502 Help Wanted Dental-Medical

RECEPTIONIST
OB/GYN Office, part time. Experience necessary. Flexible Birmingham 647-8366

RECEPTIONIST, good typing, or Assistant, Full or part time. Send resume to: Dept. 26003 8 Mile Rd.: Suite 103, Livonia, MI 48152

RECEPTIONIST - Mature & experienced. Full time for OB/GYN in Wayne. Billing experience preferred. Contact Colleen 721-0707

RECEPTIONIST ASSISTANT - Full time for Birmingham dermatology office. Computer & billing experience preferred. Call 647-5750

RECEPTIONIST PLUS
Full time for cheerful new office in Troy. If you have a medical office background, computer or MBS experience, and if enjoying desire to grow in the medical field, please call 362-4282

RECEPTIONIST
INSURANCE BILLER
for busy ophthalmologists with offices in Southfield & West Bloomfield. Need mature, responsible person full time, experienced preferred. Reply to box 8972, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST BILLER
for psychiatrist office. Hours 9am-5pm. Requires experience with insurance billing $6.00 per hour. Call, leave message, 478-2685

RECEPTIONIST - PART TIME
for plastic surgery office in Southfield. Must have photography background. Pleasant with good telephone manners, flexible towards other pressure. Excellent working conditions. Salary negotiable. 557-1622

REGISTERED X-RAY TECHNICIAN
Part or full time. Birmingham area. No weekends. Call 647-4425

REHAB NURSE - Venoy Continued Care Center seeks full time nurse for innovative position. Day shift, Mon. thru Fri., generally "Hands On" position with some charting responsibility. Competitive wages & benefits. Great opportunity. Apply in person at: 399 S. Venoy, in Wayne

RESIDENT AIDE
3pm-11pm. 99 bed home for the aged. Pleasant working conditions. Some study time available.
Trinity Park West
38910 6 Mile Rd
Livonia 464-2772

Afternoon RN's - $20/HOUR

West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for RN's on the afternoon shift, $19.00/hour or $20.00/hour with benefits. For details, call Mrs. Mancuso or Mrs. Subolich, 661-1600

RN
full time & part time afternoons for active adolescent psychiatric unit. Call Sue at Ardmore Center, Livonia. 474-3500

RN

FULL-TIME/PART TIME
DAY SHIFT
New starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTINGALE WEST
8350 Newburgh Rd
Westland, near Joy Rd.
An Equal Opportunity Employer

RN
FULL-TIME/PART TIME
DAY SHIFT
New starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTINGALE WEST
8350 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

RN/LPN CHARGE NURSE
Part time, 3-11 pm, privately owned Nursing Facility. Excellent working conditions, competitive pay scale. Apply: St. Jude Convalescent Center, 24350 Ann Arbor Trail, Livonia or Call 261-4800

RN/LPN
Farmington Energy Office, part time, pleasant working conditions. Join the team! 478-6300

RN - LPN - GN

Medical - Surgical oriented office practice w/research facility is in need of qualified RN & LPN's. Call for immediate openings. Full time and part time. Sparkling Medical, Clinton Township area. Please send resume to: box 9158 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

RN/LPN - PART TIME ASSISTANT
Busy Dermatologist office. Southfield & 12 Mile. Congenial atmosphere. Competitive salary. Week ends off. Call 559-0621

RN/LPN
Part time days and contingent positions available
Franklin Manor Convalescent Center, 352-7390

RN OR LPN
Full-time position available in OB. Interested applicants may call 261-9300

DMC HEALTH CARE CENTERS
WOODLAND LIVONIA
29320 PLYMOUTH ROAD
LIVONIA, MI., 48150
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

R.N.'S & L.P.N.'S GET YOUR NEW YEAR OFF TO A GOOD START!

We now have a few select positions available on the Day & Afternoon Shifts. If you are highly motivated & love the Elderly, we would like to hear from you. Don't miss this opportunity to work at Livonia Transitional Care. Call Contact D.O.N. Mon. Fri. 9-5pm. 538-0145

502 Help Wanted Dental-Medical

RN NEEDED full time & contingent for Thursday midnight shift, 11PM-7AM. Med-Surg experience required. Contact Sinai-Hospital (Southfield), In-patient Director 7AM-3PM, Mon.-Fri. 357-3360

RN OR LPN
Full-time position available in Pediatrics. Interested applicants may call 261-9300

DMC HEALTH CARE CENTERS
WOODLAND-LIVONIA
29320 PLYMOUTH ROAD
LIVONIA, MI., 48150
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

RN - part time for busy pediatric office in W. Bloomfield. Call Nancy 855-7510

RN's, LPN's, NURSE AIDES
• Competitive Salary
• Sign Up/Referral Bonus
• Free State Certification
• 1 yr. experience, phone & car required
PROFESSIONAL HEALTH CARE PERSONNEL
357-3050

RNs/LPNs

Pediatric Home Care Cases
Oakland county area

ALL SHIFTS AVAILABLE
Outstanding pay and benefits

CALL TODAY (313) 772-5360

PROFESSIONAL MEDICAL SERVICES
Attention: Sally
ST. JOHN HOSPITAL
AND MEDICAL CENTER
An Equal Opportunity Employer

RN

WANTED A very special nurse who
• has excellent clinical skills
• loves people contacting
• can deal with our crazy schedule
• enjoys traveling the Tri-county area
This job may turn your hair gray, but I promise you will never be bored. Call
Andrea Martinez, RN
358-2220
THE MEDICAL TEAM
Equal Opportunity Employer M/F

SERVICE COORDINATOR
Leading national JCAHO accredited home health agency in Southfield has an immediate opening for a full time coordinator. This position is accountable for scheduling existing client load attaining new clients, hiring employees, various administrative duties, able to work independently. Previous experience preferred. Send resume to
LIFADMIN Health Care Services,
23800 W. 10 Mile Road, Ste 260
Southfield, MI 48034
Attn: Administrator
Equal Opportunity Employer M/F

SPEECH PATHOLOGIST
immediate Oakland County hospital, permanent 4/5 time position, CCC, 3 years experience, children & adults. Non smokers only. Send resume to Teri Crane, President, Communication Disorders, 32255 Northwestern Hwy., Ste 187, Farmington Hills, MI. 48334

TRANSCRIPTIONIST/CLERICAL
Part time, 6-9 wpm. Psychological office. Send resume 5745 W. Maple, Suite 200, W. Bloomfield, MI. 48322

X-RAY TECHNICIAN
3 days in pleasant New office with ideal hours. Mammography required 624-2113

504 Help Wanted Office-Clerical

ACCOUNTANTS

Real estate development firm located in Farmington Hills seeks a staff accountant to supervise the accounts payable department. Candidates should have 5 or more years of experience, good accounting knowledge, computerized accounting experience plus be well organized & a good planner. Send resume & salary history in confidence to
The Fourmidable Group, Inc
P.O Box 9053
Farmington Hills MI 48333-9053
Attn: Director of Human Resources

ACCOUNTING CLERK
Growing mail order company has position in bookkeeping office. Responsibilities include general clerical duties, typing etc. Knowledge of WordPerfect a plus. Adding machine experience a must. Send resume to: 20300 Civic Center Dr. Suite 205, Southfield, MI. 48075 or fax 948-0152

ACCOUNTING CLERK

needed for TEMPORARY assignment in Troy. Position has possibility of becoming permanent at salary up to $17,000. Must have good computer skills & experience in advertising industry.
Call or send resume to Betty.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

ACCOUNTS PAYABLE
Birmingham based company looking for person with accounting and data entry experience. Full time. Salary with benefits commensurate with experience. Please send cover letter with salary requirements and resume to: P.O. Box 3045, Birmingham, MI 48009. Attn: PGS

ACCOUNTS RECEIVABLE $20,000

Solid company with multiple branches offers a nice opportunity. Receivables for cash posting and collections. Experience and diplomacy needed. Call 353-2090

SNELLING & SNELLING

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS
Typist
Data Entry Operators
Receptionist
Bookkeepers
Secretaries
PC Operators (All Software)
Top Salary, Medical Insurance Available, Bonuses, Vacation & Holiday Pay and Much More

DYNAMIC Temporary Services

484-6500

Accountants Jr. Bookkeepers

needed for TEMPORARY positions in Troy. If you are a self starter, seeking the right permanent job
We need your experience! LOTUS, 123 experience, OR strong computer skills & plus
Call or send resume to Betty.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

ACCOUNTING CLERK - full time position in Troy for person with experience in payables/receivables and general accounting. Good office skills and some computer experience needed. Full benefit package and competitive salary. Send resume to: BOX #974 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS SECRETARY
Typing 75 wpm minimum, grocery background preferred. People oriented, good phone skills, salary to commensurate with experience. Send resume to Personnel Department, 21850 Greenfield, Oak Park, MI 48237-2553
No walk-ins please
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Insurance experience preferred, but will train if you are the right person. Organizational and computer skills a must. Good phoning technique is needed for this excellent growth and earnings potential position. Salary open depending upon previous experience. Mr. Garfield, 352-5600

ADMINISTRATIVE ASSISTANT
PERSONNEL/ADMINISTRATION
Career opportunity exists for an organized, professional, hard working individual to perform daily clerical functions for our general manager and personnel manager. Candidate will have excellent typing skills and PC experience necessary to complete all personnel support work, like duties, able to work independently. Previous experience preferred. Send resume to
LIFADMIN Health Care Services,
23800 W. 10 Mile Road, Ste 260
Southfield, MI 48034
Attn: Administrator
Equal Opportunity Employer M/F

Administrative Assistant

Full time position needed for Administrative Assistant to E.V.P. of service oriented mortgage company. Prior mortgage experience helpful. Person must be self-motivated organized, have good clerical skills and be able to do research and write clear description outlines from interviewing clients. Detailed resume and salary requirements to D. Wallace, P.O. Box 2716, Farmington Hills, Michigan 48333.
An Equal Opportunity Employer

ADMINISTRATIVE

ASSISTANT-STENOGRAPHER
Female Director of Business Office needs assistant with strong shorthand or machine transcription experience. 110 wpm plus. Typing and processing 65 wpm. Evening school line between 4pm-12am Mon-Sat. We are flexible in establishing either a full time or part time schedule. 25 plus hours per week. Excellent benefits package and competitive salary plus overtime. Call Personnel Manager day time 645-6330 or send resume to: 30700 Telegraph, Suite 4001, Birmingham MI 48010

ADVERTISING, major agency needs strong word processor. Multimedia advantage preferred. Up to $19,500 hr. Call Gurwitz/FORCE 646-7661

ARE YOU ADHERING TO YOUR NEW YEAR'S RESOLUTION TO:
• Find a challenging job you enjoy
• Be paid what you are worth
• Be part of a winning team
If not, call us immediately & we'll find you a challenging clerical position. We offer bonus & vacation plan, long & short term assignments & competitive wages
EAST SIDE - 528-8454
WEST SIDE - 481-8760
FUTURE FORCE
TEMPORARY HELPS INC.
SEVERAL

ASSISTANT BOOKKEEPER
Accounts Payable experience required. Call Chuck Mitchum, Lewis Products Inc. Livonia 422-5410

504 Help Wanted Office-Clerical

AFTERNOON RECEPTIONIST
Pleasant phone personality & excellent typing skills required. Hrs are 12:30-5. Excellent benefits package. Contact Janice 535-1785

ASSISTANT - part time, for busy insurance office. Mature/friendly person with clerical & phone skills. Flexible hours. Call 489-1139

ASSISTANT to Customer Service manager for marketing co. 12 Mile Southfield Rd. area. Frequent raises, no health benefits. Call Pat at InfoMarketing 540-5000

ATTENTION SECRETARIES!

High energy, professional individuals needed for various job openings in Hi W. suburbs. Positions require
- Strong phone communication skills
- Computer literate - Lotus 1-2-3, WordPerfect 5.0, and/or Displaywrite 4 beneficial
- Five years secretarial experience
- Typing 50 + wpm

Get a head start on the New Year and take a positive step toward your future!

For details on these and other opportunities call Pam Larson at
American Personnel - 553-2444
ALL FEES PAID BY EMPLOYER

AUTO DEALERSHIP
Hiring experienced person to fill the position of accounts payable. Good pay & benefits. Ask for Nancy 227-1761

AUTO DEALERSHIP
Looking for Accounts Payable. Accounts Receivable. Ford experience desired. Please apply in person at Troy Ford, 2121 Coolidge, Troy

BIRMINGHAM ACCOUNTING firm seeks experienced word processor in WordPerfect 5.0. Excellent salary & benefits available 642-5700

BIRMINGHAM LOCATION - typist, experienced. No weekends. 8:30-5pm weekdays - 4 days. (occasional 5-0) 3 days job related experience. Interviews a must. Call 645-0740

BOOKKEEPER/Accounting. Assist. and school thru general ledger & payroll. Computer experience required. Macintosh preferred. Non smoker. Call Dennis 462-0770

BOOKKEEPER - AR/AP/POSTING
Computer experience preferred, non smoking office. Available Mon. Fri. Reference required. Call Linda 313-421-4081

BOOKKEEPER ASSISTANT

Accounts receivable, accounts payable, bank reconciliations & payroll experience required. Excellent position leading to head bookkeeper. Good pay & benefits, will train you this position. Salary $16,000 - $18,000 Call Gary
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

BOOKKEEPER
Birmingham design firm. Thru trial balance. Computer literate. Full time. Call 540-8008

BOOKKEEPER for non profit group home agency. Office in home of female executive. Flexible hours. Call 477-5209

BOOKKEEPER - FULL CHARGE
needed for Oak Park wholesale distribution company. Full time. Mon - Fri in desirable office. Must have experience & computer knowledge. Call 543-7200

BOOKKEEPER full charge. Payroll experience. Part time days. Tuesday - Thursday. Knowledge of manual 1099 preferred. Bloomfield Hills 48304

BOOKKEEPER full charge thru trial balance. Familiarity with insurance industry helpful. Must be immediately available with experience. CPA firm in Troy. Excellent benefits. Send resume and salary requirements to: Box 7218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Growing Troy car company needs full charge bookkeeper with experience in payroll to return job operation. Bookkeeping through trial balance. Must be self starter. Typing 50wpm; 10 key calculator. 3 years by billing experience. PC & Peachtree software a plus. Excellent benefit package including 401k plan with salary commensurate with experience. Send resume with salary requirements to: Box 7218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - MINIMUM 15 years experience with a growth oriented manufacturing Company located in Pleasant downtown Rochester offer. Your employment will include general ledger, A/R, Payroll, Statements, Bank Reconciliations, Inventory, Sales Tax, Payroll Taxes, Financial Statements. Must have computer experience and a knowledge of Lotus. Salary commensurate with experience. Benefits package. Please send resume to: Personnel Dept. M.W. Jones Blair Company, 1250 Rochester Road, Suite 100, Troy, MI 48083

BOOKKEEPER/RECEPTIONIST
Top-level law firm. Part time. Good phone skills, non-smoking office. Flexible hours. 358-5351

BOOKKEEPER
One full & one part time Experienced bookkeeper needed for small office in most Medical Insurance & vacation. Call Pat at 454-1200

BOOKKEEPER

We are one of Southeastern Michigan's best financial accounting firms and are looking for a full time bookkeeper. Qualified candidates must have a degree or equivalent experience in accounting preparation of financial reports and through trial balance. Candidates must have computer experience and a knowledge of Lotus. Excellent salary and benefits package commensurate with experience. Please forward resume to: Personnel Dept. M.W. Jones Blair Company, 1250 Rochester Road, Suite 100, Troy, MI 48083

504 Help Wanted Office-Clerical

BUSINESS RELOCATED TO Plymouth Twp. seeks person for main office duties. Customer contact, shipping/distribution, computer word processing & math skills required. Attractive Benefit Package. Send resume w/salary requirements to: Box 692, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CABLE CLERK

Manufacturers Bank is seeking an ambitious, motivated individual to join as a Cable Clerk in the International Department located in the Renaissance Center. Duties include but are not limited to:
- Sending and receiving messages and cables
- Examining and typing incoming payment orders
- Verifying account balances
- Inputting data for payment processing via SWIFT system
- Maintaining daily cable activity reports

Qualified candidates must have an accurate typing speed of 40 wpm, and at least 2 years of office experience. Knowledge of foreign banking & communication skills and CRT experience helpful.

We offer a competitive salary, advancement opportunity, and excellent fringe benefits. Please send resume and salary history, in complete confidence to:
Tom Tidwell
MANUFACTURERS BANK
411 W. Lafayette
Detroit, MI. 48226
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CAREER OPPORTUNITY - mature accounting clerk, part time, flexible hours position for Auburn Hills office. Must have some office experience, good telephone manners, bookkeeping experience helpful but not necessary. Good benefits, salary commensurate with experience. Call Mon. thru Fri. 8:30-5:30pm at 377-0800

CLAIMS PROCESSOR

Amicare Services, Inc. a private duty home health care company sponsored by the Sisters of Mercy, has an opportunity available for a claims processor.
Responsibilities include processing bills on a timely basis performing quality assurance audits on all bills, preparing commercial insurance claims, and additional duties as assigned. Qualifications include high school diploma with a minimum of 2 years billing experience in medical setting.
We offer outstanding benefits and compensation. For immediate consideration forward resume & confidence to
Human Resources Manager
Amicare Services, Inc.
34405 Twelve Mile Rd
Farmington Hills, MI 48331
An Equal Opportunity Employer

CLERICAL - ENTRY LEVEL
Professional office in Southfield seeks individual with strong desire to handle a wide variety of interesting clerical duties. Entry level, high energy, great attitude, excellent typing and phone skills. Computer experience helpful. Salary commensurate with experience. Nice offices with good benefits package. Please send resume & salary requirements to: Box 7218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL

Full time position for an Accounting Clerk within our Receivables department. Duties include computer data based logs of Blue Cross, Medicare and Medicaid payment transactions. Ideal candidate will identify and resolve discrepancies on a daily basis. High attention to detail and organizational skills required. Computer experience preferred. Please forward resume with high school diploma and your best salary requirements to: Box 7218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/SWITCHBOARD
Part time position in Manufacturing for person with typing skills. Duties will be filing, typing, switchboard. Call between 9-11 am 425-3900 ext. 25 Ask for Bethany

CLERK/SWITCHBOARD
Position available for person with pleasant telephone manner. Duties will be filing, typing, switchboard. Call between 9-11 am 425-3900 ext. 25 Ask for Bethany

CLERK
Full time position available for person with good typing skills. Duties include filing, typing, general office work. Call between 9-11 am 425-3900 ext. 25 Ask for Bethany

504 Help Wanted Office-Clerical

CLERICAL Dynamic Growing Direct Marketing firm in Southfield needs clerical help. $5.00 / hr. to start. Non smoking office. Call Sue 9am-3pm at 354-5590

CLERICAL Full time & part time

Immediate openings for people with general office skills. Telephone typing & filing. Previous insurance experience helpful.
We offer top wages, paid vacation in the first year, a liberal educational assistance program & an innovative flexible benefit package that offers employees as the ability to pay for childcare expenses, with unused dollar, 401(k) & much, much more. Send resume specifying full time or part time preference to:
Kim Mathews
ST. PAUL FIRE & MARINE CO
P.O. BOX 1394
TROY, MI 48099
Equal Opportunity Employer M/F

CLERICAL/REPRIMAT TIME
Ad Typesetting, experienced preferred, but will train. Pleasant working environment. 344-0101

CLERKS

$5.00 per hour

TSI needs Clerks for Troy, Southfield and Farmington Areas. Duties may include filing, collating, light typing in answering phones. TSI offers flexible schedules. Short and long term positions available. Call for a personal interview.

TSI
Office Services
589-7088

COLLECTIONS - experienced requested, mature. Pontiac/Auburn Hills area. Call Lorraine at 852-7614

CUSTOMER SERVICE REPRESENTATIVE
Must have excellent telephonic, articulate and a good phone voice. Telephone sales. 557-9620

CUSTOMER SERVICE
Mature retailer. Good with people. Typing 35 wpm. Good with attention to details. Non smoker. Send resume to Customer Service, 30100 Telegraph, Suite 2080, Bingham Farms, MI 48034

CUSTOMER SERVICE REPRESENTATIVE
Plymouth based company needs customer service representative (entry level). Must be well versed in sales. Word perfect 5.1 and ability to learn other software. Excellent benefits delivered. Send resume and salary history to:
Plymouth Industries, Inc.
P.O. Box 219
Plymouth, MI 48170
Attn: Mary Murphy
An Equal Opportunity Employer

Call Sue at 455-1000

Help Desk Representative

Call Sue at 455-1000

FILE CLERK
Mature individual for person for physicians office. Full or part time with train. 354-9666

FILE CLERK
Mature individual for person for physicians office. Full or part time with train. 354-9666

FRONT DESK RECEPTION
Part time, evenings and weekends. Apply in person: Stouffer Inn, Plymouth Rd. & I-96, Livonia

GENERAL OFFICE
Full time position in fast paced Southfield Plastic Surgery office. Must be people oriented, professional, neat, mature and able to work independently. Must perform diverse duties. Benefits package. Call Sue at 455-1000

GENERAL OFFICE
Full time position in fast paced Southfield Plastic Surgery office. Must be people oriented, professional, neat, mature and able to work independently. Must perform diverse duties. Benefits package. Call Sue at 455-1000

GENERAL OFFICE - Part time. Mature person with good typing skills. Flexible hours. Call 661-1600