EMPLOYMENT

502 Help Wanted Dental-Medical

TRANSITIONAL CARE UNIT MANAGER

Oakbrook Common, a retirement community in Farmington, seeks one hard working individual who has a full-time afternoon shift (no weekends) to fill the role of Transitional Care Unit Manager.

The selected candidate will direct and assist with nursing care in our high acuity unit. Additional duties will include assisting in skilled nursing procedures. To qualify, you must be an RN with acute care hospital experience. Long term care experience is a plus.

To apply, please call the Director of Nursing at (313) 441-0708, or send your resume to: OAKBROOK COMMON HEALTH CENTER, 1635 Redfunda Dr., Dearborn, MI., 48120.
An Equal Opportunity Employer

OAKBROOOK COMMON HEALTH CENTER

A subsidary of Oakwood Health Services

REGISTERED NURSES HOME CARE

Rapidly growing home care company seeks RNs with a home care experience to visit clients in the Metro area.
Full-time, part-time, and weekends.
Benefits. Quality care is top priority!
Call INNOVATIONS at (800)765-7644

ENERGETIC, Creative RN for full-time diverse role in Cardiology office. Responsibilities include: cardiac rehab, patient education, pacemaker follow-up. Intagra, BSN, ACLS required with critical care/ER/office experience preferred. Send resume to: Cardiology Associates of Birmingham, 33278 Telegraph, Ste. 100, Bingham Farms, MI. 48025

X-RAY TECH needed full time for clinic in Oak Park area. Call 799-4334

URGENT CARE CLERK

The McAuley Urgent Care in Plymouth area facility has a full time position available as an Urgent Care Clerk to greet and complete register all incoming patients, answer phones, type, file, maintain records and collect cash. Hours will be scheduled on an as needed basis, primarily afternoons. Weekend and holiday rotation required.

Qualified candidates will have a high school education or equivalent, 6-12 months' related experience, good typing skills and telephone demeanor, and enjoy working with the public. The selected candidates must speak English fluently, successfully complete PCS computer training within 3 months of employment.

Interested candidates may contact Sandy Maley at the Ann Arbor Health Building in Plymouth at (313)453-1900.

Catherine Mcauley Health System

Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer.

502 Help Wanted Dental-Medical

★ RN/LPN, CNA's ★
Needed immediately for hospital and nursing home staff.
Ruth's Staffing Inc., 283-2537

RN OR LPN - needed for family practice center to provide patient triage and direct care including lab and phlebotomy. Previous ambulatory care and triage experience preferred. Send resume to: Mike L. Hawkins, Grace Family Practice, 505 S. Woodward, Royal Oak, MI 48067

RNS/LPNS

Full/Part-time positions available. All shifts. New facility (Bloomfield remodeled. Supervision/continuity skills preferred. Apply at: Wayne Total Living Center, 4427 Venoy (middle building), Wayne, MI.

SECRETARY WANTED - OB/GYN Southfield Medical Office. Full time, typing, transcription, computer billing required. Call 8-5pm 353-8910

X-RAY TECHNICIAN
Part time.
Livonia medical office.
425-1225

X-RAY TECHNICIAN
Part time or full time. Mammogram experience preferred. Wayne area. 326-5030

504 Help Wanted Office-Clerical

ACCOUNTANT
Fast growth Troy based corp has 2 full time entry level openings in their Accounting Dept. Billing & accounts receivable experience, Payroll & general Accounting Assistant. 2-3 years relevant experience. An Associate degree is required. Bachelor degree preferred. 828-0438

ACCOUNTING
ADMINISTRATIVE ASSISTANT

Progressive property management firm located in Farmington Hills, seeks accounting administrative assistant. Applicants must have good organizational skills & experience in accounting & computers. Position includes typing, filing, accounts payable & receivables, bank reconciliations. Comprehensive salary & benefits package provided. Send resume & salary history in confidence to: P.O. Box 5053, Farmington Hills, MI 48333-5053. Attention: Administrative Assistant.
An Equal Opportunity Employer

ACCOUNTING CLERK
Looking for individual to do accounts receivable & payables, data entry, filing & miscellaneous duties. Send resume to: Accounting Manager, 2000 N. Woodward, Suite #110, Bloomfield Hills, 48304.

ACCOUNTING CLERK

Great opportunity with established and growing company. Diverse work including accounts receivables & payables and other various accounting and general office responsibilities. Requires a personable, mature, detail oriented person with sufficient computer skills. System 34 or 36 experience a plus. Competitive salary & benefits package. Congenial staff. Please send resume in confidence to: Accounting, Box 496,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING

We are seeking people with various levels of accounting experience who are interested in working Temp assignments while we help with the permanent job search. Assignments available now & coming in daily.

We offer: Temp - Med Insurance, over time pay, resume & interview counseling.

CALL NOW!
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504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE/General Accounting Clerk. Experience necessary. Lotus 1-2-3 knowledge. Livonia area. For appointment, 522-1500

ACCOUNTING - Busy, fast paced construction office seeks experienced person to process payroll, payroll taxes, cash receipts. Candidate should possess strong computer skills, Lotus 123, & have at least 2 years of experience in construction industry. Send resume & salary requirements to: P.O. Box 530950, Livonia, MI 48153-0950.

ACCOUNTING CLERK/S
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
DATA ENTRY
FULL CHARGE BOOKKEEPERS
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26568 Northwestern Hwy. #250
Southfield MI 48034

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201 W. Big Beaver Rd. #310
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ACCOUNTING/CLERICAL
Good knowledge of accounting principles a must. Salary Commensurate with experience. Excellent benefits. Farmington Hills. Send resume to:
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36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE/
SECRETARY

needed for fast paced construction & property management company. Ideal candidate should be well organized, self motivated & able to work independently. Duties include data entry, word processing, filing & other general office duties. Accounts payable & computer experience required. Shorthand or Speedwriting experience desired. Send resume:
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Southfield, MI 48037.

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3 years experience plus WordPerfect for fast paced suburban office.

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Top position in corporation. 5 years experience. WordPerfect, Excel, and shorthand a plus.

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Troy: 585-2720

ADMINISTRATIVE ASSISTANT
Part time. Bookkeeping skills, computer knowledge. Southfield area. Call 948-1880

ADMINISTRATIVE ASSISTANT
SECRETARY
Full-time. Experienced in PC word processing & general office procedures. Compensation commensurate with skills & experience.
Send resume to:
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Suite 800
Southfield, MI. 48034
ATTN: JoAnn

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504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm offers challenging opportunity for experienced individual with strong administrative skills and perseverance to achieve. Must possess excellent WordPerfect and dedication to detail. Strong organizational aptitude and attention to detail a must. Growth potential with Property Management responsibilities. Salary starting at $30K with benefits. Send resume stating professional goals and available commencement date to: Ms. Baker, 250 Martin St., Ste. 201, Birmingham, MI. 48009-3383.

ACCOUNTS RECEIVABLE -
ACCOUNTS PAYABLE BOOKKEEPERS
We have immediate openings for full-time Accounts Receivable and Accounts Payable Coordinators. Qualifications include basic accounting knowledge, 10-key skills, PC experience (Lotus, MS Word preferred), good organizational and communication skills. Other competitive weekly salary and benefits benefited-in-training. Send resume to:
Human Resources Department
INVITEL
1400 Howard St.
Detroit, MI 48216
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ADMINISTRATIVE/SECRETARIAL
Plymouth office looking for pleasant person with WordPerfect 5.1, Lotus & good verbal skills for full time growth oriented position. 453-7458

ADSTRA IS IN NEED
OF THE FOLLOWING:

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REPRESENTATIVE

Customer Service Dept. needs a very sharp sales dept. coordinator to organize and work closely with the Account Executives to ensure that all client needs are met promptly and professionally. Will be responsible for reviewing, consulting, research, and follow-up on all sales orders. Must be able to handle client inquiries, resolve problems, and make sound decisions. Organized, disciplined, persistent, professional appearance and demeanor is required.

ISM SERVICES COORDINATOR

Information Services Management dept. needs an individual to coordinate within the assigned dept. and other individual departments the processing of job requests. Will act as the single point of contact for questions/concerns on jobs and quotes, and will monitor and notify the subsequent departments of problems and completions. Good typing, PC, excellent phone manner, organized, motivated and work well under pressure are skills required.

ADMINISTRATOR

Client Services dept. needs an individual for order processing, data entry, customer contact. Will also be handling money and invoicing. Must be very detail-conscious and adaptable.

ORDER PROCESSOR

Client Services dept. needs an individual for order processing, data entry, customer contact. Must ensure accuracy and timeliness in handling all information. Excellent and excellent phone skills are required.

TELEMARKETER

Client Services dept. needs an individual to call prospects of services offered, quote prices, using prepared sales material. Will also record and transcribe data for order and maintain records on a PC. Must be customer service oriented and have outstanding phone skills.

All positions include full benefit package. Please forward resume to:
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10 Lunsford
Plymouth, MI 48170

Attn: Randy Shafer
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504 Help Wanted Office-Clerical

Accounts Receivable
West Bloomfield Dodge Center has immediate opening. Experienced Manager and Clerk. Computer data entry skilled, able to meet public. Call between 9-10am at 661-1900

ADMINISTRATIVE ASSISTANT

We are a large local accounting firm looking for an experienced administrative assistant with a minimum of 2 years experience. The successful candidate must have shorthand, WordPerfect 5.1, Lotus 1-2-3 & excellent organizational skills. Prior accounting firm experience is helpful. Salary commensurate with ability. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Executive level - 10+ yrs. exp. Word, Excel, Lotus, Powerpoint.
ARBOR TEMPS 459-1160
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ADMINISTRATIVE ASSISTANT
Nonprofit association seeks full-time employee with excellent written/oral communication skills, minimum 3 years experience IBM/DOS computer system. Competitive salary/benefits. Resume: c/o PED, 645 Griswold, Suite 1970, Detroit MI 48226.

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504 Help Wanted Office-Clerical

APPRAISAL COMPANY
Seeking an Appraisal Coordinator. The full time office position requires real estate and/or appraisal experience, includes review, customer service and general computer knowledge. Send resume to: Mona Smith, 17187 N. Laurel Park Dr., Suite 103, Livonia, MI 48152

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• Lotus 1,2,3
• Microsoft Word
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313-722-8080 or 313-382-2342

ADMINISTRATIVE ASSISTANT
Fast paced construction office seeks experienced individual with strong communication skills to answer phones, type letters, & assist staff of 6. Strong computer skills required. Lotus 123 & Word Perfect. Associates degree preferred. At least 1 year experience, preferably in the construction industry. Please send resume & salary requirements to: P.O. Box 530950, Livonia, MI. 48153-0950

ADMINISTRATIVE ASSISTANTS
Needed now for the "Four Brases" of the expanding Livonia firm. Lotus and WordPerfect skills required. Let us reward your experience and professionalism with EXCELLENT pay for these challenging temporary positions.

N S SERVICES
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Up to $10/hr.
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• Microsoft Word
• Paradox
• Lotus 1-2-3

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Southfield: 358-4270
Troy: 879-9070

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BOOKKEEPER (Experienced)/Light Secretarial - Needed immediately! 4 hrs. Mon., Wed., Fri. Self-contractor position. Established Troy firm. Competitive salary. Jan 524-9571

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504 Help Wanted Office-Clerical

BOOKKEEPER
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Full-time position available. Competitive pay & benefits. This is a non-smoking office. Contact Laurie Cowell at Brentwood Jeep Eagle 2365 Plymouth Rd., Redford. Corner of Plymouth & Telegraph. 255-2700

AUTO DEALER NEEDS full time experienced utility person with mechanic background for general office work including filing, cashier/switchboard, etc. We are also looking for rental agents. Several locations/ major benefits. Apply: McDonald Ford, 550 W. Ann Arbor, Northville, or send resume to: Po Box 530982, Livonia, 48153-0982

BOOKKEEPER - Full or part time. Experienced in trial balance for Southfield construction business. Generous pay & benefits. Call Mon thru Fri, 8am-10am. 352-8641

BOOKKEEPER
Minimum experience 2 years. Other office duties. Start immediately.
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BOOKKEEPER/OFFICE MANAGER
Birmingham landscape architectural firm seeking self-starter. Must have thorough knowledge in WordPerfect 5.1, payables, receivables, billing, data entry, manual & computerized accounting system. 644-3410

BOOKKEEPER, PART TIME
Computer literacy a must. Salary negotiable. Immediate opening.
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504 Help Wanted Office-Clerical

BOOKKEEPER. A Southfield property management company requires a full time bookkeeper with experience in computerized accounting systems including accounts payable, accounts receivable, financial statement preparation. WordPerfect, & Lotus 1-2-3 desirable. Good benefit package. Salary commensurate with experience. Send resume and salary requirements to: Controller, 29348 Southfield Rd., #200, Southfield, MI 48075

BOOKKEEPER/
ACCOUNTING CLERK
One of the area's fastest growing wholesale baking companies is seeking a self-motivated individual, neat in appearance, with organizational & math accuracy skills, phone etiquette, familiar with computers and able to handle a variety of administrative duties. FAX resume to: 827-7605

BOOKKEEPER OFFICE ASSISTANT
Bookkeeper with 3-4 yrs. exp. experience with computerized accounts receivable, accounts payable, payroll & general ledger! & LOTUS. Prefer someone with related accounting background. Excellent communication skills & ability to effectively deal with both vendors & customers a must. Must be able to be cross trained. Send resumes in confidence to:
Walker & Brenz
32580 Grand River
Farmington, MI. 48336.

BOOKKEEPER/SECRETARY
Minimum 3 yrs. experience including payroll, accounts payables, typing & phone skills. Lotus & WordPerfect knowledge. 14 hrs. & 8-12 hrs. Excellent working conditions. Send resume and salary requirements to: Stevens, Allied Binding Co., 1000 E. Whitcomb, Madison Hts., MI 48071.

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CLERICAL
(Part-time)

Source One Mortgage has provided loans to millions of people for over 50 years. We have over 1,900 employees with 70 locations nationwide. Our home office in Farmington Hills is seeking qualified, enthusiastic individuals for the following part-time positions:

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Telephone and collection background required. Hours are Mon.-Thurs. & Sat. 9:30 am-2:30 pm.

CUSTOMER SERVICE

Previous telephone experience is required. Hours are Mon., Tues., Wed., Fri. or Mon., Tues., Thurs., Fri. 11:00 am-7:30 pm.

CASH PROCESSOR

Math, typing and organizational skills are required. Hours are Mon.-Fri. 11:30 am-4:45 pm.

SECRETARY

Lotus 123, Professional Write, report preparation and communication skills are required. Hours are Mon.-Fri. 10:00 am-3:00 pm.

These positions include a competitive benefit package.

DATA ENTRY

10-key calculator and accurate typing required. Hours will be Mon.-Fri. 8:15 am-4:45 pm approximately 2 weeks out of every month. This position does not include benefits, but is an excellent opportunity for an individual re-entering the workforce.
Qualified candidates should send a resume or apply in person Mon.-Fri. 9:00 am-4:00 pm. Please indicate that you are interested in part-time.

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