502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST/Assistant. Full time position available. One year minimum experience required. Office located in Southfield. Good benefits. Please call 352-6440

DIETARY AIDES
FULL TIME
Beverly Of Novi
24500 Meadowbrook, Novi
477-2900

DIETARY
PART TIME POSITIONS
2 PM. - 6:30 PM
and
WEEKENDS ONLY POSITIONS
Experienced preferred, but not required
Apply in person
NIGHTINGALE WEST
8365 Newburg, Westland

DETAINY TECHNICIAN
Full time position available for qualified candidate with strong communication skills, ability to organize, flexibility and responsibility. Will assist patients with medical questions, maintain cardex system, complete nutrition and pertinent lab forms, conduct diet counseling sessions. Must be a graduate of an accredited 2 year training program & registry eligible in the A.D.A. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

DOCTORS OFFICE in Troy needs office help. Hours are Mon-Thurs 2-9pm, Fri 1-5pm. Typing & telephone presence preferred. Send resume to MAPS, P.O. Box 05060, Detroit, MI 48205.

DOCTOR'S OFFICE-Farmington
Need mature dependable person, typing & insurance billing, part time, flexible hours, will train.
478-8302

FRONT DESK RECEPTIONIST
Experienced three summer months age and part time transcription for 2 Doctors of Internists. Experience required. Call
559-3939

FUN SUMMER JOB
RN/LPN needed for children's summer day camp June 16 to Aug. 22.
Willoway Day Camp
557-7170

HYGIENIST - for General Dental practice. Perio experience preferred. 25-30 hours per week. Please call
626-7100

HYGIENIST - Immediate opening, 900 Day, Livonia office. Part time Thursday only 2-9pm.
477-5698

HYGIENIST
needed for progressive dental office (Birmingham/Southfield) area. Full time, some evenings. 337-3109.

KIMBERLY NURSES
● New pay scale
● RN's up $17 hour
● LPN's up $11 hour
● Nurse Aides up $5.25 hour
If you want top pay raises, flexibility, full or part time positions, weekends 12m - Join the agency that specializes in your specialty.
354-1640

LAB ASSISTANT
Full time for busy physicians office in Livonia. Experience preferred.
476-4724

LPN-FULL TIME
Internal medicine - Diabetic. Clinical setting, flexible hours, minimal travel. Call 348-8000, Ext. 325.

LPN or MA - part time, needed for general practitioner's office. Experienced in EKG, venipuncture, injections. Call Nancy at
277-0993

LPN wanted 3-4 days per week for busy pediatric office. Please send resume: Attention Marlene, 20180 W. 13 Mile, Suite 100, Southfield, MI 48076

MA-LPN-RN
with strong Dermatology background. Perio experience a plus. Full time position. Minimal travel necessary. Call 348-9000, Ext. 325.

MEDICAL ASSISTANT - Immediate opening for experienced person. Must have knowledge of aseptical nurse, call counting, basic office procedures. Hours are 9-5 Monday, Tuesday, Wed.-Fri. Call Pat
277-5377

MEDICAL Assistant & Receptionist needed for full time, multi-location OB/GYN office. Must have experience.
535-8484

MEDICAL ASSISTANT, Part-time. Must be flexible for day & evening hours, busy pediatric practice in Farmington area. Gladys: 477-0851

MEDICAL ASSISTANT
experienced, part time, for Southfield internist, Northland area.
569-0799

MEDICAL ASSISTANT with nuclear medicine experience. Part time, 4 days week. Southfield area. Call 644-4PM.
354-4456

MEDICAL ASSISTANT
Experienced. For busy doctor's office, part time. Livonia area.
478-1100

MEDICAL ASSISTANT, part time position at GYN family planning clinic. Send resume to: Healthcare Clinic, 4435 Highland Rd. Pontiac, MI 48054, or call
682-0400

MEDICAL ASSISTANT - PODIATRY
Full time position open for night person. Must be organized, have pleasant personality & be dependable & responsible. Call Kathy for appointment.
478-1024

MEDICAL ASSISTANT
Wanted to assist Doctor and general office duties. Previous experience required or desirable. Send resume to 6529 Canton Center Rd., Canton, Mich. 48187. Attention: Lori

MEDICAL ASSISTANT/Receptionist for week in medical center. Must know X-Rays, work weekends. Full time/part time. Send resume to Kingswood Urgent Medical Center, 19904 Woodward, Bloomfield Hills, Mich. 48013 or call: 334-6650

MEDICAL ASSISTANT
Internists office in Southfield. Must have experience with EKG & X-rays. Excellent salary & benefits 559-6660

MEDICAL ASSISTANT, Experienced only. Internist office in Southfield. PFT, EKG, lab, injections, venipuncture & general assisting. Helpful.
559-5656

MEDICAL ASSISTANT
Experienced for family practice. Knowledge of venipuncture & X-rays. Full time. Benefits. Call Personnel at 562-6390.

MEDICAL BILLER - for busy private practice. One year experience with major insurances required. Advancement potential. 355-1190

MEDICAL BILLER - Experienced for podiatric office. Must be familiar with CPT codes. Some medical assisting experience helpful. Please call 10AM-4PM.
333-3900

502 Help Wanted Dental-Medical

MEDICAL BILLER RECEPTIONIST needed for doctors office in Birmingham. 646-8100.

MEDICAL BILLERS - familiar with U.B.82 claim forms for 3 local hospitals, contract positions, top dollar. Call Ruth
357-0034

MEDICAL BILLER
Medical insurance biller needed for full and part-time positions. Must have a minimum of 1 year experience billing Blue Cross, Blue Shield, Medicare, Medicaid and commercial insurance. Must be familiar with new HICPIC codes or UB 82 forms. Accurate typing ability required. Qualified applicants should submit resume to: Box 622, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL INSURANCE BILLING
Specialized, busy medical office has an opening for a person who is organized and can work as a team. Experience is necessary and computer background helpful. 25 hours per week with potential for 40 hours in the spring. Medical Insurance Manager, Suite R3003 - P.O. Box 994, Ann Arbor, Michigan, 48106

MEDICAL INSURANCE BILLER
OB/GYN Southfield office. Computer knowledge, EMM experience helpful. Excellent salary/benefits. 358-5433

MEDICAL LAB TECHNICIAN
Part time evenings
W. Bloomfield Internist office.
855-1441

MEDICAL OFFICE needs mature, responsible person for receptionist/medical part time. Experience helpful but not necessary. 534-4334

MEDICAL OFFICE MANAGER
Experienced front office duties. Must be able to type & know BC/BS, Medicare & other insurance billing. Send resume to 135 W. Big Beaver, Suite 230, Troy, MI 48084 or call
362-2227

Medical Office Employees
We are a growing company that specializes in temporary employment 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. 315, Southfield
443-5590

MEDICAL RECEPTIONIST
Nice personality, neat in appearance, front desk and insurance experience necessary for Troy OB-GYN office. Call Mary at
559-4838

MEDICAL RECEPTIONIST
Experienced - Pegboard & Insurance. Full-time, in Walled Lake.
624-4511

MEDICAL RECEPTIONIST & Biller, immediate opening for mature person for private practice. Experience preferred but not a must.
Call Susan
427-2440

MEDICAL RECEPTIONIST - Part time for busy medical center. Minimum experience 1 year. Must be friendly and can work flexible hours. 538-9401

MEDICAL SCHEDULER
Specialized practice is looking for a person to schedule all the surgical procedures. Person will be working directly with patients, general medical office experience necessary. Send resume to: Box 570 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY - full time permanent, experience necessary. Excellent communication skills. Light typing, bookkeeping & plus. Excellent benefit package. Send resume to Box 632, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY
Full time 4 day position. Busy 3 Dr. clinic practice in NW Southfield. Must be proficient in shorthand, typing & dictation. Previous medical experience preferred. Salary & benefits commensurate with experience, mature, organized applicants only. Please send letter & resume to Box 496 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SUPERVISOR
Experienced in billing, front desk and clinical. Sharp mature person for attractive Northville family practice. Benefits. Call Personnel at 562-6390.

MEDICAL TRANSCRIPTIONIST
Experienced. For busy Internal Medicine Office in Troy. Full time, flexible hours. Word processing skills required
362-2777

MEDICAL TRANSCRIPTIONIST
Busy Transcription Department reverse the professionalism and expertise of an experienced Transcriptionist. To qualify, candidate must possess a strong knowledge of medical terminology and anatomy. Ability to type a minimum of 50-60 WPM accuracy is a must.

Position offers competitive wages and an excellent benefit program including duty paid health, dental, optical and life insurances, generous vacation and sick/personal day programs, paid holidays and more. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

NURSE AIDES
$5.60/$6.10
COMPANION AIDES
$4.60/$5.10
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am-4pm Monday thru Fri.
OAKLAND NURSING UNLIMITED
540-2360

502 Help Wanted Dental-Medical

NOVI MEDICAL OPPORTUNITIES
The following part time and contingent positions are immediately available at our Novi Ambulatory Care Center.

● DENTAL ASSISTANT - 1 year assisting experience required. Prefer additional experience to include Orthodontics, clerical duties and Certification as a Dental Assistant.

● RECEPTIONIST - 1 year related experience preferably in a dental office and 45 wpm. accurate typing required.

● MEDICAL ASSISTANT/PEDIATRICS - 1 year experience in an office/clinical setting required. Experience to include Venipuncture and Unit Assessment skills.

● EMERGENCY ROOM TECHNICIAN - Typing speed of 45 wpm. and 1 year clinical experience required, preferably in a hospital/clinical setting. Medical terminology and computer terminal experience helpful.

Qualified candidates interested in joining our professional team should apply at Employment Employment Office, Fisher Center, 9 AM. - 3 PM., Mon. - Thurs.

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

NURSE AIDE ASSISTANTS - no experience necessary, must have patient interest in helping others & working with the elderly. An excellent opportunity to acquire skills in the nursing field & earn while you learn. St. Jude Convescient Center 34350 Ann Arbor Trail, Livonia 261-4200

NURSE AIDES with experience or completed course for home care. Travel allowance paid. Positions for all shifts especially days. Part time up to 40 hours. Call Mondays, Wednesday Farmington & South Lyon areas. United Home Health, 451-2255

NURSE AIDES
Part time positions available for weekends, all shifts. Accepted applicants will be required to complete in-service training class. Apply in person, Venloy Continued Care Center, 3999 Venloy, Wayne, MI.

NURSES AIDES and ORDERLIES needed. Farmington and Hills. Please call or apply in person: Canton Care Center, 45825 Michigan Avenue, Canton
397-0600

NURSES AIDES
Certified, experienced or will train. Applications now accepted. Apply in person, Northville Convalescent Center 26715 Greenfield, Southfield.

NURSES AIDES Full time or part time shifts. Experienced or will train. Must be 17 or older. Apply Mon thru Fri 8AM-4PM. Heritage Convalescent Center, 105 Hagerty Rd., Plymouth, MI 48170.
(Under new management.)

NURSES AIDES
MALE & FEMALE
FULL TIME, 3-11 PM. Shift
11-7 AFTERNOON SHIFT
WEEKENDS ONLY-ALL SHIFTS
Experienced preferred, but not required. Apply in person: Nightingale West, 8365 Newburgh, S. of Joy Rd. Easy access from I-275 & I-96. No phone calls please.

NURSES AIDES NEEDED
All shifts, part & full time. Small beds nursing home in Plymouth.
453-3953

NURSES
ARE BEAUTIFUL
Garden City Hospital, a 349 bed, acute care teaching facility is seeking RNs and ONs to join our professional nursing team.
Current openings include:
• Med/Surg
• ICU-CCU
• Operating Room
• Pediatrics
• Emergency Room
We offer a competitive salary and an exceptional benefit package including fully paid health, dental, optical and life insurance, tuition reimbursement, a progressive vacation program and MORE.
We invite you to come visit us so that you may experience an atmosphere that prevails at our 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

NURSES
Play a vital role in quality patient care. Challenging staff positions available now. Full time or part time. Call Sharon O'Reer for appointment or information at
557-0050

OFFICE MANAGER
For busy Medical practice - full time. Must have experience with medical billing. Good organizational skills.
855-6539

OFFICE MANAGER - experienced for Podiatric medical & surgical office. Must have experience in all health insurances, accounts receivable & payable, good managerial ability. Excellent salary. Apply with resume to 30833 7 Mile, Livonia, Michigan, 48152. Attention Shelly.

OFFICE NURSE, OB-GYN office in Southfield, experience preferred. Full time.
353-7150

OPTICIAN
Part time (weekdays only). Plymouth/Canton area. Experience preferred. Send resume to: Box 568, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME RN'S
Needed for Urgent Care Center in Dearborn. Must be A.C.LS. certified. Emergency room experience preferred. Call Mon. - Fri. 541-8009

PEDIATRIC PHONE PERSON
Part-time, flexible hours for Childhood Illnesses helpline.
Call Gladys,
477-0851

PHARMACIST
The Department of Pharmacy has an opening for a part time Pharmacist in the unit dose and I.V. admitture services. Must be able to perform a wide spectrum of dispensing functions, as well as providing drug information to medical personnel. This position provides an excellent opportunity for someone who wishes to work while attending graduate school or would like additional income.

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

PHARMACY TECHNICIAN
Part Time
To prepare I.V. solutions and chemotherapy agents, process patient profiles and replace stock supplies. Experience in hospital pharmacy and certification as a Tech preferred. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

PHYSICAL THERAPIST
Full time, registered therapist wanted to take charge of PT Program at progressive health center in Dearborn. Salary commensurate with ability and experience. Send resume to: Administrator, 5050 Schaefer, Dearborn, MI. 48126.

PODIATRY OFFICE needs full & part time help. Willing to train. Typing a plus. For more information call
846-2500

FULL TIME RECEPTIONIST for busy Medical clinic in Hazel Park. Must be experienced in Doctors office.
546-8434

RECEPTIONIST - Mature, pleasant person, full time with flexible hours for multi-specialty facility. Call Ms. Potter at 538-4700.

RECEPTIONIST - Pleasant phone voice & good communication skills required. Full or part time. Experience preferred. Call:
540-1130

502 Help Wanted Dental-Medical

RECEPTIONIST manager - We need an energetic & responsible person to help run our large family oriented dental practice. Dental experience helpful but not required.
437-5301

RECEPTIONIST - BILLER
Must have experience in either medical or Podiatry office. Knowledge of health insurance & billing procedures. Must be energetic & hardworking, dependable. Call for appointment
478-1024

RECEPTIONIST
Full time, excellent opportunity for long term employment in busy oral surgery practice. Birmingham/Troy area, good benefits, dental or medical background required. Call between 10-4 at 647-2181 or 647-7336

REGISTERED NURSES
W. BLOOMFIELD
Henry Ford Hospital, Bloomfield, Emergency Room is seeking a full time RN and a part time contingent RN to work the afternoon shift. A minimum of 1 year experience in ICU, CCU, ER or A.C.L.S. is desired. Qualified applicants may contact Sandy Worrosz, Mon-Fri 8am-12 Noon at 661-4100, ext 460.
Henry Ford Hospital
5777 W. Maple Rd.
W. Bloomfield, MI. 48033
Equal Opportunity Employer M/F/H

RESPIRATORY THERAPISTS
Part Time Day and contingent positions available. Must be able to work flexible shifts. C.R.T.T. or R.R.T. desired. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

RN - full time, 11-7
Please call Mrs. Ferguson for appointment, Nightingale West, 261-5300.

RN OR LPN
Full time midnight charge nurse position. We offer a well trained staff, pleasant work surroundings, good benefits and salary. Call for interview, or come in for a tour. 349-2200

RN'S & LPN'S
Competitive salary & fringe benefits available for day shift, full time positions available for afternoon shift. Apply in person: Venloy Continued Care Center, 3999 Venloy, Wayne, MI, or phone 326-6600, Director Of Nursing.

RN's • LPN's & NA's NEEDED
Prime Rate
Metro Area
Call after 3:30PM - 477-8135

RN'S • $10 PER HR.
To start, good fringe benefits, afternoon shift needed. Apply: Venloy Convalescent Center, 105 Haggerty Rd. Plymouth MI.
Under new management

RN OR LPN
for skilled Nursing Home facility. Full or part time, afternoon shift. RN-$10.375 per hour, LPN - $8.75 per hour. Call Mrs. Ferguson, 10am-7pm. Dorvin Convalescent Center, 1 block S. of 8 Mile, Middlebelt
476-0550

R.N.
Part-time for busy Psychiatric practice. Mon-Fri 9am-5pm, with flexibility for late eves. & weekends. Call Gladys
477-0851

SCRUB TECH for growing oral surgery practice part time Birmingham-Troy area. Experience required. Call between 10am-4pm. 647-2181

STAFF NURSE - Compassionate, competent licensed Nurse for a full time position on the Afternoon shift. We have been working in a Nursing home is not a glamorous job so we offer competitive salary and other amenities to make your stay at our Award Winning facility a pleasant & gratifying experience. Why not come here, someone this too. Please call Kathy Marsh at 728-8100.

SUPERVISORY & STAFF PHYSICAL THERAPIST
Positions available in our 380 bed acute care hospital and outpatient satellite clinic. Varied case load is offered in orthopedic, neurological disabilities, cardio pulmonary & pediatrics. Excellent fringe benefits with continuing education & tuition reimbursement provided. Salary negotiable based upon experience.

Please contact Darrell Krick, RPT, at 857-7361, or send resume to: Kenny Rehabilitation Center, Pontiac General Hospital, Seminole at West Huron, Pontiac, MI. 48053.
An Equal Opportunity Employer

SURGEON NEEDS experienced office assistant for full time employment. Excellent working conditions.
352-5280

TECHNICIAN OR NURSE for non-invasive cardiac testing, experience in vascular lab. Part time, 2 days per week.
353-2190

ULTRASONOGRAPHER
Part time day position available. Qualified candidate must be registered. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

X-RAY TECH needed full time for Southfield office. Good benefits. Call Ellen between 9am-5pm
569-2383

502 Help Wanted Dental-Medical

X-RAY TECHNICIAN
PART TIME
For Novi office. Woodland Medical Center. Must be registered. Only responsible and reliable need reply. Shift of Fridays, Saturdays, and Sundays. Call Ann Mon. - Fri. 538-4700, Ext. 589.

X-RAY TECHNOLOGIST
To operate X-Ray equipment, position patients and perform portable work. WK work primarily day and weekend shifts, yet may be available for occasional afternoons.
For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ABILITIES ADD $$$
ARBOR TEMPORARIES
NEEDS
● WORD PROCESSORS
● SECRETARIES
● RECEPTIONISTS
● INDUSTRIAL
● LIGHT INDUSTRIAL
NO FEES
CALL 459-1166

ACCOUNTING CLERK needed for suburban ad agency. Responsible for accounts payable, job costing on computer, good entry level opportunity. Excellent benefits & work environment. Send resume to box 678, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK/TYPIST
Light typing, bill payment/Construction firm has full-time position for Non-smoking, Self-Starter with a good math aptitude. Good typing skills. Position entails Accounts payable/Receivable, light books keeping, typing, computer entry, word processing, telephone & filing. Send resume, with salary expectations to: Box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING - clerk, Troy, organized, detail ability, high degree of accuracy, A/R, Benefits, $13,000

MARKETING - support/inside sales, knowledge of industry, good position for flight school people or ex pilots, benefits, $22,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ACCOUNTING DEPT. - Immediate opening for a clerical position. Division of a Fortune 100 company seeking an individual for Data Input on a CRT. Great working atmosphere & excellent benefits. Send resume to: Personnel Administrator PO Box 7011, Troy MI 48007-7011.

ACCOUNTS PAYABLE CLERK
Wayne County company is seeking individual for central computerized payable system. Candidate should have some accounting background with 1-2 yrs. accounts payable experience. Salary commensurate with experience. Qualified applicants call R. Fox, 397-2050. An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Property management company located in Farmington Hills has an immediate opening for an accounts payable clerk. Organizational skills, good judgement & conscientious a must. Experience on an IBM system 34 computer preferred. Attractive salary/benefits package. Non smokers preferred. Send resume with salary requirements to box 630, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK
Part or full-time. Excellent working conditions in Troy. Call after 10AM
352-2610

ACCOUNTS RECEIVABLE CLERK
Entry level position for a small company in Birmingham. Proper person should have some knowledge of accounts Receivable collections and be self-motivated, organized, aggressive and possess good telephone manner. Some accounting courses & plus. Salary commensurate with experience. Call Ann Edwards at 642-5050.

ADMINISTRATIVE ASSISTANT
$21K FEE PAID
Personnel Systems 459-1166

ADMINISTRATIVE ASSISTANT
Personal secretary needed for Southgate service organization. Excellent skills, IBM experience and shorthand desired. Excellent benefits include medical coverage for dependents. Please send resume in confidence to: Personnel, P.O. Box 691, Southfield, MI 48037.

Plante & Moran Recruiting For
An Equal Opportunity Employer

A GROWING office products company needs a versatile person with general clerical skills. Must have good typing and phone skills. Pay DOE. Call Rose,
356-2300

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
BASIC, a computer systems development firm has an immediate opening for an Administrative Assistant. Areas of responsibility include: purchasing, personnel, finance & operations. We maintain files & records & assist in preparation of reports & proposals as necessary. Must be energetic & hardworking, dependable. Call for appointment
478-1024

RECEPTIONIST
Full time, excellent opportunity for long term employment in busy oral surgery practice. Birmingham/Troy area, good benefits, dental or medical background required. Call between 10-4 at 647-2181 or 647-7336

AD SECRETARY - for Birmingham area, type 50 WPM, some word processing, good math or finance background, can become permanent, top dollar

SECRETARY - dictaphone, experience on IBM Selectric II, short term assignment, $5.00/hr

EXECUTIVE - secretary for international company in Troy, must be proficient, typing, type 50 WPM & shorthand 90 WPM, temporary to go permanent, $18,000

GENERAL - office, typists, data entry, filing & typing skills needed immediately for Troy, Southfield, Oak Park.

TELEMARKETING (50) for Dearborn location, 2 shifts, 4 hrs each. AM or PM available.

NEVER A FEE
Word processing on Lotus 1,11,III, Word Star, Word Perfect taught in our offices.
Students - Homemakers
Retirees Welcome

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ALL AROUND OFFICE PERSON
Experienced in all phases of office work, payroll, bookkeeping, typing, 60wpm, computer skills, some inside sales work, must have car, own car preferred. Resume with salary requirements. Data/Rax, Inc., 18922 West Nine Nichols, Detroit, MI 48219.

ANSWERING TELEPHONES, light office and typing. Hours negotiable. Reliable, pleasant and bright. Entry level. Farmington Hills.
478-1321

APARTMENT
RENTAL AGENT
Position available at Farmington Hills Complex. Basic office skills required. Salary & Medical Insurance included. Experience preferred.
Apply: Farmington Hills Apartments, Rental Office, 22225 Green Hill Rd. (any day, 10am-6pm)

ASSISTANT/EXECUTIVE
Professional firm needs Secretary for Left Coast Partner who is a quality oriented mature individual. Excellent opportunity for mature growth & involvement. Need person who is organized & has good administrative & secretarial skills. Shorthand required. 15/Southfield. Send Resume to: 30215 Southfield Rd., Suite 115, Southfield, Michigan 48076.

A SUB contractor located in N.W. Detroit needs full time Payroll Clerk. Computer and general office skills a plus. Send resume to: Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

AUTO DEALER looking for part time switchboard operator. Also available: experienced general office position. Apply in person at 1810 So. Telegraph, Bloomfield Hills.

504 Help Wanted Office-Clerical

AUTOMOBILE UNDERWRITER for the leading writer of auto insurance for educational services. Minimum 3 years Personal Lines (auto/homeowners) experience, company or agency. College background or practical work experience. Salary commensurate with qualifications. Benefits and company bonuses provides beneficial. Please send resume to: P.O. Box 522, Birmingham, Michigan 48012

AUTOMOTIVE MANUFACTURER'S Agency seeking Executive Office Administrator/Executive Secretary to assist in operations. Excellent skills required. Send resume to: P.O. Box 522, Birmingham, Michigan 48012

AVAILABLE
FREE TRAINING AT
DORSEY BUSINESS
SCHOOLS
For residents of Oakland County excluding Pontiac, Waterford, Walled Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp., who are unemployed or underemployed. This is an excellent opportunity to train for a rewarding career in legal and secretarial programs. Training offered in our Troy and Southfield locations. This program is sponsored by a government agency and provides transportation assistance and is an equal opportunity employer. For more information call
Mr. Dorsey at
555-9204

CALL IMMEDIATELY
CLASSES START VERY SOON

BANKRUPTCY DEPT. Clerk/Typist: Intelligent individual desired for expanding Department of Birmingham law firm. Word processing and/or computer data entry experience helpful. Contact Selma at Robert A. Tremain & Associates
540-7701

Fast paced Southfield development company has 2 full time positions available for enthusiastic professional individuals:
RECEPTIONIST- entry level position with salary commensurate with experience. Must possess pleasant telephone personality & proficient typing skills.
CLERICAL/GENERAL OFFICE - previous office experience & general office skills required. IBM PC experience a plus.
Send resume: salary commensurate with skills.
354-4300

CLERICAL PERSON with computer input experience for small management firm. Must type and understand general office procedure. Location Southfield. Call
358-4151

CLERK TYPIST
Bloomfield hills mortgage company seeks responsible person with accurate typing & competent office skills. Full benefits Send resume salary requirements to: TDC, 2684 Industrial Row, Troy, Mich 48084.

CLERK/TYPIST - distributor needs person with 10 key calculator, variety of duties. Some eve. work. Send resume to Personnel Mgr. 12200 Sears, Livonia, MI. 48150

CLERK TYPIST
for busy Southfield law office. Excellent typing skills required. No prior legal experience necessary, will train. For appointment,
352-4340

504 Help Wanted Office-Clerical

BOOKKEEPER
For Service Business located in Bloomfield area. Experienced with Journals & Accounts Receivable necessary.
647-4400

BOOKKEEPER - full charge through trial balance for full time for Farmington Hills firm. Computer knowledge beneficial. Please send resume to: P.O. Box 40, Southfield, Mich 48037 & include salary expectation.

BOOKKEEPER
Immediate opening available with Southfield land developer. Seeking responsible, experienced, non-smoking individual with bookkeeping skills including accounts payable, accounts receivable and journal entries through trial balance. Light typing & phone answering. Excellent benefits.
Ask for Anne at
358-3550

BOOKKEEPER
PART-TIME
Experienced, full-charge Bookkeeper needed for Pontiac office, relocating to Southfield. IBM/PC/AT experience preferred. Position will begin 20 hours per week and increase to full time in the fall. Please send resume in confidence to:
Corp. of Peace, P.O. Box 661, Southfield, MI 48037.

Plante & Moran Recruiting For
An Equal Opportunity Employer

BOOKKEEPER
Progressive property management company seeks person experienced in accounts receivable bookkeeper. Reply to: Box 322, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Royal Oak company needs experienced bookkeeper to handle A/R, A/P, general ledger and trial balance. Good basic mathematical skills are important. Please send resume in confidence to: Box 323, Observer, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An
Equal Opportunity Employer

BOOKKEEPER/STAFF ASSISTANT
Full time position for bookkeeper for busy Bloomfield Hills office. Some accounting experience. Must know computer knowledge helpful, typing necessary, telephone necessary, with experience. Please send resume to: Bookkeeper Box 34 Bloomfield Hills, MI. 48013

BOOKKEEPER - Troy firm seeking full time bookkeeper. Experience in GL, AR, AP, Payroll. Knowledge on IBM 34 RPG. Previous work with sales organizations or multi-state operations a plus. Non-smoker. Salary commensurate with experience. Full benefits. Send resume and salary requirements to: TDC, 2684 Industrial Row, Troy, Mich 48084.

BOOKKEEPER - Troy firm seeking full charge bookkeeper. Experience in GL, AR, AP, Payroll. Knowledge on IBM 34 RPG. Previous work with sales organizations or multi-state operations a plus. Non-smoker. Salary commensurate with experience. Full benefits. Send resume with salary requirements to: TDC, 2684 Industrial Row, Troy, Mich 48084.

BOOKKEEPER
Full charge bookkeeper, general ledger. Must know pegboard system & payroll tax reports. Part time. Send resume to: H & T Investments, 17336 W. 12 Mile Rd., Suite 100, Southfield, Mich. 48075.

BOOKKEEPER
Full-charge experience required for this Rochester builder. Will use IBM/PC-XT for all accounting plus budgets and costing. Manufacturing or contract experience a plus. Generous salary and excellent benefits. Send resume in confidence to: Ms. Lo'Dtley, P.O. Box 691, Southfield, MI 48037.

Plante & Moran Recruiting For
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER - Distributor office in Rochester seeking experienced Bookkeeper with good office skills & phone experience. Send resume to Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experienced full charge through trial balance including payroll taxes. Computer knowledge and inventory control experience beneficial. Send resume to: Box 496, CA Incorporated, 21477 Bridge St., Suite G, Southfield, Mich., 48034

BOOKKEEPER
Full charge bookkeeper, general ledger. Must know pegboard system & payroll tax reports. Part time. Send resume to: H & T Investments, 17336 W. 12 Mile Rd., Suite 100, Southfield, Mich. 48075.

BOOKKEEPER

504 Help Wanted Office-Clerical

DUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing, weekends. Ask for Rose Ann
851-6700

CAN YOU TYPE 65 WPM?
Typists and Word Processors. Immediate assignments available. Ask about our Cash Bonus. Call between 9am and 3pm for appointment.

STAFF BUILDERS
TEMPORARY PERSONNEL
LIVONIA 425-TEMP

CASHIER SWITCHBOARD Operator for auto dealership - experienced. Some typing. Hing & misc. office duties. Reply to box 520 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANTS - full time. Experience in creative writing and public relations. Good telephone technique, typing and math skills. Call Mk. K.
354-9187

CLERICAL/BOOKKEEPING
Full time position for Pontiac office, relocating to Southfield. IBM/PC/AT experience preferred. Position will begin 20 hours per week and increase to full time in the fall. Please send resume in confidence to:
Corp. of Peace, P.O. Box 661, Southfield, MI 48037.

CLERICAL HELP - Small computer consulting firm has immediate need for secretary for summer. Full time, salary $100 per week. Must have experience with word processing on Apple or IBM Micros. Send letter or resume to: Compact Computer Services, 17820 W. 12 Mile, Suite 105, Southfield, MI 48076. Att: Summer Help.

CLERICAL Office Position for Troy-based Retailer, reviewing daily reports from Retail locations & preparing for Computer input. Previous experience preferred. Salary $20-$18
An Equal Opportunity Employer

CLERICAL OPPORTUNITIES
Fast paced Southfield development company has 2 full time positions available for enthusiastic professional individuals:
RECEPTIONIST- entry level position with salary commensurate with experience. Must possess pleasant telephone personality & proficient typing skills.
CLERICAL/GENERAL OFFICE - previous office experience & general office skills required. IBM PC experience a plus.
Send resume: salary commensurate with skills.
354-4300

CLERICAL PERSON with computer input experience for small management firm. Must type and understand general office procedure. Location Southfield. Call
358-4151

CLERK TYPIST
Bloomfield hills mortgage company seeks responsible person with accurate typing & competent office skills. Full benefits Send resume salary requirements to: TDC, 2684 Industrial Row, Troy, Mich 48084.

CLERK/TYPIST - distributor needs person with 10 key calculator, variety of duties. Some eve. work. Send resume to Personnel Mgr. 12200 Sears, Livonia, MI. 48150

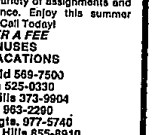
CLERK TYPIST
for busy Southfield law office. Excellent typing skills required. No prior legal experience necessary, will train. For appointment,
352-4340

504 Help Wanted Office-Clerical

NBI CPT WANG XEROX 860
ATTENTION EXPERIENCED
WORD PROCESSING
PROFESSIONALS
IBM DW DWII DWIII DEC
Norrell Services is the fastest growing temporary help service. Join our team and experience the Norrell Difference.
• Long term & short term assignments with leading companies
• Top Pay
• Merit Increases
• Profit Sharing/Stock Option
• Cross Training
• Bonus Program
If you have 6 months word processing & secretarial experience and can typo 55 wpm - call for an immediate interview.
Norrell Service, Inc.
Office Automation Staffing Division
358-2253

504 Help Wanted Office-Clerical

SPEND YOUR SUMMER WITH THE BEST...



SUPPLEMENTAL STAFFING, INC.
has jobs for you.
• TYPISTS • WORD PROCESSORS
• SECRETARIES • DATA ENTRY
• MEDICAL TRANSCRIPTIONIST
• File Clerks
Earn top pay, work a variety of assignments and gain valuable experience. Enjoy this summer while working for S.S.I. Call today!
NEVER A FEE
BONUSES
PAID VACATIONS
Southfield 569-7500
Livonia 525-0330
Auburn Hills 373-9904
Detroit 963-2290
Sterling Hgts. 977-5740
Farmington Hills 855-8910
SSI SUPPLEMENTAL STAFFING, INC.
The Temporary Help People

502 Help Wanted Dental-Medical

Operating Room Nurses
We seek Nurses with previous OR experience for our 14-suite, multi-specialty OR. Present openings include:
• Assistant Nurse Manager - Afternoon shift. BSN with 3-5 years' OR experience. Previous management experience desirable
• Staff Nurses - Full time, 11am - 7.30pm and midnight shift.
• Educational Specialist - Part time 3 days per week. BSN with previous CICU or Recovery Room experience.
Interested applicants please send resume or call Deborah Piquelle, BSN, RN, Professional Nurse Recruiter, collect at (313) 493-5180. Sinai Hospital of Detroit, 6767 West Outer Drive, Detroit, MI 48235. An Equal Opportunity Employer.
SINAI HOSPITAL OF DETROIT

Contemporaries

REWARD YOURSELF!
You Deserve Some Time For Yourself
You Deserve a Higher Rate of Pay
We have all types of clerical temporary assignments in the areas of Downriver, Detroit, Southfield and Troy.
• SWITCHBOARD
• STENOGRAPHERS
• WORD PROCESSORS
• REC