

502 Help Wanted Dental-Medical
DENTAL RECEPTIONIST for Lathrop. Heavy practice. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.
DENTAL TECHNICIAN
Experienced dental technician for Lathrop. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.
HOME HEALTH AIDES
Home Health Aides. Home care services. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

502 Help Wanted Dental-Medical
RECEPTIONIST for busy Rochester family practice. Previous office receptionist. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.
MEDICAL TRANSCRIPTIONIST
Experienced medical transcriptionist for busy Rochester family practice. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

NURSE AIDES
Duties include assisting nurses in patient care, monitoring vital signs, and providing basic nursing care. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

NURSING UNLIMITED
Nursing UnLIMITed. Home care services. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

OFFICE CLERK/COORDINATOR
Office Clerk/Coordinator. Administrative support. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

OAKWOOD HOSPITAL
A subsidiary of Oakwood Health Services. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

RN SUPERVISOR
RN Supervisor. Supervise nursing staff. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

TECHNICAL ASSISTANT
Technical Assistant. Support laboratory or clinical work. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

MEDICAL ASSISTANT
Medical Assistant. Support medical staff. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

PATIENT ACCOUNT REPRESENTATIVE
Patient Account Representative. Handle patient billing and insurance. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

MEDICAL BILLER
Medical Biller. Handle medical billing and insurance. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

ACCOUNTING
Accounting. Financial management. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

504 Help Wanted Office-Clerical
ACCOUNTING SYSTEMS OPERATOR
For non-profit recruitment center. Responsibilities include: computer and printer operation; prepare and maintain financial records; prepare and maintain payroll records; prepare and maintain accounts receivable records.
BOOKKEEPER
Bookkeeper. Handle financial records. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

ACCOUNTS PAYABLE CLERK
Full-time position at our Troy corporate office. Responsibilities include: processing accounts payable; maintaining accounts payable records; preparing and mailing checks.
ACCOUNTING SYSTEMS OPERATOR
For non-profit recruitment center. Responsibilities include: computer and printer operation; prepare and maintain financial records; prepare and maintain payroll records; prepare and maintain accounts receivable records.

BOOKKEEPER
Bookkeeper. Handle financial records. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

CLERICAL SUPPORT
Sales office seeks clerical support. Responsibilities include: handling correspondence; maintaining files; preparing reports.
VAL-PAK ADVERTISING
Val-Pak Advertising. Marketing services. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

WORD PROCESSORS
Word Processors. Handle document preparation. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

Credit Coordinator
We need a person that is well organized and detail oriented. Responsibilities include: managing credit records; preparing reports; handling correspondence.

ErB LUMBER CO.
ErB Lumber Co. Lumber and building materials. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

ARBOR NEEDS: WOODSMEN
Arbor Needs: Woodsmen. Tree care services. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

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DATA ENTRY
Data Entry. Computer data processing. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

LEGAL SECRETARIES
Legal Secretaries. Support legal professionals. Excellent benefits. Immediate opening. Mature, friendly attitude. Must be able to interview.

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Advertisement for Mansfield Legal Personnel. Several excellent opportunities currently exist offering on-the-job training, good compensation, benefits & growth potential with national leasing company established for over 17 years. A few of the many positions needed to be filled are: DATA ENTRY CLERK, GENERAL CLERICAL CLERK, COLLECTOR, ENTRY LEVEL CREDIT INVESTIGATOR. If you are a motivated, hard working person, please send your resume to: Personnel Dept., P.O. Box 9068, Farmington Hills, MI 48333.