502 Help Wanted Dental-Medical

DIETARY AIDES
PART-TIME
To perform a variety of functions within the dietary department. Will work primarily late afternoons, early evenings. Previous experience a plus, yet not necessary. For details, contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

EMT-AMBULANCE DRIVERS-SEDAN
Neat, strong, start $18,000 up to $26,000 plus great benefits, open 8am only: 16401 W. 7 Mile, Detroit.

GRADUATE MEDICAL ASSISTANT for doctor's office. Experience preferred, 8 hrs. a week at present. Must be able to expand hours when needed. Garden City Medical Center. 421-1110

HOME CARE/VENT

RNS/LPNS
All Shifts Available
If you are an RN or LPN that enjoys home care and has vent experience, we need you!
● HEALTH CARE BENEFITS
● PAID VACATION
● $50-$100 REFERRAL BONUS
ASK FOR CATHY
STAFF BUILDERS
HOME CARE
Livonia 425-8367
LaThrup Village 557-5800

Home Health Aide

The Michigan Cancer Foundation is seeking a Home Health Aide to provide care to patients in their homes. Previous experience as an Aide required. CNA Certification highly desirable.
Please call
MICHIGAN CANCER FOUNDATION SERVICES, INC.
833-0710, Ext. 206
An Equal Opportunity Employer

HYGIENIST needed to work afternoon schedule, 3-7 pm, two nights/week plus 1 Sat. month. Possibility of increasing hours if desired. Friendly 2 doctor office in Garden City/Westland area. Call 425-9131

INSURANCE BILLER - minimum 2 years experience in all types of insurance & EMI computer billing. Please send resume to: Dept. 453 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LIVE-IN COMPANIONS
National home health agency is seeking experienced and qualified persons to take care of elderly. Ongoing demand for live-in cases. Please contact Elaine or GayLynne at
557-6690
An Equal Opportunity Employer

LPN - Alternate weekends, some days or basic care for nursing home near Haggerty and Pontiac Trail. 363-7161

LPN OR RN
Prefer single or retired. Also Housman & Nurses Aides. Call Mrs. Pyle 531-5612

LPNs

EASTSIDE PLACEMENTS
Needed for large Eastside Hospital. Part/full-time, all shifts. Competitive Pay and Benefits. Call Mon.-Fri., 9am to 4pm, ask for Jerry.
STAFF BUILDERS
NEEDS YOUR SKILLS!
Livonia 425-8367
Southfield 557-5800
WE WILL WORK AS HARD FOR YOU AS YOU DO FOR US!

LPN'S PART TIME NURSE AIDES

FULL TIME
Apply in person:
Manorcrest Manor
15475 Middlebelt, Livonia
427-9175

LPNS - RNS
Livonia Nursing Center
28910 Plymouth Rd., Livonia
522-8970

LPN/SRN'S
Needed. Work your own hours. Call P.H.S.I. 427-4090

MA OR LPN to work full time in clinic setting. Call 591-3300, Ext. 325.

MEDICAL ASSISTANT
Part time, some experience needed. Day or Evening shift. Call Janice at 464-8200. Call 981-2025

MEDICAL ASSISTANT
Immediate opening for Internist in Livonia area. 2-7pm Mon thru Fri. Call 464-8200

MEDICAL ASSISTANT wanted, training preferred but will train right party. Harmon Court Medical Plaza 723, 35000 Ford Rd. Westland.

MEDICAL ASSISTANT
PART TIME
Wed., & Sat., 9-5 PM.
Ask for Barb, 338-5900

MEDICAL ASSISTANT - ENT Office full or part-time. Experience preferred but not necessary. Royal Oak, near Beaumont. 548-1194

MEDICAL ASSISTANT
Temporary, full-time, 10-20-85 thru 1-16-87. Experienced, EKG, injections, P.F.T.'s, Venepuncture, References. Birmingham. 540-5666

MEDICAL ASSISTANT
Busy family practice in Northville. Experienced with lab, office functions, X-Rays, excellent working conditions, fringe benefits. Resumes to pension, 42931 7 Mile, Northville, MI, 48167.

MEDICAL ASSISTANT
Allergy practice in W. Bloomfield seeking a qualified mature conscientious person for 16 to 24 hrs. per week. Previous allergy experience preferred. Excellent pay & benefits. Rte. requested at time of interview. Send resume to Box #438, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
for family practice in Southfield. Billing experience helpful. 356-5270

MEDICAL ASSISTANT
Full time, primarily back office. Southfield Doctor's office. Experience preferred. 352-4911

MEDICAL ASSISTANT
PART TIME
Part time position available in pleasant Novi office. Call 476-0035

MEDICAL ASSISTANT for Thursday afternoon. Licensed, experienced only. Royal Oak office. Please call 548-0138

MEDICAL ASSISTANT - Experienced, full time, Farmington Area. For general practitioner and OB/GYN office 476-6330

MEDICAL ASSISTANT - approx. 28 hours per week, flexible. Application to: Dr. Michael Lall, 18181 Outwood, Dallas 300, Dearborn, MI 48124.

MEDICAL ASSISTANT - full or part time. Billing experience preferred. General practice office. Dearborn Heights area. Benefits. Call 5 PM-7 PM. 561-1672

MEDICAL ASSISTANT
Pediatric Office, part time - Mon. & Fri., 12:30-3:30pm, Wed., 9am-5pm & Sat. 8am-1pm. Experience preferred. 533-8355

MEDICAL ASSISTANT
needed full time for doctors office located in Plymouth. Must have knowledge of front desk, X-Rays & Venepuncture.
Call Karen at 836-9421

MEDICAL ASST/RECEPTIONIST
for large out-patient facility. Salary to commensurate with experience. 422-7171

MEDICAL BILLER - PART TIME
Mon. - Fri., 9-1 PM.
Ask for Betty
356-5270

MEDICAL BILLER, MEDICAL ASST. and X-Ray Ultra Sound Technician, experienced, for Belleville Medical Clinic. Send resume to 265 Main St., Belleville, MI 48111.

MEDICAL INSURANCE BILLER
Full and part time positions for Birmingham Internist. Must have experience needed in Blue Cross, Medicare and other insurances. 540-1720

502 Help Wanted Dental-Medical

Medical Insurance Billers

Looking for experienced hospital and physicians billers for permanent full-time positions in the Metropolitan area. Must be familiar with UB82 and/or 1500 forms, as well as medical terminology. Accurate typing skills desirable. Please send cover letter and resume to: Box 456, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL CLAIM TECHNICIAN
Doctor's office, family practice, Farmington Hills area. Flex time possible. Excellent opportunity. Send resume to Box 455, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL OFFICE MANAGER
Experienced individual for full time, good communication, billing & organizational skills required. Southfield. Reply to Box 152 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST - Looking for top of the line receptionist for active practice. Top salary & benefits for hardworking individual. Livonia area. Experience only. Full time. Call Mary 478-4639

MEDICAL RECEPTIONIST
PART TIME
Wed. & Sat., 9-3 PM.
Ask for Emma, 358-5900

MEDICAL RECEPTIONIST, Experienced. Pleasant. Billing & Computer skills a plus. Family Practice, Canton. After 7pm. 661-6185

MEDICAL RECEPTIONIST
Experienced with detailed interview for busy internal medicine practice. Insurance knowledge helpful. Southfield area. Call between 9am & noon. 354-0671

MEDICAL RECEPTIONIST
Busy family practice located in Bloomfield Hills has an opening for an experienced receptionist to work full time. Major duties: scheduling patient appointments, meeting & greeting patients, handling all insurance & patient billing.
Qualifications: Excellent interpersonal skills required, 2 yrs. experience in computerized billing, light typing, good oral & written communication skills. Excellent salary & benefits. Send resume in confidence to Box #486, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL
TECHNOLOGIST

Excellent opportunity in progressive private clinical laboratory for a full time technologist. Will consider MT(ASCP) or equivalent or BS in related sciences. Schedule is 1am-9:30am, Mon. thru Fri. Good salary and benefit program. Call 313-525-4080 for an interview appointment.

ROCHE

Biomedical Laboratories, Inc.
32437 Schoolcraft
Livonia, MI 48150
aoe/m/h

MEDICAL TRANSCRIPTIONIST
Experienced. Part time hours for industrial clinic. For more information call Mrs. Darlene, 591-0440

MEDICAL TRANSCRIPTIONIST needed - Dearborn area. Part time, flexible hours. Send resume to: Entz Office Manager, 13212 Michigan Ave., Dearborn, MI 48126

MEDICAL TRANSCRIPTIONIST
SECRETARY - Full time. Experienced. For busy orthopedic office. Dependable. Typing 70 wpm, minimum. Benefits available. Call 464-3929

MEDICAL TYPIST experienced. Pay commensurate with experience. Birmingham area. 433-3010

MENTAL HEALTH WORKERS for group home in the Garden City/Westland Area. Contact Lynn or Maka, Mon.-Fri., 8am-5pm 525-0670

NEW POSITION available for professional with experience in business office management in a Health Care setting. Experienced in Medicare, Medicaid & insurance billing essential. This full time position offers competitive wages, health & disability benefits and training. Apply in person at Donvin Convalescent Center, 1 block S. of 8 Mile, on Middlebelt.

NURSE AIDE ALL SHIFTS

Previous experience not required. Starting rate $3.75 per hour. 90 days, $4.30 per hour. Apply in person only:
NIGHTINGALE WEST
NURSING HOME
8355 Newburg Rd.
Bet. Warren & Joy
Westland

NURSE AIDES NEEDED
$3.75 PER HOUR PLUS BONUS
All shifts. For small basic nursing home in Plymouth. 453-3983

NURSE AIDES

Needed for immediate placement to provide total patient care for a male patient in the Troy area. FEMALE-LIKE-NESS, DAY SHIFT, injections, P.F.T.'s, Venepuncture, References. Birmingham. 540-5666

MEDICAL ASSISTANT
Busy family practice in Northville. Experienced with lab, office functions, X-Rays, excellent working conditions, fringe benefits. Resumes to pension, 42931 7 Mile, Northville, MI, 48167.

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MEDICAL INSURANCE BILLER
Full and part time positions for Birmingham Internist. Must have experience needed in Blue Cross, Medicare and other insurances. 540-1720

502 Help Wanted Dental-Medical

NURSING ASSISTANTS
Afternoon & Midnight shifts
Experienced only. Competitive wages & benefits available. Apply in person, 9am-3pm, Dorvin Convalescent Center, 1 block S. of 8 Mile on Middlebelt.

NURSING STUDENTS

Home care case in Troy. Immediate openings. Monday-Friday, 8-4 PM. Full or part time. Call:
PROFESSIONAL MEDICAL SERVICES
(Affiliated with Saint John Hospital)
828-7820
An Equal Opportunity Employer

OFFICE MANAGER

Person with ophthalmology office experience preferred. Willing to run busy office. $18,000 plus bonus arrangement. Fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

OPHTHALMIC TECHNICIAN
Michigan Eye Institute, Southfield area. Experience preferred. Send resume to Box 444, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN - Part time, full time, or evening hours. Plymouth/Canton area. Send resume to: Box 442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME ONLY - Medical assistant, abortion - gynecology clinic in Southfield area, needed for Mon., Tues., Sat. approximately 20 hours. Benefits. Experience preferred. Call: 559-0002

PHYSICAL THERAPY AIDE
Immediate opening for full time or part time aide in busy but well established private practice. Send resume to Box 472 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - PART-TIME
for Plymouth Eye Care Office. Must be neat, clean & a non-smoker & have a pleasant personality.
Typing required. Call 459-0200

RECEPTIONIST - Busy Southfield Ophthalmologists office looking for responsible person as a receptionist full time. Prefer someone experienced with Blue Shield, Medicare, Medicaid, CRT. Send resume to box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Wanted for busy internist office in Birmingham. Full time.
644-4900

RECEPTIONIST for full time work in Birmingham area medical office. Call Mon. thru Thurs. 9-5 pm, Sat. 8-12 noon. 646-3133

RECEPTIONIST - Medical Office. Full time. W. Bloomfield area. Must know billing for Blue Shield & Medicare.
557-1472

RECEPTIONIST - FULL TIME
For oral surgery office. Experience necessary. Farmington Hills area. Call: 553-3250

RECEPTIONIST for chiropractic office. Part time 30 hours. Evenings 16 1pm. Occasional Sats. Immediate opening. Send resume to 1214 S Wayne Rd, Westland, 48185

RECEPTIONIST
Experienced for periodontist office. Full time, excellent benefits. Farmington Hills area. Contact Karen or Vanessa 851-1034

RECEPTIONIST

Experience in appointments, paged board and medical billing. 1-2 years or more current doctor office experience necessary. Doctor will train to do X-rays. To $14,500, plus paid Blue Cross. Fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

RECEPTIONIST/SECRETARY
If you possess good organizational & typing skills, join us. Take responsibility for heavy phone contact and moderate typing. Previous experience with multi-phone lines is a must. Medical background helpful. CRT or word processing would be a plus. Please send your resume to: CAREMARK HOME HEALTH CARE
27 Maple Knoll, Suite 100
Livonia, MI, 48151, attention, Kathy Marks.
An Equal Opportunity Employer

Registered X-Ray Technician

Wanted for every other weekend. Call Harwood. Call for further information.
OAKWOOD HOSPITAL
Canton Center 459-7030

RN and LPN positions available,

3-11 PM..full and part time. Please call Mrs. Ferguson for an appointment, Highland View Nursing Home, 8365 Newburg, Westland, Inoar Joy Rd. 261-5300.

RN for family physicians office in Livonia. 3 evenings per week. Call 464-9200

RN - Home Care

● WEEKENDS ●
Private Duty Home Care RN Needed Weekends for Rehabilitation Case, Livonia Area.
● SPECIALTY RATES ●
● PAID ORIENTATION ●
Call Cathy
STAFF BUILDERS
HEALTH CARE SERVICES
LIVONIA 425-8367
LATHRUP VILLAGE 557-5800

RN/PSYCH

• STAFF RELIEF •
Needed immediately, Ann Arbor Hospital, afternoon shift. Call Cathy.
● PAID ORIENTATION
● HEALTH CARE BENEFITS
● $100 REFERRAL BONUS
STAFF BUILDERS
HEALTH CARE
Livonia 425-8367
Lathrup Village 557-5800

RNs

Be in control of your own life, schedule your working hours as well as your leisure time.
● PAID ORIENTATION
● HEALTH CARE BENEFITS
● $100 RN REFERRAL BONUS
We need your skills for MED/SURG and Specialties in several large hospitals - Eastside, Westside and Downtown. We offer competitive pay and benefits. We will work hard to help you get exactly what you want, where you want it. Call Mon. thru Fri. 8am to 4pm, ask for Cathy.
STAFF BUILDERS
HEALTH CARE SERVICES
Livonia 425-8367
Southfield 557-5800

RNs CCU

Large Ann Arbor hospital has CCU positions available now. Afternoons/nights/days. Weekdays/Weekends. For nursing on your own schedule, call Cathy
● Paid Orientation
● Health Care Benefits
● $100 RN Referral Bonus
STAFF BUILDERS
NEEDS YOUR SKILLS!
Livonia 425-8367
Southfield 557-5800
WE WILL WORK AS HARD FOR YOU AS YOU DO FOR US!

502 Help Wanted Dental-Medical

RNs & LPNs

Afternoon and midnight shifts available in Oakland County. Full or part time. Work close to home and high-tech pediatric cases available. Call:
PROFESSIONAL MEDICAL SERVICES
Affiliated with Saint John Hospital)
Troy 828-7820
An Equal Opportunity Employer

RN'S, LPN'S & AIDES
National home health agency is seeking qualified professionals to fill growing number of staff positions in nursing homes and nursing homes. Please contact Elaine or GayLynne at 557-6690
An Equal Opportunity Employer

RNS - LPNS

ALL SHIFTS
PART OR FULL TIME
Apply between 9-11 AM
Monday thru Friday
CAMELOT HALL
35100 Ann Arbor Trail,
Livonia

RN'S - LPN'S & NURSES AIDES
PRN NURSING SERVICES INC
Hiring. Work when and hours near your home. Instant pay & premium rates. Call for immediate work.
981-3123

RN'S MED/SURG

Large Ann Arbor hospital has MED/SURG positions available NOW. Afternoons/nights. Weekdays/Weekends. For nursing on your own schedule, call Cathy
● PAID ORIENTATION
● HEALTH CARE BENEFITS
● $100 RN REFERRAL BONUS
STAFF BUILDERS
NEEDS YOUR SKILLS!
Livonia 425-8367
Southfield 557-5800
WE WILL WORK AS HARD FOR YOU AS YOU DO FOR US!

RN'S MSN'S BSN'S

needed to staff a new psychiatric inpatient unit in Livonia.
Contact:
Dr. Marcia Andersen, PhD, RN, CS;
Director
Personalized Nursing Corporation, P.C.
400 Renaissance Center
Suite 500
Detroit, MI
259-1399
An Equal Opportunity Employer

RN'S

Staff Nurse positions available at Ypsilanti Regional Psychiatric Hospital. Excellent fringe benefit package provided through Mich. Civil Service.
Contact: Patricia Clark,
Personnel Office.
Ypsilanti Regional Psychiatric Hospital
3501 Willis Rd., Ypsilanti, Mich. 48197. 313-481-2696
An Equal Opportunity Employer

RN'S

Staff nurse positions available at Work Woods Center, JCAH accredited child & adolescent psychiatric hospital. Excellent fringe benefits provided through Michigan Civil Service. Shift premium of 5% straight time is to be paid for afternoon & midnight shift.
CONTACT PATRICIA CLARK
PERSONNEL OFFICE
York Woods Center
3501 Willis Rd.
Ypsilanti, Michigan, 48197.
313-481-2696
An Equal Opportunity Employer

RN SUPERVISOR

Self motivated & caring individuals with supervisory skills for skilled nursing facility - afternoon & midnight shift. Excellent salary & benefits. Contact: Linda Hirschfeld, Director of Nursing, University of Detroit Retirement & Nursing Home, Livonia. 427-8270

SALES PERSON with some Medical background - for Retail Showrooms for Sales, light Stock Work, some Clerical. Full-time, advancement potential. Apply in person, M-F, 9-4 PM. Mon. & Thurs. 9-7:30. Sun Medical, 1072 W. 14 Mile, Clawson.

SECRETARY, full time, to work in medical office in Canton, typing experience preferred. Send resume to: 5228 Sheldon Rd., Canton MI 48187.

SECRETARY/RECEPTIONIST
Medical Office in West Bloomfield is looking a person with typing and general office skills. Requires minimum supervision. Contact 290-4840

SECRETARY - with excellent typing skills, dictaphone experience, shorthand a plus, prefer previous medical experience. Applicants must enjoy a fast paced environment & organizational skills. Salary & benefits negotiable. Send resume to Box #392, Southfield, MI 48034

SWITCHBOARD OPERATOR
Light clerical duties, full time, Monday thru Friday, located in Rochester, Call Mrs. Harrison 651-9200

TRANSCRIPTIONIST/Receptionist - Technical medical office. Must have experience, call & ask for Mrs. Harrison 851-9200

X-RAY TECHNOLOGIST
(REGISTERED)
To perform routine X-ray procedures as needed. Primary schedule will be on the day shift.
For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

$5. PER HOUR

NURSE AIDES NEEDED
For small basic nursing home in Plymouth. 453-3983

504 Help Wanted Office-Clerical

ACCOUNTANTS PAYABLE CLERK

Full time position available in the accounts payable Dept. Responsibilities include: Processing invoices for payment, and other related payable functions. Previous accounts payable & computer experience preferred. Competitive wages & company benefits including profit sharing. Send resume to:
ATTENTION: Accounts Payable Dept.
Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
AUTO DEALER

Bookkeeping experience helpful, general office doing payables, receivables and other bookkeeping duties. Excellent benefits. Call Cheryl for personal interview.
TOWN & COUNTRY DODGE
FARMINGTON 474-6750

ACCOUNTS PAYABLE TO $8,10/H.
Entry Level, minimum 1 yr. experience in data or other operations. Great benefits including dental, 401K, profit sharing.
FEE PAID
EMPLOYMENT CTR. ®
640-4130

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
$13,500
EXECUTIVE SECRETARY - TROY
SHORTHAND 90 + - $18,000
LEGAL SECRETARY
TO $18,000
LEGAL SECRETARY - BH. 100 +
TO $22,000
INS. CUSTOMER SERVICE REP.
TO $18,000
RECEPTIONIST - ROUM EXP.
TO $14,000 DOE
SECRETARY - 5FL/D
SHORTHAND 80 WPM + - $17,000
SECRETARY - 5FL/D
TO $14,000
WORD PROCESSOR
TO $18,000
ALL FEES PAID
B. HANS BECKER ASSOC. INC
964-5300

ACCOUNTING - College student wanted for part time work in local CPA firm. Flexible hours. Variety of work. Livonia area. Call for appointment 522-9110

ACCOUNTING - Filing, typing & data entry clerks. Light bookkeeping duties for immediate hire with Southfield corporation, contract positions. Call Sandy at Unitrone 646-0237

ACCOUNTING PERSON
2 years experience. Responsible for accounts payable, computerized ledger & general accounting duties in 3-person department. Excellent salary & benefits, suburban location. Send resume to: Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
High growth Birmingham firm is seeking an individual to handle the day to day payables activity. Experience of at least 2 years in an accounts payable environment required. Includes medical, dental, life insurance and profit sharing. Send resume with salary history to:
The Director of Accounting,
32100 Telegraph, Suite 110,
Birmingham, Mich., 48010

ACCOUNTS PAYABLE CLERK

Organized self-starter needed for checking invoices, coding bills, filing & special projects. Office experience required. Immediate opening. Send resume to:
Village Green Management Co.
30533 Northwestern Hwy.
Suite 300
Farmington Hills, MI 48018
Attention: Marcia Bower

ACCOUNTS PAYABLE CLERK

Immediate opening for person with minimum of 2 years experience in Retail Accounts Payable. Must be proficient in operating a 10-key adding machine or calculator and have a good math aptitude. Full benefits program including life, hospitalization, dental, optical and prescription insurance. Call:
276-1286
BORMAN'S, INC.
Farmer Jack Supermarkets
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Full time, salary + bonus. Good figure aptitude, fringe benefits. K-2 Law Enforcement Inc., 23600 Research Dr., Farmington Hills. 478-3155
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
for auto lease company in Farmington Div. Minimum data entry, telephone & typing experience required. Excellent benefits & work environment. Salary commensurate with experience. Call Rosemarie to P. O. Box 572, Birmingham, MI., 48012.

ACCOUNTS RECEIVABLE CLERK
full time for medical equipment billing office to assist in various third party reimbursement procedures. We will train. Apply in person only: Dr. Personnel, 15045 Michigan Avenue, Dearborn, MI., 48128. (East of Greenfield).

ACCOUNTS RECEIVABLE/Payable Clerk. Must know 1-2-3. Know Lotus. Medical Computer knowledge - A Plus! 559-5587

ACCOUNTS RECEIVABLE
Work company needs accounts receivable clerk. Responsibilities include posting & balancing cash receipts, and other general duties. Prior accounts receivable experience desirable but not required. Excellent fringe benefits. Call Judy for appointment 478-9700

ACCOUNTS RECEIVABLE
for College billing department. Third party billing experience including working with billing computer records, filmmaking charges, identifying delinquent accounts & receiving payments. Experience as a College helpful. Computer experience required. Send resume to Box 446, Observer & Eccentric Newspapers, 36600 Schoolcraft, Livonia, MI 48150.

ADMINISTRATIVE SECRETARY
To assistant superintendent for general administration. Typing 60 WPM, shorthand 90 WPM, excellent benefits. Prefer experience in K-12 Education programs. Application Deadline for applying October 27th. Interviews Nov. 3rd. Contact: Dr. Hoover, 2171 E. Michigan Ave., Ypsilanti, Mich. 48198.
An Equal Opportunity Employer

ADMINISTRATIVE Management position. Public contact and good communication skills. Real estate knowledge helpful. 478-8000

ADMINISTRATION ASSISTANT
Entry level position available for a fast growing service company. Candidate will possess good communication and secretarial skills. Must be organized. Send resume to:
P. O. Box 300, Southfield, MI 48037
or call 353-3311, Ext. 217

ADMINISTRATIVE ASSISTANT

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Entry level position available for a fast growing service company. Candidate will possess good communication and secretarial skills. Must be organized. Send resume to:
P. O. Box 300, Southfield, MI 48037
or call 353-3311, Ext. 217

ADMINISTRATIVE ASSISTANT

TO $18,000 FEE PAID!
Desirable location! Great benefits! Experienced Legal Secretary can qualify. Call 399-3450.
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Our client is recognized as one of the premier automotive suppliers. They are interviewing this week 10-22, for an individual who has: 1) excellent secretarial experience, 2) excellent shorthand & typing skills, 3) familiar with automotive business & 4) has a professional personality with a desire to join a company with excellent growth potential. Company offers a full benefit package. Company ALWAYS pays fee.
Call 645-4200
MANAGEMENT RECRUITERS OF TROY

ADMINISTRATIVE ASSISTANT

Established, fast paced Southfield professional firm is opening for Assistant to our Office Manager. Excellent benefits are helpful. Duties will be varied and diverse. Qualified candidates must be organized with attention for details. Competitive salary and benefits. Please send resume in confidence to Ms. Pfahler, P. O. Box 591 Southfield, MI 48037

An Equal Opportunity Employer

ADMINISTRATIVE ASST - will be working on special projects with other Fortune 500 companies. Long term assignment

ACCOUNTING CLERK - for Birmingham company. Must be able to do journal entrys on IBM PC - part time position

SECRETARIES - for Wayne manufacturer. Detail oriented persons for long term projects.

MGM
Office Services
474-7766

504 Help Wanted Office-Clerical

ADVERTISING AGENCY in Southfield needs Secretary/receptionist, phone experience, light typing, filing, some bookkeeping. $5 per hour to start. Standard benefits. Call 357-2000 or write Hallmark, Inter-Group, 26675 W. 10 mile, #305 Southfield, Michigan, 48075

ADVERTISING SECRETARY

To $16,000 FEE PAID
Central suburban marketing firm has critical Secretary/Receptionist. Advancement! Need good typing. Word processing helpful.
Call 399-3450
SNELLING & SNELLING

AFTERNOON office assistant to answer phones, file. Mon. 4-9:30pm, 3-4 days per week. Must be neat & able to speak. Southfield area. Call between noon - 4pm 358-3798

ALL Senior Typists Word Processors CRT Operators

New Office
Top pay in Troy, Auburn Hills, Rochester, Pontiac, Bloomfield Hills areas. Call today.
Somebody Sometime
Temporary Help
1411 No. Woodward
334-1700

ALL WE NEED IS YOU

IMMEDIATE OPENINGS
Secretary
$5-37 HOUR
Word Processors
$6-$8 HOUR
(Wordstar, CPT, NBI, Wang, Word Perfect)
Switchboard
$5.25-$6 HOUR
(Rolm, Mitel, Dimension)
Legal Secretaries
$6-$8 HOUR
Medical Secretaries
$6-$8 HOUR
Arbor Temporaries
459-1169
NO FEES
TOP WAGES
TOP FIRMS
PAID MEDICAL, VACATIONS
REFERAL BONUS
9450 S. Main - Suite 102
Plymouth, MI 48170

APPLY TODAY

We have all kinds of clerical positions available in your area.
• GENERAL OFFICE
• TYPISTS (45-50wpm)
• DATA ENTRY
• RECEPTIONISTS
• WORD PROCESSORS
• SECRETARIES
Call for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900

ASSISTANT

BOOKKEEPING DEPT.
Knowledge of Accounts Receivable, Accounts Payable, Bank experience required. Farmington Hills Area. Non smoker. Excellent benefits. Resume to: Leasfast, Inc., P. O. Box 362, Troy, MI., 48099.

ASSISTANT Office Manager, busy health oriented practice. Reception, typing, light bookkeeping, telephone, part time afternoon/evenings, experience required. 661-7444

ASSISTANT TREASURER/CASH MANAGER - (Part Time)
for credit union in Redford. Present staff 2-6pm. Full time position per week. Prefer experience in all areas of Credit Union operations, including General Ledger. Please send resume to: Dept. 1, 18220 Beech Daly Manager, Redford Township Employees Credit Union, 12200 Beech Daly, Redford, MI., 48239.
Arbor Road, Plymouth, Mich., 48170

BOOKKEEPER
with secretarial duties, needed immediately. Must have complete tax background, computer exp. & be able to work with the public. Would like some sales background. Full time with benefits. Call Karen at 522-8920

BOOKKEEPING CLERK - Payable, Billing, payroll, phones, etc. $250 per week to start. Fee Paid.
B. HAMIL PERSONNEL
424-6470

BOOKKEEPING CLERK
Progressive Mfg. company in Troy has an immediate opening for a full time, entry level bookkeeping clerk. Experience with 10 key adding machine, CRT, and customer contact preferred.
Excellent benefit package, salary commensurate with experience. Send resume and salary history in confidence to:
PERSONAL DIRECTOR, BK-G E.
PO Box 5025, Troy, MI 48007-5025
Equal Opportunity Employer M/F

BRANCH SECRETARY

Outstanding opportunity in the exciting world of finance. Fantastic benefits and definite advancement potential for your experience and strong skills; $18,000 to start. Fee paid. Call Sue Ellen at 559-9090.
After 5 PM, Appointments Available
SNELLING & SNELLING

CAREER SECRETARY

SALARY TO $15,000
Major reputable firm has immediate opening for dedicated individual. Great opportunity to grow in your career position. Excellent typing & word processing skills. Company offers good benefits & advancement potential. Call today for a confidential interview.
All Our Fees Are Company Paid

PERMANENT STAFF

LIVONIA 261-2721
SOUTHFIELD 353-2505
TROY 362-4004
SOUTHWEST SUBURB 248-8200
ST. CLAIR SHORES 296-5600

CHALLENGING OPPORTUNITY AVAILABLE
Livonia construction company has opening for a General Clerk. Typist to provide support in a variety of applications. Successful candidate will type 53 plus (word processing a plus), have basic clerical skills with ability to work under pressure and be able to handle occasional overtime. Duties will include - typing, coding of correspondence, general clerical functions, switchboard relief and occasional errands. Ideal position for person who enjoys variety in assignments and responsibility. Salary commensurate to 3,000 Shortcraft, Livonia, MI 48150. Att: Marlene Hayes.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

AVAILABLE

Immediate Positions For
● TYPISTS
● SECRETARIES
● WORD PROCESSORS
● RECEPTIONISTS
● MEDICAL BILLERS
Day and Night Assignments
Call for an appointment with Staff Builders Temporary Personnel
425-8367

BANKRUPTCY ASSISTANT
Individual to assist administrative bankruptcies in law firm representing mortgage institutions. Legal experience preferred. Light typing. Call Steve 540-7751

BIG COMPANY

needs Clerk/Typist. To $12,480. Fee paid. Flexibles too! Enjoy beautiful offices and tuition reimbursement. Call 399-3450.
SNELLING & SNELLING

BILINGUAL - SECRETARY, (German). Farmington Hills area. Type 65, shorthand 80. Will train on word processor. Salary $20,500-$22,000 plus bonus. Call Barbara, Staff Builders Temporary Personnel.

BILLING CLERK/RECEPTIONIST, part time. Flexible hours. Accurate typing & math a MUST. Ideal for student or homemaker. Send resume to: Office Manager, 210 E. Grand, Blackstone Heights, MI 48071

BILLING CLERKS

FULL TIME
Positions in Business Office require responsible individuals who become challenge. Duties to include bookkeeping, billing Medicare, Medicaid and BC/BS, as well as insurance follow-up.
Qualified candidates must type a minimum of 35 wpm, have 2 years + previous billing experience, preferably in a hospital setting. Computer exposure helpful.
We offer an attractive wage and benefit package and a pleasant work environment. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

BOOKKEEPER
Automotive Parts Supplier seeks experienced individual with maintenance of Accounting Records & direction of clerical staff. Payables & Payroll experience required. Salary to Upper $20's. Full Benefit Package. Send resume to:
Personnel Manager,
1500 W. Maple, Troy, MI. 48084

BOOKKEEPER
Farmington Hills office seeks entry level Bookkeeper with computer experience. Respond to: Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge. For a number of companies located in Farmington. Send resume to Box 444 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, full charge, Permanent, part time position with dynamic growth company. Salary negotiable. Responsibilities include posting journals, bank reconciliations, account analyses, and management reports. Hours: 10:30am-3:00pm, Mon.-Fri. Call for interview appointment by calling Ron at:
827-2400, ext. 236

BOOKKEEPER

Livonia area. Full time immediately. Experienced through trial balance. Call Carol between 2-5pm
477-3311

BOOKKEEPER
Needed full time for accounting dept in fast-paced growth company in industry. Duties include some A/P, A/R. Computer experience a plus. Qualified applicants should be detail-oriented, quick learners, able to work on going & assertive personality. For immediate consideration call Joyce Mond 848-9200, ext 55

BOOKKEEPER
Part time. Flexible hours, tax work. Southfield. Karen 559-4671

BOOKKEEPER - PART-TIME
Responsible experience required. Ask for Frank. 482-1168

BOOKKEEPER/RECEPTIONIST
For small Farmington Law Office 645-7177

BOOKKEEPER Secretary - immediate opening for person 35 mins/Farmington. Salary commensurate with experience. 851-4129

BOOKKEEPER/SECRETARY
Full charge bookkeeper for busy 1 girl builders office. Real estate knowledge helpful. Immediate starting. Farmington H