502 Help Wanted Dental-Medical

EXPERIENCED REGISTERED NURSES
For Medical/Surgical emergency department & Recovery Room units. Full time and part time openings are available on evenings & weekends & mid-night shift. Excellent salary & benefits. To arrange for an interview, call St. Mary Hospital, 464-4800, ext. 2314. 36475 Five Mile Rd., Livonia, MI 48154.

HOME HEALTH AIDES
HOMEMAKERS
LIVE-INS
Immediate need for hourly and live-in assignments. 1 year recent experience. Own transportation and phone. Work full or part time around your schedule.
KELLY HEALTH CARE
Birmingham 644-9131
A Subsidiary of Kelly Services
Equal Opportunity Employer M/F/H

HOME Health Aides - Nurse Aides - Attendants. Staff relief/private duty. Work with best. 357-0520
Professional Health Care Personnel

HOMEMAKER
HOME HEALTH AIDE
Immediate openings in Oakland & Wayne Counties. All shifts needed, with premiums paid for Midnight. Must have own transportation, willingness to work & clean assigned homes. Clean driving record, but not necessary.
Call Mrs. Ward, 645-1544
HOMEMAKERS, INC.
An Equal Opportunity Employer

HYGIENIST
An excellent opportunity for a qualified hygienist in a modern preventive orientated practice.
For interview call 978-2100

HYGIENIST
Are you bored with the routine office? We offer part time employment in a pleasant environment. Our dental group practice includes specialist & GP's. Livonia, Plymouth, Canton area. Call Janet 981-3828

HYGIENIST
part time for Bloomfield Hills office.
338-1400

LAB TECHNICIAN wanted for busy Orthodontic office. Frame adjustments, assembly and other general lab duties. Ypsilanti 483-5900

LPN
MEDICAL ASS'T
Become a counselor for Quick Weight Loss Center. Desirable clinic working conditions. Daytime hours. Positions open throughout Detroit, Metro area. Hourly pay plus incentive. Call Sue at 559-1180.

LPN - pediatric office experience preferred. Part time, approx. 20 hours per week. Must be able to expand hours when needed. Call Garden City Medical Center, 425-1110

MEDICAL ASSISTANT
Immediate opening, Rochester. Experienced: EKG, Venepuncture, Injections.
Call 852-8900

MEDICAL ASSISTANT
Experienced in lab procedures. Southfield office. Full or part time. Call: 647-7372

MEDICAL ASSISTANT
with insulin experience for Garden City office. 35 hours weekly. 427-6600

MEDICAL
ASSISTANT-RECEPTIONIST
Needed for Ann Arbor Doctor's office. Must know Venipuncture, EKG & Xrays. Full time position.
261-0630

MEDICAL ASSISTANT
2 positions available. Full & part time. Experienced in all phases of the office in south Livonia near Middle Belt & Woodward area. Call 9-5pm, 332-5131 or after 5pm 335-5249

MEDICAL ASSISTANT - experienced. For extended hour clinic. 10 hours per weekend alternating Sat. & Sunday and some part time during the week. Venepuncture required. Call Garden City Medical Center 421-1110

MEDICAL ASSISTANT
needed for busy Podiatrist Office. Must be experienced. Full or part time position. Pleasant atmosphere and working with our Doctors. We are looking for a person who is an outgoing personality, a witness to team and grow with our office. Call between 10am-3pm Monday thru Friday 525-2555

MEDICAL ASSISTANT
Multi phasic experience (EKG, typing, taking EKG, etc. Garden City area. Call 522-4290

MEDICAL ASSISTANT for general practice office. Must type, experience necessary. Southfield. Call 557-8880.

MEDICAL ASSISTANT
Part-time in the Sterling area. Experience X-Ray, Venepuncture, Injections, Walked Lake area. Ask for Jackie or Pat. 824-4511

MEDICAL BILLER
Experienced in all phases of insurance, computer experience helpful. Call Jackie, 824-4511

MEDICAL BILLER - EXPERIENCED with family practice & lab billing. Must be a team player. Must be familiar with H.C.F.C.S. Call Susan, 839-9348

MEDICAL BILLER
needed for full-time position in Southfield Internists' office. Experience required. Full benefits. Call Pat, 358-2310

MEDICAL BILLER - for doctors office in Northville. Clinical experience an asset. Excellent pay. Immediate opening. Send answers to Box 332, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLING PERSON
Experience Required
Troy Internists. 879-7730

MEDICAL BILLING
With the expansion of our Patient Accounting Department, we are currently adding several positions to our staff.

Full time, day shift Accounts Receivable Clerk position immediately available for candidate that possesses a minimum of 1 year hospital billing experience to include credit and collections, UB-82, third party payor follow-up experience, and mechanized billing systems. Must be able to type 35 wpm. accurately.

Part time, evening hours immediately available for Medical Insurance Specialist. Qualified individuals must have 1 year experience in medical credit and collections, knowledge of basic accounting principles and third party payor regulations, strong telephone communication skills essential. Must be able to type 35 wpm. accurately.

Applications accepted Mon. Thurs., 8 A.M. - 7 P.M. Employment Office, Fisher Center.

PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, MI., 48075
An Equal Opportunity Employer

MEDICAL LAB TECH
Needed for busy OB GYN office in Southfield. Looking for experienced person to work full time. Call between 10-4 pm. 353-6670

MEDICAL LAB TECH
Immediate opening for a temporary tech with previous experience. Must have knowledge of X-Rays. Willing to train adaptable person 5-2 days per week. Send resume to: S.W.P., 27870 Orchard Lake Rd, Farmington Hills, MI. 48018.

Medical Manager/Receptionist
30-40 hrs per week. Oak Park area. Typing required, experience with medical insurance helpful.
Call 968-3874

MEDICAL OFFICE MANAGER
5 Internists. Experienced all phases insurance, cash accounting, receivable, immediate opening - Rochester. Call

MEDICAL OFFICE - Podiatrist needs a mature person to assist in office approx. 28 Hrs. per week including Sat. Call: 399-5905

MEDICAL or PODIATRY assistant. Full time position open for right person. Must be hardworking, have pleasant personality & be dependable & responsible. Call Kathy for appointment. 478-1024

MEDICAL RECEPTIONIST, OB/GYN Office, Farmington Hills. Must know third party billing. Experience necessary. Salary negotiable. 653-8888

MEDICAL OFFICE MANAGER
Experienced in all aspects of doctors office practice including clinical and clerical. Excellent pay and benefits. Send resume to: Box 332, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

TEMPORARY
PROFESSIONALS
24100 Southfield Rd.
No. 310, Southfield
443-5590

MEDICAL RECEPTIONIST
Full or part time; some evenings & Saturdays. Madison Heights.
399-5090, ext. 33

MEDICAL RECEPTIONIST
Blue Cross, Medicare experience necessary. Physician's Office, 12 Mile and Northwestern, 9am-5pm, top salary, benefits 358-5710

MEDICAL RECEPTIONIST
Previous experience necessary. Mature, pleasant individual for busy allergist office. Must type minimum 50WPM, minimum 30 hrs. per week. Also included Sat. Send resume to: 27870 Orchard Lake Rd., Farmington Hills, MI., 48018

MEDICAL RECEPTIONIST
For progressive ophthalmology practice. Excellent salary and benefits. Must have experience. 855-3346

MEDICAL RECEPTIONIST'S
Full time and part time positions available for doctors office located in Livonia. 425-0780

MEDICAL RECEPTIONIST. Full-time. Experienced in insurance & pegboard. Walled Lake area. Call Jackie or Pat. 624-4511

MEDICAL RECEPTIONIST
For busy OB/GYN office in Novi. Full time. Insurance experience helpful but not preferred. Call Mrs. Morris, 471-0950

MEDICAL TRANSCRIPTIONIST
Birmingham/Troy Area
Part Time
Call 642-7220

MEDICAL TRANSCRIPTIONIST
experienced, needed for part time position in Westland office. Please call Mrs. Usher 525-2555

MEDICAL TRANSCRIPTIONIST
Needed for Board Certified Radiologist. Preferably with Radiology background. Requires excellent typing skills. Word processing experience helpful. Full time. Excellent hourly rate and full benefits. Call Mrs. Moser at 356-4769

MEDICAL
TRANSCRIPTIONIST
Farmington Hills area 3-4 hours a day. Experience necessary. Start $5 plus an hour.
DAVIS-SMITH
MEDICAL RECEPTIONIST SERVICE
557-7200

MEDICAL
TRANSCRIPTIONIST
Doctors offices Troy and Downtown. Experience necessary. 30 hours per week, (4 days). Paid benefits, start $6 an hour.
Part time openings also available.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL TRANSCRIPTIONIST
TRAINEE
Position in our Medical Transcription Department requires an individual who welcomes challenges and responsibility. Duties include assisting and transcribing dictated reports, maintaining charts and files, and performing some clerical functions.

Qualifications include successful completion of an accredited medical transcription program, knowledge of medical terminology and anatomy and ability to type 50 WPM accurately.

Position offers a competitive salary and educational benefit program. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

MODERN DENTAL OFFICE in Sterling Hts has an immediate career opportunity for an enthusiastic, dynamic individual with extensive auxiliary experience of various disciplines. Degree in business administration or related field preferred, excellent interpersonal skills & written skills required. Must be capable of working independently. Attractive salary with excellent benefits. Good benefit program. Qualified candidate desiring a challenging position should send resume to Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECENT NURSES, prefer LPN's with flexible schedule to help care for disabled executive. Good job for right person. References. 569-7748

NURSE AIDES
Beautiful nursing home in prestigious Bloomfield Hills is now accepting applications for Nurse Aides. Experience preferred but not necessary. Excellent benefits and working conditions. Apply in person
Georgian Bloomfield
2975 Adams Rd.
Bloomfield Hills
(Corner of 13 Mile & Adams)

NURSE AIDES
FULL TIME/ALL SHIFTS
Apply in person:
Maycrest Manor
15415 Middlebelt, Livonia
427-9175

NURSE AIDES
Join our progressive new nursing team. Positions open on all shifts for experienced Nurse Aides, full time & part time. Benefits available. Apply in person Mon. thru Fri. 8AM-5PM.
KENNETH J. RONEY MANOR
26300 Powers, Dearborn Heights
291-6200

NURSE AIDES with experience or completed course for home care. Travel allowance paid. Positions for all shifts especially days. Plymouth, Westland, Farmington & South Lyon areas. United Home Health.
451-2255

NURSE AIDS
ORDERLIES
EXPERIENCED
Needed to care for the elderly. Competitive wages and benefits. Immediate openings, full or part time on all shifts. Must have reliable transportation. Apply in person at Beverly Manor Convalescent Center, 21500 Meadowbrook Rd., Novi. 477-2000

Nurse Assistants
FREE TRAINING - Obtain a career with a future. Take our Nurse Aide training class. Must have reliable transportation. Apply in person, 8am-4pm
28349 Joy Rd., Westland
(Between Inkster & Middlebelt)

NURSES AIDE
Immediate openings full time on all shifts for mature adults. No previous experience required. State of Michigan approved certification program given to qualified candidates. Interested persons apply:
Nightingale West, 6365 Newburgh, S. of Joy Rd.. Easy access from I-275 & I-96. No phone calls please.

502 Help Wanted Dental-Medical

Nurse Assistants
Accepting applications for full-time employment. Excellent benefit package. Apply Mon. thru Fri. at:
Farmington Nursing Home
30400 Folsom Rd.
477-7400

NURSES AIDE
MALE & FEMALE
Full time openings available. Experience for skilled nursing home. Apply in person Mon. - Fri., 1-4 pm. 20755 Greenfield Rd., Southfield, MI. Or call Mrs. Gee at 559-1900.

NURSES AIDES Full time or part time. All shifts. Experienced or will train. Must be 18 or older. Apply Mon. Thru Fri 8AM-4PM. Handy Convalescent Center, 105 Haggerty Rd., Plymouth, MI 48170.
(Under new management.)

NURSES
ARE BEAUTIFUL
Garden City Hospital, a 349 bed, acute care (teaching facility is seeking RNs and LPNs to join our professional nursing team.
Current openings include:
- Med/Surg
- ICU-CCU
- Obstetrics
- Pediatrics
- Emergency Room

We offer a competitive salary and an exceptional benefit package including fully paid health, dental, optical and life insurance, tuition reimbursements, a progressive vacation program and MORE!
We invite you to come visit us so that you may experience the spirit of our growing hospital. For further information please call:
Personnel Department
Garden City Hospital
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

GI/GYN OFFICE - Full time, no weekends. Experience necessary as medical assistant and front office. 12 Mile/Telegraph area. 352-3831

NURSE TECHNICIAN - positions open on the day & afternoon shift, full time. Experienced in Internal Medicine, Pediatrics, Medical/Surgical. Apply in person Wayne Total Living Center, 4700 Cherry Hill, Wayne, MI.
An Equal Opportunity Employer

OCCUPATIONAL THERAPIST
Westlake suburban hospital has opportunity for a part time Therapist to assist in treatment of patients.

Qualified candidate must be a graduate from an approved college and licensed in the State of Michigan. Previous experience in a hospital and/or nursing home preferred. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

OFFICE ASSISTANT - Full time, no prior experience helpful. Must be intelligent. Bring resume. Good position. Podiatry Office. 569-9620

OFFICE MANAGER - experienced. Call for Podiatric medical & surgical office. Must have experience in all health insurance, accounts receivable & payable. Good managerial ability. Excellent salary. Apply with resume to 30631 7 mile, Livonia, Michigan, 48152. Attention Shelly.

OPTICAL
RECEPTIONIST/DISPENSER
Experience not necessary, part time including 1 evening plus Sat. Cherry Hill/Inkster area.
427-3900

ORTHODONTIC ASS'T
needed for Dearborn office. Dental experience preferred. Full time with benefits. Call 561-3372

PART/FULL TIME optical dispensing technician, experienced. Frame board/insurance work helpful. Dolan Lake area. 360-3121

PEDIATRIC NIGHT PHONE position 10pm-6am, 3 or 4 nights per week. Ideal for college or mature student. Light housekeeping duties. Call Gregory, Oakland Pediatrics, 477-0851

PART TIME, FULL TIME, Receptionist. Pegboard & phone experience. Computer & medical billing helpful. Fun place to work. Pediatrics office, Royal Oak. 288-2237

PHARMACIST
The Department of Pharmacy has an opening for a contingent Pharmacist on its afternoon shift. Must be able to perform a wide spectrum of dispensing functions, as well as providing information to medical personnel.

Position requires a B.S. degree from an accredited college. Must be registered in the State of Michigan. Previous hospital pharmacy experience preferred. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

POSITION AVAILABLE - Full time, day shift. Must have experience in all health insurance, accounts receivable & payable. Good managerial ability. Excellent salary. Apply with resume to 30631 7 mile, Livonia, Michigan, 48152. Attention Shelly.

RECEPTIONIST
Part time in the Sterling area. Experience X-Ray, Venepuncture, Injections, Walked Lake area. Ask for Jackie or Pat. 824-4511

RECEPTIONIST - Oral Surgery practice in Wayne-Westland area needs mature individual for office position. Responsibilities include scheduling patients, filing, and client exposure. Must have experience in a comparable setting. Send resume to Box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
for optometrist office, 2 to 3 days per week. N. Farmington Hills area. 626-8029

RECEPTIONIST
We need a people oriented, business inclined, self motivated person for receptionist, insurance and bookkeeping duties. No weekends or evenings. Southfield, Livonia Dental Specialist. Send resume and sample of handwriting to: Box 326 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSE
Needed 3 days per week for Livonia area doctors' office.
464-9200

RESPIRATORY THERAPISTS
Part time and continuent positions available. Must be able to work flexible shifts. C.R.T.T. or R.R.T.
Contact Respiratory Therapy
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

RN - Full or Part time. Immediate position available in allergist office. Must work flexible hours including Sat. Send resume to: S.W.P., 27870 Orchard Lake Rd., Farmington Hills, MI., 48018

RN
FULL TIME POSITION
MIDNIGHT SHIFT, 11-7
Call Mrs. Ferguson
for an Appointment:
NIGHTINGALE
WEST NURSING HOME
261-5300

502 Help Wanted Dental-Medical

RNs and LPNs
A distinguished, beautifully appointed nursing facility in Bloomfield Hills is now accepting applications for RNs and LPNs. Only qualified and dedicated nurses need apply. Good benefits. Apply in person at
Georgian Bloomfield
2975 Adams Rd.
Bloomfield Hills
Corner of 16 Mile & Adams

RNs - GNs - LPNs
FULL OR PART TIME
All Shifts
Mt. Vernon Nursing Center
26715 Greenfield
Southfield 557-0050

RNs & LPNs
Be a part of the future. Join our new long-term care facility. Competitive wages, excellent benefits. Positions available for evening, midnight, all shifts. Apply in person Mon thru Fri 9AM-5PM.
KENNETH J. RONEY MANOR
26300 Powers, Dearborn Heights
291-6200

RN's - LPN's - Full & part time positions available, Midnights & afternoons. With competitive salaries. Apply in person 9am-5pm, Cambridge West, 14651 Beech Daly, Redford, Between 6 & 7 Mile Rd.

RNS - LPNS
FULL TIME, PART TIME
Afternoon & Midnight Shifts
CANADIAN HILLS
35100 Ann Arbor Trail
Livonia, 522-1444

RNs & LPNs
NEW PAY
RATES!
Immediate openings in home care. Be part of a hospital program, but work in your area. Variety of cases, both ambulatory and homebound. Afternoon and midnight shifts available. ICU, MICU, Medical/surgical/psych nurses needed. Supervisorial training for new hospitals. We offer TOP PAY, special bonus hour pay, full training program provided. *Apply in person Wayne Total Living Center, 4700 Cherry Hill, Wayne, MI.*
Call today for an appointment at our Troy or Harper Woods offices.
PROFESSIONAL
MEDICAL SERVICES
343-4357
An Equal Opportunity Employer

RN's/LPN's
100 bed skilled nursing facility, benefits, all shifts, full-time and part time. 18200 W. 13 Mile Rd. 847-6500

RNs - LPNs
111 bed skilled nursing home, located in Westland, has positions available on all shifts. Nursing home experience preferred. Call for appointment.
261-9500

RN'S
- New high pay rates
- Full benefits
- Staff relief - private duty
- Full time/part time/PRN
- Assignments in your area
- Hourly bonus program
- Personalized scheduling
- Immediate scheduling
- Free 12 hr. health seminar

Call Us! We need you
Call today for your needs!
357-5850
Professional Health Care Personnel

RN WITH ER EXPERIENCE
Part Time
Mt. Vernon & Crooks
Ask for Linda: 543-6634

R.N.
Expanding home care company seeking full time Nurse for multiple cerebral palsy children. Ventilator dependent and handicapped patient care. Excellent opportunities to grow with the company. Excellent hours, benefits. Send resume or apply in person at: 30044 Michigan Ave., Dearborn, MI 48126, E. of Greenfield.

STAFFING COORDINATOR - Part time, weekends, PM's. Experienced staffing nurse with a slide with bus plus, nursing homes & home care patients helpful. Call Kate 357-5550
Professional Health Care Personnel

TECHNICIAN
Registered X-ray with ultra sound experience. Full time 10-6, salary set at interview. Call 837-0072

TROY SURGERIES OFFICE
Part time. Experience in medical transcription and routine office procedures.

WANTED
Medical Assistant, Internists office. Must have experience, EKG's & X-rays or do not apply. Good salary & benefits. Southfield. 559-8860

WARD CLERK
Part time position in addition in the Emergency Room Department. Previous related experience preferred. Strong clerical and telephone skills and self motivation are a must. Send resume to P.O. Box 904, Southfield, MI 48037

Administrative
Secretary to V. P.
Major development company is offering an exceptional career opportunity. Ideal candidate will have a minimum level of responsibility to the highly skilled Executive Secretary. You will have the ability to handle administrative duties, and excellent communication skills, call Rita at
AD SECRETARY. Excellent typing skills/dictaphone/light shorthand. Knowledge of word processing helpful with grants & research. Medical terminology helpful. Contract position. Call Rachel
357-0034

ADVANCEMENT!
$13,000 OR MORE
FEE PAID
Top firm! Excellent benefits! Need: Good typing. Shorthand a plus! Call 399-3450.
SNELLING & SNELLING

ADVERTISING AGENCY
Receptionist/Clerical. Office. Fast-paced advertising agency in Southfield. Must be personable, have good to type a minimum 65 WPM.
Call Ann Marie, 353-3344

ADVERTISING AGENCY
National Ad Agency has immediate opening for clerk/typist. Must type 50wpm. Opportunity for advancement. Pleasant working environment. Near 12 Mile area. Call Nancy Newman 557-7540
An Equal Opportunity Employer

ASSISTANT Accounts Payable Clerk Typing, filing, answering phone, computer entry, $200/week. Salaries for M.I. 8463 W. Maple, Suite A, W. Bloomfield, MI. 48033

ASSISTANT
OFFICE ADMINISTRATOR
American Bankers Life, Bloomfield Hills, is seeking an individual with excellent secretarial, math and communications skills. Call 647-7400. Previous insurance experience preferred. 21-06-0325.

ATTENTION
The fastest growing temporary help company in Detroit needs qualified employees to work on exciting, challenging and flexible positions in Southfield & Downtown Detroit. We are looking for SECRETARIES 50+ WPM, SECRETARIES with SHORTHAND and WORD PROCESSING SECRETARIES. Light typing experience is a plus but not necessary.

We offer profit sharing, stock plan and vacation pay.

Nortell Services
Office Automation Staffing Div.
593-3703

ATTRACTIVE, Permanent, full-time position in Downtown Detroit. We are with train you to use our IBM P.C. Must be able to type 45 WPM and with min. 65 WPM & have good math skills. Excellent Benefit pkg.
332-1155

AUTO DEALER needs full time cashier & switchboard operator to start immediately. Business is permanent position. Apply in person:
Brandon Motors
479 S. Woodward
646-3980

504 Help Wanted Office-Clerical

ACCOUNTING CLERK needed for busy office in Rochester. will assist Accounts Payable, Accounts Receivable, Bookkeeping & Data Entry. Typing skills required. Send resume to Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Fast paced advertising agency based corporation seeks a bright, aggressive self starting individual as an entry level clerk in our accounting department. Must possess a high school diploma. Send resume to: Accounts Receivable Supervisor, 21 Kercheval, Suite 110, Birmingham, MI 48010

ACCOUNTING
CLERK
$12-$15,500 FEE PAID
Fast growing suburban company offers fantastic benefits, advancement and pleasant working environment. If you have 1 year data entry and experience, call Ann Marie at Snelling & Snelling in suburban Oakland County, call 994-4900.
SNELLING & SNELLING

ACCOUNTING/Filing and Data Clerks needed for contract positions for local hospitals.
Call Ruth: 357-0034

ACCOUNTS PAYABLE/Filing - Dearborn area, call 9-5PM, ask for Tom. 846-5735

ACCOUNTS PAYABLE with computer skills. Northville Harbor area. Full benefits. Send resume to: PO Box 5334 W Bloomfield Michigan 48033 or call Debbie 332-2700

ACCOUNTS PAYABLE. Position requires organized self starter, accuracy, dedicated worker, CRT experience, ability to handle all facets of accounts payable and 2 years experience. Submit resume to Personnel Department, P.O. Box 1105, Bloomfield Hills, Mich 48302.

ACCOUNTS PAYABLE CLERK
Full time, Monday-Friday. Must maintain high volume of Vendor invoices for Retail Jewelry business. Computer experience helpful. Full benefits. Pleasant working atmosphere with opportunity for advancement. Send resume to:
Chris, P. O. Box 22, Royal Oak, Michigan, 48067-0067

ACCOUNTS PAYABLE CLERK needed for a Southfield computer firm. Minimum 1 year experience. Knowledge of purchases & disbursements journals. Call 424-6652

ACCOUNTS PAYABLE CLERK
Growing Southfield Co., seeking AP clerk, entry level position. Math aptitude helpful. Send resume: Window Research, 21421 Hilltop, #28, Southfield, MI. 48034.

ACCOUNTS PAYABLE CLERK
Southfield insurance company, 1 or more years experience. Typing 40 wpm. Benefit package. Call Sue 300, Southfield, MI 48037 or call 353-3311, Ext. 17

ACCOUNTS
RECEIVABLE
Reliable individual needed for Southfield Engineering management firm. Must have excellent math skills & accurate typing ability. Call Sue between 10am-4pm. 355-2417 ext. 202
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Full time, experienced. Small office duties, Farmington Hills. Call Mrs. Palmer 474-6440

ACCOUNTS RECEIVABLE CLERK
PART TIME
Troy based firm needs mornings to help with cash receipts. 649-0930.

ACCOUNTS RECEIVABLE
Are you looking for a challenge? Are you looking for advancement? Rapidly growing Southfield company has may have the right position for you. Responsibilities include: Ability to study & enjoy diversified duties then you may have the right position for you. Send resume to: Nancy Lindstrom, Personnel Department, Farmington Hills, MI 48018.

AD AGENCY
CREATIVE DEPARTMENT
SECRETARY
Step into the exciting atmosphere of advertising. Good general office skills required. Typing 50 WPM. Salary open. $14,000 plus, fee paid. Call now 353-2090.
After 5 appointments available
SNELLING & SNELLING

ADMINISTRATIVE SECRETARY for Bloomfield Hills Contract position. Call Ruth, 357-0034

ADMINISTRATIVE ASSISTANT
Challenging position. Word processing & organizational skills are essential. Wonderful experience is preferred. Excellent Salary & benefits. Mon & basic math. Ability to handle stress & meet deadlines. Excellent bonus. 643-4480

ADMINISTRATIVE SECRETARY
With medical background needed for growing cardiac-testing firm. Excellent skills required including 70 WPM, word processing, dictaphone and CRT experience. Professional appearance, attitude, initiative and self motivation are a must. Send resume to P.O. Box 904, Southfield, MI 48037

Administrative
Secretary to V. P.
Major development company is offering an exceptional career opportunity. Ideal candidate will have a minimum level of responsibility to the highly skilled Executive Secretary. You will have the ability to handle administrative duties, and excellent communication skills, call Rita at
ADS SECRETARY, Excellent typing skills/dictaphone/light shorthand. Knowledge of word processing helpful with grants & research. Medical terminology helpful. Contract position. Call Ruth
357-0034

ADVANCEMENT!
$13,000 OR MORE
FEE PAID
Top firm! Excellent benefits! Need: Good typing. Shorthand a plus! Call 399-3450.
SNELLING & SNELLING

ADVERTISING AGENCY
Receptionist/Clerical. Office. Fast-paced advertising agency in Southfield. Must be personable, have good to type a minimum 65 WPM.
Call Ann Marie, 353-3344

ADVERTISING AGENCY
National Ad Agency has immediate opening for clerk/typist. Must type 50wpm. Opportunity for advancement. Pleasant working environment. Near 12 Mile area. Call Nancy Newman 557-7540
An Equal Opportunity Employer

ASSISTANT Accounts Payable Clerk Typing, filing, answering phone, computer entry, $200/week. Salaries for M.I. 8463 W. Maple, Suite A, W. Bloomfield, MI. 48033

ASSISTANT
OFFICE ADMINISTRATOR
American Bankers Life, Bloomfield Hills, is seeking an individual with excellent secretarial, math and communications skills. Call 647-7400. Previous insurance experience preferred. 21-06-0325.

ATTENTION
The fastest growing temporary help company in Detroit needs qualified employees to work on exciting, challenging and flexible positions in Southfield & Downtown Detroit. We are looking for SECRETARIES 50+ WPM, SECRETARIES with SHORTHAND and WORD PROCESSING SECRETARIES. Light typing experience is a plus but not necessary.

We offer profit sharing, stock plan and vacation pay.

Nortell Services
Office Automation Staffing Div.
593-3703

ATTRACTIVE, Permanent, full-time position in Downtown Detroit. We are with train you to use our IBM P.C. Must be able to type 45 WPM and with min. 65 WPM & have good math skills. Excellent Benefit pkg.
332-1155

AUTO DEALER needs full time cashier & switchboard operator to start immediately. Business is permanent position. Apply in person:
Brandon Motors
479 S. Woodward
646-3980

504 Help Wanted Office-Clerical

ANSWERING TELEPHONES for customer inquiries. Data entry experience a plus. Plymouth area. 459-1330

A YOUNG, expanding company has immediate openings for telephone sales and dispatch. Must be responsible with good clerical skills and good customer rapport. Apply in person:
Michigan Auto Brokers, Inc.
24700 Telegraph, 1 blk. So. of 10.

BANK TELLER TRAINEE - good work ethic, some office experience. Suburban location, $10,700, benefits. Call Ann Marie
SNELLING & SNELLING

BILLING CLERK - Accurate typist with basic math skills. Bookkeeping skills essential. Salary plus benefits. Located in Rochester Hills, Mich. Call Jeanette at 852-9300

BILLING CLERK/RECEPTIONIST
Private out-patient mental health clinic has opening for billing clerk/receptionist, Livonia area. Some typing work required. Attractive salary & fringe benefit program. Requires $5 billing experience preferred. Call Regina at 425-4070
An Equal Opportunity Employer

BILLING CLERK
$13,500
Prefer non-smoker with some related experience to handle 10 key pad and/or large corporation offering full benefits including Dental Fee.
ALLEN PERSONNEL
525-7870

BILLING/COMMISSION
COORDINATOR
sought by growing Detroit firm. Experience desired. Calculator skills. Typing 55wpm, bookkeeping knowledge, word processing, other duties. Competitive salary & excellent benefits. Send resume to: Box 1193, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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This Oakland County firm needs an Accounting Clerk. Need only 1 year experience as a bookkeeper and other duties as the business world. Type 60 and will train on W.P. Full fringe benefits.
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BOOKKEEPER able to take books thru trial balance. Part time, flexible time. 9am-5pm. Mrs Morrison, Southfield area. 353-3111

BOOKKEEPER/ASSISTANT
Achievement oriented, full charge bookkeeper for expanding production company. Computer knowledge. Maturity a must. Results will be rewarded. Call Jack Kaplan, Marie 643-4666

BOOKKEEPER/ACCOUNTANT
Full-Charge. Computer experience. Only Bookkeeping experience helpful. 12 Mile/Greenfield. 569-8000

BOOKKEEPER/ASSISTANT
Immediate opening in busy office for someone experienced in bookkeeping, typing & phone communications. Knowledge of computer helpful. Mon. thru Fri. 8am-5pm. Pleasant working environment. 33720 Northwestern Hwy, Farmington. For interview call 855-9400

BOOKKEEPER/
EXECUTIVE ASSISTANT
Permanent position - Farmington Hills. 2 to 3 days per week. Must be reliable. Hourly pay decided at interview. 626-2323

BOOKKEEPER for small office, experience in maintaining general ledger. Trial balance. Will train quicker part time. Send qualifications to S.M. & O. Partnership, 22340 Laheer Rd., Southfield, MI 48034

BOOKKEEPER- Full time. Experience a must for Farmington Hills law firm. Billing, accounts payable/receivable. Some secretarial. Salary commensurate with experience.
Call Nancy: 553-2440

BOOKKEEPER/OFFICE
For construction firm. Experience in accounts payables, receivables & payroll. Knowledge of computers helpful. Apply in person 8am-5pm: R. E. Metal Fabricating Corp., 20000 W. 7 Mile Redford. (2 bl. W. of Beech Daly)

BOOKKEEPER
Part time - experience required. Trial balance - 10 key adding machine and 50WPM typing. Bloomfield Hills/Southfield area. Call 642-7220

BOOKKEEPER
Position requires bookkeeper with a minimum of 2 years experience in cash receipts and disbursements, banking reconciliations, general ledger and all banking functions. Send resume. Excellent Salary & benefits. P. O. Box 300 Southfield, MI 48037.

BOOKKEEPER
Progressive property management company in Southfield requires an experienced accounts receivable bookkeeper. Send resume to: Box 332, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/RECEPTIONIST
Part time position, 25 hours per week. Light bookkeeping and typing ability. Livonia. 464-4004

BOOKKEEPER/RECEPTIONIST
Minimum (1) year experience in A/P, A/R, P/R. Accurate typing, pleasant phone voice. Salary based on experience.
Brad, 9125 Telegraph,
Redford area. 532-8229

BOOKKEEPER/RECEPTIONIST
To handle Accounts Receivable/Payable, Payroll, Inventory Control. Must have pleasant phone voice. Bookkeeping experience necessary. Call 933-8000

BOOKKEEPER/SECRETARY -
For small company. Will train. Part-time for 1 month, 8 to 4:30 thereafter. Call 537-4477

BOOKKEEPER/SECRETARY for manufacturing factory. Experienced, Walled Lake area. 851-8154

BOOKKEEPER/SECRETARY
Experienced, for independent accountant in Farmington. Permanent full time. Send resume to: Box 1627, Royal Oak, Mich. 48068

BOOKKEEPER
Some experience, some phones. 8 Mile/Southfield Area.
Call 557-1110

BOOKKEEPER - Troy firm seeking full charge bookkeeper. Experience on IBM 34 Mini Computer. Knowledgeable organizational or multi-state operations a plus. Must have excellent communication skills with ability to work independently. Full benefits. Send resume with salary requirements to: TDC, 3984 Industrial Row, Troy, Mich 48084.

BOOKKEEPER
Full time position, accounts payable, accounts receivable. Experience a must. Computer knowledge required. Send resumes to: Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BRIGHT, Personable organized person with good communication skills needed for busy Bloomfield Hills office; part time leading to full time. Duties include general light & receptionist activities. Basic math & typing ability a plus. Call Ann Marie, Apply in person: R. L. Schmitt Co., 29275 Northwestern, Livonia. (Schoolcraft & State Area).

CANTON INSURANCE Agency needs bright, friendly, energetic person for all phases of Office duties. Part-time to start, working into full-time. Salary commensurate with experience. Call 455-5244

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COORDINATOR
Administrative details need organization. Problem solve for management, entertain seminars. People person with strong typing skills. Word processing required. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

COURT CLERKS for Royal Oak Municipal Office. Mandatory. 31000 Northwestern Hwy., Suite 375, Farmington Hills, MI 48018 or call for interview: 858-0560

EXECUTIVE SECRETARY
Eaton Financial Group, a leader in the small business lending industry has an immediate opening for an experienced, self-motivated individual to work for it's Farmington Hills office. Ideal candidate will have good clerical skills. Shorthand helpful, not necessary. Knowledge of medical terminology