## 500 Help Wanted

TOOL/DIE MAKER/DESIGNER
Looking for talented individuals that can take charge and see project through for our small metal stamping and tool/die facility in Livonia. Only career minded, hands-on individuals need apply. Send resume: fax 700-1966, Plymouth, MI 48170.

TOOL & DIE MAKER
Automotive supplier has immediate openings for Tool Maker. Must be able to run all tool room equipment. Must have knowledge of tolerances needed in manufacturing processes and work independently. Must have 5 years experience. Salary DOQ, or based on experience. Excellent benefits package. Fax resume to: Tool & Die, P.O. Box 6121B, Livonia MI 48150-0218, EOE.

TRAVEL AGENT
Downtown Detroit travel agency has immediate opportunity for experienced individuals. Please send complete resume with wage requirements. Reservations, ticketing, 2 years of more experience. Position FULL TIME. Salary DOQ, or based on experience, plus benefits package including benefits. Qualified applicants forward resume and salary requirements to:
Travel Agent
P.O. Box 1834
Detroit, MI 48231
An Equal Opportunity Employer

UPHOLSTERER
UPHOLSTERY SEWER

SAYER'S Inc., a division of Office Depot and a leader in the contract office environment sales and design company, is looking for experienced, mechanically inclined individuals to perform Contract/Commercial upholstery work. Some experience is preferred.

We offer an excellent benefits package, including medical, dental, 401K, and more. If you're interested in a long-term position with a growth company and a globally established company, please call Thompson at (313) 963-0001 ext. 3.
Or send your resume to

SILVER'S INC.
Attn: J. Thompson
1511 W. First St.
Detroit, MI 48226
EOE/M/F/D/V

UTILITY

Manufacturing facility is seeking dependable, hard working individuals for industrial packing. Opening does not guarantee employment. Competitive full benefit package, quarterly stock bonuses and 401K. Three shifts available. Apply in person, Monday - Friday 8:00am-5:00pm. 1351 Hilton Road, Plymouth (corner of Ford Road).
An Equal Opportunity Employer

VENDING
CAFETERIA ATTENDANT

We have an opening for a vending cafeteria attendant to work at one of our on-site locations in the Livonia area. 40 hours per week, Monday thru Friday. Hours are approximate, beginning at 5:30 AM. Competitive wage and benefits. For an immediate interview apply in person between 8 AM. and 5 PM., Monday thru Friday at:

MANHAUK CORPORATION
44800 N. I-94 Service Dr.
Belleville, Mi., 48111
313-699-4100
Just E. of Belleville Pat.
An Equal Opportunity Employer

WAREHOUSE CLERK - Full-time position available for person who has computer knowledge and typing skills. Must be well organized and detail oriented. Please send complete resume with wage requirements. Send resume to: D.S., 32300 Van Born, Rd., 900, Wayne, MI 48184 EOE

WAREHOUSE
Farmington Hills manufacturer has immediate full time openings for dependable individuals with good work ethic. Some assembly, packaging & shipping. Call Mon. Schulman, Sam Weiss, (810) 473-8306

WAREHOUSE POSITION - part time. Pays $6.00 an hour to start. Duties include order picking, shipping/receiving & sales. Send applications to: Mary's, 30875 W. Eleven Mile, Livonia.

WARRANTY CLERK
Chrysler Corporation experience. Pay commensurate with ability. Contact Rick Gilbert at Fox Hills Chrysler Plymouth. 313-455-8740

WELDERS - Mig & tig stainless steel production welding. Flexible hours. Big long term employee work. Call 624-1440 810-348-8230

WELDERS MIG
& WELDER TRAINEES
Production work. Good pay & benefits. Apply in person between 8-11am or 1-4pm. BMC Manufacturing, 100 S. Mill St., Plymouth.
313-453-8400
An Equal Opportunity Employer

WINDOW INSTALLER - Experienced for vinyl prime windows, storm windows, storm doors & insulated glass units. Full time position. Needed immediately. 810-358-0818

Windows Programmer

Long term for project based relationship. Must have "C" & database experience. Send resume to:
Box 644
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

WINDOW TINTERS
Experienced only.
Livonia area
313-427-3290

WOMEN AND MEN - Plastic injection molding firm accepting applications for all shifts. No experience necessary. Friendly atmosphere. Excellent benefits/retirement. Apply Mon-Fri. 9-4.
500 E. Second St., Rochester. EOE

YOUTH SERVICES - A variety of positions available. Flexible schedule. Weekends, holidays & weekend hours. Kindergarten thru 8th grade. Hourly wages. Based on experience. Volunteer your sports, tutoring, etc. 99-87/hr. Apply in person Farmington Youth, 31101 Grand Farmington Rd. at 12 Mile.

## 502 Help Wanted Dental-Medical

ACCOUNTS RECEIVABLE
Full time position, 3 days a week. M,W,F. Experience preferred. Farmington Hills location. 810-851-8667

Administrative
Word Processor/
Office Assistant
Seeking word processor/office assistant for a growing corporation in Livonia. Part time pay. Candidate must have WordPerfect 6.0 for Windows. Likes excellent grammar and accurate skills.
Duties include: Ability to handle copy/fax projects, process mail and general office procedures.
Send resume to:
Human Resources/CJ, P.O. Box 6248, Ann Arbor, MI 48107.
An Equal Opportunity Employer

WAREHOUSE
Hostess's - a time clerk & gift/ware distributor of quality products and services for our Distribution Center, in Nov. & Dec. Hours range from 9-3pm, Mon-Fri. (some Saturdays). Permanent & temporary positions available in Livonia. Pay range $5-$7 per hr. with partial benefits. Immediate openings. Interviews are now being scheduled at: 27790 Hallo Dr. in Livonia. Call Cathy Ann Thompson at 313-348-7030

WAREHOUSE
J & L Industrial Supply, a division of Fastenal 500 Nationwide, is a leader in industrial distribution of metal working tools and machinery, is currently looking for a motivated individual. Personnel for full and part time employment in order processing, order picking, order duting, shipping and receiving. Competitive wages and benefits commensurate. Please send resume or correspondence stating position you are seeking and salary requirements to: Dept. Human Resources, P.O. Box 2388, Livonia MI 48150-1236.

WAREHOUSE
Personnel full time position for shipping, receiving, order picking, administrative work at local distribution center. Call Gordon Brown & team.
(810) 348-8000

WAREHOUSE PERSONNEL
Immediate openings for individuals for warehouse duties. Responsibilities include: receiving/shipping, order picking, light assembly, operating sit & standup stacker. Salary DOQ. Apply at 30500 Bainbridge, Garden City. 313-522-1232

WAREHOUSE POSITIONS
Full time Southfield location. Must have previous light drawing experience. Fax resume with salary history to P.O. Box 5091, Southfield MI 48086.

Warehouse

WAREHOUSE/
DELIVERY

GLIDDEN, the highest name in paints and wallcoverings has an excellent opportunity for a person to join our warehouse and delivery team.

Warehouse and/or paint experience helpful but not required. Must possess a valid driver's license.

We offer excellent training, a competitive salary, and a congenial working environment.

APPLY IN PERSON
OR CALL
313-525-4350

GLIDDEN
PAINTS & WALLCOVERINGS
12600 Stamford Rd
Livonia, MI 48150

Equal Opportunity Employer M/F

WELDERS/MIG
Must be able to weld all positions. Apply in person: Hydraulic Inspiration, 36641 Schoolcraft, Livonia, MI 48150.

## 502 Help Wanted Dental-Medical

AIDES
HIRING IMMEDIATELY!
Experienced, FULL & part time all shifts. Competitive wages, bonus program, including paid holidays, vacation, birthday & holiday bonuses, medical insurance, and retirement plans. We take pride in being dedicated to our employees. Call our employment coordinator at:
EMPA-CARE IV 313-455-1061

ASSISTANT HEADED
for fast paced Livonia dental office. Full time. Experience necessary. Excellent benefits. Call Sandy. Call Marilyn Mon.-Thurs. 313-427-2222

ASSISTANT needed for pediatric care in nursing home. 3 days a week. Call for information.
313-721-8150

ASSISTANT
PHLEBOTOMY
SUPERVISOR
National Health Laboratories Incorporated is hiring an quality control services, has an exciting career opportunity for an Assistant Phlebotomy Supervisor to coordinate a staff of 8 at its state-of-the-art phlebotomy laboratory in the greater Detroit area.

The successful candidate will be an MLT, has established supervisory skills, excellent phlebotomy skills, and knowledge of quality control procedures. Reliable transportation is also necessary. NHL provides a competitive salary and benefits package including gas and mileage reimbursement. In our dedicated pursuit to being a quality work environment, NHL offers bonuses, 401K, paid vacations and screening programs. For immediate consideration, send resume with salary history and requirements or apply in person to National Health Laboratories, 32388 Capitol, Livonia, MI 48150.
EOE M/F/V/D

ATTENTION!
PART-TIME
LPN's - Full Time Midnights.
CNA's - Full Time, Days, Evenings.
COOK - Part Time, Days.
Positions available at our nursing facility, Harmony House.
313-348-4290

CHAIR-SIDE DENTAL ASSISTANT
Needed for a modern relaxed office in Northville. Experience necessary. No Fridays or Saturdays.
Call 313-348-3618

CLINICAL CHAIRSIDE ASSISTANT
Experienced only. Mon./Thurs. 7:30-7pm. Livonia area. Fax resume, or state for between Farmington & Merriman. 313-425-7010

CNA
Apply in person:
Maryview Manor
15415 Middlebelt
Livonia, MI. 48154
313-427-6119

CNAs - hiring bonus, starting wage based on experience, full benefits and uniform allowance. Apply in person at Kensington Court
NURSING CENTER, Call Today
313-437-2110
An Equal Opportunity Employer

CNA'S
$6.20 TO START
3 months, $6.35, 6 mos. with 2 years nursing home experience. START AT $7.35, 90 day review. Benefit package includes dental, vision, life insurance, 401K, paid holidays shift 11pm to 7am available. Call or apply: Maryview, 31231 Schoolcraft at Farmington Rd. at 12 Mile.

## 502 Help Wanted Dental-Medical

ACCOUNTS RECEIVABLE
Data entry position, 3 days a week. M,W,F. Experience preferred. Farmington Hills location. 810-851-8667

Administrative
Word Processor/
Office Assistant
Seeking word processor/office assistant for a growing corporation in Livonia. Part time pay. Candidate must have WordPerfect 6.0 for Windows. Likes excellent grammar and accurate skills.
Duties include: Ability to handle copy/fax projects, process mail and general office procedures.
Send resume to:
Human Resources/CJ, P.O. Box 6248, Ann Arbor, MI 48107.
An Equal Opportunity Employer

Nursing Assistant
Training Program
Start a new career as a Certified Nursing Assistant at Plymouth Court Nursing Center. Classes start soon!
• WAGES PAID DURING TRAINING
• IMMEDIATE PLACEMENT OPPORTUNITIES
• COMPETITIVE WAGES
• EXCELLENT BENEFITS
Apply in person or call: Kristy Short
Plymouth Court, 556 Haggerty
Plymouth, MI 48170
313-459-4610
An Equal Opportunity Employer

ATTENTION
EARN WHILE YOU
LEARN - $6.25/HR.
Nurse Aide Training
Program as required by
the State of Michigan
for Certification
• RAISE AFTER 90 DAYS
• RAISE AFTER 6 MONTHS
• RAISE AFTER 1 YEAR
Start your nursing career
WITH US!
BORTZ HEALTH CARE
ON GREEN LAKE
Have rotation transportation, Union Lake/Orchard Lake area
Call for appointment
Mon-Fri, 9am-5pm
(810) 363-4121

★ BILLING SYSTEMS
MANAGER
for established medical equipment co. 3 yrs. minimum exp. Knowledge of Medicare, Medicaid, BC/BS & other insurance billing. Duties: payroll & inventory, experience preferred. Computer & systems management skills. Excellent salary & benefits. Send resume & references:
BILLING SYSTEMS MANAGER
P.O. Box 2319
Southfield, MI 48037.

CHIEF
RESTATE/MENTAL
HEALTH SERVICES
$9-WEEKLY, $1,042 - $2,138
Master's degree in Business or Public Administration or related field. OR Juris Doctor degree and 3 years of progressive law in bankruptcy and have at least 5 years practice experience and/or equivalent combination of education and experience. Minimum 3 years progressive management experience. Minimum 3 years professional mental health supervisory experience. Master's degree in mental health area may substitute for the Master's degree.

CONTACT: Oakland County Personnel, 1200 N. Telegraph Rd., Pontiac, MI 48053
248-858-0545, or 248-858-5096.
An Equal Opportunity Employer

## 502 Help Wanted Dental-Medical

DENTAL ASSISTANT
supervised for pleasant Detroit office. Pay depends on your skills and experience. $10.00-$20.00/hr. Medicaid/Medicare available.
313-861-8788

DENTAL ASSISTANT/CHAIRSIDE
Rewarding opportunity for graduate technical assistant. Minimum 1 year experience in Dental Assistant for quality practice. Excellent salary and benefits package. Excellent wages and benefits for the right person. Call Joan at:
(810) 647-3100

DENTAL ASSISTANT position open for our Northville office. Must have general dental office. Dental experience required, prime time hours, full time, excellent salary and benefits. Please call Kathy.
810-348-3434

DENTAL HYGIENIST
2 or 4 long days, flexible schedule. Can find your own ground. Excellent benefits. Please send complete resume. Fax resume. Fax # 810-348-8847

DENTAL HYGIENIST - Needed Mon., Tues., Wed. & Eve./hrs. Pleasant, friendly office in Livonia. Patient oriented. Call Sandy.
810-471-5320

DENTAL HYGIENIST - Full time for modern office in Dearborn area. Must be team, friendly and a dedicated team member.
313-630-4022

DENTAL HYGIENIST
For modern two man office in Northville. Every other Monday.
313-348-3618

DENTAL INSURANCE SECRETARY
Part time in Livonia every other Saturday and some evenings. Approx. 21 hrs per week. Excellent Call Marie
810-332-7722

DENTAL OFFICE
Growing practice needs additional staff to fill the following positions:
• Receptionist
• Assistant
• Hygienist
Modern progressive office. Excellent salary & benefit package. Call Jenna.
810-566-8940

DENTAL RECEPTIONIST, 12/Year-round. Good typing skills, telephone, scheduling, typing & computer skills. Experience preferred. Salary commensurate with ability. Dedicated staff. Mary 810-348-3232

DENTAL RECEPTIONIST
Part-time Wednesday, Thursday and fun B.E. Livonia office. Dental experience preferred. Computer knowledge or experience helpful. For interview call Sandy.
313-422-5320

DENTAL RECEPTIONIST
Self-motivated to take charge and handle patients flow of appointmented scheduling, financial arrangements & patient accounts for Farmington Hills office. Full time. Benefits & salary.
810-788-0849

DENTAL RECEPTIONIST
Full time, Mon.-Fri. Benefits. Must have a dental background & good communication skills. Salary DOQ.
Call Marie
810-343-7722

DENTAL TECHNICIANS
MASON GENERAL are a team-oriented dental lab, has immediate openings for experienced dental technicians for our Livonia Department. Potential pay $10-$30/hr. based on experience and production. 8 paid holidays.
313-513-1030

DIRECTOR OF SOCIAL SERVICES
Medical Care Facility in Livonia is circulating for a director of Social Services. Bachelor degree and 3 years as a S.W. in Social Services & provious supervisory experience required. Complete knowledge of O.B.R.A. regulations & M.D.S. process. Applicants should have excellent written & verbal skills. Salary commensurate with salary requirements to:
Madonna Care Center
14600 Middlebelt Rd.
Livonia, MI 48154
An Equal Opportunity Employer

DON
for 65 bed nursing facility.
GOOD BENEFITS
Apply in person:
Maryview Manor
15415 Middlebelt
Livonia, MI. 48154
313-427-6119

ECHO TECH & ULTRASOUND TECH - either qualified for both or have part time position. Call Joan for interview
810-553-0330

ESTABLISHED OPHTHALMOLOGY Practice seeking full time experienced RECEPTIONIST, Computer & insurance billing skills required. Optical reception experience helpful. Investigate this challenging, fast paced, professional position.
Call Pamela
at 810-646-3733

EYE PHARMACOLOGIST
Certified ACLS/ACLS theiflum stress test • active cardiac resuscitation experience required at Full time - Biertmpt hrs. 810-234-1177.

RN - Interview Director, full time, friendly team. Training will be the trainer preferred, but not required. Contact Mary at Donaldson's Nest, 33100 Ann Arbor Trail, Livonia, MI. 48278.
313-522-1444

FRONT OFFICE
Physician/Clinton specialty office seeks individuals to perform general scheduling & marketing administrative. Excellent communication skills, both verbally & written. Typing & computer skills with at least 1 year experience in dental office. Benefits offered. Mon. Saturday. Salary DOE. Send resume: Box 6, 36251 Schoolcraft, Livonia, MI 48150

FRONT OFFICE with transcription - Full time
PEDIATRY ASSISTANT - Part time. For more information call: 878-8290

HEALTH CARE
PROFESSIONALS
A multi-site, multi-specialty physician management group is accepting applications for the following positions:

Receptionist
Qualified applicant should be schooled, experienced and aware of the importance of the patient's first impression. Must have a pleasant telephone voice and insurance ability a must. A minimum of 1-3 years experience in a medical office preferred.

Transcriptionist
Experienced medical transcriptionist. Must have 2 years experience in multiple specialties.

We offer a competitive salary and benefits package in a state-of-the-art system. Send resume in confidence to:

BOTSFORD MEDICAL
MANAGEMENT SERVICES
Human Resources
24421 West Seven Mile Road
Livonia, MI 48152

HENRY FORD HEALTH SYSTEM
Wyoming Medical Center
Now Pana Hospital and Medical Centers are part of Michigan's largest, most comprehensive health care system. We currently have the following positions available:

HOME HEALTH AIDES
Full time & weekend for West Side Detroit/Northwest Suburbs. Up to $10/hr., 32-36 hrs/wk. 810-961-2980

DENTAL ASSISTANT - Experienced, Chairside & communication skills recommended. Full time and 3 days a week. Call or send resume to:
DENTAL ASSISTANTS
3 HYGIENISTS
Here's your chance to work holiday week, the week after Christmas, the week after New Year's, and every other holiday. Call Pam Perlmutter at 313-455-0010
EOE

DENTAL ASSISTANT
Are you a self-motivated, organized, Dental Assistant looking for a new start? This is your chance to join the fastest growing private dental group in America. Professional work environment in the Wyoming, Westland & Plymouth area. Call Pam
313-464-1900
E.O.E.

DENTAL
EMPLOYMENT
Hygienists
Assistants, Business Staff
• Full time entry-level
• Positive Hours
• No Fees

RDH
Health Services Inc.
810-524-1963

DENTAL HYGIENIST I
Part time position in Livonia. Fax or call office in Livonia. 810-476-1660

## 502 Help Wanted Dental-Medical

Healthcare

HOME HEALTH
AIDE
Full-time position with benefits. Must be certified with minimum of 1 year experience. Call Barbara Cooper at 313-266-1866. EOE.

GRANCARE
HOME HEALTH

SPEECH THERAPY/
OT
Home care visits available. Call Barbara Cooper at 313-266-1866. EOE.

GRANCARE
HOME HEALTH

HYGIENIST
Part-time, Mon. & Wed. Outgoing person for Livonia family practice.
313-464-3430

INSURANCE/
WORKERS COMP
Workers Comp medical-only Claims Handler needed in Livonia area. Position requires medical knowledge in analyzing appropriate treatment and benefits for injured Workers Compensation claim handling experience in medical benefit options desired. Send resume & salary requirements to: HR, PO Box 77, Clarkston, MI 48348 EOE

LPN
FOR PRIVATE DUTY HOME CARE
8 hour afternoon and weekend shifts for closed head injury patient in Westland. Good benefits, paid shift differentials. To apply call
(313) 981-8829
United Home Care Services

FULL TIME MEDICAL ASSISTANT
Family Practice seeking Medical Receptionist needed for fast paced doctor's office in Westland. Some evenings. Excellent benefits.
Call 313-728-8190

MEDICAL RECEPTIONIST
★ Full time position available for receptionists needed urgently for 2 Royal Oak practices. $1120 to $1280 per month. Please call Robin at Temporary Medical to schedule an interview.
810-442-2444.

MEDICAL ASSISTANT
★ Full time position available for an urgency needed for internal medicine, gastroenterology, and OB/GYN practices in Oakland & Wayne Counties. 1 yr. experience minimum. EKG, Venipuncture, injections. Career opportunity. Call Temporary Medical to schedule an interview.
810-442-2444.

MEDICAL ASSISTANT
Part time for friendly internal medicine office. Flexible hours, great working conditions.
810-356-3373

MEDICAL ASSISTANT
Entry level opportunity needed, must be flexible. 30-40 hrs/wk. Medical, dental insurance & profit sharing. Send resume or fill out application at: Dermatology Associates, located at Providence Medical Center, 47601 Grand River, Ste. B132, Novi, MI 48374, Attn: Mary.

MEDICAL
ASSISTANT II
Sinai Ambulatory Services, a growing Family Practice group, is seeking enthusiastic, talented individuals to assume a position of Medical Assistant II.

The selected candidate will provide patient and clinical support within a high volume outpatient office. Tasks will include performing venipuncture, administering injections and other medical/lab procedures to assist physicians.

Qualifications include at least 3-4 months job-related experience, knowledge of clinical procedures, patient assessment and medical diagnostic techniques. Outstanding interpersonal and analytical skills are required.

To apply, please respond in person to send your resume to:
Sinai Ambulatory Services, Attn: Human Resources, 27704 Franklin Rd., Southfield, MI. 48034
An Equal Opportunity Employer

SINAI
HOSPITAL

MEDICAL ASSISTANT
needed full time. Experienced, good pay. Northville office. Contact Jane
810-380-1340

MEDICAL ASSISTANT
needed for busy office in Livonia. IV experience a plus.
Please call
810-477-7344.

MEDICAL ASSISTANT-FULL TIME
Podiatrist experience a must, in Bloomfield area. Call Jackie 647-4727 Ext. 3. Fax to 810-851-0420, Dept. 4, 48201. 810-642-8457

MEDICAL ASSISTANT
Part-time. Farmington Hills office. Call Mary between 10am-1pm, at 810-553-0404

MEDICAL BILLERS - needed for Oncology & internal medicine practice. Must have medical billing a plus. Salary based on experience. Please call Sam or Lagrace
810-443-2544

MEDICAL
RECEPTIONIST
For busy MD specialists.
Excellent benefits package.
Call Sandy or Paula in Ann Arbor
at 995-1770

MEDICAL RECEPTIONIST
Family practice, part time now, increase to full time in Jan. Knowledge of computer, payroll, accounts receivable & bookkeeping. Mon., Wed & Fri. 11-6pm.
810-953-0170

MEDICAL
RECEPTIONISTS
Sinai Ambulatory Services is seeking enthusiastic, talented individuals for our Family Practice locations located in Southfield, Livonia, and Farmington Hills.

We are looking for individuals who have at least one year experience in medical office practice, and have exceptional interpersonal skills, computer/typing skills, scheduling and cash handling.

We are offering a competitive wage and benefits package. All these positions are available apply in person or send resume to:

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

An Equal Opportunity Employer

MEDICAL RECEPTIONIST
Pediatrics office, Livonia. Mornings, Mon-Fri. Experienced only. General office & some bookkeeping.
810-348-4800

MEDICAL RECEPTIONIST
Part time, Dearborn, OB-GYN practice. Duties include telephone, scheduling, filing & insurance.
Medical office experience preferred. Send resume to: M. Shah, 2199 Monroe, Dearborn, MI 48124

MEDICAL TRANSCRIPTIONIST
Needed part time.
Call Anne
810-348-6717

MEDICAL TRANSCRIPTIONIST, experienced, Part time & full time positions available. Call Anne. Mon.-Fri. 810-348-0881

## 502 Help Wanted Dental-Medical

MEDICAL OFFICE
Feel unappreciated? Here is the time to explore the many new opportunities at Novi Street / Royal Oak (near Beaumont Hospital). Benefits, Bonuses. Need 2 years experience with MRS or BCBJ. DME/IV Infusion Home - based and Hospitals offices. Medical Assistants - Royal Oak & Novi Street. Call 810-435-1919 Fax? Fax resume: 810-932-1314
Home Healthcare 25070 Lakewood Farmington Hills, MI 48334

RECEPTIONIST/BILLER
Full time, previous experience required. Livonia location.
313-591-0230

MEDICAL RECEPTIONIST
Experienced, interviews and computer knowledge. Part-time, near Rochester Hills
810-853-9606

MEDICAL TRANSCRIPTIONIST
Part time, possibility leading to full time, afternoon hours. Radiology knowledge or dictation. Word for Windows helpful. Call Janice after 10am.
810-332-3760

MEDICAL
Transcriptionist
and Billers
Needed for temporary assignments in the Plymouth and Metro Detroit areas. Experienced preferred. Call or fax your resume today!

ENTECH MEDICAL
Phone: 810-528-1444
FAX: 810-528-0981

NURSE AIDES, experienced, total care, to do so in. Must have own transportation. Mon. - Fri. 3pm-11pm $7.00/hr. to start.
810-930-0537

NURSES
Day RN, RN or LPN, 11am to 7pm and Contingent positions available. Competitive hourly rate based on experience, shift differentials, tuition bonus and pleasant work environment. Apply in person at PLYMOUTH COURT NURSING CENTER. Come be part of a National Award Winning Team dedicated to caring — HCR
313-455-0510
An Equal Opportunity Employer

Nursing
RN/LPN
Full-time positions available in Detroit, Northern suburbs, Eastside, and Monroe. Minimum 1 year experience in home health care required. Call Barbara Cooper at 313-266-1866. Fax Cooper at 313-538-1866. EOE

GRANCARE
HOME HEALTH

OFFICE MANAGER for private dental office in Livonia area. Must have skills & experience. Full time days & some evenings. Call 313-453-0818

OPHTHALMIC TECH
Experience preferred. Full-time. Have fun learning general ophthalmic practice. Troy/Birmingham.
810-649-3730

OPHTHALMIC ASSISTANT
Fast-paced three M.D. office desires full-time ophthalmic assistant. Please send complete resume and salary requirement to Box: 818
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ORTHODONTIC ASSISTANT - Part-time, for fast paced, high tech office. Experience preferred, but will train.
313-251-8880

ORTHOPEDIC PRACTICE seeking an efficient, organized, dedicated individual to assist w/posting & charge entry data. Computer experience preferred. Knowledge of medical insurance helpful. Unique area. Send resume to: Box 1, Attn: Pract Dr. R., Ste. 360, Livonia, MI. 48150. Or fax resume to:
313-462-4149 EOE

ACCOUNTING CLERK
Medical office has need for part-time general accounting clerk. 30-35 hrs. per wk. Accounts payable, accounts receivable, bank data entry, expense necessary. Send resume to: Accounting, Ste. 1400, 17370 Laurel Park Dr. N., Ste. 360, Livonia, MI. 48152. Or fax resume to:
313-462-4149 EOE

ACCOUNTING CLERK
Medical office has need for a highly motivated, organized individual experienced in accounts receivable/payable functions, including cash applications, matching vendor invoices with PO's & receiving proofs of vendor statements. Must have PC knowledge (Excel, Word). Associates degree and familiarity with Apple systems a plus. Send resume to: Attn: Joann, 17000 Hall Rd., Ste. 200, Sterling Hts., MI 48312.

## 502 Help Wanted Dental-Medical

REHAB AIDE
Part time positions available in the rehabilitation department of nursing homes in the Detroit metro area. CNA or rehab aide experience preferred. Hard-core Rehabilitation Services, Inc.
1-800-889-9604

RN
Growing rehabilitation company seeks Medical Case Manager for Livonia office. Previous rehab experience preferred. Must possess good communication, organization, & decision making skills. No weekends or holidays required. Full benefits package, including company car & cellphone provided. Please Send resume & salary requirements to: HR, PO Box 77, Clarkston, MI 48348. EOE.

RN MANAGER
Established home care agency seeks full time RN to coordinate multi disciplina team to provide quality care to clients. Agency diverse creative, self-directed environment where enjoyment & challenge. Ideal for RN with prior home care experience, and good time management skills. Resume to Nurses Unlimited, Inc., 733 E. Fulton, Ste., #211, Grand Rapids MI 49503

RN OR LPN OR CMA
Wanted full time for busy Livonia pediatric practice. Excellent benefits. Must have strong experience & be very personable & outgoing. Call Jeanne
810-426-0808
Days & eves.

X-RAY TECH
experienced, part time for busy orthopedic office in Bloomfield Hills.
810-334-4139

## 504 Help Wanted Office-Clerical

ACCOUNT
ADMINISTRATOR
Investment counseling firm is seeking an individual for the position of Account Administrator. This position will offer potential for successful portfolio management. The candidate must possess a brokerage or securities background, knowledge of word processing skills (preferably Microsoft Word), and figure aptitude skills for the detail oriented position. Please submit a resume to: Personnel Dept., PO Box 3043, Birmingham, MI 48012-3043.

Accountant Secretary
CP firm requires a bookkeeper/professional. Computer & bookkeeping skills a plus. Send resume to:
Safir & Kaplan, PC
31150 Northwestern Hwy., Suite 180
Farmington Hills, MI 48334

ACCOUNTANT
Accounting position for manufacturing company with several divisions, assisting the Controller in workpaper preparation and inventory management, utilizing multiple computer formats. Required qualifications include: 4 year degree in Accounting, 2-3 years experience in accounting, strong communication skills, general knowledge of Lotus 1-2-3 software. Please state salary requirements. Send resume to: P.O. Box 709, Howell, MI 48116-0709

ACCOUNTING
Accounting $3 or equivalent experience in accounts payable, payroll, taxes, payroll & schedules. Corporate confidentiality is a necessity. Pleasant working surround. Non-smoking office. Send resume to:
Flo-Tac, Inc.
Attn: Human Resources
43248 Five Mile Rd.
Plymouth, MI. 48170

ACCOUNTING CLERK
Busy office has need for part-time general accounting clerk, 30-35 hrs. per wk. Accounts payable, accounts receivable, bank data entry, expense necessary. Send resume to: Accounting, Ste. 1400, 17370 Laurel Park Dr. N., Ste. 360, Livonia, MI. 48152. Or fax resume to:
313-462-4149 EOE

ACCOUNTING CLERK
Medical office has need for highly motivated, organized individual experienced in accounts receivable functions, including cash applications, matching vendor invoices with PO's & receiving proofs of vendor statements. Must have PC knowledge (Excel, Word). Associates degree and familiarity with Apple systems a plus. Send resume to: Attn: Joann, 17000 Hall Rd., Ste. 200, Sterling Hts., MI 48312.

## 504 Help Wanted Office-Clerical

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Immediate, full time opening at expanding Farmington Hills corporate headquarters. Exceptional career opportunity for self starter. Responsible for complete payables function, maintain master Account Payable file, process invoices, prepare month end accounts payable experience, computer literate background & computer data skills. Benefits, medical & 401K. Fax resume & salary requirements to Sharon at: 810-476-7450

ACCOUNTS PAYABLE/PAYROLL
Accounting firm seeks full time, fast paced firm has an opening for an organized individual in accounts payable and payroll. Computer experience required. Full benefits.
An Equal Opportunity Employer

Send resume to: DiGiacomo-Siegel Engineering, Inc., 28100 Greenfield, Suite 200, Southfield, MI., 48076.

Accounts Payable
Clerk
Arbor Drugs, southeastern Michigan's number one drug store chain, currently has an opening for a full-time Accounts Payable Clerk at our Troy corporate office. One year of office experience and ten-key skills are required.

We offer a competitive benefits package. Submit resume with salary requirements to:

Accounts Payable Clerk-JH
P.O. Box 5234
Troy, MI. 48007-7034
An Equal Opportunity Employer

ACCOUNTS PAYABLE
CLERK
ITT Automotive, a $4.5 billion automotive supplier is seeking experienced accounts payable clerks for a fast-paced department. The successful candidates will have 3 or more years accounts payable experience in a mainframe environment approximately 8,000 invoices per month. A bachelors degree in accounting would be beneficial for future career advancement. The position requires extensive use of the telephone. Responsibilities will include matching and coding invoices, data entry, responding to customer or vendor inquiries and checking the accuracy of repairs. We offer competitive salary and benefits. For immediate action, send a resume with current salary to: Staffing Manager, ITT Automotive, 3000 University Dr., Auburn Hills MI 48326-2354.
EOE M/F/D/V

ACCOUNTS RECEIVABLE/PAYABLE position for Farmington Hills electronics company. Must have Computer experience. Accounts payable experience and some accounts receivable. Send resume and salary history to office manager, P.O. Box 2480, Farmington Hills, MI. 48334.

## 504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Immediate opening. Construction experience preferred. Send resume to: 24138 Plymouth Rd., Redford MI 48239. EOE.

ACCOUNTING
Temp & Temp-to-Perm Positions:
FULL CHARGE BOOKKEEPER: Livonia, Southern Hills, Farmington Hills. Lotus required. Wage up to $12/hr.
ACCOUNTING - COLLECTION CLERKS: Ann Arbor, Detroit, Novi, Dearborn, Auburn Hills. Lotus skills preferred. Wage up to $9/hr.
JR. ACCOUNTANTS - Dearborn, Detroit, Lotus/Excel skills required. Wage up to $10/hr.
ACCOUNTANTS/CPA's - Southfield, Detroit, Troy. Wage up to $17/hr.

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ACCOUNTS PAYABLE
Duties include invoice processing, bank reconciliation & posting of cash receipts. Wisam argue $8.50 per hr.
810-348-6699

ACCOUNTS PAYABLE CLERK
Livonia office seeks a full time position. Responsibilities include computer experience. $7.50/hr. to start + benefits. Send resume to: PO Box 872
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK - A/R experience preferred, but must be organized & efficient. Full time immediate opening. Rochester area. Please call Mary Fri. 8-5.
810-650-7800

ACCOUNTS RECEIVABLES
A Wisam/Hotel area services company is looking for a "team player" to join its Receivables/Customer Service Department. You should be organized, ambitious and possess a pleasant personality.
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| Data Entry | to $7/hr. |
| Administrative Assistant | to $8.50/hr. |
| Executive Secretarial | to $12/hr. |
| Word Processors | to $12/hr. |

ARBOR TEMPS 459-1155

ADMINISTRATIVE ASSISTANT for Northville insurance office, experienced, organized, team with good, setting/interesting environment. Full benefits package. Call 313-348-3248

ADMINISTRATIVE ASSISTANT for Programs. Must be extremely organized with the ability to list & delegate, highly skilled in computers and creative & innovative in problem solving. EOE. Persons w/disabilities encouraged to apply. Send resume no later than 12/10/94 to:
Search, 23077 Greenfield, Suite 203, Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
Detail oriented, self motivated, and organized individual - computer and organizational skills. Good typing, accounts payable experience helpful. Non smoking office. Dependable, punctual and professional need only apply. Salary based on experience. Fax resume, excellent references and salary requirements to:
810-356-3276

ADMINISTRATIVE ASSISTANT/
BOOKKEEPER
Part-time. Approx 20 to 30 hours. Knowledge of WordPerfect necessary. Some light typing & filing. Two years accounting experience & current ability to balance a checkbook. Fax resume to: 810-447-2964.

ADMINISTRATIVE
ASSISTANT
Typing, phone, computer, customer relation skills required.
Permanent position.
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