EMPLOYMENT

502 Help Wanted Dental-Medical

CONTINGENT DATA ENTRY CLERK
Requires high school diploma or equivalent, 1 year of clerical experience, ability to type 45 wpm accuracy & CRT experience. Good communication skills, working knowledge of medical terminology & ICD/9 coding. Please call Helen or Kathy, Southfield office. 358-8787

EXPERIENCED DENTAL PERSONNEL
We are planning ahead for some great assignments in Farmington, Livonia, Canton, Dearborn, Southwest, Downtown and Royal Oak.
• Assistants • Hygienists
• Office Birch
We need PEAK PERFORMERS.
(313) 477-5722
A Great Career Alternative.
An Equal Opportunity Employer

DENTAL ASSISTANT
Experienced preferred will train. Part time Garden City area. 522-7311

DENTAL ASSISTANT - Livonia specialty practice seeks person orientated and cooperative opportunity. Full time & part time position available. Previous experience helpful. Call Jan 261-7802

DENTAL ASSISTANT - Part-Time To Full-Time. Experience preferred, but will train. Call Nancy at. 647-7557

DENTAL ASSISTANT - Part time for pleasant Troy office, approximately 20 hours per week, experience preferred. 689-9418

DENTAL ASSISTANT/Front Desk Person Needed. Opportunity to grow with new office in Wayne. Call Brenda at 663-2800

DENTAL ASSISTANT: Needed Wed. & occasional Saturdays. For small quality practice in Troy. Experience preferred, not required. 851-9933

DENTAL ASSISTANT
for W. Bloomfield orthodontic office. Full time or part time. Orthodontic general experience necessary. Mon.-Fri., 8:30-5pm 851-7272

DENTAL ASSISTANT - our Canton practice is looking for a friendly, energetic person to work 2/3 days/wk. We have a great team that you will enjoy working with, experience is a must. Please call Sheila at 459-5370

DENTAL HYGIENIST
Livonia family practice
Full time or Part time
464-6696

DENTAL HYGIENIST.
for Farmington Hills office
Full or part time
626-9915

DENTAL HYGIENIST
Part time for friendly office in Livonia Thursday (all day) & every other Saturday (morning). 476-5400

DENTAL HYGIENIST
Seeking enthusiastic individual for a gentle dental care practice. Great pay, great benefits. Call Kathy for an interview. Dearborn, 278-8410

DENTAL HYGIENIST
ambitious, caring, motivated person for growing modern Southfield practice. Full time. Call 557-5340

DENTAL HYGIENIST
Chiropractic practice
2 days 8:30am-1:30pm
Southfield area 353-5355

DENTAL HYGIENIST
Small office in Northville. Friendly & relaxed atmosphere. Tuesday & some Saturdays. Call 349-7560

DENTAL HYGIENE ASSISTANT - Plymouth area. Full time. No weekends. Benefits available. Experience preferred. 453-7173

DENTAL HYGIENIST
& registered Position available at a progressive periodontal office. RN area. Good potential for growth. Salary based on qualifications. Mon-Fri days/week. 626-7312

DENTAL OFFICE - Front Desk Clerk for a Full time, benefits. Hazel Park area. Call Yvonne, 548-1777

DENTAL ASSISTANT
Part-time. Experienced in insurance & peopleord system. Dental background preferred. Call Karen at Farmington Hills Call Tues. & Thur 474-2280

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
excellent opportunity for a full time position working in a progressive group practice. Top salary, excellent benefits including a bonus system. Call. 722-6133

DENTAL RECEPTIONIST. Do you like appreciation and recognition for your contributions? We are seeking an exceptional person for our progressive Birmingham office. Experience preferred. Please call 644-1955

DENTAL RECEPTIONIST
We enjoy the best and are willing to pay for it. We offer a position that is motivating and rewarding. Personality Plus required. W. Bloomfield. 661-1140

DENTAL RECEPTIONIST, Troy location. Growing pediatric practice with good teens spirit seeks experience person with medical/dental capabilities for newly computerized office. Minimum 20 hour per week. 680-1680 or 358-8997

DENTAL RECEPTIONIST
Growing dental office is searching for a FRIENDLY, PATIENT ORIENTED receptionist to join our staff. Dental experience necessary. Computer skills helpful, please call Michelle at 681-0207

DENTAL RECEPTIONIST
Experienced. Full time. Good salary & benefits. Troy office. 879-7753

DENTAL RECEPTIONIST
full time, experience necessary, a pleasant person with a strong insurance back ground also a plus. Pleasant surroundings & staff. Please call 533-8303

DENTAL SURGICAL ASSISTANT
Experienced, for high quality specialty practice in Southfield/Birmingham area. Exceptional salary and working conditions. Call 357-3165

DENTAL TECHNICIAN
needed - must have experience. Resilian lab. 454-4644

DENTAL TECHNICIAN
For dental lab part time, evenings in Southfield. 358-2366

DIETARY AIDE
Part-time
Accepting applications for part time Dietary Aide. Please apply:
Bedford Villa
16345 West 12 Mile Road
Southfield, MI 48070
An Equal Opportunity Employer

EKG TECHNICIAN
Seeking an individual interested in working approximately 16 hours per week on the afternoon or midnight shift. Alternating weekends required.

Position will involve performing EKG & Holter recordings and other related duties.

Qualified candidates must possess a high school diploma or equivalent; 6 months related experience is preferred. If interested you may apply in person or send resume to:
Personnel Dept.
Garden City Hospital
6245 N. Inkster Rd.
Garden City, MI 48135
458-3400
An Equal Opportunity Employer

HOME HEALTH CARE ADMINISTRATOR
Growth oriented, Madison Heights home health care facility, which services the Metro Detroit Area is seeking an experienced Home Health Care Administrator. Qualified candidates shall possess a BSN, have at least 2 years previous home health care management exposure and strong interpersonal/leadership skills. Applicants should be detail oriented, highly organized and have the drive and follow-through to see a program succeed. Experience with JCAHO surveys would be a plus. Excellent salary and benefit package is offered as supportive management where your efforts will be noticed and career growth is available. Please send resume and salary history to: Linda Kay, P.O. Box # 277, Royal Oak, MI 48067
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

DIETRAY AIDE
Part-time
Accepting applications for part-time Dietary Aide.

RESTORATIVE AIDE
Part time Restorative Aide, training available.

DON, RN
Full time position for 81 bed skilled facility.

ASSISTANT DON
INSERVICE DIRECTOR
Full time RN.

Please apply:
Bedford Villa
16345 West 12 Mile Road
Southfield, MI 48076
An Equal Opportunity Employer

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Experienced preferred will train. Part time Garden City area. 522-7311

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Livonia family practice
Full time or Part time
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for Farmington Hills office
Full or part time
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2 days 8:30am-1:30pm
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DENTAL ASSISTANT
Part-time. Experienced in insurance & peopleord system. Dental background preferred. Call Karen at Farmington Hills Call Tues. & Thur 474-2280

502 Help Wanted Dental-Medical

MEDICAL DELIVERY SERVICE TECHNICIAN
Bio-medical preferred, for a growing home medical equipment company. Send resume & references to: Medical Tech, Po Box #2318, Southfield, MI 48037

MEDICAL OFFICE RECEPTIONIST
with billing experience required. Full time. Troy location. 828-8520

MEDICAL OFFICE BILLER/Receptionist. Part time full time. Medical billing experience helpful. Send resume to: 22250 Providence, Ste 11,300, Southfield, MI 48075

MEDICAL RECEPTIONIST/SECRETARY - EXPERIENCED
Part time position, Must be flexible and able to work 2 early evenings. Call, 10am-1pm. 478-2033

MEDICAL RECEPTIONIST
For radiology clinic in Westland. Hrs. Mon-Fri., 8-4:30pm. Phone call. 422-7484

MEDICAL RECEPTIONIST
Busy podiatry office in Westland has immediate position for experienced full-time medical receptionist. Insurance, must be mature & reliable. Salary commensurate with experience. Please send resume to:
P.O. Box 1990
Westland, MI 48185

MEDICAL RECEPTIONIST
Full time, Pediatric office located in Birmingham Area.
Call for appointment: 647-4425

MEDICAL RECEPTIONIST
Insurance Biller. Experience preferred, part time, Livonia area. Please call 522-7778

MEDICAL RECEPTIONIST
Front desk, with collection experience. Insurance billing experience helpful, but not necessary. Bispebjerg Medical office. Call Jennifer at: 557-2300

MEDICAL RECEPTIONIST - part time for family practice in Plymouth, approximately 25 hrs/week. Must have medical office experience, computer billing experience a plus. Call Debbie 455-5970

MEDICAL RECEPTIONIST to 5T/W. Must have medical background, busy dermatology practice. Need high energy, polished image. Good benefits. Call Patty Kowalski 932-1170
Harper Associates
29810 Middlebelt
Farmington Hills, MI 48334

MEDICAL SECRETARY
Corporate hospital headquarters. Experience with Word Perfect, medical terminology a plus. to $8.50/hr. Call Kathy UNI FORCE 646-7662

MEDICAL TRANSCRIPTIONIST
Must have 2 yrs. hospital/medical experience & WordPerfect 5.1. Part time. Southwest. Great potential. Call mornings only. 557-1590

MEDICAL TRANSCRIPTIONIST - experience a must. Typing 90-100 words per day. Great pay, benefits, full time position. Only call if you have medical transcription experience & ask for Elaine. 313-827-7740

NUCLEAR MEDICINE TECHNICIAN

Full or part-time position available for a R.T. or C.N.M.T. (Registered Technologist. Please contact T. Fatyha at 313-425-9 or send resume to:

DMC Health Care Centers
41935 W. 12 Mile
Novi, MI, 48377.

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer.

NURSE ASSISTANTS/CERTIFIED
Now accepting applications for full & part time positions. For more information contact Marilyn at:
531-8874, Ext. 34

NURSE
for busy, pleasant Pediatric office. Full time/part time. Benefits. Farmington Hills. Call Ann 626-0420

NURSES AIDE - LIVE IN
Compassionate, certified nurse aide needed to live-in with full time Dr. and wife with stroke patient. Must know wheel chair handling, range of motion. Free room/board & negotiable salary. Call Sue, 294-8718 or Jan after 5pm. 729-1433

OPHTHALMIC ASSISTANT/TECH
Experienced. Full or part time. Insurance available. Salary commensurate. 341-3450

OPTICAL DISPENSER
Full time, Friendly office need someone who is career-oriented, enjoys working with people, and has strong sales capabilities. Send resume to:
FIRST OPTOMETRY
15140 Middlebelt, Livonia, MI 48154. Attention: Beverly

OPTICIAN - EXPERIENCED needed for new optical facility in Southfield, full time. Call 569-8020, or fax 358-3937

OPTOMETRIC ASSISTANT
Full time, experienced preferred, salary negotiable, pleasant working condition, Call Ann at. 348-0990

PHYSICAL THERAPY
Physical Therapy Assistant (2 yrs) full or part time for extended care facility in Northwest Suburbs. Experience preferred. Physical Therapy own private practice. Call 313-669-2799

502 Help Wanted Dental-Medical

ORDERLIES NEEDED
Full and part time, certification preferred. Call Dave at 453-3983

ORTHODONTIC ASSISTANT
Part time for our Farmington Hills office. Some dental experience necessary. 25-30 hours per week. Contact Rhonda 661-8800

O.T.R. needed part time to work with T.B.I./C.H.I. population, 20-24 hours per week. Call 414-0496

PHYSICAL THERAPISTS
Farmington & Assoc. 920 E. Lincoln, Birmingham, MI 48009. 647-2880

PLACEMENT COORDINATOR
for home for the aged. Entry, working with seniors a must. $5.50 hr. to start. Apply or send resume for Attn: Faye Forry, 31720 Van Born Rd., Wayne, MI 48184

PODIATRY OFFICE MANAGER - Experienced. Must know insurance, bookkeeping, typing, and salary. Call 642-0024

PROGRESSIVE dental practice seeking enthusiastic, organized professional front desk person for front desk. Must possess excellent communication skills & ability to polish. Previous experience in dentistry & some computer experience preferred. Call Mondays, Mon, thru Fri, 8:30-5. If you are interested in joining a quality, relaxed atmosphere your first impression may be a difference - call Darlene or Dr. Bendix's office between 8:30-4 647-6434

FRONT DESK RECEPTIONIST - experienced, 4-8 hours per week for Livonia-endodontist office in Berk./Royal Oak area. Fax: 398-1770

RECEPTIONIST NEEDED
For busy physician's office.
Must have medical background.
Call Mrs. Kaplan 231-7000

RECEPTIONIST
Full or part time. Oakland Physical Therapy. Typing, computer knowledge & ability to handle multiple tasks in a fast paced environment required. Please call: 478-6140

REGISTERED NURSES
Full-time afternoon & part-time midnight. Full time benefits available to work in the Emergency Department at our Northwest Center, Minimum 1 yr. Emergency experience required as a Registered Nurse.

Apply or call Ann Bowkett, Senior Employment Recruiter, for additional information: (313) 424-3900

PROVIDENCE
Hospital & Medical Centers
16001 W. 9 Mile
Southfield, MI 48075
An Equal Opportunity Employer

RESPIRATORY THERAPIST
Annicare Home Healthcare an affiliate of St. Joseph Mercy Hospital is recruiting RRT/CRRT for the position of on-call. For more information call Lynn Bauer (313)463-6120
ANNICARE HEALTHCARE
An Equal Opportunity Employer

RN'S
Angela Hospice currently has part time positions for RN's with home-care experience. Two DAYS per week, 9am-5pm, with limited on-call. Great working environment. Call 561-5157

RN'S
CLINICAL COORDINATOR
Visiting Care, the non-profit home health care affiliate of the University of Michigan Medical Center and the VNA of Ann Arbor, is currently seeking a full time nursing supervisor to be responsible for all aspects of clinical service delivery including the areas of case management, staff development, quality assurance, staff development programs and field staff supervision.

The ideal candidate will possess:
- Current Michigan RN License, BSN preferred
- Proven clinical experience with at least 1 yr. in home care setting preferred
- High tech (ventilator and IV) skills
- Proven leadership ability

Qualified candidates who are interested in the opportunity to exercise your proven clinical management skills in a supportive, professional environment should submit resume and salary requirements to:

Visiting Care
3850 Research Park Dr., Ste. B
Ann Arbor, MI 48108
ATTN: Director of Clinical Services

SENIOR SURGICAL
MEDICAL BILLER
For ENT Specialist. MBS experience required. Full benefits. Send resume to: 28100 Grand River, Farmington Hills, MI, 48336. Contact Sara or Rita at 477-7020

SUBSTANCE ABUSE THERAPIST
Needed for expanding clinic. Part time, Thursdays only. Mondays, Wednesdays optional. No experience necessary, will train. Please submit resume to: 5840 West Maple, Suite 205, West Bloomfield, MI 48322

502 Help Wanted Dental-Medical

RN MANAGEMENT TRAINING POSITION
Are you interested in an exciting opportunity to train in a nursing home as a D.O.N.? For further information, please call the D.O.N., Mon-Fri, 10am-4pm at 313-343-4121

RN's
All 3 shifts available. Also, 13 hr. & component shifts. Call Director of Nursing Hale Care Center.

RN/LPN'S
HOME HEALTH AIDES
Positions available with the only 13 of 24 home health care agency. VISITING CARE. We maintain the highest standards in the industry, and are looking for top notch professionals to serve our clients. If you qualify, call today!
Northwest 313-344-0334
Brighton 313-229-0320
Ann Arbor 313-930-0050

RN'S
& NURSE ASSISTANTS
needed immediately. Nursing home experience preferred. Call Marilyn: 981-8829

SUBURBAN METHADONE program is looking for RN position, preferably with quality assurance preferred. Call Marilyn at 278-9772

W BLOOMFIELD Dental office looking for an experience insurance person. Full time, benefits. Send resume. Full time, full benefits. 661-4000

X-RAY TECHNOLOGIST
Immediate full time position available. Orthopedic experience preferred. W. Bloomfield. 855-7408

504 Help Wanted Office-Clerical

ACCOUNTING APPLICATIONS
for the following positions:
• Data Entry Clerk with minimum 60WPM
Experienced for busy office, great phone skills, outgoing personality.
• Clerical Distrib with at least 1 year office experience, type 45wpm.
• Word Processor with WordPerfect skills.
CALL DIVERSIFIED PEOPLE
464-8003

ACCOUNTANTS BOOKKEEPERS/CLERICAL DATA ENTRY
PART TIME FULL TIME
Call Accountemps - Rate $6.000 professionals did in 1991
ACCOUNTEMPS
Southfield 357-8367
Troy 524-3100

ACCOUNTING COORDINATOR
Large ambulance service is seeking a self starter in their accounting dept. for their Novi based headquarters. Responsibilities include overseeing all aspects of accounting operations, including financial statement preparation, payroll, A/P and general ledger. Bachelors degree in accounting required, preferred, or Associates in Business or Accounting with 4 yrs. experience in financial statement preparation. Excellent benefits, salary range in the mid $20's. Please forward resume to: Community EMS Inc. Personnel, 22375 Haggerty, Novi, MI. 48375

ACCOUNTS PAYABLE
3 yrs. experience or minimum 2 yrs. college accounting required.
Computer experience. Excellent benefits including profit sharing, non smoker, apply in person with resume & salary requirements between 9am-3pm. Wimsatt Building 36340 Van Born, Wayne, MI 48184.

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE CLERK
Troy firm is seeking dependable, self starter, who is well organized and has a desire to work in a detail oriented position. Experience in standard office procedures a must. Please send resume with salary requirements to: Personnel, P.O. Box 7026, Troy, MI 48007-7026

ACCOUNTS PAYABLE
Company located in Van Buren Twp. has immediate opening for person with good math, typing & communication skills. Starting rate commensurate with experience. Health & life insurance provided. Send complete resume in confidence to Box 499
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE & GENERAL OFFICE CLERK
3 yrs. experience or minimum 2 yrs. college accounting required.
Computer experience. Excellent benefits including profit sharing, non smoker, apply in person with resume & salary requirements between 9am-3pm. Wimsatt Building 36340 Van Born, Wayne, MI 48184

ADMINISTRATIVE ASSISTANT/RECEPTIONIST
Farmington Hills Manufacturer has position for self-organized, self starter with excellent word processing/computer skills. Successful candidate will have ability to prioritize, manage a variety of tasks, and possess excellent telephone skills. Must be a team player. Submit resume with salary requirements to:
Box #538
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

ACCOUNTANTS
With public accounting experience needed for temporary assignments, performing field audit experience. MUST have WordPerfect 5.1 with 70wpm or 60-65 wpm. Experience in Personnel, Social Service or Secretarial Science desired.
Call 9am-3pm, 851-7150, E.O.E.

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

ACCOUNTING CLERK
Landscape firm seeking experienced data entry person; general accounting & clerical skills required; full-time position. Call, 851-0420. Or, send resume to: P.O. Box 251622, W. Bloomfield, MI. 48325.

ACCOUNTING CLERK - experience needed, knowledge of Lotus 123 & WordPerfect. Excellent benefit package. Resumes to: Personnel Dept., PO Box 2030, Bloomfield Hills, MI 48303-2030

ACCOUNTS PAYABLE - 2 + yrs must vendor, apartment management experience. Bank Reconciled location, Allen Park. 477-1540

ACCOUNTS PAYABLE CLERK/RECEPTIONIST. Experienced preferred. Send resume to:
P.O. Box 1990, Troy, MI 48007

Accounts Payable Clerk

Michigan's busiest hospice is seeking team players for this full time position in our Southfield office. Must have at least 2 years related college course work and 2 years accounts payable experience.

Respond in writing to:

HOSPICE OF SOUTHEASTERN MICHIGAN
18250 Northland, Suite 212
Southfield, MI 48076
Attention: Human Resources

ADMINISTRATIVE ASSISTANT
Full time administrative support position in our insurance department. Various job responsibilities will include computer input of claims, telephone translation, setting up claim files & a variety of administrative duties. Candidate must be detail oriented, have excellent written & oral communication skills, dependable, type 45wpm & have a pleasant telephone voice. Send resume with salary requirements to Box 848
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
to the president of a growing sports wear wholesaler. Must be able to handle multiple duties in a fast paced, pleasant atmosphere. Good phone manners a must. Computer & general office skills a necessity. Call Marketing Canton office. Send resume with salary requirements to Box 848
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ALERT
SECRETARY to handle phone inquiries and customer service. This is a full time position with many benefits, we train. Call Mr. West at our Wixom office. 348-4784

ASSISTANTS NEEDED
for Livonia financial planning firm. Need basic secretarial skills & have pleasant phone voice. Desire self-motivated person with good work habits & flexibility to assist. Computer & dictation skills are a plus. Looking for full & part-time positions with the ability to fill-in and install some evening hrs. Call for appointment, 9:30am-11am, ask for Sheryl at. 473-0411

ASSISTANT Territory Coordinator - Rochester Hills marketing company. Paperwork processing, light typing, good hand. Mon.-Fri., 8:30am-4pm. Judy 852-6723, 643-3294

ASSISTANT TO VICE PRESIDENT
Major financial lending center needs assistant to president with strong clerical background. To $8.50/hr. Call Sharon at UNIFORCE 646-7662

Attention
EXPERIENCED WORD PROCESSORS
$10 AN HOUR
• For areas of Farmington, Southfield, Livonia, Novi & Plymouth.
• Accomplished Typist (65wpm) with merge function.
• Previous office experience.
• Resume required.
• Weekly Pay.
• Call for personal interview.

OLSTEN
Temporary Services
SOUTHFIELD
354-0555
EOE - m/f/h/v No Fee

BANKRUPTCY CLERK - full time position in Birmingham law firm. Dependable, self motivated individual to process paperwork & proof & monitor bankruptcy proceedings. Responsibility for Perfect 5.0 & plus. Call frames at 540-7701, Mon. thru Fri., 9am-5pm.

504 Help Wanted Office-Clerical

Administrative Assistance
Large agency in the Detroit area. Associates or Bachelor's Degree required. Knowledge of insurance/medical terminology format with ICD9 coding helpful. Experience MUST have WordPerfect 5.1 with 70wpm or 60-65 wpm. Experience in Personnel, Social Service or Secretarial Science desired.
Call 9am-3pm, 851-7150, E.O.E.

METROSTAFF
Temporary Personnel Services
569-8700

ASSISTANT - staff position, Southfield, good typing, very proficient in Microsoft Windows/Excel & travel arrangements, benefits, $18,000. Fee paid

CUSTOMER - service rep. Farmington Hills, typing accurate 45 wpm, knowledge of computers helpful, Peachtree sales force, benefits, $18,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

BILINGUAL EXECUTIVE SECRETARY
$14 + PER HR.
• Immediate long term assignment in Southfield area.
• Knowledge of Japanese a must.
• Excellent word processing skills, accomplished typist.
• Must have previous office experience.
• Weekly pay.
• Resume required.
• Call for personal interview.

OLSTEN
Temporary Services
SOUTHFIELD
354-0555
EOE - m/f/h/v No Fee

BILLER/BOOKKEEPER, used car lot, experienced, full time, start immediately 435-3663

BILLING, TYPING, telephone & computer skills needed. Full or part time. Call Career Systems, Fee paid. 754-0646

FULL CHARGE BOOKKEEPER
with computer experience. Full time. Send resume to: Personnel, 13035 Wayne, Livonia, MI 48150

BOOKKEEPER
Large Southfield based property management company needs accounting minded-oriented Bookkeeper. Send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI. 48086.

BOOKKEEPER
Needed for temporary position in Downtown area. Must have experience in general bookkeeping and TREAT. Fee paid. Excellent working possibility position will go permanent. Call or send resume:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

Clerical

BILINGUAL CLERICAL Opportunities
"The Enterprise Is The Spirit"
at Nissan Research & Development, Inc.

A successful company is the result of good people working together for a common goal. We are seeking those with "ganbaru" to help bridge symbol into Japan and vice versa into action. Those fluent in both the Japanese and English languages are invited to join us as we merge the best in American/Japanese technology to design vehicles for the North American market. These Michigan-based opportunities include:

● Bilingual Administrative Assistant
● Bilingual Secretary

You'll receive an excellent compensation plan, including flexible benefits and lease car program. For more information, please send resume to:

NISSAN
Research & Development, Inc.
Human Resources CP
P.O. Box 9200
Farmington Hills, MI 48333-9200
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
A national property management firm is seeking a full charge bookkeeper with a minimum 3 years experience and an Associates Degree in Business or equivalent. Bryant computer experience a plus. Non-smoking office. Send resume with salary history to: 25186 Northwestern Hwy., Suite 300, 25-6135, Southfield, MI., 48086-5184. Company relocating to Troy by May 1st.

BOOKKEEPER
Full charge bookkeeper for the Bloomfield Hills corporate office of our multi-location manufacturing company. The successful candidate will be dedicated, reliable, detail oriented individual. Responsibility include general ledger thru consolidated financial statement, ADP payroll, accounts receivable/payable. Some college level accounting courses desirable but not required. Must have Lotus 1-2-3 experience. Salary commensurate with ability. Paid vacation a plus. Send resume & salary history to: Office Manager, Box 529
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - full charge, with experience in Decisiony accounting & Lotus, a dependable worker, planning and accounting functions thru adjusting journal entries. Salary commensurate. Full time position, salary based on experience. Contact Pat Williams 458-8514

BOOKKEEPER TRAINEE
Expanding Southfield firm, full train right person. GOOD MATH ABILITY required. Permanent position; interesting & diversified work; pleasant working conditions. Office located in the Livonia area. Send resume or call between 9 to 5: Box 542,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

Clerical

EARN CASH NOW!
We need your office experience for long and short term assignments and temporary to permanent positions throughout the metro Detroit area.

-Data Entry Operators-
-(7000 ± kph)
-Receptionists-
-Secretaries-
-Word Processors-
-Telemarketers-
minimum of 6 months experience required for all positions
CALL DIVERSIFIED PEOPLE
Call today for an appointment
CORPORATE PERSONNEL SERVICES
Berkley: 398-8960
Livonia: 261-1120
EOE NO FEE

CLERICAL
(Full Time, Temporary)
Source One Mortgage Services Corporation has several entry level opportunities.

For information regarding our current job openings please call ...
(313)488-7JOB
We offer a competitive benefit & salary package
Equal Opportunity Employer M/F/H

CLERICAL POSITIONS
Suburban south care facility will be accepting resumes only for the following part-time positions

REGISTRATION CLERK, AM., PM., Midnight. Hospital registration experience required along with computer skills

SECRETARY, Monday - Thursday, 8 PM - 10 PM. Must be able to type, filing, word processing, secretarial experience required

PROGRAM ASSISTANT, Monday - Thursday, 1:30-5:30 PM., Saturdays, 9 AM - 1 PM. Three years' experience in a related service position with one year in a related service position with one year in a supervisory position required

MEDICAL RECORD CLERK, Midnight position 35 wpm typing computer, and medical experience required. Medical terminology preferred

Send resumes to

BOX 578
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

NOW HIRING!
North Oakland
Skilled Care Facility
now hiring for the following positions:
CERTIFIED NURSE ASSISTANTS
ASSISTANT DIETARY SUPERVISOR
DIETARY AIDES
HOUSEKEEPING AIDES
Competitive wages and benefits.
Apply in person 9:00 A.M. to 4:00 P.M.
Monday thru Friday.
AVONDALE COVALESCENT HOME
1480 Walton Blvd.
Rochester Hills, Michigan.

Staff RN's & LPN's
Oakbrook Common:
An Uncommon Career Experience
Our 200-bed, skilled health center has developed three exciting new specialty areas - hospice care, alzheimer disorders and a transitional unit for acute and rehabilitation needs.
When you join our state-of-the-art facility, you will work in a dynamic environment with a talented team of professionals. Currently, we have full- and part-time positions available for RN's and LPN's on all shifts.
OPEN HOUSE
Friday, April 10, 1992
8 a.m.; 1:00 p.m.; 4:00 p.m.
Oakbrook Common
16351 Rotunda Dr.
Dearborn, MI 48120
(313) 441-0600
We invite you to visit our continuing care retirement community at any of the times listed to explore these exciting career opportunities. During this special event we will be serving refreshments and conducting brief interviews and tours. Become a part of our dynamic health care system and learn more about our competitive salaries and comprehensive benefit packages that include medical/dental/life insurance, paid holidays, tuition reimbursement, and flexible spending accounts. Join us at our Open House and discover why Oakbrook Common offers an uncommon career experience.
Equal Opportunity Employer
Oakbrook Common
A Subsidiary of Oakwood Health Services

MEDICAL ASSISTANT
Part-time afternoon position available to work 3:30-12midnight in the Chest Pain Unit at our Southfield location. 1 yr. Nursing Assistant or EKG Technician & good drawing experience required.

Candidates may apply:
Mon-Thur., 8am-12noon
Employment Services
16001 W. 9 Mile Rd
Southfield.

or

12:30pm-4pm, Mon, Wed & Fri
Providence Medical Center
10 Mile + Haggerty Rd
Novi

PROVIDENCE
Hospital & Medical Center
An Equal Opportunity Employer

MEDICAL ASST - Part Time. Must be certified and experienced. 25-30 hrs /wk. Also Medical Receptionist - part time, experienced in medical field. 20-25 hrs /wk., for family practice in North Oak Dental 313-347-4290

MEDICAL BILLER/RECEPTIONIST - full time for Livonia dermatology office, must be familiar with all phases, ICD9 computer expertise a plus. Bill & one hours also. Call 477-7027

MEDICAL BILLER
Part time, with MBA experience preferred. Knowledge of Medicare, Blue Cross, and 3rd party insurance. Garden City. 261-6232

MEDICAL BILLERS
Call us 1st! We represent many clients in all areas. Most positions are transfer-hired. No fees.
TEMPSTAFF 645-0900

MEDICAL BILLERS
Immediate long term positions in the M1 Clemens area. Hospital experience required. Experience with medicaids, medicare and third party insurance. Knowledge of UB-82 required.

METROSTAFF
Temporary Personnel Services
NO FEE 569-8700 EOE

MEDICAL BILLING/CLERICAL
for DME office. Full time, experience preferred. Excellent benefits. Rochester 852-8394

MEDICAL BILLING
Expanding multi state medical billing office is looking to fill permanent, part-time position in our Bloomfield Hills office (Telegraph & Squires Lake Rd area). Candidates must be able to use computer keyboard & 10 key pad at 55 wpm. We arrange a local internet for qualified applicants. Send resume to: MAC, P.O. Box 807, Newaygo, MI 49337

MEDICAL FRONT DESK
Experienced only. Keyboard, typing phones, insurance. No evenings or weekends. Canton. 981-1554

400 Apts. For Rent

Luxury, Elegance, Prestige
An exclusive private community nestled among mature trees, winding streams and a spring-fed lake. Glen Oaks offers the ultimate in elegant living, including: • 2300 sq. ft. 2 bedrooms, 2 baths, den and glass enclosed sunroom • Health club facilities including indoor pool, sauna, whirlpool and exercise room • Social room • Garage with storage locker • Full size washer and dryer • Helicopter landing pad.
Glen Oaks
LUXURY APARTMENTS
Unfurnished from $1,200

Furnished Corporate Suites Available
Shown by Appointment Only
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