502 Help Wanted Dental-Medical

nurse

Contingent And Hospital Pool Nurses

- St. Joseph Mercy Hospital is seeking experienced nurses interested in contingent or pool positions for all clinical areas.

Minimum of 1 year clinical experience required. Flexible programs available, with and without weekend requirements. Highly competitive salaries available. If interested, please send resume or call Stacy Rivard, RN, MA, Employment Manager at 858-3090.

ST. JOSEPH MERCY HOSPITAL
900 Woodward
Pontiac, MI., 48053
An Equal Opportunity Employer

NURSES AIDES

NEW STARTING RATE
Full time, experience not necessary. Will train. See Debbie Mr.

WHITE KNOLL WEST
4355 Nottingham Rd
Westland, near Joy Rd.
An Equal Opportunity Employer

Nurses Aide

WE NEED YOUR HELP

At Donvin Convalescent Nursing Center, we believe that happy employees provide the type of care we expect for our patients. We look for employees who have that "special something" to work with the elderly. In exchange, we provide pleasant surroundings, competitive pay, benefits including vacation and insurance, and an opportunity to be part of our family.

Openings currently exist on the day and afternoon shift for Nursing Assistants. If you follow directions, enjoy working with people and need a steady job, consider making the move to Donvin Convalescent Nursing Center. We provide on-the-job training. Duties include general caring for our patients, assisting in recreational programs and assisting in personal care.

Take care of yourself, by taking care of others. Apply in person from 9:00 a.m. to 4:00 p.m. at:

Donvin Convalescent Nursing Center
Eight Mile & Middlebelt
Livonia, MI 48152
An Equal Opportunity Employer

I-OPHTHALMIC Medical Assistant - 3 days per week, 2 offices, experience preferred but willing to train. Call B.J.,. 952-9158

OPHTHALMIC
MEDICAL PERSONNEL
Medical assistant, receptionist, insurance biller for Optometric Practice in Southfield & West Bloomfield. Full time. Experience preferred. Send resume to: Box 800 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTOMETRIC TECHNICIAN

Henry Ford Medical Center-Lakeside seeks a full time experienced technician to assist our Optometrist. Completion of optical technician program is a must. 1 yr. experience required. Refracting capabilities desirable but not necessary. Rotating day/evening shift. Please call Sara at 247-4060
An Equal Opportunity Employer

PHYSICAL THERAPY AIDE
Experienced. Part time for nursing home in Westland. 878-4758

502 Help Wanted Dental-Medical

NURSES AIDE $56-$64 Per Shift

Immediate openings on all shifts for elderly couple in the West Bloomfield Area. 1 yr. experience required. For appointment call Mon.-Fri., 9am-5pm, ask for Julie

METROSTAFF
Home Health Care
657-8700

OPTICAL DISPENSER
Part time. Private Optometric office. Downtown Farmington.
477-1589

ORAL SURGERY ASSISTANT
Needed for pleasant Novi office. Medical or Dental experience necessary. Call 478-0601

PERSONNEL MANAGER
Applications are now being accepted for personnel manager with health care facility experience. Must be experienced in all phases of human resource administration including payroll, benefits, accounts payable & insurances. Apply in person at: Vanoy Continued Care Center, 3999 S. Vanoy, Wayne, MI

PROGRAM TECHNICIAN. Full and part-time, needed for residential rehabilitation program in Royal Oak. High school diploma required, prefer some college. Send resumes to Anness House, Inc., 2100 E. Maple, Suite 300, Birmingham MI. 48009. Attention Tina Wroblewski.

QUAD CARE & CLOSED HEAD
Home Health Aide. Full or part-time, good wages, paid vacations, attendance bonus & other incentives. Call Carol at Empik-Care 453-1061

RADIOLOGY TECHNOLOGISTS

Contingent positions currently available to work at our Milford or Novi satellites. Qualified candidates must be available on short notice and willing to work shift rotation as needed, primarily afternoon and midnights. Must be ARRT certified. Excellent salary offered. Apply at our Employment Office, Monday - Thursday, 9 AM.- 2:30 PM.

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

RDH HEALTH SERVICES
HYGIENISTS
ASSISTANTS
RECEPTIONISTS

Need money for The Holidays? We have temporary and permanent placements available, with flexible days & hours. Call Linda or Theresa
524-1963

Registered Nurses (Part-Time) Contractual)

Needed at Northville Regional Psychiatric Hospital. Shifts are 7am to 3:30pm; 3pm to 11:30pm; And 11:15pm to 7:15am. These may be rotated on a individual basis. Pay rate up to $23.00 an hr. Please contact Mrs. Hall, Director of Nursing, at 349-1800, Ext. 2231
Northville Regional Psychiatric Hospital, 41001 7 Mile Rd., Northville, MI 48167
An Equal Opportunity Employer

REGISTERED NURSES (Full & Part-time)

Northville Regional Psychiatric Hospital has Job openings for several Staff Nurses (RN II) and first-line Supervisors of resident care staff on an 8 hour shift (RN II). These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - but not required. Salaries $14.84/hr. $30.98/year or $18.28/hr. $33,992/year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. If interested call Mrs. Hall, RN, for more information at 349-1800, ext. 2231.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RECEPTIONIST - full time for busy general practice. Some evenings. Dearborn Heights 561-1278

RECEPTIONISTS-Busy Southfield Optometric office has needs full or part time. Experienced preferred, competitive wages and benefits. Call between 9-3 to set up interview. 352-2808

RECEPTIONIST - part time, 9-1pm & 1-5pm. Mon thru Fri. Typing required. Southfield. 353-5366

REGISTERED NURSES needed for Southwestern Wayne County home care agency, approx. $40 an hour. Work Mon., thru. Fri. Call RN Home Health Care at 421-8080

Registered Nurses MLPNS Mental Health

At Detroit Osteopathic Hospital, our progressive Mental Health Unit provides acute mental health care for community based individuals, using a model in the medical community, based on a multidisciplinary team approach, providing care and support for patients and family members.

We currently have full-time day and evening shift nursing opportunities available on this 49-bed unit for Registered Nurses. Positions generally require a minimum of 2 years general medical/surgery experience, a minimum of one year psychiatric/mental health nursing experience, excellent communication skills and current Michigan licensure.

We also have two full-time opportunities available for Mental Health Aides. NAPNES certification and a minimum of one year psychiatric/mental health nursing experience.

As a key component of Horizon Health Systems, Detroit Osteopathic Hospital offers competitive salaries and excellent fringe benefit packages. For consideration, please send letter of resume in confidence to: Human Resources Department.

Detroit Osteopathic Hospital

12523 West 8 Mile
Detroit, MI., 48203
(313)252-4080
An Equal Opportunity Employer

REGISTERED XRAY TECH
For pre-employment physical. Medical Assistant, part time
522-6590

REGISTERED X-RAY TECH
For busy orthopedic office
Eight Mile & Middlebelt
474-1910

RESIDENT AIDE - Part-time for 3pm-11pm Shift - for Assisted Living facility in Plymouth. Call Mon. thru Fri., 9-5pm 451-0700

RN ASSISTANT
DIRECTOR OF NURSING
Northwest District, church related skilled nursing home offers a challenging full time position for a dedicated person. Teaching experience helpful. Job duties include: Staff Nurse, left salary and benefits. Apply in person, Mon. - Fri., 8am - 3pm. Or send resume to: Evangelical Home, Detroit, 8700 W. Outer Drive, Detroit, MI 48235.
An Equal Opportunity Employer

RN

FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
HIGHTENGALE WEST
5445 Hilton Head Dr.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN or LPN needed for Doctor's office needed at our skilled nursing facility in Livonia. Call to schedule an interview. University Commons Health Nursing Home. 427-8270

RN - part time for OBGYN office in Farmington Hills. 2 to 3 days per week. 626-9971

RN

Position available in out-patient operating room. Individual must be able to scrub, circulate, is self-motivated and enjoy contact with the public. Additional information may be obtained by calling Horizon Surgery Center between 8:30am-4pm 462-1580

RN - Research Coordinator. Full time position in Ann Arbor for experienced person to participate in cardiovascular research involving fluid medication, plasma pheresis therapy and thrombolytic therapy in a private practice setting. We offer excellent salary and fringe benefits. Send resume to: Box 770 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time Nurses. Day and Afternoon shifts. LPN'S earn $10.00 an hour. RN'S earn $11.00 an hour, plus health and life insurance benefits. Call for appointment. Martha Felosak, RN. 522-1444

RN'S NEEDED-Part time, sheltered care home, Meridian Health Care Center, Farmington Hills, Sisters of Marcy Retirement Home. Call Mary Pat Kaminski, 473-7150

RN's

West Bloomfield Nursing Home, has openings for RN's, has openings on all shifts for full time RN's, Salary $15 or $16 without benefits Days, $16 or $17 without benefits Afternoons & midnights. Please call Mrs. Mancuso or Mrs. Sopotich at 661-1600

U OF D BASKETBALL TICKET WINNERS

T. WOLSKI
9136 Hubbard
Livonia

BETH CENTERS
20240 Shadyside
Livonia

GEORGE KING
4067 Westhall
Howell

MARIANNE LASLETT
32126 Folkston Rd.
Apt. 103
Farmington Hill

Please call the Promotion Dept. of the Observer & Eccentric before Tuesday, December 5, 1989 to claim your TWO FREE U OF D BASKETBALL TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

X-RAY TECHNICIAN
Southfield medical evaluation center seeking X-Ray Tech for part time position. Medical tech duties desirable. 557-3120

X-RAY TECHNICIAN

Henry Ford Medical Center-Rochester seeks a part-time registered technician to work a rotating day/afternoon shift. We offer competitive salary & part time benefits. Please call Lori for more information at 656-5823
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

X-RAY TECH - permanent part time, registered, for Livonia Radiology Clinic. Wed. afternoons, Sat. mornings &/or 5-7 pm week days. 471-0444

X-RAY TECH REGISTERED
Full or part time, days. Mon-Fri. Call Jill 541-8784

504 Help Wanted Office-Clerical

ABLE ASSISTANT
EXECUTIVE SECRETARY
$6 to $8 dependent upon PC, typing, general ability and experience. Work market re-entry Dec. 11. fringe benefits. Attractive national headquarters. Northwestern-13 Mile. Submit complete resume or contact Mrs. Rock, Lifetime Doors, 30700 Northwestern, Farmington Hills MI 48018

ACCOUNTANT - Fast growing trucking transportation company in Canton area, needs person with at least 3 yrs. experience in an Accounting position, handling financial reports, Monthly accounting and billing. Full time, excellent benefits, salary open. Send resume to: Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Assistant/ Receptionist

Full-time position that combines M-W-F entry level accounting position with T-Th front desk receptionist duties. Prior experience as front desk receptionist & accounting background. Computer knowledge helpful. Telegraph & Cambridge Health Care Professionals Ltd. 357-7090

ACCOUNTING CLERK - for Southfield corp. Data entry helpful. Salary commensurate with experience & ability. Benefits. Call Sandra at Unitrace 646-5544

ACCOUNTING CLERK-full time, duties include accounts receivable/payable. Some clerical work required. Serious applicants only. Send resume to: Controller, 8830 W. Michigan, Dearborn, MI. 48221

ACCOUNTING CLERK-Large downtown Detroit law firm, seeking experienced Accounting Clerk to work in working knowledge of billing, accounts receivable, account analysis, computer experience necessary. Excellent benefits, salary commensurate with experience. Send resume to: Accounting Supervisor, 1650 First National Building, Detroit MI 48226

Accounting Clerk ENTRY LEVEL

We have an excellent entry level opportunity for an individual with accounting aptitude. Qualified individual will possess accurate typing of 35wpm & the ability to operate a calculator on a regular basis. This involves the balancing & posting of finance and processing invoices/reports in a timely manner. Individual must be able to work under pressure & meet deadlines. We offer a complete benefit package including an Employee Stock Ownership Plan. Qualified candidates should apply Mon-Fri., 8am-5pm

Human Resources
Finance Department
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

ACCOUNTING DEPARTMENT

Real estate investment company seeks a self-starter capable of using good communication skills to provide secretarial, office and clerical support to management. Minimum 3 years secretarial experience, PC experience including work processing and LOTUS skills and typing speed of 50 wpm. Responsibilities include preparation of monthly bank reconciliations. Qualified applicants should send resume and salary requirements to:

McKINLEY ASSOCIATES
Accounting Secy. Position
P.O. Box 1944
Ann Arbor, MI 48107-8649

ACCOUNTING POSITIONS

$15,000 - $16,000
Immediate openings for your computerized accounts payable, accounts receivable, or payroll functions by firms & receive great benefits. Call Barbara

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

ACCOUNTING
SUPPORT ASSISTANT
- Minimum 1 yr. accounting experience. Applicants must have excellent typing & strong calculator/adding machine ability. Applications available at Proctor Hopper Warning, Inc. 2100 W. Big Beaver Rd., Troy, MI 48084

ACCOUNTS PAYABLE/GENERAL
Office for Westland real estate firm. Primarily A/P job also includes accounts receivable and other light & general office. Office experience required. Call 729-2770

ACCOUNTS PAYABLE &
ACCOUNTS RECEIVABLE CLERK
We are a wholesale distributor of pre-recorded music and due to expansion we need dependable, responsible, motivated individuals who are seeking long term employment. Positions available for work well with others and possess the necessary common sense to perform a variety of tasks in our Accounts Payable and Receivable departments. We will train the individuals who have these qualities. Apply in person weekdays, 9am-4pm.

HANDLEMAN COMPANY
500 KIRK AVE., TROY
(1st stop light S. of 16 Mile
W. of Livernois)
An Equal Opportunity Employer
Affirmative Action Employer

ACCOUNTS PAYABLE & Receivable Clerk - temporary. Rochester area. Experienced only need apply. 656-6565, Ext. 101

ACCOUNTS PAYABLE CLERK
Farmer Jack/A & P Supermarkets is seeking an individual with accounts payable experience in a computerized accounting system. Knowledge of Lotus & full benefits package offered. Please apply in person at: Farmer Jack/A & P Supermarkets, 19900 W 9 Mile Rd. Southfield, MI 48075
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Growing financial institution, subsidiary of Fortune 200 company, seeks a self motivated, responsible individual for an accounts payable position. Must have a minimum of 1 year experience on a computerized payable system & be proficient on computer keyboard. Associate degree in accounting or business preferred. We offer competitive salary & excellent benefits. Send resume to: Personnel Manager, P.O. Box 7011, Troy, MI 48007-7011
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Work with computerized system for multi store retailer. 2 yr. bookkeeping experience required.
Call between 10 - 12 noon
6450 E. 8 Mile, Detroit MI 48234

ACCOUNTS RECEIVABLE CLERK
For Classified publication, processing delivery invoices, building routes & some data entry. Full & part-time. Call Joyce Hoyle, 734-1800

ACCOUNTS RECEIVABLE

If you have bookkeeping experience and work well with others, this is a great opportunity to join a growing company. $14,500 plus benefits. Fee paid. Call Melody, 454-0909.

SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
needed for professional firm, Farmington. Bookkeeping required. Computer experience desirable. 15-20 hrs., Mon. thru Thurs. Call Marie, 540-2661

ADMINISTRATIVE - WE the New Year bring a new career opportunity? Several Northwestern suburb administrative positions available immediately & others beginning in Jan. Positions require strong communication & computer skills.
Call Jeanette Dodge including pleasant atmosphere available.
Get a head start on your New Year's resolution! Take a positive step toward your future & call Barbara for your initial interview 653-2444

AMERICAN PERSONNEL

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE Manager for fast growing exposition production company. Work in this exciting business from our W. Bloomfield office. General bookkeeping skills, light typing, upbeat attitude. Flexible hours. Call Mr. Cleary 737-1900

ADMINISTRATIVE
looking for an experienced computer operator knowledgeable with DOS 3.3, Lotus 1-2-3, word processing & willing to learn other computer applications. Room for growth, hours flexible. 525-9292

ADMINISTRATIVE ASSISTANT
needed for Farmington manufacturer's rep. Take charge person needed to handle all aspects of customer service & administrative duties. Experience preferred. Contact Barbara 553-6433

ADMINISTRATIVE ASSISTANT-Full time position with brain trauma rehabilitation company. Duties include typing, record keeping, good phone skills & ability to work with residents. Full benefits. Contact Mr. Pearlman, Mon.-Wed. 350-3850

ADMINISTRATIVE ASSISTANT
Excellent opportunity for experienced individual with high corporate communication skills, and ability to write and a desire to learn and be responsible for a wide range of duties. Unlimited opportunity if qualified and willing to help a growing manufacturer with ability and performance. Salary commensurate with experience. Call 553-1000

ADMINISTRATIVE ASSISTANT
Excellent opportunity for experienced individual with high corporate communication skills, and ability to write and a desire to learn and be responsible for a wide range of duties. Unlimited opportunity if qualified and willing to help a growing manufacturer with ability and performance. Salary commensurate with experience. Call 553-1000

BILLING CLERK
Full time position for medical bills. Individual responsible for account follow-up, collections, payment posting, file maintenance and account reconciliation. Must be accurate, computer literate, detail oriented, good phone and communication skills required. Bend Medical Equipment Distribution Dept., 400 S. Boulevard East, Pontiac, MI 48053

BILLING CLERK

Sinai Hospital, has an immediate opportunity in our Patient Accounting Department for a Psychiatric Facility Biller.

Requirements include 2-5 years of experience, typing of 35 wpm, familiarity with office equipment and *the needed skills at a level normally recognized as being the equivalent of a* diploma SMS computer background preferred.

We offer a competitive wage and comprehensive package. For immediate consideration, please respond with resume to:

SINAI HOSPITAL
Employment Office-BC
6767 W. Outer Drive
Detroit, MI., 48235
Equal Opportunity Employer M/F

BILLING Time Record Keeping & Billing Computer knowledge manadatory. Wang Law Firm, Contact Office Manager 722-5300

BIRMINGHAM LAW Firm seeks motivated individual with prior office experience and excellent organizational skills for part time position. Must be reliable and non smoker. Call Andi at 647-1127

BLOOMFIELD HILLS
Data Entry/Word Processor for fast class firm. $8 per hr.
ExtraStaff 645-0900

BOOKKEEPER
Auto Dealership has immediate opening for full time bookkeeper with current large volume dealership experience in house computer system. Call Sandy at 453-2300

BOOKKEEPER, experienced, full charge for large suburban auto dealership. Excellent company. Liberal benefits including pension, dental & many more. Call for appointment to Dorothy Friday, Jack Demmer Ford, 17000 Michigan Ave., Wayne MI 48184. 721-2600

BOOKKEEPER/FULL CHARGE
3-10 years experience. Computer literate. Benefits Redford.
534-8600

BOOKKEEPER - FULL CHARGE
Medical Equipment Distr. Chain. Southfield location. Great growth potential. Send resume and salary requirements to: CEO, P.O. Box 2184, Southfield, MI. 48037

BOOKKEEPER/GENERAL OFFICE
work position for motivated individual. Good benefits. Salary commensurate with skills. Send letter to:
Mr. Mac Mac Electric Company, Inc.
150, Birmingham, MI 48012

BOOKKEEPER
Part time Wednesdays. Accounting helpful. Send resume to: 300 E. Long Lake Rd., Ste 300, Bloomfield Hills, MI 48013, Attn: Cindy

BOOKKEEPER PART-TIME
2 days a week. Responsible for payables, receivables, payroll. Redford area. Call Lois 537-4600

BOOKKEEPER
Part time Bookkeeper needed. Property Management. Call Mr. Batovsky at 355-3133 or fax resume to 355-3275

BOOKKEEPER RECEPTIONIST
for small chain. Apply in person Barney's, 34975 Middlebelt, Livonia. See Mark

BOOKKEEPER/Secretary. Oak Park, Mature, well organized person with knowledge of billing & bookkeeping experience. Full time or part time. Call Jim McHale, Brutsell Roofing 543-3040

Bookkeeping

Partial Listing of positions

FULL CHARGE/OFFICE MANAGER. Westside construction company needs an experienced person with computer skills. Involved with computerization to a network system and producing financial statements. Supervisory skills a plus.

BOOKKEEPER. Suburban firm seeks a detail oriented, financial statement knowledge and superb computer skills are required. Open. Systems helpful. Associates degree a plus.

ACCOUNTS PAYABLE. Prestigious Downtown firm has opening for Clerk with minimum 2 years computer accounts payable experience. Position open due to promotion.

CONTROLLER. Far S.W. Wayne County construction company has $1 Million + revenues and now requires a Controller. Mfg. costing a plus. Excellent benefits.

HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy., #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part or Work a Limited Period
Financial Placement Network

Clerical

Choose your next job with Kelly

Start earning good pay today in one of these temporary assignments through Kelly Services.

- Data Entry Operators
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Kelly can place you in the position that's right for you with diversified communications and manufacturing companies. Call Kelly today and find out more about these jobs.

Bloomfield 642-9650
Pontiac 338-0338
Southfield 352-5220

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

ASSIST V.P.I
FEE PAID - $18-$21,000
SOUTHFIELD. We seek V.P. in brokerage dept. Should have computer skills, organized, detail oriented, good typing for responsible position. Good benefits.
Call Ms. Ryan at 642-0565

DOROTHY DAY PERSONNEL, INC.
AUTOMOTIVE CLERK
Immediate openings for office clerical position, excellent starting wage & benefits. Apply in person: Gasamer Dodge, Chrysler, 28000 Telegraph Rd. Southfield

BEAUTIFUL OFFICE FOR RECEPTIONIST

With people skills. To $15,000. Benefits, fee paid. 399-3450.
SNELLING & SNELLING

BILLING CLERK/data entry-Full time billing clerk needed for Farmington office. 11pm-7am. Computer experience necessary. Hourly wage plus benefits. Call for appointment.
427-3456

BILLING CLERK
Full time position for medical bills. Individual responsible for account follow-up, collections, payment posting, file maintenance and account reconciliation. Must be accurate, computer literate, detail oriented, good phone and communication skills required. Bend Medical Equipment Distribution Dept., 400 S. Boulevard East, Pontiac, MI 48053

BILLING CLERK

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SINAI HOSPITAL
Employment Office-BC
6767 W. Outer Drive
Detroit, MI., 48235
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BLOOMFIELD HILLS
Data Entry/Word Processor for fast class firm. $8 per hr.
ExtraStaff 645-0900

BOOKKEEPER
Auto Dealership has immediate opening for full time bookkeeper with current large volume dealership experience in house computer system. Call Sandy at 453-2300

BOOKKEEPER, experienced, full charge for large suburban auto dealership. Excellent company. Liberal benefits including pension, dental & many more. Call for appointment to Dorothy Friday, Jack Demmer Ford, 17000 Michigan Ave., Wayne MI 48184. 721-2600

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3-10 years experience. Computer literate. Benefits Redford.
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Medical Equipment Distr. Chain. Southfield location. Great growth potential. Send resume and salary requirements to: CEO, P.O. Box 2184, Southfield, MI. 48037

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2 days a week. Responsible for payables, receivables, payroll. Redford area. Call Lois 537-4600

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Part time Bookkeeper needed. Property Management. Call Mr. Batovsky at 355-3133 or fax resume to 355-3275

BOOKKEEPER RECEPTIONIST
for small chain. Apply in person Barney's, 34975 Middlebelt, Livonia. See Mark

BOOKKEEPER/Secretary. Oak Park, Mature, well organized person with knowledge of billing & bookkeeping experience. Full time or part time. Call Jim McHale, Brutsell Roofing 543-3040

Bookkeeper

For suburban insurance firm. Computer knowledge a must. $20,000. Benefits. Fee paid. 399-3450.
SNELLING & SNELLING

BOOKKEEPER
This fast paced position in Novi area offers good working conditions and $8/hr. Data entry skills a plus. Contact:

Steelcrete Co.
Joint Office Building
349-7600
An Equal Opportunity Employer

BOOKKEEPER
We are one of Southeast Michigan's largest local accounting firm, looking for a part time in-house bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping including preparation of the general ledger, up to trial balance statements, must have computer experience and a minimum of 2 yrs. bookkeeping. Knowledge of Lotus communicators with experience. Salary commensurate with experience. Send resume to: Personnel Department, M.S.W., 28250 Northwestern Hwy. Rd., Suite 200, Farmington Hills, MI 48018.

CAREER QUESTIONS?

Have you experienced temp jobs and are looking for:
VARIETY, MORE RESPONSIBILITIES, A CHANCE TO USE YOUR SKILLS & INCREDIBLE INCOME
Then, deserve to contact us. We are very best.
• Accounting Assistant: $15,000
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Above are just a few of the current positions available. Make your job search easy...we have been in business for 2 years.
Evening appointments available
ALL FEES PAID
PERMANENT STAFF
Troy 585-2720
An Equal Opportunity Employer

CAREER STARTER SECRETARIAL

$14,500 No fee
Excellent opportunity with major Birmingham Corporation. Good benefits! Beautiful offices! Great people! Make use of your speedy English skills and a cheerful smile.
EMPLOYMENT CENTER 540-4130

BOOKKEEPER
IMMEDIATE OPENINGS: with new automatic health claims processing facility, located in the Lodge/Lahser area. Seeking qualified professional to fill available position, using EMISCO/Claims Facts System. Need bookkeeper with some years of exp. experience with medical, dental and optical. Knowledge of self funded plans helpful with accounting computation and phone skills. Salary based on experience. Excellent benefits. Phone between 10am and 4pm, 354-3600 ask for M. Jarvis or send resume to Medview Inc. PO Box 1999: Detroit MI. 48235. EOE.

Clerical

General Clerical Opportunities

If you possess accurate typing of 35-40wpm, excellent communication skills and a desire to grow in a professional business environment we have some excellent opportunities. Positions involve receiving, sorting departmental mail, filing, answering telephones & other clerical duties. Previous office experience preferred. CRT experience a plus, competitive benefit package is offered. Qualified candidates should apply Mon-Fri, 8am-4pm.

Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERICAL
Good with numbers, calculator. Heavy hand transfer. Full time. Southfield office. 350-2600

Clerical

"Money Talks"

And a Kelly Services job can give you plenty to say because you'll earn good pay and benefits. We're now hiring:

- Data Entry Operators
- Receptionists

Farmington Hills 471-2050

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

CLERICAL
PART-TIME
Farmington sales office with pleasant office environment has immediate opening for part-time general clerical person. Typing and computer skills helpful. Flexible hours. Please apply in person:
Mooney Process Equipment Co.
32700 W. 8 Mile, Farmington, Mich.

CLERICAL/PART TIME
Immediate entry level opening for self motivated individual to assist Purchasing Dept. with sorting and filing. Evening schedule, Mon. - Fri., 6PM-11PM. Great opportunity for students or parent. Starting hours $5. per hour. Office located in Telegraph/12 Mile area. Applications available at Mel-Continental, 30700 Telegraph, Bu. 4801, Birmingham.

CLERICAL - RECEPTIONIST - for computer company in Southfield, pleasant phone personality, filing, light typing. 45-50 wpm. 66/hr.
Call Susan at Unitrace 337-0037

CLERICAL/SALES PERSON
For maintenance company in West Bloomfield. Take charge office person who is service oriented. Excellent working conditions, full time. Call Bill or Marvin 932-3020

CLERICAL
Switchboard accurate typing & filing. Full time. $4.75/hr. 44 hours per wk. Immediate opening. 348-3356

504 Help Wanted Office-Clerical

CLERICAL

Min. 1 yr. experience. 45-55wpm. Word Processors. Receptionists. Data Entry Clerks & Typists. Long & short term assignments. Call now.
IMSS
23077 Greenfield, #182
Southfield, MI 48075
313-569-4848 or 313-532-1944

CLERICAL
Permanent position for person to do various office functions, attention to detail & accuracy a must. 8 Mile/Lahser area. Mr. Cam 353-0180, ext 471

CLERICAL PERSON
With general office skills
35-40 hours. Canton area.
455-5800

CLERICAL SUPERVISOR

Report directly to Office Manager with cross training work flow and confidential project reports, utilizing spreadsheet and database packages. Accounting or finance experience helpful. FEE PAID

St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

CLERICAL/SWITCHBOARD - part time, switchboard experience, Mac. Word helpful. Hours are noon - 5pm Mon. thru Fri. Plymouth area. Call Mr Kibaba 455-7200

CLERICAL

The following positions are currently available within our Central Business Office:

CASHIER - Full-time position responsible for all accounts receivable. Minimum of 1 yr. experience required.

FILE CLERK(S) - Full time/Part-time contingent positions.

PATIENT ACCOUNT CLERK - Full-time position responsibilities include: Accounts Receivable, Insurance adjustments, monthly and quarterly reports and daily report distribution. Experience preferred

SUPERVISOR, PATIENT INQUIRY & FILE ROOM - Full time position with knowledge of hospital billings and third party insurance, use of CAT and Microfilm with good organization and communication skills. Minimum 2 yrs. supervisory experience

Qualified candidates may obtain additional information by contacting 748-4376 between the hours of 10:00am and 2:00pm

HORIZON Health Systems

26100 American Drive
P.O. Box 5153
Southfield, MI. 48086-5153

Equal Opportunity Employer

CLERK
(AD TRAFFIC AREA)
Highland Superstores is seeking an energetic individual to work in our corporate advertising dept. in Plymouth. Ideal candidate will have a reasonable for assisting in the shipment of finished ads to various newspapers. Previous general office background or knowledge, a plus. We offer an excellent benefit package and competitive wage. If qualified, please send resume to: Highland Superstores
Human Resources Dept. - Ads
909 N. Sheldon
Plymouth, MI 48170

CLERK TYPIST Typing speed 50 W.P. Detroit office. Must type minimum 55 wpm accurately. Typing, filing & telephone skills required. Call Linda, 16000 Fullerton, just W. of Greenfield, Detroit 837-0400

CLERK-TYPIST I
(Full-Time/Temporary)
CITY OF LIVONIA
The City of Livonia is seeking qualified blacks and other minority applicants as well as female applicants for employment without regard to sex for a TEMPORARY employment opportunity in the position of Clerk-Typist I in the Police Department. Hours are Monday-Friday on an estimate four month duration

$8.30/hr. Applicants must: Be U.S. citizen or resident alien with the right to work in the U.S.; have high school diploma or equivalency certificate; and have successful completed one year full-time paid work experience as a clerk. Typing speed test of one minute typing skills in typing test. Equivalent experience may be substituted for the full-time experience required. Minimum typing speed 45 wpm.

Apply no later than 5:00 pm., Friday, December 15, 1989 to City of Livonia, Birth Service Dept., 3rd Floor, 33000 Civic Center Dr. (3 Mile & Farmington Rd.) Livonia, MI 48154, 421-2000, Ext. 294

NO RESUMES ACCEPTED
Equal Opportunity Employer M/F/H

CLERK TYPIST

Large insurance agency is seeking a qualified clerk typist.

The ideal candidate will possess 1-2 yrs. business experience and have typing speed of 45 wpm and computer knowledge

Excellent benefits.

Non smoking office.

Donna Economos
Meadowbrook Insurance. 358-1100

CLERK TYPIST, stable person, 12 noon to 8:30PM. Alternate weekends, good phone voice, typing. Redford. Call Alisen 532-5406

COMMERCIAL LOAN
COORDINATOR
Commercial Loan background necessary. Responsibilities include the preparation of loan commercial Loan Documentation, Secretarial skills & knowledge of P.C., a plus. Typing requirement of 50wpm. Must be a Self-starter w/strong oral & written communication skills. Salary commensurate with experience. Please send resume to:
Security Bank & Trust Co.
18333 Trenton Rd.
Southgate, MI. 48195
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

COMPUTER DATA ENTRY PERSON
with bookkeeping experience for CPA firm in Farmington Hills. Apply for Gayle 851-3300

COMPUTER DEPARTMENT
Dominican Birmingham non-profit organization needs Clerk. Computer knowledge necessary. 30 hours per week. 644-5832

COMPUTER ORDER ENTRY Position open. Experience helpful. $5 per hr. to start. Located in Wayne Call Cathy 728-5872

COMPUTER WIZ Apprentice, experienced. Build/repair/learn. Hourly + commission. 30833 W. 10 Mile, Farmington Hills, MI 48018

CONSTRUCTION SECRETARY

$18,720 FEE PAID
Large progressive, prosperous property management company offers an excellent benefit package and the opportunity for you to run your own department. Lots of variety in this exciting fast-paced position. Strong secretarial experience is needed and typing of 50 plus. Call now. Rick, 443-5945.
SNELLING & SNELLING
FARMINGTON HILLS

CUSTOMER SERVICE PEOPLE (10) for International corp. Good communication & phone skills. Type 45-55 wpm. Data entry helpful. $7/hr. Call Kim at Unitrace 337-0034

CUSTOMER SERVICE REPS - (15) for Southfield - Oak Park corps. Good communications and keyboard knowledge, company training. Full time & 4 hr shifts available. College students welcome.
Call Allison at Unitrace 646-7664

CUSTOMER SERVICE
PC knowledge. Purchase Orders. $18-20K. Paid benefits. Fee paid.
D. HAMIL PERSONNEL
424-8470

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
REPRESENTATIVE
Large health benefits administrator is seeking an individual to work in our busy Service Department. Individuals responding to inquiries about health insurance coverage and benefits, PPO and managed care with clients and medical providers. Must have excellent verbal communication skills, working knowledge of a CRT, and experience with either medical, finance, billing, or claims. We offer a competitive salary and benefit package. Please call Wendy Burton between 9am and 11am at 251-4000 or send resume to:
MIDWEST BENEFITS CORP.
23505 W. 12 Mile, Suite 3000
Southfield, MI 48034

DATA ENTRY and Software Applications Specialist is needed for the development office at Cranbrook Educational Community. A minimum of 1 year experience is required in gift processing or related field. Interested candidates should submit their resume to Jane Wallace, Director of Human Resources, 380 Lone Pine Rd., Box 801, Bloomfield Hills, MI 48013
An Equal Opportunity Employer

Data Entry

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Livonia, MI., 48150

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