EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Looking for a change? Livonia/Novi area. Full time position in a busy ob/gyn practice. Pleasant, professional atmosphere. Competitive salary & benefits. Want a positive & energetic person. 313-478-1188

MEDICAL ASSISTANT
Experienced, full time. Willing to travel to different offices. Own transportation. Medical benefits. Salary pay with benefits. Send resume to: 1555 S Woodward, Ste 103, Bloomfield, MI 48302

MEDICAL ASSISTANT
Centre for Dermatology & Plastic Surgery
Section of Cutaneous Research
Seeking experienced medical assistant, highly motivated medical assistant to join our expanding research group. Please send resume by mail or fax: P. Robertson RN, Research Coordinator, 3600 Cloverfield # 104, Clinton Twp., MI 48035.
Fax # 810-286-2702

MEDICAL ASSISTANT/BILLER
For Bloomfield Hills Internist office. Part/full-time. Call 810-642-0140

medical

PHLEBOTOMIST

National Health Laboratories, Inc. is seeking the place for the best in the laboratory industry. We're in search of an experienced Phlebotomist. Apply at our part-time covering early morning hours the Wayne area. Successful candidate will possess at least two years phlebotomy experience and demonstrate a responsible, detail oriented and independent worker. We offer competitive salary package including mileage reimbursement, a flexible schedule and benefits. Please send resume or apply in person to: NATIONAL HEALTH LABORATORIES, INC., 32338 Capitol, Livonia, MI 48150. EOE M/F/D/V

MEDICAL/PODIATRY/RECEPTIONIST
Part time, 18-20 hours. Mon, Wed & Fri, flexible hours. 981-7820

MEDICAL RECEPTIONIST - Full time for Livonia Dermatology Office. Recent medical office experience required. Benefits available, some Saturdays. Nancy: 810-477-7022

MEDICAL RECEPTIONIST
Full time for Orthodontist's busy practice. Experience preferred. Send resume to: Office Manager, 29027 Six Mile, Livonia, MI 48152

MEDICAL RECEPTIONIST
Looking for a change? Work one, full time position combined for exceptional preferred. Excellent salary & benefits. Want a positive energetic person. Call 810-478-1167

MEDICAL RECEPTIONIST
Part-time. Novi/Farmington practice. 1 year experience, friendly, with insurance knowledge required. Send resume to: Box 167, 43422 W. Oaks Dr., Novi, MI 48377

MEDICAL RECEPTIONIST
Full time for busy Internist office in Southfield. Must have experience. Call Karen 810-557-9444

MEDICAL RECEPTIONIST
Part time hours for Orthopedic practice. Warren area. Call 810-575-9444

MEDICAL RECEPTIONIST
Experienced part-time. Southfield area. 810-673-6580

MEDICAL RECEPTIONIST
Part time, 20 hours. Bloomfield area. Southfield cardiology practice. Ask for Laura.

MEDICAL RECEPTIONIST: full time X-RAY TECH: part-time for busy medical diagnostic practice. Experience is a MUST! Royal Oak area. Call 810-546-8680

MEDICAL RECEPTIONIST
For busy optometrist's office in Southfield & West Bloomfield offices. Full time, mature & responsible. Experience preferred. Send resume to: Box 604
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
Full time position in a busy private practice cardiology practice. Two years of medical office experience, good telephone skills, able to perform function skills, knowledge of computer applications preferred. Competitive salary/benefit package.
Send resume to:

MEDICAL RECEPTIONIST
Metropolitan Heart Partner
2175 Woodward, Ste 300
Bloomfield, MI 48304

MEDICAL RECEPTIONIST - full time position, for experienced, enthusiastic individual, please call - Bob for Julie or Lisa 810-626-1526

MEDICAL RECEPTIONIST, Optometrist's office, Grade Schools' department area hospital. Royal Oak/Novi area. 810-586-1667

Medical Receptionists
Southfield, Troy & Grosse Pointe. Family practice/cardiology offices.

Medical Assistant
Need experienced, full time. 411-613/hour. Diane Dallas: 810-852-1170
Harper Associates, 29570 Middlebelt, Farmington Hills, MI 48334

MEDICAL SECRETARY/Receptionist required with billing experience, accounting, typing, 10 key, and 2 years experience. Send resume to: Dr. Christopher, 2011 Orchard Lake Rd., #216, W. Bloomfield, MI 48322

MEDICAL TRANSCRIPTIONIST
Full time, experienced, hospital based office, benefits. 810-557-1472

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST, full time, 8-4, Monday-Friday, not patient mental health clinic. Duties: reception & data entry. Requires: basic computer or knowledge & excellent people skills. Write: Human Resources, Attn: Jackie or Louise. 810-647-5330

MEDICAL RECEPTIONISTS

Sinai Ambulatory Services is seeking ambitious and bright Medical Receptionists for our outpatient facilities located in Southfield, Livonia, and Farmington Hills.

We are looking for individuals who have at least one year experience in a medical office practice, along with exposure to handling patient demographics on computerized systems, billing and cash handling.

We are offering a competitive wage and benefits package. All interested, please apply in person or send resume to:

SINAI AMBULATORY SERVICES
27704 Franklin Rd.
Southfield, MI. 48034

An Equal Opportunity Employer

MEDICAL TECHNOLOGIST
In Vivo, Inc. a Medical Laboratory for Clinical Laboratory in Livonia. Send resume to: Mary, 19900 Farmington Rd., Tarlor, MI. 48182.

Medical Transcriptionist
Part time for orthopedic practice. Livonia area. 313-953-7344

INFECTION CONTROL NURSE
For busy 153 bed long term care facility. To qualify you must have leadership role in infection control or quality assurance. Strong organizational, written & oral communication skills a must. Supervisory experience a plus. RN preferred.
IN-SERVICE (RN)
Have experience in long term care is required. Knowledge of government mandate on in-service training a constant. Strong interpersonal & organizational skills required. Supervisory experience a plus. Submit resume to: The Greenery Extended Care Center, 34215 Grand River Ave., Farmington, MI 48336 or Fax to: 810-477-2848

NURSE AIDE or LPN
Needed to supervise students with Muscular dystrophy to Skyline college classes. Vent experience preferred. Part-time. Call Mary or Sandy: 810-644-8334

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call Bridgeton 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSE or MA - Part/Full Time
For busy Internist's office in Southfield. Benefits included. Call Ms. Lesner, 810-355-0430

NURSING OPPORTUNITIES

As a part of the nation's largest private home care company, Complete Medical Applications of Michigan offers a wide range of technical challenges in a highly rewarding profession. We currently have the following opportunities available for experienced RNs:

CHARGE NURSE
$1,000 SIGN-ON BONUS!

Supervising a staff of 5-6 employees, you will conduct employee performance evaluations, and complete staff scheduling. This is an evening shift, Mon-Fri, 1:30pm - 10:00pm positions.

We prefer nursing management experience, excellent Charge Nurse responsibility. Outstanding interpersonal skills and a proven ability to work in a fast paced environment are required. Dialysis experience is preferred. We provide training if necessary.

STAFF NURSE

Part-time day and afternoon shift positions are available. Previous dialysis experience preferred.

We offer highly competitive pay plus an extensive benefits package. Interested candidates please send resume to:

BIO-MEDICAL APPLICATIONS OF MICHIGAN, INC.
Attn: Marlene Albright
RN, Clinical Manager
32425 Stephenson Rd.
Livonia, MI 48150

An Equal Opportunity Employer

OCCUPATIONAL THERAPIST
for home care visits, part time. Excellent pay. Get your hours.
810-615-5463
FAMILY NURSE CARE

OPHTHALMIC TECH
experienced, needed full time 2 offices, Troy & Farmington Hills. 810-646-3636

502 Help Wanted Dental-Medical

OPTOMETRIC ASSISTANT
With office experience. Full time. Walled Lake/South Lyon area. 810-624-1707

OPTOMETRIC RECEPTIONIST/Assistant, part time, mature. Experienced or will train. Troy area. (810) 474-6113

OPTHETRIC ASSISTANT
You'll make a difference in our Livonia family eye care practice. If you are hard working, friendly & enjoy learning, we have a full-time position for you assisting doctors & patients. No experience necessary, willing to train. Please contact Cheryl or Kathy.
810-425-8170

ORAL SURGERY ASSISTANT
Experienced. Mon. thru Fri., full time. Bingham Farms area.
(810) 642-3118

PEDIATRIC DENTAL office in Berkley needs front desk receptionist. Also will be trained for some dental assisting duties. Benefits. Call Monday-Thurs. 810-547-8080

PHLEBOTOMISTS

National Health Laboratories has immediate openings for Full-Time, Moving, Part-Time and contingent Phlebotomists in the DETROIT METRO AREA. Qualified candidates will have a minimum of 3 years Phlebotomy experience. We offer an attractive salary and benefits package and competitive compensation. Apply in person Monday through Friday, 9am-4pm at: NATIONAL HEALTH LABORATORIES, 32338 Capitol, Livonia, MI 48150. EOE M/F/D/V

PHYSICAL THERAPY AIDE
No experience necessary.
$6 to start.
810-642-5140

Physical Therapist
Acute Care

We currently have an opening for a Staff Physical Therapist. New graduates welcome. MCBH is a 294 bed teaching hospital providing a positive learning and working environment.

The hospital features an Epsa Stroke rehabilitation environment and Excellence Systems by Cybex. You'll find a highly competitive salary, a complete benefits package and extensive continuing education. Please send resume and curriculum vitae to: Jerome Jones, Department of Human Resources.

Mount Clemens General Hospital
1000 Harrington Blvd.
Mt. Clemens, MI. 48043
(810)792-4160
Fax (810)792-5862

An Equal Opportunity Employer

PODIATRY ASSISTANT
Full time. Will train. Call 810-398-8808
11 & Woodward area.

RECEPTIONIST/PART TIME
Experience general office duties. Good telephone skills, neatness & appearance. Call Terri at 810-442-8190.

RECEPTIONIST
For OB/GYN office. Part-time, Bloomfield hills office. 3 years experience. 810 879-0070

RECEPTIONIST - FRONT DESK
Pegboard, balance daily, insurance, typing, phones, all aspects for busy office. Full time, benefits.
Farmington Hills. 810-644-7847

RECEPTIONIST for Southfield Urgent Care center. Computer experience preferred. Call Annette today, 11-1pm Mon-Fri. 810-387-6700

RECEPTIONIST/ASSISTANT
Need experienced person who can handle front desk & assist in group 12 Mile area. Full time with benefits. 810-542-6000

RECRUITER for Home Health Agency to recruit in-home care providers. Home health experience preferred. Affordable Home Care.
810-380-8237

RESIDENT AIDE
full time days, 8-4, additional thing locally in Plymouth. Call Mon. thru Fri. 8-4 431-0700

RESPIRATORY THERAPIST
Progressive home care company, servicing Detroit metropolitan area, seeks full-time Respiratory Therapist. Must be credentialed. Experience preferred but not necessary. Send resume to:
Sandra Beattie, 31580 Ford, Farmington, Warren, MI 48089

RN HOME CARE
Full time to provide visits for busy agency. Excellent pay & benefits.
Call 810 478-0400
FAMILY NURSE CARE

RN/LPN CHARGE NURSE
Opening on all shifts, full & part-time. Exceptional benefits, friendly staff, great location, air conditioning. Call Nicole at 810-647-6500

RN/LPN
Current Michigan license. All shifts available. Excellent wage & benefit package. Must possess excellent documentation & supervisory skills. Interested? Individuals contact: Human Resources Manager, Greenery Extended Care Center, 34225 Grand River, Farmington, MI 48336. E.O.E. 810-477-7127

RN/LPN'S
PART-TIME
Apply in person:
Maybrook Manor
18475 Lahser
Livonia, MI. 48154
(313) 427-6173

502 Help Wanted Dental-Medical

RN/PARALEGAL or comparable medical experience. Full time with medical malpractice law firm in Southfield. Call Sherry Ruben at 810-552-8400

IMMEDIATE OPENING IN OFFICE
RN SUPERVISOR
ICU background preferred. Experience preferred. Scheduling, hiring, recruiting, general self boss. Very busy fast-paced office. Full time career position. Salary commensurate with experience. Call Fax for appointment and interview please send.
(810) 604-9600

RN's and LPN's
With Pediatric Experience
Work when YOU want to, where YOU want to with Visiting Care - as many or as few hours as you like. All shifts available on a variety of local home care cases. High demand for evening and midnight shifts. Ventilator or Bilevel experience a plus. Other specialty assignments also available. Call today!
VISITING CARE
A subsidiary of Huron Valley Visiting Nurses and an affiliate of the University of Michigan Medical Center.
Call today!
(313) 241-0030 or (810) 344-0334
(810) 229-2020 or (517) 782-7970

RN, LPN'S, CNA'S NEEDED
All shifts. Newly revised benefit package. Dial's exceptional benefits.
Call Dial Home Care Staff Relief.
313-287-4710
Park Nursing Center, 12575 South Telegraph Rd., Taylor, MI.

RN'S/LPN'S WE NEED YOU!
LPN'S earn up to $20/hour.
RN'S earn up to $25/hour.
Home Care Staff Relief.
FAMILY NURSE CARE
(313) 820-8477
(313) 229-6463 (313) 458-8483

RN's/LPN's
with work experience
• Same day pay
• Sign-on bonus
• Overtime bonus
• 401K (50% Contribution)
• Medical/Dental
• Paid vacation
Positions are also available in the following areas:
Med/Surg, ICU, Step Down, ER and Nursing Home

HHA's, NA's, CNA's and DIRECT CARE WORKERS
needed for home care, facility and day care and job coach positions in Wayne and Oakland Counties.
For more information call
(810) 569-1070

SECRETARY/BILLER - for home health care medical supply co. Pay commensurate with experience. Call evenings 810-563-3451

SURGICAL COORDINATOR
for busy east side ob/gyn surgery practice. Full-time, experience preferred. Knowledge of Sonia computer, transcription, CPT, ADA & ICD-9 coding, some reception work.
Call Pat 810-558-6190

VASCULAR - DOPPLER TECHNICIAN
Part time flexible hours for tracing of veins & arteries. Call Sue at 1-800-950-3005

X-RAY TECHNICIAN
Full time position available for pediatric practice in Troy. Call Sue at 1-800-950-3005

504 Help Wanted Office-Clerical

Large Southfield law firm seeking CLERICAL person who is detail-oriented for an entry-level position in our word processing Department. Computer experience is not required. Call (810) 474-6800 and ask for Chuck Kelly.

ACCOUNTANT
For Farmington Hills CPA firm. At least 2yrs. public accounting experience. Resume to: Box 408
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING/BOOKKEEPING
background with experience. Strong communication skills. Computer knowledge helpful. This is not an entry level job, salary is dependent on experience. Fax resume to: 313-292-1822 or mail to: Accounting Dept. PO Box 1873 Taylor, MI 48180

ACCOUNTING CLERK, full time, entry level, for busy property management firm. Some Accounting experience preferred. No smoking. Salary with salary requirements to: TFMC Controller, 32300 Harrison Street, Suite 218, Farmington Hills, MI 48334.

ACCOUNTING CLERKS

Due to increased demand, we are looking for people experienced in accounts payable, Accounts Receivable, Accounts Payable/Receivable, and payroll. If you have at least 1 year recent experience and are available immediately for Temp and Temp to Perm assignments, please call today.
ACCOUNTANT SOURCE TEMPS
810-353-8220
2000 Town Center
Suite 1900
Southfield, MI., 48075

ACCOUNTING DEPARTMENT
Livonia based contracting company seeks individual with prior Accounts Payable and payroll experience. Data entry and clerical bookkeeping duties required. Full time position in fast paced office. Send resume & salary requirements to: Controller, 36861 Schoolcraft, Livonia MI 48150. EOE

504 Help Wanted Office-Clerical

ACCOUNTANT/FULL-CHARGE BOOKKEEPER
Farmington Hills construction contractor needs an experienced, detail oriented Accountant/Bookkeeper. Varied duties include payroll, receipts, banking, accounts payable, payroll & general ledger maintenance. Required at least 3 years experience, construction accounting experience preferred. Must have computer general ledger & spread sheet experience. Individual must have excellent communication skills, be self motivated, with a positive attitude. Please send resume to: 23646 Freeway Dr., Farmington Hills, MI 48336

ACCOUNTING CLERK
Established, growth-oriented company has an live opening for an Entry Level Accounting Clerk. Preferences with knowledge of Accounting through education or experience. Send resume. Dept 100, P.O. Box 1786, Troy, MI 48099.

ACCOUNTING CLERK
Builder/Developer/Property Management Company is seeking an experienced accounting clerk for busy office. Minimum 2 yrs. accounting & 1 yr. computer experience required.

Send cover letter stating SALARY REQUIREMENTS and resume to: Personnel, P.O. Box 7720, Birmingham, MI. 48012-7720.

ACCOUNTING CLERK
Small but growing, retail multi-store company seeks a qualified individual to handle computer entry of sales receipts & accounts payable, generate sales & payroll related reports, along with other clerical duties. Candidate should possess good bookkeeping & computer skills. Please send resume to:
Accounting Clerk, P.O. Box 250613, Franklin, MI 48025-0613

ACCOUNTING POSITION
For accounting company with multiple divisions, seeking the controller in workpapers preparation and inventory management, utilizing multiple computer formats. Required qualifications include, 4 year degree in accounting and personnel supervisory experience. Please state salary requirements.

Send resume to:
PERSONNEL DEPARTMENT
P.O. BOX 108
NOVI, MI 48376-0108

ACCOUNTS PAYABLE/data entry for fast paced/multi company organization. Please send resume to: 7617 Sheldon, Detroit, MI. 48228

ACCOUNTS PAYABLE CLERK
Minimum 2 yrs. experience for busy construction firm. Send resume to: Joe Peters, Quandrant Inc., 49367 Shelby, Wixom, MI 48393.
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Position involves, preparation for payment, processing checks, data entry, maintaining filing and responding to vendor inquiries. Related experience & strong 10 Key skills required. Send resume and salary requirements to:
Assistant Controller, 31742 Enterprise Dr., Livonia MI 48150

ACCOUNTS PAYABLE
National Property Management firm headquartered in Troy is looking for an Accounts Payable Specialist. The individual will have at least two to three years accounts payable experience, know Lotus and Skyline software. The candidate must be a team player with good written and oral communication skills. Non-smoking office. Send resume with salary history to: The Trammell Crow Company, Accounts Payable, P.O. Box 7777, Troy, MI 48007
No phone calls accepted.

ACCOUNTS PAYABLE CLERK

A major supermarket chain based in Detroit is seeking an individual with recent experience in a computerized accounting system. Calculator and computer experience a must. Experience preferred. A qualified candidate should have good organizational skills. Candidates are asked to send a detailed resume to:
Box 633
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE clerk wanted for medium size manufacturer in Livonia. Accounts Receivable Platinum software experience preferred. Send resume & cover letter detailing salary requirements to:
Accounts Receivable, 19100 W. 9 Mile, Southfield MI 48075

ACCOUNTS RECEIVABLE/COLLECTIONS

We are looking for someone with over 2 years Accounts Receivable/Collections experience to work at one of our clients, great hours, temporary to perm.
WOLVERINE STAFFING
Southfield: (810) 358-4270
Troy: (810) 879-9070

ACCOUNTS RECEIVABLE
Fast paced Detroit based manufacturing company seeks experienced accounts receivable person. Job includes: accounts receivable, customer service, invoicing & misc accounting duties. Experience with computerized systems, including Lotus 1-2-3 & Wordperfect required. Salary commensurate with experience. Excellent benefits. Send resume with salary requirements to:
Box 614
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ATTENTION ADMINISTRATIVE ASSISTANTS

Earn up to $2,000/yr.
We are looking for experienced Administrative Assistants with any or all of these software: MS WORD, Excel, WordPerfect 5.1/6.0, Lotus 1-2-3.

Call Today!
WOLVERINE STAFFING
Southfield: (810) 358-4270
Rochester: (810) 879-9070

504 Help Wanted Office-Clerical

ACCOUNTING

PERMANENT:
• Accounting Assistant - Support person for busy Southfield accounting department. Good computer skills a must, excellent benefits. Salary to $6.50
TEMP POSITIONS:
• Accounts Payable Clerks - All areas of Metro Detroit, part-time and full time positions, some long term.
• Data Entry Clerks - Northwest suburbs, some long term.
• Accounts Receivable/Senior Clerks - Northwest suburbs, some long term.
• Cash Applications Clerk - Southfield, industrial.
• Collection Clerks - all areas of Metro Detroit.
• Order Entry Clerks - light accounting background.

Recruiting for Accounting Clerks for long term assignments. All types of experience are welcome! Call call

810-354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy, Ste 202
Southfield, MI 48075
agency fee paid

ACCOUNTS PAYABLE

In billing department of large company, must be team oriented individual. Advancement opportunity.
CALL COMPREHENSIVE
810-332-8000

ACCOUNTS RECEIVABLE

Large auto dealership looking for experienced accounts receivable clerk. Please apply within:
Don Massey Cadillac, 40175 Ann Arbor Rd., Plymouth, MI

ACCOUNTS RECEIVABLE CLERK
Full time, available immediately. Experience with Accounting software preferred. Call 810-420-7200

ACCOUNTS RECEIVABLE CLERK - Full time, for Southfield property management company. Benefits. Computer experience desired. Call Mon.-Fri. 8am-5pm. 352-2018
An Equal Opportunity Employer

ACCOUNTS SPECIALIST
International corp. is looking for person to work in Big 3 area CSR for its office in Farmington Hills. Lotus & WordPerfect knowledge is handle these special accounts.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT
Sales/marketing dept. MS Word, Windows, 10 key. Temp-to-perm. TEMPSTAFF No Fee 810 645-0600

ADMINISTRATIVE SECRETARY

Fast paced professional office team seeks people oriented duties offering growth and advancement for right individual.
CALL TEMPEXCHANGE
810-332-8000

ADMINISTRATIVE ASSISTANT
Western suburban Detroit division location has new long term openings. $8.00-$10.00/hour. Windows software experience preferred. WS a plus. Temp to perm opportunity.
Call Linda at 810-473-2931
UNIFORCE SERVICES

ADMINISTRATIVE SECRETARY
ADVERTISING
International agency needs experienced assistants for executive office. Windows software. Harvard Graphics a plus. Excellent earning potential. Join our growing team today.
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY
Immediate full-time position with fast paced growing company. Position involves wide Computer literacy, able to work independently & handle pressure. $18,000 + .
Send or fax resume to:
Ed Williams, President
Marble Life, Inc.
6600 Haggerty Rd., Ste 140
Canton, MI 48187
Fax: 313-455-6301

ADMINISTRATIVE ASSISTANT
PART-TIME
Apartment Search is a 27 year old company looking for a highly organized and professional person to join our winning corporate team located in Royal Oak. Excellent communication skills and a 2-3 year minimum data base of apartments is a must for this 20 hour/5 day a week position. If you qualify, please call Jill Honeycutt between 10am & 5pm: (810) 547-1172
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Immediate long term assignment for Administrative Assistant at a large Southfield company. Experience with Microsoft Word, Excel and Powerpoint. Must have good organizational skills and be able to work in a fast paced, dynamic group. Excellent salary and benefits offered, paid holidays and vacation. Don't miss this opportunity.

ENTECH PERSONNEL SERVICES, INC.
MANAGED EDUCATION DIVISION
810-539-8092

ADMINISTRATIVE ASSISTANT
For major food broker. Typing, computer and order placement. Food broker experience a must. Full time. Call 313-416-7000

ADMINISTRATIVE ASSISTANT
TO $9/hr.
Long term assignment. Experience with WordPerfect & Lotus. Professional environment.
ARBOR TEMPS 459-1166

ADMINISTRATIVE SECRETARY
$22,000
Experience in a HR Department. Maintain personnel files, employee benefits. WordPerfect and Lotus a plus. Southfield area. Bns. Great benefits. Call Kathy. 810-772-4760.
SHELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Large, commercial real estate firm seeks experienced Administrative Assistant for Property Management Dept. Candidate should have minimum 5 years office experience with emphasis on word processing & customer service. Requirements include 75 plus WPM typing speed, Microsoft Lotus 123 and Windows proficiency, as well as the ability to be self motivated, prioritize and prioritize assignments from 5 property managers. Real estate/property management experience a definite plus. Send resume and salary requirements to: Box 436, Wixom
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

APPOINTMENT SETTER
needed for qualified leads, fee setting involved, 3 to 9pm Mon.-Thurs. Data entry and excellent telephone skills required. Apply at: 300 E. 13 Mile Road, Ste 205, Troy, between 1-3 pm. (For directions, 810-435-2700)
An Equal Opportunity Employer

ATTENTION ADMINISTRATIVE ASSISTANTS

Earn up to $2,000/yr.
We are looking for experienced Administrative Assistants with any or all of these software: MS WORD, Excel, WordPerfect 5.1/6.0, Lotus 1-2-3.

Call Today!
WOLVERINE STAFFING
Southfield: (810) 358-4270
Rochester: (810) 879-9070

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
SOUTHFIELD
Are you ready for a fast paced small team oriented office? Do you have shorthand, travel coordination, a WordPerfect background? If yes, do you have excellent organizational & telephone skills, we'd like to talk to you. Good hourly rate plus benefits.
Resume to: Box 628
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE SUPPORT
A 1.5 billion dollar communications company is seeking a full-time administrative support person for a sales office. Duties include computer work, filing, typing, project work and answering phones. Good working knowledge of DOS, WORD, EXCEL, WORDPERFECT, or LOTUS is required. The position offers a starting salary and benefits. Please mail or fax resume to:
AMETEK, INC.
c/o Admin. Support
34150 N. Industrial Dr.
Farmington Hills, MI 48336
FAX (810) 478-1328
Equal Opportunity Employer M/F

ADMINISTRATIVE ASSISTANT
Position open for an experienced person. Excellent typing & work processing skills (WordPerfect 6.1 for Windows). Able to work well under time constraints & handle a variety of duties. Salary commensurate with experience. Excellent benefits. Send resume with salary requirements to: 1675 W. Maple Rd., Troy, MI 48084
An Equal Opportunity Employer

A FULL TIME Receptionist - Must have good knowledge, typing, light bookkeeping, telephone skills. Phone calls Wixom area. 960-6600

ART VAN FURNITURE - has immediate opening for part time or full time receptionist. Training from general clerical to customer service. Please apply within, 37778 Hwy. Rd., Novi.

ATTENTION WORD PROCESSORS

IMMEDIATE OPENINGS
• Power Point
• Microsoft Word
• Excel

Call TODAY$, work right away!

TODAYS TEMPORARY
810-649-4455
EOE

AUTO BILLER
For busy Ford Dealership. Experience required. Full-time. Mon-Fri. Benefits. Apply at:
Bill Brown Ford, 32222 Plymouth Rd., Livonia, or call 313-421-7000.

AUTO DEALER
has an immediate opening for a full time entry level General Office Clerk. Duties include data entry & light typing. Experience a plus, but not a necessity. Fringe include 401K plan. Send letter or resume to: 550 West 7 Mile Road, Northville, MI 48167, attention Barb. ONE OF USED CAR BUILDING (not door) some address, no phone calls.

AUTO DEALER seeking motivated/Self starter for after hours/weekend evening. Mon. thru Thurs. 9-8 on Fri. Experience preferred. Apply at Bloomfield Chrysler Jeep Eagle, 6800 Grand River, Farmington Hills, MI. 810-476-8000

Auto dealership looking for full-time office help. Must have knowledge of figures, able to type, organized, detail minded. Please call Adams at SUBURBAN NISSAN 810-348-2300

AUTO DEALERSHIP
ACCTS. RECEIVABLE/PAYABLE
Immediate full-time position. Pay: Starts at $7.00/hr. or more based on experience, plus full benefit package. HINES PARK Lincoln-Mercury, 313-273-2222. Call Mary, Dealership experience necessary!

AUTOMOBILE DEALERSHIP needs NEW CAR BILLER. Experience necessary. Send resume to or apply in person: Bill Cook Automotive Group, 37911 Grand River, P. O. Box 2010, Farmington Hills, MI 48333, Attn: Barb Thompson

AUTOMOTIVE DEALERSHIP needs WARRANTY CLERK. Experience necessary. Send resume to or apply in person: Bill Cook Automotive Group, 37911 Grand River, P. O. Box 2010, Farmington Hills, MI 48333, Attn: Barb Thompson

BIG 3 OPPORTUNITIES
Positions immediately available
• WordPerfect/Windows
• Excel
• Harvard Graphics
• Lotus
• Powerpoint
• All locations
Best benefit package available.

BARTECH PERSONNEL SERVICES
271-5454
An Equal Opportunity Employer

biller

ACCOUNTS RECEIVABLE SPECIALIST

Part-time day shift position in our Crystal Facial Institute. Schedule will be based on needs of Department. Weekdays. Candidates will have 3 yrs. recent medical experience that included 3rd party billing.

Qualified, interested candidates may submit Detailed resume or apply Mon-Thurs., 8am- 12noon.

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22748 Greenfield, Rm 310
Southfield, MI 48075
An Equal Opportunity Employer

Billing Clerk
Immediate opening, full time, in our Billing Dept. Candidates should be detailed & comfortable with computers. Prior billing or accounting experience a plus. Duties include preparing invoices, filing & general office work. Resume & salary requirements to: Donald Chin, Dan Blackburn & Co., 13235 Farmington Rd., Livonia, MI. 48150.

BOOKKEEPER/EXPERIENCED
For construction co. Experienced in payroll, A/P & A/R & other general duties. Call after 1pm. 810-553-9662

Bookkeeper-Experienced for fast paced office. Other duties include typing, filing, general office & data entry. Resume to: Lesley Associates, 30004 Plymouth, Livonia, MI 48150

BOOKKEEPER
Currently seeking a person to group with us. This position involves all phases of accounting functions. The successful candidate must have accounting experience and a working knowledge of computerized accounting systems. We offer a competitive salary and a comprehensive benefits package. Non-smoking office in Wixom. Send resume with salary requirements for Box 436, Wixom, MI 48393

BOOKKEEPER

Expanding sales & distribution organization seeks a full-time bookkeeper. Job responsibilities include accounts payable & receivable, payroll, billing, financial reporting, etc. Experience required. Salary DOE. Send resume to: 24464 Catherine #300, Novi, MI 48375.

BOOKKEEPER
Full charge, part time. Computer skills. Good pay. References.
810-563-2230

504 Help Wanted Office-Clerical

BILLING CLERK
Excellent career opportunity at a downtown Detroit law firm, for detail-oriented individual with an aptitude for figures. Computer experience and a good math plan. Competitive salary & benefits. Send resume to:
Box 826
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE SUPPORT
A 1.5 billion dollar communications company is seeking a full-time administrative support person for a sales office. Duties include computer work, filing, typing, project work and answering phones. Good working knowledge of DOS, WORD, EXCEL, WORDPERFECT, or LOTUS is required. The position offers a starting salary and benefits. Please mail or fax resume to:
AMETEK, INC.
c/o Admin. Support
34150 N. Industrial Dr.
Farmington Hills, MI 48336
FAX (810) 478-1328
Equal Opportunity Employer M/F

ADMINISTRATIVE ASSISTANT
Position open for an experienced person. Excellent typing & work processing skills (WordPerfect 6.1 for Windows). Able to work well under time constraints & handle a variety of duties. Salary commensurate with experience. Excellent benefits. Send resume with salary requirements to: 1675 W. Maple Rd., Troy, MI 48084
An Equal Opportunity Employer

A FULL TIME Receptionist - Must have good knowledge, typing, light bookkeeping, telephone skills. Phone calls Wixom area. 960-6600

ART VAN FURNITURE - has immediate opening for part time or full time receptionist. Training from general clerical to customer service. Please apply within, 37778 Hwy. Rd., Novi.

ATTENTION WORD PROCESSORS

IMMEDIATE OPENINGS
• Power Point
• Microsoft Word
• Excel

Call TODAY$, work right away!

TODAYS TEMPORARY
810-649-4455
EOE

AUTO BILLER
For busy Ford Dealership. Experience required. Full-time. Mon-Fri. Benefits. Apply at:
Bill Brown Ford, 32222 Plymouth Rd., Livonia, or call 313-421-7000.

AUTO DEALER
has an immediate opening for a full time entry level General Office Clerk. Duties include data entry & light typing. Experience a plus, but not a necessity. Fringe include 401K plan. Send letter or resume to: 550 West 7 Mile Road, Northville, MI 48167, attention Barb. ONE OF USED CAR BUILDING (not door) some address, no phone calls.

AUTO DEALER seeking motivated/Self starter for after hours/weekend evening. Mon. thru Thurs. 9-8 on Fri. Experience preferred. Apply at Bloomfield Chrysler Jeep Eagle, 6800 Grand River, Farmington Hills, MI. 810-476-8000

Auto dealership looking for full-time office help. Must have knowledge of figures, able to type, organized, detail minded. Please call Adams at SUBURBAN NISSAN 810-348-2300

AUTO DEALERSHIP
ACCTS. RECEIVABLE/PAYABLE
Immediate full-time position. Pay: Starts at $7.00/hr. or more based on experience, plus full benefit package. HINES PARK Lincoln-Mercury, 313-273-2222. Call Mary, Dealership experience necessary!

AUTOMOBILE DEALERSHIP needs NEW CAR BILLER. Experience necessary. Send resume to or apply in person: Bill Cook Automotive Group, 37911 Grand River, P. O. Box 2010, Farmington Hills, MI 48333, Attn: Barb Thompson

AUTOMOTIVE DEALERSHIP needs WARRANTY CLERK. Experience necessary. Send resume to or apply in person: Bill Cook Automotive Group, 37911 Grand River, P. O. Box 2010, Farmington Hills, MI 48333, Attn: Barb Thompson

BIG 3 OPPORTUNITIES
Positions immediately available
• WordPerfect/Windows
• Excel
• Harvard Graphics
• Lotus
• Powerpoint
• All locations
Best benefit package available.

BARTECH PERSONNEL SERVICES
271-5454
An Equal Opportunity Employer

biller

ACCOUNTS RECEIVABLE SPECIALIST

Part-time day shift position in our Crystal Facial Institute. Schedule will be based on needs of Department. Weekdays. Candidates will have 3 yrs. recent medical experience that included 3rd party billing.

Qualified, interested candidates may submit Detailed resume or apply Mon-Thurs., 8am- 12noon.

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22748 Greenfield, Rm 310
Southfield, MI 48075
An Equal Opportunity Employer

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504 Help Wanted Office-Clerical

RECEPTIONISTS
Full & Part time Positions
Typing a plus
Computer Knowledge a plus
CALL FOR APPOINTMENT TODAY
SHELLING
PERSONNEL SERVICES
LIVONIA 464-5300
SOUTHFIELD 353-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777

BOOKKEEPER - full charge. Computer skills a must. Growing company needs sharp, creative, knowledgeable individual to implement in Farmington hills, billing, projections, etc. Send resume including salary requirements to: 43705 Expo Center Dr., Suite 10, Novi, MI 48375.

BOOKKEEPER

Village Green Management Company, a leading property management firm, seeks a bookkeeper in Farmington hills, is seeking a full-charge bookkeeper with 1 to 2 years previous work experience.

Must have working knowledge thru trial balance and bank reconciliation on Lotus & PC computers. Salary commens