502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Experienced, Farmington Hills, part time 855-5452

DENTAL ASSISTANT
Great opportunity for experienced chair side assistant in a modern, high quality office CDA or RDA preferred. Full or part time. Flexible hours, great benefits. Call Karen Webber 781-9696

DENTAL ASS'T
Full time-experienced.
W Dearborn area 562-5810

DENTAL HYGIENIST
Quality oriented dental practice, is seeking an enthusiastic individual who wishes to excel in their career and loves to work endeavor to reach the highest standards in dentistry. Full time position available, with exceptional benefit package. Call 722-5132

DENTAL HYGIENIST
wanted for busy team oriented practice. Full or part time available.
Call 362-5012

DENTAL HYGIENIST
Part time for Wednesdays & or Sundays Pleasant Southfield Family practice 353-5585

DENTAL HYGIENIST
Wanted in pleasant office. Present hygiene training for chairside assist. Excellent pay. 437-2008

DENTAL HYGIENIST - Part time for Farmington area office. Call Dr. Town Medical Arts Building 553-0645

DENTAL HYGIENIST - full time, in a team oriented progressive office. Must have a total commitment to professionalism & personal excellence. Please call Susan at 348-6110

DENTAL HYGIENIST
Full time or part time. Seeking an experienced, personable, and motivated hygienist to work in Livonia/Farmington area. 474-8888

DENTAL HYGIENIST
Needed for 1, 2, or 3 days per week in multi hygienist group office in Bloomfield and Redford/Livonia areas. Salary commensurate with experience. Call 851-8166

DENTAL HYGIENIST
High quality, progressive Birmingham dental practice looking for committed hygienist with good physical skills and self confidence. Very down to change. Willing to learn and grow. Double environment. Wonderful attitude. Call for interview.
Call 647-3050

DENTAL HYGIENIST for Birmingham family practice Friendly people, people oriented. 1 day per week on Mon Linda, 646-0442

DENTAL HYGIENIST
Sat. Morning in Farmington office $12 per hr. Call 642-5466
Or 540-9832

DENTAL HYGIENIST
Part time, Tues 11-8pm & every other Sat. 8am-1pm. Troy office. 476-7171

DENTAL HYGIENIST
Part-time hygienist for progressive Livonia office. Flexible, commensurate with ability, flexible hours. 591-1200

DENTAL HYGIENIST
Full time for dental office in Plymouth Recently renovated, State-of-the-art facilities. Modern equipment & hygiene Dept Leave message at 572-3558

DENTAL HYGIENIST
Needed for busy practice in Sterling Hts Full and part time positions available. Flexible hours and benefits. Staff Benefits available 979-8222

DENTAL HYGIENIST
Part or full time position in quality oriented group practice. Latest equipment & modern techniques including irrigation. Call Karen Westbrook 261-9686

DENTAL HYGIENIST & Dental Assistant. Full time position available in a growth oriented practice. Enjoy medical/dental, 401K, & tuition plan benefits. Experience preferred. Good sense of humor & pleasant office atmosphere. 726-1700

DENTAL LABORATORY technology career opportunity. Will train. Applicant must be intelligent, creative with their hands and want to learn. Call 376-0810

DENTAL OFFICE seeking an exceptional dental assistant. Livonia/Troy office. We value superior organizational and communication skills. We focus on warmth, caring and expert communication with our patients. If you are looking for a real opportunity to grow and fulfill your potential. Call 591-2300

DENTAL OFFICE help. Full time. Experience helpful. Southfield/Farmington Hills area. 532-4155

DENTAL OFFICE MANAGER wanted full time. Computer experience required. Generous salary commensurate with experience. 398-5050

DENTAL OFFICE - Fast paced, energetic dentist seeks part time hygienist & full time experienced Dental Assistant. Great place to work. Southfield. 355-9800

DENTAL OFFICE
Charside Assistant
• Do you enjoy working with people?
• Do you work effectively as a member of a team?
• Do you see yourself in a health professional?
If so, we want to talk with you. Please phone to arrange a confidential interview.

DENTAL RECEPTIONIST
Needed full time for busy dental office Experience preferred.
534-5108

DENTAL RECEPTIONIST in Drayton Plains area. Pleasant office and dependable a must for this quality oriented solo practice. Call 623-0495.

DENTAL RECEPTIONIST
Part time, flexible hours preferred. Computer knowledge helpful. W Dearborn 562-5610

DENTAL RECEPTIONIST
Mature, people oriented person, with pleasant manner for expanding office. Full time. Excellent salary. Livonia 522-5121

DENTAL RECEPTIONIST
Person with recent dental experience. Flexible hours. Pleasant office. Pleasant W. Dearborn, 2 doctor office. Please call 562-3400

DENTAL RECEPTIONIST
Experienced business assistant. Mature, people oriented person, with pleasant office. Full time. Excellent salary. Livonia 522-5121

DENTAL RECEPTIONIST
We are looking for an enthusiastic energetic individual to complete our team. Experienced and insurance billing, scheduling, insurance & perjoverd a must. Full time. Northville area. Please call 348-7997

DENTAL TECHNICIAN
Farmington area of orthodontist seeking experienced dental technician/assistant for full time position. Unique opportunity for talented, dedicated individual. Desirable work environment, no weekends or evenings. Monday thru Friday, 8-5. Call Dr. Joel Zeiker after 5pm 661-4625 Friday 851-1517

DENTAL TECHNICIAN
Experienced technician, all phases, for crown & bridge lab in Southfield. 557-1820

DIRECT CARE STAFF
For group homes in Plymouth and Dearborn. Good benefit package and training provided. Call 981-4225

FRONT DESK for physicians office. Farmington area. Part or full time. Experience preferred, but not necessary. Call Dave, 477-0112. Evening, 626-1366.

Home Health Aides
Amicare Services is expanding. St. Joseph's Mercy Hospital is recruiting experienced caregivers to work in Northwest Detroit.
• Long-term assignment.
• Pleasant environment.
• Day & afternoon shifts.
• Competitive pay.
Call immediately.
Amicare Services, Inc. 858-7235
Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

DIRECT CARE TECHNICIANS
Westland Convalescent Center is interested in employing experienced & responsible individuals as Direct Care Technicians. Assist in maintaining our standards for excellence with a guaranteed increase over your current wage & opportunities for advancement. Select positions are available on all shifts. Apply at: Westland Convalescent Center, 36137 W Warren, Westland, Mi. 48185

DMC-WOODLAND HEALTH CARE CENTERS
- Physical Therapist, Nov
- Physical Therapy Assistant, Nov
- LPN - Cardology, part time Livonia
- Cashier/Patient registrar, Urgent care, part time Nov
- MA/LPN - Internal Medicine, Westland
- MA/LPN - OB/GYN, Nov
- Receiver/Pick - Pediatrics, part time full time Nov, contingent
- MA/LPN - Surgical Department Willingness to travel
- MA/LPN - Internal medicine, Det.

Affiliated with
The Detroit Medical Center
Contact 347-8100
An Equal Opportunity Employer

EMT AMBULANCE DRIVER
For Detroit and suburbs. Full time only with full benefits.
Call after 6PM only. 961-0678

EXPERIENCED RECEPTIONIST: For Medical Specialty office in Southfield. Must have excellent skills. Full-time. Call 559-3150

EXPERIENCED X-RAY Tech for general radiography & mammography, part time, $13. Please send resumes to: Box #880, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HYGIENIST
Enthusiastic and caring hygienist needed 1 day a wk in Livonia office. 522-6770

HYGIENIST
For our very busy W. Bloomfield office. Saturdays only.
Call 681-4000

HYGIENIST
Pleasant easygoing office, 2½ days a week starting May 1. 559-4068

HYGIENIST-Sharp, enthusiastic goal oriented hygienist with people skills and self confidence. Very down to change. Willing to learn and grow. Double environment. Wonderful attitude. Call for interview.
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Mature, people oriented person, with pleasant office. Full time. Expanding office. Full time. Excellent salary. Livonia 522-5121

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• Long-term assignment.
• Pleasant environment.
• Day & afternoon shifts.
• Competitive pay.
Call immediately.
Amicare Services, Inc. 858-7235
Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

MEDICAL ASSISTANTS
West and northern suburbs. Must be experienced in Venipuncture, EKG. Full time, good pay, benefits.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

MEDICAL BILLER, 10 yrs. experience, Dearborn area. Must be able to assume direction of a large specialty practice. Salary open. Send resume with references to: Box 8260Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL OFFICE
Front desk duties, general office. Experience preferred. Full time. W. Bloomfield. 855-0047

MEDICAL OFFICE SECRETARY
Physical Therapy department in Southfield. Experienced in all types of medical billing, front office procedures. Take-charge person required. 471-3310

MEDICAL RECEPTIONIST
needed for busy urgent care clinic in Livonia. Experienced only. Full & part time positions available. Competitive salary & benefits. Contact Doris at 261-3891

MEDICAL RECEPTIONIST
Self starting, motivated individual needed for busy clinic in Southfield. Basic office skills required. Full time with benefits. Please call 569-8159

MEDICAL RECEPTIONIST
Westland. Full time. Benefits. No experience necessary. Must type, be friendly, mature & responsible. Becky 729-6062

MEDICAL RECEPTIONIST - full time, in top surgery office. Front desk & scheduling experience preferred. Send resume to: Practice Coordinator, 30700 Telegraph Rd., Suite 4366, Bloomfield Hills, 48025

MEDICAL RECEPTIONIST
Busy dermatology office in Farmington Hills location, full time reception with a good personality and at least 1 year's front office experience in a medical office. Answer telephone, make appointments, people patients. Eventually learn billing, dictation. Must type at least 35 words per minute. Call for appt. 553-2060

MEDICAL secretary & transcriptionist for major Detroit & suburban general medical practice. Medical preferred. Send resume to: Practice Coordinator, 30700 Telegraph Rd., Suite 4366, Bloomfield Hills, 48025 646-6168

MEDICAL SECRETARY - medical terminology helpful. Word processing or data pulse. BLS. Hurry. Southfield & suburbs. Call Barbara at Unitrace 357-0036

MEDICAL Transcriptionist/Supervisor, Mon.-Fri., 3PM-11PM. Experience in medical transcription required. Send resumes to: Box 8260 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC ASSISTANT
We are offering a challenging career opportunity for the right person in the field of orthodontics. We would prefer an experienced, outgoing, friendly self-starter, but are willing to train the right person.
Please call 471-1555

PART TIME MEDICAL ASSISTANT
4 afternoons a week, evening.
Southfield area.
559-0200

PHYSICAL THERAPISTS
wanted for Western Wayne County home care visits. $40 per visit. 421-8080

DENTAL RECEPTIONIST-Quality Farmington Hills office desires experienced, dependable, dedicated mature person. Peppiard. Insurance. Full time. Benefits. 855-1277.

RECEPTIONIST, full time, oral surgery office, Birmingham Troy area. 4½ day week. Good benefits. Must have dental or medical office experience. Computer helpful. Pleasant but fast paced. Send resume to: Office Manager, Suite 190, 50 W. Big Beaver Rd., Birmingham, MI 48009

RECEPTIONIST - needed for busy Ophthalmologist office in Southfield. One year experience preferred. Please call 350-1130

RECEPTIONISTS- 2 full time positions available. 1 for Plymouth office, 1 for Southfield office. 2 yrs. experience and high volume of dealing billing required. Debbie. 455-2970

RECEPTIONIST
For busy Southfield office. Must have pleasant telephone techniques. Knowledge of insurance helpful. Will train. Call Mrs. Farrington Hills area. 474-7434

RECEPTIONIST, front desk, part time 20 hrs. per week for busy Birmingham ophthalmologist office. Please call David 644-8000

RECEPTIONIST
For busy Southfield oral surgery office. Experience preferred but not necessary, will train. Call Mon-Fri. 559-8190

RECEPTIONIST
Experienced. For cardiology office in Royal Oak. Entry level position computer experience helpful. Full time, benefits. Sharon 589-1784

RECEPTIONIST WANTED
needed for Southwestern Wayne County home care agency. Call Mrs. RN Home Health Care 421-8080

REGISTERED NURSE
Experienced, for mental health agency, part time. Call 8am-5pm 427-1892

REGISTERED X-RAY TECH
for podiatric office. Minimum experience preferred, not mandatory. Salary open, benefits negotiable. Call between 8am-12noon. 557-8830

RN FOR OB/GYN office in Birmingham. Part time, approximately 25hrs. Salary negotiable. Please call Dee 647-5660

RN: For OBGYN office, in Farmington Hills. 14 Mile & Middlebelt. 1 or 2 days a week. Call 626-9871

RN
FULL OR PART TIME
DAY SHIFT
Good salary with full benefits
See Mrs. Martin
Orchard Lake & Maple
261-5300
NIGHTENGALE WEST
5245 Northwestern Hwy.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN/LPN
Full time RN or LPN staff nurse for Gray Wolf Lake, a 60 bed skilled nurse home located in Southfield with excellent salary & benefits package as well as an incentive program. Experience preferred, call Director of Nursing, Barbara Kaplan, Prentis Manor, 352-2334

RN/LPN
FULL TIME
AFTERNOON SHIFT
Apply in person at:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN/LPN
Part time Day Shift.
Apply at: The Meadows Convalescent Center, 29900 Franklin Rd., Southfield, (behind the Holiday Inn). 332-7390

Needed Tues. & Thurs. evenings & 1 Sat. morning per mo. for Livonia physician's office. Call 464-8300

RN or MEDICAL ASSISTANT
Part time for Birmingham Internist
Mature, reliable Will train.
644-7239

RN
Private Duty Home Care Case in the Evergreen and 13 Mile area of Southfield. Pay is negotiable. Call office at (313) 537-3672 for more information or send resume to the address below.
Catherine McAuley Health Center
5301 E. Nevada Dr.
P.O. Box 995
Ann Arbor, MI 48106
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE AIDES
are needed for home care cases in Western Wayne county. Flexible scheduling. Excellent pay scale. Transportation advance. Benefit package for 20 hour per week or more. Experience necessary.
United Home Care 459-5141
An Equal Opportunity Employer

NURSE AIDES - Earn up to $7/hr., bonus & vacations. Private duty & staff relief. All shifts available. Exp. or West side exp. 1 yr. experience required. Call Peggy now 336-1350

NURSE AIDES
EARN UP TO $6.32 HOUR
Private Duty
Home Care Assignments
All shifts
Must have 1 year experience and training certificate. Must have car
Call 853-8750 for an appointment
BEAUMONT Community Nursing

NURSE AIDE SHORTAGE!!
We need Nurse Aides!
For Northwest Detroit nursing home or private duty - home care. Reliable transportation a must. 1 year experience.
Allen Health Care
28800 Southfield Rd., Ste. 252
Lathrup Village, MI 48076
559-6090

NURSING ASSISTANT FULL/PART TIME
Apply in person at:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

OFFICE MANAGER: Front desk & scheduling skills helpful. Ability to organize & work with people important. Excellent opportunity. Resume to: D. Lynch, 2000 Town Center, Ste. 2200, Southfield, MI 48075

OPHTHALMIC TECHNICIAN
Needed for office in Southfield. Experience helpful but will train person with Optometric or medical background. Pleasant office. Salary 8am-5pm 350-1130

OPTICIAN - Part time. Experience necessary. Possible full time. 26025 Woodward, Royal Oak. 543-1070. Detroit & suburbs. Call Barbara at Unitrace 357-0036

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FULL OR PART TIME
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Good salary with full benefits
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FULL TIME
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Part time Day Shift.
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Part time for Birmingham Internist
Mature, reliable Will train.
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Private Duty Home Care Case in the Evergreen and 13 Mile area of Southfield. Pay is negotiable. Call office at (313) 537-3672 for more information or send resume to the address below.
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Ann Arbor, MI 48106
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN/LPN - PART TIME
For day & afternoon shifts. If you need more flexibility ask me about our contingent program. We are a skilled nursing home located in Southfield. Call Director of Nursing between 9-4.
Prentis Manor, 352-2336
An Equal Opportunity Employer

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time Nurses. All shifts. Competitive wages & benefits. Flexible hours. Call for appointment. Martha Felesah, RN. 522-1444

RN'S/LPN'S
needed immediately for full time duty assignments...with one of North America's oldest & most prestigious nursing services.
• High Standards
• Excellent Pay
• Flexible Work Schedules
We like doing things our own way!
MEDICAL PERSONNEL POOL

Bloomfield	334-9288
Southfield	569-4600
East Side	773-8855
Ann Arbor	677-3066

An Equal Opportunity Employer

RN's, LPN's & NURSE AIDES
Add extra income to your present job. We will work around your busy schedule for the surrounding Detroit Area. Call Assigned Staff Nurse Recruiter 247-4772

RN'S/LPN's-Part time position available. Supportive wages. Small skilled facility. Advanced Nursing Center. 278-7272

RNs - LPNs
Skilled facility - full & part time
Flexible scheduling, bonuses for afternoons, competitive wages & benefits. Contact Mrs. Hartley at the Evangelical Home, Sterling Heights. 247-4700

RNs

Nursing Opportunities

Henry Ford Health System, with an international reputation for excellent and innovation in health care, announces the following career opportunities:

RN
Recovery Room
West Bloomfield

Two years ICU experience preferred. Contingent position available. Send resumes to: Dept. WG.

RN
Research
Henry Ford Hospital-GI Clinic

2-5 years experience in nursing, good interpersonal skills are required. 1 year clinical research, BSN and familiarity with word processing is preferred. Full time, days. Send resumes to: Dept. WL.

RN
Clinic
Westland Center

Continuingent positions and flexible hours. Send resumes to: Dept. WL.

We offer a competitive salary and excellent benefits including health and life insurance, optical and dental, plus 13 weeks paid time off per year, seven paid holidays, free parking, tuition reimbursement, on-site day care, Employee Center, Center Child Care Center at the Detroit Medical and Wellness Center. Please forward resume to appropriate department.

HENRY FORD HEALTH SYSTEM
Employee Relations Division
2921 West Grand Blvd.
Detroit, MI 48202
An Affirmative Action/ Equal Opportunity Employer

RN SUPERVISOR
Looking for a committed clinically skilled nurse for full time supervisor on the day shift. We are a skilled nursing home located in Southfield with excellent salary & benefit package. Director of Nursing position. Supervisory experience preferred. Call Director of Nursing between 9-4, Prentis Manor. 352-2336
An Equal Opportunity Employer

RN WITH strong skills & IV therapy, equipment & supplies & marketing experience is wanted. For an expanding Home Care Company. Potential for equity combined stock position. Send your confidential resume to: Bob Sloan, Sloan Medical Specialties, 8430 Sheldon Rd., Plymouth, MI 48170

SLEEP TECHNICIAN position open at Henry Ford Hospital Sleep Center. Eves. & Nights. Part time. 8pm-8am. Previous patient care experience is preferred. Call Sleep Center, Mr. Forbier, Sleep Center, Henry Ford Hospital, 2921 West Grand Blvd. Detroit, MI 48202

SOCIAL WORKER
Part time, Neighborhood Social Work position available in two beautiful Oakland county facility. MSW & experience in Renal setting preferred. Hours flexible. Good salary & benefits. Send resume to: Linda Stevens, Weiss, ACSW, 23077 Greenfield, Suite 104, Southfield MI 48075

SPEECH PATHOLOGIST
Part time position, private practice seeking certified therapist. Pediatric experience. 8-10 hours a week. For further information call 454-0484 or send resume to: Speech & Language System Inc., 332 W. Main, Ste 7, Plymouth, MI 48170

X-RAY TECH/Medical Assistant
Part time for busy family practice group in Westland.
Call: 729-2130

X-RAY TECH needed for busy urgent care clinic in Livonia. Full time position. Competitive salary & benefits. Contact Janet at 261-3891

X-RAY TECH
needed for busy Southfield clinic. Excellent benefits. Please contact Carol James 569-8159

X-RAY TECH
Part time. Orthopedic surgeon's office. 8 Mile & Middlebelt area.
Call between 9am-5:30pm 474-1870

urgent care

The McAuley Urgent Care in Plymouth a unit of Catherine McAuley Health Center, has the following opportunities:

LPN URGENT CARE
Full-time position available includes day and evenings shifts, weekend and holiday rotation. Position requires an LPN license and 2 years LPN experience. The role includes starting IV's and giving meds.

RN Staff Position
The RN staff position requires an RN license, BCLS certification and 3 years acute care nursing experience. Part time 28 hours week, D/E 7:45 - 3:15 and 3-10 PM.

Interested candidates, please call Ann Hurst, Recruitment office at (313) 572-3672 for more information or send resume to the address below.
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P.O. Box 995
Ann Arbor, MI 48106
An Equal Opportunity Employer

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ROCHESTER family dental practice, looking for full time assistant (receptionist) 1 yr. experience minimum. Send reply's to box #838, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SR. CLAIMS ANALYST
THE UNIVERSITY OF MICHIGAN MEDICAL CENTER

The University of Michigan's HMO is seeking an experienced Medical Claims Analyst to analyze and adjudicate claims and to act as contact for claims inquiry on an automated system. 3-5 years in processing HMO medical claims, and an Associate or Bachelor's degree required.

Interested candidates should send two (2) copies of their resume to:

THE UNIVERSITY OF MICHIGAN MEDICAL CENTER
Employment Office
300 Maxwell Building
Box 0422 (930032WC-OE)
Ann Arbor, MI., 48109/0422

AN NON-DISCRIMINATORY AFFIRMATIVE ACTION EMPLOYER

X-RAY TECHNICIAN
Two full time and one part time positions available. Call Ron, 538-4700, Ext. 579

DMC WOODLAND HEALTH CARE CENTERS
Affiliated with
The Detroit Medical Center
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ABLE CLERICAL
ACCOUNTS RECEIVABLE
CREDIT SECRETARY
ORDER ENTRY
3 Senior to Junior Clerical level openings. Range $5.75 to $7.50 depending on skills and experience. Excellent benefits. Top fringe benefits. Choice Southfield location. Attractive National Headquarters of multi-plant operation. Submit resume or contact: Mr. Jam, Lifetime Doors, 26000 Evergreen, Farmington Hills, MI 48018 851-7700

NATIONAL real estate company has opening for a highly motivated & detail oriented individual to become a part of our Accounting team. If you have accounting experience, the ability to work with facts & figures, this job is for you. Salary plus medical benefits. Please send resume or apply in person to: Mr. Bell, 5-2 Franklin Park Towers, 27500 Franklin Rd., Southfield, MI 48033

ACCOUNTING/BOOKKEEPING
Starting position. Please send resume & salary requirements to: Box 23976 Freeway Park Dr., Farmington Hills, MI 48024

ACCOUNTING CLERK/
DATA ENTRY OPERATOR
Fast paced accounting office seeks individual to join our team in computerized data entry & accounting operations. Must have experience in accounting, data entry & typing. Two positions available. Starting salary $4. & 7. am. Send resume to: Box #790 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
With secretarial skills. Construction accounting experience. Send resume with salary requirements to: Personnel Manager, 838 West Long Lake, Suite 230, Bloomfield Hills, MI 48013

ACCOUNTING CLERK
Part time and full time available with large cellular phone company. Duties include daily bank deposits, filing. Some experience helpful but not necessary. Ability to learn 10 key calculator. Become part of this fast growing cellular industry. Send your resume to:
3100 John Rd., Madison Heights, MI 48071, Attention Mr. Grant

ACCOUNTING CLERK
Mature, accurate individual with experience in sales invoicing, receivable collection and payroll on a computerized system for small to medium sized manufacturing firm. Salary commensurate with experience. Excellent benefits. Employment subject to drug screening. Send resume to:
Allmand Associates, Inc.
12001 Levan Rd., Livonia, MI 48150

ACCOUNTING CLERK
Large mortgage banking office, in Troy, has an immediate opening for accounting clerk. Must have good bookkeeping & math skills. Required high School diploma. Prefer 2-3 years experience & bookkeeping and/or accounting field. Lotus experience helpful. Please submit resume to: Human Resources Dept.
D & N Mortgage Corporation
Attention: Accounting Manager
3331 W. Big Beaver Rd., Suite 308
Troy, MI 48084
EOE

ACCOUNTING CLERKS
FULL & PART TIME
HIGHLAND SUPERSTORES has immediate openings for full & part time accounting clerks. Work in our corporate office in Plymouth. We are currently seeking individuals with Accounts Payable or related background.

Additionally we have an opening for a General Office Clerk in our Trestle Shop. Ideal candidate will be a detailed general office experience oriented person. Must have 1-2-3-4 or WordPerfect 5 plus. We offer a competitive salary & benefit package. Please mail your resume including full or part time preference or apply in person to:
Highland Superstores
Corporate Human Resources-AC
41000 Plymouth Rd.
Plymouth MI 48170
An Equal Opportunity Employer

Accounting Position
Livonia based leasing company has an opening with responsibilities to include filing of leases, up date of leases as well as, PT declarations and renewals in a timely fashion. Should have previous experience in leasing, good math skills, analytical skills, work well under pressure, and be available to work overtime when necessary. Please respond immediately to:
Fax: 484-8100,
An Equal Opportunity Employer

ACCOUNTING POSITION - Prestigious Farmington Hills firm has immediate opening for an experienced A/P, A/R person with talent for being accurate in an extremely fast-paced environment. Must be a computer literate - Lotus or WordPerfect a plus. Great benefits and vacation schedule. Starting salary $18,000 with 3 months review.
Call Pam Rose for initial interview
AMERICAN PROFESSIONAL 553-2444
Fee paid by employer

ACCOUNTING CLERK
Amicare Services, Inc. is a multi-chain home health organization sponsored by the Sisters of Mercy Health Corporation. We are now looking for an Accounting Clerk.

This position includes preparing and processing of accounts payable and cash applications. Maintaining filing step to purchase orders and invoices, reconciliation of bank statements, entering of transactions into the computer and preparing cash reports and memorandums. Skills are key responsibilities of line position. One year experience in related area is required. An educational related background is preferred.

Please send your resume to:
Human Resources Manager
Amicare Services, Inc.
34600 Twelve Mile, Rd.
Farmington Hills, MI 48331-3221
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Fast growing commercial company seeks high school graduate who is self starter, eager to learn for support in accounting department. Computer experience a plus, but not required. Primary responsibilities include filing and data entry. We offer a competitive compensation/benefit package. Send resume with salary requirements to:
Ground Water Technology Inc.
Attention Personnel
22933 Telegraph Rd.
Farmington Hills, MI 48024
An Equal Opportunity Employer

Accounting Clerks
We need your skills, all levels with computer experience for temporary positions available immediately.
LOTUS a plus
Call or send resume:
354-2410
Accountants One
Employment Agency Fee Paid
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075

ACCOUNTING SECRETARY
High-tech firm in Southfield is seeking a responsible, professional, experienced individual to handle a variety of accounting/financial duties, reporting to the Vice President-Finance. The ideal candidate will possess sales related background and related skills plus 2 yrs. Computerized payroll experience, experience and the ability to handle confidential matters. Must have working knowledge of Dec-Mate word processor and computer terminal experience helpful. Have the ability to work overtime, familiarity with Lotus is a plus. Pleasant office atmosphere. Send qualifications in confidence to:
ACCOUNTING SECRETARY
P.O. Box 451
LATHRUP VILLAGE, MI, 48076

ACCOUNTING SECRETARY/
PAYROLL ASSISTANT

A & W Restaurants has a dynamic opportunity for an experienced professional secretary who's looking for a challenge. This individual will support directly to the controller providing secretarial support for the accounting department. This detail oriented individual must have proficiency in WordPerfect, familiarity with financial spreadsheets and proficiency in a key calculator. A & W offers an excellent work environment, plus a competitive salary and an attractive benefit package. Please send resume and salary requirements to:
A & W Restaurant, Inc.
17197 North Laurel Park Drive
Suite 500
Livonia, MI., 48152
Attn: Human Resources

ACCOUNTS PAYABLE CLERK
Entry level position. Accounting background preferred. P. O. verification, data entry, bank reconciliation, account reconciliation & related filing.
Contact Kathy Osburn 474-4415

ACCOUNTS PAYABLE/PAYROLL
National property management firm based in Southfield needs person to handle accounts payable and payroll functions. Requires computer entry experience in total, plus good self management skills. Non smoking environment. Salary commensurate with history to: Box 850 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Farmer Jack/A & P Supermarkets is seeking an individual with recent experience in a computerized accounting system. Competitive salary & benefits. Please apply or call. Please reply to: Personnel Director, Farmer Jack/A & P, 31700 W. Six Mile, Detroit, MI 48240-5448

NO PHONE CALLS PLEASE
An Equal Opportunity Employer

ACCOUNTS PAYABLE/Receivable
ist. Full time with benefits. Send resume to: Box 2628 Van Born, Dearborn Heights, MI 48125

ACCOUNTS PAYABLE CLERK/
Part-time, 3 days. Knowledge of computers helpful. Good typing skills with pleasant phone manner. Troy area. Call Jack, 362-5440

ACCOUNTS PAYABLE
Farmington, $16K range.
Full benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

ACCOUNTS PAYABLE
Steady, full time. Previous accounting experience necessary. Computer experience helpful. Orchard Lake Country Club. Please call Mon.-Fri., 9am-4pm 682-2622

ACCOUNTS PAYABLE SECRETARY
$18,000
Property management company offers diversity and responsibility. Work in the administrative area. Your good skills will be rewarded here. Call Bernice at 353-3090.
SNELLING & SNELLING

ACCOUNTS PAYABLE
$16,000 FEE PAID
Immediate opening for top position in a dynamic, fast paced management company. They offer excellent benefits, plus a comfortable salary negotiation. Previous experience and computer familiarity required. This opportunity will go fast. Call 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

ACCOUNTS RECEIVABLE CLERK
Part time position available for mature Accounts Receivable person with good writing and communication skills. Excellent math aptitude and