502 Help Wanted Dental-Medical

DENTAL OFFICE
Dental Assistant/Receptionist positions immediately available to work at our North Oakland County offices. Full time and contingents-needed/paid in family friendly environment.

Use your Assisting experience required with additional experience to include office/clinical duties & dental materials ordering and Registration or Certification as a Dental Assistant required for our part time opening. Receptionist position requires 40 wpm, typing in addition to experience listed above.

Please apply at the Southfield Employment Office, Fisher Center, 9-3 PM.

PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.,
Southfield, MI., 48075

An Equal Opportunity Employer

DENTAL RECEPTIONIST - Full time position. Experience with insurance, payroll, bookkeeping. Chairside experience preferred. 348-7997

DENTAL RECEPTIONIST - Full time position. Experience preferred. Salary commensurate with experience. 261-5190

DIETARY CLERK
Part time, Mon. - Fri. minimum of 1 yrs. experience in a hospital or long term care setting. Must possess good mathematical & typing skills. Ability to identify & work with other department supervisors & employees.
Call 313-9000

DIETARY MANAGER CERTIFIED
or
DIETETIC TECHNICIAN
Apply in person:
Mayfair Manor
19475 Middlebelt, Livonia
427-9175

DOCTORS RECEPTIONIST
Clinic needs person with experience to phone patients, schedule, type and log for very busy front desk. Hours: 7:30-3:30 Mon. - Fri. Part time 20 to 24 hour. Good opportunity.

DAVIS-SMITH
MEDICAL/DENTAL SERVICE
557-7200

ENDODONTIC OFFICE - Full & part time needed. Experience required; assisting & lab. Okay to send resume to: Dr. Pomerance, 29800 Northwestern Hwy., Suite 100, Southfield, Mich. 48075

EXPERIENCED - Medical Assistant - Internist, Mon. & Fri. Pleasant Livonia Dermatology Office. Call Anna Monday, 1-3 pm Only. 591-7300

EXPERIENCED Medical Receptionist/Assistant, part time, Westland area. Must know Psychiatry, Doctor's and neurpsychiatric. For appointment call 471-8180

EXPERIENCED Medical Assistant (Part Time). EKG, Venepuncture & Receptionist duties. Must be available for Saturday schedule. Southfield Area. Call - 357-3722

FULLY or LIMITED Licensed Psychiatric MSW. Must be able to work with psychiatric clinic in Livonia. 478-4966

HOME CARE WORKERS NEEDED
No experience necessary but helpful. Have elder, sitters and housecleaning. Call - 539-3075

HOUSEKEEPING & Light Maintenance. Apply in person, Walking Well Manor, 158 W. Main, Northville.

HYGIENIST
needed for Mon. & Wednesday perio specialist's office to work Saturdays. Call 851-8143

LARGE MEDICAL Facility, 2 Positions
- Operator, flexible hours.
Full time Coordinator Insurance Biller.
838-4447

LIVONIA INTERNIST Seeking Front Desk Receptionist/Medical Assistant. Pleasant office. Salary commensurate with experience. Excellent benefits available. Hours also be good typist. Reply to Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LPN
Experienced as Charge Nurse for basic nursing home. Full time, day shift. Call Mrs. Gale at 348-7992.

LPN & NURSES' AIDE with pediatric experience to work with handicapped children. Full & part time positions available. Needed immediately. Call between 10-4:00 516-0946

MATURE SECRETARY
Full or part-time for Birmingham area legal office. Prior legal experience preferred. 645-3300

MEDICAL ASSISTANT - for podiatry office in Westland. Part time, experienced only need apply. Call Mon. thru Fri. 9-4:30 pm 425-2355

MEDICAL ASSISTANT
Farmington area, 40 hours a week. Will train. Patient contact, typing, minimal math.

MEDICAL ASSISTANT, full time, needed for doctor's office. Experienced only. Flexible hours. Plymouth area. Ask for Ms. Millar at 453-8175

MEDICAL ASSISTANT
in ENT/OTO OFFICE. Part time, Southfield. Salary negotiable.
Call 557-8400

MEDICAL ASSISTANT/Receptionist
Knowledge of front desk preferred. Send resume to: 14347 Fairway Dr., Livonia, Mich. 48154

MEDICAL ASSISTANT
Part time, evenings. Experience in Venipuncture & EKG helpful. Section secretary/food Scientia. Royal Oak. Call 546-3118

MEDICAL ASSISTANT
For busy internist's office. W. Bloomfield area. Duties include: Venipuncture, EKG, X-Ray, injections, pulmonary function. Ask for Marge, 855-9161

MEDICAL ASSISTANT
Grand River/Greenfield area. Light charge. Individual to work in a Royal Oak Medical Office. 32 - 35 hrs. per week. Will train a Quick Learner in Front Desk & Surgical assisting. Send resume to: Medical Assistant, Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Full-time for busy doctor's office. Primarily back office. Please call
852-6311

MEDICAL ASSISTANT - part time 1 year minimum experience. Royal Oak area. Opportunity to expand your practice. 435-8662

MEDICAL ASSISTANT - part time OB Gyn office. Must be experienced with vena puncture, Birmingham area. Send resume to box 634 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLER
with some Reception work. Full-time. Experience required. Excellent salary. Resumes to: Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL CENTER in Novi has immediate opening for a temporary full time Typist/Receptionist. Call Jackie for information 348-8000, Ext. 207.

MEDICAL OFFICE Receptionist- Assistant. Southfield area.
Call: 356-8080

Medical Office Employees
We are a growing company that placed temporary employees in health care facilities throughout the metro area - and we need individuals to fill the following positions:
- Medical Secretary
- CRT Operator
- Typist 45+ WPM
- Insurance Biller
- Receptionist

Please call 476-6815
Temporary Professionals

MEDICAL RECEPTIONIST/Biller
OB-GYN office. Part time. Experience well appreciated. Full-time. Benefits. 652-0110

MEDICAL RECEPTIONIST
Busy Internist. Pleasant personality, good typing and phone skills. Call Mrs. Morris 471-8000

502 Help Wanted Dental-Medical

MEDICAL PERSONNEL
Our medical clients need experienced individuals for the following full time & part time positions:
- Medical/Dental Receptionist
- Medical Assistant
- Medical Office Bookkeeper
- Receptionist/Medical Biller

Call 855-6400 or Resume to: No Fee.
FREEDMAN & ASSOC. INC
Personnel Placement Consultants
30600 Northwestern Hwy, Suite 100
Farmington Hills, MI 48018

MEDICAL RECEPTIONIST-Doctors office 30 hours per week, expect to work in pegboard. Minimum wage. Call for appointment. 476-1614

MEDICAL RECEPTIONIST
Needed for busy doctor office to coordinate area. Some medical experience. Full time. 476-1616

MEDICAL RECEPTIONIST - for OB GYN office. Must have billing, ledgers, experience necessary. Salary negotiable. Farmington area. 553-8888

MEDICAL RECEPTIONIST/Typist
for Southfield internist office. Pegboard, billing, EKG & venepuncture. Call 355-9393 between 9 and 5 pm.

MEDICAL RECEPTIONIST
Family Practice. Experience in Pediatrics required. Rochester - Rudford. Part time 537-8133

MEDICAL RECEPTIONIST
Medical Office Receptionist for 3½ days per week. Experience in billing & insurance skills. Excellent typing & phone skills. Pleasant personality. Send resume to: Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST/Receptionist. Birmingham area. Full-time. Excellent typing skills - A Must! Good salary & benefits. Resume to: Carol Moore, 6905 Telegraph, Suite 190, Birmingham, Mich. 48010

MEDICAL SECRETARY/
RECEPTIONIST
for Cardiology Office. 3 days per week. Garden City/Livonia area. Send resume: D. Murphy, 4905 Telegraph Rd., Suite 9100, Birmingham, MI. 48010.

MEDICAL TRANSCRIPTIONIST
Part-time. Experienced needed for Southfield Practice in Southfield area. Memory-Typewriter skills helpful. Call Mon. - Fri. 8am-noon. 443-0038

NURSE AIDE
DAY SHIFT, 7 AM-3 PM
Apply in person: Walking Well Manor, 158 W. Main, Northville.

NURSE AIDES
Experience Nurse Aides needed for full and part-time shifts. Afternoons and midnights. Apply at

Four Chaplains
28349 Joy Rd. Westland
(Between Inkster & Middlebelt)

NURSE AIDES - full time & part time for 3-11pm and 11pm-7am shift. Hours: Cornerstone Center, Plymouth. Call Mon. thru Fri. 9-4 455-0610

NURSE AIDES - LIVE-INS
MALE ATTENDANTS
For home care cases, one year experience, car, telephone required. Excellent pay & benefits.
Midwest Home Care 278-2500

NURSE AIDES
Mature persons for rewarding career in nursing. All shifts. Good salary and benefits. Excellent working conditions. Apply in person.

Georgian Bloomfield
2975 Adams Rd. at 16 Mile

NURSE AIDES/STUDENT NURSES
Work flexible hours at home health aides doing a short term assignment. Must have 2 years experience or have completed 1st semester of clinicals. Must have own transportation. Must have own car & phone.
MEDICAL PERSONNEL POOL
352-6111
An Equal Opportunity Employer

NURSE AIDES
With 12-18 mos. hospital or nursing home experience needed for home health care agency in the Farmington, Southfield area. Must have own transportation. Call ABCARE Mon. thru Fri. 9-3:30 424-8377

NURSE ASSISTANTS
Full & Part-Time
FARMINGTON NURSING HOME is accepting applications for experienced nurse aides, orderlies and medication aide all shifts. After completion of our FREE training class, you may become a member of our quality care team. Apply in person. Mon. thru Fri. 9am to 4pm.

Farmington Nursing Home
30405 Folsom
(Near 9 Mile-Orchard Lake)

NURSES AIDE
Afternoon shift. Small 30 bed nursing home. Call Monday. 12 Mile Rd. Southfield.

NURSES AIDE
Full time and part time. Days and afternoon shifts available. Will train. Above minimum wage. Whitehall Convalescent Home, 43438 W. 10 Mile, Novi.

NURSES AIDES
all shifts, experienced or with certification. Mt. Vernon Nursing Center 37715 Greenfield, Southfield. 557-0060

NURSE'S AIDES
Caring Nurse's Aides to care for the handicapped and elderly. Please call Mon. thru Fri. 9am-4:30pm,
477-7373

NURSES AIDES - LPN'S
Full time, Days and Afternoon shifts available. Will train. Above minimum wage. Whitehall Convalescent Home, 43438 W. 10 Mile, Novi.

NURSING STUDENTS
NURSES AIDES
Immediate Need
WESTERN SUBURBS
First Class Pay Rates
Variety of Shifts
Home Care/Private Duty
UPJOHN
HEALTHCARE
SERVICES
277-2060

OPTICAL DISPENSER - Full time. Experienced in all aspects of optometric practice. Managerial background helpful. Private Doctors office in Bloomfield. 858-3535

PATIENT SERVICE COORDINATOR
For large health care agency located in Southfield has an immediate opening for a patient service coordinator. This position requires the ability to work independently with excellent organizational skills, knowledge of medical terminology, familiarity with computer keyboard, excellent communication skills, a proven ability to work well with employees & patients. Please call

MEDICAL
PERSONNEL
POOL
352-6111

Please call 476-6815
Temporary Professionals

PODIATRY ASSISTANT
Custom area. Will train, part time. 538-1181

PRIVATE HEALTH CARE AGENCY
Located in Southfield now hiring:
RN-COORDINATOR
Responsible for the operation, supervision of employees & scheduling. 4 days, 40 hours, Monday-Friday.
CALL ABCARE 424-8377

502 Help Wanted Dental-Medical

RADIOGRAPHER
Full time position open for registered radiographer with an expanding portable X-Ray company in Southfield. Please send resume to P.O. Box 3733, Southfield, MI 48037, Att: Sec.

RARE OPPORTUNITY
RN for weekday supervision on day shift. Lahser Hills Nursing Center.

RECEPTIONIST - for ophthalmology office, experience helpful. Medical skills have good attitude to join 134 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for Livonia dental office. Experience preferred. Send resumes to Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Insurance Clerk - Livonia Chiropractor. Apply: Mon. Tues. Wed. & Fri. 9am-noon & 2pm-6pm. 24496 W. 5 Mile.

RECEPTIONIST/ASSISTANT for Farmington Hills Dental Office. Good Clerical skills required. Willingness to train the right person. Benefits. 553-2525

RECEPTIONIST/SECRETARY
for real estate office in Plymouth. Call Mike at 455-5455.

Accounts Receivable/General Office
Entry level position for reliable individual with full paced property management firm. Good math skills and strong rate typing. Call between 4 & 5pm only 356-3530

ACCOUNTS
RECEIVABLE
$11,500
PLUS BONUS
Farmington area. Previous experience in customer service or retail company in receivables department. Full benefits, company paid fee.
455-1270

ALLEN PERSONNEL AGENCY

ADMINISTRATIVE ASSISTANT - Some bookkeeping, clerical, typing, some travel. Birmingham office.
Please call 645-6410

ADMINISTRATIVE ASSISTANT. Full time opening, word processing, dictaphone and bookkeeping experience required, send resume and salary requirements to Mr. Curtis Wood, 30145 Telegraph Rd. Suite 215, Bloomfield Hills, MI 48018

ADMINISTRATIVE ASSISTANT
for fast-paced corporate sales department in Southfield. Typing, occupational and communication skills a must. Salary commensurate with experience with a 90-day performance review. Call for interview. 352-3750

ADMINISTRATIVE ASSISTANT
Construction experience preferred. Duties include radio dispatch/receptionist, payroll, light bookkeeping (pegboard system), accounts payable, general typing, word processing. Salary commensurate with experience, includes benefits. Send resume to P.O. Box 6406, Auburn Hills, MI 48057
An Equal Opportunity Employer

ADVERTISING AGENCY
EXECUTIVE
SECRETARY
TO $20,000
Growth potential in an exciting atmosphere. Good skills and ability to interact with company clients important here. You paid. Call 353-3099.
SNELLING & SNELLING

ADVERTISING
Three Rivers Inn is seeking a pleasant personable Typist with Receptionist or Accounting Clerk Typing. A Must for PAID Part time. 449-4144

HARRIET SORGE
PERSONNEL

ALL AROUND OFFICE SKILLS needed immediately by growing suburban employer. Full benefits. Good pay.
SERVICE PERSONNEL 443-1111

ALL-AROUND Secretary for real estate development office. Typing & bookkeeping skills, as well as experience. Mr Grossman 538-1545

A NEW CAREER
Can be yours if you live in Oakland County. Positions available in Troy, White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp., and have limited to come or are unemployed. Training offered by the Oakland County Division of Southfield for Executive Secretary and Computer Accounting. These programs are government funded and offer travel transportation allowance - call Ms Rosen now. 852-2500

APPLY TODAY
Switchboard
(Dimension)
(Horizon)
Clerk Typists
(15-40 wpm)
Senior Typists
(50 wpm)
Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Most have permanent potential. Call immediately for an appointment

Somebody
Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-8500

ASSIGNMENTS
AVAILABLE
Long & Short Term
We need experienced:
- Switchboard Operators.
- Receptionists
- Sr. Typists (60WPM Min.)
- Legal Secy's
- Stenographers
- Word Processing Operators

TOP PAY
BONUSES
BENEFITS
NO FEE
Troy 362-4650
Detroit 962-9651
Livonia 464-9490
S'fld 354-0555
OLSTEN
Temporary Service
An Equal Opportunity Employer

ASSISTANT BOOKKEEPER - Experienced in payroll, accounts payable, bank reconciliation, general ledger, trial balance, typing & data entry. Call Mrs. Downey 557-7000

BOOKKEEPER - CO. ADMINISTRATOR, full time, has bookkeeping experience, knowledge of computers, excellent math skills, able to work independently, good communication skills, good typing skills, able to work overtime when necessary, good attitude. Compensation commensurate with experience. Call Mr. Ron Ward, Mon. thru Fri. 9 to 5 at Lee Rae Wash on Telegraph Rd. & 12 Mile.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Real estate firm located in Southfield is looking for an individual for Accounting Clerk. This position reports to the Bookkeeper and is responsible for maintaining real estate, leasing rent payments and to generate monthly Accounts Receivable and Accounts Receivable. Candidate should have bookkeeping experience of 3 years general bookkeeping experience, property management experience preferred. Candidates should be organized, detail-oriented and have good follow-through. Knowledge of a cheerful nature. Send resume and salary requirements to confidence to 1000-A Woodward, Suite 136, Bloomfield Hills, MI 48013.

ACCOUNTS PAYABLE CLERK
Experienced, apply in person at:
30715 Grand River, Suite 104,
Farmington Hills

ACCOUNTS PAYABLE
& PAYROLL
Property management company seeks person with recent experience in Accounts Payable & Payroll. Must type minimum 45 wpm. Apply with resume, salary and detail oriented. Will train on computer. Pleasant working conditions. Call Mike at 645-5455.

Accounts Receivable/General Office
Entry level position for reliable individual with full paced property management firm. Good math skills and strong rate typing. Call between 4 & 5pm only 356-3530

ACCOUNTS
RECEIVABLE
$11,500
PLUS BONUS
Farmington area. Previous experience in customer service or retail company in receivables department. Full benefits, company paid fee.
455-1270

ALLEN PERSONNEL AGENCY

ADMINISTRATIVE ASSISTANT - Some bookkeeping, clerical, typing, some travel. Birmingham office.
Please call 645-6410

ADMINISTRATIVE ASSISTANT. Full time opening, word processing, dictaphone and bookkeeping experience required, send resume and salary requirements to Mr. Curtis Wood, 30145 Telegraph Rd. Suite 215, Bloomfield Hills, MI 48018

ADMINISTRATIVE ASSISTANT
for fast-paced corporate sales department in Southfield. Typing, occupational and communication skills a must. Salary commensurate with experience with a 90-day performance review. Call for interview. 352-3750

ADMINISTRATIVE ASSISTANT
Construction experience preferred. Duties include radio dispatch/receptionist, payroll, light bookkeeping (pegboard system), accounts payable, general typing, word processing. Salary commensurate with experience, includes benefits. Send resume to P.O. Box 6406, Auburn Hills, MI 48057
An Equal Opportunity Employer

ADVERTISING AGENCY
EXECUTIVE
SECRETARY
TO $20,000
Growth potential in an exciting atmosphere. Good skills and ability to interact with company clients important here. You paid. Call 353-3099.
SNELLING & SNELLING

ADVERTISING
Three Rivers Inn is seeking a pleasant personable Typist with Receptionist or Accounting Clerk Typing. A Must for PAID Part time. 449-4144

HARRIET SORGE
PERSONNEL

ALL AROUND OFFICE SKILLS needed immediately by growing suburban employer. Full benefits. Good pay.
SERVICE PERSONNEL 443-1111

ALL-AROUND Secretary for real estate development office. Typing & bookkeeping skills, as well as experience. Mr Grossman 538-1545

A NEW CAREER
Can be yours if you live in Oakland County. Positions available in Troy, White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp., and have limited to come or are unemployed. Training offered by the Oakland County Division of Southfield for Executive Secretary and Computer Accounting. These programs are government funded and offer travel transportation allowance - call Ms Rosen now. 852-2500

APPLY TODAY
Switchboard
(Dimension)
(Horizon)
Clerk Typists
(15-40 wpm)
Senior Typists
(50 wpm)
Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Most have permanent potential. Call immediately for an appointment

Somebody
Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-8500

ASSIGNMENTS
AVAILABLE
Long & Short Term
We need experienced:
- Switchboard Operators.
- Receptionists
- Sr. Typists (60WPM Min.)
- Legal Secy's
- Stenographers
- Word Processing Operators

TOP PAY
BONUSES
BENEFITS
NO FEE
Troy 362-4650
Detroit 962-9651
Livonia 464-9490
S'fld 354-0555
OLSTEN
Temporary Service
An Equal Opportunity Employer

AUTOMOTIVE CAREER
Experienced secretary to work in person at Holiday Chevrolet, 30250 Grand River, Farmington Hills.

AUTO - SWITCHBOARD
Immediate opening for switchboard & receptionist position. Must have some experience and be able to type 40 wpm. Pleasant office and good benefits. Joe Poznan Chevrolet, 32111 Telegraph, Southfield. 532-1600

BILLING CLERK
We will train you to use the IBM System 34 if you are an excellent typist and understand a little accounting. Good benefits and opportunity to learn computer techniques. Apply in person at Dunham Watch, 19400 W. 8 Mile Rd. Southfield.

BILLING
CLERK
$13,000
Afternoon shift. Typist position. Handle data entry of billing information into computer, for large growth oriented company in Farmington Hills area. Full Fringe package with Christmas bonus. Dental plan & company paid fee.
352-7070
ALLEN PERSONNEL AGENCY

BLOOMFIELD
SECRETARY/
RECEPTIONIST
FEE PAID
Suburban firm seeks individual with a professional front desk image, excellent communication skills, word processing. Free parking. Call Anne 642-7700
SNELLING & SNELLING

BOOKKEEPER
All phases, including payroll. Pleasant Birmingham office. Immediate.
645-1158

BOOKKEEPER
Experienced for Southfield corporation. Some computer experience required. Please send resume to W.F.L.O., 24567 Northwestern Hwy, Ste 102, Southfield 48034. Do Not apply in person, Resume only.

BOOKKEEPER
Fast growing computer company in Farmington Hills has immediate opening for bookkeeper familiar with all areas of accounting. Order entry, invoicing, bank recon, computer experience preferred. Send resume & salary history to: Fara Dada, Controller, 37648 Interchange Dr. Farmington Hills, MI 48018.

BOOKKEEPER/PAYROLL CLERK
Full-time position for an organized, Qualified applicants, please respond to: Box 634, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BOOKKEEPER - FULL CHARGE
Clarkston area. Minimum 3 years experience in all phases of bookkeeping. Full time, permanent position. Salary commensurate with exp. 625-3600

BOOKKEEPER - Part Charge, part time, 30 hours per week, must have 2 years experience in bookkeeping & payroll accounting. Send resume to: Sally Kim, Controller, P.O. Box 2187, Berkley, MI 48072

BOOKKEEPER, full time with experience in accounts receivable, accounts payable/receivable for fast paced Livonia office. Send resume to box 946, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/GENERAL OFFICE
Commercial art studio has openings for experienced bookkeeper. Must be familiar with computer. Pleasant working conditions required. Mail resume to: Detroit Art Services, Dept. A, 1800 Rust, Troy, MI 48084 or call for appointment.

BOOKKEEPER - Immediate opening for a full time bookkeeper with a growing property management firm located in the Farmington Hills - West Bloomfield area. Will handle accounts payable, AR & micro computer experience helpful. Individual must possess good math & Accounting skills. Interested individuals should send cover letter with resume and salary to box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part time or full time. Experienced only. Full charge Gary General Ledger. Colleague Insurance Southfield. 352-3511

BOOKKEEPER
Part or full time. Responsible for payroll, accounts payable, bank recon, general ledger. Bloomfield Hills & Southfield. 855-7000

BOOKKEEPER/SECRETARY
Full time, experienced required. Salary commensurate with experience. Call Mr. Ward, 559-7000

BOOKKEEPER/SECRETARY
Part time, experienced required. Salary commensurate with experience. Call Mr. Ward, 559-7000

BOOKKEEPER/SECRETARY
Full time, experienced required. Salary commensurate with experience. Call Mr. Ward, 559-7000

BOOKKEEPER - GENERAL OFFICE
Our SOUTHFIELD office will be holding an Open House this Wed. July 17th, from 10 AM to 2 PM. Our office in Troy is a relaxed atmosphere with excellent benefits. Please come to our Open House or send resume to register for our Open House. Bookkeeping Plus, 1000 Maplelawn, Troy, MI 48084