502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Looking for an exciting challenge? Interested in perio, cosmetics, or ins. billing? Full time Livonia office is seeking a full time hygienist for our Hygiene Program. 4 days per week, other benefits, paid holidays and vacations and benefits. Call after 3PM.

DENTAL OFFICE in downtown Plymouth seeks financial administrator, assistant, and part time help around to join our team. Must have dental experience. Call: 453-1180

DENTAL RECEPTIONIST - part time Tues. & Thur. Experienced with insurance & insurance knowledge. Call for appointment. 455-2020

DENTAL Receptionist - Mature, responsible individual for small friendly office in W. Bloomfield. Experience preferred. 642-2530

DENTAL RECEPTIONIST
For busy office. Some dental experience required. Full-time position. Please call Donna. 788-8030

DENTAL RECEPTIONIST
full time, for busy Rochester area practice, benefits.
852-2266

DENTAL RECEPTIONIST
30 hours per week. Dental experience a must. Southwood area.
☎ 810-443-4600
6161 Box 2650

DENTAL RECEPTIONIST - Full-time, Mon-Thurs. No Saturdays. Experience required, no dental insurance/bookkeeping. Seeking friendly, motivated person for busy practice in Berkley. 548-3334

DENTAL RECEPTIONIST - helper, 30 hrs. Experienced but willing to train responsible person with some type of office experience. ☎ 810-433-4600
6161 Box 2645

DENTAL RECEPTIONIST
Full time for Livonia/Canton specialty practice. Previous experience in front desk operations helpful in dealing dental insurance & computer. Call 981-7803

DENTAL RECEPTIONIST
Bright, mature person needed for full days in Farmington Hills general practice. Team oriented office. Monday, dental computer experience required. Good salary based on experience. 477-5888

DENTAL RECEPTIONIST
Are you looking for a position that offers you advancement, team work, growth, & appreciation for your ability? Are you motivated & enthusiastic individual? If so we have a position for you! We are a progressive group of dentists. We are looking for an experienced individual with 2-3 yrs. working in a dental office. Top salary & benefit package. 732-6133

DENTAL RECEPTIONIST
Part time hours. Call DENTAL PRACTICE
☎ 810-433-4600
6161 Box 2743

DENTAL RECEPTIONIST/ASSISTANT
Seeks a compassionate and charismatic individual for a unique position, entitled PATIENT ADVOCATE. Responsible for patient well being, minimal dental assisting necessary, will train. If this concept interests you please call 261-7803

DIETICIAN
Registered eligible or Certified Dietician Tech to work with elderly diabetic patients. Call 532-5358

DIRECTOR OF NURSES - Micki Hollow Assisted Living Residence, a big home group is looking for an RN director who has knowledge & experience management, marketing, & long term care. Facility "Barb's Health Care of Oakland". Excellent benefits, salary & benefits. Mr. Brunell. 391-0800

EXECUTIVE SECRETARY
Experienced, highly proficient
THE MEDICAL INFORMATICS CORP., a high tech medical information business. Resume with references to:
Box #356, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXERCISE INSTRUCTOR
CERTIFIED FITNESS TRAINERS
Receive opportunities with flexible schedule for experienced individuals in America's top health & fitness center. Call 810-559-0244 or fax resume to: 810-681-2418

FRONT DESK - Part time office help needed. Experience not necessary, will train. 646-3313

GRAND OPENING!
Nationwide Expansion Brands to Southland, Michigan.
Immediate Openings:
RN's, LPN's, CNA's & HHA's
Top pay, excellent benefits
Join the company that cares about you!
HEALTH FORCE
569-1070
HOME HEALTH AIDES
COMPANIONS
HOMEMAKERS
LIVE-INS
Field staff for weekend duty home care agency in Canton for cases in Northville, Plymouth, Livonia, Livingston counties. Experience working with the ill, elderly or disabled preferred. Must be available for work at least 20 hours per week. Apply: DSI
(313) 981-4429
UNITED HOME SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay
FAMILY HOME CARE
(313) 279-5670
(313) 455-0900 (313) 820-6477

HOME HEALTH AIDES
Experienced. Full & part time-all shifts. Competitive wages, bonus program includes annual attendance, holiday, sick time, & vacation pay. Transportation provided, we also pay for 3 in-service days, caring people to provide quality care in Northwest Wayne County.
EMPA-CARE IV 455-1061

HOME HEALTH AIDES
NURSING ASSISTANTS
Work the schedule of your choice with Visiting Care. Immediate openings in all areas for home health care cases. Work only when and where YOU want to! We offer competitive rates and midnight assignments. Nursing students who have completed clinicals are also needed. Weekends are minimum number of hrs beyond clinicals required. Call VISITING CARE today!
344-0234 877-0020 229-0320

INSURANCE BILLER & Bookkeeper for Internists office. Knowledge of computer billing, statements needed. Salary & bonus negotiable. Send resume to: 2306 Abbott, Ann Arbor, MI 48104.

502 Help Wanted Dental-Medical

GROWING medical review company seeks qualified candidate for medical review/data entry. The applicant will be responsible for reviewing a variety of medical bills, entering bills into our automated claims processing system, phone contact and hand account responsibility. Knowledge of CPT-4 procedure codes, ICD-9 diagnosis code, medical terminology, CRT experience preferred. Salary is a definite plus. Excellent written and verbal communication skills are required. Will be an asset to a manager and be a team player. Send resume P.O. Box 531, Southfield, MI 48037-0527.

HYGIENIST WANTED
Friendly office. Flexible hours, negotiable pay. St. Clair Shores area
772-9640

INTAKE WORKER-FULL TIME
STERLING HEIGHTS
Must have previous experience in inpatient/outpatient intake or crisis intervention. Requirements are a B.A. in Psychology or Social Work.
Please call Cheryl at: (810) 795-0588

LPN HOME HEALTH MANAGER
Home health experience to manage team intensive home care agency.
Affordable Home Care
810-930-6237

LPN/MA - Enthusiastic, experience preferred. Not afraid of hard work and long days. Farmington Hills, Lynda Estate. 478-4619

LPN'S/NURSE AIDES
Part Time/Full Time
Hospital/Nursing Homes
Home Care
HEALTH CARE PROFESSIONALS
(810) 557-7080

RECEPTIONIST/MEDICAL ASSISTANT - experience preferred, but will train. Westland area. 458-3489

SERVLET Dr's office needs medical assistant, mature, part time, must be experienced. Also need receptionist, must be experienced to work days, eves. & sat. 643-2340

MEDICAL ASSISTANT
Part-time leading to full-time for Southfield Podiatrist. Experience required. Call.
354-8200

MEDICAL ASSISTANT - MUST be flexible. 3 evenings/eve. plus Sat. & vacation coverage. Must do EKG's, injections, draw blood. 427-3304

MEDICAL ASSISTANT, part time needed for busy podiatric office. Medical experience needed. Grand River & Beck Rd. area. 348-8717

MEDICAL ASSISTANT
For Rochester Podiatrist, part time. Like working with senior citizens. Experience preferred but will train mature person with right qualities. Send resume to 871 Oakwood, Rochester, MI 48307

MEDICAL ASSISTANT - Part/full time. Experienced Medical Assistant, busy Westland clinic. Must know blood draw, EKG & injections. Open SAM-11PM, alternate shift, open 7 days.
☎ 810-443-4600
6161 Box 2646

MEDICAL ASSISTANT
Full and part-time available. Xray, Venipuncture, ECG experience necessary. No weekends. Excellent working conditions. Send resume to: Office Manager, Doctors of Internal Medicine, 26350 W. 13 Mile, Suite 100, Farmington Hills, MI 48334

MEDICAL ASSISTANT
needed for busy Livonia doctors office. Experienced only. Call 477-7344

MEDICAL Assistant needed for doctors office. Part time position. Experience in X-rays is a must. Call 997-7431 (7-9am)(1-9pm) 729-3080

MEDICAL ASSISTANT/Experienced. Full-time. Exper. for busy Bloomfield dermatology practice. Please fax resume. (810) 646-3340

MEDICAL BILLER-Experienced for a busy Psychologist Practice. Must have Word Processing skills with Word Star & Windows. Send resume to: P. Weist, M.A., P.O. Box 394, Birmingham, MI. 48012

MEDICAL BILLER
Experience with computers.
16 Mile & Crooks. 643-0273

MEDICAL BILLER
Immediate opening for experienced medical biller. Grand Rounds Surgeon's office. Send resume to: Call Bonnie at Tempro Medical. 443-4584

MEDICAL BILLER
Full time position available in Westland. Must have recent experience, podiatry or orthopedic a +. Salary commensurate with experience. Benefits. Send resume to: P.O. Box 83049, Westland, MI 48185

MEDICAL BILLERS
New openings in physician office for experienced Medical Billers with MBS Medic or Diversified software. CMS/UB and HCFA billers for corporate office locations with several expanding companies. Great salaries, benefits, modern offices. Call Diane Dexter: 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER needed for doctor's office. Must be organized. Must be comfortable with computers. Experience preferred. Call 563-3441

MEDICAL BILLER - experienced multi specialty clinic. Workers Comp./PIP/Medicare/UB. No weekends or evenings. Call 10am-4pm. 294-1580.

MEDICAL BILLERS & CLERK REP. for established medical equipment company. 3 years minimum experience in Medicare, Medicaid, Blue Cross Blue Shield & other insurance billing. Detail, oriented & attention to detail. Computer & insurance experience helpful. Excellent salary & benefits. Send resume & references to: Dale Hale, 30400 Telegraph Rd. Ste 378, Bingham Farms, MI. 48025

MEDICAL BILLING & RECEPTION
part-time. Experienced only.
Plymouth area. Call Pat.
451-0070

MEDICAL OFFICE - looking for an outgoing & friendly person to train for patient. Part time. Some evenings. Non smoker. 642-3338

MEDICAL RECEPTIONISTS
For busy OB/GYN practice in Clawson & W. Bloomfield. Experience preferred, salary is plus.
Call Ann 689-4663

MEDICAL RECEPTIONIST
Full-time for Ophthalmology Practice. Medical office experience preferred. Excellent communication skills essential.
☎ 810-433-4600
6161 Box 2613

MEDICAL RECEPTIONIST, part-time needed for a busy, attractive office in Bloomfield Hills. Experience with computers helpful, not necessary, but must be willing to train. Verbal skills, pleasant working conditions, flexible hours. Please send resume to: Marge Blume. (810) 644-7077

502 Help Wanted Dental-Medical

MEDICAL BILLER
for medical office in Southfield. Must be experienced in all phases of insurance billing & collection. Computer skills required.
☎ 540-1948

MEDICAL CLAIMS BILLER
High School, some college, 3 yrs. minimum experience. ICD-9-CM coding, MUPC coding, 3rd party billing requirements. Computer literate. EOE. Send resume to: Box 306,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST for busy Livonia family practice. Flexible hours. Experience preferred but will train.
425-0208

MEDICAL RECEPTIONIST
Typing a must. Mature & dependable. Full time for Podiatry office in Huntington Woods.
399-8908

MEDICAL RECEPTIONIST/Secretary. Front office coordination skills. Some experience required.
810-559-9117

MEDICAL RECEPTIONIST Positions available in a family physicians' office located in Livonia. Full & part time. Call
464-6200

MEDICAL RECEPTIONIST - experienced in insurance processing preferred, but will train. Pleasant working environment. Call 453-1631

MEDICAL RECEPTIONIST
Dermatology office, 7 Mile & Middlebelt, Livonia. Full time, some Saturday mornings. Experience helpful, references needed. Benefits available.
477-7322

MEDICAL RECEPTIONIST
Full time position available in busy Orthopedic doctors office for telephone and general receptionist with the following qualifications. We require typing, computer, medical terminology and insurance verification experience. For consideration, please fax your resume to Barbara Georgo, Human Resources.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

PEDIATRIC RN's and LPN's NEEDED STAT!!
APRIL HIRING BONUS! Openings on all shifts for local home care assignments in Northwest Wayne, Livonia, Belleville, Ypsilanti, Ann Arbor, Canton, Plymouth, Northville and MORE! High demand for evenings and midnights, high tech skills needed! Pick up a job. Set your own schedule, choose your own cases. We will match you to what you want to work. Adult and other specialty categories also available. Call VISITING CARE today!
344-0234 877-0020 229-0320

PHYSICAL THERAPIST ASSISTANT
2 yr. degree for busy home care agency. Excellent salary & benefits.
(313) 376-5483
FAMILY NURSE CARE

PHYSICAL THERAPIST
For home care visits.
Full time. Excellent salary & benefits.
FAMILY NURSE CARE
Call 376-5483

PHYSICAL THERAPY AIDE
Part-time. Redford clinic. Excellent salary & working conditions. Call Todd
313-532-4200

PHYSICAL THERAPISTS
P.T. ASSISTANTS
P.T. TECHNICIANS
We are seeking dynamic individuals to work at our new industrial rehabilitation office in the Reisenwitz & Wixom areas.
WE OFFER:
• Competitive Salary
• Excellent Benefit Package
• Profit Sharing, 401K, Bonus
If interested, please call or send resume to:
Whitton, Bourke & Associates
900 Rochester
Pontiac, MI 48342
(810)332-5300
1-800-878-8638

PHYSICAL THERAPY AIDE
sharp/good experience helpful.
Call 810-231-1112

PHYSICAL THERAPIST
to join Orthopedic Group in Livonia. Part/full time for home care. Excellent salary/benefit package. Also seeking candidates call Angela Allen at 810-537-8440 or send resume to: Physicians Physical Therapy Services, 24011 Greenfield Rd., Southfield, MI 48075

QUALITY ASSURANCE/UTILIZATION REVIEW/COORDINATORS
The Detroit Medical Center has immediate openings for QA/UR Coordinator. This position is located at the Health Care Centers in Novi.
Primary responsibilities include concurrent review and case management for large HMO assigned population.
Qualifications include RN degree, BSN bachelor preferred, 1-2 years UR experience and computer literate.
We offer competitive salary and comprehensive benefits package. Qualified candidates should submit resume to:
Recruiter/Utilization Review
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

RADIOLOGY TECHNOLOGIST
Metro Radiology Group, a division of Health Alliance Plan, has immediate full time openings for Radiologic Technologists/Mammographers at our Detroit medical centers. The chosen candidates will have two years experience as a Radiologic Technologist and ARRT registration. We offer a competitive starting salary and an excellent benefit package. Interested applicants please send resume and salary history to: Human Resources Department at:
METRO RADIOLOGY GROUP
1800 TULLEDO
DETROIT, MI. 48208
An Equal Opportunity Employer

RECEPTION - enthusiastic, outgoing team needs help for busy reception desk at Birmingham area orthopedic office. Good clerical skills & computer experience helpful. Call Beth 644-1811 or Kay 433-3634

RECEPTIONIST/BILLER
Livonia & Farmington Hills locations. 24-30 hours per week. MBS experience preferred.
851-8831

RECEPTIONIST wanted for a doctors office. Experience Preferred. Classion area. Call
686-0400

RECEPTIONIST
For physical therapy office in Southfield. Send resume to: Box 362
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

QUALITY Assurance Nurse - RN with minimum 2 yrs. certified home health experience. Solid assessment knowledge & other 3rd party payers. Computer literate with good phone manner a plus. Full time with competitive benefits. Call Homecare 3000 Home Health Care 10-805-6300 Attention/Detroit Medical Center

RUBY Birmingham Pediatric office needs medical assistant. RN, LPN, or MA. Approximately 30 hours per week, some evenings. Duties include: Lab, injections & venipuncture. Ask for Phyllis B. 644-3040

RN - Day shift position in home care. Full time, five hours, weekend pick up. Must have 2 years exp.
☎ 810-433-4600
6161 Box 2648

RN - assistant to administration ensures CASE MANAGER for Livonia office. Position requires a self motivated individual with clinical nurse background, preferably home health care experience. Duties include: Scheduling, chaperoning and facility position. Must have excellent verbal & written communication. Send resume, done handwriting sample & salary requirements to: A.S. Bennett, Recovery Unlimited, P.O. Box 77, Oberlin, OH 44074.
EOE, M/F/D/V.

502 Help Wanted Dental-Medical

NURSING SUPERVISOR
Large, progressive, multi-specialty group practice seeks dynamic individual to supervise nursing service for the department of OB/GYN at Livonia location. OB/GYN and pediatrics and minimum of two years supervisory experience in ambulatory setting required. RN (BSN) preferred. Qualified candidates should send resume to:
Recruiter/Supervisor, OB/GYN
DMC Health Care Centers
41936 W. 12 Mile Rd.
Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

OPHTHALMOLOGIST office in Livonia needs a chairside assistant/front office person. Salary based on experience, exc. call.
425-2514

ORAL SURGERY ASSISTANT
for busy Livonia office. Full time. Experienced. Salary negotiable.
525-5730

Orthopedic Physical Therapy Clinic needs individuals with physical therapy aide or related degree. Full time position in W Bloomfield. 855-7411

PATIENT SERVICES
Registration Representatives
Part-time afternoon shift only. We are now accepting resumes and telephone calls for candidates with the following qualifications. We require typing, computer, medical terminology and insurance verification experience. For consideration, please fax your resume to Barbara Georgo, Human Resources.

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Full time. Excellent salary & benefits.
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P.T. ASSISTANTS
P.T. TECHNICIANS
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• Excellent Benefit Package
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900 Rochester
Pontiac, MI 48342
(810)332-5300
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Livonia MI 48150

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6161 Box 2648

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EOE, M/F/D/V.

502 Help Wanted Dental-Medical

REGISTRATION DISCHARGE CLERK
Part time positions are available at a hospital healthcare center. Recent insurance and hospital billing experience required. M.B.S. experience preferred. Excellent salary and benefit package offered.
St. Mary Family Medical Center.
810-476-2910

RN
FOR PRIVATE DUTY HOME CARE AGENCY
Ideal position for a nurse who likes variety. Busy Canton agency needs RN's for 7-3 & 3-11 shifts. Flexible case openings & supervisory visits. Prior home care experience. Can be a job share position. To apply send resume to:
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

RN
For vacation and fill in, pediatric office.
477-1124

RN
Full-time positions in OB/GYN and Peds at Novi facility. Specialty experience preferred but will consider strong general profile. Please send resume to:
Recruiter/RN
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 - HOME CARE
To provide visits for busy agency. Excellent pay & benefits.
(810) 229-5662
FAMILY NURSE CARE

RN OR ORTHOPEDIC TECH
Part time, Bone orthopedic practice. Experience necessary. PO Box 53163 Livonia, MI 48153-1631

RN - Oncology experience preferred. Out patients, chemo-therapy, office in Troy.
828-6111

RN's CASE MANAGEMENT-part time. Managed rehab inc. is recruiting nurses who are goal oriented & self directed to provide quality services to our clients. Home care/company auto no fault experience helpful. BSN preferred. Must have flexibility, flexible hours in a company that promotes personal growth. Send resume 25061 Trolley Ind. Suite 205, Southfield MI 48034. Call 350-8560

RNS INFUSION THERAPY
Allen Park/Northville/Novi
date openings for RNs with recent experience in home care company/auto no fault experience helpful. Must have flexibility, flexible hours in a company that promotes personal growth. Send resume 25061 Trolley Ind. Suite 205, Southfield MI 48034. Call 350-8560

RN/BS/LPN'S
Apply in person:
Mahogany Manor
15415 Middlebelt
Livonia, MI. 48154
427-8133

RN'S & LPN'S
full time & part-time, afternoon shift. Apply at Chalet House of Farmington Hills, 21017 Middlebelt, Or call 476-8300

RNs, LPNs, MA's
Contingent positions available for Medical Care Center and Medical facility with a distinguished past and a promising future. Only experience preferred. If interested, please send resume to:
Recruiter/Pool
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's & LPN's
Part-time to full-time position for experienced home care nurse. Pediatrics office in Ann Arbor with New Hours. Mon-Fri, some evenings and 7pm, some Saturdays. Send resume to: Box 1018, Box 984, Ste. 8R-1018, Ann Arbor, MI 48106.

RN'S/LPN'S WE NEED YOUR LPN'S! Pick up to 30 hrs/week. RN'S earn up to $40/hour. Flexible hours. Call Angela
(313) 820-6477

RN'S/LPN'S
Apply in person:
Mahogany Manor
15415 Middlebelt
Livonia, MI. 48154
427-8133

SOCIAL WORKER
Kinder Care Manor Southgate is looking for a Social Worker to work in a 100 bed long term care facility. Experience preferred. If interested please mail your resume to: Kinder Care Manor - Southgate, 24400 Trolley Rd., Southgate, MI. 48195. Or call.
(313) 284-4620

RECEPTIONIST/ASSISTANT
Highly energetic. Must have excellent skills. Ability to do 10 things at once. Experience helpful. Salary commensurate. Fax. 21 - 3 Pm. Sat. 9am-Noon.
Lipson Chiropractic Center
37872 Professional Center Drive,
(Across from Laurel Park Place)
Livonia, MI 48154. 464-0660

NORTHERN SUBURBAN CLINIC now accepting Therapists with cosmetic skills. Apply to Box 292
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

THERAPIST, REABONED ONLY
Experienced with a Radiographic CRW or LLP. Resume to: 980 Wing St., Plymouth MI 48170

X-RAY TECH - For busy orthopedic practice. Experience in orthopedics preferred. PO Box 531631, Livonia, MI 48153-1631

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
Real estate management firm in Farmington Hills seeks AR/AP clerk. Accounts receivable & cash application experience. Resume & salary req.
P.O. Box 190126
West Bloomfield, MI 48238-0126

ACCOUNTING ASSISTANT
With experience in payroll, billing, & accounts receivable. Must have computer & telephone skills.
Send resume to: P.O. Box 531117, Livonia, MI. 48153.

ACCOUNTING CLERKS
• Accounts Payable clerk/entry level Farmington Hills, Temp-to-Perm
• General Accounting Clerk, strong Data Entry, Livonia long term temp-to-perm, Bonus offered for commitment.
If you have payables or receivables experience, accounts data entry experience, we have a job for you. Call Temp pay range $7-8/hour.

354-2410
ACCOUNTANTS ONE
agency fee paid

ACCOUNTS CLERK/BOOKKEEPER
Knowledge of data entry
Small Livonia office
513-9040

ACCOUNTING CLERK
Needed for residential builder in Farmington Hills. Good computer skills and people skills required. Light data entry experience helpful. Salary commensurate with experience. Call Ann at APC, 37880 Middlebelt Road, Suite 130, Farmington Hill, MI 48334.

ACCOUNTING
Fast-growing real estate development company seeks experienced accounting or high-powered bookkeeper with strong background in accounting software. Construction experience a plus. Sterling Stamping, 5500 Wayne Road, Suite 101, Westland, MI 48185.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - For central Livonia office. Good typing, Lotus, computer. Accounting and data entry experience and skills required. Call for interview.
☎ 810-433-4600
6161 Box 2636

ACCOUNTING CLERK
Must have experience rating & billing insurance claims. Medical, Legal & Bookkeeping helpful, will be working in a large rating dept. Call for appt. after 8:30am.
471-4000
Contingent Staffing Systems, 29623 Research Dr., Farmington Hills, 10 Miles/Haggerty area

ACCOUNTING CLERK
Local Government needs a self starting, experienced person to fill it's accounting clerk position. Applicant must have completed accounting course work (degree preferred), be experienced in municipal accounting software and computerized accounting systems. Familiarity with local government accounting and chart of accounts preferred. Knowledge of Lotus 1-2-3, Wordperfect and Fund Balance Plus software applications preferred.
Responsibilities include: assuming various duties in accounting area, accounts payables, payroll, fringe benefit administration, general ledger entries, public contact at counter and telephone, preparation of bank errors monthly statement and annual report, computer backup, Fire & Police pension, Fire & Police Fund Balance Plus software applications preferred.
Responsibilities include: assuming various duties in accounting area, accounts payables, payroll, fringe benefit administration, general ledger entries, public contact at counter and telephone, preparation of bank errors monthly statement and annual report, computer backup, Fire & Police pension, Fire & Police Fund Balance Plus software applications preferred.
Village of Beverly Hills, 18500 West Thirteen Mile Road, Beverly Hills, MI 48025.

ACCOUNTS CLERK
Mahwood Apartments in Farmington Hills seeks an organized self-starter to perform accounts payable and receivable. Must be computer literate and have working knowledge of Lotus and WordPerfect. Previous administrative experience required. Please call for an interview at:
810) 473-8666

ACCOUNTS PAYABLE - Part time. Salary commensurate with experience. Call
261-9100, Ext. 113

ACCOUNTS PAYABLE
for multi store building supply company. Must be able to do 30 payables from matching invoices to running reports & cutting checks. Some knowledge of accounts receivable also necessary. Redford area. Send resume to:
Box 306
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE/Secretary - Interior design firm seeks Bookkeeper. Resume to: TV, 3000 Town Center, Suite 1780, Southfield, MI 48075

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE CLERK
A steel service center, in Livonia, has immediate full time opening for Accounts Payable/Accounts Receivable Clerk. The individual needs to be computer literate, highly organized and detail oriented. Must meet daily goals. Experience in steel industry preferred. Please fax or mail resume to:
HARPER STEEL
SERVICE CENTER, INC.
5000 SCHAEFER
DEARBORN, MI 48126
FAX (313) 944-6250

ACCOUNTS RECEIVABLE CLERK
Computer literate, typing necessary. Southfield location. Benefits. Call Mon.-Fri. 1-4pm. 352-2013
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Southfield management firm has an immediate opening for a qualified individual in their Accounts Receivable Dept. Experience with residential property management, and computers a must. Benefits include: Blue Cross, 401K.
ACCOUNTS RECEIVABLE
Box 208
Southfield, MI 48037-0208

ACCOUNTS RECEIVABLE
COLLECTION CLERK
Full time position with law firm. 2-3 years experience with client contact. Small practice. Salary requirements to: P.O. Box 3040, Farmington Hills, MI 48332

ACCOUNTS RECEIVABLE
Executive Search firm seeks Manufacturing Company seeking responsible individual for computer accounting and resident communications.
Send resume to:
100 Galleria Officentre
Suite 400
Southfield, MI 48034

ACT NOW
Word Processors
Knowledge in:
• Microsoft Word for Windows
• WordPerfect 5.1
• Lotus
START IMMEDIATELY!
TODAYS TEMPORARY
649-4455
EOE

AD AGENCY
EXECUTIVE SECRETARY
President of major advertising firm seeks secretary with minimum skills. Temp to perm. Salary in high $20's & up, depending on skills. Some join the growing dynamic company. Call Ms. Sandy Gold
Call Stone 798-3948
Unitone Temporary Services

ADMINISTRATIVE ASSISTANT
Full or part-time in prestigious home. Computer, typing, writing, mailing, organizing, phone, librarian, ingenuity, archived, secretarial skills. 851-1545
Fax resume: 647-1363

ADMINISTRATIVE ASSISTANT
No experience necessary, will train. Apply at: Mark Fine Furniture, 33200 Michigan Ave Wayne. Ask for Linda

ADMINISTRATIVE SECRETARY
Experienced with sales & Radiographical skills & flexibility needed for busy medical office in Farmington Hills. Please send resume to:
Personnel Director, 33429 Schoolcraft, Livonia, MI 48150

ADMINISTRATIVE
Multiple clerical and secretarial positions available. Must have 2 years experience helpful. Temp to perm possibilities. Call Temp Pay range for application/holiday, bonuses & temp to perm opportunities. Call today for an appointment.
OFFICETEAM
(810) 354-0222 Fax 356-0841
26548 Northwestern #230
Southfield, MI 48034
EOE

ADMINISTRATIVE SUPPORT
UTS, an innovative training/consultancy firm, is seeking an administrative assistant who is an organized, self-starter with excellent follow up. Executive/administrative support background, the ability to generate reports, have fast, accurate keyboarding skills & be self sufficient in Word, Wordperfect, Paradox, Excel, Harvard Graphics, Power Point and Windows, please send resume to: UTS, 17320 W. 12 Mile, Southfield, MI 48076.

ADMINISTRATIVE ASSISTANT
Leading company in Southfield has an immediate opening for someone with excellent skills in WORD, ALWAYS AND MICROSOFT SKILLS.
$10 00 an hr. + benefits.
Please call Stacey at 362-5230.

KELLY SERVICES
An Equal Opportunity Company

ADMINISTRATIVE ASSISTANT
An large company seeks a full time administrative assistant. The ideal individual should have excellent interpersonal skills, and a minimum of three years experience in Lotus/Excel and WordPerfect. Selected candidate must perform multiple tasks, work well under pressure, and will report to various executives. The ideal individual should send resume or apply in person at:
American International Airways, Inc., 2711 N. I-94 Service Dr., Ypsilanti, MI., 48198.
Mon. - Fri., 8-4:30 PM.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
SEEKING hardworking individuals to fill variety of corporate roles in financial services parent company with national presence. Ideal candidate will have 2 years or comparable experience a plus. Will train individual on Lotus, 10 key, word processing and reception work. Positive attitude a must! Send resume to NAFBC, 3000 N. Woodward, Suite 100, Bloomfield Hills, MI 48304, Att.: Douglas G. Wright, Esq. to request interview.

ADMINISTRATIVE
Established Property Management Company seeking well organized individual. Pleasant phone manner, reception & good typing skills required. Word Perfect helpful. Send resume to:
100 Galleria Officentre
Suite 400
Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Computer literate company seeks energetic person to assist in payroll, filing, billing, 10 key & general office processing. Part time, flex hours, pleasant working environment.
Project Innovations Inc., 30677 W 12 Mile, Southfield, MI. 48034.

ADMINISTRATIVE
SECRETARY
Work in the exciting atmosphere of suburban ad agency. Word processing and secretarial skills are needed for this long term position.
Excellent salary and benefits.
Call Sara 646-7461
Uniforce Temporary Services

Administrative Assistant
VP of Finance for medium sized firm. Seeking experienced Assistant. Qualified candidate will possess strong communication skills, with experience in WordPerfect and Lotus. Accounting background desirable. Send resume & salary history to: Human Resources - AAV, P.O. Box 8002, Plymouth, MI 48017.

ADMINISTRATIVE ASSISTANT
Needed for fast-paced real estate office in Farmington Hills. Our ideal candidate should have knowledge of Microsoft Word and Excel, general office equipment, knowledge of target skills, multi-line switchboard experience, and background & plus. Send resume to: Assistant, 27533 Middlebelt Road, Suite 130, Farmington Hills, MI 48334.

ADMINISTRATIVE
ASSISTANT
You will be an integral team member of a Fortune 400 company that provides a variety of services to clients in the hospitality & healthcare industries worldwide & We seek an experience secretarial person who can well administer, prioritize & assume an array of duties in our office located in the Northwest suburbs. Responsibilities will include monitoring progress reports, sales figures, filing, transcribing, answering calls with customers & sales personnel & much more. The candidate's ideal select will possess 3 years of experience with enterprise computer & Word Perfect. Knowledge of Lotus 1-2-3 preferred. A polished manner, self-starting approach & excellent communication skills are a must. We offer a competitive salary & benefit package & competitive salary? Please submit your resume to:
Personnel
P.O. Box 1784
Covington, KY 41017-6945
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT, part time, for busy Farmington Hills office. Must be detail oriented and possess good communication and excellent clerical skills. Send resume to: 30833 Northwestern Hwy., Suite 103, Farmington Hills, MI 48334

ADMINISTRATIVE
ASSISTANT
Outstanding part-time position for a person with good secretarial skills to support executive recruitment office. Strong organizational, communications, typing & phone skills. Call 810-626-8600
Or fax resume to: 810-626-7542

ADMINISTRATIVE ASSISTANT
Northwest Suburb
Are you ready for a fast paced small team oriented office? Do you have shorthand (a must), travel coordination & Word Perfect experience? Excellent organizational & telephone skills required. Good hourly rate plus benefits. Resume to box 198
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE AS