medical practice. Previous experience mandatory. Excellent benefits. Salary commensurate for right person. Send resume to 910
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LPN - Gerontology practice seeking part-time LPN. Flexible hours. Contact Ann Park, Contact Ruth Collins, Director of Nursing 458-5100

LPN
Every other weekend, midnight shift. Apply at St. Anne's Mead, 16106 W 13 Mile, Southfield.

LPN'S
RN'S
Requires all shifts. Please call for an interview Monday-Friday 9am-3pm, and ask for In-service Director
354-3222

RECEPTIONIST for busy Optometric medical office in Livonia. Insurance billing experience preferable. Benefits package. Salary commensurate. Send to: Box 994
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - Busy Optometrist, part time, full, immediate opportunities. 30-35 hrs. Simple Bills 478-8610

502 Help Wanted Dental-Medical

HOME HEALTH AIDES
COMPANIONS
HOMEMAKERS
LIVE-OUT
Field staff for private duty home care agency in Livonia for cases in Wayne, Oakland, Washtenaw and Livingston Counties. Experience working with the ill, elderly or disabled preferred. Must be available for work at least 20 hours per week. To apply, call
(313)981-6829
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

JOIN OUR CIRCLE OF CARE!
If you are Certified Home Aides with a genuine desire to make a difference we would like to speak with you about career possibilities in long term care. University Health Center offers a competitive salary, generous benefit package and a warm, caring atmosphere.
Join us and make a difference!
Apply in person at:
University Health Care Center
Linda Lukiewski
28550 Five Mile Road
Livonia, MI 48154
An Equal Opportunity Employer

MEDICAL ASSISTANTS needed for busy family practice offices in western Wayne County. Min. 1yr. experience. Send resume to: M.A. position, 2171 I Wayne, Taylor 48180

MEDICAL ASSISTANT - Part-time. Experience for Southfield Cardiologist to perform EKG's.
Please call. 569-4232

MEDICAL ASSISTANT - part time position. Looking for someone with experience. OBGYN/Livonia family practice/Farmington Hills. Dev 360-6595

MEDICAL ASSISTANT
Experience wanted. Leadership & responsibility a must. Nov/Livonia area. Good pay & benefits.
313-349-5588

MEDICAL ASSISTANT - Busy Pediatrics office seeking energetic person who enjoys working with children. Approximately 30 hours per week, includes 1 evening & some Sats. Call Nancy. 855-7416

MEDICAL ASSISTANT
Full-time position in Novi for highly motivated individual with good clerical skills. Salary commensurate with experience. Excellent benefits offered. 472-8440

MEDICAL ASSISTANT
Venepuncture & x-ray experience required. Full or part-time positions in Southfield & Troy. 1 or 2 evenings & weekends required. Send resume to: Office Manager, P.O. Box 252071, W. Bloomfield, MI. 48325

MEDICAL ASSISTANT
Internal medicine office. Prior experienced, but will train. 476-1500

MEDICAL ASSISTANT
Troy family practitioner. Experience preferred. Part time Sats., 8:30am-1:30pm. Call 689-5281 or 5145

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

MEDICAL ASSISTANT
Energetic, reliable, personable, for Rochester office. Up to 32 hrs. Set weekends. Bal. AM. Reasons preferences sent to: P.O. Box 82082, Rochester Hills, MI 48308

MEDICAL ASSISTANT
Part time. Experienced preferred. Southfield area. Send resume to: Box 634
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLER - experienced. Also computer experience for internist office in Livonia. 28-30 hrs. per week. Salary negotiable. Send resume to: 41555 Autumn Ridge Rd. W. Bloomfield, MI 48323.

MEDICAL BILLER/RECEPTIONIST
Part time for Westland family practice. Experienced only.
Phone 421-6000

MEDICAL BILLER
ComfortCare, a leading supplier of home medical equipment and services, is looking for Billers. There is more than one position available. Qualified candidates will have 3-5 years prior medical billing experience, with excellent communication and organizational skills. Preference will be given to candidates with experience billing infusion, oxygen and durable medical equipment. Please send your resume to: ComfortCare Michigan, Inc., Attn. Human Resource Manager, 2365 Livernois, Suite 400, Troy, MI 48083. No phone calls please.

MEDICAL BILLERS
New openings in physician offices for experienced Medical Billers with AS/400, Medic or Dreamtec expertise. DIMENSION BILLERS for cardiovascular practice. Minimum 3/2 billing experience. Great salaries, incentives, high offices.
Call Diane Detlefs 932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL COORDINATOR
for group home. Experienced only.
Call for applications
313-341-9423

MEDICAL INSURANCE BILLER/RECEPTIONIST
needed for immediate full time position in Westland. Must be experienced with all phases of insurance billing and be a self motivator. MSA experience a plus. Send resume to: P.O. Box 85097, Westland, MI 48185.

MEDICAL PERSONNEL NEEDED
• Medical Receptionist
• Medical Records
• Medical Assistants
• Medical Billers
Temporary & permanent positions available. Minimum 6 months experience. Call Michelle 541-7779
NATIONWIDE Career Network

MEDICAL RECEPTIONIST experienced, for busy Livonia ophthalmologist. EDM & billing experience a plus. 848-2100

MEDICAL RECEPTIONIST
Part time for Allergist office in Plymouth. Experienced only.
Call 459-2235

MEDICAL RECEPTIONIST
Experienced medical receptionist for busy dermatology practice. Varied duties, medical billing experience necessary. Competitive salary & benefits. 353-8847

MEDICAL RECEPTIONIST - part time, Novi, experienced for general practice. Insurance knowledge, friendly. Send resume to: Box #187, 31422 W. Oak Dr. Novi, MI 48377

MEDICAL RECEPTIONIST/BILLER
Computer & communication skills essential. Full or part-time positions in Southfield & Troy. 1 or 2 evenings & weekends required. Send resume to: Office Manager, P.O. Box 252071, W. Bloomfield, MI. 48325

MEDICAL RECEPTIONIST NEEDED for Farmington OBGYN office. Dental medical office experience required. Insurance knowledge & computer experience necessary. 32-40 hrs. per week including 1 evening. Call between 12 & 4pm only. 855-0840

MEDICAL RECEPTIONIST for chiropractic office, full time, good office communication skills. Southfield area. 881-5099 voice mail

MEDICAL RECEPTIONIST position available in Livonia physicians office seeking an energetic individual. Full-time, afternoons. Call 464-6200

MEDICAL RECEPTIONIST/Biller
Primary care, Internal medicine offices. Current medical office experience required. Computer experience necessary. MSA System a plus. Full time, flexible part-time positions. Send resume to:
Office Manager, 30533 W. 13 Mile, Suite 100, Farmington Hills, MI 48334
347-1711

MEDICAL TRANSCRIPTIONIST
Needed in Troy. Part time, notes for Livonia physician, 4 hours per day.
Call 464-6200

NURSE AIDES
Part Time/Full Time
Hospitals/Nursing Homes
Home Care
HEALTH CARE PROFESSIONALS
(810) 557-7080

NURSE AIDE
TRAINING COURSE
If you are looking for more than just another job, University Health Care Center can give you a chance to begin a rewarding career in long term care! We offer an excellent training program & benefit package. Join us and make a difference
Apply at:
University Health Care Center
Linda Lukiewski
28550 Five Mile
Livonia, MI 48154
313-427-8270

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
for group practice. We are seeking a mature, organized individual who likes to work with people & stay busy. Medical office experience and medical computer experience are preferred. Please send resume to Office Manager, 5333 McAuley Dr., Suite 2010, Ypsilanti, MI., 48197.

MEDICAL TRANSCRIPTIONIST
Needed for busy Birmingham Orthopedic office. Dependable, experienced, typing 80 w.p.m., part time 20 hours per week/flexible. Call 644-3920

NURSE AIDES
Full & Part-time, All Shifts.
Franklin Manor, 26900 Franklin Rd., Southfield, Detailed Southfield Holiday Inn at 10½ & Telegraph).

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland, Wayne, Macomb. Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING
UNLIMITED
540-2360

Nurses Aides
ATTENTION
HIRING BONUS
Immediate openings for private duty home care cases in the tri-county area. 3-12 hour shifts available. Live-in cases available.

$50.00 to the first 20 aides who completes orientation & 40 hours work. Call for appointment...
Carole Morgan
HOME HEALTH PLUS
26311 Central Park Blvd. #110
Southfield, MI 48076
(810) 357-3654

NURSING

STAFF NURSE

INTERNAL MEDICINE
RESIDENCY PROGRAM

Oakwood Hospital currently has a full-time opportunity for an experienced Staff Nurse at the Canton Health Care Center.

The selected candidate will provide patient care in an outpatient setting, needed to work collaborately with colleagues with other health care professionals and coordinate ancillary staff.

To qualify, you must have an Associate's degree in Nursing and 1-3 years experience in a hospital setting, BCLS and RN license in the State of Michigan required. In addition, adult care ambulatory or physician office practice experience is a must.

We offer a competitive salary and an excellent benefits package.
To apply, please send resume to:
Oakwood Hospital, Attn: Canton, 23400 Michigan Ave., Suite 111, Dearborn, MI. 48124.

OAKWOOD
HOSPITAL
An Equal Opportunity Employer
A subsidiary of OI
Oakwood Health Services

OFFICE NURSE (RN/LPN)
Part time approx. 30 hrs/wk pediatric surgery clinic in Southfield. Must have several years experience. Operating room experience very helpful. Good references required. Excellent working conditions. 557-1922

OPTICIAN DISPENSER - experienced and full or part time. Excellent salary & career opportunity. Will train on computer. Pam 565-5600

SLEEP TECHNICIANS - Part-time position available in Troy. Medical background helpful. Will train qualified individuals. Must have reliable transportation. 858-4500

PHARMACY
TECHNICIAN

Part-time position available in our Pharmacy Quality Management, to work 10 hours/week, day shift.

Qualified candidates must have 6 months ambulatory pharmacy experience, knowledge of medical supply or operating room setting, with thorough understanding of sterilization principle & surgical instruments. Knowledge of a central supply technician program or certification a plus.

Candidates may apply Mon-Thurs., 8am-1pm.

PROVIDENCE
Hospital & Medical Centers

PHYSICAL THERAPIST
For home care division. Excellent pay & benefits. 313-229-5683
FAMILY NURSE CARE

PHYSICAL THERAPIST ASSISTANT
2 yr. degree for busy home care agency. Excellent pay & benefits.
(313) 229-5683
FAMILY NURSE CARE

PYHSICAL THERAPY AIDE
Westland area
810-231-1112

RADIOLOGICAL
TRANSCRIPTIONIST
X-ray Associates seeks an experienced radiological transcriptionist. Part time, afternoon shift work, 4pm 'til Midnight. If interested call Ray Dunn, R.T.(R) between 8am-pm at:
313-356-4411
An Equal Opportunity Employer

RECEPTIONIST - Westland Urgent care seeking a friendly individual to check out person with computer experience. Medical background helpful, cover letter to: Receptionist, 7537 Kinjalopolis Rd., Canton, MI. 48187.

RECEPTIONIST/BILLER - experience preferred to work mostly evenings at fast paced family practice office in Westland. Call 729-3130

RECEPTIONIST
Immediate full or part time in medical setting. Experience with billing desirable, will train. Use of office equipment and skills required. Canton area. Call for interview Mon.-Fri. 313-459-7077

RECEPTIONIST/DENTAL Assistant
Novi family oriented practice seeks enthusiastic person for part-time position. Good people skills required. Want to work in a friendly office where you can make a difference? Call Mon-Fri, 9-1pm 347-1711

RECEPTIONIST - Must be pleasant, experienced in insurance, typing skills and able to work for Chiropractic office in Livonia. 427-4300

RESIDENT AIDE/HOUSEKEEPER, part or full time, 11pm to 7am for living nearby in Plymouth.
Call Mon. thru Fri. 9-4 451-0700

RN AND LPN
Full time positions in Pediatrics at or near home. Pm and in Internal Medicine at the West office. Please send resume to:
Recruiter/Nursing
DMC Harper Hospitals
4106 W. 12 Mile Rd.
Novi, MI. 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RADIOLOGY
TECHNOLOGIST

Immediate opening for an A.R.R.T. registered Tech for our Northwest Farmington Diagnostic Imaging facility. Experience required. Please send resume to:
Recruiter/Radiology
DMC Health Care Centers
41933 W. 12 Mile Rd.
Novi, MI. 48377
A member of the Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RN ACUTE HEMODIALYSIS
Full time/part time. Dialysis experience preferred but not required. Rotation Botsford Kidney Center, Attn: Rose Ann, 28425 W. 4 Mile, Livonia, MI 48152 8am-4pm; 810-442-7901

RN
Established rehabilitation company seeks case manager for Livonia office. Applicant must be a creative, challenging & flexible position that includes day travel. Requires a self-motivated individual with previous case management experience preferred. Competitive salary & benefits offered. Send letter of intent, resume & salary requirements to: Box 2 gan, c/o Recovery Unlimited, P.O. Box 77, Okemos, MI 48805.
EOE M/F/D/V

RN
Full time nurse needed for national infusion company. Join the team known in the Detroit area for quality IV nursing services. Recent acute care nursing experience required to teach, coordinate care and monitor patients in the home setting. Excellent salary & benefits package. Apply: St. Jude Connaissance Center, 34350 Ann Arbor Tr., Livonia.
281-4800

RN - LPN
FULL TIME
AFTERNOONS
EXCELLENT BENEFITS
261-5300

RN/LPN
PART-TIME. Apply in person:
Mariann's Manor
15475 Middlebelt
Livonia, MI. 48154
427-8175

RN'S, LPN'S
Long term care facility has challenging, rewarding positions for part time, 1 eve. & 2 eves with us. Apply in person between 8 & 10am or 4pm or more to: B. Wormser, DON, Mt. Vernon Nursing Center, 5075 Greenfield, Southfield, MI 48076. (810) 557-0050

RN'S - LPN'S
PREMIUM PAY RATES!
All Hospital Units
and Home Care shifts
available.
NON-STRESS SUPERVISION
NANCY KISSICK, RN'S
PROFESSIONAL NURSING
SERVICES
1-(810)-286-1141

RN'S/LPN'S WE WANT YOU
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Full Benefits
FAMILY HOME CARE
(313) 620-6877
(313) 453-5683

STERILE
PROCESSING
ASSISTANT

Part-time positions available in our Materials Management, Sterile Processing Department. Schedule will include weekend & holiday rotation.

Qualified candidates must have 1 year experience in hospital central supply or operating room setting, with thorough understanding of sterilization principle & surgical instruments. Knowledge of a central supply technician program or certification a plus.

Candidates may apply Mon-Thurs., 8am-1pm.

PROVIDENCE
Hospital & Medical Centers

PROVIDENCE
Hospital & Medical Centers

SOCIAL WORKER
Outpatient Rehabilitation Agency
Attn: Lis Bailey
755 W. Big Beaver, Suite 404
Troy, MI 48084

VASCULAR TECH to do non-invasive testing in Vascular Surgeon's office. 2 Saturdays, flexible hours necessary. 353-2168

X-RAY SERVICE
TECHNICIAN

BALDWIN is an independent diagnostic X-ray equipment dealer based in Cleveland. Our growth in service has led to opportunities in Detroit and Chicago for qualified and experienced Medical X-Ray Film Processor Service Technicians. Candidates will have solid electronics background and be familiar with all types of medical facilities.
We offer: Challenging opportunities, a comprehensive benefit package including personal vehicle allowance, an excellent salary commensurate with experience. Please send resume and salary history to:
BALDWIN
Attn: Service Manager
19105 E. 9 Mile
P. O. Box 849
Holland, OH 43528

X-TRAY/X-RAY THERAPY TECH
For Rochester office.
Full/part-time, Mon-Fri.
Call 852-9300

504 Help Wanted Office-Clerical

FAST paced office, RECEPTIONIST, typist, knowledge of Word Perfect 5.1 preferred but will train. Salary commensurate. 464-8403

ACCOUNTANTS RECEIVABLE CLERK
Livonia distribution has full time permanent position. Order entry, invoicing, A/R and customer service. Must have high school education and experience. Resumes only:
Human Resources, Dept. 12110
Hubbard Rd Livonia, MI 48150

ACCOUNTING
ASSISTANT
Full-time position in computer based accounting applications. Data entry and 1 year accounting experience required. GENESIS experience preferred. Please send your resume to:
Recruiter/Accounting
DMC Health Care Centers
41933 W. 12 Mile Rd.
Novi, MI. 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

ACCOUNTING/CLERICAL - Immediate opening for a self motivated responsible individual with strong accounting background. Must be self starter in addition to being a team player. Good clerical skills are required, as well as knowledge of Lotus 123. Personnel Dept., 34600 Nevi Rd., Novi, MI 48375.

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Bachelors degree preferred. Must have experience with payables, receivables, payroll, bank statements, monthly reports, financial statements & computer. Excellent benefits. Great pleasant work environment. Send resume to: Wyndham & Associates, 30100 Bates Beechroom, 27784 Novi Rd., Novi, MI 48377. 476-8000

ACCOUNTING ASSISTANT
Hotel is seeking an Accounting Assistant with 2 years experience in accounting or bookkeeping experience related to accounts payable/receivable, general ledger, & bank reconciliations. Computerized accounting is a plus. Send resume to: P.O. Box 43669, Detroit, MI 48236.

ACCOUNTING ASSISTANT for Southfield Medical Practice. Associate degree & experience with computer spreadsheets required. Nonsmoking office. Send resume & salary requirements to: Box 1, Observer & Eccentric Newspapers, P.O. Box 5053, Southfield, MI 48075.

ACCOUNTING CLERK needed for Southfield warehouse office. Part time position (20-25 hours per week). Send resume to: M. Martin, 24725 West 12 Mile, Suite 110, Southfield, MI 48034.

ACCOUNTING CLERK
Southfield management firm has an immediate opening for Accounting Clerk to assist our bookkeeper in all accounting functions. Applicant with Lotus 1,2,3 and WordPerfect 5.1 required. Along w/resume, send your salary requirements and references to: Accounting Clerk, P.O. Box 306, Southfield, MI 48037-0306

ACCOUNTING CLERK
Market research firm seeks individual with Payable/Receivable experience. PC experience skills & good oral communication skills. Bachelorette in accounting background helpful. Full time. Benefits. Send resume or call Rebecca: RDA, 450 Enterprise Ct., Bloomfield Hills 48302
810 332-5000

ACCOUNTING/
COLLECTION CLERKS
International automotive company seeks full-time accounting and collection clerks to process payments or payables experience along with basic computer knowledge desired. Associate's degree in accounting a plus. Qualified individuals should apply in person and bring resume & salary history and requirements to:
American International Automotive
2701 North I-94 Service Dr.
Ypsilanti, MI 48198
Attn: Human Resources
Barry M. Lipson
Equal Opportunity Employer M/F

Accounting Personnel
All levels, long/short term.
ARBOR TEMPS 459-1166

ACCOUNT SECRETARY
Experience preferred (food or food brokerage). Type 50 wpm. Knowledge computer skills, good math skills, familiarity with schedules, calculator, and good verbal/phone skills. Send all resumes/letters to: P.O. Box only, no phone calls, no walk-ins. Acme Food Brokerage Inc., P.O. Box 37010, Detroit, MI 48237

ACCOUNTS PAYABLE CLERK
Good math and computer skills. Experience preferred, but will train. Progressive, fast growth company in great location. Full time with fringes. Apply: 32680 Capitol, Livonia.

ACCOUNTS PAYABLE Clerk, Clerical & Salesperson. We will pay commission if you can give us at least 20 hours weekly. Have general office experience. Must be 18 or older.
425-0151

ACCOUNTS PAYABLE CLERK
Needed for expanding Residential Builder/Developer. Computer experience preferred, but not required. Please send resume to:
Box 922
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS
PAYABLE
Immediate full time opportunity exist for a happy medium sized manufacturing individual. Responsibilities include: accounts payable, payroll and general ledger. Position seeks intelligent fringe benefits. Package includes: medical, dental, optical, life and profit sharing plan. We are a supply manufacturer with position seeking conversation. If you are interested in growth with a leader in the the healthcare industry. Send resume in confidence to:
MEDISPECTER SERVICE
Outpatient Rehabilitation Agency
Attn: Lis Bailey
755 W. Big Beaver, Suite 404
Troy, MI 48084

ACCOUNTS RECEIVABLE CLERK - property management company seeks experienced person to handle data entry accounting on computer. Need a well organized, detail oriented team player. Non smoker. Send resume and salary history to: Human Resources Dept. 32400 Telegraph Road, Bldg. 200, Bloomfield Hills, MI 48025 or fax to 810-646-0636

ACCOUNTS RECEIVABLE
Position available at growing public relations firm. Candidate should have a 4 year accounting degree. Proficiency plus, analytical skills & ambition. Prior experience in accounts receivable or collections is a plus. Send resume & letter indicating availability to: Accounts Receivable, Box 490, Dearborn, MI 48121.

ACCOUNTS RECEIVABLE REP
Growth Farmington Hills firm seeks individual with 2 + years accounts receivable experience. Good telephone manner. Send resume and salary history and references to:
ARDEN COMPANIES
26899 Northwestern Hwy. Ste. 201
Southfield, MI 48034
Attn: Linda Tulpa

AD AGENCY
RECEPTIONIST
Interact with exciting people and enjoy your day. We need a fast, self-starter experience in a front desk receptionist position. Phone and data entry. Call Gloria
Creative Temporary Services

ADMINISTRATIVE ASSISTANT
to work with financial consultants. Must be self motivated, client (heavy phone contact), be detail oriented, well organized, excellent client service skills, and have 2 years exp. Send resume to: Patty Darby, 800 Oakland Park, Detroit, MI 48243. EOE M/F/D/V

ADMINISTRATIVE ASSISTANT
for financial services firm. Must have excellent grammar, typing & computer skills. 87. to start. Call Ann Weiss. 641-3968

ADMINISTRATIVE SUPERVISOR
full time, customer service skills, typing 50 wpm, strong Lotus computer. Typing & computer experience necessary. Salary commensurate. Send resume to: Linda, 313-522-3816

Administrative Secretary
Professional individual for part time position. Must know Word Perfect 5.1. Please send resume to: Kelly, Inc., 30100 Telegraph, #138, Bloomfield Hills, MI 48302

ADMINISTRATIVE ASSISTANT
seeks organized, self-motivated person with communication & lower paperwork skills. Must have knowledge of finance & marketing administrative support in our fast paced office. Candidate should have recent experience & be comfortable using computers. Knowledge of Windows programs a must. Good attention to detail & ability to give attention to detail are essential. Competitive salary & benefits. Send resume to: Human Resources Dept., PO Box 846, Troy, MI. 48099

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
Human Relations Department of major Detroit firm has positions available for both full and part time. Accounting and Lotus skills preferred. Call Sharon at (313) 846-7461
Uniforce Temporary Services

ADMINISTRATIVE
ASSISTANT
We are looking for an individual with some accounting experience. Applicant must be organized, have attention skills & work well with others. This is a permanent part-time position. Contact Mr. Houston, at Globe Furniture Rentals, Southfield.
352-5300

ADMINISTRATIVE
SECRETARY
Unique long term positions in prestigious Southfield company requiring excellent communication skills, word processing experience, and computer ability. Technical or legal background a plus. $10.00/hr and benefits. Call Sharon 644-7461
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
A leading Insurance company has immediate opening for a highly motivated individual with strong organizational, shorthand & computer skills. Ideal candidate will be Present of operations, Minimum 5 years experience required.
Send resume and salary history & requirements in confidence to: Human Resource Dept. PO Box 846, Troy, MI. 48099
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Leading Design/Build/Development firm has an immediate opening for an Administrative Assistant to the Vice President of Operations. Qualified candidates should possess strong dictation/transcription skills, typing skills (70wpm minimum), a pleasant telephone manner & presence, as well as excellent telephone & interpersonal skills. Knowledge of Word Perfect and business writing helpful. Complete benefits and compensation package. Send resume to:

Attention: Human Resources
P.O. Box 5004
45501 Helm Street
Plymouth, Michigan 48170

An Equal Opportunity Employer

ADMINISTRATIVE
ASSISTANTS
Qualified candidates needed for automotive location in the Redford/Detroit area. Must have strong secretarial skill and proficiency in skills with a proven ability to coordinate and perform projects. Call today.

Please call 522-4020 for an appointment!

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer, M/F/D

ADMINISTRATIVE ASSISTANT
Life insurance background required. Knowledge of Lotus, Word for Windows, Pagemaker, Harvard Graphics, word processing and network systems. Starting salary $18,000 to $20,000 and benefits. Send to: P.O. Box 230756, West Bloomfield, MI 48325.

ADMINISTRATIVE ASSISTANT
PART-TIME
Great opportunity for advancement. Progressive auto dealership seeks motivated person for administrative position. Daily from 9-1 p.m. Starting at $5.25/ hour. If you can work in a fast paced environment and possess excellent clerical skills please call Jerry Doute for an interview at 421-1300.

ADMINISTRATIVE ASSISTANT
Seeking an administrative Assistant for builder/developer. Must be self motivated and possess strong clerical duties, Excel, and Words. Associate degree preferred. Non-smoker & smoker only. Send resumes with salary requirements & availability to:
Box # 533
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATOR
Ten people Bloomfield Hills architectural firm seeking a person w/ strong interpersonal, organizational & communication skills. General bookkeeping knowledge, computer knowledge & small business activities experience required. 810-332-3140

ANSWER THE
CALL!!
Kelly Temporary Services currently has excellent opportunities for experienced Receptionists and Switchboard Operators.

• Assignments at leading companies
• Top pay
• Assignments in Livonia, Plymouth and Canton areas
• Long and short-term assignments

If you have the experience and are available 8 hours per week, please call 522-4020.

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

APPLY
TODAY
• DATA ENTRY
• WORDPERFECT 5.1
• LOTUS 1-2-3
• MICROSOFT WORD

ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 722-9080
Taylor: (313) 292-1100

ASSISTANT COORDINATOR
Southeastern Michigan's largest apparel company is expanding (12 stores) and seeks an assistant. Duties include full-time receptionist & file clerk. Great benefits package.
Call 647-8490 ext. 211

AGGRESSIVE entertainment company seeks full time executive assistant. WordPerfect, Lotus 1-2-3, telephone. Mike Kaplan, 547-5380

ASSISTANT OFFICE MANAGER
Law firm seeks person with typing & computer skills. Call Ms. Ginger at Carter 3PM, 353-4347

ASSISTANT OFFICE ADMINISTRATOR - Small party office needs person to handle general typing, phones, and invoicing. WordPerfect 5.1 experience required and strong math skills for accounting training. Salary commensurate. Call Sandy Hicks, Suite 2370, Bingham Farms, MI 48025

AUTO BODY shop office assistant. WE train. Full-time position. Call Ron for appointment. Lee Johnson Chrysler Plymouth. 525-6000

AUTO DEALERSHIP BILLER
Don Massey Cadillac is looking for an experienced car biller. Please apply at 40478 Ann Arbor Road, Plymouth, Michigan 453-7300

BILLING CLERK
Computer & telephone skills, able to handle paid accts for maternity, pediatric practice. Send resume: PO Box 531157, Detroit, MI 48253

BILLING CLERK
Must have experience processing invoices and a customer service orientation. We are working in a 9 person billing dept. Call for appointment Ann Marie Sullivan, Cadillac Mining Systems, 23622 Haggerty Road, Farmington Hills (10 Mile/Haggerty area)

BOOKKEEPER - Church/School, Bloomfield. Computer experienced. Part-time.
Call 646-2244

BOOKKEEPER/CLERICAL
Part time. Mature person needed. Take & Thank, 10-4pm. Knowledge of phones, bookkeeping & other clerical skills necessary. Telegraph & Orchard Lake area. 538-0083

504 Help Wanted Office-Clerical

AUTOMOTIVE SALES
AGENCY IN BIRMINGHAM
Seeks energetic, competent, computer literate, well rounded Office Manager. Ability to wear several hats in a team player environment is necessary. Salary negotiable. Send resume to: Wyndham & Associates, 1010 Bowers, Ste. B, Birmingham, MI. 48009.

BANK OFFICE Livonia needs mature person for part time light bookkeeping, filing & other duties. Hours, days, Mon-Fri. Experienced. Send resume to: 689 N. Mill, Plymouth, MI 48170

BOOKKEEPER/ACCOUNTANT
We are a wholesale distributor looking for a bookkeeper. Full time, well position available in our Troy location. Minimum 2 yrs. experience in general accounting degree required. Excellent benefit package & competitive salary. Send resume to: M. Martin, 1783 E. 14 Mile, Troy, MI 48083

BOOKKEEPER/BOOKKEEPING
career oriented individual with experience in accounting, low personal skills needed, to provide finance & marketing administrative support in our fast paced Southfield office. Candidate should have familiarity with or comfortable using computers. Knowledge of computer spreadsheets, strong organizational skills & ability to give attention to detail are essential. Competitive salary & benefits. Send resume to: Human Resources Dept., Personnel Director, 26999 Central Park Blvd, Ste. 175, Southfield MI 48076.

BOOKKEEPER/CLERICAL
Phone & Data Entry Contacts, and clerical is plus. Full or part time positions available. Salary commensurate with experience. Send resume to: Box 532,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.

CUSTOMER SERVICE REP
Consumer reporting company seeks a dependable person, 30-40 hrs per week to serve our mortgager/banking customers. Computer literate. Send resume and a consumer credit is required. No personal or telephone inquiries accepted. Send brief resume to: Real Estate Services, 100 Galleria Center, Ste 212, Southfield, MI 48034, Attn: Harry

CUSTOMER SERVICE representative for Health Club Facility. Part time position. Flexible hours, $5 per hour plus bonuses. Call 661-6343 Pennington Club, W. Bloomfield.

CUSTOMER SERVICE REP - full time needed for a busy professional service. Must have good communication & organizational skills, Salary plus benefits. Apply in person Mon. Bigger Ste 100, Troy, MI 48084.

BOOKKEEPER OR ASSISTANT
(Part Time) with computer knowledge to work for Kelly Park, Hazelden hrs/days. Send resume to: 23456 Southfield Rd., Southfield, 48075.

BOOKKEEPER - part time, needed for Birmingham communications firm. Responsibilities include: A/R, A/P, A/R invoicing. Must be MAC compatible, (knowledge of M.Y.O.B. a plus). 35 + 45 hrs/month. $7/hr to start. Reply to Box #81
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.

BOOKKEEPER/RECEPTIONIST
Small Birmingham landscape architectural firm seeks experienced bookkeeper with computerized accounting skills to do payroll, accounting & general office duties. This front desk position requires good telephone manner & organizational skills. Previous WordPerfect experience preferred. Send resumes to:
Bookkeeper/Receptionist,
212 Cranbrook Rd.
Birmingham, MI 48009

BOOKKEEPER/RECEPTIONIST
Small Farmington Hills law firm seeks assistant. Send resume to: EAB, 38701 7 Mile Rd., St. 243, Livonia, MI 48152

BOOKKEEPER/PERSON
Ad agency has full time position for detail-minded person interested in job involving bookkeeping, A/R, accounting software experience helpful. Pleasant working conditions. Salary/fringe benefits. Send resume to: J.R. Thompson, Ste 2117, Farmington Hills MI 48333

BRANCH OFFICE ADMINISTRATOR
National investment firm opening office in W. Bloomfield.