502 Help Wanted Dental-Medical

FULL TIME-Bloomfield Hills dental office, financial person. Duties include, filing insurance, collections and patient check out. Must have dental office experience. $10-$12 hour to start, plus excellent benefit and profit sharing, no evenings.
Call 642-8522

GENERAL OFFICE
Detail oriented individual to perform a variety of office functions including phones, typing, filing, inventory of supplies, & data entry. Home health care office experience preferred. Call or send resume to Marilene Balsing, 334-1140
Nightingale Home Health Care
1680 Sq. Woodward, #201
Bloomfield Hills, MI 48302

HOME HEALTH AIDES
Experienced. FULL & part time-all shifts. Competitive wages, bonus program includes annual, attendance, flexibility & holiday bonuses. Vacation pay. Transportation expense. We take pride in hiring dedicated, caring people to provide unsurpassed client care. Call 2-5pm!
EMPA-CARE IV 455-1081

HYGIENIST
part time for quality Livonia family practice.
Call 422-3668

HYGIENIST PART-TIME
Hours & times flexible for maternity leave. April 4th thru May 13th. Nice area.
525-1200

JANITORIAL
Full & part time positions open for medical center in Dearborn. Day & afternoon shifts. Must have experience with good references. Please send resume to: Medical Administrator, 5050 Schaefer, Dearborn, MI 48126

LPN - dermatology practice seeking LPN for part time, Southfield, Plymouth, Allen Park.
Contact Ruth Colledge 459-8100

LPN OR RN
For allergist office, health insurance. Full or part time. Eloise Wed., alternate Sats. Expected salary
W. Bloomfield area 539-3360

LPN'S
Immediate openings for private duty long term cases.
• Part-time, Mon., Tues., & Wed., 3pm-10pm, to care for 10 yr. old female patient, Clinton Twp. area.
• Part-time day shift, Fri/Sat., adult patient, Lake Orion area.
For appointment call Mon-Fri., 8-4pm., ask for Sheila.
METROSTAFF
Health Care Services
559-0345

LPN/BSN/S for high-tech vent case in Farmington. 10 month female spinal cord injury patient needs your caring skills. Ventilator skills required, will train on trach care. Second vent. Long term, full time positions available. Top pay and benefits. Contact Assisted Care, 755-0570, 258-8933

MEDICAL ALLERGY ASSISTANT
Part time. Allergy practice. Experienced in injections, venipuncture, some x-ray. Motivated people only. Fax resume to Pam or Rhea, 538-2253 or person. Call Kelly, 646-5567

MEDICAL ASSISTANT/LPN
Enthusiastic, outgoing person for busy dermatology office in Southfield. Part time.
353-6868

MEDICAL ASSISTANT
Part-time, mature, well-qualified Medical Assistant. Must be certified.
643-0510

MEDICAL ASSISTANT
Part time. 15 to 20 hours. Afternoons. Experience in sterile technique. Vena Puncture, Vitals. Contact: Nora Cohen, between 9 & 5.
(810)350-6350

MEDICAL ASSISTANT - Part-time. Experienced Southfield Cardiologist to perform Vena Puncture, blood pressure, EKG. Call, 569-4232

MEDICAL ASSISTANT
Part-time for Farmington Hills medical office. Will train.
Contact Mary 553-4646

MEDICAL ASSISTANT
Experience wanted. Leadership & responsibility in a fast paced Livonia area. Good pay & benefits.
(313)349-5940

MEDICAL ASSISTANT: PART-TIME
Podiatric office seeks mature medical assistant to assume primary responsibility for medical care. 5755 W. Maple Rd., Suite 111, West Bloomfield, MI 48322 626-7180

MEDICAL ASSISTANT
Experienced Medical Assistant needed for medical office/clinics in the Southfield area. Computer experience preferred.
(313)358-5336 or Fax (313)358-4783

MEDICAL ASSISTANT needed part-time for Union Lake OB/GYN office. Experience preferred but will train skilled person. 360-3400

MEDICAL ASSISTANT - Part time. Needed for dermatology office in Farmington Hills. Experience preferred. Call 540-9100

MEDICAL ASSISTANT needed for physician's office. Part time/Full time. Experience preferred. Afternoons. Pleasant atmosphere.
Call 464-8200

MEDICAL ASSISTANT - Front & back office, experienced only. Computer knowledge helpful, full time, benefits. Orthopedic Surgeon's, Southfield office. 557-1472

MEDICAL ASSISTANT
Full time for busy Southfield office. Must be efficient & work well with people. Experience preferred in chest & sinus x-rays, EKG, venepuncture. 350-2440

MEDICAL ASSISTANT - Immediate openings in Livonia & Royal Oak. Full or part time. 1 yr. experience minimum, $1120 to $1280 per month. Call Monica at Temporary Medical, 443-5594

MEDICAL ASSISTANT
for busy internist office in Bloomfield Hills & Auburn Hills. Approx. 30-35 hrs. per wk. Experience preferred but will train. Competitive salary, good benefits. Resumes to: Gastro Care, Hills Eye Center, Attn: Margaret, 2700 N. Woodward, Bloomfield Hills, MI 48304

MEDICAL BILLER
The candidate should possess full knowledge of medical insurance billing procedures. Very strong follow-up back ground. 3 years experience plus must have knowledge of MSS system, experience in the area of dermatology preferred.
Send resume to: PO Box 3360, Farmington Hills, MI 48334.
Attn. Mr. Rockarella

MEDICAL BILLER
Experienced. Hospital billing. Doctor's office in Pontiac. Immediate opening. Call after 5pm:
626-2193

MEDICAL BILLER needed for multi specialty dentistry practice in Royal Oak. Experience a must. Salary commensurate with experience. Fax resume to 548-8035 or phone 549-1388

MEDICAL BILLER
For OB/GYN office, Farmington Hills. 3-3 days per week. MSS dialny experience helpful. 626-9871

MEDICAL BILLER - Experienced Workmen's Comp, Medicare, Blue Cross, No nights or weekends. Office in Madison Heights. Ask for Mary or Carol. 583-1780

MEDICAL BILLERS
Needed for short and long term temporary assignments. Minimum 1 year experience & computer skills.
DAVIS SMITH INC.
334-4100

MEDICAL BILLER/Collections
Experienced, for busy ear, nose & throat office. Non-smoker preferred. MBS knowledge a must. Full/part time. Hours: 7:30 to 4:30, following ground hogday. Call for interview Mon., Feb. 28, between 8:30 A.M.-11:30AM, 2PM-4:30PM. Ask for Mary or Rita 477-7030

MEDICAL BILLING CLERK
Full time position for large medical lab. Previous medical billing experience required. Send resume to Cytogenetic Clinical Lab., Attention Cindy Carson, 31778 Northwestern Hwy., Southfield, MI 48075

MEDICAL COMPUTER billing (Medis experience preferred) with insurance follow-up experience. Full-time. Excellent benefits. Livonia area. Reply: Box 9018 Mike Rd., Box 108, Livonia, MI 48152

502 Help Wanted Dental-Medical

MEDICAL BILLERS
New openings in physician offices for experienced Medical Billers with MBS, Medic or Diversified expertise. DME/IV INFUSION BILLERS for corporate office locations with several expanding companies. Great salaries, benefits, bonuses.
Call Diane Detter: 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

★ MEDICAL BILLER ★
FULL-TIME FOR REHABILITATION AGENCY. MEDICARE BILLING/COST REPORT SKILLS REQUIRED. EXCELLENT SALARY & BENEFITS. FOR MORE INFORMATION CALL: 422-8600

MEDICAL INSURANCE BILLER
growing N. Oakland County optometric practice desires experienced insurance biller, current knowledge of diagnosis & procedure coding necessary. Posting, billing, account receivable, collections, utilizing software system. Qualified applicants may forward resume: Box #668
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL OFFICE in Birmingham needs outgoing & friendly person to train to assist with patients. Part-time. Ideal for homemaker 642-3338

MEDICAL RECEPTIONIST
Part time, Tues. 12-8PM, Thurs. 10AM-6PM. Typing needed. Garden City area. 522-0667

MEDICAL RECEPTIONIST
Full time. Must be friendly & outgoing. Good phone skills, experience preferred. 474-1780

MEDICAL RECEPTIONIST
Experience preferred,
but not necessary. Full-time.
Bloomfield Hills. 333-3900

MEDICAL TRANSCRIPTIONIST
Must have 1-2 years medical experience, minimum 60 wpm. Part or full time position available. Send resume: Medological Services, Inc., 25505 W. 12 Mile, Suite 4750, Southfield, MI 48034, Attn: Sandra

Medical Transcriptionist
Two positions in Farmington Hills office. Experience with radiology/cardiology. Part time 471-0445

MEDICAL TRANSCRIPTIONIST - experienced. Southfield, 20/hrs per week. $10-$12/hr. Fax resume 559-0560

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

NURSE AIDES
Full & Part-Time, All shifts
Franklin Manor, 26900 Franklin Rd., Southfield, (behind Southfield Holiday Inn at 10½ & Telegraph).

• NURSE AIDES/
HOME HEALTH AIDES •
Needed for the Oakland County area. Minimum of one year experience in a hospital, nursing home or certified home care agency is required. Must have reliable transportation.
IMMEDIATE INTERVIEWS
NO APPOINTMENTS NECESSARY
WALK-INS WELCOME
Community Home Care
Quality care,
A healthcare partnership
JCAHO Accredited
2151 Fifteen Mile Rd.
Clinton Twp. Michigan
(810) 978-7494
Equal Opportunity Employer/ADM

NURSE AUDITOR
WE HAVE A HEALTHY RESPECT FOR YOUR ABILITIES

Skilled professionals deserve environments where their expertise can be fully utilized. At Oakwood United Hospitals, Inc., we respect the dedication and talents of all our health care professionals. Currently, we have an opportunity for a Nurse Auditor to join our Central Billing Department.

In this exciting, newly-created position, you will have the unique opportunity to utilize your Reviewer Review Program. To qualify, you must be a licensed RN with a BS in Nursing. At least 3 years of nursing experience and familiarity with personal computers is essential. Special care (ICU/CCU) experience and a general knowledge of hospital accounting principles would be a plus.

If you want the respect your talents deserve and the opportunity to advance your career with a dynamic leader in health services, come to Oakwood United Hospitals, Inc. For consideration, forward a resume in confidence to: OAKWOOD UNITED HOSPITALS, INC., Attn: Human Resources, 4429 Venoy Ave., Wayne, MI 48184. An Equal Opportunity Employer.

OAKWOOD UNITED HOSPITALS, INC.
A subsidiary of Oakwood Health Services

NURSE CLINICIANS
Highly successful national leader in home IV service has immediate openings. Must have excellent clinical & teaching skills. Previous home health care experience preferred. Per-diem positions available. Contact Nurse Manager, Heather Hudson, 1-800-422-2021

NURSING ASSISTANTS
We will train
HIGHTIGNLE WEST
8363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

Nursing
RNs/LPN's
We're currently looking for special, part-time on the day or afternoon shifts. Must enjoy working with the elderly. Apply in person: Middlebelt Nursing Care Center, 14900 Middlebelt Rd., Livonia, MI 48154
An Equal Opportunity Employer

Nursing
STAFF NURSES
Oakwood Hospital Corporation is currently seeking full-time, part-time, and occasional staff nurses for the ambulatory health care centers located in the downriver and Western Wayne area.

Minimum requirements include an Associate's degree in Nursing, a current license in the State of Michigan, 1-3 years of experience in a hospital or ambulatory setting, BLS certification, and excellent organizational skills. Current clinical guidelines will provide patient care in an outpatient setting for either Pediatrics, Family Practice, Ambulatory Surgery, or Family Practice.

Qualified candidates should specify position of interest and send resumes to: Oakwood Hospital, Attn: E. N., 23400 Michigan Ave., Suite 111, Dearborn, Mi., 48124.
An Equal Opportunity Employer

OAKWOOD HOSPITAL
A subsidiary of
Oakwood Health Services

502 Help Wanted Dental-Medical

OCCUPATIONAL THERAPIST - pediatrics, sensory integration experience. Contractual position, growth opportunity. Call Lorraine at 354-0464. Or send resume to Speech & Language Systems, Inc. 5360 N. Lilley Rd. Plymouth, MI 48170

OFFICE MANAGER - full time 6th computerized billing experience necessary for busy Troy office. Call Karen or Jeri 828-6111

Opht ophthalmology
COA or COT
The right candidate will possess enthusiasm & interest in the changing needs of ophthalmology and interview surgery. 2-3 days per week. Excellent salary & benefits.
Call Linda at 810-435-8200 or send resume to: RKL 5413 W. Maple Rd., Ste. 137, W. Bloomfield, MI 48322.

ORAL SURGERY ASSISTANT
Experience required. 32-40 hours per week.
780-8991

ORTHODONTIC ASSISTANT
Charming, Farmington Hills office. Experience preferred. Hours negotiable.
626-5082

ORTHODONTIC ASSISTANT
needed for the office of Dr. Scott Tyler. Full or part-time & well trained. Excellent benefits. Please call Emily at 852-6212

ORTHOPEDIC TECH. Full or part time. X-ray experience preferred. Send resume to: P.O. Box 531531, Livonia, MI 48153-1531.

PART-TIME POSITION available for mature, front desk office assistant at pediatrician's office. No experience necessary, but must be dependable & willing to learn.
Call Debbie: 477-7034

PEDIATRIC DENTAL office seeks experienced dental assistant for assisting/reception position. Berkley area. Call Audry Mon -Thurs., 9-5.
547-6080

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

PHYSICAL THERAPIST
FOR HOME VISITS
Continuing position with flexible hours for PT experienced in geriatric home health care. To apply, send resume to:
United Home Care Services
2200 Canton Center Rd. #230
Canton, MI 48187

QUALITY ASSURANCE
Full time position with benefit package. Prefer BS in Nursing or Medical Tech and/or CAHO experience. Growth opportunity with fast-paced certified agency. For immediate consideration, call:
Pam or Rhea
Vice President
United Home Care Services
2200 Canton Center Rd. #230
Canton, MI 48187
(313) 981-8820

QUALITY ASSURANCE REP
PART-TIME 3 DAYS/WK.
Growing national DMO needs a professional QA field representative to conduct several and limited reviews of participating provider operations to ensure that our high quality dialysis treatment standards are being met. Must have BSN and RN license. Registered Dental Hygienist certification; current Michigan license; five years of clinical experience demonstrating: (1) knowledge of quality dental treatment standards, (2) excellent oral and written communication skills, (3) ability to organize, plan, and complete work with minimal direct supervision. Must have reliable transportation to make field calls. Starting annual salary commensurate with experience in the range of $140-$152/8-hour day. DEADLINE: Friday, March 18, 1994. Qualified candidates should submit resume with salary requirements to: MIDA Dental Plans, HR Dept./QA, 3000 Town Center, Suite 2200, Southfield, MI, 48075-1195.
EO/AAE

RECEPTIONIST/BILLER
For allergist in office 2 locations, Farmington Hill/Livonia. MBS experience preferred. Send resume to: Parts Allergy Centers, 27970 Orchard Lake Rd., Farmington Hills, MI., 48334.

RECEPTIONIST
Full Time position needed for Livonia family practice. Call Dr. Reckers for an outgoing, energetic & cheerful person. Experience preferred. Please send references & resume to: 14500 Farmington Rd., Ste. 203, Livonia, MI 48154

RECEPTIONIST for Pediatrician's office. Part time in Livonia. Call Lil. Mon, Wed, or Fri. 615-1420

RECEPTIONIST
West Bloomfield dental office, 4 day week. Excellent salary & benefits.
(810) 569-5110

RECEPTIONIST-Energetic, efficient people person for optometric office. Patient service, telephone, clerical responsibilities and optometric experience in profit-sharing office a plus. Full time, Pre's office downtown Farmington. Call 477-1588

RESIDENT AIDE
Day shift, full-time. Home for the aged. Trinity Park West, 38915 Six Mile, Livonia. 464-2772

RN CARE MANAGER
Community based Nurse Case Manager will consult with an inter-disciplinary team for geriatric management. Must have excellent clinical & teaching skills. Previous home health care experience preferred. Per-diem positions available. Contact Nurse Manager, Heather Hudson, 1-800-422-2021

NURSING ASSISTANTS
We will train
HIGHTIGNLE WEST
8363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

Nursing
RNs/LPN's
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An Equal Opportunity Employer

Nursing
STAFF NURSES
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Qualified candidates should specify position of interest and send resumes to: Oakwood Hospital, Attn: E. N., 23400 Michigan Ave., Suite 111, Dearborn, Mi., 48124.
An Equal Opportunity Employer

OAKWOOD HOSPITAL
A subsidiary of
Oakwood Health Services

Glen Oaks
LUXURY APARTMENTS

...where luxury is a way of life!

Enjoy breathtaking views of ponds and lake.

Absolutely everything at your fingertips including year-round pool and whirlpool saunas.

Glen Oaks combines the ultimate in elegant living with a fabulous location. Imagine...the privacy and serenity of your own apartment home nestled among mature trees, winding streams.

For more information
Call...348-7550

Unfurnished from $1,300
Furnished corporate suites available

502 Help Wanted Dental-Medical

RN'S
MDS, INFECTION CONTROL
QUALITY ASSURANCE Specialist
Long term care facility seeks experienced individual to guide, monitor & evaluate MDS, infection control & quality assurance. Join our caring team. Apply in person between 9am & 3pm or send resume to: S. Wormser, DON, Mt. Vernon Nursing Center, 28715 Greenfield, Southfield, MI 48076. (810)557-0050

R.N. - part time for busy Troy office, to administer chemotherapy. Enthusiastic, caring individual for direct patient care in Canton at Jet, 416-6111

SOUTHFIELD OPHTHALMOLOGY office looking for pleasant person for front office. Experience preferred. Ask for Sharon: 358-4838

VASCULAR TECH to do non-invasive testing in Vascular Surgeon's office. 2 days/week. Experience necessary. 353-2166

X-RAY TECHNICIAN
Wanted Saturdays for busy Orthopedic Office in Bloomfield Hills.
334-4535

504 Help Wanted Office-Clerical

ADLE SECRETARY-Headquarters, national medical company, requires word processing, correspondence, typing & filing skills. Ability to perform various tasks for administration group. Send resume to: Mr. Kent, Lifetime Doors, Inc., 30700 Northwestern Hwy., Farmington Hills, MI 48334. 851-7700

MANUFACTURING COMPANY is seeking a versatile Accounting Assistant to perform accounting & clerical entry, light collections & various computer related projects. Data entry accuracy & speed a must. Experience preferred, but a highly motivated individual will be considered. Send resume & salary requirements to: Box 818
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE CLERK
CHILDREN'S CLINIC
Computer and clerical experience required. Benefits. Send resume and salary requirements to: Controller, 3663 Martin Rd., Walled Lake, MI 48390

ACCOUNTING
BOOKKEEPERS
Interested in using your skills on either long or short term projects? Let us demonstrate to you the work is fun and that immediate employment. We have 4 locations for your convenience. Specializing in the areas of
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
PAYROLL
DATA ENTRY/NUMERIC
FULL CHARGE BOOKKEEPING
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accountemps
Metro Detroit's largest temporary staffing service specializing in accounting, bookkeeping and finance. Four network locations to serve you.
Ann Arbor (313) 995-4347
777 E. Eisenhower ♦ 120, 48108
Detroit (313) 240-9600
6 Parklane Blvd. ♦560, 48126
Southfield (810) 357-4387
25348 Northwestern ♦230, 48075
Troy (810) 524-9060
201 W. Big Beaver ♦310, 48084
Benefits Available E.O.E.

ACCOUNTING CLERK
Westside Detroit firm seeking individual with minimum 3 years experience in general ledger accounting. Send resume to: Controller, 4444 Lawton, Detroit, MI. 48208.

ACCOUNTING CLERK
Dynamic cellular company is seeking an accounting clerk. Position requires good problem solving with basic knowledge of accounts payable, accounts receivable. Collection background helpful. Ideal entry level position for right school student.

Send resume to:
Attn: Accounting Supervisor
PO Box 71043
Madison Heights, MI 48071-0043

ACCOUNTING MANAGER
Livonia manufacturer seeks aggressive, motivated accountant as Accounting Manager. Manufacturing experience and analytical skills are a necessity. Please send resume and salary requirements to:
Self Adhesive Products
31500 Northwestern Highway
Suite 185
Farmington Hills, MI. 48334

accounting
WEST SIDE WEST SIDE

If you have computerized bookkeeping/accounting experience, and are looking for a challenging opportunity to TEMP as well as permanent placement, We have Positions coming in daily for westside locations: Livonia, Northville, Canton, Farmington Hills.

Our permanent recruiter will help with your job search, while you temporary for us. Call today! Ask for Janet TEMPS in permanent positions.

354-2410
ACCOUNTANTS ONE
agency Sec/Temp

ACCOUNTS PAYABLE/
ACCOUNTS RECEIVABLE/
PAYROLL
Experienced people needed in all phases of bookkeeping for temporary assignments. Benefits.
QUALITY ACCOUNTING TEMPS
586-4880

504 Help Wanted Office-Clerical

Accounting Personnel
All levels, long/short term.
Top firms. Career opportunities.
ARBOR TEMPS 459-1166

ACCOUNTING
Temp positions often lead to permanent work. Want to work where you network!
We continue the permanent search for you.
Now recruiting for:
DAYA ENTRY CLERKS
ACCOUNTING CLERKS
BOOKKEEPERS
ACCOUNTANTS
Healthcare benefits
and vacations are available!
(313) 513-7800
Accountants Connection

ACCOUNTS PAYABLE CLERK
Company located in Van Buren Township seeks qualified individual to assist in Accounts Payable Department. Must possess good math, typing & communication skills. Experience helpful. Health & life insurance provided. 37 hour/start. Send complete resume to: Box #664
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE
PROCESSOR
Southfield Property Management firm is seeking an individual with 1-3 years experience in accounts payable processing. Qualified candidate will possess good data entry, math, and communication skills. Strong organizational skills are a must for this high volume position.
Send or fax resume and salary requirements to:
Human Resources Department
Alliance Properties Corporation
26555 Evergreen, Suite 1300
Southfield, MI 48076
FAX (810) 352-0775

ACCOUNTS RECEIVABLE CLERK
National company seeking an energetic person with least 1 yr. experience in accounts receivable. Applicant should possess strong communication and organizational skills and be willing to take on new responsibilities. Good salary with medical benefits, 401K plan included. Resume to: Accounts Receivable Clerk, 3800 15th St., Detroit, MI 48208

ACCOUNTS RECEIVABLE
Immediate full time for experienced qualified non smoker. Send resume to: Mrs. S., P.O. Box 2587, Southfield, MI 48037-2587

ACCOUNTS RECEIVABLE
Part-time possibly leading to full time. Excellent opportunity. Calculate, collection, good communication skills. Send resume to: Box 9
Hales Stationer 14537 Keel St.,
Plymouth, MI. 48170.

ADMINISTRATIVE SECRETARY
& ASSISTANT
For permanent position with Southfield CPA firm. Must be proficient in taxes, flexible, and people oriented. Fringe benefits salary commensurate with experience. Send resume to: Administrator & Assoc. PC 3000 Town Center Suite 1101 Southfield, MI 48075 Attn: ASA

Administrative Secretary
Temp-to-Perm
ARBOR TEMPS, 459-1166
9433 Haggerty Rd., Plymouth, MI

Administrative Assistant
Will train bright person with typing skills. Must have needs strong typed with PC experience. Available now!
Call 355-2440

THE KPM GROUP
ADMINISTRATIVE ASSISTANT
to work with financial consultants. Candidate will assist clients (heavy phone contact), be detail oriented, well organized, customer service oriented, perform well under pressure. Fringe benefits. Salary negotiable. 600 REN CEN/1800, Detroit, MI. 48243. EOE M/F/D/V

ADMINISTRATIVE
ASSISTANT
Full time, salaried position for the individual with WordPerfect & some knowledge of accounting. Position in Rochester Hills requires a self-starter with an eye for detail. Call Ron at 853-6700 ext 308.

ADMINISTRATIVE
ASSISTANTS
5 shifts. Long term career opportunity in the dynamic environment of a specialized finance company. Top pay. Temp to perm. Word Perfect or 3x Word and Lotus preferred. Call Sylvia 546-7883
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Rochester Hills firm is seeking experienced, self-motivated individual for immediate full time position. Firm is a personnel corporation specializing in growth potential and relocations. Duties include various clerical tasks at least 50% of time. Must have working knowledge of Microsoft Word and Excel. Please fax resume to Lisa at (810) 853-0867 or call (810) 852-0991

ADMINISTRATIVE ASSISTANT
A great opportunity for the special person who has learned organization, self-motivation, initiative, tact, and diplomacy. If you have to be hard and like working in a busy and fast paced environment, this position is for you. Become a part of one of Metro Detroit's fastest growing companies, send your resume to:
Human Resources Department
2800 W. South Boulevard
Rochester Hills, MI 48309

504 Help Wanted Office-Clerical

AD AGENCY SECRETARY
Work in the exciting atmosphere of sales promotion agency. Word processing and secretarial skills are needed for this long term position.
Excellent salary and benefits.
Call Dianne 799-3948
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT/
full time. Must have prior experience. A take-charge person with top notch secretarial and word processing skills (WordPerfect/MS Word) accounting/data base background, and strong interpersonal skills. Supervisory experience a plus. Beautiful office serving top notch executives. Send resume with salary requirements to: K. Atkinson, 20611 Northwestern Hwy., Ste. 300, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
IBM business partner seeking full time Administrative Assistant for general office support. Knowledge of IBM mid-range computer systems, Microsoft Word & ACT is preferred but will train the right person. Send resumes, Attn: Barb, AKTION Associates, 19176 Northwestern Hwy., Ste. 300, Southfield, MI 48037. 313-552-8787, Fax: 313-552-8478

ADMINISTRATIVE
SECRETARY
To $21,000
Worldwide firm in Southfield suburb has immediate opening to assist VP. Top notch skills in word processing are required. Company seeks a flexible individual to handle varied duties in fast paced environment.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT
Farmington Hills, working for president & supervisor, advanced Word Perfect 5.1 with charts & tables, knowledge of 3.0 Lotus spreadsheets for fast paced office, benefits. To $25,000. Fee paid

RECEPTIONIST - Switchboard, Bilingual, Word Perfect 5.1, computer experience, good appearance & personality for busy accounting office. $7/hr. Temp to perm. Fee paid

SECRETARY, Southfield, Microsoft word with Windows, Excel is good with numbers, excellent presentation $10/hr to start. Fee paid

PROOF READING SECRETARY - Southfield, excellent organizational skills, strong written & oral communications, Word Perfect 5.1 & Spreadsheet, good spelling, math & grammar. To $20,000 plus benefits. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ADMINISTRATIVE
CLERK
(TYPING)
The Federal Deposit Insurance Corporation is seeking a highly motivated individual to fill the position of Administrative Clerk (Typing) at the Southfield, Michigan field office. Applicants must possess knowledge of office procedures and clerical office functions and skill in using personal computers. 40 WPM typing proficiency required. This position is for 32 hours per week. Flexible hours at either end of hours being flexible. The position is a Term of Appointment, not to exceed 1 year. Applicants with strong possibility of appointment extended for more than 1 year should not confer competitive status. Term appointees receive no retirement or leave benefits including annual and sick leave, health and life insurance, or participation in the FDIC-sponsored Savings Plan. Starting salary is $14,000 per year. Applicants must submit an SF-171 "Application for Federal Employment" indicating announcement number FDIC-94-119 to FDIC, 550 17th Street, N.W., Room PA-1700-5121, Washington D.C. 20429-9990. Current Federal employees must submit a Federal cover letter. Applications must be postmarked by March 21, 1994. For information call 202-898-7000. Our Equal Opportunity Employer

U.S. Citizenship required. The FDIC is an equal opportunity employer.

APARTMENT SEARCH (Southfield). Full time marketing associate (Professional Appearance, highly organized, enthusiastic, articulate and assertive person). Computer experience and excellent phone skills a must. Call Sherri Harrison Non-smoker
11-8 at 810-354-8040
An Equal Opportunity Employer

AUTO DEALERSHIP BILLER
Don Massey Cadillac is looking for an experienced person. Please apply at 40475 Ann Arbor Road, Plymouth, Livonia 46170

AUTO DEALERSHIP/
ACCOUNTS RECEIVABLE
Immediate full time position, in person with Accounts Receivable and/or Collections experience. Pleasant working atmosphere. Please apply in person: JOE PIZMAN CHEVROLET, 39111 Telegraph, Southfield. 538-1000

BILINGUAL
Full time person needed with experience in customer service, telephone, front desk, general office experience helpful. Resume to: Box 9
Hales Stationer 14537 Keel St.
Plymouth, MI 48170

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
small company near Metro Airport requires full time general office person. WordPerfect 5.1 minimum, 6.1 Lotus & bookkeeping experience helpful. Problem solving & organizational skills required to manage data base on our custom software. Some overtime. Excellent benefits. Send resume & salary history to: Box 9
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ARBOR NEEDS:
Data Entry
General Office
Clerks
Your skills can mean good opportunities in nice locations.
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For Reservation as space is limited

AUTOMOTIVE PAYROLL
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If you have auto dealership experience, we will train. Benefits package included. Call Barb Thompson, Glo Cook Automotive Group of Farmington Hills. 810 471-0600

BILLING CLERK
Must have experience processing invoices on the computer. Light bookkeeping helpful. Will be working in a 5 person Billing Dept. Call for appointment after 8:30am
471-3000, Corrigan Moving Systems, 23922 Research Dr., Farmington Hills, 10 Mile/Haggerty area.

BIRMINGHAM AGENCY - Part time, reception, typing, personable & friendly w/professional attitude. Hours negotiable. 8:30-2:30. Mon.-Thurs. 56/hr. Call 645-0900

BIRMINGHAM real estate office seeking bookkeeper/clerk to work phone/people/computer skills. Call Al or Joanne Betts 645-5800

BOOK DISTRIBUTION center in Wixom is in need of a versatile receptionist/clerical. Must be person. Light typing. Good benefits. Call for interview. 380-8350

BOOKKEEPER/CLERICAL
Bloomfield Hills property management development firm seeks full time Bookkeeper Receptionist. Must be computer literate, experienced in bookkeeping & payroll, well organized & have clerical skills. Smoke free office.
Call 281-5595

BOOKKEEPER, full time, experience necessary. 20411 W. 12 Mile, Suite 201, Southfield, Call:
Kashet Accounting at 352-5530

BOOKKEEPER-Part time, charge. Computer experience a must.
477-1515

BOOKKEEPER - full charge, needed to maintain several diversified companies. Must be able to work with a variety of duties. Great Plains software & WordPerfect experience preferred.
810-305-8100

BOOKKEEPER
Full charge. Need computer expertise (Windows, WordPerfect, Lotus, One Write Plus).
Send resume to: Don Schwartz, Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

BOOKKEEPER - Full charge, computer experience required, for Farmington Hills CPA firm. Send resume and salary requirements to: Box 818, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER NEEDED for general contractor. Computer experience a must. Send resume to:
37733 Hills Tech Drive
Farmington Hills, MI. 48331

BOOKKEEPER/SECRETARIAL
PART TIME
Computer experience, knowledge of WordPerfect. Apply in person
OXBOW
MACHINE PRODUCTS
12777 Merriman Rd., Livonia

BOOKKEEPER
Western Oakland County Golf Course seeks self-starter, for full time bookkeeping position. Restaurant & retail experience a plus. Salary commensurate with experience. Resume to: L & D 29201 Evergreen Suite 210 Southfield, MI 48076

BOOKKEEPER
$24,000
FEE PAID BY COMPANY
Supervise up to five bookkeepers. Is well versed in all phases of accounts receivable, bookkeeping helpful. Responsible for Sales Analysis, Cash Flow. Call 354-4600 for immediate interview.
SHELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

BOOKKEEPER EXPERIENCE
Part-time flexible hours to assist Bookkeeper with accounting, billing & admin duties. Light typing required & some office experience helpful. Immediate opening. Send resume or call for application at: 38480 Grand River, Farmington Hills, MI. 48335.

BOOKKEEPER
Property management firm requires full charge bookkeeper with high degree of computer skills. Full or Part time available. Must be willing to relocate to Farmington Hills. Please send resume to: Bernard Atlantic Management 36100 Grand River Ave. Farmington Hills, MI 48335

BOOKKEEPER/SECRETARY
For exciting computer systems firm in Novi/Wixom area. Full time.
Call, 313-344-2100

BOOKKEEPER/SECRETARY
Manufacturing business in Madison Heights. Must be dependable & have experience in computer bookkeeping - accounts payable, accounts receivable & payroll. Full position available. Non-smoking applications. Call 585-5365

BOOKKEEPER/SECRETARIAL
Cleaning & restoration company to perform various office duties. Bookkeeping, typing, phone skills and computer literacy required. Full time, plus health benefits. Send resume to: EOE, suite 10: ECC, 30700 Telegraph, Suite 1875, Bingham Farms, MI 48025.

BOOKKEEPER/ADMINISTRATIVE
Seeking full time administrative help with general bookkeeping experience. Excellent salary & benefits. Good communication skills, computer literate. Must be proficient. Mail resumes to: Administrative Assistant, 3720 S. Venoy, Wayne, MI 48184

BOOKKEEPING & General Office
For Farmington construction company. Experience with computerized general ledger and job cost accounting systems preferred. Resume to: Thomas, Ford & Samaroo, P.C., 2690 Crooks Rd., Ste. 401, Troy, MI 48084

BOOKKEEPING POSITION
Full/Part time. Must be proficient in Peachtree Accounting for windows and Word for Windows. Call 258-9574

BUSY OFFICE needs responsible person to handle phone for Hockey Association. Flexible afternoon & evening hours, some Sats. $5 per hour, 10 hrs. Call 563-2501 ext. 6

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BOOKKEEPER/CLERICAL
Successful Livonia based, property management development firm seeks part time bookkeeper/receptionist. Must be computer literate, experienced in bookkeeping & payroll, well organized & have clerical skills. Smoke free office.
Call 261-5595

CLERICAL
Entry level position. Detail reliable individual with excellent typing skills. Duties include entering data, must be good with numbers. $16K plus benefits. Send resume to: Box 9 Hales Stationer P.O. Box 39220, Redford, MI 48239

CLERICAL
PART TIME LEVEL
We are Whitmore/Hotel based service company with "Team players" to join our clerical staff. Customer Service, Receivables, Client Sales Support are features. You should be organized, ambitious and possess the pleasant personality to succeed.
347-3689

CLERICAL
Full time position available immediately. Experience in manufacturing environment required. Must have good organizational skills, ability to work with minimum direction. Contact Jerry at 420-4175 Ann Arbor Road, Plymouth, Livonia 46170

CLERICAL - Real estate office has part-time opening for individual with strong background in good phone skills. Troy area. Call 10am-2pm, 641-5334